

School of Continuing Education Council Meeting

Minutes

Monday, January 24, 2022

3:30 pm – 5:00 pm

Webex

1. Call to Order

The meeting was called to order at 3:31 pm by Dr. Heather McRae. Quorum was met.

2. 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, 10-18-2021
- 3.2 Minutes, Executive Committee, 10-05-2021
- 3.3 Minutes, Program and Curriculum Committee, 12-21-2021
- 3.4 Minutes, Professional Development Committee, 01-10-2022
- 3.5 Executive Committee Terms of Reference

MOTION: SCESC-01-01-24-2022

To approve January 24, 2022 School Council agenda/consent agenda as amended to move item 4 (Strategic Vision) to a later time and proceed with item 5. Moved by Peter Myhre and seconded by Terry McLean.

This motion was approved.

4. Presentation on Teaching Awards Policy – Karen Keiller and Sharon Bratt

Karen gave a brief overview of the purpose, best practices followed and eligibility for the four policies that's in development.

- Distinguished teaching award and eligibility
- Educational Leadership Award
- Early Career Teaching Excellence Award
- Teaching Award for Sessional Instructors

Teaching and Learning Committee will review and make the changes to the nominations process to make the application process smooth and effortless. There was a discussion on how long the dossier should be and what should and shouldn't be included in dossier.

-

5. SCE Meskanas Project Update – Amanda Brisson

Amanda gave a brief overview of how to access meskanas on my portal or login directly by going to the website: <https://meskanas.macewan.ca>.

- She pointed out the Faculty Centre Resources found under Meskanas 101 has three informational videos to support instructors as well as a guide for students.
- E-learning office has developed various virtual training sessions. Amanda recommended everyone to sign up for those sessions available under Professional Development. The link to Google site: [eLearning Services - Professional Development \(google.com\)](#)
- The Center of Teaching and Learning Office has created various resources to help faculty members and students. They been working with the vendor who will be assisting with migration of the courses. Currently, the team is in phase 1 testing process.
- Instructors who volunteered to transition their courses will provide feedback which will be sent to the vendor for making any adjustments.
- Two instructional designers on an 8-month term will be starting soon.
- Any further questions can be directed to Amanda Brisson or dleproject@macewan.ca

6. Strategic Vision: What it means for Academic Affairs – Dr. Craig Monk and Kenneth

The Strategic vision: Teaching Greatness 2030 was approved by GFC and Board of Governors.

Tactical plan for the school (operational)

SCE Action Plan has been developed in discussion with the management group which is tactical in nature.

Gather the feedback on our achievements and update the plan (unit wise) to align it with 2030 plan.

Rebuild and reassemble the action plan

Tai talked about micro-credentials and the possibilities of connecting micro-credentials to the credit programming. Heather indicated that Digital Marketing will be launched today as our first micro-credential pilot project. Three other micro-credentials will be launched in May. She acknowledged the team's work in development and assessment of micro-credentials.

N: How do we support SCE to collaborate with undergrad

7. Program and Curriculum Updates

7.1 OADM 117 Prerequisite Addition

MOTION: SCESC-02-01-24-2022

To approve as presented the OADM 117 prerequisite addition as recommended by the School of Continuing Education Executive Committee (Jan. 11, 2022). Moved by Andrew Buhr and seconded by Marty Tucker.

This motion was approved.

7.2 OADM 131 Prerequisite Addition

MOTION: SCESC-03-01-24-2022



MacEwan
UNIVERSITY

**SCHOOL OF CONTINUING
EDUCATION**

To approve as presented the OADM 131 prerequisite addition as recommended by the School of Continuing Education Executive Committee (Jan. 11, 2022). Moved by Andrew Buhr and seconded by Jessica Wyllie.

This motion was approved.

7.3 BICA Minimum Grade Requirement

MOTION: SCESC-04-01-24-2022

To approve as presented the BICA minimum grade requirement as recommended by the School of Continuing Education Executive Committee (Jan. 11, 2022). Moved by Richard Pereschitz and seconded by Andrew Buhr.

This motion was approved.

