

General Faculties Council
CALENDAR AND CURRICULUM SUBCOMMITTEE
Approved Minutes

Meeting # 42
December 14, 2017, 9:00 a.m.

A167

Voting Members

Susan Barker, Co-Chair
Sherry Weaver, Academic Co-Chair
Nancy Chibry
Dianne Gereluk
Ebba Kurz
Graham McCaffrey
Steve Norman
David Paskevich
Leslie Reid
Angelique Saweczko
Virginia Tumas
Joelle Welling

Non-Voting Members

Lesley Gerein
Jennifer Logan
Carol Poland
Zac Wiens

Secretary

Cherie Tutt

Scribe

Rebecca Kenny

Regrets

Tina Miller
Hieu Ngo
Nickie Nikolaou
Anders Nygren
Amy Warren

Guests

Debbie Bruckner, Senior Director, Student Wellness Access and Support – for Items 9 & 10
Andrew Szeto, Director, Mental Health Strategy – for Item 9
Brenda Toth, Undergraduate Program Manager, Nursing – for Item 5

Observers

Rachel Bruce, Manager, Academic Programs, Faculty of Arts
Carol Crooks, Senior Undergraduate Specialist, Faculty of Science
Christine Johns, Senior Director, Academic & Intl Strategies - arrived during Item 7
Pat Kaip, Manager, Undergraduate Programs, Haskayne School of Business
Antoaneta Nimoh, Student Advising and Program Specialist, Werklund School of Education

The 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 December 14, 2017 Calendar and Curriculum Subcommittee meeting be approved.

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

The Co-Chair noted that the exam period is a stressful time for students and faculty and that some issues may arise during this time, including last minute requests for exam accommodations and counselling. She expressed appreciation for everyone's efforts during this time.

The Academic Co-Chair reminded committee members to ensure they are maintaining a good work/life balance during this busy time.

3. Approval of the November 23, 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 November 23, 2017 be approved.

Carried**4. Approval of Calendar Changes: Faculty of Science**

Documentation for this item was circulated with the Agenda. Nancy Chibry, Interim Associate Dean (Undergraduate), Faculty of Science, presented this item.

Highlights:

- The proponent noted that the majority of the proposed changes are editorial and summarized the major changes, including the addition of new Calendar sections for the Minor in Data Science, the Bachelor of Science (BSc) and BSc Honours in Mathematics, and changes to the eligibility requirements for supplemental exams from "in good standing" to "GPA over most recent coursework, up to 30 units, is 2.0 or greater"
- The proponent reported that the Math course labels have been changed to MATH and have been revised throughout the Calendar

There were no questions.

Moved/Seconded

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

Carried**5. Approval of Calendar Changes: Faculty of Nursing**

Documentation for this item was circulated with the Agenda. Graham McCaffrey, Associate Dean (Undergraduate Programs), Faculty of Nursing, presented this item.

Highlights:

- The proponent explained that the majority of the proposed edits summarize changes to courses, including deletions, changes to add clarity on student standing, course content, and course requirements
- The Faculty has added a statement regarding professional conduct which aligns with the statements used by the Faculty of Social Work and the Werklund School of Education
- In response to questions it was explained that:
 - Legal Services will not be reviewing the professional conduct statement. The Committee requested that this reference be removed from the proposal.
 - The Faculty chose not to specifically include a reference to consequences in relation to the professional conduct statement as a Faculty policy already outlines consequences for non-compliance
- The Committee was supportive of the addition of the professional conduct statement as it will be helpful to refer to when conduct issues arise

Moved/Seconded

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

Carried**6. Approval of Calendar Changes: Faculty of Kinesiology**

Documentation for this item was circulated with the Agenda. David Paskevich, Associate Dean (Academic), Faculty of Kinesiology, presented this item.

Highlights:

- The proponent outlined the proposed changes and noted that the course description changes align course titles with field nomenclature, and that course additions and deletions are possible with the hiring of new Faculty members who specialize in these areas

- The proponent noted that the admission credits for transfer students has been changed from 15 units to 12 units to align with the University's definition of transfer students and the admissions process
- There were no questions

Moved/Seconded

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

Carried**7. Recommendation of a Change to the Admission Requirements for Economics**

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 Economics revise its admission requirements to include the addition of Math 30-1 as it is already a pre-requisite for required courses. This change aligns with the changes made to Psychology.
- The Committee requested that a note be added to reflect the minimum grade requirement, such as "a grade of 70% in Math 30-1 is required" or a link to the math course section be added if different from 70%
- There were no questions

Moved/Seconded

That the Calendar and Curriculum Subcommittee recommend that the Academic Planning and Priorities Committee approve the revision to the Economics Admission Requirements, effective for the Fall 2019 admissions cycle, as set out in the document provided to the Committee

Carried**8. Approval of Calendar Changes: Faculty of Arts BA Multidisciplinary Studies**

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 the proposed Calendar revisions to the Bachelor of Arts (BA) in Communication and Culture (Multidisciplinary Studies) set out that students who are enrolled in the multidisciplinary degree must complete a minor in Arts and a secondary focus in any Faculty. The revisions also include course additions and requirement modifications to address the issue of depth of study. This change will ensure students graduating with a BA with a second minor from

another Faculty.

