

School of Continuing Education Council Meeting

MINUTES

**Tuesday, May 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.

2.1 Guest: Ian Hanson, Legal Council was present to answer questions about *(Attachment A)* the Demonstration on campus policy discussed at Feb. 8th meeting. There were no questions for Ian at this time.

2.2 Approval of the Agenda/Consent Agenda

- a. Minutes, SCE Council 02-08-2018
- b. Minutes, Executive Committee, 01-30-2018
- c. Minutes, Program and Curriculum Committee, 04-10-2018
- d. Minutes, Professional Development Committee, 04-16-2018
- e. Revised Bylaws of the School of Continuing Education

MOTION: SCEC-01-05-08-2018

To approve the May 8, 2018 School Council Agenda/Consent Agenda as presented.
Moved by Andrew Buhr. Seconded by Martin Tucker.

This motion was carried.

3 For Council Approval:

3.2 Professional Development and Continuing Studies – Certificate Revisions *(Attachment B)*

- **Photography**

MOTION: SCEC-02-05-08-2018

To approve as presented the changes to the professional development certificate in Photography, as recommended by the School of Continuing Education Executive Committee (May 1, 2018). Moved by Meghan Wood-Smith. Seconded by Laura Ouellette.

This motion was carried.

- **Digital Media and Graphics Foundation**

MOTION: SCEC-03-05-08-2018

To approve as presented the changes to the professional development certificate in Digital Media and Graphics Foundation, as recommended by the School of Continuing Education Executive Committee (May 1, 2018). Moved by Donna McKenzie. Seconded by Debbie Lenton.

This motion was carried.

3.3 Program and Curriculum Committee Updates

- **University Preparation Update**

MOTION: SCEC-04-05-08-2018

To approve as presented the changes to the University Preparation, as recommended by the School of Continuing Education Executive Committee (May 1, 2018). Moved by Michael Buhr. Seconded by Martin Tucker.

This motion was carried.

- **English as an Additional Language**

MOTION: SCEC-05-05-08-2018

To approve as amended the proposed changes to the English as an Additional Language, as recommended by the School of Continuing Education Executive Committee (May 1, 2018). Moved by Eaman Mah. Seconded by Andrea Cheuk.

Discussion:

- Peter and other EAL grammar instructors recommended changing the grade distribution of three grammar courses.
- Writing and Speaking to be replaced by 'Homework and Assignments'.

Motion to amend the changes to the grade distribution of three grammar courses of English as an Additional Language program. Moved by Peter Myhre. Seconded by Debbie Lenton.

Amended motion carried.

Main motion carried.

4 Discontinuation of Professional Development Certificates

Cyber Security Fundamentals and Advanced Cyber Security certificates were offered in Fall 2016 in partnership with York University. As of February 15, 2018, we discontinued the partnership with York due to the low enrolments in both the certificates. Each certificate had three courses and it will no longer be offered.

5 Committee Reports

5.2 AGC report – Michael Buhr

AGC Bylaw Review Working Group (BRWG)

AGC approved the AGC bylaws and BRWG draft final report.

AshokaU Accreditation

The Provost presented information on MacEwan's application for AshokaU Changemaker Campus accreditation. Ashoka is a global network of social entrepreneurs. This is an opportunity to use higher education as a force for social impact. Mutually beneficial partnerships are encouraged in a socially & environmentally conscious way. MacEwan students would have the opportunity to be in contact with students from other Ashoka universities.

<http://ashokau.org/>

Inclusive Language

AGC is encouraging the use of gender-neutral language in AGC policies and documents. This is not intended to define a particular standard, but rather to foster further discussion.

International SOS

MacEwan has contracted with International SOS to provide medical and travel security services (this is not insurance). International SOS is a call-centre based referral service which will be available to MacEwan staff and students travelling internationally on MacEwan-related business. For more information, contact Jim Ross (MacEwan Director of Risk and Assurance Services).

www.internationalsos.com

Affordable Instruction Materials and Open Educational Resources

A common concern of students is the rising costs of textbooks and other resources associated with the classes they are taking. Findings from a survey of MacEwan students that the Students' Association ran at the beginning of Winter 2018 clearly articulate these concerns. SAMU is encouraging faculty to use Affordable Instruction Materials and Open Educational Resources. This topic was presented for discussion at AGC.

