

Senate
Senate Chamber
Room 245 Engineering Building
WEDNESDAY, 2 June 1999
1:30 p.m.

AGENDA

I MATTERS TO BE CONSIDERED IN CLOSED SESSION

**1. Report of the Senate
Committee on Honorary Degrees**

The report will be distributed to members of Senate at the meeting. Documentation will be available for examination by eligible members of Senate the day preceding the Senate meeting.

The Executive Committee recommends that the report be considered in closed session at the end of the Senate meeting.

II MATTERS RECOMMENDED FOR CONCURRENCE WITHOUT DEBATE

III MATTERS FORWARDED FOR INFORMATION

**1. Correspondence from the
Vice-President (Academic) and Provost**

a) Re Re-Appointment of Dean of Science
and Appointment of Dean of Nursing Page 17

b) Re Appointment of Dean of Arts Page 18

**2. Correspondence from
William and Catherine Booth College
re President** Page 19

**3. Correspondence from
the Alumni Association
re New Membership Structure** Page 20

4. Annual Reports of Standing Committees of Senate

a) Academic Review Page 21

b) Admission Appeals Page 22

c) Admissions Page 23

d) Animal Care Policy Page 24

e) Appeals Page 26

f) Approved Teaching Centres Page 27

g)	<u>Awards</u>	Page 28
h)	<u>Calendar</u>	Page 29
i)	<u>Curriculum and Course Changes</u>	Page 30
j)	<u>Honorary Degrees</u>	Page 31
k)	<u>Joint Master's Programmes</u>	Page 32
l)	<u>Library</u>	Page 34
m)	<u>Medical Qualifications</u>	Page 35
n)	<u>Nominations</u>	Page 36
o)	<u>Planning and Priorities</u>	Page 37
p)	<u>Rules and Procedures</u>	Page 39
q)	<u>University Research</u>	Page 40
r)	<u>Correspondence from the University Secretary</u>	Page 42

IV REPORT OF THE PRESIDENT

V QUESTION PERIOD

Senators are reminded that questions shall normally be submitted in writing to the University Secretary not later than 10:00 a.m. of the day preceding the meeting.

VI CONSIDERATION OF THE MINUTES OF THE MEETING OF 12 MAY 1999

VII BUSINESS ARISING FROM THE MINUTES

VIII ELECTION OF SENATE REPRESENTATIVES TO THE BOARD OF GOVERNORS AND TO THE EXECUTIVE COMMITTEE OF SENATE Page 43

1. Comments of the Executive Committee Page 46

IX REPORTS OF THE EXECUTIVE COMMITTEE OF SENATE AND THE SENATE PLANNING AND PRIORITIES COMMITTEE

1. Report of the Executive Committee of Senate Page 47

2. Report of the Senate Planning and Priorities Committee

The Chair will make an oral report on the Committee's activities.

X

**REPORTS OF OTHER COMMITTEES OF SENATE,
FACULTY AND SCHOOL COUNCILS**

1. **Reports of the Senate Committee on Admissions**
 - a) **Proposal by the Continuing Education Division to Offer Selected First-Year University Credit Courses in High Schools** **Page 48**
 - b) **Proposal from the Faculty of Management to Set Admission Criteria for the Management Information Systems (MIS) Major** **Page 53**
 - c) **Proposal from the Faculty of Management for Assigning Transfer Credit for Assiniboine Community College Graduates** **Page 54**
 - d) **Request from the Occupational Therapy Program, School of Medical Rehabilitation, to Amend its Admission Criteria** **Page 61**
2. **Report of the Senate Committee on Animal Care Policy re Addition to Policy 1404** **Page 62**
3. **Report of the Senate Committee on Appeals**

The Chair will make an oral report on the Committee's activities.
4. **Report of the Faculty Council of Social Work re Social Work Co-operative Internship Programme** **Page 68**
 - a) **Report of the Senate Committee on Curriculum and Course Changes** **Page 74**
 - b) **Report of the Senate Planning and Priorities Committee** **Page 76**
 - c) **Comments of the Executive Committee** **Page 78**
5. **Report of the Faculty Council of Law re the [REDACTED] Chair in International Business and Trade Law** **Page 79**
 - a) **Correspondence from the Faculty of Management** **Page 82**

XI **ADDITIONAL BUSINESS**

XII **ADJOURNMENT**

/sgp



THE UNIVERSITY OF MANITOBA


OFFICE OF THE PRESIDENT

208 Administration Building
Winnipeg, Manitoba
Canada R3T 2N2

Fax: (204) 275-1160

April 14, 1999

To: Deans of Faculties and Directors of Schools

From: Dr. James S. Gardner
Vice-President (Academic) and Provost 

Subject: **RE-APPOINTMENT: DR. JAMES JAMIESON**
DEAN, FACULTY OF SCIENCE

APPOINTMENT: DR. DAVID GREGORY
DEAN, FACULTY OF NURSING

I am very pleased to advise you that at its meeting on April 13, 1999 the Executive Committee of the Board of Governors approved the re-appointment of Dr. James Jamieson as Dean of the Faculty of Science for a three-year term, commencing July 1, 1999; and the appointment of Dr. David Gregory as Dean, Faculty of Nursing for a five year term, commencing on July 1, 1999.

Jim Jamieson was first appointed in 1968, as an Assistant Professor in the Department of Chemistry at the University of Manitoba. In 1978 he was promoted to Professor and from 1986 -94 was Head of the Department of Chemistry in the Faculty of Science. He has held the position of Dean, Faculty of Science since 1994.

David Gregory received his Bachelor of Science in Nursing from the University of Ottawa, his M.N. from the University of Manitoba and his Ph.D. from the University of Arizona. He has been a member of the Faculty of Nursing at the University of Manitoba since 1986. He has served as Associate Dean of the Faculty and has been Acting Dean during the 1998 - 99 academic year.

We look forward to working with both Dean Jamieson and Dr. Gregory and I am sure they can count on the continuing support of their colleagues at the University of Manitoba.

JSG/gp

c.c. Presidential Advisory Committee to Appoint Dean,



THE UNIVERSITY OF MANITOBA

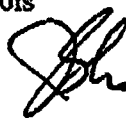
OFFICE OF THE PRESIDENT

208 Administration Building
Winnipeg, Manitoba
Canada R3T 2N2

Fax: (204) 275-1160

May 12, 1999

To: Deans of Faculties and Directors of Schools

From: Dr. James S. Gardner
Vice-President (Academic) and Provost 

Subject: **APPOINTMENT: DR. ROBERT O'KELL**
DEAN, FACULTY OF ARTS

I am very pleased to advise you that at its meeting on May 11, 1999 the Executive Committee of the Board of Governors approved the appointment of Dr. Robert O'Kell as Dean of the Faculty of Arts. Dean O'Kell's term will be from July 1, 1999 to June 30, 2004.

Robert O'Kell received his B.A. from Carleton University, and his M.A. and Ph.D. from Indiana University. He has been a member of the Department of English, Faculty of Arts at the University of Manitoba since 1970 and has served as Associate Dean of the Faculty since 1994. Dr. O'Kell's current research interests are in the areas of Disraeli's fiction and his political career and of the rhetoric of Victorian politics. Dr. O'Kell has served on many Departmental, Faculty, and University committees, including Senate and Senate Executive. He was a member of the Board of Governors from 1983 - 86. Dr. O'Kell has had a long standing commitment to professional and community outreach.

We look forward to working with Dr. O'Kell in the future. I am sure he can count on the support of his colleagues at the University of Manitoba.

JSG/gp

c.c. Presidential Advisory Committee to Appoint Dean,
Faculty of Arts
Dr. O'Kell



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The Salvation Army
William and Catherine Booth College
447 Webb Place
Winnipeg, Manitoba R3B 2P2
Canada
Telephone: (204) 947-6701
Fax: (204) 942-3856
E-Mail: wcbc@sallynet.org



May 12, 1999

Lucy Shore
Secretary of the Senate
The University of Manitoba
244 Engineering Building
Winnipeg, MB R3T 2N2

Dear Lucy:

This is to inform you that my term as President of William and Catherine Booth College ends July 15, 1999, and my successor, Dr. Jonathan Raymond, will take office shortly thereafter. Effective in August, he will be attending the Senate as an assessor.

Sincerely,

Lloyd B. Hetherington
Lieutenant-Colonel
PRESIDENT

LH/rt

THE ALUMNI ASSOCIATION INC.



OF THE UNIVERSITY OF MANITOBA
membership supported since 1921

May 14, 1999

To: The Members of Senate
University of Manitoba

Ladies and Gentlemen:

As President of the Board of Directors of the Alumni Association, I am writing to give you exciting news about a new stage in the life of the Alumni Association of the University of Manitoba.

Our Association has been unique in Canada in that our members have consisted of those who pay dues, in contrast to other associations and institutions that include all alumni as members. Unfortunately, this has meant that the majority of the graduates have received news about their *alma mater* just once a year.

As many of you are aware, the University's Task Force on Strategic Planning identified the need for increased communication with all graduates. The Task Force rightly pointed out that news about people, achievements and changes at the university helps instill pride in, and support of, the University of Manitoba. It recommended that the Association and University President Szathmáry work together to consider how best to communicate with all graduates.

Our Board of Directors considered all the options, and we have decided that the best way to communicate with all graduates more frequently is to eliminate the membership fee and make each graduate a member of the Alumni Association.

We are pleased to announce that, on May 10, 1999, Dr. Emőke J.E. Szathmáry and I signed an agreement to extend no-fee membership to all U of M graduates. All members will be offered a complete range of benefits, including the *Alumni Journal*. To make this a reality, the university is phasing in the funding we require, especially to send the *Journal* to each of our 110,000 alumni worldwide, three times a year.

I want to thank you for supporting the programs and activities of the Alumni Association. As we head into a new era, we will encourage all alumni to stay in touch and share their news with us. Together we can continue to build a strong Association - and a vibrant University of Manitoba.

Sincerely,

Ian C.P. Smith

1998-99 President and Chair, Board of Directors

P.S. If you have any questions or would like to discuss the new membership structure, please call Marc Desrosiers, Executive Director of the Alumni Association, at (204) 474-9946.



**Annual Report of the Academic
Review Committee of Senate**

Preamble

The terms of reference for the Academic Review Committee of Senate (ARCS) are found on pages 10.5 and 10.6 of the Senate Handbook (1992).

Observations

1. Members of the Committee for 1997/98 included:

Dr. J. S. Gardner	Vice-President (Academic) and Provost (Chair)
Dean F. de Toro	Faculty of Graduate Studies
Dean D. Fuchs	Faculty of Social Work
Professor N. Fleming	Faculty of Dentistry
Professor B. Dronzek	Faculty of Agricultural and Food Sciences
Professor H. Rempel	Faculty of Arts
Professor G. Klassen	Faculty of Science
Ms. C. Schachter	Student, Faculty of Science
Ms. M. Davidson	Student, Faculty of Engineering

2. The status of reviews in 1997/98 is as follows:

Centre of Ukrainian Canadian Studies - underway

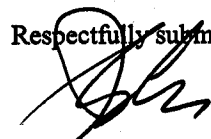
Faculty of Management - Presidential review completed.

The Faculty was also accredited by the American Assembly of Collegiate Schools of Business in March 1999.

**Faculty of Physical Education and
Recreation Studies** - self study completed

3. No further activity was possible due to the lack of available staff and budget.

Respectfully submitted,



James S. Gardner, Chair
Vice-President (Academic) and Provost

Annual Report

Senate Admission Appeals Committee

May 1999

The committee met in August 1998 to hear four appeals. All appeals were denied. (An oral report on the disposition of these appeals was presented to the October meeting of Senate.)

One of the appeals, against a decision of the Faculty of Medicine, involved grade point comparisons with another university. The Director of Admissions was asked to review how such comparisons are made.

A second appeal against Medicine was made by an aboriginal student and involved the special admission category. The committee was satisfied that proper procedures had been followed and that the Faculty of Medicine was making every effort to accommodate the concerns of First Nations people. Nevertheless, the committee recommended that the Faculty give consideration to making more explicit how its regulations in the special admission category apply specifically to First Nations people.

An appeal against the School of Medical Rehabilitation involved a student who had received incorrect advice from another institution about a course needed for admission. The committee determined that the School was not responsible for this advice.

A student who appealed a decision of the Faculty of Social Work did not meet the admission criteria as published.

Respectfully submitted



Arthur Gerhard

Vice-Chair, Senate Admission Appeals Committee

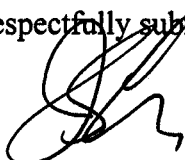
1999 ANNUAL REPORT OF THE
SENATE COMMITTEE ON ADMISSIONS

The terms of reference for the Senate Committee on Admissions are found on pages 10.5, 10.6, and 10.7 of the Senate Handbook (1990).

