

School of Continuing Education Council Meeting**Minutes****Monday, October 19, 2020****3:30 pm – 5:00 pm****Webex****1. Call to Order**

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

2. Approval of the Agenda/Consent Agenda

2.1 Minutes, SCE Council, 02-03-2020

2.2 Minutes, Executive Committee, 07-20-2020

2.3 Minutes, Program and Curriculum Committee, 09-22-2020

2.4 Minutes, Professional Development Committee, 09-14-2020

MOTION: SCESC-01-10-19-2020

To approve the October 19, 2020 School Council Agenda/Consent agenda as presented.

Moved by Andrew Buhr and seconded by Jane Duffy.

This motion was approved.

3. Program and Curriculum Updates:**3.1 Course Outline for SUST 301 – Sustainability Challenges****MOTION: SCESC-02-10-19-2020**

To approve as presented the course outline for SUST 301 course as recommended by the School of Continuing Education Executive Committee (Oct. 7, 2020). Moved by Andrew Buhr and seconded by Terry McLean.

This motion was carried.

3.2 Office Assistant curriculum changes**MOTION: SCESC-03-10-19-2020**

To approve as presented the changes in Office Assistant curriculum as recommended by the School of Continuing Education Executive Committee (Oct. 7, 2020). Moved by Andrew Buhr and seconded by Ewa Wasniewski.

This motion was carried.

3.3 Changes in Instructional Hours for EAL and computer skills courses

MOTION: SCESC-04-10-19-2020

To approve as presented the changes in changes in instructional hours for EAL and computer skills courses to match the academic schedule as recommended by the School of Continuing Education Executive Committee (Oct. 7, 2020). Moved by Martin Tucker and seconded by Terry McLean.

Dr. Heather McRae spoke to the issue. The discussion took place. The following items were outlined:

- Since the number of teaching weeks for EAL were reduced a few years ago to match the academic calendar, EAL instructional hours need to be changed from 105 to 90 hours in the master course syllabus and from 1112.5 to 810 hours in the collective agreement.
- This action is to ensure legal compliance with the instructional hours taught in each course and to provide accurate reporting to the government.
- The changes in instructional hours for EAL will be effective in fall 2021.

This motion was carried.

4. Committee Reports

4.1 General Faculties Council Report – Peter Myhre and Marty Tucker

GFC report was circulated as part of the meeting package prior to the meeting.

4.2 Chair's Report – Richard Pereschitz

Chair's report was circulated as part of the meeting package prior to the meeting.

4.3 Conservatory of Music (CoM) Committee Report

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

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

The highlights from the Faculty Council meetings were circulated as part of the meeting package prior to the meeting.

Terry McLean, Faculty of Fine Arts and Communication Council Report

- A concern was reported on some students not wearing the masks in public spaces. Heather responded that the Provost's Group will be meeting this week to discuss mask protocols to address this concern.

4.5 Additional Committee Report

5. Executive Committee Terms of Reference

Motion: SCESC-05-10-19-2020

To approve as presented the Executive Committee terms of reference as recommended by the School of Continuing Education Executive Committee (Oct. 7, 2020). Moved by Andrew Buhr and seconded by Martin Tucker.

This motion was carried.

6. Budget Summary

Suzanne LeBlanc presented an overview of the Q3 2019-20 budget summary along with year-end results. She also shared the 2020-2021 budget target given the impact of ongoing pandemic challenges.

7. Dean's Report

It seems like it has been much longer than six months since members of this council met in person at the Alberta College Campus. Many things have happened since then. We pivoted to online instruction in mid-March and moved all faculty and staff including our registration operation to "working at home". Then we returned to the campus in May using PPE and social distancing to pack up our workstations and storage areas. Many thanks to all of you who spent a lot of time sorting out books, supplies, lab materials, kitchen items and Christmas decorations. Eaman, Michael, Donna, Geetu and Rose Marie went above and beyond and on behalf of the School I would like to acknowledge the hours you spent sorting, organizing and moving 20 plus years of "stuff" to Allard Hall.

The spring/summer term was also online as we continued to work from our home offices (or closets). Faculty and staff worked with Teaching and Learning Services and with each other to adapt to our new reality offering online seminars and classes using a variety of instructional approaches. On July 1 we officially took over the academic leadership and administration of the Office Assistant program and welcomed new sessional faculty members to the School. As fall planning was confirmed, online development continued throughout the summer.

Over the summer a number of our staff were laid off or furloughed as a result of budgets cuts. This was not an easy task and not one I ever want to be good at. I appreciate both the support of the

management team who were part of the discussions and the individuals affected who were amazingly understanding and supportive of the difficult decisions that were required.

