



School of Continuing Education Council Meeting

MINUTES

Monday, October 23, 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. Lisa Rochman.
Quorum was met.

2. Treaty Land Acknowledgment Statement

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

3. Centre for Teaching and Learning Services – Alison Bailey & Dr. Sam Spady

Presented slideshow of services provided by CTL to instructors

- Instructors are nominated for teaching awards by self-nomination or by other instructors. If self-nominating you would need to build a package of support including references from students and peers.

4. Approval of the Agenda/Consent Agenda

- 4.1 Minutes, SCE Council, 06-12-2023
- 4.2 Minutes, Executive Committee, 10-04-2023
- 4.3 Minutes, Program and Curriculum Committee, 09-19-2023
- 4.4 Minutes, Professional Development Committee, 09-19-2023

MOTION: SCESC-01-10-23-2023

To approve the October 23, 2023 School Council Agenda/Consent Agenda as presented.

Moved by Andrew Buhr and seconded by Peter Myhre.

This motion was approved.

5. Program and Curriculum Updates

5.1 INDG 200: Indigenous Studies – Prerequisite change – Lois Edge

MOTION: SCESC-02-10-23-2023

To approve as presented, a required prerequisite for INDG 200: Indigenous Studies of either INDG 100: Introduction to Indigenous Studies or ANTH 250: Introduction to Indigenous Peoples in Canada as recommended by the School of Continuing Education Executive Committee (October 4, 2023).



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Moved by Michelle Lalonde and seconded by Richard Pereschitz.

Discussion: No discussion or questions

This motion was approved.

6. Committee Reports

6.1 General Faculties Council Report – **Marty Tucker & Kelly Morris**

6.2 Chair's Report – **Richard Pereschitz**

- Halfway through the term and gearing up for final exams
- Concluding a short-term contract position search
- Almost done the faculty reviews

6.3 Conservatory of Music Committee Report – **Maureen Ha**

- Jump Start program ran from Sept 6 to Oct 17 and was very successful
- There are 43 instructors teaching private lessons on campus, with over 400 students enrolled in private lessons.
- Several music programs running this fall – Conservatory Big Band, Jazz Combos, Music in Early Child Program, and Chamber Music Academy
- A couple concerts being held this fall as well – all are invited to attend

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

- **Andrea Cheuk** – representative for School of Business School Council
 - Continued discussion on increasing enrollments for domestic and international students
 - they introduced the Allard chair, Christina Botello, who owns a plant-based cafe in downtown Edmonton, KB&Co.
 - they are deciding on number of students per classes for BCOM on whether they want to keep it at 22 or reduce it to 16.
- **Jason O'Shea** – representative for Faculty of Arts & Sciences
 - Dean gave a high-level strategic direction for the program for the year
 - Enrollment is high, and they are strategically looking at their curriculum offers and expansion and how they want to do that in a proactive way
 - Looking to hire 16 more tenure-track positions.
 - They have 4 new majors and minors.
 - They outlined a new process for reviewing course releases for the instructors
 - They hired 23 new faculty members into continuing positions in that department.

6.5 Additional Committee Reports



7. Looking ahead – 2023-2024 Academic Year – Dr. Craig Monk

- It's been a year of growth with hiring new faculty
- Encouraged faculty to attend Fall Convocation even though it falls during Reading Week but that the date was unavoidable due to scheduling issues at the Winspear.
- Additional security – there has been an external review and audit of our emergency response, and the results show we are doing very well. Our standard is to respond to emergency situations within 7 minutes.
- Shared his individual mandate, 5 things the president expects of him
 - Prepare the board side for the next round of negotiations with the Faculty Association.
 - Wants to have another look at workload, the language regarding things that allow them to do business
 - Meet the challenge of academic leadership renewal – leaders cycle in and out and have already undertaken 2 renewals (dean of Library and AVP of Research renewal). Currently, there are senior searches to replace the roles of Registrar & Associate VP, Strategic Enrollment Management and Dean of the Faculty of Fine Arts & Communication.
 - Commitment to hire more academic staff – there will be challenges for when new staff come forward with extension of probation, tenure promotion, and sabbatical. There will be more in the current year.
 - Working on the gap with HR over the upcoming year to make sure that processes improve the gathering, sharing, and actioning of the data we have about internal MacEwan community. Human Rights office hired 2 people to replace the previous Director.
 - Administrative review complete across academic affairs and they now feel there is a group of MSA employees with similar job titles based on work they do. Now they feel they're in a position to invest on the MSA side to support our mission.

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

- 2023-24 SEPT YTD is in a surplus – increase in enrollments was very significant across majority of SCE programs.
- We've been working on filling vacant positions in SCE and in the last year we have brought in 10 net new positions that are either filled, currently posted, or about to be posted.
- We are also looking at the curriculum – what needs updating, revisions, and support to create new curriculum
- Committed funds to open entry, open exit which allows self-enrollment for students
- Added marketing support to micro-credentials and looking at how to increase marketing for our other programs
- We are financially doing well now so we need to use our funds to insulate us in case there are market changes.

9. Dean's Report

I'm excited to share the things that we've been working on, where we've been focusing and what we're going to be doing. First, I'd like to thank everyone for the warm welcome, the support, the feedback, the thoughts, the hopes, and ideas you've taken the time to share with me. I've had the opportunity to meet most of you, but not all of you, so I welcome those of you who I haven't met yet to please come and drop by and introduce yourself.



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So, for the first few months, I have been learning about what we do and how we do it. I've been looking at our programs, the courses we offer, the people in the positions and what's possible. As I mentioned, we have been working to fill the vacancies and address any areas needing additional support.

