

SCHOOL/COLLEGE/WORK INITIATIVE – PHASE 8

To: Directors of Education
College Presidents
ACAATO
District Offices, Ministry of Education

From: School/College/Work Initiative Co-Management Team

Date: May 1, 2004

Subject: **SCWI Request for Proposals, Phase 8**

The Invitation

The School/College/Work Initiative (SCWI) is inviting joint applications from colleges and district school boards for funding to support cooperative initiatives involving secondary school teachers and college faculty during the 2004-05 academic year. Building and sustaining on-going relationships between the college system and the secondary system has been deemed to be a high priority by both the Ministry of Education and the Ministry of Training, Colleges and Universities.

In Phase 7, this year, 20 colleges and 56 school boards participated in the School/College/Work Initiative. For Phase 8 in 2004-05, we hope to involve all colleges and all district school boards.

It is intended that the Regional Planning Team concept that was introduced in 2003-04 will be expanded to all regions of the province and that all forums and major projects will be coordinated through SCWI Regional Planning Teams.

We are requesting that you pass this memorandum along to the appropriate staff in your organization.

Background to the School/College/Work Initiative

Since its inception in 1997, the SCWI has funded approximately 70 projects and forums that have focused on:

- aligning curriculum between secondary schools and colleges,
- articulating pathways to college for students,
- increasing the understanding of the educational and career opportunities for students through colleges as a post-secondary destination, and
- linking teachers in the college and secondary panels through discussion seminars, professional development and exchange and internship opportunities.

Areas of Emphasis for Phase 8 (2004-2005)

In developing proposals for Phase 8 funding, applicants are strongly encouraged to consider building on many of the exemplary programs developed during Phase 7 and earlier. Outlines of programs approved in earlier phases can be found on the SCWI website. (www.gotocollege.ca)

In considering applications for Phase 8, the Co-Management Team which directs the SCWI will give priority to approaches which are regionally and provincially replicable.

For Phase 8, the three outlined below have been identified as priorities:

Curriculum Alignment and Student Pathways

Activities and projects relating to curriculum alignment and student pathways to college could include:

- the articulation of advanced standing agreements,
- the development of secondary curriculum “pathways” that would enhance student success for one, two and three year college programs,
- the formation of action teams consisting of secondary teachers and college faculty that would address specific curriculum concerns,
- the development of “reach ahead” programs for disengaged learners or for students who might not normally consider college as a destination,
- the offering of secondary school courses taught by secondary teachers on college campuses, or
- the development of college prep technology programs to provide secondary technology students with a preview of college technology programs and access to college technology equipment while earning secondary technology credits.

Applicants may wish to include other activities or projects that respond to identified local priorities in the areas of curriculum alignment and student pathways.

Teacher Preparation, Teacher Staff Development or Teacher Internship Programs

Activities and projects relating to teacher preparation, teacher staff development or teacher internship could include:

- pre-service programs involving faculty of education students in college or apprenticeship programs ,
- secondary subject teacher internships in college and apprenticeship programs and related workplace settings,
- professional development programs/forums involving college faculty and secondary school teachers learning and sharing with one another, and
- teacher-college faculty exchanges, visitations and on-going dialogue.

Applicants may wish to include other activities or projects that respond to identified local priorities in the areas of teacher preparation, teacher staff development or teacher internship programs.

Promotion and Marketing of College Programs

Activities and projects relating to promotion and marketing of college programs could include:

- presentations by college student ambassadors and college graduates
- parent information forums
- innovative marketing and communication approaches, and
- presentations by the colleges at secondary schools

Applicants may wish to include other activities or projects that respond to identified local priorities in the areas of promotion and marketing of college programs.

Types of Programs Eligible for Phase 8 Funding

Category 1: Regional Planning Teams (eligible for up to \$60,000 per team)

The preferred model for all Phase 8 funding will be through Regional Planning Teams.

It is envisioned that there will be approximately nine Regional Planning Teams across the province, with colleges and district school boards forming partnerships which make best sense in their region. Based on the areas they serve, some colleges or boards may find that they have membership on more than one Regional Planning Team.

Representation on each Regional Planning Team would include:

- At least two community colleges and three district school boards, unless geographic distance necessitates only one Community College member
- Business partners, community resource partners, and training agencies
- A representative from a Ministry of Education District
- A member of the senior staff of each of the Community Colleges
- A member of the senior staff of each of the district school boards

Regional Planning Teams will be responsible for overall coordination of all SCWI activities within the region. Each Regional Planning Team will identify specific priorities and strategies in respect to curriculum alignment, creation of pathways to college, building mutual understanding of the secondary school and college systems through staff development opportunities, and promotion and marketing of college programs.

The project coordinator/project lead for each Regional Planning Team will be expected to participate in two meetings with their counterparts from across the province during the year.

Depending on the number of members, Regional Planning Teams may be eligible for up to \$60,000 to cover the costs for project coordination, meetings, forums and carrying out the project strategies to meet their identified 2004-05 objectives.

Each Regional Planning Team would be expected to plan and conduct a minimum of three Regional Forums and a Major Project involving secondary teachers and college faculty. Regional Planning Teams can apply for additional funding beyond the \$60,000 amount for major projects and forum activities as per categories 2 and 3.

If a Regional Planning Team wishes to apply for supplementary funding for one or more forums or for one or more major projects, they should include such details with their Regional Planning Team application. One application, with all of the funding components will suffice.

