

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

Meeting #29

June 16, 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  
Ebba Kurz  
Alicia Lunz  
Steve Norman  
Anders Nygren  
Angelique Saweczko  
Sally St. George  
Lynn Taylor  
Virginia Tumas  
Sherry Weaver  
Joelle Welling  
Alice Woolley

***Non-Voting Members***

Lesley Gerein  
Pat Kaip  
Kim Wittner

***Regrets***

Tina Gabriele  
Dianne Gereluk  
Graham McCaffrey  
Carol Poland  
Emma Read

***Secretary***

Elizabeth Sjogren, Governance Coordinator

***Scribe***

Cherie Tutt, Governance Coordinator

***Observers***

Christine Johns, Senior Director (Academic and International Strategies)  
Nickie Nikolaou, Associate Professor, Faculty of Law  
Jennifer Logan, Program Coordinator, Cumming School of Medicine  
Jodi McGill, Team Lead, Undergraduate Programs, Faculty of Kinesiology

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The Co-Chair called the meeting to order at 9:03 a.m. and confirmed quorum. Nickie Nikolaou, incoming Associate Dean (Academic) of the Faculty of Law, was introduced to the Committee.

**1. Approval of the Agenda**

The Co-Chair reported that the discussion item 'Academic Misconduct Notation' was added to the Agenda as Item 6.

**Moved/Seconded**

That the Agenda for the June 16, 2016 Calendar and Curriculum Subcommittee meeting be approved with the reported addition.

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

The Co-Chair included the following in her remarks:

- This is the last Calendar and Curriculum Subcommittee (CCS) meeting for a number of members, and the members were thanked for their service
- Members were reminded to submit Calendar changes for the 2017-18 Calendar to the CCS Calendar Working Group for review
- Admissions numbers are up from this time last year
- The admission deposit is working well, and is improving the ability of the Office of the Registrar to produce accurate enrolment projections. The Registrar, in consultation with other Alberta post-secondary institutions, is considering an earlier deadline for the admission deposit.
- Members were directed to contact Scott Robinson, Associate Registrar (Admissions and Recruitment), with requests for enrolment data, and to send communications to students regarding registration in a timely manner

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

- The Academic Planning and Priorities Committee (APPC) approved the proposals for the Scholastic Assessment Test requirements, the Early Admission Average, and the Appeals Academic Regulations, as recommended by the CCS

**3. Approval of the May 19, 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 May 19, 2016 be approved.

**Carried****4. Approval of Faculty of Science Requisite Calendar Changes**

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

The proponent explained that the changes being proposed are to allow for courses which are equivalent to the current prerequisite courses to fulfil the requisite requirements.

**Moved/Seconded**

That the Calendar and Curriculum Subcommittee approve the Calendar changes for the Faculty of Science, as presented to the Committee.

**Carried****5. Recommendation of Changes to the 'Withdrawal from Courses' and 'Withdrawal from the Term' Academic Regulations**

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

**Highlights:**

- The proponent reported that, in the time, since this item was last presented to the Committee, further consultation has been conducted to address the concerns that were raised
- An overview of the updates to the Calendar section was provided, including a revision to the statement in the Extenuating Circumstance Withdrawals (EW) section around pre-existing conditions, a change to the process for submitting an EW request, and some minor wording modifications to add flexibility
- The Committee discussed the revised pre-existing conditions statement, and reviewed the meaning of 'unmanaged conditions' and the level of discretion that will be available to the Faculties when making recommendations
- The Committee requested that, if the creation of the EW is approved, some guidelines be provided to the Faculties regarding which circumstances apply to the EW
- In response to a question, it was reported that there will not be a limit to the number of EWs a student may apply for, as it is not the intention to deter students from applying. However, this will be reviewed
- The Committee suggested some minor editorial changes e.g. change withdraw to withdrawal

**Moved/Seconded**

That the Calendar and Curriculum Subcommittee recommend that the Academic Planning and Priorities Committee approve the revisions to the Withdrawal Academic Regulation, as set out in the proposal provided to the Committee.

**Carried****6. Academic Misconduct Notation**

Susan Barker, CCS Co-Chair, presented this item.

Two questions were posed to the CCS regarding the current academic misconduct notation: 1) Is the home or teaching Faculty solely responsible for adding the academic misconduct notation, and 2) should students who have an academic misconduct notation on their student record be able to be on the Dean's List.

**Highlights:**

- The Committee discussed the process and responsibilities for adding the academic misconduct notation, and the need for a consistent approach in order to ensure that it is being used effectively. The Committee concurred that the teaching Faculty should be responsible for adding the notation, and requested that the Vice-Provost (Student Experience) send out a communication regarding this along with details on what information should be included with the notation.
- The intention of the academic misconduct notation was reviewed, it was noted that the notation was created as a method for tracking academic misconduct violations, as a tool to facilitate the education of students for first time (minor) violations, and to ensure that students with a first time offence are not unduly impacted
- The Committee discussed the appropriateness of having a student with an academic misconduct notation on the Dean's List and the current Faculty Regulations for Dean's List. The Committee determined that, as the current regulations state that students are only ineligible for the Dean's List if on academic sanction (such as probation or suspension) and because the academic misconduct notation is not a sanction, students with a notation should still be included on the Dean's List.
- The Committee agreed that the regulations relating to the Dean's List should be brought back to the Committee for further discussion in the Fall

#### **7. Work Plan Progress Review**

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

Highlights:

- It was reported that the Committee completed all of the goals listed on the annual Committee Work Plan. Work will continue next year to improve the front section of the Calendar, and align the undergraduate and graduate Academic Regulations sections.
- The Academic Co-Chair asked the Committee members to notify her of any items that they suggest be added to the Committee work plan for the next academic year

#### **8. Status of Program Approvals**

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

#### **9. Annual Calendar and Curriculum Subcommittee Report to the Academic Planning and Priorities Committee**

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 June 16, 2016 meeting.

**Carried**

The meeting was adjourned at 10:12 a.m.