

General Faculties Council
CALENDAR AND CURRICULUM SUBCOMMITTEE
Approved Minutes

Meeting #35
February 23, 2017, 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
Anders Nygren
Emma Read
Angelique Saweczko
Virginia Tumas
Sherry Weaver – arrived during Item 4

Non-Voting Members

Pat Kaip
Carol Poland
Kimberley McLeod
Steve Mason

Secretary

Elizabeth Sjogren

Scribe

Cherie Tutt

Regrets

Steve Norman
Lynn Taylor
Joelle Welling

Guests

Craig Gerlach, Academic Coordinator, Sustainability – present for Item 9
Scott Robinson, Associate Registrar, Recruitment and Admissions – present for Item 7
Nancy Pollock-Ellwand, Dean, Faculty of Environmental Design – present for Item 9
Sarah Skett, Postdoctoral Research Fellow, Sustainability Studies – present for Item 9

Observers

Rachel Bruce, Manager, Academic Programs, Faculty of Arts
Angie Crowley, Manager, Undergraduate Programs, Werklund School of Education
Carol Crooks, Senior Undergraduate Specialist, Faculty of Science
Christine Johns, Senior Director, Academic and International Strategies
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
Brenda Toth, Manager, Undergraduate Programs, Faculty of Nursing

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 February 23, 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 deadline to apply for Fall admission to the University is March 1. The Registrar will provide an application update at the next meeting
- The deadline to nominate a student for the President's Award is March 1
- The National Survey of Student Engagement (NSSE) has been launched for 2017, and the current response rates are consistent with the last NSSE survey. Members were encouraged to remind students of the importance of the survey data to help the University to improve the student experience.

The Academic Co-Chair made no remarks.

3. Approval of the January 26, 2017 Meeting Minutes

Documentation for this item was circulated with the Agenda. An amendment to the minutes was requested.

Moved/Seconded

That the Minutes of the Calendar and Curriculum Subcommittee meeting held on January 26, 2017 be approved, with the requested amendment.

Carried

4. Approval of Calendar Changes for the Faculty of Law

Documentation for this item was circulated with the Agenda. Nickie Nikolaou, Associate Dean (Academic), Faculty of Law, presented this item.

Highlights:

- The proponent provided a summary of the Calendar changes for the Faculty of Law, which include the addition of a course description for LAW 602, the removal of 'May be Repeated for Credit' and 'Selected Topics' from LAW 508 and 602, the addition of 'May be Repeated for Credit' to Law 696, an update to the second and third year curriculum list, and a change in terminology from 'credits' to 'units' to conform to preferred University language

- In response to a question, it was explained that both PeopleSoft and Degree Navigator list course weights as units, and the definition of a 'Unit' is included in the Calendar's Glossary of Terms

Moved/Seconded

That the Calendar and Curriculum Subcommittee (CCS) approve the Calendar changes for the Faculty of Law, as presented to the Committee, and as recommended by the CCS Calendar Working Group.

Carried**5. Approval of Calendar Changes for the Bachelor of Community Rehabilitation Degree, Bachelor of Health Sciences Degree, and Undergraduate Medical Education, 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:

Bachelor of Community Rehabilitation (BCR) program

- The proponent noted that the BCR program description in the Calendar has been updated as it had not been altered for ten years. The updates include the removal of obsolete information, the addition of an immunization standards statement, and revisions to the admission and degree requirement sections to reflect current practices and improve clarity and transparency.
- The proponent reported that, based on a request from the Faculty of Kinesiology, the CSM is proposing to add the following to the end of section 3.9.1: 'Some of the courses listed above have prerequisites and are typically in high demand. Registration in these courses is not ensured. It is the student's responsibility to ensure that prerequisites are completed.'
- It was requested that in section 3.9.1 and 3.9.2 that Management Studies 217 be removed as the course is restricted to students in the Haskayne School of Business
- The Committee discussed the value of including a list of courses required for the degree in the Calendar

Bachelor of Health Science (BHSc) Program

- The proponent explained that the changes for the BHSc program include the addition of information for the Minor in Bioinformatics, which was approved by the APPC in October, two new courses, an immunization standards statement, and minor corrections to grammar to add clarity
- The reasoning for including an immunization standards statement was reviewed
- Some suggestions to update information in the section to reflect Calendar changes made by the Faculty of Arts were provided

Undergraduate Medical Education (UME) Program

- The proponent explained that the changes to the UME program include an update to the admission section for transfer students to better explain to prospective students when transfers would be considered, changes to course descriptions, and the addition of a new course
- There were no questions

Moved/Seconded

That the Calendar and Curriculum Subcommittee (CCS) approve the Calendar changes for the Bachelor of Community Rehabilitation program in the Cumming School of Medicine, as set out in the documents provided to the Committee, and as recommended by the CCS Calendar Working Group, with the reported and requested amendments.

