ANNUAL REPORT
(2004-05)

CAFCE Annual General Meeting
&
Co-op Without Borders! PD

Friday, November 4, 2005
Oakham House, Thomas Lounge
Toronto, Ontario

PUTTING EDUCATION TO WORK!
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>I    AGENDA 3</td>
</tr>
<tr>
<td>II   PRESIDENT’S MESSAGE 4</td>
</tr>
<tr>
<td>III  2004-05 COMMITTEE REPORTS 5</td>
</tr>
<tr>
<td>1. ACCREDITATION COUNCIL 5</td>
</tr>
<tr>
<td>2. CANUKE PROJECT 6</td>
</tr>
<tr>
<td>3. COMMUNICATIONS COMMITTEE 7</td>
</tr>
<tr>
<td>4. CONFERENCE 2006 HOST COMMITTEE 8</td>
</tr>
<tr>
<td>5. CO-OP STUDENT OF THE YEAR AWARD COMMITTEE 10</td>
</tr>
<tr>
<td>6. RESEARCH COMMITTEE 11</td>
</tr>
<tr>
<td>7. SPECIAL EVENTS COMMITTEE 12</td>
</tr>
<tr>
<td>8. STATISTICS COMMITTEE 13</td>
</tr>
<tr>
<td>9. WEB COMMITTEE 14</td>
</tr>
<tr>
<td>IV   2004-05 REGIONAL REPORTS 15</td>
</tr>
<tr>
<td>1. ATLANTIC REGION (NB/NL/NS/PEI) 15</td>
</tr>
<tr>
<td>2. BRITISH COLUMBIA/YUKON REGION 16</td>
</tr>
<tr>
<td>3. MANITOBA REGION 17</td>
</tr>
<tr>
<td>4. ONTARIO REGION 18</td>
</tr>
<tr>
<td>5. SASKATCHEWAN REGION 19</td>
</tr>
<tr>
<td>V    CAFCE 2004-05 AWARDS PRESENTATION 21</td>
</tr>
<tr>
<td>VI   CAFCE 2005-06 BOARD OF DIRECTORS 22</td>
</tr>
<tr>
<td>VII  CAFCE ORGANIZATION CHART 22</td>
</tr>
<tr>
<td>VIII CALENDAR OF ACTIVITIES 2005-06 22</td>
</tr>
</tbody>
</table>
AGENDA

Canadian Association for Co-operative Education
2004/05 Annual General Meeting
Friday, November 4, 2005 – 11 A.M.
Ryerson University
Oakham House, Thomas Lounge
63 Gould Street, Toronto, Ontario

1.0 Opening Remarks
   Sonya Horsburgh

2.0 Appointment of Parliamentarian

3.0 Approval of 2004-2005 Agenda

4.0 Approval of 2003-2004 AGM Minutes

5.0 Business Arising from the Minutes

6.0 Reports
   6.1 President's Message
       Sonya Horsburgh
   6.2 Treasurer's 2004-2005 Report
       Greg McRae
       6.2.1 Approval of the 2004/05 Financial Report
       6.2.2 Approval of appointing SEGAL & Partners LLP as auditor
           of the association for 2005/06 - Year ended August 31, 2006
   6.3 Council & Committee Reports

7.0 New Business
   7.1 CAFCE By-Law Revisions
       Sonya Horsburgh
   7.2 CAFCE 2004-2005 Awards Presentation
       Kirk Patterson

8.0 CAFCE Executive Elections (2005/06)
    Sonya Horsburgh

9.0 Adjournment
PRESIDENT’S MESSAGE

Sonya Horsburgh – President

The Canadian Association for Co-operative Education (CAFCE) is a national not-for-profit organization created in 1973 as a volunteer forum for its members to exchange ideas, foster understanding, and promote the benefits of post-secondary co-operative education in Canada.

Report:

We’re through another membership year and I am pleased to say that CAFCE’s volunteers made great headway in achieving the annual objectives set by the CAFCE Board for this membership year.

These objectives included:
1. To complete the By-law amendments for membership approval at the next AGM (November 4th in Toronto);
2. To provide direction and support for several committee projects such as completing a CAFCE marketing brochure; developing parameters for the collection of national statistics; planning a professional development program at the November 4th AGM in Toronto; promoting the Co-op Student of the Year Recipient and National Co-op Week; and completing the web site; and
3. To provide support and to share information regarding lobbying for regional tax credits.

I hope you will take some time to read the committee and regional reports included in this report. You will see that it has been a busy year with more objectives and plans for the upcoming year. For example, the Accreditation Council has busy year ahead with several institutions seeking accreditation and re-accreditation. And the CAFCE Conference Host Committee in Saskatchewan is well on its way with the planning of an educational and entertaining conference program. (Don't forget to mark the dates in your calendar: August 13-16, 2006.)

With the launch of the new website it is now easier to connect with our members across Canada. There are two new tools, a searchable membership directory and a discussion board that will replace our current list serv CAFCEnet. As the year progresses we should see more activity on our Discussion Board so remember to check it often.

Finally, I would like to once again thank the many members who have worked so hard to help achieve CAFCE’s annual objectives for our members. As is true of many non-profit organizations, CAFCE is only as strong as its volunteers. With many new initiatives, CAFCE needs your help more than ever. Click on "Volunteer Opportunities" for a list of committees and their members.

Thank you.