SSD requests that an accessibility lens be applied to the Affordable Instructional Materials initiative and include information about how to make print and audio-visual materials accessible for students with disabilities. SSD is interested in being involved to help set guidelines and share resources for faculty as they develop materials so that course materials are consistently accessible to students with disabilities.

Some open educational resources from BC are available: <https://bccampus.ca/open-education/>

Suspension of General Studies

Due to low enrollment and poor student performance, the General Studies program is to be suspended effective July 1, 2018.

Demonstration on Campus Policy

There is a need to balance free speech on campus, the safety and security of all our community members, respecting inclusivity and diversity, and maintaining a low-disruption learning environment. In order to manage the risks that come with welcoming diverse voices on campus, it is necessary for the University to put in place policy and procedure. A draft policy was presented to AGC Executive Committee for feedback and discussion.

Proposed Academic Policy Committee (APC)

The Ad Hoc Committee on Academic Policy Process Review has consulted with MacEwan's senior academic leaders and with all Faculties and Schools. The committee has determined that there are significant issues and gaps in the current academic policy development process, and is recommending the creation of an Academic Policy Committee as a standing committee of AGC. The creation of the new policy committee will allow better coordination of policy development and provide a forum for discussion of academic policy matters. This should produce a more transparent and robust process for academic policy review and development.

The policy development process would be initiated by the Academic Policy Committee identifying a responsible office for a new policy that needs to be created or an old policy that needs to be updated. The Policy Advisory Group (PAG) would continue to provide feedback and facilitate consultation with the University. If such a committee is approved by AGC, there would be an opportunity for a SCE faculty member to join.

Institutional Learning Outcomes

The Institutional Learning Outcomes Working Group has submitted a revised set of learning outcomes to AGC Executive Committee. These outcomes will be submitted to AGC for approval.

Academic Schedule

The Academic Schedule Principles Task Force (ASPTF) was formed in November 2017 to undertake a review of the way the current Academic Schedule is determined, the principles on how the Academic Schedule is created, and any related matters.

A central question is 'who determines the academic schedule?' The current practice is for the Registrar to create schedules and submit them to AGC for approval. The 2018/2019 schedule was modified by AGC (change start and end dates). There were concerns that such 'scheduling on the fly' would have the potential to create unintended consequences – would a change preferred by a particular faculty be a good fit for the entire University?

The intent was for AGC to adopt the schedule principles and delegate the creation of schedules (based on such principles) to the Registrar. AGC Executive Committee has indicated some interest in continuing to allow AGC to approve academic schedules. The proposed academic schedule regulations will be submitted to AGC for approval.

It would be possible to accommodate a full week fall reading break. Whether or not such a break is adopted is a separate decision.

Comprehensive Institutional Plan (CIP)

MacEwan University annually submits the Comprehensive Institutional Plan to the provincial government. The current plan is under review. The 2017 CIP is on the MacEwan website:

<https://www.macewan.ca/wcm/Administrative/InstitutionalAnalysisandPlanning/InstitutionalPlan/index.htm>

Nominations for AGC and associated Committees

Thank-you to all SCE faculty members who have accepted nominations.

