

School of Continuing Education Council Meeting

Minutes

Thursday, May 2, 2019

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 02-05-2019

2.2 Minutes, Executive Committee, 01-22-2019

2.3 Minutes, Program and Curriculum Committee, 04-02-2019

2.4 Minutes, Professional Development Committee, 03-26-2019

MOTION: SCEC-01-05-02-2019

To approve the May 2, 2019 School Council Agenda/Consent agenda as presented. Moved by Peter Myhre and seconded by Martin Tucker.

This motion was approved.

3. Employee Recognition Event

Six employees were recognized for career milestones.

Faye Stollery – 5 years

Laura Ouellette – 5 years

Michael Buhr – 15 years

Richard Pereschitz – 15 years

Terence McLean – 15 years

Melinda Ducay – 15 years

4. Campus Campaign Presentation

Frankie Billingsley (Director of Student Financial Aid) and Michelle Ngo (Senior Development Officer of Alumni and Development) presented the Annual Giving Campaign, encouraging staff to invest in student retention bursaries and entrance scholarships. Donations can be payroll-deducted, and a form was distributed to School Council members by email.

5. Presentation on the New Travel Processes

Jim Ross was not in attendance to give his presentation.

6. For Council Approval:

6.1 Program and Curriculum Updates

6.1.1 Grading Changes for EAL and UP

MOTION: SCEC-02-05-02-2019

To approve as presented the grading changes for EAL and UP (effective Fall 2019), as recommended by the School of Continuing Education Executive Committee (April 8, 2019). Moved by Margo Cochlan and seconded by Debbie Lenton.

This motion was carried.

6.1.2 Grading Changes for Global Logistics Certificate and Capstone II Course

MOTION: SCEC-03-05-02-2019

To approve as presented the grading changes for SCE International's Global Logistics certificate and Capstone II course, as recommended by the School of Continuing Education Executive Committee (April 8, 2019). Moved by Janine Loewan and seconded by Mario Meraz.

This motion was carried.

6.1.3 Leadership Professional Development Certificate Redevelopment

MOTION: SCEC-04-05-02-2019

To approve as presented the redevelopment of the Leadership Certificate, as recommended by the School of Continuing Education Executive Committee (April 8, 2019). Moved by Shaun Bosch and seconded by Rita Ho.

This motion was carried.

6.1.4 Leadership Professional Development Certificate Redevelopment

MOTION: SCEC-05-05-02-2019

To approve as presented the course approval for DXD Professional Development, as recommended by the School of Continuing Education Executive Committee (April 8, 2019). Moved by Janine Loewan and seconded by Suzanne Fournier.

This motion was carried.



7. Committee Reports

7.1 Academic Governance Council Report – Peter Myhre

- A presentation was given by SAMU on the new Code of Conduct, which is effective July 1. The Code of Conduct can be found under Policies; HR is currently developing an FAQ list and email address for questions.
- A working group may be developed to consider contractual arrangements (i.e. sessional instructors, contractors) under the new Code of Conduct.

7.2 Conservatory of Music Committee Report – Heather McRae

- Peter and the Wolf will have another show on Sunday, May 5

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

Terry McLean, MacEwan Committee on Internationalization

- It is currently unknown where the Committee on Internationalization will fall in the new structure; it will perhaps become a subcommittee or working group.

7.4 Additional Committee Reports

- APPC Report to SCE Council (please see attached). May 3 will be the final meeting before the committees are restructured.
- Ewa Wasniewski reported the return of the Ed Tech Committee. Monthly Ed Tech Committee meetings will discuss technology in the classroom and software investments. Tim McGee of E-Learning Design and Delivery is to be a standing member, which will help our alignment with the university.

8 Budget Update – Suzanne LeBlanc & Heather McRae

- Suzanne presented the Quarter 3 budget results.
- The School is meeting the projected \$900,000 surplus target. The next step will be to examine efficiency, reduction of expenses and optimization of class sizes for the 2019-20 year.
- The 2019-20 academic year's surplus goal will be \$1.2 million.
- The question was raised if the new change in government will affect the budget. Heather responded that a pro-business government should be good for the School, but our international work will have limitations.

