



UNIVERSITY OF
CALGARY

General Faculties Council
CALENDAR AND CURRICULUM SUBCOMMITTEE
Approved Minutes

Meeting #69
December 17, 2020, 9:00 – 11:00 a.m.

By Zoom Platform

Voting Members

Susan Barker, Co-Chair
Sherry Weaver, Academic Co-Chair
Semhar Abraha
Melissa Boyce
Amy Burns
Nancy Chibry
Marjan Eggermont
Ebba Kurz
Siu Ming Kwok
Catherine Laing
Robert McCorkell – arrived during Item 9
Nickie Nikolaou
David Paskevich
Leslie Reid – arrived during Item 5
Angelique Saweczko – arrived during Item 3
Jason Wiens

Non-Voting Members

Carol Crooks
Lesley Gerein
Carol Poland

Secretary

Jaclyn Carter

Scribe

Tasha Hodzic

Staff

Elizabeth Sjogren

Regrets

Meera Singh

Guests and Observers

John Brown, Dean, School of Architecture, Planning and Landscape – Present for Item 4
Angie Crowley, Manager, Undergraduate Programs, Werklund School of Education
Christine Johns, Senior Director, Academic & International Strategies – arrived during Item 5
Pat Kaip, Manager, Undergraduate Programs, Haskayne School of Business
Jennifer Logan, Program Coordinator, Cumming School of Medicine
Jodie McGill, Team Lead, Undergraduate Advising Office, Faculty of Kinesiology
Maria Soos-Gonczol, Manager, Student Services, Social Work
Vanessa Wood, Deputy Registrar, Enrolment Services

The Co-Chair called the meeting to order at 9:17 a.m. and confirmed quorum.

1. Approval of the Agenda**Moved/Seconded**

That the Agenda for the December 17, 2020 Calendar and Curriculum Subcommittee meeting be approved.

Carried

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

The Co-Chair provided a brief overview of the items being presented to the Committee.

The Academic Co-Chair made no remarks.

3. Approval of the November 19, 2020 CCS Meeting Minutes

Documentation for this item was circulated with the Agenda.

Moved/Seconded

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

Carried

Secretary's Note – Item 4 was addressed after Item 7.

4. Calendar Changes: School of Architecture Planning and Landscape

Documentation for this item was circulated with the Agenda. John Brown, Dean, School of Architecture, Planning and Landscape, presented this item.

Highlights:

- The proponent provided a summary of the changes, which include the addition of courses for Planning and Landscape Architecture, revision of course descriptions for Architecture, Planning and Landscape, and minor language and editorial changes.
- In response to a question, it was explained that identical elective course listings have different unit values and are not included in GPA. Some of these courses may be repeated for credit, and it was noted that they have different grading scales depending on the nature of the course.

Moved/Seconded

That the Calendar and Curriculum Subcommittee (CCS) approve the Calendar changes 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. Recommendation of Changes to B.16 *Change of Personal Information in the University Calendar*

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

Highlights:

- The proponent provided a summary of the changes, which include editorial changes, clarification of the statement regarding the Freedom of Information and Protection of Privacy, and the addition of preferred name and emergency contact sections
- In response to questions, it was explained that:
 - Faculties can view legal and preferred names through class lists or under the demographic section of the Student Centre for Advising. On Zoom, only the preferred name will appear.
 - Profile names in Zoom will be updated by Information Technologies (IT) based on a student's preferred name or default to their legal name if no preferred name is provided. IT has notified students of how to set up their preferred name in their profile, and a reminder will be resent students.
- The Committee recommended minor editorial changes and suggested that PeopleSoft training be provided on how to access students' preferred and legal names

Moved/Seconded

That the Calendar and Curriculum Subcommittee recommend that the Academic Planning and Priorities Committee approve the changes to section B.16 *Change of Personal Information* in the University Calendar, as set out in the documents provided to the Committee, with the requested amendments.

Carried

6. Recommendation of Changes to Section B.4 *Graduate Level Courses in the University Calendar*

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

Highlights:

- The proponent provided a summary of the changes, which include consolidating information into one section for undergraduate students taking graduate level courses and formalizing regulations for graduate students taking undergraduate courses
- The Graduate Academic Program Subcommittee has reviewed the changes and provided a friendly amendment that thesis-based students who are required to take an undergraduate course as part of their graduate program *are normally exempt* from paying additional tuition fees
- In response to a question, it was explained that in graduate programs that charge a program fee, these changes clarify that any courses taken extra-to-degree would be charged in addition to the program fee
- The Committee suggested that the language for undergraduate students taking graduate level courses be revised to *senior level undergraduate students*

Moved/Seconded

That the Calendar and Curriculum Subcommittee recommend that the Academic Planning and Priorities Committee approve the changes to section B.4 *Graduate Level Courses* in the University Calendar, as set out in the documents provided to the Committee, with the requested amendment.

Carried**7. Discussion on Changes to Section F.3.1 Academic Standing and Section F.3.2 Unsatisfactory Standing in the University Calendar**

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

Highlights:

- The proponent provided a summary of the changes, which include revised language for academic standing matters and clarifications for academic progression, suspension, expulsion and student record notations, as well as the addition of a link to the Student Academic Misconduct Policy
- The Committee discussed:
 - Adding clarifications for graduate programs related to home faculty and faculty of registration
 - That Required to Withdraw (RTW) language should distinguish between an RTW as the result of an expulsion and an RTW following academic review
 - As academic probation may be longer than one year, revised language should be considered to specify the length of a probation period either until the next academic review or for a minimum of one year

8. Discussion on Changes to Important Notice and Disclaimer in the University Calendar

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

Highlights:

- The proponent provided a summary of the changes, which include consolidation of the *Disclaimer* in the undergraduate and graduate Calendars, clarification of language on responsibilities of students, credentials for degrees, certificates, diplomas and the addition of a statement on the University's authority to grant credentials
- The Committee recommended minor editorial changes

9. Fall 2020 Enrolment Report

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

Highlights:

- The presenter provided a summary of the report, highlighting that:
 - Enrolment for returning students is over target, leading to higher retention rates, and significant changes to leading countries of origin for international students have been observed. Full

enrollment data is available to those who are interested.

- Gender identification options have been expanded to four options, and statistics on gender identification will be presented on future enrolment reports

10. Flexible Grading for Fall 2020 Term

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

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

The December 17, 2020 meeting of the Calendar and Curriculum Subcommittee was adjourned by consensus.

Carried

The meeting was adjourned at 10:03 a.m.

Jaclyn Carter
Meeting Secretary