



**ANNUAL GENERAL REPORT**  
**2024-25**

## TABLE OF CONTENTS

PRESIDENT’S MESSAGE .....	3
LIST OF DIRECTORS AND OFFICERS (2024-25) .....	4
AGM 2025 AGENDA .....	5
AGM DRAFT MINUTES 2024 .....	6
BC WIL COUNCIL ANNUAL REPORT 2024-25 .....	11
FINANCIAL REPORT 2024-2025 .....	15
COMMITTEE REPORTS .....	23
AWARDS COMMITTEE.....	23
COMMUNICATIONS COMMITTEE .....	26
EXTERNAL PARTNERSHIPS AND EVENTS COMMITTEE .....	29
MEMBERSHIP COMMITTEE.....	32
PROFESSIONAL DEVELOPMENT COMMITTEE.....	36
RESEARCH & INITIATIVES COMMITTEE.....	41
AWARDS 2024.....	42
NOMINATION REPORT 2024-2025.....	51
APPENDICES .....	60
ACE-WIL 2021-2026 STRATEGIC PLAN .....	60
ACE-WIL WEBSITE REDESIGN SUMMARY .....	74

## PRESIDENT'S MESSAGE



Dear ACE-WIL Members,

As I wrap up my final year as President, I'm filled with gratitude and pride for all we've accomplished together. A major highlight was our **WILful Together Conference**, hosted at the Anvil Centre in New Westminster. With 140+ attendees, 32 sessions, and two inspiring keynotes, the energy was electric! We exceeded our sponsorship goal by \$20,000 thanks to our generous partners and hard-working committee. Planning is already underway for our next conference, hosted by Thompson Rivers University—so mark your calendars for May 25-27, 2026!

We had the privilege of receiving **\$44,000 in StrongerBC funding** which has been used to support two primary initiatives. Firstly, the *Quality WIL BC Employer/Host Organization Course*, led by the **External Partnerships & Events Committee**, which will result in a flagship resource for employers across the province. Secondly, the *ACE-WIL website redesign*, done in partnership with Pathwise Solutions, will improve our website's user experience, streamline resource access, and support better membership and event management.

We've also seen tremendous work across our committees this year. The **Awards Committee** made significant strides in enhancing equity and accessibility through updated nomination forms, clearer rubrics, and expanded outreach, leading to a record number of student and employer nominations. The **Professional Development Committee** brought our community together in new ways, including a well-attended fall event on Generative AI that sparked lively regional discussions across eight institutions, and a new blog series featuring member-developed WIL tools. The **Membership Committee** focused on deepening engagement and growing our community, with the creation of a Student Membership category and a new volunteer appreciation proposal. Meanwhile, the **Communications Committee** worked diligently behind the scenes to improve internal workflows and streamline how members contribute to newsletters, e-blasts, and social media—laying the groundwork for the successful redesign of our website now underway.

Financially, we secured long-term stability by investing in GICs, projecting a return of over \$3,000 by July 2025. We also improved our governance structure, approving over 10 bylaw updates and embarking on a refresh of our strategic plan.

Serving as your President has been an absolute honour. I'm grateful for the passion, dedication, and creativity of our Board, committees, and members. ACE-WIL is stronger than ever, and I can't wait to see what's next.

Sincerely,

A handwritten signature in black ink, appearing to read 'Stephanie Greaves', written in a cursive style.

Stephanie Greaves- Outgoing President, ACE-WIL BC/Yukon

## LIST OF DIRECTORS AND OFFICERS (2024-25)

TITLE	NAME	ASSOCIATION
President	Stephanie Greaves	Simon Fraser University
President-Elect	Chelsey Evans	University of Victoria
Past President	Vacant	
Treasurer	Alon Eisenstein	UBC-Okanagan
Business Officer	Anais Holdaway	University of Victoria
Secretary	Nina Bennett	Justice Institute of British Columbia
BC WIL Chair	Heather Workman	Langara College
Directors-at-Large	Kim Pham Tracey Woodburn Magdalena Mot	Selkirk College Coast Mountain College Capilano University
Co-op Colleges/Institutes Director	Jennifer Weintraub	British Columbia Institute of Technology
Co-op University Director	Ryan McDonald	Simon Fraser University
WIL Colleges/Institutes Director	Rachel Warick	Vancouver Community College
WIL University Director	Kyle Guay	Capilano University
Interior Regional Director	Sarah Gibson	Thompson Rivers University
Lower Mainland/ Vancouver Island Regional Director	Lina Guo	University of Victoria
Awards Committee	Lianne Johnston	Douglas College
Communications Committee Co-Chairs	Natasha Dilay Lina Guo	Royal Roads University University of Victoria
External Partnerships & Events Committee Co-Chairs	Heather Workman Jamie Noakes	Langara College Thompson Rivers University
Membership Committee Co-Chairs	Cristina Eftenaru Delina Coates	Simon Fraser University Simon Fraser University
Research & Initiatives Committee Chair	Vacant	
Professional Development Committee Chair	Meg Thompson	University of Victoria
Ministry Liaison	Brian Train	Ministry of Post-Secondary Education and Future Skills

## AGM 2025 AGENDA

ACE-WIL Annual General Meeting

Friday, May 9, 2025, 12:00 P.M. – 1:00 P.M., Zoom

1. Welcome – Stephanie Greaves
2. Land Acknowledgement – Heather Workman
3. Approval of Agenda – Stephanie Greaves
4. Approval of 2024 AGM Meeting Minutes – Stephanie Greaves
5. President’s Message – Stephanie Greaves
6. BC WIL Council Report – Danielle Johnstrude
7. Financial Report – Alon Eisenstein
8. Motion to Approve Financial Report from April 1, 2022 – March 31, 2025
9. Awards Report – Lianne Johnston
10. Nomination Report and Election of 2025-2027 Board Members – Stephanie Greaves
11. Other Business
12. Adjournment

## AGM DRAFT MINUTES 2024

ACE-WIL Annual General Meeting | DRAFT Minutes

May 28th, 12:00 P.M. – 1:00 P.M.

Anvil Center, New Westminster

### 1. Welcome – Stephanie Greaves

Welcome and Board Introductions – Stephanie Greaves

On behalf of the Board of Directors of the Association of Co-operative Education and Work Integrated Learning BC/Yukon or ACE WIL BC, I would like to welcome you all to the 2024 Annual General Meeting. I will now call the meeting to order.

SLIDE 4: Meet the Board

First, Introduction to the Board of Directors for the 2023-2024 term.

### 1. Land Acknowledgement – Nina Bennett

### 2. Approval of Agenda\* – Stephanie Greaves

The Annual Report was sent out electronically and has greater detail of each of the committee reports, a detailed set of financials and the provincial stats with regards to co-op placements. Please follow along electronically or in an abbreviated way on the screens. Voting will take place with a show of hands.

**Because we already had the Award report and video, we can remove the Awards report from the AGM agenda.**

May I have someone provide a motion to approve the agenda as presented?

***Motion to approve the agenda- Heather W. , 2<sup>nd</sup> Kim Ph.***

***46 votes in favor.***

### 3. Approval of 2023 AGM Meeting Minutes – Stephanie Greaves

Please review the minutes from ACE Annual General Meeting DRAFT Minutes dated June 1, 2023. Participants are able to access through the QR code displayed on the screen.

***Motion to approve the draft meeting minutes- Natasha D., 2<sup>nd</sup> Cristina D.***

## ***57 votes in favor***

### **4. President's Message – Stephanie Greaves**

This past year as President of ACE-WIL BC has been an incredible journey. I've had the privilege to work alongside and serve our dedicated members, and I'm truly inspired by the progress we've made together.

Our Board and Committees have demonstrated remarkable dedication and productivity. The Awards Committee has refined their processes, ensuring inclusivity and recognition of diverse WIL experiences and employers. The Communications Committee has streamlined our communication channels, enhancing our newsletters, eblasts, LinkedIn posts, and web updates. The Membership Committee has focused on enhancing engagement, fostering collaboration through Community of Practice sessions, and exploring broader membership options.

The Professional Development Committee has made significant strides in accessibility, successfully migrating the COWIL funded WIL practitioner course and hosting innovative 'viewing parties'. Our Research Committee presented ACE-WIL's expertise on an international stage, showcasing their Nudge Theory research at the 2023 WACE conference. The External Partnerships and Events Committee expanded our reach through strategic outreach initiatives, sharing ACE-WIL's expertise at key events.

At the Board level, we collaborated with the BC-WIL Council to use \$44,000 in Ministry funding for webpage and process improvements, including a full usability study of our website and enhancements to our membership database.

Lastly, the tireless efforts of our volunteers have brought to life our much-anticipated in-person conference, 'WILful Together', marking our first gathering in over five years.

As we celebrate 31 years of achievements, deeply grateful for our community of members, supporters, volunteers, and partners. Together, our commitment and collaboration have driven our success. We have accomplished so much, and I am excited about the opportunities that lie ahead as we continue to advance Co-operative Education and Work-Integrated Learning in BC and beyond.

### **5. BC WIL Council Report – Heather Workman**

BC WIL Council is an opportunity for all the campuses in our province to come together to discuss WIL. The council has met three times since May 2023. One of the focuses on the meetings has been the Ministry of Post Secondary Education and Future Skills allocating 4.5 million dollars over three years to WIL. Each of the smaller institutions as well as ACE-WIL are receiving some funding.

BC WIL Council and ACE-WIL BC Board examined options for spending this money and focused on website updates and support for 2 projects.

- discussed BC Transparency ACT, changes to IE working hours and impact on student learning changes being experienced on campus.

- Encouraged participation in the Courage to Act Surveys specifically around sexual violence in WIL. All campuses were reviewed by the Ministry and feedback was given on the 10/25 that need more information.

The BC Wil Council is looking forward to continued collaboration with ACE-WIL BC, the Ministry and Brian Train.

The BC WIL Council will assist in the socialization and adoption on individual campuses of the new WIL Database in the fall of 2024 to track WIL activities other than coop . Co-op will continue as a separate database.

June will be Heather’s last meeting as chair and Danielle Johnstrude will take over as chair.

## **6. Financial Report – Chelsey Evans**

**Please see attachment 1 for financial report.**

Overview of the revenue, expenditure and balance.

A breakdown was given on the insurance, taxes and strategic planning work. Chelsey highlighted the role of Pathwise Solutions and their role in supporting the conference. Highlighted the membership drive that has been taking place.

Conference costs and revenue was highlighted. Some of the conference costs including deposits for the Anvil Centre were made in the last fiscal. This fiscal there will also be some conference expenses including the paying of the keynote speakers for the conference.

At the beginning of the year, each committee put in budget requests for their committees; budget requests were received by the professional development committee, external relations and the awards committee.

## **7. Approval of Financial Report from April 1, 2023-March 31, 2024 – Chelsey Evans**

Motion to Approve Financial Report from April 1, 2023 – March 31, 2024

***Motion to approve the Financial Report from April 1, 2023-March 31, 2024- Stephanie G., 2<sup>nd</sup> Alon E.***

***52 votes in favor.***

## **8. Approval of Editorial Changes to the ACE-WIL Bylaws – Stephanie Greaves**

The proposed Bylaw Changes were included in the AGM package which was published to the website and members were notified of via email 2 or more weeks prior to the AGM (as per our bylaws).

The bylaws are in place to ensure our association conducts in a fair and consistent manner. Over this year, as we’ve been referring to the bylaws, we’ve found areas where there isn’t enough clarity and, in some others, just minor mistakes that may have been missed in the past. In other instances, we’re seeking to make changes to better support the work that we do. Each of the bylaw changes will be presented one by one and at the end of the presentation, I’ll make one motion to accept all the Bylaws changes.

Please see attachment 2 for detailed proposed by-law changes.

Alon walks through each bylaw change, one by one, pausing after each one and inviting questions. The first change focuses on the category of member, attempting to highlight that in reality there are three types of membership in the ACE-WIL board and two are not included in the current by-laws. These are honorary members and affiliate members.

Category a-regular member BC and the Yukon applies to membership of the society.

Category b- affiliate member, support the purposes of the membership of the society, no voting, cannot be on the board.

Category c-honorary member, appointed by the board members. Do not have voting rights.

The second change discussed was around membership, and how many votes each board member has (please see attachment for details) and that there are no votes allowed by proxy.

Some changes also included the changing of the council name and ensuring that the honorary members cannot vote. The changing of the time commitment for a president (currently 2 years as President-Elect; 2 years as President; 2 years as Past-President), due to the volunteer nature of the role, a six year commitment is a large commitment to ask someone to make. The proposed changes would see the individual being incoming president for one year, president for two and one year as past president. The president will share with the incoming president and past president one year each, as there is no need to have all three at once.

Final discussion was around the suggested bylaw change moving to quorum over a majority in voting to ensure that the board can continue to do work. This will be important especially if the board continues to grow.

***Motion to approve the By-Law Changes – Anna J., 2<sup>nd</sup> Anita B.***

***54 votes in favor***

**~~9. Awards Report – \*Motion to remove from agenda – Stephanie Greaves \*\*see above~~**

**10. Nomination Report – Stephanie Greaves**

In accordance with ACE WIL BC/Yukon bylaws, nominations were requested for the 2024-2026 Board of Directors (two-year terms).

I, Stephanie Greaves, will serve one more year as ACE-WIL President and Anna Jubilo will now be finishing her role as Past-President with the recent change in the bylaws. The positions of President-Elect and Secretary were not filled last year and are therefore up for election.

A few board members have left or will be leaving their positions before the end of their terms:

- Anaïs Holdaway was appointed as Business Officer but temporarily vacated the position in January 2024 due to her maternity leave. As the Business Officer is an appointed position, it will not be on the nomination slate. If there is no interim appointment for the Business Officer position, then the Treasurer will temporarily assume this role.

- The current Treasurer, Chelsey Evans, will be standing for President-Elect, therefore the position of Treasurer will be up for election this year.

- Alon Eisenstein, who is currently a Director-at-Large, will be standing for Treasurer, therefore, one Director-at-Large position is up for election this year.

- Nina Bennett, who had previously served on the Board as Co-op Colleges/Institutes Director last year, returned from overseas and was temporarily appointed to the vacant role of WIL Colleges/Institutes Director. This position is up for election this year.

Nominations were accepted electronically for the positions below with a deadline of Tuesday, February 29, 2024, by 4:30 p.m. PST. The board did not receive nominations for the Co-op Institutes/Colleges Director position before the deadline; therefore, we will have a Call for Nominations from the floor now.

CALL: Nominations are now open for the vacant board position of Co-op Institutes/Colleges Director

Nominations opened. Joan Pascaul nominated Jennifer Weintraub. This was seconded by Anita Budisa-Bonneau. Jennifer was asked if she formally accepted and she did. Three calls were made for nominations and there were no others. Jennifer was added to the Board Slate, and it was closed for an acclimation vote.

The following board roles were filled by acclimation:

President-Elect: Chelsey Evans

Secretary: Nina Bennett

Treasurer: Alon Eisenstein

WIL Institutes/Colleges Director: Rachel Warick

Co-op Institutes/Colleges Director: Jennifer Weintraub

Director-at-Large (1): Magdalena Mot

***Motion to approve the Board Slate- Stephanie M., 2<sup>nd</sup> Cristina E.***

***54 votes in favor***

**11. Other Business – Stephanie Greaves**

***Motion to adjourn the meeting- Anita B. , 2<sup>nd</sup> Heather W.***

***39 votes in favor.***

**12. Adjournment**

Meeting adjourned at 2:03 pm

## BC WIL COUNCIL ANNUAL REPORT 2024-25

Submitted by Danielle Johnsrude, Chair, BC WIL Council

### Committee Overview

#### Mandate of the BC WIL Council

The BC Work-Integrated Learning (WIL) Council is committed to advancing high-quality, consistent practices across the province’s public post-secondary institutions. The Council’s mandate includes:

- Promoting and adopting consistent program guidelines aligned with CEWIL Canada’s Co-operative Education Accreditation Standards.
- Establishing and promoting consistent definitions and attributes for all forms of Work-Integrated Learning (WIL).
- Collecting and disseminating standardized data related to WIL from member institutions.
- Acting as a collective voice on WIL-related accountability issues in BC.
- Providing a forum for collaboration and discussion of institutional WIL issues.

### Council Membership

#### Executive Committee

- **Chair:** Danielle Johnsrude – Vancouver Island University
- **Vice-Chair:** Rachel Warick – Vancouver Community College
- **Secretary:** Andrea Giles – University of Victoria

#### Full Membership

The Council includes representatives from all 25 BC public post-secondary institutions, ACE-WIL BC, and the Ministry of Post-Secondary Education and Future Skills.

