



UNIVERSITY OF
CALGARY

General Faculties Council
CALENDAR AND CURRICULUM SUBCOMMITTEE
Minutes for Approval

Meeting #63
March 19, 2020, 10:00 a.m.

Teleconference

Voting Members

Susan Barker, Co-Chair
Amy Burns*
Nancy Chibry*
Kevin Dang*
Kim Johnston*
Ebba Kurz*
Catherine Laing*
Robert McCorkell*
David Paskevich*
Angelique Saweczko
Virginia Tumas*
Sherry Weaver, Academic Co-Chair*

Non-Voting Members

Carol Crooks*
Michael Jones*
Carol Poland*

Secretary

Elizabeth Sjogren

Scribe

Jaclyn Carter

Regrets

Marjan Eggermont
Lesley Gerein
Cari Gulbrandsen
Nickie Nikolaou
Leslie Reid
Jason Wiens

Guests

John Brown, Dean, School of Architecture, Planning and Landscape – present for Item 4*
Michelle MacKenzie, Assistant Registrar, Enrolment Services – present for Item 6
Vanessa Wood, Deputy Registrar, Enrolment Services, Registrar's Office*

Observers

Pat Kaip, Manager, Undergraduate Programs, Haskayne School of Business*
Maria Soos-Gonczo, Manager, Student Services, Social Work *
Tasha Hodzic, Executive Assistant, Office of the Secretariat

*Via telephone

The Co-Chair called the meeting to order at 10:06 a.m. and confirmed quorum.

1. Approval of the Agenda

Moved/Seconded

That the Agenda for the March 19, 2020 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:

- During the COVID-19 event the University will maintain as much business as possible, with future Committee meetings shifting to a virtual format until further notice
- The proposals to make changes to A. *Admissions* in the University Calendar were approved by the Academic Planning and Priorities Committee on March 16th
- The University is working hard to adjust its regulations, including those pertaining to final exam formats, deferrals, and grading, to ensure that students are not disadvantaged during the COVID-19 event, and these changes will be communicated to faculty and students shortly

The Academic Co-Chair made no remarks.

3. Approval of the February 20, 2020 Meeting Minutes

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

Moved/Seconded

That the Meeting Minutes for the February 20, 2020 Calendar and Curriculum Subcommittee meeting be approved.

Carried

4. Approval of Calendar Changes: School of Architecture, Planning and Landscape

Documentation for this item was circulated with the Agenda. John Brown presented this item.

Highlights:

- The proponent provided a summary of the proposed Calendar changes, which primarily include housekeeping items in response to the name change from the Faculty of Environmental Design to the School of Architecture, Planning and Landscape (SAPL), including a shift to course acronyms that distinguish between the three disciplines within SAPL
- In response to questions, it was explained that:
 - The repetition of course titles and descriptions under different course numbers in the same discipline allows students to take these specialized electives and receive credit for each individually, rather than decimalizing one course that students repeat for credit

- Some of these specialized courses are not included in the student's GPA while others are graded, and the distinction between the two typically has to do with study abroad courses and community engagement projects, which differ from term to term and which are assessed as pass/fail
- The Committee discussed that a specialized topic is typically listed on a student's transcript with a short description of the topic to distinguish between courses that may be repeated for credit

Moved/Seconded

That the Calendar and Curriculum Subcommittee (CCS) approve the Calendar revisions for the School of Architecture, Planning and Landscape, as set out in the documents provided to the Committee and as recommended by the CCS Calendar Working Group, effective for the 2021-2022 Calendar.

Carried**5. Final Examination Procedures**

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

Highlights:

- The proponent reported that the draft document consolidates information available on the Registrar website and recommendations from recent Faculty consultations, noting that some pieces require further consultation with units on campus, such as procedures related to headwear and unauthorized materials, that this document is a guideline but not an Academic Regulation, and that the Registrar's Office is looking for feedback to ensure coherence in guidelines across Faculties
- The Committee discussed:
 - Which unauthorized and confiscated materials taken away during an exam should be returned and which should be kept, noting the distinction between an unauthorized device and unauthorized notes that would serve as evidence of academic misconduct
 - Under what circumstances a student would appear for a final exam but not be listed as registered in the course, and in what cases these students would be permitted to sit the exam
 - What constitutes disruptive behaviour and what ways there are of addressing such behaviour in an exam setting. The proponent noted that reference to such behaviour in the procedure will be presented as expected conduct rather than disruptive conduct and that a script can be added to the Announcements section of the document to address this
 - Ease of access to the Identification Form for students who do not bring their student ID to the exam, with the proponent noting that the updated form will be made available on the Registrar website. The proponent explained that the Registrar's Office can also obtain consent from students to have their photograph taken in deferred exams so that the instructor of record can confirm their identity after the fact.
 - The possible format for a statement on authorized and unauthorized headwear
 - What personal items are appropriate in an exam, including clear water bottles versus opaque or labelled ones, and clear Ziploc bags versus pencil cases

- What the protocol is when an emergency occurs in an exam that is scheduled during an evening or weekend, who has the authority to make the decision to proceed with, move, or cancel an exam, and who exam invigilators should contact for support in decision-making if such a disruption occurs
- The Committee suggested that:
 - Reference to grading deadlines be removed from the procedure
 - The Student Misconduct and Academic Appeals Policy should be referenced in the document, as it refers to academic misconduct that occurs during a final exam
 - If an instructor is to use their discretion to determine whether a student in distress should be allowed to leave during the second half of an exam, the procedure be amended to state that exams will not “normally” be cancelled if 50% of the exam period has lapsed
 - Stronger language be incorporated to emphasize that electronic devices must be stored in integrity bags for the duration of the exam period

6. Registration 2020 Progress Report

Documentation for this item was circulated with the Agenda. Vanessa Wood and Michelle MacKenzie presented this item.

Highlights:

- The presenters reported that the Registration Working Group (Working Group) has consulted with all Faculties to align communications and strategies related to 2020 registration, that the Registrar’s Office is working hard to ensure that registration continues on schedule, and that extra advising resources have been made available to ensure a positive registration experience
- The presenters discussed:
 - The 2020 admissions cycle, noting that the Admissions Office is admitting students earlier and that students are keen to understand their next steps in terms of course registration
 - The Working Group’s effort to provide clear and timely registration communications and strategies that align with a student’s confirmation of acceptance to the University and aim to avoid a collision of demand for advising services that typically happens every March
 - The introduction of registration webinars, particularly in the Schulich School of Engineering and the Faculty of Science, primarily targeted at high school students who try to access advising services over their Spring Break when the Registrar’s Office is concurrently supporting University students through continuing registration
 - How the Registrar’s Office verifies prerequisites for incoming students using PeopleSoft PERC, currently in the testing phase, and how students can seek advising when they do not meet necessary prerequisites
 - The different needs and resources required in various student groups during the registration process
 - How the Working Group has tried to prepare students months earlier than in previous years about preregistration in an effort to build student confidence in using system tools and the Calendar and to ease some of the inquiries coming to the advising office
 - Adjustments to registration and advising in light of COVID-19

- The 2020 registration period, which begins March 30th and ends in July
- The Committee discussed the level of engagement in the new webinars being offered this year
- In response to a question, the presenters clarified that registration dates will proceed as usual and will not be impacted or delayed by COVID-19, noting that they've seen a high volume of registration despite alternative forms of advising and support and that they're working with IT to ensure the system can handle the extra load

7. Status of Program Approvals

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

8. Other Business

The Committee discussed:

- Supporting documentation for deferrals given changes to course delivery and assessments as a result of COVID-19, noting that students will not be asked to provide Statutory Declarations or medical notes or be put in any situation where they are disadvantaged. The Co-Chair emphasized that students should feel trusted and that anxiety and uncertainty be reduced by whatever means possible.
- That all units have shifted from face-to-face advising to online or alternative delivery with the exception of Student Wellness, which is looking at alternative forms of delivery for its services as well

9. Adjournment

Moved/Seconded

The March 19, 2020 meeting of the Calendar and Curriculum Subcommittee was adjourned by consensus.

Carried

The meeting was adjourned at 10:57 a.m.

Elizabeth Sjogren
Meeting Secretary