

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

Meeting #37

April 27, 2017, 9:00 -11:00 a.m.

A167

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***Voting Members***

Susan Barker, Co-Chair  
Tina Gabriele  
Ebba Kurz  
Graham McCaffrey  
Andrea Newberry-Koroluk  
Nickie Nikolaou  
Steve Norman  
Anders Nygren  
Emma Read  
Angelique Saweczko  
Lynn Taylor  
Virginia Tumaszk  
Joelle Welling

***Non-Voting Members***

Pat Kaip  
Carol Poland  
Kimberley Wittner  
Steve Mason

***Secretary***

Elizabeth Sjogren

***Scribe***

Cherie Tutt

***Regrets***

Dianne Gereluk  
Cindy Graham  
Alicia Lunz  
Sherry Weaver

***Guests***

Carol Crooks, Senior Undergraduate Specialist, Faculty of Science – present for Item 5  
Ellen Perrault, Associate Dean Teaching and Learning, Faculty of Social Work – present for Item 4  
Scott Robinson, Associate Registrar, Recruitment and Admissions – present for Item 7

***Observers***

Angie Crowley, Manager, Undergraduate Programs, Werklund School of Education  
Christine Johns, Senior Director, Academic and International Strategies  
Jodi McGill, Team Lead, Undergraduate Program, Faculty of Kinesiology  
David Paskevich, incoming Associate Dean, Kinesiology  
Maria Soos-Gonczol, Manager, Student Services, Faculty of Social Work  
Jennifer Logan, Program Coordinator, Cumming School of Medicine  
Brenda Toth, Manager, Undergraduate Programs, Faculty of Nursing

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The Co-Chair called the meeting to order at 9:07 a.m. and confirmed quorum.

### **1. Approval of the Agenda**

**Moved/Seconded**

That the Agenda for the April 27, 2017 Calendar and Curriculum Subcommittee meeting be approved.

**Carried**

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

The Co-Chair included the following in her remarks:

- The Academic Planning and Priorities Committee (APPC) approved the Registration Exemption Regulations recommended by the Committee at its March meeting
- The General Faculties Council (GFC) approved the addition to the 2018-2023 Academic Schedules of a full week break in the Fall term. The GFC also approved the Sexual Violence Policy, which will be presented to the Board of Governors in June for final approval.
- The deadline to submit Calendar changes for the 2018-2019 Calendar will be October 16, 2017, and the Calendar and Curriculum Subcommittee Working Group will be meeting over the summer to review early submissions

In response to a question, it was reported that the revised academic schedules will be presented to the GFC for information at the May meeting.

### **3. Approval of the March 23, 2017 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 23, 2017 be approved.

**Carried**

### **4. Approval of Calendar Changes for the Faculty of Social Work**

Documentation for this item was circulated with the Agenda. Ellen Perrault, Associate Dean Teaching and Learning, Faculty of Social Work, and Andrea Newberry-Koroluk, Director of Undergraduate Programs, Faculty of Social Work, presented this item.

Highlights:

- The Co-Chair reported that the changes for the Master of Social Work were approved by the Graduate Academic Program Subcommittee, and are excluded from the changes being presented to the Committee for approval
- The proponents reported that the Faculty of Social Work Calendar changes include updates to the Faculty admissions section to clarify the application process and deadlines, updates to contact information, and edits to the wording in the Second Baccalaureate Degree section and to the section explaining how grade point average (GPA) is calculated for graduation

- In response to questions, it was explained that:
  - The Faculty of Social Work will bring forward changes to the Faculty application deadlines next year
  - There is a coordinator who manages student immunization records in the Social Work Field Office
- The Committee discussed the rationale for changing the Faculty of Social Work's transcript deadline to March 15 from June 1, and whether this date should be adopted by other Faculties. The Registrar will review, and will consult with the Faculties about potentially adjusting these deadlines in the future.
- The Committee suggested that:
  - "English 30-1 or an acceptable equivalent" be changed to "...acceptable post-secondary equivalent"
  - That a statement about the police information check requirements be added after the statements regarding professional conduct and immunization and that a heading be added for each
  - "Transcript deadline" be changed to "Document deadline"

**Moved/Seconded**

That the Calendar and Curriculum Subcommittee (CCS) approve the Calendar changes for the Faculty of Social Work, as set out in the documents provided to the Committee, and as recommended by the CCS Calendar Working Group, with the reported and requested amendments.

