

A G E N D A

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II MATTERS RECOMMENDED FOR CONCURRENCE WITHOUT DEBATE

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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 MARCH 2000

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

IX REPORTS OF OTHER COMMITTEES OF SENATE,
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X ADDITIONAL BUSINESS

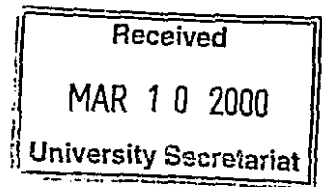
XI ADJOURNMENT

/sgp



THE UNIVERSITY OF MANITOBA

ENROLMENT SERVICES
Financial Aid & Awards



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Canada R3T 2N2

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March 10, 2000

REPORT OF THE SENATE COMMITTEE ON AWARDS

PREAMBLE

1. The Senate Committee on Awards last reported to Senate on February 4, 2000. The Committee convened again on March 1, 2000 (via e-mail).
2. The terms of reference for the Senate Committee on Awards are found in the Senate Handbook on pages 10.11 and 10.12.

OBSERVATION

1. One amendment was reviewed by the Committee and this amendment is forwarded to Senate for approval.

RECOMMENDATION

That the one amendment be approved as submitted by the Senate Committee on Awards.

Respectfully submitted,

K. Vessey, Chair
Senate Committee on Awards
KV/em

REPORT OF SENATE COMMITTEE ON AWARDS
SENATE MEETING

APRIL 4, 2000

AMENDMENT

UNIVERSITY OF MANITOBA GOLD MEDALS AND PROGRAM MEDALS

In January, 1999, the Senate Committee on Admissions recommended to the Senate of the University of Manitoba that "all grades, including transfer credit grades, be included in the student's University of Manitoba cumulative grade point average". The recommendation went on to state that each Faculty and School was to review matters that involve cumulative grade point averages in that School or Faculty, such as University and Program Gold Medals and other awards. All Faculties and Schools were asked to consider whether they favour the inclusion of transfer grades in calculations for Gold Medal consideration and the following are the results, by Faculty / School:

Faculty of Agricultural and Food Sciences - transfer grades are to be included for consideration for Gold Medals

Faculty of Architecture - transfer grades are to be included for consideration for Gold Medals

School of Art - transfer grades are to be included for consideration for Gold Medals

Faculty of Arts - clarification to be made to the terms which states that the recipient of the Gold Medal must have "achieved the highest sessional grade point average (minimum 3.85) based on a minimum of 24 credit hours completed at the University of Manitoba for each of the last two sessions leading to graduation"

Faculty of Dentistry - transfer courses are to be excluded from consideration for Gold Medal

Faculty of Education - transfer grades are to be included for consideration for Gold Medals. In addition, a change is to be made to the terms of the Gold Medal to state that the last 60 credit hours are to be considered in calculations, rather than four years of the degree program.

Faculty of Engineering - transfer grades are to be included for consideration for Gold Medals

Faculty of Human Ecology - transfer grades are to be included for consideration for Gold Medals

Faculty of Law - transfer courses are to be excluded from consideration for Gold Medal

School of Medical Rehabilitation - transfer grades are to be included for consideration for Gold Medals. However, this policy will first be applied in May of 2003 in order to allow for a consistent policy to apply to all students who have entered the School under the current policy.

Faculty of Management - several changes are to be made to the terms of reference for the Gold Medal in Management. Firstly, a minimum grade point average will be added to the terms of reference and set at 3.80. Secondly, the course load requirement for the last two years in the program will be dropped from 30 to 24 credit hours. An addition will be made which will state that summer session courses will not be included in this credit load calculation. The terms will state that all courses (including Letter of Permission courses, repeats, substitutions, and special student status courses) are to be used to determine the credit load requirement, but the grade point average will be calculated on University of Manitoba courses only. The tie-breaking mechanism is also being amended. Ties will now be broken in the following order: (a) number of "A+"s in the last year, (b) number of "A"s in the last year, and (c) the overall cumulative grade point average (based on University of Manitoba courses only).

School of Music - transfer grades are to be included for consideration for Gold Medals

Faculty of Nursing - transfer grades are to be included for consideration for Gold Medals

Faculty of Pharmacy - the criteria for Gold Medal selection in Pharmacy are to be updated to state that the University Gold Medal in Pharmacy shall be awarded to the graduating student who:

- (a) has achieved the highest grade point average (minimum 3.75) on courses constituting all four years of the pharmacy undergraduate program (including transfer courses);
- (b) has completed at least 80% of the required course load in each of the four years of the program.

Faculty of Physical Education and Recreation Studies - transfer courses are to be excluded from consideration for Gold Medal

Faculty of Science - transfer grades are to be included for consideration for Gold Medals

Faculty of Social Work - transfer grades are to be included for consideration for Gold Medals

Comments of the Executive Committee on the Report of the Senate Committee on Awards

The Executive Committee makes the following observations:

1. The medals in question are University of Manitoba Gold Medals and Program Medals.
2. In January of 1999, Senate decided that "all grades, including transfer credit grades, be included in the student's University of Manitoba cumulative grade point average".
3. The 10 March 2000 report of the Senate Committee on Awards provides the opportunity for Faculties and Schools to determine whether or not transfer credits will be included in the calculation of grades for individual University of Manitoba Gold Medals and Program Medals.
4. The Executive Committee encourages all Faculties and Schools to consider accepting transfer credit in the calculation of grades for these medals.
5. The Executive Committee suggests that the issue of including transfer credits in the calculation of grades for these medals be revisited by the Senate Committee on Awards with a view to developing a common approach.

Recommendation

The Executive Committee endorses the report to Senate.

February 23, 2000

Report of the Senate Committee on Academic Dress

Preamble

Since last reporting to Senate, the Senate Committee on Academic Dress met on the above date to consider hood colours for the Bachelor of Exercise and Sport Science Degree.

The terms of reference for the Senate Committee on Academic Dress are found on page 10.4 of the *Senate Handbook* (1992).

Observations

1. The degree Bachelor of Exercise and Sport and Science (BESS) was approved by Senate at its meeting of January 8, 1997 and by the Board of Governors on March 26, 1998. The first graduands of this new program are expected to convocate in May, 2000.
2. The Faculty of Physical Education and Recreation Studies have proposed a hood of the colour previously approved within the Faculty of Physical Education and Recreation Studies, but with the addition of yellow gold braid, the colour previously approved for the lining of the Bachelor of Science degree.

