



Sheet Metal Articulation

July 4, 2018

Day One Meeting Minutes

Meeting Date: July 4, 2018
Location: Camosun College
Meeting Time: 8:30am – 3:00pm
Committee Co-Chair: Brian Coey
Committee Co-Chair: Antonio Henriques
Recording Secretary: Cindy Drover-Davidson

Participants:

- **BC Institute of Technology:** Erich Moeller (SMTL Instructor)
- **Camosun College:** Kyle Broad (Chair, Motor Vehicle & Metal Trades), Brian Coey (Program Leader, SMTL; Articulation Committee Co-Chair), Cindy Drover-Davidson (Apprenticeship Office Administrator)
- **Okanagan College:** Antonio Henriques (SMTL Instructor; Articulation Committee Co-Chair), Steven Moores (Dean of Trades, SLP)
- **Sheet Metal Workers Training Society Local 280:** Jake Leblank, Bob Pascuzzi (SMTL program leaders and instructors)

Guests:

- **Industry Training Authority:** Kristen Holliday, Colleen Rogan

Regrets:

- Jesse Cramps (Roofing Contractors Association of BC)
- Nannette Plant (Camosun College)

ADMINISTRATION

1.1 Welcome/Introductions

- The meeting was called to order at 8:35. Kyle Broad, Chair of Motor Vehicle & Metal Trades, welcomed everyone to Camosun College and acknowledged the traditional territories.
- Everyone introduced themselves.

1.2 Review, Discussion, & Approval of Proposed Articulation Agenda

- Brian adjusted the agenda as Nannette not able to attend. Brian to address BC Campus portion under new business. Some notes from Webinar added, re: hours in harmonization. Steve brought some handouts for all re: SLP role and harmonization.
- Acceptance moved: Erich
- Seconded: Antonio

1.3 Review, Discussion, & Approval of Previous Year's Minutes

- Approval moved: Antonio
- Seconded: Jake

PRESENTATIONS

2.1 System Liaison BCCAT Report – Steven Moores

- Steve provided a handout on the duties of the SLP, taken from the BCCAT website. SLP is a good voice for trades programming, especially to help with ITA and questions about funding. We're not always sure if extra funding is available, but anything I can do to help, I will.
- Steve provided a handout on the harmonization curriculum development process. Why it's not always gone as well has to do with materials and the rush in implementation. We have to operationalize this. There are unique challenges with scheduling, registration, etc. that you can't always foresee. Apprentices don't understand the process so they have challenges and frustrations because they've laid out their training schedule years in advance and now have to change it.
- Funding for the harmonization process is totally separate from ITA. TTBC and BCCATTA are funded specifically for development of materials. AEST funds TTBC & BCCATTA, ITA is not involved in the funding. However, ITA does the implementation plan. There is funding available to provide release time when instructors are involved in developing the materials, or to attend sprints. It involves 4 days with 2 instructors to develop materials for repository. To get involved, you need to join the sprint.
- Kyle: The OPSN came out before transition plan. The challenge is that EdCo wants to see a transition plan before they can change course info. Harmonization has been rolled out in different formats: levels 1&2 tog, hard switch, level 1 alone, phased in. It's important to know how we're getting phased in. Six months notice is not enough time as going through EdCo and operationalizing changes through Student Services are lengthy processes. Apprenticeship also has to go through EdCo. It has to do with creating course codes, not changing the prescribed curriculum. We changed all our course codes to help identify who has taken what. Cindy: That's why we had to go through EdCo, to go through the process of changing/adding codes. Colleen suggested that it would be more logical if all the colleges went through 1 Education Council. That way all institutions would have the same process. Kyle: Scheduling impacts that, both of courses and of meeting times for departments and Education Councils. We can't do anything until the fall with EdCo so our hands are tied a bit to get the process approved more quickly. Colleen asked Erich if the same for BCIT. Erich said no, EdCo has allowed trades to do their own modifications.
- Steve: Harmonization development process is about 9 months in total. Steve thinks that April is a minimum for rolling out, realistically. Antonio: There's also a lot of SLE work involved and that's not done yet.