Yours truly,

Sonya

CAFCE 2004-05 Board of Directors:

Executive:
President: Sonya Horsburgh, Mount Saint Vincent University
President-Elect: Helene Codere, University of Sherbrooke
Past President: Kirk Patterson, Fanshawe College
Secretary: Elaine Fenner, Seneca College
Treasurer: Greg McRae, KPMG LLP

Regional Representatives / Directors
Alberta: Diana Young, University of Lethbridge
Atlantic: Mausi Reinbold, Mount Saint Vincent University
British Columbia/Yukon: Larry Iles, Thompson Rivers University
Manitoba: Diane Kunec, University of Manitoba
Ontario: Linda Hart, Conestoga College
Quebec: Christine Tremblay, Laval University
Saskatchewan: Linda O’Halloran, University of Regina
ACCREDITATION COUNCIL

Carmen Poulin – Chair

Mandate: In 1979 the Canadian Association for Co-operative Education (CAFCE) established the Accreditation Council. Council members from across Canada articulate and review accreditation criteria for effective Co-operative Education programs as the needs of students, employers and institutions evolve.

Activities September 2004-August 2005

The Accreditation Council is made up of representatives (22) from each institution that has an accredited program. The executive is comprised of a chair, chair-elect, outgoing chair and a secretary all aptly supported by the CAFCE Office manager. This year, the Council lost two of its most valued and senior members due to the retirements of Andy Crichton and Bruce Lumsden. Although the members celebrated these retirements at its February meeting, all agreed that the continuing important contributions of these two members will be sorely missed.

During the past year, council members have revised the Accreditation Council’s Operation Manual, produced an applicant checklist and a team reader checklist. Of special note is the work of the ad hoc committee on Standards and Rationale. This committee made up of JoAnne Akerboom as chair with Nancy JohnDavidge, Bruce Lumsden, Peter Rams and Andy Crichton submitted their first report at our February 2005 meeting. Many issues were raised and this committee was asked to continue its timely and important review of CAFCE accreditation standards and rationale in order to submit a final report at the November 2, 2005 meeting. The Council is most grateful to this group for lending their expertise, experience and historical knowledge to what will become a first in documenting, reviewing, clarifying and explaining the reasons behind our policies. We also want to thank Andy and Bruce for continuing to volunteer their time to the Council.

There were 4 reviews during this past year in addition to the two reviews that were completed in August 2004. There are presently 7 reviews under way which represents many hours of volunteer work. Each review must be chaired by an experienced Council member. This adds a heavy burden on Council members especially in recent years, since most programs are up for re-accreditation. Also, due to a large turn over of our members due to retirements, temporary leaves of absence or just leaving co-op, the remaining Council members have to chair several reviews in the same year which is most appreciated.

The Council also looks after the CAFCE Tips and Techniques which published three articles; Marketing Co-operative Education, Relationship Building in December 2204; Adult Education Practices a Reflection in March 2005 and The Entrepreneurial Work Term in October 2005.

We have not been able to name an incoming chair and an incoming secretary to the Council since August 2004. At the November 2 meeting, the members will be asked to volunteer to take over the Chair, the incoming Chair, the Secretary and the incoming Secretary positions for August 2006 to August 2008 two year period.

CAFCE Accreditation Council (2004-05):

John Meredith-Camoson College
Paul Foward-College of the North Atlantic
JoAnne Akerboom-Dalhousie University
Pierre Rivet-École de technologie supérieure
Michelle Benjamin-McMaster University
Mahmoud Haddara-Memorial University
Colleen Bradley-Mount Royal College
Mausi Reinbold-Mount Saint Vincent University
Sharon Murray-Sellers-Nova Scotia Community College
Muriel Klemestski-Simon Fraser University
Daniel Gautreau-Université de Moncton

Hélène Codère-Université de Sherbrooke
Ken Porteous-University of Alberta
Jenny Kagetsu-University of British Columbia
Patricia Meng-University of New Brunswick
Peter Rans-University of Northern British Columbia
Carmen Poulin-University of Ottawa
Ernie Doiron-University of Prince Edward Island
Linda O’Halloran-University of Regina
Joanne Thomas-University of Victoria
Peggy Jarvie-University of Waterloo
Karen McCargar-Wilfrid Laurier University
CANUKES PROJECT
(Canada/UK Exchange Agreement)

Laurie Lahn – Project Manager

*Mandate: to support the mobility of students between Canada and the UK through co-operative education and work placements.*

For the year 2004-05 there was no activity generated through the CanUKe. As reported at last year’s AGM, the agreement was on hold until ASET (Association of Sandwich Education and Training) could resolve issues with Home Office.

When we signed the CanUKe agreement, it was envisaged that ASET would complete the application form as an 'employing agent' on behalf of its member universities who would be exchanging students with Canada. This would remove the need for host employers to be responsible for completing the paperwork. While this worked for the initial pilot, changes came into effect for ASET, stipulating that any organization acting as an 'employing agent' was required to submit a significant amount of money as an insurance bond and be assessed by a regulating body. Obviously, ASET was not able to do this. The Home Office also implemented a processing fee for each application.

We are now proposing the following: ASET will no longer administer the application; instead, each university will assist the employer with the application. A Training and Work Experience Scheme (TWES) application will be completed (www.workpermits.gov.uk), see WP1 application form. Canadian students will be told that a fee of £153 will be charged to them for administering each permit application. This fee goes to the Home Office. (Alternatively, an employer may also agree to cover this expense.) Based on the agreement, reciprocity can still be monitored as ASET will control applications through CanUKe for UK students wanting a placement in Canada.

The application for incoming UK students to Canada can be found at: (http://www.cic.gc.ca/english/applications/work.html), see IMM 1295.

