



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 2019

President's Message

My first term as CYCEAB President has been rewarding and productive. I feel very proud of the work both the board and the committees have completed in this time.

In May, we completed our annual strategic planning sessions via web conference. We spent these two days brainstorming many ways to ensure the ongoing assessment and enhancement of our accreditation process and ways to further the benefits of being a member of CYCEAB. We updated our vision, mission, and mandate and we spent time envisioning a strategic plan in moving forward.

We continue to work on process improvement and alignment to policies and procedures. We have formalized mandates for our committees and now identify committee priorities each year to ensure relevancy and currency in all that we do. Our staff and committees continue to work on updating documentation. We have conducted another review of our bylaws and edits will be proposed at the AGM.

Our new website ... www.cycaccreditation.ca ... is up and running. It includes a discussion forum for CYCEAB members to share ideas, resources, research, and more. We also have two active social media accounts. We'd love more likes, shares, follows, and retweets!



The enhanced online presence will not only provide greater opportunities for the CYCEAB to communicate with members but will also allow us to promote and share successes, events, research, and accomplishments of our members and their students.

Regarding promotion and outreach for the CYCEAB, I had the opportunity to present our updates and work being done at the pre-conference day of the Ontario Association of Child and Youth Conference held at Fleming College in the spring. I was also invited to represent the CYCEAB on a panel discussion at Ryerson University CYC program's 30-year anniversary celebration. It was clear at these events that more and more institutions and CYC students are aware of and interested in accreditation. We plan on continuing to increase our presence at Child and Youth Care post-secondary events, committees, and conferences.

We are very excited to host Education Day again at the National CYC Conference in Newfoundland June 2020: <https://cycanl.ca/2020-national-conference/>. I hope to see you there!

2019 Board of Directors

- Charlotte Serpa
(President)
- Kelley Hoyt (Vice-President)
- Melissa Teles
(Treasurer)
- Dean Milne
(Secretary)
- Tina Kroll-Neary
- Andrew MacLaine
- Fernando Nunes
- Monica Pauls
- Christine Slavik

Another project we are working on is developing a bi-annual newsletter highlighting the accomplishments of members and discussing themes and trends in CYC post-secondary education.

We are thrilled that Fleming College, Cambrian College, and Medicine Hat College successfully completed the accreditation process and achieved accreditation status over the past year!

To date we have 30 members and 10 programs working on achieving accreditation. The Board of Directors approved two new accreditation applications in September 2019, and we have 6 fully accredited programs of member institutions. There has also been some international interest in our accreditation.

None of this would be able to happen without the dedication and knowledge of Dianne Marcellus-Kerr, our Office Manager; Accreditation Coordinator, Wendy Weninger; and Survey Coordinator, Doug Magnuson. The board would like to thank them for their time, energy, and diligence they put into their positions within the CYCEAB.

We would also like to acknowledge that three of our valued board members have decided to resign at the end of this term: Tina Kroll-Neary, Dean Milne, and Kelley Hoyt. All three have been offered great opportunities for advancement in their jobs (and great time commitments and responsibilities) and we wish them the most success.

Tina was first elected to the board in November 2014 and we will miss her very much. She has been so dedicated to this work that she even joins our phone conferences while on her way to her son's hockey practice! She was President for several years and the work she did to advance CYCEAB and accreditation was invaluable and so very time consuming. Thank you. We hope she will stay involved with the board. We welcome her continued interest to participate on the Education Committee.

Dean was elected in November 2015 and has served two complete terms. In addition, prior to 2015, he filled a board position on an interim basis. He has contributed in so many ways with his insight and commitment to CYCEAB and accreditation. He was the Chair of the Policies and Procedures Committee and the past year has been Secretary of the board and recently a member of the Finance Committee. We are so grateful for the time, energy, and knowledge he has shared with the CYCEAB. We are very hopeful he will stay connected through committee work.

Kelley has completed a two-year term during which time, she served as Vice-President and as Chair of the Communications Committee. During her time on the board, she developed the "benefits of membership" document and of course was the project lead on the design of the new website. Her insights and knowledge have been invaluable regarding board decision making and ongoing quality enhancement.

We have received several exciting and diverse resumes from folks who are interested in board, reviewer, and/or committee positions. We will continue with succession planning and recruitment in the coming year. If you are interested in becoming involved with CYCEAB, please contact myself or Dianne. You will find more information about our committees and our position postings on our website and social media.

Finally, a big thank you to our members for their ongoing support and their personal and professional commitment to quality Child and Youth Care post-secondary education.

Charlotte Serpa, MEd, CYC
President, CYCEAB

Committee Reports

Communications Committee

Membership: Kelley Hoyt (chair), Réjeanne Denomme (College Boreal), Nicole Murray (Mohawk College)

This year, the communications committee's main task was to consult and make recommendations on the new website. The committee provided an audit of the former website, identifying needs and goals for the new website. They provided feedback on the website once it was completed by Tree Chic Designs. The Communications Committee has also worked on various messaging and has begun to monitor a new Facebook page where we will make announcements of newly accredited programs and share relevant and helpful information.

Education Committee

Membership: Christine Slavik & Mark Littlefield (co-chairs), Heather Modlin, Graham McPheat, Charlotte Serpa, Heather Snell, Melissa Teles, Wolfgang Vachon, Mary Ventrella

The focus of the Education Committee this past year has been to review the feedback received from Education Day 2018, which was held the day prior to the National/International CYC Conference Transitions and Transformations: Influencing Change Through Relational Practice, in Richmond, BC. The shift from Educator's Day to Education Day was positively received by participants. This broader focus welcomed practitioners, students, and faculty in an exploration of what is important in CYC education to ensure quality, currency, and relevance. Utilizing the responses from participants, the committee is now working towards Education Day 2020 to be held in conjunction with the next conference in Newfoundland and Labrador.

