



## **School of Continuing Education Council Meeting**

### **MINUTES**

**Monday, February 13, 2023**

**3:30 pm – 5:00 pm**

**Webex**

**1. Call to Order**

The meeting was called to order at 3:30 pm by Dr. Heather McRae.  
A quorum was met.

**2. Treaty Land Acknowledgment Statement**

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

**3. Student Conflict & Investigations presentation – Laura Bruner and Tom Farquhar**

Shared presentation on what their office does and how they can assist faculty with any conflicts or complaints in the classroom.

If anyone has further questions, they can contact Laura Bruner at 780-633-3422 or  
[StudentConduct@macewan.ca](mailto:StudentConduct@macewan.ca).

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

- a. Minutes, SCE Council, 10-17-2022
- b. Minutes, Executive Committee, 01-17-2023
- c. Minutes, Program and Curriculum Committee, 12-13-2022
- d. Minutes, Professional Development Committee, 12-15-2022

**MOTION: SCESC-01-02-13-2023**

To approve February 13, 2023 School Council Agenda/Consent Agenda as presented.  
Moved by Andrew Buhr and seconded by Martin Tucker.

**This motion was approved.**

**5. Program and Curriculum Updates**

**5.1 Information Rights professional development certificate discontinuation – Tai Munro**

**MOTION: SCESC-02-02-13-2023**

To approve as presented discontinuing the Information Rights professional development certificate as recommended by the School of Continuing Education Executive Committee (Jan. 17, 2023).



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Moved by McKenzie Spies and seconded by Andrea Cheuk.

**This motion was approved.**

## **5.2 Indigenous Studies 300 Course Outline – Tai Munro**

### **MOTION: SCESC-03-02-13-2023**

To approve as presented the Indigenous Studies 300 Course Outline as recommended by the School of Continuing Education Executive Committee (Jan. 17, 2023).

Moved by Peter Myhre and seconded by Michelle Lalonde.

**This motion was approved.**

## **5.3 Office Assistant Program Changes – Kelly Morris**

### **MOTION: SCESC-04-02-13-2023**

To approve as presented, the updating of the course descriptions and learning outcomes for all courses in the Office Assistant program (see Appendix “A”) as recommended by the School of Continuing Education Executive Committee (Jan. 17, 2023).

Moved by McKenzie Spies and seconded by Andrea Cheuk.

Discussion – when this program was transferred to our school, some immediate changes were made as it hadn’t been reviewed in 10 years. Now we are trying to align the course descriptions to the changes that were made to the program a couple of years ago.

**This motion was approved.**

## **5.4 OADM 118 – Remove from Office Assistant Program Requirements – Kelly Morris**

### **MOTION: SCESC-05-02-13-2023**

To approve as presented, removing OADM 118 – Document Management Technology – and no longer offering it in the Office Assistant program as recommended by the School of Continuing Education Executive Committee (Jan. 17, 2023).

Moved by Jason O’Shea and seconded by Andrea Cheuk.

**This motion was approved.**

## **5.5 OADM 135 Business Communications III - Replace OADM 118 as Core Course for all majors – Kelly Morris**

### **MOTION: SCESC-06-02-13-2023**

To approve as presented to modify the course description and learning outcomes for OADM 135 - Business Communications III to be a Business Communications course (instead of a technology-based course) and transferring the course from the administrative major to the “core courses” in the program requirements as recommended by the School of Continuing Education Executive Committee (Jan. 17, 2023).

Moved by Jason O’Shea and seconded by Michelle Lalonde.

**This motion was approved.**



**5.6 OAAS 134 – Office Technology III - New Course Code and Number – Kelly Morris**

**MOTION: SCESC-07-02-13-2023**

To approve as presented the creation of the new Course Code and Number (OAAS 134 – Office Technology III) and to transfer the updated Course Description and Learning Outcomes from OADM 135 - Business Communications III to this new course as recommended by the School of Continuing Education Executive Committee (Jan. 17, 2023).

Moved by Andrew Buhr and seconded by Jason O'Shea.

**This motion was approved.**

**5.7 OADM 131 – Field Placement – Kelly Morris**

**MOTION: SCESC-08-02-13-2023**

To approve as presented, updating the Methods of Evaluation in OADM 131 – Field Placement as recommended by the School of Continuing Education Executive Committee (Jan. 17, 2023).

Moved by Martin Tucker and seconded by Andrea Cheuk.

**This motion was approved.**

**5.8 Change Management Professional Development certificate – Tai Munro**

**MOTION: SCESC-09-02-13-2023**

To approve as presented the Change Management professional development certificate as recommended by the School of Continuing Education Executive Committee (Jan. 17, 2023).

Moved by McKenzie Spies and seconded by Shaun Bosch.

**This motion was approved.**

**6. Committee Reports**

**6.1 General Faculties Council Report – Marty Tucker**

- Cardiac Care Program from Nursing was terminated.
- There were modifications to the provincial definitions of work-integrated learning to better suit the MacEwan context
- We received 2 of the 6 non-credit micro-credentials courses – Pain Management and Intelligent Supply Chain Management.

