

AGENDA

I MATTERS TO BE CONSIDERED IN CLOSED SESSION

II MATTERS RECOMMENDED FOR CONCURRENCE WITHOUT DEBATE

1. Report of the Senate
Committee on Awards Page 17
2. Report of the Senate Committee
on Approved Teaching Centres Page 37

III MATTERS FORWARDED FOR INFORMATION

1. Executive Committee of Senate
Reporting Responsibilities of Members Page 39

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 7 JULY 1999

VII BUSINESS ARISING FROM THE MINUTES

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

1. Reports of the Executive
Committee of Senate
 - a) Meeting of 21 July 1999 Page 40
 - b) Meeting of 18 August 1999 Page 41
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. **Report of the Senate
Committee on Admission Appeals**

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

2. **Reports of the Senate
Committee on Appeals**

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

b) **Report re Faculty of Law** Page 42

3. **Reports of the Senate Committee
on Rules and Procedures**

a) Faculty/School Council By-Laws,
Faculty of Graduate Studies Page 43

b) **Election of Support Staff of Senate** Page 60

4. **Report of the Senate
Committee on Nominations**

This report will be circulated at the meeting.

XI **ADDITIONAL BUSINESS**

1. **Policy on Librarian Emeritus/Emerita** Page 62

XII **ADJOURNMENT**

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THE UNIVERSITY OF MANITOBA

FINANCIAL AID & AWARDS

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August 4, 1999

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REPORT OF THE SENATE COMMITTEE ON AWARDS

PREAMBLE

1. The Senate Committee on Awards last reported to Senate on June 8, 1999. The Committee convened again on August 3, 1999.
2. The terms of reference for the Senate Committee on Awards are found in the Senate Handbook on pages 10.11 and 10.12.

OBSERVATION

1. Fifteen new offers of awards, 31 amendments to existing awards, and five withdrawals were reviewed by the Committee and they are now forwarded to the Senate for approval.
2. The Committee noted that the terms of reference for the North West Company Aboriginal Student Scholarship in Management contravene the policy on Non-Acceptance of Discriminatory Bursaries and Scholarships. The policy, however, includes a provision for exceptions to be granted with the consent of the unit concerned, the Senate Committee on Awards and the Senate. Support for this award on the grounds of positive discrimination was received from the Faculty of Management (see attached). The Committee concurs with the views expressed by the Faculty of Management.

RECOMMENDATION

That the 15 new offers, 31 amendments, and five withdrawals be approved as submitted by the Senate Committee on Awards.

Respectfully submitted,

K. Vessey, Chair
Senate Committee on Awards

KV/em

The Executive Committee endorses the report to Senate.

**REPORT OF THE SENATE COMMITTEE ON AWARDS
AUGUST 3, 1999 MEETING**

FOR SENATE MEETING ON SEPTEMBER 1, 1999

OFFERS

HONOURS PHYSICS CLASS OF 1986 CUPC PRIZE

The University of Manitoba Honours Physics Class of 1986, along with a contribution from the Manitoba Scholarships and Bursaries Initiative, has established a fund at the University to promote the study of physics through active participation at The Canadian Undergraduate Physics Conference (CUPC). The Class of 1986 hosted the 21st annual Conference in the fall of 1985 and they wish to encourage other undergraduate students to enjoy and participate in the same valuable experiences they had at this Conference. The available annual income from the fund will support prizes, the number and value of which are to be determined from year to year, which will be offered to students who:

- (1) are enrolled full or part-time at The University of Manitoba;
- (2) attend the CUPC to present a paper or a poster;
- (3) win an award at the CUPC, whether it be a 1st, 2nd, or 3rd place award, an honourable mention, or a Special Note (a noteworthy mention at the Conference).

If no students satisfy all of the criteria above, the available annual income will be divided equally between all students who meet criteria (1) and (2) above.

The selection committee shall be named by the Head of the Department of Physics at The University of Manitoba.

CLASS OF '72 SCHOLARSHIP IN MANAGEMENT

The Bachelor of Commerce (Honours) Class of 1972 Alumni have established a fund at The University of Manitoba to provide an annual scholarship to undergraduate students in the Faculty of Management. The Manitoba Scholarships and Bursaries Initiative has made a contribution to this fund. The first time this scholarship is offered, it will be valued at \$1,000. In following years, the award will be valued at the level of available annual income from the fund. Annually, this scholarship will be offered to a student who:

- (1) is a Canadian Citizen or Permanent Resident;
- (2) has completed at least the first year of studies in the Faculty of Management;
- (3) has achieved a minimum cumulative grade point average of 3.0;
- (4) is enrolled in at least 80 percent of a full course load in the Faculty of Management at The University of Manitoba;
- (5) demonstrates personal initiative and accomplishments in areas of organizational responsibility and leadership through active involvement in community, academic, or youth groups and activities (some examples include AIESEC [Association Internationale des Etudiantes de Sciences, Economiques, et Commerce], Junior Achievement, and Intramural or Intercollegiate sports).

Applicants for this scholarship will obtain the application form from the Office of the Dean of the Faculty of Management and will return completed application forms to that office on or before the designated deadline date.

The selection committee shall be named by the Dean of the Faculty of Management and shall include one member of the Commerce Students' Association, one faculty member, and one or two representatives of the Class of 1972 Alumni (or their delegates).

E.W. POPE PRIZE IN AUDITING

The family of Edward William Pope has, along with a contribution from the Manitoba Scholarships and Bursaries Initiative, established a fund in his memory at The University of Manitoba. Mr. Pope was born in London, England in 1912. He moved to Winnipeg at age seven and went on to obtain a B.A. degree in 1933 and his qualifications as a Chartered Accountant in 1938 with a Manitoba Silver Medal. He served as a second lieutenant in the Royal Canadian Navy in the Second World War and was the first President of the Winnipeg Branch of the Naval Officers Association of Canada, for which the branch honoured him on its 50th Anniversary. He was married to Margaret Reid Fullerton in Ottawa in 1945. He was active in his beloved summer community of Victoria Beach, where he served as deputy reeve. Mr. Pope's career took him from a chartered accounting firm to McCabe Grain Company, then to National NK Seeds, National Grain, and finally to Cargill Grain Company, where he was Comptroller until his retirement. He taught third year auditing to countless accountancy students and served as a President of the Manitoba Institute of Chartered Accountants.

Mr. Pope's family wishes to offer this annual prize, valued at the available annual income, to the student who completes the course, Auditing (currently numbered 9.401), with the highest standing.

Should a tie-breaking mechanism be required, the selection committee shall rely first on overall course-load, then on the grade on the final examination, and finally the cumulative grade point average.

The selection committee shall be named by the Dean of the Faculty of Management.

LARA ONALEE NAGLER MEMORIAL AWARD
("LARA'S LEGACY")

In memory of Lara Nagler, family and friends have established a memorial fund in her name at The University of Manitoba. The award supported by this fund, "Lara's Legacy", will encourage and recognize, financially, students in the Faculty of Human Ecology who have demonstrated a strong commitment to volunteerism, community and family. The award will be given annually to returning students in the Faculty of Human Ecology.

Lara was born and educated in Winnipeg. She received her degree in Human Ecology, in Foods and Nutrition, in 1997. Lara's love and loyalty to family and friends were boundless, but her sense of adventure drew her to the west coast where she died accidentally in April 1999. Throughout her short life, Lara showed great empathy and commitment to people in need and to all God's creatures. She quietly became involved when she felt she could help. This included working with non-profit groups such as McBeth House Centre for Seniors and the Manitoba Schizophrenia Society. After graduating, a goal she did not have time to achieve was to work with a community based or self-help program. This award, "Lara's Legacy", fosters the well-being of those for whom she cared.

The available annual income from the fund will support an award* which will be offered to a student who:

- (1) demonstrates a strong commitment to volunteerism, community, and family;
- (2) has completed at least one year of study as a full-time student at the University and has achieved a minimum cumulative grade point average of 2.5;
- (3) enrolls full-time in any year of any program in the Faculty of Human Ecology in the year in which this award is tenable.

Strong commitment to volunteerism, community, and family shall be demonstrated either through a two-page letter of application outlining involvement in these areas or through a written nomination of an eligible student by a faculty member, a practicum or work supervisor, or a friend. Applications and nominations must be submitted to the Office of the Dean of the Faculty of Human Ecology on or before the designated deadline date.

If the recipient of the award does not register accordingly, the award will be offered to the next qualified candidate.

The selection committee shall be named by, and shall include, the Dean of the Faculty of Human Ecology (or delegate).

*NOTE - In future years, when earnings on the fund permit, more than one award may be made. This will be decided by the selection committee of the award. In addition, the selection committee may decide at any time to split the award between two equally qualified candidates.

M. CHARLES COHEN PRIZE

The family of M. Charles Cohen, with a contribution from the Manitoba Scholarships and Bursaries Initiative, has established a fund at The University of Manitoba in his honour. Mr. Cohen graduated from the University of Manitoba in 1951, with degrees in Arts and Social Work. He went on to become a successful writer for theatre, radio, and television. The annual available income from this fund will support a prize which will be offered to the University of Manitoba student who has written and presented the most outstanding original play of the year at the Black Hole Theatre at The University of Manitoba.

Preference in selection may be given to University of Manitoba bursary applicants.

The family of M. Charles Cohen will receive a copy of the winning script each year.

The selection committee for this prize shall be the Black Hole Theatre Executive and may include the Head of Theatre Studies.

JAMES GORDON FLETCHER Ph.D. FELLOWSHIP **(for Research in Aboriginal Issues)**

Through a testamentary gift from James Gordon Fletcher, a graduate of Agricultural and Food Sciences at The University of Manitoba (B.S.A./25), a fund has been established at the University to support graduate fellowships. This fund will specifically serve to stimulate, support, and encourage research in Aboriginal issues by Ph.D. students in any Department at The University of Manitoba. Each year, a fellowship valued at \$16,000 will be offered to a student who:

- (1) is enrolled full-time in a Ph.D. program in the Faculty of Graduate Studies at The University of Manitoba and has been in this program for less than four years at the time when this fellowship is offered;
- (2) has achieved a minimum cumulative grade point average of 3.75 over the two regular academic years prior to the session in which this fellowship is tenable;
- (3) is conducting research in a field pertaining to Aboriginal communities and persons.

The top applicant will be selected on the basis of academic excellence, commitment to their field of study, the quality and value of the research proposal, and their career objectives.

Applicants must submit a cover letter, a research proposal, a full *curriculum vitae*, two academic letters of support and a current transcript. Complete application packages are to be submitted to the Awards Officer, Faculty of Graduate Studies, by a specified deadline date.

The selection committee shall be named by the Dean (or designate) of the Faculty of Graduate Studies.

MARN FOUNDATION GRADUATE SCHOLARSHIP AND BURSARY

The Manitoba Association of Registered Nurses (MARN) Foundation, established in 1993 to support education for registered nurses, has established a fund at The University of Manitoba. The Manitoba Scholarships and Bursaries Initiative has made a contribution to this fund. The available annual income from the fund will support both scholarships and bursaries for registered nurses who are continuing studies in health-related fields at a graduate level.

