

**Senate
Senate Chamber
Room 245 Engineering Building
WEDNESDAY, January 9, 2002
1:30 p.m.**

AGENDA

MATTERS TO BE CONSIDERED IN CLOSED SESSION

II MATTERS RECOMMENDED FOR CONCURRENCE WITHOUT DEBATE

- | | | |
|----|---|----------------|
| 1. | Report of the Faculty
Council of Graduate Studies
<u>re New Courses and Course Changes</u> | Page 17 |
| 2. | Report of the Senate Committee
<u>on Curriculum and Course Changes</u> | Page 29 |
| 3. | Report of the Senate Committee on Awards | Page 39 |

III MATTERS FORWARDED FOR INFORMATION

IV REPORT OF THE PRESIDENT

V QUESTION PERIOD

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

VI CONSIDERATION OF THE MINUTES OF THE MEETING OF DECEMBER 5, 2001

VII BUSINESS ARISING FROM THE MINUTES

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

- | | | |
|----|---|---------|
| 1. | <u>Report of the Senate Executive Committee</u> | Page 48 |
| 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**

- | | | |
|----|--|---------|
| 1. | Report of the Senate
Committee on Rules and Procedures
<u>re Senate Committee on Animal Care</u> | Page 49 |
| 2. | Report of the Senate
Committee on Instruction and Evaluation | Page 50 |

X ADDITIONAL BUSINESS

- | | | |
|----|--|---------|
| 1. | Joint Senate and Board Review to Determine
<u>the Continuation of a Single University Secretariat</u> | Page 56 |
|----|--|---------|

XI ADJOURNMENT

/sgp



University of Manitoba

UNIVERSITY
OF MANITOBA

17

FACULTY OF GRADUATE STUDIES
Professor Fernando de Toro, Ph.D.
Dean500 University Centre
Winnipeg, Manitoba
CANADA, R3T 2N2
Phone: (204) 474-8086
Fax: (204) 474-7553
E-Mail: culligan@ms.Umanitoba.ca

MEMORANDUM

Date: November 8, 2001

To: *Shirley Platt 3/2*
~~Ms. Bev Sawicki, Senate Secretariat, 310 Administration Bldg.~~From: Dr. Fernando de Toro, Dean, Faculty Council of Graduate Studies *[Signature]*

Subject: Recommended Motion for Senate's consideration

At the November 8, 2001, meeting of the Faculty Council of Graduate Studies, the membership endorsed the following motion and requested that it be forwarded to Senate for its consideration:

THAT the new course proposals and course changes be approved and forward to Senate for Approval. (See attachment for listings)

Thank you for your attention in this matter.

/jc

Comments of the Senate Executive Committee:

The Senate Executive Committee endorses the report to Senate.

[Signature]

Report of the Programs and Planning Committee of the Faculty of Graduate Studies on course proposals/modifications/deletions.

Preamble

The Programs and Planning Committee of the Faculty of Graduate Studies met on October 15, 2001 and made the following recommendation regarding the introduction and deletion of courses in the Faculty of Science.

Observations

1. There is one course to be introduced in the Department of Botany
2. The Faculty of Science approved the course change.
3. A statement of Library support accompanied the course introduction.
4. Reasons for the course change accompanies the course number and title, which are included below.

Recommendation

The Programs and Planning Committee of the Faculty of Graduate Studies recommends that the Faculty Council of Graduate Studies approve the course change as indicated below.

Course to be introduced:

001.7yy Data Collection and Microtechniques – Part I (3)
Techniques for the collection, preparation, culturing and preservation of botanical specimens. Extraction, cloning, and sequencing of nucleic acids. Bioinformatics; sources, analysis and interpretation of molecular data. Offered in 2003-2004 and alternate years thereafter.

Reason for the introduction:

Courses in advanced laboratory techniques are needed and will be of benefit to all graduate students.

Net Change: + 3 Credit Hours

Endorsed by Faculty Council of Graduate Studies, November 8, 2001

Copies of the course proposal forms are available in the Faculty of Graduate Studies Office for review

Report of the Programs and Planning Committee of the Faculty of Graduate Studies on course proposals/modifications/deletions.

Preamble

The Programs and Planning Committee of the Faculty of Graduate Studies met on October 15, 2001 and made the following recommendation regarding course introductions and deletions in the Faculties of Human Ecology and Agricultural and Food Sciences.

Observations

1. There are 2 courses to be deleted in the Department of Foods and Nutrition.
2. There are 4 courses to be deleted in the Department of Animal Science.
3. There are 6 courses to be introduced and cross-listed in the Departments of Animal Science and Foods and Nutrition.
4. The deletion of courses in both departments coincides with the cross-listed course introductions in both departments.
5. The Faculties of Human Ecology and Agricultural and Food Sciences approved the course introductions and deletions.
6. Statements of Library support were included with the course proposals.
7. Reasons for the introductions accompany the course numbers and titles, which are included below.

Recommendation

The Programs and Planning Committee of the Faculty of Graduate Studies recommends that the Faculty Council of Graduate Studies approve the course changes as indicated below.

Courses to be deleted:

030.715 Interrelationships in Human Nutrition (3)
030.718 Lipids (3)
035.717 Energy (3)
035.732 Advanced Animal Metabolism (3)
035.734 Mineral and Vitamin Metabolism (3)
035.735 Protein Metabolism (3)

Reasons for deletions:

Courses being replaced with an integrated set of courses in the Departments of Animal Science and Foods and Nutrition.

NOTE: Where xxx.7xa-xf and Dept of X are indicated, either 035.7xa-xf or 030.7xa-xf and Dept of Animal Science and Foods and Nutrition will be indicated.

Course to be introduced:

030/035.7xa Protein Nutrition and Metabolism (1.5) Lectures and critical reviews will be used to discuss recent/significant research advances in the fields of protein nutrition and metabolism, pertinent to mammalian physiology. Also offered as XXX.7xa by the Department of X. Offered in 200x and alternate years thereafter.

Copies of the course proposal forms are available in the Faculty of Graduate Studies Office for review

20

Report of the Programs and Planning Committee of the Faculty of Graduate Studies on course proposals/modifications/deletions.

- Course to be introduced:** 030/035.7xb Energy and Carbohydrate Nutrition and Metabolism (1.5) Lectures and critical reviews will be used to discuss recent/significant research advances in the field of energy/carbohydrate nutrition and metabolism, pertinent to mammalian physiology. Also offered as XXX.7xb by the Department of X. Offered in 200x and alternate years thereafter.
- Course to be introduced:** 030/035.7xc Lipid Nutrition and Metabolism (1.5) Lectures and critical reviews will be used to discuss recent/significant research advances in the field of lipid nutrition and metabolism, pertinent to mammalian physiology. Also offered as XXX.7xc by the Department of X. Offered in 200x and alternate years thereafter.
- Course to be introduced:** 030/035.7xd Vitamin Nutrition and Metabolism (1.5) Lectures and critical reviews will be used to discuss recent/significant research advances in the field of vitamin nutrition and metabolism, pertinent to mammalian physiology. Also offered as XXX.7xd by the Department of X. Offered in 200x and alternate years thereafter.
- Course to be introduced:** 030/035.7xe Mineral and Trace Element Nutrition and Metabolism (1.5) Lectures and critical reviews will be used to discuss recent/significant research advances in the field of mineral nutrition and metabolism, pertinent to mammalian physiology. Also offered as XXX.7xe by the Department of X. Offered in 200x and alternate years thereafter.
- Course to be introduced:** 030/035.7xf Phytochemical Nutrition and Metabolism (1.5) Lectures and critical reviews will be used to discuss recent/significant research advances in the field of phytochemical nutrition and metabolism, pertinent to mammalian physiology. Also offered as XXX.7xf by the Department of X. Offered in 200x and alternate years thereafter.
- Reason for new courses:** The courses will serve as a vehicle through which new concepts in each particular area can be explored.

Foods and Nutrition Net Change: +3 credit hours
Animal Science Net Change: -3 credit hours

Endorsed by Faculty Council of Graduate Studies, November 8, 2001

Copies of the course proposal forms are available in the Faculty of Graduate Studies Office for review

Report of the Programs and Planning Committee of the Faculty of Graduate Studies on course proposals/modifications/deletions.

Preamble

The Programs and Planning Committee of the Faculty of Graduate Studies met on October 15, 2001 and made the following recommendation regarding a course introduction in the Faculty of Education.

Observations

1. There is one course to be introduced in the Ph.D. in Education Program.
2. The Faculty of Education Council approved the course change.
3. A Statement of Library support was included with the course proposal.
4. Reasons for the course changes accompany the course number and title, which are included below.

Recommendation

The Programs and Planning Committee of the Faculty of Graduate Studies recommends that the Faculty Council of Graduate Studies approve the course change as indicated below.

Course to be introduced:

124.7L1 Language and Identity in Second Language Contexts (3)
An exploration of linguistic and cultural issues arising from the internationalization of English as a second language (ESL) teaching and learning, including current research of linguistic imperialism, linguistic human rights, cultural hybridization, sexual politics, and the feminization of speech. *Prerequisite:* 132.721 or permission of instructor.

Reason for new course:

The course is to complement the present offerings in the Ph.D. program in Language and Literacy. This course serves to open the Language and Literacy program to students with a background in Teaching ESL.

Net Change: +3 Credit Hours

Endorsed by Faculty Council of Graduate Studies, November 8, 2001

Copies of the course proposal forms are available in the Faculty of Graduate Studies Office for review

Report of the Programs and Planning Committee of the Faculty of Graduate Studies on course proposals/modifications/deletions.

Preamble

The Programs and Planning Committee of the Faculty of Graduate Studies met on October 15, 2001 and made the following recommendation regarding a cross listed course introduction and deletion in the Faculties of Arts and Agricultural and Food Sciences.

Observations

1. There is 1 cross listed course to be deleted in the Departments of Economics and Agribusiness and Agricultural Economics.
2. There is 1 course to be introduced and cross listed in the Departments of Economics and Agribusiness and Agricultural Economics.
3. The Faculties of Arts and Agricultural and Food Sciences approved the course introductions and deletions.
4. A Statement of Library support was included with the course proposal.
5. Reasons for the changes accompany the course numbers and titles, which are included below.

Recommendation

The Programs and Planning Committee of the Faculty of Graduate Studies recommends that the Faculty Council of Graduate Studies approve the course changes as indicated below.

Courses to be deleted: 018.793 Economics of Agricultural Production (3)
 061.713 Economics of Agricultural Production (3)

Reason for deletions: Courses being replaced with a course with current content.

Course to be introduced: 018/016.7xx Production Economics (3) Development of static microeconomic theories of the firm, functional forms, aggregation issues, productivity analysis, risk and uncertainty and in introduction to dynamics. The following are emphasized; a rigorous treatment of the models using duality; a critical understanding of the limitations and possibilities for generalizing the models; and relevance of the models for empirical research, especially in agriculture. Also offered as 018.7xx (016.7xx) by the Department of Economics (Agribusiness and Agricultural Economics). Students may not hold credit for both 018.7xx and 061.7xx or the former 018.793 or 061.713.

Reason for new course: The course reflects that the content does not relate solely to agricultural economic and the content is up to date.

Net Change: 0 credit hours

Endorsed by Faculty Council of Graduate Studies, November 8, 2001

Copies of the course proposal forms are available in the Faculty of Graduate Studies Office for review

Report of the Programs and Planning Committee of the Faculty of Graduate Studies on course proposals/modifications/deletions.

Preamble

The Programs and Planning Committee of the Faculty of Graduate Studies met on October 15, 2001 and made the following recommendation regarding course changes in the Faculty of Agricultural and Food Sciences.

Observations

1. There are 6 courses to be deleted and 6 courses to be introduced in the Department Animal Science.
2. There are 3 courses to be deleted and 3 courses to be introduced in the Department of Food Science.
3. The Faculty of Agricultural and Food Sciences approved the course introductions and deletions.
4. Statements of Library support were included with the course proposals.
5. Reasons for the changes accompany the course numbers and titles, which are included below.

Recommendation

The Programs and Planning Committee of the Faculty of Graduate Studies recommends that the Faculty Council of Graduate Studies approve the course changes as indicated below.

ANIMAL SCIENCE

Courses to be deleted:

035.741 Advanced Animal Genetics (3)
035.742 Advanced Research Methods in Animal Science (3)
035.726 Methodology in Animal Science Research (3)
035.743 Special Problems in Animal Nutrition (3)
035.725 Special Problems in Animal Improvement (3)
035.731 Special Problems in Animal Physiology (3)

Reasons for deletions:

Courses 741 and 742 were viewed to be redundant. The 4 other courses are having their titles modified and therefore require the deletion of the old courses and the introduction of 4 new ones.

Course to be introduced:

035.7aa Methodology in Agricultural and Food Sciences (3) The application of experimental techniques and procedures to agricultural and food sciences research. Recording, processing, interpretation, and critical appraisal of experimental data

Course to be introduced:

035.7ab Special Problems in Animal Nutrition (3) Students will be required to investigate and report on a nutrition problem in a species other than that of their thesis research. Projects may be avian, bovine, ovine, swine or laboratory animal species.

