



# 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!***

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## 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

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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:** Mausí 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**

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***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 2004; 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-Sellars-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

## **CANUKE PROJECT (Canada/UK Exchange Agreement)**

**Laurie Lahn – Project Manager**

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***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](http://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

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***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 Loudon, University of Toronto

## CONFERENCE 2006 HOST COMMITTEE

**Eric Exner and Darci McDonald – Co-Chairs**

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### CAFCE 2006 Conference: Harvesting Ideas!

**Dates** – August 13-16, 2006

**Host Venue:** Hotel Saskatchewan (Radisson chain, formerly Fairmont) [www.hotelsask.com](http://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)

<b>Saturday, August 12, 2006</b>	
9:00 am – 4:30 pm	CAFCE National Board Meetings
1:00 pm – 5:00 pm	Registration and Information Desk Open
1:00 pm – 5:00 pm	Tourism Officer Kiosk Open
<b>Sunday, August 13, 2006</b>	
9:00 am – 6:30 pm	Registration and Information Desk Open
9:00 am – 5:30 pm	Tourism Officer Kiosk Open
9:00 am – 12:00 pm	CAFCE Accreditation Meeting
1:00 am – 4:00 pm	Regional meetings
6:30 pm – 10:00 pm	Opening Reception 6:30-7:30 – Cocktails & Appetizers 7:30-9:00 – Program 8:30-10:00 – Social Networking Activities 10:15 – Busses return to Hotel Saskatchewan
<b>Monday, August 14, 2006</b>	
7:30 am – 3:00 pm	Registration and Information Desk Open
7:30 am – 2:30 pm	Tourism Officer Kiosk Open
7:30 am – 8:30 am	Breakfast
8:30 am – 9:00 am	Opening Ceremonies
9:00 am – 10:15 am	Keynote Address
10:15 am – 10:30 am	Stretch Break
10:30 am – 11:30 am	Concurrent Session A
11:30 am – 12:45 pm	Lunch / Awards
1:00 pm – 2:00 pm	Concurrent Session B
2:00 pm – 2:30 pm	Free Time
2:30 pm	Busses Depart for Moose Jaw 3:30-6:30 – Special Event 6:30-8:00 – Supper 8:00-9:45 – Social Networking Activities 10:00 – Busses leave Moose Jaw
<b>Tuesday, August 15, 2006</b>	
8:00 am – 4:00 pm	Registration and Information Desk Open
8:00 am – 4:00 pm	Tourism Officer Kiosk Open
8:00 am – 9:00 am	Breakfast
9:00 am – 10:15 am	Plenary Session
10:15 am – 10:30 am	Stretch Break
10:30 am – 11:30 am	Concurrent Session C
11:30 am – 11:45 am	Stretch Break
11:45 am – 1:00 pm	Lunch
12:45 pm – 1:30 pm	CAFCE Town Hall
1:45 pm – 2:45 pm	Concurrent Session D
2:45 pm – 3:00 pm	Stretch Break
3:00 pm – 4:00 pm	Concurrent Session E
4:00pm – 5:15 pm	Free Time
5:15 pm	Busses Depart for the Watering Hole 5:30-6:30 – Cocktails



	5:30-10:00 - Silent Auction 6:30-8:00 – Supper 7:30 – 10:45 Social Networking Activities 11:00 – Busses return to Hotel Saskatchewan
<b>Wednesday, August 16, 2006</b>	
8:30 am – 12:00 pm	Registration and Information Desk Open
8:30 am – 12:00 pm	Tourism Officer Kiosk Open
9:00 am – 9:45 am	Breakfast
9:45 am – 11:00 am	Closing Speaker
11:00 am – 11:30 am	Closing Ceremonies (passing of the Wheat Sheaf)
12:00 pm – 2:00 pm	Lunch & Wrap-up Meeting Meet with 2008 Committee

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**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](mailto:linda.ohalloran@uregina.ca), or Linda Allisen, Program Co-Chair, [linda.allisen@ualberta.ca](mailto: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.

Proposal Form available at <http://www.cafce.ca/download.php?id=67>

## CO-OP STUDENT OF THE YEAR AWARD

Michelle Benjamin – Chair

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**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 CO-OP STUDENT OF THE YEAR AWARDS (2005)**

**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](http://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**

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***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**

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**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.



