ANNUAL REPORT
(2015/16)

CAFCE Annual General Meeting
Wednesday, November 2, 2016
University of Waterloo
Waterloo, Ontario
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President’s Message

Jasminn Berteotti – CAFCE 2015/16 President

It was so wonderful to meet up with so many of our friends and colleagues during our 2016 National Conference in Moncton, NB in August. What a great opportunity to revitalize our passion for what we do and to share new ideas and best practices. The positive energy was palpable and I sense great promise for the direction our Association is heading. I’d like to extend a gigantic thanks to Claude Lavoie, Erin Gillespie and ALL of their teams for putting together a wonderful conference. Your East Coast hospitality is truly appreciated and made the entire experience so memorable. I will never forget attending my first Kitchen Party!

I am pleased to report that National Co-op Statistics Database, the largest project in CAFCE’s history, is entering the final stages of completion. Preparations for operationalizing the system are underway, with extensive system testing and user documentation being finalized. I would like to personally extend my gratitude to the colleges, universities and regional associations that financially supported this monumental project. Ultimately, the future success of the National Co-op Statistics Database can only be realized with ongoing diligence and accountability for the data itself. And so I implore you to take a personal interest and pride in the data we will collect as it will serve to advance the future of Co-operative Education in Canada.

The CAFCE Board of Directors recognized a growing need to have ongoing continuity and unified advocacy efforts related to government relations. As such, the board has supported the development of a Government Relations Committee. While the terms of reference for this committee are still being finalized, a small group of dedicated volunteers have begun the crucial work of continuing to build relationships with various federal government departments. Specifically, this committee will continue to advise the government regarding the distribution of $73 million that the Liberal government allocated for Co-op and Work Integrated Learning. Additionally, this committee has submitted recommendations toward Canada’s Innovation Agenda.

Be sure to mark the following dates in your calendars, May 28-31, 2017 for the “Better Together” joint conference with ACE, CACEE & CAFCE in beautiful Vancouver, BC. Registration for this fantastic four day event opens in January!

In closing, please know that my experience as Association President has been an honour! I have been very lucky to have worked with dedicated and passionate colleagues, sharing and learning and constantly renewing my appreciation for the strength of Co-operative Education in Canada. I truly value each and every CAFCE volunteer, current and future, and am thrilled to see the strength of our Association grow. CAFCE, our time IS now!

Jasminn Berteotti

CAFCE President (2015-2016)
Accreditation Council

Muriel Klemetski – Chair

Muriel Klemetski - Chair as of August 2016. Past Chair- Karen Reimer
Council Members - all accredited institutions have a membership on the Accreditation Council

In person Accreditation Council meetings were held on November 4, 2015 in Lethbridge, Alberta, February 23, 2016 in Toronto, Ontario and August 7, 2016 in Moncton, New Brunswick.

Accreditation Council Approvals

We congratulate all of the institutions listed below who have recently had their programs approved by the Accreditation Council and thank the many Review Team members for their dedication and volunteerism.

- Acadia University
  - Bachelor of Science: BSC, BSCH, BSN, BSNH
  - Master of Science: MSC
  - Bachelor of Arts: BA, BAH
  - Bachelor of Computer Science: BCS, BCSH, BCSS
  - Bachelor of Business Administration: BBA, BBAH

- Georgian College
  - Faculty of Engineering Technology
  - School of Environmental Studies

- Laurentian University
  - Honours Bachelor of Commerce (French)

- McMaster University
  - Biology & Pharmacology
  - Molecular Biology & Genetics
  - Chemistry
  - Chemical Biology
  - Biochemistry
  - Mathematics & Statistics
  - Actuarial Sciences & Financial Mathematics
  - Medical Physics

- Nova Scotia Community College
  - Business Management, Tourism and Culinary Arts

- Okanagan College
  - Bachelor of Business Administration
  - Water Engineering Technology
  - Civil Engineering Technology
  - Mechanical Engineering Technology
  - Bachelor of Computer Information Systems Degree
  - Electronic Engineering Technology Diploma
  - Computer Information Systems Diploma

- Université de Sherbrooke

- University of British Columbia - Faculty of Arts

- University of the Fraser Valley
  - Faculty of Humanities and Social Sciences
  - Faculty of Professional Studies
  - Faculty of Science
  - Network and Telecommunications Engineering Technology Diploma
  - Business Administration Diploma

- University of New Brunswick - Fredericton - Bachelor of Business
Accreditation Applications in progress include University of Lethbridge, University of Alberta, New Brunswick Community College, College of North Atlantic and Thompson Rivers University.

**Motion to Update the Co-operative Education Definition**

The recent changes to the minimum amount of co-op work experience at 25% for programs of two years or less, as compared to 30% for programs greater than 2 years, prompted the council to undertake a review of the co-op standards and rationale documents, accreditation guiding principles and the accreditation application process. There was a need to align all of these items and ensure that they were consistent with the co-op definition criteria.

The review led to a motion to reword and update the current co-op definition criteria as outlined below and these changes will be voted on during the November 2, 2016 AGM. In addition there was a need to affirm the rights of students with disabilities to have equal access to co-operative education programming.

