

## **CENTRAL LAKES REGIONAL PLANNING TEAM (RPT 13) WELCOME KIT**

*This welcome kit provides an introduction to the roles and portfolio of items within the team.*

### **WELCOME**

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Welcome to the Central Lakes Regional Planning Team (CLRPT). You, along with your CLRPT partners, will ensure that thousands of students across the region gain insight and access into the college pathway this year. This Welcome Kit provides a brief introduction into roles and portfolio of items within the team.

### **MISSION STATEMENT**

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We introduce students, their teachers and parents to the college pathway.

- Through dual credits, we help students gain credit towards their OSSD and transition to post-secondary following dual credit policy
- Through events and activities for the elementary and secondary panels, we provide students and teachers with opportunities to explore potential pathways
- As a team, we deliver effective programs, meeting stated goals, while collaborating successfully

### **ABOUT CENTRAL LAKES REGIONAL PLANNING TEAM (CLRPT)**

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The Central Lakes Regional Planning Team (RPT 13) encompasses a geographical region that includes Simcoe County, Muskoka and Grey Bruce districts. The team is made up of:

- Georgian College
- Bluewater District School Board
- Bruce-Grey Catholic District School Board
- Simcoe County District School Board
- Simcoe Muskoka Catholic District School Board
- Trillium Lakelands District School Board

The team meets monthly, less July and August, to plan for and review programming that promotes the college pathway within the parameters set by the School College Work Initiative (SCWI).

### **ABOUT SCHOOL COLLEGE WORK INITIATIVE (SCWI)**

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The School College Work Initiative is a provincial organization that funds projects executed by Regional Planning Teams across Ontario. Through a Request for Proposals process, SCWI funds 16 regional

planning teams across the province, encompassing all school boards and colleges in Ontario. CLRPT is regional planning team 13.

SCWI receives funding from the Ministry of Education and the Ministry of Training, Colleges and Universities, and chooses projects that promote the mandate of assisting and creating a seamless transition for students from secondary school to college. Each year the Central Lakes Regional Planning Team submits proposals to SCWI for the delivery and outcomes of approved projects in our region.

The CLRPT must adhere to SCWI policies, meet SMART goals, provide a financial report and meet all deliverables of the approved proposal.

SCWI operates out of Oakville and includes project officers and liaison officers who communicate with RPTs.

### **RPT MEETING STRUCTURE AND EXPECTATIONS**

- RPT meetings are held once a month during the school year
- Each board should have representation at each RPT meeting (see appendix for list of organizations in the RPT, the members and their roles)
- Key meetings are held twice a year (November, May) - the purpose of these meetings is to have key decision-makers at the table for each organization
- Meetings begin at 9:30 am and usually run two hours; key meetings run all day
- Meeting agendas are set by the chair with input from team members
- Meeting minutes with relevant action items for members are published after the meetings
- Subcommittees are sometimes created to handle subjects beyond the scope of a regular RPT meeting
- SCWI staff attend RPT meetings twice a year (fall, spring) to review SMART goals and data

**ROLES ON THE CLRPT (See flowchart for current membership, names, roles and organizations.)**

### **CHAIR/COORDINATOR/MANAGER, SCHOOL COLLEGE PARTNERSHIPS, GEORGIAN COLLEGE**

- Sets meeting agendas, chairs meetings
- Responsible for dual credit coordination at Georgian College
- Responsible for event delivery at Georgian College
- Responsible for all financial services related to SCWI funding
- Represents RPT 13 at provincial meetings

### **EVENT COORDINATOR, GEORGIAN COLLEGE**

- Coordinates, organizes and delivers all of the events the CLRPT has been funded for each year.
- Delivers all off campus presentations.
- Coordinates and maintains transportation schedules for all Dual Credit students.

## **PROJECT ASSISTANT, GEORGIAN COLLEGE**

- Creates Sharepoint Registration site
- Registers and withdraws all students in the Georgian College student information system known as Banner
- Creates CRN lists for dual credits & requests room scheduling
- Orders textbooks and course materials
- Provides access to Blackboard for secondary school dual credit support teachers and troubleshoots Blackboard issues
- Creates faculty contracts

## **SCHOOL BOARD LEADS**

- Represent their school board at RPT meetings and planning sessions etc.
- Respond to college questions regarding events and dual credits
- Lead their board's recruitment for dual credits
- Lead board's participation in events and attend/present/moderate as necessary
- Work with their principal/supervisor on key decisions
- Liaise with schools on events, dual credits in order to represent schools at RPT table

