

CAFCE  Atlantic

2017

2017 Annual General Meeting

Annual Report

20 June 2017

Dalhousie University & Videoconference

Tupper Building, Theatre A

June 2017

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Agenda 2017 Annual General Meeting – 20 June 2017

9:00 AM – 12:00 PM

Dalhousie University, Tupper Building, Theatre A and Video Conferencing

1. Call to Order
2. Opening Remarks Doug Gallant, Chair
3. Introduce 2016/17 Executive
4. Review and Approval of Agenda for 2017 AGM
5. Review and Approval of Minutes 2016 AGM
6. Report from the Chair- Doug Gallant
7. Financial Report and Budget-Joanne Firth, Treasurer
8. CAFCE National Report- Anna Cranston, National Rep for CAFCE Atlantic
9. Provincial Reports:
 - a. New Brunswick- Claude Lavoie
 - b. Newfoundland and Labrador- Leroy Murphy
 - c. Nova Scotia- Denise Moore
 - d. Prince Edward Island- Megan MacLean
10. Update from CAFCE Atlantic Research Committee- Erin Gillespie
11. Elections 2017/18 - Heather Skanes, Past-Chair
12. 2017/18 CAFCE Atlantic Priorities & Objectives- Jean-Paul Crickard, Chair-Elect / Doug Gallant
13. New Business
 - a. Follow Up on CAFCE Town Hall, CAFCE Atlantic and WIL
 - b. National Database Update
 - c. Update on SWILP
14. Adjournment - Jean-Paul Crickard, Chair

Minutes of CAFCE Atlantic AGM 2016

Date: Sunday, August 7, 2016 – 11:00 to 10:00 AM (AST)

Location: CAFCE National Conference, Delta Beauséjour Hotel, Moncton, NB

Present:

Chair: Heather Skanes, Memorial University of Newfoundland
Past Chair/ Treasurer: Joanne Firth, Dalhousie University
NB Représentative: Claude Lavoie, Université de Moncton
NS Representative: Denise Moore, Saint Mary's University
NL Representative: Leroy Murphy, Memorial University of Newfoundland
PEI Representative: Megan Maclean, University of Prince Edward Island
Chair Elect: Doug Gallant, Dalhousie University
Secretary: Devon Moir, University of New Brunswick
Atlantic Research Committee: Erin Gillespie, University of New Brunswick
PEI Representative: Megan Maclean, University of Prince Edward Island
Kyler Crawford, Dalhousie University
Manon Cormier-Viel, Université de Moncton
Lisa MacNeil, Mount Saint Vincent University
Shirley Noseworthy, Memorial University of Newfoundland
Jennifer Moore, Dalhousie University
Caroline Lodge, Dalhousie University
Sarah O'Brien, Dalhousie University
Jean-Paul Crickard, Université de Moncton
Michelle Larson, Acadia University

Regrets:

National Representative: Anna Cranston, Dalhousie University
Stacey Cool, University of New Brunswick
Scott Daniels, Mount Saint Vincent University
Conrad Melanson, Université de Moncton
Geoff Smith, Memorial University of Newfoundland

- 1. Call to Order (Heather Skanes)**
The meeting began at 11:00 AM
- 2. Welcome and Opening Comments**
Heather welcomed everyone.
- 3. Introduction of the 2015/2016**
Introduction to 2015/2016 CAFCE Executive.

4. Review and Approval of the 2016 Annual General Meeting Agenda

No additions to the agenda.

Claude Lavoie made a motion to pass the agenda. Michelle Larson seconded.

Motion passed.

5. Review and approval of the 2015 Annual General Meeting Minutes

Doug Gallant made a motion to approve the 2015 AGM Minutes.

Michelle Larson seconded.

Motion passed.

6. Financial Report and Budget (Joanne Firth)

Joanne reviewed the enclosed budget. The only concern was the \$1000 being spent to run the website.

The conference actually gave us a small surplus last year.

Erin Gillespie moved to approve the financial statements and budget and Kyler Crawford seconded.

Motion approved.

7. CAFCE National Update (Anna Cranston)**CAFCE National Board Atlantic Region Representative Report
Submitted by Anna Cranston**

It is my pleasure to represent CAFCE Atlantic members on the National Board. As many of you will have noticed, co-operative education is increasingly in the spotlight as leaders in business, education and government have been speaking publically about the benefits of work-integrated learning and calling for more of it. It will be interesting to both follow, and be part of, the continuing conversation.

Highlights of the CAFCE national activities over the last 12 months include:

- 1) CAFCE Database project:** The project funding goals were met (a combination of institutional and association contributions), and testing of the database is now underway. The database will be housed at the University of Waterloo. This project is particularly timely given the increased interest in co-op education and related requests for data.
- 2) Accreditation Criteria:** At the October 2015 AGM a motion was passed allowing for the following amendment to accreditation criteria
The total amount of co-op work experience is normally at least 30% of the time spent on academic study, but for programs of two years or less, the total amount may be a minimum of 25%. For programs to meet the 25% requirement, a work term is defined as a minimum of 12 weeks and/or 420 hours of full-time, paid experience.

It is hoped that this revision will encourage more college and graduate programs to pursue CAFCE accreditation.

- 3) Membership:** A mentorship program for new CAFCE members will formally launch at the National Conference in August; matches for the pilot program have been made for 15 pairs of mentors/mentees. The current membership year runs until August 31, 2016. This year, CAFCE

made adaptations to the capability of the website for institutions to assign multiple designates to register staff from their different institutional departments. CAFCE has already received over 110 membership renewals and are pleased with the outcome of the changes.

- 4) **National Co-op Week:** The Social Media Contest was a big success achieving 2,403 tweets for #coopweek, 200 posts on instagram for #coopweek, and 810 tweets for #hirecoop. Unfortunately, Atlantic Canada was not represented on the list of winners of the Co-op Student of the Year award.
- 5) **CAFCE National 2017 Conference:** CACEE, CAFCE and ACE will be hosting a joint national conference to be held in Whistler, BC in 2017. This exciting collaboration will build on successful regional collaborations between CACEE and CAFCE, and recognizes that there are benefits in coming together, on occasion, to support all our members.

If you have any questions about the work of CAFCE, or have items that you would like me to bring to the National Board, please don't hesitate to contact me (anna.cranston@dal.ca).

