



UNIVERSITY OF
CALGARY

General Faculties Council
CALENDAR AND CURRICULUM SUBCOMMITTEE
Approved Minutes

Meeting #74
May 20, 2021, 9:00 – 11:00 a.m.

By Zoom Platform

Voting Members

Susan Barker, Co-Chair
Sherry Weaver, Academic Co-Chair
Melissa Boyce
Amy Burns
Nancy Chibry
Amy Dambrowitz
Ebba Kurz
Catherine Laing – arrived during Item 1
Siu Ming Kwok – arrived during Item 1
Nickie Nikolaou – arrived during Item 1
David Paskevich
Renzo Pereyra
Leslie Reid

Regrets

Marjan Eggermont
Robert McCorkell
Meera Singh
Jason Wiens

Guests and Observers

William Bridel, Incoming Associate Dean, Faculty of Kinesiology
Angie Crowley, Manager, Undergraduate Programs, Werklund School of Education
Jennifer de Roaldes, Associate Registrar, Admissions and Recruitment
Ahmad Ghasemloonia, Associate Dean, Academic Programs and Students, Schulich School of Engineering
Christine Johns, Senior Director, Academic & International Strategies
Pat Kaip, Manager, Undergraduate Programs, Haskayne School of Business
Jennifer Logan, Program Coordinator, Cumming School of Medicine
Carrie MacKay, Undergraduate and Graduate Programs Manager, Faculty of Nursing
Jodie McGill, Team Lead, Undergraduate Advising Office, Faculty of Kinesiology
Evaristus Oshionebo, Incoming Associate Dean, Faculty of Law
Maria Soos-Gonczol, Manager, Student Services, Social Work

Non-Voting Members

Lesley Gerein
Carol Hoover
Kimberley McLeod
Carol Poland

Secretary

Jaclyn Carter

Scribe

Tasha Hodzic

Staff

Elizabeth Sjogren

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

1. Approval of the Agenda**Moved/Seconded**

That the Agenda for the May 20, 2021 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:

- Welcomed Renzo Pereyra as the new Vice-President (Academic), Students Union, Amy Dambrowitz, Registrar and Kim McLeod, Manager, Scheduling, to the Committee
- Thanked retiring members Nickie Nikolaou, David Paskevich, Marjan Eggermont and Jason Wiens for their support on the Committee
- Reported on the Special Calendar and Curriculum Subcommittee (CCS) meeting scheduled for June 9 to recommend the Flexible Grading Option Regulation to the Academic Planning and Priorities Committee (APPC)
- Informed the Committee on the proposed exceptional tuition increases that will be presented to the Board of Governors for approval in June and if approved to the CCS in the fall for addition to the Calendar

The Academic Co-Chair made no remarks.

3. Approval of the April 22, 2021 Calendar and Curriculum Subcommittee Meeting Minutes

Documentation for this item was circulated with the Agenda.

Moved/Seconded

That the Minutes for the April 22, 2021 Calendar and Curriculum Subcommittee meeting be approved.

Carried

4. Calendar Changes: Faculty of Science

Documentation for this item was circulated with the Agenda. Nancy Chibry, Associate Dean, Faculty of Science presented this item.

Highlights:

- The proponent provided a summary of the changes, which include the addition of CMMB 507.95 (Cellular, Molecular and Microbial Biology Honours Thesis) as a formal topic in the Calendar
- There were no questions

Moved/Seconded

That the Calendar and Curriculum Subcommittee approve the Calendar revisions for the Faculty of Science, as set out in the document provided to the Committee, effective for the 2021-2022 Calendar.

Carried**5. Recommendation of Changes to the Work-Integrated Learning Section 3.4 *Withdrawal Policies* in the University Calendar**

Documentation for this item was circulated with the Agenda. Susan Barker, Vice-Provost, Student Experience, and Co-Chair, CCS, presented this item.

Highlights:

- The proponent provided a summary of the changes to the academic regulation for Undergraduate Co-Operative Education/Internship, Section 3.4 *Withdrawal Policies* in the University Calendar, which includes the addition of a safety considerations statement to address students who may need to withdraw from a placement because of an unsafe environment
- The Committee discussed:
 - How employers will be informed of reported unsafe environments and the supports available for students to navigate reporting concerns without repercussions
 - The interpretation of unethical behaviour and the ability of the University to investigate the safety concerns
- In response to a question, it was explained that if a student perceives to be in an unsafe environment caused by their employer, students should still report an absence from the placement to their employer and reach out to their University contact for advice
- The Committee requested to amend the language in the last sentence from “may” to “will” and include a statement that students will inform their employer if they will be absent

Moved/Seconded

That the Calendar and Curriculum Subcommittee recommend that the Academic Planning and Priorities Committee approve the changes to the Work-Integrated Learning section 3.4 *Withdrawal Policies* in the University Calendar, as set out in the document provided to the Committee, with the requested amendments.

Carried**6. Changes to Section F.2 *Symbols* in the University Calendar (Grade Pending Symbol)**

Documentation for this item was circulated with the Agenda. Vanessa Wood, Deputy Registrar and Susan Barker, Vice-Provost (Student Experience) and Co-Chair, CCS, presented this item.

Highlights:

- The presenters provided a summary of the changes, which include the addition of a subcategory Student Under Review (SUR) under Grade Pending in Calendar Section F.2 *Symbols* to be used in place of an Incomplete (I) grade 0.00 GPA when a temporary grade option is needed for a student who is under review for academic misconduct, highlighting the use of the SUR would not impact the GPA as it is a symbol versus a grade

- The Committee discussed that Faculty operating standards will need to be revised where the Incomplete (I) grade is being used for students under review of academic misconduct
- In response to a question, it was explained that the SUR subcategory will be used in place of the Incomplete (I) grade for students under review for academic misconduct and the I grade is not currently being removed from the grading scheme

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

Documentation for this item was circulated with the Agenda. Susan Barker, Vice-Provost (Student Experience) and Co-Chair, CCS, presented this item.

Highlights:

- The Co-Chair asked the Committee to review and provide feedback on the:
 - Terms of Reference and CCS Work Plan and highlighted the importance of these documents and the work carried out by the CCS for governance approvals
 - Items to include in the CCS Subcommittee Annual Report to APPC
- There were no questions

8. University Calendar Submission Process and Timelines Overview

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

Highlights:

- The Registrar provided an overview of the University Calendar production process for the 2021-2022 Calendar and timelines for the CCS review of Calendar language, highlighting that admissions changes should be brought to the CCS by September 1 for the next admission cycle and Faculty calendar packages can be submitted to the Calendar Editor anytime up to October 15
- The Committee recommended that the Calendar timeline presentation be posted on the CCS D2L site

9. Status of Program Approvals

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

10. Other Business

Leslie Reid, Vice-Provost (Teaching and Learning), requested feedback on changes being considered to the Academic Regulation for Examinations and Tests in the University Calendar, Section G.5 *Scheduling of Final Examinations* to expand on the modality of examinations for multi-section courses that are blended.

The Committee discussed the need to clarify where the Deans approval is required for exemptions, the requirements for different accommodations to specific circumstances and the considerations needed for equity in the assessment format for blended learning. The CCS recommended to bring this item back for discussion at the June 9, 2021 Special Meeting.

11. Adjournment

Moved/Seconded

The May 20, 2021 meeting of the Calendar and Curriculum Subcommittee was adjourned by consensus.

Carried

The meeting was adjourned at 10:12 a.m.

Jaclyn Carter
Meeting Secretary