

<b>Council Minutes</b>	
<b>Date/Time of Meeting</b>	December 3, 2012, 9.30am
<b>Chair</b>	Conny Glenn (CG)
<b>Timekeeper</b>	Monica McPherson
<b>Notetaker</b>	Monica McPherson
<b>Present:</b>	Conny Glenn (CG), Michelle Meghie (MM), Maureen Ralph (MR), Elizabeth Chapman (EC), Denise Nadeau (DN), Neil McCartney (NM), Bob Ross (BR), Rod Hare (RH), Peter Tiidus (PT)
<b>Regrets</b>	Doug Lafreniere (DL), Tony Bauer (TB)
<b>Staff in Attendance/ Guests</b>	<p>Brenda Kritzer (BK), Stamatis Kefalianos (SK), Nancy Leris (NL), Magda Reder (MR), Sheryl Hobbs-Canning (SHC), Jacqui Getfield (JG), Lara Thacker (LT), Cara Moroney (CM), Monica McPherson (MMcP)</p> <p><b>Guests:</b>                      Stuart Moulton - OKA, Ashton Spear - CG Group, Andres Palomino - YMCA, Yan Mahecha</p>
<b>Constitution of the Meeting</b>	As a notice of the meeting had been duly given in accordance with the by-laws of the Transitional Council for the College of Kinesiologists of Ontario and a quorum was present, the meeting was duly constituted for the transaction of business.
<b>Conflict of Interest</b>	<p>Facilitator: CG</p> <p>None</p>
<b>Approval of Agenda</b>	<p>Facilitator: CG</p> <p><b>UPON A MOTION duly made by RH, seconded by BR, it was resolved that the Agenda as circulated be approved. Carried</b></p>
<b>Approval of Minutes of October 29, 2012</b>	<p>Facilitator: CG</p> <p><b>UPON A MOTION duly made by MR, seconded by MM, it was resolved that the Minutes as circulated be approved. Carried</b></p>
	<b><u>New Business</u></b>
	<p>Facilitator: CG</p> <p>None</p>
	<b><u>Review of Action Items</u></b>
	<p><b><u>Minutes – October 29, 2012</u></b></p> <ol style="list-style-type: none"> <li>1. Fees and Fees By-law to be amended as approved and re-posted on the College website.  <b>Brenda Kritzer - Completed</b></li> <li>2. Amendment to paragraph 58 of the draft PPA policy to permit member anonymity in the feedback report to Council  <b>Brenda Kritzer - Completed</b></li> </ol>

	<p>3. Amendment to the Portfolio Contents Policy Statement to reflect examples of materials that could be included in portfolios.  <b>Brenda Kritzer - Completed</b></p> <p>4. Negotiations with the College's bank to secure a line of credit  <b>Brenda Kritzer - Ongoing</b></p>
	<p style="text-align: center;"><b><u>5. Reports &amp; Recommendations</u></b></p> <p>Facilitator: CG</p> <p><b><u>President's Report</u></b></p> <p>I. Executive Committee report          BK and CG visited Brock University recently; several other visits are scheduled for the New Year. The visits have targeted students who posed many questions about registration, examination processes and fees. With respect to fees, there is a better understanding of where the funds are earmarked. A presentation to Canadian Society for Exercise Physiology (CSEP) has increased understanding about the differences between an Association and a College.</p> <p>The Registration Regulation has been sealed and is scheduled for approval in the December meeting of the Cabinet Committee. The President extended thanks to staff, Suzanne McGurn (Assistant Deputy Minister, Ministry of Health &amp; Long Term Care) and other regulatory colleges. Approval will allow the College to publish the application form, exam guide and other documentation moving it closer to proclamation.</p> <p>The Quality Assurance Regulation is outstanding and scheduled for approval in January 2013. Thanks were extended to SK who had worked hard to bring the College to its current position. Both the Registration and Misconduct Regulations have to be in place before proclamation.</p> <p>BK and CG attended an event held by the College of Physiotherapists of Ontario, discussing models of care. While CKO was the only transitional council present, the event provided a good opportunity to interact with other groups. There is a growing understanding that professions cannot continue to work in silos but that more cooperation is both valuable and warranted.</p> <p>II. Business Case-Web development          The proposed developments will make the website more operational and include an update to the logo.</p> <p><b>Resolution #1</b>  <b>Therefore,</b>  <b>Be it resolved that the transitional Council of the College of Kinesiologists of Ontario approves the Business case to proceed with procurement of developer services to work on the College website to address immediate needs and needs over the next five years as they develop. Moved By: NM. Seconded by MM.</b></p>

