

***Learning Partners Advisory Council  
Agenda, Meeting 11  
Location: Montague Rural Action Centre, 540 Main Street  
Wednesday, October 17, 2018  
5:00 - 8:30 PM***

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|-------------|---|
| 5:00 – 5:10 | Welcome, Introductions, and Review and Approval of Agenda   |
| 5:10 – 6:00 | Presentation and Discussion, Dr. Richard Jones, Consultant<br>Review of PEI's Approach to Assessment  |
| 6:00 – 6:30 | Supper, and Review and Approval of Discussion Summary Materials of Meeting 10,<br>June 11-12, 2018  |
| 6:30 – 6:45 | Review of Proposed Framework and Working Group Terms of Reference   |
| 6:45 – 7:00 | Review of Google Poll Outcomes, Identification of Priorities, and Establishment of<br>Working Groups  |
| 7:00 – 8:00 | Working Groups Launch: Each working group will focus the priority area, brainstorm a<br>plan, identify a Chair/co-Chair, and identify an approach |
| 8:00 – 8:20 | Report Back to Full Council   |
| 8:20 – 8:30 | Next Steps and Close  |



**Learning Partners  
Advisory Council**

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**Conseil consultatif des  
partenaires en apprentissage**

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Dear LPAC Members,

We hope you have enjoyed the summer months – the days and evenings are definitely starting to change, along with all of our work schedules!

As co-chairs, we have been reviewing the excellent notes from our back to back meetings last June 11 and 12 at the Hunter River Community Hall. Thanks to our wonderful facilitator and your active participation, we had some exciting conversations that now will inspire our work for the coming year. In this note, we would like to review highlights of the June meetings, and update you on next steps

#### **Highlights of June Meetings (Minutes are attached)**

Highlights of our meetings included:

- A round of sharing to identify what members felt they could contribute to the Council's work, as well as what they hoped to gain both personally and professionally from their involvement.
- A discussion as to how the Council could contribute to the goal of a sustained approach to learning, based on a framework, vision and long-term plan that would be supported by all political parties and that would continue independent of any external changes.
- A discussion on communication from the Council to Islanders, and the types of resources needed to allow the Council to share its messages and advice.
- Our "Headliner" exercise where we created future media headlines regarding the accomplishments of the Council, resulting in themes of a learner-focused, innovative vision and action plan for learning that sparked new directions for learning in PEI and celebrated the Council's recommendations.
- Many conversations as to how to move the headliner themes into actions appropriate for the role of the Council, with consensus on development of an accountability framework / report card style of reporting from the Council on priority topic areas.
- Agreement that there are likely several priority areas, and that Council should establish working groups focused on each identified priority – with general support for 2-3 working groups.
- Consensus that the findings and communication of a to-be-developed Learning Report would stimulate change; be a vehicle for public education and awareness, and networking; and would provide an information base for the Council to develop its future priorities and work plan.

In consideration of the fact that not all Council members were present for the discussion on actions to be taken, next steps included an opportunity for all members to participate in identifying priorities for action for 2018 – 2019. The co-chairs were therefore asked to:

- develop a framework for the working groups
- develop a list of priorities and poll the Council on those, drawing from the priorities of the LPAC discussion paper as well as other work in order to establish a list of potential priorities, with a focus on measurable outcomes

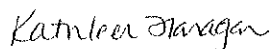
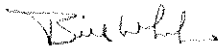
#### Update

Co-chairs have met with Wendy MacDonald to review the outcomes of the June meeting, and to address the tasks presented:

1. A Google Survey has been developed in order to identify the priority areas for 2018/19 for the working groups to explore. You can access the survey at [LPAC Priorities Survey](#).
2. Please complete the survey by October 10, 2018 in order that we can compile your responses and share the results at our next meeting. The top 2-3 priority areas identified will become the focus of 2-3 working groups to be established. The final number of working groups will be decided by the Council.
3. A draft Terms of Reference for the working groups has been developed – see attached document to this letter.
4. A draft framework for the working groups is under development and will be emailed to you the first week of October.
5. Wendy has created a Doodle Poll in order that we can agree on a date for our next meeting. We anticipate that we will meet as a full Council in October, January, and March during this fiscal year. We are also anticipating that working groups will meet separate from the Council meetings.

There was definitely a level of excitement during the June meetings regarding the work of the Council. We are looking forward to sustaining that excitement and commitment to our work, and we look forward to meeting with everyone next month.

Sincerely,



Bill Whelan and Kathleen Flanagan

**Attachments:**

Meeting Discussion Notes (June 2018)

Draft Terms of Reference for Working Groups

## Message to Members of the Provincial Learning Partners Advisory Council

Dear Advisory Council Member:

As you may know, following a competitive Request for Proposals (RFP) process, the Government of Prince Edward Island (PEI) has awarded RMJ Assessment a contract to review the Provincial Common Assessment Program. The review team comprises four members: Dr. Richard Jones (Project Manager and large-scale assessment Expert), Dr. Pierre Brochu (Senior Advisor and Measurement Specialist), Dr. Joanne Reid (Literacy Specialist) and Sandy DiLena (Mathematics Specialist). Each of the review team members has an educator background and brings more than 35 years of experience in large-scale assessment and evaluation.

