SESSION: **ACTION REQUESTED:**

Public	☒	**Decision**	☐
Non-Public	☐	**Discussion/Direction**	☐
		Information	☒

TO: **Academic Council**

DATE: **May 23, 2023**

PRESENTED BY: **Lori Livingston, Provost and Vice-President, Academic**

SUBJECT: **2022-2023 Continuous Learning Annual Report**

BACKGROUND/CONTEXT & RATIONALE:
As part of the annual reporting process, Continuous Learning provides an annual report to Academic Council and the Board that provides a summary of the program offerings, enrolments in programs as well as major activities to expand professional development program offerings.

IMPLICATIONS:
This is an annual report that is reported to Academic Council and the Board for information.

ALIGNMENT WITH MISSION, VISION, VALUES & STRATEGIC PLAN:
As Continuous Learning expands its program offerings and partnerships, it is able to provide the community with more flexible and accessible training options while also generating alternative sources of revenue for the University. The programming and outreach align with all four strategic priorities in the Integrated Academic and Research Plan.

SUPPORTING REFERENCE MATERIALS:
2023 Continuous Learning Annual Report

Continuous Learning Annual Report 2022-2023

STRATEGY AND PLANNING

PREPARED BY: CONTINUOUS LEARNING

Background
Established in 2019, Ontario Tech University's Continuous Learning unit is a hub for not-for-credit and non-degree programming at the university. Continuous Learning promotes and facilitates non-degree learning initiatives, both independently and in collaboration with Faculties. Working with Faculties across campus, Continuous Learning builds and houses certificate programs, micro-credentials and other learning opportunities that support lifelong learning.

In 2022-2023, Continuous Learning actively engaged in developing transparent financial models that align with the University Intellectual Property policy and collective agreements. These models aim to ensure that faculty members receive fair compensation for their valuable contributions to these learning initiatives. By encouraging faculty member participation, while simultaneously ensuring financial sustainability, Continuous Learning seeks to create an environment that benefits all stakeholders involved and encourages additional participation in the development of relevant professional development. This initiative seeks to align Continuous Learning with the university's strategic priorities of re-imagining learning and developing academic partnerships.

2022-23 Activity
In August 2022, a new Director was hired and took over from the Interim Director. The Director gained an understanding of the role and responsibilities and focused on the partnerships and legacy relationships that exist between Continuous Learning and Faculties and other administrative units across the University.

Developing an understanding of these partnerships and the key players was a critical first step in meeting our mandate to promote additional partnerships with the Faculties and faculty members in the future. Initial development of financial models in 2022-2023 to promote additional partnerships has allowed for several initiatives that are being pursued for development and launch in 2023-2024.

Continuous Learning also streamlined internal processes to support the development of new programs and courses. We improved website development and transitioned to a new template, enhanced registration management procedures, and standardized the use of our registration and learning management system.

Open Enrolment

From April 2022 to March 2023, Continuous Learning recorded 296 open enrolment program registrations with 196 program completions, representing modest growth over the previous year.

We launched two new programs:

1. Introduction to Higher Education Management University Certificate program. This was developed in partnership with the Faculty Business and Information Technology and subject matter experts from Durham College and Trent University.

2. Full Stack Developer. This is offered in partnership with Robogarden, an Alberta based organization specialized in "full-stack" programming.

Corporate Training
Significant growth was achieved in Corporate Training initiatives with 15 specific programs delivered for 10 separate organizations, compared to 9 programs in 2021-2022. We issued 256 individual program certificates in leadership development and other custom training programs. Our expertise in leadership development was expanded to include specific industry focus areas in Early Childhood Education, Policing, and Healthcare Change Management. This adds to our considerable expertise in Nuclear Operations (through our partnership with the Faculty of Engineering and Applied Science and the Director of Industry Training) and notable developments in our capacity to deliver training in specific focus areas including CANDU decommissioning, Small Modular Reactors, Hybrid Energy Systems, and more.

In 2022-2023, preparations were made to hire a contract Business Development and Marketing Manager in May 2023. This Manager will have a focused mandate to expand our client base for corporate training.

