

GRAND CONNECTIONS SCWI ACTION / MINUTES

COMMITTEE:	SCWI Regional Planning Team	DATE:	October 11 2011
LOCATION:	Waterloo Region District School Board	TIME:	9:00 am
CHAIR:	Stephen Speers	RECORDER:	Rosie Hessian

PRESENT	Steve Tangney, Julia Biedermann, Tim Martens, Brenda Gilmore, Jo-Ann McCabe, Ron Hoekstra, Greg White, Sue McPhedran, Rosie Hessian, Stephen Speers, David Armstrong, Phil Hedges, Sonja Vandermeer, Tom Smith, Stephen Speers, Jeff Piro, John Richards, Shannon Lipskie. Ruthanne Finnigan, Paul Osborne, Nancy Hauck,
ABSENT	Carol Simpson, Jane Cotter
GUESTS	Rachael Banham

ITEM DISCUSSED	KEY DISCUSSION POINTS & ACTION	RESPONSIBILITY	TIMELINE
Adoption of Minutes & Agenda	<ul style="list-style-type: none"> ➤ Adoption of the Minutes from September 13, 2011 ➤ Approval of Agenda October 22, 2011 		
SCWI RPT 7 Budget 2010 – 2011 Invoicing 2011 – 2012 Coordination – invoicing from school boards Spreadsheets	<ul style="list-style-type: none"> ➤ Julia Invoicing discussion – will send invoices back if they are not correct. ➤ Invoice clarification to be sent out via email to the school boards. School board accounting departments are available over the summer. ➤ The college finance department is available over the summer as well ➤ Maybe schedule everything in July Suggested around July 15th of each year ➤ Send letter to Transportation companies to submit invoices in a timely manner. ➤ Financial Spreadsheets distributed at the meeting ➤ Examples were indicated on each FORM 		
RPT Admin Assistant Update	<ul style="list-style-type: none"> ➤ Hiring process is on going 	Rosie and Julia Conestoga College Human Resource Department	
Dual Credit Update	<ul style="list-style-type: none"> ➤ Now that the strike is over, Dual Credits are running more smoothly – College user ID and Angel access requests are being completed in a timely manner. 		

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	<ul style="list-style-type: none"> ➤ Stratford Dual Credits have started ➤ Huron Perth Catholic – Electrical Dual Credit Started this past Friday This program will include 2 or 3 field trips to Conestoga Taught at St Michael's High School in Stratford Ontario ➤ Disability Sheet “How To” information distributed at the meeting ➤ Website on-going process, content is being created, keywords are important as are links. Twitter/forum registration ➤ Course codes submitted to the Ministry ➤ Dual credit Office 2C9A Doon Campus -New offices! ➤ dualcredit@conestoga.on.ca is the new email address 		
SMART Goals and SWAC Discussion	<ul style="list-style-type: none"> ➤ Discussion was focused on SWAC programs in general with reference to the Avon Maitland SWAC Program at the Stratford Campus. ➤ How other RPTS run their SWAC programs ➤ Plans for Guelph boards to visit SWAC program ➤ SMART Goal - College tracking students who attend SCWI activities at Conestoga. Which students choose Conestoga as their post-secondary pathway ➤ Suggestion - some RPTs have a Dual Credit Alumni Luncheon. ➤ In depth Smart Goal discussion to follow with Ministry of Education 		
Partnership Agreement	<ul style="list-style-type: none"> ➤ Partnership Agreement handed out at the meeting. ➤ RPT members were to bring/send hard copy back signed by their Director of Education 	Rosie to follow up School Boards	November 8, 2011
Appreciation Gathering	<ul style="list-style-type: none"> ➤ November 17, 2011 Bloom Restaurant Waterloo Campus 4:00pm to 6:00pm ➤ Invitation to be created ➤ Invite to be sent out ASAP (with RSVP by the 14th of November) to the School Boards and College. Further distribution by the Chairs to Faculty and Staff 	Brenda/Stephen Rosie	

