



UNIVERSITY OF  
CALGARY

General Faculties Council  
**CALENDAR AND CURRICULUM SUBCOMMITTEE**  
Approved Minutes

Meeting #75  
September 23, 2021, 9:00 – 11:00 a.m.

By Zoom Platform

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***Voting Members***

Susan Barker, Co-Chair – left & returned during Item 4  
Sherry Weaver, Academic Co-Chair  
Melissa Boyce  
William Bridel  
Amy Burns  
Nancy Chibry  
Shawna Cunningham  
Amy Dambrowitz – arrived during Item 3  
Rick Enns  
Ebba Kurz  
Catherine Laing – left during Item 8  
Robert McCorkell  
Renzo Pereyra  
Leslie Reid  
Meera Singh  
Andrew Szeto

***Non-Voting Members***

Lesley Gerein  
Kimberley McLeod  
Carol Poland  
Kirsten Varsek-Ison

***Secretary***

Cherie Tutt – arrived during Item 1, left during Item 8

***Scribe***

Tasha Hodzic

***Staff***

Elizabeth Sjogren

***Regrets***

Evaristus Oshionebo

***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 – arrived for Item 4  
Ahmad Ghasemloonia, Associate Dean, Academic Programs and Students, Schulich School of Engineering  
Cari Gulbrandsen, Undergraduate Program Director, Faculty of Social Work  
Carol Hoover, Undergraduate Admin Team Lead, Undergraduate Science Centre, Faculty of Science  
Christine Johns, Senior Director, Academic & International Strategies  
Pat Kaip, Manager, Undergraduate Programs, Haskayne School of Business  
Shannon Leskosky, Manager, Undergraduate Medical Education, Cumming School of Medicine – left during Item 8  
Jennifer Logan, Program Coordinator, Cumming School of Medicine – arrived during Item 1  
Carrie MacKay, Undergraduate and Graduate Programs Manager, Faculty of Nursing  
Jodie McGill, Team Lead, Undergraduate Advising Office, Faculty of Kinesiology  
Christopher Naugler, Associate Dean (Undergraduate Medical Education), Cumming School of Medicine  
Maria Soos-Gonczol, Manager, Student Services, Social Work  
Vanessa Wood, Deputy Registrar

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

### 1. Approval of the Agenda

The Chair reported that two additional items will be presented under Other Business:

- Changes to the Academic Regulations Section G. Examinations and Tests
- Discussion of Flexible Grading Policy

#### **Moved/Seconded**

That the Agenda for the September 23, 2021 Calendar and Curriculum Subcommittee meeting be approved with the reported amendments.

**Carried**

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

The Co-Chair welcomed new members and provided an overview of the responsibilities of the Committee.

The Academic Co-Chair remarked that the Committee members provide meaningful advice on matters and challenges across the University.

### 3. Calendar Changes: Faculty of Arts

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

Highlights:

- The proponent provided a summary of the changes, which include editorial Calendar revisions to Faculty and program regulations and course and field of study additions and deletions
- The Committee recommended that:
  - The Registrar's Office consider adding generic language to the front end of the Calendar specifying that students must be registered in the respective course in order to access the course's D2L site
  - When proposing to delete a course the program/Faculty should be reviewing if the course is required for other programs to ensure updates are being made across Faculties requiring the course(s), specifically POLI 310
  - Medical Science 205 and 307 be removed from the Field of History and Philosophy of Science due to enrollment being restricted to Bachelor of Health Sciences (BHSE) students and that language be included under the major fields that students transferring from BHSE to Philosophy of Science may be able to receive credit for these courses towards their new program
  - Section 4.13.2 BFA in Dance be revised to BA in Dance
  - The prefixes for Business and Environment be revised to SGMA or OBHR
- In response to a question, it was explained that the prerequisites for admission to the Dance program to enrol in DANCE 235 or permission from the Faculty of Kinesiology is included in the advising notes for the course

**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 Working Group, effective for the 2022-2023 Calendar with requested amendments.

