



Continuing  
Education  
Program

# CASS CEP Committee Meeting Highlights November 14, 2023

The purpose of the CASS 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.

## Committee Membership 2023-2024

### Chair:

**Vincent Behm**, Christ the Redeemer Catholic Schools, CASS Board of Directors

### Committee Members:

**Kimberly Frykas**, Grande Prairie Public School Division, Zone 1

**Shauna Boyce**, Parkland School Division, Zone 2/3

**Ryan Sawula**, Red Deer Catholic Regional Schools, Zone 4

**Joanne Pitman**, Calgary Board of Education, Zone 5

**Terri-Lynn Duncan**, Horizon School Division, Zone 6

**Wesley Oginski**, Holden Rural Academy, Charter Schools

**Doloré Nolette**, Conseil scolaire Centre-Est, Francophone School Authority

**Daphne Mai'Stoina**, Kee Tas Kee Now Tribal Council Education, First Nations School Authority

### CASS Representatives:

**David Keohane**, CASS CEO

**Gloria Antifaiff**, CASS Principal Leadership Consultant

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### ✔ Committee Orientation

On November 14, 2023, the CASS CEP Committee convened for the first meeting of the year with Vincent Behm as the Chairperson for the committee. After the Land Acknowledgment, the committee members were provided with an orientation to the CEP committee. The orientation included:

- overview of logistics for the committee such as access to a shared site for committee documents, review of the CEP Committee *Terms of Reference*, mandate, and workplan for the year. A few of the items on the committee's work plan for the year are as follows:
  - pilot the customized online Professional Learning (PL) Planner tool which will eventually be used by regulated members to record their professional learning for annual accreditation,
  - develop a strategic plan for CASS conferences to ensure alignment with the Continuing Education Program (CEP) guiding principles and program learning outcomes,
  - provide feedback on the course-based learning aspect of the CEP, and
  - report to the Governance and Nominating Committee.
- Vincent Behm provided an overview about the role of committee members including the sharing of CEP committee meeting highlights at Zone meetings.
- David Keohane provided an overview of the CASS Act (2022), the CASS Bylaws, and related obligations associated with being a regulated professional organization.

### ✔ Communication Plan

Committee members reviewed and provided feedback on the 23-24 CEP Communication Plan. The plan identifies that CASS members will be provided bi-weekly news items related to the CEP from January to April 2024 in preparation for the start of the CEP on September 1, 2024. Additionally, a CEP meeting highlights document will be created after each meeting and shared with CASS members through *CASS Connects* and on the CASS website. It is anticipated a public version of the CEP website will be released at the Annual Conference in March 2024.

### ✔ CEP Course-based Learning

CEP committee members received the results of the course-based learning survey from the Fall conference. CASS members can find the results in the November 21, 2023 edition of *CASS Connects*.

The course-based learning aspect of the CEP has been designed to uphold the rigour and expectations of the CEP accreditation requirements as outlined in Schedule B of the CASS Bylaws. Regulated members will earn 10 CEP credits when they complete a CEP course. Committee members were provided with a curriculum map for one of the courses to create a visual understanding of the overall structure for each of the courses. At subsequent meetings, course developers will present an overview of the curriculum content.

### ✔ Professional Learning Planner Pilot

The online PL Planner was introduced to CEP committee members. The committee members will participate in a pilot project to ensure this customized tool is ready for CASS regulated members in the fall of 2024. This new online tool includes:

- a personalized dashboard for regulated members to quickly see their total CEP credits earned, a summary of their PL based on competency focus, a summary of the types of professional learning in which the regulated member has participated, and more,
- an online submission form to enter and record CEP credits,
- a historical record of PL for the member, and
- a searchable FAQ section.

Committee members were encouraged to invite their school authority leadership team (regulated CASS members) to also participate in the pilot of the Professional Learning Planner. The pilot includes regular check-ins and feedback tools to help us improve the site before the launch to regulated members.

### ✔ Next Meeting

Monday, December 11