



ANNUAL REPORT (2005-06)



CAFCE Annual General Meeting
Wednesday , November 8, 2006
4 p.m. – 5 p.m.
Oakham House, Thomas Lounge
Toronto, Ontario
(Reception 5 p.m. – 6:30 p.m.)

PUTTING EDUCATION TO WORK!

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AGENDA

**Canadian Association for Co-operative Education
2005-06 Annual General Meeting
Wednesday, November 8, 2005 – 4 p.m. 5 p.m.
Ryerson University
Oakham House, Thomas Lounge
63 Gould Street, Toronto, Ontario**

1. Opening Remarks Hélène Codère
2. Appointment of Parliamentarian
3. Approval of 2005/06 Agenda
4. Approval of 2004/05 AGM Minutes
5. Business Arising from the 2004/05 AGM Minutes
 - a. CAFCE By-law Changes Approved by Industry Canada (Corporation Canada)
6. Reports
 - a. President's Message Hélène Codère
 - b. Treasurer's 2005/06 Report Greg McRae
 - i. Approval of the 2005/06 Financial Report- Year-ended 8/31/06
 - ii. Approval of appointing SEGAL & Partners LLP as auditor of the association for 2006/07-Financial-year-end August 31, 2007
7. Council & Committee Reports
8. New Business
9. Nominations and Awards Sonya Horsburgh
 - a. CAFCE 2005/06 Awards
 - b. CAFCE 2006/07 Board of Directors Election
10. Adjournment

PRESIDENT'S MESSAGE

Hélène Codère – President

Working together to create a greater visibility for the CAFCE.

Life offers us the opportunity of meeting many remarkable people who can influence the direction of our lives, alter our ideas, or be a powerful source of inspiration. We also have the chance of engaging in projects which lead us to places we would not otherwise have thought possible. Such meetings can energize our power of creativity, our sense of accomplishment, and our desire to surpass ourselves, to show what we can really do.

Events organized by the World Association for Cooperative Education (WACE), by the Cooperative Education & Internship Association, Inc. (CEIA) and of course by our own Association provide us with opportunities of meeting people who can change the way we think. Participating in meetings like the Coop Summit in Boston, means to encounter new ideas and discover new ways of seeing, thinking and teaching. It is thanks to such fruitful exchanges that we can develop new strategic partnerships with other institutions and related organizations. This is how we grow and how cooperative teaching will evolve and develop in the future.

And what can we say of the bi-annual conference that took place this past August in Regina? What a great success! The more-or-less 120 members who were present will surely join me in congratulating both the organization and all those who accepted the invitation and participated actively in the workshops and discussions, and sharing their ideas, like the theme of the conference suggested.

We have recently concluded a strategic planning session which will allow us to carry out a carefully considered action plan over the next five years. The results will be made known shortly, but I can say at this time that I look forward with optimism and excitement to our next mandates. I would like to thank all the individuals who responded with such professionalism to the survey thus making it possible to produce this plan. The survey is in large part a reflection of your opinions and your ideas. In the coming years, it's your voices we are going to hear.

If the CAFCE now holds such an important place in cooperative teaching and learning, it is thanks to the hard work of its members: those who came before us, those who are presently involved, and the many younger members who are beginning to make their presence felt. So it is with much gratitude that I thank you. Your active participation is enhancing the profile of our Association; you are lighting the way to an even brighter future for the CAFCE. Well done!

CAFCE 2005/06 Board of Directors:

Executive:

President: Helene Codere, University of Sherbrooke

Past President: Sonya Horsburgh, Mount Saint Vincent University

President Elect: Linda Hart, Conestoga College

Secretary: vacant

Treasurer: Greg McRae, KPMG LLP

Regional Representatives / Directors

Alberta: Diana Young, University of Lethbridge

Atlantic: Mausie Reinbold, Mount Saint Vincent University

British Columbia/Yukon: Larry Iles, Thompson Rivers University

Manitoba: Diane Kunec, University of Manitoba

Ontario: Maureen Minaker, Mohawk College

Quebec: Christine Tremblay, Laval University

Saskatchewan: Darci McDonald, University of Regina

CAFCE'S "BUILDING ALLIANCES" OPPORTUNITIES

Linda Hart – President-Elect

***CEIA Annual Conference – Defining the Next Century, April 23-25, 2006
Co-operative Education Centennial Celebration, Cincinnati Ohio***

The three day conference had approximately 400 participants celebrating 100 years of co-op education. The theme and focus of the conference was to celebrate and recognize this achievement. As well, future trends, challenges and opportunities were reviewed during the many sessions.

The concurrent sessions were offered in a shorter format than what we are used to through the CAFCE conferences. Many of the sessions were half an hour to forty-five minutes in length. I found the sessions too short; you would just start getting into the session, and then it was time to move on to the next. Some sessions that I wanted to attend such as A Clash of Cultures: Will Co-operative Education Fail to Thrive, were full (no pre-conference registration to these sessions) and as a result, myself and many others stood outside the door to hear the presentation. I brought back a booklet on the conference proceedings. If you wish to review this booklet, please let me know. Every participant received a book at the CEIA Gala Awards Reception and Banquet, The Ivory Tower and the Smokestack – 100 Years of Co-operative Education at the University of Cincinnati. Perhaps we should keep this book at the CAFCE Office?

The keynote speakers included Lee Cockerell, Executive VP, Walt Disney World Resorts, topic - Inspiration – the Real Work of Leaders and Robert McDonald, Vice Chairman, Global Operations, Proctor and Gamble (he was not able to attend and sent a replacement), topic – Values Based Leadership. Both were excellent presentations.

Karen Reimer, CEIA, Region 8, International, facilitated a roundtable discussion with all international representatives including Canada, Sweden, Finland, Austria, and Japan. This was an informative session and had a chance to learn about co-op challenges in other countries. Many were similar to those we face.

