



General Faculties Council
CALENDAR AND CURRICULUM SUBCOMMITTEE
Approved Minutes

Meeting #55
April 25, 2019, 9:00 a.m.

A167

Voting Members

Susan Barker, Co-Chair
Sherry Weaver, Academic Co-Chair
Amy Burns
Nancy Chibry
Marjan Eggermont
Kim Johnston
Robert McCorkell
Hieu Ngo
David Paskevich
Leslie Reid
Jessica Revington
Angelique Saweczko
Virginia Tumas

Non-Voting Members

Jennifer Logan
Kim McLeod
Carol Poland
Jolene Maude

Secretary and Scribe

Cherie Tutt
Rebecca Kenny

Regrets

Ebba Kurz
Catherine Laing
Nickie Nikolaou
Jason Wiens

Guests

Kevin Dang, Incoming Student's Union Vice-President Academic
Vanessa Wood, Deputy Registrar, Enrolment Services

Observers

Carol Crooks, Senior Undergraduate Specialist
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 April 25, 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:

- Guests were welcomed to the Calendar and Curriculum Subcommittee (CCS) meeting, including the incoming Students' Union Vice-President Academic, Kevin Dang, and Associate Registrar, Vanessa Wood
- Calendar regulations that are recommended and approved by the Committee are important to the University community in navigating difficult situations
- There are a few proposals still requiring approval from the Committee, the May meeting will proceed

The Academic Co-Chair made no remarks.

3. Approval of the February 21, 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 February 21, 2019 be approved.

Carried

4. Approval of the Admissions Changes for the Werklund School of Education

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

Highlights:

- The proponent reported that the proposed changes are a result of the WSE's efforts to increase accessibility and flexibility around admission requirements for the four year Bachelor of Education degree, as well as some minor editorial changes to align the WSE admissions sections with the standard Calendar language
- The proponent explained that, after consultation, it was determined that not all teachable subject areas require Math 30-1 or Science 30-1 to pursue their desired teaching route and as a result the WSE is proposing options within the admission requirements
- In response to questions, it was explained that:

- The proposed changes are to be effective for the Fall 2020 admissions cycle
- Early admission, transfer admission, and adult student admission requirements will be aligned with the proposed changes
- The admission requirements for teachable subject areas Math and Science have not changed
- The requirement for English 30-1 or 30-2 is still being discussed as some rural schools do not offer English 30-1, students wanting to pursue the four year Bachelor of Education program can achieve the English 30-1 pre-requisite through the Bridging to Community Based Pathway program

Moved/Seconded

That the Calendar and Curriculum Subcommittee approve the changes to the high school admissions requirements for the 4 Year Bachelor of Education degree program, Werklund School of Education, as set out in the documents provided to the Committee.

Carried**5. Approval of a New Calendar Entry for the Social Studies – Revitalization of Indigenous Languages Route**

Documentation for this item was circulated with the Agenda. Amy Burns presented this item.

Highlights:

- The proponent reported that a new calendar entry for the teachable subject area in Social Studies - Revitalization of Indigenous Languages, is being proposed and that the teachable subject area was developed after consultation with Indigenous communities to meet the requirement that pre-service teachers in Indigenous communities come with support for and understanding of teaching Indigenous languages
- The proponent explained that the Revitalization of Indigenous Languages route will be offered in both the Elementary and K-12 routes in the Bachelor of Education program and that the route will be added to the list of teachable subject areas for the 2020 admissions cycle
- In response to questions, it was explained that:
 - It is anticipated that teachers in Alberta will be required to incorporate Indigenous ways of knowing into their courses and that students who complete this program may be ahead of this requirement
 - The Faculty of Arts offers several courses around Indigenous culture and language and students who are interested can take more courses through the Faculty of Arts

Moved/Seconded

That the Calendar and Curriculum Subcommittee approve the new Calendar entry for the Werklund School of Education teachable subject area in Social Studies – Revitalization of Indigenous Languages within the Elementary and K-12 routes in the 120-unit Bachelor of Education degree program, as set out in the document provided to the Committee.

Carried

6. Approval of New Courses for the Schulich School of Engineering

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

Highlights:

- The proponent reported that three courses, ENSF 592, 593 and 594, have been removed from the decimalized course list and added to the non-decimalized course list as bridging courses for the Masters in Software Engineering program
- The Committee requested that the note section under the course listing read, “not included in the GPA”, instead of, “not a credit course for undergraduate programs”
- In response to a question, it was explained that if a student is missing a required course for admission, they can enter into open studies as a degree student to complete the required course and will be given conditional admission into the Master’s program

Moved/Seconded

That the Calendar and Curriculum Subcommittee (CCS) approve the Calendar changes for the Schulich School of Engineering, as set out in the document provided to the Committee, with the requested amendment.

