

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

Meeting #45  
March 22, 2018, 9:00 a.m.

A167

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***Voting Members***

Susan Barker, Co-Chair  
Sherry Weaver, Academic Co-Chair  
Nancy Chibry  
Dianne Gereluk  
Ebba Kurz – arrived during Item 3  
Graham McCaffrey  
Tina Miller  
Steve Norman – arrived during Item 2  
Anders Nygren  
Leslie Reid  
Angelique Saweczko  
Virginia Tumas  
Joelle Welling

***Non-Voting Members***

Jennifer Logan  
Carol Poland  
Zac Wiens

***Secretary***

Cherie Tutt

***Scribe***

Rebecca Kenny

***Regrets***

Leslie Gerein  
Robert McCorkell  
Hieu Ngo  
Nickie Nikolaou  
David Paskevich

***Guests***

Rowena Johnson, Copyright Officer, University of Calgary Libraries and Cultural Resources  
Vanessa Wood, Deputy Registrar, Enrolment Services

***Observers***

Rachel Bruce, Manager, Academic Programs, Faculty of Arts  
Angela Crowley, Manager, Undergraduate Programs, Werklund School of Education  
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

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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 March 22, 2018 Calendar and Curriculum Subcommittee meeting be approved.

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

The Co-Chair included the following in her remarks:

- The General Faculties Council Standing Committees 2018-2019 meeting schedule is up on the Committee's Desire2Learn (D2L) site, and continuing members should place these meetings in their calendars
- Friday April 13<sup>th</sup> is the last day of classes. This is a designated teaching day, and official Bermuda Shorts Day celebrations begin at noon.
- This is the last Committee meeting for the Student's Union Vice-President Academic, Tina Miller was thanked for her contributions to the Committee

The Academic Co-Chair made no remarks.

**3. Approval of the February 22, 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 February 22, 2018 be approved.

**Carried****4. Approval of a Calendar Section for the Bridging to Community-Based Bachelor of Education Pathway**

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

Highlights:

- The proponent explained that the proposed Calendar entry is a result of the creation of the Bridging to Community Based Bachelor of Education Pathway program in the WSE. This program will allow students from rural communities that may not offer English 30-1 as a high school subject to take this pathway and be eligible to apply for the four-year Community-based Bachelor of Education program at the University of Calgary.
- The proponent noted that students who are enrolled in this pathway program will take courses to improve their reading and writing skills, and will be required to have a minimum grade point average of 2.5 to continue to the four-year Community based Bachelor of Education Program

- The proponent reported that this pathway program also allows students to use 5 of the 6 courses taken in the pathway program as electives towards the four-year degree program
- In response to questions, it was explained that:
  - This program will be offered to students from rural and remote locations and it is not intended for students who have access to English 30-1 as a course option
  - A meeting with International Foundations Program and the Department of English took place to determine the content for course EDUC 101. There is no need to update the Calendar description as the course outline will contain more detail.
  - If a student does not successfully complete the courses in each term they could be eligible to re-take the course in the following year
- The Committee requested some changes to the Calendar entry: adding a link to the Faculty Regulations regarding the number of times a student can re-take a course, and adding the number of courses a student can use as electives in the four year Community-Based Bachelor of Education Program

**Moved/Seconded**

That the Calendar and Curriculum Subcommittee (CCS) approve the Calendar submission for the Werklund School of Education Bridging to Community-based Bachelor of Education pathway as set out in the document provided to the Committee, and as recommended by the CCS Calendar Working Group, with the requested amendments.

**Carried****5. Approval of the Deletion of the Make Your Degree More International Calendar Section**

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

Highlights:

- The proponent reported that the proposal to remove the Make Your Degree More International Calendar section is being brought forward as it has been identified as one of the least visited pages on the University Calendar website
- The proponent noted that this information will continue to be made available through the University website
- There were no questions

**Moved/Seconded**

That the Calendar and Curriculum Subcommittee approve the deletion of the 'Make Your Degree More International' section of the Calendar, as set out in the document provided to the Committee, effective for the 2018-2019 Calendar.

**Carried**

## **6. Approval of Revisions to the Calendar section for the Aboriginal Student Access Program**

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

Highlights:

- The proponent explained that the proposed revisions to the Aboriginal Student Access Program (ASAP) are being brought forward to ensure that there is flexibility for students while Faculties work to revise and broaden the program
- The proponent reported that there are students who are currently enrolled in the program who are not registered in the courses listed in the Calendar entry
- In response to questions, it was explained that:
  - The proposed revisions are not intended to change the cohort nature of the program
  - The Calendar entry is not effective in ensuring students register in the courses that are listed as part of the ASAP program
  - The proposed revisions will offer transparency regarding the flexibility that is currently being offered to students registered in the ASAP program and it was noted that students will continue to be directed to the ASAP Coordinator who will assist with maintaining the cohort learning model
- The Committee suggested:
  - That the list of required courses be shortened for students in the ASAP program to allow for greater flexibility while still maintaining the cohort model
  - Adding language around exceptions where appropriate
  - Advising students to work with a Faculty advisor to identify which course(s) would be most beneficial for the student in their area of interest
- The Committee determined that, given the comments around the revisions, the proposed revisions were premature and that this item should be brought back to the Committee in the future after further consideration

*Secretary's Note: The motion for this item was withdrawn*

## **7. Approval of Revisions to the Tuition and General Fees Calendar Section**

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

Highlights:

