

The logo consists of a solid red rectangle with the text "YSIMSTE" in white, uppercase, sans-serif font centered within it.

**York -Seneca Institute for Mathematics, Science and Technology
Education**

College Mathematics Project

2010 Forum Planning Guide

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Preface

A key part of the College Mathematics Project is the deliberation about the research results by members of the college and secondary school communities. In the past, CMP has worked with local planning committees to organize forums and has developed resources that we have found useful in the planning process. In 2010, the planning and organisation of forums is entirely the responsibility of SCWI Regional Planning Teams (RPT). None the less, CMP looks forward to participating in the forums in any way that can be helpful. One of these is to make available to RPTs the resources we have accumulated over the past several years.

CMP is pleased to provide this forum planning guides to RPTs and invites them to use any part of the guide that they find useful. In addition, CMP will provide a research backgrounder for all forums and CMP staff will be available to present these research findings if invited to do so. Finally, CMP reports have drawn extensively from past forums to develop recommendations and we hope that the deliberations of future forums can continue to provide a rich resource of ideas and suggestions for ways forward.

For further information, please contact the CMP office at 416-491-5050 ext. 3702 or email CMP at cmp@senecac.on.ca.



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FORUM PLANNING GUIDE – PART 1

The College Mathematics Project (CMP) plans to assist in the planning process for the 2010 forums across the province in cooperation with the School/College/Work Initiative (SCWI). This document is a two-part guide for Regional Planning Teams (RPT) planning to host a Deliberative Forum in conjunction with the College Mathematics Project (CMP). The first part covers elements that should be undertaken approximately 4-6 months before the forum, and Part 2 focuses on items to be carried out approximately 1 to 2 months prior to the forum.

Part 1 of the guide is divided into sections as follows:

- Philosophy and goals
- Forum Planning Committees (FPCs)
 - Forum date
 - Forum location
 - Forum agenda
 - Participant allocations
 - Budget

Philosophy and Goals

The College Mathematics Project (CMP) employs a methodology called “deliberative inquiry” in which research on the present situation is combined with deliberation over future courses of action. The research questions are driven by deliberations over a problematic situation and the subsequent deliberations are driven by questions arising from the research and from the experiences of those most directly involved.

The goals of the CMP deliberative forums are:

- to receive the results of CMP research on mathematics achievement;
- to share information about initiatives already being undertaken at each college and school board to promote student success in mathematics;
- to reflect on students’ personal mathematics experiences at school and college;
- to deliberate over courses of action to improve student success.

A number of elements are critical to the achievement of these goals. These include:

- a balanced selection of stakeholder groups as forum participants;
- a concise account of CMP research on the present situation;
- a range of alternative courses of action, including best practices already in use;
- a carefully planned agenda and sensitive leadership to facilitate the reaching of consensus.

Forum Planning Committees

Each forum will be organised by a local Forum Planning Committee (FPC), comprising representatives of local colleges and school boards and the SCWI RPT chair/coordinator. Each FPC will need to meet at least once before the end of June to make critical decisions as well as again in the Fall to organize details.

Critical decisions to be made before the summer are as follows:

- Date
- Location
- Agenda outline
- Participant allocations
- Budget

Forum Date

Ideally, the SCWI-sponsored forums should take place between mid-October and late November. The CMP research backgrounder will not be available before October 1 and the forums need to be completed by late November to allow for the CMP final report to be completed by January. Each FPC should select a first-choice and second-choice date and submit these to the CMP Coordinator as soon as possible in order to avoid conflicts for CMP staff to attend the forum and present the latest findings.

Forum Location

Facilities required: a room for plenary sessions (to accommodate up to 100 – 120 (or more) people), four to six rooms (depending on the number of participants) for break-out deliberations in the afternoon, and general areas for registration, coffee-breaks and lunch. A lecture-room is best for the plenary sessions but, for the deliberative groups, a circle of chairs for up to 20-30 people is the preferred arrangement.

Forum Agenda

We have found that while local FPCs will want to design the substance of the agenda, there are certain key elements that should always be present:

- sharing of CMP research by CMP team
- sharing of “promising practices” by colleges and school boards
- sharing of student perspectives by a panel of students
- deliberative break-out groups to propose future actions

In regions where CMP forums have taken place in previous years, the emphasis may be less on the research and more on promising practices, on the implementation of CMP recommendations and on progress made during the past year.

