

## Practitioner & Sector Strengthening Committee (PSS) – March 12, 2008

**Present:** Diana Jedig, Carol Madsen, Michele Cherot, Barbara Rufo, Melanie Conn

**Regrets:** David Daughton, Mohamed Maie, Flo Frank, Bob Annis, Anne Docherty,

---

### 1. Introductions

Members were welcomed to the meeting, which began at 12:40 EST.

### 2. Agenda and Minutes from January 9, 2008

Members approved the agenda as presented and the minutes from the February 13, 2008 meeting.

Melanie reminded members that she had passed on the Director Role of the SFU CED Certificate Program to Nicole Chaland and is focusing her efforts on numerous other initiatives. As such she felt that it was time for her to resign from the PSS Committee. Members accepted her resignation.

Members were advised that we are unsure of whether David Daughton will continue to provide support to the Committee. Subsequently the Chair determined that David's responsibilities have changed and that she invited David to stay on as a member of the PSS Committee. CCEDNet head office has yet to determine who will provide support to the PSS Committee.

The Chair explained that she has had some follow up correspondence with new members:

Linda Godin-Sorin who works with the Aboriginal community in Manitoba

Rachelle Bergeron from RDEE in Atlantic Canada

Blanca Salvatierra who works with Women Working Together in BC, and

Anna Quanaq, Elizabeth Copland, Jimmie Qaapik from Nunavut.

Linda and Anna have responded that they may join the next teleconference.

### 3. Conference 2008

Members discussed the sessions for the 2008 conference and the draft Speaker's Kit prepared by Michelle and Anne. The following suggestions were made:

- Add a piece on different learning styles

**From Carol:**

**What are learning styles?**

**Learning styles are simply different approaches or ways of learning.**



**What are the types of learning styles?**

**Visual Learners:**

***learn through seeing... ..***

**These learners need to see the teacher's body language and facial expression to fully understand the content of a lesson. They tend to prefer sitting at the front of the classroom to avoid visual obstructions (e.g. people's heads). They may think in pictures and learn best from visual displays including: diagrams, illustrated text books, overhead transparencies, videos, flipcharts and hand-outs. During a**

lecture or classroom discussion, visual learners often prefer to take detailed notes to absorb the information.



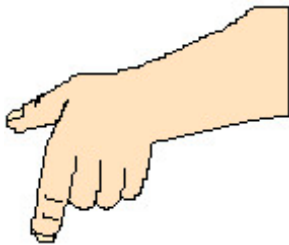
**Auditory Learners:**

*learn through listening...*

They learn best through verbal lectures, discussions, talking things through and listening to what others have to say. Auditory learners interpret the underlying meanings of speech through listening to tone of voice, pitch, speed and other nuances. Written information may have little meaning until it is heard. These learners often benefit from reading text aloud and using a tape recorder.



**Tactile/Kinesthetic Learners:**



*learn through , moving, doing and touching...*

Tactile/Kinesthetic persons learn best through a hands-on approach, actively exploring the physical world around them. They may find it hard to sit still for long periods and may become distracted by their need for activity and exploration.

- Reminder about 3 minute introduction at the beginning of the session on people's expectations
- Move PPT information to the end of the document
- Add notes about audience participation, appointing someone in the session to provide feedback to the workshop presenter
- Importance of "hand out tools" for participants to take away from the sessions, but also limit the "paper" distributed during a session
- Importance of being aware of the location of the audience and the quality of sound throughout the room
- Having Erin, CCEDNet Communications do an introduction to the Speaker's Kit to be consistent with general conference communications

Members requested the following information be obtained from Liz Morrison conference organizer:

- get a listing of potential workshop participants in advance of the sessions – or at least a general idea of the numbers
- Set up of rooms at the University
- Audio visual capabilities in the rooms

Subsequent response from Liz on these questions:

**To answer your questions:**

- 1. The set up for the workshops are all classroom style. Some will have moveable tables and chairs and others will be more like a lecture hall. The plenary speakers will present in a large, nice, hall.**
- 2. It will totally be possible for workshop presenters to receive a general listing of people who have signed up for their workshop stream. I will put this in my workplan, and make sure it happens!**
- 3. We would like to send the kit out by late April. There is not a huge rush on this, so finish it as you would like and let me know!**
- 4. I will get Erin to write an introduction-this sounds great.**

**4. Other Business**

**a) Succession planning for PSS Chair**

Diana agreed to let her name stand for another three year term as Chair of the PSS Committee. The process for election at the next meeting on April 9<sup>th</sup> (**Must have quorum**) will be as outlined in the Terms of Reference:

Every three (3) years, the PSS Committee will elect a Committee Chair who will represent them on the CCEDNet Board of Directors. The election of the Committee Chair will be undertaken at a regular meeting of the Committee, which entails a formal call for nominations recorded in the minutes. The election, by acclamation or otherwise, will also be recorded in the minutes and presented to the CCEDNet Board of Directors. Upon resignation or expired term of the PSS Committee Chair, the Committee shall elect a new Chair to complete or fulfill the three (3) year term of office.

To address the Quorum issue (5 of maximum 15 members or 1/3 of the PSS Committee Members), the following are confirmed members of the committee:

Diana Jedig, Anne Docherty, Carol Madsen, Michele Cherot, Barbara Rufo, David Daughton, Mohamed Maie, Flo Frank, Bob Annis

Quorum is therefore 3 people.

**b) Annual General Meeting**

Diana will prepare the PSS Committee report for the CCEDNet annual report and the Annual General Meeting.

**c) Conference/Meeting Travel Subsidies**

As there are currently limited funds available for committee work it was agreed that the travel subsidies would be requested only for those who have been actively involved with the committee's work throughout the year. These include Michele, Barbara, Anne, Flo. Bob is not attending, Carol and Diana's expenses covered by the Board. Members will send the Chair their estimated travel expenses.

The PSS Committee will have their face to face meeting during the Tuesday afternoon trip to Meacham and continue their deliberations at a mutually convenient time throughout the conference.

**5. Next Meeting Date**

Wednesday, April 9<sup>th</sup> at 12:30 pm EST for 1.5 hours.

**6. Action Items:**

- Carol will send “learning styles” - Done
- Diana will follow-up with Liz re conference questions – Done
- Diana will follow up re travel subsidies when everyone send in their expenses – Done
- Anne Docherty and Michele Cherot will prepare the Speaker’s kit with edits as suggested by the group and will provide a second draft to the PSS committee for the April 9<sup>th</sup> meeting

Z:\OACFDC\CFDCASSOC\CCEDNet CEDTAP WRED\PSS Committee\PSS March 12 2008.doc