JOINT SENATE COMMITTEE

REGULATIONS GOVERNING

JOINT MASTER'S PROGRAMS

BETWEEN

THE UNIVERSITY OF MANITOBA

AND

THE UNIVERSITY OF WINNIPEG

September 2017

Contents

PART A

1. General and Institutional Arrangements 4
   1.1. Introduction 4
   1.2. Definitions of Joint Senate Committee (JSC) and Joint Discipline Committee (JDC) .. 4
   1.3. General Responsibility for Standards 4
   1.4. Review and termination of Joint Master's Programs (JMPs)… 4
   1.5. Approval Procedures for new Joint Master's Program (JMP) Proposals 5
   1.6. General Regulations 5
   1.7. Terms of Reference of Joint Senate Committee (JSC) 5
      1.7.1. Size and Composition of JSC 6
      1.7.2. Powers and Duties of the JSC 6
   1.8. Roles of the UM Faculty of Graduate Studies and of the Joint Discipline Committee .. 7
   1.9. Program and Student Information 7
      1.9.1. Student List 7
      1.9.2. Thesis Supervision Lists 8
   1.10. Process of Approval and Changes to Joint Master's Program Supplemental Regulations …… 8
   1.11. Reporting and Handling of Academic Dishonesty Cases 8
   1.12. Appeal Processes 8
      1.12.1. Appeals to the Joint Senate Committee 9
   1.13. Financial Matters 10

   Appendix A – Diagram: Joint Master's Program Governance Structure 11

   Appendix B – Diagram: Approval of New Joint Master's Program Proposal 12

PART B – Joint Master's Program in History 13

PART C – Joint Master's Program in Peace and Conflict Studies… 17

PART D – Joint Master's Program in Public Administration 21

PART E – Joint Master's Program in Religion 23

PART F - Periodic Review of the Joint Graduate Programs 26

   Introduction 27

   Preamble 27

Purpose of Program Review....27
What is a Program Review? 28
Why Have Joint Graduate Program Reviews? 29
Joint Graduate Program Review at the University of Manitoba and The University of Winnipeg....31
Preamble 31
Process 32
Appendix A - Joint Graduate Program Review Template....34
Program Description… 34
Human Resources… 34
I. Faculty....34
II. Support Staff 35
III. Other....35
Physical Resources… 35
I. Space 35
II. Equipment… 35
III. Computer… 35
IV. Library....36
Graduate Students....36
Appendix B – Joint Graduate Program Review: Standard Format for Faculty Data….. 37
Appendix C – Joint Program Review Committee: Resume for Proposed Internal & External Reviewer....38
Appendix D – Expectations of the Review Committee....39
Appendix E – Review Committee: Assessment Guidelines 40
Appendix F – Review Committee Site Visit: Administrative 41

PART A

1. General and Institutional Arrangements

1.1 Introduction

The Joint Master's Programs (JMP) at the University of Manitoba and The University of Winnipeg were established to enhance the rich collaborative relationship that exists between the two institutions. Beginning with the establishment in July 1976 with the JMP in History, the joint programs demonstrate a commitment to academic excellence, intellectual engagement and knowledge sharing. JMP students are members of both universities in joint programs that offer unique learning opportunities, strengthened cross-intellectual collaborations and cooperation among faculty. The joint programs enrich both the student and faculty experience.

1.2 Definitions of Joint Senate Committee (JSC) and Joint Discipline Committee (JDC)

The Joint Senate Committee (JSC) shall be the one joint committee at the level of the Senates responsible for the Joint Master's Programs. The JSC terms of reference are specified below in Section 1.7. For each Joint Master's Program (JMP) there will be a joint committee at the departmental or discipline level hereinafter referred to as a Joint Discipline Committee (JDC). The Chair of the JDC (CJDC) is normally a member of the JDC. The detailed and specific terms of reference for each JDC are specified in Parts B, C, D, and E of this document.

The institutional arrangements provided in this document are intended to apply to existing JMPs and should not preclude the initiation, in the future, of other types of JMPs. Students enrolled in JMPs shall enjoy all the rights and privileges at both Universities normally accorded to graduate students.

1.3 General Responsibility for Standards

Notwithstanding the powers and duties of the JSC as specified below, general responsibility for the operation of JMPs and the maintenance of high academic standards therein rests jointly with the Dean of the Faculty of Graduate Studies at The University of Manitoba (FGS-UM) and the Dean of the Faculty of Graduate Studies at the The University of Winnipeg (FGS-UW) or their delegates. Similarly it is agreed that the Deans or their delegates may, if they judge it appropriate, use their good offices to reach an appropriate resolution to any unresolved issues that may arise at the JDC level. If an issue remains unresolved, it may be brought to the Joint Senate Committee.

1.4 Review and Termination of Joint Master's Programs (JMPs)

The JMPs shall continue without term, but with a comprehensive review of each program in accordance with the schedule of reviews of graduate programs; that is, not less frequently than every seven years.

In the event that either party wishes to withdraw from a specific JMP, the party shall give notice at least two years prior to the intended date of withdrawal. The JSC will review the request and recommend to the Senates of the two Universities on continuation or termination of the specific JMP. In the event of termination, the two Universities shall ensure that those students enrolled in the JMP at that time are allowed to complete their graduate programs.

1.5 Approval Procedures for new Joint Master's Program Proposals

Individuals or units/departments interested in creating a new Joint Master's Program should consult the "Graduate Program Proposal" information available on the Faculty of Graduate Studies at the University of Manitoba website (http://umanitoba.ca/faculties/graduate_studies/admin/index.html) and consult the relevant documents in the Faculty of Graduate Studies at the University of Winnipeg.

Proposals for a new JMP will go through the following stages:

1) The relevant units/departments from each university create a draft Letter of Intent and Proposal.
2) This draft Letter of Intent and Proposal is reviewed by the relevant area Faculties at both Universities.
3) Once agreement in principle has been received from the area Faculty Deans, the Letter of Intent and Proposal is then submitted to the Faculty of Graduate Studies at both universities, which will follow their normal process for approval. (Please see Appendix A for a flow chart of these procedures.)

1.6 General Regulations

Unless otherwise stated in this document, the regulations, procedures, forms and deadlines which now govern Master's Programs at the UM shall govern all JMPs. These are published in the Academic Guide of the Faculty of Graduate Studies. The Academic Guide, with appropriate substitutions of certain words and phrases, shall be the authority for such regulations, procedures, etc. In particular, in the Academic Guide section on "General Regulations for the Master's Program", the important appropriate substitutions are:

1. "JSC" for "Executive Committee of Graduate Studies"
2. "JDC" for "Major Department" or "Department"
3. "CJDC" for "Department Head"
4. "Joint Master's Program" for "Master's Program at UM"

Regulations supplementary to the Academic Guide and specific to JMPs must be approved by the JDC and JSC. Supplementary Regulations must also be approved by the Faculty of Graduate Studies Programs and Guidelines Committee (UM) and by the Graduate Studies Committee and the Academic Planning Committee (UW). In some circumstances, approval by Faculty Councils and Senates at both universities may be required.

1.7 Terms of Reference of Joint Senate Committee (JSC)

Secretariat for the JSC shall be provided on a three to five year rotational basis by UM and UW, with the understanding that each University has equal responsibilities in this matter. See Appendix A for the JMP Governance Structure.

1.7.1 Size and Composition of JSC

1. Three members of the academic staff to be named by each University, of whom one from each University shall be from outside the departments or disciplines participating in JMPs, the Dean of the Faculty of Graduate Studies (UM) and the Dean of the Faculty of Graduate Studies (UW) (or Deans' designates), as voting members.
2. A Chair, to be named by the Presidents of the two participating Universities, with a tie-casting vote only.
3. One graduate student, enrolled in the JMP to be proposed by the Graduate Students' Association as a member of the Senate Nominating Committee, and approved by the University of Manitoba Senate.
4. One graduate student, enrolled in a JMP, to be proposed by the Chairs of the Joint Master's Programs to the University of Winnipeg Senate Nominating Committee and approved by the University of Winnipeg Senate.
5. Normally, each JMP will be represented on the JSC. Should a JMP not be represented on the committee, the Chair of the JMP or his/her designate will be invited to attend as a guest member.
6. There will normally be a balance of UW and UM faculty members on the JSC.

1.7.2 Powers and Duties of the JSC

The Joint Senate Committee will:

1. Recommend to the respective Senates the candidates for degrees. In November 2004, this responsibility was delegated to the Executive Committee of the Faculty of Graduate Studies.
2. Hear and determine student appeals from JDC decisions on academic matters such as JDC recommendations for admission to a joint program.
3. Recommend to Senate (through appropriate committees at each University) changes in initial general regulations for the JMPs.
4. Approve, upon request of a JDC, changes in the supplementary regulations governing the respective JMP.
5. Upon recommendation from a JDC approve the imposition of higher standards than the minima set by the Faculty of Graduate Studies at the University of Manitoba in any JMP.
6. Undertake a comprehensive review in accordance with the schedule of reviews of graduate programs, but not less frequently than the beginning of the fifth year following the reviews currently scheduled for 2005 and 2007 and make such recommendations for the revision of this Agreement as deemed appropriate.
7. Attempt to resolve specific problems that may arise in any JMP during the life of the Agreement[1].
8. Determine its own procedures regarding meetings, delegation of powers and duties, etc.
9. Review and act or recommend on the financial matters referred to in Section 8, below.