Two scholarships will be offered each year, each valued at 15 percent of the available annual income, to students who:

- (1) are registered nurses and are enrolled full-time in a graduate program at The University of Manitoba;
- (2) have completed at least one full year of study at the graduate level and have achieved a minimum cumulative grade point average of 3.5 (as calculated via University of Manitoba Graduate Fellowship guidelines);
- (3) are conducting research in a health-related field;

- (4) intend to maintain an active nursing registration following graduation.

The applicants will be asked to submit a two page summary of their graduate research and its relation to the health field, as well as a statement of their career goals following graduation. If an applicant is not enrolled in a Graduate Program in Nursing, he/she will be required to provide documentation of how his/her studies apply to nursing.

The selection committee for the scholarships shall be named by the Dean of Graduate Studies and shall include two members of the MARN Foundation Selections Committee.

The remaining 70 percent of the available annual income shall be used to support bursaries. The number of annual bursaries will vary based on available annual income, and the starting value of each bursary shall be a minimum of \$500 and a maximum of \$2,000. In future years, these values may increase. These bursaries will be offered to students who:

- (1) are registered nurses and are enrolled full-time or part-time in any year of a graduate program at The University of Manitoba;
- (2) are pursuing graduate research in health-related fields;
- (3) intend to maintain an active nursing registration following graduation;
- (4) have demonstrated financial need on the standard University of Manitoba bursary application form.

Applicants for these bursaries will submit a cover letter in addition to their bursary application form. This letter will outline how the applicant's graduate research is related to a health field, as well as a statement of their career goals following graduation. If an applicant is not enrolled in a Graduate Program in Nursing, he/she will be required to provide documentation of how his/her studies apply to nursing.

The selection committee for the bursaries shall be named by the Director of Enrolment Services and shall include two representatives of the MARN Foundation Awards Committee.

HUGH J. ANDERSON GRADUATE AWARD IN CHEMISTRY

The Hugh J. Anderson Graduate Award in Chemistry has been established at the University of Manitoba with a gift of \$70,000 from Dr. Anderson and a contribution from the Manitoba Scholarships and Bursaries Initiative.

Hugh J. Anderson was born in Winnipeg in 1926. He obtained B.Sc. (1947) and M.Sc. (1949) degrees in chemistry at The University of Manitoba. While still a Masters student,

he was invited to teach first year chemistry as regular faculty members were required to teach senior level courses to war veterans. That teaching experience led him to devote his career to the education of young chemists. He obtained his Ph.D. at Northwestern University and gained postdoctoral experience at Oxford University. Dr. Anderson became one of the first chemistry faculty members at Memorial University of Newfoundland in St. John's, where he became full professor. Dr. Anderson is presently Professor Emeritus at Memorial University.

The purpose of this award is to support exceptional graduate students in the Department of Chemistry at The University of Manitoba. The available annual income from the fund will support an annual award offered to a student who:

- (1) is registered full-time in the Faculty of Graduate Studies in the Department of Chemistry;
- (2) has achieved a minimum cumulative grade point average of 3.5 (or equivalent) on all courses completed to date, in both the undergraduate and graduate programs.

The award is renewable, but previous recipients must re-apply each year to be considered and will be in equal competition with other applicants. The value and number of awards given in any year shall be determined by the Scholarships and Fellowships Committee in Chemistry.

The selection committee shall be the Scholarships and Fellowships Committee of the Department of Chemistry.

PHYLLIS J. McALPINE GRADUATE FELLOWSHIP

A personal bequest from Dr. Phyllis J. McAlpine, along with gifts from her friends and family and a contribution from the Manitoba Scholarships and Bursaries Initiative, has allowed the establishment of a fellowship to support excellent graduate students in the Department of Human Genetics. Dr. McAlpine, a native of southern Ontario, joined the University of Manitoba in 1972 after the completion of a Ph.D. in Human Genetics at University College, London, and postdoctoral training at Queen's University. She was appointed Head of the Department of Human Genetics in 1993, a position she held until her untimely death from breast cancer in 1998. A pioneer in human gene mapping, Dr. McAlpine was held in very great esteem by colleagues worldwide, especially in her position as Chair of the Human Genome Organization (HUGO) Nomenclature Committee from 1992-1996. The encouragement and support of graduate students and trainees were among Dr. McAlpine's favourite causes and the Department was honoured to find that she had made a bequest that allowed this fellowship to be developed.

Each year, the available annual interest will support one or more awards which will be offered to graduate students who:

- (1) are enrolled full-time in the Department of Human Genetics at The University of Manitoba;
- (2) show an excellent potential for a research career;
- (3) have achieved high academic standing (normally a minimum cumulative grade point average of 3.5 or equivalent);
- (4) have proposed to conduct or are already conducting research relevant to Medical Genetics.

Eligible candidates will be required to submit an application for this fellowship to the Head of the Department of Human Genetics on or before the designated deadline date. This fellowship is renewable over the course of one degree (i.e., cannot be carried over upon completion of the Masters degree to the Ph.D. program). Applicants for renewal will be considered in competition with all new applicants in a given year. In a year when no suitable candidates are found, the award will not be offered and the available annual income will be reinvested with the capital of the fund. Selection decisions made by the committee shall be final.

The selection committee shall be the Department of Human Genetics Endowment Fund Committee.

ERNST AND INGRID BOCK GRADUATE AWARD

The Ernst and Ingrid Bock Graduate Award fund has been established at The University of Manitoba as a memorial through donations made by colleagues, friends and family of the Bocks who died in 1994. The Manitoba Scholarships and Bursaries Initiative has made a contribution to this fund.

Ernst Bock was born in Kharkov, Ukraine in 1929 and, after several years in Germany, immigrated to Canada in 1948. He obtained his B.Sc. and Ph.D. degrees at the University of Manitoba and joined the Chemistry Department as a lecturer in 1958. He was promoted to Professor in 1972, a position he held until his death in 1994. He published approximately 90 scientific papers, mainly in the area of dipole moments, magnetic resonance, and liquid crystals.

Ingrid (Schroeder) Bock was born in 1938 in Winnipeg. She received a B.A. from the University of Manitoba in 1959 and taught French at the University of Winnipeg Collegiate Division for four years. Her employment at the University of Manitoba started in 1980 and she was an Administrative Assistant in the Department of Physics at the time of her death in 1994.

The purpose of this memorial award is to support exceptional graduate students in the Departments of Chemistry and Physics. The available annual income from the fund will be split equally to provide for an award in Chemistry and an award in Physics to students who:

- (1) are registered full-time in the Faculty of Graduate Studies in either the Department of Chemistry or the Department of Physics
- (2) have achieved a minimum cumulative grade point average of 3.5 (or equivalent) on all courses completed to date, in both their undergraduate and graduate programs.

Recipients of this award may hold it more than once but previous recipients must re-apply each year to be considered and will be in equal competition with other applicants. The amount and number of awards given in any year shall be determined by the Scholarships and Fellowships Committee in Chemistry and the Graduate Studies Committee in Physics.

The selection committees shall be the Scholarships and Fellowships Committee in the case of the Department of Chemistry, and the Graduate Studies Committee in the case of the Department of Physics.

FACULTY OF SCIENCE AWARD FOR EXCELLENCE IN TEACHING ASSISTANCE

Each year, two teaching assistants in the Faculty of Science will be recognized for the excellence of their work. One award will be presented to a teaching assistant working in either 100 or 200 level courses, and a second award will be presented to a teaching assistant working in either 300 or 400 level courses. Each award will be valued at \$300.

Selection of recipients of this award will be based on nominations by students and/or lab coordinators or supervisors in courses with which the teaching assistant is associated. Nominations will be supplemented by the existing formal evaluation instrument and any other evaluation instrument that may be available, including certificates of completion of the University Teaching Services Workshop for Teaching Assistants or evaluations obtained through the Certification in Higher Education Teaching (CHET) program. There will be two nomination periods; the first during the final four weeks of first term of the regular academic session and the second during the final four weeks of the second term. Both students and faculty will be notified of the commencement of the nomination periods and the procedures for nomination.

Nominations and supporting evaluations will be submitted to the Associate Dean of the Faculty of Science (Student Affairs) by the last day of classes of term 2 of any year. Adjudication of nominees will be conducted by an "ad hoc" committee of academic members of the Faculty of Science. This committee will be named and chaired by the Associate Dean and will normally be composed of faculty members who have substantial contact with teaching assistants.

GRACE GENERAL HOSPITAL BURSARY

The Grace General Hospital offers two annual bursaries, each valued at \$500, to Nursing students at The University of Manitoba. The Grace General Hospital Nursing Student Bursaries have been in existence at the Hospital since the early 1960s. Generous donors contributed to the bursary fund with the sole purpose of offering financial assistance to Nursing students with demonstrated financial need. The Grace General Hospital School of Nursing closed in 1998 when nursing education moved to a university-based program. By offering these two annual bursaries to Nursing students at The University of Manitoba, the Grace General Hospital carries on the strong tradition of supporting nursing education.

The two bursaries will be offered annually to students who:

- (1) are enrolled full-time in the second or third year of the program in the faculty of Nursing at The University of Manitoba (one bursary is to be given to a second year student and the other to a third year student);
- (2) have achieved a minimum cumulative grade point average of 2.5;
- (3) have demonstrated financial need on the standard University of Manitoba bursary application form.

The selection committee shall be named by the Dean of the Faculty of Nursing.

CADORATH AEROSPACE AWARD FOR ENGINEERING EXCELLENCE

CADORATH Aerospace Inc. offers an award, valued at \$2,000, to students in the Faculty of Engineering who intend to enrol in the Aerospace Engineering Option. This award will be offered to a student who:

- (1) is enrolled full-time in the second year of the Mechanical Engineering program in the academic session in which the award is tenable;
- (2) has achieved a minimum cumulative grade point average of 3.5;
- (3) intends to enrol in the Aerospace Engineering Option in the third year of the Mechanical Engineering Option.

Applicants for the award will be required to submit a one-to-two page letter of application to the Faculty of Engineering Scholarships, Bursaries and Awards Committee. The letter will outline why the applicant desires to pursue studies and a career in Aerospace Engineering. Applicants will be encouraged to provide other information relevant to their experience and plans in the area of Aerospace Engineering. Applicants will also be required to complete the Faculty of Engineering Extracurricular Involvement Questionnaire.

Preference in selection shall be given to applicants who have made a contribution to their community, both on campus and off, and who have demonstrated leadership skills.

This award will be offered for three years (for a total of three awards), after which time the financial commitment will be reviewed by CADORATH Aerospace Inc.

The selection committee shall be the Faculty of Engineering Scholarships, Bursaries, and Awards Committee, and shall include a representative of the Aerospace Engineering Option and a representative of CADORATH Aerospace Inc.