Microcredentials
As Continuous Learning enters the 2023-2024 academic year, the department continues to support Ontario Tech's Microcredentials and Badge programs. Over the past year 833 unique users received 738 TD Microcredential badges and the available courses has increased to over 30 topics of interest. It should be noted that a number of additional students have registered for a microcredential, but have yet to complete the requirements to receive their badge.

Continuous Learning continued to support the development of eCampus Ontario Virtual Learning Strategy funded microcredentials. These include French translations of Dementia modules and Interprofessional Communication for Medical Laboratory Technicians.

Summer Camps
The Summer Camps program, offered in partnership with the Faculty of Education and Faculty of Engineering and Applied Science, provides fun, hands-on opportunities for children ages six to seventeen to learn and explore their curiosity in a positive, safe environment. The program runs annually for eight consecutive weeks—from July to August. In 2022 the summer camps program returned to an in-person format, with virtual camp options available to include long-distance families and those not yet ready to return to an in-person format. Bringing the camps program back to an in-person format post-pandemic included several operational unknowns, which ultimately delayed the launch of camps registration by two months. In particular, the possibility of camper and staff cohorting shortfalls questioned the viability of the entire summer program.

As Ontario continued to lift COVID-19 guidelines, final policy implementations included absence due to illness reporting, masking while in university spaces and a flexible refunds policy for ill campers. Despite registration opening in April 2022, the program attracted 1,281 camp registrations. In-person camps were offered weekdays from 9 a.m. to 4 p.m. with extended care available. Virtual camps, in contrast, were available for two hours per weekday.

2022 Summer Camp Offerings by Camp Type

Unique camp offerings	In-person (week-long)	Virtual (week-long)	Family (one-day camp)
48[1]	45	7	5

Continuous Learning surveyed its 2022 summer camp cohort to gain camper testimonials and valuable feedback, and to identify improvements for the 2023 summer program. The upcoming 2023 Summer Camps program again offers a mix of in-person and virtual camps with most camps being held in-person at Ontario Tech's north campus location. Registration for 2023 Summer Camps opened in February, and Continuous Learning has partnered with Athletics and Recreation and Engineering Outreach to pilot a half-sports, half-engineering camp to kids age 12-13.

Spring Camps
In 2023, Continuous Learning offered its second virtual spring camps program from March 14 to March 18. The expanded program included five camps which filled to 54% capacity with 107 camp registrations. Each camp ran for two hours per weekday and was geared toward children aged 6 to 13. The previous year's camps had significantly higher numbers than this year's due to the pandemic. There were not very many in-person camp options available in March 2022.

For 2024, Continuous Learning is actively exploring how a small number of camps could be delivered in person, whether on campus, or in partnership with another organization at their location. School age March break does not coincide with university breaks, which significantly limits on-campus options.

A listing of all Continuous Learning opportunities and number of registrants during the year is provided in Appendix A.

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[1]   Certain camps run more than once resulting in the number of unique camp offerings (48) being lower than the total number of camps run (57)

APPENDIX A: **Continuous Learning**

Summary of Continuous Learning activities from April 2022 to March 2023. Only activities that grant an official certificate or letter of completion have been included below. ⭐= **new this year**

Faculty or Non-academic Unit	Brief Description of Offering	Number of Hours or Length of Offering	Number of registrants **	Number of certificates awarded
Continuous Learning	**University Preparatory Program:** A specialized certificate program designed to prepare high school graduates for the academic demands of university consisting three (3) pillars: numeracy, literacy and academic success, and a supportive coaching component.	3 months (1 Semester)	55 offers sent, 36 registrants	20
Continuous Learning	**Professional Management:** A certificate program consisting of five (5) courses designed to enhance the managerial effectiveness and leadership abilities of today's business professionals.	30 hours	19	8
Continuous Learning	**Not-for-Profit Leadership:** A certificate program consisting of five (5) courses designed to meet the unique challenges faced by managers in the Not-for-Profit sector.	30 hours	12	7
Continuous Learning	**Professional Communications Program:** Consists of five (5) courses designed to enhance the effectiveness of communication abilities of today's business professionals. These courses provide a solid	30 Hours	10	5

