

CSAM Education Committee Meeting

Mon, Feb 3, 2020 6:00 PM - 7:00 PM (MST)

Minutes

Present: Tuxephoni Winsor David Crockford Gaurav Mehta Lisa Lefebvre
 Melanie Willows Ron Fraser Rebecca Hebert (Recorder)

Regrets: Anees Bahji Peter Butt Yelena Chorny Elise Roy
 Ralph Dell' Aquilla Hanka Hulsbosch Meldon Kahan Wip Lamba
 Larina Reyes – Smith Lucila Nerenberg Marlon Danilewitz Sharone Cirone
 Simon Dubreucq Launette Rieb Stephanie Marsan

1. Call to order: 6:06 pm MST – Lisa Lefebvre
2. Approval of Agenda:
 - Additions:
 - Fundamentals
 - Strategic Plan

 Approved by: Melanie Willows
 Second by: Ron Fraser
3. Review of Last Minutes from May 27, 2019 (Appendix 1):
 - Ron Fraser chaired the last committee meeting – Melanie Willows, David Crockford and David Martell were all present
 - The main idea that came from the last meeting was to translate the English fundamental slides into a French copy – the goal of this would be to connect and reach more communities
 - David Martell sent Ron Fraser all the information he would need to submit a proposal to the CSAM Funding committee
 - Ron Fraser is to reach out to the translation company he has used in the past to get an estimate of costs
 - Once that is completed, he will put together a proposal for the CSAM funding committee
4. Acknowledgment of Karen Mellor's contributions to the Education Committee:
 - A huge thank you and acknowledgment goes out to Karen from the Education committee and all its members

- There will be acknowledgment of her work at the 2020 ISAM – CSAM conference in the form of a bursary or scholarship
 - The CSAM BOD is currently finalizing the details on this grant

5. Ongoing Business:

- PACES Learning Pathway (Appendix 2) - Tuxephoni Winsor
 - 5 of the 7 eLearning modules that comprise phase 1 have been signed off on
 - 4 of the 5 modules have been converted into the authoring tool with computer generated narration and are ready for the 2nd line review
 - Modules are ready to be reviewed and approved – each module must be reviewed by a minimum of 1 person on the committee
 - The module link will be sent via email and can be accessed anytime/anywhere for testing – By Tuxephoni Winsor
 - Tuxephoni Winsor will draft up an email and sign up method to send to the CSAM education committee for circulation – once filled in, the selected modules will be sent to the reviewers
 - Leave off the compensation plan
 - Let the reviewers know they can also comment on design, flow, etc.
 - 12 reviewers are needed in total at this time
 - Reviewing of the modules must be completed by middle of March (storyboarding will be the review platform used)
 - The timeline to roll out the Learning Pathway is for April 1st, 2020
 - Tuxephoni Winsor is currently drafting a CMO letter to request for compensation of each reviewer
 - David Crockford – Why are there different hours allotted for each module review?
 - Wanted to be as inclusive as possible
 - Rounded up on the time expectations for the possibility of the compensation rate
 - This continues to be a valuable project for CSAM – The BOD is very supportive of this initiative

6. New Business:

- Fundamentals – Ron Fraser
 - Dr. Naved Ali will lead the fundamentals for the 2020 ISAM – CSAM conference
 - Ron Fraser has sent Naved Ali the fundamentals of fundamentals document to help him prepare. This included:
 - A list of items that need to be addressed
 - A timeline of items
 - A suggested itinerary based off a day and half of sessions

- A copy of all PowerPoint presentations from the 2019 Conference in Halifax
 - COI form template
 - Suggested speakers from the CSAM BOD
 - Ron Fraser will continue to touch base with Naved Ali as we progress closer to the conference in November
 - Becca Hebert to invite Naved Ali to join the Education Committee (for support as he builds out the fundamentals)
 - In 2019 the cost of the fundamentals was increased and lunch on your own was implemented – overall the conference made money and we will continue with providing an educational foundations course
- Strategic Plan & Comprehensive Review - Melanie Willows
 - Melanie Willows explained what the comprehensive review is about
 - It started by seeking professional help to look at activities we should and shouldn't be doing as an organization
 - From there we created a document of strategic directions the CSAM organization should follow when looking at participating in new activities
 - A survey was then sent out to the membership for feedback on this matter
 - The documents were revised and sent out again at the conference and annual meeting for further feedback
 - At this point we have our final document and will be sending out to the membership within the next month
 - The next step is to develop an implementation plan and find the best way to work with the current CSAM committees
 - Currently there are no concrete items for the education committee to work on regarding the strategic direction
 - By the next meeting – The CSAM BOD will have an implementation plan in place for each CSAM committee to follow using the new strategic direction

7. Next meeting: April 27, 2020

8. Adjournment: 6:39pm MST - Lisa Lefebvre

Action Items:

Ron Fraser

- Reach out to the translation company he has used in the past to get an estimate of cost on translation the Fundamental slides
- together a proposal for the CSAM funding committee

Tuxephoni Winsor

- Send out instructions and sign up sheet to the CSAM Education Committee to review the E-Learning modules

Becca Hebert

- Invite Naved Ali to the CSAM Education Committee
- Connect with Tux to make sure they have everything require to send out the instructions and sign up sheet for the e-Learning modules