



UNIVERSITY OF
CALGARY

General Faculties Council
Calendar and Curriculum Subcommittee
Approved Minutes

Thursday, February 27, 2025, 9:00 a.m.
Meeting #104

A167/Zoom

Voting Members

Amy Dambrowitz, Co-Chair
Melissa Boyce, Academic Co-Chair
Fabiola Aparicio-Ting*
Wendy Benoit
Shawna Cunningham*
Cari Din
Jessie Dinh
Catherine Heggerud
Meera Singh
Zahra Shajani
Mindi Summers
Andrew Szeto
Dan Wilson*
Gail Zuk*

Meeting Secretary

Michelle Speta

Scribe

Vanessa Kozielec

Regrets

Rebecca Archer/John Remnant
Alberto de Salvatierra
Erin Spring
Verity Turpin
Vanessa Wood

Non-Voting Members

Christina Furtado
Lesley Gerein
Emma Lockyer*
Kimberley McLeod
Carol Poland

Resource Personnel & Observers

Rachel Bruce, Manager, Academic Programs, Faculty of Arts
Jennifer de Roaldes, Associate Registrar, Information, Admissions, and Recruitment
Mikhail Elizarov, Interim Manager, Undergraduate Programs, WSE
Ahmad Ghasemloonia*, Associate Dean, Student Success & Interdisciplinary Academic Programs, SSE
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
Jennifer Logan*, Program Coordinator, Bachelor of Health Science, CSM
Maria Soos-Gonczol, Manager, Student Services, Faculty of Social Work

**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 9:04 a.m. and confirmed quorum.

1. Meeting Opening

1.1. Approval of the Agenda

Moved/Seconded

That the Agenda for the February 27, 2025 Calendar and Curriculum Subcommittee be approved.

Carried

1.2. Traditional Land Acknowledgement

Rachel Bruce provided a Traditional Land Acknowledgement.

1.3. Remarks of the Co-Chair

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

- There has been media interest regarding the lottery-based admission for undergraduate programs in the Faculty of Nursing, effective Fall 2026. The professional nursing community has shown support for this change.
- The University received its Provincial Attestation Letter (PAL) allocation on January 24, 2025.
- This is the last Calendar and Curriculum Subcommittee (CCS) meeting before the 2025-2026 Calendar is published, which will conclude the first round of annual Calendar revisions in CourseDog. The CourseDog software has reduced administrative work using its workflow functionality for managing Calendar revisions.
- There will be 11 convocations in Spring 2025. Faculty and staff are encouraged to volunteer to support the event and to celebrate graduating students.
- Catherine Heggerud has accepted a new position as the Executive Director of the Office of Signature Learning Experiences.

2. Approval of the January 23, 2025 Meeting Minutes

Documentation was circulated with the Agenda.

Moved/Seconded

That the minutes of the Calendar and Curriculum Subcommittee meeting held on January 23, 2025 be approved.

Carried

3. Approval of the Faculty of Social Work 2025-2026 Calendar Revisions

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

Highlights:

- The presenter provided an overview of the proposed Calendar revisions for the Faculty of Social Work, which are primarily editorial. Course descriptions and numbers remain unchanged from the 2024-2025 Calendar cycle, except for the addition of one new elective course: Social Work (SOWK) 556: Animal-Assisted Practice.
- The presenter reviewed the proposed change to Section 3.4 *Student Standing*, which is that a 4.00 grade point average (GPA) in the last 27 units of University of Calgary Social Work graded courses be required for Graduation “With Distinction.” The rationale for the 4.00 GPA cutoff is to address issues with the student experience and administrative challenges caused by the current process of calculating the top 10% of graduates in order to assign the designation. It is expected that a 4.00 GPA cutoff will capture 10-15% of graduates.
- Updates to Section 4.2 *Alberta Social Work Diploma Route* are to clarify that in addition to all required 300- and 400-level Social Work courses (21 units), students must complete at least 9 units of option courses (including 6 non-Social Work units) before enrolling in SOWK 590. This change ensures students complete necessary non-Social Work courses earlier, reducing delays in degree completion.
- The Committee discussed the change for Graduation “With Distinction,” noting that the 4.00 GPA threshold is significantly higher than in other Faculties (e.g., the Haskayne School of Business requires a 3.6 GPA). Some members expressed concerns that such a high standard leaves little room for error and may not be student-friendly.
- In response to questions, it was explained that:
 - The decision to set the “With Distinction” requirement at a 4.00 GPA will maintain the proportion of students awarded this designation at or above the current standard, which is the top 10% of graduates.
 - The 4.00 GPA is appropriate because of the unique structure of the Bachelor of Social Work program. With many courses graded as credit/fail due to practicum requirements, only 27 graded units are available for evaluation. Lowering the threshold (e.g., to 3.96) would significantly increase the number of students graduating with this designation (e.g., 3.96 GPA cutoff would result in 30% of students receiving the “With Distinction” designation).
- The Committee requested the following amendment:
 - That Section 3.2.1 wording be changed from first-person to third-person to maintain consistency across the Calendar.

