

Senate
Senate Chamber
Room 245 Engineering Building
WEDNESDAY, February 4, 2004
1:30 p.m.

AGENDA

- I MATTERS TO BE CONSIDERED IN CLOSED SESSION None
- II CANDIDATES FOR DEGREES,
DIPLOMAS AND CERTIFICATES - FEBRUARY 2004 Page 17
- The report will be available at the Senate meeting.
- III MATTERS RECOMMENDED FOR CONCURRENCE WITHOUT DEBATE
1. Report of the Senate Committee on
Curriculum and Course Changes Page 18
2. Proposal for the introduction of a
Certificate in Financial Management and Accounting Page 19
- IV MATTERS FORWARDED FOR INFORMATION
1. In Memoriam - Father Joseph Vincent Driscoll, s.j. Page 67
2. In Memoriam - Professor Emeritus Gordon Harland Page 68
3. In Memoriam - Reverend Canon Dr. Laurence Frank Wilmot Page 69
4. Annual Report - University Discipline Committee Page 70
5. Report of the Senate Committee on Awards Page 102
6. Correspondence from COPSE re:
Master of Arts in School Psychology Page 106
7. Correspondence from COPSE re:
Ph.D. in Applied Health Science and
Ph.D. in Peace and Conflict Studies Page 107
- V REPORT OF THE PRESIDENT Page 108
- VI 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.

CANDIDATES FOR DEGREES, DIPLOMAS AND CERTIFICATES

1. Degrees Notwithstanding a Deficiency

A list of students to be considered for degrees notwithstanding a deficiency will be distributed at the meeting.

Deans and Directors should note that they may be asked to explain the circumstances leading to the recommendations from their respective Faculties or Schools.

At the conclusion of discussion of the report, the Speaker of the Senate Executive Committee will make the appropriate motion(s).

2. Report of the Senate Committee on Appeals

An oral report will be presented to Senate by the Chair of the Committee only if the Committee has heard an appeal which will result in the recommendation of the award of a degree notwithstanding a deficiency.

3. List of Graduands

A list of graduands will be provided to the University Secretary on the day of the meeting. The list will not be distributed to members of Senate but will be open for inspection by individual members of Senate.

The list to be provided to the University Secretary will be a compilation of the lists of the graduands of each Faculty and School.

The Speaker for the Senate Executive Committee will make the appropriate motion approving the list of graduands, subject to the right of Deans and Directors to initiate late changes with the Director of Student Records up to February 6, 2004.

Report of the Senate Committee on Curriculum and Course Changes - Submitted to Senate for Concurrence Without Debate

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* (revised 2000). SCCCC is "to recommend to Senate on the introduction, modification or abolition of undergraduate programs, curricula or courses".
2. SCCCC considered on January 23, 2003 to consider a request of the Faculty of Human Ecology to re-name their comprehensive program.

Observations

1. The Faculty of Human Ecology offers a Comprehensive Program. This program requires that students complete the core courses offered by Human Ecology, courses from each of the three departments in Human Ecology (Clothing and Textiles, Family Social Sciences, and Human Nutritional Sciences), required courses from the Faculties of Arts and Science, and elective courses.
2. At its November 19, 2003 meeting, the Faculty of Human Ecology Council approved the recommendation that the name of the Comprehensive Program be changed to the Human Ecology Program. The rationale presented for the change included:
 - "Many prospective students are interested in a general Human Ecology program but cannot find it easily under the title of Comprehensive. Search engines and other methods of program location would not use Comprehensive as a key word to locate the program.
 - The term "Comprehensive" is generic, and gives little explanation about the content of the program. It has no cachet or identification, and is difficult to explain or "sell" to prospective students.
 - The degree designation given to graduates from the Comprehensive program is Bachelor of Human Ecology; there is no bracketed term following as is true for other programs in the Faculty. This program is the only holistic Human Ecology program of study.
 - The Faculty of Education refers to the Integrated program as the Bachelor of Education/Human Ecology program. This is also true in the Human Ecology section of the Calendar. The proposed change of name for the program is consistent with this nomenclature."
3. There are no changes in program requirements proposed, only a change in the program's name.

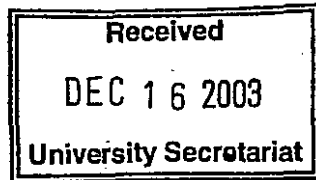
Recommendation

The Senate Committee on Curriculum and Course Changes recommends that Senate re-name the "Comprehensive Program" in the Faculty of Human Ecology the "Human Ecology Program".

Respectfully submitted,

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

/jml



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Continuing Education Division
Office of the Dean
166 Continuing Education Complex
Phone: (204) 474-8010
Fax: (204) 474-7660
Email: perciva@ms.umanitoba.ca

Memorandum

To: Jeff Leclerc, Office of the University Secretary, 314 Administration Bldg.

From: Anne Percival, Dean, Continuing Education Division

Date: 12/12/2003

Re: Certificate in Financial Management and Accounting

Attached is the Proposal for a Certificate in Financial Management and Accounting approved at CED Council meeting of September 10, 2003 for concurrence without debate at the next meeting of Senate Executive (January 21, 2004). The Chair of the CED Program Review Committee, Dr. Bill Kops and/or the developer of the proposal, Mr. Jared Paisley, will be prepared to attend the meeting of Senate Executive to speak to the proposal. For a brief description of the program, including a rationale for the selected credential please refer to Item 1.4 in the proposal.

/sb

Attachment

cc: Bill Kops, Jared Paisley

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

**Covering Checklist for a Certificate Proposal forwarded to Senate
for Concurrence without Debate**

Name of Proposed Certificate: Certificate in Financial Management and Accounting

Sponsoring Unit: Continuing Education Division

Date of Unit Council Approval: September 10, 2003

In the development of this proposal:

1. Were the following Units consulted?

- | | | |
|---|---|-----------------------------|
| a) Information Services and Technology? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| b) Libraries? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| c) Other Academic Units? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

*The answer to each of the above questions must be yes. All relevant letters of support must be included with this checklist.

2. Does this Certificate proposal meet the following criteria, as set out in the Taxonomy on Non-Degree Programs?

a) Is the proposed Certificate program comprised of not less than 180 contact hours and not more than 400 contact hours?

☒ Yes ☐ No

b) Are the admission requirements for the proposed certificate the same as those for university entrance?

☒ Yes ☐ No

c) Will at least 50% of the instructional contact hours be delivered by the University of Manitoba?

☒ Yes ☐ No

d) Are transfer of credit guidelines clearly articulated in the proposal?

☒ Yes ☐ No

* The answer to each of the above questions must be yes.

A copy of the formal proposal must be included with this checklist.

**Continuing Education Division
Checklist: Non-Degree Program Proposals**

Title Proposed program – Certificate in Financial and Management Accounting

Name Program Developer – Jared Paisley

Area in CED – Management, Professional, Community Programs (MPCP)

Date (submitted) – August 11, 2003

Overall Quality of Proposal: Is the program planning process complete, i.e. needs assessment, instruction design and delivery methods, resource allocation, financial and marketing plans?

- Well written and presented - **Yes**
- Clarity of proposal - **Yes**
- Completeness of proposal - **Yes**
- Persuasiveness of proposal - **Yes**

Comments: Revisions were made to final proposal to both clarify and adjust as suggested by the CED Program Review Committee (PRC).

Definition: Does the defined program conform to the proposed credential?

- Appropriate credential for the proposed program - **Yes**
- Number of contact hours fit the proposed credential requirement – **Yes**
- Requirement (preponderance) of non-degree courses - **Yes**

Comments: The proposed certificate results from the revision to two existing certificate programs (see 1.3). The program consists of nine required courses for a total of 324 hours (see 1.4).

Entrance Requirements: Do the entrance requirements conform to the proposed credential?

- Entrance requirements clearly specified - **Yes**
- Admission process clearly articulated - **Yes**
- Admission process efficient and reasonable to complete - **Yes**

Comments: All students are required to apply for entry to the certificate and meet the general entrance requirements to the University of Manitoba, including 40-level (high school) Mathematics (see 5.2).

Student Performance Requirements: Do the student performance requirements conform to the proposed credential?

- Performance requirements clearly specified - **Yes**
- Student assessment/evaluation process clearly articulated - **Yes**
- Basis of student performance specified, i.e. letter grade or pass/fail basis - **Yes**
- Maximum time limit for completion of the program specified - **Yes**

Comments: Students' work will be formally evaluated as outlined in Section 6.0.

Residence Requirements: Do residence requirements conform to the proposed credential?

- Residence requirements clearly specified? - **Yes**

Comments: Fifty percent of the program must be taken at the University of Manitoba as per MPCP policy.

Transfer of Credit: Have consultations taken place with sponsoring units?

- Relevant faculties/schools identified - **Yes**
- Transfer of credit outcomes clearly articulated - **Yes**
- Supporting documentations for transfer of credit arrangements included – **N/A**
- Process for additional transfer of credit clearly articulated (post approval) - **Yes**

Comments: Agreements exist with the Faculties of Management and Arts for degree credit transfer (see 5.3). Transfer arrangements are in place to allow students who are currently in the Certificate in Accounting to transfer credits to the proposed certificate (see 5.3).

Approval Process: Does approval process conform to proposed credential?

- All stages in the approval process completed satisfactorily - **Yes**
- Consultations taken place with the library - **Yes**
- Consultation with appropriate units re: technology and space needs - **Yes**
- Supporting documents from library and other units included - **Yes**

Comments: The approval process followed the new guidelines and procedures. Letters from relevant units are attached to the proposal.

Quality Assurance: Does Quality Assurance (program content) conform to the proposed credential?

- Provision/process for assuring the ongoing quality of the program content (formative and summative evaluation) - **Yes**
- Process for gathering & analyzing feedback from participants articulated - **Yes**
- Timelines for the review process clearly specified - **Yes**

Comments: See 7.0

Student Status/Student Records: Does unit have capability to conform to proposed credential?

- Student status capabilities/limitations identified - **Yes**
- Student records maintenance capabilities/limitations identified - **Yes**

Comments: Student records for program will be maintained in the Continuing Education Information System (CEIS).

Transcript/Other Recognition: Does unit have capability to conform to proposed credential?

- Transcript capabilities/limitations identified - **Yes**

Comments: Records for all courses in the program will be maintained in CEIS.

Insignia and Signatures: Does the insignia conform to the proposed credential?

- Sample of the insignia included - Yes

Comments: A copy of the Certificate "parchment" is attached to the proposal.

Recommendation from Sponsoring Area: Does the proposal have the support of the Area and sponsoring units and appropriate external organizations?

- Recommendation, including observations/commentary from Area included - Yes
- Sponsoring units and organizations identified - Yes
- Support of the sponsoring units and external organizations included - Yes

Comments: The support of the Area for the program was received with the submission of the formal proposal to PRC. Letters of support from Department of Accounting and Finance, Asper School of Business, and Society of management Accountants of Manitoba are attached. (See 1.5.1)

CED Strategic Priorities: Does the proposed program fit one or more of CED's strategic priorities?

- Fit clearly articulated - Yes

Comments: See 7.3.

Overall Observations:

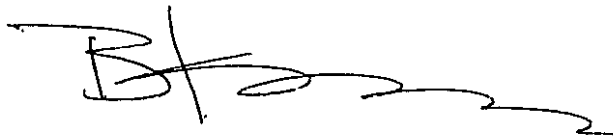
There were few issues raised by the Program Review Committee (PRC), and all were dealt with to the satisfaction of the committee.

Recommendation:

That Council approve the Certificate in Financial and Management Accounting.

Date: August 11, 2003

Signature, Chair, PRC:



Vickie Jolicoeur

From: Maureen MacDonald
Sent: 07 July 2003 11:19
To: Bill Kops
Cc: Vickie Jolicoeur; Jared Paisley
Subject: Formal Proposal Cert in Financial and Mangement Accounting

Hi Bill,

I am providing to you the Formal Proposal for the Certificate in Financial and Management Accounting. The Area has carefully reviewed the proposal and supports it unconditionally. The effect of this proposal is to create one intermediate level accounting program. Following approval of this proposal, the intent is to phase out the current Certificate in Accounting and Advanced Certificate in Accounting.

Most of the comments in the Area related to the form of the proposal rather than the concept and Jared has adequately addressed these concerns. Our stakeholders and the needs assessment process also seem to support this change. The one outstanding item is the Library letter (which was requested April 7) - hopefully they will come through shortly. I would hope that this Proposal can be dealt with at the PRC meeting on August 11.

Should you have any further questions, please do not hesitate to contact me.

m3

Maureen MacDonald
Area Director
Management, Professional and Community Programs
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Winnipeg, Manitoba
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Formal Proposal

Certificate in Financial and Management Accounting

August 14, 2003

1. Introduction

1.1 What is the title of the proposed program?

"Certificate in Financial and Management Accounting"

1.2 What type of credential is being proposed?

A Certificate will be awarded upon completion of all program requirements.

1.3 Is this a new program or a major revision to an existing program?

The proposed Certificate in Financial and Management Accounting is constructed from courses currently contained within the Certificate in Accounting and Certificate in Advanced Accounting programs. All courses within the proposed program are currently being offered by the Continuing Education Division. A table comparing the current programs to this proposed program is attached (page 11).

1.4 Provide a brief description of the program and a rationale for the selected credential.

Description: This Certificate Program provides comprehensive coverage of financial and management accounting topics to an intermediate level, for individuals aspiring to enter or advance their careers in the field of accounting. A detailed program summary is attached (page 12).

Rationale: The intent of this certificate program is to provide a body of accounting knowledge and related topics at introductory and intermediate levels within one academic program. The awarding of a certificate upon successful completion of the program is appropriate for the following reasons:

- 1) the program is comprehensive in content and focused on a well-defined topic area (accounting);
- 2) the program is 324 contact hours, and the performance of all students is formally evaluated in each course; and
- 3) a certificate will provide a measure of academic achievement in the field of accounting, and will provide a means of community recognition.

- 1.5 Identify the academic unit within the Division proposing the program.
Management, Professional and Community Programs (MPCP).

- 1.5.1 Identify other academic units within the University or external agencies that are partners to this proposal and describe their roles and responsibilities.

The I.H. Asper School of Business – Department of Accounting and Finance
The Society of Management Accountants of Manitoba (CMA)

These partners are long-standing Advisory Committee members of the Continuing Education Division's accounting certificate programs and have had input into the design of this program, but have no academic or administrative responsibilities.

- 1.5.2 Describe the role of the Program Developer submitting the proposal.

The Program Developer (see below) has been director of the accounting certificate programs for the past eight years and is responsible for academic matters. The Continuing Education Division retains overall administrative and academic responsibility for this program.

- 1.5.3 Name of the Program Developer submitting the program proposal.

Jared Paisley – Management, Professional and Community Programs

- 1.6 Is the program intended to be ongoing or offered for a limited period of time?
Ongoing.

2. Needs Assessment

- 2.1 Describe the assessment or consultation process used to identify the intended audience, their educational needs, their demand for the program, and potential supports and barriers to participation.

The assessment process included an analysis of current enrolment trends (page 13). Input was sought from program partners (CMA Manitoba and the I.H. Asper School of Business); letters of support are included on pages 14-15. A survey was conducted of students enrolled in the Certificate in Accounting and Advanced Accounting programs, the results of which are presented on pages 16-17. Employers in the community were interviewed (page 18) and their comments are summarized on page 19.

The employer survey conducted in 2002-03 indicated that changes in technology have reduced the need for "number crunching accountants". Large organizations with computerized information systems tend to hire either accountants with a professional designation (or intending to get one), or accounting clerks whose jobs are primarily data entry and require only an introductory level of accounting knowledge. In smaller companies, most accounting staff do not have a professional designation but are expected to handle a wide range of functions requiring up to an intermediate-level of accounting knowledge.

Supports to participation: The majority of students in CED accounting courses have traditionally had their tuition fees paid by their employers. Some employers (e.g. Manitoba Hydro) advance their employees funds for tuition and books, on the understanding they

have to repay the advance if they don't successfully complete the course. These financial supports are expected to continue with this certificate program, as the courses themselves basically remain unchanged.

Potential barriers to participation: Course location (primarily the Ft. Garry campus) and course scheduling, may inhibit some students from taking the courses they want when they want to take them, as not all courses will be offered every term. However, students may have the option of completing equivalent courses by distance education through other institutions (such as Athabasca University), in accordance with MPCP policies. Students who are not being financially supported by their employers may find the cost of tuition and textbooks to be an "obstacle" to their participation, although relatively few accounting students have complained about this in the past. Perhaps the largest hurdle to overcome is the study time required to be successful in these courses (10-20 hours per week), on top of work and family commitments.

2.2. Describe the characteristics of the intended audience.

Individuals currently employed in accounting-related occupations, or intending to gain employment in the accounting departments of public or private-sector organizations will be the primary target group for this program. Unless they apply for exemptions, all students, regardless of their previous work experience, will be required to complete all coursework. Within those general groups, the program will cater to two specific categories of students:

- 1) students entering the program with a non-accounting undergraduate degree (e.g. BA or B.Sc.) who plan to pursue a CMA designation; and
- 2) students without a degree, who require up to an intermediate level of accounting knowledge for their jobs but do not intend to attain a professional designation.

2.3 Identify discrepancies between the audience's current educational capabilities and desired capacities.

Based upon previous experience, it is expected that new registrants to the program will have little prior knowledge of accounting subjects. The introductory courses start with the assumption that students "know nothing" about accounting, and prepare them for subsequent courses that build on the knowledge they have gained. The program is structured so that students gain the prerequisite knowledge required for subsequent intermediate-level courses. Students completing this program and wishing to continue towards a professional designation, will have the academic background required to enter the advanced courses they will require.

3. Design and Delivery

3.1 Describe the method used to develop the program and course design.

This certificate program consists entirely of courses currently housed within the Continuing Education Division's existing accounting certificate programs.

The courses offered in this program were originally developed in consultation with the Society of Management Accountants of Manitoba (CMA Manitoba Partner) and the Faculty of Management (I.H. Asper School of Business). The curriculum for each course

was developed to address the corresponding "body of knowledge" requirements outlined in the CMA Entrance Exam Syllabus, and a cross-credit arrangement for selected accounting courses was agreed to with the Faculty of Management. Current students in the program were surveyed to assess their opinions of the proposed changes, and an employer survey was also conducted as part of the needs assessment process.

3.2 Describe the program structure and objectives.

As illustrated on pages 11-12, the *Certificate in Financial and Management Accounting* consists of nine required courses. The objective of this program is to offer a comprehensive financial and management accounting program to an intermediate level. Summarized course outlines are presented on pages 20-28.

3.3 Provide a clear rationale for the program structure and objectives.

When CED assumed management of the CMA pre-professional program in 1996, the 15 required courses were split into two certificate programs. The first nine courses were called the "Certificate in Accounting", although some of the courses were non-accounting, and the last six courses became the "Certificate in Advanced Accounting".

Since that time, the Society of Management Accountants (CMA) has changed their program and the educational requirements for their entrance exam candidates. One important change is that CMA students must now complete an undergraduate degree before applying to write the entrance exam. These developments have helped to create a change in the proportion of CMA student members within our student population as indicated in the following table. The accounting certificate programs no longer cater exclusively to CMA students.

Proportion of individuals enrolled in Accounting Certificate Programs who are also registered as CMA student members:

Year	CIA	ADV CIA
1996	100%	100%
2001	21%	75%
2002	6%	47% (October 2002)

This program is designed to streamline two accounting programs into one, by focussing on accounting and related courses. This will allow non-CMA students to pursue accounting studies to an intermediate level, while continuing to meet the course requirements of CMA students intending to prepare for the Entrance Exam by enrolling in advanced accounting courses offered outside this program. As a result of the consultation process, the proposed program differs from the current *Certificate in Accounting* as follows:

- the program name will be changed to "Certificate in Financial and Management Accounting";
- the Organizational Behaviour and Business Law courses will be dropped;
- the Cost Accounting and Management Information Systems courses will be transferred in from the advanced program;
- a minimum grade of C will be required in the Introductory Financial Accounting course, if it is used as a prerequisite for Financial Reporting I or Business Finance.
- a minimum grade of C will be required in the Introductory Management Accounting course, if it is used as a prerequisite for Cost Accounting; and
- prerequisites for the Business Finance course will include Economics: Concepts and Policies, and Business Statistics, in addition to a minimum C grade in Introductory Financial Accounting.

