

General Faculties Council
CALENDAR AND CURRICULUM SUBCOMMITTEE
APPROVED MINUTES

October 19, 2023, 9:00 - 11:00 a.m.

AD 167 (Governors Boardroom)

Voting Members

Amy Dambrowitz (Co-Chair)
Nancy Chibry (Academic Co-Chair)
Sandra Amin*
Fabiola Aparicio-Ting
William Bridel
Amy Burns
Alberto de Salvatierra*
Catherine Heggerud
Leslie Reid
Zahra Shajani*
Meera Singh
Andrew Szeto
Verity Turpin* - left during Item 6
Amy Warren* - arrived during Item 4
Gail Zuk*

University Secretary

Courtney McVie*

Meeting Secretary

Michelle Speta

Scribe

Holly Lywin

Regrets

Deanna Burgart
Evaristus Oshionebo
Jason Wiens

Non-Voting Members

Christina Furtado
Lesley Gerein
Emma Lockyer
Carol Poland*

Guests

Vanessa Wood, Deputy Registrar – attended for Item 6

Observers & Resource Personnel

Jodie McGill, Manager, Undergraduate and Graduate Programs, Faculty of Kinesiology
Rachel Bruce, Manager, Academic Programs, Faculty of Arts
Jennifer de Roaldes, Associate Registrar, Information, Admissions & Recruitment
Ahmad Ghasemloonia, Associate Dean, Student Success & Interdisciplinary Academic Programs, Schulich School of Engineering
Christine Johns, Senior Director, Program Innovation and Planning, Provost Office
Carol Hoover, Specialist, Teaching & Learning, Haskayne School of Business
Pat Kaip, Manager, Undergraduate Student Services, Haskayne School of Business
Jennifer Logan*, Program Coordinator, Bachelor of Health Science
Maria Soos-Gonczol*, Manager, Student Services, Faculty of Social Work
Kirsten Varsek-Ison, Undergraduate Programs Manager, Werklund School of Education

**Attended virtually*

The Co-Chair called the meeting to order at 9:03 a.m. and confirmed quorum.

1. Territorial Acknowledgement & Approval of the Agenda

Amy Burns, Associate Dean, Undergraduate Programs, Werklund School of Education, provided the territorial acknowledgement.

Moved/Seconded

That the Agenda for the October 19, 2023 Calendar and Curriculum Subcommittee meeting be approved.

Carried

2. Remarks of the Co-Chairs

The Co-Chair included the following in her remarks that:

- The University's draft Academic Plan will be circulated in the next week and there will be opportunities for engagement and consultation
- The Secretariat team and the Calendar and Curriculum Subcommittee (CCS) Calendar Working Group met with the proponents for the Undergraduate Medical Education (UME) Indigenous Education Requirement to incorporate the amendments requested by the Committee at the September 21, 2023 meeting. This proposal will be reviewed by the Academic Planning and Priorities Committee (APPC) on October 30, 2023.

3. Approval of the September 21, 2023 Amended Minutes

Moved/Seconded

That the Minutes from the September 21, 2023 Calendar and Curriculum Subcommittee meeting be approved, with the reported amendments.

Carried

4. Approval of the Calendar Changes for the Faculty of Kinesiology

Documentation was circulated with the Agenda. William Bridel, Associate Dean, Academic, Faculty of Kinesiology presented this item.

Highlights:

- The presenter provided an overview of proposed revisions to course offerings as identified in a recent curriculum review, including the:
 - Introduction of courses that align with the expertise and research areas of newly hired faculty members
 - Addition of more 400 and 500-level courses
 - Ensuring all courses that have a 200-level prerequisite are reclassified as a 300-level

- These changes will clarify academic progression and faculty regulations for students
- In response to questions, the Committee learned that:
 - Kinesiology Honours students can transfer from the program to other major programs within or external to the Faculty of Kinesiology
 - There is no change in the number of 200-level courses that students are permitted to take with the renumbering of Kinesiology 237 to Kinesiology 337. There is also no change in the prerequisite for the course with this change.
 - New decimalized 600-level special topic courses are advanced electives, not mandatory courses
- The presenter reported several small editorial amendments, including that Kinesiology 465 is not being removed

Moved/Seconded

That the Calendar and Curriculum Subcommittee approve the Calendar changes to Faculty of Kinesiology courses of instruction and regulations, as recommended by the CCS Calendar Working Group, effective 2024-2025, and as set out in the documents provided to the Committee, with the reported amendments.