Tony Waite (Brunel University), our contact with ASET; is prepared to promote the agreement to UK members. Tony and I believe it is realistic to resume this exchange for students seeking employment for the summer 2006 work term.

**Project Committee:**
Laurie Lahn, Wilfrid Laurier University
COMMUNICATIONS COMMITTEE

Linda Hart and Lynne Kottenhorn – Co-Chairs

*Mandate: The Communications Committee shall provide overall coordination of communication activities.*

2004-05 Activities:

- During the past year the committee sought feedback from the CAFCE Board of Director members and subsequently completed revisions to the CAFCE brochure. The brochure is now available on the CAFCE website in PDF format.

- The History of Co-operative Education in Canada is still being revised as it was decided as a project it would be too costly to contract this work out.

- A joint meeting with the Special Events and Co-op Student of the Year Committee Chairpersons was held in mid-February and joint strategies to promote CAFCE were discussed.

- The tactic of promoting National Co-op Week with a news release distributed by Canada Wire was investigated and implemented. The effectiveness of this approach is difficult to assess but it is known that the information is received by media across Canada.

- Communications Committee chairpersons reviewed the Co-op Student of the Year press release prior to its distribution.

- All correspondence used to communicate with the Co-op Student of the Year Award nominees, winners, institutions and employers were reviewed and suggestions offered to the CSOTY Committee Chairperson. These were graciously received.

**Communications Committee Members (2004-05):**
Co-Chair: Linda Hart, Conestoga
Co-Chair: Lynne Kattenhorn, Conestoga College
Geoff Anderson, University of British Columbia
Anne Marie Coulen, Dalhousie University
Karen Pacheco, Niagara College
Kirk Patterson, Fanshawe College
Ruth Louden, University of Toronto
CONFERENCE 2006 HOST COMMITTEE

Eric Exner and Darci McDonald – Co-Chairs

CAFCE 2006 Conference: Harvesting Ideas!

Dates – August 13-16, 2006

Host Venue: Hotel Saskatchewan (Radisson chain, formerly Fairmont) www.hotelsask.com

Official website rollout – week of November 7, 2005
  • Website address will be announced to membership at this time

Event Schedule (as of October 28, 2005)

<table>
<thead>
<tr>
<th>Saturday, August 12, 2006</th>
<th>Monday, August 14, 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 am – 4:30 pm</td>
<td>Registration and Information Desk Open</td>
</tr>
<tr>
<td>1:00 pm – 5:00 pm</td>
<td>Tourism Officer Kiosk Open</td>
</tr>
<tr>
<td>6:30 pm – 10:00 pm</td>
<td>Opening Reception</td>
</tr>
<tr>
<td>6:30-7:30 – Cocktails &amp; Appetizers</td>
<td></td>
</tr>
<tr>
<td>7:30-9:00 – Program</td>
<td></td>
</tr>
<tr>
<td>8:30-10:00 – Social Networking Activities</td>
<td></td>
</tr>
<tr>
<td>10:15 – Busses return to Hotel Saskatchewan</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sunday, August 13, 2006</th>
<th>Tuesday, August 15, 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 am – 6:30 pm</td>
<td>8:00 am – 4:00 pm</td>
</tr>
<tr>
<td>1:00 am – 5:30 pm</td>
<td>Registration and Information Desk Open</td>
</tr>
<tr>
<td>1:00 am – 12:00 pm</td>
<td>Tourism Officer Kiosk Open</td>
</tr>
<tr>
<td>1:00 am – 4:00 pm</td>
<td>Breakfast</td>
</tr>
<tr>
<td>2:00 pm – 2:30 pm</td>
<td>Keynote Address</td>
</tr>
<tr>
<td>2:30 pm Busses Depart for Moose Jaw</td>
<td>9:00 am – 10:15 am</td>
</tr>
<tr>
<td>3:30-6:30 – Special Event</td>
<td>Plenary Session</td>
</tr>
<tr>
<td>6:30-8:00 – Supper</td>
<td></td>
</tr>
<tr>
<td>8:00-9:45 – Social Networking Activities</td>
<td></td>
</tr>
<tr>
<td>10:00 – Busses leave Moose Jaw</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Monday, August 14, 2006</th>
<th>Tuesday, August 15, 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30 am – 2:30 pm</td>
<td>Registration and Information Desk Open</td>
</tr>
<tr>
<td>7:30 am – 8:30 am</td>
<td>Breakfast</td>
</tr>
<tr>
<td>8:00 am – 9:00 am</td>
<td>Keynote Address</td>
</tr>
<tr>
<td>10:15 am – 10:30 am</td>
<td>Stretch Break</td>
</tr>
<tr>
<td>10:30 am – 11:30 am</td>
<td>Concurrent Session A</td>
</tr>
<tr>
<td>11:30 am – 12:45 pm</td>
<td>Lunch / Awards</td>
</tr>
<tr>
<td>1:00 pm – 2:00 pm</td>
<td>Concurrent Session B</td>
</tr>
<tr>
<td>2:00 pm – 2:30 pm</td>
<td>Free Time</td>
</tr>
<tr>
<td>2:30 pm</td>
<td>Concurrent Session C</td>
</tr>
<tr>
<td>3:30-6:30 – Special Event</td>
<td>Plenary Session</td>
</tr>
<tr>
<td>6:30-8:00 – Supper</td>
<td></td>
</tr>
<tr>
<td>8:00-9:45 – Social Networking Activities</td>
<td></td>
</tr>
<tr>
<td>10:00 – Busses leave Moose Jaw</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tuesday, August 15, 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 am – 9:00 am</td>
</tr>
<tr>
<td>9:00 am – 10:15 am</td>
</tr>
<tr>
<td>10:15 am – 10:30 am</td>
</tr>
<tr>
<td>11:30 am – 12:45 pm</td>
</tr>
<tr>
<td>12:45 pm – 1:30 pm</td>
</tr>
<tr>
<td>1:45 pm – 2:45 pm</td>
</tr>
<tr>
<td>2:45 pm – 3:00 pm</td>
</tr>
<tr>
<td>4:00 pm – 5:15 pm</td>
</tr>
<tr>
<td>5:15 pm</td>
</tr>
<tr>
<td>5:30-6:30 – Cocktails</td>
</tr>
</tbody>
</table>
Call for Workshop Proposals  
CAFCE National Conference 2006  
“Harvesting Ideas”