8. Provincial Updates

The following Provincial Reports were submitted:

New Brunswick Provincial Report

Compiled by: Claude Lavoie
From U de M

- In just a few weeks, Moncton New Brunswick will be the host of CAFCE National Conference 2016. The team at the co-operative education office at U de M, with its many partners from universities in Atlantic and across Canada, are working hard in the final preparation stages of the Conference.
- The New Brunswick Social Policy Research Network under the government of NB has established a "Task Force" to study how experiential learning can become more present in postsecondary institutions. This Task Force is spearheaded by Byron James, past assistant deputy minister of Education. Knowing co-operative education is well established under WIL and serves as an interconnected model for experiential learning, several co-op practitioners and members of CAFCE National, from Nova Scotia and Newfoundland, have been contacted by Mr. James for their input. Other co-op members from U de M and UNB have been contacted and will sit in this task force. This will be an ongoing working group.
- U de M is now administering 19 co-op programs, under Business, Engineering, Sciences and Arts and Social Sciences.

UNB Saint John

- Is currently in the process of purchasing and implementing the ORBIS system. This will be a shared program between all co-op programs within UNB Saint John and Fredericton campuses.
- UNB Saint John recently added an Arts Co-op option which will launch in fall 2016. UNB Saint John is now coordinating co-op work terms for Business, Computer Science and Arts programs.
- Justin Barry, BBA co-op, was chosen as the Valedictorian for the UNB Saint John Class of 2016. Justin was also the winner of Co-op Student of the Year & Co-op Work Term Report of the year for 2015. In addition, he is the first student in BBA at UNB Saint John to complete an entrepreneurial work term.
- Stacey Cool continues to be an active member of the CAFCE National Accreditation Committee. Erin Gillespie is currently Co-Chair of the CAFCE Atlantic Research Committee as well as Co-Chair for the CAFCE 2016 National Conference in Moncton this summer.

Newfoundland and Labrador Provincial Report

Compiled by: Leroy Murphy

This has been a relatively uneventful year for both Memorial University of Newfoundland and the College of the North Atlantic. Prior years saw some structural changes at Memorial, however there was relative stability as the various faculties and co-op employees settled into the new structure. There were a number of personal changes at Memorial, resulting from some growth and retirements, but those too seem to have settled out.

Nova Scotia Provincial Report

Compiled by: Denise Moore

Acadia University

Acadia's Co-op team is happy to announce the addition of Beth MacKenzie-Acuna to their ranks! Beth has been hired as a full-time Co-op Coordinator for the Sciences, taking over the coordination of multiple science programs from Michelle Larsen who was promoted to Manager of Co-operative Education in November 2015. The department has been re-centralized from a reporting perspective with all Co-op Coordinators (now totaling three) reporting to the Manager who reports to the Vice-President Academic versus each coordinator reporting to their respective Deans. Shelley McMullin, the Business Co-op Coordinator, continues to physically work out of the School of Business while everyone else has been relocated to a new (to us) Student Services building, Rhodes Hall, central to campus.

Student enrollment in Co-op continues to rise within traditional programs. The Co-op option is also in the process of being added to the Bachelor of Arts in Women and Gender Studies program as well as to the degree of Bachelor of Community Development which includes a major in Environmental and Sustainability Studies. Acadia has submitted an application for accreditation with the Canadian Association of Co-operative Education and is awaiting word on the status of that application.

In collaboration with Acadia's Accessibility Services department, the Co-op Office has begun research investigating barriers to employment for equity-seeking students, primarily students with physical or learning disabilities. This research is at a very preliminary stage. As findings are available, this will be shared with other Co-op practitioners.

Dalhousie University, Management Career Services

By Robert Wooden, Operations Manager

2015 and the first half of 2016 continued to be periods of growth and success for the team at Dalhousie's Management Career Services.

2015 saw a 7.4% growth in the number of work terms with a combined total of 770 for our Bachelor of Commerce Co-op, Bachelor of Management Internship and Corporate Residency Master of Business Administration programs. We were also able to increase our number of job postings for 2015 by 16% over 2014.

At a wonderful celebration in March Scotiabank was recognized as our National Employer of the Year and JD Irving was our Atlantic Canada Employer of the Year. Adrian Hutcheson, a third year Commerce Student majoring in Finance, was selected as our Co-op Student of the Year for 2015 and he was nominated by TD Securities, where he completed his first two work terms and where he has returned for his final work term this summer.

In late May Management Career Services was thrilled to add a third award for Excellence in Innovation from the Canadian Association of Career Educators and Employers, this time in the Diversity Category. Our Workplace Experience Program was recognized. This program provides an opportunity for international students who have little or no work experience in Canada to spend time with an organization that hires co-op students, and experience Canadian workplace culture.

There continues to be much focus both within the Faculty of Management and across Dalhousie on the importance of both work-integrated and experiential learning and our director, Anna Cranston, has been an active participant in these conversations. Our programs have also been featured in and our staff have provided commentary for a variety of publications including The Chronicle Herald, the Toronto Star and Progress Magazine.

Mount Saint Vincent University

It has been another busy but successful year for the Mount Co-op Office. In 2015, the Mount Co-op Office worked to fill 245 co-op and internship positions across the country and abroad. Several professional development sessions and workshops were also delivered to students over the year.

Staffing Update

In April 2016, the Mount Co-op Office welcomed Keanan Byggdin to the team. Keanan is a Co-op Coordinator and his past experience working as an Assistant Registrar (Records) at Providence

University College as well as a Co-operative Education Coordinator at Saint Mary's University has been a wonderful asset!

Co-op Employer of the Year Award (2015)

The Mount Co-op Employer of the Year Award acknowledges employers who have displayed commitment, excellence and longstanding support of the Mount's Co-op program. We honoured the following employers with the title of Mount Co-op Employer of the Year (2015) during CAFCE's National Co-op Week:

- Credit Union Atlantic, Halifax, NS (business administration co-op employer)
- Chalice, Bedford, NS (public relations co-op employer)
- Tekarra Lodge, Jasper, AB (tourism & hospitality management)

Mount Co-op Student of the Year Awards (2015) were also presented during CAFCE's National Co-op Week to one student from each academic co-op program.

