



UNIVERSITY OF
CALGARY

General Faculties Council
Calendar and Curriculum Subcommittee
Approved Minutes

Thursday, January 23, 2025, 9:00 a.m.
Meeting #103

A167/Zoom

Voting Members

Amy Dambrowitz, Co-Chair
Melissa Boyce, Academic Co-Chair
Fabiola Aparicio-Ting
Wendy Benoit
Shawna Cunningham*
Alberto de Salvatierra
Jessie Dinh
Catherine Heggerud
Meera Singh*
Zahra Shajani
Erin Spring
Andrew Szeto
Verity Turpin
John Remnant*
Gail Zuk*

Non-Voting Members

Christina Furtado
Lesley Gerein
Emma Lockyer
Kimberley McLeod
Carol Poland

Meeting Secretary

Michelle Speta

Scribe

Vanessa Kozielec

Regrets

Cari Din
Mindi Summers
Dan Wilson
Vanessa Wood

Resource Personnel & Observers

Rachel Bruce, Manager, Academic Programs, Faculty of Arts
Jennifer de Roaldes*, Associate Registrar, Information, Admissions, and Recruitment
Sarah Ha, Undergraduate Program Specialist, School of Architecture, Planning and Landscape
Carol Hoover, Specialist, Teaching & Learning, Haskayne School of Business
Pat Kaip, Manager, Undergraduate Student Services, Haskayne School of Business
Carrie MacKay, Director of Faculty Operations, Faculty of Nursing
Maria Soos-Gonczol, Manager, Student Services, Faculty of Social Work

Guests

Amy Bromley*, Associate Dean, Undergraduate Medical Education, Cumming School of Medicine
– Item 3
Leanne Barham, Senior Program Specialist, Undergraduate Programs, Werklund School of Education
– Item 4

**Attended virtually*

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. Meeting Opening

1.1. Approval of the Agenda

Moved/Seconded

That the Agenda for the January 23, 2025 Calendar and Curriculum Subcommittee be approved.

Carried

1.2. Traditional Land Acknowledgement

Christina Furtado provided a Traditional Land Acknowledgement.

1.3. Remarks of the Co-Chair

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

- The Academic Planning and Priorities Committee (APPC) approved the Faculty of Nursing's proposal for lottery-based admission, which will be implemented for Fall 2026. The public roll-out of information on lottery-based admission will begin in early February.
- The Board of Governors approved the tuition and fees for 2025-2026 on December 13, 2024. This includes the maximum tuition fees for international students beginning their programs in May 2025 through Winter 2026.
- The Registrar's Office is set to approve the Request for Proposals (RFP) for the Scheduling Project on January 23, 2025.
- This year's You at UCalgary event is scheduled for April 12, 2025. You at UCalgary is a welcome event for the incoming undergraduate class of 2029. Students must have accepted their offer of admission and paid their admission deposit to attend.
- The University has not yet received this year's allocation of Provincial Attestation Letters (PALs).
- This year, all graduate students will require a PAL. There will now be two categories of PALS, with a specified number set aside for distribution to Master's and PhD students only. The remaining PALS may be used for everyone, including graduate students.

2. Approval of the December 12, 2024 Meeting Minutes

Documentation was circulated with the Agenda.

Moved/Seconded

That the minutes of the Calendar and Curriculum Subcommittee meeting held on December 12, 2024 be approved.

Carried

3. Approval of the Cumming School of Medicine Undergraduate Medical Education (UME) 2025-2026 Calendar Revisions

Documentation was circulated with the Agenda. Amy Bromley, Associate Dean (Undergraduate Medical Education), Cumming School of Medicine, presented this item.

