CEP Committee Highlights

November 16, 2022

Committee Membership 2022-2023

Chair:
Shan Jorgenson-Adam, Battle River School Division

Committee Members:
Kevin Bird, Northern Gateway Public Schools

Terri-Lynn Duncan, Horizon School Division

Cindy Escott, Evergreen Catholic Separate School Division

Constantine Kastrinos, Grande Yellowhead School Division

Christine Kennerd, Edmonton Catholic School Division

Danica Martin, Wolf Creek Public Schools

Sandy McDonald, Grande Prairie Public School Division

Doloróse Nolette, Conseil scolaire Centre-Est

Joanne Pitman, Calgary Board of Education

Terri Reid, Black Gold School Division

Ken Sampson, Holy Spirit Roman Catholic Separate School Division

Ryan Sawula, Red Deer Catholic Regional Schools

Bill Shade, Stoney Education Authority

Jessie Shirley, Grande Prairie and District Catholic Schools

CASS Representatives:
David Keohane
Gloria Antifaiff

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☑ Orientation and Planning Session

On October 18, 2022, the CEP Committee met for a planning and orientation session. Highlights from the meeting are:

- reviewed meeting logistics including meeting dates, shared site for documents, and the Terms of Reference for the Committee.
- David Keohane provided an overview of the CASS Act (2022) and related obligations associated with becoming a regulated professional organization.
- Shan Jorgenson-Adam was appointed Chair of the Committee by the Governance and Nominating Committee, as per the CEP Committee Terms of Reference.
- reviewed planned activity for the Fall Conference related to the CEP.
- development of a communication plan for membership.

☑ November 16, 2022 Meeting

- **Advising/Recommendation Process**
  The Committee reviewed the Terms of Reference with a focus on the advising and recommendation process. Quorum shall consist of the majority of members on the Committee. The Committee has advising and recommending authority, not decision-making authority. The Committee provides recommendations to the Governance and Nominating Committee, a standing committee of the CASS Board of Directors.

- **CEP Communication Plan**
  Information about the CEP will be regularly posted in *CASS Connects*. Key messages about the Committee's work will be summarized in a CEP Committee Highlights document which will be posted on the CASS website. In addition, the document will be referenced by Committee members at Zone and local leadership meetings.
  A membership handbook will be created for CASS members and vetted at the 2023 Annual Conference. The Annual Conference will also feature an activity for members to engage in to learn more about the CEP.

- **Revised Guiding Principles and Program Learning Outcomes**
  Gloria Antifaiff provided the Committee with the revised guiding principles and program learning outcomes for the CEP based on feedback received at the Fall Conference. Committee members expressed agreement with the revisions to date and provided additional feedback including the addition of preamble with alignment to legislation. The Committee also requested a scan of the Assurance Framework and continuous improvement process to ensure alignment.

- **Core Course Requirements**
  Committee members discussed core course requirements for maintaining accreditation. Committee members stressed the importance of connecting to job embedded, self-directed learning. Core courses should offer flexibility, focused learning, and avoid duplication of content from leadership standard certification courses. A revised CASS mentorship program should be included towards maintaining annual accreditation. A process for core course challenges will be created for members to submit alternative learning in place of a core course.

☑ Next Meeting
- December 8, 2022

The purpose of the Continuing Education Program Committee is to provide recommendations for a continuing education program accreditation framework to the Governance and Nominating Committee to recommend to the CASS Board of Directors.

CASS College of Alberta School Superintendents