

General Faculties Council
CALENDAR AND CURRICULUM SUBCOMMITTEE
Approved Minutes

Meeting #52
December 13, 2018, 9:00 a.m.

A167

Voting Members

Susan Barker, Co-Chair
Sherry Weaver, Academic Co-Chair
Amy Burns
Nancy Chibry
Kim Johnston
Ebba Kurz
Catherine Laing – left during Item 7
Robert McCorkell
Nickie Nikolaou
Leslie Reid
Angelique Saweczko

Non-Voting Members

Lesley Gerein
Jennifer Logan
Kim McLeod
Carol Poland

Secretary

Cherie Tutt

Scribe

Rebecca Kenny

Regrets

Marjan Eggermont
Hieu Ngo
David Paskevich
Jessica Revington
Virginia Tumas
Jason Wiens

Observers

Rachel Bruce, Manager, Academic Programs, Faculty of Arts
Carol Crooks, Senior Undergraduate Specialist, Undergraduate Science Centre
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 9:02 a.m. and confirmed quorum.

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

That the Agenda for the December 13, 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:

- Kim Johnston, the new Associate Dean (Academic and Planning), Schulich School of Engineering, was welcomed to her first meeting. Kim is replacing Anders Nygren, as he was appointed as the Vice-Dean of the Schulich School Engineering.
- The new Student Misconduct and Academic Appeals Policy and corresponding procedures come into effect on January 1, 2019. Committee members were directed to contact the Student Appeals Office if they have any questions.
- Committee members were encouraged to consider the timing of sending out letters that will impact a student's enrolment at the University, as it is exam time and students may already be feeling stressed and overwhelmed. The Co-Chair noted that if there are concerns about a student's wellness to contact the Office of Student Experience for support.

The Academic Co-Chair made no remarks.

3. Approval of the November 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 November 22, 2018 be approved, with the requested amendment.

Carried**4. Approval of the Haskayne School of Business Calendar Changes**

Documentation for this item was circulated with the Agenda. Sherry Weaver, Associate Dean (Undergraduate), Haskayne School of Business (HSB) presented this item.

Highlights:

- The proponent reported that the proposed changes to the HSB Calendar sections are due to a variety of initiatives that the Faculty is implementing that require additions, deletions and modifications to courses, including aligning the Organizational Behavior and Human Resources concentration with industry changes, the suspension of the Tourism Management concentrations and updates to the Petroleum Land Management program

- The proponent noted that there is student demand for the Entrepreneurial courses offered by HSB and in response to this demand, the Faculty is proposing to change their pre-requisites for students who are external to the Faculty. The Faculty is also aligning the admission requirements to the front section of the Calendar and updating their Academic Turnaround Program section.
- The proponent explained that the Faculty is proposing changes to the course hours for spring and summer terms to allow for flexibility
- In response to questions, it was explained that:
 - Management Studies 503, honours capstone course, has a minimum grade requirement of a C- to align with the other honours courses in the Faculty
 - A minimum grade of 70% in Math 30-1 is no longer being required for admission into the HSB, as it has been shown that GPAs are increasing and there are very few students who are not meeting the 70% requirement
- The Committee suggested that:
 - The Faculty review the minimum grade requirement for all of their honours courses and recommended that a minimum grade of a B (3.0 GPA) to ensure that the grade requirement better aligns with the philosophy of all honours capstone courses
 - Future Calendar submissions should include a copy of the actual Calendar section(s) with track changes to show the proposed changes

Moved/Seconded

That the Calendar and Curriculum Subcommittee (CCS) approve the Calendar revisions for the Haskayne School of Business, as set out in the document provided to the Committee, effective for the 2019-2020 Calendar, and as recommended by the CCS Calendar Working Group.

Carried**5. Approval of the Faculty of Environmental Design Calendar Changes**

Documentation for this item was circulated with the Agenda. John Brown, Dean, Faculty of Environmental Design presented this item.

