



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

November 17, 2022, 9:00 – 11:00 a.m.

Governors Boardroom A167

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***Voting Members***

Verity Turpin, Co-Chair  
Sherry Weaver, Academic Co-Chair  
Melissa Boyce  
William Bridel\*  
Nancy Chibry  
Shawna Cunningham  
Shazia Jinnah Morsette\*  
Ebba Kurz  
David Monteyne  
Leslie Reid  
Andrew Szeto  
Gail Zuk\*

***Non-Voting Members***

Lesley Gerein  
Kimberley McLeod  
Carol Poland

***Meeting Secretary***

Cherie Tutt

***Scribe***

Holly Lywin

***Regrets***

Rebecca Archer  
Amy Burns  
Amy Dambrowitz  
Catherine Laing  
Evaristus Oshionebo  
Meera Singh  
Kirsten Varsek-Ison

***Guests***

Rabiya Jalil, Primary Care Specialist and Associate Director of Admissions, Cumming School of Medicine – present for Item 5  
Shannon Cayer, Manager, Undergraduate Medical Education, Cumming School of Medicine – Present for Item 5  
Remo Panaccione\*, Professor and Assistant Dean of Admissions, Cumming School of Medicine – Present for Item 5  
Vanessa Wood, Deputy Registrar

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***Observers***

Angie Crowley, Manager, Undergraduate Programs, Werklund School of Education  
Sarah Ha, Team Lead, Program Coordinator and Student Advisor, Undergrad Science Centre, Faculty of Science  
Carol Hoover, Specialist, Course Demand and Scheduling, Haskayne School of Business  
Pat Kaip, Manager, Undergraduate Programs, Haskayne School of Business  
Jennifer Logan, Program Coordinator, O'Brien Centre for the BHSc, Cumming School of Medicine  
Maria Soos-Gonczol, Manager, Student Services, Social Work

\* *attended virtually*

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

**1. Land Acknowledgement**

Verity Turpin provided the territorial acknowledgement.

**2. Approval of the Agenda****Moved/Seconded**

That the Agenda for the November 17, 2022 Calendar and Curriculum Subcommittee meeting be approved.

**Carried**

**3. Remarks of the Co-Chairs**

The Co-Chairs requested that volunteers step forward to rotate the responsibility of opening Committee meetings with a land acknowledgment as an opportunity for everyone to participate in this important process for their personal journey.

**4. Approval of the October 20, 2022 Meeting Minutes**

Documentation was circulated with the Agenda.

**Moved/Seconded**

That the Minutes for the October 20, 2022 Calendar and Curriculum Subcommittee meeting be approved with the requested amendments.

**Carried**

**5. Recommendation of New Admission Requirements for the Medical Doctor Program, Cumming School of Medicine**

Documentation was circulated with the Agenda. Rabiya Jalil, Shannon Cayer, and Remo Panaccione presented this item.

Highlights:

- The presenters provided an overview of the proposed Calendar revisions to the Cumming School of Medicine Medical Doctor Program (MD Program) Admission requirement. It was explained that the addition of a mandatory University of Alberta (UofA) Indigenous Canada Course will create a baseline of knowledge that enables new physicians to work in safe ways with Indigenous people.
- The UofA's Indigenous Canada Course was selected as an admission requirement in consultation with the Indigenous Local and Global Health Office at the Cumming School of Medicine due to its rigorous content, accessibility, and because the course is offered at no cost

- The Committee expressed concern over the risks of not having any control of the course content or whether it will continue to be offered. Unfortunately, it was noted that the UCalgary's current course offerings are not suitable for this requirement.
- In response to questions, the presenters clarified that the UofA has been notified of the use of their course and confirmed it will be offered for the next two cycles. It was also clarified that students can pay for a certificate of completion if they choose, but it will not be required for admissions and that there is no time limit on how long ago the course was completed for it to be accepted.
- The Committee requested the presenters:
  - Review the UofA Indigenous Canada Course admission requirement every two years to ensure an equivalent course at the UCalgary could not be used and that the thoroughness of the information is still superior and valid
  - Look for alternative courses in the event the Faculty needs to pivot
  - Include explicit language in the course requirement section to ensure students understand that a certificate is not required by the program but can be paid for and obtained if desired
  - Clarify how the MD Program will collect proof of course completion

**Moved/Seconded**

That the Calendar and Curriculum Subcommittee (CCS) recommend that the Academic Planning and Priorities Committee (APPC) approve the revisions to the admission requirements for the Medical Doctor Program, as set out in the document provided to the Committee, effective immediately, with the requested amendments.

**Carried****6. Approval of Calendar Changes for the Faculty of Arts**

Documentation was circulated with the Agenda. Melissa Boyce, Associate Dean, Undergraduate Programs and Student Affairs, Faculty of Arts presented this item.

