



General Faculties Council
CALENDAR AND CURRICULUM SUBCOMMITTEE
Approved Minutes

Meeting #53
January 24, 2019, 9:00 a.m.

A167

Voting Members

Susan Barker, Co-Chair
Sherry Weaver, Academic Co-Chair
Amy Burns
Nancy Chibry
Marjan Eggermont
Ebba Kurz
Kim Johnston
Hieu Ngo – arrived during Item 2
Nickie Nikolaou
David Paskevich
Leslie Reid
Jessica Revington
Angelique Saweczko
Virginia Tumas

Non-Voting Members

Jennifer Logan
Carol Poland
Roxanne Ross – arrived during Item 4

Secretary and Scribe

Cherie Tutt
Rebecca Kenny

Regrets

Catherine Laing
Kim McLeod
Robert McCorkell
Jason Wiens

Guests

Rachel Bruce, Manager, Academic Programs, Faculty of Arts
Jennifer de Roaldes, Associate Registrar, Admissions and Recruitment
Anders Nygren, Vice-Dean, Schulich School of Engineering

Observers

Angela Crowley, Manager, Undergraduate Programs, Werklund School of Education
Christine Johns, Senior Director, Academic and International Strategies – arrived during Item 7
Pat Kaip, Manager, Undergraduate Programs, Haskayne School of Business
Jodi McGill, Team Lead, Undergraduate Program, Faculty of Kinesiology
Jolene Maude, Academic Advisor, Prospective Students & Open Studies
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 9:04 a.m. and confirmed quorum.

1. Approval of the Agenda

Moved/Seconded

That the Agenda for the January 24, 2019 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:

- Jolene Maude was welcomed to her first Calendar and Curriculum Subcommittee (CCS) meeting. Jolene will be replacing Leslie Gerein who is on maternity leave, effective March 1, 2019.
- Bill 19, An Act to Improve the Affordability and Accessibility of Post-Secondary Education, was passed and the Co-Chair encouraged the Committee to read the Bill
- Fees are being changed at the University, including optional supplementary fees that are awaiting approval

The Academic Co-Chair included the following in her remarks:

- The amount of documentation provided to the Committee demonstrates the commitment of the Faculties to create consistency in the Calendar

3. Approval of the December 13, 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 December 13, 2018 be approved, with the requested amendment.

Carried

4. Approval of the Calendar Changes for Kinesiology

Documentation for this item was circulated with the Agenda. David Paskevich, Associate Dean Academic, Faculty of Kinesiology presented this item.

Highlights:

- The proponent reported that the proposed changes to the Faculty of Kinesiology Calendar sections are editorial in nature, including the deletion of Athletic Therapy (ATTH) 491 – Advanced Practicum in Athletic Therapy due to the termination of the Athletic Therapy Major, edits to the Additional Requirements list of courses for the Bachelor of Science in Kinesiology to align with changes in other departments and the addition of PSYC 300 as an anti-requisite for KNES 213 – Introduction to

Research in Kinesiology

- The Committee suggested that because PSYC 300 has a number of other courses, in addition to KNES 213, listed as antirequisites that the Calendar changes be approved without listing an antirequisite for KNES 213 until further review can be completed, and so that the list of antirequisites courses that can be confirmed. This will ensure consistency across Faculties and transparency for students enrolling in these courses.

Moved/Seconded

That the Calendar and Curriculum Subcommittee (CCS) approve the Calendar revisions for the Faculty of Kinesiology, 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 amendment.

Carried

5. Approval of Calendar Changes for the Werklund School of Education

Documentation for this item was circulated with the Agenda. Amy Burns, Associate Dean (Undergraduate), Werklund School of Education (WSE), presented this item.

Highlights:

- The proponent reported that the majority of the proposed Calendar changes for the Werklund School of Education were editorial in nature and include edits to align the WSE Calendar sections with the front section of the Calendar, updates to the admissions requirements to provide clarity, clarifying language regarding leaves of absence for students in the Bridging to Community-Based pathway, and a change to the registration process for field experience courses
- In response to questions it was explained that:
 - The Bridging to Community Based pathway does not allow leaves of absence as students need to complete the entire year prior to taking a leave
 - The change to the registration process for field experience courses will ensure that students cannot change enrollment last minute as the Faculty may not be able to place them as the preparation for these courses takes place well in advance of the start of term. Students will now be required to speak with an advisor regarding dropping the course after the start of the term.
- The Committee suggested that the references to the Bachelor of Arts Multidisciplinary studies be updated to reflect the new program name

Moved/Seconded

That the Calendar and Curriculum Subcommittee (CCS) approve the Calendar revisions for the Werklund School of Education, 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

6. Approval of Calendar Changes for the Faculty of Science

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

Highlights:

