

School of Continuing Education Council Meeting

Minutes

Monday, April 11, 2022

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. 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, 01-24-2022
- 3.2 Minutes, Executive Committee, 01-11-2022
- 3.3 Minutes, Program and Curriculum Committee, 03-01-2022

MOTION: SCESC-01-04-11-2022

To approve April 11, 2022, School Council agenda/consent agenda as presented. Moved by Andrew Buhr and seconded by Terry McLean.

This motion was approved.

4. SCE Meskanas Update – Amanda Brisson

Amanda gave a brief presentation on the project timelines, progress, and the training courses for the mēskanās:

- paskwāwi-mostos mēskanās was rolled out in July 2021, and pilot courses were offered in Fall 2021 and Winter 2022.
- As of January 2022, all staff and faculty were provided access to familiarize themselves with the new environment and build course content.
- All SCE courses offered in the winter term have now been moved into Moodle by the vendor, Exputo.
- All the courses will be taught in mēskanās as of Fall 2022.
- PHE credit and non-credit courses and MacEwan-owned courses are making progress. Most of them are converted into mēskanās. Although, there is a glitch that the vendor and the development team are working to rectify the issue.
- Instructional designers are available on Tuesdays, Wednesdays and Fridays to assist faculty. Please email sce-meskanas@macewan.ca to book an appointment.
- Faculty-specific support and resources are available through the Centre for Teaching and Learning (CTL). SCE customized training courses can also be offered (if needed). They can be reached in person at 7-288 or via email at dleproject@macewan.ca.
 - The ERP team has developed a student access synchronization tool that runs every night. Students will be automatically enrolled in one or more scheduled classes through a new enrolment synchronization process.

- Faculty Centre self-service has been developed to allow for real-time creation of mēskanās courses. The scheduled spring courses will have to be created in the Faculty Centre for students to show up in the mēskanās.
- Please get in touch with MacEwan Help Centre for any queries or support.

5. SCE Council Bylaws Review

Michael Buhr provided a brief presentation on the background, timelines, and the process of reviewing SCE Council bylaws:

- AGC originally approved the SCE Council bylaws in 2015 with a provision to review in three years following the establishment (done in 2018) and then every five years. So, the Executive Committee will be taking the initiative to start reviewing the bylaws in 2022 to make the required changes by 2023.
- The group will review and update the wording of the bylaws by considering the following:
 - Definition of academic staff
 - Clarify the role of the ALP department council and how it fits into curriculum approvals
 - Voting rights of sessional faculty
 - Connect with SAMU to encourage student involvement in the SCE Council meetings.
- A consultation will be happening within SCE, other schools and faculties, faculty association, MSA, and governance staff to get their input.
- Any recommended revisions made to the bylaws will be submitted to the School Council. Following the School Council approval, it will be submitted to GFC Executive and GFC consent agenda for final approval.
- Michael shared various resources regarding bylaws and legislation.
- If any School Council member is interested in participating and reviewing the SCE Council bylaws, please email Michael Buhr directly to join the committee.

6. Program and Curriculum Updates

6.1 Project Management Professional Development Certificate Review

MOTION: SCESC-02-04-11-2022

To approve as presented the Project Management professional development certificate review as recommended by the School of Continuing Education Executive Committee (March 24, 2022). Moved by Andrew Buhr and seconded by Peter Myhre.

This motion was approved.

6.2 English as an Additional Language Passing Grade

MOTION: SCESC-03-04-11-2022

To approve as presented the English as an Additional Language passing grade change to C as recommended by the School of Continuing Education Executive Committee (March 24, 2022). Moved by Martin Tucker and seconded by Andrew Buhr.

This motion was approved.

6.3 Administrative Excellence Review

MOTION: SCESC-04-04-11-2022

To approve as presented the Administrative Excellence review as recommended by the School of Continuing Education Executive Committee (March 24, 2022). Moved by Terry McLean and seconded by Martin Tucker.

This motion was approved.