BC WIL Council Representative	Institution
Jennifer Weintraub	BCIT
Claudia Sperling	Camosun College
Aurelea Mahood	Capilano University
Tracey Woodburn	Coast Mountain College
Sheena Jary	College of New Caledonia
Stephanie Wells	College of the Rockies
Lianne Johnston	Douglas College

Shannon McKinnon	Emily Carr University of Art and Design
Nina Bennett	Justice Institute of British Columbia
Melissa Krahn	Kwantlen Polytechnic University
Heather Workman	Langara College <b>(CEWIL Regional Representative)</b>
Brian Train	Ministry of Post-Secondary Education and Future Skills <b>(ex officio)</b>
Beverly Currie-Mclean	Nicola Valley Institute of Technology
Anita Budisa-Bonneau	North Island College
Kathy Doucette (Handley)	Northern Lights College
Alison Gibson	Okanagan College
Natasha Dilay	Royal Roads University
Jessica Adrain	Selkirk College
Tanya Behrisch (Acting)	Simon Fraser University
Stephanie Greaves	Simon Fraser University <b>(ACE-WIL BC President) (ex officio)</b>
Jamie Noakes	Thompson Rivers University
Julie Walchli	University of British Columbia
Rachelle Munchinsky	University of Northern British Columbia
Candace Stewart-Smith	University of the Fraser Valley
Andrea Giles	University of Victoria <b>(BC WIL Council Secretary)</b>
Rachel Warick	Vancouver Community College <b>(BC WIL Council Vice Cha</b>
Danielle Johnsrude	Vancouver Island University <b>(BC WIL Council Chair)</b>

## Council Meetings

### Regular Meetings

- June 5, 2024
- October 25, 2024
- February 21, 2025 (Part I)
- March 14, 2025 (Part II)

### Special Purpose Meetings

- September 16, 2024 – External Update on WIL Impacts Survey Results
- January 31, 2025 – BC WIL Council Learning Session: *Navigating Change* (hosted by SFU)

## Key Projects and Initiatives

### Ministry WIL Funding (2023–2026)

In May 2023, the Ministry of Post-Secondary Education and Future Skills announced \$4.5M in WIL funding over three years, with \$1.5M allocated annually. Of this, \$112,000 per year was directed to each of the smallest institutions, and ACE-WIL BC received \$44,000 annually.

## **WIL Impact Framework Project**

### **Overview:**

A major provincial initiative coordinated by the BC WIL Council with support from the Ministry and ACE-WIL BC.

### **Purpose:**

To assess the socio-economic impact of WIL on host organizations and the BC economy.

### **Framework Domains:**

- Talent Development
- Productivity
- Innovation
- Diversity & Equity
- Community Development

### **Participation:**

- 21 BC post-secondary institutions participated
- 1,189 host organizations responded
- Timeline: June 2024 – January 2025

**More info:** [WIL Impact Framework](#)

### **Key Dates:**

- **June–July 2024:** Survey implementation
- **August–September:** Analysis of host survey data
- **October:** Project extension and reopening of PSI survey
- **November–December:** Final analysis and reporting
- **January 2025:** Dissemination of results to PSIs and Council

### **Steering Committee Members:**

Andrea Giles (UVic), Stephanie McKeown (UBC), Julie Walchli (UBC), Rachel Warick (VCC), Kamali Pahwa (Graduate Researcher)

## **BC WIL & Co-op Database**

**Background:** [cowil.uvic.ca](http://cowil.uvic.ca)

UVic manages the provincial WIL and Co-op Databases for accountability and reporting.

### **Status (as of March 17, 2025):**

- 17 institutions complete
- 1 in progress

- 7 awaiting response

### **Ongoing Priorities:**

- Training for new users
- Best practices learning sessions

### **2024-2025 Highlights**

#### Leadership Transition

- Rachel Warick (VCC) elected Vice-Chair in May 2024
- Danielle Johnsrude (VIU) moved into Chair position
- Heather Workman (Langara) completed her term

#### Strategic Collaboration

- Continued collaboration with ACE-WIL BC and CEWIL Canada
- Supported CEWIL Convening Tour (February 2025) and National WIL Day
- Support and encouraging attendance at ACE-WIL Conference, “WILful Together”

#### Ministry Funding – StrongerBC WIL Initiative

Final year of the \$4.5M initiative. Institutions were encouraged to fully utilize funds to demonstrate impact and strengthen future investment cases.

#### Topics of Ongoing Discussion

- Representation and inclusion of all WIL types
- WIL webpages hosted on ACE-WIL BC website
- Impact of federal policy changes on international students—significant implications for post-secondary programming, student support, and institutional budgets

### **Looking Ahead: 2025–2026 Priorities**

- Finalizing an MOU between the Ministry, BC WIL Council, and UVic to guide use of retained COWIL Initiative funds to support durable online WIL resources. **Next Steps:** Hire a Project Coordinator in Summer 2025 to assess resources and recommend priority projects.
- Expand training for institutional staff on data collection and the COWIL Database
- Strengthen cross-provincial partnerships (CEWIL, ACE-WIL BC, Alberta WIL Consortium)
- Monitor the impacts of policy changes on WIL programming sustainability
- Initiate transition planning for the appointment of BC WIL Council secretary

## FINANCIAL REPORT 2024-2025

<b>Balance Forward March 31, 2024</b>	<b>\$103,841.10</b>
<b>Total Credit (Revenues) to April 1, 2025</b>	<b>\$70,319.93</b>
<b>Total Debit (Expenditures) to April 1, 2025</b>	<b>-\$55,110.29</b>
<b>Total Investment to April 1, 2025</b>	<b>-\$95,000.00</b>
<b>Balanced at April 1, 2025</b>	<b>\$24,050.74</b>
<b>Bank Balance to April 1, 2025 (Bank Account Cash)</b>	<b>\$24,050.74</b>

Breakdown of Revenues & Expenditures	Expenditures	Revenues
ACE-WIL Administration (Insurance, Taxes, Pathwise, Investments)	\$ (16,673.36)	\$ 27,429.55
Conference related expenses and revenues	\$ (32,623.65)	\$ 40,590.38
Membership Revenue		\$ 2,300.00
Professional Development Committee	\$ (422.50)	\$ -
External Relations Committee		
Communications Committee		
Membership Committee		
Research Committee		
Awards Committee	\$ (5,390.78)	
	<b>\$ (55,110.29)</b>	<b>\$ 70,319.93</b>

2025/26 Liabilities/Commitments	Expected Expenditures
Professional Development Committee	\$ (5,000.00)
External Relations Committee	\$ (2,500.00)
Membership Committee	\$ (750.00)
Awards Committee	\$ (4,000.00)
Directors and Officers annual insurance	\$ (5,000.00)
Accountant and tax filing	\$ (1,500.00)
Website Hosting fees	\$ (1,200.00)
<b>Total Liabilities</b>	<b>\$ (19,250.00)</b>

ASSETS	Principal	Projected maturity value
CIBC Flexible GIC 00019, 3.25% Maturity Date July 11, 2025 (\$25,000)	\$ (25,000.00)	\$ 25,812.50
CIBC Flexible GIC 00027, 3.25% Maturity Date July 11, 2025 (\$35,000)	\$ (35,000.00)	\$ 36,137.50
CIBC Flexible GIC 00035, 3.25% Maturity Date July 11, 2025 (\$35,000)	\$ (35,000.00)	\$ 36,137.50
<b>Total value</b>	<b>\$ (95,000.00)</b>	<b>\$ 98,087.50</b>

OUTSTANDING OWING (to ACEWIL - future Credit)	
20241018-IND-00 Due Nov 17 2024	\$ 100.00
20241211-IND-00 Due Jan 11 2025	\$ 75.00
20250113-IND-00 due Feb 13 2025	\$ 75.00
<b>Total Owing</b>	<b>\$ 250.00</b>

<b>Total Net Worth</b>	<b>\$ 122,388.24</b>
<b>Liquid Net Worth</b>	<b>\$ 4,800.74</b>

<b>DETAILED ACCOUNT OF REVENUES + EXPENDITURES from March 31, 2024 - April 1, 2025</b>				
<b>Date</b>	<b>Category</b>	<b>Name</b>	<b>Debit</b>	<b>Credit</b>
Mar 7-2024	Conference	CONF-2024 ACE-WIL Conference Registration		\$578.64
Mar 20-24	Conference	CONF-2024 ACE-WIL Conference Registration		\$775.53
Apr 1-24	Conference	CONF-2024 ACE-WIL Conference Registration		\$1,743.99
Apr 2-24	Administration	ADM - CEWIL - Membership fees (INV 2024-03-22-CEWIL)		\$100.00
Apr 5-24	Conference	CONF-2024 ACE-WIL Conference Registration		\$1,449.48
Apr 8-24	Conference	CONF-2024 ACE-WIL Conference Registration		\$339.06
Apr 15-24	Administration	EXREL - pd to Carmen Wright (INV 0000091) for communication support	\$ (689.06)	
Apr 15-24	Administration	EXREL- Lana Van Velthuizen - reimbursement for 4imprint purchase (2 table top banners and one table runner)	\$ (476.50)	
Apr 16-24	Administration	ADM - BCIT - Membership fees (INV 2024-02-21-BCIT)		\$900.00
Apr 16-24	Administration	ADM - Langara College - Membership fees (INV 2024-03-01-LANG)		\$1,300.00
Apr 16-24	Administration	ADM - Northern Lights Campus - Membership fees (INV 2024-02-26-NLC - MacDonald, T.)		\$25.00
Apr 16-24	Administration	ADM - Capilano University - Membership fees (INV 2024-03-14-CAPU)		\$300.00
Apr 16-24	Administration	ADM - Douglas College - Membership fees (INV 2024-02-21-DOUG)		\$800.00
Apr 16-24	Conference	CONF-2024 ACE-WIL Conference Registration - Langara College (Jennie Reid)		\$599.00
Apr 16-24	Administration	ADM - College of the Rockies - Membership fees (INV 2024-02-21-COTR)		\$400.00
Apr 16-24	Administration	ADM - The University of British Columbia - Membership fees (INV 2024-02-21- ENGR/SAUD/UBCO/UBCSCI/UBCWPL)		\$5,100.00
Apr 16-24	Administration	ADM - Capilano University - Membership fees (INV 2024-02-23-CAPU and INV 2024-03-01-CAPU)		\$425.00
Apr 16-24	Administration	ADM - Royal Roads University - Membership fees (INV 20240221-RRU)		\$400.00
Apr 16-24	Administration	ADM - The University of British Columbia - Membership fees (INV 2024-02-21-UBCARTS)		\$1,300.00

Apr 16-24	Administration	ADM - Capilano University - Membership fees (INV 2024-02-16-CAPU)		\$50.00
Apr 16-24	Administration	Recovery from UVIC for WEB - Pathwise Solutions - INV 2688 - "Find a Program".		\$5,174.40
Apr 16-24	Administration	Recovery from UVIC for WEB - Pathwise Solutions - INV 2689 - "Membership Directory & CRM capabilities".		\$6,652.80
Apr 16-24	Conference	CONF-2024 ACE-WIL Conference Sponsorship - Toronto Metropolitan University		\$15,000.00
Apr 16-24	Administration	ADMIN - Stephanie Greaves - reimbursement for gift basket to Lianne Johnston	\$ (270.48)	
Apr 16-24	Conference	CONF-2024 - Anvil Centre - Deposit for event space	\$ (11,585.87)	
Apr 16-24	Awards	AWRDS - Student Awards purchased from Clarkes Recognition Products Ltd. INV 170211	\$ (1,390.78)	
Apr 17-24	Conference	CONF-2024 ACE-WIL Conference Registration		\$289.17
Apr 17-24	Awards	AWRDS - Student of the Year (Jessica Tran - WIL University)	\$ (500.00)	
Apr 17-24	Awards	AWRDS - Student of the Year (Jared Smith - WIL College)	\$ (500.00)	
Apr 17-24	Awards	AWRDS - Student of the Year (Celia Kurniawan - COOP College)	\$ (500.00)	
Apr 17-24	Awards	AWRDS - Student of the Year (Himali Chhabra - COOP University)	\$ (500.00)	
Apr 18-24	Conference	CONF-2024 ACE-WIL Conference Registration		\$775.53
Apr 22-24	Conference	CONF-2024 ACE-WIL Conference Registration		\$775.53
Apr 23-24	Conference	CONF-2024 ACE-WIL Conference revenue - Calgary Economic Development Ltd.		\$1,598.00
Apr 23-24	Administration	ADM - UBC Forestry - Membership fees		\$400.00
Apr 24-24	Conference	CONF-2024 ACE-WIL Conference Registration		\$678.43
Apr 26-24	Administration	ADM - Kwantlen Polytechnic University - Membership fees (INV 2024-02-21-KPU)		\$500.00
Apr 26-24	Conference	CONF-2024 ACE-WIL Conference Registration		\$77.45
Apr 29-24	Conference	CONF-2024 ACE-WIL Conference Registration		\$775.53
Apr 30-24	Administration	E-transfer stop charges (x3)	\$ (19.50)	
May 1-24	Conference	CONF-2024 ACE-WIL Conference Registration		\$678.43
May 2-24	Conference	CONF-2024 ACE-WIL Conference Sponsorship - ICTC-CTIC		\$1,500.00

May 2-24	Conference	CONF-2024 ACE-WIL Conference Registration		\$478.64
May 3-24	Administration	ADM - Vancouver Island University - Membership fees (INV 2024-02-22-VIU)		\$900.00
May 6-24	Conference	CONF-2024 ACE-WIL Conference Registration		\$173.80
May 6-24	Administration	ADM - Stephen Paul Chase - Membership fees		\$100.00
May 7-24	Administration	ADM - University of Northern British Columbia - Membership fees (INV 2024-02-21-UNBC and 2024-03-19-UNBC)		\$500.00
May 7-24	Administration	ADM - North Island College - Membership fees (INV 2024-02-21-NIC)		\$200.00
May 9-24	Administration	CONF-2024 ACE-WIL Conference Registration		\$678.43
May 10-24	Conference	CONF-2024 ACE-WIL Conference Registration - Lianne K Johnston		\$599.00
May 10-24	Conference	CONF-2024 ACE-WIL Conference Registration		\$77.45
May 10-24	Administration	ADM - Nina Sophia Bennett - Membership fees		\$100.00
May 13-24	Administration	ADM - Vancouver Community College - Membership fees (INV 2024-05-06-VCC)		\$200.00
May 13-24	Administration	ADM - Pens for ACE swag (reimbursement to Lana Van Velthuisen)	\$ (369.58)	
May 14-24	Administration	ADM - Selkirk College - Membership fees (Celina and Kim)		\$200.00
May 14-24	Conference	CONF-2024 ACE-WIL Conference Registration		\$337.49
May 15-24	Conference	CONF-2024 ACE-WIL Conference Registration		\$678.43
May 15-24	Administration	ADM - Thompson Rivers University (INV 2024-03-14-TRU)		\$600.00
May 15-24	Administration	ADM - College of the Rockies (INV 2024-05-07-COTR)		\$100.00
May 21-24	Conference	CONF-Presenter gifts - Bak'd Cookies (INV 2388)	\$ (1,002.54)	
May 21-24	Conference	CONF-Notebook order - 4Imprint - Reimbursement to Lana Van Velthuisen	\$ (1,056.93)	
May 21-24	Conference	CONF-Presenter gifts - Great Wall Tea - Reimbursement to Stephanie Greaves	\$ (142.01)	
May 24-24	Conference	CONF-2024 ACE-WIL Conference partnership - Riipen Networks Inc		\$5,000.00
May 24-24	Administration	WEB - Pathwise Solutions: web support package 2024-05 (50hrs prepaid support) INV 2795	\$ (4,620.00)	
May 26-24	Conference	CONF-Printing - SFU - Reimbursement to Stephanie Greaves	\$ (1,212.74)	
May 27-24	Conference	CONF-Raffel Revenue (x4 e-transfers)		\$70.00

