



General Faculties Council  
**CALENDAR AND CURRICULUM SUBCOMMITTEE**  
Approved Minutes

Meeting #57  
September 19, 2019, 9:00 – 11:00 a.m.

A167

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***Voting Members***

Susan Barker, Co-Chair  
Sherry Weaver, Academic Co-Chair  
Amy Burns  
Nancy Chibry  
Kevin Dang  
Kim Johnston  
Catherine Laing  
Nickie Nikolaou  
David Paskevich  
Leslie Reid  
Angelique Saweczko  
Andrew Szeto  
Virginia Tumas  
Jason Wiens

***Non-Voting Members***

Carol Crooks  
Kim McLeod  
Carol Poland  
Roxanne Ross

***Secretary and Scribe***

Cherie Tutt  
Tasha Hodzic

***Regrets***

Ebba Kurz  
Cari Gulbrandsen  
Robert McCorkell

***Guests***

Brenda Toth, Undergraduate Program Manager, Faculty of Nursing – present for Item 6.

***Observers***

Rachel Bruce, Manager, Arts Student Centre  
Christine Johns, Senior Director, Academic and International Strategies  
Pat Kaip, Manager, Undergraduate Programs, Haskayne School of Business  
Jennifer Logan, Program Coordinator, Medicine  
Vanessa Wood, Deputy Registrar, Enrolment Services, Registrar's Office  
Maria Soos-Gonczol, Manager, Student Services, Social Work

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

### 1. Approval of the Agenda

- The Co-Chair reported that a question will be addressed during the 'Other Business' section of the Agenda

**Moved/Seconded**

That the Agenda for the September 19, 2019 Calendar and Curriculum Subcommittee meeting be approved.

**Carried**

### 2. Remarks of the Co-Chair and Academic Co-Chair

The Co-Chair included the following in her remarks:

- Andrew Szeto, Carol Crooks, and Roxanne Ross were welcomed to their first meeting as new members of the Committee, and all members were thanked for their service
- The Registrar will be compiling final enrollment numbers with a full enrollment review to be presented at the next meeting on October 24, 2019
- The Registrar provided an update on enrollment targets and noted that overall enrollment is above the Fall 2019 target

The Academic Co-Chair made no remarks

### 3. Overview of the Calendar and Curriculum Subcommittee Terms of Reference and the Calendar Style Guide

Documentation for this item was circulated with the Agenda. The Co-Chair and Academic Co-Chair presented this item.

Highlights:

- The Co-Chair provided an overview of the Calendar and Curriculum Subcommittee Terms of Reference and explained that the terms of reference outline the structure, responsibilities and authority of the Committee
- The Co-Chair reminded members to use the *Calendar Editing and Style Guide* as a reference when preparing their Calendar submission and remarked that the guide was developed a few years ago to provide consistency and is reviewed and updated on an ongoing basis
- The Committee terms of reference and the *Calendar Editing and Style Guide* are available on the Committee's D2L site in the 'Resources' section

#### **4. Approval of the May 30, 2019 Meeting Minutes**

Documentation for this item was circulated with the Agenda. The Co-Chair and Academic Co-Chair presented this item.

**Moved/Seconded**

That the Meeting Minutes for the May 30, 2019 Calendar and Curriculum Subcommittee meeting be approved with the requested amendments.

**Carried**

#### **5. Recommendation of the 2019-20 CCS Work Plan**

Documentation for this item was circulated with the Agenda. The Co-Chair and Academic Co-Chair presented this item.

Highlights:

- The Co-Chairs reported that to manage the workload for the Committee changes to academic and admissions regulations are scheduled across the year
- The Committee reviewed the 2019-20 Work Plan

In response to questions, it was explained that:

- The Registrar's office is working on reviewing waitlist processes across the University and will be considering if waitlist regulations should be created for consistency. They will be bringing the details of the review to the Committee for discussion.
- Depending on the nature of an item, the significance of the proposed changes, and the level of consultation required, an item may be routed to the Committee more than once, first for review (discussion) and then for recommendation

**Moved/Seconded**

That the Calendar and Curriculum Subcommittee recommend the 2019-20 Work Plan, as set out in the document provided.

**Carried**

#### **6. Approval of Calendar Changes for the Faculty of Nursing**

Documentation for this item was circulated with the Agenda. Catherine Laing, Associate Dean Undergraduate Program and Brenda Toth, Manager Undergraduate Programs presented this item.

Highlights:

- The proponents provided an overview of the requested changes to the Faculty of Nursing admissions, student standing, and appeals regulations

- In response to a question, it was explained that admission decisions are not appealable at the University of Calgary. However, as part of the admissions process in the Faculty of Nursing extenuating circumstances raised by an applicant, who had been required to withdraw from another institution, may be considered.

**Moved/Seconded**

That the Calendar and Curriculum Subcommittee approve the calendar changes for the Faculty of Nursing, as set out in the document provided.

**Carried**

**7. Changes to the Admissions Section “Required to Withdraw Students” and “General Admission Procedures”**

Documentation for this item was circulated with the Agenda. Angelique Saweczko, Registrar, presented this item.

Highlights:

- The proponent reported that the proposed changes to the *Required to Withdraw Students* and *General Admissions Procedures* will provide clarity around the admissions process for applicants who have been required to withdraw or who have been involved in academic/non-academic misconduct and will align with the new *Academic Misconduct Policy*
- In response to questions, it was reported that:
  - The Registrar’s Office can start sending students who have been required to withdraw and who are subsequently granted admission on probation, letters informing the students of their probationary status
- The Committee suggested that:
  - A reference to the Academic Turnaround Program (ATP) Regulations be added because students who are required to withdraw may be eligible to seek admission through this program
  - The admissions procedures for students who have been required to withdraw and students who have been suspended or expelled be split into two different sections
  - That it be clarified that there are different processes for new students versus students who have been required to withdraw, suspended or expelled from the University of Calgary
  - The *Academic Standing Regulations* descriptions for academic probation, required to withdraw, and suspension be reviewed to align with recent regulation and policy changes
- The proponent requested that the members of the Committee take this item back to their Faculties for discussion and provide the Registrar with any further feedback in advance of the next meeting

## 8. Status of Program Approvals

Documentation for this item was circulated with the Agenda for information only.

## 9. Other Business

- The Co-Chair requested input from the Committee members regarding the *Reappraisal of Academic Assessments (Final Grades)* Regulation and the rule limiting students to request a reappraisal of final grade for a maximum of two courses per academic year
- The Committee discussed that:
  - Restricting the number of reappraisals is preferred, so that students are carefully considering when to request a reappraisal
  - In comparison there is no limit to the number of pieces of graded term work that a student may request be reappraised (within a specified time)
- The Committee recommended:
  - That a maximum of three reappraisals may be more reasonable, and that successful reappraisals should not be counted towards the maximum limit of reappraisal requests students can make
  - Faculties should create standardized forms for departments to use for graded term work reappraisals
- The Committee suggested that further thought be given to this matter and a review of the regulations for the *Reappraisal of Academic Assessments (Final Grades)* and the *Reappraisal of Graded Term Work* be undertaken to provide more clarity and fairness to students

## 10. Adjournment

### **Moved/Seconded Consensus**

The September 19, 2019 meeting of the Calendar and Curriculum Subcommittee was adjourned by consensus.

**Carried**

The meeting was adjourned at 9:58 a.m.

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Cherie Tutt  
Meeting Secretary