CAFCE (The Canadian Association for Co-operative Education) will be holding its national conference in Regina, Saskatchewan from August 14 to 16, 2006. The conference theme is “Harvesting Ideas” and will focus on best practices in Co-operative Education by offering workshops, round table discussions, keynote speakers, networking opportunities and great social events.

The program will focus on best practices in the following areas:

- Best Practices/Research related to Co-operative Education
- Marketing Co-op to Students and Employers
- Leadership Skills for the Future
- Professional Development
- Diversity – challenges and opportunities in meeting the needs of diversity students

The Program Committee invites you to submit a proposal for a workshop presentation. If you have any questions or would like more information please contact Linda O’Halloran, Program Chair at (306) 585-5222, linda.ohalloran@uregina.ca, or Linda Allisen, Program Co-Chair, linda.allisen@ualberta.ca, for further information.

Presentation Formats

You have a choice of formats - interactive sessions, panel discussions, round tables or lectures. Sessions should be no more that 55 minutes in length. Double (110 minutes) sessions may be possible based upon demand and scheduling.

Submission Procedures

Please follow these simple instructions to submit your proposal in English to the conference committee by December 1, 2005.

- Use the Proposal Form on the conference web page (available after Nov 10/05).
- The completed Proposal Form must be submitted electronically. The files should be titled clearly with the name of the person submitting.
- If for any reason you are unable to use the web submission, please fax the completed form to (306) 585-4659.

CO-OP STUDENT OF THE YEAR AWARD

Michelle Benjamin – Chair

Mandate: To award a college and university student enrolled in a CAFCE member institution’s co-operative education program the highest national recognition for their outstanding performance in their academic, career, and community service during the previous calendar year. Each winner will receive an Emery-Dufault Award cash award of $500.

The 2004-05 CAFCE Co-op Student of the Year (CSOTY) Committee very well together to review the 24 applications submitted (18 from universities and 6 from colleges). Once again we received nominations from very qualified co-op students from coast to coast. After much deliberation, the committee agreed that Jan Verspoor of Simon Fraser University was the CAFCE Co-op Student of the Year (2004). Choosing one student from the many excellent nominees is a difficult task therefore the committee awarded three Honourable Mentions. They were: Kevin Law, University of Waterloo; Brian Lee, University of Manitoba; Lauren Cullen, Saint Mary's University. A press release was created by the Chair, reviewed by the Communications Committee and distributed to the media by the CAFCE office.

Beginning in 2006, CAFCE will recognize a college and a university CSOTY. Christopher Dufault has generously committed to funding two Emery/Dufault Awards of $500.00 which will be presented to each CSOTY recipient. Discussions continue to encourage institutions and regions to develop their own annual co-op student award.

The CSOTY materials including the manual, nomination guide and form, sample nomination package, promotional poster and correspondence were reviewed and updated by the CSOTY Committee and Communications Committee in anticipation of the next application process.

Lastly, I owe a tremendous ‘thank you’ to the Selection Committee who volunteered a significant amount of time and effort in the process of bestowing this award as well as to Carol Cox for her guidance and assistance.

We look forward to the next round of nominations that begin on Tuesday, January 31, 2006.

CSOTY Committee Members (2004-05):
Chair - Michelle Benjamin, McMaster University
Anita Cool Strickland, SIAST
Andrea Giles, University of Victoria
Daniella Ibarra, Ryerson University
Louise Lalonde, Concordia University
Michael MacIsaac, University College of Cape Breton
Paul Smith, Memorial University of Newfoundland.


CAFCE is looking for a college and a university post-secondary co-op student of the year (2005) and you can help! The winning students, their institutions, and employers will receive national recognition as a result of these awards. In addition, the winners will both receive the Emery-Dufault Award of $500.00.

FOR INFORMATION ON THE AWARD AND NOMINATION MATERIALS VISIT:

www.cafce.ca -> awards - Co-op Student the Year
- General Information/Material Guidelines/Nomination Forms
- Sample Nomination

Eight (8) copies of all completed nomination materials must be RECEIVED by close of business (5 p.m. Eastern Standard Time) on TUESDAY, JANUARY 31, 2006 (no faxes please).
RESEARCH COMMITTEE

Jeela Jones – Chair

Mandate: The purpose of the Research Committee is to foster the conduct and distribution of co-operative education research across the country.

2004-05 Activities: The idea for a CAFCE Research Committee emerged during the Halifax CAFCE Conference (Summer 2004) and the committee was officially formed at the Toronto CAFCE Meeting (Winter 2005).

