

School of Continuing Education Council Meeting

Minutes

Thursday, October 18, 2018

3:30 pm – 5:00 pm

Room AC 409, Stollery Hall

1. Call to Order

The meeting was called to order at 3:38 pm by Heather McRae. Quorum was met. Introductions were made by new members.

2. Approval of the Agenda/Consent Agenda

- 2.1 Minutes, SCE Council 05-08-2018
- 2.2 Minutes, Executive Committee, 05-01-2018
- 2.3 Minutes, Program and Curriculum Committee, 09-25-2018
- 2.4 Minutes, Professional Development Committee, 10-04-2018
- 2.5 Minutes, Conservatory of Music Committee, 09-13-2018
- 2.6 SCE Annual Report 2017-18
- 2.7 Professional Development Committee – ToR Amendments

MOTION: SCEC-01-10-18-2018

To approve the October 18, 2018 School Council Agenda/Consent agenda as amended to include a presentation by Roxanne Tootoosis, Knowledge Keeper as item 3.A. Moved by Michael Buhr and seconded by Martin Tucker.

This motion was approved.

3. A. Presentation by Knowledge Keeper, Roxanne Tootoosis

- kihêw waciston (Indigenous Centre) is now located at Alberta College in room 202. Student Advisor is on campus on a part-time basis for two hours a day starting from September of 2018.

Roxanne gave a brief overview of smudging:

- Smudging is a cleansing ritual that involves the burning of sacred herbs or sage to connect to the spiritual realm and purify body, mind and spirits. It is very helpful for students to seek out new ways to relax, stay focused and combat stress.
- Demonstrated smudging practices and significance on various governance meetings.
 - ❖ Heather: How do we spread the news to the ACC students and staff?
 - ❖ Roxanne: There are various lunch n' learn sessions at CCC. We can be invited to the ACC on different days and times to demonstrate the modality of smudging to the students, staff and faculty.

- Indigenous practice ceremony policy will be going to AGC for approval. The procedures for the ceremony can be shared if needed. There is always signage posted for highly sensitive/allergic people during the ceremony.

B. For Approval

3.1 Program and Curriculum Committee Updates

3.1.1 pimâcihisowin Foundation 100 course

MOTION: SCEC-02-10-18-2018

To approve as presented the pimâcihisowin Foundation 100 course for credit approval in the pimâcihisowin Foundation Program, as recommended by the School of Continuing Education Executive Committee (October 9, 2018). Moved by Peter Myhre. Seconded by Quinn Carter.

This motion was carried.

3.1.2 Admission Requirements for Preparatory programs

MOTION: SCEC-03-10-18-2018

To approve as presented the admission requirements for preparatory programs, as recommended by the School of Continuing Education Executive Committee (October 9, 2018). Moved by Debbie Lenton and seconded by Faye Stollery.

This motion was carried.

3.1.3 Admission Requirements for Executive PD Programs

MOTION: SCE-04-10-18-2018

To approve as presented the admission requirements for Executive PD programs, as recommended by the School of Continuing Education Executive Committee (October 9, 2018). Moved by Suzanne Fournier and seconded by Martin Tucker.

This motion was carried.

3.1.4 Admission Requirements for BICA

MOTION: SCE-05-10-18-2018

To approve as presented the admission requirements for the Behavioral Interventions Certificate of Achievement, as recommended by the School of Continuing Education Executive Committee (October 9, 2018). Moved by Queenie Chan and seconded by Donna McKenzie.

This motion was carried.

3.1.5 University Preparation Update

MOTION: SCE_06-10-18-2018

To approve as presented the revised course descriptions, learning outcomes and assessment changes to courses in the University Preparation Program, as recommended by the School of Continuing Education Executive Committee (October 9, 2018). Moved by Michael Buhr and seconded by Donna McKenzie.

This motion was carried.

4. Presentation by Deanna Fidelak from SSD

- ❖ Deanne Fidelak, Learning Specialist is the primary person to provide support to Alberta College students and faculty members.
- ❖ In 2017-18, there were 997 MacEwan students registered with SSD and 68 students with confirmed disabilities were registered primarily from University Preparation program at Alberta College. However, as of October 12 this year, we only have 28 students from Alberta College that are registered with SSD.
- ❖ Psychiatric disability is the most common and is often paired with other disability.
- ❖ All the course outlines of EAL/UP have the information on SSD services.
- ❖ We will be meeting with faculty members for each program to assess different types of support required for EAL/UP students.
- ❖ Accommodation letter will be provided to the instructor indicating the accommodations requested by the student.
- ❖ Deanne is planning to go into the EAL/UP classes on Nov. 2 and Nov. 5 to introduce herself to the students.

