

General Faculties Council
CALENDAR AND CURRICULUM SUBCOMMITTEE
Approved Minutes

Meeting #34

January 26, 2017, 9:00 -11:00 a.m.

A167

Voting Members

Susan Barker, Co-Chair
Cindy Graham, Academic Co-Chair
Dianne Gereluk
Ebba Kurz
Graham McCaffrey
Andrea Newberry-Koroluk
Steve Norman
Anders Nygren
Emma Read
Angelique Saweczko
Lynn Taylor
Virginia Tumaszk
Sherry Weaver
Joelle Welling

Non-Voting Members

Pat Kaip
Carol Poland
Kimberley Wittner
Steve Mason

Secretary

Elizabeth Sjogren

Scribe

Cherie Tutt

Regrets

Tina Gabriele
Alicia Lunz
Nickie Nikolaou

Guests

Brenda Toth, Manager, Undergraduate Programs, Faculty of Nursing

Observers

Rachel Bruce, Manager, Academic Programs, Faculty of Arts – arrived during Item 11
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
Jennifer Logan, Program Coordinator, Cumming School of Medicine

The Co-Chair called the meeting to order at 9:05 a.m. and confirmed quorum.

1. Approval of the Agenda**Moved/Seconded**

That the Agenda for the January 26, 2017 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 Sexual Violence Policy online consultation period has started and will remain open until February 8
- The hiring process for the Sexual Violence Support Advocate will begin in the next month
- The review of the University's academic appeals processes is progressing
- The Wellness Centre has published a resource booklet on helping students in distress and members were encouraged to contact Debbie Bruckner to request copies for their units and to provide her with feedback on the content, as the booklet will be renewed annually
- Overall applications to the University are up by approximately 8%. An application/admissions update will be provided by the Registrar at the March meeting

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

- On January 25, 2017 the Faculty of Science opened the Science Collaborative Space located between the Science Theatres. The space will be open to all students during the day, and members were encouraged to visit the new space.

3. Approval of the January 26, 2017 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 January 26, 2017 be approved.

Carried

4. Approval of Calendar Changes for the Faculty of Veterinary Medicine

Documentation for this item was circulated with the Agenda. Emma Read, Associate Dean (Academic), presented this item.

Highlights:

- The proponent provided a summary of the Calendar changes for the Faculty of Veterinary Medicine, including minor adjustments to the admission and academic regulations sections to clarify the wording and to add consistency, changes to course descriptions, names, and numbering, and a change to the credit weighting for VETM 505

- There were no questions

Moved/Seconded

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

Carried**5. Approval of Calendar Changes for the Faculty of Nursing – Transfer Requests from Medicine Hat College Site**

Documentation for this item was circulated with the Agenda. Graham McCaffrey (Undergraduate Program), Faculty of Nursing, and Brenda Toth, Manager (Undergraduate Programs), Faculty of Nursing, presented this item.

Highlights:

- The proponents reported that the Faculty of Nursing is proposing to add information to the Calendar to reflect current practice and clarify the process for students wishing to transfer from the Medicine Hat College Site
- In response to a question, the proponents explained that transfer applications will be reviewed by the Dean or their designate with advice from the Undergraduate Office
- The Committee discussed how courses would transfer for students from the Medicine Hat College Site

Moved/Seconded

That the Calendar and Curriculum Subcommittee approve the Calendar change for the Faculty of Nursing, as set out in the document provided to the Committee.

Carried**6. Approval of 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 provided a summary of the Calendar changes for the Faculty of Arts, including course changes, additions, and deletions, and information about the new Minor in Security Studies, and two new concentrations in Dance
- It was reported that the majority of changes to the courses offered within the School of Creative and Performing Arts were based on a curriculum review conducted last year
- It was confirmed that the program changes have been approved by the Academic Planning and Priorities Committee (APPC)
- There were no questions

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**7. Approval of 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 the addition of a new Mathematics course for students in the Energy Engineering program, and a change to the GFC hours for a course to reflect lab hours
- The proponent reported that the creation of a Science SCIE 100 course is withdrawn from consideration at this time
- There were no questions

Moved/Seconded

That the Calendar and Curriculum Subcommittee approve the Calendar changes for the Faculty of Science, as set out in the document provided to the Committee, with the reported amendment.

Carried**8. Approval of 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 Calendar changes for the SSE, including a change to the course requirement listing for students in the Energy Engineering program
- In response to a question, it was explained that the course load for the Energy Engineering program will remain the same
- The proponent reported that clarifying footnotes regarding admission and curriculum requirements have been added to the International Foundations Pathways program, the combined Bachelor of Science Engineering/Bachelor of Commerce program, and the Electrical Engineering program
- The proponent reported that references to 'B+' will be changed to '3.3'
- There were no questions

Moved/Seconded

That the Calendar and Curriculum Subcommittee approve the Calendar changes for the Faculty of Science, as set out in the document provided to the Committee, with the reported amendment.

Carried**9. Approval of Calendar Changes for the Haskayne School of Business**

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 proponent provided a summary of the Calendar changes for the HSB, including the addition of a clarifying footnote regarding curriculum requirements for the combined Bachelor of Science Engineering/Bachelor of Commerce program
- In response to a question, it was confirmed that the HSB may require students to submit an essay or letter of intent to gauge their suitability for admission to the Bachelor of Commerce program, as currently admission is based purely on the grade point average achieved in the engineering courses

Moved/Seconded

That the Calendar and Curriculum Subcommittee approve the Calendar changes for the Haskayne School of Business, as presented to the Committee.

Carried**10. Approval of Calendar Changes for the Qatar Faculty**

Documentation for this item was circulated with the Agenda. Angelique Saweczko, Registrar, presented this item on behalf of Craig Wood, Director (Student Services), University of Calgary in Qatar.

