

School of Continuing Education Council Meeting**Minutes****Tuesday, November 5, 2019****3:30 pm – 5:00 pm****Room AC 409, Stollery Hall****1. Call to Order**

The meeting was called to order at 3:34 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-01-11-05-2019

To approve the November 5, 2019 School Council Agenda/Consent agenda as presented.

Moved by Richard Pereschitz and seconded by Debbie Lenton.

This motion was approved.

3. Update on Campus Consolidation Project – Amanda Brisson

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

- Amanda gave an overview of the progress of four construction packages.
 - a. East atrium stairwell – a stairwell will be added from the fourth floor to the fifth floor.
 - b. East side construction of the 5th floor
 - c. A new HVAC system will be added to the roof of Allard Hall
 - d. Construction on the west side of the 5th floor for labs and admin spaces.
- About 500 construction workers are working simultaneously on the projects.
- The goal is to finish construction by June 30, 2020.
- Furniture and equipment installation will commence in July 2020
- She gave a background on various committees:
 - a. ACC Consolidation Project Communications and Change Management group (PCCM): The group is comprised of members across the university. The

responsibilities of the PCCM are to identify and solve issues and concerns that result from the changes in the project.

- b. Move committee and Occupancy committee will be established to address issues, plan and coordinate the move and make recommendations on open-concept space. The membership for both the committees will be comprised of representatives from all the units within the SCE.
- Furniture mock-up will be installed and displayed on Friday, Nov. 15 in the 600-3 corridor. Amanda will be available on Nov. 15 to answer questions and explain various options. The decision on the options will be made by February 2020.
- The following changes have been made to the floor plan of the fifth floor in Allard Hall to utilize the space more efficiently:
 - a. Addition of extra storage room, breakout room, and a large meeting room.
 - b. Gender-neutral washrooms will be constructed on the west side of the fifth floor.
- The university is planning to have underground secure bike storage by summer 2020. The location hasn't been determined yet.
- Any questions or comments regarding the move can be sent to accmove@macewan.ca.

4. Presentation on Code of Conduct

Presented by Jeremy Wilhelm, Senior Manager, Faculty Relations and Charity Shonhiwa, Employee and Labour Relations Consultant.

Jeremy and Charity provided an overview of the new Code of Conduct and demonstrated how to make a disclosure using the myMacEwan portal.

How to make a disclosure

myMacEwan portal > Departments > Human Resources > Information for Employees > Disclosure Portal > Conflict of Interest Disclosure Form

5. For Council Approval:

5.1 Program and Curriculum Updates

5.1.1 PABA 281 and PABA 385 Course Approval

MOTION: SCESC-02-11-05-2019

To approve as presented the PABA 281 and PABA 385 course, as recommended by the School of Continuing Education Executive Committee (October 9, 2019). Moved by Cydney Peck and seconded by Martin Tucker.

The motion was approved with the friendly amendment to add information on academic career and transcript in the proposal.



Amended motion and main motion was carried.

5.1.2 Leadership Certificate Course Description Updates Approval

MOTION: SCESC-03-11-05-2019

To approve as presented the course description updates for the Leadership Professional Development certificate, as recommended by the School of Continuing Education Executive Committee (October 9, 2019). Moved by Donna McKenzie and seconded by Stephanie Motley.

This motion was carried.

5.1.3 Science 30 Course Approval

MOTION: SCESC-04-11-05-2019

To approve as presented the Science 30 course, as recommended by the School of Continuing Education Executive Committee (October 9, 2019). Moved by Michael Buhr and seconded by Debbie Lenton.

This motion was carried.

5.1.4 Social 20-1 Course Approval

MOTION: SCESC-05-11-05-2019

To approve as presented the Social 20-1 course, as recommended by the School of Continuing Education Executive Committee (October 9, 2019). Moved by Donna McKenzie and seconded by Andrea Cheuk.

This motion was carried.

5.1.5 Social 30-1 Master Course Syllabus revisions

MOTION: SCESC-06-06-20-2019

To approve as presented the Social 30-1 master course syllabus revisions, as recommended by the School of Continuing Education Executive Committee (October 9, 2019). Moved by Martin Tucker and seconded by Shaun Bosch

This motion was carried.

6. Committee Reports**6.1 General Faculties Council Report – Peter Myhre (please see attached)****6.2 Conservatory of Music Committee Report – Presented by Heather McRae on behalf of Maureen Ha****1. Private Lesson Survey in 2019 June**

Institutional Analysis & Planning assisted the Conservatory for the 2nd time to create an online survey for student's experience at their private music lessons. This survey result was released in mid-June 2019. The survey was sent to over 700 individuals and 219 responded. Overall, students are over 96% satisfied with their private music lessons, 98% satisfied with their instructors; over 93% satisfied with the registration process. We collected a lot of testimonials and we're working with Web Services to start adding testimonials to instructor pages.