---

[1] The regulations and standards of the UM FGS shall apply to the JMPs during the life of the Agreement.

10. Assume such further powers and duties as may be mutually agreed to by the two Universities.

1.8 Roles of the UM Faculty of Graduate Studies and of the Joint Discipline Committee

The UM Office of the Faculty of Graduate Studies (FGS-UM) will have the primary responsibility for handling the admissions and student files related to JMPs. the FGS-UM will provide copies of correspondence with students on admission and awards to the UW Office of the Faculty of Graduate Studies (FGS-UW). During the tenure of the secretariat, either the FGS-UM or the FGS-UW provides one of its personnel to serve as administrative coordinator for the JSC. The forms used in the daily administration of joint programs (application, registration, etc.) will be made available to each department office that is involved in a JMP.

After completion, such forms are transmitted to the appropriate CJDC. They are considered in accordance with procedures stipulated in the Agreement, or where not so stipulated, devised by the JDC. Completed forms, with appropriate recommendation or approval, are signed by CJDC and forwarded to FGS-UM. FGS-UM will segregate the files (and forms) for these Joint Master's students and perform the same duties for them as it does for all other graduate students.

The Chair of examining committees (thesis or comprehensive) will forward results of such examinations to CJDC, who will transmit them to the administrative coordinator of the JSC.

The JDCs will be responsible for the overall academic administration of their respective JMP, including:

1. Recommending admission to JMPs
2. Periodically supplying the FGS-UM with up-to-date course marks (including results of language examination or alternate requirements) for each graduate student
3. Supplying the FGS-UM with a list of approved thesis and course examiners
4. Providing lists of potential graduates
5. Recommending whether there should be remedial action for students with failed grades
6. Recommending and rank ordering applicants for University of Manitoba / University of Winnipeg Graduate Fellowships

1.9 Program and Student Information

In order that JMP students may enjoy the rights and privileges of graduate students at each University, the following information will be forwarded to the Dean, FGS-UM and Dean, FGS-UW by the administrative coordinator for the JSC. Preliminary information should be forwarded following the registration deadline in September and updated information provided mid-term.

1.9.1 Student List

This list should contain the names, student identification numbers and contact information for all JMP students.

1.9.2 Thesis Supervision Lists

The respective program JMP Chair shall provide the name of faculty supervisor, the name and student number of the student being supervised, the expected date of completion and the names and department affiliations of all thesis committee members to both the UM and UW FGS.

1.10 Process of Approval of and Changes to Joint Master's Program Supplemental Regulations

The process for approval and/or changes must follow the administrative path as follows:
1) Joint Discipline Committee; 2) Department Chairs/Heads (UM & UW); 3) Faculty of Graduate Studies Programs and Guidelines Committee; 4) Executive Committee of Graduate Studies (UM if required) and Academic Planning (UW); 5) Faculty Council of Graduate Studies (UM, if required); 6) Joint Senate Committee

1.11 Reporting and Handling of Academic Dishonesty Cases

In such cases, UM students are to follow the guidelines of the *Student Discipline By-Law*.
In the case of the UW, if the student is a JMP student, the case should be reported to the JDC Chair of the program who will in turn report it to the Dean of the Faculty of Graduate Studies at the UM. The Dean will investigate the allegation and determine an action. The Dean of the Faculty of Graduate Studies at the UW will be informed of the action when the instructor and the student are informed (cc. of letter).

1.12 Appeal Processes

All appeals must be in writing, and decisions will be made by the appropriate body based on the information and supporting documentation provided by the student, and upon information in the student's file. For grade appeals, JMP students enrolled in a UM course follow the UM process; students enrolled in a UW course, follow the UW process.

►**If Disciplinary Appeal: (e.g. Plagiarism, fraud, etc.)**

1st level of appeal is made to the decision maker, the Dean FGS (UM)
2nd level of appeal is to FGS Local Discipline Committee (UM)
3rd level of appeal is to Senate University Discipline Committee (UM)

►**If Grade Appeal**

1st level of appeal is made to the decision maker informally (i.e. Instructor)
2nd level of appeal is made to the Head of Department at UM offering the course:
- If course taught at UM, this process is formally initiated through the Student Records Office grade appeal process.
- If course is at UW, the process is initiated by the Department Review Committee

3rd level of appeal:

- If graduate level course appeal is made to Faculty of Graduate Studies Appeals Committee, ruling can be made on process only
- If undergraduate level course:
- At UM, appeal is made to Teaching Faculty Appeals Committee, e.g. Faculty of Arts Appeals Committee
- At UW, appeal is made to the Senate Appeals Committee

►**If Academic Appeal (Not Grade Appeal):**

Appeal is made to the branch of the decision making body

If Academic Decision was Made by JDC Chair or Sub-committee (e.g. transfer of credit not recommended to FGS; Student Program Time Extension not recommended to FGS; unsatisfactory Progress Report):

1st level of appeal is made to the decision maker (i.e. Chair JDC)
2nd level of appeal is made to the JDC
3rd level of appeal is made to JSC

If Academic Decision was Made by Dean, FGS (UM) (e.g. Required to withdraw due to "F" grade; Student not granted a Leave of Absence; Student not granted a Program Time Extension; etc.)

1st level of appeal is made to the decision maker, the Dean FGS (UM)
2nd level of appeal is to FGS Appeals Committee (UM)
3rd level of appeal is to Senate Appeals Committee (UM)

►**If Admission Appeal:**

Appeal is made to the branch of the decision making body.

If Admission Decision was Made by JDC Chair or Sub-committee (i.e. Student not recommended for admission to FGS)

1st level of appeal is made to the decision maker (i.e. Chair JDC)
2nd level of appeal is made to the JDC
3rd level of appeal is made to JSC

If Admission Decision was Made by Dean, FGS (UM) (i.e. degree not recognized by FGS; GPA does not meet minimum FGS criteria, etc.)

1st level of appeal is made to the decision maker, the Dean FGS (UM)
2nd level of appeal is made to Senate Admission Appeals Committee (UM)

1.12.1 Appeals to the Joint Senate Committee

An appeal to the Joint Senate Committee will be referred to its sub-committee, the Joint Senate Appeals Committee, for its recommendation. The decision of the Joint Senate Appeals Committee will be final.

This Joint Senate Appeals Committee will be a panel of three persons consisting of one faculty member from each University, and one graduate student, all of whom are not members of the appealing student's JMP.

All appeals heard by the Joint Senate Appeals Committee shall be heard with due regard for natural justice.

An appeal to the Joint Senate Appeals Committee must be based upon one of the following grounds only:

- Procedural errors at the prior level of appeal
- New evidence that could not have been seen at the prior level of appeal
- Allegations of bias at the prior level of appeal

1.13 Financial Matters

1.13.1 Tuition fees and administrative costs shall be divided on an enrollment based, proportional basis. That proportion shall be calculated using a rolling 3 year average of the number of credit hours attributed to UW relative to the total JMP credit hours, based on November 1st enrollment figures. Credit hours are totaled for courses taken at each University and 12 credit hours are designated for advising or supervising a thesis. Thus the proportion for each year is calculated by dividing UW JMP credit hours by total JMP credit hours.

1.13.2 For purposes of fee distribution, tuition fees are the total of tuition, faculty fees and student services fees.

1.13.3 Administrative costs attributable to the JMP shall be a proportion of the annual operating budget of the Faculty of Graduate Studies. In each fiscal year, the April budget amount shall be used in determining these administrative costs. The portion of costs attributable to the JMP shall be determined by dividing the number of JMP students by the total number of UM graduate students as of November 1st. The portion of these administrative costs to be paid by UW each year will be determined using the same proportion used to distribute tuition fees for that year.

1.13.4 JMP students are eligible to compete for University of Manitoba Fellowships. The costs of fellowships awarded to JMP students shall be jointly negotiated and agreed by UM and UW. This co-funding is to be acknowledged in all communications regarding fellowships awarded to JMP students and for these students the Fellowships shall be designated the UM/UW Graduate Fellowships.

1.13.5 All students in JMPs are members of the Graduate Students' Association; they should also be members of UMGSA and UWSA without having to pay greater student fees than other Master's students at the UM.