Recommendation

The Senate Committee on Academic Dress endorses the recommendation of the Faculty of Physical Education and Recreation Studies that the new hood for the Bachelor of Exercise and Sport Science degree be Sage Green (Munsell Colour Code 2.5 GY 7/4) and that there be, on this lining, at a distance of 13 mm from the edging, a 6 mm wide Gold Yellow (Munsell Colour Code 5Y 8/6) braid.

Respectfully submitted,

D. Amundson, Chair
Senate Committee on Academic Dress

Is

Comments of the Executive Committee:

The Executive Committee endorses the report to Senate.



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THE UNIVERSITY OF MANITOBA

FACULTY OF PHYSICAL EDUCATION
AND RECREATION STUDIESWinnipeg, Manitoba
Canada, R3T 2N2

February 3, 1999

Ms. Beverly Sawicki,
Secretary of Senate,
244 Engineering Building, University of Manitoba

Fax: 474-7511

Dear Ms. Sawicki:

At the request of Professor Ed Anderson, former Secretary of Senate, our Faculty has been considering selection of a hood colour for the new Bachelor of Exercise and Sport Science (BESS) degree. It is our understanding that the Senate Committee on Academic Dress customarily seeks advice from the academic unit concerned regarding a colour selection.

As suggested by Professor Anderson, I have examined Hugh Smith's *Academic Dress and Insignia of the World*, and contacted the Deans and Directors of several universities offering similar degrees. I have also reviewed the list of hood colours already in use at the University of Manitoba to make sure that our recommendation for the BESS degree does not duplicate existing hood colours.

Our recommendation for a hood colour for the BESS degree is as follows:

Sage Green - Colour 2.5 GY 7/4, and on this lining, at a distance of 13 mm. from the edging, a 6mm. wide Gold Yellow braid - Colour 5Y 8/6

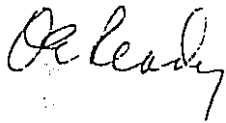
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The rationale for this recommendation:

- i) Sage green is the basic hood colour for both existing undergraduate degrees in our Faculty (BPE and BRS), and is the recommended colour for Physical Education in the Intercollegiate Code for Canada.
- ii) Gold Yellow is associated with Science, and therefore a combination of sage green and gold yellow is appropriate for *"exercise and sport science"*.
- iii) While hood colours vary considerably between universities, at least one university (University of Western Ontario) has a hood trimmed with gold yellow for their BSc Kinesiology degree.
- iv) The location and width of braid is the same as for the maroon braid used in the BRS degree

I hope that the Senate Committee on Academic Dress finds this recommendation helpful in their deliberations, and I would be pleased to answer any further questions they may have.

Sincerely,



A. Elizabeth Ready, PhD
Professor and Coordinator, Physical Education
cc: Dean D. Hrycaiko

SCHEDULE OF MEETINGS AND AGENDA MAILINGS
SENATE AND EXECUTIVE COMMITTEE OF SENATE

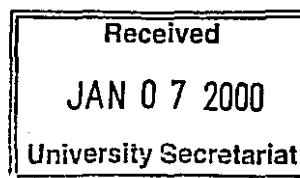
May 2000 to October 2001

Date for Items to the Secretary	Agenda to the Executive Committee	Executive Committee Meetings	Agenda to Senate Members	Senate Meetings
2 June 2000	8 June 2000	14 June 2000	22 June 2000	28 June 2000 ¹
21 July 2000	27 July 2000	2 August 2000	10 August 2000	16 August 2000
11 August 2000	17 August 2000	23 August 2000	31 August 2000	6 September 2000
8 September 2000	14 September 2000	20 September 2000	28 September 2000	4 October 2000
6 October 2000	12 October 2000	18 October 2000	26 October 2000	1 November 2000
10 November 2000	16 November 2000	22 November 2000	30 November 2000	6 December 2000
1 December 2000	7 December 2000	13 December 2000	19 December 2000	3 January 2001
12 January 2001	18 January 2001	24 January 2001	1 February 2001	7 February 2001
9 February 2001	15 February 2001	21 February 2001	1 March 2001	7 March 2001
9 March 2001	15 March 2001	21 March 2001	29 March 2001	4 April 2001
12 April 2001	19 April 2001	25 April 2001	3 May 2001	9 May 2001 ²
1 June 2001	7 June 2001	13 June 2001	21 June 2001	27 June 2001 ¹
20 July 2001	26 July 2001	1 August 2001	9 August 2001	15 August 2001
10 August 2001	16 August 2001	22 August 2001	30 August 2001	5 September 2001
7 September 2001	13 September 2001	19 September 2001	27 September 2001	3 October 2001

1. Senate meets the last week of June so that a meeting in July is not required.
2. Senate meets the second Wednesday of May to allow additional time for the preparation of the list of graduands for Senate approval.



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THE UNIVERSITY OF MANITOBA

OFFICE OF THE PRESIDENT

202 Administration Building
Winnipeg, Manitoba
Canada R3T 2N2

Fax: (204) 261-1318

January 4, 2000

To: Dr. Johann de Vries, Dean
Faculty of Dentistry

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

Subject: Proposed "Community Oral Health Centre"

Richard Lobdell has discussed with me your letter of 3rd December 1999, in which it is proposed to rename the current "Community Dentistry Programs" as the "Community Oral Health Centre", to refine its governance structure, and to describe in greater detail the functions of the Director and Council.

As I understand it, this Centre would pursue several objectives including service provision to particular target populations, general oral health education, and providing modest research opportunities for the study of special-needs groups. Because this Centre would have as its primary mandate activities other than research, it would not be governed by Policy 1405, but instead would be established under the auspices of the Vice-President (Academic) & Provost.

This "Community Oral Health Centre" is an exciting extension of your Faculty's long-standing interest in and concern for oral health promotion in the "real" world. You and your colleagues are to be congratulated for this initiative. Accordingly, I am happy to approve its establishment. By copy of this memo, I ask that Bev Sawicki include it for information in an early Senate Agenda.