Karen introduced me to many of the CEIA Board Members, conference organizers, WACE representatives and CEIA members. Unfortunately, Marjorie Apel, CEIA President, had to leave the conference before it commenced, therefore, I did not have the opportunity to meet her. Upon my return, I sent her an email thanking CEIA for the complimentary registration and welcoming her to the CAFCE Conference in Regina. There were no formal opportunities for me to be seated with CEIA Board members, which would have been helpful to have had time to connect in this manner. If we send someone next year, perhaps Karen could assist in organizing some type of formal meeting with them during the conference.

The CAFCE Board may want to consider having Karen Reimer provide an update to us annually on CEIA activities. As well, we can provide her with a CAFCE update to bring to CEIA to help build this partnership.

I believe there is value in continuing to build strategic alliances with CEIA and hope that the Summit that Sonya will be attending this August will continue to build on this partnership. The J1 Visa issue was an example of how partnerships can be beneficial if we encounter challenges such as this. I also learned that CEIA is considering developing a national statistics database and CEIA asked Gary Waller, WatCACE what we were using in Canada. Since that time, I contacted Andrea Giles, and she provided guest access to the B.C. database so that he could have a look at what they are using and what we are considering for CAFCE.

Hélène Codère – President

***WACE Asia Pacific Conference, June 26-28, 2006
Shanghai, China***

I had the opportunity of participating in the WACE Conference held this year in Shanghai, China from June 26 to 28. This conference certainly provided a great chance to do some networking. Right from the first day we were able to visit local businesses in the region which, together with the proceedings of the whole conference, allowed us to observe the emergence of China and its desire to develop a high quality educational system.

Education is, in fact, widely available throughout the country, but today their new objective is to increase the quality of that education. This is where a cooperative system could help them meet this new demand.

In this regard, I heard on many occasions speakers at the conference mentioning that they had visited the University of Waterloo whose model they found to be a source of inspiration. Clearly, our leadership and expertise have reached out to the other end of the world!

There were also six other members of the ACDEC who attended the conference and who presented their ideas during various sessions. We were represented by Christine Arsenault, University of Toronto at Scarborough, Harriet Chicoine and Amy Lee of Simon Fraser University, Carol Hebden of Thompson Rivers University, Norah Mcrae of the University of Victoria and MaryLynn West-Moynes of Mohawk College.

To have participated in a conference of such size and scope is to have contributed significantly to the growing visibility of our Association.

Sonya Horsburgh – Past President

Co-op Summit, August 17, 2006 NEU, Boston, MA

The Co-op Summit was a half-day meeting attended by eight organizations involved in experiential learning. The organizations were:

- The Accreditation Council for Co-operative Education (ACCE): <http://www.co-opaccreditation.org/>
- The Canadian Association for Co-operative Education (CAFCE): www.cafce.ca
- The Cooperative Division of the American Society for Engineering Education (CED): <http://www.propractice.gatech.edu/ced/>
- The Cooperative Education and Internship Association (CEIA): <http://www.ceiainc.org/>
- The National Commission for Co-operative Education (NCCE): <http://www.co-op.edu/index.htm>
- Northeastern University (NEU)
- The National Society for Experiential Education (NSSE): <http://www.nsee.org/>
- The World Association for Cooperative Education (WACE): <http://www.waceinc.org/about.html>



Mission/Challenges/Opportunities/Goals:

ACCE – Tom Akins

- Only 14 schools accredited as it is a very rigorous and expensive process.
- Considering disbanding or merging with another organization.

- May be in touch with CAFCE's Accreditation Council. (I provided Tom with Joanne's contact information.)

CED – Helen Oloroso

- This is the oldest group and has a very large membership.
- They are beginning to see more internships than co-op programs.
- Concerned with defining outcomes assessments for students.

CEIA – Anita Todd & Marjorie Appel

- Have started publishing their journal once again online, so trying to encourage more research in the co-op field.
- They are experiencing declining memberships so struggling with promoting value of membership.
- They tried to campaign for more employer members (approached 200-300 employers), however it was unsuccessful (only 1 employer responded to campaign).

NCCE – Frank Schettino

- This association used to be membership driven, now it only works with select partners such as NEU, to promote co-operative education in its partner institutions. They are very selective of their partners and the partners fund the organization.
- They publish *The Best of Co-op*, have a Co-o Hall of Fame, and a \$3.5 million scholarship.
- Their target is high school guidance counsellors and executives.

NSSE – Al Cabral

- This association represents just about all models of experiential learning, therefore members are very diverse and it's a challenge to meet all of their needs.
- They have a set of standards developed and sell them to their members, as well they have just started a Experiential Educators Academy which certifies individuals.

WACE – Paul Stonely & Michelle Lennox

- They have an int'l handbook for co-op available, but need a workbook/training manual.
- They feel there is no real sense of community which is their biggest challenge.

These groups agreed to collaborate on three issues:

1. Research -> promote the journal
2. Reciprocal agreements
3. Accreditation/certification

They hope to meet twice a year to continue to work on these areas now that they have been defined.

ACCREDITATION COUNCIL

Carmen Poulin – Past 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.

2005-06 Activities:

The Council met three times; November 2 2005; February 15 2006 and August 13 2006.

There are now 21 universities and 3 colleges that have CAFCE accredited programs. The universities that have the largest number of co-op students all hold CAFCE accreditation. During this time period, there were 9 reviews for re-accreditation and 5 reviews for new accreditation which has demanded a lot of collaboration by Council members and CAFCE members at large for which we are very grateful. At the moment there are 3 re-accreditation and 2 new accreditation applications underway.

The committee on Standards and Rationale completed their work and the document was approved by Council at the August 13 meeting. This new Standards and Rationale document has now been sent to the CAFCE Board for final approval. A survey was sent to all members of the Council in order to seek information on the number of hours worked at each institution in order to define what qualifies a full-time work term. This has become part of the Standards and Rationale document but it has also opened the discussion about the admissibility of parallel and flex programs that some schools in B.C. offer. A working group of B.C. representatives will be looking into this question and report back to the Council.

Co-op Tips and Techniques continue to receive excellent articles and we are grateful for the contributions received from its members but also from other CAFCE members.