**Carried****4. Recommendation of Changes to Undergraduate Admission Requirements**

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

**Highlights:**

- The proponent provided a summary of the changes, which include clarifying the admissions process to align with Faculty admissions regulations, extending the use of Duolingo for English Language Proficiency (ELP) assessment for undergraduate admissions and changes that are required for admissions due to the on-going pandemic
- The Committee discussed:
  - How a Credit Granted (CG) grade will be evaluated for admissions for transfer students between Faculties and the impacts of CG grades on eligibility for admission
  - The rationale for applying exemptions for CG grades in core courses required for degree completion to both new admissions and transfer admissions
  - The impacts on students who may not be able to repeat courses that are required for admission or degree completion if a CG grade is not accepted for transfer/admission, and what options could be available to students to ensure admission applications are not negatively impacted by CG grades
- In response to questions, it was explained that:
  - Courses with a CG grade taken in the Winter 2020 through Winter 2021 terms will not be used to calculate the GPA for admission
  - Minimum grade requirements for high school level courses are reviewed during the application process to ensure students meet the requirements for the program they are applying to
  - The requirements for non-degree holders under sections C.1 and C.2 would apply to students admitted through the Indigenous Student Access Program (ISAP), the Committee noted that clarification is needed on alternate admission pathways for students who are inactivated or discontinued from Open Studies and how sections C.1 and C.2 apply to the ISAP
- The Committee recommended that:
  - Editorial revisions be made to Sections A.5.3 and A.12
  - Clarifications be made to the Diverse Qualifications Admission Process to specify that the eligibility requirements listed are to be used as a guideline and not all are required to apply through this process
  - The proposed changes to the Transfer Admissions section A.12 'Transfer Credit/Advanced Standing' be withdrawn to allow for further consultation from the Faculties on the impact of the CG Grade on admissions and program accreditation

**Moved/Seconded**

That the Calendar and Curriculum Subcommittee recommend that the Academic Planning and Priorities Committee approve the revisions to the Admission Requirements listed under Sections:

- A.5.2 International High School Admissions,
- A.5.3 Transferring from another Post-Secondary Institution,
- A.5.3.1 Transfer Admission Requirements,
- A.5.4 Adult Student Admission,
- A.6 Required to Withdraw Students,
- A.9 Diverse Qualification Admission Process,
- A.10 Combined or Concurrent degree admissions
- A.11 English Language Proficiency,
- A.12 Transfer Credit/Advanced Standing
- A.14.2 Admission Requirements

in the University Calendar and as set out in the documents provided to the Committee, effective for the Fall 2022 admissions cycle, excluding section A.12 Transfer Credit/Advanced Standing and with the requested amendments.

**Carried****5. Recommendation of Changes to Academic Regulations: B.16 Personal Information**

Documentation for this item was circulated with the Agenda. Amy Dambrowitz, Registrar and Susan Barker presented this item.

Highlights:

- The proponents provided an overview of the changes, highlighting that students will be able to request a primary name change through the Student Centre by a statutory declaration and clarifying how and when emergency contact information will be used
- The Committee discussed process change and the importance of the use of traditional names for Indigenous students
- The Committee recommended that information on wellness services be included in the form and the last sentence on section H2 be moved to follow the first sentence in the section

**Moved/Seconded**

That the Calendar and Curriculum Subcommittee recommend that the Academic Planning and Priorities Committee approve the changes to the Academic Regulations, B.16 *Personal Information* of the University Calendar, as set out in the document provided to the Committee, effective immediately with the requested amendment.

**Carried****6. Revisions to the GFC Standing Committee and CCS Terms of Reference**

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

## 7. Status of Program Approvals

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

## 8. Other Business

### Changes to the Academic Regulations Section G. Examinations and Tests

Documentation for this item was circulated with the Agenda. Amy Dambrowitz presented this item.

Highlights:

- The proponent provided a summary of the changes, which provide further revisions to the Academic Regulations for blended courses with a final exam. It was noted these changes would allow instructors greater flexibility to offer a final exam in the modality deemed most appropriate, with the approval of an associate dean.
- In response to questions, it was explained that:
  - The proposed modality for exams will not change for the Fall 2021 term or apply to the regulation that courses delivered entirely online must also have an online final exam
  - Common final examinations for course sections with different modalities will follow the final exam format under regulations H and I of section G. Examinations and Tests

#### **Moved/Seconded**

That the Calendar and Curriculum Subcommittee (CCS) recommend that the Academic Planning and Priorities Committee approve the changes to Section G. *Examinations and Tests* in the Academic Regulations in the University Calendar, as set out in the documents provided to the Committee, effective immediately.

**Carried**

### Discussion of Flexible Grading Policy

Kim MacLeod, Manager - Scheduling - Exams and Curriculum Management presented this item.

The Committee was asked to provide feedback to the presenter on draft language in the Calendar for exceptions to the use of the CG flexible grade option. It was reported that the Calendar will include a table with links to Faculty Regulation sections on academic standing for listing courses ineligible for CG grades and link to the Registrar's website for information on how students can apply to receive a CG grade.

## 9. Adjournment

#### **Moved/Seconded**

The September 23, 2021 meeting of the Calendar and Curriculum Subcommittee was adjourned by consensus.

**Carried**

The meeting was adjourned at 11:02 a.m.

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Cherie Tutt  
Meeting Secretary