I look forward to receiving an annual report on the work of this Centre.

JSG/gp

cc Emőke J.E. Szathmáry, President
Joanne Keselman, Vice-President (Research)
Bev Sawicki, University Secretary



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THE UNIVERSITY OF MANITOBA

FACULTY OF DENTISTRY
Office of the Dean

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December 3, 1999

Dr. Richard Lobdell
Office of the President
Vice-Provost (Programs)
208 Administrative Building
Ft. Garry Campus

Dear Dr. Lobdell:

Attached, please find a copy of a proposal to form a "Community Oral Health Centre". Your advise on the procedure for providing it some official status would be appreciated.

Background and Motivation:

Community *Dentistry* Programs are part of our Faculty's structure. Our outreach projects are administered by this section. To change *Dentistry's* name to "Oral Health" is technical. The change from *Programs* to "Centre" may also be seen as technical, however, the Mission of the new Centre will be more comprehensive.

Please note that this is not a research centre. As it is clear from the mission, the Centre will administer and act as a resource vehicle to the Faculty.

As for the Governance of the Centre, it will be responsible to the Dean, including financial responsibility.

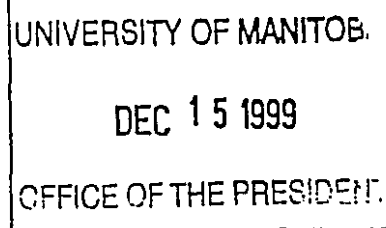
Attached, for your convenience, is the Governance Structure of the Faculty, with a description of the functions of the Director and Council of the Centre.

I would appreciate your advise and guidance.

Sincerely,

Johann de Vries, B.Ch.D., B.Ch.D.(Hons.), M.Dent., Col., F.I.A.D.
Dean, Faculty of Dentistry
km: de Vries/Lobdell

FAXED



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Health
Promotion

Education

Research



Dental Service



The University of Manitoba

Centre for Community Oral Health

University of Manitoba

Our Mission:

To care for under-served communities by promoting oral health and providing essential service through fiscally-responsible programs using the resources and expertise of the Dental Faculty.

Our Target:

We direct our efforts in Manitoba, Canada, and internationally at communities with inequalities in oral health status or inequities in access to oral healthcare services. We define community as a *specific group of people, usually living in a defined geographical area, sharing a common culture and experiencing similar barriers to good oral health.*

Our Goals:

1. Dental Service

To provide high quality, evidence-based dental services which are efficient, effective, and individualized for each patient.

2. Oral Health Promotion

To provide community-based oral health promotion so individuals and communities can participate actively in achieving health.

3. Education

To provide educational opportunities for dental students, dental hygiene students, and dentists enrolled in advanced programs.

4. Research

To conduct insightful healthcare policy research for special-needs groups.

5. Coordination

To provide support, coordination and administrative structure for all Faculty outreach programs.

6. Resource Centre

To act as a resource centre for the Faculty and the communities which we serve.

Background:

In the past, oral diseases were ubiquitous and the loss of teeth considered inevitable. That situation has changed dramatically in North America in the last 20 years. The number of caries-free children has increased to the point that about 50% of children aged 5-17 have never experienced decay. The oral health of adults has also greatly improved with an increasing proportion of adults keeping their teeth for a lifetime.

Unfortunately, not all the news is good. Dental diseases are not uniformly distributed within the population; about 70% of dental decay is now concentrated in only 25% of the population. The high dental needs groups in Manitoba include children from economically disadvantaged families, aboriginal people, northern residents, and the institutionalized elderly. Often individuals and families burdened by dental disease are the ones least able to pay for dental treatment. Consequently, needy citizens suffer as a result of their ill dental health.

US Surgeon General Everett Knoop said, "You're not healthy without good oral health." This quotation signifies that oral health care is a necessity, not a luxury. Maintaining good oral health is a necessary part of continued health and well being. This premise is supported when organizations provide dental services within community health clinics. The key component of such programs has previously been limited to providing dental treatment, (fillings or extractions) for teeth with existing dental disease. Little emphasis is put on preventing oral disease.

While an important factor in oral health, providing dental treatment does little to change the factors that initially produced the disease, allowing the cycle of dental disease to continue. For long-term change, oral health programs must address the broader determinants of oral health. Clearly, the determinants for special-needs populations must be identified and addressed.

The Centre for Community Oral Health (CCOH) at the University of Manitoba is a not-for-profit organization. All excess revenue generated by providing dental treatment is reinvested back into community programs. The Centre uses this revenue to provide oral health promotion activities that build within communities and address the wider determinants of oral health. Similarly, the Centre utilizes the expertise of a variety of specialists and researchers to continually improve the quality of service and health promotion activities.

Rationale:

1. SERVICE PROVISION

- Providing treatment of existing disease is an integral part of an oral health program
 - Dental service reduces suffering resulting from dental disease and ensures that no child, adult, aging or aged person need endure pain as a result of ill oral health
 - Early intervention helps stop the progression of dental disease and reduces the impact of oral disease on the quality of life
 - Written standards of care will guide the provision of dental services in all programs. Standards will use an evidence-based approach.

2. EDUCATION OF HEALTH PERSONNEL

- Educational opportunities are necessary in a comprehensive oral health program and help ensure a source of future dental providers who are willing and able to care for the oral health of various communities. Educational activities will involve the following groups:
 - a. Dental Health Professionals
 - dental residents/interns (licensed dentists)
 - dental students
 - dental hygiene students
 - dental therapy students
 - b. Non-dental health professionals
 - physicians
 - public health nurses
 - institutional care-givers
 - c. Care-givers
 - staff in personal care residences
 - supportive family members
 - community elders & leaders

3. ORAL HEALTH PROMOTION / PREVENTION

Oral health promotional activities are the foundation of an oral health program. Activities provided by the health promotion team include the following approaches:

- a. Reducing inequities in access to good oral health
- b. Providing community-based screening to identify:
 - segments of the community with unmet dental treatment needs
 - provide data allowing identification of high needs groups within communities
- c. Increasing prevention related services
- d. Individual and small group counseling
- e. Individual health education
- f. Development of community appropriate educational materials
- use of radio/television for dental health programming
- fluoride/sealants/etc
- g. Initiating & supporting community development initiatives directed towards:
 - i. establishing healthy dental environments
 - ii. creating oral health related social support networks
 - iii. ensuring the healthy dental choice is the easy choice
- h. Acting as an advocate for oral health on behalf of the community

