



School of Continuing Education Council Meeting

MINUTES

Wednesday, January 15, 2025

3:30 pm – 5:00 pm

Microsoft Teams

1. Call to Order

The meeting was called to order at 3:30 pm by Dr. Lisa Rochman.
Quorum was met.

2. Treaty Land Acknowledgment Statement

The Dean opened the meeting with a reading of the Land Acknowledgement Statement.

3. Approval of the Agenda/Consent Agenda

- 3.1. Minutes, SCE Council, 10-10-2024
- 3.2. Minutes, Executive Committee, 11-26-2024
- 3.3. Minutes, Professional Development Committee, 11-21-2024

MOTION: SCESC-01-01-15-2025

To approve the January 15, 2025, School Council Agenda/Consent Agenda, as amended.

Moved by Andrew Buhr and seconded by Andrea Cheuk.

This motion was approved.

4. Committee Reports

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

- Written report included in the package

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

- Received more FLA funding.
- Both EAL and UP enrolments are up over this time last year despite uncertainties around the FLA funding
- Completed a data submission to the National EAL Outcomes study (sponsored by Languages Canada). Thanks to Heather for doing the heavy lifting in gathering and submitting that data.

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

- Garneau String Quartet (Quartet-in-Resident) Concerts were held on Oct 1, Nov 18, and Jan 13 and were sold out. The last concert will be on May 5
- Conservatory Big Band and Jazz Combos - Mid-term concert at The Yardbird Suite on Jan 24, and the end-of-term concert in Muttart Hall on May 9.
- On-going meetings with Winspear Centre to discuss the future of the Conservatory



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

- Written reports included in the package
- Andrea Cheuk on the School of Business
 - Dean shared continuing work in learning culturally aware business practices.
 - Increased applications – higher number of domestic students
 - international exchange is successful
 - TAP - making textbooks more affordable to students

4.5. Additional Committee Reports

- Jennifer Bell on Book of the Year Committee
 - Book of the year is Girlfriend on Mars - Deborah Willis (author is from Calgary)
 - Mandate is to select a fiction book from a Canadian author and invite them to hold sessions to our students
 - Goal is to incorporate that literature into our courses
 - 1st goal is to get it out to our faculty for them to read it

5. SCE Staff Floor Map

- Poll sent to see who was in favour of having a floor map put up at the front of the office so staff can be easily located.
- Result showed 50% were in favour, 45% did not care, and 5% were not in favour
- Decision to have the floor map done and each staff member will have the option to add their name or not.

6. Budget Update – Suzanne LeBlanc & Dr. Lisa Rochman

- 2024-25 Q3 Budget Forecast and Variance report submitted – with projected surplus
 - SCE Intl enrollments increased by 200% potentially in response to IRCC changes announced Nov 1/24.
 - Expecting a significant decline in Win 25 and Fall 25
- 2025-26 Annual budget preparation underway
- Ongoing work on key projects:
 - Curriculum updates and new programming planned in several areas including P&CS, SCE Intl and Corp Training
 - Consulting engagements underway - operational reviews, survey developments, RFP to support international recruitment
 - IT projects - open entry/exit, process mapping, dual application
 - Stand-alone projects - Digital literacy assessment
- Gov't of Canada 2024 plan to decrease the number of temporary foreign residents:
 - Study permit caps - institutions allocated Provincial Attestation Letters (PALs) to manage caps
 - Increased financial requirements on student applicants from 10k to 20k
 - PGWP now tied to fields of study aligned with national labour market needs via Classification of Instructional Programs (CIPs).
- The Foundational Learning Assistance funding reduced due to cuts in the Labour Market Transfer Agreements (LMTA) across all provinces.