The motion reads:

**CO-OPERATIVE EDUCATION DEFINITION***

"Co-operative Education Program" means a program which alternates periods of academic study with periods of work experience in appropriate fields of business, industry, government, social services and the professions in accordance with the following criteria:

(i) Each work term is developed in partnership with the employer and approved by the co-operative education program as a suitable learning environment;

(ii) The student is engaged in productive work for which the student receives remuneration;

(iii) The co-op curriculum supports student learning goals, personal evaluation and reflection;

(iv) The student's performance in the workplace is supervised and evaluated by the student's employer;

(v) The student's progress during their work term is monitored by the co-operative education program;

(vi) Both work and academic terms are full-time and follow a formalized sequence. The total amount of co-op work experience is normally at least 30% of the time spent in academic study. For programs of two years or less the total amount may be a minimum of 25%. A work term is defined as a minimum of 12 weeks and/or 420 hours full-time paid experience;

(vii) Co-op Programs begin and end on an academic term;

(viii) The student completing multiple work terms is normally exposed to the work environment during more than one season of the year.

*The Co-operative Education Definition criteria are intended for program design and reflect the Guiding Principles of the Canadian Association for Co-operative Education accreditation requirements.

CAFCE acknowledges and affirms the rights of students with disabilities to have equal access to cooperative education programming. Exceptions to the above will be supported to meet the duty to accommodate and ensure that all students have full and equal access of all human rights and fundamental freedoms.

**Reciprocity Agreement:**

The Council approved a Reciprocity Agreement between the CAFCE Accreditation Council and the Accountability Council for Co-operative Education in British Columbia (BC). The agreement will allow approved BC Co-op Programs to receive CAFCE accreditation with an addendum to address additional national criteria as outlined by the Accreditation Council. An application and guide for the Reciprocity Agreement is in progress.
The annual conference was attended by 174 delegates in Moncton, New Brunswick in the month of August and was executed by an amazing team of volunteers with huge support from Managing Matters. Delegates came from across Canada and the USA.

The original budget identified a profit of approximately $16,386.00 based on 120 delegates or $23,109.00 based on 150 delegates or $30,682.00 based on 180 delegates. After a draft financial statement at the present time, we actually have realized a profit of approximately $50,000.00 which has surpassed our initial proposed profits because of ongoing negotiations with all services providers and with the most attendance by sponsors and a record of exhibitors at the Conference. This was realized largely based on an increase of sponsorships and having the Delta Beauséjour conference/meeting rooms at no cost. Additionally, the Conference Chairs and Finance Chair were diligent in their budgeting and expenditures, knowing this conference was important in bringing some funds for CAFCE National and CAFCE Atlantic. And as a bonus, an amount of $1250 was equally distributed to 5 regional Not-For-Profit Organizations, stemming from donations attributed by the Presenters at the Conference. Some receivables are still being accounted for by the Finance Chair and Managing Matters.

Close to 125 delegates registered during the Early Bird Rates period, which was prolonged by 2 weeks in May, to encourage early cash flow for the Conference. The Planning Committee is extremely satisfied with the delivery of the National Conference, as it was running as smoothly as possible with the help of the Delta Beauséjour Hotel staff, who also did a fantastic job during the event. We are more than pleased to have offered a 1st class experience to our delegates and hoping that added value of the Socials, Presenters, Keynotes Speakers, etc. have given our colleagues a memorable experience here in Moncton, New Brunswick.

An online survey has been sent to Managing Matters and will be resent to all those who’ve attended the Conference very soon. We are asking people to answer the online survey by October 21st, 2016. Responses from the survey will be communicated to the Planning Committee, then to CAFCE Atlantic and CAFCE National for further discussions.

In retrospective, we all agree the 2016 National Conference was a huge success for CAFCE, as many comments throughout the event were very positive, and the financial part of the Conference will have made a positive financial contribution, more than expected.

Respectfully submitted,

Claude Lavoie and Erin Gillespie, Co-Chairs and Anna Cranston, Chair of Finance
CAFCE 2016 National Conference – Moncton, New Brunswick

CAFCE 2016 Conference Planning Committee Chairs and Members:

