



ANNUAL REPORT 2021



Child and Youth Care Educational Accreditation Board of Canada

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**CYCEAB Board of
Directors for 2020/21**

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TO THE MEMBERS OF CYCEAB

A Message from the President

Although it has been a challenging year in many ways across the country, we have continued moving forward on the important work of accreditation. Thanks in part to the efforts of our volunteer board and committee members, our reviewers, our Recommendation Panel, and the ongoing commitment and hard work of our administrators - Wendy Weninger (Accreditation Coordinator) and Dianne Marcellus-Kerr (Office Manager) -- we continue to ensure excellence in child and youth care post-secondary education and ongoing quality enhancement through the assessment and review of child and youth care programs. A big thank you to those who have contributed to the success of CYCEAB in years prior.

Strategic Highlights

Our annual spring retreat provided invaluable time for us to convene as a board and work on succession planning, committee terms of reference and priorities, updating our Self-Study Guide and Site Review Guide, and revising our Policies and Procedures Manual. There were rich conversations about child and youth care post-secondary education and accreditation.

These annual retreats have been virtual in recent years in part due to the pandemic and in part to cut costs since board members are spread out across Canada and represent all 3 regions of Canada: Western, Central and Northern, and Eastern. Since our inception, we have had board members from 9 provinces, coast to coast.

Financial Highlights

As a not-for-profit organization, we work hard to keep costs at minimum while ensuring quality service. Accreditation costs cover 71% of the direct costs of accreditation, The remainder is allocated towards operating expenses which includes the services of our Office Manager, insurance, accounting fees, etc. You can find our financial statement for the year ending June 30, 2021, on page 5.

Operating Highlights

CYCEAB membership is comprised of 29 members across Canada including two international members.

A list of members and CYCEAB-accredited programs can be found at: [List of Members | Child and Youth Care Educational Accreditation Board of Canada \(cycaccreditation.ca\)](#).

Fourteen post-secondary child and youth care diploma and degree programs have been accredited since 2017; four of which achieved accreditation in 2021. Three new programs have started the accreditation process and two are nearing the final stages.

This year we were able to host several professional development and networking events. These included workshops on “Restorative Justice in CYC Post-Secondary Education” with Rick Kelly and “Indigenization...It's more than Indigenizing” with Lorna Andrews. The Education Committee hosted several events including one on CYC grad school options and one on “Politicizing CYC: An Integral Aspect of Relational Practice.”

We also hosted our first CYC practicum student and we participated in Education Day at the Ontario Association of Child and Youth Care conference.

I encourage you to read on and see what our committees have been doing. These committees are each chaired by a board director and are comprised of volunteers whose passion towards excellence in child and youth care education and the profession is astounding. These committees meet quarterly. Please consider joining one and get involved in shaping the future of CYC education. Contact Dianne at cyceab@lethbridgecollege.ca for further information.

Charlotte Serpa, MEd, CYC
President

FINANCIAL STATEMENT

Finance Committee

CYCEAB Income Statement (July 1, 2020 - June 30, 2021)

REVENUE

| | |
|---|--------------------|
| Memberships, Accreditation Fees & Webinar | \$31,720.23 |
| Rebate | 17.55 |
| Total Revenue | \$31,737.78 |

EXPENSES

| | |
|---|--------------------|
| Bank Fees | \$ 89.65 |
| Insurance | 859.68 |
| Accounting & Legal | 2,147.00 |
| Office Supplies & Administration | 619.52 |
| Contracted Services: | |
| Office Services, Site Reviewers, Panelists, and Accreditation Coordinator | 21,130.80 |
| Website Maintenance | 271.20 |
| Total Expenses | \$25,117.85 |

ASSETS

| | |
|---------------------|--------------------|
| Net Income | \$ 6,602.38 |
| Carry Forward Cash | 9,242.24 |
| Total Assets | \$15,844.62 |

