Senate
Senate Chamber
Room 245 Engineering Building
WEDNESDAY, November 7, 2001
1:30 p.m.

AGENDA

I   MATTERS TO BE CONSIDERED IN CLOSED SESSION

II ·   MATTERS RECOMMENDED FOR CONCURRENCE WITHOUT DEBATE

III   MATTERS FORWARDED FOR INFORMATION

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 OCTOBER 3, 2001

VII   BUSINESS ARISING FROM THE MINUTES

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

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,
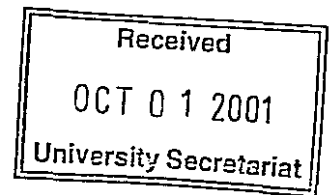FACULTY AND SCHOOL COUNCILS

X   ADDITIONAL BUSINESS

XI   ADJOURNMENT

/sgp

S:\University Secretariat\AGENDAS - BOG & SENATE\SEN - SENATE\7November01.wpd

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

Date: September 28, 2001

To: Ms. B. Sawicki, University Secretary, 313 Admin Bldg

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, 2000 to August 31, 2001.

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.

THE UNIVERSITY OF MANITOBA

CANADIAN FORCES UNIVERSITY PROGRAM

ANNUAL REPORT

SEPTEMBER 1, 2000 – AUGUST 31, 2001
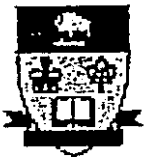
UNIVERSITY
OF MANITOBA

Serving the Continuing Education Needs of
The Canadian Forces for over 27 Years

THE UNIVERSITY OF MANITOBA

CANADIAN FORCES UNIVERSITY PROGRAM

ANNUAL REPORT
1 September, 2000 to 31 August, 2001

EXECUTIVE SUMMARY

This report covers the activities of the twenty-seventh year of The University of Manitoba Canadian Forces University Program. During this year, 748 students were active, up from 604 in the previous reporting period, the most since 1993/1994.

Three hundred and fifteen new applications were processed (an increase of 42% from last year), of which 205 followed through and registered for courses. The cumulative total number of program registrants reached 7,793 during 2000/01.

Sixty candidates earned degrees during the year, bringing the total number of graduates during the program's history to 1,124. 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 1,368 credit hours (228 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 $82,080 in tuition reimbursement and $20,520 for textbooks. Individual program members would have also saved significantly through this benefit.

On September 1, 2001, The University of Manitoba completed twenty seven years 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 eleven hundred CF personnel and their immediate family members 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 $741,000 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.

20

INDEX

THE UNIVERSITY OF MANITOBA

CANADIAN FORCES UNIVERSITY PROGRAM

ANNUAL REPORT
1 September, 2000 to 31 August, 2001

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 2000 Summer Session
(00S) plus the 2000/2001 Regular Session (01R),
the twenty-seventh year of the program.

OBSERVATIONS

1. Applicant and Registration Statistics

There were 315 new applications for admission,
an increase of 42% from last year's total of 222.
Two hundred and five of these applicants
registered for degree courses and paid tuition.
This brings the cumulative total of program
participants, over its 27-year existence, to 7,793.
The applicant and registrant statistics since
1974/75 are presented in Annex A.

In the 2000 Summer Session (January 00 to July
00 and/or May 00 to August 00) 361 students
registered for courses. During the Regular
Session (Sep 00 to Apr 01 and/or Sep 00 to Dec
00 and/or Jan 01 to Apr 01), 595 students
registered for courses. The cumulative total of 956
registrants for the year was up 27% from the 759
reported in 1999-00. Of the 956 total, 217
individuals registered in both sessions resulting in
a net total of 748 active students during the
reporting period, up 23.8% from 604 last year.

The increase in applicants and registrants
appears to be in line with societal trends. As well,
DND has significantly increased its

reimbursement policy as part of its Personnel
Enhancement Program. Life-long learning, and
preparation for post-CF careers are supported by
the Department of National Defence in a very
tangible way.

The registrant statistics include University of
Manitoba students who took courses at other
universities on letters of permission. This number
was 61, for the two sessions reported.

Many students registered for courses in both
sessions as well as for both correspondence and
classroom courses. The 748 active students
registered for 1,557 courses (the equivalent of
1,141 full courses). Correspondence study was
undertaken by 608 of these students.

Annex B records the geographic location of
registrants. Winnipeg continues to have the
greatest number of students with a total of 270
registrants recorded.

2. Student Achievement

Participants in the program continued to obtain
above average results, with over 70% obtaining
grades of B or higher (historically, 56.3% of all
U of M correspondence students obtain a B or
higher). At the other end of the spectrum, 2.8
percent failed to obtain a passing grade, while 2.1
percent recorded failures because they did not
write their final examinations.

CFUP students voluntarily withdrew from 78 of the
1,141 courses for which they had registered. This
resulted in a voluntary withdrawal rate of 6.8%, a
slight increase from last year. This withdrawal
rate is lower than the overall rate for U of M
correspondence students.

3. Graduates

During the three graduation periods of Oct 00, Feb 01 and May 01, 60 CFUP participants graduated. The total number of program graduates now stands at 1,124.

4. Other CF University Training Plans for Full-time 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)	
Out-Service Training Plan	(OSTP)

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 531 CFUP participants have been selected to attend university as full-time students. During 2000/01, there were 149 CF members attending university full-time under the UTPO and UTPNCM or equivalent programs in Canada. Nine of these were attending the University of Manitoba and a further 36 had been participants in the University of Manitoba program prior to their selection for full-time subsidization . Of these, 22 were attending Royal Military College and 14 were attending other universities.

There were 23 full-time military students attending The University of Manitoba during 2000/01 in the

following Canadian Forces University Training programs: UTPO 1; UTPNCM 8; PGTP 2; OSTP 1; ROTP 4; DOTP 3; MMTP 2; MOTP 1; MPTP 1;

5. University Credit For Military Training and 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 2000/01, transfer credits equivalent to 228 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 228 courses is approximately $82,080 (reimbursement of the cost of books for these courses would have added approximately $20,520).

6. Staff Visits and Distribution of Program Information

The Co-ordinator visited the following bases to either provide briefings or to participate in Education Fairs: CFB Edmonton, CFB Comox and CFB Gagetown, Sep 00; CFB Esquimalt and CFB Kingston, Oct 00; CFB Edmonton (SCAN Seminar), Nov 00; NDHQ Ottawa (PEP Seminar), Mar 01; CFB Winnipeg, CFB Shilo and CFB Moose Jaw (SCAN Seminars), Apr 01; CFB Borden and CFB Edmonton, May 01;CFB Trenton and CFB Comox, Jun 01; NDHQ Ottawa, Aug 01.

Paid advertisements were placed in most Base newspapers during the year.

The significant increase in new applicants and registrants has been particularly noticeable in our student contacts. Our records show that the CFUP staff has been handling between 30 and 50 calls per day throughout the past year. In the months prior to Base/NDHQ deadlines for UTPO and UTPNCM application submissions, staff prepared and sent 136 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.

We have also experienced a large increase in the number of students coming to the office for advice and assistance. Whereas two years ago, we might see one CFUP student per week, on average, it has been common in this reporting period to have one or two visits with an advisor per day, and on one memorable day, eight students attended.

Application material was distributed to over 700 individuals, by mail and in person. Some 2,500 application packages were distributed to Base Education/Base Personnel Selection Offices or were passed out at briefings and Education fairs.

7. Military Course Evaluations

Some 10 requests from CF individuals for evaluations of military courses have been received but none has been sent for academic evaluation. Several have been screened by the Co-ordinator, normally in telephone consultation with the appropriate Department, and found to contain insufficient academic material to warrant further consideration. The remaining requests are awaiting screening, this task having a low priority.

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 on the students' behalf. At least two CF students have chosen to go to other institutions when Enrolment Services were unable to provide translations from

French language documentation. No policy exists on translation services.