2.2 ITA Report/Presentation – Colleen Rogan, Kirsten Holliday

- Colleen and Kristen gave a presentation on exam results in SMTL, talked about the program development process, the provincial outline alignment, SLE alignment, and ITA updates and changes. The group discussed the possibility of pushing back the timeline for harmonized program implementation and provided apprenticeship numbers and exam statistics (SLE & IPSE).
- Currently, December 1, 2018 is the implementation date for the Sheet Metal Worker harmonized program.
- A webinar was recently held to discuss transition plans. Communication will be sent to all training providers and apprentices re: transition plan.
- ITA is available to attend upcoming PAC meetings to discuss harmonization & transition, let ITA Program Standards know if you would like to extend an invitation.
- When designing transition plans, different scenarios are created based on several factors, including the number of apprentices and Training Providers and the extent of the program

changes (gaps, etc.). For SMW, we've presented two transition plan options for phased roll-out: One level introduced per year, OR level 1 for the 1st year, level 2 for the 2nd year, then levels 3&4 together in the 3rd year of transition. Not advisable to do to gap training for SMW, as the gaps are large (50 hours from CL2 to HL3, 90 hours from CL3 to HL4)

- Steve: Lots of confusion for apprentices & employers re: going from CL to HL and not being able to go back and forth. Some get stuck in the system – for example, we had 10 in AST and had to offer a small cohort just for the 10. Colleen: Our most successful rollout has been AST with levels 1 & 2 together. We're suggesting that for ELEC as well. Reduces gap training and double streaming.
- Q. (TP): Double streaming is concerning because there may be a small number of students [left in CL] and the college won't run the course. Is there funding from ITA to run smaller classes?
- A. (ITA): Yes, there is funding available for smaller classes to train apprentices out. (TP): for AST, we are doing a small CL3 class due to harmonization transition, and we are receiving funding for that.
- Q. (TP): What happens to apprentices who take training out of sequence, or try to cross back over from the harmonized to current program?
- A. (ITA): ITA does not give permission for apprentices to change back to current program training after taking harmonized training, although we've had instances where some students have told Registration departments otherwise. ITA is working with Training Provider Registrars to ensure there is clarity for apprentices enrolling in their programs. Some apprentices will get registered in the wrong course, or will have taken training out of sequence. When this has occurred, ITA's Completions Department has made direct contact with the apprentices, working on a case by case basis to find the best solutions.
- SLEs will be developed for the harmonized program. Vern will contact Steve (the Articulation System Liaison Person) to send out invitation for participants. Workshop is planned for late Aug/early September (**update:** the workshop has been scheduled for November 2018). After the Exam Development workshop, a peer review is held: a different group of Subject Matter Experts review the new exams, ensuring questions are fair and well-constructed. SLEs are pilot tested with classes before they are implemented for the programs. Pilot tests occur for some of the first classes going through the harmonized level, at the end of that level of technical training (like a regular SLE). This ensures students are at the correct level of knowledge to write the exam, so results will accurately reflect difficulty level and ability. The exam will not count for marks, as the purpose is to assess the exam content. During the pilot, students have 2 hours to write the exam, then they have a 2 hour discussion with the invigilator reviewing the questions. ITA receives and reviews both quantitative and qualitative feedback. Pilot results and feedback are reviewed and analyzed, with instructors and SMEs brought in to make revisions if necessary. We feel confident about our SLEs as we are able to use this pilot process to validate the questions with good statistics and feedback. All harmonized classes, regardless of pilot participation, will report the in-class mark (without an SLE blend) as the apprentices' final result until the exam is fully validated and implemented. An OPSN is sent out when the exam is ready, notifying training providers that the SLE is implemented and is a requirement for all classes going forward.
- Q. (TP): What is the timeline for the pilot process and exam implementation?
- A. (ITA): The Peer Review is usually about 1-2 months after the initial exam development workshop. Pilots must occur after the harmonized level of technical training has launched, at the end of the class, so this time will vary depending on course schedules. Post-pilot review and any adjustments can take a couple of months after the pilot, then the exam is implemented (implementation announced with an OPSN).

