

School of Continuing Education Council Meeting

MINUTES

Thursday, February 8, 2018
3:30 pm – 5:00 pm
Room AC 409, Stollery Hall

1. Call to Order

The meeting was called to order at 3:35 pm by Heather McRae. Quorum was met.

2. Approval of the Agenda/Consent Agenda

2.1 Minutes, SCE Council 10-19-2017

(Attachment A)

2.2 Minutes, Executive Committee, 10-10-2017

(Attachment B)

MOTION: SCEC-01-02-08-2018

To approve the February 8, 2018 School Council Agenda/Consent Agenda as amended, to approve the SCE Executive Committee Minutes from October 10, 2017, and to approve the SCE Council Minutes from October 19, 2017, as amended. Moved by Debbie Lenton. Seconded by Ratka Janjic.

This motion was carried.

3. For Council Approval:

3.1 Professional Development and Continuing Studies – Certificate Revisions *(Attachment C)*

- **Project Management**

MOTION: SCEC-02-02-08-2018

To approve as presented the changes to the certificate in Project Management, as recommended by the School of Continuing Education Executive Committee (Jan. 30, 2018). Moved by Suzanne Fournier. Seconded by Suzanne Leblanc.

This motion was carried.

- Global Logistics Management

MOTION: SCEC-03-02-08-2018

To approve as presented the changes to the certificate in Global Logistics Management, as recommended by the School of Continuing Education Executive Committee (Jan. 30, 2018). Moved by Laura Ouellette. Seconded by David Kobek. Carried.

This motion was carried.

3.2 Faculty and School Council Bylaws

MOTION: SCEC-04-02-08-2018

To approve as amended the bylaws to include the Director of kihêw waciston and all the deans of faculties and schools and universities libraries as an ex-officio member as per the AGC memo effective September 1, 2018. Moved by Martina King. Seconded by Don Strickland.

This motion was carried.

4. Proposed Demonstration on Campus Policy

Highlights:

- There is a need to be prepared and provide framework and guidelines for a demonstration on campus policy.
- Students are free to demonstrate on campus policy unless they follow guidelines.
- Heather requested feedback from the school council members.
- ❖ **Martina King:** We should consider counter demonstration and examine what other campuses are doing. She also indicated that the statement “potential to chargeback for security cause” should be more explicit and explain the kind of circumstances. In order to protect the right to demonstrate, there shouldn’t be a security cost involved.
- ❖ **Linh Pham:** The demonstration should be non-affiliated in terms of signage at MacEwan University.
- ❖ **Ewa Wasniewski:** What are the guidelines in terms of demonstration spaces? Are there any certain areas that are allocated for protest? The key is to minimize the impact on the classrooms.
 - **Heather McRae:** It shouldn’t interfere with any classroom instructions by either noise or volume of people. Open spaces in front of cafeteria can be allowed for demonstration.

- ❖ **Terry McLean:** Is there any space designated outside the building as space outside of the cafeteria can be bothersome?
 - **Heather McRae:** Demonstration space needs to be requested and it will be allowed at certain times. There is no outdoor space at Alberta College other than the parking lot. The feedback will be shared with Office of General Council.

5. Information and Discussion about the Proposed TOR for the Academic Policy Committee

- Academic Policy Committee was disbanded but the plan is to re-establish in September 2018.
- The committee will be dealing specifically with classroom teaching and academic matters.
- David McLaughlin and Mark Arnison gave the presentation on the proposed TOR.
 - ❖ Requested feedback from the school council members to identify the level of support or any comments regarding the TOR.
 - ❖ Requested one faculty member from the school to join this committee.
- The Academic Policy Committee will be working closely with John Corlett or the Provost and follow the stakeholder review requirements and supported through the PEG process.
- Any thoughts or concerns regarding the APC TOR can be sent to Geetu.

6. Committee Reports

6.1 AGC report – Michael Buhr

(Full report was distributed in Council meeting agenda package – Attachment G)

6.2 Academic Scheduling Principles Task Force – Peter Myhre

Highlights:

- The document is being updated to include important principles for scheduling such as start date, end date, number of hours or classes.
- Next meeting will be a discussion on extending the fall break to full week for 2019-2020 academic year.
- The goal is to present the changes to the AGC in March.

