



Eastern Lakeshore Regional Planning Team (ELRPT)

MINUTES OF MEETING: TUESDAY, MARCH 27, 2018

Location: Durham Catholic DSB
Address: 650 Rossland Rd W
 Oshawa, ON L1J 7C4

Lunch: 12:00pm

Meeting Time: **10:00am** (It was agreed that partners would meet at **9am** to review Semester 2 start numbers)

Present:

Robert Wager
 Sue Hawkins
 Adriana McDonough
 William Howe
 Stephen Hughes

Claudine Longo
 Jennifer Parrington
 Lisa Vanelst
 Stephen McBride
 Alex Duketow

Heather Hamilton
 Larry Archibald
 Tania Rightmyer
 Jennette Walton
 Denise Stirton

PLEASE READ OVER THE PREVIOUS MEETING'S MINUTES ON earndualcredits.ca

Agenda Item	Discussion Notes
Welcome and Introductions	Co-Chairs –Stephen McBride and William Howe Welcome to Jennette Walton, DDSB Community Connected Experiential Learning Facilitator
Review of Minutes from previous meeting	Minutes of previous meeting accepted.
Agenda Review	Additions to the agenda? -Mid-term report from Sonja (errors and omissions) -Summer School (and poster) -Additional funds for ADCs (May-June and summer)-Cycle 6
Ministry/SCWI Update a. Heather Hamilton, Ministry of Education b. Larry Archibald, SCWI	Heather Hamilton: -Concerns regarding college faculty costs has been presented to EDU and MAESDE and it will be discussed -On April 11, new co-op curriculum roll-out is expected Larry Archibald: -All good with symposium. Book your hotel asap.
OYAP Update	-Boards are encouraged to ensure the appropriate coding of (partial) Level 1 Apprenticeship programs for CYW, CDP, EA and DSW -Some changes to OYAP: additional funding is being allotted provincially including for transportation -Students will be tracked within OYAP to see if they are continuing with their apprenticeships (Level 1 to Level 2) -June 14 OYAP completion ceremony -Interview schedule is set for students -Funding is available to encourage women and Indigenous youth to pursue the trades; it is up to the boards to access this funding.
SMART Goals	Review in anticipation of SCWI visit in May (May 7, 9 or 24). -SCWI will be visiting us to review our Smart Goals (improvement of retention rate, to increase the use of hands-on materials) -SCWI also wishes to visit Adult Dual Credits class and speak with

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		faculty and students. Durham College to host this ADC visit. Robert and Sue to get back to us asap with one of the dates suggested.
	Dual Credit Videos (and Symposium updates)	David Armstrong sent a memo regarding posting and sharing videos that showcase our dual credits. If any board or college has videos to share, please let Stephen or Will know. -Will indicated that teachers may be able to shoot quick, short videos of their classes. These videos could be uploaded and an ELRPT video could be created. -There is likely some funding that we can access through our Admin funding to help offset costs if needed.
	2018-2019 Proposals	Review and discussion of SCWI's initial approvals. Initial review of proposals was had with board and college partners needing to discuss next steps. Boards and colleges to come to the next ELRPT meeting with more concrete decisions regarding re-allotment of seats.
	Co-Chair Election Update	It is with great pleasure that we announce Stephen Hughes as the new co-chair effective immediately. Congratulations Stephen! Adriana to send Stephen SCWI May Provincial Meeting details.
	Transcripts	Robert and Sue Durham College provides transcripts to the board's coordinator and would like to understand if this continues to be needed. Feedback: -Boards indicate that this transcript is filed into the student's OSR. -Students are welcome to contact Durham College for a copy of the transcript if needed. -Fleming provides a copy to the school boards and also mails a copy to the student -The student's board report card will indicate that the course is a dual credit if this has been recorded properly. -Heather checked the Dual Credit policy document which indicates that a record of the dual credit must be provided by the college and put into the student's OSR.
	Police Checks	Robert and Sue would like an update from the colleges regarding the provision of the police check. -Fleming C was moving well to put this in place (being the service provider for the Vulnerable Sector Check) but the strike has stalled this process. For now, Fleming requests all faculty to get the VSC and Will tracks whether it has been completed. Will does not keep a copy but is permitted to verify that it has been completed. -Boards have not yet signed off on agreement of this procedure (to allow the college to be the service provider). It has been very difficult to get the boards to meet to discuss this procedure. Will would like to re-initiate this in the spring. As this is not a college requirement but a Ministry requirement, boards will need to be a part of the discussion. -ELRPT colleges and boards to discuss and plan a meeting in the spring. Will Howe to coordinate this.
	Cycle Change and Budget Updates	Cycle Changes -Cycle 6 for the final change requests for 2017-2018 due to Adriana Thursday, April 5, 2018. This is the time to wrap up any changes for this current year, to balance

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		<p>project numbers, to move unused transportation...Cycle 6 approvals will also be the base for the final invoice.</p> <p>-Cycle 1 for the first round of requests for 2018-2019 due to Adriana Friday, June 1, 2018. Colleges will start to staff mid-April-early May so boards need to keep colleges apprised of what is happening.</p> <p>-Cycle 2 for 2018-2019 due to Adriana Monday, August 20 (but realistically by Friday, July 6, 2018 as Board partners will be on holiday.)</p> <p>Budget</p> <p>Thank you for getting all of the invoices in on time. Everything has been submitted to Durham College Finance. Our first payment from CODE has been received and the amount will cover paying out both sets of invoices. Once Cycle 6 approvals are in, Adriana will be preparing the final invoice which will encompass the entire year (less the payments made).</p>
	Mid-term report from Sonja (errors and omissions)	Boards have been provided with a list of errors/omissions/concerns regarding our Semester 1 data. Boards are asked to review the issues and to send the report back to Adriana with your comments by Friday, April 6, 2018.
	Summer School (and poster)	All summer school dual credits were approved in cycle 5 so boards are free to promote these projects. Will Howe to come up with a poster for Durham College and Loyalist College to promote their summer school dual credits and then submit to all coordinators who can then forward them to Guidance.
	Additional funds for ADCs (May-June and summer)- Cycle 6	Contact Will, Stephen or Adriana if you have an idea for a late start or summer school Adult dual credit. David Armstrong will then be contacted and if he approves the idea, we will apply in cycle 6.
	Planning Time	Formal meeting will adjourn and members will be available to each other to discuss any fall start-up planning details, logistics etc.

Next Meeting: Tuesday, April 17 2018 @ Fleming College in B2345

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