Since its inception the CAFCE Research Committee has:
- Established representation on the committee from across Canada
- Created a mandate
- Established a budget
- Began collecting a comprehensive list of co-operative education research activity occurring across Canada

Research Committee Members (2004-05):
Stacey Cool, University of New Brunswick, Saint John, New Brunswick
Nancy Johnston, Simon Fraser University, British Columbia
Jeela Jones, University of Ottawa, Ontario
Paul Rans, University of Northern British Columbia, British Columbia
Heather Skanes, Memorial University, Newfoundland
SPECIAL EVENTS COMMITTEE

Bruce Wilson – Chair

Mandate: The Special Events Committee shall provide overall co-ordination of national special events:

- National Co-operative Education Week
- Annual General Meeting/Biennial PD

We continued our transitions and changes in personnel with one new member and bidding adieu to two established members. We had two areas of focus this past year, the events of National Co-op Week and the Tsunami Relief effort and the preparations for the Annual General Meeting (2005).

2004-05 Activities:

1. Co-op Student of the Year Award. Stefan Kerry was a major contributor, working with Michelle Benjamin’s Committee, to developing, proposing, and confirming a “college” level award in conjunction with the established Co-op Student of the Year Award.

2. National Co-op Week. As a Committee, we tried to elevate the visibility and public significance of CAFCE through the Tsunami Relief effort run in conjunction with NCW. We saw participation from across Canada in the fund-raiser which culminated with the presentation of a cheque for $2,050 by Kirk Patterson to WUSC (World University Service of Canada). We were again challenged in terms of delivering the scope of promotion of this week that it deserves.

3. 2004-05 Annual General Meeting. We have prepared a day-long series of events for the AGM, including Professional Development activities for all attendees. The theme this year is, “Co-op Without Borders/Co-op sans Frontieres”. We have scheduled presentations, speakers, and round-table discussions to look at the two basic movements of Canadian students going abroad and those of foreign students coming to Canada, as these affect co-operative education practices in Canadian institutions. Speakers will join us from Co-op Japan, CANUKE, and the U.S. Consulate. Our key-note speaker is Mr. Tony Munro from the University of Waterloo.

SEC Committee Members (2004-05):
Bruce Wilson, University of Guelph  Tony Botelho, Simon Fraser University
Fran Burke, Sheridan College Stefan Kerry, Ryerson University
Karen Reimer, University of Guelph

We said goodbye to Mausi Reinbold (MSVU) and Dave Woodward (UNBC).
STATISTICS COMMITTEE

Linda Hart – Chair

Mandate: The purpose of the Statistics Committee is to develop a method for collection of co-op statistics that will benefit members, institutions and regions.

2004-05 Activities:

In February, we met jointly with the Research Committee to review our goals and objectives. We agreed that our mandates were distinctly different; therefore, we split into two separate committees. During this meeting, Andrea Giles provided us with print screens of the statistics database currently used in B.C. After reviewing these screen shots, we felt that this database may be a good starting point for a national database, but that we needed input from regions across the country. We recruited a number of new committee volunteers to start discussions about a national database development. In April, Lynne Kattenhorn and I met with Pat Rowe, Bruce Lumsden and Gary Waller at WATcace, University of Waterloo, to discuss this initiative, as well as the newly formed Research Committee. They were quite interested and supportive of our projects and would like us to keep them up-to-date on our progress.

In June, the Statistics Committee met via teleconference to discuss the how, why and when of national statistics collection. Andrea Giles provided our committee with a guest login to view the B.C. database. We discussed how the B.C. database is administrated and recognized that if we move ahead with this project, that resources will be required for both development of the database and database administration.

We will meet again, November 3rd in Toronto to develop a work plan that will include a written proposal to Peter Rans, UNBC, to request permission to use their database as a starting point for development of a national co-op statistics database. I will provide an update on this meeting during the AGM November 4th.

We are still seeking a regional representation for Manitoba. If you are interested in this opportunity, please contact Linda Hart lhart@conestogac.on.ca or (519) 748-5220 Ext. 3216.

Statistics Committee Members (2004-05):

Chair: Linda Hart, Conestoga College
Demita Boschel, Acadia University
Nancy Chiang, University of Waterloo
Andrea Giles, University of Victoria
Hector Kwok, University of Waterloo
Erin MacKenzie, University of New Brunswick

Keith Middleton, University of Waterloo
Jennifer Ogrodnik, McMaster University
Linda O'Halloran, University of Regina
Gaby St-Pierre, University of Ottawa
Christine Tremblay, Universite Laval
Maggie Verity, University of Calgary
WEB COMMITTEE

Sonya Horsburgh - Chair

*Mandate:* The CAFCE web committee was mandated to determine which services and resources that should available online for members, and to set policies for ongoing maintenance, enhancements and modifications.

The initial launch of the new website’s look and feel took place at CAFCE’s 2004 National Conference in Halifax. Since the conference, Doncor.com was contracted to refine the look and feel, add the searchable directory and develop the discussion board. It is hoped that the Discussion Board will become an invaluable communication tool for CAFCE members.

The work was completed February 21st and the site was transferred to CAFCE to review and correct any errors. An official announcement was sent on April 8th to CAFCE members and to other associations that include:

- Association of Universities and Colleges;
- Canadian Teachers’ Federation;
- Career Education Society;
- Counseling Foundation of Canada;
- Ontario School Counselors Association;
- Canadian Education Association;
- WACE; and
- CEIA.

Thank you to the web committee members for patience and perseverance!

