



UNIVERSITY OF
CALGARY

General Faculties Council
CALENDAR AND CURRICULUM SUBCOMMITTEE
Approved Minutes

Meeting #65
May 21, 2020, 9:00 – 11:00 a.m.

Zoom

Voting Members

Semhar Abraha
Susan Barker, Co-Chair
Amy Burns, arrived at Item 5
Nancy Chibry
Marjan Eggermont
Cari Gulbrandsen
Kim Johnston
Ebba Kurz
Catherine Laing, arrived at item 5, left at item 6
Robert McCorkell
Nickie Nikolaou
David Paskevich
Leslie Reid
Angelique Saweczko
Virginia Tumas
Sherry Weaver, Academic Co-Chair

Non-Voting Members

Carol Crooks
Lesley Gerein
Michael Jones
Carol Poland

Secretary

Jaclyn Carter

Scribe

Tasha Hodzic

Regrets

Jason Wiens

Guests and Observers

Rachel Bruce, Manager, Arts Student Centre
Angie Crowley, Manager - Undergraduate Programs, Werklund School of Education, arrived during item 4
Christine Johns, Senior Director, Academic & International Strategies
Jennifer Logan, Program Coordinator, Cumming School of Medicine
Pat Kaip, Manager, Undergraduate Programs, Haskayne School of Business
Carrie MacKay, Undergraduate and Graduate Programs Manager, Faculty of Nursing - Left during item 6
Jennifer de Roaldes, Associate Registrar, Admissions and Recruitment- Present for Items 7 and 8
Elizabeth Sjogren, Governance Coordinator, GFC Lead, University Secretariat
Maria Soos-Gonczol, Manager, Student Services, Social Work

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

1. Approval of the Agenda

The Co-Chair reported that an additional item of business for online proctoring will be addressed under Item 12, Other Business.

Moved/Seconded

That the Agenda for the May 21, 2020 Calendar and Curriculum Subcommittee meeting be approved with the reported amendment.

Carried

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

The Co-Chair included the following in her remarks:

- Semhar Abraha was welcomed as the new Students' Union representative and provided an introduction to the Committee
- The Associate Deans were asked to identify if their term will be ending with the Calendar and Curriculum Subcommittee (CCS) as of June 2020

The Academic Co-Chair highlighted her experience as the CCS Academic Co-Chair and asked for members to reach out to the Secretariat Office if they are interested in serving as the Academic Co-Chair for next year.

3. Approval of the April 23, 2020 Meeting Minutes

Documentation for this item was circulated with the Agenda.

Moved/Seconded

That the Meeting Minutes for the April 23, 2020 Calendar and Curriculum Subcommittee meeting be approved.

Carried

4. Calendar Changes: Faculty of Law

Documentation for this item was circulated with the Agenda. Nickie Nikolaou, Associate Dean, Faculty of Law presented this item.

Highlights:

- The proponent provided a summary of the changes, which include the addition of permanent course numbers for decimalized courses that have been offered over the past several years to improve the timetabling process. The courses support the French Certificate program, and the changes also include clarifications to Student Legal Assistance courses.
- In response to questions, it was explained that:
 - Law firms are listed in the titles of courses as the organizer of the Moot. If the law firm name changes the course title may also change and could be brought to the CCS for Calendar edit

approval.

- The course numbering will be confirmed with the Registrar
- The Committee recommended that the titles for French language courses should align with other entries in the Calendar by specifying the language of instruction and including the level of French competency required under the course prerequisite(s)

Moved/Seconded

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

Carried

5. Calendar Changes: Haskayne School of Business

Documentation for this item was circulated with the Agenda. Sherry Weaver, Associate Dean (Undergraduate Program), Haskayne School of Business presented this item.

Highlights:

- The proponent provided a summary of the changes, which include:
 - The addition of an Embedded Certificate in Entrepreneurial Thinking, which has been created to meet demand from students to formalize their work in entrepreneurship. The certificate has been built to offer flexibility in course selection, including introductory and capstone courses with a variety of elective courses in between. Courses may be added and approved by the advisory committee as appropriate.
 - The addition of an Embedded Certificate in Leadership Studies, where a program advisory committee will monitor courses with multi-faculty membership. Capstone courses may be taken at other home faculties that correspond with this certificate.
- In response to questions, it was explained that:
 - The administration of elective courses for Entrepreneurial Thinking will be supported by the Hunter Hub, including support for students with the application process. The elective courses will be developed by the program advisory committee in consultation with the relevant faculties.
 - Leadership studies courses are being developed and will be available to students across campus. Courses will primarily address theory-based approaches to leadership with case studies from all relevant faculties.
- The Committee recommended that:
 - The Calendar entry include a link directing students to the list of courses
 - Course descriptions for Leadership Studies 401, Leadership Studies 501, and Entrepreneurship and Innovation 529 be developed and brought to the CCS for approval via email vote in June

Motion 1:**Moved/Seconded**

That the Calendar and Curriculum Subcommittee approve the Calendar entry for the Embedded Certificate in Entrepreneurial Thinking, as set out in the proposal provided to the Committee, and contingent upon the approval of the certificate's proposal by the Academic Planning and Priorities Committee with the requested amendment.

