Senate Senate Chamber Room 245 Engineering Building WEDNESDAY, 3 November 1999 1:30 p.m.
AGENDAI MATTERS TO BE CONSIDERED IN CLOSED SESSIONII MATTERS RECOMMENDED FOR CONCURRENCE WITHOUT DEBATE

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IV REPORT OF THE PRESIDENT
V QUESTION PERIOD
Senators are reminded that questions shall normally be submitted in writing to the University
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VI CONSIDERATION OF THE MINUTES
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The Chair will make an oral report on the Committee's activities.
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## X ADDITIONAL BUSINESS

XI ADJOURNMENT

THE UNIVERSITY OF MANITOBA

## 17

October 21, 1999

Winnipeg, Manitoba Canada R3T 2N2

Tel: (204) 474-8197
Fax: (204) 474-7554

## REPORT OF THE SENATE COMMITTEE ON AWARDS

## PREAMBLE

1. The Senate Committee on Awards last reported to Senate on September 22, 1999. The Committee convened again on October 7, 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.

## OBSERVATIONS

1. Ten new offers of awards were reviewed by the Committee and nine of these offers are forwarded to Senate. Nine amendments were reviewed by the Committee and all nine are forwarded to Senate for approval. Finally, one withdrawal was noted by the Senate Committee on Awards.
2. The Committee notes that the terms of reference for the North West Company Aboriginal Student Scholarship in Management and the Johnston Bursary fall under the policy on NonAcceptance of Discriminatory Scholarships, Bursaries, and Fellowships. The policy 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 these awards on the grounds of positive discrimination was received from the Faculty of Management, the Faculty of Medicine, the Faculty of Law, and the Aboriginal Student Centre (see attached). The Committee concurs with the views expressed by the Faculties of Management, Law, and Medicine, and the Aboriginal Student Centre.

## RECOMMENDATION

That the nine new offers, nine amendments and one withdrawal be approved as submitted by the Senate Committee on Awards.

Respectfully submitted,

K. Vessey, Chair Senate Committee on Awards
KV/em
Comments of the Executive Committer:
The Rxemtive Committer endorses the report to Senate.

## REPORT OF THE SENATE COMMITTEE ON AWARDS MEETING, OCTOBER 7, 1999

## FOR SENATE MEETING, NOVEMBER 3, 1999

## OFFERS

## BETTY STODDART MEMORIAL AWARD IN NURSING

In honour of Betty Stoddart, five of her children have established a fund in her memory at The University of Manitoba. This fund has also received a contribution from the Manitoba Scholarships and Bursaries Initiative. Betty Kathleen Stoddart (nee Martin) was born on November 11, 1918, in Dundalk, Ontario and passed away on April 28, 1999. She grew up surrounded by the influence of Medicine, as she was a daughter of a "country doctor". Mrs. Stoddart graduated in 1943 from the Wellesley Hospital School of Nursing in Toronto, Ontario. She practiced nursing until her marriage in 1949. Her career then turned to that of a wife and mother, raising seven children in Neepawa, Manitoba. She had a caring, selfless, and non-judgmental character. Betty Stoddart's children have chosen to honour their mother in this special way by financially assisting deserving students in the Faculty of Nursing.

The available annual income from this fund will support bursaries, the number and value of which shall be determined each year by the selection committee, which will be offered to students who:
(1) are enrolled full-time in the Faculty of Nursing at The University, in any year of the four-year Baccalaureate Nursing program;
(2) have achieved a minimum cumulative grade point average of 2.5;
(3) have demonstrated caring and compassion through their university, volunteer, and extra-curricular endeavours;
(4) have demonstrated financial need on the standard University of Manitoba bursary application form.

Preference in selection shall be given to students from Neepawa, Manitoba.
Applicants for this bursary will be required to submit, in addition to the bursary application form, a brief one- to two-page letter outlining activities they are involved in and how these activities demonstrate their caring and compassion for those who need assistance. Examples may stem from volunteer experiences to practicum placements in the field of Nursing, among others. Applications will be submitted to the Financial Aid and Awards office on or before the designated deadline date.

The selection committee shall be the Student Promotions and Awards Committee of the Faculty of Nursing.

## JOHNSTON BURSARY

An anonymous gift of $\$ 50,000$ has created a fund which will support bursaries at The University of Manitoba. Each year, the available annual income from the fund will provide bursaries, the number and value of which will be determined from year to year, to students who:
(1) are Aboriginal;
(2) are enrolled full-time in any year of the program in the Faculties of Law or Medicine;
(3) have achieved a minimum cumulative grade point average of 2.0 (in Law) or passing standing (in Medicine);
(4) have demonstrated financial need on the standard University of Manitoba bursary application form.

The selection committee shall be named by the Director of Enrolment Services at The University of Manitoba.

## NORTH WEST COMPANY ABORIGINAL STUDENT SCHOLARSHIP <br> IN MANAGEMENT

The North West Company has established a fund at The University of Manitoba to provide a scholarship to encourage Aboriginal students entering the University to pursue a study of business management. A scholarship, initially valued at $\$ 1,000$, will be offered annually to a student who:
(1) is Aboriginal;
(2) enters and enrols full-time in University 1 at The University of Manitoba with good standing in high school (minimum average of $70 \%$ on courses used for admission);
(3) expresses an intent to enter the Faculty of Management at The University of Manitoba after completion of University 1;
(4) submits the best essay (see below) among all applicants.

Eligible students will be asked to submit a letter of intent to the Financial Aid and Awards office on or before the application deadline date. The letter of intent shall outline the student's plans to enter the Faculty of Management and career plans following graduation from the University and shall include a 500 word essay on economic development in northern Manitoba.

Preference in selection shall be given to students who are from northern Manitoba and who intend to return to the north following graduation from the University.

In addition to the award valued at $\$ 1,000$ initially, the recipients of this award will be offered a summer internship with the North West Company. Students may keep the award without accepting the internship. The internship position may be in Winnipeg or the recipient's home community.

The selection committee shall be named by the Dean of the Faculty of Management and shall include a representative of the North West Company.

## GWEN KENT MEMORIAL BURSARY IN NURSING

With a gift of $\$ 10,000$ from Mr. George Kent and with a match from the Manitoba Scholarships and Bursaries Initiative, a fund in memory of Mrs. Gwen Kent (nee Lewis) has been established at The University of Manitoba. Mrs. Kent graduated from the Winnipeg General Hospital School of Nursing in 1941 with the highest standing in her year among all nursing graduates in Manitoba. She was always very giving of her time and remained active in many volunteer capacities. She served as president of her nursing alumni group and was very involved in and dedicated to her church community as President of the Winnipeg Presbyterial United Church Women. Along with her husband, George Kent, she raised three children of whom she was always very proud. Her husband wishes to honour her memory by assisting the nurses of tomorrow. The available annual income from the fund will support a bursary (or bursaries, the number and value of which will be determined each year by the selection committee) which will be offered to a student who:
(1) is enrolled full time in the second year of the Bachelor of Nursing program at The University of Manitoba;
(2) has achieved a minimum cumulative grade point average of 2.5 ;
(3) has demonstrated financial need on the standard University of Manitoba bursary application form.

The selection committee shall be the Student Promotions and Awards Committee of the Faculty of Nursing.

## FREDERICK H. JACKSON BURSARY AND AWARD

In memory of her husband, Frederick Jackson, Shirley Jackson has established a fund at the University of Manitoba. The fund was established with a gift of $\$ 10,000$ from Mrs. Jackson and a contribution from the Manitoba Scholarships and Bursaries Initiative. Mr. Jackson was a member of the Institute of Chartered Accountants of Manitoba and his career culminated in his role as the Provincial Auditor for the Province of Manitoba. The available annual income from this fund will be split equally between two awards. The
first will be a bursary, first offered in the fall of 2000, which will be offered to a student who:
(1) is enrolled full-time in the second or third year of the program in the Faculty of Management at The University of Manitoba;
(2) has declared a major in Accounting;
(3) has achieved a minimum cumulative grade point average of 2.5 ;
(4) has demonstrated financial need on the standard University of Manitoba application form.

The second award supported by this fund, valued at half of the available annual income shall be offered (first in the spring of 2000) to a University of Manitoba student who:
(1) has completed all requirements for the Bachelor of Commerce (Honours) degree with a major in Accounting;
(2) has been accepted to the Chartered Accountancy program in pursuit of a CA designation following graduation;
(3) has been nominated by students and faculty as the "most well-rounded" student among those graduating in a given year.

Each spring, the Faculty of Management will place a call for nominations from faculty and students to name the student who best exemplifies the "most well-rounded" student, taking into account academics as well as extra-curricular involvement, among the Accounting graduating class. Nominators will be asked to outline the extra-curricular and volunteer contributions made by the nominee, such as involvement, 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 Etudiants de Sciences, Economiques, et Commerce], Junior Achievement, and Intramural or Intercollegiate sports). The nomination letters will be collected by the Faculty of Management General Office on or before the designated deadline date.

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

## WILLIAM J. MILHAUSEN BURSARY

Mr. William Milhausen, with a gift of $\$ 25,000$ and a contribution from the Manitoba Scholarships and Bursaries Initiative, has established a fund at the University of Manitoba to support and aid students in the Faculty of Engineering. Mr. Milhausen was born in 1918 in Moose Jaw, Saskatchewan and shortly thereafter moved to Morden, Manitoba, where he grew up. He graduated with a degree in Civil Engineering from the

University of Manitoba in 1940 after having served as President of the Engineering Society Council. After graduating, Mr. Milhausen secured employment with the Surveys Branch of the Department of Mines and Natural Resources and, in January, 1941, enlisted in the Royal Canadian Engineers, in the Canadian Army, with the rank of $2^{\text {nd }}$ Lieutenant. He quickly rose to the rank of Lieutenant and went on to a post in the United Kingdom. He participated in action in Sicily and Italy where he was promoted to the rank of Captain and $2^{\text {nd }}$ in command of an Engineering Company and played a part in the liberation of Amsterdam in May, 1945. He resigned from the Army in October, 1945, in Winnipeg. He returned to work with the Highways Branch of the Department of Public Works and was stationed in Boissevain, Brandon, Winnipeg and as District Engineer in Dauphin. In 1949, he was named Executive Assistant to the Deputy Minister of Public Works. In 1950, having enlisted in the $6^{\text {th }}$ Fd. Engineer Regt. (Militia) with the rank of Major in Winnipeg, he was in charge of the successful fighting of the flood in St. Boniface when the Regt. was called out on active service. His career shifted to Central Mortgage and Housing in Winnipeg and then as Chief Engineer of CMHC in Ottawa. Leaving CMHC in 1956, he joined a large architectural firm, Marani, Rounthwaite, and Dick, in Toronto, where he became Managing Partner until his retirement in 1984. Mr. Milhausen has two children, two grandchildren, and one greatgrandchild. Today, he attributes much of his success in life to the time that he spent at The University of Manitoba. He also remembers the difficult financial times his parents faced as they strived to provide him with the opportunity of a University education and he now wishes to repay that devotion with assistance to today's students who face financial difficulties.

The available annual income from this fund will be used to support bursaries (the number and value of which will be determined each year by the selection committee), first offered in the fall of 2000 , which will be offered to students who:
(1) are enrolled full-time in the second, third or fourth year of the program in Civil Engineering in the Faculty of Engineering at The University of Manitoba;
(2) have achieved a minimum cumulative grade point average of 3.0 ;
(3) have demonstrated financial need on the standard University of Manitoba bursary application form.

Preference in selection shall always be given to students in the fourth year of the program.

The selection committee shall be the Scholarships, Bursaries, and Awards Committee of the Faculty of Engineering.

## LARRY SWITZER AND WAYNE MCMAHON SCHOLARSHIP

The Track and Field Winnipeg Optimist Athletics (WOA) has established a fund at The University of Manitoba to provide assistance to local track and field athletes and to
recognize Larry Switzer and Wayne McMahon for their contributions, both to the WOA as its founders as well as to the sport of track and field in Manitoba. A contribution has been made to this fund by the Manitoba Scholarships and Bursaries Initiative.

Larry Switzer received both his Bachelor of Education and his Masters in Education from the University of Manitoba. He has worked in the St. James Assiniboia School District as a physical education teacher for 25 years. He has served as a Manager and Team Leader with the Canadian Track and Field Association over the last 14 years and as the Director of Winnipeg Optimist Athletics for 20 years. He is a past recipient of the Young Professional Achievement Award from CAPHER and of the Special Recognition for Contributions to Physical Education from the Manitoba Physical Education Teachers Association. His own athletic achievements include membership with the Canadian National Track and Field Team at the Pan Am Games in 1971 and at the National US Championships in 1975. Today, Larry continues to teach and looks forward to starting his own business and to learning to speak Spanish fluently.

Wayne McMahon received a Certificate in Education and a Bachelor of Education from the University of Manitoba. In his athletic career, he was a medallist at the Western Inter-Collegiate Athletic Association Track and Field Championship events in middle distance running and later in cross country at CIAU Championships. He was involved with the Razorback Track and Field Club in Winnipeg. He went on to become a teacher of physical education in the Winnipeg School Division \#1 and continued his involvement in athletics by serving as an Executive Director and a Technical Director for Athletics Manitoba. He has also volunteered as a Board Member for the Manitoba Sports Federation. In 1979, Wayne, Larry and two colleagues formed the Assiniboia Optimist Track and Field Club, later to become the Winnipeg Optimist Athletics. He has served as a coach to the Bisons Track Team over the last 15 years, specializing in jumps and combined events. In 1991, the Coaching Association of Manitoba named Wayne as Coach of the Year in the development category and Athletics Canada honoured him with the 3M Coach of the Year Award.

The available annual income from this fund* shall be offered to a student who:
(1) has completed at least one year of full-time study at The University of Manitoba;
(2) has achieved a minimum cumulative grade point average of 3.0 ;
(3) enrols full-time in the academic session in which this award is tenable;
(4) is participating in track and field (not necessarily on the University of Manitoba Bisons Track Team) and is a member of Athletics Manitoba;
(5) has demonstrated leadership and involvement within the sport community in Manitoba.

Applicants will be required to submit a two-page letter outlining their involvement in athletics and the leadership they have shown in the sport community, whether in competition or coaching or other aspects of sport.
*The minimum value of this scholarship is to be $\$ 300$. In the first two years, if the fund does not generate $\$ 300$, Winnipeg Optimist Athletics will supplement the available interest in order to allow for an award of $\$ 300$ to be made. If $\$ 600$ or more in interest is available in a given year, the selection committee will have the discretion to split the award between two or more applicants.

The selection committee shall be named by the Athletic Director of Bison Sports (or a delegate) and shall include Larry Switzer or Wayne McMahon or their delegates.

## CARGILL PRIZE FOR EXCELLENCE IN COMMUNICATIONS

Cargill Limited offers two prizes, each valued at $\$ 100$, to the student who has achieved the highest standing in each of Communications and Learning Skills (in the School of Agriculture Diploma Program) and Technical Communications (in the Faculty of Agricultural and Food Sciences Degree Program). The availability of these prizes will be confirmed by Cargill Limited each year by way of a letter submitted to the Financial Aid and Awards Office in the late fall of each year. These prizes are to be offered for the first time in 2000.

The selection committee shall be named by the Dean of the Faculty of Agricultural and Food Sciences.

## MONA McLEOD AWARD

The Mona McLeod Award fund has been established at The University of Manitoba in honour of Ms. Mona McLeod. Contributions to the fund have been made by Ms. McLeod's former students, colleagues and friends. Mona McLeod was distinguished as a professor of nursing at The Faculty of Nursing at The University of Manitoba for over a 20 year period until she retired in 1978. Ms. McLeod was also a leader in public health nursing in Manitoba. Prior to joining the School of Nursing in 1958, she worked as a public health nurse in rural and urban areas of the province. While teaching public health nursing, she conducted research into several areas relevant to public health including the health of aboriginal peoples. She encouraged the development of public health nursing throughout the province and challenged students, practitioners and colleagues to consider the importance of disease prevention and health promotion in the community.

The award in Mona McLeod's honour will recognize graduate students in any area of specialization in the Master of Nursing program. This award, valued at the available annual income, will be offered each year to a student who:
(1) is enrolled full-time or part-time in the Faculty of Graduate Studies in the Master of Nursing program;

$$
25
$$

(2) has achieved a minimum cumulative grade point average of 3.5 (or equivalent).

Eligible students will apply for this award on or before the designated deadline date. Applicants will be required to submit a letter with their most current address information, a copy of official transcripts, a statement of career goals on completion of the program, and a current curriculum vitae.

Award recipients are required to acknowledge financial support from the Mona McLeod Award in all publications and presentations.

The selection committee shall be the Graduate Studies Committee of the Faculty of Nursing, and may include Ms. Mona McLeod.

## AMENDMENTS

## MARCEL RICHARD GRADUATE AWARD

The terms of reference for this award are to be amended in order to allow the selection committee added flexibility in setting the award values each year. The terms will state that each year, the number and value of graduate scholarships will be determined by the selection committee. The value of each scholarship shall not exceed the current value of the University of Manitoba Graduate Fellowship for Masters (if the recipient is a Masters student) or Ph.D. (if the recipient is a Doctoral student) students.

## DR. G.E. LALIBERTE SCHOLARSHIP

The terms of reference for this award are to be amended to state that two awards will be offered each year, rather than one. Each award will be valued at $\$ 1,000$.

## SCARROW \& DONALD AWARD

The terms of reference for these awards are to be amended. Until the 1999-2000 academic year (inclusive) Scarrow \& Donald has offered $\$ 1000$ to The University of Manitoba as two awards of $\$ 500$ each for Management students. One award has been offered to a student entering the graduating year in the Faculty of Management and the second has been offered to a student entering the Master of Accountancy program. This Masters program is being offered for the last time in 1999-2000. Thus, Scarrow and Donald wishes to amend the terms of its award. Starting in the 2000-2001 academic session, two awards will again be offered. However, each will be valued at $\$ 1000$. One award will be offered to a student proceeding from the second to the third year in the Accountancy program in the Faculty of Management who has completed with high standing the courses 9.110 and 9.111 and who demonstrates the qualities outlined in the current award terms. The second award will follow the terms already in place for the undergraduate award. A restriction will be added to the terms which will state that one student cannot receive both Scarrow \& Donald Awards.

## CHRISTINA GOW COMMUNITY HEALTH NURSING SCHOLARSHIP

A clarification is to be added to the terms of reference for this award to underline that this scholarship is open to both full-time and part-time graduate students in the area of Community Health Nursing. This addition is important in preventing a misconception that only full-time students are eligible for this award.

## ROBERT A. KENNEDY SCHOLARSHIP

A tie-breaking mechanism is to be built into the terms of reference for this award. In the case of a tie, the eligible student with the greater number of A+ grades will be selected as the recipient of this award. If a further tie occurs, the award will be split equally between all the tied students.

## ELIZABETH AND MARIE JOMINI MEMORIAL SCHOLARSHIP

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 from the fund, rather than at a set value of $\$ 200$.

## SOPHIE KANEE MEMORIAL PRIZE IN DENTAL JURISPRUDENCE

The family of Ms. Sophie Kanee established a fund in her memory to support an annual prize offered to the Faculty of Dentistry student who achieves the highest standing in the course Dental Jurisprudence (currently numbered 103.411). The prize will be valued at the available annual income from the fund.

## ST. BONIFACE HOSPITAL OCCUPATIONAL THERAPY RESEARCH AWARD

The terms of this award are to be updated to reflect the new funding arrangement for this award. The award is now annually funded by the Manitoba Society of Occupational Therapists. Thus, the name of the award is to be amended to Manitoba Society of Occupational Therapists Student Research Award. The rest of the terms of reference remain unchanged.

## MARY CATHERINE CARTWRIGHT FELLOWSHIPS IN PHILOSOPHY

Due to the recent changes in the values of the University of Manitoba Graduate Fellowships (UMGF), the Department of Philosophy has asked for amendments to be made to the terms of reference for the Mary Catherine Cartwright Fellowships. The value of each Fellowship, when held in conjunction with a UMGF, shall be no less than $\$ 4,000$ nor more than the maximum amount permitted by the regulations governing the UMGF. (In 1999-2000, the value of each Cartwright Fellowship will therefore range between $\$ 4,000$ and $\$ 10,000$ for UMGF recipients, and the total award to each successful nonUMGF applicant will range between $\$ 14,000$ and $\$ 20,000$.) The value of the Fellowship, when held as an independent award, shall be the above amount plus the value of the UMGF for a student enrolled in a Master's program. (In 1999-2000, this will come to a
total of not less than $\$ 14,000$ nor more than $\$ 20,000$.)

## WITHDRAWAL

## BMS PHARMACY AWARD

Upon a request from the donors of this award, Bristol-Myers Squibb, this award is to be withdrawn.

FACULTY OF MANAGEMENT
Jerry L. Gray, Dean

DATE: $\quad$ September 9, 1999


Winnipeg, Manitoba Canada R3T 5V4

TO: $\quad$ Senate Committee on Awards
c/o Mrs. Ewa Morphy, Awards Establishment Coordinator Financial Aid and Awards Office

FROM: Dr. Jerry L. Gray, Dean Faculty of Management


SUBJECT: NORTH WEST COMPANY ABORIGINAL STUDENT SCHOLARSHIP IN MANAGEMENT

The Faculty of Management is committed to growth in Aboriginal Business Education. Consistent with this priority, I am writing in support of the North West Company Aboriginal Student Scholarship in Management.

There are approximately 1200 full and part time Aboriginal students enrolled at the University of Manitoba, less than $1 \%$ of the total student population.* As Aboriginal peoples represent $12 \%$ of Manitoba's population, Aboriginal students are underrepresented at the University of Manitoba in comparison to the general student population.*

In Regular Session 1999-2000, the Aboriginal Business Education Program of the Faculty of Management will admit three Aboriginal students to First Year Management. As the Faculty of Management admits 420 students each year, Aboriginal students will comprise less than $1 \%$ of our admission class in Regular Session 1999-2000. During Regular Session 1999-2000, a total of fifteen Aboriginal students will study in the Aboriginal Business Education Program of the Faculty of Management, approximately $1 \%$ of our total student population of 1325 full and part time students.

Over the past five years, the ratio of students enrolled in the Faculty of Management's Aboriginal Business Education Program relative to the total number of Faculty of Management students (full and part time) was: 1994-1995: 3/1285 (0.23\%); 1995-1996: 5/1267 (0.39\%): 1996-1997: 7/1264 (0.55\%); 1997-1998: $11 / 1317$ ( $0.84 \%$ ); 1998-1999: $11 / 1325$ ( $0.83 \%$ ). Clearly, Aborginal students have a history of underrepresentation relative to the total Faculty of Management student population.

The North West Company Aboriginal Student Scholarship in Management is designed to encourage Aboriginal students entering the University to pursue a program of study in the Faculty of Management. Given the Faculty of Management's commitment to growth in Aboriginal Business Education, and given the underrepresentation of Aboriginal students in the Faculty of Management and at the University of Manitoba as a whole, I strongly support the offering of this scholarship.

JMJ/
*Data provided by the Aboriginal Student Centre, University of Manitoba, May 1999.

FACULTY OF LAW
Office of the Dean

Robson Hall Winnipeg. Manitoba Canada R3T 2N2

Tel.: (204) 474-9282
Fax: (204) 474-7580 E-Mail: Harvey_SectereUManitoba.ca http://www.umanitoba.ca/faculties.law

| TO: | Senate Committee on Awards, |
| :--- | :--- |
| c/o Mrs. Ewa Morphy, Awards Establishment Coordinator, |  |
|  | Financial Aid \& Awards Office, 417 University Centre Building |

## FROM: Professor Harvey Secter, Dean,

 Faculty of Law, 301 Robson Hall

RE: Johnston Bursary for Aboriginal Students in Law and Medicine

I write in support of the proposed bursary. The University and the Faculty of Law need to do everything possible to increase the number of Aboriginal students in the Faculty of Law, including available bursary money. In the five year period from 1994 to 1999, there were 580 students admitted to the Faculty of Law. Of these, 34 (5.8\%) were Aboriginal. In comparison, Aboriginal people represent $12 \%$ of Manitoba's population. Thus, Aboriginal students are underrepresented, based upon the percentage they comprise of Manitoba's population. Probably, one of the factors responsible for the under-representation is a lack of funding. I think that it is safe to say that many Aboriginal students have to depend upon secondary funding. Many do not have sufficient personal or family resources to support their university education through to the completion of an LL.B. programme. It is my understanding, based upon bursary applications received in recent years, that Band and govemment funding is not available to all the Aboriginal students and for those to whom it is available it is not (always) sufficient.

Currently, there are only two Law bursaries dedicated to Aboriginal students, the Petro Canada and the E.J. McMurray (which is administered by the Winnipeg Foundation) bursaries. It would be very helpful to have the Johnston Bursary, not only to deal with the number of Aboriginal students that we have been attracting in recent years, but to make the Faculty of Law more competitive with other Law Faculties, which have better funding, to enable us to increase the number of Aboriginal students choosing our Faculty. It is necessary to have a critical mass of Aboriginal students to maintain and increase the Aboriginal student population, as I am sure you all appreciate. Eight students is barely sufficient, when other Law Faculties, such as U.B.C. and Saskatchewan, have significantly greater numbers.

HS:clh

30

THE UNIVERSITY OF MANITOBA
FACULTY OF MEDICINE Medical Education

S204-753 McDermol Avenue Winnipeg, Manitoba
Canada R3E OW3
Fax: (204) 789-3929

September 14, 1999

Chair Senate Committee on Awards C/o Ms. Ewa Morphy, Awards Establishment Coordinator 417 University Centre Building

## Dear Senate Committee:

Please accept this letter in support of the establishment of the Johnston Bursary to support aboriginal students enrolled full-time in the Faculty of Medicine.

Aboriginal students enrolled in the Faculty of Medicine are usually older than the rest of the class, may have children of their own, and face significant financial problems. Recent increases in tuition fees will potentially worsen their financial situation and hinder their chances of success. The demands on our curriculum make it very difficult for medical students to find the time to hold a job to offset their living expenses. Bursaries and scholarships can alleviate their economic concerns and help them concentrate in their academic pursues.

In the five-year period from 1995 to 1999 there were 364 students admitted to the Faculty of Medicine. Of these, $21(5.8 \%)$ were aboriginal. In comparison, aboriginal peoples represent $12 \%$ of Manitoba's population. Since 1980, 39 aboriginal students have been admitted to the Faculty of Medicine ( $2.4 \%$ of total enrollment for the same period). As of today, 20 have graduated.

We welcome incentives to attract and retain qualified aboriginal applicants and therefore strongly support the creation of the Johnston Bursary for aboriginal students enrolled in the Faculty of Medicine.


STUDENT AFFAIRS
Aboriginal Student Cenure

May 7, 1999

537 University Centre Winnipeg Manitoba Canada R3T 2N2

Chair
Senate Committee of Awards
c/o Ms. Ewa Morphy
Financial Aid \& Awards
4th fl-University Centre
University of Manitoba
Dear Senate Committee:
Please accept this letter as formal support for the need of more bursaries and scholarships specific to Aboriginal students. As the Director of the Aboriginal Student Centre I can speak confidently that the Aboriginal students at the University of Manitoba have very different needs than the general population. True equity, a value often voiced at this university, must account for these differing needs. Treating a segment of the population the same as the economically privileged is not true equity.

The Aboriginal population is the fastest growing population in Canada (Royal Commission on Aboriginal Peoples, 1996; Winnipeg 2000 Report; Aboriginal Justice Inquiry, 1991); with the majority of the population reaching university age within the next two decades ( 1996 Census; Statistics Canada, 1998). In light of these dramatic demographics the Aboriginal population enrolment at post-secondary institutions continues to remain dismally low in comparison to the general population. There are approximately 1200 full and part time students enrolled in on and off campus courses through the University of Manitoba, less than 1\%. Given that Aboriginal Peoples represent $3 \%$ of Canada's population and $12 \%$ of Manitoba's, "the highest proportion among the provinces" (1996 Census; Statistics Canada, 1998), efforts need to be directed at increasing the involvement of such a significant population.

In the Faculties of Law and Medicine these numbers are even lower. There are currently 18 Aboriginal students registered in the Faculty
of Law and 16 in the Faculty of Medicine (through the Professional Health Program of Access). Given the demands of these studies and the longer time frame needed for completion, the financial burden itself is a major barrier for many students. Even Band sponsored students find it difficult at times to maintain funding for this extended period of time.

In addition, any federal assistance, for those fortunate enough to receive it, is usually at a level lower than the average Canadian student loan and the waiting list for assistance is continually growing. The majority of students need to obtain jobs to subsidize their income just like other students. Racism, single parent issues, lack of family and community support in Winnipeg and knowledge of employment connections, all hinder the success of Aboriginal students obtaining the required level of work often necessary for adequate food and housing expenses. This barrier increases with the time demands of these particular Faculties.

The majority of the Aboriginal population on campus, including those applying for Law and Medicine, is still largely mature students, many of whom are single parents. The reasons for not finishing are rarely academic, students leave because of financial problems and lack of cultural supports (see Royal Commission on Aboriginal Peoples, Volume 3). This fact alone warrants the need for the development of many bursaries and scholarships, and specifically supports the need for the proposed Johnston Bursary identified for Aboriginal students in Law and Medicine.