May 28-24	Administration	ADM - Carmen Wright Comm & Design - INV 0000093 - Communication and designs	\$ (315.00)	
May 28-24	Conference	CONF-Sponsorship? Simplicity?		\$2,894.80
May 29-24	Conference	CONF- raffle cash revenue- deposited		\$251.00
May 29-24	Administration	ADMN-Board Meeting Lunch Reimbursement- Nina Bennett	\$ (18.41)	
May 29-24	Administration	ADMN-Board Meeting Lunch Reimbursement- Chelsey Evans for x9 board members	\$ (196.40)	
May 29-24	Administration	ADMN-Board Meeting Coffee Reimbursement- Anna Jubilo	\$ (30.98)	
May 29-24	Conference	CONF- Social committee expenses for activity- Jamie Noakes	\$ (101.95)	
May 29-24	Administration	ADMN-Board Meeting Lunch Reimbursement- Stephanie Greaves (for x2 members)	\$ (36.85)	
May 29-24	Conference	CONF- gift cards for conference volunteers	\$ (355.00)	
May 29-24	Conference	CONF- Parking costs- Material Drop Off	\$ (15.00)	
May 29-24	Conference	CONF- Payment for Keynote Speaker (Dr. Kari Grain)	\$ (3,150.00)	
May 29-24	Conference	CONF- Kevin Kelly- Land Acknowledgement Speaker	\$ (250.00)	
May 29-24	Conference	CONF- Cookies for Presenter Gifts (INV 2399)	\$ (89.25)	
May 31-24	Administration	Service Charge for Self-Service (charged for attempting e-transfer beyond weekly limit of \$10k)	\$ (6.00)	
June 3-24	Conference	CONF- Payment for Keynote Speaker (Dr. Iqbal)	\$ (2,126.25)	
June 4-24	Administration	BC Gov't - BC Society-Societies Act - Bylaw Alteration Application submission fee (personal c-card used for payment - etransfer to C.Evans)	\$ (50.00)	
June 4-24	Administration	BC Gov't - BC Society-Societies Act - BC Society Annual Report filing fee (personal c-card used for payment - etransfer to C.Evans)	\$ (40.00)	
June 4-24	Conference	CONF - Payment to Inn at the Quay (INV 67718) Banquet charges for event on May 26, 2024 (\$3,253.39 - \$1,000 deposit)	\$ (2,253.39)	
June 4-24	Conference	CONF - Payment to SLIDO (INV 240522960) Engage one time plan	\$ (90.00)	
June 4-24	Conference	CONF - Payment to Mark Gibbon Photography (INV 523) Event photography	\$ (1,260.00)	
June 5-24	Membership	ADM- Membership Fee- Coast Mountain College		\$300.00
June 6-24	Conference	CONF - Flowers (\$95.20 and \$67.20) and balloons (\$45.37). Reimbursement to Lianne Johnston	\$ (207.77)	
June 10-24	Conference	CONF - Various conference supplies and DJ booking reimbursed to Heather Workman	\$ (986.50)	
June 13-24	Membership	ADM- Membership Fee- KPU		\$100.00

June 20-24	Conference	CONF - Anvil Centre - (INV 4176) - final payment for conference venue	\$ (6,738.45)	
July 11-24	Investment	ADM - Branch Transaction Deposit to GIC (Certificate 00019 - Maturity July 11, 2025 - Interest 3.25%)	\$ (25,000.00)	
July 11-24	Investment	ADM - Branch Transaction Deposit to GIC (Certificate 00027 - Maturity July 11, 2025 - Interest 3.25%)	\$ (35,000.00)	
July 11-24	Investment	ADM - Branch Transaction Deposit to GIC (Certificate 00035 - Maturity July 11, 2025 - Interest 3.25%)	\$ (35,000.00)	
July 12-24	Administration	ADM- Treasurer Handoff Working Lunch (Alon Eisenstein and Chelsey Evans)	\$ (50.60)	
July 16-24	Conference	CONF- Symplicity Sponsorship		\$2,396.00
Sept 5-24	Membership	Invoice 2024-05-30-CAPU paid by Capilano University		\$ 100.00
Sept 22-24	Administration	Giesbrecht & Associates, Chartered Professional Accountants, Invoice 00006026, e-Transfer reference 5154751593	\$ (1,333.50)	
Oct 17-24	Membership	Invoice 2024-02-22-KPU paid via eTransfer		\$ 300.00
Nov 24-25	PD	eTransfer to Tracey Woodburn for ACE-WIL Viewing party Coast Mountain College Receipt from The Fairlie Cafe	\$ (14.70)	
Nov 24-25	PD	eTransfer to Jamie Noakes for ACE-WIL Viewing party at TRU	\$ (21.99)	
Nov 24-25	PD	eTransfer to Jamie Noakes for ACE-WIL Viewing party at TRU	\$ (20.99)	
Nov 24-25	PD	eTransfer to Karolien Soylu for ACE-WIL Viewing Party at VIU	\$ (50.58)	
Nov 24-25	PD	eTransfer to Alejandra Huerta Guerra for viewing party hosted in Uvic	\$ (41.90)	
Nov 24-25	PD	eTransfer to Meg Thompson for UVic regional viewing party	\$ (11.96)	
Dec 3-24	PD	eTransfer to Meg Thompson for UVic regional viewing party (replacing transfer 5234152293 from 11/24/2024)	\$ (11.96)	
Dec 3-24	Administration	Cancelled the eTransfer to Meg Thompson since the email address is incorrect		\$ 11.96
Dec 5-24	PD	eTransfer to Meg Thompson for UVic regional viewing party (replacing transfer 5234152293 from 11/24/2024)	\$ (11.96)	
Dec 17- 24	Membership	Invoice 20241114-INS-00- UVIC paid via cheque/e-deposit		\$ 75.00
Dec 18-24	Membership	Invoice 20241127-INS-00- UVIC paid via cheque/e-deposit		\$ 75.00
Dec 23-24	Membership	Invoice 20240822-IND-00- UVIC paid via cheque #1925438		\$ 100.00
Dec 24-24	Membership	Invoice 2024-06-11-OKCOLL- paid via cheque		\$ 1,100.00
Dec 24-24	Administration	Internet Banking E-TRANSFER RECLAIM (unclaimed eTransfer to Meg Thompson sent on Nov 24 2024)		\$ 11.96
Dec 31-24	Administration	E-transfer stop fee (see Ref number 5247898838)	\$ (3.50)	
Jan 3-25	Administration	e-transfer to Pathwise for Annual Hosting Fee	\$ (1,890.00)	

Jan 10-25	Membership	Invoice 20241115-IND-00 CNC paid via cheque #0324700		\$ 75.00
Jan 17-25	Membership	Invoice 20241114-INS-01 Douglas College paid via cheque #00376800		\$ 75.00
Jan 28-25	Administration	Directors and Officers annual insurance - WESTLAND INSURANCE - BC (61639755)	\$ (5,057.00)	
Feb 24-25	PD	eTransfer to Tracy Woodburn for Fall PD Event presenter gifts	\$ (236.46)	
Mar 14-25	Awards	2024 SOTY Award Co-op College, Camosun College, REBECCA MARGOT NUFER (Ray Nufer)	\$ (500.00)	
Mar 14-25	Awards	2024 SOTY Award Co-op University, UVIC, Isabella Morrisey	\$ (500.00)	
Mar 14-25	Awards	2024 SOTY Award WIL College, Camosun College, Breyn Banks	\$ (500.00)	
Mar 14-25	Awards	2024 SOTY Award WIL University, VIU, Loretta Hanson,	\$ (500.00)	
Mar 19-25	Administration	Vantage Point Strategies Society - Consulting Fees/Facilitation Strategic Plan Refresh - INVOICE # INV-0001668 sent to finance@thevantagepoint.ca	\$ (1,200.00)	
Total			\$ (150,110.29)	\$ 70,319.93

## COMMITTEE REPORTS

### AWARDS COMMITTEE

Annual Committee Report

2024-2025

#### **Presented By:**

Committee Co-chairs:

Lianne Johnston, Douglas College

Sue Brown, Royal Roads University

#### **Committee Members:**

Sue Brown, Royal Roads University

Lianne Johnston, Douglas College

Lynda Robinson, Vancouver Island University

Meg Thompson, University of Victoria

Shannon Danson, Simon Fraser University

Sarah Gibson, Thompson Rivers University

#### **Mandate**

The Awards Committee is responsible for the following:

- Annual review and updates to the awards forms, guidelines and timelines
- Promotion of the ACE-WIL BC awards to membership, in partnership with the Communications team
- Vet nominations and determine the ACE WIL/BC Student of the Year, Industry Partner of the Year and Outstanding Contribution Award winners
- Ensure an unbiased awards process
- Annual review and update of process and materials

The Awards Committee manages the nomination and awarding process for seven annual awards:

#### **Student of the Year Award (SOTYA)**

Co-op Student of the Year – Universities

Co-op Student of the Year – Colleges

WIL Student of the Year – Universities

WIL Student of the Year – Colleges

#### **Industry Partner of the Year Award (IPOTYA)**

Co-op Industry Partner of the Year

WIL Industry Partner of the Year

## Outstanding Contribution Award (OCA)

### 2024 in Review

#### September

- SOTYA, IPOTYA and OCA applications reviewed to ensure ease of fillable format, edit grammar and punctuation.
- Committee members to review and update Awards Handbook.
- Job Description created outlining committee members, forwarded to ACE-WIL/BC President.
- Communications team asked to remind and promote Awards to ACE-WIL/BC membership through e-newsletter for months of October and November.
- Provided 2021-2023 OCA winners pictures and summaries to upload on ACE-WIL/BC awards site.

#### November

- Communications team asked to upload revised nomination forms to ACE-WIL/BC awards site
- Awards review dates confirmed - SOTYA Feb. 25/25 and IPOTYA & OCA Mar. 11/25.  
NB: OCA deadline extended until March 31/25.
- ACE-WIL/BC awards website summary and instructions below, including correct submission dates, for the individual award.
- Committee Handbook edits continue.

### **SOTYA 2024** (closed Jan. 29, 2025)

15 applications received

#### **Winners:**

##### **Co-op University:**

- **Winner: Isabella Morrissey (UVIC)**
- *Honourable Mention: Andela Acic (UBC-O)*

##### **Co-op College:**

- **Winner: Ray Nufer (Camosun College)**
- *Honourable Mention: Sarah Bowker (Langara College)*

##### **WIL University**

- **Winner: Loretta Hanson (VIU)**
- *Honourable Mention: Cheryl Sitayesh Malik (VIU)*

##### **WIL College:**

- **Winner: Breyn Banks (Camosun)**

### **IPOTYA 2024** (closed Feb 24, 2025)

8 applications received

#### **Winners:**

##### **WIL Employer:**

- **Winner: Nanaimo Innovation Academy (Keely Freeman)**
- *Honourable Mention: Greater Nanaimo Chamber of Commerce (Corry Gervais)*

##### **Co-op Employer:**

- **Winner: Schneider Electric Canada Ltd.** (Tom Stevenson)
- *Honourable Mention: Zynim* (Colin Schmidt)

**OCA 2024** (extended application date to Mar 31<sup>th</sup>, 2025)

- **Winner: Stephanie Greaves (Simon Fraser University)**

**Awards Communication Plan:**

- SOTY and IPOTY awards notification communicated to recipients beginning March 2025 and shared with the Communication Committee to publish in the March newsletter.
- Further communication to recipients (March 2025) confirming attendance to May online AGM.
- AWARDS ordered through Clarke’s – March 2025
- Money distributed to recipients - March 2025

**2025 Forecast**

1. Committee to review CEWIL’s rubric to discuss and recommend revising ACE-WIL’s nomination forms and update rubric. Goal is ensuring inclusivity- to include aspects such as EDI, Community involvement and impact.
2. For the first time: 2024 award recipients included a student from practicum program/and an employer supporting practicum students. How are we including students from all forms of WIL?
3. Committee to discuss voting process amongst members.

## COMMUNICATIONS COMMITTEE

Annual Committee Report

2024-2025

### Presented By:

Committee Co-Chairs:

Natasha Dilay (Royal Roads University); Lina Guo (University of Victoria)

1) **DATE OF LAST COMMITTEE MEETING:** March 5, 2025

2) **LIST OF COMMITTEE MEMBERS**

Ash Senini, UVic, newsletter coordinator  
Dakota Den Duyf, UNBC, web sub-committee  
Heather Croft, UVic, web sub-committee  
Heather Liao, UBC, comms & SM coordinator  
Lina Guo, UVic, co-chair  
Natasha Dilay, RRU, co-chair

3) **SUMMARY OF COMMITTEE ACTIVITY**

### Co-Chair Activity

#### Highlights:

- Google Drive Strategy: Co-chairs are collaborating on a Google drive strategy to migrate Comms material from the original contractor as 'Owner' to the purview of the Communications Committee
  - Currently the 'Owners' are past contractors who are no longer affiliated with ACEWIL
  - Access to the acewil.bc.yukon@gmail account has been provided to the Co-chairs for full access to the Google drive and everything associated with this account.
  - Past 'Owners' (Carmen Wright & Hannah Ahluwalia) have been contacted to properly associate resources and folders to the ACEWIL account.
  - Co-chairs will follow the Website Retirement Policy review and assessment process as a guideline for the Google folder material
    - ★ **Action:** Further discussion at the board level is required to define streamlined processes for Committee Google drive file management
- Website Redevelopment: Co-chairs are supporting website redevelopment process. Update is provided by web redevelopment ad-hoc committee chair, Dakota Den Duyf

## Web Subcommittee

### Highlights:

- The committee continues to maintain the existing website while progress is being made on the new ACEWIL website (see appendix “ACE-WIL BC Website Redesign Summary” for more information).
- **Website Strategic Value and Guiding Principles:** New guiding principles aligns to ACEWIL’s Strategic Plan and seeks to enhance and uphold the integrity of the website.
- **Content Retirement Policy:** A new policy to review and retire content has been approved by the Board approval. Policy supports the Website Strategic Value and Guiding Principles.
- **Website Access and Protocols:** A new procedures document to ensure the ACEWIL board conducts proper website administration risk practices.

### Challenges Encountered:

- Missing ACWIL Resource Hub Assets:
  - Co-chair collaborated with ACE-WIL President and Pathwise to explore how specific resources were lost during web risk review and clean-up
  - Established that Hub resources with paths to past members with website Administrator privileges (I.e. Committee Chairs) were lost
  - Majority of ‘lost’ resources were located and paths reconnected; resources now available
  - Moving forward, new quality process will ensure that only board members with ACEWIL website log-ins will have access to upload resources: Comms Committee & President

## Newsletter/SM Subcommittee

### Highlights:

- The committee continues to oversee and disseminate communications materials to ACE-WIL members through three main channels: the monthly e-newsletter, e-blasts, and LinkedIn posts.
- In early 2025, the committee developed and launched streamlined, fillable submission forms, providing clear guidelines to support member contributions.
- A submission calendar was created to encourage regular updates from the Board and Executive members.
- The committee also successfully supported the promotion of the 2024 ACE-WIL Conference.

### Challenges Encountered:

- Explore more effective strategies to engage ACE-WIL members. Newsletter click rates have remained around 30%-35% which is decent. There is room for improvement. We will continue to monitor engagement metrics closely and focus on developing high-quality, compelling communications materials to better connect with our members.

## 4) **FUTURE COMMITTEE ACTIVITIES/ISSUES**

- Communications Committee Google drive management maintenance process
- Exploration and understanding of new website administration
- Design new banner images to refresh the visual look of the newsletter.
- Develop a standardized email signature template for committee and board members to use when communicating with external stakeholders and acknowledging their community involvement.

## 5) **STRATEGIC PLAN GOALS**

### **Web Subcommittee**

- Effectively engage members by realigning website practices and processes to the simplified and newly-updated ACEWIL website

### **Comms & SM Subcommittee**

- Promote high-quality professional development resources and opportunities for ACE-WIL members.
- Effectively manage communication channels to support the exchange of ideas and experiences.

## EXTERNAL PARTNERSHIPS AND EVENTS COMMITTEE

### Annual Committee Report

2024-2025

#### **Presented By:**

Committee Co-Chairs:

- Heather Workman and Jamie Noakes

#### **1. Introduction**

The External Relations & Partnerships Committee has been actively engaged in developing the Quality WIL BC Employer/Host Organization Course. This report provides a summary of accomplishments, challenges, and future activities from January to March 2025.

#### **2. Summary of Committee Activity**

##### **Employer Course Development:**

- February 6, 2025: Conducted Focus Group 1 with ACE-WIL Board Members.
- March 11, 2025: Conducted Focus Group 2 with employers; 4 attended, 6 signed up (Led by Sanjeeda E. Saji & Domenica Obregon, supported by Leanne Mihalicz & Jenn Smith).
- Currently analyzing employer responses to guide module drafting.

##### **Blueprint & Course Content:**

- February 14, 2025: Completed and stored the final project blueprint in Google Drive.
- February 21, 2025: Created a draft document mapping modules, learning objectives, and curated resources (Led by Sanjeeda E. Saji & Domenica Obregon).
- March 14, 2025: Fully transitioned focus to drafting course modules.

##### **TRU Open Grant Proposal:**

- February 28, 2025: Initial draft completed (Led by Sanjeeda E. Saji & Domenica Obregon).
- March 7, 2025: Finalized with two research assistant signatures and primary supervisor approval (Supported by Jamie Noakes, who assisted with budget planning).
- Submission completed, awaiting decision in mid-April.