The Council has also given itself a mandate to discuss the emerging trends of co-operative education and work integrated learning at each of its meetings. This will provide a vehicle for CAFCE to learn about what is being done elsewhere. A lot of discussions were held surrounding the issue of quality and also the purpose of seeking accreditation. This particular issue will continue to be discussed and as the Council continues to see accreditation as the definition of “quality”.

My mandate as Chair of the Council has been completed and the new Chair is JoAnne Akerboom from Dalhousie University. The Chair Elect is Jenny Kagetsu from University of British Columbia and since we were unable to get a Secretary from the Council members, Anne Marie Coolen has agreed to continue in her role as Secretary although she does not have a vote on Council.

CAFCE Accreditation Council (2005-06):

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
Julie Johnson-Nova Scotia Community College
Muriel Klemestski-Simon Fraser University
Daniel Gautreau-Université de Moncton
Benoit Laberge, Université Laval

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
Ernest Doiron-University of Prince Edward Island
Darci McDonald-University of Regina
Joanne Thomas-University of Victoria
Peggy Jarvie-University of Waterloo
Karen McCargar-Wilfrid Laurier University

COMMUNICATIONS COMMITTEE

Geoff Anderson and Janet Brydges – Co-Chairs

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

2005-06 Activities:

- During the past year, the committee welcomed new member Alan Mutch, and two new co-chairs Geoff Anderson and Janet Brydges.
- A special project on the History of Co-operative Education was taken on by Geoff Anderson. This is still in progress.
- A news release to celebrate the success of the Dr. Alfred S. Barber Award winners was reviewed and revised by Lynne Kattenhorn.
- The latest SWAP information was reviewed by Linda Hart.
- The news release for the Co-op Student of the Year was edited by Janet Brydges.
- The news release for the SWAP UK Co-ordinator announcement was reviewed and edited by Geoff Anderson and Janet Brydges.

The Committee is currently seeking new members and is interested in project proposals from the CAFCE Board and its members.

Communications Committee Members (2005-06):

Co-Chair: Geoff Anderson, University of British Columbia

Co-Chair: Janet Brydges, University of Guelph

Karen Pacheco, Niagara College

CO-OP STUDENT OF THE YEAR AWARDS

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.

2005-06 Activities:

This year we received a total of 30 nominations from across the country for the 2 awards. Eight nominations were submitted by colleges and twenty-two nominations came from universities. Presentations were made to winners, Jit Seng Chen of the University of Waterloo and Jaksa Panic of Conestoga College at their respective institutions.

JIT SENG CHEN is a third year Bachelor of Mathematics, Honours Actuarial Science co-operative education student at the University of Waterloo. Jit Seng completed his second co-op work term at KPMG LLP Canada.



Left to right: Linda Hart, CAFCE President-elect; Jit Sent Chen, CAFCE's University Co-op Student of the Year (2005), and Michelle Benjamin, Chair of CAFCE's Co-op Student of the Year Awards (2006)

JAKSA PANIC is a Business Administration Marketing co-operative education student at Conestoga College. Jaksa completed his second co-op work term at the Fastenal Canada Company.



Left to right: Mary Wright, Co-op Manager, Conestoga College; Jaksa Panic, CAFCE's College Co-op Student of the Year (2005); Linda Hart, CAFCE's President-elect; and Kitty Runstedler, Co-op Advisor, Conestoga College

HONOURABLE MENTIONS:

STÉPHANE GIRARD, McGill University
Bachelor of Engineering, Materials Engineering Co-op Program
Co-op Employer: Xstrata Technology

MARTHA KARIUKI, Mohawk College of Applied Arts & Technology
Chemical Engineering Technology Co-op Program
Co-op Employer: City of Hamilton, Environmental Laboratory

MARC LAMOUREUX, University of Guelph
Bachelor of Science (Honours), BioPhysics Co-op Program
Co-op Employer: National Research Council of Canada, Institute for Biological Sciences

It has been my goal to gain interest and participation for the co-op awards from individual institutions and regions. In the fall, I contacted the various regional reps to seek their support with respect to developing their own regional award. I'm encouraged that Ontario (EWO) launched a regional award this year and that the Atlantic (ACE) and British Columbia/Yukon will be doing the same in 2007. The regions have been encouraged to adopt guidelines similar to the CAFCE guidelines. This would streamline the process for all participants – employers, students and institutions.

For the upcoming year, the value of the award has been increased to \$1000 for each winner. The use of electronic submissions was a success and will be encouraging applications to be sent this way in the future. All CSOTY materials including the manual, nomination guide and form, sample nomination package, promotional poster and correspondence were reviewed and updated 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.

I'm pleased to share that Andrea Giles has accepted the position of Chair and a new committee has already been determined. They are well positioned for another successful year!

CSOTY Committee Members (2005-06):

Michelle Benjamin, McMaster University
Anita Cool Strickland, SIAST Palliser Campus
Andrea Giles, University of Victoria
Louise Lalonde, Concordia University

Julie Johnson, Nova Scotia Community College
Vimala Raheja, Memorial University of Newfoundland
Gene Stodolack, Mohawk College

NATIONAL CONFERENCE

Eric Exner and Darci McDonald – 2006 Co-Chairs

CAFCE 2006 NATIONAL CONFERENCE:

Harvesting Ideas!

August 13-16, 2006

Hotel Saskatchewan

<http://www.uregina.ca/coop/cafce2006/>

The process of planning the CAFCE 2006 “Harvesting Ideas” conference was a challenging and very rewarding experience. In addition to being an interesting and welcome addition to our regular workloads, this opportunity has given us a chance to meet and work with many talented people from across Canada.

It was an honour to be given the responsibility of hosting a major CAFCE event in Saskatchewan. The support from the organization, in particular Carol Cox, was available without hesitation whenever we needed it. In addition, we thank the organizing committee from CAFCE Halifax 2004, led by Paul MacDonald and Mausie Reinbold, who pointed us in the right direction by sharing their wisdom and lessons learned.

