

School of Continuing Education Council Meeting**Minutes****Tuesday, February 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 10-18-2018

2.2 Minutes, Executive Committee, 10-09-2018

2.3 Minutes, Program and Curriculum Committee, 01-15-2019

2.4 Minutes, Professional Development Committee, 01-14-2019

MOTION: SCEC-01-02-05-2019

To approve the February 5, 2019 School Council Agenda/Consent agenda as amended to exchange the agenda item 7 “Budget Overview” with the agenda item 5 “Update on SCE Action Plan”. Moved by Martin Tucker and seconded by Suzanne Fournier.

This motion was approved.

3. Presentation on Post-Secondary Learning Act

Michelle Plouffe, Vice President and General Counsel, presented an update on the changes to the Post-secondary Learning Act (PSLA) and the potential implications with the hope to have a mandate for new committees and membership in place for September 2019.

4. Student Success Services Presentation

Geneve Champoux, Manager of Student Success Services, and two Instructional Designers - Tatiana Kloster and Kirstin Rodier gave the presentation on Student Success Services a.k.a The Writing Centre:

The key highlighted points in the presentation were:

- The Writing Center is located at City Center Campus in room 7-112 where writing and learning professionals/peer tutors support students to improve their writing, citing and document skills.
- Instructional designers provide mentoring and training to the peer tutors. They also see students one-on-one when their concerns fall outside of the tutor’s training.
- There are various resources available for students such as the real-time schedule for peer tutors, video streaming etc. on MacEwan Life.



- Tatiana is piloting two writing groups at ACC that is attached to 3 EAL classes where students build on their in-class work.
- The Writing center is working on pursuing College Reading and Learning Association (CRLA) certification for their peer tutor training program.
- Working collaboratively with faculty members across the university to fill academic gaps and helping EAL and UP students transition into higher-level English courses at the City Center Campus.

5. Budget Overview – Suzanne LeBlanc/Heather McRae

- Suzanne LeBlanc presented an overview of the SCE operating budget and forecast for the School.
- Heather indicated that Suzanne and herself can provide detailed budget information at the unit-level in upcoming staff or faculty meetings if anyone is interested.

6. For Council Approval:

6.1 Program and Curriculum Updates

6.1.1 DXD Professional Development Proposal

MOTION: SCEC-02-02-05-2019

To approve as presented the Digital Experience Design Professional Development Certificate, as recommended by the School of Continuing Education Executive Committee (January 22, 2019). Moved by Peter Myhre and seconded by Stephanie Blanchard.

This motion was carried.

6.1.2 BICA Course Change

MOTION: SCEC-03-02-05-2019

To approve as presented the course change for PABA 386, as recommended by the School of Continuing Education Executive Committee (January 22, 2019). Moved by Debbie Lenton and seconded by Martin Tucker.

This motion was carried.

7. Update on SCE Action Plan – Suzanne LeBlanc/Heather McRae

- Heather indicated that the SCE Action Plan for 2019-2022 (attached in the meeting package) has been updated to include/align with the four strategic directions of the Institutional Strategic Plan.
- Heather requested that School Council members review the Action Plan and send feedback to Geetu by February 28, 2019.
- The SCE Action plan will also be shared with the Dean's Council and Provost Group.
- Any changes or updates will be considered and shared in the next School Council Executive committee and will be presented for approval at the next School Council meeting in May.

8. Committee Reports

8.1 Academic Governance Council Report – Peter Myhre

- The survey was conducted on the fall reading break and it was recommended to have four consecutive days instead of two. Hence, the academic schedule of 2020-2021 could change.
- The university will be hiring up to 50 new full-time continuing faculty members for the next five years.
- Planning for constructing a new building for the School of Business in progressing.

8.2 Conservatory of Music Committee Report – Maureen Ha

(The report highlights are included in the Dean's report)

8.3 Key Report Highlights from Faculty/School Council Representatives – Eaman, Birgitta, Donna and Andrea

Eaman Mah, Faculty Council of Health and Community Studies

- Eaman provided an update that Faculty of Health and Community Studies will be hiring for five full-time tenured faculty positions.

Andrea Cheuk, Information and Technology Management Committee

- Martin Tucker is working as a representative on lab user groups.
- The committee is working on migrating myShare to Microsoft Teams; myShare will be decommissioned in March. Training will be offered soon.

Terry McLean, MacEwan Committee on Internationalization

- The committee formed various working groups to align with the university's strategic directions.

- Terry is a member of the working group that supports international students in academic, mental health, social and cultural integration. He asked the feedback from the School Council members as the committee is researching/brainstorming ideas to better support students.