6.4 Bookkeeping and Accounting Technology Revisions and Update

MOTION: SCESC-05-04-11-2022

To approve as presented the revisions and update to the Bookkeeping and Accounting Technology professional development certificate as recommended by the School of Continuing Education Executive Committee (March 24, 2022). Moved by Peter Myhre and seconded by Andrew Buhr.

This motion was approved.

6.5 Web Design and Development Discontinuation

MOTION: SCESC-06-04-11-2022

To approve as presented the Web Design and Development professional development certificate discontinuation as recommended by the School of Continuing Education Executive Committee (March 24, 2022). Moved by Richard Pereschitz and seconded by Martin Tucker.

This motion was approved.

6.6 Visual Art Foundation Discontinuation

MOTION: SCESC-07-04-11-2022

To approve as presented the Visual Art Foundation professional development certificate discontinuation as recommended by the School of Continuing Education Executive Committee (March 24, 2022). Moved by Olga Ochoa and seconded by Andrew Buhr.

This motion was approved.

7. Committee Reports

7.1 General Faculties Council (GFC) Report – Peter Myhre and Marty Tucker

- Peter indicated that his term as an SCE representative with GFC would end in August 2022. GFC will be electing one SCE faculty member to replace the position. It's a

great opportunity to involve in the discussions related to how the University functions and inform them about how our School operates.

- Discussions were held on membership, defining online courses, synchronous vs. asynchronous courses at GFC meetings. More information will be coming out soon.
- GFC reviewed their membership and made some changes to the statutory positions. However, SCE will not be affected. A three-year term position will be elected to replace Peter's position. Marty will continue to serve as an additional SCE representative.

7.2 Chair's Report – Richard Pereschitz

- ALP faculty members are preparing for the Spring term and setting up their courses in mēskanās. He acknowledged the efforts of Amanda, Tai and Instructional Designers in assisting faculty members with course transition.
- EAL and UP classes were being offered in-person part-time in the winter term, and it went smoothly. However, for the spring term, we expect to offer in-person classes full-time with the flexibility to provide Fridays classes online.

7.3 Conservatory of Music (CoM) Committee Report

- Music in the Early Childhood program and Learn English through singing was successfully delivered in the winter term. Music in Early Childhood program will be offered again in the spring term. CoM plans to offer a jazz listening class in the summer.
- In February, we received 16 bursary applications. The successful student will receive \$500 to use towards the music education.
- The scholarship competition will be starting in-person on April 12 in Muttart Hall. A total of 139 participants will be performing and 23 scholarships will be provided.
- CoM is busy with external bookings, workshops, and band clinic bookings. Edmonton Music and Speech Arts Festival will start on Tuesday, April 19 for two weeks.

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

The reports from Faculty/School Council representatives were circulated as part of the meeting package.

8. SCE Action Plan Highlights 2019-2022 and next steps for our new Action Plan

- Suzanne provided background on a 3-year Action Plan (2018-2022) and summarized the accomplishments in the past three years.
- SCE 5-year Action Plan will be developed in alignment with MacEwan University Teaching Greatness 2030. She gave an overview of the plan and timelines that will be completed in the 4 phases. Each unit is working on annual goals that will help inform our plan for 2022-2027. Hopefully, the new Action Plan will be ready for discussion and ratification at the fall School Council meeting.

9. Budget Update – Suzanne LeBlanc

- SCE is on target to meet the budget commitments for 2021-2022. More information will be shared at the next School Council meeting.
- 2022-23 budget starts April 1 until March 31, 2023.
- Heather indicated that in the past five years, we have met or exceeded the budget target.

10. Dean's Report

It is almost end of the winter term. I hope you all managed to survive it given the uncertainty of being on campus, the change in the masking requirement and of course, the weather. I am not sure that this will be the “best summer ever” for all of you, but I hope you enjoy it and have a change to relax and take some holidays.