**Carried****5. Approval of Calendar Changes for the Faculty of Science: A. BSc Visualization and Analytics Concentration and B. Non-honours BSc in Neuroscience degree**

Documentation for this item was circulated with the Agenda. Carol Crooks, Senior Undergraduate Specialist, Faculty of Science, presented this item.

**Highlights:**

- The presenter reported that the Faculty of Science Calendar changes include new Calendar sections for the Concentration in Visualization and Analytics, and the Bachelor of Science in Neuroscience route, that were approved by the APPC in March
- In response to a question, it was explained that either 'full course equivalent' (FCE) or 'unit' terminology can be used, as both terms are listed in degree navigator

**Moved/Seconded**

That the Calendar and Curriculum Subcommittee approve the Calendar wording for the Concentration in Visualization and Analytics, Bachelor of Science (BSc) in Computer Science and BSc (Honours) in Computer Science, as set out in the document provided to the Committee.

**Carried**

**Moved/Seconded**

That the Calendar and Curriculum Subcommittee approve the Calendar changes for the Bachelor of Science in Neuroscience, effective immediately, as set out in the document provided to the Committee.

**Carried****6. Approval of Calendar Changes for the 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 (CSM), presented this item.

Highlights:

- The proponent explained that the CSM is proposing that the pre-/co-requisite and the note for CORE 425 be removed as they were added in error, and have inadvertently stopped students from being able to register for the course
- There were no questions

**Moved/Seconded**

That the Calendar and Curriculum Subcommittee (CCS) approve the Calendar changes for Community Rehabilitation (CORE) 425 *Social Constructions of Disability and Health*, as presented to the Committee.

**Carried****7. Revisions to Section A.5.3 of the University Calendar: Transferring from another Postsecondary Institution**

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

Highlights:

- The proponent noted that this item is returning to the Committee and that the received feedback has been incorporated into the current document, but that there are still a few revisions needed to ensure consistency
- The Committee discussed the importance of including specific requirements and maintaining consistent language for the different Faculty entries to ensure that applicants are provided with clear information
- In response to questions, it was explained that:
  - A general statement has been added preceding the table to alert students about prerequisite requirements
  - Upon approval of the revisions to the Transfer Admissions Requirements section, the Office of the Registrar will work with each Faculty to update their Faculty transfer admission sections to remove duplicate information

- The Committee suggested that:
  - Information regarding additional non-academic requirements be included, such as an audition for the Bachelor of Fine Arts in Dance
  - The information for minimum requirements be conveyed consistently across Faculties e.g. should high school requirements be included or excluded
  - A footnote be added after the chart to confirm that if students present up to 30 units all 30 units will be used in the GPA calculation
  - The table be organized alphabetically, to be consistent with the University website
  - It be made clear what the difference is between 'equivalent' and 'transferrable post-secondary equivalent'
- The proponent, will consult further with each Faculty to confirm their entries in the Transfer Admissions Requirement Table

## **8. Enrolment Update**

Angelique Saweczko, Registrar, presented this item.

- The Registrar provided the Committee with an update on enrolment. It was noted that, as of April 23<sup>rd</sup>, applications were up approximately 9% from last year, and specifically, International numbers are up +24% and Indigenous numbers are up +7%
- It was reported that 2,481 applicants have accepted their offers and paid their admission deposits
- The Committee reviewed and discussed admission averages, registration numbers for continuing students, timelines for processing international student applications, and the number of users for the new visual schedule builder
- In response to questions, it was reported that:
  - The Associate Registrar, Recruitment and Admissions will provide application statistics and comparative admission averages from this year to last year
  - Application deadlines have passed, but special case applications may still be accepted
  - May 1 is the deadline for students to accept their offer of admission, but if a Faculty has not reached its admission targets, offers will not be cancelled and the potential students will be sent a reminder about accepting or declining their offer
  - New students will be able to start registering for their courses on May 1. Scholars Academy students were permitted to register prior to this date.
  - Reports can be generated from Schedule Builder, and the Faculties will be given access to run these reports next week. The Office of the Registrar will generate instructions of how to use the reporting tools.
- A new conversion event ("You @ UCalgary") will be hosted on April 29 and will focus on registration and advising

## **9. Status of Program Approvals**

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

**10. Other Business**

There was no other business.

**11. Adjournment**

**Moved/Seconded**

That the Calendar and Curriculum Subcommittee adjourn the April 27, 2017 meeting.

**Carried**

The meeting was adjourned at 10:07 a.m.