CMA — MANITOBA AWARD IN ADVANCED MANAGERIAL ACCOUNTING

The Society of Management Accountants of Manitoba offers to provide an annual award of \$500 to promote the discipline of management accounting. The award is to be offered annually to a student who:

- (1) is enrolled full-time in a degree program at The University of Manitoba for the term in which the applicable course is taken;
- (2) was registered in the course Advanced Managerial Accounting (currently numbered 9.404) for the first time and completed the course with the best overall grade (minimum grade point of 3.5).

Should a tie-breaking mechanism be required, the selection committee shall rely first on the over-all course load, then on the grade on the final examination, and finally the cumulative grade point average.

The selection committee shall be named by the Dean of the Faculty of Management and shall include the course coordinator for Advanced Managerial Accounting.

COOPERATIVE EDUCATION MANITOBA (CEM) AWARD

At the time of its dissolution in 1999, Cooperative Education Manitoba has created a fund at The University of Manitoba to provide recognition to exceptional students enrolled in a cooperative option program at the University. The Manitoba Scholarships and Bursaries Initiative has also provided a matching grant toward the establishment of this fund.

The CEM Award will be valued at \$1,000 and will be presented each year, starting in the year 2000, to the student who:

- (1) is enrolled in any degree program at The University of Manitoba which offers a cooperative option, in a cooperative program which includes a minimum accumulated 6 month component of paid work placement experience;

- (2) has completed a work term within the calendar year previous to receiving this award;
- (3) has demonstrated the greatest personal and professional development throughout the cooperative program from among all eligible candidates.

This award shall be presented each year during the National Coop Education Week, normally held in March.

Applicants will be required to submit a brief letter describing how he/she has met the above criteria of personal and professional development throughout the cooperative program. "Development" in this case will be defined as improved academic performance as a result of applying knowledge learned at a workplace during a coop term to academic study, or having a significant impact on the promotion of their coop program through providing seminars, testimonials or workshops to fellow students or to prospective coop participants, or making an outstanding contribution to the workplace while on a work term, or other ways in which the applicant demonstrates his/her development and growth as a result of the coop participation. The application will also include a supporting letter from the applicant's coop coordinator and a letter of reference from a cooperative program employer. Applications will be submitted to the Financial Aid and Awards Office at The University of Manitoba on or before the application deadline date.

The selection committee shall be named by a member of the former CEM Executive Board, who shall serve as the non-voting Chair of the committee. In the future, when CEM Executive Board members are no longer available, a representative of the Manitoba Association for Cooperative Career and Work Education (a sister organization to CEM) will fill this role. The committee shall include one coop coordinator at The University of Manitoba, one University of Manitoba coop director or a designated faculty member from a program which offers a cooperative option and one employer involved with the cooperative program at the University.

AMENDMENTS

SENATOR THOMAS ALEXANDER CRERAR SCHOLARSHIP

The terms of this award are to have a special note added to them. The note is to state that in the 1999-2000 academic session, four awards of \$9,000 each will be made; in the 2000-2001 academic session, three awards of \$9,000 each will be made; and, finally, in the 2001-2002 academic session, two awards of \$9,000 each will be made. Years after the 2001-2002 academic session, two awards of \$9,000 each will continue to be offered in each academic session.

T.O. PETERSON SCHOLARSHIPS IN COMMERCE

With the approval of the donors of these awards, the terms of reference for the awards are to be amended. Firstly, as Pattern areas no longer exist in the Faculty of Management, students enrolled in the Majors in Accounting, Finance, Human Resource Management / Industrial Relations, or Management Information Systems will now be eligible for these awards. In addition, applicants for these awards will be asked to complete a brief application form, providing information about their extra-curricular activities and leadership skills. The remainder of the terms will remain unchanged.

1986 LEARNED SOCIETIES TRAVELING SCHOLARSHIP

The name of this scholarship is changing to Congress for Social Sciences and Humanities Traveling Scholarship.

FORT GARRY UNIT, ARMY, NAVY, AND AIR FORCE VETERANS IN CANADA BURSARY

In order to broaden the pool of eligible candidates for this bursary, the donors have agreed to amend the terms for this bursary. Previously, in order to be eligible for the bursary, a student must have had a parent who was a member of the Unit. Now, any student who has a father, mother, aunt, uncle, grandparent, brother, sister, son or daughter in the Unit will be eligible for this bursary.

EDUCATION ALUMNI BURSARIES

The Faculty of Education Alumni Association has requested that the terms of reference for its award be amended. Firstly, the Alumni ask that these awards now be offered as scholarships. Thus, they will be called Education Alumni Scholarships. Secondly, the Alumni will continue to offer two awards annually. However, the value of each award will be increased from \$500 to \$1,000. Thirdly, a minimum grade point average requirement will be set at 3.0. Finally, the terms of reference are to state that the Alumni will now have representation on the selection committee for these awards, but that University of Manitoba representatives will always make up the majority of the committee.

YOUNG PRESIDENTS' ORGANIZATION BUSINESS SCHOLARSHIP

The terms of reference for this scholarship are to be amended. Firstly, the terms will state that the scholarship will now be funded through a fund that has been established at The University of Manitoba, rather than through a fund held by The University of Manitoba Business School Foundation Inc. Secondly, additions will be made to the award terms to state that the award will be given to an individual or a team of students who have developed a business plan that best meets the criteria of originality and

overall strength of the business idea, feasibility of the product/service development and production plan, feasibility of marketing and distribution plan, soundness of financial data and investment plan, overall professionalism displayed in the business plan, and overall probability of success. The terms will also state that plans developed for the course New Venture Creation (currently numbered 118.410) and any others submitted outside of course requirements shall be considered for this award.

JOHN W. CLAY MEDAL

The terms of reference for this award are to be amended. As the fund supporting this award is currently generating income in excess of the amount required to produce a medal, the full available annual income will now be used for this award. The first charge will always be the costs of production of the medal and the remainder of the income will provide a cash prize for the medal recipient. Thus, the award will now be called the John W. Clay Medal and Prize.

EDWARD OLIVER GRIMSDICK MEMORIAL PRIZE

The terms of reference for this award are to be amended to allow for the available annual income from the fund to support the prize, rather than a set value of \$50.

ROBIN CHARLES RINGLAND MEMORIAL SCHOLARSHIP

The terms of reference for this scholarship are to be updated to reflect that the scholarship will now be funded through a fund that has been established at The University of Manitoba, rather than through a fund held by The University of Manitoba Business School Foundation Inc. The remainder of the terms remain unchanged.

ARTHUR V. MAURO SENIOR STUDENT AWARD

The terms of reference for this award are to be amended. Firstly, the terms will now state that the award is funded through an annual gift from the Arthur Mauro Senior Student Award Foundation rather than through an endowment fund at The University of Manitoba. The initial value of the award will be \$1,800, but this value may change each year and will be set by the donor. In addition, the terms will be altered to state that the award will be offered to a student entering Graduate Studies at The University of Manitoba who has received a Bachelor degree from the University in the three years prior to receiving this award, rather than offering the award to a student who is graduating from an undergraduate program and intends to enter graduate studies in the next three years. Finally, a requirement will be added to the terms that will state that applicants have to submit a two-page letter outlining their contributions to the University community and to the larger community outside the University. This requirement will become one of the selection criteria for this award.

APEM ENGINEERING ENTRANCE SCHOLARSHIPS

The name of this scholarship is to be updated to reflect the new name of the donor organization. The scholarship will now be called the APEGM Engineering Entrance Scholarship, named after the Association of Professional Engineers and Geoscientists of the Province of Manitoba.

ASSOCIATION OF PROFESSIONAL ENGINEERS OF MANITOBA SCHOLARSHIPS **(Endowed scholarship)**

The name of this scholarship is to be updated to reflect the new name of the donor organization. The scholarship will now be called the Association of Professional Engineers and Geoscientists of the Province of Manitoba Endowed Scholarship, named after the Association of Professional Engineers and Geoscientists of the Province of Manitoba and indicating that this one scholarship from APEGM is in fact endowed, not annually funded like the other two scholarships APEGM supports. In addition, the terms will state that the five programs in Engineering which are to receive one of these five scholarships are Civil, Mechanical, Electrical, Computer, and Biosystems or Industrial Engineering. The section of the terms outlining a special award made in 1986-1987 shall be removed from the terms. As well, the criterion which previously required recipients of the scholarship to be involved in extra-curricula activities shall be replaced with a requirement for the recipient of the scholarship to be a student member of APEGM. Finally, a note will be made in the terms of the scholarship that in years when the available annual income is not sufficient to support these five scholarships which are set at \$200 each, APEGM will top up the available interest in order to make \$1000 available for award.

ASSOCIATION OF PROFESSIONAL ENGINEERS OF MANITOBA SCHOLARSHIPS **(Annually funded scholarship)**

The name of this scholarship is to be updated to reflect the new name of the donor organization. The scholarship will now be called the Association of Professional Engineers and Geoscientists of the Province of Manitoba First Year Scholarship, named after the Association of Professional Engineers and Geoscientists of the Province of Manitoba. One of these scholarship will now be offered to the student with the highest standing in the first year of the direct-entry program in Engineering and the second to the student entering the Faculty of Engineering with the highest standing in University 1. The clause stating that "in computing the aggregate for a student who has had one or more conditions which have been subsequently removed, the marks obtained in the original examination shall be used" shall be removed from the award terms. Finally, the clause stating that the recipients of this award cannot hold other awards that are of the same or greater value shall be removed from the award terms.

EMPLOYERS ASSOCIATION OF MANITOBA BURSARY IN COMMERCE

The terms of this award are to be amended to state that the available annual income from the fund will be split into two equally-valued bursaries. Previously, one bursary of \$1000 was offered annually.

CORRIGILL SCHOLARSHIP

The terms of reference for this scholarship series are to be amended. The terms will now allow for the full available annual income to be spent on awards each year, rather than a set amount of \$4,800. Sixty percent of the available annual income will be split equally between the four graduate scholarships and the remaining forty percent will be split equally between the four undergraduate scholarships.

DR. MANLEY BOWLES MEMORIAL SCHOLARSHIP

The terms of this scholarship are to be amended to state that the scholarship will now be valued at the available annual income rather than at a set value of \$250.

SOLOMON GREENBERG PRIZE FOR ADVOCACY

The name of this prize is to be changed to Manitoba Bar Association Solomon Greenberg Prize in Advocacy in order to reflect the fact that the Manitoba Bar Association makes significant annual financial contributions to the value of this prize. In addition, the value of the prize is to increase to \$300 for the winner of the Moot Court Competition and \$200 to the runner-up.

RICHARDSON SCHOLARSHIPS IN MUSIC

The terms of these scholarships are to be amended to allow the full \$5000 available each year from the Winnipeg Foundation to be offered as scholarships to University of Manitoba Music students. Previously, \$500 of the available funds was designated to Western Board students.

MAURICE CHUSID MEMORIAL BURSARY

The terms of this bursary are to be amended to state that it will now be valued at the available annual income from the fund, rather than at a set value of \$350.