Carried**Moved/Seconded**

That the Calendar and Curriculum Subcommittee (CCS) approve the Calendar changes for the Bachelor of Health Sciences program in the Cumming School of Medicine, as set out in the documents provided to the Committee, and as recommended by the CCS Calendar Working Group, with the requested amendments.

Carried**Moved/Seconded**

That the Calendar and Curriculum Subcommittee (CCS) approve the Calendar changes for the Undergraduate Medical Education program in the Cumming School of Medicine, as set out in the documents provided to the Committee, and as recommended by the CCS Calendar Working Group.

Carried**6. Approval of Changes to the Dean's List Regulations**

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

Highlights:

- The proponent reported that, as a result of a discussion at a previous CCS meeting, the Office of the Registrar is proposing a statement be added to the Academic Regulations in the front section of the Calendar relating to the eligibility for the Dean's List
- In response to questions, it was clarified that:
 - If a student was on probation for part of the year, but is no longer on probation at the time of the Academic Review, they would be eligible for Dean's List
 - The academic misconduct notation is not a sanction
- The Committee suggested that the last sentence in the section be revised to 'Students on academic sanctions at the time of academic review, as outlined in Section K (Statement on Principles of Conduct) of this Calendar, are not eligible for the Dean's List'

Moved/Seconded

That the Calendar and Curriculum Committee approve the revisions to Section F.6.1 (Dean's List) of the University Calendar, effective September 1, 2017, as presented to the Committee, with the Requested amendment.

Carried

7. Recommendation of the Creation of Registration Appeals

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

Highlights:

- The proponent reported that information regarding registration appeals is currently only available on the Office of the Registrar's website, and it is being proposed that a section for Registration Appeal Regulations be added to the University Calendar, and that a Registration Appeals Committee (RAC) be created to process the appeals
- It was explained that registration appeals are considered for a late withdraw from a course, for a late add/drop/swap for a course, and requests to exceed the number of units permitted as an Open Studies Student, and that any decision made by the RAC would be final
- In response to questions, it was explained that:
 - There are no other types of registration appeals
 - A timeline to request a late add/drop/swap is not included in the regulations as these requests can only be made if there are exceptional circumstances and are assessed on a case-by-case basis
- The Committee discussed the:
 - Rationale for the timelines for requests for a late withdraw from a course and for requests to exceed the number of maximum number of units by Open Studies students
 - Timeline for providing students with a response to their appeal
- Prior to the proposal moving forward to the Academic Planning and Priorities Committee (APPC) for consideration, the Committee suggested that:
 - In 1.a. and 3.a. add 'normally' before 'the deadline for requests'
 - In 2.a. change 'These requests are very rare' to 'These approvals are very rare'
 - Add a statement to clarify that requests for tuition and fee refunds will not be considered by the RAC
 - That the timeline for the RAC to respond to the appeal be changed from '30 business days' to '30 calendar days'

Moved/Seconded

That the Calendar and Curriculum Subcommittee recommend that the Academic Planning and Priorities Committee approve the creation of Registration Appeals regulations, effective immediately, as set out in the document provided to the Committee, with the requested amendments.

Carried

8. Recommendation of Open Studies Regulations and Admission Procedures

Documentation for this item was circulated with the Agenda and tabled at the meeting. Angelique Saweczko, Registrar, presented this item.

Highlights:

- The proponent noted that this item is returning to the Committee and provided an overview of the changes to the 'Appeal Process' and the 'Aboriginal Student Access Program' (ASAP) sections made since the last meeting. It was reported that the proponent is still consulting with Legal Services on the appeal process and will bring back any changes to the Committee for consideration.
- Updates to the ASAP section include an increase to the number of courses students in the program can enrol in per term, and additional information on course selection and advising
- The Committee discussed the rationale for setting a minimum grade point average of lower than 1.7 for discontinuation from Open Studies
- The Committee suggested that:
 - A statement be added to the section B.19.1 'Registration' to inform students that academic advising is available to Open Studies students through the Student Success Centre
 - In section A.8.5 'Dual Credit Students' "or School" be added after 'Board of Education' and that the last sentence be revised to explain that students will be considered as high school applicants if they have not attended another postsecondary institution since graduation from high school

Moved/Seconded

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

Carried**9. Approval of Calendar Changes for the Embedded Certificate in Sustainability Studies**

Documentation for this item was circulated with the Agenda. Nancy Pollock-Ellwand, Dean, Faculty of Environmental Design, and Craig Gerlach, Academic Coordinator, Sustainability, presented this item.