In regions where a **CMP forum is being held for the first time, the following agenda is suggested** with approximate times. These will vary somewhat depending on the numbers of institutions involved.

- 0900 Welcome (VPA or alternate)
- 0915 CMP research report (CMP project staff)
- 1030 Break
- 1045 Promising practices reports from college(s) and school boards
- 1200 Lunch
- 1245 Student panel
- 1330 Group deliberations
- 1500 Break
- 1515 Plenary: Group reports of recommendations
- 1600 Wrap-up

Selected individuals from each college and school board should be asked to present briefly (5/10 minutes + 5/10 minutes discussion) on practices that have been tried and found effective in supporting student success especially those that have built on CMP research or recommendations.

A panel of students should be assembled from college students who have can reflect on their mathematics experiences at school and college. These should include both those who have had success and those who have struggled with the transition. This panel might even be chaired by a student.

The forum can be taped if desired. If not, copies of power-point presentations (from colleges and schools) and detailed notes of the student panel should be collected, as these will be included in the Forum proceedings and posted on the CMP web site.

Participants should be pre-assigned to the group deliberations:

- Mathematics teachers and specialists
- Guidance teachers and student counsellors
- Student success and support leaders
- College and school policy-makers

One college and one school-board person in each group should be invited to act as chair and recorder for the group. Questions for discussion will be prepared and distributed in advance. Group recorders should focus on reporting issues of major importance in the deliberations and recommendations for action. Group reports must be collected following the final plenary session.

Following the forum, proceedings should be prepared comprising the major presentations and group reports and circulated to all participants as soon as reasonably possible.

Participant Allocations

The overall number of participants will largely be determined by the facilities available for the Forum. The key to planning the participant list is *balance* – balance between school and college participants, balance among mathematics specialists and student support/guidance personnel, and balance between administrators and teachers/faculty. No one group should be so large that it dominates others.

In the past, at the GTA forum with 6 colleges and 10 school boards, we have invited up to 10 per college and 6 per school board but in forums involving fewer colleges (or just one) and a different number of school boards these numbers will vary. The main thing is for the organizers to plan how many they wish to have come from each college and school board and issue invitations accordingly.

We suggest that the FPC identify a key contact at each of the partner institutions (colleges and school boards) and invite the contact person to assemble the specific invitation list. As noted earlier, the deliberative groups in the afternoon focus on: mathematics/curriculum; guidance/counselling; student success/support; and policy/administration. Accordingly, participants from each college and board should correspond to those groups.

In addition, about 10-15% of the overall allocation should be left for participants from colleges and school boards outside the local group, together with such organizations as local Ministry offices, university mathematics departments and faculties of education, employers groups, or professional associations. Each FPC should decide on who from these groups (or others) should be invited.

Ideally, invitations to participants should go out about 4-6 weeks ahead of the Forum with an RSVP dated at least 2 weeks before the Forum.

CMP project staff will prepare the CMP research report in the form of a Forum backgrounder. This will be available by mid-October (following review by the CMP Steering Committee) for distribution to participants.

CMP project staff members are also available to host colleges at any time to provide advice and assistance as required.

FORUM PLANNING GUIDE – PART 2

Part 1 of this Forum Planning Guide covered initial aspects of forum planning:

- Philosophy and goals
- Forum Planning Committees (FPCs)
 - Forum date
 - Forum location
 - Forum agenda
 - Participant allocations
 - Budget

Part 2 is organised according to the key elements of the forum operation and agenda and is designed to assist Forum Planning Committees in organizing each of these elements:

- Materials (participant's package)
- Registration
- Recording of Forum proceedings
- Welcome
- CMP research report
- Best practices reports
- Student panel
- Group deliberations
- Plenary reporting
- Final report
- Supporting documents

Materials to be prepared in advance

Each participant will require a folder of materials that *should* include the following:

- Name badge with the following information on the reverse side:
 - Breakout discussion group for which participant is registered.
- List of forum participants (with email addresses if possible)
- Forum introduction*
- Forum agenda
- Forum backgrounder (text and tables)*
- Questions for group deliberation*
- Forum evaluation sheet*

The folder *may* also include additional information at the discretion of the organizers, such as:

- Plan of college facilities with room locations
- Other informational material
- College promotional materials (a discreet amount!)

Note that items marked * will be provided ahead of time (in electronic format) by CMP project staff. These items will also be available in French for Francophone participants.