- The proponent reported that the proposed Calendar changes for the Faculty of Science include a change to the prerequisites for some 200 level Mathematics courses from 70% in Math 30-1 to a passing grade in Math 30-1 and the removal of the Mathematics Diagnostic Test due to this change
- Additional changes include course and program edits, a change to the field school hours to align with other field school offerings and significant revisions to the regulations for the Geography concentration in Environmental Science program to align with the curriculum changes in the Department of Geography
- In response to questions it was explained that:
 - There are a very small number of applicants who are not meeting the 70% in Math 30-1 which is why the Faculty is no longer requiring the 70%
 - The Mathematics Diagnostic Test was not intended for applicants, such as immigrants, refugees or students with special circumstances. There are formal process in place through the Registrar's office for students coming from adverse situations.
- The Committee suggested that in section 4.5 of the Calendar entry for the BComm/BSc combined program be updated

Moved/Seconded

That the Calendar and Curriculum Subcommittee (CCS) approve the Calendar revisions for the Faculty of Science, 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

Hieu Ngo abstained.

7. Approval of Calendar Changes for the Faculty of Arts: Embedded Certificate in Mental Wellbeing

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 proposed Calendar changes and course creations for the Embedded Certificate in Mental Wellbeing are being brought forward to the CCS after the certificate was approved by the Academic Planning and Priorities Committee (APPC) in November 2018
- The proponent explained that a general section for Embedded Certificates will be created and will be brought forward to the Committee at a future meeting. As a result, only details specific to the

Embedded Certificate in Mental Wellbeing are included in the proposed Calendar section to remove any repetition.

- The proponent noted that students are required to complete 18 units of courses, 3 required courses (9 units) including one existing course, PSYC 203 and two new WELL courses and 9 units of electives
- In response to questions it was explained that:
 - If students have already taken one of the elective courses, they are allowed to double count them towards an Embedded Certificate as it falls within the student's degree and the student is not getting a separate credential
 - No course substitutions are allowed for the required courses
- The Committee discussed the use of the term "certificate" across multiple credential types and the potential for confusion for individuals external to the University. It was reported that the University credential framework clearly defines each credential type. Embedded Certificates are only offered to undergraduate students.
- The Committee suggested that:
 - The Cumming School of Medicine send any concerns programs listed as being eligible to participate in the course to ensure they are accurate as some programs do not allow students to take courses outside of their program
 - Scheduling courses for the embedded certificates should be considered in the Spring and Summers terms or at specific times during the week, outside or regular course schedule meeting patterns, to create more opportunity for students to participate in the certificate

Moved/Seconded

That the Calendar and Curriculum Subcommittee (CCS) approve the new Calendar entry for the Embedded Certificate in Mental Wellbeing and Resilience and the creation of the Wellbeing (WELL) courses, as set out in the documents provided to the Committee, effective for the 2019-2020 Calendar, and as recommended by the CCS Calendar Working Group.

Carried**8. Approval of Calendar Changes for the Schulich School of Engineering**

Documentation for this item was circulated with the Agenda. Kimberly Johnston, Associate Dean (Academic and Planning), Schulich School of Engineering (SSE), presented this item.

Highlights:

- The proponent reported that the majority of the proposed Calendar changes for the Schulich School of Engineering are editorial in nature, including updates to prerequisites and corequisites, deletions of courses and clarification of language around the transfer admission processes
- The Committee suggested that:
 - The proponent remove the references to admission requirements under section 3.1 Admissions, and insert a link to the central Admissions section of the Calendar, which lists this information

- The Faculty check for duplication of the proposed new course, Software Engineering, and ensure that the course description reflects the differences between this course and similar course offerings in Computer Science

Moved/Seconded

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

Carried**9. Recommendation of Admissions Changes for the Schulich School of Engineering**

Documentation for this item was circulated with the Agenda. Kimberly Johnston and Anders Nygren presented this item.

Highlights:

- The proponents reported that the proposed Admissions changes for the Schulich School of Engineering introduce a parallel admission route for high school students by adding Biology 30-1 as an accepted core course
- The proponents noted that when reviewing past applicants there were over 1000 students who were not eligible to apply to the program because they had Biology 30-1 and not Physics 30-1, but the averages for these students were equivalent if not higher than the students applying with Physics
- The proponents explained that students will be conditionally accepted into the program with the requirement to successfully complete a 4-week course in the summer to gain the skills needed to be successful in the program. The summer course is currently being developed and will be offered by Continuing Education with a fee of \$50.00/student. This will allow these students to start their first day of class in September with the other admitted students.
- The Committee noted that they felt the new admissions route is a positive change for incoming students
- In response to questions it was explained that:
 - This change should increase the gender diversity of the applicants
 - This proposal will not impact any other Faculties as the students are being admitted directly into Engineering

Moved/Seconded

That the Calendar and Curriculum Subcommittee recommend that the Academic Planning and Priorities Committee approve the creation of a biology-based admissions route to the Schulich School of Engineering and associated Calendar revisions, as set out in the documents provided to the Committee, effective for the 2019-2020 Calendar.