5. Committee Reports

6.1 Academic Planning and Priorities Committee – Michael Buhr

Bachelor of Early Childhood Curriculum Studies

The Academic Planning and Priorities Committee has recommended to AGC the approval of the Bachelor of Early Childhood Curriculum Studies degree, proposed by the Faculty of Health and Community Studies. The proposed degree has a unique focus on early learning curriculum and pedagogy, equity, diversity, social justice and advocacy. It combines inter-professional learning and electives, an indigenous studies course and applied undergraduate research courses. Students will complete field placements in years one and two and a capstone project in year 4. The structure of the degree provides for the option of diploma exit at the end of year 2. There are no comparable bachelor's degree programs in Alberta.

The first intake would be in the Fall 2020. The enrolment plan is based on an initial intake of 110 students, including 80 first year students and 30 third-year students during the first year of program implementation (2020/21). Full implementation (for students starting in year one) will occur over a period of four years. Only first and third year students will be accepted during the first year of the degree program (2020/2021). Graduates from recognized 2-year Early Learning and Child Care Diploma Programs (or equivalent) will be eligible to apply to year three of the program.

The second year of implementation will include first, second, third and fourth year students. In 2020/21, there will also be approximately 60 students completing the second year of the current diploma program.

The ECCS degree will be a competitive admissions program as it is anticipated that more applications than seats available in the first year of the degree. There are three categories for admission to the program: regular, mature, and applicants with previous post-secondary learning.

Regular Admission

To be evaluated through the Office of the University Registrar

Applicants must have a minimum overall average of 65 percent, with no course grade lower than 50 percent, in the following high school courses:

1. ELA 30-1 or ELA 30-2
2. Social Studies 30-1 or 30-2
3. Three subjects from Group A, B, C or D

Applicants with nine or more University level credits must also present a minimum Admission Grade Point Average (AGPA) of 2.0 on a 4.0 scale.

Notes:

1. Applicants are strongly encouraged to present a broad range of subjects across the humanities and sciences in order to benefit from the breadth of learning and to increase flexibility of future course choices.
2. A maximum of two Group B subjects may be presented; they must be from different disciplines.
3. A maximum of one Group D subject may be presented. Group D subjects used for admission must be 5-credit or any credit combination of at least 5 credits (e.g. two 3-credit subjects).

Mature Admission

To be evaluated through the Office of the University Registrar

Applicants must be 20 years of age or older and have been out of full-time high school at least one year by the beginning of the intake term. Applicants must have a minimum overall average of 65 percent, with no course grade lower than 50 percent, in the following high school courses:

1. ELA 30-1 or ELA 30-2
2. Social Studies 30-1 or 30-2

Applicants with nine or more University level credits must also present a minimum Admission Grade Point Average (AGPA) of 2.0 on a 4.0 scale.

Previous Post-Secondary Course Work

To be evaluated through the Office of the University Registrar. Admission in this category does not imply or guarantee the transfer of any coursework and/or credential unless a block transfer agreement (internal or external) is in effect and published in the calendar by the Office of the University Registrar. In addition, transfer of coursework does not imply or guarantee that an applicant will be admitted. Applicants must have successfully completed the following from a recognized institution:

- Early Learning and Child Care Diploma or equivalent Or
- A minimum of 24 University level credits with a minimum Admission Grade Point Average (AGPA) of 2.0 on a 4.0 scale.

Additional Admission Criteria

All applicants must meet the following:

1. English Language Proficiency
To be evaluated through the Office of the University Registrar
Applicable to all admission categories
2. Other Admission Criteria
Applicable to all admission categories
Applicants offered admission are required to submit the following:
 - A clear Police Information Check (or equivalent from another policing agency) that includes a Vulnerable Sector Search. The Police Information Check must be submitted by the published document deadline and have been issued within three months of the start of the program intake term.
 - A current, valid child care first aid (standard level) certificate issued by the Canadian Red Cross or St. John Ambulance by the published document deadline.

6.2 Conservatory of Music Committee – Maureen Ha

1. Muttart Foundation's 65th anniversary grant project report:
 - Learn English through Singing Class
This class replaced the EAL Choir and started on September 25th. Enrolment is slowing growing. We received positive feedback from the students.
 - Offsite Music in Early Childhood Program
New classes are starting up in October at Norwood Centre for city families with financial needs.
 - Music Connections – Outreach Concerts
Since mid-June, Conservatory of Music instructors have performed concerts at 5 public schools. Another 5 school concerts will be arranged in October through December. Conservatory brochures are handed to each student at these concerts.
 - Summer Outdoor Concert (August 28)

Took place at the TELUS Park, this concert reached out to the downtown workers at lunch time. Many people stopped by on Jasper Avenue to listen to the concert, picked up brochures and inquired programs.

