



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

September 21, 2023, 9:00 - 11:00 am

AD 167 (Governors Boardroom)

***Voting Members***

Amy Dambrowitz (Co-Chair)  
Nancy Chibry (Academic Co-Chair)  
Sandra Amin  
Fabiola Aparicio-Ting  
Amy Burns  
Alberto de Salvatierra  
Catherine Heggerud  
Evaristus Oshionebo  
Leslie Reid  
Zahra Shajani  
Meera Singh – left during Item 12  
Andrew Szeto\*  
Verity Turpin – left during Item 10  
Amy Warren – arrived during Item 7  
Gail Zuk\*

***Non-Voting Members***

Carol Poland\*  
Christina Furtado  
Lesley Gerein  
Emma Lockyer

***Regrets***

Rebecca Archer  
William Bridel  
Jason Wiens

***Invited Guests***

Shannon Cayer\*, Manager, MD Admissions, Cumming School of Medicine, present for Item 8  
Karen MacDonald, Manager, Writing Symbols Lodge, present for Item 5 and 9  
Rabiya Jalil\*, Associate Dean, People, Culture, and Health Promotion, Cumming School of Medicine, present for Item 8  
Kimberley McLeod, Associate Registrar and Director, Policy and Systems, present for Item 12  
Pamela Roach\*, Director, Indigenous Health Education, Cumming School of Medicine, present for Item 8  
Vanessa Wood, Deputy Registrar, present for Item 11

*\*Attended virtually*

***University Secretary***

Courtney McVie

***Meeting Secretary***

Michelle Speta

***Scribe***

Holly Lywin

***Observers***

Ahmad Ghasemloonia  
Angie Crowley  
Caitlin Karpetz  
Carol Hoover\*  
Christine Johns  
Jennifer Logan  
Jodie McGill  
Maria Soos-Gonczol  
Pat Kaip  
Rachel Bruce\*  
Sarah Ha

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

**1. Approval of the Agenda**

**Moved/Seconded**

That the Agenda for the September 21, 2023 Calendar and Curriculum Subcommittee meeting be approved.

**Carried**

**2. Territorial Acknowledgement**

The Academic Co-Chair provided the territorial acknowledgement.

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

The Co-Chairs welcomed new members and provided an overview of the process of bringing motions to the floor. It was also noted that the Terms of Reference will be reviewed in the spring and that the Committee will be playing a key role as the University moves to the new calendar software, Coursedog.

**4. Committee Specific Orientation**

Courtney McVie provided a presentation orienting the members to the Committee, including:

- An overview of University's bicameral governance structure, the authority framework, and a description of the General Faculties Council (GFC) standing committees' structure
- A review of the membership and the role and responsibilities of the Committee, as set out in its Terms of Reference
- The expectations of members
- The supports provided to the Committee by the Secretariat

**5. Approval of the Calendar Changes to the Indigenous Students Access Program (ISAP) Programs Core Course Schedule**

Documentation was circulated with the Agenda. Verity Turpin and Karen MacDonald presented this item.

Highlights:

- The presenters provided an overview of the proposed change to the Core Course Schedule for the Indigenous Student Access Program (ISAP), including the rationale for reactivating University 205 as a pilot, and the subsequent movement of English 251 from Fall to Winter term
- The Committee learned that University 205: Effective Learning Strategies is an existing elective course that is being reactivated with an Indigenous lens. Moving this course from the Winter term to the Fall term is beneficial to students because it supports the development of academic skills that may help decrease attrition rates.

- As University 205 is being added to the Fall term, English 251 is being moved to the Winter term to balance the distribution of the Core Courses
- In response to questions, the Committee learned that:
  - Students are required to take English 251 and encouraged to enrol in English 212, depending on their individual goals
  - ISAP students rarely take five courses per term. Students are required to take a minimum of four courses per term to qualify for band funding
- The presenters reported an editorial amendment to remove the words 'Fall' and 'Winter' from documentation to allow the statement to be standardized across campus
- The Committee commended the presenters on the proposed changes and thanked them for their work

**Moved/Seconded**

That the Calendar and Curriculum Subcommittee approve the changes to the Indigenous Student Access Program's Core Course Schedule, as set out in the document provided to the Committee, with the reported amendment, effective for the 2024-2025 Calendar.

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

Documentation was circulated with the Agenda. Nancy Chibry presented this item.

Highlights:

- [The presenter provided the rationale for the proposed creation of a Data Science major in the Faculty of Science. Admissions to the program will open in Fall 2024, and a cohort of approximately 50 students will be moved into the major program effective Winter 2024 via Change of Program.](#)
- The Committee learned that the proposed Major would offer a transdisciplinary program that is unique in Alberta
- In response to questions, it was explained that revisions are still underway to both the course lists and the enrolment process to ensure a seamless transfer between the Major and Minor programs
- The Committee recommended reorganizing the course listing to enhance clarity. The presenters also reported an editorial amendment to Section 4.6.1 *Enrolment Limitations* to include Minors in the list for priority enrolment in program courses, with the understanding that Majors are considered first.

**Moved/Seconded**

That the Calendar and Curriculum Subcommittee approve the Calendar change to add program requirements for the Bachelor of Science (BSc) in Data Science to Section 4.6.1 *Enrolment Limitations* with the reported and requested amendments, effective immediately, as recommended by the CCS Calendar Working Group and as set out in the documents provided to the Committee.

**Carried**

**7. Approval of the Calendar Changes to Section B.14.1 *Withdrawal from a Course(s)* for the Cumming School of Medicine**

Documentation was circulated with the Agenda. Fabiola Aparicio-Ting presented this item.

