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President’s Message

Anne Fannon – CAFCE 2016/17 President

Dear colleagues,

It is my pleasure to provide one last update on the work of the CAFCE Board. As you know, this has been an incredibly busy year with considerable national attention on the importance of work-integrated learning. All of us on the Board have worked hard to position CAFCE as a key partner on these initiatives and to ensure that, as an association, we are poised to contribute to the national discussion. Below, I’ve provided a summary of some of the work that we’ve done this year and some important next steps.

Public Services and Procurement Canada (PSPC) – Phoenix Pay Issues
- Advocated with PSPC to raise awareness of the significant number of students affected by the Phoenix pay system.
- Worked with PSPC to establish a system for collecting and resolving student cases.
- **Next steps:** continuing to liaise with PSPC to ensure that systemic Phoenix pay issues are resolved; working to address previously submitted but still unresolved cases.

Student Work-Integrated Learning Program (SWILP)
- Developed relationship with Employment and Social Development Canada (ESDC); positioned CAFCE as an important partner for SWILP; advocated for access to SWILP positions across the country.
- Connected with initial potential SWILP partners to introduce CAFCE and offer assistance in the development of individual SWILP programs.
- Developed key CAFCE contacts for each SWILP program (as part of the Government Relations Committee) and coordinated a series of webinars for most SWILP programs.
- Advocated for the importance of SWILP programs to work with existing job matching systems (ORBIS, Symplicity, etc.).
- Working with ESDC on establishing a national council on WIL which will aim to bring together government, industry and post-secondary institutions to develop systems for sustainable growth in quality work-integrated learning experiences.
- **Next steps:** Connecting with the next round of SWILP partners; using our collective experience to inform the evolution of the program; working with ESDC on technological solutions to increase access to SWILP postings across the country; launching the national council.

Business/Higher Education Roundtable (BHER)
- Invited BHER to speak at the last year’s annual general meeting.
- Maintained communication with BHER and provided updates on important initiatives including the proposed expansion of CAFCE’s mandate, the national database, and the creation of the national council on work-integrated learning.
- **Next steps:** Connecting after the AGM to discuss CAFCE’s mandate and role in supporting the growth of WIL in Canada.

Proposal to Expand Mandate
- Established working group comprised of Directors and Managers (DMAC) and CAFCE board members to:
  - Complete environmental scan of similar national and international associations; develop timeline and plan for member consultation.
  - Develop consultation channels and tools including regional association meetings, DMAC meetings, DMAC survey; CAFCE Town Hall; individual consultations.
  - Draft by-law revisions; solicit member feedback; revise and distribute to membership.
• **Next steps:** Vote at AGM; pending successful vote: fill WIL Director-at-Large positions; review scope of each committee; update website and communication materials; recruit new members.

As you can tell, while we’ve made some significant strides, there is a lot of important work for CAFCE to do in the months and years ahead. I fully believe that we are well positioned to take on that work and to lend our collective expertise to the national conversation on work-integrated learning.

On a personal note, I’d like to thank the CAFCE membership for the opportunity to serve as your President. It has been a transformative experience for me. I’d also like to thank the CAFCE board, DMAC, and the countless CAFCE members who helped to support me and CAFCE’s work this year. Your wisdom, time, expertise, and kind words are truly appreciated.

Best wishes,

Anne-Marie Fannon
2016/2017 CAFCE President
Accreditation Council

Muriel Klemetski – Chair

Chair – Muriel Klemetski, Simon Fraser University
Council Members – all accredited institutions have a membership on the Accreditation Council.

In person Accreditation Council meetings were held on November 3, 2016 in Waterloo, Ont., March 9, 2017 at George Brown College in Toronto, Ont., and May 27, 2017 in Vancouver.

Accreditation Council Accreditation Applications:
The Accreditation Council congratulates the following universities and colleges that received CAFCE Accreditation status and thank the review teams for their dedication and volunteerism.

Accreditation Council Approvals:
- College of North Atlantic
- Laurentian University
- New Brunswick Community College
- Nova Scotia Community College
- University of Alberta

Accreditation Reviews in Progress:
- Camosun College
- Conestoga College
- Fanshawe College
- North Island College
- St. Francis Xavier University
- Thompson Rivers University
- University of British Columbia - Engineering
- University of Lethbridge
- University of Prince Edward Island

Other Accreditation Council Business:
New co-op criteria and guiding principles were unanimously approved by the CAFCE membership during the November 2017 AGM held in Waterloo. The new criteria were the result of the introduction of the minimum 25% work term requirement for programs 2 years or less. Programs greater than 2 years remain the same with a minimum of 30% work terms. In addition, guiding principles to be supportive and inclusive of all students, including those with disabilities, were also added.

The Council finalized the revised Accreditation Application and the Rationale & Standards Document to assist Co-op Programs with their applications for CAFCE Accreditation. A Co-op Program Length Matrix was developed which differentiates work term requirements for various lengths of programs. The application for the CAFCE – ACCE BC Accreditation Reciprocity Agreement Application is now available for BC Approved Programs. These documents are available on the CAFCE website. The Council is also currently reviewing criteria and requirements for Entrepreneurial Co-op.
The annual CAFCE/ACDEC 2018 conference entitled *Embracing Change* will be hosted by the Institute for Co-operative Education at Concordia University in Montreal, QC. We are in the midst of planning and excited to welcome 250 delegates in our new and versatile University Conference Centre from July 29 to August 1, 2018.

We are fortunate to benefit from Concordia’s centralized services which provides us access to a dedicated Event Coordinator from Hospitality Services, Facilities Management and Instructional & Information Technology Services to help us think through the ins and outs of hosting a conference.

We will be working with Managing Matters to support us with the registration process as will use a local event management platform from Grenadine.co to create our web content.

We are proud to be designing a bilingual conference and collaborating with our ACDEC-Québec to respond to the call for proposals. The decision to have a French stream was based on feedback that came out of the 2016 CAFCE Conference in Moncton. We are aiming to have 4 conference streams with the overarching theme of *Embracing Change*; we are targeting proposals on topics of interest for member and non-member practitioners working with CAFCE, ACDEC-Québec (Francophone partners), WIL/Experiential Learning, and Industry partners.

