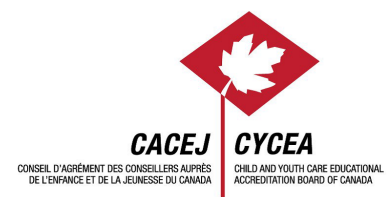




ANNUAL REPORT 2022



Child and Youth Care Educational Accreditation Board of Canada

Email: cyceab@lethbridgecollege.ca

587-220-7557

<https://cycaccreditation.ca>

3000 College Drive S, Lethbridge, AB T1K 1L6

CYCEAB Board of Directors for 2021/22

Celebrating CYC students and faculty



One of the winning submissions to the CYCEAB Photo Contest

Students in the second year Creative Programming course at Sheridan College engaged in the One Heart Rock Installation initiative and created three art instalments, in honour of Truth and Reconciliation Day. Led by Professor Julie Jaglowitz, a team of several professors (Denise Halliday, Crystal Shepherd, and Sharon Hall) worked with CYC students to bring this initiative to life.

After learning about the present and historical importance behind Truth and Reconciliation, students painted rocks and engaged in reflection about what it means and how it might be possible to bring truth and reconciliation into our daily practice of teaching and learning as well as work in the field. Rock installations were placed at all three Sheridan campuses during National Day of Truth and Reconciliation.

President

Charlotte Serpa

Vice President

Kim Ann Laush

Secretary

Cathy Deneiko

Treasurer

Monica Pauls

Shemine Gulamhusein

Andrew MacLaine

Fernando Nunes

Christine Slavik

Melissa Teles

TO THE MEMBERS OF CYCEAB

A Message from the President

I am always amazed at the spirit and passion within our child and youth care community. People like you, the members of CYCEAB, help raise the importance of designing and delivering quality education for students who will be working with our children, our youth, and their families.

I am also amazed at ... and thankful for ... the spirit and passion within our Board of Directors, our staff, and the many volunteers who contribute to the success of CYCEAB.

The CYCEAB is especially grateful for the hard work and dedication of our Office Manager Dianne Marcellus-Kerr and our Accreditation Coordinator Wendy Weninger who go above and beyond their “duties as assigned” each day and truly keep the CYCEAB going and improving. They continue to keep us on track but also move us forward with their insight, experience, and knowledge.

Our board directors are committed to an accreditation process that is based on the principles of inclusiveness, engagement, reflective practice, and a commitment to quality. Accreditation decisions are not made lightly, and we take very seriously the importance of currency and relevancy.

A big thank you goes out to our committee members and the members of our Recommendation Panel who do the valuable groundwork in ensuring that CYCEAB members and accrediting programs have the tools they need to complete the hard work in achieving accreditation and that the board has the right information in making decisions on accreditation.

Membership

Membership in CYCEAB totalled 28 for the 2022 calendar year and represented two associations and 26 post-secondary institutions. Of the 26 post-secondary members, there are 16 colleges and universities who now have CYCEAB-accredited programs. Three member colleges are pursuing accreditation for the first time, and there is an additional member college working on re-accreditation of their CYC program.

Why Accreditation?

A vehicle for organizational change

Accreditation requires extensive self-reflection on a program’s curriculum and processes to identify strengths and areas for growth.

A method to achieve sound quality assurance practices

Accredited programs develop and operationalize a plan for continuous improvement.

A system for demonstrating accountability

Accreditation ensures programs are aligned with a recognized set of competencies and that faculty bring a comprehensive set of skills and experiences that reflect CYC professional practice.

A mechanism to create a community of practice among child and youth care education programs

Accreditation provides the opportunity to examine CYC pedagogy, theory, ethics, professionalism, and the preparation for practice across and within CYC post-secondary programs.

What's New?

Following my message are updates from each of our committees and you will see the great work they are doing. This work is guided by the first-time development of board-approved action plans with identified outcomes.

Committee members are now formally appointed by the Board of Directors, and we are always seeking volunteers. If you are interested in joining one of our committees, please email Dianne at cyceab@lethbridgecollege.ca. Click on the following link to learn more about our committees and their purpose: [COMMITTEES | Child and Youth Care Educational Accreditation Board of Canada \(cycaccreditation.ca\)](https://cycaccreditation.ca)

New practice has resulted in our rotating the membership of the Recommendation Panel, one of CYCEAB's standing committees. This panel makes recommendations to the Board of Directors on accreditation decisions.

Also, we put out a call, in June, to our current reviewers to ensure currency and that they had the required competencies for site reviews. New practice sees CYCEAB assigning the reviewers for each virtual site review and ensuring that one experienced reviewer is paired with a lesser-experienced reviewer.