CAMPUS MANITOBA SITE AT CFB COMOX

The program Co-ordinator arranged for visits to CFB Comox on Vancouver Island, by an instructional designer from Continuing Education (Cheryl Martin) and the Director of Campus Manitoba in Brandon (Kathy Matheos), to determine the feasibility of setting up a Campus Manitoba site there.

The Campus Manitoba delivery method allows for synchronous classroom sessions between students in remote locations and instructors in Winnipeg or Brandon, using web-delivered technologies (LearnLinc). It is a joint program of the three Manitoba universities.

In June, a part-time co-ordinator was hired to run a site in Comox, beginning September 2001, on a trial basis. If this site proves worthwhile, we will propose that DND consider funding it on an ongoing basis and perhaps consider similar sites at other CF Bases where there are no local universities.

TRENDS AND COMMENTARY

Numbers of new applicants and registrants were up significantly this year, accelerating a trend begun last year. While this is in line with increasing enrolment in universities in general, it is of an even greater magnitude than in the general population.

The major factor is the significant improvement in benefits provided by the Department of National Defence to CF students taking post-secondary education. A new policy, introduced this past spring, provides for 100% reimbursement of tuition and book costs to all Regular Force students pursuing an initial Bachelor degree, within certain maximum limits. As well, DND is studying the possibility of providing improved reimbursement to Reservists, and some form of benefit for spouses of CF members, all of which bodes well for the CFUP.

We continue to receive inquiries from CF personnel already possessing a Bachelor degree, interested in pursuing some form of post-graduate studies by distance education. The CF is moving to a policy which will require its senior officers to possess a post-graduate education. The University of Manitoba could capture a significant portion of these officers by introducing post-graduate studies by distance education in appropriate disciplines (Public Administration, for example). Alternatively, the CFUP could explore a partnership arrangement with those Canadian universities currently offering post-graduate studies by Distance Education.

The CFUP has attempted to publicize more widely its role as a source of broad education advice to CF members. Following a briefing by the Co-ordinator to a seminar of CF Personnel Selection Officers in March, in which this aspect of our program was emphasized, there was a significant increase in the number of general education enquiries received. We have improved our website by the inclusion of links to a number of excellent education resources and we maintain an extensive library of distance education calendars.

This Report Prepared by:

Kenn W. Doerksen (Lieutenant-Colonel Retired)

Co-ordinator Canadian Forces University Program

Annex A: Applicants and Registrants by Year

Annex B: Geographical Disposition of CFUP Students

APPLICANTS AND REGISTRANTS BY YEAR
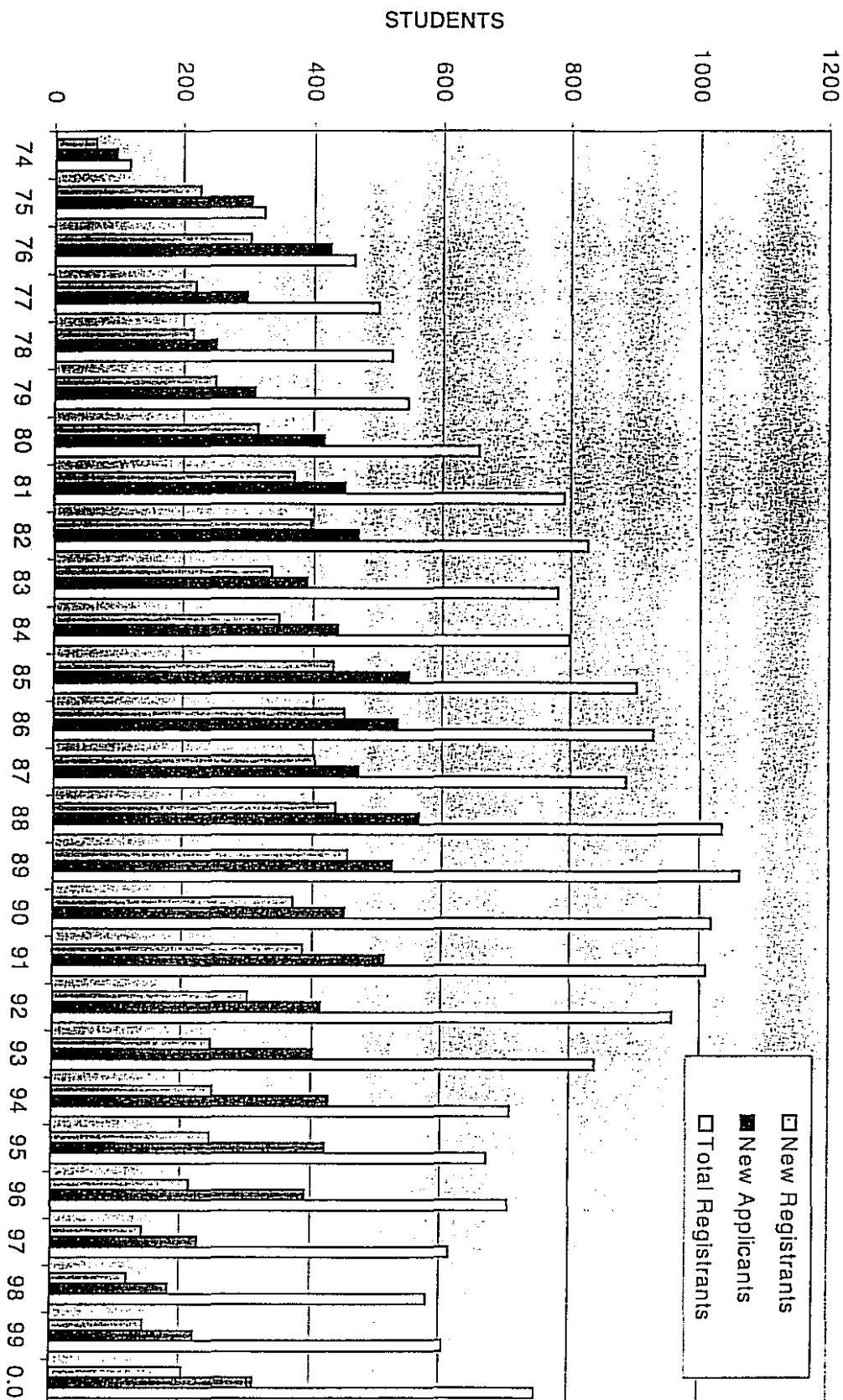
2000/2001 GEOGRAPHIC LOCATION OF REGISTRANTS BY BASE/LOCATION

British Columbia		Ontario		Nova Scotia	
Comox	18	Borden	18	Greenwood	24
Esquimalt	23	Kingston	19	Halifax	42
Fraser Valley	13	North Bay	7	Newfoundland	
Alberta		Ottawa	58	Gander/St. John's	6
Edmonton	21	Petawawa	32	Goose Bay	3
Cold Lake	14	Toronto	17	United States	25
Wainwright	5	Trenton	16	Germany/Belgium	6
Other	8	Cornwall	4	Bosnia	5
Saskatchewan		Other	11	United Kingdom	6
Moose Jaw	11	Quebec		Switzerland	1
Other	6	Bagotville	3	Luxembourg	1
Manitoba		Montreal	8	Hong Kong	2
Winnipeg	270	Quebec City	4	China	1
Shilo	10	New Brunswick		Italy	2
Other	11	Gagetown	13	Australia	1
North West Terr.	3			GRAND TOTAL	748

72

UNIVERSITY
OF MANITOBA | Office of the President
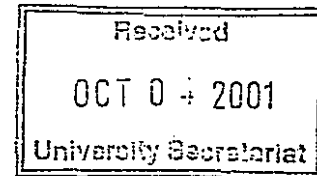
October 3, 2001

To: Dr. Anne Percival, Dean, Continuing Education Division

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

Re: Diploma in Aboriginal Child and Family Services

At its April 20, 2001 meeting the Council on Post Secondary Education approved financial support for this diploma contingent upon the program's approval by Senate and the Board of Governors. At its meeting of 25 September, the Board of Governors, accepted a recommendation from Senate that the University establish a diploma program in Aboriginal Child and Family Services.

