Date: July 26, 2018

To: Deans of Faculties, Directors of Schools, University Librarian, Heads of Affiliated Colleges

From: David Collins, Vice-Provost, Integrated Planning & Academic Programs

cc: Dr. Janice Ristock, Provost and Vice-President (Academic)
    Ms. Lynn Zapshala-Kelln, Vice-President (Administration)
    Ms. Giselle Martel, Executive Director, Financial Planning and Budgeting
    Valerie Shantz, Director, Integrated Planning
    Chester Wojciechowski, University Budget Officer

Subject: Unit Strategic Priorities and Fees Submissions

At the June 14, 2018 Provost Council meeting and in subsequent correspondence on June 22, you received an outline for the planning process that will be used for the development of the 2019/20 budget. We also indicated in those communications that templates and further details for budget development and submission would follow in July and September 2018.

This memo is to provide information on two elements of this process:

1. Academic Unit Strategic Priorities

Attached is the template for submitting your unit’s strategic priorities for 2019/20. You will recognize it as similar to previous years. A copy of the template is also available at http://umanitoba.ca/admin/vp_academic/strategic_planning/resource_planning.html

Some priorities identified for 2019/20 may require multiple years to address, in which case they should be raised again in future submissions. Others may have been initiated in previous years; in this instance planning priorities relevant to 2019/20 should be included in the current submission. While no specific number of priorities is requested, fewer than eight is encouraged to remain strategic in your approach.

This year we are also asking for more detail on the alignment of your supporting actions with relevant UM strategic goals as we continue to monitor our progress. The optional column provided to capture this information allows you to reference any applicable goals as identified in Taking Our Place, the University of Manitoba Strategic Plan 2015 – 2020.

Please submit your template to valerie.shantz@umanitoba.ca by October 5, 2018.
Note: I will follow up on your strategic priorities submission in November with any queries regarding your priorities. For those units making budget submissions to the Provost & Vice-President (Academic), this will help inform your budget submissions (due in early December 2018) and your subsequent meeting with the Provost (in January 2019).

You can expect to receive information related to the submission of your budget from the Financial Planning Office in September.

2. Course Fees and Field Trip Fees

For the 2019/20 academic year, all academic units are asked to review their existing course fees and field trip fees, and to provide information on proposed fee changes or plans to introduce new fees. Any requests for changes to course fees or introduction of new course fees will require justification from the unit. Proposals should be developed on the basis of cost-recovery, with an added objective to minimize impact on students.

To better align with the planning and budget development cycle, the Financial Planning Office will now be responsible for the coordination of course and field trip fees. Similar to previous years, academic units will receive an email with the unit’s 2019/20 course fee listings and associated templates.

If you have any questions regarding this correspondence please do not hesitate to contact me or Valerie Shantz, Director of Integrated Planning (474-8105; valerie.shantz@umanitoba.ca).