

General Faculties Council  
**CALENDAR AND CURRICULUM SUBCOMMITTEE**  
Approved Minutes

Meeting #25  
January 21, 2016, 9:00 a.m. – 11:00 a.m.

A167

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***Voting Members***

Susan Barker, Co-Chair  
Cindy Graham, Academic Co-Chair  
Stephan Guscott  
Ebba Kurz – arrived at 9:45 a.m.  
Steve Norman  
Anders Nygren  
Emma Read  
Lynne Ricker  
Angelique Saweczko  
Sally St. George  
Lynn Taylor  
Virginia Tumas  
Sherry Weaver  
Joelle Welling  
Alice Woolley

***Non-Voting Members***

Lesley Gerein  
Pat Kaip  
Carol Poland  
Kim Wittner

***Regrets***

Dianne Gereluk  
Tina Gabriele  
Graham McCaffrey

***Secretary***

Elizabeth Sjogren

***Scribe***

Cherie Tutt, Governance Coordinator

***Observers***

Rachel Bruce, Faculty of Arts  
Christine Johns, Office of the Provost  
Jodie McGill, Faculty of Kinesiology  
Maria Soos, Faculty of Social Work

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The Co-Chair called the meeting to order at 9:02 a.m. and confirmed quorum.

**1. Approval of the Agenda**

**Moved/Seconded**

That the Agenda for the January 21, 2016 Calendar and Curriculum Subcommittee meeting be approved.

**Carried**

## **2. Remarks of the Co-Chair and Academic Co-Chair**

The Co-Chair included the following in her remarks:

- The new Committee member representing the Faculty of Social Work, Sally St. George, was welcomed to her first Calendar and Curriculum Subcommittee (CCS) meeting
- The changes to the non-voting membership in the CCS Terms of Reference were approved by the General Faculties Council Executive Committee, as recommended by the CCS and Academic Planning and Priorities Committee. The new non-voting members Lesley Gerein, Kim Wittner and Pat Kaip were welcomed
- The Academic Planning and Priorities Committee approved the Faculty of Nursing proposal to change the admission requirements for students applying to the Bachelor of Nursing Transfer Route and the Bachelor of Nursing Degree Holder Route, as recommended by the CCS
- The majority of the Calendar changes have now been reviewed, but a few outstanding changes will be presented for approval at the February CCS meeting
- Both the number of applications received and the number of offers made are up from this time last year, and in general enrolment data is looking positive for 2016-2017
- Work on the Aboriginal Strategy will begin shortly. The Provost and Vice-President Academic will be finalizing the membership for a task force in the next week, and it is expected that the Aboriginal Strategy will be brought forward for approval in December 2016
- An ad hoc subcommittee was struck last year to develop a report with recommendations to prevent sexual harassment and sexual violence against students. This report has now been completed and will be taken to the General Faculties Council for review. Members were invited to contact the Co-Chair if they would like to receive a copy of the draft report.

The Academic Co-Chair made no remarks.

## **3. Approval of the December 17, 2015 Meeting Minutes**

Documentation for this item was circulated with the Agenda. Minor revisions to the Minutes were requested.

### **Moved/Seconded**

That the Minutes of the Calendar and Curriculum Subcommittee meeting held on December 17, 2015 be approved, with the requested amendments.

**Carried**

## **4. Approval of Calendar Changes: Faculty of Law**

Documentation for this item was circulated with the Agenda. Alice Woolley, Associate Dean (Academic), Faculty of Law, presented this item.

Highlights:

- The proponent reported that the majority of the changes being proposed are editorial, to add consistency and clarity to the Faculty of Law Calendar entry

- It was noted that several optional courses have been added, which align with the strategic goals that developed following the Faculty curriculum review
- In response to a question, the history and rationale for using a CR/D/F grading scale was explained

**Moved/Seconded**

That the Calendar and Curriculum Subcommittee (CCS) approve the 2016-2017 Calendar changes for the Faculty of Law, as set out in the Summary provided to the Committee, and as recommended by the CCS Calendar Working Group.

**Carried****5. Approval of Calendar Changes: Bachelor of Health Science, Cumming School of Medicine**

Documentation for this item was circulated with the Agenda. Ebba Kurz, Associate Dean (Undergraduate Health and Science Education), Cumming School of Medicine, presented this item.

**Highlights:**

- The proponent reviewed the proposed changes for the Bachelor of Health Science program which include updating course descriptions and course hours, deleting some option courses that do not have a health-related focus, and revising the course requirements for transfer students
- The proponent reported that Medicine 330, 440 and 520 should be removed from the Summary Sheet as these course changes will be approved as part of the Calendar changes for the Medicine (MD) program
- In response to a question, it was confirmed that students who have already taken an options course which is being deleted would be permitted to use it towards graduation

**Moved/Seconded**

That the Calendar and Curriculum Subcommittee (CCS) approve the 2016-2017 Calendar changes for the Bachelor of Health Sciences program in the Cumming School of Medicine, as set out in the Summary provided to the Committee, with the reported revision, and as recommended by the CCS Calendar Working Group.