**6.2 Chair's Report – Richard Pereschitz**

- Busy with the dean search committee and currently in the second round of interviews. They will prospectively make a decision by end of March
- Term has started well and already half way through

**6.3 Conservatory of Music Committee Report – Maureen Ha**

- Winter term started with very good enrollment numbers



- Concerts with the quartet in residence have been going very well – 120 guests at January’s concert and the next one is on April 11<sup>th</sup>. Very exciting as our string quartet will be playing with another quartet
- Band clinics have been gaining interest and have lined up 10 workshops with various schools, potentially more than 10. Currently booked up to mid-May
- Future of conservatory– some may know that Edmonton Public School Board bought the Alberta College Campus, so currently, there has been various consultation meetings to see the different ideas for the future

#### 6.4 Key Report Highlights from Faculty/School Council Representatives – Andrea, Terry, Donna, and Debbie

- Andrea on School of Business Council meetings
  - they are working on encouraging students and checking in on them, focusing on students that are at risk to see if they can work with other students who might be mentoring in a way to help out
  - able to do this with data mining with a company called Headstart.
  - They had issues with some students not getting their study visas on time and were sending student packages
  - Collaboration with Edmonton Elks president to have a presentation
  - They are trying to increase numbers and looking at working with SCE on micro-credentials
  - Have been forming committees regarding assurance of learning, school of business mission statement, and internationalization, research, and scholarships
- Terry presented notes in the council package from FFAC council meetings
  - Discussion – regarding noise issues, Suzanne and others met with Mona Patel and submitted a plan and set aside money if there is a change. They will be bringing in an audio engineer to test various areas of the school to look at options moving forward. Mona mentioned that the building was set up as an art and music building, so it will never get to the total soundproof state, but they will look at options and let us know.
- Donna’s notes on FAAS are in the council package
- Debbie mentioned Faculty of Nursing meeting was cancelled

#### 6.5 Additional Committee Reports

- No additional reports

### 7. Tactical Plan – Dr. Heather McRae

- Presented the SCE Action Plan
- Sent this action plan to all the faculties and schools for consultation. MacEwan International felt that our plan was very much in line with where they were going in their tactical plans.
- Deans’ Council endorsed the plan in January, and now it is here for discussion and endorsement. The next step is to present at GFC Academic Planning Committee.
- Left action plan open enough for the next dean to make changes as appropriate for the school.
- The highlights page can be shared with anyone who would like to know about our school – external shareholders, students, etc.



## **8. Budget Update – Suzanne LeBlanc and Dr. Heather McRae**

- Suzanne shared the SCE budget and enrollment summary for 22-23/23-24 with the School Council members and reviewed Q3 results.

## **9. Dean's Report**

It has been a busy term, and I hope many of you will have some time to catch up next week during the February break. There are a number of things that I hope we will be able to accomplish in the next few months, including a discussion of our revised School Bylaws and the development of some projects associated with EDI. Other tasks on my to-do list include furthering the discussion on credit micro-credentials within the academy, working on establishing partnerships with universities and organizations in Japan, finalizing academic staffing plans for this year and making recommendations for next year, and attending convocation in June.

I am sure that other activities and actions will hit my to-do list over the next few months. I welcome the opportunity to address any issues and ensure that the new Dean will have a smooth transition to this role. While I am on leave, I look forward to hearing about your achievements over the coming year, including your teaching successes, new program and course development, new partnerships, innovations in marketing and hopefully, an improved website with a clear pathway to SCE registration pages. Over the next few months, I will continue to work with the AVP of Research and Dr. Mike Annette from the School of Business on a study investigating the local workplace skills gaps and preparedness of employees. I hope to be able to share a summary of this work in June.

Strategic enrolment management will continue to be the university's over the coming years as we strive to achieve an enrolment of 20,000 FLEs. For us, enrolment during the pandemic was up in some areas and down in others. Post-pandemic, our enrolment numbers are increasing in EAL and are consistent in university preparation and Office Assistant. Sustainability and Indigenous Studies remain popular with undergraduate students who are seeking interdisciplinary topics that are current and relevant to our world, and I am looking forward to learning more about the new courses in development. Enrollments in both Professional Health Education and Professional and Continuing Studies continue to be a bit of a mystery, with some courses doing very well and others requiring cancellation. I am hopeful that a renewed interest in professional development, along with our growing number of partnerships, will help to increase participation in these programs.

Staffing continues to be a challenge for us as many of our administrative staff have moved to other institutions and organizations to further their careers. We will continue to fill vacant positions and try to build capacity within our program units. We have a number of searches underway for faculty in the areas of sustainability, university preparation and office assistant, as well as for staff in the following positions: accounting technician, marketing assistant, senior program manager of SCE International and program assistant for Professional and Continuing Studies.

Despite the challenges we continue to face, as a School, we are very successful. Together we have forged connections between different disciplinary and operational practices and truly are more than the sum of our individual units. I appreciate the interest in building our sense of community and ensuring that we follow principles of inclusion and diversity. Being in continuing education means never resting



on our laurels but rather seeking continuing improvement and teaching excellence so that our students may thrive and prosper. In this current world where there is much divisiveness, it is important, I think, not to lose sight of why we are here. Our students are also successful, and based on the faculty reports that I read earlier this year, students are appreciative of the dedication, time and expertise of our instructors. We now have a 5-year plan to guide us in the future; no doubt some things will change based on learner preferences, changes in technology and new kinds of partnerships, but what will be consistent is our commitment to adult learners and to innovation in programming and practice.

## **10. Question Period**

- Q: how is the hiring/interview process going?  
A: Overall going well but having some challenges as the MSA agreement has not been finalized yet. Once it is settled it will help in terms of wage scales and other things provided to MSA employees. MSA wages are a lot lower than our competitors, which has been a challenge in hiring as that is one reason people have turned down offers. For faculty, it is different as the collective agreement is completed and people know what they will make. There have been great candidates and hoping to make announcements soon.
- Moodle update from Tai – the update will happen after the winter term, before the spring term but no deadline has been announced. It is significant visual change so the way the course looks will be different. If you use Moodle you can start thinking about how to organize your courses differently.
- PeopleSoft will be going through an update to move over to a cloud format.

## **11. Adjournment**

The meeting was adjourned at 4:44 pm.