School of Continuing Education Council Meeting

MINUTES

Thursday, October 20, 2016
3:30 pm – 5:00 pm
Room AC 409, Stollery Hall

1. Call to Order
The meeting was called to order at 3:35 pm. Quorum was exceeded.

2. Approval of the Agenda/Consent Agenda

MOTION: SCESC-01-20-10-2016
Motion to adopt the Agenda/Consent Agenda as amended was moved by S. Parmar and seconded by S. Fournier

- Item 5.3 Photography course revisions will be postponed until the next Council meeting.

(Items contained on the Consent Agenda):
2.1 Executive Committee Minutes, 05-12-2016
2.2 Executive Committee Minutes, 09-19-2016
2.3 School Council Minutes, 05-24-2016
2.4 SCE 2015-16 Annual Report to AGC

This motion was carried.

3. Enterprise Information Management Certificate

MOTION: SCESC-02-20-10-2016
Motion to approve as presented the Enterprise Information Management Certificate, recommended by the School of Continuing Education Executive Committee (September 19, 2016) was moved by E. Wasniewski and seconded by D. Weber.

Discussion:

- Enterprise Information Management Certificate (EIM) refers to principles, policies practices that enable organizations to collect, organize, store and protect information.
• We have identified a gap in this knowledge base and the EIM certificate has been developed to address this.
• The EIM certificate is the first online certificate for SCE.
• Certificate content will explore information governance, information management, and privacy and information security.
• We anticipate students coming from various backgrounds, with the target student audience having a bachelor’s degree, technical background, and practical work experience in areas such as IT, records and data management, privacy, and audit or risk management.
• Implementation plan includes program approval, course development (Nov 2016 to May 2017), marketing (Jan 2017), and first course delivery for Sept 2017.
• Although there are no entrance requirements, we recommend that students have an IT background.
• The content is presented from a Canadian-based perspective.
• As it is an online course, student tuition is the same for international and domestic registrants.
• In terms of how this certificate compared to a formal Records Management diploma or degree, it was noted that the certificate content would not be as in-depth as a graduate level program, with the intent being to support individuals already in the field.

This motion was carried.

4. Social Innovation Certificate - Revisions

MOTION: SCESC-03-20-10-2016
Motion to approve as presented the revisions to the Social Innovation Certificate, recommended by the School of Continuing Education Executive Committee (September 19, 2016) was moved by E. Wasniewski and seconded by A. Buhr.

Discussion:

• The proposed certificate is a collaboration between SCE and Mount Royal University.
• The 4-course certificate is designed for anyone engaged in social change initiatives.
• Three courses are jointly owned, include an online activity component, and also two scheduled face-to-face classes. The fourth course is an entirely face-to-face offering.
• Key is to develop a social innovation network for Alberta, with trying to bridge this network between Edmonton and Calgary.
• Target student audience – individuals working within non-profit or for-profit social purpose organizations, related government departments, corporations with a commitment to community investment and communities seeking change.
• The program description has been revised to provide more clarity and focus.
• This certificate was identified as one of the academic initiatives within MacEwan’s strategic plan.

This motion was carried.
5. Art, Design & Digital Media Certificates

MOTION: SCESC-04-20-10-2016
Motion to approve as presented the proposed Illustration Foundation Certificate, proposed Media Techniques Certificate, and Photography course revisions, recommended by the School of Continuing Education Executive Committee (September 19, 2016) was moved by E. Wasniewski and seconded by S. Parmar.

Discussion:

- The certificate courses in Art, Design and Digital Media courses have traditionally been stand-alone courses. To streamline these certificates and make them more attractive to the target audience, existing certificates were revised and courses have been reorganized and re-bundled.
- We have changed these certificate’s focus from leisure programming to professional development.
- The Illustration Foundation Certificate is industry-relevant training that will support students wanting to develop a personal or professional portfolio suitable for application to visual art or creative post-secondary programs.
- The Media Techniques Certificate builds in Adobe Creative courses we currently offer, and provides additional training for people already in the industry.

This motion was carried.

6. New Business

6.1 Academic Schedule 2016-17

- A proposal to move the registration start date from fall 2017 to early 2018 (spring/summer terms) has now commenced. This gives our students more time to register. We will be discussing the implications further with administrative staff, advisors and OUR.
- SCE non-credit course scheduling within PeopleSoft is now being handled by the SCE Registration and Information Services unit. Course catalogue updates may also become a function of this office.
- We are moving towards more autonomy in terms of scheduling but are still responsible to the OUR.
- Academic Scheduling Discussion:
  - M. Fraser commented that the academic schedule only applies to courses that are considered to fall within standardized terms (ministry approved). Although continuing education programming has scheduling flexibility, working outside of the standard term can create lack of clarity for students.
M. Buhr noted that University Preparation’s (UP) 53 day spring term is already tightly scheduled. It was further noted that this issue is compounded with students still completing assignments in the winter term. How does this fit with their schedule if they are taking other ministry pathed courses at MacEwan?

- There may be interest in having a working group formed to discuss this item further.

S. Parmar indicated that in the past when UP was 2 weeks ahead of the university schedule it caused significant issues for the students, and at that time a decision was made to follow the academic plan.