On behalf of the Vice-President (Academic) and Provost, I authorize implementation of this program effective September 2001.

RAL/dg

cc   James S. Gardner, Vice-President (Academic) and Provost
      Beverly Sawicki, University Secretary

UNIVERSITY
OF MANITOBA | Office of the President

3 October 2001
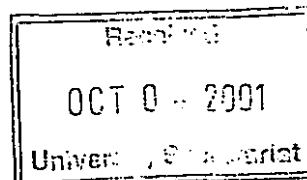
Dr. Leo LeTourneau
Executive Director
Council on Post-Secondary Education
410-330 Portage Avenue
Winnipeg, Manitoba   R3C 0C4

Dear Dr. LeTourneau,

Diploma in Aboriginal Child and Family Services

Further to my letter of 16 August, I am pleased to report that the Board of Governors, at its meeting on 25 September, approved the recommendation from Senate that a Diploma in Aboriginal Child and Family Services be established.

You will remember the many conversations over the past several months between officials of COPSE and the University concerning the programmatic and financial details of this new diploma. The University gratefully acknowledges COPSE's financial support for this diploma, which was approved last spring contingent upon the program's approval by Senate and the Board of Governors.

The first cohort began study in September. Over the next five years ten cohorts will have been taken through the program, and about 300 persons will have completed the diploma. We are especially pleased that course work completed in the diploma will be transferable towards undergraduate degrees in future.

Please let me know if any additional information is required by your Council.

Sincerely,

Richard A. Lobdell
Vice-Provost (Programs)

October 17, 2001

Report of the Senate Executive Committee

Preamble

1. The terms of reference for the Senate Executive Committee are found in Section 7.2 of the *Senate Handbook*.

2. The Senate Executive Committee held its regular monthly meeting on October 17, 2001.

Observations

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

    Dean Robert O'Kell will be the Speaker for the Executive Committee for the November meeting of Senate.

2. **Comments of the Senate Executive Committee**

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

Respectfully submitted,

Dr J S Gardner, Acting Chair
Senate Executive Committee

/sgp

October 10, 2001

Report of the Cross-Functional Committee to Consider Issues Relating to Certificate and Diploma Programs at the University of Manitoba

PREAMBLE

1. In June of 2000, the Senate Executive Committee endorsed the creation of an *ad hoc* cross-functional committee to consider issues relating to certificate and diploma programs at the University of Manitoba, and to make related recommendations to Senate (the "Committee").

2. The Committee was asked to do the following:

   (a) review the categories which have been listed as falling within certificate programs (i.e. letter of participation, letter of accomplishment, certificate, advanced certificate) to determine whether they are currently appropriate;

   (b) review the characteristics for each recommended category, and revise where necessary in order to distinguish the differences between each of the categories (particularly in respect of certificates and advanced certificates);

   (c) determine which of the recommended categories are academic and which are non-academic;

   (d) review the approval process and the type of document issued to those successfully completing each recommended category (the process and type of document will vary depending on whether the category is academic or non-academic);

   (e) determine the transfer of credits from one recommended category to another;

   (f) determine whether students in academic and/or non-academic programs should be considered to be University of Manitoba students, who would issue student numbers, the types of documents issued and what office should keep the records;

   (g) determine the differences between certificates, advanced certificates and diplomas;

   (h) determine the transfer of credits from the recommended certificate categories to degree programs; and

   (i) make recommendations respecting the future role of the Senate Committee on Curriculum and Course Changes in relation to certificate programs.

3. The Senate Executive Committee felt that the Committee should have broad representation from across the campus. Accordingly, the membership included members from the following units:

   (a) Senate Committee on Curriculum and Course Changes;
   (b) Senate Planning and Priorities Committee;
   (c) Continuing Education Division;
   (d) Office of the Vice-President (Academic) and Provost;
   (e) University Teaching Services;
   (f) Professional Faculties;
   (g) Other Faculties;

(h)   Libraries;
(i)   Students;
(j)   Director of Student Records; and
(k)   University Secretary as Chair.

Additional membership from the Faculty of Graduate Studies and the Senate Committee on Admissions was subsequently added to the Committee by the Senate Executive Committee in response to a recommendation from the Committee.

OBSERVATIONS

1.   Principles

1.1   Committee members agreed that:

(a)   Offering non-degree programs encourages participation by individuals, who may otherwise not attend university.

(b)   Non-degree programs support continuing professional education, which constitutes a huge potential market.

(c)   Any restructuring of non-degree programs should promote flexibility for students and academic units, while at the same time providing a set of guidelines to be followed in the development of new non-degree program proposals.

1.2   The Committee adopted the following principles to guide it in its deliberations and recommendations:

(a)   to promote life long learning;
(b)   to establish a structured system for non-degree programs;
(c)   to identify accountability for the approval and integrity of non-degree programs; and
(d)   to facilitate transfer of credit amongst University of Manitoba programs.

2.   Materials Considered

The Committee:

(a)   considered Senate motions related to Certificate programs;
(b)   considered various degree requirements (eg. residence requirements, transfer of credit requirements);
(c)   canvassed faculties, schools and other units. [Information relating to existing non-degree programs is tabulated in the first 3 columns in Appendix B "Non-degree Programs: Existing and New Credentials".]; and
(d)   considered classifications of Certificate and Diplomas developed by other organizations.

3.   Non-degree Program Taxonomy (the "Taxonomy")

3.1   The Taxonomy was then developed [see Appendix A "Non-Degree Programs: Taxonomy"], which includes the following:

(a)   six non-degree program credentials: *Short Courses and Programs, Certificates, Post Baccalaureate Certificates, Diplomas, Post Baccalaureate Diplomas,* and *Graduate Diplomas;* and

(b)   characteristics pertaining to each non-degree program credential.

3.2   Categorizations such as *Options, Concentrations,* and *Embedded Certificates* occur within the University's degree programs, and are not applicable to this report. However, any new Embedded Certificate must first be established as a Certificate in accordance with the Taxonomy set out in this report.

3.3   With regard to the "Transfer of Credit" Taxonomy characteristic:

(a)   The onus will be on the sponsoring unit(s) to consult with relevant faculties and schools to articulate transfer of credit prior to program approval (as part of the non-degree program proposal process).

(b)   This however does not preclude individual students and academic units from discussing further transfer of credit after the non-degree program has been established.

3.4   With regard to the "Approvals Process" Taxonomy characteristic:

(a)   The Senate Committee on Course and Curriculum Changes will no longer approve Certificates or Post Baccalaureate Certificates.; approvals will now be done by Faculty Councils in compliance with the Taxonomy.

(b)   Faculties and Schools may establish their own Certificate and Post Baccalaureate Certificate development/approvals processes, subject to the overall requirements of the Taxonomy.

(c)   The identification of the resources needed (e.g. library, computers and other technology and space resources) must be done in connection with the development of new Certificate and Post Baccalaureate Certificate proposals.

(d)   The University Secretary will develop a template for reporting Faculty Council approvals of Certificate and Post Baccalaureate Certificate programs. The template, which may be revised from time to time by the University Secretary, will be used to assess compliance with the Taxonomy and to maintain an inventory/database of non-degree program information.

3.5   With regard to "Student Status" Taxonomy Characteristic:

(a)   The Committee believes that everyone who is admitted to non-degree programs (except short courses and programs) should be recognized as a University of Manitoba student, including all the associated rights, privileges, and responsibilities.

(b)   The Committee was advised that in order to treat these individuals as students at the University:
(i)   significant technical and resource issues need to be addressed; and
(ii)   issues relating to student rights, privileges and responsibilities for these individuals (including student fees) need to be addressed.