**Web Committee Members (2004-05):**
Chair: Sonya Horsburgh, Mount Saint Vincent University
Ex-Officio Member: Carol Cox, CAFCE Office Manager
John DeGiacomo, Lakehead University
Brad Erikson - Camosun College
Paul Grunthal, McMaster University - Science Coop
Twylla Hamelin, University of Northern British Columbia
Darci MacDonald, University of Regina
Bob Scouler, Centennial College
The University of Moncton, NB was the host site of CAFCE Atlantic’s Professional Development Sessions and AGM on May 25 – 26, 2005. Over 30 co-ordinators from New Brunswick, Newfoundland, Nova Scotia and Prince Edward Island attended as well as co-op employers and invited guests from industry. Our guest speaker, Professor Bouteiller, with the Universite des Hautes Etudes Commerciales (HEC), Montreal spoke about his research/ findings on Co-operative Education and it's benefits to students/employers/and faculty. Translation costs were covered by CAFCE Atlantic, ACOA and the University of Moncton.

Seventeen CAFCE Atlantic members were present at the AGM on May 26, 2005. Election outcomes from the AGM are as follows:
- **Chair:** Rick Wightman, UNB
- **Chair Elect:** Joy Hanley, Acadia
- **Past Chair:** Ernie Doiron, UPEI
- **Secretary:** Erin MacKenzie, University of New Brunswick-Saint John
- **Treasurer:** Linda Burke, Dalhousie University & Mausi Reinbold, MSVU
- **PEI Representative:** Suzanne Jones, UPEI
- **Nfld Representative:** Heather Joyce, Memorial University of Newfoundland
- **Nova Scotia Representative:** Demita Boshel, Acadia
- **NB Representative:** Kevin Roy, NBCC – Dieppe
- **Atlantic Board Representative:** Mausi Reinbold, MSVU

Farewell to Andy Crichton, Laura Chapman (both from MUN) and Shani Pearson, MSVU.

Andy retired this past summer from MUN. He was one of the founding fathers of CAFCE Atlantic and also served on the CAFCE Board of Directors.

Laura Chapman, the Newfoundland Representative, recently accepted a new position with Human Resources at MUN.

Shani Pearson, Past President of CAFCE, recently accepted a new position with University Advancement at MSVU.

Regional Reports:
- **Newfoundland:** Province of Newfoundland gave College of North Atlantic and MUN money to support Co-op efforts. The region is waiting on a White Paper Report. As well, MUN has a new Dean of Co-operative Education who is currently reviewing the current co-op structure and tuition increases have been halted.
- **New Brunswick:** NB group worked hard to pull the AGM and PD together. They are currently working on a PowerPoint translation of Mr. Bouteiller’s presentation.
- **Nova Scotia:** Nothing to Report
- **Prince Edward Island:** Rising tuition costs at UPEI is a concern as it may impact numbers for co-op. UPEI is going to look at this issue and discuss what they can do prevent numbers from dropping.

Our new website link is: [http://www.cafceatlantic.dal.ca](http://www.cafceatlantic.dal.ca)

On a final note, CAFCE Atlantic is pleased to welcome back Angela (Little) McKinnon, Manager, Dalhousie Science Co-op, after taking a one year maternity leave.
BRITISH COLUMBIA/YUKON REGION

Larry Iles, CAFCE Board Director/Regional Representative

Highlights for the 2004-05 year include:

• The Accountability Council for Co-operative Education received a BC Chamber motion to support a BC Co-op tax credit.
• Due to ACE representative lobbying - Vancouver Olympic Committee (VANOC) has sent its first posting for provincial distribution
• Bi-Annual BC/Yukon Conference attracted 85 members in May 2005

Professional Development

ACE PD Committee – Year in Review 2005
The ACE PD Committee has been very active over the past year. The committee organizes one mini pro-d day in the fall and in the winter. These mini pro-d days have been attracting over 60 members per day, since their inception in 2003.

ACE changed its annual winter conference to a bi-annual spring provincial conference. The 3 day conference was held in May outside the lower mainland in Kamloops. The venue was the Delta Hotel at Sun Peaks Resort. 85 of 130 members attended this conference which blended a mixture of plenary sessions with outdoor activities.

For fall 2005, the ACE PD committee is planning an event that will focus on a provincial co-op initiative related to the 2010 Winter Olympics. The next provincial pro-d event is scheduled for Tuesday, November 8th in Vancouver.

Communications
The communications committee has taken the lead from the action plans developed from the strategic planning sessions in 2002. The committee focused on improving internal communications to members through the website.

The focus has been the redevelopment of the ACE website. The new website includes:
• A consistent layout
• Sections for each committee
• Easy to use navigation
• A member search function
• All the information from the current site
• A centralized database

Research and Initiatives
No new information at this time.

Accountability Council of Co-operative Education (ACCE)
The Accountability Council of Co-operative Education (BC) has had a busy year.

At the November meeting in 2004, there was an initial discussion of the various organizations and governmental agencies which ACCE has to be more effective in reaching.

At the May 2005 meeting in Kamloops a position paper was debated, and ACCE has chosen to step up its lobbying of the provincial government after receiving strong support from the BC Chamber of Commerce.

At the time of writing, a BC Chamber of Commerce motion calling on the government to establish a tax credit for public and private sector agencies which employ co-op students is being used to influence the BC government’s budget process for 2006.
MANITOBA REGION

Diane Kunec, CAFCE Board Director/Regional Representative

As the new CAFCE representative for the Manitoba region, I have contacted all Manitoba members of CAFCE to get some initial background information on their programs and challenges. This report summarizes that information.

There are 15 current members of CAFCE in Manitoba representing University of Manitoba (U of M), Red River College (RRC) and Collège universitaire de Saint-Boniface (USB). The University of Winnipeg has several joint co-op programs with RRC but are not members of CAFCE themselves and these programs are not currently listed on the CAFCE web site under RRC. While RRC has 10 Co-op Coordinators, only three are listed as CAFCE members. The Assiniboine Community College and University of Brandon both have some co-operative education programs but none of their staff are current members. The responses from nine members provided the information for this report: five from U of M, three from RRC and one from USB.