Appendix A – Joint Master's Program Governance Structure

Board of Regents (UW) | Board of Governors (UM)

↑ | ↑

Senate (UW) | Senate (UM)

↑ | ↑

Joint Senate Committee

↑ | ↑

Faculty of Graduate Studies (UW) | Faculty of Graduate Studies (UM)

↑

Joint Discipline Committee (JDC)

↑

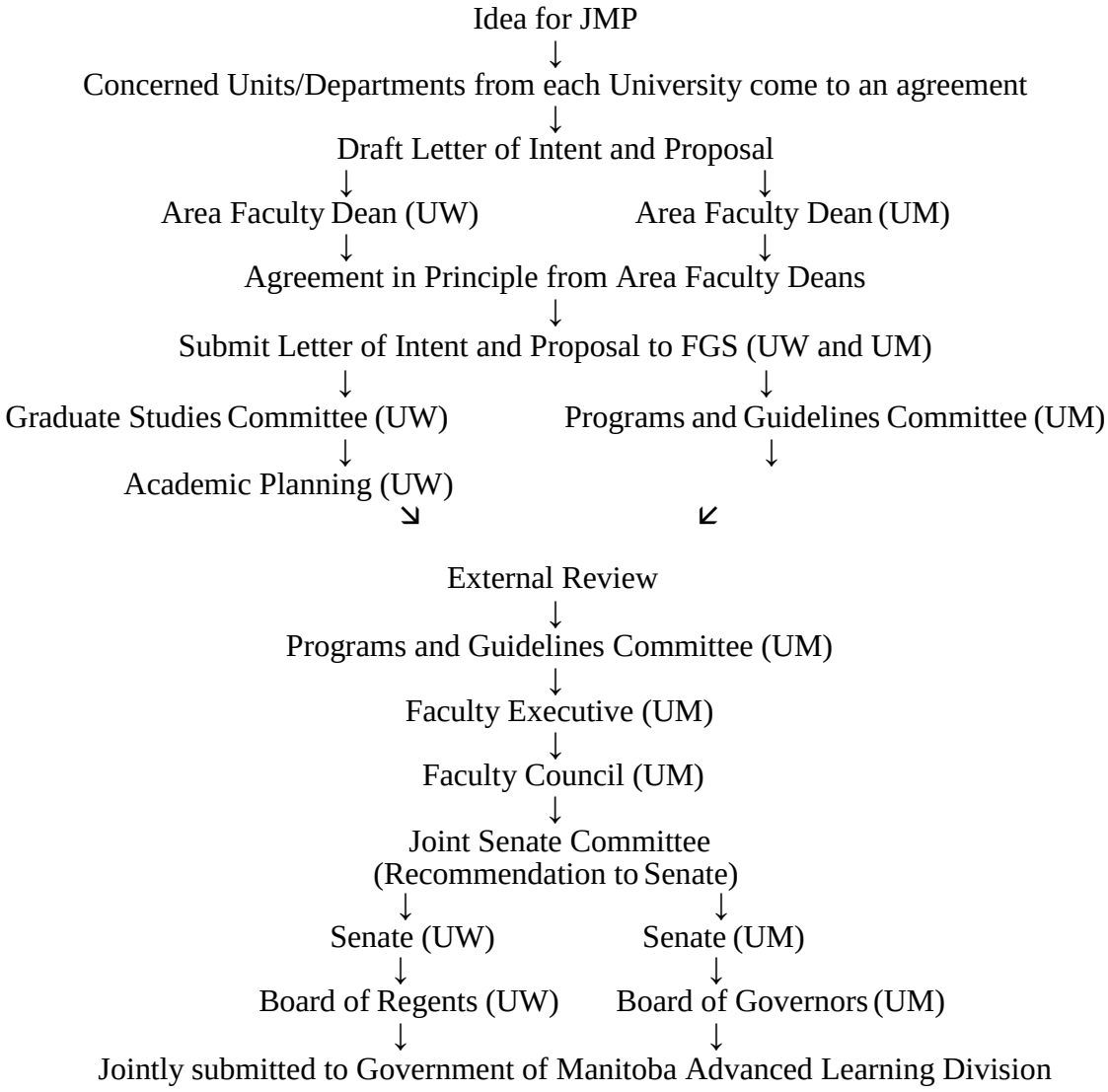
Department of History, UW / Department of History, UM

Global College, UW / Peace and Conflict Studies, UM

Department of Political Science, UW / Department of Political Studies, UM

Department of Religion and Culture, UW / Department of Religion, UM

Appendix B • Approval of New Joint Master's Program Proposal



(Amended UM Senate, May 13, 1977 and UW Senate May 18, 1977)
(Amended UM Senate, August 6, 1980 and UW Senate November 17, 1980)
(Amended UW Senate, February, 1999)
(Amended UM Senate, April, 1999)
(Amended by UM Senate, April 5, 2000)
(Amended by UM Senate, December 7, 2005)
(Amended by UW Senate, October 20, 2005)

PART B • JOINT MASTER'S PROGRAM IN HISTORY

1. The Joint Master's Program in History shall be administered in accordance with the regulations of the Faculty of Graduate Studies of the University of Manitoba as augmented by the supplementary regulations of the JMP in History.
2. With regard to the JMP in History, the JSC shall delegate its powers and regular duties of the program to the Board of Graduate Studies, University of Manitoba and the Graduate Studies Committee of the University of Winnipeg. The JSC shall retain the right to receive and make recommendations on policy matters to the respective Senates.
3. All students wishing to enroll in the Master's program in History shall register in the Joint Master's Program. Graduates of the program shall be awarded a joint parchment by the two universities.
4. a) 1) The JMP in History shall be supervised and administered by a JDC in History consisting of eleven (11) persons.
   2) The following shall be members of the JDC in History:
      - the Chair of the Department of History of the University of Winnipeg (or delegate)
      - the Head of the Department of History of the University of Manitoba (or delegate).
      - the Chair of the Graduate Studies Committee of the Department of History of the University of Manitoba
      - the Chair of the Graduate Studies Committee of the Department of History of the University of Winnipeg
      - the Director of the Archival Studies Program
      - two (2) faculty members of the Department of History of the University of Manitoba selected by that department
      - two (2) faculty members of the Department of History of the University of Winnipeg selected by that department
      - two (2) students, elected by the students enrolled in the JMP –all three constituencies mentioned above shall select alternates
   3) Vacancies, however caused, shall be filled by the relevant department, or students.

   b) 1) The JDC's Chair shall be either the Chair of the Graduate Studies Committee of the Department of History of the University of Manitoba or the Chair of the Graduate Studies Committee of the Department of History of the University of Winnipeg. The chairship of the JDC shall alternate between the two departments, normally for two-year terms.
   2) The Chair is a full voting member of the JDC, and has a second, tie-breaking vote.
   3) The Chair shall perform such functions as are specified in Parts A and B of this agreement, and such as are explicitly delegated to the Chair by the JDC.
   4) Since the administrative centre of the JMP in History is at the University of Manitoba, the larger part of the advising and counselling duties shall be carried out at the University of Manitoba.

   c) 1) The JDC's Associate Chair shall be the Chair of the Graduate Studies Committee of the department not serving as JDC Chair.
   2) The Associate Chair shall perform the duties of the Chair during the latter's absence, and such other duties as may from time to time be specified by the JDC.

   d) The JDC in History shall:
   1) recommend to the Faculty of Graduate Studies on the admission of students
   2) recommend on individual waivers of regulations
   3) recommend forward in accordance with the University of Manitoba Fellowship regulations those Joint Master's Program History students eligible

to apply for these awards.

4) approve student's individual programs
5) be responsible for Master's comprehensive and thesis examinations
6) consider student appeals
7) consider and recommend to the Graduate Studies Committee at the University of Winnipeg and/or to the Board of Graduate Studies at the University of Manitoba additions or deletions of graduate courses, changes in course descriptions and changes in the program's supplementary regulations
8) if appropriate, recommend the withdrawal of a student from the program
9) perform in respect to the JMP in History those duties assigned in paragraph 6 of Part A of this agreement to the JDC
10) consistent with budgetary policies and collective agreements in force at both institutions, coordinate policies in the allocation and assignment of assistantships and consult in the allocation of assistantships to individual students
11) monitor the contributions of teaching assistantship funds by each participating university, with a view to encouraging each institution to fulfill its responsibility to provide equitable and proportionate funding in support of JMP students
12) Explore the possibility of seeking faculty volunteers to work with fund-raising officers at each institution to build resources for fellowship, bursary, prize, and other support for JMP history students, with emphasis on secure funding for the best-qualifies students entering the first year of the program. These volunteers would undertake both to increase the support levels available from existing fellowships and other dedicated f u n d s , and to seek additional funds from the university communities, graduates, foundations, corporations, and other potential donors, and would report annually to the JDC on their results and the status of such funding.
13) Recommend to each department concerning graduate course offerings to be available for the JMP students in history
    a) in general, course offerings should be guided by the needs of programs. Area rotation should be planned at least three years in advance. In recommending the annual area offerings, the JDC shall take into account the numbers and needs of the students in the graduate programs in History, the proportion between the numbers of graduate instructors in each department, the proposals of each department, the availability and needs of staff at each institution, the desirability of minimizing duplication of courses and fields, and the planned future directions of the undergraduate and graduate programs in History. It is recognized that the Archival Studies program must receive special consideration. The JDC may also recommend minimum enrollments for graduate seminars.
    b) Each September, taking into account the considerations mentioned in (a) above, the Chair and the Associate Chair shall meet and recommend the number of graduate courses to be offered for the following year. Agreement on this number should be the first step in departmental planning for the next year.
    c) The special topics course, HIST 7770 / GHIST 7003 (6), shall continue to be offered, and shall not be included in the count of courses offered by either department. This will appear on the student's transcript as HIST 9070.

14) Establish, as it deems appropriate, ad hoc committees staffed with faculty members and student representatives from the two departments

e) The JDC's recommendations for curriculum change, including the addition, deletion, or substantive change in the course description of a graduate course, shall not be forwarded to the Faculty of Graduate Studies at the University of Manitoba and the Graduate Studies Committee at the University of Winnipeg unless they have received the prior approval of both departments and of both the Faculty of Arts of the University of Manitoba and the Faculty of Arts of the University of Winnipeg.

f) 1) Meetings of the JDC shall be at the call of the Chair or at the written request of any Two (2) of its members.