WESTCO SCHOLARSHIP

The terms of reference for this award are to be amended. The clause stating that this scholarship is not tenable with another scholarship or with other scholarships whose total value exceeds \$600 shall be removed from the terms.

RICHARD A.C. BROWN MEMORIAL BURSARY

The terms of reference for this award are to be amended to state that the award will now be valued at the available annual income , rather than at a set value of \$200.

BENJAMIN COHEN SCHOLARSHIP IN SCIENCE

The terms of reference for this award are to be amended to state that the award will now be valued at the available annual income, rather than at a set value of \$250.

DR. CLIFFORD McCORMICK MEMORIAL FUND

The terms of this fund are to be amended, in consultation with the donor contacts and the Faculty of Dentistry. Firstly, the award will now be called the Dr. Clifford McCormick Memorial Bursary. It will no longer be classified as a scholarship, but will be offered to students with demonstrated financial need. Secondly, it will no longer be offered to those who are already dental hygienist or nurses and are pursuing further dental education. It will now be offered to students who are enrolled full-time in the first year of the program in Dental Hygiene. Applications will no longer be due on June 1 of every year but rather on October 1, the deadline date for all University of Manitoba bursaries. Finally, a member of the McCormick family will no longer be required to assist the selection committee in its selection of an award candidate.

MARIE JOMINI MEMORIAL SCHOLARSHIP

Recently, Marie Jomini's sister, Elizabeth, passed away. As both sisters were very involved in music education throughout their lives, the contact for this scholarship has asked that Elizabeth's name be added to the scholarship name. Thus, this scholarship will now be called the Elizabeth and Marie Jomini Memorial Scholarship.

ALICE M. CHISHOLM BURSARY

The terms for this bursary are to be amended to state that the available annual income on the fund supporting this bursary will be split equally between the two bursaries. The previous terms stated that there were to be two awards at \$250 each.

J.W. DAFOE FOUNDATION AWARD

The terms of reference for this award are to be amended to state that this award is to be offered to the best all-around student in the Masters program in each of City Planning, History, Law and Political Studies, regardless of whether the student has completed a thesis-based degree or a Masters degree based on course work only.

B.A. AND E.W. FINKLE PRIZE IN ANTHROPOLOGY

The terms of reference for this prize are to be amended to state that the prize will be valued at the available annual income on the fund, rather than at \$100. In addition, the winner of this prize will no longer be restricted from holding other awards of \$500 or more.

MICHAEL LYSEYKO MEMORIAL SCHOLARSHIP

The terms of reference for this scholarship are to be amended in several ways. Firstly, the terms of the scholarship will be made more flexible by stating that the scholarship will be offered to a promising student in Ukrainian Studies, rather than to a promising student in a Ukrainian major, honours, or graduate program. This amendment will allow the selection committee to consider students who are enrolling in Ukrainian Studies courses, but have not necessarily declared a major in this field. Secondly, the award will now be valued at the available annual income on the fund. Thirdly, reference to the Head of the Department of Slavic Studies shall be replaced with references to the Head of Slavic Studies. Finally, the terms will now state that Mr. or Mrs. Harold Lyseyko may sit on the selection committee. Previously, the terms stated that Mr. Lyseyko shall sit on the committee. Mr. Lyseyko now resides outside of Manitoba and may not be able to attend all selection meetings. Finally, the name of the award is to change to the Michael and Anastasia Lyseyko Memorial Scholarship, to include a tribute to the late wife of Mr. Harold Lyseyko.

A.J. CHRISTIE PRIZE IN ADVOCACY

The terms of reference for this prize are to be amended to state that the two awards will be valued at half of the available annual income, rather than at a set value of \$125 each.

DR. ROBERT FLETCHER PRIZE IN EDUCATION

Firstly, the name of this award is to be changed to the Dr. Robert Fletcher Medal and Prize in Education. This name accurately indicates that the fund supporting this award first allows for the production of an annual medal. The second part of the name, the prize, is a new addition, although it has been part of the award name since it was established. As the fund supporting this award is currently generating interest amounts far beyond the needed amount to produce a medal, the remainder of the available annual income shall be presented to the medal winner in the form of a gift certificate at a local bookstore. The recipient of the award will indicate the book store of choice to the

Associate Dean of the Faculty of Education, and the gift certificate will then be purchased and presented to the recipient.

ROBERT H. BETTS GRADUATE AWARD IN CHEMISTRY

The terms of reference for this award are to be amended, upon request from the Department of Chemistry and with the approval of the donor contact for this award. The first of the numerous changes is the acknowledgment in the terms that the fund supporting this award was established through the gifts of friends and colleagues of Dr. Betts, as well as significant contributions from Dr. Betts himself. Secondly, a short addition will be made to the terms explaining that Dr. Betts began his scientific career with Atomic Energy of Canada in Chalk River, Ontario. Previously, the terms highlighted only Dr. Betts' time at The University of Manitoba. Thirdly, the terms will state that the purpose of the award is to support exceptional graduate students in the Department of Chemistry. Fourthly, the terms will clarify that the required grade point average of 3.5 will have to have been achieved on all courses completed to date, both at the graduate and undergraduate level. Fifthly, an additional clause in the terms will state that the award may be held more than once by the same individual, but that previous recipients must re-apply each year to be considered and will be in equal competition with other applicants. Finally, the terms will allow for more than one award to be made in a given year, upon the discretion of the selection committee.

WITHDRAWALS

MANITOBA PARENTS FOR GERMAN EDUCATION AWARDS

Due to a lack of available funding, these awards are to be withdrawn.

GREGORY STEPHEN ZAZULAK MEMORIAL SCHOLARSHIP

Due to lack of funding, this scholarship is to be withdrawn.

MICHAEL DORAN SCHOLARSHIP **LARS-ERIK SJORBERG SCHOLARSHIP**

These two scholarships are to be withdrawn as the Winnipeg Jets Goals for Kids Foundation is no longer funding these scholarships.

MARGERY BAKER / MANITOBA OPERA ASSOCIATION GUILD BOOK PRIZE

As the Manitoba Opera Association Guild is no longer in place, this award is to be withdrawn.

August 14, 1999

Report of the Senate Committee on Approved Teaching Centres with Respect Canadian Mennonite Bible College

Preamble

1. The terms of reference for the Senate Committee on Approved Teaching Centres are found on pages 10.10 and 10.11 of the *Senate Handbook* (1992).
2. In July the Senate approved the proposed list of University of Manitoba courses to be offered at the Approved Teaching Centres, together with the proposed instructors. Canadian Mennonite Bible College (CMBC) since contacted the University Secretariat indicating that a replacement instructor was required to teach History course 11.120.

Observation

1. CMBC proposed that Mr. Hans Werner be named as instructor for History course 11.120. Mr. Werner is a Ph.D. candidate at The University of Manitoba and has taught the aforementioned course at least once at the University of Winnipeg. This has met with the approval of the Head of the Department of History and was vetted with members of the Senate Committee on Approved Teaching Centres who also approved the replacement.

Recommendation

That Mr. Hans Werner be approved to teach University of Manitoba History course 11.120 to be offered at CMBC in 1999-2000.

Respectfully submitted,

Ms. B. Sawicki
University Secretary

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The Executive Committee endorses the report to Senate.



MEMO

July 21, 1999

Senate Approvals Committee
University of Manitoba
Winnipeg, Manitoba R3T 2N2

ATTENTION: Ms. Lucy Shore

Subject: New Instructor for History 11.120

Canadian Mennonite Bible College is requesting permission for Hans Werner to teach History 11.120 during the 1999-2000 academic year. Dr. Jill Mayer was scheduled to teach this course, but for family health reasons found it necessary to withdraw.

Hans Werner is currently in a PhD program at the University of Manitoba, and has taught a history of Western Civilization courses at least once at the University of Winnipeg.

I have contacted Dr. Ferguson, Acting Head of the Department of History, and he has given his strong endorsement for this appointment

Sincerely,

Harry Huebner
Academic Dean

cc. Gerald Gerbrandt

CANADIAN MENNONITE BIBLE COLLEGE

600 Shaftesbury Blvd., Winnipeg, MB R3P 0M4 TEL: (204) 888-6781 FAX: (204) 831-5675

**EXECUTIVE COMMITTEE OF SENATE
REPORTING RESPONSIBILITIES OF MEMBERS**

<u>COMMITTEE</u>	<u>MEMBER</u>
Academic Computing	J. S. Gardner
Academic Dress	M. Cox
Academic Evaluation of Students	A. Percival
Academic Freedom	T. Booth
Academic Review	J. S. Gardner
Admission Appeals	B. Stimpson
Admissions	J. S. Gardner
Animal Care	C. Kazina
Appeals	B. Stimpson
Applications for Faculty Status	M. Stern
Approved Teaching Centres	M. Stern
Awards	M. Feld
Calendar	B. Sawicki
Curriculum and Course Changes	J. E. Cooper
Honorary Degrees	R. O'Kell
Instruction	A. Secco
Joint Senate Appeals	G. Fletcher
Joint Master's Programs	A. Secco
Library	M. Cox
Medical Qualifications	D. Chow
Nominations	D. Chow
Planning and Priorities	N. Halden
Rules and Procedures	A. Percival
University Research	D. Ruth

Members of the Executive Committee are asked to familiarize themselves with the work of the committees assigned to them in order that they will be in a position to present necessary background information when reports come before the Executive Committee. It is not essential that persons serving a liaison function should attend the meetings of committees of which they are not members. In such cases in the past, communications with committees has been primarily through the Chairs.

21 July 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. **Appointment of Vice-Chair of the Senate Committee on Appeals**

Professor L. Stuesser's (Faculty of Law) term as Vice-Chair ended on 31 May 1999. The composition of the Committee on Appeals calls for *one member from among the elected faculty members to be appointed as Vice-Chair by the Executive Committee (the nomination of a Vice-Chair shall not be from the same Faculty or School as the Chair)*.

The Executive Committee approved the re-appointment of Professor Stuesser as Vice-Chair for a three-year term ending on 31 May 2002.

2. **Annual Financial Report**

The Comptroller's Office has traditionally provided approximately 130 copies of the Annual Financial Report for distribution to Senate members. In future, the report will be available via the Financial Services web site.

The Executive Committee agreed that hard copies would be mailed to all Senate members this year as has been done in the past, and that in future years those individuals who wish hard copies should be able to request them from the Comptroller's Office.

3. **Cancellation of August Senate Meeting**

The section of the *Senate Handbook* dealing with *Rules and Procedures Governing Meetings of Senate* 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".

As there were no items requiring action by Senate at this time, the Senate meeting originally scheduled for 4 August 1999 was cancelled.

Respectfully submitted,

Dr. E. J. E. Szathmáry, Chair
Executive Committee of Senate

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

/sgp

August 18, 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 J. Cooper will be the Speaker for the Executive Committee for the September meeting of Senate.

2. Comments of the Executive Committee

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

Respectfully submitted,

Dr. E.J.E. Szathmáry, Chair
Executive Committee of Senate

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

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19 July 1999

Report of the Senate Committee on Appeals

Preamble

The Senate Committee on Appeals received an appeal from a student in the Faculty of Law, and the Committee heard the appeal on 19 July 1999.