7. SCE Updates – Dr. Lisa Rochman

- Long Service acknowledgement for Kimberly Tavares for 20 years of service
- Upcoming PD Day March 7th – invite has been sent
- Building 5 lock changes started Jan 5th and we are working to supply all occupants with a new proxy card where applicable.
- Teaching Awards – Nominate a colleague by Jan 31st
- All faculty have the option to meet with Lisa regarding their Performance review

8. Dean's Report

- SCE has faced several challenges this year, primarily regarding funding and regulatory changes, but also achieved progress in many areas.
- Challenges:
 - Significant cuts to foundational learning assistance funding from the Alberta government, leading to uncertainty about funding allocations for students.
 - Uncertainty surrounding Immigration, Refugees and Citizenship Canada's (IRCC) changes, including the provincial attestation system and increased GIC requirements for study permits.
 - A shift to align non-credit programs with specific Classification of Instructional Programs (CIP) codes for postgraduate work permits, affecting some programs and international student opportunities.
 - A decline in international student enrollment, particularly impacting continuing education.
- Positive Developments:
 - Healthy enrollment numbers for credit programs, including Office Assistant, Sustainability Studies, UP, and EAL.
 - New courses, like board training and Indigenous Studies 300, and updates to non-credit curriculum to keep programs workforce-relevant.
 - Introduction of digital literacy assessment and acquisition of an ESL CLB-based assessment that we can use with ESL-related projects
 - Ongoing work on various course revisions, such as Bookkeeping & Accounting, and new initiatives like microcredential packaging.
 - Development of an open-entry, open-exit model for asynchronous online courses to enhance enrollment flexibility.
 - Continued collaboration with community and labour market stakeholders to align programs with current needs.
 - Successful international graduation ceremony and plans for additional training opportunities for faculty and staff.
 - Planning optional training opportunities for faculty and staff this year
- Despite the challenges, SCE is advancing in both growth and innovation, with a focus on meeting market demands and supporting students and staff.

9. Question Period

- No questions

10. Adjournment

The meeting was adjourned at 4:41 pm



**School of Continuing Education
Executive Committee Meeting
MINUTES**

Tuesday, February 25, 2025
Microsoft Teams, 3:30 pm – 4:30 pm

Attendees: Lisa Rochman (Chair), Richard Pereschitz, Andrea Cheuk, Terry McLean, Debbie Lenton, Peter Myhre
Gabriela Nakashima (Recording Secretary)

1. Welcome

2. Approval of the Executive Committee Agenda, 02-25-2025

Motion: SCEEC-01-02-25-2025

To approve the February 25, 2025 Executive Committee agenda/consent agenda as presented.

Moved by Terry McLean and seconded by Richard Pereschitz.

This motion was approved.

3. Approval of Minutes - Executive Committee Meeting, 11-26-2024

Motion: SCEEC-02-02-25-2025

To approve the November 26, 2024, Executive Committee meeting minutes as presented.

Moved by Terry McLean and seconded by Peter Myhre.

This motion was approved.

4. Program and Curriculum Committee

4.1 University Preparation Name Change (Dr. Lisa Rochman)

Motion: SCEEC-03-02-25-2025

The Executive Committee endorses and recommends the approval of the University Preparation program to be renamed to “Academic Upgrading”, as recommended by the Program and Curriculum Committee (February 4, 2025).

Moved by Richard Pereschitz and seconded by Andrea Cheuk.

This motion was approved.

4.2 Entrepreneur Fundamentals Certificate (Dr. Lisa Rochman)

Motion: SCEEC-04-02-25-2025

The Executive Committee endorses and recommends the approval of the Entrepreneur Fundamentals Certificate, as recommended by the Program and Curriculum Committee (February 4, 2025).

Moved by Peter Myhre and seconded by Richard Pereschitz.

This motion was approved.

4.3 PCOM Courses Changes (Cielli Angeles)

4.3.1 Mastering Professional Communication and Presentations (Combines PCOM 0201: Fundamentals of Public Speaking and PCOM 0202: Advanced Business Presentations)

4.3.2 Organizational Culture in Canada (replacing PCOM 0105 Intercultural Communication Skills)

Motion: SCEEC-05-02-25-2025

The Executive Committee endorses and recommends the approval of the PCOM course changes, as recommended by the Program and Curriculum Committee (February 4, 2025).