Course change forms are presented on pages 29-34.

3.4 Identify the teaching methods and delivery format.

Traditional face-to-face lectures delivered over 12 weeks, one evening per week. A compressed schedule (2 classes/wk) may be used in the Spring term for some courses. WebCT will be used to support some courses, primarily to facilitate provision of solutions guides to students.

3.5 Identify the location where the program will be delivered.

Ft. Garry or Downtown campus.

3.6 Are there any existing courses available elsewhere in the Division or the University, that could be used, or modified for use, in the program?

This program consists entirely of courses currently offered by the Continuing Education Division.

3.6.1 Identify similar programs at other Canadian universities.

Most universities and colleges offer accounting programs.

3.7 Identify any existing courses offered by the Division or the University that will be accepted for credit in this program.

Accounting Certificate Courses

27001	Introductory Financial Accounting
27002	Business Finance
27033	Economics: Concepts & Policies
27034	Financial Reporting I
27035	Introductory Management Accounting
27036	Business Statistics
27037	Financial Reporting II
27039	Cost Accounting
27041	Management Information Systems

U of M Courses Accepted for Credit

9.110	Introductory Financial Accounting
9.220	Corporation Finance
18.120	Principles of Economics
9.201	Intermediate Accounting: Assets
9.111	Introductory Managerial Accounting
5.100	Basic Statistical Analysis I, <u>and</u>
5.200	Basic Statistical Analysis II
9.202	Intermediate Accounting: Equities
9.304	Cost Accounting
9.200	Information Systems for Mgmt.

4. Resources

4.1 Describe the teaching personnel required in the program and their availability.

Instructors in this program will normally be expected possess a graduate degree and/or related professional designation (e.g. CMA, CGA, CA). University faculty and/or practising professionals will be used to teach these courses. No additional teaching staff will be required as courses in this new program are replacing those currently offered.

4.2 What provisions are there for orientation, training, and development of personnel?

New instructors meet with program staff prior to the start of their course and are provided with all related teaching supplements and an Instructors' Handbook. As required, new staff may be invited to observe in-class lectures given by other instructors, and may be provided with technology training (e.g. WebCT). Mid-course evaluations may be conducted in addition to mandatory end-of-course evaluations, the results of which are discussed with

each instructor. All instructors are invited to enrol in UTS teaching courses at no cost to them, and they may seek academic or administrative advice from program staff at anytime.

4.3 Do adequate library resources exist to support the program?

Yes. There are no new courses in this program that the library isn't already supporting. A Letter of Support from the library is attached (page 35).

4.4 What instructional media resources are required to support the program?

Overhead projectors, computers and Powerpoint projectors, VCR units and internet hookups may be used in course delivery. All courses are currently being adequately serviced by on-campus Educational Support Services.

4.5 What laboratory or field placement facilities are required to support the program?

None.

4.6 Describe any counselling or student advising that is not normally provided by staff within CED or the Area.

All students have access to general student counselling and advisory services provided by the university.

4.7 Describe any additional resources required for the delivery of this program.

None.

5. Operations and Management

5.1 Advisory/Program Committee

5.1.1 Describe the membership and representation.

Membership on the current Accounting Advisory Committee will include representatives from: the Department of Accounting and Finance, CMA, Industry, and students.

5.1.2 Provide the Terms of Reference.

Refer to pages 36-38.

5.2 Conditions for Admission

High school graduation including 40-level math. Consideration may be given on an individual basis to mature students who do not meet these minimum requirements. Admissions are normally approved by the Program Administrator in consultation with the Program Director.

5.3 Transfer Credit Arrangements

Students may apply to transfer external courses (courses taken outside the Continuing Education Division) or internal courses (courses taken within CED), into this program in

accordance with the general guidelines outlined in the Management, Professional and Community Programs (MPCP) program and course regulations.

Students currently registered in the *Certificate in Accounting* program will have the option of completing that program or transferring all applicable courses to the *Certificate in Financial and Management Accounting* program. Students who have graduated from the Certificate in Accounting program within the past five years, may apply to have their applicable courses transferred into the Certificate in Financial and Management Accounting program, and be eligible to graduate from that program upon successful completion of the Cost Accounting and Management Information Systems courses.

The Certificate in Financial and Management Accounting is not to be held with the Certificate in Advanced Accounting.

The Certificate in Financial and Management Accounting will not be awarded retroactively to students who completed all required coursework prior to being admitted to the program.

Degree Credit: Preliminary agreements are in place with the Dept. of Accounting and Finance, the Dept. of Statistics and the Faculty of Arts for degree credit equivalency at the University of Manitoba for courses in this certificate program. There is also a degree credit arrangement in place with Athabasca University, for individual courses included in this program. Documentation related to these agreements can be found on pages 39-42.

5.4 What is the expected frequency of course offerings?

Depending upon demand, each course will be offered once or twice per academic year.

5.5 What are the minimum and maximum times for completion of the program?

These are fairly challenging courses and most students, who are working full time, would likely complete two or three courses per year (one in the Fall term, one in the Winter and maybe one in the Spring term). Under this schedule, the entire program (i.e. all nine courses) would require 3-4½ years to complete. Students with some previous related background, exemptions, or time to take more than one course per term might be able to complete their required courses in 1-2 years, schedule permitting. The maximum time allowed would be eight years from the date of initial registration, unless an extension is granted.

6. Student Assessment

6.1 Describe the type of student assessment to be used.

Students will receive a final grade in each course based upon a final examination and/or term work (examples may include but are not limited to case analyses, reports, presentations, essays, projects, term tests).

6.2 Describe the grading system to be used.

The standard letter grade system as outlined in the University of Manitoba Undergraduate Calendar will be used.

The "pass" mark for individual courses is 50% (D), but the following restrictions apply:

- students seeking CMA credit will require a minimum grade of 60% (C) in each course they intend to transfer to CMA; and
- a minimum grade of 60% (C) will be required for *Introductory Financial Accounting* if students intend to use the course as a prerequisite for Financial Reporting I or Business Finance. A minimum grade of 60% (C) will be required for *Introductory Management Accounting* if students intend to use the course as a prerequisite for Cost Accounting.

6.2.1 To qualify for graduation with a *Certificate in Financial and Management Accounting*, students must successfully meet all program requirements, complete all coursework within eight years of their initial registration, and achieve an overall GPA of 2.0 or better.

6.2.2 Upon graduation, students achieving an overall GPA of 3.8 or higher, will be eligible to receive a certificate "with distinction".

7.0 Program Evaluation

7.1 Describe the method of course and instructor evaluation to be used.

A SEEQ end-of-course evaluation administered by the Class Rep. On a voluntary basis, instructors are also encouraged to conduct a less formal mid-term evaluation for their own benefit.

7.2 Describe the frequency of course and program evaluations.

Courses will be evaluated as stated in 7.1 above. The performance of the program will be reviewed each year according to the indicators mentioned in 7.3 below.

7.3 Performance Indicators

The performance of this program will be evaluated against the Division's "Strategic Priorities" with particular emphasis on Priorities #1 and #5, using the following performance indicators:

Strategic Priority #1

- Increase in the number of new student enrolments
- Increase in the proportion of students completing the program

Strategic Priority #5

- Increase in average class size
- Increase in net program contribution

The above strategic priorities and/or performance indicators may be subject to change or revision from time to time.

Certificate in Financial and Management Accounting
FORMAL PROPOSAL
 November 2003

List of Attachments

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Continuing Education

Accounting Certificate Programs

Current Programs

Proposed Program

<i>Certificate in Accounting (CIA)</i>	<i>Cert. in Financial & Management Accounting</i>
1. 27001 Introductory Financial Accounting	1. 27001 Introductory Financial Accounting
2. 27035 Introductory Management Accounting	2. 27035 Introductory Management Accounting
3. 24003 Organizational Behaviour or 24006 Managerial Process & Org. Behaviour	3. 27033 Economics: Concepts and Policies
4. 27034 Financial Reporting I	4. 27034 Financial Reporting I (assets)
5. 27036 Business Statistics	5. 27037 Financial Reporting II (liabilities & equity)
6. 27033 Economics: Concepts and Policies	6. 27036 Business Statistics
7. 27037 Financial Reporting II	7. 27039 Cost Accounting
8. 27002 Business Finance or 27006 Financial Management	8. 27002 Business Finance
9. 27031 Business Law or 28008 Canadian Business Law	9. 27041 Management Information Systems



<i>Certificate in Advanced Accounting (ADCIA)</i>	<i>Individual Courses (offered as demand warrants)</i>
1. 27039 Cost Accounting	• 27040 Taxation
2. 27040 Taxation	• 27042 Auditing and Control
3. 27041 Management Information Systems	• 27043 Advanced Financial Accounting
4. 27042 Auditing and Control	• 27044 Advanced Management Accounting
5. 27043 Advanced Financial Accounting	
6. 27044 Advanced Management Accounting	

Certificate in Financial and Management Accounting

Course Name	Course No.	Contact Hours	Prerequisites
1 Introductory Financial Accounting	27001	36	
2 Introductory Management Accounting	27035	36	Introductory Financial Accounting
3 Economics: Concepts and Policies	27033	36	
4 Financial Reporting I (Assets)	27034	36	Introductory Financial Accounting (C)
5 Financial Reporting II (Liabilities & Equity)	27037	36	Financial Reporting I
6 Business Statistics	27036	36	High School (40-level) Math or Special Permission
7 Cost Accounting	27039	36	Introductory Management Accounting (C), and Business Statistics
8 Business Finance	27002	36	Introductory Financial Accounting (C), and Economics: Concepts and Policies, and Business Statistics
9 Management Information Systems	27041	36	Familiarity with Computers and Microsoft Applications
		324	

Note: Courses 1-9 must be completed to qualify for the Certificate in Financial and Management Accounting.

Summary of Enrolment – Accounting Certificate Programs

Certificate in Accounting ¹	2000-01				2001-02				2002-2003			
	S	F	W	Tot	S	F	W	Tot	S	F	W	Tot
27001 Introductory Financial Accounting	X'id	26 18	25	69	n/o	37	18	55	n/o	36	16	52
27002 Business Finance	n/o	20 X'id	34	54	n/o	16	14	30	n/o	n/o	n/o	0
27031 Business Law	39	n/o	n/o	39	39	n/o	n/o	39	15	n/o	n/o	15
27033 Economics – Concepts and Policies	34	22	n/o	56	18	19	n/o	37	21	22	n/o	43
27034 Financial Reporting I	n/o	45	13	58	n/o	24	13	37	n/o	18	X'id	18
27035 Introductory Management Accounting	n/o	X'id	27	27	n/o	23	18	41	n/o	X'id	18	18
27036 Business Statistics	n/o	31	X'id	31	n/o	21	16	37	n/o	19	14	33
27037 Financial Reporting II	n/o	38	41	79	n/o	18	22	40	n/o	X'id	31	31
Total Enrolment	73	200	140	413	57	158	101	316	36	96	83	210
Number of Graduates	48				31				21			

¹Note: Although 24003 *Organizational Behaviour* is a required course in the Certificate in Accounting, it is considered part of the Certificate in Applied Management program and has not been included in this table. In 2002-03, all Business Finance students were enrolled in 27006 Financial Management, which is an equivalent course.

Advanced Certificate in Accounting	2000-01				2001-02				2002-03			
	S	F	W	Tot	S	F	W	Tot	S	F	W	Tot
27039 Cost Accounting	n/o	24	21	45	n/o	16	30	46	n/o	22	23	45
27040 Taxation	n/o	35	39	74	n/o	34	28	62	n/o	36	15	51
27041 Management Information Systems	43	25	n/o	68	45	18	15	78	n/o	X'id	23	23
27042 Auditing and Control	35	n/o	24	59	47	n/o	23	70	33	n/o	X'id	33
27043 Advanced Financial Accounting	n/o	59		103	n/o	56	29	85	n/o	39	19	58
27044 Advanced Management Accounting	n/o	48	52	100	n/o	28	34	62	n/o	34	26	60
Total Enrolment	78	189	182	449	92	152	159	403	33	131	110	270
Number of Graduates	94				56				27			

X'id = cancelled

n/o = not offered



March 4, 2003

Jared Paisley
Program Director
University of Manitoba – Continuing Education Division
166 Continuing Education Complex
Winnipeg MB R3T 2N2

Dear Jared,

Re: Proposed Revisions to Accounting Certificate Programs

We have reviewed the Continuing Education Division's 2003 proposal to amend the Accounting Certificate Programs and support the following:

- Change the name from Certificate in Accounting to Certificate in Financial and Management Accounting;
- Delete Business Law and Organizational Behaviour from the list of required courses, given that equivalent courses are still available through the Division, and substitute in their place Cost Accounting and Management Information Systems from the Advanced Certificate Program;
- Gradually phase out the Advanced Accounting Certificate Program provided that individual courses are offered on a reduced schedule as demand warrants, but at least once each academic year.

The revised curriculum offers a focused program of accounting and related courses to an intermediate level. The Certificate in Financial and Management Accounting should meet the needs of individuals not intending to pursue a professional designation. The program will also continue to provide students pursuing the CMA designation with an opportunity to complete many of the courses they require, when supplemented by individual offerings of advanced courses. It is important that student requirements not be compromised regarding the availability of equivalent part-time evening lecture courses delivered by local educational institutes in Manitoba.

We support this proposal and look forward to our continuing participation on the program's Advisory Committee.

Sincerely,

A handwritten signature in black ink that reads "Steve Vieweg". The signature is written in a cursive, flowing style.

Steve Vieweg, MBA, CMA
Executive Director



UNIVERSITY
OF MANITOBA
April 1, 2003

Asper School of Business
Faculty of Management

38
Department of Accounting and Finance
181 Freedman Crescent
Winnipeg, Manitoba
Canada R3T 5V4
Telephone (204) 474-9362
Fax (204) 474-7545

Jared Paisley
Program Director
University of Manitoba - Continuing Education Division
166 Continuing Education Complex
Winnipeg, MB R3T 2N2

Dear Jared:

RE: Proposed Revisions to Accounting Certificate Programs

I have reviewed the Continuing Education Division's 2003 proposal to amend the accounting certificate programs by:

- changing the name from *Certificate in Accounting* to *Certificate in Financial and Management Accounting*;
- deleting Business Law and Organizational Behaviour from the list of required courses in the Certificate in Accounting, and substituting in their place *Cost Accounting* and *Management Information Systems* from the advanced certificate program;
- offering a *Letter of Accomplishment* to students who successfully complete the first two courses in the revised certificate program; and
- gradually phasing out the advanced accounting certificate program while continuing to make individual courses available on a reduced schedule as demand warrants.

The revised curriculum offers a focused program of accounting and related courses to an intermediate level. The Certificate in Financial and Management Accounting, when supplemented by individual offerings of advanced courses, should meet the needs of individuals not intending to pursue a professional designation, while continuing to provide students seeking a professional designation with an opportunity to complete the courses they require.

I would like to offer my support for this proposal and look forward to continuing my participation on the program's Advisory Committee.

Sincerely,

David A. Stangeland, Ph.D.
Department Head

Accounting Student Survey (Fall 2002) - Summary of Results.

39

	CIA		ADCIA	
Response Rate: Number of Students Surveyed Number Responding Response Rate	96 55 58%		131 57 44%	
Number of different course sections surveyed:	4		4	
Number of accounting certificate courses completed by students prior to the time of this survey (i.e. prior to Fall 2002):	# Courses	% of Students	# Courses	% of Students
	0	32	0	14
	1	13	1	21
	2	2	2	17
	3	4	3	16
	4	19	4	25
	5	11	5	<u>7</u>
	6	13		100%
	7	0		
	8	<u>6</u>		
		100%		
Do you intend to enrol in the Advanced Program?	Yes	# 28 % 52	Not Applicable	
	No	5 9		
	Don't Know	<u>21</u> <u>39</u>		
	Total	54 100%		
Do you intend to pursue an accounting designation?	Yes	# 23 % 43	Yes	# 23 % 43
	No	4 7	No	4 7
	Don't Know	<u>27</u> <u>50</u>	Don't Know	<u>27</u> <u>50</u>
	Total	54 100%	Total	54 100%
Which accounting designation?	CMA	# 20 % 87	CMA	# 52 % 98
	CGA	2 9	CGA	0 0
	CA	<u>1</u> <u>4</u>	CA	<u>1</u> <u>2</u>
	Total	23 100%	Total	53 100%
Have you completed a university degree?	Yes	# 16 % 30	Yes	# 29 % 51
	No	<u>38</u> <u>70</u>	No	<u>28</u> <u>49</u>
	Total	54 100%	Total	57 100%
Which degree?	BA	% 70	B.Comm.	% 50
	B.Sc.	24	BA	42
	LLB	<u>6</u>	B.Sc.	<u>8</u>
	Total	100%	Total	100%
When did you complete your degree?	0-2 Years Ago	% 0	0-2 Years Ago	% 23
	3-5 Years Ago	31	3-5 Years Ago	11
	6-10 Years Ago	0	6-10 Years Ago	31
	11+ Years Ago	<u>69</u>	11+ Years Ago	<u>35</u>
	Total	100%	Total	100%
How does the proposed program compare with the current CIA program?	Much Better	# 5 % 10	Much Better	# 2 % 4
	Better	21 44	Better	15 28
	About the Same	17 36	About the Same	26 48
	Worse	3 6	Worse	10 18
	Much Worse	<u>2</u> <u>4</u>	Much Worse	<u>1</u> <u>2</u>
	Total	48 100%	Total	54 100%

Accounting Student Survey (Fall 2002) - Summary of Written Responses

How did you first become aware of this program (i.e. where did you find out about it)?

Certificate in Accounting (CIA)	#	%	Certificate in Advanced Accounting (ADCIA)	#	%
• CMA	15	30	• CMA	32	55
• Course Calendar / Student Services	11	22	• Course Calendar / Brochure	12	21
• Internet	7	14	• Work	6	10
• Work / Supervisor / Coworkers	5	10	• Friend	4	7
• Friend	4	8	• Other	4	7
• Winnipeg Free Press	3	6			
• Through another CED program	3	6			
• Other	2	4			
Total:	50	100%	Total:	58	100%

What was your primary motivation for enrolling in this program?

Certificate in Accounting (CIA)	#	%	Certificate in Advanced Accounting (ADCIA)	#	%
• Career advancement	15	27	• Complete CMA requirements	41	68
• Complete CMA requirements	14	26	• Career Advancement	13	22
• Increase knowledge of accounting	13	24	• Increase knowledge of accounting	3	5
• Attain certificate	5	9	• Attain certificate	3	5
• To meet the requirements of other programs	5	9			
• Other	3	5			
Total:	55	100%	Total:	60	100%

UNIVERSITY OF MANITOBA – CONTINUING EDUCATION DIVISION

Accounting Certificate Programs – Employer Interviews*

Nov. 13, 2002 – Jan. 7, 2003

Summary of Interview Participants:

Jan. 7, 2003	Manitoba Hydro Doug Flynn – Manager, Financial Accounting and Employee Compensation Cory Rach – Financial Officer, Mgmt. Accounting & Budgeting Systems Dept.
Dec. 12, 2002	People First HR Services Ltd. (Executive Search) Paul Croteau – Vice President
Nov. 29, 2002	Great-West Life Assurance Company Douglas Tkach – Director, Financial Control Helen Kasdorf – Director, Corporate Finance and Control
Nov. 28, 2002	Agricore United (United Grain Growers) Mike McIlrath – Manager of Distribution Brian Magill – Manager, Accounting
Nov. 22, 2002	City of Winnipeg – Water & Waste Dept. Ronald Gulenchyn – Supervisor of Accounting and Administrative Services Lucy Szkwarek – Financial Analyst
Nov. 20, 2002	Workers Compensation Board of Manitoba Andria McCaughan – Manager, Accounting Services
Nov. 19, 2002	Buhler Industries Inc. Jean-Guy (John) Fillion – Vice President
Nov. 18, 2002	CAA Manitoba Michael Mager – Vice President, Finance and Administration Richard van den Broek – Manager of Finance and Administration
Nov. 13, 2002	Bank of Montreal Ron Collins – Area Manager, Commercial Banking Pat Travers – Sales Analyst

* Each interview was approximately one hour in duration and was held at the employer's office.
Interviews were conducted by Jared Paisley.

