



UNIVERSITY OF
CALGARY

General Faculties Council
CALENDAR AND CURRICULUM SUBCOMMITTEE
Approved Minutes

Meeting #40
October 26, 2017, 9:00 a.m.

A167

Voting Members

Susan Barker, Co-Chair
Nancy Chibry
Dianne Gereluk – arrived during Item 5
Ebba Kurz
Tina Miller
Nickie Nikolaou
Steve Norman – arrived during Item 2
Anders Nygren
David Paskevich
Angelique Saweczko
Virginia Tumas
Amy Warren
Sherry Weaver
Joelle Welling

Non-Voting Members

Lesley Gerein
Jennifer Logan
Carol Poland
Zac Wiens

Secretary

Elizabeth Sjogren

Scribe

Cherie Tutt

Regrets

Graham McCaffrey
Hieu Ngo
Leslie Reid

Observers

Carol Crooks, Senior Undergraduate Specialist, Faculty of Science
Christine Johns, Senior Director, Academic and International Strategies
Jennifer Logan, Program Coordinator, Cumming School of Medicine
Jodi McGill, Team Lead, Undergraduate Program, Faculty of Kinesiology
Pat Kaip, Manager, Undergraduate Programs, Haskayne School of Business
Antoaneta Nimoh, Student Advising and Program Specialist, Werklund School of Education
Brenda Toth, Manager, Undergraduate Programs, Faculty of Nursing

The Co-Chair called the meeting to order at 9:01 a.m. and confirmed quorum.

1. Approval of the Agenda

Moved/Seconded

That the Agenda for the October 26, 2017 Calendar and Curriculum Subcommittee meeting be approved.

Carried

2. Remarks of the Co-Chair

The Co-Chair included the following in her remarks:

- The number of applications received for admission to the University is up from this time last year. The Registrar will be meeting with the Faculties in the coming weeks to set enrolment targets for 2018-19.
- Enrolment Services is now using an online appointment system. Students can sign-up for an appointment using their mobile phones and will be notified when an advisor will be available to see them.
- The Indigenous Strategy was approved by the General Faculties Council and the Board of Governors last week and a launch event will be held on November 16, 2017. Shawna Cunningham has been appointed as the Director of the Indigenous Strategy, and the University is in the process of hiring a Vice-Provost Indigenization, and together they will lead implementation.
- The revisions to the "Course Outlines" Regulations to add a link to the mental health resources available at the University and the addition of the Academic Communications Certificate as an acceptable requirement for meeting the University's English language proficiency requirements were approved by the Academic Planning and Priorities Committee (APPC) on October 23, 2017
- There have been some issues with students inappropriately using D2L to send communications for commercial purposes. The Interim Vice-Provost (Teaching and Learning) will send a reminder to students about the appropriate uses of D2L. It was suggested that information on this topic could also be presented to first-year classes at the same time as plagiarism is discussed.

3. Approval of the September 21, 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 September 21, 2017 be approved.

Carried

4. Naming of the Academic Co-Chair

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

At the Calendar and Curriculum Subcommittee (CCS) meeting on September 21, 2017, members were asked to indicate their interest in serving as the Academic Co-Chair. As of October 26, 2017 Sherry Weaver is the only member to indicate interest to serve as the CCS Academic Co-Chair. The Committee thanked Sherry for stepping forward.

Moved/Seconded

That the Calendar and Curriculum Subcommittee (CCS) name Sherry Weaver to serve as Academic Co-Chair of the CCS, effective immediately, for a three-year term or until her membership on the CCS ends.

Carried**5. Approval of the Faculty of Arts Calendar Changes**

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 noted that the summary presented to the Committee includes the majority of the Calendar changes for the Faculty of Arts for 2018-2019
- The proponent reported that the summary includes routine changes such as minor revisions to program regulations, course additions, modifications, and deletions, and program changes that have been approved by the APPC
- In response to questions, it was reported that:
 - The content in the new Psychology 300 and 301 is the same as the content of the Psychology 312 course, which is being deleted. The format of the courses has just changed from one six unit course (312) to two three unit courses (300 and 301).
 - The three-year Bachelor of Communication and Culture was originally offered to students who wished to do an after degree in Education, however as there is now a concurrent Bachelor of Arts and Bachelor of Education and this program no longer serves the same function
 - The Bachelor of Science in Earth Science program has added Mathematics 267 or 277 and Physics 223 as program requirements to ensure transparency to students as these courses are needed as prerequisites for some of the program's upper-level courses

