

General Faculties Council
CALENDAR AND CURRICULUM SUBCOMMITTEE
Approved Minutes

Meeting #31

October 27, 2016, 9:00 -11:00 a.m.

A167

Voting Members

Susan Barker, Co-Chair
Cindy Graham, Academic Co-Chair
Dianne Gereluk
Ebba Kurz – arrived during Item 2
Alicia Lunz – arrived during Item 5
Andrea Newberry-Koroluk
Nickie Nikolaou
Steve Norman – arrived during Item 2
Anders Nygren
Emma Read
Angelique Saweczko
Virginia Tumas
Sherry Weaver – arrived during Item 2
Joelle Welling

Non-Voting Members

Pat Kaip
Carol Poland
Kimberley Wittner
Steven Mason

Regrets

Tina Gabriele
Graham McCaffrey
Lynn Taylor

Guests

Christine Johns, Senior Director, Academic and International Strategies – arrived during Item 5
Lindsay Penner, Program Proposal Support Specialist – present for Item 7
Sarah Skett, Postdoctoral Research Fellow, Sustainability Studies – present for Item 7

Observers

Rachel Bruce, Manager, Academic Programs, Faculty of Arts
Jennifer Logan, Program Coordinator, Cumming School of Medicine
Jodi McGill, Team Lead, Undergraduate Program, Faculty of Kinesiology
Brenda Toth, Manager, Undergraduate Programs, Faculty of Nursing

Secretary

Elizabeth Sjogren, Governance Coordinator

Scribe

Cherie Tutt, Governance Coordinator

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 October 27, 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 Andrea Newberry-Koroluk and Steve Mason to their first meeting
- The deadline for Calendar changes for 2017-18 has passed, but minor changes may be submitted to Carol Poland, Calendar Editor
- Last week the government of Alberta announced that the tuition freeze for post-secondary students will continue for the 2017-18 year
- The Academic Planning and Priorities Committee (APPC) approved the changes to the Haskayne School of Business (HSB) Admission Requirements, as recommended by the Calendar and Curriculum Subcommittee (CCS)
- Further consultation on the use of medical notes is occurring, and once this is complete the changes to the Deferred Exam section of the Calendar will be brought to the CCS for recommendation

The Academic Co-Chair made no remarks.

3. Approval of the September 22, 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 September 22, 2016 be approved.

Carried

4. Approval of Changes to the Haskayne School of Business Early Admission Course Requirements for High School Applicants

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

Highlights:

- The proponent reported that the HSB is proposing that the course list used for early admission to the HSB from high school be expanded. It was explained that requiring Social Studies 20-1 is an

issue, in particular for students from British Columbia, and that by allowing applicants to present different courses for admission the HSB will be able to offer more early admissions places

- In response to questions, it was reported that:
 - The HSB would like to have the changes implemented for the 2017-18 Calendar and 2018-19 admission year
 - Early admission is calculated using four courses. Students who are accepted will have to present five courses for final admission

Moved/Seconded

That the Calendar and Curriculum Subcommittee approve the expansion of the course list for early admission from high school into the Bachelor of Commerce degree, effective for the 2018-19 admission year, as set out in the documents provided to the Committee.

Carried

5. Approval of Changes to the MD Admissions Regulations, 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 to update the MD admissions section of the Calendar to reflect changes that have been approved by the CSM Faculty Council, but were never submitted to CCS for approval and inclusion in the Calendar
- The Committee discussed:
 - The eligibility requirements for the MD program and the reasoning behind including a statement regarding not using an applicant's parent, guardian or spouse's vocation as part of their consideration for admission. It was suggested that consideration should be given to whether this type of statement should be included at the front of the Calendar in order to all Faculties.
 - The residency requirement, in particular the definition of Alberta Residency, and the criteria used to determine residency by the Admissions Committee
- In response to questions, it was reported that:
 - Indigenous applicants, individuals on active duty with the Canadian Forces/RCMP, and students from the Selkirk College pre-medicine program will be required to have a GPA of 3.2 or greater for admission
 - Indigenous applicants must have the same minimum GPA as applicants from Alberta, but are guaranteed an interview
 - Indigenous applicants who self-declare will be invited to submit an essay. The CSM would also request proof of status.
 - The application package provides more detail on what is required for admission, including what documents are needed to prove residency

- Once an applicant is accepted they are required to pay a \$1000 deposit, and students wishing to defer are required to pay \$3000
- The Committee suggested that, to reduce confusion, 'for MD admission' be added after the 'Definition of Alberta Residency' heading

Moved/Seconded

That the Calendar and Curriculum Subcommittee (CCS) approve the Calendar changes for the MD Admissions section, Cumming School of Medicine, as set out in the documents provided to the Committee, and as recommended by the CCS Working Group, and with the suggested amendment.

Carried**6. Approval of Revisions to Section P of the University Calendar: Tuition and General Fees**

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

Highlights:

- The proponent reported that, as part of the ongoing process to update the Calendar, the Tuition and General Fees section has been revised to better align information relating to tuition and general fees, include information about graduate studies fees and visiting student researcher fees, and to remove redundant information
- The Committee suggested the following changes:
 - In section P.2.3 Student Services Fee, change the second paragraph to read 'The Student Service Fee is a comprehensive fee that covers a number of services provided to University of Calgary Students'
 - In section P.2.2 update the link to the Undergraduate Health and Dental Plan

Moved/Seconded

That the Calendar and Curriculum Subcommittee (CCS) approve the revisions to section P of the University Calendar: Tuition and General Fees, as set out in the documents provided to the Committee, and with the suggested amendments.