	<p><b>Carried.</b></p> <p>III. Creation of University Liaison Committee          The aim is to develop closer relationships and communications with Universities. There is a need to make this a more formal arrangement and put a Committee in place to facilitate this. The Committee will work to determine <i>what</i> the Universities want but also afford the College opportunities to inform and address any misconceptions.</p> <p>Following some discussion about the best structure for the Committee, members supported the proposal for the inaugural Chair and agreed the motion is to be amended to reflect the decision that the Chair is to be an elected Council member, appointed by Council. Members will not be asked to sign confidentiality agreements as the business brought before this Committee will not include any confidential matters. It is anticipated that the Committee would meet twice a year, with the first meeting scheduled in March 2013. The College will write to Department Chairs, (copied to Deans) to formalize a date and tender contributions for the agenda. Members of the Committee will attend at their own cost. The Terms of Reference will be updated accordingly.</p> <p>The Registrar will draft a decision note for the Executive Committee as to whether the academic member of Council should be appointed to the Committee.</p> <p><b>Resolution #1 (amended)</b>  <b>Therefore,</b>  <b>Be it resolved that the transitional Council for the College of Kinesiologists of Ontario approves the formation of a CKO- Universities Liaison Committee and that the Chair of the Committee will be a member of Council, appointed by Council.</b>  <b>Moved By: EC Seconded By: NM Carried</b></p> <p><b>Resolution #2</b>  <b>Therefore</b>  <b>Be it resolved that Neil McCartney, Vice-President of Council be appointed as Chair of the Committee, that the Registrar be appointed to the Committee and that the Director of Quality Assurance be appointed as Secretary of the Committee. Moved By: EC. Seconded By: MR. Carried</b></p>
	<p><b><u>Report on Examination Committee</u></b></p> <p>Facilitator: PT</p> <p>The Committee has approved two examination forms for 2013, including a French translation. Content experts will meet in January for French revision of the exam form and the CKO Exam Guide to ensure it is relevant and correct. Production of one French translation was deemed to be the most cost effective solution (one test form will be handed out per sitting in English and French). There are two exam forms featuring 180 questions (200 have been developed).</p>

	<p>Some changes were recommended to the blueprint for CKO's Entry-to-Practice examination in the description of lifespan and group ages (see table).</p> <p>The CKO Examination Guide has been approved by the Committee and sent for translation, expected to be complete by the end of January and posted by mid-February. The first administration of exams will take place six weeks after proclamation. Reporting of results will be scaled scores rather than raw scores and so will not reveal the actual passing mark the candidate achieved.</p> <p><b>UPON A MOTION duly made by NM, seconded by EC, it was resolved that the report and Guide once translated and as circulated be approved and posted to the College website. Carried.</b></p> <p><b>UPON A MOTION duly made by EC, seconded by NM, it was resolved that scaled scores be used for reporting results to candidates. Carried.</b></p>
	<p style="text-align: center;"><u><b>QA Committee</b></u></p> <p>Facilitator: DN</p> <ol style="list-style-type: none"> <li>I. Chair's Report             <ul style="list-style-type: none"> <li>– An update on the work of Committee since the last Council meeting</li> <li>– A resolution regarding a Business Case for Council's review and approval</li> <li>– An update on the QA program implementation plan</li> </ul> </li> <li>II. Committee Report             <p>QA Committee met on November 23 to discuss the Business case and also review work flow for the QA Committee for the next two registration years. The package of Peer and Practice Assessment and Portfolio Content policies approved at the last Council meeting were amended in accordance with their direction and will be posted on the website shortly.</p> </li> <li>III. Business Case for Self-Assessment Tool             <p>The College is currently seeking a vendor to convert content from a paper-based tool to online format with web-based forms. The tool, hosted on an external provider's server, will be completed annually by all members and accessed via a link on the College's website. It will enable members to identify learning needs through the assessment and develop learning plans in preparation for the Peer Practice Assessment. Automatic notifications will be sent to members when self assessment is due.</p> <p>The RFP submission deadline is mid-February and it is anticipated that the vendor selection process be completed by June 1, 2013. The tool will be developed, pilot tested and launched by December 2013.</p> </li> <li>IV. Revisions to Plan             <p>The launch date has been moved to December 1. PPA has been pushed</p> </li> </ol>

