

General Faculties Council
CALENDAR AND CURRICULUM SUBCOMMITTEE
Approved Minutes

Meeting #49
October 25, 2018, 9:00 a.m.

A167

Voting Members

Susan Barker, Co-Chair
Sherry Weaver, Academic Co-Chair
Amy Burns
Nancy Chibry
Marjan Eggermont
Ebba Kurz – Present for Items 4 - 7
Catherine Laing
Hieu Ngo
Anders Nygren
David Paskevich
Leslie Reid
Angelique Saweczko
Virginia Tumas
Jason Wiens

Non-Voting Members

Jennifer Logan
Kim McLeod
Carol Poland

Secretary and Scribe

Cherie Tutt
Rebecca Kenny

Regrets

Lesley Gerein
Robert McCorkell
Nickie Nikolaou
Jessica Revington

Observers

Carol Crooks, Senior Undergraduate Specialist, Faculty of Science
Angela Crowley, Manager, Undergraduate Programs, Werklund School of Education
Christine Johns, Senior Director, Academic and International Strategies – Present for Item 8
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 9:02 a.m. and confirmed quorum.

1. Approval of the Agenda

Moved/Seconded

That the Agenda for the October 25, 2018 Calendar and Curriculum Subcommittee meeting be approved.

Carried

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

The Co-Chair reported that the Calendar and Curriculum Subcommittees (CCS) Calendar Working Group is continuing to work on Calendar changes for Faculties to bring to the Committee. The Co-Chair noted that the application cycle is open for the 2019-2020 academic year and that the application numbers are 14% ahead of last year.

The Academic Co-Chair made no remarks.

3. Approval of the September 20, 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 September 20, 2018 be approved.

Carried

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

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

Highlights:

- The proponent reported that revisions were made to the proposal since the last CCS meeting, including clarified language around the percentage of course deliverables to be completed prior to the end of the designated block week and when the block week final exams are to be scheduled
- The proponent explained that the Non-Standard terminology is used in the Calendar to align with the language used in PeopleSoft
- The Committee discussed:
 - Introducing a percentage of course deliverables to be completed for Non-Standard courses, and the proponent recommended discussing this when the exam regulations are brought forward to the Committee later in the year
 - Aligning block weeks University-wide as at least one Faculty is different in that it offers block weeks in October and March
 - Changing the approval authority for any exceptions to final examinations under B.6.1

Block Week items 11 and 12, to be the Dean or Dean's Designate of the teaching Faculty instead of the Provost and Vice-President (Academic) as these requests are rare and the Committee felt that the Dean or Dean's Designate would be appropriate

- The committee suggested the following:
 - B.6.1 Block Week item 4, add meetings with students “and instructors”
 - B.6.1 Block Week item 8, should state “the last opportunity” instead of “the last day” to drop the block week course is 11:59 p.m. on the first day of classes
 - B.6.1 Block Week item 11, clarify that the reference to the take home final exam is for block week courses
 - B.6.2 Non-Standard Scheduled Courses item 1, should refer to “regular meeting dates” instead of “regular meeting patterns”

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. Approval of the Faculty of Science Calendar Revisions**

Documentation for this item was circulated with the Agenda. Nancy Chibry, Associate Dean, Undergraduate Programs and Student Affairs, presented this item.

Highlights:

- The proponent advised that these changes include minor editorial changes and course additions, modifications, and deletions including the suspension of the Applied Chemistry program, the renumbering of the 300 level inorganic chemistry course to a 400 level course and adding a new combined BComm / BSc Mathematics program
- In response to a question, it was explained that the course additions to the Data Science field of study were not expected to have a big impact on other Faculties. The proponent noted that this change is being proposed to the Committee to make the courses more accessible for students and explained that because the statistics courses are a possible requirement for this course, they have now been listed.

Moved/Seconded

That the Calendar and Curriculum Subcommittee (CCS) approve the 2019-20 Calendar changes for the Faculty of Science, as set out in the documents provided to the Committee, and as recommended by the CCS Calendar Working Group.