(c)   Accordingly, the Committee realizes that these issues need to be addressed before implementation of "student" status for individuals admitted to Certificate and Post Baccalaureate Certificate programs.

3.6   With regard to the "Participant/Student Records" and the "Transcript/Other Recognition" Taxonomy characteristics:

(a)   It is recognized that significant technical difficulties must be addressed before transcripts can be generated for Certificates and Post Baccalaureate Certificates obtained by any student who is not registered in a degree credit course(s).   The Committee was advised that there is currently no capacity in the Student Records Office to generate a transcript for students who are not (or have not been) registered in a degree program.

(b)   Accordingly, the Continuing Education Division and the Student Records Office agreed to:
(i)   discuss the minimum standards to be developed for the reporting and recording of participation in all non-degree programs; and
(ii)   cooperate in the identification of how the two units might cooperate in the development and/or administration of a student records system which will record on transcripts, at least, the successful completion of Certificates and Post Baccalaureate Certificates.

(c)   In the interim, until the issue of the integration of potentially multiple record-keeping systems/functions has been addressed, the sponsoring unit(s) shall keep appropriate records of all individuals taking Certificate and Post Baccalaureate Certificates.

34

(d)   Once technical and resource issues and the integration of record keeping systems/functions has been addressed, these Taxonomy characteristics will be revised accordingly.

4.   New Credentials

4.1   Non-degree programs may only be named in accordance with the credential designations set out in the Taxonomy.   For further clarification:

(a)   There will not be an Advanced Certificate or Advanced Diploma credential. If a sponsoring unit wishes to indicate that a certificate or diploma requires another certificate or diploma as a prerequisite or builds upon a more advanced body of knowledge, the designation may be as follows:
(i)   Certificate/Diploma in Advanced "X"; or
(ii)   Certificate/Diploma in "X", Level 2.

(b)   Although educational experiences under the Short Courses and Programs credential may be referred to as "workshop, seminar, short course, short program" or the like; they may not be referred to by any of the other non-degree program credentials.

4.2   The Committee reviewed the existing non-degree programs in order to:

(a)   evaluate the effect of the Taxonomy on these programs;
(b)   identify the new credentials which would apply to these programs [see 4th column of Appendix B];
(c)   identify those existing programs which might be exempted from conforming to the Taxonomy and be given "Exempt" status [see 4th column of Appendix B]; and
(d)   identify those "Exempt" status programs which should be further reviewed by the sponsoring unit(s) with a view to changing the credential to conform to the Taxonomy [see 5th column of Appendix B].

4.3   The Committee believes that:

(a)   The proposed Taxonomy is extremely practical and provides clear direction to the University community for the development of new non-degree programs.
(b)   The proposed new credentials (including the "Exempt" status programs) provides minimal disruption to the sponsoring unit(s).

<u>Recommendation</u>

THAT Senate approve:

- (a) the Non-degree Programs Taxonomy, as set out in Appendix "A" to the Report of the Cross Functional Committee to consider issues relating to certificate and diploma programs at the University of Manitoba [dated October 10, 2001]; and

- (b) the New Non-degree Program Credentials (including "Exempt" status programs), as set out in the 4th column of Appendix "B" to the Report of the Cross Functional Committee to consider issues relating to certificate and diploma programs at the University of Manitoba [dated September 6, 2001].

FURTHER THAT Senate recommend Administration consider and address technical and resource issues related to:

- (a) student designation for individuals admitted to Certificate and Post Baccalaureate Certificate programs; and

- (b) the integration of record keeping systems/functions for degree and non-degree students.

FURTHER THAT the Cross Functional Committee to consider issues relating to certificate and non-degree programs at the University of Manitoba be disbanded.

Respectfully submitted,
Ms B M M Sawicki, Chair
Cross-Functional Committee to Consider Non-degree Programs.

Committee members:

- (a) Senate Committee on Curriculum and Course Changes: Professor G Robinson
- (b) Senate Planning and Priorities Committee: Professor M Bartell
- (c) Continuing Education Division: Professor H Davidson (Professor W Kops)
- (d) Office of the Vice-President (Academic) and Provost: Dr R Lobdell
- (e) University Teaching Services: Professor L Taylor
- (f) Professional Faculties: Dean J de Vries
- (g) Other Faculties: Dean A Percival
- (h) Libraries: Ms J Horner
- (i) Students: Mr D Hultin
- (j) Director of Student Records: Mr R Levin
- (k) University Secretary as Chair: Ms B Sawicki
- (l) Faculty of Graduate Studies: Professor A Secco
- (m) Senate Committee on Admissions: Mr P Dueck

Comments of the Senate Executive Committee:

The Senate Executive Committee endorses the report to Senate.

With regard to the "Approvals Process" of the "Non-Degree Programs: Taxonomy", the Executive Committee suggested that the process for "Certificates" and "Post Baccalaureate Certificates" be revised to read: "Faculty Council (with report to Senate for concurrence prior to implementation)". The attached taxonomy incorporates the above suggestion (please see page 39).

NON-DEGREE PROGRAMS: TAXONOMY

1. This Taxonomy applies to all non-degree programs.
2. Non-degree programs may only be named in accordance with the credential designations set out in this Taxonomy. For further clarification:
   (a) There will not be an Advanced Certificate or Advanced Diploma credential. If a sponsoring unit wishes to indicate that a certificate or diploma requires another certificate or diploma as a pre-requisite or builds upon a more advanced body of knowledge, the designation may be as follows:
      (i) Certificate/Diploma in Advanced "X"; or
      (ii) Certificate/Diploma in "X", Level 2.
   (b) Although educational experiences under the Short Courses and Programs credential may be referred to as "workshop, seminar, short course, short program" or the like, they may not be referred to by any of the other non-degree program credentials.
3. New Embedded Certificates (i.e. certificates which are incorporated in a degree program) must first be established as a Certificate in accordance with this Taxonomy.

CREDENTIAL

Characteristic	Short Courses and Programs	Certificate	Post Baccalaureate Certificate	Diploma	Post Baccalaureate Diploma	Graduate Diploma
Definition	Short courses/programs focusing on Professional skills or community enhancement, through educational experiences such as workshops and seminars.	A structured program of studies consisting primarily of non-degree credit courses equivalent to a minimum of 180 instructional contact hours and a maximum of 400 instructional contact hours (average of 1 year). Stand alone.	A structured program of studies consisting primarily of non-degree credit courses equivalent to a minimum of 180 instructional contact hours and a maximum of 400 instructional contact hours (average of 1 year). Stand alone.	A structured program of studies consisting primarily of degree credit courses equivalent to a minimum of 24 credit hours and a maximum of 60 credit hours. May include non-degree credit courses (maximum is the equivalent of 15 credit hours, but diploma cannot exceed total of more than the equivalent of 60 credit hours). Stand alone.	A structured program of studies consisting primarily of degree credit courses equivalent to a minimum of 24 credit hours and a maximum of 60 credit hours. May include non-degree credit courses (maximum is the equivalent of 15 credit hours, but diploma cannot exceed total of more than the equivalent of 60 credit hours). Stand alone.	A structured program of studies consisting of primarily graduate courses equivalent to a minimum of 18 credit hours and a maximum of 30 credit hours. May be: 1. stand alone (a minimum of 18 credit hours and a maximum of 30 credit hours); or 2. in conjunction with a graduate degree (12 credit hours of which must be in addition to other degree requirements, maximum of 30 credit hours).
Entrance Requirements	To be determined by the sponsoring unit(s).	University entrance.	Degree in a related field.	University entrance.	Degree in a related field.	1. Degree in a related field; and 2. normal graduate studies admission requirements.