Subsequent to the 1998 Annual Report the committee met on November 23, 1998, April 5, 1998, and April 26, 1998. The following matters were addressed by the Committee:

1. Faculty of Physical Education and Recreation Studies—Admission requirements were reviewed and approved for the Bachelor of Physical Education (BPE) and Bachelor of Exercise and Sport Sciences (BESS). Approved by Senate in January, 1999.
2. Faculty of Education—Admission requirements for the new After-Degree Bachelor of Education were reviewed and approved. Approved by Senate in January, 1999.
3. Faculty of Law—An exemption was requested by the Faculty of Law from the written English and mathematics requirements. Sent back to committee by Senate Executive, December, 1998.
4. A proposal to allow grades to be transferred from other universities to The University of Manitoba was reviewed and approved. Approved by Senate in January, 1999.
5. Occupational Therapy—It was proposed that applicants for admission who attended orientation sessions (or viewed the orientation video) were to be given preference in the selection process. Senate approval pending.
6. Faculty of Management—It was proposed that selective admission to the Management Information Systems (MIS) major be based on GPA and completion of course 009.200 with a minimum grade of C+. Senate approval pending.
7. Faculty of Management—It was proposed that block transfer credit be given to qualified graduates of the Assiniboine Community College Business Administration Diploma Program who were admitted to the Bachelor of Commerce (Honours) Program.. Senate approval pending.
8. Continuing Education Division—It was proposed that conditional admission criteria be established to allow selected University of Manitoba courses to be taught to qualifying Senior 4 students in a number of high schools. Senate approval pending.

Respectfully submitted,



Dr. J.S. Gardner, Chair,
Senate Committee on Admissions

**ANNUAL REPORT OF THE
SENATE ANIMAL CARE POLICY COMMITTEE**
for the period April 1998 to April 1999

The Senate Animal Care Policy Committee (SACPC) consists of:

Gary Glavin, Associate Vice-President (Research) and Chair
Ed Kroeger (for N. Anthonisen), Faculty of Medicine
Hugh Williams (for J. Jamieson), Faculty of Science
Joseph Pear (for R. Currie), Faculty of Arts
James Elliot, Faculty of Agricultural and Food Sciences
Ranjana Bird, (for F. de Toro), Faculty of Graduate Studies
Istvan Berczi, Department of Immunology
Laurie Connor, Department of Animal Science
Annette Gupton, Faculty of Nursing (replaced Ursula Rempel, School of Music)
Carla Taylor, Department of Foods and Nutrition (replaced Ken Stewart, Department of Zoology)
Dan Sitar, Department of Pharmacology
Lloyd Campbell, Department of Animal Science
Kathie McCutcheon, University Veterinarian
Nora Lewis, Associate University Veterinarian
Randy Aitken, St. Boniface General Hospital Research Centre Veterinarian
Ryan Brook, Graduate Student Representative
Colin Kazina, Undergraduate Student Representative (replaced James Koh)
Brent Thomas, Community Representative

During the 1998-99 year, the SACPC has:

1. Participated in the CCAC site visit which took place April 21-23, 1998. The CCAC Assessment Report following this site visit was received in early August, 1999. The Assessment Report contained 41 regular recommendations and 1 serious recommendation. The Assessment Report also cited numerous commendations. An Implementation Report addressing the serious recommendation was forwarded to CCAC for their consideration on October 23, 1998. An Implementation Report addressing the regular recommendations was forwarded to CCAC for their consideration on January 26, 1999. In response to the Implementation Report, CCAC has granted the University of Manitoba the status of conditional compliance. In recognition of the quality of animal care and use at the University of Manitoba, CCAC issued a Certificate of Good Animal Practice. The next CCAC site visit will take place in 2001.
2. Conducted the fall meeting of the committee on October 28, 1998. Verbal reports from the Chairs of the Protocol Management and Review Committees (PMRCs) and the Education Sub-Committee were heard. In addition to verbal reports, this meeting focussed on the CCAC offer of partitioning;

Annual Report of the
Senate Animal Care Policy Committee
Page 2

consideration of an adoption program for research animals; proposed budget for the implementation of the education course, animal holding facility renovations and expired grant funding as justification of peer review.

3. Conducted the spring meeting of the committee on April 5, 1999. This meeting focussed on the receipt and review of reports on the activities of the PMRCs (Fort Garry and Bannatyne Campus), the Education Sub-Committee, the Infrastructure Planning Committee, and the activities of the LAUCs. The SACPC approved an Emergency/Crisis Response Plan involving Animal Care and Animal Research which will be forwarded to Senate for their consideration. The SACPC accepted the recommendations presented for new and renewed committee membership. Other business included release of grant funds without an active animal protocol number, principal investigator status, and discussion involving the Freedom of Information and Protection of Privacy Act (FIPPA).
 - a. The PMRCs meet and review protocols on a monthly basis. The Bannatyne Campus PMRC reviewed 66 new applications, 119 renewals, and 91 amendments between January 1 and December 31, 1998. The Fort Garry PMRC reviewed 44 new applications, 60 renewals, and 31 amendments between January 1 and December 31, 1998. Members of the PMRCs also conducted the annually required inspection of all animal laboratory service and housing facilities on behalf of the SACPC.
 - b. The Education Sub-Committee met six times in 1998/99. The main focus of this committee was finalization of a curriculum for the university wide course on the care and use of experimental animals. This course is designed for all personnel involved in the care and use of animals. A budget for implementation of this course was presented to the Office of Research Services. The outcome of this budget request is not yet known.
 - c. The Infrastructure Planning Committee met once in 1998/99. This committee reviewed the status of renovations to the Chown Building, Anatomy Facility, Duff Roblin Building, and Beef Barns. Discussion also ensued regarding possible changes to the committee structure. This issue is still pending.

Respectfully submitted,



Dr. Gary B. Glavin, Associate Vice-President (Research)
and Chair, Senate Animal Care Policy Committee

April 13, 1999

Annual Report of the Senate Committee on Appeals

Preamble

The terms of reference for the Senate Committee on Appeals are found on page 10.16 of the *Senate Handbook* (Rev. 1992).

Observations

Section 10.3.1 of the *Handbook* outlines the requirement that all standing committees of Senate prepare an annual report to be presented normally at the May meeting of Senate. The Senate Committee on Appeals is one which reports to Senate on an ongoing basis as appeals are heard. These reports, which are contained in the Senate minutes, are summarized below:

During the period from April 1, 1998 to March 31, 1999, the Committee completed work on four appeals; of this total, one was against the Faculty of Arts and was denied. While a second appeal against the Faculty of Arts was received, it was determined that new evidence had been submitted by the appellant, hence it was reheard at the Faculty level. Two appeals against the Faculty of Medicine were received; while one appeal was heard and denied, the second was withdrawn by the appellant prior to the scheduled hearing. One appeal against the Faculty of Science was received and upheld, while one appeal against the Faculty of Engineering was denied.

Respectfully submitted,

Professor J.A. Hoskins, Chair
Senate Committee on Appeals

/ls

May 6, 1999

Annual Report of the Senate Committee on Approved Teaching Centres

Preamble

The Terms of Reference for the Senate Committee on Approved Teaching Centres (SCATC) are found on pages 10.10 and 10.11 of the *Senate Handbook* (Revised 1992).

Observations

1. In 1999 the SCATC conducted its regular spring business of reviewing cross-registered courses to be offered by the Approved Teaching Centres (ATC's), together with the proposed instructors, and recommending same to Senate at its meeting in August. Moreover, a staffing change at William and Catherine Booth College necessitated approval of the Committee and a further recommendation to Senate in September.
2. In addition to the usual consideration of cross-registered course lists and proposed instructors for 1999-2000, it is anticipated that the SCATC will soon be considering the results of an Academic Review at William and Catherine Booth College.

Respectfully submitted,

Professor J. Whiteley, Chair *pro tem*
Senate Committee on Approved Teaching Centres

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THE UNIVERSITY OF MANITOBA

FINANCIAL AID & AWARDS

Winnipeg, Manitoba
Canada R3T 2N2Tel: (204) 474-8197
Fax: (204) 474-7554

April 14, 1999

ANNUAL REPORT OF THE SENATE COMMITTEE ON AWARDS TO SENATE

1. The Committee met 10 times between May 1, 1998 and April 30, 1999 (same number of meetings as in the same time period last year).
2. The terms of reference for the Senate Committee on Awards are found in the Senate Handbook on pages 10.10-10.11.
3. The Committee members are:
 - Professor J. Butcher, Faculty of Physical Education and Recreation Studies, Chair
 - Professor R. Baydack, Natural Resources Institutes
 - Professor P. Fortier, Faculty of Arts
 - Professor D. Punter, Faculty of Science
 - Professor D. Strong, Faculty of Engineering
 - Professor K. Vessey, Faculty of Agricultural and Food Sciences
 - Associate Dean R. Bird, Faculty of Graduate Studies
 - Ms. T. Lichkowski, Undergraduate Student
 - Ms. L. Mills, Undergraduate Student
 - Mr. P. Dueck, Director, Financial Aid and Awards
 - Ms. C. Richardson, Administrative Assistant, Financial Aid and Awards
 - Mrs. E. Morphy, Awards Establishment Coordinator, Financial Aid and Awards / Private Funding, Recording Secretary

OBSERVATIONS

1. The Committee reported to Senate on the following:
 - (a) the approval of 88 new awards (compared to 55 new awards last year);
 - (b) the approval of amendments to 159 existing awards (compared to 48 amendments to existing awards last year);
 - (c) the withdrawal of 15 awards previously approved by Senate (compared to eight last year).
2. There were two requests (same as the year before) for exemptions to the University policy on Non-Acceptance of Discriminatory Bursaries and Scholarships. The Committee continues to monitor requests for special consideration of acceptance of awards in this category.

Respectfully submitted,


J. Butcher, Chair

Senate Committee on Awards



7 May 1999

Annual Report of the Senate Committee on the *Calendar*

Preamble

The Senate Committee on the *Calendar* is charged with preparing the University Calendars and providing advice on matters referred to it concerning the University Calendars.

The Committee met on October 15, 1998 to hear presentations regarding revisions to the University Calendars and the preparation of an electronic version. The changes are in response to Task Force Recommendation #72 which states: "Revise the *General Calendar* by July 1, 1999. The revision shall yield separate undergraduate and graduate calendars, and shall ensure that the contents are presented with such clarity that each is "user-friendly"."

Observations

1. Separate undergraduate and graduate calendars will be issued, beginning with the 1999/2000 edition.
2. Information in the 1999/2000 print version of the calendars has been reorganized to make the documents more user-friendly and to enable students to more easily access pertinent information.
3. A more complete overhaul of the University Calendars will be undertaken for the 2000/2001 editions. Of major significance will be the resolution of the issue relating to courses and programs which are not currently offered.
4. The Committee approved the release of the 1998/99 electronic version of the University Calendar, so that members of the University community would have the opportunity to review and comment prior to work beginning on the 1999/2000 electronic version of the University Calendar.
5. The 1999/2000 electronic version of the University Calendars has a slightly different format from the print version. The Committee was assured that the information in the electronic version is identical to the print version.

Respectfully submitted,

Ms. B. Sawicki, Chair
Senate Committee on the *Calendar*

/sgp

19 April 1999

Annual Report of the Senate Committee on Curriculum and Course Changes

Preamble

The terms of reference for the Senate Committee on Curriculum and Course Changes are found on pages 10.12 and 10.13 of the *Senate Handbook* (revised 1992).

Observations

1. Members of the Committee for 1998-99 were: Professor J. Bond (Human Ecology), Ms. J. Horner (Libraries), Dr. R. Lobdell (Acting Vice-Provost (Academic Programs)), Dean R. P. O'Kell (Arts), Mr. C. Hannibal-Paci (Graduate Studies student), Dean G. Robinson (Science), Professor J. Scanlan (Nursing), Ms. C. Schachter (Science student), Professor D. Smyth (Medicine), Professor L. Spearman (Social Work) and Dean B. L. Dronzek (Agricultural and Food Sciences) as Chair.
2. Senate's rules for standing committees require that they report to Senate at least once a year. The Committee on Curriculum and Course Changes normally reports in May and December with course and curriculum changes, and at such other times as are necessary.
3. During the period 1 June 1998 to 31 May 1999, the Committee reported to Senate on 8 July (certificate in Teaching English as a Second Language and a change to the certificate program in Case Management), 2 December (course changes from departments totalling less than nine credit hours, a Bachelor of Education program, a restructuring within the Faculty of Architecture, and course changes for units where the net increase was more than nine credit hours - Arts, Management and Pharmacy) and 12 May (minor course changes in Agricultural and Food Sciences, Architecture, Arts, Dentistry, Human Ecology, Management, Medical Rehabilitation, Pharmacy, Science and University 1, plus a certificate in Applied Management: Police Services and a certificate in Local Area Network Administration). Supporting documentation for these reports is available for inspection in the office of the University Secretary (244 Engineering Building) upon request.

