

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

Meeting #41 November 23, 2017, 9:00 a.m.

A167

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***Voting Members***

Susan Barker, Co-Chair  
Sherry Weaver, Academic Co-Chair  
Nancy Chibry – left during Item 8  
Dianne Gereluk  
Ebba Kurz  
Graham McCaffrey  
Tina Miller  
Hieu Ngo  
Nickie Nikolaou  
Steve Norman  
David Paskevich  
Leslie Reid  
Angelique Saweczko  
Virginia Tumas  
Amy Warren  
Joelle Welling

***Non-Voting Members***

Lesley Gerein  
Jennifer Logan  
Zac Wiens

***Secretary***

Elizabeth Sjogren

***Scribe***

Cherie Tutt

***Regrets***

Anders Nygren  
Carol Poland

***Guests***

H. Douglas Sewell, Associate Dean International Foundations Program, Werklund School of Education

***Observers***

Carol Crooks, Senior Undergraduate Specialist, Faculty of Science  
Jennifer Logan, Program Coordinator, Cumming School of Medicine  
Jodi McGill, Team Lead, Undergraduate Program, Faculty of Kinesiology  
Maria Soos, Manager, Student Services, Faculty of Social Work  
Pat Kaip, Manager, Undergraduate Programs, Haskayne School of Business  
Antoaneta Nimoh, Student Advising and Program Specialist, Werklund School of Education

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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 November 23, 2017 Calendar and Curriculum Subcommittee meeting be approved.

**Carried**

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

The Co-Chair included the following in her remarks:

- The Indigenous Strategy (IS) was launched last week. The implementation phase will now begin, and it was noted that this will have many implications for the Faculties. Members were encouraged to review the IS.
- A retreat, with representatives from all Faculties, to review the 2017 National Survey of Student Engagement results was held last week. In general, the data was positive and in line with comparator institutions. It was reported that each Faculty will now work on creating an action plan to respond to their Faculty's data. It was noted that the results for the University's advising module did not compare well and that the Vice-Provost Student Experience and the Senior Specialist Academic Advising will be looking into this more closely.
  - In response to a question, the Co-Chair reviewed the differences between the American advising module and the University's advising module
  - It was requested that Faculties be provided with data to determine the ratio of advisors to students. The Senior Specialist Academic Advising agreed to look into what data is available to help Faculties measure student advising.
- Questions regarding how the Extenuating Circumstance Withdrawal Process has been working will be sent out to the Committee members for response and will be discussed at the next meeting
- The Interim Vice-Provost Teaching and Learning is leading a working group to review the content included in course outlines. Members were encouraged to contact her directly if they are interested in being involved.
- It is anticipated that new policies regarding cannabis and alcohol use on campus, appeals, and academic misconduct will be brought forward through the governance system in the spring

The Academic Co-Chair made no remarks.

### 3. Approval of the October 26, 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 October 26, 2017 be approved.

**Carried**

#### **4. Approval of a Calendar Change: International Foundations Program**

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

Highlights:

- The proponent noted that last June the IFP brought forward several changes to the Committee to correct course weightings and hours for IFPX courses, but at that time the change for IFPX 237 was overlooked and in order to be able to properly schedule this course for Winter 2018 the hours need to change from 1.5 units; Q(1.5-0) to 1.5 units; Q(3-0)
- There were no questions

#### **Moved/Seconded**

That the Calendar and Curriculum Subcommittee approve the change to the course hours for IFPX 237 for the Werklund School of Education (International Foundations Program), as presented to the Committee.

**Carried**

#### **5. Approval of Calendar Changes: Faculty of Environmental Design**

Documentation for this item was circulated with the Agenda. Angelique Saweczko, Registrar, presented this item on behalf of the Faculty of Environmental Design.

Highlights:

- The presenter reported that the Faculty of Environmental Design is proposing to add prerequisites for two of its courses
- There were no questions

#### **Moved/Seconded**

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

**Carried**

#### **6. Approval of Calendar Changes: 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, including a name change for Law 594 from “Aboriginal Law” to “Indigenous Peoples and the Law” and updating of the course description to better reflect the course content, and updates to the instructional hours for a number of courses to reflect current practices

- In response to a question, it was explained that the Faculty of Law is interested in offering courses focusing on Canadian Aboriginal Law, but noted that it is a challenge to recruit individuals to teach this kind of course. The Faculty of Law recently recruited a resident fellow specializing in indigenous law and culture.
- The Committee suggested that the reference to “aboriginal laws and customs” in the second sentence in the new course description for Law 594 be changed to “indigenous laws and customs”

**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, and with the requested amendment.

**Carried****7. Approval of Calendar Changes: Haskayne School of Business**

Documentation for this item was circulated with the Agenda. Sherry Weaver, Associate Dean (Undergraduate), Haskayne School of Business (HSB), presented this item.