Highlights:

- It was reported that the Calendar changes for the Qatar Faculty include changes to course sequencing and requisites as well as general edits to improve clarity
- There were no questions

Moved/Seconded

That the Calendar and Curriculum Subcommittee approve the Calendar changes for the Qatar Faculty, as set out in the documents provided to the Committee.

Carried**11. Recommendation of Changes to Section F Grading System**

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

Highlights:

- The proponent noted that this item is returning to the Committee and that the item has also been presented to the Graduate Academic Program Subcommittee (GAPS) and the Teaching and Learning Committee (TLC)
- The proponent reported that the feedback received from the Committee during the initial consultation has been incorporated into the current document
- In response to questions, it was reported that:
 - There is no intention to align the undergraduate and graduate grading systems
 - Not all academic standings/notations will appear on the transcript, as some will only be displayed in PeopleSoft
- The Committee discussed:
 - The use of 'F' grades for calculating grade point average in relation to the academic review process
 - The record on a students file/transcript if they have been required to withdraw or are placed on probation due to unsatisfactory standing
 - Using the symbol for Deferred and Supplemental Examinations as opposed to changing grades and if the symbols are removed from the transcript
 - The uses for the Aegrotat standing
- Prior to the proposal moving forward to the Academic Planning and Priorities Committee (APPC) for consideration, the Committee suggested that:
 - A note be added to the grade point average section to state that for purposes of academic review students should refer to the Faculty regulations
 - In the section on academic probation change that 'Students are placed on academic probation for a period of one year' to 'Students are placed on academic probation until the subsequent academic review'
 - That the reference to 'Counselling Services' be changed to 'Student Ombuds'
 - In the description for 'Required to Withdraw' remove the reference to 'academic misconduct'
 - 'Aegrotat standing' be moved to the Symbols section
 - The numbering of the subsections be reviewed for consistency

Moved/Seconded

That the Calendar and Curriculum Subcommittee recommend that the Academic Planning and Priorities Committee approve the revisions to section F 'Grading System' of the University Calendar, effective September 2017, as set out in the document provided to the Committee, and with the requested amendments.

Carried

12. Recommendation of Changes to 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 noted that this item is returning to the Committee and that the item has also been presented to the GAPS
- The proponent informed the Committee that the proposed changes regarding the Physician/Counsellor Statement Form are not being presented at this time, as consultation is still ongoing
- The proponent reported that the feedback received from the Committee during the initial consultation has been incorporated into the current document
- In response to a question, it was reported that Enrolment Services will continue to accept and process the requests for deferred examinations, but the Dean or their designate will have the final authority to grant a deferred examination
- The Committee discussed:
 - The timeline for students to notify their Faculty if they have any examination conflicts
 - The scheduling of deferred examinations
 - The ability for instructors to use their discretion if a student requests to leave an examination after the proposed new time limit
 - The notification process for when a student has requested more than four deferred examinations
 - Documentation required to confirm if bereavement has occurred
- Prior to the proposal moving forward to the APPC for consideration, the Committee suggested that:
 - In the Scheduling of Deferred Examinations section that the 'for example' statement be removed
 - That it be clarified that requests for late withdraws will not be considered for missed deferred examinations without cause
 - That a reference be added to explain that if a student hands in an examination for grading that they cannot request a deferred examination
 - The numbering of the subsections be reviewed for consistency

Moved/Seconded

That the Calendar and Curriculum Subcommittee recommend that the Academic Planning and Priorities Committee approve the revisions to section G 'Deferral of Final Examinations' and 'Deferral of Term Work' of the University Calendar, effective September 2017, as set out in the document provided to the Committee, and with the requested amendments.

Carried

13. Recommendation of the Open Studies Regulations

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

Highlights:

- The proponent noted that this item is returning to the Committee and that the feedback received from the Committee has been incorporated into the current document
- The Committee discussed:
 - The new section on academic review, in particular when the review will be conducted and when decisions from the review will be acted upon
 - The maximum number of withdrawals permitted for an Open Studies student
 - The admission requirements for an alumnus
 - The appeals process and whether or not students in Open Studies should be able to appeal to the General Faculties Council
- The Committee requested that:
 - In section B.19.2 'Academic Review' that the time period when the formal academic review process is normally conducted be specified, and that a statement be added, such as 'notwithstanding the specific regulations pertaining to Student Standing, students' academic standing may be reviewed at any time'
 - Section B.19.2 be renamed 'Academic Achievement Standards'
 - The proponent consult with Legal Services regarding the appeal process for students in Open Studies
 - In section B.19.4 'Appeal Process' that an 'or' be added before 'an academic review'
 - The numbering of the subsections be reviewed for consistency

Secretary's Note: The Committee decided to postpone a decision on this item in order that the Registrar can consult with Legal Services. The motion was withdrawn.

14. Recommendation of Revisions to the Student Services Fee, Tuition and Fees Section of the Calendar

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

Highlights:

- The proponent reported that the proposed revisions to the wording in the Student Service Fee section are a result of feedback received from the Tuition and Fees Consultation Committee indicating that the language used in the section was outdated and did not clearly explain what the fee is
- There were no questions

Moved/Seconded

That the Calendar and Curriculum Subcommittee recommend that the Academic Planning and Priorities Committee approve the revisions to the Student Services Fee section of the Calendar, as set out in the document provided to the Committee.

Carried

15. Open Studies Report

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

16. Status of Program Approvals

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

17. Other Business

There was no other business.

18. Adjournment

Moved/Seconded

That the Calendar and Curriculum Subcommittee adjourn the January 26, 2017 meeting.

Carried

The meeting was adjourned at 11:00 a.m.