Highlights:

- The Committee learned that the rationale for the proposed removal of Cumming School of Medicine's Bachelor of Health Sciences (BHSc) and the Bachelor of Community Rehabilitation (BCR) programs from Section B.14.1: *Withdrawal from a Course(s)* is to decrease student stress and anxiety by giving them greater autonomy and independence regarding course withdrawals
- In response to questions, it was explained that:
  - Only the two specified degree programs would be affected by this change and both have procedures in place to identify and support students struggling in core courses
  - Typically students are withdrawing from elective courses, which does not warrant administrative oversight

**Moved/Seconded**

That the Calendar and Curriculum Subcommittee approve the Calendar revision of Section B.14.1: *Withdrawal from a Course(s)* to remove "the Cumming School of Medicine (BHSc, BCR)", effective immediately, as set out in the documents provided to the Committee.

**Carried**

*Secretary's Note: Items 10 and 11 occurred prior to Item 8 to allow time for proponents to arrive.*

**8. Recommendation of an Admission Requirement for the Undergraduate Medical Education Program – Indigenous Education Requirement**

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

Highlights:

- The Academic Planning and Priorities Committee (APPC) previously approved a new Indigenous education admission requirement for 2023 matriculants and applicants only, with a request to return with a new proposal in the Fall of 2023 for the following admissions cycle. The new proposal was to include other options beyond the Indigenous Canada Course, in particular UCalgary courses or programs.
- The presenters provided a revised list of options for how applicants can now meet the Indigenous education requirement, including a University of Calgary Continuing Education certificate that will be available starting Winter 2024
- In response to a question, it was learned that based on consultation and advice received, including that from the Office of Indigenous Engagement, the lived experience of Indigenous applicants would not be accepted as an alternative because it could disadvantage students who could lack the expected knowledge
- The Committee discussed the balance between the demand on administrative resources that would be needed to ensure all course alternatives provide incoming students with the required baseline knowledge while being flexible enough to not disadvantage some students by being too restrictive. The Committee supported a more inclusive approach.

- The Committee requested that prior to moving forward to APPC the presenters:
  - Work with the CCS Working Calendar Group to standardize the Calendar language for Section 5.3.1 *Conditions of Admission* and clarify the acceptable course alternatives
  - Revise the reference to ‘any half or full credit course’ to state ‘a minimum of 3-unit course’
  - Provide clarification regarding the requirements for a degree or a certificate within Indigenous Studies
  - Make an editorial update to use Indigenous ‘education’ requirement rather than Indigenous ‘course’ requirement consistently across all documentation
  - Move the Indigenous Canada MOOC to the first option on the list, followed by the University of Calgary options, and lastly other options

**Moved/Seconded**

That the Calendar and Curriculum Subcommittee recommend that the Academic Planning and Priorities Committee approve the revisions to the Indigenous Education admission requirement for the Medical Doctor Program, effective for the 2024–2025 admissions cycle onwards, with the requested amendments, as set out in the documents provided to the Committee.

**Carried****Moved/Seconded**

That the Calendar and Curriculum Subcommittee approve the revisions to Section 5.3.1 *Conditions of Admission*, contingent upon the Academic Planning and Priorities Committee's approval of the revised admission requirement, with the requested amendments, as set out in the documents provided to the Committee.

**Carried****9. Pilot for the Assessment of Documentation of Indigenous Citizenship/Membership for Applicants and Students**

Amy Dambrowitz and Karen MacDonald presented this item.

Highlights:

- The presenters provided an overview of the creation of a pilot for verifying Indigenous citizenship
- It was reported that the University has formed an Indigenous-led committee to refine the process and that this initiative will work to identify acceptable forms of documentation, establish pathways for admission and financial support for Indigenous students, and develop a list of recognized organizations issuing documents.
- This work on this initiative is being done alongside the Office of Indigenous Engagement and Legal Services

**10. Update on Academic Regulation M.1 Supporting Documentation**

Verity Turpin provided a verbal update.

Highlights:

- The presenter provided an update on the University's re-engagement with Academic Regulations Section M.1 *Supporting Documentation and the Use of a Statutory Declaration* and invited Committee members to join a working group focused on reviewing and effectively implementing these regulations

**11. Update on Academic Regulations Section G. Examinations and Tests and Section E. Course Information**

Vanessa Wood and Leslie Reid provided a verbal update.

Highlights:

- The Committee learned that the Office of the Registrar recently held a workshop focusing on enhancing assessment methods and examinations to better align with emerging trends in education
- The insights gathered will be shared with this Committee and the Teaching and Learning Committee (TLC), as well as other key stakeholders. Consultations will continue with the aim to be completed for the 2024-2025 Calendar

**12. University Calendar Update (Coursedog)**

Amy Dambrowitz and Kimberly McLeod provided a verbal update.

Highlights:

- The Committee learned that the project team is currently working on entering data, ensuring stakeholder consultation, and training staff in preparation for the roll-out of the new Calendar in Coursedog
- There will now be a soft launch on December 8, 2023, with the official launch happening in early March 2024 when the 2024–2025 Calendar is published. The current Calendar will continue to be the official Calendar of record for 2023–2024 even once the new Calendar is soft-launched. The Faculties' Complete Degree Maps will be launched in March 2025
- Further opportunities for feedback will be offered to ensure inclusivity, transparency, and revisions as needed
- The project team is currently working on a strategy for communicating the change and welcomes feedback

**13. Status of Program Approvals**

Documentation was circulated with the Agenda for information only. It was noted that questions can be directed to the Program Innovation Hub.

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

That the Calendar and Curriculum Subcommittee adjourn the September 21, 2023 meeting.

**Carried**

The meeting was adjourned at 10:55 a.m.

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Courtney McVie  
Secretary