Faculty or Non-academic Unit	Brief Description of Offering	Number of Hours or Length of Offering	Number of registrants **	Number of certificates awarded
	foundation of business skills and practices for supervisors, managers, and technical professionals who require functional management and leadership training			
Continuous Learning	**Digital Management:** A re-designed social media program. This three (3) course program is designed for those who need take action and launch a Social Media strategy they can implement right away so that they can obtain a successful return on investment for their organization.	18 hours	7	5
Continuous Learning	**Master's Certificate in Public Sector Management:** A certificate program consisting of fifteen (15) courses that requires application and approved admission designed for managers and executives with diverse educational backgrounds who are experienced in a public sector/government or related organization.	90 hours	31	31
Continuous Learning	**LEAN Green Belt:** A certificate program offered in partnership with Leading Edge Group focused on the lean management approach.	N/A	N/A (courses taken with Leading Edge group)	27

Faculty or Non-academic Unit	Brief Description of Offering	Number of Hours or Length of Offering	Number of registrants **	Number of certificates awarded
Continuous Learning	⭐ **Introduction to Higher Education Management:** Asynchronous course designed for anyone employed (or looking to be employed) with a post-secondary educational facility looking to enhance their administrative skills.	6 Hours (Asynchronous)	40 (including free registrations as part of a pilot)	6 (as the program was only recently launched, many have not yet completed)
Custom Courses/Programs				
Continuous Learning / Faculty of Engineering and Applied Sciences	**CANDU Station System Design and Operation – Custom courses for Canadian Nuclear Safety Commission (CNSC):** Nuclear Power Plant Operations Training for Regulators.	8 x 1-week courses; Each 1-week course contains 35 learning hours; 280 hours total for all 8 courses; Maximum of two (2) cohorts per year. Participants take up to 8 modules.	19 in 2021/22 cohort *Note: 2023 cohort is to be scheduled*	39 module certificates issued January through March 2022 65 module certificates issued April through September 2022
Continuous Learning / Faculty of Engineering and Applied Sciences	⭐ **Custom course for Canadian Nuclear Safety Commission (CNSC)**: Small Modular Reactor (SMR) Design.	Standalone 1-week course consisting of 35 learning hours; Inaugural delivery (February 2022); second and	26 February 2022 22 October 2022; 24 January 2023	24 February 2022 21 issued October 2022; 23 issued January 2023

Faculty or Non-academic Unit	Brief Description of Offering	Number of Hours or Length of Offering	Number of registrants **	Number of certificates awarded
		third offering October 2022 and January 2023.	2023/24 cohort TBD	
Continuous Learning	**Ontario Shores Custom Leadership Program (2022) – (Peterborough Regional Health and Northumberland Hills Hospital/Ontario Shores):** A custom certificate program consisting of five (5) courses designed to develop strategies and insight related to change management specific to healthcare-based organizations.	30 hours	20	20
Continuous Learning	**Certificate in Leadership Excellence – Custom program for Durham Region:** A custom certificate program consisting of eight (8) leadership excellence courses aligned with Durham Region's core values. Graduates move on to take the Master's Certificate in Public Sector Management program.	60 hours; one (1) to two (2) cohorts per year	20	14
Continuous Learning	**Certificate in Police Leadership – Custom program for Durham Regional Police Services (DRPS):** A certificate program designed to develop leadership strategies aligned with DRPS core competencies. The program consists of three (3) modules, each with four (4) weeks of online content and one (1) half-day, in-class workshop.	Three (3) months; 1 cohort	25	15

