

General Faculties Council
CALENDAR AND CURRICULUM SUBCOMMITTEE
Approved Minutes

Meeting #32
November 24, 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
Alicia Lunz
Graham McCaffrey
Andrea Newberry-Koroluk
Nickie Nikolaou
Steve Norman
Anders Nygren
Emma Read
Angelique Saweczko
Lynn Taylor
Virginia Tumas
Sherry Weaver

Non-Voting Members

Pat Kaip
Kimberley Wittner

Secretary

Elizabeth Sjogren

Scribe

Cherie Tutt

Regrets

Steve Mason
Carol Poland
Joelle Welling

Observers

Carol Crooks, Senior Undergraduate Specialist, Faculty of Science
Jodi McGill, Team Lead, Undergraduate Program, Faculty of Kinesiology
Maria Soos-Gonczol, Manager, Student Services, Faculty of Social Work

The Co-Chair called the meeting to order at 9:01 a.m. and confirmed quorum.

1. Approval of the Agenda

Moved/Seconded

That the Agenda for the November 24, 2016 Calendar and Curriculum Subcommittee meeting be approved.

Carried

2. Remarks of the Co-Chair and Academic Co-Chair

The Co-Chair noted that the Calendar and Curriculum Subcommittee (CCS) Working Group has identified some inconsistencies in the Calendar and requested that Faculties should review their sections thoroughly and bring forward any issues to the CCS.

The Academic Co-Chair made no remarks.

3. Approval of the October 27, 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 October 27, 2016 be approved, with the requested amendment.

Carried

4. Approval of 2017-18 Calendar Changed for the Haskayne School of Business

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

Highlights:

- The proponent provided a summary of the Calendar changes for the HSB, including the change of the concentration name and course code from Human Resources and Organizational Dynamics (HROD) to Organizational Behaviour and Human Resources (OBHR), the creation of new courses, updates to the early and standard high school course requirements for admission into the BComm, and the addition of a Calendar description for the International Foundations Program Pathways to Business and the HSB Academic Turnaround program.
- In response to a question, the proponent confirmed that all of the Calendar changes associated with admission requirements or program changes have been approved by the Academic Planning and Priorities Committee (APPC)
- The Committee discussed the rationale for the HSB including Aboriginal Studies on their list of approved courses, and the proponent reported that HSB would like to increase the number of indigenous applicants, and believes that this is in line with the University developing the Indigenous Strategy

Moved/Seconded

That the Calendar and Curriculum Subcommittee (CCS) approve the Calendar changes for the Haskayne School of Business, as set out in the summary provided to the Committee, and as recommended by the CCS Calendar Working Group.

Carried

5. Approval of 2017-18 Calendar Changes for the 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 provided a summary of the Calendar changes for the Faculty of Science, which include course changes, changes to course descriptions and prerequisites, updates to the requirements for the Ecology and Zoology programs to create greater flexibility for students, and a reference that the Chemical Physics program has been suspended.
- The proponent explained that the Faculty of Science proposed Calendar changes also include the addition of a Concentration in Visualization and Analytics within the Computer Science program and the introduction of a non-honours version of the Bachelor of Science (BSc) in Neuroscience, which have not yet been approved by the APPC
- In response to questions, it was explained that:
 - The final approval for the creation of a non-honours BSc in Neuroscience is with the APPC, as the government has already approved a Neuroscience degree program
 - Students who do not achieve the required GPA in the honours BSc in Neuroscience program would not be required to complete the honours thesis, but would be required to complete 6 units in options courses
- The Committee discussed the governance process and the potential concerns about the CCS approving Calendar changes which are associated with program changes pending approval by the APPC. The proponent agreed to withdraw the Concentration in Visualization and Analytics within the Computer Science program and the introduction of a non-honours version of the Bachelor of Science (BSc) in Neuroscience and to bring them back to CCS after the APPC has approved them.
- The proponent was not aware that SENG 301 was listed as a course requirement for the Bioinformatics Major, Cumming School of Medicine (CSM) and will remove this from the summary of proposed changes until further consultation with CSM can be done
- It was suggested that it would be helpful for members of the committee if the governance process could be reviewed at a future meeting

Moved/Seconded

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

Carried

6. Approval of 2017-18 Calendar Changes for the Faculty of Kinesiology

Documentation for this item was circulated with the Agenda. Tina Gabriele, Associate Dean (Academic), Faculty of Kinesiology, presented this item.

Highlights:

- The proponent provided a summary of the Calendar changes for the Faculty of Kinesiology and reported that the changes are mainly editorial and will improve clarity

- It was explained that references to the Athletic Therapy major are being removed, as the program which was offered in collaboration with Mount Royal University has been terminated
- The Academic Co-Chair noted that the changes for the 600 and 700 level Kinesiology courses will need to be submitted to the Graduate Academic Program Subcommittee for approval and so should not be included in the changes being approved by the CCS

Moved/Seconded

That the Calendar and Curriculum Subcommittee (CCS) approve the Calendar changes for the Faculty of Kinesiology, as set out in the summary provided to the Committee, and as recommended by the CCS Calendar Working Group, with the requested amendment.

Carried**7. Approval of 2017-18 Calendar Changes for the Faculty of Arts**

Documentation for this item was circulated with the Agenda. Virginia Tumas, Associate Dean (Undergraduate Programs and Student Affairs), Faculty of Arts, presented this item.

