1. **Call to Order**
The meeting was called to order at 3:35 pm – quorum was met.

The meeting began with a special farewell address by Dr. David Atkinson.

2. **Approval of the Agenda/Consent Agenda**

**MOTION: SCEC-01-05-04-2017**
Motion to adopt the Agenda/Consent Agenda as amended was moved by Debbie Lenton, seconded by Suzanne Fournier.

*This motion was carried.*

3. **Presentations:**

3.1 **Electronic CV System (eCV)**

Presentation provided by Rita Ho and Carrie Hunting, Faculty Relations.

Highlights:
- eCV is an evolving system with a repository that stores all academic career data and information in one place which allows faculty to update and maintain information.
- Annual Report and CV are easily produced.
- The system provides a sustainable framework for future eCV enhancements.
- Supports University reporting requirements (ie. Quality Council) and strategic planning.

- There will be training sessions and drop-in sessions held in CAFÉ. Workshops to commence end of May. Web training materials on the website.
- Annual reports are due September 15. They are working on an auto-generate functionality in the system.
3.2 Foundation Year Program

Presentation provided by Simrit Parmar.

**Program synopsis:**
- The Foundation Year Program (FYP) is a study program designed to address the gap between a student’s current level of qualifications and knowledge and the level needed for admission into and success in post-secondary diploma or degree programs.
- The FYP is geared primarily towards the international market where western models of education and best practices are seen as useful and positive due to their desirable consequences, such as creating independent, self-reliant and analytical thinkers.
- The program helps students coming from different education systems to align their existing qualifications to the Canadian education system and ladder into MacEwan’s post-secondary degree and diploma programs. The FYP will act as a pathway for academically prepared international students and will help the university reach its international student enrollment goal of 8%.
- Following application, the student would meet with a University Advisor to create an independent education plan.
- Most of the course offerings already exist, and we would only have to develop Study Skills and University Research Study Skills.

Discussion:
- Rita King suggested that the Library be added to the consultation list.
- Individual mentorship will be managed by an SCE University Advisor.
- Seats will be on a first come, first served basis and will not be held.
- Will students be able to take any levels of UP courses? Yes, but the number of levels needed is determined on what they have coming into the program.

3.3 Faculty Development Funding

Presentation provided by Ewa Wasniewski and Suzanne Oswald.

**Highlights:**
- Faculty Development funding is provided in accordance with Policy C5090 Faculty Development (1.0).
- As outlined in Policy C5090, continuing, probationary, and full-time limited-term faculty members are eligible for annual allocations for professional development. The annual amount is determined by the Faculty Development Committee and administered by the Faculty Development portfolio in the Centre for the Advancement of Faculty Excellence (CAFÉ).
- Types of funds:
  - **Faculty instructors**
    - Individual Faculty Development Allocations
    - Supplemental PD Fund
  - **Sessional instructors**
    - SCE Sessional Faculty PD Fund
• The deadline to apply for individual sessional allocation funds each year is May 1.
• After May 1, the remaining funds will be pooled, and sessional instructors can then apply for additional funds on a first come, first served basis until the allocation from the School’s portion of the MacEwan University’s Faculty Development Committee has been depleted.
• Funding allocations will follow a retroactive process for this year. The annual deadline to apply for additional funds is August 30 (funds are not rolled over).
• The PD Committee is developing procedures to disperse funds to sessional faculty. This funding is distributed each year to schools/faculties. Internal allocation processes are determined by each school/faculty with some areas using a competitive model, and other areas allocating equitably.
• SCE sessional instructors will be guaranteed an individual allocation each year rather than compete for funding.
• Funding allocation options:
  1. Equal allocation of the total SCE Sessional Instructor funds. $9148.00/12 = $762.33
  2. Full time (4 courses or more) get the full amount $1,016.44 and part time (3 courses or less) get part of the amount $508.22.
  3. Pro-rate based on the number of courses taught.
• Option 2 as noted above will commence in the 2017-18 academic year.
• We may need to look at a vetting process depending on the interest and level of funding we receive.
• SCE Sessional Faculty PD funding is being tracked through the Dean’s office.

4. PAPRS Program Name Change Submission – English as an Additional Language

MOTION: SCEC-02-05-04-2017
Motion to approve as presented the proposed program name change submission for English as an Additional Language, recommended by the School of Continuing Education Executive Committee (April 11, 2017) was moved by Rod Rash, seconded by Don Strickland.

This motion was carried.

5. PAPRS Program Name Change Submission – University Preparation

MOTION: SCEC-03-05-04-2017
Motion: To approve as presented the proposed program name change submission for University Preparation, recommended by the School of Continuing Education Executive Committee (April 11, 2017) was moved by Andrew Buhr, seconded by Donna McKenzie.
Discussion:

- Subsequent to School Council approval, the name change requests for both UP and EAL will be submitted to AGC for approval. Following AGC approval, the change requests will then be submitted to the Government of Alberta for final decision.

