

General Faculties Council
CALENDAR AND CURRICULUM SUBCOMMITTEE
APPROVED MINUTES

November 23, 2023, 9:00 - 11:00 a.m.

AD 167 (Governors Boardroom)

Voting Members

Amy Dambrowitz (Co-Chair)
Nancy Chibry (Academic Co-Chair)
Sandra Amin
Fabiola Aparicio-Ting
William Bridel
Deanna Burgart*
Amy Burns*
Alberto de Salvatierra
Catherine Heggerud*
Leslie Reid – arrived during Item 2
Zahra Shajani
Andrew Szeto*
Verity Turpin*
Amy Warren*
Jason Wiens
Gail Zuk*

Non-Voting Members

Christina Furtado
Lesley Gerein
Emma Lockyer
Carol Poland

University Secretary

Courtney McVie

Meeting Secretary

Michelle Speta

Scribe

Holly Lywin

Regrets

Evaristus Oshionebo
Meera Singh

Guests

Vanessa Wood*, Deputy Registrar – present for Item 7

Observers & Resource Personnel

Rachel Bruce, Manager, Academic Programs, Faculty of Arts
Jonathan Ezeumeh, Policy Analyst, University of Calgary Students' Union
Ahmad Ghasemloonia, Associate Dean, Student Success & Interdisciplinary Academic Programs, Schulich School of Engineering
Sarah Ha, Undergraduate Program Specialist, School of Architecture, Planning & Landscape
Carol Hoover*, Scheduling Specialist, Haskayne School of Business, Teaching and Learning
Jennifer Logan*, Program Coordinator, Bachelor of Health Science
Pat Kaip, Manager, Undergraduate Student Services, Haskayne School of Business
Caitlin Karpetz, Undergraduate Administration Team Lead, Faculty of Science
Kimberley McLeod, Associate Registrar & Director of Policy and Systems, Registrar's Office
Jodie McGill, Manager, Undergraduate & Graduate Programs, Faculty of Kinesiology
Maria Soos-Gonczol*, Manager, Student Services, Faculty of Social Work
Kirsten Varsek-Ison, Undergraduate Programs Manager, Werklund School of Education

**Attended virtually*

The Co-Chair called the meeting to order at 9:07 a.m. and confirmed quorum.

1. Traditional Land Acknowledgement and Approval of the Agenda

Catherine Heggerud, Associate Dean, Haskayne School of Business, provided the Traditional Land Acknowledgement.

Moved/Seconded

That the Agenda for the December 14, 2023 Calendar and Curriculum Subcommittee meeting be approved.

Carried

2. Remarks of the Co-Chairs

The Co-Chairs welcomed Deanna Burgart, Associate Professor (Teaching) in the Department of Chemical and Petroleum Engineering and Teaching Chair, Weaving Indigenous Knowledge, and Perspectives in Engineering, in the Schulich School of Engineering, to her first Committee meeting. She has been appointed by the Academic Planning and Priorities Committee (APPC) until June 30, 2024 while Shawna Cunningham is in the Acting Vice-Provost, Indigenous Engagement role.

Furthermore, Leslie Reid and Zahra Shajani were thanked for their service and contributions to the Committee, on this occasion of their last meeting.

Finally, the Co-Chairs provided an update on the status of recent proposals recommended by the Committee.

3. Approval of the November 23, 2023, Minutes

Moved/Seconded

That the Minutes from the November 23, 2023 Calendar and Curriculum Subcommittee meeting be approved.

Carried

4. Approval of the Faculty of Arts 2024-2025 Calendar Revisions

Documentation was circulated with the Agenda. Jason Wiens, Acting Associate Dean (Undergraduate Programs and Student Affairs), Faculty of Arts, presented this item.

Highlights:

- The presenter provided an overview of the proposed revisions highlighting significant changes, particularly in English, Classics, and Religious Studies, following a curriculum review. These changes included the renaming and introduction of additional courses and learning categories to decolonize the program. Additionally, language was updated with neutral terms.

- In response to questions, it was explained that:
 - The Faculty of Arts' governance process, as defined in their terms of reference, permits the Executive Committee to approve routine changes while more substantial changes are brought before the full Faculty Council. While there are no student representatives on the Executive Committee, undergraduate students were consulted at different levels through their representation on numerous department committees, such as those on the Curriculum and Academic Review Committee – Undergraduate (CARC).
 - The decision to remove the Credit/No Credit (CG) option for Economics courses that are part of the Honours degree program aligns with standards across the Faculty of Arts. It protects students, who are generally planning to go on to graduate studies, from a CG negatively affecting their eligibility and competitiveness. All proposed CG-exempt courses are taken during a student's last two years of study when successful completion reflects an adequately prepared student.
 - The Religious Studies Bachelor of Arts (BA) program is being suspended because of declining interest. This suspension will enable the Faculty to conduct a comprehensive curriculum review, explicitly focusing on revisions to enhance the programs flexibility, such as removing previous stream restrictions, and consider the programs' future. Despite the enrolment decline in the major, religion courses remain popular as elective options.
 - The Committee requested minor typographical amendments

Moved/Seconded

That the Calendar and Curriculum Subcommittee (CCS) approve the Calendar revisions for the Faculty of Arts, effective for the 2024-2025 Calendar, as recommended by the CCS Calendar Working Group and as set out in the documents provided to the Committee, with the requested amendments.

