



General Faculties Council
CALENDAR AND CURRICULUM SUBCOMMITTEE
APPROVED MINUTES

February 15, 2024, 9:00 - 11:00 a.m.

Virtual Meeting (Zoom)

Voting Members

Amy Dambrowitz (Co-Chair)
Nancy Chibry (Academic Co-Chair)
Sandra Amin
Fabiola Aparicio-Ting – arrived during Item 2
Rebecca Archer
Wendy Benoit
William Bridel
Deanna Burgart
Amy Burns
Catherine Heggerud – arrived during Item 2
Catherine Laing
Meera Singh
Andrew Szeto
Verity Turpin
Jason Wiens
Gail Zuk

Non-Voting Members

Christina Furtado
Lesley Gerein
Emma Lockyer
Carol Poland

University Secretary

Courtney McVie

Meeting Secretary

Michelle Speta

Scribe

Holly Lywin

Regrets

Alberto de Salvatierra
Evaristus Oshionebo

Guests

Lee-Ann Penaluna, Manager, Doctor of Veterinary Medicine (DVM) Program Administration, Veterinary Medicine
-present for Item 5
Amy Bromley, Associate Dean, Undergraduate Medical Education, Cumming School of Medicine - present for Item 6
Shannon Leskosky, Senior Manager, Undergraduate Medical Education, Cumming School of Medicine
- present for Item 6
Kimberley McLeod, Associate Registrar & Director of Policy & Systems, Registrar's Office - present for Item 9

Observers & Resource Personnel

Sarah Ha, Undergraduate Program Specialist, School of Architecture, Planning & Landscape
Rachel Bruce, Manager, Academic Programs, Faculty of Arts
Christine Johns, Senior Director, Program Innovation & Planning, Provost's Office
Pat Kaip, Manager, Undergraduate Student Services, Haskayne School of Business
Jodie Griffiths, Manager, Undergraduate & Graduate Programs, Faculty of Kinesiology
Jennifer Logan, Program Coordinator, Bachelor of Health Sciences, Cumming School of Medicine
Kirsten Varsek-Ison, Undergraduate Programs Manager, Werklund School of Education
Caitlin Karpetz, Undergraduate Administration Team Lead, Faculty of Science
Vanessa Wood, Deputy Registrar

The Co-Chair called the meeting to order at 9:00 a.m. and confirmed quorum.

1. Traditional Land Acknowledgement and Approval of the Agenda

Amy Dambrowitz, Registrar, provided the Traditional Land Acknowledgement.

Moved/Seconded

That the Agenda for the February 15, 2024 Calendar and Curriculum Subcommittee meeting be approved.

Carried

2. Remarks of the Co-Chairs

The Co-Chairs shared that the General Faculties Council approved the Academic Innovation Plan and the Research and Innovation Plan on February 8, 2024. In addition, the Co-Chairs confirmed that the Academic Planning and Priorities Committee (APPC) approved the admission regulation changes recommended by this Committee in January, with one amendment related to the term 'normally' in Calendar language. Moving forward, the Committee was encouraged to ensure that it is used thoughtfully to avoid default usage that lacks clear direction or decision-making authority.

3. Approval of the January 25, 2024, Minutes

Two minor amendments were reported: 1) clarification on the deadlines for undergraduate deferrals of admission applying specifically to students requiring study permits, and 2) correction of the Nursing course code on page 5.

Moved/Seconded

That the Minutes from the January 25, 2024 Calendar and Curriculum Subcommittee meeting be approved, with the reported amendments.

Carried

4. Approval of the 2024-2025 Calendar Revisions for the Faculty of Veterinary Medicine

Documentation was circulated with the Agenda. Rebecca Archer, Co-Associate Dean (Curriculum), Faculty of Veterinary Medicine, and Lee-Ann Penaluna, Manager, Doctor of Veterinary Medicine Program Administration, presented this item.

Highlights:

- The presenter explained the rationale for the proposed Calendar revisions, emphasizing that most adjustments were related to improving clarity on the admission process by reorganizing the presentation. Significant changes included:
 - Updating the requirements for proof of Alberta residency to any two valid government documents
 - Defining parameters and a process for deferrals of admission. This includes information on the circumstances under which deferrals will be considered, the process of making a request, and clarity on the decision-making authority.

- Calculating cumulative Grade Point Average (GPA) calculations for admission to one decimal place instead of two. This change intends to decrease emphasis on GPA in alignment with principles of Equity, Diversity, Inclusion, and Accessibility (EDIA)
- In response to questions, it was explained that:
 - Although the application assessment interviews are viewed as one entity by the reviewing committee, the assessment comprises multiple mini-interviews (MMI)
 - Additional options for meeting the English Language Proficiency (ELP) requirement, such as the Canadian English Language Proficiency Index Program (CELP), could be incorporated in the future
 - The standard practice for deferrals of admission being granted only in exceptional cases is due to the operational challenges of reserving student seats in two consecutive years. This approach ensures that program capacities are appropriately managed while accommodating exceptional circumstances.
- The Committee noted that the Faculty could choose to calculate Grade Point Averages (GPAs) to one decimal point as their internal process, however, PeopleSoft calculates GPAs to two decimal points
- The Committee requested an amendment to ensure consistency in describing the application assessment interviews as plural (MMI) rather than as singular (one interview)

Moved/Seconded

That the Calendar and Curriculum Subcommittee (CCS) approve the Calendar revisions for the Faculty of Veterinary Medicine, effective for the 2024-2025 Calendar, as set out in the document provided to the Committee, with the requested amendment.

