

General Faculties Council
CALENDAR AND CURRICULUM SUBCOMMITTEE
Minutes for Approval

Meeting #51
November 22, 2018, 9:00 a.m.

A167

Voting Members

Susan Barker, Co-Chair
Sherry Weaver, Academic Co-Chair
Amy Burns
Nancy Chibry – left during Item 13
Marjan Eggermont
Catherine Laing
Robert McCorkell
Hieu Ngo
Nickie Nikolaou – left during Item 13
Anders Nygren
Leslie Reid
Jessica Revington – left during Item 13
Angelique Saweczko
Virginia Tumas
Jason Wiens – left during Item 13

Regrets

Ebba Kurz
Kim McLeod
David Paskevich

Observers

Deborah Book, Legal Counsel - present for Item 8
Carol Crooks, Senior Undergraduate Specialist, Undergraduate Science Centre
Angela Crowley, Manager, Undergraduate Programs, Werklund School of Education
Christine Johns, Senior Director, Academic and International Strategies - arrived during Item 6
Pat Kaip, Manager, Undergraduate Programs, Haskayne School of Business
Andrea Klaiber-Langen, Student Appeal Officer – present for Item 9
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

Non-Voting Members

Lesley Gerein
Jennifer Logan
Carol Poland

Secretary

Cherie Tutt

Scribe

Rebecca Kenny

The Co-Chair called the meeting to order at 9:03 a.m. and confirmed quorum.

1. Approval of the Agenda

- The Co-Chair reported that a discussion item has been added to the Agenda as Item 13, Deferred Exams

Moved/Seconded

That the Agenda for the November 22, 2018 Calendar and Curriculum Subcommittee meeting be approved, with the reported amendment.

Carried

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

The Co-Chair reported that the Committee's December 13, 2018 meeting will proceed as scheduled due to a number of remaining Calendar changes from Faculties.

The Academic Co-Chair made no remarks.

3. Approval of the October 25, 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 October 25, 2018 be approved.

Carried

4. Approval of the Faculty of Law Calendar Changes

Documentation for this item was circulated with the Agenda. Nickie Nikolaou, Associate Dean (Academic), Faculty of Law, presented this item.

Highlights:

- The proponent reported that the requested changes to the Calendar section include the removal of Law 509: Business Associations (BA) as a mandatory course and adding it to the optional course list in the Juris Doctor program, removing items that would be better placed on the Faculty's website and updating the content to reflect current procedures and position titles
- In response to a question, it was clarified that the motion should read that the Calendar changes would be effective for the 2019-2020 Calendar
- The Committee suggested that the time zone under the Procedures for the admission deadline should be removed and replaced with "end of day" and that the detailed deadline information can be reflected on the Faculty's website

Moved/Seconded

That the Calendar and Curriculum Subcommittee approve the Calendar revisions for the Faculty of Law, as set out in the document provided to the Committee, effective for the 2019-2020 calendar.

Carried**5. Approval of the Faculty of Arts Calendar Changes**

Documentation for this item was circulated with the Agenda. Virginia Tumas, Associate Dean (Undergraduate Programs and Student Affairs), Faculty of Arts, presented this item.

Highlights:

- The proponent reported that the requested changes include minor editorial changes and course additions, modifications and deletions including a new Calendar entry for the concentration in Social Inequalities and Social Justice and the deletion of courses that are no longer offered in the Faculty of Arts
- In response to a question, it was reported that Calendar changes in relation to the embedded certificate in Mental Wellbeing and Resilience will be brought to the Committee pending the approval of the Academic Planning and Priorities Committee (APPC) at its November 26, 2018 meeting

Moved/Seconded

That the Calendar and Curriculum Subcommittee approve the Calendar revisions for the Faculty of Arts, as set out in the document provided to the Committee, effective for the 2019-2020 Calendar.