##### **H5P Workshop & Technology Integration:**

- February 28, 2025: Attended first H5P virtual workshop to understand how to incorporate interactive H5P activities into modules.
- March 7, 2025: Attended a second H5P Generative AI workshop to enhance course interactivity.
- Planning to implement AI-generated H5P activities into the Open Moodle platform.

##### **WACE Presentation:**

- February 28, 2025: Completed slides for Phase 1 of the WACE presentation (Led by Domenica Obregon).
- March 14, 2025: Decided to reschedule the presentation to mid-April to prioritize course development.

### 3. Challenges & Solutions

- TRU Open Grant Proposal: Supervisor availability was limited, delaying feedback collection. We adjusted timelines and received final feedback on March 10, 2025.
- Employer Engagement: Some employers who signed up for Focus Group 2 did not attend, but we received high-quality feedback from the four who participated.
- Feedback Survey Access Issues: Some committee members faced difficulties signing in. We are working on resolving these issues and encourage members to reach out if they continue to experience difficulties.

### 4. Specialized Supervision Plan

Each committee member is assigned to a specific category of support to ensure structured guidance.

#### Supervisor Contact Plan by Module

Module	Supervision Lead(s) to Contact	Reason for Contact	Check-in Timing
<b>Module 1: Introduction to Quality WIL &amp; Employer Responsibilities</b>	Lana Van Velthuisen (Advisory & Research)	Validate foundational course research & ensure alignment with stakeholder insights.	Before Module 1 content finalization
<b>Module 2: Types of WIL in Canada (Customizable Learning Path)</b>	Nina Bennett (Content Development)	Ensure resources on WIL models are accurate & validated.	Before finalizing case studies & interactive elements
<b>Module 3: Equity, Diversity &amp; Inclusion (EDI) in WIL</b>	Mohna Baichoo (EDI & Accessibility)	Review Indigenous Employer Toolkit, inclusive hiring guides & accessibility standards.	Before finalizing EDI-related course materials
<b>Module 4: Recruiting &amp; Hiring WIL Students</b>	Leanne Mihalicz & Jenn Smith (Employer Engagement)	Ensure employer perspectives are reflected & validate best hiring practices.	Before finalizing recruitment & hiring guides
<b>Module 5: Onboarding &amp; Workplace Integration</b>	Leanne Mihalicz & Jenn Smith (Employer Engagement)	Validate employer onboarding strategies & best practices.	Before adding onboarding case studies & templates
<b>Module 6: Providing Feedback &amp; Supporting Student Development</b>	Jamie Snow (Evaluation & Continuous Improvement)	Ensure feedback mechanisms align with employer & student expectations.	Before finalizing feedback-related learning materials
<b>Module 7: Employment Standards &amp; Compliance</b>	Nina Bennett (Content Development)	Ensure legal compliance resources are employer-friendly & relevant.	Before finalizing legal guides & risk tables
<b>Module 8: Sustaining WIL Programs &amp; Final Assignment</b>	Heather Workman (Marketing & Rollout)	Develop promotional strategies for the WIL course rollout.	Before launching employer outreach efforts

## **5. Future Committee Activities**

- March 17-31, 2025: Continue drafting and refining course modules.
- March 18, 2025: Follow up with employers to clarify focus group insights.
- March 24-31, 2025: Finalize TRU Open Grant proposal documentation if the grant is approved.
- April 2025: Deliver the WACE presentation.
- April 2025: Implement Generative AI-enhanced H5P activities into the Open Moodle platform.

## **6. Recommendations for Board Consideration**

None at this time.

## **7. Conclusion**

Work is progressing well, as reflected in the achievements outlined in this report. The structured supervision and collaborative efforts of our team ensure the successful development, piloting, and launch of the Quality WIL BC Employer/Host Organization Course. Thank you to all committee members for your continued support, insights, and feedback. Your contributions are instrumental in shaping this project. Please feel free to reach out with any questions or additional input.

## MEMBERSHIP COMMITTEE

### Annual Committee Report

2024-2025

#### Presented By:

Committee Co-Chairs:

- Delina Coates and Cristina Eftenaru, Co-chairs

#### 1. Meeting Dates:

June 14, 2024

September 25, 2024

October 30, 2024

November 27, 2024

December 11, 2024

January 22, 2025

February 26, 2025

March 26, 2025

\*Several Chair - sub-committee meetings throughout the year to discuss proposal feedback and next steps.

#### 2. List of Committee Members

Delina Coates, SFU – Co-Chair (Jan 2025-present)	Shannan Laing, Douglas College
Cristina Eftenaru, SFU – Co-Chair (Jan 2021-Jun 2025)	Ryan McDonald, SFU
Hadar Hamid, SFU	Rachel Warick, VCC
Danielle Kershaw, UBC	<b>Vacant</b>

#### 3. Committee Mandate

The Membership Committee was created to welcome and support professionals in the field who are members of the Association. This includes membership invitations, the processing of new members, welcome messages, and more. In collaboration with other ACE-WIL Committees, this committee engages current members in the Association's events.

#### 4. Committee Yearly Budget Allocation

- Expenditures to date: \$0
- Current balance remaining: \$0

#### 5. Summary of Committee Activity Since Last Annual Report

*Overview:* The committee has met regularly over the past year, as per above schedule. The committee has been working on several projects since the last annual report was submitted, following the set priorities for 2024-2025 and initiating new projects. Our focus was on the following:

## A. Ongoing Membership Processing

*Membership & Database Management:* The membership ensures accurate records for current membership and the current membership is **344**. Volunteers with admin access (Shannan L, Hadar H) explored and tested new features of the online database in collaboration with Pathwise. A new process of working closer with the Treasurer has been developed and implemented.

*Student Membership:* The Membership Committee proposed a new Student Membership, which was approved by the Board (March 2025) and will be implemented as a pilot effective immediately. If deemed successful, the membership type(s) will be expanded in coming years.

## B. Membership Engagement

*Welcome Message:* The Welcome message has been updated to be more relevant to new members. Along with the processing of new/transfer members onto the database, our committee oversees the initial communication, welcoming members via committee email, and mail list subscription. All new/transfer membership requests were processed in a timely manner. One volunteer (Shannan L) has admin access to the ACE-WIL LinkedIn group and invites new members to join the LinkedIn group.

*Cross-committee collaboration:* Volunteers have continued collaborating with other ACE-WIL committees:

- *Website and Database Updates:* Involvement in database/website restructure with Pathwise and other Board members.
- *2024 ACE-WIL Conference:* Two volunteers prepared a conference session based on the strategic exercise completed within the committee.

**C. Community of Practice (CoP).** Alon E completed the CoP series with a Webinar on June 12, 2024.

## D. New initiatives

*Overview:* New initiatives aiming to meet the priorities set in the previous report were completed and presented to and/or voted on by the Board. These initiatives include <sup>1</sup>developing job descriptions for the various roles within the membership committee, <sup>2</sup>developing and submitting the Student Membership proposal, and <sup>3</sup>developing and submitting the Volunteer Appreciation proposal. We made progress of the following committee projects:

- **Committee Volunteers:**
  - *Chair:* Delina Coates will be moving into the Chair role beginning in June 2025. We welcome Delina and the new energy she brings to the committee. Cristina Eftenaru plans to step down as Chair but will remain as a committee member. We would like to thank Cristina for all of her efforts as Membership Chair. *The Committee is on the search for a Co-chair!*
  - *Role Description Development:* The subcommittee (Cristina E, Rachel W, and Delina C) led the process and developed the committee role descriptions, which were reviewed by the committee and submitted to the Board for review and publishing. *This project is complete.*
  - *Student Membership:* The subcommittee (Danielle K, Ryan M) developed a proposal that was reviewed by the Chair and the committee and presented to the Board. The proposal was approved and we are implementing the new membership as a pilot in the upcoming year. *This project is complete.*
  - *Website/Database Improvement:* Committee chairs and members met with the website updating team and Pathwise to give feedback and discuss requirements for improved

Membership processing features and the possibility of re-instating the Humans of ACE-WIL Series. *This project is in-progress.*

- *Strategic Plan and Goals:* The Co-Chairs (Cristina E, Delina C) and 2 other Board members (Rachel W, Ryan M) participated in the Board training offered by Vantage Point. *Two volunteers are working on synthesizing the input for the next steps in the process.*
- *New Strategic Plan Development - Issues Discussed:* With upcoming changes to the ACE-WIL, the membership team is looking forward to the upcoming strategic plans for ACE-WIL. As this will influence next steps for the membership committee, it will be important to take into consideration over the coming months. *The committee is represented on the Board by Chair/Co-chair and elected members.*

## **6. Future Committee Goals and Activities for 2025 - 2026:**

The Membership Committee will be prioritizing the following in the next few months before the ACE-WIL breaks for the summer and continue in the upcoming year:

### **A. Business arising from ACE Board meeting:**

- *Strategic Plan:* committee sets priorities for 2025/2026 – The Chairs will represent the committee at the Board and in the Strategic Plan development. All committee members to review the plan and discuss priorities – in progress
- *Volunteer Appreciation Options:* Subcommittee to finalize and submit proposal to the Board for discussion and vote – in progress

### **B. Subcommittees to lead the committee priorities:**

- *Membership Processing:* Shannan L, Hadar H, Vacant (in preparation for the membership drive 2026) will continue to manage the committee email and transfer/new memberships. The committee is also monitoring requests from outside the public PSEs institutions that access ACE-WIL memberships aiming to expand the recruitment and engagement of new members across WIL (rather than Co-op only) and outside BC (i.e., Yukon) – in progress
- *Membership Engagement:* New initiatives: (1) 1-2 volunteers are interested in establishing a forum for communication with members regarding where they can be involved in the Association's committees, activities, and events (e.g., similar to Coffee Chats). (2) We (All committee members) hope to have a Committee Booth at the 2026 Conference to Welcome New Members and Non-Members registrants; (3) One volunteer is interested in initiating the proposal for a conference session – *at the brainstorming/proposal stage*
- *Volunteer Appreciation:* Rachel W, Delina C have collected input on the Draft Proposal from the March Board Meeting. Delina C and Rachel W are in the process of developing an updated proposal that will be shared with the committee and at an upcoming Board meeting – *in progress*

### **C. Recruiting, onboarding, and training new committee volunteers:**

- *Training:* to be provided to future volunteers, as needed
- *Looking to recruit another committee member:* to support the membership processing subcommittee during the 2026 membership drive.

### **D. Future recommendations:**

- Continue to explore new membership categories based on inquiries; assess Student Membership pilot in preparation for updating the Association Bylaws (e.g., 2026 AGM) to include these new membership types

## **7. Important Dates:**

**ACE-WIL AGM:** May 9, 2025 @ 12pm

**Date of next meetings:** May 28, 2025; June 25, 2025

**Annual Report:** discussed and approved by the committee: March 26, 2026

**Approved & Submitted:** March 28, 2025 (Co-Chairs)

## PROFESSIONAL DEVELOPMENT COMMITTEE

Annual Committee Report

2023 - 2024

### Presented By:

Committee Chair:

- Meg Thompson

### 1. **COMMITTEE MEETINGS** (Meetings held between May 2024-April 2025)

**June 17, 2024**

*Summer break*

**August 29, 2024**

**September 9 to Dec. 3, 2024 bi-weekly**

*Winter break*

**January 13 to end of April 2025 bi-weekly**

### 2. **COMMITTEE MEMBERS**

**Meg Thompson**, UVic

**Danna Buick**, Coast Mountain College

**Tracey Woodburn**, Coast Mountain College

**Alejandra Huerta Guerra**, Royal Roads

**Linda Gully**, UBC - Vancouver

**Wynn Wang**, SFU (new - joined Mar/25)

### 3. **COMMITTEE MANDATE**

*Identify professional development opportunities for the ACE-WIL members; Implement and oversee professional development activities for the ACE-WIL members during the Fall and Spring of each calendar year; Support professional development opportunities for ACE-WIL members; Advise and make recommendations to the Board concerning professional development needs; Partner with other committees as appropriate on matters of common interest; Provide quarterly reporting (3x per year) at each board meeting and annually for the AGM.*

### 4. **SUMMARY OF COMMITTEE ACTIVITIES**

The ACE-WIL PD Committee is committed to supporting the mission of the association which includes providing “high-quality professional development for our members” and opportunities to “facilitate a forum for the exchange of ideas and experience” (**Mission – Strategic Plan**).

### **COMMUNICATION AND MARKETING PLAN** (ongoing)

**Link to Strategic Plan:**

**Supports Goal 1, 1.2 and 1.3 in addition to Goal 3, 3.4 and Goal 4, 4.3.**

- The PD Committee continues to follow our communication and marketing plan, developed in Jan/Feb. 2023, to provide committee members with a plan/workflow with clear timelines for a multi-pronged approach to communications, marketing and event planning.
- The PD Committee continues to use the overarching PD theme/WordArt image to help get the attention of our members, with the goal to promote PD Committee endeavours and to increase engagement. The 5-hands image was updated in January 2025 to include some key words from the November PD event. To make the image more evergreen, the words in the centre within the 5-hands logo now includes “Professional Development” rather than changing these words from year to year. The PD Committee will continue to update the words after PD events to keep the word art relevant to member interests.



**WILful TOGETHER CONFERENCE:**

- Several PD Committee members were actively engaged with the Program Committee

**FALL PD EVENT:**

**Link to Strategic Plan:**

**Supports Goal 1, 1.2 and 1.3 in addition to Goal 3, 3.4.**

**Title:** Optimizing day-to-day work with GenAI: Best practices supporting WIL (speakers noted below)

**November 20, 2024:** On-line via Zoom and 8 different regional viewing parties across BC

**9:00 to 9:30:** Networking via regional viewing parties and networking on Zoom

**9:30 to 11:30:** PD session – 3 speakers

**11:30 to noon:** More networking

**Nov. 2024 PD Speakers:**

**Karae White, Career Educator, University of Victoria**

*TOPIC: AI in the workforce: Balancing Opportunities and challenges in the evolving job market*

**Jenny Mao, Learning Transformation Specialist, Coast Mountain College**

*TOPIC: Advocating for the ethical and responsible use of GenAI tools for WIL practitioners*

**Gwen Nguyen, Advisor, Learning and Teaching, BCcampus**

*TOPIC: Practical applications of GenAI tools for developing teaching materials from a pedagogical perspective*

- 101 registrations
- PD session recorded, with recordings located on the ACE-WIL Resource Hub along with other information pertaining to the session
- 8 in-person regional viewing parties:
  - UBC – Vancouver Campus \*for UBC WIL practitioners/ACE-WIL members
  - UBC-Okanagan Campus, Kelowna
  - Thompson Rivers University, Kamloops
  - Coast Mountain College, Terrace
  - Southern Vancouver Island – University of Victoria campus (UVic, Camosun, and RRU)
  - Douglas College, New Westminster
  - Vancouver Community College, Vancouver
  - Vancouver Island University, Nanaimo
- Through PD funds, regional viewing party hosts were invited to provide up to \$50.00 worth of refreshments for the in-person viewing parties. Viewing party hosts submitted receipts and were reimbursed by the Treasurer.
- Members were invited to complete the post-event survey just prior to the end of the event, through a QR code.
  - 51 members completed the post-event survey
  - 43 members noted the session provided them with a meaningful opportunity to connect with their peers in-person at the viewing parties
  - The comments varied with respect to whether the workshop equipped members to engage with GenAI in their work. A few members noted they did not learn much because they are already using AI in their workplace, yet still enjoyed the presentations. Some members noted coming away from the event more curious and inspired to use AI in their work while others left with questions remaining. The following are areas of interest related to GenAI, noted by members through the post-event survey:
    - more hands-on practical experience using GenAI
    - better use of prompts
    - using AI for research, policy development and report writing
    - using AI for student advising
    - how to balance the use of AI and the pursuit of a green economy
    - using AI as a way to enhance student engagement
    - what AI tools are other institutions using

- how can soft skills (empathy and compassion) be utilized to navigate the use of GenAI
- future of work in relation to how we prepare students and ourselves as employees

### **FORUM FOR THE EXCHANGE OF IDEAS**

- Collaborating with the ACE-WIL Communications Committee and Thompson Rivers University (TRU) to showcase their Open Educational Textbook “From University to Career – Creating a Successful Transition” via a first ever PD Committee Blog Series via the monthly ACE-WIL e-newsletter.
  - *\*On-hold until the second edition of the textbook is complete.*
- To date, four blogs have been released through the monthly ACE-WIL e-newsletter with links to the full blog located on the ACE-WIL website:
  - [January 17, 2024 inaugural blog by Jaime Noakes](#)
  - [February 9, 2024 reflections on chapter 5 by Noah Arney](#)
  - [March 11, 2024 reflections on chapter 4 by Dr. Brad Harasymchuk](#)
  - [April 15, 2024 reflections on chapter by 8 by Sarah Ladd](#)
- This initiative came out of the PD Committee’s desire to find ways beyond PD events and conferences to facilitate access to WIL resources, in particular those developed by members of our ACE-WIL community and beyond
- The ACE-WIL e-newsletter and ACE-WIL Resource Hub provide the platforms or forum for the exchange of ideas
- Jaime Noakes (TRU), ACE-WIL Board member and editor are key to facilitating the connection with the chapter authors, who in turn write the blogs
- The second edition of the text book is underway. When this is complete, Jaime Noakes will update the PD Committee at which time we will continue to post chapter blogs through the e-newsletter and website in 2025

**Link to Strategic Plan:**

**Supports Goal 1, 1.2 and 1.3 in addition to Goal 3, 3.4 and Goal 4, 4.3.**

### **5. PRIORITIES FOR 2025-2026**

#### **HOST SPRING PD EVENT WITH REGIONAL VIEWING PARTIES:**

Spring 2025:

- May 28<sup>th</sup>, 2025
- 9:00 to 9:30 regional viewing party networking in-person and on-line via Zoom
- 9:30 to 11:15 session with Ken Wylie
- 11:15 to 11:30 thank you, post-event survey, ACE-WIL announcements

### **RECRUIT CO-CHAIRS**

In January 2025, the current Chair, Meg Thompson, advised the ACE-WIL President, President-Elect and the current ACE-WIL PD team that she would step away as Chair after the May PD event, to provide space for other ACE-WIL members to take on leadership positions. In January, members of the PD Committee elected to remain in their roles as members. Therefore, further outreach took place through the ACE-WIL March 2025 e-newsletter. One new ACE-WIL member responded to this recruitment drive and joined the PD Committee. Ideally, by the end of May 2025, this new member will take on one of the co-chair roles.

