



General Faculties Council
CALENDAR AND CURRICULUM SUBCOMMITTEE
APPROVED MINUTES

November 23, 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*
Alberto de Salvatierra – arrived during Item 4
Catherine Heggerud
Leslie Reid
Zahra Shajani
Meera Singh – arrived during Item 4
Andrew Szeto – left during Item 8
Verity Turpin
Amy Warren* – arrived during Item 6
Gail Zuk*

University Secretary

Courtney McVie

Meeting Secretary

Michelle Speta

Scribe

Holly Lywin

Regrets

Amy Burns
Deanna Burgart
Jason Wiens
Evaristus Oshionebo

Non-Voting Members

Christina Furtado
Lesley Gerein
Emma Lockyer
Carol Poland

Guests

Tara Beattie, Interim Dean & Vice-Provost, Graduate Studies – present for Item 8
Kimberly McLeod, Associate Registrar & Director of Policy and Systems, Registrar's Office – present for Items 8 and 9
Vanessa Wood, Deputy Registrar – present for Item 6

Observers & Resource Personnel

Rachel Bruce, Manager, Academic Programs, Faculty of Arts
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 9:05 a.m. and confirmed quorum.

1. Territorial Acknowledgement & Approval of the Agenda

Nancy Chibry, Academic Co-Chair, provided the Traditional Land Acknowledgement.

Moved/Seconded

That the Agenda for the November 23, 2023 Calendar and Curriculum Subcommittee meeting be approved.

Carried

2. Remarks of the Co-Chairs

The Co-Chair included the following in her remarks:

- Thanks were extended to all those who supported this year's Fall Convocation, which saw a record number of students crossing the stage. Starting next year, Fall Convocation will be expanded to two days.
- Committee members were reminded to provide feedback on the *Ahead of Tomorrow* implementation plans and to complete the feedback survey for the Campus Mental Health Strategy Renewal

Vanessa Wood, Deputy Registrar, confirmed that revisions to Calendar Sections G. and E. are moving forward with implementation of stakeholder feedback. Draft versions of the changes will be coming to the Calendar and Curriculum Subcommittee (CCS) in the new year.

3. Approval of the October 19, 2023, Minutes

Moved/Seconded

That the Minutes from the October 19, 2023 Calendar and Curriculum Subcommittee meeting be approved.

Carried

4. Approval of the Calendar Changes for the Cumming School of Medicine (BHSc and BCR Programs)

Documentation was circulated with the Agenda. Fabiola Aparicio-Ting, Associate Dean (Undergraduate Health and Science Education), Cumming School of Medicine, presented this item.

Highlights:

- The presenter outlined the proposed revisions for the Cumming School of Medicine's Bachelor of Health Sciences (BHSc) and Bachelor of Community Rehabilitation (BCR) programs, which were prepared with stakeholder feedback, including program advisor consultations, as well as the recent BCR Curriculum Review. Revisions included additions, deletions, and updates to courses and program regulations.
- In response to questions, the Committee learned that:
 - The new prerequisite added for the BHSc program capstone course, Health and Society (HSOC) 591, is intended to ensure students have an appropriate level of background knowledge for their capstones without requiring additional coursework

- Language regarding course withdrawals was clarified for consistency with Section B.14.1 of the Calendar while still reflecting the specific requirements of the programs
- A new course, Medical Science (MDSC) 525 – Global Survey Analysis, has been added to the BHSc program. This course will be primarily asynchronous learning with supplemental synchronous sessions to allow students to work on assignments alongside their instructor and ask impromptu questions.
- The BCR program senior-level practicum courses (CORE 487, 594, 595) have been switched from credit/fail to graded courses. Practicum course marks will recognize the significant amount of time and energy students dedicate to their placements and is especially important for students planning to apply to graduate school.

Moved/Seconded

That the Calendar and Curriculum Subcommittee approve the Calendar revisions for the Cumming School of Medicine's Bachelor of Health Sciences (BHSc) and Bachelor in Community Rehabilitation (BCR) programs, 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.

