



UNIVERSITY OF  
CALGARY

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

Special Meeting  
September 16, 2020, 8:30 – 9:30 a.m.

Zoom

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***Voting Members***

Susan Barker, Co-Chair  
Sherry Weaver, Academic Co-Chair  
Semhar Abraha  
Melissa Boyce  
Amy Burns  
Marjan Eggermont  
Ebba Kurz – arrived during Item 5  
Siu Ming Kwok  
Catherine Laing  
Nickie Nikolaou  
David Paskevich  
Leslie Reid  
Angelique Saweczko  
U.T. Sundararaj – arrived during Item 4  
Jason Wiens

***Non-Voting Members***

Carol Crooks  
Carol Poland

***Secretary***

Jaclyn Carter

***Scribe***

Tasha Hodzic

***Regrets***

Nancy Chibry  
Lesley Gerein  
Robert McCorkell

***Guests***

Remo Panaccione, Assistant Dean of MD Admissions, Cumming School of Medicine - present for Item 4  
Pamela Chu, Associate Dean, Cumming School of Medicine - present for Item 4  
Ian Holloway, Dean Faculty of Law - present for Item 5

***Observers***

Pat Kaip, Manager, Undergraduate Programs, Haskayne School of Business  
Jennifer Logan, Program Coordinator, Cumming School of Medicine  
Carrie MacKay, Undergraduate and Graduate Programs Manager, Faculty of Nursing  
Jodie McGill, Team Lead, Undergraduate Advising Office, Faculty of Kinesiology  
Elizabeth Sjogren, Governance Coordinator, University Secretariat  
Maria Soos-Gonczol, Manager, Student Services, Social Work  
Vanessa Wood, Deputy Registrar, Enrollment Services, Registrar's Office

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The Co-Chair called the meeting to order at 8:32 a.m. and confirmed quorum.

### 1. Approval of the Agenda

**Moved/Seconded**

That the Agenda for the September 16, 2020 Calendar and Curriculum Subcommittee meeting be approved.

**Carried**

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

The Co-Chair welcomed everyone to the meeting and highlighted the protocol for members presenting and voting on motions.

The Academic Co-Chair acknowledged the efforts of the Committee over the summer.

### 3. Approval of the August 10, 2020 Meeting Minutes

Documentation for this item was circulated with the Agenda.

**Moved/Seconded**

That the Meeting Minutes for the August 10, 2020 Calendar and Curriculum Subcommittee meeting be approved.

**Carried**

### 4. Changes to the admissions process for the Doctor of Medicine (MD) program to add a Black Applicant Application Process (BAAP) and associated Calendar changes

Documentation for this item was circulated with the Agenda. Remo Panaccione, Assistant Dean of MD Admissions, Cumming School of Medicine (CSM) presented this item.

Highlights:

- The proponent provided a summary of the admission changes, which include:
  - Aligning the MD admissions process with other medical schools across the country to expand on equity in admissions in response to the Black Medical Students' Association (BSMA) Calls for Action. This initiative has been reviewed by the BMSA and will be ongoing to review and address equity issues within the MD Admissions process.
  - The addition of an optional self-identification of Black ancestry and optional essay on MD applications. Applications will be reviewed internally, and the BAAP proposes that half of the application reviewers will be Black.
- In response to questions, it was explained that:
  - Application files anonymize applicants' names, genders and addresses to remove bias in the review process
  - The Terms of Reference for the Admissions Committee are currently under review and include changes to diversify the committee's composition to include Black faculty and student members to support the admissions process. The Admissions Committee continues to look at further

opportunities for more diverse representation.

- Race or ethnicity is not currently being asked for on applications; however the Association of Faculties of Medicine of Canada Student Portal may start to collect this information. Discussions are underway with legal to determine how to appropriately collect this information and maintain confidentiality.
- The Multiple Mini Interview is also being reviewed for operational items that can be changed to increase diversity in the interview process
- The Committee recommended:
  - The MD Admissions Committee consider having file reviewers sign a confidentiality agreement to protect the information being reviewed
  - The CSM engage with the Equity, Diversity and Inclusion working group to develop language for acknowledgments and declarations on forms, as well as to appropriately and securely collect information for registration

#### **MOTION 1:**

##### **Moved/Seconded**

That the Calendar and Curriculum Subcommittee recommend that the Academic Planning and Priorities Committee approve the changes to the admissions process for the Doctor of Medicine (MD) program, as set out in the documents provided to the Committee.