Registration

A registration desk should be open at least one half-hour before the forum is scheduled to begin with participants' materials available. A good number (10-15) of additional folders of forum materials should be kept in reserve for unexpected participants. All participants should be registered so that there is a complete record of all who attended and so that all participants are allocated to appropriate breakout groups. The registration desk should be kept open after the forum begins to allow for late arrivals.

Recording of Forum Proceedings

It is desirable that some elements of each forum event be recorded for viewing by members of the community who are not able to attend the forum. Where possible, the following should be recorded:

- Student panel (along with separate interviews with each student)
- Plenary reporting
- Pictures taken at the forum for inclusion into the CMP newsletter

Welcome

It would be desirable if the President or Vice-President, Academic of the host College was able to welcome participants. An extended speech is not required but the welcome should make particular note of the presence of participants from other colleges, district school boards and other local institutions. Following the official welcome, the host college organizer should introduce Laurel Schollen as CMP Project Director.

CMP research report

CMP staff will present the research in a PowerPoint presentation. A laptop computer linked to a projector is required. The presentation will include reference to colleges and school boards by code number which enables the research to maintain confidentiality while sharing the results.

Best practices reports

An important component of the forums is the sharing of promising practices among colleges and school boards since we can learn much from each others' experiences, both what works and what doesn't work, and how recommendations and ideas from previous years' forums are being implemented.

Colleges and School Boards are therefore invited to share their experiences of trying to increase student success particularly in mathematics. Specifically we ask those Colleges and Boards participating in each forum to prepare short reports on initiatives they have undertaken in this area and to present a poster at their regional forum.

Reports can be in the form of a Word document or a PPT presentation and forum organizers can decide how best to accommodate them at their forum. In some cases each group could be asked to make a short (5-10 minute) presentation. In others, where there are many such reports, a poster session might be the best way to organize them.

After the forum, forum organizers are asked to send all reports to CMP by email to cmp@senecac.on.ca for posting on the CMP web site. They will also be analysed to produce an overall summary for inclusion in the CMP Final Report.

Student Panel

The panel should consist of four students chosen from the participating area colleges representing a diversity of programs and preparation at the secondary school level. Students should reflect the college student population. A fifth student should be invited to chair the panel. All students should sign a student consent form (appended) and should be provided with the questions to which they will be expected to respond in advance of the panel. In the past, each student has been provided with a gift certificate from their college bookstore (value \$100.00)(this is a local FPC-RPT decision), a thank you letter (appended) and a copy of a letter to the Vice President Academic of their institution acknowledging their contribution to the forum.

The student chair should introduce the session, comment on the importance of hearing from the students directly on this complex issue and encourage the forum participants to take note of the experiences of these students. The chair should then introduce each student, including their home college, program, year of study. The panellists will be asked to respond to a number of prepared questions (see supporting documents appended to this guide) and be given the opportunity to respond to one another. The floor should then be opened for questions from forum participants.

Group Deliberations

Each forum will organize breakout groups to address four areas of importance to the goals of the College Mathematics Project:

- Curriculum and instruction
- Guidance and career counselling
- Student success and retention
- College, school board and provincial policymaking

All forum participants should be assigned to one of these four groups (which may in turn be split into smaller groups if numbers warrant).

Each group should be assigned two individuals (one from a college and one from a school board) to share the duties of moderating and recording deliberations. These two should also be prepared to report back to the forum's concluding plenary session using a PPT template to be provided, thus ensuring that we have records of each group deliberations.

Questions to guide deliberations will be prepared by CMP staff and should be circulated to moderators and recorders ahead of time.

Plenary reporting

The final plenary session enables each breakout group to report back to the whole group the substance of their discussions and their recommendations for action. The use of PPT templates on USB drives enables CMP to collect the results of the deliberations quickly and easily at the end of the forum.

Final report

Following the forum, organizers should ensure that electronic copies of all registration information, promising practices reports, student panel reports, group deliberations reports, consent forms, feedback forms, and copies of thank you letters, video/DVD and pictures are sent to the CMP Forums coordinator as soon as possible. The mailing address is Seneca College, 70 The Pond Road, Campus Administration Offices, Toronto, ON, M3J 3M6, attention: Laurel Schollen.

Any expenses accumulated in executing the forum should be billed to your local SWCI RPT budget.

