



General Faculties Council
CALENDAR AND CURRICULUM SUBCOMMITTEE
Approved Minutes

January 19, 2023, 9:00 – 11:00 a.m.

AD 167

Voting Members

Verity Turpin, Co-Chair
Sherry Weaver, Academic Co-Chair
Rebecca Archer *
Melissa Boyce
William Bridel
Amy Burns
Nancy Chibry
Shawna Cunningham
Amy Dambrowitz
Shazia Jinnah Morsette – arrived during Item 2
Ebba Kurz
Catherine Laing
Kimberley McLeod
David Monteyne
Evaristus Oshionebo*
Leslie Reid
Meera Singh
Andrew Szeto* – arrived during Item 5
Gail Zuk*

Regrets

Lesley Gerein

Guests

John Brown, Dean, School of Architecture, Planning and Landscape – present for Item 6
Vanessa Wood, Deputy Registrar

Observers

Angie Crowley, Manager, Undergraduate Programs, Werklund School of Education
Jennifer de Roaldes, Associate Registrar, Admissions and Recruitment
Ahmad Ghasemloonia, Associate Professor (Teaching), Mechanical & Manufacturing Eng
Sarah Ha, Undergraduate Program Specialist, School of Architecture, Planning and Landscape
Carol Hoover, Specialist, Course Demand and Scheduling, Haskayne School of Business
Pat Kaip, Manager, Undergraduate Student Services, Haskayne School of Business
Jennifer Logan, Program Coordinator, O'Brien Centre for the BHSc, Cumming School of Medicine
Jodie McGill, Manager, Undergraduate and Graduate Programs, Faculty of Kinesiology
Maria Soos-Gonczol, Manager, Student Services, Social Work

Non-Voting Members

Kimberly McLeod
Carol Poland
Kirsten Varsek-Ison

Secretary

Courtney McVie

Staff Support

Cherie Tutt

Scribe

Holly Lywin

The Co-Chair called the meeting to order at 9:04 a.m. and confirmed quorum.

1. Territorial Acknowledgement

Shawna Cunningham, Director, Indigenous Strategy, provided the territorial acknowledgement.

2. Approval of the Agenda

Moved/Seconded

That the Agenda for the January 19, 2023 Calendar and Curriculum Subcommittee meeting be approved.

Carried

3. Remarks of the Academic Co-Chair

The Academic Co-Chair welcomed the Committee members back to a new term.

4. Approval of the December 15, 2022 Meeting Minutes

Documentation was circulated with the Agenda.

Moved/Seconded

That the Minutes for the December 15, 2022 Calendar and Curriculum Subcommittee meeting be approved.

Carried

5. Recommendation of Changes to the Academic Regulations Section G. Examinations and Tests

Documentation was circulated with the Agenda. Vanessa Wood, Amy Dambrowitz, Registrar, and Kimberly McLeod, Associate Registrar and Director, Systems and Policy presented this item.

Highlights:

- The presenters provided an overview of the first phase of proposed Calendar changes to the Academic Regulations within Section G. *Examinations and Tests*. The proposed revisions include reframing definitions, the addition of links, and clarifying student support structures. These changes enhance clarity and navigation for the UCalgary community regarding examinations, assessments, deadlines, and designates.
- The Committee expressed its appreciation for the work that went into the first phase of updates to the Calendar and heard more details on how the second phase will allow for increased student input
- The Committee discussed possible confusion with the terms used for, and the purpose of 'breaks' and agreed that there is a need to centrally clarify the intent of the Fall and Winter term breaks for students, and when assessments can be due around the breaks. It was noted that some flexibility may be needed for different units. The Committee noted more discussion is needed around the purpose of the term breaks and the topic should be brought back for further exploration.

- The Committee discussed whether an editorial change could be added to clarify when assignments are due at the 'end of term' versus the 'last day of classes'. For example, by adding 'due 11:59 pm on the last instructional day'
- The Committee recommended the following changes to Section G, adding clarifying language for 'Term Breaks' e.g. breaks within the term and 'Regular Breaks' e.g. breaks between the terms

Moved/Seconded

That the Calendar and Curriculum Subcommittee recommend that the Academic Planning and Priorities Committee approve the Changes to Academic Regulations Section G. Examinations and Tests, in the University Calendar, as set out in the document provided to the Committee with the requested amendments.