Concordia is in the heart of downtown Montreal and has a rich and diverse culture. A city which remains alive at night especially during our summer festivals. All hotels are within walking distance of the conference site. At the moment we are blocking spots at the Sheraton Montreal, Novotel, the Residence Inn Marriott Westmount for those interested in an extended holiday with the family, and if you are looking for a full campus experience you can book a room in our Student Residence at the Grey Nuns.

As for next steps:
We have established our committee structure and will be putting a call out to CAFCE and ACDEC-Québec members to fill a few seats to ensure a good representation of our membership. Please follow up with Natalie Roper via natalie.roper@concordia.ca if you are interested in getting involved with a committee or have some recommendations to offer based on your past experience and conference interests.

We will put out a call for proposals shortly targeting the 4 streams. Our goal is to have a call out by early November and make decisions by mid-December. The website will go live in December or
January with the early bird registration. So keep an eye out for updates on the CAFCE website and newsletters.

We welcome your thoughts and ideas and look forward to *Embracing Change* in new and exciting ways.

Respectfully submitted,

Claude Martel, Conference Chair and Natalie Roper, Communications Chair
CAFCE/ACDEC 2018 National Conference – Concordia University, Montréal, Québec
PR and Communications Committee

Michael Andich – Chair

Mandate: The Public Relations and Communications Committee serves as CAFCE’s internal and external communications division and will extend the CAFCE brand by: responding to events and issues in the media, fostering communications and partnerships with NGOs, and advocating for change with governments.

Update: This past year the committee has been a holding pattern in anticipation of the change in CAFCE’s mandate, which has been a lengthy process playing itself over the entire term of this report. Recent initiatives for the committee such as overseeing the redesign of the CAFCE logo last year has, for obvious reasons, been shelved. This year the Public Relations & Communications Committee has had a role in, or been focused on:

- Suggesting improvements to the CAFCE website in Fall 2016 (this work was done by a 3rd party commissioned by the President).
- Facilitating updates to content for the International Committee (the work was done by Managing Matters/ExWare).
- Assistance to the President with messaging regarding the SWILP funding.
- Preparing for and staffing appropriately for the required marketing and communications work in anticipation of the AGM vote in November and the expected result of a change in CAFCE’s mandate from Co-op only to Work-Integrated Learning:
  - Focus of committee meetings has been for all members to understand the issues around the mandate change, have consensus on next steps and be deployed/resourced to support the strategy moving forward.
  - 2 new members have joined recently both with a passion for and experience with social media, an important asset for the committee and the association but not necessarily a strong capability to-date (Patricia Orozco & Kelsey Currie).

There was some significant turnover on the committee with 3 members departing (2 with new roles at their institution not involving Co-op/WIL and one retiring) but with 2 new members joining, so we’re down by one member.

PR & Communications Committee Members:

At the start of the year:
Michael Andich, George Brown College
Laurie Lahn, Wilfred Laurier University
Brien Convery, RBC
Angela Bohonos, University of Manitoba (change in role at U of M, resigned Summer 2017)
Lisa MacNeil, Mount Saint Vincent University (change in role at MSVU, resigned August 2017)
Denise Bacon, University of Waterloo (retired September 2017)

New Members:
Charlene Marion, Bishop’s University (joined Spring 2017)
Patricia Orozco, Laurentian University (joined Spring 2017)
Kelsey Currie, Fanshawe College (joined Summer 2017)
Co-operative Education Week Committee

Kirk Patterson - Chair

**Mandate:** To coordinate the National Co-operative Education Week during the month of March. Co-op Week in Canada took place during the week of March 14th to 18th, 2017. An announcement was sent out to all CAFCE members encouraging them to get involved. We launched our Social Media campaign and once again there was active participation in the contest. It is anticipated that for the 2018 event we will once again run the contest; however, if any one wishes to get involved with Co-op Week in Canada, I would love to hear from you.

Start your planning today for 2018. The official date for Co-op Week in Canada will be March the 19th to 23rd of 2018. There could be some changes to co-op week, pending any mandate changes at the CAFCE AGM.

Co-op Week in Canada has improved over the past five plus years and each year those directly involved has worked 110%. The feedback that was sent to me is as follows:

1. Facebook did not work out as a good advertising media for this contest. Privacy settings and poor numbers contributed to a participations rate.
   a. CAFCE should keep a Facebook account for members to engage with each other and share resources.
2. Twitter did very well this year with over 45,000 impressions on the @CAFCE_CoopWeek account!
   a. CAFCE should continue to use twitter and be as active as possible.
   b. Multiple contributors for #coopweek would be excellent.
   c. Having French tweets that are live and responsive would increase participation in Quebec, Northern Ontario, and in the Maritimes.
   d. The majority of the interactions came from BC and Ontario. Better promotion to the other schools is needed.
   e. The majority of tweets came from co-op practitioners, we need to do better advertising to our employers and students.
3. LinkedIn had moderate engagement from co-op practitioners and some students and businesses
   a. CAFCE should keep using LinkedIn and share more relevant articles and information.
4. Instagram was launched this year! We are happy to see good student and employer engagement on this platform. Since this platform is not typically associated with work, it was really great to see WIL integrated into pop-culture.
   a. Keep Instagram.

**Some other recommendations from the CWIC Committee are as follows:**

1) Paid Hootsuite account will allow for better facilitations of CAFCE and EWO social media accounts - to be run by Kelsey Currie - Fanshawe College.

2) More money needed for prizes in future years:
   a. Student prizes are good but I would like to see more funding for a few employer prizes and a possible institution award for the school which posts the most.
   b. Employer prizes should continue to be a donation to a charity of their choice.
   c. Student prizes should have the option of a donation to a charity as well.
   d. Student prizes should be re-evaluated annually.

3) French tweets should be composed for #coop week.

4) All CAFCE accounts should remain active throughout the year in order to keep co-op current in the minds of our stakeholders.

5) The most interactions were generated from tweets that were less formal. **Plain language should be used.**

6) B2B conversations gained more attention on all platforms.

The winners for the contest are listed on the CAFCE website and a big thank you goes out to all those that took part in this contest.
CAFCE Co-op Week Grand Prize Winner:
Candy Box Marketing

Twitter stats from coop week:

- We had an average 9000 impressions on twitter per day over co-op week.
- We had 48000 impressions on twitter during the week of co-op week.
- Our tweets had the most impact on Monday and Tuesday, with about 11000 impressions per day.
- Wednesday had about 7000 impressions and Thursday and Friday had about 6000 impressions.
- Twitter remains our most popular source of engagement for #coop week.
- We had a total of 161 retweets during co-op week.
- Our tweets with calls to action seemed to have more impressions and engagement than those where we just shared facts.

