



General Faculties Council
CALENDAR AND CURRICULUM SUBCOMMITTEE
Approved Minutes

Meeting #61
January 23, 2020, 9:00 – 11:00 a.m.

A167

Voting Members

Susan Barker, Co-Chair
Sherry Weaver, Academic Co-Chair
Amy Burns
Nancy Chibry
Kevin Dang
Marjan Eggermont
Cari Gulbrandsen
Kim Johnston
Ebba Kurz
Catherine Laing
David Paskevich
Angelique Saweczko
Virginia Tumas
Jason Wiens

Non-Voting Members

Carol Crooks
Lesley Gerein
Kim McLeod
Carol Poland

Secretary

Cherie Tutt

Scribe

Tasha Hodzic

Regrets

Marjan Eggermont
Robert McCorkell
Nickie Nikolaou
Leslie Reid

Guests

Jennifer de Roaldes, Associate Registrar - Present for Item 9

Observers

Angie Crowley, Manager - Undergraduate Programs, Werklund School of Education
Maria Soos-Gonczol, Manager, Student Services, Social Work
Jodi McGill, Team Lead - Undergraduate Programs, Faculty of Kinesiology
Pat Kaip, Manager, Undergraduate Programs, Haskayne School of Business
Jaclyn Carter, Governance and Student Appeals Office Coordinator, Office of the Secretariat
Michael Jones, Manager, Scheduling, Registrar's Office

The Co-Chair called the meeting to order at 9:01 a.m. and confirmed quorum.

1. Approval of the Agenda

Moved/Seconded

That the Agenda for the January 23, 2020 Calendar and Curriculum Subcommittee meeting be approved.

Carried

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

The Co-Chair welcomed returning and new members as well as recognized Andrew Szeto, whose term on the Committee finished in December for his contributions.

The Academic Co-Chair made no remarks.

3. Approval of the December 19, 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 December 19, 2019 Calendar and Curriculum Subcommittee meeting be approved, with the requested amendment.

Carried

Angelique Saweczko, Registrar abstained.

4. Approval of Calendar Changes: Schulich School of Engineering

Documentation for this item was circulated with the Agenda. Kim Johnston, Associate Dean, Schulich School of Engineering presented this item.

Highlights:

- The proponent requested that the presented Calendar changes be amended to include the revised General Faculties Council (GFC) hours for ENGO 501 effective for the 2019-20 Calendar, to allow the course to be scheduled using the revised hours for the upcoming Summer term
- The proponent provided a summary of the changes which include new courses, updates to program requirements, modifications and editorial changes
- The Committee recommended that the Complimentary Studies course list be reviewed to ensure that the courses listed under geography are accurate

Moved/Seconded

That the Calendar and Curriculum Subcommittee (CCS) approve the Calendar changes for the Schulich School of Engineering, as set out in the documents provided to the Committee, and as recommended by the CCS Calendar Working Group, effective for the 2019-2020 and 2020-2021 Calendar, with the reported amendment.

Carried**5. Approval of Calendar Changes: Werklund School of Education**

Documentation for this item was circulated with the Agenda. Amy Burns, Associate Dean, Werklund School of Education (WSE) presented this item.

Highlights:

- The proponent reported that based on feedback from the Committee on the revisions to the second language proficiency requirements in the Second Languages – Elementary and Secondary route and after completing further discussions with the Faculty, the WSE is proposing to remove the language regarding proficiency and the requirement to withdraw at this time and to include language that Applicants will be expected to teach in the target language, but that where a Field Experience placement in the target language is unavailable, a placement will be provided in an English placement.
- There were no questions

Moved/Seconded

That the Calendar and Curriculum Subcommittee (CCS) approve the Calendar revisions for the Werklund School of Education, 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 Arts**

Documentation for this item was circulated with the Agenda. Virginia Tumas, Associate Dean, Faculty of Arts presented this item.

Highlights:

- The proponent provided a summary of the changes which include the addition of new Calendar entries for the Concentration in Law and Philosophy and the Co-operative Education Route in Psychology
- There were no questions

Moved/Seconded

That the Calendar and Curriculum Subcommittee approve the new Calendar entry for the Concentration in Law and Philosophy, as set out in the document provided to the Committee, effective for the 2020-2021 Calendar.

Carried**Moved/Seconded**

That the Calendar and Curriculum Subcommittee approve the new Calendar entry for the Co-operative Education (Co-op) route for the Bachelor of Arts (BA) and Bachelor of Science (BSc) and BA Honours and BSc Honours in Psychology, as set out in the document provided to the Committee, effective for the 2020-2021 Calendar.

Carried**7. Recommendation on Changes to the Academic Regulations: Registration**

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

Highlights:

- The proponent reported that the changes include relocating the information regarding auditing courses from the Admissions section of the Calendar into the Registration regulations section, aligning the stop out period that a student is permitted before they must reapply for admission, clarifying registration timelines and full-time/part-time status and minor editorial changes

In response to questions, it was explained that:

- Students may return to their studies from an approved leave of absence. Students returning from a stop-out period (over 12 months) are required to apply for admission. In special circumstances a Faculty has discretion to permit students back into their program without requiring a student to apply for admission.
- Students retaking a course previously completed with a grade of C- or higher may need to obtain permission from their Faculty to register in the course or may be withdrawn from the course if the Faculty's regulations permit
- The Committee discussed students seeking to transfer from a degree program who lack access to transfer courses and which faculties, in addition to Open Studies, could be considered for students who need to transition. Further discussion may be needed to identify if option courses could be taken in the winter term for students who want to transition or if a program or designation can be implemented for students seeking to transfer from a degree program.
- The Committee recommended editorial changes and language modifications. In particular, the Committee suggested that in section:
 - B. Registration: change language under the Faculties right to cancel a student's registration in a course from 'when a course is **not appropriate**' to 'when a course is not **intended for** the degree program'