Appendix A – Forum Planner (sample)

FORUM PLANNER

COLLEGE MATH PROJECT (year)
INVITATIONAL FORUM
(Location)
(Date)

Committee Members

Title	Last name	First Name	Email Address	Phone Number	Ext

MAJOR TASKS:

[Forum Management](#)

[Presenters](#)

[Registrations](#)

[Financial](#)

[Venue / Facilities](#)

[Food](#)

[Program/Agenda](#)

[Promotion](#)



TASKS	RESPONSIBILITY	TARGET DATE	NOTES
MANAGEMENT			
Contact Info for Steering Committee			
Recommendations from Evaluation of Previous Forums, visit CMP website at http://collegemathproject.senecac.on.ca . The final report contains the recommendations from the previous year.			
Program Theme			
Contact Info for Forum Presenters – Full Name, Title/Role, Organization, Phone, Extension, Email. Include Forum Presenters, Special Guests, Panel Members, etc.			
Date			
Contact Info for Forum Assistants, including venue, conference services, AV equipment, student hosts, etc.			
Establish a Critical Path			
Venue			
Prepare Correspondence (e.g. Thank You's)			
Schedule of Forum Planning Committee Meetings			
Report, Financial Statement			
Forum Evaluations			
Report information to be sent to the CMP staff at the end of the Forum			

FINANCIAL			
Budget will cover cost of supply HS teachers for both participants and presenters			
PROGRAM			
Program Agenda			
Welcome			
Panel Moderators			
Hosting of Presenters			
PRESENTERS			
Recruiting for Students and 'Promising Practice' Presenters			
Confirmations/Instructions to Presenters			
Receipt of presenters' requirements <ul style="list-style-type: none"> • AV Equipment 			
Consolidate Presenters' AV Requirements and arrange AV/Tech support for presenters			
Microphones for Question and Answer session			
Receipt of Presenters' <ul style="list-style-type: none"> • Forum materials for copying/printing 			
Meetings of Panel Members			

Recruit Session Hosts <ul style="list-style-type: none"> • Introductions • Thank You Card & Gift • Evaluations 			
Gifts for Presenters <ul style="list-style-type: none"> • Selection • Purchasing • Wrapping • Distribution 			
VENUE / FACILITIES			
Venue			
Rooms <ul style="list-style-type: none"> • Main Auditorium • Registration Area • 4 - 6 Breakout Rooms • Breakfast / Lunch Area 			
Initial Seating Setups			
Parking			
Signage			
Room Set-ups <ul style="list-style-type: none"> • Screen(s) • Seating Arrangements • AV equipment 			
Climate Control			
Safety, Fire, Emergency			
Photography / Video Recording			
Clean-up			

PROMOTION			
Forum Brochure / Announcement <ul style="list-style-type: none"> • Program Agenda • Travel Information/Map • Registration Form <ul style="list-style-type: none"> ○ Dietary Needs ○ Rank session preference 1 thru 6 • Forum Plan (this document) • Forum Planning Committee Contact Information 			
Distribution/Marketing Materials			
Responding to Inquiries			
REGISTRATIONS			
Forum Registrar			
Receipt and Management of Pre-Forum Registrations, including late participants			
Deadline for Registration			
Management of On-Site Registrations			
Balancing of Breakout Selection Choices			
Prepare Name Badges			
Registration 'Kits', include: <ul style="list-style-type: none"> • Folder • Name Badges • Final Program Agenda • Evaluation Forms • Promotional Materials • SCWI materials 			



Registration Table - Setup			
Registration Table Staffing			
Recycling of Name Tag Holders			
FOOD / REFRESHMENTS			
Menu Planning <ul style="list-style-type: none">• Continental Breakfast• Refreshment Breaks (AM and / or PM)• Lunch• Arrangements with Catering / Food Service			

Appendix B – Committee Contact information Form

CMP 2009 Forum

Planning Committee Members

Committee Members	Title	Employer	Address	Phone #	Email Address

Appendix C – Agenda (sample)

College Mathematics Project (CMP)
Invitational Forum
Co-sponsored by the Ontario Ministry of Education, and the
Ontario Ministry of Training, Colleges and Universities and the School/College Work Initiative

(Date)