Suzanne LeBlanc, Professional Development Committee:

Suzanne provided an update on the upcoming PD sessions:

- De-escalating Conflict: An invitation to register has been sent out via email this morning to the SCE staff and faculty.
- Shaun/Birgitta are working on offering a session “Integrating Indigenous protocols” (Intro to Cree World View).
- Marcy Strong, Organizational Development Manager gave a brief overview of upcoming PD courses:
 - Of the Working Mind
 - From Unconscious Bias to Conscious Inclusion
 - Understanding and Responding to Sexual Violence
 - A Leadership development program for MacEwan staff is being considered.

8.4 Additional Committee Reports

APPC Report to SCE Council (please see attached)

8.5 Working Group EAL/UP – Michael Buhr

Michael Buhr provided an update on the possibility of creating a formal structure to ensure program meetings are effective in the decision-making process on academic matters.

- As discussed in the Executive committee meeting on January 22, 2019, Michael has made inquiries with the university governance and was recommended to set up the EAL/UP Unit Council after the governance changes are finalized and implemented in order to achieve alignment.
- EAL and UP continuing instructors who are interested in joining the working group for the Unit Councils can contact Michael Buhr to start drafting the terms of reference.

9 Dean's Report

Thank you to all of you who helped to organize and support School events over the past few months. The Conservatory of Music holiday concert, SCE International programs graduation ceremony, the Welcome Event for students and the Photography Exhibit during Global Awareness Week are just some of the examples of collaboration. These are the kinds of activities that are important for a School like ours: they support students and the community, highlight learning and teaching, develop our skills in working together and they are fun.

As you all know, I have accepted a second 5-year term as the Dean. I am delighted to do so and thank all of you for your ongoing support. I cannot imagine a better job or better people to work with. We have, together, formed into a School that is recognized both within MacEwan and in the community. We are builders – we create the programs and supports that help change lives and provide our students with opportunities that they may have never previously imagined.

Our “action plan” for the School aims to inspire personal and professional growth and to accomplish this through a cost recovery budget model. It is a big task. In the next few months Suzanne and I will support the attainment of each unit’s annual goals and will provide information relating to budget planning and costs.

Each unit is already working on their goals and some have accomplished quite a few already. It is living document that will be subject to changes from things such as the labour market and legislation.

Professional and Continuing Studies were successful in a grant application for curriculum development of a digital user experience design program in collaboration with the Faculty of Fine Arts and Communication.

They are also working with the faculty on a one-week summer camp in digital design and developing a corporate training program in administrative skills with the Oteenow Training and Employment Society. SCE International is continuing to build their study tours program and are hoping to host up to 300 students from Mexico this year as well as a group of students from China. This is in addition to their yearlong professional development programming.

The Conservatory of Music is presenting a children’s opera on February 10th and is continuing to work with Norwood Centre in providing an early childhood music program to some of their outreach centres.

EAL and UP have had a busy term ensuring student access to the Learner Foundation Grant and managing a few more students than we anticipated. Work is continuing on curriculum development and course alignment.

Plans for the move to Allard Hall are progressing. The valuations of the building have been completed. Work is being done to understand requirements for lab space and instruction. At this point, there is not a lot of information to share but in the coming months a business plan for the move will be developed along with timelines. The project manager is Charles Tolley; Amanda Brisson will be supporting the School relating to the communications and move plan.

We have some new staff who have joined the School. Please welcome Mackenzie Spies and Rita Ho – both are with Professional and Continuing Studies. And a title change along with a few more responsibilities will go to Ewa Wasniewski. She is now the Assistant Dean in the School; this will create alignment with other faculties and schools. Ewa is a member of the Provost Group and is representing the School on several committees and working groups relating to e-learning, assessment and curriculum issues. Linh Pham will be on maternity leave commencing at the end of March. She is planning to be back mid-January 2020. Suzanne LeBlanc is currently working on the replacement coverage plan.

I will be taking two short leaves of absences during the summer months this year and in 2020. During that time Ewa will be the Acting Dean. Stay warm and keep well – see you at the next school council in May.

10 Question Period

- ❖ Michael asked the timelines and process in regard to hiring new continuing instructors for EAL/UP programs. Heather responded that after reviewing and analyzing the current number of continuing and sessional faculty members with Quinn, Heather has considered requesting hiring for two continuing faculty positions in 2019 (to fill previous and upcoming retirement positions) instead of approving additional sessional extended appointments this year. If approved, the job advertisement for both internal/external candidates will be posted on the website in May with the possible start in September. The hiring committee will be set up depending on the type of position posted.

11 Adjournment

The meeting was adjourned at 5:12 pm.