Finance Committee

Membership: Melissa Teles (chair), Dianne Marcellus-Kerr, Dean Milne

The Finance Committee has a mandate to assist the CYCEAB Board of Directors in fulfilling its governance responsibilities with respect to the overall financial planning and sustainability of the CYCEAB. Over the course of the 2019-2020 year, the Finance Committee will assess and evaluate the long-term financial plans of the organization. The Finance Committee strives to ensure efficiencies with all operating costs. For example, in 2019, we made the decision to conduct strategic planning meetings utilizing technology to ensure the best use of financial resources.

The CYCEAB has undergone an audit in 2019 and will be up for audit in 2022.

Human Resources Committee

Membership – Christine Slavik (chair), Tina Kroll-Neary

In collaboration with the executive of the CYCEAB, the HR Committee has received, reviewed, and made recommendations for positions on the Recommendation Committee and for Reviewers for specific site visits. This next year, we will focus on the continued development of an orientation process for new reviewers and board members.

Policies and Procedures Committee

Membership – Fernando Nunes (chair), Donna Kalau, Dean Milne

This year, the Policies and Procedures Committee has continued its work from late 2018 and finalized an organizational policy manual. This document contains the policies and procedures that are involved in the accreditation and post-accreditation processes and has been posted on the CYCEAB website.

It has also completed a *Confidentiality Agreement* document, which addressed the need to have a confidentiality/non-disclosure/ethical standard document which all parties can sign, who are involved with the CYCEAB.

The priorities of the committee in 2020 will be to set up a schedule and process for the review of policies and procedures. Another goal is to revise the policy manual in order to make a clearer distinction between policies and procedures.

Thank you to Leanne Rose, Donna Kalau, and Dean Milne, the previous Chairperson of the Committee, for having done the bulk of the work in creating the Policy Manual, as well as to Dianne Marcellus-Kerr and Wendy Weninger for their valuable input into this document.

Research Committee

Membership: Melissa Teles (co-chair), Tina Neary (co-chair), Doug Magnuson, Jenny McGrath, Graham McPheat, Diane Parris, Monica Pauls, Heather Snell

The Research Committee is currently engaged in two projects that aim to strengthen the experiences of CYCEAB members and potential members. The Research Committee will strive to explore the experiences of our current members and, in particular, try to determine what will add value to CYCEAB memberships.

In addition, the Research Committee will be completing a cross-sectoral analysis of accreditation policies, procedures, and fee structures in Canada.

The goal of the committee is to produce results in early 2020.

The Research Committee is open to hearing from CYCEAB members about potential research projects that will benefit child and youth care education.

Please contact Melissa Teles, Melissa.teles@georgebrown.ca, for further inquiry.

Standards Development and Implementation Committee

Membership: Andrew MacLaine (chair), Kelly Cassano, Theresa Fraser, Dean Milne, Heather Sago, Mary Ventrella, Brenda Webb, Wendy Weninger

The main tasks faced by the committee this year were an updating/revising of the Self-Study Guide and to bring the Reviewer's Manual into alignment with those changes. The committee had several online meetings early in the process to try to formulate the best approach and all committee members dedicated time to the tasks. Once the committee feedback on the Self-Study Guide was collected, a subgroup was formed to implement the changes in the Self-Study Guide.

During this process, the committee members noted a need to develop a feedback loop from institutions and reviewers on their experiences so that the committee could continue to make informed changes and maintain clarity in the documents. Therefore, the next step was for the committee to participate in a pilot survey that was designed to draw out that feedback. This data is currently being collected and will be used to inform the changes in the upcoming Reviewer's Manual/Guide as well as form some basic structure for a feedback loop. The goal for the committee is to have the Reviewer's Manual/Guide updated prior to Christmas break, with a more refined feedback loop being a task for the new year.

Recognizing the professional standings of the committee members and the demands on their time, I am very appreciative to be part of a committee that values and contributes with such a high level of quality.

If you are interested in joining a CYCEAB committee,
please contact Dianne at cyceab@lethbridgecollege.ca

Finance Committee*Treasurer Melissa Teles***CYCEAB Income Statement (July 1, 2018-June 30, 2019)**

REVENUE			
Memberships (32)	\$ 9,596.05		
Accreditation Fees (5)	\$ 25,000.00		
Rebate	\$ 24.90		
Insurance Rebate	\$ 53.55		
Total Revenue		\$ 34,674.50	
EXPENSES			
Bank Fees	\$ 123.90		
Insurance	\$ 879.75		
Accounting & Legal	\$ 5,424.00		
Office Supplies & Administration	\$ 1,317.39		
Contracted Services: Office Services, Site Reviewers, Panelists and Accreditation Coordinator	\$ 22,817.50		
Website Redevelopment	\$ 1,500.00		
Total Expenses		\$ 32,062.54	
ASSETS			
Net Income	\$ 2,611.96		
Carry Forward Cash	\$ 16,089.67		
Total Assets		\$ 18,701.63	
LIABILITIES			
Total Liabilities		\$ 3,300.00	
TOTAL LIABILITIES AND NET ASSETS			\$ 15,401.63

2019 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
- Eastern College
- George Brown College
- Holland College
- Humber College
- Lakeland College
- Lambton College
- Lethbridge College
- MacEwan University
- Medicine Hat College
- Mohawk College
- Mount Royal University
- Mount Saint Vincent University
- Nova Scotia Community College
- Ontario Association of Child and Youth Care
- Red River College
- Ryerson University
- Saskatchewan Polytechnic
- Sheridan College
- St. Clair College
- Sir Sandford Fleming College
- University of the Fraser Valley
- University of Strathclyde
- University of Victoria
- Vancouver Island University