- B.1.1 Auditing: the language be changed from ‘students may **choose** to audit a course’ to ‘students may **request** to audit a course’
- B.2: students be referred to their Faculty regulations for restrictions on changing course sections
- B.11: that units for full- or part-time status in spring and summer terms be added
- B.12: it be clarified that only students “**in good standing**” are able to take courses at another post-secondary institution with faculty approval
- B.12 the difference between a leave of absence and a stop out be clarified
- B.17: “Normally” be included when referring to students who interrupt their program for one year or more in relation to having to comply with new regulations upon resumption of their studies

Moved/Seconded

That the Calendar and Curriculum Subcommittee recommend that the Academic Planning and Priorities Committee approve the revisions to sections A.4.1 Application for Admission, A.15 Auditing Regulations, and B. Registration in the University Calendar, as set out in the documents provided to the Committee, with the requested amendments.

Carried**8. Recommendation on Changes to the Academic Regulations: J.1 Continued Registration while under Appeal**

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

Highlights:

- The proponent reported that the proposed changes include updates to terminology to align with the academic and non-academic misconduct and student appeals policies. It was explained that information regarding the ability for Faculties to restrict certain academic activity while a student is under appeal has also been added.
- In response to questions, it was explained that:
 - Students must obtain approval from their Faculty to be eligible to graduate, and that the Calendar section may be modified to include information regarding students applying to graduate while under appeal if the information is not located elsewhere in the Calendar
 - As the Faculty has the discretion to restrict student academic activity while under appeal, the proposed changes to this section also refer students to the Faculty regulations sections for specific Faculty restrictions that may apply

Moved/Seconded

That the Calendar and Curriculum Subcommittee recommend that the Academic Planning and Priorities Committee approve the revisions to section J.1, Continued Registration While Under Appeal in the University Calendar, as set out in the document provided to the Committee.

Carried**9. Changes to Admissions**

Documentation for this item was circulated with the Agenda. Jennifer de Roaldes, Associate Registrar presented this item.

Highlights:

- The proponent reported that the changes include clarification on the language for the admissions process, English language proficiency, deadline dates, deferrals and transfer admission requirements
- The Committee learned that in consultation with Alberta Education a list of approved options courses for admission has been created. Feedback will be requested in the Fall of 2020 for implementation by 2022.
- In response to a question, it was explained approved options lists based on Faculty requirements would be challenging to accommodate
- The Committee recommended changes to clarify language and minor editorial changes. In particular, the Committee suggested that:
 - Section A.4.1: Students who leave the University of Calgary to attend another post-secondary institution or have not attended the University of Calgary for one year or more must re-apply for admission
 - Section A.5.3: the language be revised to include that most programs have higher GPA requirements than the minimum of 2.0
 - Section A. Admissions: that the Medical Doctor Program room number be updated from G740 to G212
 - Section A.5.1: the language be changed from “less than” to “fewer than 12 units”
 - Section A.5.1.3 Early Admissions: that the Royal Conservatory requirement be added for admission to Music
 - Section A.5.3.1: Mathematics 30-2 be removed from the transfer requirements for the Bachelor of Science in Psychology
 - Section A.5.3.1: for Bachelor of Commerce transfer students, that it be clarified that a Junior English course is required for admission and must either be offered or equate to an equivalent course at the University of Calgary

10. Changes to the Academic Regulations: Reappraisal of Graded Term Work and Reappraisal of Academic Assessments (Final Grades)

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

Highlights:

- The proponent reported that the recommended change to increase the number of attempts a student may seek a reappraisal of a final grade, from 2 to 3 requests, is the result of discussions previously held by the Committee
- In response to questions, it was explained that:
 - If the faculty denies the reappraisal request, it would be considered towards the limit of 3, but the student can appeal this decision
 - The reappraisal form is provided from the faculty to the Registrar to update changes to the final grade and track reappraisal request limits. The form may be available online in the future.
- The Committee recommended changes to clarify language and minor editorial changes. In particular, the committee suggested that:
 - Language that reappraisals can result in final assessment grades increasing, decreasing or staying the same but may not result in the final grade changing be included
 - Change the ~~only element that~~ elements that will be considered
 - Language be added to clarify that for students receiving grades for assignments after the last day of term, the reappraisal will be considered as a final grade reappraisal versus a graded-term work reappraisal
 - It be clarified if students can submit more than 3 reappraisal requests for consideration while under review in order to submit within the time limits
 - Language be added to clarify if the request for reappraisal applies to the final exam grade and/or final grade results and if the reappraisal request is successful, the request will not count towards the request limits
 - Language be added to indicate that an unsuccessful reappraisal may be appealed to the Faculty Appeals Committee who issued the grade

11. Status of Program Approvals

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

12. Other Business

There was no other business.

13. Adjournment

Moved/Seconded Consensus

The January 23, 2020 meeting of the Calendar and Curriculum Subcommittee was adjourned by consensus.

Carried

The meeting was adjourned at 10:45 a.m.

Cherie Tutt
Meeting Secretary