

Durham Language Community Partnership Committee Meeting Minutes

DATE & TIME:	September 25, 2014 @ 1:00 P.M.
LOCATION:	Ajax Welcome Centre – 458 Fairall Street, Ajax ON L1S 1R6
ATTENDEES:	<p>Karen McNeil, (Chair), Geraldine Ortiz(Recorder), Cara Wallace, Hermia Corbette, Maureen O’Reilly, Sharon Munro, Cathy Condarcu-Sain, Dika Gajic, Grace Scire, Jim Wilson, Keith Wan</p> <p>Maria Tonon, Mitch Litvack, John Battista, Carolyn Langdon, Scott Davis(via teleconference)</p>
REGRETS:	Donna Thomas, Paul Jackson, Kathy Pittman-Feltham, Paul Brown, Maralyn Tassone

WELCOME & INTRODUCTION

Meeting called to order and roundtable introductions completed by attendees.

- Previous meeting minutes of June 5, 2014 approved.

It was agreed that the CIC Updates section will be changed to: Funder Updates.

FUNDER UPDATES

MARIA TONON

Summary Of Discussion

TESL Conference Oct 16-18

CIC has taken a consistent approach across Ontario on who can be funded to attend the conference. The parameters that have been set-up are as follows:

At least one instructor per SPO up to a maximum of 20% of instructors can attend the conference

- SPOs are asked to reallocate funds within their current agreement values to cover costs
- Cost savings measures should be utilized (e.g., car-pooling, etc.)
- Eligible costs can include registration fees, accommodation and travel
- Costs are to be claimed in the Professional Development (PD) line. If your CA does not have a PD line, a minor amendment will need to be completed in order to accommodate the reimbursement.

Please note, TESL will be posting 40 hours of the conference on their website for those that cannot attend.

For more information about the conference, you can review their website: <http://www.teslontario.net/conference>

Summary Of Discussion

Action Item:

CIC is looking to verify whether SPOs who have received funding from MCI to send teachers to the conference are also eligible to send additional teachers under CIC funding as per the above criteria.

Action Item: Update:

CIC is not adverse to a SPO sending instructors to the conference regardless of whether or not they are sending instructors under ESL funding provided that they stay within the parameters outlined above and that they have sufficient funds available in their agreement. As such SPOs are encouraged to contact their project officers with their requests.

PBLA Discussion

- Providers who have received the PBLA Training and have identified lead teachers will be receiving binders in the next couple of weeks.
- Sufficient PBLA binders will be distributed.
- Binders can be ordered at any time as long as the ability to store them is possible.

CMAS UPDATES

Summary Of Discussion

- Enclosed as an attachment.

CLARS REPORT AND UPDATE

Summary Of Discussion

An updated Language Assessment Services Report was sent by email to attendees prior to the meeting. The statistics were presented and the following was discussed:

The York/Simcoe Language Assessment Services Report Template:

- For the next report, assessment results will be reported by skill area (L/S/R/W) and by CLB in each skill. This is consistent with the move away from reporting one CLB per client.
- It was suggested that percentages be included for the Top 10 Languages chart and any major changes in language trends to be indicated.

Gaps and Trends Discussion

- Recently more clients have been showing up to appointments without their Immigration Documentation. Reminder to those booking clients for Language Assessment about the importance of client bringing Immigration documents/ID to the assessment. It was suggested that a statement be put on the appointment print out to say something to the effect: "an assessment will not be completed without documents" and maybe yellow highlighted. There are however many different way client appointments can be booked – by phone etc.

Gaps and Trends Discussion ...

- Not many direct referrals made to classes during the summer
- Demand for full-day classes in the summer is low
- ESL programming during the summer is only at the Ajax Welcome Centre. Some will travel between cities but it poses an issue particularly for those clients who live in Oshawa and Whitby. Low enrollment classes can't be run.
- No summer Citizenship classes were available
- The number of clients with a higher level of English proficiency has increased in Durham but there is only 1 ELT program. The school boards are interested in knowing when there are limited training options in Durham for clients with higher language proficiencies

Waitlists

- An example of a client who requested Citizenship Language in the evening was placed on the waitlist. In order for Cathy to see this client, she would have to be notified about it. The initials of the person putting the client on the WL and the course code should be indicated on HARTs. Grace indicated she would work with Cathy to explore the issue.
- It was asked if certain locations have consistently high waitlists would CIC look into this to allow more courses/budget for classes. Scott (MCI) replied that the school boards are able to make changes to accommodate client needs. There was some discussion on what can be seen in HARTs (including comments) to support rationalizing need in specific areas.

