

# Durham Language Community Partnership Committee Meeting Minutes of Meeting

DATE & TIME:	June 5, 2014 @ 1:00 P.M.
LOCATION:	Ajax Welcome Centre – 458 Fairall Street, Ajax ON L1S 1R6
ATTENDEES:	<p><b>Cathy Condarcuri-Sain (Chair)</b>, Karen McNeil, Geraldine Ortiz( Recorder), Hermia Corbette, Maureen O'Reilly, Sharon Munro, Linda Smith, Carolyn Cohen</p> <p>Maria Tonon, Mitch Litvack (via Tandberg)</p> <p>Carolyn Langdon ( via teleconference )</p>
REGRETS:	Dika Gajic, Donna Thomas, Paul Jackson, Valerie Molina, Audrey Andrews, Kathy Pittman-Feltham, Matt Small, Maralyn Tassone, Vicky Pidgeon

## WELCOME & INTRODUCTION

Meeting called to order and roundtable introductions completed by attendees.

- Previous meeting minutes approved by all with the following amendment: Pickering and Ajax Welcome Centre staff *will complete* Privacy Training.

## CIC UPDATES

MARIA TONON (VIA TANDBERG)

Summary Of Discussion	
	<ul style="list-style-type: none"> <li>• The total number of instruction hours required to be in class before a certificate is given out for Citizenship purposes is being looked into. The information collected by CIC will be compiled and information provided soon. It was discussed that it would be preferred not to adhere to a specific number as different scenarios may be in play. CIC is working on coming up with some guidelines.</li> <li>• PBLA training will be upcoming this fiscal year. Binders will be sent to those in Cohort 1 in middle of June and names submitted to participate in Cohort 2 will be notified when training is set up.</li> <li>• LTP's are reminded and encouraged to move away from "LINC Levels" and use "CLBs".</li> </ul>

**CMAS UPDATES**

Summary Of Discussion
<ul style="list-style-type: none"> <li>• CMAS was asked to pilot the assessment in an electronic format. It may take a little longer to complete. If at all possible we suggest that administrator and SDR schedule extra time on that day.</li> <li>• If you are operating short term CNC programs, please provide your consultant with the locations so we can update our data base.</li> <li>• There is a CNC Requirement that programs new to offering child care who will provide mobile care should have a training prior to operation. If you are in this position or know any organization that is, please contact CMAS for further information.</li> <li>• If you have children with special needs or your program wants to work on building a more inclusive CNC program, the Special Needs Consultant is available to provide you with information, resources and assistance to support you. Please contact her directly at <a href="mailto:shandaburnett@cmascanada.ca">shandaburnett@cmascanada.ca</a></li> </ul> <p><b>Professional Development</b></p> <ul style="list-style-type: none"> <li>• We have received some funding from CIC to assist ISO with CPR and First Aid certification for their CNC staff. We will be sending out more information about the availability of funding soon.</li> <li>• The Anaphylaxis Course is still available in both French and English for this year. If you have new staff, encourage them to take the course so that you can manage allergies in your programs. To access this course, users must continue to request a password.</li> <li>• Certificates are now available for CMAS Online Courses! To help you meet requirements for CNC Staff professional development, staff will appreciate the fact that now certificates are available for six (6) online courses. The courses can be found in the CMAS Online Learning Centre where CNC Staff will now be prompted to register and generate a personal username and password. This allows a personalized certificate of completion to be produced at the end of the course.</li> <li>• Remember to check the website often and watch your email for updates and new resources. Consultants are also available to support you throughout the year - they are just a phone call or email away.</li> </ul>

