



General Faculties Council
CALENDAR AND CURRICULUM SUBCOMMITTEE
Approved Minutes

May 18, 2023, 9:00 a.m.

Governors Boardroom A167

Voting Members

Verity Turpin, Co-Chair
Sherry Weaver, Academic Co-Chair
Rebecca Archer*
Melissa Boyce
William Bridel*
Amy Burns
Nancy Chibry – *left during Item 11*
Shawna Cunningham*
Amy Dambrowitz
Lesley Gerein
David Monteyne
Sandra Amin
Ebba Kurz
Evaristus Oshionebo
Leslie Reid
Andrew Szeto
Kirsten Varsek-Ison
Gail Zuk*

Non-Voting Members

Lesley Gerein
Kimberley McLeod
Carol Poland
Kirsten Varsek-Ison

Regrets

Catherine Laing
Meera Singh

Secretary

Courtney McVie

Meeting Secretary

Cherie Tutt

Scribe

Holly Lywin

Invited Guests

Andrew Estefan*, Associate Dean, Curriculum Development & Program Evaluation, Faculty of Nursing – attended for Item 5
Sarah Ha, Undergraduate Program Specialist, School of Architecture, Planning and Landscape – attended for Item 7
Carrie McKay*, Manager, Undergraduate and Graduate Programs, Faculty of Nursing – attended for Item 5
Jennifer de Roaldes, Associate Registrar, Admissions and Recruitment – attended for Item 8
Alberto de Salvatierra*, Incoming Associate Dean (Undergraduate), School of Architecture, Planning and Landscape – attended for Item 7

Resource Personnel

Rachel Bruce, Manager, Arts Student Centre
Caitlin Karpetz, Undergrad Admin Team Lead, Undergraduate Science Centre, Faculty of Science
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
Amy Warren, Associate Deans Curriculum, Faculty of Veterinary Medicine – check if on ZOOM
Vanessa Wood, Deputy Registrar

**attended via Zoom*

The Co-Chair called the meeting to order at 9:10 a.m. and confirmed quorum.

1. Territorial Acknowledgement

Sherry Weaver, Academic Co-Chair, provided the territorial acknowledgement.

2. Approval of the Agenda

Moved/Seconded

That the Agenda for the May 18, 2023 Calendar and Curriculum Subcommittee meeting be approved.

Carried

3. Remarks of the Co-Chairs

The Co-Chairs welcomed Sandra Amin, to her first Committee meeting as Vice-President Academic, Students' Union.

The Co-Chair updated the Committee on work being done within the Year of Assessment, for example, reviews of the deferred examination processes, course outlines, and alternate Grading Systems. She also noted that language changes will be coming to the Calendar regarding term breaks and how we respect this time for our students to rest and recharge in a way that is most meaningful for them. These efforts will extend into next year's Committee work.

4. Approval of the April 20, 2023 Meeting Minutes

Documentation was circulated with the Agenda.

Moved/Seconded

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

Carried

5. Approval of the Calendar Changes for the Faculty of Nursing

Documentation was circulated with the Agenda. Andrew Estefan presented this item.

Highlights:

- The presenter provided an overview of the proposed changes to the Faculty of Nursing Calendar entries that included the addition of a program admission pre-requisite to Bachelor of Nursing (BN) courses, new language to offer students clarity around processes for the Degrees with Distinction and Connect Care course work, updates to *Term 7 Rural Health* undergraduate nursing course curriculum, and an update to the undergraduate and graduate advising office location
- In response to questions, it was explained that courses below 285 in Nursing were not included in the program admission pre-requisite updates because they are offered only in Qatar. In addition, it was explained that the graduate and undergraduate Nursing advising offices were combined.

Moved/Seconded

That the Calendar and Curriculum Subcommittee (CCS) approve the Calendar changes for the Faculty of Nursing, as set out in the document provided to the Committee, and as recommended by the CCS Calendar Working Group, effective for the 2023-2024 Calendar.

Carried**6. Approval of the Changes to the Academic Regulations Section B.6 Student Accommodations**

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

Highlights:

- The Committee reviewed the proposed language changes to Section B.6 *Student Accommodations*, which have been made to add clarity and describe more clearly the accommodations process, which was developed in collaboration with Legal Services
- The Committee recognized that the revised language outlines the minimum support that can be offered to students legally but emphasized that the University of Calgary prioritizes student support
- The Committee suggested that:
 - The acronym 'SAS' (Student Accessibility Services) should be repeatedly defined to avoid confusion
 - That the updated language be reflected in the accommodation section of the course outlines, which direct students to the Student Accessibility Services (SAS) or the Associate Dean depending on the type of accommodation being requested

Moved/Seconded

That the Calendar and Curriculum Subcommittee approve the changes to Academic Regulations Section B.6 Student Accommodations in the University Calendar, as set out in the document provided to the Committee, effective immediately.

