



UNIVERSITY OF
CALGARY

General Faculties Council
CALENDAR AND CURRICULUM SUBCOMMITTEE
Approved Minutes

Meeting #68
November 19, 2020, 9:00 – 11:00 a.m.

By Zoom Platform

Voting Members

Susan Barker, Co-Chair
Sherry Weaver, Academic Co-Chair
Semhar Abraha – left during Item 9
Melissa Boyce
Amy Burns
Marjan Eggermont
Lesley Gerein
Ebba Kurz
Siu Ming Kwok
Catherine Laing – arrived during Item 5
Robert McCorkell
Nickie Nikolaou – arrived during Item 2
David Paskevich
Leslie Reid
Angelique Saweczko
Meera Singh - arrived during Item 2
Jason Wiens - arrived during Item 5, left during Item 10

Non-Voting Members

Carol Crooks
Carol Poland

Secretary

Jaclyn Carter

Scribe

Tasha Hodzic

Regrets

Nancy Chibry

Guests and Observers

Rachel Bruce, Manager, Arts Student Centre
Angie Crowley, Manager, Undergraduate Programs, Werklund School of Education
Jennifer de Roaldes, Associate Registrar, Admissions and Recruitment – present for Item 7
Christine Johns, Senior Director, Academic & International Strategies
Pat Kaip, Manager, Undergraduate Programs, Haskayne School of Business
Jennifer Logan, Program Coordinator, Cumming School of Medicine
Carrie MacKay, Undergraduate and Graduate Programs Manager, Faculty of Nursing
Jodie McGill, Team Lead, Undergraduate Advising Office, Faculty of Kinesiology
Elizabeth Sjogren, Governance Coordinator, University Secretariat
Maria Soos-Gonczol, Manager, Student Services, Social Work
Vanessa Wood, Deputy Registrar, Enrolment Services

The Co-Chair called the meeting to order at 9:02 a.m. and confirmed quorum.

1. Approval of the Agenda

Moved/Seconded

That the Agenda for the November 19, 2020 Calendar and Curriculum Subcommittee meeting be approved.

Carried

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

The Co-Chair addressed the University's ongoing concern for the health and well-being of students, faculty and staff and encouraged members to bring forward items for discussion or approval that might support the University community in this difficult time. .

The Academic Co-Chair made no remarks.

3. Approval of the October 22, 2020 CCS Meeting Minutes

Documentation for this item was circulated with the Agenda.

Moved/Seconded

That the Meeting Minutes for the October 22, 2020 Calendar and Curriculum Subcommittee meeting be approved, with the reported amendment.

Carried

4. Calendar Changes: Cumming School of Medicine

Documentation for this item was circulated with the Agenda. Ebba Kurz, Associate Dean (Undergraduate Health and Science Education), Cumming School of Medicine, presented this item.

Highlights:

- The proponent provided a summary of the changes, which include language and editorial changes, updates to option course listings, definition of Dean's list standing, revisions to course anti-requisites, updates to program level requirements and GPA calculations.
- The Committee recommended that the Business Environment courses under BCR 3.9.1 and 3.9.2 be updated to the revised name

Moved/Seconded

That the Calendar and Curriculum Subcommittee (CCS) approve the Calendar changes for the Cumming School of Medicine (BHSc, BCR and MD programs), as set out in the summary and documents provided to the Committee, and as recommended by the CCS Calendar Working Group, effective for the 2021-2022 Calendar, with the requested amendment.

Carried

5. Calendar Changes: Werklund School of Education

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

Highlights:

- The proponent provided a summary of the changes, which include editorial changes, revised language for field experience while under appeal, course additions, changes to descriptions and pre-requisites and clarifications on the police information checks for practicums
- In response to questions, it was explained that:
 - If a student's field experience placement is impacted by an appeal and their appeal is successful, the faculty will work with the student to reduce delays to program completion
 - Section J of the Calendar will be reviewed for possible changes to align with the Student Appeals and Academic Misconduct Policy
- The Committee recommended that:
 - Any reference to the combined Bachelor of Kinesiology (Leadership in Pedagogy and Coaching)/Bachelor of Education be updated to state that this concentration is suspended while under review for termination
 - The motion be amended to include the effective date of May 2021 for new courses

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 2021-2022 Calendar, with a May 1, 2021 effective date for new courses.

Carried

6. Calendar Changes: Faculty of Arts

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

Highlights:

- The proponent provided a summary of the changes, which include editorial changes, course additions, modifications, and deletions, revisions to the admissions GPA, program name changes and the addition of a new Embedded Certificate in Canadian Studies
- There were no questions

MOTION 1**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 2021-2022 Calendar.

Carried**MOTION 2****Moved/Seconded**

That the Calendar and Curriculum Subcommittee (CCS) approve the Calendar revisions for the Bachelor of Arts (BA) and BA Honours programs in Social and Cultural Anthropology, as set out in the documents provided to the Committee and as recommended by the CCS Calendar Working Group.

Carried**MOTION 3****Moved/Seconded**

That the Calendar and Curriculum Subcommittee (CCS) approve the Calendar revisions for the Bachelor of Arts (BA), BA Honours, Co-operative Education and Minor programs in Development Studies, 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**MOTION 4****Moved/Seconded**

That the Calendar and Curriculum Subcommittee (CCS) approve the Calendar revisions for the Bachelor of Arts (BA), BA Honours, Co-operative Education, Minor and Concurrent BA/Bachelor of Education programs in Canadian Studies, as set out in the proposal provided to the Committee, and as recommended by the CCS Calendar Working Group, effective for the 2021-2022 Calendar.