4. RESEARCH

- When providing dental services oral health care professionals are required to record pertinent health information. This data collection is naturally conducive to health policy research. All research will guarantee confidentiality and be approved by an appropriate ethics committee. Research interests will include:
 - a. oral health status epidemiology
 - b. dental treatment needs
 - dental clinic attendees
 - non-clinic attendees
 - c. efficacy and effectiveness of interventions and preventives
 - d. influence of oral health & dental services on overall health and quality of life.
 - e. barriers to obtaining dental treatment services

Value-Added Features:

In addition to treating patients presenting with dental disease, the Centre for Community Oral Health (CCOH) is able to provide communities with the following unique services and features:

1. Oral Health Promotion:

We provide community-based oral health promotion services within all communities that we serve. These services combine knowledge of the determinants of oral health along with locally identified issues and interests by involving community members in designing services. Our dedicated "oral health promotion team" works to maintain oral health and avoid the initiation of dental disease.

2. Evidence-Based Service:

We use scientifically accepted methodology developed by the Canadian Task Force on the Periodic Health Examination to guide decisions regarding appropriate patient services. This process helps ensure that resources are only applied when improved patient outcomes are expected.

3. Quality Management and Assessment:

By scheduling formal evaluation and incorporating continuous quality improvement into program planning, we ensure the quality of service remains high and program objectives are achieved.

4. Access to Specialist Services:

Through its affiliation with the Faculty of Dentistry, the CCOH has access to the expertise of dental specialists. Specialty services form an integral and unique component of all CCOH programs. Specialist services range from consultation on difficult cases to on-site provision of dental treatment by a variety of dental specialities including orthodontics, oral surgery, and periodontics.

5. Screening Initiatives:

While many dental service providers concentrate on the oral health of clinic attendees, the CCOH uses a screening process to actively look for individuals within communities who are likely to suffer from ill oral health in the near future. Screening activities are generally directed at children as they represent the future.

6. Written Standards of Care:

As with most areas of human health, a one-size-fits-all approach to oral health service is unlikely to be effective. Therefore, the CCOH utilizes an evidence-based methodology to develop standards of care that are appropriate for each community served.

7. Student Involvement:

By including undergraduate dental and dental hygiene students in certain aspects of patient care and allowing them to serve communities, the CCOH ensures a continuous supply of oral health professionals who are willing and able to care for the oral health of various communities.

8. Health Policy Research:

Licensed dentists and dental hygienists routinely collect oral health status information from their patients. The CCOH will utilize this collected information to plan meaningful health policy.

ector: D. Brothwell
Appointed for 5 year term

Centre Council (suggested)

- a) Members: (appointed)
Laura MacDonald
David Singer
Oral Biology & Restorative to appoint a member each (at least one from each department)
Ron Monczka
Billy Wiltshire
Ron Boyar
Shirley Gelskey
Charles Lekic
Student
Dean
Chair: Director or Designate

b) Terms of Reference (Centre Council)

Powers to Act:

1. To review and formulate policy within the Centre on all matters which fall within the jurisdiction of the Centre Council.
2. To establish such committees as it deems advisable.

Powers to Recommend:

1. To recommend to the Dean, amendments to the mission and goals of the Centre.
2. To make other such recommendations as it deems advisable to appropriate persons or bodies.

Meetings:

A minimum of six meetings of the Council shall be held per year.

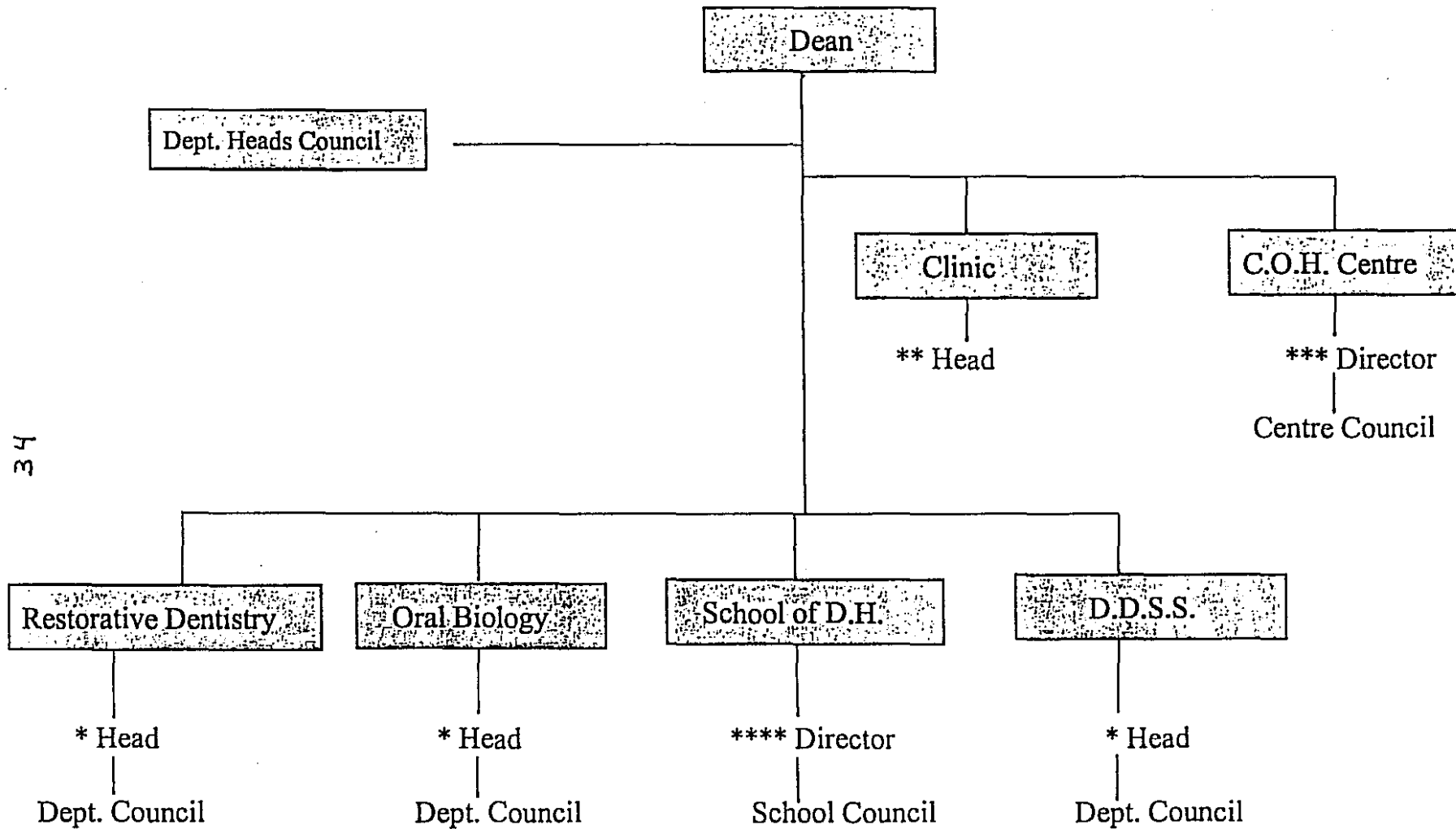
Director:

The chief responsibility of the Director to the Centre is to exercise leadership in all aspects of the work of the Centre.

Role of Management Council:

1. To advise the Director on all matters submitted to it by the Director;
2. To recommend to the Director or, through the Director, to any appropriate officer or body in the University, such actions as it may deem to be desirable;
3. To carry out such duties and responsibilities as may be assigned to it by the Faculty.

Faculty of Dentistry Governance Structure



* Head - 5 year term - search

** Head - 5 year term - appointed

**** Director - 5 year term - search

*** Director - 5 year term - appointed

22 March 2000

Report of the Executive Committee of Senate**Preamble**

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

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

Professor M. Stern will be the Speaker for the Executive Committee for the April meeting of Senate.

2. Attendance at Senate Meetings

Senate's rules provide a mechanism for the removal of an elected member of Senate when he or she has failed to attend three consecutive meetings of Senate.

The rule states as follows: "When a member of Senate elected by a Faculty or School Council has failed to attend three consecutive meetings of Senate, the member shall be notified by the Secretary with a copy to the Dean or Director of the Faculty or School concerned. If the Dean or Director has not received a satisfactory explanation of the absences within a reasonable time of receipt of such notice, the Dean or Director shall in accordance with the procedure set forth in the *Faculty and School Council General Bylaw* call a meeting of the Council to consider a resolution to remove the member from office and elect a replacement. The University Secretary must be notified of the disposition of the matter."

This rule has not been enforced for a number of years, and the Executive Committee is concerned that this may lead to some absences without a valid reason. Accordingly, the rule will be enforced beginning at the start of the next academic year, i.e. September 2000.

3. 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



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THE UNIVERSITY OF MANITOBA

OFFICE OF THE PRESIDENT

204 Administration Building
Winnipeg, Manitoba
Canada R3T 2N2

Ph: (204) 474-9404
Fax: (204) 474-7568

March 14, 2000

TO: Ms. Bev Sawicki, University Secretary

FROM: Joanne C. Keselman, Vice-President (Research) and
Chair, University Research Committee of Senate

SUBJECT: **Period Review of Research Centres and Institutes**

Attached please find a report which includes a recommendation relating to the review of the Health, Leisure and Human Performance Research institute (HLHPRI) which was conducted by URCS, according to Policy 1405, *Research Centres, Institutes and Groups*.

I would ask that you place this recommendation on the next agenda of Senate. Please feel free to contact me should you require any further information.

Thank you.

JCK/tt
attach.
c.c. Dr. G.B. Glavin

Comments of the Executive Committee:

The Executive Committee endorses the report to Senate.

THE UNIVERSITY RESEARCH COMMITTEE OF SENATE
REPORT ON THE REVIEW OF THE HEALTH, LEISURE AND HUMAN
PERFORMANCE RESEARCH INSTITUTE

Preamble:

1. Policy 1405, *Research Centres, Institutes and Groups*, stipulates that all research centres/institutes be reviewed by the University Research Committee of Senate (URCS) on a periodic basis but not less than once every 5 years. Accordingly, and following the approval by Senate of Policy 1405, the University Research Committee of Senate established a schedule for the review of all research centres/institutes.
2. For each research centre/institute identified for review, a sub-committee of the University Research Committee of Senate was established. In accordance with Policy 1405, the task of each sub-committee was to recommend to URCS on whether a formal, independent review committee should be struck to conduct a full review. If a sub-committee was of the view that a full review of the centre/institute was not warranted, it was further charged with recommending to URCS on the continuance or termination of the research centre/institute.

Observations:

1. The review process followed that which is outlined in section 3.3.1 of Policy 1405, and involved a review of annual reports of each centre/institute as well as a report prepared by each research centre/institute director which contains:
 - A description of how and why the centre/institute has achieved or revised the original objectives; a detailed listing of its research and training accomplishments; a membership list; and a detailed financial statement;
 - A five year plan which identifies future research directions and development strategies;
 - Letters indicating continued support for the research centre/institute from appropriate department heads and faculty/school deans/directors; and
 - The names of individuals who could provide external assessments of the centre/institute.
2. The HLHPRI review sub-committee has completed its work and its recommendation has been considered and was approved by URCS. The membership of this sub-committee was as follows: Dr. Gary Glavin (Chair), Dr. Jane Evans, and Dean Jim Jamieson.

3. The assessment of the sub-committee was as follows:

The Health, Leisure and Human Performance Research Institute (HLHPRI) is an established research centre at the University of Manitoba. Its mission statement is: "to facilitate, conduct and disseminate research of the highest quality in the areas of human movement and leisure behavior in order to contribute to an enhanced understanding of health and human performance."

Since the last review of the Institute in 1991, activity has dramatically increased. The number of Research Affiliates has grown from 8 to 23, and these affiliates are distributed among 5 different research groups. These research groups are functioning effectively, and their research spans the entire spectrum of the HLHPRI. A significant amount of research grant funding has been acquired and, appropriately, significant publication, presentation and conference activity has ensued. Many graduate students have been trained and a large number of students have held summer Research Assistantship positions.

