MINUTES

Present

Pamela Klassen (Vice-Dean)  Matthew Farish  Jona Malile
Martha Harris  Gillian Hamilton  Nikola Milicic
Kevin Mak  Elizabeth Jagdeo  Linda Nauman
Maria Belais  Tamara Jagdeo  Cheryl O’Donoghue
Malek Abdel-Shehid  Terry Lago  Kiran Sahota
Aqeel Assan-Lebbe  Hala Larizza-Ali  Timothy Sayle
Jannie Chien  June Larkin  Foti Vito
Nick Everett  Shawn Lehman  Ira Wells

Call to Order and Vice-Dean’s Welcome

The meeting was called to order at 9:34 am by the Vice-Dean, Undergraduate & International, Professor Pamela Klassen, who welcomed everyone.

1. Report from the Vice-Dean, Undergraduate & International

Vice-Dean Klassen addressed the committee on several items.

Arts & Science Curriculum Proposals:

i. Curriculum Process

She briefly explained that the Curriculum Committee is a governance body that deliberates about program and course proposals. She then went over the Curriculum Process, referring to a document available online (with CPAD #3, July 12, 2019). The November round of meetings are predominantly for course proposals (new, modifications, retired), and the February round of meetings are for program modifications- largely systemic, major changes. April meetings are much smaller, and are for things like revisions that may arise from the previous two rounds. On occasion, bigger policy issues may come up, and members are invited to bring up any issues that need to be discussed by reaching out to Governance or the Dean’s Office.

ii. Consultation in the Curriculum Process

The importance of student consultation at the academic unit level was highlighted. It is also important that other units are consulted in order to resolve issues prior to Curriculum Committee Meetings with colleagues. This consultation needs to be shown in CM Proposals from units.
iii. Instructor line in CM Proposals

In a CM Proposal, an instructor needs to be listed, and specifically a continuing faculty member, indicating the teaching resources for the proposed course(s). For questions about a different or special course (e.g., courses with Sessional Instructors), units should reach out to consult with the Dean’s Office.

iv. New courses and course retirement

Recommendations of providing a balance between new and retired courses in an academic unit were made.

Updates re: First-Year Foundations:

The following items are being worked on: advice for staff and departments about what goes in the calendar, waitlists, better instructions for things like exclusions, One Program courses, limiting how many FYFs can be taken. There will be additional updates, but if there are any questions, please reach out to Vice-Dean Klassen.

CPAD Memo from November 4, 2019- ROPs, International Programs, and Excursions:

Additional support for faculty leading ICMs has been extended in the amount of $1500. The Dean’s Office is working with Woodsworth College to support faculty who are participating in these international opportunities. Jennifer Bond will help build and support faculty with budgets. There is also a new team member, Christine Obarvic (ROP, International Opportunity portfolio).

Enrolment Requirements Language

There is a transition to using Open and Limited as opposed to Types to define a program. Further details and information about this change will come in the following weeks.

New and Retired Courses

With undergraduate enrolment remaining a steady number, the Faculty of Arts & Science needs to make sure that there isn’t a proliferation of courses, keeping a balance between new and retired courses.

2. Approval of Minutes of the April 5, 2019 Meeting of Humanities & Social Sciences Curriculum Committees

The meeting minutes were approved.

3. Presentation: Writing and Interpreting Curriculum for Students- presented by Dr. Martha Harris and Dr. Tamara Jones

Dr. Harris and Dr. Jones went over writing in the Academic Calendar, with language that is transparent and easily understood by students. This would also extend to other systems and how students experience curriculum.

Questions, comments and concerns from all members, particularly from student members, were invited.

A member asked if the spelling of “history” with a lowercase “h” (an example from the presentation slides) was significant. Dr. Jones stated that something like this would affect how this prerequisite example gets coded in Degree Explorer, benefitting from a style guide. Dr. Harris added that the goal is to provide clarification and
reach out to academic units when there are any questions about the requirements. Dr. Jones asked if students had any questions or comments, but they did not at this time.