Carried

5. Approval of the Calendar Changes for the Haskayne School of Business

Documentation was circulated with the Agenda. Catherine Heggerud, Associate Dean (Undergraduate Programs), Haskayne School of Business, presented this item.

Highlights:

- The Committee reviewed the proposed editorial revisions that increase course options, offer more flexibility, and remove barriers to enrolment. Substantive changes included adding new courses, formalizing course numbers, and removing courses associated with a terminated concentration.
- In response to questions, the Committee learned that the:
 - Grading system change for the course Entrepreneurship and Innovation (ENTI) 217 – Design Your Life to a credit/fail grading system is intended to encourage creative thinking
 - Prerequisite for Leadership Studies (LEAD) 401 – Foundations in Ethical Leadership was removed to decrease barriers for students from other faculties

Moved/Seconded

That the Calendar and Curriculum Subcommittee approve the Calendar revisions for the Haskayne School of Business, 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.

Carried

6. Approval of the Calendar Changes for the Faculty of Social Work

Documentation was circulated with the Agenda. Gail Zuk, Associate Dean (Undergraduate Programs), Faculty of Social Work, presented this item.

Highlights:

- The presenter explained proposed Calendar revisions reflect the newly redesigned Bachelor of Social Work (BSW) curriculum.
- Notable revisions include editorial updates for clearer progression pathways, engaging students in Fall community-engaged practicums, and streamlining admissions by shifting Social Work (SOWK) 201 from an admission requirement to a program requirement. A higher minimum grade requirement for progression in from the practicum preparation course (SOWK 390) was also introduced to ensure students are adequately prepared for their practicum.
- In response to questions, it was clarified that:
 - Social Work 201 must be completed within a student's first year in the BSW program and students who have not completed the course by the end of the Winter term will be required to withdraw. This was incorrect on the briefing note, which stated students would be required to withdraw if they did not complete the course by the end of the Fall term.
 - Social Work will evaluate the minimum 'C' grade policy for progression to practicum after one year, recognizing that this change may create significant administrative load in addressing requests for exceptions to the rule, as other faculties have experienced.
 - The revisions within the course load aim to guide students along clear progression pathways or provide them with academic advisors to plan an alternative route. It was also brought to light that student standing is assessed after 18 credits, rather than after one year in program, to account for students who may have an accommodation for lower course loads.
- The Committee requested an editorial amendment to add clarity in the language used to direct students for assistance with course planning and extenuating circumstances

Moved/Seconded

That the Calendar and Curriculum Subcommittee approve the Calendar revisions for the Faculty of Social Work, 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

7. Approval of the Calendar Changes for the Bachelor of Science in Nursing (BScN) Admission Requirements

Documentation was circulated with the Agenda. Zahra Shajani, Interim Associate Dean (Undergraduate Programs), Faculty of Nursing, presented this item.

Highlights:

- The presenter explained the program proposal was approved by the Academic Planning and Priorities Committee (APPC) in March 2023, and approval from the Ministry of Advanced Education is expected imminently.

- The Calendar entry for the admission requirements has been brought to the Committee for approval contingent upon the Ministry's approval of the program to ensure that offers of admission for Fall 2024 can be issued as quickly as possible.

Moved/Seconded

That the Calendar and Curriculum Subcommittee approve the Calendar changes for the Bachelor of Science in Nursing (BScN) Admission Requirements, effective immediately for the Fall 2024 admission cycle, contingent upon Ministry approval, and as set out in the documents provided to the Committee with the reported amendment.

Carried**8. Recommendation of the Revisions to Calendar Section 'Types of Credentials and Sub-Degree Nomenclature' and 'Work-Integrated Learning'**

Documentation was circulated with the Agenda. Tara Beattie, Interim Dean and Vice-Provost, Graduate Studies, and Kimberley McLeod, Associate Registrar and Director, Systems and Policy, presented this item.