See next page for general observations

UNIVERSITY OF MANITOBA – CONTINUING EDUCATION DIVISION

Accounting Certificate Programs – Employer Interviews

Nov. 13, 2002 – Jan. 7, 2003

General Observations:

- All professional accounting bodies (CA, CMA, CGA) now require an undergraduate degree as part of their certification requirements.
- Technology has de-skilled many lower level accounting jobs, especially in larger organizations with computerized accounting systems. Accounting clerks don't need to know much accounting theory to perform their jobs, and many transactional or "number crunching" accounting jobs have been eliminated.
- In smaller organizations, accounting staff (e.g. accounts payable & accounts receivable) are often the main interface between the company and their suppliers and customers. Non-accounting skills such as "communication skills" are as important to these organizations as an employee's technical accounting skills.
- Some large organizations tend to hire non-professional accounting staff on the understanding they will continue to take coursework that will lead to an accounting designation. Many of these new hires already have a degree (e.g. B.Comm., BA, B.Sc.), which gives them a much broader set of long-term career options within the organization.
- Data analysis and modeling skills are more valuable to employers of professional accountants, than is technical knowledge of accounting theory. A basic knowledge of accounting theory is an assumed entry requirement for most accounting jobs.
- Individuals in lower-level accounting jobs who are taking accounting certificate courses may experience a "disconnect" between their education and employment, which can be the cause of some frustration. Their jobs may be quite specialized or automated, and provide little opportunity to apply the accounting theory they've learned in class, nor are they likely to get that opportunity without a university degree and a professional designation. Nevertheless, in large (unionized) organizations, additional accounting education will often lead to advancement more rapidly than through seniority alone.
- None of the employers interviewed, expressed a policy or preference for hiring RRC graduates for accounting positions.
- In today's marketplace, accounting managers are expected to have a professional designation and senior managers usually have a designation and a degree, in addition to related work experience.



Continuing Education

Course Outline (Typical)

27001 - INTRODUCTORY FINANCIAL ACCOUNTING

FORMAT (normal): 12 weekly classes, 3 hours per week
(plus one optional 3-hour tutorial for new students)

CONTACT HOURS: 36

TEXTBOOK (current or proposed): Horngren, et. al., *Intro. to Financial Accounting*,
3rd Canadian Edition, Pearson Publishing, 2000

COURSE OBJECTIVES:

The overall objective of this course is to develop your knowledge of and your ability to use financial accounting information. Situation studies and problem solving exercises will be used to help develop an understanding of the fundamentals of financial accounting. At the conclusion of this course you will be expected to:

- have an understanding of financial accounting concepts and the way concepts are applied in preparing financial statements;
- be able to prepare financial statements;
- be aware of the existence of alternative accounting treatments and the need to exercise judgment in deciding on the treatment appropriate in a specific situation; and
- be able to interpret financial statements and derive information to support decision-making. Development of this analytical ability is essential to success in subsequent management courses and a business career.

REPRESENTATIVE TOPICS:

- Financial Statements
- Income Measurement
- Recording Transactions
- Financial Statement Preparation/Adjustments
- Cash Flow Statement
- Sales, Cash, Accounts Receivables & Investments
- Inventories & Cost of Goods Sold
- Capital Assets and Amortization
- Liabilities, Interest and Leases
- Shareholders' Equity
- Financial Statement Analysis

STUDENT ASSESSMENT:

Students will receive a final grade in the course based upon a final examination and/or term work (examples may include but are not limited to case analyses, reports, presentations, essays, projects, term tests).



Continuing Education

Course Outline (Typical)

27035 – INTRODUCTORY MANAGEMENT ACCOUNTING

FORMAT (normal):	12 weekly classes, 3 hours per week
CONTACT HOURS:	36
TEXTBOOK (current or proposed):	Garrison et. al., <i>Managerial Accounting: Concepts for Planning, Control, Decision Making</i> , 5th Canadian Edition, McGraw-Hill Ryerson.

COURSE OBJECTIVES:

This course introduces the participants to the purpose and function of management accounting.

The management accounting system has three broad objectives:

1. To provide information for costing out services, products and other objects of interest to management.
2. To provide information for planning, control and evaluation.
3. To provide information for decision making.

REPRESENTATIVE TOPICS:

- Managerial Accounting and the Business Environment.
- Cost Terms, Concepts and Classifications
- System Design: Job-Order Costing
- System Design: Process Costing
- Cost Behavior: Analysis and Use
- Cost-Volume-Profit Relationships
- Variable Costing: A Tool for Management
- Decision Making Using Cost Analysis
- Profit Planning

STUDENT ASSESSMENT:

Students will receive a final grade in the course based upon a final examination and/or term work (examples may include but are not limited to case analyses, reports, presentations, essays, projects, term tests).



Continuing Education

Course Outline (Typical)

27033 – ECONOMICS: CONCEPTS AND POLICIES

FORMAT (normal):	12 weekly classes, 3 hours per week
CONTACT HOURS:	36
TEXTBOOK (current or proposed):	Heyne and Palmer, <i>The Economic way of Thinking</i> , 1 st Canadian Edition, Prentice Hall Canada Inc.

COURSE OBJECTIVES:

Students will learn how to apply core micro and macro economic principles to the study of how individuals, firms and societies deal with the fundamental problem of scarce resources. This course will introduce students to these concepts and show how they can be applied to everyday economic problems.

REPRESENTATIVE TOPICS:

- Social Cooperation, Scarcity, Choice
- Supply and Demand
- Demand Elasticity
- Marginal and Total Utility
- Market Power and Price Setting
- Monopoly
- Marginal Revenue and Marginal Cost
- Competition
- Inflation, Recession, Unemployment
- Measurement of Economic Activity
- Aggregate Supply and Demand
- Money
- Consumption and Investment
- Fiscal and Monetary Policy
- International Trade Policy

STUDENT ASSESSMENT:

Students will receive a final grade in the course based upon a final examination and/or term work (examples may include but are not limited to case analyses, reports, presentations, essays, projects, term tests).



Continuing Education

Course Outline (Typical)

27034 – FINANCIAL REPORTING I

FORMAT (normal):	12 weekly classes, 3 hours per week
CONTACT HOURS:	36
TEXTBOOK (current or proposed):	Kieso et. al., <i>Intermediate Accounting Vol I</i> , 6th Canadian Edition, Wiley & Sons.

COURSE OBJECTIVES:

The objectives of the course are:

- to develop an understanding of financial accounting concepts and generally accepted accounting principles (GAAP) for course topics;
- to develop professional judgment in analyzing accounting issues and recommending accounting policies; and
- to develop skills in applying these accounting standards to situations and problems.

REPRESENTATIVE TOPICS:

- Financial Reporting Standards
- Review of the Accounting Process
- Income Statements and Retained Earnings Statement
- Balance Sheet,
- Statement of Cash Flows
- Revenue Recognition
- Cash, Accounts Receivable, Notes Receivable
- Inventory
- Investments
- Capital Assets
- Interim Reporting and Segmented Information

STUDENT ASSESSMENT:

Students will receive a final grade in the course based upon a final examination and/or term work (examples may include but are not limited to case analyses, reports, presentations, essays, projects, term tests).



Continuing Education

Course Outline (Typical)

27037 – FINANCIAL REPORTING II

FORMAT (normal):	12 weekly classes, 3 hours per week
CONTACT HOURS:	36
TEXTBOOK (current or proposed):	Kieso et. al., <i>Intermediate Accounting Vol II</i> , 6th Canadian Edition, Wiley & Sons.

COURSE OBJECTIVES:

This course will enable you to develop an understanding of accounting standards and underlying concepts, and to develop professional judgment in analyzing accounting issues and recommending accounting policies.

REPRESENTATIVE TOPICS:

- Present & Future Value Concepts
- Current & Contingent Liabilities
- Long Term Liabilities
- Shareholder's Equity: Contributed Capital
- Shareholder's Equity: Retained Earnings
- Dilutive Securities, Earnings per Share
- Pensions
- Leases
- Statement of Cash Flows
- Income Tax

STUDENT ASSESSMENT:

Students will receive a final grade in the course based upon a final examination and/or term work (examples may include but are not limited to case analyses, reports, presentations, essays, projects, term tests).



Continuing Education

Course Outline (Typical)

27036 – BUSINESS STATISTICS

FORMAT (normal):	12 weekly classes, 3 hours per week
CONTACT HOURS:	36
TEXTBOOK (current or proposed):	Anderson, Sweeney, Williams, <i>Statistics for Business and Economics</i> , 8 th ed., South-Western College Publishing.

COURSE OBJECTIVES:

This course is intended to provide students with a basic foundation in statistical concepts that can be used to assist management decision making.

REPRESENTATIVE TOPICS:

- Introduction to Statistics
- Introduction to Probability
- Probability Distributions
- Central Limit Theorem
- Inference Statistics
- Simple Regression

STUDENT ASSESSMENT:

Students will receive a final grade in the course based upon a final examination and/or term work (examples may include but are not limited to case analyses, reports, presentations, essays, projects, term tests).



Continuing Education

Course Outline (Typical)

27039 – COST ACCOUNTING

FORMAT (normal):	12 weekly classes, 3 hours per week
CONTACT HOURS:	36
TEXTBOOK (current or proposed):	Garrison et. al., <i>Managerial Accounting: Concepts for Planning, Control, Decision Making</i> , 5 th Canadian Edition, McGraw-Hill Ryerson.

COURSE OBJECTIVES:

The objective of this course is to build on the management accounting knowledge learned in the introductory course. The focus will be on how financial information is accumulated and presented to management, as well as the use of that information by management.

REPRESENTATIVE TOPICS:

- Budgeting Review
- Activity-Based Costing and Budgeting
- Government and Not-for-Profit Organizations
- International Aspects of Budgeting
- Inventory Decisions
- Standard Costs
- Balanced Scorecard
- Flexible Budgets and Overhead Analysis
- Decentralization and Segment Reporting
- Transfer Pricing
- Relevant Costs for Decision Making
- Joint Cost Allocation
- Service Department Costing
- Pricing Products and Services
- Managing Quality
- Ethics and the Manager

STUDENT ASSESSMENT:

Students will receive a final grade in the course based upon a final examination and/or term work (examples may include but are not limited to case analyses, reports, presentations, essays, projects, term tests).



Continuing Education

Course Outline (Typical)

27002 – BUSINESS FINANCE

FORMAT (normal):	12 weekly classes, 3 hours per week
CONTACT HOURS:	36
TEXTBOOK (current or proposed):	Ross, Westerfield, et. al., <i>Corporate Finance</i> , 3 rd Canadian Edition, McGraw-Hill Ryerson.

COURSE OBJECTIVES:

This course introduces students to the fundamentals of finance, and presents theories and tools to be used in addressing corporate finance problems and issues.

REPRESENTATIVE TOPICS:

- Introduction to Financial Markets
- Time Value of Money
- Interest Rate Structure and Conversion
- Present Value, Future Value, Annuities
- Valuation of Stocks and Bonds
- Dividends and Dividend Policy
- Capital Budgeting
- Risk and Return
- Capital Asset Pricing, Capital Structure
- Market Efficiency
- Options
- Leasing
- Short and Long-Term Financing
- Warrants and Convertibles
- Futures and Forwards

STUDENT ASSESSMENT:

Students will receive a final grade in the course based upon a final examination and/or term work (examples may include but are not limited to case analyses, reports, presentations, essays, projects, term tests).



UNIVERSITY
OF MANITOBA

Continuing Education

Course Outline (Typical)

27041 – MANAGEMENT INFORMATION SYSTEMS

FORMAT (normal):	12 weekly classes, 3 hours per week
CONTACT HOURS:	36
TEXTBOOK (current or proposed):	Laudon, Laudon and Brabston, <i>Management Information Systems: Managing the Digital Firm</i> , 1 st Canadian Edition, Prentice Hall Canada Inc.

COURSE OBJECTIVES:

This course introduces students to MIS topics with a particular focus on management considerations in today's business world and the importance of information as a key asset in all managerial disciplines.

REPRESENTATIVE TOPICS:

- Information Systems in the Enterprise
- Organization, Management and Strategy
- Commerce and Electronic Business
- Computer Hardware
- Computer Software
- Managing Data Resources
- Telecommunications and Networks
- The Internet
- Systems Development
- System Quality, Security and Control
- Information Resource Management
- Decision Making and Knowledge Management
- Social, Political and Ethical Issues

STUDENT ASSESSMENT:

Students will receive a final grade in the course based upon a final examination and/or term work (examples may include but are not limited to case analyses, reports, presentations, essays, projects, term tests).

PROPOSAL FOR UNDERGRADUATE OR CERTIFICATE COURSE CHANGE

52

A. TO BE COMPLETED FOR ALL PROPOSALS

Faculty: Continuing Education Division Department: Management, Professional and Community ProgramsCourse Name: 27034 Financial Reporting I

Format: Department number, course number, course name and credit hours. For certificate (Continuing Education) courses, use contact hours instead of credit hours.

This course is to be:

☐ Deleted ☐ Introduced ☒ Modified ☐ Not Currently Offered ☐ Reactivated

To become effective in the Fall 2004 session.To be included in the 2004 / 2005 *General MPCP Calendar*.

Is this course listed as a required course or a formal elective course in any University program?

YES (☒) NO (☐) Required in the Accounting Certificate Program

Existing Calendar/Brochure Entry

(Only for a deleted, modified, not currently offered or reactivated course) (Exactly as it appears in the Calendar or Continuing Education brochure)

Your understanding of financial accounting concepts, standards and principles will be further developed in this course. The assets side of the balance sheet will be reviewed in greater detail.

Prerequisite: Introductory Financial Accounting (27001)

Reasons for Change

If this change leads to changes in programs in your own unit, or in other faculties, provide supporting documentation as noted in the Guidelines.

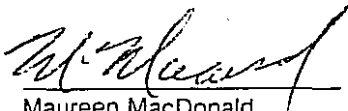
A minimum "C" grade is recommended in the prerequisite course. Students who attempt Financial Reporting I, without solid basic accounting skills tend to fail, withdraw or impede the rest of the class.

Frequency of Offering (See Guidelines)

Once per academic year in the fall or winter term. More frequently if demand warrants.

Signatures

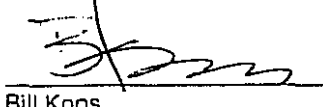
DEPARTMENTAL APPROVAL:


Maureen MacDonald

Date

July 7/03

FACULTY/SCHOOL APPROVAL:


Bill Kops

Date

July 21/03

THE UNIVERSITY OF MANITOBA

PROPOSAL FOR UNDERGRADUATE OR CERTIFICATE COURSE CHANGE

B. TO BE COMPLETED FOR COURSES BEING INTRODUCED (See Guidelines)

Dept. No.	Suggested Course No.	Abbreviated Course Title (15 characters or less)	Credit Hours
_____	_____	_____	_____

C. TO BE COMPLETED FOR COURSES BEING INTRODUCED OR MODIFIED

Proposed Calendar/Brochure Entry

Exactly as it will appear in the Calendar or Continuing Education brochure - See Guidelines

Your understanding of financial accounting concepts, standards and principles will be further developed in this course. The assets side of the balance sheet will be reviewed in greater detail.

Prerequisite: Minimum C grade in Introductory Financial Accounting (27001)

D. TO BE COMPLETED FOR ALL CHANGES AS APPROPRIATE (See Guidelines)

Supporting Documentation

The following items are attached to and form part of this proposal:

 X Course outline

Format: list lecture, laboratory and tutorial hours per week; provide an outline of topics covered in lectures; and include a brief description of laboratories, tutorials and assignments. Identify required textbook(s) if applicable. *Note: No more than one page in length.*

 X Statement from subject librarian(s) as to library resources

Note: The library must be provided with a course outline as described above. As well, the proposing unit and the subject librarian should discuss and agree upon the bibliography to be used in assessing the strength of the library's collection in the field. The library will need at least one month notice of course proposals, and six months notice of program proposals, in order to prepare its statement.

- Statement of additional costs, workload, and/or supplies
- Statement(s) from other Departments, Faculties or Schools on possible overlap
- Statement(s) from other Departments, Faculties or Schools on possible changes in their programs
- Revised Program Descriptions for all programs using this course
- Additional documentation

PROPOSAL FOR UNDERGRADUATE OR CERTIFICATE COURSE CHANGE

54

A. TO BE COMPLETED FOR ALL PROPOSALS

Faculty: Continuing Education Division Department: Management, Professional and Community ProgramsCourse Name: 27039 Cost Accounting

Format: Department number, course number, course name and credit hours. For certificate (Continuing Education) courses, use contact hours instead of credit hours.

This course is to be:

☐ Deleted ☐ Introduced ☒ Modified ☐ Not Currently Offered ☐ Reactivated

To become effective in the Fall 2004 session.To be included in the 2004 / 2005 *General MPCP Calendar*.

Is this course listed as a required course or a formal elective course in any University program?

YES (☒) NO (☐) Required in the Accounting Certificate Program

Existing Calendar/Brochure Entry

(Only for a deleted, modified, not currently offered or reactivated course) (Exactly as it appears in the Calendar or Continuing Education brochure)

The objective of this management accounting course is to extend knowledge beyond an introductory level by focusing on how information is accumulated and presented to management, and how it is used by management.

Prerequisites: Introductory Management Accounting (27035) and Business Statistics (27036)

Reasons for Change

If this change leads to changes in programs in your own unit, or in other faculties, provide supporting documentation as noted in the Guidelines.

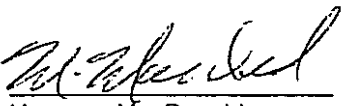
A minimum "C" grade is recommended in the prerequisite 27035 course. Students who attempt Cost Accounting, without solid management accounting skills tend to fail, withdraw or impede the rest of the class.

Frequency of Offering (See Guidelines)

Once per academic year in the fall or winter term. More frequently if demand warrants.

Signatures

DEPARTMENTAL APPROVAL:


Maureen MacDonald

Date

July 7/03

FACULTY/SCHOOL APPROVAL:


Bill Kops

Date

July 21/03

PROPOSAL FOR UNDERGRADUATE OR CERTIFICATE COURSE CHANGE

B. TO BE COMPLETED FOR COURSES BEING INTRODUCED (See Guidelines)

Dept. No.	Suggested Course No.	Abbreviated Course Title (15 characters or less)	Credit Hours
_____	_____	_____	_____

C. TO BE COMPLETED FOR COURSES BEING INTRODUCED OR MODIFIED

Proposed Calendar/Brochure Entry

Exactly as it will appear in the Calendar or Continuing Education brochure - See Guidelines

The objective of this management accounting course is to extend knowledge beyond an introductory level by focusing on how information is accumulated and presented to management, and how it is used by management.

Prerequisites: Business Statistics (27036) and a minimum C grade in Introductory Management Accounting (27035)

D. TO BE COMPLETED FOR ALL CHANGES AS APPROPRIATE (See Guidelines)

Supporting Documentation

The following items are attached to and form part of this proposal:

 X Course outline

Format: list lecture, laboratory and tutorial hours per week; provide an outline of topics covered in lectures; and include a brief description of laboratories, tutorials and assignments. Identify required textbook(s) if applicable. *Note: No more than one page in length.*

 X Statement from subject librarian(s) as to library resources

Note: The library must be provided with a course outline as described above. As well, the proposing unit and the subject librarian should discuss and agree upon the bibliography to be used in assessing the strength of the library's collection in the field. The library will need at least one month notice of course proposals, and six months notice of program proposals, in order to prepare its statement.