If you would like to be involved please email me. This is my last year as the chair of the event so if someone wishes to work alongside me and step into the chair role for 2019 I will welcome you and even buy you lunch to thank you.

One last BIG thank you out to Kelsey Currie from Fanshawe College for all her hard work with the social media aspect of this event. I also want to thank each Co-op individual that participated or encouraged your school to be involved. GREAT work!

Once again, if you are interested in volunteering for Co-op Week in Canada, please feel free to email me at pkpatterson@uwaterloo.ca.
Co-op Student of the Year Awards Committee

Laurie Lahn – 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 programs, co-op work terms, and service to their peers and community during the previous calendar year.

The Recipients of the CAFCE 2015 Co-op Student of the Year Awards:

The Canadian Association for Co-operative Education (CAFCE) announces the 2016 Co-op Students of the Year: Brianna Guild, University of Guelph and Kaye Mao, Sheridan College.

Rising to the top, from a field of 17 nominees, Brianna and Kaye embodied all the attributes of outstanding co-op students by making a significant impact in their co-op work term, achieving high academic performance, showing commitment to enhancing the profile of co-operative education at their post-secondary institutions, and making a difference in their communities.

Brianna Guild recently completed her final semester of the Biochemistry Co-op program at the University of Guelph. She was nominated for the CAFCE Co-op Student of the Year award by her co-op coordinator, Andrew Kramer and her co-op employer, Dr. Jim Uniacke, Assistant Professor in the Department of Molecular and Cellular Biology at the University of Guelph. “Brianna works very well within our team and can collaborate with a variety of different people within or outside our department,” says Dr. Uniacke. “She has without a doubt improved morale and work ethic within our team through her leadership and positive energy.” During her work term, Brianna played a key role in developing a procedure to culture human cells in physiological oxygen using a hypoxia workstation; this procedure garnered national media attention. She also co-authored a manuscript that was recently accepted for publication in the Journal of Visualized Experiments, and that will accompany the video of the procedure. She has presented her work at several local and national meetings and won best undergraduate poster at the Guelph Neuroscience Day. Brianna is the recipient of the University of Guelph's Co-op Student of the Year Award and the Collin Cureatz Memorial Award for Co-op Student Involvement.

Kaye Mao is a student in Sheridan College’s new Interaction Design program and is the first Sheridan student to be selected for a co-op term with Google in New York. Kaye’s strength as a leader quickly became evident as she not only led a team with Google, but also increased motivation and classroom attendance in her program. Kaye demonstrated leadership by founding the Sheridan Interaction Design Association. As a volunteer, she mentors her colleagues in finding positions and has represented her program as a Sheridan Ambassador. Kaye divides her time between a personal blog to promote the co-op program and the association, and social media marketing. Kaye’s wealth of professional experience is highlighted by her academic achievements and volunteerism in the community. She has demonstrated incredible drive, positivity, and the ability to excel academically, professionally and personally. Kaye is an exemplary representative of Sheridan College and of Co-operative Education.

In addition to receiving a $500 cash award from CAFCE, with a certificate to commemorate their achievements, Brianna Guild and Kaye Mao will each receive the $500 Emery-Dufault Award. The Emery-Dufault Award was established by CAFCE in 2003 in recognition of the contributions of two of the founding fathers of co-operative education in Canada, Dr. Charles Leslie (Les) Emery and Professor George Joseph Dufault. Les Emery first introduced the idea of co-operative education to Waterloo College Associate Faculties, the forerunner of the University of Waterloo. His proposal and subsequent work led to the establishment in 1957 of the first co-operative education program in Canada. George Dufault set up and headed the Department of Co-ordination, now known as Co-operative Education and Career Action department, until 1958.
To the members of the Co-op Student of the Year Awards Committee (2016/17), thank you for your commitment and countless hours of diligence in reading, scoring, and ranking the nominations. Your collegiality and support are appreciated.

Co-op Student of the Year Awards Committee Members:

Claudia Sperling, University of Victoria (Board Representative)
Laurie Lahn, Wilfrid Laurier University (Chair)
Frederick Francis, Concordia University
Erin Gillespie, University of New Brunswick Saint John
Gwen Litchfield, Simon Fraser University
International Co-op Committee

Shabnam (Shay) Ivković – Chair

The International Committee functions as a CAFCE working committee to provide resources and support CAFCE initiatives that support:

- Mobility of co-operative education students to countries outside of Canada
- International visa students enrolled in co-operative education programs in Canada

2016/17 Accomplishments

Continuing from last year

- Reviewed with members in detail the outreach ‘post card’ for the international committee and outbound mobility exploration ‘activity’ that was presented at the CAFCE 2016 breakfast session.
  - The committee did not get time to conduct the activity entirely, but the attendees left with some thought-provoking questions to consider in designing their outbound mobility programs.
  - The post card and activity handout are attached.
- Promoting International student mobility that has been occurring through Canadian Universities and Colleges to the IEC (International Experience Canada) office (the IEC Canada office is operated by CIC Canada).
- Advertising our J-1 visa to the USA preferred CAFCE Partnerships with Cultural Vistas and CICD.
- Exploring opportunities to develop closer ties between CAFCE and CBIE. CBIE is happy to support a CAFCE member sit on one of their (advisory) committees based on the letter of interest sent to CBIE. After a few follow-up conversations, Norah McRae is the nominated representative.

New to this year & ongoing

- Membership and logistics:
  - Two new members joined the committee.
  - All members were given ‘Dropbox’ access for seamless succession planning and document retention.
  - A common email address international@cafce.ca has been created for the Chair to use, and will be put into use in the coming year.
  - Call for expressions of interest for the new committee Chair for the 2018 year has been sent in early-October.
- Made a successful budget request to CAFCE to design and print outreach ‘post cards’ / ‘book marks’ / ‘laptop stickers’ for members who travel to conferences and organizations across the world.
  - Waiting on outcome of CAFCE AGM and potential renaming of organization to send proofs to the Board for approval.
- Reviewed content and layout of the international sections of the CAFCE website; several updates were made with Board approval.
  - The project started with developing resources for incoming visa students. Very quickly, the sub-committee realized the huge scope of this project: the likelihood of resources becoming deprecated very quickly, the many, many approaches to support models individual universities and colleges have, etc. As such, the committee recommended some best practices for staff supporting this group of students.
  - A special ‘thank you’ to Nicole Cork for her reliable and quick turn around on all requests.
• An update to the ‘mandate’ of the International Committee to better reflect the scope of the committee and supports it can provide have been sent to the Board for review and approval.

