



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

February 16, 2023, 9:00 – 11:00 a.m.

By Zoom Platform

***Voting Members***

Verity Turpin, Co-Chair  
Sherry Weaver, Academic Co-Chair  
Rebecca Archer  
Melissa Boyce  
William Bridel  
Amy Burns  
Nancy Chibry – left during Item 9  
Shawna Cunningham  
Amy Dambrowitz  
Shaziah Jinnah Morsette  
Ebba Kurz  
Catherine Laing - arrived after Item 4  
Evaristus Oshionebo  
Meera Singh – arrived during Item 4  
Andrew Szeto  
Gail Zuk

***Non-Voting Members***

Lesley Gerein  
Kimberley McLeod  
Carol Poland

***Secretary***

Courtney McVie

***Meeting Secretary***

Cherie Tutt

***Regrets***

David Monteyne  
Leslie Reid  
Kirsten Varsek-Ison

***Guests***

Shannon Leskosky, Manager, UME Program, Undergrad Medical Education, Cumming School of Medicine – attended for Item 5  
Christopher Naugler, Associate Dean, (Undergraduate Medical Education, Cumming School of Medicine) – attended for Item 5

***Observers***

Ahmad Ghasemloonia, Associate Professor (Teaching), Mechanical & Manufacturing Engineering  
Angie Crowley, Manager, Undergraduate Programs, Werklund School of Education  
Carol Hoover, Specialist, Course Demand and Scheduling, Haskayne School of Business  
Jennifer de Roaldes, Associate Registrar, Admissions and Recruitment  
Jennifer Logan, Program Coordinator, O'Brien Centre for the BHSc, Cumming School of Medicine  
Jodie McGill, Manager, Undergraduate and Graduate Programs, Faculty of Kinesiology  
Maria Soos-Gonczol, Manager, Student Services, Social Work  
Pat Kaip, Manager, Undergraduate Student Services, Haskayne School of Business  
Rachel Bruce, Manager, Arts Student Centre  
Sarah Ha, Undergraduate Program Specialist, School of Architecture, Planning and Landscape  
Amy Warren, Academic Professor Development, Veterinary Medicine, Cumming School of Medicine  
Vanessa Wood, Deputy Registrar

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

### **1. Territorial Acknowledgement**

Amy Dambrowitz, Registrar, provided the territorial acknowledgement.

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

The Academic Co-Chair reported that:

- The changes to the *Examinations and Tests* Academic Regulations that were recommended by the Committee to the Academic Planning and Priorities Committee have now been approved with a minor edit to provide further clarity
- The schedule for the Committee for 2023-2024 and 2024-2025 will be presented to the General Faculties Council Executive Committee for approval in March and will be shared with the Committee afterwards
- The Teaching and Learning Committee had a discussion at its January meeting relating to Campus Mental Health Strategy Recommendations for Academic Regulations around Fall and Winter Breaks, and it is expected that after further consultation changes to the regulations will be brought forward to the Committee for review and recommendation
- In response to a question, it was explained that the conversation at the Teaching and Learning Committee was just a first step and no changes to the Academic Regulations around Fall and Winter Breaks have been determined. Leadership is aware of the issues raised by students around the purpose of the term breaks and that these should be clarified in a timely manner. The Academic Co-Chair thanked the Students' Union Vice-President (Academic) for being an advocate for students that come to her with concerns about this topic.

### **3. Approval of the Agenda**

**Moved/Seconded**

That the Agenda for the February 16, 2023 Calendar and Curriculum Subcommittee meeting be approved.

**Carried**

### **4. Approval of the January 19, 2023 2022 Meeting Minutes**

Documentation was circulated with the Agenda.

**Moved/Seconded**

That the Minutes for the January 19, 2023 Calendar and Curriculum Subcommittee meeting be approved.

**Carried**

## 5. Approval of the Calendar Changes for the Undergraduate Medical Education

### A. Courses

### B. Program

Documentation was circulated with the Agenda. Ebba Kurz, Associate Dean Undergraduate Health and Science Education, Janeve Desy, and Shannon Leskosky presented this item.

Highlights:

- The presenter provided an overview of the proposed Calendar course and program revisions to the Medical Doctor (MD) Program in the Cumming School of Medicine (CSM). It was explained that the majority of revisions are tied to new curriculum being introduced in July 2023, and include course additions and deletions, editorial updates to links and student group information, and detailed information related to the new curriculum relating to, pre-clerkship, timelines, course numbers, and progression regulations.
- The presenters requested that the title of the program be updated within the briefing note and that the effective date be changed to July 1, 2023, to align with the program start date
- There were no questions

#### **Moved/Seconded**

That the Calendar and Curriculum Subcommittee approve the Calendar revisions for the Cumming School of Medicine Medical Doctor Program (course changes) as set out in the documents provided to CCS, and as recommended by the CCS Calendar Working Group, effective for July 1, 2023.

**Carried**

#### **Moved/Seconded**

That the Calendar and Curriculum Subcommittee approve the Calendar revisions for the Cumming School of Medicine Medical Doctor Program (program changes) as set out in the documents provided to CCS, and as recommended by the CCS Calendar Working Group, effective for July 1, 2023.

**Carried**

## 6. Approval of the Calendar changes to Section P. Tuition and General Fees

Documentation was circulated with the Agenda. Kimberley McLeod, Associate Registrar and Director, Systems and Policy, presented this item.

Highlights:

- The presenters provided an overview of the proposed changes to the appearance and structure of the tuition charts within Section P. *Tuition and Fees*, highlighting changes since it was last presented to the Committee, including the creation of a legend, reformatting of the *General Fees* section, adding new charts to show per term tuition for undergraduate programs and grand parented rates, and combining graduate fee sections P.2.4 and P.2.5
- In response to a question, the presenters explained the different columns in the grandparented

tuition rate tables

- The presenters raised concerns around the use of the term “grandparented” due to different connotations associated with it, and presented other options which could be used instead, including modified, retained, carryforward, heritage, and special case
- The Committee expressed its support for changing out the term, discussed the different options presented and provided additional suggestions for consideration. The Committee then directed the Office of the Registrar to consider the options, to select the term that makes the most sense and to update the Calendar accordingly.
- The Committee recommended updates to the GSA Health and Dental Insurance and Undergraduate General Fees sections to include information on opting out of services for part-time students or students who have alternate funding

**Moved/Seconded**

That the Calendar and Curriculum Subcommittee (CCS) approve the changes to Section P. Tuition and General Fees in the University Calendar, as set out in the document provided to the Committee with the requested amendments.

**Carried**

**7. Approval of Calendar Changes Student and Campus Services, Active Living**

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

Highlights:

- The presenters provided an overview of the proposed Calendar changes to the Student and Campus Services information within the Active Living section. Noting that the section had not been updated in sometime and that the changes reflect Active Living’s current vision and services
- There were no questions

**Moved/Seconded**

That the Calendar and Curriculum Subcommittee (CCS) approve the Calendar changes to the Student and Campus Services, Active Living, section of the University Calendar, as set out in the document provided to the Committee.

**Carried**

**8. Status of Program Approvals Report**

Documentation was circulated with the Agenda for information only. Questions can be directed to the Program Innovation and Planning office.

**9. Other Business**

The Committee members were acknowledged for their contributions and for creating a sense of community by conducting the Committee's work in a respectful and good way.

**10. Adjournment**

**Moved/Seconded**

That the Calendar and Curriculum Subcommittee adjourn the February 16, 2023 meeting.

**Carried**

The meeting was adjourned at 9:53 a.m.

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Courtney McVie  
University Secretary