



**Eastern Lakeshore Regional Planning Team (ELRPT)**

Meeting Minutes - Tuesday, September 20, 2016

Location: **Fleming College**

Lunch: 12:30pm

Meeting Time: 1:00 p.m. – 3:30 p.m.

Present:

Robert Wager  
Sue Hawkins  
Adriana McDonough  
Trudy Heffernan  
William Howe  
Edina Cappuccitti

Stephen Hughes  
Jennifer Parrington  
Lisa Vanelst  
Kim Stuart  
Stephen McBride  
Alex Duketow

Margaret Murray  
Kelli Chiasson  
Claudia Goncalves  
Bob Stones  
Flavia DeMonte  
Tania Rightmyer

	<b>Agenda Item</b>	<b>Discussion Notes</b>	<b>Action / Follow-Up</b>
	<b>Welcome and Introductions</b>	Co-Chairs – Trudy Heffernan and Stephen McBride Introductions of all members and welcome of new members to the ELRPT. <ul style="list-style-type: none"> <li>- Robert Wager shared a good news story from Durham College. A long time Durham resident, Anne Sabat left \$450,000 to the College to assist students in Centre for Success! The funds will be used to help students with post-secondary costs.</li> </ul> In addition, construction is beginning on the new Durham College facility which will house Centre for Success.	
1	Review of Minutes from previous meeting	June minutes were accepted as presented.	
2	Agenda Review	Additions to the agenda: -Proposal Writing Dates for Master Calendar -Growing Success – Alex Duketow -M level dual credits	
3	2015-2016 Smart Goal Review	Final data and information collected and reviewed regarding our smart goals:  <ol style="list-style-type: none"> <li>1. Improvements were noted regarding increased activity in May/June: Durham College by 40%, Fleming College by 26% and Loyalist College remained consistent.</li> <li>2. Progress is in the works with regards to improving our OnSis data entry. Bob Stones worked with school boards to review all webinars for each student management system. To date, Oct 3-4 have been set aside for board participants (Guidance,</li> </ol>	

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		<p>secretaries and others) to participate in the webinars. Board reps will be responsible for alerting people to this professional development. Unlimited log-ins would be available. It is important for Board reps to ensure the dual credits are coded correctly in their student management systems as soon as possible. The webinars will be facilitated sessions and approximately an hour in length with 20-30 minutes of presentation and ample opportunity for Q&amp;A. Bob Stones will send a description to the board reps.</p> <p>3. Pathways document (to be addressed below under Summer Writing Projects)</p> <p>4. Retention Rates below the provincial average: Our retention rates did not dramatically improve. People are encouraged to look over the handout that was distributed and to refer any comments and observations to Trudy Heffernan/Stephen McBride.</p> <p>- Sonja Vandermeer and Phil Hedges are unavailable to meet at our scheduled ELRPT meetings regarding following up on our SMART Goals for last year, so a separate meeting has been scheduled on October 27 2016 at Whitby Skills at 1:30pm. One member per institution is welcome to attend. Please advise Trudy Heffernan/Stephen McBride.</p> <p>- <b>Overall 2015-2016 ELRPT data was as follows:</b>  <b>Seats filled – 91%</b>  <b>Retention – 91%</b>  <b>Success – 93%</b></p>	<p>Review data on retention rates and forward any comments/observations to Trudy Heffernan/Stephen McBride.</p> <p>Adriana to distribute full retention report to all members. Each board/college should have one rep to attend a Smart Goal/Data Review meeting with Sonja Vandermeer/Phil Hedges on <u>October 27</u>. Please advise Trudy Heffernan/Stephen McBride. Detailed information to follow.</p>
4	Criminal Reference Checks	<p>SCWI has encouraged all RPTs to have a procedure in place with regards to criminal reference/vulnerable sector checks for college teachers. The documentation that was previously sent out from CODE and reviewed at our Eganridge meeting is a reference point and is encouraging best practices.</p> <p>-At Fleming, all faculty hired to teach in the dual credit program are required to have a check done, but it does not need to be renewed annually. A declaration will suffice in subsequent years.</p> <p>-At Durham, the check is done only for team-taught models delivered at the high school.</p> <p>-At Loyalist, the check is required for team-taught</p>	<p>Kim Stuart, Bob Stones, Robert Wager and William Howe will form a working group to gather and share current Board and College practices regarding screening and draft a Protocol for the ELRPT to review for further discussion and potential implementation.</p>

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		<p>dual credits delivered at the high school</p> <p>A few ELRPT members volunteered to look at possible college/board protocols should a questionable Vulnerable Sector check be presented.</p>	
5	Summer Writing Projects(Updates)	<p>1.<u>Use of earndualcredits.ca</u> Will Howe demonstrated the site to ensure all ELRPT members are aware of all of the components (registration, resources...) Will also had some data outlining the use of the site.</p> <p>-A suggestion was made to highlight the comment on the student registration page that indicates the student and parent must sign the registration form.</p> <p>-Durham College is looking at the legalities around omitting the parent signature that is currently required on the registration form.</p> <p>-Proposal made to use the site more extensively for use by ELRPT members to store and access documents such as meeting agendas and minutes, resource documents, spread sheets etc. on the earndualcredits.ca site. Any/all financially sensitive information, including our various spreadsheets would be password protected and so would not be available to the general public.</p> <p>2.<u>Pathways document</u> This document would be used by students and Guidance counsellors to understand how each dual credit would be of benefit to the student in various post-secondary programs. The colleges will continue to work together in order to prepare this document. Fleming may be prepared to insert this pathways information on their main website.</p> <p>3.<u>College Registration forms</u> These forms were reviewed and some questions were removed and language cleaned up. Colleges will continue to collaborate to improve these forms.</p>	
6	Forums and Activities	<p>1.<u>Review of Forums and Activities</u></p> <p>-There were funds returned for cancelled forums and activities in 2015-2016. Colleges are encouraged to review their forums/activities to determine if their funding is adequate. If there is unspent funding, it can be moved from one activity/forum to another. Unused funds may also be moved from one activity/forum to apply for a new activity (e.g. OYAP forum) through a contract change. See Adriana for any changes.</p>	

