Senate Senate Chamber Room 245 Engineering Building WEDNESDAY, 5 January 2000 1:30 p.m.

AGENDA

| 1 | MATTERS TO BE CONSIDERED IN CLOSED SESSION |
|---|--|
| | |

II MATTERS RECOMMENDED FOR CONCURRENCE WITHOUT DEBATE

1. Report of the Senate Committee on Awards

Page 17

2. Report of the Faculty
Council of Graduate Studies on
Course Changes and New Course Proposals

Page 32

3. Report of the Senate Committee on Curriculum and Course Changes

Page 53

III MATTERS FORWARDED FOR INFORMATION

 Canadian Forces University Program Annual Report
 September 1998 to 31 August 1999

Page 55

2. Correspondence re Bachelor of Midwifery

Page 66

3. Actions of the Board of Governors of Interest to Senate

Page 68

4. University of Manitoba/COPSE New (or Substantial Change) Program Approval Process - Graduate

Please see addendum.

IV REPORT OF THE PRESIDENT

V QUESTION PERIOD

Senators are reminded that questions shall normally be submitted in writing to the University Secretary no later than 10:00 a.m. of the day preceding the meeting.

VI CONSIDERATION OF THE MINUTES
OF THE MEETING OF 1 DECEMBER 1999

VII BUSINESS ARISING FROM THE MINUTES

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

1. Report of the Executive Committee of Senate

Page 70

2. Report of the Senate
Planning and Priorities Committee

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

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

Report of the Faculty
 Council of Graduate Studies
 on a Proposal for a
 Graduate Diploma in Population Health

Page 71

a) Report of the Senate
Planning and Priorities Committee

Page 125

b) Correspondence from the Council on Post-Secondary Education

Page 126

X ADDITIONAL BUSINESS

1. Report of the University

<u>Discipline Nominating Committee</u>

This report will be available at the meeting.

XI ADJOURNMENT

/sgp



THE UNIVERSITY OF MANITOBA

FINANCIAL AID & AWARDS

Winnipeg, Manitoba Canada R3T 2N2

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

November 19, 1999

REPORT OF THE SENATE COMMITTEE ON AWARDS

PREAMBLE

- 1. The Senate Committee on Awards last reported to Senate on October 21, 1999. The Committee convened again on November 18, 1999.
- 2. The terms of reference for the Senate Committee on Awards are found in the Senate Handbook on pages 10.11 and 10.12.

OBSERVATION

Eighteen new offers of awards were reviewed by the Committee and all 18 of these offers are 1. forwarded to Senate. Twenty amendments were reviewed by the Committee and all 20 are forwarded to Senate for approval. Finally, one withdrawal was noted by the Senate Committee e on Awards.

RECOMMENDATION

That the 18 new offers, 20 amendments and one withdrawal be approved as submitted by the Senate Committee on Awards.

Respectfully submitted,

K. Vessey, Chair

Senate Committee on Awards

To phylomaus

KV/em

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

REPORT FROM SENATE COMMITTEE ON AWARDS MEETING - FOR SENATE MEETING -

NOV. 18, 1999 JAN. 5, 2000

OFFERS

CANADIAN WHEAT BOARD DIPLOMA IN AGRICULTURE SCHOLARSHIP AND PRIZE

The Canadian Wheat Board (CWB) offers five awards to students enrolled in the Diploma in Agriculture program at The University of Manitoba.

Four scholarships, each valued at \$500, will be offered to students who:

- (1) have achieved high standing (minimum cumulative grade point average of 3.0) after first year in one of the following options in the program: Farm and Agriculture Business, Crop Management, Livestock Management and general Agriculture;
- (2) are enrolled in a minimum 80 percent of a full course load (as defined by the School of Agriculture) in the year in which the scholarship is tenable.

One convocation prize of \$500 will be offered to a graduating student who:

- (1) has achieved high academic standing (minimum cumulative grade point average of 3.0 at graduation) in the Farm and Agriculture Business option in the program;
- (2) was registered in at least 80 percent of a full course load (as defined by the School of Agriculture) while in the program.

These awards will be made annually at the Diploma Graduation banquet.

The selection committee for this award shall be the Faculty of Agricultural and Food Sciences Awards Committee.

CANADIAN WHEAT BOARD DIPLOMA IN AGRICULTURE BURSARY

The Canadian Wheat Board (CWB) offers five bursaries annually to assist and encourage students to further their education in the Diploma in Agriculture program at The University of Manitoba.

Two bursaries, each valued at \$1000, will be offered to students who:

- (1) are enrolled in at least 80 percent of a full course load (as defined by the School of Agriculture) in the first year of the program;
- (2) have achieved satisfactory academic standing in high school (70 percent

- grade point average in courses used for admission to the School of Agriculture)
- (3) have demonstrated financial need on the standard University of Manitoba bursary application form.

Three bursaries, each valued at \$1000, will be offered to students who:

- (1) are enrolled in the second year of the program, in at least 80 percent of a full course load (as defined by the School of Agriculture);
- (2) have achieved a minimum cumulative grade point average of 2.5;
- (3) have demonstrated financial need on the standard University of Manitoba bursary application form.

The selection committee shall be the Faculty of Agricultural and Food Sciences Awards Committee.

RHYS THOMAS PRIZE

From a testamentary gift from Sarah Elizabeth Evans, an endowment fund has been established at The University of Manitoba. Each year, a prize valued at the available annual income from the fund shall be offered to a student who has made an outstanding contribution of service to the ensemble program in the School of Music. The selection committee shall be named by the Director of the School of Music.

4

WINONA LIGHTCAP MEMORIAL SCHOLARSHIP

Gifts through members and friends of the Winona Lightcap Studio Club have created an endowment fund at The University of Manitoba. From this fund, an annual scholarship valued at the available annual income from the fund, shall be offered to a student who:

- (1) has completed at least one year of study at the School of Music at The University of Manitoba, having achieved a minimum cumulative grade point average of 3.0;
- enrols full-time in the second, third, or fourth year of the program in the academic session in which this scholarship is tenable;
- (3) has declared a major in the practical study of voice.

The selection committee shall be named by the Director of the School of Music.

STELLA IRENE BOYD AWARD

Through a testamentary gift from Ethel M. Boyd, an endowment fund has been established at The University of Manitoba in support of awards for School of Music students.

Each year, an award valued at the available annual income, shall be offered to a student who:

- (1) has completed at least one year of study at the School of Music at The University of Manitoba with high academic standing (minimum cumulative grade point average of 3.0);
- (2) enrols full-time in any year of the program in the School of Music at the University of Manitoba in the year in which the award is tenable;
- (3) has declared a major in the practical study of voice.

The selection committee shall be named by the Director of the School of Music.

GERMAIN MASSICOTTE MEMORIAL AWARD

The family of Germain Massicotte has established a bursary at The University of Manitoba in his memory. Germain Massicotte was a vital, energetic individual with great entrepreneurial spirit. In April 1993, he set up a small retail business at The Forks Market in Winnipeg and, with much hard work, made it a viable operation within two years. That business was the subject of a case study. Unfortunately, Germain passed away suddenly at the age of 46, but his vitality and dedication live on in his daughter, Hélène, who completed the University of Manitoba Executive Master of Business Administration Program in honour of her father in July of 1999. The Massicotte family sincerely hopes that this bursary will assist in ensuring that Germain's entrepreneurial spirit continues to live on and flourish.

An annual bursary of \$1,000 (first offered in the winter of 2000) will be offered to a student who:

- (1) is enrolled full-time in the Master of Business Administration program in the Faculty of Management;
- (2) has achieved a minimum cumulative grade point average of 3.0;
- (3) has demonstrated financial need on the standard University of Manitoba bursary application form.

The donors of this bursary will offer it for five years, starting in 2000, and will review their financial commitment after the fifth bursary is offered.

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

MANITOBA MATHEMATICAL CONTEST AWARD

The University of Manitoba offers to provide awards, each valued at \$300, to recognize exceptional students entering the University from Manitoba high schools. Each of these awards will be offered to a student who:

- (1) has been ranked as having one of the top four scores for students in Manitoba on the annual Manitoba Mathematical Contest;
- (2) has been admitted to The University of Manitoba;
- (3) has enrolled in a full course load in University 1 or any direct entry program at the University.

In the case that a recipient is eligible for the award but does not enrol at The University of Manitoba, the award will not revert to the next qualified candidate, as this award is only to be offered to those ranked as having one of the top four scores in Manitoba in the Mathematical Contest. In the ensuing year, new awards will again be offered.

INNER CITY SOCIAL WORK PROGRAM BURSARY

The Inner City Social Work Program (ICSWP) of the University of Manitoba is an off-campus ACCESS initiative that leads to a University of Manitoba Bachelor of Social Work degree. Since its first graduating class in 1985, almost 200 people have graduated from the ICSWP. When the program was initiated in 1981-82, the Provincial Government provided full financial support for the students including living allowances, tuition and books. This support eroded over the years and was completely eliminated in 1994.

The students who attend this program are selected according to criteria established by the Province of Manitoba. Eligibility factors in addition to interest in and suitability for the profession include residence in the city of Winnipeg, a minimum age of 21, demonstrating a particular need for academic supports and living with low or poverty-level income. It is this last noted entry requirement that brings to the program students, many of whom are single parents, who are in serious financial need as they are about to embark on a four-year full-time program.

In order to ease the initial financial burden experienced by the students in this program due to tuition fees, supporters of the ICSWP have established an endowment fund at The University of Manitoba to provide bursaries. The available annual income from this fund, which has also received a contribution from the Manitoba Scholarship and Bursary Initiative, shall support bursaries, the number and value of which shall be decided each year by the selection committee, which will be offered to students who:

- (1) have been admitted to full-time study in the ICSWP at The University of Manitoba:
- (2) are ranked as having the highest financial need, as assessed by the selection committee, among the students who have been accepted to the program in a particular year.

Students admitted to the ICSWP program will be asked to complete a University of Manitoba bursary application form. Based on the information provided in this form and the information available to the administrators of the program, the selection committee shall designate the one or more students with the highest financial need among the applicants in a particular year. Selection of these bursaries will occur earlier (early August) than all other bursaries at The University of Manitoba, in order to enable these bursary applicants to know whether they will have support prior to commencing the program.

The selection committee shall be named by the Director of the ICSWP.

EMERGENCY BURSARY ASSISTANCE FUND

An emergency bursary fund has been established at The University of Manitoba by a donor who wishes to remain anonymous. The Manitoba Scholarship and Bursary Initiative has made a contribution to this fund. The purpose of this fund is to provide immediate emergency bursaries to students under unexpected financial strain. Students who are to benefit from this fund can be enrolled in any Faculty or School at The University of Manitoba, must have a minimum cumulative grade point average of 2.0 (or equivalent), and must have outlined their emergency situation during an interview with a member of the Financial Aid and Awards office.

This fund is not endowed (i.e., the monies in the fund are to be disbursed as needed until the fund is depleted).

The selection of eligible student recipients shall accord with the guidelines established from time to time for The University of Manitoba's student emergency bursary funds.

ED KOTOWICH AWARD

The Kotowich family has established an award at The University of Manitoba in honour of Ed Kotowich. Ed played football with the Winnipeg Blue Bombers from 1955 to 1962 in the right guard position on the offensive line. Ed was also involved in broadcasting the Blue Bombers on radio and television with CBC and 1290 Fox for many years and he enjoyed coaching amateur football.

The award will be funded annually and will be valued at \$1000. It will be offered for the first time in the fall of 2000.

The award will 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 2.5;
- (3) enrolls full-time in the year in which the award is tenable;
- (4) plays in an offensive or defensive lineman position on the Bisons Football Team;
- (5) has achieved the highest grade point average among the eligible students.

The selection committee shall be named by the Athletic Director for Bison Sports.

INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS (LOCAL 2034) CANADIAN FEDERATION OF LABOUR MANITOBA COUNCIL COMMEMORATIVE SCHOLARSHIP

The International Brotherhood of Electrical Workers (IBEW) - Local 2034 has established a fund at The University of Manitoba to support an annual entrance scholarship. The Manitoba Scholarship and Bursary Initiative has made a contribution to this fund. The scholarship shall be valued at \$400 in its first year* (first offered in the fall of 2000) and at the available annual income thereafter. This annual scholarship shall be offered to a student who:

- (1) is a dependent of a member in good standing with the IBEW (Local 2034);
 - is enrolled full-time in the first year of studies at The University of Manitoba;
 - (3) has the highest standing on the courses used for entrance to The University of Manitoba among the applicants for the award.

The IBEW (Local 2034) shall advertise this award and provide application forms to its membership each year in the summer. Eligible students will be asked to submit their applications to the Financial Aid and Awards Office on or before the designated deadline date. The application will simply be a form on which the applicant will outline his/her name, address, student number and affiliation to the IBEW (Local 2034) Chapter. The selection committee shall chose a recipient only from among those who have applied for the award.

- Wings

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

* If the interest generated for offer in 2000 is less than \$400, the IBEW will supplement the interest amount to provide an award of \$400.

MARGUERITE CLARA GERMAINE JEROME SCHOLARSHIP IN RELIGION

Through a testamentary gift, Ms. Marguerite Clara Germaine Jerome has established a scholarship for students in the area of Religion at The University of Manitoba. An annual scholarship valued at \$500, first available in the spring of 2000, will be offered to the student who:

- (1) has completed at least one year of full-time study at The University of Manitoba;
- (2) enrolls full-time in a Major or Honours program in Religion in the academic session in which the award is tenable;
- (3) has the highest cumulative grade point average among all students in the Major or Honours program in Religion.

In the case of a tie, the following tie-breaking mechanisms may be used (in the following order: student enrolled in an Honours program is given preference, student with the greater number of A+ grades is given preference, and student with the heavier course load is given preference.

The selection committee shall be named by the Head of the Department of Religion.

RICHARD AND KATHLEEN DUNLOP LITCH MUSIC AWARD

Mr. Richard Litch and Mrs. Kathleen Dunlop Litch, with a contribution from the Manitoba Scholarship and Bursary Initiative, have established a bursary fund at The University of Manitoba. Mrs. Litch received a Bachelor of Science in Human Ecology from the University in 1934 and a Bachelor of Education in 1935 and Mr. Litch received a Bachelor of Arts from the University in 1935. The available annual income from their fund will support bursaries in the School of Music, the value and number of which will be determined each year by the selection committee, for students who:

- (1) are registered full-time in any year of the program in the School of Music;
- (2) have achieved a minimum cumulative grade point average of 2.5;
- (3) have demonstrated financial need on the standard University of Manitoba bursary application form.

Preference in selection shall be given to students enrolled in the following majors, in the order listed: voice, piano, strings, then others.

The selection committee shall be named by the Director of the School of Music.

KEYSTONE AGRICULTURAL PRODUCERS / NESBITT LEADERSHIP AND COMMUNICATIONS SCHOLARSHIP

The Keystone Agricultural Producers (KAP) and the family of Jack Nesbitt, former Associate Director of the School of Agriculture at The University of Manitoba, offer an annual scholarship to students at the end of the first term in the Diploma in Agriculture program at The University of Manitoba.

The scholarship will be valued at \$500 and will be offered to a student who:

112

- (1) has completed the first term of the first year of the Diploma in Agriculture program in the School of Agriculture at The University of Manitoba and has achieved a minimum grade point average of 3.0;
- (2) achieved a minimum grade of B+ in the course Communications and Learning Skills (currently numbered 065.040);
- has demonstrated leadership ability, both in the School of Agriculture and prior to being admitted to the Diploma program;
- enrols full-time in the second term of the first year of the Diploma in Agriculture program in the School of Agriculture.

Applicants for this award will be asked to submit a brief letter outlining their leadership experiences. The award will be advertised by the School of Agriculture and the School will set the deadline date each year. The applications will be collected by the general office of the School of Agriculture.

The selection committee shall be the Faculty of Agricultural and Food Sciences Awards Committee.

KEYSTONE AGRICULTURAL PRODUCERS LEADERSHIP SCHOLARSHIP

The Keystone Agricultural Producers (KAP) offer an annual scholarship to a student in the Bachelor of Science program in the Faculty of Agricultural and Food Sciences at The University of Manitoba.

Each year, a scholarship valued at \$250 will be offered to a student who:

- (1) has completed three years of the Bachelor of Science program in the Faculty of Agricultural and Food Sciences;
- (2) has achieved a minimum cumulative grade point average of 3.5;

- (3) has demonstrated leadership ability within the Faculty and through community involvement;
- (4) enrols full-time in the fourth year of the program in the academic session in which this scholarship is tenable.

Applicants for this award will be asked to submit a brief letter outlining their leadership experiences, along with two letter of reference. The award will be advertised by the Faculty of Agricultural and Food Sciences, who will set the deadline date each year. The applications will be collected by the general office of the Faculty of Agriculture and Food Sciences.

The selection committee shall be the Faculty of Agricultural and Food Sciences Awards Committee.

KEYSTONE AGRICULTURAL PRODUCERS ENTRANCE BURSARY

The Keystone Agricultural Producers (KAP) offer an annual bursary to assist and encourage students to further their education in the Diploma in Agriculture program at The University of Manitoba.

Each year, a bursary valued at \$500 shall be offered to a student who:

- (1) has achieved satisfactory academic standing in high school (70 percent grade point average on courses used for admission to the School of Agriculture at The University of Manitoba);
- (2) is enrolled in at least 60 percent of a full course load, as defined by the School of Agriculture, in the first year of study at the School;
- (3) has demonstrated leadership ability in high school / through community involvement;
- (4) has demonstrated financial need on the standard University of Manitoba bursary application form.

Applicants for this bursary will be asked to submit a brief letter outlining their leadership experiences, along with two letter of reference. The award will be advertised by the Faculty of Agricultural and Food Sciences. The bursary applications, along with the additional three pieces of information, will be collected by the Financial Aid and Awards Office.

The selection committee shall be the Faculty of Agricultural and Food Sciences Awards Committee.

MAYOR'S MEDAL

The Office of the Mayor of Winnipeg offers an annual medal to a student graduating from the Master's program in City Planning at The University of Manitoba. This medal is awarded to a student who:

- (1) has completed the degree requirements for the Master of City Planning degree in the Faculty of Graduate Studies;
- (2) has achieved high academic standing in courses taken as part of this degree;
- (3) has made a significant contribution in the area of Urban Studies, as deemed by selection committee.

The selection committee shall be named by the Dean of the Faculty of Graduate Studies and shall include a representative(s) from the Department of City Planning.

HYMAN AND ESTHER DASHEVSKY BURSARY

Through a gift from Hyman and Esther Dashevsky, and with a contribution from the Manitoba Scholarship and Bursary Initiative, an endowment fund has been established at the University of Manitoba. Mr. Dashevsky graduated from the University of Manitoba with a Bachelor of Science in Mechanical Engineering in 1955. He subsequently worked in the mechanical engineering field until his retirement. Five of Mr. and Mrs. Dashevsky's six children have graduated from The University of Manitoba, thus the Dashevsky family feels a strong connection with the University.

Each year, a bursary valued at the available annual income from the fund shall be offered to a student who:

- (1) is enrolled full-time in any year in the Faculty of Engineering, specifically in the Department of Mechanical and Industrial Engineering;
- (2) has achieved a minimum cumulative grade point average of 2.0;
- (3) has demonstrated financial need on the standard University of Manitoba bursary application form.

In the future, when earnings on the fund permit, the value or number of annual bursaries may be increased.

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

AMENDMENTS

CATHERINE E. REIMER MEMORIAL SCHOLARSHIP

The terms of reference for this award are to be amended to state that from now on, the available annual income shall be split equally between the two awards under this name. In the past, two awards of \$100 each were offered each year.

ANDREÉ DUFAULT MEMORIAL LOAN FUND

The terms of reference for this fund are to be amended to state that not only the available annual income will be used to support loans from this fund. A provision will be made for the capital of the fund also to be used, but at least half of the capital or \$250 (whichever is greater) will always remain in the fund.

MARN FOUNDATION UNDERGRADUATE BURSARY

When the terms of reference for this bursary were initially set up, the selection committee was to be named by the Director of Financial Aid and Awards. However, as this is a faculty-specific bursary, the selection committee shall be named by the Dean of the Faculty of Nursing.

MARIA LANG MEMORIAL BURSARY

This bursary will now be valued at the available annual income, rather than at a set value of \$100.

KNOWLES-HAWKINS MEMORIAL BURSARY

The terms for this award will state that the selection committee will decide each year on the number and value of bursaries which will be funded by the available annual income from the fund. Previously, only one bursary of \$400 was offered.

HONOURABLE MR. JUSTICE HUDSON PRIZE

The fund supporting this prize is currently generating available annual interest beyond the \$175 being used to support the prize, thus the terms of this prize will allow for the offer of an annual bursary which will be valued at the available annual income remaining after the \$175 prize is made. The bursary will be called the Honourable Mr. Justice Hudson Bursary and it will be offered to a student who is enrolled in the second or third year of the program in the Faculty of Law, is enrolled in or has completed the course Jurisprudence (currently numbered 45.376), has a grade point average of at least 2.0, and has demonstrated financial need on the standard University of Manitoba bursary application form.

