



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

**MINUTES OF MEETING: TUESDAY, OCTOBER 30, 2018**

Location: Durham District School Board  
Address: 400 Taunton Road, East, Whitby, Ontario L1R 2K6 **ROOM 2007**  
Lunch: **12:00pm**  
Meeting Time: **12:30pm**

Present:

Sue Hawkins	Phil Hedges	Matt Bowen
Adriana McDonough	Stephen Hughes	Clare McLean-Wilson
William Howe	Claudine Longo	Heather Hamilton
Laura Wilkes	Jennifer Parrington	Larry Archibald
Edina Cappuccitti	Denise Stirton	Tania Rightmyer
Sonja Vandermeer	Alex Duketow	

**MINUTES WILL BE POSTED ON [earndualcredits.ca](http://earndualcredits.ca)**

Agenda Item	Discussion Notes
<b>Welcome and Introductions</b>	Co-Chairs –William Howe and Stephen Hughes Welcome to Matt Bowen and Clare McLean-Wilson!
Review of Minutes from previous meeting	September minutes were approved.
Agenda Review	Additions to the agenda: -Revision of “Why Are We Here”? -OSSD graduates returning to do their Level 1 OYAP?
Ministry/SCWI Update -Heather Hamilton, Ministry of Education -Larry Archibald, SCWI	Heather Hamilton: There continues to be a moratorium from the Ministry of Education so Heather cannot be present until this is lifted.  Larry Archibald: Workshop Ideas for the SCWI May Symposium - Workshop suggestions or volunteers presentations due to Will Howe <b>by November 26</b> (and to Janette Jenson by Nov 28, 2018). Send ideas of the kinds of presentations you would benefit from as well as ideas you would like to present in a workshop.
OYAP Update	A handful of seats have yet to be filled for Welding, Plumbing and Carpentry. Adriana will need to meet with the OYAP coordinators to discuss and review financial needs for Semester 2 start-up (transportation, textbooks...). <b>Tania to arrange this meeting with Adriana and OYAP coordinators.</b>
SCWI Updates (Sonja Vandermeer and Phil Hedges)	Phil and Sonja were able to address some issues that were raised: -OSSD graduates returning to do their Level 1 OYAP? This should not be widely practiced however if there is room in your dual credit or Level 1 program, the odd one or two student should not be an issue. Students under 21 and over 21 can be split out in EDCS for funding and reporting purposes. -Why Are We Here?” Alex has indicated that in the bustle of start-up, one

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	loses track of the purpose of dual credits. Members contributed anecdotes and experiences of working with students where the dual credit program changed their attitudes and feelings of helplessness and pushed them to move on in their education.
SMART Goals	<p><b><u>2017-2018: Smart Goals Report - Welcome Phil and Sonja</u></b>  These Smart goal reports continue to be necessary to sustain the interest and funding of the dual credit program. 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 "<u>Making the Connection</u>" from the Conference Board of Canada to see why the dual credit program is such a positive one.  Sonja and Phil reviewed our 2017-2018 Smart Goals. Pay attention to the following moving forward with proposals:  -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%  Follow up and review the data in the following dual credit projects:  - Summer SWAC  -6.30S – check #s  -6.32D – check #s</p> <p>On the whole. SCWI is very pleased with our data results.</p> <p><b><u>2018-2019: Establish Smart Goals (due November 9, 2018)</u></b>  -Improve faculty and dual credit teacher orientation. (For example, by creating a college and board timeline to help everyone understand the importance of deadline dates.)  -Improve the %age of students in the designated primary target group.  Will to write up these smart goals and send them to members for feedback.</p>
November Meeting	<p>Is there a conflict with Skills? Three members will be tied up with Skills registration and will arrive as soon as possible to Durham College.</p> <p>The November 13 meeting is a full day one devoted to a regular ELRPT meeting as well as a preliminary discussion regarding 2019-2020 proposals.  Start time will be 11am with a working lunch</p>
OCAS Registration Update	<p>Will Howe  Currently, our RPT students are registered manually through earndualcredits.ca. Will has been in touch with OCAS to see if dual credit registrations can occur through OCAS. This would come at a cost of \$50,000 to set up the program then approximately \$50/student. This student fee would go down substantially if more students used the system. There is not enough funding in our admin budget to offset this cost. One option would be to have RPT board and college partners (proportionally) contribute to this cost or to look at SCWI funding this initiative. SCWI is already funding a registration initiative but this idea can also be taken to SCWI. Will to email David Armstrong with the OCAS idea.</p>
Forums and Activities	Boards and colleges to establish dates between themselves to book student activities.

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ELRPT Decision Making	In order to bring closure to issues or debates, each member is welcome to ask for a vote in order to make a final decision. Each institution (including Larry as a tiebreaker) will have one vote. All are in agreement with this procedure.
Criminal Reference Check	Boards still need to address this issue with their HR people and to come back to the ELRPT with their feedback. Sue Hawkins and Stephen Hughes to send pertinent documentation to be discussed at the next meeting.
Semester 1 Start Numbers Data Collection	How do we wish to collect this information? -Adriana to provide spreadsheet with semester 1 start numbers as of Cycle 3 approvals. This will be shared by the end of the week. Boards and colleges to work on this to identify discrepancies.
Cycle Change and Budget Updates	<p><b>Cycle 3</b> All changes approved with one exception (6.07P: Fleming/PVNC). To be investigated further. A new spreadsheet will be made available reflecting all approvals and will be sorted by board and college. All partners are asked to review the spreadsheet and alert Adriana of any errors as soon as possible-and definitely by Cycle 4.</p> <p><b>Cycle 4:</b> due to Adriana <u>Thursday, November 22, 2018</u>. This is the last cycle change dealing with Semester 1 and the early start of Semester 2 dual credits as the next cycle change is not due until the end of February. The following seats will be released to SCWI in cycle 4 or put towards summer school if we are otherwise unable to fill them.</p> <ul style="list-style-type: none"> <li>•6.05P – Durham/KPR Centre for Success – 20 seats worth approx. \$22,000-<b>still tentative</b></li> <li>•6.08P – Fleming/TLD – 20 LCVI Culinary seats worth \$17,591</li> <li>•6.10P – Fleming/TLD – 20 Weldon Chemistry seats worth \$13,876</li> <li>•6.10P – Fleming/KPR – 15 Clarington Health Claims Fact and Fiction worth \$13,175</li> <li>6.52P – Fleming/PVNC – 19 Holy Cross Renewable Energy seats worth \$18,949</li> </ul> <p><u>TOTAL: \$85,591, 94 seats</u></p> <p><b>-Cycle 5:</b> due to Adriana <u>Thursday, February 28, 2018</u>.</p> <p><b>Budget:</b> No updates</p>
Planning Time	Formal meeting will adjourn and members will be available to each other to discuss any fall start-up planning details, logistics etc.
<b>NEXT MEETING</b>	Tuesday, November 13, 2018 @Durham College. Full day meeting to begin at <u>11:00am</u> with a working lunch. Morning: 2019-2020 Proposals Afternoon: ELRPT meeting

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