• A sub-committee is working on a proposal to submit for Board review on instantiating a ‘Co-op Student of the Year on an International Work Term’.
  o If approved, the committee will work with CBIE to solicit interest and support as a means of creating a richer collaborative relationship.

• A sub-committee is working on proposal recommendations for presentation of the International Committee’s activities and highlights to CAFCE members at the CAFCE 2018 Annual Conference.

• Continue to explore opportunities to develop closer ties between CAFCE and NAFSA, ACEN, and other such WIL and internationalization organizations for knowledge-sharing on several issues of interest, such as, growth in outbound mobility, best practice guidelines around third-party providers, etc.

Committee Membership

The committee had four meetings (27 Oct’16, 24 Jan’17, 27 Mar’17, 26 Sep’17), and will schedule one for November 2017. Due to busy summer schedules, there was a Summer ‘gap’ in meetings (the June one had to be rescheduled due to lack of quorum at the meeting). Additionally, various sub-committee have also met to further our project goals.

My sincere thank you to all members for their active and committed participation!

Chair: Shabnam (Shay) Surjitsingh Ivković, University of Waterloo
Board Rep: Ross Johnston, University of Waterloo

Committee Members:
Melanie Richardson, Centennial College
Frederick A Francis, Concordia University
Veronica Ennett, Dalhousie University
Anil Raheja, Memorial University of Newfoundland
Lisa Russell, Memorial University of Newfoundland
Amy Lee, Simon Fraser University
Javed Iqbal, University of British Columbia
Jenny Cruickshank, University of Calgary
Heather Hacior, University of Lethbridge
Marc-André Daoust, University of Ottawa
Karima Ramji, University of Victoria
Mami Schouten, University of Victoria
Shabnam (Shay) Ivković, University of Waterloo
Jessica Adkin, University of Winnipeg
Laurie Lahn, Wilfrid Laurier University
Marlène Canuel, Bishops’ University
Membership Committee

Susan Soikie – Chair

1. Facilitated the third offering of the CAFCE Mentorship Program in April – July 2017 with 36 CAFCE Co-op practitioners participating. The program continues to be strongly valued, as seen in the consistent high participation rate, testimonials from past participants & by 100% of participants agreeing that they would recommend the program to other CAFCE members.

2. Recognizing that running the CAFCE Mentorship program using SFU’s online platform (Canvas) and staffing time (about 30 hours/session for set up, facilitation, and communication) was not feasible long term, the committee developed a new sustainable plan for providing CAFCE members to have mentoring connections. After reviewing new options, the committee selected 10K Coffees as the new mentorship platform for CAFCE members. The CAFCE Café is a closed community that will connect CAFCE members to have multiple meaningful mentorship conversations. The platform will allow members to expand their co-op network, learn more about the field, have career conversations, and to meaningful conversation with others in their industry. Launching a pilot and then rolling out the program to all members will occur in the 2017-2018 year.

3. Started initial conversations with PR committee to plan for potential new membership outreach, as well as website membership welcome and material. Implementation schedule to be determine in 2017-2018.

2017-2018 Goals

1. Launch the CAFCE Community 10K Coffee CAFÉ, the new mentorship program for CAFCE members
   a. Announcement Nov 2017
   b. Recruit 10K Coffee volunteer platform coordinator
   c. Pilot with board and DMAC Nov & Dec 2017
   d. Program launch Winter 2018

2. Develop plan for engaging current and new membership, which will include exploration of members’ benefits and values to make a more attractive membership package and broaden our audience base.

Committee Members:
Susan Soikie, University of Toronto Scarborough (Chair)
Kristine Dawson, Conestoga College (Board Liaison)
Shauna Tonsaker, Simon Fraser University
Cory Latimer, Sheridan College
Nomination and Awards Committee

Jasminn Berteotti – Chair

Mandate: To solicit, evaluate nominations and award the CAFCE Albert S. Barber, Dr. Graham Branton Research, and Service Awards, and facilitate the annual elections of the Executive to the Board of Directors. Members are appointed.

The Nomination and Awards Committee had the pleasure of reviewing nominations for the following awards. The winners are outlined below:

CAFCE SERVICE AWARD – Muriel Klemetski, University of British Columbia
The Service Award was instituted in 1989 to recognize meritorious service to the Canadian Association for Co-operative Education by its members.

The Service Award was instituted in 1989 to recognize meritorious service to the Canadian Association for Co-operative Education by its members.

The following is an excerpt from the Citation which will be read at the Award presentation during the CAFCE 2017 AGM in Victoria, BC:

Muriel joined the CAFCE Board in the 2013 elections as the Director-at-Large for Universities and became the Accreditation Chair when the previous chair stepped down in the summer of 2016 (for a 2 year term). Muriel has been a contributing member of the Accreditation Council since 2006, and brings her years of knowledge and passion for ensuring that Co-operative Education across Canada continues to strive to reach the highest standard.

Muriel has served both at a regional level as well as a national level. Her unwavering support of all things co-operative education and work-integrated learning, and her willingness to share her knowledge, have made her a “go-to” person for advice and guidance in all aspects of the work that we do. Muriel has enriched all of our lives and is very deserving of this years’ Service Award.

THE ALBERT S. BARBER AWARD RECIPIENT – No Award Presented This Year

The Albert S. Barber Award is presented in recognition of outstanding contributions made to the philosophy and practice of co-operative education in Canada. This award is sponsored by the University of Waterloo.

DR. GRAHAM BRANTON RESEARCH AWARD – No Award Presented This Year

The Dr. Graham Branton Research Award was instituted in 1989 to recognize significant contributions by CAFCE members to scholarly research in Co-operative Education and to encourage such research. The award was re-named to the Dr. Graham Branton Research Award in 1996, in his memory. The award is sponsored by the University of Victoria.

Nomination and Awards Committee Members:
Jasminn Berteotti, University of Lethbridge
Kelly Mahoney, University of Manitoba
Julie Walchli, University of British Columbia
Professional Development Committee

Bruce Wilson – Chair

Mandate: The CAFCE PD Committee develops and assists in the delivery of professional development opportunities for members via conferences, professional development sessions, webinars and webcasts, and meetings.