Carried**5. Approval of the 2024-2025 Calendar Revisions for the Undergraduate Medical Education (UME) Program, Cumming School of Medicine**

Documentation was circulated with the Agenda. Amy Bromley, Associate Dean, Undergraduate Medical Education, Cumming School of Medicine, and Shannon Leskosky, Senior Manager, Undergraduate Medical Education, Cumming School of Medicine, presented this item.

Highlights:

- The presenter provided an overview of the proposed Calendar revisions that included the removal of content pertaining to the legacy curriculum, and modifications to align with the new curriculum's updated program requirements and guidelines
- In response to questions, it was explained that all students in poor academic standing meet with the Student Academic Review Committee (SARC) and would be aware that one of the possible outcomes of the SARC review is withdrawal from the program
- The Committee requested an amendment to strike "Academic Issues" from the list of reasons students will be withdrawn from courses, as the subsequent reference to SARC Recommendations encompasses the intended meaning

Moved/Seconded

That the Calendar and Curriculum Subcommittee approve the Calendar revisions for the Undergraduate Medical Education Program in the Cumming School of Medicine, effective for the 2024-2025 Calendar, as recommended by the CCS Calendar Working Group and as set out in the documents provided to the Committee, with the requested amendment.

Carried**6. Approval of the Calendar Entry for the Embedded Certificate in Geographic Information Science (EGIS), Faculty of Arts**

Documentation was circulated with the Agenda. Jason Wiens, Associate Dean, Undergraduate Programs and Student Affairs, Faculty of Arts, presented this item.

Highlights:

- The presenter provided an overview of the proposed Calendar entry for the new embedded certificate in Geographic Information Science, approved by the Academic Planning and Priorities Committee (APPC) in December 2023
- The following amendments were reported to the admission requirements:
 - Students must have completed a total of 45 units, instead of 60 units, by the Fall admission term
 - Removing the requirement to be "in good academic standing" from the admissions criteria to make the certificate program more inclusive and accessible

Moved/Seconded

That the Calendar and Curriculum Subcommittee (CCS) approve the Calendar entry for the Embedded Certificate in Geographic Information Science (EGIS), effective for the 2024-2025 Calendar, as recommended by the CCS Calendar Working Group, and as set out in the document provided to the Committee, with the reported amendments.

Carried**7. Approval of Additional 2024-2025 Calendar Revisions for the Faculty of Arts**

Documentation was circulated with the Agenda. Jason Wiens, Associate Dean, Undergraduate Programs and Student Affairs, Faculty of Arts, presented this item.

Highlights:

- The presenter provided an overview of the proposed additional Calendar revisions for the Department of Geography (GEOG) and the School of Creative and Performing Arts (SCPA). Changes for GEOG courses included:
 - Reducing lab time to one hour for GEOG 452 to accommodate student scheduling needs while fulfilling pedagogical requirements

- The removal of unnecessary tutorials from GEOG 458 and the removal of the requirement for department consent for registration in GEOG 508 to simplify enrollment and ensure equitable access
- Introduction of a new medical geography course (GEOG 514) and the removal of a specialized food course (GEOG 532) to address curriculum gaps, streamline the curriculum, and optimize student learning pathways
- Changes to the SCPA admissions regulations entailed clarifications regarding audition requirements for the Dance, Drama, and Music programs
- In response to questions, it was clarified that the GEOG 452 tutorials were being removed as they were identified as unnecessary for meeting course learning outcomes and caused scheduling problems for students, resulting in reduced course uptake
- An editorial amendment was reported to strike the note regarding course selection from Section 4.12.3 *Combined BKin (Kinesiology)/BA (Dance)* as up-to-date information regarding student advising is available on the SCPA website

Moved/Seconded

That the Calendar and Curriculum Subcommittee (CCS) approve the Calendar revisions for the Faculty of Arts, effective for the 2024-2025 Calendar, as recommended by the CCS Calendar Working Group and as set out in the documents provided to the Committee, with the reported amendment.

Carried**8. Calendar Changes for Tuition and General Fees for the 2024-2025 Calendar Discussion**

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

Highlights:

- The presenter provided Calendar Section P. Tuition and General Fees with updated fee rates for 2024-2025 as approved by the Board of Governors on December 8, 2023. While the language and introductory paragraph remain unchanged, formatting improvements to this section were made based on feedback received during testing for the new Calendar software. These changes included adding a landing page for fees, moving the course fee rate groups reference tables to a separate page for easier accessibility, and adding new navigation links.
- Further, a clarifying paragraph was added explaining tuition fee assessments for Year 2+ courses in the Foreign Trained Lawyers Program, which were missed in the previous year's tuition tables
- The Committee was asked to review the documentation to check for omissions

9. Program Approvals Status Report

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

10. Other Business

The Co-Chair reminded the Committee that the new Calendar will be launched next month.

11. Adjournment

Moved/Seconded

That the Calendar and Curriculum Subcommittee adjourn the February 15, 2024 meeting.

Carried

The meeting was adjourned at 10:02 a.m.

Courtney McVie
Secretary