The purpose of the review is to have an external panel of experts examine PEI's approach to provincial student assessments to stay current with best practices and meet the overall needs of Island learners. One characteristic of a successful organization is that it periodically reviews the effectiveness of its practices. The province's current assessment program has been in place for more than 10 years, so now is an opportune time to reflect on it. The current Program assesses students at key stages of learning as follows.

- Primary literacy and mathematics at the end of Grade 3
- Elementary literacy and mathematics at the end of Grade 6 (French Immersion Literacy at the end of Grade 5)
- Intermediate mathematics at the end of Grade 9
- Secondary mathematics at the end of Grade 11

The Purposes of the Provincial Common Assessment Program are to provide

- information to students, parents/guardians, educators, the Department and other stakeholders, including the general public, about how the province's students are performing in reading, writing and mathematics at the end of key stages of learning and
- schools, school boards and the Department with information to help improve teaching, select resources, direct professional learning and develop new programs.

The Program review will rely on several sources of data and information, including document analysis, interviews and focus groups with key stakeholders, jurisdictional scans, online surveys and written submissions. Dr. Pierre Brochu and I will be visiting PEI during the week of October 15<sup>th</sup> to hold focus-group discussions with key stakeholder groups. We are interested in hearing your views about the Provincial Common Assessments and look forward to meeting with you on October 17<sup>th</sup>.