Application Components:

- The application will identify a lead partner for the project (a board or a college) and the anticipated membership on the Regional Planning Team
- The application will outline projects or planning priorities that would be addressed in 2004-2005 consistent with one or more of the areas of emphasis noted above **or** a process that would be used to establish local planning priorities
- The application should identify a Regional Forum Coordinator
- The application must provide a detailed budget outline

Category 2: Regional Forums (eligible for up to \$ \$7,500 per Forum)

Regional Forums support communication between community colleges and their neighbouring district school boards and address issues of local concern. The Regional Forums help to build bridges of understanding and communication across the two sectors. The Regional Forums have usually been one-day workshop formats.

A Regional Forum would ideally involve at least 2 community colleges and three or more district school boards. Appropriate community or business partners could also be included.

Funding is available for approximately 20 Regional Forums. Funding for Regional Forums may be requested at the time of this application or by written application at any time through to March 31, 2005.

Application Components:

- The application must indicate that the Regional Forum has the support of the Regional Planning Team for the region
- The application should identify a lead partner for the project (a board or a college) and the membership of the project's Steering Committee
- The application should outline the activity that would bring secondary staff and college faculty together in support of Phase 8 areas of emphasis
- The application should identify expected outcomes
- The application should identify a Forum Coordinator
- The application must provide a detailed budget outline

Category 3: Major Projects (eligible for up to \$50,000 per year)

Projects funded in this category would likely span one or more years with funding renewed potentially on an annual basis dependent upon results and progress.

A Major Project would ideally involve at least two community colleges and three or more district school boards. Appropriate community or business partners could also be included.

Projects must support the specific priorities of the SCWI (see page 2) and should develop resources or explore innovative approaches that will support students in successfully preparing to enter college programs. Projects funded in this category must be able to be replicated across the province and address the significant issues in the school to college continuum.

Funding is available for approximately 10 Major Projects.

Application Components:

- The application must indicate that the Major Project has the support of the Regional Planning Team for the region
- The application should name the lead partner for the project (a board or a college) and the membership of the project's Steering Committee
- The application must provide a detailed outline of the expected outcomes, key planning steps and timelines, and how secondary staff and college faculty will be involved
- The application should identify a Project Coordinator
- The application must provide a detailed budget outline
- The application should indicate how information about the project will be shared across the province

The Application

Proposals are to be submitted as follows:

- Please send electronic copy to: paskey@sympatico.ca
With a copy to: gillian@opsoa.org
- Please send the original and ten (10) hard copies to:
Frank Kelly
Project Manager,
School/College/Work Initiative
1123 Glenashton Drive
Oakville, Ontario L6H 5M1

The deadline for application for a **SCWI Regional Council** or for a major **Innovative Project** is Friday, June 25, 2004.

Applications for a **SCWI Regional Forum** are done on an on-going basis and can be sent in immediately for Fall, 2004 programs. Applications for Regional Forums will be considered through to March 31, 2005.

Proposals will be judged by the Co-Management Team of the School/College/Work Initiative. Each proposal must provide:

- Clear identification of which one of the three categories (regional planning team, forum or major project) has been chosen for the application
- Definition of the goals of the project and how these relate to one or more of the SCWI Phase 8 areas of emphasis as outlined on pages 2 - 3
- Explanation of the project outcomes and benefits to students
- A plan of development and implementation of project
- Specific details of the numbers of staff and students who will be participating directly in the initiative

The hard copies of the application should follow the electronic application. The hard copy must contain signatures of appropriate College Presidents, Directors of Education and other partners. (Please use the attached Project Partners page.)

Timelines

Notification of the Co-Management Team's decisions will be communicated by July 31, 2004.

Contact Frank Kelly, Project Manager at (905) 845-4254.

School/College/Work Initiative - Phase 8 Funding Application

Project Name: _____

Program Type:

Category 1: Regional Planning Team _____

Category 2: Regional Forum _____

Category 3: Major Project _____

Total Funding Being Requested: \$ _____

PROJECT PARTNERS

District School Board: _____

Contact Person and Title: _____

Phone: _____ Fax: _____

Director of Education's Signature: _____

Print Director's Name: _____

District School Board: _____

Contact Person and Title: _____

Phone: _____ Fax: _____

Director of Education's Signature: _____

Print Director's Name: _____

College of Applied Arts and Technology: _____

Contact Person and Title: _____

Phone: _____ Fax: _____

President's Signature : _____

Print President's Name: _____

College of Applied Arts and Technology: _____

Contact Person and Title: _____

Phone: _____ Fax: _____

President's Signature: _____

Print President's Name: _____

Participating Business, Industry, Community Partners. Other, if applicable

Contact Person and Title: _____

Phone: _____ Fax: _____

Authorized Signature: _____

Participating Business, Industry, Community Partners. Other, if applicable

Contact Person and Title: _____

Phone: _____ Fax: _____

Authorized Signature: _____

Please use additional pages if required.

Projects without complete signatures from all partners will not be considered in the selection process.

Project Name: _____

PROJECTED BUDGET

PROPOSAL REQUEST \$ _____

Other sources of revenue: \$ _____

Total Revenue: \$ _____

EXPENDITURES

Steering Committee (travel expenses) \$ _____

Project Coordinator (if applicable) \$ _____

Program Development: curriculum,
other resources \$ _____

Travel \$ _____

Professional Development \$ _____

Project Report \$ _____

Other (list) \$ _____

Total Expenditures \$ _____

- Projects already receiving funding from other sources will be required to explain how additional funding (proposal request) will be beneficial
- Funding cannot be used to lease space or purchase/lease equipment and furniture
- Attach a summary page to explain any other details of the project funding
- Professional development money is not to be used for conference attendance