Next AGC meeting

May 10, 2018, 5:00-8:00 pm, 9-201 CCC

5.3 Conservatory of Music Committee Report – Maureen Ha

1. Muttart Foundation's 65th anniversary grant project report:
 - Winter term EAL Choir finished on March 30th. We plan to offer the choir in fall term with a focus on English pronunciation and articulation.
 - Emerging Artists Concert was held on Friday, February 17 in Muttart Hall. Students and alumni at University of Alberta, The King's University, Concordia University and MacEwan Jazz Program performed that evening. The representatives at the music programs were excited for such opportunity and hope to make this concert a yearly event.
 - Annual President's Gala Concert was held on Sunday, March 25 in Muttart Hall. Over 90 people attended the concert including MacEwan President, Deb Saucier, upper management team members, University donors and members at Muttart Foundation.
 - Offsite Music in Early Childhood Program started at Norwood Centre on April 26. This program is free for the families that are registered to use the services provided at Norwood Centre. This program will be offered at more locations in the coming months.
 - Music Connections (outreach concerts) are being scheduled for May and June at various schools.
2. The Conservatory office organized two strategic planning meetings in February. A strategic plan was drafted and reviewed by the Conservatory of Music Committee, and was submitted to the Dean's office in April.
3. SCE Marketing conducted a market research on private lessons tuition in various conservatories in Alberta and music schools in Edmonton. The result will be helpful for our music contractors to determine their private lesson tuition rates.
4. Institutional Analysis & Planning is assisting the Conservatory to create an online survey for student's experience at their private music lessons. This survey will be sent to students (or their parents) in June. Private music instructors will receive feedback from the survey in July. This is the first time we conduct a survey on private lessons.

5.4 Additional Committee Reports

Professional Development Committee (Ratka Janjic)

- The PD session “Introduction to Cree World View” offered on February 21 was successful. A total of 17 people attended the session. The blanket exercise was very powerful. We will plan to offer the session again in the Fall.
- Working with the Indigenous Center to offer other topics such as Protocol.
- The upcoming session, Identifying and Assisting Students in Distress will be on June 27 and the RSVP deadline is June 20. The invitation has been sent out and 13 people have registered.
- We will be sending out another survey to staff and faculty in the Fall to gauge interest in PD topics.

Ed Tech Committee (Ewa Wasniewski)

- John Ewing is the new chair of Ed Tech Committee.
- Working on providing more ongoing sessions for instructors using Blackboard.
- Will be meeting with EAL faculty members on Thursday, May 10 to discuss the steps needed to support language labs. More information will be coming soon.

Committee on Admissions and Transfer (Martin Tucker)

- Curriculum needs to be updated every five years.
- Updating entrance requirements.
- Ensuring programs transferring from diplomas to degrees are aligned.
- Updating and consolidating ELP requirements.

Ewa gave an update on the working committee struck on September 13, 2017 to review the ELP requirements across the university.

- The issue is that the students can’t transfer from the diploma into a degree due to the inconsistency in the ELP requirements.
- The subcommittee members suggested raising the IELTS score entry up to 6.5 across the board. We have already aligned the change with EAL program for students to exit at 6.5 IELTS score.
- It will be going for submission to AGC for Fall 2018 for the following year implementation.

MacEwan Committee on Internationalization (Terry McLean)

- A group of staff members is going to South Korea for ten days from July 14 to July 24.
- There will be an opportunity for faculty to go to Ukraine from November 12 to November 16, 2018 through CAFÉ. Interested faculty members can contact café and let Ewa know.

Information and Technology Management Committee (Andrea Cheuk)

- Windows 10 is progressing well.
- Contact IT if you are facing any issues.
- Reminded to complete IT Security Awareness Training on PeopleSoft.
- Queenie advised to contact her if they are missing an asset tag.

6 Election Process for School Council and SC Committees

Heather McRae reminded School Council members that the nominations are open for various council committees and encouraged them to either self-nominate or nominate someone else. Below are the timelines:

- Nominations will remain open until May 18. The forms can be submitted to Geetu Verma.
- Elections will be held electronically through IAP electronic system between May 28 to June 4th, followed by the election results.

Heather McRae acknowledged and appreciated the work of the committee members whose term will be ending on August 31, 2018. She also recognized the individuals who will be staying on for an additional year.