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<tr>
<th>CAFCE REP</th>
<th>Nicole Cork</th>
<th>CAFCE Director of Operations</th>
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<td>PROFESSIONAL DEVELOPMENT &amp; PROGRAM</td>
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<td>Heather Skanes – Co-Chair</td>
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<td>Shirley Noseworthy – Co-Chair</td>
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<td>Jennifer Coombs – Member</td>
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<td>Natalie Roper – Member</td>
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<td>Leroy Murphy – Chair</td>
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<td>Kitty Runstedler – Member</td>
<td>Conestoga College Institute of Technology and Advanced Learning</td>
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<td>Conrad Melanson – Member</td>
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<td>Joanne Firth – Member</td>
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<td>Kirk Patterson (Bags and Gifts)</td>
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<td><strong>COMMUNICATIONS, WEB SITE &amp; MARKETING (PROMOTION AND PUBLISHING)</strong></td>
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<td>Jane MacDonald – Chair (leaving end of April 2016), replaced by Julie Pinard and Claude Lavoie in May 2016</td>
<td>St. Francis Xavier University, Université de Moncton</td>
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<td>Jasmine Koblik – Member</td>
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<td>Julie Pinard – Member (joined in Oct 2015)</td>
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<td><strong>SOCIAL COMMITTEE</strong></td>
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<td>Erin Gillespie-Chair</td>
<td>University of New Brunswick</td>
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<td>Trudy Delorey – Member (end March 2016)</td>
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<td>Conrad Melanson – Member</td>
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<td>Stephanie Facca</td>
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<td>Ernie J. Doiron – Member</td>
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<td>Jean-Paul Crickard – Member (joined in Oct 2015)</td>
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<td><strong>LOGISTICS</strong></td>
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<td>Paul MacDonald – Co-Chair (leaving end of May 2016) replaced by Kyler Crawford June 2016</td>
<td>Dalhousie University</td>
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<td>Manon Cormier-Viel – Member</td>
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<td>Lori Baker – Member</td>
<td>Dalhousie University</td>
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<td>Gabrielle Smith, joined in June 2016</td>
<td>University of Waterloo</td>
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<td><strong>REGISTRATION COMMITTEE</strong></td>
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<td>Annette Cormier – Chair</td>
<td>Université de Moncton</td>
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<td>Sherry Ross – Member</td>
<td>Saint Mary’s University</td>
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<td>Michelle Larsen</td>
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<td>Nicole Cork</td>
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Many Thanks to our Generous Sponsors for your support of Co-operative Education!

![Sponsors Logos]
Thanks to our Exhibitors:

Thank you to the following exhibitors:

- intrax Global Internship
- IRVING
- J.D. IRVING, LIMITED
- Natural Sciences and Engineering Research Council of Canada
- CAFCE COMMITTEE INVOLVEMENT
- guard.me International Insurance
- Experience Internationales

In Kind Donations

Thank you to all our donors for to our conference events and silent auction.

Special thanks to:

- Moncton World Wine & Food Expo (Bill Vance)
- NB Maple Syrup Association
- Pepsi Frito-Lay Halifax
- Magic Mountain Winery
- And all prizes by Universities and Colleges for the Silent Auction

We also appreciate the City of Moncton for their support!
PR and Communications Committee

Angela Bohonos – 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.

This year the Public Relations & Communications Committee focused on and accomplished several tasks;

Leading in the creation and development of a new CAFCE logo. The logo is still being designed and is expected to be shown to members in the near future.

The PR & Communications Committee is creating a plan for the year ahead of events CAFCE should consider sponsoring and a criteria for approval, and budget requirements.

The committee will evaluate any incoming sponsorship requests CAFCE receives.

The PR & Communications Committee is also working on developing a criteria for sponsorship.

The PR & Communications Committee assisted in the promotion of Co-op Student Of The Year Award winners.

**PR & Communications Committee Members:**

Angela Bohonos, Chair  
Denise Bacon, University of Waterloo  
Laurie Lahn, Wilfred Laurier  
Lisa MacNeil, Mount Saint Vincent University  
Michael Andich, George Brown College  
Brien Convery, RBC
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, 2016. 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 2017 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 you planning today for 2017. The official date for Co-op Week in Canada will be March the 20th to 24th of 2017**

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 Winners:**
Calvin Lee, UBC Forestry Program
Jenny Ho, UBC Arts Program
Carolyn Halinda, Brick University

**Twitter stats from coop week:**

![Twitter Mentions Graph]

Total Mentions: 76
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) is pleased to recognize the 2015 Co-op Students of the Year: Rachel McDonald from the University of Waterloo and Shauna-Kay Jones from Sheridan College.

Rising to the top, from a field of 37 nominees, Rachel and Shauna-Kay 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 institution, and making a difference in their communities.

Rachel McDonald is a fourth-year student in Health Studies at the University of Waterloo, and after finishing her degree she plans to attend medical school. During her spring 2015 work term as a clinical research assistant at Sunnybrook Health Sciences Centre, Rachel worked alongside radiation oncologists, providing patient care and developing research initiatives for palliative radiation oncology. Several of Rachel's papers and abstracts have been published in peer-reviewed journals. She also had the opportunity to participate in the Multinational Association of Supportive Care in Cancer conference in Copenhagen, Denmark, where she delivered two poster presentations. In her spare time, Rachel teaches swimming to individuals with disabilities as a volunteer with Adapted Aquatics.

"Rachel is one to embrace every opportunity that co-op has to offer," says Anne-Marie Fannon, Director of the University of Waterloo’s Professional Development Program. "Presenting her work to field leaders and publishing her papers in medical journals are among her many accomplishments while on co-op. She also helped to advance the field of research in co-operative education by completing a study, later published in the Journal of Cancer Education, of student employees in Sunnybrook’s Rapid Response Radiotherapy Program. She continues to work with Waterloo’s Centre for the Advancement of Co-operative Education on additional co-op research projects. Rachel is an exceptional young woman and I’m so pleased that she has been named as one of CAFCE's Co-op Students of the Year."

Shauna-Kay Jones is a fourth-year student in the Computer Systems Technology, Software Development & Network Engineering Program at Sheridan College. In countless endeavors, Shauna-Kay has taken her learning from Sheridan’s Software Development Co-op program and applied it to worthy causes. She led a team that developed a mobile application for the elderly and her capstone project resulted in a mobile application to support and motivate individuals on the autism spectrum. Shauna also excelled in her co-op work term as an Operations Control Room Support Engineer Assistant with Independent Electricity System Operation. She developed a protocol that is currently used to improve communication between provinces and the USA in the event of a software failure.

