

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

Meeting #33  
December 15, 2016, 9:00 -11:00 a.m.

A167

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***Voting Members***

Susan Barker, Co-Chair  
Tina Gabriele  
Dianne Gereluk – left during Item 6  
Ebba Kurz  
Alicia Lunz  
Nickie Nikolaou  
Steve Norman  
Anders Nygren  
Emma Read – left during Item 7  
Angelique Saweczko  
Lynn Taylor  
Virginia Tumas  
Sherry Weaver – arrived during Item 6

***Non-Voting Members***

Pat Kaip  
Steve Mason

***Secretary***

Elizabeth Sjogren

***Scribe***

Cherie Tutt

***Regrets***

Cindy Graham  
Graham McCaffrey  
Andrea Newberry-Koroluk  
Carol Poland  
Joelle Welling  
Kimberley Wittner

***Guests***

Jennifer de Roaldes, Assistant Registrar and Senior Enrolment Analyst – present for Item 8

***Observers***

Carol Crooks, Senior Undergraduate Specialist, Faculty of Science  
Christine Johns, Senior Director, Academic and International Strategies – arrived during Item 4  
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

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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 December 15, 2016 Calendar and Curriculum Subcommittee meeting be approved.

**Carried**

### 2. Remarks of the Co-Chair

The Co-Chair thanked the Committee for their work this term to prepare the 2017-18 Calendar and expressed pleasure with how the Committee is functioning.

The Committee were then provided with an update on the progress of items moving from the Calendar and Curriculum Subcommittee to the Academic Planning and Priorities Committee (APPC).

### 3. Approval of the November 24, 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 December 15, 2016 be approved.

**Carried**

### 4. Approval of 2017-18 Calendar Changes for the Werklund School of Education

Documentation for this item was circulated with the Agenda. Dianne Gereluk, Associate Dean (Undergraduate), Werklund School of Education (WSE), presented this item.

#### Highlights:

- The proponent reported that the proposed Calendar changes include a number of small course changes, the addition of a number of teachable subject areas for the four-year Bachelor of Education, and some editorial changes to improve clarity around faculty admission requirements and regulations for students and advisors
- The proponent confirmed that all of the Calendar changes associated with program changes have been approved by the APPC
- In response to a question, it was confirmed that the International Foundation Program Calendar changes will come forward for approval separately
- The Committee discussed:
  - The academic review process and progression requirements for students in concurrent programs with Education
  - The significance of the addition of EDUC 551 'Comprehensive School Health and Wellness', as a required course in the Bachelor of Education program, which is the first course in Canada to consider the health and wellness of teachers

- The diverse qualifications admissions requirements for the WSE

**Moved/Seconded**

That the Calendar and Curriculum Subcommittee (CCS) approve the Calendar changes for the Werklund School of Education, 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 Schulich School of Engineering**

Documentation for this item was circulated with the Agenda. Anders Nygren, Associate Dean (Academic and Planning), Schulich School of Engineering (SSE), presented this item.

**Highlights:**

- The proponent provided a summary of the SSE Calendar changes, including routine Calendar changes such as course additions, modifications to requisites and course descriptions, and the addition of requirements and course sequencing for the new Bachelor of Science Engineering/ Bachelor of Commerce degree which was approved by the APPC in May 2016
- The proponent informed the Committee that the SSE and the HSB will be bringing forward a further change regarding the admission requirements for entry to the combined Bachelor of Science Engineering/ Bachelor of Commerce degree at the next meeting
- There were no questions

**Moved/Seconded**

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

**Carried****6. Recommendation of Open Studies Regulations**

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

**Highlights:**

- The proponent explained that the proposed changes to the Open Studies regulations are a result of the feedback received from the Open Studies review conducted in 2015. The changes aim to improve the student experience and include revised admission categories and requirements, progression requirements, and the addition of an appeals process.
- In response to questions, it was confirmed that:
  - Open Studies students are permitted a maximum of five Withdrawals
  - Students who do not meet Faculty entry requirements with extenuating circumstances would be considered under the Diverse Qualifications Admission Process

- No changes have been made to the Aboriginal Student Access Program
- Students who miss the application deadline, but that the Faculty would consider for admission, should not be referred to Open Studies. The Faculty should contact the Office of the Registrar for these cases.
- Students who are applying to a degree from within Open Studies are not charged an application fee
- The Committee discussed the rationale and potential impacts for allowing Open Studies students to register in only 12 units per term
- The Committee suggested that:
  - A statement be added to the Diverse Qualification Admission Process to make clear that it applies across all admission categories
  - In section B.19.5, a statement be added to say what the consequences are if a student has more than five Withdrawals
  - A section be added regarding Academic Misconduct, and in particular, plagiarism
  - It be made clear which admission application exchange and visiting students should complete
  - In section A.14.2, it be clarified that the GPA is calculated on the most recent 12 units achieved
  - The proponent review whether in section A.14.2, under 'Be in good standing,' a statement referring to expulsion from a Faculty should be added

*Secretary's Note: The Committee decided to postpone a decision on this item in order that a revised version can be brought back to a future meeting.*

**Moved/Seconded**

That the Calendar and Curriculum Subcommittee recommend that the Academic Planning and Priorities Committee approve the revised Calendar Regulations for Open Studies, effective September 1, 2017, as set out in the document provided to the Committee.

