PEARSON ELECTROTECHNOLOGY CENTRE

Minutes of the Meeting

Governing Board Meeting of September 22, 2020

Present:

Marilyn Aon	Centre Director
Ken Elliott	Community Representative
Joan Bernard	Support Staff Representative
Serge Frechette	Teacher Representative (Electricity)
Raphael Tana	Industry Representative
Svet Rusev	Teacher Representative (Computing Support)
Geoffrey Alleyne	Teacher Representative (Telecom)
Joanne Aubry	Pedagogical Consultant
Adam Hoppenheim	Student Representative (Electricity)

1. The meeting was called to order at 4:15 pm. The meeting took place via Zoom.

2. **ADDITIONS & ADOPTION TO THE AGENDA**
   Additions
   Svet Rusev moves to approve the Agenda and Joanne Aubry Tana seconds the motion. Approved.

3. **APPROVAL OF MINUTES OF June 15, 2020**
   Raphael Tana moves to approve the minutes of June 15, 2020. Svet Rusev seconds the motion. Approved

4. **BUSINESS ARISING**
   4.1 Added. Elections of Chairperson and Secretary
   Joan Bernard elected Ken Elliott as chairperson, seconded by Raphael Tana. Unanimous
   Ken Elliott elected Joan Bernard as secretary, seconded by Joanne Aubry. Unanimous.

5. **NEW BUSINESS**
   5.1 VIRTUAL MEETINGS
   We should be meeting at the Centre but due to a code orange the decision was made to hold our meeting via Zoom.
   5.2 GOVERNING BOARD COMPOSITION
   The Centre's composition has not changed. We do not have parents on the Board. Shari Waldrich will send a post for a parent representative; the parent should be for a student under 18.
   Marilyn will email Shari the criteria.
   5.3 STUDENT MENTORSHIP
   Shari Waldrich was an invited guest to the meeting to discuss student mentorship. The idea is to have one student per program mentor the new students with whatever needs they may have.
   Shari Waldrich and Adam Hoppenheim will meet to discuss this.
   Shari will also put it on Instagram.

6. **REPORTS**

6.1 DIRECTOR'S REPORT

We have started six new cohorts and a seventh one is scheduled in October. The scheduling is done up until December. The hybrid program is continuing. Most teaching for the CS program is happening online. Svet has set up the students so they can access their centre computers from home. As for ELEC & TEL they are half online half onsite. At PEC all teachers from Telecom, Electricity and Computing Support have been given laptops so we are able to go online. The PECTech team, Joanne Aubry, Fritz Lubin, Pierre Ostiguy are working with Shari Waldrich to do video clips to help with the hybrid program. Pierre was able to secure $20,000 again this year to support teachers and training for teachers. Joanne Aubry passed a motion to add the PECTech as one of the items in the Educational project to support students in all their learning, seconded by Geoffrey Alleyne, Unanimous.

6.2 TEACHER'S REPORT

Svet – The computing support program is ready to double their capacity. Because of teaching from a distance there could be two classes at the same time.

6.3 STUDENT'S REPORT

Adam – it is strange to be back in the Centre and hope to be back in the Centre full time.

6.4 NON-TEACHING STAFF

Joanne – submitted report.

7 **FIELD TRIPS & STAGE REPORTS**

Private Security Guard did a virtual field trip.
Attached stage reports.

8 **VARIA**

None.

9 **NEXT MEETINGS**

Next meetings are scheduled for November 10, December 15, 2020, February 09, April 13, and May 11, 2021. At 4:15.

10 **ADJOURNMENT**

Serge Frechette moves to adjourn the meeting, motion seconded by Svet Rusev. Approved.

Respectfully submitted by Joan Bernard.

_____   _____

Ken Elliott, Chairperson   Marilyn Aon, Centre Director

_____

Date

Ped Consultant's Report - PEC Governing Board Meeting
Tuesday, September 22, 2020

A. PEC online –

Online Training continues especially for Google Classroom and its various apps and extensions during our most recent Ped Days of August 21 and August 28. The PEC TECH committee delivered ONLINE workshops on a diverse range of subjects such as Online Classroom management Tips; Teacher Wellness Techniques; How to create Breakout Rooms in Google Meets; Annotating Youtube videos using EDPUZZLE; Converting word documents into Google Quizzes.