Respectfully submitted,

Dean B. L. Dronzek, Chair
Senate Committee on Curriculum and Course Changes

Terms of Reference: *Senate Handbook* (revised 1992), pages 10.12 and 10.13.

/sgp

19 April 1999

Annual Report of the Senate Committee on Honorary Degrees

Preamble

The terms of reference for the Committee on Honorary Degrees are found on pages 10.15 and 10.16 of the *Senate Handbook* (revised 1992).

Observations

1. The 1998-99 membership of the Committee included: Dean F. de Toro, Dean J. C. Jamieson, Dean R. P. O'Kell, Mr. E. B. Pollard, Professor R. Ross, Dr. I. Smith, Dr. E. J. E. Szathmáry, Mr. S. Wilson and Dr. A. V. Mauro as Chair.
2. The Committee on Honorary Degrees reports to Senate as required in closed session on candidates for honorary degrees, special convocations, and the naming of buildings, parts of buildings and roadways.
3. During the period 1 June 1998 to 31 May 1999, the Committee reported to Senate on three occasions (3 June, 3 February and 12 May). Details of these reports are available in the office of the University Secretary (244 Engineering Building) upon request by elected members of Senate.

Respectfully submitted,

Dr. A. V. Mauro, Chair
Senate Committee on Honorary Degrees

Terms of Reference: *Senate Handbook* (revised 1992), pages 10.15 and 10.16.

/sgp

Report to Senate

Report of the Joint Senate Committee (JSC) on Joint Masters' Programs between the University of Manitoba and The University of Winnipeg

May, 1999

I Preamble:

The JSC met on a regular monthly basis this past academic year. The Committee's focus has been the General Agreement governing the Joint Master's program, which was last revised in 1980, as well as the updating of each Joint Master's Program (JMP) document.

II Observations:

1. a) Senate approval of documentation revision

The Committee revised Part A *General and Institutional Arrangements* of the document entitled *Joint University of Manitoba/ University of Winnipeg Master's Program*, after soliciting feedback from the Joint Discipline Committees (JDCs). Final approval of Part A was given by Senate in April at the University of Manitoba and in March at The University of Winnipeg.

JMP departments were asked to review and, if necessary, update and revise the section dealing with their respective JMP. Senate also approved the revisions to *Part B (Joint M.A. in History)* and *Part E (Joint M.A. in Public Affairs)*. The Committee is continuing to work with the JDC in Religion in revising *Part C (Joint M.A. in Religion)*.

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- b) U of M / U of W courses

The Committee resolved the administrative difficulties associated with the situation of JMP students taking non-JMP department courses at the U of W.

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- c) JMP student brochure

The Committee created a student brochure for JMP students outlining information

regarding course numbers, scholarships available, etc. The first production of the student brochure was printed at The University of Winnipeg. Subsequent productions will be printed at the University of Manitoba.

III Current Enrollment

The 1998-99 JMP enrolment figures are as follows:

Students	History	Public Admin.	Religious Studies	Total
part-time	9	32	0	41
full-time	53	26	16	95
<i>Total</i>	62	58	16	136

Annual Report of the Senate Library Committee

Preamble

The Terms of Reference of this Committee enable it to make broad assessments of the status of the libraries, their fiscal support, and their effect on faculty and students (see *Senate Handbook* Rev. 1992, 10.27, pp. 10.19/20).

Observations

1. Members of the Senate Library Committee are:

Dr. J. Gardner, Vice-President (Academic) and Provost, Chair
Dr. G. Glavin, designate for Dr. J. Keselman, Vice-President (Research & External Programs)
Ms. C. Presser, Director of Libraries
Dean R. Magsino, Faculty of Education
Dean M. Cox, Faculty of Architecture
Professor H. Heller, Department of History
Professor J. Brewster, Department of Statistics
Professor N. Fleming, Faculty of Dentistry
Professor D. Care, Faculty of Nursing
Professor L. Horne, Faculty of Human Ecology
Professor A. Secco, Faculty of Graduate Studies
Professor D. Strong, Faculty of Engineering
Mr. Wilson W.S. Ho, Undergraduate Student
Ms. Jeanna Strutinsky, Graduate Student
Ms. Helsa Chow, Undergraduate Student
Ms. Xiao W. Liu, Graduate Student

2. Since its last annual report the Committee met twice – June 9, 1998 and March 10, 1999. Areas discussed at these meetings have included the Libraries' budget in general, as well as the acquisitions budget in particular. Other areas of interest have been the Libraries' Strategic Plan, the Scholarly Publishing and Academic Resources Coalition, Performance Measures for Research Libraries, the Libraries' response to Recommendations 83 (increased access to information) and 84 (increased library hours) of the Task Force Report. The Committee continues to receive updates on the Libraries Consolidation project.
3. The Committee members continue to receive updates on any changes within the Libraries on a regular basis.

Respectfully submitted,

James Gardner, Chair
Senate Library Committee

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THE UNIVERSITY OF MANITOBA

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FACULTY OF MEDICINE
Office of the Dean

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March 3, 1999

Ms. B. Sawicki
Secretary of Senate
Office of the Secretary of Senate
244 Engineering Bldg.
Fort Garry Campus

Dear Ms. Sawicki:

Re: Annual Report To Senate – Senate Committee on
Medical Qualifications (SCMQ)

The above committee's mandate is to make recommendations to Senate on the acceptability of International Medical Graduates for registration by the College of Physicians and Surgeons of Manitoba under Section 64 of the Medical Act.

The SCMQ's composition includes Professor Karen Ogden, Dr. D. Biehl, Dr. B. Kirk, Dr. A. Chochinov, Dr. K. Brown (Registrar CP & S (MB) and myself as chair.

During the 1998/99 year, the SCMQ has recommended two physicians for registration and licensure under Section 64 of the Medical Act. These physicians are Dr. R Rhodes and Dr. K. Magnus.

Sincerely,

G. Bristow, M.D, FRCPC
Chair,
Senate Sub-Committee on
Medical Qualifications

May 6, 1999

Annual Report of the Senate Committee on Nominations

Preamble

The Committee on Nominations is responsible for recommending academic staff and student nominees for standing committees of Senate as well as *ad hoc* and special committees of Senate, as well as Senate representatives on other University committees and external boards. The Committee's recommendations are forwarded to Senate for consideration and approval.

Terms of Reference for the Senate Committee on Nominations are found on page 10.21 of the *Senate Handbook* (1992).

Observations

1. Members of the Committee on Nominations for 1998-99 included: Dean B. Dronzek, Chair; Professors R. Bruno-Jofre, A. Simon, R. Wedgewood, N. Hunter, K. Simons, D. Chow, M. Stern, E. Rosenbloom, M. Tobin; and two student members, Mr. J. Koh and Ms. A. Pratt.
2. The Committee held its annual meeting on Monday, June 15, 1998 to consider academic staff nominees for vacancies on standing committees of Senate. A report was forwarded to Senate for approval at its meeting of July 8, 1998. A full slate of nominees had not been available at that time; therefore, further recommendations were considered by Senate at its meeting of August 5, 1998. One resignation occurred and its resulting recommendation was considered at the Senate meeting of October 7, 1998.
3. Student nominees for standing committees of Senate are prepared by a special sub-committee. Membership of the sub-committee includes three members of the student Senate caucus, three members of UMSU Council, the President (or designate) of UMSU, with a student member of the Senate Committee on Nominations acting as Chair (Mr. J. Koh). A list of nominees was received and a telephone poll conducted with members of the Committee on Nominations prior to the report being presented to Senate for approval on November 4, 1998, with one further nomination considered by Senate on December 2, 1998.

Respectfully submitted,

B.L. Dronzek, Chair
Senate Committee on Nominations

ls

May 7, 1999

Report of the Senate Planning and Priorities Committee on Activities, April 1, 1998 - March 31, 1999**Preamble**

The Terms of Reference for the Senate Planning and Priorities Committee are found on pages 10.21 and 10.22 of the Senate Handbook (Revised, 1992).

Observations

1. Members for 1998-99 included:

Elected from Senate: Prof. J. Cooper (Chair)
 Prof. N. Frohlich (on leave 1998-99)
 Prof. N. Halden
 Prof. L. Kaminsky (from July 1, 1998)
 Prof. P. Kaufert
 Prof. G. Lambert
 Prof. B. Stimpson (Associate Chair)
 Prof. R. Tait
 Prof. C. Thomsen

Student Members: Mr. F. Ali (from October, 1998)
 Mr. J. Koh
 Ms. A. Pratt (until October, 1998)
 Mr. J. Rogers

Ex-officio Members: Dr. E. Szathmáry
 Ms. D. McCallum - designate for Vice-President (Administration)
 Dr. D.R. Morphy
 Ms. K.C. Ogden - designate for Vice-President (Academic) and Provost

Resource Persons: Dr. R. Lobdell - Acting Vice-Provost (Programs)
 Mr. M. McAdam - Vice President (Administration)

2. The work of the Committee is carried out by three subcommittees:

Programme and Curriculum Planning (chaired by N. Halden)
 Space Planning (chaired by C. Thomsen)
 Finance Planning (chaired by G. Lambert)

These subcommittees report to the full Committee which submits periodic written reports to Senate. In addition, the Chair makes an oral report to Senate at each meeting.

3. During the period April 1, 1998 to March 31, 1999 the following matters have been referred to the Committee and have been, or will be reported on to Senate:

Programme and Curriculum Planning area:

- a. Report on a proposal to establish a University of Manitoba Centre for Hellenic Civilization;
- b. Report on a proposal to merge the Department of Applied Mathematics and the Department of Mathematics in the Faculty of Science;
- c. Report on the proposal to revise the Master of Architecture program in the Faculty of Architecture;
- d. Report on a proposal for a Major in Advanced Practice Nursing in the Master of Nursing program in

- the Faculty of Nursing;
- e. Report on the proposal to establish a PhD program in the Faculty of Social Work;
- f. Report on undergraduate course changes with resource implications or course additions beyond 9 credit hours in the Faculties of Arts, Management and Pharmacy;
- g. Report on the proposal to introduce an undergraduate Environmental Design programme in the Faculty of Architecture;
- h. Report on a proposal to revise the Bachelor of Education programme in the Faculty of Education;
- i. Development of a set of guidelines for units planning to submit proposals to SPPC in an attempt to expedite the processing of submissions.

Space Planning area:

- a. Report on the site selection for a new Architectural research facility.

Finance Planning area:

- a. Commentary on the Budget for 1998-1999, sent to the Chair of Senate;
 - b. Commentary on the parameters used to develop the 1999-2000 budget;
 - c. Commentary on the Spending Estimates for 1999-2000, sent to the Chair of Senate;
 - d. Commentary on the Report of the Advisory Committee on Student Academic Fees, sent to the Vice-President (Administration) at his request.
4. In addition to these normal activities, the Committee:
- a. was given regular updates on the progress of the Nursing Building/Parking Garage;
 - b. discussed the issue of vehicular and pedestrian traffic flow once the garage is operational
 - c. received an update on the progress of the SmartPark;
 - d. was asked by the Chair of Senate to provide feedback to her on a draft document from the Council on Post Secondary Education on student fee structure;
 - e. studied the Capital Projects List of Priorities and discussed the criteria used for the ranking of these projects;
 - f. met with Dr. J. Gardner, Vice-President (Academic) and Provost to discuss the resource implications of accreditation of professional programs; this matter will continue to be addressed during the coming year;
 - g. participated in the revised Budget process; the members of the Finance Planning Subcommittee sat on the Budget Advisory Committee. We received regular updates on budget planning from the Vice-President (Administration);
 - h. is working with the Vice-President (Administration) in an effort to determine the cost to the University of maintaining or replacing research equipment and research infrastructure.
5. I wish to thank the members who served on SPPC during the period covered by this report for their hard work, enthusiasm and dedication to the task - the committee tackled difficult issues this year. I want also to thank the Vice-President (Academic) and Provost and the Vice-President (Administration) for attending meetings and providing the committee with all information requested. Thanks must also go to Lucy Shore, secretary to SPPC, whose minutes accurately detail the work of the committee and who ensures that the work of the committee is completed in a timely fashion. Last, thanks are extended to Ed Anderson for his guidance and wise counsel to the committee.