**Postponed**

**7. Recommendation of Revisions to Section A.4 General Admissions Procedures and K.5.2 Penalties of the University Calendar**

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

**Highlights:**

- The proponent provided a summary of the proposed changes to section K.5.2 of the Calendar, including a change of section name from 'Penalties' to 'Penalties and Notations', the addition of a section on credential rescission, and the removal of the notation of academic misconduct (FAM indicator) from the penalties section

- The proponent also outlined the proposed changes to section A.4 of the Calendar, including the addition of information to address the process if a student is identified to have falsified or omitted information as part of their admission process
- In response to questions, it was reported that:
  - There are mechanisms in place to indicate if a student has been expelled when they are applying for admission
  - The University is able to share information with other institutions regarding fraudulent documentation submitted for admission, and this is declared on the admission application form
  - The changes to section A.4 will be effective March 1, 2017
  - The reference to the admission deposit in section A.4 has been deleted as the information was seen to be redundant
  - There may be cases where a student should be expelled from a Faculty, but not necessarily from the University
- The Committee discussed the differences in the severity of the punishment depending on the timeline when falsified or omitted admission information is identified. The proponent confirmed that if the information is identified before the add/swap deadline a student's registration will be cancelled and a notation will be added to their file to indicate the misconduct.
- The Committee discussed whether or not a review process by the Provost and Vice-President (Academic) should be triggered when a student is expelled from a Faculty
- The Committee discussed the process for the rescinding of a degree and suggested that it be considered whether a Dean or their designate should be able to make a recommendation to the Provost and Vice-President (Academic) to suggest that a degree should be rescinded
- The Committee suggested that:
  - In section A.4, that the word 'potential' be added before 'prosecution' in the last sentence of the third paragraph
  - The 'Credential Rescission' section be rewritten to be more similar in vocabulary and format to the section on 'Expulsion from the University'
  - A reference be added to section K.5.3 regarding appeal procedures for credential rescission

**Moved/Seconded**

That the Calendar and Curriculum Subcommittee recommend that the Academic Planning and Priorities Committee approve the revised Calendar Regulations for K.5.2 Penalties, effective immediately, as set out in the document provided to the Committee, with the suggested amendments.

**Carried**

**Moved/Seconded**

That the Calendar and Curriculum Subcommittee recommend that the Academic Planning and Priorities Committee approve the revised calendar regulations for A.4 General Admission Procedures, effective March 1, 2017, as set out in the document provided to the Committee, with the suggested amendments.

**Carried****8. Instructor of Record (Scheduling)**

Documentation for this item was circulated with the Agenda. Angelique Saweczko, Registrar, and Jennifer de Roaldes, Assistant Registrar and Senior Enrolment Analyst, presented this item.

**Highlights:**

- The proponents reported the systems and scheduling team in the Registrar's Office has been working with Human Resources (HR) to compile instructor of record data for reporting and risk management purposes. However, it has been challenging to provide HR with accurate information as units enter instructor information differently.
- The proponent explained that, in order to be able to provide accurate data to HR, it is being proposed that, as part of the scheduling process, the primary instructor and other instructors associated with various course components be identified in PeopleSoft (PS)
- The Committee provided the following feedback:
  - It would be challenging to input instructor information for team taught courses, and courses that use volunteer experts/guest lecturers for one or two lectures
  - In some Faculties, data from the scheduling system populates an Academic Performance Report table
  - In order to access and oversee a Desire2Learn course an academic staff member is added as a course coordinator, but they may not be the primary instructor
  - Data for sessional instructors is input into the template-based hire form, but the level of detail included in the form does not carry through to the HR system
- The Committee discussed:
  - The definitions for the different types of instructors, in particular course coordinator, teaching assistants, and co-instructors
  - The importance of ensuring the right instructor types are being evaluated by the Universal Student Ratings of Instruction Survey
- The Co-Chair reported that the proponents will consider the Committee's feedback and will bring any developments/further information back to the Committee

**9. Other Business**

The Committee discussed the challenges associated with the examination schedule, and specifically the result of more applications for deferred exams for religious convictions.

**10. Adjournment**

**Moved/Seconded**

That the Calendar and Curriculum Subcommittee adjourn the December 15, 2016 meeting.

**Carried**

The meeting was adjourned at 10:30 a.m.