

Program Advisory Committee Meeting Minutes

Community Integration through Cooperative Education – GA&S

Date and Time: October 3, 2017 10:00 a.m. – 12:00 p.m. **Location:** Fleming College, Sutherland Campus – Room B3345

Attendees: Sarah Beirness (CICE Operations Manager), Joan Connolly (CICE Coordinator), Chris Leney (YMCA), Silvana Macdonald (Associate Dean, GAS), Deb Reid (Down Syndrome Association, **CICE Committee Chair**), Karen Stoker (PVNCCDSB), Nicole Twohey (PVNCCDSB), Julie Wilson (Alternatives)

Regrets: Tiffany Brestansky (Integration Facilitator - IF), Tammy Christie (Integration Facilitator - IF) Merla McGill (Community Living, Kawartha Lakes), Holly Podres-Beaton (*KPRDSB*), Lisa Plouffe (Integration Facilitator - IF), Deborah Chapman (KPRDSB), Melissa Cowey (Community Living, Campbellford), Amanda Dawn-Leaverton (TCCSS), Sandra Drupret (Dean, School of General Arts and Sciences, and Haliburton School of Art + Design), Jenn Langenberg (Integration Facilitator - IF),

Recorder: Cristina Sad

Agenda Topic	Follow-up Required / Motion
1. Call to Order – Welcome and Chairs Remarks The Chair welcomed committee members and guests to the meeting and called the meeting to order at 10:05 a.m.	None
2. Approval of Agenda Agenda was approved as circulated.	Moved and seconded by Chris Leney and Julie Wilson that the agenda be APPROVED, as circulated. CARRIED.
3. Conflict of Interest None declared.	
4. Approval of Minutes from Previous Meeting CICE PAC November 10 th , 2016 minutes were approved with a change in page 3 to the bulleted paragraph 11: 'Suggested to contact the YMCA' to 'Suggested to contact Alternatives'.	Moved and seconded by Julie Wilson and Joan Connolly that the minutes be APPROVED, as circulated. CARRIED.
5. CICE PAC Representation It was noted that KPRDSB representation was missing. Julie Wilson contacted Deb Champman and will re-connect with her through CIAC to encourage an alternate person to sit on the PAC. Silvana explained that it has been difficult to get representation from KPR and TLDSB. She thanked PVNCCDSB for their support and representation.	
6.. CICE Curriculum Updates The Coordinators' Report was pre-distributed. Joan Connolly, CICE Program Coordinator, spoke about the new competence-based curriculum (OALCF) introduced by the Ministry. Core CICE courses have been revamped and updated to align with the OALCF framework. This new curriculum allows students to develop at their own pace and focuses on differentiated learning. They have demonstrated progress and Joan believes this is the right model with concrete evidence to support it. This fall semester, the Integration Facilitators (IFs) are being trained on how to use the framework for modifications and are learning how to map non-CICE courses.	

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<p>During a focus group last winter, Silvana asked students to provide feedback about the program. Themes in the feedback were:</p> <ul style="list-style-type: none"> • The program provides a great opportunity to make friends. • They feel valued among their peers. • There's a sense of belonging. • They support each other. • They are proud to take courses that other students are taking and being successful. <p>Field placement allows students to develop connections with the community and their growth, despite being different from one another, is evident.</p> <p>A question was asked about the possibility of taking students who are not in the program, but who are struggling because of course content. Silvana explained that the program does not accept students beyond our usual registration period of Day 10. As the CICE program does not have a Winter intake, new students would have to wait a full year to get in. If currently registered students from other programs are struggling, they may choose to enter another program of study perhaps in the winter.</p> <p>The program requires multiple resources such as Counselling and Learning Strategies or Social Workers to adequately and fully support CICE students. Silvana asked the PAC for their support about admission criteria moving forward. If students do not meet a certain standard, they are turned away when applying to other colleges. There's nothing currently articulated on the Fleming website. The initial pre-admission assessment is done during an interview with students on a first-come-first-serve basis. The program is full (24 students accepted this fall) with 15 students on a waiting list. In the future, acceptance into the program will depend on the student's capacity to engage with the materials presented during the interview. If the student does not engage, we want to be able to have an informed conversation so that he/she can work on specific skills and then re-apply. Silvana asked committee members to suggest sample questions we could ask during the interviews. If we deny entry to a student, we should have a concrete rationale as to why. We want to make sure we're supporting our students to the max of our abilities but we're currently not.</p> <p>Nicole shared that she attends transition meetings at the high school and would like to know if a similar process is adopted at the college. Joan explained that the focus is on behavioral patterns. Dual diagnosis and not knowing the history of students is difficult. Having transition meetings is something we could consider for the future.</p> <p>Karen spoke about students and the role of parents who stay in student's way towards independence. They hope the support received in high school will continue into post-secondary. Independence and social skills should be addressed sooner, so that discussions occur about their options in college. Julie added that parents, school and agencies should be talking about skills students need to learn before coming into the CICE program i.e. housing. Joan explained that applicants come from a variety of locations, not only Peterborough. Guidance plays an important role. If they are aware of the program, they can talk about the program with others.</p>	