Location & Map

AGENDA

8:00	Registration Light breakfast, Networking with colleagues	Cafeteria (Lower Level)
8:45	Welcome to the CMP Forum Your institution’s President or VPA	Lecture Hall (Lower Level G40)
9:00	The College Mathematics Project – An Update and Comparison to Previous Data - CMP10 Overview and Context - CMP10 Research Questions - Presentation of Report - Question and Answer <i>Presented by the CMP Project Team</i>	Lecture Hall (Lower Level G40)
10:30	Refreshment Break	Outside Lecture Hall (Lower Level G40)
10:45	Promising Practices – Recommendations that have been implemented and are working well	Lecture Hall (Lower Level G40)
11:45	Buffet Lunch	Cafeteria (Lower Level)
12:45	Student Panel	Lecture Hall (Lower Level G40)
1:30	Breakout Sessions	See below
2:55	Refreshments	Lecture Hall (Lower Level G40)
3:00	Recommendations: Reports from each breakout group	Lecture Hall (Lower Level G40)
3:30 – 3:45	Wrap-up	Lecture Hall (Lower Level G40)

The College Mathematics Project 2010 is funded by the Ontario Ministry of Education and the Ontario Ministry of Training, Colleges and Universities.

Breakout sessions

Participants will attend the breakout session they selected upon registration.

The breakout session selected will be printed on the participant's name badge, along with the room number.

With the guidance of a Facilitator, participants will brainstorm key questions, recommendations and an action plan for their scope of expertise and influence.

Each breakout session group will present their findings to the whole forum at the plenary session which follows.

Forum proceedings will be published and shared with forum participants.

<p>Session A- Guidance</p>	<p>Implications for Guidance Teachers <i>Participants:</i> Secondary school guidance heads/counsellors, college liaison and recruitment officers <i>Facilitator:</i> (Enter the names of the facilitators)</p>	<p>Breakout Room #</p>
<p>Session B- Curriculum and Pedagogy</p>	<p>Implications for Mathematics Teachers <i>Participants (1 - 2 groups depending on registration):</i> Secondary school Mathematics curriculum leaders and teachers, college Mathematics faculty, program coordinators, program administrators <i>Facilitators:</i> (Enter the names of the facilitators)</p>	<p>Breakout Room #</p>
<p>Session C- At Risk</p>	<p>Implications for Student Success Leaders <i>Participants:</i> Secondary School Student Success Leaders, College student advisors and/or counsellors <i>Facilitators:</i> (Enter the names of the facilitators)</p>	<p>Breakout Room #</p>
<p>Session D- Province</p>	<p>Implications for the Province, Boards and Colleges <i>Participants:</i> MTCU, Ministry of Education, Colleges Ontario, CRALO, HEQCO, SCWI, board superintendents, senior college administrators <i>Facilitators:</i> (Enter the names of the facilitators)</p>	<p>Breakout Room #</p>

The College Mathematics Project 2009 is funded by the Ontario Ministry of Education and the Ontario Ministry of Training, Colleges and Universities.

Appendix D – Registration Form (sample)

College Mathematics Project (Year)
Invitational Forum
Jointly sponsored by the Ontario Ministry of Education,
Ministry of Training, Colleges and Universities, and the
School / College / Work Initiative

(Date)

Location & Map

REGISTRATION FORM

	<i>Item</i>	<i>Please enter data in this column.</i>
	Prefix:	(select one) (Drop-down list)
*	First Name: (Will appear on name badge.)	
*	Last Name: (Will appear on name badge.)	
	Job Position, Title or Role:	
	School, Division or Department:	
*	If you're from a board or college: (Your entry will appear on your name badge.)	(Please specify) (Drop-down list)
*	If you're from an associated organization: (Your entry will appear on your name badge.)	(Please specify) (Drop-down list)
	Day Phone:	(Example: 416-222-2222)
	Phone Extension:	
	E-mail Address:	
*	Is funding required for a supply teacher?	No (Select 'Yes' or 'No')
	Breakout Session?	(select one) (Drop-down list)

	Are you willing to host one of the sessions?	No (Select 'Yes' or 'No')
	Do you have any special dietary requirements?	Vegetarian? No (Select 'Yes' or 'No') Food allergies? (Please specify):
	May we include your contact information on the List of Forum Participants?	Yes (Select 'Yes' or 'No')
*	Items marked with an asterisk are essential.	

