



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

April 20, 2023, 9:00 – 11:00 a.m.

By Zoom Platform

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***Voting Members***

Verity Turpin, Co-Chair  
Sherry Weaver, Academic Co-Chair  
Rebecca Archer  
Melissa Boyce  
William Bridel  
Amy Burns  
Nancy Chibry  
Shawna Cunningham  
Amy Dambrowitz  
Shazia Jinnah Morsette  
Ebba Kurz  
Catherine Laing  
Evaristus Oshionebo  
Leslie Reid  
Andrew Szeto  
Kirsten Varsek-Ison  
Gail Zuk

***Non-Voting Members***

Kimberley McLeod  
Carol Poland

***Secretary***

Courtney McVie

***Meeting Secretary***

Cherie Tutt

***Scribe***

Holly Lywin

***Regrets***

Lesley Gerein  
David Monteyne  
Meera Singh

***Invited Guests***

Vanessa Wood, Deputy Registrar – attended for Item 5, 6, 7

***Resource Personnel***

Wali Adedotun, CourseDog Lead, Information Technology  
Rachel Bruce, Manager, Arts Student Centre  
Angie Crowley, Manager, Undergraduate Programs, Werklund School of Education  
Jennifer de Roaldes, Associate Registrar, Admissions and Recruitment  
Ahmad Ghasemloonia, Associate Professor (Teaching), Mechanical & Manufacturing Engineering  
Carol Hoover, Specialist, Course Demand and Scheduling, Haskayne School of Business  
Pat Kaip, Manager, Undergraduate Student Services, Haskayne School of Business  
Jennifer Logan, Program Coordinator, O'Brien Centre for the BHSc, Cumming School of Medicine  
Maria Soos-Gonczol, Manager, Student Services, Social Work

***Observers***

Colson Buchanan, Policy Analyst, Students' Union  
Sandra Amin, incoming Vice President Academics, Students' Union

The Co-Chair called the meeting to order at 9:05 a.m. and confirmed quorum.

### **1. Territorial Acknowledgement**

Catherine Laing, Associate Dean, Undergraduate in the Faculty of Nursing, provided the territorial acknowledgement.

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

The Academic Co-Chair welcomed Sandra Amin, to her first Committee meeting as the incoming Vice-President Academic, Students' Union and thanked Shazia Jinnah Morsette for her service and contributions to the Committee, on this occasion of her last meeting. Additionally, Colson Buchanan, Policy Analyst, Students' Union was welcomed as an observer.

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

**Moved/Seconded**

That the Agenda for the April 20, 2023 Calendar and Curriculum Subcommittee meeting be approved.

**Carried**

### **4. Approval of the March 15, 2023 Meeting Minutes**

Documentation was circulated with the Agenda.

**Moved/Seconded**

That the Minutes for the March 15, 2023 Calendar and Curriculum Subcommittee meeting be approved.

**Carried**

### **5. Approval of the Changes to the Section P.2.4: *Delinquent Student Accounts***

Documentation was circulated with the Agenda. Vanessa Wood presented this item.

Highlights:

- The presenter provided an overview of the proposed changes to the Tuition and General Fees Section P.2.4 *Delinquent Student Accounts* in the University Calendar that incorporates the feedback received from the Committee at its January meeting. The proposed changes address the Committee's concerns with the term delinquent by replacing it with the term "overdue". Additionally, informational links were added to the Registrar's site, which provides more detail on late fees and payment issues.
- There were no questions

**Moved/Seconded**

That the Calendar and Curriculum Subcommittee approve the change to Section P.2.4: *Delinquent Student Accounts* in the University Calendar, as set out in the document provided to the Committee, effective for the 2023-2024 Calendar.