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

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

Highlights:

- The presenters provided an overview of the proposed Calendar changes to the Science Internship program, the Environment Science (ENSC) program and courses, Neuroscience (NEUR) courses, and Physics (PHYS) courses for the Faculty of Science. Significant changes include:
 - A reduction to the entry GPA requirement for the Science Internship Program to 2.0. This will increase the number of students able to experience Work Integrated Learning.
 - Updates to ENSC courses to reflect previous course sequence changes
 - The removal of cross-listed courses in NEUR and Psychology (PSYC) to ensure students get into required courses and to decrease administrative coordination
 - Within PHYS, an update to the mathematics pre-requisite for PHYS 259 to allow students in first-year Engineering to use it as a possible pathway through their first year
 - The proponent withdrew proposed updates to the Dean's List Criteria

Moved/Seconded

That the Calendar and Curriculum Subcommittee (CCS) approve the Calendar changes for the Faculty of Science, as set out in the document provided to the Committee, and as recommended by the CCS Calendar Working Group, effective for the 2023-2024 Calendar with the reported amendment.

Carried

7. Calendar Changes for Schulich School of Engineering

A. Approval of the Calendar changes for Schulich School of Engineering (existing programs)

Documentation was circulated with the Agenda. Meera Singh, Associate Dean, Academic & Planning, Schulich School of Engineering (SSE), presented these items.

Highlights:

- The Committee reviewed the proposed Calendar changes for undergraduate SSE programs. The proposed changes include routine updates such as additions, deletions, and modifications of course content, numbers, and pre-requisites, as well as grammatical and minor changes to program regulations
- The SSE also presented course changes for the Energy Engineering program to be effective for Spring Term
- Concerns were expressed that Biomechanics students in the Faculty of Kinesiology enrol in many ENGG courses and the proposed changes will affect their enrolment

Moved/Seconded

That the Calendar and Curriculum Subcommittee (CCS) approve the Calendar changes for the Schulich School of Engineering for all programs except for Engineering Physics, as set out in the document provided to the Committee, and as recommended by the CCS Calendar Working Group, effective for the 2023-2024 Calendar, and with a May 1, 2023 effective date for the Energy Engineering program courses.

Carried

B. Approval of the Calendar Changes for Schulich School of Engineering, Engineering Physics Program (new)

Highlights:

- The presenter provided an overview of the proposed Calendar entry for the new Engineering Physics program. The changes are being proposed now in preparation for launch in Fall 2023 pending approval by the Ministry of Advanced Education
- There were no questions

Moved/Seconded

That the Calendar and Curriculum Subcommittee (CCS) approve the Calendar changes for the Engineering Physics program at Schulich School of Engineering as set out in the document provided to the Committee, and as recommended by the CCS Calendar Working Group, effective for the 2023-2024 Calendar, subject to the approval of the Minister of Advanced Education of Alberta.

Carried

8. Approval of the Calendar changes for the Faculty of Social Work

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

Highlights:

- The Committee reviewed the proposed editorial and substantive Calendar changes to the regulations for the Faculty of Social Work (SOWK) and noted absence of any changes to courses. Proposed changes include streamlining deadlines to simplify procedures; updates to the Faculty's vision, mission and objectives and letter of permission, stop-outs and leave of absences processes; and clarifications to the admissions and course load sections. Additionally, field practicums will be listed generically to allow for different program pathways.
- There were no questions

Moved/Seconded

That the Calendar and Curriculum Subcommittee (CCS) approve the Calendar changes for the Faculty of Social Work, as set out in the document provided to the Committee, and as recommended by the CCS Calendar Working Group, effective for the 2023-2024 Calendar.