Announcements:

Heather McRae introduced and welcomed the new staff members to the School of Continuing Education:

- Queenie Chan is the new Administrative and Finance Coordinator. She is taking on asset management including the third floor.
 - Stephanie Blanchard is the new Admissions Coordinator.
 - Stephanie Motley joined as a Functional analyst from OUR.
 - Geetu Verma was the successful candidate for an executive assistant at Dean's Office.
 - Shaun Bosch joined as the program manager in Professional and Continuing Studies under Art Design and Digital Media program.
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- Dr. John Corlett is stepping down from Provost this week. Effective May 14, 2018, Dr. Craig Monk will be the Provost and Vice-President *pro tem* for about a year until the conclusion of the search for a new provost.

7 Dean's Report – Heather McRae

It is hard to believe that the School is 4 years old and that we are now entering into a second round of elections for the School Council and its committees. I am grateful for the hard work and dedication of faculty, staff and instructors who have helped move us on this journey. Just for review, we started in 2014 with a deficit budget, many different job descriptions and job roles, siloed units, no on-line “instant” registration system or registration staff, unclear goals and expectations and 11 marketing publications that had little connection to each other.

Four years later we have a financial surplus of close to 2 M; job descriptions that allow for cross over to other units; some integrated units and some new units; a continuing education career in PeopleSoft; a dedicated registration unit working under the delegated authority of the Office of the Registrar that includes functional analysts, registration staff, a financial coordinator and an admission specialist; and a coherent and well-planned marketing strategy. Three cheers to all of us for this remarkable achievement.

We are embarking on a three-year strategic plan. The management team provided an overview and framework for this work using a 5-step planning process: 1. setting the foundation, 2. defining the strategic goals, 3. aligning the operation, 4. building the plan and 5. executing the plan/continuous improvement. Each unit has been developing specific, measurable and strategic goals for the next three years in the following categories: Financial, operational, programmic and people. The management team is currently working on step three and four of the plan by aligning the goals and consolidating the unit plans into a single document that will be widely shared within the School and with key stakeholders in the university.

The draft vision for the School is: *Inspiring personal and professional success through learning.* The proposed mission is: *Committed to facilitating and celebrating transformative learning that is engaged, innovative, sustainable and connected with our communities locally and globally.*

The mandate: *The SCE was established in 2014 as the home of innovative educational experiences and credentials that complement and enhance MacEwan's diploma and degree programming and pedagogy,* remains the same. Our values are taken from the code of conduct: *honest, transparent, progressive, open-minded, intentional, respectful and diverse.*

This I think – is us. I hope that each of you can see your work in these statements including your commitment to student success, whether it involves upgrading, language learning, personal and professional development or music education. An important aspect of a strategic plan is the notion of continuous improvement (step 5); asking questions such as: how can we improve the classroom experience for students, what types of services to students will make their experience here a positive one; how can we be financially successful over the long term and what does this mean in terms of program planning, marketing and operational effectiveness?

I greatly appreciate the interest that many of you have in your own professional development and growth as well as the work of the Professional Development Committee in planning some workshops here on our campus. I encourage you to participate in the sessions which to date have included topics such as student mental health and indigenous world view.

In my view, we are coming “into our stride” as a School: the foundations are in place in terms of roles and governance; systems are developed and are being re-aligned as needed to support operational success; curriculum mapping and development is in progress; and there seems to be greater clarity about who we are and what we contribute to the institution and to our communities. Great work everyone!

There is an upcoming celebration to announce. Our annual BBQ is tentatively scheduled for June 29 from 2:30 – 5. More information on this will be forthcoming but for now please “hold the date”.

8 Question Period

9 Employee Recognition Event

Dr. Heather McRae acknowledged employees for their service and contributions to the University and SCE with the appreciation certificates.

Years of Service	NAME	DEPTNAME
15	Birgitta Fishwick	EAL - Academic Program
15	Margo Cochlan	SCE Registrar & Info Services
15	Peter Myhre	EAL - Academic Program
20	Curtis London	EAL – Academic Program
5	Steven McGowan	UP – Academic
10	Laura Stevenson	UP – Academic Program
15	Maria Candeias	UP – Academic Program
5	Marty Majorowicz	Conservatory of Music
10	Jason Symington	Arts, Digital Media & Design
10	Sandra Marin	Business Management

10 Adjournment

- Meeting adjourned at 4:40 pm.