

School of Continuing Education Council Meeting**Minutes****Monday, June 7, 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, 04-12-2021

3.2 Minutes, Executive Committee, 03-23-2021

3.3 Minutes, Program and Curriculum Committee, 05-11-2021

3.4 Minutes, Professional Development Committee, 05-10-2021

MOTION: SCESC-01-04-12-2021

To approve the June 7, 2021 School Council agenda/consent agenda as presented. Moved by and Andrew Buhr and seconded by Terry McLean.

This motion was approved.

4. Presentation on Moodle Update - Karen Keiller, Dean Library and Vice-Provost & Brian Gilbank, IT Project Manager

- paskwâwi-mostos mēskanâs is the new name that has been granted to MacEwan's new digital learning environment.
- Brian gave the project update and shared the timelines:
 - The Project website (<https://macewan.sharepoint.com/sites/dleproject>) is live.
 - Faculty and staff can sign-up for early access environment to preview and test-drive the platform starting July 5th. It will allow faculty to start building courses and become familiarized with the new platform. To sign-up for early access environment, please click the link below:
<https://macewan.sharepoint.com/sites/dleproject/SitePages/Early-Access-Request.aspx?csf=1&web=1&e=QN7mFO&cid=00d6d75c-aa5e-44b0-a026-0cd7516f2b61>
 - Faculty Champions will assist in the implementation of paskwâwi-mostos mēskanâs. As part of their service workload, faculty from each department will be available to help inform their faculty colleagues of project updates, assist with faculty training and troubleshooting, and provide advice to the Moodle Training and Communication Team. Use the form below to sign up:

https://docs.google.com/forms/d/e/1FAIpQLSc7_SK9h5iIu5vbGEUqo31FO9O6mzVtqQHk7dYDIQrtrCYzzQ/viewform

- It is anticipated that a pilot environment will be made available in fall 2021 for faculty, staff, and students to explore the new environment. Course transitions to Moodle are expected to be complete in spring 2022. The transition from Blackboard to Moodle is expected to be fully implemented by Fall 2022.
- For any questions or to provide feedback, please contact the Project Team at dleproject@macewan.ca.

5. President's Conversation with SCE Faculty – Dr. Trimbee

- Dr. Trimbee provided an update on MacEwan's Board of Governors meeting on June 3.
 - The Board has approved the budget plan for 2021/22 MacEwan's budget. We did not receive additional budget cuts.
 - The timeline for the fiscal year will be adjusted to align with other post-secondaries and the province. The fiscal year will now be April 1 – March 31.
 - This budget will help plan and create the strategic vision to ensure our university's growth and success. We will also be investing in expanding student support in scholarships, awards and bursaries, and technology enhancements to support teaching and learning.
 - The Board of Governors has elected our first chancellor and honorary doctorate recipients, effective July 1, 2021.
- Alberta 2030 system review: She expressed that the outcome of the Alberta 2030 sector review looks positive and MacEwan is well-positioned to implement initiatives outlined in the plan. Legislative changes will be made, and post-secondary institutes will be working with a new strategic advisory council.
- She acknowledged Heather and the team's work in receiving government funding for micro-credentials proposals and working with industry partners to develop micro-credentials. She also acknowledged and congratulated Eaman Mah for being the 2021 Distinguished Teaching Award recipient.

The floor was opened to questions.

6. Presentation on Research and Scholarly Activity – Craig Kuziemy, Associate Vice President, Research, and Kathleen Miller, Co-Chair of the GFC Scholarly

- The Committee on Scholarly Activity is a standing committee of GFC. This committee is now commencing on the work and recommendations from the Research Advisory Task Force 2019/20.
- The committee's purpose is to increase research, diversify what constitutes research and scholarly activity at MacEwan, identify opportunities and strengths that support scholarship and how we can better look at the impact of some of our work.

- Craig also shared his goals for research at MacEwan and the framing of research at MacEwan. Faculty were encouraged to think out of the box to manage time for research better.
- Factors to be considered are the Alberta Research Innovation Framework, the federal budget, and the Tri-Agencies' pursuit of the Declaration on Research Assessment (DORA).
- Faculty were asked to consider what a well-functioning Office of Research Services (ORS) would look like and how the office can support the School of Continuing Education. Heather added that the school is interested in working with ORS to collaborate and provide opportunities to access research participants or be a part of the focus groups.

7. Committee Reports

7.1 General Faculties Council Report – Peter Myhre and Marty Tucker

- As per the requirement from the government, all programs would now include work-integrated learning components. Although, EAL and UP programs are exempt.

