



General Faculties Council
CALENDAR AND CURRICULUM SUBCOMMITTEE
Approved Minutes

Meeting #64
April 23, 2020, 9:00 – 11:00 a.m.

Zoom

Voting Members

Susan Barker, Co-Chair
Amy Burns
Nancy Chibry
Kevin Dang
Marjan Eggermont
Cari Gulbrandsen
Kim Johnston
Ebba Kurz
Catherine Laing
Robert McCorkell
Nickie Nikolaou
David Paskevich
Leslie Reid
Angelique Saweczko
Virginia Tumas
Sherry Weaver, Academic Co-Chair
Jason Wiens

Non-Voting Members

Carol Crooks
Lesley Gerein – Arrived at Item 3
Michael Jones
Carol Poland

Secretary

Jaclyn Carter

Scribe

Tasha Hodzic

Observers

Semhar Abraha, Incoming Students Union Vice President - Academic
Rachel Bruce, Manager, Arts Student Centre
Angie Crowley, Manager - Undergraduate Programs, Werklund School of Education
Christine Johns, Senior Director, Academic & International Strategies
Pat Kaip, Manager, Undergraduate Programs, Haskayne School of Business
Carrie MacKay, Undergraduate and Graduate Programs Manager, Faculty of Nursing
Melissa Morrison, Student Appeals Officer, Student Appeals Office
Elizabeth Sjogren, Governance Coordinator, GFC Lead, University Secretariat
Maria Soos-Gonczol, Manager, Student Services, Social Work
Vanessa Wood, Deputy Registrar, Enrolment Services, Registrar's Office

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

1. Approval of the Agenda

Moved/Seconded

That the Agenda for the April 23, 2020 Calendar and Curriculum Subcommittee meeting be approved.

Carried

2. Remarks of the Co-Chair and Academic Co-Chair

The Co-Chair included the following in her remarks:

- Additional information is being brought forward to address some of the uncertainties regarding COVID-19 and related changes to Academic Regulations
- Recommendations on managing 'Zoom fatigue', including turning off video or audio during meetings to help alleviate exhaustion
- Kevin Dang, Students' Union (SU) Vice-President (Academic), was thanked for his service on the Calendar and Curriculum Subcommittee. Semhar Abraha, incoming SU Vice-President (Academic) was welcomed as an observer.

The Academic Co-Chair thanked the members for their continued efforts and work on the Calendar and Curriculum Subcommittee in light of the changes with COVID-19.

3. Approval of the March 19, 2020 Meeting Minutes

Documentation for this item was circulated with the Agenda. The Co-Chair and Academic Co-Chair presented this item.

Moved/Seconded

That the Meeting Minutes for the March 19, 2020 Calendar and Curriculum Subcommittee meeting be approved, with the requested amendment.

Carried

4. Approval of Calendar Changes: Cumming School of Medicine

Documentation for this item was circulated with the Agenda. Ebba Kurz, Associate Dean, Cumming School of Medicine presented this item.

Highlights:

- The proponent provided a summary of the changes, which include revisions to the number of shifts a student performs in an urban emergency room to reflect current practice for Medicine 522

Moved/Seconded

That the Calendar and Curriculum Subcommittee (CCS) approve the Calendar revisions for the Cumming School of Medicine, as set out in the document provided to the Committee, effective for the 2020-2021 Calendar.

Carried

5. Changes to the Admissions Process for Professional Faculties

Documentation for this item was circulated with the Agenda. Angelique Saweczko, Registrar, presented this item.

Highlights:

- The proponent provided a summary of the changes, which include revisions to the admissions processes for the Doctor of Medicine (MD) and Doctor of Veterinary Medicine (DVM) programs for the Fall 2020 admissions cycle onward. Due to the competitive nature of these programs, the MD and DVM programs would like to exclude the Winter 2020 term grades from the admission GPA calculation.
- In response to questions, it was explained that:
 - Any grades that are assessed during the Winter 2020 term with a credit or fail will not be included in the GPA calculation, but the weighting would be included. It is recognized that these changes may not accommodate all student grading circumstances and is intended to add consistency for which grades to keep or remove for consideration in the application.
 - These changes will be communicated to students through updates to the Calendar. The admissions requirements will also be updated on the websites for the MD and DVM programs. Applicants already selected for interviews have been informed on how their applications will be handled going forward.

Moved/Seconded

That the Calendar and Curriculum Subcommittee recommend that the Academic Planning and Priorities Committee approve the proposed changes to the admission process for the Doctor of Medicine (MD) and the Doctor of Veterinary Medicine (DVM) programs as presented to the Committee.

