

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

Meeting 38

June 1, 2017, 9:00 -11:00 a.m.

A167

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***Voting Members***

Susan Barker, Co-Chair  
Cindy Graham, Academic Co-Chair  
Dianne Gereluk  
Ebba Kurz  
Tina Miller  
Andrea Newberry-Koroluk  
Nickie Nikolaou – left after Item 5  
Steve Norman  
Anders Nygren  
Emma Read  
Angelique Saweczko  
Lynn Taylor  
Virginia Tumas  
Sherry Weaver – arrived during Item 4

***Non-Voting Members***

Pat Kaip  
Carol Poland  
Kimberley Wittner  
Steve Mason

***Secretary***

Elizabeth Sjogren, Governance Coordinator

***Scribe***

Cherie Tutt

***Regrets***

Tina Gabriele  
Graham McCaffrey  
Joelle Welling

***Guests***

Scott Robinson, Associate Registrar, Recruitment and Admissions – present for Item 4  
Roxanne Ross, Manager Student Success Centre – present for Item 7  
H. Douglas Sewell, Associate Dean International Foundations Program, Werklund School of Education – present for Item 5

***Observers***

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  
Brenda Toth, Manager, Undergraduate Programs, Faculty of Nursing

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The Co-Chair called the meeting to order at 9:06 a.m. and confirmed quorum.

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

That the Agenda for the June 1, 2017 Calendar and Curriculum Subcommittee meeting be approved.

**Carried**

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

The Co-Chair welcomed Tina Miller, Vice-President (Academic), Students' Union as a new member of the Committee. The members whose service on the Committee is ending were acknowledged for their contributions.

The Co-Chair included the following in her remarks:

- Convocation will take place next week with eight ceremonies scheduled over Monday to Friday. The Co-Chair highlighted the Honorary Degree and Order of the University of Calgary recipients.
- The selection process for the Vice-Provost (Indigenous Engagement) is proceeding well
- The search for a new Vice-Provost (Teaching and Learning) (VP TL) will be renewed and an interim VP TL will be announced shortly

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

- Members were reminded to submit Calendar changes over the summer to the Calendar Editor
- The Ministry of Advanced Education has approved a new Math program for the Faculty of Science, which will result in a change to the course names and numbers. The Calendar Editor will be working with the Faculty to identify all sections of the Calendar which will need to be changed.

**3. Approval of the April 27, 2017 Meeting Minutes**

Documentation for this item was circulated with the Agenda.

The Faculty of Social Work reported that, subsequent to the April 27, 2017 Committee meeting, it was decided that March 15 would continue to be referenced as the 'transcript deadline', rather than as the 'document deadline', and so this change suggested by the Committee will not be made.

**Moved/Seconded**

That the Minutes of the Calendar and Curriculum Subcommittee meeting held on April 27, 2017 be approved.

**Carried**

**4. Recommendation of Revisions to Section A.5.3 'Transferring from Another Postsecondary Institution' in the University Calendar**

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

**Highlights:**

- The proponent noted that this item is returning to the Committee, that the feedback from the last meeting has been incorporated into the current document, and that since being uploaded the Faculty of Nursing has requested a further change regarding its English Requirements
- In response to a question, it was explained that the Faculty of Nursing may consider courses which include a substantial writing component in place of an English course for admission
- The Committee discussed:
  - The Faculty of Nursing's proposed change from "English (3 units)" to "English (3 units) or a comparable English Literature Course" and suggested that, to remove redundancy and allow for flexibility, "English (3 units)" be changed to "English or equivalent (3 units)"
  - The changes to how the GPA is calculated for transfer students. It was suggested that for clarity it be explained that all courses within a term will be included in the GPA calculation except when the number of courses taken within a term results in the overall number of units exceeding 30 units, and that in this case the highest grades will be used
  - University versus high school level requirements and equivalents
- The Faculty of Arts and the Faculty of Social Work requested that "A transferable post-secondary English course(s) or English 30-1 or equivalent." be added to the "Required Courses for Admission" column in the table
- The Haskayne School of Business requested that it be clarified in the "Notes" column in the table that all required courses must be completed by the end of the Winter Term prior to the Fall admission term

**Moved/Seconded**

That the Calendar and Curriculum Subcommittee recommend that the Academic Planning and Priorities Committee approve the revisions to Section A.5.3 'Transferring from Another Post-Secondary Institution' in the University Calendar, effective September 1, 2017, as set out in the document provided to the Committee, with the requested amendments.