DR. RONALD KRISTJANSON MEMORIAL SCHOLARSHIP

The terms of reference for this award are to be amended to allow for the available annual income to support two awards, each valued at half of the available annual income. Previously, each award valued at \$300.

DR. S.J. WINKLER MEMORIAL AWARD

The terms of reference for this award are to be amended to allow both full- and parttime students in the Master of Nursing program to be eligible for this award. Currently, only full-time students are considered.

DR. HAROLD POPHAM SCHOLARSHIP

The terms of reference for this scholarship are to be amended. Firstly, the terms will now specify that the scholarship is for a student who has been accepted to postgraduate studies in Pediatrics at The University of Manitoba. Previously, the terms did not specify that the award recipient is to remain at The University of Manitoba. Secondly, the recipient of this scholarship will have to have achieved highest standing among the graduating class and have applied to the Pediatrics Residency program among those graduating from the Faculty of Medicine in a given year. Previously, the terms allowed for any student with good academic standing to be considered. Given that the Faculty of Medicine currently uses a pass/fail system in grading, a subjective determination of "highest standing" based on the advice of the Undergraduate and Graduate Program Directors may be utilized. Further, it will be noted that if the graduate with the highest standing does not intend to enrol in post-graduate studies in Pediatrics at The University of Manitoba or does not wish to accept this scholarship for any reason, then the scholarship shall be awarded to a student of lower standing but who is entering the Pediatrics residency program, based on the recommendation of the Dean. Notwithstanding the high standards enunciated for acceptance to post-graduate studies in Pediatrics, the Dean is not required to recommend that any student receive the scholarship in a year when no suitable candidates are identified. Finally, the value of the award is being increased from \$2,000 to \$3,000.

BERNARD NOONAN MEMORIAL PRIZE

The terms of reference for this award are to be amended to state that the award will now be valued at \$175, rather than at \$100.

ARON KATZ MEMORIAL SCHOLARSHIP

The terms of reference for this award are to be amended. Firstly, the award will now be valued at \$500 annually, rather than \$125. Secondly, the award will now be called the Aron Katz Memorial Bursary, to reflect the fact that it is a bursary due to the pass/fail grading system in the Faculty of Medicine and that it has actually been offered as a bursary for some time.

DENTAL FACULTY WOMEN'S ASSOCIATION SCHOLARSHIP DENTAL FACULTY WOMEN'S ASSOCIATION PRIZE

The Dental Faculty Women's Association supports two awards at The University of Manitoba. The Scholarship has traditionally been set at \$200 and has been supported through an endowment held at the University. The Prize has been annually-funded by the Association at \$200. The endowment fund is currently generating interest sufficient to fund both awards, thus both awards will now be supported by the endowment fund. Each award will be valued at half of the available annual income from the fund. The rest of the terms remain unchanged.

LIEUTENANT JAMES WALLACE BLACK MEMORIAL PRIZE

The disbursement mechanism for this fund is to be amended. Starting in 2000, the award value will be 75 percent of the available annual income, rounded down to the nearest \$25 value.

FINANCIAL EXECUTIVES INSTITUTE SCHOLARSHIP

Due to an additional gift made to this fund by the Financial Executives Institute - Winnipeg Chapter, the value of the award is to increase to \$1000.

R. KRAUSE SCHOLARSHIP IN THE MEDICAL HUMANITIES

The terms of reference for this award are to be amended. The fund supporting this award is an endowment fund and the terms state that the available annual income from the fund is to be used to support the award. However, the donor of the award wishes to offer the award at \$1,000. Until the time that the fund can support an award of \$1,000, he will top up the available annual interest to offer a \$1,000 award. At a time when the fund generates at least \$1,000 and thereafter, the award will be valued at the available annual income and no longer limited to \$1,000.

DORIS IRENE WILTON MEMORIAL SCHOLARSHIP

The terms of reference for this award are to be amended. Firstly, the terms will now state that the award will be valued at the available annual income from this endowment fund, rather than at \$1,000. Secondly, the award was previously offered to a student who had completed 6 credit hours in the Program in Community Health Nursing within the Master of Nursing Program. Now, the award will be offered to a student who has completed the first year of the Master of Nursing Program in Community Health Major or Advanced Practice Nursing Major (community health focus) and who proceeds in the next academic session to the second year of the Master of Nursing Program in the Community Health Major or Advanced Practice Nursing Major (Community Health focus). In addition, the Associate Dean for the Master of Nursing Program will be included in the selection committee and reference to dates for award selection shall be removed from the terms, in order to allow flexibility in selection.

WILLIAM E. SHEETS SCHOLARSHIP AND BURSARY IN ARCHITECTURE

The terms of reference for these awards are to be amended. Starting in 2000, half of the available annual income shall support one scholarship, rather than two. This scholarship will be offered to the student with the highest standing among the group of students proceeding from the undergraduate program in the Faculty of Architecture (the Architecture Option in the Environmental Design program) to the Masters program in Architecture. The remaining 50 percent of available annual income shall be disbursed as bursaries for students in Architecture, either at the undergraduate level in Environmental Design (Architecture Option) or at the Masters level in Architecture. The final amendment will be to offer these awards only to students who are residents of Manitoba or Saskatchewan.

MURPHY FOUNDATION SCHOLARSHIP IN GRADUATE RESEARCH IN ONCOLOGY NURSING

An addition is to be made to the terms of this award. Currently, two awards are available each year to students who are conducting oncology nursing research. The terms will state that in years when only one student qualifies for the award, that student will receive the full available annual interest from the fund. In years when no students qualify, the full available annual income shall be reinvested and will not be offered to students in other areas of nursing research.

W.L. MORTON GOLD MEDAL IN HISTORY

The terms of reference for this award are to be amended. Firstly, the award will now be called the W.L. Morton Gold Medal and Prize in History. Secondly, the available annual income from the fund shall be used to support this award. The production of the medal shall be the first charge against the available income and the reminder to the income shall support a cash prize.

WITHDRAWAL

RED CROSS HUMANITARIAN SERVICE SCHOLARSHIP

This scholarship is to be withdrawn, as funds to support it are no longer available.

FACULTY OF ARTS

Department of Economics

Course to be modified: 018.763 Theory of International Trade (3)

Modification: 018.763 to be cross-listed with 061.763 (already offered in

the Department of Agricultural Economics and Farm

Management).

Reason for the change: Agricultural Economics already has 061.763 cross-listed

with 018.763

Net Change: 0 Credit Hours

The state of the s

FACULTY OF ARTS

Department of History

Course to be deleted:

011.722/029.7398-1 Britain and Empire in the 18th

Century (6)

Reason for deletion:

Several faculty members have retired and not been replaced, or because some members have taken on new teaching assignments, there is no prospect that several courses in history can be offered in the foreseeable future.

Course to be deleted:

011.725/029.7303-1 Great Britain and the Empire,

Commonwealth, 1870-1960 (6)

Reason for the deletion:

Several faculty members have retired and not been replaced, or because some members have taken on new teaching assignments, there is no prospect that several courses in history can be offered in the foreseeable future.

Course to be deleted:

011.772/029.7702-1 Studies in Modern South Asian

History (6)

Reason for the deletion:

Several faculty members have retired and not been replaced, or because some members have taken on new teaching assignments, there is no prospect that several courses in history can be offered in the foreseeable future.

Net Change: - 18 Credit Hours

FACULTY OF ARTS

Department of Sociology

Course to be deleted:

077.720 Seminar in Complex Organizations (3)

Reason for the deletion:

The material in this course is now covered in other courses.

Course to be introduced:

077.7XX Social Inequality (3) A critical examination of classical and contemporary theories and current empirical research concerned with various dimensions of social inequality (such as class, gender and race) and social stratification from a comparative perspective.

Reason for new course:

Social inequality is a central area in sociology, which generates a great deal of student interest. The course has been taught at the undergraduate level only.

Course to be introduced:

077.7XY Globalization (3) A sociological examination of the globalization of trade, production and finance, including the creation of multilateral trading blocs (e.g., APEC, EU, NAFTA) and international organizations (e.g., WTO, IMF, the World Bank) and their impact upon social inequality, the welfare state and the environment in developed and developing nations.

Reason for new course:

This course reflects important new developments currently

underway.

Net Change: +3 Credit Hours

FACULTY OF EDUCATION

Department of Curriculum: Humanities and Social Sciences

AND

-1000 -2100

Department of Curriculum: Mathematics and Natural Sciences

Course modification: Renumbering of all the courses in the above departments.

Reason for the change: As of July 1st, 1999 the Department of Curriculum: Humanities and

Social Sciences and the Department of Curriculum: Mathematics

and Natural Sciences merged to form a single department. Subsequent to that the new department was assigned a new

department number (132).

Please see the attached list of courses for renumbering.

Net Change: 0 Credit Hours

CURRICULUM, TEACHING AND LEARNING

ATTACHMENT #1 Graduate Level Course Renumbering

Curriculum: Humanities and Social Sciences Area

| Deletion | Title | Addition |
|----------|---|-----------|
| 063.705 | Seminar and Practicum in Clinical Diagnosis and Remeditation (6) |) 132,7aa |
| 063.713 | Classical Research in Reading (3) | 132.7ab |
| 063.714 | Designing, Conducting, and Evaluating Reading Research (3) | 132.7ac |
| 063.725 | Seminar in Art Education I (3) | 132.7ad |
| 063.726 | Seminar in Art Education II (3) | 132.7ae |
| 063.727 | Seminar in E.S.L. Theory and Practice (3) | 132.7af |
| 063.734 | Perspectives on Curriculum (3) | 132.7ag |
| 063.735 | Curriculum Theory and Design (3) | 132.7ah |
| 063.736 | Twentieth Century Curriculum Development History | 132.7ai |
| | and Biography (3) | |
| 063.737 | Theoretical Foundations of the Social Studies (3) | 132.7aj |
| 063.738 | Seminar in Social Science Education (3) | 132.7ak |
| 063.739 | Seminar in Reading Processes (3) | 132.7al |
| 063.743 | Seminar in Educational Drama (3) | 132.7am |
| 063.744 | Seminar in Educational Theatre (3) | 132.7an |
| 063.745 | Apprentissage du français langue seconde et la didactique (3) | 132.7ao |
| 063.746 | La didactique du français langue seconde et la recherche (6) | 132.7ap |
| 063.747 | Early Years Curriculum: Philosophical Traditions and Future Directions (3) | 132.7aq |
| 063.748 | Curriculum Research in the Early Years: Young Children and Social Semiotics (3) | 132.7ar |
| 063.749 | Culture, Citizenship and Curriculum (3) | 132.7as |
| 063.750 | The Arts in Education (3) | 132.7at |
| 063.751 | Topics in Curriculum: Humanities and Social Sciences (3) | 132.7au |
| 063.752 | Independent Studies in Curriculum: Humanities and Social Sciences (3) | 132.7av |
| 063.753 | Research Issues and Application in TESL (Teaching English as a Second Language) (3) | 132.7aw |
| 063.754 | Inquiry in Curriculum and Instruction (3) | 132.7ax |
| 063.755 | Language and Literacy Curriculum Inquiry in the Early Years (3) | 132.7ay |
| 063.756 | Research in Language and Literacy Development (3) | 132.7az |

| 063.757 | Curricular Issues in English Language Arts Education (3) | 132.7bc |
|---------|--|---------|
| 063.758 | Popular Genres Adaptation Pedagogy (3) | 132.7bd |
| 063.759 | The Legacy of Theory and the Teaching of Literature (3) | 132.7be |
| 063.760 | Seminar in Reading and Response to Literature (3) | 132.7bf |
| 063.761 | Language Teacher as Researcher (3) | 132.7bg |
| 063.762 | Rhetoric in Education (3) | 132.7bh |
| 063.763 | Research in Written Composition (3) | 132.7bi |
| 063.764 | Research in Language for Learning (3) | 132.7bj |
| 063.765 | Language Literacy and Policy Development (3) | 132.7bk |

Curriculum: Mathematics and Natural Sciences Area

| Deletion | Title | Addition |
|------------|---|-------------|
| 081.703 | Supervision of Educational Programs (3) | No change |
| 081.706 | Topics in Curriculum: Mathematics and Natural Sciences I (3) | 132.7bl |
| 081.707 | Topics in Curriculum: Mathematics and Natural Sciences II (3) | 132.7bm |
| 081.709 | Field Seminar in Curriculum: Mathematics and Natural Sciences (| (6) 132.7bn |
| 081.710 | Seminar in Environmental Education (3) | 132.7bo |
| 081.711 | Educational Problems and Advanced Methods in Health and/or | 132.7bp |
| 9 %) 11 | Physical Education (3) | |
| 081.712 | Contemporary Curricula in Health and/or Physical Education (3) | 132.7bq |
| 081.713 | Trends in Vocational Education (3) | 132.7br |
| 081.714 | Curriculum in Vocational Education (3) | 132.7bs |
| 081.716 | Seminar in Home Economics Education (3) | 132.7bt |
| 081.717 | Research Application in Curriculum (3) | 132.7bu |
| 081.718 | Curriculum: Advanced Theory and Management (3) | 132.7bv |
| 081.719 | Seminar in Science Education (3) | 132.7bw |
| 081.720 | Seminar in Mathematics Education (3) | 132.7bx |
| 081.721 | Seminar in Educational Technology (3) | 132.7by |
| 081.722 | Study of Teaching (3) | 132.7bz |
| 081.723 | Information Technology and Education (3) | 132.7cc |
| 081.724 | Advanced Seminar in Mathematical Diagnosis and Remedy (3) | 132.7cd |
| 081.725 | Theories of Teaching Mathematics (Secondary) (3) | 132.7ce |

FACULTY OF ENGINEERING

Civil and Geological Engineering

Course to be deleted:

23.776 (3) Watershed Processes

*Course to be added:

23.7ab Hydrological Processes (3) Runoff generation and runoff modelling; scale effects in hydrology; ramifications of distributed and lumped approaches; computer models of watershed modelling; optimization schemes and minimization functions; special

concerns dealing with digital elevation models.

Reason for addition:

There is a fourth year course in the new Civil Engineering curriculum already entitled "Watershed Processes". This course may be taken by graduate students as well and therefore, there may be some confusion due to the fact that both courses have the same name - no change in course content.

*This is not the introduction of a new course, it is the modification of an existing course requiring an addition and a deletion necessitated by a new course number.

Net Change: 0 Credit Hours

FACULTY OF ENGINEERING

Department of Electrical and Computer Engineering

Course to be deleted:

24.742 Anisotropic Media (3)

Reasons for deletion:

Not offered for a long time.

Course to be introduced:

24.7ab Signal and Data Compression (3) The course presents the theory of signal and data compression (Shannon-Fano, Huffman, arithmetic, and dictionary), and lossy compression, including scalar and vector quantization. References to subband and transform coding (wavelets and fractal), and analysis-synthesis coding will be made.

Reasons for new course:

Introduction of a modern approach to signal and data representations for compression, with applications to images, video, sound and text.

Course to be deleted:

10°

24.747 Switching System Design (3)

Reasons for deletion:

Material needs updating.

Course to be introduced:

24.7xx Switching and Automata Theory (3) The course presents basic material in discrete mathematics and the theory of switching circuits. It provides electrical and computer engineering students with a firm basis in the modern theory of logic design, and illustrates some applications through formal characterization of combinational functions and sequential machines, using contemporary techniques for the automatic synthesis and diagnosis of digital systems.

or digital system

Reasons for new course:

Theoretical foundation of a modern approach to digital design with applications to large circuit and chip design.

Course to be deleted:

24.760 (3) Power System Protection

*Course to be added:

24.7df Power System Protection (3) History and philosophy of power system protection; typical protection schemes; instrument transformers; protection hardware and application; hardware testing techniques; software models and their use in stimulation

studies.

Reason for addition:

Changing the areas of emphasis in line with new technology.

*This is not the introduction of a new course, it is a modification to an existing course that requires a deletion and an addition necessitated by a change in course number.

Net Change: 0 Credit Hours

FACULTY OF MEDICINE

Department of Community Health Sciences

Course to be deleted:

093.726 Epidemiology of Cancer: Methods (3)

Reason for deletion:

Has never been taught - no demand from students. Topic can

adequately be covered by course 093.725.

Course to be deleted:

093.725 (3) Epidemiology of Cancer: Risk Factors

*Course to be added:

093.7ab Epidemiology of Cancer (3) This course introduces the magnitudes, risk factors and prevention strategies of cancer. It focuses on current knowledge related to the etiology of cancer, medical interventions and potential for prevention. *Prerequisite:*

093.752 and 753.

Reason for the addition:

Title too restrictive and does not reflect course content. New title

to be simply: Epidemiology of Cancer.

*This is not the introduction of a new course, it is a course modification requiring an addition and a deletion necessitated by a new course number.

Net Change: -3 Credit Hours

FACULTY OF MEDICINE

Department of Immunology

Course to be deleted:

072.701 (6) Immunochemistry

*Course to be added:

072.7ab Molecular Immunology (6) Biochemical and structural aspects of lymphocyte antigen recognition, activation and effector phases. Includes molecular basis of: (1) generation of diversity of antigen receptors and antibodies; (2) cellular interactions in cell trafficking and immune responses; (3) NK cell recognition structures; (4) immune receptor/ligand interactions; (5) immunoglobulin structure; (6) signalling pathways.

Reason for the addition:

To reflect developments in the understanding of the molecular aspects of the activation, regulation and effector phases of immune response.

*This is not the introduction of a new course, it is a modification to an existing course requiring an addition and a deletion necessitated by a new course number.

Net Change: 0 Credit Hours

FACULTY OF MEDICINE

Department of Pharmacology and Therapeutics

Course to be introduced:

089.7xx Molecular Pharmacology (3) Lectures, seminars and selected readings on the mechanism of action of therapeutic and recreational drugs. Topics will include several categories of drug receptors and associated signal transducers in the context of drug action.

Reasons for new course:

- 1) To cover material not provided in currently available courses.
- 2) To study new theories of receptor function and novel signal transduction mechanisms.
- 3) To study the beneficial and adverse effects of selected drugs within the context of receptors and signal transduction mechanisms.

Net Change: + 3 credit hours

FACULTY OF MEDICINE

Department of Physiology

Course to be introduced:

O90.7XX Cellular and Molecular Biology of the Vascular System (3) This course provides current concepts in vascular biology at the molecular level as well as the pathogenesis and treatment of vascular diseases for the purpose of graduate studies. Students may also learn up-to-date techniques in research of vascular cell biology and the diagnosis of vascular diseases through laboratory demonstrations.

Reason for new course:

The course outlined in this proposal will meet the increasing requirements from graduate students in vascular biology-related resources. There is no comparable course in this faculty to cover cell and molecular biology of vascular diseases.

Net Change: +3 Credit Hours

FACULTY OF SCIENCE

Department of Mathematics

Course to be deleted: 006.744 Techniques of Applied Analysis (3)

Reason for the deletion: Amalgamation of Applied Mathematics and Mathematics

departments necessitates renumbering of graduate courses.

Course to be deleted: 006.745 Differentiable Manifolds for Application (3)

Reason for the deletion: Amalgamation of Applied Mathematics and Mathematics

departments necessitates renumbering of graduate courses.

Course to be deleted: 006.746 Topics in Applied Mathematics I (3)

Reason for the deletion: Amalgamation of Applied Mathematics and Mathematics

departments necessitates renumbering of graduate courses.

Course to be deleted: 006.747 Topics in Applied Mathematics II (3)

Reason for the deletion: Amalgamation of Applied Mathematics and Mathematics

departments necessitates renumbering of graduate courses.

Course to be deleted: 013.863 Topics in Number Theory I (3)

Reason for the deletion: Amalgamation of Applied Mathematics and Mathematics

departments necessitates renumbering of graduate courses.

Course to be deleted: 013.866 Topics in Number Theory II (6)

Reason for the deletion: Amalgamation of Applied Mathematics and Mathematics

departments necessitates renumbering of graduate courses.

Course to be deleted:

006.741 Advanced Matrix Computations (3)

Reason for the deletion:

Course being renumbered as 136.8ab

Course to be introduced:

136.8ab Advanced Matrix Computations (3) Matrix computations, decomposition of matrices, iterative methods, sparse matrices, eigenvalue problems. Not to be held with the former 006.741. Prerequisite: Consent of the

Department.

Reason for new course:

Amalgamation of Applied Mathematics and Mathematics departments necessitates renumbering of graduate courses.