And so, the thing to always remember when we're bringing in new positions is that it takes a lot of time, support, and effort for the people currently here. So, we are trying to balance the new positions without overtaxing the people that we have. In SCE, we want to ensure we remain nimble, we have space to innovate, we provide an exceptional learning experience, and we meet our budget targets, to name a few things that are critical for us.

We know enrollment changes and events well beyond our control can have a significant impact on our revenue. I think a very relevant example of that it would be COVID. One of the other changes we've made with positions is we have added a position that will provide out-of-scope direct support to our non-credit and educational development team. Our educational development team is together with the non-credit, but the Ed Dev team is still supporting the entire school, and that is one change that we're currently hiring for right now.

We're also excited to grow on the faculty side. We have been approved to hire a new faculty position in Office Assistant. So this program has a lot of potential and opportunities, and we're working to see how we can build on them and we're excited to be bringing in a new position. We also will be bringing in a limited-term faculty resource position in health to ensure that SCE has the faculty support and content expertise for our health programs.

One of the things I've been working on with SCE is trying to understand our current and historic numbers so we can plan for the future and build on our opportunities. We know that our numbers in SCE International have been incredibly strong. That area is experiencing significant growth and it's continuing to experience that. We need to balance that increased demand as much as possible with the need to ensure that we're providing quality education and the students we are accepting are appropriately qualified. We're going to continue to work on diversifying our recruitment to increase the number of countries where we gain students from to enhance our student experience and to insulate ourselves from relying too much on one area. And as I said, the student experience is something that we are keeping in the forefront to ensure it's not growth for growth's sake.

Our professional and continuing studies have seen some growth, and that's really great to see because since the pandemic, I understand the numbers have been quite hard to predict, and we're hopeful that we will see increases in those areas.

We've had a few of our micro-credentials transfer from the pilot phase to open enrollment. The numbers are small, but we are seeing some increased interest. We have other micro-credentials that are still in the pilot stage, and I'm excited to see the feedback and the results. That way, we can really explore where are the challenges with micro-credentials, and we're looking at what's happening in Canada and the US to really get a sense of what is the future of micro-credentials.

As mentioned, Sustainability and Indigenous Studies courses, continue to be of interest for undergraduate students from across the university. And from what we're seeing, that's probably going to continue.

ALP is doing well, but with the reduced funding available for tuition this year, that's exacerbated the excess of demand over funding available. We don't know what the future will be with the funding and how the government will choose to allocate funds, but we are advocating for ourselves to be able to have increased funding to support more students with this foundational education.

Our AFP program funding is wrapping up after three years, this March, and we're waiting for more information to determine the future of that program.

One area that's important to me that we're looking at and going to continue to look at is gathering the student data and making sure that the data we're gathering we're using. I'm interested primarily in



student feedback and student outcomes. So for student feedback, we're working to streamline our survey so we have some schoolwide data which aligns with the key performance indicators around quality and impact. This work is primarily focused on our non-credit side. We're also looking at using outcome surveys to understand the impact that our education has on people's lives. This is following up with students after they've finished with us - Where did their education take them? What was the impact of that? That would be for across the school. We're looking at implementing outcomes tracking to understand the impact and opportunity that our programs provide for learners.

I'm not going to be able to cover everything, but there are a lot of things happening on our Student Support Centre side, and I'm so excited to see the progress. As I mentioned on open entry open exit, I've had the chance to learn about our new queuing system, and I've also heard quite a bit about some of the scheduling challenges as we're growing and our teams are working to address those issues where we have to balance space and time with learner experience and instructor availability.

I have been and will continue to be and discussions with our marketing team, web services, and IT to collaboratively identify how we can improve the website and visibility.

A few of us have various roles on the teams working to identify the best CRM for MacEwan, and we're hopeful that some of the challenges we have in SCE will be addressed through this project.

I have not covered everything that's happening in all our areas because there's a lot.

So, thank you to everyone who's been doing all of this incredible work and will continue to be.

As many of you know, we held our first town hall and by popular vote we will be returning to newsletters instead of town halls. We have decided by popular vote to continue with the Halloween tradition. We also decided at the town hall that we would have a Learning Day, and I'm excited for us to have a day to come together and have opportunities to discuss and share ideas and perspectives with each other. Thank you to everybody who's working on all of those items.

Convocation is coming up and I'm really looking forward to convocation. This is the opportunity where we get to celebrate this important milestone with our students. If available, I really encourage you to come. It's that opportunity to see some of that result of what you do, to see peoples faces, it's incredibly important. And I'm for one, am really looking forward to that.

Some of the things you might see in the winter – I am looking forward to implementing “Coffee with the Dean” in the winter term. When we had our town hall people expressed an interest in the opportunities to have informal conversations together and share ideas and thoughts. I am looking forward to having that informal approach. Gaby and I will still be figuring out where it is and how it will work.

I know we're heading into a busy time of the year, and I'm really excited for our continued success, our future opportunities, and to get to know everyone in this school much better.

10. Question Period

- Question about the acoustical study to be done to deal with some sound issues.
 - An external consultant was hired to do the testing in the rooms that were shared with us.
 - They are meeting with us soon to do a walk around and go over the results and other plans we have in queue on the instructional side and SSC.
- Has the diplomatic problems with India right now had any consequences with us and our students?
 - To date it has not had any consequences – our enrollments are very strong.
 - But this is an example of things in the world beyond our control. With diversifying we insulate ourselves against these types of things.

11. Adjournment

The meeting was adjourned at 4:39 pm.