- Exam Statistics: See PowerPoint for Architectural Sheet Metal & Sheet Metal Worker SLE, CofQ & IPSE stats.
- Q&A, Discussion of Dec 1 Implementation Date: (ITA) We understand that a Dec 1 implementation date could be a challenge for some institutions. However, if we push it to April, it will be implemented along with all of the Piping trades (a large volume of new program and exam implementation and students transitioning) which may present other challenges. Also consider that the further away the implementation date is pushed, the further away we get from the national standard students need to know (to be successful on IPSE). (TPs) Agreed on recommendation of the following tentative implementation dates: April 1, 2019 (Level 1), December 1 2019 (Level 2), September 1, 2020 (Level 3), September 1, 2021 (Level 4). Scenario 1 Transition Plan was preferred among the group.
- (ITA) Will bring the new implementation date recommendations to our Transition team and the Harmonization committee.
- (TPs): Leniency with start date would help with scheduling and curriculum development. We want to develop quality materials and we need time to do this.
- Discussion of a repository for public institution instructors to share content for instructor resources, materials, and projects.
- Q. (TP): What do other provinces' rollouts look like? There was initial word that Ontario was not going to be involved?
- A. (ITA): A panel discussion was scheduled on this topic for the CAF Conference (in June). Each jurisdiction has unique challenges in implementing various programs. For Ontario, when harmonization was launched in 2014, they had just implemented the Ontario College of Trades. There was so much system change in trades management that they couldn't feasibly do harmonization at that point. Now they are established, so working towards harmonization. Every jurisdiction with the exception of Quebec is involved in harmonization; Quebec is only participating as an observer for now.
- Q. (TP): How much time elapses between the release of a new RSOS and the release of the new IP exams?
- A. (ITA): Usually the IP is released about 1-1.5 years after the RSOS. When the new IP is released, instructors need to review the new exam weighting chart to ensure the material is covered.
- Brian: Recalculating hours – how do we figure that out? Colleen: Have to talk to an analyst about how to do that. Would prefer they train out. If they're in the HL system, they have to meet the HL hours. We always talk about total training hrs, not level training hours. They have to meet the total hours. The work-based training hours are attached to the program. Brian: Do you count technical training hours? Colleen: No, it's based on completion of level, a credit for technical training.
- Colleen: What I'm hearing is that April 1, 2019 will work for you all? Is that consistent for each of your institutions? The group agreed. Colleen: **I'll bring this info back to our Transition team and the Harmonization Committee at ITA tomorrow.**

TOUR

3.1 Tour of Centre for Trades Excellence & Innovation Bldg – Kyle Broad, Brian Coey

- Kyle and Brian took attendees on a tour of the facility.

OPEN DISCUSSION – BC SKILLS

4.1 BC Skills

- Camosun students went to nationals and placed third. Antonio: How many contestants? Five. None from OC. Brian: Do we want to sort out who is sending double contestants next year? Antonio: We had double contestants last year, BCIT the year before, Camosun the year before that. Brian: Bob & Erich, want to shoot for 2 each next year? Yes. Bob: If you can't supply one, would you like us to supply another? If we don't have 1, we can backfill from the others. **Doubles for Camosun & BCIT next year.**
- Brian: Want to change format? Yes. Truncated cone to be included. Try to keep time low. Details to be worked out later.

REPORTS FROM TRAINING INSTITUTIONS

5.1 Report from BCIT – Erich Moeller

- See Erich's report (attached).
- Retirement of 2 long-timers. Roger H & Steven Salloway. New hire to replace Roger. New Associate Dean, David Dunn.

5.2 Report from Camosun College – Brian Coey

- Our apprentice numbers are good, Foundation classes are low. We're making some significant changes to our Foundation program, not just because of harmonization, but in our precision SMTL section. An instructor left and began teaching for the supplier of all our students, thus no hires of our students by that company. So we have to change the program. Students will still have 3 pieces within the Foundation program.
- We had a bulge in level 2 this year due to some large projects in the North Island. We added to extra level 2 sections to deal with the bulge. This will carry through to levels 3 & 4 in the future.
- Jim Miller still recovering from his accident but is improving. Where he will end up is unclear at this point. As a result of Jim's accident and my parental leave, we've hired Glen Ferguson and Kevin Strelaeff, both of whom have lots of experience.

5.3 Report from Okanagan College – Antonio Henriques

- Since last June, busy – 5 apprentice classes, all near or at capacity except level 4. Going forward, apprentice classes are looking better, waitlists. One Foundation class since last year. All have either found or are in process of finding jobs. Did 3 weeks with Women in Trades (WITT) and 3 weeks of training with high schools. Getting some interest from high schools, especially in our Foundation classes. Next year, 4 apprentice classes and 1 Foundation.
- New equipment acquired. A very nice donation of a number of pieces of equipment. New trades building completed.

5.4 Report from SMWTC – Bob Pascuzzi

- Last year, we ran 20 classes, 3 ASM. This year 21 classes, 3 ASM, looks like next year another 21 classes. Don't know how we're going to fit them in, given harmonization. Running early morning to late evening (5:30 am to 10:30 pm).
- Some new instructors, one went to school district as a shop teacher, which is good for us – encourages high school students to do SMTL. Biggest hurdle is Continuing Education program. Not a lot of time to run CE classes (running on Saturdays & Sundays) since we are at capacity. Currently developing new courses. Mandatory upgrading is going well – pass/fail rate is good.

