School of Continuing Education Council Meeting

MINUTES

Thursday, January 19, 2017
3:30 pm – 5:00 pm
Room AC 409, Stollery Hall

1. **Call to Order**
The meeting was called to order at 3:32 pm – quorum was met.

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

**MOTION: SCEC-01-01-19-2017**
Motion to adopt the Agenda/Consent Agenda as amended was moved by Ratka Janjic, seconded by Simrit Parmar.

This motion was carried.

3. **SCE International – Update/Presentation**

- We have received approval to create the new unit, SCE international.
- The overall objective is to provide one central location for all SCE international programming, providing an immersive experience for our international students.
- Upcoming study tour groups already scheduled for this year include a group from Japan (March 2017), AJIEMS and Proyecta 10,000.
- Programs being offered include:
  - Executive Professional Development courses;
    - Project Management and Professional Communication Executive Development – we have 16 students registered and attending
    - Business Analysis and Professional Communication Executive Development
    - Global Logistics Management and Professional Communication Executive Development
  - Study Tours (under 6 months)
    - International Instructor and Teacher Learner Focused English Program (currently being reviewed)
    - High School EAL and Canadian Cultural Study Tour
    - High School EAL and topic specific (Theater, Music, Basketball, etc.) Study Tour
    - University Student EAL and Canadian Cultural Study Tour
    - University Student Immersive Study Tour (pending)
4. **Cyber Security PD Certificates**

**MOTION: SCE-02-01-19-2017**

Motion To approve as presented the proposed Cyber Security Professional Development Certificates, recommended by the School of Continuing Education Executive Committee (December 14, 2016) was moved by Marty Tucker, seconded by Monika Weber.

Discussion:

- The newly proposed Cyber Security PD certificate programs are being offered through the Professional and Continuing Studies unit.
- We have identified indicators of future growth and demand for Cyber Security Professionals in Alberta, with the job market expected to double in the next five years.
- In a two-year partnership with York University, we are offering two stackable PD certificates.
- The program curriculum is owned by York University. The partnership agreement outlines a 50/50 shared revenue model less expenses.
- SCE will be the first post-secondary school to offer such a program in Alberta.
- We will be offering the program in Edmonton and subsequently in Calgary.
- There are two certificates—Cyber Security Fundamentals and Advanced Cyber Security.
- Delivery will be a blended-learning format, to include online and face-to-face components.
- Successful completion of the fundamentals certificate is required prior to continuing on to the advanced certificate.
- Once students complete the certificate they are prepared and go on to write the exam and be certified professionals.
- No application process or admission requirements, however it is recommended that potential students have previous IT or management education/experience.
- Implementation plan – launching in Edmonton on May 1st; Calgary in the fall 2017.
- Students will receive a non-GPA letter grade based on the associated percentage ranges and must achieve a grade of C or higher.
- Pricing strategy - $6,800 for both – students have to enroll in both certificates at the same time.
- There is a cost for the exam, which is offered through the (ISC)² Association.

This motion was carried.
5. Committee Reports

At the request of the Executive Committee, Martina King was invited to present information on the Student Services Committee.

5.1 Student Services Committee Mandate (Martina King)

- The Student Services Committee is a Standing Committee of the Academic Governance Council which develops recommendations to AGC on elements of student experience and institutional policies that affect academic, social, and health determinants of student success.
- The Committee’s mandate is to ensure students are aware of policies and procedures, whereby the committee helps define and refine the institutional understanding of student success and associated terms. The committee also presents recommendations and initiatives deemed as important to student success.
- Main issues the committee has dealt with thus far include reviewing the change to the admissions policy in relation to the academic bridging policy.
- Major accomplishments last year were getting institutional statements on mental health and wellness, and establishing working groups for student success and student disability and accessibility.
- A callout for new committee members will be announced this spring. Meeting schedules and further information is available on the AGC website. [http://www.macewan.ca/wcm/ExecutiveandGovernance/AcademicGovernanceCouncil/StandardCommittees/StudentServices/index.htm#3](http://www.macewan.ca/wcm/ExecutiveandGovernance/AcademicGovernanceCouncil/StandardCommittees/StudentServices/index.htm#3)

5.2 Institutional Learning Outcomes Working Group (Andrea Cheuk)

- Andrea Cheuk is a new member of the Institutional Learning Outcomes Working Group (ILOWG).
- A commitment in MacEwan’s Integrated Strategic Plan is to develop ILO’s, beginning with ILO themes and statements from previous work.
- The group members include representation from MacEwan faculties, CAFÉ, Institutional Analysis and Planning, MacEwan International, SAMU, Student Affairs and the Vice-Provost.
- ILOWG’s goals are to articulate knowledge, skills, abilities and attitudes that MacEwan students will leave with; how we will frame the educational experience of our students; and identify how MacEwan students will embody the distinct values and traditions of MacEwan through their dispositions and future plans.
- Learning outcomes are statements about knowledge, skills, abilities and attitudes. The three levels of learning outcomes include course, program and institutional. The course level examines human development through a sustainability and social justice lens; the program level articulates the characteristics of a sustainable society and the ethical basis from which sustainability originates, and the institutional level applies ethical sustainable practices towards social, environmental, and economic well-being.
- ILO’s are living documents and should be evaluated and updated periodically as necessary.
- Students may achieve ILO’s differently, depending on program and discipline.
• A list of draft ILOs was distributed to council members for further review and discussion. Comments included:
  o Should we consider looking at it from a student’s perspective as well? What are their measurements of success?
  o When an institution sets goals it would have to cascade down to the course – alignment with all the levels.
  o How does it work in the case of preparatory programs such as EAL and UP? They were originally written with a 4-year program in mind, but this does not mean that 1-2 year programs cannot apply to some of these outcomes.
  o The outcomes were written so they could be universally applied; however, we recognize that it might not be achievable to attain all outcomes.

