



General Faculties Council  
**Calendar and Curriculum Subcommittee**  
Approved Minutes

Thursday, September 19, 2024, 9:00 a.m.  
Meeting #99

A167/Zoom

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**Voting Members**

Amy Dambrowitz, Co-Chair  
Melissa Boyce, Academic Co-Chair  
Fabiola Aparicio-Ting  
Cari Din  
Catherine Heggerud  
Zahra Shajani  
Erin Spring  
Mindi Summers  
Rebecca Archer\*  
Dan Wilson  
Gail Zuk\*  
Jessie Dinh\*  
Shawna Cunningham\*  
Andrew Szeto\* - left during Item 5  
Wendy Benoit  
Verity Turpin

**University Secretary**

Courtney McVie

**Meeting Secretary**

Michelle Speta

**Scribe**

Vanessa Kozielec

**Regrets**

Alberto de Salvatierra  
Meera Singh

**Non-voting Members**

Christina Furtado  
Lesley Gerein  
Emma Lockyer  
Kimberley McLeod  
Carol Poland  
Vanessa Wood

**Resource Personnel & Observers**

Rachel Bruce, Manager, Academic Programs, ARTS  
Ahmad Ghasemloonia, Associate Dean, Student Success & Interdisciplinary Academic Programs, SSE  
Sarah Ha, Undergraduate Program Specialist, SAPL  
Constance Heshka, Manager, Undergraduate & Graduate Programs, KNES  
Carol Hoover, Specialist, Teaching & Learning, HSB  
Pat Kaip, Manager, Undergraduate Student Services, HSB  
Caitlin Karpetz\*, Team Lead, Undergraduate Science Centre  
Jennifer Logan\*, Program Coordinator, Bachelor of Health Science, CSM  
Maria Soos-Gonczol, Manager, Student Services, SOWK  
Kirsten Varsek-Ison, Undergraduate Programs in Education, WSE

*\*Attended virtually*

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*Secretary's Note: In accordance with the General Faculties Council (GFC) Bylaws Section 8.2, the motion box and "Carried" denotation serves as the entry in the minutes that the Chair of the meeting declared the motion carried.*

The Co-Chair called the meeting to order at 9:02 a.m. and confirmed quorum.

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

#### **Moved/Seconded**

That the Agenda for the September 19, 2024 Calendar and Curriculum Subcommittee meeting be approved.

**Carried**

The Co-Chair provided the Traditional Land Acknowledgement.

### 2. Remarks of the Co-Chair

The Co-Chair included the following in her opening remarks:

- Welcomed back all returning members, in particular, Melissa Boyce, Associate Dean (Academic), Faculty of Arts, as she has been appointed by the General Faculties Council Executive Committee to the role of Academic Co-Chair.
- Special welcome to new members of the Committee on the occasion of their first meeting: Cari Din (Faculty of Kinesiology), Erin Spring (Werklund School of Education), Dan Wilson (Faculty of Law), and Mindi Summers (Faculty of Science).
- As updated in the Terms of Reference at the end of the last meeting year, Vanessa Wood and Kimberley McLeod, Co-Chairs of the CCS Calendar Working Group, are now sitting on the Committee as non-voting members.

### 3. Roundtable Introductions

The Academic Co-Chair led a roundtable of introductions for all present members.

### 4. Committee Orientation

Courtney McVie, University Secretary, provided a Committee orientation presentation which included:

- An overview of University's bicameral (shared) governance structure and operations.
- The legislation informing the University's collegial governance structure.
- The University's authority framework and how decisions are made in consideration of the betterment of the institution.
- An illustration of the General Faculties Council (GFC) Standing Committee and Subcommittee structure, and the meeting schedule.

- Review of the membership and the role and responsibilities of the Committee, as set out in its Terms of Reference
- Review of the expectations of the Committee members.
- The supports provided to the Committee by the Secretariat.

#### **5. Approval of the Calendar Revision to Section P.4.15 Faculty of Law Regarding the Law Career Services Fee**

Documentation was circulated with the Agenda. Christina Furtado, Assistant Registrar, Scheduling and Curriculum, presented this item.

Highlights:

- The presenter explained that the proposed revision is to correct the Calendar language regarding the Law Career Services Fee to make it clear that it only applies to students in the Juris Doctor (JD) program.
- The presenter provided an overview of the history of the Law Career Services Fee, explaining that it was approved effective Fall 2009 for students in the Bachelor of Laws (LLB) program (subsequently renamed as the JD program). The language of the fee being mandatory “for all Law students” was accurate at the time because graduate program tuition and fees were presented separately in the Graduate Calendar.
- This wording is no longer accurate because of the unified Academic Calendar structure and the Faculty of Law offering more programs (i.e., the Foreign Trained Lawyers Program)
- The presenter reiterated that this revision is to align with the original approval of the fee and with current process. There is no change in regulation or fee amount.
- There were no questions from the Committee.

#### **Moved/Seconded**

That the Calendar and Curriculum Subcommittee (CCS) approve the revision to Section P.4.15 of the Academic Calendar regarding the Law Career Services Fee, effective immediately 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**

#### **6. CCS Calendar Working Group Timelines for Faculties and New Calendar Software (Coursedog) Project Update**

Documentation was circulated with the Agenda. Kimberley McLeod, Associate Registrar & Director, Systems and Policy, and Vanessa Wood, Deputy Registrar, presented the CCS Calendar Working Group timelines for Faculties. Christina Furtado, Assistant Registrar, Scheduling and Curriculum, and Kimberley McLeod presented the Coursedog project update for information.

Highlights:

- The presenters explained the process and timelines of the CCS Calendar Working Group, including that:
  - The Working Group reviews and provides feedback on proposed Calendar changes, with a particular focus on how the changes would be systematized.

- The Working Group can review and provide feedback prior to Faculty Council review if arrangements are made in advance.
- Every year Faculties are asked to submit their Calendar changes to the Working Group by October 15 to allow adequate time for the Working Group to review and assess the proposed changes' potential impacts.
- In response to questions, it was explained that:
  - The October 15 deadline applies regardless of the volume or magnitude of impact of proposed changes.
- The presenters provided an update on the new Calendar software (Coursedog) project, including:
  - The Coursedog software includes two modules, Catalogue and Curriculum. The Catalogue module was implemented last year in Phase 1 of the project, which was the launch of the new Academic Calendar.
  - Phase 2 of the project involves the Curriculum module, which provides workflow functionality for Calendar content management. Workflow 1.0 will be piloted for courses and Faculty regulations only starting this Fall.
  - The goal is to transition all other Calendar content to Workflow 1.0 in Spring 2025. Workflow 2.0 is also planned for launch on June 1, 2025, which will incorporate internal Faculty governance processes.
  - Training modules and logins have been provided to department administrators, and consultation with Faculties to collect feedback is underway.
- In response to questions, it was explained that:
  - Coursedog has functionality that could potentially allow for the incorporation of learning outcomes and other curricular components, but further discussion would be required to understand feasibility.
  - Coursedog training was offered for all Faculties, but one-on-one walk-throughs are always available.

## **7. Program Approvals Status Report**

Documentation was circulated with the Agenda for information only. The Co-Chair explained that this report provides an overview of program proposals that are currently going through governance. Questions can be directed to the Program Innovation Hub.

## **8. Other Business**

The Co-Chair reminded the Committee members of the Committee's practice of rotating the Traditional Land Acknowledgement presentation and asked members to contact the Secretariat to put their name forward for upcoming meeting dates.

## **9. Adjournment**

The meeting was adjourned by consensus at 10:17 a.m.