

School of Continuing Education Council Meeting

MINUTES

Monday, June 12, 2023

3:30 pm – 5:00 pm

Microsoft Teams

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. Approval of the Agenda/Consent Agenda

- a. Minutes, SCE Council, 04-03-2023
- b. Minutes, Executive Committee, 05-24-2023
- c. Minutes, Program and Curriculum Committee, 05-02-2023
- d. Minutes, Professional Development Committee, 05-08-2023

MOTION: SCESC-01-06-12-2023

To approve June 12, 2023 School Council Agenda/Consent Agenda as presented.

Moved by Andrew Buhr and seconded by Michelle Lalonde.

This motion was approved.

4. EAL PD Certificate Pathway Letter – Eaman Mah

- Provided information about providing an option for some agents/students looking for EAL PD certificate pathways. They would join our EAL program for up to one year if the student does not have a 6.0 score on the IELTS test. If they reach the correct levels, the criteria would be equivalent to IELTS 6.0, and then the student would be able to apply for a PD certificate. A letter has been drafted and is included with their acceptance level. This will increase the ability to get a student visa.

5. SCE Bylaws Revision – Dr. Heather McRae

MOTION: SCESC-01-06-12-2023

To approve and recommend to the GFC executive and council the changes to the bylaws as amended.

Moved by Richard Pereschitz and seconded by Andrew Buhr.

Discussion:



- Heather went over proposed changes to SCE bylaws that was previously sent to SCE staff and faculty.
- Overall, the changes are trying to better align with the bylaws of the other schools/faculties in the university, which is comprised fully of faculty voting members, but we still want representation from other units within our school, so we will have voting members from our administrative staff.
- 2/3 requirement for special resolution was reached with a 97% support for the motion

This motion was approved.

6. Committee Appointments Process – Dr. Heather McRae

- GFC faculty member candidate nominations is closed and an announcement is coming
- Announcement will be sent out calling for new committee members to join different SCE committees.

7. Program and Curriculum Updates

7.1 Office Assistant Program – Admission Requirements Update – Kelly Morris

MOTION: SCESC-02-06-12-2023

To approve as presented, updating the admission requirements for the Office Assistant program as recommended by the School of Continuing Education Executive Committee (May 24, 2023).

Moved by Jason O'Shea and seconded by Terry McLean.

Discussion:

- Suggestion to revise the admission requirements for mature students to have ELA 30-1 or university ENGL credit, as presented changes will make it harder for mature students to get admitted.
- The suggestion was accepted as a friendly amendment and will be done before sending off for revision.

This motion was approved with the friendly amendment.

7.2 Executive Assistant elective change – Dr. Tai Munro

MOTION: SCESC-03-06-12-2023

To approve as presented the Executive Assistant professional development certificate program changes as recommended by the School of Continuing Education Executive Committee (May 24, 2023).

Moved by Peter Myhre and seconded by Andrew Buhr.

This motion was approved.

8. Committee Reports

8.1 General Faculties Council Report – Marty Tucker

8.2 Chair's Report – Richard Pereschitz

- Along with faculty, has provided input for developing a medical room for staff and faculty that need it occasionally.
- Gearing up for final exams and working with Steph with room booking requests.
- Is on the hiring committee for EA in the dean's office and a decision will be made soon.
- Scheduling classes for Spring 2024 in the DCU
- Attended a meeting of the provincial academic upgrading committee – student funding issues are being experienced across the board with other institutions.
- Rectified the problem of some courses not showing up in ACAT, SCI 30 and SOCI 20-1
- No feedback from faculty about construction noise.

8.3 Conservatory of Music Committee Report – Maureen Ha

- ACC has officially been sold to Edmonton Public School Board, and we are leasing the space from them for the next 2 years.
- In 2 years, the CoM will transfer to the Winspear Centre.

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

- Each presented reports and was included in the agenda package.

8.5 Additional Committee Reports

- No additional reports

9. Long service acknowledgment – Dr. Heather McRae

- Announced the 4 career milestone recipients - Jessica Willey (5 years), Birgitta Fishwick (15 years), Laura Stevenson (15 years), and Peter Myhre (20 years).

