

General Faculties Council
CALENDAR AND CURRICULUM SUBCOMMITTEE
Approved Minutes

Meeting #30
September 22, 2016, 9:00 -11:00 a.m.

A167

Voting Members

Susan Barker, Co-Chair
Cindy Graham, Academic Co-Chair
Tina Gabriele
Dianne Gereluk
Ebba Kurz
Graham McCaffrey
Nickie Nikolaou – arrived after Item 1
Steve Norman
Anders Nygren
Emma Read
Angelique Saweczko – left after Item 4
Lynn Taylor
Virginia Tumas
Sherry Weaver
Joelle Welling

Regrets

Alicia Lunz
Steve Mason
Andrea Newberry-Koroluk
Kimberley Wittner

Guests

Matt Read, Assistant Dean, Admissions and Recruitment, Faculty of Veterinary Medicine – present for Item 7

Observers

Jennifer Logan, Program Coordinator, Cumming School of Medicine
Jodi McGill, Team Lead, Undergraduate Program
Maria Soos, Manager, Student Services, Faculty of Social Work
Brenda Toth, Manager, Undergraduate Programs, Faculty of Nursing

Non-Voting Members

Pat Kaip
Carol Poland

Secretary

Elizabeth Sjogren, Governance Coordinator

Scribe

Cherie Tutt, Governance Coordinator

The Co-Chair called the meeting to order at 9:03 a.m. and confirmed quorum.

1. Approval of the Agenda

Moved/Seconded

That the Agenda for the September 22, 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 Co-Chair welcomed members to the start of the new academic year.
- The Office of the Registrar and the Faculties were congratulated for exceeding the enrolment targets for 2016-17
- The status of items currently under review, in particular practicum intervention and non-disciplinary academic appeals processes, was reported
- The governance processes for Calendar and Curriculum Subcommittee were reviewed

The Academic Co-Chair made no remarks.

3. Review of the Calendar and Curriculum Subcommittee 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. The members were reminded to familiarize themselves with the Terms of Reference and to contact the Co-Chairs if they have any questions.

4. Changes to the Calendar Section G.6 Deferral of Final Examinations and G.7 Deferral of Term Work

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

Highlights:

- The proponent reported that the G.6 Deferral of Final Examinations and G.7 Deferral of Term Work sections of the Calendar are being updated based on feedback from Faculties
- The proponent summarized the key changes to sections G.6 and G.7, including:
 - Implementation of a maximum number of deferred exams allowed (four) after which a student would need to meet with an advisor or an Associate Dean
 - Setting a time limit for when a student can request to leave the exam room and request a deferred exam
 - Introduction of a Statutory Declaration Form to be used by students if they are unable to attend a final exam or leave a final exam due to illness
 - Inclusion of an 'approved University activity' as one of the circumstances for approving a deferred exam
 - Reorganization of the information, and updates to terminology, to make the sections more student friendly

- In response to questions, the proponent explained that:
 - The Office of the Registrar will be able to track the number of deferred exams requested by a student, and will be able to provide the Faculties with a report
 - A Dean or their designate has the authority to grant a deferred exam, and Enrolment Services will not be able to overrule their decision
 - The Office of the Registrar and Legal Services are developing the new Statutory Declaration Form, which will not need to be notarized
 - Instructors may determine their own regulations for deferral of term work based on their Department or Faculty procedures
 - In exceptional circumstances, a student may be granted a second deferred exam for a course, but the Faculty would need to be assured that there was an appropriate reason. A late withdrawal may also be an option.
 - If term work is deferred beyond five days from the end of lectures, a form is required to inform the Office of the Registrar that a grade will not be entered on time
- The Committee discussed:
 - The process for students to apply for a deferred exam, and the information that will be provided to a student if they reach the maximum number
 - The rationale and the intended use for the Statutory Declaration Form, and the option for Faculties to require students to provide a medical statement form instead of, or in addition to the Statutory Declaration Form
 - The potential stress for students who need to meet repeatedly with an advisor or an Associate Dean to explain their situation, and the need for advisors and Associate Deans to be considerate of this
- The Committee provided the following feedback:
 - Change references from a 'University approved activity' to 'approved University activity' to allow more flexibility
 - Specify that the limit of four deferred exams is for the duration of a student's studies at the University of Calgary
 - Update 'Counselling Services' to 'SU Wellness Centre'
 - Add 'or designate' after 'Dean' in section G.6.2
 - Revise the first sentence in section G.6.3 to 'Deferred Examinations 'normally' will be scheduled during block week'
 - Change the time limit that students will be allowed to leave a scheduled exam to a percentage of time