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		<p><u>2.Regional ELRPT PD Forum</u></p> <p>Two years ago, ELRPT had a regional professional development forum with about 150 participants. Cost of this forum was about \$16,000. There is some interest in offering another PD event this coming year. Durham College is a potential host in April at the Centre for Food. Stephen McBride has a suggestion for a speaker: Dr Greg Wells speaks about general health and well-being of students (sleep, nutrition...)</p> <p>-To be discussed at subsequent meeting(s)</p>	Bring forward to October meeting.
7	SCWI Summer Institute Update	<p>Stephen McBride, Trudy Heffernan and Adriana McDonough attended the SCWI Summer Institute. The following was looked at:</p> <ul style="list-style-type: none"> <li>-Rubrics and case studies around proposal writing</li> <li>-Data reports in EDCS</li> <li>-Policies and procedures were refreshed</li> </ul>	
8	<p>Ministry/SCWI Update</p> <ul style="list-style-type: none"> <li>a. Bob Stones, Ministry of Education</li> <li>b. Larry Archibald, SCWI</li> </ul>	<ul style="list-style-type: none"> <li>-Bob Stones will be asking Stephen Hughes, Stephen McBride and Alex Duketow to continue to work together on the Onsis webinars as indicated in item #3.</li> <li>-David Armstrong is asking for general interest topics to be included in the SCWI May Symposium. Please think about this and advise Trudy Heffernan/Stephen McBride of any ideas you might have. Suggested topics include: the presentation of an RPT website (earndualcredits.ca), the Vulnerable Sector Check, College Registration form</li> </ul>	Bring forward to October meeting.
9	OYAP Update	<p>OYAP coordinators would like to apply for additional funds under "miscellaneous" to cover costs of textbooks, lab coats etc. Adriana will be invited to next OYAP meeting to discuss and assist with this request.</p> <p>Training agreements MUST be signed by the end of November in order for students to begin their OYAP program in Sem 2. This continues to be a quagmire of issues and problems with the Apprenticeship Branch of the Ministry of Advanced Education and Skills Development (MAESD)</p>	OYAP coordinators to invite Adriana McDonough to next OYAP meeting to discuss additional fund requests.
10	Cycle Changes Updates	<p>1.Updates</p> <ul style="list-style-type: none"> <li>-new spreadsheet for Cycle 2 approvals was sent out with some minor changes affecting PVNC/Fleming and renamed "Cycle 2 Approvals"</li> <li>-Cycle 3 changes due to Adriana McDonough on <u>Thursday October 20 2016.</u></li> <li>-For every new spreadsheet that gets sent, ensure that you review your dual credits and contact Adriana if there are issues.</li> </ul>	Cycle 3 changes due to Adriana McDonough on Thursday October 20 2016.

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		<p>2.Contract change principles General discussion ensued regarding past practices with regard to contract changes.</p> <p>As an example: Should new asks (additional seats) come to the group? Or is this a decision by the chairs?</p>	<p>Trudy Heffernan and Adriana McDonough to draft some overall guiding principles for the next meeting</p>
11	Budget – ELRPT	<p>-The ELRPT Admin budget was reviewed (categories, spending etc.) Any members who have suggestions regarding allocation of this team’s budget are welcome to contact Trudy Heffernan or Steve McBride.</p> <p>-Most of the final July invoices should have been paid out, with the exception of Fleming and Durham Colleges which will be paid out when final payment is received this fall.</p> <p>Please review your individual budgets and contact Adriana McDonough if you see any issues.</p>	
12	2016-2017 ELRPT Smart Goals	<p>This item delayed until next meeting.</p>	<p>All members, please come to the next meeting with some ideas for our 2016-2017 Smart Goals.</p>
13	Proposal Writing Dates for Master Calendar	<p>ELRPT meeting dates and Proposal writing dates were established as follows:</p> <p><b>October 18 2016:</b> ELRPT meeting at DDSB. Colleges will present new course ideas for 2017-2018 proposals.</p> <p><b>November 15 2016:</b> ELRPT Mtg @ Durham College. Roundtable discussion for boards to present new ideas for 2017-2018 Proposals. 12:30-3:30pm</p> <p><b>November 22, 2016:</b> Proposal Writing Meeting at Durham College (for all proposals with Durham and Loyalist Colleges). Boards to come prepared to insert all details into spreadsheet. 9:30-3:30pm</p> <p><b>November 24 2016:</b> Proposal Writing Meeting at Fleming College for all proposals with Fleming. Boards to come prepared to insert all details into spreadsheet. 9:30-3:30pm</p> <p>More detailed information regarding the proposal writing process to be sent at a later date</p>	<p>- Updated ELRPT Master calendar attached</p>

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14	Growing Success	Alex Duketow provided a handout from the PVNC to discuss at next ELRPT meeting - Gathering Evidence of Student Learning: Triangulation of Assessment Data in Dual Credit Programs. He also offered the services of one of their consultants to any members who may find this beneficial with regard to team-taught dual credits.	
15	M level courses	Postponed to next meeting	
16	Planning Time	Standing agenda item to leave final 15-30 minutes of each meeting for members to connect as needed	

***Next Meeting: October 18, 2016 @ Durham District School Board 12:30-3:30pm***