Course to be deleted:

006.742 Numerical Solutions of Partial Differential

Equations (3)

Reason for the deletion:

Course being renumbered as 136.8bf

Course to be introduced:

136.8bf Numerical Solutions of Partial Differential Equations (3) Finite-difference and finite-element methods for parabolic, elliptic and hyperbolic partial differential equations. Not to be held with the former 006.742. Prerequisite: Consent of the Department.

Reason for new course:

Amalgamation of Applied Mathematics and Mathematics departments necessitates renumbering of graduate courses.

Course to be deleted:

006.743 Partial Differential Equations of Applied

Mathematics (3)

Reason for the deletion:

Course being renumbered as 136.8db

Course to be introduced:

136.8db Partial Differential Equations (3)

Topics will be chosen from the areas of complex-variable methods, perturbation methods, variational methods, discontinuities, non-linear first-order equations and shock

waves. Not to be held with the former 006.743. Prerequisite: Consent of the Department.

Reason for new course:

Amalgamation of Applied Mathematics and Mathematics departments necessitates renumbering of graduate courses.

Course to be deleted:

006.748 Applied Finite Element Analysis (3)

Reason for the deletion:

Course being renumbered as 136.8bb

Course to be introduced:

136.8bb Applied Finite Element Analysis (3) Theory and practice of the finite element method of the solution of partial differential equations and its application to engineering and scientific problems. It includes the h, p and h-p versions, a priori and posteriori error estimates, adaptability and the structure of finite element software. Not to be held with the former 006.748. Prerequisite:

Consent of the Department.

Reason for new course:

Y/FF

and the second second

Amalgamation of Applied Mathematics and Mathematics departments necessitates renumbering of graduate courses.

Course to be deleted:

013.853 Topics in Geometry I (3)

Reason for the deletion:

Course being renumbered as 136.8ib

Course to be introduced:

136.8jb Topics in Geometry I (3) Topics will be chosen from the areas of algebraic curves, combinatorial geometry, Euclidian geometry, fractal geometry, groups and geometries, projective geometry.

Reason for new course:

Amalgamation of Applied Mathematics and Mathematics necessitates renumbering of graduate courses.

Course to be deleted:

013.856 Topics in Geometry II (3)

Reason for the deletion:

Course being renumbered as 136.8ic

Course to be introduced:

136.8jc Topics in Geometry II (3) Topics will be chosen from the areas of algebraic curves, combinatorial geometry, Euclidean geometry fractal geometry, groups and

geometries, projective geometry.

Reason for new course:

Amalgamation of Applied Mathematics and Mathematics departments necessitates renumbering of graduate courses.

Course to be deleted:

013.843 Topics in Foundations I (3)

Reason for the deletion:

Course being renumbered as 136.8hb

Course to be introduced:

136.8hb Topics in Foundation I (3) Topics will be chosen from the areas of logic, model theory, recursive function theory, set theory.

Reason for new course:

Amalgamation of Applied Mathematics and Mathematics departments necessitates renumbering of graduate courses.

Course to be deleted:

013.846 Topics in Foundations II (6)

Reason for the deletion:

Course being renumbered as 136.8hc

Course to be introduced:

136.8hc Topics in Foundation II (6) Topics will be chosen from the areas of logic, model theory, recursive function theory, as the same set the same $\frac{1}{2}$

function theory, set theory.

Reason for new course:

Amalgamation of Applied Mathematics and Mathematics departments necessitates renumbering of graduate courses.

Course to be deleted:

013.823 Topics in Analysis I (3)

Reason for the deletion:

Course being renumbered as 136.8gb

Course to be introduced:

136.8gb Topics in Analysis I (3) Topics will be chosen from the areas of analytical number theory, asymptotics, functional analysis, operator theory, real and complex variables, summability theory, topological vector spaces.

Reason for new course:

Amalgamation of Applied Mathematics and Mathematics departments necessitates renumbering of graduate courses.

Course to be deleted:

013.826 Topics in Analysis II (6)

Reason for deletion:

Course being renumbered as 136.8gc

Course to be introduced:

36.8gc Topics in Analysis II (6) Topics will be chosen from the areas of analytical number theory, asymptotics, functional analysis, operator theory, real and complex variables, summability theory, topological vector spaces.

Reason for new course:

Amalgamation of Applied Mathematics and Mathematics departments necessitates renumbering of graduate courses.

Course to be deleted:

013.813 Topics in Algebra I (3)

Reason for deletion:

Course being renumbered as 136.8fb

Course to be introduced:

136.8fb Topics in Algebra I (3) Topics will be chosen from the areas of algebraic number theory, associative and non-associative algebras, Boolean algebra and lattice theory, category theory, group theory, field theory, ring theory, and universal algebra.

Reason for new course:

Amalgamation of Applied Mathematics and Mathematics departments necessitates renumbering of graduate courses.

Course to be deleted:

013.816 Topics in Algebra II (6)

Reason for the deletion:

Course being renumbered as 136.8fc

Course to be introduced:

136.8fc Topics in Algebra II (6) Topics will be chosen from the areas of algebraic number theory, associative and non-associative algebras, Boolean algebra and lattice theory, category theory, group theory, field theory, ring theory, and universal algebra.

Reason for new course:

Amalgamation of Applied Mathematics and Mathematics departments necessitates renumbering of graduate courses.

Course to be deleted:

013.883 Seminar in Mathematics I (3)

Reason for deletion:

Course being renumbered 136.8ed

Course to be introduced:

136.8ed Seminar in Mathematics I (3) Designed to accommodate special topics in areas of mathematics not included in other course offerings. Students are advised to consult the department as to availability.

Reason for new course:

Amalgamation of Applied Mathematics and Mathematics departments necessitates renumbering of graduate courses.

Course to be deleted:

013.886 Seminar in Mathematics II (6)

Reason for deletion:

Course being renumbered 136.8ee

Course to be introduced:

136.8ee Seminar in Mathematics II (6) Designed to accommodate special topics in areas of mathematics not included in other course offerings. Students are advised to consult the department as to availability.

Reason for new course:

Amalgamation of Applied Mathematics and Mathematics departments necessitates renumbering of graduate courses.

Course to be deleted:

013.833 Topics in Combinatorics I (3)

Reason for deletion:

Course being renumbered as 136.8cb

Course to be introduced:

136.8cb Topics in Combinatorics I (3) Topics will be chosen from the areas of algebraic combinatorics, coding

theory, cryptography, design theory, enumerative

combinatorics and graph theory.

Reason for new course:

Amalgamation of Applied Mathematics and Mathematics departments necessitates renumbering of graduate courses.

Course to be deleted:

013.836 Topics in Combinatorics II (6)

Reason for deletion:

Course being renumbered as 136.8cc

Course to be introduced:

136.8cc Topics in Combinatorics II (6) Topics will be chosen from the areas of algebraic combinatorics, coding theory, cryptography, design theory, enumerative combinatorics and graph theory.

Reason for new course:

Amalgamation of Applied Mathematics and Mathematics departments necessitates renumbering of graduate courses.

Course to be deleted:

013.873 Topics in Topology I (3)

Reason for deletion:

Course being renumbered as 136.8kb

Course to be introduced:

136.8kb Topics in Topology I (3) Topics will be chosen from the areas of compactifications and related extensions, covering properties, rings of continuous functions, settheoretic topology, topological groups, uniformities and related structures.

Reason for new course:

Amalgamation of Applied Mathematics and Mathematics departments necessitates renumbering of graduate courses.

Course to be deleted:

013.876 Topics in Topology II (6)

Reason for deletion:

Course being renumbered as 136.8kc

Course to be introduced:

136.8kc Topics in Topology II (6) Topics will be chosen from the areas of compactifications and related extensions, covering properties, rings of continuous functions, settheoretic topology, topological groups, uniformities and related structures.

Reason for new course:

Amalgamation of Applied Mathematics and Mathematics departments necessitates renumbering of graduate courses.

Course to be introduced:

136.8eb Seminar in Applied and Computational Mathematics I (3) Designed to accommodate special topics in applied or computational areas of mathematics not included in other courses offerings. Students are advised to consult the department as to availability.

Reason for new course:

Amalgamation of Applied Mathematics and Mathematics departments necessitates renumbering of graduate courses.

Course to be introduced:

136.8ec Seminar in Applied and Computational Mathematics II (6) Designed to accommodate special topics in applied or computational areas of mathematics not included in other courses offerings. Students are advised to consult the department as to availability.

Reason for new course:

Amalgamation of Applied Mathematics and Mathematics departments necessitates renumbering of graduate courses.

Net Change: - 12 Credit Hours
Commento of the Executive Committee:
The Executive Committee endorses the report to Senate.

6 December 1999

Report of the Senate Committee on Curriculum and Course Changes

Preamble

This report deals with a few follow-up items to the report which was approved by Senate on 1 December 1999.

Observations

1. Faculty of Engineering

Arts Studies Minor

The Faculty of Engineering is proposing to offer an Arts Minor. This Minor, which would require 18 hours of credit, has the support of the Faculty of Arts.

The Committee on Curriculum and Course Changes was assured that no Engineering students would be compelled to do any minor.

2. Faculty of Management

Management Options for International Business Majors

The Faculty of Management requires students to take 15-18 credit hours of Management Options (Advanced Management courses) as a requirement in the Bachelor of Commerce (Honours) degree programme. The Faculty is proposing that International Business majors be permitted to include 12 credit hours of foreign language courses and/or other non-management courses from an approved list that have an international focus. This change would offer greater flexibility and choice to students wanting to supplement their International Business Major. Students would have to meet any prerequisites for these approved courses.

The proposed courses are all from the Faculty of Arts, which has indicated its strong support for the proposal.

Recommendations

1. Faculty of Engineering

Arts Studies Minor

The Senate Committee on Curriculum and Course Changes recommends that Senate approve the introduction of an Arts Studies Minor in the Faculty of Engineering, together with the following Calendar entry:

A minor in Arts is available to Engineering students. The minor consists of 18 credit hours of Arts courses, including a minimum of 6 credit hours in the Humanities and 6 credit hours in the Social Sciences; students must meet all pre-requisite requirements. Depending on the approval of your Engineering Department, courses used for the minor may also be used to fulfil course requirements in Engineering.

2. Faculty of Management

Management Options for International Business Majors

The Senate Committee on Curriculum and Course Changes recommends that students majoring in International Business be permitted to take an additional 12 credit hours of a foreign language and/or courses from the list below, and to have these non-management courses count as management options:

Anthropology

- 076.239 (6) Social Organization in Cross-Cultural Perspective
- 076.251 (3) Anthropology of Economic Systems
- 076.375 (3) Anthropological Perspectives on Globalization and the World System

Economics

- 018.243 (6) Comparative Economics
- 018.251 (3) The Economy of the Ukraine
- 018.254 (3) Political Economy I: Production and Distribution
- 018.255 (3) Political Economy II: Economic Growth and Fluctuations
- 018.339 (6) Development Economics
- 018.358 (6) Economics of the European Economic Community EEC
- 018.367 (3) International Trade
- 018.368 (3) International Finance

History

011.272 (6) The World Since 1945

<u>Interdisciplinary</u>

099.270 (3) Perspectives on Global Political Economy

Political Studies

- 019.243 (3) The European Union in World Politics
- 019.383 (6) The Politics of International Economic Relations

Sociology

- 077.387 (3) Social Inequality
- 077.369 (3) Sociology of the Developing Societies

Respectfully submitted,

Dean B. L. Dronzek, Chair

Senate Committee on Curriculum and Course Changes

Terms of Reference: Senate Handbook (revised 1992), pp. 70-71.

THE UNIVERSITY OF MANITOBA CONTINUING EDUCATION DIVISION CANADIAN FORCES UNIVERSITY PROGRAM Inter-Office Correspondence

Date: November 8, 1999

To: Ms. B. Sawicki, University Secretary

From: Kenn Doerksen, Co-ordinator, Canadian Forces University Program

Re: Canadian Forces University Program, Annual Report

Attached are two copies of the Canadian Forces University Program Annual Report for the period September 1, 1998 to August 31, 1999.

As in past years, I will be prepared to attend the Senate meeting at which the report is presented, in order to answer any questions which might arise from the report. Please advise me if you should wish me to so attend.

Should you have any questions concerning its content, please contact me at 8005.

Received

NOV 1 0 1999

University Secretariat

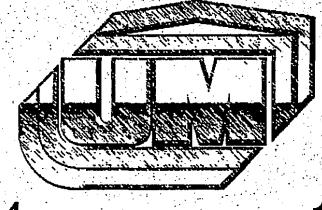
25 Years

Serving the Continuing Education Needs of the Canadian Forces

THE UNIVERSITY OF MANITOBA

CANADIAN FORCES UNIVERSITY PROGRAM

ANNUAL REPORT SEPTEMBER 1, 1998 - AUGUST 31, 1999



1974

1999

THE UNIVERSITY OF MANITOBA CANADIAN FORCES UNIVERSITY PROGRAM

ANNUAL REPORT 1 September, 1998 to 31 August, 1999

EXECUTIVE SUMMARY

This report covers the activities of the twenty-fifth year of The University of Manitoba Canadian Forces University Program. During this year, 579 students were active, down from 613 in the previous reporting period.

One hundred and eighty three new applications were processed, of which 118 followed through and registered for studies. The cumulative total number of program registrants reached 7,444 during 1998/99.

Forty two candidates earned degrees during the year, bringing the total number of graduates during the program's history to 1,021. Program participants continued to obtain above average results in their studies with nearly three-quarters earning grades of B or higher.

The University of Manitoba transferred 1,362 credit hours (227 full courses or equivalents) for military training and service to qualified members of the Canadian Forces University Program, resulting in a savings to DND of \$81,800 in tuition reimbursement and a similar amount to individual program members

On September 1, 1999, The University of Manitoba completed a quarter century of service to the education needs of the Canadian Forces community through this unique and highly successful program. As a result of the CFUP:

over one thousand CF personnel and their dependants have obtained a degree on their own time;

the Department of National Defence, in keeping with its Defence 2000 commitment to life-long learning, has benefited by more educated and motivated personnel, and:

The University of Manitoba received over \$673,000 in tuition fees from CFUP students in the past year, as well as a disproportionately large number of full-time subsidized CF students.

The Canadian Forces University Program continues to be of significant value to the Department of National Defence, to The University of Manitoba, and to the members of the DND family who choose to participate.

INDEX

| Executive Su | mmary | i |
|----------------------------------|--|---|
| Index | | ii |
| Program Bac | kground | . 1 |
| Observations | | 1 |
| | Applicant and Registration Statistics Student Achievement Graduates Other CF University Training Plans University Credit for Military Training & Service Staff Visits and Distribution of Program Information Military Course Evaluations Educating Canada's Military Workshop Trends and Commentary | 1 1 2 2 2 2 3 3 4 |
| Historical Su | rvey | 4 |
| Annex A: Annex B: Annex C: | Applicants and Registrants Geographical Disposition of CFUP Students Historical Survey | |

THE UNIVERSITY OF MANITOBA

CANADIAN FORCES UNIVERSITY PROGRAM

ANNUAL REPORT 1 September, 1998 to 31 August, 1999

PROGRAM BACKGROUND

A proposal approved by The University of Manitoba Senate and offered to the Department of National Defence in 1973 initiated the Canadian Forces University Program. A three year agreement was signed in July 1974, with the program commencing 1 September, 1974. The agreement has been renewed several times, with the current contract expiring March 31, 2002. This report covers the 1998 Summer Session (98S) plus the 1998/99 Regular Session (99R), the twenty-fifth year of the program.

OBSERVATIONS

1. Applicant and Registration Statistics

There were 183 new applications for admission, a drop from last year's total of 227. One hundred and eighteen of these applicants registered for degree courses and paid tuition. This brings the cumulative total of program participants, over its 25-year existence, to 7,444. The applicant and registrant statistics since 1974/75 are presented in Annex A.

In the 1998 Summer Session (January 98 to July 98 and/or May 98 to August 98) 258 students registered for courses. During the Regular Session (Sep 98 to Apr 99 and/or Sep 98 to Dec 98 and/or Jan 99 to Apr 99), 471 students registered for courses. The cumulative total of 729 registrants for the year was up from the 712 reported in 1997-98. Of the 729 total, 150 individuals registered in both sessions resulting in a net total of 579 active students during the reporting period, down 5.5% from 613 last year.

The drop in applicants can be explained, in part, by the presence of the Royal Military College program of Continuing Studies, with their

remarkably low tuition. It is hardly surprising that CF students would select RMC courses, given that tuition at RMC was \$220 for a six credit hour course, compared with \$721 at The University of Manitoba. In addition, the CF tuition reimbursement policy allows the entire RMC tuition to be reimbursed (\$280 or 50% of tuition, whichever is greater) while only half of U of M tuition is reimbursed.

The registrant statistics include University of Manitoba students who took courses at other universities on letters of permission. This number was 86, for the two sessions reported, with over half from RMC.

Many students registered for courses in both sessions as well as for both correspondence and classroom courses. The 579 active students registered for 1,104 courses (the equivalent of 934 full courses). Correspondence study was undertaken by 487 of these students.

Annex B records the geographic location of registrants. Winnipeg continues to have the greatest number of students with a total of 171 registrants recorded, down from 216 last year.

2. Student Achievement

Participants in the program continued to obtain above average results, with over 70% obtaining grades of B or higher (overall, 56.3% of all U of M correspondence students obtain a B or higher). At the other end of the spectrum, 2.9 percent failed to obtain a passing grade, while 2.4 percent recorded failures because they did not write their final examinations.

CFUP students voluntarily withdrew from 60 of the 903 courses for which they had registered. This resulted in a voluntary withdrawal rate of 6.6%, a

slight decrease from last year and continuing a trend observed for the past several years. This withdrawal rate is much lower than the overall rate for U of M correspondence students.

3. Graduates

During the three graduation periods of May 98, Oct 98, and Feb 99, 42 CFUP participants, including nine spouses, graduated. The total number of program graduates now stands at 1,021.

4. Other CF University Training Plans for Fulltime Students

For serving members:

University Training Plan for Officers

(UTPO)

University Training Plan

for

Non Commissioned Members (UTPNCM)

Post Graduate Training Plan

(PGTP)

Military Medical Training Plan

(MMTP)

Military Dental Training Plan

(MDTP)

Military Pharmacy Training Plan

(MPTP)

Degree Completion Programs (various)

For undergraduates planning to pursue a military career following graduation:

Regular Officer Training Plan

(ROTP)

Medical

Officer Training Plan

(MOTP)

Dental Officer

Training Plan

(DOTP)

The Canadian Forces University Program continues to be a helpful stepping stone for officers and non-commissioned members seeking sponsorship in a full-time university training plan. More than 480 CFUP participants have been selected to attend university as full-time students. During 1998/99, there were 46 CF members attending university full-time who had

been participants in the University of Manitoba program. Of these, 17 were attending Royal Military College, 13 were attending other universities and 16 were attending The University of Manitoba.

There were 23 full-time students attending The University of Manitoba during 1998/99 in the following Canadian Forces University Training programs: UTPO 5; UTPNCM 11; PGTP 3; ROTP 2; DOTP 1 and MMTP 1.

5. <u>University Credit For Military Training and</u> Service

A provision of the Canadian Forces Program permits participants to be granted up to 30 hours of transfer credit in recognition of military training (equivalent to one year of university standing) toward an Arts or Science baccalaureate degree. The use of military transfer credit toward other degrees varies by faculty and is dependent upon the number of Arts and Science elective courses that may be required or permitted.

In 1998/99, transfer credits equivalent to 227 full courses were granted in recognition of military training and service. Had transfer credit not been available under this program, military members would have incurred additional tuition costs which would have been passed on to the military as part of the tuition reimbursement policy. The potential saving to DND in tuition reimbursement at current rates for these 227 courses is approximately \$81,834 (reimbursement of the cost of books for these courses would have added approximately \$15,500).

6. <u>Staff Visits and Distribution of Program Information</u>

The Co-ordinator visited and briefed at the following bases: NDHQ Ottawa. CFB Winnipeg, and CFB Esquimalt, Sep 98; CFB Winnipeg and CFB Shilo (Second Career Assistance Network seminars) in May 99; CFB Trenton, CFB Comox and CFB Esquimalt, Jun 99; NDHQ Ottawa and Aeromedical School, Winnipeg, Aug 99. These briefings were attended by over 700 individuals,

In an average week, the CFUP staff talked by telephone with over 100 students and potential applicants. During the month of August, CFUP received an average of 18 calls per working day on our toll-free line, alone. In the months prior to Base/NDHQ deadlines for UTPO and UTPNCM application submissions, staff prepared and sent 125 Certificates of Acceptability, a role for which we have been given authority by the University, thereby easing greatly the burden on the Enrolment Services (Admissions) Office at their busiest times.

Application material was distributed to nearly 550 individuals, by mail and in person. Some 5,000 application packages were distributed to Base Education/Base Personnel Selection Offices or were passed out at briefings.