Course to be introduced:

035.7ac Special Topics in Animal Improvement (3) Assigned readings, papers and discussions specific problems in animal genetics. Analysis of original data may be required.

Copies of the course proposal forms are available in the Faculty of Graduate Studies Office for review

24

Report of the Programs and Planning Committee of the Faculty of Graduate Studies on course proposals/modifications/deletions.

- Course to be introduced:** 035.7ad Special Topics in Animal Physiology (3) Students will investigate a minor research problem in an area of physiology other than that in which the major is being taken. Problems areas may include: digestion, environment, renal function or reproduction.
- Reasons for the introductions:** Modifications of course title required the deletion (of old courses) and introduction of these four courses.
- Course to be introduced:** 035.7xg Advanced Applied Animal Nutrition (3) An advanced study of the theoretical and applied aspects of monogastric and ruminant nutrition. A laboratory component will provide training in current techniques in feed analyses and computer modeling. Offered in 200x and alternate years thereafter.
- Course to be introduced:** 035.7xh Special Topics in Animal Behaviour and Welfare (3) Assigned readings, papers and discussions on specific issues in animal behaviour. A short behavioural experiment may be required.
- Reason for the introduction:** Grad Students in the field of animal behaviour will require a 700 level course in which advanced topics in animal behaviour and welfare can be discussed.

Net Change: 0 credit hours

FOOD SCIENCE

- Courses to be deleted:** 078.714 Food Microstructure (3)
078.717 Physical Biochemistry (3)
078.719 Advanced Food Science (3)
- Reasons for deletions:** The department is moving to align its graduate courses to the major expertise of the staff. Physical Biochem has not been offered in the recent past. Advanced Food Science has been unpopular since it was changed to an elective course.
- Course to be introduced:** 078.7xx Advanced Food Packaging (3) Advanced course for the principles; materials, design and development of packaging with emphasis on chemical and physical nature of packaging materials, food products and new technologies.
- Reason for the introduction:** Provides students with advanced knowledge in the science and technology of package development for various food commodities.
- Course to be introduced:** 078.7xy Advanced Meat Science (3) Builds on fundamental aspects of muscle biochemistry and function to explain how pre- and post-harvest technology affect meat quality and safety. Issues of current concern, their resolution as well as recent advances will be discussed. *Prerequisite:* Consent of instructor. Offered in 2003-4 and alternate years thereafter.

Copies of the course proposal forms are available in the Faculty of Graduate Studies Office for review

Report of the Programs and Planning Committee of the Faculty of Graduate Studies on course proposals/modifications/deletions.

Reason for the Introduction:

This is part of a move to broaden the base of graduate course offerings in current areas of staff expertise in Food Science.

Course to be introduced:

078.7xz Food Rheology (3) Evaluation of the textural properties of foods provides critical information in the development of quality food products. This course deals with the principles and methodologies in food rheology and includes and examination of the rheological properties of selected food systems.

Reason for the introduction:

Part of a reorganization of grad courses in Food Science. The course replaces 78714 and is being introduced as there is a significant amount of research on food rheology underway in the department.

Net Change: 0 credit hours

Endorsed by Faculty Council of Graduate Studies, November 8, 2001

Copies of the course proposal forms are available in the Faculty of Graduate Studies Office for review

26

Report of the Programs and Planning Committee of the Faculty of Graduate Studies on course proposals/modifications/deletions.

Preamble

The Programs and Planning Committee of the Faculty of Graduate Studies met on October 15, 2001 and made the following recommendation regarding course changes in the Faculty of Arts.

Observations

1. There is one course to be introduced in the Department French, Spanish and Italian.
2. There are 3 courses to be introduced in the Department of History.
3. There are 2 courses to be deleted and 2 courses to be introduced in the Department of Linguistics
4. The Faculty of Arts approved the course introductions and deletions.
5. Statements of Library support were included with the course proposals.
6. Reasons for the changes accompany the course numbers and titles, which are included below.

Recommendation

The Programs and Planning Committee of the Faculty of Graduate Studies recommends that the Faculty Council of Graduate Studies approve the course changes as indicated below.

FRENCH, SPANISH AND ITALIAN

Course to be introduced: 044.6xx Italian Reading Test (0)

Reason for the introduction: The test is for students who are required to have a reading knowledge of Italian

Net Change: 0 credit hours

HISTORY

Course to be introduced: 011.7xx England in the Long Eighteenth Century (6) Selected themes in the history of England's long eighteenth century from 1660-1840. Specific topics will vary from year to year but will generally include the transformation of political culture, the consequences of war, the question of national identities, the emergence of commercial society and the changes to social structure.

Reason for the introduction: There are currently no senior graduate courses in this area. The course will compliment other social and cultural history courses in Medieval, European and Early Canadian History.

Course to be introduced: 011.7xy Gender History in Canada (6) Explores the roles, images and experiences of masculinity and femininity in the past. Will familiarize students with the changing theoretical and historiographical terrain of gender history. It will draw on the international literature but focus on

Copies of the course proposal forms are available in the Faculty of Graduate Studies Office for review

Report of the Programs and Planning Committee of the Faculty of Graduate Studies on course proposals/modifications/deletions.

the history of gender in Canada, examining how historians analyse masculinity, femininity, the family, sexuality, politics, race/ethnicity, moral regulation, class, nation, and colonialism.

Reason for the Introduction:

There are currently no senior graduate courses dealing with gender history. The addition, exploring both the international and Canadian literature on gender history, reflects changing historical scholarship and responds to student interest.

Course to be introduced:

011.7yy Issues in Modern Asian History: Selected Topics (3) Content will vary. Emphasis will be on the analyses of important issues and recent developments in the history and historiography of modern Asia.

Reason for the Introduction:

There are currently no courses in this area and History has a new faculty member with expertise in the history of modern China.

Net Change: + 15 credit hours

LINGUISTICS

Courses to be deleted:

126.754 Field Methods (3)
126.756 Morphology and Syntax (3)

Reason for the deletions:

126.754 is being replaced with a 6 credit hour course. 126.756 is having its title changed.

Course to be Introduced:

126.7ab Field Methods (6) Provides practical experience in techniques for data collection, analysis and interpretation of original data, through guided work with a speaker of a language unfamiliar to students.

Reason for the introduction:

Program requirements call for the student to complete 6 credit hours with the same language speaker. Currently, students take two sections of a 3 credit hour offering.

Course to be introduced:

126.7ac Syntax (3) Presents a theoretical approach to current issues in syntactic analysis, building and testing hypotheses about syntactic data.

Reason for the Introduction:

Title Change. Morphology is not covered in the course.

Net Change: +3 credit hours

Endorsed by Faculty Council of Graduate Studies, November 8, 2001

Copies of the course proposal forms are available in the Faculty of Graduate Studies Office for review

28

Report of the Programs and Planning Committee of the Faculty of Graduate Studies on course proposals/modifications/deletions.

Preamble

The Programs and Planning Committee of the Faculty of Graduate Studies received information regarding the deletion regarding the Faculty of Nursing and made the following recommendation.

Observations

1. There is one course to be deleted in the Interdepartmental category.
2. The Faculty of Nursing and the Faculty of Medicine approved the course change.
3. The course was taught by the Department of Physiology
4. Reasons for the course change accompanies the course number and title, which are included below.

Recommendation

The Programs and Planning Committee of the Faculty of Graduate Studies recommends that the Faculty Council of Graduate Studies approve the course change as indicated below.

Course to be deleted: 036.725 Pathophysiological Applications

Reason for the deletion: A new course in Applied Physiology for nurses was introduced this year. This course is no longer required.

Net Change: - 3 Credit Hours

Endorsed by Faculty Council of Graduate Studies, November 8, 2001

Copies of the course proposal forms are available in the Faculty of Graduate Studies Office for review

November 23, 2001

Report of the Senate Committee on Curriculum and Course Changes on a Proposal for Curriculum Revision in the Faculty of Human Ecology

Preamble

1. The terms of reference for the Senate Committee on Curriculum and Course Changes (SCCCC) are found in Section 8.21 of the *Senate Handbook*. SCCCC is "to recommend to Senate on the introduction, modification or abolition of undergraduate programs, curricula or courses".
2. SCCCC met on November 23, 2001 to consider a proposal for curriculum revision in the Department of Family Studies.

Observations

1. A curriculum review was initiated in the fall of 1999, with the goal of responding to recent developments, better integrating the Family Studies curriculum with University 1, and anticipating the emerging needs of families.
2. The new program will provide students with the opportunity to concentrate their academic program in at least one area identified by the department as a significant issue for contemporary families. Students will be required to select at least one of these areas as an "option" that will be identified on their transcripts. The options from which students will make their selection are: 1) Family, Housing and Community Studies; 2) Family Resource Management; 3) Child and Adolescent Development; 4) Family Violence and Conflict Resolution; and 5) Aging (this option will be fulfilled by completion of the Interfaculty Option in Aging).
3. Therefore, beyond the Faculty requirements, each graduate will have a broad base of required courses in Family Studies, and at least one option that contains 18 credit hours of focused study (including at least 9 credit hours from the department). If a student elects to take more than one option, 18 additional credit hours will be required; that is, no course can satisfy the requirements for two options.
4. The Minor in Management will be retained for all students, and the Child Studies Concentration is proposed to be eliminated.
5. The library has indicated that it has adequate resources to support the new courses.
6. Letters of support have been received from the following units: Science, Physical Education and Recreation Studies, Education, Asper School of Business, Nursing, Sociology, Psychology, Architecture, and Social Work.

Report of the Senate Committee on Curriculum and Course Changes
on a Proposal for Curriculum Revision in the Faculty of Human Ecology
November 23, 2001

Recommendation

The Senate Committee on Curriculum and Course Changes recommends THAT Senate approve the proposed course and curriculum changes in the Department of Family Studies, as detailed below.

Respectfully submitted,

Professor B L Dronzek, Chair
Senate Committee on Curriculum and Course Changes

/sgp

S:\University Secretariat\REPORTS AND SUBMISSIONS\SenateFourCs\FamilyStudies.wpd

Courses to be deleted:

2002-03

062.172	Environments for Living	-3
062.210	Principles of Human Development 2	-3
062.374	Planning the Family Environment	-3

2003-04

062.209	Principles of Human Development 1	-3
062.330	Infant Development	-3
062.350	Practicum in Child Studies	-3
062.422	Family Dynamics and Human Development I	-3
062.423	Family Dynamics and Human Development II	-3
062.431	Research Methods in Family Studies I	-3
062.432	Research Methods in Family Studies II	-3
062.434	Human Sexuality	-3
062.438	Qualitative Research Methods in Family Studies	-3
062.473	Policy Factors in Family Housing	-3

2004-05

062.375	Consumer Alternatives in Family Shelter	-3
062.426	Theories of Human Development	-3
062.435	Perspectives on Parenting	-3
062.436	Practicum in Family Studies	-6
062.437	Exceptional Development: Behavioural and Social-Emotional Disorders	-3
062.450	Exceptional Infant and Young Child	-3
062.455	Practicum and Professional Issues: Infant Development and Care	-6

Report of the Senate Committee on Curriculum and Course Changes
on a Proposal for Curriculum Revision in the Faculty of Human Ecology
November 23, 2001

062.456	Practicum and Professional Issues: Special Needs Children	-6
062.457	Practicum and Professional Issues: Child Care Management	-6

Courses to be introduced:

2002-03

062.1HA Families, Housing and Community: An Introductory Perspective +3
An introduction to understanding housing and community for individuals and families; shelter outside mainstream; neighbourhoods and communities; links between well being and poverty, housing, community; some policy and program issues; various approaches used in studying this topic. Opportunity for some field experience. Not to be held with the former 062.172.

062.2HA Families, Housing and Community: A Development Perspective +3
Focus is on developmental issues for individuals, families and communities. Of particular interest is the interrelationship between facilitating community development and the developmental well-being of residents. Social, psychological, cultural and political components are considered. *Pre-requisite: 062.1HA, or consent of instructor.*

062.2CA Foundations of Childhood Developmental Health +3
This course examines implications of theory and research in child development for promoting developmental health. Laboratory component focuses on working with children and evaluating developmental progress. *Pre-requisite: minimum grade of "C" in 062.101.* Limited enrolment.

062.2VA Family Violence +3
A survey of the extent and nature of various forms of family violence across the life course. Topics include physical and sexual child abuse, sibling violence, partner violence, and elder abuse. Emphasis is on prevalence, incidence, causes, consequences and solutions. *Pre-requisite: 062.101 or 114, or 017.120, or 077.120.*

062.2XX Multicultural Family Issues +3
A focus on multicultural issues that affect family interaction in Canada, which is designed to prepare students for professional practice. Emphasizes dominant/minority family relationships, internal family dynamics of minority families, social policies directed toward creating and maintaining multiculturalism and diversity education for future professionals. Manitoba Aboriginal family life is accentuated. *Pre-requisite: 062.114 or equivalent.*

2003-04

062.3CB Adolescents in Families & Society +3
This course is designed to help students understand the nature of adolescent relationships with their families in communities. The application of theory and research on adolescent relationships to professional practice with families and communities is emphasized. *Pre-requisite: 062.2CA or 209 or 210 or 330.*

Report of the Senate Committee on Curriculum and Course Changes
on a Proposal for Curriculum Revision in the Faculty of Human Ecology
November 23, 2001

062.3CC Developmental Health of Children and Youth +3
Population health gradients are largely set early in life and are affected by the environments in which children live. This course examines current knowledge of the social determinants of child and adolescent health. Consideration is given to policy implications, including directions for program development and evaluation. *Pre-requisite: 062.2CA or 209 or 210 or 330.* Not to be held with the former 062.450.

