

General Faculties Council
CALENDAR AND CURRICULUM SUBCOMMITTEE
Approved Minutes

Meeting #28

May 19, 2016, 9:00 a.m. – 11:00 a.m.

A167

Voting Members

Susan Barker, Co-Chair
Cindy Graham, Academic Co-Chair
Tina Gabriele
Dianne Gereluk
Alicia Lunz
Steve Norman – left during Item 10
Anders Nygren
Emma Read
Lynn Taylor
Virginia Tumas
Sherry Weaver
Joelle Welling

Non-Voting Members

Lesley Gerein
Pat Kaip
Carol Poland
Kim Wittner

Regrets

Ebba Kurz
Graham McCaffrey
Angelique Saweczko
Sally St. George
Alice Woolley

Secretary

Elizabeth Sjogren, Governance Coordinator

Scribe

Cherie Tutt, Governance Coordinator

Guests

Scott Robinson, Associate Registrar, Admissions and Recruitment
Vanessa Wood, Associate Registrar, Enrolment Services

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
Maria Soos, Manager, Student Services, Faculty of Social Work
Brenda Toth, Manager, Undergraduate Programs, Faculty of Nursing

The Co-Chair called the meeting to order at 9:04 a.m. and confirmed quorum. Alicia Lunz, the Students' Union Vice-President (Academic) was welcomed to her first meeting.

1. Approval of the Agenda

The Academic Co-Chair reported that Item 14 'Annual CCS Report to APPC' was removed from the Agenda and will be circulated to the Committee via the Desire2Learn site for information.

Moved/Seconded

That the Agenda for the May 19, 2016 Calendar and Curriculum Subcommittee meeting be approved, with the reported amendment.

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

The Co-Chair reported that the University is offering support to the Fort McMurray evacuees in a variety of ways, and thanked those involved for their extra efforts at this busy time of year.

The Academic Co-Chair reminded Committee members that the deadline to submit Calendar changes for the 2017-18 Calendar is October 15, 2016, and that the Calendar and Curriculum Subcommittee (CCS) Working Group will be meeting over the summer to review early submissions. The CCS Working Group was acknowledged for their work on the Calendar.

3. Approval of the March 24, 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 March 24, 2016 be approved, with the requested amendments.

Carried**4. Naming of the Academic Co-Chair for the Calendar and Curriculum Subcommittee**

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

Highlights:

- The Co-Chair reported that Cindy Graham's term as the CCS Academic Co-Chair is set to end on June 30, 2016. The CCS Terms of Reference require the Committee to name its own Academic Co-Chair from among the Associate Dean members.
- An e-mail was sent to the CCS on May 5, 2016 requesting that members indicate their interest in serving as the Academic Co-Chair. As of May 19, 2016 Cindy Graham was the only member to indicate interest to serve as the CCS Academic Co-Chair.
- The Committee thanked Cindy Graham for her contribution and work as CCS Academic Co-Chair

Moved/Seconded

That the Calendar and Curriculum Subcommittee (CCS) name Cindy Graham to serve as Academic Co-Chair of the CCS, effective July 1, 2016, for a three-year term or until her membership on the CCS ends.

Carried

Cindy Graham - Abstained

5. Approval of a Calendar Change for the Bachelor of Health Sciences Program

Documentation for this item was circulated with the Agenda. Jennifer Logan, Program Coordinator, Cumming School of Medicine, presented this item.

Highlights:

- It was reported that the Calendar change for MDSC 569, Advanced Topics in Physiology is to add the statement 'this course may be repeated for credit' which will allow students to repeat the course when a different topic is offered
- In response to a question, it was confirmed that courses can be repeated for credit in the same term as long as the course has decimalized course numbers

Moved/Seconded

That the Calendar and Curriculum Subcommittee approve the Calendar change for MDSC 569 in the Bachelor of Health Sciences program, Cumming School of Medicine, as presented to the Committee.

Carried**6. Approval of a Calendar Change for the Faculty of Law**

Documentation for this item was circulated with the Agenda. Alice Woolley, Associate Dean, presented this item.

Highlights:

- It was reported that the Calendar change for LAW 696, Clinical Studies is to add the statement 'this course may be repeated for credit' which will allow students to repeat the course when a different legal clinic is offered
- It was confirmed that LAW 696 is an undergraduate course, and that the registrar is working with the Faculty of Law to review its use of 600 level course numbers for undergraduate programs

Moved/Seconded

That the Calendar and Curriculum Subcommittee approve the Calendar change for Law 696 in the Faculty of Law, as presented to the Committee.