Faculty or Non-academic Unit	Brief Description of Offering	Number of Hours or Length of Offering	Number of registrants **	Number of certificates awarded
Continuous Learning / Faculty of Engineering and Applied Science	**Advanced Operations Overview for Managers (AOOM) – Custom Program for Ontario Power Generation (OPG)**: Development and delivery of training to operational managers in the nuclear industry.	20 weeks total; 6 hours lecture time per day; 18 days for self-study, and 3 field tours. Approximately 445 lecture hours total. Additional guided and self-guided field tours and self-study days not counted towards total lecture hours.	5 in 2021 9 in 2022 6 in 2023	5 in 2021 9 in 2022 *Note: 2023 program concludes June 2023.*
Continuous Learning	**Organizational Development & Performance Improvement (PEL 77863)– Custom program for OPG:** Under a five (5) year agreement (2018-2023), course offerings may run multiple times each quarter (based on OPG scheduling).	One (1) course offering (6 Hours)	N/A	N/A
Continuous Learning	**Stakeholder and Change Management (PEL 77870) – Custom program for OPG:** Under a five (5) year agreement (2018-2023), course offerings may run multiple times each quarter (based on OPG scheduling).	Five (5) course offerings (30 Hours)	N/A	N/A

Faculty or Non-academic Unit	Brief Description of Offering	Number of Hours or Length of Offering	Number of registrants **	Number of certificates awarded
Continuous Learning	**Oversight Execution: Conflict Resolution, Negotiation and Communication Skills (PEL 70705) – Custom program for OPG:** Under a five (5) year agreement (2018-2023), course offerings may run multiple times each quarter (based on OPG scheduling).	One (1) course offering (6 Hours)	N/A	N/A
Continuous Learning	**Effective Written Communication in a Project Environment (PEL 77801) – Custom program for OPG:** Under a five (5) year agreement (2018-2023), course offerings may run multiple times each quarter (based on OPG scheduling).	One (1) course offering (6 Hours)	N/A	N/A
Continuous Learning	⭐ **Custom Leadership Program:** Municipality of Port Hope	30 Hours	25	N/A
Continuous Learning	⭐ **Custom Leadership Program:** City of Peterborough	36 Hours	25	20
Continuous Learning	⭐ **Custom Leadership Program:** Five Counties (*Early Childhood Educators Program*) - We also have 2 new programs beginning this fiscal year with Five Counties and another with the Early Years Group all designed for ECE's and Educators.	36 Hours	25	7

Faculty or Non-academic Unit	Brief Description of Offering	Number of Hours or Length of Offering	Number of registrants **	Number of certificates awarded
Continuous Learning	⭐ **Custom Police Leadership Program:** Cobourg Police Services - A certificate program designed to develop leadership strategies aligned with Cobourg Police core competencies. The program consists of three (3) modules, each with four (4) weeks of online content and one (1) half-day, in-class workshop.	36 Hours	25	22
Continuous Learning	**AQ/ABQ Program:** AQ custom courses deepen the knowledge/skills needed to design, deliver, and assess programs in a specific discipline, field and/or division. Offered in one (1) to three (3) sessions, courses expand to offer a specific focus on leadership skills within the discipline or division. ABQ custom courses qualify Ontario College of Teachers (OCT) members to teach in specific divisions in addition to current division qualifications. At Intermediate and Senior levels, qualification is based on specific subjects: Math, Science, English, Philosophy and Social Sciences. AQ/AQB courses are available to OTC members only.	125 hours; 12 (Twelve) course offerings	75	75 *Note: Certificate recorded by OCT.*
Continuous Learning	**Math and Coding – Elementary:** A custom professional development course designed	16 hours; One (1)	8	8

Faculty or Non-academic Unit	Brief Description of Offering	Number of Hours or Length of Offering	Number of registrants **	Number of certificates awarded
	to help in-service elementary educators prepare and grow within the new math curriculum.	course offerings		
Continuous Learning	**Charles H. Best Type 2 Diabetes Educator Program** 10 asynchronous modules	Self-paced	18 Full Program 13 Individual Modules	4

**Some Continuous Learning certificate programs allow individuals to sign-up for courses individually without completing the full certificate program. The number of registrants refers to the number of individuals who registered for any course(s) offered as part of this program. All certificates were counted once, regardless of the number of individual course registrations in the certificate program they registered for. An "N/A" in this appendix means that individual courses in this certificate program were custom programs, not open to the general public for registration.