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<p>Next steps to pursue:</p> <ul style="list-style-type: none"> • Transitioning from high school to College: get a plan in place (IFs to work on May/June getting into local schools). • Sarah and Joan to connect with Julie to speak at CIAC/KPR board and book a time for them to speak in front of this group. <p>Other items discussed:</p> <ul style="list-style-type: none"> • Students need to demonstrate independence. • We do not have a typical "CICE student profile" – our students are all different. However, the key factor for success in the program is engagement, which is also required from other students at the College. • Some students entering the program have a specific goal such as securing employment or entering another program. Sometimes, students want to achieve independence. • The program makes it exciting and challenging serving different learners with different learning levels. • Julie flagged that some of the problems students have, especially if they have mental health issues, are self-esteem, advocacy and making friends. <p>A chart outlining everyone's roles will be sent to committee members. CICE staff members include EAs, Social Workers and teachers. They all have different skill sets but they complement each other.</p> <p>Joan shared that she has a Trent student working with her during the winter semester helping students with non-academic issues such as social issues, bullying, etc.</p> <p>Fleming Counselling Department has a new model, which requires our students to have documentation to qualify for support. Despite being adults and not necessarily sharing their information, they still need support. We are developing a process for our students so that we know what external organizations are involved.</p> <p>Julie suggested the involvement of Mental Health.</p> <p>Silvana noted that we need to be more pro-active in creating some strategies to help with the gaps.</p> <p>Telka Smith did some assessments previously. Developmental Services Ontario (DSO) can be called in case of emergency, however some agencies try to interfere with the way we operate and it's a challenge. If flagged, they might have funding available to help with the external piece.</p> <p>The Ministry of Education and Adult Education Department is looking into providing greater access to students to post-secondary education. Starting at age 5, the program will target all groups of students, including those with special needs, to remove barriers so that all can have access to post-secondary education. Funds will put adequate services at students' reach.</p> <ul style="list-style-type: none"> • Some students get the funding to hire a support person for college. • Two full-time and two Part-time Integration Facilitators were recently hired, together with a 24 hour/week Operations Manager position, which increased costs for services in the program. • ASL interpreters are difficult to find in our catchment area. We have contracted out one person to work with our CICE students but he cannot 	

