1. Call to Order
The meeting was called to order at 3:36 pm after quorum was met.

The meeting was preceded by a brief introduction from guest, Cynthia Zutter, Vice Provost. Cynthia has been with MacEwan University for over 20 years and has held her current role as the new Vice Provost since January 2016. She is currently working with John Corlett on various strategic planning initiatives, with one of the largest projects being a new research strategy and plan to replace the current one expiring in 2017.

2. Approval of the Agenda/Consent Agenda

MOTION: SCESC-01-24-05-2016
Motion to adopt the Agenda/Consent Agenda moved by Simrit Parmar and seconded by Ruth Jordan.
This motion was carried.

(Items contained on the Consent Agenda):
2.1 Executive Committee Minutes, 02-29-2016
2.2 Executive Committee Terms of Reference
2.3 School Council Minutes, 03-10-2016

3. Social Innovation Professional Development Certificate

MOTION: SCESC-02-24-05-2016
Motion to approve as presented the Social Innovation Professional Development Certificate, recommended by the School of Continuing Education Executive Committee (May 12, 2016) was moved by Ewa Wasniewski and seconded by Dorte Weber.
This motion was carried.
Overview:
- The Social Innovation PD certificate is a collaboration with Mount Royal University (MRU).
- The certificate includes 4 jointly owned courses, with 3 having an online activity component. The fourth course will be entirely face-to-face.
- We will be offering the course in conjunction with MRU in Calgary.
- Target student audience includes nonprofit or for-profit organizations, related government departments, corporations committed to community investment, and communities seeking change.
- A full review of the pilot offering will be completed in spring 2017.

Discussion:
- There is no grading, and successful completion of this certificate is based on participation only. The certificate is open to anyone, and is not limited to post-graduate students.
- Instructors with subject matter expertise from both Edmonton and Calgary will be teaching the courses.
- Martina King asked whether there were any other courses within Alberta that were comparable. Ewa Wasniewski responded that there were none specifically, and particularly not as a stand-alone PD certificate.

This motion was carried.

4. Business and Management Certificates
4.1 Proposed Leadership Certificate
4.2 Proposed Management and Supervision Certificate
4.3 Proposed Bookkeeping and Accounting Technology

MOTION: SCESC-03-05-24-2016
Motion to approve as presented the Leadership Certificate, Management and Supervision Certificate and Bookkeeping and Accounting Technology Certificate, recommended by the School of Continuing Education Executive Committee (May 12, 2016) was moved by Ewa Wasniewski and seconded by Don Strickland.

Overview:
- The proposed changes were in response to the decreasing demand of the three identified certificates.
- Courses were assessed based on enrolment, student evaluations and course content.
- New courses were also added to develop new skills and competencies.
- A gap was identified in foundational bookkeeping and accounting programming. A new certificate in Bookkeeping & Accounting Technology is proposed.
- We need to be connected and responsive to industry.
- Our partnership with the Supply Chain Management Association of Alberta gives the program credibility.
- We are looking to position Professional and Continuing Studies as a resource to employees and those wanting to expand credentials. Programs are focused, short and offer quality
programming. Our mandate is to develop quality professional programs and credentials that enrich the lives of diverse learners.

**Leadership Certificate:**
- Changes include the addition of two new courses, two required courses will no longer be required, one course will be discontinued and elective courses will no longer be required. The course hours have been reduced to 42 hours.
- The intent is to make the certificate more appealing to the target market by adding new courses in topic areas that are in demand and to reduce the complexity of completion requirements and length of the program.

**Management & Supervision Certificate:**
- Changes include merging the Management and Supervisory certificates into one, eliminating elective courses, retaining two core courses from the Management Essentials certificate, and discontinuing one of the core courses. The required hours have been reduced to 49 hours.
- The intent of the changes is to make the certificate more appealing to the target market by adding new courses in topic areas that are in demand, as well as to reduce the complexity of completion requirements and length of the program.
- Combining the two areas into one certificate offering will increase the size of the target audience by drawing the same market of people into one certificate stream.

**Bookkeeping & Accounting Technology Certificate:**
- This new certificate includes a new Bookkeeping Basics course, Accounting Basics course, Understanding Financial Statements and Budgeting course, and two levels of either QuickBooks or SAGE 50 Accounting software application courses.
- The intent of the new certificate is to offer a foundational level of basic bookkeeping and accounting skills that will prepare students to apply knowledge and skills to their workplace or business, or in preparation for post-secondary credit courses in accounting.
- The certificate will provide a more advanced level of training than is currently being offered.