Observations

1. The student obtained a grade in a course which was lower than expected. He questioned the instructor about this grade, and discovered that the instructor had evaluated his work contrary to previously-agreed-upon criteria. Having been reminded of these criteria, the instructor submitted a change of grade. No appeal application was submitted to the Student Records Office, nor was one required by the instructor.
2. Regulation #42 of the Faculty of Law Exam Regulations stipulates that "...no later grade resulting from a deferred result, or an improved incomplete grade, or raised on appeal affects the prizes and awards determined in January and May or entitles that student to a substitute or equivalent prize or award."
3. The Examinations and Prizes Committee of the Faculty decided that regulation #42 prohibited the new mark from being considered for the purposes of determining prizes.
4. The student appealed to the Faculty Council of Law. His appeal was denied. He then appealed to the Senate Committee on Appeals, asking only that he be awarded a second gold medal.
5. Having considered the evidence and the arguments in closed session, the Committee decided to grant the appeal by recommending to Senate that a second gold medal in the Faculty of Law be granted to Mr. Mark Adkins.
6. Policy 1301, *Academic Appeals Procedures and Guidelines*, does not explicitly state that the Committee must recommend the granting of medals in disposing of an appeal. However, the Policy does state that the Committee can recommend to Senate the awarding of a degree notwithstanding certain conditions. The Committee felt that the granting of a second gold medal was akin to the awarding of a degree notwithstanding, and therefore makes its recommendation on disposition of the appeal to Senate.

Recommendation

The Senate Committee on Appeals recommends that Senate approve the granting of a second Gold Medal in the Faculty of Law to Mr. Mark Adkins.

Respectfully submitted,

Dr. Janet Hoskins, Chair
Senate Committee on Appeals

/sgp

The Executive Committee endorses the report to Senate.

August 13, 1999

Report of the Senate Committee on Rules and Procedures

Preamble

The Committee on Rules and Procedures has as one of its responsibilities the review of proposed amendments to Faculty/School Council By-Laws. Correspondence was received from the Faculty of Graduate Studies regarding by-law amendments which were approved by Council. These revisions were circulated to members of the Committee on Rules and Procedures; comments were received and incorporated into a revised document by the Faculty of Graduate Studies. The revised document was reviewed by the Committee at its meeting of August 12, 1999.

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

Observation

The major change in the By-Laws is the replacement of the Board of Graduate Studies by Standing Committees. Thus Sections 2.2.1.1 and 2.2.1.2 have been amended by deleting references to the Board of Graduate Studies. Other affected sections are: 2.2.3.4, item 4 which was deleted and 2.2.4 which has been deleted save sub-section 2.2.4.4.1. This sub-section belongs more appropriately in the Faculty's Academic Guide and will be included in that document, currently under revision. Sections 2.2.5 and 2.2.6 have been removed entirely. Replacements for sections deleted are given in the middle part of the document beginning with "2.2.4 Executive Committee."

Recommendation

The Senate Committee on Rules and Procedures recommends that Senate approve the revisions to the By-Laws of the Faculty of Graduate Studies as noted.

Respectfully submitted,

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

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The Executive Committee endorses the report to Senate.



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University of Manitoba

FACULTY OF GRADUATE STUDIES
Professor Fernando de Toro, Ph.D.
Dean

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Winnipeg, Manitoba
CANADA, R3T 2N2
Phone: (204) 474-9887
Fax: (204) 474-7553
E-Mail: FdeToro@ms.Umanitoba.ca

To: Ms Beverly Sawicki, University Secretary
From: Dr. Fernando de Toro, Dean Faculty of Graduate Studies
Subject: Abolition of the Board of Graduate Studies

F.T.

The current governing structure of the Faculty of Graduate Studies makes it impossible to address pressing issues and initiatives in a timely and efficient manner. The Board of Graduate Studies, which meets once a month, is not able to simultaneously deal with important matters pertaining to the effective running of this Faculty. The introduction of specialised committees such as the Executive Committee, Programs and Planning Committee, the Awards Committee, and Guidelines and Policy Committee, will make it possible to address many important matters simultaneously. Furthermore, the Faculty Council of Graduate Studies will meet twice per term or as required.

This new structure approved by the Board of Graduate Studies in November 13, 1998, by Faculty Council in December 4, 1998, recommended by the Rules and Procedures Committee of Senate in August 12, 1999 and approved by the Executive Committee of Senate in August 18, 1999, will allow us to operate as most Faculties of Graduate Studies do in Canada, as well as most Faculties at the University of Manitoba.



University of Manitoba

FACULTY OF GRADUATE STUDIES
Anthony S. Secco, Associate Dean
Programs and Planning

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Winnipeg, Manitoba
CANADA, R3T 2N2
Ph: (204) 474-9573
Fax: (204) 474-7553
E-Mail: Tony_Secco@Umanitoba.ca

MEMORANDUM

Date: August 18, 1999

To: Ms Beverly Sawicki, University Secretary

From: Dr. Anthony Secco, Assoc. Dean, Programs & Planning, Faculty of Grad. Studies

Subject: Issue for Senate: By-Law Revisions for the Faculty of Graduate Studies

Attached are the by-laws for the Faculty of Graduate Studies. The revisions suggested by the Senate Committee on Rules and Procedures have been incorporated. You will also find attached the existing by-laws (affected portions) to enable a reader to place the changes in context. A couple of consequential changes were necessary. Under sections 2.2.1.1 and 2.2.1.2, the reference to the Board of Graduate Studies has been deleted. [NOTE: All deletions are indicated by a strikethrough line] Under section 2.2.3.4, item 4 has been deleted. Almost all of Section 2.2.4 has been deleted save sub-section 2.2.4.4.1. This sub-section is currently inappropriately placed under governance issues, but will be placed appropriately in our Academic Guide currently under revision. Sections 2.2.5 and 2.2.6 have been removed entirely. Replacements for sections deleted are given in the middle part of this document beginning with "2.2.4 Executive Committee".

It would be very much appreciated if you would bring this matter of by-law revisions to the attention of Senate as soon as possible. Thank you.

1.

2. GOVERNANCE OF THE FACULTY OF GRADUATE STUDIES

2.1 Faculty and School Council General By-Law

2.1.1 Membership

Each faculty or school council shall be composed of:

1. The President,
2. The Vice-President designated by the President,
3. The Dean or Director,
4. Full-time professors, associate professors, assistant professors, lecturers, instructors I and II and senior instructors holding academic rank in the Faculty or School,
5. A minimum of three students registered in the faculty or school,
6. Such others as may be authorised by the individual Faculty or School by-laws.

2.1.2 Powers to act

Each faculty or school council, in addition to any other powers set forth in its individual by-laws and subject to the plenary powers of the Board of Governors and the general charge of all matters of an academic character vested in the Senate shall have power:

1. To provide for the regulation and conduct of its meetings and proceedings.
2. To appoint such committees as it may deem necessary and to confer on them the power and authority to act for it with respect to such matters as it may deem expedient.
3. To elect and remove its representatives on the Senate in accordance with the act, and the rules and procedures authorised by the Senate.
4. To make and administer regulations with respect to the attendance, conduct and progress of students who are registered in the Faculty or School.
5. To administer the rules and regulations of the Senate as they affect the students registered in the Faculty or School.
6. To prepare and publish Faculty or School timetables.
7. To consider and determine appeals by students from a decision of a member of the academic staff of the Faculty or School.
8. To establish department councils and following guidelines approved by Senate, prescribe how they shall be constituted.

2.1.3 Powers to Recommend

Each Faculty or School Council shall have the power to make such recommendations as it deems advisable to the appropriate persons or bodies and, without restricting the generality of the foregoing, may make recommendations concerning:

1. The conferring of the title Professor Emeritus/Emerita and Dean Emeritus/Emerita.
2. Athletic, social or other extra-curricular activities of students.
3. The establishment of, the abolition of, or any changes in divisions, departments, chairs, lectureships in the Faculty or School.
4. The establishment of or the abolition of or any changes in exhibitions, bursaries, scholarships, and prizes to be awarded to the students registered in the Faculty or School.
5. The conditions of entrance to the Faculty or School and the standing to be allowed students entering the Faculty or School and all matters relating thereto.
6. The regulations, methods, and limits of instruction in the Faculty or School.
7. The academic standing of all undergraduates in the Faculty or School.
8. The conditions on which candidates shall be received for examination and the conduct and results of examinations in the Faculty or School.

9. The degrees, diplomas and certificates of proficiency to be granted by the University pertaining to courses of study in the Faculty or School, and the persons to whom they shall be granted and the course of study required for any such degree, diploma and certificate of proficiency.
10. The discipline of students registered in the Faculty or School.
11. The acquisition and use of facilities within the Faculty or School.
12. The requirements for lecture rooms and other facilities.
13. The dates for the beginning and ending of lectures in the Faculty or School.

2.1.4 Removal

1. A Faculty or School Council may remove its representatives on Senate at any time by a two-thirds majority of those members present and voting at a duly called and constituted meeting thereof provided, however, that the individual Faculty or School Council by-law may provide for a greater majority.
2. Unless the individual Faculty or School Council by-law provides for longer notice, at least seven days' notice shall be given of a motion to remove a Senate representative and such notice shall specify the reasons for the proposed action.
3. The person concerning whom the motion is made shall have the right to be heard at the Faculty or School Council meeting held to consider the motion.

2.1.5 Enactment and Amendments

1. This by-law may be amended by a majority vote of the members of Senate present and voting provided thirty days' notice of any amendment has been given in writing to the members of the Senate.
2. Individual By-Laws
Supplementary to the Faculty and School Council General by-laws, each faculty and school has its own individual by-laws instituted by its own faculty or school council, edited by the Committee on Rules and Procedures, and approved by Senate.
 1. Individual Faculty or School Council by-laws or amendments thereof shall, before they are effective, be submitted to Senate for approval.
 2. Before submission to Senate such by-laws or amendments shall be approved by two-thirds of the members of the Faculty or School Council present and voting. At least seven days' notice in writing of any amendment shall be given to the members of the Faculty or School Council concerned

(Approved by Senate, January 5, 1971)
(Revised: February 2, 1983)

2.2 Faculty of Graduate Studies by-laws

This by-law is supplementary to the *Faculty and School Council General By-Law* (above).

2.2.1 RULES

2.2.1.1 Standing Rules

The Faculty Council ~~and Board of Graduate Studies~~ may enact or amend standing rules and procedures for the conduct of ~~their respective~~ its affairs by a majority vote of those members of the relevant body present and voting at the time the vote is called provided that five days' notice of the proposed standing rule or amendment has been given to all members of the relevant body prior to the meeting at which such enactment or amendment is to be made.

2.2.1.2 Rules of Order

Except where otherwise provided in the standing rules, the rules of order adopted from time to time by Senate for the governance of its proceedings shall govern the conduct of meetings of the Faculty Council ~~and of the Board of Graduate Studies~~.