Moved by Terry McLean and seconded by Andrea Cheuk.

Discussion:

- Intercultural problems example - very stereotypical Canadian culture
- EDI representation - it will be included, but the course is more than just EDI so that is why it is not included in the course name

This motion was approved.

4.4 Financial Literacy (replacing ACCT 0208: Accounting for Entrepreneurs) (Cielli Angeles)

Motion: SCEEC-06-02-25-2025

The Executive Committee endorses and recommends the approval of the ACCT 0220: Financial Literacy course to replace the ACCT 0208: Accounting for Entrepreneurs course as part of the SCE International PD Certificate, as recommended by the Program and Curriculum Committee (February 4, 2025).

Moved by Peter Myhre and seconded by Andrea Cheuk.

This motion was approved.

4.5 Removal of attendance requirements for SCE International PD Certificate programs (Wayne Lee-Ying)

Motion: SCEEC-07-02-25-2025

The Executive Committee endorses and recommends the approval of the removal of the attendance requirement from the International PD Certificate programs, as recommended by the Program and Curriculum Committee (February 4, 2025).

Moved by Peter Myhre and seconded by Richard Pereschitz.

Discussion:

- Course outlines will have to be amended if this is approved

This motion was approved.

4.6 Science 30 Prerequisites (Richard Pereschitz)

Motion: SCEEC-08-02-25-2025

The Executive Committee endorses and recommends the approval of the change of the SCIE 030 Prerequisites wording in the Master Course Syllabus, as recommended by the Program and Curriculum Committee (February 4, 2025).

Moved by Andrea Cheuk and seconded by Terry McLean.

This motion was approved.

4.7 Credit Certificate in Sustainability Studies (Dr. Tai Munro)

Motion: SCEEC-09-02-25-2025

The Executive Committee endorses and recommends the approval of the Letter of Intent for the Sustainability Studies Certificate, as recommended by the Program and Curriculum Committee (February 4, 2025).

Moved by Richard Pereschitz and seconded by Andrea Cheuk.

This motion was approved.

4.8 Program & Curriculum Committee Terms of Reference (Wayne Lee-Ying)

Motion: SCEEC-09-02-25-2025

The Executive Committee endorses and recommends the approval of the revised Program & Curriculum Committee Terms of Reference, as recommended by the Program and Curriculum Committee (February 4, 2025).

Moved by Peter Myhre and seconded by Richard Pereschitz.

This motion was approved.

5. Setting agenda for next School Council meeting (January 15, 2025):

Motion: SCEEC-03-02-25-2025

To approve the proposed March 11, 2025, School Council meeting agenda as presented.

Moved by Andrea Cheuk and seconded by Debbie Lenton.

Proposed Agenda Items:

- a) Call to Order
- b) Land Acknowledgement Statement
- c) Policy Review & Consultation, Exam Centre New Model – **Meagan Simon**
- d) Approval of Agenda/Consent Agenda:
 - Minutes, SCE Council, 01-15-2025
 - Minutes, Executive Committee, 02-25-2025
 - Minutes, Program & Curriculum Committee, 02-04-2025
 - Minutes, Professional Development Committee, 01-14-2025
- e) Committee Reports
 - General Faculties Council Report – **Marty Tucker & Kelly Morris**
 - Chair's Report – **Richard Pereschitz**
 - Conservatory of Music Committee – **Maureen Ha**
 - Key Report Highlights from Faculty/School Council Representatives – **Andrea, Terry, Maria, Jennifer, Jason**
- f) Program & Curriculum Committee
 - University Preparation Name Change (**Dr. Lisa Rochman**)