Mount Student Advisory Committee (SAC)

The Mount Co-op Student Advisory Committee (SAC) is comprised of student representatives who meet with members of the Co-op Team on a monthly basis over the academic year to provide feedback about the co-op program and facilitate in hosting co-op student and community events. Over the winter, SAC representatives volunteered at a Habitat for Humanity home build site in Halifax, where they spent the day constructing two staircases. The committee was also responsible for revising the mission, vision and objectives.

News from StFX Co-op Program

Jennie MacDonald is the new Co-op Coordinator as Trudy Delorey accepted another position at StFX. The Co-op Office will miss Trudy and wishes her well in her new role! We have 32 students working this summer across Canada. We are also excited to begin the 2016-2017 academic year.

Saint Mary's University – Co-operative Education

Our Co-op office had another successful year; in 2015 with an increase of new students at the beginning of 2016. Co-op representatives attended a variety of networking events on and off-campus, including the Halifax Career Fair.

On another note we greatly miss Joanne Firth former colleague, who is now Director of Career Services, Faculty of Architecture and Planning with Dalhousie University as many of you may know. We wish Joanne the very best in her new career and most certainly plan on remaining in touch and catching up over lunches.

Looking forward to the next chapter in our Co-op program at Saint Mary's University!

Dalhousie University, Faculty of Architecture & Planning

Joanne Firth took over as Director of Career Services for the Faculty of Architecture & Planning on June 1st, 2016. Joanne is replacing Paula Costello, who retired in May 2016

Dalhousie University, Science, Information Technology, Engineering Co-operative Education (SITE Co-op)

Growth for SITE Co-op

The last 18 months have proven to be a time of continued growth for the SITE Co-op office at Dal. The 2015/16 academic year resulted in over 940 students on work term which is our largest cohort to date demonstrating a growth rate of 25% over twenty-four months leading up to the 2016 summer term. The trend is expected to continue into 2016/17 with a projection over 1100 co-op students.

This growth in student participation comes at a time of economic uncertainty demonstrated (e.g. prices of commodities and crude oil). A great deal of effort was expended by SITE's Employer Team in securing over 1600 job postings which is up from the 1530 posting during the previous year. The end result for 2015/16 is that 93% of our 1016 students secured a work term. Kudos to both the employer team for their efforts as well as our student team as they coached our students on self-directed job search strategies.

Hails and Farewells

This past year was also marked by transition in staffing. To support this growth, the SITE Co-op team has some new members. Last fall Kyler Crawford joined as our new Employer Development Manager; Caroline Lodge & Sarah O'Brien joined as a Student Development Coordinators and, most recently, Jennifer Moore as SITE's new Communications & Outreach specialist. We also hired two of our own Co-op students to review our business processes and set up a more rigorous data management and reporting process.

As many of you will be aware, Paul MacDonald retired this past May from Dalhousie University after working with our Co-op employers and students for over 22 years. We celebrated Paul's many contributions to Co-op with his family this past June. We all recognize the challenge of filling the void left which includes Paul's dedicated service over the years to CAFCE National Conferences as well as the Halifax Career Fair.

Celebrating Co-op

Last March, SITE Co-op hosted the annual *Top Co-op Employers of the Year Awards* which drew 76 student nominations, our largest yet! Additionally, three *Top Co-op Student of the Year* prizes were awarded including our inaugural Top International Co-op Student Award.

Top Co-op Students of the Year (TCSOY)

- **Top Science Co-op Student**, Simone Paine, Biology
- **Top Engineering Co-op Student**, Hannah Nickerson, Chemical Engineering
- **Top International Co-op Student**, Sonal Chopra, Chemical Engineering
- *Top Co-op Employers of the Year*
- **Education:** Dr. Mark Gibson, Dalhousie University, *nominated by Thomas Barnett*
- **Public Sector:** Dean Chalmers, National Research Council, *nominated by Nicholas Driscoll, Chemical Engineering*

- **Manufacturing:** Leo Kilfoil, Michelin North America (Canada) Inc., *nominated by Georges Sarkis, Mechanical Engineering*
- **ICT:** Bob Burke, Eyeball Inc., *nom. by Aleysha Mullen, Informatics and Hassan Raza, Computer Science*
- **Natural Resources:** Derik Jones, Mosaic, *nominated by Krista Prosser, Mechanical Engineering*
- **Services:** Harold. & Shelley Lonergan, Brier Island Whale and Seabird Cruises, *nominated by Kaitlin Burek, Marine Biology*

Co-op and WIL at Dal.

Our program has successfully presented the results of a work term curriculum pilot in Engineering. While the pilot was conducted some time ago, significant effort was spent in presenting the results to our faculty colleagues in Engineering. I am pleased to report that the results of the pilot have been accepted and work has been initiated to explore options to enhance the Engineering Work Term Curriculum. I would like to recognize Ian Watts for his efforts in this work which has also garnered significant interest in the Faculty of Computer Science and the Faculty of Science. Work continues with our colleagues in Computer Science to strengthen our Graduate Co-op Internships in Electronic Commerce and Health Informatics.

Dalhousie's senior leadership continues to bring strategic focus on Experiential Learning and Work-Integrated Learning at Dalhousie. Representing SITE, I have been pleased to work with Anna Cranston, MCS representing the interests of our faculties and students during these discussions.

Prince Edward Island **Provincial Report**

Presented by Morgan MacLean

Various changes happening at UPEI with restructuring as well as an internal review. The co-op programs will be moving to a consistent model. There will be a new co-op program in the fall of 2016. Student Recruitment will be undergoing a complete overhaul.

9. CAFCE Atlantic Research Update (Erin Gillespie)

In 2012 CAFCE partnered with MPHEC to create questions that can be presented to students during surveys. Report will be created, and press releases about the findings that will be available at the end of this calendar year.

10. CAFCE Atlantic Executive 2016/2017 Nominees

- Joanne thanked the members stepping up for nominations:
Jean-Paul Crickard and Morgan MacLean
- Call for nominations prior to the AGM includes:
- Provide list

Joanne Firth calls for slate of nominations to be accepted.
Michelle Larson moved that the slate of nominations be accepted. Manon seconded. Motion approved.

11. CAFCE Atlantic Objectives and Priorities for 2016/17 (Heather Skanes and Doug Gallant)

Doug welcomed all those who stepped into their roles with the CAFCE executive and thanked Heather for her time spent as the CAFCE Atlantic Chair. Welcomed everyone to think about the upcoming year and what we would like to achieve.

