

**School of Continuing Education Council Meeting**

**Minutes**

**Monday, April 12, 2021**

**3:30 pm – 5:00 pm**

**Webex**

**1. Call to Order**

The meeting was called to order at 3:31 pm by Dr. Heather McRae. Quorum was met.

**2. Land Acknowledgment Statement**

The Dean opened the meeting with a reading of the Land Acknowledgement Statement.

**3. Approval of the Agenda/Consent Agenda**

3.1 Minutes, SCE Council, 02-01-2021

3.2 Minutes, Executive Committee, 01-19-2021

3.3 Minutes, Program and Curriculum Committee, 03-09-2021

3.4 Minutes, Professional Development Committee, 03-15-2021

**MOTION: SCESC-01-04-12-2021**

To approve the April 12, 2021 School Council agenda/consent agenda as amended to remove item 5 “President’s Conversation with Faculty”. Moved by Terry McLean and seconded by Andrew Buhr.

**This motion was approved.**

**4. Presentation**

Office of Sexual Violence, Prevention, Education and Response Update:

Meagan Simon presented the role and work of the Office of Sexual Violence Prevention, Education and Response. Below are the key highlights:

- **MacEwan Sexual Violence Website** ([macewan.ca/sexualviolence](http://macewan.ca/sexualviolence))  
The tab “Report Sexual Violence” has been updated with more information about reporting. The process differs slightly depending on a person’s status as a student, staff, or faculty member.
- **Compliant intake:**  
Sexual Violence Response Coordinator  
Confidence Line – limits to anonymous complaints  
Student: Student Conduct Officer  
Staff or Faculty: Supervisor or Human Resources



- **The Sexual Violence Response Team:**  
Michelle Plouffe (Vice President and General Counsel) is the Chair of the team that oversees the university's institutional response to sexual violence. The team is tasked to provide consultation throughout a sexual violence investigation process.
- Information about upcoming webinars will be posted on the website and MacEwan Today.

## 6. Program and Curriculum Updates:

### 6.1 Office Assistant Program Amendments

#### **MOTION: SCESC-02-04-12-2021**

To approve as presented the Office Assistant program amendments as recommended by the School of Continuing Education Executive Committee (March 23, 2021). Moved by Richard Pereschitz and seconded by Eaman Mah.

**This motion was approved.**

## 7. Committee Reports

### 7.1 General Faculties Council Report – Peter Myhre and Marty Tucker

- GFC received a recommendation from the Faculty of Arts and Science to suspend the Bachelor of Science in Engineering Transfer.
- Alberta 2030 vision: Peter and Marty have participated in GFC strategic planning discussions on where we want to be in 2030.

### Academic Planning and Quality Assurance Committee (APQA) – Peter Myhre

- The committee is reviewing the degree program 'Bachelor of Science in Nursing'. The degree program approval process has always gone through the Campus Alberta Quality Council (CAQC). MacEwan is considering reviewing the degree program internally through APQA with some guidance from external reviewers.

### 7.2 Chair's Report – Richard Pereschitz

- University Preparation program offered SCI 30 in winter 2021 term primarily for nursing students. We had a total of 20 students enrolled in this course.
- EAL and UP class schedule for fall 2021 and winter 2022 has been completed.



- Richard plans to offer a few sections online for 30 level UP courses even after a full return to campus. He will also assess the possibility of offering online classes for EAL.
- Richard completed the 2021-22 EAL/UP budget based on current enrolment numbers.
- The first ALP council meeting was held on March 19, 2021. The committee discussed academic issues and elected Vice-Chair and Secretary.
- The Alberta Foundation Program will start in the fall 2021 term. The Chair will help navigate academic matters for three new courses (INDG 100, FOUN 100 and FOUN 101).

### **7.3 Conservatory of Music (CoM) Committee Report**

The CoM committee report was circulated as part of the meeting package prior to the meeting.

- Maureen provided an update that 2021 scholarship competition will be offered online due to COVID restrictions. Students are required to submit videos online.

### **7.4 Key Report Highlights from Faculty/School Council Representatives – Eaman, Terry, Donna and Son**

The reports from Faculty/School Council representatives were circulated as part of the meeting package.

## **8. Risk Management Presentation – Suzanne LeBlanc**

Suzanne LeBlanc presented the importance of Enterprise Risk Management (ERM) to prepare for the development and implementation of the operational risk register. Below are key highlights:

- ERM is the process of planning, leading and minimizing risks to achieve strategic objectives.
- The University adopted the COSO Enterprise Risk Management Framework to identify, manage and report risk management to the Board of Governors.
- 2020-21 SCE Risk Management Attestation was submitted to the Board of Governors through Finance in January 2021.
- SCE Risk Register was recently updated and submitted to the Provost's Office. Suzanne emphasized that engagement and collaboration are the key to identify/manage and control operational risks continuously to develop and implement SCE operational Risk Register.

## **9. Dean's Report**



**2021-22 Budget Plan:**

MacEwan University is in the process of aligning the fiscal budget cycle to the Government of Alberta. The 2021-22 university budget will be prepared based on a 12-month year. After completion of the 12-month plan, Budget and Resource planning will extract a 9-month budget covering the periods July 1, 2021 to March 31, 2022 to align the budget with the new fiscal year starting April 1, 2022 to March 31, 2023.

**Fall/Winter Planning:**

President Trimbee has announced that university campus will be open for employees and students in the fall. This will be dependent on AHS requirements and guidelines and may change at any time. The School of Continuing Education is working on a plan to understand the experiences of employees in the past year and to discuss how best to return to the campus in the fall. The first step will be a survey that you will receive that will focus on your experiences working from home in the past year. Then, discussions will be held at the unit level, guided by the supervisor of the unit to talk about teaching and operational requirements, student access and course scheduling. The information from both exchanges will help guide the planning for the fall and winter terms.

Farewell to Ewa: This is Ewa's last School Council meeting at MacEwan. Her last day at the School is April 14<sup>th</sup>. Please join me in wishing her the best in her new role as Associate Director of Continuing Education at the University of Calgary. Ewa joined the School in May, 2015 first as the Director of Education Development and then as Assistant Dean. She was instrumental in building new programs, strategies and processes helping to develop a vibrant School serving both local and international students as well as engaging in partnerships and collaborations from around the world including China, Mexico and Ukraine. Thank you Ewa for your contributions to the School. Congratulations and best wishes.

## **10. Question Period**

Q: Do faculty need permission to be on campus?

A: No permission is required during working hours. However, employees who are coming early mornings or late evenings need to check in with security in advance.

Q: Are there currently any in-person classes on campus?

A: Yes, about 40% of classes are offered on campus in other faculties and schools. SCE is the only School that has completely pivot to online teaching. We will be planning to move most of the classes back to campus at some point in fall term, particularly labs. SCE International classes will continue to be offered online in spring and fall 2021 due to the anticipated visa delays for new international students in the fall term.

Q: How would fall term look like in terms of staff to work from home versus on campus, and what are your decision timelines?

A: The feedback from the survey will be reviewed on both administrative and instructional levels to analyze their working from home experiences. Heather will have discussions with the program units to determine the best modality from the student's perspective. She anticipates staff members to return to work at least 50% of their time on campus at some point in fall term.

## 11. **Adjournment**

The meeting was adjourned at 4:42 pm.