Respectfully submitted,

Juliette Cooper, Chair
Senate Planning and Priorities Committee

May 6, 1999

Annual Report of the Senate Committee on Rules and Procedures

Preamble

The primary responsibility of the Committee on Rules and Procedures is to recommend on proposed rules and procedures governing Senate and its standing committees. In addition, the Committee recommends to Senate on proposed amendments to Faculty/School Council By-Laws and, on behalf of Senate, reviews new or amended by-laws proposed by department councils prior to their consideration by a Faculty or School Council.

Terms of Reference for the Committee on Rules and Procedures are found on page 10.22 of the *Senate Handbook* (1992).

Observations

1. The composition of the Committee on Rules and Procedures requires that its members be Senators at the time of nomination or renomination to the Committee. Members for 1998-99 included: Dean E.A. Braid, Chair; Professors A. Secco, G. Ramu and A. Percival; and a student representative, Mr. J. Edwards from the Faculty of Physical Education and Recreation Studies.
2. A number of requests to consider amendments to Faculty/School Council by-laws and Department Council by-laws were received and circulated to members for comment. Amendments to the Faculty/School Council by-laws for the Continuing Education Division, Medicine, Arts, Graduate Studies, Human Ecology, School of Medical Rehabilitation, and Education were considered and forwarded to Senate for approval.
3. The Committee is currently considering proposed by-laws for the new Department of Biochemistry and Medical Genetics (arising from a proposed merger of the Department of Biochemistry and Molecular Biology and the Department of Human Genetics), revised by-laws for the Faculties of Graduate Studies and Dentistry, the School of Music, and the Departments of Botany, Geological Sciences, Microbiology and Statistics. Moreover, the Committee has been requested to consider the possibility of University 1 student representation on Senate, as well as proposed by-laws for a Student Appeals Committee and a Local Disciplinary Committee for University 1 students.
4. The Committee met once during the year at which time it considered the possibility of providing Senate with an option of voting by secret ballot. The Committee's report was approved at the Senate meeting of March 3, 1999.

Respectfully submitted

E.A. Braid, Chair
Senate Committee on Rules and Procedures

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UNIVERSITY RESEARCH COMMITTEE OF SENATE
for the period April 1998 to March 1999

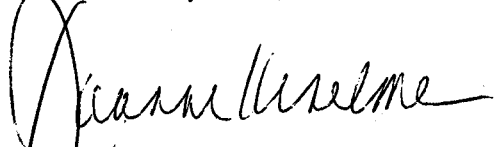
During the 1998-99 year, the University Research Committee of Senate (URCS) has:

1. Received information on the Canada Foundation for Innovation (CFI) submissions made for the May and June 1998 competitions and later, learned the results of the New Opportunities and Institutional Innovation Under \$350K competitions (7 out of 7, and 5 out of 6 respectively).
2. Learned of the Provincial matching fund: the Manitoba Innovation Fund, which will directly match the CFI funding received.
3. Discussed the advances made to date on the establishment of the University's research park, known as "Smart Park".
4. Considered the implications of the Tri-Council Policy Statement on Ethical Conduct for Research Involving Humans and the plan for implementation of the new guidelines.
5. Heard of the results of the April 1998 Canadian Council of Animal Care Site visit.
6. Received the preliminary results for the MRC, NSERC and SSHRC research grants competitions and the University-funded granting competitions.
7. Approved the sub-committee recommendations: that the Legal Research Institute be renewed for a further five years; and that the Institute for the Humanities be renewed for a further three years.
8. Received regular information on the new University lecture series, *On the Edge*.
9. Received news of the success of *SHOWCASE'98*, a fair held on November 28, to profile social sciences and humanities research at the University.
10. Recommended to Senate that the "Internet Innovation Centre" be established for a five-year period beginning May 1, 1999.
11. Discussed further the identification of current and emerging research strengths in light of the *Building on Strengths* (Task Force) recommendations, and initiated a process to identify such strengths.
12. Learned of the Winnipeg Rh Institute Foundation Award for 1998 to Dr. Lot Shafai.
13. Received a report from the sub-committee reviewing activities for the Centre for Professional and Applied Ethics.
14. Recommended to Senate a name change for the Manitoba Research Centre on Family Violence and Violence Against Women to RESOLVE (Research and Education for Solutions to Violence and Abuse).
15. Received the list of the 1998 Winnipeg Rh Institute Award winners: Drs L. Stirling,

J. Chipperfield, C. Mustard, J. Doering, M. Del Bigio and G. Zhong.

16. Approved a request from the Institute of Industrial Mathematical Sciences for a one-year extension of the review of the Institute.
17. Heard a report from Vice-President Keselman on her well-received invited presentation to the Progressive Conservative and New Democratic Caucuses, entitled "University of Manitoba Research: Enhancing the Economy and Quality of Life in Manitoba." Similar presentations were subsequently made to the Fort Garry and Winnipeg Rotary Clubs.
18. Established ad hoc committees to review the activities of the following Centres and Institutes: Transport Institute; Health Leisure and Human Performance Research Institute; Asian Studies; and CHERD.
19. Heard a report from Dr. Naimark on the implications of the Oliveri case for Canadian academic medical centres.
20. Discussed the announcement of the new monies flowing to granting councils in the 1999 Federal Budget.
21. Received the report "A New Approach to Health Research for the 21st Century" which provides background information on the planned Canadian Institutes for Health Research, to be funded by the three national granting agencies.
22. Heard from Dean de Toro and Associate Dean Bird on the plans for future directions of the Faculty of Graduate Studies.

Submitted April 30,


J.C. Keselman
Chair, University Research
Committee of Senate

April 17, 1999

TO: Members of Senate
FROM: Bev Sawicki, University Secretary
RE: Annual Reports - Senate Committees 1998-99

This report is submitted on behalf of the following standing Committees of Senate:

Senate Committee on Academic Computing

The Terms of Reference are found in the *Senate Handbook*, pages 10.3 and 10.4. While the Committee did not meet over the year, individual members were polled to determine whether or not they felt that the addition of the Faculty Developer, Advanced Educational Technology (University Teaching Services) as an *ex officio* member would be beneficial to the Committee. The response being in the affirmative, the Senate was presented with the proposed revised composition, which it approved.

Senate Committee on Academic Dress

Terms of Reference are found in the *Senate Handbook*. Page 10.4. During the reporting period, the Committee did not meet. However, a request has been received for the Committee to consider a recommendation for a hood colour for the degree Bachelor of Exercise and Sport Science (BESS) Degree. It is anticipated that a recommendation will be made shortly to the Senate.

Senate Committee on Academic Freedom

Terms of Reference are found in the *Senate Handbook*, page 10.5. No matters were referred to the Committee for consideration, therefore, no meetings were held during the reporting period.

Senate Committee on the Academic Evaluation of Students

Terms of Reference are found in the *Senate Handbook*, pages 10.4 and 10.5. While the Committee did not meet during the reporting period, concerns have been expressed over the posting of grades. Suggestions have also been made to look into establishing a permanent examination timetable. The Committee will need to meet to discuss these issues.

Senate Committee to Consider applications for Faculty Status

Terms of Reference are found in the *Senate Handbook*, pages 10.14 and 10.15. There were no requests to consider applications for faculty or independent school status. As a result, the Committee did not meet during 1998-99.

Senate Committee on Instruction

Terms of Reference are found in the *Senate Handbook*, pages 10.16 and 10.17. The Committee was not asked to meet during the current reporting period.

Joint Senate Appeals Committee

Terms of Reference are found in the *Senate Handbook*, page 10.19. No appeals were received and the Committee was not required to meet.

**Election of Senate Representatives to the Board of
Governors and to the Executive Committee of Senate**

General

The *Senate Handbook*, Section 8.22, outlines the procedures for the election of members of Senate to the Board of Governors and the Executive Committee of Senate. Among the more important procedures are the timing of election, the procedures governing nominations, the means of balloting, and the procedures to be followed in the event of a tie vote.

Special attention is directed to Clause 8.22.3, which reads in part "...If the person nominated is not present, the nominator must state that the person nominated has consented to the nomination." This rule applies to nominations for either the Board of Governors or the Executive Committee of Senate.

A. Election of Senate Representatives to the Board of Governors

1. The following resolution was approved by Senate on 4 June 1997: "*That Senate rescind its resolution of 9 March 1976 reserving one of its seats on the Board of Governors for a student Senator.*"
2. The following resolution was approved by Senate on 4 June 1997: "*That in the future, as openings occur, Senate assure itself that at least one of its three individuals which represent it on the Board of Governors has no administrative responsibilities greater than those of department head at the time of election.*"

3. **Members-at-large**

According to Section 27(4) of *The University of Manitoba Act*, a member of Senate elected by a faculty or school council who has been subsequently elected by Senate to the Board and whose term of office on Senate expires before his or her term of office on the Board, shall be appointed by Senate to be a member-at-large of Senate for the remainder of his or term on the Board unless re-elected to Senate.

4. **Students and *Ex-Officio* Members**

Students and *ex-officio* members who are elected to represent Senate on the Board of Governors, but whose membership on Senate expires prior to their membership on the Board are dealt with under the terms of the *University Act* (Section 10.2) and Section 13.4 of the *Senate Handbook*, approved by Senate on 6 June 1990.

Pursuant to Section 10(2) of the *University of Manitoba Act*, the Executive Committee shall bring to Senate a motion to grant assessor status on Senate for the remaining portion of a student or *ex-officio* member of Senate who was elected to represent Senate on the Board of Governors and whose term on Senate has expired prior to the person's term on the Board. Should such a motion fail, a motion to terminate the membership on the Board of Governors as a Senate representative shall be adopted.

5. **Present Senate representatives on the Board:**

Professor J. Cooper (Medicine)	1999
Professor H. W. Duckworth (Science)	1999
Professor B. L. Dronzek (Agriculture)	2000

6. Not eligible for election are: the Chancellor; the President; and the Board representatives on Senate, Ms. C. Weselake and Ms. L. Archer.
7. Terms of Senate representatives on the Board are normally for three years. However, the intent of the legislation was that only one of the terms should expire in any given year. Accordingly, in June of 1998 Senate decided that in 1999 one member should be elected for a two-year term ending in 2001, and one for a three-year term ending in 2002.

Procedures for June 1999:

1. Nominations for the positions shall be received from the floor.
2. Senators shall vote for no more than two candidates on the ballot provided.
3. The candidate receiving the largest number of votes shall be declared elected to the three-year term. The candidate receiving the second largest number of votes shall be declared elected to the two-year term; unless the candidate receiving the largest number of votes has administrative responsibilities greater than those of department head, in which case the person with the next highest number of votes having no administrative responsibilities greater than department head shall be declared elected to the two-year term.
4. In the event of a tie the question shall be resolved by another ballot involving those candidates who have tied, subject to procedure 3 above.

B. Election of Senate Representatives to the Executive Committee

1. One representative is to be elected from among the Vice-Presidents, Deans of Faculties and Directors of Schools, to be elected for a three-year term (01.06.99 - 31.05.02) to replace Dean J. Elliot, whose term of office ends on 31 May 1999. One representative is to be elected for a one-year term (01.06.99 - 31.05.00) to replace Dean R. Berry, who is going on leave, and whose term of office ends on 31 May 2000.

(1) Eligible for election are:

- (a) Vice-Presidents: J. Keselman, M. McAdam
- (b) Deans: J. Elliot, R. O'Kell, B. Levin, J. de Vries, R. Magsino, D. Shields, F. de Toro, H. Sector, J. Gray, B. Hennen, D. Gregory, D. Collins, D. Hrycaiko, J. Jamieson and D. Fuchs
- (c) Directors: S. Higgins and R. Wedgewood

(2) Presently serving:

Dean J. Elliot (Agricultural & Food Sciences)	1999
Dean R. Berry (Human Ecology)	2000
Dean M. Cox (Architecture)	2001

(3) Procedures:

- (a) Nominations for the positions shall be received from the floor.
- (b) Senators shall vote for no more than two candidates on the ballot provided.

- (c) The candidate receiving the largest number of votes shall be elected for a three-year term. The candidate receiving the next highest number of votes shall be elected for a one-year term.
 - (d) In the event of a tie, the question shall be resolved by another ballot involving those candidates who have tied.
2. Three elected faculty representatives to be elected for three-year terms (01.06.99 - 31.05.02), to replace Professors R. O'Kell, J. Cooper and M. Stern, whose terms on the Executive Committee expire on 31 May 1999.
- (1) Presently serving:

Professor J. E. Cooper (Medicine)	1999
Professor R. O'Kell (Arts)	1999
Professor M. Stern (Arts)	1999
Professor T. Booth (Science)	2000
Professor D. Chow (Medicine)	2000
Professor A. Percival (Continuing Education Division)	2000
Professor B. Stimpson (Engineering)	2001
Professor A. Secco (Science)	2001
 - (2) Procedures:
 - (a) Nominations for the positions shall be received from the floor.
 - (b) Senators shall vote for no more than three candidates on the ballot provided.
 - (c) The three candidates receiving the largest number of votes shall be elected for three-year terms.
 - (d) in the event of a tie, the question shall be resolved by another ballot involving those candidate who have tied.

