



General Faculties Council
CALENDAR AND CURRICULUM SUBCOMMITTEE
Approved Minutes

Meeting #56
May 30, 2019, 9:00 a.m.

A167

Voting Members

Susan Barker, Co-Chair
Sherry Weaver, Academic Co-Chair – arrived during Item 2
Amy Burns
Nancy Chibry
Marjan Eggermont
Kim Johnston
Ebba Kurz – arrived during Item 2
Catherine Laing
Robert McCorkell
Hieu Ngo
Nickie Nikolaou – arrived during Item 2
Leslie Reid
Angelique Saweczko
Virginia Tumasz

Non-Voting Members

Jennifer Logan
Kim McLeod
Carol Poland
Jolene Maude

Secretary and Scribe

Cherie Tutt
Rebecca Kenny

Regrets

Kevin Dang
David Paskevich
Jason Wiens

Observers

Rachel Bruce, Manager, Arts Student Centre
Carol Crooks, Senior Undergraduate Specialist
Angela Crowley, Manager, Undergraduate Programs, Werklund School of Education
Cari Gulbrandsen, Instructor, Social Work
Christine Johns, Senior Director, Academic and International Strategies - arrived during Item #6
Pat Kaip, Manager, Undergraduate Programs, Haskayne School of Business
Jodi McGill, Team Lead, Undergraduate Program, Faculty of Kinesiology – arrived during Item #2
Brenda Toth, Undergraduate Program Manager, Faculty of Nursing

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

1. Approval of the Agenda

- The Co-Chair noted that Item 4, 'Approval of Calendar Changes for UCalgary Qatar', was removed from the Agenda at the meeting and that the Registrar's Office and the Calendar and Curriculum Subcommittee (CCS) Calendar Working Group will work with the Faculty on the proposed Calendar changes and that these will be brought back to the Committee at a future meeting

Moved/Seconded

That the Agenda for the May 30, 2019 Calendar and Curriculum Subcommittee meeting be approved, as amended.

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 CCS meeting, including the incoming representative for the Faculty of Social Work, Cari Gulbrandsen, who will be replacing Hieu Ngo on the Committee
- Members whose terms are up on the Committee were thanked for their service
- The Indigenous Admissions Requirements item has been postponed until the next academic year pending further consultation
- A formal communication process for informing the Committee and Faculties of action items that the CCS has recommended to the Academic Planning and Priorities Committee is being looked into
- The Committee suggested that a formal email be sent out regarding initiatives that will affect all Faculties and that a communication plan section be added to the CCS Briefing Note Template, which should outline which Faculties or persons need to be notified of the changes

The Academic Co-Chair made no remarks.

3. Approval of the April 25, 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 April 25, 2019 be approved.

Carried

4. Approval of Revisions to the Academic Turnaround Program Calendar Entry

Documentation for this item was circulated with the Agenda. Virginia Tumas, Associate Dean (Undergraduate Programs and Student Affairs), Faculty of Arts, Nancy Chibry, Associate Dean (Undergraduate), Faculty of Science, Kim Johnston, Associate Dean (Academic and Planning), Schulich School of Engineering, and Sherry Weaver, Associate Dean (Undergraduate Programs), Haskayne School of Business, presented this item.

Highlights:

- The proponent reported that the Calendar entry for the Academic Turnaround Program (ATP) was previously approved by the Committee and that some minor editorial changes are being brought forward to the Committee for approval
- The proponent explained that a \$500.00 fee to participate in the ATP has been approved. This fee will be allocated to the Student Success Centre to assist in the cost of running the workshops and weekly seminar series offered in the program.
- The proponent highlighted some of the changes that are being implemented, including creating an online module to improve accessibility for students, the addition of a mental health and resilience pathway, and a website to assist with informing students about the program.
- In response to questions it was explained that:
 - Under section B.20 Academic Turnaround Program, “Students who receive a first RTW ruling from a non-participating faculty who are interested in completing a degree program offered by either the Faculty of Arts or the Faculty of Science may seek admission to those faculties through ATP. If admitted, the student transcript will reflect the RTW standing issued by their current faculty followed by an “Admitted on Probation” standing in their new faculty” is referring to the students admission status
 - Avenues for financial assistance for students wanting to participate in ATP are being looked at. The \$500.00 fee was decided on after looking at similar programs offered at other institutions and the fees associated with these programs
- The Committee suggested some minor editorial changes

Moved/Seconded

That the Calendar and Curriculum Subcommittee approve the revisions to the Academic Turnaround Program Calendar Entry, effective September 2019, as set out in the document provided to the Committee.

