

General Faculties Council
CALENDAR AND CURRICULUM SUBCOMMITTEE
Approved Minutes

Meeting #45
April 26, 2018, 2:00 p.m.

A167

Voting Members

Susan Barker, Co-Chair
Sherry Weaver, Academic Co-Chair
Nancy Chibry
Dianne Gereluk
Ebba Kurz
Robert McCorkell
Hieu Ngo
Anders Nygren
David Paskevich
Leslie Reid
Angelique Saweczko
Joelle Welling

Non-Voting Members

Lesley Gerein
Jennifer Logan
Carol Poland
Zac Wiens

Secretary and Scribe

Cherie Tutt

Regrets

Graham McCaffrey
Tina Miller
Nickie Nikolaou
Steve Norman
Virginia Tumas

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

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 April 26, 2018 Calendar and Curriculum Subcommittee meeting be approved.

Carried

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

The Co-Chair welcomed Robert McCorkell, Associate Dean (Academic), Faculty of Veterinary Medicine to his first meeting. Graham McCaffrey, outgoing Associate Dean Undergraduate Program, Faculty of Nursing, was acknowledged for his contributions and service.

The Academic Co-Chair made no remarks.

3. Approval of the March 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 March 22, 2018 be approved.

Carried

4. Approval of the Faculty of Nursing Calendar Change: Course Load Regulations

Documentation for this item was circulated with the Agenda. Brenda Toth presented this item.

Highlights:

- The presenter provided an overview of the changes to the Calendar for the Faculty of Nursing and reported that the changes reflect current practices in the Faculty and clarify that special permission is required for students to take courses extra to their degree
- There were no questions
- The Committee discussed the practice of requiring students to pay for a *Letter of Permission* to take a course at another post-secondary institution

Moved/Seconded

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

Carried

5. Approval of Calendar Changes for University of Calgary Qatar Nursing Program

Documentation for this item was circulated with the Agenda. Carol Poland, Calendar Editor, and Angelique Saweczko, Registrar, presented this item.

Highlights:

- The presenters reported that the Calendar changes for the University of Calgary Qatar Nursing Program include the addition of four new courses for the Nursing Regular Track program

- In response to a question, it was explained that the course prefix for Nursing courses offered at the Calgary campus and Qatar campus is the same, but that none of the same numbers are used

Moved/Seconded

That the Calendar and Curriculum Subcommittee approve the Calendar changes for the University of Calgary in Qatar, as presented to the Committee.

Carried**6. Recommendation of Revisions to the Transfer Admission Requirements for the Faculty of Social Work**

Documentation for this item was circulated with the Agenda. Hieu Ngo, Director - Undergraduate Student Affairs, Faculty of Social Work, presented this item.

Highlights:

- The proponent explained that the Faculty of Social Work realized that an error had been introduced to the Calendar and would like to remove an additional unnecessary English requirement for applicants with non-social work degrees applying to the Bachelor of Social Work as an after-degree.
- The Committee suggested that, when the proposal is provided to the Academic Planning and Priorities Committee (APPC) for approval, that only the Faculty of Social Work section of the transfer admission table be included to reduce any possible confusion

Moved/Seconded

That the Calendar and Curriculum Subcommittee recommend that the Academic Planning and Priorities Committee approve the revision to the Transfer Admission Requirements for the Faculty of Social Work, as set out in the document provided to the Committee.

Carried**7. Recommendation of Revisions to the Aboriginal Student Access Program**

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

Highlights:

- The proponents provided an overview of the updates made to the Aboriginal Student Access Program (ASAP) since the proposal was last presented to the Committee, and confirmed that further consultations have taken place between the proponents and the Associate Deans from the Faculties involved in the ASAP and that the Associate Deans have now provided full support for these changes
- The Committee was reminded that the interim revisions to the ASAP will create more flexibility for students who are admitted to the program in 2018-19, and that further changes are likely as the ASAP is under full review

- The Committee discussed the name of the program and suggested that, as part of the review, that it be considered if the name should be changed to align with the Indigenous Strategy. It was explained that, as the PeopleSoft system is currently coded using ASAP terminology, it cannot be changed for the 2018-19 year, but that the name change could be brought forward for the 2019-20 year.
- The Committee suggested minor corrections to wording and grammar

Moved/Seconded

That the Calendar and Curriculum Subcommittee recommend that the Academic Planning and Priorities Committee approve the revisions to the Calendar entry for the Aboriginal Student Access Program, as set out in the document provided to the Committee, effective immediately.

