



School of Continuing Education Council Meeting

MINUTES

Monday, June 17, 2024

3:30 pm – 5:00 pm

Microsoft Teams

1. Call to Order

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

2. Treaty Land Acknowledgment Statement

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

3. First-Year Transition & Student Success Navigators – Brett Farquharson, Sandhya Pillai, Erin Giles

- Drop-in and scheduled sessions for students will be announced once classrooms are able to be booked. Communication will be sent out to be shared with our students.
- They are willing to come to classrooms to speak directly to students. It is up to the instructor to reach out and arrange.

4. Approval of the Agenda/Consent Agenda

- 4.1 Minutes, SCE Council, 04-15-2024
- 4.2 Minutes, Executive Committee, 05-29-2024
- 4.3 Minutes, Professional Development Committee, 05-16-2024

MOTION: SCESC-01-04-15-2024

To approve the June 17, 2024, School Council Agenda/Consent Agenda, as amended.

Moved by Jennifer Bell and seconded by Richard Pereschitz.

This motion was approved.



5. Committee Reports

5.1 General Faculties Council Report – Marty Tucker & Kelly Morris

- Written report included in the package

5.2 Chair's Report – Richard Pereschitz

- Richard and 4 other faculty in ALP completed the Indigenous Canada Learning Circle, a companion to a Coursera course.
- Posting for a sessional math instructor for Fall 2024 and to let people know about it.
- Halfway through term and prepping for finals

5.3 Conservatory of Music Committee Report – Maureen Ha

- **2024 Spring Highlights**
 - The Edmonton Music and Speech Arts Festival took place at ACC from April 20 to May 1.
 - The Conservatory's Spring Scholarship Competition was held on May 22-23, featuring 69 participants and awarding \$11,250 in scholarships to 36 students, ranging from \$200 to \$1000.
 - The Quartet-in-Residence concert series concluded on May 5 with over 200 attendees; the next season begins October 1.
 - The Conservatory Big Band and Jazz Combos year-end recital on May 10 attracted over 100 attendees and raised \$2,760 for the Dr. C. A. Douglas Ringrose Memorial Fund.
 - The Chamber Music Academy held its year-end recital on May 12, with the new term starting in September.
 - The 2023/24 Music in Early Childhood Program ended on June 15.
 - Eight band workshops were conducted for schools across Alberta from March to June.
- **2024 Summer Term**
 - Two Summer Jazz Combos will be offered.
 - Royal Conservatory of Music Exams are scheduled for August at the Conservatory of Music.

5.4 Key Report Highlights from Faculty/School Council Representatives – Andrea Cheuk, Terry McLean, Maria Candeias, Jennifer Bell, Jason O'Shea

- Written reports included in the package

5.5 Additional Committee Reports

6. Performance Review Criteria Approval – Dr. Lisa Rochman

MOTION: SCESC-02-04-15-2024

To approve as presented, the Performance Review Criteria, as recommended by the School of Continuing Education Executive Committee (May 29, 2024).

Moved by Terry McLean and seconded by Richard Pereschitz.

This motion was approved.

7. Foundational to Undergraduate Program Pathway – Dr. Lisa Rochman

Moved by Michelle Lalonde and seconded by Andrea Cheuk.



- Moved item to a discussion item awaiting confirmation from the government about foundational learning assistance as well as tracking the 3 pilot programs and their admission requirements.
- A new name for the pathway will be explored so that it is clearer.

8. Budget Update – Suzanne LeBlanc & Dr. Lisa Rochman

- Updated on surplus for the 2023/2024 fiscal year – enrollment targets were exceeded in several programs within SCE.
- The school is projecting another surplus due to growth in several programs
- The school has allocated budget for both new and ongoing initiatives
- We have been working with different departments on grants with the government of Alberta, including:
 - A final report for the micro-credentials grant for 23/24, with another on the way
 - The Foundational Learning Assistance grant is underway for 24/25
- Working with the Ukrainian Resource Center on some courses – continuing the Settlement Integration and Language Prep grant
- We have a post-diploma Hospice Palliative Care (PELOC grant) we working on for 24/25.
- There have been a lot of changes from the government and immigration and we don't know how it will impact our enrollment. As of now everything is on track.