**Highlights:**

- The proponent provided a summary of the Calendar change for the HSB, including the removal of references to the legacy Bachelor of Commerce (BComm) program and the Bachelor of Hotel and Resort Management degree, the creation of new courses, updates to prerequisites, creation of new Calendar sections for the new BComm (Honours) program and the new Business Analytics concentration, the removal of sections, and other minor edits
- In response to questions, the proponent explained:
  - The rationale for suspending the Tourism and Tourism/Marketing concentrations. Student interest in this area has declined, with students tending to be more interested in tourism certificates and diplomas offered by colleges rather than a degree.
  - That students in the BComm program have the opportunity to take a number of courses from outside of the Faculty, but the HSB is working on developing courses with an Indigenous focus and does have a Chinook Scholars program

*Secretary's Note: The changes to the Calendar required for the suspension of the Tourism and Tourism/Marketing concentrations is contingent on the approval of the suspension by the Academic Planning and Priorities Committee (APPC).*

**Moved/Seconded**

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

**Carried**

## **8. Nomenclature for Credentials and Credential Components Regulations**

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

Highlights:

- The proponent reported that she has been working with the Vice-Provost (Graduate Studies) and the Senior Director, Academic and International Strategies to update a document that was created in 2003 listing credential types. The updated document aligns with current nomenclature and the recently approved Institutional Framework for Credit Certificates and Diplomas and the draft provincial credential framework.
- It was explained that the document should be helpful for when Faculties are developing new programs or sub-components
- In response to questions, the proponent explained that:
  - The references to after degrees have been removed as an ‘after degree’ is not a credential type and information on this is included elsewhere in the Calendar.
  - References to consecutive degree programs have been removed from section 3 “Combined Graduate Programs”
  - Normally a Minor should fit within 120 units, but this is not enforced and it is an option for a student to complete a Minor which results in them having more than 120 units
- It was noted that the Faculty of Arts offers a number of Interdisciplinary undergraduate degrees and that the language in section A.3. should be updated to reflect this
- The Committee suggested that:
  - The proponent consult further with the Faculty of Graduate Studies to determine if principle 6 should be amended, as there have been a number of exceptions when the Master of Arts, Master of Science and Doctor of Philosophy degree titles have been used for applied versus research programs. The proponent reported that the document will also be routed through the Graduate Academic Program Subcommittee for further discussion and recommendation to the APPC.
  - In section A.4 that the reference to a double Major be removed or that it is made clear that a double Major is not a combined degree and only requires 120 units
  - The section outlining a Minor be revised to reflect that in some cases courses from the Minor may be used to count towards the Major, and that the Registrar work with the Faculties to determine guidelines for double counting course credit
  - The following sentence be removed from section A.3 “Students follow the academic regulations governing two faculties”
  - That the “Concentration” section be revised as not all programs have Majors
- The proponent requested that any further feedback be sent to her directly, and explained that the document will be brought back to the Committee in the new year for further review and recommendation to the APPC

### **9. Responsible Use of D2L Statement**

Leslie Reid, Interim Vice-Provost (Teaching and Learning) presented this item.

#### Highlights:

- The proponent reported that last year a statement was developed by the Teaching and Learning Committee to be sent to students at the start of the Fall and Winter terms to inform them regarding responsible use of Desire2Learn, but that due to technical complications with providing the message to student users only, the statement was never utilized.
- The proponent reported that there is also interest in further developing the statement to address copyright and academic integrity and that a working group is being created to further explore this and to decide the best way for disseminating this information to students. Members of the Committee who are interested in participating should contact the Interim Vice-Provost (Teaching and Learning) directly.
- In response to a question, it was reported that Desire2Learn has rebranded and there will be a rollout of the new interface Brightspace (by D2L)

### **10. Revised Academic Schedules for 2019–2022 and the Academic Schedule for 2022-2023**

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

#### Highlights:

- The proponent reported that the Academic Schedules for the next five years are being brought through the governance system earlier this year in order to better align with scheduling practices, and the 2022-2023 Academic Schedule will be brought to the General Faculties Council (GFC) in December for approval
- The proponent explained that there are no major changes being presented this year and that the schedules include the addition of the Fall break approved by the GFC last year, an adjustment to the Spring/Summer intersessions to avoid scheduling of examinations over the July and August long weekends, and in some years an adjustment to the examination schedule around the Easter holiday
- It was reported that once the 2022-2023 schedule is approved by the GFC that they will all be posted on the Registrar's Office website
- In response to a question, it was confirmed that Block Week in August is considered part of Fall term
- The Committee discussed the status of shortening the time to the add/drop deadline and the proponent explained that this time has shortened slightly with the drop deadline moving to a Thursday and the add deadline moving to a Friday. The proponent reported that feedback received from students regarding moving the dates earlier was that this time is needed to shop for courses and that unless course outlines are provided earlier it would be challenging to have these dates moved earlier. The Committee members discussed the pedagogical issues with having the dates as late as they are, and suggested that this continue to be considered and course changes during the add/drop period be monitored.

- The Committee noted that the terminology used to refer to the November and February breaks is inconsistent and that it be considered if this should be changed

**11. Status of Program Approval Reports**

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 October 26, 2017 meeting.

**Carried**

The meeting was adjourned at 10:17 a.m.