



CACEJ | **CYCEA**

CONSEIL D'AGRÉMENT DES CONSEILLERS AUPRÈS
DE L'ENFANCE ET DE LA JEUNESSE DU CANADA

CHILD AND YOUTH CARE EDUCATIONAL
ACCREDITATION BOARD OF CANADA

Annual Report 2017

President's Message

Wow, another year gone by! It has certainly been an incredible privilege to continue as President of the Child and Youth Care Educational Accreditation Board of Canada (CYCEAB) and now have the opportunity to reflect on how much we have accomplished together throughout 2017.

This past year saw board directors, along with several working committees, continue with their commitment to achieving accreditation goals and objectives, implementing policies and further developing the necessary resources to establish a working framework specific to the accreditation process. Together, we have continued to observe as two of our program applicants, Lethbridge College and George Brown College, successfully completed the accreditation process and achieved accreditation status. We in turn collaborated with the site reviewers and recommendation committee by using their feedback in developing the site reviewer's manual. We have been dedicated to listening and incorporating the feedback of the program applicants resulting in an incredibly productive Strategic Planning meeting last May. The board members met in Toronto where all components of the accreditation process were reviewed and committees were tasked with priorities including the review and revision of the self-study guide. The website underwent an extensive revision and now includes a visual flow chart, which demonstrates a timeline of the accreditation process.

We have collectively continued to design confidentiality agreements, ethics policies and guidelines for recruiting reviewers while revisiting and revising the existing bylaws, regulations, policies and procedures.

The CYCEAB office continues to function efficiently and effectively at the hands of Dianne Marcellus-Kerr, our office manager. There are presently seven programs in varying stages of accreditation and the introduction of the Accreditation Coordinator's position in October 2017, will allow for a smooth and consistent procedure for these programs.

The Research Committee, led by Heather Snell, recently presented at the International Conference held in California. As well, the Educator's Day committee has been busy working with National Conference 2018 event organizers in keeping with our commitment to encourage the development of a community practice that will provide opportunities for sharing and mutual support among the post-secondary programs in Child and Youth Care in Canada.

2017 Board of Directors

- Tina Kroll-Neary
(President)
- Varda Mann-Feder
(Vice-President)
- Melissa Teles
(Treasurer)
- Wendy Weninger
(Secretary)
- Robert Bates
- Heather Modlin
- Dean Milne
- Fernando Nunes
- Heather Snell

I want to acknowledge the great support I have had from my Board of Directors, who have ensured that our work together aspires to be as efficient as possible and are committed to ensuring that programs seeking accreditation are thoroughly supported. It is a privilege and a pleasure to be associated with such a determined group of professionals. I would also like to recognize the many other volunteers who have stepped up to support the numerous committees that operate within the CYCEAB. I would like to give special recognition to Varda Mann-Feder, Heather Modlin and Wendy Weninger who, as founding board members, have completed their maximum terms and are leaving their positions as board members.

I would also like to recognize that we are continuing to learn with all of you as we proceed through this process and we want to extend our sincerest appreciation to this series of applicants for their patience and trust in us as we continue to determine their needs and respond to their requests.

This coming year, we recognize the need for recruitment and succession planning of committee members and board members. Think about how you could participate and use your knowledge as an influence to the discipline while supporting our mandate of ensuring quality education for child and youth care practitioners across the country.

Thank you to all members of the CYCEAB for your commitment and support over this last year – we look forward to a productive and successful year ahead of us in 2018.

Tina Kroll-Neary
President, CYCEAB

Committee Reports

Communications Committee

Chair – Heather Modlin

The CYCEAB Communications Committee is responsible for the development and implementation of communication plans and processes and dissemination of information and updates on the CYCEAB. This includes specific activities such as website maintenance, creation of communications materials and oversight of membership recruitment strategies.

In the past year, the Communications Committee focused primarily on re-organizing and updating the website.

Educator's Day Committee

Membership – Heather Snell and Mark Littlefield (co-chairs), Tara Rose Farrell, Varda Mann-Feder, Graham McPheat, Charlotte Serpa, Laura Steckley, Melissa Teles, Wolfgang Vachon

The committee met three times during 2017 and at its first meeting, discussed the history of the CYCEAB's involvement with Educator's Day. The committee reviewed the notes from Halifax Educator's Day and discussed ways to further support CYC Educator Community of Practice.

The committee has been working collaboratively with the 2018 National CYC Conference Organizing Committee to facilitate the May 2018 pre-conference Educator Day planned for Vancouver. Building on themes identified in the 2016 Halifax Educator Day, the 2018 theme will explore Relational Teaching and Learning in CYC Education, with the goal to make Educator Day activities congruent with core principles of CYC practice. The committee is exploring ways to reach out to all of those involved in CYC education be they post-secondary educators, students, young people, agency partners or CYC Practitioners.

Special thanks to Mark Littlefield who is resident in BC and who is acting as CYCEAB Educator Day liaison with the BC CYC National Conference Committee.

Planning and Priorities Committee

Membership – Varda Mann-Feder (chair), Fernando Nunes, Wendy Weninger

The Planning and Priorities Committee functioned up to and including March of 2017. Its primary role was to keep track of outstanding tasks for the board, establish priorities and ensure that items were brought forward for consideration in a timely manner. This was especially helpful during the implementation phase of the accreditation process.

At the meeting of April 20, it was decided that this committee would be absorbed into the Standards Development and Implementation Committee, especially given that accreditation processes have now been operationalized. Thank you to Fernando and Wendy for their contributions and we also wish to acknowledge the contributions of colleagues who served on this committee at other times: Julie Jaglowitz, Rejeanne Denomme, and Christine Slavick. Many thanks!