	<p>back to fall 2014 as some further research is required before developing PPA policies. Research will take place during the year; a revised implementation plan will be brought to next QA meeting in January.</p> <p>The College will be implementing the full QA program in 2013-14, using a phased approach. The President thanked staff and members for their efforts.</p> <p><b>UPON A MOTION duly made by EC, seconded by MM, therefore be it resolved that the transitional Council of the College of Kinesiologists of Ontario approves the Business Case to proceed with procurement of an IT vendor to design and develop an online Self-Assessment and Continuing Professional Development tool; and further,</b></p> <p><b>that a Request for Proposals be developed and posted on the MERX website as per the transitional Council of the College of Kinesiologists of Ontario's procurement policy. Carried.</b></p>
	<p style="text-align: center;"><b><u>Registration Committee</u></b></p> <p>Facilitator: BR</p> <p>I. Chair's Report          The Committee met on November 13, where the issue of educational equivalency with non-kinesiology programs was the main focus.</p> <p>Course content information from six institutions has been matched to the core competencies to develop a comparator model against which to assess non-kinesiology degree programs. Following a review of findings and working with the consultants, the Committee opted for 15 required courses and 5 elective courses for the model.</p> <p>II. Update on academic Credentials Equivalency Assessment Project          The task to determine equivalency is a multi-step process. Committee meets next on December 17, to refine what '<i>substantially equivalent</i>' equates to. In early January, PES will work on developing the forms, instructions for the candidates who will take the equivalency route. Candidates will have a template with a description and they will be required to match it. Current estimates suggest that 25% of candidates at the graduate level do not have a kinesiology degree.</p> <p>At the upcoming December 17 meeting, Committee will seek to identify one or more credential agencies that assess educational achievements of international applicants. The Committee's guidance will be sought regarding the experience requirements for grandparenting applicants and how to deal with scenarios that fall outside the parameters.</p>
	<p style="text-align: center;"><b><u>Professional Practice Committee Report</u></b></p> <p>Facilitator: RH</p>

I. Chair's report

Committee met on November 19 to consider various draft standards of practice. The Professional Misconduct Regulation has been approved by Cabinet, filed and posted.

The Committee has been working on draft materials to educate the public and these include guidelines on privacy, use of restricted title and consent. There are two guidelines to be approved.

II. Advertising Guideline

This guideline provides members with information about what may or may not be included in advertisements in order for them to comply with College standards and includes an additional reference to social media pages. The following amendments were proposed:

- Under 'Intent' sub-heading, 4<sup>th</sup> bullet add *'/client'* after 'patient' and before *'and'*.
- Under section 'A) Description of Guideline', item #5 – review language to eliminate contradictions
- Clarify and add *when* the use of testimonials is acceptable
- Question 4 for consistency add *'...or other individual or entity...'* wherever it appears
- Review the term exclusivity

The Guideline will be reviewed, the suggested changes made; the revised Guideline will be brought before Council at the next full meeting. **Motion to approve withdrawn.**

III. Therapeutic Relationship & the Prevention of Sexual Abuse Guideline

This guideline outlines the College's standard on sexual abuse, the process regarding allegations and preventative measures. The issue of whether or not treating a spouse could ever be considered sexual abuse is currently under review by the Ministry of Health & Long Term Care. The existing provisions will continue to apply until such time a directive is communicated.