"I’m most inspired to hear Shauna-Kay speak about co-op itself," says Cory Latimer,
Manager of Co-operative Education at Sheridan College. “Shauna-Kay speaks proudly about the impact that co-op has had on her life, and the benefit for all parties of a participation in co-operative education. She has stated her commitment to being an advocate for the expansion and reinforcement of co-op programs and education in Ontario. I can’t imagine a better advocate.”

In addition to receiving a $500 cash award from CAFCE, with a certificate to commemorate their achievements, Rachel McDonald and Shauna-Kay Jones 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.

Each year CAFCE recognizes outstanding co-op student achievement at the college and university level. Co-op offices across Canada will be celebrating this and other co-op initiatives during National Co-operative Education Week, March 14-18, 2016. Currently there are 79 CAFCE member institutions across Canada and the U.S. representing more than 80,000 students.

Honourable mentions were awarded to Andrew MacDonald from University of Waterloo and Stephen Kostuk from Sheridan College.

To the members of the Co-op Student of the Year Awards Committee (2015/16), 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
Jasmine Koblik, University of Waterloo
Sue Stanley, Simon Fraser University
The International Co-op Committee functions as a CAFCE working committee to provide resources and support CAFCE initiatives that support:

- mobility of Co-operative Education students outside of Canada
- international students enrolled in co-operative education programs in Canada.

2015/16 Accomplishments

- 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).
- Raising the issue of longer processing times for Canadian Co-op work permits to CIC (a letter was received back from the Deputy Minister’s Office indicating that they were aware of the delays).
- Presentation of CAFCE International activities and highlights to CAFCE members at CAFCE 2016 Annual Conference
- A new committee chair has been selected starting October 2016.

Ongoing

- Exploring opportunities to develop closer ties between CAFCE and CBIE. A letter of interest has been sent to CBIE to have a CAFCE member sit on one of their (advisory) committees.
- Exploring opportunities to develop closer ties between CAFCE and NAFSA.
- Connecting with ACEN in Australia to look at developing Best Practice Guidelines around third party providers.

The committee had three full group meetings (October 2015, February 2016, May 2016). Various committee members have also met several times to further our project goals. Sincere thanks go to all of them.

Committee Membership

Chair
Amy Lee, Simon Fraser University

Board Representative
Joanne Ross, John Abbott College

Members
Frederick Francis, Concordia University
Marc-André Daoust, University of Ottawa
Karima Ramji, University of Victoria
Veronica Ennett, Dalhousie University
Lisa Russell, Memorial University
Anil Raheja, Memorial University
Mami Schouten, University of Victoria
Ash Senini, University of Victoria
Lisa Jarvis, Wilfred Laurier University
Jenny Cruickshank, University of Calgary
Shabnam Surjitsingh Ivkovic, University of Waterloo
Jessica Adkin, University of Winnipeg
Steve Craig, University of Lethbridge
Melanie Richardson, Centennial College
The membership committee was reinstated as of September 2015 and in the past year has been very active in the following areas:

1. Analyzed current membership base in terms of participation: The membership committee reviewed membership trends by region and institutional type to develop a better understanding of where CAFCE membership currently exists and where there is potential for increased membership. This information was presented to the National Board.

2. Developed membership onboarding strategies to better engage new CAFCE members: The membership committee developed a successful peer mentoring program for new CAFCE members that was launched as a pilot in spring 2016 called the CAFCE Mentorship Program. 30 CAFCE Co-op practitioners completed the May-August 2016 pilot session. The majority of participants were satisfied with the results of the program and felt that the content was valuable to achieving their goals. Both Mentors & Mentees felt that their partners were engaged. The top 3 key benefits of participation in the program were the opportunity to gain new perspectives, developing new professional relationships, and the opportunity to share knowledge/learn.

   Overall the majority of Mentees felt that participation increased their knowledge of the field of Co-operative Education while Mentors felt it increased their level of job engagement. 80% of both Mentors and Mentees thought it was very likely/likely that they would stay in touch with their partners and also very likely/likely they would participate in a future session with a new pairing. 100% of the respondents said they would recommend this program to others.

3. Facilitated a CAFCE conference workshop entitled Celebrating Mentorship: Things I Wished Someone Had Told Me at the Beginning of My Career. Conference session included a panel discussion with experienced co-op professionals (Dr. Rocco Fondacaro, Dr. Nancy Johnston, Dr. Norah McRae, Marg Medeiros) sharing their knowledge and tips and concluded with a speed mentoring session, which allowed both those more and less experienced in co-op to talk about relevant co-op issues with their peers and expand their professional network.

4. At the CAFCE conference, ran a program which visibly identified those new to co-op or CAFCE to encourage other conference attendees to welcome these newer members and to help integrate and support a positive experience throughout the conference.

5. Reviewed and updated the Membership section of the CAFCE Board Handbook.

Testimonials:

The mentorship program, provided me with the opportunity to connect with another professional in the field. My mentor, was extremely helpful and understanding, he also gave me the courage and strength to preserve and to not be afraid to voice my concerns and ideas to Managers and administration. The best part of the program is that I have not only gained a mentor but also a friend.
My mentor has given me the keys to unlock so many ideas, concepts and job specific knowledge that I think would have otherwise taken years to accumulate. She was a breath of fresh air each time I spoke with her.