2.2.2 FACULTY OF GRADUATE STUDIES

2.2.2.1 Membership

1. All full-time members of the academic staff of the University of Manitoba who hold the rank of Assistant Professor or above, and who are attached to departments, schools, or other units offering graduate programs; those who have been appointed to the rank of Professor Emeritus/Emerita; those who have been appointed as Adjunct Professors.

2. Those members of the academic staff of the University of Manitoba who do not hold the rank of Assistant Professor or above, but whom the Dean of Graduate Studies has approved upon the basis of recommendations from the Head of the faculty member's department or unit and from the Head of the department or unit in which the work will be done. Such appointments are held for the specific period of time necessary to complete the relevant teaching or supervision.
3. Those administrative officers of the University of Manitoba as may be appointed by the Board of Governors.

2.2.2.2 Meetings

1. General meetings of the Faculty of Graduate Studies may be called from time to time by the Dean of Graduate Studies.
2. A special general meeting of the faculty must be called by the Dean within ten days of receipt of a written request signed by fifty or more members of the Faculty.
3. A quorum for a general meeting of the Faculty shall be 100 members of the Faculty.
4. Student members of the Faculty Council of Graduate Studies shall be entitled to attend all such general meetings and have full rights of participation therein.
5. Subject to the right of the President to preside, the Dean or his/her delegate shall preside at all meetings of the Faculty.

2.2.2.3 Powers to Act

General meetings of the Faculty shall have the power to make recommendations to the Faculty Council with reference to any matters which are properly within the jurisdiction of the Faculty Council.

2.2.3 FACULTY COUNCIL

2.2.3.1 Membership

Notwithstanding the provision of the general by-law, the following shall be members of the Faculty Council of Graduate Studies:

1. The President or designate,
2. The Dean of the Faculty of Graduate Studies,
3. The Associate Deans of the Faculty of Graduate Studies,
4. Deans of faculties and directors of schools within the University which conduct graduate programs and the Director of the Natural Resources Institute,
5. The Director of Libraries or designate,
6. Members of the academic staff of departments offering graduate programs elected in accordance with provisions set forth below.
7. Eleven students in addition to those provided for in the general by-law, making a total of fourteen students. (This number is computed as fifty percent of the quorum, plus one.)
8. Chairs of faculty graduate committees where elected by their respective Faculty Councils, and the Coordinator of the master's programs at St. Boniface College.

2.2.3.2 Membership Selection

2.2.3.2.1 Academic Staff

1. Every department offering a graduate program shall elect one representative to the Faculty Council.
2. Each department which has more than 30 graduate students (full-time equivalents calculated each year on December 1st, according to the method currently used for staffing and enrolment quota purposes) shall elect an additional representative to the Faculty Council.
3. Departmental representatives shall be elected by and from those members of the department who are members of the Faculty of Graduate Studies.
4. The term of office for a departmental representative shall be two years, with the number of consecutive terms being two.
5. An alternative may be elected for each departmental representative to replace the representative in his/her temporary absence.

2.2.3.2.2 Students

1. Any student who is registered in a degree program in the Faculty of Graduate Studies shall be eligible for election to the Faculty Council.
2. Two representatives shall be elected in a manner established by the Graduate Students' Association Council by and from each of the following five functional areas as defined by the G.S.A.C.:

- Humanities

- Health Sciences
 - Social Sciences
 - Agricultural Sciences
 - Natural Sciences
3. Four additional representatives shall be elected by and from the Graduate Students' Association Council in a manner established by that council.
 4. Each representative shall be elected for a term of one year with the number of consecutive terms being two.
 5. The number or proportion of student representatives on committees of the Faculty Council shall be determined from time to time by resolution of the Faculty Council.

2.2.3.3 Meetings

1. The Faculty Council shall meet at least once each term.
2. The Dean or his/her designate shall be the presiding officer at all meetings.
3. Meetings of the Faculty Council shall be called at the discretion of the Dean of the Faculty of Graduate Studies or on the written request of twenty-five members of Council.
4. At least fourteen days' written notice of any regular meeting shall be given and at least seven days' notice of any special meeting.
5. The quorum necessary for the transaction of business at any meeting shall be twenty-five members.
6. In addition to the elected members, Council meetings shall be open to all other members of the Faculty of Graduate Studies, who shall have the right to be recognised and to take part in debate, but not to propose motions or to vote.
7. Council meetings shall also be open to observers, subject to the Council moving into closed session by the vote of a simple majority of those members in attendance and voting.

2.2.3.4 Powers to Act

In addition to the powers set forth in the general by-law, the Faculty Council of Graduate Studies shall have power:

1. To exercise all responsibility for the enrolment of graduate students in accordance with regulations governing their admission.
2. To recommend the appointment of honorary professors.
3. To conduct elections in accordance with the provisions of article 2.2.3.2.
- ~~4. To delegate from time to time to the Board of Graduate Studies, either conditionally or unconditionally and either exclusively or concurrently, any of the powers set forth herein and in the general faculty and school council by-law.~~

~~2.2.4 BOARD OF GRADUATE STUDIES~~

~~2.2.4.1 Membership~~

- ~~1. The President~~
- ~~2. The Vice-President designated by the President,~~
- ~~3. The Dean of the Faculty of Graduate Studies,~~
- ~~4. The Associate Deans of the Faculty of Graduate Studies,~~
- ~~5. The Director of Libraries (or designate),~~
- ~~6. The Chair of each faculty or school committee on Graduate Studies, the Director of the Natural Resources Institute and the Co-ordinator of the master's programs at St. Boniface College,~~
- ~~7. Ten members of the academic staff elected from the Faculty Council of Graduate Studies for a term of three years,~~
- ~~8. Four students.~~

~~2.2.4.2 Selection of Members~~

~~2.2.4.2.1 Academic staff~~

~~Election of members to the Board of Graduate Studies shall be held every year at a meeting of the Faculty Council held immediately prior to May Convocation.~~

- ~~1. Commencing in the spring of 1969 and every three years thereafter shall be elected:~~
 - ~~• One member from amongst members of the academic staff of the Faculty of Arts.~~
 - ~~• One member from amongst the members of the academic staff of the Faculty of Science.~~

- ~~One member from amongst the members of the academic staff of the Faculties of Engineering and Architecture.~~
- ~~One member from amongst the members of the academic staff of the Faculties of Law, Management and Social Work.~~
- 2. ~~Commencing in the spring of 1970, and every three years thereafter there shall be elected:~~
 - ~~One member from amongst the members of the academic staff of the Faculty of Medicine.~~
 - ~~One member from amongst the members of the academic staff of the Faculty of Science.~~
 - ~~One member from amongst the members of the academic staff of the Faculties of Agricultural & Food Sciences, and Human Ecology.~~
- 3. ~~Commencing in the spring of 1971 and every three years thereafter there shall be elected:~~
 - ~~One member from amongst the members of the academic staff of the Faculty of Education.~~
 - ~~One member from amongst the members of the academic staff of the Faculty of Arts.~~
 - ~~One member from amongst the members of the academic staff of the Faculties of Dentistry, Nursing, Pharmacy, and Physical Education and Recreational Studies.~~
- 4. ~~Thereafter each Faculty/School Council in the appropriate group shall nominate from amongst its own members who at the time of nomination are members of the Faculty Council of Graduate Studies at least one member as a representative of its relevant group.~~
- 5. ~~In each instance a minimum of two nominations are to be submitted to the Faculty Council of Graduate Studies for each vacancy within the relevant group.~~
- 6. ~~The Faculty Council of Graduate Studies shall elect one representative for each group vacancy from the two or more nominations submitted to it from the relevant faculty/school councils.~~
- 7. ~~Each nomination must be accompanied by a written acceptance of the nominee.~~

2.2.4.2.2 Students

- 1. ~~The Graduate Students' Association Council shall appoint one of its members to the Board of Graduate Studies and shall name two other Council members as alternates.~~
- 2. ~~The Executive Committee of the Graduate Students' Association shall appoint one of its members to the Board of Graduate Studies and shall name an additional executive member as an alternate.~~
- 3. ~~Upon the nomination of the Graduate Students' Association Council, the Graduate Students' Executive shall appoint two representative from the graduate student body at large to the Board of Graduate Studies and shall, in addition, name two alternates for such representative. At least four eligible graduate students shall be nominated.~~

2.2.4.2.3 Vacancies

~~The Board of Graduate Studies shall have the power until the next meeting of Faculty Council at which elections are held, to fill a vacancy in its membership by appointing a member of the Faculty Council from amongst the representatives of the group in which the vacancy has occurred.~~

2.2.4.3 Meetings

- 1. ~~The Dean or delegate shall be the presiding officer at all meetings.~~
- 2. ~~Meetings shall be called at the discretion of the Dean of the Faculty of Graduate Studies or on the written request of three members of the Board.~~
- 3. ~~At least ten days' written notice of any regular meeting shall be given and at least 24 hours notice of any special meeting.~~
- 4. ~~The quorum necessary for the transaction of business shall be eight members.~~
- 5. ~~Meetings of the Board of Graduate Studies shall be open to all other members of the Faculty and the Faculty Council who shall have the right to take part in discussions, but not to vote or to propose motions, subject to the right of the Board to move into closed session of members only on resolution of a simple majority of the members thereof present and voting.~~

2.2.4.4 Powers to Act

- 1. ~~Exercise on behalf of the Faculty Council such powers and duties as the Faculty Council may from time to time delegate to it.~~
- 2. ~~Report its actions and recommendations to each regular meeting of Council.~~
- 3. ~~Appoint such committees as it deems necessary and confer upon them power and authority to act for it in, and in relation to, such matters as it may deem expedient.~~

2.2.4 Executive Committee

There shall be an Executive Committee of the Faculty Council of Graduate Studies.

2.2.4.1. Membership

The following shall be members of the Executive Committee:

- a) the Dean, Faculty of Graduate Studies (Chair)
- b) the Associate Deans, Faculty of Graduate Studies
- c) the coordinator of the Masters Program at St. Boniface College
- d) one representative chosen from among the members of Faculty Council of Graduate Studies from each of the Faculties and Institutes. The representatives are to be selected by, and in a manner established by each of the individual Faculties and Institutes:
 - Agricultural and Food Sciences
 - Architecture
 - Arts
 - Dentistry
 - Education
 - Engineering
 - Human Ecology
 - Law
 - Management
 - Medicine
 - Natural Resources Institute
 - Nursing
 - Pharmacy
 - Physical Education and Recreation Studies
 - Science
 - Social Work
- e) three graduate students from among the members of Faculty Council elected by, and in a manner established by the Graduate Students Association.
- f) one member of the Faculty of Graduate Studies office support staff selected by, and in a manner established by the support staff.

