



Eastern Lakeshore Regional Planning Team (ELRPT)

MINUTES OF MEETING: TUESDAY, OCTOBER 24, 2017

Location: Trillium Lakelands District School Board
Address: 300 County Rd. #36, Lindsay, ON, K9V 4S4

Meeting Times:

- 10:00am: Informal opportunity to meet with partners
- 10:30am: Formal start time
- 12:00pm: Lunch
- 12:30pm: Continuation of meeting
- 2:30pm: Adult Dual Credit Webinar

Present:

| | | |
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| Robert Wager | Stephen Hughes | Heather Hamilton |
| Sue Hawkins | Lisa Vanelst | Larry Archibald |
| Adriana McDonough | Stephen McBride | Tania Rightmyer |
| William Howe | Alex Duketow | Claudia Goncalves |
| Edina Cappuccitti | Kelli Chiasson | Laura Wilkes |

| Agenda Item | Discussion Notes | Action / Follow-Up |
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| 10am – Informal meeting | Personal meeting time with partners | |
| 10:30am Welcome and Introductions | Co-Chairs –Stephen McBride and William Howe Thank you to TLDSB for hosting! | |
| Review of Minutes from previous meeting | September minutes were accepted | |
| Agenda Review | <p>Additions to the agenda:</p> <ul style="list-style-type: none"> - Marketing Update Deferred to next meeting -Semester 1 start #s - Sue Hawkins Data collection for Semester 1. The number of students who started (called the 10 day count) represents the number of students who were in the class after 6 hours of college instruction. Adriana to send out a spreadsheet sorted by board for board reps to complete and submit to the college for verification. Colleges and boards to work out the discrepancies. Colleges to send the final agreed upon numbers to Adriana. This will be sent out after Cycle 3 approvals (sometime in November) -Final Reporting Form User Accounts-Stephen McBride KPR had set up a form for data collection which the RPT had previously used. Stephen Mc B | <p>Marketing update deferred to next meeting</p> <p>Once Cycle 3 approvals are in, Adriana to send out a spreadsheet for Sem 1 start numbers sorted by board for board reps to complete and submit to the college for verification.</p> |

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| | | <p>showed the form with the drop-down menus. Issues: -The form will need to be cleaned up to reflect the current data collection template in EDSCS. -Can KPR collate all of the project totals by board? -It would be the choice of the Board reps to use this. -Can KPR send each board the raw data for the reps to filter and use as needed? -Will a corrected report submitted to KPR supersede the one that was previously sent? Stephen McB will send the form out to all members to review and practice. Adriana to send Stephen McB the EDSCS template.</p> <p>-Bill 148-Robert Wager Bill 148 will pay part-time staff the same as full-time staff which would represent \$80,000-\$100,000 dollars more in faculty expenses for Durham College -Will Howe questioned: What is the break-even point for the college? What is the minimum number of students needed to cover the costs? -The college BM has stayed the same but this bill would represent a huge increase in costs to the college. -Colleges have a combination of full-time, partial load and part-time faculty. Colleges do not want to be in the position of hiring staff based on cost rather than experience. -This issue can be brought up at the Roundtable discussion at the Provincial Coordinators Meeting next week.</p> | <p>Stephen McB will send the form out to all members to review and practice.</p> <p>Adriana to send Stephen McB the EDSCS data template.</p> |
| | Ministry/SCWI Update a. Heather Hamilton, MOE b. Larry Archibald, SCWI | <p>Heather Hamilton: There will be a funding announcement regarding the Highly Skilled Workforce which will impact funding for adult dual credits. Stay tuned!</p> <p>Larry Archibald: No news to report. The RPT Provincial Chairs' Meeting will take place on November 1-2. Updates to follow.</p> | |
| | Supports for CFS students | Boards and Colleges to come prepared to share the kinds of supports available to CFS students <p>DCDSB: CYC support is formally available 2 days per week for CFS students. If something happened when the CYC is not available, DCDSB staff would call the home school, contact the SW assigned to the student's home school, visit the Wellness Centre at Durham and/or contact Sue/Robert.</p> <p>PVNC: CFS staff have been informed to contact the student's principal and/or VP who will come to the college.</p> | |