Another new practice is a check-in with our accredited programs on the progress of their Quality Enhancement Plans. This is not an evaluation but a means to offer support to accredited programs. We have found that program teams and administration can change over time, and the work done to achieve accreditation can be lost.

We recommend that programs formally review their Quality Enhancement Plan annually. This is of benefit to both the program and should you apply for re-accreditation in the future. Post-secondary institutions seeking re-accreditation of their programs will be expected to engage in the full self-study process upon re-application in addition to providing a detailed summary of the progress, achievements, challenges, etc. from their previous accreditation application's Quality Enhancement Plan (QEP).

Effective September 2022 for those programs applying for accreditation, they will be required to provide a written update to CYCEAB on the progress made on their QEP at the 2-year mark of accreditation being granted.

We are now hosting regular virtual meet-ups for those accredited CYC programs who are working on their QEP's or those interested in becoming accredited. These meet-ups provide an opportunity to connect, support, and learn from each other.

This fall we expanded our Publications menu on the CYCEAB website to include links to a collection of Child and Youth Care practicum resources for educators, supervisors, students, and other people intersecting with CYC practicum. It is offered in the spirit of highlighting CYC practicum knowledge to support those who design, deliver, and experience CYC practicum!

CYCEAB continues to evolve and fine-tune its work to meet the rigours of accreditation and to ensure its members and accredited programs have opportunities to engage with other members of the CYC community. Events such as the annual Education Day and CYCEAB-hosted webinars are great ways to reconnect or make new connections and learn more about trends, hot topics, and the work of accreditation.

All the best in 2023,

Charlotte Serpa, MEd, CYC
President



CYCEAB EDUCATION DAY IN CANMORE, ALBERTA

OCTOBER 2022

[https://youtu.be/C39 -ulZ0t0](https://youtu.be/C39-ulZ0t0)

CYCEAB EDUCATION DAY 2022 ART PROJECT



Matty Hillman from Selkirk College in BC led participants in an art-based project. Matty first shared his experiences and provided a presentation on developing public art with youth,

The art piece was donated to a group home in Eastern Canada at the end of the National Child and Youth Care Conference.



CYCEAB Education Day 2022 Art Project

CYCEAB Financial Statement

Prepared by Maros Small Business Bookkeeping Solutions.

Received January 9, 2023

Child and Youth Care Educational Accreditation Board of Canada

Income statement

For one year June 30, 2022

REVENUES	
Annual Membership	\$13,182.50
Accreditation	\$11,750.00
Professional Development	\$1,526.00
Total revenues	\$26,458.50
EXPENSES	
Functional Expense by Category: Contracted Human Resources	
Office Management	\$11,765.50
Coordination Services (Accreditation)	\$3,300.00
Accreditation Services	\$5,700.00
Functional Expense by Category: Operations	
Website Hosting and Maintenance	\$372.90
Office Supplies	\$143.27
Subscriptions	\$671.42
Functional Expense by Category: Professional Services	
Accounting	\$2,486.00
Insurance	\$988.20
Functional Expense by Category: Non-Operating Fees	
Finance Fees	\$57.50
Total cost of operations	\$25,484.79
Retained Earnings	\$973.71
<i>Gross margin (% of sales)</i>	<i>4%</i>
Net Income	\$973.71

NOTE:

Revenues:

Professional Development revenue of \$1526.00 is sourced from webinar registrations.

Expenses:

Office Management expense of \$11,765.50 includes accreditation services, board services, and office management.

CYCEAB COMMITTEES

Communications Committee

Membership: Cathy Deneiko and Charlotte Serpa (co-chairs), Nicole Murray, Paola Ostinelli (incoming chair)

The communication committee is a small group of four people with representation from the west and central regions. We are always looking for others to join our group.

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 months. We have moved from a quarterly publication of the newsletter to a seasonal one and have published the newsletter twice this past year.

We continue to focus on priority areas including community engagement, our social media presence, and promotion of the CYCEAB and accreditation.

Cathy Deneiko will be stepping down from the committee this year as her board term comes to an end. If you have an interest in communications and social media, please join our committee. We would love to have more people join in our fun.



CYCEAB PHOTO CONTEST WINNERS - FALL 2022

Sheridan College - Creative Programming



CYCEAB PHOTO CONTEST WINNERS - FALL 2022

Mohawk College CYC Advanced Therapeutic Programming Semester 3 class



CYCEAB PHOTO CONTEST HONOURABLE MENTION

St. Clair's CYC Accelerated Program
celebrating the National Day of
Truth and Reconciliation
(Orange Shirt Day).