## **BOARD PRINCIPALS**

- Attend RPT meetings, with an emphasis on twice yearly key meetings, representing the school board as decision maker
- Hire staff to meet deliverables of proposal
- Liaise with supervisors on proposal
- Support delivery of events and dual credits

## **DUAL CREDIT TEACHERS**

- Support student transition from secondary school to dual credit, acting as an advocate when needed for services or communication
- Liaise with school board lead on dual credit logistics
- Communicate with schools and students regarding transportation and troubleshoot daily issues with buses or cabs
- Complete a student data report by the deadline; ensure that FOI and Exit Surveys are completed on time
- Attend DC instructor forums
- Support the delivery of faculty taught dual credits

## **SWAC TEACHERS**

- All responsibilities as outlined for dual credit teachers
- Deliver secondary course(s) which may include co-op, credit recovery, independent study and congregated delivery
- Support student development; advocate for needed support

- Work closely with SWAC advisor on student needs

### **COLLEGE FACULTY**

- Deliver college course meeting college policies
- Liaise with dual credit teachers on logistics and student achievement
- Enter marks in Banner, post course content on Blackboard
- Liaise with School College Partnerships manager
- Attend DC instructor forums and debriefs as possible

### **SWAC ADVISOR**

- Work with SWAC students at various campuses to help them remove barriers to post-secondary
- Deliver workshops, presentations on appropriate topics to support mental health and personal success
- Lead post-secondary application processes with students that involve financial and program information
- Work closely with SWAC teachers to address student needs

### **SCWI LIAISON**

- Represents SCWI at RPT meetings
- Attends monthly meetings and some activities and forums
- Provides provincial updates when applicable

### **EDUCATION OFFICER**

- Represents the Ministry of Education at RPT meetings
- Attends monthly meetings and some activities and forums
- Provides provincial updates when applicable

### **BOARD RESPONSIBILITIES:**

- Attending and participating in CLRPT meetings
- Participating in the proposal process including consultation with schools
- Having executive officer sign off on request for proposal
- Meeting deliverables of events proposal
  - Attend event planning sessions
  - Recruit students and/or teachers to attend events
  - Communicate with college staff about events
  - Participate at events (for example, moderator, tour guide, presenter)
- Meeting deliverables of dual credit proposal
  - Liaise with college to ensure successful delivery of dual credit programs
  - Participate in planning of logistical components of dual credits

- Recruit students from target audiences to fill dual credit seats
- Collaborate with partner school boards on dual credit seat sharing
- Submit registration forms per college requirements
- Provide information to help college set transportation routes
- Communicate dual credit details to school champions/leads
- Oversee completion of dual credit data reports by dual credit teachers
- Follow up with dual credit teachers on completion of FOI forms and exit survey forms
- Invoice Georgian College
  - Follow supplied board invoicing list for:
    - Dual credit coordination
    - Activity coordination
    - Night school/adult teacher salary
    - Teacher release and mileage for events where applicable
    - Mileage claims for RPT members
    - Miscellaneous costs as approved by the chair

#### **COLLEGE RESPONSIBILITIES:**

- Set agenda, host and chair monthly Regional Planning Team meetings
- Lead the proposal, SMART goal and reporting process
- Enter proposal and cycle changes in EDCS
- Submit mid-term and final student data and financial reports in EDCS, meeting deadlines
- Attend provincial SCWI chairs/coordinators meetings
- Liaise with SCWI project officers regarding questions, concerns of RPT
- Hold the budget, track expenses, make financial decisions, pay suppliers and school boards
- Meet funder financial rules, host auditor when required
- Plan, coordinate and deliver events in partnership with school boards
- Plan, coordinate and troubleshoot all transportation for dual credits following college purchasing rules
- Set up dual credit courses, accept and track registration and withdrawals, enter students in Banner system
- Hire and support faculty for delivery of dual credits
- Liaise with academic areas for dual credit support and academic integrity
- Provide student service support to dual credit students as part time college students
- Schedule classroom space for events and dual credits
- Source, design and purchase promotional items for events and dual credit students
- Provide front line support for dual credit course delivery and IT systems

#### **CLRPT YEARLY TIMELINE**

[SCWI Calendar](#)

Events Overview - see appendix

Meetings are held once a month during the school year, normally on Fridays, 9:30 am start