_____ Statement of additional costs, workload, and/or supplies

_____ Statement(s) from other Departments, Faculties or Schools on possible overlap

_____ Statement(s) from other Departments, Faculties or Schools on possible changes in their programs

_____ Revised Program Descriptions for all programs using this course

_____ Additional documentation

PROPOSAL FOR UNDERGRADUATE OR CERTIFICATE COURSE CHANGE

56

A. TO BE COMPLETED FOR ALL PROPOSALS

Faculty: Continuing Education Division Department: Management, Professional and Community ProgramsCourse Name: 27002 Business Finance

Format: Department number, course number, course name and credit hours. For certificate (Continuing Education) courses, use contact hours instead of credit hours.

This course is to be:

☐ Deleted ☐ Introduced ☒ Modified ☐ Not Currently Offered ☐ ReactivatedTo become effective in the Fall 2004 session.To be included in the 2004 / 2005 *General MPCP Calendar*.

Is this course listed as a required course or a formal elective course in any University program?

YES (☒) NO (☐) Required in the Accounting Certificate Program**Existing Calendar/Brochure Entry**

(Only for a deleted, modified, not currently offered or reactivated course) (Exactly as it appears in the Calendar or Continuing Education brochure)

This course is an introduction to the fundamentals of finance including the theories and tools used in addressing finance problems and issues.

Prerequisite: Introductory Financial Accounting (27001)

Students are advised to complete Business Statistics (27036) before attempting this course.

Reasons for Change

If this change leads to changes in programs in your own unit, or in other faculties, provide supporting documentation as noted in the Guidelines.

In order to bring this course more in line with 9.220 offered by the Asper School of Business, economics and statistics are recommended as prerequisites.

Frequency of Offering (See Guidelines)

Once per academic year in the fall or winter term. More frequently if demand warrants.

Signatures

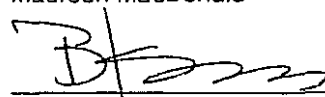
DEPARTMENTAL APPROVAL:


Maureen MacDonald

Date

July 7/03

FACULTY/SCHOOL APPROVAL:


Bill Kops

Date

July 21/03

PROPOSAL FOR UNDERGRADUATE OR CERTIFICATE COURSE CHANGE

B. TO BE COMPLETED FOR COURSES BEING INTRODUCED (See Guidelines)

Dept. No.	Suggested Course No.	Abbreviated Course Title (15 characters or less)	Credit Hours
_____	_____	_____	_____

C. TO BE COMPLETED FOR COURSES BEING INTRODUCED OR MODIFIED

Proposed Calendar/Brochure Entry

Exactly as it will appear in the Calendar or Continuing Education brochure - See Guidelines

This course is an introduction to the fundamentals of finance including the theories and tools used in addressing finance problems and issues.

Prerequisites: Introductory Financial Accounting (27001) with a minimum grade of C, and Economics: Concepts & Policies (27033), and Business Statistics (27036)

D. TO BE COMPLETED FOR ALL CHANGES AS APPROPRIATE (See Guidelines)

Supporting Documentation

The following items are attached to and form part of this proposal:

☒ Course outline

Format: list lecture, laboratory and tutorial hours per week; provide an outline of topics covered in lectures; and include a brief description of laboratories, tutorials and assignments. Identify required textbook(s) if applicable. *Note: No more than one page in length.*

☒ Statement from subject librarian(s) as to library resources

Note: The library must be provided with a course outline as described above. As well, the proposing unit and the subject librarian should discuss and agree upon the bibliography to be used in assessing the strength of the library's collection in the field. The library will need at least one month notice of course proposals, and six months notice of program proposals, in order to prepare its statement.

_____ Statement of additional costs, workload, and/or supplies

_____ Statement(s) from other Departments, Faculties or Schools on possible overlap

_____ Statement(s) from other Departments, Faculties or Schools on possible changes in their programs

_____ Revised Program Descriptions for all programs using this course

_____ Additional documentation



MEMO

TO: Jared Paisley
FROM: Gina Matesic
RE: Letter of Support
DATE: July 9, 2003

Thank you for informing the Libraries of the proposed Certificate program in Financial and Management Accounting.

We acknowledge that there are no new courses offered, instead this certificate is the result of a reorganization of existing courses currently offered within the Certificate in Accounting and Advanced Certificate in Accounting programs.

A library support statement was written for these two programs when they were originally approved in 1996.

It is also recognized that students have relied on course textbooks as their resources and will continue to do so under the proposed Certificate program. There is no specific supplementary readings or research projects that would demand library resources.

It will not be necessary to provide a detailed library statement for this course.

Sincerely,

A handwritten signature in black ink, appearing to read "Gina Matesic", written over a horizontal line.

Gina D. Matesic
Off-Campus Librarian

cc. J. Horner, Coordinator, Collections Management



Continuing Education

Advisory Committee – Terms of Reference

Certificate in Financial and Management Accounting

1. STATUS

- 1.1 The Advisory Committee for the Certificate Program in Financial and Management Accounting, is established by and reports to the Management, Professional and Community Programs (MPCP) Area, Continuing Education Division, The University of Manitoba.
- 1.2 These Terms of Reference are subject to periodic review/revision by MPCP.

2. PURPOSE

- 2.1 The purpose of the committee is to provide an advisory liaison function between the MPCP Area and other organizations, institutions and faculties as necessary:
 - 2.1.1 to ensure continuous development and revision of the Certificate Program in Financial and Management Accounting; and
 - 2.1.2 to advise on the development of related programs that might be undertaken by the MPCP Area.

3. COMPOSITION

- 3.1 The committee shall consist of:
 - the Certificate in Financial and Management Accounting Program Director;
 - representatives appointed from each of the following:

	<u>No. of Reps</u>
• Dept. of Accounting and Finance, I.H. Asper School of Business	1
• Society of Management Accountants of Manitoba (CMA)	1
• Industry Representatives	2
• Students currently registered in the program	1 - 2
 - other representatives may be added or deleted from time to time.
- 3.2 The MPCP Area Director and the I.H. Asper School of Business Associate Dean – Undergraduate Studies, are ex-officio members of the committee.

(continued next page)

4. **TERMS OF OFFICE**

- 4.1 The term for committee members will normally be three (3) years. Terms may be renewed or shortened at the discretion of the MPCP Area.
- 4.2 Vacancies due to resignations (or graduation, in the case of student members), will be filled in accordance with the composition requirements of the committee.

5. **MEETINGS**

- 5.1 The committee will meet a minimum of once annually. Meetings will be at the call of the chair or on petition of the chair by at least three other Committee members.
- 5.2 Attendance by at least 60% of the committee membership shall represent a quorum.
- 5.3 The Program Director, MPCP Area shall chair committee meetings and will be responsible for providing agendas and minutes to committee members.
- 5.4 The chair will normally give at least two weeks advance notice of a meeting.
- 5.5 All committee members have equal voting privileges. As far as possible, the chair will attempt to remain impartial and abstain from voting. However, as a member of the committee, the chair has the right to vote and may choose to do so if his/her decision will affect the outcome. A tie vote will be considered a lost vote.

6. **FUNCTIONS OF THE ADVISORY COMMITTEE**

- 6.1 The committee shall assist in bringing to the attention of community members, the certificate program, seminars, workshops, courses and conferences in the field of accounting offered through the Continuing Education Division.

Committee members can accomplish this in a variety of ways:

- 6.1.1 by contributing names of potential registrants to existing mailing lists; and
 - 6.1.2 through personal promotion to colleagues and others who could benefit from participation, or from sponsoring registrants.
- 6.2 The committee shall advise on the need for course or program revisions.
- 6.3 The committee may advise on the design and development of related programs undertaken by the MPCP Area.

(continued next page)

- 6.4 The committee shall bring to the attention of the Program Director any factors likely to affect existing or future programs including:
 - 6.4.1 trends in accounting education and practice; and
 - 6.4.2 the existence of programs that duplicate those offered by the Area.
- 6.5 From time to time, the committee may be asked to assist in conducting program evaluations.
- 6.6 From time to time, the committee may be asked to assist in conducting needs assessments for current or proposed programs.
- 6.7 From time to time, the committee may be asked to assist in recruiting qualified instructors.

**** End of Document ****



UNIVERSITY
OF MANITOBA

Asper School of Business
Faculty of Management

62

Department of Accounting and Finance
181 Freedman Crescent
Winnipeg, Manitoba
Canada R3T 5V4
Telephone (204) 474-9362
Fax (204) 474-7545

DATE: November 13, 2003
TO: Jared Paisley – Continuing Education Division
FROM: David Stangeland – I.H. Asper School of Business
SUBJECT: **Certificate in Financial and Management Accounting
Degree-Credit Equivalencies**

As a result of our recent review of course outlines in the proposed Certificate in Financial and Management Accounting program, we are prepared to offer the following degree-credit equivalencies to Continuing Education Division students enrolling in the I.H. Asper School of Business:

Accounting Certificate Course	Corresponding Degree-Credit Course
27001 Introductory Financial Accounting	009.110 Introductory Financial Accounting
27002 Business Finance	009.220 Corporation Finance
27034 Financial Reporting I	*
27035 Introductory Management Accounting, and 27039 Cost Accounting	009.111 Introductory Managerial Accounting
27037 Financial Reporting II	*
27039 Cost Accounting	009.304 Cost Accounting
27041 Management Information Systems	009.200 Information Systems for Management

The following conditions will apply:

1. Students must attain a minimum "B" grade in each accounting certificate course transferred for degree credit.
2. Courses must have been completed within 10 years of applying for degree credit.

* Note: Equivalencies for Financial Reporting I & II will be considered in the future, pending a review of revised course outlines.

David A. Stangeland

David A. Stangeland, CMA, PhD
Head, Department of Accounting and Finance

Jared Paisley

From: Smiley Cheng [smiley_cheng@umanitoba.ca]
Sent: Thursday, September 25, 2003 3:21 PM
To: Jared Paisley
Subject: Review

Dear Jared:

I received the package of information about the Certificate Courses in Finance & Mgmt Accounting. After examining the course content of the Business Statistics course (#27036 03-01), I would grant this course the equivalence of our 005.100 course only (I can't attach any minimum grade requirement -- as long as the student passes the course from our view point.) Hope that this is useful to you.

Smiley

--

Smiley W. Cheng
Professor & Head
Department of Statistics
University of Manitoba
Winnipeg, Manitoba
Canada R3T 2N2
Tel: (204)-474-8172 (or 6040, or 9826)
Fax: (204)-474-7621
E-mail: smiley_cheng@umanitoba.ca

DATE: December 2, 2003
TO: Jared Paisley – Continuing Education Division
FROM: Tom Nesmith - Faculty of Arts
SUBJECT: Certificate in Financial and Management Accounting
Degree-Credit Equivalencies

In accordance with Section 4.12 of the Admissions Section of the University of Manitoba Undergraduate Calendar, the Faculty of Arts is prepared to consider advance standing of up to 24 credit hours for graduates of the Continuing Education Division's Certificate in Financial and Management Accounting, with respect to the following courses:

Accounting Certificate Course	Corresponding Degree-Credit Course	Credit Hours
27001 Intro Financial Accounting	009.110 Introductory Financial Accounting	3
27002 Business Finance	009.220 Corporation Finance	3
27034 Financial Reporting I	009.201 Intermediate Accounting – Assets*	3
27035 Intro Mgmt Accounting, and 27039 Cost Accounting	009.111 Introductory Managerial Accounting	3
27036 Business Statistics	005.100 Basic Statistical Analysis 1	3
27037 Financial Reporting II	009.202 Intermediate Accounting – Equities*	3
27039 Cost Accounting	009.304 Cost Accounting	3
27041 Mgmt Information Systems	009.200 Information Systems for Mgmt	3
		24

The following conditions will apply:

1. Students must be graduates of the certificate program, with a minimum overall GPA of 2.5.
2. Students must attain a minimum "B" grade in each certificate course transferred for credit.
3. Certificate courses must be completed within 10 years of applying for degree credit.
4. Students must be admitted to the Faculty of Arts.

* Note: The Continuing Education Division is currently negotiating degree-credit with the I.H. Asper School of Business, for courses 27034 and 27037. Degree credit for these courses will be considered by the Faculty of Arts, pending final approval by the Department of Accounting and Finance.



Tom Nesmith
Associate Dean



Continuing Education

Certificate in Financial and Management Accounting

The following transfer credit arrangements are in place with Athabasca University:

University of Athabasca Transfer Credit

Certificate Course No.	Certificate Course Name	Athabasca Course No.	Athabasca Course Name	Credit Hours
27001	Intro. Financial Accounting	ACCT 253	Intro. Financial Accounting	3
27002	Business Finance	FNCE 3XX	Unallocated Finance Credit	3
27033	Economics: Concepts & Policies	ECON 2XX	Unallocated Economics Credit	3
27034	Financial Reporting I	ACCT 351	Intermediate Financial Acct. I	3
27035	Intro. Management Accounting	ACCT 355	Cost Analysis	3
27036	Business Statistics	MGSC 301	Statistics for Business & Econ. I	3
27037	Financial Reporting II	ACCT 352	Intermediate Financial Acct. II	3
27039	Cost Accounting	ACCT 356	Strategic & Competitive Analysis	3
27041	Mgmt. Information Systems	CMIS 351	Mgmt. Information Systems	3
				27



UNIVERSITY
OF MANITOBA

Continuing Education Division

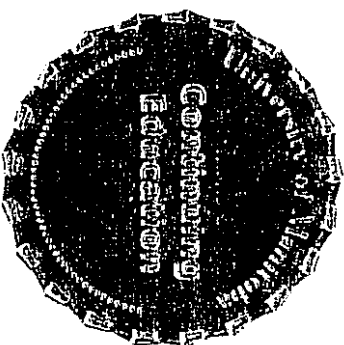
hereby certifies that on this day, the 12th of June, 2003

Student Name

has successfully completed the certificate program in

Financial and Management Accounting

Dean, Continuing Education Division



IN MEMORIAM

Fr. Joseph Vincent Driscoll, sj,

The University of Manitoba joins the Jesuits in mourning the death and in celebrating the life of Fr. Joseph Vincent Driscoll who died suddenly at St. Ignatius Parish Rectory on Sunday, December 14, 2003 in the 88th year of his life, 71 of which were spent in the Society of Jesus. The third son of William Francis Driscoll and Elizabeth Frances (Lilly) Morrissey, he was born in Cambridge, Massachusetts, USA in 1916 and first encountered the Jesuits at Boston College High School where he graduated in 1933.

Experiencing a call to be a Jesuit priest himself, he entered the novitiate in Guelph, Ontario immediately after high school. As a young Jesuit, he completed programs at Guelph and Toronto, taught at Regiopolis College in Kingston, and was ordained a priest in 1946. He returned to work in Regiopolis in 1947 and also served as chaplain of the Royal Military College in Kingston and as a Director of the St. Joseph's College of Nursing.

In 1959, Fr. Driscoll was transferred to Winnipeg, and with the exception of some summers spent in graduate studies at the Catholic University of America in Washington, D.C., he spent the rest of his life devoting his time, talent, and spirit to the people of Manitoba. He was a presence at St. Paul's College, serving as chaplain and animator of numerous student activities from 1959-63, Rector from 1981-84, a founding Director of the College Foundation from 1999, and chaplain of the Alumni and Friends Association in the last year of his life. He also served as Rector of St. Paul's High School, Pastor of St. John Brebeuf Parish, a Director of the Misericordia and St. Boniface Schools of Nursing, coordinator of the 1984 papal visit to Manitoba, on the marriage tribunal of the Archdiocese of Winnipeg, and as archivist of the Archdiocese. In the wider community, he was a member of B'Nai Brith, the Mayor Norrie Award Committee, and the Rotary Club of Fort Garry. Fr. Driscoll was given honorary awards by St. Paul's High School and by the Alumni and Friends Association of St. Paul's College.

Although short in stature, Fr. Driscoll was a towering and beloved figure in this city and province. Generations of students learned from him, and he kept in touch with many of them and their friends through his cards, letters, and visits. A legendary preacher and friend, he will be greatly missed.

In Memoriam

Gordon Harland
Department of Religion

Gordon Harland was born in Treherne, Manitoba, on December 27th, 1920. He received the B.A. degree from the University of Manitoba in 1942, and the B.D. from United College in 1945. The eager and able theology student was invited to become first an Instructor, and after only one year, Assistant Professor, in Church History and Systematic Theology, at United College, where he taught for ten years, before leaving to enroll in a doctoral program at Drew University in Madison, New Jersey. In 1959 he received the Ph.D. from Drew University for a thesis on "Love and Justice in the Thought of Reinhold Niebuhr." This work led to the publication of *The Thought of Reinhold Niebuhr* (Oxford University Press, 1960), long considered a standard work on the important American Protestant theologian. In 1956 Gordon Harland had joined the faculty at Drew, and he remained there until 1968, ultimately reaching the rank of Full Professor.

In 1968 Dr. Harland became the founding Head of the Department of Religion at the University of Manitoba. In 1971 he returned briefly to the United States, where he joined the Department of Religion at Pennsylvania State University to help establish their graduate program.. He returned to the University of Manitoba in 1973, and he was again appointed Head of Religion in 1980, serving with distinction until 1986. At that time Dean John Finlay commented on the Department's impressive record of high quality scholarship, strong teaching and exemplary service: "Such excellence does not simply happen. It happens because a Head attracts good candidates, sees that they are appointed, and given a supportive environment. The Head establishes, above all by personal example, a commitment to the humane pursuit of excellence in all its intellectual manifestations. The Head champions his Department, while at the same time recognizing that wider Faculty concerns have to be acknowledged. All this you have done, and done beautifully. . . . you have won the respect, admiration, and love of your colleagues, both Departmental and community wide. I join in paying tribute to your leadership."

Dr. Harland published widely in Reformation Christianity, Canadian and American Protestantism, contemporary Christian theology, and evangelicalism, as well as on such figures as Niebuhr, Paul Tillich, John Wesley, and John Mark King. He was a well-known and respected lecturer in Canada and the United States. Amongst the highlights of his career was his visiting appointment in 1986-87 to the newly-created Chair for Christian Thought at the University of Calgary and the invitation from President Jimmy Carter to lecture at the Carter Center of Emory University. As a teacher, Dr. Harland was always held in high esteem, and in 1978 he received the Olive Beatrice Stanton Award for Excellence in Teaching at the University of Manitoba. During his distinguished career he was awarded two honorary degrees: from the University of Winnipeg in 1976 and from Queen's University in 1989. The Vice-Chancellor of Queen's University, in a letter announcing the award, called Gordon Harland "one of the most distinguished Canadian theologians of the last several decades." Upon his retirement in 1990, he was appointed Senior Scholar, and then Professor Emeritus in 1991. He remained active to the end as a scholar and teacher, and steadfast in his support of students and colleagues.

IN MEMORIAM

The Reverend Canon Dr. Laurence Frank Wilmot

Warden Emeritus, St John's College

Born April 27, 1907

Died December 13, 2003

It is with great sadness that we announce the passing of The Reverend Canon Dr. Laurence Frank Wilmot, M.C., C.D., M.A., D.D. Warden Emeritus of St. John's College, on December 13, 2003. Laurie was born and received his early education in western Manitoba, before coming to the University of Manitoba to complete one year in a pre-engineering program. He then moved to St John's College, where he graduated in 1931 with a Bachelor of Arts and Licentiate in Theology. He was ordained a priest in 1932 and served in ministries within Manitoba until 1942 when he was appointed a chaplain in the Canadian Army in active service.