Carried**8. Recommendation of Revisions to the Hoods Regulations**

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

Highlights:

- The proponent explained that, currently, students who participate in the Inclusive Post-Secondary Education program (IPSE) can attend convocation at the completion of their program, but as they are not earning a credential from the University they only wear a robe when crossing the stage. In order to provide these students with a sense of identity and improve inclusiveness, it is being proposed that a new hood option be approved that is not associated with a specific Faculty and can be worn by these students. The new hood will be red in colour and the design will vary slightly from a Faculty-specific hood.
- The Committee discussed the timeline for obtaining the new hoods and the importance of this initiative to improve inclusiveness
- The Committee requested that the proponent review the “Hoods” Regulations to ensure that programs that are no longer being offered by the University are removed from the list

Moved/Seconded

That the Calendar and Curriculum Subcommittee recommend that the Academic Planning and Priorities Committee approve the revisions to the “Hoods” Regulations, as set out in the document provided to the Committee, effective immediately.

Carried**9. Recommendation of Revisions to the Sections of the Calendar regarding Medical Notes**

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

Highlights:

- The proponent reported that several revisions to the Calendar regarding medical notes are needed as the result of the General Faculties Council's general support in February to remove the requirement for a student to submit a medical note and introduce a statutory declaration as an alternative form of supporting documentation for an exemption/special request
- In response to questions, it was confirmed that:
 - Students will have a choice to decide what type of supporting documentation to submit that they believe best supports their request for an exemption/special request
 - Commissioner of Oath training has been set up for various staff groups across campus
- The Committee discussed the communication plan for informing the campus community of these changes, the rationale for these changes, and the ability for instructors/decision makers to still use their judgement when reviewing the supporting documents the student provides to support their exemption/special request
- The Committee suggested some changes to the wording in the 'Deferral of Final Examinations' section to improve clarity
- The Committee requested that in the 'Attendance' section that 'emotional health' be changed to 'mental health'

Moved/Seconded

That the Calendar and Curriculum Subcommittee recommend that the Academic Planning and Priorities Committee approve:

1. The revisions to Academic Regulations "Attendance" and "Debilitating Illness and Severe Domestic Affliction";
2. The revisions to Faculty of Science, Faculty Regulation "Deferral of Final Examinations"; and
3. The creation of an Academic Regulation "Supporting Documentation and the Use of a Statutory Declaration"

as set out in the documents provided to the Committee, effective immediately, and with the requested amendments.

Carried

10. Recommendation of the Creation of a new Calendar Entry Type of Credentials and Sub-Degree Nomenclature

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

Highlights:

- The proponent reported that the feedback received from consultation with the Committee and other governing bodies has been incorporated into the current Calendar entry. It was noted that the information pertaining to graduate credentials and sub-degree nomenclature was reviewed and recommended by the Graduate Academic Program Subcommittee (GAPS) at its meeting yesterday.
- The proponent explained that the 'Types of Credentials and Sub-Degree Nomenclature' Calendar

entry will provide greater clarity and transparency regarding the credentials and sub-degree components offered by the University

- In response to questions, it was explained that:
 - When an existing program/credential is being reviewed or updated, the expectation is that the program/credential will align with the structures set out in the Calendar entry
 - The total number of units required for a Major can exceed 48 units, but typically Majors range from 42 - 48 units and that is why this range is listed
 - The purpose of an Embedded Certificate is to enhance a student's degree and not to ladder into other areas, however, the University Certificates can be used to ladder into higher level credentials
 - It would be difficult for a student in a combined program to complete two cooperative placements (one in each subject area) without extending their time to completion, and therefore this is not included in the Calendar entry
 - Students in a combined program will receive two parchments. A cooperative placement covering both subject areas will be identified on a single parchment.
- The Committee suggested the following changes to the Calendar entry, including:
 - Adding the minimum number of units across credential types,
 - Revising the double major section to clarify that, in order to complete a double major, the two degree types need to be the same and that some courses may be counted towards both majors with the approval of the Faculty
 - Adding an exception to the Embedded Certificate section to allow students to complete additional coursework beyond the total number of units required for their degree

Moved/Seconded

That the Calendar and Curriculum Subcommittee recommend that the Academic Planning and Priorities Committee approve the creation of a Calendar entry entitled "Types of Credentials and Sub-Degree Nomenclature", as set out in the document provided to the Committee, effective immediately, and with the requested amendments.

