

General Faculties Council
CALENDAR AND CURRICULUM SUBCOMMITTEE
Approved Minutes

Meeting #48

September 20, 2018, 9:00 a.m.

A167

Voting Members

Susan Barker, Co-Chair – arrived during Item 7
Sherry Weaver, Academic Co-Chair
Amy Burns
Nancy Chibry
Marjan Eggermont
Ebba Kurz
Catherine Laing
Hieu Ngo
Nickie Nikolaou
Anders Nygren
David Paskevich
Leslie Reid
Jessica Revington
Virginia Tumas
Jason Wiens

Non-Voting Members

Lesley Gerein
Kim McLeod
Carol Poland

Secretary

Elizabeth Sjogren

Scribe

Rebecca Kenny

Regrets

Jennifer Logan
Robert McCorkell
Angelique Saweczko

Observers

Carol Crooks, Senior Undergraduate Specialist, Faculty of Science
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 Academic Co-Chair called the meeting to order at 9:02 a.m. and confirmed quorum.

1. Approval of the Agenda

Moved/Seconded

That the Agenda for the September 20, 2018 Calendar and Curriculum Subcommittee meeting be approved.

Carried

2. Remarks of the Academic Co-Chair

The Academic Co-Chair welcomed the Committee to the start of a new meeting year.

3. Approval of the May 31, 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 May 31, 2018 be approved.

Carried

4. Approval of the Faculty of Nursing Calendar Changes

Documentation for this item was circulated with the Agenda. Catherine Laing presented this item.

Highlights:

- The proponent explained that the proposed Calendar changes are being brought forward to the Committee due to the institutional shift from a 13-week semester to a 12-week semester in the Fall, and that the Faculty is moving from offering Spring and Summer sessions to only offering an 8-week Spring session
- The proponent reported that extensive consultation was done with Faculty members, transfer students and degree holding students and explained that these changes will not affect direct entry students
- In response to questions it was explained that:
 - PeopleSoft can distinguish between transfer students and degree holding students which may allow the Faculty the ability to control the enrolment to ensure that students are being enrolled in the correct course. The Faculty will continue to direct students to the courses that they should be registering in.
 - The Faculty requires these changes for Spring 2019 scheduling, which will occur in October 2018
- The Committee discussed the reasons for the decimalization of the courses. The proponent explained that the Faculty was advised by the Registrar to decimalize courses that have different pre-requisites and co-requisites depending on what time of year they are offered.
- The Committee noted their concerns about the consistency of using course decimalization and recommended that the Faculty of Nursing follow up with the Registrar to determine if the decimalization is necessary
- The Committee agreed that the Calendar changes should be approved with the details regarding decimalization to be worked out between the Faculty and the Registrar

Moved/Seconded

That the Calendar and Curriculum Subcommittee approve the Calendar revisions for the Faculty of Nursing, as set out in the document provided to the Committee, effective immediately, with the direction to the Faculty to consult with the Registrar regarding the decimalization of the courses.

Carried**5. Recommendation of the Faculty of Arts Admission Requirements**

Documentation for this item was circulated with the Agenda. Virginia Tumaszk presented this item.

Highlights:

- Over the course of the 2017-2018 academic year, the Faculty of Arts proposed and received approval for changes to the high school courses required for admission to the Bachelor of Science (BSC) Earth Science, Bachelor of Arts (BA) Economics, BA and BSC Geography, and BA and BSC Psychology
- The charts for *A.5.1.1 Admission Requirements* and *A.5.1.3 Early Admission Process for Current High School Students* were updated in the 2018-19 Calendar, and while it was the intention of the Faculty to have the changes apply to all admission categories the revisions were not made to the charts under *A.5.4 Adult Student Admission*, *A.5.2 International High School Admissions*, and *A.5.3.1 Transfer Admission Requirements*. This proposal seeks to remedy this oversight.
- 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 Faculty of Arts Admission Requirements, *Adult Student Admission*, *International High School Admission*, and *Transfer Admission*, effective for the Fall 2019 admissions cycle, as set out in the document provided to the Committee.

Carried**6. Recommendation of the 2018-19 CCS Work Plan**

Documentation for this item was circulated with the Agenda. Sherry Weaver, CCS Academic Co-Chair presented this item.

Highlights:

- The Committee reviewed the 2018-2019 work plan and requested some changes including adding clarification around the deadlines for Calendar changes for 2019-2020 and 2020-2021
- The Committee requested that the student appeals Calendar changes be brought to the Committee in November to ensure that these Calendar changes are seen by the Academic Planning and Priorities Committee (APPC) prior to the January 1, 2019 implementation date of the Student Misconduct and Academic Appeals Policy. This will allow the Calendar to accurately reflect the student appeals process.

Moved/Seconded

That the Calendar and Curriculum Subcommittee (CCS) recommend that the Academic Planning and Priorities Committee approve the CCS Work Plan for the 2018-2019 academic year, in the form provided to the Committee, and with the requested amendments.

Carried

7. Recommendation of the Revisions to the Block Week Course Regulations

Documentation for this item was circulated with the Agenda. Sherry Weaver presented this item.

Highlights:

- The Academic Co-Chair presented this item on behalf of the proponent, and explained that this item is coming back to the Committee for further discussion at the request of the APPC
- In response to a question, it was explained that Section B 6.2.9 sets out how the final grade for a non-standard course will be recorded
- The Committee discussed the following:
 - The initial intention of the non-standard regulation wording and whether or not professional Faculties should be included under the non-standard regulations as they do not follow traditional schedules
 - If including professional Faculties, under non-standard, would affect the add/drop and withdrawal dates for the Faculties courses
 - If the professional Faculties are not included under the non-standard regulations, if there should be an exemption note explaining which Faculties are not covered under this regulation
 - If individual meetings between instructors and students outside of the designated block week days fall under “all course components” referenced in Section B.6.1.4 and if “all course components” should be changed to “scheduled course components”
 - If it should be stipulated that block week courses may have components, such as research papers, that could continue past the designated block week days or if these type of courses should fall under non-standard
- It was explained that the intention is that 30% of the block week grade should be provided to the student before the withdrawal deadline and that 50% of the course deliverables should be completed prior to the end of the designated block week
- The Committee requested some minor editorial changes including a typo under B.6.1.6 “the block week course if offered” should be “is offered”
- The Committee decided not to recommend the revisions to the Block Week Regulations at this time, as further discussion, with the Registrar, is needed

8. Status of Program Approvals

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

9. Other Business

There was no other business.

10. Adjournment

Moved/Seconded

That the Calendar and Curriculum Subcommittee adjourn the September 20, 2018 meeting.

Carried

The meeting was adjourned at 10:06 a.m.

Elizabeth Sjogren
Meeting Secretary