Funding has increased by both established and new faculty members and partnership activity has also increased (eg. Parks Canada; National Sports Centre). The many letters of support from external agencies and partners attest to the "outreach" activities of the HLHPRI.

The new position of Associate Dean for Research and Graduate Programs serves to solidify the relationship between the Centre and the Faculty of Physical Education and Recreation Studies. The Director of the Centre holds this portfolio and thereby assures that the Centre and the Faculty are synchronized in terms of their activities.

The endowment fund is growing and healthy. As previously mentioned, research funding has increased and a balanced and reasonable five year plan is in place. Effort will be made to further augment the endowment; to further solidify external partnering arrangements; to increase interdisciplinary research (already ongoing as evidenced by letters of support from within the University of Manitoba); and to further increase the breadth of dissemination of the Centre's research findings to the wider community.

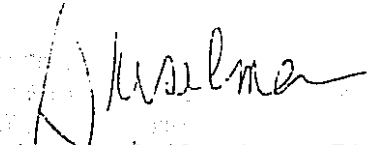
4. At the February 29, 2000 meeting of the University Research Committee of Senate, the sub-committee charged with reviewing the HLHPRI recommended and URCS approved that the Institute be renewed for a term of 5 years, from July 1, 2000 through June 30, 2005.

Recommendation:

On behalf of the University Research Committee of Senate, I am recommending to Senate:

That the Health, Leisure and Human Performance Research Institute be renewed for a term of 5 years, from July 1, 2000 through June 30, 2005.

Respectfully submitted,



Joanne C. Keselman, Ph.D.
Vice-President (Research)

Report on the Review of Senate Committees by the Ad Hoc Committee on Committees

Preamble

The Final Task Force Report, *Building on Strengths*, Recommendation No. 73 b), recommended that Senate review its committees to consider whether they are all necessary and to eliminate those deemed superfluous. On July 22, 1998, the Senate Executive Committee established the *Ad Hoc Committee on Committees* (the "*Ad Hoc Committee*") to conduct this review. Members of the *Ad Hoc Committee* are: Dr. E.J.E. Szathmáry, Chair; Professor E.A. Braid; Dean M. Cox; Professor H. Duckworth; Mr. J. Leclerc; and Professor E. Anderson

The *Ad Hoc Committee* reviewed all committees of Senate with respect to retention, deletion or combination with other committees, as well as committee composition and terms of reference. Following are the observations and the recommendations of the *Ad Hoc Committee*. Drafts of the report were circulated to chairs of all affected committees who were invited to provide input. Their comments were taken into consideration in the development of this document.

The University Secretariat will make the necessary changes to various University Governance documents in order to reflect the recommendations approved by Senate.

Observations

1. The Committee to consider Applications for Faculty Status has not met in nine years. The work of this committee would be more appropriately handled by an *ad hoc* committee, appointed by the Senate Executive Committee to consider applications for faculty status as and when the need arises (Recommendation No. 1).
2. It would be more appropriate and efficient to combine the work of the Committee on the Academic Evaluation of Students and the Committee on Instruction which are unwieldy in size and have not met for several years. Since these committees' responsibilities are related, a merger into one committee would be more effective and efficient (Recommendation No. 2). The Committee anticipates making recommendations with respect to the work of the Academic Review Committee at a future date.
3. Various committees' work would be facilitated by changes to composition and/or terms of reference (Recommendation No. 3).
4. Some inconsistencies were noted in the naming of Senate Committees and it was felt that it would be appropriate to have, where practicable, all committees' names begin by "Senate Committee on..." (Recommendation No. 4).
5. The *Ad Hoc Committee* believes that the adoption of the recommendations in this report will improve the work of Senate. In addition, adoption of these recommendations would reduce the total number of Senate committees by three and the total number of committee members by 31 (21 employees, 9 students, and 1 Alumni representative). On the other hand, reactivating the Senate Committee on Dental Licensure will create the need for additional people to serve.

Recommendations:

1. Disband the Committee to Consider Applications for Faculty Status and have the Senate Executive Committee establish an *ad hoc* committee to consider specific requests for faculty status as and when the need arises.
2. Disband the Committee on the Academic Evaluation of Students and the Committee on Instruction. Combine their responsibilities under one new Committee to be called the Senate Committee on the Academic Evaluation of Students and Instruction with the following composition and terms of reference:

a) Composition:

- i) Six members of the academic staff of whom at least one shall be a Senator and one should teach courses in University 1; these six shall include at least one each from the Faculties of Arts and Science and at least two from the other faculties/schools, one of whom shall be from the Bannatyne Campus;
- ii) Five students of whom at least two shall be graduate students;
- iii) UMSU President (or delegate);
- iv) Dean of Graduate Studies (or delegate);
- v) Director of University Teaching Services (or delegate);
- vi) Vice-Provost (Academic Affairs) (or delegate); and
- vii) Vice-Provost (Student Affairs) (or delegate).

The Nominating Committee will recommend on the membership of the new committee.

The terms of reference for the Senate Committee on the Academic Evaluation of Students and Instruction will be drafted by the current chairs of the Senate Committee on the Academic Evaluation of Students and the Senate Committee on Instruction, together with two representatives from each of those committees named by the respective chairs. The drafted terms of reference will be submitted for consideration by the Senate Committee on Rules and Procedures.