Instructions for Completing the Registration Form

1. **Registrations close (enter date)**
2. **Use a computer**
Please use a computer to fill in this form. Forms on paper or faxed cannot be accepted.
3. **Use MS-Word**
Open the form/file using *Microsoft Word*. If you are asked for a password, click the **Read Only** button.
4. **This is an electronic form**
You can only enter data into this form. You cannot change the form itself. To move the cursor from one field to another, use the mouse or the **Tab** key. *Do not use the Enter key.*
5. **Complete all items**
Be sure to fill in all items marked with an asterisk (*). Unless your application includes all this information, it cannot be processed.
6. **Save the form/file**
When you have completed the form, save the form/file to a disk where you know you can find it again. In *Microsoft Word*, select **File > Save As**. If your name is "Harry Potter", please name the file **oct28_potterh.doc** If your name is not "Harry Potter", please substitute your own last name and first initial.
7. **Start a new email message**
Address the email message to the person designated as the CMP10 Forum Lead/Contact person for your board, college, or organization (i.e. the person who sent you the form/file)
8. **Subject line of message**
For the **Subject** line of the message, type "Registration CMP10 Forum".
9. **Attach form/file**
Different email software have different ways to attach files to messages. Nevertheless, at some point, you will be asked to **Browse** your disk and select the file to be attached.
10. **Send message**
After the form/file is attached, click **Send**. You're done.

11. Once he or she has received a batch of completed form/files, the CMP10 Forum Lead/Contact person for your organization will forward the files to the [Forum Registrar](#) for processing. You will receive notification after your registration has been received.
12. If you have any questions, please contact the CMP2010 Forum Lead/Contact person for your organization.

Appendix E – Promising Practices

Invitation for Proposals to Present at the CMP Forum:

The College Math Project (CMP) 2010 Forum will be held on [Insert date] at [Insert Location].

The deliberative forum is an integral aspect of the CMP. Forum members, representatives of colleges, schools and educational government panels discuss research findings, share best practices and report on initiatives undertaken to support student success and on ways in which the recommendations from previous CMP studies are being implemented.

This year we are inviting each college and each board to submit a “Promising Practices Session”, a report which highlights a project that is aligned with the goals of CMP. CMP would like to post these promising practices on our CMP website so that all members of the community can benefit from one another’s learning. Ensure that a consent form has been signed by each presenter.

As part of the day’s agenda, we have allocated approximately forty minutes (40 minutes) to showcase selected best practices.

To this end we are requesting proposals from colleges, boards or colleges and boards jointly to present during the “Promising Practices” session. Presentations are to be 20-30 minutes in length with an additional 10 minutes for questions.

Priority for presentation at the Forum will be given to:

1. Projects/initiatives that demonstrate direct linkage to the goals of the CMP:
 - To analyse the mathematics achievement of first-semester college students, particularly in relation to their secondary school mathematics backgrounds;
 - To deliberate with members of both college and school communities about ways to increase student success in college mathematics.
2. Practices that demonstrate cooperation/collaboration between boards and colleges.
3. Have not been presented at a previous CMP Forum.

Proposals should be structured in the form of an abstract of no more than 200 words and should be submitted to [\[Forum committee member responsible along with their email address\]](#) no later than [\[enter a cut off date\]](#) with decision to be communicated by [\[commitment date\]](#).

Appendix F – Student Panel

Student Panel Organization

1. Requirements of panellists:

- Confirmation of willingness to present at the CMP Forum;
- Consent to being videotaped as part of the panel discussion;
- Consent to being videotaped during an individual interview to take place at the forum;
- Consent for use of video by the Ministry of Education for the purposes of educating students, teachers and parents regarding college pathways.

2. Requirements of sponsor RPT:

- Ensuring student panelist is well briefed on the format of the event, the questions for response.
- Ensuring the student understands and provides consent as required for videotaping and use of same.
- Providing transportation to the Forum event

3. Other:

- Honoraria for students: we suggest that each student receive an “honorarium” of a gift certificate to their college bookstore of value \$100.00. Each college is responsible for invoicing CMP for this item.

Student Panellist Profiles

Note: Students should not be told why they were selected (the "profile" they are fulfilling).

Student A:

- Male, a recent Ontario grad, enrolled in a technology program at college;
- Student has MAP4C as terminal math course;
- Placed into a preparatory math course in first semester and is now in second year of the program.

Student B:

- Female, a recent Ontario grad, enrolled in a business program at college;
- Student has MAP4C as a terminal math course;
- Does not matter if placed in preparatory or regular math class
- Struggled with the math course, either dropped out or failed first time attempt at course.

Student C:

- Male or female (see note below), a recent Ontario grad, enrolled in a technology program at college with 12U or MCT4C as the terminal secondary school subject.
- Presently in second or third year and is progressing in their studies.

Student D:

- Male or female (if Student C is a male, then D should be a female), a recent Ontario grad, enrolled in business at college with a 12U math course as the terminal secondary school course
- Presently in second year of study.