Carried**7. Approval of the Creation of Sustainability Studies 401, Faculty of Environmental Design**

Documentation for this item was circulated with the Agenda. Christine Johns, Senior Director, Academic and International Strategies, Lindsay Penner, Program Proposal Support Specialist, and Sarah S. Skett, Postdoctoral Research Fellow, Sustainability Studies, presented this item.

Highlights:

- The proponents reported that the Embedded Certificate in Sustainability Studies (ECSS) is currently moving through the governance process, and that it is being proposed that a 400 level Sustainability Studies (SUST) Course 'Sustainability Research I' be created for January 2017 to

allow students who are currently on track to graduate in the spring of 2018 to complete courses required for the ECSS, should the certificate be approved

- It was explained that, since the announcement of the development of the ECSS, the Academic Coordinator for Sustainability has had numerous students contact him regarding the credential
- In Fall 2016 UNIV 207 was launched, which would be one of the required courses for the ECSS. Over 50 students have enrolled, and 30 of those students have indicated their interest in SUST 401.
- In response to questions, it was reported that:
 - The course would be offered through the Faculty of Environmental Design (EVDS), and would be team-taught
 - The SUST designation does not currently exist
 - The remaining Calendar changes, and the change of the course from UNIV 207 to SUST 207 will be presented should the ECSS be approved
 - It has been made clear to students that the ECSS is moving through the governance process, but the creation of it is not guaranteed
 - The course grade will count towards a students' GPA
- The Committee discussed:
 - The enrolment controls currently in place in EVDS, and the need for manual enrolment overrides to be used should the course be approved for January 2017
 - The consultation process for the creation of the ECSS, the choice of academic home for the ECSS, and the challenges created from announcing the ECSS prior to its approval, including managing student expectations
 - Developing courses in response to demand
 - That, as an alternative to fast-tracking the course creation for January 2017, a decimalized course, such as UNIV 511 could be used. It was noted that from a records perspective for student transcripts it would be better for them to have the SUST 401 course.
- The Committee suggested:
 - That the prerequisite for SUST 401 be changed from 'UNIV 207 and enrolment in the Certificate in Sustainability Studies' to 'UNIV 207 and completion of 24 units'

Moved/Seconded

That the Calendar and Curriculum Subcommittee approve the creation of the course Sustainability Studies 401, Faculty of Environmental Design, as set out in the documents provided to the Committee, and with the suggested amendment.

Not Carried

The Co-Chair confirmed that this motion did not carry.

8. Revisions to Section F of the University Calendar: Grading System

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

Highlights:

- The proponent reported that the proposed updates to Section F improve clarity and include a change of name from 'Grading System' to 'Grading System and Transcripts', the addition of an 'in progress status' (IP) for courses, descriptors for grade values, grading scales, and academic standing statuses, and the removal of redundant information
- The Committee discussed:
 - The new IP status and how it will be used if a student has a deferred exam/assignment
 - Eligibility for the Dean's List and whether a student on an academic sanction is eligible, and if there should be a general rule listed in this section of the Calendar. The Registrar will review this to see if this is applicable and consistent across all Faculties.
 - The requirement for a conversion chart to be provided to students if the official grading system is not used
- The members of the CCS offered the following feedback on the proposed changes:
 - In section F.3.1, under the definition for Disciplinary Probation, that 'typically used for first offences' be removed to reflect the use of the new Academic Misconduct Indicator
 - Review the list of degree programs with honours and distinction to ensure all programs are listed
 - In section F.4 Grade Point Average, correct the calculations
 - In section F.24 remove SFE - Special Deferred Final Exam, as it is no longer being used, and change the wording for a W – withdraw to state that there is no impact on the GPA
 - Review with the Teaching and Learning Committee the descriptions associated with the undergraduate grading system, to consider if this is based on peer performance or learning outcomes, and consider aligning it more closely with the graduate grading system
 - Add further clarification for F, D and CR grades not included in the GPA
- The members of the CCS were encouraged to provide any further feedback to the Registrar via email

9. Wait List Processes

Documentation for this item was circulated with the Agenda. Kim Wittner, Scheduling, Exams and Curriculum Manager, presented this item.

Highlights:

- The presenter reported that a Waitlist Working Group has been created to review concerns arising from using waitlists and to improve their functionality. A survey to capture the overall experience has been conducted to inform the Working Group.
- The pros and cons for waitlists were reviewed. It was stated that, for the majority of courses,

there are no issues, but that issues are arising for courses which have multiple things going on in the enrolment engine such as reserved caps and combined sections

- In response to questions, it was reported that:
 - For courses with lectures and labs and/or tutorials students must pick the same sections e.g. Lecture 1, Lab 1, as students can only see the waitlist component for the lecture and not the lab or tutorial
 - Most Faculties use waitlists, and 42 percent of courses offered have a waitlist
 - Currently, if a course has a reserved cap and a waitlist, the reserved cap is overriding the waitlist and has caused students to be able to jump the queue. The Office of the Registrar is working on a fix for this issue.
- Members of the Committee were encouraged to forward any issues to Kim Wittner to have them reviewed and addressed by the Working Group.

10. 2016-17 Approved CCS Work Plan

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 Committee adjourn the October 27, 2016 meeting.

Carried

The meeting was adjourned at 10:55 a.m.