



General Faculties Council
CALENDAR AND CURRICULUM SUBCOMMITTEE
Approved Minutes

Meeting #59
November 21, 2019, 9:00 – 11:00 a.m.

A167

Voting Members

Susan Barker, Co-Chair
Sherry Weaver, Academic Co-Chair
Nancy Chibry
Kevin Dang
Cari Gulbrandsen
Kim Johnston
Ebba Kurz
Robert McCorkell
David Paskevich
Leslie Reid
Angelique Saweczko – left during Item 8
Andrew Szeto
Virginia Tumas
Jason Wiens

Non-Voting Members

Carol Crooks
Kim McLeod
Roxanne Ross

Secretary and Scribe

Cherie Tutt
Tasha Hodzic

Regrets

Amy Burns
Nickie Nikolaou
Catherine Laing
Carol Poland

Guests

Pat Kaip, Manager, Undergraduate Programs, Haskayne School of Business – for Item 4

Observers

Jennifer Logan, Program Coordinator, Medicine
Angie Crowley, Manager - Undergraduate Programs, Werklund School of Education
Maria Soos-Gonczo, Manager, Student Services, Social Work
Brenda Toth, Undergraduate Program Manager, Faculty of Nursing

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

1. Approval of the Agenda

Angelique Saweczko, Registrar, requested that Item 8 be dealt with prior to Item 7.

Moved/Seconded

That the Agenda for the November 21, 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:

- Students have returned from the fall break and are preparing for the exam period. As a result of the recent provincial budget announcement and its impact on tuition at the University, there will be a tuition town hall for undergraduate students on Friday November 22 at MacEwan Hall.
- On November 27 there will be a meeting for the University's Commissioners for Oaths, and if any of the units have staff who would be interested in performing duties as Commissioners for Oaths they are welcome to attend the meeting. It was noted that decision makers should avoid serving as Commissioners for Oaths, as this may pose a conflict of interest.
- Prior to the exam period, a communication will be distributed to students and instructors with information about the statutory declaration. During the final exam period there will be Commissioners for Oaths available in central locations for drop in.
- In response to a question, the Co-Chair explained that since introducing the statutory declaration there has been a decrease in the number of requests for deferred exams. Statutory declaration statistics will be tracked and presented as more data becomes available.

The Academic Co-Chair made no remarks.

3. Approval of the October 24, 2019 Meeting Minutes

Documentation for this item was circulated with the Agenda.

Moved/Seconded

That the Meeting Minutes for the October 24, 2019 Calendar and Curriculum Subcommittee meeting be approved.

Carried

4. Approval of Calendar Changes: Haskayne School of Business

Documentation for this item was circulated with the Agenda. Sherry Weaver, Associate Dean (Undergraduate), Haskayne School of Business (HSB) and Pat Kaip, Manager, Undergraduate Programs, HSB, presented this item.

Highlights:

- The proponents provided a summary of the changes, which include revisions to the academic review process, the regulations and notations relating to repetition of courses, the Dean's List eligibility statement and updates to the admissions section. The proponents also reported on editorial changes, course additions, modifications and deletions.
- In response to questions, it was explained that:
 - The Dean's List is compiled twice each year and is not part of the academic review, although this may be modified in the future
 - Eligible students can follow a special stream through the Academic Turnaround Program (ATP) which is offered at the winter academic review. Students can also be reviewed at any time at the discretion of the Faculty.
- The Committee suggested that:
 - The Faculty rephrase the sentence referring to Dean's List eligibility for students who have been assessed by Student Accessibility Services to remove the specific reference to 15 units and align the wording with other Faculties' entries
 - Section 3.3 Course Work, point 5 be revised to "Students ~~not admitted to~~ **in Open Studies and other programs outside of** the Haskayne School of Business **can take a maximum of** ~~are not permitted to take more than~~ 30 units from the Haskayne School of Business without the written consent of the **from the** business school."
 - The Faculty work with the Registrar to determine the best location for the new language under section 4.1.2, to link the information as a progression requirement and not as an admission matter

Moved/Seconded

That the Calendar and Curriculum Subcommittee (CCS) approve the Calendar revisions for the Haskayne School of Business as set out in the documents provided to the Committee, and as recommended by the CCS Calendar Working Group, effective for the 2020-2021 Calendar, with the requested amendments.

Carried

5. Approval of Calendar Changes: Faculty of Arts

Documentation for this item was circulated with the Agenda. Virginia Tumas, Associate Dean (Undergraduate Programs and Student Affairs), Faculty of Arts, presented this item.

Highlights:

- The proponent provided an overview of the Faculty's Calendar changes, including editorial changes, course additions, modifications, deletions, and revisions to program regulations resulting from recent curriculum reviews. The proponent reviewed the changes, which impacted other Faculty programs, and confirmed that consultation was completed prior to bringing the Calendar changes forward.

- The HSB representative noted that there may be more overlap with ECON 328 than previously anticipated and that upon further review the HSB may bring a Calendar change to list ECON 328 as an antirequisite for some HSB courses
- In response to a question, it was reported that the changes to the Faculty of Arts regulations are expected for review by the Committee in January

Moved/Seconded

That the Calendar and Curriculum Subcommittee (CCS) approve the Calendar revisions for the Faculty of Arts as set out in the documents provided to the Committee, and as recommended by the CCS Calendar Working Group, effective for the 2020-2021 Calendar.