CREDENTIAL

Characteristic	Short Courses and Programs	Certificate	Post Baccalaureate Certificate	Diploma	Post Baccalaureate Diploma	Graduate Diploma
Student Performance Requirements	1. Participant work need not be formally evaluated. 2. Participation/attendance is a requirement. 3. No specified number of classroom or contact hours. 4. No maximum time limit to complete.	1. Student work is formally evaluated. 2. Letter grades or pass/fail are assigned. 3. Sponsoring unit(s) determine performance requirements. 4. Sponsoring unit(s) determines maximum time limit.	1. Student work is formally evaluated. 2. Letter grades or pass/fail are assigned. 3. Sponsoring unit(s) determines performance requirements. 4. Sponsoring unit(s) determines maximum time limit.	1. Student work is formally evaluated. 2. Letter grades or pass/fail are assigned. 3. Sponsoring unit(s) determines performance requirements. 4. Sponsoring unit(s) determines maximum time limit.	1. Student work is formally evaluated. 2. Letter grades or pass/fail are assigned. 3. Sponsoring unit(s) determines performance requirements. 4. Sponsoring unit(s) determines maximum time limit.	1. Student work is formally evaluated. 2. Letter grades or pass/fail are assigned. 3. Minimum performance requirements are determined by Faculty of Graduate Studies. 4. Maximum time limit is 5 years to complete.
Residence Requirements	100% of courses at U of M, unless otherwise specified by sponsoring unit(s).	Minimum of 50% of instructional contact hours delivered by U of M.	Minimum of 50% of instructional contact hours delivered by U of M.	Minimum of 50% of credit hours delivered by U of M.	Minimum of 50% of credit hours delivered by U of M.	Minimum of 50% of credit hours delivered by U of M.
Transfer of Credit	No. However, sponsoring unit(s) may recognize completion of short courses and programs toward instructional contact hours required for Certificates and Post Baccalaureate Certificates. Faculties/ Schools which have previously articulated transfer of credit for affected Certificates and Post Baccalaureate Certificates must first agree.	1. Prior to program approval: sponsoring unit(s) will consult with relevant faculties/schools to articulate transfer of credit. 2. Subsequent to program approval: a) relevant faculties/ schools may agree to additional transfer of credit; and b) student may approach Deans/ Directors of faculties/ schools to request transfer of credit for other programs.	1. Prior to program approval: sponsoring unit(s) will consult with relevant faculties/schools to articulate transfer of credit. 2. Subsequent to program approval: a) relevant faculties/ schools may agree to additional transfer of credit; and b) student may approach Deans/ Directors of faculties/ schools to request transfer of credit for other programs.	1. Prior to program approval: sponsoring unit(s) will consult with relevant faculties/schools to articulate transfer of credit. 2. Subsequent to program approval: a) relevant faculties/ schools may agree to additional transfer of credit; and b) student may approach Deans/ Directors of faculties/ schools to request transfer of credit for other programs.	1. Prior to program approval: sponsoring unit(s) will consult with relevant faculties/schools to articulate transfer of credit. 2. Subsequent to program approval: a) relevant faculties/ schools may agree to additional transfer of credit; and b) student may approach Deans/ Directors of faculties/ schools to request transfer of credit for other programs.	1. Prior to program approval: sponsoring unit(s) will consult with relevant faculties/schools to articulate transfer of credit. 2. Subsequent to program approval: a) relevant faculties/ schools may agree to additional transfer of credit; and b) student may approach Deans/ Directors of faculties/ schools to request transfer of credit for other programs.

CREDENTIAL

Characteristic	Short Courses and Programs	Certificate	Post Baccalaureate Certificate	Diploma	Post Baccalaureate Diploma	Graduate Diploma
Approvals Process	Unit level	Faculty Council (with report to Senate for concurrence prior to Implementation).[1] As part of the program approval process, Sponsoring unit(s) must: a) consult with Libraries and IST to determine resources needed; and b) consult with other appropriate units in relation to other technology and space needs.	Faculty Council (with report to Senate for concurrence prior to Implementation).[1] As part of the program approval process, Sponsoring unit(s) must: a) consult with Libraries and IST to determine resources needed; and b) consult with other appropriate units in relation to other technology and space needs.	1. Senate, upon recommendation of Senate Committee on Course and Curriculum Changes and Senate Planning and Priorities Committee; 2. Board of Governors; and 3. COPSE. As part of the program approval process, Sponsoring unit(s) must: a) consult with Libraries and IST to determine resources needed; and b) consult with other appropriate units in relation to other technology and space needs.	1. Senate, upon recommendation of Senate Committee on Course and Curriculum Changes and Senate Planning and Priorities Committee; 2. Board of Governors; and 3. COPSE. As part of the program approval process, Sponsoring unit(s) must: a) consult with Libraries and IST to determine resources needed; and b) consult with other appropriate units in relation to other technology and space needs.	1. Senate, upon recommendation of the Faculty Council of Graduate Studies and Senate Planning and Priorities Committee; 2. Board of Governors; and 3. COPSE. As part of the program approval process, Sponsoring unit(s) must: a) consult with Libraries and IST to determine resources needed; and b) consult with other appropriate units in relation to other technology and space needs.

[1] The University Secretary will develop a template for reporting Faculty Council approvals of Certificate and Post Baccalaureate Certificate programs. The template, which may be revised from time to time by the University Secretary, will be used to assess compliance with the Taxonomy and to maintain an inventory/database of non-degree program information.

CREDENTIAL

Characteristic	Short Courses and Programs	Certificate	Post Baccalaureate Certificate	Diploma	Post Baccalaureate Diploma	Graduate Diploma
Quality Assurance (Program Content)	1. Sponsoring unit(s) responsibility. Based on feedback from participants. 2. Sponsoring unit(s) representative is responsible for coordinating feedback. Sponsoring unit(s) head is responsible for ensuring the Quality Assurance review process is in place.	1. Sponsoring unit(s) responsibility. Based on feedback from participants. 2. Sponsoring unit(s) representative is responsible for coordinating feedback. Sponsoring unit(s) head is responsible for ensuring the Quality Assurance review process is in place.	1. Sponsoring unit(s) responsibility. Based on feedback from participants. 2. Sponsoring unit(s) representative is responsible for coordinating feedback. Sponsoring unit(s) head is responsible for ensuring the Quality Assurance review process is in place.	Same as degree program quality assurance requirements.	Same as degree program quality assurance requirements.	Same as degree program quality assurance requirements.
Participant/Student Status	Participant	Student [2]	Student [2]	Student	Student	Student
Participant/Student Records	Sponsoring unit(s) maintain participant records.	Sponsoring Units maintain student[3] records.	Sponsoring Units maintain student[3] records .	Same as degree program requirements.	Same as degree program requirements.	Same as degree program requirements.

---

[2] Before implementation of "Student" status, the following issues need to be addressed: (a) technical and resource issues; and (b) issues relating to student rights, privileges and responsibilities (including student fees).

[3] Significant technical difficulties must be addressed. The Continuing Education Division and the Student Records Office have agreed to: (a) discuss the minimum standards to be developed for the reporting and recording of participation in all non-degree programs; and (b) cooperate in the identification of how the two units might cooperate in the development and/or administration of a student records system which will record on transcripts, at least, the successful completion of Certificates and Post Baccalaureate Certificates. In the interim, until the issue of the integration of potentially multiple record-keeping systems/functions has been addressed, the sponsoring unit(s) shall keep appropriate records of all individuals taking Certificate and Post Baccalaureate Certificates. Once technical and resource issues and the integration of record keeping systems/functions has been addressed, these Taxonomy characteristics will be revised accordingly.