Without hesitation, we are proud to say that the success we enjoyed was due to a concentrated and selfless team effort. The organizing committee pulled together, with different individuals emerging as leaders at different times, as the situation called for it.

Most of all, we wish to thank the CAFCE membership for their support of our conference. Attendance of delegates and presenters, and generous support from friends across the country, helped us bring our vision to life.

We now send our best wishes to Sherbrooke, and hope to renew old acquaintances at CAFCE 2008.

Registration

- 120 delegates from across Canada, US and Internationally
- Winner of the Early bird draw – Frances McLafferty, SFU

Budget:

Total Income: \$89,540.25

Total Expenses: \$71,462.38

Profit: \$18,077.87

50% Prairie CAFCE - \$9,038.93

50% CAFCE National - \$9,038.94

2006 Conference Host Committee:

Kevin Bolen, University of Regina
Marlene Cooper, University of Regina
Eric Exner, University of Regina
Kevin Fiessel, University of Regina
James Gustafon, University of Regina
Darci McDonald, University of Regina
Evelyn McRae, University of Regina
Maggy Schmegelsky, University of Regina
Shelley Semler, University of Regina
Sabrina Sparvier, University of Regina
Erika Tuza, University of Regina

Anita Cool Strickland, SIAST Palliser Campus
Peter Gattinger, SIAST Palliser Campus
Lisa Grudnizki, SIAST Palliser Campus
Cliff Harrison, SIAST Palliser Campus
Denise Kearney, SIAST Palliser Campus
Peter Lapointe, SIAST Palliser Campus
Dianne Mohr, SIAST Palliser Campus
Leland Petterson, SIAST Palliser Campus
Tony Sebastian, SIAST Palliser Campus

Gerri Acorn, University of Manitoba
Larry Iles, Thompson Rivers University

CAFCE 2008 NATIONAL CONFERENCE:

Mark your calendars for the 2008 National Conference!

CAFCE 2008 CONFERENCE
Chair: Hélène Codère

HOSTED BY THE UNIVERSITY OF SHERBROOKE
“LEADERSHIP, THE SOURCE OF INSPIRATION”
SHERBROOKE, QUEBEC
AUGUST 2008 (Exact dates TBA)

Paul MacDonald and Mausi Reinbold – 2004 Co-Chairs

CAFCE 2004 NATIONAL CONFERENCE UPDATE:

The Ash Tree planted on behalf of all the CAFCE 2004 Conference Presenters continues to grow.



NOMINATION AND AWARDS COMMITTEE

Sonya Horsburgh – Chair

2005-06 Activities:

Unfortunately, we did not receive nominations for the Barber or the Research Award, and as per the Boards' decision in November 2005 we did not solicit nominations. We sent out several e-mail reminders and contacted the regional representatives asking them to promote the award in their region.

We received two nominations for the Service Award. The Service Award recipient is Jeela Jones. We recommend that Greg McRae be presented with an appreciation award for his many years of service as Treasurer. We also recommend that Andy Crichton, Kathy Verspagen and Bruce Lumsden be given honorary memberships.

The picture below shows H el ene Cod ere (left) and Linda Hart (right) presenting the award to Jeela (centre) at the CAFCE Award Luncheon during the 2006 Conference on Monday, August 14, 2006 in Regina.



“Jeela is a relatively new CAFCE member, however in her short time she has written insightful articles for CAFCE Co-op Tips and Techniques, delivered workshops for co-op practitioners at CAFCE conferences, and is the chair of the newly created CAFCE Research committee. Jeela strongly believes that contributing to CAFCE and its members will enrich co-operative education and will benefit students, employers and educational institutions.”

Nominations:

We did not receive any nominations for the President Elect or Secretary positions. After approaching members, Maudi Reinbold agreed to have her name put forward for the secretary position.

Feedback from interested members was that their institution did not have the budget to support the travel associated with the Board meetings. One individual suggested that CAFCE provide a travel allowance to the CAFCE President to offset some of these costs.

Nomination and Awards Committee (2005-06):

Sonya Horsburgh, Mount Saint Vincent University
Natalie Nossal, CAFCE Honourary Member
Karen McCargar, Wilfrid Laurier University

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.*

Activities for 2005-2006:

In the 2005-2006 year the CAFCE Research Committee has taken on number of projects. These activities are listed below:

CAFCE Research Recognition and Incentive Grant

The CAFCE Research Recognition and Incentive Grant is a pilot project created to encourage and recognize research activity that is focused on co-operative education, as defined by CAFCE. This grant of \$5,000 will be awarded on an annual basis to one recipient. Successful recipients will have demonstrated that they meet or exceed the evaluation criteria as outlined in the grant submission guidelines.

Canadian Teacher Magazine

The article “*Co-op Student Programs*”, co-written by Stacey Cool, Eric Exner, Jeela Jones, Norah McRae, Peter Rans and Heather Skanes, was published in the spring 2006 issue of *Canadian Teacher Magazine* (http://www.canadianteachermagazine.com/pdf/CTM_Spring06.pdf). This article promotes co-operative education to high school students. Recently, permission was received from the magazine to translate and publish the article on the CAFCE web site.

Simply SWOT Presentation

The presentation “Simply SWOT” was co-presented by Stacey Cool, Norah McRae and Jeela Jones at the CAFCE Conference in Regina. During this interactive presentation data was gathered on issues affecting various co-op programs and discussed. The results from the SWOT were shared with Graham Donald for strategic planning purposes.

Rubric for Dr. Graham Branton Award

As requested by the Awards Committee, the Research Committee is currently developing a rubric to assess recipients for the Dr. Graham Branton Award.

