



Eastern Lakeshore Regional Planning Team (ELRPT)

MINUTES: TUESDAY, NOVEMBER 14, 2017

Location: Durham District School Board
Address: 400 Taunton Road, East, Whitby, Ontario L1R 2K6, Room 1019
Meeting Time: 9:30am – 3:30pm
Lunch: 12:00 noon
Present:

Sue Hawkins	Jennifer Parrington	Denise Stirton
Adriana McDonough	Lisa Vanelst	Larry Archibald
William Howe	Stephen McBride	Tania Rightmyer
Edina Cappuccitti	Alex Duketow	Claudia Goncalves
Stephen Hughes	Kelli Chiasson	Laura Wilkes
Andrea Eldridge	Heather Hamilton	

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

	Agenda Item	Discussion Notes (Action Items and/or Follow-Up Items are Highlighted)
1	Welcome and Introductions	Co-Chairs –Stephen McBride and William Howe Thanks to DDSB for hosting at the last minute!!
2	Review of Minutes from previous meeting	Minutes of our October meeting were accepted
3	Agenda Review	Additions to the agenda: -Semester 1 start numbers Adriana to send Sem 1 Start Numbers spreadsheet to all board and college reps by the end of the week.
4	Ministry/SCWI Update a. Heather Hamilton, Ministry of Education b. Larry Archibald, SCWI	Heather Hamilton: Details forthcoming regarding Highly Skilled Workforce and Cooperative Education. Webinar scheduled for first week of December. Larry Archibald: No news to report at this time. -Submit Symposium ideas to Stephen McBride who will then forward them to Larry Archibald and Janette Jenson by November 27, 2017.
5	OYAP Update	-Cycle 3 transportation request approved as requested -Information sessions happening at the college for students from KPR, TLD and PVNC. DDSB and DCDSB will occur in the new year. -OYAP coordinators are considering cancelling the seats in the future for CDP as success rates are not great. -Health and Safety Day scheduled in the new year
6	Marketing Committee Update	-School boards each produce their own pamphlets and materials to distribute to students, parents... -Larry Archibald indicated that the SCWI logo should be on all materials and resources that have to do with dual credits or forums/activities. The SCWI logo will be made available on our earndualcredits website.

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		<ul style="list-style-type: none"> -The committee agreed that any materials should be produced professionally -Laura W is starting to work on Adult Dual Credit posters and informational materials -Pull up banners, brochures, pamphlets, hard hats, parent resources...are all good promotional and informational items. -Cost??? Who will be paying for these items? Shared costs by colleges and boards or Admin budget? -Stephen McBride to ask Larry Archibald to ask SCWI if we can come up with a provincial marketing/branding plan
7	SCWI Updates (from Provincial Coordinators meeting-Nov 2017)	<p>May 15th Symposium: Sonja and Phil were impressed by the College Pathways documents and suggested this could be an idea for a workshop.</p> <p>Notes from the SCWI provincial meeting were reviewed on the following topics:</p> <ul style="list-style-type: none"> - Student Mental Health and Learning Resources - Transportation - SWAC/ADC vouchers - On-line student registration - SCWI newsletters <p>Notes from SCWI Coordinators Meeting attached to minutes</p>
8	College Job Action Update	<ul style="list-style-type: none"> -Voting begins today -Union has rejected the offer and is encouraging members to reject the offer -All colleges have a semester completion plan in place once the faculty members are back. This will be communicated to all faculty and secondary school teachers. -It is hopeful both college faculty and secondary teachers will be flexible. -College visits for team-taught classes may not occur due to timing -Students will be in class until Dec 22 after which is unknown at this point -Contact the college coordinators for any specific concerns (i.e., OYAP information evenings, CFS logistics...)
9	Cycle Change and Budget Updates	<p>Cycle Changes</p> <ul style="list-style-type: none"> -All Cycle 3 dual credit change requests were approved as requested with the exception of some funding requests in the new PVNC/Fleming Activity -Cycle 4 changes are due to Adriana Thursday, December 21 2017 <p>Budget</p> <ul style="list-style-type: none"> -No updates to report
10	2017-2018 Establishment of SMART Goals Review of 2016-2017 Smart Goals	<p>Smart goals and discussion notes will be attached to the minutes</p> <ul style="list-style-type: none"> -Will Howe presented the 2016-2017 Smart Goal report and results of discussion with Sonja Vandermeer and Phil Hedges. -Smart Goal report will be posted on the earndualcredits.ca website
LUNCH		
11	2017-2018 Proposal Writing	<ul style="list-style-type: none"> -Roundtable: Colleges and boards shared new ideas, course offerings... -Review of SCWI RFP -ELRPT Process -Resources and Materials -Timeline