9. SCE Updates – Dr. Lisa Rochman

- Long service recipients will be celebrated at the upcoming event.
 - 15 years: David Kobek
 - 20 years: Michael Buhr, Melinda Ducay, Richard Pereschitz, Terry McLean
 - 40 years: Rose Marie Matwie
 - Other will be recognized at the summer party
- Facilities issues
 - Noise: Facilities are assessing work needed, but a full fix won't occur until Summer 2025 due to funding issues.
 - Vibration: Structural integrity of Allard Hall is confirmed; vibrations are likely caused by external factors.
- MacEwan Staffing
 - Interim Deputy Provost: Dr. Edvard Lorkovic has started.
 - New FFAC Dean: Deric Olsen since July.
- End of Year Event on July 17
 - We will have mocktails and appetizers instead of lunch. Long service awards will be presented
- Performance Review reminder for submissions due by September 15.
- Convocation is happening over 6 ceremonies in 3 days.
 - SCE is part of the first ceremony, tomorrow.
 - The first Convocation Kick-Off Fair was held last week, and we had a table for our Gerontology and Hospice students. Thank you, Geetu and Maria for covering the table
- International Study Tour – a group of students from Mexico will visit soon
- SCE Guide Release – expected between August 8-14
- Teaching Excellence Award – awarded to Ashley Stasiewicz, a sessional instructor in Paralegal Studies and Office Assistant Program



10. Dean's Report

- Adjustments made to non-credit nursing courses due to low enrollment.
- Ongoing monitoring of international student policies and enrollment trends amid changing government regulations.
- Improvements for Students:
 - Digital services introduced for better access and communication
 - Student worker opportunities
 - U-passes for International and ALP
- Micro-credentials
 - Met all the University targets and investigating further opportunities
 - Partnered with several PSI and collaborating on course development to help support students and faculty turn their research into IP
- Met enrollment targets or have seen growth in other areas in SCE
- Grant Funding Initiatives
 - Ukrainian EAL classes
 - Newcomer Pathway to OA
 - IRCC grant submitted
- Developed KPIs for non-credit programs and training, to be tracked quarterly.
- Created and launched a pilot for an outcomes survey.
- Marketing increased their ability to track their marketing results
- Staffing
 - Brought in a significant number of staff and faculty positions
 - Increasing staff training efforts
- Laddering
 - Foundational Pathway
 - Office Assistant Certificate courses changed their RD so they can count as undergrad
- Systems
 - Dual Application for International
 - Discount Codes
 - Open Entry/Open Exit

11. Question Period

- There is currently no place where instructors can see course enrollment targets, but it can be talked about

12. Adjournment

The meeting was adjourned at 5:02 pm.



**School of Continuing Education
Executive Committee Meeting
MINUTES**

Wednesday, September 18, 2024
Microsoft Teams, 3:30 pm – 4:30 pm

Attendees: Lisa Rochman (Chair), Richard Pereschitz, Andrea Cheuk, Terry McLean
Gabriela Nakashima (Recording Secretary)

Regrets: Debbie Lenton, Peter Myhre

1. **Welcome**
2. **Approval of the Executive Committee Agenda, 09-18-2024**

Motion: SCEEC-01-09-18-2024

To approve the September 18, 2024 Executive Committee agenda/consent agenda as presented.

Moved by Andrea Cheuk and seconded by Terry McLean.

This motion was approved.

3. **Approval of Minutes - Executive Committee Meeting, 05-29-2024**

Motion: SCEEC-02-09-18-2024

To approve the May 29, 2024, Executive Committee meeting minutes as presented.

Moved by Terry McLean and seconded by Richard Pereschitz.

This motion was approved.

4. **Program & Curriculum Committee**
 - 4.1 **Non-credit Special Topics Courses (Shaun Bosch)**

Motion: SCEEC-03-09-18-2024

The Executive Committee endorses and recommends the approval of non-credit special topics courses, as recommended by the Program and Curriculum Committee (September 11, 2024).

Moved by Richard Pereschitz and seconded by Andrea Cheuk.

Discussion:

- Topics will depend upon the expertise of the instructor and will count as electives towards certificates.
- Special Topics course would only count once towards their certificate regardless of topic.

This motion was approved.

4.2 OADM 0813 Medical Billing – Micro-credential (Shaun Bosch)

Motion: SCEEC-04-09-18-2024

The Executive Committee endorses and recommends the approval of OADM 0813 Medical Billing as a micro-credential, as recommended by the Program and Curriculum Committee (September 11, 2024).

Moved by Andrea Cheuk and seconded by Richard Pereschitz.

Discussion: no discussion

This motion was approved.

5. Pathway to Post Secondary Program (Dr. Lisa Rochman)

Motion: SCEEC-05-09-18-2024

The Executive Committee endorses and recommends the Pathway to Post Secondary Program, as presented.

Moved by Terry McLean and seconded by Richard Pereschitz.

Discussion: no discussion

- The goal is to implement this pathway for Fall 2025

This motion was approved.

6. Setting agenda for next School Council meeting (October 10, 2024):

Motion: SCEEC-06-09-18-2024

To approve the proposed October 10, 2024, School Council meeting agenda as presented.