- A capstone course has been added to the program requirements to give students the opportunity to integrate their two chosen areas of focus
- The proponent provided the Committee with background on the requested name change, and noted that the changes to the flexible degree program were approved by APPC on November 27, 2017. The name change will need to go to the Ministry of Advanced Education for final approval before it can be implemented. Should the name change not be approved by the Ministry, the changes to the program will still move forward.

In response to questions, it was explained that:

- The change in wording from minor to primary focus will not impact how this will appear on the student's record, but the secondary focus cannot be labelled as it is only 18 units. The proponent noted that an imbedded certificate could be in place for the secondary focus and this would be reflected on the student's transcript.
- The intent is that students would select and enrol in a minor program and secondary focus when they register, and this change will require more administrative handling

Moved/Seconded

That the Calendar and Curriculum Subcommittee (CCS) approve the revisions to the Calendar wording for the Bachelor of Arts (BA) in Communication and Culture (Multidisciplinary Studies), as set out in the document provided to the Committee and as recommended by the CCS Working Group.

Carried

9. Review of the Extenuating Circumstance Withdrawals Regulations

Susan Barker, presented this item.

Highlights:

- The proponent reported that the Extenuating Circumstance Withdrawal (EW) regulations were approved in 2016-2017 and, as part of a review of the new regulations, the Co-Chair of the CCS circulated a list of questions to Committee members to assess how the regulations are working. The Committee learned that the common theme of feedback received through the consultation process was regarding the need to add more detail and clarification to the regulations. The proponent explained that the initial regulations were broadly written and that some of the feedback was adopted as it was received.

In response to questions it was explained that:

- If a student has not provided enough information to support in their request for an EW, the Registrar's office will advise the student and may allow for further documentation to be submitted
- Due to the complexities of mental health issues it can be difficult to assess whether a student is eligible for an EW or if a withdrawal (W) is more appropriate
- Mid-term and final exams can be a critical moment in a mental health crisis and the production of documentation for an EW request can be trauma inducing. Students should be advised that if

they are working with an advisor, counsellor, or Associate Dean, this individual can submit the request on their behalf.

- The Calendar entry directs students to the Registrar's office to avoid students seeking assistance from different offices around campus
- If a student athlete wants to maintain their eligibility as a Dinos athlete they are required to complete 18 units by the end of summer term

The Committee discussed:

- The differences in cultures in the acknowledgement of mental illness, and ways to provide international students with access to the available resources to help assist in managing these complex issues
- The requirements for submitting an EW for a term or an individual course, and that requests will be reviewed on a case by case basis to see if there are other ways to assist the student, such as gradual return to complete the course or term

The Committee requested that the EW be brought to advising officers' attention, and requested the addition of a step by step checklist for the form, a business process document for Faculties, a statement to advise the student that any information provided in the EW application will be kept confidential, and a statement that the student can approach their Faculty for support and advice. The Committee also requested clarification around how EW's will be recorded and if these will appear on a student's transcript, as they have found this to be a deterrent of the W.

10. Withdrawal of the Requirement for a Physician/Counsellor Letter

Documentation for this item was circulated with the Agenda. Susan Barker, Vice-Provost, Student Experience, and Debbie Bruckner, Senior Director, Student Wellness Access and Support, presented this item.

Highlights:

- The proponents reported that it is being proposed that the University remove the requirement for a student to submit a medical note, and introduce a statutory declaration as an alternative form of support for an exemption request. It was explained that students will still be allowed to submit a medical note from a doctor or counsellor if they want to.
- The proponents explained the proposal to remove the requirement for a medical note is in alignment with sensitization practices, and noted that a few other institutions have implemented this change
- This change will relieve strain on Alberta Health Services and the Students' Union Wellness Centre as well as stress on students who are unwell
- The proponent explained that requiring medical notes presents significant privacy issues

In response to questions it was explained that:

- Deferrals of midterms and final exams will require a medical note or a statutory declaration
- The statutory declaration may be kept in a student's file for one year after the course ends
- No one will be required to provide a medical note, but an individual will be allowed to provide

one should they believe it is helpful to their case (e.g. student appeals, EW's)

The Committee discussed:

- The maintenance of these records, and if a student will be required to submit an original copy of the statutory declaration for each midterm or exam or if one statutory declaration can be used for multiple courses. It was suggested that the FOIP office be consulted for regulatory advice.
- That statutory declarations are required to be signed by a Commissioner of Oaths, and the proponents noted that they are proposing a staff member in each Faculty and the Registrar's office be trained as a Commissioner of Oaths
- Including a timeline for a student to submit their statutory declaration to their Faculty, and suggested updating the briefing note to reflect this

11. Status of Program Approvals

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

The Committee requested that a third colour be added to the table to differentiate the requests that have been approved internally and the requests that have been submitted for approval to the province.

12. Other Business

There was no other business.

13. Adjournment

The December 14, 2017 Calendar and Curriculum Subcommittee meeting was adjourned by consensus.
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The meeting was adjourned at 10:46 a.m.