Moved/Seconded

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

Carried

6. Recommendation of a Change to the Admission Requirements for Psychology

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 reported that in order to increase transparency it is being proposed that Psychology revise its admission requirements to include Math 30-1 as a required high school subject for admission to the BSc Psychology and Math 30-1 or 30-2 as a required high school subject for admission to the BA Psychology
- It was explained that, currently, students can be admitted without Math 30-1 or 30-2, but are required to have Math 30-1 or Math 30-2 as a prerequisite for Psychology 300 and 301 and for the Science courses required to complete their degree
- The proponent noted that Economics and Geography are also considering adding Math 30-1 as a required high school subject as they have similar program requirements
- The proponent requested an amendment to the Psychology (BSc) Calendar entry to remove the following note: *"Some programs have first year courses with specific prerequisites."*
- The Committee discussed the implementation timeline and emphasized the importance of communicating this change to high school counsellors by February/March 2018
- In response to a question, the proponent explained that as a next step Psychology will review if Biology and Chemistry should also be added as required high school subjects for the BSc Psychology
- It was noted that the Faculty of Science does not require all of the high school subjects needed for each program as there is a single set of admission requirements for the Faculty and it would be very complex if all of the majors had different admission requirements
- The Committee then discussed the benefits and the complexities associated with requiring a different set of admission requirements for every major

Moved/Seconded

That the Calendar and Curriculum Subcommittee (CCS) recommend that the Academic Planning and Priorities Committee approve the revision to the Psychology Admission Requirements, effective for the Fall 2019 admissions cycle, with the requested amendment.

Carried

7. Recommendation of 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 noted that this item is returning to the Committee and provided an overview of the changes, including removing the chart for standard admission, updating the Engineering section with a note regarding Math 31, and minor edits to formatting and text
- In response to questions, it was explained that:
 - For the Schulich School of Engineering (SSE), if Math 31 is not available for standard admission the admission average will be based on four courses and if Math 31 was not attempted at all the final admission average will be a minimum of 5% higher and Math 31 will be replaced with another approved course
 - There is a note in the Early Admission Process section that indicates that if 30 level courses are available they will be used to calculate the average, it was noted that this is uncommon
 - PeopleSoft is able to sort by admission averages
 - A couple of years ago the Faculty of Nursing reviewed the content covered in Math 30-1 and Math 30-2, and Math 30-2 is preferred for Nursing as the subject matter covered in 30-2 is more relevant. It was noted that this aligns with other Nursing programs in Alberta.
 - If it is to an applicant's advantage, more than one Math course will be used to calculate the admission average e.g. Math 30-1 and Math 30-2 or Math 30-1 and Math 31
- The Committee discussed:
 - The Alberta high school math curriculum and noted that it would be worth further discussion to determine if Math 30-2 would be a better option than Math 30-1 for certain programs. It was agreed that this item would be added to a future Registrar's Roundtable Agenda.
 - The potential to admit students who fall just below the admission average needed to maintain their offer
- It was suggested that in the Early Admission Process section it would be helpful to further clarify the language around the requirements for admitted students. The proponent noted that students will be provided with the current averages at the time they are admitted so that they know what average they need to maintain.
- The Committee requested:
 - That, for consistency, a note be added to any programs section if "a grade of 70% in Math 30-1 is required" or a link to the math course section be added if different from 70%
 - The Haskayne School of Business section be reorganized to have one course per row
 - That the note in A.5.1.1 regarding presenting courses in the same subject area be revised for clarity
 - The following revision: "*Further details and information regarding equivalent courses for other Canadian provinces and territories are available at...*"
- The Committee commented that the changes being proposed are a great improvement and are much clearer than the previous Calendar entry

Moved/Seconded

That the Calendar and Curriculum Subcommittee recommend that the Academic Planning and Priorities Committee approve the changes to Section A.5.1 (Canadian High School Students) in the University Calendar, as set out in the documents provided to the Committee, with the requested amendments.

Carried**8. Recommendation of the Creation of Student Communication Regulations**

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

Highlights:

- The proponent reported that the UCalgary email account is used to communicate important messages to students and explained that, in order to address issues with students claiming they have not read their UCalgary emails, it is being proposed that formal Student Communication Regulations be created
- It was reported that the Registrar's Office is working with Information Technologies (IT) to see if an email can be automatically generated after the student has been granted admission and accepted their offer. In the meantime the Registrar's Office is working on creating more messaging to new students regarding the importance of registering for their UCalgary email.
- In response to a question, it was confirmed that:
 - This regulation applies to all groups of students
 - The Electronic Communications Policy sets out what appropriate use of email
 - The Registrar is working with (IT) to get a clear understanding of the process used when deactivating a student's account, and noted that she is aware of some issues when this happens for students who have been required to withdraw
 - After a student graduates their account is kept active for two years and can be reactivated as an alumni account
 - When a student sends an email from a personal account a reminder should be included in the response that the UCalgary email is to be used for all formal communication
 - There is flexibility to allow students in collaborative programs, such as Medicine Hat College, to use that institution's account for their correspondence
- A member of the Committee noted that their course outlines include a statement regarding communications and invited members to contact her directly if they are interested in adding similar language
- The Committee discussed issues with getting sessionals, clinical staff and visiting instructors registered for and using their UCalgary email addresses and the reasons for this

Moved/Seconded

That the Calendar and Curriculum Subcommittee recommend that the Academic Planning and Priorities Committee approve the establishment of an Academic Regulation for Student Communication, effective immediately, as set out in the document provided to the Committee.

Carried**9. Status of Program Approval Reports**

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

10. Other Business

There was no other business.

11. Adjournment**Moved/Seconded**

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

Carried

The meeting was adjourned at 10:30 a.m.