Highlights:

- The proponents provided a summary of the Calendar changes for the Embedded Certificate in Sustainability Studies, which include the creation of a section which outlines how to gain admission to the ECSS, program requirements, information about sustainability courses and advising, the creation of a Sustainability course acronym SUST, the creation of four new SUST courses, and the deletion of UNIV 207
- In response to questions, it was explained that:
 - It is possible to add courses to the Curriculum Inventory. The Faculty advisor in consultation with the Academic Coordinator would determine if a course could be used as a sustainability elective.
 - To progress through the core courses a grade of C- or better must be achieved

- The Committee discussed the Curriculum Inventory and requested several amendments to the list including the removal of courses from Programs not eligible for the certificate including Law, Nursing, Social Work, Undergraduate Medical Education (UME), and Veterinary Medicine
- The Committee suggested that:
 - A rubric be created to share with the Faculties, so that sustainability elective courses can be identified and to ensure they have the same criteria
 - The following statement be added to the 'Field of Sustainability Studies' section of the Calendar entry: "Some of the courses listed above have prerequisites and are typically in high demand. Registration in these courses is not ensured. It is the student's responsibility to ensure that prerequisites are completed."
 - A note be added to the section 6 to indicate that other courses may be identified as sustainability electives
 - In section 3 'Admission', section 4 'Program Requirements' and SUST 503 that instead of listing the "Academic Coordinator" specifically that students be referred to the program office
 - The reference to 'good academic standing' be removed as academic standing will be reviewed by the students home Faculty
 - The Calendar entry be reviewed to ensure consistent use of terminology
- It was decided that the suggested changes be reviewed by the Calendar and Curriculum Subcommittee Working Group, prior to coming back to the Committee for approval

Moved/Seconded

That the Calendar and Curriculum Subcommittee approve the new Calendar wording for the Embedded Certificate in Sustainability Studies, as set out in the document provided to the Committee.

Postponed**Moved/Seconded**

That the Calendar and Curriculum Subcommittee approve the deletion of University UNIV 207 'Exploring Sustainability', as presented to the Committee.

Postponed**10. Changes to the Transfer Admission Requirements**

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

Highlights:

- The proponents explained that in order to improve transparency the Office of the Registrar is proposing to align information regarding admissions for transfer students into one section of the Calendar. The information will be presented in a tabular format similar to that for admission from high school.

- It is also being proposed that the number of units that constitutes when an applicant is considered as a transfer student be changed from 18 or more units to 12 or more units. Faculties would still be able to have a different minimum required number of units for admission consideration, but if a student had completed 12 units they would be assessed as a transfer student rather than a high school student.
- In response to questions, it was explained that:
 - The proposed section only refers to students transferring from other postsecondary institutions, and that University of Calgary students should review the change of program section of the Calendar
 - The implementation date of the proposed changes has not been confirmed, but the intention would be to have the changes in place for Fall 2018
 - Dual credit students typically only complete one or two courses, and would not have completed 12 units
 - Students who did well in high school and did poorly at university, but had extenuating circumstances, could be considered under the Diverse Qualifications admission process
- The Committee discussed:
 - The proposed tabular format, in particular the 'prerequisite requirements column' and the information it includes, and whether it should be in the table or separated
 - The potential impacts of lowering the number of units required to be assessed as a transfer student, and whether 12 units is a good enough indicator of success. It is felt that having an institutional minimum will create fewer anomalies and ensure consistency across Faculties.
- The Committee suggested that:
 - It be clarified that the 'Admission GPA Calculation' column indicates the minimum number of units used to assess the GPA and not the maximum
 - It be clarified that some Faculties may have a higher GPA requirement than the minimum 2.00 GPA
 - A note referencing the supplementary application process for the Cumming School of Education be added
 - The proponents consult with the Faculty of Social Work, the Cumming School of Medicine, and the Haskayne School of Business regarding their requirements

11. Academic Schedules 2017-2022

Documentation for this item was circulated with the Agenda.

- In response to a question, the Co-Chair indicated that she would relay the concern about having the November reading days over a Friday and Monday of two separate weeks with the Registrar prior to this item moving to the General Faculties Council

12. Registration 2017 Update

As the presenter had left the meeting this item will be addressed at the next meeting.

13. Status of Program Approvals

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

14. Other Business

There was no other business.

15. Adjournment

Moved/Seconded

That the Calendar and Curriculum Subcommittee adjourn the March 23, 2017 meeting.

Carried

The meeting was adjourned at 11:05 a.m.

Elizabeth Sjogren
Secretary