

School of Continuing Education Council Meeting**Minutes****Monday, February 3, 2020****3:30 pm – 5:00 pm****Room AC 409, Stollery Hall****1. Call to Order**

The meeting was called to order at 3:33 pm by Heather McRae. Quorum was met.

2. Approval of the Agenda/Consent Agenda

2.1 Minutes, SCE Council 06-20-2019

2.2 Minutes, Executive Committee, 06-03-2019

2.3 Minutes, Program and Curriculum Committee, 09-17-2019

2.4 Minutes, Professional Development Committee, 09-16-2019

2.5 SCE Council Annual Report 2018-2019

MOTION: SCESC-01-02-03-2020

To approve the February 3, 2020 School Council Agenda/Consent agenda as amended to change the wording of agenda item 5.2 to now read “SCE International Professional Communication Second Program Option”. Moved by Peter Myhre and seconded by Martin Tucker.

This motion was approved.

3. Presentation on New Student Code of Conduct (Attached is the presentation)

Dr. Lynn Wells made a presentation on the work that took place to review the changes in the policy and procedure and the Student Appeal process.

- Student Academic Integrity Policy and its associated procedural document, Student Academic Misconduct, has been revised to align with the new Student Non-Academic Misconduct policy and procedure.
- Dr. Lynn Wells will request feedback on the draft Student Code of Conduct at the upcoming GFC meeting.
- The Board of Governors approved the student appeal process articulated in the procedure.
- Classroom Management document will be circulated or posted on my MacEwan portal.
- Laura Bruner will be the contact person for any questions related to the policy and procedure.

4. Update on Campus Consolidation Project – Amanda Brisson

Amanda Brisson, IT Project Manager gave an update on the campus consolidation project.

Highlights include:

- Amanda shared some crucial timelines on the project.
 - The target substantial completion date in construction is June 30.
 - AV equipment and furniture will be installed by July 31.
 - Office moves and relocations will start in August.
- Move Committee has been established with SCE staff and faculty representatives. Jenna Bagnall and Jolyon Stack from Facilities will also be attending those meetings. Matco Moving Solutions will have a preliminary walkthrough to determine what needs to be moved and how things need to be packed.
- Boxes and labels can be requested through FIMS by submitting a service request or email facilities@macewan.ca
- There will be four types of moves – program equipment, program boxes, personal files, and miscellaneous.
- Move information package will be sent out soon to everyone at SCE.
- Town Hall for students will be scheduled in March 2020.

5. Program and Curriculum Updates:

5.1 SCE International New User Experience Design and Professional Communication Executive Professional Development Certificate

MOTION: SCESC-02-02-03-2020

To approve as presented the new User Experience Design and Professional Communication Executive Professional Development Program, as recommended by the School of Continuing Education Executive Committee (January 24, 2020). Moved by Martin Tucker and seconded by Emilio Inda Camacho.

This motion was carried.

5.2 SCE International Professional Communication Second Program Option

- SCE International proposed a new Certificate of Attendance in Business Communication to expand the curriculum due to the student's demand to take a second Executive PD Program.
- This will allow students to take Project Management and Professional Communication for their first program and Business Analysis and Business Communication for their second program.
- Both programs have different areas of knowledge and expertise, so they do not ladder into any other programs.

5.3 Foundations 101 as a credit course

MOTION: SCESC-03-02-03-2020

To approve as presented the Foundation 101 as a credit course, as recommended by the School of Continuing Education Executive Committee (January 24, 2020). Moved by Mario Meraz and seconded by Jane Duffy.

This motion is carried.

5.4 Upcoming Updates to the Grading Policy

- **Procedure 3.6.4:** It was recommended to include the statement “results of the assessment will be posted” before the mid-point of the course to improve clarity. The EAL/UP faculty members will have further discussion on the minimum percentage of the final grade and Ewa will send the feedback to Melissa.
- Any other questions and feedback can be submitted to Melissa Merrigan at merriganm@macewan.ca

6. Committee Reports

6.1 General Faculties Council Report – Peter Myhre

The Office Assistant Program has been transferred from the School of Business to the School of Continuing Education.

6.2 Conservatory of Music Committee Report

- Kiwanis music festival association will be leaving the Kiwanis club. The festival will now be called *Edmonton Music and Speech Arts Festival*.
- CoM will be working in collaboration with the Edmonton Music Festival Association and has signed the service agreement for renting the office space on the 5th floor of Alberta College Campus.

6.3 Key Report Highlights from Faculty/School Council Representatives – Eaman, Terry, Donna and Andrea

- Faculty of Health and Community Studies Report by Eaman Mah and Faculty of Fine Arts and Communications Council Report by Terry McLean was included in the meeting package.

6.4 Additional Committee Reports

Celebration of Teaching and Learning event: Lynn Wells encouraged faculty members to attend the event on February 18, 2020 in Robbins Health Learning Centre (Building 9). Registration is now open.

7. Budget Summary

Suzanne LeBlanc presented an overview of the 2019-20 budget results along with budget planning for 2020-21; the due date for submission is March 13, 2020.

8. Dean's Report

I must note that there is so much happening at MacEwan University recently it is hard to know where to start. In *Governance*, there is a new University Secretary who will be commencing her activities in the next month. Gwen Bauer was previously with SAMU and has a great understanding of this university. Other activities in this area relate to changes to the GFC including membership, requirements of the faculty and school councils and role of the committees. Geetu and I have met with Bronwyn Sneffjella, Manager of Governance for Academic Affairs; so far, we have been providing information about our current structure and activities. More information should be forthcoming in the late spring/early summer.

A town hall was held on January 28 about *our move to Allard Hall*. Thank you for attending this; I hope it was helpful to hear about the current activities and future plans and timelines for construction. The results from your furniture vote are in and it is a resounding yes to the small cabinet and to the frosted glass. As Amanda has suggested you can start to “purge” old documents and stored items that are no longer in use. I have been meeting with the Conservatory of Music about requirements for sharing space at the ACC and working with EPSB on identifying some possible collaborations. Geetu and Suzanne have been working on identifying an electronic file management system for the School and will continue to meet with individual units to identify the new processes involved in electronic file storage.

You will continue to receive updates on the *budget* from John McGrath, Acting President.

Discussions are in progress relating to reviews about finance, advising, IT and administration at the university. The goal of these reviews is to understand the range of work done across the university and to identify efficiencies if possible. At present, the SCE is being asked to increase our revenue

contributions for next year. In order to accomplish this, SCE International and Professional and Continuing Studies have been asked to increase their revenue targets through increased sections and programs; UP and EAL are increasing class size and cancelling low enrolment classes. Marketing will be looking at new campaigns and strategies to increase enrolment and will be working with OCM regarding specific target markets. The School will work more closely with MacEwan International on recruitment activities and targets. Achieving success will require the involvement of everyone in the School as well as collaboration with other units in the university. I appreciate how everyone is contributing to identifying solutions relating to reducing expenses and increasing our revenues.

The search for a new president is underway. The committee has shortlisted a number of candidates; more information will be forthcoming. A search is also underway for a new Dean of Arts and Science. Central Administration through the United Way committee is coordinating a food drive for students during the month of February. I have requested some boxes and posters for this campus and encourage you to purge your pantry for goods that our students might like. Our students are active users of the SAMU food bank so your contributions are greatly appreciated. And finally, there will be a name change starting July 1st for Services for Students with a Disability (SSD) - it will be ADR: Access and Disability resources.

9. Question Period

10. Adjournment

The meeting was adjourned at 5:09 pm.