**Carried****6. Approval of the Changes to Tuition and Fees Section P.4.11: *International Students***

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

Highlights:

- The Committee reviewed the proposed changes to Section P.4.11 *International Students* in the University Calendar and learned that the status of Canadian citizenship or permanent residence will now be recognized in the term in which the student notifies the University of Calgary versus the current process, which defaults the international fee assessment to domestic fee assessment to the next term if not submitted on or before the current term fee deadline. The change in policy will align with practice at other Alberta post-secondary institutions.
- The Committee discussed the documents required to verify permanent resident status and the presenter confirmed a detailed list is provided on the Registrar's website

**Moved/Seconded**

That the Calendar and Curriculum Subcommittee approve the change to Section P.4.11: *International Students* in the University Calendar, as it is set out in the document provided to the committee, effective Spring 2023.

**Carried****7. Recommendation of Changes to the Academic Regulations Section C: *Open Studies, Registration Standing and Appeals***

Documentation was circulated with the Agenda. Vanessa Wood presented this item.

Highlights:

- The Committee reviewed the proposed changes to Section C. *Open Studies, Registration Standing and Appeals* in the University Calendar and learned the current operational language 'discontinued' will be clarified to 'withdrawn from studies'. The change is being proposed after discussions with key leaders, advisers, and owners of the practices within the Student Success Centre and Enrolment Services. Legal Counsel was also consulted on the change in language.
- The Committee discussed the academic review process for Open Studies students, and expressed concern that the change in language could be unclear that students are only being withdrawn from Open Studies not all their studies. The Committee also proposed that Open Studies could be added to each sub-section header to stop any confusion for students not enrolled in Open Studies who land on the page via a web search

- Additionally, the presenter was asked to confirm if the terms 'discontinued' and 'withdrawn from studies' can be presented synonymously i.e., there are no separate definitions for the terms already established in the Calendar
- The presenter requested that to avoid editing the language on the fly during the meeting, that the motion be postponed, and a revised Calendar entry be brought to the next meeting. The Committee agreed with this approach.

**Moved/Seconded**

That the Calendar and Curriculum Subcommittee recommend that the Academic Planning and Priorities Committee approve the changes to Academic Regulations Section C: *Open Studies, Registration Standing and Appeals* in the Calendar, as set out in the document provided to the committee, effective for Fall 2023.

**Postpone**

**8. Calendar Software Update: Introducing CourseDog**

Kimberly McCleod presented this item.

Highlights:

- The presenter provided an overview and update for the implementation of the CourseDog Calendar and curriculum software. Explaining, that currently, the Registrar's Office team is continuing to consult with various stakeholders within the University community to ensure a smooth transition to the new software and that it is hoped the new Calendar will be launched by September. The new CourseDog software will provide a modern feel, better navigation and a more flexible front and back facing website that is comparable to other institutions. Further updates along with a Change Management Matrix will follow in the coming year.
- The presenter then provided a demo of the proposed new Calendar, highlighting different options under consideration
- In response to questions, it was reported the Calendar home page could be used to focus and highlight relevant content at different times of the year e.g. highlight wellness supports during the final examination period, or information on withdraw deadlines at the beginning of term etc.

**9. GFC and GFC Standing Committees Meeting Schedule for 2024-2025, Revisions to the 2023-2024 Meeting Schedule, and Modality**

Documentation was circulated with the Agenda. Courtney McVie, University Secretary, presented this item.

Highlights:

- The University Secretary reported that changes to the schedule include a shift in timing for some meetings to respond to the increases in workload that happen later in the year

**10. 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.

**11. Co-Chairs Remarks**

Sherry Weaver's role as Associate Dean ends July 1, 2023 and she will be stepping down as Academic Co-Chair of this Committee. The Calendar and Curriculum Subcommittee Terms of Reference states that the Committee names its own Academic Co-Chair from among the Associate Dean members of the Committee.

The Co-Chair reviewed the role of the Academic Co-Chair and noted that the term is normally for three years, but a shorter term is possible. The Co-Chair then asked for anyone interested in putting their name forward for consideration for this role to let Cherie Tutt know by May 11th and this item will be further discussed at the May 18th meeting.

**12. Adjournment****Moved/Seconded**

That the Calendar and Curriculum Subcommittee adjourn the April 20, 2023, meeting.

**Carried**

The meeting was adjourned at 10:01 a.m.

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Courtney McVie  
University Secretary