The programs include college, undergraduate and graduate co-op as well as internships. There are a wide range of programs represented: business administration, computer science / information technology (including programming, network management, database design and web development), avian management, tourism, greenspace management, environmental sciences/studies, physical geography, public administration (masters level), engineering (civil, electrical, computer, mechanical, manufacturing, biosystems), microbiology, biochemistry, genetics, zoology, ecology, agricultural and food sciences, and civil/CAD technology (architectural/engineering, environmental protection, geomatics technology, municipal engineering, structural engineering, building design CAD).

Of those that responded, only four work on Co-op full time. Some place students in one discipline while others may work with up to six different disciplines. Placements range from 12 to 300 per year, with some programs placing students year-round while others have only one placement per year, generally in the summer. Many respondents noted that they placed most of their students in the summer.

Some programs have had international students. The challenges associated with placing international students included language issues, the lack of any work experience and no understanding of how the job market works in Canada. Although Manitoba is considered a bilingual province, few of the programs have placed students in francophone positions.

Members noted they would appreciate receiving more information/support from CAFCE on:

- Temporary, affordable housing for students being placed in Ottawa;
- An international co-op job placement program for Canadian students in environmental or scientific fields;
- Co-op employer marketing strategies.

There is some interest in a day or half day meeting of Manitoba co-op coordinators within the next year to share information and discuss challenges/successes.

There is a Manitoba Co-operative Education Tax Credit which has been in place since April 2003 for Manitoba businesses that hire co-op students. The program was officially rolled out in 2004.
ONTARIO REGION

Maureen Minaker, CAFCE Board Director/Regional Representative

Professional Development
2006 Annual Conference and AGM will be held May 25 and 26 at Kempenfelt Conference Centre, Barrie Ontario.

Provincial Student of the Year
EWO is moving forward with its plan to award our first ever Provincial Co-op Students of the Year. We see the award itself as an opportunity to compliment the CAFCE Student of the Year Award by providing an additional opportunity for recognition for our students and member institutions. We are mindful of the time constraints many of our members are working within and therefore, have chosen to make the nomination process for them as streamlined as possible. For this reason, we have aligned our nomination material with CAFCE’s. There will be two categories: one for College student and one for University student. Presentations will be awarded to successful candidates during National Co-op Week 2006. EWO would like to express our sincere thanks for CAFCE’s support in this endeavor.

Strategic Planning Session
Our next session is scheduled for October 25, 2006.

Government Relations
EWO has been actively involved in a number of initiatives including Ontario Chamber of Commerce Education Committee as well as the following:

EWO Board of Directors and Communications Committee Chair have been involved in initial meetings with the Ministry of Training, Colleges and Universities regarding our efforts to secure an increased tax credit for employers hiring co-op students in Ontario. We are currently collecting statistical information from some of our member institutions in order to support our proposal for your next meeting with the Ministry. In addition, we have had meetings with Ministry of Apprenticeship Director’s office regarding same.

We are also in very early stages of discussions with the office of the Ministry of Economic Development and Trade.

Human Resources Professional Association of Ontario
EWO Board of Directors has had initial meeting with the Northern Ontario Chapter President for HRPAO regarding collaboration.
The Saskatchewan Co-op campuses have been working on the CAFCE National Conference in 2006.

**SIAST Palliser Campus**

1.0 At the SIAST Palliser Campus office, we welcome five new staff over the past year.
Lisa Grudnizki - placing students in Instrumentation and Electrical Technology Engineering
Peter Gattinger and Shelly Ruecker - placing students in the Business Division
Denise Kerney and Marguerite O’Reilly - Administrative Support

2.0 In addition to our coordinator duties, the Co-op department has been very proactive in potential student recruitment for our campus by visiting high schools and other SIAST campuses promoting both Co-op and the academic programs.

3.0 SIAST Palliser Campus Co-operative Department have also instituted a Co-op Student of the Year Award. This year’s winner was Leland Kreklewich an Accounting student who worked for Meyers Norris and Penny as both a Co-op student and now as a grad.

4.0 Our revised website is now up and running at www.sk.ca/palliser/coop.

5.0 Our placement rate for 2004 was 90% over three work terms with an average month salary of $2500.00 per month. Our students have earned over $71,000,000 on work terms since 1985 in salaries.

Peter Lapointe, Program Supervisor-Co-operative Education, SIAST Palliser Campus

**University of Regina**

1. Community Involvement.
   a) In August, our office became Villages Services for the 2005 Canada Summer Games. Four thousand athletes and coaches stayed on campus and infected us with their high energy and vitality. Our office was the information, accreditation, lost and found, and video centre and during the 2 weeks of games we were open from 6:00 a.m. to 11:00 p.m. everyday. It was a great event and so much fun to meet people from all over Canada.
   b) As soon as the Games ended, we were right into First Year Orientation which was coordinated from our office this year. When Orientation ended, we then coordinated the Biff Naked Concert in the Green the first week of classes. That was followed by our annual Careers Day on September 28th where we had 80+ employers visit us for the day. Last week we were involved in the UofR’s Open House and we are now can focus back on our real work – Co-op and New Grad placement.

2. Co-operative Education
   a) We ran our Match last week and had a 52% placement rate using our new Place Pro system. Post Match has now begun and we have a large number of jobs posted so are feeling very confident about our winter placement.
b) On August 25th, our co-worker Regan Seidler had triplets – 2 girls and a boy. They all arrived home last week and although Mom hasn’t really surfaced since then, we have heard that they are all doing very well.