KAREN MCNEIL

**CLARS REPORT AND UPDATE**

Summary Of Discussion
<ul style="list-style-type: none"> <li>• Announcement of new Manager, Cara Wallace, to take over Diane Hipkin's position. Cara will commence duties on June 23 and will be connecting with LTPs via phone or visits.</li> </ul> <p>The Durham Language Assessment Services Report with stats for January 1 to May 31, 2014 was emailed to attendees prior to the meeting.</p> <ul style="list-style-type: none"> <li>• The number on the waitlist has dropped since last report period. We believe that this is at least partly due to a review and "clean up" of the waitlists by the language training providers.</li> <li>• Requests for assessment appointments are slowing down in Durham. Some Saturday and evening assessments have been cancelled. CLARS has not scheduled Saturday or evening appointments into July/early August but if demand increases, we can reconsider. Saturday and evening appointments will be scheduled for late August onwards to meet demand at that time</li> <li>• Due to assessment numbers dropping there will be an increase in outreach in an attempt to reach more clients and particularly target clients with lower CLBs. Geraldine will provide outreach/flyer distribution to libraries and community centres. Suggestions for outreach are welcome – please contact Geraldine. It was suggested that outreach target Whitby in particular, landlords and possibly malls.</li> <li>• Geraldine attended the Durham Immigration Portal Meeting and gave a PowerPoint Presentation about CLARS Language Assessments and Durham Region statistics.</li> </ul>

## Summary Of Discussion

Post TESL Certificate Training ( PTCT) presentation given by Carolyn Cohen - PTCT Project Lead, included the following highlights:

- An overview of the PTCT Initiative and the role of TESL Ontario.  
This TESL Ontario initiative has been contracted through funding from CIC, Ontario Region. It is based on research-supported PTCT Framework standards. It involves specialized training that enables instructors to further their knowledge and skills in research-supported, high-priority, content areas.
- There are 16 approved PTCT Courses, 9 online courses, 3 blended delivery courses, and 4 in-class courses. 14 are fee-based courses and 2 are funded courses. 1 more course is currently under review.
- PTCT Course Fee Reimbursement  
Eligibility for fee reimbursement: Teaching full or part time in a CIC funded program (LINC/CLIC, ELT/CLTA, or OSLT/FLAP) in Ontario - or currently on maternity leave and returning to a full or part time teaching position. How to access: Create a PTCT account at TESL Ontario PTCT Fee Reimbursement Administrative System at <http://ptct.teslontario.org>. Apply for reimbursement, submit proof of eligibility, complete the training course and complete the online course exit survey.
- Response to PTCT survey in 2013-2014  
An online survey was conducted through PTCT Fee Reimbursement Administrative System. Responses represented 7 PTCT courses and 28 participants from ESL, LINC, EAP, ESP, ELT, OSLT and ELP programs who completed a course from December to February. Satisfaction level was very high. Respondents were primarily instructors (89%), Funding was important since 86% said they would take a course if funded and 26% if not funded. TESL Ontario is the primary source for learning about PTCT (89%). Content areas most recommended for 2014/15:
  - Developing online curricula
  - English for Academic purposes
  - Designing and developing teaching materials
  - Special needs
  - Language Training for Employment ( online modality)
  - Teaching CLB 8 and above
  - Teaching Writing Skills
- Teachers who instruct blended LINC and ESL classes (at least partially funded by CIC) full time or part time, *ARE* eligible for the PTCT course fee reimbursement application. Further situations can be reviewed for eligibility (i.e. teachers who teach for part of the year in ESL and part in LINC).
- Paul Ward at Humber College is willing to go to LINC sites to do training. A certificate of achievement is given at the end of 35 hours of instruction. The minimum number of teacher required for a course to be offered will be confirmed.
- Contact TESL Ontario at:  
PTCT@teslontario.ca  
accreditation@teslontario.org  
416-593-4243, ext. 201  
Reza.mazloom@teslontario.org  
416-593-4243, ext. 205
- Visit TESL Ontario's PTCT Site at: <http://ptct.teslontario.org/>  
PowerPoint Presentation enclosed with minutes.