Carried

5. Approval of the Faculty of Science 2024-2025 Calendar Revisions

Documentation was circulated with the Agenda. Nancy Chibry, Associate Dean (Undergraduate), Faculty of Science, presented this item.

Highlights:

- The presenter outlined the substantive changes, which included:
 - The Biological Sciences department streamlined Medical Sciences (MDSC) courses for clearer opportunities, minimizing the need for special approvals. Furthermore, the BSc Honours in Cellular, Molecular, and Microbial Biology (CMMB) no longer requires CMMB 507.95 alongside the completion of a full capstone course by students, to better distribute workload for students.
 - The Earth, Energy, and Environment department is developing courses for inclusion in the BSc Energy Science major and minor programs, pending governance approval. Additionally, there are updates to Science (SCIE) courses, recoding them to ESCI, and modifications to the BSc and BSc Honours programs in Geology, Geophysics, and Environmental Science to integrate new Earth (ERTH) courses. Program requirements for the BSc's in Geology and Geophysics have been adjusted to align with a forthcoming BSc in Geoscience, which will eventually replace both programs.
 - Introduced a 1-hour tutorial to facilitate experiential learning through computational methods in Actuarial Science (ACSC 425), along with updates to various course descriptions and prerequisites in Mathematics and Statistics to better align with the course content.

- Nanoscience (NANS) is enhancing course prerequisites to align more closely with course content and improve student access. Additionally, the Minor in NANS will no longer require a competitive average, aiming to encourage more students to pursue it.
- In the Neuroscience (NEUR) program, Philosophy (PHIL) 275 or 279 has been removed to enhance course flexibility and better align with program needs. NEUR 301 has also been eliminated due to operational costs and insufficient interest, while a BSc Honours Internship has been introduced.
- In response to questions, it was explained that:
 - As in the Faculty of Arts, routine Calendar changes for the Faculty of Science are approved by the Faculty Council Executive Committee, and only substantial Calendar changes are brought before the full Faculty Council. Only formal University governance committees (Faculty Council and higher) are now included in briefing note routing tables, with all other committees noted in the paragraph above the table.
 - The Ecology concentration has been suspended. Once all students within the program have graduated, it will be terminated and then can be removed from the Admissions section of the Calendar
 - Section H. *Credit in Courses by Special Assessment* was removed to clarify that current Faculty practices do not accept course credit by special assessment and students cannot challenge an exam
 - Legacy language pertaining to waiving the required 'C-' prerequisite was updated to avoid giving the impression that students who receive lower grades can easily obtain a waiver
 - The length of time it takes to graduate is stated as 'normally' five to six years to reflect Faculty expectations and extended time in program due to students taking on internship opportunities
 - Academic records can be reviewed at anytime. This allows for proactive interventions for students on academic probation, emphasizing a supportive approach rather than immediate dismissal, and is sometimes necessary in cases of academic misconduct that trigger a review of academic records.
 - Within Section D. *Withdrawal from Courses*, the language was updated to clarify students will not be permitted to withdraw more than once from the same course. Language was also added to provide more information on requesting an extenuating circumstances withdrawal (EW).
- The presenter reported an amendment to the prerequisites for Data Science (DATA) 305

Moved/Seconded

That the Calendar and Curriculum Subcommittee (CCS) approve the Calendar revisions for the Faculty of Science, effective for the 2024-2025 Calendar, as recommended by the CCS Calendar Working Group and as set out in the documents provided to the Committee, with the reported amendment.

Carried

6. Approval of the Calendar Revisions to the Core Course List for the Faculty of Kinesiology

Documentation was circulated with the Agenda. William Bridel, Associate Dean (Academic), Faculty of Kinesiology presented this item.

Highlights:

- The presenter explained the proposed Calendar revisions correct a small oversight in adding two newly created courses to the core course list that was approved at this Committee in October 2023.

Moved/Seconded

That the Calendar and Curriculum Subcommittee (CCS) approve the revisions to the Faculty of Kinesiology's core course list in the University Calendar, effective immediately, as recommended by the CCS Calendar Working Group and as set out in the documents provided to the Committee.

Carried**7. Updates from Student Self-declaration Pilot for Deferred Final Exams**

Documentation was circulated with the Agenda. Vanessa Wood, Deputy Registrar, presented this item for discussion.

The Deputy Registrar shared updates on the student self-declaration pilot process for deferred final exams, which was initiated on the first day of Fall 2023 final exams. She highlighted successful engagement with students, effective collaboration with Enrolment Services, and streamlined processing times. To ensure ongoing improvement, focus groups and surveys are planned to gather valuable feedback. Time was spent reviewing the information students provide through the online Student Centre as part of a self-declaration.

During the discussion, it was shared that most submissions fell under the category of 'illness' which encompasses both mental and physical health issues. Due to the confidentiality of the submissions, the ability to collect, break down, and identify trends in reported illnesses is not feasible.

The Committee acknowledged and commended the Registrar's Office team for their thoughtful efforts to continuous process improvement for meeting student needs.

8. Status of Program Approvals

Documentation was circulated with the Agenda for information only. Questions can be directed to the Program Innovation Hub.

9. Adjournment**Moved/Seconded**

That the Calendar and Curriculum Subcommittee adjourn the November 23, 2023 meeting.

Carried

The meeting was adjourned at 10:21 a.m.

Courtney McVie
Secretary