Carried

7. Recommendation of Indigenous Admission Requirements

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

Highlights:

- The proponent reported that minor changes were made to the proposal since the last time it was brought to the Committee, including adding a note for programs with a minimum admission average below 75%, reformatting of the regulations and procedural information, and adding an option for variation in each of the Faculties’ membership for their review committee
- The proponent noted that students who do not meet the minimum admissions average may still be considered for admission under this route and explained that students are only required to submit one application to automatically be considered for different admissions pathways e.g. direct entry or the Indigenous Student Access Program
- The Committee expressed appreciation that the proposal explicitly states the requirements for students to be considered under this admissions route and suggested that it be clarified in the briefing note that this is a new Calendar section and where in the Calendar this route will be added
- In response to questions, it was explained that:
 - Having an Indigenous Admissions route is a standard practice across the country because of the challenges Indigenous students face
 - The University has a recruiter who will be working with schools to promote this admissions

route

- Admissions review committees in each Faculty can invite a support person to offer additional Faculty information and to assist with admissions targets and how many seats are available for applicants
- The procedures around the calling of a referee for review committees will be developed, taking into consideration the challenges with the current process
- The diverse qualification admissions process is available to other disadvantaged groups, such as refugees

Moved/Seconded

That the Calendar and Curriculum Subcommittee recommend that the Academic Planning and Priorities Committee approve the creation of the Indigenous Admission Regulations, effective for the Fall 2020 intake, as set out in the document provided to the Committee.

Carried

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

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

Highlights:

- The proponent reported that changes were made to the proposal since the last time it was brought to the Committee, including changes to language around accessibility and accommodations to align with University policies, the addition of statements on the grade conversion scale, copyright, weighting and assessment, and the potential for course outlines to be used in other processes at the University, such as accreditation and curriculum review
- The Committee requested some minor changes including the re-ordering of items and minor corrections to clarify the drop/withdrawal deadline. It was also recommended that when possible the addition of dates, date ranges and deadlines into the course outlines should be required.
- In response to a question, it was explained that the Teaching and Learning Committee intends to review the course outline regulations more regularly

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, with the requested amendments.

Carried

9. Revisions to the Examination Regulations

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

Highlights:

- The proponents reported that, after further consultation, minor changes were made to the proposal including the addition of accommodations in the midterm and course assessment sections and clarification around assessment
- The proponents requested that the members of the Committee take this back to their Faculties for discussion and provide the Registrar with feedback in advance of the next meeting
- In response to a question, it was explained that the Students' Union was not consulted directly, but that feedback has been received from students around the need for consistency across Faculties and that a lack of consistency can overburden students
- The Committee discussed:
 - Protecting students, and concerns regarding the workload students take on in the last few weeks of a term
 - The increase in the maximum weight of an assessment from 10% to 15% in a shorter period of time, noting that the lower maximum helped to protect students
 - That some faculty members may think that this regulation is a requirement to have a final exam in their course
 - The need for support for faculty members for professional development in teaching and types of assessment
 - The need for a regulation around the maximum number of midterms scheduled per student per day and that courses should either require students to complete a large final project or a final exam not both
- The Committee suggested some minor editorial changes, including updating the new name of the School of Architecture Planning and Landscape and the addition of a regulation regarding maintaining examination integrity

10. Revisions to the Undergraduate Grading System (RM Grade)

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

Highlights:

- The proponent reported that there has been a lot of interest from Faculties regarding the use of the RM symbol for students who require remedial work and that some controls around how this can be used have been drafted
- The proponent explained that the proposed controls will outline limitations around the number of times this symbol can be applied per student over the duration of their program and ensure an approval process, is in place, when this symbol is applied to a student's record
- The proponent requested that Committee members take this back to their Faculties and provide

feedback regarding the direction of this regulation

- The Committee agreed that additional controls and an institutional maximum are important, and noted that flexibility around assessment for experiential learning is important
- The Committee requested that it be clarified that this may not be applicable in all programs or courses

11. Registration 2019 Progress Report

Documentation for this item was circulated with the Agenda. Vanessa Wood presented this item.

- The presenter reported that:
 - With the upcoming registration period Enrolment Services is working to enhance communications, student registration preparedness and the registration tools and training offered
 - Reminders to students who owe money were sent out in advance of registration to try and remove barriers for students during registration and it was noted that over 400 accounts were cleared-up by students, who were not aware money was owing prior to registration
 - Webinars to assist students with the registration process are being offered, including information on transfer credits, proactive course planning and how to use the student portal navigation
 - Enrolment Services is completing a refresh of their website, after consultation with students, and reviewing data on questions the office receives to try and assist with connecting new students and transfer students to advising
 - Most issues identified with scheduling were resolved, in the same day, and most call wait times were under 5 minutes with responses considered to be thoughtful and efficient

12. Approved 2019-20 and 2020-21 Meeting Schedules

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

13. Status of Program Approvals

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

14. Other Business

- The Vice-Provost (Teaching and Learning) requested input from all Committee members around Faculty processes for providing program proposal documents to their Faculty Councils when requesting approvals. It was noted that some Faculties may have delegated authority in place and it was requested that all Faculties review their process to ensure approvals are being routed properly.
- Committee members reported that a summary document is provided to their Faculty Councils with

the entire proposal also included. Some members reported that minor editorial changes may be made to the document, prior to it being provided to the Academic Planning and Priorities Committee (APPC) for approval.

- The Committee suggested that communications regarding the approvals from APPC be communicated back to the CCS for items that are impactful on Faculties, such as the Course Outline Regulations.

15. Adjournment

Moved/Seconded

The April 25, 2019 meeting of the Calendar and Curriculum Subcommittee was adjourned by consensus.

Carried

The meeting was adjourned at 10:37 a.m.

Cherie Tutt
Meeting Secretary