

General Faculties Council  
**CALENDAR AND CURRICULUM SUBCOMMITTEE**  
APPROVED MINUTES

January 25, 2024, 9:00 - 11:00 a.m.

AD 167 (Governors Boardroom)

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***Voting Members***

Amy Dambrowitz (Co-Chair)  
Nancy Chibry (Academic Co-Chair)  
Sandra Amin  
Fabiola Aparicio-Ting  
Wendy Benoit  
William Bridel  
Deanna Burgart\* – arrived during Item 2, left during Item 4  
Amy Burns  
Alberto de Salvatierra – left during Item 11  
Meera Singh  
Andrew Szeto  
Verity Turpin  
Amy Warren\*  
Jason Wiens  
Gail Zuk\*

***Non-Voting Members***

Christina Furtado  
Lesley Gerein  
Emma Lockyer\*  
Carol Poland

***Meeting Secretary***

Michelle Speta

***Scribe***

Holly Lywin

***Regrets***

Catherine Heggerud  
Catherine Laing  
Courtney McVie  
Evaristus Oshionebo

***Guests***

Jennifer de Roaldes, Associate Registrar, Information, Admissions & Recruitment - present for Item 4  
Zahra Shajani\*, Associate Dean, Undergraduate for Practice Education, Faculty of Nursing - present for Item 7  
Andrew Estefan\*, Associate Dean, Curriculum Development & Program Evaluation, Faculty of Nursing  
- present for Item 7  
John Brown, Dean, School of Architecture, Planning and Landscape - present for Item 11  
Vanessa Wood, Deputy Registrar - present for Item 11

***Observers & Resource Personnel***

Sarah Ha, Undergraduate Program Specialist, School of Architecture, Planning & Landscape  
Carol Hoover\*, Scheduling Specialist, Haskayne School of Business, Teaching and Learning  
Christine Johns, Senior Director, Program Innovation & Planning, Provost Office  
Pat Kaip, Manager, Undergraduate Student Services, Haskayne School of Business  
Kimberley McLeod, Associate Registrar & Director of Policy and Systems, Registrar's Office  
Jodie Griffiths, Manager, Undergraduate & Graduate Programs, Faculty of Kinesiology  
Jennifer Logan\*, Program Coordinator, Bachelor of Health Sciences, Cumming School of Medicine  
Carrie MacKay\*, Director of Faculty Operations, Faculty of Nursing  
Maria Soos-Gonczol, Manager, Student Services, Faculty of Social Work  
Kirsten Varsek-Ison, Undergraduate Programs Manager, Werklund School of Education

*\*Attended virtually*

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The Co-Chair called the meeting to order at 9:00 a.m. and confirmed quorum.

### **1. Traditional Land Acknowledgement and Approval of the Agenda**

Lesley Gerein, Senior Specialist, Academic Advising, provided the Traditional Land Acknowledgement.

#### **Moved/Seconded**

That the Agenda for the January 25, 2024 Calendar and Curriculum Subcommittee meeting be approved.

**Carried**

### **2. Remarks of the Co-Chairs**

The Co-Chairs welcomed Wendy Benoit, Vice-Provost of Teaching and Learning, to her first meeting. They also updated members on the progress of the Academic Innovation Plan, the Research Plan, the new Calendar software implementation, and the status of recent proposals recommended by the Committee.

### **3. Approval of the December 14, 2023, Minutes**

#### **Moved/Seconded**

That the Minutes from the December 14, 2023 Calendar and Curriculum Subcommittee meeting be approved.

**Carried**

### **4. Recommendation of the 2024-2025 Revisions to the Undergraduate Admission Regulations**

Documentation was circulated with the Agenda. Jennifer de Roaldes, Associate Registrar, Information, Admissions and Recruitment, presented this item.

Highlights:

- The presenter provided an overview of the proposed revisions to undergraduate admission regulations. These changes support institutional enrolment targets and foster equitable student pathways. Substantive changes include:
  - Implementing deadlines for students requiring study permits to request deferrals of admission to allow for a more formalized communication and support structure around the deferral process
  - Updates to Transfer Admission Requirements, which included:
    - Bachelor of Social Work (BSW): Changing SOWK 201 from an admission requirement to a program requirement
    - Bachelor of Science in Nursing (BScN): Removing specific minimum grades for courses that are admission requirements and instead requiring the standard minimum grade of C-, aligning with progression requirements for students in the program
    - Schulich School of Engineering: Removal of the minimum GPA requirement for admission to the Energy Engineering and Polytechnic Pathway to Geomatics Engineering majors, to align with competitive admissions processes in other programs
  - Creation of a new Open Studies admission category, the University Entrance Program, and the Undergraduate Admission Guarantee, which will guarantee admission for Open Studies students who meet the criteria to select undergraduate programs within the Faculties of Arts and Science.