**Carried****6. Approval of Calendar Changes: Werklund School of Education**

Documentation for this item was circulated with the Agenda. Trisha Henschel, Manager (Undergraduate Programs), Werklund School of Education, presented this item.

**Highlights:**

- The proponent reported that the majority of the proposed Calendar changes are editorial in nature, to improve clarity around regulations, and reduce confusion for students and advisors
- It was noted that some course numbers have been changed to better align the courses for student progression

- The Committee suggested that the proposed minimum percent of 75% for students seeking admission to the Concurrent Bachelor of Education program be removed so that there are no restrictions
- In response to a question, it was confirmed that “Inclusive Education” will not appear as a major on the parchment, but will be a major for registration purposes

**Moved/Seconded**

That the Calendar and Curriculum Subcommittee (CCS) approve the 2016-2017 Calendar changes for the Werklund School of Education, as set out in the Summary provided to the Committee, and as recommended by the CCS Calendar Working Group.

**Carried****7. Recommendation of a Visiting Student Researcher Status**

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

**Highlights:**

- The proponent reported that the Office of the Registrar is proposing a new admission category for undergraduate and graduate visiting student researchers. The new category will help to identify students who are at the University to conduct research with a faculty member for a limited amount of time.
- It was explained, that currently, there are a number of different ways for recording when visiting student researchers are at the University. The creation of the new admission category will provide a consistent approach for tracking these students, legitimize their presence on campus, and reduce the University’s liability.
- Under the new admission category, students will be registered in an administrative course with minimal fees. The proponent then reviewed with the Committee the types of fees associated with the administrative course.
- In response to a questions, it was stated that:
  - Undergraduate applications will be handled by the Office of the Registrar, but academic units will first approve a student as a Visiting Student Researcher before the Registrar’s Office will provide them with an application form
  - The application will require the exact dates the student will be on campus to ensure accurate reporting to Citizenship and Immigration Canada
  - The course will appear as a credit on the transcript, but is not graded. It was explained that this course is not intended to be used for academic credit at Visiting Student Researchers’ home institutions, and that if a student needs to receive credit they should be applying as a Visiting Student.
  - There will be different numbers for coding undergraduate and graduate Visiting Student Researchers in the system

**Moved/Seconded**

That the Calendar and Curriculum Subcommittee recommend that the Academic Planning and Priorities Committee approve a new admission category for visiting student researchers, effective Summer Term 2016, as presented to the Committee.

**Carried****8. Topic Course Regulation**

Documentation for this item was circulated with the Agenda. Virginia Tumas, Associate Dean (Undergraduate Programs and Student Affairs), Faculty of Arts, presented this item.

## Highlights:

- The proponent reported that the proposed changes to the Topic Course Regulation will clarify the nature of topics courses, and will allow for the use of informal topics courses at the 300 level and above
- It was explained that, in 2010, the Program Coordination Committee approved a change to the Topic Course Regulation which restricted the use of informal topics courses to the 400 level and above
- The Committee discussed the consequences and challenges created from restricting informal topics courses to the 400 level and above
- The Committee reviewed the rationale to restrict informal topics courses to the 300 level and the opportunities and benefits of offering informal topics courses at the 300 level. It was noted that the proposed revisions align well with the goals of the Taylor Institute to increase research opportunities and experiential learning for students.
- In response to questions, it was confirmed that:
  - The revised regulations do not prevent departments from creating formal topics courses with decimal listings
  - The Timetabling Office has mechanisms to create a flexible shell course which will allow for different scheduling options for a topic course

**Moved/Seconded**

That the Calendar and Curriculum Subcommittee recommend that the Academic Planning and Priorities Committee approve the revisions to the Topic Course Regulations, as presented to the Committee.

**Carried****9. Undergraduate Admissions Chapter of the Calendar**

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

## Highlights:

- The proponent reported that all of the recommended revisions from the Committee have now been made to the Undergraduate Admissions Chapter of the Calendar

- In response to a question, it was confirmed that deadline information for students changing Faculty or program is located in the Academic Regulations chapter of the Calendar. The Committee suggested that a notation be added to the Undergraduate Admissions chapter, Transfer Student section, directing these students to the appropriate Academic Regulations section to help reduce confusion.

#### **10. Status of Program Approvals**

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

The Committee requested that future Status of Program Approval Reports be sorted in Faculty order rather than in chronological order.

#### **11. Other Business**

There was no other business.

#### **12. Adjournment**

##### **Moved/Seconded**

That the Calendar and Curriculum Subcommittee adjourn the December 14, 2015 meeting.

**Carried**

The meeting was adjourned at 9:56 a.m.