Hon. Captain Wilmot served in Montreal, Sussex camp, NB, and Halifax before sailing to England with the No. 2 Canadian General Hospital in September 1943. From there, he trained in Algeria and was posted to Italy, where he became Chaplain to the West Nova Scotia Regiment, 3rd Brigade, 1st Canadian division, stationed on what was known as the Arielli Front. The Padre was awarded the Military Cross for his action in organizing and directing the evacuation of wounded from a mine riddled battle field during the Canadian Corps attack on the main Gothic Line defenses at the Foglia River. After retiring from the army in 1946, Rev. Wilmot served in a number of educational and ministry posts until 1950.

In September of 1950, Canon Wilmot was offered and accepted the Wardenship of St. John's College, an office in which he served for 11 years. At the time that he was appointed Warden, St John's College was in imminent danger of having to close, due to lack of funding. Under Laurie Wilmot's leadership however, St. John's College strengthened its faculties of Arts and Theology and mounted a major capital campaign that allowed it to move to newly constructed premises on the Fort Garry campus in 1958.

After leaving St John's, Laurie studied at Oxford and worked in England, the United States and in Ontario. He returned to Manitoba in 1973 and, over the next 30 years provided leadership, support and assistance to the Diocese of Rupert's Land and St John's College.

Dr. Wilmot earned an M.A. in Philosophy from the University of Manitoba in 1963 and his thesis "Whitehead and God: Prolegomena to Theological Reconstruction" was published by the Wilfred Laurier Press in 1979. He received a second Master's degree in History in 1979. His thesis uncovered documentation disclosing that the University of Manitoba was founded in 1877 in response to an ultimatum delivered to the Lieutenant Governor Alexander Morris by the Bishop Robert Machray on February 28, 1876.

Rev. Wilmot was awarded an honorary Doctor of Divinity by Trinity College, University of Toronto, in 1959 and a Doctor of Divinity (Honoris Causa) by St John's College in 1968. He was made an Honorary Fellow of St John's College in 1980 and was named Warden Emeritus in 1990.

In 2002, at the age of 95, Laurie published his book "The St John's College Story: A Documentary" which was a fascinating account of his 11 years as Warden of St John's College. This fall, Laurie's book "Through the Hitler Line: Memoirs of an Infantry Chaplain" was published and is already sold out.

The Rev. Dr. Canon Laurence Wilmot was predeceased by Hope, his wife of 54 years. He leaves to mourn his passing his wife Grace Nunn; children, Laurence, Louise and Hope Wilmot; stepchildren, Cyndy Shaw and Randy Nunn; his sister Kathleen MacKay; and brothers, Archie and Walter; eight grandchildren, 15 great-grandchildren and all of those who benefited from his commitment to education and spiritual formation, as well as his kind and generous spirit. He will be greatly missed.



UNIVERSITY
OF MANITOBA

Office of the President

70
202 Administration Building
Winnipeg, Manitoba
Canada R3T 2N2
Fax (204) 275-7925

January 6, 2004

To: Mr. Jeff Leclerc, Acting University Secretary

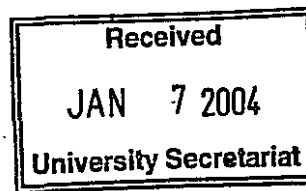
From: Dr. Emőke J. E. Szathmáry, President and Vice-Chancellor *Emőke*

SUBJECT: Annual Report of the University Discipline Committee

Attached is a copy of the Report of the University Discipline Committee for the period September 1, 2002 to August 31, 2003 which was submitted by Dr. Ruth E. Berry, Acting Chair.

I would appreciate your providing a copy of this report to members of Senate for information at the next scheduled Senate meeting. You will note that Dr. Berry has offered to attend Senate to answer any questions. I would ask you to extend an invitation to Dr. Berry to attend the meeting at which the Report will be considered.

/hld





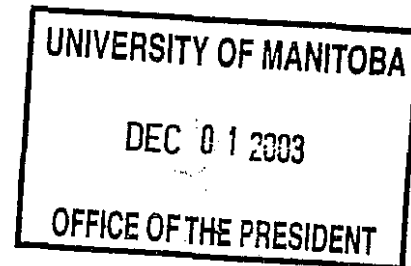
UNIVERSITY
OF MANITOBA

Office of the University Secretary

71
312 Administration Building
Winnipeg, Manitoba
Canada R3T 2N2
Telephone (204) 474-9593
Fax (204) 474-7511

December 01, 2003

Dr. E. J. E. Szathmáry
President
University of Manitoba
Room 200, Administration Building



Dear Dr. Szathmáry:

In accordance with the Student Discipline By-Law, I hereby submit the Annual Report of the University Discipline Committee (UDC) for the period September 1, 2002, to August 31, 2003. The attached Report on University Discipline cases summarizes all offenses and dispositions reported to me.

The Committee has continued to produce its report in chart format, and we have maintained the two major divisions, the first dealing with varying forms of "Academic Dishonesty" and the second addressing disciplinary matters which involve "Inappropriate Behaviour." Within each of the two major categories, like disciplinary matters have been grouped together for easier reference. Further, we have provided two graphs which offer a visual overview of disciplinary matters. Given that the graphs only span five years, they still remain of limited value for purposes of comparison.

I would make the following observations concerning the report's contents:

- 1) I would note that this report summarizes the disciplinary actions taken by the University of Manitoba. In the cases of more serious infractions, actions may have been also taken by outside authorities where appropriate.
- 2) In the category of "Plagiarism" within "Part 1, Academic Dishonesty" it may be noted that in 1999-2000, there were 11 instances of plagiarism with just three of them involving the Internet. In 2000-2001, nine of the 14 plagiarism infractions were Internet related. In 2001-2002, 12 of the 37 plagiarism infractions were Internet related. In 2002-2003 the number of plagiarism incidents has increased to 47 with 16 being Internet related. This category bears watching to see if the increase in this form of plagiarism is actually signaling the beginning of a trend.
- 3) In the category of "Computer Related Incidents" within "Part 2, Inappropriate Behaviour" there were 133 and 119 incidents respectively for years 1998-1999 and 1999-2000. There was an increase in the number of incidents in 2000-2001 with 524, and a decrease to 365 in 2001-2002. In 2002-2003 the number of incidents has greatly decreased to 111. The Computer Security Co-ordinator has advised one reason for the decrease is the more advanced anti-virus programs being utilized on Campus.

- 4) In relation to the total number of recorded discipline incidents related to the total number of students at the University for each of the past five years, it may be observed that the number of students has increased over the years, but it appears that the numbers of discipline cases recorded have remained relatively constant. It may be noted that there is a decrease in the total number of incidents this year although student enrolment has increased. This decrease in incidents is related to the decrease in "Computer Related Offenses" which has been discussed in above paragraph. See the following table:

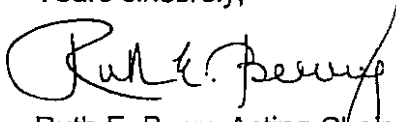
Total Number of Recorded Discipline Incidents in Relation to Total Number of Students

Year	Total # of incidents of Academic Dishonesty and Inappropriate Behaviour	Total # of students at The University of Manitoba	Percentage
1998-1999	248	21,098	1.2%
1999-2000	242	21,124	1.1%
2000-2001	658	21,978	3.0%
2001-2002	590	23,618	2.5%
2002-2003	387	24,981	1.6%

As in past years, I would again request that this letter and the accompanying Annual Report be circulated to those individuals who have occasion to be concerned with disciplinary matters. The publicity provided to disciplinary actions continues to be an important vehicle for contributing to greater uniformity in the treatment and disposition of disciplinary matters across the University.

It has been your practice to provide a copy of the Report of the University Discipline Committee to members of Senate and the Board of Governors for their information. Should you choose to continue this practice, I would be prepared to attend the Senate meeting at the time this Report is presented and to speak to it, if called upon to do so.

Yours sincerely,



Ruth E. Berry, Acting Chair
University Discipline Committee.

RB/mms

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE

September 1, 2002 to August 31, 2003Part 1, Academic Dishonesty

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Academic/ Scientific fraud	3	Cheated on assignments by copying another student's work	(1) Instructor and/or head talked to the students; (2) Grade of '0' on assignment	Department Head	None	None	Not sought	N/A	N/A	N/A
	1	Bibliography fraud	Grade of '0' on term paper	Department Head	None	None	Not sought	N/A	N/A	N/A
	1	Plagiarized Writing Sample	Application terminated	Dean	None	None	Not sought	N/A	N/A	N/A
Application Fraud	1	Fraudulent transcripts	Expelled from the Faculty	Dean	None	None	Not sought	N/A	N/A	N/A
	1	Fraudulent transcripts	(1) Expelled from the Faculty; (2) Subsequent application terminated	Dean	None	None	Not sought	N/A	N/A	N/A
	1	Fraudulent transcripts	Expelled from Faculty	Dean	None	None	Faculty Appeals Committee	(1) Admission revoked; (2) Courses and grades deleted; (3) Comment on transcript for 2 years	N/A	N/A

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ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE

September 1, 2002 to August 31, 2003

Part 1, Academic Dishonesty

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Application Fraud (continued)	12	Admission application fraud	Notation added to transcript to record incident of fraud	Director, Enrolment Services	Apology /explanation	None	Not sought	N/A	N/A	N/A
	1	Admission application fraud	Notation added to transcript to record incident of fraud	Director, Enrolment Services	Medical documentation provided	None	Not sought	N/A	N/A	N/A
	1	Admission application fraud	(1) No transfer credit permitted; (2) May challenge for credit	Director, Enrolment Services	Apology /explanation provided	None	Not sought	N/A	N/A	N/A
	1	Admission application fraud	Notation added to transcript to record incident of fraud	Director, Enrolment Services	(1) Error in transcript form University of Winnipeg; (2) Request for moderate penalty from Unit Head	None	Not sought	N/A	N/A	N/A
	1	Admission application fraud	(1) Suspension from September 1, 2003 to April 30, 2004; (2) Notation on file to record incident of fraud	Director, Enrolment Services	None	None	Not sought	N/A	N/A	N/A

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September 1, 2002 to August 31, 2003

Part 1, Academic Dishonesty

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Cheating on Mid-Term Test	1	Facilitated copying during quiz	(1) Grade of 'F' in course; (2) Required to write letter of apology to instructor; (3) Notation on transcript (may be removed after 1 year)	Dean	Apology expressed	None	Not sought	N/A	N/A	N/A
	1	Copied answers during quiz	(1) Grade of 'F' in course; (2) Required to write letter of apology to instructor; (3) Notation on transcript (may be removed after 1 Year)	Dean	Apology expressed	None	Not sought	N/A	N/A	N/A
	1	Copied answers during mid-term	(1) Grade of 'F' in course; (2) Barred from taking faculty courses during Summer Session; (3) Transcript notation (may be removed after 1 year)	Dean	Expressed regret	None	LDC (withdrew appeal prior to hearing)	N/A	N/A	N/A

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Part 1, Academic Dishonesty

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Cheating on Mid - Term Test (continued)	1	Unauthorized materials in mid-term	(1) Grade of 'F' in course; (2) Barred from taking faculty courses during Summer session; (3) Transcript notation (May be removed 1 term prior to graduation)	Dean	Admitted guilt	None	Not sought	N/A	N/A	N/A
	1	Unauthorized materials on mid-term	(1) Grade of 'F' in course; (2) Barred from taking faculty courses for 1 year; (3) Notation on transcript indicating 2 nd offense (may be removed 1 term prior to graduation)	Dean	None	Second Offense	Not sought	N/A	N/A	N/A

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ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE

September 1, 2002 to August 31, 2003

Part 1, Academic Dishonesty

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Cheating on Mid -Term Test (continued)	1	Copied answers during mid-term	(1) Grade of 'F' in course; (2) Barred from taking courses Fall term; (3) Notation on transcript (may be removed after 1 year)	Dean	Admitted guilt	None	LDC	Dean's Penalty upheld	UDC	(1) Grade of 'F' in course; (2) Barred from taking faculty courses during Summer term; (3) Notation on transcript (may be removed Sept /05)
	1	Unauthorized materials during a test	(1) Grade of 'F' in course; (2) A notation in transcript; (3) No further registration in courses offered by the teaching unit until January 2004; (4) Suspension from registration in courses offered by unit of registration from September 1, 2003 to April 30, 2004	Dean of teaching unit and Dean of unit of registration	None	(1) Previous academic dishonesty; (2) Denied using crib notes	Not sought	N/A	N/A	N/A

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September 1, 2002 to August 31, 2003

Part 1, Academic Dishonesty

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Cheating on Mid - Term Test (continued)	1	Cheated - suspicion of having written notes on hand - would not show hand to invigilator	Grade 'F' on test	Instructor and Department Head	None	Student denied 'would not show hand to the invigilator'	None	N/A	N/A	N/A
	1	Brought in unauthorized material to use when taking test	(1) Grade of 'F' on test; (2) Letter of apology to Professor	Department Head	None	None	None	N/A	N/A	N/A
	1	Cheated on final exam	(1) Grade of 'F' on final exam; (2) 2 year suspension	Dean	Personal compassionate circumstances	Lied to Dean	Not sought	N/A	N/A	N/A
Contravention of Examination Regulations	1	Student was found to have 'notes' in their possession during the writing of a final examination which were confiscated	(1) Grade of 'F' in the course; (2) Suspended from the faculty for a year	Dean	None	None	LDC	Appeal denied	UDC	on-going
	1	Prohibited materials in mid-term exam	Grade of '0' on mid-term	Dean	None	Denied using prohibited materials	Not sought	N/A	N/A	N/A

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ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE

September 1, 2002 to August 31, 2003

Part 1, Academic Dishonesty

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Contravention of Examination Regulations (continued)	3	Inappropriate behaviour during mid-term in direct violation of rules announced by invigilator	Grade of '0' on mid-term	Dean	Exchange students	None	Not sought	N/A	N/A	N/A
	1	Unauthorized materials in final exam	(1) Grade of 'F' in course; (2) Barred from taking faculty courses 1 term	Dean	Letter of apology	None	Not sought	N/A	N/A	N/A
	1	Copied answers during final exam	(1) Grade of 'F' in course; (2) Barred from taking faculty courses 1 term; (3) Notation on transcript (may be removed 1 term prior to graduation)	Dean	Apology given	None	Not sought	N/A	N/A	N/A
	1	Facilitates copying during the exam	(1) Grade of 'F' in course; (2) Barred from taking faculty courses 1 term; (3) Notation on transcript (may be removed 1 term prior to graduation)	Dean	Apology given	None	Not sought	N/A	N/A	N/A

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September 1, 2002 to August 31, 2003

Part 1, Academic Dishonesty

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Contravention of Examination Regulations (continued)	1	Copied answers during final exam	(1) Grade of 'F' in course; (2) Barred from taking faculty courses 1 term and Summer session; (3) Notation on transcript (May be removed 1 term prior to graduation)	Dean	(1) Under personal stress; (2) Expressed remorse	Initially denied offense when speaking with Associate Dean	LDC (withdrew appeal prior to hearing)	N/A	N/A	N/A
	1	Facilitated copying during final exam	(1) Grade of 'F' in course; (2) Barred from taking faculty courses 1 term and Summer session; (3) Notation on transcript (may be removed 1 term prior to graduation)	Dean	Expressed remorse	Initially denied offense when speaking to Associate Dean	LDC	(1) Grade of 'F' in course; (2) Barred from taking faculty courses 1 term; (3) Notation on transcript (may be removed 1 term prior to graduation)		
	3	Cheating on final exam	(1) Grade of 'F' and CW in course; (2) One year suspension from all courses in the Faculty	Associate Dean				N/A	N/A	N/A

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ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE

September 1, 2002 to August 31, 2003

Part 1, Academic Dishonesty

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Contravention of Examination Regulations (continued)	2	Report from Department of cheating during the final exam	(1) Final grade 'F' and CW in the course; (2) Suspension from the unit until January 5, 2004	Dean of teaching Faculty and Director of unit of registration	(1) Extreme pressure; (2) Sincere remorse			N/A	N/A	N/A
	1	Report from Department of cheating during the final exam	(1) Final grade 'F' and CW in the course; (2) Suspension from the unit until January 5, 2004	Dean of teaching Faculty	Sincere remorse			N/A	N/A	N/A
	1	Unauthorized use of materials during a final exam	(1) Grade 'F' on the final exam; (2) Grade of 'F' in the course	Acting Department Head			Dean of Faculty of registration	(1) Removal of penalties; (2) Instruction to Department to set and mark another final exam;		
	1	Report from department of use of unauthorized use of materials during a final exam	(1) Departmental allegation not upheld due to no clear evidence submitted; (2) Department directed to calculate a final grade	Dean of teaching Faculty	None	None	Not sought	N/A	N/A	N/A

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ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE

September 1, 2002 to August 31, 2003

Part 1, Academic Dishonesty

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Copying from Other Student's or submitted own Previous Work	2	Copied work from another student	Grade of '0' on assignment	Professor	None	None	Not sought	N/A	N/A	N/A
	1	Submitted another student's assignment	(1) Apology to student and instructor; (2) Complete another assignment	Department Head	None	None	Not sought	N/A	N/A	N/A
	2	Submitted identical assignments	(1) Apology to Professor; (2) Grade of '0' on assignment	Department Head	None	None	Not sought	N/A	N/A	N/A
	1	Submitted photocopy of another student's lab report	Grade of '0' on lab report	Department Head	None	None	Not sought	N/A	N/A	N/A
	1	Use of another student's work without permission of that student	Practical exam to replace design project	Department Head	(1) Responded to inquiry with honesty; (2) Potential graduate	None	Not sought	N/A	N/A	N/A

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September 1, 2002 to August 31, 2003

Part 1, Academic Dishonesty

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Forged Documentation	1	The student submitted a CPR card with expiry date altered to read 2003 instead of the correct 2002 date.	(1) Suspended for one term; (2) Required to submit a paper analyzing their behaviour in light of the Professional Body's Code of Ethics	Associate Dean	(1) Acknowledged unethical behaviour; (2) Identified personal stress; (3) Has sought counselling	None	Not sought	N/A	N/A	N/A
	1	Fraudulent medical certificate	(1) Notation on academic record "Found guilty of academic dishonesty on the submission of a fraudulent document"; (2) Letter of apology to medical doctor	Associate Dean	Said it was done as a prank	None	LDC	Outstanding	—	—
Impersonation	1	Student marked three of their own assignments	Grade of '0' for each assignment	Associate Head	None	None	Not sought	N/A	N/A	N/A
	1	Another person wrote quiz	Grade of 'F' in course	Department Head	None	None	Not sought	N/A	N/A	N/A
	1	Another person wrote mid-term	(1) Grade of 'F' and CW in course; (2) Suspended from Faculty courses for one year	Associate Dean	None	None	Not sought	N/A	N/A	N/A

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September 1, 2002 to August 31, 2003

Part 1, Academic Dishonesty

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Inappropriate Collaboration	3	Three students turned in an assignment that reflected more collaboration than instructed.	Students were required to redo the assignment adhering to the guidelines for independent work as described in the course syllabus with a restriction on the grade.	Associate Dean	(1) Explained misinterpretation (2) Assumed responsibility.	None	Not sought	N/A	N/A	N/A
	1	Shared their work with others	Grade of '0' on assignment	Dean	Primary author of work	None	Not sought	N/A	N/A	N/A
	2	Submitted work of another student for their assignment	(1) Grade of '0' on assignment; (2) Grade of '0' on another assignment (1 student subsequently "VW'd" course)	Dean	None	None	Not sought	N/A	N/A	N/A

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Part 1, Academic Dishonesty

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Inappropriate Collaboration (continued)	1	Inappropriate collaboration on assignment	(1) Grade of '0' on assignment; (2) Notation on transcript (may be removed 1 term prior to graduation)	Head of Department offering course and Dean of Faculty student registered in	None	None	Not sought	N/A	N/A	N/A
	1	Inappropriate collaboration on assignment	(1) Grade of '0' on assignment; (2) Grade '0' on second assignment; (3) Notation on transcript (may be removed 1 term prior to graduation)	Head of Department offering course and Dean of Faculty student registered in	None	None	Not sought	N/A	N/A	N/A
	2	Inappropriate collaboration on assignment	(1) Barred from taking faculty courses for 1 term; (2) Notation on transcript; (3) Cautioned any further offense would result in permanent suspension from Faculty	Dean	None	Second offense in 3 months	Not sought	N/A	N/A	N/A