- In response to questions, it was explained that:
  - Undergraduate admission letters generally go out to students within the June timeline and rarely get sent after July 1. When it does happen, it is typically for international students who are already in Canada.
  - The Faculty of Arts and Faculty of Science will reserve seats for Open Studies students in the University Entrance Program, and students can start courses directly aligned with their future degree program beginning in Fall 2024.
- The Committee requested an editorial amendment to remove “at least” from the third paragraph of Section A.5.6.2: *Indigenous Admission Supplementary Process*, which pertains to admission requirements for Indigenous bridging programs

#### **Moved/Seconded**

That the Calendar and Curriculum Subcommittee (CCS) recommend that the Academic Planning and Priorities Committee (APPC) approve the revisions to the undergraduate admission sections in the Calendar, effective immediately for the Fall 2024 admissions cycle, as recommended by the CCS Calendar Working Group and as set out in the document provided to the Committee, with the requested amendment.

**Carried**

#### **5. Approval of the 2024-2025 Additional Calendar Revisions for the Faculty of Social Work**

Documentation was circulated with the Agenda. Gail Zuk, Associate Dean Undergraduate Programs, Faculty of Social Work, presented this item.

Highlights:

- The presenter explained that following the November 23, 2023, CCS meeting, further revisions were made to the Faculty of Social Work’s calendar entry, particularly concerning the admission requirements for the redesigned Bachelor of Social Work (BSW) program.
- The new revisions include the requirement for students to complete SOWK 201 no later than by the end of the Winter term of their year of admission. Students who do not complete the course by the end of the Winter term will be Required to Withdraw (RTW). The course was also renamed 'Foundations of the Social Work Profession,' with a minimum grade requirement of C- and a two-attempt limit for completion.
- The presenter outlined the proposed revisions to the Bachelor of Social Work (BSW) program, including introducing a new sub-section on prerequisite and corequisite course grades to ensure clarity and consistency for the program's academic requirements
- In response to questions, it was explained that:
  - Students who complete SOWK 201 by the end of the Winter term with a ‘D’ grade will be considered to have met the requirement to remain in the program but would be required to retake the course in the Spring or Summer term to obtain the minimum grade of C- required for the prerequisite pass
- The Committee requested a minor language amendment to Section 3.3.1 *Prerequisites and Corequisites* to clarify that students who cancel their course registration after the drop deadline will not only be liable for the cost of tuition but will also receive a Withdraw (W) notation for the course on their transcript

**Moved/Seconded**

That the Calendar and Curriculum Subcommittee (CCS) approve the Calendar revisions for the Faculty of Social Work, 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 amendment.

**Carried****6. Approval of the 2024-2025 Calendar Revisions for the Werklund School of Education**

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

**Highlights:**

- The presenter provided an overview of the proposed Calendar revisions. The substantive changes included:
  - Adding the opportunity for students in the Four-Year On-Campus Bachelor of Education (BEd) pathway who achieve a GPA of less than 2.00 to join the Academic Turnaround Program (ATP);
  - Trimming down the Calendar section 'Standards of Professionalism' as this content mostly pertained to policies of the Alberta Teachers' Association, rather than University policy
  - The addition of a drop-consent to Education (EDUC) 400s or 500s but not to other courses allowing BEd students to withdraw from junior courses or external to Faculty courses without having to first seek approval from the Faculty; and
  - Structural changes (e.g., removing course decimals) to enable the integration of students in the Elementary and Secondary routes.
- In response to questions, it was clarified that:
  - Werklund students in poor academic standing are not currently referred to the ATP program and the Faculty has made many case-by-case exceptions for students who would otherwise be Required to Withdraw (RTW). With the introduction of the ATP, students can be pre-emptively flagged and better supported. This program only applies to BEd students who are in the Four-Year, On-Campus pathway. Concurrent Five-Year BEd students may be able to access the ATP through their other Faculty.
  - The removal of 'International Indigenous Studies' as an allowable route in Concurrent co-degree pairings was due to an administrative error and is being rectified in these revisions
  - During student non-academic misconduct cases, the student's confidentiality is prioritized. Each case is handled with nuance, and details are shared with the Faculty only when necessary for a comprehensive and fair investigation.
  - Non-academic misconduct could affect students' studies for those working with vulnerable populations, as noted in the Calendar entry

**Moved/Seconded**

That the Calendar and Curriculum Subcommittee (CCS) approve the Calendar revisions for the Werklund School of Education, effective for the 2024-2025 Calendar, as recommended by the CCS Calendar Working Group, and as set out in the document provided to the Committee.