4. **Update: Program Enrolment Requirement Language** - Dr. Martha Harris

Dr. Harris talked about how the Faculty of Arts & Science is changing the language framework for programs and enrolment requirements, moving away from labelling them as “Types” and calling them “Open/Limited”. Anything that was a “Type 1 Program” would become “Open”, and “Type 2, 2L and 3 Programs” would become “Limited”. This transition is being taken on by Governance, in consultation with the Committee on Admissions. The parameters and accuracy of new language will be confirmed by Governance for Type 2, 2L and 3 Programs. Changes to enrolment requirements are not expected. The outcome of this change would be clarity and consistency for students.

Dr. Harris asked all members if they had questions or comments. A student member asked about the classification change of programs. Dr. Harris clarified that the current program types don’t have much meaning and this change would do a better job of informing students of what is required to get into programs. Limited programs will have more specific language, stating grade thresholds or explaining capacity issues, for example.

A member asked a related question about the HBA and HBSC degrees, the combination of programs that would determine the degree, and if there are implications. Dr. Jones stated that impact is minor and provided an example of when a student would decide between HBA or HBSC (a Major in the Arts and two Minors in Science programs).

There were no further questions or comments.

5. **Course and Program Modifications for Abbreviated/Expedited Review**

No issues were raised.

6. **Course and Program Modifications for Full Review**

**New College:**

June Larkin, Vice Principal, presented the course proposal. NEW354H1 (African Cultures and Development) was a former special topics course taught since 2015, no new resources required. Vice-Dean Klassen added that it is a good idea for topics courses to switch to permanent or core courses.

No questions were raised, proposal was approved.

**Trinity College:**

Timothy Sayle, Director, International Relations Program and Kiran Sahota, Administrative Assistant to the Dean of Arts, Trinity College, presented the proposals. 2 new courses proposed, TRN312H1 (Sustainability Issues in Ethics, Society, and Law) for Ethics, Society and Law, and TRN350H1 (Scarcity, Sustainability, and the Future of International Relations) for International Relations. Both courses are part of a larger initiative to have
sustainability as a part of upper year courses. A member asked about TRN312H1 having a lower enrolment as a pilot course but increasing with this proposal. It was confirmed that the pilot course was a late addition in scheduling, so enrolment cap not indicative of interest. The College would like TRN350H1 to become a required course for International Relations (IR), but this has not yet been proposed as a program modification. This was also addressed by a student member question regarding students wishing to specialise in other areas; Vice-Dean Klassen reiterated that there were discussions, consultations, and program modifications have not been proposed. TRN350H1 looks at the future concerns in studying IR, while providing students with more cohesion building in the program. A student member asked why this course didn’t go through a pilot program. Timothy Sayle stated there was extensive consultation with different stakeholders, and the course would be complementary to students. A member asked who would be teaching the course, it was confirmed that CLTA would teach it. A member provided feedback about conversation among academic units, especially about the area of sustainability. Vice-Dean Klassen said that both TRN courses were brought to the Dean’s Office for discussion and hopes for continued conversation among units.

No further questions, all proposals were approved.

**Anthropology:**

Shawn Lehman, Undergraduate Coordinator presented the proposals. A minor program modification proposed for the Environmental Anthropology Minor as ANT351H1 is no longer an option for Requirement 3. Geography let the department know that GGR222H1 (currently listed) is no longer offered, and they will follow up with Anthropology about options. 3 new courses proposed, and 1 course modification (ANT348H1), and 5 course retirements. The new courses are ANT193H1 (Making, Using, and Interpreting Stone Tools), ANT194H1 (Tragically Unhip: Great Thinkers of the Late 19th and Early 20th Centuries) and ANT205H1 (Medical Anthropology: Sociocultural Perspectives on Illness, Medicine and Care).

No further comments or questions, all proposals were approved.

**Centre for Criminology & Sociolegal Studies:**

Moved to January 2020, as no representative was present.