- The proponent reported that the majority of the requested revisions to the Tuition and General Fees Calendar Section are editorial in nature, reflect current practices, and allow for more transparency for students
- In response to a question, it was explained that students will have a hold placed on their accounts for non-payment, but will not be withdrawn from their courses
- The Committee recommended changes to the Late Payment of Fees section P.4.3: a change to the

wording from 'interest will not be cumulative' to 'interest will not be compounded', listing the payment types that are accepted for in person transactions, and a note that students will be 'withdrawn' instead of 'dropped' for non-payment or non-attendance

- The Committee also requested that in the Fee Refunds section P.4.5 it be clarified that the 4<sup>th</sup> paragraph refers to Thesis-based 'Graduate' students

**Moved/Seconded**

That the Calendar and Curriculum Subcommittee approve the revisions to the Tuition and General Fees section of the Calendar, as set out in the document provided to the Committee, effective for the 2018-2019 Calendar, with the requested amendments.

**Carried****8. Recommendation of Revisions to the Part-Time Studies Regulations**

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 Part-Time Studies Regulations are editorial in nature and revise the section to define part-time student status
- The proponent noted that this Calendar section was created to refer to part-time study options on evenings and weekends and noted that the majority of the programs at the institution no longer offer these options
- In response to a question, it was reported that under section B.7. Part-Time Students, "per term" is referring to the Fall and Winter terms
- The Committee suggested that a section be added identifying Faculties that do not require students to get permission for part-time studies. The proponent requested that a Faculty advise her if they would like to be included in this statement.

**Moved/Seconded**

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

**Carried****9. Recommendation of Revisions to the Registration Priority and Procedures and Residence Requirements Regulations**

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 Registration Priority and Procedures and Residence Requirements Regulations are editorial in nature and include

updating the UCalgary branding and URL's, as well as clarifying language regarding residency requirements

- In response to a question, it was explained that second degree requirements that can be carried forward for credit are listed in the Second-Degree Students section A.5.5 under the admission section of the Calendar and are not required in the Residence Requirements section
- The Committee discussed "registration appointment" and noted the word appointment can cause confusion due to the implication that it is a face to face meeting. The proponent explained that the word appointment aligns with what is displayed in the student centre as a result of PeopleSoft programming and that, if the system language can be changed the proponent will change "appointment" to "enrolment date and time"
- The Committee requested that a note be added to section B.2 Registration Priority and Procedures under Newly Admitted Students that "for the best course selection and access students should enrol as soon as possible"

**Moved/Seconded**

That the Calendar and Curriculum Subcommittee recommend that the Academic Planning and Priorities Committee approve the revisions to the Registration Priority and Procedures and Residence Requirements Regulations, as set out in the document provided to the Committee, effective for the 2018-2019 Calendar, with the requested amendment.

**Carried****10. Creation of Nomenclature for Credentials and Credential Component Regulations**

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

Highlights:

- The proponent explained that the updated Nomenclature for Credentials and Credential Component Regulations are being brought back for further feedback from the Committee
- In response to a question, it was explained that the Graduate Academic Program Subcommittee (GAPS) has reviewed the proposal and requested that, if there are any questions or suggestions related to graduate studies, members of the CCS should contact the graduate program directors
- The proponent invited the Committee to send any further feedback to her prior to the May Calendar and Curriculum Subcommittee (CCS) meeting as this item will be brought for recommendation to the Academic Planning and Priorities Committee (APPC) in May

**11. Acceptable Use of D2L Statement**

Documentation for this item was circulated with the Agenda. Leslie Reid, Vice-Provost (Teaching and Learning) and Rowena Johnson presented this item.

**Highlights:**

- The proponents reported that the Acceptable Use of D2L statement is being brought forward for feedback from the Committee, and noted that during the consultation process it has been identified that a more appropriate name for the statement is Responsible Use of D2L
- In response to a question, it was explained that:
  - As D2L is hosted in Canada the license materials on the portal statement follow Canadian copyright laws. This includes D2L courses offered at University of Calgary Qatar.
  - The Committee discussed the timing of when the statement will be posted on D2L and the importance of ensuring that new users who are off-cycle to the initial posting see the statement when logging in for their first time

**12. Registration 2018 Update**

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

**Highlights:**

- The presenters reported that 28,000 enrolment appointments have been scheduled for next year's course registration and that these appointments are grouped into blocks of 500. The Registrar's Office is continually working to improve this process and manage unique enrolment groups
- The presenters noted that with this process there will be improvement with regards to transparency for students, and explained enrolment appointments are assigned with priority ranking. The first ranking calculation is based upon how many units are completed (including posted transfer credit) and in-progress at the University. The second ranking calculation is based on cumulative GPA on completed courses. If there are two or more students with the same cumulative units and GPA, appointments are randomly assigned.
- The presenter explained that the registration process is communicated to students in multiple forms, including email, posters and handouts. Students are informed about how to navigate their Student Centre, how to deal with issues such as holds on accounts and accessing student advising, and enrolment appointment times
- The presenters noted that the Registration Working Group is coming up with ways to improve registration practices to improve the student experience
- The presenters advised the Committee of the general supports offered to faculty and staff, and provided contact information for urgent cases. The presenters also noted that students are able to text Enrolment Services to receive assistance in real time

**13. Status of Program Approvals**

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

**14. Other Business**

There was no other business.

**15. Adjournment**

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

The meeting was adjourned at 10:53 a.m.