For these reasons and many more I strongly support and urge the Senate Committee to accept the Johnston Bursary and encourage the creation of more in the future.

In education, mee-gwetch/thank you



Florence Bruyere
Director, Aboriginal Student Centre

311 Administration Bldg. Winnipeg,

Canada R3T 2N2
Tel: (204) 474-8174
Fax: (204) 474-7511

## MEMORANDUM

DATE: $\quad$ September 30, 1999(R)
TO: $\quad$ Senate Members.
FROM: Ms. Beverly Sawicki, University Secretary.
fommewickí
SUBJECT: SEPTEMBER 23, 1999 BOARD OF GOVERNORS MEETING.

The Board of Governors, at a meeting held September 23, 1999, considered the following matters as recommended by Senate:

## 1. Awards:

The Board approved the following resolutions:
"That the Report of the Senate Committee on Awards, dated June 8, 1999, as recommended by Senate on July 7, 1999, be approved."
"That the Report of the Senate Committee on Awards dated August 4, 1999, as recommended by Senate on September 1, 1999, be approved."

## 2. Policy on Adjunct Professors.

The Board approved the following resolution:
"That the revised policy on "Adjunct Professors at The University of Manitoba". as recommended by Senate on July 7, 1999, be approved."
3. Designated Chair in Cell Biology.

The Board approved the following resolution:
"That the establishment of a Designated Chair in Cell Biology, as recommended by Senate on July 7, 1999, be approved."

## Page 2.

4. Minor in Environmental Science.

The Board approved the following resolution:
"That the establishment of an undergraduate Minor in Environmental Science, as recommended by Senate on December 2. 1998, be approved."
5. Policy on Librarian Emeritus/Emerita.

The Board approved the following resolution:
"That the policy on "Librarian Emeritus/Emerita" as recommended by Senate on September 1, 1999, be approved."

$$
\begin{array}{ll}
\text { c.c. } & \text { Mr. Paul Soubry. } \\
\text { Dr. Emb̋ke Szathmáry. } \\
\text { Dr. Jim Gardner. } \\
\text { Ms. Shirley Plett. }
\end{array}
$$

October 21, 1999

Ms. Bev Sawicki<br>University Secretary<br>311 Administration Building

Dear Ms. Sawicki,
Enclosed please find the document entitled "General Terms and Conditions for Student Awards at The University of Manitoba", as submitted for information by the Senate Committee on Awards to the University of Manitoba Senate. This document outlines the guidelines which the Senate Committee on Awards follows in approving the establishment of new awards, as well as some guidelines pertaining to the amendment of existing awards. The guidelines outlined in this document have been the practice of the Committee for many years and this new document compiles the relevant information for the benefit of Senators, new and current Committee members, award selection committees, and donors establishing awards at The University of Manitoba.

Thank you for bringing this document to the attention of members of Senate.
Sincerely,


Peter Dueck<br>Director, Enrolment Services

## GENERAL TERMS AND CONDITIONS FOR STUDENT AWARDS AT THE UNIVERSITY OF MANITOBA


#### Abstract

Awards established at The University of Manitoba must first be approved by the Senate Committee on Awards. The University of Manitoba Senate sets rules and regulations respecting academic awards and reviews the terms of reference for all new awards. Finally, the Board of Governors of The University of Manitoba formally approves and accepts the awards.


There are four general categories of awards:
(1) Scholarships - are normally offered to full-time students based on academic achievement (see Appendix) and course load only and require that the recipient reregister at The University of Manitoba for the subsequent year.
(2) Bursaries - are normally offered to full-time students who have demonstrated financial need on the standard University of Manitoba bursary application form. Bursary criteria normally include a minimum grade point average requirement (see Appendix), although financial need is the first and foremost consideration. Students are encouraged to complete the general bursary application form in order to be considered for all bursaries for which they are eligible.
(3) Prizes - are offered to full- and part-time students based on academic performance in a particular course or program and do not require the recipient to reregister at the University of Manitoba.
(4) Loan Funds - are disbursed to students on an individual basis in times of personal emergencies. Students are normally required to repay these short-term loans before the end of the academic session in which the loan was obtained. Alternate arrangements can be made to repay the loan in a more flexible time frame.

Some awards (undergraduate and graduate) do require eligible students to submit an application (in the case of scholarships) or information in addition to the general bursary application form (in the case of bursaries) demonstrating non-academic requirements as set out in the terms of reference of the individual awards. These are advertised on the Financial Aid and Awards bulletin board, in the Faculties and Schools to which these specific awards belong, and on the Financial Aid and Awards website.

Further information about specific awards and application forms are available through the Financial Aid and Awards Office at The University of Manitoba or through the office's website.

Information regarding awards for graduate students and applications forms for these awards can be obtained through the Office of the Faculty of Graduate Studies or the Faculty's website.

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## General Conditions

(1) Awards external to The University of Manitoba, but advertised at The University of Manitoba, are subject to change and discontinuation. Applicants are advised to consult with the individual donors of external awards for most current information.
(2) Award selection committees abide by the Senate approved terms of reference for each award, but the Senate of The University of Manitoba reserves the right to modify existing terms, upon recommendation of the Senate Committee on Awards, in the event that the circumstances surrounding an award change (e.g., discontinuation of a particular course for which the award was designated). These modification are carried out in consultation with the donor (or a representative of the donor) whenever possible.
(3) The University of Manitoba reserves the right to not offer a particular award in a year when no eligible candidate is found (eg., no student achieves the minimum grade point average required by the specific Faculty - see Appendix). If this occurs for several years in a row, a suggestion for an amendment of the terms may be put forward by the selection committee to the Senate Committee on Awards. This suggestion is then discussed with the donor (or a representative of the donor), whenever possible, before it is presented to the University Senate for a formal amendment.
(4) Unless otherwise stipulated by the Senate Committee on Awards or the donor (or a representative of the donor), bursaries are normally available only to full-time students, while prizes may be offered to both part- and full-time students. Full-time students are those students who are registered in at least 60 percent of the credit hours specified for the regular academic session of their specific program.
(5) In the case of scholarships, students are required to be enrolled in at least 80 percent of the credit hours specified for the regular academic session of their program, unless otherwise specified in the terms of the scholarship by the donor (or a representative of the donor).
(6) Senate Policy 419, the Policy for Non-Acceptance of Discriminatory Scholarships, Bursaries or Fellowships, states that, as a matter of principle, the University of Manitoba will not administer any new scholarships, bursaries or fellowships that discriminate on the basis of race, creed, political belief, colour, ethnic or national origin, sex, or age. Any exceptions to this principle shall be made only with the consent of the unit concerned, the Senate Committee on Awards, and the Senate. A request for such exceptions shall be indicated to and considered by the Committee on Awards (see section on Student Awards Under Policy 419).
(7) Although most undergraduate academic awards are offered on the recommendation of the Faculty/ School/ Department awards committee, and do not require an application from eligible students, some awards do require an application and students are encouraged to learn about these awards by frequently checking the awards bulletin board on the fourth floor of University Centre and the searchable database on the Financial Aid and Awards website. Students are responsible for knowing the deadline dates for such awards. Prospective graduate students are encouraged to inquire with the Faculty of Graduate Studies, either in person or through the Faculty's website, as to deadline dates for graduate fellowships. These deadline dates are often far in advance of the commencement of the academic session in which the student may be beginning graduate study.
(8) As of September 1, 1999, each Faculty and School shall normally include the grades earned on transfer courses in the calculation of a sessional or a cumulative grade point average for the purpose of award selection. Please check with individual Faculties and Schools to learn of the exceptions in this practice.
(9) Scholarship offers may be deferred upon a written request from the recipient for one academic session only.
(10) In the case of bursaries, where financial need is the primary consideration, the Financial Aid and Awards office will use the "assessed need", as calculated by the government authority responsible for student aid assessments, in selection. However, applicants who are not recipients of the governmentsponsored financial student aid will receive bursary consideration as well.
(11) The decisions made by award selection committees are final.

## Specific Conditions

(1) In order to be eligible for award consideration, University of Manitoba students must have completed the equivalent of at least 3 full courses at The University of Manitoba (with the exception of entrance award recipients). Mature and transfer students are not eligible for academic awards until they have completed the equivalent of three full courses at The University of Manitoba, unless otherwise specified in the terms of a particular award.
(2) In all instances, the "first year of University" in terms of reference for awards refers to either the completion of the first year of studies in a direct-entry faculty or to the completion of University I.
(3) Course grades attained through challenge examinations are considered as a regular grade for the purpose of grade point average consideration but, in the case where a student was a full time student as a virtue of being registered in one extra course for challenge, this student will not be considered as a full-time student for award competition purposes.
(4) In order to be considered for an award offered to second year students, the student must have completed University 1 or the first year of the direct-entry program in which he/she is enrolled, as defined by his/her Faculty or School. To be considered for awards offered to third year students, the student must have completed the second year of the program in which he/she is enrolled, as defined by his/her Faculty or School. In order to be considered for an award offered to fourth year students, the student must have completed the third year of the program in which he/she is enrolled, as defined by his/her Faculty or School. In order to be considered for an award for graduate students, the student must be enrolled as a student in the Faculty of Graduate Studies.
(5) In order to be considered in award competition, the student must have achieved at least the minimum grade point average required by his/her Faculty or School (see Appendix). Exceptions may be made in the case where the minimum standard set by the donor (or a representative of the donor) differs from the standard set by the Faculty or School.
(6) In order to qualify for an award given to students majoring in a particular field or registered in a particular stream of a program, a student must be on record with the Student Records Office as having declared a major in that department. It is not enough to have enrolled in and completed courses prescribed as requirements for that major.

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(7) To be eligible for consideration for convocation medals or prizes, a student must have completed the work required for the specific degree during the one year period that has elapsed since the previous parallel convocation.
(8) A student is eligible to receive more than one award per academic session, unless the terms of one of the awards state otherwise.

## Student Awards Under University of Manitoba Policy 419 - Non-Acceptance of Discriminatory Scholarships, Bursaries, or Fellowships

(1) Establishment of Awards Under University of Manitoba Policy 419 - Non-Acceptance of Discriminatory Scholarships, Bursaries, or Fellowships

From time to time, donors request the establishment of an award which is designated solely for students from a very specific population group, such as female or Aboriginal students. The University of Manitoba's Policy 419 states that "as a matter of principle, the University of Manitoba will not administer any new scholarship, bursary, or fellowship that discriminates on the basis of race, creed, political belief, colour, ethnic or national origin, sex, or age". Further, "any exceptions to this principle shall be made only with the consent of the unit concerned, the Senate Committee on Awards, and the Senate. A request for such exceptions shall be indicated by the Committee on Awards".

Such awards will be accepted by the Senate Committee on Awards when the academic unit in question can demonstrate that the group targeted by the award in question has been under-represented among the group of students enrolled in that academic unit over the last five consecutive years. Underrepresentation is determined by comparing the representation of the group to that in the general society of Manitoba. Under-representation is defined using utilization rate figures as decided upon by the Canadian Human Rights Tribunal in 1997 (reported in Canadian Human Rights Reports, vol. 28, part 3). The Tribunal accepted a utilization rate of a particular group of 80 percent as an acceptable representation. In other words, if females represent 50 percent of the Manitoban population at large, they should represent 40 percent of students enrolled in a particular academic unit in order to be considered "represented". If they do not comprise 40 percent of students enrolled in that unit, they are deemed to be under-represented. University of Manitoba Policy 409 - Female : Male Balance Among Academic Administrators, Faculty, and Students - encourages action toward attracting females into disciplines in which they are under-represented and it is safe to assume that the intent of this Policy may also be extended to other under-represented groups at the University. As offering scholarships and other awards has been noted to be an effective means of attracting students, the utilization of such means can be predicted to increase numbers of under-represented students in the future.

## (2) Re-Evaluation of Awards for Under-Represented Students

In the case of awards which have been established to attract an under-represented group of students to a particular academic unit, these awards will be re-evaluated on an annual basis to determine whether they are still necessary to serve the purpose for which they were established. If it is documented that the group which was under-represented at the time of the establishment of the award has in fact been fairly represented (see criterion outlined above) for at least five consecutive years, the terms of the award will be amended to either open the award to all students in the academic unit in question or to transfer the award to an academic unit in which that group is under-represented at that time. This will be a decision which will be reached in consultation with the donors (or a representative of the donor),
whenever possible.

## Disbursement of Award Money

(1) Unless otherwise stated in the terms of reference, a scholarship recipient must be in 80 percent and a bursary recipient must be in 60 percent of full course load attendance at The University of Manitoba before receiving the award. Payment of tuition fees is the first charge against such awards.
(2) The portion of award money that exceeds the outstanding tuition payment of the recipient shall normally be disbursed to the student according to a schedule set by the Financial Aid and Awards office.
(3) If an award recipient should withdraw from the University of Manitoba or should drop below the minimum required registration standard for an award, the student will be required to pay back a prorated portion of the award. A scholarships designation remains on the student's academic transcript, with some exceptions (e.g., an entrance award winner who does not attend The University of Manitoba or who drops all courses within the first two weeks of classes). The amount of the award that the student will have to repay will follow the annual Fee Refund Schedule (as published each year in the University of Manitoba Registration Guide). The following dates are approximate:

Up to September 23 - award will be paid back in full September 24 - October 26 - three quarters of the award value will be paid back October 27 - January 18 - one half of the award will be paid back
January 19 - February 24 - one quarter of the of the award will be paid back After February 25 - no repayment will be required

## Grade Points

| Letter Grade | Grade Point |
| :---: | :---: |
| A+ | 4.5 |
| A | 4.0 |
| B + | 3.5 |
| B | 3.0 |
| C+ | 2.5 |
| C | 2.0 |
| D | 1.0 |
| F | 0.0 |

## APPENDIX

The following chart outlines the minimum grade point averages required in each Faculty and School at The University of Manitoba in order to be eligible for various levels of awards. These standards may differ for individual awards upon the request of the award donor.

| Faculty / School | Minimum Grade Point Average Required (Scholarship) | Minlmum Grade Point Average Required (Bursary) | Minimum Grade Required In Specific Course (Prize) | Minimum Grade Polnt Average Required (Gold Medal) |
| :---: | :---: | :---: | :---: | :---: |
| Faculty of Agricultural and Food Sciences | 3.5 | 2.5 | 3.0 | 3.8 |
| Faculty of Architecture | 3.0 | 2.5 | 3.0 | 3.75 |
| Faculty of Arts | 3.5 | 2.5 | 3.0 | 3.85 |
| Faculty of Dentistry | 3.5 | 2.0 | 3.5 | 3.5 |
| Faculty of Education | 3.5 | 2.5 | 3.5 | 3.75 |
| Faculty of Engineering | 3.5 | 2.0 | 3.0 | 3.8 |
| Faculty of Graduate Studies | 3.5 | 3.0 | 3.5 | N/a |
| Faculty of Human Ecology | 3.5 | 2.5 | 3.5 | 3.75 |
| Faculty of Law | 3.0 | 2.0 | 3.0 | 3.0 |
| Faculty of Management | 3.0 | 2.0 | 3.0 | 3.75 |
| Faculty of Medicine | NA* | NA | NA | NA |
| Faculty of Nursing | 3.5 | 2.5 | 3.5 | 3.75 |
| Faculty of Pharmacy | 3.0 | 2.0 | 3.0 | 3.75 |
| Faculty of Physical Education and Recreation Studies | 3.5 | 2.5 | 3.5 | 3.75 |
| Faculty of Science | 3.5 | 2.0 | 3.5 | 3.75 |
| Faculty of Social Work | 3.5 | 2.5 | 3.5 | 3.75 |
| School of Art | 3.5 | 2.5 | 3.5 | 3.75 |
| School of Dental Hygiene | 3.5 | 2.5 | 3.5 | 3.75 |
| School of Medical Rehabilitation | 3.0 | 2.0 | 3.0 | 4.0 |
| School of Music | 3.25 | 2.5 | 3.25 | 3.75 |

* As the Faculty of Medicine utilizes a pass/fail grading system, scholarships (awards based on academic achievement) are not offered in the Faculty (with the exception of several entrance scholarships). Similarly, prizes are not based on academic performance, but rather on other achievements. Finally, the Faculty of Medicine does not present a Gold Medal.

Dr. Leo LeTourneau<br>Executive Director<br>Council on Post-Secondary Education<br>410-330 Portage Avenue<br>Winnipeg, MB<br>R3C 0C4

Dear Dr. LeTourneau,
Statements of Intent for B.Sc. (Hon) and B.Sc. (Major) in Psychology
On behalf of the University of Manitoba, I am pleased to submit the attached Statements of Intent for the creation of two new degrees: a B.Sc. (Hon) and B.Sc. (Major) in Psychology.

You will see that these 'new' degrees are very similar to the undergraduate degrees offered within the Faculty of Arts. These 'new' degrees will: be especially attractive to students with a strong background in the sciences; facilitate advanced study in certain sub-disciplines such as behavioural neuroscience, cognitive science, and health psychology; provide more flexible degree options for undergraduate students; and provide a range of degree options in Psychology equivalent to that offered in many other Canadian universities.

Because these 'new' degrees require no new courses or additional sections, they can be mounted without any additional costs.

If your Council requires any additional information, please contact me directly,


Richard A. Lobdell
Vice-Provost (Programs)
Encl.
cc Emőke J.E. Szathmáry, President
Karen C. Ogden, Acting Vice-President (Academic) \& Provost James C. Jamieson, Dean, Faculty of Science Bev Sawicki, University Secretary

## STATEMENT OF INTENT

Institution

Brandon University
University of Manitoba
University of Winnipeg
College universitaire de Saint-Boniface

Q Assiniboine Community College
Keewatin Community College Red River Community College

Program Overview
-Program Name: Bachelor of Science in Psychology
-Credential to be offered: B.Sc. (Major) and B.Sc. (Honours)

- Does the program require accreditation from a licencing group? - YES NO

If yes, name group
-Length of the program: 4 Years $\square$ Months Semesters
-Proposed program start date: 1/9/2000
Day/Month/Year
-Which department(s) within the institution will have responsibility for the program? Department of Psychology

- As compared to other programs your institution will be proposing, is the priority of this program:
High
$\square$ Medium
- Low
- Is this a new program?
- YES NO
-is this a revision of an existing program:
- YES

NO
If YES, name program
What are the impacts of changing this program?

- Will the program be available to part-time students?
- YES
- NO

The B.Sc. (Major) program will be available to part-time students but not the B.Sc. (Hons).
-Will this program have a cooperative education component?

- YES
- NO If YES, how long with the field placement be?
-Will the program contain an option to assess the prior learning of students, to grant credit for the skills/knowledge already present?
- YES
- NO

Provide Details
Existing procedures will be applied. No new ones are envisaged.

- Will there be distance delivery options?
- YES
- NO

Provide Details At present, some required courses for these programs are not available through distance delivery.

- Will this program be delivered jointly with another institution?
- YES

NO 12 YES, name the institution

- Are similar programs offered in Manitoba or other jurisdictions? YES
If YES, indicate why this program is needed (e.g., area of specialization)
The University of Brandon offers 3-year Major and 4-year Specialist B.Sc. programs in Psychology. Most Canadian universities offer B.Sc. programs in Psychology. Other programs, including the University of Brandon programs, would not be accessible to most University of Manitoba students. The proposed new programs will make science degrees with specialization in Psychology available to University of Manitoba students.
-What articulation, block transfer or credit transfer arrangements will you be looking at developing for this program? Transfer of credit for course work completed at other Universities will be possible through existing credit transfer arrangements.


## Specific Program Information

## 1. Program Description

 - Describe the program and its objectives:Two, four-year degree programs in the Faculty of Science are being proposed by the Department of Psychology. The first is a B.Sc. Major in Psychology; the second, a B.Sc. Honours in Psychology. By introducing these programs, the Department of Psychology will: (a) strengthen the science background of students interested in the scientific foundation of psychology, (b) provide an appropriate academic background for students interested in emerging subdisciplines of psychology; such as behavioural neuroscience, cognitive science, and health psychology; (c) provide more flexible degree options for undergraduate students of Psychology, and (d) provide a range of degree options equivalent to that offered by Psychology Departments in most other Canadian universities.

Introducing these new programs will also implement recommendations in both the University's and Faculty's strategic plans. That is, the programs satisfy Recommendation 57d of Building on Strengths: Final Report of the Task Force on Strategic Planning and Recommendation 45 of the Faculty of Arts Strategic Planning Committee Report.
-Provide an overview of the content to be taught in this program:
Both B.Sc. (Major) and B.Sc.(Honours) programs will require 120 credit hours of course work. For entry into these programs all students will be required to complete 6 credit hours of introductory psychology course work and other University I courses required by the Faculty of Science. In their second year, students will complete 6 credit hours of course work in psychological research methods, and 6 additional hours of credit in Psychology. In third and fourth years, students in the B.Sc. (Major) will complete an additional 12 and 18 hours of credit in Psychology, respectively. In their third and fourth years, students in the B.Sc. (Honours) program will complete 3 hours of credit in psychological research methods, 33 hours of credit in other psychology courses (including 6 hours of 400 level honours seminars), and a 6 -hour credit honours thesis research course. Ancillary courses creditable towards major and honours programs in the Faculty of Science will be required of students in these programs. These courses will depend upon student academic goals, and will be concentrated in such areas as mathematics, chemistry, computer science, statistics, and zoology.

## 2. Enroliment

-What is the program's initial projected enrollment?
6 students in B.Sc. (Major).
4 students in B.Sc. (Honours).
-What is the projected enrollment for the $2^{\text {nd }}$ and $3^{\text {rd }}$ years?
19 (Major) and 17 (Honours).
-Describe the expected student profile?
The program will appeal to students who have done well in high school science and who are interested in how and why humans think and behave the way we do. The students will be experimentally oriented, preferably computer literate, and have taken a preponderance of courses in the Faculty of Science during University 1.

On graduating, the students will have acquired the contemporary theoretical bases of scientific psychology, a critical understanding of the experimental literature, and a comprehension of the methodologies, and their constraints, currently used in modern psychology. The Honours graduates will have the additional experience of demonstrating their mastery of these aspects of the discipline by contributing to the generation of new knowledge through the experiments that comprise their Honours theses.

## 3. Labour Market Information

-What labour market need is the program expected to meet?
For the B.Sc. Major graduate, the labour market consists of the same opportunitles that are available for the B.A. Major. In addition, the B.Sc. Major is positioned to participate in the emerging biotechnology field, particularly in the sub-field of health, where skilled research technicians are needed. For the B.Sc. Honours graduate, the degree is a stepping stone to graduate training in the most rapidly growing areas of science (cognitive science, neuroscience). After graduate training, they will be competitive for both academic and nonacademic positions. The latter include biotech and pharmaceutical companies, the computer industry, and companies specializing in a variety of high tech areas including human factors problems, analysis and representation of complex information, skill development and training.

- Are there currently jobs in Manitoba in this field?

YES
NO
If yes, where (geographic location and industry)?

Undergraduate degrees in Psychology constitute the most popular choice of students entering Universities in Manitoba - In fact, in North America. Our graduates can be found in all segments of the economy around the province. Some B.Sc. Major graduates will join this labour pool, while others will join high tech industries that are developing primarily around Winnipeg. The B.Sc. Honours graduates, when they finish their educations, will be competitive for academic positions within Manitoba. It should be noted that forecasts indicate that, desplte the downsizing that is occurring in the university system in Canada, there are insufficient numbers of students in the graduate pool to replace the faculty that are expected to retire over the next decade. Thus, there should be positions available at the time these students finish their education. Moreover, the graduates will have the option of joining or starting high tech corporations that derive their knowledge and products from the cognitive and neurosciences.
-What is the future job forecast for individuals with this education/training/credential? See above.
The Blotechnology and Information Technology sectors of the economy are expected to be the two of the five driving forces of economic expansion over the next twenty years. Graduates from these programs will be capable of actively participating in such developments.

- How does this program fit with Manitoba's stated economic, social and other priorities? Increasing the amount of secondary processing of raw material grown in or extracted from Manitoba has been a economic priority of the province. As noted above, program graduates will be participants in this process as it occurs in high technology industries.

The programs are also a cost-effective way of increasing the educational opportunities to the clizens of the province because they promote multidisciplinary combinations that have been difficult for students to undertake in the past. -What Agencies, groups, institutions will be consulted regarding development of the program? The Faculty of Science.

- Is there any other information relevant to this program?

The proposed programs are new in the sense that it is currently impossible for a student to obtain a B.Sc. In Psychology. But at a functional level, the programs are not new. For quite some time there have been a small number of students who, through good advice from the Faculty of Science and members of the Psychology Department, have completed curricula that are identical to what is being proposed. What the proposal does is to provide a means of recognizing the accomplishments of these students by awarding them degrees that refiects the choices and interests that they have followed. Moreover, the B.Sc. degrees opens doors that are being closed to B.A. graduates, and that is entry into some of the premier scientific programs addressing the foundations of psychology.

| 4. Financial Information |  |  |
| :--- | :--- | :--- |
| -Projected Program Costs: | Salary | 0 |
|  | Operating | 0 |
|  | Capital | 0 |
|  | Total cost | 0 |
|  |  |  |
|  | Tuition | 0 |
|  | Otherejected Program Revenue: | 0 |
|  | Total revenue 0 |  |

These programs will be implemented using existing resources. An overall increase in enrolment is not expected to result from introducing these programs.

Submitted by:

## John H. Whiteley

Name (print)

## Head, Department of Psychology

 Position

Date

15 October 1999

Dr. Leo LeTourneau

Executive Director
Council on Post-Secondary Education 410-330 Portage Avenue
Winnipeg, Manitoba
R3C 0C4
Dear Dr. LeTourneau,

## Statement of Intent: Graduate Diploma in Population Health

On behalf of The University of Manitoba, I submit herewith a Statement of Intent with respect to a new Graduate Diploma in Population Health.

The principal objective of this new program is to provide senior clinicians in teaching hospitals and managers in provincial and regional health authorities core knowledge and skills in population health sciences, including epidemiology and biostatistics. The knowledge and skills obtained in this program will allow graduates to become more effective clinicians and managers in their own institutions, and better informed consumers of health research data.

This proposed new Diploma will utilize existing graduate courses in the Department of Community Health Sciences. As described in the Statement of Intent, modest additional costs will be fully recovered from student fees.

If additional information is required for your Council's consideration of this Statement of Intent, please let me know.

Encl.
Sincerely yours,


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Specific Program Information

## 1. Program Description

DDescribe the program and its objectives:
To provide senior clinicians in the teaching hospitals and managers in provincial and regional health authorities core knowledge and skills in the population health sciences including epidemiology and biostatistics. The knowiedge and skills obtained in the program will allow graduates to become more effective clinicians and managers in their own institutions and better informed consumers of health research data.

DProvide an overview of the content to be taught in this program:
The program consists of 18 credit hours of course work, to be completed over a maximum of 3 semesters. There are three core courses: 93.752 Epidemiology (1), 93.747 Biostatistics (1), and 93.748 Biostatistics (II), with the remainder chosen from other existing graduate courses offered by the Department of Community Health Sciences, tailored to the background and needs of the students.

## 2. Enrollment

[What is the programas initial projected enrollment? 10 new students per year
WWhat is the projected enrollment for the $2^{\text {nd }}$ and $3^{\text {rd }}$ years? same
uDescribe the expected student profile?
There are two basic profiles:
(1) senior staff physicians from the clinical departments of the teaching hospitals
(2) senior management staff of health departments of the federal, provincial and regional governments, regional health authorities, voluntary health agencies, and community organizations
The program is intended for those students fitting these 2 categories who do not already possess additional training in population health beyond their basic professional qualifications, but do not intend to pursue a thesis-based MSc or PhD offered by the Department of Community Health Sciences

## 3. Labour Market Information

## DWhat labour market need is the program expected to meet?

This program satisfied the expressed need of the two types of potential students who are already in the health care sector. The program is not intended to create a new job market or respond to a newly emergent job. It is intended to improve the knowledge, skills and performance of a specific type of health professionals who are already employed.

QAre there currently jobs in Manitoba in this field? — YES $\quad$ NO
If yes, where (geographic location and industry)?
Not applicable - see above
[What is the future job forecast for individuals with this education/training/credential?
Not applicable - see above
[How does this program fit with Manilobalis stated economic, social and other priorities?
This province has recently undergone a major reform/reorganization of its health care system. The personnel in this system, whether clinicians or managers, need formal training in the basic sciences of population health to be able to think critically, understand issues, and apply research data to policy. Our program will provide this kind of advanced training to individuals who already have extensive practical experience in their respective fields.

OWhat agencies, groups, institutions will be consulted regarding development of the program? A variety of agencies have already been consulted, as is evident from the letters of support appended to our application. Furthermore, support has also been given to the Department Head of Community Health Sciences at Department Head Council, Clinical Heads Meetings at the hospitals,

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- and frequent contact with officials at Manitoba Health and the regional health authorities.

Q Is there any other information relevant to this program?
4. Financial Information

Please note that the Department of Community Health Sciences currently administers a MSc and PhD program. The Diploma program will utilize existing courses and not involve any new costs for teaching staff, computers, library resources, or student space. An annual intake of 10 students can be absorbed info the current graduate program, with the exception of the following new, add-on costs that we intend to recover.

