

# Program Advisory Committee Meeting Minutes

## Community Integration through Cooperative Education – GA&S

**Date and Time:** November 10, 2016 1:00 P.M.      **Location:** Fleming College, Sutherland Campus – Room B3330

**Attendees:** Lesley Banner (TCCSS), Tanya Birch (Community Living Peterborough), Deborah Chapman (KPRDSB), Joan Connolly (CICE Coordinator), Melissa Cowey (Community Living, Campbellford), Amanda Dawn-Leaverton (TCCSS), Sandra Dupret (Dean, School of General Arts and Sciences, and Haliburton School of Art + Design), Angela Pind (Program review facilitator), Jenn Langenberg (Integration Facilitator - IF), Chris Leney (YMCA), Silvana Macdonald (Associate Dean, GAS), Deb Reid (Down Syndrome Association, **CICE Committee Chair**), Julie Wilson (Alternatives), Sean Wilson (PVNCCDSB)

**Regrets:** Tiffany Brestansky (Integration Facilitator - IF), Nancy Brown (Community Living, Campbellford), Vkki Etchells (Alternatives), Tammy Christie (Integration Facilitator - IF) Merla McGill (Community Living, Kawartha Lakes), Holly Podres-Beaton (KPRDSB), Lisa Plouffe (Integration Facilitator - IF), Karen Stoker (PVNCCDSB), Nicole Twohey (PVNCCDSB)

**Recorder:** Cristina Sad

Agenda Topic	Follow-up Required / Motion
<b>1. Call to Order – Welcome and Chairs Remarks</b> The Chair welcomed committee members and guests to the meeting and called the meeting to order at 1:00 p.m.  Sandra Dupret was recently appointed as Dean, School of General Arts and Sciences, and Haliburton School of Art + Design, replacing Judith Limkilde, who was appointed as the Vice-President Academic. Sandra looks forward to working with the CICE Advisory Committee and promoting synergy between programs in both schools.	None
<b>2. Approval of Agenda</b> Agenda was approved as circulated.	Moved and seconded by Julie Wilson and Lesley Banner that the agenda be APPROVED, as circulated. CARRIED.
<b>3. Conflict of Interest</b> None declared.	
<b>4. Approval of Minutes from Previous Meeting (*)</b> Minutes were approved as circulated.	Moved and seconded by Chris Leney and Julie Wilson that the minutes be APPROVED, as circulated. CARRIED.
<b>5. CICE Curriculum Updates</b> Joan Connolly, CICE program coordinator, provided the committee with a report, which summarized the new CICE curriculum implementation (attached).	
<b>6. CICE Open House &amp; Information Night – Feedback from members in attendance</b> The CICE Open House & Information Night was held on November 7 <sup>th</sup> , 2016 at 6:30 p.m. at the Sutherland Campus and it was a success. There were 37 people registered. <ul style="list-style-type: none"> <li>There were 5 people from the bridging program, of which 3 are planning to attend next year.</li> <li>Content was well-presented.</li> <li>Attendees felt more comfortable this year. Interviews were not intimidating.</li> </ul>	

(\*) minutes were circulated via email and approved on June 27<sup>th</sup>, 2016

Agenda Topic	Follow-up Required / Motion
<ul style="list-style-type: none"> <li>• Information about parent involvement was an important item of discussion.</li> <li>• Residence life and helping students with sexuality issues was openly discussed and parents appreciated frankness and clarification of their role.</li> <li>• There was a good balance of Kyle Kitchener's testimonial and the coordinator's presentation.</li> <li>• It was suggested to have a couple of students who graduated from previous years attend the Open House next time so that prospective students could learn from them and ask questions specific to what it is like to be a student</li> <li>• Dylan, who graduated from the program 3 years ago, still talks about the program in the community.</li> </ul> <p>Committee members were asked for their feedback on how the program is doing in terms of marketing and provide ideas to improve it.</p> <ul style="list-style-type: none"> <li>• Joan Connolly, together with the marketing department, created a flyer which was sent out to the community and local agencies.</li> <li>• Literacy Ontario talked about the event with a target audience at the Community Employment Resource Planning Group at the Workforce Development meeting.</li> <li>• Open House on Saturday, November 5<sup>th</sup>, 2016 also attracted prospect students.</li> <li>• CICE Information Night targeted those who were interested in the program.</li> <li>• It is a challenge to find time for the information night. What's the best time to hold it?</li> <li>• Information about the event is sent to guidance in all 5 counties, Durham region included.</li> <li>• Those who couldn't attend will be contacted by the coordinator.</li> <li>• Durham College has been sending prospect students to Fleming. They have changed their entry level to include two English credits (C, M or U). This could be the reason why students are looking for our program.</li> <li>• PVNCCDSB send flyers to students who meet the criteria after 30 days into the school year. Currently, there aren't many students at age 19 who meet the criteria, however they could be in the program in 2-3 years time.</li> <li>• Conversations with prospect students should start sooner, building a relationship before they come to the program. Transition meetings and plans can be included.</li> <li>• KPRDSB has only 2 – 3 students. Cohort of students functioning level is shifting overall; it looks different from previous years. Guidance is not fully understanding that students also learn life skills in the program. St. Pete's heard about the program directly from Fleming, which was good; not sure about the same outcome at Campbellford Schools.</li> <li>• Perry Sound will be bringing 35 students to Fleming in the end of November.</li> <li>• Suggestion to have the CICE Information Night on a Saturday.</li> <li>• TCCSS has 2 students looking into September start from Durham. The CICE program is more attractive. Many students would like to start the program at the age of 18, not 19.</li> <li>• Ministry requires that candidates are 19 if students do not have the Ontario Secondary School Certificate.</li> <li>• At 18, students will be down one credit and it's usually an area they're struggling with (i.e. Math).</li> </ul>	