062.3HB Families, Housing and Community: A Policy Perspective +3
Examines policy relative to families, housing and community. Primer on public policy process and links to families. Examines housing policies at federal, provincial and municipal levels and their impact on individuals and families. Opportunity for some field experience. *Pre-requisite: 062.1HA or 172, or consent of instructor.* Not to be held with the former 062.473.

062.3PA Introduction to the Development of Programs for Children and Families +3
An introduction to the theory and practice of program development with special emphasis on programs for children and families. The course will cover techniques for conducting need assessments, as well as the process of planning and implementing programs to address community need. *Pre-requisite: 028.205.*

062.3PE Introduction to the Evaluation of Programs for Children and Families +3
An introduction to the theory and practice of program evaluation with special emphasis on child and family programs. Considers the purpose of evaluation, types of evaluation, evaluation design and analysis, and the evaluation process. *Pre-requisite: 028.205.*

062.3VB Conflict Resolution in the Family +3
Students will examine the nature and development of conflict in family relationships throughout the life span. Implications of conflict for the quality of family relationships and individual development will be addressed. *Pre-requisite: 062.114 or 062.2VA.*

062.4RD Work and Family Issues +3
An exploration of the interface between paid work and unpaid work and families in the Canadian and international contexts. Topics include demographic trends; parenting, child and elder care; management of work-family conflict; development of workplace solutions; and social policy implications. *Pre-requisite: 062.207 and 84 credit hours.*

062.4VC Senior Seminar in Family Violence and Conflict Resolution +3
Advanced study in the areas of family violence and/or conflict resolution. Special emphasis is placed upon current research and/or practice. *Pre-requisite: at least one of 062.2VA or 062.3VB or consent of the instructor.*

2004-05

062.3XX Parenting and Developmental Health +3
Examines parenting and its influence on developmental health, with consideration of change across time, the context in which parenting occurs, and the effect of the parent-child relationship on

Report of the Senate Committee on Curriculum and Course Changes
on a Proposal for Curriculum Revision in the Faculty of Human Ecology
November 23, 2001

developmental health. *Pre-requisites: 062.114 and completion of 54 credit hours.* Not to be held with the former 062.435.

062.4CD Risk and Resilience in Behavioural and Social Development +3

The development of behavioural and social difficulties are examined from a risk and resilience perspective. The interaction of factors at all levels of the human ecological system are considered in terms of their impact on increasing risk and/or building resilience in children and youth. *Pre-requisite: 062.2CA or 209 or 210 or 330.* Not to be held with the former 062.437.

062.4HC Families, Housing and Community: An Action Perspective +3

Examines relationships between families, housing and community; impact of communities on children; best practices for enhancing quality of life in communities; participatory processes for working with communities. Significant on-site learning. Emphasis on inner-city. *Pre-requisite: 062.2HA or 062.3HB, or consent of instructor.*

062.4XX Field Experience +6

Provide students with field experience in a supervised setting. The course consists of 120 hours of supervised work in an assigned setting and seminar time with peers and field experience coordinator. Grade is pass/fail. *Pre-requisite: 84 credit hours and consent of instructor.* Not to be held with the former 062.436 or 455 or 456 or 457.

NET CHANGE IN CREDIT HOURS:

-24

Proposed Calendar Description

Applying knowledge from the social and physical sciences, students in Family Studies examine factors affecting human psychosocial health and well-being. They study human development from infancy to old age within the context of the family, the community, and the culture.

Students are required to choose at least one area, or option, in which to focus their studies. The name of their option will appear as a "Comment" on their transcripts. They may select from the following options: 1) Family, Housing and Community Studies, 2) Family Resource Management, 3) Child and Adolescent Development, 4) Family Violence and Conflict Resolution, 5) Aging.

In March of each year program planning sessions are provided to assist students in their selection of courses for subsequent years of study.

Students admitted in September 2002 or later

Course No.

Credit Hours

Courses to be taken by all Family Studies students

77.120	Introduction to Sociology	6
005.100	Basic Statistical Analysis 1	3
	<i>one of:</i>	3
005.200	Basic Statistical Analysis 2	
	<i>or</i>	
074.126	Introductory Computer Usage 1	
	<i>or</i>	
	any other Science Course	
	<i>one of:</i>	3-6
018.120	Principles of Economics	
	<i>or</i>	
018.121	Introduction to Canadian Economic Issues and Policies	
	<i>or</i>	
018.122	Introduction to Global and Environmental Economic Issues and Policies	
028.103W	Human Ecology Perspectives and Communication	3
028.205	Introduction to Research in Human Ecology	3
028.310	Communication for Professional Practice	3
028.408	Current Issues in Human Ecology	3
062.101	Human Development in the Family	3
062.114	Family Studies: Relationships	3
062.142	Family Management Principles	3

062.1HA	Families, Housing and Community: An Introductory Perspective	3
062.207	Family Financial Management	3
062.2XX	Multicultural Family Issues	3
062.3PA	Introduction to Development of Programs for Children and Families	3
062.3PE	Introduction to the Evaluation of Programs for Children and Families	3
Department/Faculty Electives		24
Outside Electives		12-15
Free Electives		30

NOTE: If students choose 18.120, 12 credit hours of outside electives are required. If students choose 18.121 or 18.122, 15 credit hours of outside electives are required.

All courses listed in the general Family Studies section (above) are required. In addition, students must choose at least one area, or option, in which to focus their studies. In the following section, the courses required to fulfill each option are listed. They will partially meet department/faculty, outside and free elective requirements.

NOTE: Students may take more than one option. Each option must consist of 18 non-overlapping credit hours; that is, no course can satisfy the requirements of more than one option.

Family, Housing and Community Studies Option

062.2HA	Families, Housing and Community: A Development Perspective	3
062.3HB	Families, Housing and Community: A Policy Perspective	3
062.4HC	Families, Housing and Community: An Action Perspective	3
	<i>at least one of:</i>	3
062.2VA	Family Violence	
028.265	Social Aspects of Aging	
062.324	Families in the Later Years	
062.345	Consumer Problems and Influences	
062.3VB	Conflict Resolution in the Family	
062.433	Management of Family Stress	
062.445	Family Economic Resources and Functions	
062.4CD	Risk and Resilience in Behavioural and Social Development	
062.4RD	Work and Family Issues	
	<i>at least 3 credits from:</i>	3
018.228	Social Welfare and Human Resources	
018.235	Community Economic Development	
019.206	Urban and Local Politics	

047.205	Community and Organizational Theory
053.264	Geography of Culture and Inequality
076.122	Cultural Anthropology
076.239	Social Organization in Cross-cultural Perspective
076.257	Urban Anthropology
077.227	Urban Sociology
077.232	Canadian Society and Culture
077.239	Social Organization
079.261	Theory of Design

at least one of:

3

017.362	Community Mental Health
018.372	Urban and Regional Economics
053.346	Urban Geography
076.355	Canadian Subcultures
076.338	Anthropology and Contemporary Social Issues
077.384	Community and Social Reconstruction
079.334	History of the City
079.335	Planning and Design for Shelter
156.355	Feminist Community Organizing: Theories and Practices

Family Resource Management Option

any three of:

9

062.345	Consumer Problems and Influences
062.433	Management of Family Stress
062.445	Family Economic Resources and Functions
062.446	Family Financial Counselling
062.4RD	Work and Family Issues

at least nine credits from:

9

009.110	Introductory Financial Accounting
009.111	Introductory Managerial Accounting
009.220	Corporation Finance
009.342	Security Analysis
018.228	Social Welfare and Human Resources
018.235	Community Economic Development
018.236	Women in the Canadian Economy
018.239	Introduction to Environmental Economics
018.250	Labour and Technology
018.339	Development Economics
018.372	Urban and Regional Economics and Policies
027.203	Administrative Theory
027.244	Human Resource Management
030.121	Nutrition for Health and Changing Lifestyles

030.213	Nutrition through the Life Cycle	
030.429	Food, Nutrition and Health Policies	
064.122	Dynamics of the Fashion Industry	
064.322	Sociopsychological Aspects of Clothing	
064.340	Economics of the Textile and Apparel Industries	
076.255	Culture and the Individual	
076.243	Ecology, Technology and Society	
077.337	Sociology of Work	
077.351	Population Dynamics and Change	
077.387	Social Inequality	
118.221	Fundamentals of Marketing	
118.323	Consumer Behaviour	

Child and Adolescent Development Option

062.2CA	Foundations of Childhood Developmental Health	3
062.3CB	Adolescents in Families and Societies	3
062.4CD	Risk and Resilience in Behavioural and Social Development	3
	<i>at least nine credits from:</i>	9
062.2VA	Family Violence	
062.3CC	Developmental Health of Children and Youth	
062.3VB	Conflict Resolution in the Family	
062.3XX	Parenting and Developmental Health	
062.433	Management of Family Stress	
062.4RD	Work and Family Issues	
030.121	Nutrition for Health and Changing Lifestyles	
030.213	Nutrition through the Life Cycle	
017.244	Behaviour Modification Principles	
017.245	Behaviour Modification Applications	

Family Violence and Conflict Resolution Option

062.2VA	Family Violence	3
062.3VB	Conflict Resolution in the Family	3
062.4VC	Senior Seminar in Family Violence and Conflict Resolution	3
	<i>at least one of:</i>	3
017.246	Dyadic Relationships	
077.251	Criminology	
	<i>at least one of:</i>	3
047.313	Contemporary Canadian Social Welfare	
062.3CC	Developmental Health of Children and Youth	
077.370	Sociology of Law	

077.379 Women, Crime and Social Justice

at least three credits from:

3

062.433 Management of Family Stress

062.4CD Risk and Resilience in Behavioural and Social Development

Aging Option

This option is the Interfaculty Option in Aging, which can fulfill the requirement for an option within the Family Studies major.

028/047/051/123.265 Social Aspects of Aging 3

049/057/261 Health and Physical Aspects of Aging 3

062.4XX Field Experience 6

at least three credits from:

3

062.322 Death and the Family

062.324 Families in the Later Years

at least three credits from:

3

017.237 Developmental Psychology from Adolescence
to Old Age

017.346 Abnormal Psychology

017.349 Individual Differences

017.361 Memory

020.247 Death and Concepts of the Future

049.220 Selected Topics in Aging and Health

057.450 Aging Adult Development, Health and Fitness

077.249 Sociology of Health and Illness

077.262 The Sociology of Aging

077.351 Population Dynamics and Change

077.354 The Sociology of Health Care Systems

123.413 Leisure Services for the Aging

Students admitted prior to September 2002

See 2001-2002 Undergraduate Calendar.

Report of the Senate Committee on Awards respecting Awards

Preamble

The Senate Committee on Awards (SCOA) terms of reference include the following responsibility:

"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." (Senate, April 5, 2000)

At its meeting on November 22, 2001, SCOA reviewed six new awards offers, eight award amendments, and one award withdrawal and reports as follows.

Observations

1. On behalf of Senate, the Senate Committee on Awards approved and recommends that the Board of Governors approve five new awards, eight award amendments and one award withdrawal as set out in Appendix "A" of the Report of the Senate Committee on Awards (dated November 29, 2001). These award decisions comply with the published guidelines of November 3, 1999, and are reported to Senate for information.
2. The Senate Committee on Awards also considered the award set out in Appendix "B" of this report, which does not meet the said published guidelines, or which otherwise appears to be discriminatory under Policy 419 on *Non-Acceptance of Discriminatory Scholarships, Bursaries or Fellowships*, and recommends approval.

Of particular note is:

- (a) Wiciwawin Aboriginal Alumni Emergency Bursary - letter of support from the Aboriginal Student Centre accompanies the award terms.

Recommendation

1. That Senate recommend the Board of Governors approve the one new award set out in Appendix "B" of the Report of the Senate Committee on Awards dated November 29, 2001.

Respectfully submitted,

Ewa Morphy for

Professor R. Baydack, Chair
Senate Committee on Awards

Comments of the Senate Executive Committee:

The Senate Executive Committee endorses the report to Senate.

