

School of Continuing Education Council Meeting**MINUTES****Thursday, October 19, 2017****3:30 pm – 5:00 pm****Room AC 409, Stollery Hall****1. Call to Order**

Meeting called to order at 3:35 PM by Heather McRae. Quorum was met.

- Heather M: Moved the President's Address until later in the meeting upon her arrival
- Changes to Agenda: Item 7 sub-items should be 7.1 and 7.2
- Minutes: On page 5 of the May 4, 2017, SCE Council Minutes, Item 6 Institutional Learnings Outcomes Group was addressed by Andrea, not Andrew

2. Address from President Saucier

- Deborah S: Introduction to the SCE School Council.
 - Maureen H: How does the Alberta College Campus fit into the 'One-Campus plan?'
 - Deborah S: There are no plans to move the campus at the current time. However, as reporting improves and enrollment grows, we may need to adjust that plan going forward.
 - Peter M: What are the plans for the University Preparation and EAL programs? How do they fit with your vision?
 - Deborah S: We need to ensure that we are serving the entire community of Edmonton and Alberta. This includes providing high school upgrading for everyone in the community. Our programming needs to reflect the changing needs of the Alberta eco-system. We also need to ensure bridging, laddering and exit options are available and she has challenged all Deans to consider new ways to do this.
 - Suzanne F: When discussing this issue with Deans and Faculty from other schools, do you feel that non-credit continuing education programming can help fulfil that need?

- Deborah S: From a larger scale perspective, I support this but that is a conversation that is best had with the Deans and Provost.
- Linh P: We have a great relationship with OCM and we are promoting the idea that our students and alumni can be a 'student for life'.
- Michael B: What are your thoughts on Continuing versus Sessional faculty positions?
 - Deborah S: Typically, decisions related to staffing reside with the Provost and the staff/faculty associations. The president may act as a final arbitrator in some cases, but will typically stay out of collective bargaining and negotiations.
- Ewa W: Because we are physically separated from the main campus, students do not often have the same access to the same supports.
 - Deborah S: There is a need to continue exploring ways to provide access and support for students, and to avoid duplicating the services.
- David K: Staff at Alberta College Campus do not have access to a Sport and Wellness facility at this location. Are there plans to provide that access at this campus?
 - Deborah S: Currently, there are no plans to build a Sport and Wellness centre at this campus. Currently, parking revenue subsidises services and we do need to ensure we are making the best use of these dollars. Supports for students is more critical, and we need to re-evaluate how our budget is reflective of the pillars, and determine what is a must have versus a nice to have.
- Martina K: Are there any plans to offer wi-fi to guests of the ACC campus?
 - Deborah S: There are costs and security issues related to bandwidth and wi-fi service. If it is determined that it is a priority by the dean/department, it could be something that needs to be added to their budget.
- Heather M: How can we assist your journey?
 - Deborah S: Currently, she is collecting information about what people want and has invited people to let her know her know their thoughts on this. She also encouraged everyone to think of what it means to be a "city university."

3. Approval of the Agenda/Consent Agenda:

3.1 Minutes, SCE Council 05-04-2017

(Attachment E)

3.2 Minutes, Executive Committee, 04-11-2017

(Attachment A)

MOTION: SCEC-01-10-19-2017

To approve the October 19, 2017 School Council Agenda/Consent Agenda as corrected, to approve the SCE Executive Committee Minutes from April 11, 2017,

and to approve the SCE Council Minutes from May 4, 2017, as corrected. Moved by Marty Tucker. Seconded by Margo Cochlan. Carried.

4. Presentation:

1. Continuing Education – Future Directions (Heather McRae, Suzanne LeBlanc)
 - Presentation by Suzanne LeBlanc and Heather McRae on the future of Continuing Education in the 21st century
 - Highlights: The future of employment is changing at a rapid pace. In 25 years, 65% of graduates will be employed in jobs that do not yet exist.
 - The federal government has recognized this and committed funding to continuing education as a result.
 - Marketing and social media is influencing the way in which continuing education is delivered. This includes the way in which we communicate with students (i.e. advising, international and domestic recruitment)
 - The last year has seen increases in traffic to the SCE website and SCE International web page, at far greater rates than the rest of the university.
 - We need to consider offering a variety of credentials, alternate teaching methods, and pre-entry and post-credential programs.
 - We need to consider implementing different operational improvements to streamline the student experience and links to the university as a whole.
 - Next steps 2018-21 build an SCE strategic plan anchored on MacEwan's vision/mission/values (Pillars).