The spring term will be primarily on campus for credit programs with the exception of sustainability and some sections of Indigenous studies. Many of the non-credit courses will remain online or be offered in a blended format. Thanks to Lori Williamson and Eaman Mah for their work with other faculties and schools to modify Foundations 101 as an online course for students struggling with gaining academic success. Access is a key part of our work and an area of expertise for many of you. The other area that the School focusses on is professional career development. **Mario Meraz's** team in SCE International is offering a new Professional Development Certificate in Full Stack Web Development for international students who already have achieved an undergraduate degree in their home country. Four micro-credentials will be launched publicly in May. More micro-credentials are on the list for development this year. We are working to expand corporate training both domestically and internally. We are also working with DAMA Edmonton (Data Analytics Management Association) to deliver data governance and management courses and partner on a number of initiatives including an annual conference. **Jessica Wylie** submitted a successful proposal to Alberta Health for a “Post-Diploma Certificate in Hospice Palliative Care for Health Care Professionals: Hyflex Delivery”. This two-year project involves stakeholder consultation, curriculum development, training in hyflex delivery, and piloting the courses. Congratulations, Jessica.

All of these initiatives will be included in our new Action Plan for the School. You will find a highlight summary page developed by Linh Pham in the School Council package. Each unit is working on annual goals that will help inform our plan for 2022-2027. The plan will align with the university's strategic direction document: Teaching Greatness. The Action Plan will not only help us track our direction; it also helps for inform our 5-year budget predictions that we provide to the Executive each year and ensures that we have the space and resources to achieve our goals. I anticipate that the new Action Plan will be ready for discussion and hopefully ratification at our October School Council meeting.

Speaking of reviews, it is also time to review our School Council Bylaws. As discussed today this initiative will be led by the Executive Committee over the next year with a view to ratifying the by-laws at a School Council meeting in the spring or fall of 2023.

Some Announcements: It is my great pleasure to congratulate **Eaman Mah**, our new Associate Dean. Eaman was recommended by the selection committee and appointed by the Provost for a renewable 3 year term. I am thrilled that she accepted this position. Thanks again to members of the selection committee for their work. We are all looking forward to continuing to work with you Eaman.

On behalf of the School, I would also like to congratulate **Linh Pham**, Marketing Manager for her successful nomination as one of MacEwan's IDEA Leaders. As many of you know, Linh was recognized by her colleagues and by the university for her initiative and leadership in creating a safe environment for staff and faculty to talk and learn about equity, diversity, and inclusion. I think that these informative and honest discussions have led to greater understanding and reflection about EDI. Thanks Linh, from all of us.

McKenzie Spies was the successful applicant for the Program Manager position in Professional and Continuing Studies. Congratulations McKenzie on your new role. Searches are underway for a full time Instructional Designer and two Program Assistants (one continuing/one term).

It's got to be time for a celebration or two. First let me congratulate those who have reached a MacEwan milestone. Acknowledgement for 5 years of service goes to: **Melanie Oliver, Sheryl Toth** and **Leanne Taylor**; those with 10 years of service are: **Michelle Lalonde, Elizabeth Wilkey** and **Jody Benders**; **Maureen Ha** has 15 years of service while **Sheila Weisser, Son Don, Andrea Cheuk**, and **Martin Tucker** have 20 years. The longest serving member we are celebrating today is **Andrew Buhr** with 25 years of service. Congratulations everyone and thanks for your ongoing commitment to MacEwan University. In lieu of a big party you will be receiving a gift card from the MacEwan bookstore.

In celebration of MacEwan's anniversary, the 50th on Fourth will be held on April 28th and 29th. Please review the webpage for details about concerts, a scavenger hunt and other events. I am wondering if there is interest in resuming our annual SCE BBQ sometime in June. If you are interested in helping plan this, please contact Gitt.

11. Question Period

Q: To what extent the masking policy is government driven vs. institution-driven?