OLD AND NEW BUSINESS

6.1 Old & New Business

- Do we still meet ASM requirements for cross credentials? Brian: My knowledge on the architectural is that it's in our FND, and I've seen the outline, but I don't think I've ever seen the level 1 curriculum. Bob: We've run combined classes of SMTL & ASM level 1. Some cross over with some of the math components. Jake: There is no reason why level 1 SMTL couldn't transfer into level 1 ASM. Might be more difficult with harmonization. Bob: We had students transfer from ASM to SMTL and ran upgrading courses on weekends. Brian: It's in our course outline that we teach architectural. Bob: Maybe we can recommend gap training to go from ASM 1 to SMTL 2. Antonio: Does Camosun run ASM? Brian: Only in our Foundation. Kyle: SMTL 1, MFAB 1 is the credit FND students get, not ASM. Brian: 6 weeks precision SMTL in FND. Once you start introducing changes in level 1, we'd have to do gap analysis to add to SMFB FND. Bob: It will discourage ASM students from going to SMTL if they don't get credit. Can we recommend gap training session be provided for any ASM students to gain entry into SMTL? Brian: Once you get level 1 in either, you get the credit for that, but to go from ASM to SMTL have to do gap training. Let's recommend 60 hours, 2 weeks, of gap to Vern and he can bring to the appropriate committee.
- **MOTION:** to add 60 hrs gap to cross credential from ASM to SMTL (Brian put forward the motion, Bob seconded)
- **MOTION:** to include cross credential transfer from SMTL 1 to ASM 1. (Brian put forward the motion, Bob seconded)

6.2 Participation in Articulation

- Brian: An individual has asked to attend as observer. He felt he could guide people into SMTL. Bob: Not keen on idea of external advisors/observers. Antonio: What's to prevent other groups, school districts, employers, advisory committees, WITT, etc. from wanting to be part of the committee? Are we opening the flood gates by allowing this? I think we should only have reps from training providers and presenters. Kyle: I agree with your concerns. Steve: Similar to our PAC meetings, a lot of people try to get in on those. You're the experts. They want to come in and advise, but maybe you should be advising them. I'm not sure if they should be joining your committee. I'd be careful with that. Brian: If we were to invite anyone, it's up to us as a committee. If others ask us if they can come, we can say yes or no. Bob: We could invite others to come as presenters for a specific amount of the articulation. Is there some value for them to do presentations to us? Brian: We don't want externals to feel they can make sure specific changes are made, or to influence our decisions. We'd have to be very clear that the externals are invited as guests for a specific portion, a set amount of time, to do presentation. Kyle: based on experience, we have to consider if it's helpful to the rest of the discussion. Brian: we can decide if we want to invite guests on an as-needed basis. Kyle: you don't need to spend all of your articulation time deciding who should come or not.
- **MOTION:** Bob put forward the motion, Brian seconded: Brian to draft an email to externals for review by the group before inviting externals.

6.3 Next meeting:

- Tomorrow, 8:30 am, Restaurant at Howard Johnson's on Elk Lake

MEETING ADJOURNMENT

7.1 Motion to Adjourn – 2:30 pm

- Moved: Brian
- Seconded: Mutual consent



Sheet Metal Articulation

July 5, 2018

Day Two Meeting Minutes

Meeting Date: July 5, 2018
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Meeting Time: 8:30am – 3:00pm
Committee Co-Chair: Brian Coey
Committee Co-Chair: Antonio Henriques
Recording Secretary: Cindy Drover-Davidson

- Participants:**
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 - **Sheet Metal Workers Training Society Local 280:** Jake Leblank, Bob Pascuzzi (SMTL program leaders and instructors)