**2016-2017 Goals**

1. Develop new member orientation website information and welcome process – connect members in first year
2. Support an annual membership survey if the board wishes to conduct one
3. Recruit new members to the Membership Committee
4. Facilitate twice annual CAFCE Mentorship Program sessions. Current session in progress for FALL 2016: Oct 2016-Jan 2017 with 56 participants. Next session will be late spring dates TBA.

**Longer Term Goals**

1. Develop new membership criteria to attract new members from the broader WIL community
2. College outreach and engagement - Develop strategies to attract new CAFCE members
3. Engage current Director and Manager CAFCE members in discussions regarding how to invite/engage their team members.
4. Work with PR committee regarding social media strategy for membership engagement

**Committee Members:**
Kristine Dawson, Conestoga College (Co-Chair)
Susan Soikie, University of Toronto, Scarborough (Co-Chair)
Shauna Tonsaker, Simon Fraser University
Nomination and Awards Committee

Julie Walchli – 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 – No Award Presented This Year**
The Service Award was instituted in 1989 to recognize meritorious service to the Canadian Association for Co-operative Education by its members.

**THE ALBERT S. BARBER AWARD RECIPIENT – Dr. Norah McRae, University of Victoria**
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.

The following is an excerpt from the Citation which will be read at the Award presentation during the CAFCE 2016 conference:

CAFCE is delighted to have the opportunity to recognize Dr. Norah McRae—Director of Co-operative Education and Career Services, and Director of the Office of Community University Engagement at the University of Victoria—with this award in recognition of her outstanding record of contribution to co-operative education leadership and scholarship over her 24 year career in the field. Norah’s nomination package speaks to the remarkable reach of her contributions. Her nominators from the University of Victoria and the Memorial University span the western and eastern coasts of the country. Her package was supported by letters from Victoria, Vancouver, Toronto, the United States, and Australia, all attesting to the global impact of her work.

Norah has made substantial contributions to CAFCE throughout her career as a committee member, committee chair, and board member and, from 2011/12, as our President, assuming leadership at a time when CAFCE faced significant financial difficulties. During her one-year term she worked with the board to return CAFCE to financial health, a legacy which has enabled subsequent boards to take on important and strategic projects.

The impact of Norah’s scholarship and leadership extends globally through the World Association for Co-operative and Work Integrated Education where she has served in a range of leadership positions, including the Board of Directors, since 1998. Norah has played a major role in the strategic development and delivery of programs under the WACE institute, serving as a faculty member for the WACE Assessment Institute, co-chair of the International Research Group, co-founder of the National Associations’ meetings which WACE supports, and as an editor for the Asia Pacific Journal of Co-operative Education. Norah has also collaborated with colleagues in Canada, Australia, New Zealand, and Sweden on a Global Work Integrated Learning course with the aim of providing practitioners with an understanding of the relationship between WIL and learning theory, seeking to develop a global perspective on Work Integrated Learning.

**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:
Anna Cranston, Dalhousie University
Kelly Mahoney, University of Manitoba
Julie Walchli, University of British Columbia
Professional Development Committee

Anne Fannon – Chair

**Mandate:** To deliver professional development sessions for CAFCE members. Under the direction of the CAFCE Board, review technologies to bring PD events to the membership.

**Committee Members:**

Anne-Marie Fannon, Waterloo (Chair)
Jasminn Berteotti, University of Lethbridge (Board Rep)
Nicole Cork, Managing Matters
Lucie Gendron, University of Ottawa
Stefan Kerry, Ryerson
Charlene Marion, Bishop's University

In 2015/2016, the PD committee organized and delivered four professional development events.

The first PD event was held in conjunction with Annual General Meeting on October 28th, 2015 at the University of Lethbridge. The PD session was titled “2020 Vision: Capitalizing on Co-op Today for Student Success Tomorrow” and featured Tanya Behrisch (Simon Fraser University) and Dr. Cheryl Meheden (Lethbridge College). Tanya discussed perceived barriers to international co-op and provided strategies for demystifying the international work term. Dr. Meheden discussed the important role that co-op plays in developing human relation skills and shared tools for helping students leverage and build those skills. The PD committee would like to thank the University of Lethbridge for its work in the coordination of the AGM and PD event. AV services were provided free of charge, and a number of staff members provided logistical support on the day of the event.

The PD committee also delivered three webinars all in conjunction with the University of Waterloo’s Centre for the Advancement of Co-operative Education (WatCACE). The PD committee gratefully acknowledges the financial and logistical support provided by WatCACE in delivering these webinars to the CAFCE membership.

The first webinar ran on December 4th, 2015 and featured Margaret McBeath and Dr. Maureen Drysdale both from the University of Waterloo. Margaret and Maureen shared their research on the mental health and well-being of co-operative education students transitioning into the labour market. Specifically, Margaret and Maureen discussed the importance of peer support and a sense of belonging on mental health amongst post-secondary students.