A: The university rescinded the masking requirement after the government dropped the mask mandate. Masks are no longer mandatory. Although, some programs require masking. Students and staff are strongly encouraged to wear masks in classrooms and hallways. Any changes in the masking requirements will be communicated through Global Mail. Faculty members are encouraged to work with the Chair or Associate Dean if they need to offer the final exams online, given the increased number of COVID infections among students and instructors.

Q: In terms of planning for the spring term, do you foresee the University transition to online learning?

A: Most of the classes will be offered face-to-face, but you need to be prepared to pivot back to online if a situation arises. EAL and UP classes will be offered in-person four days a week, with Friday as a flexible day. We are hopeful that we will continue with that kind of model.

Q: Is there a possibility of keeping a hybrid work environment?

A: President has indicated that we are a place-based University – being on campus and connecting in-person with our students and our colleagues is at the core of who we are. The Dean will have conversations with the unit leaders over the next few months. We anticipate being in person for a minimum of 3 days starting in May. We will continue to consider the open space environment and offer a safe on-campus work environment.

Q: Is there any flexibility in terms of printing limits?

A: One of the SCE strategic goals is to reduce paper use and leverage our efforts to go green by using documents online and directing students to Moodle if they need to print copies by themselves. We achieved our green goal during the pandemic, so we would like to continue our green efforts. If you run out of copies, please submit a request to increase the balance to your unit leader and Gitt will work on the approved request to increase the limit as required. We will be monitoring the printing numbers in the next few months, and they can be flexible as needed. All faculty members are strongly encouraged to find alternate ways to deliver the information to the students.

Additional comments/discussions:

- PPE budget: SCE has a PPE budget, and we have some extra sanitizers and wipes in the office. Please get in touch with your unit leader and they will work with Gitt Verma to get the PPE supplies.
- Hardware Upgrade: For any hardware or equipment issues, please contact Gitt Verma and Rick Lin with a copy to your unit leader to request any asset/equipment. All the MacEwan assets need to be tracked and monitored. So, please provide the asset tag number and serial number to Rick and Gitt before moving any equipment.

12. Adjournment

The meeting was adjourned at 5:00 pm.

**School of Continuing Education
Executive Committee Meeting**

MINUTES

Thursday, March 24, 2022

Microsoft Teams, 3:30 pm – 4:30 pm

Attendees: Heather McRae (Chair), Andrew Buhr, Michael Buhr, Terry McLean, Richard Pereschitz

Regrets: Andrea Cheuk

1. Approval of the Executive Committee Agenda, 03-24-2022

The Executive Committee agenda was approved as presented. Moved by Andrew Buhr and seconded by Richard Pereschitz.

This motion was approved.

2. Approval of Minutes - Executive Committee Meeting, 01-11-2022

Motion: SCEEC-01-03-24-2022

The minutes of the January 11, 2022 Executive Committee meeting was approved as presented. Moved by Michael Buhr and seconded by Terry McLean.

This motion was approved.

3. School of Continuing Education Council Bylaws Review

The committee members discussed the process, timelines and the governance structure to review the SCE Council bylaws.

- It will be another year before the membership approval needs to be obtained for any bylaw amendments.
- Executive committee members will take the lead on reviewing and recommending revisions to the bylaws. The committee will gather feedback following the consultation with the members in constituting groups.
- The group will look at membership configuration and research the governance levels set out in the Alberta Post-Secondary Learning act.
- Michael Buhr will inform the SCE Council members about the Executive Committee's plan to review the SCE Council bylaws, explain the steps in the consultation process and seek members' input/interest in joining the group.
- Any recommended revisions to the SCE Council bylaws will need to be submitted to the School Council. Then, it will be submitted to GFC Executive and GFC consent agenda for final approval.
- Gitt will set up a one-hour meeting with the Executive Committee members in a month to discuss and recommend revisions. A representative from the governance can be invited to the meeting to discuss how bylaws are aligned at other schools and faculties.

