



School of Continuing Education Council Meeting

MINUTES

Monday, June 6, 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, 04-11-2022

3.2 Minutes, Executive Committee, 03-24-2022

3.3 Minutes, Program and Curriculum Committee, 05-03-2022

3.4 Minutes, Professional Development Committee, 05-16-2022

MOTION: SCESC-01-06-06-2022

To approve June 6, 2022, School Council agenda/consent agenda as presented. Moved by Andrew Buhr and seconded by Marty Tucker.

This motion was approved.

4. SCE Meskanas Update – Amanda Brisson

Amanda provided an update on the mēskanās project:

- The project team is working on fixing some glitches on the quizzes within mēskanās.
- Some of the quiz questions disappear when moving from a converted course to a scheduled course. Faculty members are advised to check if all the questions are there once a scheduled course is moved.
- Sarah and Katelyn can assist with fixing the total mark issue. If you need assistance, please contact them at sce-meskanas@macewan.ca to book an appointment. They are available on Tuesday, Wednesday, and Friday to assist faculty.
- Starting September, Blackboard will not be available. Amanda advised faculty members not to wait until August to finalize course materials. Assistance will be limited as it will be a hectic time for the Instructional Designers and the Centre for Teaching and Learning (CTL).



5. Program and Curriculum Updates

5.1 EAL Admission Requirements

MOTION: SCESC-02-06-06-2022

To approve as presented the changes in English as an Additional Language admission requirements as recommended by the School of Continuing Education Executive Committee (May 24, 2022). Moved by Andrew Buhr and seconded by Terry McLean.

This motion was approved.

5.2 SCE International Global Logistics Management Certificate revisions/updates

MOTION: SCESC-03-06-06-2022

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.

5.3 SCE International Bookkeeping and Accounting Certificate revisions/updates

MOTION: SCESC-04-06-06-2022

To approve as presented the Administrative Excellence review as recommended by the School of Continuing Education Executive Committee (March 24, 2022). Moved by Andrew Buhr and seconded by Olga Ochoa.

This motion was approved.

6. Committee Reports

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

- **Academic Planning and Quality Assurance Committee (APQA) – Peter:**
 - The committee members reviewed the Bachelor of Psychiatric Nursing program.
 - Peter is also a member of the Quality Assurance Protocol Working group. This group has been developing procedures for minors and streamlining processes at the University, such as terminating a few programs that have been inactive.
- **General Faculties Council (GFC) – Peter**
 - The members continue to implement the strategic vision.
 - Marty added that GFC terminated the Nurse Credentialing Program, and approved extension of suspension of the Cardiac Care Management Program.



6.2 Chair's Report – Richard Pereschitz

- Richard updated ALP faculty members and support staff that the scantron machine is now operational. He is working on developing a guide on how to use the machine. Written instructions should be made available to all ALP members and posted beside the machine.
- Richard is working on a 5-year tactical plan for Academic Language and Preparation (ALP) unit. It will be shared with faculty members later this month to get their feedback.

6.3 Conservatory of Music (CoM) Committee Report

2022 Spring Highlights

- Spring Scholarship Competition took place in Muttart Hall on April 12 and 13. 39 students participated. Two professional musicians were hired to judge the competition. 22 students were awarded scholarships from \$200 to \$650. (Total amount awarded: \$7,600.)
- Conservatory Big Band year-end recital on May 16. Over 80 people in audience and we raised \$800 for the program.
- 9 band/choral workshops from March to May – offered instruction to local schools and schools from Yellowknife, BC and southern Alberta.
- EMSAF (formerly Edmonton Kiwanis Music Festival) was at ACC from April 19 to May 1.
- RCM Exam will be back at ACC in person in June.
- Other music societies, such as ERS, EMCS, NME, and private studios, are hosting concerts in Muttart Hall.
- Music in Early Childhood Program Spring Term started on May 7 for six weeks.

2021 Summer Term

Two summer courses:

- Saxophone Quartet
- Jazz Listening

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

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

Faculty of Health and Community Studies – Eaman Mah:



- Eaman added that David Danto had been appointed Dean of the Faculty of Health and Community Studies. Sharon Hobden will continue as an Associate Dean for one more year.

School of Business (SoB) – Andrea:

- Students were encouraged to do more research, engage with professors, and develop critical thinking and reading skills.
- SoB is streamlining programs to avoid overlapping.
- Faculty members were encouraged to set up and review their fall courses earlier in meskanas.
- Richard Perlow is the new Dean of the School of Business.

7. School Council: Future Meetings and Modality

- The School Council meeting schedule for 2022-23 has been developed in alignment with the GFC Executive and GFC meetings. The document will be shared with the standing committees so they can schedule their meetings in advance of the School Council meetings.
- Heather asked for feedback from the members on their preference to attend in-person vs. virtual School Council meetings in the 2022-23 academic year. Based on the poll results, 88% of members preferred a virtual meeting.

8. Budget Update – Suzanne LeBlanc

- 2022-23 budget starts April 1 until March 31, 2023.
- Suzanne shared the SCE budget and enrollment summary for 2022-23 with the School Council members.

9. Dean's Report

It is the spring/summer term and most of us are back on campus at least part time. I know that there have been challenges with students, staff and faculty becoming ill and needing to work from home. I appreciate the flexibility that you have all demonstrated during this term never knowing how many emails you will receive each morning with the announcement that yet another individual needs to study or work from home.

Our international students are back, and it is delightful to see them. Thanks to all of you who have worked so hard despite the challenges relating to visas and travelling to Canada. Thanks also to the staff and faculty who have gone above and beyond to provide English language instruction and settlement supports to Ukrainian refugees, who still do not have provincial residency status and therefore, do not qualify for some of our student support funding. You have found ways to support them, despite the challenges.

On June 24, the School will host its annual BBQ once again. Given some changes with bookings at Victoria Park, we will hold the BBQ on campus on a private patio on campus, located by buildings 9 and 10. Gitt is working with Campus Services on the menu; we will ensure there are vegetarian options. More details to come soon.

There have been some unexpected challenges with the transfer of information in meskanas recently; Tai and her team are addressing the issues. A number of staff are working on new projects: PHE is developing their plans for implementing coursework in palliative care as part of a provincial grant; Cydney, Tai and Mario are working on the development of proposals for and upcoming call for micro-credential funding; Eaman and Cydney prepared a request for information that may lead to funding for academic preparation and training as an administrative assistant; Suzanne and Rick have finalized reports for the government relating to last year's micro-credential funding and the Foundation Learning Support grant.

I know that many of you are working on your operational plans for your unit. This is important work that will inform the School's action plan. I would like to extend the deadlines for the submissions to the end of the summer – this timing will still allow us to develop a draft for the fall School Council with a view to finalizing the document sometime later in the fall.

This morning I presented a proposal for a Workplace Skills Centre. This was further to a report from Eaman, Suzanne and the P & CS team on our Corporate Training programming. Given the interest in upskilling and reskilling there is an opportunity to reframe corporate training with a focus on skills research and training. This can build on our current expertise, existing and developing partnerships and allow us to focus on new programming that will help build our brand. Imagining a new approach will take time and lots of consultation with senior management, faculty and staff at MacEwan as well as external stakeholders. I hope to have more information to share at our fall School Council meeting. **Some announcements:** Kelly Morris is the successful candidate in the recent election for a representative for the GFC. Thanks, Kelly, for taking on this important work. Thanks also to Peter Myhre who recently completed his term on the GFC. Peter did an enormous job for the School, thanks so much for your service on this committee.

Sincerely, Heather

10. Question Period

11. Adjournment

The meeting was adjourned at 4:23 pm.



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