Regrets: Jesse Cramps (Roofing Contractors Association of BC)
Nannette Plant

ADMINISTRATION

1.1 Breakfast Meeting, Howard Johnson's Hotel

- The meeting was called to order at 9:00 am

1.2 New Business, as Arising from Discussions or as Requested by Articulation Members Present

- **Brian and Bob agreed to develop a “presenter request form”** to find out why externals want to attend, explanations of why/how much time they need to present. All agree. Generic, Institution, Relationship. **Will share with the group for input before sending out to externals.**
- **Bob will change the drawing for BC skills, will include plan view for cone and will send PDF to articulation group for input.** Brian: As a group, we should look into starting Sprint process. Steve: Bonnie has been involved in all Sprints. Request comes from ITA to Bonnie, who will send to Steve, then to the group. Brian and Antonio are the main contacts with Colleen. There is funding for 2 instructors for 4 days at BCIT. That document kicks it off, then materials are delivered by your colleges. Antonio: Vern is back in office July 16th. Bob: If there is an April rollout, then there's less rush. Antonio: there's no SLE for 1st level right away. Bob: It took 6 years to develop SLEs for current program. Brian: Maybe could do 1 and 2 together. Erich: Need more time for level 2. Antonio: 1 week per level for development of SLEs. Bob: 2-3 versions of each level. Erich: maybe 120 questions to reflect IP and new content. Brian: It's more about rearranging than re-writing. Bob: SLE used to be worth 1% and pass/fail. Erich: I hope it will stay at 20%. Bob: Are Alberta and Ontario harmonized? Antonio: No for Alberta, and slow process for Ontario. Bob: Then how is anything harmonized? IP results nationally are dismal. Jake: Isn't

the RS in all provinces? Erich: No; for example, not needed in Alberta. They give a provincial CofQ but not RS. Steve: I was at NAIT for 23 years, and RS was required. Also true at SAIT. Erich: maybe industry drives those. Bob: Would be nice to have province-by-province grade breakdowns. Would also like to know how far other provinces along with harmonization. Erich: How will RS exam be ready in time for national implementation? Brian: Is there any information issued about the new IP? Erich: No, though information should come through ITA (IP designed by RSOS). Bob: Didn't they just redo the IP? Greg and Antonino: We went in February, did a refresh on maybe 20% of the questions as some have been problematic and were flagged for review/revision. Steve: RS is hosted by each province every 3-5 years right? Erich and Antonio: No, out of Ontario. Antonio: How can we harmonize if not 4 years? Ontario is not changing their hours. A lot of resources are being used for little change. I think we'll benefit in BC. Bob: Agreed. It can only get better. We got what we wanted. Erich: A big win. Antonio: More content but more hours of training, so a big improvement. Asked for 8-10-8-8 but got 4-8s. It will be difficult to cover 9 weeks of material into the 8 weeks allotted for Level 2. Brian: Until we hear for sure from ITA, we don't know if the roll-out December or April 1st. We'll have to wait for more details.

- **Antonio and Bob to send updated reports to Cindy for inclusion in minutes.**
- Brian: BC Campus is funded by AVED and online books are free for students. Students can also order print versions but have to pay for them. Nannette is working with BC Campus on core manuals. Steve: We were funded through ITA and worked with Camosun to develop a blended course. Queen's Printers customized the packages and a link was provided to students via a card for bookstore with a code. Books cost about \$170 rather than \$250. ELEC are doing the same thing with Queen's Printers and textbooks. Nelson has published a textbook, tailored for BC ELEC level 1 curriculum. We're going with this format until more information is given. Steve: We're buying tablets. Cindy: Not working for Pipe. Steve: Textbooks are available only for ELEC, not for SMTL. Antonio: Textbooks are expensive and students don't always get EI until the last week of class and have a lot of costs. Steve: How much are your textbooks? Brian: We have Alberta modules, none of our own. Last union print was 1996. Antonio: We're using older materials, one book for all levels. Steve: So you've had to develop your own materials? Brian: We're starting from square one to develop textbooks. Have you looked at Pearson? Erich: It's just a shinier version of the 1950's text. Antonio: We use the Math book. It's been around since the 1950s. It has good math but it needs to be updated. Erich: Our training videos are from 1970s. Bob: Our union books are excellent. Math book not so good. Welding manual could use work. Core manual has about 100 good pages. It's not kept up to date as well as preferred but not terrible. I like the green 3rd and 4th year books. You guys will have to do something about textbooks. Brian: We'll probably use BC Campus because It's free. Bob: So what will you do about text books? Brian: I'll look into the proposal for BC Campus to see what the process is. Will start with Nannette. She'll have more info.
- **Bob to contact Jesse for RCABC. If not available, then BCIT.**

1.4 Election of Chairs

- **MOTION: Bob moved to keep same Chairs, Brian seconded. Brian and Antonio remain Co-Chairs.**

1.5 Dates and Location of Next Articulation Meeting

- Tentatively June 26-27, 2019, in Vancouver area.

1.6 Adjournment

- Meeting adjourned at 10:15 am. Discussion to continue at competition downtown.
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