5. Professional and Continuing Studies:

5.1 Mount Royal University continuing education online certificates update
(Attachment B1)

- Presentation by Janine Loewan
 - After a 2-year partnership with MRU to offer 16 of their online certificates, a decision was made not to extend our contract after June 20, 2017. We will instead focus on marketing our existing certificates, and the developing and offering of our own online programs.

6. For Council Approval:

6.1 Professional and Continuing Studies – Certificate Revisions (Attachment B2)

- Social Innovation

MOTION: SCEC-02-10-19-2017

To approve as presented the changes to the certificate in Social Innovation, as recommended by the School of Continuing Education Executive Committee (Oct. 10, 2017). Moved by Deborah Lenton. Seconded by Steven McGowan. Carried

7. Faculty Performance Evaluation Interim Criteria

7.1 For discussion and decision by the School Council:

Addition of two categories for faculty evaluation (2016-7) *(Attachment C)*

MOTION: SCEC-03-10-19-2017

That, for Performance Evaluation purposes for the academic years 2016/2017 and 2017/2018, "Exceeds Expectations" means an assessment between "Meritorious" and "Satisfactory," and "Requires Improvement" means an assessment between "Satisfactory" and "Unsatisfactory." "Meets Expectations" is synonymous with "Satisfactory." Recommended by the School of Continuing Education Executive Committee (Oct. 10, 2017). Moved by Andrew Buhr. Seconded by Ewa Wasniewski. Carried

7.2 Professional Development

- Revised terms of reference *(Attachment D)*
- Presentation by Suzanne Fournier

MOTION: SCEC-04-10-19-2017

To approve as presented the Professional Development Committee Terms of Reference, as recommended by the School of Continuing Education Executive Committee (Oct. 10, 2017). Moved by Rod Rash. Seconded by Steven McGowan. Carried.

8. Committee Reports

8.1 AGC report – Michael Buhr

AGC Report to SCE Council, October 2017

Comprehensive Institutional Plan 2017/18 to 2019/20

As per the Ministry's guidelines, the University must identify 10 to 15 goals, priorities, and performance measures for which expected outlines need to be stated. Specific priorities and outcomes are identified under each goal. Goal #3 specifically pertains to SCE:

MacEwan University will provide a broad range of program offerings through its School of Continuing Education to ensure maximum program flexibility for students.

Priority 3: To revise and integrate the pathway structure in English as a Second Language and Preparation for University and College to serve better students wishing to study in diploma and degree programs but who lack the prerequisites for admission.

Expected Outcome 3: The University will provide more seamless opportunities for students with diverse backgrounds to enter credential programs

The Ministry also asks for specific information, including financial and budget information; the enrolment plan; research, applied research and scholarly activities; activities to support community outreach and under-represented learners; internationalization; capital plan; and, information technology. The full plan can be found at

http://www.macewan.ca/contribute/groups/public/documents/document/mdbk/b2nf/~edisp/doc_cip.pdf

Admission Criteria

Arts & Cultural Management

AGC approved changes to Arts & Cultural Management admissions such that skills appraisals are being replaced by specific high school courses, effective Fall 2018.

Psychiatric Nursing (English Language Proficiency)

AGC approved changes to the English Language Proficiency (ELP) requirement for Psychiatric Nursing. The changes will produce the same ELP requirements for the degree and diploma in psychiatric nursing. These ELP requirements will be consistent with what is required for professional practice.

Public Safety and Justice Studies

AGC approved changes to Public Safety and Justice Studies (Correctional Services, Emergency Communications and Response, Police and Investigations–Investigative Studies Major, and Police and Investigations-Police Studies Major) effective Fall 2018. A significant part of the change will be the addition of an equity admission requirement (this is MacEwan’s first equity admission requirement). The Department supports equitable representation of groups underrepresented in public safety and justice professions and has reserved up to 10% of admission spaces in each program as equity admission spaces for applicants who self-identify as Aboriginal. If insufficient applications are received in the Equity Admission Criteria category by the application deadline, those remaining spots will be made available to the pool of general applicants, ensuring that overall program enrolment numbers are met

Treaty 6 Acknowledgement

The discussion of acknowledging Treaty 6 has arisen at AGC Executive Committee. There were questions about whether this terminology is appropriate and inclusive – does it account for First Nations that did not sign Treaty 6? How often does Treaty 6 Territory need to be acknowledged? Does excessive acknowledgement trivialize the reconciliation process?

