



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

### **MINUTES**

**Monday, October 17, 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. A quorum was met.

#### **2. Treaty Land Acknowledgment Statement**

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

#### **3. Dean, SCE Position – Consultation with School Council – Dr. Craig Monk, Nathan Berko, Tim Hamilton**

Nathan

- Reminded everyone there is an online survey to provide feedback on questions asked.
- Mentioned if anyone wants to have a conversation, it can be done 1-on-1 or in small groups.
- Read over the 4 survey questions and opened the floor for feedback:
  - Richard P – SCE is different from other faculties, and having a new Dean with experience with adult students, both at the university and preparatory levels, is very important.
  - Michael B – new Dean having teaching experience would be a good thing; an opportunity for SCE sessional faculty to be hired into tenure track positions would be nice
  - Heather M – understanding the systems integration requirements (being able to work with IT, the OUR, and HR to ensure the work we do integrates well) and that we have simple solutions. Another area that is rapidly changing is the world of work and upskilling and reskilling – a competitive market place and our challenge will be to reinforce and identify our position in the marketplace with our great programs and courses.
  - Nicole S – MacEwan has been a leader in ConEd, and since COVID wants a new Dean to help us stay at the center of the marketplace with the online/virtual learning world increasing. A challenge is asking where we fit in an undergraduate institution and how we make sure that fit is best for our students and stakeholders.
- Consults are asked to bring a dozen or more candidates, and the search committee's role is to talk to some of the candidates and bring forward 3 finalists for recommendation to the president, so the school's feedback helps the committees with that recommendation.
- Any future questions, recommendations, or feedback can be sent to [nberko@jssearch.ca](mailto:nberko@jssearch.ca)
- Search committee members were appointed as per policy.
- Decanal Search Timeline:
  - October – continuing the outreach to get in the market early as some competing searches are coming.



- November – increased outreach
- December – progress update with the search committee in early Dec
- January – 1<sup>st</sup> round of interviews in 2<sup>nd</sup> half of Jan (about 6 to 8 candidates)
  - Search committee will then choose their top 3-4 candidates for 2<sup>nd</sup> round
- February – 2<sup>nd</sup> round of interviews in 1<sup>st</sup> half of Feb
- March – background checks and references complete
- April – announcement and then start in July

#### **4. Provost Q&A – Dr. Craig Monk**

- New strategic plan was unanimously approved by both academic and administrative governance which gives us a plan through to 2030
- We want our institute to grow and to provide impactful scholarships, distinctive student experience rooted in downtown, support & celebrate great teaching, and deliver programs in more flexible ways possible
- We now need to pursue how we will complete these 5 goals
- Provost's goals:
  - Hire more tenure-track faculty – currently, the university has 55% continuing faculty and wants to increase it to 60% by end of the school year and 65% by end of his term.
  - Complete administrative reviews to make more MSA hires, rebuilding after 2019 cuts. Wants to continue to identify and invest in faculties that have different functions particular to that unit.
  - Dr. Craig Kuziemyk is serving as vice Provost, will be able to focus on research services, MacEwan International, and Careers & Experiences and see how the three work together and with individual faculties and schools.
  - Continue working to evolve academic governance across all faculties. Wants the good practices to trickle out to all other meetings and committees.
  - Hoping this year MacEwan gets the final decision on audit status from Campus Alberta Quality Council of the Ministry of Advanced Education. This will allow for quick program development and internal quality assurance.
  - Working on 12-18 policies on the academic side to make sure the revisions are consistent with our strategic plan.
- Q&A
  - Michael B – how many continuing faculty will we be hiring
    - A: a couple for this year – 1 in UP and 1 Assistant Prof for SUST
  - Michael B – can there be improvements to the policy website to make it easier to search for different policies
    - A: has shared this with General Counsel same frustration and hope they improve it

#### **5. Tactical Plan for Scholarship – Dr. Craig Kuziemyk (presented Tactical Plan Powerpoint)**

- This plan is looking to align primarily with the 5<sup>th</sup> Strategic Vision: Trendsetters and Trendbreakers, as it focuses mostly on scholarly excellence
- As this tactical plan was revised over the last year, they are now seeking feedback from Faculty and School.
- By Spring 2024 we plan to have 4 Canada Research Chairs
- If anyone has any feedback, it can be submitted via a Google form which can be found at [macewan.ca/research](https://macewan.ca/research)



## **6. SCE Meskanas Update – Amanda Brisson**

- Mesakanas has moved from project into sustainment
- Converted about 300 courses over
- If anyone needs assistance that can reach out to Teaching and Learning - Mavis and Tim are great contacts there.

## **7. Approval of the Agenda/Consent Agenda**

- 7.1 Minutes, SCE Council, 06-06-2022
- 7.2 Minutes, Executive Committee, 10-04-2022
- 7.3 Minutes, Program and Curriculum Committee, 09-13-2022
- 7.4 Minutes, Professional Development Committee, 09-19-2022

### **MOTION: SCESC-01-10-17-2022**

To approve October 17, 2022 School Council Agenda/Consent Agenda as presented.  
Moved by McKenzie Spies and seconded by Andrew Buhr.

**This motion was approved.**

## **8. Program and Curriculum Updates**

### **8.1 Alberta Foundation Program Admission Requirement Review – Richard Pereschitz**

#### **MOTION: SCESC-02-10-17-2022**

To approve as presented the Alberta Foundation Program Admission Requirement Review as recommended by the School of Continuing Education Executive Committee (Oct. 4, 2022).  
Moved by Michelle Lalonde and seconded by Andrea Cheuk.