Work integrated learning is top of mind on all levels. This is an opportunity that we have not had this much exposure to.

Highlighting the diversity portfolio to help support equity seeking groups to those who can succeed in coop.

Enrollment is continuing to rise with budgets not reflecting this. What does that mean for coop programs?

Supporting and aligned with our perspective governments to ensure that we are presented and work as a group to voice our concerns.

National database is a large project that would be CAFCE Atlantic on the national stage to do things such as a federal tax credit.

Is there anything that we, as a group, want to look for and look into various projects for the upcoming year to display regional leadership and have a positive impact for our institutions?

Heather suggested that with the collective conference in Vancouver in May 2017. Does it make sense to have a regional PD day.

National Directors and Managers meeting PSC rep that had an assessment on simplifying the process and branching out to hire on a more national level rather than a large majority of the positions going to the National Capital level.

12. Closing – (Doug Gallant)

- Adjourned at 11:57pm motioned by Heather Skanes

Report from the CAFCE Atlantic, Chair

It has been a great year for CAFCE Atlantic! Our regional association has accomplished a number of interesting initiatives and remains an important facet of our professional community of practice in the Atlantic region. In case you missed it, feedback about the conduct of the conference was quite positive. In short, it was a major success. The conference also generated about \$67,000 of which 40% were put into the CAFCE Atlantic treasury. This means that our association is in a health fiscal position for the near future.

Following an outstanding conference delivered by the conference committee last summer in Moncton there was a sense of purpose and optimism as the executive gathered to explore what possible and feasible during the next year. A number of initiatives from CAFCE National along with significant funding announcements by the federal and some provincial governments concerning Co-op and Work-integrated Learning, made evident that a regional discussion was needed. This need led to the fantastic PD Conference that we held 23 - 24 March 2017 during National Co-operative Education week. It was a great couple of days in which we all engaged in an authentic and frank discussion of the implications of CAFCE expanding its mandate to include other forms of WIL. We explored what such a move might mean to CAFCE, to CAFCE Atlantic and to our institutions. In case you missed it, a record of our collective discussion was captured a [Conference Summary Report \(available on the CAFCE Atlantic website\)](#).

As you will read in the updates from our National Representative and our Provincial Members-at-Large, there are interactions happening between our colleagues and other stakeholders such as industry and provincial governments. This is an exciting time to be involved in Co-op.

As we close out this year and I hand the baton over to Jean-Paul Crickard, I would like to take this opportunity to thank the current CAFCE Atlantic Executive for their teamwork and efforts over this past year. It is not lost on me that our engagement in CAFCE Atlantic represents work that we have added to our already busy schedules. I would like to extend my sincere thanks and appreciation to every member of the current executive for their support and commitment throughout the year. The research committee needs to be celebrated for their commitment and effort over the last year. The presentation that we received from their efforts at the PD Conference were the result of what was clearly hours of work that involved analysis and interpretation of the questions we had included in the recent MPHEC survey. On behalf of CAFCE Atlantic, I would like to thank all who put their names for service on the executive this year. I know it will be another great year for CAFCE Atlantic!

As we move into the next year, I would encourage all CAFCE Atlantic members to engage with your professional chapter. Let this year's executive team know what you see as important issues; what concerns you may have and what specific initiatives may be possible for our group. Don't forget that we now have a [LinkedIn Group](#) as a platform to share ideas when we are not face-to-face. It has been an honour and a privilege to serve as your Chair this year. Thanks for your support and all the best in the year to come.

Kindest regards,

G.D. (Doug) Gallant
Chair, CAFCE Atlantic
gdgallant@dal.ca

Financial Statements

CAFCE Atlantic Balance Sheet

May 24, 2017

ASSETS

Cash in Bank	\$17,897.13
Investments (Flexible GIC)	\$17,956.71
Total Assets	\$35,853.84

LIABILITIES

Total Liabilities	\$0.00
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ASSETS Less LIABILITIES **\$35,853.84**

CAFCE Atlantic 12 Month Income Statement

July 1, 2016 - May 24, 2017

INCOME

Interest Earned - GIC	107.10
CAFCE National Conference Revenue	26,827.38
Atlantic PD Registration Income	2,490.00
Total Income	\$29,424.48

EXPENSE

MPHEC - Research Project	\$7,486.50
Atlantic PD Conference - March 23 and 25	\$2,288.56
Atlantic PD Allocation	\$2,000.00
Travel - National Board Representative	500.00
Conference Calls (Executive + Committees)	360.00
Website Maintenance	400.00
CIBC Service Charges	53.52
Registry of Joint Stock	31.15
Total Expense	\$13,119.73

SURPLUS/DEFICIT **\$16,304.75**

STARTING EQUITY **\$19,549.09**

CURRENT EQUITY **\$35,853.84**

Proposed Financial Budget

2017- 2018 Proposed Budget July 1, 2017 - June 30, 2018

REVENUE	
Redeemable GIC Interest	\$89.78
TOTAL REVENUE	\$89.78
EXPENDITURES	
Travel - CAFCE Atlantic National Rep	\$1,500.00
Office Supplies, Miscellaneous & Postage	\$50.00
PD - \$500.00/province	\$2,000.00
Executive/Committee Conference Calls	\$500.00
CIBC Service Charges	\$75.00
Website Annual Maintenance	\$475.00
Website Domain Name Registration	\$75.00
NS Registry of Joint Stock Companies (to register name)	\$32.00
TOTAL EXPENDITURES	\$4,707.00
Excess of Revenue over Expenditures	-\$4,617.22
Accumulated Surplus at the Beginning of the Year	\$35,853.84
ESTIMATED EQUITY AT YEAR-END	\$31,236.62

CAFCE National Report

Conferences

The 2017 Joint Conference (CAFCE, CACEE and ACE) in Vancouver was a great success. There were nearly 400 attendees over the 3 day event.

Since 2017 is actually an 'off-year' for CAFCE conferences, thoughts have turned to the 2018 CAFCE National conference. Concordia and ACDEC (the Quebec regional association), will be hosting the conference in Montreal. There is excitement about hosting a CAFCE National conference in Quebec for the first time in over 20 years.