• To continue the consultation process, council members were asked to contact any ILOWG member with further comments prior to March.
• The committee will be drafting a report of consultation results in May, which will then be submitted to AGC.

Other Committee Updates

(Refer to Committee Report document included in Council meeting agenda package – Item 5.0).

The following committee members in attendance provided the following updates:

Academic Governance Council (Michael Buhr)
(Full report included in Council meeting agenda package – Item 5.0)

• There are recent changes to how CE faculty can participate on AGC standing committees, with CE faculty now classified as supernumerary members. This means that SCE faculty will retain membership on an AGC Committee without attending all meetings. CE faculty members would not be counted as part of quorum, however will be given full voting rights. This item has been approved by AGC Executive Committee to be presented to AGC for approval on January 24, 2017.
• This change provides an opportunity to any faculty that is not able to attend AGC committee meetings to avoid being penalized. Regardless, every effort should be made to attend if at all possible.

MacEwan Committee on Internationalization (Terry McLean)

• Reminder of Global Awareness Week (Jan 30 – Feb 3)

Sabbatical Leave Committee (Marty Tucker)

• The Sabbatical Leave Committee approved 12 applications, with 8 from Arts and Science, 3 from the School of Business, and 1 from Health and Community Studies. The committee will be meeting again to go over the terms of the sabbatical leave policy as it may intersect with the upcoming negotiations.
Professional Development Committee (Ewa Wasniewski)

- The committee now has full membership. The Terms of Reference is being revised and will be sent to the Executive Committee for further review and recommendation for Council approval.

Program and Curriculum Committee (Ewa Wasniewski)

- The Committee is reviewing new programs and will be working on developing a framework for a program development process.

Faculty Development Committee (Suzanne Oswald)

- The Faculty Development Committee is a standing committee of the AGC.
- The committee fosters faculty development, and provides advice and feedback regarding faculty development programming to the Faculty Development Coordinator and CAFÉ.
- There is an increase to $1,100 for funding allotments for sabbaticals and PD funding.
- For information on funding programs and eligible expenses, faculty are encouraged to refer to the CAFÉ website for further information.

6. Dean’s Report

- The management committee met in early January to discuss strategic plans and goals for the year. The theme for the SCE is consolidation – this includes things such as building common practices around registration and admission processes; developing a critical path relating to the key actions and activities required each year; identifying best practices relating to our marketing initiatives; developing and building capacity for international programming and identifying a definition for faculty service.
- Much of this work is already in progress and there are several positive outcomes to date. Sixteen international students started a full time, one year-long certificate program in Program Management and Professional Communications. This program has provincial approval as part of the DCL corporate training requirements. We received notice that students who successfully complete this program are eligible for a one-year work permit through CIC.
- Business programs are reporting a 58% increase in student numbers over last year. Interest in the Behavioral Intervention courses is growing. Student numbers have increased in academic upgrading and remain steady in English as an Additional Language. The Conservatory of Music remain as busy as ever.
- The jointly developed and delivered Social Innovation Certificate will begin soon. The pilot offering has 7 participants from MacEwan and 4 participants from Mount Royal University.
- The committees of the School Council are gearing up for meetings this term. The Conservatory of Music will be organizing a President’s Faculty Concert on March 26th featuring our instructors. All staff are encouraged to attend or to volunteer for the event.
- A policy review with the Office of Legal Council is underway. The strategy proposed is to remove the specific policy currently relating to Continuing Education and include references
to continuing education and academic and language preparation as needed. This will allow the School to be presented in the same way as other faculties and schools at MacEwan and accommodate any differences relating to our teaching and administrative requirements.

- Sadly, Lana Thompson’s husband passed away in late December. Our condolences to Lana and her family and friends at this difficult time.
- Staffing update: Salima Harani and Janice Reeves are currently on medical leave. Vibhoo Singh from IT is assisting us with our technical issues associated with the CE Career. Until further notice, Janine Loewan is the interim contact for Arts and Design courses.
- A reminder of the upcoming Dean’s Lunchtime lecture on Hockey Analytics, being held in Muttart Hall on Wednesday February 1 at 11:40 am.

7. **Question Period**
   - Michael Buhr commented on the confusion surrounding reporting for attendance within PeopleSoft. If a student withdraws, they are removed from the attendance roster but not the student list. Karen Baer responded that this system process is being updated to automatically remove withdrawn students from the student list.

8. **Adjournment**

Meeting adjourned at 4:41 pm.