

School of Continuing Education Council Meeting

Minutes

Monday, October 18, 2021

3:30 pm – 5:00 pm

Webex

1. Call to Order

The meeting was called to order at 3:31 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, 06-07-2021

3.2 Minutes, Executive Committee, 05-25-2021

3.3 Minutes, Program and Curriculum Committee, 09-21-2021

3.4 Minutes, Professional Development Committee, 09-27-2021

MOTION: SCESC-01-10-18-2021

To approve the October 18, 2021 School Council agenda/consent agenda as presented.

Moved by and Andrew Buhr and seconded by Andrea Cheuk.

This motion was approved.

4. Introduction from the Associate Dean, Centre for Teaching and Learning

Sharon Bratt, Associate Dean of the Centre for Teaching and Learning (CTL) introduced herself and the SCE faculty liaison. She also talked about the opportunities of working collaboratively with the SCE.

5. Presentation on Research and Scholarly Activity – Sandy Jung and Ray Baril

Sandy Jung, Interim Associate Dean and Ray Baril, Director of Community Engaged Scholarship from the Office of Research Services (ORS) gave a brief overview of ORS services, community-engaged scholarship and how the faculty can engage in research and scholarly activities.

- ORS provides information on funding opportunities, finding resources, building collaborations across the University, and ensuring ethical research practices are met.
- Below are some topics for upcoming workshops:
 - External Grant Funding
 - Ethical Reviews
 - Dissemination and Mobilization

Sandy encouraged faculty members to provide their feedback on the research topics at research@macewan.ca

6. Program and Curriculum Updates

6.1 Admission Criteria for DXD and Professional Communication – Anastasia Maywood

MOTION: SCESC-02-10-18-2021

To approve as presented the admission criteria for the new Digital Experience Design and Professional Communication Certificate as recommended by the School of Continuing Education Executive Committee (Oct. 5, 2021). Moved by Andrew Buhr and seconded by Jessica Wyllie.

This motion was approved.

6.2 INDG 200 and SUST 301 Prerequisite Change – Dr. Heather McRae

MOTION: SCESC-03-10-18-2021

To approve as presented the INDG 200 and SUST 301 prerequisite change as recommended by the School of Continuing Education Executive Committee (Oct. 5, 2021). Moved by Andrea Cheuk and seconded by McKenzie Spies.

This motion was approved.

6.3 New Credit Courses for Professional Health Education – Jessica Wyllie

MOTION: SCESC-04-10-18-2021

To approve as presented the new credit courses for Professional Health Education as recommended by the School of Continuing Education Executive Committee (Oct. 5, 2021). Moved by McKenzie Spies and seconded by Terry McLean.

This motion was approved.

7. Consultation on Rescinding the Continuing Education Policy – Heather McRae

The policy C2015 was recommended for rescission in 2017 and is up for consultation. Since the school has developed processes and practices that align with other faculties and schools, this policy is no longer required. Heather asked School Council members to provide feedback in confidence to Gitt Verma by October 29, 2021. Following the consultation process across the university (School Council, SAMU, OUR, Faculty of Nursing, Academic Standards committee), it will be submitted to GFC Executive and GFC to rescind the policy.

8. Program Name Change of Professional Nursing Department in Professional Health Education – Nicole Simpson

Nicole gave a brief overview of the change in the current program name of Professional Nursing Department to Professional Health Education: Credentialing and Competency Program. The name was changed to make the programming more accessible and inclusive to increase enrolment and use terminology recognized by healthcare professionals in the field.

9. Committee Reports

9.1 General Faculties Council Report – Peter Myhre and Marty Tucker

- Five strategic directional statements were approved at the GFC meeting in September.
- The engineering transfer program has been suspended for three years. It will be re-evaluated in 2025.

9.2 Chair's Report – Richard Pereschitz

Richard Pereschitz reported on the following:

- As a Chair, he is involved in the hiring committees for the Assistant Professor positions in the Indigenous Studies program and Office Assistant program.
- He is currently engaged with faculty members in the plan to offer face-to-face classes starting winter 2022.
- He will be involved in the Tenure Track Review Committee this fall.
- The next Departmental Council meeting is scheduled for November.

9.3 Conservatory of Music (CoM) Committee Report

Maureen added that the CoM had been hit hard by COVID 19 because of the social distancing requirements. However, it is finding ways to hit back. We had over 1100 students in the JumpStart Band program and most of the other music programs are expected to reach full capacity.

9.4 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

- Donna McKenzie asked about consultation with the Access and Disability Resources (ADR) as many UP faculty members are interacting with them regarding different accommodation requests. Craig Monk recommended faculty members to contact Tim Tang, AVP Students regarding any concerns.