OProjected Program Costs:
Salary: Stipend for coordinator of diploma program $\$ 5,000$
Stipend for 3 sessional instructors for the 3 core courses [in order to offer these courses twice to maintain a high instructor/student ratio] $\$ 9,000$
Salary for 3 teaching assistants $\$ 3,375$
Office supplies, photocopying, cierical suppori $\$ 2,625$
Total cost $\quad \$ 20,000$
OProjected Program Revenue:
A Departmental fee of $\$ 2,000$ per student will be charged, over and above the standard Faculty of Graduate Studies fees

Total revenue $\$ \mathbf{2 0 , 0 0 0}$

Submitted by:
T. Kue Young, MD, FRCPC, PhD

Name (print)
Professor and Head, Department of Community Health Sciences, Faculty of Medicine
University of Manitoba
Position


# Council on Post－Secondary Education Conseil de l＇enseignement postsecondaire 

# UNIVERSITY OF MANITOE 

SEP 291999
September 22， 1999
OFFICE OF THE PRESIDENT

Dr：Emöke Szathmáry<br>President \＆Vice Chancellor<br>The University of Manitoba<br>Room 200 Administration Building<br>Winnipeg，Manitoba R3T 2N2

## Dear Dr．Szathmary：

I am pleased to inform you that the University of Manitoba＇s proposal to expand its Master＇s of Social Work program through distance education to the communities of The Pas，Thompson and Dauphin has been approved by the Council on Post－Secondary Education．The Council has also approved a total of $\$ 500.0$ over seven years（ $\$ 72.0$ per year）in support of the proposal．

Members of the Council＇s Program Advisory Committee appreciated the opportunity to discuss the proposal firsthand with Dean Fuchs and Dr．Reid from the Faculty of Social Work．

We wish you every success in this endeavour，and applaud the University＇s efforts to make post－secondary education more accessible to learners throughout Manitoba．

Sincerely，


L．LeTburneau
Executive Director
c．Dick Dawson Louise Gordon
Kelly Saunders

## 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 M. Feld will be the Speaker for the Executive Committee for the November meeting of Senate.

## 2. Comments of the Executlve Committoe

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

Respectfully submitted,

Dr. E. J. E. Szathmáry, Chair

Executive Commiltee of Senate
Terms of Reference: Senate Handbook (Revised 1992), Section 9.
/sgp

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October 6, 1999
Information to Accompany Proposals to the Senate Planning and Priorities Committee (SPPC) for the Establishment of New Centres or to Build New Facilities

## Preamble:

1. SPPC's Sub-Committee on Program and Curriculum Planning, as well as the Sub-Committee on Space Planning, wish to expedite the processing of the submissions received with respect to the establishment of new centres or the building of new facilities, respectively. Proposals received vary considerably in detail and format necessitating a great deal of time and effort on the part of Sub-Committee members in gathering additional information and meeting with the proponents to clarify potentially problematic issues, after which a summary of the proposal and the issues must be prepared for a final report to Senate.
2. SPPC's experience is that there are usually a number of key areas for which additional information is required and, to obtain that data, it is necessary to invite a representative to a meeting of the appropriate Sub-Committee to clarify issues not expressly addressed in the proposal.
3. The proponents of a proposed centre or new facility are in the best position to make a succinct case for the proposal. Therefore, guidelines have been developed noting what information should be provided to assure timely consideration and subsequent recommendation to Senate. An executive summary, prepared by the proposer, containing the core arguments and information, would likely expedite the process and reduce the overall work of all parties concerned and, as an added benefit, would provide Senators with a summary overview of the proposals.
4. The Sub-Committees have designed general guidelines for submission of new proposals as described above (attached).

## Recommendations:

1. That Senate approve that proponents of new proposals be requested to follow the guidelines as attached; and
2. That Senate approve that the guidelines be circulated to senior University Administrators, Deans, Directors, Department Heads and Heads of Administrative Units with a request that they be shared with any individuals) likely to be involved in the formulation of such proposals.

Respectfully submitted,

## Norman Halden, Chair

Senate Planning and Priorities Committee
Terms of Reference: Senate Handbook (Rev. 1993), pp. 10.21/22

## Procedures for SPPC's consideration of Centre Proposals

The principal body responsible for Centre proposals is the University Research Committee of Senate. Having cleared this committee SPPC receives the proposal for its consideration. A centre proposal could contain issues for all three of SPPC's subcommittees. Our recent experience appears to be:

The proposals are driven by:
research synergies and initiatives;
external donations;
a need for an obvious focal point or conduit for external contact.
From SPPC's perspective there may be:
space issues stemming from a reallocation of space or a need for space;
budget issues stemming from renovation, internal reallocation of funding or human resources; curriculum and program issues stemming mainly from the involvement of students.

The questions/requirements that could be put to a proponent are:

1) A brief statement of the rationale for the Centre including what external bodies/collaborators/clientele may be involved with it. Included a comment on what resources are being contributed by external sources.
2). Has existing space been allocated to the activities of the centre or will new space be needed for the centre? Abudget and statement from the appropriate space authority should accompany this where new space is needed. Has the availability of this space been confirmed by the unit director to whom the director of the centre reports?
2) Is the budget for a single year or have provisions been made for multi- year funding? Which unit Director will be taking financial liability for the activities of the centre? A letter from the responsible individual here should be necessary. What provisions have been made for the moth-balling or closure of a centre due to a) financial insolvency or b)declining research or teaching need?
3) With regard to program and curriculum, describe how the activities of the centre will impact students. Identify those courses and programs that will be affected. Supply a supporting letter from the head of those units whose courses and students will be affected to the effect that they are aware of (and support, or otherwise) the activities of the centre.

Once again it would also be helpful if SPPC received a software copy of the proposal and answers to the questions.

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## Procedures for Space Subcommittee of SPPC

SPPC has to get two things out of any report, a written recommendation to Senate and enough background information for whoever is orally reporting to Senate (usually the chair of SPPC). Procedure should not be onerous.

We should guide the proponents of any proposal to the answers we need based on our past experience while retaining some vigilance regarding the unique nature of each proposal. SPPC will require also a software copy of the text any proposal.

The proponents of a proposal to be considered by the Space subcommittee should provide information on the following:
1). The source of the initiative including a comment on the source of funding and any apportioning of funding between external and internal sources.
2) The academic justification for the proposal on the basis of teaching and research requirements including any reference to areas of strategic emphasis in the University.
3) Siting of any structure including spatial constraints such as proximity to infrastructure and ancillary services and consideration of any options.
4) Time frame for the project including the timing of any interruption to services and or access.
5) Environmental considerations including human and vehicular traffic
air quality
biological considerations, e.g., insects, water quality, rodents environmental impact during construction external finish of structure
6) General budget for the project for information
7) A drawing or perspective that will help people understand the concept
8) A brief statement on the "duration" of the structure.

These guidelines should help a proponent prepare material for SPPC. The answers need not be long. On receipt of a proposal, the Space Subcommittee should provide SPPC (i.e., the chair and secretary) with a time-line for consideration of the proposal such that it can be navigated through:
the space subcommittee and any meetings
SPPC as a whole
Senate executive
Senate
Board of Governors

Report of the Senate Planning and Priorities Committee (SPPC) on the Proposal to Establish an Internet Innovation Centre

## Preamble

The notion of a hub for Internet-related research and development was first conceived at the University of Manitoba in the early summer of 1996. By February 1997, sufficient interest had been developed to create an informal Centre. The first researchers involved were from the Faculty of Engineering, but interest in the development of this Centre quickly expanded to attract researchers and students from several different disciplines and fields of study. This initial success has encouraged the proponents to develop a full-scale Centre, which proposal has received the sanction of the University Research Committee.

## Observations

1) The Internet Innovation Centre (IIC) is intended to be the principal focus of Internet research and development at the University of Manitoba, a conduit for contact and communication with partners external to the University, and a forum within the University for discussion and the development of ideas.
2) The Internet Innovation Centre puts forward an impressive array of external collaboration and interest. The proponents are to be commended for their interaction with the University's community.
3) Much work has been done with, and on, the Internet. This work has flourished and propagated in many ways. During this emergent phase, experiments are often duplicated and repeated by different groups. This proposal is both useful and timely to coordinate further developments.
4) With rapid proliferation of the Internet, industry has expressed an interest in both the results of academic research in this area as well as highly-qualified graduates from the University.
5) The Internet Innovation Center has the physical, financial and human resources to make a significant contribution.

## Recommendation

That Senate recommend to the Board of Governors the establishment of the Internet Innovation Centre as recommended by the University Research Committee of Senate.

Respectfully submitted,

Norman Halden, Chair
Senate Planning and Priorities Committee
Terms of Reference: Senate Handbook (Rev. 1992), pp. 10.21-22
Comments of the Executive Committee:
The Executive Committee endorses the report to Senate.

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TO: Ms. Bev Sawicki, University Secretary

SUBJECT: Recommendation to Senate


At the University Research Committee of Senate meeting of March 10, 1999 a motion was passed to recommend to Senate that the Internet Innovation Centre be established for a five-year period, beginning May 1, 1999.

## Preamble

In March, 1998, the Faculty of Engineering forwarded to the University Research Committee of Senate (URCS) a proposal to establish an Internet Innovation Centre. This formal proposal arose from approximately two years of background preparation by the Faculty, specifically, the Department of Electrical and Computer Engineering as well as the Department of Computer Science and several of their external research partners, including TRLabs, Videon and Shaw Cable.

Policy 1405 (Research Centres, Institutes and Groups) articulates procedures for the establishment of Research Centres at the University of Manitoba. Accordingly, a subcommittee of URCS was struck to review the proposal to establish an Internet Innovation Centre. The sub-committee consisted of: Gary Glavin (Chair), Jim Charlton, Rob Britton, Paul Fortier and Kasi Periyasami.

## Observations

The proposed Internet Innovation Centre (IIC) will be a hub for internet-related research and development at the University of Manitoba, attracting researchers from across various disciplines and fields of study. The mission of the IIC is "to promote research and development of internet and intranet applications" and "to encourage cooperation, coordination and communication within and between the University and industry."

The objectives of the IIC include: acting as an umbrella for all internet projects at the University of Manitoba; encouraging collaborative interdisciplinary internet research activities between researchers irrespective of departmental or faculty affiliation; providing general research direction, liaison and funding opportunities for internet research and providing a link between the University, industry and government in matters of internet research and development. Additionally, the IIC seeks to secure and increase funding available to graduate student trainees at the Centre, in order to support their research projects. The IIC is seen as a hub of information and telecommunications research in Manitoba.

The IIC proposal sets out a number of goals, both short-term and long-term. Shortterm goals include: attracting and retaining highly qualified personnel involved in internet research and development (e.g. search engine development; remote health monitoring, distance education); encouraging industry, government and intra-university liaison in internet and intranet application research and expanding the IT base at the University of Manitoba through world-class research. Long-term goals include: fostering opportunities for cooperative graduate education ventures with business and industry (e.g. research internships; co-operative venture and work terms in industry) and expanding liaison activities within Manitoba and nationally (e.g. Simon Fraser University TeleLearning Centre).

Research projects underway or planned involve the following areas: traffic control, document classification, distance education frameworks, Web visualization, mobile search agents and speech therapy on the Web. Funding has already been received in the form of a $\$ 100,000$ grant from Videon/Shaw Cable.

The structure of the IIC includes a Director (reporting to the Dean of Engineering) and an Associate Director. Several categories of affiliations with the IIC are available, including: Research Affiliate (research in internet applications but indirectly associated with the Centre and not funded by the IIC); External Affiliate (government or industry partners providing money or in-kind support to the IIC); and External Associate (not funding the IIC but involved in the Centre's activities). Trainee/Student Associates are those individuals being supervised by Research Affiliates or Associates of the Centre. An advisory committee consisting of representatives from industrial partners, government, University administration and faculty will be established to provide advice to the Director of the IIC regarding the needs and objectives of the Centre and its partners, on its research mission and on its training mission. This committee will be made up of the Dean of the Faculty of Engineering and nine representatives from the groups noted above.

The sub-committee reviewing this proposal noted that the formation of an IIC is needed at the University of Manitoba; is timely and will provide a core internet research and development centre at the University at a time when internet application research is expanding exponentially. The group has the required expertise partnerships and collaborations required to fulfill its mandate. Of note is the significant funding already received by the proponents ( $\$ 100,000$ from the local cable industry). The benefit to graduate students and research trainees is clear and tangible, particularly in light of the great demand for highly qualified IT personnel in Manitoba and Canada. The development of an IIC is consistent with the global Provincial objective of moving to an information-based economy.

## Recommendation

The sub-committee charged with reviewing the establishment proposal recommended and URCS subsequently accepted the recommendation that the Internet Innovation Centre be established for a five-year period, beginning May 1, 1999.

Accordingly and on behalf of the University Research Committee of Senate, I am recommending that the University establish an Internet Innovation Centre for a five-year period, beginning May 1, 1999. I would appreciate if you would forward this recommendation and the associated proposal to the appropriate committees of Senate for their consideration.

Thank you in advance for your attention to this matter. Please feel free to contact either me or Dr. Gary Glavin should you have any questions about this proposal.

## JCK/tt

encl.
c.c. Dr. G.B. Glavin

## Internet Innovation Centre:

# A Proposal for the Establishment of a New Research Centre at the University of Manitoba 

for
University Research Committee of Senate
University of Manitoba
revised
March 8, 1999

## Contents

1.0 Introduction
2.0 Mission and Goals
3.0 Activities
4.0 Benefits and Opportunities
5.0 Constitution and Management
6.0 Proposed Membership
7.0 Physical Resources
8.0 Budgets
9.0 Conclusion

Appendix A:
Statements of Support

### 1.0 Introduction

At the request of Professor E. O. Anderson, Secretary of Senate, we are pleased to present this proposal for the official establishment of a new research centre at the University of Manitoba.

This proposal describes in detail the intended research, outreach, activities and objectives of the Internet Innovation Centre (IIC), and the benefits that this Centre will provide to internal and external development and well-being.

This proposal has been completed following the guidelines set out in Policy 1405: Research Centres, Institutes and Groups. If any pertinent information has been omitted, please contact Andora Jackson 474-9517.

## Abbreviations used In this document:

ACN
Academic Computing and Networking (University of Manitoba)
EITC
Economic Innovation and Technology Council (Province of Manitoba)
IIC
Internet Innovation Centre
IIW
Internet Innovation Workshop
ILO
Industry Liaison Office
IP
Intellectual property
IRAP (NRC)
Industrial Research Assistance Program (National Research Council)
MIN
Manitoba Innovation Network
MTS
Manitoba Telephone System
NSERC-IOR
Natural Sciences and Engineering Research Council of Canada-Industrially Oriented Research
UTS
University Teaching Services

The IIC also addresses the need to forge strategic alliances at the University and external level. Industry will be called upon to support projects at the Centre. The Centre will support and identify collaborative opportunities between faculties, centres and administrative units, maximising the talent and resources available at the University. Main application research areas will include distance education and training, remote instrumentation and control, interactive and visual development for special needs groups (for example: speech therapy), security, software agents, and web-document management. Further research into webbased systems will focus on areas of strategic importance to both the University, and to public and private sectors.

### 2.3 Goals

To fulfill our mission and achieve our objectives, the IIC has set a series of short and long term goals. The Centre has already begun to reach some of these goals, and plans to continue to achieve success.

Our immediate goals include:

- to attract, retain, and support highly qualified researchers and graduate students involved in Internet developments. [For example: research in search engines (like Yahoo!), remote health monitoring, distance education]
- to encourage industry, government, and intra-university liaison in areas of Internet application research. [For example: liaison with MTS, Videon, TRLabs, IRAP (NRC), Institute of Industrial Mathematical Science]
- expand the information technology (IT) base of Manitoba through world-class research.


## The IIC future aims are :

- to recognise and encourage opportunities for cooperative graduate education ventures with business and industry. [For example: ventures like internships at Nortel, industry monitors at the university]
- to promote undergraduate involvement and training in IT through research activities, co-op ventures or work-terms.
- expand liaison activities to incorporate inter-institutional collaboration, first on a provincial, then a national level. [For example: Red River Community College (New Media Program), Simon Fraser University (TeleLearning Centre)]
- if possible, to establish the IIC as a national centre of excellence.


### 3.0 Activitios

The activities of this Centre will cover research support, external and internal liaison development, student support and other outreach opportunities. These activities help us reach our defined goals (Section 2.3).

Research and development is the foremost priority of the IIC, our other activities are designed to promote the accountability of the IIC to the external community.

### 3.1 Research Support and Development

-To support research and training in Internet development, a number of research projects have been identified as potential IIC research areas, with some already initiated. These include distance education, remote consultation, interactive and visual development for special needs groups, data compression, web-document management, and adaptive software agent development and other intelligent agents.

A main function of the Centre will be to identify novel grant opportunities to support Centre projects. The IIC will establish and maintain links with sponsors and potential sponsors, solicit alliances with industry to support research through industrially-oriented grants, and request increased funding for active projects as they expand and evolve.

## Internal Activities

- further communication with Private Funding and the Industry Liaison Office (ILO)-although these units may not have direct funds, they provide valuable guidance and suggestions. The IIC has already met with both offices.
- interface with other Centres/Institutes to establish contact and develop grant collaborations.
- develop relationships with other groups (e.g. Academic Computing \& Networking) to share resources and information.


## External Activities

- establish and maintain links with sponsors and potential sponsors; solicit alliances with industry to support research through Natural Sciences and Engineering Research Council of Canada industrially-oriented grants (NSERC-IOR), recognise contract opportunities, report to sponsoring businesses and government representatives, and request increased funding for active projects as they expand and evolve.
- involve small companies through in-kind and small level donation.
- solicit donations of material support from Internet vendors.
- research business and government needs regarding the Internet.
- report regularly to the IIC Advisory Committee on the Centre's state and progress.


### 2.0 Mission and Goals

The notion of a hub for Internet-related research and development was first conceived at the University of Manitoba in the early summer of 1996. By February 1997, sufficient interest had been developed to create an informal Centre at the University of Manitoba. The first researchers involved were from the Faculty of Engineering, but interest in the development of this Centre has quickly expanded to attract researchers and students from several different disciplines and fields of study. It is our hope that the Internet Innovation Centre will act as a Internet research focal point for researchers throughout the University, regardless of departmental or faculty affiliation.

### 2.1 Mission

The mission of the Internet Innovation Centre at the University of Manitoba (IIC) is to promote research and development of Internet and intranet applications. Toward this end, it will encourage cooperation, coordination and communication within and between the University community and industry.

### 2.2 Objectives

The Internet Innovation Centre will act as an umbrella for all Internet projects at the University and encourage collaborative interdisciplinary activities between researchers. Although Internet development expertise and interest abounds within the university community, it is as a whole scattered and unorganised. There is no existing centre to fill this role. The IIC offers an opportunity to concentrate and focus those resources and work with internal and external communities as an innovations hub for the University and Manitoba's economy.

The IIC will provide general research direction, liaison opportunities, funding and contract situations, and provide a vital link between the University, industry and government in matters of Internet research and development. The creation of this world-class Internet research centre will attract outstanding faculty from diverse fields, as well as high-quality graduate students. A primary IIC goal is to secure and increase the funding available to graduate students involved with the Centre, supporting students and their projects. The IIC will be a hub of information and telecommunications research, acting as a leader in the economic and social development of Manitoba.

Diversity, Synergy
University units who have expressed interest in involvement with the Internet Innovation Centre include:

- ACN-Computer Services
- Anthropology
- Biosystems
- Communication Systoms
- Computer Engineering
- Computer Science
- Distance Education
- Education
- Engineering
- Graduate Studies
- Industry Liaison Office
- Physics

Letters of Support are located in appendix A

### 3.2 Resource Identification

It is important to inventory the current expertise and interest in Internet research at University of Manitoba. The concentration of resources under one 'roof' will allow for better management, collaborative relationships, and a unified front to the public. Since many Internet developments have both technological and content components, the effective communication and transfer of information between disciplines is essential to this research.

This will be achieved through a number of methods:

- approach known researchers in the field; some have been identified from past work, others have come forward at the Internet Innovation Workshop.
- contact department heads, deans, academic and administrative directors.
- host internal information sessions to encourage interested researchers.
- internal publicity: postings, bulletins, campus-wide e-mailing, UMInfo.
- coordinate internal research meetings and a Research Committee to promote the free exchange of ideas between researchers.


### 3.3 Student Development

An important IIC goal is to secure and increase the funding available to graduate students involved with the Centre. The IIC will look substantially to industrial contribution to meet this need.

To foster adaptability and encourage the ability to learn and exploit new skills, the IIC will develop a student seminar series to investigate technology related to Internet development, external business and entrepreneurial opportunities, and provide understanding of complex real-world systems.

Further, the IIC will operate, promote and maintain an online database of student graduates that can be used by Industry to identify, interview, and acquire high-potential Centre graduates and to forge internships with those Centre students most appropriate and specifically experienced for their needs.

### 3.4 Outreach: Conferences, Seminars, Information Sessions

Outreach is an important Centre function, and will allow the IIC to keep the internal and external community abreast of the advances and achievements in Internet research and development.

## Activities will include:

- informational promotional material with regular articles on projects and progress.
- an annual Internet Innovation Workshop-showcase research, explore advances in Internet technology and attract new partners and members to the Centre.
- promotion of the IIC to the press, industry, University and government.
- development of a knowledge-transfer mechanism through specific short seminars and workshops.
- development of a website at www.iic.umanitoba.ca to provide resource and support for researchers, industry and the public at-large


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### 4.0 Benefits and Opportunities

There are a number of benefits presented by the establishment of an Internet Innovation Centre. Some are direct to the the university community and some pass on to the external community.

### 4.1 Research support and partnerships

The IIC represents the opportunity for alliances between businesses, and fosters collaboration between researchers and industry within Manitoba. This partnering will promote research and development in new technologies and offer researchers at the University funding to support their students and projects.

### 4.2 Technology Transfer/ Commerclalisation

When appropriate, the IIC will assist researchers with market-viable innovations, and participate in the creation of spin-off and licensing opportunities. These technology transfer/commercialisation operations will be guided by the Industry Liaison Office (ILO). The role of the ILO is to facilitate commercialization of research within the University. Towards this end the IIC will work and is working with the ILO in protecting Intellectual Property (IP). The function of the ILO is significantly different than that of the IIC in regards to IP, with the IIC oriented to assist in the creation of IP and the ILO to its commercialization. Through these initiatives, Manitoba industry will gain competitive advantages and the University will effectively bridge the pre-competitive gap.

### 4.3 Student Development

Since many graduate students at the IIC will be working in areas of immediate and direct interest to industry, the IIC will be directly oriented to enhancing Manitoba's employment pool of highly qualified personnel. Current and future demand for qualified information technology graduates is high, greatly exceeding supply, and corporations are usually forced to look outside the province (and even outside Canada) to fill these positions. The main benefits to Manitoba companies will be highly qualified and marketable graduate students who have been directly working on relevant research/development projects. By nurturing and training a student base within Manitoba, local industry and businesses increase their likelihood of finding appropriate and highly-qualified professionals. Although not all students involved with Internet research are destined for the external community, it is likely that many of them will transfer from the academic environment of their degree to a job placement in industry.

Industry Llaison (ILO) Although IIC research is generally pre-competitive in nature, there is a potential commercial spin-off.

The Industry Liaison Office will be vital in assisting IIC researchers through marketviable developments.

### 4.4 Access to Expertise and Knowledge

Through the Centre, industry will gain the tools to forge links to world-class researchers versed in Internet-related information technology and other associated research areas. The Centre will empower companies by assisting in the early identification of key advances.

### 4.5 Community Information Services/ Outreach

Through public outreach opportunities, the Internet Innovation Centre will provide staff and students the opportunity to showcase their research and highlight the progress in this field to both the internal and external community.

Seminars and workshops focused on the talents of IIC researchers will explain the rapid advances in the field of Internet technologies. The Centre will discuss with Continuing Education the possibility of conducting these seminars via remote delivery.

These types of events will provide information on the Centre and showcase ongoing Internet research at the University. These activities will promote the active transfer of knowledge from our internal environment to the external one.

Internet Innovation Workshop Recently, the IIC hosted an Internet Innovation Workshop (June 2, 1998), which attracted close to 200 attendees, with over three-quarters coming from off-campus. Invited IIW speakers have come from IBM, Silicon Graphics, Intel and the University of Toronto. The Workshop also hosted a number of demonstrations concerning research ongoing at the University.

### 5.0 Constitution and Management

This proposed Centre will have seven membership categories which will include participants from both the internal and external communities. The is also an Advisory committee designed to advise and direct the Centre through its policies and goals. These are all described in detail below.

### 5.1 Membership Categories

## Director

The Director is responsible for the research and academic operations of the IIC and will exercise general supervision over the operation of the unit (as defined in Policy 1405, Section 2.1.2). The Director is responsible for the long-term vision of the Centre and will represent the Centre in all academic ventures. The Director will act as a primary contact for department heads, deans and other academic directors.

The Director will report to the Dean of Engineering. The Director, with the approval of the Dean, will appoint an Advisory Committee to assist the development of the Centre.

Responsibilities:

- Long term direction of the Internet Innovation Centre (IIC)
- Set the overall direction of research at the Centre
- Coordinate and lead internal research meetings to update status of ongoing projects
- General administration and coordination of the Centre's research projects.
- Report regularly to the IIC advisory committee with respect to the Centre's state and progress.
- Represent the IIC on a national basis to external researchers, research centres, and academic/research institutions.


## Associate Director

The Associate Director is responsible for developing associations and linkages between the IIC and the external business and government community, and securing industrial funding to support the Centre's operation and growth. The Associate Director is responsible for the daily operation of the Centre as a business unit, but is not directly responsible for any research operations or academic activities. The Associate Director will report to the Director.

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Responsibilities:

- Development of the IIC's business model and viability solutions.
- Researching business and government needs regarding the Internet.
- Establishing and maintaining industrial linkages with sponsors and potential sponsors
- Management of the Centre's operating budget
- Primary and secondary press/media relations and promotion of the Centre.
- Report regularly to sponsoring businesses and government representatives.


## Research Affillates

Research Affiliates are involved in research that is either directly related to, and/or supported through, the Internet Innovation Centre. The daily activities of the staff, students and fellows involved in any specific IIC project will be the responsibility of the Research Affiliate in charge of that research project.

## Research Associate

Research Associates include researchers active in Internet research but not associated with the University, as well as researchers on campus who are interested in, but not involved with, relevant research. These members do not receive funding through the Centre. This category also includes administrative members with concerns directly related to IIC activities.

## External Affillates

External Affiliates come from either government or industrial sectors. These Affiliates are project partners, providing monetary or substantial in-kind support for IIC research. They are themselves, or have appointed, Monitors to keep in touch with the research development and the graduate students that they fund.

## External Associates

External Associates are members of the Centre who do not fund complete research projects, but are interested in involvement in Centre activities. They may include industry members from the information technology/knowledgebased sector or interested government agencies.

## Trainee/Student Associate

These include all graduate students supervised by either Research Affiliates or Associates involved in Internet-related research. From time to time, this will also include summer students (graduate or undergraduate) involved in Centre projects.

### 5.2 Advisony Committee

With the recommendation of the Director, and the approval of the Dean, an advisory committee will be appointed to provide long-term goals and policy input to the Centre. This Committee will be concerned with advising the Director and Associate Director on both the needs and objectives of the internal and external communities in the IT sector; including input on IT student development, research and projects, development of outreach and programs, and other issues that the Advisory Committee sees fit for the IIC to approach. This Committee will include the Dean and nine other representatives as described below; the Dean of Engineering will appoint a chair for this Committee.

## The Advisory Committee will meet every six months.

## Industrial Representatives

Since an important goal of the IIC is to provide a close and productive association with industry, two members from the industrial community will be asked to participate on the board. At least one representative must be from a Manitoba-based business.

## Government Representatives

Both a provincial and a federal government representative will be asked to act on the Advisory Committee. Representative will be chosen from appropriate ITbased departments, such as Industry Canada, the Economic and Innovation Technology Council(EITC), or the Canadian Technology Network (NRC).

## Representation

Upon the official establishment of the Centre, the following individuals and groups have agreed to participate in an Advisory Committee for the Internet Innovation Centre:

- ACN-Communication
- Canadian Tech. Network
- Distance Education
- EITC
- Graduate Studies
- Industry Canada
- Industry Liaison Office
- MTS
- UTS
- Videon Cable Systems


## Administrative Representatives

To provide input on the the appropriate and effective use of administrative resources by both academia and externals involved with the Centre, two members from the Administrative units of the University will be asked to participate on the Advisory Committee. Representative from the Industry Liaison Office and Academic Computing and Networking will be asked to participate.

## Academic Representatives

Two representatives from the academic community will be on the Advisory board. These representatives will be able to provide input on academic and research issues facing the Centre. At least one of these members will be from a Faculty other than Engineering.

The structure of this Advisory Committee will be open to evolution as the Centre progresses. On the advice of the Advisory Committee, and by approval of the Dean, the Committee may either increase representatives in any segment, or define new representative structures as required.