Comments of the Executive Committee on the Election of Senate Representatives to the Board of Governors and to the Executive Committee of Senate

The Executive Committee wishes to remind Senate that in 1997, the provincial government changed *The University of Manitoba Act* with regard to the membership of the University's Board of Governors. At that time, the number of student positions on the Board was increased from three to six. At that same time, Senate's representation on the Board was changed from six to three.

19 May 1999

Report of the Executive Committee of Senate

Preamble

The Executive Committee of Senate held its regular monthly meeting on the above date.

Observations

1. **Speaker for the Executive Committee of Senate**

Professor T. Booth will be the Speaker for the Executive Committee for the June meeting of Senate.

2. **August Senate Meeting**

The August Senate meeting, which is scheduled for the 4th, falls during the Pan Am Games. The Senate Chamber has been reserved by the Games Society for the entire four-week period, and thus it will be impossible to hold that meeting at its usual location.

The *Senate Handbook* states that the Executive Committee "shall have the authority to cancel a meeting of Senate if it determines that the amount and nature of the agenda items make it practicable". Accordingly, Senate Executive will decide, at its July meeting, whether the August Senate meeting might be cancelled. If it is deemed necessary to go ahead with that Senate meeting, it will be held on the Bannatyne campus.

3. **Comments of the Executive Committee**

Other comments of the Executive Committee accompany the report on which they are made.

Respectfully submitted,

Dean R. E. Berry, Acting Chair
Executive Committee of Senate

Terms of Reference: *Senate Handbook* (Revised 1992), Section 9.

/sgp

Report of the Senate Committee on Admissions concerning a proposal by the Continuing Education Division to offer selected first-year university credit courses in high schools

Preamble:

This proposal by the Continuing Education Division to offer selected first-year university credit courses in Winnipeg-area high schools was discussed at two meetings of the Senate Committee on admissions, first on April 5, 1999, and again on April 26, 1999. The proposal, including the revisions made in response to the discussion at these meetings, is attached. In brief, the proposal is to offer university credit courses to senior students at a number of high schools. The proposal would have high school students admitted to University 1 on a provisional basis and then taking University of Manitoba courses taught in the high schools by instructors approved by the relevant University of Manitoba departments.

Observations:

In general, this venture was seen by the committee as a benefit for the University of Manitoba in our effort to recruit some of the high school students in Manitoba who might otherwise choose to go elsewhere for their undergraduate degrees. It was also seen as a benefit to some high school students since it would allow them to sample university-level work before enrolling as full-time students. A number of issues were addressed by the committee, with the following clarifications:

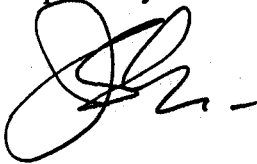
1. The admission criteria for this program include academic standards set high enough to select for those students who would have a high probability of success in the program (see proposal for details).
2. Students admitted to this program would be subject to the same regulations concerning "voluntary withdrawals" as students in University 1 (i.e., the "clock would start ticking" as they entered this program, and both VWs and grades would count as if they were enrolled in University 1).
3. No more than 12 credit hours could be attempted or transferred from this program into a student's academic record.
4. The academic departments of the University of Manitoba would be involved in assigning instructors for courses in this program, and they would participate only on a voluntary basis.
5. Students admitted to this program would automatically be considered for admission to University 1 (or any of our other "direct-entry" programs) without being charged an additional fee.

Recommendations:

The Senate Committee on Admissions recommends to Senate that admissions criteria for this "courses in high school" program be established, requiring eligible students:

1. to have completed a minimum of 20 high school credits, including English 30S, Mathematics 30S, and Social Studies 30S, with an overall overage of at least 80 percent; or
to have completed a minimum of 22 high school credits, including two 40-level courses with an overall average of at least 70 percent; and
2. to have received a written recommendation of academic ability from their high school principal (or designate); and
3. to be currently registered in high school on a full-time or part-time basis.

Respectfully submitted,



Dr. J.S. Gardner, Chair,
Senate Committee on Admissions

Terms of reference: Senate Handbook (revised 1992), pp. 10.6-10.8

Comments of the Executive Committee:

The Executive Committee endorses the report to Senate.

Courses in High Schools Proposal

Introduction

This project links Winnipeg high schools with The University of Manitoba in a program aimed at increasing the number of students successfully pursuing university studies. The program primarily will focus on offering university credit courses in high schools, along with select support services that could increase students' opportunity for success. The project is intended to be sustainable on the basis of tuition fees once put in place.

Objectives

- 1) to increase rates of university attendance and success for students from high schools .
- 2) to improve students' sense of academic competence.
- 3) to increase the academic expectations of students in high schools.

Student Target Market

The student target market includes two groups of students:

- high achieving students whose goal is to attend university.
- capable students who are undecided about their plans to attend university.

The program will provide high achieving students the chance to get a head start on university studies (at the University of Manitoba). Students who are uncertain about attending university (specifically the University of Manitoba) will have the opportunity to preview university studies before making a full commitment.

Program Description

The proposal is to offer selected first-year University of Manitoba courses in high schools. The select courses will be offered in their entirety, which is different from earlier efforts that allowed high school students to challenge U of M examinations. Courses will be chosen that do not conflict with subjects currently taught in schools, and typically these courses will not require prerequisites. Our plan is to offer courses regionally and/or by school division. In other words, courses will not be available in each high school but in select schools within a division/region. Instruction will be by U of M faculty or high school teachers approved by the University. In the first year, we expect to offer the equivalent of 4 or 5 full courses throughout all school divisions.

In addition, we will provide an orientation program to university studies and will work with the high schools to provide academic support to students. Specifically, this could include:

- an orientation to the University - its structure, rules and regulations, nature of teaching and learning, services to students, and physical layout (including at least one visit to campus);
- an opportunity to meet with one or more full-time faculty members and academic administrators;

requirement that they do so. As necessary, CED will develop a partnership arrangement with the faculties/schools/departments involved.

Detailed planning of project activities. CED staff will work with participating high schools to organize a program of studies including:

- determining which courses will be of most interest to students (courses will be selected from the list of courses open to University 1 students);
- working out the best way to provide the appropriate course delivery (e.g. time of year, time of day, number of meetings, location of courses);
- working out what support services are most needed and how best to provide them (e.g. tutorial assistance, orientation to university studies, study skills);
- determining which school staff might want to take part in the program (some schools may have staff members who would be qualified instructors).

Admission to the University, registration for courses and some initial orientation may take place before the end of the 1998-99 school year. Course delivery and related orientation activities are expected to begin in the fall of 1999.

To date there has been a positive response to this initiative from a variety of stakeholders, including Winnipeg high school principals and school superintendents from the following school divisions: Winnipeg #1, St. Boniface, Assiniboine South, St. James-Assiniboia, Fort Garry, River East; Jim Gardner, Vice-President Academic; Bev Cameron, Director of University 1; Raymond Currie, Dean of Arts; and Peter Dueck, Director of Enrolment Services.

Personnel

All instructors will be hired by the Continuing Education Division under the appropriate collective agreements and policies of the University, and only after approval by the appropriate academic department.

The project will be directed by Dr. William Kops, Director of Extended Studies for the Continuing Education Division, working with Alisa Claman, Program Administrator. Other staff, both within the Division and from the broader University community, will be consulted in order to draw on their knowledge and expertise.

Marketing and Parent Involvement

It will be important to provide information to parents as well as to students, and to give parents sufficient opportunity to ask questions about the program. Since students will be expected to pay tuition for courses, support from parents will be especially vital.

Evaluation

The main evaluation criteria for the project will include:

- number of students taking courses;

- number of students completing courses successfully;
- number and performance of students continuing studies at the U of M in subsequent years.

Other criteria could include:

- views of participating students as to the value of the experience and its impact on their academic plans;
- views of high school staff as to the impact on students and the school;
- views of parents regarding the impact on their children's academic plans.

Action by Senate Committee on Admission

The matter for consideration by the Senate Committee on Admissions is the ability of the University to admit students prior to completion of Senior 4 (S4) on the condition that they subsequently complete high school with a standing that meets the general entrance requirements of The University of Manitoba.

Report of the Senate Committee on Admissions concerning a proposal from the Faculty of Management to set admission criteria for the Management Information Systems (MIS) major

Preamble:

On December 11, 1998, the Management Faculty Council approved a motion to admit students to the Management Information Systems (MIS) major annually on the basis of their Management cumulative grade point average (based on a minimum of 24 credit hours), as of July 15 each year, and completion of course 009.200 with a minimum grade of C+.

Observations:

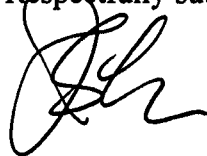
The MIS major was re-introduced in a revised format in September, 1998. At that time, the number of requests from students wanting to take the major exceeded the space available in the required courses. The Faculty of Management was unable to offer additional sections to satisfy the demand. Therefore, only students entering their final year in the B. Comm. (Hons.) Program were permitted to register in the required courses for the 1998-99 academic session.

Until such time as the Faculty is able to provide additional sections of the advanced MIS courses, it is expected that the demand for MIS courses will continue to exceed the space available. The Faculty of Management proposes to admit students to the MIS major annually on the basis of the student's grade point average. The applicants will be rank-ordered according to their GPAs and admitted in that order until the annual quota is met. Admission to the Faculty of Management is limited, and a similar process is used in the annual admission of applicants to the B. Comm. (Hons.) Program. The Faculty considers this method to be an equitable solution to dealing with excess demand.

Recommendation:

The Senate Committee on Admissions recommends to Senate that, effective July 1999, students be admitted to the Management Information Systems major on the basis of their Management cumulative grade point average (based on a minimum of 24 credit hours), as of July 15 each year, and completion of course 009.200, Information Systems for Management (3), with a minimum grade of C+.

Respectfully submitted,



Dr. J.S. Gardner, Chair,
Senate Committee on Admissions

Terms of reference: Senate Handbook (revised 1992), pp. 10.6-10.8

Comments of the Executive Committee:

The Executive Committee endorses the report to Senate.

Report of the Senate Committee on Admissions concerning a proposal from the Faculty of Management for assigning transfer credit for Assiniboine Community College graduates

Preamble:

On December 11, 1998, the Management Faculty Council approved a policy establishing block transfer credit for Assiniboine Community College graduates of the Business Administration Diploma Program (University Stream) who are admitted to the Bachelor of Commerce (Honours) Program at the University of Manitoba.

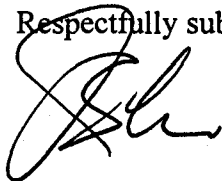
Observations:

1. The proposal, in detail, is attached. It is similar to the policy approved by Senate in May, 1997, which grants block transfer credit to Red River College graduates in the Business Administration Diploma Program.
2. The criteria require Assiniboine Community College students to earn their Business Administration Diploma, complete the university stream of courses, and attain a minimum 3.0 grade point average. Admission will be competitive and limited to ten students each year. Those admitted will be granted block transfer credit for 54 credit hours from the Assiniboine diploma and will be required to complete an additional 72 credit hours of courses at the University of Manitoba, including a list of specific required courses. The 54 credit hours of block transfer credit does not exceed the Faculty's residency policy.

Recommendation:

The Senate Committee on Admissions recommends to Senate that approval be given to the proposal (attached) establishing block transfer credit to qualified graduates of the Assiniboine Community College Business Administration Diploma Program who are admitted to the Bachelor of Commerce (Honours) Program.

Respectfully submitted,



Dr. J.S. Gardner, Chair,
Senate Committee on Admissions

Terms of reference: Senate Handbook (revised 1992), pp. 10.6-10.8

Comments of the Executive Committee:

The Executive Committee endorses the report to Senate.

A Proposed Policy On Transfer Credit
For Assiniboine Community College Students

When making transfer credit decisions, we must take into account the amount of time students at Assiniboine Community College (ACC) spend on their coursework and then compare it to the amount of time that Faculty of Management students spend on their coursework.

Assiniboine Community College. ACC students spend roughly 10 hours per week on each 3 credit hour course they take (5 hours per week in class and 5 hours per week outside of class). Each term is 7 weeks long (plus a one-week exam period). Assuming that students spend about 10 hours studying for the final exam in each course, then the total hours a student spends on a given course is about 80 hours. In their two years at ACC, students take 44 courses, so they spend about 3,520 hours (44×80) on coursework.