SENATE COMMITTEE ON AWARDS REPORT TO SENATE - NOVEMBER 29, 2001

APPENDIX "A"

OFFERS

LAMBDA FOUNDATION FOR EXCELLENCE - LES MCAFEE MEMORIAL AWARD

Mr. Christian Landry has made a testamentary gift through the Lambda Foundation for Excellence to the University of Manitoba to support an annual award in memory of Mr. Les McAfee. The Lambda Foundation for Excellence is a federally incorporated non-profit group. It grants awards designed to promote national recognition of individuals or groups, who through their achievements build bridges of understanding of gays and lesbians with other equality seeking groups, and Canadian society at large. Mr. Landry, a long-time civil servant in Ottawa and an activist for all human rights, has been recognized as a Founder of the Lambda Foundation for Excellence fund through his gift of \$15,000. The gift commemorates Les McAfee, a member of the Progressive Conservative Party in both Saskatchewan and Manitoba. While with the Party, Mr. McAfee worked with Bert Cadieu, MP, and as Executive Assistant to the Minister of Mines and Natural Resources in Manitoba. In 1979, he became Special Advisor to Hon. David MacDonald, in Ottawa. As an activist, Les was a founder and first President of EGALE (Equality for Gays and Lesbians Everywhere) and a consummate fund-raiser for Pink Triangle Services (PTS) and many gay and lesbian causes. He served as a general project manager of the Canadian Tribute to Human Rights. In 1989, he received the Gay Community Award, and in 1995, posthumously, he received the Lambda Foundation Human Rights Award.

The fund in Les McAfee's memory shall provide an annual award valued at the available annual income, which shall be offered at the University of Manitoba (starting in 2002, will first be valued at \$750) to a undergraduate or graduate student who:

- (1) is enrolled full-time in any Faculty or School at the University of Manitoba;
- (2) has achieved a minimum cumulative grade point average of 3.0 (or equivalent) on all courses completed to date (both at the undergraduate and graduate levels, if applicable);
- (3) is conducting or has proposed to conduct research relating to gay and lesbian people, their community, their values, their achievements, their art and their sports, or on policy and human rights issues that affect them.

Each applicant will be judged on a combination of academic standing, the relevance of the topic of research to the gay and lesbian community and on the letter of recommendation received with the application. The applicants will be judged without discrimination on the basis of sexual orientation, gender, race, religion, or disability, consistent with the Canadian Charter of Rights and Freedoms. Preference in selection shall be given to student researchers who have published their research or who have been accepted for publication.

Eligible applicants will be asked to submit an application package consisting of a curriculum vitae, a current transcript, a copy of the research proposal, and a letter of recommendation from the Head of the Department (or designate) in which the applicant is registered. Application will

SENATE COMMITTEE ON AWARDS REPORT TO SENATE - NOVEMBER 29, 2001

be made to the Office of Financial Aid and Awards. The recipient will be invited to a public award ceremony by the Lambda Foundation.

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award and the Lambda Foundation for Excellence shall be consulted on changes when possible.

The selection committee shall be named by the Director of Enrolment Services. The Executive Director of the Lambda Foundation for Excellence shall be invited to sit on the committee (if available).

C.P. LOEWEN FAMILY FOUNDATION AWARDS IN PHYSICS

The C.P. Loewen Family Foundation has created an endowment fund in support of students in the Department of Physics at the University of Manitoba. The Manitoba Scholarship and Bursary Initiative has also made a contribution to this fund. The C.P. Loewen Family Foundation was established in 1973 by C.P. Loewen, an entrepreneur in Steinbach who founded Loewen Windows, a Steinbach, Manitoba-based manufacturer of wood-frame windows. The firm is owned by four of the six children of C.P. Loewen, including Clyde Loewen and Stuart Loewen, both of whom majored in Physics at the University of Manitoba. The four shareholders of Loewen Windows are also the Directors of the C.P. Loewen Family Foundation. They have continued to develop the Foundation and its primary areas of concern now include education, faith, environment, tolerance and respect, alleviation of poverty, and community building in regions in which Loewen Windows employees live and work. Enhancing and supporting education has been a primary goal of the Foundation from its inception and the Foundation Directors are pleased to have an opportunity to support the Faculty and the University that played a formative role in their lives.

From the available annual income from this fund, two awards shall be offered annually (starting in the year 2002).

One award, valued at half of the available annual income from the fund, shall be called the C.P. Loewen Family Foundation Scholarship in Physics and shall be offered to the undergraduate student who:

- (1) has completed at least one year of full-time study at the University of Manitoba;
- (2) has achieved a minimum cumulative grade point average of 3.5;
- (3) enters the Honours or Major program in the Department of Physics in the Faculty of Science at the University of Manitoba in the year in which this scholarship is tenable;
- (4) has the highest academic standing among all eligible students at the time of entry to the Honours or Major Physics program.

SENATE COMMITTEE ON AWARDS REPORT TO SENATE - NOVEMBER 29, 2001

The second award, valued at half of the available annual income from the fund, shall be called the C.P. Loewen Family Foundation Bursary* in Physics and shall be offered to an undergraduate student who:

- (1) is enrolled full-time in an Honours or Major program in the Department of Physics at the University of Manitoba;
- (2) has achieved a minimum cumulative grade point average of 3.0;
- (3) has demonstrated financial need on the standard University of Manitoba bursary application form.

*NOTE - In case no eligible applicants come forward for this bursary, the bursary shall be offered as a scholarship to the student entering the Honours or Major program in Physics with second highest standing.

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

ICS STUDENT EXCHANGE SCHOLARSHIP

Through the gifts of staff and friends of the University, an endowment fund has been established to provide scholarships to our students who are participating in study-abroad programs through the University of Manitoba's International Centre for Students (ICS). Additional contributions to the fund are invited and much appreciated. Scholarships will first be offered when the fund generates a minimum of \$500 in interest in any given year. Each scholarship shall be valued at no less than \$500 and award values may be increased when the earnings on the fund permit. These scholarships shall be offered to undergraduate students who:

- (1) have been accepted into the International Centre for Students Student Exchange Program at a University outside of Canada and the United States, having gone through a rigorous evaluation process which takes into account academic standing and academic letters of reference;
- (2) will be enrolled in the third or fourth year of their current degree program at the time the exchange begins;
- (3) have presented an approved Letter of Permission for the courses they wish to pursue while on exchange, demonstrating that these courses will be credited toward their current degree;
- (4) have been ranked by the exchange selection committee at the top of the list of applicants.

All other criteria being equal, preference in selection may be given to applicants who have demonstrated the highest financial need among the group selected for exchange.

SENATE COMMITTEE ON AWARDS REPORT TO SENATE - NOVEMBER 29, 2001

The award selection committee shall be named by the Coordinator of the International Centre for Students Student Exchange Program (who will serve as a non-voting Chair).

ARTHUR J. CARLSON BURSARY

Through a testamentary gift from Professor Arthur Carlson, a past Professor in the Department of Civil and Geological Engineering, an endowment fund has been established at the University of Manitoba.

The available annual income from this fund shall provide a bursary to an undergraduate student who:

- (1) is enrolled full-time in the Department of Civil Engineering in the Faculty of Engineering at the University of Manitoba;
- (2) has achieved a minimum cumulative grade point average of 2.5;
- (3) has demonstrated financial need on the standard University of Manitoba bursary application form.

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

ROSE AND MARION WRIGHT MEMORIAL BURSARY

Through a testamentary gift from Ms. Margaret Rose Wright, an endowment fund has been established at the University of Manitoba. The purpose of this fund is to provide bursary assistance to students in the Faculty of Social Work. The available annual income from the fund shall provide bursaries, the number and value of which shall be determined each year by the selection committee, to students who:

- (1) are residents of northern Manitoba (north of the 53rd parallel);
- (2) are enrolled full- or part-time in the Bachelor of Social Work program (in the Northern Program) or in the Master of Social Work program, with research and practicum work being done in the Northern Program;
- (3) have achieved a minimum cumulative grade point average of 2.5 on all courses completed to date;
- (4) indicate an intent to work in northern communities following graduation;
- (5) have demonstrated financial need on the standard University of Manitoba bursary application form.

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

AMENDMENTS**DR. EDWARD JOHN BENNETT MEDICAL SCHOLARSHIP**

The terms of reference for these awards are to be amended. Firstly, the terms will indicate that the foundation holding the funds to support this award will forward the monies to the University each year to disburse to the recipients (previously, the terms stated that the awards would be made directly to the recipients by the trustee). Secondly, the award values are to be amended. Previously, the awards were valued at \$1,000. Now, each award is valued at \$5,000 or 50% of the tuition in a given year in the Faculty of Medicine, whichever is greater. In addition, the awards will now be called the Dr. Edward John Bennett Entrance Scholarships in Medicine. Finally, a few portions of the current terms are to be deleted, as those specific guidelines no longer apply to the administration of this award. Namely, the portion to be removed comprises the latter half of the second criterion of the award which refers to the value of the award increasing in future years. The University of Manitoba shall be notified by the trustees of this foundation when such increases are to occur.

ROBERT A. KENNEDY BURSARY AND SCHOLARSHIP

Upon request from the donor of these awards, their names are to be amended to the Robert Alan Kennedy Bursary and Scholarship.

THE CHANCELLOR'S PRIZE

As the fund supporting this award allows for an award substantially larger than the set \$250, the terms will now state that the award will be valued at the available annual income from the fund.

ALLEN MEDAL IN PHYSICS

As the fund supporting this medal provides enough interest each year to cover the cost of the medal as well as an increased cash award (previously valued at \$75), the terms will now allow for the award value to increase, with the first charge against available annual income always being the cost of the production of the medal.

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

The terms of reference for this award are to be amended, as requested by the donor of the award. Rather than being valued at the available annual income from the fund, this award will be valued at \$1000. This will allow the fund supporting the award to grow more rapidly and will allow for a second annual award to be available sooner.

SENATE COMMITTEE ON AWARDS REPORT TO SENATE - NOVEMBER 29, 2001

TD BANK FINANCIAL GROUP BURSARY

The TD Bank Financial Group has increased their annual commitment to this new bursary program. As set out in the original terms, the total awards were to be valued at \$50,000 a year for 5 years, starting in the winter of 2001-2002. Now, starting in the winter of 2001-2002, the total awards will be valued at \$102,000 a year for 5 years.

P.E.O. SISTERHOOD BURSARY

The value of this annual bursary supported by the Philanthropic and Educational Organization is increasing, from the previous \$500 to \$750, effective in the winter of 2001/2002.

TAMARA KUCEY MEMORIAL SCHOLARSHIP

The terms of reference for these two awards are to be amended. Previously, two awards were offered each year, one of \$200 to a student in second year Interior Design and one at \$600 to a student in third year Interior Design. As the Interior Design professional degree program is now offered as a Masters program, the donors of this award wish to now offer only one award valued at \$1000 to be offered to a student with the following qualifications:

- (1) has completed a Bachelor of Environmental Design at the University of Manitoba with a cumulative grade point average of at least 3.0;
- (2) enrolls full-time in the first year of study in the Professional Master of Interior Design program at the University of Manitoba;
- (3) has demonstrated great talent and innovation in the field of Interior Design through works completed at the undergraduate level.

WITHDRAWALCARPATHIA CREDIT UNION LTD. SCHOLARSHIP IN UKRAINIAN STUDIES

Upon request from the donors of this award, it is to be withdrawn effective immediately.

SENATE COMMITTEE ON AWARDS REPORT TO SENATE - NOVEMBER 29, 2001

APPENDIX "B"

OFFER

WICIWAWIN ABORIGINAL ALUMNI EMERGENCY BURSARY

The Wiciwawin (pronounced "wee-chi-way-win", a Cree word meaning "a gift that is given by many") Aboriginal Alumni Emergency Bursary fund has been established at the University of Manitoba by a number of donors, many of whom are Aboriginal alumni of the University of Manitoba and many of whom are staff members of the University. The purpose of this fund is to provide immediate emergency bursaries to Aboriginal students under unexpected financial strain.

Students who are to benefit from this fund must:

- (1) be Aboriginal - defined as Métis, Inuit, First Nation people, status and non-status;
- (2) be enrolled in any Faculty or School at the University of Manitoba, full- or part-time, as an undergraduate student;
- (3) have a minimum cumulative grade point average of 2.0 (or equivalent);
- (4) have outlined their emergency situation during an interview with a member of the Financial Aid and Awards office.

Preference in selection may be given to students who are full-time students, are from a northern or remote community, those who live on their own in Winnipeg, and those who report an affiliation with an Aboriginal community group or organization.

This fund is endowed. Only the available annual income from the fund may be used to support the bursaries. Initially, the maximum bursary value will be \$100. At a time when the fund is generating more than \$500 a year in interest, the value of the individual bursaries shall be reviewed.

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



UNIVERSITY
OF MANITOBA

537 University Centre
Winnipeg, Manitoba R3T 2N2
Tel. 204-474-8850
Fax. 204-275-3142
Toll Free in Manitoba
1-800-432-1960 ext. 8850
asc@umanitoba.ca
www.umanitoba.ca/student/asc

October 29, 2001

Dr. Rick Baydack
Chair of the Senate Committee on Awards
C/o Ms. Ewa Morphy
Awards Establishment Coordinator
417 University Centre

Dear Dr. Baydack & Senate Committee:

Please accept this letter as formal support for the Wiciwawin: Aboriginal Alumni Emergency Bursary which was launched at the Aboriginal Alumni Reunion on May 4, 2001. The reason behind the development of the bursary was a way for Alumni to financially support current and future Aboriginal students. It was noted by many of the participants at the reunion of the growing difficulties Aboriginal students' encounter, especially the financial difficulties that are faced while living in the city. Although the number of Aboriginal students continues to grow we are still vastly underrepresented at the University of Manitoba (see below).

