

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

**AGENDA: TUESDAY, JUNE 12, 2018**

Location: Eganridge Inn, Country Club and Spa, 26 Country Club Drive, Fenelon Falls, Ontario

Morning Refreshments: 9:00am

Meeting Time: 9:30am-3:30pm (Lunch included)

Present:

Robert Wager	Zachary Labelle	Alex Duketow
Adriana McDonough	Stephen Hughes	Larry Archibald
William Howe	Jennifer Parrington	Tania Rightmyer
Edina Cappuccitti	Lisa Vanelst	Kim Stuart
Laura Wilkes	Stephen McBride	

**PLEASE READ OVER THE PREVIOUS MEETING'S MINUTES ON [earndualcredits.ca](http://earndualcredits.ca)**

<b>Agenda Item</b>	<b>Discussion Notes Action Items and Follow-Up</b>
<b>Welcome and Introductions</b>	Co-Chairs –Stephen McBride, William Howe, Stephen Hughes Welcome Zachary Labelle from Loyalist!
Review of Minutes from previous meeting	Minutes from last meeting accepted
Agenda Review	Additions to the agenda? - # of meetings - Professional Standards
Ministry/SCWI Update -Heather Hamilton, MOE -Larry Archibald, SCWI	-Heather Hamilton: no updates -Larry Archibald: the Symposium was excellent based on participant feedback. An overall excellent turnout. -SCWI Summer Institute: August 27-28 at the Intercontinental Hotel in Toronto. <b>Please advise Will or Adriana by June 27, 2018.</b>
Semester 1 (Fall) Dual Credits – Start Up Issues	-There were 38 Cycle 1 contract changes (not all for Semester 1). Many are project changes and course changes that are very different than what was originally proposed. Should we be concerned? <u>Feedback</u> -Members indicated difficulties with: hiring appropriate faculty, lack of instructional space, declining enrollment, cancellation of courses, administration changes, high school timetable issues (often to resolve student conflicts), changes from double to single periods (which affect tech courses), changes to projects due to low enrollment. -Discussion about other methods of delivery was looked at: running dual credits outside of the school day, night...
OYAP Update	-Completion ceremony is Thursday for current students -MAESDE is doing presentations at each board and looking for participation forms which will be the basis of future funding -Fleming is moving to block format which is exciting -Success is pretty good; coordinators have worked to get Durham/Fleming staff to provide mark updates
Semester 2 Data Collection	<b>Semester 2 data collection will take place Wednesday, June 27, 2018 beginning at 4pm at Fleming.</b> Members will be paid for this time with dinner provided. Invoice to be completed at the end of the session. <b>-Adriana to send out Semester 2 data template.</b>

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Summer School Updates	<p>-<u>Loyalist</u>: numbers are low (6 students confirmed). To be decided by Friday. Having difficulty finding faculty to teach the Culinary program. Fleming may have a faculty member willing to teach.</p> <p>-<u>Fleming</u>: FNMI summer project will likely not run. Also to be decided by Friday. The other 2 dual credits at Fleming will run.</p> <p>-<u>Durham</u>: Numbers appear to be good and all courses will run.</p> <p>-Summer school numbers overall may be lower as there is now paid summer school co-op available to students and they may prefer to earn their needed credits in that way</p> <p>-Colleges and boards may wish to look at other summer school models: SWAC, compressed models...</p>
earndualcredits.ca Update	<p>-Very little to report. At one point, students were not getting a confirmation email after they registered which was fixed by Whatever Solutions.</p> <p>-Will to provide Board reps access to earndualcredits.ca (password protected) to export the registration list. All boards will be listed but can be sorted by board.</p>
Criminal reference check – Protocol Update	<p>-Colleges have sent Board coordinators direction regarding Criminal Reference Check protocols. Please address this issue with your Board Administration/HR and follow through with the colleges.</p> <p>-Boards need to review the college documents and provide a letter of agreement.</p>
2018-2019 SMART Goals	<p>Review and planning for 2018-2019 Smart goal meeting with Sonja, Phil and Larry was held and our results were very good. Sonja was very pleased with our goal of creating educational resources for our dual credit students.</p> <p><u>Discussion:</u></p> <p>-A committee was proposed to take over ownership of smart goal planning and follow-up</p> <p>-A specific meeting to design smart goals was suggested</p> <p>-More specific smart goals with concrete action plans that each board and college can be held accountable to. For example, an overall smart goal may be to improve “retention”. Each board and college will identify specific goals under this heading and then account for it at the end.</p> <p>-Entry/exit survey could be administered to dual credit students to improve the reflective aspect of the dual credit experience</p> <p>-The smart goal can be as simple as maintaining our very good data</p> <p>-Let’s look at something we’ve never looked at before. For example: “Greening” of RPT6 (reducing textbooks, paper...)</p> <p>-Discover best practices of other RPTs in the province</p> <p>-Perhaps each board and college could come up with one smart goal that they would like to focus on for the year.</p>
2018-2019 Approvals	<p>Discuss David’s email re new seats. We have been told to not touch the seats that were most recently approved. LCVI has 40 recently-approved seats that they cannot use. Rather than give them back, we would like to propose changes as needed by our RPT. Please outline any changes briefly if you have needs and provide a strong rationale for the changes. Please email Will, Stephen and Adriana by Monday, June 18, 2018 so we can submit this to David and Sonja, and get their responses in time for Cycle 2 changes due to Adriana June 27.</p>
Professional Standards	<p>There have been a few comments made over the course of the year that have come to co-chairs attention regarding professionalism around</p>

