

School-College-Work Initiative

Memo

To: RPT Chairs and Co-ordinators
From: David Armstrong, Project Officer
Subject: Contract Changes for 2023-2024
Date: February 10, 2023

As in the past, it is essential that Regional Planning Teams follow an established protocol for SCWI contract changes for 2023-24. This is also a requirement of the contract letter with each RPT.

Contract Change Cycles align with the start of dual credit programs and the timelines for course code requests. The contract change process requires communication between board and college partners and careful tracking of student participant numbers and expenditures compared to approved funding. In order to maintain the focus on maximizing opportunities for students, we need to continue the focus on moving seats and reducing surpluses. RPTs have been using the contract change process very effectively. As a result, more students are participating in programs and more students are in courses in which they are interested. The SCWI team will continue to monitor the schedule in order to ensure that RPTs are achieving the goals of maximizing opportunities for students and reducing (or eliminating) RPTs' surpluses.

Cycle	EDCS Open for Submissions by RPTs	Deadline for Submissions in EDCS by RPTs (at 1:00pm)	Course Code Requests Due to EDU	Notes
1A	Dec 16, 2022	Feb 15, 2023	Mar 31, 2023 (Course codes for May/ June 2023 DCs & Summer 2023 due Mar 24, 2023.)	March Break Mar 13-17, 2023 Please submit requests for new codes for approved college-delivered 2023-24 college course dual credits.

Cycle	EDCS Open for Submissions by RPTs	Deadline for Submissions in EDCS by RPTs (at 1:00pm)	Course Code Requests Due to EDU	Notes
1B	May 17, 2023	Jun 14, 2023 <i>(Note: EDCS outage on Jun 8)</i>	Sep 15, 2023 <i>(Note: final adjustments for requests for 2022-23 course codes are due Jun 9, 2023.)</i>	Please also submit requests for new codes for approved college-delivered Dual Credit courses (DCCs).
2	Aug 30, 2023	Sep 27, 2023	Oct 20, 2023	Summer Institute: Aug 28 & 29, 2023 (TBC) Semester 1 begins: Sep 5, 2023* Semester 2 Course Code Requests. Thanksgiving: Oct 9, 2023
3	Oct 18, 2023	Nov 15, 2023	Dec 8, 2023	Also for Semester 2 Course Codes Requests. Christmas Break: Dec 25 - Jan 5, 2024*
4	Jan 3, 2024	Jan 31, 2024	Mar 1, 2024	May/June and summer 2024 Course Code Requests. March Break: Mar 11 – 15, 2024*
5	Mar 6, 2024	Apr 3, 2024	Apr 26, 2024	Also for summer DC Course Code Requests. Easter: Mar 29 - Apr 1, 2024
6	May 1, 2024	May 29, 2024	Jun 7, 2024	Final adjustments.

* dates taken from the EDU school year calendar template and may differ from board to board

- These contract change cycles have been scheduled to occur following both the day 10 count of numbers of students/course/program and the RPT conversations around what movement, if any, is possible.
- Please note that “enveloped funding” for adult dual credits may not be moved into “regular” funding streams and vice versa
- There is a risk if an RPT puts students into programs that have not yet been approved. It is possible that changes will not be approved, so securing approvals

prior to the start of programs is critical. If, in rare cases, you need to make changes that do not align with the Contract Change Cycles, you must contact David Armstrong prior to the start of the program in order to get a tentative approval. Only changes between currently approved courses that are funding neutral and that are for the same target group for which the funding was originally approved can be made in this way. These changes will still need to be made in EDCS at the next contract change.

Please direct any questions to David Armstrong (davidarmstrong@ontariodirectors.ca 519-389-8259).

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