Carried

Hieu Ngo abstained

5. Recommendation of the Creation of the Remedial Work (RM) Symbol

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

Highlights:

- The proponent reported that based upon the feedback received to implement the remedial work required (RM) grade beyond the scope of the Cumming School of Medicine, the Office of the Registrar is recommending the creation of an RM symbol as opposed to a grade. The RM symbol will be associated with the CR/F grading scale.
- The proponent noted that if Faculties want to use more strict guidelines they can
- There were no questions

Moved/Seconded

That the Calendar and Curriculum Subcommittee recommend that the Academic Planning and Priorities Committee approve the creation of the Remedial Work symbol, effective Fall 2019, as set out in the document provided to the Committee.

Carried**6. Recommendation of the Revisions to the Academic Misconduct Regulations**

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

Highlights:

- The proponent reported that the Student Academic Misconduct Policy and Procedure were approved at the May General Faculties Council meeting and that the proposed Calendar revisions align the Calendar sections with the Student Academic Misconduct Policy and Procedure and remove any statements that may cause confusion between the Calendar regulations and the Policy and Procedures
- The proponent explained that Section K.5 Other Impermissible Conduct, will be updated when revisions to the Student Non-Academic Misconduct Policy are brought forward next year
- The Committee suggested some minor editorial changes, including that an alternative word be used, in section K.4 Statement of Intellectual Honesty, for “apprehended”

Moved/Seconded

That Calendar and Curriculum Subcommittee recommend that Academic Planning and Priorities Committee approve the revisions to “Statement on Principals of Conduct” in the Academic Regulations section of the Calendar, effective July 1, 2019, as set out in the documents provided to the Committee.

Carried**7. Recommendation of Revisions to the Calendar Entry for the Examination and Test Regulations**

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

Highlights:

- The proponent reported that minor changes have been made after further consultation, including a slight increase to the weighting of assessment allowed during the last 14 days of classes. The proponent explained that these changes were brought forward to address concerns about the impact on students during the examination period and that this change will be monitored and revised if needed.
- The proponent noted that a statement on integrity was added to the regulations under section G.3 and that a link would be added to the new Student Academic Misconduct Policy and Procedure and Student Non-Academic Misconduct Policy and Procedures
- In response to questions it was explained that:
 - Section G. e) was taken from the Student Accommodation Policy and added to the regulations as recommended from the Student Accessibility Services. Instructors should be aware of protected grounds or contact to the appropriate area when a student approaches them with an accommodation request
 - All in class assessments and projects should be completed during instructional days, one on one meetings with a student can be held after the last day of classes
 - The intent behind G. a) is that students receive a minimum of 30% of their final grade assessment prior to the withdraw deadline, so that students know how they are doing in a course and can withdraw if needed
 - If Faculties do not use the official grading system, this information “must be provided in the course outline as well as a conversion chart that enables students to determine their grade in relation to the official grading system” as per section F of the Academic Regulations
- The Committee requested some editorial changes including a clarification that students must receive feedback of at least 30% of the course grade and that “Dean or Dean’s designate” be added in all areas where the Dean is referred to
- The Committee suggested that it be clarified under section G.1 that in-person assessments should, not be held on non-instructional days, be defined as in the academic schedule and include exceptions for non-standard courses
- The Committee also requested that it be clarified that a program may determine if the final examination paper may be copied under section G.10
- The Committee noted that upon the approval, changes to the Exam and Test Regulations should be a communicated to all Faculties via email

Moved/Seconded

That the Calendar and Curriculum Subcommittee recommend that the Academic Planning and Priorities Committee approve the revisions to the Examination and Tests Regulations, effective Fall 2019, as set out in the document provided to the Committee.

Carried

8. Annual Committee Performance Review and Review of the CCS Terms of Reference

Documentation for this item was circulated with the Agenda. Susan Barker, Calendar and Curriculum Subcommittee (CCS) Co-Chair, and Sherry Weaver, CCS Academic Co-Chair, presented this item. There were no comments or questions.

9. Status of Program Approvals

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

10. Other Business

- The Committee requested the addition of a place holder grade in the grading system for professors or Associate Dean's to use when a student is being investigated for Academic Misconduct and that a final grade is not able to be calculated by the time the grades are posted to avoid the misuse of the "I" grade
- The Registrar reported that this will be looked into and brought back to a future meeting

11. Adjournment**Moved/Seconded**

The May 30, 2019 meeting of the Calendar and Curriculum Subcommittee was adjourned by consensus.

Carried

The meeting was adjourned at 10:30 a.m.

Cherie Tutt
Meeting Secretary