7. Military Course Evaluations

The Signals Development Course, conducted by the CF Communications Security Establishment in Kingston was evaluated by the Computer Science department and awarded nine credit hours in transfer credit (six at the first year level, three at the third year level). It will be submitted to the Physics department for evaluation of possible Physics transfer credit.

As a result of a change in the Faculty of Arts regulations, three credit hours in Management can be awarded to those CFUP students in the Faculty of Arts who have completed Officer Professional Development Program courses 3 and 5 (OPDP 3 and OPDP 5).

Students who have been admitted to The University of Manitoba since the 1997/98 Regular Session have been required to fulfil a Written English requirement. Following evaluation by the Faculty of Arts, satisfactory completion of OPDP 7 will satisfy this requirement (in addition to providing six credit hours in History).

An increasing number of CFUP students have requested transfer of credits from other universities and colleges for which no previous evaluation has been done. The CFUP office has

undertaken to obtain the appropriate documentation from the other institutions. As well, three students have provided documentation in French, which the appropriate department was unable to translate. The program undertook to have the documents professionally translated (at program cost), resulting in numerous transfer credits for these students.

Educating Canada's Military - Workshop

The University of Manitoba, Télé-université, and Royal Military College jointly hosted a workshop in Kingston, in December, 1998, titled Educating Canada's Military. Sixteen Canadian universities sent representatives, and a wide range of military educators or educational administrators also attended this two-day event.

Topics included credit for military training, distance education for a transient military population, development and delivery of relevant post graduate courses, and financial support for education of military personnel.

Dr. Ben Levin, Dean of Continuing Education, and Kenn Doerksen, Co-ordinator of CUP attended the workshop. While no concrete decisions were arrived at, the workshop provided a worthwhile opportunity to meet and discuss with others involved with educating Canada's military.

TRENDS AND COMMENTARY

There continued to be a decrease in new applications during this reporting period. As well, registration in courses was lower. The ongoing RMC Continuing Studies program, with its economically competitive edge, has drawn students from CFUP.

Last year, we reported that the Continuing Education Division at U of M was approached by the Director of Air Force Training (A1 Training) to look at ways by which the Air Force might be able to provide a suitable compressed program for their officers. Despite our proposal of what we believe was an imaginative and flexible program to provide a university education to Air Force

4

officers (now required, for career advancement), we received no reply from anyone in the Air Force. However, we have learned that they have now established a program in conjunction with RMC's Continuing Studies program.

A recently announced change to DND reimbursement policy will permit officers seeking a first degree on their own time to be reimbursed for 100% of their tuition and book costs. This will likely bode well for the CFUP, as cost will no longer be a decisive factor for these students. We have already noted a number of students transferring from the RMC program to The University of Manitoba and this should, hopefully, result in increased participation in the CFUP next year.

At a recent Education Fair at National Defence Headquarters, nearly half of the enquiries to the CFUP staff were from CF personnel already possessing a Bachelor degree, interested in pursuing some form of post-graduate studies by distance education. As the CF moves to an officer corps requiring a Bachelor degree, it will begin to expect its senior officers to possess a post-graduate education. It would certainly behove The University of Manitoba to increase its interest in creating a suitable program, if the CFUP is to remain relevant in the 21st century.

HISTORICAL SURVEY

As reported in last year's Annual Report, the CFUP staff discovered a significant variance in previously reported numbers of graduates. In studying the corrected list of CFUP graduates, we analyzed the source of degree credits (transfer, Letter of Permission, Military Training and Service, and U of M) for those military members of the program. The results are shown at Annex C.

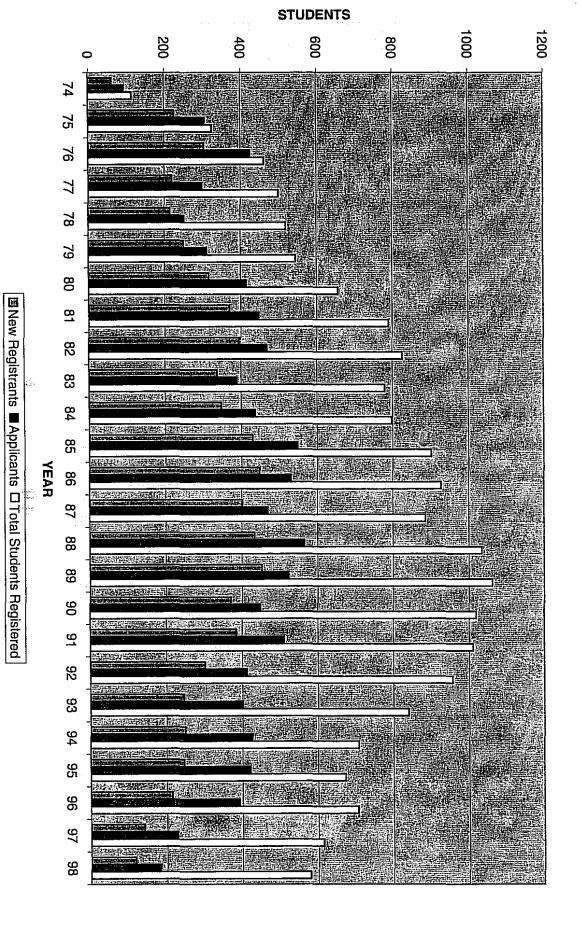
Prepared by Kenn W. Doerksen (Lieutenant-Colonel Retired) Co-ordinator, Canadian Forces University Program

Annex A: Applicants and Registrants

Annex B: Geographical Disposition of CFUP Students

Annex C: Historical Survey

APPLICANTS AND REGISTRANTS BY YEAR



Annex A Canadian Forces University Program Report September 1, 1998 to August 31, 1999

ANNEX.
Canadian Forces Program Report
September 1, 1998 - August 31, 1999

1998/1999 GEOGRAPHIC LOCATION OF REGISTRANTS BY BASE

| Goose Bay United States Gellenkirchen/SHAPE Bosnia Saudi Arabia Middle East Ilceland Hong Kong Australia |
|---|
| er |
| vioundland. |
| Halifax |
| Greenwood |
| a Scotia |

OF 545 CANADIAN FORCES GRADUATES FROM THE FACULTY OF ARTS HISTORICAL SURVEY

In August, 1998, the CFUP staff requested a printout of the student histories of all Canadian Forces students graduating from The University of Manitoba since the inception of the CFUP in 1974.

Nine hundred and seventy nine histories were produced.

An analysis of the histories of those members who were both Canadian Forces (not dependants or DND civilians) and graduates from the Faculty of Arts, a total of 545, was conducted.

This Annex portrays the major results of that analysis.

Graduation

Average time to graduate – 6.6 years Longest time to graduate – 26 years

Number of students taking 10 or more years to graduate - 111

Credit Hours

Average number of credit hours per degree – 95.2

(General degree requires 90, Advanced/Honours degree requires 120)

Average credit for military training and service - 20.7 credit hours [21.7%] Average credit for courses taken from University of Manitoba – 48.8 credit hours [51.3%] Average credit for courses taken on a Letter of Permission – 9.8 credit hours [10.3%] Average credit transferred from other institutions on admission – 15.9 credit hours [16.7%]

Major Subject Fields

Minor Subject Fields



THE UNIVERSITY OF MANITOBA

OFFICE OF THE PRESIDENT

208 Administration Building Winnipeg, Manitoba Canada R3T 2N2

Fax: (204) 275-1160

November 16, 1999

To: Dr. David Gregory, Dean, Faculty of Nursing

From: Richard A. Lobdell, Vice-Provost (Programs)

Re: Bachelor of Midwifery

You will see from the enclosed copy of a letter from COPSE to the President that we are now permitted to proceed with a full program proposal for the creation of a Bachelor of Midwifery. Thus, you and your colleagues should begin moving this proposal through CCCC and SPPC.

Encl.

/dg

cc E.J.E. Szathmáry, President

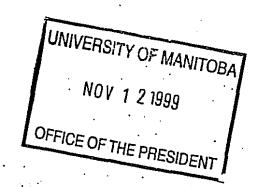
K. C. Ogden, A/Vice-President (Academic) & Provost

B. Sawicki, University Secretary

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

November 8, 1999

Dr. Emöke Szathmáry
President & Vice Chancellor
The University of Manitoba
Room 200 Administration Building
Winnipeg MB R3T 2N2



Dear Dr. Szathmáry:

The Statements of Intent for Bachelor of Midwifery, Bachelor of Science in Psychology (Honours and Major), and the Graduate Diploma in Population Health have been reviewed. The University can now proceed to the proposal stage. It is our understanding that no new monies are being requested of Council in the establishment of the Bachelor of Science in Psychology or the Diploma in Population Health.

However the Statement of Intent for the Graduate Diploma in Population Health indicated that this program would not have a distance education delivery component. We would ask that this decision be reconsidered and that the University identify how the program will be delivered to individuals working in the health field outside of Winnipeg, who fall within the target population for the program.

Please note that approval of Statements of Intent does not necessarily guarantee approval of the formal program proposal.

We look forward to receiving your formal program proposal.

Yours truly,

Léo LeTourneau, Ph.D.

Executive Director

c. Louise Gordon



UNIVERSITY SECRETARIAT

311 Administration Bldg. Winnipeg, Manitoba Canada R3T 2N2

Tel: (204) 474-8174 Fax: (204) 474-7511

MEMORANDUM

DATE:

December 1, 1999

TO:

Members of Senate.

FROM:

Ms. Beverly Sawicki,

University Secretary.

SUBJECT:

BOARD OF GOVERNORS MEETING HELD NOVEMBER 30, 1999.

The Board of Governors, at a meeting held November 30, 1999, approved the following motions of interest to Senate:

1. Awards: Report of the Senate Committee on Awards Dated September 22, 1999.

"That the Board of Governors approve the three new award offers, seven award amendments, and one award withdrawal set out in the Report of the Senate Committee on Awards dated September 22, 1999. (which report was approved and recommended by Senate on October 6, 1999)."

2. Awards: Report of the Senate Committee on Awards Dated October 21, 1999.

"That the Board of Governors approve the nine new award offers, nine award amendments, and one award withdrawal set out in the Report of the Senate Committee on Awards dated October 6, 1999 (which report was approved and recommended by Senate on October 6, 1999)."

3. Centre for Research and Treatment of Atherosclerosis.

"That the Board of Governors approve the establishment of a Centre for Research and Treatment of Atherosclerosis for a five-year period, beginning July 1, 1999."

4. Internet Innovation Centre.

"That the Board of Governors approve the establishment of an Internet Innovation Centre for a five-year period, beginning May 1, 1999."

Page 2.

5. Siting of the Grain Handling/Storage Facility.

"That the Board of Governors approve the siting of the Grain Handling/Storage Facility as an addition to the Biosystems Engineering Building, as recommended by Senate on November 3, 1999".

The Board received the following items for information:

- 1. General Terms and Conditions for Student Awards.
- 2. Program Approval Process: Undergraduate.
- 3. Program Statements of Intent:
 - (a) Baccalaureate Program in Midwifery
 - (b) B.Sc.(Hon) and B.Sc.(Major) in Psychology
 - (c) Graduate Diploma in Population Health.
- 4. COPSE Approval to Expand Masters of Social Work Program Through Distance Education.
- 5. Ethics of Research Involving Human Subjects.
- 6. Annual Report of the Office of Student Advocacy Sept.1/97-Aug.31/98.
- 7. Senate Comments on 2000-2001 Estimates.

c.c. Mr. Paul M. Soubry.

Dr. Emőke Szathmáry.

Dr. Joanne Keselman.

8 December 1999

Report of the Executive Committee of Senate

Preamble

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

Observations

1. Speaker for the Executive Committee of Senate

Dean A. Percival will be the Speaker for the Executive Committee for the January meeting of Senate.

2. Comments of the Executive Committee

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

Respectfully submitted,

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

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

/sgp



University of Manitoba

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

500 University Centre Winnipeg, Manitoba CANADA, R3T 2N2 Phone: (204) 474-9887

Fax: (204) 474-7553

E-Mail: FdeToro@ms.Umanitoba.ca

MEMORANDUM

Date: November 16, 1999

To:

Ms. Bev Sawicki, Senate Secretariat, 313 Admin.

From:

Dr. F. de Toro, Dean, Faculty of Graduate Studies

Subject:

Items for SPPC/Senate approval

At our last meeting of the Faculty Council of Graduate Studies (Friday, November 12, 1999), the attached **New Program Proposals** were approved and will now need SPPC/Senate approval. The two proposals are:

- 1. The graduate Diploma in Population Health (Dip. Pop. Health)
- 2. The Master of Mathematical, Computational and Statistical Sciences

As well, our Faculty Council approved the attached **New Course Proposals and Course Changes**, which will also need Senate approval.

Thank you.

J.

Received

NOV 2 3 1999

University Secretariat

Department of Community Health Sciences The University of Manitoba 750 Bannatyne Avenue Winnipeg, MB, Canada R3E 0W3

Memo

To:

Dr. Tony Secco, Associate Dean, Graduate Studies

From: Dr. T. Kue Young

[Tel: +204-789-3644; Fax: +204-7893905; e-mail: tkyoung@cc.umanitoba.ca]

CC:

Dr. Ed Kroeger, Faculty of Medicine

Date:

03/11/98

Re:

Revised Proposal for the Diploma in Population Health

Enclosed please find a revised version of the proposal, incorporating the comments of your committee. Changes include the complete listing of courses and the balance sheet, as well as minor wording changes here and there. In preparing the budget, I have decided to set the department fee at \$2,000 per student on a one-time basis regardless of how long it takes the student to complete the program, rather than \$3,000 as discussed at the meeting. This is in order not to show a "profit" and adhere strictly to the cost recovery principle.

Proposal for a Graduate Diploma in Population Health

Submitted by the

Department of Community Health Sciences Faculty of Medicine

Executive Summary

- 1. Background and Rationale
- 2. Potential Demand
- 3. Competing Markets
- 4. Program of Study
- 5. Projected Enrolment
- 6. Admissions Standards
- 7. Transfer of Credits
- 8. Program Management
- 9. Resource Implications
- 10. Differential Fee Structure

Appendices

- A Statistical Tables and Charts
- B Letters of Support from Faculty Executive Council,
 Department Heads and External Agencies
- C Statement of Adequate Library Resources

T. Kue Young, MD, FRCPC, DPhil Professor and Head Department of Community Health Sciences Faculty of Medicine

Tel: 789-3644 Fax: 789-3905 e-mail: tkvoung@cc.umanitoba.ca

Executive Summary

Proposed program

The Department of Community Health Sciences (DCHS) proposes the establishment of a program of study leading to a graduate Diploma in Population Health (Dip. Pop. Health)

The diploma will be awarded after successful completion of 18 credit-hours of coursework. No thesis or practicum is required. All students are required to take three 3-credit courses (Epidemiology I, Biostatistics I, and Biostatistics II). The remainder of the courses are elective courses designed to suit the student's background, i.e. clinicians vs administrators/planners/policy analysts in public health agencies.

Rationale

Since 1989, DCHS has had a graduate program leading to the thesis-based MSc and PhD degrees. While the degree program has developed rapidly, the thesis requirement has deterred many applicants who would have benefited from the knowledge and skills offered by the program's intensive course work. Such applicants include senior staff physicians from the clinical departments and senior management staff of local and regional health care institutions and agencies. Many such individuals have already taken courses in DCHS as Occasional Students.

A diploma program complements the existing degree programs, and has no overlap with other health related graduate programs at this or other provincial universities. Population health has been identified as an area of strength by the Faculty of Medicine with a national reputation in research productivity. A diploma program will forge closer links with the clinical departments and public health agencies in Manitoba, and serve the community by providing an opportunity for career development and dissemination of population health skills and knowledge. The demand for such a program is evident from the many letters of support from clinical department heads and chief executives of health agencies.

Scope and resources implication

The program will have an enrolment of 10 students per year. The program is ready to be implemented for the fall term of 1999/2000 if approval is given in time. As only existing courses are involved, no additional planning of new courses is required. The program size is well within the department's capacity as many would have enrolled as occasional students and register in individual courses. [About a third of students in all DCHS courses are currently OS status].

Existing material resources available to the department in terms of teaching space, library holdings and computer services are adequate. Additional resources in staffing, however, are requested, to cover stipends for instructors of duplicate courses in the evening, a program coordinator to advise students, and teaching assistants in two of the core courses. A one-time department fee of \$2,000 will be added to the standard university and faculty fees to defray the costs of maintaining the program.



Background and Rationale

The Department of Community Health Sciences (DCHS) admitted in 1989 its first graduate students pursuing the thesis-based M.Sc. and Ph.D. degrees. By May 1998, 37 students have graduated with the MSc and 14 the PhD degree. For the past 5 years, the annual intake has averaged about 9 MSc and 4 PhD students. At any one time, there are some 90 students in the program, of whom 30 are Occasional Students enrolled in individual courses offered by the Department but not pursuing a graduate degree formally.

The program is highly regarded and continues to attract a large number of applicants both from Manitoba and out-of-province, with a variety of professional and academic backgrounds. Graduates have found employment in positions of responsibility in academe, government and the private sector.

The thesis requirement has deterred many applicants who would have benefited from the knowledge and skills offered by the program's intensive course work. Such applicants fall into two categories:

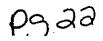
- (1) Senior staff physicians from the clinical departments in the teaching hospitals;
- (2) Senior management staff of health departments of the federal, provincial and municipal governments, regional health authorities, voluntary health agencies and community organizations.

Such individuals generally do not intend to become researchers but remain primarily clinicians and health service administrators. Yet they have an interest in acquiring training in epidemiology, biostatistics and other population health sciences in order to become more effective clinicians and administrators and better informed consumers of health research data. Due to their professional commitments, they do not have sufficient "release" time to complete a research-based thesis. Indeed, a small but significant number of our M.Sc. students who come from such backgrounds have completed the course work but are not able to finish the thesis within the maximum time allowed. Of 55 MSc students enrolled during the period 1989-1993, 18 (33%) required one or more extension beyond the statutory 5-year limit to complete their thesis. Ultimately, 13 (24%) students had to abandon their incomplete thesis and failed to graduate. It is evident that this pool of students, who may not have intended to pursue a research career, would be interested in a non-thesis diploma program. Over the years we have had inquiries from qualified applicants for a non-thesis based qualification and training. Such students would also be suitable for a coursework-only diploma program.

2. Potential Demand

There exists a pool of senior members of the health care system in Manitoba and elsewhere who have identified a need for formal training in the population health sciences. It includes the following types of individuals:

- (1) Practising clinicians (especially pediatricians, psychiatrists, internists), many of whom are senior members of their departments in the Faculty of Medicine;
- (2) Senior management or program staff at Health Canada (Medical Services Branch, other divisions); Manitoba Health (Epidemiology Unit, Communicable Diseases Control,



Diabetes/Chronic Diseases Unit, other divisions); City of Winnipeg Health Department; Winnipeg Hospital Authority; Winnipeg Community and Long-Term Care Authority; Regional Health Authorities; Aboriginal organizations (First Nations, tribal councils, Assembly of Manitoba Chiefs, etc); local chapters of voluntary health associations (Diabetes, Heart and Stroke, Mental Health, Disabled, etc); community clinics; professional organizations (MMA, MARN, College of Physicians and Surgeons, Pharmacists, Optometrists, etc).

The pool may well extend beyond Manitoba to include counterparts of the above types of individuals from other provinces, especially Saskatchewan and northwestern Ontario.

A few of these individuals have enrolled in the M.Sc. and Ph.D. degree programs, while others have taken single courses (especially in biostatistics and epidemiology) as occasional students. It is anticipated that such students would likely consider the Diploma option if it is available. Of all courses offered by DCHS during 1993/94-1997/98, 27% of students are OS status. However, for two of our core courses: Principles of Epidemiology I (93.752, formerly 93.701) and Biostatistics I (93.747, formerly 93.704), OS students accounted for 47% and 42% of all students respectively, or 10 and 25 students per year on the average.

The Northern Health Research Unit of our department offered a Summer Institute in 1997 for health program directors and technicians of Aboriginal organizations in Manitoba. It was extremely well received. The program provides credit at the undergraduate level. Some of these students, however, already have undergraduate degrees and would be interested in, and eligible for, admission to a graduate level diploma program.

As evidence of the potential demand, we have appended letters of support from clinical department heads and chief executive officers of government health departments and non-governmental health agencies.

3. Competing Markets

Most other departments of community health at Canadian universities offer some form of graduate diploma or non-thesis Master's programs (eg. Master of Health Science at Toronto). The Master of Public Health is offered in all U.S. schools of public health. These master's degree programs usually require 2-4 semesters to complete and are based entirely on course work. By not offering the non-thesis option, we are losing potential students from Manitoba to these out-of-province institutions. We have some concern that, with the advent of Internet-teaching, many of these institutions, even those from far away, will begin to "poach" in our territory, giving students the option of obtaining advanced training in population health without leaving their place of employment.

