Mtg - Educational Mgrs – Registrar’s office / Counselling & Accessible Education Services (AES)

Attendees: Karrie MacMurray, Louise Musgrave, Kim VanBruinessen (Financial Aid), Audrey Healey and Red Keating (Counselling & AES), Kristi Kerford (Student Services)

## Meeting Objectives:

* Creating connections between Educational Managers and key Fleming departments
* Developing understanding of each other’s’ roles
* Reviewing/discussing specific questions, as noted below
* General discussion about how to best provide service to students

## Agenda:

* Round table introductions
* Review of specific questions
* General discussion for providing best possible service

## Specific questions:

## Topic: Funding

Fleming contact: Kim VanBruinessen

Q: Does/can Fleming put on workshops for students on what is available and how to apply for them?

A: Currently we meet 1:1 with students. They can book a time with their Financial Aid Advisor.

Suggestion: This could potentially be a new initiative through ONECA. A possible virtual tour.

Q: Are processes clear for students on how to secure funding? How is that information communicated? Can Education Managers be made aware of this as well?

A: Web site provides the process. You can find the info here: <https://flemingcollege.ca/financial-aid>. New students also receive an email to their external email account. Returning/ongoing students receive an email to their Fleming email account. Education Managers are welcome to visit the web site. It is public access.

Q: Where can students and/or Education Managers get info about scholarships and bursaries?

A: Please visit the web site: <https://flemingcollege.ca/financial-aid>.

## Topic: RO Communications

Fleming contact: Kim VanBruinessen

Q: Can we develop a formalized communication process with the Office of the Registrar? This might include being included on general student communications but also a mechanism to communicate about specific students.

e.g. Sponsorship letters are very detailed and when students switch programs without notifying the sponsor this can cause problems for the student’s funding.

A: The Registrar’s emails to students are generally student specific depending on their individual situation. Fleming is not able to release specific student information (without permission from the student) due to privacy requirements.

Q: Can an Education Manager know all the students at Fleming that are a member of their community?

A: Only if the student advises the Education Manager or completes the necessary release of information form with the College.

## Topic: Accessibility and Accommodations

Fleming contact: Red Keating and Audrey Healey

Q: Can we better understand the process that a student with learning difficulties has to follow? Students with disabilities are not accessing services early enough. Not sure if this information/process is clear to students?

A: Highlighted the Accessible Education Services web sites as a place to start – <https://department.flemingcollege.ca/aes/>. Specifically, “Registering with AES - How to register”

AES connects with students in the following ways:

* Welcome Days
* Open Houses
* Follow up mailed package (after acceptance offer letter)

We can also connect with our Aboriginal Student Services Coordinators and advertise in the Lounges.

Q: When does a student self-identify with a disability? How is that done? When they apply to OCAS or when they are accepted into a college? Students think it is transferred from high school but it isn’t.

A: It is not transferred from high school. Students can identify any time after they have confirmed their acceptance to the college. We encourage early identification (3-4 months before they start), but they can come forward at any point.

Q: If testing is needed can this be done before they start to ensure any accommodations needed are in place?

A: They can but this is usually not their best option.

First, it is critical that students and those who support them understand that we do not withhold accommodations until the student gets updated testing. This is a myth that sometimes prevents students from coming forward to Counselling & Accessible Education Services. Regardless of what documentation the student has (i.e. just an IEP, an old assessment from 10 years ago, no documentation because they have been out of school for a long time, no documentation because they have never been assessed but they think they might have a learning disability), they should speak with a counsellor. In most of these cases we will put in place interim accommodations and a plan to get supporting documentation.

Second, there is the matter of cost. If a student gets an assessment done in the summer before they start school, they will have to pay for it. Until we approve the bursary applications in September, we cannot guarantee that the student will be reimbursed for the cost of the assessment, so this option is a high risk one for most students.

Q: If the colleges are accepting students with learning difficulties, is a one-one interview possible?

A: Yes, this is standard practice. We prefer to meet with them in the 3-4 month period before they start their program if possible. If the student lives very far away we can do telephone appointments.

Q: It was stated at the last AEC meeting that a student has to identify their learning difficulties to the teachers themselves. Is this correct? It was stated that the student must advocate for themselves. Is this correct? Some students cannot do this.

* A: Self-advocacy often depends on where the student is. Students are not required to disclose a teacher but some choose to.
* Students do need to communicate, both with Education Managers and the College, about their needs

## Student Marks (brief discussion)

Q - Release of marks: Who do Ed Mgrs. give permission to get marks?

* Fleming does not have mid-term marks
* Students can access their own grade books

## Free Tuition (brief discussion)

It is essentially the equivalent of free tuition in the form of grant dollars. It will not cover ancillary fees.

## Follow-up/Next steps

* Possible new idea - Newsletter to Ed managers – For further discussion.
* Registrar’s Office - Kim VanBruinessen
	+ Look into what would be required to release marks to sponsors – We currently don’t have a process in place nor do we have the appropriate information releases on file.
	+ Sponsor Template Form – develop a template form that can be sent to sponsors to complete so the Cashier Office has all of the necessary details that are required to set the contract up in the system. e.g. if the amount provided by the sponsor does not cover full fees – how should the fees be applied to the student account.
	+ Update the details related to sponsorship in the fee notification
	+ Invoice should include the student number rather than the contract # - inquire with Finance whether this is something that can be changed.
	+ Contract Billing – can it include the amount charged to the sponsor and the amount charged to the student?
	+ Establishment of a Virtual Workshop that could assist students with understanding what is available and how to apply.
* Counselling & AES
	+ Connect with our Aboriginal Student Services Coordinators and advertise our services in the Lounges.

## Topic: Ancillary Services

Fleming contact: SAC

Next step – A future discussion

* Ability to opt out of health and dental.
* CLFN does not pay for parking/bus passes, I believe there is not an option this must be and this must be paid. Can they opt out?

## Topic: Pathways

Fleming contact: David Baker

Next step – A future discussion

* More information and better communications on “Pathways”
* How to access what they are?
* What are some crossover programs?
* What grades are required?