

Memo

To: RPT Chairs and Coordinators
From: Janine Griffore, Project Officer
Subject: Revised Contract Changes for 2024-2025
Date: August 23, 2024

As in the past, it is essential that Regional Planning Teams follow an established protocol for SCWI contract changes for 2024-25. 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, college and all other partners and careful tracking of student participant numbers and expenditures compared to approved funding. Continuing the focus on moving seats and reducing surpluses will allow us to maximize student participation opportunities.

Cycle	EDCS Open for Submissions by RPTs	Deadline for Submissions in EDCS by RPTs (at 1:00pm)	Course Code Requests Due	Notes*
1A (2024-25)	December 14, 2023	February 14, 2024	June 7, 2024	Initial plan for 24-25 requested
1B (2024-25)	May 15, 2024	June 12, 2024	September 13, 2024	Best plan for 24-25 requested
2	August 14, 2024	September 25, 2024	November 4, 2024	Final requests for Sem. 1 Dual Credit course codes & requests for Sem. 2 DC course codes
3	October 31, 2024	December 11, 2024	December 13, 2024	Requests for Sem. 2 DC course codes
4	December 18, 2024	January 29, 2025	February 28, 2025	Final requests for Sem. 2 DC course codes & new May/June DC codes

Cycle	EDCS Open for Submissions by RPTs	Deadline for Submissions in EDCS by RPTs (at 1:00pm)	Course Code Requests Due	Notes*
1A (2025-26)	December 20, 2024	February 14, 2025		Initial planning for 2025-26
5	March 5, 2025	April 2, 2025	May 2, 2025	Request DC codes for new 25-26 college-delivered DC courses Clean up Sem. 2 actuals and shift seats to spring for 24-25 offerings
6	April 30, 2025	May 28, 2025	June 6, 2025	Requests for new approved DC course codes for 25-26 and for closures of DC courses that will not run again
1B (2025-26)	May 14, 2025	June 11, 2025		Best plan for 2025-26

- Contract change cycles have been scheduled to occur following both the day 10 count of numbers of students/course/program and the RPT conversations regarding what movement, if any, is possible.
- 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 Janine Griffore prior to the start of the program to receive 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 cycle.

Please direct any questions to Janine Griffore (janine.griffore@ontariodirectors.ca).