There are no competing programs offered by other Faculties in the University of Manitoba or any other provincial post-secondary institutions.

4. Program of Study

The total number of credit hours for the program of study is 18, to be completed over a maximum of three terms. The program will be flexible to allow students to proceed on a part-time



basis. Some courses will be offered in the evenings to accommodate the work schedule of the students.

The program consists of both core courses and elective courses. Core courses are taken by all students regardless of background and career interests. Elective courses allow students to design the program to meet their personal needs.

Core courses: 93.752 Epidemiology I (3) AND

93.747 Biostatistics I (3) AND

93.748 Biostatistics II (3)

Elective courses

4,14

1444

erga na rapersa

Students can also choose from the wide variety of courses offered by DCHS that suit their personal interests. For students with a clinical background and who intend to participate in clinical research, the following courses may be chosen:

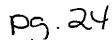
- 93.736 Clinical trials (3)
- 93.755 Observational epidemiology (3)
- 93.731 Epidemiology of health care (3)

Students with a public health background and who intend to work in health policy, planning and evaluation may select the following courses as electives:

- 93.712 Methods in health services research and evaluation (3)
- 93.750 Core concepts in public health (3)
- 93.753 Epidemiology II Applied epidemiology (3)

Other courses may be taken as alternatives:

- 93.732 Organization and financing of the Canadian health care system (3)
- 93.735 Research methods in health care
- 93.751 Current topics in community health
- 93.720 Health and health care in developing countries .
- 93.721 Epidemiology of women's health
- 93.722 Health and health services of Native peopld
- 93.724 Cultural epidemiology
- 93.725 Epidemiology of cancer
- 93.727 Epidemiology of chronic (non-cancer) diseases
- 93.728 Advanced biostatistics
- 93.729 Economic evaluation of health care
- 93.730 Health policy and planning
- 93.733 Cultural perspectives on illness and medical practice
- 93.734 Hospital medical administration
- 93.737 Measurement of health and disability
- 93.738 Prevention and health
- 93.739 Health promotion
- 93.745 Epidemiology of communicable diseases
- 93.746 Environmental and occupational health



93.749 Empirical perspectives on social organization and health

93.754 Advanced epidemiology

93.755 Observational epidemiology

There is no thesis or practicum. Students enrolled in course 93.736 (Clinical trials) will design a clinical research project written in the format of a research proposal submitted to a granting agency, including literature review, protocol for data collection, and analysis plan. Students enrolled in course 93.712 (Health services research and evaluation) will prepare a plan for an intervention program (primary prevention or screening) that does not currently exist, or the evaluation of an existing intervention program.

5. Projected Enrolment

A maximum of 10 students per year will be admitted. Based on the current number of OS students enrolled in the Epidemiology I and Biostatistics I courses, there is no problem in reaching the target number of students. The number is also manageable given the projected level of new resources available from the non-standard fees (Section 10).

6. Admission Standards

The Diploma in Population Health welcomes students from a wide variety of academic and professional backgrounds. Admission standards for the diploma program are the same as those for the MSc and PhD programs. As a minimum requirement, applicants must already possess a medical or other health-related professional degree, an honours arts or science degree, or a bachelor's degree from a 4-year program with a major. Advanced degrees at the master's or doctoral level in another field are also considered.

The Faculty of Graduate Studies has a minimum entrance requirement of 3.0 grade point average in the last two previous years of full-time study (60 credit hours). The Department does not specify an acceptable GPA beyond this Faculty-wide minimum.

7. Transfer of Credits

As students enrolled in the Diploma in Population Health participate in the same courses as M.Sc. and Ph.D. students and are evaluated on the same basis, credits earned in the diploma program are transferable if subsequently the student is successful in gaining admission to the degree program.

Students who have acquired credits in DCHS courses, either as Occasional Students or in the MSc/PhD program, may transfer a maximum of 6 credit hours towards the Dip.Pop.Health. However, they must enrol in the diploma program, pay the appropriate fees (see Section 10 below), and obtain 12 additional credit hours.

8. Program Management

The existing Graduate Studies Committee of the DCHS will serve as the admissions committee for applicants to both the degree and diploma programs. The committee will also determine policies relating to the curriculum and student support services.

psas

A part-time coordinator will be appointed to provide overall supervision of the diploma program. He/she will provide advice to the students in course selection to suit their individual needs. The diploma program coordinator reports to the director of the graduate program in the DCHS.

9. Resource Implications

9.1 Teaching Staff

As only existing courses are involved, the proposed program will utilize existing teaching staff. However, it should be pointed out that one core course – Biostatistics I (93.747) – has in the past several years been consistently subscribed by 50-60 students each year. This number exceeds the optimal number of students for a graduate level course requiring substantial instructor-student interactions. Two other core courses in the diploma program (93.752: Epidemiology I and 93.748: Biostatistics II) also have heavy enrolment in the 30+ range. The Department is prepared to offer these course twice to reduce the number of students per class, and also to offer the second class in the evening to cater to students with full-time or part-time jobs in the health sector. It is anticipated that most diploma students will take advantage of this time slot for the core courses. Sessional lecturers or additional funds for the current course instructors will be required to teach these courses twice.

The Department does not have funding for teaching assistants from its baseline budget. Due to the large number of enrolments in the biostatistics courses, the Department has over the past several years, paid a PhD student to serve as teaching assistant, holding tutorial once a week to supplement the lecture. In the Principles of Epidemiology course, the Department has also paid a PhD student to conduct a mini-series on hand-on microcomputer applications.

It is anticipated that the differential fee structure [see Section 10 below] for the diploma program will provide additional funds to the Department to offset the costs of hiring a teaching assistant each for three courses in introductory biostatistics and epidemiology, and to duplicate these courses in the first term in the evening.

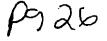
9.2 Library

In terms of the library, it is anticipated that existing resources will be adequate, since no new courses are being introduced. This is confirmed by the statement from the Neil John Maclean Library (Appendix C)

9.3 Space

The Department utilizes various lecture theatres and seminar rooms in the Faculty of Medicine, located in the Basic Medical Sciences, Chown and Pathology Buildings. The Department also has its own seminar/conference room (P129). The auditorium of the PsycHealth building across the street is regularly used for departmental colloquia. As the proposed program consists of existing courses, no new teaching space is required.

Currently graduate students enrolled in the MSc and PhD programs are entitled to use the study carrels in the Graduate Student Room (S102). There are 24 carrels available. While this number falls short of the number of graduate students at any one time, not all the carrels are



occupied, due to the fact that many students have offices elsewhere in the medical school where they work as clinicians, administrators, technicians, research associates, etc. The addition of 10 diploma students, many of whom will also have offices elsewhere, should not pose a problem to the allocation of student carrels.

9.4 Computers

The graduate student room currently contains 6 computers and various accessories. The NJM Library also houses two Learning Resource Centres with 32 computers which are available to all students in the Faculty of Medicine. Again, as the 10 new diploma students are drawn mainly from the work force, many would already have access to personal laptop or office computers. We do not anticipate an increased need for new computers in the program as a result of the new diploma course, although the department will always try to find new resources to improve the existing level of computing facilities for graduate students.

10. Differential Fee Structure

The current basic annual fees (1998/99) in the Faculty of Graduate Studies for the Master's, PhD, and Diploma consist of \$2,659.00 in standard fees and \$1,140 Faculty fees, a total of \$3,799, exclusive of student services and student organization fees.

We propose a \$2,000 Department fee as a one-time fee payable upon enrolment in the diploma program. This fee will be increased annually by the same increment as the standard fees and faculty fees.

The Department fee, which will be retained by the Department of Community Health Sciences, is intended to provide the additional teaching resources required to mount and maintain the program, including stipends to course instructors for evening courses, teaching assistants, and the part-time coordinator:

Projected annual intake: 10 students

Revenue from departmental fee @ \$2,000 per student

| Total Revenue | \$20,000 |
|--|----------|
| Stipend for coordinator of diploma program | \$5,000 |
| Stipend for 3 sessional instructors for Biostatistics I | |
| Biostatistics II and Epidemiology I @\$3,000 | \$9,000 |
| Salary for 3 teaching assistants @\$15/hr x 5 hr/wk x 15 wks | \$3,375 |
| Office supplies, photocopying, clerical support | \$2,625 |
| Total Expenditure | \$20,000 |

The higher fees should not pose a hardship as the potential students are fully employed in the workforce at a senior level, many will also be sponsored or subsidized by their employing agency.

Appendices

A Statistical Tables and Charts

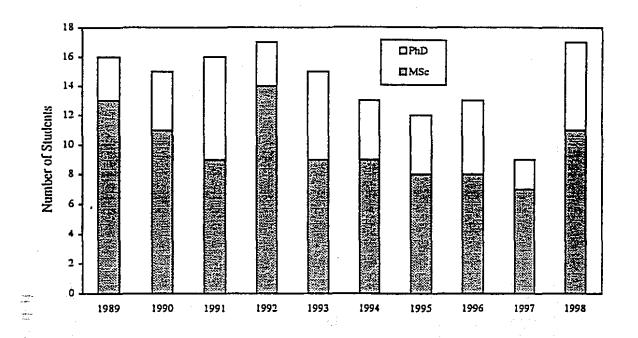


Fig.1 Growth of graduate program of the Department of Community Health Sciences: New students enrolling in program, 1989/90-1998/99

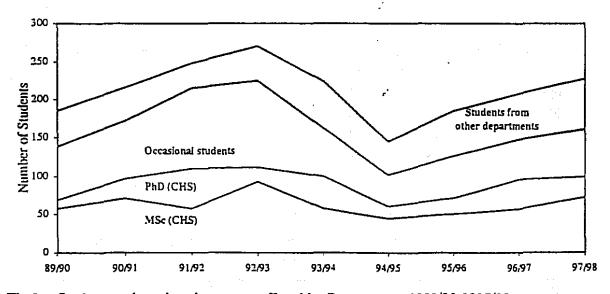


Fig.2 Student registrations in courses offered by Department, 1989/90-1997/98

 $p_3.28$

-

Table 1: Census of registered students in program by status and year, 1989/90-1997/98

| | PhD- F/T | PhD- P/T | MSc- F/T | MSc- P/T | Occasiona 1 | Total | Degree only |
|-----------|-------------|-------------|-------------|-------------|----------------|-------|----------------|
| Fall-89 | 3 | 0 | 7 | 6 | 31 | 47 | 16 |
| Spring-90 | 3 | 0 | 7 | 6 | 31 | 47 | 16 |
| Fall-90 | 7 | 0 | 9 | 11 | 28 | 55 | 27 |
| Spring-91 | 7 | 1 | 10 | 12 | . 31 | 61 | 30 |
| Fall-91 | 10 | 3 | 11 | - 16 | 40 | 80 | 40 |
| Spring-92 | 10 | 3 | 11 | 16 | 40 | 80 | 40 |
| Fall-92 | 9 | 7 | 26 | 15 | 41 | 98 | 57 |
| Spring-93 | 10 | 7 | 27 | 15 | 45 | 104 | 59 |
| Fall-93 | 16 | 7 | 20 | 20 | 24 | 87 | 63 |
| Spring-94 | 17 | 7 | 23 | 18 | 27 | 92 | 65 |
| Fall-94 | 12 | 6 | 20 | 19 | 17 | 74 | 57 |
| Spring-95 | 14 | 7 | 20 | 20 | 19 | 80 | 61 |
| Fall-95 | 16 | 6 | 16 | 22 | . 21 | 81 | 60 |
| Spring-96 | 17 | 6 | .16 | 22 | 22 | 83 | 61 |
| Fall-96 | 16 | 8 | 13 | 23 | 22 | 82 | 60 |
| Spring-97 | 17 | 9 | 13 | 27 | 24 | 90 | 66 |
| Fall-97 | 17 | 7 | 14 | 25 | 26 | 89 | 63 |
| Spring-98 | ii, 18 | 6 | 15 | 24 | 27 | 90 | 63 |

Table 2: Student registrations in courses offered by Department, 1989/90-1997/98

| | | Student Type | | | | <i>5</i> 0 | % | % Other |
|-------|----------|--------------|-----|------------|-------|------------|------|---------|
| Year | MSc(CHS) | PhD(CHS) | os | Other Dept | Total | CHS | OS | Dept |
| 89/90 | 58 | 11 | 70 | 46 | 185 | 37.3 | 37.8 | 24.9 |
| 90/91 | 71 | 26 | 75 | 44 | ,216 | 44.9 | 34.7 | 20.4 |
| 91/92 | 58 | 52 | 105 | · 33 | 248 | 44.4 | 42.3 | 13.3 |
| 92/93 | 93 | 19 | 113 | 45 | 270 | 41.5 | 41.9 | 16.7 |
| 93/94 | 58 | 42 | 62 | 62 | 224 | 44.6 | 27.7 | 27.7 |
| 94/95 | 45 | 16 | 41 | 43 | 145 | 42.1 | 28.3 | 29.7 |
| 95/96 | 51 | 21 | 55 | 58 | 185 | 38.9 | 29.7 | 31.4 |
| 96/97 | 57 | 39 | 52 | 60 | 208 | 46.2 | 25.0 | 28.8 |
| 97/98 | 73 | 27 | 61 | 67 | 228 | 43.9 | 26.8 | 29.4 |
| Total | 564 | 253 | 634 | 458 | 1909 | 42.8 | 33.2 | 24.0 |

| 1993/94-97/98 OS | | Other Dept | Total | % CHS | % OS | % Oth Dept |
|----------------------------|-----|---------------|-------|-------|------|---------------|
| Principles of Epidemiology | 47 | 28 | 100 | 25.0 | 47.0 | 28.0 |
| Biostatistics I | 118 | 142 | 280 | 7.1 | 42.1 | 50.7 |

Table 3: Proportion of entrants with previous occasional student status, 1989-1998

| | MSc | | | PhD | | | Total | Total | % |
|-------|-------|------|----|-------|------|-----|----------|---------|---------|
| | Total | Past | OS | Total | Past | os | Entrants | Past OS | Past OS |
| 1989 | 1 | 3 | 6 | | 3 | 2 | 16 | 8 | 50.0 |
| 1990 | 1 | 1 | 6 | | 4 | 1 | 15 | 7 | 46.7 |
| 1991 | | 9 | 6 | • | 7 | 4 | 16 | 10 | 62.5 |
| 1992 | . 1 | 4 | 9 | : | 3 - | 1 | 17 | 10 | 58.8 |
| 1993 | | 9 | 6 | • | 5 | . 2 | 15 | 8 | 53.3 |
| 1994 | | 9 | 6 | | 4 | 0 | 13 | 6 | 46.2 |
| 1995 | | 8 | 6 | | 4 | 2 | 12 | . 8 | 66.7 |
| 1996 | | 8 | 3 | ; | 5 | 1 | 13 | 4 | 30.8 |
| 1997 | | 7 | 4 | : | 2 | 2 | 9 | 6 | 66.7 |
| 1998 | 1 | 1 | 2 | ï | 6 | 2 | 17 | 4 | 23.5 |
| Total | 9 | 9 | 54 | 4 | 4 | 17 | 143 | 71 | 49.7 |

B Letters of Support from Faculty Executive Council, Department Heads And External Agencies

From Faculty of Medicine Executive Council

Dr. N.Anthonisen, Dean, 16 October, 1998

From Manitoba Health

R.Ellis, Associate Deputy Minister, Manitoba Health, 28 July 1998

From Clinical Departments, Faculty of Medicine and affiliated teaching hospitals

| Dr. F.W.Orr, | Pathology | 1 June 98 |
|-------------------|------------|--------------|
| Dr. S.Barakat | Psychiatry | 29 June 1998 |
| Dr. M.E.K.Moffatt | Pediatrics | 22 June 1998 |
| Dr. M.H.Reed | Radiology | 9 June 1998 |

From Regional Health Authorities

| P.Cockburn, VP-Programs/Services | Marquette RHA, Brandon, 29 June 1998 |
|----------------------------------|---|
| S.Edmundson, VP-Health Services | Interlake RGA, Stonewall, 15 June 1998 |
| L.Campbell, CEO | Nor-Man RHA, Flin Flon, 8 June 1998 |
| C.Olson, VP-Planning | Brandon RHA, Brandon, 8 July 1998 |
| J.Kristjansson, Admin Director | Winnipeg Hospital Authority, 13 July 1998 |
| K.Rees, Public Health Nurse | Churchill RHA, Churchill, 5 June 1998 |



THE UNIVERSITY OF MANITOBA

FACULTY OF MEDICINE
Office of the Dean



753 McDermot Avenue Winnipeg, Manitoba Canada R3E 0W3

Tel: (204) 789-3557 Fax: (204) 789-3928

October 16, 1998

Dr. F. de Toro
Dean
Graduate Studies
500 University Centre
Fort Garry Campus

Re: Proposal for a Graduate Diploma in Population Health

Dear Dr. de Toro:

At its meeting on October 14, 1998 the Faculty of Medicine Executive Council unanimously endorsed the Proposal for a Graduate Diploma in Population Health which has been submitted to the Faculty of Graduate Studies by the Department of Community Health Sciences.

÷ 4

Sincerely,

N.R. Anthonisen, M.D.

NK fathanier

Dean

c.c. Dr. T.K. Young

/as

pg.32

Manitoba



Health

Associate Deputy Minister

P.O. Box 925 599 Empress Street Winnipeg MB R3C 2T6

JUL 28 1998

Dr. M.E.K. Moffat
Professor & Head, Community Health Sciences
Faculty of Medicine
750 Bannatyne Avenue
Winnipeg MB R3E 0W3

Dear Dr. Mpffat: Mile

Thank you for your letter of May 26, 1998, to Frank DeCock, Deputy Minister of Health, regarding the intent of the Department of Community Health Sciences to establish a graduate diploma in Population Health.

This is a very exciting proposal and one which I feel would be of great interest and benefit to the staff in our department. From our perspective, it would be very helpful to have a course utilize Manitoba case studies. There may be Manitoba Health staff who would be very willing to participate in the delivery of some aspects of the course.

Once the course material is developed, please send me the information. I will ensure the information is received by our staff. Thank you for discussing this matter with me and, if I can be of further assistance, please contact me.

Yours truly

Roberta Ellis

cc: Frank DeCock

 $p_{\mathcal{G}}$.33



THE UNIVERSITY OF MANITOBA

C? Kuc

FACULTY OF MEDICINE Department of Pathology



Health Sciences Centre 820 Sherbrook Street Winnipeg, Manitoba Canada R3A 1R9

Tel: (204) 787-2039 Fax: (204) 787-4942

MEMORANDUM

DATE:

June 1, 1998

TO:

Dr. M.E.K. Moffatt, Dept. Head

Community Health Sciences

FROM:

Dr. F.W. (Bill) Orr

RE:

Proposed Diploma Course in Population Health

Memo of May 15/98

A great opportunity. Few pathologists have any idea about this area. I have circulated your memo to the Departments at Health Sciences and St. Boniface General Hospital.





MEMORANDUM

TO:

Dr. M.E.K. Moffatt, Department Head - Community Health Sciences

FROM:

Dr. S. Barakat, Head - Department of Psychiatry

5. Barket

DATE:

June 29, 1998

RE:

PROPOSED DIPLOMA COURSE IN POPULATION HEALTH

Several clinicians in the department of psychiatry are very interested in pursuing diploma courses provided by the department of community health sciences.

I await further information regarding this matter. I am certain that our clinicians will benefit from the courses taught by the department of community health sciences.

SB/im

cc. Drs.

M. Enns

W. Fleisher

B. Cox

J. Reiss



| 1 | | |
|---|---------|---|
| Ï | | |
| i | <i></i> | Į |
| l | | ı |
| ì | | Ì |

MEMORANDUN,

Department of Pediatrics & Child Health Children's Hospital - Room CE 222

Phone: 787-2441

Fax: 787-4807

TO:

Dr. Kue Young

FROM:

Dr. Michael E. K. Moffatt

Head, Department of Pediatrics and Child Health

DATE:

June 22, 1998

SUBJECT:

Diploma Course in Population Health

The Department of Pediatrics would be very supportive of the development of a Diploma Course in Population Health. We would try to find ways of encouraging Faculty to participate.

MM/ab KYdipcrse.doc



copieda copiedas

820 Sherbrook Street Winnipeg, Manitoba R3A 1R9 Dial Direct (204) -

Department of Pediatric Radiology

June 9, 1998

Dr. Michael Moffatt, Head Community Health Sciences/Pediatrics P120-Path Building

Dear Dr. Moffatt:

Re: Diploma Course in Population Health

Blake passed on to me your proposal for a diploma course in population health. I think it sounds like a very good idea. You asked for comments on it. My only real comments would be that I would like to see it structured to provide as much flexibility in terms of course content and length of time allowed to complete the requirements as is reasonable. I would also like to see consideration being given to reading courses being allowed as part of the credit requirements. It might also be useful to have one or two potential candidates for taking the course as part of the committee that actually structures the course and its requirements.