Committee Members:

Bruce Wilson, Chair (Jan. ’17)  Redeemer U.
Jennie Nilsson  University of Victoria
Jasminn Berteotti  University of Lethbridge
Anne Fannon (frmr. Chair)  University of Waterloo
Stefan Kerry  Ryerson University
Lucie Gendron  University of Ottawa
Natalie Roper  Concordia University
Charlene Marion  Bishop’s University
Kyler Crawford  Dalhousie University
Nicole Cork  Managing Matters

The P.D. Committee builds on ideas that originate from the Board, from CAFCE members, and between committee members. The spectrum of professional development opportunities possible is quite wide and we encourage you to think of where you and other practitioners might benefit, if you shared your idea.

In the last portion of this year, we presented a two-part, multi-presenter, webinar series entitled: A Co-op for All: Fostering an Environment of Inclusiveness. This event coincided with National Co-op Week and was intended to expose and upgrade our mutual understanding of the situations facing our students when they have visible or invisible disabilities. We heard from the stakeholders: an employer, a former student, a Co-op practitioner, a university policy officer, and an advocacy organization. We would like to acknowledge and thank once again, Stefan Kerry (Ryerson) who was the moderator for the series; our President, Anne-Marie Fannon (Waterloo), who introduced the series from CAFCE’s perspective; Marie-Claude Gagnon (Ottawa), their Accessibility Policy Officer; and Phil Brown (UTSC), representing the practitioners’ perspectives. On Day Two, we heard from Tim Rose (Magnet), a former Ryerson University student who is Magnet’s Diversity and Disability Advocate; Lisa Kelly (Canadian Business SenseAbility), who brought the advocate’s view; and from Francis Vauclair, Sodexo Canada, who shared the employer’s perspective. Feedback from the series was very positive and seemed to have delivered on both quality and quantity criteria. However, it was strongly felt that more on this topic is warranted. The Committee is considering offering further opportunity in that way.

Whereas we would normally have scheduled a “new year” professional development event in September, this has been postponed to allow for a series of CAFCE-led webinars speaking to the new developments from SWILP. A webinar which builds on a presentation from the Vancouver conference, presented by two of our own, Lucie and Kyler, will instead be delivered in 2018.

We are supporting the Victoria-based Annual General Meeting with a panel on indigenous issues, entitled: Cultivating Meaningful Connections: A dynamic look at how to intentionally build lasting relationships within the WIL context. This is being coordinated in no small part by Jennie Nilsson, from U. Victoria and a member of this Committee. We will hear from indigenous students, practitioners, and both aboriginal and non-aboriginal employers of indigenous Co-op students.

We anticipate offering a webinar in February, currently being architected, addressing legal and risk issues for work-integrated learning students. The final details are being arranged as we work through Osgoode Professional Development. Our working title is: Legal Risk Management Issues in Work-integrated Learning. We expect it to be promoted very soon and the planned offering date is February 15, 2018.
I would like to thank Anne Fannon for easing the transition and Claudia Sperling for her perseverance with me. And, of course, to the committee members...amazing energy, creativity, and enthusiasm exhibited always. Thank you.

Bruce Wilson
Chair, PD Committee.
Government Relations Committee

Anne-Marie Fannon – Chair

After years of ad hoc government advocacy actions, the CAFCE board determined to establish a formal government relations committee in 2016. This year, terms of reference were established and members were recruited for this committee. The following goals were set for the newly formed Government Relations committee:

1. Determine priority issues CAFCE should present in its lobbying initiatives to the federal government and oversee the CAFCE Board’s advocacy initiatives with the federal government.
2. Collaborate with the CAFCE Board and other CAFCE Committees in presenting well researched positions to relevant contacts in the federal government.
3. Assist in establishing CAFCE’s role in developing national policy as it relates to the federal government’s initiatives on post-secondary co-operative education and work integrated learning (WIL).
4. In 2017, the committee focused primarily on the third goal. Government Relations committee members became representatives for the various federal Student Work Integrated Learning programs. Members established relationships with each SWILP partner and assisted in the coordination of webinars for the different programs. Supporting the expansion of SWILP will continue to be a priority for the government relations committee moving forward.
5. After one year of operation, the Government Relations committee is establishing itself and its key areas of intersection with the federal government. In subsequent years, it is expected that the committee will further formalize its work including preparing annual submissions for the Standing Committee on Finance pre-budget consultations and preparing a written response to the Federal Budget. I’d like to thank the many CAFCE members who supported our work with the Federal government this year - both as part of the committee and through our work with SWILP.

Respectfully submitted,

Anne-Marie Fannon
Chair, Government Relations

2016/2017 Government Relations Committee Members

Muriel Klemetski  klemetsk@sfu.ca
Anne Fannon  amfannon@uwaterloo.ca
Jasmimm Berteotti  bertjf@uleth.ca
Jeff Chamberlain  jeff.chamberlain@uwaterloo.ca
Elaine Fenner  elaine.fenner@senecacollege.ca
Kristine Dawson  kdawson@conestogac.on.ca
Gaby St. Pierre  gaby@uottawa.ca
Julie Walchli  julie.walchli@ubc.ca
Over many years CAFCE has worked toward providing an National overview of Co-op in Canada and we are pleased to provide our inaugural CAFCE National Statistics Database report for the September 1, 2016 to August 31, 2017 academic year. In total, 48 institutions representing all regions of Canada supported 65,428 students participating in Co-op work terms.
**Occupational Discipline Breakdown**

<table>
<thead>
<tr>
<th>Discipline</th>
<th>Number</th>
</tr>
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<tbody>
<tr>
<td>Agriculture</td>
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<tr>
<td>Arts/Humanities/Social Sciences</td>
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<tr>
<td>Business/Administration</td>
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<tr>
<td>Science</td>
<td>6512</td>
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<tr>
<td>Technical/Trades</td>
<td>1003</td>
</tr>
</tbody>
</table>

*Please note full reports are available in the appendices*
Research Committee

Judene Pretti – Chair

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

Committee Members:

Earl Anderson, BCIT, British Columbia
Christine Arsenault, University of Toronto Scarborough, Ontario
Stefanie Corona, Concordia University
Maureen Drysdale, St. Jerome’s University and the University of Waterloo, Ontario
Rocco Fondacaro, University of Waterloo, Ontario
Stacey Gaudette-Sharp, University of Lethbridge (Board Representative)
Nancy Johnston, Simon Fraser University, British Columbia
Charlene Marion, Bishops University, Quebec
Norah McRae, University of Victoria, British Columbia
Judene Pretti, University of Waterloo, Ontario (2016-2017 Chair)
Heather Skanes, Memorial University

2016-2017 Goals and Accomplishments:

- Information sharing (CAFCE Board, ACE, CAFCE-Atlantic Research committee, WACE International Research Group).
- Promote and administer the CAFCE research grant.
- Plan a session centred around the topic of research for the CAFCE/CACEE/ACE conference.
- Move forward with changes to the Co-op Wikipedia page and the introduction of other related Wikipedia pages.
- Feedback during the process of creating the Co-op and Work-Integrated Education Portal being developed by Waterloo.
- Continue to discuss and promote the use of the Comparative Matrix (co-op and other forms of WIL) developed by ACCE within our various contexts.
- Closer connection to the CAFCE database group.

Examine feasibility and opportunities for research projects conducted by our committee; what can we learn from ACE? How can we create a structure/culture to conduct research as a group? What questions do our members have? Can we ask our PD committee for ideas? Are there specific areas of interest to the board? What opportunities will the new database generate for us?

**Information Sharing re: Research in WIL**

The committee held six meetings via conference call over this year as well as two months where email updates were shared with the committee. We are fortunate to have representatives from the Board, ACE, and CAFCE-Atlantic and from WACE who provide updates on the work of those units at our research meetings.

2017 Research Grant

Promotion of the research grant began in December 2016, where an informational email and poster were emailed to the entire membership to encourage proposals and attract practitioners. The deadline for applications was March 31, 2017.

The committee was very pleased to receive a number of strong proposals this year. A proposal to build on the ACCE WIL matrix work to create a national framework and tool was submitted by Norah McRae and Nancy Johnston and forwarded to the board who agreed to fund the work. The research proposal initially selected by the
CAFCE research committee to fund this year was withdrawn in September due to some unexpected circumstances. As a result, the research committee is reviewing the other previously submitted research proposals and will select a recipient for the grant in the next month.

**Wikipedia Pages**
The committee identified and submitted some changes to the Co-operative Education Wikipedia page to reflect the Canadian perspective on co-operative education including the role of CAFCE. There is still an opportunity to update the page with links to more recent research. Additionally, with the proposed change to the CAFCE mandate and the lack of a “Work-Integrated Learning” web page, there may be an opportunity for additional work in this area.

**Work-Integrated Learning Research Portal**
The WIL Research Portal ([www.wilresearch.uwaterloo.ca](http://www.wilresearch.uwaterloo.ca)) which has been under development for a few years at Waterloo. The CAFCE research committee has been supportive through the development of the portal with feedback and is sharing ideas and plans for future development within the portal.

**Continued Promotion of the ACCE WIL Matrix**
We were pleased to see the submission by Nancy Johnston and Norah McRae (see Research Grant section) to move this work forward.

**Connection with the CAFCE Database Group**
We hope that one of the ways the research committee will be able to serve the CAFCE members is by demonstrating the research value of the data being submitted to the CAFCE database. We have had some informal contact with those involved in supporting the database at Waterloo, but would like to pursue this connection more this year.

**Conducting Research as a Committee**
Progress was not made on this item during the 2016-17 year but will be revisited during 2017-18.

**Membership and Leadership**
The committee was pleased to welcome Stefanie Corona from Concordia to the research committee for 2016-17. Judene Pretti, University of Waterloo, has agreed to continue the role of research committee chair for 2017-18.

**CAFCE Research Grant Sponsorship**
Waterloo Centre for the Advancement of Co-operative Education will sponsor the 2018 grant.
General Updates:

- In response to growing concerns by PSE Co-op programs, employers and students across the province regarding STEP (Summer Temporary Employment Program) funding restrictions (they will no longer support Co-op positions as part of the eligibility criteria), I have initiated a letter-writing campaign outlining our concerns and our position. We are requesting reinstatement of Co-op work term eligibility and clarification of the criteria in this regard.
- There are no other forms of wage subsidy for hiring Co-o students in the province of Alberta.
- Co-op programs will mobilize their resources around this as best they can and forward the letter on to institutional administrators, student unions reps, local MLA’s and ministers.

Institutional Updates:

- **The University of Lethbridge**’s Diana Young has retired as the University of Lethbridge Arts and Science Co-op program Director (July 2017). Jasminn Berteotti (formerly Acting Director) has accepted the position of full-time Director of the Co-op and Applied Studies Programs. Heather Hacior has taken on the role of team lead/manager for Faculty of Management Co-op.
  - The University of Lethbridge Career Bridge office operationalized the ORBIS system in September of 2017.
  - Both U of L Co-op programs have taken earnest steps to engage indigenous students, stakeholders and employers in Co-operative education. Striking a joint committee, Co-op coordinators invited First Nations, community, and University stakeholders to come together with co-op staff to discuss and learn about indigenous student needs, challenges, aspirations for academic and work place success, and how the co-op programs could assist. Our achievements have included the recent negotiation of an agreement with Red Crow College (through which band funding is granted to students pursuing post-secondary) to ensure Blood Tribe students do not lose their priority for funding during co-op work terms. We are also working with the Blood Tribe Administration (BTA) and the Blood Tribe Employment and Skills Training (BTEST) office to set up new co-op opportunities with on-reserve employers, while working with current and potential co-op employers, in addition to community agencies and economic associations, to promote the benefits of hiring indigenous students.
- **Grande Prairie Regional College** has a co-op pilot project happening this academic year in Business Administration. We are currently accepting student applications into this optional/selective course with a work term happening between May and August 2018. The co-op term will be for students between first and second year.
- **Mount Royal University**’s Co-op program is only offered in The Bissett School of Business currently. Students can choose Co-op with: Accounting, Human Resources, Marketing, Finance, Supply Chain, International Business and Social Innovation. Students can also do a second work terms in Computer Information Systems that would be classified as Co-op.
  - Over the past few years we have hit our targets for student acceptance with Accounting and Finance both having wait-lists.
  - Finance was a pilot Co-op program introduced in Fall 2016, and with the success it’s already achieved with student and employer interest, this will now be a permanent moving forward!
  - This semester we have about 240 students in the Co-op program taking our 12 week Orientation Course, anticipated to commence their first work term in 2018.
Atlantic Regional Report

Anna Cranston – CAFCE Regional Representative

In concert with our colleagues across the country, this past year Atlantic Canada has been deeply involved in conversations about the expansion of the CAFCE mandate to include other forms of work-integrated learning. At a special professional development event held during national co-op week, we spent two days exploring the topic, and were pleased to share the resulting feedback and insights as the conversation continued across the country.