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| | | <p>KPR: CFS students are tied to their alternative education sites. If there is an issue, CFS students would get the same supports as their home school would offer. CFS teachers would need to know their board's protocols and procedures.</p> <p>TLD: They have just implemented a CFS.</p> <p>Colleges should know what each of the Board's procedures and policies are in terms of lines of communication. Once the strike is over, colleges may wish to convene the board reps and staff to clarify these procedures.</p> | |
| | College Job Action Update | <p>Will Howe @Fleming does not have any updates however there are contingency plans in place to deal with the semester's completion. The first 48 hours after the strike will be key and communiques will be issued. It is hopeful that the winter semester will not be impacted.</p> <p>Robert/Sue @Durham indicate that all but 5 dual credits are continuing to run. CFS is not running. Plans for the completion of the semester will be relayed once the strike is over.</p> <p>Edina @Loyalist indicate that all dual credits have been suspended. The contingency plans will be shared and followed once they are made known.</p> | |
| | OYAP Update | <p>-Moving ahead with OYAP plans and issues</p> <p>-Transportation issues have been addressed and additional funds will be requested in Cycle 3.</p> <p>-Sue Hawkins asked about online registration. Boards indicate they should be good to go even though students are still leaving and entering the program.</p> | |
| | Cycle Change and Budget Updates | <p>Cycle Changes</p> <p>-The next cycle change is due to Adriana McDonough December 21, 2017. All Semester 2 dual credits are to be ironed out by this date as the next cycle change is not until Feb 15 – after the start of sem 2.</p> <p>Board and college reps must review the spreadsheets once cycle change approvals are sent out to ensure accuracy of their dual credits.</p> <p>Budget</p> <p>-No news to report. We are still waiting for the final cheque from SCWI to pay out 2016-2017.</p> | Cycle 4 changes are due December 21, 2017 |

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| | 2018-2019 Proposal Writing | <p>-Full day meeting on Tuesday, November 14 @Durham College beginning at 9:30am. The process and resource materials will be reviewed in detail.</p> <p>Boards and colleges to come prepared with new dual credit ideas, college courses...Roundtable discussion. Proposal writing materials will be provided on that day or sooner if available. Board reps will be asked to review all dual credit proposal write-ups to ensure their accuracy.</p> <p>-Data has already been provided (at the last meeting).</p> <p>-Dec 5 and 7 will be actual proposal writing days. All info will be inputted into the spreadsheet on those days so boards and colleges will need to have as much information as possible.</p> <p>-At a future meeting, we will need to discuss an agreed-upon process to deal with the approvals when they come through (i.e. re-allotment of seats if needed). This will be a future agenda item for a January or February meeting.</p> | <p>Full day meeting on Tuesday, November 14 @Durham College beginning at 9:30am.</p> <p>Dec 5 and 7 will be actual proposal writing days</p> |
| | SCWI May Symposium Ideas | <p>More networking sessions:</p> <ul style="list-style-type: none"> -How college visits for team-taught dual credits are conducted: costs, activities, agenda... -College activity days -CFS models -Student supports -How are boards and colleges using tech tools? (like Survey Monkeys...) -How do congregated classes at the college work with boards sharing the seats (Who is the dual credit teacher? Who pays for this teacher? Are there teacher union issues?) <p>It was generally felt that more roundtable sharing and discussion is needed at the symposium rather than formal presentations.</p> <p>Send Symposium ideas to Larry Archibald or Stephen McBride by Wednesday, November 1 2017.</p> | <p>Send Symposium ideas to Larry Archibald or Stephen McBride by Wednesday, November 1 2017</p> |
| | 12:00 PM -LUNCH | | |
| | Marketing Committee Update | Deferred to next meeting | To be discussed at the November meeting |
| | SCWI Report: EDCS History of ELRPT | <p>Observations were made by the team. While the initiative is still an excellent one due to the hard work of everyone around the table, the data makes clear that we are servicing substantially more students for far less money.</p> <p>It would be interesting to see the inflation rate over the years and how the budget has been affected by it.</p> | |