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		-Emergency Meeting if needed? All proposal writing resources will be posted on earndualcredits.ca
12	SCWI Webinar	If time permits, SCWI is holding a webinar at 1:30pm regarding 2017-2018 Proposals. This webinar is being repeated Thursday, November 14 at 11:30am. Adriana to forward the email with details.
13	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(s): Dec 5-Proposal Writing @Fleming College (9:30am start)

Dec 7-Proposal Writing @Durham College (9:30am start)

Dec19-ELRPT Meeting @KPRDSB

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SCWI UPDATES: PROVINCIAL CHAIRS MEETING NOVEMBER 1 2017

1. *May 15'th Symposium*

- Theme is "Celebrating Wellness/Well-Being"
- Keynote speaker will be a doctor from McMaster U who speaks about mental health
- Advise SCWI if we have completed any kind of dual credit research project
- Each RPT to submit 3 ideas to Larry/Janette by November 27 2017
- One idea could include the college's pathways documents

2. *Student Mental Health and Learning Resources*

- A mental health ASSIST initiative is available to Boards provincially (see link on SCWI website)
- The RFP for 2017-2018 will allow us to apply for a mental health forum (or activity)
- The after SWAC and after ADC counsellors would benefit from mental health strategies
- One RPT has discussed the feasibility of hiring a CYC or SW to be present on-site for the SWAC students. No RPT has officially done this but have considered it. One idea is to use the (combined?) funding for the after SWAC counsellor to hire a social worker to be on-site to do this.
- Boards and colleges both have personnel that can and should be accessed for student support
- There is a mental health resource document section on the SCWI website. RPTs are welcome to add to this via Bill Jack (also on the French language site)

3. *Transportation*

- SCWI will approve 2017-2018 transportation to the amount that was claimed in 2016-2017
- 91% of the approved transportation budget was spent provincially...5% better than last year. (That translates to half a million to a million dollars making it difficult to approach the funders for additional funding.)
- 40% of dual credit underspending is in transportation
- Unused transportation can be used to fund dual credit seats through a contract change
- EDCS contains transportation extracts that can assist in identifying transportation costs (extract 508)
- Predict what your semester 2 transportation costs will be and make contract changes based on students numbers (the 10 day count)
- Must get the bus companies to invoice in good time
- Each school board in the province belongs to a transportation consortium; use this to find out better or best rates
- The transportation consortium in Niagara, for example, now has one person who arranges all dual credit transportation for all school boards
- The lowest bid may not always be the best...be attentive to safety and service (especially for taxis)
- Some boards mandate that a supervisor be on the bus in the event teens get out of control while on the highway
- Some boards have rules that student passengers may not sit in the front seat of a taxi

4. *SWAC/ADC vouchers*

- Vouchers will be sent to the RPT chair who will then distribute to the colleges

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- Two types of vouchers will be included: for ADC and for SWAC students
- The vouchers will be designated by college based on the number of EDCS approved seats in SWAC and ADC
- Basically, each RPT will receive a list of numbers – divided by college and by ADC or SWAC
- Students MUST be enrolled in ADC or SWAC
- Vouchers will be issued October 24, February 12 and July 9 and will have expiry dates
- If a college has already paid for some OCAS application fees, the colleges can invoice David Armstrong for reimbursement.
- University applications are also covered. Colleges will need to get reimbursement from SCWI.
- It is expected that the student and college advisor will work together on the college application. The voucher should not be handed to the student. This is the job of the college advisor.
- Step-by-step instructions and screen prints of the OCAS application are included in the webinar posted on SCWI

5. *On-line student registration*

- Very good program
- Colleges need to get on board to customized the registration site
- Another year of pilot is recommended with perhaps a couple more colleges participating.
- Cost? Not stated
- OCAS is interested in this pilot as it could tie into research

6. *SCWI Newsletters*

- Only available on-line
- Now up to 70 pages in length
- Colleges and boards are encouraged to take pictures and write up articles during the course of the dual credits so they are available for submission when requested

7. *Provincial Data*

- Almost 27,000 students in the province enrolled in dual credits
- Provincially:
Retention Rate: 88%
Success Rate: 91%
Target Group: 79% in the Primary Target Group
 18% in SHSM
 9% in OYAP
Provincial Footprint: 4.2%
SWAC Success: 88%
OYAP Level 1 Success: 79%
OSSD: 56.5% of dual credit students earned their diploma
- 117 forums and activities with 38,800 participants

8. *Financials*

- Approximately 1.3 million dollars was left unspent (the bulk in transportation)
- Can NOT overspend (repeated a few times)

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- Let SCWI know asap if programs are not running
- About 1600 buys a dual credit seat

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