Research Committee Members (2005-2006)

Frances Bryan, University of Victoria, British Columbia
Stacey Cool, University of New Brunswick, Saint John, New Brunswick
Eric Exner, University of Regina, Saskatchewan
Nancy Johnston, Simon Fraser University, British Columbia
Larry Iles, Thompson Rivers University, British Columbia (Board Representative)
Chris McLaughlin, McMaster University, Ontario
Norah McRae, University of Victoria, British Columbia
Peter 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**
- **Biennial AGM/PD (during a non-conference year)**

The Committee has held one in-person meeting other than the CAFCE AGM in November and a total of three teleconferences. We were involved with:

- the 2005 AGM in Toronto,
- National Co-op Week in March, 2006
- A proposal for Co-op's 50th Anniversary

Detailed Activities:

1. Annual General Meeting 2005. We believe that the AGM was very successful and there was a good deal of feedback from the attendees in support of this. The theme was "Co-op without borders" and involved speakers from the U.S. Consulate, Co-op Japan, CANUKE, AIESEC, and others and featured Tony Munro as our Guest Speaker, sharing from this past year's experiences with SWAP UK.

There were a large percentage of first-time attendees at the AGM, which reflected new practitioners and new delegates from member institutions. In total we saw 65 names on the pre-registration list. The presentations were rated by the attendees as part of an overall event feedback process. Most expressed that the presentations were good to excellent (rated as 3.5 to 4.3 out of 5). The topic area seemed to be a significant draw with many anecdotal reports that this was their reason for attending. Unanimously, attendees said they would attend another CAFCE Professional Development Day.

Summaries from the presentations have been placed on the CAFCE website forum. For future consideration, an addendum summarizes the topics and suggestions for the next AGM P.D. event. We also made a summary of suggested improvements for the next AGM.

2. National Co-op Week 2006. Dates were established as March 20 through 24, 2006. From this year forward, NCW will always occur during the third full week in March. A proposal was put forward in December, 2005 from our Committee to take a different approach to celebrating National Co-op Week. We called this "Coming Together" and it was to be a venue for many stakeholders to come together and generate greater exposure for co-operative education. Although this will not proceed as set-out, it seems to have generated good discussion and options for expanding the reach of CAFCE to our partners in experiential post-secondary education, notably employers and the government. We remain supportive of the intent of the proposal and look forward to where it might evolve.

NCW 2006 instead proceeded as it has in the past with local activities at each institution. We gathered feedback that it is a rather low profile event in many cases due to competing time demands (public school Winter Break, institutional pre-exam period, upcoming summer work-term, etc.). We found that there was little in the way of activity via the CAFCE website, in terms of members posting their activities. We would very much like to elevate the visibility and participation of member institutions in NCW. See following item.

3. Annual General Meeting 2007. A proposal to recognize the 50th Anniversary of Co-op Education in Canada has been put forward to the Board. We have received a response indicating that the proposal will be further investigated pending Strategic Planning sessions in November 2006. The committee will now proceed to prepare alternative professional development plans for the AGM in '07.

SEC Committee Members (2005-06):

Bruce Wilson, University of Guelph
Fran Burke, Sheridan College
Karen Reimer, University of Guelph

Tony Botelho, Simon Fraser University
Stefan Kerry, Ryerson University
Sonya Horsburgh, Mount Saint Vincent University (Board Liaison)

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.

2005-06 Activities:

Our committee identified the purpose of statistics collection; to collect and disseminate information to be used for institutions, regions, provincial and federal governments. The intent of these statistics is to encourage information sharing useful to all CAFCE members.

Benefits include:

- Access to co-op education statistics and reports by institution, region and nationally
- Government lobbying purposes (federal and provincial) for increased co-op support
- Marketing to employers and prospective students
- Curriculum development
- Research/history
- Benchmarking purposes
- Identifying labour market trends/conditions
- New program development

Our committee worked collaboratively with the Communication Committee to develop a letter sent to institutional key contacts in January 2006 explaining our Statistics Database goal and asking for their feedback. These key contacts were provided access to the B.C. database to review content and functionality to act as a model for the proposed national statistics database. As a result of this letter and follow-up by our committee, we received 33 responses.

Our committee met again in February to review the survey results and determine key information to collect via the proposed database. We also had a preliminary discussion with Doncor (CAFCE website developer and service provider) about the possibility of utilizing the B.C. database to meet our national objectives.

At the CAFCE Town Hall meeting in Regina, we provided an overview of activities to members and explained the need for further follow-up to institutions who have not yet responded to this survey. Andrea Giles also described the benefits that British Columbia has experienced with their 20 years of provincial statistics. Telephone follow-up will be conducted to institutional key contacts this fall and compiled in preparation for our next meeting December 15, 2006.

Our committee goal is to submit a national statistics database development proposal to CAFCE in May 2006 with an implementation target date in 2008. The CAFCE Statistics Committee is always eager for new volunteers. If you are interested or would like more information, please feel free to contact any of the above committee members.

Statistics Committee Members (2005-06):

Demita Boschel, Acadia University
Nancy Chiang, University of Waterloo
Andrea Giles, University of Victoria
Linda Hart, Conestoga College
Diane Kunec, University of Manitoba
Darci McDonald, University of Regina

Erin MacKenzie, University of New Brunswick SJ
Keith Middleton, University of Waterloo
Jennifer Dunk, McMaster University
Gaby St-Pierre, University of Ottawa
Christine Tremblay, Universite Laval
Maggie Verity, University of Calgary

Thank you to our departing committee members who have moved on to new positions:

Jennifer Dunk, McMaster University
Hector Kwok, University of Waterloo

ALBERTA REGION

Diana Young– CAFCE Board Director/Regional Representative

The Alberta membership in CAFCE consists of 7 institutions covering all programs from Engineering to Management to Arts and Science.

Due to the labor market in Western Canada placements are generally strong and varied with a growing interest amongst employers toward coop. We have had a large number of employers requesting information about Coop in general, how to establish coop relationships with schools and CAFCE in general. The CAFCE web page, especially the information on schools and their programs has been very useful for employers as a resource. There have also been a number of enquiries from institutions interested in beginning or expanding Coop programs which bodes well for the growth and expansion of coop.

Many thanks to Carol for all her invaluable help and CAFCE for all the useful information in maintaining consistency in the message about CAFCE and Coop.