- Entrepreneur Fundamentals Certificate (**Dr. Lisa Rochman**)
- PCOM Courses Changes (**Cielli Angeles**)
 - Mastering Professional Communication and Presentations (Combines PCOM 0201: Fundamentals of Public Speaking and PCOM 0202: Advanced Business Presentations)
 - Organizational Culture in Canada (replacing PCOM 0105 Intercultural Communication Skills)
- Financial Literacy (replacing ACCT 0208: Accounting for Entrepreneurs) (**Cielli Angeles**)
- Removal of attendance requirements for SCE International PD Certificate programs (**Wayne Lee-Ying**)
- Science 30 Prerequisites (**Richard Pereschitz**)
- Credit Certificate in Sustainability Studies (**Dr. Tai Munro**)
- Program & Curriculum Committee Terms of Reference (**Wayne Lee-Ying**)

g) Budget Update – **Suzanne LeBlanc & Dr. Lisa Rochman**

h) SCE Updates

i) Dean's report

j) Question Period

k) Adjournment

This motion was approved.

The meeting adjourned at 4:15.

School of Continuing Education
Program & Curriculum Committee Meeting

MINUTES

February 4, 2025
Microsoft Teams, 3:30 pm – 4:30 pm

**Attendees: Wayne Lee-Ying, Terry McLean, Tai Munro, Kimberly Tavares, Cielli Angeles,
Maria Candeias, Lisa Rochman
Gaby Nakashima (recording secretary)**

1. Welcome

2. Review Meeting Minutes from September 11, 2024

Motion: SCEPCC-01-02-04-2025

To approve the September 11, 2024, Program & Curriculum Committee meeting minutes as presented

**Moved by Tai Munro, seconded by Terry McLean.
The motion was approved.**

3. University Preparation Name Change (Dr. Lisa Rochman)

Motion: SCEPCC-02-02-04-2025

The Program and Curriculum Committee endorses and recommends the University Preparation program be renamed to “Academic Upgrading” for consideration by the School Council Executive Committee.

**Moved by Lisa Rochman, seconded by Tai Munro.
The motion was approved.**

4. Entrepreneur Fundamentals Certificate (Dr. Lisa Rochman)

Motion: SCEPCC-03-02-04-2025

The Program and Curriculum Committee endorses and recommends the approval of the Entrepreneur Fundamentals Certificate for consideration by the School Council Executive Committee.

**Moved by Lisa Rochman, seconded by Cielli Angeles.
The motion was approved.**

Discussion:

- Students will have 4 weeks to finish the course but the courses are about 15 hrs.
- Soft launch - a year to work out technical bugs and see if we are missing anything
- Students can register for bundle and still take individual courses
- Pilot will be between 6 months and a year but 6 months is a starting point

5. PCOM Courses Changes (Cielli Angeles)

- 5.1 Mastering Professional Communication and Presentations (Combines PCOM 0201: Fundamentals of Public Speaking and PCOM 0202: Advanced Business Presentations)
- 5.2 Organizational Culture in Canada (replacing PCOM 0105 Intercultural Communication Skills)

Motion: SCEPCC-04-02-04-2025

The Program and Curriculum Committee endorses and recommends the approval of the PCOM course changes as presented for consideration by the School Council Executive Committee.

**Moved by Tai Munro, seconded by Terry McLean.
The motion was approved.**

6. Financial Literacy (replacing ACCT 0208: Accounting for Entrepreneurs) (Cielli Angeles)

Motion: SCEPCC-05-02-04-2025

The Program and Curriculum Committee endorses and recommends the approval of the ACCT 0220: Financial Literacy course to replace the ACCT 0208: Accounting for Entrepreneurs course as part of the SCE International PD Certificate for consideration by the School Council Executive Committee.

**Moved by Lisa Rochman, seconded by Terry McLean.
The motion was approved.**

7. Removal of attendance requirements for SCE International PD Certificate programs (Wayne Lee-Ying)

Motion: SCEPCC-06-02-04-2025

The Program and Curriculum Committee endorses and recommends the approval of the removal of the attendance requirement from the International PD Certificate programs for consideration by the School Council Executive Committee.

**Moved by Tai Munro, seconded by Cielli Angeles.
The motion was approved.**

Discussion:

- Attendance is not a requirement or condition of a student's study permit.
- The program will have to go through all course outlines to realign the weighting of attendance to other participation or professionalism.