Faculty of Management. Our students spend roughly 10 hours per week on each course they take (3 hours in class and 7 hours outside of class). Each term is 13 weeks long (plus a two-week exam period). Assuming that our students spend about 20 hours studying for the final exam in each course, then the total hours a students spends on a given course is 150 hours. In their first two years here, students take 21 courses, so they spend a total of 3,150 hours (21×150) on coursework.

The foregoing suggests that input time is about equal at ACC and the Faculty of Management. However, we we must look at factors beyond simple input measures when revising our transfer credit policy. Three facts seem particularly salient. First, our courses are typically taught by Ph.D.-qualified faculty, whereas at ACC this is not usually the case. This means that students in the Faculty of Management have a qualitatively different educational experience than students at ACC do. Second, there are several *qualifying year* courses (e.g., Calculus, Linear Algebra, and other Arts/Science electives) that are not typically taken by ACC students. The transfer credit policy proposed here requires that ACC transfer students take these qualifying year courses once they enter the Faculty of Management. Third, ACC students do not take several *core* courses that we require our students to take. Once again, these courses will have to be taken.

Keeping these facts in mind, we propose a policy whereby a carefully thought-out "university stream" of study would be created at ACC (just as it was in our agreement with Red River). Students who complete this university stream and earn their diploma in Business Administration from ACC (and whose grade point average is at least 3.0) would receive credit toward a B. Comm. (Hons.) degree. Under this arrangement, transfer credit will not be given on a course-by-course basis, but will instead be given on a "block credit" basis. Under block credit, a student might not be required to take, say, our Organizational Behaviour course, but that does not imply that ACC's Organizational Behaviour course is equivalent to ours. Rather, it simply means that we would not require their students to take our Organizational Behaviour course because they have already had exposure to the topic at ACC.

This proposal essentially means allowing ACC transfer students to come in the same "third door" that we opened for Red River students last year. A maximum of 10 qualified ACC

students would be admitted each year (these admissions would be in addition to any regular admission quota that our Faculty has). This policy will be reviewed after we have had three years' experience with it. We also propose that any student who received an ACC Business Administration Diploma in the period 1993-98 be allowed to apply for block transfer credit.

The detailed proposal described below means, in effect, that a student transferring in two years of course work from ACC could complete the B. Comm. (Hons.) degree with an additional 72 credit hours of course work here.

Details of the Proposal

Students in the "university stream" of the Business Administration diploma at ACC will be required to take courses in the following three categories while they are at ACC:

1. All "compulsory" and "required" courses in the ACC Business Administration diploma program:

- Communications (A01-C010) (6 credit hours)
- Computer Systems (COMP-0006) (3)
- Customer Service (3)
- Financial Accounting I (6)
- Financial Mathematics (3)
- Marketing I (MKTG-0009) (6)
- Word Processing I (3)
- Legal Principles (3)
- Microeconomics (ECON-0006) (6)
- Organizational Behaviour (PSSY-0004) (6)
- Presentation Skills (COMM-0007) (3)
- Spreadsheets I (COMP-0007) (3)

These total 51 credit hours.

2. All of the following courses (which are electives at ACC, but which will be required in the "university stream"):

- Human Resource Legislation (3)
- Financial Accounting 2 (A01-AC20) (6)
- Financial Accounting 3 (A01-AC30) (6)
- Financial Accounting 4 (A01-AC40) (6)
- Management Accounting 1 (A01-MA10) (6)
- Management Accounting 2 (A01-MA20) (6)
- Finance 1 (A01-BF15) (3)
- Finance 2 (A01-CF15) (3)
- Finance 3 (A01-CM15) (3)
- Management Skill Development (A01-MD10) (6)
- Managing the Human Resource Function (A01-HF15) (3)

Marketing 2 (MKTG-0010) (6)
 Macroeconomics (A01-EC20) (6)
 Statistics 1 (A01-SC10) (6)
 Statistics 2 (A01-SC20) (6)

These total 75 credit hours.

3. A total of 6 additional credit hours chosen from the courses listed below:

Collective Bargaining (HRMG-0008) (3)
 Compensation (HRMG-0005) (3)
 Consumer Behavior (A01-BE15) (3)
 Enterprise Development (BUSN-0022) (6)
 Human Resource Legislation (A01-HR15) (3)
 Labor Relations (A01-LR15) (3)
 Marketing Research 1 (A01-MR10) (6)
 Marketing Research 2 (A01-MR15) (6)
 Marketing Strategy Planning (A01-MS10) (6)
 Negotiation Theory and Practice (A01-NE15) (3)
 Retail Management (A01-RG10) (6)
 Retailing (A01-RE10) (6)
 Sales Management (A01-SM15) (3)
 Small Business Planning (A01-SB15) (3)
 Staffing (A01-SF15) (3)
 Tax Theory 1 (A01-TT15) (3)
 Tax Theory 2 (A01-TT25) (3)
 Training and Development 1 (A01-TD15) (3)
 Training and Development 2 (HRMG-0002) (3)

Transfer Credit Toward a B. Comm. (Hons.) Degree

Students who take the "university stream" at ACC and earn their diploma in Business Administration can, by taking the following categories of courses at the Faculty of Management, receive a B. Comm. (Hons.) degree:

1. Qualifying Year courses (18 credit hours)

136.152 (Calculus)
 136.131 (Linear Algebra)
 17.120 (Psychology) or 77.120 (Sociology)
 3 credit hours from the list of approved English writing courses
 3 credit hours of electives

(Note: These courses can be taken either during the summer term prior to the student's admission to the Faculty, or during the first term the student is in the Faculty of Management. Also, students who have not taken Math 40S in High School will be required to take the

Continuing Education course in Mathematical Skills prior to enrolling in Calculus. Students who take the Mathematical Skills course will be allowed to use it as an elective.)

2. Core Courses (24 credit hours)

- 9.200 (Management Information Systems)
- 27.260 (Production and Operations Management)
- 27.208 (Introduction to Organization Theory)
- 27.215 (Management Science)
- 15.285 (Philosophy of Science or approved other courses)
- 27.212 (Business-Government Relations)
- 15.283 (Business Ethics or approved other courses)
- 27.401 (Business Policy)

3. Major Area Courses (12 credit hours)

12 credit hours in one of the approved management majors

Note: Students wishing to major in finance are required to take 9.220 (Corporation Finance) as one of the courses in their management options (see #4 below). Students wishing to major in Marketing are required to take 118.221 (Fundamental of Marketing) as one of the courses in their management options.

4. Management Options (9-12 credit hours)

9-12 credit hours of 300 and 400 level management courses (except as noted above in point #3, where the courses will be 200 level courses).

5. Electives (6-9 credit hours)

6-9 credit hours of non-Management courses

Thus, 72 credit hours of coursework beyond the ACC diploma are required to earn a B. Comm. (Hons.) degree. A student who transferred from ACC and started taking these 72 credit hours in the fall of 1999 could, for example, take 30 credit hours during the regular 1999-2000 session, 12 credit hours during the summer of 2000, 30 more credit hours during the regular 2000-2001 session, and 9 credit hours during the summer of 2001. Such a schedule would allow a diploma transfer student from ACC to complete a B. Comm. (Hons.) degree in the period May, 1999 to August, 2001.

DETAILED COURSE SUMMARY OF TRANSFER CREDIT PROPOSAL

Note: In the list below, the University of Manitoba/Faculty of Management course is listed first in bold face type. The "rough equivalent" offered at ACC is listed in brackets. This does not imply that the ACC courses are equivalent to U of M courses. Rather, it simply means that ACC students are getting exposure to topics taught in Management or Arts and Science courses that are taught at the U. of M. A bracket with three dashes following a U of M course means that there is no ACC course that is even a rough equivalent to the U of M course. For these courses, ACC transfer students will have to take the U of M course.

Arts and Science Courses

5.100--Statistics [Statistics 1 (6)]

5.200--Statistics [Statistics 2 (6)]

13.150--Calculus [---]

13.130--Linear Algebra [---]

15.283--Business Ethics (or other approved courses) [---]

15.285--Philosophy of Science (or other approved courses) [---]

17.120--Psychology [---] or **77.120--Sociology** [---]

18.120--Economics [Macroeconomics (6) + Microeconomics (6)]

74.100--Computer Science [Computer Systems (3) + Word Processing I (3) and Spreadsheets I (3)]

Plus 3 credit hours from the list of approved English writing courses [---]

Management Courses

9.110--Financial Accounting [Financial Accounting 1-4 (24)]

9.111--Managerial Accounting [Management Accounting 1 & 2 (12)]

9.200--Management Information Systems [---]

9.220--Corporation Finance [Finance 1-3 (9) + Financial Mathematics (3)]

27.215--Management Science [---]

27.260--Production Management [---]

27.200--Communications [Communications (6) + Presentation Skills (3)]

27.207--Organizational Behaviour [Organizational Behavior (6) + Management Skill Development (6)]

27.208--Organization Theory [---]

27.212--Business/Government Relations [---]

27.244--Human Resource Management [Managing the HR function (3) + Human Resource Legislation (3)]

27.330--Business Law [Legal Principles (3)]

27.401--Business Policy [---]

118.221--Marketing [Marketing 1 (6) + Marketing 2 (6)]

Report of the Senate Committee on Admissions on a request from the Occupational Therapy Program, School of Medical Rehabilitation, to amend its admission criteria

Preamble:

On December 9, 1998, the Faculty Executive Council of the Faculty of Medicine approved a motion to revise the admission criteria for the Occupational Therapy Program in the School of Medical Rehabilitation "to begin to use student attendance at orientation sessions or viewing of the orientation video as part of the selection process, [effective for 2000/2001] by prioritizing students for selection who have received orientation over those who have not".

Observations:

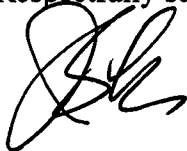
For several years now, the information bulletin for admission to the Occupational Therapy Program has indicated that students must attend the orientation sessions. This change in admission criteria accords a priority ranking to those applicants who have complied with this stated requirement.

In-person orientation sessions are scheduled at a variety of times prior to selection, and several copies of the orientation video tape are available for viewing. Information pertaining to access to sessions and videos is available on the SMR admission information line (at 789-3674).

Recommendation:

The Senate Committee on Admissions recommends to Senate that the admission requirements for the Occupational Therapy Program in the School of Medical Rehabilitation be revised to include the use of either in-person attendance at orientation sessions or viewing of the orientation video, effective for 2000/2001, by prioritizing for selection those students who have received orientation over those who have not.

Respectfully submitted,



Dr. J.S. Gardner, Chair,
Senate Committee on Admissions

Terms of reference: Senate Handbook (revised 1992), pp. 10.6-10.8

Comments of the Executive Committee:

The Executive Committee endorses the report to Senate.



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THE UNIVERSITY OF MANITOBA

OFFICE OF THE PRESIDENT

311 Administration Building
Winnipeg, Manitoba
Canada R3T 2N2

Tel: (204) 474-8418
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19 April 1999

TO: Ms Bev Sawicki, University Secretary
204 Administration Building

FROM: Dr. G. Glavin, Associate Vice-President (Research) and Chair,
Senate Animal Care Policy Committee

RE: Addition to Policy 1404

Please find attached, an addition to Policy 1404 with respect to an emergency/crisis response plan involving animal care and research. On behalf of the Senate Animal Care Policy Committee, I would appreciate your assistance in forwarding this document to Senate for their consideration.

If you have any questions, please do not hesitate to contact me at 6860. Thank you for your attention to this matter.

GBG/tvo

encls.

April 19, 1999

Report of the Senate Animal Care Policy Committee with Respect to an Addition to Policy 1404, re: an Emergency/Crisis Response Plan Involving Animal Care and Animal Research

Preamble

This emergency response program was prepared pursuant to Policy 511: Emergency/Crisis Response and describes recovery procedures and actions specific to emergencies and unexpected events involving the care of university animals and the university's work with animals in research.

Observations

1. This response plan has three objectives to guide staff in taking timely and appropriate emergency response measures to ensure:
 - The safety of all university personnel and students as well as the public;
 - The protection and welfare of university-owned animals;
 - That appropriate response and recovery procedures are followed in the event of an untoward incident.

2. For the purposes of this response plan, an emergency or crisis is an event or set of circumstances that:
 - Have the potential of disrupting in a substantial manner the normal operations of the university, particularly the operation of an animal care facility or the continuation of one or more research projects involving animals;
 - Threatens to cause, or has caused, damage to animal care facilities, injury and distress to animals in the university's care;
 - Threatens the safety of any staff member or student involved in animal care or research involving animals; or
 - Requires the university, or one of its units, to respond with a prompt and accurate public statement explaining its policies regarding the use of research animals, its care of animals, or any other aspect related to animal based research that has become a public issue.