The second webinar delivered this year featured Dr. Antoine Pennaforte from the Conservatoire National des Arts et Métiers in Paris, France. Dr. Pennaforte discussed his research on the co-op workplace support system (supervisor, team, academic institution) and their effects on student commitment to work, team, and host organization.

The third webinar offered this year featured Dr. Karsten Zegwaard, Editor in Chief of the Asia Pacific Journal of Co-operative Education, and Director of Co-op at the University of Waikato in New Zealand. Dr. Zegwaard discussed both history of research on WIL and recent trends in research. He also illuminated areas where further research on co-op is required.

This year, the PD committee welcomed new member, Lucie Gendron (University of Ottawa) and said goodbye to Lisa Barty (McMaster University). The PD committee continues to seek new members,
particularly those from the Atlantic and Western regions. If you are interested in joining the PD committee, please email amfannon@uwaterloo.ca.

The committee has a number of exciting events planned for the 2016/2017 year. We would like to invite members to the AGM and PD event which is being held at the University of Waterloo on November 2nd. Following the AGM event, the PD committee is planning a series of webinars. Further details will be provided in the coming months.

I would like to thank the members of the PD committee for all of their hard work over the past year. It’s truly a pleasure working with each and every one of you in the “circle of awesome”.

Anne-Marie Fannon  
Chair, PD Committee.
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
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 (2015-2016 Chair)
Heather Skanes, Memorial University

2015-2016 Goals and Accomplishments:

The committee identified the following goals for the 2015-2016 year:

- Plan for CAFCE research committee presence at the WACE research symposium and at the CAFCE 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
- Discuss and promote the use of the Comparative Matrix (co-op and other forms of WIL) developed by ACCE within our various contexts
- Information sharing (ACE, CAFCE-Atlantic Research committee, WACE International Research Group)
- Promote and administer the CAFCE research grant
- 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. One of the most significant accomplishments for this year was our contribution at the CAFCE Moncton conference. We prepared a panel presentation aimed at:

- building awareness about the importance of co-op research
- sharing the spectrum of types of research projects (to make conducting research more accessible for the wider CAFCE community)
sharing the various research initiatives being done at the regional levels.

2016 Research Grant

Promotion of the research grant began in December 2015, where an informational email and poster were emailed to the entire membership to encourage proposals and attract practitioners. The deadline for applications was March 25, 2016. Candy Ho, Kwantlen Polytechnic University (KPU) was the successful recipient. Candy will be examining the strategies that successful students use in the co-op employment search within the context of an accounting program.

Membership and Leadership

The committee was pleased to welcome back Heather Skanes from Memorial University to the research committee for 2015-16. Judene Pretti has agreed to continue the role of research committee chair for 2016-17.

CAFCE Research Grant Sponsorship

Waterloo Centre for the Advancement of Co-operative Education will sponsor the 2017 grant.

Co-operative Education Wikipedia Page
The committee examined the current Wikipedia page and felt that it doesn't adequately capture the history and practice of co-op in Canada. Some work was done to update the page, but additional work is planned for the upcoming year.
General Updates:

- Economic pressures continue to influence the labour market. Unemployment rates continue to rise in Alberta’s major cities, with job losses in goods-producing sectors (notably oil and gas).
- On the bright side, service sector employment numbers seem to be on par with 2015, which is good news for the finance, health care, science and technical services industries.

Institutional Updates:

- This October, I will be meeting with representatives from the University of Calgary Schulich School of Engineering Career Centre for a tour and to promote CAFCE
- I hope to be able to meet with representatives from other Alberta Universities and Colleges in the coming year in an effort to engage membership
- The University of Lethbridge Co-op programs have experienced major change this summer. The Faculty of Arts and Science Co-op program and the Faculty of Management Co-op program have centralized to one location on campus. While these programs will still operate separately to some degree, they will present under one banner- and have re-branded their programs as Career Bridge, Co-operative Education & Applied Studies. This new branding strategy will facilitate student and employer engagement in both co-operative education and WIE
- The University of Lethbridge Career Bridge office will also be operationalizing the ORBIS system in 2017
Atlantic Regional Report

Anna Cranston – CAFCE Regional Representative

Much of the Atlantic Region’s focus this past year was on the successful execution of the 2016 CAFCE National Conference hosted in Moncton, New Brunswick. The organizing committee is pleased to report that the conference was indeed a success on many fronts. At 150, delegate numbers exceeded expectations, as did sponsorship and trade show revenue at more than $30,000. Both CAFCE National and CAFCE Atlantic will benefit from a healthy profit. We extend thanks to all volunteers and delegates for their many contributions to the conference.

Conversations about experiential learning, work-integrated learning and co-op have impacted many of us at either an institution or provincial level. Both the New Brunswick and Nova Scotia governments have struck provincial task-forces to consider the growth and impact of experiential learning, and some of our practitioners have been actively engaged in these conversations.

Several member institutions navigated through change this year including growth in the number of programs offering co-op at their campuses, centralization of organizational structures, and transitioning to new work term management software.

The CAFCE Atlantic Research Committee has been exploring a few areas of focus over the past 12 months. Their current project partners with the Maritime Provinces Higher Education Commission (MPHEC). Working with data collected by MPHEC in the Fall of 2014, from graduates of 2012, the group will be examining the advantages that completing a co-operative education program provides to graduates employment and income level, and increases satisfaction of the overall educational experience. Work to analyze the data will commence shortly, with a goal of completing a report of the findings before the end of 2016. In June 2016, the committee was awarded funding from the CAFCE Atlantic Executive for $5,000 to support this initiative.