Carried**6. Approval of the Faculty of Arts Calendar Changes to Geography and Psychology Admission Requirements**

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

Highlights:

- The proponent reported that, after an extensive curriculum review in the Department of Geography, it was decided that Math 30-1 or Math 30-2 are adequate preparation for the students being admitted into the program, and so Math 30-2 is being added as an admission course option
- In addition to the admission changes approved last year by the APPC, the Department of Psychology is adding Biology 30 and Chemistry 30 to the admission requirements as a result of a recommendation made by the APPC as both serve as pre-requisites for required courses in the program
- In response to questions it was explained that:
 - Geography students will be able to select 2 out of 4 option courses that would apply as

pre-requisites should a student want to take other science courses

- The APPC has requested that Calendar change proposals be brought to the APPC for approval if the changes have an institutional impact or a community impact, such as affecting the admission requirement planning at the high school level
- The Committee suggested that the Department of Geography put a note on its website or the Future Students website stating that for a greater selection of course options students may want to consider taking one of the other high school science subjects

Motion 1:

Moved/Seconded

That the Calendar and Curriculum Subcommittee approve the revisions to the Admission Requirements listed under Early Admission, Standard Admission, Adult Student Admission, International High School Admission, and Transfer Admission for the Bachelor of Arts and Bachelor of Science Geography, as set out in the document provided to the Committee, effective for the 2019-2020 Calendar and for the Fall 2020 admissions cycle.

Carried

Motion 2:

Moved/Seconded

That the Calendar and Curriculum Subcommittee recommend that the Academic Planning and Priorities Committee approve the revisions to the Admission Requirements listed under Early Admission, Standard Admission, Adult Student Admission, International High School Admission, and Transfer Admission for the Bachelor of Science Psychology, as set out in the document provided to the Committee, effective for the 2019-2020 Calendar and for the Fall 2020 admissions cycle.

Carried

7. Approval of the Faculty of Arts Calendar Changes to Geography Course and Program Requirements

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

Highlights:

- The proponent reported that the Department of Geography started a curriculum review 2 years ago and is proposing a large number of changes to its programs including the addition and deletion of courses
- The proponent noted that the Department deleted 58 of its current courses and created 51 new courses. These course additions and deletions were completed in order to reduce the number of 200 level course offerings and repackage 300 level courses into the 400 level to increase students progressing through to higher-level courses.
- The proponent explained that a communication plan has been created to keep students informed and explained that students will not be disadvantaged as the number of required courses has not changed

- In response to a question, it was explained that the rebuilding of the pre-requisites and anti-requisites in the scheduling system would not be completed by the December 10th deadline for the 2019-2020 Calendar due to the timing and the current demand on the Scheduling Department. It was noted that communications would go out to students to ensure that they are aware when the updates will be live. The Scheduling Department is aiming to have the changes completed by March 2019.

Moved/Seconded

That the Calendar and Curriculum Subcommittee approve the Calendar revisions to Geography courses and programs, as set out in the document provided to the Committee, effective for the 2019-2020 Calendar.

Carried

Angelique Saweczko abstained.

8. Student Academic Misconduct Policy and Procedure

Documentation for this item was circulated with the Agenda. Susan Barker, Vice-Provost (Student Experience), and Deborah Book presented this item.

Highlights:

- The presenters explained that, in an effort to bring together pieces of the Calendar, the proposed policy and procedure were created to provide clarity for students and faculty around Student Academic Misconduct.
- The presenters noted that any of the current regulations that have been incorporated into the new policy and procedure will be removed from the Calendar, and that a communications plan is being developed to ensure students and faculty are informed of the changes. The Vice-Provost (Teaching and Learning) will assist with getting Faculties educated on the policy and procedure.
- In response to questions it was explained that:
 - Broad definitions were created in the policy and procedures to ensure that allegations such as collusion are covered under the definitions and advised that Faculties should state to students in the course if working in groups is or is not considered collusion
 - The definitions for student, applicant and alumnus were revised to address individuals who may be covered under more than one definition and noted that the individual would be treated in the context for their action
 - In relation to section 4.4 of the policy the education materials and training will provide some guidelines on what decision makers should consider when reviewing a student's case. A student's situation should be viewed in whole, and the individual reviewing the case should weigh the factors including the students personal circumstances.
 - Educational materials and training will help Faculties identify ways to review a student's case, such as the use of technology to determine plagiarism and how to look at group collaboration cases
 - A student's duty to comply with an instructor's request to show what they are looking at

