



General Faculties Council  
Calendar and Curriculum Subcommittee  
Approved Minutes

Thursday, April 17, 2025, 9:00 a.m.  
Meeting #105

A167/Zoom

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**Voting Members**

Amy Dambrowitz, Co-Chair  
Melissa Boyce, Academic Co-Chair  
Wendy Benoit  
Shawna Cunningham\*  
Cari Din  
Jessie Dinh  
Catherine Heggerud  
John Remnant\*  
Meera Singh  
Zahra Shajani\*  
Erin Spring  
Mindi Summers  
Andrew Szeto  
Verity Turpin

**Meeting Secretary**

Michelle Speta

**Scribe**

Vanessa Kozielec

**Regrets**

Alberto de Salvatierra  
Gail Zuk  
Fabiola Aparicio-Ting  
Dan Wilson

**Non-Voting Members**

Christina Furtado  
Lesley Gerein  
Emma Lockyer\*  
Kimberley McLeod\*  
Carol Poland  
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  
Constance Heshka, Manager, Undergraduate & Graduate Programs, Faculty of Kinesiology  
Carol Hoover\*, Specialist, Teaching & Learning, Haskayne School of Business  
Christine Johns, Associate Deputy Provost, Provost's Office

**Guests**

Erin Kaipainen\*, Director, Experiential & Work-Integrated Learning – present for Item 5  
Travis Milnes\*, Specialist, Campus as a Learning Lab – present for Item 5

*\*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 9:03 a.m. and confirmed quorum.

## **1. Meeting Opening**

### **1.1. Approval of the Agenda**

#### **Moved/Seconded**

That the Agenda for the April 17, 2025 Calendar and Curriculum Subcommittee be approved.

**Carried**

### **1.2. Traditional Land Acknowledgement**

Jessie Dinh provided a Traditional Land Acknowledgement.

### **1.3. Remarks of the Co-Chair**

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

- Acknowledgement of Jessie Dinh's last meeting. The Committee expressed appreciation for her contributions.
- New member Gabriela Dziegielewska, Students' Union (SU) Vice-President Academic Elect, will assume the role of undergraduate student representative beginning May 1, 2025.
- News was shared regarding an incident on the C-Train, resulting in significant delays affecting commutes to the University and exams. A message was sent to the exam network advising them to anticipate delays. This incident prompted a reminder about regulations for late entry to final exams: students must arrive within 30 minutes of the scheduled exam start time to be admitted. No additional time is granted for students arriving late. The University community was encouraged to review final exam regulations.
- The "You at UCalgary" event for the incoming undergraduate Class of 2029 was held on April 12, 2025, with approximately 2,000 students participating both online and in person.
- The SU Teaching Awards were held on April 16, 2025, recognizing individuals who have made a meaningful impact on students' academic experiences.
- June Convocation will take place from June 3–10, 2025, with 11 ceremonies scheduled.
- Appreciation was shared for the volunteers who supported the last day of classes celebrations, which focused on harm reduction and encouraging students to remain on campus to celebrate safely. Over 12,000 students attended events across campus, and more than 1,500 students received harm reduction packages designed to minimize risks associated with substance use.

## **2. Approval of the February 27, 2025 Meeting Minutes**

Documentation was circulated with the Agenda.

**Moved/Seconded**

That the minutes of the Calendar and Curriculum Subcommittee meeting held on February 27, 2025 be approved.

**Carried**

**3. Recommendation of the Revision to Calendar Section *Academic Schedule Overview* Regarding Tuition Refunds and Drop Dates**

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

**Highlights:**

- The presenter explained that the proposed revisions aim to provide additional information and clarity on the current regulations and practice regarding tuition refunds for dropped courses, particularly for courses with non-standard schedules (which include Block Week) and programs with term-based tuition. Specifically, these revisions aim to clarify that all courses for programs with term-based tuition must be dropped by the earliest drop deadline for courses in that term to receive a refund of tuition fees.
- This item was brought to the April 9, 2025 Graduate Academic Program Subcommittee (GAPS) meeting, where an amendment was requested to add “program-specific fees” to the sentence regarding tuition fee refunds. This amended sentence is being brought forward as a table document and as a reported amendment for the Committee’s review.
- In response to questions, it was explained that:
  - Program-specific fees and tuition fees are defined separately in the *Course Fee Rate Groups Reference Tables* section of the Calendar.
  - Block Week is being clearly differentiated by having its own line in the Academic Schedule versus non-standard schedules which are not in the Academic schedule.
- The Committee requested the following amendments:
  - Revise the text regarding programs with term-based tuition as follows: “Once students have participated in a minimum of one course in a program, they are not eligible for a refund of tuition ~~or~~ including program-specific fees in that term.”
  - The Committee also requested that a sentence be added to say that tuition information may be found “here” and hyperlink to the tuition table.