As the Director of the Aboriginal Student Centre, I can verify that financial strain is the leading cause for Aboriginal students leaving school before graduation. The Aboriginal staff on campus set up this fund in order to contribute regularly, and to help retain students who experience financial crisis. The Aboriginal Alumni, in support of this bursary, also contributed to this fund at the reunion and we hope to continue to make this available for future contributions. The Aboriginal Student Association is in the process of developing a database of the Aboriginal Alumni in order to create networking possibilities. A portion of the membership cost will be going to this bursary and have assured us that they will promote and encourage future donations.

It is our hope that, with Senate approval, the Wiciwawin bursary can be a tool for us to support our youth in times of financial need. It is also hoped that this bursary will serve as an opportunity for many others who have expressed a desire to contribute to the University of Manitoba, via support for Aboriginal students. On behalf of the Reunion Committee we thank you in advance for your continued support to the Aboriginal student retention efforts offered at the University of Manitoba.

In education, mee-gwetch!

Kali Storm
Director, Aboriginal Student Centre

.....
Manitoba*: Aboriginal Peoples comprise 11.7% of the Manitoba population (the highest in Canada!)
General Population 1,100,295 Aboriginal (Status, non-Status, Metis, Inuit) 128,685
University of Manitoba (1999): Aboriginal Peoples comprise 5.7% of the University of Manitoba population
General Population ~21,000** Aboriginal (Status, non-Status, Metis, Inuit) ~1200***

* 1996 statistics from Stats Canada.

** 1999 statistics provided by the University of Manitoba Institutional Analysis.

***Based on statistics provided by the Department of Indian and Northern Affairs, First Nation Communities, Manitoba Metis Federation, Aboriginal Student Centre and Aboriginal Student Association.

December 12, 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 December 12, 2001.

Observations

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

Professor Tony Secco will be the Speaker for the Executive Committee for the January 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 E J E Szathmáry, Chair
Senate Executive Committee

/sgp

Report of the Senate Committee on Rules and Procedures

Preamble

The Committee on Rules and Procedures has as one of its responsibilities the review of proposed amendments to Senate Governing Documents. Correspondence was received from the Senate Committee on Animal Care requesting an amendment to their Terms of Reference. This proposal was circulated to members of the Committee on Rules and Procedures.

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

Observation

The major change was to add the Veterinarian at the St. Boniface General Hospital Research Centre as an *ex-officio* member of the Senate Committee on Animal Care.

Recommendation

The Senate Committee on Rules and Procedures recommends that Senate approve the amendment to the Senate Committee on Animal Care Terms of Reference.

Respectfully submitted,

Dr. T. Secco, Chair
Senate Committee on Rules and Procedures

Comments of the Senate Executive Committee:

The Senate Executive Committee endorses the report to Senate.

December 10, 2001

Report of the Senate Committee on Instruction and Evaluation**Preamble**

1. The terms of reference for the Senate Committee on Instruction and Evaluation (SCIE) are found in Section 8.26 of the *Senate Handbook*.
2. The Committee met on December 10th to consider a number of proposals from various units.

Observations

1. **Continuing Education Division**

The Continuing Education Division is proposing the establishment of a Dean's Honour List for the First Nation Community Wellness Diploma as a way to acknowledge and encourage academic excellence. The diploma consists of 60 required credit hours delivered in a community-based format over 24 months. As cohorts may begin the program at different times during the academic year, the usual definition of this designation is problematic. Usually, the designation is defined as the achievement of a minimum grade point average (GPA) (typically 3.5) while registered in a minimum number of credit hours (typically 24) in a regular session. The Continuing Education Division is recommending that for this diploma program the Dean's Honour List include students who achieve a minimum GPA of 3.5 while registered in either the first 30 credit hours or the final 30 credit hours of the program completed within the planned cohort schedule.

2. **Student Records Office**

At the end of each term, faculties and schools submit grades to the Student Records Office. The grades are loaded to the records system, but are not made available to students until a fixed date, a few days after the deadline for grade submissions. The 21-day period for grade appeals begins on the day of official release. Though this system has worked well, it has two drawbacks. First, students whose grades are in early must either consult instructors' postings or wait until the official release date. Second, students have raised confidentiality concerns about instructors' postings, which are organized by student number. If a student's student number becomes known, other students have access to her/his grades through the postings.

The Student Records Office is now proposing that grades be released on the telephone and via the Web as they are submitted by faculties and schools. Accordingly, instructors will no longer post grades unless specific exemptions are granted by the Director of the Student Records Office. Students will have access only to their own grade via a personal identification number.

The grade appeal deadline will be established in the Academic Schedule to replace the 21-day period.

Where a department or faculty cannot meet a grade submission deadline, the Student Records Office will attempt to accommodate them where feasible.

3. **Faculty of Engineering**

The present statement in the *Undergraduate Calendar* with respect to deferred examinations in the Faculty of Engineering states: "Regulations governing deferred examinations are described in the chapter, *General Academic Regulations and Requirements, of this Calendar*." The Faculty is proposing that the statement be changed to explicitly spell out the regulation in this section of the *Calendar*.

4. **Faculty of Nursing**

Academic Probation Policy: Baccalaureate Nursing Program

The current probation policy in the Faculty of Nursing states students in first year will be placed on probation if their cumulative grade point average (CGPA) is below 2.0, and students in second, third and fourth year will be placed on probationary status if their CGPA is below 2.5. Probationary status is only calculated at the end of regular session (April). Students may not proceed to the next year when placed on probation. Nursing Summer Term (NST) traditionally begins each year at the beginning of May. Grades received from the Student Records Office are compiled in mid-May and CGPAs calculated. Students can begin NST without formally knowing if their CGPA is below 2.5.

Students who have not achieved the required CGPA of 2.5 will not be identified before NST begins. Therefore students may be attending classes in NST and be 2-3 weeks into the term when they are notified of their probationary status. Students may write a letter to the Associate Dean requesting special permission to proceed to NST. If the student is allowed to proceed in NST, the student can request review of academic progress if course work taken during NST has the potential to change the probationary status. Therefore, the student may be allowed to proceed to NST, raise their CGPA by the end of NST and be taken off probation before proceeding to regular session.

Inclusion of External Grades for Degree with Distinction

In September of 1999, Senate approved a recommendation that all grades, including transfer credit grades, will be included in the calculation of a student's cumulative grade point average (CGPA). Each unit was asked to revise their regulations regarding the inclusion of external grades for the calculation of Dean's Honour Lists, University Program Gold Medals and Awards. The Faculty of Nursing approved the inclusion of external grades for the calculation of awards, probation and suspension in October of 1999.

The Degree with Distinction is considered an award. Therefore the Faculty of Nursing has included transfer of credit grades when determining eligibility for this award. The *Undergraduate Calendar* needs to be revised to reflect this policy change.

Recommendations

The Senate Committee on Instruction and Evaluation recommends:

1. **Continuing Education Division**

THAT Senate approve the establishment of a Dean's Honour List for the First Nation Community Wellness Diploma, and that it include students who achieve a minimum GPA of 3.5 while registered in either the first 30 credit hours or the final 30 credit hours of the program completed within the planned cohort schedule.

2. **Student Records Office**

THAT Senate approve the proposed changes to Section C 1a, c and d, and 5a of policy 1305 *Examination Regulations* as set out in Appendix "A" attached.

3. **Faculty of Engineering**

THAT Senate approve the following for inclusion in the *Undergraduate Calendar*, section 4.10 *Deferred Examinations* of the Faculty of Engineering: "Deferred Examinations (see chapter *General Academic Regulations and Requirements* of this Calendar for details) are normally scheduled to take place within 30 working days from the end of the examination series from which the examination was deferred. The date of the deferred examination for a particular course will be set by the Dean's Office no later than January 15, May 15 or July 7, and in consultation with the instructor."

4. **Faculty of Nursing**

Academic Probation Policy: Baccalaureate Nursing Program

THAT Senate approve the following addition to the Academic Probation Policy of the Baccalaureate Nursing Program: "Students will be required to withdraw from Nursing Summer Term (NST) if their cumulative GPA does not meet the year requirement at the end of the regular session."

Inclusion of External Grades for Degree with Distinction

THAT Senate approve the following for inclusion in the *Undergraduate Calendar*.

"Baccalaureate Nursing Program"

Students must obtain a Cumulative Grade Point Average (CGPA) of 3.8 and above based on the last 67 credit hours of course work, to be eligible for Degree with Distinction.

"Baccalaureate Program for Registered Nurses

Students must obtain a Cumulative Grade Point Average (CGPA) of 3.8 and above based in their program of study, to be eligible for Degree with Distinction."

Respectfully submitted,

Dr W Dahlgren, Acting Chair
Senate Committee on Instruction and Evaluation

/sgp

S:\University Secretariat\REPORTS AND SUBMISSIONS\InstructionEvaluation\10December01.wpd

Comments of the Senate Executive Committee:

The Senate Executive Committee endorses the report to Senate.

The University of Manitoba
Policy: 1305
Recommended new sections

C. GRADES

1. Final Grades

- a) Departments are required, subject to faculty/school regulations, to establish a procedure for the review and approval of final grades prior to submission to the Director of Student Records.
- b) All final grades must be submitted in accordance with the instructions received from the Director of Student Records.
- c) Final grades will be released to students by the Student Records Office as they are submitted by faculties and schools, except where other arrangements have been made between the Dean or Director and the Director of Student Records.
- d) To protect confidentiality, instructors may not post final grades in any form without permission of the Director of Student Records.

5. Appeal of Final Grades

- a) A candidate may enter an appeal, through the Student Records Office, for assessment of one or more grades during the twenty-one (21) day appeal period specified in the Academic Schedule. Applications must be made on a prescribed form obtainable from the Student Records Office. On payment of the prescribed fee, such appeals shall be forwarded to the Head of the Department in which the course is offered.
- b) Examination scripts are to be held by the teaching unit responsible for the course until six months after the expiration of the appeal period. In individual cases where appeals have been initiated, the holding period will be extended accordingly.
- c) Each department, school or faculty is responsible for arranging the proper processing of the appeals, and shall report the results of appeals to the Student Records Office.
- d) Normally the re-evaluation of a grade shall be undertaken by the instructor(s) responsible for the particular course(section) in consultation with at least one other instructor - in the same or related subject area - who shall independently assess the script and/or other relevant materials.
- e) In the event that the appealed grade has been awarded on the basis of an examination only, the entire script will be re-read. Except as noted below, where the grade has been awarded on the basis of an examination in combination with term work, the examination script will be re-read and term mark calculation reviewed. In the case of grades awarded solely on the basis of term work, the calculation will be reviewed. In instances where term work has not been returned to students before the last day of classes, that term work shall also be re-read.
- f) Grades subject to appeal may not be lowered.
- g) In cases where appeals have resulted in a change of grade, the application fee will be refunded to the student.
- h) Teaching units shall be responsible for arranging to destroy examination scripts held by them in accordance with section (b) above, ensuring in the process, the confidentiality of the document.
- i) The result of an appeal must be submitted to the Student Records Office within 30 days of the deadline for the student to submit the appeal being considered. In the event this deadline cannot be met, the department must notify the Student Records Office with reasons for the delay. In no case shall an appeal be delayed longer than 60 days.

The University of Manitoba
Policy: 1305
Recommended Changes

C. GRADES

1. Final Grades

- a) Departments are required, subject to faculty/school regulations, to establish a procedure for the review and approval of final grades prior to submission to the Director of Student Records.
- b) All final grades must be submitted in accordance with the instructions received from the Director of Student Records.
- c) ~~Final grades may only be released in accordance with the procedure established by each faculty or school. In all cases confidentiality regarding the names of the candidates shall be maintained.~~
- d) ~~Faculties and schools must post grades (identifying students by student number only) as soon as the grades have been approved by the Faculty/School/Department (as appropriate) and have been submitted to will be released to students by the Student Records Office as they are submitted by faculties and schools, except where alternate arrangements have been made between the Dean or Director and the Director of Student Records.~~
- d) To protect confidentiality, instructors may not post final grades in any form.

5. Appeal of Final Grades

- a) A candidate may enter an appeal, through the Student Records Office, for assessment of one or more grades ~~following the posting of grades by the Faculty/School/Department, but in no instance later than during the twenty-one (21) days following day appeal period specified in the release of grades by the Student Records Office~~ Academic Schedule. Applications must be made on a prescribed form obtainable from the Student Records Office. On payment of the prescribed fee, such appeals shall be forwarded to the Head of the Department in which the course is offered.



56

THE UNIVERSITY OF MANITOBA

FACULTY OF MEDICINE
Department of Human Anatomy and Cell Science

Basic Medical Sciences Building
730 William Avenue
Winnipeg, Manitoba R3E 0W3
Canada
Fax: (204) 789-3920

December 5, 2001.

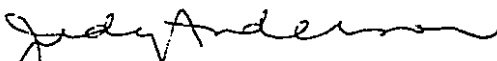
members of the Senate
and
members of the Board of Governors,
University of Manitoba.

Re: Joint Senate and Board Review to Determine the Continuation of a Single University Secretariat

Enclosed please find the report (plus attachments) from the above joint committee. Committee members were Dr. Judy Anderson (chair), Dr. Juliette Cooper, Mr. Ron Black and Mr. Paul Soubry.