Carried**7. Recommendation of the Creation of the Indigenous Pathway Program within the School of Architecture, Planning and Landscape**

Documentation was circulated with the Agenda. Alberto de Salvatierra presented this item.

Highlights:

- The presenter provided an overview of the proposed creation of an Indigenous Student Pathway Program for the School of Architecture, Planning and Landscape (SAPL), explaining that the pathway will be available to students applying for Fall 2024 admission into the Bachelor of Design in City Innovation (BDCI) program. The new pathway program was established in response to identified admission barriers for Indigenous students. Additional supports, such as grant funding and recruitment workshops, will be provided to students enrolled in the program. The presenters shared that the program was developed in consultation with the Writing Symbols Lodge and the Indigenous Engagement Office.

- In response to questions, it was explained that the grant funding is intended to jump start the program and expansion plans are embedded into all processes to ensure the program's continuation even without ongoing funding. This approach guarantees that students relying on the program will not be left unsupported if funding ends.
- The Committee recommended that the proponents include language outlining how the program could be continued if funding were to end and to add Math 30.2 under Section A.D.6.2. The Committee also encouraged the proponents to consider providing holistic support to students from a single point of contact, rather than referring them to multiple offices across campus.

Moved/Seconded

That the Calendar and Curriculum Subcommittee recommend that the Academic Planning and Priorities Committee approve the changes of the Creation of the Indigenous Pathway Program within the School of Architecture, Planning and Landscape effective for the Fall 2024 admission cycle with the requested amendment and clarification to the documents.

Carried**8. Recommendation of the Changes to the Undergraduate Admission Sections**

Documentation was circulated with the Agenda. Jennifer de Roaldes presented this item.

Highlights:

- The presenter reported that in the Open Studies Pathway to Undergraduate Degree section the GPA for Science will be corrected.
- The presenter provided an overview of the editorial changes and the significant changes to the Undergraduate Admissions Sections, including the:
 - Undergraduate pathway guarantees for non-degree Open Studies students, supporting a smooth transition into a faculty to earn a degree
 - Bridging pathways through the Indigenous admission supplementary process, providing additional support for Indigenous students
 - Revisions to the Diverse Qualification Admission Process (DQ), promoting inclusive excellence within our student body and providing clarity
 - More affordable and accessible English Language Proficiency (ELP) testing option, and the opportunity to take Open Studies courses while concurrently completing the last two of four Education Academic Communication Certificate (ACC) courses
 - Newly developed webpages providing information on transfer credits, including an embedded Transfer Credit Search Tool that retrieves all course equivalents directly from the student information system
 - Implementation of an enrolment system that can support the new undergraduate certificate in Teaching Chinese as a Second Language
- The Committee discussed the changes to the DQ Admissions Process and considered how to improve the language used to ensure that the process remains focused on its intended purpose which is to help students who have experienced academic barriers and adversity beyond their control. A suggestion was made to re-order the examples list.

- Additionally, it was noted that the editorial changes made to the Open Studies program could affect Indigenous student funding. It was explained that the language was developed in collaboration with the Office of Equity, Diversity, Inclusion, and Accessibility to avoid a deficit approach.
- An amendment to add the online supplementary application admission requirements to the Bachelor of Health Sciences in Section A.5.4 *Adult Student Admission* was requested
- The Committee requested that further consultation on the changes to the *Open Studies* Pathway and the DQ sections be conducted with the Writing Symbols Lodge and the Office of Equity Diversity and Inclusion, and that a synopsis of the consultation be included in the documents for the Academic Planning and Priorities Committee

Moved/Seconded

That the Calendar and Curriculum Subcommittee recommend that the Academic Planning and Priorities Committee approve the changes to the undergraduate Admissions sections in the University Calendar, effective for the Fall 2024 admissions cycle with the reported amendment to A.5.3.3. *Open Studies Pathway to Undergraduate Degree* (A.5.3.3.), the requested amendment to A.5.4 *Adult Student Admission*, and with further consultation on A.5.3.3. and A.9 *Diverse Qualification Admission Process*.

Carried

9. Approval of the 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 presenter explained that the proposed changes to the Academic Regulations Section C. *Open Studies Registration, Registration Standing and Appeals* included a language update from “discontinued” to “withdrawn from Open Studies” to reflect the change in the reason students receive notification rather than the operational process, and that the phrase “withdrawn from Open Studies” has been incorporated based on the Committee’s feedback received at the April meeting
- The Committee had no questions

Moved/Seconded

That the Calendar and Curriculum Subcommittee approve the changes to the Academic Regulations Section C. *Open Studies, Registration Standing and Appeals* in the University Calendar, as set out in the document provided to the Committee effective immediately.

