



**Minutes of the Student Advisory Group Meeting held on Thursday, June 17, 1999, at the Association's office at 1555 West 8th Avenue, Vancouver, B. C.**

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**Present:** Norah Andrew (Chair)

Kristina King	Celia Neufeld
Catherine Watkins	Bruce Chambers
Leslie Kennett	Graciela David
Renata Hale	Denise Mann
Michael Persad	Bruce Penich

Rita Marnoch (Recording Secretary)  
Bill Johnson (Secretary)  
Joanne Brown, Staff

1. The meeting was called to order at 6:25 p.m.
2. Amendments to the Agenda – no amendments were made.
3. The minutes of the previous meeting of February 25, 1999 were accepted as circulated.
4. Business arising from the minutes:

Recruiting of Group Members

Staff reported that the suggestion that staff actively recruit group members is working. At a recent seminar in Victoria two applicants for the 2000 Group were received.

Orientation and Technology Seminars

The pilot of the orientation and technology seminar was conducted in Victoria. The seminar was divided into three sessions – an introduction to the advanced technology required for internet CD courses, how to prepare and write CGA exams and a brief introduction to the website and Student Handbook. The feedback from those who attended was reviewed. It was noted that senior students found that the content of the seminar was not generally applicable to them, however, they strongly endorsed it for newer students. Staff noted that the overall feedback was very positive and were aware that senior students would not find as much value in the seminars.

Additional seminars are already scheduled for the lower mainland in the summer. New applicants and current students who have not yet taken an internet CD course will be invited. Other seminars for outside the lower mainland are planned for the fall.

Marks Release and Exam Appeals

Staff presented a descriptive report on the CGA-Canada process of marking exams and releasing of exam results. It was noted that; given the amount of exams and the international locations of where the exams are written and where the examiners are located; the process is quite efficient and the time cannot be reduced further. The report was felt to contain valuable information and it was suggested by the Group that this report be posted on the website and featured in a Student Newsletter. Staff advised this report will be provided to other regions for their use.

A quantitative analysis of exam appeal requests was also presented. Statistics provided showed that the average processing time for regrades is 14.2 days and for critique 15.4 days. This turnaround time was felt to be acceptable.

### Practical Experience Process

Staff reviewed the current process of reviewing questionnaires and changes to the process being considered:

- Producing a guide to practical experience that would be distributed to all students and posted on the web. This guide would contain information with respect to types and quality of experience required in the different employment areas (such as industry, practical experience, government and not for profit).
- Reducing reporting requirements so that level 3 students have the option to submit thereby reducing volume of questionnaires and allowing staff to provide more qualitative feedback.
- Provide feedback to all questionnaires submitted.
- Consider providing for some type of support or mentoring from members to students.
- Developing a brochure that students could provide to employers that would explain the practical experience requirements from an employer/employee perspective.

The changes being considered were well received by the Group. It was suggested that the reporting component should ask for more qualitative analysis to reflect the level of complexity of the task performed. The Group confirmed that students would like feedback with respect to where they are right now and where they should be in order to graduate.

The Group further suggested that the Student Newsletter contain articles as to where students have changed positions and found it a positive experience. One of the Group members volunteered to write the first article.

### Tutors

Staff announced that in the coming academic year there will be a pilot project for FA2 and MA1 where e-mail markers will also act as the tutor. Should this new avenue of tutoring prove valuable it expanded to other courses that require e-mail submission of assignments. There is a potential that the current chapter tutor process would be eliminated.

A Group member noted that she found the FAQ's on the CM1 CD to be very valuable. Staff will pass that feedback to CGA-Canada.

## 5. Other business

A variety of topics were then discussed by the Group; these include:

### **Discontinuation of Qualification Notices**

Staff announced that Qualification Notices would not be issued or required starting in the 1999-2000 academic year. The decision to eliminate this practice was supported by the Advisory Group in the September 1998 meeting. Picture identification and a current CGA Student Card are still required to write CGA exams.

### **Review of CGA Website**

Staff advised that a new website would be launched in June or July of this year. The contents of the website would remain fairly stable but access without password would be expanded. For example, students would be able to access "Heads-Up" without entering a password.

### **Education Tax Credit**

Staff explained that Revenue Canada ruling currently classifies the Association as a full-time educational institution for the Education Tax Credit, but that our students must not be working in an accounting or accounting related position to be eligible to claim the credit. The CGA Association (CGA-Manitoba) is currently appealing the employment requirement, but has not heard the results yet. The Group felt that this was unfair and inconsistent with students attending other post-secondary institutions, but also realized that the Association was unlikely to gain a change to the current situation.

## 7. Next Meeting

It was agreed that the next meeting would be held on Thursday, September 16, 1999 at 6:00 p.m.

The meeting concluded at 8:15 p.m.

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N. F. Andrew, CGA, Chair

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W.D. Johnson, CGA, Secretary