Carried

9. Approval of the Calendar changes for the Werklund School of Education

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

Highlights:

- The presenters provided an overview of the proposed Calendar changes for the Werklund School of Education (WSE) and learned they include general clean-up and clarifications around rural, bridging, letters of permission, previous degrees for WSE enrollment, certification bodies, course descriptions, and student outcomes for failing a teachable subject. These changes will ensure clearer program communication and enable student success. Further changes include the addition of a teaching and learning in French course to respond to sector demands and offering the EDUC 571 research seminar in the Spring term.
- The Committee discussed the rationale for ensuring students are not hired as employees during a practicum. It was explained that rural and remote divisions are often short-staffed, and therefore, they occasionally hire practicum students. However, practicums provide students with an opportunity to be mentored and make mistakes in an open setting.
- Additionally, the Committee discussed the importance of tracking requests for deferral of term work applications to ensure all students have access to apply but that previous assignments are completed before starting a new practicum

Moved/Seconded

That the Calendar and Curriculum Subcommittee (CCS) approve the Calendar changes for Werklund School of Education, as set out in the document provided to the Committee, and as recommended by the CCS Calendar Working Group effective for the 2023-2024 Calendar and with a May 1, 2023 effective date for EDUC 571A Research Seminar in Educational Studies.

Carried**10. Approval of the Calendar changes for the School of Architecture, Planning and Landscape**

Documentation was circulated with the Agenda. John Brown presented this item.

Highlights:

- The presenter provided an overview of the proposed Calendar changes to the Design (DSGN) studio-style courses General Faculties Council (GFC) hours in the School of Architecture, Planning and Landscape (SAPL) for the new Bachelor of Design in City Innovation program. These included link clean-ups, updates to deadlines, language, progression, processes, as well as course descriptions and numbers within the Calendar.
- The Committee discussed the proposed changes to SAPL's studio mode of instruction and learned this change would more accurately reflect the student's weekly lab time while not affecting the overall number of weekly hours expected from students
- The Committee highlighted for the presenters that moving from lecture to lab will mean all Desire to Learn (D2L) course shells will need to be requested each year

Moved/Seconded

That the Calendar and Curriculum Subcommittee (CCS) approve the Calendar changes for the School of Architecture, Planning and Landscape, as set out in the document provided to the Committee, and as recommended by the CCS Calendar Working Group, effective for the 2023-2024 Calendar.

Carried**11. Approval of the Calendar changes to Section P.2.4 Delinquent Student Accounts**

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

Highlights:

- The presenter provided an overview of the proposed Calendar changes to Section P.2.4 *Delinquent Student Accounts* which will allow Enrolment Services to send final notices regarding overdue student accounts to a student's UCalgary and personal email address rather than physically mailing the letter to the last known address
- The Committee discussed the term 'delinquent' and noted the negative connotation and suggested the title of the section be changed. It was also suggested the aging process of late fees be clearly defined and shared with students either in the Calendar or that a link to a website be added to the section. The Committee recommended that their proposed revisions be discussed with the accounts team and brought back for further discussion.

Moved/Seconded

That the Calendar and Curriculum Subcommittee approve the change to Section P.2.4 Delinquent Student Accounts in the University Calendar, as set out in the document provided to the Committee, effective for the 2023-2024 Calendar.

Carried**12. Discussion of the Changes to Section P. Tuition and Fees**

Documentation was circulated with the Agenda. Amy Dambrowitz and Kimberly McLeod presented this item

Highlights:

- The presenters provided an overview of the proposed formatting and presentation changes to Section P. *Tuition and Fees*. Reporting that notable changes include the addition of the fee rate group information in the tuition charts, with a legend at the beginning of the section; the addition of a new chart for Tuition Rates per Term for Undergraduate Programs; and the creation of a separate page for general fees to be listed under undergraduate and graduate tuition rates. It was reported that the Board of Governors (BoG) establishes the tuition and fees to be paid by students in accordance with the Tuition and Fees Regulation (TFR). The Committee learned the formatting changes will simplify the section and make it more navigable with improved clarity for readers.
- The presenters reported that the format changes will be presented to the Committee for approval once final approval of the tuition and fee amounts have been approved by the Board of Governors
- The Committee discussed concerns regarding other fees such as UPass availability for summer research students; deadlines to opt out of dental and healthcare fees; and suggested links to the Student Union fees be included within Section P to help students to navigate to them

13. Status of Program Approvals Report

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

14. Other Business

There was no other business.

15. Co-Chair Closing Remarks

The Co-Chair invited the Committee during closing remarks to bring awareness to how they are creating spaces and communities of care that help those around them that are feeling the impacts of world, country, city, and personal life events.

16. Adjournment

Moved/Seconded

That the Calendar and Curriculum Subcommittee adjourn the January 19, 2023 meeting.

Carried

The meeting was adjourned at 10:28 a.m.

Courtney McVie
University Secretary