Moved/Seconded

That the Calendar and Curriculum Subcommittee (CCS) approve the proposed Calendar revisions for the Faculty of Social Work, 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 Schulich School of Engineering 2025-2026 Calendar Revisions

Documentation was circulated with the Agenda. Meera Singh, Senior Associate Dean (Academic), Schulich School of Engineering, presented this item.

Highlights:

- The presenter provided an overview of the proposed Calendar revisions for undergraduate programs in the Schulich School of Engineering (SSE). As the Energy Engineering program admits in the Spring term, the proposed changes for the program are to be effective Spring 2025.
- Regulations changes include:
 - Addition of information about the new Practical Experience Requirement (PER), approved by the Academic Planning and Priorities Committee (APPC) at its March 11, 2024 meeting, which will take effect for students entering in Fall 2025. All students in the regular (four-year) Majors must complete 500 hours of work experience to graduate.
 - A review of the Graduation “With Distinction” data found a 25% increase in students graduating with distinction over the past 10 years, with some Majors reaching 75% of graduates receiving the designation. The Faculty expressed concerns that this diminishes the significance of the ranking and creates a perception that students without the designation have underperformed. A comparison with other Faculties and universities revealed that the Faculty’s criteria of 3.60 GPA over the last 60 units is among the most lenient. To address this, the revised criteria for Graduation “With Distinction” is that students must have a minimum GPA of 3.60 over the last 90 units (increasing from 60 units) and be in the top 25% of their class by Major program to receive the designation.
 - The supplemental exam policy in the Calendar has been revised for clarity, addressing inconsistencies in implementation across programs. Key clarifications include that students are eligible for supplemental exams if stipulated in the course outline. Graduating students may apply for a special supplemental exam, even if not explicitly listed in the course outline.
- Program-level Changes include:
 - Several programs have expanded their list of technical electives and introduced more flexibility for capstone design courses.
 - An additional 3 units of required technical electives have been added to the Engineering Physics program. This is a correction to align the Calendar entry with the approved unit load for this program.
 - Addition of information regarding the Oil & Gas Engineering program, the reactivation of which was approved by the APPC on May 13, 2024. Updates include: Eight courses replaced with new ones, curriculum updates to align with recent changes in Chemical Engineering courses, additional courses added and rearranged in the technical electives list, and the Digital Engineering minor has been adjusted to reflect changes in the Oil & Gas program.
 - In Software Engineering, a technical elective has been replaced with a new required course, ENSF 555: Introduction to Quantum Theory, Computation and Information to meet the curriculum content requirements of the Canadian Engineering Accreditation Board.
- In response to questions, it was explained that:
 - The rationale for setting a threshold of the top 25% of students for Graduation “With Distinction” instead of a cutoff GPA is variable grading across the different Major programs offered by the SSE.
 - The proposed changes to the criteria for awarding the “With Distinction” designation were supported

by the SSE's Undergraduate Studies Committee, department heads, and Faculty Council. Student services staff are aware of the proposed change.

- The correction in the number of required units for the Engineering Physics program needs to apply retroactively to the start of the program (students admitted in Fall 2024).
- For research project courses Biomedical Engineering (BMEN) 501 and 503, students are expected to seek out potential supervisors themselves, but the department will provide support in securing a supervisor if required.
- The rationale for replacing "will" with "may" in Section 3.1 Admissions regarding the Indigenous Pathways Program (IPP) is that the grades the student received in their high school courses could impact which foundations courses they would be required to complete.
- The Committee's discussion included:
 - The need for clear communication to students regarding the change in criteria for the "With Distinction" designation to avoid confusion at convocation and to address potential student concerns proactively.
 - The new Sustainable Systems Engineering (SUSE) 405 course, which lists Sustainability Studies (SUST) 403 as an anti-requisite. Concerns were raised that the Faculty of Arts does not currently have any anti-requisites listed for SUST 403, which could create unintended course overlap.
 - The requirement for students to secure a supervisor for BMEN 501 and 503 is currently included in the course description, but other faculties place similar requirements in the course notes, where they are more prominent.
 - The current wording in BMEN 501 and 503 regarding supervisors may cause undue stress for students, as it does not clearly state that departmental support will be available if they are unable to secure a supervisor.
 - The wording change from "will" to "may" in Section 3.1 regarding the IPP alters the regulation's meaning as it removes the SSE's ability to direct which foundations courses a student is required to complete.
- The Committee requested the following amendments:
 - Revise the course entries for BMEN 501 and BMEN 503 to move the sentence "Students must secure a supervisor to remain registered in the course" out of the course description and into a note. In consultation with the CCS Calendar Working Group, this sentence should be revised to soften the language and provide direction on where students can access support in securing a supervisor.
 - Remove the proposed revision to replace "will" with "may" in Section 3.1 Admissions regarding the SSE IPP, to keep the current language which reads: "In the program, students will be required to successfully complete..."
- The Committee also noted that:
 - Communication to students currently enrolled in the Engineering Physics program will be required regarding the correction to the 2024-2025 Calendar for the total number of required technical elective units.
 - The Faculty of Arts will need to add SUSE 405 as an anti-requisite to their course SUST 403, effective for the 2026-2027 Calendar, to prevent unintended enrollment impacts.