Carried

10. Recommendation of the Academic Turnaround Program Calendar Entry

Documentation for this item was circulated with the Agenda. Virginia Tumas, Kimberly Johnston, Nancy Chibry, and Sherry Weaver, Associate Dean (Undergraduate Programs), Haskayne School of Business (HSB) presented this item.

Highlights:

- The proponents reported that the Academic Turnaround Program (ATP) was created as an opportunity for students who are not meeting the minimum required GPA to be successful in their program
- The proponent explained that the proposed creation of a centralized Calendar section will outline the common regulations of the ATP, adding clarity for students participating in the program from the Faculty of Arts, Faculty of Science, Haskayne School of Business and Schulich School of Engineering
- In response to questions it was explained that:
 - Students who are admitted into the ATP have a success rate of about 50-60% and that it was developed to try and create another opportunity for success for students. The ATP provides students with support that they would not have received before and has shown success in reducing the amount of students required to withdraw.
 - This program creates a better student experience
- The Committee suggested that scheduling information not be included in the Calendar entry

Moved/Seconded

That the Calendar and Curriculum Subcommittee (CCS) recommend that the Academic Planning and Priorities Committee approve the addition of a new section in the Academic Regulations for the Academic Turnaround Program, effective in the 2019-2020 Calendar, and as recommended by the CCS Calendar Working Group.

Carried

Moved/Seconded

That the Calendar and Curriculum Subcommittee (CCS) approve the revisions to the Calendar for the Faculties of Arts and Science, the Haskayne School of Business and the Schulich School of Engineering to include reference to the Academic Turnaround Program section in the Academic Regulations, effective for the 2019-2020 Calendar, and as recommended by the CCS Calendar Working Group, contingent on the approval of the new section by the Academic Planning and Priorities Committee.

Carried

11. Recommendation of the Aboriginal Student Access Program Revisions

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

Highlights:

- The proponents reported that the proposed revisions to the Aboriginal Student Access Program include updating the program name to align with the Indigenous Strategy and changing the Admissions and Academic Regulations sections of the Calendar to clarify the requirements of the program for students
- Students in the ASAP program are Open Studies students and are required to take three core courses. The program is based on a cohort model with a dedicated advisor in the Native Centre to provide support to these students
- In response to a question, it was explained that 25 – 30 students participate in the ASAP program every year and that the students take classes with the cohort as well as classes without the cohort
- The Committee suggested adding language around a student's attendance to the regularly scheduled sessions at the Native Centre and suggested working with the Faculties to have a designated advisor in each Faculty for the ASAP students and Native Centre Advisor to work with. The Committee also noted that introducing a course around the "maker culture" into the ASAP may be beneficial.

Moved/Seconded

That the Calendar and Curriculum Subcommittee recommend that the Academic Planning and Priorities Committee approve the Calendar revisions for the Aboriginal Student Access Program, including changing the name of the program to "Indigenous Students Access Program" and general revisions to the Admissions section (A.8.4) and the Registration section (B.19.1.2), effective in the 2019-2020 Calendar, and as recommended by the CCS Calendar Working Group.

Carried

12. Recommendation of Admissions Changes

Documentation for this item was circulated with the Agenda. Jennifer de Roaldes presented this item.

Highlights:

- The proponent reported that the proposed changes to the Admissions section of the Calendar have been developed by working with the Associate Deans in each Faculty to bring clarity and transparency to this section of the Calendar
- The proponent explained that some of the changes include corrections to Faculty sections, removing deadlines from the Calendar and adding them to the website to allow more flexibility, clarifying the application process for after degree programs, clarifying the application process to change programs, removing the ability for students to take an unofficial deferral and consolidating language regarding conditional admission

- In response to questions it was explained that:
 - The Land Management course listing will be deleted as it is no longer offered
 - A review of the regulations regarding what option courses can be combined to create the students admission average will be completed

Moved/Seconded

That the Calendar and Curriculum Subcommittee recommend that the Academic Planning and Priorities Committee approve the revisions to the Admissions sections of the Calendar, as set out in the document provided to the Committee, effective in the 2019-2020 Calendar.

Carried**13. Status of Program Approvals**

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

The Committee requested that the Cumming School of Medicine, Bachelor of Physician Assistant Degree be change to in progress instead of completed.

14. Other Business

There was no other business.

15. Adjournment**Moved/Seconded**

That January 24, 2019 meeting of the Calendar and Curriculum Subcommittee was adjourned by consensus.

Carried

The meeting was adjourned at 11:01 a.m.

Cherie Tutt
Meeting Secretary