9.5 Diversity and Inclusion Committee Update

Linh gave an overview of the functions of a committee:

- Due to the recent events, this committee was struck about nine months ago to promote diversity, equity and inclusion in the workplace. The committee consists of at least one member from each unit to share information within their departments. Members from the committee choose a topic and following the presentation in the next meeting, they perform an activity.
- The next step is to create a resource hub of past presentation, articles that will be shared with everyone at SCE.

10. Budget Update – Suzanne LeBlanc

Suzanne LeBlanc shared the 2020-21 budget summary results and gave an overview of the current budget summary 2021-22.

11. Dean's Report

Welcome to our first School Council meeting of this academic term. Committees of council have been working on a number of projects relating to new programming, curriculum changes, and professional development. While we have primarily worked from home this term, I appreciate the work that is being done in preparing for a return to campus in the new year.

The safe at MacEwan app is working. Over 12,000 individuals have downloaded the app and have been verified. Rapid testing is available for those who are not vaccinated. Additional information for post-secondary institutions is now available on the public health actions website. Under the Masks, schools and elections you will find the description of the current health measures for the post-secondary sector that can be shared with others <https://www.alberta.ca/covid-19-public-health-actions.aspx>.

Our EAL and UP classes will be returning to face-to-face instruction in January. We hope that this will assist with increasing enrolment, particularly in EAL. A number of our credit courses are already being offered on campus; others will be returning in full or in part during the winter term. The Conservatory of Music is increasing the amount of in-person instruction using protocols for safety as appropriate. And correspondingly, staff are working on the 5th floor of Allard Hall in increasing numbers. Please continue to work with your supervisors about your schedule and as always, keep safe.

The experience of working online has provided us with tools and structure for our meetings and courses. I hope that we will continue to use approaches that we have learned to do so well in the past year and half. Tai Munro is representing the School in Moodle discussions. Instructors will be responsible for moving content in their classes. Workshops will be set up in the coming months to assist faculty. Tai is working with IT and E-learning to identify a plan for courses that do not have assigned instructors (non-credit courses). We hope to have a solution to this issue soon.

The Provost has approved our request for a new tenure-track faculty member in the area of humanities within University Preparation. A call for applications will be on MacEwan's career page in early December with a view to the position starting July 1 or Sept 1, 2022. This individual will be assigned coursework in English and Social Studies.

I am thrilled with the enterprising work of our administrative staff in recent months. Professional Health Education staff are working on a number of international contracts bringing students here from the Phillipines and India. They are also working on a nursing skills training project in Saudi Arabia and one with external relations to provide funded BLS training within MacEwan and to local non-profit groups. Professional and Continuing Studies are expanding the nature and type of partnerships with Keyano College, have submitted a federal grant application for workplace learning for ESL learners and are working on the further development of micro-credentials. And SCE International are launching two

new international PD programs in the new year in Full Stack Web Development and user experience design. In our Career Studies credit programs, the numbers in behavioral intervention are increasing; Indigenous studies and Sustainability courses have wait lists. The convocation for Office Assistant students from 2020-21 will held at the Winspear Centre on Nov. 15, where I will be presenting a Dean's Medal in person this year. With the leadership of Kelly Morris, curriculum development for the OA program is in progress. I appreciate all the hard work that has gone into re-developing and updating this program.

I am looking forward to working with all of you at the main campus and to fill our new classrooms with students. I think it will be an exciting year to come.

Respectfully submitted,

Heather McRae

12. Question Period

13. Adjournment

The meeting was adjourned at 5:12 pm.

**School of Continuing Education
Executive Committee Meeting**

MINUTES

Tuesday, October 5, 2021
Microsoft Teams, 3:30 pm – 4:30 pm

1. Approval of the Executive Committee Agenda, 10-05-2021

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, 05-25-2021

Motion: SCEEC-01-10-05-2021

The minutes of the May 25, 2021 Executive Committee meeting was approved as presented. Moved by Richard Pereschitz and seconded by Terry McLean.

Discussion: R. Pereschitz asked about reviewing the membership composition of the Executive Committee as mentioned in the minutes. Heather responded that the membership is composed of four faculty members from the school. There are currently no specific criteria around faculty representation in terms of reference. SCE faculty members from any program (such as EAL, UP, Office Assistant, and Indigenous Studies) can join the committee via the nomination process.

Action: Gitt will send the Executive Committee's terms of reference to the committee members for their review and feedback.

This motion was approved.

3. Program and Curriculum Updates

3.1 Admission Criteria for DXD and Professional Communication Certificate

Motion: SCEEC-02-10-05-2021

To approve as presented the admission criteria for the new Digital Experience Design and Professional Communication Certificate as recommended by the Program and Curriculum Committee (Sept. 21, 2021). Moved by Andrea Cheuk and seconded by Terry McLean.