7. Committee Reports

Information and Technology Management Committee (Andrea Cheuk)

- A pilot project for Microsoft Outlook is currently in progress.
- John McGrath will be developing a plan to look at other email options.
- Campus-wide upgrade of wireless structure – a fix is planned but a specific date has not been set yet.
- Security Awareness Program – presently testing this system with a communications campaign being implemented to provide further awareness to staff of potential scams and protecting passwords and data.

Conservatory of Music Committee (CoM), (Robert Klakowich)

The CoM Committee Terms of Reference is almost complete, with further revisions being made to terms of membership (adding Council CoM representative to committee membership, and elimination of Music Advisory position).

- CoM 2016-17 Operation Plan has been developed, however, requires further discussion.
- Deliverables report submitted by Kimberly Denis, former Music Advisor, provides detailed recommendations and analysis to support future visioning.
- The CoM began in 1903, and has developed a profile as one of the main centres for music in Edmonton. A high level of instruction has developed over many years.
  - The CoM instructors want to maintain their established profile and identity, however being under a new administrative model they are looking at how their identity might change.

Program and Curriculum Committee (Ewa Wasniewski)

- The Program and Curriculum meets in advance of Executive Committee meetings to prepare decision items to be presented for Executive Committee approval.
- Current topics of discussion include:
  - What is the best curriculum development process?
  - How to embed curriculum review into the process?
  - How to begin this dialogue?

Professional Development Committee (Ewa Wasniewski)

- The Professional Development Committee is currently revising its Terms of Reference.
- Current Committee activities and review items include:
  - Review of PD funding programs per employment category, sabbatical policies, and research opportunities
• We will be developing a calendar outlining professional development opportunities available to SCE staff and faculty.
• An extended Call for Nominations will be sent out in order to fill two vacant Support/Supervisory committee positions.

**Academic Governance Council (Michael Buhr)**

• M. Buhr began his AGC membership term effective September 20th.
• The faculty evaluation report was presented to AGC for the Winter 2016 term. There was a significant increase in responses from students.
• A recommendation to dissolve the Nominations Committee was approved by AGC effective September 21, 2016. The duties of the Nominations Committee will be taken over by AGC Executive Committee.

8. **Dean’s Report**

• Heather acknowledged for the hard work of everyone in supporting the summer and fall international study tours, the start of the fall term and in developing new programs and initiatives for the School.
• The closure of the IELTS testing centre was recently announced and with it notice of a farewell to our full time testing staff: Ruth Jordan, Judy Sandstrom, Virginia Armstrong and David Mulligan. Unfortunately, changes from IDP Australia (the parent company of IELTS testing) has resulted in additional requirements and reduced revenues. This combination has resulted in a lack of sustainability for the future and a decision to close the test centre. The IELTS staff were acknowledged and thanked for their dedication and hard work in supporting individuals taking the tests. For many, English language testing is an important first step on a career or educational pathway. Staff will be completing their work at MacEwan on Dec. 16 with the exception of Ruth who will be here until the end of January finalizing the closure requirements.
• A report on our School Council activities from the 2015/6 academic year was submitted to the AGC. Members of the Executive Committee of AGC noted the number of new and revised certificates (11 in total) reviewed by this Council in the past 6 months. Congratulations go to Ewa Wasniewski and the staff in Professional and Continuing Studies who worked very hard in developing the proposals and implementing new courses. The Behavioral Intervention’s certificate of achievement program attracted 12 applicants; we have received 11 applications to date for our new international executive professional development programs to be launched in January 2017.
• The committees of the School Council have all met at least once and are currently developing work plans for their committee. The Conservatory of Music committee is reviewing a report completed by Kimberley Denis and is identifying priorities for further discussion. The Program and Curriculum Committee has focused on reviewing and recommending new certificate programs; the Professional Development Committee is currently seeking information about PD funding and support for staff and faculty at MacEwan with a view to identifying and supporting PD opportunities in the future.
• The management team is embarking on a business practices documentation project for the School. This initiative will involve reviewing the current business processes relating to things such as information and data collection, registration, admission, student support, grading, transcripts, refunds, scheduling, international students and government reporting. A consultant will be hired to assist us with the identifying and documenting the requirements and moving us from a current state to a future state in order to ensure the on-going effectiveness and sustainment of the School.

• The management team at the School will be meeting on Oct. 28 to identify our annual operation plan and talk about SCE International programs. The expansion of study tours, partnerships with international organizations and institutions and the development of full-time international executive programs along with requirements for developing new registration practices has led to the identification of a need for a coordinating mechanism or unit to ensure a positive student experience. Members of this group have met with representatives from the Ministry of Advanced Education, International Education and Intergovernmental Relations and the Alberta International Development Office to explore other possibilities related to international education projects.

• Staffing update: Linh Pham’s term as marketing manager has been extended to April 2017. We have no news yet regarding Shirley Wilfong-Pritchard’s return to the School; an office School Council welcome goes to Geetu Raja, Stephanie Sherwood and Suzanne LeBlanc who joined us this summer. And welcome back to Amanda who is replacing Heather Nally who is on maternity leave.

9. **Question Period**

• Further questions concerning the Academic Standing Policy were addressed by M. Fraser who noted that the policy is only applicable to University Preparation. If an UP student takes an undergraduate course, they need to maintain a minimum grade similar to that of a blended student. It had initially depended on what program the student was registered in, and now there is no direct relevance.

10. **Adjournment**

Meeting adjourned at 4:52 pm.