Interesting marketing fact to share with SCE School Council: when we asked our students where they hear about us, the result is as below:

- 39% word of mouth
- 24% website
- 16% music instructor
- 12% social media/google search
- 8% other
- 1% poster
- 0% email newsletter

2. Conservatory Concerts:

- The first Children's Concert, "The Child's Book of Beasts" was held on October 27th at Frist Presbyterian Church downtown. This is a Halloween-themed concert featuring the pipe organ with narrated poems. We have over 120 people attended the concert. The concert ended with a children-in-costume parade. This is the first time we partnered with Frist Presbyterian Church and the Royal Canadian College of Organists. All parties agreed this event was a great success.
- Family Holiday Concert will be on Sunday, December 8th, 2 pm at Muttart Hall. This concert is fully sponsored by The Muttart Foundation which features our Fall Music Festival winners and Conservatory of Music Ensembles. All proceed goes towards Conservatory's Muttart Bursary Fund for the students at the Conservatory.

6.3 Joint Worksite Health and Safety Committee – Suzanne LeBlanc

Suzanne LeBlanc gave an overview of the SCE Joint Worksite Health and Safety committee (JWHSC):

- SCE JWHSC has been developed in accordance with the requirements of the Alberta OHS Act. The goal of the committee is to advise, assist and make recommendations on policies and procedures, which will improve health, safety, and personal security of all employees. The first meeting of the SCE-JWHSC took place on October 1, 2019. There will be another meeting scheduled next week to prepare hazard assessment plan for ACC. The members of the committee are:
 - Suzanne LeBlanc
 - Michael Buhr
 - Birgitta Fishwick
 - Suzanne Fournier
 - Milena Cokaric
- Suzanne referred to the *Employee Health and Safety Concern Report* which is located on the *Forms Cabinet* in myMacEwan portal.

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

Eaman Mah, Faculty Council of Health and Community Studies Council Report

- The first meeting was in September. Some course changes were presented to the Faculty Council for approval.
- In the October meeting, there was a discussion on budget and the upcoming grant from the UPC government.

Terry McLean, Faculty of Fine Arts and Communications Council Report

- There is a drop in international student's enrolment due to the higher entrance requirements.
- A noise concern was reported about construction on the 5th floor of Allard Hall.
- A presentation on Student of Concern and Student Conduct was provided to give an overview of the process for faculty to follow if they have concerns about a student's safety or non-academic misconduct.
- There was a discussion on fallow period for the governance business. It was recommended that beginning 2020-2021, FFAC should avoid scheduling classes on Mondays from 3 – 6 p.m. but there might be some exceptions.

Andrea Cheuk, School of Business Council

- It was suggested to reinstate the Skills Appraisal Test as it could help offset a projected decrease in enrolment numbers.
- Due to the recent budget cut of 7.9%, Dean of SoB encouraged all faculty to come up with ideas to deal with cuts and costs. There was a discussion on increasing student enrolments and aligning courses and programs to streamline with other programs.

6.5 Additional Committee Reports

7. Budget Summary

Suzanne LeBlanc presented an overview of the 2018-19 budget summary along with 2019-20 Q1 results.

8. Dean's Report

I think to say that this will be a year of great change is probably an understatement. We are facing new legislative requirements relating to the PSLA and the code of conduct; the upcoming move to Allard Hall and significant budget reductions. While it will be difficult as a School, we will need to work together to re-think our current approaches, maximize our efficiencies and reduce expenses while increasing revenues. This will not be an easy task, but I believe that we can achieve the targets that will be presented to us.

With respect to the budget and in terms of timelines, I do not know when we will receive reduction targets for the School. What I do know is that at MacEwan University we will have cuts to services this year with additional cuts anticipated in years 2, 3 and 4. What does this mean for you as individuals and for our students? I am not clear on this. But I am certain that we will need to work together to achieve the kinds of changes that will be required.

I propose that each unit engage in discussions within the next few weeks to talk about how to decrease expenses and increase enrolment and revenues. I will be asking Suzanne and Ewa to guide these discussions along with myself once we know how our landscape needs to change. Continuing Education is often seen as a leader in these kinds of challenges, particularly because we can increase revenues as well as reduce expenses. Many units within the university do not have this level of flexibility.

I believe that through combining operational efficiencies with new programming and markets we can continue to build our School. It might not look quite the same as it does now. I expect that within the coming years we will focus more on future skills in collaboration with national entities such as the Future Skills Centre and the Conference Board of Canada. To that end, I am working with colleagues across Canada to position university continuing education as a critical player within the future skills policy agenda. In Continuing Education, we have decades of experience teaching literacy and numeracy along with developing flexible learning models and

approaches. We are well positioned to address learning needs relating to upskilling and reskilling the workforce; providing micro-credentials and responding to technological changes affecting jobs.

I am leading an *alternative revenue strategies* working group comprised of members of the Provost's group. We have not met yet; however I have already received a lot of interesting ideas from others in the university about new programs and approaches. I think this is encouraging. I encourage all of you to be a part of this new and emerging MacEwan. I don't expect it to be easy, but it might be interesting.

9. Question Period

10. Adjournment

The meeting was adjourned at 5:19 pm.