

**Minutes of the 96th
Provincial Apprenticeship Certification Board Meeting
Conference Call
June 14, 2017**

BOARD MEMBERS PRESENT:

David Harris	-	Chair
Sandra E. Bishop	-	Director (ATCD)
James O'Neill	-	At-Large Representative-(Alternate)
Karen Rowe	-	At-Large Representative
Karen Walsh	-	At-Large Representative
Mike Goosney	-	Employee Representative
James Loder	-	Employer Representative
Annie Randell	-	At-Large Representative

BOARD MEMBERS ABSENT:

Gordon Dunphy	-	At-Large Representative
Gerry Shea	-	Employee Representative
Travis White	-	Employer Representative-(Alternate)
Mike Lee	-	Employer Representative
Craig Randell	-	Employer Representative
Martin Hartly	-	Employee Representative-(Alternate)

RECORDING SECRETARY:

Paula Dobbin

INVITEES:

Dean Byrne	-	Manager of Industrial Training
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Call to Order:

The meeting commenced at 10:00 a.m. on June 14, 2017. The Board Chair and Director of Apprenticeship welcomed all members to the meeting.

Approval of Agenda:

MOTION:

A motion was passed by Mike Goosney and seconded by James O'Neill to approve the agenda as presented.

Quorum/Attendance:

The Chair, David Harris confirmed that there was a full quorum.

Approval of PACB Minutes 95th Meeting:

MOTION:

A motion was passed by Karen Rowe and seconded by James Loder to adopt the minutes of the 95th meeting as presented.

Business Arising from Minutes-Director

Action items from the 95th meeting

1. New Board Members – Update was provided on the recruitment for new members.
2. The Board agreed on the Refrigeration and Air Conditioning (RACM) compulsory trade application. The Apprenticeship and Trades Certification Division will proceed with the next step in the assessment process.
3. No new information for Instructor certification requirements

Routine Business

Plans of Training (POT) – Manager, Standards and Curriculum: No new Plans of Training

Accreditations – Manager, Industrial Training

- **Three-year initial accreditation:**
 - **College of North Atlantic, Port aux Basques: Entry-Level Cabinetmaker**

MOTION: A motion was passed by James O’Neill and seconded by Annie Randell to approve the Entry-Level Cabinetmaker program at CNA, Port aux Basques Campus, for a 3-year initial accreditation based on the accreditation report presented. Accreditation expiry date: June 14, 2020

- **Five-year re-accreditations:**
 - **College of the North Atlantic, Corner Brook: Entry-Level/Advanced-Level Construction Electrician and Entry-Level Industrial Electrician**

MOTION: A motion was passed by James Loder and seconded by Mike Goosney to approve the Entry-Level/Advanced-Level Construction Electrician program and the Entry-Level Industrial Electrician program at CNA, Corner Brook Campus, for a 5-year re-accreditation based on the accreditation report presented. Accreditation expiry date: April 12, 2022.

James O’Neill abstained

- **College of the North Atlantic, Placentia: Entry/Advanced-Level Industrial Mechanic(Millwright)**

MOTION: A motion was passed by James Loder and seconded by Karen Walsh to approve the Entry/Advanced-Level Industrial Mechanic (Millwright) program at CNA, Placentia Campus, for a 5-year re-accreditation based on the accreditation report presented. Accreditation expiry date: September 14, 2021

- **Carpenters Millwrights College: Entry/Advanced-Level Industrial Mechanic (Millwright)**

MOTION: A motion was passed by Annie Randell and seconded by Karen Rowe to approve the Entry/Advanced-Level Industrial Mechanic (Millwright) program at the Carpenters Millwrights College for a 5-year re-accreditation based on the accreditation report presented. Accreditation expiry date: October 9, 2021

- **DieTrac Technical Institute: Advanced-Level Construction Electrician**

At the PACB meeting held on September 22, 2016, the accreditation team recommended deferring approval of the Advanced-Level Construction Electrician program at DieTrac due to lack of evidence of students having completed program objectives. Approval to accredit the Entry-Level Construction & Industrial Electrician programs was granted.

A memo noting that DieTrac had followed up on the concern was presented to the PACB, and accreditation of the Advanced-Level Construction Electrician program was recommended.

Upon approval, DieTrac will be notified that with their first Annual Maintenance Report due by September 30, 2017, they must submit rubrics with notations for each student for all practical projects from any two courses.

MOTION: A motion was passed by James Loder and seconded by Mike Goosney to approve the Advanced-Level Construction Electrician program at DieTrac Technical Institute. Accreditation expiry date: September 22, 2019

- **College of the North Atlantic, Seal Cove Campus: Entry-Level Instrumentation and Control Technician**

At the PACB meeting held on August 16, 2016, the accreditation team recommended deferring the accreditation of the Entry-Level Instrumentation and Control Technician program at CNA, Seal Cove Campus, due to a finding with regard to four inoperable lab stations and printer.

After a follow-up visit to the Campus by the accreditation team on June 1, 2017, a memo was submitted to the PACB recommending approval of this program for an initial accreditation, to expire June 14, 2020.

MOTION: A motion was passed by James Loder and seconded by Mike Goosney to approve the Instrumentation and Control Technician Program at CNA, Seal Cove, for an initial accreditation based on the accreditation report presented as well as a subsequent memo. Accreditation expiry date: June 14, 2020

New Business – Director

- Report on Advisory Committee – Dean Byrne provided an overview of Advisory Committee conducted since the last Board meeting.
- Atlantic Harmonization – July 2017 there will be 10 trades harmonized.
- National Harmonization – All deliverables for phase two are on track for implementation.

Review of Action Items:

- Accreditation Letter to CNA Placentia, (Millwright program) on the team concerns before the next class starts in September on the 5 year re-accreditation
- Instructor certificate update Post-Secondary Instructor Certificate (PSIC):The PACB will adhere to current process until a new process is in place. A letter will be issued to all training institutions by the Accreditation Program Development Specialist reminding them of the training requirement.
- A summary of labor market demand for Skilled Trades. This will be sent to board members

As this was the final meeting for the current board, the Director and Board Chair thanked each member for being so active on this current board and also bid farewell to Gerry Shea, James Loder, Mike Lee and Annie Randell on their last term as members of the PACB.

Date and location of next meeting:

October will be the Next PACB meeting. We will try to arrange it around the announcement of the new IT system.

Meeting was adjourned at 11:00 a.m. by James Loder and seconded by James O’Neill