Office Assistant
Assisting the IIC is an office assistant. In addition to support of the Director and
Associate Director, the office assistant provides front-line communication
between the Centre and industry, academics/university and the public at-large.

### 5.3 Management Structure

The overall activities of the IIC is the responsibility of the Director, who will be advised by the Advisory Committee. The Director also provides an annual report to the Dean, Faculty of Engineering as well as to the Chair of URCS.

The daily operation of the Centre is the responsibility of the Associate Director, who will be advised by the Advisory Committee and the Director.

The University Officer to whom the Director reports is the Dean of Engineering. In turn, the Dean will report on the IIC to the the Vice President (Research) of the University.


### 6.0 Proposed Membership

Although the Centre was initiated within the Faculty of Engineering, and has a main core of researcher from this Faculty, all University members will be encouraged to participate. Internet research is a broad field of study and it has been recognized that researchers may be found in many diverse backgrounds. One of the main goals of the Centre will be to identify those researchers within the university who have interest in Internet research and application development. Membership within the IIC will be at the request of an individual. Membership in the IIC is renewed every three years.

### 6.1 Director

Robert McLeod (Electrical \& Computer Engineering) will fill the role of Director of the IIC. Robert McLeod has been concerned with research into Internet application development and multimedia frameworks.

### 6.2 Associate Dlrector

In the current informal status of the Centre, Andora Jackson has been acting as interim (executive) director for the IIC and will continue as Associate Director.

### 6.3 Research Affiliates

Howard Card (Electrical \& Computer Engineering) has been investigating autonomous intelligent agent technology .

Dr. Witold Kinsner (Electrical \& Computer Engineering) has been researching data compression algorithms and techniques.

Dr. Ken Barker (Computer Science)

Dr. Peter Graham (Computer Science) is involved in distributed systems.

Dr. Randal Peters (Computer Science) has been researching database structures.

Dr. Denis Hlynka (Curriculum: Maths \& Natural Sciences) has been researching the pedagogical issues facing Internet and computer-based education.

Dr. Aysegul Cuhadar (Electrical \& Computer Engineering)

Ms. Bonnie Luterbach (Continuing Education) has been involved in the development of a distance education frameworks for Internet-based course and lab presentations.

### 6.4 Research Assoclates

The individuals have informally expressed interest in the Internet Innovation Centre. Once the the IIC is formalized they will be invited formally to join.

Dr. Robert Menzies (Electrical \& Computer Engineering) has supported the IIC initiative since its inception within the Department in late 1996.

Dr. Lotfollah Shafai (Electrical \& Computer Engineering) has been investigating the implementation of Internet courseware in his Advanced Electromagnetic course.

Mr. Ray Hoemson (Industry Liaison Office) is Director of ILO and has assisted in some of the initial meetings with industry.

Mr. Doug Strang (Industry Liaison Office) is Technology Liaison Officer and has provided the IIC with input on patent and prototype development.

Dr. Pappur Shivakumar (Institute of Industrial Mathematics) is Director of the IIMS. The IIC and IIMS hope to jointly host a showcase conference on Internet research excellence at the University.

Ms. Elaine Goldie (Private Funding) has provided invaluable support in recognising potential supporters of Internet research and development.

Mr. Bill Reid (Computing \& Networking Systems) is Director of Computing and Networks and is responsible for all on campus networking services.

Dr. Richard Bochonko (University Teaching Services) is responsible for Advanced Technology issues and has been a pioneer in computer-based training on this campus.

Dr. Peter Loly (Physics) has been investigating the use of the Internet in courseware.

Ms. Helen Bochonko (Faculty of Education) is manager of the Education Computer lab and been developing methods to teach Internet usage to students and staff.

Dr. Brian Schwimmer (Anthropology) has been a pioneer with the Department of Continuing Education in the development of Internet-based courseware.

Dr. Rob Wallace (Chemistry) has been concerned with the use of the Internet as a educational tool, and its effectiveness in modelling and lab scenarios.

### 6.5 External Aftiliatos

Manitoba Hydro (R\&D) has been supporting the Internet Innovation Centre, their funding has been used for research into multimedia Internet frameworks (2 projects).

Manitoba Hydro (Ivy Qwok) has been supporting a project in Internet database integration (1 summer student).

HPCNet (Rod Wittig) has been supporting investigation into the viability of high performance computing services to Internet research (2 summer students).

IBM Canada (Paul Buchannon) has donated an IBM server to assist in research and development at the Internet Innovation Centre.

Videon Cable Systems (Craig Moffat) and Shaw Cablesystems (John Mlazgar) are supporting research into Internet-based telehealth. (4 projects).

CANARIE (Canadian Advanced Networks for Research, Industry and Education) has supported work in advanced network caching (1 projects).

SchoolNet has has supported work in Internet-based distance education (1 projects).

### 6.6 External Associates

Aboriginal Business Canada (Wayne Flamand, Development Officer)** Burnt Sand Solutions/Silicon Graphics (Bill Jackson)
Broadband Networks Inc.
Circle Design Incorporated (Rob Peters, Design Director)
Canadian Technology Network (Alfonz Koncan, Regional Coordinator)
Computer Information Processors Society-CIPS (Kerry Augustine, University
Liaison)
Council for Post-Secondary Education (Richard (Dick) Dawson, Chair)
** Great West Life (Jan Belanger, Corporate Relations)
** Economic Innovation \& Technology Council (John Clarkson/Iain Day)
Electronics \& Information Association of Manitoba (Al Pollard)
IC Computers (Leslie Bester)
** Industry, Trade and Tourism (Doug Pearson, Jim Mickelson)
Industrial Technology Centre (George Ortega, Industrial Technology Advisor)
Industry Canada (Emilee Pedruchny, Industry, Technology and Trade Officer)
Intrinsix Canada Inc. (J Waschuk, Design Director)
Internet Solutions Inc. ( Jason Remillard)
Liquid Image (Dave Collette)
** Manitoba Call Centre (Steven Demming Executive VP, Cindy Swain)
Mind Computers (Brad Fry)
MTS-Net (Rod Kachulak, General Manager Network Development)
MTS-Advanced(Dennis Yanchyski, Director of Development,
Peter Geary Director of Technology)
Manitoba Innovation Network (Steven Leahey, President)
MERLIN, MB Educ \& Training (Dan Kerr)
** Newbridge Networks Corp (Andrew Drobot, Regional Representative)
National Research Centre-IRAP
New Media Consortia (Brian Wood, Director)
Reg Alcock - MP Office (Reg Alcock, Steve Ostrowski, Chris Simons)
Royal Bank of Canada (Carrie Lagasse)
Sun Technologies Inc. (Ian Watts)
TR Labs (Len Dacombe, Director)
Wuerz Publishing (Steve Wuerz)
Winnipeg 2000 (Klaus Thiessen, Alissa Schacter, Linda Williams)
Winnipeg Chamber of Commerce-I-STAP Committee
Workforce 2000 (Elaine Phillips)

Dr. Chris Chinien (Curriculum: Maths \& Natural Sciences) is involved in a number of educational research projects and initiatives, including the UNESCO project.

## Dr. André Oberlé (University of Winnipeg) is Consultant for Learning

Technologies and promotes computer-based learning on his campus.

### 6.7 Tralnees/Student Associates

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Andrew Paryzek (M.Sc. student supervisor R.D. McLeod)
Amgad Fanous (M.Sc. student supervisor R.D. McLeod)
Imran Khan (M.Sc. student, supervisor H.C. Card)
Babak Sattarzadeh-Noghani (M.Sc. student, supervisor R.D. McLeod)
Natalija Vlajic (M.Sc. student , supervisor H.C. Card)
Abba Tregobov (M.Sc. student , supervisor R.D. McLeod)
Tina Ehtiati (M.Sc. student , supervisor W. Kinsner)
Fred Corbett (M.Sc. student , supervisor H.C. Card)
Wendy Osborne (M.Sc. student, supervisor R. Peters)
Ali Morawej (Ph.D. student , supervisor R.D. McLeod)
Kenneth Yeung (summer student, supervisor D. Blight)
Dominique Baranowski (summer student, supervisor D. Blight)
Hart Poskar (project student)
Paul Godavari (project student)

### 6.8 Adminlstrative Assistant

Yvonne Radwanski has been providing part-time assistance in Centre administrative matters.

### 7.0 Physical resources

The resources to accomplish high-quality Internet research are already available on campus, although a constant update of hardware and software development environments is vital to maintaining leading-edge research.

The IIC is in some senses a virtual lab, having little need for much exclusive or exhaustive laboratory space. The facilities currently in place at UM are capable, in most cases, of supporting first-class research. It is not necessary for duplicate resources to be established-individual researchers already have access to the resources affiliated with their own departments and faculties. The main problem to be overcome is recognising the resources available throughout the campus and encouraging resource-sharing.

It is for this very reason that the IIC will encourage the participation of administrative departments such as Academic Computing \& Networking and Communication Systems, as these vital departments maintain a number of available network resources. Other groups, such as University Teaching Services, are also concerned with identification of resources. Together with these groups, the IIC will determine the current level of physical resources available on campus.

The Centre will be concerned with the development of resources that do not currently exist on campus; and that can enhance on-going Internet research and development and provide opportunities to expand studies into new areas. To fund these initiatives, support from the external community will be sought, with the guidance of Private Funding. In particular, the upcoming Canadian Fund for Innovation may offer an opportunity for industry, government (federal and provincial) and the University to create a novel research infrastructure at the University of Manitoba.

### 8.0 Budget

The current IIC budget is supported through University, industrial and government funding. The expansion of the IIC will be dependent on establishing external lines of funding to support projects and research equipment. The Centre will look heavily to industrial sponsorship to support its initiatives-the more external support acquired, the larger number of student research projects will be supported. Revenue is also anticipated from our conference and workshop series, which will directly support administrative overhead, and act as a 'top-off' pot for research projects. As support from external sources increases, a corresponding reduction in internal funding sources is expected. All administrative positions at the Centre are hired contingent on funding.

The IIC accounting practices will follow those already established within the University of Manitoba's Budgets and Grants office.

The budget for the previous two academic years, and that proposed for the next academic year, is listed on the following page.

Expenses
Year One (1997-98)
Equipment/Supplies $\quad \$ 5,169$
Workshops/Travel/Outreach \$645
Administrative Staff** $\quad \mathbf{\$ 5 9 , 2 5 0}$
**Administrative staff was Interim Director and FT Office Assistant 3
Staff Benefits and Levies $\quad \$ 6,404$
Student/Research Support $\quad \$ 38,011$
TOTAL EXPENSES Year $1 \quad \$ 109,479$

Income
Year One (1997-98) $\quad \mathbf{\$ 1 2 7 , 6 3 1}$
( $+\$ 18,152$ )
(Funds left over at the end of the fiscal year are used for the consecutive years expenses, in particular, either for research or administration staff (depending on the stipulations of the funding).

| Expenses |  |
| :--- | :---: |
| Year Two (1998-99) |  |
| Equipment/Supplies | $\$ 17,215$ |
| Workshops/Travel/Outreach | $\$ 6,472$ |
| Administrative Staff** | $\$ 33,004$ |
| ** Administrative staff was Interim Director and PT Offio Assistant 1 |  |
| Staff Benefits and Levies | $\$ 2,918$ |
| Student/Research Support | $\$ 65,575$ |
| TOTAL EXPENSES Year 2 | $\$ 125,184$ |
| Income |  |
| Year Two (1998-99) | $\mathbf{2 1 3 , 4 1 8}$ |
|  | $\mathbf{1 + 8 8 , 2 3 4 )}$ |
| Funding not included in this budget, but are guaranteed for arrival in the 1998-99 year: |  |
| Manitoba Hydro | $\$ 65,200$ |
| Stentor | $\$ 33,100$ |
| CANARIE | $\$ 23,028$ |

(Funds left over at the end of the fiscal year are used for the consecutive years expenses, in particular, either for research or administration staff (depending on the stipulations of the funding).

| Expenses (anticipated) |  |
| :--- | :---: |
| Year Three (1999-00) | $\$ 20,000$ |
| Equipment/Supplies | $\$ 6,472$ |
| Workshops/Travel/Outreach | $\$ 46,729$ |
| Administrative Staff | $\$ 6,075$ |
| Staff Benefits and Levies | $\$ 98,363$ |
| Student/Research Support | $\mathbf{\$ 1 7 7 , 6 3 9}$ |
| TOTAL EXPENSES Year 2 |  |
| Income (anticipated) | $\mathbf{2 5 0 , 0 0 0}$ |
| Year Three (1999-00) |  |

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### 9.0 Conclusion

The Internet and corporate intranets are rapidly evolving and changing the way business and educational institutions operate. Both have a stake in the construction of advanced information infrastructures, complete with context-specific applications. The revolution in the information infrastructure is already having a tremendous impact on the corporate environment-high-speed data transmission is used to connect production cycles; electronic interchange marks communication between suppliers and vendors; groupware in offices supports collaborative efforts among workers in different departments or divisions. We are also witnessing the Internet's effects on the academic environment through innovative internet-based teaching developments and exciting new research opportunities.

Manitoba is strategically poised to capitalise on the opportunities evolving on the Internet with significant resources, people, and expertise in place at the University of Manitoba. Internet development, application and content providers will be able to capitalise on technology export potential to a world wide market. The development of this Centre will allow the University of Manitoba to be included in the forefront of Internet research and development on a provincial, national, and global level.

# M•E•R•L.I•N <br> MEnctin 

THE LEARNING CONNECTION

University of Manitoba
Internet Innovation Centre
Faculty of Engineering
Winnipeg, Manitoba
R3T 5V6

Dear Ms. Jackson

The Internet Innovation Centre is strategically positioned to have a significant impact on Manitoba's move into the Information Economy. It is recognized that the Internet has become the delivery tool of choice for many, with new technologies and capabilities being introduced everyday.

It is said that an Internet year is the equivalent of 3 months or less and becoming shorter all the time. This highlights the importance for Manitoba to have a centre of excellence who's focus is on the rapidly evolving technologies of the Internet, with the capability to lead and assist companies and organizations as they move into the use of these tools in their business operations. The Internet Innovation Centre is well positioned to meet this challenge.

I support your initiatives to assist Manitoba companies and organizations become leaders in the use of the Internet. The assistance and capabilities that the centre offers would be difficult if not impossible for an organization to marshal on their own. Since many Manitoba companies are limited in size, the sharing of expertise is essential if they are to realize maximum potentials.

Congratuiations on the work that has been accomplished to date. I am sure that the Centre will continue to be seen as a leader in this rapidly evolving technology area.


Manitoba Education Research, Learning
\& Information Networks

National Research Council Canada Industrial Research Assistance Program

Conseil national de recherches Canada

Programme d'aide à la recherche industrielle

February 15, 1999
Andora Jackson
Executive Director
Internet Innovation Centre
Faculty of Engineering
The University of Manitoba
Winnipeg, Manitoba
R3T 5V6
Dear Ms Jackson:

## Re: Internet Innovation Centre, Letter of Support

Thank you for this opportunity to express my deep conviction that the Internet Innovation Centre (IIC) provides a unique and essential service to small and medium-sized enterprises (SMEs). The Canadian Technology Network (CTN) has enjoyed the benefit of cooperation and collaboration with IC in the delivery of informative seminars and its vital Annual Workshop. IIC is a valued member of the Canadian Technology Network for its Internet research and mandate to promote cooperation, coordination and communication within and between the academic community, industry and government.

IIC does not merely inform Manitobans, IIC enables. The applications and methodologies explored in its research projects have enabled businesses that cannot afford training to partner with students to develop ways to ensure growth of their companies. A vital role of CTN is to ensure that gaps in resources for SMEs are filled. IIC has exercised flexibility and resourcefulness in supporting marketable concepts. There is a great need for an official incubator service for Internet-based companies in Manitoba and only IC is presently providing support in that regard.

I wish to commend you, Ms Jackson, and thank you once again for your continued support and conscientious effort that enables CTN to fulfill its mandate.


Canadä'

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## Appandix A

Letters of Support

Letters of Support are on file in the Office of the University Secretary and may be viewed there.

## Report of the Senate Planning and Priorities Committee Regarding the Siting of the Proposed Addition to the Biosystems Engineering Bullding for the Grain Handling/Storage Facility (a CFI Project)

## Proamble

This project was initiated by Dr. Digvir Jayas with input from colleagues from the Department of Biosystems Engineering and Cereal Research Centre of Agriculture and Agri-Food Canada.

## Observations

1. The funding for the project has come from CFI (Canada Foundation for Innovation; $\$ 1.5$ million) with matching funds from the Manitoba Government ( $\$ 1.5$ million) and $\$ 900,000$ from the fund raising as part of the Faculty of Agricultural and Food Sciences Gateway to Future campaign. Some funds $(\$ 160,000)$ are requested from the University, particularly the costs which are not eligible for funding by CFI program (e.g., washrooms, wheelchair access, internal management fee).
2. Grain storage research has been an area of strength in the Faculty of Agricultural and Food Sciences for many years. This research group is known world-wide for its contributions to the field. This facility will provide an opportunity to conduct world class research, to attract excellent graduate students, and to attract and retain high quality researchers. Grain storage and handling is a major component in undergraduate and postgraduate programs in biosystems engineering.
3. The site was selected based on the fact that it had to be accessible for research and teaching. The selection of the site was based on:
*minimizing impact on existing parking space;
*minimizing impact on other existing buildings and facilities; *proximity to both agriculture and engineering for accessing equipment; *easy access to bring grain into the facility; *proximity to the Agricultural Engineering Building for efficiency in the use of technical support and resources;
*the new building will contribute to the function of the building to which it is attached by providing amenities such as washrooms, wheelchair access and teaching facilities.

Three or four sites in the Agricultural complex area at the Fort Gary campus were considered. The proposed siting of this facility appears to be clearly rationalized in terms of resource efficiency and spatial impact; environmental impacts which might have been a concern, particularly air quality, water quality, noise and infestation, have been considered and are being included in the functional design program.
4. The 15,000 square foot facility will include an image processing and physical properties laboratory; instrumentation and insect control laboratories; a fabrication laboratory; a grain handling, cleaning and storing laboratory; and a grain drying laboratory. The building will comprise 11,000 square feet of main floor space, and 4,000 square feet of second floor/mezzanine space.

The architects have been advised to match the external finish with the existing buildings. The proposed facility is tucked behind the existing building and therefore will be hidden from the main road traffic.
5. The facility is expected to be built by September 2000. No major interruptions in the services are foreseen, although some detouring of the traffic behind the Agricultural Engineering Building may be a necessity during the construction phase (March 2000-August 2000). No unusual impacts are expected during construction. There will be some noise and vibration when the piles are being driven.
6. The impact on human and vehicular traffic flows is expected to be minimal once the facility is built. There are no expected impacts on either air or water quality. The grain handling system will add
some noise, however, the design team is aware of the issue and is planning to incorporate noise dampening systems. There are no expected major insect or rodent problems. The facility will, however, have the capability to disinfest it using heat, a non-chemical method. The dust collection system is being designed such that the level of grain dust will be at a safe working level.
7. The structure is expected to last for 50 years or more. There are plans in the Faculty to continue its focus on grain storage and the proposed facility will be used for its intended research for many years to come.
8. The total budget for the project is about $\$ 4$ million.

Recommendations
That Senate recommend to the Board of Governors the proposed facility for Grain Handling and Storage as indicated on the attached site plan.

Respectfully submitted,

Professor N. Halden, Chair
Senate Planning and Priorities Committee
The terms of reference: Senate Handbook (Rev. 1992), pp. 10.21-22
Comments of the Executive Committee:
The Executive Committer endorses the Report to Senate.

July 12, 1999

| TO: | Dr. Norm Halden. Chair SPPC |
| :---: | :---: |

FROM:

SUBJECT:

208 Administration Butluing Wiasipat, Municoba Canada R3T 2N2

Fax: (204) 275-1160

Mrs. Deborah J. McCallum Associate Vice-President (Administration)


PROPOSED ADDITION TO AGRICULTURE ENGINEERING BUILDING FOR CFI PROJECT - GRAIN HANDLINGSTORAGE FACILITY

The Canadian Foundation for fmovation has approved funding for a project which involves the construction of an addition to the Agricultural Engineering Building on Dafoe Road.

The addition will be approximately 15,000 sq. ft. in total involving a structural main floor at grade plus a partial second floor area as well as a specialized grain handling/storage facility at the West end. The new building will immediately adjoin the existing brick masonry structure and link with it on its southern face. A sketch of the proposed location is attached.

Within the research facility will be two rooms (about 1400 sq. $t$. each) to house the Image Processing and Physical Properties Laboratories, two (about 300 sq. ft. each) rooms to house the Instrumentation and Insect Control Laboratories, one 2700 sq. At. Fabrication Laboratory; one 1950 sq. ft. Grain Handling, Cleaning and Storing Laboratory and one 4400 sq. A. Grain Drying Laboratory to house large scale equipment for grain drying and storage research.

Architecturally, the building addition will be in the character and contextual fabric of the existing structure and/or be designed to be compatible in materials and overall conceptual expression of its functions.

A Request for Proposal has been sent to four consulting firms and pending approval of the proposed site by Senate, construction is planned to stast in early Spring, 2000 with completion in Fall, 2000.

Questions about the research facility may be directed to Dr. Digvir Jayas, Department of Biosystems Engineering at 474-9868 or Dr. Ron Britton, Biosystems Engineering Department at 474-6059. Questions about the site should be directed to Mr. Brian Rivers, Director of Physical Plant at 474-6308.

# It would be apurited ifSPPC would 1 Senate at its next mecting. 

Thank you for your consideration of this site proposal.

DJM/pb
cc: Mr. Michael W. McAdam, Vico-President (Adrainistration)
Dr. Digvir Jayas, Head, Biosystems Enigineering
Dr. Ron Britton, Profossor, Biosystems Engineering
Mr. Brian Rivers, Director, Physical Plent



## Report of the Senate Planning and Priorities Committee (SPPC) on the Proposal to Establish a Centre for Research and Treatment of Atherosclerosis

## Preamble

The incidence of atherosclerosis has increased dramatically in the last several decades and has become one of the leading causes of heart disease and stroke-related death in Canada. At present, the factors leading to the development of atherosclerosis remain unclear and, therefore, more focused research is necessary.

## Observations

1) An increase in the incidence of atherosclerosis is driving the need for focused research in the pathogenesis of this disease. It is necessary to bridge the research with patient care.
2) The proposed Centre will be the focus for the development of a fully equipped core laboratory for research and the recruitment of research scientists and will build upon existing strengths in the Lipid, Lipoprotein Atherosclerosis Research Group.
3) The proposed Center has an appropriate administrative structure and the financial resources to pursue its goals.

## Recommendation

That Senate recommend to the Board of Governors the establishment of the Centre for Research and Treatment of Atherosclerosis as recommended by the University Research Committee of Senate.

Respectfully submitted,

Norman Halden, Chair
Senate Planning and Priorities Committee
Terms of Reference: Senate Handbook (Rev. 1992), pp. 10.21-22
Comments of the Executive Committee:
The Executive Committee endorses the Report to Senate.


June 17, 1999

Received
JUN 231999
University Secretariat
OFFICE OF THE PRESIDENT

TO: Ms. Bev Sawicki, University Secretary
FROM: Gary B. Glavin, Acting Vice-President (Research) and Acting Chair, University Research Committee of Senafe

SUBJECT: Recommendation to Senate

At the University Research Committee of Senate meeting of June 9, 1999 a motion was passed to recommend to Senate that a Centre for Research and Treatment of Atherosclerosis be established for a five-year period.

## Preamble

In April, 1999, the Faculty of Medicine forwarded to the University Research Committee of Senate (URCS) a proposal to establish a Centre for Research and Treatment of Atherosclerosis.

Policy 1405 (Research Centres, Institutes and Groups) articulates procedures for the establishment of Research Centres at the University of Manitoba. Accordingly, a subcommittee of URCS was struck to review the proposal to establish a Centre for Research and treatment of Atherosclerosis. The sub-committee consisted of: Dr. Gary Glavin (Chair), Dr. Fernando de Toro, and Dr. Jim Jamieson.

## Observations

The proposed Centre for Research and Treatment of Atherosclerosis is a development of one of the Faculty of Medicine's best Research groups, which recently acquired a very substantial grant from Federated Insurance.

The mission of the Centre is "to carry out research in the pathogenesis of atherosclerosis, and to bridge research with patient care by bringing the latest findings from the bench side to the bedside. The Centre also provides a stimulating environment for interaction between established and junior faculty members as well as research trainees."

THE UNIVERSITY OF MANITOBA

Trix? ! ! -

MF: . . .
753 McDermot Avenue Winnipeg, Manitoba
GOM Canada R3E OW3.
Tel: (204) 789-3557
April 16, 1999

Dr. J. Keselman<br>Vice-President, Research<br>208 Administration Building<br>Fort Garry Campus

Dear Dr. Keselman:
This is a letter of support for the establishment of a Centre for Research and Treatment of Atherosclerosis. The proposed Centre is a development of one of our best Research Groups, which recently acquired a very substantial grant from Federated Insurance. It is the donor's wish that a Centre is designated, and we believe that this is entirely reasonable, given the excellence of the people involved. Our Faculty Research Committee and Faculty Executive Council approved the proposal.

Dr. Patrick Choy, a distinguished biochemist who will soon be stepping down as Head of our Department of Biochemistry and Molecular Biology, would head the Centre. Many of the key members of the Centre are tenured faculty; this includes Drs. Angel, Arthur, Hatch, Mymin, and Pierce. We have given the group a grant from our discretionary funds of $\$ 15,000$ to help with start up costs. We believe that designation as a Centre will be of great help in recruiting a key individual, that is, a clinically qualified scientist in the area of vascular disease, who will be the Clinical Research Director. With such a person, we believe the Centre will be very successful in attracting additional industrial support.

We strongly support the establishment of this Centre.
Sincerely,

N.R. Anthonisen, M.D.

Dean

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## Application to Establish

# The Centre for the Research and Treatment of Atherosclerosis 

February 27, 1999

[^1]Tel: 789-3723
Fax: 789-3900

\author{

1. Name of the Research Centre <br> The Centre for the Research and Treatment of Atherosclerosis
}

## 2. Description and Justification

A. Preamble and Mission:

Atherosclerosis is a vascular disease arising from an abnormal thickening and hardening of the arteries. It is caused by the deposit of cholesterol and other fatty substances on the inner lining of blood vessels, especially those in the heart. The incidence of atherosclerosis has increased dramatically in the last several decades, due to change in dietary habits and lifestyle. It has become one of the leading causes of heart disease and stroke related death in Canada. At present, the factors leading to the development of atherosclerosis remain unclear. The mission of the Centre is to carry out research in the pathogenesis of atherosclerosis, and to bridge research with patient care by bringing the latest findings from the bench side to the bedside. The Centre also provides a stimulating environment for interaction between established and junior faculty members as well as research trainees.
B. Scope of Activity:

The Centre for Research and Treatment of Atherosclerosis will introduce two new components to the existing activities of the Lipid Research Group. (1) The development of a fully equipped core laboratory and the recruitment of a staff scientist devoted to the study of the pathogenesis and prevention of atherosclerosis and related lipid disorders, and (2) The recruitment of a clinical research director for the Centre. In conjunction with Dr . Mymin, the director will participate in direct patient care at the Lipid Clinic. He/She will coordinate the research direction of the staff scientist and conduct both clinical and basic research in atherosclerosis. He/She will maintain liaison with pharmaceutical firms regarding opportunities for collaborative research. The director would also oversee public and patient education programs.

The Centre will focus on two new research directions. (1) To enhance the current study on the biology of low density lipoproteins (LDL) by focussing on how some drugs may reduce the formation of atherosclerosis by the oxidized form of LDL, and (2) To study new risk factors, such as homocysteine, that could cause atherosclerosis, and to test whether various dietary and drug treatments are effective in countering these risk factors.

## C. Human Resources:

In addition to the recruitment of the clinical research director, the research and clinical work of the Centre will be drawn on the existing strength of the Lipid, Lipoprotein and Atherosclerosis Research Group (Lipid Research Group). The Group is chaired by Dr. P.C.

Choy and consists of biochemists, physiologists, pharmacologists, clinical chemists and physicians who are holding academic appointments in the Faculty of Medicine at the University of Manitoba. The Group was formed in 1992 as a discussion group. It has been formally recognized as an established research group by the Faculty of Medicine since 1996. It is also recognized by the Medical Research Council of Canacd (MRC) Regional Partnership Program at the University of Manitoba as an established research group and members of the group are eligible to submit their grant applications under the partnership program.

The current research activity of the Group is focused on the biology of oxidized LDL (metabolism of "bad cholesterol") as a factor for the pathogenesis (origin and development) of atherosclerosis. The Group, in conjunction with Dr. D. Mymin, Director of the Lipid Clinic, is carrying out several clinical studies on new drugs for the prevention of atherosclerosis. The Group also organizes public forums and cardiovascular disease relatedRisk Factor Clinics for the public.

## D. Training of Graduate Students, Postdoctoral Fellow, Clinical Resident and Fellow:

The Centre will offer research trainees with a multi-disciplinary approach to study the pathogenesis and prevention of atherosclerosis. In the last five years, members of the Lipid, Lipoprotein and Atherosclerosis Research Group have trained more than 20 graduate students and several postdoctoral fellows. The Centre will be able to offer clinical residents and fellow in the cardiovascular field with an unique opportunity to do both clinical and basic research.