2) Normally, seven (7) working days' notice shall be given of meetings. Special meetings may be convened at 48 hours' notice.

3) The quorum for the transaction of business shall be six (6), with a minimum of one member from each department.

g) The administrative centre of the program at the discipline level shall be at the University of Manitoba. Student records of the JMP students shall be considered the common property of both departments, and JDC faculty members of both departments shall have equal access to said records. Where appropriate and needed (e.g., students being supervised at the University of Winnipeg), files should be duplicated or maintained electronically for both departments to ensure access to consistent record.

h) All faculty members of both departments who possess the requirements for membership in the Faculty of Graduate Studies of the University of Manitoba shall enjoy full participation in all privileges and responsibilities which graduate instruction in the JMP in history entails. In particular, they shall be eligible to be Master's thesis advisors and members of comprehensive and thesis examination committees.

5. In the event of a problem or conflict in the operation of the JMP in History that cannot be satisfactorily resolved by the JDC, or, as appropriate by the JSC, the two departments will attempt to reach agreement on the appointment of a third-party mediator. If agreement cannot be reached on such an appointment, the Deans of the Faculty of Arts of the University of Manitoba and the Faculty of Arts of the University of Winnipeg shall be asked to appoint a third party as a mediator. In either case, this person may mediate or enlist the services of the University of Manitoba Conflict Resolution Service. In either case, both departments agree to cooperate fully with the named mediator, and to accept the recommended resolution to the problem or conflict.

(Approved U. of M. Senate, June 2,1981)
(Approved U. of W. Senate, June 25, 1981)
(Reviewed 1984)
(Amended U. of W. Senate, February, 1999)
(Amended U. of M. Senate, April, 1999)

Other Undertakings

1. With regard to the JMP in History, the JSC shall delegate its powers and regular duties of the program to the Board of Graduate Studies, University of Manitoba and the Graduate Studies Committee of the University of Winnipeg. The JSC shall retain the right to receive and make recommendations on policy matters to the respective Senates.
2. The JDC will prepare a recommendation on the joint parchment to be taken to both Senates.
3. That faculty members from the History Departments participating in the JMP be appointed

members of the other participating History Department. Persons so appointed would be nominated by the Department of History, at either university, to the Dean of the respective Faculty and then recommend to the respective Boards. These appointments would be for faculty members who had continuing, full-time appointments at their employing University, would be without term but contingent upon the continuation of the appointment at the employing university. These appointments would be at nil salary. Persons so appointed would hold a rank of Assistant Professor or higher at their employing university. Normally, such persons would be tenure-track or tenured faculty with a proven record in research scholarship.

PART C – JOINT MASTER'S PROGRAM IN PEACE AND CONFLICT STUDIES

For the purpose of simplicity, within this document:

- the partners in the Joint M.A. Program are the University of Manitoba and the University of Winnipeg;
- members/chairs of the Joint Discipline Committee and members involved in student supervision, direction, awards allocation and assessment (advisory committees and examining committees etc.) shall be faculty members or adjunct faculty members of the University of Manitoba or the University of Winnipeg.

1. The Joint Master's Program in PCS shall be administered in accordance with the regulations of the Faculty of Graduate Studies of the University of Manitoba as augmented by the supplementary regulations of the JMP in PCS.

2. All students wishing to enroll in the Master's program in PCS shall register in the Joint Master's Program. Graduates of the program shall be awarded a joint parchment by the two universities.

3. a) 1) The JMP in PCS shall be supervised and administered by a JDC in PCS consisting of six-to-eight eight (6-8) persons.

2) The following shall be members of the JDC in PCS:
   - the Head of the Ph.D. Program of PCS of the University of Manitoba (or delegate)
   - the Head of the University of Winnipeg Global College (or delegate)
   - up to two (2) faculty members of the Ph.D. Program of PCS of the University of Manitoba selected by that program
   - up to two (2) faculty members of the University of Winnipeg
   - up to two (2) students, elected by the students enrolled in the JMP

3) Vacancies, however caused, shall be filled by the relevant program, or students.

b) 1) The JDC's Chair shall be either the Head of the Graduate Program in PCS of the University of Manitoba (or delegate) or the Head of the University of Winnipeg Global College (or delegate). The Chairpersonship of the JDC shall alternate between the two programs, normally for two-year terms.

2) The Chair is a full voting member of the JDC, and has a second, tie-breaking vote.

3) The Chair shall perform such functions as are specified in Parts A and B of this agreement, and such as are explicitly delegated to the Chair by the JDC.

4) As the administrative office support and electronic student files of the JMP in PCS are housed in the Faculty of Graduate Studies and the Mauro Centre, University of Manitoba, preliminary/administrative advising and counseling for students will be undertaken by the graduate administrative coordinator of the program who will be based in the Mauro Centre.

c) 1) The JDC's Associate Chair shall be either a faculty member from the Graduate

Program in PCS, University of Manitoba or a faculty member from the Global College, University of Winnipeg not serving as JDC Chair.

2) The Associate Chair shall perform the duties of the Chair during the latter's absence, and such other duties as may from time to time be specified by the JDC.

d) The JDC in PCS shall:

1) recommend to the Faculty of Graduate Studies on the admission of students

2) recommend on individual waivers of regulations

3) recommend in accordance with the University of Manitoba or University of Winnipeg Fellowship regulations those Joint Master's Program PCS students eligible to apply for these awards.

4) approve student's individual programs

5) be responsible for Master's comprehensive and thesis examinations

6) consider student appeals within their jurisdiction (refer to Governing Document Part A)

7) consider and recommend to the Graduate Studies Committee at the University of Winnipeg and/or to the Executive Committee of FGS at the University of Manitoba additions or deletions of graduate courses, changes in course descriptions and changes in the program's supplementary regulations

8) if appropriate, recommend the withdrawal of a student from the program

9) perform in respect to the JMP in PCS those duties assigned in paragraph 6 of Part A of this agreement to the JDC

10) consistent with budgetary policies and collective agreements in force at both institutions, coordinate policies in the allocation and assignment of assistantships and consult in the allocation of assistantships to individual students

11) monitor the contributions of teaching assistantship funds by each participating university, with a view to encouraging each institution to fulfill its responsibility to provide equitable and proportionate funding in support of JMP students

12) Explore the possibility of seeking faculty volunteers to work with fund-raising officers at each institution to build resources for fellowship, bursary, prize, and other support for JMP PCS students, with emphasis on secure funding for the best-qualified students entering the first year of the program. These volunteers would undertake both to increase the support levels available from existing fellowships and other dedicated funds, and to seek additional funds from the university communities, graduates, foundations, corporations, and other potential donors, and would report annually to the JDC on their results and the status of such funding.

13) Recommend to each department concerning graduate course offerings to be available for the JMP students in PCS

a) in general, course offerings should be guided by the needs of programs. Area rotation should be planned at least three years in advance. In recommending the annual area offerings, the JDC shall take into account the numbers and needs of the students in the graduate programs in PCS, the proportion between the numbers of graduate instructors in each department, the proposals of each department, the availability and needs of staff at each institution, the desirability of minimizing duplication of courses and fields, and the planned future directions of the undergraduate and graduate programs in PCS. The JDC may also recommend minimum enrollments for graduate seminars.

b) Each September, taking into account the considerations mentioned in (a) above, the Chair and the Associate Chair shall meet and recommend the number of graduate courses to be offered for the following year. Agreement on this number should be the first step in departmental planning for the next year.

c) The special topics courses shall continue to be offered, and shall not be included in the count of courses offered by either department.

14) Establish, as it deems appropriate, ad hoc committees staffed with faculty members and student representatives from the two departments.

e) The JDC's recommendations for curriculum change, including the addition, deletion, or substantive change in the course description of a graduate course, shall not be forwarded to the Faculty of Graduate Studies at the University of Manitoba and the Graduate Studies Committee at the University of Winnipeg unless they have received the prior approval of both programs and of both the Faculty of Graduate Studies of the University of Manitoba, and the Faculty of Graduate Studies of the University of Winnipeg

f) 1) Meetings of the JDC shall be at the call of the Chair or at the written request of any two (2) of its members.

2) Normally, seven (7) working days' notice shall be given of meetings. Special meetings may be convened at 48 hours' notice.

3) The quorum for the transaction of business shall be six (6), with a minimum of one member from each department.

g) The administrative centre of the program at the discipline level shall be at the University of Manitoba. Student records of the JMP students shall be considered the common property of both departments, and JDC faculty members of both departments shall have equal access to said records. Where appropriate and needed (e.g., students being supervised at the University of Winnipeg), files should be duplicated or maintained electronically for both departments to ensure access to consistent record.

h) All faculty members of both programs who possess the requirements for membership in the Faculty of Graduate Studies of the University of Manitoba shall enjoy full participation in all privileges and responsibilities which graduate instruction in the JMP in PCS entails. In particular, they shall be eligible to be Master's thesis advisors and members of comprehensive and thesis examination committees.