The committee anticipates it will be disbanded with the approval of this report.

Yours sincerely


Dr. Judy E. Anderson (chair)

cc: committee members
Attachments

Comments of the Senate Executive Committee:

The Senate Executive Committee endorses the report to Senate.

December 5, 2001.

Report of the Ad Hoc Joint Senate and Board Review Committee to Determine the Continuation of a Single University Secretariat

Background:

As a result of the Task Force Report Building on Strengths, the separate Secretariats of the Senate and the Board of Governors were merged into one Secretariat (now the office of the University Secretary) on January 1, 1999. As a condition of the merger, a motion (September 2, 1998) from the Senate stated that "within 3 years ... Board and Senate representatives will participate in a Board-Senate Committee to review the effectiveness with which the University Secretariat supports the work of the Senate and the Board of Governors." The Secretariat also serves the office of the University Chancellor, and acts as liaison for students.

Review Procedures:

1. The review committee (elected September-October 2001) consisted of two members elected from the Senate (Dr. Judy Anderson, Dr. Juliette Cooper) and two members elected from the Board of Governors (Mr. Ron Black, Mr. Paul Soubry), each having served both before and since the merger of Senate and Board of Governors Secretariats.

The committee had the mandate to review the effectiveness of the Office of the University Secretariat in serving and supporting the work of the Senate and the Board of Governors, in the context of assessing the accomplishments of the Office. The review was limited to a comparison of the effectiveness of service and support (i.e. the "quality" of service) prior and subsequent to the merger of the two Secretariats of the Senate and Board into one Office of the University Secretary.

2. The following documents were collected to inform the review process.

- statement of the mandate for the committee
- relevant discussion from the Task Force Report Building on Strengths, on merging the Senate and Board of Governors Secretariats, plus recommendation #65
- excerpted minutes of Senate (July 8, 1998; Sept 2, 1998) and Board of Governors (June 25, 1998) relevant to merging the two Secretariats of Senate and the Board of Governors
- position description of Professor E. Anderson (November 9, 1987) and Mr. R. Raeburn (December 16, 1987), previous Secretaries to the Senate and Board of Governors, respectively
- current position description of the University Secretary (October 28, 1998)
- organization chart, Office of the University Secretary (August 2001) [appendix 1]
- management chart of the Office of the University Secretary (August 13, 2001), including a summary of duties of support staff [appendix 2]
- summary of goals and accomplishments of the Office of the University Secretary (January 1, 1999-October 31, 2001) in support of the governance of the University of Manitoba [appendix 3].

3. The committee solicited by letter [appendix 4], input from the Chairs and committees that are supported by the Office of the University Secretary, plus additional input as follows, with special attention to individuals whose term overlapped the merger of the two Secretariats into a single or merged Secretariat.

- members of the Senate Executive Committee including the Chair
- Chairs of four committees of Senate: Planning and Priorities, Appeals, Curriculum and Course Change, Rules and Procedures
- Chairs of three committees of the Board of Governors: Finance and Administration, Employee Relations and Benefits, Academic Affairs
- Former Chancellor Mauro
- President of the University of Manitoba Students' Union
- individuals identified from the 1998 minutes of the Senate and Board of Governors who had expressed concerns regarding the plan to merge the two Secretariats

Observations:

1. The role of the single University Secretary encompasses roles of both the previous Senate and Board Secretaries. This role includes secretarial, administrative and advisory services. The Secretariat provides a repository for information and data on all academic and Board matters including policies and other actions of Senate and the Board of Governors. Since the merger, a comprehensive computer-based index is maintained, and policies and procedures appear on the website of the University of Manitoba.

Duties include researching, compiling and relaying information, interpreting policies and procedures, and providing advice on strategies to implement actions of Senate and Board. Duties also include guiding jurisdiction, strategy, policy and process, and monitoring issues for referral to appropriate committees of the Senate and Board. Information and records are maintained in compliance with the Freedom of Information and Protection of Privacy Act. In addition, the Secretariat administers meetings, coordinates elections, brings external issues to the notice of the Senate and Board, advises students on matters relating to reporting final appeals and discipline of students, acts as liaison to student organizations (University of Manitoba Students' Union, Graduate Students' Association) and reports on activities of Senate and Board.

The committee noted that the University Secretary is responsible to the entire university community for the provision of timely, accurate, and objective information, advice, interpretation and application of policy by the Senate and Board and their respective committees. The University Secretary also helps the Chairs of the Senate and Board and their committees to anticipate substantive or procedural difficulties and recommends ways in which the difficulties may be avoided. While the Chair of Senate is also the President and chief executive officer of the University, she also has the administrative responsibility for the Secretariat service toward functions of the Senate and Board. The precise record-keeping, accountability and transparency of the Secretariat functions contribute to the overall governance of the University of Manitoba.

The committee noted that the Chairs of the Senate and the Board of Governors rely on advice and strategy from the University Secretary and the Office of the Secretariat to ensure appropriate parallel functions in a bicameral system of governance. It also recognized that staff comportment.

experience and capabilities in administration of the Office of the Secretariat contribute to the effective working relationships of the Senate and the Board. The legal aspects to the functions of both the Senate and the Board of Governors may not always be immediately apparent and are reflected in the proceedings of both bodies.

2. The accomplishments of the Office of the University Secretary since the two Secretariats were merged in January 1, 1999 have had broad impact on administration effectiveness (and also the efficiencies) of the Senate and Board, and most recently on the election of a new Chancellor at the University of Manitoba. The impact began with the physical merging and relocation of the Secretariat office, organization and archiving files of the Senate and Board and a thorough review of Secretariat budgets important to reconciling the merged functions. The merger process was carried out by the newly-appointed University Secretary.

The Secretariat also has tracked information flow for members of the Senate and Board (e.g. undergraduate and graduate program approval processes, committee decisions), updated many governance documents (policies and procedures, Senate Handbook and Board Bylaws on a new governance website of the University), provided guidance for Calendar revisions, managed electronic records kept now in a centralized filing system (ongoing). The Secretariat is now compiling databases on the people in Senate and Board and respective committees, records of meetings, appeals decisions, programs and courses, and governing documents (including many templates). The Secretariat organizes information to serve the Senate and Board, and conducts separate orientation sessions for new Senators and new Board members. Projected increases in effective service and support of the University through the planned databases will help to ensure continuity in the Secretariat. The plans therefore anticipate future needs for a retrievable institutional memory and accommodate the predictable need to deal with the succession of personnel having broad expertise within the Secretariat and committees of the Senate and Board.

3. Positive input was provided to the review committee by a large majority of verbal and written comment. Committees of the Senate and Board typically operate in a timely and effective manner, even under time constraints during heavy demands on the Secretariat. Procedures were established that recognize the requisite skills appropriate to each committee, knowledge of which fosters appropriate continuity during renewal of committee members. Service in support of Senate and Board activities, provided by the same complement of six staff members in the merged Secretariat as in the previous two Secretariats, has increased since the merger. That increase occurred in addition to the ongoing improvements to budgetary, administrative and recording functions of the Secretariat. The quality of the Secretariat service is high. The University Secretary recently received the UTS/UMSU Certificate of Appreciation in Recognition of Outstanding Dedication to the Students of the University of Manitoba, for her service to Students in 2000 - 2001. Contact with the office of the Minister of Education and the public, where applicable, has continued to improve.

4. Specific concerns noted prior to the merger dealt primarily with potential for conflict of interest between support of the Senate (academic issues) and the Board of Governors (budget and administration issues). There were no comments received by the review committee regarding that conflict of interest. Issues of workload were outside the mandate of the review.

In summary, the Office of the University Secretariat has effectively served the ongoing activities of the Senate and the Board of Governors since the merging of two original Secretariats. The accomplishments of the University Secretary and the Secretariat have additionally streamlined communication and the acquisition, storage, retrieval and relay of information for members of the Senate and Board, and within the university community. Development of databases and templates should foster the mission and guide future vision of the University of Manitoba.

Recommendations:

The Ad Hoc Joint Senate and Board Review Committee recommends:

1. continuation of the single University Secretariat, and
2. continuation of planning by the Secretariat to continue to establish an effective institutional memory.

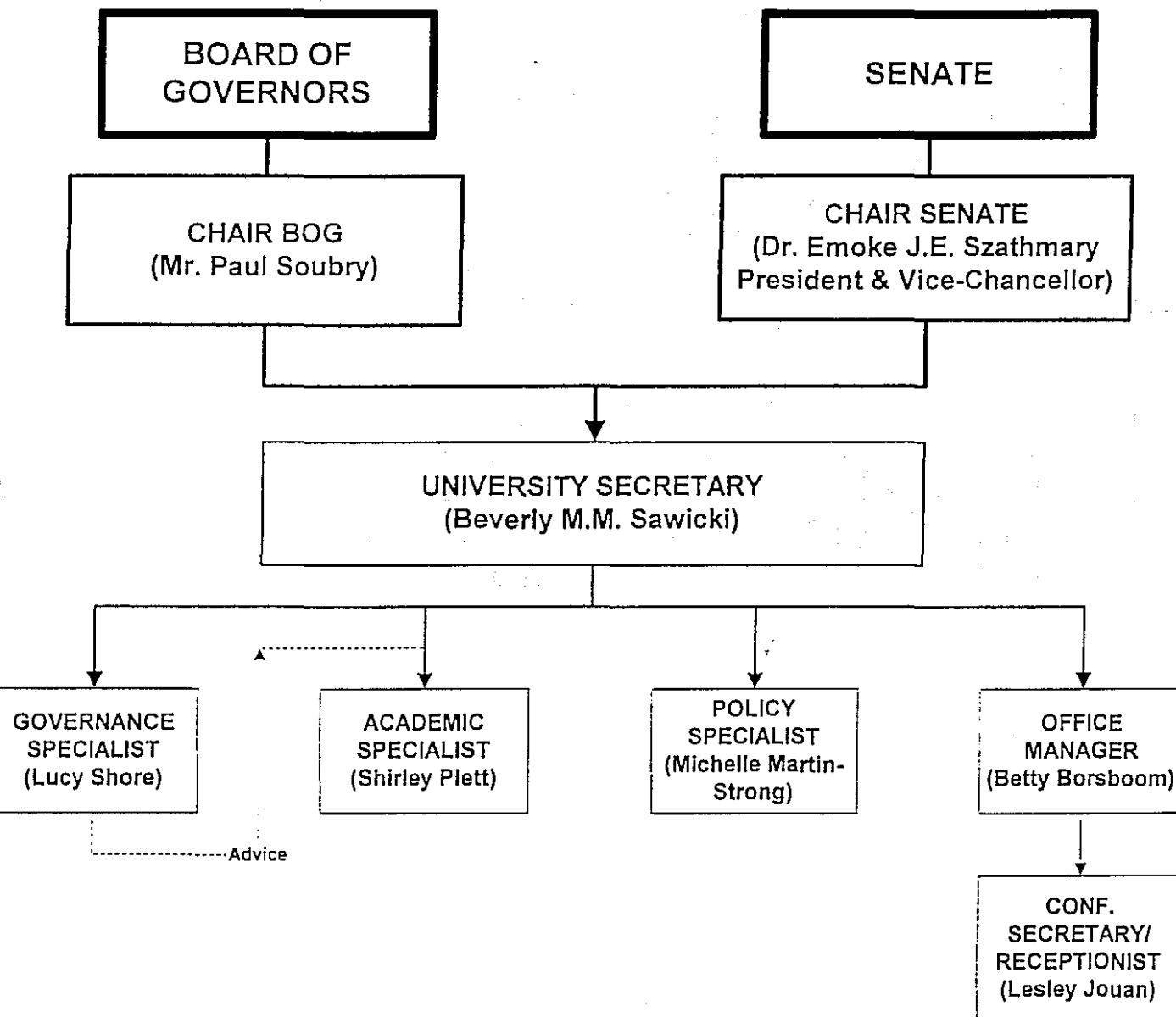
Respectfully submitted

Dr. Judy E. Anderson, Chair

Attachments

cc: committee members

OFFICE ORGANIZATION
OFFICE OF THE UNIVERSITY SECRETARY
UNIVERSITY OF MANITOBA
August, 2001



OFFICE OF THE UNIVERSITY SECRETARY - AUGUST 13, 2001

Betty Borsboom Office Manager	Lesley Jouan Conf. Secretary/ Receptionist	Shirley Plett Academic Specialist	Lucy Shore Governance Specialist	Michelle Martin-Strong Policy Specialist
Office and Financial Management Human Resource Functions Records Management and Communications. Committees: Committee of Election and <i>ad hoc</i> Committee of Election Board External Relations Committee Newly developed, <i>ad hoc</i> , or other committees as assigned Presidential Search Committee Special Projects	Confidential Secretary to the University Secretary Receptionist Clerical Confidential Secretary to the Chancellor	Senate Committees: Senate Executive Committee on Academic Computing Committee on Academic Dress Committee on Academic Freedom Committee on Approved Teaching Centres Committee on Calendar Committee on Curriculum and Course Changes Committee on Instruction and Evaluation Committee on the Libraries Board Committees: Academic Affairs Chancellor's Committee Committees on titles, honours and awards: Senate Committee on Honorary Degrees Distinguished Professor Committee Board Distinguished Service Award Committee Peter D. Curry Cross-functional Committee on Certificates and Diplomas Newly developed, <i>ad-hoc</i> or other committees as assigned Award Committee Joint Senate Committee on Master's Program	Processes relating to university governance and the academic and campus planning, building program, budget policies and academic review responsibilities of Senate ("Processes") Board Committees: Board of Governors Executive Finance and Administration Nominations Committee Senate Committees: Academic Review Planning and Priorities Committee (and its three subcommittees) Nominations UDC Nominating Committee Newly developed and <i>ad hoc</i> committees as assigned Development of the Website for the Office of the University Secretary Special Projects	Policy and Procedure System Corporate Records Elections/appointments/naming by the Board and the Senate FIPPA Liaison Committees: Senate Committee on Rules and Procedures Board Audit Committee Appeals Committees: Senate Committee on Appeals Senate Committee on Admission Appeals University Discipline Committee University Committee on Tuition Fees Appeals Newly developed, <i>ad hoc</i> or other committees as assigned

ACCOMPLISHMENTS
OFFICE OF THE UNIVERSITY SECRETARY
THE UNIVERSITY OF MANITOBA
January 1, 1999 - October 31, 2001

These accomplishments are in addition to the on-going work of the Office of the University Secretary in support of the governance of the University of Manitoba.