6.3 Conservatory of Music Committee

- The Conservatory of Music is fortunate to have received a one-time grant from Muttart Foundation to present a series of concerts and programs in 2018 in celebration of Muttart Foundation's 65th anniversary. The first program, an EAL Choir, was launched on January 30th with 13 students registered. The first concert: Emerging Artists Concert, will be held on Friday, February 17 at 7:30 pm in the Muttart Hall. This concert features music students studying at Edmonton post-secondary institutions including University of Alberta, The King's University, Concordia University and MacEwan Jazz Program. All proceeds at the concert will go to Muttart Bursary Fund to support students at the Conservatory of Music.
- A Strategic Planning meeting will be organized in February and the Conservatory of Music Committee will take part at the discussion.
- The annual President's Gala Concert will be held on Sunday, March 25 at 2 pm in Muttart Hall. This event, supported by the Muttart Foundation, features instructors at the Conservatory of Music. All proceeds at the concert will go to Muttart Bursary Fund to support students at the Conservatory of Music.
- The next Midday Concert will be held on Friday, March 23. The committee moved the concert start time to 11:30 am so the students can enjoy the full concert.

6.4 Additional Committee Reports

MacEwan Committee on Internationalization (Terry McLean)

- Last year, there was a trip to Mexico through café and this year, they are planning a trip to Ukraine in November. The selection process is still under review.
- There will be a study tour to Korea for ten days in July for staff members. Application deadline is February 9.

Professional Development Committee (Ratka Janjic)

- The group continues to work on offering the types of PD sessions. Due to the interest in indigenous knowledge, there will be a session on the "Introduction to Cree World View" on February 21 and RSVP deadline is February 12.
- There will be sessions on phishing and fraudulent and mental health.
- The information will be sent regarding sessional PD application form.

7. Dean's Report – Heather McRae

This year, we will be developing our strategic plan for the School for 2018-2021. Following the presentation at the last School Council, the management team has met on several occasions to talk about the process and to develop a framework to guide the discussions.

We have a list of goals completed; projects currently underway; a strategic roadmap; a draft vision, mission and mandate and four key themes for building annual objectives: financial, operational, programmic and people.

Your task at the unit level is to review the draft definitions and provide input and to identify key objectives for each of the coming three years based on the broad themes provided. From there, the management team will develop a draft document for further discussion and review. I hope that we will have a draft ready for the May meeting, but if not, for the fall meeting of the School Council. The purpose of this exercise is to identify and confirm our planning and programming directions; ensure alignment with the university; and develop specific objectives for effective operations and to ensure our on-going sustainability. Under the direction of the President, strategic planning discussions for MacEwan University are underway. This document will be developed over the next year.

There are a number of professional development workshops planned in the near future, both at the SCE and at the main campus. kihêw waciston staff are offering a number of workshops on culture, language and customs. I encourage you to attend these sessions – we are offering a session here in February. I also encourage you to open any special events or presentations with a welcome to and acknowledgement of the land and traditional gathering place of Treaty Six indigenous people.¹ Many of these workshops are designed to assist you with your teaching and learning or services and support to students. There is a professional development group study trip planned to South Korea for administrative staff this summer – I am delighted that a few staff have applied to attend.

Phishing, the code of conduct, demonstrations on campus, academic integrity all things we should all know about and understand in terms of the associated policies and procedures. I acknowledge that the faculty have been working hard to ensure that academic integrity issues in the classroom are addressed quickly.

A review of the campus master plan is in progress and will include feedback from staff and faculty at the Alberta College Campus. I have identified a number of people for a focus group; there will be other discussions at the main campus.

¹ We acknowledge that the land on which we gather in Treaty Six Territory is the traditional gathering place for many Indigenous people. We honour and respect the history, languages, ceremonies and culture of the First Nations, Métis and Inuit who call this territory home.

Our School is almost 4 years old. In May, many of you will have completed your first term on School Council and School Council committees. In discussion with the management team and members of Executive Committee a suggestion was raised to consider having the terms run from September to August. Given that feedback, I would like to hold our elections in May. This will be done in the same manner as previously (submit candidate's names to the Dean's Office /hold an electronic election). This year, I will ask some members of each committee to consider one additional year to stagger the terms and ensure there is background experience and continuity on the committee. I encourage those of you who have not been on a School committee yet to consider putting your name forward.

We would not be who we are without your involvement and commitment to teaching and learning. We have done some amazing things together in the past few years but there is still much to do. Our strategic plan should provide us with a pathway and plan that reflects who we are and where we are going; I hope that you will be actively involved in its creation.

8. Question Period

- Suzanne Oswald and other council members expressed their concern on elevators breakdown and bounce to a stop. Heather McRae suggested bringing this issue to the campus planning committee.
- Curt London commented on the infrastructure and indicated that there should be an electric door in the washrooms on the second floor to prevent the noise disturbances to the classes. Heather McRae suggested that it should be raised in the meeting around maintenance and structure issues in this building.
- Terry McLean asked about the projectors in the classrooms. Heather McRae replied that projectors will be installed in the priority rooms and Ewa will work with Michael and Eaman on what rooms are priorities for EAL and UP.

9. Adjournment

- Meeting adjourned at 4:40 pm.