9 Dean's Report

For me, this has been a term with lots of changes and things to think about. In reflection, it was similar in many ways to my first few months here at MacEwan. I wonder if this is sort of a 5- year transition phase or perhaps the cosmos are out of alignment somewhere. At any rate, I am hoping

that we are moving again towards a period of calm, staffing continuity and a continued focus on excellence in teaching and learning.

Some of the unsettlement I feel may be part of bigger changes that are going on in post-secondary in general and within MacEwan specifically. There is some uncertainty about future budgets for post-secondary institutions; many leaders within the sector believe that there will be cuts ahead. How this will affect us is not known yet – typically continuing education units thrive given their ability to move quickly and find new markets. Our president will be leaving the institution in early July. The plan is for an interim president – John McGrath while a presidential search is in progress. Typically, this search takes 10 months – 1 year to complete. Academic matters will be purview of Dr. Craig Monk, Provost and Vice-President.

I encourage all of you to read the new code of conduct, particularly the sections that relate to additional/other work and the requirements to report gifts and gifts in kind. This will affect the way we do business in the School – we will need to collect information from some of our contract and continuing staff and faculty and report it. I understand that an electronic system will be available for us to do this.

Plans are underway for the development of the 5th floor of Allard Hall. The architectural firm of Burgess Bredo Architect Ltd will be working on specific plans based on the fit plan developed earlier by Peter Milne. There will be opportunities to review this plan; hopefully, soon. While we will not have the same footprint at Allard Hall as we do here, I am hopeful that the space will not only meet our needs now but will accommodate future programs as we continue to grow and develop. John McGrath, as the project sponsor will continue to provide updates as additional information becomes available in terms of this building, timelines and the development of the 5th floor of Allard Hall. Suzanne LeBlanc will be the on-site coordinator for the move; additionally, she will cover for me on the campus consolidation steering committee during my leave this summer.

As identified in an email a few weeks ago, Ewa Wasniewski has assumed responsibility for academic programming in the School. This includes faculty and programming in EAL and UP, along with SCE International and P and CS. Suzanne LeBlanc will continue to supervise the administrative units including staff in EAL and UP, Registration and Information Services, Marketing and the Conservatory of Music. Over the next month I will be meeting with EAL and UP faculty to talk about governance issues; by October I hope to confirm our organizational structure and operational plans.

There have been a few more staffing changes: Queenie Chan has accepted an accounting manager position at Norquest – best wishes to her as she advances her career. She will be missed. Arnold Prasad and Safa Abou-Harb have completed their temporary term appointments (backfilling for Rose-Marie who is back- welcome back). You will see David Kobek working in both the EAL/UP areas as well as RIS covering for Karin Baer who is on a 1-year transfer to the Faculty of Nursing. Jordan LaRiviere is now a full-time term marketing assistant who along with Romy Abud (who will be full time in September) are backfilling for Linh Pham during her maternity leave. And for those of you who have not heard yet, Linh welcomed Edison Cruz (9 lbs/14 oz) to the family on April 6th. And

finally, Cydney Peck will be returning from her maternity leave in May and will be working on building the credit programming side of our operation.

10 Question Period

- ❖ David Kobek asked if Mario Meraz will be remaining at SCE when Cydney Peck returns from her maternity leave in May. Heather McRae responded that we will have to look at the situation after Cydney's return.
- ❖ SCE's action plan is ahead of schedule; Heather is working to ensure we are in line with the university's action plan.
- ❖ Emilio Inda Camacho was asked to speak to the level of international students this summer. He has been corresponding with the Mexican government regarding Projecta, which will send 150 Mexican students to SCE this summer. Some classes will be held at the main campus to take advantage of technology, which should also help our transition with the move to Allard Hall.

11 Adjournment

The meeting was adjourned at 4:33pm.