2.2.4.2 Term of members

- a) the term of office of members in category 1(d) shall normally be three years, commencing July 1 of the year of selection. In order to provide for rotation, representation and continuity, initial appointments beginning in 1999 shall be made as follows:

- ~~4. Recommend to Senate candidates for degrees.~~
- ~~5. Provide the mechanism for student appeals from departmental recommendations and/or Faculty of Graduate Studies decisions on academic matters or disciplinary actions. (Note that the Board subsequently delegated the responsibility of student appeals to the Board of Graduate Studies Appeal Panel.)~~
- ~~6. Waive regulations in particular cases.~~
- ~~7. Recommend to Faculty Council on new regulations and changes to existing faculty regulations for the Faculty of Graduate Studies.~~
- ~~8. Recommend to Faculty Council, additions, deletions and major modifications of graduate courses and graduate programs. (Note: Minor course changes and minor changes to departmental supplementary regulations are to be approved administratively in accordance with Academic Guide for the Faculty of Graduate Studies).~~

Notes:

- ~~1. The general regulations contained in the Academic Guide of the Faculty of Graduate Studies apply to all students in all departments.~~
- ~~2. Where individual departments have policies, procedures, and regulations which supplement those in guide they must be in addition to the minima of the Faculty of Graduate Studies.~~
- ~~3. Regulations must be consistent with both the spirit and the letter of the Faculty of Graduate Studies' regulations as approved by the Faculty Council.~~
- ~~4. In cases where the supplementary regulations are additional to those of the Faculty of Graduate Studies, the regulations must be consistent with a high standard of graduate education, be workable, and be just, that is, the same considerations are applied as would be applied to any new regulation.~~
- ~~5. All regulations must be viewed in terms of possible misinterpretations that could be attached to them, being mindful of the possibility of appeals on matters that are ambiguously stated.~~
- ~~6. All new supplementary regulations and major changes in supplementary regulations must be approved by the Board of Graduate Studies, published and available to students, and kept on file in the Faculty of Graduate Studies.~~
- ~~7. Minor changes to supplementary regulations will be approved administratively and forwarded, in summary form, to the Board of Graduate Studies for information.~~

2.2.4.4.1 Inclusions in Supplementary Regulations.

Every department should have details in its supplementary regulations of the policies and procedures related to:

1. Admissions. The Faculty of Graduate Studies regulations with regard to admission are minimal minimum requirements, and some departments therefore stipulate higher admission standards and/or additional criteria which are used for the admission of students. An example is the stipulation of a Graduate Record Examination score of a particular value and the availability of facilities, advisors, and/or funding. The details of such criteria, as well as their relative weightings, must be clearly stated.
2. Program requirements, to include the number of credit hours and level of courses.
3. Academic performance standards.
4. Qualifying examination (where required) to include specifics regarding the time at which the examination must be taken and the nature and format of the examination. Note that the Faculty of Graduate Studies regulation stipulates that the examination must be taken within the first year of study.
5. Candidacy examination (for all PhD students), to include the nature of the examination, the format, the type (for example oral or written or a combination), the number of examiners, and method of informing the student of the examination results.
6. Comprehensive examination (where required), to include the nature and format of the examination in a manner similar to that outlined for the candidacy examination (above).

2.2.5 FACULTY OF GRADUATE STUDIES AWARDS COMMITTEE

2.2.5.1 Membership

- ~~1. The Dean of Graduate Studies (or designate)~~
- ~~2. The Associate Deans of Graduate Studies~~
- ~~3. Associate Vice-President (Research)~~

4. ~~Nine members of the Faculty of Graduate Studies elected by but not necessarily from the floor of Faculty Council for a three-year term.~~

Note: ~~The elected members should encompass a wide range of graduate programs, with no more than two from the same faculty or school.~~

5. ~~Three graduate students, at least one of whom shall be a PhD student. Responsibility for selection of the student representatives rests with the Graduate Students' Association.~~

2.2.5.2 Meetings

~~Typically, the Awards Committee meets twice a year for purposes of assessing and setting awards policy, one in the fall term and once following the UMGE competitions.~~

2.2.5.3 Powers to Act

1. ~~The committee recommends to Faculty Council, through the Board of Graduate Studies, on policy matters related to awards for graduate students.~~
2. ~~To evaluate applications and award the University of Manitoba Graduate Fellowships (UMGF)~~
3. ~~To recommend award recipients to other bodies, both within and outside the University, when requested to do so.~~
4. ~~To strike sub-committees as appropriate and necessary to make recommendations for specific awards such as NSERC etc.~~
5. ~~To administer award programs on behalf of the Dean, Board and/or Faculty Council of Graduate Studies~~
6. ~~To recommend to and advise the Dean, Board, or Faculty Council, regarding inquiries, studies or any other matters which warrant attention from the committee.~~

2.2.6 Board of Graduate Studies Appeal Panel (BGSAP)

1. ~~The BGSAP shall be composed of ten faculty members nominated from the Faculty of Graduate Studies and elected annually at the June meeting of the Board, along with the four student members of the Board, with designated alternatives recommended by the Graduate Students' Association.~~
2. ~~The terms of office shall be one year, from July 1st to June 30th, members shall be eligible for reappointment. A member who is hearing an appeal that extends past June 30th shall continue on that hearing panel until the disposition of the appeal is achieved.~~
3. ~~The Dean may call a meeting of the appeal panel at any time to discuss procedural and policy matters.~~
4. ~~The BGSAP shall serve as a roster from which, for each appeal, a hearing panel will be selected.~~
5. ~~A hearing panel shall be composed of four faculty members, two student members, and the Dean's designate, who shall Chair the panel. The Chair may vote only in the case of a tie. (The Dean and Associate Deans do not normally participate on appeal committees.)~~
6. ~~Members of each hearing panel shall be chosen in a random and alternating fashion from the membership of the BGSAP.~~
7. ~~Members of the BGSAP who have a conflict of interest, or are otherwise unable to sit, may disqualify themselves from hearing an appeal. If as a result, a hearing panel cannot properly be formed, the Dean may appoint a member of the Board of Graduate Studies or a student alternate, not on the BGSAP, to a hearing panel.~~
8. ~~The Chair of the hearing panel shall report in writing the disposition of appeals to the Dean of Graduate Studies who in turn shall report that action to the Faculty Council of Graduate Studies for information, in such a manner as to preserve confidentiality.~~

- Agriculture and Food Sciences, Architecture, Education, Engineering and Medicine for one year, and three years thereafter
 - Arts, Human Ecology, Law, Management and Pharmacy for two years, and three years thereafter
 - Dentistry, Natural Resources Institute, Nursing, Physical Education and Recreation Studies, Science and Social Work for three years, and for three years thereafter
- b) the term of office of the support staff member in category 1(f) shall normally be two years commencing July 1 of the year of selection.
 - c) the term of office of the Graduate Student members shall normally be one year commencing July 1 of the year of selection.

2.2.4.3 Meetings

- a) the Dean or the Dean's designate shall call and preside at all meetings of the Executive Committee.
- b) the Executive Committee shall normally meet in February, April, June, August, October and December.
- c) at least five (5) days written notice of any regular Executive Committee meeting and at least forty-eight (48) hours notice for any special Executive Committee meeting shall be given to all members of the Executive Committee.
- d) the quorum shall be one third of the membership.
- e) the Executive Assistant to the Dean shall be the secretary (non-voting) of the Executive Committee.

2.2.4.4 Powers and Duties

Subject to the powers of the Faculty Council, the Executive Committee shall:

- a) prepare the agenda for Faculty Council meetings.
- b) refer to committees any matters deemed appropriate for their consideration.
- c) call special meetings of the Faculty Council.
- d) comment on, endorse or advise against any matters pertaining to Graduate Studies to Faculty Council including, but not limited to:
 - recommendations regarding new programs and program changes
 - recommendations of strategic initiatives
 - recommendations regarding new courses, course changes or new changes to existing regulations arising from standing or *ad hoc* committees of the Faculty Council
- e) guide formulation of Faculty of Graduate Studies policy for submission to Faculty Council.
- f) ensure that Faculty Council Policy is properly executed.
- g) decide regarding the application of regulations on the request of the Dean.
- h) receive and consider reports from any standing and *ad hoc* committees of the Faculty Council and recommend to the Faculty Council on their disposition.

- i) provide a cross section of informed faculty opinion for consultation with the Dean on policy matters which need not be or cannot be considered by the entire Faculty Council.
- j) deal with contingencies that arise between meetings of the Faculty Council and, in general, assist the Dean in disposing of matters of a routine nature which do not substantially involve questions of general policy.
- k) report to the Faculty Council with respect to actions taken by the Executive Committee.
- l) appoint *ad hoc* committees of the Faculty Council of Graduate Studies;
- m) nominate members to Standing and *ad hoc* committees of the Faculty Council.
- n) carry out such other functions as the Faculty Council may from time to time specify.

2.2.5 Appeals Committee

There shall be an Appeals Committee of the Faculty Council of Graduate Studies.

2.2.5.1 Membership

The following shall be members of the Appeals Committee:

- a) ten Faculty members, including one member from St. Boniface College
- b) four graduate students or designated alternates

The members shall be nominated from the Faculty of Graduate Studies by the Executive Committee and elected by Faculty Council. Additional nominations shall be sought from Faculties and from the floor during a regular meetings of Faculty Council.

2.2.5.2 Term of members

- a) the term of office of members shall be one year commencing July 1 of the year of selection. Designated alternates should be selected at the same time.
- b) members shall be eligible for reappointment.
- c) a member who is hearing an appeal that extends past June 30th shall continue on that hearing panel until the disposition of the appeal is achieved.

2.2.5.3 Meetings

- a) the Committee shall elect a chair annually at its first meeting after July 1
- b) the Chair of the Committee (elected by its members) shall call and preside at all meetings of the Appeals Committee.
- c) the Appeals Committee shall meet whenever an Appeal is brought.
- d) a member of the Committee shall be the secretary of the Appeals Committee.

2.2.5.4 Powers and Duties

Subject to the powers of Faculty Council, the Appeals Committee shall:

- a) call meetings of the Appeals Committee at any time to discuss procedural and policy matters.
- b) form a hearing panel for each appeal. The panel, selected from among committee members shall comprise: four faculty members, two student members, and the Dean's designate, who shall chair the panel. The Chair may vote only in the case of a tie. (The Dean and Associate Deans should not normally participate on appeal panels).
- c) choose initially at random and, thereafter, in an alternating fashion the members of the hearing panel from among members of the Appeals Committee.
- d) disqualify members of the Appeals Committee from the hearing panel who have a conflict of interest, or are otherwise unable to sit in the panel. If as a result, a hearing panel cannot properly be formed, the Dean may appoint a member of the Faculty Council of Graduate Studies or a student alternate, not on the Appeals Committee, to a hearing panel.
- e) report in writing, through the Chair of the hearing panel, the disposition of appeals to the Dean of Graduate Studies who in turn shall report that action to the Faculty Council of Graduate Studies for information, in such a manner as to preserve confidentiality.

2.2.6. Awards Committee

There shall be an Awards Committee of the Faculty Council of Graduate Studies.