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September 1, 2002 to August 31, 2003

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Inappropriate Collaboration (continued)	42	Duplication of one or more assignments	Grade of '0' for assignments	Department Head	None	None	Not sought	N/A	N/A	N/A
	1	Duplication of assignment	(1) Grade of 'F' in course (2) Not allowed to take Department courses for two years	Department Head	None	Second Offense	Not sought	N/A	N/A	N/A
	2	Duplication of project	(1) Grade of 'F' in course (2) Not allowed to take Department courses for one year	Department Head	None	None	Not sought	N/A	N/A	N/A
Plagiarism	9	Duplication of assignment	(1) Grade of '0' for one assignment (2) Plus highest other assignment mark changed to a '0' at the end of the year	Department Head	None	None	Not sought	N/A	N/A	N/A
	1	Paper copied from on-line source, minor modification	(1) Grade of 'F' for paper, (2) Grade of 'F' in course, (3) Compulsory VW classification	Acting Department Head	None	None	Not sought	N/A	N/A	N/A

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Plagiarism (continued)	1	Plagiarized from the Internet	(1) Grade of 'F' in course; (2) Expulsion from the course	Acting Department Head	Denial	None	Not sought	N/A	N/A	N/A
	2	Copying from literary sources without citing	Grade of 'F' for assignment	Acting Department Head	Apologetic	None	Not sought	N/A	N/A	N/A
	1	Unacknowledged use of quotations and sources in the submission of an essay	(1) Grade of 'F' on essay; (2) Grade of 'F' "CW" in the course	Acting Unit Coordinator	None	None	Dean	Penalties assigned by the Acting Unit Coordinator upheld	N/A	N/A
	1	Unacknowledged use of quotations and sources in the submission of an essay	(1) Grade of 'F' on essay; (2) Grade of 'F' "CW" in the course	Acting Department Head	None	None	Dean of teaching unit and unit of Registration	Penalties assigned by the Acting Department Head upheld	N/A	N/A
	1	Unacknowledged use of quotations from the Internet	(1) Grade of 'O' on the essay; (2) Final grade of 'F' in the course	Department Head	None	The finished version of the paper, submitted at the hearing, still contained plagiarized material	Not sought	N/A	N/A	N/A

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Plagiarism (continued)	1	Unacknowledged use of quotations from a published source	Student advised to submit for grading another essay or receive an 'F' on the paper	Department Head	Did not appear to have knowingly engaged in academic dishonesty	None	Not sought	N/A	N/A	N/A
	1	Unacknowledged use of quotations from the Internet	(1) Grade of 'F' on the essay; (2) Grade of 'F' in the course	Department Head	Admission of guilt	None	Not sought	N/A	N/A	N/A
	5	Unacknowledged use of quotations from the Internet	(1) Grade of 'F' on the essay; (2) Grade of 'F' in the course	Department Head	None	None	Not sought	N/A	N/A	N/A
	1	Unacknowledged use of quotations from the Internet	(1) Grade of 'F' on the essay (2) Final grade of 'F' in the course	Department Head	The student did not seem to understand clearly what plagiarism is	None	Not sought	N/A	N/A	N/A
	1	Unacknowledged use of quotations from the Internet	(1) Grade of 'F' on the essay (2) Final grade of 'F' in the course	Department Head	Contradictory statements made by the student	None	Not sought	N/A	N/A	N/A

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Part 1, Academic Dishonesty

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Plagiarism (continued)	1	Unacknowledged use of quotations from the Internet	(1) Grade of 'F' in the term paper (2) Final grade of 'F' in the course	Department Head	None	None	Not sought	N/A	N/A	N/A
	1	Computer generated assignment assistance	Practical exam to replace design project	Department Head	(1) No evidence of intention to deceive; (2) Potential graduate	None	Not sought	N/A	N/A	N/A
	2	Final Essay submitted with plagiarism from Internet	Grade of 'D' on assignment	Professor	None	None	Not sought	N/A	N/A	N/A
	1	(1) Plagiarism in essay, allowed to do a second essay (2) Plagiarism on second essay	(1) Grade of 'F' on paper; (2) Grade of 'F' in course and 'CW' on transcript; (3) Suspension from departmental courses until end of 2003/2004 session	Department Head	None	Repeat offender	Not sought	N/A	N/A	N/A
	1	Substantial copying of an essay from a source on the Internet	(1) Grade of 'F' on paper; (2) Grade of 'F' in course	Department Head	None	None	Not sought	N/A	N/A	N/A

Notes: Where large numbers of students are noted above, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.

OSA = Office of Student Advocacy

Examples of mitigating factors include the student's being apologetic or under extreme stress, etc. Examples of aggravating factors can include denial in the face of clear evidence, lack of regret, etc.

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE

September 1, 2002 to August 31, 2003

Part 1, Academic Dishonesty

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism (continued)	1	Essay failed to adequately indicate which parts were being quoted/cited	Permission to re-write with one grade penalty	Instructor with agreement of Department Head	Ignorance	None	Not sought	N/A	N/A	N/A
	1	Plagiarism in essay	(1) Grade of 'F' on paper, (2) Grade of 'F' in course	Professor	None	None	Not sought	N/A	N/A	N/A
	1	Significant % of submitted paper came from published material	(1) Apology to Professor, (2) Grade of 'F' on assignment	Department Head	None	None	Not sought	N/A	N/A	N/A
	1	50% of paper came from published paper	Grade of 'F' on assignment	Department Head	None	None	Not sought	N/A	N/A	N/A
	2	Significant % of submitted paper came from published material	Grade of '0' on paper	Department Head	None	None	Not sought	N/A	N/A	N/A

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ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE

September 1, 2002 to August 31, 2003

Part 1, Academic Dishonesty

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism (continued)	1	Significant % of submitted paper came from published material	Grade of 'F' in the course	Department Head	None	None	Not sought	N/A	N/A	N/A
	1	Plagiarism on an assignment	(1) Grade of 'F' on assignment; (2) Notation on transcript for 6 months	Dean	None	None	Not sought	N/A	N/A	N/A
	1	Plagiarized writing sample for Fellowship	Expelled from the Faculty	Dean	None	None	Not sought	N/A	N/A	N/A
	1	Poor citation	Grade of 'F' in course	Dean	None	Student had already been penalized for copying another student's work in a separate incident	Not sought	N/A	N/A	N/A
	3	Copied sections from text book on group project	Grade of 'D' on assignment	Dean	None	None	Not sought	N/A	N/A	N/A

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ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE

September 1, 2002 to August 31, 2003

Part 1, Academic Dishonesty

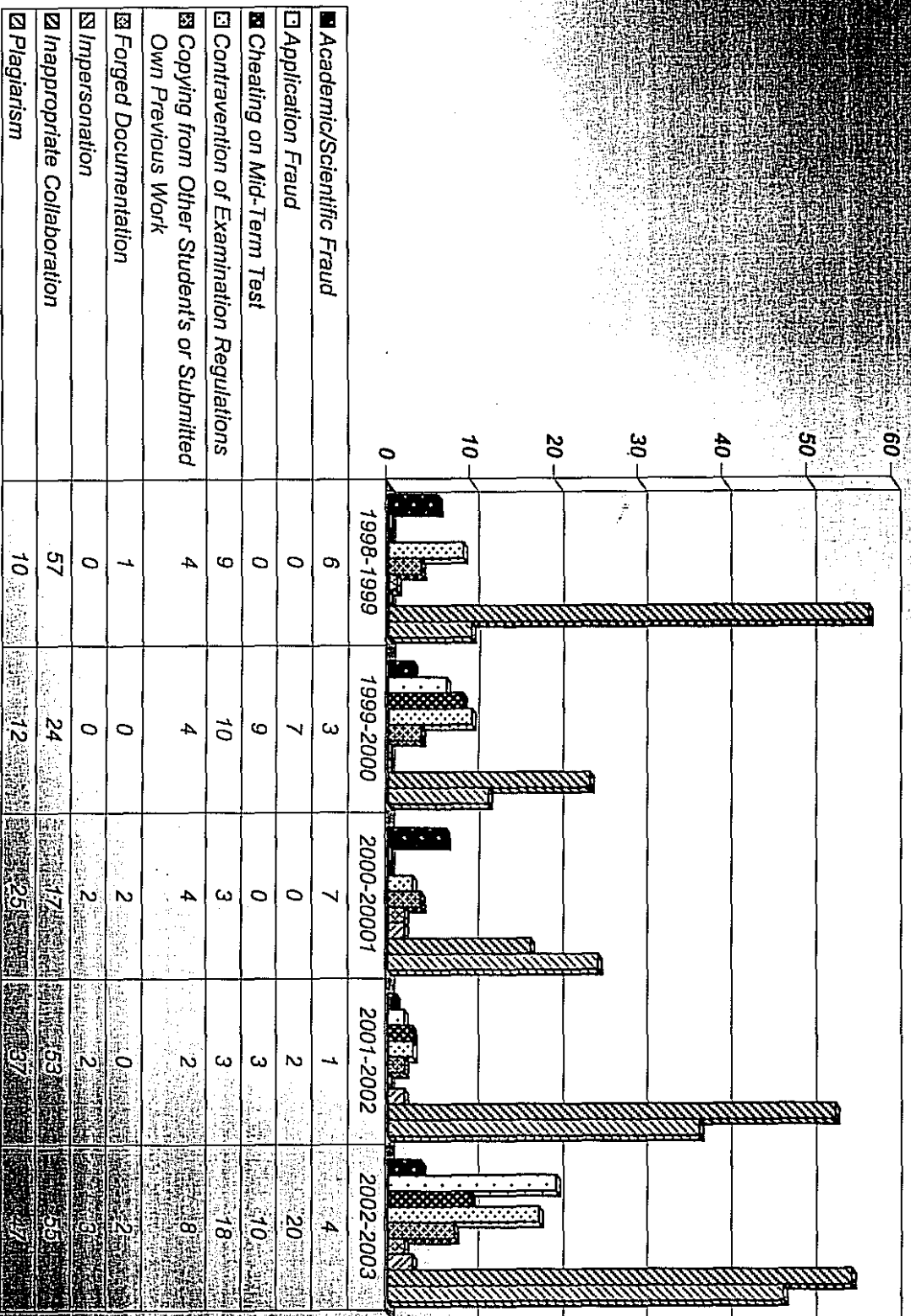
Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism (continued)	2	Failure to adequately cite sources	Grade of 'F' on assignment	Department Head	None	None	Not sought	N/A	N/A	N/A
	1	Failure to adequately cite sources and inappropriate use of the Internet	(1) Expelled from course (2) Grade of 'F' and CW in course	Department Head	None	None	Not sought	N/A	N/A	N/A

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Part 1: Academic Dishonesty



ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE

September 1, 2002 to August 31, 2003

Part 2, Inappropriate Behaviour

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition
Breach of Residence Hall Regulations	2	Having alcohol in a public place - various instances	Formal warning	Director of Housing and Student Life	None	None	Not sought	N/A
	3	Having alcohol in a public place - various instances	\$25 fine	Director of Housing and Student Life	None	None	Not sought	N/A
	4	Having alcohol in a public place - various instances	\$25 fine	University College Disciplinary Board	None	None	Not sought	N/A
	4	Excessive noise - various instances	Formal warning	Director of Housing and Student Life	None	None	Not sought	N/A
	1	Excessive noise	Formal warning	University College Disciplinary Board	None	None	Not sought	N/A
	1	Excessive noise	\$25 fine	Director of Housing and Student Life	None	Student Leader	Not sought	N/A
	1	Excessive noise	\$25 fine	University College Disciplinary Board	None	Student Leader	Not sought	N/A
	10	Excessive noise - various instances	\$25 fine	Director of Housing and Student Life	None	None	Not sought	N/A

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ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE

September 1, 2002 to August 31, 2003

Part 2, Inappropriate Behaviour

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition
Breach of Residence Hall Regulations (continued)	2	Excessive noise - various instances	\$25 fine	University College Disciplinary Board	None	None	Not sought	N/A
	14	Excessive noise - various instances	\$25 fine	Director of Housing and Student Life	None	During quiet hour	Not sought	N/A
	8	Excessive noise - various instances	\$25 fine	University College Disciplinary Board	None	During quiet hour	Not sought	N/A
	2	Excessive noise - various instances	\$50 fine	Director of Housing and Student Life	None	Repeated offences	Not sought	N/A
	1	Excessive noise	\$50 fine	University College Disciplinary Board	None	Repeated offences	Not sought	N/A
	1	Excessive noise	\$50 fine	Director of Housing and Student Life	None	Student Leader with repeated offences	Not sought	N/A
	8	Smoking marijuana - various instances	Probation	Director of Housing and Student Life	None	None	Not sought	N/A
	4	Smoking marijuana - various instances	Banned from residence	Director of Housing and Student Life	None	Non-residents	Not sought	N/A

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ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEESeptember 1, 2002 to August 31, 2003Part 2, Inappropriate Behaviour

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition
Breach of Residence Hall Regulations (continued)	1	Rude and abusive to residence security staff	\$25 fine	Director of Housing and Student Life	None	None	Not sought	N/A
	1	Urinating inside a social	Banned from Residence	Director of Housing and Student Life	None	Non-Resident	Not sought	N/A
	1	Refusal to follow fine instructions	\$25 fine	Director of Housing and Student Life	None	Student Leader	Not sought	N/A
	1	Falsely pulling a fire alarm	Banned from residence	Director of Housing and Student Life	None	Non-resident	Not sought	N/A
	2	Vandalism - various instances	Banned from residence	Director of Housing and Student Life	None	Non-residents	Not sought	N/A
	1	Vandalism - various instances	Probation and \$300 in damages	University College Disciplinary Board	None	None	Not sought	N/A
	1	Cooking in a residence room	\$25 fine	University College Disciplinary Board	None	Student was using a propane stove	Not sought	N/A
	1	Harassment of 2 other residents	Expelled from residence and banned	Director of Housing and Student Life	None	None	Not sought	N/A

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ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE

September 1, 2002 to August 31, 2003

Part 2, Inappropriate Behaviour

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition
Breach of Residence Hall Regulations (continued)	1	Disruptive behaviour and damaging property	Cost of damage	Director of Housing and Student Life	None	None	Not sought	N/A
	4	Harassment of residents - various instances	Banned from residence	Director of Housing and Student Life	None	Non-residents	Not sought	N/A
	10	Using the inappropriate washroom - various instances	Formal warnings	Director of Housing and Student Life	None	None	Not sought	N/A
	1	Throwing items from a balcony - various instances	\$50 fine and probation	University College Disciplinary Board	None	None	Not sought	N/A
	1	Throwing items from a balcony - various instances	\$100	University College Disciplinary Board	None	Refused to comply with request	Not sought	N/A
	1	Throwing water bombs at a passerby	Expulsion from residence	Director of Housing and Student Life	None	None	LDC	\$100 fine and forty hours of community service
	1	Physical assault	Expulsion from residence	University College Disciplinary Board	Allowed to stay until end of exams since the term was ending	None	Not sought	N/A

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ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE

September 1, 2002 to August 31, 2003

Part 2, Inappropriate Behaviour

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition
Breach of Residence Hall Regulations (continued)	1	Disruptive behaviour causing damage	Cost of damages, probation and prohibited from drinking	Director of Housing and Student Life	None	None	Not sought	N/A
	2	Smoking in a non-smoking area- various instances	\$25 fine	University College Disciplinary Board	None	Repeat offenders	Not sought	N/A
	1	Shooting a paintball into another student's room	\$100 fine and probation	Director of Housing and Student Life	None	None	Not sought	N/A
	1	Candle left burning in a residence room	Formal warning	Director of Housing and Student Life	None	None	Not sought	N/A
	1	Verbal assault of floor mates	Probation, apologies and prohibited from drinking - used a restorative justice process	Director of Housing and Student Life	None	None	Not sought	N/A
Computer Related Incidents	1	Harassment of other residents	Expelled from residence and banned	Director of Housing and Student Life	None	None	Not sought	N/A
	66	Shared use	40W warned 26 Suspended	Computer Security Co-ordinator	None	None	Not sought	N/A
	37	Spreading Viruses	31 Warned 6 Suspended	Computer Security Co-ordinator	None	None	Not sought	N/A

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ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEESeptember 1, 2002 to August 31, 2003Part 2, Inappropriate Behaviour

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition
Computer Related Incidents (continued)	1	Email/newsgroup abuse - unsolicited email	Warned	Computer Security Co-ordinator	None	None	Not sought	N/A
	1	Email/newsgroup abuse - spam	Suspend	Computer Security Co-ordinator	None	None	Not sought	N/A
	3	Inappropriate process	3 warned	Computer Security Co-ordinator	None	None	Not sought	N/A
	2	Email stalking	No action taken	Computer Security Co-ordinator	None	None	Not sought	N/A
	1	Viewing pornography in an open area computer lab	Warned	Computer Security Co-ordinator	None	None	Not sought	N/A
Disorderly/Threatening Conduct	1	Charged: causing a disturbance resisting arrest and assault of a peace officer	Cannot attend campus where alcohol is served to Sep6/03; suspended 1 year; 100 hours community service; send apology letters	Vice-President (Administration) and Vice-Provost Student Affairs	None	None	Not sought	N/A
	1	Threats to faculty members	Banned from campus	Vice-President (Administration) and Vice-Provost Student Affairs	None	None	Not sought	N/A
Indecent Exposure	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE

September 1, 2002 to August 31, 2003

Part 2, Inappropriate Behaviour

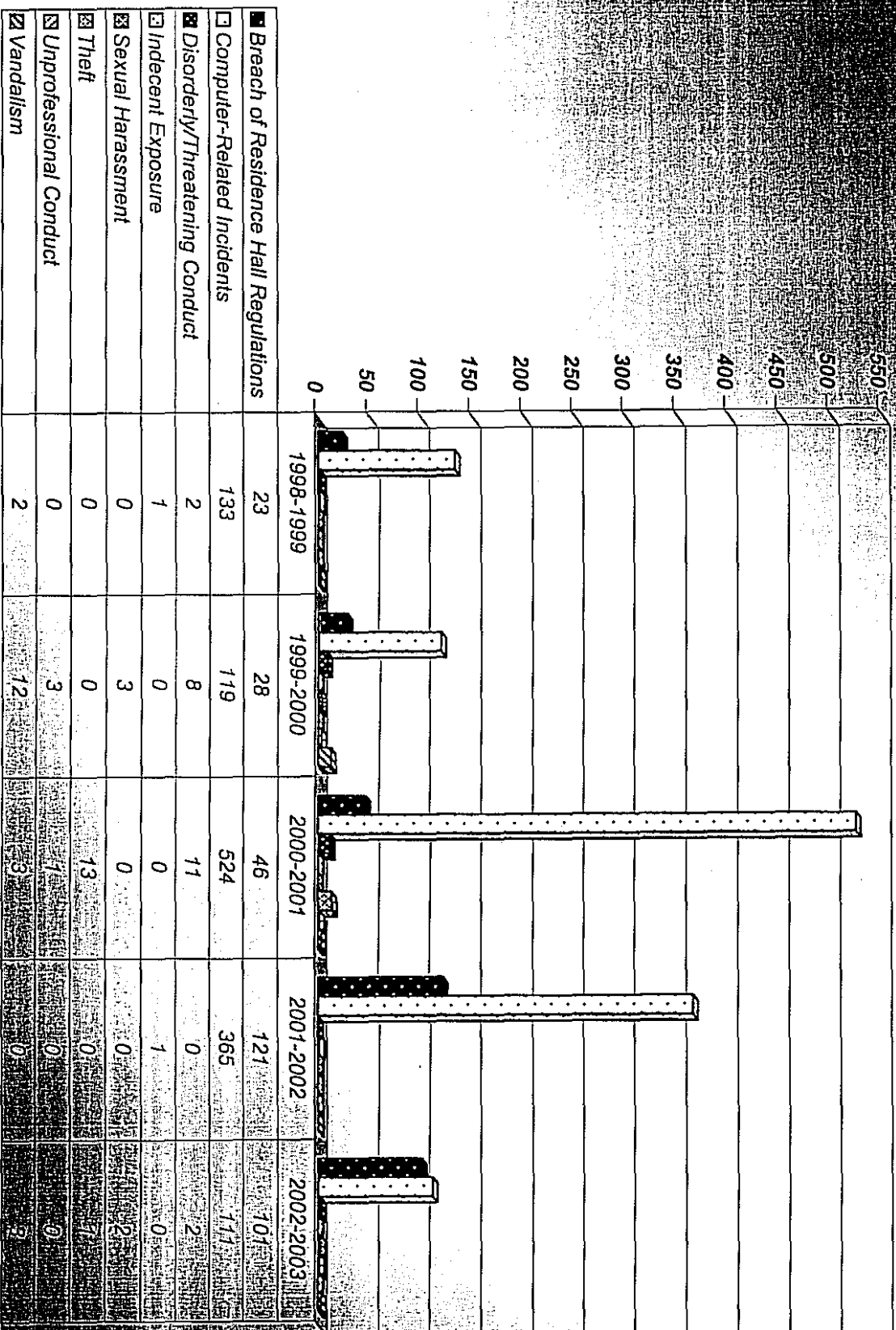
Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition
Sexual Harassment	1	Harassment of female students	Banned from campus	Vice-President (Administration) and Vice-Provost Student Affairs	None	None	Not sought	N/A
	1	At the student's annual beer and skits party, the student performed a song which included sexually explicit material and was directed at one of the Faculty Professors	The student met with the Dean. The complaint was forwarded to the University Human Rights/Sexual Harassment Officer.	Dean	None	None	Not sought	The matter was resolved to the satisfaction of all parties concerned.
Theft	1	Damage to Winnipeg Police car and possession of stolen UM. property	Probation	Vice-President (Administration) and Vice-Provost Student Affairs	None	None	Not sought	N/A
Unprofessional Conduct	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Vandalism	3	Damage to photocopying machine	Provide full restitution	Associate Dean	Done as a prank	Left the scene of the damage	Not sought	N/A

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Part 2, Inappropriate Behaviour



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 December 19, 2003, SCOA reviewed two new awards offers and reports as follows.