**Carried**

*Secretary's Note: Items 8, 9 and 12 were presented before Item 7.*

## **7. Approval of the 2024-2025 Calendar Revisions for the Faculty of Nursing**

Documentation was circulated with the Agenda. Zahra Shajani, Associate Dean of Undergraduate Practice Education, Faculty of Nursing, and Andrew Estefan, Associate Dean of Curriculum Development and Program Evaluation, Faculty of Nursing, presented this item.

Highlights:

- The presenter provided an overview of the proposed Calendar revisions, highlighting the introduction of the new Bachelor of Science in Nursing (BScN) degree program and associated course adjustments. The substantive changes include a restructured first-year curriculum within the Faculty to enhance integration, a heightened emphasis on disciplinary knowledge and clinical exposure, diverse practicum training opportunities, and the option for students to complete the degree within three to three and a half years.
- The new curriculum is more flexible, allowing the program to keep up with current nursing practices, ongoing Indigenization efforts, and an increased emphasis on student resilience and mental health support. Student feedback was pivotal in shaping these changes, particularly in spreading out program requirements and providing earlier clinical experiences.
- The Faculty will continue admitting transfer route students under the existing Bachelor of Nursing (BN) program until Fall 2024.
- The Committee discussed concerns regarding the potential misinterpretation of the language “fitness to practice” coupled in the same sentence with accommodation. This might inadvertently suggest to students requiring accommodation that they may not be suitable for nursing. It was clarified that this is a common term used throughout nursing practice and within official documents to outline the skills and abilities required to become a registered nurse in Alberta.
- In response to questions, it was clarified:
  - Recent policy changes from a major long-term care practice partner prompted adjustments to student police check timelines. Students now apply six weeks before clinical placements, aligning with police processing times and preventing checks from expiring before or mid-placement. Challenges arose from a small number of students who did not complete the instructions, necessitating a statutory declaration. The importance of timely police checks for those working with vulnerable populations was emphasized.
  - The Faculty cannot provide details to students on which criminal charges affect practicum acceptance, as it is the practice partner that receives the information and makes decisions regarding acceptance
- The Committee requested the following amendments:
  - The addition of Kinesiology (KNES) 240 and 259 as anti-requisites to the Nursing (NURS) 203 and 204 courses, respectively
  - Create two sentences to separate ‘fit’ from ‘accommodations’ to avoid possible misunderstanding or discouragement
  - General fees information in Section 3.7 *Fees and Expenses* should be updated to align with standard Calendar language for off-campus students

### **Moved/Seconded**

That the Calendar and Curriculum Subcommittee (CCS) approve the Calendar revisions for the Faculty of Nursing, 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**

### **8. Approval of the 2024-2025 Calendar Revisions for the Schulich School of Engineering**

Documentation was circulated with the Agenda. Meera Singh, Senior Associate Dean (Academic), Schulich School of Engineering, presented this item.

- The presenter shared that the most substantive change to the Schulich School of Engineering's Calendar section is the addition of the entry for the new Engineering Physics (ENPH) program. The ENPH Calendar entry was previously reviewed and approved by the CCS in January 2023. However, it was not published in the 2023-2024 Calendar due to delays with the program's Ministry of Advance Education approval. Minor updates have been made to the entry for 2024-2025.
- The ENPH major has also been added to the Bachelor of Science in Engineering/Bachelor of Commerce combined degree program, along with Sustainable Systems Engineering (SUSE) and Biomedical Engineering (BMEN)
- Further Calendar revisions included modifications to courses and prerequisites to align with Canadian Engineering Accreditation Board requirements

#### **Moved/Seconded**

That the Calendar and Curriculum Subcommittee (CCS) approve the Calendar revisions for the Schulich School of Engineering, 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.

**Carried**

### **9. Approval of the Addition of Engineering Majors to the Combined Bachelor of Science in Engineering (BSc)/Bachelor of Commerce (BComm), Haskayne School of Business**

Documentation was circulated with the Agenda. Meera Singh, Senior Associate Dean (Academic), Schulich School of Engineering, presented this item on behalf of Catherine Heggerud, Associate Dean (Undergraduate) of Haskayne School of Business.

Highlights:

- The presenter shared the proposed revisions to Section 4.2.5 of the Haskayne School of Business' Calendar entry to add ENPH, BMEN, and SUSE to the list of Engineering majors that can pursue the BSc in Engineering/BComm combined degree
- This mirrors the changes made to the Schulich School of Engineering's Calendar entry

#### **Moved/Seconded**

That the Calendar and Curriculum Subcommittee (CCS) approve the addition of Biomedical Engineering, Engineering Physics, and Sustainable Systems Engineering to the list of Engineering majors available in the combined Bachelor of Science in Engineering (BSc)/Bachelor of Commerce (BComm) program, effective for the 2024-25 Calendar, as recommended by the CCS Calendar Working Group, and as set out in the document provided to the Committee.