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<ul style="list-style-type: none"> <li>• There is a gap between when students finish their credit in February and when they start the program in September. What do they do until then? Students need workplace skills that can prepare them well.</li> <li>• Silvana Macdonald, Associate Dean, noted that despite admission requirements outlines students at 19 years of age, there's nothing preventing them from joining the class. If there's a spot and it's only one credit, we could accommodate one or two learners in Academic Upgrading.</li> <li>• Students under these circumstances would need a letter of permission from his/her principal in order for AU at Fleming to count them as a learner in the Ministry's management system.</li> <li>• Suggestion to build a bridge so that students can develop skills that will establish engagement before they start the program.</li> <li>• Silvana proposed to come to the schools and speak with guidance counsellors about the significance of changes in the curriculum.</li> <li>• Students would appreciate having a brochure outlining the process and ideas.</li> <li>• KPRDSB would like the material to be sent to OLS teachers so students will bring it home as opposed to having it in the guidance office shelves. It's more important to meet school guidance face-to-face. We'll request more involvement from schools.</li> <li>• Joan informed the group that Marketing is working on a video that will also include parts of a community practice course with a diverse representation of students.</li> <li>• Program information is not getting to everyone, some families with autistic children have never heard about the program.</li> <li>• The CICE program is 6 years old and it has been growing ever since. Each year there are more challenges as the group becomes more diverse. The program works with several agencies who are trying to support students and close the gaps. The interview process helps identify who meets the outcomes on an individual basis (i.e. assessment, essay). Preference is given to those prospect students who really want to be in the program.</li> <li>• TCCSS: Some individuals cannot access the CICE program until they are 19, but have graduated high school. Suggested to contact the Alternatives that offers employment readiness and continuing studies through OYAP programs to try to build the skills necessary to prepare individuals for college and for a referral when they are 21 years of age and not lose their momentum after they have graduated high school.</li> <li>• There's also a lot of interest from individuals from the indigenous community because of the program location. They feel comfortable with the services the College provides.</li> <li>• Janet Bradley, Financial Aid Advisor, will talk about financial aid available to students and computers will also be available during the presentation.</li> <li>• Some students do not realize that there's OSAP funding and bursaries available to them, in addition to paid devices.</li> <li>• Suggestion to do a presentation about the CICE program and the OCAS application process to superintendents and instructional leadership consultants at the school boards.</li> <li>• Silvana Macdonald offered to attend a meeting with Julie (Alternatives) on November 25, where she'll speak about the CICE Program.</li> </ul>	

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	<ul style="list-style-type: none"> <li>The CICE Program has done very well. The program information night had about 11 people in the past; Thirty-seven people attended this time.</li> <li>How do we make people aware of the program?               <ul style="list-style-type: none"> <li>Video presentations</li> <li>Present it in a different way. The more people hear about the program the more students will become aware.</li> <li>Presentations at high schools</li> <li>Word of the mouth</li> </ul> </li> <li>Students have the right to be supported thought life by the services and resources (i.e. interpreter for an interview with a deaf student). Funding is still being established as we flag support issues with organizations. There are several gaps, which need to be discussed with key agencies on a separate meeting.</li> <li>We challenged Mike Judson from CHEX television to spend the day in the life of our college students. We can reach him again.</li> <li>Suggestion to used Social Media.</li> <li>Angel Pind spoke about her report and involvement of CICE students with DSW program to get students working around resilience and the emotional component. Funding did not come through from the Ethical Board until two weeks ago. It is now approved. She will have more information in June.</li> </ul>	<p><b>ACTION: Angela Pind will report back to the group in June.</b></p>
7.	<ul style="list-style-type: none"> <li>A suggestion was made to have a side meeting with the Ministry and also MPs to inform about the program and funding we are not aware of, and how to support students in the program (i.e. Community Living needs to be connected through DSO)</li> <li>An important piece of information from the families would be if they have already connected DSO. This is a good time to start talking to parents so that they can plan (i.e. parent/teacher information night, Fleming/Trent information booth, Port Perry Service Fair, etc.)</li> <li>PVNCCDSB tried to align some of the curriculum and enhance life skills, applied learning and how students work in small groups (i.e. problem solving, team work, soft skills and conflict resolution).</li> <li>A dual credit pilot class for CICE courses has been suggested to Will Howe, Manager, Dual Credit Operations. We missed a chance to submit dual credit courses for 2017-18, however we can start the conversation with high schools about courses, logistics, curriculum and the right fit. We'll keep students engaged and they will be familiarized with courses, knowing they can make to college.</li> </ul>	<p><b>ACTION: Silvana will follow-up with high schools.</b></p>
8. Next meeting date	<p>We plan to have our next meeting in May or June, however students will be away. We might be able to contact some of them before graduation/convocation and inquire about their availability.</p>	<p><b>Action: A doodle pool will be created to verify the committee's availability and a date will be confirmed.</b></p> <p>Moved by Lesley Banner that the meeting be adjourned. CARRIED.</p>
10 Adjournment	<p>Meeting adjourned at 2:25 p.m.</p>	