## 3. Constitution

## A. Management and Reporting:

In the initial three years, the Centre will be managed by a Management Committee consisting of the Chair (P. Choy) and the Scientific Co-ordinator (G. Hatch) of the Lipid, Lipoprotein and Atherosclerosis Research Group and the Director of the Lipid Clinic (D. Mymin). The Chair of the Management Committee shall serve as the Director of the Centre. In subsequent years, the chair and membership in the Management Committee will be elected from members of the Centre. In view of the fact that members of the Centre are not affiliated with a single department in the Faculty of Medicine, the Director of the Centre will report directly to the Dean of Medicine, who will report to the President through the office of the Vice-President (research).

## B. Scientific:

A scientific advisory committee will be appointed by the Dean of Medicine to provide
scientific advice to the operation of the Centre. Initial membership of the committee includes the Chair of the Lipid Research Group, the Director of the Lipid Clinic, the Associate Dean of Medicine (Research), the Chair of the Medical Advisory Committee of the Heart and Stroke Foundation of Manitoba and two other prominent biomedical scientists in Manitoba.

## Management Structure of the Centre


C. Membership:

Membership of the Centre is composed of two categories: full members and associate members. A full member is an independent scientist holding an academic appointment at the University of Manitoba who has a long term interest and an outstanding record in lipid and atherosclerosis research. He/she will agreed to commit a substantial amount of time to the activities of the Centre. An associate member also has a long term interest and an
outstanding record in lipid and atherosclerosis research, but his/her time commitment and contribution to the activities of the Centre may be limited.

The privileges of membership include the use of facilities and resources at the Centre, the opportunity to submit group grant applications, MRC grant applications through the MRC Regional Partnership Program and co-authoring manuscripts arising from the joint research projects. The responsibilities of membership, in addition to time commitment, includes the enthusiastic participation in the academic activities of the Centre, including research rounds, seminars, journal clubs, student supervision and training, etc.

Initially, membership of the Centre will be drawn from the existing members of the Lipid Research Group, and additional members will be admitted upon the recommendation of the Scientific Advisory Committee. Current members (full and associate) of the Lipid Research Group includes Dr. Aubie Angel, Dr. Gilbert Arthur, Dr. Patrick Choy, Dr. Tom Dembinski, Dr. Grant Hatch, Dr. David Mymin, Dr. Grant Pierce and Dr. Garry Shen. All members of the Group are holding research funds from peer-reviewed sources. The total amount of support in 1999-2000 is in excess of $\$ 1.2$ million dollars. The number of full-length papers published by group members ranges from 30-60 per year. The vast majority of these papers !. are published in international, peer-reviewed and high impact journals

## 4. Management

The Director of the Centre is responsible for the general and financial management whereas the Clinical Research Director is responsible for the day-to-day management of the Centre. The Director of the Centre, together with the Clinical Research Director, will be responsible for the drafting of the semi-annual "progress report" to the major donors of the Centre (Federated Insurance and the Heart and Stroke Foundation of Manitoba).

The Management Committee will be responsible for approving the annual budget for the Centre. All expenditures will be conducted strictly according to the University of Manitoba guidelines.

## 5. Proposed Membership

The following members of the Lipid, Lipoprotein and Atherosclerosis Research Group will be invited to become founding members or associate members of the Centre. Future membership of the Centre is opened to all qualified academic staff at the University of Manitoba.

[^2]Dr. G. Arthur, Associate Professor, Department of Biochemistry and Molecular Biology telephone: 789-3758 fax: 789-3900 e-mail: arthur@bldghsc.lan1.umanitoba.ca expertise: Lipid metabolism in cell signalling and cell cycle progression; Lipids as anti-tumor agents

Dr. P. C. Choy, Professor and Head, Department of Biochemistry and Molecular Biology telephone: 789-3723 fax: 789-3900 e-mail: choypc@bldghsc.lan1.umanitoba.ca expertise: Lipid biochemistry; Molecular biology of cardiac metabolism

## Dr. T. Dembinski, Assistant Professor, Department of Clinical Chemistry telephone: 787-4531 fax: 787-3846 e-mail: dembins@cc.umanitoba.ca expertise: Protein, lipid and neonatal biochemistry; Method evaluation and clinical consultation on lipid/lipoprotein biochemical analyses

## Dr. G. Hatch, Associate Professor, Department of Pharmacology and Therapeutics telephone: 789-3405 fax: 783-6915 e-mail: ghatch@bldghsc.lanl.umanitoba.ca expertise: Regulation of phospholipid metabolism in heart and eukaryotic cells; Lipid and lipoprotein analysis

Dr. D. Mymin, Professor, Department of Intemal Medicine telephone: 787-1109 fax: 787-1818
expertise: Clinical lipidology; Clinical cardiology; Hypertension; Preventive cardiology

Dr. Grant Pierce, Professor, Department of Physiology
telephone: 235-3414 fax: 231-1151
expertise: Vascular biology, stroke, lipoprotein metabolism
Dr. G. X. Shen, Assistant Professor, Departments of Intermal Medicine and Physiology telephone: 789-3213 fax: 774-9517 e-mail: shen@bldghsc.lan1.umanitoba.ca expertise: Lipoprotein and fatty acid metabolism; Lipoprotein receptor biochemistry; Vascular cellular and molecular biology

## 6 Networking

Members of the Lipid, Lipoprotein and Atherosclerosis Research Group have established extensive collaborative programs with the Lipid and Lipoprotein Research Group at the University of Alberta, the Lipid Laboratory at the University of British Columbia, the Ottawa Heart Institute, and the Centre for Cardiovascular Research at the University of Hong Kong. The Centre will enhance these existing collaborations, and seek additional international collaborations based on mutual interests.

## 7. Physical Resources

The Centre will be located in Room 309, Basic Medical Sciences Building. This laboratory has been àssigned by the Dean of Medicine for the development of the Centre. It consists of two offices ( 100 sq ft each), $1,000 \mathrm{sq} \mathrm{ft}$ of laboratory space and an adjoining cold room. A clinical research laboratory and reception area of the Lipid Research Group is located in the vicinity and will be made available for the use of the Clinical Research Director. The laboratory in the Centre will be renovated and fully equipped to carry out the research work. An amount of $\$ 125,000$ has been set aside for this purpose.

In addition to the Centre's laboratory, each member of the Centre (currently member of the Lipid, Lipoprotein and Atherosclerosis Research Group) has his/her own research laboratory located in the Bannatyne Campus. Each laboratory is adequately funded by national or provincial agencies and fully-equipped to carry out the research work of the individual member.

The Lipid Research Group maintains a small library of relevant literature in the Lipid Clinic. The library is open to the public. Books and reading materials in this library are donated by group members and pharmaceutical companies. We anticipate the transfer of these materials to a room adjacent to the Centre in the near future.

## 8. Financial Resources

The Federated Insurance Company in Winnipeg has made a gift of $\$ 500,000$ to the Heart and Stroke Foundation of Manitoba for the University of Manitoba's Lipid, Lipoprotein and Atherosclerosis Research Group to develop this Centre. The Heart and Stroke Foundation has also agreed to make an in-kind donation for public awareness programs. The award letter, as well as the budget for the first three years, are attached in appendix A.

It should be noted that the budget of $\$ 500,000$ represents the core funding of the Centre for the first three years. In order to protect the core funding and provide support for subsequent years, the Lipid, Lipoprotein and Atherosclerosis Research Group will continue to seek altemate funds from external and internal sources for the operation of the Centre (in lieu of expending the core funding). In addition, the Heart and Stroke Foundation of Manitoba has applied for federal funding to match the gift provided by the Federated Insurance Company.


## 301 Canada Bldg. 352 Donald Street Winnipeg. Manitoba

 R38 $2 \mathrm{H8}$Jel: (204) 949-2000
Fax: (204) 957-1365
nww.hst.ca
1.888-HSF-INFO

PATRONS
The Honourable W. Yvon Dumont, Lieutenant Governor sf Manitoba

The Honourable
Sary A. Filmon, دremier of Manitoba 2AESIDENT Gy Garbutt

105
Appendix A


February 19, 1999

Dr. PatChoy
University of Manitoba
Department of Biochemistry
770 Bannatyne Avenue
Winnipeg, MB R3E OW3
Dear Dr. Choy:
This letter is to confirm that the Heart and Stroke Foundation of Manitoba (HSFM) is transferring to the University of Manitoba a project sum of $\$ 500,000$ for the establishment of the Centre for the Research and Treatment of Atherosclerosis as outlined in the attached proposal.

These funds were donated to HSFM by Federated Insurance Inc. and are to be used expressly for the purposes outtined in the proposal. Their expenditures will be subject to our auditor's requirements (attached) as well as to scrutiny by the HSFM Board of Directors and by the Federated Insurance Company. Federated Insurance retains the right to amend the proposed expenditure budget attached.

Accordingly, HSFM will forward these funds in quarterly installments (as per the table below) on the first of each April, July, October, and January in each project year.

Year 1 (April 1, 1999 - March 30, 2000) $\$ 214,000$
Year 2 (April 1, 2000 - March 30, 2001) $\$ 145,000$
Year 3 (April 1, 2001 - March 30, 2002) $\$ 141,000$
However, in order to facilitate the University's requirements for the process of establishing "centre" status, and to begin the laboratory renovations, we are forwarding the first installments in the next few days.

I trust you will find this satisfactory. We are grateful both to Federated insurance for this generous gift, and to the University of Manitoba for enabling this gift to bring the Centre to life.

We look forward to a good partnership and to making a significant difference in the cardiovascular heatth of Manitobans.

Yours truly,


Chief Executive Officer
SR/sb

## Enclosure

> ©: Don Puhach, U of M Grants Accountant
> Dr. Nick Anthonisen, Dean of Medicine

## PROPOSED EXPENDITURE $\$ 500,000$ Gift trom Federated insurance

## Budget

Year $1(\$ 214,000)$
a) Laboratory renovation, equipment, and supplies $\$ 115,000$
b) Salary for laboratory scientist $\$ 44,000$
c) Research materials and supplies $\$ 20,000$
d) Office staff and supplies \$ 20,000
e) Rečuiutment expenses $\$ 5,000$
f) Public education $\$ 10,000$

Year $2(\$ 145,000)$
a) Salary for the Director ( $50 \%$ ) (the other $50 \%$ from clinical eamings) $\$ 50,000$
b) Salary for laboratory scientist \$45,000
c) Research materials and supplies $\$ 20,000$
d) Office staff and supplies $\$ 15,000$
e) Public education, public forum, risk factor clinic
$\$ 15,000$
\$145,000
Year $3(\$ 141,000)$
a) Salary for the Director (50\%) $\$ 50,000$
b) Salary for laboratory scientist $\$ 46,000$
c) Research materials and supplies $\$ 20,000$
d) Office staff and supplies (66\%) (the other $33 \%$ from clinical trials) $\$ 10,000$
e) Public education, public forum, risk factor clinic
$\$ 15,000$
$\$ 141,000$
TOTAL $\$ 500,000$

## Report of the Senate Planning and Priorities Committee to Senate on the 2000-2001 Estimates

## Preamble

The Senate Planning and Priorities Committee (SPPC) is charged with the responsibility of reporting to Senate on financial matters, and making recommendations thereto pertaining.

## Observations

1. The Estimates are prepared every year in response to COPSE's request that the universities demonstrate their financial requirements for the following fiscal year. For several years, the University has forwarded estimates involving the impact on the institution's operations of different rates of increase/decrease in the grant from the provincial government. An important component of the Estimates document are the Parameters (which are attached to the Estimates) and which lay out the "starting position" of the University, since so many of the costs are non-discretionary.
2. The document presumes that cuts, if necessary, will be uniform across the system. However, the actual Budget (which is struck after the government grant is known) will reflect the making of choices, broad consultation, etc. In short, the Estimates document is not the Budget.
3. On the parameters, the SPPC has nothing to say, beyond noting the obvious constraints inflation and fixed costs impose on financial decision-makers.
4. With regard to Capital spending, the SPPC wondered whether it would effect improvements in the process if (a) the number of persons or units consulted in the course of priority-setting were to be expanded, and (b) whether it would be an improvement if greater transferability between budgets (particularly operating and the equipment "share" of capital) were permitted, or even if the budget categories were redefined.
5. It is noticeable that student fees are projected to once again rise at a rate well in excess of inflation. We note that both COPSE's own plans, and the University's recent report on the student fee structure point to a higher proportion of students' education being borne by students themselves. Nonetheless, we wonder whether the increases are not reaching the stage where university education is getting beyond the financial capacity of many prospective or even current students. Already, the phenomenon of students holding several part-time jobs is quite common. Further, the availability of scholarships, bursaries, etc., does not appear to have kept pace with the increase in the cost of tuition.
6. The committee spent some time considering what one may call the political dimension of this process. It was recognized that there is more than one view of the functions of universities. One is the "job-training" route, where priority is given to those units which are more "relevant" to job creation. The other view elevates the role of the university as a place imparting critical thinking, independent research and social criticism. It is safe to say that each view has its advocates both inside and outside the universities. Clearly, the former view would be reflected in the belief that universities have enough of the taxpayers' hard-earned money, they simply have to get their priorities straight.

The SPPC feels moved to comment, however, the University would probably be more persuasive if all members of our community acknowledged that our financial problems are shared, and that perhaps a greater unit of approach would be beneficial.
7. It appears to the committee that the erosion of university autonomy is an issue that must be faced, since governments (through agencies like COPSE) are going to seek "more bang for the buck" by
targeting priorities of their own. Some units are less likely to benefit from such an approach.
8. Last year, SPPC recommended an "accentuate the positive" approach, whereby we encouraged the relevant people in the University to eschew the "crying wolf" approach, and try the "we're the greatest" approach. We still are of this opinion. It is important that the University seek out partnerships within the community, continue to demonstrate the economic benefits of everything we do to the provincial economy, and press the claim that all reasonable economies of scale have already been realized.
9. The sub-committees wishes once again to thank Mr. McAdam for giving us ample time to consider the Estimates document. It is only fair to note that most of the changes in formatting, etc., requested by the SPPC over the last few years have been made.
10. The bulk of this report was effectively written before the change of government in Manitoba. Members of the SPPC are in no better position than anyone else to know what this portends.

## Recommendation

The SPPC endorses the Estimates document to Senate.

Respectfully submitted,

Norman Halden, Chair
Senate Planning and Priorities Committee
Terms of Reference: Senate Handbook (Rev. 1993), pp. 10.21/22
Comments of the Executive Committee:
The Executive Committee endorses the Report to Senate.

Fax: (204) 275-7925
Mr. Dick Dawson, Chair C.O.P.S.E.

418-185 Carlton Street
Winnipeg, Manitoba
R3C 3J1

Dear Mr. Dawson,

## RE: ESTIMATES 2000/2001

Attached you will find the University of Manitoba information in response to your letter of June 14, 1999, requesting information in anticipation of the Government's call for the 2000/2001 Estimates. The Board of Governors approved the attached material on September 23, 1999.

The material provides information on the items requested in your letter, as well as providing additional financial information for review by yourself and the Council on Post-Secondary Education. We would be pleased to respond to any questions relating to this material at any time, or provide any additional material that the Council requires.

A separate, joint submission from all Manitoba universities is being prepared that deals specifically with university funding needs relating to Technology.

Please note that the attached document was approved by the Board prior to confirmation of our enrolment increase numbers for Fall 1999. A significant parameter, as noted in Attachment $B$, is the assumption that student numbers remain level.

As you are aware the process for the development of the 2000/2001 material to support the Estimates process is only an early step in our internal process of preparing our operating and capital budgets for 2000/2001. We look forward to our discussions with the Council on the attached material, and the expectations for 2000/2001.

Sincerely,


Michael W. McAdam Vice-President (Administration)

WWM/cp
ec Mr. P. Soubry, Chair, Board of Governors
Mr. Dale Parkinson, Chair, Finance and Administration Committee
Dr. E. Szathmáry, President
Dr. J.S. Gardner, Vice-President (Academic) and Provost
Dr. J.C. Keselman, Vice-President (Research)

# THE UNIVERSITY OF MANITOBA <br> Estimates of Operating Requirements 2000/2001 

## Acknowledgements

- The University of Manitoba acknowledges that while the Government has not identified funding parameters for 2000/2001, the Minister has indicated that an additional $2 \%$ will be available to the post-secondary education system in 2000/2001. In our internal planning, like other Manitoba universities, we have included the expectation of a minimum operating grant increase of that $2 \%$.
- The University of Manitoba wishes to acknowledge the support provided to the University by the Council and the Province for 1999/2000 and specifically notes the following:
(1) The base-operating grant was increased by $2 \%$. This increase, coupled with an average tuition fee increase of $8 \%$, allowed Faculty and Departmental cuts to be held to a total of $\$ 3$ million, or on average a $2 \%$ reduction in Faculty budgets.
(2) A grant of $\$ 2.833$ million was approved to address Year One of the chiller replacement program, as well as a grant of $\$ 658,600$ for the first year of the animal facilities upgrades, and approximately $\$ 1.1$ million as the firstyear grant in a seven-year program of roof replacements. An additional $\$ 734,700$ for other renovations and $Y 2 \mathrm{~K}$ requirements is also acknowledged and appreciated, in addition to the basic renovations and equipment grant of $\$ 3,020,000$.

The following sections are numbered to correspond to the request for specific information contained within the June 14 letter.
(i) 2000/2001 Base Level Budget in Comparison to Prior Years

- Attachment A (Operating Budget for the Year Ending March 31, 2001 with Comparisons to Actual and Budget for Prior Years) sets out the historical comparison of operating cost and revenues for the University, and the expected costs and revenues for 2000/2001 (maintaining the 1999/2000 level of programming, services, capital equipment and renovations and including previously negotiated contracts).
- Attachment B (Inflationary and Other Parameters for Developing Operating Estimates) sets out the parameters used in developing the 2000/2001 operating estimates presented in Attachment A.
- As seen in Attachment A, with a base Operating grant increase of $2 \%$, tuition fee increases of $5 \%$ noted in the parameters (Attachment B) are insufficient to sustain the 1999-2000 programming levels. See also Attachments A and D.
- An operating grant increase of approximately $4 \%$ would be required to maintain financial steady state, and keep tuition fee increases at $5 \%$ on average. In the absence of an operating grant increase of $4 \%$ or higher, tuition fees will have to
increase between $10 \%$ and $15 \%$, on average, as opposed to the $5 \%$ increase modelled in Attachment A. This is exclusive of any funding required for new initiatives.
- Incremental funding for new initiatives is highly desirable in the Libraries, especially in the area of the adaptation of information technology to increase access to information. As well, Computer Science and Computer Engineering, where the Province has an urgent need for greater numbers of skilled graduates; and also Engineering, Medicine, and Agriculture, where additional funding would support the needs of this Province and young Manitobans, would benefit from increased funding.
- Due to lack of resources, the University is unable to implement many of the recommendations arising from the Building on Strengths report on the future of the University. The report sets out desired actions to make the University a better institution well positioned for the new millennium.
- A separate Capital priorities submission has been forwarded previously keeping with the new process for Capital as adopted by COPSE last year. The urgent need for substantial amount of additional funds for deferred maintenance and infrastructure capital has been well documented previously, and the additional funding secured by COPSE for this purpose has been welcome.
- Additional information on the cost of property taxes, and property tax increases, has been submitted to COPSE previously. Since integration of taxes into the operating costs of the University, the cost of providing for this requirement has increased by $\$ 3.2$ million, for a total cost estimated at $\$ 16.5$ million for $2000 / 2001$. Of these total costs, taxes related to new facilities total $\$ 3.5$ million, net of savings from the demolition of the old Bison Gym. The major medical research support facility, the Brodie Centre ( $\$ 1.8$ million), the new Investors Group sports complex ( $\$ 0.4$ million), the Agriculture building expansion ( $\$ 0.55$ million) and the Nursing building ( $\$ 1.0$ million), have all come on-line with no additional funding for operating costs or taxes being allocated related to these facilities. Operating funding for these facilities including energy, caretaking, security, and the related taxes should be added to the 2000/2001 operating grant for the University as a separate incremental base budget allocation. Details of operating costs by building are available to support this request, but a total base budget grant increase of between $\$ 5.0-\$ 5.5$ million would be required.
(ii) Explanation for all Increases Proposed in 2000/2001 from the 1999/2000 Year
- No increases are proposed, rather, Attachment B sets out details on all significant revenue and expenditure parameters that effect the operating requirements of the University, in providing the same level of programming in 2000/2001 as is provided in 1999/2000.
(iii) Assessment of the Impact of Holding the 2000/2001 Grant at the 1999/2000 Levels.
- If the operating grant was held at $1999 / 2000$ level instead of being increased by $2 \%$ the funding shortage for $2000 / 2001$ would increase to $\$ 6.5$ million, i.e. the $\$ 3.2$ million funding shortage projected with a $2 \%$ grant increase, plus the $\$ 3.3$ million derived from a $2 \%$ grant increase. (See Attachment A).
- In the absence of the detailed planning required to determine where and how such a deficit could be addressed, which of course would be the focus of the internal budget planning process, it is difficult to respond at this time with any substantive details. However, the following points are illustrative of possible courses of action.
- Tuition fee increases of $5 \%$ on average would not be possible, and increases far in excess of recent years would be required, probably between $15 \%$ and $20 \%$ on average.
- Substantive program and enrolment cuts would be necessary, as well as reductions in support services and physical plant maintenance programmes. Inadequate funding levels will inevitably lead to a reduction in the student numbers possible in all programs, and the continued inability to increase student enrolment in high demand programs (e.g. professional academic programs, see Attachment E). The University already has serious issues related to external accreditation of programs, where national and international standards must be met to retain accreditation, and inadequate resources reduces our ability to maintain these standards. Cuts to core programming will inevitably mean reduced numbers of academic staff, and an inability to admit as many undergraduate students as are currently taken. Graduate programs will also suffer, as has been demonstrated in Faculties such as Engineering, where declining academic staff numbers have led directly to a decline in graduate student numbers.
- In addition to reduced start-up funding for new faculty members, a critical and proven method by which new researchers and scholars attain national level grants, there would be less funding available for the increasing numbers of research partnering programs. To name but one partnering program, the University has garnered major and nationally significant funding from the Canada Foundation for Innovation. This program provides $40 \%$ of required funding, which is generously matched by the Province through the Manitoba Innovation Fund. The University and other funding partners must find the remaining $20 \%$. Without sustained and increased funding to support these partnering programs, we will have to "sit on the sidelines" and watch research funding flow to universities outside our Province.
- Holding the Provincial operating grant at 1999/20000 levels would also mean that the University would not be able to address critical needs in terms of its research infrastructure (i.e. library resources, information technology, graduate student, technical support, etc.). This infrastructure has eroded significantly as a result of over a decade of fiscal restraint. Failure to address these critical needs has a serious
negative effect on the University's, and the Province's, ability to attract and retain outstanding faculty and graduate students as well as our ability to compete successfully for external research funding.
- A budgetary deficit of this size, i.e. $\$ 6.5$ million, occasioned by holding the grant at current year levels surpasses the total operating budget of each of the following faculties: Pharmacy, Human Ecology, Architecture, Education, Law, Management, Social Work, Physical Education, Art, Music, Graduate Studies and University 1 (see Attachment C for an executive summary of Faculty and other budgets).
- Finally, it is worth noting that in order to balance the budget for 1999-2000 with an operating grant increase limited to $2 \%$ we were required to:
(a) increase tuition fees between $6 \%$ and $15 \%$, and on average, $8 \%$,
(b) adjust plans for renewal by cancelling hiring for new positions in several faculties, including Engineering, Education, Arts, and Sciences, to replace faculty who had retired or otherwise left the institution,
(c) reduce operating budgets across the institution by $2 \%$ on average, for a total cut of $\$ 3$ million.
(iv) Projected Tuition Fee Levels
- If a $2 \%$ operating grant increase is provided to the University of Manitoba, tuition fee increases of approximately $10 \%$ on average would be required to sustain existing programs.
- a grant increase of $4 \%$ will reduce average increases to $5 \%-7 \%$ and sustain existing programs only.
- no operating grant increase will require tuition fee increases between $15 \%-20 \%$ to sustain current operations.
(v) Other Student Revenue Charge Increases Projected for 2000/2001
- No planned increases of any substance are anticipated.
(vi) Development and/or Implementation of Programs Approved Under the Strategic Program Envelope and the Systems Restructuring Envelope in 1998/99
- Architecture's Partners Program has become part of the Faculty.
- Industry Partners are working with staff members on funded research projects and have also provided financial support for new scholarships used to attract excellent students.
- Integrated studios continue to be developed which provide students with both an academic and professional view.
- The partnerships facilitate the exchange of current knowledge, products, and industry standards and provide the partners with a better knowledge of the Faculty of Architecture.
- The Faculty of Architecture credits the awarding of $\$ 350,000$ to house the Centre for Architectural Structures and Technology on the grounds of the Russell Building to the Partners Program.
- Students and staff have been involved in a number of community service projects.
- Increased contact with Alumni has helped to secure over $\$ 500,000$ in the endowment fund.


## Funds Expended on Equipment and Renovations

Attachment H shows the funds expended, by source, on equipment and renovations.

## Student Demand

Attachment E outlines the numbers of applicants for each place in university entry programs.

Student Enrolment Levels and Staffing Levels
Attachments F and G outline data on students and staffing levels as requested.