Moved/Seconded

That the Calendar and Curriculum Subcommittee (CCS) approve the proposed Calendar revisions for the Schulich School of Engineering, effective for the 2025-2026 Calendar, and the proposed revisions to the course requirements for Engineering Physics as an erratum to the 2024-2025 Calendar, as recommended by the CCS Calendar Working Group, and as set out in the documents provided, with the requested amendments.

Carried

Gail Zuk opposed.

5. Approval of the Faculty of Arts Additional 2025-2026 Calendar Revisions

Documentation was circulated with the Agenda. Melissa Boyce, Associate Dean, Academic, Faculty of Arts, presented this item.

Highlights:

- The presenter provided an overview of the proposed additional 2025-2026 Calendar revisions for the Faculty of Arts. The revisions include the addition of information on the new Bachelor of Arts (BA) Honours degree in Urban Studies, approved by the APPC on February 3, 2025, and the cross-listing of the course Geography (GEOG) 508: Watershed System Science.
- The proposed cross-listing of GEOG 508 with Civil Engineering 511 is to expand access to this course for students in the SSE as the instructor for the course recently moved from the Faculty of Arts to the SSE. The Department of Geography supports the cross-listing of the course.
- In response to questions, it was explained that students are required to submit a Statement of Intent signed by their Honours thesis supervisor by January 15, ahead of the Change of Program deadline of February 1, to ensure that students have a confirmed supervisor before their admission to the Honours program is finalized.
- The Committee requested an amendment to the BA (Honours) in Urban Studies' Calendar entry to replace the phrase "see website" with a direct link to the Geography website in the *Admission to Honours* section.

Moved/Seconded

That the Calendar and Curriculum Subcommittee approve the proposed additional Calendar revisions for the Faculty of Arts, effective for the 2025-2026 Calendar, as set out in the documents provided, with the requested amendment.

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

Documentation was circulated with the Agenda. Cari Din, Associate Dean, Faculty of Kinesiology, presented this item.

Highlights:

- The presenter provided an overview of the proposed additional Calendar revisions for the course Kinesiology (KNES) 565: Pediatric Exercise Science, to add lab time to the course hours.
- KNES 565 is designed as a research course that requires lab time so students can collect and analyze data from pediatric participants in the Exercise Physiology Lab. As such, formalizing the lab component in the Calendar is critical for securing lab space.

Moved/Seconded

That the Calendar and Curriculum Subcommittee approve the proposed Calendar revisions for the Faculty of Kinesiology, effective for the 2025-2026 Calendar, as set out in the documents provided.

Carried**7. Approval of the Faculty of Science Additional 2025-2026 Calendar Revisions**

Documentation was circulated with the Agenda. Mindi Summers, Associate Dean, Faculty of Science, presented this item.

Highlights:

- The presenter provided an overview of the revisions to the course entry for Computer Science (CPSC) 596: Team Capstone Project in the Faculty of Science.
- The course description was approved at the CCS meeting on December 12, 2024. The proposed revision for this course is the removal of the “Consent of the Faculty” requirement from the pre-requisite list so that students can self-enroll.

Moved/Seconded

That the Calendar and Curriculum Subcommittee approve the proposed additional Calendar revisions for the Faculty of Science, effective for the 2025-2026 Calendar, as set out in the documents provided.

Carried**8. Updated Tuition and General Fees for the 2025-2026 Calendar**

Documentation was circulated with the Agenda. Amy Dambrowitz, University Registrar, and Kimberley McLeod, Associate Registrar & Director, Systems and Policy, presented this item.

Highlights:

- The presenters provided an overview of Calendar Section P. *Tuition and General Fees*. The 2025-2026 tuition rates have been approved by the Board of Governors and the updated Calendar entry is being presented to the Committee for information and proofreading.
- There were no major changes to the wording or format in the 2025-2026 Calendar. The only updates are the revised tuition values, as approved by the Board of Governors, and the removal of retained tuition groups that no longer have enrolled students.

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.

11. Adjournment

The meeting was adjourned by consensus at 10:11 a.m.

Michelle Speta
Associate Secretary