2.2.6.1 Membership

The following shall be members of the Awards Committee:

- a) Dean, Faculty of Graduate Studies
- b) Associate Dean, Academic (Chair, non-voting member except to break ties)
- c) Associate Dean, Programs and Planning,
- d) seven Faculty members, including one member from St. Boniface College
- e) one graduate student selected by the Graduate Students Association
- f) *ad hoc* Faculty members to adjudicate specific awards

The members in category d) shall be nominated by the Executive Committee and elected by Faculty Council. Additional nominations shall be sought from Faculties and from the floor during a regular meeting of Faculty Council. Members in category f) shall be nominated by the Awards Committee. All members shall be nominated from three disciplinary fields represented by the three national granting councils: SSHRC, NSERC and MRC.

2.2.6.2 Term of members

- 21
- a) the term of office of Faculty members in category d) shall normally be three years commencing July 1 of the year of selection. In order to allow representation, the first appointments shall be made as follows: two members shall be appointed for one year, two for two years and three for three years. This will provide rotation, representation and continuity.
 - b) the term of office of the Graduate Student member shall be one year commencing July 1 of the year of selection.

2.2.6.3 Meetings

- a) the Associate Dean, Academic shall call and preside at all meetings of the Awards Committee.
- b) the Awards Committee shall normally meet for the University of Manitoba Graduate Fellowships, the Student Travel Awards, the Publication Awards and for any other awards introduced by the Faculty of Graduate Studies.
- c) the Awards Officer shall be the secretary (non-voting) of the Awards Committee.

2.2.6.4 Powers and Duties

Subject to the powers of the Faculty Council, the Awards Committee shall:

- a) evaluate applications and adjudicate all Awards under the jurisdiction of the Faculty of Graduate Studies.
- b) recommend on awards policies to the Faculty of Graduate Studies
- c) initiate and develop policies for new awards for the Faculty for Graduate Studies.

2.2.7 Programs and Planning Committee

There shall be a Programs and Planning Committee of the Faculty Council of Graduate Studies.

2.2.7.1 Membership

The following shall be members of the Programs and Planning Committee:

- a) Dean, Faculty of Graduate Studies
- b) Associate Dean, Programs and Planning (Chair, non-voting except to break ties).
- c) Associate Dean, Academic,
- d) the coordinator of the Masters Program at St. Boniface College.
- e) the Faculty Graduate Chairs from Arts, Education, Medicine and Science.
- f) one Graduate Chair from each of the following groups (i)-(iv) chosen by, and in a manner agreeable to the units listed in each group:
 - (i) Agricultural and Food Sciences; Human Ecology

- (ii) Law; Management; Social Work
- (iii) Dentistry; Nursing; Pharmacy, Physical Education and Recreation Studies
- (iv) Engineering; Architecture; Natural Resources Institute
- g) the Faculty Graduate Chair from the Faculty proposing the new program or initiative, if not already represented among the current members (voting).
- h) the Director of Libraries
- i) one graduate student selected by the Graduate Students Association

2.2.7.2 Term of members

- a) the term of office of members shall be for three years commencing July 1 of the year of selection. In order to provide rotation, representation, and continuity the first appointments shall be made as follows for members in category f): initially members in (i) and (ii) are to be appointed for a two year term. Subsequent appointments shall be for a three year term.
- b) the member in category g) is a temporary member eligible to attend and vote only at the meeting(s) at which their proposal/initiative is being considered.
- c) the term of office of the graduate student member shall be one year commencing July 1 of the year of selection.

2.2.7.3 Meetings

- a) the Associate Dean, Programs and Planning, shall call and preside at all meetings of the Programs and Planning Committee.
- b) the Programs and Planning Committee shall normally meet in January, March, May, September and November.
- c) the quorum shall be one half of the membership represented in categories a) through f)
- d) the Program Review Officer/Publications Coordinator shall be Secretary (non-voting) of the Programs and Planning Committee.

2.2.7.4 Powers and Duties

Subject to the powers of the Faculty Council, the Programs and Planning Committee shall:

- a) review and comment on draft proposals.
- b) coordinate with Budget Faculties the consideration and approval of their proposals.
- c) assist in the formulation and content of proposals from individual units.
- d) recommend priority among other proposed graduate programs.
- e) seek clarification.

- a) the Associate Dean, Academic shall call and preside at all meetings of the Guidelines and Policy Committee.
- b) the Guidelines and Policy Committee shall normally meet twice per term (or when required).
- c) the Student Program Officer shall be the secretary (non-voting) of the Guidelines and Policy Committee.

2.2.8.4 Powers and Duties

Subject to the powers of the Faculty Council, the Guidelines and Policy Committee shall:

- a) recommend specific revisions to the Faculty of Graduate Studies *Academic Guide* with respect to regulations and policies.
- b) consider and recommend approval to Faculty Council of the supplementary guidelines of a unit offering a graduate program.

REPORT OF THE RULES AND PROCEDURES COMMITTEE ON SUPPORT STAFF ON SENATE – August 16, 1999

PREAMBLE:

Recommendation 67(a) of the Task Force on Strategic Planning February 1988 document entitled "Building on Strengths" deals with the question of support staff on Senate as follows:

"Request Senate to review its by-laws by December 31, 1998, and determine whether it would be appropriate to permit support staff, who have been elected to their Faculty Councils, to be elected to serve on Senate".

This matter was referred to the Senate Committee on Rules and Procedures for recommendation to Senate.

OBSERVATIONS:

1. Relevant references in *The University of Manitoba Act* (the "Act") are as follows:

- (a) Section 1 of the Act defines academic staff as follows: "**academic staff** includes professors, associate professors, assistant professors, lecturers, instructors, and such others as may be so designated by the board". [emphasis added]
- (b) The Act does not define or refer to the term "faculty member". The only reference to "member" of a faculty or school, is the reference contained in s. 27(3) of the Act.
- (c) Section 26 of the Act states the membership of Senate includes "the **persons** elected under section 27". [emphasis added]
- (d) Section 27 of the Act makes reference to "persons" being elected to Senate by faculty and school councils and provides for the length of their terms of office. The section also states that these persons cease to be members of Senate upon ceasing to be "full time member[s]" of the respective faculties or schools. The wording from the Act is as follows:

"27(1) Each faculty council and each school council shall annually elect such number of **persons** to be members of senate as the senate has determined the faculty council or school council is entitled to so elect."

- 27(2) If a faculty council or school council is entitled to so elect as members of senate
- (a) only one **person**, he shall be elected for a three-year term;
 - (b) two or more **persons**, such **persons** shall be respectively elected for such terms not exceeding three years as will result in their terms respectively expiring in successive years.

27(3) A **person** elected as provided in this section ceases to be a member of senate upon ceasing to be a **full-time member** of the faculty or school by whose council the member was elected." [emphasis added]

2. The wording of the Act creates some ambiguity. It may be argued that the use of the words "persons" in ss. 27(1) and 27(2) implies that those members of Senate elected by

faculty and school councils may include support staff (otherwise the words "academic staff" would have been used). However, it may also be argued that the use of the words "full-time members" in s. 27(3) implies that the persons so elected can only be academic staff, since these are the only persons whom the Senate has traditionally viewed as members of faculties and schools.

3. Presently, support staff may be included in the membership of department, faculty and school councils. However, it is evident from a review of the Senate rules contained in the Senate Handbook, that Senate has assumed that only full-time members of the academic staff of the University (including members of Counselling Service, the Continuing Education Division and the Libraries) are eligible for nomination and election to Senate by faculty and school councils.

RECOMMENDATION:

Rather than treat the question of support staff on Senate as being solely a legal argument based on ambiguous wording in the Act, the Committee felt that the Senate should consider the general principle of whether it wishes to have support included on the academic governing body of the University. If Senators feel that support staff should be eligible to be elected to Senate by faculty and school council, then the appropriate steps can be taken to enable this to be done.

Respectfully submitted,

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

The Executive Committee agreed with the recommendation and, as a result, passed the following motion:

That the report of the Senate Committee on Rules and Procedures on support staff on Senate dated August 16, 1999 be presented to Senate as the focus point for a discussion on including support staff on Senate.



THE UNIVERSITY OF MANITOBA

OFFICE OF THE SECRETARY OF SENATE

244 Engineering Building
15 Gillson Street
Winnipeg, Manitoba
Canada R3T 5V6

Tel: (204) 474-9593

Fax: (204) 474-7511

Monday, 9 August 1999

To: Members of Senate

From: Ms. B. M. M. Sawicki, University Secretary

A handwritten signature in black ink, appearing to be 'B. M. M. Sawicki', written over a horizontal line.

Re: Draft Policy - Librarian Emerita/Emeritus

The Vice-President (Academic) and Provost has recommended approval of the enclosed draft policy on Librarian Emeritus/Emerita.

The Chancellor's Committee, a Committee of the Board of Governors, considers nominations for Professor Emeritus/Emerita, Dean Emeritus/Emerita, and Honorary Professor. The applicable Board of Governors policies are 709, 710 and 711.

Senate is asked to review the enclosed draft policy and provide its comments and recommendation to the Board of Governors.

/sgp

Enclosure

The Executive Committee endorses the proposed policy to Senate.



THE UNIVERSITY OF MANITOBA

OFFICE OF THE PRESIDENT

202 Administration Building
Winnipeg, Manitoba
Canada R3T 2N2

Fax: (204) 261-1318

MEMORANDUM

Date: August 5, 1999
To: Bev Sawicky, University Secretariat
From: Dr. James S. Gardner, Vice-President (Academic) and Provost
Re: Draft Policy on Librarian Emeritus/Emerita

A handwritten signature in dark ink, appearing to be 'JSG', located to the right of the 'From:' line.

I recommend that the draft policy on Librarian Emeritus/Emerita be approved by Senate and the Board of Governors.

JSG/cp

Librarian Emeritus/Emerita

Criteria

The title of Librarian Emeritus/Emerita may be conferred after retirement of any member of the Libraries' staff of the University who has held the rank of Librarian. Individuals nominated for the title must have rendered distinguished service to the University, the profession and have a significant record in professional performance, teaching, research and scholarship. Although the number of years of service at the University of Manitoba is unspecified, it is expected those nominated will have had some reasonable length of service with the University.

Nominations

Nominations for Librarian Emeritus/Emerita may be submitted to the Director of Libraries, who will submit the recommendations to a special meeting of the Librarians' Council. All deliberations will be in confidential session. The nominations should be accompanied by supporting material showing the candidate's contributions to the University, to his/her discipline, and to the profession. A detailed curriculum vitae should form part of this material.

Length of Term

The appointment of Librarian Emeritus/Emerita is for life.

Recognition

The honour is the most important aspect of this title which will be conferred during Convocation. However, it is acknowledged that some individuals holding the title Librarian Emeritus/Emerita may require facilities such as office space. The responsibility for supplying such resources lies with the Director of Libraries.

Further Information

Nominations should be submitted to the University Secretary, Room 312 Administration Building. Deadline for receipt of nominations is 31 December for consideration by the Chancellor's Committee in January.

Further information is available from this office (telephone 474-8174).