This motion was carried.

3.2 INDG 200 Prerequisite Change

Motion: SCEEC-03-10-05-2021

To approve as presented the INDG 200 prerequisite change as recommended by the Program and Curriculum Committee (Sept. 21, 2021). Moved by Andrew Buhr and seconded by Andrea Cheuk.

This motion was carried.

3.3 New Credit Courses for Professional Health Education

Motion: SCEEC-04-10-05-2021

To approve as presented the new credit courses for Professional Health Education as recommended by the Program and Curriculum Committee (Sept. 21, 2021). Moved by Richard Pereschitz and seconded by Andrea Cheuk.

Action: Tai will confirm if the grading table for new PHE courses is consistent with other nursing courses.

This motion was carried.

3.4 SUST 301 Prerequisite Addition

Motion: SCEEC-05-10-05-2021

To approve as presented the SUST 301 prerequisite addition as recommended by the Program and Curriculum Committee (Sept. 21, 2021). Moved by Michael Buhr and seconded by Andrea Cheuk.

Action: Gitt will check with Jody on the process to ensure that pre-requisite requirements are met before students enter the upper-level course.

This motion was carried.

4. Setting agenda for next School Council meeting (October 18, 2021)

The committee members discussed and decided to combine INDG 200 and SUST 301 pre-requisite change in the Program and Curriculum updates.

- a) Call to Order
- b) Land Acknowledgement Statement
- c) Approval of Agenda/Consent Agenda:
 - Minutes, SCE Council, 06-07-2021
 - Minutes, Executive Committee, 05-25-2021
 - Minutes, Program and Curriculum Committee, 09-21-2021
 - Minutes, Professional Development Committee, 09-27-2021
- d) Introduction from the Associate Dean, Centre for Teaching and Learning – Sharon Bratt
- e) Presentation on Research and Scholarly Activity – Sandy Jung and Ray Baril
- f) Program and Curriculum Updates
 - fa. Admission Criteria for DXD
 - fb. INDG 200 and SUST 301 Prerequisite Change
 - fc. New Credit Courses for Professional Health Education
- g) Consultation on Rescinding the Continuing Education Policy (for info) - Heather McRae
- h) Program Name Change of Professional Nursing Department in Professional Health Education (for info)

- i) 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
- j) Budget Update – Suzanne LeBlanc and Heather McRae
- k) Dean’s report
- l) Question Period
- m) Adjournment

School of Continuing Education

School Council Program & Curriculum Committee Meeting

MINUTES

December 21, 2021

Microsoft Teams, 3:30 pm – 4:30 pm

Attendees: Tai Munro (Chair), Kimberly Tavares, Son Doan, Maria Candeias, Terri Robinson, Kelly Morris (guest), Miranda Macauley (guest)

Regrets: Heather McRae, Andrea Cheuk

1. Welcome
2. Review Meeting Minutes from September 21, 2021

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

3. OADM 117 Prerequisite Addition

Motion: SCEPCC-01-12-21-2021

The Program and Curriculum Committee endorses and recommends the OADM 117 prerequisite addition for consideration by the School Council Executive Committee.

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

Discussion:

- No questions.

4. OADM 131 Prerequisite Addition

Motion: SCEPCC-02-12-21-2021

The Program and Curriculum Committee endorses and recommends the OADM 131 prerequisite addition for consideration by the School Council Executive Committee.

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

Discussion:

- Would like to have in place for Spring 2022 field placement.

- No questions.

5. BICA Minimum Grade Requirement

Motion: SCEPCC-03-12-21-2021

The Program and Curriculum Committee endorses and recommends the minimum grade requirement of C for BICA students for consideration by the School Council Executive Committee.

**Moved by Terri Robinson, seconded by Son Doan.
The motion was approved.**

Discussion:

- BICA graduates apply to a worldwide certification board, and the Board's minimum requirement is a C
- Will take effect for the next cohort in Fall 2022
- Only 3 out of approximately 100 current or graduated BICA students have received lower than a C grade

Meeting Adjourned 3:50 p.m.