ADMINISTRATIVE (Impact on Board, Senate, and University Community)	
1999/2000	<p>Office Merger/Relocation. Operational merger of the Board and Senate Secretariats. Including physical relocation of Office of the University Secretary offices (while maintaining uninterrupted services to the Board, Senate, and the University Community).</p> <p>Records Management (Archiving). Reviewed, culled, organized and archived fifty years of Senate files and documents. Arranged for University Governance section within Archives of the Libraries.</p> <p>Ceremonial</p> <ol style="list-style-type: none"> 1. Assumed responsibility for and developed protocol for installation certificates and related activities. 2. Assumed responsibility at Convocation for advising honorary degree recipients, Peter D. Curry Award recipient, and Distinguished Service Award recipient about Convocation protocols. 3. Developed protocol for use of University Crest, Coat of Arms and Seals. <p>Budget. Conducted five year review of Board and Senate budgets and actual budget expenditures.</p> <p>Information flow.</p> <ol style="list-style-type: none"> 1. Identified and closed gaps in the reporting of recommendations of Senate to the Board. Introduced a better flow of documentation between Senate and the Board. 2. Prepared flowcharts of the undergraduate and graduate program approval process in order to help Board and Senate members understand the process and their respective involvement in the process.

ADMINISTRATIVE (Impact on Board, Senate, and University Community)

1999/2000	<p>Appeals. Assumed responsibility for all student final appeals processing and support to final appeals committees (In 1999, added responsibility for Senate Committee on Admissions, and formalized Fee Appeals Committee.) The number of appeals (exclusive of fee appeals) has increased in each of the last two years -- 4 appeals in 1999, and 8 appeals in 2000 (including two sexual harassment appeals).</p>
	<p>Governing Documents.</p> <ol style="list-style-type: none"> 1. Updated the bylaws, policies and procedures on the University website. 2. Revised Senate Handbook and posted it on the University website so that all Senators had access to Senate rules and the terms of reference of Senate committees. 3. Development of a revised system for university bylaws/policies/procedures. Oversee the related implementation work.
	<p>Calendar.</p> <p>Provided ongoing guidance to the Calendar Editor for revisions to the Faculty/School sections of the Undergraduate Calendar (including deleting repetition of information contained in the Admissions, Academic Regulations and Policies Sections of the Undergraduate Calendar.) Edited various aspects of the Undergraduate Calendar, including ensuring accurate information relating to Professors Emeritus and Distinguished Professors.</p> <p>Rewrote the Undergraduate Calendar Chapters on Academic Regulations and Policies (with the assistance of E. Anderson, Senior Scholar). Arranged for the Associate Dean of Graduate Studies to make related changes/references in the Graduate Calendar.</p> <p>In August 2001, met with the new Calendar Editor and the Director of Student Records to discuss preliminary matters relating to future Calendar changes.</p>

ADMINISTRATIVE (Impact on Board, Senate, and University Community)

2000/2001	Governance Website.
	<p>Developed and established a University Governance informational website, which includes the following:</p> <ul style="list-style-type: none"> - Agendas of open sessions of the Board and Senate (posted the Friday prior to meeting dates) - Motions from open sessions of the Board and Senate (normally posted the day following the meeting) - Listing of Board and Senate governance Committees - Listing of Board and Senate members - Schedule of Board and Senate meetings - Chancellor - Board and Senate jurisdiction - Announcements - Forms - Bylaws - Policies and Procedures - Senate Handbook
	<p>The Website was included on the University server on August 29, 2001. Notices about the Website were sent to Members of Senate and the Board. <i>[This is an ongoing project as we refine the website.]</i></p>
	<p>Records Management (Electronic Storage).</p> <ol style="list-style-type: none"> 1. Investigated electronic record keeping. 2. Determined that electronic record keeping would be used for the long term storage of governance records (including files currently on the LAN). Paper records will continue to be archived within the Libraries. 3. Determined that CD Rom storage was the most effective method for electronic record keeping. 4. Purchased high speed scanner, CD burner, software. 5. As of August 20, 2001, we hired a staff member who is knowledgeable with the use of the equipment. 6. <i>[Further work on this goal ties in with the database development, website, and long term storage goals.]</i> 7. Purchased additional software in October 2000 to begin high speed scanning of historical governance records.

ADMINISTRATIVE (Impact on Board, Senate, and University Community)

2000/2001	Records Management (Centralized Filing System).
<ol style="list-style-type: none"> 1. Reviewed structure of Board and Senate filing systems and governance filing systems at other universities. 2. Developed a plan for the structure of a new centralized filing system for the Office of the University Secretary. (Integration of existing files within the new centralized filing system is ½ complete. Work is ongoing.) 	
Records Management (Database) -	
Identified need for 5 databases, namely:	
<ol style="list-style-type: none"> 1. Database of "people" information (Board and Senate members; committee service, etc.). The structure and fields for this database have been identified. IST is now in the process of programming the database with projected implementation in January 2002. 	
<ol style="list-style-type: none"> 2. Database of governing documents (bylaws, regulations, policies and procedures). The structure and fields for this database have been identified (fields will include historical information in relation to approvals, reviews, and reconfirmations/revisions/recission of these documents.) IST will commence work on programming this database once the people database has been completed. 	
<ol style="list-style-type: none"> 3. Database of records (based on minutes and agenda materials of the Board and Senate). The Board of Governors document submission sheets will provide the structure for this database; refinement of fields is under discussion with IST. IST will commence programming this database once the governing documents database has been completed. 	
<ol style="list-style-type: none"> 4. Database of all Appeals Committee decisions. The Office has identified a need for a database. IST will commence programming upon completion of the first three databases. 	
<ol style="list-style-type: none"> 5. Database(s) of Programs and Courses. The Office has identified a need for a Programs and Courses database. It has yet to be determined whether this would result in one database or two separate databases. Preliminary discussions have occurred. 	

ADMINISTRATIVE (Impact on Board, Senate, and University Community)

2000/2001	Governing Documents.
<ol style="list-style-type: none"> 1. Reviewed the existing Board bylaws, regulations, policies and procedures, and the Senate rules contained in the Senate Handbook. These documents were then grouped within new subject categories. A preliminary status report was made to the President and Vice-Presidents in 2000. <i>The unit's staff complement was reduced by one with the retirement of Margaret Birt in July 2000. Human resources were not available to continue work on this goal until the monetary resources for the position of Policy Specialist were received in the April 1, 2001-March 31, 2002 fiscal year. The Policy Specialist position was posted twice, with the successful applicant being hired on August 7, 2001.</i> 2. In August 2001, the following work was completed: identification of the proposed new system as a Governing Documents System; definitions applicable to the Governing Documents System; templates for the various governing documents; general instructions for the drafting of governing documents and further specific instructions for each governing document template; and a record/routing form. 3. Further refinement was done on the subject categories (i.e., subject headings and sub-headings were identified), additional proposed documents were identified, and a taxonomy of governing documents. 4. Structure and fields for a governing documents database were developed (See 2000-2001Records Management [Database]). <p>A proposal is nearly completed and endorsement of the proposed Governing Documents System; will be sought from the President and Vice-Presidents, the Board of Governors, and Senate.</p>	

BOARD OF GOVERNORS

1999/2000	<p>Revised Board bylaws and made arrangements for IST to put the revised bylaws on the University's website (reviewed and corrected IST's first entries of the revised documents, made corrections to the IST version and suggested further changes.</p>
<p>Developed and instituted Board of Governors submission documents to assist Board in reviewing material. The submission documents have the following purposes:</p>	
<ul style="list-style-type: none"> a) the subject identification heading lets Board members know at a glance the topic, and will be used for database subject headings b) the Board is able to quickly determine whether they are being requested to take action, and what action is being requested c) the Board has an executive summary of the related materials d) the Board can readily see what committees/individuals have previously reviewed the material and whether they are recommending the Board take action e) the submission documents also provide a complete history in the University Secretariat files respecting the routing of materials and the related approvals 	
<p>Changed format for agendas so that:</p>	
<ul style="list-style-type: none"> a) Board is clear on when material is submitted for action, ratification, or information b) Open Session, Closed Session, and Closed Session (Bargaining) materials are separate and easily distinguishable 	
<p>Reviewed Board Committees and meetings of the Board and its committees, resulting in:</p>	
<ul style="list-style-type: none"> a) no Board related meetings in July b) change in External Relations Committee terms of reference so that it meets when matters are referred to it, instead of on a regular basis c) reduction in Board meetings from 10 per year to 6 per year d) reduction in Executive Committee meetings from 12 per year to 6 per year (Executive meetings are held in the months between Board meetings) 	
<p>Changed format and contents of Board Orientation Manual and Handbook. Organized Board orientation sessions.</p>	
<p>Worked with Government to ensure Government appointees have skill sets which will assist the Board</p>	
<p>Full-time staff appointment listings were revised; part-time staff appointment listings were discontinued.</p>	

BOARD OF GOVERNORS

1999/2000	Information on all outside boards/committees to which the Board makes appointments was compiled in one central area (including relevant legislative provisions and past appointments made by the Board to each outside board/committee).
	Established guidelines for use of University emblems (academic seal, corporate seal, crest and coat of arms).
	Arranged for financial statements to be approved by the Board in June, resulting in compliance with Provincial Auditor requirements that the Board approve the University's financial statements prior to August 31 of each year.
	Redesigned the UDC yearly student discipline report and provided a "template" to deans/director to make their reporting easier. The benefits of the redesign are:
	<ul style="list-style-type: none"> a) replacing the "tabloid-like" nature of the report has made it easier for readers to discern discipline decisions and to see the treatment of comparable incidents; b) discipline statistics will be more easily available from 1999 forward.
	Together with Director of Student Records, formalized a process for fee appeals. The first level of appeal is the Director of Student Records, and the final level of appeal is an appeals committee consisting of the Vice-Provost (Student Affairs) and the University Secretary.