Carried

6. Revisions to the Course Outline Regulations

Documentation for this item was circulated with the Agenda. Leslie Reid, Vice-Provost Teaching & Learning, presented this item.

Highlights:

- The proponent reported that the continuing requests to have more information added to the course outline regulations has become unsustainable and a working group was created to consider all important information to students and clarify for Faculty members what information is required in the course outlines
- The proponent noted that the consultation feedback included suggestions such as reordering the items in the course outlines to be more thematic, clarifying that items are only required to be put in the course outline if they are applicable, and creating a website with links for support and resources for students instead of having that information directly in the course outline
- The proponent reported that any changes to the Course Outline Regulations would come back to this committee for recommendation to the APPC
- The Committee discussed:
 - Adding a statement regarding an instructor's intellectual property, and if this information is appropriate for the course outline or if it should be added into the Calendar
 - If a statement about group work and the expectations of group members should be added into the course outline regulations or if this should be discussed by each instructor when a group assignment is given in a course
 - Identifying the important rules, regulations and messages and separating items that are specific to the individual course that may need to be added to the outline on a course by course basis
 - If the Taylor Institute for Teaching and Learning course outline resource should be added to the website links
 - Creating a resource for instructors including examples of wording to use for items that may be added by the instructor to the course outline to ensure they are clear for students
- The Committee suggested the following:
 - Removing the A-S lettering on the course outlines
 - Removing the statement under Assessment & Evaluation Details, item g, stating that the electronic submission of assignments is at the discretion of the Dean of the teaching Faculty and that the instructor cannot require that multiple copies of an assignment be submitted
 - Adding E.1.i as a requirement for all course outlines, "when writing and the grading thereof is a factor in the evaluation of the student's work (see E.2 Writing Across the Curriculum)"

7. Enrolment Report 2018

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

Highlights:

- The presenter reported that the overall student count is 33,492 and that the enrolment numbers are slightly higher than the annual target by 2.5%
- The presenter reported that Faculties have a slight increase to retention rates than prior years. A number of Faculties went over their international targets as well
- The presenter noted that there was an increase in Indigenous enrolment in Graduate Studies and that the Indigenous student population is 2.6% which aligns with the Calgary population
- The presenter explained that there is continued growth for undergraduate international students and that the University is close to its international target of 10%
- The presenter noted that the University is still drawing a similar number of Calgarians and that the growth seen in the enrolment numbers are from other parts of Alberta and Canada as well as internationally
- In response to questions it was explained that:
 - Indigenous and international students are generally self-funded or receive scholarships, and that international students are required to demonstrate that they have enough funds in order to be granted an education permit
 - The University attributes the increase in international student enrolment to the international recruitment strategy
 - There are conversations being had regarding the admission numbers versus the retention numbers for Indigenous students and how the University can improve the retention of its Indigenous and international students

8. University Credit Credentials Framework

Documentation for this item was circulated with the Agenda. Christine Johns presented this item.

Highlights:

- The presenter reported that the General Faculties Council (GFC) approved the University's Credential Framework a number of years ago and that since then the Government of Alberta has created a provincial credential framework that all Alberta post-secondary institutions are now aligning with
- The presenter highlighted some of the major changes including the change of the Post-Bachelor's Certificate and Diploma to a Graduate Certificate and Diploma at the graduate level and the addition of a Post-Bachelor Certificate at the undergraduate level
- In response to questions it was explained that:
 - There are no global definitions for university credit credentials but that there is a common understanding that there is variability and that the detail provided on the University of Calgary transcripts clearly outline the level of programs

9. 2018-19 Approved CCS Work Plan

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

10. Status of Program Approvals

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

11. Other Business

There was no other business.

12. Adjournment

The October 25, 2018 Calendar and Curriculum Subcommittee meeting was adjourned by consensus.

The meeting was adjourned at 9:58 a.m.

Cherie Tutt
Meeting Secretary