- Bok Brass Kids' Concert (October 21)

This concert is suitable for any age with a focus for ages 5 to 12 years. Tickets are available at Eventbrite.ca or at the Conservatory Office.

- Holiday Season Family Concert (December 9)

This is the last concert in the Muttart's Concert Series. Concert features students at Fall Music Festival, Conservatory ensemble groups, and private lessons.

2. New member joined the Conservatory of Music Committee in 2018/19 term:

Beth Raycroft finished her two-year term and Maura Sharkey-Pryma was elected to be our member.

3. Private Music Lessons Survey:

Institutional Analysis & Planning assisted the Conservatory to create an online survey for student's experience at their private music lessons. This survey result was released in mid-July. The survey was sent to 900 individuals and 348 responded. Overall, students are over 95% satisfied with their private music lessons and their instructors; over 90% satisfied with the registration process. Survey also indicated customers would like to be able to register online.

6.3 Additional Committee Reports

PD Committee Report (Heather McRae presented on behalf of Suzanne LeBlanc)

1. PD Survey results: As per the feedback received from 35 respondents, our top three topics for PD sessions are:
 - Conflict Management
 - Refugee Awareness for Inclusive Communities
 - Indigenous Awareness
2. The group is working on offering one PD session during the November reading break and another during the February reading break. We will be receiving feedback through a short online survey from the attendees of PD sessions.
3. The PD committee is pulling together PD information and resources in a google team drive to help SCE staff and faculty navigate the PD world. These include:
 - PD Group Request Form
 - Sessional faculty PD forms
 - Information on upcoming training sessions

6. Dean's Report

It has been a very busy fall for everyone. This is very evident in the numbers of students that we have this term and in the various projects that people are working on to support current and new

development. The rest of the university has been just as busy with numerous working groups and committees focusing on issues ranging from new enterprise development projects to construction to curriculum development to reorganization.

CAFÉ is now the Office of Teaching and Learning Services: Dr. Lynn Honey has accepted a one-year term position to complete a review of this office and its various functions. Please provide feedback to her regarding your thoughts on teaching and learning supports as well as e-learning.

Myrna Khan has joined MacEwan as the new Vice-President of University Relations. This is a large portfolio that will include government and community relations, fundraising and the Office of Communication and Marketing. The next building for MacEwan is a new building for the School of Business.

The President has provided a framework for the university's strategic plan that includes 4 strategic directions: 1. Be a national leader in the implementation of the Truth and Reconciliation Commission Calls to Action. 2. Strengthen an extraordinary urban and metropolitan undergraduate student experience with an emphasis on student and alumni success. 3. Develop our capacity and reputation as an inclusive community university. 4. Build on and promote our distinctive MacEwan curriculum, to provide greater flexibility and opportunities for life-long learning. Suzanne LeBlanc is our representative on the committee that is developing the objectives for each of the themes. The operational plans that we have developed in the past few months will link to these strategic directions.

Facilities has initiated a consolidation planning group for the development of the 5th floor of Allard Hall and plans to move the School to the main campus. This consolidation plan identifies three phases: the development of a feasibility plan; a decision with regard to the ACC; and the design and construction of space at the CCC. The latter phase will start with a summary of the scope and requirements, development of a plan, timelines and a change management process. I am a member of this committee and will keep you informed and involved as the process develops.

Within the School we have successfully launched the course enrolment project for returning EAL and UP students – the outcomes were few lineups and students getting to their classes sooner and without multiple withdrawals and adds in the first week. Well done everyone.

EAL and UP are the only two ministry programs that saw increased enrolments this fall. You may have noticed that there are lots of students around and quite a number of new sessional instructors.

SCE international continues to build their professional development certificate programs and anticipate that in the winter term the numbers of students in their programs will be about 250 -at capacity for this unit. They have also been busy organizing study tours as well; the most recent group arrived here from Mexico earlier this week – 39 students will be spending the next 4 weeks in Edmonton.

Professional and Continuing Studies have started their fall rush of courses and contract programs – I understand accounting and bookkeeping remains one of their top programs in terms of enrolments. Changes are in progress regarding bursaries for seniors; staff are working with fund development in updating Terms of References.

Marketing never sleeps. And this is a good thing given that it is always important to keep our brand alive – to attract new students and keep current ones coming back.

My renew process is underway. Thank you for coming to the town hall last Thursday. The next step for me is an interview at the end of November. It is anticipated that the Provost will be making an announcement sometime in early December.

7. Question Period

❖ Lana: What are the timelines to move to the Allard Hall?

Heather: The plan is to move in August 2021, but it can be earlier or later.

8. Adjournment

The meeting was adjourned at 5:12 pm.