**Carried**

*Secretary's Note: The Committee requested that prior to submitting the revisions to Section A.5.3 'Transferring from Another Post-Secondary Institution' to the Academic Planning and Priorities Committee, for approval an updated document be circulated to the Committee to ensure all changes have been incorporated.*

**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 explained that when the International Foundations Program (IFP) brought forward its Calendar changes the course weightings for a number of IFPB and IFPX courses were incorrectly listed and need to be changed to allow correct timetabling of the courses

- In response to questions:
  - It was explained that an “E” course is scheduled for three weeks and a “Q” course is scheduled for six weeks
  - The proponent confirmed that the IFP Council has delegated authority from the Werklund School of Education to recommend IFP Calendar changes to the Committee
- The Scheduling, Exams, and Curriculum Manager suggested that, for the IFPB courses, 1 unit; E(1-0) needs to change to 1 unit; (1-0) and that the IFPX courses need to change from 1.5 units; Q(1.5-0) to 1.5 units; Q(3-0)

*Secretary’s Note: Due to a question regarding the routing of the item, the Committee decided to conduct an email vote once the question has been answered.*

## **6. Recommendation of Revisions to High School Admission Requirements (A.3, A.5.1.1, A.5.1.2) in the University Calendar**

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

### Highlights:

- The proponent reported that a number of revisions are being proposed to the High School Admission Requirements A.3 ‘Deadline Dates for Undergraduate Applications for Admission and Transcripts’, A.5.1.1 ‘Early Admission for Current High School Students’, and A.5.1.2 ‘Standard Admission for High School Students’

#### A.3 ‘Deadline Dates for Undergraduate Applications for Admission and Transcripts’

- The proponent explained that it is being proposed that the deadline for early admission be changed from December 15 to March 1 to allow the University to accept high achieving students who have gained high marks in grade 11, but who do not have sufficient grade 12 courses during the first semester, to be considered for admission for longer
  - In response to questions, it was explained that:
    - The deadline to apply for a Prestige Award will not be changed. It was suggested that it be made clear to students that they need to apply before December 15 to be considered for a Prestige Award and that a reference to the deadline for the Prestige Award be added to the section. The proponent confirmed that advisors will still be encouraged to recommend applying early.
    - Applicants who do not meet the requirements for Early Admission will automatically be considered for Standard Admission

#### A.5.1.1 ‘Early Admission for Current High School Students’

- It was explained that currently when an applicant applies for Early Admission indicating both a first and second choice program, they are only evaluated for Early Admission for the first choice program, and the second choice program is evaluated for Standard Admission. It is being proposed that students be simultaneously evaluated for both choices and that offers be made for both programs if they meet the requirements. Students would then indicate their final choice of program when they accept their offer of admission.

- In response to a question, it was confirmed that for high demand programs such as 'Neuroscience' only students who list the program as their first choice will be considered for admission

#### A.5.1.2 'Standard Admission for High School Students'

- It was explained that due to a number of core high school level courses being scheduled in the second term of grade 12, it is being proposed that students who present one rather than two grade 12 courses be considered for Standard Admission
- The Committee discussed the potential differences between standard admission grades and final grades for programs that require Math 31 and suggested that it might be helpful for the Registrar's Office to review the correlation between standard admission and final grades for students who do not complete Math 31 until their final high school term
- The Committee discussed the benefits of the revisions to the High School Admission Requirements for attracting and recruiting high achieving students and expressed its support for the changes
- The Committee suggested that a note be added to the briefing note to explain that these changes will benefit current high school students by increasing their ability to be considered for admission to programs earlier

#### **Moved/Seconded**

That the Calendar and Curriculum Subcommittee recommend that the Academic Planning and Priorities Committee approve the revisions to Sections A.3 'Deadline Dates for Undergraduate Applications for Admission and Transcripts', A.5.1.1 'Early Admission for Current High School Students', and A.5.1.2 'Standard Admission For High School Students' in the University Calendar, effective for the September 2018 admission cycle, as set out in the document provided to the Committee.