INCOME:
General income
Student Fees.
-Regular Session
-Summer Session
-Non-Degree
-Student Service Fee
Overhead Allowances
Transfers from Endowment
Translers from Staff Benefits
Transfers from Specific Provisions
Miscellaneous Income
TOTAL NON-GOV'T OPERATING FUNDS
Government Grants
-General Operating

- Manitoba Heallh Nursing \& Libraries
- Government of Canada
-Debenture Interest and Financing
-Advance on Tache Hall
-Main Service Tunnel
TOTAL GOVERNMENT OPERATING FUNDS
Student's Capital Assessments
Sinking Fund Investment Income
Contributions from Sinking Fund re: Tunnel
Ancillary Enterprises
TOTAL OTHER REVENUES
TOTAL REVENUES
EXPENDITURES
- Schedule A

Scholarships, Bursaries and Prizes
Debenture Interest And Financing Ancillary Enterprises

## TOTAL EXPENDITURES

Net Operating income (Funding Shortfall)



| 33,433 | 28,253 |  | 22,740 | 16,780 | 10,427 |
| ---: | ---: | ---: | ---: | ---: | ---: |
| 809,036 | 863,786 | 868,345 | 717,009 | 699,401 |  |
|  | $22,738,811$ | $23,566,375$ | $23,765,428$ | $24,423,528$ | $25,564,706$ |
| $\$ 23,581,280$ | $\$$ | $24,458,414$ | $\$$ | $24,656,513$ | $\$$ |
| $\$ 251,373,412$ | $\$ 257,433,857$ | $\$ 276,259,219$ | $\$$ | $270,125,946$ | $\$ 277,933,635$ |


| $\$ 225,706,823$ | $\$ 232,136,220$ | $\$ 250,259,063$ | $\$$ | $241,980,971$ | $\$ 251,831,719$ |  |
| ---: | ---: | ---: | ---: | ---: | ---: | ---: |
|  | 498,412 | 653,369 | 867,235 |  |  |  |
| $2,536,910$ | $2,666,087$ | $2,289,053$ | $3,721,447$ | $3,697,080$ |  |  |
| $22,606,000$ | $21,914,583$ | $22,831,369$ | $24,423,528$ | $25,564,987$ |  |  |
| $\$ 251,348,145$ | $\$ 257,370,259$ | $\$ 276,246,720$ | $\$$ | $270,125,946$ | $\$ 281,093,786$ |  |
| $\$$ | 25,267 | $\$$ | 63,598 | $\$$ | 12,499 | $\$$ |


|  |  | $\begin{aligned} & \text { Actual } \\ & \text { 1996-97 } \end{aligned}$ |  | $\begin{gathered} \text { Actual } \\ 1997-98 \\ \hline \end{gathered}$ |  | $\begin{gathered} \text { Actual } \\ \text { 1998-99 } \end{gathered}$ |  | $\begin{aligned} & \text { Budget } \\ & 1999-00 \\ & \hline \end{aligned}$ |  | 2000-2001 <br> aintenance ${ }^{\circ}$ <br> Of Existing <br> Programs |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| EXPENDITURE: <br> A. BUDGET BASE |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| Regular Full and Part-lime Academic Salaries | \$ | 86,814,152 | \$ | 85,340,247 | \$ | 85,072,963 | + | 87,869,178 | \$ | 98,379,350 |
| Other Academic Salaries |  | 6,977,872 |  | 7,733,468 |  | 8,595,535 |  | 6.009,724 |  | 6,194,482 |
| Academic Librarian Salaries |  | 2,965,374 |  | 3,056,882 |  | 3,165,759 |  | 2,775,441 |  | 2,886,459 |
| Support Staff Salaries |  | 57,077,462 |  | 56,482,469 |  | 58,795,361 |  | 59,097,005 |  | 60,568,430 |
| Staff Benefits |  | 21,085,099 |  | 20,622,884 |  | 20,363,099 |  | 21,562,789 |  | 22,293,216 |
| Payroll Levy |  | 3,404,441 |  | 3,408,142 |  | 3,408,150 |  | 3,318,234 |  | 3,431,698 |
| Poslage |  | 877,033 |  | 793,887 |  | 711.830 |  | 990,000 |  | 1,009,800 |
| Insurance |  | 470,689 |  | 481,955 |  | 509,812 |  | 623,000 |  | 623,000 |
| Library Acquisitions |  | 3,746.286 |  | 4.040,274 |  | 5,455,198 |  | 4.901.155 |  | 5,293,247 |
| Acadenic Travel and Negotiated Expenses |  | 1.276,346 |  | 1,310,167 |  | 1,384,132 |  | 1,530,000 |  | 1,733,000 |
| Supplies and Expenses |  | 36,370,873 |  | 42,305,886 |  | 56,317,358 |  | 42,773,463 |  | 44,436,956 |
| Enuergency Funds |  |  |  |  |  |  |  | 1,006,980 |  | 1,027,120 |
| Computer Equipment |  | 2,327,452 |  | 3,784,708 |  | 3,986,213 |  | 4,143,002 |  | 4,143,002 |
| Utibities |  | 10,402,935 |  | 10,879,475 |  | 11,743,733 |  | 13,456,009 |  | 14,697,236 |
| Appropriation for Specific Provisions |  | 4.432,000 |  | 4,109,631 |  | 4,691,052 |  | 546,500 |  | 557,430 |
| Property Taxes |  | 14,589,458 |  | 15,207,908 |  | 14,501,715 |  | 15,832,125 |  | 16,500,000 |
| Cost Recoveries - External |  | $(20,226,410)$ |  | $(19,543,427)$ |  | (20,308,693) |  | (17,393,135) |  | (17,740,998) |
| Cost Recoveries - Internal |  | $(6,884,239)$ |  | $(7,878,336)$ |  | (8,134.154) |  | (7,060,499) |  | $(7,201,709)$ |
| TOTAL GENERAL OPERATING EXPENSES | \$ 225,706,823 |  | \$ 232,136,220 |  | 5 | 250,259,063 | \$ | 241,980,971 | \$ 251.831.719 |  |
| Ancillary Enterprises |  |  |  |  |  |  |  |  |  |  |
| Salaries | \$ | 3,931,380 | \$ | 3,402,740 | \$ | 3,689,618 | \$ | 3.484.115 | \$ | 3,603,179 |
| Stalf Benefits \& Pay Levy |  | 632,158 |  | 540,020 |  | 568,788 |  | 578,732 |  | 598,586 |
| Supplies and Expense |  | 18,042,462 |  | 17.971.823 |  | 18,572,963 |  | 20,360,681 |  | 20,750,862 |
| TOTAL ANCILLARY ENTERPRISES | \$ | 22,606,000 | \$ | 21,914.583 | \$ | 22,831,369 | \$ | 24,423,528 | \$ | 24,952,627 |

THE UNIVERSITY OF MLANITOBA
INFLATIONARY AND OTHER PARANETERS FOR develoring orerating estimates

TO THE COUNCL ON POST-SECONDARY EDUCATION FOR 2000/2001
(WITH EXPLANATORY COMMENTS)

## REVENUE

## Student Tuition Fees - 5.0\% Increase in Rates, 0.0\% Change in Enrollment

In the 1998/1999 budget process, enrollments were projected to decline by $2.7 \%$. Actual enrollments, however, increased by approximately $1.25 \%$ which has been attributed, at least in part, to the successful introduction of University 1. In the 1999/2000 budget, enrollments were conservatively projected to remain at the same level as 1998/1999. This was based on a projection by the Office of Institutional Analysis of enrollments between $+1.5 \%$ and -1.5\%. In the absence of any other compelling evidence at this time, enrollments for the 2000/2001 fiscal year have been projected by the Office of Institutional Analysis at the same level as 1999/2000.

In the 1998/1999 budget process, an average tuition fee increase of $6.8 \%$ was implemented. Tuition fee increases implemented for the 1999/2000 budget year averaged $8 \%$. In both years, fee increases varied depending on the program of study, with higher cost programs receiving higher fee increases and lower cost programs, lower fee increases. None of the actual or planned increases are inconsistent with COPSE's draft Policy on Post-Secondary fees dated June 1998 and all are reasonable under the circumstances. Tuition fees are projected to increase by at least an average of $5.0 \%$ over 1999/2000 levels in 2000/2001.

## COPSE General Operating Grant - $2 \%$ Increase

The general operating grant is projected to increase by $2 \%$, consistent with COPSE's letter dated June 14, 1999 requesting the Estimates for 2000/2001. This assumes that the University of Manitoba will be given the $2 \%$ increase available to the post-secondary "system", in the absence of information to the contrary and consistent with the 1999/2000 operating grant increase.

## Manitoba Health Grant - No Cbange

The Manitoba Health grant in support of the Manitoba Nursing Education Strategy is included at the same level as 1999/2000.

Miscellaneous Income - $5 \%$ Increase, Investment Income
The major item included in this category is bank and invesument income. This has been projected at an interest rate of $4.5 \%$ for the 2000/2001 fiscal year, an amount equal to the 1999/2000 budget. Prior estimates were based on a $4.0 \%$ rate. Short term rates experienced during the first four months of the $1909 / 2000$ fiscal year have ranged from $5.13 \%$ in the earlier part of the year to $4.55 \%$. As the short-term rates have continued on a downward trend, $\mathbf{4 . 5 \%}$ would appear to be a realistic assumption at this time.

Other items in this category include income from space rentals, gifts for operating purposes and other miscellaneous items, which have also been included at the same level as budgeted in 1999/2000. Miscellaneous income normally includes one-time contributions such as flood claim recoveries and funding for renovations in conjunction with the Pan Am Games. As these are of a random nature, estimates for miscellaneous income are conservative and are set up for only known; recurring sources of income.

## Transfers from Trust - 18.0\% Increase

This item includes monies transferred from trust accounts in support of the Chair of Icelandic Studies, the Ewart Chair of Constitutional Law, The Centre for Aging, the Private Funding Office and student assistance. In 2000/2001, an additional transfer will be made in support of the Asper Chair in International Business and Trade Law for an estimated $\$ 120,000$, an increase of $18.0 \%$ in this income source. This transfer will be offsel by corresponding expenses in the Faculty of Law as it supports certain expenses in accordance with the agreement with the donor.

## Overhead Allowances - No Change

The University annually budgets income from overhead allowances on research and non-research contracts. Most of the major granting agencies - NSERC, SSHERC and MRC, however, do not permit overbead. As a result, actual overbeads may fluctuate from year to year, depending on the contracts which are in place. In 1998/1999, the overhead budget was set at $\$ 1,025,000$ and in the $1999 / 2000$ fiscal year was set at $\$ 1,100,000$. Because of the uncertainty regarding the level of these contracts in future years, no budget increase for 2000/2001 is provided. The estimate for 2000/2001 has therefore been set at the projected 1999/2000 level of estimated contract research and non-research activity.

## External Sales \& Services - $2.0 \%$ Increase

Revenue resulting from external sales and services has been projected to increase by $2.0 \%$ over the 1999/2000 budget level. Actual revenues from this source were flat between 1996/1997 and 1997/1998. In 1998/1999 external sales and service revenues increased by $3.9 \%$. Due to the uncertainty associated with the level of activity, the $2.0 \%$ increase is attributed to estimated increases in selling prices in keeping with general inflationary pressures as opposed to any expected increase in activity. Nonecheless, any actual variances from this level of income are directly offset by increases or decreases in the budgeted level of expense within the specific units generating the income. This prevents any potential overspending which might result if revenues fall short of the estimates.

## Service of Long-Term Debt - 100\% Offset against Interest expense and Principal repayments

The amount included in income is set at a level to offset the actual amount required for the payment of debenture principal and interest, interest on capital advances and sinking fund requirements. For 2000/2001, this amount includes Council on Post-Secondary Education grants of $\$ 757,746$, student capital assessments of $\$ 10,427$, sinking fund investment income of $\$ 699,401$ (as projected by The Province of Manitoba) and a transfer from the sinking fund of $\$ 2,229,706$ to cover principal repayments on the stcam tunnel capital advance.

## Ancillary Enterprises - Break-even Basis

Student Residences, the Book Store, Pbarmacy, and Parking, which includes the operation of the Parkade, are classified as ancillary enterprises. It is a policy of the University that ancillary enterprises operate as a group on a break-even basis. Therefore, prices for goods and services are set at levels that will result in a total recovery of expenses, both non-capital and capital in nature.

## EXPENSE

## Salaries, Wages \& Benefits

Collective bargaining with the Faculty Association (UMFA) was concluded in November 1998 with a contract duration of three years, ending on March 31, 2001. The larger support staff agreements, CAW and AESES, were ratified on September 27, 1998 and March 29, 1999 and extend until September 30, 2001 and October 1, 2001, respectively.

## Academic - 2.0\% Scale, 2.0\% Increment

Scale increases of $2.0 \%$ for 2000/2001 were determined through the collective bargaining process with UMFA. Annual salary increases will include scale increases plus increments, for an estimated total increase of $4.0 \%$ over 1999/2000.

## Special Academic - $2.0 \%$ Scale

Special Academic salaries have been projected at $2.0 \%$ over 1999/2000 levels.

## Support - $1.5 \%$ Scale, $1.0 \%$ Increment

Scale increases of $1 \%, 1 \%$ and $2 \%$ were determined through the collective bargaining process covering the three year periods ending September 30 (CAW) and October 1, 2001 (AESES). Because the salary increase date for AESES, CAW and the Professional and Confidential (PC) staff groups is September 28 and the scale increases straddle two fiscal years, scale increases are projected at $1.5 \%$ for $2000 / 200$. The AESES contract also provided for 4 additional partial salary increments beginning April 1, 1999 and are paid on the employee's anniversary date. Approximately $25 \%$ to $35 \%$ of AESES staff are currently eligible for a full, regular increment while the remaining staff are eligible for one of the four partial increments. Human Resources bas projected a $.7 \%$ increase in salary costs of AESES staff over 1999/2000. Increments approved by the Board of Governors for the PC staff group for the 2000/2001 fiscal year averaged $1.3 \%$. The structure of the CAW agreement does not provide for increments. The average increment therefore is estimated to be between $.7 \%$ and $1.3 \%$ or $1 \%$.

## Student/Non-Emplovees - $2.0 \%$ Scale

Student salaries and non-employees' salaries dependent upon salary policies in ouher organizations, have been projected at $2.0 \%$.

## Benefits - Proportional to Salary \& Wage Costs

All staff are eligible for the same staff benefits, regardless of the employee group to which they beiong. Staff benefit rates for fiscal year 2000/2001 benefits are projected as a constant percentage of salary and wage costs. Budgeted staff benefits for fiscal year 1998/1999 were 13.8\%; actual benefits as percent of academic, special academic and support staff salaries were $14.12 \%$. Due to the uncertainty associated with these costs (for example, they are subject to Federal budget changes, rate increases implemented for insurances, etc) a rate of $15 \%$ is assumed.

## Payroll Levy - $2.15 \%$ of Salaries \& Wages

The levy is projected to equal $2.15 \%$ of all salary and wage costs as per current government legislation.

## Academic Travel \& Expenses and Probationers - 5.0\% Increase

This amount is used to fund academic travel and expenses of faculty members relating to scholarly activities. Increases to individual and pooled funds, as determined through the collective bargaining process, increased by $5 \%$ over 1999/2000 levels. A faculty member in a probationary appointment, therefore will receive $\$ 824$ in 2000/2001, an increase of $\$ 16$ over 1999/2000. A faculty member in a non-probationary appointment will receive $\$ 525$ versus $\$ 515$ in 1999/2000. Pooled funds, which provide the Dean or Director with some discretion over the use of the funds, were increased from $\$ 650$ to $\$ 725$ per faculty member.

## Research/Study Leave Expenses - 14.0\% Increase

This amount is used to fund expenses incurred by faculty members on research/study leaves. Increases to research/study leave expense allocations, as determined through the collective bargaining process, were $14 \%$ over 1999/2000 levels. In dollar terms, we allocation increased from $\$ 700$ per faculty member to $\$ 800$.

## General Supplies \& Expense - $2.0 \%$ Increase

The increase in this category is based on information received from the Province of Manitoba, Bureau of Statistics on projected inflation for calendar year 2000. The forecast for inflation in calendar year 1999 was originally estimated to be $1.9 \%$, which was in line with inflation of $2.2 \%$ and $1.9 \%$ experienced in the two years prior. However, actual inflation to date in 1999 has been 1.3\%, which has resulted in a revision of calendar year 2000 inflation to $1.5 \%$ by the Bureau. Based on this new information, it would appear that inflation may be on a downward trend. However, it is difficult to predict 2000/2001 inflation with any certainty at this time and whether or not this downward trend will continue. As a result, inflation is estimated to increase costs in this category by approximately $\mathbf{2 . 0 \%}$, which is the same rate used in prior years.

## Service of Long-Term Debt - 100\% Offset against Income

Long-term debt requirements for 2000/2001 include the payment of interest on debenture and capital advances of $\$ 702,173$, a transfer to the Isbister Scholarship Fund of $\$ 7,000$, principal retirements of $\$ 58,800$, an increase to the University of Manitoba sinking fund of $\$ 699,401$ managed by the Province of Manitoba, and a principal retirement
amount of $\$ 2,229,706$ on the capital advance relating to the construction of the steam tunnels.

## Property Taxes - 4\% Increase

Property taxes have been projected at $\$ 16,500,000$, an increase of $4.0 \%$ over the $1999 / 2000$ property taxes. The reason for the increase is a projected $2 \%$ general increase in taxes levied by the City of Winnipeg and the rural municipalities together with the addition of an estimate of $\$ 400,000$ for the re-zoning of Fort Garry campus land for the Smart Park. A number of assessments have not yet been made by the City of Winnipeg to date. The property tax projection therefore, includes estimates of taxes on the Investor's Group Athletic Centre $(\mathbf{S 4 0 0 , 0 0 0})$, the University Parkade and the Helen Glass Centre for Nursing (\$1,000,000), the Agriculture East and West Wing Expansion $(\$ 550,000)$ less projected savings resulting from the demolition of the Bison Building $(\$ 300,000)$. Annual taxes on these new buildings have been estimated at $5 \%$ of building costs. This projection is based on the assumption that there will be no new buildings constructed and put into use prior to 2000/2001.

## Fuel \& Utilities - Variable Increases

The following assumes that there will be no new buildings constructed and put into use prior to 2000/2001.

## Fuel - 25.0\% Increase

Gas cost estimates are based on current consumption levels and a rate increase of $25.0 \%$ over 1999/2000 for both the Fort Garry and Bannatyne Campuses, as provided by Physical Plant. Centra Gas rate increases of this magnitude have been approved by the Public Uility Board.

## Light \& Power - 2.0\% Increase

Manitoba Hydro rates for 2000/2001 have been projected at a level 2.0\% higher than the fiscal year 1999/2000, as provided by Physical Plant. Electricity for the University Parkade is budgeted as part of Ancillary Enterprises and is not included in the utilities budget.

## Water-10.0\% Increase

The water and sewer rate increase has been projected at $10.0 \%$ for the fiscal year 2000/2001 based on City of Winnipeg plans for a future water treatment plant and rehabilitation of the aqueduct, as provided by Physical Plant.

## Telephone - 14.0\% Decrease

Overall telephone costs are expected to decrease by $14.0 \%$ over $1999 / 2000$ levels. The $1999 / 2000$ fiscal year is the last year for lease payments on the PBX telephone equipment, which has resulted in projected savings of $\$ 200,000$ in 2000/2001.

## Library Acquisitions - $8.0 \%$ increase

Subscription and monograph costs have been projected to increase by $8.0 \%$ for the 2000/2001 fiscal year, based on projected increases for serials, monographs, customs and postage, and dollar fluctuations. This assumes that there will be no further significant devaluation of the Canadian dollar.

## Insurance - No Change

The University of Manitoba participates in the Canadian Universities Reciprocal Insurance Exchange, which provides property, malpractice, and general liability coverages. Our assumptions include: A continued stable market for all coverages and no major loss experience. As mentioned earlier, we do not anticipate any new building construction prior to 2000/2001 which would cause any significant increase in our estimates of insurance costs.

## Computer Equipment - No Change

Projected costs in this category are expected to be at the same level as in the 1999/2000 budget.

## Postage - 2.0\% Increase

Postage rates of both Canada Post and alternative carriers are unknown for the plan period. The postage budget has therefore been increased by the projected increase in the general inflation level.

## Workers Compensation - No Change

Workers Compensation costs are estimated at $\$ 315,000$ which include estimated WCB assessments of $\$ 265,000$ plus a $\$ 50,000$ contribution to establish a fund to cover the deductible portion of the insurance coverage.

|  |  |  |  |
| :---: | :---: | :---: | :---: |
| (1) Health Sciences | Dentistry 125 | 7,239.6 |  |
|  | Medicine | 21,789.2 |  |
|  | Nursing | 8,260.4 |  |
|  | Pharmacy | 1,479.2 |  |
| Sub-Total Health Sciences |  | 38,768.4 | 7 |
| (2) Applied Sciences | Agricultural and Food Sciences | 10,028.3 |  |
|  | Engineering | 8,746.1 |  |
|  | Human Ecology | 2,733.1 |  |
| Sub-Total Applied Sciences |  | 21,507.5 | ? |
| (3) Professional Faculties | Architecture | 3,912.7 |  |
|  | Education | 5,651.6 |  |
|  | Law | 2,431.3 |  |
|  | Management | 6,366.0 |  |
|  | Social Work | 2,106.3 |  |
| Sub-Total Professional Faculties |  | 20,467.9 | 7 |
| (4) Arts and Sciences | Arts | 23,620.9 |  |
|  | Natural Resources Institute | 627.8 |  |
|  | Physical Education/Recreation Studies | 5,569.5 |  |
| and Recreation and Athletics |  |  |  |
|  | Science | 20,111.0 |  |
|  | School of Art | 1,793.9 |  |
| Sub-Total Arts and Sciences |  | 2,187.6 |  |
|  |  | 53,910.7 | 20 |
| (5) Other Faculties | Graduate Studies | 2,775.7 |  |
|  | Continuing Education Division | 14,837.5 |  |
| Sub-Total Other Faculties |  | 17,613.2 | 6. |
| Total Faculties and Schools |  | 152,267.7 | 56. |
| (6) Other Academic and Academic Support University 1 |  | 665.7 |  |
|  | Colleges | 884.4 |  |
|  | Academic Support | 2.471 .1 |  |
|  | Student Affairs | 6.493 .3 |  |
| Total Other Academic and Support |  | 16,614.2 |  |
|  |  | 27,128.7 | 10.1 |
| (7) information Services and Technology |  | 13.563 .7 | 5.1 |
| (8) Libraries |  | 14,299.1 | 5.i |
| (9) Administration | Human Resources | 3,102.1 |  |
|  | Financial Services | 3,043.8 |  |
|  | Univ. Services and Administration | 8,966.6 |  |
| Total Administration |  | 15,112.5 | 5.6 |
| (10) Physical Plant | Physical Plant | 14.228 .3 |  |
|  | Utilities | 13,456.0 |  |
| Total Physical Plant |  | 27,684.3 | 10.2 |
| (11) Property Taxes |  | 15,832.1 | 5.9 |
| (12) First Claims and Provisions |  | 4,268.0 | 1.6 |
| Sub-Total |  | 270,156.1 | 100 |
| (13) Ancillaries |  | 24,350.9 |  |
|  |  | 294,507.0 |  |

University of Manitoba

## A Sampling of Key Operating Factors

 Budget Planning 2000/2001(\$000)

| Revenues | $\begin{gathered} \text { Budget } \\ 1999-2000 \end{gathered}$ | 1\% Factor | Model of <br> Forecast <br> Increase <br> 2000-2001 | Additional Funding Requirements $2000-2001$ | Model of Forecast Increase 2000-2001 | Additional Funding Requirements $2000-2001$ |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1. General Operating Grant | 164,333 | 1643 | 2.0\% | 3,287 | 2.0\% | 3,287 |
| Nursing Grant | 5,600 |  | 0.0\% | - | 0.0\% | . |
| Management Grant | 889 |  | 0.0\% | - | 0.0\% |  |
| Other | 6,802 |  | 0.0\% | - | 0.0\% |  |
| 2. Tuition Fees | 68,079 | 681 | 5.0\% | 3,404 | 10\% | 6,808 |
| Total Revenue Growth |  |  |  | 6,691 |  | 10,095 |
| Expenditures |  |  |  |  |  |  |
| 3. Salaries - Academic | 96,654 | 967 | 4.0\% | 3.866 | 4.0\% | 3,866 |
| - Support Staff | 59,097 | 591 | 2.5\% | 1,477 | 2.5\% | 1,477 |
| - Benefits | 24,881 | 249 | 3.4\% | 846 | 3.4\% | 846 |
| Total Salaries and Benefils | 180,632 | 1806 | 3.4\% | 6,190 | 3.4\% | 6,190 |
| 4. Library Acquisitions | 4,901 | 49 | 8.0\% | 392 | 8.0\% | 392 |
| 5. Computer Equipment | 4,143 | 41 | 0.0\% | - | 0.0\% | - |
| 6. Utilities | 13,456 | 135 | 9.3\% | 1,251 | 9.3\% | 1,251 |
| 7. Property Taxes | 15,832 | 158 | 4.2\% | 665 | 4.2\% | 665 |
| 8. Supplies and Expenses | 42,308 | 423 | 2.9\% | 1,222 | 2.9\% | 1,222 |
| 9. Other | 5,161 | 52 | 2.5\% | 131 | 2.5\% | 131 |
| Total Expenditure Growth |  |  |  | 9,851 |  | 9,851 |
| Funding Shortage |  |  |  | $(3,160)$ |  | 244 |

The University of Manitoba Number of Applicants for Each Place
in University Entry Programs
By Faculty/School
(1998/99)


Full-Time Equivalent (FTE) Staff - April 1, 1999 Operating Budget THE UNIVERSITY OF MANITOBA STATISTICAL INFORMATION

|  | STAFFING |  |  |  |
| :---: | :---: | :---: | :---: | :---: |
|  | FTE Academic Staff ${ }^{1}$ |  | FTE Support Staff ${ }^{2}$ |  |
|  | Projected, Mar. 31/00 | Projected, Mar. 31/01 | Projected, Mar 31/00 | Projected, Mar. $31 / 01$ |
| Agricultural \& Food Sciences | 79.92 | Same as March 31/00 | 78.11 | Same as March 31/00 |
| Architecture | 35.05 |  | 14.00 |  |
| Arts | 256.27 |  | 62.61 |  |
| Dentistry | 49.68 |  | 45.51 |  |
| Education | 58.35 |  | 20.00 |  |
| Engineering | 81.38 |  | 38.00 |  |
| Graduate Studies | 1.69 |  | 9.00 |  |
| Human Ecology | 30.25 |  | 10.42 |  |
| Law | 21.00 |  | 7.00 |  |
| Management | 58.66 |  | 21.57 |  |
| Medicine | 164.72 |  | 95.70 |  |
| Nursing | 94.00 |  | 26.18 |  |
| Pharmacy | 16.93 |  | 5.25 |  |
| Phys. Ed. \& Rec. Sludies | 17.98 |  | 2.50 |  |
| Science | 186.58 |  | 79.14 |  |
| Social Work | 24.11 |  | 5.40 |  |
| School of Art | 18.95 |  | 4.26 |  |
| Dental Hygiene | - | Included in Dentistry | - | Included in Dentistry |
| Medical Rehabilitation |  | Included in Medicine |  | Included in Medicine |
| Music | 26.12 |  | 3.64 |  |
| University $1^{3}$ | 0.51 |  | 6.50 |  |
| Continuing Education | 116.53 |  | 72.91 |  |
| Other (list): |  |  |  |  |
| Natural Resources Institute | 5.90 |  | 2.00 |  |
| All Other Units: | 67.67 |  | 1003.15 |  |
| Ancillary Enterprise | 0.26 |  | 118.36 |  |
| TOTALS | 1412.51 | 1412.51 | 1731.21 | 1731.21 |

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## Capital Additions

| Land | 79,000 | $(1,000)$ | 273,000 |
| :--- | ---: | ---: | ---: |
| Buildings／CIP | $26,775,00$ | $5,343,000$ | $14,201,000$ |
| Major Capital | $26,854,000$ | $5,342,000$ | $14,474,000$ |
|  |  |  |  |
| L：Erary Books | $5,894,000$ | $4,335,000$ | $4,112,000$ |
| Farking Lots | $0,505,000$ | $8,865,000$ | $7,018,000$ |
| Equipment | 46,000 | 129,000 | 2,000 |
| Works of Art | 383,000 | 417,000 | 172,000 |
| Venicles | 628,000 | 815,000 | 825,000 |
| Capital Leases | $16,456,000$ | $14,561,000$ | $12,190,000$ |
| Minor Capital |  |  |  |
| Grand Total Additions | $43,310,000$ | $19,903,000$ | $\mathbf{2 6 , 6 6 4 , 0 0 0}$ |

## Funding Sources

| CCPSE－Ag East／West | 0 | 0 | 2，068．000 |
| :---: | :---: | :---: | :---: |
| CCPSE－Nursing Structure | 2．400，000 | 0 | 0 |
| Pa－Am Games | 1，000，000 | 0 | 0 |
| Es－ioment \＆Renovations | 3.020 .000 | 3，020，000 | 905.000 |
| $C C=S E$ Fire \＆Safety | 2，600，000 | 300，000 | 2．400，000 |
| CF ．SIIF／Industry | 4，420，000 | 0 | 0 |
| Furss for Health Centre | 0 | 0 | 478.000 |
| Ca－ada／Manitcta Intrastructure Works | 0 | 0 | 2.850 .000 |
| Cc－ated Assets | 154，000 | 400，000 | 341，000 |
| Trミこき In Proceeds | 107.000 | 0 | 0 |
| C $e=$ ial Advances | 706，000 | 482.000 | 0 |
| Be－＜Loans | 4，000．000 | 0 | 1.000 .000 |
| LミニミきS | 628.000 | 784．000 | 818.000 |
| Ca＝ial Asset Trust Funds | 2，152．000 | 722.000 | 3.953 .000 |
| O | 5.000 | 0 | － 0 |
| lif－ansfers－operating | 15．479．000 | 7，171．000 | 3．560．0C0 |
| lif－ansters－SP | 2，035，000 | 1，140，000 | 5．166．CCO |
| i／F ${ }^{\text {－ansfers－research }}$ | 3.766 .000 | 3.626 .000 | 4．456．000 |
| 1／F－ansters－trust | 301.000 | （1．000） | 189.000 |
| Tote ：F fransfers | 21.581 .000 | 11．936．000 | 13.371 .000 |
| Total | 42，773．000 | 17，644．000 | 28．184．000 |
| Total Net Source（Use） | （537．000） | （2，259，000） | 1．520．000 |

## Report of the Senate Committee on Admissions concerning a proposal from the School of Music to amend its admission criteria

## Preamble

On May 28, 1999, the School of Music Council approved a proposal to make its academic entrance requirements for "direct-entry" students the same as those for University 1 students. It also proposed to replace the "Western Board" standard for practical ability with a standard using "Conservatory Canada" or the "Royal Conservatory".

## Observations

Previously, eligible applicants to Music would have had to complete the general admission requirements for the University of Manitoba, including two credits of English 40S or its equivalent. The new requirements allow for slightly more choice, since applicants may present either (a) one credit of English at the Senior 4 level as long as they also present Mathematics 40S (Pre-Calculus) or (b) two credits of English and one of a wider selection of Mathematics 40S options (including Pre-Calculus, Applied Mathematics, or Consumer Mathematics).

Current audition requirements for admission will remain in place.
The reference to the Western Board standard in the admission requirements must be changed because the Western Board has been replaced by Conservatory Canada, and the Royal Conservatory standard has been recognized by the School of Music for many years.

## Recommendations

The Senate Committee on Admissions recommends to Senate as follows:

1. That the academic admission requirements for the School of Music be amended to make them the same as those in place for University 1, and
2. That the minimum standard required for practical ability in music be set against the standards of Conservatory Canada or the Royal Conservatory and not the Western Board.

Respectfully submitted,


Dr. D.R. Morphy, Acting Chair,
Senate Committee on Admissions
Terms of reference: Senate Handbook (revised 1992), pp. 10.6-10.8
The Executive Committer endorses the Report to Senate.

THE UNIVERSITY OF MANITOBA
SCHOOL OF MUSIC
65 Dafoe Road
Winnipeg, Manitoba
Canada R3T 2N2
tel: (204) 474-9310
Fax: (204) 275-0834
email: wedgew@cc.umanitoba.ca

August 26, 1999
To: Bev Sawicki, University Secretary
From: Richard Wedgewood, Director
Re: Entrance Requirements
Bev, please take this to the Admissions Committee and the Senate.
At its meeting of May 28, 1999, The School of Music Council voted unanimously to make its academic entrance requirements for students coming directly into the University of Manitoba the same as those for University I students. On page 333 of the current University calendar, the Admission Requirements should be altered to read as follows:

## Admission Requirements

Admission to the degrees of the School of Music is directly from high school, and applicants must meet the university's general entrance requirements as described in the Admissions chapter.