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	meeting timelines and due dates, attending meetings, active participation in meetings, responses to memos... It is encouraged that participants speak with each other if there are issues.
Forums and Activities	<u>Robert/Sue: Review and Assessment</u> Faculty and school boards are very busy in May-June between skills competitions, their own classes and planning and running forums and activities. Durham College is proposing to spread out these activities (and dual credit visits) and running them during the college reading weeks in Oct 22-26 and Feb 18-22 rather than in May-June. (See ELRPT calendar for all college reading weeks.) -Additional planning needs to happen. -Colleges looking at different models for these activities and perhaps with smaller groups. Fleming for example looks at three 40-minute workshops with groups of 20 for their grades 7 and 8 students. Edina would like to see more targeted activities for the high school teachers. -School boards are good with these timing changes. <b>Colleges will send Boards proposed dates for activities during college reading weeks.</b>  <u>Board invoice for forums/activities</u> <b>Boards to provide colleges with an invoice by Thursday July 5, 2018</b>
Summer Writing Projects	-In the past, a number of items have been reviewed in the summer (dual credit teacher manuals, updating the website...) -No needs identified at this time but can be revived at a future date as needed.
Thank you to our departing members	Marg Murray will be retiring at the end of June. Alex has spoken with her and she has shared with Alex that she enjoyed working with this team and with her OYAP peers. Alex thanks the ELRPT on her behalf.  Lisa Vanelst is returning as Head of Guidance at Sinclair. Jen has worked with Lisa at Sinclair and also in this ELRPT and speaks to Lisa's professionalism and mentorship. Lisa you will be missed and we wish you all the best.  Stephen McBride has been involved with ELRPT with over 5 years and been co-chair for at least two. We appreciate his dedication to students and his sense of humour. You will be missed Stephen!
	<b>LUNCH</b>
2017-2018 ELRPT Calendar	Please bring or send to Adriana ahead of time any key dates from your Board/College calendars that we need to flag to include/avoid as part of our planning team activities next year. <b>Boards to send Adriana dates of all PD Days asap</b>
Eganridge June 2019	Do we want to continue with this end-of-year format? Stephen Mc has indicated in the past that this two day meeting was a good way to introduce new members and to enjoy some celebratory time with one another. People are happy to maintain the tradition. The dates will remain the same: Monday/Tuesday June 10-11
Cycle Changes Updates	1.Updates -All cycle 1 changes signed off. We are asking for an additional \$48,081 in dual credits (FNMI York dual credit, transportation and general changes

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	<p>that were not always funding neutral.)</p> <p>-Forums and Activities: Colleges are reminded that the After SWAC/ADC activity money was reduced: 4 group sessions (not 6) and three 1-1 conversations (not 4). This has all been changed in EDCS. Also PVNC's request for \$1,000 contingency was not approved and this also have been changed in EDCS.</p> <p>-Cycle 2 changes are due to me August 20 but realistically by Friday, July 6, 2018. All semester 1 changes should be sorted out by this time.</p> <p>-Cycle 3 changes due October 18, 2018.</p> <p>-Will and Adriana to look at revising the contract change form.</p>
Budget – ELRPT	<p>Final Invoicing</p> <p>-Must be approved by Adriana by our data meeting of Wed June 27 – if not earlier</p> <p>-Must have formal invoices in hand by Thursday, July 5. I need to get 2 sets of signatures including the VP of the college. There is NO ONE to contact at the board office once board reps leave.</p> <p>-Final report (including After SWAC/ADC reporting) due July 31, 2018. Initial summer school information to be entered at our data meeting with success information provided to Adriana as soon as possible once the summer dual credit is completed.</p>
Meetings	<p>-It was agreed that meetings for next year will begin at 12:00 lunch and 12:30 meeting start.</p> <p>-We will continue with 9 meetings and cancel as needed</p>
Adjourn	<p>Have a safe and wonderful summer! See you September</p>