Left: Paul Davidson, Executive Director, WUSC.  
Right: Kirk Patterson, Past-President, CAFCE

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  
Fran Burke, Sheridan College  
Karen Reimer, University of Guelph

Tony Botelho, Simon Fraser University  
Stefan Kerry, Ryerson University

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

## STATISTICS COMMITTEE

Linda Hart – Chair

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***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 3<sup>rd</sup> 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 4<sup>th</sup>.

We are still seeking a regional representation for Manitoba. If you are interested in this opportunity, please contact Linda Hart [lhart@conestogac.on.ca](mailto: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 Ogradnik, 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

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***Mandate: The CAFCE web committee was mandated to determine which services and resources that should be 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 21<sup>st</sup> and the site was transferred to CAFCE to review and correct any errors. An official announcement was sent on April 8<sup>th</sup> 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

## ATLANTIC REGION (NB/NL/NS/PEI)

### **Mausi Reinbold, CAFCE Board Director/Regional Representative**

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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 Represenative: 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>

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

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#### 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 8<sup>th</sup> 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**

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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**

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### ***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 HRPAAO regarding collaboration.

## SASKATCHEWAN REGION

### **Linda O'Halloran, CAFCE Board Director/Regional Representative**

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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](http://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 28<sup>th</sup> 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 25<sup>th</sup>, 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 and 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

## CAFCE NOMINATION & AWARDS PRESENTATION

Kirk Patterson – Chair

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### 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 MacFarlane, 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 Ibarra, 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 Loudon, University of Toronto at Scarborough  
Bruce Lumsden, University of Waterloo  
Mike MacIsaac, Cape Breton University*

*Erin Mackenzie, University of New Brunswick  
Keith Middleton, University of Waterloo  
Debbie MacIntosh, Honouary 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, Honourary Member  
Linda O'Halloran, University of Regina  
Kirk Patterson, Fanshawe College  
Ken Porteous, University of Alberta  
Carmen Poulin, University of Ottawa  
Lynne 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  
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

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### 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

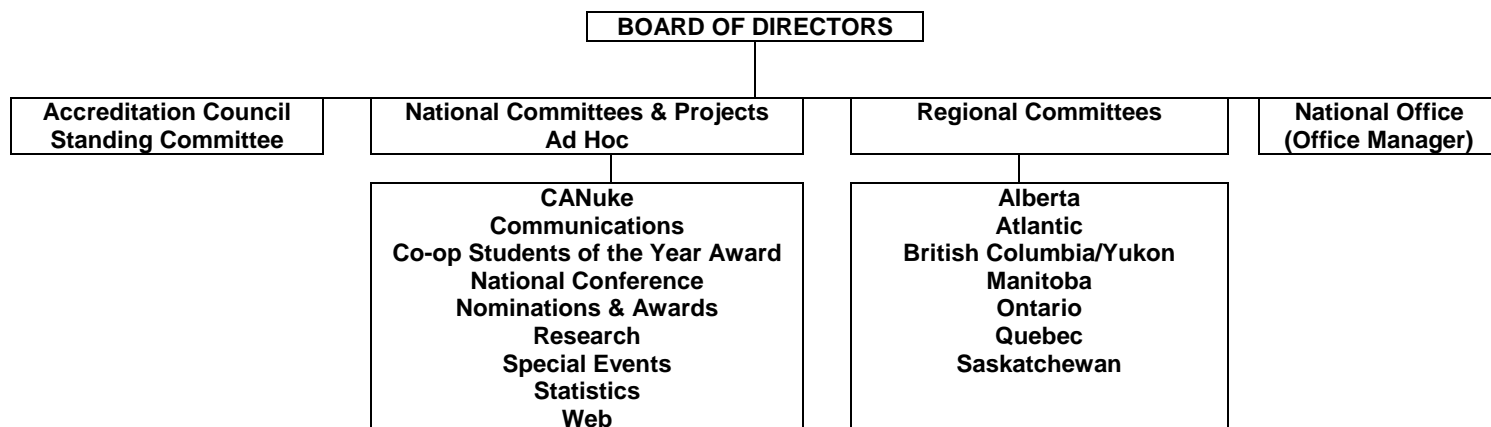
**Ontario:** Maureen Minaker, Mohawk College

**Quebec:** Christine Tremblay, Laval University

**Saskatchewan:** Linda O'Halloran, University Regina

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### CAFCE ORGANIZATION CHART




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### 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
November 4, 2005	CAFCE 2004-05 AGM & PD <i>Co-op Without Borders</i>
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
August 13-16, 2006	CAFCE 2006 Conference, Regina-Saskatchewan