Other news....

University of Alberta, Brent Collingwood:

We recently awarded our Claudette de Bruijn Business Co-op Student of the Year award for 2005 to Amanda Walker. Amanda did two work terms in London, England where she was nominated for the award by her mentor, and her final co-op work term at Scotia Capital in Calgary, where she was again nominated for this award. Amanda receives \$1,000 toward her education and a plaque recognizing her achievement. The picture below shows her receiving her award from Dean Mike Percy.



ATLANTIC REGION (NB/NL/NS/PEI)

Mausi Reinbold– CAFCE Board Director/Regional Representative

On June 28th, our AGM was held at Dalhousie University. Thirteen members were present. At this meeting it was reported that CAFCE Atlantic has a little over 20,000 and that ideas should be discussed on how to use this money. One idea was the possibility of developing a CAFCE Atlantic Scholarship (Co-op Student of the Year/Earl Walsh) and/or hiring a co-op student to take on a CAFCE Atlantic project involving communication and marketing plans.

The CAFCE Atlantic Terms of Reference is now available on the CAFCE website. The Terms of Reference have been updated to include items that were already passed at a previous meeting. It was decided that plans should be made to review our terms in more detail, to clearly define CAFCE processes, and for CAFCE Atlantic to become better organized with regard to records and processes.

Joy Hanley led a discussion about the goals of CAFCE Atlantic. A sample of missions, values, and goals from Drexel was distributed and it was discussed that we take a similar approach. The main areas discussed were collaboration and involvement. It was agreed that there should be more communication amongst co-op coordinators in Atlantic Canada. By becoming more engaged, we would hope that this would open doors for more in-depth and blunt conversations surrounding co-op issues. Hopefully a meeting in November will be set to prioritize and discuss the objectives of CAFCE Atlantic as well as a professional development activity.

CAFCE Atlantic held is planning to hold a PD/meeting in mid-late June 2007.No details to date.

Provincial Reports

Nova Scotia:

Demita reported for Nova Scotia and handed out a summary report. Much of this report covered staff changes within co-op programs in Nova Scotia. Other items included a program review of a co-op programs at Dalhousie University, development of three new science programs at St. FX, and that Joy Hanley was awarded the 2004/2005 CAFCE Dr. Graham Branton Award for her research project titled: *The Feasibility of Establishing a Cooperative BScN Program in Nursing in Nova Scotia*. Joanne Firth from SMU mentioned that their co-op programs are growing each year and that their summer course offerings are also growing. SMU also now offers a Masters of Applied Science & Psychology program.

PEI: Ernie reported that UPEI is now in its 10th year of offering co-op to its students in computer science, Physics, and Business.

New Brunswick: Claude Lavoie (UdeM) will replace Kevin Roy as the New Brunswick Rep. NBCC will no longer offer a co-op program effective this fall. UNB Saint John has applied for CAFCE reaccreditation and will find out the result at the national conference in Regina.

Newfoundland: No report given.

CAFCE Atlantic 2006/2007 Executive Elections:

Chair Elect - open	NS Rep - Scott Daniels
Chair - Joy Hanley	NB Rep - Claude Lavoie
Past Chair - Ernie Doiron*	NFLD Rep - Heather Skanes
Treasurer - Joanne Firth	PEI Rep - Shelley Beckett
Secretary - Erin MacKenzie	Atlantic Rep - Demita Boschel

*Ernie Doiron will continue as Past Chair as Rick Wightman will be on sabbatical through 2006/2007.

On August 12, CAFCE Atlantic met in Regina. Since only 8 members were present we did not hold a formal meeting but rather a discussion regarding how to use the money. It was decided that CAFCE Atlantic would wait until after CAFCE has had their planning strategic meeting in November. It was agreed that it would be a good idea for CAFCE Atlantic to follow the strategic planning concept for our group.

BRITISH COLUMBIA/YUKON REGION

Larry Iles – CAFCE Board Director/Regional Representative

To start, I have to thank the ACE Board of Directors. This is an active volunteer board and each person has worked extremely hard both this year and in past years on behalf of our membership.

During the past year we have worked to further our progress toward a more efficient web page and to develop enhanced methods of working with the private sector and government to include co-op education as part of their recruitment strategy. With the strategic plan as the Boards guide, we have clear insight into continuing the work in process and where to go further with our dynamic organization.

Highlights for the Association of Co-operative Education BC/Yukon include:

ACE Board

- ACE membership gathered in May 2005 to develop its second three year plan.
- Association of Co-operative Education Accountability Council (ACCE) developed and presented a lobby proposal to the provincial government for an employer tax credit.
- ACE-VANOC Committee has met numerous times with VANOC to establish a relationship and develop a recruitment strategy for our provincial co-op students. VANOC with ACE has established a system for BC Co-op postings and applications.
- ACE is instituting a BC Co-op Student of the Year award. This award given to one university and one college student will compliment the criteria and timing of the CAFCE student award

Membership and Professional Development

- ACE membership has never been stronger, currently ACE has 153 members. The Professional Development committee hosted four “mini” pro-d events beginning in 2005. Additionally ACE hosted its bi-annual conference in May 2005 with the next full conference in Whistler May 2007.

Communications

- ACE has a recently contracted a web developer for a new web presence, launch scheduled for May 2007. ACE-Web Enhancement Committee- has developed a central posting function on the main ACE website. Employers that choose, can forward postings to all ACE member schools from a single web location.

Research

- Pro-D session scheduled for Oct 2006 in Vancouver. Session will highlight work of two ACE member's recent Doctorial research and 5 ACE members Masters research.

MANITOBA REGION

Diane Kunec – CAFCE Board Director/Regional Representative

Co-operative Education Manitoba (CEM) Student Awards:

- Paul Furgale, a Computer Science Co-op student, won the 2005 U of Manitoba CEM Co-op student award.
- The recipient of Red River College's CEM Student Award for 2005 was Carolyn Walker, a student in the Technical Communication diploma program.