CAFCE Atlantic Executive:
Chair: Doug Gallant (Dalhousie University), Chair Elect: Jean-Paul Crickard (Université de Moncton), Past Chair: Heather Skanes (Memorial University), Secretary: Devon Moir (University of New Brunswick), Treasurer: Joanne Firth (Dalhousie University), National Representative: Anna Cranston (Dalhousie University), New Brunswick Rep: Claude Lavoie, (Université de Moncton), Nova Scotia Rep: Denise Moore (Saint Mary’s University), Newfoundland Rep: Leroy Murphy (Memorial University), Prince Edward Island Rep: Megan MacLean (University of Prince Edward Island)
British Columbia/Yukon Regional Report

Claudia Sperling – CAFCE Regional Representative

It has been another busy year for the Association of Co-operative Education in BC/Yukon (ACE) with 189 members from 15 member institutions. Although each year seems busier than the previous one, this year there also seems to be a light at the end of the tunnel! We all rely on governmental support and funding, and we wish there was more -- and this past year has delivered.

Between the BC Tech grant, WorkBC’s support in promoting National Co-op week through social media as well as ongoing work to enhance the job portal, and the generous announcement from the Ministry of Advanced Education with funding for all of our member institutions, as well as ACE and ACCE (the Accountability Council for Co-operative Education in BC), well, it does seem like brighter days ahead. Further, the announcements from the Federal Government with an emphasis on the importance of experiential learning has added to that bright light. Fingers-crossed for some bright and happy days ahead!

Each of our Committees has 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 Co-op Wisdom Series, the Humans of ACE series, fun and informative ProD session twice a year, the new member mentorship at events, 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.

The Awards Committee has also worked hard to bring recognition to our Co-op Students of the Year (Maria Tepina from Camosun College and Carlee Poleschuk and Thompson Rivers University), our Industry Partner of the Year (Carmanah Technologies Corporation), and of course, we are thrilled to recognize one ACE member who consistently goes above and beyond through our Outstanding Service Award (the amazing Muriel Klemetski from Simon Fraser University).

Finally, we are full-steam ahead for a first ever, three Association joint conference in 2017. An agreement has been signed between ACE, CACEE and CAFCE and a venue, the Marriott Pinnacle in downtown Vancouver, has been secured. The various conference committees are well underway already. Set aside May 28th to 31st, 2017, in your calendars and stay tuned for more details.

We are looking forward to continuing with many more activities that support ACE members and co-operative education within BC/Yukon, and working collaboratively with CAFCE, in the coming year, and in particular, we are excited to be planning for ACE’s 25th Anniversary in 2017!

Many thanks to the ACE-BC Board of 2015/2016, as well as all the Committee members, for all their hard work!: Past President - Shauna Tonsaker, Vice President - Heather Workman, Treasurer - Andrea Giles, Secretary and University Director - Caroline Wakelin, Colleges/Institutes Director - Tanya Tarlit, Interior Director - Marion Oke, Lower Mainland/Vancouver Island Director - Lynda Robinson, External Relations Chair - Muriel Klemetski, Research Chair - Earl Anderson, Communications Co-Chairs - Heather Keeping and Natalie Erickson, Professional Development Co-Chairs - Jennie Nilsson and Anna Jubilo, Director at Large - Simone Longpre, ACCE Chair - Cynthia Maclean, Ministry Liaison - Brian Train
The following are the year’s highlights for co-op in Manitoba.

- **Attendance at the National CAFCE Conference**

Several Manitoba CAFCE members were able to attend the national conference in Moncton in August, including representatives from the Red River College, College universitaire de Saint-Boniface, University College of the North, Manitoba Institute for Trades and Technology and the University of Manitoba. It was considered a very worthwhile event with a number of excellent presentations and fun social events. Congratulations to Moncton for hosting a well-organized and fun conference.

- **New Manitoba Regional Representative to the CAFCE Board**

Just prior to the conference, I attended my last in-person Board meeting as the Manitoba Regional representative on the CAFCE Board. Thank you to the CAFCE Board for making my time on the board such a positive experience.

We will have a new representative who will be announced after the CAFCE elections.
Quebec Regional Report

Joanne Ross – CAFCE Regional Representative

Executive:
President: Marjorie Guay, Université Laval
Vice-President: Johane Lépine, Université de Sherbrooke
Secretary: Andréanne Lemonde, Université de Montréal
Treasurer: Joanne Ross, John Abbott College

Administrators:
Lise Geoffroy, Cégep de Victoriaville
Marilène Legault - Employer rep, CAE Inc.
Louise Grégoire, Cégep de Trois-Rivières

In Québec, there continued to be ramifications due to budget cuts to the area of education. This led to challenges for co-op and WIL at many colleges and universities. As previewed in the 2014-15 report, the previously semiannual ACDEC-Québec conferences were reduced to two fall webinars and one spring conference. At the first webinar, over 30 members participated in an information session about LinkedIn and the second one in December was a preview of the public sector’s new stage management tool. The theme of May’s 3-day conference was a celebration of ACDEC-Québec. We fêted our first 25 years as an association and past presidents and honourary members were invited to celebrate with us at our gala awards evening north of Québec City at the Le Manoir du Lac Delage. The key note speakers encouraged us to recognize our past accomplishments and look to the future with a breath of fresh air.

