



Eastern Lakeshore Regional Planning Team (ELRPT)

MINUTES OF MEETING: October 18, 2016

Location: Durham District School Board

Lunch: 12:30pm

Meeting Time: 1:00pm

Present:

Robert Wager

Sue Hawkins

Adriana McDonough

Trudy Heffernan

William Howe

Edina Cappuccitti

Stephen Hughes

Lisa Vanelst

Kim Stuart

Stephen McBride

Alex Duketow

Kelli Chiasson

Bob Stones

Larry Archibald

	Agenda Item	Discussion Notes	Action / Follow-Up
	Welcome and Introductions	Co-Chairs – Trudy Heffernan and Stephen McBride Thank you to the Durham District School Board for hosting!	
1	Review of Minutes from previous meeting	Minutes accepted	
2	Agenda Review	No additions to the agenda	
3	Ministry/SCWI Update a. Bob Stones, Ministry of Education b. Larry Archibald, SCWI	<p>-Bob Stones indicated that 5 webinar sessions were already held regarding the dual credit data collection process in board student management systems. Results were positive and some issues and concerns were highlighted and resolved. There was good participation across the school boards. The webinars have been posted on the SCWI website and can be accessed anytime.</p> <p>-The ELRPT was congratulated on this initiative.</p> <p>-Thank you to Bob who got this off the ground!</p> <p>-“Building the Workforce of Tomorrow” (expert panel report) is a Ministry document that, in one section (3.3), talks about modernizing the apprenticeship program. Our RPT concerns about OYAP was made known at a Barrie regional meeting. These concerns will be forwarded formally to Sandra Bickford.</p> <p>-If anyone has any ideas for the May Dual Credit symposium, please forward them to Trudy Heffernan, Stephen McBride and Larry Archibald.</p> <p>-A presentation about OYAP would be helpful.</p> <p>-Stephen McBride will be presenting “Fostering Positive Relationships” at the provincial SCWI meeting on November 2, 2016. Stephen will be tapping members on the shoulder</p>	Forward ideas for the May symposium to Trudy Heffernan, Stephen McBride and Larry Archibald as soon as possible.

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		to assist or even attend the symposium at the Holiday Inn Toronto International Airport.	
4	Regional ELRPT Forum	<p>-A review of the previous regional forum was presented (number of participants, budget, agenda, workshops...)</p> <p>-Durham College is a potential host (if held in late April-early May)</p> <p>-A committee was struck: Will Howe, Adriana McDonough, Edina Cappuccitti, Robert Wager, Sue Hawkins, Stephen McBride, Kelli Chiasson volunteered.</p> <p>-A possible target audience may be guidance counsellors and Administration to truly understand the nature of dual credits. This may assist with overall retention and success rates.</p>	Please advise Trudy Heffernan and Stephen McBride if interested in sitting on the committee.
5	2016-2017 Smart Goals	<p>General ideas for smart goals included:</p> <p>-<u>Retention</u>: How to support students who are floundering and ready to quit. How can board reps work with schools to improve retention within the dual credit courses? How to select students more appropriately for dual credits. Are they intellectually capable? Guidance counsellors are key people in the high school to make dual credits work. Do they need any PD around dual credits?</p> <p>-Improve <u>transitions</u> to college: How to support students coming to college for the first time.</p>	Trudy Heffernan and Stephen McBride to draft some smart goals based on today's discussion
6	Vulnerable Sector Check	<p>-Will Howe, on behalf of the ELRPT internal committee, presented the following potential process or protocol: The college would be the "external screening provider" so would be responsible for screening all college faculty. The college would be the holder of the documentation. The college would provide the school board with a waiver or an affidavit stating that screening has been completed. New hires would have to sign a waiver saying they are in the process of obtaining the check.</p> <p>-Colleges and boards will need to share their policies, procedures and practices in order to ultimately determine actual protocols.</p> <p>-Future meetings and discussion still to be held</p>	
7	2017-2018 Proposal Writing	<p>-Colleges presented new course ideas. Board reps to advise the colleges if they have other ideas to investigate.</p> <p>-See critical path (below) for more details and dates.</p> <p>-An emergency proposal writing date will be determined once we receive the Request for Proposals from SCWI and the proposal deadline is known.</p>	-College reps to send presentations and course ideas electronically to board reps.
8	Growing Success-Alex Duketow	Alex encouraged college and board reps to review the spirit behind the document Growing Success. The high school teacher may wish to share the principles of this document with their college counterpart.	-Contact Alex if you have any comments to share or questions to ask.

