

General Faculties Council
CALENDAR AND CURRICULUM SUBCOMMITTEE
Approved Minutes

Meeting #27

March 24, 2016, 9:00 a.m. – 11:00 a.m.

A167

Voting Members

Susan Barker, Co-Chair
Cindy Graham, Academic Co-Chair
Dianne Gereluk* - present for Items 1-3
Stephan Guscott
Ebba Kurz
Graham McCaffrey
Steve Norman
Anders Nygren
Angelique Saweczko
Sally St. George
Lynn Taylor
Virginia Tumaszk
Sherry Weaver
Joelle Welling

Non-Voting Members

Lesley Gerein
Pat Kaip
Kim Wittner

Regrets

Tina Gabriele
Carol Poland
Emma Read
Alice Woolley

Secretary

Elizabeth Sjogren, Governance Coordinator

Scribe

Cherie Tutt, Governance Coordinator

Observers

Rachel Bruce, Manager, Academic Programs, Faculty of Arts
Carol Crooks, Senior Undergraduate Specialist, Undergraduate Science Centre
Christine Johns, Senior Director, Academic and International Strategies, Office of the Provost
Jennifer Logan, Program Coordinator, Cumming School of Medicine
Brenda Toth, Manger, Undergraduate Programs, Faculty of Nursing

The Co-Chair called the meeting to order at 9:05 a.m. and confirmed quorum.

1. Approval of the Agenda

The proponent for Item 6 requested that the Item be changed from Information to Discussion.

Moved/Seconded

That the Agenda for the March 24, 2016 Calendar and Curriculum Subcommittee meeting be approved with the requested amendment.

Carried**2. Report of the Co-Chair and Academic Co-Chair**

The Co-Chair reported that the provincial budget announcement will take place in early April

The Academic Co-Chair included the following in her remarks:

- Faculties were encouraged to submit any Calendar changes that are ready for next year to Carol Poland, Calendar Editor. These will then be reviewed by the Calendar and Curriculum Calendar Working Group over the summer.
- A working group has been established to review the Reappraisal of Grades and Non Disciplinary Academic Appeals and Integrity of Scholarly Activity Academic Regulations, and recommendations from this working group will be brought to the Associate Deans' Academic Integrity meeting in May

3. Approval of the February 25, 2016 Meeting Minutes

Documentation for this item was circulated with the Agenda.

Moved/Seconded

That the Minutes of the Calendar and Curriculum Subcommittee meeting held on February 25, 2016 be approved with the requested amendment.

Carried**4. Managing Course Registration: Prerequisites**

Documentation for this item was circulated with the Agenda. Susan Barker, Co-Chair and Cindy Graham, Academic Co-Chair, presented this item.

Highlights:

- The Co-Chair provided the rationale for reviewing practices and perceptions of course prerequisites across the University
- It was reported that prerequisites are a costly administrative process. For example, the Faculty of Science received 9500 prerequisite waivers for Fall/Winter 2015-16, each of which, required a manual override in the PeopleSoft system.
- The Committee discussed the different criteria for waiving prerequisites, and the potential impacts on a student's progression

- The challenges with the current processes for checking prerequisites were discussed by the Committee. The Office of the Registrar will explore possible options to further systemize prerequisite checks and will report back to the Committee at a future meeting. The Senior Specialist Academic Advising will also connect with Senior Advisors across the University to confirm the timeline for prerequisite checks.
- The Committee discussed how improving course registration will improve the student experience
- The importance of removing unnecessary prerequisites and ensuring that prerequisites are updated when changes occur, such as course sequencing, was stressed
- Members of the Committee were encouraged to review the course prerequisites used in their Faculty when preparing Calendar changes for 2017-18. In addition, members were asked to review reserved caps, notes and consent options.

5. Creation of University Courses Global Challenges I & II

Documentation for this item was circulated with the Agenda. Lynn Taylor, Vice-Provost (Teaching and Learning), and Virginia Tumas, Associate Dean (Undergraduate Programs and Student Affairs), Faculty of Arts, presented this item.