At a provincial level, the governments in New Brunswick and Nova Scotia have continued to focus attention on work-integrated learning and experiential learning. In New Brunswick a special task force will be working on the establishment of experiential learning in post-secondary institutions. In Nova Scotia the work of the provincial experiential learning sub-committee continued with the distribution of more than $500,000 to support 11 projects across the provinces universities and colleges. At the institutional level, our colleague across the Atlantic region continue to navigate change, be it the integration of new technology, or expanded departmental mandates and mergers. An example of this is at the University of Prince Edward Island where a new work-integrated learning department was formed, combining co-op and career services, with a mandate to coordinate and expand work-integrated learning and experiential learning opportunities across campus. It is also worth noting that co-op and WIL is enjoying a resurgence at Cape Breton University with 24 co-op placements, and 234 internships and work placement, this past year.

The CAFCE Atlantic Research Committee has worked diligently this year to report findings on ‘The Co-op Advantage’, drawing on data from the Maritime Provinces Higher Education Commission study of the class of 2012 graduate outcomes, two years after graduation. After sharing the results both at the CAFCE Atlantic professional development event, and the Better Together conference in Vancouver, the summary info graphic is now available for review at http://cafceatlantic.com/wp-content/uploads/2015/06/CAFCE-Atlantic-Infographic.pdf.

Objectives for our regional association for the 2017/18 year include continued conversations regarding expanding the CAFCE mandate and the impact it will have on CAFCE Atlantic. CAFCE Atlantic will continue to inform and represent the interests of members as these trends and initiatives evolve, as well as continue to provide professional development and resources in the field of cooperative education.

CAFCE Atlantic Executive members for the 2017/18 year are:
Chair: Jean-Paul Crickard, Université de Moncton; Past Chair: Doug Gallant, Dalhousie University; CAFCE National Representative (until Nov 2017) Anna Cranston, Dalhousie University; Chair Elect: Shirley Noseworthy, Memorial University of Newfoundland; Treasurer: Joanne Firth, Dalhousie University; Secretary: Perona Datta, Dalhousie University;

Members-at-Large: Claude Lavoie (NB), Université de Moncton, Claire Avery (NFLD), Memorial University of Newfoundland, Kelly Tracey (NS), Dalhousie University, Megan MacLean (PEI), University of Prince Edward Island.
Claudia Sperling – CAFCE Regional Representative

It has been another busy year for the Association of Co-operative Education in BC/Yukon (ACE) with 194 members from 15 member institutions. We were particularly proud this past year to be the host province for the first-ever three-Association joint conference held in Vancouver at the end of May 2017. Members from ACE, CACEE and CAFCE joined together for learning, sharing best practices and networking. And of course, we continue to celebrate our 25th Anniversary throughout 2017 with a final celebration planned for mid-November.

The Government of BC has continued to support co-operative education by renewing the BC Tech grant, continuing to showcase Co-op on Work BC’s website and providing another year of funding through the Ministry of Advanced Education to all of our member institutions, as well as ACE and ACCE (the Accountability Council for Co-operative Education in BC). Last year’s funding from the Ministry of Advanced Education allowed us the opportunity to build a new website as well as hire a Co-op student to work on all the content: http://co-op.bc.ca/.

Each of our Committees have been hard at work and I cannot thank our Board members and Committee members enough for all the volunteer work that they do. Just a few of the highlights include the new website, fun and informative ProD sessions, new member initiatives, ongoing research that is being shared provincially, nationally and internationally, and additionally, all the work to improve and enhance our relationships with government and other external community members. Of particular note is the enormous amount of work by so many ACE members towards a very successful 2017 Conference.

The Awards Committee has also worked hard to bring recognition to our Co-op Students of the Year (Gavin Poole from Camosun College and Paul Kim from the University of Victoria), our Industry Partner of the Year (Parks Canada), and of course, we are thrilled to recognize one ACE member who consistently goes above and beyond through our Outstanding Service Award (Cynthia McLean from BCIT). We are looking forward to continuing with many more activities that support ACE members and co-operative education within BC/Yukon, and working collaborative with CAFCE. In particular, our Accountability Council for Co-operative Education (ACCE) has begun the work of expanding the mandate for both ACE and ACCE to include other forms of work-integrated learning, and we are working to ensure that this aligns with the future direction of CAFCE and its expanded mandate.

ACE-BC Board of Directors for 2016/2017: President – Claudia Sperling; Vice President - Heather Workman; Treasurer – Claudia Sperling; Secretary and University Director - Caroline Wakelin; Colleges/Institutes Director - Tanya Tarlit; Interior Director – Larry Iles; Lower Mainland/Vancouver Island Director – Jennie Nilsson; External Relations Chair - Muriel Klemetski; Research Chair - Earl Anderson; Communications Co-Chairs – Rebecca Sum and Ash Senini; Professional Development Co-Chairs - Jennie Nilsson and Anna Jubilo; Membership Co-Chairs – Larry Iles and Nicole Yeasting; Director at Large - Simone Longpre; ACCE Chair – Norah McRae; and Ministry Liaison – Brian Train.
Manitoba Regional Report

Krystle Robinson – CAFCE Regional Representative

It has been a very busy year for CAFCE Membership across the Manitoba region. As the new Manitoba Regional Representative, I have had the great pleasure of connecting with many of Manitoba’s members both in person and at a distance and initiated opportunities to make membership in this region more active, informed, and connected. The highlight for most regional members was attendance at the 2017 Better Together joint CACEE/CAFCE/ACE Conference in Vancouver this year! Several members were able to attend the conference including representatives from Brandon University, University of Manitoba, Manitoba Institute of Trades and Technology, and University College of the North. Overall, the conference was considered a very beneficial professional development and networking opportunity for all those in attendance!