Carried

7. Recommendation of Changes to the Scholastic Assessment Test (SAT) Requirements

Documentation for this item was circulated with the Agenda. Scott Robinson, Associate Registrar, Admissions and Recruitment, presented this item.

Highlights:

- The proponent reported that the College Board has changed the format of the Scholastic Assessment Test (SAT), and has introduced new scoring. It was explained that the University has set the new SAT required score based on the concordance tables provided through the College Board
- In response to questions, it was reported that:
 - The new SAT has been offered since March 2016, but it is expected that the University will continue to receive some old SAT scores in the next admission cycle
 - It is not expected that the concordance scores will change as the College Board has stated that enough data credibility was obtained from the first round of testing
 - If approved the new required scores will be published in the online Calendar
 - Applicants following an American based curriculum will still be required to submit a high school diploma, and the SAT is submitted in addition to the diploma to help assess the students' knowledge and abilities due to the variability in curriculum from state to state
 - A student may receive a conditional offer based on their SAT scores, but the offer will remain conditional until the student's final transcripts are received

Moved/Seconded

That the Calendar and Curriculum Subcommittee recommend that the Academic Planning and Priorities Committee approve the changes to the Scholastic Assessment Test (SAT) requirements included in section A.5.2 in the Calendar, as presented to the Committee.

Carried

8. Recommendation of a Change to 'Early Admission for Current High School Students'

Documentation for this item was circulated with the Agenda. Scott Robinson, Associate Registrar, Admissions and Recruitment, presented this item.

Highlights:

- The proponent reported that the Office of the Registrar is proposing that, in the Calendar section for 'Early Admission for Current High School Students', the statement referencing 90% be removed to add greater flexibility for Faculties to align the early admission average with their enrolment objectives
- In response to questions, it was explained that:
 - Faculties will work with the Office of the Registrar to set their early admission average requirements
 - Early admission is based on a students grade 11 marks

- The data that supports whether a student will be successful based on their grade 11 marks is very reliable, and only four early admission offers were rescinded last year
- The Committee emphasized the importance of the Office of the Registrar providing Faculties with their enrolment targets and statistics earlier, so that informed decision making can occur
- The Committee discussed the importance of making admission offers earlier and attracting high quality students, and the flexibility that will be added by removing the 90% along with other enrolment management tools that have been initiated by the Office of the Registrar
- It was suggested that the Office of the Registrar continue to monitor the correlation between grade 11 and 12 marks to ensure there is not a shift in the grading by high school teachers as a response to the University accepting a greater range of marks for early admission

Moved/Seconded

That the Calendar and Curriculum Subcommittee recommend that the Academic Planning and Priorities Committee (APPC) approve the changes to the A.5.1.1 'Early Admission for Current High School Students' requirements in the Calendar, as set out in the document provided to the Committee.

Carried**9. Recommendation of Changes to the 'Withdrawal from Courses' and the 'Withdrawal from Term' Academic Regulations**

Documentation for this item was circulated with the Agenda. Vanessa Wood, Associate Registrar, Enrolment Services, presented this item.

Highlights:

- The proponent reported that the changes from the Committee's first review of the withdrawal Calendar sections have now been incorporated into the documents. It was explained that the proposed changes are to update the Calendar language to be more student friendly, and to add an additional withdraw option - extenuating circumstances withdraw (EW).
- The Committee discussed the following regarding the EW:
 - The final approval authority for granting an EW, and the process for students to appeal a denied EW request. It was suggested that it might be easier and more consistent with other University appeal processes for a student to submit the request for appeal to their home Faculty first, prior to it going to the Office of the Vice-Provost (Student Experience).
 - The purpose of the EW and concerns regarding the language indicating that students with 'short term illnesses or pre-existing situations/conditions would not typically be considered for an EW'. It was expressed that it would be unfair to deny individuals with pre-existing conditions if the condition was in check and then flared up. However, it was noted that the EW is intended for extenuating circumstances and should only be used rarely e.g. something occurs that is unexpected, and that students should seek support from Student Accessibility Services for pre-existing illnesses.
 - If there should be a limit to the total numbers of EWs that a student can have or a flag in the system to indicate if a student has previously applied for an EW. It was also suggested that supports should be in place for students who are granted an EW, and that setting conditions prior to a student resuming their studies might help support student success dependent on