September	<ul style="list-style-type: none"> <li>• RPT meeting</li> <li>• Dual credits begin second week of college semester</li> <li>• Dual credit instructor forum</li> <li>• Strategic planning session (off-site, overnight)</li> <li>• Event planning sessions</li> </ul>
October	<ul style="list-style-type: none"> <li>• RPT meeting</li> <li>• College fall study week: CLRPT events scheduled most days</li> <li>• Cycle change (decisions made about unused dual credit seats)</li> <li>• Dual credit champion breakfast events</li> <li>• Picture Yourself @ College starts (October – January)</li> </ul>
November	<ul style="list-style-type: none"> <li>• Request for Proposal released at SCWI chairs' meeting in Toronto</li> <li>• RPT KEY meeting (full day)</li> <li>• Boards reach out to schools and solicit proposal ideas</li> <li>• Recruitment for semester 2 begins for boards</li> </ul>
December	<ul style="list-style-type: none"> <li>• RPT meeting</li> <li>• Proposal deadline</li> <li>• Semester 1 dual credit classes end</li> <li>• FOI forms and exit surveys due by dual credit teachers</li> <li>• Provincial dual credit data reports due by dual credit teachers</li> <li>• Dual credit celebrations in classes attended by RPT members</li> <li>• Registration begins for semester 2 dual credits</li> <li>• Registrations received by college for semester 2</li> </ul>
January	<ul style="list-style-type: none"> <li>• RPT meeting</li> <li>• Event planning sessions</li> <li>• Recruitment and registration by boards continues</li> <li>• Cycle change (decisions made about unused dual credit seats)</li> </ul>
February	<ul style="list-style-type: none"> <li>• RPT meeting</li> <li>• Dual credits begin second week of school board semester</li> <li>• Dual credit instructor forum</li> <li>• College study week: CLRPT events scheduled most days</li> </ul>
March	<ul style="list-style-type: none"> <li>• RPT meeting</li> <li>• Recruitment begins for spring compressed dual credits</li> <li>• Approvals released by SCWI for next academic year</li> <li>• Cycle change (decisions made about unused dual credit seats)</li> <li>• Dual credits do not run during March Break</li> </ul>

April	<ul style="list-style-type: none"> <li>• RPT meeting</li> <li>• Spring compressed dual credits begin at end of the college semester (third week of April)</li> <li>• Dual credit instructor forum</li> <li>• After Graduation event</li> </ul>
May	<ul style="list-style-type: none"> <li>• RPT KEY meeting (full day) – review of approved funding for next academic year</li> <li>• Grizzly Cubs begins (May – June)</li> <li>• SCWI chairs’ meeting and symposium in GTA</li> <li>• Semester 2 dual credits end</li> <li>• FOI forms and exit surveys due by dual credit teachers</li> <li>• Provincial dual credit data reports due by dual credit teachers</li> <li>• Dual credit celebrations in dual credit classes attended by RPT members</li> </ul>
June	<ul style="list-style-type: none"> <li>• RPT meeting</li> <li>• School Within a College (SWAC) graduations</li> <li>• Spring compressed dual credits end</li> <li>• FOI forms and exit surveys due by dual credit teachers</li> <li>• Provincial dual credit data reports due by dual credit teachers</li> <li>• Dual credit celebrations in dual credit classes attended by RPT members</li> <li>• First cycle change for next academic year</li> <li>• Registrations received for next fall</li> </ul>
Summer	<ul style="list-style-type: none"> <li>• Final report of student data and financials due to funder</li> </ul>

## DUAL CREDITS:

**DUAL CREDITS** are college courses delivered by college instructors to secondary school students. If successful, those students get credit in both high school and college. Dual credits are available at no cost to the secondary student. The target audience of a student taking dual credit is someone facing challenges graduating. This includes disengaged and underachieving students with the potential to succeed but who are at risk of not graduating from high school, students in a related Specialist High Skills Major program, OYAP students and students who have left high school before graduating.

**TYPES OF DUAL CREDITS:** There are a variety of delivery methods for dual credits. Many dual credit classes take place on a college campus with a **congregated** class of students, which means all the students in the class are dual credit students. There are some cases where a student might do a **top up** dual credit, which means they join a regular college class already running. This is an opportunity provided to high school students who might need one credit to graduate and would benefit from starting in January in a regular college class. **Team taught** dual credits are dual credits that take place

at a high school, with the secondary school teacher and college instructor sharing teaching responsibilities.