**Carried**

**10. Approval of the 2024-2025 Calendar Revisions for the School of Architecture, Planning and Landscape**

Documents were circulated with the agenda. John Brown, Dean, School of Architecture, Planning and Landscape, presented this item.

Highlights:

- The presenter provided an overview of the proposed Calendar revisions, which aim to enhance student accessibility and support the transdisciplinary design foundation of the Bachelor of Design in City Innovation (BDCI) program.
- A substantive change is the creation of four new Design (DSGN) courses available to BDCI students as home Faculty alternatives to six required courses that other Faculties currently offer. This change will:
  - Make the courses more accessible for BDCI students as the Faculty relocates downtown
  - Offer the course content through a design and built environment lens
  - Protect the other Faculties' courses from an influx of a large number of BDCI students
- BDCI students can continue to choose to take the external courses instead of the SAPL alternatives, which is essential for those who may be completing the Minor in Data Science or the Certificate in Sustainability Studies
- In response to questions, it was explained that students cannot use the SAPL alternative courses for equivalencies in other Faculties

**Moved/Seconded**

That the Calendar and Curriculum Subcommittee (CCS) approve the Calendar revisions for the School of Architecture, Planning and Landscape, effective for the 2024-2025 Calendar, as recommended by the CCS Calendar Working Group and as set out in the document provided to the Committee.

**Carried**

**11. Changes to the Academic Regulations: Section E. Course Information and Section G. Academic Assessments and Examinations**

Wendy Benoit, Interim Vice-Provost, Teaching and Learning, and Vanessa Wood, Deputy Registrar, presented this item for discussion.

Highlights:

- The presenters provided an overview of the iterative work on the University Regulations Sections E.1 and G. Section E.1 pertains to course outlines and was last updated in 2018. Section G. pertains to academic assessments and has been subject to many revisions in recent years due to the COVID-19 pandemic.
- The current objective is to review Sections E.1 and G. together, as feedback from the campus community has indicated a need for more clarity regarding academic assessments on course outlines. The intention is to enhance the learning experience for both students and instructors.
- The Committee's discussion included:
  - The need to ensure alignment of operational processes with Calendar regulations to ensure consistency and clarity for students, staff, and faculty
  - Course outlines provide important transparency regarding course expectations. Ideally, students should have access to course outlines before the drop deadline to allow for informed decision-making. However, it was acknowledged that there may be instances where exceptions need to be made due to exceptional circumstances or constraints within the Faculty.

- Feedback from students and the campus community indicates a need to explicitly describe the process for missed assessments, for example, within a course outline. This would allow for alignment of expectations between faculty, staff, and students and would also provide a foundation for accommodations.
- Group assessment methods should be standardized as much as possible and outlined explicitly in multiple places to ensure students have easy access to the standards
- The Committee provided specific feedback asking the proponents to:
  - Review and revise statements regarding the University's standard for access to technology to address any ambiguity, particularly concerning software availability. It was suggested that links be used instead of direct notations to minimize the need for updates. It is essential to clarify where students will find information, acknowledging that some classes may not utilize D2L.
  - Ensure references to the "Dean or designate" are consistent throughout
- The Committee could not thoroughly discuss Section E. due to time constraints, and it was announced that a virtual session would be hosted to gather feedback on proposed revisions. All CCS members were encouraged to attend.

## **12. Updates from Student Self-declaration Pilot for Deferred Final Exams**

Vanessa Wood, Deputy Registrar, presented this item.

Highlights:

- The presenter shared that 400 students submitted a self-declaration for a deferred final exam during the Fall 2023 pilot of the student self-declaration
- Improvements from the old process include expanded space for personal statements, the option to provide alternative documentation, and enhanced trackability for staff to monitor application progress and provide timely support
- In tandem with revisions to Section M.1 *Supporting Documentation*, this initiative aims to increase student accountability while streamlining administrative processes. It was emphasized that students must fully understand the implications of requesting a deferred exam.
- Moving forward, the University plans to continue gathering feedback from faculty, staff, and students to assess the impact at all levels and explore potential future applications. The pilot will be repeated for Winter 2024 final exams, and findings will be shared with the CCS.
- Outcomes from the pilot will also be shared at the Association of Registrars of the Universities and Colleges of Canada (ARUCC) conference in June 2024

## **13. Status of Program Approvals**

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

## **14. Adjournment**

The meeting was adjourned by consensus at 10:54 a.m.