Highlights:

- The presenter provided an overview of the proposed Calendar revisions for the Doctor of Medicine (MD) program offered through Undergraduate Medical Education (UME) in the Cumming School of Medicine (CSM).
- The Calendar revisions aim to align with the MD's restructured Clerkship and Pre-clerkship curriculum and assessment strategies, and to better reflect current practices which will help students make informed decisions about the program they are entering. All enrolled students are on the new Pre-clerkship/Clerkship block structure curriculum.
- Significant changes include:
 - Renaming "Year 1" and "Year 2" as "Pre-clerkship", and "Year 3" as "Clerkship".
 - Clerkship courses are for eight-week clinical rotations that were previously scheduled as decimalized courses for up to four consecutive terms. In the new format, students will be enrolled in Clerkship 1 (Medicine (MDCN) 551), with the appropriate number of weeks accounted for in the Winter term. Regardless of the specific rotation a student is assigned to, the credit will be granted accordingly. This adjustment will reduce the significant back-end administrative work that was undertaken to ensure accurate credit allocation and course alignment.
 - The proposed changes will align with practices used in similar practicum-based programs, where specific blocks of time are set aside for rotation work. From a transcript perspective, this will better reflect the student's involvement in the required educational weeks and align with tuition deadlines.
- In response to questions, it was explained that:
 - The rationale for having such a detailed Calendar entry is that the CSM's MD degree differs from that of most other universities as a three-year, year-round program instead of the traditional four-year program. Therefore, students rely on the Calendar for detailed information about the structure of the program to understand the progression from pre-clinical to clinical phases.
 - The proposed Calendar language regarding inclusivity in admissions aligns with the Cumming School of Medicine's strategic plan, which includes specialized admission pathways for Black applicants (Black Applicant Admissions Process - BAAP) and Indigenous applicants (Indigenous Application Process - IAP). The language regarding demographic factors not being considered is intended to highlight that for students applying through the general admissions process, demographic information is not made available to reviewers.

- The admission criteria have shifted away from requiring specific courses and now focuses on broader background areas, which allows for a more diverse pool of applicants and aligns with the CSM's reputation of admitting students from a wide range of educational backgrounds.
- The Committee requested the following amendment:
 - That the language in Section 5.3.1.A *Eligibility for Admission* be revised for clarity and to avoid any potential contradictions with Section 5.3.1.C *Equitable and Inclusive Admissions*. This revision should be carried out in consultation with the Office of Indigenous Engagement and the Office of Signature Learning Experiences. The revised wording should also align with that of other Faculties with similar admissions regulations.
- The Committee directed that the revised language for Section 5.3.1.A be provided to the CCS Co-Chairs for final approval.

Moved/Seconded

That the Calendar and Curriculum Subcommittee (CCS) approve the proposed Calendar revisions for the Undergraduate Medical Education program in the Cumming School of Medicine, effective for the 2025-2026 Calendar, as recommended by the CCS Calendar Working Group and as set out in the documents provided, with the requested amendment.

Carried

4. Approval of the Werklund School of Education 2025-2026 Calendar Revisions

Documentation was circulated with the Agenda. From the Werklund School of Education, Erin Spring, Associate Dean (Undergraduate Programs) and Leanne Barham, Senior Program Specialist (Undergraduate), presented this item.

Highlights:

- The presenters provided an overview of the proposed Calendar revisions for the Werklund School of Education (WSE), which primarily focus on clarifying current processes in the regulations section. Key changes include:
 - Revision to Section 3.2.7 *Field Experience Courses* to replace “may” with “will” to clarify that students who have any combination of two Withdrawal (W), Remedial Work Required (RM), and Failure (F) grades in their Field Experience courses will be Required to Withdraw (RTW).
 - The same change is being made to Section 3.3 *Student Standing and Academic Review* regarding RTW for poor academic standing. Conversely, language in Section 3.3 regarding the Academic Turnaround Program is being adjusted from stating that students “will” be offered the opportunity to participate in the program to “may,” to reflect that there may be instances where this opportunity is not available.
 - Further revisions to Section 3.3 provide clarity regarding the academic review process for students who have completed fewer than 18 units since their previous review and progression requirements for Five-Year Bachelor of Education (BEd) Concurrent degree students.
 - The Bridging to Community-Based BEd pathway under Section 3.1.1 *Four-Year BEd Program* is being revised to reflect the WSE's practice of allowing students to retake failed courses. This revision also

clarifies that students do not need to complete all required courses within one year, aligning with the decision-making processes followed in the past.