**RULES:** Delivery of dual credit is governed by a ministry of education policy document. Copies are available through the RPT chair or found here: <http://scwi.ca/policies.php>

**COURSE CODES:** Unique secondary course codes are created for every college credit, designated by 'T' as fifth character, provide to ONsis/admissions and enrollment/IT for inputting in board student data systems for timetabling purposes. A list of codes can be obtained from the RPT chair or at [scwi.ca](http://scwi.ca)

## **REGISTRATION & WITHDRAWALS**

- Students that have been selected by the boards to have a seat in a dual credit course must be formally registered through the college
  - Dual Credit Registration now takes place through a Georgian College SharePoint site, found here: [Georgian College Dual Credit Registration SharePoint Site](#)
- Withdrawals from courses are accepted by Georgian College up until the third week of the dual credit course (with the exception of withdrawal for medical reasons, with documentation); spring compressed course withdrawals must be received prior to the second class
- A Georgian College withdrawal form must be completed with accurate information, correctly formatted; form must be word processed. Forms are available at [centrallakes.ca](http://centrallakes.ca) under the DC Registration tab
- Student signature is required on the withdrawal form
- Withdrawal forms are submitted to the School College Partnerships office for processing
- Students who withdraw after the withdrawal date remain on the college roster and the mark they have accumulated up to the point of them leaving the class goes on their college transcript; students can withdraw from the secondary side of their dual credit course up until full-disclosure

## **RESULTS**

- The CLRPT is committed to achieving excellence in actuals (filling the number of seats funded in a dual credit course), retention (the number of students who stay in the course) and success (the number of students who earn the credit)
- SCWI requires each RPT to use a SMART goals format for each year. RPTs select their own three goals to focus on each year; SMART goals are due to SCWI in October
- The CLRPT sets its SMART goals at the Strategic Planning Session in September. These goals hold us accountable as a team to the work we do during the year. See Appendix for the latest SMART Goals report.
- SCWI representatives attend a fall RPT meeting to review the previous year's SMART goals report and to review actuals, retention, success as compared to the provincial results
- SCWI representatives also attend a spring RPT meeting to review results of the current year to date compared to the previous year's provincial numbers
- See appendix for the current SMART goal report



**FLEX/SCHOOL WITHIN A COLLEGE (SWAC)** is a program which also serves students at risk of not graduating, but instead, a student can complete their entire Ontario Secondary School Diploma on a Georgian College campus (in Barrie, Bracebridge, Midland, Owen Sound or South Georgian Bay). Students will take a dual credit and at least one common high school course as a class and will complete their remaining credits through independent learning, on-line courses, credit recovery or co-operative education. Class sizes are small and students attend school fewer hours a day and fewer days a week than at a standard high school. Students are taught all subjects by the same secondary school teacher and benefit from exposure to post-secondary education by being surrounded by the college experience. Depending on the campus, SWAC is also sometimes referred to as FLEX.

## **COMMONLY USED ACRONYMS**

BA	Barrie campus
BGCDSB	Bruce Grey Catholic District School Board
BWDSB	Bluewater District School Board
CLRPT	Central Lakes Regional Planning Team
CODE	Council of Ontario Directors of Education
COP	Committee of Presidents (College)
DC	Dual Credit
DCT	Dual Credit Teacher (also Dual Credit Support Teacher)
DSB	District School Board
EDCS	Provincial online system for SCWI proposals and changes
EDU	Ministry of Education
EOIS-APPR	Employment Ontario Information System - Apprenticeship
FSI	Financial Services Institution
GSN	Grant for Student Needs
IEP	Individual Education Plan
IPP	Individual Pathways Plan
IPRC	Identification, Placement, and Review Committee
LT	Liaison Team Member
MAESD	Ministry of Advanced Education and Skills Development
MI	Midland campus
MOE	Ministry of Education
MTCU	Ministry of Training, Colleges and Universities
MU	Muskoka campus
OCAS	Ontario College Application Service
OCOT	Ontario College of Trades
OEN	Ontario Education Number