In August we unpacked our boxes at Allard Hall. Our new space is bright and inviting. It allows us to be located together on one floor. While social distancing and capacity requirements require us to limit numbers in classrooms and administrative areas, many faculty and staff are coming to the City Centre Campus a couple of times each week. This has allowed us to connect and share ideas and build on the discussions we are continuing to have on Microsoft Teams.

Through resilience, cooperation and collaboration we have successfully managed our challenges this year. But 2020 isn't over yet. During the fall term some courses and workshops are being offered face-to-face; however, concerns from students and instructors have required us to rethink some of our plans and pivot some courses back to online instruction. Each unit is looking at new courses and approaches to further learning and support students. We are applying for grants relating to foundational learning, re-developing the Office Assistant Program, looking at introducing micro-credentials and identifying software supports that will enhance teaching and learning.

I have updated our organizational chart and will include it with the minutes of this meeting. With changes to business practices in the Conservatory of Music I have moved that unit under the academic programming side of our School. Maureen Ha and Faye Stollery will report to Ewa Wasniewski. Our two advisors, Terri Robinson and Kimberly Tavares will also report to Ewa in keeping with the organizational charts of other schools and faculties at MacEwan University.

On Oct. 14th we celebrated the official opening of the School at its new location. While it was a different kind of celebration – no food, social distancing requirements, streaming of the event – it signifies as Richard our MC stated, a new chapter in the evolution of the School. Disruption and innovation are things that adult and continuing educators are good at and for my part, I am looking forward to an exciting 2021. I anticipate that our workplace of the future will be different; lessons learned from the last six months will allow us to continue to work from home part time, offer many of our courses on-line or hybrid and use technology to create interactive and accessible learning and working environments.

Thank you everyone for participating in our elections. We have a number of new members on committees this year – welcome to all of you. And congratulations once more to Richard Pereschitz who commenced his three-year appointment as the inaugural chair of Academic and Language Preparation. Many thanks to Eaman Mah and Michael Burh who provided exemplary leadership to EAL and UP as Head Instructors for the past three years. I think you have provided a foundation for the chair and for the continued development of EAL and UP.

Congratulations to Kirsten Antoniuk who will be leaving us in November for about a year. We look forward to hearing the news about your upcoming addition to your family. We have a new staff member who will be filling in for Kirsten during her leave.

8. Question Period

Course modality for winter term: A faculty member asked about the initiative to offer more face-to-face classes in the winter term. The Dean indicated that the target is to offer face-to-face instruction to 25% of SCE students enrolled in both credit and non-credit courses. She pointed to President Trimbee's active campus strategy and the need to work collaboratively to find the best approach while ensuring the safety of students and employees. The Dean recommended to be prepared to offer hybrid courses at any given time if there is a need to pivot back to online instruction. The Assistant Dean added that she is working closely with Chair and Program Managers on the schedule and offering in-person classes gradually in the winter term. The Provost mentioned that 25% is an estimated target across the University to configure the maximum amount of space to deliver as much face-to-face learning with safety measures. He also indicated that ancillary revenue has been negatively impacted due to a significant reduction of on-campus activities. Hopefully, fall 2021 will be completely back to normal.

Alberta 2030 review of post-secondary education: A faculty member asked about Alberta 2030 review of post-secondary education and how it would affect the school or the whole University. The Dean mentioned that Myrna Khan and her team have been meeting with the Alberta government to discuss key objectives such as increasing participation, encouraging collaborations and partnerships, connections to the job market and creating efficiencies in the job market. Last week on Friday, all the Deans, Myrna Khan and the Provost met to sought examples of key areas to identify relevant initiatives and how MacEwan can contribute to the future of post-secondary. President Trimbee with Board Chair has been meeting with various partners to identify key strengths of MacEwan that will work best for the province's future. The Provost indicated that due to the flexibility of SCE to partner with other programs at the University, SCE will be doing a lot more in the upcoming years. He also acknowledged the work and expertise of the Dean and other leaders in SCE to offer various kinds of programming. The Dean further identifies the key strengths of SCE to offer certificates that provides students with specific skills to enter their careers and the opportunity to gain international accreditation. Moving forward, she will be meeting with the Continuing Education leaders and representatives from ministry to advance the discussion and development of micro-credentials at the national and provincial levels.

Student feedback on synchronous versus asynchronous delivery: ALP Chair asked about student's interest and satisfaction on synchronous vs. asynchronous learning. The Dean responded that IAP sent out surveys to students in early spring, but it didn't release the level of specificity to the delivery

method. There are some surveys currently in development to receive feedback on the changes made in the course delivery methods. She recommended to ask students in the class for feedback as to what works best for them.

9. Adjournment

The meeting was adjourned at 4:49 p.m.