4. In the event of a conflict in the operation of the JMP in PCS that cannot be satisfactorily resolved by the JDC, or, as appropriate by the JSC, the two programs will attempt to reach agreement on the appointment of a third-party mediator. If agreement cannot be reached on such an appointment, the Dean of the Faculty of Graduate Studies of the University of Manitoba and the Dean of the Faculty of Graduate Studies of the University of Winnipeg shall be asked to appoint a third party as a mediator. In either case, this person may mediate or enlist the services of the University of Manitoba Conflict Resolution Service. In either case, both programs agree to cooperate fully with the named mediator, and to accept the recommended resolution to the problem or conflict.

Peace and Conflict Studies Proposal approved by the University of Winnipeg Senate: June 16, 2008
Peace and Conflict Studies Proposal approved by the University of Manitoba Senate: February 4, 2009

PART D • JOINT MASTER'S PROGRAM IN PUBLIC ADMINISTRATION

1) The JMP in Public Administration shall be conducted in accordance with the General Regulations of the Faculty of Graduate Studies of the University of Manitoba and its policies, procedures and practices, unless otherwise provided for in Part A, and with the Supplementary Regulations attached hereto.
2) Students wishing to enroll in the Master's program in Public Administration shall register in the JMP. Two months prior to the expected date of graduation, they will elect the institution from which they desire to receive their degree.
3) a) The JMP in Public Administration shall be supervised and administered by a JDC in Public Administration consisting of six (6) persons.
   b) The following shall be members of the JDC:
      i) The designated Chair of the JMP-MPA and the designated Associate Chair of the JMP-MPA
      ii) From the University of Manitoba:
         (1) The Head of the Department of Political Studies (or delegate)
      iii) From the University of Winnipeg:
         (1) The Chair of the Department of Political Science (or delegate)
      iv) From the students enrolled in the JMP in Public Administration:
         (1) Two (2) students, elected by the students enrolled in the program.
   c) Each department of Political Science/Political Studies and the student constituency may appoint alternates for its elected JDC members.
   d) The normal term of office of elected JDC members shall be two (2) years. There shall be no limit on the number of terms an individual may serve.
   e) Vacancies, however caused, among elected members shall be filled by the relevant department or student body.
4) a) The JDC shall supervise the program on a day-to-day basis. It shall be responsible for making recommendations on admission, advance credit, fellowships, individual waivers of regulations, and changes in curriculum and in supplementary regulations, for the assignment of advisors and examiners, for approving individual student programs, etc.
   b) Subject to the General Regulations and approved Supplementary Regulations, the JDC may delegate such duties and functions as it shall determine.
   c) Student members of the JDC shall not participate in decisions or recommendations on individual student cases other than those concerning admissions and appeals.
5) a) The JDC's Chair shall be chosen by and from members of the JDC.
   b) The Chair shall hold office for two years and may be re-elected.
   c) The Chair is a full voting member of the JDC but has no casting vote.
   d) The Chair shall perform such functions as are specified in Parts A and E of the agreement, and such as are delegated to him by the JDC.
6) a) There shall be an Associate Chair Chosen by the members of the JDC from among those of its members who are from the university which is not the Chair's.
   b) The Associate Chair shall hold office for two years and may be re-elected. The Associate Chair's term of office shall be the same as that of the chair.
   c) The Associate Chair shall perform the duties of the Chair during the latter's absence, and such other duties as may from time to time be specified by the JDC.
7) a) Meetings of the JDC shall be at the call of the Chair or at the written request of any three (3) members.
   b) Normally, seven (7) days notice shall be given of meetings. Special meetings may be convened at forty-eight (48) hours notice.
   c) The quorum for the transaction of business shall be four (4).
   d) The Chair shall preside at meetings of the JDC and prepare the agenda for such meetings.

(Amended U. of W. Senate, February, 1999)
(Amended U. of M. Senate, April, 1999)

PART E • JOINT MASTER'S PROGRAM IN RELIGION

Whereas there is a Joint Master's Program in Religion between the Department of Religion and Culture at the University of Winnipeg and the Department of Religion at the University of Manitoba and;

Whereas it is necessary to define requirements and regulations and ensure proper administration of the program;

Therefore this governing document provides guidance on the principles and practices of program administration.

1. Definitions:
   JDC shall refer to the Joint Discipline Committee in Religion unless specified.
   JMP shall refer to the Joint Master's Program in Religion
   The two departments shall refer to the Department of Religious Studies at the University of Winnipeg and the Department of Religion at the University of Manitoba.
   Plenary Meeting shall refer to an annual meeting composed of a majority of members of the two departments with probationary (tenure track) and tenured positions.
   Chair of Graduate Studies refers to the person appointed in each department to oversee graduate studies in their respective department.
2. The Joint M.A. in Religion shall be administered by the Joint Discipline Committee which acts as *de facto* executive, in periodic consultation with a Plenary Meeting (see below)
3. The Joint Discipline Committee in Religion
   - 3.1 Purpose:
     - 3.1.1 The purpose of the Joint Discipline Committee is to administer the Joint Master's Program in Religion.
     - 3.1.2 The JDC is responsible for ensuring that administrative requirements of the JMP are met.
   - 3.2 Structure, Rights and Responsibilities:
     - 3.2.1 The JDC is composed of two members, one from each university. The members shall each be the Chair of the Graduate Program in their Department. The JDC shall effect all decisions necessary in the normal course of running the JMP. The JDC shall make decisions by consensus.
       - 3.2.1.1 In the event that such consensus cannot be reached, members will consult with their respective departments for suggestions on how to resolve the impasse. If a consensus can still not be reached, a third member shall be appointed by the JDC. If the JDC can not agree on a third member, the Chair of the Senate Joint Committee will be asked to appoint.
     - 3.2.2 The Chair of the Graduate Program is a position not identical to the Chair or Head of the Department, although the possibility that the same person holds both positions is not excluded.
     - 3.2.3 Day-to-day administration of the program resides with the JDC Chair of Graduate Studies at the U. of M. This facilitates students meeting the Chair and dealing with problems as soon as possible after they arise.
     - 3.2.4 The JDC meets regularly, on the scale of once-per-term. Regular business contact between meetings shall be maintained by telephone, fax, e-mail or any other way that is mutually acceptable.

3.2.5 The JDC ensures effective and adequate liaison between the two Departments. Examples of such liaison include:

- Exchange of information on course offerings
- Communicating with Faculty Council of Graduate Studies representative at the UM
- Communicating with the Graduate Studies Committee at the UW
- Reporting to the Senate JDC when requested

3.2.6 The JDC is responsible for ensuring deadlines are met that are applicable to the JMP (Religion). Examples include:

- Admissions
- Manitoba Graduate Fellowships
- Timetable information
- deadlines set by The Faculty of Graduate Studies
- etc.

3.2.7 The JDC is responsible for keeping and maintaining in order, the student files. In practice, this is the duty of the JDC member from the UofM.

3.2.8 The JDC is responsible for bilateral communication of proposed course offerings well in advance of time table deadlines.

3.2.9 The JDC receives applications for Admission, assesses the applications for conformity to entry requirements and recommends on Admission to the Faculty of Graduate Studies.

3.2.10 The JDC is responsible for receiving, assessing, ranking, and forwarding applications for Manitoba Graduate Fellowships (or successors) to the Faculty of Graduate Studies.

3.2.11 The JDC receives thesis proposals and ensures they conform to administrative regulation of the Faculty of Graduate Studies and the JMP.

3.2.12 The JDC ensures and records appointments of thesis advisors and thesis committees in conformity with all applicable rules and regulations. The JDC is responsible for notification of students upon completion of this process.

3.2.13 The JDC oversees student programs, ensuring that language and other program requirements are met.

3.2.14 The JDC member at the U of M shall be available to advise students, especially at time of registration.

3.2.15 The JDC shall report on the state of the program at the annual Plenary Meeting.

4. Plenary Meeting

4.1 Purpose:

There shall be a regular meeting of probationary and tenured faculty from both departments. The Plenary Meeting receives an annual report on the operation of the JDC and advises the JDC. This ensures that faculty meet periodically to discuss the progress and status of the students, and that faculty have an opportunity to comment on student progress. It is also intended that this meeting should encourage awareness of each others' teaching and research activities.

4.1.1 Responsibility for Calling the Plenary Meeting

The JDC member resident at the U of M shall be responsible for calling the Plenary Meeting, setting the date and proposing the Agenda.

4.2 Structure, Rights and Responsibilities:

4.2.1. The Plenary Meeting is of members of the two departments with probationary (tenure track) and tenured positions. The Chair of the Plenary Meeting shall be agreed to by the members present.

4.2.2 The Plenary Meeting shall ordinarily take place annually, at a time convenient to members of the two departments.

4.2.3 The Plenary Meeting shall receive an annual report from the JDC and shall ensure that the program is administered with the needs of the students paramount.

4.2.4 The Plenary Meeting shall consider the progress of each student in the program and may recommend on withdrawal of a student if necessary.

4.2.5 The Plenary Meeting shall discuss and advise on policy and program matters and shall communicate consensus decisions on such matters to the JDC.