OnSIS	Ontario School Information System
OR	Orillia campus
OS	Owen Sound campus
OSR	Ontario Student Record
OSSD	Ontario Secondary School Diploma
OST	Ontario Student Transcript
OUAC	Ontario Universities' Application Centre
OV	Orangeville campus
OYAP	Ontario Youth Apprenticeship Program
RFP	Request for Proposal (for application for SCWI Funds)
RPT	Regional Planning Team
RTA	Registered Training Agreement
SCDSB	Simcoe County District School Board
SCWI	School College Work Initiative
SGB	South Georgian Bay campus (Collingwood)
SHSM	Specialist High Skills Major
SMCDSB	Simcoe Muskoka Catholic District School Board
SS	Student Success
SWAC	School Within a College
SSL/18	Student Success Learning to 18
TLDSB	Trillium Lakelands District School Board
WD	Withdrawal

[www.scwi.ca](http://www.scwi.ca)

[www.gotocollege.ca](http://www.gotocollege.ca)

[www.edu.gov.on.ca](http://www.edu.gov.on.ca)

## **OVERVIEW OF ACTIVITIES & EVENTS PORTFOLIO**

### **ELEMENTARY SCHOOL ENGAGEMENT**

#### **PICTURE YOURSELF @ COLLEGE**

Each fall, the Events Coordinator visits elementary schools throughout Simcoe Muskoka and Grey Bruce to deliver a presentation to Grade 8 students in an effort to introduce students to the college pathway.

#### **GRIZZLY CUBS**

Grade 8 students from across Simcoe Muskoka and Grey Bruce participate in one-day experiences on one of four Georgian College campuses (Barrie, Orillia, Owen Sound and Midland). Each day includes hands on workshops hosted by program specific faculty, a campus tour, and information about the college pathway.

### **SECONDARY SCHOOL ENGAGEMENT**

#### **PROGRAM HIGHLIGHT DAY**

College level Grade 11 and 12 English students sample new programs offered at Georgian College via interactive workshops.

#### **AFTER GRADUATION**

College-capable Grade 12 students with no post-secondary plans attend a motivational day aimed at introducing them to choices in education and the work force.

#### **NEXT STEPS**

Interested adults who are 21+ participate in a one-day, on-campus experience. Activities include a student panel, a campus tour, information about dual credits and post-secondary programs and apprenticeship plus the chance to meet a college advisor. Guests will interact with current college students who came to post-secondary at an older age speaking about balancing family, work and post-secondary, providing inspiration for adults uncertain about their next steps.

#### **FORUMS**

When funding allots, the Central Lakes Regional Planning Team executes forums to help engage and educate our teaching partners across the school boards. Target audiences include:

- Dual Credit Instructors
- Dual Credit Champions
- Secondary School Teachers (Careers, Co-op, Student Success, SHSM)
- Elementary School Teachers

## RPT 13 SMART GOALS FOR 2019-20

1. Maintain actual enrolment of at least 90% of projections with a focus on the primary target audience
  - Continue to foster dual credit champions in schools to understand appropriate in-school recruitment with the aim of understanding the primary target audience Share effective recruitment strategies between boards
  - Set deadlines to rationalize sections and return seats
  - Continue to move unused seats from Semester 1 forward; continue to look for opportunities to use Semester 2 surplus seats in spring compressed
  - Continue to utilize the online registration process
  - Encourage successful dual credit participants to take additional dual credits where appropriate
  - Consult with OYAP coordinators, continuing education leads, Indigenous education leads to expand reach and knowledge
  
2. Maintain retention and success rates of at least 90%
  - Develop a resource for dual credit support teachers that provides strategies and processes for effective communication with home schools to lessen absences and provide adequate follow-up
  - Renew dual credit checklists for students with input from dual credit support teachers
  - Review courses with low retention rates from 18-19 and prepare to act moving forward
  - Investigate reasons for students who stop attending after the 10 day count
  - Investigate reasons behind failures
  - Connect resources at schools to SWAC students to supplement SWAC advising
  - Investigate After Adult Advisor funds to support learners
  - Provide college staff with career advising tools for SWAC classes
  - Continue to conduct exit surveys each semester and send data to faculty for reflection
  - Continue to promote resources available on the Mental Health Sharepoint site
  
3. Create transition plans for 50% of RPT members
  - Review resources available on the SCWI website for RPT membership
  - Develop a baseline strategy for fostering the understanding and knowledge of new members through the creation of planning manual
  - Develop mentor program for new members with a similar roles (board to board, for example)
  - Create a resource bank for RPT members
  - Advocate within RPT organizations to raise the profile of member roles
  - Encourage SCWI to provide new member transition sessions in a continuous intake basis
  - Create a yearly timeline calendar in relationship to dual credit recruitment

## CLRPT Structure, 2020-21

