

General Faculties Council
CALENDAR AND CURRICULUM SUBCOMMITTEE
Approved Minutes

Meeting #39
September 21, 2017, 9:00 a.m.

A167

Voting Members

Susan Barker, Co-Chair
Nancy Chibry
Ebba Kurz
Graham McCaffrey
Tina Miller
Hieu Ngo
Nickie Nikolaou – arrived during item 5
Steve Norman
Anders Nygren
David Paskevich
Leslie Reid
Angelique Saweczko
Virginia Tumas – left during item 9
Amy Warren
Sherry Weaver
Joelle Welling

Non-Voting Members

Lesley Gerein
Jennifer Logan
Carol Poland
Zac Wiens

Secretary

Cherie Tutt

Scribe

Cherie Tutt/Rebecca Kenny

Regrets

Dianne Gereluk

Guests

Andrew Szeto, Director, Campus Mental Health Strategy – present for item 6
Matt Read, Associate Professor, Faculty of Veterinary Medicine – present for item 8

Observers

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
Pat Kaip, Manager, Undergraduate Programs, Haskayne School of Business
Rachel Bruce, Manager, Academic Programs, Faculty of Arts
Antoaneta Nimoh, Student Advising and Program Specialist, Werklund School of Education

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 September 21, 2017 Calendar and Curriculum Subcommittee meeting be approved.

Carried**2. Remarks of the Co-Chair**

The Co-Chair included the following in her remarks:

- Members were welcomed to the start of the new academic year
- Cindy Graham has stepped down as Academic Co-Chair of the Calendar and Curriculum Subcommittee (CCS), due to her appointment as Vice-Dean of the Faculty of Science. The CCS Terms of Reference states that the Committee names its own Academic Co-Chair from among the Associate Dean members of the Committee. The Co-Chair reviewed the role of the Academic Co-Chair and noted that the term is normally for three years, but a shorter term is possible. The Co-Chair then asked for anyone interested in putting his or her name forward for consideration for this role to let Cherie Tutt know by September 29, 2017.
- The members were reminded that the last day to submit any Calendar changes for 2018-2019 is October 16, 2017 and were encouraged to review the Calendar style guide provided in the Committee's D2L resource section prior to submitting their Calendar changes

3. Review of the Roles and Responsibilities of the Calendar and Curriculum Subcommittee

Documentation for this item was circulated with the Agenda. Susan Barker, Co-Chair of the CCS, presented this item.

The Co-Chair reviewed the role, responsibilities, and authority of the Committee. The Co-Chair reminded members that all Calendar submissions require Faculty approval before being brought to CCS for final approval.

4. Approval of the June 1, 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 June 1, 2017 be approved.

Carried

5. Recommendation of the 2017-2018 Calendar and Curriculum Subcommittee Work Plan

Documentation for this item was circulated with the Agenda. Susan Barker, Co-Chair of the CCS, presented this item.

The Co-Chair reviewed the anticipated business for the upcoming meeting year. There were no questions.

Moved/Seconded

That the Calendar and Curriculum Subcommittee (CCS) recommend that the Academic Planning and Priorities Committee approve the CCS Work Plan for the 2017-2018 academic year, in the form provided to the Committee.

Carried

6. Recommendation of Revisions to E.1. Course Outlines Regulations (Mental Health Statement)

Documentation for this item was circulated with the Agenda. Andrew Szeto, Director Campus Mental Health Strategy, presented this item.

Highlights:

- The proponent presented the proposed changes to the “Course Outlines” Regulations relating to the Mental Health Strategy, and explained the rationale for proposing that a link be added to the Campus Mental Health Strategy website and Students Union Wellness Centre in all course outlines
- The proponent provided an overview of the mental health resources and programs available to students
- The proponent reported that a longer course outline statement has been developed in consultation with the Senior Director of Student Wellness and the Teaching and Learning Committee. This statement has been added to the course outline template available through the Taylor Institute for Teaching and Learning.
- The Committee discussed:
 - The availability of supports for distance learners and students at satellite campuses
 - The need to ensure that course outline regulations are complied with, and the importance of instructors integrating meaningful dialogue in the classroom about the University’s available mental health supports
- The Committee suggested that a review of the Course Outline Regulations be conducted, as the Committee expressed concern that too much information is required by the Course Outline Regulations and, that there may be a better way to provide this information to students

Moved/Seconded

That the Calendar and Curriculum Subcommittee recommend that the Academic Planning and Priorities Committee approve the revisions to the “Course Outlines” Regulations in the University Calendar, effective Winter Term 2018, as set out in the document provided to the Committee.