Carried**6. Approval of Calendar Changes: Faculty of Kinesiology**

Documentation for this item was circulated with the Agenda. David Paskevich, Associate Dean (Academic) presented this item.

Highlights:

- The proponent provided a summary of the changes, including minor editorial changes, course additions and deletions, revised language to reflect the adoption of the new Faculty Appeals Committee procedure, the addition of a credit in courses by special assessment section, and the addition of information regarding requirements for Police Record Checks, immunizations, physical activity
- The proponent reported two editorial amendments, including the deletion of 'expectation of all students' under section 2, Faculty Information, Introduction and changing the name Carolyn Emery to Raylene Reimer under section 5 Administration, Associate Dean, Research
- In response to a question, the Registrar reported that the glossary at the back of the Calendar has not been reviewed in some time, and there is no need for Faculties to include a reference to the glossary, however, this will be reviewed in the future in order to standardize language across Faculties
- The Committee suggested that the statement on immunization be amended to align with the language in the Cumming School of Medicine regulations

Moved/Seconded

That the Calendar and Curriculum Subcommittee (CCS) approve the Calendar revisions for the Faculty of Kinesiology, as set out in the documents provided to the Committee, and as recommended by the CCS Calendar Working Group, effective for the 2020-2021 Calendar, with the reported and requested amendments.

Carried

7. Instructional Scheduling and Space Utilization Policy

Documentation for this item was circulated with the Agenda. Kim MacLeod, Manager, Scheduling Exams and Curriculum Management, presented this item.

Highlights:

- The presenter reported that:
 - Scheduling policies and systems are being reviewed for alignment and to maximize space usage. One of the changes for which feedback is being sought is a proposed change to move the instructional day from 8:00 a.m. – 5:00 p.m. to 8:30 a.m. – 5:30 p.m.
 - The proposed instructional day change would improve the distribution of courses throughout the day, would be more suitable for unionized staff schedules and lower the peaks in scheduling between 10:00 a.m. – 2:00 p.m.
- In response to a question it was explained that classes in a few of the Faculties, such as Veterinary Medicine are on a non-standard schedule to accommodate clinical studies or classes at other locations. Courses can continue to be scheduled outside of the instructional day hours to accommodate the scheduling needs of the course and students.
- The Committee suggested that:
 - To accommodate the variable needs of all Faculties, a hybrid model may best suit the University to provide the greatest flexibility
 - The proposed changes to the instructional day should also be brought to the Teaching and Learning Committee and the Subcommittee on Mental Health for feedback and discussion

8. The Academic Schedule for 2024-2025

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

Highlights:

- The presenter reviewed the 2024-2025 Academic Schedule and noted that changes include the addition of Easter Monday as a non-instructional day. The 2024-2025 schedule will be brought to the General Faculties Council in December for approval.
- In response to a question, it was reported that there is a note in the Calendar preceding the Academic Schedule stating that some dates in the schedule may differ for specific Faculties

9. Fall Break Terminology

Susan Barker, Vice-Provost (Student Experience), presented this item.

- The proponent requested feedback from the Committee regarding the terminology used for Fall Break
- The proponent explained that:
 - The implementation of the Fall Break was driven by the need for students to have a true break in the Fall term and to align the Fall and Winter Breaks

- The Calendar states that no classes or in-person assessments are to be scheduled during the breaks. However, the proponent noted that it was brought to her attention that scheduling was attempted by a few instructors during the break and that assignments were provided directly prior to the break with deadlines following directly after the break, due to misinterpretation that the break was to be treated as a reading week.
- The Committee discussed that:
 - Students can determine how they utilize their time during the break
 - There may be exceptions with scheduling in-person assessments for thesis and candidacy assessments or depending on the Faculty and program.
- The Committee recommended:
 - The Calendar be revised to include language that states course work can be assigned prior to the break with a reasonable amount of time after the break for work to be submitted and to include the Fall Break in the course outlines
 - That a webpage be established for instructors to access information about appropriate use of the break, including tips and strategies for the breaks
 - That a discussion on the terminology and use of Fall Break also be brought to the Teaching and Learning Committee

10. Updated FAM Indicator Process

Documentation for this item was circulated with the Agenda. Susan Barker, Co-Chair, presented this item on behalf of Angelique Saweczko.

Highlights:

- The presenter reported that the feedback received at the last meeting has been incorporated into the Faculty Academic Misconduct (FAM) Indicator Operating Procedure.
- The Committee discussed the FAM Indicator application process for exchange students and Open Studies students. The Committee recommended that the FAM Indicator Operating Procedure include a statement outlining the process for removing the indicator on exchange students and Open Studies student records, it was recommended that the indicator be removed after 4 years.

11. Demonstration of Space Scheduling Tool

Kim MacLeod, Manager, Scheduling Exams and Curriculum Management, presented this item and provided a demonstration of the Space Scheduling Tool.

Highlights:

- The new Space Scheduling Tool will be available on January 1, 2020 for space scheduling during Fall/Winter 2020-21 and will include job aides on the home page
- The previous space scheduling application will no longer be available as of March 1, 2020 and it is recommended that the Faculties download their records from the previous application

12. 2019-20 Approved CCS Work Plan

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

13. Status of Program Approvals

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

14. Other Business

There was no other business.

15. Adjournment

The November 21, 2019 meeting of the Calendar and Curriculum Subcommittee was adjourned by consensus.

The meeting was adjourned at 10:48 a.m.

Cherie Tutt
Meeting Secretary