Carried**Motion 2:****Moved/Seconded**

That the Calendar and Curriculum Subcommittee approve the Calendar entry for the Embedded Certificate in Leadership Studies, as set out in the proposal provided to the Committee, and contingent upon the approval of the certificate's proposal by the Academic Planning and Priorities Committee with the requested amendment.

Carried**6. Calendar Changes: Faculty of Veterinary Medicine**

Documentation for this item was circulated with the Agenda. Robert McCorkell, Associate Dean, Faculty of Veterinary Medicine presented this item.

Highlights:

- The proponent provided a summary of the changes, which include revisions to the practicum rotations to allow more online material for fourth year students to progress in their program. Rotations have been limited with the COVID-19 restrictions in place and these changes to the temporary changes to the University Calendar will allow students to progress and maintain accreditation requirements.
- The Committee recommended that the description on VETM 591 be revised to note both .1 and .2 components are required
- In response to a question, it was explained that these are existing courses, with adjustments being made to the duration and credits in response to COVID-19.

Moved/Seconded

That the Calendar and Curriculum Subcommittee (CCS) approve the Calendar revisions for the Faculty of Veterinary Medicine, 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**7. Revisions to Undergraduate Admission Procedures**

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

Highlights:

- The presenters reported that planning for recruitment for Fall 2021 is underway to address long-term regulation changes that respond to the COVID-19 pandemic. To ensure Admissions and Recruitment are prepared for the processes and requirements for Fall 2021 admissions, the presenters requested that Committee members provide feedback on the proposed revisions by June 5, 2020, at which time the item will be distributed for electronic review and recommendation to the Academic Planning and Priorities Committee for approval.
- In response to a question, it was explained that student records from prior years may be reviewed for past performance where there are a significant number of credit (CR) grades. Grades from the Winter 2020 term will be used to determine if course requirements and prerequisites have been met.

8. Indigenous Admission Principles

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

Highlights:

- The presenter reported that the Indigenous Admission Principles are being brought to the Committee for discussion and feedback. The principles will drive support for different cohorts of students and help form admission regulations. The principles have also been shared with the Provost Team and Circle of Elders for feedback.
- In response to questions, it was explained that:
 - There are options being reviewed to ensure an equal opportunity to access program spaces for students with diverse qualifications, such as moving up the admission timeline and reserved spots for these cohorts of students.
 - There are transfer credit arrangements with indigenous colleges and we are continually looking at partnerships with community colleges
 - With the wide variety of programs offered through community colleges, some programs do not provide transfer credits, and students would need to demonstrate university-level preparedness for eligibility
 - Recognition of cultural and community-based experiences as transfer credit could be considered for admissions, depending on how the learning occurred, and this would need to be discussed with the faculties
- The Committee discussed that they would like to review the principles with other committees and faculties
- The Committee recommended providing online options for students to remain in their communities to complete their programs

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

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 review and provide feedback on the Terms of Reference and CCS Work Plan and highlighted the importance of these documents and the work carried out by the CCS for governance approvals
- The CCS annual report is being prepared and it is anticipated that the work of the Committee will continue over the summer in some capacity

10. Changes to the Admissions Process for the MD and DVM Programs due to COVID-19

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

Highlights:

- The presenter provided an update on the approval of the recommendation from CCS to APPC. The recommendation was revised to include Winter 2020 term grades for admissions where the student presents all letter or numerical grades
- The presenter also reported that the Registrars' Office would work with students who wish to change their election of CR/F for one or more courses before May 22 as a result of this change

11. Status of Program Approvals

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

12. Other Business

- Leslie Reid, Vice-Provost (Teaching and Learning), provided an update to the Committee regarding online proctoring. It was reported that the working group is targeting to pilot online proctoring for Fall 2020 and is developing principles to help guide the selection of the proctoring application for the University and address issues that have been encountered at other institutions.

13. Adjournment

Moved/Seconded

The May 21, 2020 meeting of the Calendar and Curriculum Subcommittee was adjourned by consensus.

Carried

The meeting was adjourned at 10:35 a.m.

Jaclyn Carter
Meeting Secretary