Workshop feedback forms completed by the teachers were very positive! A big round of applause and thank you to Pierre, Daniel Seolino, Issam, Fritz, Andre Giguere, James Burns and Daniel Jordan invited guest hosts for supporting their colleagues.

To further support teachers we have recently launched our #PEC TECH Website using Google Sites app. The concept is it would serve as a repository and go to spot for teachers who are looking for new ideas or who wish to share their experience and knowledge.

B. NCIT grant (Virage numerique) –

Congratulations to Pierre Ostiguy for obtaining up to $20,000.00 for the second year in a row.

C. Standardization of Electricity evaluations –

The following documents have been developed and finalized:

1. Pearson Electrotechnology Evaluation Standards and Procedures: this eleven page reference document explains the steps for teachers regarding preparation, administering and follow up of standardized exams.
2. Printing Request Exam Form – Annex1
3. Student Exam Receipt Sheet – Annex 2

On Friday, September 11 (dept. remediation) the electricity teachers were invited to review summative exams and provide feedback on Modules: 1, 3, 4, 5, 6, 7, 8, 9, 12, 13 and 19 - eleven competencies in total. Correction keys will still need to be completed as the teachers administer the new exams.

Appointment bookings have begun for the second review session on Thursday, October 15 for the remaining twelve modules.

D. New Telecom program of study: No movement; no news to date.

E. New Computing Support program of Study

A validation session is scheduled for the end of October 2020

F. Submission of Stage Summary Reviews for the following three cohorts:
   a. CS180917
   b. CS181210
   c. SG200210

G. A NEW Student Exam Results Feedback Form -

A writable PDF has been created for the teachers' use when providing students their results. The form includes: the program of study; competency name; candidate's name; teacher's name; results and sections indicating the students' strengths; weaknesses; improvements needed; and the remediation work if required

Respectfully submitted by: Joanne Aubry

Stage Review – CS181210 group
Modules 21 – Technical Support and Module 22- Service to Clients 22

Results are based on a total of 9 respondents.

Students in this cohort had started their internship for Module 21 at the beginning of March when the centre had shutdown due to COVID. For an interim period the students' stage was paused due to the question of teacher supervision; this cohort should have finished the program mid May, but only completed their internships between July and August. Most of the students worked remotely from home during their internship which they mentioned as being slightly more challenging. In spite of the delay, the supervisors' evaluations of the students' performance were highly positive! In particular, two supervisors noting that PEC students were far better prepared than the students from other schools!

Companies receiving the student/interns were: Genetec Inc., GCI, Canada College, Addatech Systems Inc., Insight Canada, Prodco Analytics, Cinema Guzzo.

Student job titles were: system administrator/Help desk; Technical Support representative; Web developer; System technician and IT support. Salient points are as follows:

Employer's Summary Points –

+++ Strong performance of students cited by the stage supervisors in the following areas:

- Very good troubleshooting skills: resourceful, applies logical thinking; ability to research the issues autonomously; seeks out input from colleagues and supervisors as needed
- Dedication; Employer stated, "*One of the hardest working individuals I have ever met!*"
- Strong initiative demonstrated
- Excellent application of analytical and critical thinking skills; use of logic in order to resolve complex issues

- - - Weak performance areas cited by the stage supervisors in the following areas, ranked in order from the most mentioned to least:

1. Soft skills – Customer Communications; more practice and experience speaking with clients in order to feel more at ease
   Hard skills – Python; HTML; CSS developing; SQL; Firewall and although PHP was mentioned it is not realistic to expect that from this program
2. Degree of Bilingualism

Student's Summary Points -
+++ Assets:
- Knowledge of Newer operating systems; Networking; Databases; Wndows OS ; Troubleshooting
- Ability to multi-task
- Wanting to learn more and continually increase their skills and knowledge

- - - Liabilities:
- Hard Skills: Lack of MAC OS knowledge; Administrator tools; Programming;
- VPN, Firewalls, SQL and Cloud Computing

- Time management and ability to self organize

Summary of supervisor's reports Module 21:

Is the student intern knowledgeable regarding the following tasks?