CREDENTIAL

Characteristic	Short Courses and Programs	Certificate	Post Baccalaureate Certificate	Diploma	Post Baccalaureate Diploma	Graduate Diploma
Transcript/Other recognition	1. Letter of Accomplishment where work is formally evaluated. 2. Letter of Participation where work is not formally evaluated.	1. If registered as a degree credit student: Completion of Certificate will be noted on transcript. 2. If not registered as a degree credit student : It is intended that completion of Certificate would be recorded by Student Records once technical record keeping issues and related resource issues are addressed. In the interim the Sponsoring unit keeps records of the Certificate completed. 2	1. If registered as a degree credit student: Completion of Post Baccalaureate Certificate will be noted on transcript. 2. If not registered as a degree credit student: It is intended that completion of Post Baccalaureate Certificate would be recorded by Student Records once technical record keeping issues and related resource issues are addressed. In the interim the Sponsoring unit keeps records of the Post Baccalaureate Certificate completed. 2	Transcript	Transcript	Transcript
Insignia and Signatures	1. University logo. 2. Signed by unit representative or instructor.	1. University logo. 2. Signed by Dean/Director.	1. University logo. 2. Signed by Dean/Director.	1. Academic seal. 2. Signed by Dean/Director, President, Chancellor.	1. Academic seal. 2. Signed by Dean/Director, President, Chancellor.	1. Academic seal. 2. Signed by Dean/Director, President, Chancellor.
Awarded at Convocation	No	No	No	Yes	Yes	Yes

2 Before implementation of "Student" status, the following issues need to be addressed: (a) technical and resource issues; and (b) issues relating to student rights, privileges and responsibilities (including student fees).

Non-Degree Programs: Existing Categories and New Credentials

This document was prepared for four purposes:

1. To inventory existing non-degree programs (i.e. Letter of Participation, Letter of Accomplishment, Certificate, Diploma) [see 1st three columns].

2. To evaluate the effect of the Non-Degree Program Taxonomy (the "Taxonomy") on the existing non-degree programs

3. To identify the new credentials which will apply to existing non-degree programs [see 4th column], including those programs which should be exempted from conforming to the Taxonomy and be given "Exempt" status [see 4th column].

4. To identify those "Exempt" status programs which should be further reviewed by the sponsoring unit(s) with a view to changing the credential to conform to the Taxonomy [see 5th column].

Existing Non-Degree Program Category	Sponsoring Unit(s)	Existing Non-Degree Program Details	New Credential	Additional Comments
Letter of Participation	Agricultural and Food Sciences	▾ Offered in the Horticulture, Food Science and Agronomy areas ▾ Letter of Participation is issued by the Faculty, and signed by a representative thereof ▾ Consists of 1 hour per day for 5 days ▾ Students receive no transfer of credit	Short courses and programs	Either a Letter of Accomplishment or a Letter of Participation may be issued.
	CHERD	▾ Offered for various seminars	Short courses and programs	Either a Letter of Accomplishment or a Letter of Participation may be issued.

Existing Non-Degree Program Category	Sponsoring Unit(s)	Existing Non-Degree Program Details	New Credential	Additional Comments
	Human Ecology	• Nutrition Update and Clothing and Textiles Update are issued	Short courses and programs	Either a Letter of Accomplishment or a Letter of Participation may be issued.
	Management (Asper School of Business)	• The Management Development Institute ("MDI") is a joint venture between the Asper School of Business and several local manufacturing firms. MDI runs management development seminars and gives a "Certificate of Participation" to all students who complete the course. But this certificate is not a formal one in the way that the University currently defines the term. The same kind of situation exists for the Curry BizCamp, i.e. the participants (at-risk youth) are given a "certificate of participation" indicating that they have completed an entrepreneurship program • Students receive no transfer of credit • Document is issued by the Faculty, and is signed by a Faculty representative	Short courses and programs	Either a Letter of Accomplishment or a Letter of Participation may be issued.
	Science	Workshop on Problem Solving • Presented to school students in S2, S3 and S4 who participate in an annual "Workshop on Problem Solving" organized by the Institute of Industrial Mathematical Sciences • Students receive no transfer of credit • Letter of Participation is issued by the Faculty, and is signed, by the Director of IIMS, the Head of Mathematics and the Workshop Coordinator	Short courses and programs	Either a Letter of Accomplishment or a Letter of Participation may be issued.
		Environmental Science Program • A professional workshop is run each year, and participants are provided with a "certificate of recognition" to recognize their participation in the program • Students receive no transfer credit • "Certificate of Recognition" is issued by the Faculty, and is signed by the Director of the Program	Short courses and programs	Either a Letter of Accomplishment or Letter of Participation may be issued.

Existing Non-Degree Program Category	Sponsoring Unit(s)	Existing Non-Degree Program Details	New Credential	Additional Comments
Letter of Accomplishment	Nursing	<u>Primary Care Skills courses</u> • Graduates of the Primary Care Skills courses receive a Letter of Accomplishment, accompanied by a "certificate" acknowledging their successful completion • Letter of Accomplishment is issued by the Faculty, and is signed by the Dean, Associate Dean Undergraduate Programs, and the Program Coordinator	Short courses and programs	Either a Letter of Accomplishment or a Letter of Participation may be issued.

45

Existing Non-Degree Program Category	Sponsoring Unit(s)	Existing Non-Degree Program Details	New Credential	Additional Comments
Letter of Accomplishment (cont'd)	Continuing Education (Letters of Accomplishment from Cont Ed are issued by Cont Ed and are signed by the Program Director)	**Career Counselling for Aboriginal Youth** • Approved by Continuing Education Division Program Review Committee in 1991 • A two-week program (70 hours) designed for professionals and paraprofessionals who work with youth. • designed to provide participants with the knowledge and skills to facilitate workshops for Aboriginal youth in self-exploration and affirmation, setting goals, and making informed career choices • Students who successfully complete this program receive 3 credit hours of transfer to be used as an elective in the First Nations and Aboriginal Counselling degree program at Brandon University	Short courses and programs	Either a Letter of Accomplishment or a Letter of Participation may be issued.
		Child Welfare Practice • Approved by Continuing Education Division Program Review Committee in 1998 • Consists of 110 hours of required courses	Short courses and programs	Either a Letter of Accomplishment or a Letter of Participation may be issued.
		Environmental Ethics • Approved by Continuing Education Division Program Review Committee in 1991	Short courses and programs	Either a Letter of Accomplishment or a Letter of Participation may be issued.
		Environmental Management in the Workplace • Approved by Continuing Education Division Program Review Committee in 1993	Short courses and programs	Either a Letter of Accomplishment or a Letter of Participation may be issued.
		Health Care Ethics • Approved by Continuing Education Division Program Review Committee in 1990	Short courses and programs.	Either a Letter of Accomplishment or a Letter of Participation may be issued.
		Instructor/Trainer Development • Approved by Continuing Education Division Program Review Committee in 1991 • Eight courses (185 hours) • Program was developed to provide experienced managers with a practice-focused professional development in training design and delivery. The program develops adult education knowledge and skills that can be used to develop in-house staff development training and/or workshops for external agencies.	Short courses and programs (exempt)	This program qualifies for the new Certificate credential. Aboriginal Focus programs will consider the value of upgrading to certificate status.