Carried

Virginia Tumaszk opposed

6. Temporary Academic Regulation Guidelines

Documentation for this item was circulated with the Agenda. Angelique Saweczko, Registrar, presented this item.

Highlights:

- The presenter reported that the temporary guidelines are being shared with academic units and senior advisors. A special page has been created on the Academic Calendar to track and record temporary regulation changes, which includes frequently asked questions.
- The guidelines were developed to give direction to faculties on academic progression decisions. The fail grades will be assessed as an unweighted grade which is easier to administer.
- The Committee recommended clarifications to Item 5 under Academic Standing to include the exception of Item 5, "F' Grades & Progression" under Academic Review
- In response to questions, it was explained that:

- The unweighted fail grade will not affect a student's GPA; however, if a student is unsuccessful in completing the course, it will not be counted as requirements met to progress based on the faculty regulations
- Most faculties have regulations to conduct academic reviews at any time to determine appropriate progression in a program and provide additional academic supports to students who require them. The faculty would need clear indications of a student being unsuccessful in the program to put a student on academic probation without the fail indicator being on a transcript.

7. Procedures for Final Examinations

Documentation for this item was circulated with the Agenda. Angelique Saweczko, Registrar, presented this item.

Highlights:

- The presenter provided an update on the previous feedback from the Committee which has been incorporated into this version of the Procedures for Final Examinations, and is seeking additional feedback under section 4.6 Student Identification
- The presenter explained that the Identification form will include a statement of permission that enables instructors to obtain consent from students to take a photo to assist with verifying their identity. Students who have headwear on may be asked to adjust or temporarily remove the headwear, or be provide a private area to remove headwear to verify identity if needed.
- The Committee suggested:
 - Under Section 4.5 Integrity Bags, include instruction for phones to be turned off before being placed in the integrity bag
 - Under Section 4.10 Disruptions and Emergencies during Final Exams, modify language to include that instructors may contact Campus Security in the event of significant disruptions or safety concerns and provide a link to the incident report
 - Under Section 4.12 Unauthorized Material, provide a distinction between devices such as phones or calculators and materials such as paper or notes. Include clarification that devices will be returned at the end of the exam and materials may not be returned.
- In response to questions, it was explained that:
 - Legal Services will need to be consulted to determine if and invigilator will be allowed to take a photo of a device screen if misconduct is suspected
 - In advance of exams, instructors are provided instructions for requesting integrity bags, which will be distributed for exams in classrooms
 - The current integrity bags are not intended to be reused, and to change the bags to a more sustainable option would require additional funding that may be available in the future
- The Committee was informed that a proposal for online proctoring is underway with a working group assembled to review software platforms for exam invigilation. The working group is anticipating a pilot for the Spring term and to have a platform in place for Fall term midterms and final exams. The working group will also evaluate the impact and required changes to exam regulations.

8. Grading for Spring and Summer Terms

Angelique Saweczko, Registrar, presented this item.

Highlights:

- The presenter reported that grading for the Spring and Summer terms will return to the regular grading system for all applicable courses. The temporary grading of CR/F will be used for the Winter 2020 term only.

9. Temporary Changes to Undergraduate Admission Regulations

Documentation for this item was circulated with the Agenda. Angelique Saweczko, Registrar, presented this item.

Highlights:

- The presenter reported that the temporary admission regulations were approved by APPC on April 6, 2020 and will be applied to the current admissions cycle and through to 2021.
- In response to questions, it was explained that:
 - It is possible to see an increase in applicants for 2021 which will include the 2020 and 2021 graduating cohorts
 - Variations in GPA among applicants are expected and transfer students will require further review on using transfer grades
 - Faculties are preparing for remedial support to students starting in the Fall term, which will be incorporated into the curriculum
- Members discussed that further guidance and discussions will be needed on grades for transfer students with CR/F grades

10. Status of Program Approvals

Documentation for this item was circulated with the Agenda for information only.

11. Other Business

The Co-Chair noted that the items brought forward for discussion today have taken an enormous amount of work and are aimed at upholding the integrity of the institution, and to not disadvantage students while supporting academic staff. Many units are working together and the Co-Chairs would like to recognize their efforts.

12. Adjournment

Moved/Seconded

The April 23, 2020 meeting of the Calendar and Curriculum Subcommittee was adjourned by consensus.

Carried

The meeting was adjourned at 9:56 a.m.

Jaclyn Carter
Meeting Secretary