Highlights:

- The proponents introduced the proposal and provided the institutional context for the creation of the University Global Challenges courses, UNIV 201 and UNIV 203 courses. It was explained that, in February 2013, the University approved the College of Discovery, Creativity and Innovation (CDCI) (as part of the Taylor Institute for Teaching and Learning)
- It was reported that the CDCI is not an academic unit and courses must be proposed by teaching Faculties. The Faculty of Arts is proposing to offer the UNIV 201 and 203 to support the three-year pilot of the Global Challenges Initiative in the CDCI.
- The search for the Director of the CDCI is currently in progress, and once in place the Director will be the coordinator for the UNIV courses
- It is being proposed that students would normally register in both UNIV 201 and 203, but that in the first year (Winter 2017) only UNIV 201 would be offered
- The Committee discussed the format of the proposed courses and the Global Challenge themes that have been identified in the proposal
- In response to questions, it was confirmed that:
 - The first offering of UNIV 201 in Winter 2017 may have 4-6 sections
 - The courses will be taught in the Taylor Institute for Teaching and Learning building
 - Students from different undergraduate programs will be encouraged to participate in the courses
 - UNIV 201 and UNIV 203 are sequential courses, and students will be required to remain in the same section in both Fall and Winter term to ensure a continuous learning experience
 - There may be some exceptions made to offer these course to second year students who

- have too many course restrictions in their first year
- In the second year of the pilot students will be provided with information about the theme for the particular year prior to registering
- The Global Challenges Conference will be scheduled during block week and will be planned around orientation activities. The Committee discussed the responsibility of the course organizers to demonstrate the value-add of the Conference, as it would prohibit students from registering in other block week courses and does not reduce contact hours during term or provide students with added credit
- The Committee expressed their support for the development of the UNIV courses and requested that further consultation take place across all Faculties to find ways for students from all undergraduate programs to be able to participate in these courses (e.g. Medicine and Engineering)
- The Committee made the following suggestions:
 - That the proponents work with the Office of the Registrar to refine the course descriptions, course prerequisites, and course scheduling
- The Committee reviewed the implementation timeline, and agreed to hold an electronic vote for this proposal after its approval by the Faculty of Arts Council

6. Revision to the Academic Regulation for the Withdrawal from Courses and the Withdrawal from Term

Documentation for this item was circulated with the Agenda. Angelique Saweczko, Registrar, presented this item.

Highlights:

- The proponent reported that, as part of the ongoing work to update the Calendar language to be more student friendly, it is being proposed that the Academic Regulations Withdrawal section be revised
- It was explained that there is a need for an additional withdraw option for students with medical issues. For privacy reasons and to allow the possibility to capture other potential situations, an extenuating circumstances withdraw (EW) option is being proposed versus a medical withdraw.
- The Committee discussed the procedures for activating an EW between the Faculty and the Office of the Registrar, the timeline for students to submit a request for an EW and exam implications, and the process for students to appeal when an EW request is denied
- In response to questions, it was confirmed that:
 - An EW will be recorded on the transcript
 - Fee implications of using an EW will be reviewed on a case-by-case basis, and guidelines will be added to a procedures document
 - Withdrawals from other institutions are not counted towards the total number of withdrawals a student is permitted. The Committee suggested that this be clarified for students.
- The Committee made the following suggestions:

- That a note be added to the Withdrawal from Courses section which indicates to students that a withdraw may not be taken to avoid a failing grade due to academic misconduct
- To allow for flexibility, that 'not typically' be added to the third sentence, in the first paragraph in section B.14.3 before 'be considered for an EW'
- That the Faculty of Nursing be added to the list of Faculties, in section B.14.2, that students need to obtain approval from before withdrawing from a course

7. Status of Program Approvals

Documentation for this item was circulated with the Agenda for information only.

8. Other Business

There was no other business.

9. Adjournment

Moved/Seconded

That the Calendar and Curriculum Subcommittee adjourn the March 24, 2016 meeting.

Carried

The meeting was adjourned at 10:56 a.m.