8. Science 30 Prerequisites (Richard Pereschitz)

Motion: SCEPCC-07-02-04-2025

The Program and Curriculum Committee endorses and recommends the approval to change the SCIE 030 Prerequisites in the Master Course Syllabus for consideration by the School Council Executive Committee.

Moved by Terry McLean, seconded by Lisa Rochman.

Motion amended:

The Program and Curriculum Committee endorses and recommends the approval to change the SCIE 030 Prerequisites wording in the Master Course Syllabus for consideration by the School Council Executive Committee.

The amended motion was approved.

Discussion:

- Suggestion to remove Science 10 as a prerequisite as you need SCIE 10 to go in SCIE 20 and SCIE 20 is a prerequisite for SCIE 30.

9. ENGL 20-2 Course Name Change (Richard Pereschitz)

Motion: SCEPCC-08-02-04-2025

The Program and Curriculum Committee endorses and recommends the approval to change the course numbering of ENGL 20-2 to ENGL 10-1 for consideration by the School Council Executive Committee.

Moved by Lisa Rochman, seconded by Terry McLean.

The motion was tabled.

Discussion:

- The committee agreed that this motion requires further investigation as many questions arose regarding PAUC approval and course content concerns.

10. Credit Certificate in Sustainability Studies (Dr. Tai Munro)

Motion: SCEPCC-09-02-04-2025

The Program and Curriculum Committee endorses and recommends the Letter of Intent for the Sustainability Studies Certificate for consideration by the School Council Executive Committee.

Moved by Tai Munro, seconded by Cielli Angeles.

The motion was approved.

Discussion:

- Admission requirements will be established later, once the proposal is developed

11. Program & Curriculum Committee Terms of Reference (Wayne Lee-Ying)

Motion: SCEPCC-10-02-04-2025

The Program and Curriculum Committee endorses and recommends the approval of the revised Program & Curriculum Committee Terms of Reference for consideration by the School Council Executive Committee.

Moved by Lisa Rochman, seconded by Tai Munro.

The motion was approved.

Discussion:

- 3.3 is meant to respond to corporate training needs
- 3.1.2 is tied to credit courses and 3.2 is for non-credit
- 3.1.2 and 3.2.2 will be amended to reference both the curriculum policy and the appropriate procedure document tied to the curriculum policy.

Meeting Adjourned at 4:42 pm

School Council Professional Development Committee Meeting Minutes

Meeting Date & Time		January 14, 2025, 3:30-4:30 pm			
Meeting Location		Teams			
Chair		Suzanne LeBlanc			
Next Scheduled Meeting		February 13, 2025			
Attendees: ?=attend in person, x =unable to attend/regrets					
x	Lisa Rochman	✓	Laura Stevenson	✓	Trang Huynh (Recording)
✓	Andrew Buhr	✓	Son Doan	✓	Stephanie Motley
✓	Romy Abud				

No.	TOPIC
1.	Approved November 21, 2024 Meeting Minutes .
2.	<p>Discuss the PD Learning Day – Change of Date from Feb 28 to Mar 7, 2025.</p> <p>Discuss project plan PD Day Plan 24-25. Please update the plan as the progress goes.</p> <ul style="list-style-type: none"> • Laura still has not received the presentations from Claudia and Faye. Will follow up with that. • Committee discussed facilitation payments for PD sessions which may include an honorarium, where applicable as well as a token of appreciation. Trang will provide support where assistance is required. • Keynote speaker (Dr. Howatt) is confirmed. Feb 21 is scheduled for a meeting with Dr. Howatt, John Russell, Stephanie and Suzanne re: logistics. • Catering is confirmed.
3.	<p>Mavis is unable to present AI in-person due to another commitment; however, she offers to do it virtually.</p> <ul style="list-style-type: none"> • Mavis has confirmed availability to do a virtual presentation that will include options to ask questions. • Son will be the mediator for this session.
4.	Meeting adjourned at 4:17pm.
5.	Next meeting

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| | <ul style="list-style-type: none">• Thursday, February 13, 2025 from 3:30-4:30pm |
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