3. Incidents of crime or calamity will typically involve university Security Services, a facility staff member, or both. Their first responsibility is to "stabilize" the situation by undertaking any evacuations deemed necessary, and by calling in other emergency services such as police and fire units, and securing the environment and the animals.

As soon it is safe to do so, the facility staff member present (or Campus Security) must inform the director or manager of the animal holding facility to involve that person in the response and recovery.

When the first response is the result of an emergency call to Winnipeg police, fire, or ambulance services, then Campus Security must inform the director or manager as soon as the initial response stabilizes the situation. (This scenario assumes that when city services respond to campus emergencies that the university security services are automatically informed.)

Some crises or emergencies will arise from negative media reporting, negative public perceptions, or mis-information in the public arena, etc. While these do not cause damage or injury, they are circumstances that nevertheless have the potential of disrupting the university and the programs of those involved in research with animals. Accordingly, situations in this category may also be treated as an emergency.

4. Once notified of an emergency, it is the responsibility of the director or manager of the animal care facility to:
 - Assess the seriousness of the situation, using the three-tier concept (outlined below);
 - To inform other university officers as appropriate; in particular the Vice-President (Administration) so that this officer may initiate the emergency/crisis response in accordance with Policy 511;
 - Take the lead role in organizing the recovery at the facility level;
 - Notify the director of Public Affairs (or deputy) of the incident so that office can handle media calls for information and interviews. Public Affairs staff should also be ready to join the crisis recovery team if the emergency is sufficiently serious.

5. Emergency Assessment Criteria: Three Tiers of Seriousness

Tier One:

Equipment or utility failure; escape of animal(s); a project that has gone awry; or an animal welfare issue that incidentally affects the university; or peaceful demonstration. Response requires mostly university resources, and does not disrupt normal operations for more than a half day. The event may have been witnessed by bystanders and may be a "news" item in the media. Any first response must recognize the potential for escalation. At this level, existing policies and procedures for reporting incidents applies.

Tier Two:

A written or phone threat of a non-specific nature to staff or students involved in animal research, as well as all of the above but where there is substantial disruption of normal operations (of a half-day and more); recovery involves extra costs and outside resources; injury to animals, university staff, students, or the public has occurred as well as physical damage; incident is widely witnessed and publicized, and is a media event. Included at this level is a theft/break-in resulting in the loss of general records and data. Again, any response must recognize the potential for escalation. At this level, the Vice-President

(Administration) will take direct charge of the recovery response team and mobilize university and external resources and personnel as necessary.

Tier Three:

This is the most serious level. Tier Three would be invoked, for example, in situations where an incident destroys a facility, or where substantial injury and death has occurred to staff and animals in a facility, or where public concern closes, or threatens to close, an animal-based project. Incidents at this level will also include the loss of containment systems (such as the escape of a biohazardous or dangerous animal, or the failure of barrier facilities). Also included at this level is a written or phone threat that specifically targets an individual or facility, or a theft/break-in resulting in the release of a large number of animals or loss of sensitive records and data. At this level the disruption of normal operations, or the potential for disruption, is likely to extend over several weeks. At this level, the Vice-President (Administration) will take charge as emergency manager to mobilize the response as warranted by the circumstances.)

While Policy 511: Emergency/Crisis Response identifies the Vice-President (Administration) as the emergency manager, the emergency response team for a specific emergency or crises involving animals may include one or more of:

- Dean/director/department head of the unit in which the animal facility is located;
- The director or manager of the facility;
- Principal investigators involved in the affected projects;
- Chair or representative of the Senate Animal Care Policy Committee;
- University Veterinarian(s)/ St. Boniface General Hospital Research Centre
Attending Veterinarian;
- Communications officer;
- Director or representative of Campus Security;
- Director or representative of occupational health and safety;
- Other internal representatives as needed (such as the university legal counsel);
- Chairs of the University Protocol Management and Review Committees.

6. Responsibilities at the facility level

The director or manager, as well as the personnel, at each animal care facility must anticipate emergencies and crises to the extent possible, and prepare responses specific to their facility. The director or manager is responsible to ensure that all personnel are familiar with response policies and trained in appropriate procedures.

Before an emergency/crisis:

- Prepare, and keep current, a "crisis response" manual, with diagrams and other essential information, including a checklist of basic responses and people to contact;
- Maintain within the manual current lists of staff and who must be notified in the event of an emergency;

- Familiarize all new staff with its contents as part of orientation, and ensure that continuing staff are current with its information;
- Conduct an annual review of the security arrangements for the facility, including procedures to protect data and other sensitive or unique data;
- Prepare a protocol with Campus Security for dealing with threats of any type as well as peaceful demonstrations;
- Familiarize Campus Security, physical plant, and other relevant staff, with the facility with an annual walk through, especially for new personnel.

The emergency/crisis response plan must include:

- An evacuation plan for animals and staff;
- A protocol for the loss of essential utilities;
- A list of hazards in the facility;
- A protocol for "shutting down" surgeries or other procedures when a fire or other alarm sounds;
- A protocol for euthanasing animals that have been injured as the result of the emergency.

7. Communications, internal

- Facility directors and managers must ensure that their "crisis response manual" contains an up-to-date list of university staff who must be notified in the event of a crisis. The list should be in order of priority and include all relevant phone numbers.
- In addition, the manual should contain emergency phone numbers for fire, police, Campus Security, and hazardous materials handling, etc.
- The crisis response manual must also contain a general statement describing the nature and scope of the projects underway and an overview of the type and number of animals held.
- The recovery response team shall ensure that everyone affected by the event receives appropriate information. Further, and as part of the follow-up process, the recovery response team must identify internal and external constituencies that should receive a report on the event, even though they are not directly affected.

8. Communications, external, including media response

By their nature, most crises are "public" events and it is in the university's best interests to communicate with the public, specifically those members of the community at large directly affected. One component of external communications is to cooperate with the news media. Another component is to initiate contacts with members of the public directly affected.

- The recovery response team shall designate a spokesperson who shall field all calls and contacts with the news media. Where appropriate, this response may also

include a "point of contact" resource to which all calls from the public at large can be directed.

- Local media access policies are to be followed when in place. However, in general, the media should have access to facilities involved in an emergency or crisis provided that there is no danger to themselves, that neither animals or projects are further compromised, that reporters/photographers are briefed in advance as to any special requirements or limitations, and that they be accompanied at all times by the lead spokesperson.
- Initial media statements will be limited to a description of what happened, what the university is doing by way of recovery, who is affected, and similar statements of fact. Consultation with civil authorities on the release of information, where personal injury or death or property damage has occurred, may also be necessary.
- The recovery response team must also communicate directly where necessary to external constituencies (such as, the Canadian Council on Animal Care, granting agencies that funded the affected projects, humane society, etc.)
- The recovery response team must also decide how much information relating to a specific project, program, or facility to release. That is, the team must balance the public's "right to know" against providing information that would inflame the situation or would be misunderstood if taken out of context. In this situation, the principal investigator, a university veterinarian, or any other person directly connected to the project, program, or facility, involved in the crisis may be part of the response team, but not the leading spokesperson.

9. Aftermath

When the emergency or crisis is declared to have ended, the emergency manager shall convene a debriefing meeting to ensure that all affected constituencies have any reports they require, that information is being protected for any enquiry, and, above all, to review the response with a view to improving emergency and crisis management.

Recommendation:

The Senate Animal Care Policy Committee recommends that Senate approve this addition to Policy 1404.

Comments of the Executive Committee:

The Executive Committee endorses the report to Senate.

SOCIAL WORK CO-OPERATIVE INTERNSHIP PROGRAM (AT THE INNER CITY SOCIAL WORK PROGRAM) A "MODIFICATION" REQUEST

INTRODUCTION

The Inner City Social Work Program (ICSWP) is an extension of the University of Manitoba's Faculty of Social Work, B.S.W. Program. It is one of the Government of Manitoba funded ACCESS programs which offers the possibility of a university education to members of groups who have historically been under-represented within the population of university students. Candidates for the program are people who have an aptitude for and commitment to the profession of social work, but who would be unable to enter the university because of such factors as financial disadvantage, a lack of academic preparation or accepted credentials, and/or membership in a minority cultural or language group.

Generally, it is expected that the 'student body' of the ICSWP reflects the demographics of Winnipeg's Inner City. This is interpreted to mean that approximately 50% of the students will be of aboriginal ancestry, 15-20% will be recent immigrant or refugees, while the others will be socially and economically disadvantaged. In February, 1999, there are 73 students currently registered across the four years of the program. Of these, 28 (38 %) are Status Indian, 8 (11 %) Non-status /Metis, 14 (19 %) Immigrants and Refugees, 4 (6 %) Visible Minorities and 19 (26 %) 'Other'. Some 90% of the students are female. The majority of students, both male and female are single parents. All students meet the university's Mature Student criteria, the average age of the students being over 30 years old.

Co-op education internships are an innovative method to provide earned income to students while they complete their professional training through field work. Co-op post-secondary education has been in existence for many years in other fields across Canada and in social work in the United States. Essentially, social service agencies provide resources to hire students to do jobs which are suitable for credit as social work courses in field work. Students getting hired in co-op internships have the advantage of gaining valuable experience, linking classroom theory to professional action, building an employment record and earning income to support their studies. Employers have the advantage of hiring students that meet their specific needs and having faculty-based supervisory support on the educational aspects of the student placement. In this specific case with ICSWP students, the agency may benefit by the 'life' knowledge brought to a

setting by mature students and by diversifying the cultural make-up of its workforce thus strengthening its ability to deliver culturally appropriate services.

The primary reason that the program is looking to introduce a Co-operative Education Internship at this time is that the Province of Manitoba, Department of Education and Training, the sole funder, has made significant budgetary cuts in the areas of both program support and student financial assistance during the past several years. A particularly devastating policy shift in September, 1994 saw ACCESS students being funded via a combination of Canada Student Loans and ACCESS bursaries administered through the Manitoba Student Financial Aid Program (SFA), rather than an arrangement of bi-weekly student allowances based on family size and need which until that point had been administered through the program. Under this current policy, students are completely responsible for arranging for their living expenses and paying for their tuition and text books, all items funded under the previous agreement. In essence, students with major family responsibilities are in the position of borrowing money to feed the family. The program is designed to be completed in four 11 month years, effectively eliminating any possibility for summer employment. Recalling that long-term poverty was a criteria for program admission, this means that individuals without family or other sources of financial support now face exiting from this 'access' program with a deficit of more than \$40,000. Under current Canada Student Loan payback regulations, this is a monthly cost of well over \$500.

Given continuing family responsibilities, the realities of entry level social work salaries (approximately \$28,000 - \$34,000), and the demands of repaying a substantial loan, the ICSWP is examining ways in which students may be able to reduce the level of the loans needed to support students and their families while they successfully complete the program. One method under consideration is the Social Work Co-op Internship. To date this concept has been operationalized as a pilot project involving three students and two social service agencies; two students have undertaken Co-op Internship placements with Mediation Services (United Way funded) and one student has been with the Interlake Tribal Council (agency funded). Following on the success of this pilot project, the Faculty Council of the Faculty of Social Work has approved (January 29, 1999) a Social Work Co-operative Internship at the ICSWP.

This initiative is structured to adhere to the academic requirements of two existing compulsory core field work courses in the BSW program, Field Instruction 1 (47.315) and

Field Instruction 2 (47.412). These courses, both assigned a value of 12 credit hours, are undertaken in the last two years of the four year program. BSW students normally complete a total of 60 credit hours in their last two years. Therefore the Co-op Internship would account for 40% of a student's course load while in progress. Field instruction courses for all BSW students are graded PASS/FAIL. The person identified as the student's Field Instructor (an individual assigned to this role by the Field Co-ordinator of the Faculty of Social Work and approved as such by the University of Manitoba) is responsible for monitoring the student's progress and assigning a final grade at the end of the winter term in each of the two years the student is in the program. The "Field Evaluation" document, currently used as the assessment tool for all BSW students in the Faculty of Social Work, will continue to be the format used to evaluate student performance.

Presently BSW students from the Fort Garry campus are expected to be in their field placements two days per week, over a two term, 28 week period. This allows for a total of 112 field work days in their final two academic years. In the ICSWP, we have an enriched field program for all students. ICSWP students complete a total of 152 field work days through an 8 week block placement at the end of each winter term. Students in the Social Work Co-op Internship would each complete 24 extra days in each of the two years as they would continue working in their placement settings during the twelve week Spring/Summer session. Thus in total 'interns' would be in an agency for 200 days during their final two academic years.