**Economics:**

Gillian Hamilton, Undergraduate Associate Chair and Hala Larizza-Ali, Acting Undergraduate Administrator presented the proposals, including a minor program modification, 48 course modifications (removal of STA220H1+STA255H1) and 4 course retirements. All changes are to make things clearer for students. STA220H1+STA255H1 officially being replaced with STA237H1+STA238H1; also moved the new STA courses from the notes of the program requirements in the Major. MAT235Y1 and MAT237Y1 added as exclusions to ECO210H1. SOC202H1 and SOC252H1 added as exclusions to ECO220Y1. PSY201H1, SOC300H1 and GGR courses removed as equivalent course options for ECO227Y1. The retired courses proposed will not be offered in the future. A question about asymmetric exclusions from the Department of Geography was asked. Departments advised to base exclusions on course content, as various topics can be approached differently based on the disciplines. If ECO has a GGR course listed as an exclusion, it does not mean it will be an exclusion in GGR.

No further questions, all proposals were approved.
**Geography and Planning:**

Matt Farish, Undergraduate Associate Chair, presented the proposals. 2 course modifications, 2 course retirements, and the department will present more proposals during the January 2020 Curriculum Committee meetings. GGR340H1 (Health Geography) has added STA220H1+HST250H1 as a prerequisite option. Recommended by a member to add STA237H1 in place of STA220H1, as it is open to non-Statistics program students. Geography will look at the options presented for the prerequisite change. GGR458H1 (Selected Topics in Geography) proposing a title change and an updated description. The title change is the addition of a subtitle to the Calendar title of the special topics course. Dr. Harris mentioned that although it is a challenge with this being an upper-level course, however the instructor may not want to be limited by the course title or description, as this is a special topics course. Another member suggested using “Seminar in...” instead of special topics title. Vice-Dean Klassen suggested that this discussion continue, and to bring these course proposals back to the January meetings.

No further questions, proposals approved.

Addendum: GGR458H1 moved to January 2020 Curriculum Committee Meetings for review.

**Political Science:**

Elizabeth Jagdeo, Undergraduate Administrator, presented the proposals. There are 3 new courses, and 1 course retirement. POL149H1 (Race), POL195H1 (Settler Colonialism and Enduring Indigeneity), and POL199H1 (Utopias and Dystopias) are the new FYF offerings. A member asked if the title of POL194H1 could be more specific, and a student member suggested additional themes for the title. Political Science would take this back for review. The department also provided members with a preview of curriculum changes that would be presented in January 2020. There would be new courses, retired courses, and a number of reweighted courses, with changes to program requirements. The document provides students with information in order to plan, but the department is reaching out to directors of other programs to discuss these changes; there are many interdisciplinary programs that have POL requirements. A student member asked if POL200Y1 would stay the same, the department confirmed it would.

No further questions, all proposals approved.

Addendum: POL194H1 moved to January 2020 Curriculum Committee Meetings for review.

**Statistical Sciences:**

No representative. 1 minor program modification and 1 course modification were reported to the Committee for information, as some departments in the Social Sciences are affected by the modifications. Statistical Sciences would present the proposals at the Science Curriculum Committee.

No further questions.

**University College:**

No representative at this meeting. UC will present at the Science Curriculum Committee on November 15, 2019.

**Victoria College:**

Ira Wells, Program Director, presented the proposals. 2 minor program changes, 2 new courses and 1 course retirement. VIC198H1 (Posters and Propaganda) and VIC356H1 (Multiple Literacies in Education) were the new
courses. Vice-Dean Klassen mentioned that the exclusions (One programs) in VIC198H1 would likely be removed pending a decision following an FYF meeting. No further issues with proposals.

No further questions, all proposals approved.

Addendum: VIC198H1 moved to January 2020 for review.

7. Other Business

No other business.

Meeting was adjourned at 10:53 am.

Minutes prepared by Maria Belais, Governance and Curriculum Coordinator, Faculty of Arts & Science

Date of next meeting: January 27, 2020, 9:30-11:00 am