

## **INSTRUCTIONS FOR 2019-2020**

### **PROPOSAL WRITING**

Please don't hesitate to call Will, Stephen, or Adriana if you have any questions!

#### **Gather necessary materials. You will need:**

1. Master excel spreadsheet entitled "2019-2020 Master Proposals". This master is based on 2018-2019 Cycle 3 approvals (the SCWI provincial starting point). There are four tabs:
  - Master sorted by Project. (This is the spreadsheet we will be working from on Dec 4 and 5)
  - Master dual credits sorted by Boards
  - Master dual credits sorted by Colleges
  - Simple chart showing the starting point for seats and funding
2. Accurate AND CONSISTANT up-to-date transportation costs for college faculty mileage (return kms to the secondary school) and board bus costs (secondary school to the college).
3. Dual credit project descriptions. School board and college partners need to review the descriptions to ensure the dual credits are properly placed in the right projects. School boards will need to input comments regarding under-performing dual credits using data...See below.
4. Activities and Forums: Colleges especially to review these descriptions although there are three board activities to review. This will be sent out next week.
5. If you are requesting miscellaneous funds, you will need a per-seat amount and a rationale for the request.
6. SCWI resource materials:
  - RFP-CODE letter
  - RFP Requirements
  - Dual Credit and ADC Rubrics
  - Dual Credit and Forums/Activities Benchmarks
  - OYAP Seat Purchase Agreement forms
7. Data by board and by project.

#### **USE OF DATA: Notes from Smart Goals Meeting with Sonja and Phil on October 30 2018.**

#### **Also see the Word document "SCWI Provincial Meeting-Nov 8"**

- Overall SCWI is pleased with our results.
- Footprint, success data, its' contribution to the graduation rate...are all looked at when allocating funds.
- Data is a very important factor in maintaining the program and this initiative has excellent data.
- Refer to the document "Making the Connection" from the Conference Board of Canada to see why the dual credit program is such a positive one (especially for team-taught dual credits).
- Address major data discrepancies head-on and provide rationales (difference between ELRPT and provincial data and low results)
- -Recognize issues and address them as well
- -%age of target group should be between 70-75%
- Be careful about over-filling dual credits.

- A committee of 6-8 people review the proposals so very little gets missed.
- The committee looks at historical data – not just the previous year’s data.
- Are we getting the dollar value out of a SHSM dual credit with 20 approved seats where only 20% of the students are actually SHSM?
- We are encouraged to fill our SWAC sections as they are costly to deliver
- Look at the discrepancy between the OSS and College success rates and address this in the rationales
- We may wish to question 2 sections of the same dual credit within one school
- Dual credits should have at least 75% of the students in the target group
- Re-evaluate summer school

**Notes:**

1. All college presidents and board directors will receive the CODE memo and the Request for Proposals.
2. Come prepared to the meetings on Dec 4 and 5 with **all** details required in each of the spreadsheet cells.
3. Focus continues to be on primary target group and SWAC.
4. Night school and e-learning will not be approved – unless you have these programs grand-fathered in your RPT
5. No new money for SHSM dual credits. Use your existing seats and re-shuffle as needed.
6. College and board benchmarks remain the same. Use miscellaneous requests if benchmark is not sufficient.
7. If making changes electronically, the bottom line (highlighted) should automatically keep a total of your changes (unless you erase the embedded formulas). The 4’th tab on the master will show your original totals (ie: what you should try to stick to.)
8. Changes to courses will not affect the Board benchmark but may impact the college benchmark. For example, moving from a non-tech to a tech course will not affect the board benchmark but will increase the overall cost of the dual credit on the college end (example: higher benchmark, addition of miscellaneous costs...)
9. Changing schools may also affect travel/transportation costs.
10. VERIFY your transportation costs. This is the area that we always end up giving back at the end of the year. Most bus companies should be able to give you a ball park figure of transportation costs to the various colleges for the one day trip or for college-delivered models.
11. Colleges will need to know faculty transportation kms (return) to the various schools. Mileage for proposals is always calculated at .40 cents/km.
12. Each cell represents a piece of information that needs to be entered into EDCS so knowing as much detail as possible is necessary.
13. Check the data. If the project data is under the provincial average please provide a rationale for continuing with the dual credit. We will need to use as much information as possible to write a creative rationale taking into account the variety of schools involved in each project.
14. Share anecdotes of success stories to help with poor data results. (Ex, Project 646-PR is a dual credits for new parents. While the data is low on all 3 counts, the target group is the most vulnerable and at-risk student. Share one success story if you can.)

15. For **tech** and **culinary** dual credits with all 3 colleges, they have to be **double period classes** – unless they are already running as a single period and have been grand-fathered. Durham College will look at a case-by case basis for single periods.
16. If you are adding dual credits, try to fit them into existing projects.
17. If it is a BRAND NEW PROJECT idea, you will need to provide a lot more information. We can work on this together if the college has approved the idea.
18. OYAP coordinators: You have been provided with all of the information that you need to have ready by December 7. If you'd like to meet to input this project into EDCS with Stephen, Will and Adriana, please arrange to meet with us before that date. Don't forget the signed Seat Purchase documents.
19. While everyone is welcome to be present all day on the two proposal writing days, we will focus on one Board partner at a time as per the schedule below. Please let us know your intentions for organizational purposes (refreshments, space, lunch...). RSVP to Will or Robert/Sue so they can plan accordingly.

<b>TUESDAY, December 4 @DURHAM COLLEGE (DURHAM DUAL CREDITS) ROOM: SSB113A PARKING: Park in Founders and an exit ticket will be supplies.</b>		<b>THURSDAY, December 5 @ KPR (FLEMING and LOYALIST COLLEGE DUAL CREDITS) ROOM: at KPR Room 155 PARKING: Free</b>	
9:00am	DDSB	9:00am	KPR
10:30	KPR	10:30	DDSB / DCDSB
<b>12:15</b>	<b>LUNCH</b>	<b>12:15</b>	<b>LUNCH</b>
1:00	PVNC	1:00	TLD
1:30	DCDSB	1:30	PVNC

**ALL PROPOSAL DETAILS INCLUDING FORUMS AND ACTIVITIES (PROGRAM DESCRIPTIONS, DATA, RATIONALES...) ARE DUE AT THE END OF THE DAY FRIDAY, DECEMBER 7, 2018 AFTER WHICH THEY WILL BE INPUTTED INTO EDCS.**

### **TIMELINES**

Tuesday, December 4 2018	Durham College proposal writing.
Wednesday, December 5 2018	Fleming College proposal writing. (Fleming and Loyalist dual credits).
Friday, December 7 2018	All proposals due by the end of the day
Week of Dec 10-14 2018	All proposals inputted into EDCS.
Friday, December 14 2018	Due in EDCS for sign-off by 1:00pm