Student Moderator:

- Male or female, third year student if possible, active in student government from a college if possible with excellent communication skills;
- Enrolled in a program that requires mathematics (with math courses);

Student Panel Format

The panel will consist of four students chosen from the participating area colleges representing a diversity of programs and preparation at the secondary school level. Students should reflect the college student population. A fifth student should be invited to chair the panel. All students should sign a student consent form and should be provided with the questions to which they will be expected to respond in advance of the panel. Each student will receive a gift certificate from their college bookstore (value \$100.00), a thank you letter and a copy of a letter to the Vice President Academic of their institution acknowledging their contribution to the forum.

Suggested Questions for Student Panel

1. Program motivation, math background and belief:

- What was your secondary school math preparation (courses taken and achievement)?
- What decision(s) led you to your choice of program?
- Before you entered college, how did you view mathematics and what was your belief in your abilities in mathematics?

2. Math assessment practices

- Did you have to write a mathematics skill assessment in order to be placed in a math course? If so, how did you feel about the experience?
- Were you provided with the results and if so, were they expected or a surprise?
- Were you placed in a preparatory math course as a result of the test?

3. Please tell us a little about the mathematics course you took (or are taking) in first semester:

- Would you describe the content as mostly new and at a higher level of difficulty than that presented in secondary school, or is some/all of the material a repeat of what you studied previously?
- Is/was the course presented in the context of your studies?
- In comparison to your secondary school experience, what are the key differences you noticed with respect to:
 - Teaching style and methodology
 - Assessment practices – type and frequency
 - Concrete versus abstract treatment of the material – did you find a more “applied focus” and was this more interesting for you.
 - Student’s rights and responsibilities – e.g. due dates, accommodations, etc.

4. What advice would you give to high school teachers (and guidance counsellors) with respect to helping students make the transition to college mathematics?

5. What advice would you give to your college mathematics teachers to help you succeed in math?

Appendix G – Consent / Release Forms

Student Consent Form

The College Mathematics Project (CMP) is a collaborative project involving Colleges of Applied Arts & Technology and District School Boards set up to investigate the mathematics achievement of first year College students in Ontario. A Seneca College led project, CMP is based at the York/Seneca Institute for Mathematics, Science and Technology Education.

I understand that my participation in the CMP 2010 forum (including photos/video of me and reports I may have written or surveys I have completed) may be used for the publication on the CMP website as well as included in the final report sent to the Ministry of Education and the Ministry of Training, Colleges and Universities.

I understand that my participation in an informal focus group and completing a survey provided by the Ministry of Education and the Ministry of Training, Colleges and Universities may be used at the Ministries discretion.

I hereby authorize, acknowledge and declare that the terms of this authorization for my participation for the aforementioned purposes is fully understood by me. I understand and agree that Seneca College is not responsible for the misuse or alteration of any promotional material by third parties. I hereby release Seneca College and any of its officers, directors, agents, employees or servants from any and all actions, claims, loss or causes of action arising from the use or misuse of such images.

I hereby acknowledge and declare that the terms of this authorization for the aforementioned purposes or for any consistent purpose are fully understood by me.

Name (please print)

Signature

(Parent / Legal Guardian if under the age of 18 years)

Date

Forum Location

Participating College



Please check this box if you would like your name removed from participating in the informal focus group and survey conducted by the Ministry of Education and the Ministry of Training, College and Universities.

Personal information is collected for the administrative and statistical purposes of the College under the authority of the Ministry of Colleges and Universities Act, R.S.O. 1990, and Regulation 770, and the *Ontario Colleges of Applied Arts and Technology, 2002*, Regulation 34/03 as well as the Freedom of Information and Protection of Privacy Act, specifically sections 21, 39 and 49.

If you have any questions regarding the collection and uses of personal information, please contact the Freedom of Information and Privacy Protection Coordinator at (416) 491-5050, ext. 2078.

Promising Practice Consent Form

The College Mathematics Project (CMP) is a collaborative project involving Colleges of Applied Arts & Technology and District School Boards set up to investigate the mathematics achievement of first year College students in Ontario. A Seneca College led project, CMP is based at the York/Seneca Institute for Mathematics, Science and Technology Education.

I understand that my participation in the CMP 2010 forum (including photos/video of me and reports I may have written or surveys I have completed) may be used for the publication on the CMP website as well as included in the final report sent to the Ministry of Education and the Ministry of Training, Colleges and Universities.