The goal is to have two co-chairs in place by the end of June 2025 at which time the current chair will resign. Further recruitment is therefore necessary, and messaging will be included in upcoming e-newsletters. The current chair will be available for consultation for as long as the PD team requires support.

### **ONGOING COMMUNICATION AND MARKETING PLAN**

The PD Committee will continue to work with the ACE-WIL Communications Committee to market the PD events and for recruitment purposes. More information noted earlier in the report.

### **FORUM FOR THE EXCHANGE OF IDEAS**

Ongoing, as noted in the report above.

### **PLAN/HOST FALL PD EVENT WITH VIEWING PARTIES**

In August 2025, the PD Committee will begin planning for the fall event. At this point in time, no decisions have been made on theme or presenters. The committee will review the spring PD post-event survey results for member interests on future PD topics. In addition, the PD Committee will continue to build out regional viewing parties alongside the virtual event via Zoom. This configuration provides ACE-WIL members access to the PD event from any PSI in British Columbia and is therefore more accessible and cost effective, both for the ACE-WIL and members.

Thank you on behalf of the ACE-WIL PD Committee.

**RESEARCH & INITIATIVES COMMITTEE**

Annual Committee Report
2024-2025

No report available. This committee is currently on hiatus.

## AWARDS 2024

### ACE-WIL/BC STUDENT OF THE YEAR AWARD (SOTYA) 2024

#### UNIVERSITY STUDENT CO-OP AWARD

Isabella Morrissey – University of Victoria



My name is Izzy Morrissey, I am a 5th year Biology student at the University of Victoria. Throughout my academic journey, I have been driven by a passion for science and a commitment to understanding the complexities of human health. My coursework has provided a strong foundation in biological sciences, while hands-on experiences in labs and research projects have deepened my curiosity and problem-solving skills. Unlike many, I've known my career goals since kindergarten and have never wavered. My aspiration lies in pursuing medical school and I am particularly motivated to specialize in pediatrics where I can combine my love for science with my desire to make a meaningful impact on the lives of children and their families. My journey reflects a dedication to continual learning and using that growth to help others.

Andela Acic is a Bachelor of Science student at UBC Okanagan, majoring in Computer Science with a minor in Psychology. A dedicated advocate for experiential learning, Andela has excelled through three Co-op terms at leading organizations, including TD, Morgan Stanley, and Amazon. During her internship at Amazon, she spearheaded innovative projects that saved millions in operational costs and earned recognition for her AI-driven tools in hackathons. She is an international student on a full scholarship, actively engaged in the campus community through roles as a teaching assistant in Computer Science and Physics. Andela's passion for empowering women in STEM is evident through her United Nations Foundation grant-funded mentorship initiatives and her Work Study research position for the UBCO Women in Science and Engineering (WiSE) Mentoring Program. Her Co-op experiences have shaped her

#### HONOURABLE MENTION

Andela Acic – University of British Columbia, Okanagan



COLLEGE STUDENT CO-OP AWARD

Ray Nufer – Camosun College



Ray Nufer is a Visual Arts student at Camosun College who completed a co-op work term at the Maritime Museum of British Columbia in Summer 2024. As Programming Assistant, Ray facilitated public programs and workshops, made marketing materials and social media content, and developed 2 new programs: Linocut Printmaking and Watercolour Ink. She achieved Distinction (DST) for her performance in her co-op education course, and she received an abundance of highly positive feedback for her work from colleagues, volunteers, and program participants. She has since spoken about the co-op program at the Visual Arts annual meeting and on a CareerTalk podcast episode, and plans to appear as a guest in Winter semester C-DEV classes.

Sarah Bowker, a third-year Bioinformatics student at Langara College, is currently completing a Data Analyst co-op at Optima Living. During her placement, she developed a ticketing system using Microsoft tools, including MS Forms, SharePoint, Power Automate, and Power BI, to streamline employee request management. By collaborating with HR, IT, Marketing, and Communications departments, Sarah automated the categorization of requests, reducing manual processing time and improving response efficiency. The system also captured data on request types and response times, enabling ongoing analysis for continuous improvement. Sarah presented her project to company leadership, receiving positive feedback and approval to expand the system further. This experience allowed Sarah to enhance her skills in data analysis, automation, and cross-departmental collaboration, making a measurable impact on company operations. She looks forward to applying

HONOURABLE MENTION  
Sarah Bowker, Langara College



## UNIVERSITY STUDENT WIL AWARD

Loretta Hanson – Vancouver Island University



My name is Loretta Hanson and I am a recent graduate of the Early Childhood Education. I came from the Tla'Amin Nation Home Support team just to fill in at our local daycare because our daycare is a part of Tla'Amin Health. The Health administrator suggested casual and part time employees get the responsible adult to get in more hours of work at the daycare because they were short staffed. I met with the newly appointed daycare supervisor and applied as an RA. She took me on to help in the different classrooms that needed workers. I decided I enjoyed the atmosphere and change of pace and just being there that I did some research for online classes to acquire the ECE Certificate. There are a lot of good academic online schools to achieve this, and I had decided that Pacific Rim was who I was going to go with.

As I finished getting all my funding and registration figured out, I had read in the local Neh'Motl newsletter that they were going to be offering a two-year work integrated learning co-hort with VIU of the ECE certificate in Tla'Amin if there was enough interest. I had spoken with friends and co-workers to decide if this was my best route to do this or do it online. The best advice was from a dear friend who said if you have too much going in your life than I would say it is too much for you to commit to it. I sat with my family who fully supported the idea of me going back to school. I filled out the registration to become part of the ECE Certificate co-hort class.

Sitayesh Cheryl Malik is the Administrative and Systems Associate at Vancouver Island University's (VIU) Centre for Experiential Learning and Student Engagement (CEL). With an undergraduate degree in business from Forman Christian College, Pakistan, and an MBA from VIU, she brings extensive experience in administrative and operational roles, including at an international boarding school and within the CEL itself.

As a Career Peer in the Career Studio, she supported students in their career readiness journeys. During her MBA internship, she developed a comprehensive onboarding Student Employee Handbook for student staff, collaborating with team members, graphic designers, and other stakeholders to ensure high-quality results.

Since October 2024, Sitayesh has contributed to CEL operations by supporting the experiential learning database and enhancing efficiency in processes. Known for her initiative, organizational skills, and creative

Honourable Mention

Sitayesh Cheryl Malik – Vancouver Island University



COLLEGE STUDENT – WIL AWARD  
Breyne Banks – Camosun College



I am honored to reflect on my work integrated learning journey and the transformative role it has played in my career, personal growth, and academic development. Participating in work terms has been one of the most rewarding experiences of my life, and I am excited to share how it has shaped me into the driven, passionate, and community-oriented individual that I am.

My decision to participate in work terms was guided by a strong desire to gain hands-on experience in the tourism and hospitality industry. While classroom learning is invaluable, I knew that practical exposure was essential to truly understand the nuances of the field. These placements provided a safe space to make mistakes, learn from them, and develop the confidence to excel in professional settings. Additionally, my

ACE-WIL/BC INDUSTRY PARTNERS OF THE YEAR AWARDS (IPOTYA) 2024

INDUSTRY PARTNER OF THE YEAR AWARD – CO-OP

Schneider Electric Canada Inc. – Tom Stevenson



SE is leading the digital transformation of energy management and automation, enabling clients to optimize assets effectively, drive operational efficiency, reduce costs, and achieve sustainability goals. As a valued University of Victoria partner, SE is supporting campus efficiency and sustainability efforts through power monitoring technology in its buildings. Over the last 20+ years, SE's Victoria and Vancouver offices have also hired over 200 UVic Engineering, Computer Science, and Business co-op students and graduates, showing great commitment to the co-op program and well deserving of this nomination.

Schneider Electric places a strong emphasis on the development and growth of students. They include current co-op students on interview panels for hiring, which is a great learning opportunity about recruitment processes and prepares them for future interviews. SE also sponsors students to attend energy management and sustainability conferences and supports relevant micro-credential development during work terms. To encourage teamwork and camaraderie, SE hosts hackathons and team-building activities such as sports,

Zynim's instrumental role with UFV's co-op students and programming has been evident in their strong engagement with students and with the university and community. The work itself is another way that students benefit from Zynim as an employer. Co-op roles include real responsibilities and challenging tasks, fostering a work environment where students can develop critical skills and gain hands-on experience contributing to meaningful work. Regularly providing opportunities for student growth and advancement has left a lasting impact on students' careers and equipped them with the confidence and knowledge needed for future success. Additionally, Zynim's proprietary technology presents an additional layer of technical challenge, pushing students to expand their skills beyond typical co-op experiences.

HONOURABLE MENTION

Zynim – Colin Schmidt (Founder & CEO)



## INDUSTRY PARTNER OF THE YEAR AWARD – WIL

Nanaimo Innovation

Academy – Keely Freeman



What makes Nanaimo Innovation Academy such a valuable industry partner is the exceptional learning experience it provides to students. By immersing them in a childcare environment that embraces innovative educational philosophies, hands-on learning, and community engagement, NIA offers students exposure to practices that are both unique and forward-thinking.

NIA fosters strong community engagement as a non-profit facility, with parents actively involved in its success. Children spend the majority of their day outside exploring nature in a beautifully designed natural play space, which includes a large custom-built wooden play structure and a garden filled with a wide variety of fruits and vegetables.

NIA goes above and beyond by providing high-quality learning opportunities and professional growth experiences for our students. Students receive mentorship from experienced educators, access to additional training, and opportunities to work on challenging projects that align with their career aspirations. NIA also encourages students to attend decision-making meetings and engage in meaningful discussions that enhance their understanding of the childcare sector. The centre allows students to expand their roles to match their professional interests, providing an experience that surpasses typical co-op or WIL placements.

In 2024, the Chamber employed two WIL students from the Graphic Design and MBA programs, providing them with exceptional opportunities to grow professionally.

Unlike traditional internships, where students often perform routine tasks, the Chamber provides high-level responsibilities and leadership opportunities. They encourage creative problem-solving, empower students to make strategic decisions, and allow them to contribute meaningfully to the organization.

Whether it's organizing monthly networking luncheons and Business After Business (BAB) events, taking charge of logistical arrangements at the popular Commercial St. Night Market, or directly engaging with local businesses, the experience is immersive, hands-on, and truly invaluable.

#### HONOURABLE MENTION

Greater Nanaimo Chamber of Commerce –  
Corry Gervais



#### OUTSTANDING CONTRIBUTION AWARD

Stephanie Greaves (Simon Fraser University)



On May 9th, during ACE-WIL's Annual General Meeting, the Board proudly recognized Stephanie Greaves with the Outstanding Contribution Award in honour of her exceptional dedication to the ACE-WIL Board and the 2024 ACE-WIL Conference.

Stephanie's leadership has left a lasting impact, guiding the organization through key initiatives including enhancements to the ACE-WIL website, strategic planning, and board training.

## NOMINATION REPORT 2024-2025

In accordance with ACE-WIL BC/Yukon bylaws, nominations were requested for the 2025-2027 Board of Directors (two-year terms).

During the 2024 Annual General Meeting, the bylaws were updated to shorten the terms for both the **Past-President** and **President-Elect** positions from two years to one year. As a result, the **President-Elect** position will be up for election next year rather than this year.

### Board Updates

- **President:** Stephanie Greaves will transition into the **Past-President** role (one-year term).
- **Business Officer:** Anaïs Holdaway (University of Victoria) has returned from temporary leave and resumes her **board-appointed** role.
- **WIL University Director:** Kyle Guay (Capilano University) has renewed for another term.
- **Co-op University Director:** Ryan McDonald (Simon Fraser University) has renewed for another term.
- **Regional Director, Lower Mainland/Vancouver Island:** Lina Guo (University of Victoria) has renewed for another term.
- **Regional Director, Interior:** Sarah Gibson (Thompson Rivers University) was appointed for a two-year term at the May 2024 board meeting, replacing Jamie Noakes, who reached the renewal limit.

### Departing Board Members

- **Director-at-Large:** After two consecutive terms, **Kim Pham (Selkirk College)** will be concluding her time on the Board. Since joining in May 2021, Kim has served as both a board member and Co-Chair of the Conference Committee. We extend our heartfelt thanks for her outstanding contributions—thank you, Kim!
- **President-Elect: Chelsey Evans**, who was set to transition into the **President** role, is now unable to do so. Previously, Chelsey served as **Treasurer** and contributed to the ACE-WIL External Partnerships and Events Committee. We deeply appreciate Chelsey's tremendous service to ACE-WIL BC—thank you, Chelsey!

### Nominations

Electronic nominations were accepted for the following positions, with a deadline of **Friday, February 28, 2025, at 4:30 p.m. PST**.

#### Director-at-Large Nominees:

- **Heather Croft** (University of Victoria)
- **David Keighron** (Douglas College)

#### President Nomination Process:

As the formal nomination deadline has passed, a **call for nominations from the floor** will take place during this year's **Annual General Meeting**.

## Nominee Biographies

### Heather Croft

I'm passionate about work-integrated learning and helping students build meaningful careers. As the Acting Associate Director of Optional and Professional Co-op Programs at the University of Victoria, I lead a multi-disciplinary team recognized nationally for preparing career-ready undergraduate and graduate students. We're committed to preparing students for success by fostering purpose, belonging, and a drive to make a difference.

I've been a member of ACE-WIL since 2019, and became part of the ACE-WIL Communications Committee in 2023, where I work to maintain the website content that helps build connections among WIL professionals across BC and the Yukon. I'm also privileged to be part of the CEWIL EDIA Council and the Indigenous WIL Community of Practice – both are experiences that have deepened my understanding of how collaboration and knowledge sharing can strengthen WIL initiatives across Canada. I'm excited about the opportunity to serve as a Director-at-Large because I believe in the power of ACE-WIL to bring people together, share best practices, and strengthen the impact of work-integrated learning. I would be honored to serve on the board and am excited about the opportunity to help shape the future of WIL in BC and the Yukon.

**LinkedIn:** <https://www.linkedin.com/in/heathercroft/>

### David Keighron

As an educator, mentor, and innovator, I am committed to transforming work-integrated and experiential learning by bridging the gap between theory and real-world application. With over 20 + years of experience in marketing and business education, I have developed and delivered industry-aligned courses, integrating micro-credentials and digital badges from leading platforms like HubSpot, Google, and Salesforce to ensure students acquire practical, in-demand skills.

Beyond the classroom, I actively collaborate with industry partners to create meaningful learning opportunities, helping students build their careers through hands-on projects and applied experiences. As the host and creator of the podcasts Marketing Corner Talks and Innovation Fuel, I bring together entrepreneurs, industry leaders, and alumni to discuss business challenges, providing valuable insights that serve as case studies for students. I have recently launched Education in Action, a new platform and podcast that explores experiential and work-integrated learning, education innovation, and industry-academic partnerships. Through this initiative, I engage with students, faculty, instructional designers, and institutions to uncover practical strategies for transforming education and preparing students for the evolving workforce.