Observation

On behalf of Senate, the Senate Committee on Awards approved and recommends that the Board of Governors approve two new awards as set out in Appendix "A" of the Report of the Senate Committee on Awards (dated December 19, 2003). These award decisions comply with the published guidelines of November 3, 1999, and are reported to Senate for information.

Respectfully submitted,

Professor R. Baydack, Chair
Senate Committee on Awards

SENATE COMMITTEE ON AWARDS REPORT TO SENATE - DECEMBER 19, 2003

APPENDIX "A"

OFFERS

HARRY FINKLE NORTH END AWARDS

The family of Harry Finkle has established a fund of \$15,000 to provide annually, one scholarship and one bursary to students graduating either from St. John's High School or Sisler High who attend the University of Manitoba. The annual income generated by this fund will be matched dollar for dollar by the Edward Eric Hildebrand and Ann Palmer Hildebrand Memorial Scholarship Fund and the total funds will be offered as the annual awards.

A scholarship valued at half of the income generated, about \$450, is to be offered each year to a student who:

- (1) applies for admission to University 1 or any faculty or school of the University which admits students directly from high school;
- (2) is graduating from St. John's or Sisler High School and has demonstrated consistent class attendance;
- (3) has achieved a minimum average of 80 percent on the courses considered for University entrance;
- (4) when enrolled at the University, is a full-time student taking a minimum 60 percent course-load;
- (5) demonstrates, with proper documentation, participation and leadership abilities through volunteer and extracurricular activities, including, student government, athletic teams, associations, clubs, charities, religious organizations, part-time and/or summer employment, and a commitment to family.

A bursary valued at half of the income generated, about \$450, is to be offered each year to a student who:

- (1) applies for admission to University 1 or any faculty or school of the University which admits students directly from high school;
- (2) is graduating from St. John's or Sisler High School and has demonstrated consistent class attendance;
- (3) has achieved a minimum average of 70 percent on the courses considered for University entrance;
- (4) has demonstrated financial need on the standard University of Manitoba bursary application form;

SENATE COMMITTEE ON AWARDS REPORT TO SENATE - DECEMBER 19, 2003

- (5) when enrolled at the University, is a full-time student taking a minimum 60 percent course-load;
- (6) demonstrates, with proper documentation, participation and leadership abilities through volunteer and extracurricular activities, including, student government, athletic teams, associations, clubs, charities, religious organizations, part-time and/or summer employment, and a commitment to family.

St. John's High will nominate each year a total of three candidates. Sisler High will also nominate each year a total of three candidates. Out of this pool of six, the scholarship and bursary winners will be picked. (It will be at the discretion of the individual high schools to determine their number of bursary and scholarship candidates.) The nominations of the high schools will be forwarded to the University of Manitoba by early spring.

The selection committee will meet in May or June to select the two award recipients. The scholarship recipient will be announced in June to allow the winner to be honoured at their high school graduation ceremony. (The names of bursary recipients cannot be released, according to University policy.)

These awards are only open to June high school graduates who are attending the University of Manitoba in the next fall session. No deferrals will be allowed for subsequent sessions.

The selection committees shall be named by the Director of Enrolment Services and shall include a representative of the Finkle family and one representative each from Sisler High School and St. John's High School (with these high school representatives serving in a non-voting capacity).

DOUG HEDLEY MEMORIAL AWARD

The family, friends and colleagues of Doug Hedley have established an endowment fund of \$30,000 for student athletes at the University of Manitoba.

Three awards will be offered annually to student athletes; one to a member of the Bison football team, one to a member of the Bison women's hockey team and a third to a member of the Bison men's hockey team. Preference will be given to two-sport athletes.

Eighty-five percent of the available annual income will be used to offer three awards of equal value to students who:

- (1) have completed a minimum of two years of full-time study at the University of Manitoba, in any Faculty or School, and are eligible to compete in C.I.S. competition;
- (2) have completed a minimum of two years as a Bison student athlete;
- (3) have a minimum 2.5 grade point average in their previous year as a Bison student athlete;

SENATE COMMITTEE ON AWARDS REPORT TO SENATE - DECEMBER 19, 2003

- (4) best exemplify the qualities demonstrated by Doug Hedley: commitment to teammates, commitment to team cohesiveness, dedication to fitness and self improvement, and competitiveness.

The remaining annual interest generated will be added to the capital of the fund.

The selection committee shall consist of the Head Coach of the respective team receiving the award and the Athletic Director or designate from the Faculty of Physical Education and Recreation Studies. The selection shall be made in consultation with the Hedley family.

(The terms of this award will be reviewed annually against the criteria of Canadian Interuniversity Sport governing "Athletic award - alumni, private, booster club and corporate funded", currently numbered 50.10.5.6 in the C.I.S. Operations Manual).

December 23, 2003

Dr. Emöke J. E. Szathmáry
President and Vice-Chancellor
University of Manitoba
208 Administration Building
Winnipeg MB R3T 2N2

Dear Dr. Szathmáry: *Emöke*

Re: Statement of Intent: Master of Arts in School Psychology

The Council on Post-Secondary Education has reviewed the above noted statement of intent submitted by the University of Manitoba. The financial requirements included within the statement of intent exceed what the Council had expected the program might cost. We would hope that the costs could be revisited with a view to reducing them before the program proposal is submitted.

Please feel free to proceed with developing the full program proposal to be submitted to Council for approval. However, approval of the statement of intent does not necessarily mean that the program will ultimately be approved.

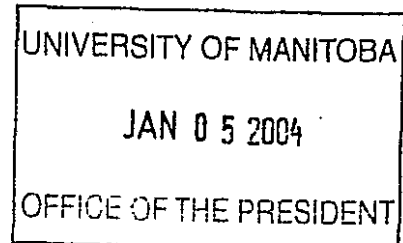
Should you have any questions regarding this proposal, please do not hesitate to contact Susan Deane at 945 - 4779.

Sincerely,



Louise Gordon
A/Executive Director

c. Dr. Richard Lobdell
Dr. Robert Kerr
Susan Deane



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

December 9, 2003

Dr. Emöke J. E. Szathmáry
President and Vice-Chancellor
University of Manitoba
208 Administration Building
Winnipeg MB R3T 2N2

Dear Dr. Szathmáry: *Emöke*

Re: Statement of Intent: Ph.D. in Applied Health Sciences
Statement of Intent: Ph.D. in Peace and Conflict Studies

The Council on Post-Secondary Education has reviewed the above noted statements of intents submitted by the University of Manitoba. Please feel free to proceed with developing the full program proposal to be submitted to Council for approval. However, approval of the statement of intent does not necessarily mean that the programs will ultimately be approved.

We noted that the Statement of Intent indicated "No" to the question on the use of prior learning assessment. Given that the typical student who will enroll in this program will likely have extensive related work experience, the Council would be interested to know why this option is not being offered. When the full program proposal is completed, could you please ensure that additional information on why prior learning assessment is not available is included as part of the proposal.

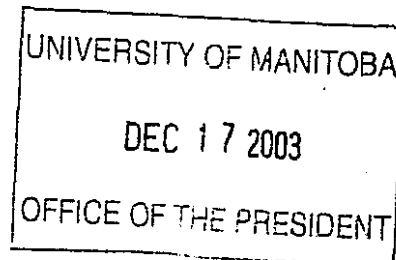
Should you have any questions regarding this proposal, please do not hesitate to contact Susan Deane at 945 - 4779.

Sincerely,

L. Gordon

Louise Gordon
A/Executive Director

c. Dr. Richard Lobdell
Dr. Robert Kerr
Susan Deane



PRESIDENT'S REPORT February 4, 2004

My last report to Senate was submitted for its meeting on December 3, 2003. This report is organized into sections on General, Academic, Research, Administrative and External matters. Part B contains a list of external engagements during the time period of this report.

I. GENERAL

1. *Building on Strengths: Campaign for the University of Manitoba*

As readers will note in Section V (External Matters) of this report, as of January 5, 2004, the Campaign has surpassed its goal of \$200 million. Achievement to date is \$204,326,000 or 102% of the goal, including the Province's commitment of \$50 million for infrastructure renewal. Gifts and pledges continue to be processed, so the final total will increase.

Five years ago when the goal of \$200 million was established, it was viewed as much too ambitious by many – particularly when a consultant's report recommended a goal of \$100 million of non-government support. However, Campaign planners, in particular David Friesen, Campaign Chair, past Chancellor Arthur Mauro, and Elaine Goldie, Vice-President (External) recommended that an "aggressive" target of \$200 million be established. They were confident that donors would embrace the campaign, recognizing the importance to the University of the projects and programs to be funded from the Campaign. The lead donor was the Province which committed \$50 million to infrastructure projects. We are indebted to Premier Doer and his colleagues for this early and generous support which was viewed very positively by subsequent donors.

The success of the Campaign is a wonderful testament of the commitment to the University on the part of over 33,000 donors. While the Campaign would not have been successful without their support, the Campaign would not have exceeded its target without the efforts of many: David Friesen and his co-chair Hartley Richardson, past Chancellor Arthur Mauro, and Chancellor Bill Norrie; the Campaign Cabinet Committee; countless volunteer canvassers; and Elaine Goldie and her colleagues in External Relations.

We will have an opportunity to express our appreciation to all those associated with the Campaign at a "wind-up" event. In the meantime, I did want to express my personal appreciation to so many for their tremendous efforts in ensuring the success of the Campaign.

2. *Rhodes Scholar*

Aleksandra Leligdowicz, who graduated from the University of Manitoba with a Bachelor of Science (with distinction) in 2002, was awarded one of three Rhodes scholarships available to the Prairie Region (Manitoba, Saskatchewan, and Alberta). Ms. Leligdowicz is currently studying medicine at McGill and is a graduate J.H. Bruns Collegiate in Winnipeg. Upon graduation she received a Leader of Tomorrow Scholarship for entrance to the University

of Manitoba. Ms. Leligdowicz underwent two interviews in late-November – first with the Manitoba Committee and then with the Prairie Committee. In addition to an outstanding academic record, she has participated in research and immunology at the Manitoba Institute for Cell Biology and the McGill Cancer Centre. Her volunteer service at clinics in Peru with St. Paul's College Chaplaincy, Canadian Blood Services, the International Centre, and other Winnipeg organizations, and her athletic achievements in swimming and rowing, met the demanding criteria set by the Rhodes Scholarship. The Scholarship is arguably the pre-eminent undergraduate award in Canada, and the University of Manitoba has produced more Rhodes Scholars than any other university in western Canada. Nationally our University places fourth among all Canadian universities in this regard. I extend my congratulations to Ms. Leligdowicz.

I also express my appreciation to members of the Advisory Committee on Rhodes Scholars which was established this year to better publicize the Rhodes Scholarship and seek out potential candidates. The Committee was chaired by Dr. Bev Cameron (University 1), and included Dean Harvey Selter (Law), Dr. Scott Kroeker (Chemistry), Dr. Fred Aoki (Assistant Dean, Medicine), and Peter Dueck (Director, Enrolment Services).

3. Centennial of the Appointment of the First Professors

2004 marks the Centennial of the appointment of the first six professors at the University. Prior to 1904, the University was an examining and degree granting institution only, with all teaching done at the founding colleges – Manitoba College, St. Boniface College, and St. John's College. With a gift to the University from Lord Strathcona, the railway magnate, in the form of \$5000 per year for four years, the University Council was able to appoint the professors. The record shows that on July 28, 1904 at a special meeting of the University Council, the report of the Committee regarding Professorships was received. Council approved the appointment of R. R. Cochrane (Mathematics), Matthew Parker (Chemistry), Frank Allen (Physics), Reginald Buller (Botany and Geology), and Gordon Bell (Pathology and Bacteriology). Council granted power to the Committee to make the appointment to the Chair of Physiology and subsequently Swale Vincent was appointed. In addition to teaching responsibilities, the six professors had stellar research programs. A number of initiatives are being planned to recognize this centennial, including a dinner on April 3, 2004 to mark the Centennial of the Faculty of Science.

4. University Outreach

Making our knowledge and experience available to individuals and groups outside our University on a voluntary basis is generally described as community service. Within this broader category, however, is that of "outreach" - a form of service where the recipients of our attention are most often members of the local community, rather than national and international professional bodies for whom professors, as an example, review manuscripts and evaluate research proposals. Outreach is an important component of the University's connection to the general community. Each year outstanding contributions are recognized by the presentation of University Outreach Awards. I had the pleasure of presenting awards to the following at a reception:

Mel Braun, music, for promoting the musical arts in Manitoba, and giving University of Manitoba students opportunities to perform with major arts organizations and in schools throughout the province;

Tom Dembinski, Grant Hatch, and David Mymin, medicine, for organizing the Cardiovascular Risk Factor Clinic, an annual event held at the Bannatyne Campus to provide the general public with a free assessment of their risks to heart attack and other heart problems;

Rosanna Caruso, education, for her service on the Board of Directors of Career Trek Inc., volunteering with the Central Speech and Hearing Clinic on the Board of Directors of the Centro Caboto, and the Faculty of Education's Aboriginal Task Force;

Ted Mclachlan and Dean Syverson, architecture, for their innovative Design/Build Studio at Fort Whyte Centre, for inner city children who otherwise would not experience an overnight stay in a natural setting;

Joannie Halas, physical education and recreation studies, for bringing culturally relevant physical activity to Aboriginal youth and youth at risk, as an organizer of the North American Indigenous Games Research Symposium, and developing the Aboriginal Games and Activities course;

Gary Martens, agricultural and food sciences, for his service on local, national and international committees, including the Certified Crop Advisor Board, and for numerous public education programs;

Tania Gottschalk, libraries, for building the collection of materials on Aboriginal health in the library and for providing outreach library services for the Aboriginal community in Manitoba;

Janice Ristock, arts, for being an agent for change in the field of violence against women by raising awareness and offering education and training on issues of lesbian relationship violence and homophobia;

Lorna Jakobson, arts, for her work with Manitoba Families for Effective Autism Treatment, coordinating therapy for children with Autistic Spectrum Disorders;

Arlene Young, arts, for bringing research in the humanities to public attention, including through the "Food for Thought" series at McNally Robinson Booksellers, the annual humanities panel at the Winnipeg Art Gallery, and the 2002 Massey Lectures held for the first time outside of Toronto;

Donald Trim and William Korytowski, science, for running the first and second annual University of Manitoba Mathematics Camps;

Robert Craigen, science, for promoting interest in mathematics among students at the primary and junior secondary school level through enrichment programs and the development of an exhibit at the Manitoba Children's Museum;

Lois Ward, student affairs, for working with international students, being an ESL (English as a Second Language) teacher, organizing crosscultural programs at Star Lake and the Welcome Family program, helping sponsor immigrants to come to Canada, and welcoming students into her home frequently;

Barry Prentice, management, for raising the importance of the field of transportation, logistics and supply chain management, being available to the media for commentary and for his work with the Canadian Institute for Traffic and Transportation, "National Transportation Week," and Transport Canada;

Pat Van Ryssel, dentistry, for being an outreach pioneer, participating in a ten day excursion to Nicaragua to provide urgent dental care there as part of a Canadian-based international outreach dental program called Kindness in Action. Her efforts also have resulted in the construction of a school in that country;

Sally Lauzé, dentistry, for role in launching the Norway House Dental Clinic, a partnership between the Centre for Community Oral Health and the Norway House Cree Nation.

II. ACADEMIC MATTERS

Faculty of Agricultural and Food Sciences

- Dr. Rene Van Acker, Plant Science, received the 2003 Canadian Weed Science Society "Excellence in Weed Science Award" at its meeting in Halifax in December. Sponsored by Dow AgroSciences, this award recognizes excellence among active scientists, educators, regulatory and extension personnel in the area of weed science in Canada.

Faculty of Architecture

- Professor Herbert Enns was awarded the 2003 Gillmor Lectureship at The University of Calgary School of Architecture. The award was based on his research and manuscript on the Great Plains, 'MIRAGE: A Cultural Atlas Of Architecture, Perception and Power in the West'.
- Dr. Rae Bridgman had a solo exhibition of quiltworks and bookworks--"Invisible Cities"-- at the University of Winnipeg's Gallery 1C03 during November 2003.

- Professor Lynn Chalmers was elected to serve a second term as Chair of the Interior Design Educators Council Graduate Programs Committee.

Faculty of Arts

- Dr. Robert O'Kell, Dean and Steve Brickey, Head of Sociology recently opened the Sociology Department's new graduate computer lab. This investment in new technology significantly enhances the department's capacity to offer advanced instruction in research methodology.

Graduate Studies

- A reception hosted by the Faculty of Graduate Studies to honour the students who were awarded NSERC, SSHRC, MHRRC, CIHR, University of Manitoba Graduate Fellowships and other major awards was held November 25, 2003. The award-winning graduate students, their supervisors, Faculty and Department Graduate Chairs as well as Deans and Directors were among the invited guests.

Faculty of Law

- The University of Manitoba recently announced the creation of the Marcel A. Desautels Centre for Private Enterprise and the Law. This new centre, funded by a gift of \$5 million from Marcel Desautels, will allow the Faculty to expand its capacity for research and teaching in the area of private enterprise. Small, family-owned private businesses are the lifeblood of the Canadian economy and are particularly significant in this Province. As a result of this major gift, the Faculty of Law will be better positioned to provide future lawyers and business people with the training and skills necessary to address issues that are particular challenges to privately-owned businesses.
- The Asper Chair in International Business and Trade Law will be co-sponsoring a major symposium in Washington, DC, in March of 2004. The session, co-sponsored by American University Washington College of Law, will focus on NAFTA investment law and arbitration. Professor Schwartz and students from the Faculty of Law have written extensively on this subject and published their findings in recent editions of the *Annual Asper Review*. As well, Professor Schwartz contributed a chapter to a new book that will be launched at the conference.