Carried**11. 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 explained that, based on feedback received from the APPC, additional edits to the Registration Priority and Procedures and Residence Requirements Regulations were required. The proponent outlined the changes to the Regulations since they were presented to the Committee at the last meeting, in particular the re-wording of the enrolment appointment section.

- In response to questions, it was explained that:
 - Students can apply for letters of permission (LOP) through the student centre. It was reported that applying for a LOP through the student centre is not an option for students in the Bachelor of Health Sciences (BHSc) program and that a note should be added to state that students in the BHSc program need to contact their program office for a LOP.
 - There are different residency requirements for visiting scholars and information pertaining to this group is located on the University website and not in the University Calendar
 - Registration information for continuing students is located on a Registrar's Office webpage and is separated by student type
- The Committee requested that the enrolment appointment section be revised to read, *Students are assigned a date and time when they can begin to register online for their Fall/Winter and Spring/Summer courses. This is referred to as an enrolment appointment in the student centre.*
- The Committee suggested that, as the information in the Regulations focuses primarily on procedures, the title of the regulations be changed to *Registration ~~Priority and~~ Procedures*

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 Regulations and Residence Requirements Regulations, as set out in the document provided to the Committee, effective immediately, with the requested amendments.

Carried**12. Revisions to the Block Week Regulations**

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

Highlights:

- The proponent reported that, due to the feedback received during consultation, it is being proposed that the Block Week Regulations be expanded to include both block week and non-standard schedules to provide greater flexibility to schedule courses
- The members of the Committee were asked to share the revised Regulations with their Faculties to get feedback from their colleagues, especially from those who currently deliver block week courses, and send any comments directly to the proponent
- It was reported that the GAPS has reviewed the updates and provided feedback relating to graduate programs
- The Committee discussed the changes to exam scheduling for block week, and the timing for a student to drop a non-standard course
- The Committee suggested a minor editorial change

13. Revisions to Off-Site Examinations Regulations

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

Highlights:

- The proponent reported that it is being proposed that the Off-Site Examinations Regulations be revised to include a section for final examinations for online/off-site courses. It was explained that the number of courses being offered in an online format by the University is growing and thus there is a need to protect the integrity of the examination process by having clear rules around taking examinations off-site while also removing potential barriers for students who live a significant distance from the main campus.
- The new regulations will allow students who are completing online courses and who live more than 100 kilometres away from the University to complete an off-site exam through an invigilation centre
- The proponent reported that British Columbia was mistakenly left off of the list of approved invigilation centres, and information on the centres for the province will be added prior to bringing the Calendar entry forward for approval
- In response to a question, the proponent provided some examples of the reasons a student registered in an onsite course may need to complete an off-site final examination, such as participating in the Olympics
- The Committee requested that a clean version of the Regulations be circulated for review

14. Revisions to Academic Schedules (2020-2023)

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

Highlights:

- The proponent reported that revisions to the Academic Schedules from 2020-2023 will be brought to the General Faculties Council in May for approval. The revisions add new wording for Easter Monday as a result of the ratification of a new Faculty Association agreement, which now includes Easter Monday as a paid holiday for Faculty Association members.
- In response to a question, it was confirmed that Human Resources agreed to the new wording. No other staff group has Easter Monday as a paid holiday.
- The Committee commented that it is hoped that this matter will be considered further by the University Administration, and noted possible issues if not all staff groups are to be given this holiday

15. Other Business

There was no other business.

16. Adjournment

Moved/Seconded

That the Calendar and Curriculum Subcommittee adjourn the April 26, 2018 meeting.

Carried

The meeting was adjourned at 10:25 a.m.

Cherie Tutt
Meeting Secretary