LIABILITIES

| | |
|--------------------------|------------------|
| Total Liabilities | \$ 639.75 |
|--------------------------|------------------|

| | |
|---|--------------------|
| TOTAL LIABILITIES AND NET ASSETS | \$15,204.87 |
|---|--------------------|

CYCEAB COMMITTEES

Communications Committee

Membership: Cathy Deneiko and Charlotte Serpa (co-chairs), Shemine Gulamhusein, Nicole Murray

The Communications Committee is a small group of four people who continue to be successful in publishing the newsletter three times a year. We have been working hard to increase our social media presence. The year seems to go by fast and our goals for the year always seem to be greater than what we can accomplish. We strive to meet monthly through the school term. Below you will find the priority list outlining the tasks we have been working on and which will continue as our focus.

Our priorities include:

- Membership Promotion Campaign - highlight one member a month on social media.
- Create Video Testimonials - request current programs who have been accredited to create a one-minute video.
- Improve social media presence - be more active on Facebook and Instagram. Goal is to have weekly posts.
- Ensure a newsletter is published 3 times a year with recommended publication for end of fall, winter, and spring each year.
- Long Term Goal - French translation of documents.

We are looking for anyone who has an interest in communications and social media. Please join our little committee. We would love to have more join in our fun. 😊

Education Committee

Membership: Christine Slavik (chair), Mark Littlefield, Wolfgang Vachon, Mary Ventrella, Heather Modlin, Heather Snell, Graham McPheat, Charlotte Serpa

The Education Committee works collaboratively with the National CYC Conference Organizing Committee to facilitate the pre-conference Education Day. The committee serves as a liaison for feedback relating to professional development opportunities from all of those involved in CYC education be they post-secondary educators, students, young people, agency partners, or CYC practitioners, to ensure a vibrant and dynamic educational accreditation process.

Over the past year the following workshops were held online:

- February Politicizing CYC: An Integral Aspect of Relational Practice, presented by Nancy Marshall, Shaden Hyder, and Matty Hillman.
- May Several members of the Education Committee and their students from across the country participated in the Education Day event hosted by the OACYC Provincial Conference.
- November Learn About: Child and Youth Care Graduate Schools - faculty and students from Concordia University, University of Strathclyde, and University of Victoria shared what prospective students need to know to be successful in their CYC graduate degree.

Over the past year, there has been a sub-committee of the Education Committee related to ongoing focused discussion and education related to CYC practicum. The purpose of the proposed standing committee is as follows:

Promote and support CYC Field Work as a core component of CYC education. This committee is dedicated to ongoing review of CYC practicum practices to continually promote the development of CYC excellence. Appreciating the contextual diversity of practicum across Canada's post-secondary CYC credentials, the committee intends to achieve the following:

1. Develop, review, and recommend practicum definitions and standards.
2. Inform and provide recommendations to the Board of Directors as it relates to practicum within CYC education.
3. Encourage and support professional development, ongoing research, and information sharing in collaboration with CYCEAB.

Finally, the Education Committee is excited to learn that the next National CYC Conference will take place in October 2022 in Canmore, Alberta. The committee will be working with the conference planners to host a pre-conference Education Day once again.

Finance Committee

Membership: Melissa Teles (chair), Monica Pauls, Suong Polley (starting January 2022), Dianne Marcellus-Kerr

Faced with the ongoing challenges presented by the COVID pandemic, the CYCEAB has remained committed to engaging in year-long discussions which have focussed on organizational sustainability with members' needs and budgets at the centre. The CYCEAB is proud to maintain low overhead costs and continually engages in a process of cost comparison and reduction. The central mission of the Finance Committee is to ensure that

our members have their needs met, feel supported throughout the accreditation process, and to ensure the maintenance of the structure which allows us to support quality child and youth care education. To that end, we have engaged in additional revenue generating activities that have proven to be mutually beneficial to our membership and the organization. The CYCEAB successfully hosted three webinars for members and non-members for a nominal fee. It is our intention to continue to provide these valuable learning opportunities to our membership and interested parties. The next webinar is scheduled for late February 2022 and it focusses on commercial sexual exploitation/sex trafficking.