If you wish to discuss this with me any further, I would be happy to talk to you about it. However, as I said above, I think it is an excellent idea, and I would be interested in considering taking the course myself.

Yours sincerely.

Martin H. Reed, M.D. Pediatric Radiology

MHR/ls

Pg.37



Office régional de la santé

$\mathbf{M} \cdot \mathbf{A} \cdot \mathbf{R} \cdot \mathbf{Q} \cdot \mathbf{U} \cdot \mathbf{E} \cdot \mathbf{T} \cdot \mathbf{T} \cdot \mathbf{E}$

Regional Health Authority

Casier postal 9 -- 512, avenue 4^e Shoal Lake (Manitoba) ROJ 1Z0

PO Box 9 - 512 - 4th Avenue Shoal Lake, Manitoba ROJ 1Z0

Téléphone (204) 759-3441 Télécopieur: (204) 759-3127

Phone: (204) 759-3441 Fax: (204) 759-3127

June 29, 1998

Dr. M.E.K. Moffatt
Professor & Head Community Health Sciences
University of Manitoba
Faculty of Medicine
750 Bannatyne Avenue
Winnipeg, Manitoba
R3E 0W3



Dear Dr. Moffatt:

We were pleased to receive your letter, addressed to our Chief Executive Officer regarding the proposed diploma course in population health. This would be an excellent opportunity for key regional staff.

As you might imagine, this is another year of transition for Marquette Regional Health Authority and as such our staff time is fully committed to steering the region toward long term planning and implementing changes. Undoubtedly our health planning will incorporate the capacity to collect and report statistical information to assist in ongoing planning and evaluation. Although we are presently unable to support staff involvement in the diploma course, in the long term we would be interested in key staff accessing your proposed course.

Yours truly,

Pat Cockburn

Vice President, Programs and Services

PG .38



NTERLAKE REGIONAL HEALTH AUTHORITY

June 15, 1998

copiecé Miti

Dr. M.E.K. Moffatt, MD, MSc, FRCPC Professor & Head Faculty of Medicine University Of Manitoba 750 Bannatyne Avenue Winnipeg, Manitoba R3E 0W3

Dear Dr. Moffatt:

Re: Proposed Diploma Course in Population Health

Thank you for the opportunity to comment on the Proposed Diploma Course in Population Health.

As we move into evidenced-based planning, courses in the areas identified would certainly be of value and may well be of interest to certain employees of the Regional Health Authority.

A non-thesis option would likely be appealing to those staff who are working full time and/or do not have an interest in a full graduate program. Late afternoon, evening or weekend courses or provision for distance education courses would facilitate access to a greater number of employees.

Please call if you require further information.

Sincerely,

Ms. Sharon Edmundson

Vice President of Health Services

SE/ds

CC

Mr. Kevin Beresford, Chief Executive Officer, Interlake Regional Health Authority

pg.39



BOX 130 FLIN FLON, MANITOBA RBA 1M7 copied

Phone: 204-687-1300 Fex: 204-687-840s

THE PAS HEALTH COMPLEX ST. PAUL'S RESIDENCE ROSAIRE HOUSE Box 240 II The Pag, Markinba RRA 1X4 Phores 623-6431 FM: 623-5372

AUDIOLOGY
DIABETEE EDUCATION
HEALTH EDUCATOR
HOME CARE
MENTAL HEALTH
PUBLIC HEALTH
Box 2550 CD
This Past, Marrisoba
RRA 1M4
Phone: 527-5792

MEDICAL OFFICER OF HEALTH
Box 2550 C
The Pes, Manisobo
RNA 11M4
Phone: 527-8304

FLIN FLON GENERAL HOSPITAL NORTHERN LIGHTS MANOR FUN FLON PERSONAL CARE BOX 340 Fin Flon, Manlioba REA 1NZ Phone: 587-7581 Fize 587-4594

HEALTH EDUCATOR
MENTAL HEALTH
PUBLIC HEALTH
50 Church Street
Film Flon, Manacoba
RBA 1KS
Phone: 887-1700
Face 887-1700

HOME CARE
204-143 Main Street = T
Film Flox, Manillotts
RSA 1K2
Phone: 587-1750

SHOW LAKE MEDICAL NURSING URIT #40
Box 453 CI
Snow Lake, Manisoba
PROB 1M0
Phone: 358-2267
Fax: 358-7310

June 8, 1998 "Via Fax"

Dr. Moffat
Professor & Head Community Health Sciences
Faculty of Medicine
Department of Community Health Sciences
750 Bannatyne Avenue
Winnipeg, Manitoba
R3E 0W3

Dear Dr. Moffat:

RE: PROPOSED DIPLOMA COURSE IN POPULATION HEALTH

In response to your letter of May 26, 1998, I believe that the Graduate Diploma in Population Health would be of interest to RHA employees.

Given the distance between our region and Winnipeg, it would be useful to have courses offered through distance delivery. In The Pas, Keewatin Community College has recently entered into a partnership with the Faculty of Nursing, University of Manitoba, and have acquired technology that could be accessed for this purpose.

As another alternative, condenseed course offerings, delivered in concentrated periods during the summer months may be of interest.

Sincerely,

Linda Campbell

A/CEO, NOR-MAN RHA

Sinda Campbell

LC/cp

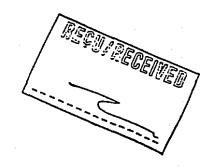
 ∞ 4

BRANDON REGIONAL HEALTH AUTHORITY INC.

201 340-9th Street
Brandon, Manitoba R7A 6C2
Phone: 204-726-6294 Fax: 204-726-6536

July 8, 1998.

Dr. M.E.K. Moffatt, Professor & Head, Community Health Sciences, St. Boniface General Hospital, 750 Bannatyne Avenue, WINNIPEG, Manitoba. R3E OW3.



Dear Dr. Moffatt:

SUBJECT: PROPOSED DIPLOMA COURSE IN POPULATION HEALTH.

Please excuse this tardy reply to your letter of May 26, 1998.

The Brandon Regional Health Authority has committed to utilizing a population health approach in the course of exercising its mandate. For example, the framework guiding our community health needs assessment includes the health determinants as the basis for development of project teams. Therefore, we would be very interested in having a Graduate Diploma in Population Health available.

Accessibility to staff in our Region would be of concern especially during winter months, if they were required to travel to Winnipeg to attend classes. Obviously, alternative distance study modes would be preferable.

Unfortunately, at this time, I am unable to provide you with a potential number of students but could solicit such information if you deem it worthwhile to pursue. If you haven't already done so, may I suggest that you contact our neighbouring regions, Marquette and South Westman. Brandon may serve as a central site.

Please feel free to contact me at 726-6294 if you wish to discuss this further.

Yours truly,

Carmel Olson,

VP Planning, Community & Long Term Care.

(for Earl Backman)

Exercel Old

pg. 41

CO/tr.



Winnipeg Hospital Authority
Office des höpitaux de Winnipeg

Dr. M. E. K. Moffat
Professor & Head
Community Health Sciences
750 Bannatyne Avenue

Winnipeg, Mb R3E 0W3 By fax 789 3905 Rehabilitation & Gerianic Program Team 2109 Portage Avenue Winnipeg, Mb R3J 0L3 Telephone 831 2183 Fax 889 0430



Dear Dr. Moffat:

I recently recieved a copy of your letter to Gordon Webster regarding the possible development of a Graduate Diploma program in Population Health. I am extremely interested in the possibility of this program being offered, particularly in the Planning and Evaluation stream. I was just expressing to my colleagues last week a perceived need for this type of program, both for myself and for other managers working within our program.

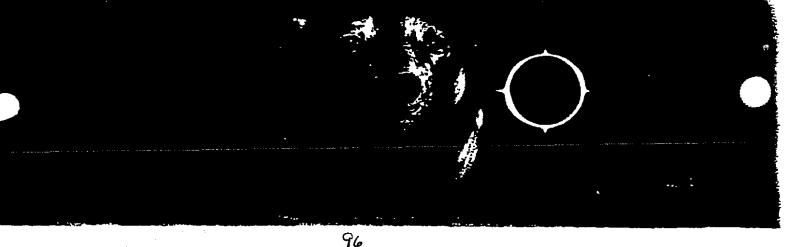
I do not at this time have any concrete ideas on how the program should be structured, but would be interested in being notified if further plans are undertaken to implement the program.

Yours sincerely

Joyce Kristjansson, BSN/MBA

Administrative Director

Pg. 42



COMMUNITY SERVICES DIVISION Public Health Services

Telephone: (204) 675-8327

Fax: (204) 675-2445

June 5, 1998

M.E.K. Moffatt, MD, MSc, FRCPC Professor & Head Community Health Sciences 750 Bannatyne Ave. Winnipeg, MB R3E 0W3

Dear Dr. Moffatt,

RE: PROPOSED DIPLOMA COURSE IN POPULATION HEALTH

In response to your letter dated May 26, 19, I would be very interested in working toward a graduate in Population Health.

I am a Public Health Nurse in Churchill, Manitoba, and feel that clinical Epidemiology would greatly enhance my knowledge base.

Sincerely,

Maren Rees, RN, BN, PHN



C Statement of Adequate Library Resources

Forthcoming - to be submitted by Mr. Poluha, Neil John Maclean Library

pg.44

Department of Community Health Sciences University of Manitoba

Memo

To: Dr. Tony Secco, Associate Dean, Graduate Studies

From: Dr. T. Kue Young, Professor and Head

Tel: +204-789-3644; Fax: +204-789-3905; e-mail: tkyoung@cc.umanitoba.ca

CC:

Date: 27/01/99

Re: Graduate Diploma in Population Health: Library Support Document

Enclosed please find a copy of the required document from the Library.

pg.45



LIBRARY SUPPORT FOR PROPOSED COURSE CHANGES

(The signatures appended indicate that those signing support the statement made by the bibliographer whose comments are attached. They do not necessarily indicate that the library has the resources to support the course change as outlined in the departmental submission)

NAME OF PROGRAM

Faculty:

Medicine

Department: Community Health Sciences

Course no. and name: Graduate Diploma in Population Health Program rang kalandaran kepada bada persamban kecamatan berandaran berandaran berandaran berandaran berandaran beranda

SUPPORT STATEMENT PREPARED BY: Bill Poluha

on the second way to be about the

No a Suature of a second of the contract

(Coordinator, Collections Management

(signature)

DATE:

January 25, 1999

The University of Manitoba

Neil John Maclean Health Sciences Library Memorandum

Date:

January 18, 1999

To:

Dr. Kue Young, Director, Graduate Program, Department of Community

Health Sciences

From:

Bill Poluha, Neil John Maclean Health Sciences Library

ΒP.

CC:

Ada M. Ducas, Head, Neil John Maclean Health Sciences Library

Jan Homer, Collections Management, U of M Libraries

Re:

Library Support for the Proposed Graduate Diploma in Population

Health Program

The proposed Graduate Diploma in Population Health is an 18 credit hour program comprised of graduate courses currently offered by the Department of Community Health Sciences in the Faculty of Medicine. The assessment of library support is based on:

- 1) The information provided in the Proposal for a Graduate Diploma in Population Health;
- 2) a check and analysis of bibliographies in required textbooks and from a search in a relevant bibliographic database;
- 3) a check of the top 61 English language journals in Science Citation Index, Journal Citation Reports, 1997 population health titles are included in the "Public Health" section;
- 4) a review of previous collection support statements completed for course proposals; and
- 5) current knowledge of collection strengths and weaknesses.

The resource base for population health encompasses reference materials, monographs, serials and government publications found in various collections among the U of M Libraries. In addition, electronic files accessed from the U of M Libraries computer networks and remotely via the Internet extend the resource base for population health. The Neil John Maclean Health Sciences Library houses the majority of the collection in population health. The University of Manitoba Libraries currently supports courses offered by the Department of Community Health Sciences and the NJMHS Library currently collects, and will continue to collect materials in population health. Financial support by the Manitoba Centre for Health Policy and Evaluation of the Department of Community Health Sciences has helped to maintain the collection in population health.

PO.47

Monographs

Evaluation is divided into subject areas that cover the core courses, clinical epidemiology stream and the planning and evaluation stream described in the program proposal (see proposal section 3). The subject areas and corresponding courses are:

Epidemiology (93.752 Epidemiology I, 93.755 Observational Epidemiology, 93.731 Epidemiology of Health Care)

Biostatistics/Statistical Methods (93.747 Biostatistics I, 93.748 Biostatistics II)

Clinical Trials (93.736 Clinical Trials)

Public Health (93.750 Core Concepts in Public Health)

Health Services Research and Evaluation (93.712 Methods in Health Services Research and Evaluation)

The bibliographies within the recommended textbooks and selected reference books and monographs listed in Appendix I were checked against the Libraries' holdings. All course textbooks and books in the recommended list are held at the NJMHS Library. Several textbooks were used in past library support statements for new graduate courses and a check of their bibliographies has been included in this evaluation. A subject breakdown of the holdings is given below. The results of the evaluation are reported in the summary table at the end of this section.

Epidemiology

A sample of 260 out of a total of 624 citations in the bibliography of the following textbook was checked.

Young TK. Population Health: Methods and Concepts. Oxford: Oxford University Press, 1998.

A sample of one in five citations out of a total of 681 in the bibliography of the following textbook was checked.

Kelsey JL. Whittemore A, Thompson WD, Evans AS. Methods in Observational Epidemiology. 2nd ed. Oxford: Oxford University Press, 1996.

All 148 citations in the bibliography of the following textbook were checked.

Gregg MB. ed. Field Epidemiology. Oxford: Oxford University Press, 1996.

All 84 citations in the bibliography of the following reference book were checked.

Last JM, ed. A Dictionary of Epidemiology. 3rd ed. Oxford: Oxford University Press, 1995.

Biostatistics/Statistical Methods

The textbook for 93.747 Biostatistics I (Hassard TH. Understanding Biostatistics. St. Louis: Mosby Year Book, 1991) did not have a bibliography. The bibliographies in two monographs on statistical methods were checked in addition to checking the Libraries' biostatistics holdings (biostatistics is indexed under "biometry").



All 119 citations in the bibliography of the following textbook were checked.

Selvin S. Statistical Analysis of Epidemiologic Data. 2nd ed. Oxford: Oxford University Press, 1996.

All 122 citations in the bibliography of the following textbook were checked.

Kahn HA, Sempos CT. Statistical Methods in Epidemiology. Oxford: Oxford University Press, 1989.

A check in BISON yielded the following monograph holdings under "biometry":

| | | Number of items | Published after 1990 |
|--------|------|-----------------|----------------------|
| Total | | 224 | 37 |
| NJMHSL | 1 27 | 100 | 24 |

Clinical Trials

All 623 citations from the bibliography of the following textbook were checked.

Freidman LM, Furberg CD, DeMets DL. Fundamentals of Clinical Trials. 2nd ed. Littleton, Mass.: PSG Publishing Company Inc., 1985.

Public Health

A sample of 311 out of a total of 604 citations in the bibliography of the following textbook was checked.

Teutsch SM, Churchill RE, eds. Principles and Practice of Public Health Surveillance. Oxford: Oxford University Press, 1996.

Although the monograph holdings of 42% reported in the summary table indicates a weakness in the collection. A check in BISON using the subject heading "public health" revealed a strong resource base. The results are summarized below.

| | Number of items | Published after 1990 |
|--------|-----------------|----------------------|
| Total | 1397 | 353 |
| NJMHSL | 601 | 150 |

Health Services Research and Evaluation

There is no assigned textbook for this course. The proposal description for the Planning and Evaluation Stream requires the students to prepare a plan for an intervention program (primary prevention or screening) or an evaluation of an existing intervention program. Based on this, a monograph was selected from the list of textbooks and monographs in Appendix 1 and the citations from its bibliography were checked.

pg 49

All 290 citations from the bibliography of the following monograph were checked.

Haddix AC, Teutsch SM, Shaffer PA, Dunet DO, eds. Prevention Effectiveness. Oxford: Oxford University Press, 1996.

To further evaluate the holdings in the area of health services research, a search in the HealthSTAR bibliographic database was carried out. HealthSTAR contains citations dealing with the clinical and non-clinical aspects of health care delivery. The last five years were searched using the subject heading "Health Services Research" limited to English articles and monographs that had a major focus on the topic. A sample of 300 out of a total of 1273 retrieved citations was checked.

Summary Table
University of Manitoba Library Holdings

| SUBJECT | HELD BY | % and # MONOGRAPHS* | % AND # SERIALS* |
|---|----------------------|------------------------|---------------------|
| Epidemiology | NJMHS Library | 121/257 = 47.% | 340/387 = 88 % (2) |
| | Fort Garry Libraries | 52/257 = 20 % | 20/387 = 5% |
| Biostatistics | NJMHS Library | 24/97 = 25 % | 88/144 = 61 % |
| Statistical Analysis | Fort Garry Libraries | 38/97 = 39 % | 21/144 = 15 % |
| Clinical Trials | NJMHS Library | 44/97 = 45 % | 426/526 = 81 % |
| Part of the state | Fort Garry Libraries | 19/97 = 20 % | 94/526 = 18 % |
| Public Health | NJMHS Library | 21/96 = 22 % | 189/215 = 88 % |
| J. 1747 | Fort Garry Libraries | 19/96 = 20 % | 9/215 = 4 % |
| Health Sciences | NJMHS Library | 40/130 = 31 % | 287/460 = 62 % |
| Research & Eval. | Fort Garry Libraries | 40/130 = 31 % | 66/460 = 14 % |
| · 1/2:- | NJMHS Library | 250/677 = 37 % | 1330/1732 = 77 % |
| Subtotals | Fort Garry Libraries | 168/677 = 25 % | 210/1732 = 12 % |
| Total | U of M Libraries | 418/677 = 62 % | 1540/1732 = 89 % |

^{*} percent totals are rounded off to the nearest whole number and items in more than one location (collection overlaps) are not included in the holdings count.

This analysis is intended to indicate the likelihood of students or staff finding relevant material in the library. It does confirm that the NJMHS Library, with Interunit Loans from other U of M Libraries, can adequately support the proposed program. The average turnaround time for requests is 3-4 days. Items that are needed rush can be sent via FAX.

Serials

All serials listed in Appendix 1 are currently held at the NJMHS Library. Serials play an important role in graduate programs and an evaluation of the strength of support for Population Health was carried out. A check of the serials listed in the Science Citation Index. Journal Citation Reports, 1997, was carried out. The population health titles are included in the "Public, Environmental and Occupational Health" section. Of the top 68 English language titles listed, the U of M Libraries hold current subscriptions to 60% of those titles. Serial subscriptions that expired during the period of 1995-1997 amount to 13% of the top 68 journals. In addition, when the bibliographies of the textbooks for the courses were checked, 77% of the serial citations are held at the NJMHS Library and the U of M Libraries holds 89% of the citations.

ps.50

Reference materials that provide access to the journal literature in Population Health include both print and electronic indexes and databases. In print form, there is Index Medicus and Social Sciences Index. Electronic databases include MEDLINE, Current Contents (Seven Editions), Science Citation Index, Social Science Citation Index and Social Sciences Index.

Electronic Files

The resources under this heading include electronic data files and full-text electronic publications. NETDOC provides access to resources such as CANSIM, Canadian Census Analyser, E-STAT, and 1996 Census Area Profiles. The University of Manitoba Libraries has arranged with Statistics Canada to access publications from their web server. These publications include the National Population Health Survey, Health Reports, Quarterly/Annual Demographic Statistics, and Births and Deaths among others. Statistics Canada's Data Liberation Initiative (DLI) also provides access to data files and surveys to U of M faculty and students via FTP from Statistics Canada's Internet server. Examples of these files include Aboriginal Peoples Survey 1991, Canada's Alcohol and other Drugs Survey 1994 and Health Indicators.

Conclusion

The University of Manitoba Libraries holds 81% (62% monographs and 89% serials) of the items checked in the bibliographies. An 81% collection level corresponds to support of research/Ph.D. level work in Population Health (Conspectus, 1995). Therefore, based on a thorough and objective check of the holdings and access to electronic files in population health, the University of Manitoba Libraries have the resources to support the Graduate Program in Population Health.

References

Conspectus Working Group. University of Manitoba Libraries. UNIL Collection Assessment Guideline. Winnipeg: University of Manitoba, 1995.



Appendix 1

Diploma Program in Population Health Bibliography

Required texts:

20

Young TK. Population Health: Methods and Concepts. Oxford: 93.752 Epidemiology I

Oxford University Press, 1998.

Last JM, ed. A Dictionary of Epidemiology. 3rd ed. Oxford: Oxford

University Press, 1995.