**Moved/Seconded**

That the Calendar and Curriculum Subcommittee recommend that the Academic Planning and Priorities Committee approve the proposed revisions to the *Academic Schedule Overview* regarding tuition refunds and course drop dates, effective for the 2025-2026 Calendar, as set out in the documents provided, with the reported and requested amendments.

**Carried**

#### **4. 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 proposed additional revisions for undergraduate programs in the Faculty of Science. The revisions are to reflect the termination of the Petroleum Geology Concentration within the Bachelor of Science (BSc) in Geology and two course pre-requisite revisions.
- The presenter explained that there are no longer any continuing students in the Petroleum Geology Concentration; therefore, all related information can be removed from the Calendar.
- A clerical error was identified in the course entry for Mathematics (MATH) 315, which had been approved at the December CCS meeting. The pre-requisite was incorrectly listed as “MATH 211 or 213; and MATH 311” and must be corrected to “MATH 271 or 273; and MATH 311.”
- An update to the course Software Engineering (SENG) 550 is being made to include Software Engineering for Engineers (ENSF) 338 as an accepted pre-requisite. ENSF 338, an anti-requisite to Computer Science (CPSC) 331, had previously been omitted, preventing Engineering students from registering. This revision will allow both Science and Engineering students to enrol directly in SENG 550. The proposed change has been reviewed and approved by both the relevant departments and faculties.

#### **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**

#### **5. Entrepreneurial Thinking (ET) and Research and Creative Scholarship (RCS) Course Mapping**

Documentation was circulated with the Agenda. Wendy Benoit, Interim Vice-Provost (Teaching and Learning), and Erin Kaipainen, Director, Experiential & Work-Integrated Learning, Taylor Institute for Teaching and Learning, presented this item for information.

Highlights:

- The presenters provided an overview of a new course mapping initiative as part of the University of Calgary’s Strategic Plan, *Ahead of Tomorrow*, which is developing an inventory of undergraduate and course-based graduate opportunities where students develop Entrepreneurial Thinking (ET) and Research and Creative Scholarship (RCS).
- This initiative, as part of the Academic Innovation Plan, will build on the work that has already been undertaken for Work-Integrated Learning (WIL) mapping.
- Consultations with academic units are ongoing to better understand ET and RCS activities already occurring at the course-level and to develop a criterion to distinguish qualifying courses. For example, a research methods course that teaches about research, but does not engage students directly in research experiences, would not be classified as an RCS course.
- Units are being asked to review their courses to identify where ET and RCS opportunities exist and to help define

the criteria for these areas, a process which is intended to become routine, much like the regular identification of WIL opportunities.

- Once an inventory of ET and RCS opportunities is established during 2024–2025, it will be updated annually to track growth and inform planning. A spreadsheet template with separate ET and RCS sections is being created to assist units in categorizing their courses.
- Discussion at TLC also highlighted the use of AI tools to refine search terms and assist in identifying courses likely to align with ET and RCS criteria.
- In response to questions, it was explained that:
  - WIL attributes have been available in Schedule Builder since last year, allowing students to see flagged courses during registration. WIL data is reported to the Ministry of Advanced Education, whereas ET and RCS tracking is intended for internal University purposes.
  - Units will have approximately one month for internal discussions and validation. Information will be finalized by the end of June, allowing the Office of the Registrar to review and assess the data. This first round of validation is critical to establish a baseline before broader engagement with senior leadership later in the summer.
  - Unlike WIL, which followed specific mandated definitions, ET and RCS mapping will provide a broader, more flexible view of opportunities across institutional areas, reflecting the language of the Academic Innovation Plan.
  - Variation is expected across academic units. There are no predetermined quotas; the pillars of ET and RCS will naturally look different depending on the program or discipline. Clearer expectations for units, programs, and students will be developed over time.
  - A similar process may eventually be applied to identifying *ii' taa'poh'to'p* and other initiatives within the Office of Institutional Commitments across undergraduate and graduate programs.
  - The responsibility for mapping ET and RCS opportunities lies at the program or unit level, not with individual instructors. Course attributes (such as WIL) are already part of Coursedog, and ET and RCS attributes can be incorporated similarly. Regardless of who is teaching, a course must consistently meet the defined criteria as it moves through academic and governance processes.

## **6. Approved Revisions to the 2025-2026 GFC and GFC Standing Committees Meeting Schedule and the 2026 2027 Meeting Schedule**

For information only, the approved 2025-2026 and 2026-2027 meeting schedules for the General Faculties Council (GFC) and the GFC standing committees were shared.

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

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

**8. Other Business**

There was no other business.

**9. Adjournment**

The meeting was adjourned by consensus at 10:09 a.m.

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Michelle Speta  
Associate Secretary