Policies and Procedures Committee

Membership – Dean Milne (chair), Varda Mann-Feder, Wendy Weninger, Robert Bates

Over the course of the last year, the CYCEAB has updated and added to our working set of policies and procedures. There have been some significant revisions with the policies identified under the section on “Accreditation Reviewer”, based largely on the work from the Standards Development and Implementation Committee. Recent efforts have also focused on policies and procedures pertaining to ethics, confidentiality and conflict of interest. The policies and procedures committee will continue to revise and develop policies to ensure they are aligned with our bylaws and with all other committee work. As the Policy and Procedures Committee chair, I would like to thank our committee members and fellow board members for their dedication and commitment to the entire process.

Research Committee

Membership – Heather Snell (chair), Miriam Curtis, Tara Rose Farrell, Hailey Kavanagh, Michelle Korrol, Doug Magnuson, Jenny McGrath, Graham McPheat, Diane Parris, Monica Pauls, Michelle Shelswell, Melissa Teles

During 2017, the Research Committee completed the second phase of the CYCEAB inquiry into CYC field work practices. In partnership with Humber College, members of the committee completed an investigation into the language and learning outcomes of specific Ontario CYC field work course outlines. The results of this study will be released and ready for publication in 2018. Building on this research, the committee will continue to focus on field work related inquiries into 2018. Specifically the committee priorities for the coming year are:

- The development of protocol and policy to access data generated from the CYCEAB Accreditation process
- Publication of Phase 2 of the 2017 Field Work Project: Investigation into Learning Outcomes of Field Work Course Outlines in CYC Diploma courses in Ontario.
 - Completion of literature review related to CYC field work practice.
 - Examination of how related disciplines accredit field work learning.
 - Review of CYCEAB current materials (self-study, site assessment, surveys, etc.) to determine implications, focus and assumptions regarding field work.
 - Data collection and analysis from CYC Site Reviewers related to CYC field work education models and CYCEAB assessment.

Standards Development and Implementation Committee

Membership: Wendy Weninger (chair), Robert Bates, Dean Milne, Heather Sago, Brenda Webb

This has been a busy committee, especially in the last months. Thank you to all who have contributed and provided input to our tasks this year, including the Office Manager Dianne Marcellus-Kerr who has provided ongoing expertise to support the work this committee has undertaken!

Prior to the CYCEAB board meeting in Toronto in April, the Standards Development and Implementation Committee reviewed the documents that were posted on the CYCEAB website to identify where there may have been conflicting information, clarified where there was duplication and identified information that may be useful but not yet on the website. The review was based on feedback received from member institutions who asked that the information and process for accreditation be streamlined for ease of understanding. Following the Toronto meeting, the following items were attended to:

- Provide easily accessible information to interested post-secondary institutions who are exploring the accreditation process. This resulted in a FAQ (frequently asked questions) document now posted to the website.
- Provide a clear outline of the accreditation process in one easily accessible location that clearly outlines the steps from start to finish. This resulted in the posting of the Accreditation Process Flowchart on the CYCEAB website.
- Streamline the application process. This resulted in a new application form – found on the website – that clearly outlines what post-secondary institutions must review and consider prior to application, and ensures CYCEAB has the necessary information to process applications.
- Review of the Self-Study document and continuing attention to removing duplication in sections, information requested and data required. This is an ongoing project.
- Development of the Reviewer Manual to guide the reviewers through the accreditation process and help to clarify their role. This document is in its final stages of completion.

Indeed, it has been a busy year! Again, thanks to everyone who had a part in our accomplishments!

Finance Committee

Treasurer Melissa Teles

Finance Committee

CYCEABC Income statement (October 1 2016 to June 30, 2017)

REVENUE

Memberships (35)	\$ 10,500.00
Accreditation Fees (2)	10,000.00
Rebate	17.55

Total Revenue **\$20,517.55**

EXPENSES

Bank Fees	\$ 71.55
Canada Revenue Agency	220.00
Office Supplies & General	342.27
Contracted Services: Office Services, Site Reviewers and Panelists	8,870.00
Strategic Planning Meeting	6,448.00
Travel	2,494.51

Total Expenses **\$18,446.33**

ASSETS

Net Income	\$ 2,071.22
Carry Forward Cash	36,161.28

Total Assets **\$38,232.50**

LIABILITIES

Accounts Payable	\$13,645.00
------------------	-------------

Total Liabilities **\$13,645.00**

TOTAL LIABILITIES AND NET ASSETS **\$24,587.50**

2017 Membership Listing

Note: We apologize in advance for any omissions or errors and would appreciate any corrections you may have via email to cyceab@lethbridgecollege.ca. Thank you.

- Algonquin College
- Cambrian College
- Centennial College
- Child and Youth Care Certification Board
- Collège Boréal
- Concordia University
- CYC Association of Newfoundland/Labrador
- Douglas College
- George Brown College
- Holland College
- Humber College
- Lakeland College
- Lethbridge College
- MacEwan University
- Medicine Hat College
- Mohawk College
- Mount Royal University
- Mount St. Vincent University
- Nova Scotia Community College
- Ontario Association of Child and Youth Care
- Saskatchewan Polytechnic
- Seneca College
- Sheridan College
- Sir Sandford Fleming College
- St. Clair College
- Strathclyde University
- University of the Fraser Valley
- University of Victoria
- Vancouver Island University