(Approved by the JDC (Religion): September 14, 2001)
(Approved by the JSC: September 19, 2001)
(Approved by the University of Winnipeg Senate: February 2, 2002)
(Approved by the University of Manitoba Senate: November 5, 2008)

PART F: Periodic Review of the Joint Graduate Programs

UNIVERSITY OF MANITOBA FACULTY OF GRADUATE STUDIES
UNIVERSITY OF WINNIPEG FACULTY OF GRADUATE STUDIES

Date: April 22, 2008

Introduction

This program assessment document takes a student-oriented approach insomuch as students should have the best possible programs available to them. The way to ensure this is by carrying out a periodic review of existing programs with the aim of identifying improvements where necessary and restructuring where appropriate. For purposes of review, a Joint Master's Program (JMP) at the University of Manitoba and The University of Winnipeg is defined as a plan approved by both Senates and the Joint Senate Committee (JSC) for advanced study that comprises credit courses and related activities delivered by (at least) one academic unit/department from each of the two universities, and administered according to the Joint Programs governing documents as approved by the two Senates, and leading to a Joint Master's Degree from the two universities.

Preamble[2]

Purpose of Program Review

There are many reasons why institutions conduct reviews or participate in evaluations of their graduate programs. The primary purpose of all program review is the improvement of graduate programs, as measured by the quality of the faculty, the students, library and other educational resources, the curriculum, available facilities, and the academic reputation of the program among its peers. Institutions of higher education, like individuals, require regular scrutiny and self-examination to improve, and the systematic review of academic programs is an integral part of this process of improvement. In the face of the many external pressures on institutions to review programs — from government, public interest groups, and accrediting societies — and the many internal pressures in the form of budget adjustments, space needs, and organizational restructuring, it is imperative that this primary purpose be kept in mind.

In addition to the improvement of joint graduate programs, program review, whether at the provincial or institutional level, has several associated objectives or goals. For the individual university, program review helps in long-range planning and in setting both institutional and departmental priorities. It gives administrators and academic leaders critical information about the size and stability of a program, its future faculty resources and student market, its equipment and space needs, its strengths and weaknesses, and its contribution to the mission of the institution. It helps set goals and directions for the future, and ensures that overall academic plans and budget decisions are based on real information and agreed-upon priorities, not vague impressions or theoretical schemes.

Program review also provides a mechanism for change. Joint graduate programs, like all social structures, evolve slowly; intellectual differences, bureaucracy, time pressures, vested interests, concern for survival, and simple inertia all make change difficult. By creating a structured, scheduled opportunity for a program to be examined, program review provides a strategy for improvement that is well- reasoned, far-seeing, and as apolitical as possible. Changes in joint graduate programs which are made in the heat of the moment or in response to a particular action

2 The preamble is adapted with permission from the Council of Graduate Schools Task Force Policy Statement on Academic Review of Graduate Programs, 1990; CGS, One Dupont Circle, NW Washington DC

(e.g., annual budget decisions, turnover in administrators, individual faculty promotions, student admissions decisions, or new course approvals) seldom contain the kind of solid information, broad collegial involvement, and careful thought which a program review promotes, and which is necessary for lasting program improvement.

From an external point of view, program review has two very important purposes. First, it provides a mechanism whereby universities are accountable to society for their activities and for the quality of their programs. Provincial governments, funding agencies, private donors, taxpayers, and tuition-paying students can be reassured through the program review process that the institutions which receive their support have joint graduate programs of high quality which are regularly reviewed and revised, and which are responsive to the needs of the society and consistent with the aims and objectives of the universities involved.

Second, program review assists the universities in their efforts to garner financial, philosophical, and political support from provincial government, federal funding agencies, and other constituencies. The information gathered in the review process, and the assessment of program strengths and needs, provide strong and compelling evidence of the quality of joint graduate programs, the areas of greatest need, and the foundation on which future improvements should be built. This information can and should support decisions about resource allocation, enrollments, special initiatives, research grants, and even private gifts. The stronger and more careful the program review process, the more persuasive the results.

What Is A Program Review?

Program review may take many different shapes and forms, but it always has certain key characteristics.

1. Because the provinces are constitutionally responsible for education, including post-secondary education, there is considerable variation among program reviews. However, in all cases the review is periodic. In Ontario all graduate programs are reviewed regularly in a seven-year cycle by a central organization (the Ontario Council on Graduate Studies), which is administered and funded on a cooperative basis by the fifteen provincially-supported universities. Similarly, the Conference des Recteurs et Principaux des Universités du Quebec (CREPUQ) is responsible for reviewing new graduate programs in its jurisdiction. Program review in the other provinces tends to occur at the level of the individual institution.
2. Program review is evaluative, not just descriptive. More than the compilation of data on a particular joint graduate program, it requires academic judgments by peers and recognized experts in the field about the quality of the program and adequacy of its resources.
3. Review of joint graduate programs is forward-looking; it is directed toward improvement of the program, not simply assessment of its current status. It makes specific recommendations for changes which need to be made in the future, as part of departmental and institutional long-range plans.
4. Departments engaged in program review are evaluated using academic criteria, not financial or political ones. They are scrutinized on the basis of their academic strengths and weaknesses, not their ability to produce funds for the institution or generate development for the province. Finances and organizational issues are certainly relevant in the review, but only as they affect the quality of the academic program (e.g. low faculty salaries, lack of laboratory equipment, rapid turnover in department chairs).

5. To the extent possible, program review is an objective process. It asks graduate departments to engage in self-studies which assess, as objectively as possible, their own programs. It brings in faculty members from other departments and often from outside the institution to review the self- studies and to make their own evaluations, using independent judgments. It is part of an established, transparent process in which all joint graduate programs are similarly reviewed.
6. Program review is an independent process, separate from any other review. Reviews conducted by regional or professional accrediting associations, licensing agencies, or budget committees are separate and distinct, and cannot substitute for program reviews. Data collection and parts of the departmental self-study may often serve a number of review purposes, and there is much to be saved in time and effort by timing a program review to coincide with an accreditation or other external review, if possible. However, to be effective, program review must be a unique, identifiable process, which stands on its own, draws its own set of conclusions, and directs its recommendations to the only individuals who have the power to improve joint graduate programs: the faculty and administrators of the institution.
7. Most important of all, program review results in action. Growing out of the reviewers' comments and recommendations, the institutions develop a plan to implement the desired changes on a specific, agreed-upon timetable. This plan is linked to the institutions budget and planning process, to help ensure that recommended changes actually get made, that necessary resources are set aside, and that the program's goals fit into the institution's overall academic plans. If no action results from the review, departments soon lose interest in the process, the quality of the product deteriorates rapidly, and large amounts of time and money are wasted. In addition, other less objective and collegial ways of making decisions arise, and the advantages of systematic program review are lost.
8. Successful program review, then, is a process of evaluation which has all of the above characteristics. It provides answers to the following kinds of questions:
    - Is the joint graduate program advancing the state of the discipline or profession?
    - Is the teaching or training of students useful and effective?
    - Does the joint graduate program meet the institutions' goals?
    - Does it respond to the profession's needs?
    - How is it assessed by experts in the field?

Clearly, this list of questions can be supplemented by others, and the emphasis given to any particular question depends on the mission of the institution and the individual joint graduate program. But these are the kinds of questions that program review is designed to address.

Why Have Joint Graduate Program Reviews?

Joint graduate education is replete with evaluations. Faculty are evaluated for promotion and tenure and, in many institutions, for membership in the graduate faculty; students are evaluated for admissions, performance on comprehensive examinations, and degree completion; courses are evaluated as they are added to the curriculum; and facilities and financial resources are scrutinized annually in the budgeting process. Joint Graduate Program reviews, however, provide the only comprehensive evaluation of an entire academic program, integrating all of the elements which contribute to its success.

While it is true that the reviews conducted by professional licensing or accrediting associations

are also comprehensive in scope, they have special goals which may or may not coincide with those of the institution. Accreditation reviews often are extremely focused on the existence of standards adequate for licensure or accreditation. They do not necessarily contain the broad academic judgments and recommendations for change in program direction which should come out of a program review.

Joint graduate programs are dynamic; they change constantly as faculty come and go, the student applicant pool increases or declines, degree requirements are eased or tightened, and as the academic discipline just naturally evolves. Although joint graduate degree programs are usually reviewed carefully when they are first proposed, once they are approved they may never be evaluated again. Constant scrutiny is unhealthy for any program, but periodic, thorough review will ensure that the program has lived up to its original goals and will identify key areas in which it should be strengthened. It will also, if necessary, identify programs which should be cut back or terminated.

Joint Graduate Program Review at the University of Manitoba and The University of Winnipeg

Preamble

The University of Manitoba Task Force on Strategic Planning made the following two recommendations (#42a, #42b) in their final report Building on Strengths (Feb. 1998):

- Define the criteria, by December 31, 1998, for maintaining existing graduate programs, and propose to the Provost, a mechanism to review programs
- Implement an approved, periodic review of graduate programs. Programs of good quality shall be retained, those that are found weak, but of strategic importance to the Faculty shall be given an opportunity to improve, those that are found weak and not of strategic importance shall be eliminated

There currently exists a policy that deals with academic reviews of units/departments: Policy 429 states that all programs are ultimately the responsibility of Senate and the Board of Governors. Each Faculty, School and Department has direct responsibility for its programs and the academic review of those programs, although coordinated centrally, is properly based in these units/departments.