I am passionate about rethinking traditional education models, ensuring that students are equipped with the skills, experiences, and networks needed to succeed in today's evolving business landscape. As a Director-at-Large candidate for ACE-WIL, I am eager to contribute my expertise in experiential learning, industry collaboration, and digital education to further enhance work-integrated learning opportunities for students and institutions alike.

**LinkedIn:** <https://www.linkedin.com/in/davekeighron/>

## CO-OPERATIVE EDUCATION PLACEMENT STATISTICS

### B.C. Co-op Placement Weeks by Regional Locations

Terms: K24 F24 S25 | Institutions: BC Only | Programs: Both

Area/Inst.	Male	Female	Other Gender	Indigenous	International	Student with Disabilities	Local Region	Vancouver Island	Lower Mainland	Other B.C.	Outside Province	Outside Canada	Total
CAPILANO	352	400	-	-	-	-	448	48	448	176	64	16	752
FRASER VALLEY	592	560	16	-	432	-	1,120	-	1,120	48	-	-	1,168
KWANTLEN	1,600	1,984	16	-	-	-	3,536	64	3,536	-	-	-	3,600
SFU	28,880	22,272	992	224	8,784	304	44,928	1,424	44,928	1,168	2,816	1,808	52,144
THOMPSON	2,208	1,488	-	64	2,240	-	3,040	16	272	3,040	256	112	3,696
UBC	50,992	41,888	30,240	-	16,064	-	90,832	2,016	90,832	6,656	16,304	7,312	123,120
UBC-OKANAGAN	1,648	1,440	-	64	1,392	-	1,392	48	688	1,392	704	256	3,088
UNBC	240	128	16	-	128	-	368	16	-	368	-	-	384
UVIC	34,896	23,040	672	992	8,336	784	33,232	33,232	12,864	2,752	6,624	3,136	58,608
VIU	1,120	752	16	112	1,088	-	1,472	1,472	48	160	192	16	1,888
University Group	122,528	93,952	31,968	1,456	38,464	1,088	180,368	38,336	154,736	15,760	26,960	12,656	248,448
CAMOSUN	3,328	3,056	-	-	3,392	-	5,968	5,968	192	80	96	48	6,384
DOUGLAS	1,136	1,040	-	-	1,328	-	1,904	224	1,904	-	16	32	2,176
LANGARA	832	576	-	-	400	-	1,280	-	1,280	-	16	112	1,408
NORTH ISLAND	160	128	-	-	-	-	240	240	-	32	16	-	288
OKANAGAN	736	416	-	-	-	-	1,088	32	16	1,088	16	-	1,152
ROCKIES	64	96	-	-	64	-	144	-	-	144	16	-	160
SELKIRK	32	-	768	-	160	-	784	16	-	784	-	-	800
College Group	6,288	5,312	768	-	5,344	-	11,408	6,480	3,392	2,128	176	192	12,368
BCIT	9,344	1,767	121	-	-	-	8,126	16	8,126	738	1,216	1,136	11,232
Institute Group	9,344	1,767	121	-	-	-	8,126	16	8,126	738	1,216	1,136	11,232
OVERALL	138,160	101,031	32,857	1,456	43,808	1,088	199,902	44,832	166,254	18,626	28,352	13,984	272,048

## Percentage of B.C. Co-op Placement Weeks by Regional Locations

Terms: K24 F24 S25 | Institutions: BC Only | Programs: Both

Area/Inst.	Male	Female	Other Gender	Indigenous	International	Student with Disabilities	Local Region	Vancouver Island	Lower Mainland	Other B.C.	Outside Province	Outside Canada	Total
CAPILANO	46.8%	53.2%	0.0%	0.0%	0.0%	0.0%	59.6%	6.4%	59.6%	23.4%	8.5%	2.1%	100.0%
FRASER VALLEY	50.7%	47.9%	1.4%	0.0%	37.0%	0.0%	95.9%	0.0%	95.9%	4.1%	0.0%	0.0%	100.0%
KWANTLEN	44.4%	55.1%	0.4%	0.0%	0.0%	0.0%	98.2%	1.8%	98.2%	0.0%	0.0%	0.0%	100.0%
SFU	55.4%	42.7%	1.9%	0.4%	16.8%	0.6%	86.2%	2.7%	86.2%	2.2%	5.4%	3.5%	100.0%
THOMPSON	59.7%	40.3%	0.0%	1.7%	60.6%	0.0%	82.3%	0.4%	7.4%	82.3%	6.9%	3.0%	100.0%
UBC	41.4%	34.0%	24.6%	0.0%	13.0%	0.0%	73.8%	1.6%	73.8%	5.4%	13.2%	5.9%	100.0%
UBC-OKANAGAN	53.4%	46.6%	0.0%	2.1%	45.1%	0.0%	45.1%	1.6%	22.3%	45.1%	22.8%	8.3%	100.0%
UNBC	62.5%	33.3%	4.2%	0.0%	33.3%	0.0%	95.8%	4.2%	0.0%	95.8%	0.0%	0.0%	100.0%
UVIC	59.5%	39.3%	1.1%	1.7%	14.2%	1.3%	56.7%	56.7%	21.9%	4.7%	11.3%	5.4%	100.0%
VIU	59.3%	39.8%	0.8%	5.9%	57.6%	0.0%	78.0%	78.0%	2.5%	8.5%	10.2%	0.8%	100.0%
University Group	49.3%	37.8%	12.9%	0.6%	15.5%	0.4%	72.6%	15.4%	62.3%	6.3%	10.9%	5.1%	100.0%
CAMOSUN	52.1%	47.9%	0.0%	0.0%	53.1%	0.0%	93.5%	93.5%	3.0%	1.3%	1.5%	0.8%	100.0%
DOUGLAS	52.2%	47.8%	0.0%	0.0%	61.0%	0.0%	87.5%	10.3%	87.5%	0.0%	0.7%	1.5%	100.0%
LANGARA	59.1%	40.9%	0.0%	0.0%	28.4%	0.0%	90.9%	0.0%	90.9%	0.0%	1.1%	8.0%	100.0%
NORTH ISLAND	55.6%	44.4%	0.0%	0.0%	0.0%	0.0%	83.3%	83.3%	0.0%	11.1%	5.6%	0.0%	100.0%
OKANAGAN	63.9%	36.1%	0.0%	0.0%	0.0%	0.0%	94.4%	2.8%	1.4%	94.4%	1.4%	0.0%	100.0%
ROCKIES	40.0%	60.0%	0.0%	0.0%	40.0%	0.0%	90.0%	0.0%	0.0%	90.0%	10.0%	0.0%	100.0%
SELKIRK	4.0%	0.0%	96.0%	0.0%	20.0%	0.0%	98.0%	2.0%	0.0%	98.0%	0.0%	0.0%	100.0%
College Group	50.8%	42.9%	6.2%	0.0%	43.2%	0.0%	92.2%	52.4%	27.4%	17.2%	1.4%	1.6%	100.0%
BCIT	83.2%	15.7%	1.1%	0.0%	0.0%	0.0%	72.3%	0.1%	72.3%	6.6%	10.8%	10.1%	100.0%
Institute Group	83.2%	15.7%	1.1%	0.0%	0.0%	0.0%	72.3%	0.1%	72.3%	6.6%	10.8%	10.1%	100.0%
OVERALL	50.8%	37.1%	12.1%	0.5%	16.1%	0.4%	73.5%	16.5%	61.1%	6.8%	10.4%	5.1%	100.0%

### B.C. Co-op Placement Weeks by Employer

Terms: K24 F24 S25 | Institutions: BC Only | Programs: Both

Area/Inst.	PUBLIC SECTOR					SUBTOTAL PUBLIC	PRIVATE SECTOR		SUBTOTAL PRIVATE	TOTAL
	Federal Government	Provincial Government	Municipal Government	Federal Agency	Provincial Agency		Non-Profit Organization	Private Business		
CAPILANO	-	32	32	-	-	64	-	688	688	752
FRASER VALLEY	64	176	112	48	208	608	16	544	560	1,168
KWANTLEN	480	240	32	208	480	1,440	96	2,064	2,160	3,600
SFU	2,480	1,008	512	3,120	9,168	16,288	2,336	33,520	35,856	52,144
THOMPSON	64	304	-	16	1,152	1,536	64	2,096	2,160	3,696
UBC	5,136	3,248	3,040	2,960	18,256	32,640	5,072	85,408	90,480	123,120
UBCO	256	1,072	-	-	-	1,328	144	1,616	1,760	3,088
UNBC	16	16	-	32	16	80	48	256	304	384
UVIC	3,680	2,816	1,136	1,328	9,744	18,704	3,328	36,576	39,904	58,608
VIU	-	32	176	16	48	272	288	1,328	1,616	1,888
University Group	12,176	8,944	5,040	7,728	39,072	72,960	11,392	164,096	175,488	248,448
CAMOSUN	480	864	64	-	288	1,696	240	4,448	4,688	6,384
DOUGLAS	144	-	-	112	464	720	16	1,440	1,456	2,176
LANGARA	-	368	-	48	-	416	64	928	992	1,408
NORTH ISLAND	-	-	16	-	16	32	-	256	256	288
OKANAGAN	128	128	256	-	-	512	-	640	640	1,152
COLLEGE OF THE	-	-	32	-	-	32	-	128	128	160
SELKIRK	-	48	48	-	160	256	64	480	544	800
College Group	752	1,408	416	160	928	3,664	384	8,320	8,704	12,368
BCIT	112	-	32	64	1,405	1,613	48	9,571	9,619	11,232
Institute Group	112	-	32	64	1,405	1,613	48	9,571	9,619	11,232
OVERALL	13,040	10,352	5,488	7,952	41,405	78,237	11,824	181,987	193,811	272,048

### Percentage of B.C. Co-op Placement Weeks by Employer

Terms: K24 F24 S25 | Institutions: BC Only | Programs: Both

Area/Inst.	PUBLIC SECTOR					SUBTOTAL PUBLIC	PRIVATE SECTOR		SUBTOTAL PRIVATE	TOTAL
	Federal Government	Provincial Government	Municipal Government	Federal Agency	Provincial Agency		Non-Profit Organization	Private Business		
CAPILANO	0.0%	4.3%	4.3%	0.0%	0.0%	8.5%	0.0%	91.5%	91.5%	100.0%
FRASER VALLEY	5.5%	15.1%	9.6%	4.1%	17.8%	52.1%	1.4%	46.6%	47.9%	100.0%
KWANTLEN	13.3%	6.7%	0.9%	5.8%	13.3%	40.0%	2.7%	57.3%	60.0%	100.0%
SFU	4.8%	1.9%	1.0%	6.0%	17.6%	31.2%	4.5%	64.3%	68.8%	100.0%
THOMPSON	1.7%	8.2%	0.0%	0.4%	31.2%	41.6%	1.7%	56.7%	58.4%	100.0%
UBC	4.2%	2.6%	2.5%	2.4%	14.8%	26.5%	4.1%	69.4%	73.5%	100.0%
UBC-OKANAGAN	8.3%	34.7%	0.0%	0.0%	0.0%	43.0%	4.7%	52.3%	57.0%	100.0%
UNBC	4.2%	4.2%	0.0%	8.3%	4.2%	20.8%	12.5%	66.7%	79.2%	100.0%
UVIC	6.3%	4.8%	1.9%	2.3%	16.6%	31.9%	5.7%	62.4%	68.1%	100.0%
VIU	0.0%	1.7%	9.3%	0.8%	2.5%	14.4%	15.3%	70.3%	85.6%	100.0%
University Group	4.9%	3.6%	2.0%	3.1%	15.7%	29.4%	4.6%	66.0%	70.6%	100.0%
CAMOSUN	7.5%	13.5%	1.0%	0.0%	4.5%	26.6%	3.8%	69.7%	73.4%	100.0%
DOUGLAS	6.6%	0.0%	0.0%	5.1%	21.3%	33.1%	0.7%	66.2%	66.9%	100.0%
LANGARA	0.0%	26.1%	0.0%	3.4%	0.0%	29.5%	4.5%	65.9%	70.5%	100.0%
NORTH ISLAND	0.0%	0.0%	5.6%	0.0%	5.6%	11.1%	0.0%	88.9%	88.9%	100.0%
OKANAGAN	11.1%	11.1%	22.2%	0.0%	0.0%	44.4%	0.0%	55.6%	55.6%	100.0%
ROCKIES	0.0%	0.0%	20.0%	0.0%	0.0%	20.0%	0.0%	80.0%	80.0%	100.0%
SELKIRK	0.0%	6.0%	6.0%	0.0%	20.0%	32.0%	8.0%	60.0%	68.0%	100.0%
College Group	6.1%	11.4%	3.4%	1.3%	7.5%	29.6%	3.1%	67.3%	70.4%	100.0%
BCIT	1.0%	0.0%	0.3%	0.6%	12.5%	14.4%	0.4%	85.2%	85.6%	100.0%
Institute Group	1.0%	0.0%	0.3%	0.6%	12.5%	14.4%	0.4%	85.2%	85.6%	100.0%
OVERALL	4.8%	3.8%	2.0%	2.9%	15.2%	28.8%	4.3%	66.9%	71.2%	100.0%

## B.C. Co-op Placement Weeks by Occupational Grouping

Terms: K24 F24 S25 | Institutions: BC Only | Programs: Both

Institution	Admin / Business	Agriculture	Computer Science	Engineering	Health/ Legal	Hosp/Tourism Recreation	Humanities / Social Sci.	Science	Technical / Trades	Total
CAPILANO	-	-	-	-	-	752	-	-	-	752
FRASER VALLEY	272	-	496	-	-	-	64	336	-	1,168
KWANTLEN	1,904	-	1,504	-	96	-	-	96	-	3,600
SFU	11,424	-	13,072	10,352	2,064	-	8,928	6,304	-	52,144
THOMPSON	1,296	-	1,296	336	-	224	288	256	-	3,696
UBC	8,432	-	25,840	51,792	224	-	10,736	26,096	-	123,120
UBC-OKANAGAN	592	-	-	-	-	-	528	1,968	-	3,088
UNBC	128	-	48	112	16	-	-	32	48	384
UVIC	14,384	-	5,632	23,872	4,352	-	5,200	5,168	-	58,608
VIU	-	-	176	80	-	1,632	-	-	-	1,888
University Group	38,432	-	48,064	86,544	6,752	2,608	25,744	40,256	48	248,448
CAMOSUN	2,736	-	-	-	-	1,952	320	-	1,376	6,384
DOUGLAS	1,280	-	640	-	-	-	48	208	-	2,176
LANGARA	1,072	-	272	-	-	-	-	64	-	1,408
NORTH ISLAND	64	-	-	-	-	224	-	-	-	288
OKANAGAN	512	-	208	32	-	-	-	-	400	1,152
ROCKIES	32	-	-	-	16	64	-	48	-	160
SELKIRK	480	-	-	-	-	-	240	80	-	800
College Group	6,176	-	1,120	32	16	2,240	608	400	1,776	12,368
BCIT	-	1,554	816	-	-	48	120	448	8,246	11,232
Institute Group	-	1,554	816	-	-	48	120	448	8,246	11,232
OVERALL	44,608	1,554	50,000	86,576	6,768	4,896	26,472	41,104	10,070	272,048