Education Committee

Membership: Christine Slavik (chair), Mark Littlefield, Sheva Leon, Charlotte Serpa (incoming chair), Heather Snell, Wolfgang Vachon, Mary Ventrella

Subcommittee: Charlotte Serpa and Wendy Weninger

The Education Committee works collaboratively with the National CYC Conference Organizing Committee to facilitate the annual pre-conference Education Day. A subcommittee plans professional development opportunities for CYCEAB members and others at a nominal cost. 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.

Education Day 2022

Committee planning and facilitation culminated in a successful Education Day held in Canmore in October 2022. There were 47 participants who enthusiastically participated in the generative dialogue. In the morning, participants explored how their educational programs responded to challenge and change over the past couple of years, and then they reflected on their learning and what they will keep doing as we move forward toward a better tomorrow ... the 2022 CYC National conference theme!

After lunch, board director Christine Slavik from the University of the Fraser Valley led participants in a mindful movement activity followed by an art-based activity facilitated by Matty Hillman from Selkirk College in BC. While the participants worked on the art project, they also had the chance to connect with committee members Mary Ventrella and Wolfgang Vachon to share and discuss CYC education resources.

CYCEAB Webinars

The following three webinars were held in the last fiscal year and a schedule of webinar opportunities for the first part of 2023 is included in the AGM agenda package. Please connect with Wendy at wendy.weninger@outlook.com to share information on possible new topics.

February 2022 - “Incorporating Sex Trafficking and Commercial Sexual Exploitation in CYC Education”, facilitated by board member Melissa Teles.

April 2022 - “Indigenization - It’s More than Indigenizing”, facilitated by Lorna Andrews.

May 2022 - “Teaching Ethics from the Inside Out: An Interactive Workshop”, led by Dr. Varda Mann.

Finance Committee

Membership: Monica Pauls (Treasurer and committee chair), Suong Polley, Melissa Teles, Dianne Marcellus-Kerr

The committee has a formalized structure including an action plan with priorities and goals approved by the Board of Directors. The committee and Board of Directors continue to focus on the challenge of

organizational sustainability, which we understand is common for many small not-for-profit organizations.

A three-year audit and the financial statements for the year ending June 30, 2022, were completed by a public accountant. The income statement can be found in this annual report and further information will be provided at the AGM given that the audit report was not available at the time the Annual Report was written. We will be requesting the membership at the AGM to appoint a new public accountant for the fiscal year ending June 30, 2023,

Priority focus for the next six months is development of long-range financial goals for board approval and action and moving to a two-year operating budget from a one-year budget. Expenses have been kept at a minimum with the largest expenses related to human resources. Our board directors and committee members are volunteers who provide their expertise at no charge. There are also professionals from their respective fields who provide operating services at a below-market cost.

Our growth as a committee can be seen through the development of financial goals, revision of policies and procedures, and greater collaboration with other sub-committees of the board. We know this will contribute to strong financial oversight of the important work of CYCEAB.

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. There is a formal priorities and action plan for the 2022/23 fiscal year which includes the development of an orientation program for new board members and working with the Policies and Procedures Committee to enhance human resources sections in the CYCEAB Policies and Procedures manual.

This past year, the committee contacted reviewers and was able to gain valuable feedback on the site review phase of the accreditation process. This helped inform changes to CYCEAB's accreditation documents.

Board-approved reviewers were also asked to submit up-to-date resumes so we could ensure currency, and all those who submitted resumes were re-appointed by the Board of Directors. The committee will be working on defining term length for these positions. The practice of pairing experienced reviewers with those less experienced ones has now been put into action. This will contribute to the sustainability of the accreditation process.

Nominating Committee

Membership: Charlotte Serpa (chair), Kim Ann Laush, Wendy Weninger, Dianne Marcellus-Kerr

The committee has formalized its membership and its priorities and goals. This past year, the committee developed a director-at-large position description and outlined the roles and responsibilities

of Executive Committee positions. This information can be found on the CYCEAB website at the following link: [Board Position Descriptions](#).

Recruitment efforts for board positions, one in each region of Canada, culminated in the selection of three qualified candidates. Four applications were received and one candidate withdrew since they were unable to currently dedicate the time needed to hold a director position. This candidate, however, does participate on one of CYCEAB's standing committees.

Since there were only three active applications and they were by qualified candidates, an election is not necessary at the AGM and the new directors will be introduced at that time to the membership in attendance.

Annual recruitment efforts will continue as the terms of three board members come to an end in November 2023. A seat in each of the three regions of Canada will be open: West, Central and Northern, and East. A priority focus area is completing a succession plan and recruiting a new President. Charlotte Serpa's term ends at the 2024 AGM.

