

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

Meeting #26  
February 25, 2016, 9:00 a.m. – 11:00 a.m.

A167

***Voting Members***

Susan Barker, Co-Chair  
Cindy Graham, Academic Co-Chair  
Dianne Gereluk – left during Item 8  
Ebba Kurz  
Anders Nygren  
Emma Read  
Angelique Saweczko  
Sally St. George  
Virginia Tumas  
Sherry Weaver  
Joelle Welling – arrived during Item 5

***Non-Voting Members***

Lesley Gerein  
Pat Kaip  
Carol Poland

***Regrets***

Tina Gabriele  
Stephan Guscott  
Graham McCaffrey  
Steve Norman  
Lynn Taylor  
Kim Wittner  
Alice Woolley

***Secretary***

Elizabeth Sjogren

***Scribe***

Cherie Tutt, Governance Coordinator

***Observers***

Jennifer Logan, Program Coordinator, Cumming School of Medicine  
Carol Crooks, Senior Undergraduate Specialist, Undergraduate Science Centre

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The Co-Chair called the meeting to order at 9:04 a.m. and confirmed quorum.

**1. Approval of the Agenda**

**Moved/Seconded**

That the Agenda for the February 25, 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 Academic Planning and Priorities Committee approved the Topics Course and Visiting Student Researcher proposals, as recommended by the Calendar and Curriculum Subcommittee (CCS)
- A review of the Course Outline Regulation will be brought forward to the CCS for a future meeting
- In preparation for a prerequisite discussion item, a list of questions will be sent to members, and the responses will be used to frame the discussion
- The evacuation drill schedule for Fall 2016 has been shared with the Deans and is available on the University's website

The Academic Co-Chair had no remarks.

## **3. Approval of the January 21, 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 January 21, 2016 be approved.

**Carried**

## **4. Approval of Calendar Changes: Medicine Program, 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 summarized the Calendar changes for the Medicine (MD) program, including changes to course hours, course descriptions, and admission requirements
- It was explained that the first year start date for the MD program has been moved from August to July, and was done so in consultation with students. This will allow more time for students' preparatory work.

### **Moved/Seconded**

That the Calendar and Curriculum Subcommittee (CCS) approve the 2016-2017 Calendar changes for the Medicine (MD) program in the Cumming School of Medicine, 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: Postgraduate Medical Education Program**

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 reported that the changes presented will update the Calendar to include specific course and fee information for students in the Public Health Preventive Medicine Residency program
- In response to a question, it was explained that it is stipulated in a contractual agreement between the University and Alberta Health Services that students in the Public Health Preventive Medicine Residency program will have access to specific mandatory courses in Public Health at no additional cost. These students are still responsible for other fees.

#### **Moved/Seconded**

That the Calendar and Curriculum Subcommittee (CCS) approve the Calendar changes for the Postgraduate Medical Education program in the Cumming School of Medicine, as set out in the Summary provided to the Committee.

**Carried**

### **6. Approval of a Calendar Change: Faculty of Law**

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

Highlights:

- It was reported that when the curricular changes for Law were approved for 2015-2016, an error listing the grading scheme as Cr/D/F, instead of the usual 12 band scale, was approved for Law 408, and it is proposed that this be changed to the 12 band scale to correct the error

#### **Moved/Seconded**

That the Calendar and Curriculum Subcommittee (CCS) approve the Calendar change for the Faculty of Law, as presented to the Committee, and as recommended by the CCS Calendar Working Group.

**Carried**

### **7. Approval of Calendar Changes: Department of Geoscience, Faculty of Science**

Documentation for this item was circulated with the Agenda. Cindy Graham, Associate Dean (Undergraduate), Faculty of Science, presented this item.

Highlights:

- The proponent reported that, to allow students with adequate time and supervision to properly analyse and interpret data from field school, it is being proposed to add a tutorial for the first eight weeks of the Fall term

**Moved/Seconded**

That the Calendar and Curriculum Subcommittee approved the Calendar change for the Department of Geoscience in the Faculty of Science, as set out in the document provided to the Committee.

**Carried****8. Open Studies Review**

Documentation for this item was circulated with the Agenda. Susan Barker, Vice-Provost (Student Experience), Angelique Saweczko, Registrar, and Lesley Gerein, Senior Specialist (Academic Advising), presented this item.

**Highlights:**

- The proponents explained the rationale for conducting the Open Studies review and noted that a working group was created:
  - to identify areas for improvement and/or gaps in service provisions; and
  - to collect data to help inform decision making on the future of Open Studies at the University
- The recommendations gathered from the working group are being brought forward to a number of bodies and stakeholder groups for feedback prior to publishing the final report
- As part of the data collection, Open Studies students were surveyed. The CCS discussed the issues and challenges identified in the survey responses.
- It was reported that, to examine the different aspects of the student experience, three groups were put together to review and make recommendations on:
  - Administrative: policies, processes, regulations
  - Service: student experience, services and supports
  - Academic: advising
- The CCS discussed the recommendations for recruitment, administrative processes, academic regulations, appeals, advising, communications and student experience
- In response to questions, it was confirmed that:
  - The survey response rate was approximately 10%
  - Informal discussions for creating an Arts and Science Open Studies Access program have taken place with the Faculty of Arts, and the intention would be to create a pathway for students to transfer to a program in the Faculty of Arts or the Faculty of Science
  - The head of Open Studies is Susan Barker, the Vice-Provost (Student Experience)
- The CCS made the following suggestions:
  - When considering access to courses for Open Studies students, this should include online course availability in addition to availability of courses taught in a classroom
  - A different application process which better identifies the intentions of students registering in Open Studies would be helpful, in particular, for Exchange and Visiting Students, so that programs can hold spaces as appropriate

**9. Academic Schedules 2016-2021**

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

Highlights:

- The proponent reported that revisions to the 2016-2020 Academic Schedules and the new Academic Schedule for 2020-2021 will be presented to the General Faculties Council at the March, 17, 2016 meeting for approval
- The revisions to the 2016-2020 Academic Schedules were reviewed by the CCS, and include:
  - The realignment of summer term dates;
  - The inclusion of fee payment deadlines for each term;
  - Updated terminology to align with the Calendar style guide; and
  - Revisions to observed holidays
- In response to a question, it was confirmed that the add/drop deadlines have not been moved as the Registrar's Office is still consulting with student groups on this matter. It was reported that students would be more supportive of moving the deadlines if course outlines were available to them earlier. The CCS then discussed the regulations for course outlines, and that providing course outlines earlier would require a change to the current regulations. A review of the course outline regulations will be brought back to the CCS for discussion at a future meeting.

**10. Approved 2016-2017 General Faculties Council (GFC) and GFC Standing Committees Meeting Schedule**

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

**11. Status of Program Approvals**

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

**12. Other Business**

There was no other business.

**13. Adjournment****Moved/Seconded**

That the Calendar and Curriculum Subcommittee adjourn the February 25, 2016 meeting.

**Carried**

The meeting was adjourned at 10:21 a.m.