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| | SMART Goals - 2016-2017 - 2017-2018 | 2016-2017: All 3 smart goals were reviewed and discussed (See below). 2017-2018: Breakout discussion for ideas See below for results of Smart Goal discussions | |
| | 2:30PM - Webinar | ADC and After SWAC/ADC | |
| | Planning Time | Formal meeting will adjourn and members will be available to each other to discuss any issues of concern. | |

Next Meeting: Tuesday, November 14, 2017 at 9:30am @ Durham College (full day including proposal writing)

2016-2017 ELRPT SMART GOALS

- Share best practices across Boards with regard to recruitment and selection processes for each of the target groups, with a view to ensuring that each dual credit program seats are filled on par with provincial averages – which is 89%.
June 2017 Final Meeting Sharing of Best Practices:
KPR: Student Success teams are engaged to select dual credit students and Appendix E is referred to.
TLD: Found that lots of gaps in understanding were missing on the part of the school teams. TLD has moved to a referral process where, in regional, college-delivered programs at the college, students are hand-picked.
DCDSB: Previous year's students assist in promoting dual credits and what they are all about. Students are hearing that a dual credit is more work so lots of effort is made to dispel this with the use of brochures, classroom discussions...
DDSB: Use of student voice in team meetings and Student Success meetings...so that staff and other students hear first-hand what the program is all about.
PVNC: Word of mouth is important.

Technically, we met this smart goal as the percentage of seats filled was actually 90% (as compared to the provincial average of 89% for 2015-2016) however 18 of 52 projects were below the provincial average. While some of these projects have extremely at-risk students, some of the projects can be improved with some targeted discussion and interventions. (This may continue to be a smart goal for 2017-2018.)
- Identify and implement strategies to build awareness of the services and programs for dual credit students toward successful transition to College.
 - Ongoing discussion was held throughout the year regarding the supports we offer to students, particularly at the Centre for Success however a formal report was not produced.
 - Durham College has providing student advising supports to their large CFS for a number of years. Fleming College and Loyalist (with RPT 9) began offering similar services in Winter of 2017. These supports may include one-to-one meetings, small group or classroom meetings, and College service area presentations to CFS students. Career Services, Financial Aid, Counseling and Academic Support Services have been identified as relevant services to this student population. In some cases, students have been referred to meet directly with Program Co-ordinators or other College faculty and staff to address questions and barriers.
- Complete - and publish the 'pathways' resource/document that clearly identifies the various college program(s) that each of our dual credits is connected to.
All three colleges have prepared a Dual Credit Pathways document which is on the college's websites (or soon to be.)

2017-2018 SMART GOALS (draft)

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| SMART GOAL | STRATEGIES |
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| <p>1. To increase the percentage of seats filled by X% from our current 2016-2017 of 90% of seats filled to ____%.</p> | <ul style="list-style-type: none"> - Boards and colleges to understand each other's timelines with respect to staffing, ordering of materials... - Establish deadlines to determine if a dual credit will run so that seats can be transferred to maximize our seat capacity. - Boards to ensure that schools and board administration understand that dual credits may be cancelled by the deadline of _____ if seats are not filled. - Have a discussion about the specific 18 projects that have not met the provincial average. |
| <p>2. Re-examine the feasibility of offering summer school dual credits. While the retention and success rates are excellent, the number of seats filled in 2016-2017 ranged from 0-61%.</p> <p>This will need to be re-worded in smart goal terms.</p> | <ul style="list-style-type: none"> - Sharing of seats among boards - Better promotion of summer school seats |
| <p>3. Reduce costs of dual credits by ____% by reviewing the actual use of textbooks.</p> | <ul style="list-style-type: none"> - Examine feasibility of dual credit course packs vs. textbooks - Work w/ Academic Leaders and Faculty to develop resources - Use class sets - How should online resources such as LMS be incorporated - Examine the use of other resource materials that are less costly (on-line resources and websites, hands-on activities...) |

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