

General Faculties Council
CALENDAR AND CURRICULUM SUBCOMMITTEE
Approved Minutes

Meeting #36

March 23, 2017, 9:00 -11:00 a.m.

A167

Voting Members

Susan Barker, Co-Chair
Cindy Graham, Academic Co-Chair
Dianne Gereluk – arrived during Item 2
Ebba Kurz
Alicia Lunz
Andrea Newberry-Koroluk
Nickie Nikolaou
Steve Norman
Anders Nygren
Emma Read
Angelique Saweczko
Lynn Taylor
Virginia Tumaszk – arrived during Item 7
Sherry Weaver – arrived during Item 5
Joelle Welling

Regrets

Tina Gabriele
Graham McCaffrey

Guests

Craig Gerlach, Academic Coordinator, Sustainability – present for Item 4
Scott Robinson, Associate Registrar, Recruitment and Admissions – present for Item 7
Nancy Pollock-Ellwand, Dean, Faculty of Environmental Design – present for Item 4
H. Douglas Sewell, Associate Dean International Foundations Program, Werklund School of Education – present for Item – 5

Observers

Rachel Bruce, Manager, Academic Programs, Faculty of Arts
Karen Campbell, Manager of the International Foundations Program – present for Item 5
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 – arrived during Item 4
Jodi McGill, Team Lead, Undergraduate Program, Faculty of Kinesiology
Tina Miller, incoming Students' Union Vice-President Academic
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
Alex Wilkinson, MSc Sustainability Studies – present for Item 4

Non-Voting Members

Pat Kaip
Carol Poland
Kimberley Wittner
Steve Mason

Secretary

Elizabeth Sjogren

Scribe

Cherie Tutt

The Co-Chair called the meeting to order at 9:00 a.m. and confirmed quorum.

1. Approval of the Agenda

Moved/Seconded

That the Agenda for the March 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:

- Tina Miller, incoming Students' Union Vice-President Academic, was welcomed
- An overview of the recent provincial and federal budget announcements in relation to the University's budget
- Funding has been allocated to hire a Student Academic Appeals Officer (SAAO). The SAAO will oversee all aspects of the University's student academic appeals process.
- University Legal Services has hired a new Legal Counsel who will be responsible for policy development and maintenance

The Academic Co-Chair made no remarks.

3. Approval of the February 23, 2017 Meeting Minutes

Documentation for this item was circulated with the Agenda. A revision to the minutes was requested.

Moved/Seconded

That the Minutes of the Calendar and Curriculum Subcommittee meeting held on February 23, 2017 be approved, with the requested amendment.

Carried

4. 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 (EVDS), and Craig Gerlach, Academic Coordinator, Sustainability, presented this item.

Highlights:

- The Co-Chair noted that this item is returning to the Committee and that the item has been reviewed by the Calendar and Curriculum Subcommittee (CCS) Calendar Working Group
- The proponents reported that the feedback received has been incorporated into the documents, and the Committee was provided with a brief overview of these

- The Committee discussed the elective course inventory list, and it was clarified that the list will not be included in the University Calendar. The list will be an evolving document, and in addition, as courses are approved for use toward the Embedded Certificate in Sustainability Studies they will be added to a course list in PeopleSoft
- In response to a question, it was explained that any necessary revisions to the elective course inventory list should be communicated to the Sustainability program office in the EVDS
- The Faculty of Social Work requested that the Calendar entry note that students in the Bachelor of Social Work are not eligible to participate in the Embedded Certificate in Sustainability Studies
- The Committee suggested that the Calendar language emphasize that the Embedded Certificate in Sustainability Studies is available to undergraduate students only

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, and as recommended by the CCS Calendar Working Group, and with the requested amendments.

Carried**Moved/Seconded**

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

Carried**5. Approval of Calendar Changes: International Foundations Program**

Documentation for this item was circulated with the Agenda. H. Douglas Sewell, Associate Dean International Foundations Program, Werklund School of Education, presented this item.