In consultation with the Senate Secretary (at the time, E. Anderson) and the Council on Post-Secondary Education, there is concurrence that formal recognition of the Social Work Co-op Internship is a "modification of an existing program". No new resources from either the program or the university are required to implement the Co-op. We feel confident that the Social Work Co-op Internships meet the criteria set out within the University of Manitoba's 1994 Statement on Co-operative Education: Appendix A - Responsibilities of the Academic Units Offering Co-op Programs. Because the ICSWP is located at the Winnipeg Education Centre, 15 Chester St., at Nairn Avenue, we anticipate handling the process of student placement 'in-house' rather than using the resources of the Career Planning and Placement Service.

Co-op placements provide an enriched experience for agencies and students due to more time devoted to the work and more collaboration between the agency and students. Because the co-op internships represent a resource question for an agency (approximately \$12,000/student /year), and because social service agencies find themselves resource 'thin', co-op placement opportunities are evolving slowly. However, interest in developing a co-op initiative has been expressed by several agencies and we are continuing to work with personnel in a variety of settings to further this potential resource for students.

ELIGIBILITY CRITERIA FOR CO-OPERATIVE INTERNSHIPS: STUDENT SELECTION

To date, when an internship placement has been negotiated between the ICSWP and a social service agency, the staff person assigned internship coordinator responsibilities, Professor Selinger, has developed, together with agency personnel, the specifics of a recruitment and hiring process. The agency, in consultation with the ICSWP develops the 'Job Description', ensuring the requirements of the position also meet the educational demands of the two field work courses in the BSW curriculum: Field Instruction 47.315 and 47.412. In any one year in the ICSWP there would be approximately 15- 20 students entering Third Year who might be eligible for the internship. These students would be notified of the opportunity and asked to submit their resumes by a designated closing date. Program staff assist students in both preparing a resume and in 'practicing' for the interview. Interviews are conducted by a team consisting of both agency personnel and ICSWP staff.

To be eligible for consideration for a Co-op Internship, a student must have successfully completed Year 1 and Year 2 of the ICSWP (usually 63 credit hours). They must be in 'good' academic standing, having a GPA of 2.5 or higher. During the course of the Co-op Internship, should a student's GPA fall below the minimum requirement, that student would relinquish the internship. If permitted by the Faculty's Standings Committee to remain in the program, the student would 'fall back' to the time expectations for Field Instruction 1 or Field Instruction 2, depending on the individual student's place in the program.

PRIMARY CONTACT PERSON

The primary contact person for the Social Work Co-operative Internship Program at the Inner City Social Work Program is Professor Greg Selinger. The Program Director,

Professor Kim Clare, can also be contacted for information. The phone number for the Inner City Social Work program at the Winnipeg Education Centre is (204) 668-8160.

FEES

Students are not required to pay any additional fees as a result of being chosen for an internship position.

DEGREE PARCHMENTS

Students successfully completing a two year (six consecutive academic terms) internship undertaking would have the designation SOCIAL WORK CO-OP PROGRAM added to their degree parchments.

CURRENT COURSE DESCRIPTIONS

047.315 Field Instruction 1 (12) A first educationally directed field experience in which the student will have the opportunity to assume responsibility for social work engagement, assessment, planning, implementation and evaluation, integrating theory from class. The required hours are calculated as 28 weeks x 2 days per week x 8 hours per day or 450 hours. This time commitment includes involvement with the agency in planning for, and engaging in, practice activity and evaluation of practice. It also includes educational contact time with the field instructor in individual and/or group situations. *Prerequisites:* 047.131, 047.208, 047.209 and 047.314. *Corequisite:* 6 cr hrs of 47.420.

047.412 Field Instruction 2 (12) A second educationally directed practice experience building on 47.315 in which the student will have the opportunity to carry a sustained professional role in situations which require the integration of values, knowledge, and skill at the level of a beginning professional practitioner. The required hours are calculated as 28 weeks x 2 days per week x 8 hours per day or 450 hours. This time commitment includes involvement with the agency in planning for, and engaging in, practice activity and evaluation of practice. It also includes educational contact time with the field instructor in individual and/or group situations. *Prerequisites:* 6 cr. hrs of 047.420 and 047.315. *Corequisite:* 6 cr hrs of 47.420.

11 March 1999

Report of the Senate Committee on Curriculum and Course Changes on a Proposal from the Faculty of Social Work for a Social Work Co-operative Internship Programme

Preamble

The Senate Committee on Curriculum and Course Changes (CCCC) met on the above date to consider a proposal from the Faculty of Social Work for a Social Work Co-operative Internship Programme at the Inner City Social Work Program.

Observations

1. CCCC was informed that the Faculty of Social Work wishes to introduce a co-operative internship programme at the Inner City Social Work Programme. This programme offers the possibility of a university education to members of groups who have historically been under-represented. The students within the co-operative internship programme will have the advantage of gaining valuable experience and earning income while at the same time linking classroom theory to professional action.
2. The proposal has been structured to include two compulsory core field work courses in the BSW program, **047.315 Field Instruction 1** and **047.412 Field Instruction 2**. Both courses are taken during the last two years of the programme, and each has been assigned a value of 12 credit hours. BSW students normally complete a total of 60 credit hours in their last 2 years, and therefore the co-operative internship would account for 40% of a student's course load while in progress. The field instruction courses are graded Pass/Fail.
3. The Committee on Curriculum and Course Changes was told that the internship programme is a modification of an existing programme, and therefore does not require the approval of the Council on Post-Secondary Education.
4. The Committee noted that the section in the proposal entitled *Fees* states that students will not be required to pay any additional fees as a result of being chosen for an internship position. This issue was forwarded to the Vice-President (Administration) for resolution.
5. The proposal has been forwarded to the Senate Planning and Priorities Committee for their consideration as well.

Recommendation

The Senate Committee on Curriculum and Course Changes recommends that Senate approve the proposal for a Social Work Co-Operative Internship Programme.

Respectfully submitted,

Dean B. L. Dronzek, Chair
Senate Committee on Curriculum and Course Changes

Terms of Reference: *Senate Handbook* (Revised 1992), pages 10.12 and 10.13.

/sgp

May 6, 1999

Report of the Senate Planning and Priorities Committee (SPPC) on the Proposed Social Work Co-operative Internship Programme

Preamble

The Faculty of Social Work is proposing a Social Work Co-operative Internship Programme. Because of possible resource implications, the proposal was forwarded to SPPC.

Observation

1. SPPC noted that no new courses are involved, nor will it be necessary to hire additional faculty in order to offer the programme -- it merely requires a modification to one course description. It was also noted that this will involve no more than 4 - 6 students. Followup questions to the Faculty confirm that there will be no additional costs incurred to the University by offering that programme.

Recommendation

That Senate approve and recommend to the Board of Governors the proposal for a Social Work Co-operative Internship Programme, contingent upon approval of the Curriculum and Course Change Committee.

Respectfully submitted,

Juliette Cooper, Chair, Senate Planning and Priorities Committee
Norm Halden, Chair, Programme and Curriculum Planning Sub-Committee

Terms of Reference: *Senate Handbook* (Rev. 1992), pp. 10.21-22



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Professor Norman Halden
Acting Chair
Program and Curriculum Subcommittee of SPPC
Department of Geological Sciences
240 Wallace Building
125 Dysart Road
Wpg, MB
R3T 2N2

April 16, 1999

Dear Professor Halden,

Thank you for steering through the P & C Subcommittee of SPPC our proposal regarding the Social Work Co-operative Internship Program. As we indicated, our assessment is that no new resources are necessary at this time to support this modification and the staff person who was guiding the 'experimental' attempts at the Internship within job load will continue to over see any Co-Operative Placements that arise.

With respect to your specific question regarding the future impact, we do not anticipate at this time that in the future there will be cause for additional staffing resources either. All third and fourth year students in our program go into a field placement each fall. every placement is negotiated with the host agency. Student evaluation is completed in partnership with the agency personnel and a faculty member assigned workload for student supervision. A Co-operative Internship does not change the nature of this relationship significantly in a many that requires funding resources. Unfortunately, the fiscal reality of agencies in the social service sector is that they will be unlikely to host an Internship agreement unless they find additional external/ grant resources. While we will work together with agencies who are open to the concept, we anticipate that at any given time, the Internship possibility will be available to approximately 4 - 6 students.

I hope this information has clarified your concern. If you wish any further information, please feel welcome to call me at 668-8160.

Sincerely

A handwritten signature in cursive script that reads 'Kim Clare'.

Kim Clare
Director and Associate Professor

Comments of the Executive Committee on the Report of the Faculty Council of Social Work re the Social Work Co-operative Internship Programme

The Executive Committee recommends that Senate approve the report as endorsed by the Senate Committee on Curriculum and Course Changes and the Senate Planning and Priorities Committee.

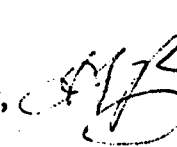



THE UNIVERSITY OF MANITOBA




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April 20, 1999

TO: Ms Beverly Sawicki, University Secretary,
208 Administration Building



FROM: Professor E. Arthur Braid, Dean, Faculty of Law, 
301 Robson Hall

RE:  Chair in International Business and Trade Law

On April 8th, 1999, the University received a communication from 
, indicating that he is prepared to make a gift of \$2 million to the University of Manitoba as an endowment to establish the  Chair in International Business and Trade Law within the Faculty of Law. Pursuant to that undertaking, this memo is sent with a view to moving the process along by establishing such a Chair.

My reading of the *University Act* indicates that all Chairs must be the subject of a recommendation by Senate to the Board which, in turn, has the authority to establish Chairs.

The following is the background to the establishment of this Chair.

The Faculty of Law and  and his family have been working for a number of years to bring to fruition a partnership which would result in great benefit to the Faculty of Law and to the University generally. What we wish to establish is a dynamic international trade and business law program that can be the vehicle for demonstrating that the Law Faculty can mount first-class programs. It is also important that in this connection the Faculty establish strong relations with the Faculty of Management and, indeed, it is the intention that the  Professor also be available for courses within the Faculty of Management undergraduate or graduate programs.

The Law Faculty understands that there is both globalization of law and business, and that students at the University of Manitoba should be exposed, as future professionals and as enlightened and critical citizens, to the theory and practice of international economic transactions.

The overall objectives of the [REDACTED] Chair are as follows:

- create permanent additions to the law school curriculum: international trade law and international business transactions;
- ensure that they are taught by a top-notch teacher and scholar;
- create and maintain outstanding library resources for teachers and students;
- create and enhance collaboration between Law and Management, by making courses available to MBA students or by making a Law professor available to teach courses in Management;
- raise the profile of the University of Manitoba by creating and maintaining an exciting and substantive distinguished visitors program that would be available to Law and Management students and the wider community;
- create opportunities for University of Manitoba Law students to participate in international trade and business law conferences, internships at law firms and in government.

The [REDACTED] gift will go primarily to program enrichment rather than funding baseline costs, but it is intended that there be substantial contributions by the Faculty of Law initially and, perhaps later, by the Faculty of Management. It is intended that the Chair, once established, will generate further funding from outside sources, including the donor himself. It is intended that the program not only be substantive and highly visible, but both exciting and student-oriented.

The Faculty of Law will be contributing a substantial portion of the salary and benefits for the [REDACTED] Professor as well as funds to assist with the distinguished visitors and conferences to be held under the aegis of the [REDACTED] Chair. We will also be contributing funds for some student travel, travel for the [REDACTED] Chair and for publication costs. Research assistance is available from the Legal Research Institute of the Faculty and it is intended that the Faculty will also supply some of the computer equipment, software and peripherals.

Additionally, it is intended that the gift to establish the [REDACTED] Chair will be part of the kick-off to the Law Faculty's own Capital Campaign in the year 2000, to be run in conjunction with the University's Capital Campaign. This gift will indeed be the "lead gift" to the Faculty of Law.

The first step in establishing the [REDACTED] Chair is to have the Senate of the University of Manitoba consider the matter and recommend thereon to the Board of Governors. It is hoped that this process can be completed by the Board of Governors as soon as possible.

As to recognition of the donor - - this is a matter of further consideration.

EAB:clh

Comments of the Executive Committee:

The Executive Committee endorses the proposal to Senate.



THE UNIVERSITY OF MANITOBA

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20 May, 1999

MEMORANDUM

TO: Ms Beverley Sawicki, Secretary of Senate

FROM: *JL* Jerry L Gray *McGraw-Hill*

SUBJECT: **Chair in International Business and Trade Law**

I have reviewed the memorandum dated April 20 (addressed to you) from Art Braid in connection with the **Chair in International Business and Trade Law** and concur with the contents thereof.

Please be in touch if you require any further details.

JLG/kg