during an exam would be covered under section 4.8 of the procedure

- The Student Misconduct and Academic Appeals Policy addresses academic progression matters, such as required to withdraw decisions, which is why academic progression is not included in this policy
- The Committee suggested that:
 - Section 4.16 of the procedure should clarify if the instructor would be invited into the meeting when the student is meeting with the Dean of the Faculty
 - Section 4.6 of the policy should be removed, as any notations put on a University transcript should never be removed, unless the student is successful in an appeal, in part because this is a way of identifying fraudulent transcripts. The Committee overserved that notations like this could be placed on a student's internal file rather than the transcript.
 - Students who are dishonest on placement tests should be covered under the policy

9. Recommendation of the Academic Regulations Regarding Academic Appeals

Documentation for this item was circulated with the Agenda. Andrea Klaiber-Langen, Cherie Tutt, Director, University Secretariat and Student Appeals Office and Angelique Saweczko, Registrar, presented this item.

Highlights:

- The proponents reported that the Student Misconduct and Academic Appeals Policy was approved by the General Faculties Council in June 2018, and will take effect on January 1, 2019. The current proposal identifies unneeded Calendar content and adds reference to the new policy and procedures.
- In response to questions, it was explained that:
 - Section I will remain in the Calendar with some minor edits to timelines as most of this section relates to the original decision
 - Section B.20, Registration Exemption Requests, is adding a minimum of a 30 day notice for students who want to exceed the number of units permitted as an Open Studies Student. Students will continue to receive approval from the Faculty for registration exemptions for late adds and swaps.
 - Decisions regarding registration exemptions are typically made at least 30 days prior to the start of term to ensure students can enroll in the required labs
- The Committee suggested that:
 - In section I.4 Graded Term Work and Academic Assessment (final grade) Appeals, that it be made clear that the student is appealing the reappraisal of graded term work or reappraisal of their final grade

Moved/Seconded

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

Carried**10. Faculty of Science Calendar Changes to BIOL 297**

Documentation for this item was circulated with the Agenda. Nancy Chibry, Associate Dean (Undergraduate), presented this item.

Highlights:

- The proponent noted that the requested Calendar changes are for the 2019-2020 Calendar and will be offered in the Spring term and explained that this change is being brought forward to the Committee to maintain accurate records

11. Revised Academic Schedules for 2021 and the Academic Schedule for 2023-2024

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

Highlights:

- The presenter advised that the 2021 schedule is changing so that the first day of the fall block week will not be on the Labour Day long weekend
- The 2023-2024 schedule is being provided for the Committee's information

12. Status of Program Approvals

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

13. Deferred Exams

- The Co-Chair advised that there has been a large uptake for deferred exams by the student population since the introduction of the Statutory Declaration and noted that there have been some concerns raised around the requirement for supporting documentation in order for students to be approved for a deferred final exam
- 82% of the requests for deferred exams in 2017 were medical related
- In response to questions, it was explained that:
 - The form that students submit to request a deferred final exam advises that supporting documentation may be requested by the Registrar's Office
 - The Registrar's Office approves deferred exam requests as soon as possible to ensure that

Faculties receive adequate notice of the approvals

- A Faculty would not be provided with the supporting documentation that the student submits to the Registrar's office in regards to a deferred final exam
- The online system for the approval of deferred final exams will hopefully be ready for the Fall 2019 term
- The Committee suggested that:
 - It be clarified that falsifying a statutory declaration is considered Student Non-Academic Misconduct
 - To avoid the optics that students are not required to submit anything in order to be granted a deferred final exam, and students not pursuing supporting documentation thinking that they have already been approved for a deferred final exam, that a formal conditional approval be introduced by the Registrar's Office pending the submission of supporting documentation with a deadline prior to the deferred exam
- It was decided that, for the Fall 2018 term the Registrar's office will go through its regular process including conditional approvals requiring supporting documentation

14. Other Business

There was no other business.

15. Adjournment

The November 22, 2018 meeting of the Calendar and Curriculum Subcommittee was adjourned by consensus.

The meeting was adjourned at 10:49 a.m.

Cherie Tutt
Meeting Secretary