BOARD OF GOVERNORS

2000/2001	<p>Instituted/maintained the following professional development initiatives for Board and Senate:</p> <ul style="list-style-type: none"> - orientation - succession planning - consult with Committee Chairs to identify skill sets needed to fill committee vacancies <p>The Board of Governors Orientation Manual was updated for both the 2000 and 2001 Board Orientations. The manner of delivery of the Board Orientation was changed in 2000, resulting in the orientation of almost all new Board members prior to attending their first Board meetings in 2000 and 2001.</p> <p>Succession planning for the Board focused on:</p> <ul style="list-style-type: none"> a) identifying desired skill sets for new government appointees (advocacy, knowledge of post-secondary education issues, strategic planning), and apprizing the government accordingly in both 2000 and 2001; b) canvassing committee preferences of new Board members; c) advising the Nominating Committee about the skill sets and expressed committee desires of Board members; d) assessing readiness of Committee members to move to Committee Chair/Vice-Chair positions and communicating this assessment to the Chair of the Board. <p>The format for a memo to Board Chairs of the Finance and Administration Committee, the Academic Affairs Committee, and the External Relations Committee (and to Senate Committee Chairs) asking these Chairs to identify skill sets needed to fill committee vacancies was developed. [This memo will be sent to the relevant Committee Chairs in March 2002.]</p> <p><i>[Future succession planning will take place on a more formal basis with the development and implementation of the "people" database. Fields in that database will facilitate identification of skill sets, outside activities and committee service of individuals from both the Board and Senate.]</i></p>
-----------	--

BOARD OF GOVERNORS

2000/2001	<p>A half-day Board Retreat was held on January 23, 2001. Presentations were made on the University's strategic plan, communication strategy and capital campaign. Board members were provided with the opportunity to ask questions and make comments on these topics and on other items of interest to them.</p> <p>As a result of comments made by Board members during and subsequent to the January Board Retreat, arrangements have been made for a one-day Board retreat on December 8, 2001. The agenda has been developed in consultation with the Board Chair, Board Vice-Chair and the President.</p> <p>Worked with University Secretaries and Board Chairs from the University of Winnipeg, Brandon University and le Collège de Saint-Boniface to plan, organize, and host the 2001 Conference of the National Association of University Board Chairs and Secretaries.</p> <p>Recommended and coordinated the establishment of a Board of Governors <i>Ad hoc</i> Committee to review and recommend upon requests from the GSA for:</p> <ul style="list-style-type: none"> a) exemption from membership in UMSU; b) permission to use the name of the University in connection with incorporation of the GSA. <p>Extensive work was involved in: obtaining a potential arbitrator (ultimately arbitration was rejected by UMSU); reviewing and compiling background material for the Committee and the Board; following up with Committee recommendations/Board motions; arranging for a mediator (both GSA and UMSU agreed to mediation); and arranging for the GSA and UMSU to agree to release financial records/information to University Administration.</p> <p>Developed new format for the staff listing submission to the Board in 2000. Transferred responsibility for compiling the staff listing to Human Resources in February, 2001. This staff listing is now also being used by UTS for Orientation for New Staff members and will be used in connection with the Human Resources Information System.</p> <p>Administration Proposals to the Board - President's signature now required for administration proposals flowing through the Vice-Presidents to the Board.</p> <p>Developed the Terms of Reference for the Audit Committee of the Board of Governors, in consultation with the Director of Audit and Advisory Services. Revised Bylaw 3.00 accordingly.</p> <p>Board of Governors Confidentiality Issue - The Board Chair and the University Secretary identified the need for the Board of Governors to create an <i>Ad hoc</i> Committee to conduct a hearing in connection with an allegation that a Board member had breached confidentiality. As a result, an <i>Ad hoc</i> Committee of the Board of Governors was created to conduct a hearing into this issue. The Committee then reported to the Board.</p>
------------------	---

BOARD OF GOVERNORS

2000/2001	Annual Report of the University Discipline Committee - The report format initiated in 1999 enabled the introduction in 2000 of graphs showing statistics in each student discipline category. While a two-year accumulation of data is not yet informative, the graphs will become more meaningful in future.
------------------	---

SENATE

1999/2000	<p>Together with the former Secretary of Senate, reviewed all Senate Committees and made recommendations to the Ad Hoc Committee on Committees respecting Committee continuance, composition and terms of reference. The following comments can be made:</p> <ul style="list-style-type: none"> a) all recommendations were approved by Senate, save recommendations in relation to the Academic Review Committee which were referred back for further consideration b) 1 committee was disbanded and 2 committees were combined for a net reduction of 31 members c) all committee must now review their terms of reference at least once every two years <p>Initiated a change of Senate's rules to provide for earlier completion of Senate elections, with the following results:</p> <ul style="list-style-type: none"> a) the identification of committee membership and vacancies, and material now provided to Nominations Committee members, resulted in Committee members coming forward with more prospective nominees (and in more cases obtaining the prior consent of those nominees) b) the filling of vacancies on the Nominating Committee itself at the May 2000 Senate meeting also gave committee members more time to solicit prospective nominees c) the change to earlier Senate elections and reporting of Senate election results to the University Secretary by April 15 instead of May 31 will assist in identifying Nominations Committee members by early May of each year, will give Committee members almost two months to solicit nominees, and will reduce the problem that Committee members previously had in attempting to solicit prospective nominees in July and August d) the change to earlier Senate elections and reporting of Senate election results to the University Secretary by April 15 instead of May 31 will also assist in earlier election of Senate representative to both the Board and to the Senate Executive Committee. <p>The changes identified in (a) and (b) alone, resulted in a complete slate of nominees presented at the June 2000 Senate meeting (save one position TBA).</p> <p>Secured agreement from the Senate Committee on Nominations for the introduction of a process that will permit chairs of Senate committees to provide input to the Senate Committee on Nominations respecting skill sets required by the Committee.</p>
------------------	---

SENATE

1999/2000	Established and maintained an ongoing list of members on Senate Committees. This list is also provided to the Chair of Senate on a regular basis.
	Assisted in developing a process for discontinuance of programs.
	Assisted in streamlining procedures for the Senate Committee on Curriculum and Course Changes, and streamlined the course change form.
	Assisted in developing procedures for the preparation of and review by SPPC of Centres proposals and space proposals.
	Consulted with various individuals throughout the University, and proposed the process for review of certificates and diploma programs, as well as the creation of and terms of reference for a cross-functional committee to conduct the actual review and make related recommendations.
	Revised the Senate Handbook, which will be included in the University's website when IST arrangements are finalized.
	Did the necessary work so that Senate could approve the principle of election of support staff to Senate.
	Did the necessary research on the history of student representation on Senate, including the current distribution of student members by Faculty/School to enable the Committee on Rules and Procedures to formulate related recommendations to Senate.
2000/2001	In 2000, a Senate Orientation manual was developed and the first Senate Orientation session was held in September, 2000. Senate Orientations will now occur annually. In 2001, the Senate Orientation manual was revised, and the agenda was revised to include presentations by the President and Vice-Presidents. The second Senate Orientation session will be held on September 5, 2001.

SENATE

2000/2001	<p>Continued work on the development of templates/guidelines to assist faculties schools in the development of proposals to Senate.</p> <p>Activities in this area focused on canvassing support for developing a new integrated format for course/program submissions that would eliminate duplication of information prepared by faculties and would satisfy the needs of the Senate Committee on Course and Curriculum Changes and the Senate Planning and Priorities Committee.</p> <p><i>[An integrated format would have the benefits of:</i></p> <ul style="list-style-type: none"> <i>a) reducing duplication in preparing information at the Faculty level; and</i> <i>b) having course information which can be directly forwarded to Student Records for course numbering and input into the General Calendar upon approval of the course changes.</i> <p><i>The development of a integrated format will continue to be the focus for next year's work in this area.]</i></p> <p>A template and related guidelines for drafting Senate Committee reports were developed. The template and related guidelines will be used for all Committee reports prepared effective September 1, 2001 (except reports from the Senate Committee on Course and Curriculum Changes and the Senate Committee on Awards).</p> <p>A template was developed for the reporting of awards approved by the Senate Committee on Awards on behalf of Senate, and this template has been used by the Committee during the past year. <i>[We will encourage the Committee to revise the format of the Appendices attached to that report (and offer assistance in this task). Further work will also continue to determine if there is a more appropriate template for the reporting of course and curriculum changes.]</i></p> <p>The format for a memo to Senate Committee Chairs asking these Chairs to identify skill sets needed to fill committee vacancies was developed. <i>[This memo will be sent to the relevant Committee Chairs in March 2002.]</i></p> <p><i>Future succession planning will take place on a more formal basis with the development and implementation of the "people" database. Fields in that database will facilitate identification of skill sets, outside activities and committee service of individuals from both the Board and Senate.</i></p>
-----------	---

SENATE

2000/2001	Completed restructuring of Senate Committees (including final ad hoc Committee on Committees recommendations to Senate).
Work of the Committee was completed when its final report was approved by Senate, December 6, 2000, at which time the Committee was disbanded. Further to the final report, the composition of and terms of reference for the Senate Committee on Instruction and Evaluation were approved by Senate, Committee members were appointed, and the Committee has held meetings in 2001. <i>[The Chairs of the predecessor Senate committees drafted the new terms of reference.]</i>	
Coordinated the establishment and work of the cross-functional committee reviewing certificates/diplomas.	
The Committee was chaired by the University Secretary. Committee members contributed their expertise diligently and enthusiastically. The Committee reviewed all existing non-degree programs and related practices/rules, developed principles to guide its recommendations, developed a proposed taxonomy of non-degree programs, and tested the impact of that taxonomy on existing certificate and diploma programs. The Committee Report and related recommendations will be considered by Senate on November 7, 2001.	
The Office of the University Secretary assisted Senate Committee on Rules and Procedures (SCRP) in determining a recommended process for support staff representation on academic governing bodies. On September 1, 1999, Senate approved in principle support staff representation on Senate. On November 1, 2000, Senate approved the SCRCP recommendations which would enable support staff participation in academic governance.	
Requests were then sent to Faculties and Schools to accordingly revise their faculty/school council bylaws; the revised bylaws were approved by SCRCP on behalf of Senate. An SCRCP status report on faculty/school council bylaw revisions was reviewed by the Senate Executive Committee on August 22, 2001 and included on the agenda for the Senate meeting on September 5, 2001.	
<i>[Support staff are now eligible for election to faculty/ school councils and Senate. Further work on faculty/ school council bylaw revisions is presently being conducted as a result of the Status Report.]</i>	
Researched the distribution of the 28 student Senator positions elected by students in faculties/schools and the principles/mechanism for University 1 student representation on Senate. SCRCP recommended two University 1 students elected as assessors. In September 2000, Senate approved three University 1 Student Assessors (elections first occurred in November 2000).	

SENATE

2000/2001	<p>Developed Senate Committee on Honorary Degrees guidelines for the general conduct of its meetings and for the recommendation of candidates for Honorary Degrees. The Guidelines will be included in the October Committee meeting Agenda.</p> <p>Developed a Nomination Form for Honorary Degree Nominations. This form will be used when the Call for nominations is issued in September 2001.</p> <p><i>[Further work may be done to develop guidelines for the Committee in carrying out its other duties.]</i></p> <p>Facilitated a suggestion by members of the Senate Committee on Academic Dress for a Pictorial Inventory of Academic Regalia at The University of Manitoba by requesting funds from the President. Funds were approved and the Inventory is currently underway</p>
-----------	--

CHANCELLOR

2000/2001	<p>Coordinated the establishment and work of the Ad hoc Committee of the Committee of Election, and of the Committee of Election. A new Chancellor was elected on April 3, 2001 for a three year term commencing June 1, 2001.</p> <p>Reviewed the practices of other Canadian universities to elect a new Chancellor. Provided the Ad hoc Committee of the Committee of Election with the results of this review and canvassed their support for changes in the Chancellor nominating process. <i>[The ad hoc Committee will be asked to meet again to complete its recommendations for the future handling of the nomination and election of the Chancellor. A bylaw and procedures will then be developed for approval by the Board and Senate.]</i></p> <p>Clarified and defined the role of the Chancellor, in consultation with the President. The President and University Secretary then met with Chancellor for initial "orientation".</p>
-----------	---



UNIVERSITY
OF MANITOBA

79

Office of the University Secretary

312 Administration Building
Winnipeg, Manitoba
Canada R3T 2N2
Telephone (204) 474-9593
Fax (204) 474-7511

November 7, 2001

FIELD(1)

Dear FIELD(2):

**Re: *ad hoc* Joint Senate and Board Review Committee to Determine the
Continuation of a Single University Secretariat**

The above committee consists of two members elected by the Board of Governors (Mr. Paul Soubry, Mr. Ron Black) and two members elected by Senate (Dr. Juliette Cooper, Dr. Judy Anderson). The committee was established to review the effectiveness of the Office of the University Secretary.

The background of this committee is that as a result of the Task Force Report *Building on Strengths* the separate Secretariats of the Senate and the Board of Governors were merged into one Secretariat (now the Office of the University Secretary) on January 1, 1999. At the same time a motion from the Senate was passed stating that "within 3 years ... Board and Senate representatives will participate in a Board-Senate Committee to review the effectiveness with which the University Secretariat supports the work of the Senate and the Board of Governors". In addition, the Secretariat also serves the Office of the University Chancellor, and acts as liaison for the students.

We are tasked to prepare a report for Senate and the Board of Governors. Specifically, we will review first, the accomplishments of the University Secretary between January 1, 1999 (the date of the merger of Secretariats for each of the Senate and Board of Governors) and the present date.

In accordance with our mandate, this letter is written to request your input into the second part of our review. We need to determine whether the Office of the University Secretary has effectively supported the work of the Senate and the Board of Governors. This letter is addressed to you because of your relevant interactions with the Secretariat overlapping the merger, from your role in the University of Manitoba or your position on the Senate or the Board of Governors. We therefore pose the following question:

...../2

Is the service/support that you receive from the University Secretariat, now that it is merged, adequate and effective, compared to the service received when there were two separate Secretariats for the Board of Governors and the Senate?

Please address your reply to this question, and briefly state concerns or comments specific to your own interactions with the Secretariat Office. The replies and comments will be compiled by the committee in performing the review. Please submit your reply and comments by letter sent by post or e-mail by November 19th at the latest. The letter may be sent to the following address:

Dr. Judy Anderson
Department of Human Anatomy and Cell Science
University of Manitoba
730 William Avenue
Winnipeg, Manitoba R3E 0W3
janders@ms.umanitoba.ca

Please note that in the absence of your reply by November 19th, it will be presumed you are satisfied with the current effectiveness of the Secretariat in comparison to performance prior to the merger.

Please note that while this letter originates from the Office of the University Secretary, your reply will be returned to the committee.

The comments you provide are important to the review and will be compiled in our report. Thank you in advance for the perspective of your office in giving that feedback.

Yours sincerely,

Dr. Judy E. Anderson
Review Committee Chair

JEA/bb