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<p>exceed his already maxed out hours. Counseling has recommended the VRI voice response done through Skype. Students still need to be set up.</p> <ul style="list-style-type: none"> • The hearing society availability to Skype is very limited. We have never used it in an academic setting and hope it will work. • Educational Assistants are assigned to students in high school. Alternatives have a teacher for the deaf. • Interpreters require curriculum in advance to when they are signing. It's difficult in an academic environment such as ours to work that far in advance. • CICE program does not advertise that students will need an interpreter. • Deb suggested a student who took an interpreter course and is now working in Whitby. • ASL interpreters need qualifications and credentials. • Fleming is looking for full-time interpreters, Tuesdays to Thursdays, 9 – 6 p.m. Please refer applicants to Silvana. <p>CICE Information Session</p> <p>The Information Session scheduled on October 18th is being cancelled due to a potential strike. Re-scheduling of this session will likely occur after the Open House on November 18. We should have more information about the interviewing process for Fall 2018. Joan will share the date with PAC members.</p> <p>Julie suggested that a flyer be shared electronically with members covering what prospect students will need before attending the program.</p> <p>Karen will meet with students in January and/or February when she'll know about potential candidates at St. Pete's. Joan offered to send an IF to speak with them, but reminded that applications need to go through OCAS. St. Pete's and Holy Cross are getting better at getting students involved, doing tours and one-day experience opportunities.</p> <p>The deadline for applications for Fall 2018 is February 1st. Applications should be in as soon as possible.</p> <p>Silvana shared that Durham sends their admissions out in mid-January with higher criteria for acceptance.</p> <p>September start will accommodate 20 students. There were discussions about running the program at our Frost Campus (Lindsay) and also in Cobourg. If we open the program in Lindsay, there will be an opportunity to open pathways into our environmental programs.</p> <p>Applications through OCAS has open an opportunity for students to look into other programs. The Operations Manager would provide more support across both campuses.</p> <p>Field Placements Updates</p> <p>Students take part into traditional and non-traditional placements. The student ambassador program helps build confidence. Students attend the Open House, do Community Living presentations, and plan social activities for the group i.e. Karaoke night. Those students with mobility issues participated in an OADA audit for the college when they'll be doing a PowerPoint presentation to the OADA Committee.</p>	

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<p>Julie suggested that the program coordinator connect with employment agencies to help students bridge into a job post-graduation. The college could have a job fair for CICE students bringing employers and students together.</p> <p>ODSP employment support can prepare students with job coaching, interviews, etc. Alternatives would work together on this transition piece as a partner.</p> <p>Joan shared that some systemic pieces are preventing students from getting technology support. Many say they are not eligible until the end of the program.</p> <p>Silvana will send a document about Experiential Learning. We can revamp the program with funds from the Ministry and do exciting things i.e. students can have an opportunity to go overseas.</p> <p>Silvana explained that Sarah Beirness, Operations Manager, is an advocate for the program and has been in her role for 4 weeks. She'll be responsible for marketing, recruiting and the day-to-day operations, issues and concerns. Integration Facilitators report to Sarah. Parents interested in learning about the CICE program will connect with Joan Connelly.</p>	
<p>7. PAC members' future involvement</p> <p>There has been a reduced number of committee members in attendance. It was suggested that an email be sent out to members asking if they are still interested in being involved.</p> <p>The committee would like to get feedback from students in the PAC. The new year will allow for 2nd and 4th semester students to attend. It was also suggested that a graduate student's parent be invited to the PAC.</p> <p>The 5th Anniversary of Provincial games will be hosted at Trent University in May 29, 2018. Participants between 13 and 21 years of age are eligible to participate, including CICE students. There will be more information on October 17th.</p> <p>Joan spoke of the importance of getting information about events CICE students can participate in Peterborough. Dissemination of information could be done via the student ambassadors and marketing announcements. The program has a Facebook page but it takes a lot of time to manage it. She requested that Online presence, its purpose, recruiting and information tools be added to the agenda for discussion on our next meeting.</p> <p>Alternatives will share events, but most of them are in-house.</p> <p>Strike information will be passed on to members. Faculty can go on strike on October 16th. Deans and Chairs are working on contingency plans. We need to develop a separate communication for our students. Past experience of students crossing the picket line was not positive and preference is that they are not on campus during the strike.</p> <p>Julie suggested that communication about the strike be sent to parents at the same time as to students.</p>	

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	<p>Students will be assured that they will not lose their semester. Sarah and Silvana will connect with parents.</p> <p>Final exam dates but also leasing of houses and end of the year travels may be impacted if the strike lasts more than one week.</p>	
8. Next meeting date	<p>We plan to have our next meeting in the end of February 2018, except on Friday.</p>	Action: A doodle pool will be created to verify the committee's availability and a date will be confirmed.
9 Adjournment	<p>Meeting adjourned at 11:50 a.m.</p>	