The attendees enjoyed presentations from various individuals and organizations on a variety of topics: an update from the Université de Sherbrooke on their extensive international program, a workshop by a professional coach and organizational development consultant on how to mediate difficult conversations, and a representative from the Québec Federation des cégêps on the importance of internationalization in our college programs. The university members heard from the Secrétariat du Conseil du trésor and were able to provide feedback on the new careers portal for the public sector. In closing, there was a panel presentation by HR representatives from various companies in the Québec City region and this was followed by an interactive sharing and question period.

This set up a great discussion on what we teach our students about job interviews versus what is important for the employers. The AGM was also held at this session as the association’s fiscal year end is in March. The photo below is of some of the Québec attendees at the recent CAFCE conference in Moncton, NB in August 2016.
Scholarship recipients for 2015-16 were:

Bourse ATÉ, Édition ACDEC-Québec, collégiale ($500) - Gabriel Genois, Cégep Limoilou
Bourse ATÉ, Édition ACDEC-Québec, universitaire ($500) - Tahirah Massop, Concordia University
Bourse Gilles Joncas, collégiale ($1000) - Thierry Des Trois Maisons, Cégep Limoilou
Bourse Gilles Joncas, universitaire ($1000) - Kevin Daigle, École de technologie supérieure (ÉTS)

Respectfully submitted,

Joanne Ross
John Abbott College
Saskatchewan Polytechnic, a technical training enterprise that offers appropriate credentials in applied fields, including degrees, apprenticeship training, diplomas and certificates; is industry responsive; and supports economic development through applied research. Saskatchewan Polytechnic joined Polytechnics Canada, an alliance of 10 research-intensive, internationally recognized post-secondary institutions committed to creating high-quality jobs for the future. Other members are British Columbia Institute of Technology (BCIT), SAIT Polytechnic, NAIT, Conestoga, Sheridan, Humber, George Brown, Seneca, Algonquin and Red River. Saskatchewan Polytechnic, in support of the CAFCE initiative, has successfully accredited the Business Information Systems program which has run for one full year with much success. Saskatchewan Polytechnic is looking forward to accrediting more programs in the future.

Saskatchewan Polytechnic has engaged 569 students who have participated in work terms from September 2015 to August 2016. The business programs average wage was $19.07/hr and the technology programs averaged $22.39/hr. In total all our students have earned 8 million dollars in this one year term.

Saskatchewan Polytechnic at this time offers co-op only at its Moose Jaw campus, and through the Business Accountancy satellite program in Saskatoon but is exploring the potential of expanding to other campuses in the future. We look forward to working closely with CAFCE and aid in its continual growth and contribution to co-operative education.

Respectfully Submitted,

Trudy
The primary focus this past year for the Directors-at-large was on the co-ordination and facilitation of meetings for the Directors & Managers Advisory Committee for Co-operative Education in Canada (DMAC for CEC). Two meetings of the DMAC for CEC were held in 2015/2016. There were more than 30 individuals in attendance, either in person or remotely, at each meeting held on February 25, 2016 at Ryerson University in Toronto, Ontario and August 10, 2016 in Moncton, NB.

Major Discussion Items for the DMAC for CEC Meetings:

Terms of Reference

Directors and Managers Advisory Committee for Co-operative Education in Canada (DMAC for CEC) terms of reference were established and approved by the committee and the CAFCE board.

Motion to CAFCE board to expand the CAFCE scope to include Work Integrated Learning

A recommendation to the CAFCE board on August 20, 2016 was unanimously approved by the members of the DMAC for CEC. The recommendation was presented to the CAFCE Board on Sept. 13, 2016. The recommendation stated:

“That the CAFCE board take immediate action to broaden the CAFCE mandate to consider other forms of WIL in addition to the foundational CAFCE model of Co-op Education.”

Additionally, the DMAC for CEC offered support for a working group of Directors and Managers to assist the board.

National Stats Database

The CAFCE board president provided regular updates regarding the progress of the national stats database. There was support from the DMAC for CEC members to populate the stats database upon completion.

Guest Speaker Participation

- Veronique Gaudreau, Director General, Central Recruitment Programs and Regional Office, Public Service Commission of Canada provided a Partnerships and Recruitment Update in February.
- Genevieve Lepine, Senior Analyst Research Policy and International Relations, Universities Canada, participated in the August meeting to learn more about CAFCE and future partnerships.

Other Topics and Updates

Accreditation Council and CAFCE Board updates were provided at each meeting. Updates on a proposed Federal Tax Credit, along with government funding for WIL, and status of the Statement of Intent were reviewed at the meetings.

Next DMAC for CEC meetings

- November 1, 2016 Waterloo, Ontario – 2:30-5pm (CAFCE AGM/Board/Accreditation meetings)
- February 2017 Toronto, Ontario (CAFCE Board/Accreditation meetings)
- May 2017, Vancouver BC (ACE/CACEE/CAFCE conference)