This motion was carried.

6. Committee Reports

For Council Approval:

6.1 Conservatory of Music Committee Terms of Reference

MOTION: SCEC-04-05-04-2017

Motion to approve as presented the Conservatory of Music Committee Terms of Reference, recommended by the School of Continuing Education Executive Committee (April 11, 2017) was moved by Ratka Janjic, seconded by Dave Nixon.

This motion was carried.

6.2 Professional Development Committee Terms of Reference

MOTION: SCEC-05-05-04-2017

Motion to approve as amended the Professional Development Committee Terms of Reference, recommended by the School of Continuing Education Executive Committee (April 11, 2017) was moved by David Nixon, seconded by Rod Rash.

Discussion:

- Edit title for Ewa Wasniewski to ‘Director, Education and International Development’.

This motion was carried.

6.3 Additional Committee Reports

(Full reports included in Council meeting agenda package – Item 6.3)

Academic Governance Council (Michael Buhr)

- The Confidence Line was introduced on March 20, 2017 in response to the 2015 code of conduct survey. This initiative will be reviewed in a year.
- The promotion of the Confidence Line tends to give the impression to students that this is the only way to vet issues, and that it essentially allows students to bypass discussing the issue with the instructor.
- It is important that students know of the Confidence Line but they should also be aware of the opportunity to discuss any relevant issues with their instructor.
- There is some trepidation concerning what happens with the information submitted through the Confidence Line even though all reporting is to remain anonymous.
- The original impetus for this initiative was for employee use, but it has expanded to include student use as well.

**Academic Planning and Priorities Committee** (Terry McLean)
- Institutional Learning Outcomes are an active topic at this time.

**MacEwan Committee on Internationalization** (Terry McLean)
- MacEwan International has hired a Social Media Marketing Coordinator.

**Institutional Learning Outcomes Group** (Andrew Cheuk)
- The group continues to work on editing the wording of some outcomes. The draft document will be presented to AGC at the end of August for recommendation to approve.

7. **Dean’s Report**

We are now at the stage of our development as a School to strengthen and consolidate many of our practices. There is a good understanding of what is required to market and promote our programs, of where we are situated within Edmonton’s marketplace in terms of demand for our programs and courses and what we need to do to keep our programs current and relevant to the workplace.

We are continuing to build our registration services and capacity; we know we need to improve the student experience relating to this and we have some strategies in place in order to accomplish it. There are a lot of innovative certificate programs underway and a new unit supporting international short term and PD programming. We have established budget templates for each area that are assisting with financial planning and tracking.

This work has had positive impact on the School. At a time when other continuing education units in Alberta have posted significant losses none of our cost-recovery areas have lost ground financially. In fact, we have moved from the “red to the black” in a number of programs areas while other programming has remained relatively stable.

The University of Alberta did a study last year identifying which continuing education unit had the most brand awareness in Edmonton. Who came out on top? MacEwan University. We need to continue to build our brand through our programs, our passion for teaching and learning and excellence in customer service.

Some upcoming changes to support this include:
- Increasing the numbers of international students in professional development programs and short term study courses
- Creating a one-stop registration/advising area for EAL and UP students by locating all of the EAL and UP administrative staff in one area
- Building and implementing on-line (fully or blended) programs and courses
- Implementing recommendations from a Student Lifecycle project relating to student support services
- Developing and establishing the role of Head Instructor in EAL and UP
There have been a number of staff changes. Dorte Weber and Simrit Parmar will be leaving us at the end of June. Ewa Wasniewski will be the Director of Education and International which will include oversight of three units: University Preparation, English as an Additional Language and SCE International. Suzanne LeBlanc has recently accepted the role of Director of Strategic Planning and Operations. She will be responsible for the management and supervision of the Registration and Information Centre, the financial and administrative oversight of the Conservatory of Music and strategic planning and budgeting for the School. Suzanne will remain in her current location; Ewa and the University Preparation staff and advisors will be co-located with EAL administrative staff.

There are many other things that we will need to address in the coming year, including finding a better solution to addressing classroom disruption. We have a Student Code of Conduct and a number of policies relating to academic and non-academic discipline. However, as we have discovered this year, there are gaps relating to providing timely and on-going support for students and instructors, as well as a lack of clarity concerning roles and responsibilities particularly when the incidence occurs in the classroom but is not directly related to academic integrity issues. Several staff have requested a review of these policies and procedures and we hope to have an opportunity to discuss this with faculty in more detail in the coming months.

The faculty will be using a new tool for their individual evaluation – the eCV. All staff will be involved in performance evaluations – the process for doing this will be outlined by the Director of the unit.

Upcoming events include the annual BBQ scheduled for Victoria Park on June 14th and two Friday education sessions (FRED) being held on June 2 and June 16 from 2:30 – 4:00 pm. More information will be emailed to everyone.

9. **Adjournment**

Meeting adjourned at 5:20 pm.