I hereby authorize, acknowledge and declare that the terms of this authorization for my participation for the aforementioned purposes is fully understood by me. I understand and agree that Seneca College is not responsible for the misuse or alteration of any promotional material by third parties. I hereby release Seneca College and any of its officers, directors, agents, employees or servants from any and all actions, claims, loss or causes of action arising from the use or misuse of such images.

I hereby acknowledge and declare that the terms of this authorization for the aforementioned purposes or for any consistent purpose are fully understood by me.

Name (please print)

Signature

Forum Location

Date

Participating School Board

Participating College

Personal information is collected for the administrative and statistical purposes of the College under the authority of the Ministry of Colleges and Universities Act, R.S.O. 1990, and Regulation 770, and the *Ontario Colleges of Applied Arts and Technology, 2002*, Regulation 34/03 as well as the Freedom of Information and Protection of Privacy Act, specifically sections 21, 39 and 49.

If you have any questions regarding the collection and uses of personal information, please contact the Freedom of Information and Privacy Protection Coordinator at (416) 491-5050, ext. 2078.

Appendix H – Thank you Letters (sample)

Presenter Thank you Letter (Suggestion)

[Presenter's First Name] [Presenter's Last Name]

[Institution]

[Address]

[City], ON

[Postal Code]

Dear [Mr. or Ms. Presenter's First Name],

On behalf of School College Work Initiative and the College Mathematics Project Team, we would like to thank you for your participation in this year's College Mathematics Project Forum event.

Your contribution as a facilitator (or presenter) and commitment to supporting student success through this project is most appreciated.

The final report for CMP2010, including the recommendations arising from the forum events across the province will be available on our website in early 2011. We encourage you to "stay in touch" with the project and to promote its existence within your community. Again, thank you for your contribution to the project.

Sincerely,

[SCWI, Regional Planning Committee Lead Name]

[Title]

Cc: Seneca College, Campus Administration, 70 The Pond Road, Toronto, ON, M3J 3M6, attention: Laurel Schollen.

Student thank you Letter (Suggestion)

[Student First Name] [Student Last Name]

[Address]

[City], ON

[Postal Code]

Dear [Mr. or Ms. Student First Name],

On behalf of School College Work Initiative and the College Mathematics Project team, we would like to thank you for your contribution to this year's College Mathematics Project Student Panel

Sharing your story with all of the participants was very inspiring, courageous and most of all hopeful. We appreciate your contribution which has shed light on the challenges that students face when they are making the transition from secondary school mathematics to postsecondary mathematics and will inform our discussions about how we can support student success in mathematics.

Please find enclosed a small token of our appreciation for sharing your experience with us. Once again, thank you for your important contribution.

Sincerely,

[SCWI, Regional Planning Committee Lead Name]

[Title]

Cc: Seneca College, Campus Administration, 70 The Pond Road, Toronto, ON, M3J 3M6, attention: Laurel Schollen.

Appendix I – Feedback Form (sample)

Invitational Forum

Co-sponsored by the Ministry of Education, the Ministry of Training Colleges & Universities,
and the School / College / Work Initiative

[Date]

[Forum & Location]

Please give us your feedback

1. Please rate the items below, by circling one number for each item.
2. Excellent is 5. Poor is 1.
3. Your comments are welcome.
4. Please deposit your completed form in the box provided.

Plenary (9:00 a.m.) – The College Mathematics Project – Research

	Excellent				Poor
Rating:	5	4	3	2	1
<i>Comments:</i>					
<hr/>					
<hr/>					

Plenary (10:45 a.m.) – Presentation – Ministry of Education and Ministry of Training, Colleges and Universities

	Excellent				Poor
Rating:	5	4	3	2	1
<i>Comments:</i>					
<hr/>					
<hr/>					

Plenary (11:00 a.m.) – Implementation: Local Action Plans and Best Practices

	Excellent				Poor
Rating:	5	4	3	2	1
<i>Comments:</i>					

Venue

	Excellent			Poor	
Rating:	5	4	3	2	1
<i>Comments:</i>	<hr/> <hr/>				

Food

	Excellent			Poor	
Rating:	5	4	3	2	1
<i>Comments:</i>	<hr/> <hr/>				

Overall Organization

	Excellent			Poor	
Rating:	5	4	3	2	1
<i>Comments:</i>	<hr/> <hr/>				

I am from:

- Secondary School / Board
- College
- Other

Other Feedback?