Faculty of Nursing

- On November 7, Attorney General Gord Mackintosh and Aboriginal and Northern Affairs Minister Oscar Lathlin announced the recipients of this year's Helen Betty Osborne Memorial Foundation awards. This year, the foundation

will provide \$24,000 in bursaries to students through both the general academic and civil technology awards. Recipients included Marcella Gionet, a student in a combined year 1 and 2 of the Bachelor of our University's Nursing program.

- Drs. Lesley Degner, Tom Hack, along with J. Oneil and L. J. Kristjanson were announced Winner of the Best Original Research Paper in Cancer Nursing for 2003 by the internationally prestigious *Cancer Nursing* journal, published by Lippincott, Williams & Wilkins. Their paper was entitled, *A new approach to eliciting meaning in the context of breast cancer*.

School of Music

- In December, Director of the School's Jazz Program, Steve Kirby organized a jazz concert featuring student and faculty small ensembles at Smartpark. Two more Smartpark Jazz concerts are planned: Wycliffe Gordon will be performing January 27, 2004 and violinist Regina Carter will perform March 9.
- In November, The Winnipeg Symphony Orchestra performed a free concert on campus. Many members of the Orchestra teach at the University, and School of Music Director Dale Lonis conducted the Orchestra for one piece. School of Music students performed before the concert.

Faculty of Science

- Four teams competed from the Department of Mathematics in this year's regional NCS/MAA team mathematics competition. Three teams placed in the top 10; 5th, 6th, and 10th respectively, out of a total of 65 teams.
- Professor Abba Gumel has received the 2003 Young African Mathematician Medal at the AMU-ICMS 2003 (African Mathematical Union - International Conference of Mathematical Sciences) held at the University of Agriculture in Abeokuta, Nigeria.
- Dr. Liqun Wang, Associate Professor, Statistics was recently appointed to the Chairperson of the Research Committee of the Statistical Society of Canada.
- David Wilson and Robert Senkiw, MSc Zoology students, have received a Sigma Xi Grant in Aid of Research from Sigma Xi USA (only 20% of applicants receive funding).

St. John's College

- Four School of Art students recently undertook the St. John's Art Inventory and Audit of the St John's College art collection, under the direction of Visiting

Fellow Amy Karlinsky. These students will be developing an art exhibition as part of the course, Western Canadian Art History, they are taking with Prof. Karlinsky. The exhibition will open in March for six weeks.

III. RESEARCH MATTERS

Honours and Distinctions

- Dr. Sheryl Zelenitsky, Pharmacy, is the 2003 recipient of the Merck Frosst Award from the Canadian Society of Hospital Pharmacists for her submission entitled "Using Translational Research to Assist Therapeutic Decisions in the Management of an Emerging Pathogen." The Merck Frosst Award for Rational Drug Use is in recognition of original research, scholarly paper or publication which demonstrates significant innovations in the area of rational drug use, and promotes rational prescribing by health professionals or rational use of drugs by patients. Merck Frosst Canada Ltd. provides corporate support of this award with a \$1,500 prize plus expenses to attend the 35th Annual Professional Practice Conference in Toronto in February 2004.

Grants Received and/or Applied For

- Dr. Rey Pagtakhan, now Minister responsible for Western Diversification, and Dr. Marc Renaud, President of the Social Sciences and Humanities Research Council of Canada (SSHRC), announced (December 4th) a \$2-million investment in two projects led by University of Manitoba researchers as follows:
 - ▶ Dr. Deborah Stienstra, Director, Disability Studies, received a three-year grant totaling \$900,000 from SSHRC's Initiative on the New Economy (INE) for the project entitled "New technologies and people with disabilities research alliance" which will examine four areas: employment, e-learning, services, and e-government – where technology can increase the quality of life of, and access to services for, Canadians with disabilities. The project involves seven co-investigators, seven collaborators, and sixteen partner organizations spanning six provinces.

The INE program is a five-year, \$100 million commitment to deepen our understanding of the social, cultural and economic dimensions of the new economy. In 2000, the Government of Canada mandated SSHRC to develop and administer the INE. The goal of the initiative is to create knowledge about key issues in the new economy and to enable governments, businesses, non-governmental organizations and communities to put that knowledge to work.

- ▶ Dr. Jane Ursel, Director, Research and Education for Solutions to Violence and Abuse (RESOLVE), received a five-year grant totalling \$1,000,000 from SSHRC's Community-University Research Alliances (CURA) Program for the project entitled "The healing journey: a longitudinal study of women who have been abused by intimate partners" which will examine the role, policies and programs of women's shelters and other social agencies in Alberta, Saskatchewan and Manitoba. The project involves four co-investigators, thirty-five collaborators, and seven partner organizations spanning four provinces.

The CURA program supports the creation of equal research partnerships of local or regional community groups and university-based researchers. These partnerships foster new knowledge, tools and methods to develop the best strategies for intervention, action research, program delivery and policy development for our rapidly changing times.

- Dr. Judy Anderson, Human Anatomy & Cell Science, and Dr. Frank Burczynski, Pharmacy, received a one-year Proof of Principle Initiative grant totalling \$100,000 from the Canadian Institutes of Health Research (CIHR), titled "Targeting nitric oxide delivery to skeletal muscle to promote growth and repair in health muscle and neuromuscular disease."
- Dr. Janice Richman-Eisenstat, Cell Biology/ Internal Medicine/ Pharmacology, received a one-year Proof of Principle Initiative grant totalling \$100,000 from CIHR, titled "Targeting IgA receptors in asthma."

Contracts Received

- A contract was awarded by the National Research Council of Canada to fund the Editorial Office for the Canadian Journal of Physiology and Pharmacology. This twelve-month contract (September 1, 2003 to August 31, 2004), which is for \$73,900, is under the direction of Dr. Donald Smyth, Pharmacology and Therapeutics.

IV. ADMINISTRATIVE MATTERS

1. Ancillary Services

- The Arthur V. Mauro Residence Convenience Store has now established its hours of operation based on the feedback from the Arthur V. Mauro Food Advisory Committee. The hours of operation are: Monday to Friday 12 Noon to 10:00 p.m. and Weekends 2:00 p.m. to 9:00 p.m.

- Donors Night in the Bookstore was a success with positive public relations and increased sales and customer counts over last year.

2. Information Systems and Technology

- The building cabling priorities have been reviewed. Both the weights and individual scores for buildings were changed resulting in a new priority list. This new list has been reviewed by the Senate Committee on Academic Computing.
- Software has been acquired which will allow the implementation of a library of images. This will be searchable by keyword and will provide a collection of University related images which may be used by the University community in web pages, publications, scholarly papers, etc. Content in the image library will be managed by Public Affairs.
- Membership of the newly formed WebCT Advisory Committee has been finalized. The Committee will likely be a sub-committee of the Senate Committee on Instruction and Evaluation. The Committee will provide input and advice to IST in the ongoing development of WebCT and the university's on-line learning policies, procedures, and strategies.
- The University has entered into a three-year parts and labour maintenance agreement with MTS. This will allow the University to acquire the new Succession software from Nortel at no charge, as well as improved maintenance support and parts availability.
- Based on the results of the trial of cell phones by the telephone technicians, MTS has been selected as the vendor of choice. For users who primarily use their cell phones in basement, tunnel, or other below grade locations, MTS can provide improved signal strength.
- A web-based application for admissions, along with online credit card validations, has been developed and is being tested.
- The kick-off for the Student Information System was quite successful with four representatives of Banner present to introduce the system.

3. Financial Services

Building Projects

- The schematic design for the Centre for Music, Art, and Design is now completed.

- Meetings were held with area residents to outline changes proposed for the Glenlea Research Centre. Barn designs and a site plan have been received. An operational review of the sewage treatment plant is underway.
- Tender documents are being finalized for the Engineering and Information Technology Complex and the Richardson Centre for Functional Foods and Nutraceuticals.
- Tenders have been received for the Winnipeg Education Centre. The City of Winnipeg has sold the University four lots to use as part of the site of the new building on Selkirk Avenue.

4. Human Resources

- IST has suggested a proposed timeline for completion of the project tasks which would see the HRIS (Human Resources Information System) project go live in the period July - October 2004. This plan is being reviewed and a risk assessment is being performed.
- The hazardous waste program used the Mobile Thermal Destruction Unit (MTDU) to dispose of 21 containers of potentially unstable chemicals. This was the inaugural use for the MTDU and it performed flawlessly. Prior to the acquisition of the unit these types of chemicals were detonated in an open pit with the use of explosives. The MTDU provides a much safer option for dealing with the dangerous waste stream. Plans are proceeding for the construction of the new hazardous waste management facility.
- Maggie Duncan, Equity Services Advisor, has been elected President of the Canadian Association for the Prevention of Discrimination and Harassment in Higher Education and will preside over the 2004 Conference that will be held at Memorial University.

V. EXTERNAL MATTERS

1. Development Communications and Special Events

- The fourth edition of *Campaign News* was published in November and was sent to the campaign's donors. It was also distributed through the university libraries and Winnipeg library system, and sent to members of government and all staff of the university.
- A major announcement was made of the \$17 million (US) grant from the Bill & Melinda Gates Foundation to the HIV/AIDS prevention project in India. The

event and announcement attracted all major media outlets, including national coverage. The event included the Premier of Manitoba and the MP for St. Boniface, and was attended by over 100 people.

2. Alumni Affairs

- More than 600 alumni and friends attended the third annual alumni reception in Toronto on November 21. There were six Deans and two Directors of Colleges who participated.
- Plans are underway to offer alumni a trip to Iceland in August 2004.

3. Public Affairs

- A new recruitment ad entitled “Your Chance to Shine on the World Stage” has been created to be used in print and on billboards. The ad’s first appearance will take place in February at the Brandon Career Symposium.
- The Fall 2003 “At the Centre of It All” billboard campaign was extended with 10 billboards around the city.

4. Private Funding

- As of January 5, 2004, *Building on Strengths: Campaign for the University of Manitoba*, has surpassed its goal of \$200,000,000. Achievement to date is \$204,326,000 or 102% of the goal, including the Province’s commitment of \$50,000,000 for infrastructure renewal.
- Major gifts during the period include:
 - ▶ Dr. Marcel Desautels, through the Canadian Credit Management Foundation, has donated \$5,000,000 to the establishment of a centre for Private Enterprise and the Law in the Faculty of Law.
 - ▶ Through his estate, Mr. Willy Wiebe has given the University of Manitoba approximately \$500,000 for research on a wheat variety in the Faculty of Agricultural and Food Sciences.
 - ▶ The Association of Professional Engineers and Geoscientists of the Province of Manitoba (APEGM) has made a gift of \$350,000 in support of the Engineering and Information Technology Complex.
 - ▶ Kitchen Craft of Canada has committed \$100,000 also to EITC.

- For the first quarter of 2004, the Department of Private Funding will be focussing on completing activity started during the course of the capital campaign. There are a number of gifts still outstanding and we anticipate publicly announcing a much higher campaign achievement in mid-to-late January.
- Several fundraising projects and activities begun during the campaign will continue beyond the end of *Building on Strengths*, to the successful achievement of the private sector goal for these projects including:
 - ▶ the Engineering and Information Technology Complex (EITC),
 - ▶ the Centre for Music, Art and Design (CMAD);
 - ▶ the new facilities for the Faculty of Pharmacy;
 - ▶ the proposed Aboriginal Centre and support for Aboriginal programs;
 - ▶ the Teaching & Technology Projects;
 - ▶ projects in the Faculty of Agricultural and Food Sciences including the Richardson Centre for Functional Foods and Nutraceuticals and the Centre for Agroecological Livestock Production Systems;
 - ▶ support for collections and acquisitions in the Libraries; and
 - ▶ the completion of fundraising for the I.H. Asper School of Business (in support of the late Dr. Asper's commitment to raise the final \$10 million for this campaign --- the Asper Foundation will be honouring this commitment).

5. Government Relations

- The President and the Director of Government Relations, John Alho, met with the Minister of Advanced Education.
- The President and John Alho, met with the Premier in December, 2003.
- The President and John Alho were part of a small group (10-12 people), who were invited to lunch with Minister Ralph Goodale, Minister of Finance, in December 2003. The luncheon topic focussed on the federal government's western agenda.
- The President and Dr. Keselman met with Minister Tim Sale, Minister of Science, Technology and Energy in December, 2003. The meeting was arranged by John Alho.
- The President, Dr. Keselman, Ms. Goldie and Mr. Alho met with the federal Minister of Industry, Lucienne Robillard, in January, 2004.

PART B - Notable Events (External)
Emőke J. E. Szathmáry
November 18, 2003 - January 15, 2004

Friday, November 20, 2003

- Attend Board of Directors meeting, Canadian Credit Management Foundation, Toronto

Friday, November 21, 2003

- Host and present remarks at Isbister Legacy Society Tea in Toronto, Ontario
- Present remarks at Alumni Reception in Toronto, Ontario

Sunday, November 23, 2003

- Attend dinner in honour of Fr Jan Peters, St. Paul's College Affiliation Lecturer

Monday, November 24, 2003

- Attend meeting of the St. Boniface General Hospital Board of Directors

Tuesday, November 25, 2003

- Met with Honourable Diane McGifford, Minister of Advanced Education, accompanied by John Alho, Director of Government Relations
- Attend Canadian Education Centre Network luncheon as head table guest of President Rodney Briggs

Thursday, November 27, 2003

- Attend Gail Asper's presentation at the Winnipeg Chamber of Commerce Luncheon

Friday, November 28, 2003

- Make presentation to Garth Pischke marking his 1000th win as coach of the Men's Volleyball team

Sunday, November 30, 2003

- Attend Advent Open House, Winnipeg Jesuit Community

Monday, December 1, 2003

- Attend University of Manitoba Alumni Association President's Holiday Reception

Tuesday, December 2, 2003

- Attend Memorial Service for Mr. Issy Coop, spouse of former Board of Governors Vice-Chair, Cynthia Coop

Friday, December 5, 2003

- Make Remarks at International Students' Work Pilot Project Signing Ceremony between the Government of Manitoba and Universities and Colleges of Manitoba
- Attend luncheon hosted by The Honourable Ralph Goodale
- Attend Open House and present remarks at Elizabeth Hill Counselling Centre and Men's Resource Centre
- Attend Christmas reception hosted by Minister Roseann Wowchuk, Minister of Agriculture and Food
- Host Board of Governors Holiday Season Dinner at 37 King's Drive

Monday, December 8, 2003

- Chair meeting of Asper Centre for Entrepreneurship Board of Directors

Tuesday, December 9, 2003

- Attend Winnipeg Chinese Cultural and Community Centre Annual Christmas Party

Wednesday, December 10, 2003

- Attend meeting of the Manitoba Museum Foundation Board of Directors

Thursday, December 11, 2003

- Attend Premier Gary Doer's State of the Province Address luncheon to the Winnipeg Chamber of Commerce as a head table guest
- Attend light supper, as guest of Dr. John Stapleton, Rector of St. Paul's College, for Br. J.Driscoll, Ph.D., distinguished lecturer

Friday, December 12, 2003

- Present certificates at English Language Centre's Graduation Celebration
- Attend dinner in honour of his Excellency Li Change Jiang, People's Republic of China as guest of Premier Gary Doer

Sunday, December 14, 2003

- Attend luncheon at home of University benefactors

Monday, December 15, 2003

- Meet with Louise Gordon, Executive Director, Council on Post-Secondary Education and Madame Raymonde Gagné, President, Collège universitaire de Saint Boniface

Monday, December 22, 2003

- Attend meeting of St. Boniface General Hospital Board of Directors

Tuesday, December 23, 2003

- Attend Smartpark Tenants' Holiday Reception

Tuesday, January 6, 2004

- Present remarks at Bill and Melinda Gates Foundation Funding Announcement of HIV/AIDS prevention project in India

Thursday, January 15, 2004

- Attend Mayor Glen Murray's State of the City Address luncheon
- Meet with The Honourable Lucienne Robillard, Minister of Industry, with Dr. Joanne Keselman, Ms. Elaine Goldie, and Mr. John Alho
- Present remarks at announcement of Canada Foundation for Innovation project funding of Canada-Kenya International Collaboration on Infectious Disease Research
- Present remarks at recognition of Aikins MacAulay Thorvaldson's gift to the Faculty of Law

January 21, 2004

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* (revised 2000).
2. The Senate Executive Committee held its regular meeting on January 21, 2004

Observations

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

Professor Amazis Louka will be the Speaker for the Executive Committee for the February 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. Emőke Szathmáry, Chair
Senate Executive Committee

Terms of Reference: *Senate Handbook* (revised 2000), Section 7.

/jml

No. _____	Effective Date: _____
Title: <u>Chancellor Emeritus/Emerita</u>	Review Date: _____

Approving Body: ☒ Board of Governors ☐ Senate ☐ Administration (specify): _____

Authority: ☒ *University of Manitoba Act* Section # 16(1), 50 (1)
 ☐ Other Legislation [name and section #] _____
 ☐ Bylaw [name and section #] _____
 ☐ Policy [name and section #] _____

Implementation: President and Vice-Chancellor

Contact: University Secretary

Applies to: ☒ Board of Governors members ☐ External Parties _____
 ☒ Senate members [Specify applicable external parties]
 ☒ Faculty/School Councils ☐ Employees _____
 ☒ Students [Specify applicable employee organizations and employment groups]

1.0 Reason for Policy

To honour former Chancellors of the University of Manitoba who rendered distinguished service while serving as Chancellor.

2.0 Policy Statement

- 2.1 The title of Chancellor Emeritus/Emerita may be conferred on an individual who has served as Chancellor of the University for at least three years. Individuals so honoured must have rendered distinguished service to the University during the term of office.
- 2.2 The honour is the most important aspect of this title, which will be conferred during convocation.
- 2.3 The appointment of Chancellor Emeritus/Emerita is for life.
- 2.4 It is expected that those named Chancellor Emeritus/Emerita will continue to be a friend of the University of Manitoba in the greater community.
- 2.5 The Board of Governors shall approve nominations for Chancellor Emeritus/Emerita based on recommendation from the Senate. Any consideration of a nomination for Chancellor Emeritus/Emerita by the Board of Governors or the Senate shall be considered in closed session.

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

- 2.6 Nominations for Chancellor Emeritus/Emerita may be made by any member of Senate or the Board of Governors. Nominations shall be submitted in confidence to the University Secretary.

3.0 **Accountability**

- 3.1 The University Secretary is responsible for advising the President that a formal review of the Policy is required.
- 3.2 The University Secretary is responsible for receiving nominations for Chancellor Emeritus/Emerita.

4.0 **Secondary Documents**

- 4.1 The President may approve Procedures which are secondary to and comply with this Policy.

5.0 **Review**

- 5.1 Formal Policy reviews will be conducted every ten (10) years. The next scheduled review date for this Policy is March 1, 2014.
- 5.2 In the interim, this Policy may be revised or rescinded if:
- (a) the Approving Body deems necessary; or
 - (b) the relevant Bylaw, Regulations or Policy is revised or rescinded.
- 5.3 If this Policy is revised or rescinded, all Secondary Documents will be reviewed as soon as reasonably possible in order to ensure that they:
- (a) comply with the revised Policy; or
 - (b) are in turn rescinded.

6.0 **Effect on Previous Statements**

- 6.1 This Policy supersedes the following:
- (a) all previous Board/Senate Policies, Procedures, and resolutions on the subject matter contained herein; and
 - (b) all previous Administration Policies, Procedures, and directives on the subject matter contained herein;

7.0 **Cross References**

Cross References

Indicate names and numbers of other specific Governing Documents which should be cross referenced to this Governing Document. Include section # of other Governing Documents, if appropriate.

Cross referenced to: (1) (3)