**Discussion:**
- M. Buhr inquired as to how concerned we are that the course materials are developed by an external instructor, and whether there was an overlap in hours from previous course offerings. E. Wasniewski responded that we do have contracts in place to address intellectual property rights, and we have made it more concise and easier for students to successfully complete the certificates.
- M. King asked if consideration was given to offering a blended element to the Business & Management certificates. E. Wasniewski responded that the intent is to consider this in the future.

**This motion was carried.**
5. Art, Design & Digital Media Certificates
   5.1 Proposed Digital Media and Graphics Foundation Certificate
   5.2 Proposed Photography Certificate
   5.3 Proposed Web Design & Development Certificate
   5.4 Proposed Design Foundation Certificate
   5.5 Proposed Studio Photography Certificate
   5.6 Proposed Visual Art Foundation Portfolio Certificate

MOTION 04-24-05-2016
Motion to approve as presented the Digital Media and Graphics Foundation Certificate, Photography Certificate, Web Design & Development Certificate, Design Foundation Certificate, Studio Photography Certificate, and Visual Art Foundation Portfolio Certificate, recommended by the School of Continuing Education Executive Committee (May 12, 2016) was moved by Ewa Wasniewski and seconded by Laura Ouellette.

Overview:
- Certificates were revised and courses reorganized/rebundled with change in focus from leisure programming to professional development.
- We have reduced the complexity of existing certificate completion requirements to make them more attractive to the target audience.
- The intent is to provide suitable training in the arts, design and digital media industry, to provide a hands-on format designed to meet the standards specific to that particular industry, and to provide an opportunity for students to enhance their skills in the marketplace.
- All certificates are designed to complement other Art, Design and Digital Media certificates.

Digital Media and Graphics Foundation Certificate:
- Changes include revised certificate title, addition of two required courses, one discontinued course, and elective courses will no longer be offered. Course hours have been reduced to 81 hours.

Photography Certificate:
- Changes include deletion of one required course, addition of a new required course, electives not required, and changes to length of course. Course hours reduced to 96 hours.

Web Design & Development Certificate
- Change includes adding a course, and course hours have been reduced to 85 hours.


Design Foundation Certificate
- Changes include revision of three existing courses, two new courses with required course hours set at 84 hours.
- The intent is to provide industry relevant training which will help those wanting to develop a personal or professional portfolio suitable for application to post-secondary design programs.
Studio Photography Certificate
• Changes include revision of three existing courses, two new courses with required course hours set at 84 hours.

Visual Art Foundation Portfolio Certificate
• Includes one existing course, four new courses with course hours set at 96 hours.
• In addition to providing industry relevant training, this certificate will help students wanting to develop a personal or professional portfolio suitable for application to visual art or create post-secondary programs.

Discussion:
• R. Janjic addressed concerns raised at the Executive Committee meeting in regards to the uniqueness or notability of the Web Design & Development Certificate. A key variance includes the shorter training time in contrast to NAIT (5 courses, 85 hours compared to 252 hours at NAIT).
• The course fees for the Digital Media & Graphics Foundation program have been corrected to read: “Single courses are $375-$395 totaling $1,915.”
• Some of the program offerings are held at CFAC, and future classroom space and logistics will be considered once the existing building closes.
• E. Wasniewski added that regular meetings with CFAC staff will ensure that we are working with credit programming to support them as well.

This motion was carried.

6. Other

6.1 SCE International
• E. Wasniewski announced the roll out of three international corporate training programs of study which include: Project Management & Professional Communication; Business Analysis & Professional Communication, and Global Logistics Management & Professional Communication.
• We have been working with the Government of Alberta and different areas of the university over the last year to develop these new program initiatives.
• Our institution now has a designated learning number which allows international students to be admitted to these types of study programs. It will open up many new opportunities for our school.