ICARE UPDATE

Summary Of Discussion

- The first LTP iCARE/HARTS training was provided this morning (Sept 25) – joint session by iCARE and HARTS
- LTPs were reminded to make sure someone from their organization attends a training, appoints someone to upload data on a regular basis, and designate a back-up person.
- It's helpful to know that LTPs have two contact points (helpdesk assistance) – HARTS and iCARE

OTHER UPDATES/NEWS OR BUSINESS

Summary Of Discussion

Durham District School Board

- LINC numbers in Oshawa are strong with 147 students attending in the morning and 124 in the afternoon. Pickering classes are full with high numbers
- The trend is to new clients more in the higher levels 5+.
- Looking to restructure the "Into the Health Care" class as this is the only class which currently has poor attendance. This class will most likely be re-purposed to serve CLB 6+ students.
- Concerned with the loss of CIC subsidy for TESL Ontario conference for teachers. Only 5 of their instructors will be assisted with registration this year.
- Organizing an alternative professional development for the staff which would count towards their annual PD requirement for TESL re-certification. CCLB may provide refresher on the CLB test kits. Cathy is invited to add instructors from DCDSB.
- It seems that TESL Ontario and Tutela have worked out a deal where instructors can use webinar viewing (not just real time) for credit.

Durham Catholic District School Board

- Summer ESL classes went well in July & August 2014, 3 classes running during 2 sessions.
- Due to low enrolment in Whitby and Oshawa Summer ESL classes in those sites did not run.
- September registration and the start-up of classes at all sites went well. Ajax site is the busiest of the 3. Full classes and wait lists for CLB 3,4,5,6 especially day programs
- New time slot being piloted from 2:40-4:10PM Monday - Thursday. These classes run following the regular afternoon timeslot which ends at 2:30PM. This timeslot is convenient for those who want to add on to their day. These are skill specific/interest ESL classes.
- From September 2014 to March 31, 2015 - there is access to an additional classroom at the Ajax WC a new level 6-8 specialty class will be held. This class runs several weeks at one skill level, Mon-Fri from 9-11:30AM. The skills offered are: Speaking, Writing and Test Preparation. In the afternoon, there is a low level 0/1 literacy class from 12-2:30PM. These are both blended LINC/ESL classes.
- Offering Citizenship Prep/ESL at several locations and times this school year.
- Started night classes at Whitby and Ajax

OTHER UPDATES, NEWS OR BUSINESS ~ CONTINUED...

Summary Of Discussion

Ajax Welcome Centre

- CLARS has resumed evening and every 2nd weekend language assessments at the AWC; The WCs hours of operation as of September 22nd are:
Monday – Thursday 8:30am-9:00pm
Fridays 8:30am-4:30pm
Every other Saturday 9:00am-1:30pm
- 3 Associate Partner Applications were presented to the WCIS Governance Committee for review. The National Association of Career Colleges (NACC) was successful. They propose to work collaboratively with our existing Settlement and Employment Services to connect Internationally Trained Professionals to private colleges to explore and attain high education opportunities.
- The AWC partnered with the Town of Ajax, to participate in the Doors Open Ajax event on Sat. Sept 27th from 10:00am-4:00pm. WC's core programs: Settlement, Employment, Language Assessment, LINC/ESL, ELT Language Classes, Helping Hands Child Care and CDCD's programs will be showcased. Tours of the WC are organized as well as a multicultural light lunch, BBQ and live local performances.
- Dec 2nd, the Durham Region Health Department will introduce a Flu Shot Clinic to the AWC.
- Dec. 4th the AWC/PWC will launch a Worker's Rights and Responsibilities Information Series for newcomer adults. Sessions for newcomer youth will be hosted in spring and summer 2015. At a later date a forum will be organized for employers. The objective is to inform, educate and build awareness around Employment Standards, Health and Safety issues and Inclusion/Cultural Dialogue among newcomers who are entering the Canadian work force.
- Ajax WC is operating at capacity – space is an issue

CLIC Online / CLIC En Ligne

- CLIC En Ligne is an online distance program for CIC eligible clients interested in learning French as a second language
- Offered to those wishing to learn French equivalent to CLB 3-8
- Increased promotion will be noticed for this program, as this online program is available across Canada
- Information is being shared throughout the assessment centres. French assessments (BTC) are provided in Ottawa by the YMCA and more locally in Toronto (YMCA) and Peel/Halton (TCET). Remote assessment is being explored for those in distant locations
- Learners cannot simultaneously take English classes and CLIC
- La Cité is the provider and referral and tracking is available in HARTS
- website: www.clicenligne.ca

NEXT MEETING – Date and Location

- Next meeting: **Monday, December 8, 2014 at 1:15pm**
- Location: Ajax Welcome Centre
- Chair: Hermia Corbette
- The following meeting will be at Pickering Welcome Centre with Dika Gajic chairing.