5. Approval of the June 16, 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 June 16, 2016 be approved.

Carried

6. Recommendation of the Calendar and Curriculum Subcommittee Work Plan

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

The Committee reviewed the anticipated business of the Committee for the upcoming year. The Academic Co-Chair requested that 'Changes to Calendar Section C.1 Mathematics Diagnostic Test' be added to the Work Plan.

Moved/Seconded

That the Calendar and Curriculum Subcommittee (CCS) recommend that the Academic Planning and Priorities Committee approve the CCS Work Plan for the 2016-17 academic year, in the form provided to the Committee, and with the requested amendment.

Carried

7. Approval of Changes to the Faculty of Veterinary Medicine Admission Requirements

Documentation for this item was circulated with the Agenda. Matt Read, Assistant Dean, Admissions and Recruitment, Faculty of Veterinary Medicine, presented this item.

Highlights:

- The proponent explained that the Faculty of Veterinary Medicine (FVM) has been using the same admission requirements for nine consecutive admissions cycles, and, after a thorough analysis of admissions data, the FVM is proposing that the requirements be changed to better suit their applicant pool, to add transparency, and to prepare applicants more fairly
- The proponent provided a summary of the proposed changes including:
 - Changing the working definition of 'full-time' to include the most recent semester of study
 - Changing how the FVM uses grades from their list of ten required courses
 - Changing the way FVM deals with repeat courses
 - Allowing for applicants to use grades from their most recent graduate degree
- The proponent reported that the documentation provided to the Committee states that 'an applicant cannot repeat more than three (3) courses', and that this should be changed to four courses to correspond with what was approved by the FVM Council
- In response to a question, it was reported that the FVM has had a note on their website since May to inform prospective students that the admission requirements are changing
- The Committee discussed the importance of having appropriate admission requirements

- The Committee also discussed the governance process and approval authority for Faculty level admission regulations

Moved/Seconded

That the Calendar and Curriculum Subcommittee (CCS) approve the Faculty of Veterinary Medicine Admission Regulations, as set out in the documents provided to the Committee, and as recommended by the CCS Calendar Working Group, with the reported amendment.

Carried**8. Approval of Changes to the Haskayne School of Business Admission Requirements**

Documentation for this item was circulated with the Agenda. Sherry Weaver, Associate Dean (Undergraduate Program), Haskayne School of Business (HSB), presented this item.

Highlights:

- The Co-Chairs reported that the Academic Planning and Priorities Committee has the final approval authority for the proposal for changes to the HSB admission requirements
- The proponent reported that, due to a change to the University admission requirements for standard admission for high school students, the HSB would like to change their Faculty admissions requirements to require specific academic subjects for admission to the Bachelor of Commerce degree, and to allow students to present a Fine Arts course or a Physical Education course only as an option.
- It was explained that, historically, the HSB essentially used the same admission requirements as they are proposing, and that the HSB believes that having the current requirements will impact the GPA and result in more admission appeals
- In response to questions, the proponent confirmed that:
 - The HSB wants the changes to be implemented immediately for the October 1, 2016 admission cycle
 - It is not expected that there will be a large number of students who will present Fine Arts or Physical Education courses
- The Committee discussed the communication plan for notifying students of the proposed changes

Moved/Seconded

That the Calendar and Curriculum Subcommittee recommend that the Academic Planning and Priorities Committee approve the clarification of the course list for standard admission from high school into the Bachelor of Commerce degree, as set out in the documents provided to the Committee.

Carried**9. Status of Program Approvals**

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

10. Other Business

A member of the Committee requested that a discussion on waitlist processes be held at a future meeting.

11. Adjournment

Moved/Seconded

That the Calendar and Curriculum Subcommittee adjourn the September 22, 2016 meeting.

Carried

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