6.2 Deactivated Courses
• Courses have been deactivated due to low enrollment, one-time special interest or an increase in market competition.
• The following areas have deactivated courses:
  ○ Business & Management (15 courses)
Art, Design & Digital Media (122 courses)
- Health & Wellness (27 courses)

7. Committee Reports

Further to the Committee Reports document (Agenda Item 7.0) committee representatives in attendance at the Council meeting provided the following committee activity summaries:

Richard Pereschitz, Academic Governance Council (term ends end of August, 2016)
Highlights of the May 17th, AGC meeting include:
- The MacEwan Internationalization plan has been given final approval. The goal is to raise the international student contingent to 8%. Student recruitment is seen as part of our role and we will explore part-time programming for EAL, expand EAL recruitment and promote the EAL program to make it more attractive to students. We need to ensure admission requirements are equitable and work with CE and other institutions abroad.
- Student Services Committee – provided statements that represent starting points for student success involving strategies that align with the pillars of MacEwan University.
- Community Engagement Working Group – the initial step for this group was to come up with definitions for community engagement activities. An environmental scan is planned to determine community engagement already underway at the University.
- The AGC meeting minutes are available on the AGC website.

Terry McLean, MacEwan Committee on Internationalization
- Much of the background work on the MacEwan Internationalization plan was completed by Kimberley Howard with the plan being approved by AGC last week. Subsequently it will be presented to the Board of Governors for approval this fall.

Suzanne Oswald, MacEwan Medals of Excellence Committee
- This year we had a number of nominations, however the quality of nominations did not match the selection criteria resulting in the President asking for additional nominations.

Andrea Cheuk, Information and Technology Management Committee
- Andrea provided an overview of the mandate for this committee which is to develop and carry out the ITM Strategic Plan.

Michael Buhr, Academic Governance Council
- Michael will be starting his term on AGC in the fall of this year.

Mary Campbell, Refugee Project Report
- MacEwan has sponsored one refugee family with plans to sponsor an additional family. There are other government assisted refugees in the city who do not have sponsorship groups. ESL is a separate initiative. Volunteers are always welcome.

Other SCE Committees
- The SCE Program & Curriculum Committee held its first meeting, the Conservatory of Music Committee is meeting on May 27th and the Professional Development Committee will hold its first meeting in the fall.
8. **Dean’s Report**

- In Educational Development our Director, Ewa Wasneiwski has initiated SCE International and developed a foundation for curriculum development and course and program partnerships within and outside of the university.
- Our marketing manager is currently on leave. We are hiring a 4 month term marketing manager to assist with our marketing plan. Thanks to Ratka Janjic for managing the marketing requirements since February. We have a program guide in production as well as a Continuing Education transcript. We will be hosting the Irrelevant Show at the ACC again this fall.
- At the Registration and Information Centre work continues on our new registration system. Phase two of the registration system was completed in March and the warranty period is now over. Jason Lee and Salima Harani are working with staff to track and correct any issues relating to the CE career in PeopleSoft. In order to ensure communication and sustainment of the system a CE systems user’s group was established recently involving members from the SCE, CPNE, IT and the OUR. We will be meeting monthly to discuss issues and identify plans for future development.
- In the Academic and Language Preparation unit both EAL and UP are busy addressing changes in Alberta Works, developing summer study tours, hiring a STEP student, and learning the online application system.
- Tariqa Tandon has almost completed her two year term at MacEwan and will be leaving us in June. Cara Gratton will be retiring at the end of August. Heather extended her thanks and best wishes to both of them.
- In the Professional and Continuing Studies area staff are focusing on the implementation of new and revised professional development programs and partnerships. There are some exciting new programs planned for the fall and winter terms.
- Congratulations for a very successful year go to the Conservatory of Music. We had a record number of students in Jumpstart and our private lessons continue to thrive. The Conservatory of Music committee of the School Council will have their first meeting on May 27.
- In the past year staff and faculty have addressed registration issues; accommodated a number of students in support of their learning and assisted them on their learning pathway; helped students from Syria as well as those evacuated from Fort McMurray; celebrated with our Mexican study tour students; developed new courses and learning tools; achieved ministry approval for international contract training, skyped, tweeted and facebooked about our School; attended concerts, lectures and lots of meeting; had lots of coffee and donuts at our Tim Hortons and worked to help the School reach it’s organizational and academic goals. The 2016/7 meeting schedule for the School Council and the committees will be developed over the next month and circulated to everyone. Heather thanked everyone for their continued support and participation and extended her best wishes for an enjoyable summer.

9. **Question Period**

- No questions were put forth by Council members.

10. **Adjournment**

Meeting adjourned at 4:46 pm.