Sincerely,

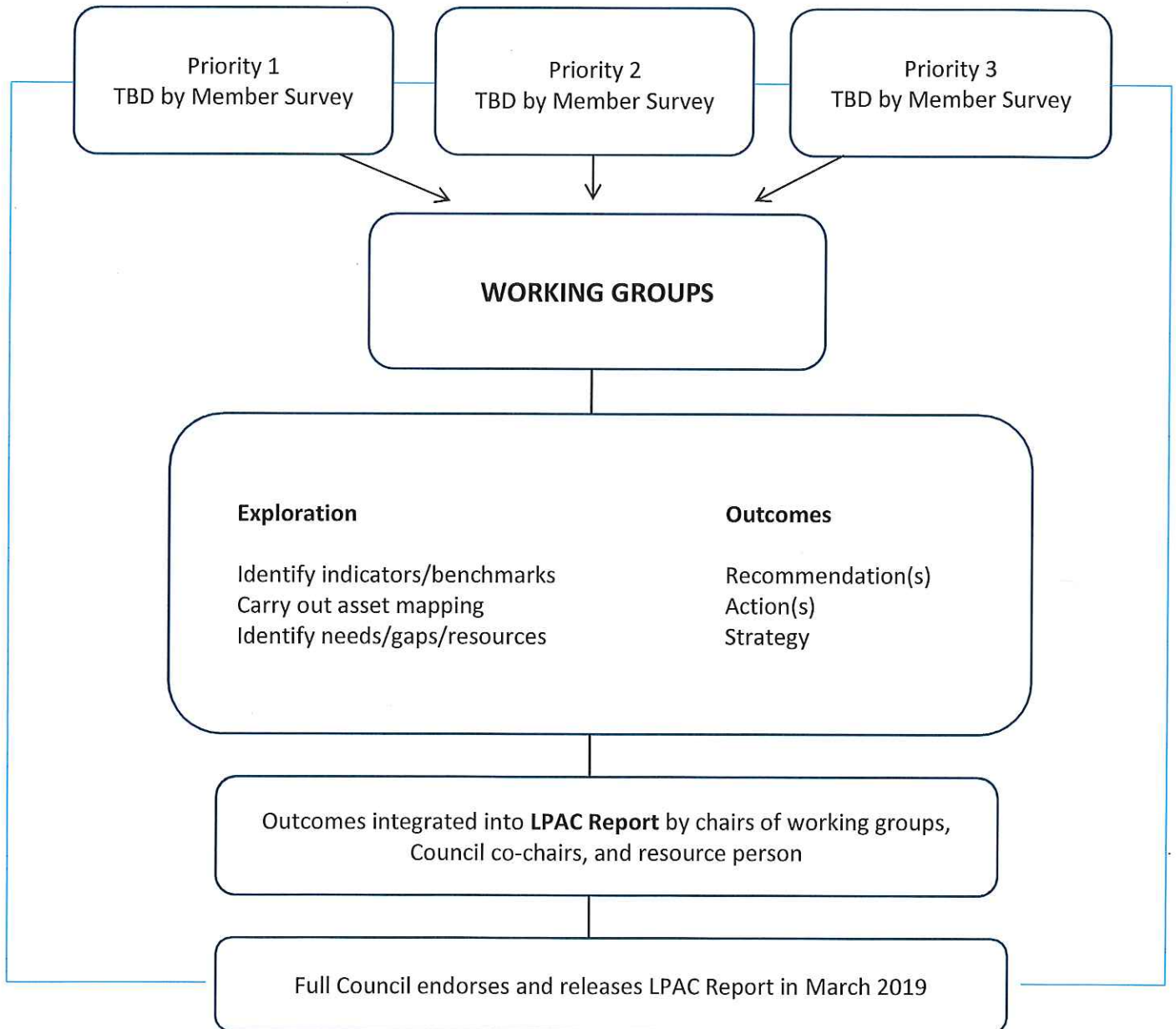


Dr. Richard Jones  
RMJ Assessment

## LEARNING PARTNERS ADVISORY COUNCIL

Mandate: With a focus on Islanders from birth to senior years, provide insight and advice on how best to advance learning excellence and support learners, from the early years through public education, post-secondary and adult learning, in support of the province's long-term prosperity and well-being.

### PRIORITIES FOR 2018 – 2019



## **Learning Partners Advisory Council Working Groups DRAFT Model Terms of Reference (September 28, 2018)**

### **Purpose:**

- To examine, analyze, and provide insight and findings on a topic identified as a priority by the Learning Partners Advisory Council (LPAC), taking into account the Council's cross-cutting themes of transitions, partnerships, and learner well-being
- To develop a work plan, identify resources needed to support the work plan, and recommend refinements to the mandate for LPAC consideration and approval
- To submit an interim report to LPAC for consideration at its January 2019 meeting
- To submit a final report to LPAC for consideration at its March 2019 meeting, setting out its findings, and any recommendations or actions
- To support LPAC in the work of integrating Working Group findings into a comprehensive Report for public release in Spring 2019.

### **Scope:**

At its discretion, and subject to the availability of resources, the Working Group may carry out any or all of the following activities in support of its work:

- Asset mapping
- Environmental and jurisdictional scanning
- Analysis and summary of research evidence
- Identification of promising practices
- Public engagement
- Identification of indicators
- Benchmarking
- Formulation of recommendations, and/or actions, and/or strategy.

### **Membership:**

- Each Working Group will ideally consist of at least seven members of LPAC, one of whom shall serve as Chair of the Working Group, and the LPAC resource support person, *ex officio*.
- The Chair shall be a member of LPAC, and shall be selected by the Working Group members.
- At the discretion of the Working Group, membership may also include external representatives such as, but not limited to:
  - Subject matter experts
  - Education system stakeholders
  - Community-based stakeholders
  - Learners.
- LPAC members shall comprise the majority of members of the Working Group.
- At its discretion, the Working Group may set up sub-committees to examine selected matters in greater depth.

**Processes and Procedures:**

The Working Group shall conduct its work using the same general procedures used by LPAC, that include:

- Establishing a quorum (simple majority of the LPAC members of the Working Group)
- Maintaining discussion notes, which will be made public
- Decision making by consensus
- Maintaining Chatham House Rules

**Accountability/Authority:**

- The Working Group is accountable to the LPAC.
- The Chair of the Working Group will provide verbal or written updates on progress to the LPAC Co-Chairs on a monthly basis, or more frequently as appropriate.
- As well, the Working Group may be required to provide updates or presentations at LPAC meetings.
- To support communications and coordination, a Steering Group of LPAC shall be established, comprised of the LPAC Co-Chairs, the Working Group Chairs, and, *ex officio*, the LPAC resource support person.

**Resources and Supports:**

- Operating costs of meetings, refreshments, mileage will be covered by LPAC.
- Administrative, research and communications supports need to be defined / availability to be determined.

**Meeting Schedule:**

- It is anticipated that the Working Group will meet for approximately 4 to 6 hours every month as required to fulfill its purpose.
- Meetings may be face to face or virtual.
- The meeting format and schedule will be at the discretion of the Working Group.

**Timeframe:**

- The Working Group will conclude upon submission of its report to the LPAC in March 2019. The LPAC's integrated report will be released in the Spring of 2019.

**Worksheet for LPAC Working Groups (Adapted from Premier's Action Committee on Family Violence Prevention Working Groups)**

Title of working group:	
Chairperson:	
Members: <i>[List of members]</i>	
	Membership goals: <i>[Groups or individuals to be invited to join the working group or to be asked to partner to achieve goals]</i>
Priority to be addressed: <i>[Coming from one of the LPAC's top 3 priorities]</i>	
	Purpose proposed or goals to be reached: <i>[Specific goals/outcome(s) to be achieved and any timeline notes]</i>  <input type="checkbox"/> Recommendation <input type="checkbox"/> Action <input type="checkbox"/> Strategy
Terms of reference notes: <i>[Notes as needed about when/where/how often to meet, other notes about scope and limitations of working group]</i>	