## OTHER UPDATES/NEWS OR BUSINESS

### Summary Of Discussion

#### **Durham District School Board**

- Program is running smoothly, preparing to end the school year. Friday, June 13 is the last day of classes.
- Summer school will run July 2 - July 24. Monday to Thursday, Integrated skills 9:00 a.m.-12:30 p.m. CALL (computer assisted language learning) and conversations classes will be available from 1:00 - 3:00 p.m.
- Fall registration will be on September 2nd, 3rd and 4th from 9:00 AM to 12:00 noon. Currently following waitlist protocol and will continue to follow that protocol for September.
- Classes: Both Pickering and Oshawa sites:
  - Literacy – CLB 8
  - Writing class
  - Citizenship classes (spread out throughout year on an as needed basis)

Oshawa site:

  - Into Health Care (pm)
  - Workplace English Language Learning (am)
  - Conversation ( 2 afternoons/week 2:30 - 4)
  - Computer (2 afternoons/week 2:30 – 4)
- Dika Gajic has chosen the two lead instructors for PBLA training: Janet MacDonald and Maureen O'Reilly  
Questions/Concerns:
  - i. Is implementation still set for September? Can training be available at TESL Ontario?
  - ii. Need training for lead instructors prior to implementation. Hoping to have training prior to P.D. day in September

#### **Durham Catholic District School Board**

- Current program to run till June 20 including night classes.
- AJAC WC Summer school will run July 2- August 14 Monday to Thursday, from 9:00am - 1:00pm.
- Summer school in Whitby/Oshawa will run only in July 2- 24 from 9:00am to 1:00pm
- Registering now for summer school.
- New process to be followed for September registration; implementing a change in regards to discussions from last meeting stating that students are on a learning path and should continue for September. Students will be contacted from the Waitlist when and if there are available seats.
- Names of lead teachers for the PBLA have been requested.

#### **Ajax Welcome Centre**

- Ajax WC has been open every other Saturday. As language assessment will not be operating on Saturdays for July and early August, Ajax WC will not be open during Saturdays during this period either. It may be opened for a special activity or program only.
- A QR code was introduced at the AWC to provide quick and easy access to Wi-Fi connection for service-users with mobile phones and devices. QR codes are available at both Reception desks. A QR code scanner can be downloaded at either Apple Store or Google Play.
- Clients inquired about the "Welcome to Canada Package". WC Managers to look into obtaining packages.
- The procedure to book language assessment appointments for clients at the Ajax and Pickering Welcome Centres was reviewed with TCET. The Communication Centre, Durham Welcome Centres and TCET Admin staff are encouraged to inform and redirect new clients to book appointments to meet with a Case Manager when they come in to complete their language assessment.
- Community Legal Education Ontario (CLEO), in partnership with CDCD will host an information session on Access to Social Assistance for Newcomers.
- June 13th – through a joint initiative with the Newmarket and Pickering WCs, clients will participate in a Accreditation Qualifications Information Services (AQIS) Portfolio Workshop remotely via the Tandberg System. A pilot was successfully completed in May and there's a waiting list for the June's session.

Summary Of Discussion

**LINC Home Study**

- 12 students are enrolled from Durham Region.
- The overall waitlist has increased to 372. The program is reducing from 1,200 seats to the 1,000 contracted for this year so limited seats are available.
- Currently there is a 3 month wait to get into program.
- LHS program guidelines require a minimum of 3 months in the program before an instructor may issue a certificate – it is not a fast way to get a certificate. This equates to approximately 60-75 hours including instructor-led class and homework.
- The program consists of a minimum 5 hours/week of independent study, and a 30-40 minute call once a week.
- Regular attendance for a minimum of 3 months is required/expected before the issuance of a LINC Certificate.
- Besides online service, LHS still offers a correspondence study option. Client would need a telephone and a CD player.
- LHS is restricted to those unable to attend in-person classes. Clients may live in a remote area, have infant care needs, have mobility issues, they have to deal with changing shift work or other reasons. There is a drop down list of extenuating circumstances in HARTs.
- Client cannot concurrently attend a Provincial and Federal funded program if in LHS.

**NEXT MEETING – Date and Location**

- Next meeting: Thursday, September 25, 2014 at 1:00
- Location: Ajax Welcome Centre
- Chair: Karen McNeil