



General Faculties Council  
**CALENDAR AND CURRICULUM SUBCOMMITTEE**  
Approved Minutes

Meeting #58  
October 24, 2019, 9:00 – 11:00 a.m.

A167

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***Voting Members***

Susan Barker, Co-Chair  
Sherry Weaver, Academic Co-Chair  
Amy Burns  
Nancy Chibry  
Kevin Dang  
Cari Gulbrandsen  
Kim Johnston  
Ebba Kurz  
David Paskevich  
Leslie Reid  
Angelique Saweczko – present for Items 1,2, 4,6 -8  
Andrew Szeto  
Virginia Tumas  
Jason Wiens

***Non-Voting Members***

Carol Crooks  
Kim McLeod  
Carol Poland  
Roxanne Ross

***Secretary and Scribe***

Cherie Tutt  
Tasha Hodzic

***Regrets***

Catherine Laing  
Robert McCorkell  
Nickie Nikolaou

***Guests***

***Observers***

Pat Kaip, Manager, Undergraduate Programs, Haskayne School of Business  
Jennifer Logan, Program Coordinator, Medicine  
Vanessa Wood, Deputy Registrar, Enrolment Services, Registrar's Office  
Maria Soos-Gonczol, Manager, Student Services, Social Work  
Jodie McGill, Team Lead - Undergraduate Programs, Faculty of Kinesiology  
Angie Crowley, Manager - Undergraduate Programs, Werklund School of Education

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

### **1. Approval of the Agenda**

Angelique Saweczko, Registrar, requested that the Agenda be re-ordered and that items 4, 6, 7 and 8 be dealt with first on the Agenda, as items 3, 4, 5 and 6.

**Moved/Seconded**

That the Agenda for the October 24, 2019 Calendar and Curriculum Subcommittee meeting be approved, with the requested amendments.

**Carried**

### **2. Remarks of the Co-Chair and Academic Co-Chair**

The Co-Chair included the following in her remarks:

- Cari Gulbrandsen was welcomed to her first meeting as a new member of the Calendar and Curriculum Subcommittee (CCS)
- The 2019-2020 CCS work plan was approved at the October 21, 2019 Academic Planning and Priorities Committee meeting
- The provincial budget will be announced later today, the University is in a strong position to respond to the budget due to our fiscal responsibility and leadership
- The Killam Awards for Excellence in Teaching and Learning have been announced, Ebba Kurz was congratulated on receiving the McCaig-Killam Teaching Award

The Academic Co-Chair made no remarks.

### **3. Approval of Calendar Changes: International Foundations Program**

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

Highlights:

- The proponent reported that the proposed Calendar changes are a result of the closure of the International Foundations Program. It was noted that the final intake of students for this program was fall 2019.
- There were no questions

**Moved/Seconded**

That the Calendar and Curriculum Subcommittee (CCS) approve the Calendar revisions for the International Foundations Programs (IFP), resulting from the Suspension and Closure of the IFP, as set out in the documents provided to the Committee, effective for the 2020-2021 Calendar.

**Carried**

#### **4. Recommendation of Changes to the Admissions Section “Required to Withdraw Students” and “General Admission Procedures”**

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

Highlights:

- The proponent noted that this item is returning to the Committee and that the received feedback has been incorporated into the current document
- The Committee discussed the rationale for the wording changes relating to the Diverse Qualifications Admission Process for students who have been Required to Withdraw
- The Committee suggested that the wording in Section A.6.2. be aligned with the Academic Misconduct Policy, so that it is clear that a student who has been suspended from the University of Calgary does not need to reapply after being suspended, as long as they return within the eligible period

#### **Moved/Seconded**

That the Calendar and Curriculum Subcommittee recommend that the Academic Planning and Priorities Committee approve the revisions to the Admissions sections A.6 “Required to Withdraw Students” and A.4 “General Admission Procedures”, as set out in the document provided to the Committee, with requested amendments.

**Carried**

#### **5. Review of the FAM Indicator**

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

Highlights:

- The proponent explained that questions have arisen regarding how the Faculty Academic Misconduct (FAM) Indicator is applied to the student record and is requesting feedback from the Committee to determine if updates may be needed to the procedures document
- The Committee discussed who has access to see the FAM Indicator. It was suggested that information be provided to graduate programs on the Indicator’s use.
- The Committee suggested:
  - That the FAM Procedure document be updated to indicate that the Faculty of Registration is responsible for reviewing graduation lists to identify which students records require the removal of the FAM Indicator
  - A name change for the FAM indicator be considered to minimize possible misinterpretation. Faculty Academic Misdemeanor Indicator was suggested as a new name.

#### **6. Enrolment Report 2019**

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

## Highlights:

- The proponent reported that overall enrolment targets were exceeded by 2.4%, mostly due to an increase in Graduate certificate, diploma and master's program offerings
- There has been a year over year increase to international and indigenous student enrolment, and a slight increase to enrolment from across the province
- Overall head count for Fall Term sits at 34,236 with students from 133 countries
- Retention rates remain stable with improvements observed from international and indigenous students. It was noted that the University of Calgary has one of the highest retention rates for in indigenous students across the country.
- In response to a question, the proponent explained:
  - That the retention rates are calculated using the number of high school students enrolled for first year and the number of students who return for their second year

**7. Approval of the September 19, 2019 Meeting Minutes**

Documentation for this item was circulated with the Agenda.

**Moved/Seconded**

That the Meeting Minutes for the September 19, 2019 Calendar and Curriculum Subcommittee meeting be approved.

**Carried****8. Approval of Calendar Changes: Faculty of Science**

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

## Highlights:

- The proponents provided a summary of the proposed changes, including revisions to course prerequisites and antirequisites, the addition and deletion of courses, updates to program level requirements and regulations, updates to Calendar sections to reflect the termination and creation of programs, including the new Calendar entry for the Faculty of Science Internship Program
- In response to a question, the proponents explained antirequisites can be applied by each faculty where a course is cross-listed under two faculties

**Moved/Seconded**

That the Calendar and Curriculum Subcommittee (CCS) approve the Calendar revisions for the Faculty of Science, as set out in the documents provided to the Committee, and as recommended by the CCS Calendar Working Group, effective for the 2020-2021 Calendar.

**Carried**

**9. Status of Program Approvals**

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

**10. Other Business**

There was no other business.

**11. Adjournment**

**Moved/Seconded**

The October 24, 2019 meeting of the Calendar and Curriculum Subcommittee was adjourned by consensus.

**Carried**

The meeting was adjourned at 9:56 a.m.

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Cherie Tutt  
Meeting Secretary