Existing Non-Degree Program Category	Sponsoring Unit(s)	Existing Non-Degree Program Details	New Credential	Additional Comments
Certificate	Agricultural and Food Sciences	**Certificate in Logistics** • Was approved by Senate in June 1997; 360 contact hours • Offered in coordination with Red River College and the Transport Institute • A basic pre-requisite for admission is a "high school Manitoba Grade 12 standing" • Students are required to complete eight of the ten courses offered in the program. • Students are able to select from six courses offered through the Transport Institute (UM courses which have been approved by Senate), and four courses offered by Red River College. • Certificate is signed by the President, Director of the School of Agriculture, Dean of the Faculty, and Director of the Transport Institute.	Certificate (exempt)	Faculty will be asked to determine whether to more appropriately upgrade to Diploma status.
		Prairie Horticulture Certificate • Offered through the Continuing Education Division. For details, see that section		
	CHERD	**Certificate Program in University Management** • Approved by Senate in July 1994 • Option One (200 hours) consists of the University Management Course (75 hours) plus five electives (125 hours) • Option Two (200 hours) can be satisfied in two ways: the Senior University Administrators Course (100 hours) plus either: a) the University Management course and one elective (100 hours); or b) four electives (100 hours) • Certificate is issued by CHERD and signed by the Director	Certificate (exempt)	

Existing Non-Degree Program Category	Sponsoring Unit(s)	Existing Non-Degree Program Details	New Credential	Additional Comments

Certificate (cont'd)	Education	**Certificate in Teaching English as a Second Language**
		
		 • Offered in conjunction with the Continuing Education Division. For details, see that section
		
		 Post Baccalaureate Certificate in Education ("PBCE")
		
		 • Approved by Senate approximately 15 years ago
		 • Applicants must possess: a Bachelor's degree; and a minimum grade point average of 2.0 in the Bachelor's degree, and where applicable, in any post baccalaureate certificate program
		 • Consists of 30 credit hours of course work, subject to the following requirements:
		   (a) a minimum of 12 credit hours must be taken in the Faculty of Education at the 500-level;
		   (b) a maximum of 18 credit hours may be taken at the 100-level;
		   (c) up to 3 credit hours may be earned through participation in external professional courses;
		   (d) up to 12 credit hours of courses, including those in (c) above, may be transferred into the PBCE program from approved institutions;
		   (e) no course used for credit towards the PBCE may be more than 9 years old at the PBCE program completion date.
		 • Certificate is issued by the Student Records Office, signed by the Chancellor, Chair of the Board of Governors, President and the Dean
			Post Baccalaureate Certificate (exempt)	Faculty of Education will review to determine whether to more appropriately upgrade to Diploma status

	Human Ecology	**Certificate in Apparel Design I and II** • Offered through Continuing Education Division. For details, see that section		

Existing Non-Degree Program Category	Sponsoring Unit(s)	Existing Non-Degree Program Details	New Credential	Additional Comments
Certificate (cont'd)	Continuing Education (Certificates are issued by Cont Ed, and signed by the Dean of Cont Ed.)	**Certificate in Accounting** • Approved by Senate in 1996 • Consists of nine required courses which can be completed in three years of study on a part-time basis • Designed to provide general accounting and management education to anyone seeking a career as an accountant or working with accounting information	Certificate	
		Certificate in Adult & Continuing Education • Approved by Continuing Education Division Board in 1981 • 250-hour program consists of 150 hours of required courses and 100 hours of elective courses • Offered by a partnership of the Universities of Manitoba, Saskatchewan, Alberta and Victoria	Certificate	
		Certificate in Apparel Design I and II • Approved by Continuing Education Division Board in 1983 • Apparel Design I: 90 hours of required courses • Apparel Design II: 82.5 hours of required courses • Offered in partnership with the Faculty of Human Ecology	Certificate (exempt)	Dates back to the 1970s. Well established in the field. Continuing Education recommends this program be exempt as a Certificate.
		Certificate in Applied Counselling • Approved by Continuing Education Division Board in 1981 • Consists of 210 hours of required courses and approximately 100 hours of elective courses in one of the three learning streams • Designed for people involved in direct counselling through their paid or volunteer work, such as individuals in health care, education, social services, government, vocation employment counsellors, and managers	Certificate	
		Certificate in Applied Management • Approved by Senate in 1996 • There are eight certificate specializations. All specializations require successful completion of three core required courses and three specialization courses • Designed to provide individuals in various work environments with the opportunity to combine management studies with applications relevant to their own careers	Certificate	

Existing Non-Degree Program Category	Sponsoring Unit(s)	Existing Non-Degree Program Details	New Credential	Additional Comments
Certificate (cont'd)	Continuing Education (cont'd)	**Certificate in General Case Management** • Approved by Senate in 1997 • Students must complete the three required courses (99 hours) and a minimum of 108 hours of approved electives • Intended for individuals who want to prepare for future positions in Canada's rapidly changing health and social service sectors by gaining a general background in case management	Certificate	
		Certificate in Rehabilitation Case Management • Approved by Senate in 1997 • Students must complete the three required courses (99 hours) plus 108 course hours in specialized courses • Prepares individuals to work in rehabilitation programs, such as medical, social and physical services, claims management, long term care, education	Certificate	
		Certificate in Child Sexual Abuse Intervention & Treatment • Approved by Senate in 1992 360 hours • Applicants must have completed a practitioner level counselling skills training program, and must be employed in a social services position or in a volunteer placement that allows application of their new knowledge and skills • Students will receive 12 credit hours of transfer into the Brandon University First Nations and Aboriginal Counselling Degree Program	Certificate	

		Certificate in Counselling Skills
		• Approved by Senate in 1986
		210 hours of required courses, plus 90 hours of electives
		• Designed for workers who provide counselling services to First Nation and Aboriginal people
		• Has been accorded the following transfer of credit:
		  1. UM Faculty of Social Work: Grads with C+ average and who are admitted to the Faculty are eligible for 3 hours of allocated credit and 6 hours of unallocated credit
		  2. Brandon University First Nations and Aboriginal Counselling Degree Program: students receive 3 credit hours for 69.161 *Introduction of Interpersonal Community* and 9 credit hours of block transfer.
			Certificate	

Existing Non-Degree Program Category	Sponsoring Unit(s)	Existing Non-Degree Program Details	New Credential	Additional Comments
Certificate (cont'd)	Continuing Education (cont'd)	<u>Certificate in Environmental Assessment, Protection and Education</u> • Approved by Senate in 1995 • Offered by the Centre for Indigenous Environmental Resources (CIER), and is accredited by UM through Aboriginal Focus Programs • 1680 hours of required courses • Successful graduates are able to transfer approximately 60 credit hours (two years full-time university course load) of their certificate for credit in the Environmental Science program of the Faculty of Science at UM • Certificate is issued by Cont Ed, signed by Dean of Cont Ed, Chair of CIER and Executive Director of CIER.	Certificate (exempt)	This program consists of 1680 hours; Cont Ed will negotiate changing this to 2 or 3 certificates.
		<u>Certificate in Human Resource Management</u> • Approved by Advisory Committee in early 1970s	Certificate	
		<u>Certificate in Local Area Network Administration</u> • Approved by Senate in 1999 • 320 contact hours composed of six required courses, with no elective courses • Primary audience is those individuals not currently working in the computer industry, and a secondary audience is comprised of students directly out of high school who are looking for post-secondary education	Certificate	
		<u>Certificate in Management Development for Women</u> • Approved by Senate in 1993 • An integrated series of ten three-day modules of instruction. All course modules must be successfully completed before the certificate is awarded • Consists of 256 hours of classroom instruction, reinforced by on-the-job experience	Certificate	
		<u>Certificate in Manitoba Municipal Administration</u> • Approved by Advisory Committee in 1966 • Consists of five required courses and two one-day skill building seminars. Normally takes four years to complete	Certificate	