93.753 Epidemiology II Gregg MB. ed. Field Epidemiology. Oxford: Oxford University Press, 1996.

93.747 Biostatistics I Hassard TH. Understanding Biostatistics. St. Louis: Mosby Year Book, 1991.

93.736 Clinical Trials · Meinert CL. Clinical Trials: Design, Conduct, and Analysis. 2nd ed.

Oxford: Oxford University Press, 1986.

Kelsey JL, Whittemore A, Thompson WD, Evans AS. 93.743 Observational Epidemiology Methods in Observational Epidemiology. 2nd ed. Oxford: Oxford

University Press, 1996.

All other courses - no required texts.

Reference books/monographs

Kahn HA, Sempos CT. Statistical Methods in Epidemiology. Oxford: Oxford University Press, 1989.

Selvin S. Statistical Analysis of Epidemiologic Data. 2nd ed. Oxford: Oxford University Press. 1996.

Abramson JH. Making Sense of Data: A Self-Instruction Manual on the Interpretation of Epidemiologic Data. Oxford: Oxford University Press, 1993.

Teutsch SM, Churchill RE. Principles and Practice of Public Health Surveillance. Oxford: Oxford University Press, 1994.

Patrick DL, Erickson P. Health Status and Health Policy. Oxford: Oxford University Press, 1993.

McDowell I. Newell C. Measuring Health: A Guide to Rating Scales and Questionnaires. Oxford: Oxford University Press, 1996.

Haddix AC, Teutsch SM, Shaffer PA, Dunet DO, eds. Prevention Effectiveness. Oxford: Oxford University Press, 1996.

Helman CG. Culture, Health and Illness: An Introduction for Health Professionals. 3rd. ed. Oxford: Butterworth Heinemann, 1994.



Journals

American Journal of Epidemiology
Epidemiologic Reviews
American Journal of Public Health
New England Journal of Medicine
Canadian Medical Association Journal
Health Services Research
Millbank Quarterly
Social Science in Medicine

International Journal of Epidemiology
Journal of Clinical Epidemiology
Annual Review of Public Health
Journal of the American Medical Association
Medical Care
Health Affairs
British Medical Journal
Annals of Internal Medicine

Department of Community Health Sciences University of Manitoba

Memo

To: Dr. Tony Secco, Associate Dean, Faculty of Graduate Studies

From: Dr. T. Kue Young, Professor and Head

Tel: +204-789-3644; Fax: +204-789-3905; e-mail: tkyoung@cc.umanitoba.ca

CC:

Date: 05/01/99

Re: Proposal for a Diploma in Population Health

Happy New Year!

I have just come across a brochure from the University of London - London School of Hygiene and Tropical Medicine, which announces a Diploma in Epidemiology (available through distance learning). This is interesting in two respects:

- This is the sort of competition that now exists "out there". The London School is a world class institution and would certainly attract Manitoba students who can't afford to leave their work.
- 2. The fees are £3,500 [\$7,000+?]. Our modest proposal of a departmental fee of \$2,000 over and above that charged by the University is thus very reasonable.

You may wish to append this brochure to our application in its passage through the Faculty, Senate and beyond. Incidentally, where are we at now?

9.01 •Page+

JAN 0 > 1999



The London School of Hygiene & Tropical Medicine is a research-led postgraduate medical school of international standing with nearly 100 years of research and teaching experience in the field of public health and tropical medicine. The School encompasses the largest group of epidemiologists and statisticians in Europe.

This new distance learning course will be offered through the University of London's External Programme from September 1999, and will soon join the MSc & Postgraduate Diploma in Health Systems Management, and MSc & Postgraduate Diploma in Infectious Diseases which are being introduced in September 1998.

The level of teaching and assessment throughout the course will be of the same excellent standard as that of Internal students.

WHO SHOULD APPLY?

This new Masters degree and diploma are appropriate for people from a range of professions, disciplines, cultures and countries, who are interested in, or are already working in the field of epidemiology and public health.

Admission Criteria

MSc: A second class honours degree or the equivalent, in health related disciplines or in statistics or another appropriate subject. Work experience in a health sciences/health care setting is desirable but not essential. Candidates with an appropriate professional or technical qualification in a health-related field. together with at least three years' relevant experience, which satisfies the University as a qualification equivalent to a second class degree will be considered on an individual basis.

Postgraduate diploma: A degree or an appropriate professional or technical qualification which satisfies the University as a qualification on the same level as a degree. Work experience in a health sciences/health care setting is desirable but not essential.

STUDY MATERIALS AND STUDY SUPPORT

This programme will be primarily computerbased; students will be provided with unit study packages in CD format/disk or print. These packages will consist of a variety of comprehensive, lively and interactive materials. including, where applicable:

- original materials, containing the core element of the unit; self-assessment exercises; sample examination questions
- a student guide with information on planning studies, preparing for examinations and study techniques

MSc & POSTGRADUATE DIPLOMA IN:

EPIDEMIOLOGY: PRINCIPLES AND PRACTICE



- a student manual on installation and operation of software- and computer-based materials
- a reader/resource pack; textbooks The nature of course delivery necessitates that students have access to a computer with minimum hardware requirements, and to email. Students will be provided with all the materials they need to do the course, so will not require access to a library.

Students will be allocated a personal tutor and course tutor for each unit who will provide feedback on questions arising from their work.

HOW LONG WILL IT TAKE?

Students may complete the Postgraduate Diploma in one year and the whole MSc in two. However, students may take up to five years to complete their studies.

OCCASIONAL STUDENTS

The Occasional student programme will appeal to those who wish to study a particular unit for general interest or specific training reasons.

APPLICATION AND REGISTRATION >

Application deadline:

30 June 1999

Registration deadline:

31 July 1999

Course starting date: 14 September 1999

FEES

Diploma:

Registration:

£500 + four core units

@ £750 = £3,500

Masters:

Registration:

£500 + four core units

@ £750 + six advanced units @ £273 + Project report @ £812

= 55.950

Occasional student: composite fee of

£1,000 for a core unit or ES22 for an advanced unit

STRUCTURE OF THE COURSE

Four compulsory CORE units:

- Fundamentals of epidemiology
- · Statistics with computing
- Practical epidemiology
- · Research planning, scientific reporting and referencing

Two compulsory ADVANCED units:

- · Study design: writing a grant application
- Statistical methods in epidemiology

Four OPTIONAL advanced units selected from the following list:

- Epidemiology of communicable diseases
- Financial management
- · Health care evaluation
- · Health economics for developing countries
- Health promotion strategies and interventions
- Model building for health care decision (Additional units will be made available in

future years.)

A compulsory Project report.

Notes:

- a. The Postgraduate Diploma comprises the four CORE units
- b. The MSc comprises four CORE units. two compulsory ADVANCED units, four OPTIONAL advanced units, and the compulsory Project report.
- c. Students who register for the Postgraduate Diploma and who achieve Master's level results in the Core units. may be invited to change their registration to the corresponding MSc and proceed to the Advanced units.

Note: The structure and content of the degree is subject to confirmation in the prospectus and Regulations.

For more information contact:

First Enquiries (98/EPI). Room 1, Senate House, University of London, Malet Street, London WCIE 7HU, UK

Tel: +14(0)171 862 8359/8360/8361/8362

Fax: +140)171 636 5841

+44(0)171 862 8358 (from 1 January 1999)

Email: enquiries@external.lon.ac.uk

Department of Community Health Sciences University of Manitoba

External Review

of Proposal for a Graduate Diploma in Population Health

Robin F. Badgley, Senior Research Scientist, Centre for Research in Women's Health;

Professor Emeritus and former Chair, Graduate Department of Community Health,

University of Toronto

July 1999

Pg.56

Report Outline

Summary Recommendation

- 1. Background and Rationale
- 2. Potential Demand
- 3. Competing Markets
- 4. Program of Study
- 5. Projecting Enrolment
- 6. Admissions' Standards
- 7. Transfer of Credits
- 8. Program Management
- 9. Resource Implications
- 10. Differential Fee Structure
- 11. Format of Instruction
- 12. Graduate Student Consultation
- 13. Faculty of Graduate Studies Policy on Diploma Programs

pg.57

Summary Recommendation

The External Review of the Department of Community Health Sciences' Graduate Program conducted in November 1988, (which this reviewer chaired) was not requested to provide a detailed review of the Proposal for a Graduate Diploma in Population Health. Overall, the External Reviewers gave a positive review of the Department's graduate program acknowledging it as one of the outstanding pacesetters across Canada in certain components of its graduate research scholarship. Relative to the Proposal for the new degree, the External Reviewers noted that "we applaud the Department's initiative in attempting to rectify a source of difficulty for some students, to increase accessibility to the Department, and to raise the utility of its degree programs for the Faculty and community". Based on the fuller current review this earlier assessment is re-endorsed.

There can be no doubt about the need and the relevance of the new degree program. It has the potential to make a significant contribution to graduate education in population health for Manitoba and elsewhere. Taking into account the modifications suggested in this review, it is strongly recommended that the Faculty of Graduate Studies approve the revised proposal for a new non-thesis degree in population health.

The review follows the listing of headings in the Proposal with an additional three parts.

1. Background and Rationale

The Proposal's rationale for a new degree in population health is cogently made, valid and responsive to broader trends in graduate education across Canada and the United States. There can be no doubt that for many potential employed mature applicants the thesis requirement represents a salient deterrent, for while they may seek additional training in the disciplines of the population health sciences their primary commitment is not to research but to enhancing their careers as clinicians, administrators and professional educators.

The endorsements supporting the Proposal are impressive and broad-based. It has the unanimous backing of the Executive Council of the Faculty of Medicine as well as support from four clinical departments, the Associate Deputy Minister of Manitoba Health and officials of six regional health authorities. The breadth of this support argues well for the program's success in the future.

2. Potential Demand

The projected pool of potential applicants will be drawn mainly from individuals already having full-time positions as clinicians and senior-level management in the health care system. Many such individuals now register as Occasional Students in the courses offered by the Department of Community Health Sciences where they comprise about a quarter (27 percent) of the Department's graduate complement. As partial justification for the new program it is stated that "we are losing potential students from Manitoba" to academic programs elsewhere. This assertion, while it may be valid, is undocumented. Also, given the nature of the projected pool of potential applicants and the conventional format of the instruction to be offered it is unclear how many individuals particularly those outside of Winnipeg may be in a position to avail themselves of enrolling in this program. These points are discussed further in this review.



3. Competing Markets

It has become a widespread practice for many other universities across Canada and the United States to offer a non-thesis master's program in community health (e.g., master of health science in Canada, or master of public health in the United States). Diplomas have largely become academic relics of the past. While initially being modeled on British and European traditions, most of those programs that were so designated have subsequently been upgraded and retitled as masters' degrees.

The proposal notes that "there are no competing programs offered by other Faculties in the University of Manitoba or any other provincial post-secondary institutions." While this observation may be accurate it reflects a situation due more to the fact that this designation has now been widely rejected or replaced than to the clear absence of competition. An instance here is the experience of the University of Toronto, which in the mid-1970s converted all of its major non-thesis diploma programs into MHSc degrees. The number of required courses was increased, the typical length of the program extended to two years and a practicum requirement was introduced. Now spanning six non-thesis degree programs (community health and epidemiology, community nutrition, family and community medicine, health administration, health promotion, and occupational and environmental health) the common requirements are completion of 20 half courses which include at least one course in research methods and a practicum equivalent to two half course credits.

Two exceptions were then left on the books, neither of which has ever attracted more than a modest enrolment. These are the Diploma in Industrial Hygiene and the Certificate in Community Health. Neither is the equivalent of the MHSc degree. The Certificate in Community Health for instance requires completion of six half course credits with the selection being adapted to each student's prior training and current career interests. There are no specified course requirements and the program can be completed on a part-time basis. Many enrolling in this program have received their training abroad and are seeking to upgrade their knowledge of the Canadian health care system and enhance their employment prospects.

The Faculty of Graduate Studies' policy position concerning diplomas for health professionals, particularly offering new programs, is not known to this reviewer. In the absence of a clearly enunciated academic philosophy (should this be the case), then there appears to be little justification for approving a new degree program having this designation. In their review of the Department's graduate program the External Reviewers strongly urged the proposed diploma in population health be retitled as a MHSc degree. This would avert confusion about the credentials of graduates in the marketplace and put them on an even playing field with graduates of comparable programs elsewhere.

4. Program of Study

The Faculty of Graduate Studies' Academic Guide stipulates that "the regulations for the master's program shall prevail for diploma programs unless otherwise indicated by the individual department offering the diploma program"(1.7) These general minimum program requirements specify the competition of a minimum of 12 credits hours of course work and a thesis or practicum. The presumption of having the latter requirements is that graduate students completing their degrees "should show that a student has mastery of the field and is fully conversant with the relevant literature" (1.8.1). In the instance of MSc and Ph.D. studies

pg.59

this purpose is realized by means of a research thesis while for applied professional disciplines a practicum or its equivalent provides an opportunity for "the practical application of knowledge and skills."

The Proposal for a Graduate Diploma in Population Health would require students to complete 18 credit hours made up of three core courses with the remainder being electives. No practicum would be required.

As three of the required courses are also core requirements for MSc studies their enrolment is already heavy which, regardless of the new program's introduction, would justify splitting them into smaller sections in due course. For students having a clinical background the Proposal highlights those implicitly strongly recommended electives which cover clinical trials (93.736, seven students 1994-98), observational epidemiology (93.755, introduced in 1998/99) and the epidemiology of health care (93.731, five students, 1994-98). The course on clinical trials provides students with the opportunity " to design a clinical research project written in the format of a research proposal submitted to a granting agency". It can be anticipated that this will be a popular sub-stream for those seeking applied training in clinical epidemiology.

For students focusing upon health policy planning and evaluation, the highlighted electives deal with applied epidemiology (93.753, 20 students, 1997-98), core concepts in public health (93.750, 14 students, 1997-98) and health care evaluation (93.712, no reported enrolment, 1989-98). The first two of these highlighted electives are also MSc required courses making the two programs highly comparable up to this stage. In 93.712 students would be required to prepare a plan for an intervention program (primary prevention or screening) that does not yet exist, or for the evaluation of an existing program.

While the inference can be drawn from the Proposal that students may be expected to take the electives highlighted for their particular streams, this, by definition, is not a requirement. Thus, in the absence of taking courses such as 93.736 or 93.712 and with no practicum requirement, students could graduate without having had any first-hand experience in the application of their knowledge and skills in population health.

A basic principle of graduate education (as alluded to in the Academic Guide) is that beyond didactic instruction one learns by doing and that this is particularly pertinent for applied fields. It is an academic truism that graduate students require the opportunity to investigate problems first-hand in the field and learn to identify and analyze significant sources of documentation related to their professional interests.

The Faculty's regulations as outlined in the Academic Guide indicate that Departments can waive the practicum requirement for diplomas but presumably not for a non-thesis master's degree. In the Proposal no rationale is given for omitting this vital dimension of applied health professional training. To redress this deficiency, whether the program is introduced as a diploma or a master's degree, students depending upon their sub-stream should be required to take either electives 93.736 or 93.712, or in their place a practicum equivalent to at least a course credit.

pg.60

The preferred option from this reviewer's perspective would be for a practicum as well as one of the highlighted electives to become required courses at the master's level. This would raise the number of required credits from 18 to 21 (and if two practica or one plus an additional course were added) to 24 credits. Introducing the practicum would reflect the precedent adopted by other applied disciplines at the University of Manitoba.

5. Projected Enrolment

The projected intake for the new degree program is projected to be up to a maximum of 10 annually, or an overall total of approximately 20 students as the program develops. In the Proposal this number is deemed to be manageable in light of the new resources to be made available from the non-standard fees that would be levied on these students. Based on experience elsewhere it may prove to be difficult overtime to remain within this enrolment ceiling, and this situation could well be compounded by the absence on a continuing basis of new resources.

One of the significant changes now gaining momentum in the advanced training of health professionals is the recognition of the need for preparation in the knowledge and research skills of the component disciplines of public health. (e.g., clinical epidemiology, biostatistics, health services evaluation, behavioural sciences). The demand for such training has grown sharply over the past decade and a half, and is likely to continue. Senior medical residents in several clinical specialties at the University of Toronto for instance are now expected to enroll in graduate degree programs in clinical epidemiology and family medicine. In light of these broader trends the demand for the new program in population health can be expected to grow and strain the already fully stretched academic resources of the Department of Community Health Sciences.

In this context it is relevant to reiterate the observations of the External Review of the Department stemming from the site visit in November 1998. At that time the External Reviewers were clearly informed of the constraints imposed by available resources on continuing program expansion. Both the Dean of Medicine and the Chair of the Department then cited recent average annual budget reductions of 5 per cent and regretted the dilemmas posed by the continuing attrition of highly capable faculty in the Department. As a result the External Reviewers recommended that if the new degree program in population health was introduced, this should only be done within a framework of an overall capping of the Department's graduate enrolment. The specific recommendation of the External Review on this point was that:

"The introduction of the new program provides a valuable opportunity to reassess and strengthen MSc studies. It will undoubtedly siphon off a number of applicants who would otherwise have applied for the MSc stream or as Occasional Students. Likewise it is reasonable to assume that more of those applying for the MSc degree in the future will be more singularly committed to obtaining graduate research training than may now be the case for those students for whom the MSc degree is at present the only graduate training option. We are not sanguine that the new diploma program will be wholly self-contained and will not incur any undue additional burden upon the faculty's current workload. To assure sufficient faculty resources for graduate research training during the period of transition involving the introduction of the Diploma in Population

Health we recommend that an overall limit of between 75-80 degree and diploma students be established. This would be a prudent step, particularly facing the prospect of a no-growth base budget and the greater likelihood of continuing cut-backs."

During the period of transition involving the development of this new degree program and its consolidation over the first five years of operation the External Reviewers' recommendation of an overall limit should be a condition of approval of the new program by the Faculty of Graduate Studies.

6. Admission Standards

The admission standards proposed for the new degree program would be identical to those set for MSc and PH.D studies under the Department's aegis. These are that applicants must have a medical or other health-related professional degree, an honours' arts or science degree, or a bachelor's degree from a four-year degree program and a 3.0 GPA which is the minimum entrance requirement set by the Faculty of Graduate Studies.

The External Reviewers believed it would be timely to reconsider and potentially raise the required GPA levels for both the existing research degrees and the new non-thesis degree.

"With regard to existing programs the Department in effect uses the Faculty of Graduate Studies' 3.0 GPA as a minimum and no data were provided on the actual average GPA or range of admitted students. Thus we are unable to judge whether the Department could, in fact, increase its own standard without significantly hampering access and still retain the variety of applicant backgrounds which was deemed a strength by students. Similarly for the new diploma program proposal, we suggest consideration be given to setting a higher GPA standard."

Likewise, at the time of the External Review no information was provided about the GPA levels of incoming students relative to subsequent non-completion attrition. The Proposal notes that of MSc candidates enrolled between 1989-93 about a quarter (24 percent) subsequently failed to graduate.

While respecting the University's philosophy of providing broad accessibility to higher education, it would be timely to assemble and review the documentation alluded to, (admission GPA levels; GPA relative to subsequent attrition) particularly in light of the anticipated demand for the new degree program which will undoubtedly attract many well qualified applicants.

The External Reviewers also recommended for the research degree programs that:

"With regard to the selection criteria, we recommend that all students be required to write a letter of intent which not only describes their background, but what they see themselves as doing after the degree is awarded and how the degree program will assist them in achieving their academic or work-related career goals. Such a letter would assist the admissions committee to assess the criterion of the "overall quality of application with particular reference to research plans and writing ability". We make this suggestion since neither the Self-Study Document, nor the Handbooks for the MSc or

Pg. 62

Ph.D. programs explicitly identifies a letter of intent in either the admission process or selection criteria."

This requirement should also pertain to the new degree program and would permit the tailoring of studies appropriate to a candidate's career interests, in the assignment of a faculty advisor and in practicum placements.

7. Transfer of Credits

The new degree Proposal states that credits earned in this program are transferable if a student is admitted to research degree studies. The clear implication here is that all such credits will be recognized since graduate students in both thesis and non-thesis programs will be taking the same courses and will be similarly evaluated with respect to them. However, in contrast, those enrolled as Occasional Students or as MSc and Ph.D. candidates would be limited to a transfer of only six credit hours to the new degree program and would pay an additional \$2000 Departmental fee.

In making a cogent case of the need for the new program the Proposal points out that many potential candidates may have been deterred by the thesis requirement of the research degree programs, and that this may have also been a preferred option for some students who had enrolled in MSc studies. The proposal observes: "it is evident that this pool of students, who may not have wished to pursue a research career, would be interested in a non-thesis diploma program." Those who are now in this category and may desire to transfer to the new program may be effectively "locked-in" to their present research degree programs since they would only be able to transfer six course credits, face the prospect of taking an additional 12 course credits regardless of how many more they may have previously earned, and have an additional charge of \$2000.00.