Next meeting – March 1, 2022

School Council

Professional Development Committee Meeting

Minutes

Meeting Date & Time		Jan 10, 2022, 3:30-4:30 pm			
Meeting Location		Teams			
Chair		Suzanne LeBlanc			
Next Scheduled Meeting-		Mar 7, 2022			
Attendees: ✓=attended, x=unable to attend/regrets					
✓	Shaun Bosch	x	Heather McRae	x	Linh Pham
✓	Donna McKenzie	✓	Debbie Lenton	✓	Romy Abud
x	Jessica Wyllie	✓	Maria Candeias		
No.	TOPIC				
1.	The Oct 27, 2021, meeting minutes were discussed and approved.				
2.	<p>The committee discussed the status of the PD offerings</p> <ul style="list-style-type: none">• Equity, Diversity, and Inclusion Literacy: Foundations of Anti-Racism Level I.• Equity, Diversity, and Inclusion Literacy: Foundations of Anti-Racism Level II<ul style="list-style-type: none">- Overall feedback received from participants was very positive.- A reminder will be sent about the upcoming EDI level II to be offered in Feb.- Given the overall participation and positive feedback in EDI, the committee discussed the opportunity to align training with the SCE Action Plan priorities.• Universal Design for Learning<ul style="list-style-type: none">- Jessica will be meeting with Fatma from the Office of Teaching and Learning to discuss plans for the sessions to be offered in March,- Information will be shared with the committee to confirm topics and times and coordinate messaging and signup with Romy				
3.	Agenda items for upcoming meeting to include membership participation status				

Action Items:

Assigned To	Open Action Item
Shaun	To send out a reminder for EDI level II Share with PDC opportunities to align EDI training with SCE Action Plan
Jessica	To coordinate the Universal Design for Learning



EXECUTIVE COMMITTEE

Terms of Reference

1. Mandate

The Executive Committee of the School of Continuing Education (SCE) School Council has a coordinating role in managing the academic affairs for the School Council and its committees and may elect to flag for consideration at School Council questions or issues of particular interest or concern in the documents directed to SCE School Council for approval. In this regard, the Executive Committee is responsible for the following functions within the SCE:

- 1.1. setting the agenda for meetings of the School Council and to ensure that relevant background material is available to its members prior to meetings.
- 1.2. making decisions on behalf of the School Council in the event of an emergency or the inability of the School Council to meet in a timely manner.
- 1.3. making decisions on behalf of the School Council in matters specifically delegated to it by GFC.
- 1.4. reporting any decisions made by the School Council Executive Committee on behalf of the School Council to GFC at the next scheduled meeting.
- 1.5. considering all major reports to be submitted to the School Council prior to distribution.
- 1.6. considering and reporting on policy matters relating to the School Council.
- 1.7. reviewing the committee structure of the School Council as required and making recommendations for the consideration of GFC.

2. Accountability

- 2.1 The Executive Committee is accountable to the SCE School Council.
- 2.2 In the circumstances referred to in Sections 1.2 and 1.3, the Executive Committee shall possess all power and authority of the School Council.
- 2.3 The Executive Committee may not contravene any policy of the School Council.
- 2.4 Decisions of the Executive Committee as referred to in Section 1.2 are subject to review and confirmation by the School Council at its next regularly scheduled meeting.

3. Composition

- 3.1 All School Council Executive Committee members shall be members of the School Council.
- 3.2 The School Council Executive Committee shall consist of the following:
 - a) the Chair of the School Council (ex-officio)
 - b) the Vice-Chair of the School Council (ex-officio)
 - c) the Chair of Academic and Language Preparation Unit
 - d) four faculty members from the School
- 3.3 The Chair of the School Council shall serve as the Executive Committee Chair.
- 3.4 The Vice-Chair of the School Council shall serve as the Executive Committee Vice-Chair.



4. Term of Office

- 4.1 Apart from ex-officio, members shall serve for two-year terms. Members can serve for a single-term or two consecutive terms.

5. Operations of Committee

- 5.1 The Vice-Chair will act for the Chair in his/ her absence.
5.2 Executive Committee minutes shall be provided to the General Faculties Council for information on request.
5.3 Where the Executive Committee cannot meet to approve a time-sensitive but routine or previously addressed resolution, the Committee Chair may request that a decision be made by use of electronic vote, which must pass by 2/3 majority.

Approved by Academic Governance Council (now called General Faculties Council)

March 10, 2009 (motion AGC-03-03-10-2009)

Revised October 13, 2009 (motion AGC-03-10-13-2009)

Updated as result of change of name to Grant MacEwan University: November 17, 2009 (motion AGC-09-11-17-2009)

Revised September 24, 2013 (motion AGC-05-09-24-2013)

Revision to student composition to specify Students' Association of MacEwan University Vice President Academic (ex-officio), effective May 1, 2015 (motion AGC-14-04-28-2015)

Revisions to composition and AGC Review-related changes as recommended in the approved AGC Review Report (2014), effective July 1, 2015 (motion AGC-14-04-28-2015)

Revised on October 7, 2020 (motion: SCEEC-04-10-07-2020)

Revised on January 11, 2022