10. Budget Update – Suzanne LeBlanc

Suzanne shared the SCE Operating Budget for 22-23/23-24 with the School Council members.

11. Dean's Report

This is a difficult report for me to write. After just over 9 years in this role I am stepping down as Dean of the School of Continuing Education. It has been a privilege to work with all of you in establishing the School. There have been some bumps along the way in trying to consolidate our work within the School's mission and mandate, having to lay off staff as a result of the \$27 million dollar reduction in the university's budget and in addressing issues that arose from Covid and the need to manage our budget targets.

Despite the challenges, I think that we are the "little School that did". We have accomplished what many people did not think we could: We are a viable, successful faculty that is diverse, agile, resilient and revenue generating. I believe the School has a strong future ahead under the leadership of Dr. Lisa Rochman. We are continuing to grow our international unit providing additional programming and study opportunities for students. EAL survived the challenges of the pandemic and reduced enrolment, we are reaching capacity in terms of our Foundation Learning Grant and for the first time in many years we will



need to manage the numbers of students in EAL classes. University Preparation maintained enrolments throughout Covid and is now benefiting from those experiences online by offering both in-person and online classes to students, expanding our access and reach to local and rural communities. Over the past few years, the Credit Studies unit emerged to become a very strong part of our programming. Courses in Sustainability and Indigenous Studies are waitlisted each term; Office Assistant graduates are in high demand by local businesses; and Behavioral Interventions is becoming well-known as the demand for trained and certified professionals in this area increases. The Professional Health Education and Professional and Continuing Studies units are reinventing themselves post-pandemic given the changes in how people are now accessing professional development due to new programming approaches, increased interest in corporate training and grants for reskilling and upskilling. Micro-credentials are on the rise and are likely here to stay despite the lack of a provincial or national framework.

The Educational Development unit guided us through the move to online learning, the LMS change to mekansas and the recent version update as well as helping us to understand the requirements for the development of competency-based skills focused courses. While micro-credentials have been challenging to develop, I believe that this type of short, focused learning will become more prominent within the continuing education eco-system and will gain traction as embedded credit courses in the coming years.

The Student Services Centre has been the foundation that has allowed us all to thrive. Through the management of the student records system, advising support for students, and the development of new approaches such as discounts and dual program admissions, this unit has provided students and prospective students with timely information and guidance along their learning journey. The marketing unit is a big part of this success through their ability to develop multiple means of communication to attract students to our programs. Whether it is through information sessions, guides, fact sheets, videos, photos, recruitment fairs, contests, swag or updates to the website, this small unit has kept the School's name in view resulting in increased enrolments in many of our units.

I don't believe we would be a financially viable unit without the work of our Finance team. I seriously don't know how you manage to navigate PeopleSoft's financial career every day, but you do and as a result of your abilities we are able to provide detailed information relating to our 3-year budget outlook as well as maintaining accurate operating budgets in each unit.

And finally, I have thoroughly enjoyed being part of the Dean's Office. We have shared our frustrations and joys, particularly throughout the pandemic and all of the uncertainty that became part of our daily lives. It is really people that make the difference in our work, and I am grateful to be a part of this School.

I am thrilled to be acknowledged by the establishment of the Dr. Heather McRae annual award for an EAL student and a bursary for an UP student. The EAL award is for a full-time student in the program with a minimum of an A- average; the UP bursary will support a full-time student with good academic standing and financial need. Both are annual awards of \$1500.

I have sponsored a one-time award for 2 students in the SCE International Professional development programs. Each award is worth \$1000 and will be given to a deserving student nominated by their instructors at the completion of their studies.



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All this to say that I have had a wonderful experience working with all of you and with the faculty and administration of MacEwan University. There is no place I would have rather been. But it is time for me to move on. I am looking forward to a year of administrative leave. I will be doing some volunteer work for an NGO and will be taking Spanish lessons in Mexico. Olga and Gaby, you are both part of my future as I become a second language learner. I empathize with our EAL students. I will need all the help I can get.

12. Question Period

- Link posted in chat for meskanas help for a help session from CTL on June 29th.

13. Adjournment

The meeting was adjourned at 4:24 pm.