- More course options were also added to the Four-Year BEd Program Requirements, such as the new Energy Science courses being offered by the Faculty of Science.
- In response to questions, it was explained that:
 - There is no change to the K-12 teachable subject area routes for the Four-Year BEd programs; the proposed revisions are to present this information in tabular form.

Moved/Seconded

That the Calendar and Curriculum Subcommittee (CCS) approve the proposed Calendar revisions for the Werklund School of Education, effective for the 2025-2026 Calendar, as recommended by the CCS Calendar Working Group, and as set out in the documents provided.

Carried

5. Approval of the Haskayne School of Business 2025-2026 Calendar Revisions

Documentation was circulated with the Agenda. Catherine Heggerud, Associate Dean (Undergraduate Programs), Haskayne School of Business, presented this item.

Highlights:

- The presenters provided an overview of the proposed Calendar revisions for the Haskayne School of Business. The revisions primarily focus on revitalizing the structure of the Bachelor of Commerce (BComm) concentrations, including course requirements, alignment with other concentrations in the program, offering more elective options, improving course flexibility, and enhancing transparency for students to improve their overall experience. The BComm is currently undergoing a curriculum review.
- Specific updates were shared about changes to the Entrepreneurship and Innovation (ENTI) and International Business Strategy (IBST) concentrations, including:
 - Two previously required courses in the ENTI concentration—ENTI 531 and Finance (FNCE) 473—are now optional electives, giving students more flexibility in their course selection.
 - The course requirements for the IBST concentration have been revised to reduce obstacles for students and encourage higher enrolment. Previously, the concentration required 18 units (six courses), but course descriptions were written in a way that necessitated eight courses, disrupting the natural progression of the degree. The revised structure aligns the IBST concentration with other concentrations, maintaining the 18-unit requirement and incorporating the existing language requirement within the concentration's electives. Study abroad/exchange program participation was also added as an elective option to promote international experiences.
- Other changes include the addition of electives to the BComm Business Analytics (BANA) concentration to reflect the growing prevalence of analytics in other business programs.
- An additional note under the Organizational Behaviour and Human Resources (OBHR) concentration will bring attention to the post-graduation Chartered Professionals in Human Resources (CPHR) designation and its specific course requirements. This note aims to alert students to the CPHR requirements and help them to select appropriate courses if they wish to pursue the designation after graduation.

- The Committee discussed the importance of exploring Indigenous-related topics during curriculum reviews and posed Indigenous relations in economic development and business as something to consider for future specializations.

Moved/Seconded

That the Calendar and Curriculum Subcommittee (CCS) approve the proposed Calendar revisions in the Haskayne School of Business, effective for the 2025-2026 Calendar, as recommended by the CCS Calendar Working Group and as set out in the documents provided.

Carried**6. Approval of the Faculty of Nursing 2025-2026 Calendar Revisions**

Documentation was circulated with the Agenda. Zahra Shajani, Associate Dean (Undergraduate Programs), Faculty of Nursing, presented this item.

Highlights:

- The presenters provided an overview of the proposed Calendar revisions for the Faculty of Nursing, explaining that the changes support the Faculty's implementation of the new Bachelor of Science in Nursing (BScN) program curriculum, as well as address issues identified during the annual Faculty Calendar review. This includes updating language, descriptions, and titles for new courses being introduced.
- Entries for Bachelor of Nursing (BN) courses that are no longer being offered will also be removed.
- The proposed revisions also include the removal of all references to the University of Calgary in Qatar (UCQ), which will be closing effective August 31, 2025.
- In response to questions, it was explained that:
 - Immunization requirements for Nursing students follow the guidelines set by the practice partners, which include Alberta Health Services, Covenant Health, and other third parties.

Moved/Seconded

That the Calendar and Curriculum Subcommittee (CCS) approve the proposed Calendar revisions for the Faculty of Nursing, effective for the 2025-2026 Calendar, as recommended by the CCS Calendar Working Group and as set out in the documents provided.

Carried**Moved/Seconded**

That the Calendar and Curriculum Subcommittee (CCS) approve the removal of all references to the University of Calgary in Qatar (UCQ) from the Calendar, effective for the 2025-2026 Calendar, contingent upon the Academic Planning and Priorities Committee's approval of the termination of the UCQ academic programs, as set out in the documents provided.