Student Work Integrated Learning Program

Under the 2016 federal budget, significant funds of \$73 million were allocated to support the growth of co-op and work integrated learning programs. The Board met with the program manager in Vancouver, and we are eagerly awaiting a formal announcement of the launch of the Student Work Integrated Learning Program (SWILP). Proposed wage subsidies of \$5,000 - \$7,000 will be allocated for meaningful WIL opportunities. While SWILP will fund a broader collection of work integrated learning opportunities than just co-op, we are confident that ESDC recognizes the benefits a co-operative education program has to offer the WIL space.

Expanding the CAFCE Mandate

The CAFCE Board, regional associations, and the CAFCE Work-Integrated learning working group are engaging in conversations and member outreach to explore the concept of expanding the mandate of CAFCE beyond co-operative education. While in Vancouver, the CAFCE hosted a Town Hall which was broadcast live, and archived on YouTube. To view the broadcast of the CAFCE Town Hall, please click [here](#). As well, the slides that were presented are available [here](#).

CAFCE Statistics Database

The statistics database was successfully launched earlier this year. This was the largest CAFCE project undertaken to date; and has been talked about for many years; so the launch was definitely an event worth celebrating. Please accept this friendly reminder to those who have not yet submitted data that the database will only provide accurate data about co-operative education in Canada if all member institutions participate.

New Brunswick Provincial Report

By Claude Lavoie, NB Member-at-Large

News from U de M, Moncton Campus

- The Highlight from the past year was hosting the 2016 CAFCE National Conference in Moncton, last August. CAFCE Atlantic and its members, with many more colleagues from across Canada helped us make this National Conference a huge success, professionally and financially. More than 170 delegates attended the 4 day Conference, which also had the largest employer participation and sponsorship. Great things happen in Atlantic Canada!
- The New Brunswick Social Policy Research Network under the government of NB that established a “Task Force” and “Working Group” in 2016/2017 to study how experiential learning can become more present in postsecondary institutions has completed the first stage of its mandate, when it delivered a final report to the NB Government in late 2016. From its recommendations and action plan, the Task Force with its public universities are now working on establishing a concrete plan of implementation. This Task Force, still spearheaded by Byron James, past assistant deputy minister of Education of NB, has now established sub-committees on different levels, as detailed in the report, on will be working on specific task in order to establish Experiential Learning in post-secondary institutions in NB. This will be an ongoing working group.
- As U de M is administering 19 co-op programs, under Business, Engineering, Sciences and Arts and Social Sciences, in 3 campuses, the Co-operative Education Office at U de M has undergone through 2 major changes during the past year.

First, the Co-operative Education Office is now under a new university management structure, which foresees all student experiences on campus, and regroups all student services under this new management structure, from student recruitment, co-operative education, student services, international studies and internships, student bursaries, etc. A frame-work is being studied and new actions will be in play during the next months/year.

Secondly, the Co-operative Education Office has also made changes within the Co-op Coordinators roles and responsibilities, adopting a same approach as other universities where some Coordinators work with students and other work with employers.

- Jean-Paul Crickard who was Co-Chair of CAFCE’s Atlantic Executive Committee during the past year, will now be stepping in as the new Chair, following Doug Gallant who was the past Chair.
- Claude Lavoie continues as the NB Representative for CAFCE Atlantic, and is also involved in a provincial committee on Experiential Learning that is being steered by the Provincial Government.

News from UNB, Saint John Campus

- In partnership with UNB Fredericton, both campuses successfully began using Orbis, named E2O, in 2016/2017 for all co-op programs.
- UNB Saint John introduced a Bachelor of Arts co-op option in Fall 2016. The Co-op Office in Saint John is now offering co-op programs for BBA, Computer Science and Arts.
- Stacey Cool continues to be an active member of the CAFCE Accreditation Committee.
- Erin Gillespie continues as a member of the CAFCE Co-op Student of the Year Committee and Co-Chair of the CAFCE Atlantic Research Committee. And was Co-Chair of the 2016 CAFCE National Conference.

And Erin is also involved in a provincial committee on Experiential Learning that is being steered by the Provincial Government.

Nova Scotia Provincial Report

- i. Denise Moore provided report

Work Integrated Learning – Past 2 year overview

Work Integrated Learning as defined by CAFCE national, “is an educational process formally and intentionally integrates a student’s academic studies with learning in a workplace or practice setting” this main topic of discussion has resulted in several actions over the past two years by CAFCE; provincially and nationally as we explore expansion of our mandate and to be part of national conversations of both national and international employers and government supporting WIL programs. Such actions; membership surveys (2015), Town Hall meetings (2016 and 2017), CAFCE Atlantic PDW (2017) with continuing future summer consultations, membership review of by-laws; September 2017 and CAFCE National membership vote, November 2017 to revise by-laws. If moving forward then onto Phase 2, some examples; recruitment of new members, positioning as voice of Co-op/WIL, establishing best practices and definitions.

In particular CAFCE Atlantic 2017 Professional Development Conference (carceatlantic.com) was the first group to meet across the country with a specific focus on Co-op, WIL, and the future of CAFCE Atlantic. Directors and Managers Advisory Committee (DMAC) 2016 proposal to expand CAFCE mandate and other forms of WIL reviewed but as importantly CAFCE Atlantic diverse group discussions and workshops were achieved over a 2 day period; analyzing the situation and what would it mean for CAFCE Atlantic. Benefits derived; continue to hold our high standards, opportunity to demonstrate leadership, international alignment, and continued institutional autonomy. Summarization; more discussions required to review additional information through maybe surveys. Doodle polls, or focus groups and or consultation with colleagues.

At CAFCE May 31, 2017 Town Hall these exact agenda areas were brought forth in addition to reviewing DMAC survey results with a Q & A dialogue following with representatives from DMAC and the CAFCE Board recommending “Immediate action be to broaden the CAFCE mandate and bylaws to consider other forms of WIL, in addition to the foundational model of co-operative education”. Specifically “What would an expanded mandate mean for CAFCE, impacts from a broader CAFCE mandate, beyond Co-op.

Both CAFCE Atlantic and on a national and international level recently addressed at the CACEE, CAFCE, ACE National Conference it appears we are all heading positively towards serious consideration of incorporating WIL if our institution divisions within co-op , career centers and or faculty have not already done so but the November vote will be the determining factor for our next chapter!