Additional upcoming priorities include providing input to the HR Committee on the development of a board orientation program for new board members and, in collaboration with the Policies and Procedures Committee, assist in the development of policy and procedure around board succession and recruitment.

Policies and Procedures Committee

Membership: Fernando Nunes (chair), Andrea Christensen, Gillian Claybourne, Jonathon Medrano, Jillian Thompson, Dianne Marcellus-Kerr, Wendy Weninger

The committee has formalized its membership, new members have been recruited, and there are formalized priorities and goals. This past year, board-approved revisions were made to the Policies and Procedures Manual that included changes required for alignment with the updated Self-Study Guide and Site Review Guide.

The committee will be selecting a new chair early in 2023, and the committee will update the Policies and Procedures Manual as required and develop human resources policy and procedure.

Practicum Committee

Membership: Shemine Gulamhusein (chair), Saira Batasar, Carys Cragg, Shelly Currie, Matthew Halton, Michelle Holbrook, Chelan McCallion, Jenny McGrath, Christine Pope, Charlotte Serpa

The Practicum Committee formalized its membership, priorities, and goals this past year. Committee members presented a workshop at the National CYC Conference held in Canmore, Alberta, in October 2022. Twenty-two practitioners, scholars, and community members contributed to a lively discussion on *Child and Youth Care Practicum: Past, Present & Future*. During the workshop, a history of successes and challenges faced within CYC practicum was explored. The workshop led to the practicum committee recognizing the need to continue to grapple with "what practicum is",

supervision requirements of practicum, and the differences based on geographical, cultural, and service contexts as well as the year of study. The practicum committee left the workshop with a rejuvenated desire to unpack and articulate the complexities of practicum and why practicum is critical in CYC education.

Thank you to Carys Cragg, Jenny McGrath, and Charlotte Serpa who identified a collection of Child and Youth Care practicum resources for educators, supervisors, students, and other people intersecting with CYC practicum. It is offered in the spirit of highlighting CYC practicum knowledge, to support those who design, deliver, and experience it. This collection can be found on the CYCEAB website at the following link: [PUBLICATIONS | Child and Youth Care Educational Accreditation Board of Canada \(cycaccreditation.ca\)](https://www.cycaccreditation.ca/PUBLICATIONS%20Child%20and%20Youth%20Care%20Educational%20Accreditation%20Board%20of%20Canada)

The committee in the coming months will review this collection for possible updates. CYCEAB members and others are encouraged to send CYC practicum resources and/or feedback about the resource list (including incorrect categorization, etc.) to the CYC Practicum Committee, c/o Carys Cragg, via email at craggc@douglascollege.ca.

A priority focus for this spring is to review, discuss, and provide feedback on the Accreditation Self-Study Guide standards with respect to practicum and ensuring currency and best practices in collaboration with the Standards Development and Implementation Committee.

Research Committee

Membership: Graham McPheat (chair), Shannon Brown, Gerard Bellafeuille, Michelle Holbrook, Doug Magnuson, Jenny McGrath, Diane Parris, Reah (Hyun Ju) Shin

The Research Committee in 2022 focussed on its structure and recruiting new members while formalizing its priorities and goals. The focus for future months is the review of data collection tools used in the accreditation process. The committee's goal is to ensure these data collection tools are well designed and aligned with the current Self-Study Guide and that they provide the information required for the Self-Study Report.

Standards Development and Implementation Committee

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

The Standards Development and Implementation Committee has been active in formalizing its priorities and goals and new committee members have been recruited. The committee held focus groups to review the accreditation process and documentation resulting in board-approved revisions to the Self-Study Guide and Site Review Guide. These guides were updated and published to the CYCEAB website in August 2022.

Sample documents to enhance the Self-Study Report were also identified, thanks to the samples provided by the University of the Fraser Valley in their Self-Study Report. These were published to the CYCEAB website in August 2022 and include:

- Sample Curriculum Alignment Competency Framework
Demonstrates how UFV courses are aligned with their chosen CYC Competency Framework (CYC Education Consortium of BC)
- Sample Curriculum Map
- Sample Program Progress Report Summary

Future priorities include the annual review of the Self-Study Report and Site Review Guide for possible revisions and the development of a formalized, accountable process for gathering feedback from CYCEAB-accredited programs and accreditation applicants once they have completed the accreditation process. In the meantime, the committee will gather feedback in spring 2023 on the accreditation process from stakeholders.

Impacts from the storms in Eastern Canada caused some challenges this year but the committee remains passionate about CYCEAB accreditation and continuous improvement.



One of the winning submissions from Sheridan College in the CYCEAB Photo Contest 2022.