- 3. Adopt the changes in composition and terms of reference for various committees as detailed in Schedule "A."
- 4. Rename Senate Committees as follows:

<u>Current Name</u>	<u>New Name</u>	<u>Acronym</u>
Committee on Academic Computing	Senate Committee on Academic Computing	SCAC
Committee on Academic Dress	Senate Committee on Academic Dress	SCADR
Committee on Academic Freedom	Senate Committee on Academic Freedom	SCAF
Committee on Admission Appeals	Senate Committee on Admission Appeals	SCAA
Committee on Admissions	Senate Committee on Admissions	SCADM
Committee on Animal Care Policy	Senate Committee on Animal Care Policy	SCACP
Committee on Appeals	Senate Committee on Appeals	SCAPP
Committee on Approved Teaching Centres	Senate Committee on Approved Teaching Centres	SCATC
Committee on Awards	Senate Committee on Awards	SCAWA
Committee on the <i>Calendar</i>	Senate Committee on the <i>Calendar</i>	SCOC
Committee on Curriculum and Course Changes	Senate Committee on Curriculum and Course Changes	SCCCC
Committee on Dental Licensure	Senate Committee on Dental Licensure	SCDL
Senate Committee on the Ethics of Research Involving Human Subjects	Senate Committee on the Ethics of Research Involving Human Subjects	SCERIHS
Committee on Honorary Degrees	Senate Committee on Honorary Degrees	SCHD
Senate Library Committee	Senate Committee on Libraries	SCL
Committee on Medical Qualifications	Senate Committee on Medical Qualifications	SCMQ
Committee on Nominations	Senate Committee on Nominations	SCN
Committee on Rules and Procedures	Senate Committee on Rules and Procedures	SCRP
University Research Committee of Senate	Senate Committee on University Research	SCUR
Executive Committee	Senate Executive Committee	SEC
Senate Planning and Priorities Committee	Senate Planning and Priorities Committee	SPPC
Joint Senate Committee (JSC) on Masters Programs	Joint Senates Committee (JSC) on Masters Programs*	JSCMP
Joint Senate Appeals Committee	Joint Senates Committee on Masters Programs Appeals*	JSCMPA

*Subject to approval by the University of Winnipeg Senate.

Respectfully submitted,

Dr. E.J.E. Szathmáry, Chair
Ad Hoc Committee on Committees

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Committee	Composition/Terms of Reference*	Rationale/Comments
Senate Committee on Academic Dress	Composition: 4. Director of the School of Art, Chair 5. Head of the Department of Interior Design 6. Director of Student Records 7. One member of the academic staff <i>from the Department of Clothing and Textiles</i> 8. Two students	It is preferable to retain this Committee consisting of 8 people with the necessary expertise to deal with matters relating to academic dress even though the Committee does not meet on a regular basis. Ensures that the Committee has the necessary clothing and textiles expertise. Formalizes present practice.
Senate Committee on Admissions	Composition: 1. Vice-President (Academic) and Provost (or designate) - Chair 2. Vice-Provost (Student Affairs) (or designate) 3. Director of Admissions <i>Director, Enrolment Services</i> 4. Dean of the Faculty of Arts, the Faculty of Science and either the Dean of the Faculty of Medicine or the Faculty of Dentistry (or designate) 5. Two Deans/Directors to be elected by Senate for three-year terms from faculties or schools other than the Faculties of Arts, Science, Medicine or Dentistry 6. Six members of the academic staff elected by Senate for three-year terms. Of the six, at least three shall be members of Senate. No two shall be from the same faculty or school 7. Three students 8. Deputy Minister of Education (or designate) 9. One Counsellor from a Senior High School to be nominated by the School Counsellors' Association of Manitoba for a three-year term.	Reflects change in title and unit name.
Senate Committee on Admission Appeals	Composition: 10. One member appointed by the Senate Executive as Chairperson*, and one member appointed by Senate Executive as Vice-Chairperson* 11. Three representatives from those faculties offering programs requiring previous University studies <i>Four members of the academic staff from the Faculties of Arts and Science and the Schools of Art and Music. Of these, at least one each shall be from the Faculty of Arts and the Faculty of Science and at least one shall be from either the School of Art or the School of Music.</i>	The Faculties of Arts and Science are guaranteed one spot each on the Committee since they provide instruction for the majority of courses offered in University 1. One position is guaranteed for either the School of Art or the School of Music in order to ensure representation from units admitting directly from high school normally on the basis of portfolio or audition. Other faculties which no longer directly admit students since the introduction of University 1, or faculties which require previous university study, will continue to have representatives on the Committee.

Senate Committee on Admission Appeals (Cont'd.)

12. ~~Three representatives from those Faculties adm. students directly from high schools. Four members of the academic staff from Faculties or Schools other than the Faculties of Arts or Science and the Schools of Art and Music. No two shall be from the same Faculty or School.~~
 13. Two students *and President of UMSU ex officio*
 14. ~~Director of Admissions)~~ *Director, Enrolment Services (ex officio)* (non-voting)
- ~~Plus four alternates for categories 2 and 3 and one alternate for category 4 President of UMSU~~

The President of UMSU will no longer be the student alternate.
Reflects change in title and unit name.

Alternates have been eliminated while the number of representatives under categories 2, 3 and 4 has been increased.

Senate Committee on Appeals

Composition:

1. One member appointed by the Senate Executive as Chair;
2. One member from among the elected faculty members to be appointed as Vice-Chair by the Executive Committee (the nomination of a Vice-Chair shall not be from the same Faculty or School as the Chair);
3. One member of Deans'/Directors' Council;
4. ~~Four~~ *Seven* members elected by and from Senate, ~~two~~ *three* of whom shall be students;
5. President of UMSU (or designate)
6. One faculty member appointed by Collège de Saint-Boniface, and one student representative from Collège de Saint-Boniface; and the following alternates: three faculty members; ~~One~~ *Two* representatives of Deans'/Directors' Council; Two students

The increase will allow a greater pool of members from which to draw when scheduling hearing panels.

The increase will allow a greater pool of members from which to draw when scheduling hearing panels.

Terms of Reference:

1. Unless otherwise specified by Senate, in the name of Senate "to hear and determine appeals from decisions of faculty and school councils upon applications, requests or petitions by students or others" except those pertaining to decisions on admissions or disciplinary matters. Appeals of decisions made either by a faculty/school appeals committee at the University of Manitoba, or by the Comité d'appels at Collège de Saint-Boniface shall be directed only the Senate Committee on Appeals, regardless of the institute of registration of the student concerned. Once the committee has determined to hear an appeal, such decision regarding jurisdiction shall be final and binding on all other Senate committees and on the parties concerned. In the event that a decision cannot be reached regarding the appropriate avenue of appeal, the President shall decide where jurisdiction lies;
2. In the name of Senate, to hear and determine appeals from

decisions made by academic administrators involving Senate regulations in which faculty or school councils have no jurisdiction;

3. To report to Senate on the determination of all appeals submitted to it;
4. To advise the Executive Committee of any Senate regulations affecting students which appear to be creating particular difficulties; *and*
5. *In the name of Senate, to hear and determine appeals against decisions taken by Awards Selection Committees of faculties and schools.*

Award appeals have either been handled by the Senate Committee on Appeals or handled informally by the Director, Enrolment Services who has, at times, consulted with members of the Committee on Awards. The Director, Enrolment Services, believes that students should have a more formalized appeal mechanism. The Senate Committee on Appeals is experienced in handling appeal matters and would seem the most appropriate body to handle these appeals.