Existing Non-Degree Program Category	Sponsoring Unit(s)	Existing Non-Degree Program Details	New Credential	Additional Comments
Certificate (cont'd)	Continuing Education (cont'd)	**Certificate in Participative Management** ▼ Approved by Senate in 2000 ▼ Consists of eight required courses ▼ Offered in partnership with the Crocus Investment Fund ▼ Intended audience is primarily managers and supervisors working in organizations that have an interest in forms of employee ownership and/or participative work culture	Certificate	
		Certificate in Prairie Horticulture ▼ Approved by Senate in 1995 ▼ Requires successful completion of at least eight courses/minimum of 350 hours of lecture and lab contact which are delivered by home study. Students have the opportunity for study in at least four core courses plus one elective stream of study ▼ Offered in conjunction with the Faculty of Agricultural and Food Sciences ▼ Offered in partnership with Assiniboine Community College, UM, University of Saskatchewan and Olds College	Certificate	
		Certificate in Quality Management ▼ Approved by Continuing Education Division Board in late 1970s ▼ Consists of two 36 hour courses which can be completed within a single academic year.	Certificate (exempt)	Well established in the field; being marketed internationally. Cont Ed recommends this program be exempt as a Certificate
		Certificate in Special Education Teacher Assistant ▼ Approved by Senate in 1991 ▼ Consists of 450 hours ▼ Program involves practicum work in classrooms as well as specific instruction that provides a foundation of knowledge and specialized skill development for working with students with various handicapping conditions (including emotional/behavioural disorders and fetal alcohol syndrome) ▼ Program has been accorded transfer of credit to the following programs: 1. UM Faculty of Education offers a transfer of up to 6 credit hours of unallocated elective for graduates of the certificate program. 2. Brandon University, First Nations & Aboriginal Counselling Degree Program. Students receive 6 credit hours of block transfer.	Certificate (exempt)	Well established program. Would be awkward to split. Cont Ed recommends this program be exempt as a Certificate

Existing Non-Degree Program Category	Sponsoring Unit	Existing Non-Degree Program Details	New Credential	Additional Comments
Certificate (cont'd)	Continuing Education (cont'd)	**Certificate in Teaching English as a Second Language** • Approved by Senate in 1998 • Consists of five 40-hour courses; four required courses plus a choice of three electives (200 hours) • Intended for individuals seeking training in teaching English as a second language	Certificate	Continuing Education will review with Faculty of Education issues re how the program is organized. Currently, if courses in this program are taken in: (a) the Con. Ed. Division, they are non-degree credit; and (b) the Faculty of Education, they are degree credit.
		Certificate in Interdisciplinary Studies • Approved by Senate in June of 2001 • Consists of 200 contact hours of courses selected by students from a cross-section of certificate programs	Certificate	
Advanced Certificate	Continuing Education	**Advanced Certificate in Accounting** • Approved by Senate in 1996 • Consists of six required courses; most have pre-requisites • Most applicants will have successfully completed the Certificate in Accounting or equivalent coursework • Document is issued by Cont Ed, and signed by Dean of Cont Ed.	Certificate	Continuing Education will change name to Certificate in Advanced Accounting.

53

Existing Non-Degree Program Category	Sponsoring Unit	Existing Non-Degree Program Details	New Credential	Additional Comments
Diploma	Agricultural and Food Sciences	**Diploma in Agriculture** • Approved by Senate (latest revisions approved December 1999) • A 2-year program in applied agriculture and agribusiness • Applicants must either have a suitable Manitoba High School standing (or equivalent) or be recommended by a selection committee. The high school standing must include credit for English 40S or 40G; Mathematics 40S or 40G; at least one other 40S or 40G Science course - normally either Biology, Chemistry or Physics. • The core curriculum of prescribed courses, common to all students (52 credit hours), provides a broad yet integrated education in the production, management and marketing of agricultural products. Students are then required to elect one of four options by the end of first term, first year (93 credit hours) • Diploma is issued by the Student Records Office, signed by Chancellor, Chair of the Board, President and the Dean	Diploma (exempt)	Faculty should review to determine whether to more appropriately update to a Degree status.
	Art	**Diploma in Art** • Approved by Senate • Admission requirement: submission of a portfolio • Four-year program, essentially technical in nature, designed to prepare students for careers as practising artists in either the fine or commercial fields • Diploma is issued by the Student Records Office, signed by Chancellor, Chair of the Board, President and Director of the School	Diploma (exempt)	The School of Art should review to determine whether to more appropriately upgrade to a Degree or divide into more than one Diploma
	Dentistry	**Diploma in Dental Hygiene** • Approved by Senate • Consists of University 1 plus two years • Admission requirements: Chemistry 002.130 and Chemistry 002.131 or 002.132; Zoology 022.132 Anatomy and Zoology 022.133, Physiology (or Physiology 022.253 and 023.254); Psychology 017.120; 3 credit hours that satisfies the mathematics requirement; and electives totalling 9 credit hours (Sociology is strongly recommended) • Diploma is issued by Student Records Office, signed by Chancellor, Chair of the Board, President, and Director of the School	Diploma (exempt)	Faculty is considering a proposal to upgrade to Degree status.

Page 12 of 14

Existing Non-Degree Program Category	Sponsoring Unit	Existing Non-Degree Program Details	New Credential	Additional Comments
Diploma (cont'd)	Management (Asper School of Business)	Diploma in Actuarial Studies • Approved by Senate in March of 2000 • Intended for people who have already completed an undergraduate degree and who want to prepare for the professional actuarial exams • Consists of one year of work beyond the undergraduate degree, (see also Advanced Diploma in Actuarial Studies which requires two years of work beyond the undergraduate degree) • Diploma is issued by the Student Records Office	Post Baccalaureate Diploma	
	Medicine	Graduate Diploma in Population Health • Approved by Senate in January of 2000 • Provide senior clinicians in teaching hospitals and managers in provincial and regional health authorities core knowledge and skills in population health sciences, including epidemiology and biostatics • Consists of 18 credit hours of course work with no thesis • Graduate Diploma is issued by Student Records Office	Graduate Diploma	

Existing Non-Degree Program Category	Sponsoring Unit	Existing Non-Degree Program Details	New Credential	Additional Comments
Diploma (cont'd)	Continuing Education	**Diploma in First Nations Community Wellness** • Approved by Senate in 1996 • 60-credit hour program, which is the equivalent of 2 years of degree credits. Fully transferable to a Bachelor of Social Work degree • Thirty-three credit hours are transferable to an Arts degree and/or will fill the elective requirements toward a degree in Nursing • Selected credits are transferable to the First Nation and Aboriginal Counselling Degree program through Brandon University • Offered in partnership between Aboriginal Focus Programs, the Continuing Education Division, the University of Manitoba, the Manitoba Community Wellness Working Group and Yellowquill College **Diploma in Aboriginal Child and Family Services** • Approved by Senate in June of 2001 • 60 credit hour program of academic study in the field of child and family service work • Fully transferable to the Bachelor of Social Work. Graduates of the diploma will be able to obtain up to 54 credit hours in Family Studies, with a possibility of 60 credit hours in total. The Faculty of Arts will accept 33 credit hours	Diploma Diploma	
Advanced Diploma	Management (Asper School of Business)	**Advanced Diploma in Actuarial Studies** • Approved by Senate in March of 2000 • Intended for people who have already completed an undergraduate degree and who want to prepare for the professional actuarial exams • Advanced Diploma requires two years of work beyond the graduate degree • (Diploma requires one year of work beyond the undergraduate degree) • Advanced Diploma is issued by the Student Records Office	Advanced Post Baccalaureate Diploma (exempt "Advanced").	However Faculty should review to determine whether the Advanced Diploma in Actuarial Studies, should more appropriately be renamed as "Diploma in Advanced Actuarial Studies".

October 12, 2001

Report of the Senate Committee on Nominations

Preamble

1.   The terms of reference for the Senate Committee on Nominations (SCN) are found on page 10.21 of the *Senate Handbook* (1992).

2.   Professor P. Kaufert, a member of the Senate Planning and Priorities Committee (SPPC) to May 31, 2002, is presently on research leave and has requested that the SCN find a replacement for the unexpired portion of her term.

Observations

1.   Dr. Kaufert was the only member of SPPC from the Bannnatyne Campus, a requirement in the terms of reference. Thus the SCN representative from the Bannatyne Campus was requested to find a replacement.

Recommendation

The Senate Committee on Nominations recommends to Senate that Dr. Aubie Angel, a Senator, replace Professor Pat Kaufert on the Senate Planning and Priorities Committee to May 31, 2002.

Respectfully submitted,

B. Dronzek, Chair
Committee on Nominations

ls