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9	M level courses-Alex Duketow	<p>-Our RPT has gradually let go of M level courses over the years</p> <p>-If there are C and M level courses available, the C course needs to be used.</p> <p>-In small schools, sometimes the M course is offered to attract as many students as possible.</p> <p>-If you want to offer an M course, you will need to offer a very sound rationale.</p> <p>-M courses are more likely to be approved within a SHSM project</p>	
10	OYAP Update	-No news to report at this time. Recruiting for OYAP seats is going well.	
11	Cycle Changes Updates	<p>1. Updates</p> <p>-Reminder that Cycle 3 change requests are due to Adriana Thursday of this week (Sept 20)</p> <p>-Based on the student enrollment numbers recorded today, Adriana will be looking at possible contract changes to balance project numbers (with no effect on board/college budgets). Adriana will advise the college and board reps of any possible changes before going ahead and making the change.</p> <p>-Cycle 4 requests are due Thursday December 22, 2016 and should reflect any major Semester 2 changes.</p> <p>2. Contract change principles (to be discussed at a future meeting)</p>	Contract change principles to be discussed at a future meeting.
12	Budget – ELRPT	<p>-Nothing new to report</p> <p>-Please contact Adriana with any questions or concerns regarding budgets.</p>	
13	Planning Time	Standing agenda item to leave final 15-30 minutes of each meeting for members to connect as needed	

Next Meeting: Tuesday, November 15, 2016 at Durham College

All ELRPT meeting minutes can be found on earndualcredits.ca

2017-2018 PROPOSAL WRITING: CRITICAL PATH

DATE	DESCRIPTION	ACTION
October 18, 2016	ELRPT meeting @ DDSB	Colleges to present new course ideas for 2017-2018
October-November 2016	Ongoing	Board reps to begin the process of meeting with school teams to discuss dual credit proposals for 2017-2018. New ideas for dual credits/different courses to be discussed with college partners. College partners should be aware of new ideas, new schools, new courses...so they have time to investigate feasibility.
November 15, 2016	ELRPT meeting @ Durham College	Roundtable discussion for boards and colleges to update their progress for 2017-18 proposals. Proposal writing process and critical path to be reviewed.
November-December 2016	Ongoing	Review current project descriptions. Adriana will prepare this document for college reps to review and to submit changes
November 22, 2016	Initial Proposal Writing Meeting @ Durham College at 9:30am *Durham College dual credits only	All board reps to be prepared to input all dual credit proposals (as per spreadsheet details) for Durham College dual credits. Boards will be assigned the following times but all are welcome to be in attendance all day. ASSIGNED TIME FOR BOARDS: 9:30am - DCDSB 10:30am - DDSB <i>12:15 - LUNCH provided</i> 1:00 - TLD 1:30 - KPR 2:30 - PVNC
November 24, 2016	Proposal Writing Meeting @ Fleming College at 9:30am *Fleming and Loyalist Colleges dual credits	All board reps to be prepared to input all dual credit proposals (as per spreadsheet details) with Fleming and Loyalist Colleges dual credits. Boards will be assigned the following times but all are welcome to be in attendance all day. ASSIGNED TIMES FOR BOARDS 9:30am - PVNC 10:30am - TLD <i>11:30 - LUNCH provided</i> 12:15 - DDSB 1:00 - DCDSB 1:30 - KPR
Nov 25 – Dec 2016	Ongoing	Ongoing tweaks, changes, additions, deletions...
To be determined	Emergency Proposal Writing Meeting	Only if needed. Use this day to tweak proposals and project descriptions. ALL PROPOSALS DUE BY THE END OF THE DAY
To be announced		All proposals due in EDCS. Due date will be announced at the SCWI provincial meeting Nov 2-3.