New Co-op Education Programs:

- The U of Manitoba's I.H. Asper School of Business has just launched its co-operative education program including the following disciplines:
 - Aboriginal Business Studies
 - Actuarial Mathematics
 - Finance
 - Human Resources Management / Industrial Relations
 - Logistics and Supply Chain Management
 - Management of Organizations
 - Operational Research / Operations Management
 - Accounting
 - Entrepreneurship/Small Business
 - Generalist
 - International Business
 - Management Information Systems
 - Marketing
- The University of Manitoba added Chemistry to its Science Co-op Program this fall, with first work term placements expected in May 2007.

2006 Regional Meeting:

- A half-day meeting of Manitoba CAFCE members was held on May 10, 2006, hosted by the Faculty of Science, University of Manitoba. Seventeen staff involved in various aspects of co-operative education participated: eight from Red River College; two from College universitaire de Saint-Boniface; and seven from University of Manitoba.
- As members have not met regionally for several years, this initial meeting was planned as a round table discussion to share information, issues and ideas. There was much to discuss and learn from each other. Members hope to meet again next year, with Red River College offering to host the next meeting.
- Members discussed CAFCE's budget surplus and provided the following suggestions for the Board's consideration:
 - Decrease the cost of membership and increase the benefits to attract new members and to keep existing members
 - Pay member expenses to attend meetings to encourage involvement in CAFCE
 - Reduce the cost of accreditation
 - Provide more professional development that is accessible to more members through video-conferencing, regional events or other means (e.g., a regular pd event in Manitoba that could be attended by those delivering Co-op programs in the province would likely increase regional membership in CAFCE)
- Members wanted to know the benefits of seeking CAFCE accreditation for their programs.
- Manitoba members agreed to submit a proposal to the CAFCE Board to seek funding for a one-day, regional professional development event in the 2006-2007. The proposal was submitted for consideration by the Board at its August 2006 meeting.

Manitoba Co-op Tax Credit Changes:

- In the March 2006 Manitoba provincial budget, several changes to the Manitoba Co-operative Education Tax Credit were announced. Details on these changes are still not available and the following information is considered tentative and subject to change:
 - Co-operative Education Tax Credit (CETC) – The program will be expanded to include non-profit organizations, unincorporated professionals and crown corporations (although probably not federal). Amount of credit will remain the same – up to \$1,000.00 per Co-op student per 4-month work term.
 - Co-operative Graduates Hiring Incentive – Co-op students graduating as of March 2006 will be eligible. This program will probably be available to the same expanded group of employers as the CETC. Employers will only be able to apply after the graduate has completed one full year of employment with the employer. Employers can claim up to 5% of the wages for the first year. A partial year will not be reimbursed. Employers will be eligible to apply a second time after the second year of completed employment (also 5%). Some of the issues to be resolved are:

- Before the employer hires the student, they must have proof that they have graduated with a cooperative education component.
- The student will have to take some initiative/responsibility by providing a copy of their degree.
- There will be delays implementing this program until legislation is passed.
- It is hoped that a representative from the provincial government will be available to meet with Co-op Coordinators and Administrators soon to explain the details.

National Statistics Database:

- Some members were interested and have viewed the system used in BC and provided their feedback.
- Some concerns have been noted regarding the time required to submit data and its value.
- Some felt the primary benefit would be to provide CAFCE with information which would allow CAFCE to lobby government and to do program comparisons, which may be more beneficial to CAFCE rather than to the individual programs.
- The relevancy of comparisons between regions which are vastly different in terms of co-op student numbers and employer base was questioned. How would the differences between programs be normalized statistically and how could we ensure definitions were applied consistently across very different programs.

NSERC and Co-op:

- The regional NSERC office and the University of Manitoba teamed up to host the first summer student poster competition. The competition provided cash prizes for the top three posters describing summer research work at the University of Manitoba that was either funded through NSERC or in an area of research eligible for NSERC funding. Three Science Co-op students participated. Hsueh Yee Seow, a Microbiology Co-op student was awarded third prize in the biological sciences category.

ONTARIO REGION

Lisa Whalen – CAFCE Board Director/Regional Representative

Professional Development

Another successful EWO Conference the theme this year being “Focus on the Future” was held in May at the Kempenfelt Conference Centre, Barrie Ontario. Over 70 delegates attended. It provided new comers, co-op practitioners and managers the opportunity to share, interact and discuss the future of Co-operative Education in Ontario. Focus groups were held to provide feedback on our new strategic plan. Roundtable sessions were designed for participants to exchange information and best practices related to International and New Canadian students, co-op models, non traditional work terms and volunteering for EWO. For the first time we had an employer panel along with representatives from co-op, internship and career associations. We also offered newcomers and managers sessions. The conference committee is planning for next years conference which celebrates our 10th year as EWO along with celebrating 50 years of co-op in Canada.

Committees

Along with our Conference Planning and Communications Committees we established two other committees: Government Relations and Student of the Year.

Communications Committee

Our Communications Committee had a very busy and productive year. They organized and planned our EWO strategic planning day held at Kempenfelt Conference Centre in October 2005. Provided support and input to the EWO Government Relations Committee in preparing “EWO in Partnership with the Government of Ontario: A Strategy to Protect and Strengthen Co-op in Ontario” paper which was presented to the Ministry of Finance and Ministry of Training, Colleges and Universities. They also coordinated the announcement and awards ceremony for the EWO Student of the Year along with enhancements to the EWO website including annual conference registration and the EWO Store for products, gifts and memorabilia.

Government Relations Committee

Our newly formed Government Relations Committee has also been very busy. Contact and meetings have been held with the Ministry of Finance, Ministry of Training, Colleges and Universities, ACCATO and Ontario Chamber of Commerce. The Government Relations and Communications Committees are working together in lobbying the provincial government for an increase in the tax credit and marketing post secondary co-op programs internally within the various ministries and externally.