Disparities of this order which can hardly be construed as equitable arrangements are the tinderbox of dissension among graduate students. It would be prudent if they were resolved before the new degree program is approved relative to broader policies of the Faculty of Graduate Studies.

8. Program Management

As noted in the Proposal the Department's Graduate Studies Committee would serve as the admissions' resource for the new program, set policies for curriculum and student support services, and a co-ordinator would be appointed to supervise the program and serve as a student counsellor. No mention is made of the assignment of individual faculty advisors for students.

Having accessible faculty advisors with whom they can discuss their academic program and career aspirations is just as vital for non-thesis graduate students as it is for those pursuing MSc and Ph.D. studies. On the basis of their applications and letters of intent incoming students to the program should be assigned appropriate faculty advisors on a provisional basis with the understanding that by the end of the first semester when they have become more knowledgeable about the program and more familiar with other faculty that they could have the option of being reassigned to another advisor. Such counselling is a vital part of graduate education, providing both encouragement and role models for students. It often

pg.63

establishes longstanding bonds of partnership (and friendship) in continuing joint consultation and research following graduation. This dimension should be an integral part of the management arrangements for the new degree program.

9. Resource Implications

Due to the additional workload incurred in the three required core courses in the new program, the Proposal calls for stipends for the position of co-ordinator, three sessional instructors, three teaching assistants, and provision for administrative costs. In all other respects it is noted that "the program size is well within the Department's "capacity" and that the "existing material resources available to the Department in terms of teaching, space, library holdings and computer services are adequate."

The External Review of November 1998 focused only on graduate studies and was not in a position to assess the overall deployment of faculty resources. It noted that while the Department enjoyed a strong and merited national reputation in its field, there was a prevailing view among those who were consulted that the faculty complement relative to its academic activities was too small and overstretched, and at the level of graduate studies that there was a sharp imbalance in the deployment of faculty resources. Unless this imbalance is redressed, the introduction of the new program may well exacerbate the existing skewed distribution of the faculty's instructional workload. In addition to the three required core courses for which additional resources are sought, the Proposal highlights six elective courses which it is anticipated most students would take. No information is given in the Proposal for these courses concerning the resource implications on faculty workloads nor relative to their potential scheduling relative to enhancing student accessibility. If, as recommended in this review, faculty advisors were to be assigned to the non-thesis graduate students, this would also extend the scope of current academic responsibilities for faculty.

The Department's facilities for students leave considerable room for improvement. The External Review concluded that these were then "woefully inadequate" with respect to student carrels and the computer laboratory. It was indicated at the time of the External Review that changes here were forthcoming, and it would be vital that these should already be in place before the new program was initiated.

The Faculty of Graduate Studies' 1995 Academic Guide stipulates a range of procedures to be followed for the approval of new degree programs. From the perspective of this external reviewer it is unknown whether these are guidelines or required procedures. If the latter is the case, then several items specified are not provided in the Proposal for the new program under heading 3.2.1.2 of the Academic Guide. Those are points 3 (number of staff...association with the proposal), 4 (faculty experience with advanced work) and 5 (detailed curriculum vitae).

10. Differential Fee Structure

To defray the additional expenses incurred by the new program the Proposal recommends "a \$2000 Departmental fee as a one-time fee payable upon enrolment in the diploma program". This charge would net \$20,000 per annum and the fee would be increased annually at the same rate set by the University for standard and faculty fees.

pg.64

9

The External Reviewers, while endorsing the need for the new program, had reservations concerning the Departmental fee:

"One issue, however, may be problematic: the one-time fee. We fully understand the reasons given for proposing such a fee, but remain unconvinced that, as the proposal states..."the higher fees should not pose a hardship as the potential students are fully employed in the workforce at the senior level, many will also be sponsored or subsidized by their employing agency." Firstly, no evidence is provided that the employers of potential students would be willing to pay an additional \$2000, or that given the anticipated enrolment, the funds brought in would be sufficient. Moreover, there may be other students who would opt for the proposed program who without it would have applied for the MSc. Not all of these students would be able to afford an additional \$2000, given the financial concerns raised in the Self-Study Document. Thus the new program might be potentially restrictive and/or considered elitist and available only to those able to pay, as opposed to those potential and current students who could be beneficiaries of such a program. This matter deserves considerable thought. Finally, it was unclear to us from our discussions with the Faculty of Graduate Studies that such additional fees, of whatever magnitude, are consistent with either their current or future policies or that even if they were whether the Department would be able to retain all the funds so generated. These issues warrant further clarification, both with Faculty of Medicine and the Faculty of Graduate Studies (or assurances on these points from them), prior to moving forward."

The Department fee would not only create a disparity in fee levels between thesis and non-thesis programs but also pose dilemmas for students transferring between degree programs. Research degree students and occasional students transferring to the new program would be required to pay the Departmental fee. No reference is made in the Proposal as to whether students seeking a transfer from the new program to one of the established degree programs would be entitled to a rebate of all or a portion of the already levied \$2000 Departmental fee.

The issue of special departmental fees for existing and new graduate programs is a University of Manitoba policy matter transcending this review. In this instance, given these unknowns and the disparities involved, its introduction does not appear to be warranted and the provision of requisite resources should be otherwise resolved.

The new degree Proposal has been unanimously endorsed by the Executive Committee of the Faculty of Medicine, draws strong support from clinical departments and regional public health units, and will serve to enhance further the Faculty of Medicine's Faculty's reputation as a pacesetter in the field of community health. The Department offers the Faculty's largest graduate program, one that with the new non-thesis degree will continue to be an important resource in graduate medical education for its own faculty and to the broader community. While acknowledging the dilemmas posed by budget reductions, to the extent that this field is indeed a priority in graduate medical education, the modest amount involved to defray additional expenses for the new program should more properly be provided directly as additional base funding to the Department of Community Health Sciences. A complementary option would be obtain some or all of the requisite funding from the provincial ministry responsible for graduate health professional education.

11. Format of Instruction

The Proposal indicates that the three required core courses in the new program would be offered twice with the second classes being scheduled in the evening to enhance accessibility. All other courses would remain as currently scheduled. This format will undoubtedly limit the involvement of many in the intended pool of candidates, particularly those living at a distance from Winnipeg. This concern is noted in the letters from several officials with regional health units who suggest alternative scheduling arrangements such as more evening and weekend courses, a modular format and distance learning such as that being introduced by the Faculty of Nursing. The Proposal notes potential competition from internet graduate instruction which may "poach our territory, giving students the option of obtaining advanced training in population health without leaving their place of employment".

In light of these needs and concerns the Department should consult with others across the University who have had experience with other teaching formats. Options such as internet instruction, for example, could be phased in on an incremental basis over a period of years, thus alleviating the burden of a major shift to a new curriculum format. This would permit experience to be gained about how such instruction might be most effectively presented from the perspectives of both faculty and students. A shift along these lines could serve to help alleviate some of the competition alluded to in the Proposal and, in keeping with the university's philosophy, enhance its accessibility as a provincial educational resource.

12. Graduate Student Consultation

In undertaking their consultation in November 1998 the External Reviewers gained valuable insights from meeting with graduate students and the briefs they submitted. In their submission it was proposed "that the student body partake in this exercise on a more regular basis as a means of having more input into future program growth and development". It is unclear from the Proposal for the new degree whether the graduate student caucus was consulted during its preparation. Particularly in light of the fact that a portion of students currently enrolled in the research degrees might have opted for the new program had it been available earlier, such consultation could still be invaluable in the fine-tuning of the Proposal's arrangements relating to students' interests.

13. Faculty of Graduate Studies Policy on Diploma Programs

At the time of their site visit the External Reviewers had the opportunity of meeting the Dean and two Associate Deans of the Faculty of Graduate Studies, and were informed of the extensive review then underway of existing graduate programs. That discussion did not allude to the Faculty's position with respect to diploma programs except that in general terms the External Reviewers endorsed the philosophy and need for such a new degree stream in Population Health.

The 1995 Academic Guide stipulates that "the regulations for the master's program shall prevail for diploma programs unless otherwise indicated by the individual department offering the diploma program". The conundrum posed here is that if the requirements for the two degrees are basically comparable, what is the rationale for retaining existing diplomas, and particularly, for the introduction of a new diploma program. While having raised a number of issues about the proposed Graduate Diploma in Public Health, this external reviewer is insufficiently informed about how these concerns may accord with the Faculty's current

pg.66

Department of Community Health Sciences University of Manitoba

Memo

To: Dr. Tony Secco, Assoc Dean, Faculty of Graduate Studies

From: Dr. T. Kue Young, Professor and Head

Tel: +204-789-3644; Fax: +204-789-3905; e-mail: tkyoung@cc.umanitoba.ca

CC:

Date: 14/09/99

Re: Response to External Review of Proposal for a Diploma in Population Health

Attached please find our Department's response to the report of the external reviewer. We believe the three major areas of disagreement have been satisfactorily addressed and that the proposal should proceed to Faculty Council as originally submitted.

I would be happy to come to your Programs Committee to explain further the Department's position.

As per your advice, I have been in touch with Norman Halden of the SPCC and he has given me instructions to start the process by submitting the proposal and complete the checklist of requirements.

general policy position on diploma programs. Among the points where having a better understanding of the Faculty's position would have been helpful are:

- In light of the widespread currency of master's programs elsewhere, what is the Faculty's position on the merits of establishing new diploma degrees?
- What is the scope of requirements that may be specified by departments? Relative to minimum program requirements, should they be able, for instance, to invoke an academic "notwithstanding" clause (e.g., not requiring a practicum)?
- What is the Faculty's position on special Departmental fees for graduate studies and how does this relate to the responsibility of constituent faculties to provide the requisite resources for graduate education?

Response of the Department of Community Health Sciences to the External Review of its Proposal for a Diploma in Population Health

The Graduate Studies Committee of the Department of Community Health Sciences (CHS) has studied the report of Dr. Robin Badgley of the University of Toronto, who served as external reviewer of our proposal for a Diploma in Population Health.

CHS is delighted in the reviewer's favourable assessment of the quality of our existing graduate program and the excellence of our faculty members and students. We also applied his support for the need of a non-thesis option to cater to the needs of a pool of students from the health care sector who can benefit from such a program and for whom a research thesis is not appropriate.

Dr. Robin Badgley was recommended by the Department to undertake this review because of his familiarity with the CHS graduate program. He was chair of a 3-person team invited by the Department to conduct an external review of the total program in November 1998 [even when there was no requirement to do so — we believe we are the first graduate program to conduct a voluntary review]. At that time the proposal for the Diploma program had already been submitted to the Faculty Board. The review team did review the proposal and in fact made reference to it in its final report. When we were informed by Graduate Studies that the Diploma proposal required an external review, the Department suggested Dr. Robin Badgley rather than an entirely new person who would repeat much of what the 3-person review team did in November 1998. Dr. Badgley did not conduct fresh interviews focussed specifically on the Diploma proposal but instead relied on his previous report on our overall graduate program and a review of relevant documents.

We can identify only three issues for which the reviewer is at variance from the position taken by our Department as stated in the proposal: (1) whether it should be a Diploma or a Master's (2) need for a practicum; (3) the additional fee to be levied by the Department.

Diploma vs Master's degree

The reviewer is of the opinion that a Diploma has been replaced by the non-thesis Master's elsewhere, and cited the experience at the University of Toronto, with its 6 Master of Health Sciences programs. It should be noted that at the University of Toronto, the non-thesis MHSc programs require the completion of 20 half-courses (equivalent to 60 credit hours) spread over 2 years of full-time study. This is very different from our proposal of 6 half-courses or 18 credit hours. We have designed the Diploma program for a very specific market – primarily senior clinicians in the teaching hospitals and managers in government departments on a part-time basis. The U of T model, which is subscribed to mainly by younger students, would not be appropriate for this group. Our diploma is never intended to be the equivalent of the MHSc offered by the U of T, which incidentally has retained both a Diploma (in Industrial Hygiene) and a Certificate (in Community Health) for students very similar to those whom we have identified as potential applicants to our Diploma program.

The London School of Hygiene and Tropical Medicine of the University of London, the leading institution in the world for training in our discipline, offers a Diploma and a non-thesis MSc in its external distance-learning program. There is clear recognition of the need to differentiate between a Diploma and a Degree program. In the case of the London School, Diploma students are required to take 4 courses, compared to the 10 for the Degree students.

Our Department has spent the last 15 years debating the issue of a non-thesis Master's. The idea was debated in the mid 1980s when the proposal for a graduate program was being prepared. In the end the Department decided at that time to proceed with only the thesis-based MSc and PhD and not introduce a non-thesis Master's. In the mid 1990s the issue was resurrected. Dean Kenneth Hughes visited the Department and advised against a non-thesis Master's. There was concern, especially by the students of the time, that a non-thesis Master's would not be sufficiently distinct from the thesis-based Master's, and ran the risk of de-valuing the thesis-based degree. The issue was finally resolved after two Departmental retreats in 1996 and 1997 and a series of Council meetings when the Department finally agreed to submit a proposal for a Diploma program.

According to the Faculty of Graduate Studies' 1999/2000 calendar, there are in the Faculty four graduate diploma programs: In City Planning, Periodontics, Oral and Maxillofacial Surgery, and Prosthodontics, the last three offered by the Faculty of Dentistry. There are clearly precedents for a graduate diploma for students in the professional faculties for which a Master's, whether thesis or non-thesis based, is not suitable.

In our view, there is a clear need for a non-thesis option in the form of a Diploma, offered to part-time mature students with a modest course load (18 credit hours) which cannot be transformed into a non-thesis Master's.

Need for a Practicum

The external reviewer is of the opinion that a practicum-like course should be one of the required core courses. We do not consider a practicum necessary for the type of students that we target, and that the experience offered by a formal practicum is already available in the courses likely to be selected by the students.

"Potential students for the Diploma program are already practitioners in the health care system. They do not need practical exposure to the workplace. They will apply the knowledge and skills acquired in the courses and apply them to their day to day work. Setting aside 3 credit-hours for a practicum appears to us to be of limited use, and students are better advised to use the time for further courses.

While not explicitly identified, there are in effect two "streams?" – one for clinicians who will take the clinical epidemiology course [93.736] as an elective; and the other for government planner and administrator who will take a course on health services evaluation [93.713]. Our proposal identifies these two courses as offering practical experience in applying theory to the design of a clinical research project or intervention program, respectively. While these two courses are not part of the required core courses, as it is our intent to make the program as flexible as possible, it will be the role of the Diploma program coordinator to provide advice on course selection that best tailor to their individual needs.

In our view, there is insufficient justification for a separate practicum and that, with appropriate advice on course selection, students will have ample opportunity to apply their theoretical training to practical problems through existing elective courses.

Differential fee structure



The external reviewer is of the opinion that the higher fees for Diploma students may pose financial hardship and create disparity. It is suggested that funds for the program should be requested from the University.

The students to whom the Diploma program is targeted are senior clinicians in the hospitals and government planners and administrators. These are not needy students. Students who do not have prior employment who still desire to apply to the Diploma program would be eligible for existing forms of financial aid. The reviewer wanted documentary evidence from employers that they would pay for the education of their employees. It is unrealistic to expect such commitments in advance to a program that does not currently exist. Employers' subsidies of further education are very dependent on the budgetary situation, and few would be willing to commit themselves in writing at this stage.

Concern was also raised regarding transfer of students from the degree to the diploma. We wish to stress that the Diploma in Population Health is never meant to be a "consolation prize" for those students who could not complete their MSc thesis. The Diploma and MSc are separate programs of studies with different objectives. Students are of course free to make the change but must be expected to pay the required fees for a new program. However, we do make allowance for a maximum of 6 credits earned during the MSc program to be transferred to the Diploma program. This will shorten the time spent in the program and will provide some financial relief. It should also be pointed out that many students in this category would likely be subject to the Faculty's "stale-dated course" regulation and would not be eligibe to transfer those credits.

While we would be delighted if the University would provide new money for the proposed program, we are also cognizant of the financial status of the University. We firmly believe that departments and schools should take on more responsibility in supporting new programs. We have identified a market and suggested a mechanism whereby the program can be self-sustaining. This approach should be supported by the University, otherwise our programs will stagnate while we wait for funding to be found for us by the University.

There are precedents within the University of differential fee structures. The Faculty fee charged by Dentistry (over and beyond the Standard fee) for its diplomas are higher than those for other programs offered under the auspices of Graduate Studies. The MBA MANITOBA degree offered by the Faculty of Management is the clearest example of different fees for different types of students for essentially the same degree.

In our view, the differential fee structure is not expected to pose a financial hardship to the students for whom the program is intended, is not unprecedented in this University, and is indicative of our determination to serve the education needs of the health care community in the absence of new internal funding.

In sum, the position of the Department of Community Health Sciences is that our current proposal should go forward to Faculty Council and to Senate unchanged in terms of these substantive issues.

Report of the Senate Planning and Priorities Committee (SPPC) on the proposed Graduate Diploma in Population Health of the Department of Community Health Sciences, Faculty of Medicine.

The Department of Community Health Sciences, Faculty of Medicine is proposing to introduce a Graduate Diploma in Population Health.

Preamble

Since 1989, the Department of Community Health Sciences has had a graduate program leading to the MSc and PhD degrees. The thesis requirements of the programs have deterred many applicants who would have benefited from the knowledge and skills offered by the program's intensive course work. Many such potential applicants, which includes senior staff physicians from clinical departments and senior management staff of local and regional health care institutions, have already taken graduate courses from the Department as Occasional Students. A non-thesis graduate diploma program would meet their needs and interests. The proposed program will: complement the existing degree program; have no overlap with other health related graduate programs delivered by Manitoba universities; will provide closer links with clinical departments and public health agencies, and, provide an opportunity for career development to those in the field.

Observations

- 1. The Diploma would be awarded after successful completion of 18 credit hours of course work in which a core curriculum of three, three-credit hour courses will be augmented by electives chosen to complement the students' backgrounds and interests.
- 2. Substantial community support for the proposal exists.
- 3. The expected enrolment is ten students per year. Exploration of future distance delivery of the diploma program is under consideration.
- 4. Ro new courses are needed to deliver the program.
- 5. Additional resources will be required to cover stipends for instructors of duplicate evening courses, a program coordinator to advise students, and teaching assistants in two of the core courses. A one time Departmental fee of \$2000 (in addition to the program and Faculty fees for diplomas) will be used to offset the expenses of the Graduate Diploma in Population Health. The Vice-President (Administration) has agreed to the program fee and to its retention by the Department.

Recommendation

That Senate approve and forward to the Board of Governors the Graduate Diploma in Population Health as proposed by the Department of Community Health Sciences.

Respectfully submitted,

Norman Halden, Chair Senate Planning and Priorities Committee

Terms of Reference: Senate Handbook (Rev. 1993), pp. 10.21/22 Commends of the Executive Committee: The Executive Committee endorses the report to Senate.



THE UNIVERSITY OF MANITOBA

OFFICE OF THE PRESIDENT

208 Administration Building Winnipeg, Manitoba Canada R3T 2N2

Fax: (204) 275-1160

November 16, 1999

To: Dr. Fernando de Toro, Dean, Faculty of Graduate Studies

From: Richard A. Lobdell, Vice-Provost (Programs)

Re: Graduate Diploma in Population Health

You will see from the enclosed copy of a letter from COPSE to the President that we are now permitted to proceed with a full program proposal for the creation of a Graduate Diploma in Population Health. Thus, you and your colleagues should begin moving this proposal through SPPC noting COPSE's request that a distance education delivery component be reconsidered.

Encl.

/dg

cc E.J.E. Szathmáry, President

K. C. Ogden, A/Vice-President (Academic) & Provost

B. Sawicki, University Secretary

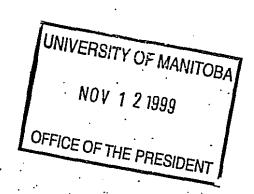
T. Kue Young, Head, Department of Community Health Sciences

RAL

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

November 8, 1999

Dr. Emöke Szathmáry President & Vice Chancellor The University of Manitoba Room 200 Administration Building Winnipeg MB R3T 2N2



Dear Dr. Szathmáry:

The Statements of Intent for Bachelor of Midwifery, Bachelor of Science in Psychology (Honours and Major), and the Graduate Diploma in Population Health have been reviewed. The University can now proceed to the proposal stage. It is our understanding that no new monies are being requested of Council in the establishment of the Bachelor of Science in Psychology or the Diploma in Population Health.

However the Statement of Intent for the Graduate Diploma in Population Health indicated that this program would not have a distance education delivery component. We would ask that this decision be reconsidered and that the University identify how the program will be delivered to individuals working in the health field outside of Winnipeg, who fall within the target population for the program.

Please note that approval of Statements of Intent does not necessarily guarantee approval of the formal program proposal.

We look forward to receiving your formal program proposal.

Yours truly

Léo LeTourneau, Ph.D.

Executive Director

c. Louise Gordon