

General Faculties Council
CALENDAR AND CURRICULUM SUBCOMMITTEE
Approved Minutes

Meeting #44
February 22, 2018, 9:00 a.m.

A167

Voting Members

Susan Barker, Co-Chair
Sherry Weaver, Academic Co-Chair
Nancy Chibry
Dianne Gereluk
Ebba Kurz
Tina Miller
Hieu Ngo – arrived during Item 7
Nickie Nikolaou
Steve Norman
Anders Nygren
David Paskevich
Leslie Reid – arrived during Item 4
Angelique Saweczko
Virginia Tumas
Joelle Welling

Non-Voting Members

Leslie Gerein
Carol Poland
Zac Wiens

Secretary

Cherie Tutt

Scribe

Rebecca Kenny

Regrets

Jennifer Logan
Graham McCaffrey
Amy Warren

Guests

Karen Campbell, Manager, International Foundations Program, Werklund School of Education
Soroush Sabbaghan, Acting Associate Dean, International Foundations Program, Werklund School of Education

Observers

Rachel Bruce, Manager, Academic Programs, Faculty of Arts
Carol Crooks, Senior Undergraduate Specialist, Faculty of Science
Angela Crowley, Manager, Undergraduate Programs, Werklund School of Education
Christine Johns, Senior Director, Academic & International Strategies – arrived during Item 7
Pat Kaip, Manager, Undergraduate Programs, Haskayne School of Business
Jodi McGill, Team Lead, Undergraduate Program, Faculty of Kinesiology
Maria Soos, Manager, Student Services, Faculty of Social Work
Brenda Toth, Undergraduate Program Manager, Faculty of Nursing

The Co-Chair called the meeting to order at 9:03 a.m. and confirmed quorum.

1. Approval of the Agenda

The Co-Chair reported that Item 14, Registration 2018 Update, was removed from the Agenda and that the item will be brought back to the Committee at a later date.

The Agenda for the February 22, 2018 Calendar and Curriculum Subcommittee meeting was approved by consensus.

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

The Co-Chair made no remarks.

The Academic Co-Chair made no remarks.

3. Approval of the January 25, 2018 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 January 25, 2018 be approved.

Carried

4. Approval of Calendar Changes: International Foundations Program

Documentation for this item was circulated with the Agenda. Karen Campbell and Soroush Sabbaghan presented this item.

Highlights:

- The proponents reported that the majority of the proposed changes are editorial in nature and noted that these changes will ensure consistency across all International Foundations Program (IFP) Calendar entries. A new Calendar section for the Science Pathway Program, which was approved by the Academic Planning and Priorities Committee in October 2017, has been added.
- In response to a question, it was explained that previously in the IFP Bridging stream students could not progress to Tier Two courses until they had successfully completed all Tier One courses. The proponents noted that the IFP is proposing that students can progress to a Tier Two course if they have successfully completed the Tier One pre-requisite course.
- The Committee requested that:
 - The proponents align their current website with the proposed changes and that the correct email address for the Registrar's office be inserted into the IFP Calendar section
 - That the proponents remove the Engineering requirement from IFP 332 as this is a Haskayne School of Business course and refer to the English requirement in the Bachelor

of Commerce program

- The Committee requested that the proponent make some editorial changes to create consistency and to correct some minor errors

Moved/Seconded

That the Calendar and Curriculum Subcommittee (CCS) approve to the Calendar changes for the International Foundations Program, as set out in the documents provided to the Committee, and as recommended by the CCS Calendar Working Group, with the requested amendments.

Carried**5. Approval of Calendar Changes: Werklund School of Education**

Documentation for this item was circulated with the Agenda. Dianne Gereluk, Associate Dean, Werklund School of Education (WSE), presented this item.

Highlights:

- The proponent noted that the majority of the proposed changes are editorial in nature and there are some substantive changes, including the alignment of courses, and the addition of a 'standard of professionalism' statement
- The Committee requested that:
 - Throughout the WSE Calendar section that the word Aboriginal be changed to Indigenous to align with the institutional terminology
 - In section 2.4, Police Information Check, it be included that a student is required to request a police information check every 12 months while registered in their program

Moved/Seconded

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

Carried**6. Approval of Calendar Changes: Schulich School of Engineering**

Documentation for this item was circulated with the Agenda. Anders Nygren, Associate Dean (Academic and Planning), Schulich School of Engineering, presented this item.

Highlights:

- The proponent noted that the majority of the proposed changes are editorial in nature, and reported that the proposed changes to the program regulations for Section 3.4, Academic Performance, Review, and Student Standing, have been made to create consistency and clarify the academic performance review process. A section has also been added for the Academic Turnaround Program (ATP) to specify academic performance review regulations and describe the

ATP program and its requirements.

- There were no questions

Moved/Seconded

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

Carried**7. Approval of a Calendar Change: 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 noted that this is a retraction of a change approved by the Committee in October 2017, to remove the lab section for Psychology 435 Behaviour Modification, as it was explained that this change was done in error and the lab component is required for students to complete this course
- There were no questions

Moved/Seconded

That the Calendar and Curriculum Subcommittee (CCS) approve the Calendar change for Psychology 435 *Behaviour Modification*, as presented to the Committee.

