

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

**MINUTES: TUESDAY, SEPTEMBER 25, 2018**

Location: **LOYALIST COLLEGE**

Address: **376 Wallbridge-Loyalist, Belleville, ON K8N 5B9 - ROOM 3N35**

Lunch: **12:00pm**      Meeting Time: **12:30PM**

Participants:

Robert Wager	Edina Cappuccitti	Nicole Dolabaille
Sue Hawkins	Zachary Labelle	Denise Stirton
Adriana McDonough	Tim McAlpine	Alex Duketow
William Howe	Stephen Hughes	Larry Archibald
Laura Wilkes	Jennifer Parrington	Tania Rightmyer

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

<b>Agenda Item</b>	<b>Discussion Notes and Follow-Up (highlighted)</b>
<b>Welcome and Introductions</b>	Co-Chairs –William Howe and Stephen Hughes. Welcome to our new ELRPT members!
Review of Minutes from previous meeting	Minutes of previous meeting accepted.
Agenda Review	Additions to the agenda? -Dates for forums/activities Sue Hawkins would like to work on establishing dates for student activities. Boards and colleges to send updated calendar of available dates for student activities to Adriana by <b>Wednesday, October 17, 2018</b> . (College availability is likely best in February, April, May, June.)
Ministry/SCWI Update -Heather Hamilton, Ministry of Education -Larry Archibald, SCWI	-Heather was unable to attend -Larry indicated there were no updates from SCWI.
SCWI Summer Institute Update	Data Update and General Announcements from SCWI -Stephen indicated that the Summer Institute was beneficial to make provincial contacts, learn about SCWI and EDCS in more detail. -If you cannot access EDCS, please let Adriana know. - If you are interested in the EDCS training, it will be repeated on Fri Nov 9 in Toronto ASWAC/ADC Webinar Tomorrow -The after SWAC/ADC webinar is tomorrow, Sept 26 from 1:30-2:30pm. While mainly for the college folks, you are all welcome to participate.
OYAP Update	-Denise Stirton: Grant of \$500,000 from the Organization of Canadian Nuclear Industry. Funds are being made available to OYAP to promote skilled trades. 26 DDSB OYAP graduates were offered a 3 week skills program with eventual hook-ups with employers. -Tania Rightmyer: All seats are filled except for CDC and Cook. Carpentry is filled with no wait list.
Fall Start Up – Issues and Ideas	Will Howe -All colleges are reporting that a number of issues this September (for Semester 1) has come up more so than in previous years: dual credit classes cancelled, change of teachers, change of semester, high school schedules that flip...without the college being aware of the changes until the last minute. This greatly impacts faculty staffing (a loss of almost