- ii. Acadia University:

- a. Acadia University's newest Co-op program, Community Development, has its' first two Co-op work terms underway for the Summer 2017 session. We have experienced an 11% increase in the number of work terms secured from 2016 and 2017 overall and are seeing new employers come on board with the addition of a one year Employer Development Coordinator position, filled by Liam Dutton, which commenced in early January. With provincial support, we have launched a pilot Co-op Bridging Program. This program aims to partner students who have a very specific career track in mind and whom wish to remain in Nova Scotia after graduation with Nova Scotia employers who wish to use Co-op as a pipeline for recruitment. The focus of WIL at Acadia remains strongly focused on Co-op with no mandate to expand.

iii. Cape Breton University:

After recently breathing life back into the Co-op Program, Cape Breton University (CBU) rewardingly completed a very busy year with 24 co-op placements and 234 Internships and Work Placements. As our program expands we have been developing policies and procedures, offering professional development workshops for students, organizing job fairs and building employer relations.

In August of 2016, Carly Turnbull joined our Career Services Department to work with Arts & Social Sciences and Science & Technology students. Carly is a CBU graduate with a BA in Communication and plans to graduate later in 2017 with her MBA. Carly has been an outstanding addition to our team.

For the first time in many years, CBU celebrated CAFCE's *National Co-op Week* with information sessions on campus for students and faculty, employer presentations and a well-received local media campaign with newspaper and radio coverage raising awareness of CBU's Co-op Program to local employers. Link is still live to radio interview: <http://www.cbc.ca/listen/shows/information-morning-cape-breton/segment/12049151>

CBU received funding from the Universities and Colleges Division of NS Department of Labour and Advanced Education to explore partnerships between CBU and local employers and understand potential barriers employers may have in hiring students in programs such as co-op or internship. The project focused initially on two sectors the Creative Economy and Sustainable Communities and was a great opportunity to strengthen partnerships and create more opportunities on Island for CBU students.

iv. Dalhousie University – Faculty of Architecture and Planning

Joanne Firth is settling into her role as Director of Career Services, having started in June 2016. For the 2016/2017 year, the Faculty of Architecture and Planning saw 153 work terms, up slightly from the year before.

The Faculty of Architecture and Planning was thrilled to participate in the first-ever Dalhousie Co-op Awards held on March 22nd at the Atlantica Hotel. This was first time all of the co-op offices at Dalhousie (Faculty of Architecture and Planning, SITE and Management Career Services) came together for one award ceremony. Master of Architecture student Claire Fontaine was recognized as the School of Architecture Co-op Student of the Year and Andrew Scanlan-Dickie was awarded Co-op Student of the Year for the School of Planning. Five employers from our faculty were nominated for the Top Co-op Employer award for the "Design and Consulting Services" category: EcoVue Consulting (Master of Planning), ERA Architects (Master of Architecture), Frank Hilbich Architect Inc. (Bachelor of Environmental Design Studies), Kobayashi & Zedda Architects (Bachelor of Environmental Design Studies) and Nycum & Associates (Bachelor of Environmental Design Studies). We were pleased that EcoVue Consulting was chosen as the overall winner for the category.

The Faculty of Architecture and Planning is also working on transitioning to the myCareer Orbis platform. Currently the faculty uses a File Maker Pro database with limited reporting capability. We are in the early stages, but hope to transition to myCareer (Orbis) by the end of the year.

- v. Dalhousie University, Science, Information Technology, Engineering Co-operative Education (SITE Co-op)

Growth for SITE Co-op

2016/17 has been another busy year for Dalhousie's SITE Co-op. Supporting Co-op students in the faculties of Science, Computer Science and Engineering, this academic year resulted in 979 students on work term. The growth trend is expected to continue into the foreseeable future with projected over 1200 co-op students in 2017/18 and increased demand in launching or renewing Co-op and Internships in STEM disciplines.

As with last year the growth in student participation comes at a time of economic uncertainty demonstrated in soft commodity pricing, the effects of the Ft McMurray fire last summer and an uncertain manufacturing sector. SITE Co-op's Employer Team secured 1670 job postings this year vs. 1616 last year. This is impressive considering the economic uncertainty previously mentioned. The result for 2016/17 is that 89% of our 1096 students secured a work term. Kudos to the entire SITE Co-op team for their efforts in supporting Dal's Co-op students.

Hails and Farewells

SITE Co-op continued to experience some staffing transition over the past year.

The SITE Co-op team welcomed...

Perona Datta, Employer Development Coordinator. Originally from India, Rona joined Dalhousie having moved to our great city. She brings with her a depth of experience in technical sales predominantly in the Health sector and has a back ground in Pharmaceutical Sciences.

Terry Coolen, Employer Development Coordinator. Terry Coolen joined us to take over the portfolio left by Paul MacDonald's retirement last year. Looking for a career change, Terry joined our team with many years of experience in business development for Jostens and, most recently, The Apple Store for commercial business.

Lillian Ajebon, Candidate Master of eCommerce. Lillian started working with our office part-time to assist with reporting and data management. Seeing her potential, we have asked her to spend her Co-op Internship with us to optimize our use of our myCareer platform as well as roll-out our reporting tool for the team.

We said farewell to...

Ian Watts, Student Development Coordinator. Having spent many years with our office supporting Co-op students as well as coordinating on-line instructional content, Ian was wooed by the prospect of working for the NSCC. We all miss working with Ian and are wishing him well as he supports the faculty at NSCC with instructional design.

Celebrating Co-op

This year SITE Co-op teamed up with Management Career Services and the Architecture and Planning Co-op program to host the inaugural *Top Co-op Awards*. The event combined SITE's previous Top Co-op Employers on the Planet Award and MCS's Employer Awards. The event was very successful due to the teamwork and collaboration of our respective teams. This is sure to be Dalhousie's flagship event to celebrate Top Co-op students and employers going forward.

Top Co-op Students of the Year (TCSOY)

Top Science Co-op Student, Kaitlin Burek, Marine Biology

Top Computer Science Co-op Student, Nicklas Skaluum, Computer Science

Top Engineering Co-op Student, Catherine MacDougall, Chemical Engineering

Top Co-op Employers of the Year

Consulting & Design Services: EcoVue

Retail & Consumer Packaged Goods: Bergstrom Automotive

Financial Services: Royal Bank of Canada

Health: Health QR

ICT: Dell Canada / Quest Software Inc.

Manufacturing: Metamaterials Technologies Inc.