In addition, students must meet Option 1 or Option 2 as described in the Admissions subsection of the University 1 chapter of this calendar. In both options a selection average of $63 \%$ is required based upon the three highest grades attained in subjects included in the list at Section $\mathbf{3 . 1}$ of the Admissions chapter of the calendar.

All applicants are required to audition. Minimum level of practical ability is Conservatory Canada or Royal Conservatory Grade 8 piano or strings, Grade 7 singing or winds, and Grade 6 organ. All auditions include a sight-reading component.

## Recommended

No formal instruction in music theory is required, but is recommended.
High school credit in Music 40S and History 40S.
Knowledge of a second language at the 40 S level.
Admission requirements are described in detail in a bulletin available from the Admissions Office.

The boldface paragraph replaces the sentence "High School Credits must include English 40S (two credits.)"

The boldface words in the next paragraph replace the words 'Western Board". The Western Board has been replaced by Conservatory Canada, and we have always had the Royal Conservatory in there before, and I don't know by what process it was removed.

The wording in paragraph 2 I believe gives the sense of the requested change. Should there be editorial improvements to be suggested, we have no problem with that.

Report of the Senate Committee on Rules and Procedures on Proposed Revisions to the Arts Faculty Council By-Law

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 Arts regarding by-law amendments which were approved by Arts Faculty Council. The revisions were reviewed by the Committee on Rules and Procedures.

The terms of reference for the Committee on Rules and Procedures are found on page 10.22 of the Senate Handbook (Revised 1992).

Observation
The Arts Faculty Council wishes to eliminate the position of Secretary of Faculty Council. The revised ByLaw is attached for information. The relevant section (1.e) has been struck out, with 1. f) becoming the new 1.e).

Recommendation
The Senate Committee on Rules and Procedures recommends that Senate approve the revisions to the Arts Faculty Council By-Law as noted.

Respectfully submitted,
E.A. Braid, Chair

Senate Committee on Rules and Procedures
Comments of the Executive Committee:
The Executive Committee endorses the Report to Senate.

The University of Manitoba

## THE ARTS FACULTY COUNCIL BY-LAW

Proposed support staff addition to Executive Committee approved by Arts Faculty Council - May 5, 1998 and by Senate July 8, 1998

This By-Law is supplementary to the Faculty and School Council General By-Law, a copy of which is appended hereto.

## I. Faculty Council

## 1. Membership

In addition to those persons provided for in the Faculty and School Council General By-Law, the Faculty Council of Arts shall be composed of:
a) All staff holding positions of Instructors and those holding part-time academic appointments, if any in the Faculty of Arts;
b) All staff holding academic appointments in St. Boniface College who teach courses listed in the Faculty of Arts calendar;
c) The Provost of University College;
d) The Warden of St. John's College;
e) The Rector of St. Paul's College;
f) The Rector of St. Boniface College;
g) The Principal of St. Andrews College;
h) The Dean of Science, or delegate;
i) Two representatives from each of the following departments: Mathematics, Statistics, and Computer Science;
j) The Dean of the Faculty of Social Work, or delegate;
k) Director, University I, or delegate;
l) Vice-Provost, Student Affairs;
m) The Dean of Continuing Education, or delegate;
n) Senior Scholars;
o) Professors emeriti/ae;
p) Deans emeriti/ae;
q) Post-doctoral fellows; and
r) Student representatives as provided for below (and including those provided for in the general by-law requiring a minimum of three (3) student members).

In addition, three (3) Faculty of Arts support staff persons shall serve on Faculty Council. These individuals shall be duly elected by secret ballot from the support staff in the Faculty. Each support staff elected to Council will serve for two years, except that the term of one support staff member be one year in the first instance. Terms shall begin on July 1.

## 2. Selection of Student Representatives

a) There shall be thirteen (13) student representatives who are appointed:
(i) two (2) Arts students appointed by the executive of the student society in University College;
(ii) two (2) Arts students appointed by the executive of the student society in St. John's College;
(iii) two (2) Arts students appointed by the executive of the student society in St. Paul's College;
(iv) two (2) Arts students appointed by the executive of the student society in St. Boniface College;
(v) four (4) Arts students appointed by the executive of the Arts Student Body Council; and
(vi) one (1) Arts student appointed for evening students by the executive of the Arts Student Body Council.
b) In addition, there shall be student representatives who are elected: they must be Arts students at the time of election, and only Arts students shall vote in the election. The number so elected shall be equal to $4 \%$ of the full-time academic staff members of the Faculty at the time of the election.
c) The term of membership for each student representative shall be one academic year.
d) The procedures for electing student representatives shall be planned by an Election Committee consisting of eight Arts students, two of whom shall be appointed by each of the four student society executives in Arts.

## 3. Limitations on Participation

Student representatives on Faculty Council shall, in general, have the same rights, privileges, and obligations as do academic staff members, with the following exceptions:
a) Student representatives shall not be eligible for election to Senate from the Faculty Council, and they shall not vote in the election or removal of these senators.
b) Student representatives shall not be eligible for election to the academic positions on the Executive Committee, and they shall not vote in the election to fill those positions.
c) Although provision shall be made for at least one student (who need not be a member of Faculty Council) on each committee of Faculty Council, there shall for a specified period of time be no student on certain committees if the body of which they are committees passed by a simple majority a debatable motion to that effect.
d) No student shall be a member of more than two committees in the Arts Faculty.

## 4. Meetings

a) The quorum for any meeting of the Faculty Council shall be twenty-five members present at the scheduled time of the meeting, provided that written notices of the meeting have been duly sent out to members.
b) Meetings of the Faculty Council shall be called by the Dean of the Faculty on his/her own motion, or at the written request of any ten members of the Faculty Council.
c) Written notice of at least five working days shall be given for any regular Council meeting, and at least forty-eight hours written notice for any special Faculty Council meeting. (Such periods of notice shall not include weekends or holidays.)
d) The Faculty Council shall meet at least once in each term.

The Dean of the Faculty (or delegate) shall be the presiding officer at all meetings of the Faculty Council, subject to the right of the President to preside at any such meetings.
f) All meetings of Faculty Council and all portions thereof shall be open, subject to the Council moving into closed session by a vote of a simple majority of the members present and voting.
(An "open Council meeting" means a meeting of Council, or portion thereof, which members of the University community may attend as non-participating observers and spectators, subject to the limitations of space and orderly conduct. A "closed Council meeting" means a meeting of Council, or portion thereof, which only Council members and those persons specifically invited by Council may attend.)

## II. Executive Committee

1. There shall be an Executive Committee consisting of:
a) the Dean;
b) the Associate Dean(s);
c) eight members elected by and from the members of Faculty Council who hold full-time academic appointment either in the Faculty of Arts or in St. Boniface College;
d) two students elected by and from the student members of the Faculty Council; and
e) The seeretary of Faculy Gournell shall be anowoting member of the Exeeutive Gommitter.
e) f-one member elected by and from the Faculty of Arts support staff with a term of office of two years, beginning on July 1 .
2. The term of office for each elected academic member shall be two years beginning on July 1, with four members to be elected each year during the spring Council meeting at which Arts representatives on Senate are elected; if a position becomes vacant, a person shall be elected at the following Faculty Council meeting to fill the unexpired portion of the term.
3. The annual election of academic members shall be such that, following the election, there shall be among the eight elected academic members of the Executive Committee at least one person representing each of the professorial academic ranks.
4. The term of office of each student member shall be one academic year.
5. The Dean (or delegate) shall call and preside at all meetings of the Executive Committee.
6. Subject to the powers of Faculty Council, the Executive Committee shall:
a) ensure that the Faculty Council policy is properly executed;
b) receive reports from the Nominating Committee, and decide on additions to membership of the other Committees of Faculty Council, subject to approval at a later meeting of Council;
c) co-ordinate the work of other Committees of Faculty Council, referring questions involving policy to the appropriate Committee;
d) receive and consider reports and recommendations originating with other Committees, and, when it deems necessary, pass on its suggestions to those Committees;
e) forward to Faculty Council for decision the final version of all reports and recommendations involving the establishment or alteration of general policy, whether they originate with the Executive Committee itself or with the other Committees;
f) make nominations for membership on the Arts Nominating Committee to the Faculty Council;
follow up decisions taken by Faculty Council;
h) deal with the contingencies that arise between meetings of 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;
i) report to Faculty Council with respect to actions taken by the Executive Committee; and
j) carry out such other functions as Faculty Council shall from time to time specify.

## III. Nominating Committee

1. There shall be a Nominating Committee consisting of eight members elected by and from the members of Faculty Council who hold full-time academic appointment either in the Faculty of Arts or in St. Boniface College, and two student members elected by and from the student representatives on Faculty Council.
2. The term of office for each elected academic member shall be two years, beginning on July 1, with four members to be elected each year during the spring Council meeting at which Arts representatives on Senate are elected; if a position becomes vacant, a person shall be elected at the following Faculty Council meeting to fill the unexpired portion of the term.
3. The term of office of each elected student member shall be one academic year.
4. The Committee shall elect its own chair.
5. The primary purpose of the Committee shall be to nominate academic staff to the other standing committees of Faculty Council.
6. The nominations shall be submitted annual to Faculty Council for approval, at which time it will be possible for members of Faculty Council to make additional nominations.
7. If positions on standing committees become vacant between annual presentations of nominations to Faculty Council, the nominations of people to fill such vacancies shall be submitted to the Executive Committee for decision.
8. Prior to submitting its nominations of student members of Committees, the Nominating Committee may consult with an advisory nominating committee formed by and from the student representatives on Faculty Council.
IV. Representatives to Senate

All and only members holding a full-time academic appointment to the Faculty of Arts are eligible for election to Senate from the Faculty Council of Arts. All and only members holding an academic appointment in the Faculty of Arts, whether full-time or part-time, shall be eligible to vote in the elections of such Senators.

## V. Rules

## 1. Standing Rules

a) Standing rules may be adopted or amended by a majority vote of a regularly called meeting of Faculty Council, provided due notice of such adoptions or amendments has been given in writing.
b) A standing rule may be suspended for the duration of a meeting if a motion to that effect receives two-thirds of the votes of those members present and voting.

## 2. Rules of Order

In the conduct of its meetings, Faculty Council shall be guided by whatever authority has been adopted by Senate, except in cases where Faculty Council has adopted standing rules to the contrary.

Revised May 10, 1999 by Brent Clark, Recording Secretary of Faculty Council, to reflect the April 21, 1999 proposal from Arts Faculty Council to eliminate the position of Secretary of Faculty Council.

THE UNIVERSITY OF MANITOBA

Attached please find a report from the University Research Committee of Senate which includes recommendations to Senate regarding: (1) the establishment of a new Senate committee, The Senate Committee on the Ethics of Research Involving Human Subjects; and (2) the adoption of a new policy on the ethics of research involving human subjects. As noted in the Committee's report, these actions are being proposed in order that the University become compliant with the Tri-Council Policy Statement, Ethical Conduct for Research Involving Humans. This compliance is required by the three national granting agencies in order for universities to remain eligible to receive research fundings from these organizations.

On behalf of the University Research Committee of Senate, I would ask that you place these recommendations and the accompanying proposed new policy on the next agenda of Senate.

Please feel free to contact me should you have any questions about this matter.
Thank you.

JCK/tt
encl.

Report of the University Research Committee of Senate on the Ethics of Research
Involving Human Subjects

## Preamble

1. On September 9, 1998, the Presidents of the three national research granting councils (Social Sciences and Humanities Research Council of Canada (SSHRC); Natural Sciences and Research Council of Canada (NSERC); Medical Research Council of Canada(MRC)) announced the publication of the Tri-Council Policy Statement (TCPS), Ethical Conduct for Research Involving Humans, and wrote to universities mandating that they adhere to the principles and articles stipulated in the TCPS in order to remain eligible to receive research funding from the Councils. The Presidents stipulated a target of one year by which all universities were expected to comply with the first two sections (i.e., the procedural aspects) of the TCPS. In other words, Sections $1 \& 2$ of the TCPS were to be implemented by September 30, 1999.
2. The TCPS was introduced to: (a) heighten awareness of concerns about research ethics within the Canadian research community; (b) provide greater protection for research subjects, researchers, and institutions; (c) achieve greater uniformity of ethical standards across review committees and universities through a uniform set of ethical principles that would to apply to all human research across all scientific and scholarly research activities; and (d) develop in each university greater expertise in reviewing the ethics of human research through: (i) more centralized and fewer Research Ethics Boards (or REBs, the term used for ethics review committees by the TCPS) at each university; (ii) a sufficient number of protocols to develop experience in ethical reviewing; and (iii) face-to-face meetings for discussion of issues underlying ethics judgments.

## Observations:

1. In response to the directive from the Councils, the Office of the Vice-President (Research), on the recommendation of the University Research Committee of Senate, set about the task of developing a new policy and attendant procedures that would place the University in compliance with the TCPS. Dr. John G. Adair, Professor Emeritus of Psychology, Council member of SSHRC, and Chair of the Tri-Council Advisory Committee, was appointed by the Vice-President (Research) as the University Coordinator for the implementation of the TCPS.
2. Working closely with the Associate Vice-President (Research) and in consultation with relevant stakeholders, Dr. Adair developed an initial draft policy and attendant procedures. This initial draft, as well as subsequent re-drafts of the policy, were reviewed by individual chairs of the major currently existing REBs, members of certain of these REBs, the Committee for Research Involving Human Subjects (which is a standing subcommittee of the University Research Committee of Senate), Deans' and Directors' Council, and the University Research Committee of Senate. Comments provided by these
individuals and groups were extremely helpful in revising and refining the policy and its attendants procedures.
3. The proposed new policy was reviewed and recommended for approval to Senate by the University Research Committee of Senate at its September 15, 1999 meeting. In the view of the University Research Committee of Senate, this policy, and the procedures that are derived from it, represent the optimum means by which to place the University in compliance with the TCPS with the least possible disruption to existing ethics review practices.
4. Although designed to be the least disruptive of existing practices, the University Research Committee of Senate acknowledges that stipulations imposed by the TCPS mean that all units will be affected, to some degree, by the introduction of the proposed new policy and attendant procedures. The major procedural changes resulting from TCPS stipulations include: (i) a substantial reduction in the number of REBs $^{1}$ (from 17 to $5^{2}$ ), including the elimination of department- or faculty-level review committees; (ii) the presence of a lawyer and ethicist at meetings of the Biomedical REB; (iii) the inclusion of community representatives as members of each REB; (iv) face-to-face meetings on all research protocols involving more than minimal risk; and (v) a standing appeals committee to whom procedural appeals may be directed.
5. The University Research Committee of Senate is submitting the proposed new policy to Senate for its approval. The Procedures, Mechanisms and Guidelines are herewith submitted for the information of Senators as they determine the application of the Policy.
[^4]Currently, the University of Manitoba has 17 separate REBs, each reviewing anywhere from 1 to 355 applications. In 1998-99, fifteen of these REBs reviewed fewer than 65 applications, and most less than 36 applications (or three per month over the calendar year). This results in a situation in which there is likely to be considerable variability in reviews across committees, with the majority of committees not reviewing enough applications to develop expertise in the ethical review process. As stipulated in the preamble of this report, two of the main objectives of the TCPS: are uniformity in the application in ethical standards across REBs; and the development of greater expertise in the ethics review of human subjects research through more centralized and fewer REBs at each university.

2 The establishment of five REBs is based on several objectives or principles: (a) to have roughly an equal number of protocols within each REB (based on 1998-99 data); (b) that a minimum of 100 protocols is sufficient for developing ethical expertise within each REB; (c) to have review committee responsibility distributed according to the primary academic appointment of researchers; and (d) to create reasonable homogeneity of ethical review protocols within the above constraints. Secretarial/administrative support for the REBs will be provided by the Office of Research Services (Fort Garry campus) and the Dean of Medicine's Office (Bannatyne Campus).
6. To ensure a University-wide understanding of, and compliance with, the applicable ethical principles of the proposed new policy, and to ensure that all human subjects in research are treated with the highest possible ethical standards in accordance with the applicable ethical principles, the University Research Committee of Senate is also recommending that Senate approve the creation of a new committee, The Senate Committee on the Ethics of Research Involving Human Subjects (SCERIHS) (see Appendix I for composition and terms of reference) and the abolition of the Committee for Research Involving Human Subjects (CRIHS), the standing sub-committee of the University Research Committee of Senate that is currently charged with monitoring the University's general guidelines with respect to the ethics of research involving human subjects. This action will result in a committee structure that is parallel to that in place for the University's animal care and use program, and will reflect the importance assigned by the University to the ethical treatment of human subjects in research.

## Recommendations

The University Research Committee of Senate recommends:

1. that Senate approve the attached policy on the Ethics of Research Involving Human Subjects; and
2. that Senate create a new committee, The Senate Committee on the Ethics of Research Involving Human Subjects (SCERIHS), with composition and terms of reference as outlined in the Appendix I of the attached document, and that the Committee for Research Involving Human Subjects be abolished.

Respectfully submitted,


University Research Committee of Senate
Comments of the Executive Committer:
The Executive Committer endorses the Report to Senate.

# The Ethics of Research Involving Human Subjects ${ }^{1}$ 

## Preamble

In 1994, the Tri-Council Working Group on Ethical Conduct for Research Involving Human Subjects was created by the Presidents of the three major national research funding councils (the Medical Research Council of Canada (MRC), the Social Sciences and Humanities Research Council of Canada (SSHRC) and the Natural Sciences and Engineering Research Council of Canada (NSERC)). This multi-disciplinary working group was commissioned to develop consistent guidelines across the three councils with respect to ethical conduct for research involving human subjects. From 1996 through April of 1998, various drafts of these guidelines were presented to the Canadian research community for feedback and revision, culminating in the August, 1998 Tri-Council Policy Statement (TCPS) "Ethical Conduct for Research Involving Humans." It is mandated by the granting Councils that, in order to receive research funding from these agencies, all publicly-funded Canadian institutions involved in human research must adhere to the principles and articles stipulated in this document.

The University of Manitoba is committed to complying with the intent of the Tri-Council's policy statement. The present policy affirms the TCPS and articulates the core principles governing the conduct of human research at the University of Manitoba. Under this policy, all research projects involving human subjects conducted at, or under the auspices of, the University of Manitoba require prior ethics review and approval by a Research Ethics Board (REB).

## Definitions

- Human research refers to any project that involves the collection of specimens, data or information from persons, through intervention or otherwise. Included are procedures that have a low degree of invasiveness (e.g., surveys, interviews, naturalistic observations, exercise or psychometric testing, examination of patient records), as well as more invasive procedures (e.g. blood sampling, insertion of a cannula, administration of a substance),
- A subject in human research is a person, who by virtue of his/her involvement in a data-

[^5]gathering situation or activity, is a source of primary data or information.

- A research ethics protocol is a document submitted by the applicant for consideration by the REB. This document contains a detailed description of the rationale/purpose of the study, procedures to be followed in soliciting participants for the research, obtaining their informed consent when possible, collecting their information or data, protecting their privacy or anonymity, and providing feedback regarding the study at its conclusion.
- Minimal risk means that the risks of harm anticipated in the proposed research are not greater nor more likely, considering probability and magnitude, than those ordinarily encountered in life, including those encountered during the performance of routine physical or psychological examinations or tests.


## POLICY

1.0 Applicable Ethics Principles. The University of Manitoba hereby affirms The Tri-Council Policy Statement "Ethical Conduct for Research Involving Humans," as embodying principles that apply in the discharge of its responsibilities for protecting the rights and welfare of human subjects. The TCPS articulates minimal standards, however, and this University policy, those of a sponsoring agency, discipline, or for a category of research may have more applicable or more restrictive requirements for the protection of human subjects. In such cases, the more applicable or restrictive requirements shall apply and take precedence in the review and approval of research projects conducted at the University of Manitoba.
2.0 Requirement for Ethics Review. Except as provided for in Policy section 3.0, all research projects involving human subjects conducted at, or under the auspices of, the University of Manitoba require prior ethics review and approval by a Research Ethics Board (REB) that reports to a standing committee of Senate, the Senate Committee on the Ethics of Research Involving Human Subjects (SCERIHS, See Appendix I). This requirement of prior ethics review and approval applies to:
2.1 All research involving human subjects conducted under the auspices of the University of Manitoba by the University's academic staff (including G.F.T. academic staff), administrative and support staff, or students, both graduate and undergraduate, persons with adjunct appointments, visiting professors, visiting professional associates, research associates, and postdoctoral fellows.
2.2 All research carried out on University premises using University facilities, equipment or resources; (b) research conducted elsewhere under the auspices of the University; (c) the activities of formally affiliated organizations as a condition of affiliation; and (d) the activities of organizations or individuals whether formally affiliated or not, while on University premises or
using University facilities, equipment or resources, including off-campus sites. When research takes place in a foreign country, the researcher must also assure that his/her procedures meet all legal requirements of that country, as well as the requirements of this policy.
2.3 All types of research conducted with human subjects. Specifically, prior ethics review and approval is required when research data are derived from, but not exclusively restricted to: (a) information collected through intervention or interaction with a living individual(s); (b) identifiable private information about individuals; (c) human organs, tissues, and body fluids, and/or (d) written or recorded information derived from individually identifiable human subjects. In addition, ethics review is required for the following categories of research that may be overlooked or raise questions about the necessity for such a review:
2.3.1 Pilot studies and feasibility studies, even those involving only one human subject, require the same scrutiny as full-scale research projects involving many subjects.
2.3.2 Projects that involve the secondary use of data on human subjects gathered in earlier projects.
2.3.3 Research conducted by administrative and academic units that involves the collection of survey replies or the use of records as correlates of survey replies from human subjects, e.g., students, staff and/or faculty members.
2.3.4 Research projects in which the researcher is a consultant unless the researcher has a strict consulting relationship in which: (a) the researcher is hired on his or her own time; (b) the researcher holds no rights in the work; and (c) neither the researcher nor the University retains any data. If any one of these three criteria is not met, prior ethics review and approval is required.
2.3.5 All graduate and undergraduate independent student research projects conducted in partial fulfillment of degree requirements (See Procedure section 1.4.1. below). Research projects conducted as part of formal course requirements may, in certain instances (See Procedure section 1.4.2 below), require REB review and approval. It is incumbent on the instructor to check the applicability of this requirement with the REB Chair.

### 3.0 Research Excluded, i.e., Not Subject to REB Review. Prior ethics review and approval from an REB will not normally be required for:

3.1 A limited type of research most often found within the humanities, fine arts, and in some historical research which involves: (a) a public database where aggregated data that cannot be associated with any individual are obtained; and/or (b) information already in the public domain (e.g. autobiographies, biographies, or public archives). Nevertheless, it is the responsibility of the researcher to ascertain that any information used from these sources is presented in an accurate fashion.
3.2 Archival analysis of records by University departments normally engaged in the collection, maintenance, and analysis of such records. Nevertheless, it is incumbent on such units to assure that the anonymity of individuals and confidentiality of their records are maintained.
3.3 Class research projects which involve human subjects and which are conducted by students on other members of the class as exercises to learn how to conduct research.
4.0. Uncertainty about the Need for REB review. For research/scholarly work where the researcher is uncertain whether REB review is required, it is the responsibility of the researcher to obtain the written opinion of the Chair of the appropriate REB as to whether the research should be subjected to prior ethics review and approval.
5.0 Academic freedom. All REBs and all persons involved in the ethics review process shall act in such a manner as to ensure that there is no infringement of the academic freedom of researchers.
6.0 Compliance. The University requires all faculty members, staff and students to adhere to this policy and the procedures that are derived from it. The University considers the improper treatment of human subjects in research to be a serious offence, subject to severe penalties, including but not limited to the withdrawal of privileges to conduct research involving human subjects or disciplinary action.
7.0 Procedures/Mechanisms. To give effect to this policy, the University shall establish certain procedures and mechanisms. These procedures and mechanisms shall include the articulation of:
(a) responsibilities of administrative officers, faculty members, staff and students;
(b) the composition and terms of reference of the REBs which are responsible for the review and approval of research protocols involving the use of human subjects.
(c) procedures for protocol management and review, including the assessment of the scientific/scholarly merit, where appropriate, of the proposal to conduct research with humans, as well as mechanisms to ensure adequate communication between faculty members and the REBs; and an appeal process, in cases where there is a dispute over the process by which a decision was reached to deny ethical approval for the use of humans in a research project;
(d) procedures for modifying and monitoring approved protocols; and
(e) procedures concerning the reporting and handling of noncompliance by researchers.

## PROCEDURES/MECHANISMS

### 1.0 Responsibilities

Implementing and adhering to policies on the ethical use of human subjects in research is an institutional responsibility shared by: the administration, including Central, Faculty and Departmental administration, the Office of Research Services and researchers, including faculty members, staff and students. Notwithstanding this shared responsibility, the specific responsibilities of these individuals, and groups or units are as follows:

### 1.1 Responsibilities of the Administration

1.1.1 Central Administration. The University's Vice-President (Academic) and Provost, VicePresident (Administration), and Vice-President (Research) jointly bear executive responsibility for the implementation of the University's policies respecting the use of humans in research. The University of Manitoba will exercise appropriate administrative overview, carried out at least annually, to ensure that its practices and procedures that are designed to protect the rights and welfare of human subjects are being applied and are in compliance with the requirements of the TCPS and this policy. This administrative overview shall be the responsibility of the Associate Vice-President (Research).
1.1.2 Human Research Ethics Support Secretariat. The administration will provide secretarial support for the REBs, including receiving, recording, and processing of protocol submissions, correspondence with applicants and Committee chairs, secretarial services to Committee meetings, and maintenance of records of REB decisions. This support will be provided to the REBs on the Ft. Garry campus through the Office of Research Services (ORS), and to the Bannatyne campus REBs through the Dean's Office, Faculty of Medicine. The Secretariat will promote awareness of the TCPS and of this policy, and educate researchers on campus on the ethical conduct of research through workshops, and other methods as deemed appropriate.

### 1.2 Responsibilities of Faculty/School Deans/Directors and Department Heads

Faculty/School Deans/Directors and Department Heads have a general responsibility for the research carried out in their Faculty/School or Department, and for encouraging and ensuring compliance with applicable University policies and procedures. Faculty/School Deans/Directors and Department Heads or their designates have the authority to terminate research using human subjects which, in their opinion, does not comply with University policy. The relevant REB should be immediately notified of this action.

### 1.3 Responsibilities of Researchers

Whenever research involving human subjects is to be performed under the auspices of the University of Manitoba or by any University researcher (See Policy section 2.1), the researcher is responsible for meeting the following requirements:
a. Ensuring that the research being conducted is scientifically valid and/or appropriate in a
scholarly sense, and that the benefits to knowledge that will result from the research warrant the investment of time, effort, and risks to be incurred by the number of human subjects for which the research is planned. Scientifically invalid research, or research that is more intrusive or requires more subjects to experience the research procedures than those warranted by the research design is unethical. The researcher shall carefully monitor and assure the validity of the research submitted to the REB (See Procedure section 3.4).
b. Reading and becoming thoroughly familiar with applicable ethical guidelines.
c. Determining if their proposed research requires ethics review (See Policy section 2.3). If there is any uncertainty about whether the research requires ethics review and approval, the researcher shall consult the appropriate REB for advice and decision.
d. Notifying the appropriate REB of the proposed research by submitting a completed "Human Subject Research Ethics Protocol" (see the website of the Office of Research Services or the Faculty of Medicine), accompanied by any supplementary materials necessary for full ethics review, and providing any additional information requested by the REB in a timely fashion.
e. Not involving human subjects in the proposed research until the REB has informed him/her of approval for the use of human subjects in the research.
f. Abiding by all decisions of the REB, including following all modifications required for REB approval and not undertaking the research if it has not been approved.
g. Obtaining informed consent from all subjects as required by the TCPS policy and the REB, ensuring that subject consent is documented in the prescribed manner, and maintaining consent documents signed by subjects in a secure repository.
h. Maintaining the confidentiality of data obtained from subjects in the manner required by the REB and relevant organizations.
i. Promptly reporting to the Chair of the REB any injuries to human subjects, any unanticipated problems which involve risks or unusual costs to the subjects, or other adverse events resulting from the research. Initial reports may be verbal; subsequent reports shall be in the manner required by the REB.
j. Promptly reporting to the REB any proposed changes in the research which would result in a significantly different involvement of human subjects and obtaining the approval of the REB prior to the changes being made, except where necessary to eliminate apparent and immediate hazards to subjects.
k. Promptly reporting to the Chair of the REB any proposed involvement of human subjects in research which previously had no plans, or only indefinite plans, for subject involvement and

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obtaining the approval of the REB prior to the involvement of any subjects.

1. Promptly reporting to the REB Chair any serious or continuing non-compliance with the requirements of this policy or of the procedures stipulated by an REB by any individual associated with the research.