Moved by Andrea Cheuk and seconded by Richard Pereschitz.

Proposed Agenda Items:

- a) Call to Order
- b) Land Acknowledgement Statement
- c) Approval of Agenda/Consent Agenda:
 - Minutes, SCE Council, 06-17-2024
 - Minutes, Executive Committee, 09-18-2024
 - Minutes, Program & Curriculum Committee, 09-11-2024
 - Minutes, Professional Development Committee, 09-10-2024
- d) Committee Reports
 - General Faculties Council Report – **Marty Tucker & Kelly Morris**
 - Chair's Report – **Richard Pereschitz**
 - Conservatory of Music Committee – **Maureen Ha**
 - Key Report Highlights from Faculty/School Council Representatives – **Andrea, Terry, Maria, Jennifer, Jason**
- e) Program and Curriculum Committee
 - Non-credit Special Topics Courses – **Shaun Bosch**
 - OADM 0813 Medical Billing – Micro-credential – **Shaun Bosch**
- f) Pathway to Post Secondary Program – **Dr. Lisa Rochman**
- g) Budget Update – **Suzanne LeBlanc & Dr. Lisa Rochman**
- h) SCE Updates
- i) Dean's report
- j) Question Period
- k) Adjournment

This motion was approved.

The meeting adjourned at 3:54.

School of Continuing Education

Program & Curriculum Committee Meeting

MINUTES

September 11, 2024

Microsoft Teams, 3:30 pm – 4:30 pm

**Attendees: Wayne Lee-Ying, Terry McLean, Tai Munro, Kimberly Tavares, Cielli Angeles, Melanie Bye-Kuefler, Maria Candeias, Lisa Rochman
Gaby Nakashima (recording secretary)**

1. Welcome

2. Review Meeting Minutes from December 5, 2023

Motion: SCEPCC-01-09-11-2024

To approve the December 5, 2023, Program & Curriculum Committee meeting minutes as presented

**Moved by Terry McLean, seconded by Tai Munro.
The motion was approved.**

3. Review Terms of Reference

- Suggestion to revise the last sentence of 4.1 to read, "Specifically, the SCE PCC will undertake the following functions for programs and credit courses offered by the School of Continuing Education."
 - o Suggestion to provide a consultation meeting in between formal PCC meetings to allow dialogue and feedback
- Suggestion to remove 4.1.6 altogether.
- Will further discuss potential changes at a later date.

4. New Entrepreneur and Small Business Professional Development Certificate (Dr. Lisa Rochman)

Motion: SCEPCC-02-09-11-2024

The Program and Curriculum Committee endorses and recommends the approval of the Entrepreneur and Small Business PD Certificate for consideration by the School Council Executive Committee.

Moved by Lisa Rochman, seconded by Kimberly Tavares.

Discussion:

- There has been some consultation outside of SMEs but there could possibly be more consultation done

Motion amended:

The Program and Curriculum Committee endorses and recommends the continued development and marketing of the Entrepreneur and Small Business PD Certificate for consideration by the School Council Executive Committee.

The amended motion was passed.

5. New Board Training Professional Development Certificate (Dr. Lisa Rochman)

Motion: SCEPCC-03-09-11-2024

The Program and Curriculum Committee endorses and recommends the approval of the Board Training Professional Development Certificate for consideration by the School Council Executive Committee.

Motion amended:

The Program and Curriculum Committee endorses and recommends the continued development and marketing of the Board Training content for consideration by the School Council Executive Committee.

Moved by Terry McLean, seconded by Maria Candeias.

The amended motion was passed.

Discussion:

- Internal market is the different boards within MacEwan and can be marketed as annual training for people that sit on boards.
- The vision is that the length would be about 15 face-to-face hours with some take-home work
- Will look at changing the type of certification from a Professional Development Certificate to something that better suits the course.

6. Non-credit Special Topics Courses (Shaun Bosch)

Motion: SCEPCC-04-09-11-2024

The Program and Curriculum Committee endorses and recommends the approval of non-credit special topics courses for consideration by the School Council Executive Committee.

Moved by Tai Munro, seconded by Lisa Rochman.

The motion was passed.

Discussion:

- Consider putting in the system the maximum number of times one can take a special topics course.

7. OADM 0813 Medical Billing – Micro-credential (Shaun Bosch)

Motion: SCEPCC-05-09-11-2024

The Program and Curriculum Committee endorses and recommends the approval of OADM 0813 Medical Billing as a micro-credential for consideration by the School Council Executive Committee.

Moved by Maria Candeias, seconded by Lisa Rochman.

The motion was passed.