New Kinesiologists will need to be educated to this new way of thinking that whenever one gives professional advice, it falls within the scope of practice.

**UPON A MOTION** duly made by BR, seconded by NM, therefore, be it resolved, that the Council approves the draft guideline The Therapeutic Relationship and the Prevention of Sexual Abuse and further,

that this guideline be published on the College's website. Carried

Communications Update

	<p>Facilitator: SHC</p> <p>Various updates to website are in hand to bring information about registration and the associated processes to the forefront of the site. Highlights include some of the College brochures which are now available for download.</p> <p>The site has been operational for two years and is progressing towards being a portal for registrants. The mailing list has been growing steadily and constantly and there are over 1000 subscribers; the open rate for the newsletter is encouraging. Use of Google Analytics will allow us to determine <i>who</i> is actually visiting the site and for what purpose.</p> <p>Final edits to the December newsletter are being made. The Communications team is liaising with SK on registration tools and the application guide to support registrants. Other projects underway include:</p> <ul style="list-style-type: none"> <li>• Preparatory work in progress for education webinars</li> <li>• Developing responses to specific questions received and for the FAQs e.g. grand-parenting regulations</li> <li>• Posting of by-laws</li> <li>• Posting of Professional Misconduct Regulation with supporting information.</li> </ul> <p>The President thanked the Communications team for their work.</p>
	<p><b><u>6. Registrar's Report</u></b></p>
	<p>Facilitator: BK</p> <p>I. Expenditures Report          Council reviewed an expenditure progress report for Q1-3 (Q3 ends on December 31), with special projects broken into detailed entries. The College is well within the target of \$150,000 set for the year; it may be necessary to hire some temporary staff to expedite registration processes.</p> <p>The budget and work plan will be recast for the Ministry for 2013-14 and submitted to the Ministry in December. The budget will presented to Council at the next meeting.</p> <p>The College Minute Book is ready for the review by the auditor and provides a clear picture about how decisions are made, and also ensures dealings are as transparent as possible.</p> <p>II. Update on development of registry          SHC – the iMIS project is working on development of the application form and the back-end website functions. The outward facing portion to the public is anticipated to be complete early in 2013.</p> <p>The Registrar recognized the work and contributions of the Ryerson placement</p>

	<p>student, Ryan Pestana, (in absentia) who has been employed for two days a week since May and working closely with the Communications team on these important issues.</p>
	<p style="text-align: center;"><b><u>New Business</u></b></p> <p style="text-align: center;"><b>Review of Action Items</b></p> <ol style="list-style-type: none"> <li>1. Update TORs for the Universities Liaison Committee by adding the proviso that the Chair of the Committee will be member of Council, appointed by Council.</li> <li>2. Registrar to draft a decision note for the Executive Committee as to whether the academic member of Council should be appointed to the University Liaison Committee</li> <li>3. Approval of the examination report and guide and posting to the website once translated</li> <li>4. Following changes to be made to the Advertising Guideline -             <ol style="list-style-type: none"> <li>a. Under A) Description of Guideline, amendment to guideline 5: Review language with respect to testimonials to remove any contradictions</li> <li>b. Clarify and add <i>when</i> the use of testimonials is acceptable</li> <li>c. In Question 4 for consistency add ‘...or other individual or entity...’ wherever it appears</li> <li>d. Review term exclusivity</li> </ol> </li> <li>5. Prepare financial report for submission to the Ministry</li> </ol> <p style="text-align: center;"><b><u>Other Matters</u></b></p> <p><b>None</b></p>
	<p style="text-align: center;"><b><u>Date of Next Meetings</u></b></p> <p>Dates to be set for the next few months as soon as possible. There will be one meeting for Council in early February followed by one in late March/April.</p> <p>A review of work plans will be conducted, member availability canvassed and dates organized accordingly.</p>
<p><b>Motion to Terminate the Meeting</b></p>	<p><b>UPON A MOTION duly made by MR, seconded by EC, the meeting was adjourned at 2.00pm.</b></p>