**This motion was approved.**

### **8.2 Science 030 Prerequisite Change - Richard Pereschitz**

#### **MOTION: SCESC-03-10-17-2022**

To approve as presented the Science 030 Prerequisite Change as recommended by the School of Continuing Education Executive Committee (Oct. 4, 2022).  
Moved by Maria Candeias and seconded by Michael Buhr.

**This motion was approved.**

### **8.3 SUST 301 Prerequisite Change – Tai Munro**

#### **MOTION: SCESC-04-10-17-2022**

To approve as presented the SUST 301 Prerequisite Change as recommended by the School of Continuing Education Executive Committee (Oct. 4, 2022).  
Moved by Andrea Cheuk and seconded by Peter Myhre.

**This motion was approved.**



#### **8.4 SUST and INDG 310 Course Proposal – Tai Munro**

**MOTION: SCESC-05-10-17-2022**

To approve as presented the Sustainability/Indigenous 310 Course Proposal as recommended by the School of Continuing Education Executive Committee (Oct. 4, 2022).

Moved by Michelle Lalonde and seconded by Martin Tucker.

**This motion was approved.**

#### **8.5 SUST 302 Course Proposal – Tai Munro**

**MOTION: SCESC-06-10-17-2022**

To approve as presented the Sustainability 302: Systems Thinking Course Proposal as recommended by the School of Continuing Education Executive Committee (Oct. 4, 2022).

Moved by McKenzie Spies and seconded by Martin Tucker.

**This motion was approved.**

#### **8.6 SUST 390 Course Proposal – Tai Munro**

**MOTION: SCESC-07-10-17-2022**

To approve as presented the Sustainability 390: Topics in Sustainability Course Proposal as recommended by the School of Continuing Education Executive Committee (Oct. 4, 2022). Moved by Stephanie Motley and seconded by Andrea Cheuk.

**This motion was approved.**

### **9. Committee Reports**

#### **9.1 General Faculties Council (GFC) Report – Marty Tucker**

#### **9.2 Chair's Report – Richard Pereschitz**

- Working with the dean in developing two of the breakout rooms into dedicated online teaching rooms.
- Goal is to have them available for the start of the winter term, with trailing happening before then.

#### **9.3 Conservatory of Music (CoM) Committee Report – Maureen Ha**

- Programs are going well
- Current discussions are happening as Alberta College Campus will be sold to the school district, but nothing has been finalized yet. More information to come.
- A lot of programs and projects are happening at the conservatory of music, as well as concerts.
- You can use your learning fund to take any music lessons if you are interested.

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



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

**10. Budget Update – Suzanne LeBlanc and Dr. Heather McRae**

- Suzanne shared the SCE budget and enrollment summary for 2022-23 with the School Council members and went over Q1 results.

**11. Action Plan Summary & Highlights – Suzanne LeBlanc and Dr. Heather McRae**

- Heather presented the SCE Action Plan PowerPoint.
- Copy of the Action Plan was sent to all staff and faculty and requested feedback from the school to be sent to [scedeansoffice@macewn.ca](mailto:scedeansoffice@macewn.ca) by Nov 15/22

**12. Dean's Report**

Congratulations to everyone who made it through the BlackBoard to Moodle transition. And thanks to Tai, Amanda, Sarah and Kate for their work in helping move content and set it up in Meskanas. I hope that discussions about the LMS will continue as we build and use new features. Faculty access to BlackBoard will discontinue as of Dec 31st. Kaltura will be replacing Collaborate, which will be discontinued at the end of May.

The Provost has approved two additional faculty positions for the School. We will be posting in November for the following positions (to start July 1, 2023): one University Preparation instructor for the humanities (English and Social Studies) and one assistant professor in Sustainability.

The School will receive funding for two additional micro-credentials: Pain Management and Intelligent Supply Chain: Warehousing. Congratulations to those who worked on these proposals. Tai and her team will be working on this development of these courses with staff from P & CS and PHE. Additional work is required on our Data Analytics micro-credential. We are also planning to fund the development of a micro-credential in Medical Billing. Over the coming months, I will be working on developing a framework for credit micro-credentials based on our non-credit framework.

Curriculum development and programs that are targeted for growth are identified in the draft Action Plan and within each unit's tactical plans. I am looking forward to your feedback on the Action Plan; I hope to have a final document for distribution in December. In the plan, I reference investigation into the viability of a "Workplace Skills Centre". I am working with a number of deans and AVPs to identify the need for research and development on workplace skills. We are planning to interview 4th year students, employers and other stakeholders about their workplace expectations and requirements and identify gaps. We hope this will help inform us about the type of skills needed in our region and how we can work more closely with business and industry.

Suzanne LeBlanc and I have been meeting with representatives from SAMU concerning fees and UPASS for EAL, UP and international students. At our last



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meeting, we were informed that approximately 38% of all users of SAMU's food bank, the Pantry, were from the School of Continuing Education. While this was an informal count, it made me wonder how many of our students are facing food insecurity. I have heard reports that food bank usage has increased in Edmonton since the pandemic started. Is this an issue that we could explore further as a School? Should we collect food for the Pantry in our lunchroom or are there other ways that we could understand this issue better and seek solutions?

Dr. Monk has outlined the search process for a new Dean of Continuing Education. Please provide feedback for the Search Committee. The SCE representatives are: Terry McLean, Suzanne LeBlanc, Kimberley Taveres and Richard Pereschitz. I have to admit it is a bit strange to be around to watch this process unfold but I know that there will be a happy ending. For my part, I always endeavour to leave a role when I think most of the people are having fun most of the time. I hope that is the case here, certainly for me it has been truly an amazing experience to work with all of you and to see the changes that we have made together in terms of creating an accessible and engaging learning environment for our students.

Have a great fall. The next School Council is scheduled for February 13, 2023.

### **13. Question Period**

### **14. Adjournment**

The meeting was adjourned at 5:06 pm.



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