Student of the Year

Thanks to the support of CAFCE our first EWO Student of the Year was a success. The awards presented this year were to one outstanding college co-op student and one outstanding university co-op student. Each student was presented with \$500.00 as well as a framed certificate. The employers who supported the winning candidates received a framed “thank you” from EWO and all nominated candidates were given a nomination certificate suitable for inclusion in their portfolios.

Winners of the EWO student of the Year are: Kaylan Ma, University of Waterloo and Jaksa Panic, Conestoga College.

Strategic Planning

Last fall the executive held a one day session to develop a new strategic plan. Representation included current and past board and committee members. By the end of the day we had developed our plan and it was presented at our annual EWO conference.

QUEBEC REGION

Chistine Tremblay – CAFCE Board Director/Regional Representative

ACDEC-Québec has held two professional development sessions, one in Québec City last November and another in Val-David (North of Montreal) in June. We listened and discussed topics such as “new skills required in this era of globalisation” or “safety of students in the work place”. It also proved a great opportunity for networking and gave us a reason to put up a lobster banquet.

ACDEC-Québec lobbied the provincial government so that the income tax credit for coop students’ employers was not abolished. We were successful and the program is maintained indefinitely.

The Quebec department of Education and ACDEC-Québec worked together to help our members from Cegep to adapt to the modified regulations concerning the financing of coop programs for this type of institutions.

Each year we give two student awards of \$1000. These awards were name Bourses Gilles Joncas to honour his pioneer work in Quebec at Université de Sherbrooke. This year winners are:

Francis Arsenault from Cégep Limoilou, Québec
Dominique Simoneau-Ritchie from Concordia University in Montréal.

We have 92 members attached to 50 different institutions and our board is composed of the following individuals:

President :	Roger Harvey (École de Technologie Supérieure)
Vice-president :	Christian Beaulieu (Collège Shawinigan)
Secretary-Treasurer :	Francine Frenette (consultant)
Administrators :	Lise Geoffroy (Cégep de Victoriaville) Marjolaine Labelle (Cégep de Valleyfield) Manon Bouchard (Collège O’Sullivan de Québec) André Tremblay (École Polytechnique de Montréal) Christine Tremblay (Université Laval)

Finally, our website link is : <http://www.acdec.etsmtl.ca/>

**CAFCE BOARD OF DIRECTORS
2006-07 SLATE OF OFFICERS**

Executive:

President: Linda Hart, Conestoga College

President Elect: vacant

Past President: Helene Codere, University of Sherbrooke

Secretary: Mausi Reinbold, Mount Saint Vincent University

Treasurer: Shane Phillippe, KPMG LLP

Regional Representatives/Directors:

(elected/appointed by their regions)

Alberta: Diana Young, University of Lethbridge

Atlantic: Demita Boschel, Acadia University

British Columbia: Larry Iles, Thompson Rivers University

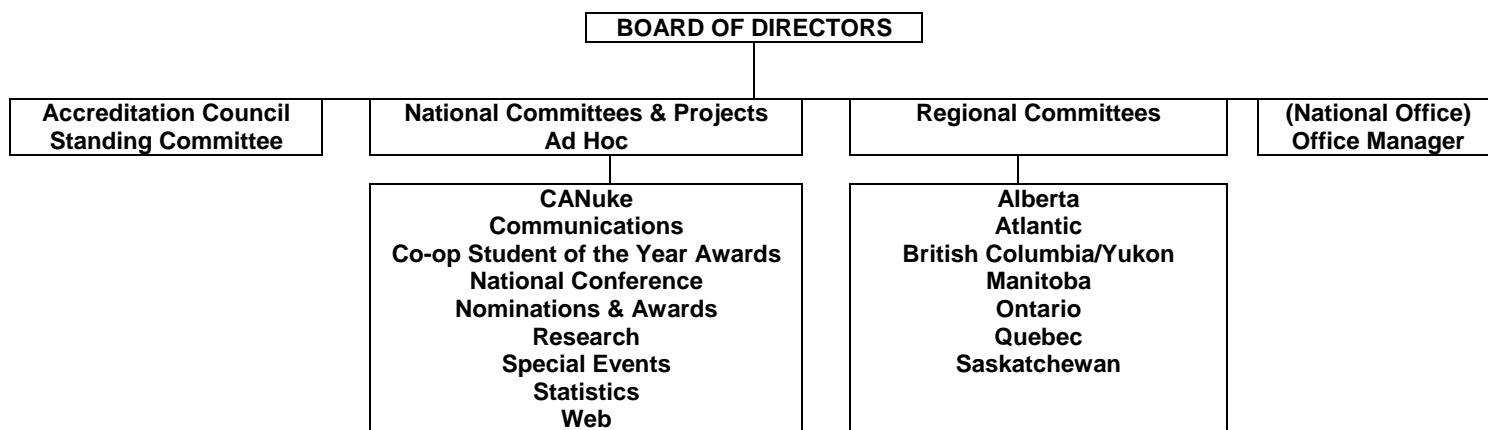
Manitoba: Diane Kunec, University of Manitoba

Ontario: Lisa Whalen, Georgian College

Quebec: Christine Tremblay, Laval University

Saskatchewan: Darci McDonald, University Regina

CAFCE ORGANIZATION CHART



CAFCE ACTIVITIES CALENDAR (2006-07 MEMBERSHIP YEAR)

September 1, 2006	Membership - Renewal Drive
November 7, 2006	Meeting - Board of Directors, Strategic Planning Session
November 8, 2005	Meeting - CAFCE 2005-06 AGM with Reception
January 30, 2006	Award - Deadline for CAFCE Co-op Student of the Year Awards Nominations
February 2007 (TBA)	Meetings – Accreditation Council/Board of Directors/Committees
March 19-23, 2007	National Co-operative Education Week
May 31, 2007	Committees - 2007-08 Budget/Proposal Submissions
June 2007 (TBA)	Meeting – Board of Directors' 2007-08 Budget Meeting
June 22, 2007	Award – Deadline for CAFCE 2006-07 Award Nomination
August 4, 2006	Election – Nomination Forms out for the CAFCE 2007-08 Board of Directors