In an effort to initiate the Task Force-recommended periodic review of its programs, the Faculty of Graduate Studies is implementing i) a procedure for the review of all graduate programs and ii) a set of evaluative criteria for assessing existing programs.

The University of Winnipeg Strategic Plan 2004-2010 was approved by the Board of Regents of the University of Winnipeg 3 May 2004.

The University of Winnipeg Academic Plan 2004-2010 was approved by the Senate of the University of Winnipeg 28 April 2004 and received by the Board of Regents as part of the Strategic Plan 2004-2010 approved 3 May 2004. Both documents are supportive of the notion of program review. The Academic Plan explicitly recommends program review on page 5.

While prerequisite programs at the undergraduate level must be considered in a general sense for the proper review of joint graduate programs, the actual review of joint graduate programs is very different from the review of undergraduate programs and thus, should be carried out separately.

The Joint Master's Programs (JMP) will be reviewed in accordance with the provisions of Part A of the Joint University of Manitoba (UM) University of Winnipeg (UW) Master's Programs Proposed Revisions Submitted to the Senates of the Universities of Manitoba and Winnipeg, September 2005. Updates to the University of Manitoba template (Appendix A) will be communicated to the chair of the Joint Senate Committee (JSC).

Any future policy that deals with the academic review of Joint Master's Programs (JMP) shall be developed in consultation with both the University of Manitoba and The University of Winnipeg.

Process

1. Each joint graduate program shall be reviewed on a cycle no greater than seven (7) years as described in the process below.
2. The order in which programs are to be assessed shall be determined by the Chair of the Joint Senate Committee that governs Joint Master's Programs hereinafter referred to as the Joint Senate Committee or JSC, in consultation with the Dean of the Faculty of Graduate Studies at the University of Manitoba and the Dean of the Faculty of Graduate Studies at The University of Winnipeg.. Every attempt shall be made to coordinate program assessment with accreditation review and the review of the Ph.D. programs at the University of Manitoba.
3. The Joint Discipline Committee (JDC) unit delivering the program shall be responsible for collecting pertinent data as outlined in Appendices A, B and C of this document. Prior to distributing personal data covered under Freedom of Information and Privacy Protection Act (FIPPA) the reciprocal nondisclosure agreement shall be signed by external reviewers and both universities.
4. The JDC chairs in consultation with the unit/department/heads/chairs shall prepare a self- study report (in accordance with the format given in Appendix A), a list of five potential external reviewers (Appendix C) as well as a list of three potential internal reviewers from a cognate area (not connected to the JDC) for submission to the Chair of the Joint Senate Committee as well as the Dean of the Faculty of Graduate Studies of the University of Manitoba and the Dean of the Faculty of Graduate Studies at the University of Winnipeg, within 9 months of the request from the Dean of the Faculty of Graduate Studies of the University of Manitoba.
5. The JDC chair shall make a copy of the self- s t ud y report available, as early as possible, to the relevant Faculty Dean at the University of Manitoba and relevant Faculty Dean at The University of Winnipeg so as to allow those Deans to prepare comments on i) the strategic directions and priorities of the Faculty and ii) how the specific unit's/department's programs fit into that context. The Deans shall submit his/her comments directly within two weeks of the request from the Dean of the Faculty of Graduate Studies at the University of Manitoba.
6. A committee, to be known as the Review Committee, comprising two external reviewers to the both university sites and one internal reviewer to either site shall be chosen by the Chair of the Joint Senate Committee acting in consultation with the Dean of the Faculty of Graduate Studies at the University of Manitoba and the Dean of the Faculty of Graduate Studies at The University of Winnipeg from the lists submitted by the JDC.
7. The Review Committee will receive copies of the unit/department JDC's report (along with the relevant Faculty Dean at the University of Manitoba and relevant Faculty Dean at The University of Winnipeg comments) directly from the Chair of the Joint Senate Committee and shall conduct a site visit in accordance with the general guidelines provided in Appendix E.
8. The Review Committee shall prepare a report that articulates clear, unequivocal recommendations and/or priorities of choice.
9. In their report, the Review Committee shall classify the program within one of the following categories:

Adequate	I)	Continue as is; OR
	II)	Requires minor revision or restructuring to enhance effectiveness or appeal; OR
Inadequate	*III)*	Major change, restructuring or amalgamation required if to continue

10. The Review Committee's report shall be sent directly to the Chair of the Joint Senate Committee, as well as the Dean of the Faculty of Graduate Studies of the University of Manitoba and the Dean of the Faculty of Graduate Studies at The University of Winnipeg.
11. The Chair of the Joint Senate Committee shall forward the report to the JDC chair and relevant Faculty Dean at the University of Manitoba and relevant Faculty Dean at The University of Winnipeg for comments and shall request a plan for revising/restructuring the program as needed along with a timeline for completion and any budgetary implications. The plan is to be submitted within three (3) months and is to be designed to begin implementation within six (6) months of the initial request to the unit/department.
12. The Chair of the Joint Senate Committee in consultation with the JSC shall transmit the plan and his/her comments on the process/procedural issues to the Vice-Provost (Integrated Planning and Academic Programs) of the University of Manitoba and to the Vice-President (Academic) at The University of Winnipeg. Comments on academic standards from the Dean of the Faculty of Graduate Studies at the University of Manitoba, and the Dean of Faculty of Graduate Studies at The University of Winnipeg may also be forwarded at the same time.
13. A unit/department that does not comply with the request to submit a plan or fails to implement an approved plan may have enrolment in the affected program restricted by the Dean of the Faculty of Graduate Studies at the University of Manitoba and Dean of the Faculty of Graduate Studies at The University of Winnipeg. Restriction may range from "limited enrolment" to "no further enrolment permitted". (A unit/department that does not fully participate in the review process, i.e. generating the required report, within the scheduled timeframe may have enrolment in its joint graduate programs suspended until such time as a full review indicates that the suspension should be lifted.)

APPENDIX A • JOINT GRADUATE PROGRAM REVIEW TEMPLATE

Program Description

I. Clearly state the objectives of the program.

II. List the areas of specialty offered within the program.

III. Highlight the novel or innovative features of the program.

IV. What is (are) the particular strength(s) of the program? For example, this program is known for its strength in areas A, B and C in the discipline. Give evidence.

V. Indicate the extent to which the program operates in collaboration with other existing programs at The University of Manitoba and The University of Winnipeg.

VI. Indicate the extent to which the program complements and strengthens other programs at The University of Manitoba and The University of Winnipeg.

VII. Indicate the extent to which the program enhances cooperation among Manitoba's universities.

VIII. Indicate the extent to which the program enhances the national/international reputation of The University of Manitoba and The University of Winnipeg.

IX. Indicate the extent to which the program responds to current or future needs of Manitoba and/or Canada.

X. Please provide a copy of your unit's/department's joint graduate programs calendar entry for the current year, and a copy of your admissions package which is sent to prospective applicants. (Attach as appendix.)

Describe the joint graduate program under the following headings:

a) Admissions requirements
b) Course requirements
    i) List required courses and include course descriptions
    ii) List elective courses and include course descriptions
    iii) Provide detailed course outlines for all courses offered in past 5 years
    iv) For courses available but not offered in past 5 years, provide a rationale for keeping them in the course description data base
c) Evaluation procedures
d) Thesis, practicum, or comprehensive procedures and regulations
e) Ability to transfer courses into the program
f) Other procedures and regulations specific to the joint graduate program, but not covered above
g) Indicate the credential (degree or diploma) granted a student upon successful completion of the joint graduate program
h) Provide the program's Supplemental Regulations (attach as an appendix)

XI. Provide a sample program listing for a typical student in the program and a detailed timeline for completion of their studies leading to the credential indicated above.

Human Resources

I. Faculty:

Please complete the following tables as found on the web:
http://umanitoba.ca/faculties/graduate_studies/admin/123.html

- Faculty
- Thesis Supervisions
- Thesis Committees
- Grad Courses

- Student Support
- Research Activities I
- Research Activities II

Provide Faculty Data[3] for thesis advisors and student program advisors (attach as appendix). For others, provide only a list of graduate courses taught by year over the last 5 years, or a rationale for the individual's inclusion in their respective category.

II. Support Staff:

Indicate the role or participation (if any) of clerical or technical support staff in the delivery or administration of the joint graduate program.

III. Other:

Indicate the participation of external individuals or groups (if any) in the joint graduate program as well as the rationale for their participation. List the credentials for each individual/group.

Indicate probable faculty retirements over the next 5 years, how these may affect the program, and what plans are in place to maintain the quality of the program following the retirements.

Physical Resources

I. Space:

Describe the physical space in which the students carry out their program of study/research. Please address aspects such as student offices, study carrels, study/reading rooms, laboratory space, and other research or study space as is appropriate for the program.

II. Equipment:

List and describe available and anticipated equipment in the following categories.

a) Teaching Instructional equipment used in delivery of courses/workshops/seminars in the program (projectors, video, computers, etc.)
b) Research Major research equipment accessible to graduate students in the program, plans to retire/upgrade equipment, or to obtain new equipment over the next 5 years.

III. Computer:

List and describe equipment available to graduate students in the program (laptops, PCs, mainframes, scanners, printers, etc.), usage of open areas, facilities reserved for students in the program, availability of a university account for use with e-mail, internet access, etc.