Discussion of presentation format at AGC

AGC Executive Committee has discussed ways to encourage more effective presentations at AGC. Presentation materials should be distributed in advance of the meeting, to allow AGC members time to review and be more prepared at meetings with questions/ comments. It was reminded that AGC, as the highest academic legislative body, should firstly be available for the academic community to consult with, rather than AGC being an information-sharing body. Executive Committee agreed that presenters should include specific questions in their presentations for AGC to consider for discussion and feedback. It was reported that many AGC members believe that by the time an item is being presented to AGC, that it is basically completed, since consultation has already taken place, and that it only requires approval rather than discussion. It was reminded that it is AGC's role to ask questions and critique proposals.

Academic Schedule

AGC Executive Committee discussed the academic schedule for 2018-2019. Discussion included potential discrepancies in instructional time between MWF and TR classes (due to some Mondays being lost for holidays). There was also discussion of matching MacEwan's final exam period to the University of Alberta. AGC approved a revised schedule for 2018-2019 to AGC. The revisions include later start dates:

Fall 2018: classes begin on Sept. 10 (62 instructional days for MTWRF classes)

Winter 2019: classes begin on Jan. 7 (60 instructional days for MTWRF classes)

Concerns were expressed about the timing and process of this schedule change (which was relatively late in the process). Should this work be given to a separate schedule committee? There were also concerns about the timing of final exams in December – will there be enough time to determine if students have passed prerequisite courses? AGC approved the modified schedule on Sept. 19.

There was discussion at AGC about the duration of the add/drop period. The current Academic Schedule regulations indicate that "The last day to drop or add regular session term classes shall be the 8th day of classes".

Academic Schedule Principles Task Force (ASPTF)

AGC Executive Committee voted to strike an Academic Schedule Principles Task Force. The task force will be comprised of the following:

- Provost and Vice President Academic, MacEwan University, as Chair
- one faculty member from each of the teaching Faculties/Schools
- two students
- one member from Student Affairs
- University Registrar (or designate)

The task force will discuss its mandate and report back to the AGC Executive Committee. The following topics were considered as potentially being part of the ASPTF's mandate:

- preparing a hierarchy of scheduling principles
- consideration of a full week reading break in the fall term
- consultation with the University.

Rescission of Sabbatical Leave Policy

Sabbatical leaves will be addressed in the new collective agreement. Thus, AGC Executive Committee is recommending the rescission of the Sabbatical leave policy.

Confidence Line

The Vice President, General Counsel and Compliance Officer presented Confidence Line records management guidelines to the AGC Executive Committee. All disclosure and investigatory records (including those deemed to be vexatious) are kept by MacEwan for 10 years.

Confidence Line will be reviewed after one year of operation (it was launched on March 20, 2017). The format of this review is not yet finalized. The results of the review will be provided to Deans' Council, the Governance and HR Committee of the Board of Governors, and the AGC Executive Committee.

eCV

The provost thanked eCV technical support staff for their efforts on this project. I will attend a meeting later in October regarding feedback on the eCV program. I hope that this meeting will be an opportunity to discuss potential improvements to the eCV.

Annual Reports and Focus Statements

Annual reports and focus statements were submitted by AGC Committees. The focus statement is intended to provide a brief summary of the committee's direction for the upcoming year. Focus statements are not intended to be a binding work plan, and are not expected to have a uniform structure or format across committees.

Policy Document Consultation and Feedback

The policy development process will be lengthened by 20 business days to allow for full engagement of all faculty, staff and students with all policy documents before proceeding to approval. An online feedback system is being developed.

Protection of Minors Policy and Procedure

AGC Executive Committee voted to recommend approval of the Protection of Minors Policy and Procedure to AGC. The Policy and Procedures establish a registration and tracking mechanism for programs, training requirements for members of the University involved in these programs, and confirms the University's commitment to safety of minors and reporting of incidents involving minors.

Cross-Pollination of Faculty/School Councils

The Faculty of Arts and Science Council has considered the possibility of including membership of all the Deans, or designates. Should other Faculty/ School Councils should consider this in their bylaws to ensure “cross-pollination” of ideas?