Yes	No	N/A	
5		3	Maintain and troubleshoot PC hardware
6		1	Install, configure and support Windows 7,8.1 and 10 operating systems
		7	Install, configure and support Linux Fedora operating systems
2			Implementing Active Directory Domain Services with Microsoft Servers 2012/16
8			Diagnose and troubleshoot software problems
2			Desktop and network virtualization with MS Hyper-V
1			Implement routing and switching using Cisco or other devices
7			Diagnose and troubleshoot network problems
3			Implement network security on servers and routers
6			Configure and support Microsoft Office application
4			Create databases
1			Knowledge of Java /Python and php
7			Provide help desk computer support to users
8			Team building and time management skills
7			Customer service and relation skills

Supervisor's Quote:
"The student provided tremendous help to the team and demonstrated dedication and willingness to take the initiative to learn and apply himself!"

Noteworthy: 7 of the 9 students were hired = 78% hiring rate!

Stage Review – CS180917 group
Modules 21 – Technical Support and Module 22- Service to Clients 22
Supervising Teachers: Junaid Hashimi and Johanne Dion

Results are based on a total of 15 respondents.

Internship host companies: Insight Canada, LBPSB, Best Buy, McGill Hospital, Sherweb, BV Laboratories, VERITAS Laboritories, Carrefour Jeunesse NDG and Hypertec to name a few.

Students acknowledged the internship gave them a much more realistic point of view of the industry and the nature of the work. Consequently, the internship allowed them to discover in a more concrete way the skill sets for which they possess an aptitude; thereby more accurately articulating and indentifying their unique career path in the IT industry.

Employer's Summary Points –

+++ Strong performance of students cited by the stage supervisors in the following areas:

- Resourceful and patient
- Strong work ethic cited often
- Politeness
- Compliance with rules of the establishment and demonstrating professional ethics

- - - Weak performance areas cited by the stage supervisors in the following areas, ranked in order from the most mentioned to least:

1. Soft skills – customer service and interaction especially on the phone, lacking facility
2. Lack of initiative mentioned quite a few times
3. Degree of bilingualism – rated as average; but at certain locations was insufficient (McGill hospital and Best Buy)
4. Hard Skills cited: More scripting and automation knowledge; Active Directory skills, exposure to MAC and IOS environments
5. More hands on training; in the areas of hardware and servers; cloud computing

Supervisor quotes:
"First and foremost the actual client is not the hardware, but rather the individual using the hardware."
"To be comfortable with the cloud and good interpersonal skills are the two most important technician assets."

Student's Summary Points -
+++ Assets:
- Customer Service experience
- Ability to troubleshoot
- Adaptability; our tasks covered a wide variety of different skills, we had to interact with all sorts of people
- - - Liabilities:
- Need to be more proactive and autonomous
- Confidence due to lack of knowledge and too shy to ask questions
- Lack of concrete experience
- Hard Skills: Cloud based computing; MAC OSX

Student quotes:

"My weakness would be multitasking. I thought I was better than I was and realized that it's not how fast you can fix the problem but you need to fix the problem right."

"Throughout my time during the internship whenever we were shown something new I wouldn't have been too keen to ask many questions, often I would just try to figure it out on my own, I am aware however, that self learning is not always the answer to everything. My plan for overcoming this weakness is to make myself feel more obligated to ask questions whenever it comes to mind."

"In terms of weakness I think I'm afraid to ask for help sometimes, so I spent a lot of time trying to figure stuff out when it can be fixed with one question, so I need to develop the habit of asking, especially in the workforce where time is very important."

Placement Stats: **Placement rate = 53%**

- 15 - student interns
- 8 – placements confirmed by supervisors
- 4 – identified they would have hired the intern, if a job was available
- 2 – identified as possible, but internship hours were incomplete, still contemplating the interns performance
- 1 – no job offered due to the intern's weak performance