

## School of Continuing Education Council Meeting

### AGENDA

Monday, January 29, 2024

3:30 pm – 5:00 pm

Microsoft Teams

#### Time

**1. Call to Order**

**2. Treaty Land Acknowledgement**

5 mins

**3. Approval of the Agenda/Consent Agenda**

*Attach 1.0*

3.1 Minutes, SCE Council, 10-23-2023

3.2 Minutes, Executive Committee, 01-10-2024

3.3 Minutes, Program and Curriculum Committee, 12-05-2023

3.4 Minutes, Professional Development Committee, 11-30-2023

**Motion:** To approve the January 29, 2024 School Council Agenda/Consent Agenda as presented.

10 mins

**4. Program and Curriculum Updates**

a. Office Assistant Program Changes – **Jason O'Shea**

*Attach 2.0*

**Motion:** To approve as presented, updating the “requirement designation” for all Office Assistant courses from “RD10” to “RD1”, as recommended by the School of Continuing Education Executive Committee (January 10, 2024).

10 mins

**5. Committee Delegate Reports**

*Attach 3.0*

a. General Faculties Council Report – **Marty Tucker & Kelly Morris**

b. Chair's Report – **Richard Pereschitz**

c. Conservatory of Music Committee Report – **Maureen Ha**

d. Key Report Highlights from Faculty/School Council Representatives –  
**Andrea Cheuk, Terry McLean, Maria Candeias, Jennifer Bell, Jason O'Shea**

e. Additional Committee Reports

20 mins

**6. Artificial Intelligence/Academic Integrity Working Group Final Report – Dr. Tai Munro**

*Attach 4.0*

10 mins

**7. Budget Update – Suzanne LeBlanc & Dr. Lisa Rochman**

10 mins

**8. SCE Bylaws implementation update – Dr. Lisa Rochman**

*Attach 5.0*



10 mins

**9. Dean's Report**

**10. Question Period**