Carried

10. Recommendation of the Changes to Academic Regulations M.1. Supporting Documentation and the Use of a Statutory Declaration

Documentation was circulated with the Agenda. Verity Turpin, Co-Chair (Vice-Provost, Student Experience) and Vanessa Wood presented this item.

Highlights:

- The presenters provided an overview of the proposed changes to the Academic Regulations Section M.1. *Supporting Documentation and the Use of a Statutory Declaration* noting that during the COVID-19 pandemic, the submission of supporting documentation for student absences was suspended and commissioner of oath services, associated with the Statutory Declaration process, were discontinued. Now that the University is transitioning out of the pandemic, faculty Associate Deans have requested these regulations be re-established to ensure a standardized process for supporting documentation across campus. However, as the University no longer can offer commissioner of oath services, any information relating to the operational process for submitting a statutory declaration has been removed from the regulation. The presenters emphasized that only the operational process was changing within the regulation at this time.
- The Committee discussed how the policy functions for students who are on off-campus placements (such as practicums and internships), how repeat users could be better identified, and possible new alternate documentation (such as a student declaration), and plans to pilot this
- In response to questions, the presenters confirmed:
 - A communication strategy will be created to advise the community of this update and that there will be consultation, including with student groups on any new declaration process
 - A student could still choose to submit a statutory declaration as supporting documentation, but there will not be a specific on campus service for students to get statutory declarations
- The Students' Union representative expressed concern that there was a lack of student consultation throughout this process and that ending the suspension of the enforcement of this Regulation could cause confusion when a pilot may be implemented in less than a year. Additionally, the representative noted that the vagueness of this regulation could confuse students and professors and that there should not be a rush to enforce M1.
- The Committee suggested that it would be beneficial:
 - If guidance on how to get different types of documentation could be included on a website, such as the process for obtaining a statutory declaration
 - To include upstream processes and resources, and
 - For the communication strategy to include reporting measures to stakeholders and plans for future consultation
- The Committee recommended that clarifying language be added to outline how this policy applies for students on placements

Moved/Seconded

The Calendar and Curriculum Subcommittee recommended that the Academic Planning and Priorities Committee approve the changes to Academic Regulations M.1. Supporting Documentation and the Use of a Statutory Declaration in the University Calendar, as it is set out in the document provided to the Committee with the requested amendment, effective for the 2023-2024 University Calendar.

Carried

Sandra Amin opposed.

11. Naming of the Academic Co-Chair

Secretary's Note: Nancy Chibry was excused from the meeting for this item.

Verity Turpin presented this item.

Highlights:

- The Co-Chair reported that Sherry Weaver is stepping down as Academic Co-Chair effective June 30, 2023 and 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 reported that at the last Committee meeting a call for names was conducted and based on this she recommended that Nancy Chibry, Faculty of Science, be named as the Academic Co-Chair for the 2023-2024 academic year

Moved/Seconded

That the Calendar and Curriculum Subcommittee name Nancy Chibry, Faculty of Science, as the Academic Co-Chair of the CCS, for the 2023-2024 meeting year.

Carried

12. Annual Committee Performance Review and Review of the CCS Terms of Reference

Documentation was circulated with the Agenda. Verity Turpin presented this item.

Highlights:

- The Co-Chair informed the Committee that a comprehensive review of the General Faculties Council Standing Committee Terms of References (ToRs) will be happening in 2023-2024 and members were encouraged to bring forward any feedback on the ToRs and any operational pieces from this academic year to the Co-Chairs and to copy the Secretariat
- The Co-Chair also commented on the work of the Calendar and Curriculum Subcommittee Working Group and noted a check-in will be completed at a Fall 2023 CCS meeting

13. Other Business

The Co-Chair recognized Sherry Weaver, Academic Co-Chair and Haskayne School of Business, Associate Dean and Ebba Kurz, Cumming School of Medicine, Associate Dean Undergraduate Health & Science Education, and thanked them for their tremendous dedication and contributions to the Calendar and Curriculum Subcommittee on this the occasion of their last CCS meeting.

Melissa Boyce, Associate Dean, Faculty of Arts, Associate Dean, Undergraduate and Student appointment, was wished well as she begins her July 2023 Research and Scholarship Leave. Melissa will return to the Committee and her role as Associate Dean, September 2024.

14. 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.

15. Adjournment

Moved/Seconded

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

Carried

The meeting was adjourned at 11:06 a.m.

Courtney McVie
University Secretary