We are thrilled to announce that we have recruited new members to the Finance Committee for the 2021-2022 fiscal year. It has been a pleasure serving as chair of the committee and treasurer and I look forward to offering continued support in the upcoming year.

Human Resources Committee

Membership: Christine Slavik (chair), Kim Ann Laush, Charlotte Serpa

On behalf of the CYCEA Board of Directors, the HR Committee oversees and administers the human resource policies, plans, and procedures. This year the committee is working to create a performance review template and process for those working for CYCEAB so that sustainability of the organization can be ensured.

A mechanism for a rotation of Accreditation Reviewers and Recommendation Panel Members was developed so that experienced members could provide mentorship for those newer to the role and to contribute to the sustainability of the accreditation process.

Policies and Procedures Committee

Membership: Fernando Nunes (chair), Shemine Gulamhusein, Jonathon Medrano

The Policies and Procedures Committee has a mandate to create and update policies and procedures, for approval by the Board of Directors, to facilitate CYCEAB operations in accordance with CYCEAB bylaws.

The committee has met once this year (October 22, 2021). We have attempted to recruit new participants and succeeded in adding a new member (Jonathon Medrano). The committee completed the compilation of Draft Terms of Reference for each CYCEAB committee. This is a standardized document, which lays out the roles, duties, and expectations of each committee and its members. We have also continued the development of a complaints resolution and removal policy and procedures and the revision of the Policies and Procedures Manual. The priorities of the committee in 2022 will be to renew the committee's membership, complete the policies and procedures dealing with complaints resolution and removal, and set up of a schedule for the ongoing review of policies.

Research Committee

Membership: Melissa Teles and Graham McPheat (co-chairs), Michelle Holbrook, Doug Magnuson, Jenny McGrath, Monica Paula, Diane Parris, Reah (Hyun Ju) Shin

In 2021, the Research Committee has been part of a process which has the purpose of clarifying and setting out the role and remit of the committee with regards to the self-study exercise that exists as part of the accreditation process. This has involved collaboration with the Board of Directors as well as negotiations alongside the Standards and Implementation Committee, the Policy and Procedure Committee, and the Education Day Committee.

The Research Committee will review annually the student, alumni, and external stakeholder surveys used as part of the accreditation process to ensure alignment with the Self-Study Guide.

Ongoing and/or planned pieces of work for 2022 involve:

- the completion of a cross-sectoral analysis of accreditation policies, procedures, and fee structures in Canada.
- contacting member organisations with a view to collating information regarding syllabi and course content for CYC programmes.

Discussion within the Research Committee and with the board recognised that there is no capacity for members to undertake extra or additional research specifically for the CYCEAB as all members have their regular employment and commitments. However, there could be a role for the Research Committee going forward in collating information about ongoing CYC research and identifying topics that master's or doctoral students may be interested in researching. This will be a consideration for 2022.

The Research Committee is always keen to hear from CYCEAB members about potential research projects that will benefit child and youth care education. Please contact Graham McPheat, graham.mcpheat@strath.ac.uk, for further discussion.

Standards Development and Implementation Committee

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

This year (2021), the Standards Development and Implementation committee goals were to formalize a feedback loop style survey for programs that have gone through the accreditation process, and then use that information to inform any updates and changes needed for the

Self-Study Guide. The process so far has involved meetings with stakeholders that either have first-hand knowledge of this process (reviewers, recommendation panel) or who would be asked to assist in the development of survey material (research chairs) so that an informed approach could be crafted. These meetings took up a bulk of the time and by the end of the year we have an idea on how to proceed.

It is my hope that the Standards Development and Implementation Committee will have a formalized survey ready to be reviewed by Spring. We had a slight change in membership with Dean Milne moving on to focus on other endeavours. Dean was an insightful and supportive voice and we thank him for all his help! I want to thank the committee again this year for their continued patience and interest!