Senate Committee on Approved Teaching Centres

Terms of Reference:

1. To report and recommend to Senate on all matters affecting authorized centres of instruction, or centres seeking authorization;
2. To concern itself with such matters as qualifications and teaching load of staff, academic load of students, suitability and availability of facilities for courses being offered by Approved Teaching Centres and at centres seeking approval;
- ~~3. To include representatives of departments and faculties in the subjects taught;~~
3. To advise faculty and school councils on matters which pertain to courses being offered by Approved Teaching Centres;
4. To conduct periodic reviews of the institution's relationship as an approved Centre. The first review shall be conducted by the Committee on Approved Teaching Centres in the fifth year of the relationship, and thereafter, reviews shall normally be conducted every seven years. The Committee on Approved Teaching Centres may arrange its periodic review of Centres so as to avoid having to review more than one institution in a given academic session;
5. To set goals, in consultation with the Approved Teaching Centres, concerning matters relevant to their role as approved teaching centres of the University.

This is redundant inasmuch as it already forms part of the Composition of the Committee, namely: "Representatives of all departments and faculties whose courses are being offered."

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1. *On behalf of Senate, to approve and inform Senate of, all new offers and amended offers of awards that meet the published guidelines presented to Senate on November 3, 1999, and as thereafter amended by Senate. Where, in the opinion of the Committee, acceptance is recommended for new offers and amended offers which do not meet the published guidelines or which otherwise appear to be discriminatory under Policy No. 419, such offers shall be submitted to Senate for approval.*
2. To review periodically the terms of awards of offers and re-offers of scholarships, bursaries, medals and prizes;
3. To review regularly the composition and operation of awards committees;
4. *To shortlist candidates for the Leader of Tomorrow scholarship.*
5. To recommend to Senate changes in policy relating to awards; and
6. To elect its own Chair from among the elected members of the Committee

This permits the Committee to carry out the routine application of the policy guideline, but reserves to Senate decisions on any awards which differ from the policy guideline or which would otherwise be considered discriminatory under Policy 419.

Formalizes current practice.

Composition:

1. Director of Student Records
2. *Dean of Graduate Studies (or designate) (ex-officio - voting)*
3. Chair of Senate Committee on Rules and Procedures (or designate)
4. Two members of the academic staff elected by and from Senate
5. *One student elected by and from the Student Senator Caucus who shall be a student Senator*
6. *Calendar editor (ex officio - non-voting)*
7. University Secretary as Chair

Graduate Studies now has a separate calendar and it would be appropriate to include a representative from that faculty.

The individual doing the editorial work on both the *General Calendar* and the *Graduate Calendar* should be included.

Recommendation: *The Committee should review its current terms of reference with a view to focusing on policy matters and editorial guidelines.*

Recommendation: *The Senate Committee on Dental Licensure should be reactivated. The Dean, Faculty of Dentistry, should draft composition, terms of reference and procedures, and submit to the Senate Committee on Rules and Procedures.*

Although this Committee was suspended by Senate 4 July 1990, it should be reactivated since the University is the examining body for the Dental Association under *The Dental Association Act* (Manitoba). Matters relating to academic examination fall within the jurisdiction of Senate.

Senate Committee On
Honorary Degrees

Composition:

1. Chancellor - Chair
2. President - *Vice-Chair*
3. President of UMSU
4. President of Alumni Association
5. Four faculty members from Senate
6. One representative of the community at large *to be appointed by the Chancellor (for a three-year term)*

The Senate Committee on Honorary Degrees is currently reviewing its terms of reference and developing guidelines. Reflects actual Committee practice.

Senate does not have a mechanism for selecting the community representative nor has the term of this member been defined. The new wording permits the Chancellor to appoint the community member for three year terms.

Senate Committee on Medical
Qualifications

Recommendation: The Committee should review its composition, terms of reference and procedures. Any proposed changes should be submitted to the Senate Committee on Rules and Procedures.

The University is the examining body for medicine in the province under *The Medical Act* (Manitoba). Matters relating to academic examination fall within the jurisdiction of Senate.

Senate Executive Committee

7.2 **Functions Terms of Reference**

The ~~functions~~ **terms of reference** of the Executive Committee are:

1. To prepare the agenda for Senate meetings.
2. To carry out the routine functions of Senate.
3. To assure that Senate policy is properly executed.
4. To coordinate the work of Senate committees.
5. To ensure that reports are submitted in proper form to Senate and are properly handled.
6. To follow up decisions taken by Senate.
7. To submit written reports of its actions and recommendations to Senate.
8. To call special meetings of Senate on no less than twenty-four hours notice for purposes specified in the Notice of Meeting.
9. To deal with contingencies that arise between meetings.
10. To some extent to oversee matters of controversial policy.
11. To alter the regular date of a meeting of Senate, if necessary.
12. *To cancel regular meetings of Senate as specified in the Standing Rules of Senate.*
13. *To establish such ad hoc committees as necessary to assist Senate in carrying out its work where an appropriate standing Committee of Senate does not exist.*
14. To nominate members for election to the Committee on Nominations.
15. To appoint the Chairs and Vice-Chairs for the Senate

Ensures consistency in the description of the responsibilities for all Senate Committees by changing "functions" to "terms of reference."

Incorporates the responsibility for cancelling Senate meetings as described elsewhere under the Standing Rules of Senate.
Reflects present practice.

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All Senate Committees

All Senate Committees must, on a biannual basis, review their composition and terms of reference, with suggested modifications submitted to the University Secretary who will ensure that they are appropriately routed.

Provides a mechanism whereby committees routinely review their structure.

Comments of the Executive Committee:
The Executive Committee endorses the report to Senate