Highlights:

- The proponent noted that the summary presented to the Committee includes the majority of the Calendar changes for the Faculty of Arts, but that additional Calendar changes for the School of Creative and Performing Arts will be brought forward at a future meeting
- The proponent reported that the summary includes numerous minor changes, such as course additions and deletions, and more extensive changes to the requirements for the Bachelor of Arts (BA) and BA Honours in English, the BA and BA Honours in Canadian Studies, and the Bachelor of Fine Arts (BFA) in Visual Studies, removal of references to the Concentration in Physical Anthropology, as the concentration has been terminated, the addition of sections for the new Minor in Security Studies, and the re-activated BA and BA Honours in Art History
- In response to questions it was explained that:
 - Arts will work with the CSM to ensure that the students in the Health and Society Major will not be impacted by the change to the prerequisites for Psychology 312
 - Archaeology 589 is being deleted, but Anthropology 589 covers similar content
- The Committee discussed the lack of process/mechanisms in place for Faculties to check if a course is listed as a requirement in other Faculty's programs. The Registrar will explore if it is possible to create a report with this information.

Moved/Seconded

That the Calendar and Curriculum Subcommittee (CCS) approve the Calendar changes for the Faculty of Arts, as set out in the summary provided to the Committee, and as recommended by the CCS Calendar Working Group.

Carried

8. Approval of Changes to C.1 Mathematics Diagnostic Test

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

Highlights:

- The proponent explained that the changes to section C.1 Mathematics Diagnostic Test improve readability and remove redundancies, so that students better understand what the requirements are for the different mathematics courses taught by the Faculty of Science
- The Committee discussed the issues with students taking the wrong mathematics courses, and the benefit of having a clear requirements for students so that they are not selecting a course because of capacity
- The Committee suggested some revisions to the language to reduce confusion and to ensure that it is clear to students which courses they must take depending on the combination of courses they have completed and the grade which they achieved
- It was also suggested that it be clarified that the Mathematics Diagnostic Test is intended for students wanting to challenge the prerequisite for Mathematics 211, 213 or 249

Moved/Seconded

That the Calendar and Curriculum Subcommittee approve the changes to Section C.1 of the University Calendar, as set out in the documents provided to the Committee, with the requested amendments.

Carried

9. Recommendation of Changes to Section I.3 Reappraisal of Final Grade

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

Highlights:

- The proponent reported that Section I.3 Reappraisal of Final Grades has been revised to include a section for the re-appraisal of grades for supplemental examinations and general edits to make the section more readable and consistent
- The Committee discussed the timelines for students to submit a request for a reappraisal of a final grade, in particular for supplemental examinations, and it was recommended that a statement be added to the section to indicate that students wishing a reappraisal of a final grade for courses offered by Veterinary Medicine, Law, and the Cumming School of Medicine refer to the Faculty section of the Calendar for deadlines
- The Committee suggested that:
 - To be fair to students who take courses that do not have Registrar-scheduled final examinations, that the first sentence of the, first paragraph be revised to read 'final examination or final assessment'
 - A statement regarding the appeal process be added to the form used to request a reappraisal of a final grade
 - In the second-last paragraph, the reference to 'staff' be revised to read 'academic staff'

Moved/Seconded

That the Calendar and Curriculum Subcommittee recommend that the Academic Planning and Priorities Committee approve the changes to Section I.3 Reappraisal of Final Grade of the University Calendar, as set out in the documents provided to the Committee, and with the requested amendments.

Carried**10. Open Studies Regulations**

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

Highlights:

- The proponent reported that the proposed changes to the Open Studies regulations are a result of the ongoing clean-up of the University Calendar and the Open Studies review which took place in 2015
- A high-level overview of the proposed changes was provided, including tying exchange and visiting students to a Faculty and not to Open Studies, an increase to the number of courses open studies students can complete per term, and a revised academic review process with new progression requirements
- The Committee discussed the rationale for limiting the number of courses a student takes per term, and it was explained that this regulation is intended to improve the chance of success. The proponent noted that a different regulation may be put in place for graduate students.
- In response to questions, it was confirmed that:
 - High achieving students who have missed the application deadline should not be referred to Open Studies. The Faculty should contact the Registrar's Office to have these students admitted to the Faculty.
 - There are no proposed changes to the Aboriginal Student Access Program at this time
 - The academic review of Open Studies students will continue to be done by the Office of the Registrar. The academic review of exchange or visiting students would be consistent with the Faculty process.
 - Exchange students and visiting students do not currently count towards a Faculty's enrolment target
- The members of the CCS offered the following suggestions for revisions to the proposed changes:
 - Update section B.19.2 to ensure that the recommendations regarding W grades are incorporated
 - Add a statement to B.19.4 so that it is clear what the process is when a student is charged with academic misconduct
- The members of the CCS were encouraged to provide any further feedback to the Registrar via email

11. Status of Program Approvals

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

12. Other Business

A member of the Committee noted that Mount Royal University recently approved the addition of a Fall Reading Week for students. The Registrar stated that this is not currently being considered for the University as it is not possible with a thirteen week term and block week within the University's Fall term start and end dates.

13. Adjournment**Moved/Seconded**

That the Calendar and Curriculum Subcommittee adjourn the November 24, 2016 meeting.

Carried

The meeting was adjourned at 10:48 a.m.