- the reason for the EW being granted.
- Students will still have the option to use a regular withdrawal from a term
 - In response to a question, it was explained that if the new EW status is approved, it is not currently the intention for the EW to be applied retroactively, but this could be dealt with on a case-by-case basis
 - The proponent suggested that, as a number of points were raised by the Committee regarding the EW, the proposal will be taken for further consultation and be brought back to the CCS at a future meeting
 - The Committee decided to withdraw the motion and requested the following prior to the proposal returning to the CCS for consideration:
 - Consult with Student and Accessibility Services on the EW section of the Calendar
 - Review and possibly amend or remove the following sentence in section B.14.3 'short term illnesses or pre-existing situations/conditions would not typically be considered for an EW'
 - Clarify who has final approval authority to grant an EW in the sentence 'The Dean (or designate) will review the request in consultation with the Registrar'
 - Review the EW appeals process, to consider if students should submit their appeal directly to the Office of the Vice-Provost (Student Experience). The Committee suggested consulting with the University Privacy Officer due to the complexity around privacy and medical documentation.
 - In section B.14.3 delete the third sentence in the second paragraph
 - In section B.14.1 in the second paragraph, add the Bachelor of Health Science to the list
 - In section B.14.2 revise the first sentence of the second paragraph for clarity

10. Recommendation of Changes to the 'Reappraisal of Grades and Non-Disciplinary Academic Appeals', 'Statement of Principles of Conduct' and 'Student Conduct' Academic Regulations

Documentation for this item was circulated with the Agenda. Vanessa Wood, Associate Registrar, Enrolment Services, presented this item.

Highlights:

- The Co-Chair reported that a full review of the Calendar sections for non-disciplinary and disciplinary academic appeals academic regulations will be taking place in the next year. In the interim some minor changes are being presented to ensure that the University's academic regulations are in compliance with the Post-Secondary Learning Act, and to add clarity to procedures, documentation and timelines for students.

- The Committee discussed the proposed new deadlines for students to submit a re-appraisal of final grade. The Haskayne School of Business, the Schulich School of Engineering (SSE), and the Faculty of Science requested that further consultation be conducted to ensure that copies of the exams can be provided to the students prior to the proposed deadline. It was explained that in SSE students are not provided with a copy of their exam until after the deferred exam is complete.
- It was noted that the proposed 15 calendar day timeline is consistent with other academic appeal submission timelines
- In response to a question, it was explained that hearings are only automatically granted for appeals of academic discipline
- The Committee suggested that:
 - In section I.2 that the word 'either' be added before the word 'fifteen' in the second sentence of the first paragraph
 - Additional language could be added to section I.3 which refers a student to consult with their instructor(s) prior to initiating the formal reappraisal process
 - In section J.5 revise to clarify that this process is intended for students appealing to the General Faculties Council (GFC) Student Academic Appeals Committee, and consider adding information regarding the process for students appealing to the Faculty Appeals Committee
 - In point 3. in section K.5.1. add a reference to the Code of Conduct
 - As part of the larger review of Non-Disciplinary and Disciplinary Academic Appeals regulations taking place next year that the penalties in section K.5.3 be appraised to ensure they are appropriate
 - The word 'most' be removed under point 5. in section K.5.6 as all students should be entitled to continued registration while appealing to the Faculty Appeals Committee or to the General GFC Student Academic Appeals Committee. It was confirmed that students are not permitted to continued register while appealing to the Board of Governors.
- The Committee decided to postpone approval of section I.3 reappraisal of final grade until the Registrar can consult with the Faculties on the proposed submission deadlines

Moved/Seconded

That the Calendar and Curriculum Subcommittee recommend that the Academic Planning and Priorities Committee approve the revisions to the following Academic Regulations: I 'Reappraisal of Grades and Non-Disciplinary Academic Appeals' (excluding Section I.3), J 'Statement of Principles of Conduct' and K 'Student Conduct' in the University Calendar, as set out in the document provided to the Committee, with the requested amendments.

Carried**11. Annual Performance Review and Review of the CCS Terms of Reference**

Documentation for this item was circulated with the Agenda. Susan Barker, Co-Chair, and Cindy Graham, Academic Co-Chair, presented this item. There were no comments or questions. The Academic Co-Chair stated that she will bring the CCS 2015-16 Work Plan for review at the June meeting.

12. Action Plan for Students Impacted by the Fort McMurray Wildfires

Documentation for this item was circulated with the Agenda. Scott Robinson, Associate Registrar, Admissions and Recruitment, presented this item.

It was reported that all applicants and new students from the Fort McMurray area have been contacted with messaging from the institution. If there are any questions from the Faculties they should contact Scott Robinson, directly.

13. Status of Program Approvals

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

14. Other Business

There was no other business.

15. Adjournment**Moved/Seconded**

That the Calendar and Curriculum Subcommittee adjourn the May 19, 2016 meeting.

Carried

The meeting was adjourned at 10:49 a.m.