Highlights:

- The proponent reported that the Calendar changes for the International Foundations Program (IFP) include new Calendar wording for the recently approved IFP Business Pathway and general clean-up to improve readability and remove redundancy
- The proponent explained that, in order to reduce confusion, a note has been added to indicate courses which are offered on Qatar campus only
- In response to a question, the rationale was provided for requiring students to have completed all Tier 1 courses, but not all Tier 2 courses, before beginning Tier 3 courses
- The Committee discussed why completion of IFP Preparation Tier 3 can be used to satisfy the English Language Arts 30-1 requirement for admission purposes for the IFP Preparation Steam, but not for the IFP Bridging Stream. The proponent agreed to work with the Registrar to review this.
- The Committee requested that:
 - In section R.4.5.2 "IFP Pathways Steam with the Haskayne School of Business" that "first-year business courses" be changed to "Bachelor of Commerce courses"

- In section R.7 “Withdrawal from IFP Courses” that a note be added to state that withdrawals from IFP courses do not count towards the withdrawal limit

Moved/Seconded

That the Calendar and Curriculum Subcommittee (CCS) approve the Calendar changes for the International Foundations Program, Werklund School of Education, as set out in the documents provided to the Committee, and as recommended by the CCS Calendar Working Group, and with the requested amendments.

Carried**6. Approval of a Calendar Change for the Faculty of Science (Computer Science)**

Documentation for this item was provided at the meeting. Cindy Graham, Associate Dean (Undergraduate Programs), Faculty of Science, presented this item.

Highlights:

- The proponent reported that when SENG 300 ‘Introduction to Software’ was created this year a prerequisite CPSC 355 or ENCM 369 was mistakenly added to the course and needs to be removed, as a prerequisite is not needed for background preparation, and may create a barrier for Bioinformatics students who are required to take SENG 300, but may not have CPSC 355 or ENCM 369
- There were no questions

Moved/Seconded

That the Calendar Curriculum Subcommittee approve the Calendar change for Software Engineering SENG300 ‘Introduction to Software’, as presented to the Committee.

Carried**7. Recommendation of Revisions to Section A.5.3 ‘Transferring from another Postsecondary Institution’**

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

Highlights:

- The proponents noted that this item is returning to the Committee and provided an overview of the changes, including the removal of the “Prerequisite Requirements” column from the Transfer Admission Requirements table
- The Committee discussed the removal of the “Prerequisite Requirements” column and expressed that there still needs to be a way for Faculties to communicate this information to students
- The proponents explained that if high school courses such as Math 30-1 are required for a program this information should be explicitly stated in the table
- In response to a question, it was explained that programs calculate GPA based on the University courses, but would also be looking for completion of high school or equivalent courses

- As a result of discussion the Registrar recommended that her office connect with each Faculty to review their requirements for admission for students transferring from another postsecondary institution, as the intent of adding the new Calendar section is to create transparency and include the specific requirements for transfer students

Secretary's Note: The Committee decided to postpone a decision on this item in order to allow for further consultation. The motion was withdrawn.

8. Fall Reading Break

Documentation for this item was circulated with the Agenda. Susan Barker, Vice-Provost (Student Experience), and Angelique Saweczko, Registrar, presented this item.

Highlights:

- The proponents provided the rationale for proposing to introduce a full-week Fall term break, effective Fall 2018, in particular in order to support the Mental Health Strategy. The proponents outlined the associated changes that would be required to accommodate this, including reducing to 61 days of instruction in a term in some years, shortening Orientation to two days, and moving the Block Week into August (Summer term).
- The proponents reported that many post-secondary institutions across Canada are implementing Fall breaks, and an overview of the timing of their breaks and the academic schedules was provided
- In response to a question, it was reported that Registrar-scheduled final examinations are scheduled to end the day prior to the end of term
- The Committee discussed:
 - Potential challenges relating to accreditation
 - Potential challenges for professional programs which have practicums e.g. education
 - The proposed plan for the condensed Orientation, and the importance of allowing enough time for Faculty specific orientation
 - Concerns regarding the placement of Block Week in Summer Term, in particular, the impacts on summer employment for students, summer research program timelines and funding, admissions, assignment and examination deadlines, and academic staff workload
- It was suggested that:
 - Different scheduling options be considered for Block Week (e.g. Wednesday – Tuesday rather than Monday – Friday)
 - Programs consider using the Spring Term Block Week
 - A column with the number of full weeks in the term be added to the academic schedule table in the proposal
- The Committee discussed the next steps in the approval process and requested that, if the proposal is approved, the Registrar prepare a list of impacts to provide to the Faculties, so that any necessary adjustments to the Calendar can be made

9. Admission Update

Angelique Saweczko, Registrar, provided the Committee with an update on admissions for 2017-18. It was reported that undergraduate admission numbers are up from this time last year and that the increase in applications can be tied to an increase in recruitment events.

10. Status of Program Approvals

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

11. GFC and GFC Standing Committee Meeting Schedule 2017-2018

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 Subcommittee adjourn the March 23, 2017 meeting.

Carried

The meeting was adjourned at 10:46 a.m.