4. Program and Curriculum Updates

4.1 Project Management Review

Motion: SCEEC-02-03-24-2022

To approve as presented the Project Management professional development certificate review as recommended by the Program and Curriculum Committee (March 1, 2022). Moved by Michael Buhr and seconded by Andrew Buhr.

This motion was carried.

4.2 English as an Additional Language Passing Grade

Motion: SCEEC-03-03-24-2022

To approve as presented the English as an Additional Language passing grade change to C as recommended by the Program and Curriculum Committee (March 1, 2022). Moved by Terry McLean and seconded by Richard Pereschitz.

This motion was carried.

Discussion:

Given the changes related to the EAL program, the group discussed where the ALP department Council fits within the governance structure. Further discussion will be happening in the future.

4.3 Administrative Excellence Review

Motion: SCEEC-04-03-24-2022

To approve as presented the Administrative Excellence professional development certificate revisions and update as recommended by the Program and Curriculum Committee (March 1, 2022). Moved by Richard Pereschitz and seconded by Andrew Buhr.

This motion was carried.

4.4 Bookkeeping and Accounting Technology Revisions and Update

Motion: SCEEC-05-03-24-2022

To approve as presented the revisions and update to the Bookkeeping and Accounting Technology professional development certificate as recommended by the Program and Curriculum Committee (March 1, 2022). Moved by Terry McLean and seconded by Richard Pereschitz.

This motion was carried.

4.5 Web Design and Development Discontinuation

Motion: SCEEC-06-03-24-2022

To approve as presented the Web Design and Development professional development certificate discontinuation as recommended by the Program and Curriculum Committee (March 1, 2022). Moved by Andrew Buhr and seconded by Richard Pereschitz.

This motion was carried.

4.6 Visual Art Foundation Discontinuation

Motion: SCEEC-07-03-24-2022

To approve as presented the Web Design and Development professional development certificate discontinuation as recommended by the Program and Curriculum Committee (March 1, 2022). Moved by Terry McLean and seconded by Andrew Buhr.

This motion was carried.

5. SCE Action Plan Highlights 2019-2022 and Next Steps for the New Action Plan

- Heather gave a summary of SCE accomplishments and a one-page highlights document that Linh Pham developed from the action plan of 8 pages long.
- This document will be shared with the School Council members.
- Suzanne and Heather will talk about the process of building a new strategic plan. The Action Plan for the next 5 years will be developed in alignment with the strategic directions outlined in “Teaching Greatness”.
- Eaman and Suzanne will be meeting with various units to identify the operational goals. Then, the management group will map and prioritize the initiatives considering the staffing needs, technical resources, etc. The plan is to share the document in the fall School Council meeting for their review and/or ratification.

6. Setting agenda for next School Council meeting (April 11, 2022):

The committee members recommended the following agenda items in the order indicated below for the upcoming School Council meeting agenda.

Proposed Agenda Items:

- a) Call to Order
- b) Land Acknowledgement Statement
- c) Approval of Agenda/Consent Agenda:
 - Minutes, SCE Council, 01-24-2022
 - Minutes, Executive Committee, 03-24-2022
 - Minutes, Program and Curriculum Committee, 03-01-2022
- d) SCE Meskanas Update – Amanda Brisson
- e) SCE Council Bylaws Review – Michael Buhr
- f) Program and Curriculum Updates
 - Project Management Review
 - English as an Additional Language Passing Grade

- Administrative Excellence Review
 - Bookkeeping and Accounting Technology Revisions and Update
 - Web Design and Development Discontinuation
 - Visual Art Foundation Discontinuation
- g) Committee Reports
- General Faculties Council Report – Peter Myhre and Marty Tucker
 - Chair’s Report – Richard Pereschitz
 - Conservatory of Music Committee – Maureen Ha
 - Key Report Highlights from Faculty/School Council Representatives – Eaman, Andrea, Terry, Donna and Son
 - Additional Committee Reports
- h) SCE Action Plan highlights 2019-2022 and next steps for new Action Plan
- i) Budget Update – Suzanne LeBlanc and Heather McRae
- j) Dean’s report
- k) Question Period
- l) Adjournment