Public Sector: Canada Post Corporation

Resources: Emera

R&D and Education: Dalhousie University, Department of Biochemistry & Molecular Biology

Co-op and WIL at Dal

Some highlights on efforts to continuously improve Co-op curriculum and programming:

Continued to work with faculty to enhance work term curriculum in Engineering and Computer Science.

Continued enhancement of SITE's Graduate Co-op Internships in Electronic Commerce and Health Informatics. Kudos to Caroline Lodge, Kyler Crawford and Rona Datta work their work on this portfolio

Launch of the Master in Applied Computer Science (MACS) Industrial Internship preparation course leading up to the first cohort this Fall 2017

The Faculty of Science welcomed Hugh MacIntyre as the new Academic Director for Science Co-op. Working with Hugh, we will be renewing some of our Science Co-op programs

Over the last year, Dal AC has been working on launching an Agricultural Co-op program. SITE Co-op and Dal AC are exploring ways to work together in the design and delivery of this exciting new Co-op program at Dal

2017/18 promises to be another fascinating and busy year for the SITE Co-op team. This is a great time to be in Co-op. Go Tigers!

vi. Dalhousie University - Management Career Services:

The 2016/17 session saw continued growth in work terms for students studying business and management at Dalhousie University. We are predicting a 5% growth over last year, and a 15% growth over the past three years. During the calendar year of 2016 we facilitated 830 work term, during which our students collectively earned \$7.6 million dollars, and we increased new employer partnerships by 50%.

The number of international students enrolled in our programs also continues to increase and is at approx. 30% of our clientele. We continue to adapt to the changing landscape of our student demographic and focused significant attention this past year in the development of a blended on-line/in-person work –term orientation process that sees us provide programming both in mandatory classes, and through the Brightspace learning management tool.

In March 2016, the MCS team collaborated with our colleagues to present Dalhousie’s first annual Co-op Awards and Recognition event, which hosted 140 guests and named 11 student and employer award winners.

Members of our team have continued to be active contributors to the co-op community both at the regional and national level; enjoying the opportunity to present at conferences and represent their colleagues at the Board level.

vii. Mount Saint Vincent University:

It has been another busy but successful year for the Mount Co-op Office. In 2016, the Mount Co-op Office worked to fill 303 co-op, practica and internship positions across the country and abroad. Several professional development sessions and workshops were also delivered to students over the year.

New Position – Experiential Learning Coordinator

Nova Scotia Labour & Advanced Education allocated \$520,000 to expand experiential learning in the province. The Mount’s Co-op Office worked with Career Services and members of senior leadership to prepare a proposal requesting funds to hire an Experiential Learning Program Coordinator for one year. The proposal was approved and Jeannine Massie started her term in this new position on November 28, 2016.

The purpose of the Experiential Learning Program Coordinator is new complete initiatives such as:

Support faculty across various academic departments in implementing EL in the classroom.

Promote EL opportunities to students through the development of a communications plan and centralized EL website.

Expand and diversify co-op employers.

Increase student participation in co-curricular activities (including volunteer work, professional development, global engagement, and other leadership activities).

Create legacy documents including a handbook for employers on transitioning international students into the workplace, an online training module for international students on tips to succeed in the Canadian workplace, and a guide for faculty on how to incorporate EL into the classroom.

Supervise (direct/indirect) two co-op students.

Co-op Employer of the Year Award (2016)

The Mount Co-op Employer of the Year Award acknowledges employers who have displayed commitment, excellence and longstanding support of the Mount's Co-op program. We honoured the following employers with the title of Mount Co-op Employer of the Year (2016) during CAFCE's National Co-op Week:

Dovekie Solutions, Halifax, NS (business administration co-op employer)

Nova Scotia Power, Halifax, NS (public relations co-op employer)

Cabot Links Resort, Inverness, NS (tourism & hospitality management)

Mount Co-op Student of the Year Awards (2016) were also presented during CAFCE's National Co-op Week to one student from each academic co-op program.

viii. StFX Co-op Education Department:

New Developments

Jennie MacDonald was hired in May as the Co-op Coordinator as Trudy Delorey moved to another position on campus. We have had a great year with new students joining the program and the number of students on work term. Starting in September 2017, StFX will be launching a new Bachelor of Arts and Science in Health (with Co-op). We are working with our internal and external partners to build exciting opportunities for students. Currently, StFX offers a co-op option for students enrolled in Biology, Business, Computer Science, Health, Human Nutrition, and Math. Currently, StFX is looking at the different ways that WIL opportunities can be implemented with various capacities and what role the Co-op and Student Career Services offices can play a role.

ix: Saint Mary's University (SMU):

We report continued growth in student co-op enrollment particularly in Commerce apparent for the 2016/17 school year, and are anticipating an additional increase as the new application requirement CGPA will be 2.5 from 2.7. Furthermore, we look forward to increased enrollment of our present indigenous students who have met with top leaders of the university resulting in such new implementations as a new Indigenous Student Advisor position. International co-op students presently are 27 percent of our co-op student body.

We held our resume/cover letter workshops for all students in the fall and the Professional Development Workshop for newly accepted students in January. Employers and former/current co-op students are well ranked by attendees and are an important section of our workshop.

Presently Career Services and Co-op are reviewing the benefits of incorporating Orbis which would replace our current CRM software. We anticipate a final decision to be made by the fall semester. In addition, Brightspace has been incorporated for our Sobey School of Business Co-op students for Work Term Report submission and review for approval.

New Staff

Originally from Sri Lanka, Maheshi Dharmasiri was a well-welcome addition to our team in November 2016 as an Employment Development Officer contract until September 2017. A graduate of SMU, she has a Dual Degree in Bachelor of Science in Biology and Bachelor of Arts in International Development Studies in addition to completing all three co-op work terms. She brings with her a depth of experience, in both (biology and arts) academics, co-op, research, and technical aptitude. She has been instrumental in training of temporary Office Coordinators, both administrative and technical, employer prospecting, excelling in all project work!

Alicia Moore

Originally from Tennessee, Alicia Moore is a Bachelor of Commerce student, majoring in Computing Systems Information working as our summer Co-op Student Assistant as of May 2017. She comes with solid academics and a strong computer technical background not only from academics but work experience in both campus IT and her co-op work term. She has brought new insight, and great work assistance to our team to date.