Across all member institutions, cooperative education programs continue to grow and expand, reporting many successes and celebrations over the past year! The Asper School of Business at the University of Manitoba has reported the largest number of Co-op placements in their program this year at 327 and they will be applying for re-accreditation in the upcoming year! They are also exploring offering a co-op option in the MBA program for launch in 2019. Brandon University is the newest CAFCE member to join the region and co-op programs in nine program areas are currently being developed for launch in September 2018. As well, co-op and other WIL programs are currently in development at the University College of the North, to be launched in September 2018. Congratulations on a job well-done!

It has been an exciting year of growth and expansion for cooperative education in the region and it has been my pleasure to serve as the 2016/2017 Manitoba Regional Representative!

Respectfully,
Krystle Robinson
Ontario Regional Report

Ross Johnston – CAFCE Regional Representative

Throughout the year, there has been strong support and communication with Griffith D’Souza, President, of our provincial association, Education at Work Ontario (EWO).

At the EWO annual conference and AGM in May, EWO and Ontario CAFCE members strengthened their support of the organization and its renewal, through its newly elected board. The new EWO board has begun the process of forming a new vision, mission, values and goals for the future with input from managers, directors and members. Similar to CAFCE, EWO will examine an expansion of its mandate to include other forms of work-integrated learning (WIL) besides co-op. With a new vision and direction, EWO will move towards being an integral part of shaping WIL in the province of Ontario.

EWO members were contacted and encouraged to participate as well as send data into CAFCE’s National Statistics Database. Participation continues to be monitored and encouraged with members. EWO is committed to a continued strong working relationship with CAFCE as it grows in the future.

Earlier in the year, students working for Public Service and Procurement Canada (PSPC), were heavily impacted by issues relating to the new public service pay system (Phoenix). This resulted in students either receiving no pay or incorrect pay. As a result, CAFCE became involved along with individual institutions, to raise concerns and look at ways of supporting students who were effected. The number of new issues has decreased substantially, however CAFCE remains engaged with PSPC on these issues until they are confirmed as fully resolved.

As a current Board Member of Co-operative Education & Internship Association (CEIA), I was also able to form further connections between CAFCE/EWO & CEIA. There is now a link to CEIA’s website on the front page of the CAFCE website, opening up further information and networking material to CAFCE and EWO members. CEIA’s website now also contains a separate webpage for international members, with useful updates and information that can add further value to CAFCE and EWO members.

This year has been a foundational year for potential, historic change. Much needed as our association evolves to meet trends and industry demands. An exciting time is ahead and I have been grateful to serve and add input on behalf of the CAFCE membership, within Ontario.
Quebec Regional Report

Charlene Marion – CAFCE Regional Representative

Provincial Update

Despite continued budget cuts in both the cegep and university sectors, the push for co-operative education and work integrated learning (or Alternance Travail-Etudes) continues to be strong across the province. Recently, former president of Mouvement Desjardins and current president of la Cooperative Alliance Internationale declared that the executive board on economy and innovation in the province should look to multiply the numbers of placements for students, specifically with respect to international students. This is encouraging as most colleges and universities have significantly shifted their recruitment efforts abroad.

Furthermore, ACDEC-Quebec is committed to forging stronger ties with the Ministry of Higher Education and Research to continue to show how co-op and WIL activities can positively impact the economy.

Association Update

ACDEC-Quebec continues to rely on the goodwill and strength of its volunteers. The focus is to continue to offer the best value to its members and further increase its membership from both the institutional and employer areas.

The members were graciously welcomed at the AGM this year at Université de Sherbrooke where they were treated to facility tours, a plethora of interesting speakers and plenty of time to network with colleagues. Next year (May 23-25, 2018), Le Manoir Rouville-Campbell in Mont Saint-Hilaire will play host to the AGM and professional development activities.

Executive Committee
Président : Pierre Simard, Vice-présidente : Johane Lépine, Secrétaire : Andréanne Lemonde, Trésorière : Louise Grégoire, Administratrices : Dominique Bohbot, Julie Coderre et Marthe Giguère, Administrateur: Johnny Gauthier, Adjointe administrative : Francine Fredette (info@acdec-quebec.org)

CAFCE 2018
Quebec is thrilled to be hosting CAFCE 2018 in charming Montreal. At the helm will be Claude Martel and his dedicated team at Concordia University, who will provide this unique, bilingual conference. Through a strong partnership with ACDEC-Quebec, a whole stream of French professional development content will be provided for the first time in recent CAFCE history - a testament to our rich Canadian culture. We are excited to welcome CAFCE delegates from across Canada and around the world to our beautiful province!
Colleges and Universities-at-Large Directors’ Report

Kristine Dawson, Conestoga College – College Director-at-Large
Norah McRae, University of Victoria – University Director-at-Large

The primary focus for the Directors-at-large is on the co-ordination and facilitation of meetings for the Directors & Managers Advisory Committee for Co-operative Education in Canada (DMAC for CEC).

Three meetings of the DMAC for CEC were held in 2016/2017. There were more than 30 individuals in attendance, either in person or remotely, at each meeting held on November 1, 2016 at the University of Waterloo, Waterloo, ON; March 8, 2017 at George Brown College Toronto, ON; May 28, 2017 at the ACE/CACEE/CAFCE Better Together Conference in Vancouver, BC.

Major Discussion Items for the DMAC for CEC Meetings:

Accreditation Updates
President’s Updates and Updates from the CAFCE Board
Government Relations Updates
National Stats Database Updates
Expansion of CAFCE’s Mandate
  • Ongoing discussions offering strategic direction for the CAFCE board in regards to the expansion of the mandate of the organization
Guest Speaker Participation
  • Sarah Plouffe, Manager Employer Liaison Task Team Skills & Employment Branch, Employment & Social Development Canada
  • Mark Patterson, Executive Director, Magnet Today
Other Topics and Updates
  • Future conference updates
  • Mentorship program

Next DMAC for CEC meetings
  • Tuesday November 14, 2017 Victoria, BC – 1:00-5pm PST (CAFCE AGM/Board/Accreditation meetings)
  • February 2018 Toronto, Ontario (CAFCE Board/Accreditation meetings)
  • August 2018, Montreal, Quebec (CAFCE National Conference)
AGM Report Appendix

Links to National Statistic Reports

- Co-op Fee Summary
- Co-op Salary Summary
- Work Term Totals by Employer Type Summary
- Work Term Totals by Work Term Location Summary
- Work Term Totals by Year
- Work Terms by Institution Type