



General Faculties Council
CALENDAR AND CURRICULUM SUBCOMMITTEE
Approved Minutes

Meeting #54
February 21, 2019, 9:00 a.m.

A167

Voting Members

Susan Barker, Co-Chair
Amy Burns
Nancy Chibry
Ebba Kurz – arrived during Item 4
Catherine Laing
Robert McCorkell
Nickie Nikolaou – departed during Item 9
David Paskevich
Leslie Reid
Angelique Saweczko
Virginia Tumas

Non-Voting Members

Jennifer Logan
Kim McLeod
Carol Poland
Roxanne Ross

Secretary and Scribe

Cherie Tutt
Rebecca Kenny

Regrets

Marjan Eggermont
Kim Johnston
Hieu Ngo
Jessica Revington
Sherry Weaver, Academic Co-Chair
Jason Wiens

Guests

Natasha Kenny, Senior Director, Taylor Institute for Teaching and Learning
Douglas Sewell, Associate Dean, International Foundations Program

Observers

Rachel Bruce, Manager, Arts Students Centre
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
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 9:02 a.m. and confirmed quorum.

1. Approval of the Agenda

Moved/Seconded

That the Agenda for the February 21, 2019 Calendar and Curriculum Subcommittee meeting be approved.

Carried

2. Remarks of the Co-Chair

The Co-Chair included the following in her remarks:

- The first examination period since introducing Statutory Declarations indicated that the number of exams deferred for medical reasons was slightly lower than the previous year, and that there was an increase in accommodated deferred exams of approximately 15%
- The Exam Center is at capacity and a communication campaign reminding students and faculty members of the process for granting accommodated exams is being developed. The Committee members were reminded to contact the student support team for students in crisis.
- Admission applications are up 4% from last year, and up 15% for international students and 3% for Indigenous students

3. Approval of the January 24, 2019 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 January 24, 2019 be approved.

Carried

4. Approval of the Calendar Changes for the Faculty of Social Work

Documentation for this item was circulated with the Agenda. Maria Soos presented this item.

Highlights:

- The proponent reported that the majority of the Calendar changes are editorial in nature, including changes to the Faculty regulations and the course registration and inter-professional pre-requisites sections
- The proponent outlined some of the major changes, including a new community-based learning circle, West Yellowhead, a requirement for international students to obtain a valid work permit prior to the start of their practicum, and the requirement for all students to complete all required 300 level Social Work courses prior to registering in Social Work 412 to ensure that all pre-requisites have been completed
- In response to a question, it was explained that changes to the front section of the Calendar have not been included, but that these will come to the Committee at a future date

Moved/Seconded

That the Calendar and Curriculum Subcommittee (CCS) approve the Calendar revisions for the Faculty of Social Work, 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**5. Approval of the International Foundations Program Calendar Changes**

Documentation for this item was circulated with the Agenda. Douglas Sewell presented this item.

Highlights:

- The proponent reported that the proposed changes will ensure the Calendar is accurate for the upcoming year and will benefit students currently in the program
- The proponent explained that two minor Calendar changes are being proposed: the removal of the International Foundations Program (IFP) Language Assessment Test and the introduction of a two-year limit on using IFPX courses to meet admission requirements or as course pre-requisites
- In response to questions, it was explained that:
 - Removing the IFP Language Assessment Test is being proposed to relieve the financial burden on students and to streamline the admissions process
 - There is minimal concern about fraud because there are fraud detection systems for the approved standardized tests the University accepts

Moved/Seconded

That the Calendar and Curriculum Subcommittee approve the Calendar revisions for the International Foundations Program, as set out in the documents provided to the Committee.