Maggie Ma

Originally from China, coming to Halifax in 2002, she is a graduate from Dalhousie Engineering in 2009. She comes with a wealth of experience within engineering, office administration, technical and project work, and report writing. To our team she has been a welcome addition and so supporting in all aspects as of May 17, 2017.

Recent Former Staff

Brittany Ruggles, our previous Co-op Student Assistant for the last year graduating from SMU with a Bachelor of Commerce, Sobey School of Business, majoring in Accounting. She is now full-time with PwC. Brittany was instrumental in all aspects of the assistant position particularly in both employer development and project work! We wish her well!

Our Co-op team continues on a conscientious journey of where we need to go with our number one priorities at the forefront our Saint Mary's University Co-op students and employers. We continue to look forward to working both with our provincial and country-wide institutional colleagues and most recently had the opportunity to engage one on one with world-wide colleagues at the national Vancouver conference; CAFCE, CACEE, & ACE, "Better Together."

Newfoundland & Labrador Provincial Report

Prince Edward Island Provincial Report

Compiled by Megan MacLean

The University of Prince Edward Island currently manages three Co-op programs – Business, Physics and Mathematical and Computational Sciences with pilots in Arts and Chemistry. Plans to further expand co-op opportunities into other faculties are in progress. New admissions into the UPEI Co-op program in the Fall 2016 more than doubled over the previous year. Another increase is expected in Fall 2017 with the program being available in more areas with larger pilots.

In March, restructuring plans were announced and the Co-op office (along with Career Services) will become the foundation for a new Work-Integrated Learning office/department. The mandate of the new unit will be to coordinate and expand WIL and Experiential Learning opportunities across campus. The creation of an E (Experiential Learning)-hub will also fall under the new unit and will be available when the unit moves into a new space in Summer 2018.

Long time UPEI Co-op Student Coordinator, Ernie Doiron, left his position in Fall 2016. His experience and enthusiasm is missed but we wish him well. The search for a new student coordinator is underway with hopes to have someone in the position in July.

CAFCE Atlantic Research Committee Report

Compiled by Erin Gillespie

CAFCE Atlantic Research Committee Member Update

In 2016-2017 the CAFCE Atlantic Research Committee was Co-chaired by Erin Gillespie (UNB) and Kathleen Wooden (Dalhousie). Anna Cranston (Dalhousie), Amy MacFarlane (UPEI) and Rebecca Newhook (MUN) also continue as committee members.

Project Update

MPHEC 2012 Graduate Survey

This project began in early 2012 when the CAFCE Atlantic Research Committee decided to explore the availability of research that would quantifiably demonstrate the outcomes and benefits to students who participate in co-operative education. A working relationship with Maritime Provinces Higher Education Commission (MPHEC) was formed, and with input from the CAFCE Atlantic Research Committee, alterations were made to their 2014 MPHEC Graduate Outcomes survey tool to allow for clearer identification of co-op education graduates.

In June 2016, the committee submitted a funding proposal to CAFCE Atlantic Executive for \$5000. This request for funding was approved. These funds were used to contract Daniel Savas, a Statistician from SFU who is familiar with the MPHEC survey, to complete a report of the survey data as it relates to co-op graduates. While he was interpreting the data, Daniel found that he could make comparisons about co-op graduates vs. all graduates but could also compare co-op graduates vs. graduates with other types of work placements. The additional report would cost \$1500. Anna approached the CAFCE Atlantic Executive with this option and the extra funding was approved to go ahead with the additional report.

The reports were complete in December 2016 and were shared with the CAFCE Atlantic Research Committee that same month. The Committee spent most of early 2017 reviewing the results to identify the most relevant data.

On March 23, 2017, the Committee presented the findings at the CAFCE Atlantic PD event in Halifax, NS.

Work on this project continues as the Committee plans to create an infographic highlighting some of the findings. The Committee is also exploring the possibility of publishing this research.

Anna Cranston from Dalhousie will be presenting this research at the ACE, CACEE & CAFCE National Conference in Vancouver, BC in late May 2017.

CAFCE Atlantic 2017/18 Executive – Slate and Nominees

The following includes the nominations received for the 2017/2018 CAFCE Atlantic Executive:

Chair Elect: Shirley Noseworthy, Memorial University of Newfoundland
Treasurer: Joanne Firth, Dalhousie University
Secretary: Perona Datta, Dalhousie University
NB Member-at-Large: Claude Lavoie, Université de Moncton
NL Member-at-Large: TBD (nominations will be taken from the floor)
NS Member-at-Large: Kelly Tracey, Dalhousie University
PEI Member-at-Large: Megan MacLean, University of Prince Edward Island

Continuing in their roles:

Jean-Paul Crickard, Université de Moncton – moving from Chair-Elect to Chair
Doug Gallant, Dalhousie University – moving from Chair to Past-Chair
Anna Cranston, Dalhousie University – CAFCE National Representative**

**As previously noted in the *Call for Nominations*, due to changes made a couple of years ago at the CAFCE National level, the Atlantic CAFCE National Board Representative will be determined by a call for nominations through the CAFCE National Office. This call will be made in conjunction with the timing for the call for nominations for all of CAFCE National Board of Directors positions in October or November.

CAFCE Atlantic Objectives for 2017/18

- As growing conversations and new developments regarding WIL (Work-integrated Learning), EL (Experiential Learning) and SWILP (Student Work Integrated Learning Program) continue to take place at national and regional levels, CAFCE Atlantic will continue to inform and represent the interests of members as these trends and initiatives evolve.
- CAFCE Atlantic will continue to provide professional development and resources in the field of cooperative education to all of our members in order to share best practices in our professional field, through PD sessions and conferences.
- As developments continue to take place on a national level regarding the expansion of CAFCE National's mandate, CAFCE Atlantic will stay part of the conversation in order to remain relevant and supportive to our Atlantic members, employers, and students.
- CAFCE Atlantic will continue to work with our research committee in order to find the next steps with the results of our latest research findings
- CAFCE Atlantic shall continue to foster and facilitate communication with our members through online platforms (CAFCE Atlantic website, LinkedIn, and emails), in order to keep members engaged and up to date with new information on Co-operative education in Atlantic Canada.
- CAFCE Atlantic will remain a voice for post-secondary Co-operative Education in Atlantic Canada, as we continue to foster and advance Co-operative Education in our post-secondary institutions.