Discussion: no discussion

8. OADM 0820 Medical Office Chaperone – Micro-credential (Shaun Bosch)

Motion: SCEPCC-06-09-11-2024

The Program and Curriculum Committee endorses and recommends the approval of OADM 0820 Medical Office Chaperone as a micro-credential for consideration by the School Council Executive Committee.

Moved by Kimberly Tavares, seconded by Terry McLean.

The motion was not passed.

Discussion:

- There is no formal assessment of competency which is a challenge
- Proper assessment would need to be in person to demonstrate skills

9. Exclusion of Corporate Training from PCC review (Wayne Lee-Ying)

Motion:

The Program and Curriculum Standing Committee endorses the exclusion of Corporate Training from PCC review and recommends the approval of from the School of Continuing Education Council.

The motion was withdrawn.

A special meeting will be scheduled prior to the next scheduled meeting to further discuss the terms of reference of this committee.

Meeting Adjourned at 4:49 pm

Moved by Tai Munro, seconded by Terry McLean.

School Council Professional Development Committee Meeting Minutes

Meeting Date & Time		September 10, 2024, 3:30-4:30 pm			
Meeting Location		Teams			
Chair		Suzanne LeBlanc			
Next Scheduled Meeting		November 12, 2024			
Attendees: ?=attend in person, x =unable to attend/regrets					
x	Lisa Rochman	✓	Laura Stevenson	✓	Trang Huynh (Recording)
✓	Andrew Buhr	✓	Son Doan	✓	Stephanie Motley
✓	Romy Abud				

No.	TOPIC
1.	<p>Introductions and welcome new members</p> <ul style="list-style-type: none"> There are no new members on this year's PDC Trang is the new recording secretary The committee has one vacancy, existing membership meets ToR (Terms of Reference): <ul style="list-style-type: none"> At least two Faculty Academic Members At least two MacEwan Staff Association Members At least one Out of Scope Member
2.	<p>Review Minutes from May 16, 2024</p> <ul style="list-style-type: none"> Minutes approved by all members
3.	<p>Review Terms of Reference</p> <ul style="list-style-type: none"> No issues raised on the Terms of Reference
4.	<p>2024-25 Sessional PD funding - guidelines and application process</p> <ul style="list-style-type: none"> Gaby is working on completing the updated application, Suzanne will share with the committee members
5.	<p>2024-25 PD Day Planning / lessons learned</p> <ul style="list-style-type: none"> February 28, 2025 is the planned date as discussed in 23-24 Keynote speaker was discussed as a follow up suggestion from 23-24: Dr. Bill Howatt https://billhowatt.com/. Renowned international expert in

	<p>workplace mental health, with extensive experience collaborating with organizations across diverse industries in both the public and private sectors.</p> <ul style="list-style-type: none"> • Suzanne also spoke with John Russell, MacEwan Organization Development Consultant Labour Relations. John is supportive of the engagement and familiar with Dr. Bill Howatt. • Suzanne contacted Dr. Howatt's office for availability. The price depends on length and model of speaking engagement. 1 hr webinar is \$5400 assuming there is no major prep time required.
6.	<p><u>Survey results – potential topics for PD sessions</u></p> <ul style="list-style-type: none"> • Survey participants: 51% Staff and 49% Faculty • Top 3 options: <ul style="list-style-type: none"> - Mindfulness and Mental Health - Leadership and Management Skills (i.e. coaching, team building, change management, etc.) - Conflict Resolution and Management (i.e. active listening, clear communication, emotional intelligence, etc.)
7.	<p>Discussion of the proposed PD planning:</p> <ul style="list-style-type: none"> • 8:30 am – 9:00 am: Coffee and muffins • 9:00 am – 9:15 am: Dr. Monk & Lisa (Kule Theatre - Located on the third floor of the Robbins Health Learning Centre) • 9:30 am – 10:30 am: Keynote Speaker (Kule Theatre) Dr. Bill Howatt • 10:30am – 10:45am: Break – coffee/water • 10:45am – 11:30am: Session 1 - Claudia Seiler-Mutton (Stress Management & Mindfulness) • 10:45am – 11:30am: Session 2 - Faye Stollery (Meditation) • 11:45 – 12:30pm: Session 3 - Mavis Leung (Part 2 AI) • 12:30pm – 1:30pm: Lunch <p>Discussion items:</p> <ul style="list-style-type: none"> • Laura will engage both Claudia and Faye – ensuring there is no overlap in topics given the similarities in their descriptions • Son will be in touch with Mavis about the AI session • Suzane will work with John Russell to engage Dr. Howatt
8.	<p>Next meeting</p> <ul style="list-style-type: none"> • November 12, 2024 from 3:30 pm – 4:30pm