Carried**5. Recommendation of the Haskayne School of Business Indigenous Admissions Pathway Program**

Documentation was circulated with the Agenda. Catherine Heggerud, Associate Dean, Undergraduate Programs, Haskayne School of Business presented these items.

Highlights:

- The presenters provided the rationale for creating an Indigenous Pathway for admission into the Bachelor of Commerce degree. The new initiative is designed to reduce barriers to entry, such as missing English 30-1 and Math 30-1 after completion of high school, while accounting for funding requirements and the support newly admitted students require to be successful. The pathway is being trialled by one student this year, with plans to make it permanent.
- Foundation courses (English 212, Mathematics 212) have been developed to give students missing English 30-1 and Math 30-1 the required academic background. Students will be permitted to use these courses for credit towards their degree requirements and take them concurrently with other 200-level courses to be able to maintain the full-time student status required for band funding.
- The presenter shared comments from the Haskayne School of Business Faculty Council, which expressed concern that these courses would have tuition attached when the province should be providing all high school students access to English 30-1 and Math 30-1
- In response to questions, the Committee learned that the pathway would operate within established University standards
- The Committee requested an editorial amendment regarding guaranteed admission to the Bachelor of Commerce section to mirror the Faculty of Science and editorial amendments to the Program's description

Moved/Seconded

That the Calendar and Curriculum Subcommittee recommend that the Academic Planning and Priorities Committee approve the creation of an Indigenous Pathway for admission into the Haskayne School of Business, effective immediately, as set out in the document provided to the Committee.

Carried**Moved/Seconded**

That the Calendar and Curriculum Subcommittee approve the additions to Haskayne School of Business' Calendar Section 3.1 *Admissions* and Section 3.4 *Student Standing*, and the revisions to Section A.5.6.2 *Indigenous Admission Supplementary Process* at the front of the Calendar, contingent upon the Academic Planning and Priorities Committee's approval of the creation of an Indigenous Pathway for admission into the Haskayne School of Business, as set out in the document provided to the Committee, with the requested amendments.

Carried**6. Changes to the Academic Regulations: Section E. Course Information and Section G. Academic Assessments & Examinations**

Documentation was circulated with the Agenda. Leslie Reid, Vice-Provost, Teaching and Learning, and Vanessa Wood, Deputy Registrar, presented these items for discussion.

Highlights:

- The presenters provided an overview of the work to revise Sections E.1 and G. of the University's Academic Regulations. Section E.1 pertains to course outlines and was last updated in 2018. Section G pertains to academic assessments and has been subject to many revisions in recent years due to the COVID-19 pandemic. The current objective is to review Sections E.1 and G together as feedback from the campus community has indicated a need for more clarity regarding academic assessments on course outlines.
- The Committee learned that a series of workshops were held over the summer, and numerous consultations with the community have been completed, resulting in the identification of several themes that are outlined in the guiding questions for discussion in the proposal document.
- The Committee discussed the questions within the proposal and provided several constructive suggestions and considerations, including:
 - A call for a technological solution to assist in managing assessments for large classes to balance assignment deadlines similar to exam scheduling
 - Use of course outlines in conjunction with D2L to expose students to consistent messages and University resources
 - The implementation of a standardized/templated course outline that creates consistency across disciplines yet is flexible enough to work as a roadmap for students across all disciplines. It would include: firm assessment dates that prevent ambiguity and allow students to prepare their schedules; links to student resources; and separate assessment processes for in-term versus final exam periods.
- Further consultation with the CCS, as well as the Teaching and Learning Committee (TLC), will occur in the coming months.

7. Status of Program Approvals

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

8. Adjournment**Moved/Seconded**

That the Calendar and Curriculum Subcommittee adjourn the October 19, 2023 meeting.

Carried

The meeting was adjourned at 11:55 a.m.

Courtney McVie
Secretary