### 1.4 Responsibilities of Graduate and Undergraduate Students

As stipulated in Policy section 2.1, graduate and undergraduate students conducting research with human subjects must comply with this policy statement in the conduct of their research. Although students' research must be sponsored by the faculty member who supervises their research, such sponsorship does not in any way diminish the obligation of students as members of the University of Manitoba community to comply with this policy, the TCPS, or other codes that govern the ethical conduct of research involving human subjects.
1.4.1 Independent Student Research. All independent student research projects conducted with human subjects where the data are collected prior to writing an undergraduate research paper, Honours or Master's thesis, or doctoral dissertation must be reviewed and receive REB approval before the data are collected. Such projects shall be supervised by a faculty member (see Procedure section 1.5) who accepts responsibility for their ethical conduct.
1.4.2 Projects as Part of Formal Course Requirements. A stipulated in Policy section 3.3, class research projects which involve human subjects and which are conducted by students on other members of the class as exercises to learn how to conduct research do not require review by the REB.
a. Class research projects that are conducted with research subjects solicited from outside of the classroom setting, whether or not with an expectation that the results of the research will be made public through publication, must be reviewed and approved by the REB before the project begins.
b. With the approval of the appropriate REB Chair, the instructor may submit the protocol to be followed on behalf of the entire class or large groups of students, with REB approval given to the instructor who takes responsibility for the ethical conduct of the data collection exercise. Under these conditions, the instructor takes on added responsibility to ensure that all students understand and follow principles of ethical conduct.
c. In cases where the instructor is uncertain whether a class exercise constitutes research, whether it is necessary to submit individual protocols, or whether REB approval is required at all, the written opinion of the REB Chair must be sought before undertaking the class exercise. It is advisable for instructors to clarify the status of class exercises with the appropriate REB chair at the beginning of each academic term.

### 1.5 Responsibilities of Faculty Members as Supervisors of Student Researchers

a. Even if a student is the primary researcher collecting the data, the supervising faculty member ultimately is responsible for the protection of the human subjects.
b. During the design of a project, faculty members should instruct students on the ethical conduct of research and help them prepare protocol submissions for REB approval. As assurance that the faculty member acknowledges their responsibility to see that University policy will be followed, the advisor or instructor is required to sign the student's protocol submission to the REB.
c. After REB approval, faculty members should take an active role to ensure that projects are conducted in accordance with the REB's requirements. Meeting periodically with students to review their progress is one way to meet this responsibility.

### 2.0 Committee Structure/Composition/Terms of Reference

### 2.1 Senate Committee on the Ethics of Research Involving Human Subjects (SCERIHS)

As stipulated in Policy section 2.0, the Senate Committee on the Ethics of Research Involving Humans is responsible for ensuring University-wide understanding of, and compliance with, the applicable guidelines. This Committee is responsible for ensuring that all human subjects in research are treated with the highest possible ethical standards in accordance with applicable guidelines. The composition and terms of reference of SCERIHS are outlined in Appendix I.

### 2.2 Research Ethics Boards (REBs)

The REBs are responsible for the ethics review of all protocols involving the use of human subjects in research. It is the responsibility of the REBs to:
(a) ensure that all protocols that propose the use of human subjects comply with this policy and all applicable ethics guidelines;
(b) ensure that the potential benefits of these protocols are sufficient to warrant the use of human subjects; and
(c) terminate any on-going research project which is in contravention of this policy or of a previously approved protocol.
2.2.1 Approval to conduct research on human subjects will be granted only after the research ethics protocol has been examined by members of a REB.
2.2.2 There shall be five REBs, with responsibility for the ethics reviews of research with
humans at the University of Manitoba as outlined below.
2.2.3 Bannatyne Campus REBs. Two REBs have responsibility for monitoring protocols at the Bannatyne Campus: The Biomedical Research Ethics Board (BREB) is to receive and review all research ethics protocols involving clinical trials and other biomedical research interventions. The Health Research Ethics Board (HREB) shall receive and review research ethics protocols from the Bannatyne campus involving the behavioral sciences, surveys, examinations of medical records and protocols of generally lesser risk. Members of the Faculties of Medicine and Dentistry, the affiliated teaching hospitals, their associated research foundations and the School of Medical Rehabilitation, shall submit their protocols to the REB they consider appropriate. The Chair of these REBs have the final authority in deciding whether the BREB or the HREB is appropriate for the review of all submitted protocols. In addition to Bannatyne campus protocols, the BREB shall review any protocols that may be referred from REBs on the Ft. Garry Campus.
2.2.4 Ft. Garry Campus REBs. Three REBs have responsibility for the ethics review of research with human subjects on the Fort Garry Campus. These areas of responsibility will be reviewed from time to time and may be redesignated by SCERIHS to ensure approximately equal division of numbers of protocol submissions arising from the Faculties, Schools, and Departments on the Fort Garry Campus. Unlike the Bannatyne Campus, Faculties and Departments on the Fort Garry Campus are assigned to specific REBs and all protocols shall be submitted to their designated REB. Researchers may not submit their protocols to alternative REBs and REBs may not review protocols from units other than those within their mandate, or that have been properly referred by another REB Chair. Protocols from the Fort Garry Campus that involve biomedical interventions should be appropriately indicated on the protocol submission form so that the Chair of the REB to which it is submitted may immediately refer it to the BREB for review. The REBs on the Fort Garry Campus are:
(a) The Psychology/Sociology REB (PSREB) which will review protocols submitted from the Departments of Psychology and Sociology and from the Counseling Service.
(b) The Education/Nursing REB (ENREB) which will review protocols from Education, Nursing, Physical Education and Recreation Studies, Continuing Education, and Engineering.
(c) The Joint-Faculty REB (JFREB) which will review protocols from all other academic departments and faculties/schools on the Ft. Garry Campus (including the Faculties of Agricultural and Food Sciences, Architecture, Arts [Except psychology/sociology], Human Ecology, Law, Management, Pharmacy, Science, Social Work, the Schools of Art and Music, the Libraries, the Natural Resources Institute) and research conducted by administrative and academic units (See Policy section 2.3.3).
2.2.5 Research within Multi-disciplinary Research Centres/Institutes. Protocols of researchers affiliated with multi-disciplinary research centres/institutes shall be submitted to and
reviewed by the REB that reviews research from the academic unit in which the researcher holds their primary academic appointment. The appropriate REB for ethics review is consistently to be determined by the principal researcher's appointment, not by the varying topic or approach of the specific project, nor by the discipline of co-researchers.
2.2.6 The composition and general terms of reference of the REBs are determined by the Senate Committee on the Ethics of Research Involving Human Subjects and are outlined for each of the five REBs in Appendices II and III. In all respects, the terms of reference of these REBs are consistent with the guidelines of the Tri-Council Policy Statement. The REBs report to the Senate Committee on the Ethics of Research Involving Human Subjects and to the Associate Vice-President (Research) and maintain ongoing liaison with faculty members.
2.2.7 The Chairs of the REBs are appointed by the Associate Vice-President-Research (and jointly with the Dean, Faculty of Medicine for BREB and HREB) on the recommendation of the Senate Committee on the Ethics of Research Involving Human Subjects. Chairs have delegated authority for signature, on behalf of the University, of approved protocols under their jurisdiction. Chairs also have the authority to approve any protocol that qualifies for expedited review, any request for time/subject extension, and any request for renewal of previously approved protocols where there have been no significant changes to the risks to human subjects. Chairs also have the authority to refer a protocol to another more appropriate REB for review. Chairs of REBs are members, ex officio, on the Senate Committee on the Ethics of Research Involving Human Subjects.
2.2.8 Members for each REB shall be nominated to SCERIHS by the departments and/or faculties/schools submitting protocols to that REB, in proportion to the number of their Department's or Faculty's submissions. Within REBs that cover a number of faculties/schools and departments, such as the JFREB, effort shall be made to rotate REB membership so that all units submitting protocols to that REB have opportunities for representation.
2.2.9 Meetings of the REB. REBs shall meet face-to-face on a regular basis at dates and times that are publicly announced in advance (preferably for the entire academic year). Whereas REBs normally meet monthly, this may not be necessary at certain times of the year (e.g., July or December) and researchers should be informed well in advance so that they may plan their protocol submission for the most appropriate meeting. Researchers should also be informed of the dates by which their materials must be received by the REB in order to be considered at the scheduled monthly meeting. Minutes of all REB meetings shall be prepared and maintained by the REB.

### 3.0 Protocol Review and Approval

### 3.1 Protocol Submission

3.1.1 Before a project involving the use of humans for research is initiated, a Human Subject

Research Ethics Protocol submission form describing the proposed procedures must be filed with the Human Research Ethics Support Secretariat, either in the ORS or the Dean's Office of the Faculty of Medicine. The protocol must indicate the REB to which it is addressed, whether referral to another REB is advisable, whether an expedited or full review is required, and should provide a clear statement of the proposed research (scientific rationale and details of the procedures to be used with the human subjects). In short, it should include all the information required by the TCPS and requested by the protocol submission form (Available for the Ft. Garry Campus on the ORS Website).
3.1.2 Pilot studies should be identified as such in protocol submissions to the REB. A single protocol submission outlining a range of treatment procedures may be a practical way of obtaining ethics approval for the variations the researcher wishes to pilot test. Following identification of a workable treatment or procedure, the researcher must resubmit a new ethics protocol submission that may receive expedited review and approval.
3.1.3 On receipt of the protocol submission, the REB Chair or delegate will review the submission to determine if it is complete. If additional information is required, the Chair will either return it to the applicant for completion, or request additional information.
3.1.4 If it is determined that the submission is complete, the Chair of the relevant REB will decide whether an expedited or full review is required. The Chair will also determine if the protocol would be more appropriately reviewed elsewhere and, if so, refer it to that other REB. For example, a Nursing, Physical Education and Recreation Studies, or Pharmacy protocol that involves invasive procedures, might be referred to the BREB for review. In such cases the REB reviewing the "referred protocol" shall report its decision to the referring REB as well as to the researcher.
3.2 Types of Review: Proposals for research will receive proportionate reviews; that is, the degree, depth and extent of the ethics review will be proportional to the anticipated degree of risk. In cases where the anticipated risk is negligible or very low, REBs have the authority to expedite review of such protocols (Expedited Reviews). Protocols that involve greater than minimal risk must be reviewed in face-to-face meetings of the REB (Full REB Review). Hence, research projects are reviewed at one of two levels, depending upon the REB's (Chair's) interpretation of the project's risk to human subjects. The applicant should indicate the level of review they are requesting based on their perception of the level of risk involved. The final determination of whether an expedited or full review is required will be made by the REB Chair. Accordingly, applicants should anticipate the possibility of a full review in the timing of their submission.
3.2.1 Expedited Review: To qualify for an expedited review, a research project must involve an activity that incurs no more than minimal risk for subjects (See Definitions), or be a minor change in a previously approved research ethics protocol that involves no additional risk to the research subject(s).
3.2.1.1 Procedures for an expedited review: Decisions on protocols subject to expedited reviews are reached by "virtual meetings." A virtual meeting is a review of the protocol by a selected number of members of the REB who do not meet face-to-face. Rather, at least two members (the Chair may be one of these) read the submission and forward their decision/recommendations in writing. The Chair of the REB renders the decision for the committee based on the judgment of these REB members. If at least two members approve, the project may be approved; if a single member raises concerns, the Chair may attempt to resolve these informally with the applicant, or decide that the protocol warrants a full review, in which case the protocol submission must be referred to the next regular meeting of the REB.
3.2.1.2 Time line for expedited reviews. Every effort shall be made by the REB to provide rapid decisions. The goal shall be to achieve a turn-around time of 5-7 working days for such reviews.
3.2.1.3 Review of Expedited Reviews by the REB. At each regular meeting of the REB, all approvals by expedited review since the previous meeting should be reviewed by the full REB to ensure consistency of processing protocol submissions.
3.2.2 Full Review: A project that involves greater than minimal risk requires approval by a REB in a face-to-face meeting that allows discussion and exchange of information regarding the protocol. Research that requires full committee review includes, but is not limited to:

- research that involves children or other vulnerable populations;
- research that involves experimental drugs or devices;
- research that involves invasive procedures; and/or
- research that involves significant deception.
3.2.2.1 Time Frame for Decisions on Projects Requiring Full Review: Because the REBs normally meet for full reviews only monthly, it is extremely important for the researcher to allow ample time for the review process to take place in advance of their plan to conduct the research. It is also essential to be certain that the protocol submission is complete and answers all questions that might be anticipated. Submissions must be received no later than 7 working days prior to the REB's published meeting date in order to be considered at that month's meeting.
3.2.3 Conflict of Interest. When an REB is reviewing research in which a member of the REB has a personal interest, conflict of interest principles require that the member not be present when the REB is discussing or making its decision.


### 3.3 Research Requiring Approval from Other Institutions.

3.3.1 Ethics Review of Research to be Conducted at Another Institution. An ethics protocol submission for research to be conducted at another institution normally should be accompanied by a letter from the head of that institution or its equivalent REB, indicating that permission has
been granted for the research to proceed. If ethics approval from the University REB is required before such a letter may be obtained, the applicant should state this in their submission to the University REB. In this instance, the REB may grant approval, conditional upon receipt of the letter of approval from the other institution before the research commences. Special procedures to facilitate the review process may be negotiated between a University REB and another institution where research by university researchers may frequently occur, e.g., National Research Council laboratories, Winnipeg school divisions. Such agreements shall be reported to the Chair of SCERIHS for comment and approval.

### 3.3.2 Ethics Review of Research to be Conducted at Multiple Universities.

Research conducted at other universities in addition to the University of Manitoba, must receive ethics review and approval from the appropriate University of Manitoba REB as well as those at the other institutions. The research may not proceed until approval has been granted.
3.4 Scientific/Scholarly Merit and Ethics Review. Because it is unethical to conduct research that is incapable of addressing the research question being asked, the scientific or scholarly appropriateness of the research becomes integral to the consideration of its ethics. In the first instance, the researcher must ensure that his/her submitted protocol is for valid research that warrants the costs, risks, and specific procedures to be used with the number of research subjects indicated within the research ethics protocol (See Procedure section 1.3 a. above).
3.4.1 The REB's Judgment of Scholarly Merit. The REB also has the responsibility as part of its review to be assured that the research is valid. Normally, scientific validity is assumed for research that has received peer review by a grant adjudication committee (internal or external), or by the REB following a "face-validity" test of the research (i.e., the research meets a reasonable standard with respect to scientific and/or scholarly merit. In those circumstances where an REB is in agreement that the research warrants more careful scientific assessment, normally with a protocol for research that has not been peer-reviewed and where risk is judged to be greater than minimal, or where questions are raised following a reasonable "face-validity" test, the REB may request an ad hoc independent peer review of the scientific/scholarly merit of the research if appropriate expertise to make that determination is not available within the REB.
3.5 Types of REB decisions: After review by a REB, the protocol submission may be:

- approved as submitted;
- approved with suggestions for minor changes;
- approved with conditions (that must be met before final approval is granted);
- deferred, pending receipt of additional information or major revisions;
- not approved.
3.5.1 The REB shall notify each researcher in writing of its decision regarding his/her proposed research activity. Normally the researcher will accept the proposed modification or offer a counter proposal to the Chair of the REB. This exchange is concluded normally when an
ethically acceptable form for the research is agreed upon. To facilitate the continuing processing of such research ethics protocols between meetings, the REB should specify conditions that should be met to enable the Chair to review and grant approval on behalf of the REB.

Researchers have the right to request and REBs have an obligation to provide, reconsideration of decisions affecting a research project.

If the REB does not approve a research activity, the notification shall include a statement of the reasons for its decision and the researcher shall be given an opportunity to respond in writing or in person. The REB may, at its discretion, re-review and reconsider its decision to not approve the research activity.

### 3.6 Records of All REB Committee Decisions

3.6.1 All REBs must make provision to record and report to SCERIHS all REB decisions in a form specified by SCERIHS.
3.6.2 Retention of Records: All REBs must make provision for the retention of relevant records (protocols and related correspondence) for a period of time following completion of the research. Minimal risk protocols should be retained for a period of three years. All other protocols should be retained for a minimum of 7 years. At the conclusion of this period SCERIHS shall annually review and approve the files to be retained or removed from storage and shredded.
3.7 Appeals of REB decisions: Appeals of REB decisions may be made to SCERIHS by researchers who feel they have not received a fair and just review by one of the REBs.
3.7.1 Appeals will be heard only if they are based on procedural grounds, i.e., that the original REB had not given the protocol a fair and just review. Appeals will not be heard on substantive grounds, i.e., on the contents of the proposal that the REB did not approve.
3.7.2 On receipt of an appeal, SCERIHS will normally request a report on the procedures followed by an REB and a response to the appeal from the chair of the REB. SCERIHS may decide to invite both the appellant and the REB chair to attend its meeting to provide additional information or explanation.
3.7.3 Appeals may not result directly in approval of the research ethics protocol by SCERIHS. SCERIHS may either reject or uphold the appeal. In the latter instance the protocol must be reconsidered by the REB with the procedural violation corrected.

### 4.0 Modification/Monitoring Approved Research

### 4.1.1 Beginning the Research

Human subjects may not be recruited and researchers may not begin collecting data until the research ethics protocol has been approved by a REB. Once approved, the researcher is obligated to follow the procedures contained in the protocol.

### 4.1.2 Modification of an Approved Protocol

An approved protocol is not to be modified subsequently without the prior written notification and approval of the Chair of the REB. During data collection, however, if the researcher recognizes the need for modifications to the original protocol, he/she is obligated to file a "Protocol Amendment" (such forms are available on the Office of Research Services website) with the chair of the REB. Normally, the REB chair will acknowledge receipt and approval of the changed procedure. However, if required, the REB may be reconvened to reconsider the protocol. The researcher is not to proceed with the modified protocol until approval has been granted.

### 4.1.3 Time/Subject Extension Requests

The protocol is approved for the number of subjects and in the time period specified in the original protocol submission. All protocol approvals are for a maximum period of one year, and must be renewed by resubmission on the anniversary date of the original protocol submission. Protocol submissions for data collection for a period less than one year lapse at the end of the time specified in the submission. Approval is granted for no more than the number of subjects requested in the protocol submission. Data collection from more subjects is regarded as an ethical violation.

Unforeseen circumstances may necessitate an extension of the period for data collection beyond the period specified in the protocol submission and/or an increase in the number of subjects to be contacted beyond those specified in the original submission. Under these conditions, the researcher shall complete and submit a "Time/Subject Extension Request Form" (available on the Offices of Research Services website) with the chair of the REB that approved the original protocol.

### 4.2 Monitoring of Approved Research

4.2.1 Serious Adverse Events Reports - Normally it is anticipated that research will proceed with little or no special costs or harm to subjects, beyond those noted in the protocol. However, unanticipated negative reactions by subjects or other unexpected events may occur. Researchers are obliged to report any known adverse event to the Chair of the REB which approved the research. These may be reported on report forms available on the Office of Research Services website or in any other acceptable format specified by the REB which approved the protocol.
4.2.2 Annual Reports are required for long-term or on-going research projects. Such reports should be submitted on the anniversary date of ethics approval to enable the REB to monitor the
progress of the research and any ethical issues that may have emerged.
4.2.3 Random Monitoring - The Senate Committee on the Ethics of Research Involving Human Subjects may schedule periodic assessments or audits of research ethics protocols involving humans.

### 5.0 Noncompliance by Researchers

Instances of noncompliance with this policy and the procedures derived from it are to be brought to the attention of the Chair of the appropriate REB for resolution. If a resolution is not reached with the researcher or the problem recurs, the Chair of the REB shall attempt to obtain a satisfactory resolution through the appropriate Dean/Director/Department Head. Serious instances of noncompliance or repetitive policy breaches shall be forwarded to the Chair of SCERIHS for reporting and to the Vice-President (Academic) and Provost for disposition.

## APPENDIX I

## Senate Committee on the Ethics of Research Involving Human Subjects (SCERIHS)

## 1. Composition

The Senate Committee on the Ethics of Research Involving Human Subjects shall consist of:

1. the Associate Vice-President (Research) jointly representing the Vice-President (Academic) and Provost, Vice-President (Administration), and the Vice-President (Research), ex-officio, Chair
2. the Chairs of the REBs, ex-officio
3. six (6) faculty members elected by but not necessarily from Senate, normally for a two-year term, at least one of whom has experience or interest in the general field of ethics
4. two (2) students, one graduate and one undergraduate
5. one (1) community representative
6. one (1) lawyer who shall be available to the REBs on-call (see 7 below).

The term for faculty members shall be for three (3) years (staggered so that two members are normally replaced each year), and for students and the community representative, two (2) years (staggered so that a new member is elected each year).

## 2. Terms of Reference

The Senate Committee on the Ethics of Research Involving Human Subjects:

1. Ensures university-wide understanding of and compliance with, the applicable guidelines;
2. provides advice and recommendations to Senate and the University Administration regarding: the University's general policies relating to human subjects research and the effects of these policies on faculty members, staff and students;
3. reviews special policies and/or procedures adopted by REBs in reviewing protocols;
4. serves as the Final Appeal Committee (whose decisions shall be final and binding in all respects) for any appeal taken by any affected person or group against a decision by a REB;
5. appoints REB members, and establishes new REBs and/or redistributes the responsibilities and composition of existing REBs based on numbers of protocols submitted;
6. receives and considers reports from other bodies concerning human research activities at the University and reports thereon to Senate with comments and/or direction as appropriate;
7. provides ethical and legal expertise to individual REBs as needed;
8. annually reviews policies, procedures, and decisions of individual REBs;
9. annually reviews and approves REB files from previous years to be removed from storage and shredded;
10. reports annually to Senate on the ethics review of research involving human subjects, along with such recommendations as it considers appropriate;
11. promotes an atmosphere at the University of Manitoba for students, staff, and faculty to engage in a high standard of research; and
12. supports the education of researchers with respect to the ethics of human subject research.

## APPENDIX II

## SPECIFIC COMPOSITION OF EACH REB

## Biomedical Research Ethics Board (BREB)

All members of this REB are appointed jointly by the Associate Vice-President-Research and by the Dean of the Faculty of Medicine on the recommendation of the Senate Committee on the Ethics of Research Involving Human Subjects. At a minimum, the REBs shall consist of:

1. a Chair (non-voting), appointed for a three (3) year term renewable;
2. at least five (5) faculty members (with designated alternates) experienced in the use of humans in research, appointed for three (3) year terms renewable, with designated alternates reflecting the above composition;
3. one (1) graduate student appointed for a one (1) year term, renewable;
4. one (1) community representative, appointed for a three (3) year term, renewable;
5. one lawyer as required by the TCPS; and
6. one person with ethics training and/or background as required by the TCPS.

At least one member (ad hoc, if necessary) should be knowledgeable in the research area addressed by the protocol under discussion. With the approval of the Senate Committee on the Ethics of Research Involving Human Subjects additional members, because of workload, may be appointed to the REB.

## Health Research Ethics Board (HREB)

All members of this REB are appointed jointly by the Associate Vice-President-Research and by the Dean of the Faculty of Medicine on the recommendation of the Senate Committee on the Ethics of Research Involving Human Subjects. At a minimum, this REB shall consist of:

1. a Chair (non-voting), appointed for a three (3) year term renewable;
2. Five (5) faculty members (with designated alternates) experienced in the use of humans in research, appointed for three (3) year terms renewable, with designated alternates reflecting the above composition;
3. one (1) graduate student appointed for a one (1) year term;
4. one (1) community representative, appointed for a three (3) year term, renewable.
5. legal representation (in accordance with the TCPS) is available to the REB on-call (see SCERIHS Terms of Reference 7.)

At least one member of the REB should be knowledgeable in ethics. At least one member (ad hoc, if necessary) should be knowledgeable in the research area addressed by the protocol under discussion. With the approval of the Senate Committee on the Ethics of Research Involving Human Subjects additional members, because of workload, may be appointed to the REB.

All members of this REB are appointed by the Associate Vice-President-Research on the recommendation of the Senate Committee on the Ethics of Research Involving Human Subjects. At a minimum, this REB shall consist of:

1. a Chair (non-voting), appointed for a three (3) year term renewable;
2. Five (5) faculty members (3 faculty members from the Department of Psychology [one of whom shall be the Coordinator of the Subject Pool] and two members from the Department of Sociology) experienced in the use of humans in research, appointed for three (3) year terms renewable, with designated alternates reflecting the above composition;
3. one (1) graduate student appointed for a one (1) year term, renewable;
4. one (1) community representative, appointed for a three (3) year term, renewable.
5. legal representation (in accordance with the TCPS) is available to the REB on-call (see SCERIHS Terms of Reference 7.)

At least one member of the REB should be knowledgeable in ethics. At least one member (ad hoc, if necessary) should be knowledgeable in the research area addressed by the protocol under discussion. With the approval of the Senate Committee on the Ethics of Research Involving Human Subjects, additional members, because of workload, may be appointed to the REB.

## Education/Nursing Research Ethics Board (ENREB)

All members of this REB are appointed by the Associate Vice-President-Research on the recommendation of the Senate Committee on the Ethics of Research Involving Human Subjects. At a minimum, this REB shall consist of:

1. a Chair (non-voting), appointed for a three (3) year term renewable;
2. Five (5) faculty members (two faculty member from the Faculty of Education, two members from the Faculty of Nursing, and one member from the Faculty of Physical Education) experienced in the use of humans in research, appointed for three (3) year terms renewable, with designated alternates reflecting the above composition;
3. one (1) graduate student appointed for a one (1) year term;
4. one (1) community representative, appointed for a three (3) year term, renewable.
5. legal representation (in accordance with the TCPS) is available to the REB on-call (see SCERIHS Terms of Reference 7.)
At least one member of the REB should be knowledgeable in ethics. At least one member (ad hoc, if necessary) should be knowledgeable in the research area addressed by the protocol under discussion. With the approval of the Senate Committee on the Ethics of Research Involving Human Subjects, additional members, because of workload, may be appointed to the REB.

## Joint-Faculty REB (JFREB)

All members of this REB are appointed by the Associate Vice-President-Research on the recommendation of the Senate Committee on the Ethics of Research Involving Human Subjects. At a minimum, this REB shall consist of:

1. a Chair (non-voting), appointed for a three (3) year term renewable;
2. Five (5) faculty members ( two from the Faculty of Arts ${ }^{1}$, one member from the Faculty of Social Work, one member from the Faculty of Human Ecology, and one member from the other Faculties and Schools) experienced in the use of humans in research, appointed for three (3) year terms renewable, with designated alternates reflecting the above composition.
3. one (1) graduate student appointed for a one (1) year term, renewable;
4. one (1) community representative, appointed for a three (3) year term, renewable.
5. legal representation (in accordance with the TCPS) is available to the REB on-call (see SCERIHS Terms of Reference 7.)
${ }^{\text {l }}$ Note: Arts membership shall be drawn from departments other than Psychology or Sociology,
At least one member of the REB should be knowledgeable in ethics. At least one member (ad hoc, if necessary) should be knowledgeable in the research area addressed by the protocol under discussion. With the approval of the Senate Committee on the Ethics of Research Involving Human Subjects, additional members, because of workload, may be appointed to the REB.

## APPENDIX III

## TERMS OF REFERENCE OF REBS:

The Research Ethics Boards (REBs):
a) review all protocols for compliance with applicable guidelines for research involving human subjects, including assurance of the scientific/scholarly merit of the research;
b) ensure maintenance of an up-to-date record of protocols for human research in a form approved by the Senate Committee on the Ethics of Research Involving Human Subjects and consistent with applicable guidelines;
c) prepare an annual report on their activities for review and consideration by the Senate Committee on the Ethics of Research Involving Human Subjects;
d) monitor compliance with University policy and procedures related to research with human subjects;
e) serve as a forum for the initial appeal of protocol review decisions/actions within its jurisdiction;
f) act as a resource to the Senate Committee on the Ethics of Research Involving Human Subjects and the Associate Vice-President (Research); and
g) ensure access to protocols by all members of the Senate Committee on the Ethics of Research Involving Human Subjects.


[^0]:    cc
    Emőke J.E. Szathmáry, President
    Karen C. Ogden, Acting Vice-President (Academic) \& Provost
    Fernando deToro, Dean, Faculty of Graduate Studies
    Bev Sawicki, University Secretary

[^1]:    Application submitted by:
    Dr. Patrick C. Choy
    Professor and Head
    Department of Biochemistry and Molecular Biology
    Chair
    Lipid, Lipoprotein and Atherosclerosis Research Group
    Faculty of Medicine
    University of Manitoba

[^2]:    Dr. A. Angel, Professor, Department of Internal Medicine telephone: 787-3433 fax: 787-4826 e-mail: angel@bldghsc.lanl.umanitoba.ca expertise: Lipids; Lipoproteins; Atherosclerosis; Diabetes

[^3]:    1. Includes Special Academics
    2. Includes 52.50 Academic Librarians
[^4]:    1

[^5]:    ${ }^{1}$ In recent years in some disciplines, the term "subjects" has been replaced by the term "participants" to connote greater respect, involvement, and equality of rights within the research enterprise. However, the term "subject" was adopted in the Tri-Council Policy Statement to sharpen the distinction between the person(s) being researched and the person(s) collecting the data. To be consistent with the TCPS, the terms "human subject", "research subject", or just "subject" are used throughout the present policy to refer to the person(s) who are the focus of the research and from whom data are collected.