Carried

7. Approval of the Faculty of Veterinary Medicine Additional 2025-2026 Calendar Revisions

Documentation was circulated with the Agenda. John Remnant, Co-Associate Dean (Curriculum), Faculty of Veterinary Medicine, presented this item.

Highlights:

- The presenters provided an overview of the proposed revisions to the Calendar entries for the Faculty of Veterinary Medicine courses VETM 440: One Health and Veterinary Practice and VETM 506: Investigative Veterinary Medicine and Science Communication. The revisions will allow these courses to be graded on a credit/fail (CR/F) basis.
- A CR/F grading scheme for the courses was approved by the Faculty Council in January 2024 but not brought to the CCS for final approval in error. As a result, the courses are currently scheduled in PeopleSoft as graded.
- For the CR/F scheme to be used for students currently enrolled in the courses, the presenter requested that the proposed revisions be effective for the 2024-2025 Calendar. If a retroactive change is not feasible, a workaround (e.g., assigning the same grade to each student) would have to be identified.
- In response to questions, it was explained that:
 - Students had already been informed that these courses would be graded on a CR/F basis, as indicated in the course outline.
 - It is likely that Veterinary Medicine students do not examine the Calendar in the same depth as students in other programs since all courses are mandatory. Students tend to rely more on the course outline for detailed information.
- The Committee's discussion included:
 - The need to streamline the process for deciding and communicating grading schemes like CR/F in course outline. As cases like this may arise more frequently, it is important to have a clear standard and process to ensure that grading methods are clearly communicated and understood by students.
 - Although the requested timeline for the amendments would be out of sync with standard Calendar practices, the Committee agreed that the communication made to students regarding the CR/F grading scheme should be honoured.
 - The proposed changes can be systematized for the current course offerings as long as the grade roster has not yet been run.
- The Committee directed that the change be considered an erratum to the 2024-2025 Calendar.

Moved/Seconded

That the Calendar and Curriculum Subcommittee approve the proposed Calendar revisions for the Faculty of Veterinary Medicine, as an erratum to the 2024-2025 Calendar and effective for the 2025-2026 Calendar, as set out in the documents provided.

Carried

8. Approval School of Architecture, Planning and Landscape Additional 2025-2026 Calendar Revisions

Documentation was circulated with the Agenda. From the School of Architecture, Planning and Landscape, Alberto

de Salvatierra, Associate Dean (Undergraduate), and Sarah Ha, Undergraduate Program Specialist, presented this item.

Highlights:

- The presenters provided an overview of the proposed Calendar revisions for the School of Architecture, Planning and Landscape (SAPL), which include:
 - Renumbering select Design (DSGN) courses that have not yet been offered to align with the overall numbering convention of the Bachelor of Design in City Innovation (BDCl) program. It was explained that these courses were overlooked during the initial planning stages of the program.
 - Correction to the corequisites for DSGN 311 and 313 to read: “One of Design 304, 305 or 306.”
- The Committee requested the following amendment:
 - For the DSGN 311 and 313 corequisites, instead of using "one of," the courses should be listed separately by commas and joined with “or” for consistency with Calendar standards.

Moved/Seconded

That the Calendar and Curriculum Subcommittee (CCS) approve the proposed additional Calendar revisions for the School of Architecture, Planning and Landscape (SAPL), effective for the 2025-2026 Calendar, as recommended by the CCS Calendar Working Group and as set out in the documents provided, with the requested amendment.

Carried

9. Program Approvals Status Report

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

10. Other Business

There was no other business.

For the Committee’s information, the Interim Vice-Provost (Teaching and Learning), shared an update regarding the development of institutional principles for academic assessment. This initiative is working towards integrating assessment as an integral part of any discussion on courses, ensuring more consistency and alignment across the board, and will intersect with the work of the CCS. Consultation and data-gathering is currently underway at the Faculty level, and this was recently discussed at the Students’ Union’s Student Legislative Council.

11. Adjournment

The meeting was adjourned by consensus at 10:23 a.m.