8. Committee Reports

9.1 General Faculties Council Report – Peter Myhre and Marty Tucker

- Five strategic directional statements were approved at the GFC meeting in September.
- The engineering transfer program has been suspended for three years. It will be re-evaluated in 2025.

9.2 Chair's Report – Richard Pereschitz

Richard Pereschitz reported on the following:

- EAL and UP classes are scheduled online until the end of reading break, but we're prepared to offer in-person classes after the break if needed.

9.3 Conservatory of Music (CoM) Committee Report

9.4 Key Report Highlights from Faculty/School Council Representatives – Eaman, Terry, Donna and Son

9. Budget Update – Suzanne LeBlanc

Suzanne LeBlanc shared the 2021-22 budget summary results and gave an overview of the current budget summary 2021-22.

10. Dean's Report



It is hard to believe that we are almost completing our second year with the majority of employees working from home. I think that everyone in the School has been amazing: resilient, caring, patient and dedicated to our academic and administrative work. These are the words that I hear from students, staff, faculty and others. And we have results: students who have successfully graduated or completed their programs; an annual budget that meets or exceeds our target; and employees who have supported each other, attended and lead workshops and organized online events for all to enjoy.

I am looking forward to a more regular schedule on campus and I hope that will be in our near future. I will continue to work with senior management on return-to-work planning. As more of us return to campus and work together in Allard Hall we will need to resurrect the Occupancy Committee and make some changes to our current space. The School has grown in numbers over the past two years and we will need to think about our space differently. This may involve a more flexible work schedule, continuing with online meetings or requesting additional workspaces. To address the lighting issue that became apparent over the winter months, the Dean's Office is purchasing individual lamps for workstations. And we are putting in paper towel dispensers and real sinks in the kitchen.

Today we heard about the plans for operationalizing Teaching Greatness, our strategic vision to 2030. Within the School our plan involves the following:

- To update the SCE Action Plan from 2018 with most recent accomplishments and share this with School members.
- To engage individual units and departments within the School to identify any gaps as well as opportunities for the future in alignment with the 2030 strategic vision.
- To develop specific goals and targets for the School for the next 3 -5 years using the following themes: Financial stability, Operational Excellence, Teaching and Programmatic Quality, Outstanding People & Resources
- Then to re-build/reassemble the new/updated SCE Action Plan for discussion and distribution

There has been a lot going on in the world of micro-credentials. First, I would like to welcome Ashley Stasiewicz, our new instructional designer. Ashley is also an instructor in our Office Assistant Program and I understand is already working hard on the completion of some of our current micro-credentials. The pilot for Digital Marketing starts today. The other courses will be piloted in February and March with a view to offering these courses to the public in May. Linh and her team are working on a marketing campaign. Additionally, Linh has been working with OCM to develop a mockup of a digital badge that will be used through myCreds – a national digital repository for credentials. We will be the first at MacEwan to issue a digital badge.

Jody and his team are testing the requirements to ensure students can access the courses. The courses were built using Moodle so that we do not have to transition them this summer. They are all competency based; we will be offering the assessment separately so that in the future these courses can be challenged by students. Tai is working on a questionnaire “so you want to develop a micro-credential” to assist with the decision making and development process. We are anticipating another call for proposals this spring for the development of additional micro-credentials in the province.

I have had to post-pone the posting for a tenure-track appointment in University Preparation - Humanities. Unfortunately, given the drop in enrolment in EAL, I may need to assign UP courses to qualified instructors in EAL. We have increased domestic and international marketing, meetings with

external language providers and settlement agencies, and information sessions to prospective students to try to increase enrolment. We have funding to allocate to students but currently have very few students in the program.

I will be posting for an Associate Dean for a 3-year renewable term this week. This will be an internal posting; eligible applicants will be tenured faculty members. I also will be issuing a call for one sessional extended member in the Office Assistant Program. I would like to say farewell and all the best to Julie Eisler whose last day with the School is tomorrow and thank her for the many contributions to Corporate Training over the past number of years.

And finally, I will be on vacation for the next three weeks and will be taking additional vacation time this summer. During my absence in February, Dr. Allan Gilliland will be Acting Dean.

11. Question Period

12. Adjournment

The meeting was adjourned at 5:03 pm.