Carried**MOTION 5****Moved/Seconded**

That the Calendar and Curriculum Subcommittee (CCS) approve the Calendar entry for the Embedded Certificate in Canadian Studies, as set out in the proposal provided to the Committee, and as recommended by the CCS Calendar Working Group, effective for the 2021-2022 Calendar.

Carried

MOTION 6**Moved/Seconded**

That the Calendar and Curriculum Subcommittee (CCS) approve the Calendar revisions for the Bachelor of Arts (BA), BA Honours, Co-operative Education and Minor programs in Women's Studies, as set out in the proposal provided to the Committee, and as recommended by the CCS Calendar Working Group, effective for the 2021-2022 Calendar.

Carried**7. Revisions to Undergraduate Admission Requirements for the Faculty of Arts**

Documentation for this item was circulated with the Agenda. Jennifer de Roaldes and Melissa Boyce, Associate Dean (Undergraduate Programs and Student Affairs), Faculty of Arts, presented this item.

Highlights:

- The proponent provided a summary of the changes, which include clarifications to admissions in the Fine Arts programs by adding standardize requirements for admissions
- In response to questions, it was explained that:
 - Section A.5.1.1 will be reviewed to confirm if the required courses for admission should list one approved option course of the four approved courses at the 30 level
 - International students may have options for other departmental diagnostic exams aside from the Royal Conservatory of Music

Moved/Seconded

That the Calendar and Curriculum Subcommittee approve the changes to sections A.5.1.1 *Admission Requirements* and A.5.3.1 *Transfer Admission Requirements* in the University Calendar, as set out in the document provided to the Committee.

Carried**8. Revisions to Admissions Requirements for the Faculty of Veterinary Medicine**

Documentation for this item was circulated with the Agenda. Robert McCorkell, Interim Dean, Faculty of Veterinary Medicine, presented this item.

Highlights:

- The proponents provided a summary of the changes, which include the addition of the Medical College Admission Test (MCAT) score for admissions to the Doctor of Veterinary Medicine (DVM) program and the removal of ranked admissions by GPA
- In response to questions, it was explained that:
 - Adding the admission requirement of a MCAT score of 495 or higher will support students applying to the DVM program who may not meet the admission requirements through GPA alone

- The MCAT score would provide a standard measure for applicants to qualify for an interview during the admission process. There is an option for students to declare barriers to their application, which is reviewed by the admissions committee, who are then able to make accommodations for students.
- The MCAT was identified as the most satisfactory standardized test in this context and may benefit students who wish to transfer to a medicine program
- The Committee recommended that:
 - The Faculty consider ways to help applicants offset costs to take the MCAT, such as preparatory courses for low income students or fee assistance programs to reduce financial barriers
 - The language under the minimum academic requirements section be clarified to include the MCAT score as a requirement for admissions

Moved/Seconded

That the Calendar and Curriculum Subcommittee (CCS) approve the changes to section 3.1 *Admissions* for the Faculty of Veterinary Medicine in the University Calendar, as set out in the document provided to the Committee, and as recommended by the CCS Calendar Working Group, effective for the 2021-2022 Calendar, with the requested amendment.

Carried

Semhar Abraha and Ebba Kurz opposed.

9. Changes to G.1 Scheduling of Tests and In-Class Assessments and G.5 Scheduling of Final Examinations in the University Calendar and Associated Calendar Changes

Documentation for this item was circulated with the Agenda. Leslie Reid, Vice-Provost, Teaching and Learning and Angelique Saweczko, Registrar, presented this item.

Highlights:

- The proponent provided a summary of the changes, which include clarifying the accommodation language and revising the guidelines for 24-hour access to timed online assessments, and that smaller stakes online assessments may be exempt from the 24-hour access for online, remote and blended courses
- In response to questions, it was explained that:
 - Assessment contingency plans may include additional time to complete the assessment, or restarting or rescheduling the assessment
 - Additional time as part of an accommodation will need to be added to the time allowed for the assessment contingency
 - Additional examples of issues were included as they may not always be technology-related, such as disruptions in the assessment environment and caretaking responsibilities
- The Committee recommended that the changes take effect in January 2021 for the remainder of the 2020-2021 academic year

Moved/Seconded

That the Calendar and Curriculum Subcommittee recommend that the Academic Planning and Priorities Committee approve the Changes to Regulations G.1 *Scheduling of Tests and In-Class Assessments* and G.5 *Scheduling of Final Examinations* in the University Calendar, as set out in the document provided to the Committee, effective for the 2020-2021 Calendar, with the requested amendments.

Carried**10. Discussion of Academic Schedules for 2025-2026**

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

Highlights:

- The Committee was asked to send any comments or questions to the proponent
- There were no questions

11. Discussion of Embedded Certificates Definitions & Guidelines

Documentation for this item was circulated with the Agenda. Leslie Reid, Vice-Provost, Teaching and Learning and Christine Johns presented this item.

Highlights:

- The presenters provided a summary of the proposed guidelines, which were created to assist Faculties in the development of embedded certificates. The guidelines address the interdisciplinary framework, the number of embedded certificates a student can take, and the double-counting of courses for credit
- The proposed Calendar changes will be brought to the Committee after further consultation is completed
- In response to a question, it was explained that an embedded certificate may include major courses as the guidelines are not intended to add additional courses over and above a student's degree program

12. Approved 2020-21 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

Moved/Seconded

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

Carried

The meeting was adjourned at 11:00 a.m.

Jaclyn Carter
Meeting Secretary