**Carried**

#### **MOTION 2:**

##### **Moved/Seconded**

That the Calendar and Curriculum Subcommittee approve the Calendar changes to section 5.3 Admissions for the Cumming School of Medicine, as set out in the document provided to the Committee, effective for the 2020-2021 Calendar and contingent upon Academic Planning and Priorities Committee approval of the changes.

**Carried**

#### **5. Changes to the admissions process for the Juris Doctor (JD) program to add a Black Student Application Process (BSAP) and associated Calendar changes**

Documentation for this item was circulated with the Agenda. Ian Holloway, Dean, Faculty of Law presented this item.

Highlights:

- The proponent provided a summary of the admissions changes , which include:
  - The addition of the Black Student Admissions Process (BSAP) has been developed in response to the Calgary Chapter of the Black Law Students' Association (BLSA) Calls to Action to increase the number of applications received from Black, Indigenous and People of Colour (BIPOC). The Faculty anticipates similar initiatives may be undertaken in the future to address student representation among other groups to expand on the diversity of the student population.

- The Faculty of Law applies a holistic approach to admission reviews, considering elements such as leadership and community involvement. This process gives students more room to share their experiences in their personal statement and aligns with the Indigenous Admissions process to give more context in the application.
- The Admissions Committee is comprised of staff, faculty, students and alumni. Applicants who self-identify as Black will have their file reviewed a second time by the Black Students Admissions Process Subcommittee.
- In response to questions, it was explained that:
  - Abbreviations of the BSAP and other faculties' Black student application processes could be changed to a common abbreviation at a later date
  - The Faculty website provides specific details on the admissions process. Students will often refer to the Faculty website for program information over the Calendar; if there is a discrepancy between the website and the Calendar, it is noted that the Calendar regulations will prevail. The Calendar outlines the regulations and policies of the University and Faculties, and can refer students to the Faculty website for further information on the application process.
  - Flexibility in the Calendar language is important for this initiative, and would allow the Faculty to quickly address future initiatives impacting other diverse groups
- The CCS recommended that:
  - The Faculty of Law revise the proposed Calendar entry to provide more details on the specific elements of the BSAP
  - Motion 2 be withdrawn to allow the Faculty to revise the Calendar entry

**MOTION 1:****Moved/Seconded**

That the Calendar and Curriculum Subcommittee recommend that the Academic Planning and Priorities Committee approve the proposed changes to the admissions process for the Juris Doctor (JD) program, as set out in the documents provided to the Committee.

**Carried****MOTION 2:****Moved/Seconded**

That the Calendar and Curriculum Subcommittee approve the Calendar changes to section 4. *Admissions* for the Faculty of Law, as set out in the document provided to the Committee, effective for the 2020-2021 Calendar and contingent upon Academic Planning and Priorities Committee approval of the changes.

**Withdrawn****6. Naming of the Academic Co-Chair of the Calendar and Curriculum Subcommittee**

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

Highlights:

- The Co-Chair asked the Committee to bring forward nominations for the Academic Co-Chair or to approve the motion to reappoint Sherry Weaver as the Academic Co-Chair
- No new nominations were brought forward and the CCS members supported the motion

**Moved/Seconded**

That the Calendar and Curriculum Subcommittee (CCS) name Sherry Weaver to serve as Academic Co-Chair of the CCS, effective immediately and for a three-year term or until her service on the CCS ends if that is sooner.

**Carried****7. Recommendation of the 2020-21 CCS Work Plan**

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

Highlights:

- The Co-Chair recommended to the Committee that this item be postponed to the October 22, 2020 meeting.

**8. Other Business**

There was no other business

**9. Adjournment****Moved/Seconded**

The September 16, 2020 meeting of the Calendar and Curriculum Subcommittee was adjourned by consensus.

**Carried**

The meeting was adjourned at 9:41 a.m.

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Jaclyn Carter  
Meeting Secretary