## Percentage of B.C. Co-op Placement Weeks by Occupational Grouping

Terms: K24 F24 S25 | Institutions: BC Only | Programs: Both

Institution	Admin / Business	Agriculture	Computer Science	Engineering	Health/ Legal	Hosp/Tourism Recreation	Humanities / Social Sci.	Science	Technical / Trades	Total
CAPILANO	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	100.0%
FRASER VALLEY	23.3%	0.0%	42.5%	0.0%	0.0%	0.0%	5.5%	28.8%	0.0%	100.0%
KWANTLEN	52.9%	0.0%	41.8%	0.0%	2.7%	0.0%	0.0%	2.7%	0.0%	100.0%
SFU	21.9%	0.0%	25.1%	19.9%	4.0%	0.0%	17.1%	12.1%	0.0%	100.0%
THOMPSON	35.1%	0.0%	35.1%	9.1%	0.0%	6.1%	7.8%	6.9%	0.0%	100.0%
UBC	6.8%	0.0%	21.0%	42.1%	0.2%	0.0%	8.7%	21.2%	0.0%	100.0%
UBC-OKANAGAN	19.2%	0.0%	0.0%	0.0%	0.0%	0.0%	17.1%	63.7%	0.0%	100.0%
UNBC	33.3%	0.0%	12.5%	29.2%	4.2%	0.0%	0.0%	8.3%	12.5%	100.0%
UVIC	24.5%	0.0%	9.6%	40.7%	7.4%	0.0%	8.9%	8.8%	0.0%	100.0%
VIU	0.0%	0.0%	9.3%	4.2%	0.0%	86.4%	0.0%	0.0%	0.0%	100.0%
University Group	15.5%	0.0%	19.3%	34.8%	2.7%	1.0%	10.4%	16.2%	0.0%	100.0%
CAMOSUN	42.9%	0.0%	0.0%	0.0%	0.0%	30.6%	5.0%	0.0%	21.6%	100.0%
DOUGLAS	58.8%	0.0%	29.4%	0.0%	0.0%	0.0%	2.2%	9.6%	0.0%	100.0%
LANGARA	76.1%	0.0%	19.3%	0.0%	0.0%	0.0%	0.0%	4.5%	0.0%	100.0%
NORTH ISLAND	22.2%	0.0%	0.0%	0.0%	0.0%	77.8%	0.0%	0.0%	0.0%	100.0%
OKANAGAN	44.4%	0.0%	18.1%	2.8%	0.0%	0.0%	0.0%	0.0%	34.7%	100.0%
ROCKIES	20.0%	0.0%	0.0%	0.0%	10.0%	40.0%	0.0%	30.0%	0.0%	100.0%
SELKIRK	60.0%	0.0%	0.0%	0.0%	0.0%	0.0%	30.0%	10.0%	0.0%	100.0%
College Group	49.9%	0.0%	9.1%	0.3%	0.1%	18.1%	4.9%	3.2%	14.4%	100.0%
BCIT	0.0%	13.8%	7.3%	0.0%	0.0%	0.4%	1.1%	4.0%	73.4%	100.0%
Institute Group	0.0%	13.8%	7.3%	0.0%	0.0%	0.4%	1.1%	4.0%	73.4%	100.0%
OVERALL	16.4%	0.6%	18.4%	31.8%	2.5%	1.8%	9.7%	15.1%	3.7%	100.0%

### B.C. Co-op Placement Weeks Comparison by Year

Institutions: BC Only | Programs: Approved

Placement Weeks Area/Inst.	2019/20			2020/21			2020/21			2021/22			2022/23			2023/24			2024/25		
	TOTAL	TOTAL	% Loss / Gain	TOTAL	TOTAL	% Loss / Gain	TOTAL	TOTAL	% Loss / Gain	TOTAL	TOTAL	% Loss / Gain	TOTAL	TOTAL	% Loss / Gain	TOTAL	TOTAL	% Loss / Gain	TOTAL	TOTAL	% Loss / Gain
CAPILANO	688	400	-41.9%	400	1,456	264.0%	1,456	816	-44.0%	816	816	0.0%	816	752	-7.8%						
FRASER VALLEY	1,968	1,232	-37.4%	1,232	2,016	63.6%	2,016	1,584	-21.4%	1,584	1,968	24.2%	1,968	1,168	-40.7%						
KWANTLEN	4,416	2,864	-35.1%	2,864	4,832	68.7%	4,832	4,272	-11.6%	4,272	3,712	-13.1%	3,712	3,600	-3.0%						
SFU	66,368	55,584	-16.2%	55,584	72,096	29.7%	72,096	69,328	-3.8%	69,328	55,616	-19.8%	55,616	52,144	-6.2%						
THOMPSON	4,208	3,440	-18.3%	3,440	4,592	33.5%	4,592	4,144	-9.8%	4,144	4,496	8.5%	4,496	3,696	-17.8%						
UBC	96,832	85,200	-12.0%	85,200	110,848	30.1%	110,848	120,496	8.7%	120,496	117,616	-2.4%	117,616	123,120	4.7%						
UBC-OKANAGAN	3,696	3,792	2.6%	3,792	4,832	27.4%	4,832	5,040	4.3%	5,040	4,832	-4.1%	4,832	3,088	-36.1%						
UNBC	0	0		0	0		0	0		0	320		320	384	20.0%						
UVIC	65,712	59,520	-9.4%	59,520	69,680	17.1%	69,680	65,904	-5.4%	65,904	58,848	-10.7%	58,848	58,608	-0.4%						
VIU	2,992	816	-72.7%	816	3,616	343.1%	3,616	2,222	-38.6%	2,222	3,254	46.4%	3,254	1,888	-42.0%						
University Group	246,880	212,848	-13.8%	212,848	273,968	28.7%	273,968	273,806	-0.1%	273,806	251,478	-8.2%	251,478	248,448	-1.2%						
CAMOSUN	5,820	3,904	-32.9%	3,904	5,520	41.4%	5,520	5,680	2.9%	5,680	6,240	9.9%	6,240	6,384	2.3%						
DOUGLAS	1,984	1,264	-36.3%	1,264	1,360	7.6%	1,360	1,456	7.1%	1,456	1,792	23.1%	1,792	2,176	21.4%						
LANGARA	1,776	1,600	-9.9%	1,600	2,208	38.0%	2,208	2,048	-7.2%	2,048	1,488	-27.3%	1,488	1,408	-5.4%						
NORTH ISLAND	368	320	-13.0%	320	304	-5.0%	304	32	-89.5%	32	256	700.0%	256	288	12.5%						
OKANAGAN	2,768	1,328	-52.0%	1,328	1,744	31.3%	1,744	2,256	29.4%	2,256	1,536	-31.9%	1,536	1,152	-25.0%						
ROCKIES	0	0		0	0		0	0		0	0		0	160							
SELKIRK	1,056	848	-19.7%	848	672	-20.8%	672	592	-11.9%	592	704	18.9%	704	800	13.6%						
College Group	13,772	9,264	-32.7%	9,264	11,808	27.5%	11,808	12,064	2.2%	12,064	12,016	-0.4%	12,016	12,368	2.9%						
BCIT	8,016	7,212	-10.0%	7,212	7,553	4.7%	7,553	7,489	-0.8%	7,489	10,971	46.5%	10,971	11,232	2.4%						
Institute Group	8,016	7,212	-10.0%	7,212	7,553	4.7%	7,553	7,489	-0.8%	7,489	10,971	46.5%	10,971	11,232	2.4%						
OVERALL	268,668	229,324	-14.6%	229,324	293,329	27.9%	293,329	293,359	0.0%	293,359	274,465	-6.4%	274,465	272,048	-0.9%						

## APPENDICES

### ACE-WIL 2021-2026 STRATEGIC PLAN

*Respectfully acknowledging that this Strategic Plan has been written by a community of individuals who live, learn, and work on ancestral, traditional, and unceded territories of many First Nations people across British Columbia.*

#### **ACE-WIL's Mandate:**

**VISION:** ACE-WIL BC/Yukon is committed to leading excellence in post-secondary experiential learning through Co-operative Education and Work-Integrated Learning experiences.

**MISSION:** ACE-WIL BC/Yukon is a non-profit organization whose purpose is to:

- promote Co-operative Education and Work-Integrated Learning to students, employers and key stakeholders
- provide high-quality professional development for our members
- facilitate a forum for the exchange of ideas and experience
- liaise with other organizations involved in related interests
- maintain a leadership role provincially, nationally and internationally in the field of Co-operative Education and Work-Integrated Learning

**VALUE:** ACE-WIL strives to fulfil its mission through the practice and modeling of seven core values.

- **Leading edge professional development.**  
Investing in multi-faceted professional learning to develop members' knowledge.
- **Strong relationships and networks.**  
Building a vibrant professional learning community within a culture of collaboration that honours the diversity of all members.
- **Innovation.**  
Recognizing, adapting and responding effectively to the changing practical needs of students, industry partners and institutions, while at the same time adhering to provincial and national standards.
- **Strong advocacy.**  
Maintaining a strategic and effective advocacy role that ensures sustainability and advancement.
- **Clear communication.**  
Building systems of communication within ACE-WIL BC/Yukon that are transparent, timely, systematic, and respectful of all voices.
- **Proactive media relations.**  
Clearly communicating the benefits of Co-operative Education and Work-Integrated Learning to post-secondary institutions, provincial and national governments, employers, students and other key stakeholders.
- **Quality research.**  
Supporting research efforts that enable students, partner organizations and membership to understand and advance Co-operative Education and Work-Integrated Learning.

### **ACE-WIL's Mandate:**

ACE-WIL Board members engaged an external consultant over the course of 10 months (July 2020 - April 2021) to facilitate a process grounded in principles of Design Thinking that led to the development of this Strategic Plan.

All members of the Board, in addition to ACE-WIL membership broadly through an online survey, contributed reflections on ACE-WIL activity from 2014-2019 and identified areas for growth and consideration for ACE-WIL in 2020-2025. Emergent patterns in these reflections exposed key challenges and opportunities faced by ACE-WIL. The Board has collaboratively built this shared vision for ACE-WIL's next five years in response to these challenges and opportunities with four core goals and 15 focused strategies.

The efforts to engage in this process over the course of a 10 month period, during a global pandemic do not go unseen. Thank you to Robyn Leuty, who led us through the process of envisioning and creating this plan. Appreciation and gratitude to each individual member of the Board for their sustained commitment in the design of this Strategic Plan.

- Allison Benner
- Anita Budisa-Bonneau
- Jacqueline Craig
- Natasha Dilay
- Shawn Erikson
- Sarah Gibson
- Stephanie Greaves
- Lianne Johnston
- Helen Kobrč
- Jennie Nilsson
- Erin Pedro
- Karima Ramji
- Andrea Sator
- Sanya Sivic
- Jamie Snow
- Claudia Sperling
- Meg Thompson
- Julie Walchli
- Lindsay Wood
- Heather Workman

**Terms of Reference** – This Strategic Plan makes reference to specific terminology that, in the context of this document, is associated with the following interpretations:

- **Work-integrated learning (WIL):** adheres to [CEWIL Canada's definition of WIL](#) as a model and process of curricular experiential education that formally and intentionally integrates a student's academic studies within a workplace or practice setting. WIL experiences include an engaged partnership of at least: an academic institution, a host organization, and a

- student. WIL can occur at the course or program level and includes the development of learning outcomes related to employability, personal agency, and life-long learning.
- **'Work-integrated learning types'**: refers to the nine specific forms of work-integrated learning as defined by [CEWIL Canada](#) and include applied research, apprenticeships, co-operative education, entrepreneurship, field placements, internships, mandatory professional practica/clinical placements, service learning, and work experience.
  - **'Partner'**: meaning any employer, community member, or government official that provides work-integrated learning opportunities for students.
  - **'Institution'**: refers to any post-secondary educational institution (college or university) in the region as defined by the Minister responsible for post-secondary education in British Columbia.
  - **'Members'**: meaning all individuals with a paid membership with ACE-WIL.

## CORE GOALS AND STRATEGIES

Four core goals have been established to inform ACE-WIL activity from 2020-2025. These goals are critical to advancing the work-integrated learning field and profession within British Columbia and the Yukon, as well as strengthening ACE-WIL's reputation as a provincial, national, and global leader in the work-integrated learning field and profession.

Aligned with each goal are specific strategies designed to help ACE-WIL achieve these goals. Each strategy is associated with key deliverables, as well as identified persons that are responsible for its implementation. Given current ACE-WIL activity, specific considerations have been outlined that will be important to address in order to ensure successful execution of each strategy's deliverables.

- 1. To cultivate valuable contributions to the growth of the work-integrated learning field, profession, and ACE-WIL community.**
  - 1.1. Building an intentional process for the recruitment, onboarding, and ongoing engagement of members.
  - 1.2. Creating diverse opportunities for engagement for members.
  - 1.3. Strengthening member communications.
- 2. To strengthen collaboration across work-integrated learning practitioners, faculty, and other individuals supporting work-integrated learning initiatives across institutions in British Columbia.**
  - 2.1. Establishing a Community of Practice for each of the different types of WIL.
  - 2.2. Amplifying existing stories shared by institutions, that highlight the unique and diverse WIL experiences, impact, and funding opportunities for students, practitioners, faculty, organizations, and institutions.
- 3. For partners to recognize the value of work-integrated learning.**
  - 3.1. Creating more strategic partnerships with organizations in key emergent industries.
  - 3.2. Increasing opportunities for networking with a diversity of organizations and partners.
  - 3.3. Strengthening ACE-WIL representation in provincial associations.
  - 3.4. Amplifying and diversifying success stories from students and organizations.
  - 3.5. Promoting incentives and funding opportunities to increase organizational engagement in WIL.

- 3.6. Developing educational resources to support organizations in their hiring of students.
- 3.7. Establishing an annual budget to support the sustainable and strategic growth of ACE-WIL's external relationships.

**4. To strengthen collaborative efforts between institutions to further demonstrate work-integrated learning as a key contributor to economic growth and future workforce development.**

- 4.1. Increasing intentional involvement of institutions in the process of recognizing, celebrating, and awarding students who have made positive contributions to organizations, workplaces, and/or community through their WIL experience.
- 4.2. Working in collaboration with the BC WIL Council on initiatives and projects to advance shared goals and priorities for the growth of quality WIL within the province.
- 4.3. Increasing opportunities for representatives from different institutions to share progress in advancing WIL efforts on their respective campus.

**CONSIDERATIONS FOR IMPLEMENTATION**

There are some overarching considerations that will need to be addressed as ACE-WIL works towards these core goals over the next five years that will be critical to the organization's success.

**1. Reflection of Equity, Diversity, Inclusion, and Decolonization.**

Engage specialists in areas of equity, diversity, inclusion, and decolonization to review this Strategic Plan to ensure that these critical values are appropriately reflected and integrated throughout goals, strategies, and deliverables. This positions these values centrally, rather than as an isolated goal.

**2. Clarifying Regional Representation.**

ACE-WIL's mandate currently reflects excellence in work-integrated learning in British Columbia and the Yukon; however both regions are not equally represented in these core goals and strategies. Consideration of the lack of Yukon represented throughout this Strategic Plan should be addressed, if ACE-WIL is continuing to represent work-integrated learning across both of these regions.

**3. Membership Capacity.**

Reinforced throughout these discussions, it has been noted that ACE-WIL success has been built on the volunteerism of its members. Members have finite capacities as they balance professional responsibilities within their organizations and institutions, with other volunteer commitments with ACE-WIL. Members also have particular skills and experiences in certain areas. The execution of this Strategic Plan may require expanded membership, especially in areas of digital design and communications in order to advance organizational progress towards each of the core goals.

**4. Intentional Prioritization.**

Recognizing the volunteer capacity of ACE-WIL members, as well as that this Strategic Plan spans a five year period, a prioritization of these strategies for effort, impact, and importance for contributing to the current landscape of work-integrated learning should be conducted.

**5. Operational Integrity.**

Organizational values are critical in influencing how these strategies are operationalized. ACE-WIL has 7 values; however further discussion is needed to increase awareness of these values and how they will inform the successful execution of this Strategic Plan.

**6. Organizational Sustainability.**

Establishing organizational expectations and frameworks for the documentation of annual progress made on each strategy's deliverables. This acknowledges the transient nature of the organization's membership and will help to ensure the organization can sustain and build on growth year-over-year.

**GOAL 1:** To cultivate valuable contributions to the growth of the work-integrated learning field, profession, and ACE-WIL community.

Advancing this goal will help ACE-WIL to:

- Increase organizational capacity for sustained contributions to provincial and national WIL.
- Build diverse representation across institutions to enhance quality WIL.
- Strengthen community within ACE-WIL and the WIL profession.
- Leverage contributions made by members to further strengthen provincial reputation within the WIL field.