Reflections on a year of governance

I am currently at the half-way point of my two-year term on AGC. I have appreciated the opportunity to learn about governance, ask questions and interact with other faculty. The time commitment is nontrivial - there are typically 8 AGC meetings (usually at 5:00 pm with victuals) per year and 9 AGC Executive Committee meetings per year (usually at 2:00 pm). Meeting packages are usually 100 to 200 pages long.

8.2 Update on the SCE Technology committee – Ewa Wasniewski

- This committee will begin creating Terms of Reference for the committee. When the new Curriculum Developer starts in November, he will be asked to join this committee and will help spear head this group.

9. Dean’s Report – Heather McRae

Thanks to everyone in EAL, UP and the Registration and Information Office for your work in assessing, enrolling, testing, and assisting students with their questions. I understand that over 1200 student inquiries were addressed in a 9 day period. I am sure you will be happy to note that discussions are underway with the Head Teachers, our advisors and EAL, UP and Registration staff to improve the application and registration process through automating some functions such as course selection and by developing an online placement test. Some of this work has been informed by a Student Lifecycle project we have been working on that will identify a more effective and efficient future state.

We had our first graduating class from the Behavioral Interventions Certificate of Achievement this summer and will be hosting our first international graduating class for the Executive Professional Development Certificate in Project Management and Professional Communications in December. The successful completion of credentials is an important achievement for the student and their families as well as for the School.

I appreciate the work that is being done in our School Council and ad-hoc committees; I am delighted that there is strong participation as I believe this is key to our future and on-going success. Today we have started the process for developing a strategic plan for the School for the next three years. More information including supporting documents and timelines will be forthcoming. I encourage all of you to be involved in the discussions and to submit your views and ideas relating to our future direction. This direction will be aligned with the goals of the institution and will reflect the common purpose that we have in facilitating, guiding and enabling excellence in learning

whether it be in upgrading, language acquisition, music or professional development. I believe that the decisions that we make in the coming years will position us not just locally but globally as we continue to build our relationships and partnerships. We have already started on this journey evidenced by the success of our partnerships with the Mexican and German governments; our collaborations with Mt. Royal University; the increase in participation in our professional development courses and contract training and our recent grant award to the Conservatory of Music from the Muttart Foundation to celebrate their 65th anniversary.

But as you know, these kinds of achievements require on-going work that is supported by all of us. And there is still much to do. Some things we will accomplish in the next few years but there are other things that will take time and will require us to take the long-view. This is important to as we need to be able to take some time to reflect on what we have accomplished and what is next.

The SCE System Enhancement project just had its inaugural meeting. We are working with IT and web services to reconfigure our current programming templates, be able to easily identify student tuition revenue, implement a registration/student records management solution for our proposed Foundation Year program, try to automate high school prerequisites and update webpages for SCE International, the Conservatory of Music and Professional and Continuing Studies. I am project sponsor, Suzanne LeBlanc leads the steering committee, our project manager is Todd Paskall and a number of staff are involved in the project and support teams. While the timelines are still being determined we anticipate this project will be approximately 6 months in duration.

A number of policies are currently in review including the Academic Integrity Policy and the Academic Misconduct Procedure. These were developed to better cohere with related MacEwan policies, to align more fully with the University's Integrated Strategic Plan (by adding a restorative resolution process and to align with current academic integrity standards. Other policies in development relating to the School include both academic and administrative policies that provide for delegated authority from the OUR relating to admission and registration and clarify the approval processes relating to credentials.

Staffing Update: Janice Reeves remains on leave until the new year; Salimi Hirani's graduated return to work has been extended to Dec. 31st. Colette Freitas is on leave until Nov. 6th.

Welcome to Anastasia Maywood who is filling in for Geetu Raja in the EAL/UP office. Anastasia will also be assisting with the Study Tours and will be here until the end of December. Romy Abud is a marketing student who is working on a part time basis with Linh Pham on the 5th floor.

Upcoming events: A presentation on the new benefit plan is scheduled for Room 309, ACC on October 23 at 2:30. The 4th annual Hallowe'en Spooktacular pot luck lunch and costume contest will be held in Room 627 on Oct. 31st. Many thanks to our new social committee led by Lana Thompson for organizing this event. The Diwali Festival, organized by students with the support of SCE International was held in room 119 today. I hope that some of you were able to stop by and enjoy the festivities.

10. Question Period

11. Adjournment

- Meeting adjourned at 5:05