Highlights:

- The proponent reported that the Faculty of Environmental Design is excited about the upcoming name change to the School of Architecture, Planning and Landscape as it will add clarity and eligibility to the credential
- In response to questions it was explained that:
 - The Faculty name change is effective April 1, 2019 and the Faculty will have its official opening on April 26th
 - The Design in the City course does not have any pre-requisites or anti-requisites and is a 3-unit course

Moved/Seconded

That the Calendar and Curriculum Subcommittee (CCS) approve the Calendar revisions for the Faculty of Environmental Design, as presented to the Committee, effective for the 2019-2020 Calendar, and as recommended by the CCS Calendar Working Group.

Carried**6. Approval of the Cumming School of Medicine Calendar Changes**

Documentation for this item was circulated with the Agenda. Ebba Kurz, Associate Dean (Undergraduate Health and Science Education), Cumming School of Medicine, presented this item.

Highlights:

- The proponent reported that the proposed Calendar changes include editorial changes, course additions, deletions and modifications for the Bachelor of Health Sciences, Bachelor of Community Rehabilitation and the Undergraduate Medical Education (UME) programs
- In response to a question it was explained that there has not been any issues obtaining hard copies of police checks
- The Committee requested that:
 - The statement “The Cumming School of Medicine will not normally accept applications from students who have withdrawn, who have been required to withdraw, or who have been expelled from any school of college or medicine” be clarified, so that it is clear what “any school” refers to. The proponent reported that this will be brought back for clarification in the next Calendar year.
 - Section 5.5, Security Clearance/Criminal Record Check and section 3.6 Police Information Check, be discussed with the Werklund School of Education to ensure the most up to date terminology and processes are referred to. The Faculty of Nursing indicated that this would also be relevant to them.
 - A minor typo be corrected under section 5.3 Admissions

Moved/Seconded

That the Calendar and Curriculum Subcommittee (CCS) approve the Calendar revisions for the Cumming School of Medicine Bachelor of Health Sciences program, Bachelor of Community Rehabilitation program and the Undergraduate Medical Education program, as set out in the document provided to the Committee, effective for the 2019-2020 Calendar, and as recommended by the CCS Calendar Working Group, with the requested amendments.

Carried

7. Revisions to Scheduling

Kim Mcleod, Manager, Scheduling, Exams and Curriculum Management, presented this item.

Highlights:

- The presenter reported that:
 - The scheduling department is introducing revised meeting patterns to maximize the use of classrooms based on data showing actual enrolment in courses and the reserve caps. The new patterns encourage that core meeting patterns are used for all components, try to alleviate the peak scheduling times of 11:00 a.m. and 2:00 p.m. and optimize the drops at 8:00 a.m. and 12:00 p.m. and encourage faculties to back up courses and offer a course two or three times per week to give students options when creating their course schedules. It was also explained that most classes are booked on Tuesday, Wednesday and Thursday and the new meeting schedule will try to utilize more of the classroom space on Monday and Fridays.
 - Spring and Summer scheduling for the 2019 year was completed as of November 5, 2018 and there was an issue with the winter 2020 roll out around assigning classrooms, which scheduling is working to fix
 - The Taylor Institute for Teaching and Learning (TI) has been added to the central scheduling system, in order to better utilize the space, and can be booked using the same process as other centralized classrooms. However, it will also require a small rational on why the TI classroom is needed.
 - An upgrade to the scheduling system will be done in Spring 2019, at this time the scheduling department is looking at adding in new faculties who are interested in using the central scheduling system program for scheduling their own spaces
- In response to questions it was explained that:
 - Faculties that complete their own room scheduling are encouraged to move to the central booking system, as it will create less administrative work at the Faculty level as well as decrease the change of double bookings.
 - Request's for booking classrooms in the TI need to follow the deadlines set out by the scheduling department and it was noted that the TI is extending its hours until 9:00 p.m. on weekdays
 - Faculties are encouraged to advise scheduling when they are changing the time of a large course so that other Faculties who utilize these courses can be made aware

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

The December 13, 2018 meeting of the Calendar and Curriculum Subcommittee was adjourned by consensus.

Carried

The meeting was adjourned at 10:12 a.m.

Cherie Tutt
Meeting Secretary