Strategy	Deliverable	Accountability	Considerations
1.1 Building an intentional process for the recruitment, onboarding, and ongoing engagement of members.	<ul style="list-style-type: none"> <li>● Design and disseminate a survey to all members to explore support in place from their institutions to enable active contribution to, and engagement in, ACE-WIL activity.</li> <li>● Develop and share resources and strategies for ensuring adequate support from senior leadership (where applicable) for members to engage in, and contribute to ACE-WIL activity.</li> <li>● Create an intentional recruitment process for attracting members that represent different types of WIL and institutions.</li> <li>● Build an intentional onboarding process for new members to understand areas for engagement and participation within ACE-WIL.</li> <li>● Host a new member orientation on an as per needed basis</li> </ul>	Membership Committee	<ul style="list-style-type: none"> <li>● Ensure all members are aware of the process for recruitment and onboarding.</li> <li>● Ensure invitations to participate are associated.</li> <li>● Led with tangible deliverables with clear timelines.</li> <li>● Create clear project briefs and associated commitments involved.</li> </ul>
1.2 Creating diverse opportunities for engagement for members.	<ul style="list-style-type: none"> <li>● Establish Communities of Practice for members around shared interests within the WIL field and profession.</li> <li>● Create opportunities for scaffolded learning and professional development that enhances ACE-WIL's collective wisdom and works</li> </ul>	Membership Committee  Professional Development Committee	<ul style="list-style-type: none"> <li>● Consider the precarious nature of roles created through provincially funded projects and the associated impacts on sustainability of work, projects, etc.</li> <li>● Use ACE-WIL Symposium to identify</li> </ul>

	<p>towards presentations at town halls, conferences, symposia, etc.</p> <ul style="list-style-type: none"> <li>● Create opportunities for members to shadow committee meetings as a way to explore interests and potential areas for participation within ACE-WIL.</li> </ul>		<p>areas of interest for convening Communities of Practice.</p> <ul style="list-style-type: none"> <li>● Include opportunities for involvement in committees in initial welcome email/package.</li> </ul>
1.3 Strengthening member communications.	<ul style="list-style-type: none"> <li>● Establish standards of practice to increase accessibility and inclusivity of all ACE-WIL activities (virtual and in-person).</li> <li>● Identify and implement sustainable models for continuing to host virtual town halls.</li> <li>● Increase opportunities amongst members between provincial, national, and global associations to leverage communications around shared priorities and initiatives including CEWIL, WACE, other provincial WIL organizations, institutional faculty, BCcampus, etc.</li> <li>● Share member stories through establishing a “member spotlight” within the ACE-WIL newsletter.</li> <li>● Strengthen work with BC WIL Council (via BC WIL representative) to advocate for increased support of institutional leadership for active contribution to ACE-WIL and broader WIL field and profession.</li> <li>● Identify digital platforms (i.e. Slack, ACE-WIL website) that can foster informal communication between members and create ease in sharing opportunities to contribute to new and emerging initiatives or projects within the ACE-WIL community.</li> </ul>	All Committees	<ul style="list-style-type: none"> <li>● Increase support and resources for the Membership Committee.</li> <li>● Consider skill sets of members, specifically around digital design and communications (additional learning/skill building may be required).</li> <li>● Consult and collaborate with EDI specialists.</li> <li>● Leverage existing technology to increase accessibility for participation.</li> <li>● Ensure annual budget requests includes additional expenditures associated with enhancing access to technology to sustain virtual offerings and communications.</li> </ul>

**GOAL 2:** To strengthen collaboration across work-integrated learning practitioners, faculty, and other individuals supporting work-integrated learning initiatives across institutions in British Columbia.

Advancing this goal will help ACE-WIL to:

- Contribute to enhanced understanding of the different [types of WIL](#) as forms of experiential learning.
- Contribute to enhanced understanding of the value and impact of WIL to institutions and partner organizations.
- Increase knowledge of, and access to provincial and national funding opportunities.
- Build capacity for consistent design and delivery of quality curricular WIL.
- Enhance diversity of membership to reflect a broad range of institutions, types of WIL, roles within higher education, and professional experiences.

Strategy	Deliverable	Accountability	Considerations
2.1 Establishing a Community of Practice for each of the different types of WIL.	<ul style="list-style-type: none"> <li>● Communities of Practice meet 2 per year (1/academic term) (<i>recommendation only</i>).</li> <li>● Communities of Practice presentation on their respective type of WIL at an ACE-WIL professional development event/opportunity (once per year).</li> <li>● Increased number of participants in ACE-WIL professional development events.</li> <li>● Increased number of nominations reflecting non co-op WIL experiences.</li> </ul>	Membership Committee	<ul style="list-style-type: none"> <li>● Membership Committee to convene Communities of Practice.</li> <li>● Make intentional referrals to WIL practitioners and faculty members supporting all types of WIL across institutions, to participate in their respective Community of Practice.</li> <li>● Consider incentivization for being involved in such a community of practice.</li> <li>● Consider ways to ensure student representation in each Community of Practice.</li> <li>● Leverage existing digital platforms for members to express interest and engage in group (can use LinkedIn and/or website). discussions.</li> </ul>
2.2 Amplifying existing stories	<ul style="list-style-type: none"> <li>● Generate a master contact list with main contacts representing all the types of WIL</li> </ul>	Communications Committee	<ul style="list-style-type: none"> <li>● Use I-WIL (Ihub) funding to identify non-co-op WIL practitioners.</li> </ul>

<p>shared by institutions that highlight the unique and diverse WIL experiences, impact, and funding opportunities for students, practitioners, faculty, organizations, and institutions.</p>	<p>being supported within institutions. This could be used to communicate information and promote membership.</p> <ul style="list-style-type: none"> <li>● Develop a distribution list with role-specific emails that can be used for a scheduled release of stories that are tagged based on CEWIL WIL definitions.</li> <li>● Monthly newsletter features stories that reflect all types of WIL, as well as provincial, national, and global funding opportunities.</li> <li>● Bi-monthly or twice per year [<i>recommendation only</i>] newsletter feature “Submit an EDI Resource, Action or Commitment” – members can share how their units are making progress towards EDI in WIL.</li> </ul>		<ul style="list-style-type: none"> <li>● Connect with CEWIL to help generate this master list.</li> <li>● Generation of a master contact list may involve non-members and would require outreach to those individuals to encourage engagement in ACE-WIL.</li> <li>● Ensure an equal number of stories are shared that reflect non co-op WIL experiences.</li> <li>● Amplify existing stories and opportunities in sync with internationally recognized dates of relevance (eg: Black History Month, Indigenous Awareness Weeks, Queer History Month etc.) if and when applicable.</li> </ul>
---	---	--	---

**GOAL 3:** For partners to recognize the value of work-integrated learning.

Advancing this goal will help ACE-WIL to:

- Benefit from new and diverse opportunities for students to contribute innovative thinking, skills, and new perspectives to advance organizational priorities from a range of industries and disciplines.
- Build an expanded and diverse network of partners participating in events and activities, in support of provincial WIL efforts.
- Strengthen contributions of institutions to economic growth through development of career-ready graduates with practical workplace or community experiences and employability skills who are prepared to enter and contribute to provincial workforces.

Strategy	Deliverable	Accountability	Considerations
3.1 Creating more strategic partnerships with organizations in key emergent industries.	<ul style="list-style-type: none"> <li>● Establish a working group, reflecting representation from diverse industries.</li> <li>● This working group would meet at least twice a year to advise on ACE-WIL initiatives, provincial WIL activity, and any emergent themes such as COVID-19, green energy, Indigenous community-based organizations, biotechnology, health, etc.</li> <li>● Identify barriers experienced by partners to participating in WIL activity.</li> </ul>	External Partnerships & Events Committee	<ul style="list-style-type: none"> <li>● Capacity of partners. Organizations may have limited capacity for participating.</li> <li>● Identify existing partnerships that could be connected more intentionally with ACE-WIL.</li> <li>● Members hold important relationships and connections with all types of WIL within institutions.</li> <li>● Coordinate with the BC WIL Council to strengthen development of provincial relationships with organizations.</li> <li>● Work towards educating employers and ensuring our employer and community partners are hosting equitable and safe work spaces for diverse students.</li> </ul>
3.2 Increasing opportunities for networking with a	<ul style="list-style-type: none"> <li>● Identify networking opportunities in which members are already participating and develop an inventory that can be</li> </ul>	External Partnerships & Events Committee	<ul style="list-style-type: none"> <li>● Financial constraints of ACE-WIL budget for additional opportunities and memberships.</li> </ul>

diversity of organizations and partners.	<p>maintained from year-to-year.</p> <ul style="list-style-type: none"> <li>● Ensure at least one Board representative participates in 3-5 networking events that are identified by the Board on an annual basis.</li> </ul>	ACE-WIL Board of Directors	
3.3 Strengthening ACE-WIL representation in provincial associations.	<ul style="list-style-type: none"> <li>● Identify provincial associations in which members are already participating and develop an inventory that can be maintained from year-to-year.</li> <li>● Ensure that ACE-WIL has representation (in the form of membership) in relevant provincial associations including BC Campus, BC Chamber of Commerce, HRMA, MATCH, CPA, key SWPP partner organizations, as well as other organizations that reflect emergent industry areas (associations and representatives to be identified on an annual basis).</li> </ul>	External Partnerships & Events Committee	<ul style="list-style-type: none"> <li>● Explore opportunities with provincial associations to have visual representation (and link) of ACE-WIL on websites.</li> <li>● Explore the inclusion of ACE-WIL communications (i.e. feature articles) in relevant provincial association’s communication directed towards their membership (i.e.. newsletters and social media posts).</li> </ul>
3.4 Amplifying and diversifying success stories from students and organizations.	<ul style="list-style-type: none"> <li>● Double the number of followers from partners on ACE-WIL LinkedIn page.</li> <li>● Use WIL data to create compelling narratives about the organizational, institutional, and economic benefit of WIL.</li> <li>● Increase engagement from members on LinkedIn to promote ACE-WIL events, initiatives, and opportunities.</li> <li>● Create metrics for successful engagement in digital media and communications (website, emails, social media, etc.) to establish benchmark data.</li> <li>● Establish practices that collect and</li> </ul>	<p>Communications Committee</p> <p>External Partnerships &amp; Events Committee</p> <p>Professional Development Committee</p>	<ul style="list-style-type: none"> <li>● Leveraging existing ACE-WIL digital channels such as LinkedIn, website, and other forms of digital communication to amplify stories.</li> <li>● Hosting sessions around effective use of LinkedIn for members to increase engagement via LinkedIn.</li> <li>● Consider whether possible to hire a Co-op student to support this strategy.</li> </ul>

	highlight collective community success stories, in addition to individual stories.		
3.5 Promoting incentives and funding opportunities to increase organizational engagement in WIL.	<ul style="list-style-type: none"> <li>● Leverage LinkedIn as a platform to share incentives and funding opportunities for WIL.</li> <li>● Use the “Friends of ACE-WIL” distribution list to communicate and share incentives and funding opportunities for WIL within the province.</li> <li>● Host info sessions for an external audience to showcase experiences and impact with WIL funding opportunities.</li> </ul>	<p>Communications Committee</p> <p>External Partnerships &amp; Events Committee</p>	<ul style="list-style-type: none"> <li>● Establish a regular frequency for info sessions.</li> <li>● Hosting sessions around effective use of LinkedIn for members to increase engagement via LinkedIn.</li> <li>● Leverage paid ACE-WIL Zoom account through BC Campus.</li> <li>● Consider whether it is possible to hire a Co-op student to support this strategy.</li> </ul>
3.6 Developing educational resources to support organizations in their hiring of students.	<ul style="list-style-type: none"> <li>● Compile a resource package of all the materials that have been developed by provincially funded projects to advance WIL within the province.</li> <li>● Establish a monthly feature of “WIL resources” in ACE-WIL e-newsletter.</li> </ul>	<p>Communications Committee</p> <p>Professional Development Committee</p>	<ul style="list-style-type: none"> <li>● Hire a student to curate resources from provincially funded projects across institutions, and design the digital resource package.</li> <li>● Create an annotated list that categorizes resources into thematic areas for easy access and navigation.</li> <li>● Ensure resource package is easily accessible to partners.</li> <li>● Establish a strategy and digital platform for gathering resources, potential to leverage Symposium and Resource Hub.</li> </ul>
3.7 Establishing an annual budget to support the sustainment and growth of ACE-WIL’s external relationships.	<ul style="list-style-type: none"> <li>● Initiate a \$5,000 per year budget for the External Partnerships &amp; Events Committee (inclusive of membership association costs).</li> </ul>	ACE-WIL Board of Directors	<ul style="list-style-type: none"> <li>● Committee required to submit projected budget forecasts for each fiscal year to be discussed and approved by the Board.</li> </ul>

**GOAL 4:** To strengthen collaborative efforts between institutions to further demonstrate work-integrated learning as a key contributor to economic growth and future workforce development.

Advancing this goal will help ACE-WIL to:

- Increase awareness and understanding from senior leadership within institutions of how students are able to contribute to important areas including economic growth, innovation, and equity, diversity, and inclusion.
- Strengthen its reputation as a global leader in the WIL field and profession.
- Contribute to increasing institutional support from all institutions for all types of WIL.

Strategy	Deliverable	Accountability	Considerations
<p>4.1 Increasing intentional involvement of institutions in the process of recognizing, celebrating, and awarding students who have made positive contributions to organizations, workplaces, and/or community through their WIL experience.</p>	<ul style="list-style-type: none"> <li>● Establish a strategy for publishing a monthly communication of student contributions from different institutions on a rotational basis through existing channels within institutions and provincial associations.</li> <li>● Create more opportunities for members to showcase students and WIL programs from their respective institutions (at least one story/month).</li> <li>● Increase the number of institutions nominating students for ACE-WIL awards, that reflect a diversity of WIL types.</li> <li>● Integrate a nomination form for end-of-work term evaluations for either students and/or partners who want to share their WIL experience.</li> </ul>	<p>Awards Committee  Communications Committee</p>	<ul style="list-style-type: none"> <li>● Leverage the stories collected and the frameworks built through the Impact 2020 project.</li> <li>● Consider representation in the stories that are shared to ensure the stories are reflective of the diversity of institutions, types of WIL, and student identity demographics.</li> </ul>

<p>4.2 Working in collaboration with the BC WIL Council on initiatives and projects to advance shared goals and priorities for the growth of quality WIL within the province.</p>	<ul style="list-style-type: none"> <li>● Share BC WIL Council reports on a regular basis through existing ACE-WIL communication channels.</li> <li>● ACE-WIL President and BC WIL Council Chair to work with their respective members to identify and increase areas for collaboration</li> <li>● ACE-WIL President and BC WIL Council Chair to report back regularly to their constituencies.</li> <li>● Increase awareness of new and/or expanded WIL programming being designed across all institutions.</li> </ul>	<p>President, ACE-WIL Chair, BC WIL Council</p>	
<p>4.3 Increasing opportunities for representatives from different institutions to share progress in advancing WIL efforts on their respective campus.</p>	<ul style="list-style-type: none"> <li>● Host quarterly virtual town halls for institutions.</li> <li>● Share progress and updates through monthly newsletter communications.</li> <li>● Create a mechanism on ACE-WIL website to ease submitting content for sharing through existing ACE-WIL communication channels.</li> </ul>	<p>Professional Development Committee  Communications Committee</p>	<ul style="list-style-type: none"> <li>● Consider connection and integration across all ACE-WIL activities, specifically town halls and communities of practices.</li> <li>● Integrate a strategy for collecting submissions for monthly newsletter at virtual town halls.</li> <li>● Ensure multi-directional communication between ACE-WIL and institutions (i.e. provide opportunities for institutions to share with ACE-WIL).</li> <li>● Ensure stories are communicated through the various formats identified by Carmen Wright in the WIL Communication Strategy.</li> </ul>

## ACE-WIL WEBSITE REDESIGN SUMMARY

*ACE-WIL BC Website Rebuild Working Group: Dakota Den Duyf, Kyle Guay, Magdalena Mot & Jennifer Weintraub*

### **Overall Objective:**

The ACE-WIL website rebuild is a strategic initiative designed to enhance member engagement, expand public access to Work-Integrated Learning (WIL) resources, and improve internal efficiency. This project aligns directly with ACE-WIL's 2021–2026 Strategic Plan by supporting collaboration among WIL practitioners, increasing visibility and understanding of WIL among employers, and strengthening the infrastructure that supports member services and resource sharing.

- The objective is to create a modern, intuitive, and accessible website that:
- Simplifies navigation for members, employers, and the public
- Enhances the visibility and discoverability of WIL resources
- Streamlines internal processes such as content management, membership tracking, and awards nominations
- Provides a professional development hub with improved access to learning tools and events
- Strengthens ACE-WIL's ability to communicate impact, share success stories, and support ongoing initiatives, including future conferences

### **Plan Overview:**

Pathwise has been contracted to redesign the website using current WordPress best practices. Key improvements include a more intuitive user experience, a public-facing resource library with better search functionality, updated branding, and enhanced systems for membership management, conferences, job postings, professional development, and award nominations.

### **Research & Consultation Undertaken to Date:**

In Phase One, Pathwise held one-on-one consultations with each ACE-WIL subcommittee chair to gather feedback on the current website's strengths, challenges, and desired improvements. This input is now guiding the development of technical and functional requirements in Phases Two and Three.

The ACE-WIL Website Rebuild Working Group meets with Pathwise several times a month to monitor progress and make key decisions. Project updates and requirements have also been shared with the ACE-WIL Board and BC WIL Council to ensure alignment, transparency, and broader input.

### **Current Deliverables:**

- A comprehensive requirements document outlining the final website deliverables and core functionalities
- Wireframes for main website pages
- Updated sitemap reflecting simplified structure

- Defined search functionalities to improve resource discoverability

**Timeline:**

The project is currently in the design and prototyping phases. From February 17 to March 31, the focus is on mood boards, wireframes, and finalizing the visual design. The prototyping phase follows from March 31 to May 9, with development of the site theme, page structure, membership system, and resource library, followed by prototype review and revisions.