

# PEARSON ELECTROTECHNOLOGY CENTRE

## Minutes of the Meeting

### Governing Board Meeting of May 11, 2020

<b>Present:</b>	Marilyn Aon	Centre Director
	Ken Elliott	Community Representative
	Joan Bernard	Support Staff Representative
	Geoffrey Alleyne	Teacher Representative (Telecom)
	Serge Frechette	Teacher Representative (Electricity)
	Joanne Aubry	Pedagogical Consultant
	Raphael Tana	Industry Representative
<b>Absent:</b>	Svet Rusev	Teacher Representative (Computing Support)

1. The meeting was called to order at 2:00 pm. The meeting took place via Zoom.
2. ADDITIONS & ADOPTION TO THE AGENDA  
Additions  
Raphael Tana moves to approve the Agenda and Joanne Aubry seconds the motion. Approved.
3. APPROVAL OF MINUTES OF February 04, 2020  
Raphael Tana Frechette moves to approve the minutes of February 04, 2020. Joan Bernard seconds the motion. Approved
4. BUSINESS ARISING  
4.1 PEC / ITL PROJECT Thank you to both Joanne Aubry & #PECTECH team for on line training and google training they have given to support our teachers. More technology tools were bought for the teachers.
5. NEW BUSINESS  
5.1 REACHING OUT TO STUDENTS  
All our students have been called. They are online with teachers via google classroom. We have reached out via social media, erms, phone calls, emails, etc.....  
5.2 PREPARING TO GO ONLINE  
We are awaiting protocols from the school board. Yolande has been in the Centre daily answering phone calls. Teachers and students have been scheduled to come to the Centre to retrieve their stuff. Chartwells will be coming into the Centre to retrieve their stuff.  
5.3 SMALL GROUPS IN THE CENTRE  
We have planned that small groups will start in the centre on may 25th. These small groups will be for students who are at the point where they need to be evaluated.

## 6. REPORTS

### 6.1 DIRECTOR'S REPORT

- Thank you to the PEC team for all their support. The priority is that everyone stay safe and healthy.

- Special thanks to:

- ✓ Yolande Rousse who has come in everyday to answer calls from teachers , students , parents and taking in new applications
- ✓ Kim Porter who has come in regularly wo work with me to prepare schedules for online teaching and all the exams for our planned opening on the 25th
- ✓ Mike Hoelscher who has come in to make sure we have all we need in terms of equipment. set up sanitation stations in the labs, organized 2 m distancing , set up store protocols , met with teacher in ELEC coming in to do exams to do a dry run
- ✓ Joanne Aubry for planning and implementing 2 weeks of training to teachers in all 4 programs and standardizing the google classrooms with google meet, module folder etc etc.

### 6.2 TEACHER'S REPORT

Geoffrey – On line teaching is going very well. Thank you to Joanne and Marilyn for their support. It is quite a successful platform.

### 6.3 STUDENT'S REPORT

No report

### 6.4 NON-TEACHING STAFF

Joanne – submitted report. It has been quite busy with a lot of preparation and training. There have been a series of training sessions and we practiced with the technology. The exams for Electricity, 22 out of the 25, have been standardized and completed.

## 7 FIELD TRIPS & STAGE REPORTS

No report.

## 8 VARIA

## 9 NEXT MEETINGS

Next meetings are scheduled for June 8, 2020 at 2:00 pm.

## 10ADJOURNMENT

Joan Bernard moves to adjourn the meeting, motion seconded by Geoffrey Alleyne. Approved.

Respectfully submitted by Joan Bernard.

---

Ken Elliott, Chairperson

---

Marilyn Aon, Centre Director

---

Date

# Ped Consultant's Report PEC – Governing Board Meeting

## Monday, May 11, 2020

### PEC Courses going online –

Starting in mid April teacher training documents and training capsules were prepared as teachers and students return to class:

1. Teacher resources were placed on the Google Shared Drive for teachers - PEC TEACHERS ONLINE TRAINING & FRAMEWORK – [#GOOGLE CLASSROOM FOLDER - separated by topic](#)
2. Google Classrooms for all departments and cohorts were updated and configured
3. A series of online training sessions were held for the teachers from Monday April 27 to Friday May 1<sup>st</sup> using the Google Meet platform. The two training capsules covered the following topics:
  - How to create a meeting using Google Meet
  - Features in Google Meet
  - Adding extensions and recommended extensions
  - Using Google Meet Attendance
  - Modifying course outlines to reflect online course delivery; online etiquette
  - Modifying Lesson Plans
  - Features in Google Classroom – TABS and Functions (best practices)
  - Classwork Tab – How to use Class Drive folder to create subfolders
  - How to Add an assignment in Classroom
  - Etc.
4. Informal/individual training has continued over the subsequent days

### Standardization of Electricity evaluations –

Standardization of all certification examinations in the Electricity program – met with the respective teachers from Monday January 20<sup>th</sup> until the end of February 2020 in order to identify the salient points for each competency being evaluated.

A procedure for using only the vetted evaluations issued by administration has already begun with the EL200130 cohort – Shari Waldrich is responsible for overseeing the process.

To date 23 out of 25 competencies in the Electricity program have been completed; each competency has a minimum of:

- an evaluation form
- two theory exams – Version A and B
- two practical exams – Version A and B

A correction key will need to be created for each exam and version.

Final versions will need to be verified with the Electricity teachers

Original completion date was slated for end of April has now been revised for the end of May.

## New Telecom program of study

Validation session for the New Telecom program of study was held February 3<sup>rd</sup> and 4<sup>th</sup>, 2020. Table composition of committee members were represented as 50% from education and 50% from industry. On February 12<sup>th</sup> Mr. Lubin and I resented the results of the session in a report to the Telecom department, Marilyn Aon and Kim Porter also present.

Salient points are as follows:

- Committee did NOT try to revamp the old program of study rather they started w/ a whole new approach.
- Base competencies relating to electronic repair were removed.
- Circuit modules have been displaced to new DEP 5377 Reparation & Service in Electronics.
- New program emphasis: Fibre, Coaxial, Copper , Automation (both home and commercial)
- 2 exams in the program will be Ministerial
- The program will be translated in English
- Once they have ratified the program outline – Competency Titles and hours the new version must be submitted to Le Comité national des programmes d'études professionnelles et techniques (CNPEPT) and then sent to the MEES for final Approval.

Respectfully submitted by: Joanne Aubry