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

- The committee voted to suspend the Engineering Transfer program at MacEwan. The proposal will be submitted to the next General Faculties Council meeting for approval.
- The committee approved the Bachelor of Science in Nursing program review.

7.2 Chair's Report – Richard Pereschitz

Richard gave an update on the role and responsibilities of the Chair of Academic and Language Preparation (ALP):

- 80% of the time is spent dealing with tasks on a daily basis.
- Chair facilitates the work of the unit:
 - By acting as a liaison between a department and the administration; meeting regular with the Dean, Associate Dean, advisors and other department chairs.
 - Manage faculty schedules, respond to questions from faculty members regarding annual report, deferred final exams, grade changes, etc.
 - Settle faculty and student disputes, address concerns related to class or section changes, and making decisions regarding attendance analysis.
 - Develop class schedules and teaching assignments.
 - Submit the budget forecast and monitor the budget.

- ALP Chair is responsible for conducting interviews to hire potential instructors and is involved in various committees such as Executive Committee, ALP Department Council, Alberta Foundation Integrated Pathways program, Provincial Academic Upgrading Committee (PAUC).
- A future goal for the Chair is to continue working with the Dean to expand the EAL and UP programs and maintain online presence to increase enrolment.

7.3 Conservatory of Music (CoM) Committee Report

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

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. Budget Update – Suzanne LeBlanc

Suzanne LeBlanc presented an overview of the Q3 budget summary along with the enrolment target for Spring/Summer 2021. She also shared the 2021-22 approved budget target.

9. Dean's Report

In the past year the School of Continuing Education has continued to shift direction, respond to new opportunities and to flourish. This is due of course, to all of you, whether you instruct classes, provide administrative support, guide students to reach their educational goals or work externally with our stakeholders. Some of you do all of the above. While the last year has been exhausting it has also shown what we are capable of – providing excellence in teaching in an online environment, graduating students who have spent the last year learning from home, engaging in new courses and initiatives and responding to the world around us through having discussions about diversity and offering leadership courses that challenge how we currently behave.

Please take a moment to celebrate not only the success of the School as a unit but also to some outstanding individuals. Congratulations to Eaman Mah, our new Interim Associate Dean for being selected as one of four faculty members at MacEwan to win the Distinguished Teaching Award. A number of our instructors were nominated this year – a first time for our School. Congratulations to all

of you. And congratulations also to the Conservatory of Music and the success of the online music course for young children. I understand that there is a second series in the works. The ongoing resilience of our conservatory instructors amazes me given that the minute Maureen organizes some face-to-face events another wave of the pandemic changes her plans. And kudos are in order for Shaun Bosch and Cydney Peck who along with Ewa Wasniewski presented on the design of their successful Compassionate Leadership course at a recent national continuing education conference.

Dr. Sharon Bratt is the new Associate Dean, Teaching and Learning starting July 1, 2021. In her new role Dr. Bratt will be responsible for leading the Centre for Teaching and Learning. Dr. Bratt, Associate Professor in Computer Science, has over 20 years of experience teaching at MacEwan University and has a strong background in educational technology. Dr. Bratt's research interests include the Scholarship of Teaching and Learning (SoTL), higher education pedagogies, community engaged research, and design research.

Geetu will be sending out a call for nominations for vacant positions on School Council committees. Please consider helping to shape our governance practices through becoming involved in a committee. Interviews are in progress for Assistant Professor positions for Office Assistant and Indigenous Studies. We have also issued a call for sessional instructors in all areas.

I am currently working with facilities to identify a return to work plan for the administrative area of the School. We are looking at a way to be able to have some staff and faculty return to work on specific days alternating with others to ensure that we allow for social distancing. Some programs are requesting to return to campus; others are looking at hybrid variations. More discussions are required to identify the best possible options for everyone. Additional information will be forthcoming as we start to work out some possible options and discuss them with all of you.

Please take some time this summer to relax. I anticipate that the fall and possibly winter terms will continue to be transitional as covid numbers continue to drop, travel resumes and international students register for our programs again and as we find a work-from-home/ return to work balance that works for everyone. I hope that we can use some of the lessons learned in the past year relating to student and operational success and reimagine our workplace in a way that is both exciting and effective. Thank to all of you for making this an amazing year for our School. I am sorry that we cannot celebrate at our annual picnic but hope that we can have some in person celebrations in the next academic year. Have a great summer everyone and see you in the fall.

10. Question Period

11. Adjournment

The meeting was adjourned at 5:12 pm.