[3] Faculty Data forms contain only that information which is relevant to graduate student teaching and research. A "Standard Format for Faculty Data" is appended to this document. See *Appendix B*. The standard format for The University of Winnipeg is contained in the Collective Agreement between the Board of Regents and The University of Winnipeg Faculty Association in Article 14.

IV. Library:

Note: Please contact the Library Bibliographer in your area to coordinate this part of the report. In order to guarantee an accurate assessment of your program's library resources, it is important that the library is made aware of the areas/fields in which your program currently specializes and/or plans to specialize in the future.

a) Evaluate existing resources available for use in the program
b) Evaluate pertinent resources added within the last 5 years
c) Evaluate pertinent new resources anticipated in the next 5 years
d) Evaluate services available to the program

Once you have received the library assessment, please address any concerns or issues raised in the assessment (e.g., lack of resources or types of holdings, etc.).

Graduate Students

I. Provide data on enrolment and graduations over each of the past 5 years and cumulatively over the past 7 years.
Note: *This information is available at the University of Manitoba from the Office of Institutional Analysis (OIA). OIA will provide you with all the data available. At The University of Winnipeg, this information is available from Student Services.*

II. Provide data on students who were admitted to the program but did not complete the program (for the past 5 years). This includes the number of students who did not complete the program and why they withdrew.

III. Provide the average entrance G.P.A. (for each of the Joint Master's programs, as applicable) for the past 5 years.

IV. Provide initial employment data (where and how many) or current employment status of graduates over the past 5 years and cumulatively over the past 7 years.

V. Provide data required in the Excel table: Student $ Support (found with the other tables)

VI. Publications by graduate students:
   a) % of graduate students over the past 5 years with 1 publication
   b) % of graduate students over the past 5 years with 1 conference presentation
   c) % of graduate students over the past 5 years with more than 1 publication
   d) % of graduate students over the past 5 years with more than 1 conference presentation

VII. Provide projected full-and part-time enrolment over the next 5 years and relate it to undergraduate trends in the discipline.

APPENDIX B – JOINT GRADUATE PROGRAM REVIEW: STANDARD FORMAT FOR FACULTY DATA

Name	
Academic rank	
Teaching areas	
Appointment type	

Teaching (past 5 years)

Academic Experience

Professional Experience

Research Experience

Academic / University Service

Publications

Visiting Critic and Lectures

Recognition / Awards

APPENDIX C – JOINT PROGRAM REVIEW COMMITTEE: RESUME FOR PROPOSED INTERNAL & EXTERNAL REVIEWER

Note: Please be advised that the unit/department is not to approach potential reviewers. This ensures that no conflicts of interest arise. Chair of the Joint Senate Committee, after the consultation with the Dean of the Faculty of Graduate Studies at the University of Manitoba and Dean of the Faculty of Graduate Studies at The University of Winnipeg will be selecting and contacting the reviewers from the list of reviewers provided bythe unit/department.

When proposing a reviewer, it is essential that (s)he have recent involvement in a joint graduate program of similar rank/credential to that of the program being reviewed. (S)he must also hold the level of full professor.

The following information may be supplied from information already on hand either from personal knowledge and/or biographical sources.

Template:

1. Name of proposed reviewer:
2. Academic rank:
3. Current institution:
4. (Please include reviewer's direct mailing address, telephone and fax numbers, website and e- mail address)
5. DEGREES UNIVERSITY DISCIPLINE DATE
6. Area(s) of specialization: (relate this to those offered by the program being reviewed)
7. Experience/expertise relevant to service as a consultant (**e.g.**, membership on editorial boards, administrative experience, academic recognition, etc.)
8. Recent scholarly activity (if possible, cite 3 to 5 recent publications giving title, date, kind of publication, journal, or publisher if a book)
9. Describe any previous affiliation with the University of Manitoba and/or The University of Winnipeg. For instance, was (s)he a visiting professor, internal consultant, or former employee (give dates), also describe any former professor/student relationships with faculty members.

APPENDIX D – EXPECTATIONS OF THE REVIEW COMMITTEE

- Site visits shall take place within 12 weeks of receipt of the JDC self-study report by the Chair of the Joint Senate Committee.

- The Review Committee shall meet as a committee to conduct the site visit.

- The site visit shall be conducted over no less than one full day and no more than two full days.

- The Review Committee shall assess the program in accordance with the Assessment Guidelines outlined in Appendix E.

- The Review Committee shall meet with the unit/department head/chair, relevant Faculty Dean at the University of Manitoba and the relevant Faculty Dean at The University of Winnipeg as well as faculty, staff and graduate students in the programs under review. The Review Committee shall also meet, as appropriate, with the Dean of the Faculty of Graduate Studies at the University of Manitoba, Dean of the Faculty of Graduate Studies at The University of Winnipeg and the Chair of the Joint Senate Committee and other appropriate administrative bodies in each institution.

- The report of the Review Committee is expected to be submitted to the Chair of the Joint Senate Committee as well as the Dean of the Faculty of Graduate Studies at the University of Manitoba and Dean of the Faculty of Graduate Studies at The University of Winnipeg within 4 weeks of the site visit.

- Site visit expenses (travel, meals, lodging) paid by the reviewers shall be reimbursed as soon as possible following completion of the site visit. An honorarium of $1250.00 will be paid to the external reviewers upon receipt of the Review Committee's Report by the Chair of the Joint Senate Committee.

APPENDIX E – REVIEW COMMITTEE: ASSESSMENT GUIDELINES

The Review Committee is asked to assess the quality of the joint graduate program(s) and comment on the program(s) in relation to the stated strategic directions of the unit/department and the parent Faculty.

The Review Committee should be guided by the following headings although not restricted to them. However, the committee must conclude its report by classifying the program(s) in one of the stated categories and providing justification for the category chosen. Furthermore, the Review Committee in its report shall articulate clear recommendations and/or priorities of choice where appropriate to do so.

1. Strategic importance of the program(s) in relation to the strategic directions of the budget Faculty.

2. Whether the concerns raised in the first-cycle review have been adequately addressed.

3. Comparisons of related program(s) with which the review committee is familiar.

4. Quality of graduate student supervision.

5. Quality of students.

6. Critical mass of students – mix of Master's vs. Ph.D., and Canadian vs. International.

7. Time(s) to completion of degree.

8. Excellence of the faculty and breadth of expertise.

9. Impact of research done in the unit/department.

10. Adequacy of facilities, space, and other resources.

11. Strengths and weaknesses of the program(s).

12. Extent to which program objectives are met.

13. Advertising to prospective students – publications, website, events.

14. Any recommendations for improvement.

15. Classification of program(s) in to one of the stated categories:

Adequate	I)	Continue as is; OR
	II)	Requires minor revision or restructuring to enhance effectiveness or appeal; OR
Inadequate	*III)*	Major change, restructuring or amalgamation required if to continue

APPENDIX F – REVIEW COMMITTEE SITE VISIT: ADMINISTRATIVE

Responsibilities of the Chair of the Joint Senate Committee as well as the Dean of the Faculty of Graduate Studies at the University of Manitoba and the Dean of the Faculty of Graduate Studies at The University of Winnipeg.

The final report is sent to the Chair as well as the Dean of the Faculty of Graduate Studies at the University of Manitoba and Dean of the Faculty of Graduate Studies at The University of Winnipeg.

- The chair of the JSC may designate either the Dean of t he Faculty of Graduate Studies at the University of Manitoba or the Dean of the Faculty of Graduate Studies at The University of Winnipeg to act as the main contact for the reviewers and to make the initial contact with the internal/external reviewers. Once an individual has agreed in writing to act as a reviewer, the designate will send (usually by e-mail) a letter confirming the agreement along with a copy of the self-study report and relative Cycle 1 reports.
- The Chair of the Joint Senate Committee or designate will contact the reviewer informing them that the proposing faculty/department/unit will be in contact with them to make travel/accommodation arrangements (for externals) and to provide an itinerary of the visit.
- The Chair of the Joint Senate Committee or designate will contact the reviewers informing them that the proposing faculty/department/unit will be responsible for the travel expenses (e.g. airfare, hotel, meals) and the honorarium for each of the external reviewers.
- Ensure that Reviewers are at arm's length to the University of Manitoba and The University of Winnipeg.

Responsibilities of the proposing faculty/unit/department

- The proposing JDC chair in consultation with the proposing unit/department will be responsible for organizing a site visit[4] of the review committee.
- Booking airfare[5] and accommodations.
- Providing additional information as requested by the reviewers prior to, during or following the site visit.
- Coordinating an appropriate itinerary for the review committee site visit. Arrange for a meeting with the appropriate bodies as in Appendix D paragraph five.
- Arrange discussions with related faculty members and graduate students in the program(s).
- Arrange for an opportunity to consider the matter of program resources, particularly those associated with the library and such things as study space for students

Financial Commitment

Financial requirements for the joint program reviews would be negotiated between the two universities.

(Approved by the University of Winnipeg Senate: June 16, 2008)
(Approved by the University of Manitoba Senate: September 3, 2008)

[4] Normally, an adequate amount of time for the site visit is one and a half days; therefore, a return flight may be scheduled during the evening of the second day.
[5] When booking airfare, please try to obtain a discount/excursion fare wherever possible.