School Council Program & Curriculum Committee Meeting

MINUTES

May 3, 2022

Microsoft Teams, 3:30 pm – 4:30 pm

Attendees: Tai Munro (Chair), Kimberly Tavares, Maria Candeias, Terri Robinson, Andrea Cheuk, Mario Meraz (guest), Anastasia Maywood (guest), Richard Pereschitz (guest)

Regrets: Heather McRae, Son Doan

1. Welcome
2. Review Meeting Minutes from March 1, 2022

**Moved by Maria Candeias, seconded by Terri Robinson.
The motion was approved.**

3. EAL Admission Requirements

Motion: SCEPCC-01-05-03-2022

The Program and Curriculum Committee endorses and recommends the English as an Additional Language admission requirements change for consideration by the School Council Executive Committee.

**Moved by Andrea Cheuk, seconded by Maria Candeias.
The motion was approved.**

Discussion:

- Change from 3 categories to 2 categories should help boost enrollment; small change should remove barriers for a larger group of applicants.
- Current requirements are an over-qualification; the change should be permanent. Other institutions admit at a lower level.
- Proposal has been reviewed by EAL instructors but not department council at this time; Richard to send out electronic vote.
- Students struggling at the end of the EAL program could move into the Foundations program.
- Market research for the EAL program would be of benefit (CLB levels for admission, why refugee students choose Norquest [EAL program or higher-level program of interest?], curriculum mapping, how much this change affects enrollments).
- Motion passed, but Tai Munro is flagging subject for research and general program review; coordinate with Eaman Mah and Andrea Cheuk.

4. SCE International Global Logistics Management certificate revisions/updates

Motion: SCEPCC-02-05-03-2022

The Program and Curriculum Committee endorses and recommends the revisions and updates to the Global Logistics Management professional development certificate for consideration by the School Council Executive Committee.

**Moved by Kimberly Tavares, seconded by Terri Robinson.
The motion was approved.**

Discussion:

- 5-year review
- Agreement with Supply Chain Canada will not be renewed; therefore, program changes are required to avoid intellectual property conflicts.
- Can be offered through Professional & Continuing Studies for domestic students (P&CS has not offered Global Logistics for several years; therefore, simple implementation of updated program).

5. SCE International Bookkeeping and Accounting certificate revisions/updates

Motion: SCEPCC-03-05-03-2022

The Program and Curriculum Committee endorses and recommends the revisions and updates to the Bookkeeping and Accounting Technology professional development certificate for consideration by the School Council Executive Committee.

**Moved by Kimberly Tavares, seconded by Terri Robinson.
The motion was approved.**

Discussion:

- Bookkeeping and Accounting Technology is offered with great success in Professional & Continuing Studies; 5-year review in P&CS conveniently increases hours that SCE International requires for visa approvals

Meeting Adjourned 4:11pm

Next meeting – TBA (2022-23 schedule)

School Council

Professional Development Committee Meeting

Minutes

Meeting Date & Time		May 16, 2022, 3:30 to 4:30 pm			
Meeting Location		Teams			
Chair		Suzanne LeBlanc			
Next Scheduled Meeting-		TBD			
Attendees: ✓=attended, x =unable to attend/regrets					
✓	Shaun Bosch	x	Heather McRae	x	Linh Pham
✓	Donna McKenzie	✓	Debbie Lenton	x	Romy Abud
x	Jessica Wyllie	✓	Maria Candeias		
No.	TOPIC				
1.	The Jan 10, 22 meeting minutes were discussed and approved.				
2.	The committee discussed the PD offerings and agreed to bring forward the proposed sessions from the 2021-22 survey to 22-23. Additional sessions were discussed including decolonizing curriculum and technology in a hybrid classroom.				
3.	The committee discussed membership for the upcoming 22-23.				
4.	Next meeting TBD				

Action Items:

Assigned To	Open Action Item

DRAFT