**Carried**

### **7. Academic Turnaround Program**

Documentation for this item was circulated with the Agenda. Cindy Graham, Associate Dean (Undergraduate), Faculty of Science, and Roxanne Ross, Manager Student Success Centre, presented this item.

#### Highlights:

- The proponents reported that, as part of a review of the Calendar, it became clear that the regulations regarding the Academic Turnaround Program (ATP) are not entirely transparent and it is being proposed that a section be added to the Academic Regulations section of the Calendar regarding ATP
- It was explained that four Faculties (the Faculty of Arts, the Faculty of Science, the Haskayne School of Business, and the Schulich School of Engineering) offer the ATP to academically at-risk students, particularly those students who are required to withdraw based on unsatisfactory academic performance. Other Faculties were urged to consider offering the ATP, even if only a small number of students may utilize the program.
- It was explained that students from outside the four Faculties currently offering the ATP may do a change of program (typically to Arts or Science) in order to participate in the ATP

- The Committee discussed the role of the Student Success Centre in administering and providing programming for the ATP
- It was noted that the lack of clear regulations for the ATP has caused challenges when students have appealed decisions related to this program
- The Committee agreed that a section with general information about the ATP should be added as a regulation to the front section of the Calendar for transparency, consistency, and clarity. Links to each Faculty section would be included and would provide specific details, such as how the academic review is conducted.
- The four Faculties agreed to work together to draft the ATP regulations and will bring the proposal to a future Committee meeting for recommendation to the APPC

#### **8. Annual Committee Performance Review and Review of the CCS Terms of Reference**

Documentation for this item was circulated with the Agenda. Cindy Graham, Academic Co-Chair, and Susan Barker, Co-Chair, presented this item. There were no comments or questions.

#### **9. Revised Academic Schedules**

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

Highlights:

- The Co-Chair reported that the Revised Academic Schedules were presented to the General Faculties Council (GFC) for information at the May meeting, but that two issues were raised, the change in the schedules to have the same deadline for both the “Add” and “Drop” deadlines, and the reduction in the amount of time between the start of term and the “Add/Drop” deadlines
- The Registrar explained that having the same deadline for “Add” and “Drop” will create great equality as the current swap function allows students to “W” a course on the Monday. Some students use add/drop, while others use swap.
- In response to a question, it was explained that the data shows that the majority of students are adding or dropping courses during the first week and that the number changing on the deadline is relatively small. It was also noted that, if there was an issue, the Office of the Registrar could manually add a student on the Monday after the deadline.
- The time between the “Add/Drop” deadlines and the start of term had to be adjusted as the term is shorter. It had to be further reduced in 2018-19 and 2019-20 to ensure that there is a reasonable amount of Monday meets and to allow for the maximum number of full weeks for courses with lab sections. It is believed that the requirement for instructors to post a course outline before or by the first class should allow students enough time to judge if they want to be in the course.
- The Committee expressed concern that the change to the Add/Drop deadline may prohibit students from registering for classes where spaces only become available late on the drop deadline resulting in classes not being filled up and requested that the Registrar review why the Add/Drop deadlines were originally staggered

**10. Alberta Health Services Notice: Communicable Disease Assessment Policy and Process**

Documentation for this item was circulated with the Agenda. The Co-Chair, presented this item.

The Co-Chair explained that the letter from Alberta Health Services regarding their Communicable Disease Assessment Policy is being circulated for information, and that if any Faculties have questions about the University's obligation they can contact Ebba Kurz, Associate Dean, Undergraduate Health and Science Education.

**11. CCS Annual Report to APPC**

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

**12. Status of Program Approvals**

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

**13. Other Business**

There was no other business.

**14. Adjournment****Moved/Seconded**

That the Calendar and Curriculum Subcommittee adjourn the June 1, 2017 meeting.

**Carried**

The meeting was adjourned at 11:01 a.m.