

General Faculties Council
CALENDAR AND CURRICULUM SUBCOMMITTEE
Approved Minutes

Meeting #47
May 31, 2018, 9:00 a.m.

A167

Voting Members

Susan Barker, Co-Chair
Sherry Weaver, Academic Co-Chair
Dianne Gereluk
Ebba Kurz – Arrived during Item 2
Robert McCorkell
Nickie Nikolaou
Steve Norman
Anders Nygren
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

Nancy Chibry
Catherine Laing
Hieu Ngo
David Paskevich
Jessica Revington

Observers

Angela Crowley, Manager, Undergraduate Programs, Werklund School of Education
Pat Kaip, Manager, Undergraduate Programs, Haskayne School of Business
Brenda Toth, Undergraduate Program Manager, Faculty of Nursing

The Chair called the meeting to order at 9:05 a.m. and confirmed quorum.

1. Approval of the Agenda**Moved/Seconded**

That the Agenda for the May 31, 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:

- Outgoing members Dianne Gereluk, Steve Norman, and Zac Wiens were thanked for their contributions and service on the Committee
- Some programs' first year courses are already full which may cause problems for late admission students. The Registrar's office is monitoring fill rates and will advise Faculties if they notice courses getting close to capacity.
- Convocation is the first week of June

The Academic Co-Chair made no remarks.

3. Approval of the April 26, 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 April 26, 2018 be approved.

Carried**4. Recommendation of Revisions to the Block Week Regulations**

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

Highlights:

- The proponent reported that the Block Week Regulations are coming back to the Committee as some minor changes have been made since the proposal came to the Committee for discussion including two exams periods, one before the add/drop date and one after the add/drop date, and discretionary language for Faculties that require flexibility around exam periods

- In response to questions it was explained that:
 - B.6.1 (5), regarding multi term Block Week Courses to be scheduled over both Fall and Winter Block Weeks, was added to allow flexibility for Faculties who have been inquiring if this would be possible
 - Students who are participating in a multi term block week course could drop the course within the first term or withdraw from the course in the second term
- The Committee requested that 'regular term' be added to the exam scheduling section B.6.1 (11) and that pre-term study is permitted in specific circumstances, as per B.6.1 (7)

Moved/Seconded

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

Carried**5. 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 explained that the revisions to the sections of the Calendar regarding medical notes were presented to the Academic Planning and Priorities Committee (APPC), and based on their feedback are now returned to the Committee for further input on changes adding clarity around mandatory attendance
- In response to questions it was explained that:
 - Attendance may be mandatory for courses where participation is a required component of the course. The Committee requested that this be clarified under section G.1.1., Course Assessments and Absences.
 - An instructor can request documentation regarding a student's absence but cannot request specific documentation from a student including medical notes
- The Committee requested that it be clarified that if a student misses a course assessment they will receive a zero unless, based on communication with the instructor and the circumstance, the instructor may transfer the percentage to another component of the course. The Committee suggested that this section be reworded to emphasize it is the students responsibility to contact the instructor and that the instructor's decision will be based on the information provided by the student.
- The Committee requested that a link to section P, Supporting Documentation and the Use of a Statutory Declaration, be added to E.3, Attendance

Moved/Seconded

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

1. The revisions to Academic Regulations “Attendance”, “Scheduling of Tests”, 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, with the requested amendments.

Carried

6. Recommendation of the 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 there were minor editorial changes made to the Off-Site Exam Regulations including the addition of British Columbia invigilation centres
- The Committee requested that both on-site and off-site be hyphenated

Moved/Seconded

That the Calendar and Curriculum Subcommittee recommend that the Academic Planning and Priorities Committee approve the proposed revisions to the Off-Site Examination Regulations, as set out in the document provided to the Committee, with the requested amendments.

Carried

7. Discussion of the Annual Committee Performance Review and Review of the CCS Terms of Reference

Documentation for this item was circulated with the Agenda. Susan Barker, and Sherry Weaver, presented this item. There were no comments or questions.

8. Alberta Council on Admissions and Transfer Research Project

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

Highlights:

- The presenter provided the Committee with an update regarding the Alberta Council on Admissions and Transfer (ACAT) project which looked at the differences in GPAs and graduation rates between students admitted directly from an Alberta high school, students from out of province, and transfer students from 2008 – 2011 and assessed the success of transfer students at the University of Calgary
- The Committee was advised to contact the Registrar if they have any questions

9. Calendar Entry Types of Degrees and Sub-Degree Nomenclature

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

Highlights:

- The presenter explained that, after the CCS recommended the Calendar Entry for types of degrees and sub-degree nomenclature, the Alberta government approved the Alberta Credential Framework (ACF). Changes have been made to align the University Calendar with the provincial framework. The APPC approved the Calendar entry with the government changes.
- The presenter noted the changes including that 'University Degrees' and 'University Diplomas' are now 'Degrees' and 'Diplomas' and 'Post Baccalaureate Certificated and Diplomas' are now 'Graduate Certificates' and 'Graduate Diplomas'

10. Status of Program Approval Reports

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

11. Other Business

There was no other business.

12. Adjournment

The May 31, 2018 Calendar and Curriculum Subcommittee meeting was adjourned by consensus.

The meeting was adjourned at 10:01 a.m.