Carried

7. Recommendation of Changes to the University's English Language Proficiency Requirements

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

Highlights:

- The proponent proposed that there be a change to the University's English Language Proficiency requirements to add the Academic Communications Certificate (ACC) offered by Continuing Education as an acceptable way for students to meet the University's English Language Proficiency requirements
- The proponent reported that the creation of the ACC was approved by the Academic Planning and Priorities Committee (APPC) in June 2017 as part of a proposal from Continuing Education and the International Foundations Program (IFP) to streamline the various language preparation programs at the University
- The proponent explained that the ACC is equivalent to English as a Second Language Level 7 or the Canadian Languages Benchmarks Level 8
- The Committee discussed:
 - How the appropriate language level was determined to ensure the ACC would meet the University requirements
 - How the quality of the program will be monitored and the methods for measuring student success
 - The difference between the IFP and the ACC and how the different entry requirements may influence a student's decision on which program to apply to. It was clarified that the IFP is intended for students who are academically qualified for admission to the University, but who need to upgrade their English language proficiency and the ACC is intended for students who wish to improve their language skills to continue on to post-secondary, but who are not academically qualified for admission to the University.

Moved/Seconded

That the Calendar and Curriculum Subcommittee recommend that the Academic Planning and Priorities Committee approve the revisions to the Section A.11 English Language Proficiency, as set out in the document provided to the Committee.

Carried

8. Approval of a Change to Admissions Regulations, Faculty of Veterinary Medicine

Documentation for this item was circulated with the Agenda. Matt Read, Associate Professor, Faculty of Veterinary Medicine, presented this item.

Highlights:

- The proponent presented a proposal to revise the Faculty of Veterinary Medicine's Admission Regulations

- The proponent explained that admission to Veterinary Medicine schools across Canada is based on a quota system, as a result of current funding models. Admission is limited to applicants within a certain jurisdiction, and only Alberta residents are eligible for admission to the University of Calgary program.
- Currently, students accepted into the program are not required to provide proof of residency until the start of the program. The Faculty is proposing that applicants submit proof of residency at the time of application to ensure only residents of Alberta apply.
- The Committee discussed:
 - The processes for implementing these changes, in particular, the application fee and how proof of residency will be verified. The Committee suggested that the Faculty consult with the Registrar on implementation.
 - The impact on individuals with Permanent Resident status in Alberta who have been living in the province for fewer than 12 months
- In response to a question, it was confirmed that Canadian applicants who are not eligible to apply to the University of Calgary Veterinary Medicine program are eligible to apply within their own jurisdiction

Moved/Seconded

That the Calendar and Curriculum Subcommittee approve the changes to the Faculty of Veterinary Medicine Admission Regulations, as presented to the Committee.

Carried

Hieu Ngo – opposed.

9. Approval of Calendar Changes to Allow Direct Entry to the BSc (Engineering)/BComm Combined Degree Program

Documentation for this item was circulated with the Agenda and tabled at the meeting. Anders Nygren, Senior Associate Dean (Academic & Planning), Schulich School of Engineering, and Sherry Weaver, Associate Dean (Undergraduate), Haskayne School of Business, presented this item.

Highlights:

- The proponents provided the rationale for direct entry into the Bachelor of Science (Engineering) and Bachelor of Commerce combined degree program, including demand from high achieving students who would like an earlier commitment from this program. Currently, students are required to complete their first year in the Engineering program and are only eligible to apply to the combined degree in their second year.
- The proponents explained that allowing admission into the combined degree in the student's first year will allow them to complete two required courses for the Bachelor of Commerce degree in addition to the required Engineering courses
- The Committee discussed the enrolment plan for the incoming and transferring students

- The Registrar noted a concern regarding the admission requirements for students transferring to the program after their first year and explained that the choice to require students to include supplemental criteria should be transparent and consistently applied

Moved/Seconded

That the Calendar and Curriculum Subcommittee approve the Calendar changes for the Schulich School of Engineering and Haskayne School of Business, to allow for direct entry to the Bachelor of Science (Engineering)/Bachelor of Commerce combined degree program.

Carried**10. Changes to the High School Admission Requirements**

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

Highlights:

- The Proponent reported that the Office of the Registrar is looking at making changes to the High School Admission Requirements section of the Calendar, in order to better align it with the Future Students website, and provide greater clarity to prospective students and admission advisors. The changes also expand the Calendar entry to include final admission requirements, better explanations regarding the processes for early admission and standard admission, and remove redundant information.
- It was explained that the emphasis on conditional language for early admission is being minimized to avoid confusion for students about what is required to maintain academic standing to maintain their admission offer
- In response to a question, it was explained that:
 - The International Baccalaureate (IB) or Advanced Placement (AP) courses have been removed from the Calendar section as these courses should be treated as equivalents
 - Only coursework completed by the end of June will be considered for final admission
- The Committee suggested that the proponent consider the use of the phrase “academic standing” and consider if changing the wording to “maintain the competitive average required by the Faculty they are applying to” would provide greater clarity to prospective students
- The proponent encouraged members to contact her directly with any feedback and reported that the item will be brought back to the Committee at the next meeting for recommendation to the APPC

11. Status of Program Approvals

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 September 21, 2017 meeting.

Carried

The meeting was adjourned at 10:57 a.m.