Carried**6. Approval of the Embedded Certificate Calendar Entry**

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

Highlights:

- The proponent reported that, due to the increasing number of Embedded Certificates being offered, a general Calendar Entry, which will house common information regarding Embedded Certificates is being proposed and will reduce repetitive information and create consistency in the Calendar
- The Committee suggested that:
 - The reference to the 'Faculty of Environmental Design' under section 1. Program Information, be updated to the School of Architecture, Planning and Landscape (effective April 1, 2019)
 - It be clarified that students in some programs may require additional time to complete an Embedded Certificate

Moved/Seconded

That the Calendar and Curriculum Subcommittee approve the Calendar revisions to the Embedded Certificate section of the Calendar, as set out in the document provided to the Committee, with the requested amendment.

Carried**7. Revisions to the Academic Regulations for Notations and Penalties (Credential Rescission)**

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

Highlights:

- The proponent explained that the proposed changes will make it clear to students that if a credential is rescinded by the University of Calgary, an individual is no longer permitted to attend the University of Calgary and will not be accepted as a student in the future
- In response to a question, it was explained that this regulation is not applicable to Continuing Education (CE) students, as CE has its own regulations

Moved/Seconded

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

Carried**8. Recommendation of the Revisions to the Academic Regulations for Course Outlines**

Documentation for this item was circulated with the Agenda. Leslie Reid, Vice-Provost (Teaching and Learning), and Natasha Kenny presented this item.

Highlights:

- The proponents reported that, based on the feedback from the Committee in October, the working group reordered the A-S course outline items into thematic groups, added clarification that the suggested course outline topics only be included in a course outline if they are applicable for that course, and discussed creating a common section of information for instructors to reference when developing course outlines
- In response to questions, it was explained that:
 - The common section for course outline templates and references will be provided as a link to the Taylor Institute (TI) website
 - The item regarding instructors being able to prohibit electronic devices in the classroom will be clarified to ensure that it considers student accommodations
 - Sample statements and support for academic staff on dealing with intellectual property, challenging conversations, conflict in the classroom, and group work dysfunction will be available on the TI website

- The Committee suggested that the proponents bring this item to the Teaching and Learning Committee to discuss an action plan for implementing these changes

Moved/Seconded

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

Carried**9. Indigenous Admission Requirements**

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

Highlights:

- The proponent reported that consultation with community stakeholders was conducted and concerns were raised around the difficulties with the current admissions process for Indigenous students
- As a result, a new process is being proposed that would allow Indigenous students who are not admissible through the regular admissions process to be considered with a lower admission average and would assist with moving away from a multiple step process. The proponent noted that the new process would provide students with a department contact and allow Faculties to consider students on a case by case basis.
- The proponent explained that this is the initial consultation on this proposal and feedback is being sought from each Faculty on what an appropriate admission average may be. The proponent requested that the Committee members review the proposal with their Faculties and provide feedback to the proponent.
- In response to questions, it was explained that:
 - The current modified admission practice has a lower admission average, around 5% lower than the standard admission average, but some programs have gone higher and some lower depending on program enrolment
 - An Indigenous representative could be an Indigenous person or someone who is familiar with Indigenous cultures
- The Committee suggested that English Language Arts 30-2 should be added as an acceptable core course for admission under this admission route

10. Revisions to the Academic Regulation for Undergraduate Grading System: RM Grade

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

Highlights:

- The proponent reported that the RM (remedial work required) grade is currently used by the Cumming School of Medicine when a student has not passed all of the components of a practicum course, and explained that feedback is being sought from the Committee around this becoming a grading option available to all Faculties

- The proponent explained that some questions were included in the proposal to guide the Committee members in gathering feedback from their Faculties, and that the proposal will be brought back to the Committee at a future date
- In response to questions, it was explained that:
 - If a student requires further experience in only some elements within a practicum, an F may not be an accurate representation of the student's performance and receiving an F grade could be detrimental to the student, and using an RM grade could be more appropriate in these circumstances
 - It is best practice for an RM grade to remain on a student's transcript

11. Status of Program Approvals

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

12. Other Business

There was no other business.

13. Adjournment

Moved/Seconded

The February 21, 2019 meeting of the Calendar and Curriculum Subcommittee was adjourned by consensus.

Carried

The meeting was adjourned at 10:17 a.m.

Cherie Tutt
Meeting Secretary