	<p>\$6,000 for that faculty member).</p> <ul style="list-style-type: none"> <li>-Board reps indicate that school decisions are often made at the last minute and the board coordinator is not always advised if a course has been cancelled, or if a teacher has changed.</li> <li>-It is important for high school Admin to be aware of the process for dual credit proposals.</li> <li>-College reps can be available to meet with high school staff/admin.</li> <li>-This may be the basis of a Smart goal.</li> </ul>
ELRPT Decision-Making	<p>Stephen Hughes</p> <ul style="list-style-type: none"> <li>-Stephen indicated that sometimes there is discussion around an issue that doesn't get totally resolved. Stephen is proposing that the committee makes decisions by vote. Issues to be voted on can be determined in advance or on the cue of the co-chairs during the meeting.</li> <li>-All members are welcome to propose ideas, agenda items...</li> <li>-This item will be re-visited at the next meeting.</li> </ul>
SMART Goals	<p><u>2017-2018 ELRPT DATA</u>  Program Success-93%  % of Seats Filled-94%  Retention-91%  % of Students in the PTG-77%</p> <p>See SMART Goals Discussion from June 2018 minutes below  Ideas:</p> <ul style="list-style-type: none"> <li>-Improvements needed regarding faculty and dual credit teacher orientation</li> <li>-Maintain current data</li> <li>-Improve the %age of students in the primary target group</li> <li>-Establish college and board timelines to help everyone understand the importance of deadline dates.</li> </ul> <p>Phil &amp; Sonja to attend Oct 30th meeting. 2018-2019 Smart goals are due by November 9th to SCWI.</p>
Earndualcredits.ca	<p>Registration process feedback (Will provided Board reps access to earndualcredits.ca (password protected) to export the registration list.)</p> <ul style="list-style-type: none"> <li>-Chrome/Firefox is needed to work with this site.</li> </ul>
Criminal reference check – Protocol Update	<p>From June minutes: <i>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. Boards need to review the college documents and provide a letter of agreement.</i></p> <ul style="list-style-type: none"> <li>-Will to share a template of a Letter of Agreement to Board reps to use.</li> </ul>
OCAS Application Update	<ul style="list-style-type: none"> <li>-OCAS will be getting back to Will regarding dual credit registrations through OCAS. They are very interested in developing this platform but are unsure of the costs and timelines associated with this. Work will also need to be done on the college IT side. Will to continue to provide us with updates as known.</li> </ul>
Cycle Changes and Budget Updates	<p><b>FORENSIC AUDIT OF CYCLE 2</b></p> <ul style="list-style-type: none"> <li>-Will has quite a large number of dual credits that are not running in Semester 2. (Representing 212 seats.)</li> <li>-Boards need to alert Will, Stephen and Adriana of dual credits that they would like to run by <b>Wednesday, October 3, 2018.</b></li> </ul> <p><b>REVIEW/REVISION OF CONTRACT CHANGE FORM</b></p> <ul style="list-style-type: none"> <li>- Boards will continue to initiate the request by completing all cells on the form based on the most recent spreadsheet posted on earndualcredits.ca. A rationale must be provided for all types of changes. Once completed,</li> </ul>

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	<p>please submit to the college partner for verification. Colleges will submit the completed form to Adriana. <b>The new change form will be posted on earndualcredits.ca</b></p> <p>CYCLES 3 and 4</p> <p>-Cycle 3 changes are due to Adriana <b>Friday, October 12, 2018</b>. Focus should be on Semester 2.</p> <p>-Cycle 4 changes are due <b>November 22</b> and then there are no more cycle changes until February. So all of Semester 2 dual credits will need to be cleaned up by this date.</p> <p>BUDGET:</p> <p>-A big thank you to <b>all</b> the partners who honored the invoice deadline!</p> <p>-All June invoices (with the exception of Fleming College) have been paid out.</p>
Start-up and Semester 1 Start Date Data Collection	<p>-Roundtable discussion held regarding faculty and dual credit orientation. - High school teachers need to have some orientation around student registration, data collection, evaluation...</p> <p>-A dual credit high school teacher manual had been created which is available on earndualcredits.ca.</p> <p>-“Lunch ‘n learn” or evening/dinner meetings may be considered.</p> <p>-Semester 1 start numbers are based on “Day 10” enrollment (or 6 hours of college instruction).</p> <p>-Semester 1 data collection start numbers will take place after Cycle 3 approvals are in.</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>	<b>Tuesday, October 30, 2018 at Durham District School Board, Whitby</b>

**SMART Goals Discussion from June 2018 minutes:**

- A committee was proposed to take over ownership of smart goal planning and follow-up
- A specific meeting to design smart goals was suggested
- 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.
- Entry/exit survey could be administered to dual credit students to improve the reflective aspect of the dual credit experience
- The smart goal can be as simple as maintaining our very good data
- Let’s look at something we’ve never looked at before. For example: “Greening” of RPT6 (reducing textbooks, paper...)
- Discover best practices of other RPTs in the province
- Perhaps each board and college could come up with one smart goal that they would like to focus on for the year.

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