3. Career Centre

a) In September, we added to our staff when Susan McKay, Career Counsellor from Counselling Services joined us. We are now able to provide ‘one stop’ service to our students from choosing majors to choosing a career. We hope to open our new Career Centre in February are taking the time to take staff through change management before implementation.

b) In September, 2005, we opened the Aboriginal Career Centre with the help of the grant we received from the GE foundation and the Birks Family Foundation. Sabrina Sparvier is our Coordinator and we should be launching our ACC website next week.

Linda O’Halloran, Manager - Co-operative Education & Student Employment Services
Albert S. Barber Award (2004-05):

Nancy Johnston, Simon Fraser University

Dr. Branton Graham Research Award (2004-05):

Joy Hanley, St. Francis Xavier University
Ellen MacFarlance, St. Francis Xavier University

“Feasibility of Establishing a Cooperative BSCN Program in Nursing in Nova Scotia”

Service Award (2004-05):

Michelle Benjamin, McMaster University

Volunteer Recognition Awards (2004-05):

JoAnne Akerboom, Dalhousie University
Geoff Anderson, University of British Columbia
Michelle Benjamin, McMaster University
Demita Boschel, Acadia University
Tony Botelho, Simon Fraser University
Colleen Bradley, Mount Royal College
Nancy Chiang, University of Waterloo
Hélène Codère, Université de Sherbrooke
Anita Cool Strickland, SIAST Palliser Campus
Anne Marie Coolen, Dalhousie University
Andrew Crichton, Memorial University of Newfoundland
Eric Exner, University of Regina
Elaine Fenner, Seneca College
Daniel Gautreau, Université de Moncton
Andrea Giles, University of Victoria
Paul Grunthal, McMaster University
Linda Hart, Conestoga College
Sonya Horsburgh, Mount Saint Vincent University
Daniela Ibara, Ryerson University
Lawrence (Larry) Iles, Thompson Rivers University
Nancy Johnston, Simon Fraser University
Jeela Jones, University of Ottawa
Stefan Kerry, Ryerson University
Diane Kunec, University of Manitoba
Hector Kwok, University of Waterloo
Laurie Lahn, Wilfrid Laurier University
Louise Lalonde, Concordia University
Ruth Louden, University of Toronto at Scarborough
Bruce Lumsdon, University of Waterloo
Mike MacIsaac, Cape Breton University

Volunteer Recognition Awards (2004-05):

Erin Mackenzie, University of New Brunswick
Keith Middleton, University of Waterloo
Debbie MacIntosh, Honorary Member
Karen McCargar, Wilfrid Laurier University
Darci McDonald, University of Regina
Gregory McRae, KPMG LLP
Patricia Meng, University of New Brunswick
John Meredith, Camosun College
Tony Munro, University of Waterloo
Sharon Murray-Sellers, Nova Scotia Community College
Natalie Nossa, Honorary Member
Linda O’Halloran, University of Regina
Kirk Patterson, Fanshawe College
Ken Porteous, University of Alberta
Carmen Poulin, University of Ottawa
Lyne Kattenhorn, Conestoga College
Peter Rans, University of Northern British Columbia
Karen Reimer, University of Guelph
Mausi Reinbold, Mount Saint Vincent University
Heather Skanes, Memorial University of Newfoundland
Gaby St-Pierre, University of Ottawa
Michelle Strenkowski, Honourary Member
Joanne Thomas, University of Victoria
Christine Tremblay, Université Laval
Lisa Whalen, Georgian College
Bruce Wilson, University of Guelph
David Woodward, University of Northern British Columbia
Columbia
Diana Young, University of Lethbridge

Nomination and Awards Committee Members (2004-05):

Chair: Kirk Patterson, Fanshawe College
Toni Munroe, University of Waterloo
Karen Reimer, University of Guelph
Lisa Whalen, Georgian College
CAFCE 2005-06 BOARD OF DIRECTORS

Executive:

President: Helene Codere, University of Sherbrooke
President Elect: Linda Hart, Conestoga College
Past President: Sonya Horsburgh, Mount Saint Vincent University
Secretary: Elaine Fenner, Seneca College
Treasurer: Greg McRae, KPMG LLP

Regional Representatives/Directors:

Alberta: Diana Young, University of Lethbridge
Atlantic: Mausi Reinbold, Mount Saint Vincent University
British Columbia: Larry Iles, Thompson Rivers University
Manitoba: Diane Kunec, University of Manitoba
Ontario: Maureen Minaker, Mohawk College
Quebec: Christine Tremblay, Laval University
Saskatchewan: Linda O’Halloran, University Regina

CAFCE ORGANIZATION CHART

CAFCE ACTIVITIES CALENDAR (2006)

- September 1, 2005: Membership Renewal Drive
- November 2, 2005: Accreditation Council Meeting
- November 3, 2005: Board of Directors and Committee Meetings
- January 31, 2006: Deadline for CAFCE Co-op Student of the Year Award Nomination
- February 2006 (dates TBA): Meetings - Accreditation Council/Board of Directors/Committees
- March 20-24, 2006: National Co-operative Education Week
- June 19, 2006: Deadline – CAFCE 2005-06 Award Nomination
- July 31, 2006: Deadline – CAFCE Committee Budget Submissions
- August 4, 2006: Nomination Forms out for the 2006-07 Board of Directors
- August 12, 2006: Meetings - Board of Directors/Committees
- August 13, 2006: Meetings - Accreditation Council