Carried**8. Recommendation of Revisions to the Early Admissions Process (Faculty of Arts)**

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

Highlights:

- The proponents reported that the proposed changes will align the early admissions process with the changes made to the High School Admission Requirements by the Faculty of Arts earlier this year
- There were no questions

Moved/Seconded

That the Calendar and Curriculum Subcommittee recommend that the Academic Planning and Priorities Committee approve the revisions to the Early Admission Process Regulations, as set out in the document provided to the Committee, effective for the Fall 2019 admissions cycle.

Carried

9. Approval of Calendar Changes: Bachelor of Community Rehabilitation

Documentation for this item was circulated with the Agenda. Ebba Kurz, Associate Dean (Undergraduate Health and Science Education), Cumming School of Medicine (CSM), presented this item.

Highlights:

- The proponent explained that the CSM is requesting the addition of Community Rehabilitation (CORE) 485 *An Introduction to Community Rehabilitation Practice and Professional Conduct*, for the 2018-2019 academic year and noted that a request to remove this course from the curriculum was approved by the Committee earlier this year, but it has since been determined that students who are currently enrolled in the program require this course for program progression
- It was reported that a request to remove this course from the Calendar is expected to come to the Committee for the 2019-2020 academic year

Moved/Seconded

That the Calendar and Curriculum Subcommittee (CCS) approve the Calendar changes for Community Rehabilitation (CORE) 485 *An Introduction to Community Rehabilitation Practice and Professional Conduct*, as presented to the Committee.

Carried

10. Approval of Revisions to A.5.1.1 Admissions Requirement Table

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

Highlights:

- The proponent reported that the majority of the proposed revisions to the Admissions Requirement Table are editorial in nature and are based on feedback received from the Committee, including the additional language to help clarify prerequisite requirements
- The Committee requested that the word “most” be removed from the admissions table in the Math noted section

Moved/Seconded

That the Calendar and Curriculum Subcommittee approve the revisions to the Admission Requirements section A.5.1.1 in the Calendar, as set out in the document provided to the Committee.

Carried

11. Recommendation of Revisions to the Open Studies Regulations

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

Highlights:

- The proponent reported that the proposed revisions add clarity around Open Studies admission

requirements for students who have been suspended or required to withdraw (RTW) and help clarify that a student's highest level of education will be considered for admission and not their most recent level of education

- In response to questions it was explained that:
 - The University will RTW a student at the institutional level when a student's GPA is under 1.7. These students are no longer eligible for admission into the University's Open Studies Program, and this is clarified in the Unsatisfactory Standing section of the Calendar.
 - Students visiting from another institution or community members who are participating in programs, such as the group study program, are still required to meet the minimum admission requirements, however students who do not meet the admission requirements may be considered under the diverse qualification admission process
- The Committee discussed that, if a student has a received an RTW at the institutional level but is able to successfully complete courses at another institution and raise their GPA to meet the admission requirements, they should be considered for re-admission into the University
- The Committee suggested that:
 - A link to F.3.2 Unsatisfactory Standing be added within A.14.2 Admission Requirements section C. Be in good standing
 - A statement clarifying that a student who has been RTW from the University will be considered for admission to Open Studies provided they attain a 2.00 cumulative GPA on the most recent 12 units from another postsecondary institution
 - The proponent remove the last sentence under section C.4. of the proposal

Moved/Seconded

That the Calendar and Curriculum Subcommittee recommend that the Academic Planning and Priorities Committee approve the revisions to the Open Studies Regulations, as set out in the document provided to the Committee, effective for the 2018-2019 Calendar, with the requested amendments.

Carried**12. Recommendation of Revisions to the Extenuating Circumstance Withdraw Regulations**

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

Highlights:

- The proponent reported that the proposed revisions to the Extenuating Circumstance Withdraw (EW) Regulations include the addition of a timeline for students to appeal an EW decision and revised wording to better explain decision making between the Registrar's Office and the home Faculty
- The proponent noted that a statement has been added to the regulations outlining that students who attempt a final exam are not typically considered for an EW
- The proponent explained that a timeline for an appeal of an EW decision of 10 business days has been added to the regulations as well as a statement about confidentiality

- The proponent reported that updates will also be made to the EW form and the website
- The Committee suggested some minor editorial changes

Moved/Seconded

That the Calendar and Curriculum Subcommittee recommend that the Academic Planning and Priorities Committee approve the revisions to the Extenuating Circumstance Withdraw Academic Regulations, as set out in the document provided to the Committee.

Carried**13. Application Submission Initiative (ASI) Report**

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

Highlights:

- The presenter explained that the Application Submission Initiative (ASI) Report is generated from the Fall 2017 applicant and application numbers, and explained that the province tracks program information through these reports including undergraduate programs, graduate programs, and professional programs
- The Committee discussed the data and the Registrar invited members to contact her about the specifics for their Faculty

14. Status of Program Approval Reports

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

15. Other Business

There was no other business.

16. Adjournment

The February 22, 2018 Calendar and Curriculum Subcommittee meeting was adjourned by consensus.

The meeting was adjourned at 10:26 a.m.