Highlights:

- The presenters provided the rationale for the proposed revisions to clarify work-integrated learning (WIL) opportunities in the Calendar. These changes respond to a growing need to formalize internship programs and offer clear pathways for both domestic and international students, the implementation of the new Calendar software, and a forthcoming proposal for a new Master of Engineering (MEng) with Internship degree program.
- The proposed revisions include an update to the Undergraduate Sub-Degree Nomenclature section, the addition of 'Degree Program with Internship' to the Graduate Sub-Degree Nomenclature section, and a provision for individual programs to develop an internship degree if it aligns with their discipline.
- In response to questions, the Committee learned that:
 - Although the changes focus on clarifying graduate internships, minor terminology revisions to the undergraduate internships were needed.
 - The most substantive change for undergraduate regulations was the removal of the 'Credit by Special Assessment' section which had allowed students to seek credit for work experience completed prior to admission to their degree program.
- The Committee requested an amendment for clarification to the Admissions section, and the proponent reported an amendment to clarify the cooperative work permit requirements for international students

Moved/Seconded

That the Calendar and Curriculum Subcommittee recommend that the Academic Planning and Priorities Committee approve the proposed Calendar revisions, 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 requested and reported amendments.

Carried

9. Recommendation of Structural Changes to the Calendar for the New Calendar Software (Coursedog)

Documentation was circulated with the Agenda. Amy Dambrowitz, Registrar and Kimberley McLeod, Associate Registrar and Director, Systems and Policy, presented this item.

Highlights:

- The presenters provided an overview of the proposed revisions required to implement the modernized Calendar software (Coursedog). This includes the consolidation of the Graduate Calendar with the University Calendar, a contemporary navigation structure, reorganization of program-specific regulations into a single location, and reforming regulations into navigable requirements and course lists. The calendar's main landing pages will also remove all leadership welcome messages.
- The Committee discussed how best to ensure welcome messages be included in the new Calendar format. The Committee agreed that the static welcome message pages should be replaced with timely messages that point students to supportive information throughout the year.

Moved/Seconded

That the Calendar and Curriculum Subcommittee recommend that the Academic Planning and Priorities Committee approve the proposed structural changes to the University Calendar, effective for the 2024–2025 Calendar, as set out in the document provided to the Committee.

Carried

10. Revisions to the 2024-2028 Academic Schedules and Draft Academic Schedule for 2028-2029

Documentation was circulated with the Agenda. Amy Dambrowitz, Registrar, and Christina Furtado, Assistant Registrar, Scheduling and Curriculum, presented this item for discussion.

The Committee discussed the annual revisions to the University's Academic Schedules, including the expansion of the Fall convocation to two mid-week business days to accommodate more students while ensuring no conflict with Dino's events. The Spring convocation dates for the 2024-2025 academic year were also revised to ensure a mid-week start for sufficient preparation time for staff. In addition, minor errors in administrative dates were corrected. It was noted that consideration in scheduling convocations has been given to ensure as much time as possible is allotted for advising offices to prepare graduation lists.

11. Updates from the M.1. Supporting Documentation

Verity Turpin, Vice-Provost, Student Experience, presented this item for discussion.

The Committee heard details about the recently held inaugural meeting of the M.1 informal working group, noting that the group has a strong representation from across campus. The meeting involved a comprehensive review of the group's mandate and the proposed plan, followed by discussions on the next steps. Further, the meeting focused on reviewing goals for the first year and outlining a clear scope of action. More information on the planned launch of a pilot for the Student Self-Declaration process will be provided by the Deputy Registrar to the Committee at the next meeting.

12. Status of Program Approvals

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

13. Adjournment

Moved/Seconded

That the Calendar and Curriculum Subcommittee adjourn the November 23, 2023 meeting.

Carried

The meeting was adjourned at 10:38 a.m.

Courtney McVie
Secretary