**Highlights:**

- The presenter provided an overview of the proposed Calendar revisions for the Faculty of Arts including the School of Creative and Performing Arts and the School of Languages, Linguistics, Literatures and Cultures. It was noted that the revisions represent routine editorial changes including course additions and deletions, updates to pre-requisite and anti-requisites, and language clarification under the Faculty regulations to confirm Indigenous students applying for a change of program can be considered under Section A.5.6 *Indigenous Admissions*
- In response to questions, the presenter clarified:
  - The change to the prerequisite requirements for the Embedded Certificate in Pluralism will remove enrollment barriers for students, this change currently only impacts this Embedded Certificate only, but the Faculty of Arts will monitor if there are prerequisite issues for any of the other Embedded Certificates and similar prerequisite changes will follow if needed

**Moved/Seconded**

That the Calendar and Curriculum Subcommittee (CCS) approve the Calendar revisions for the Faculty of Arts, as outlined in the documents, effective for the 2023-2024 Calendar, with the reported amendment.

**Carried**

**7. Approval of Calendar Changes 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 provided an overview of the proposed Calendar revisions for the Faculty of Kinesiology following a recent curriculum review, which include course revisions and deletions, changes in the biomechanics program to help improve student progression, clarification of courses ineligible for CG grades and how “graded units” will be used for awards calculations and honours program, and reduction in duration of degree
- The Committee discussed the distinction between CG grade applicability for academic honours and honours thesis, the presenter clarified that CG grades are not considered for the honours thesis
- The Committee noted that the links in the summary documents are not all working and requested that a link to the SharePoint where the Calendar documents are housed be added at the top of Summaries going forward and that the names of the courses be listed in the documents in addition to the course abbreviation and number

**Moved/Seconded**

That the Calendar and Curriculum Subcommittee (CCS) approve the Calendar revisions for the Faculty of Kinesiology, as outlined in the documents, effective for the 2023-2024 Calendar.

**Carried**

**8. Approval of Calendar changes for Bachelor of Health Sciences (BHSc) and Bachelor in Community Rehabilitation (BCR) in the Cumming School of Medicine**

Documentation was circulated with the Agenda. Ebba Kutz, Associate Dean Undergraduate Health & Science Education, Cumming School of Medicine presented this item.

Highlights:

- The presenter provided an overview of the proposed changes for the Cumming School of Medicine BHSc and BCR programs, which include language and editorial changes, updates to option course listing, definition of Dean's list standing, revisions to course pre-requisite anti-requisites, updates to program level requirements and GPA calculations for the Bachelor of Health Sciences (BHSc) and Bachelor in Community Rehabilitation (BCR)
- The Committee had no questions

**Moved/Seconded**

That the Calendar and Curriculum Subcommittee approve the Calendar revisions for the Cumming School of Medicine Bachelor of Health Sciences (BHSc) and Bachelor in Community Rehabilitation (BCR) programs as set out in the documents provided to CCS, and as recommended by the CCS Calendar Working Group, effective for the 2023-2024 Calendar

**Carried****9. Changes to the Academic Regulations Section G. Examinations and Tests**

Documentation was circulated with the Agenda. Vanessa Wood presented this item.

Highlights:

- The presenters provided an overview of the proposed changes to section G. *Examinations and Tests* in the University Calendar, which include restructuring of the section to improve navigation of the regulations, specifically, the regulations have been reorganized from 12 to three sections, with each of the new sections containing clear subsections. It was noted that further review is being undertaken and revision to the language in this section will be brought to the Committee at a later date.
- The Committee discussed concerns with the change of terminology from “examination” to “assessment” and agreed with the recommendation from the Graduate Academic Program Subcommittee that work on definitions for these terms is important and needs to be done along with the reorganization, the Committee also highlighted areas to be considered when defining these terms, such as when they can be scheduled and that the term “evaluation” should also be defined
- The Committee recommended editorial corrections and suggested that a link be added to the Regulations, which provides where students can access contact information for the appropriate person for advising related to examinations and tests

**10. Revised Academic Schedules for 2023-2027 and the Proposed Academic Schedule for 2027-2028**

Documentation was circulated with the Agenda. Vanessa Wood presented this item.

Highlights:

- The presenters provided an overview of the revisions to the 2023-2027 Academic Schedules and the proposed 2027-2028 Academic Schedule, noting that it will go to General Faculties Council for approval in December
- In response to a question, it was confirmed there are no days between the terms to account for non-standard scheduling
- The CCS recommended that it would be helpful to have further clarification on how the University will observe the National Day for Truth and Reconciliation and its impacts on the schedule

**11. Calendar Replacement Project**

Kimberley McLeod, Manager, Scheduling, Exams and Curriculum, Office of the Registrar, provided an update on the selection and implementation of the new Calendar software, highlighting that the application will include workflow connections to PeopleSoft and improved efficiencies.

**12. Status of Program Approvals Report**

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

**13. Other Business**

There was no other business.

**14. Adjournment****Moved/Seconded**

That the Calendar and Curriculum Subcommittee adjourn the November 17, 2022 meeting.

**Carried**

The meeting was adjourned at 10:57 a.m.

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Cherie Tutt  
Meeting Secretary