

**Senate
Senate Chamber
Room 245 Engineering Building
WEDNESDAY, January 5, 2005
1:30 p.m.
Regrets call 474-6892**

AGENDA

MATTERS TO BE CONSIDERED IN CLOSED SESSION

II MATTERS RECOMMENDED FOR CONCURRENCE WITHOUT DEBATE

- | | | |
|----|---|---------|
| 1. | <u>Proposed Academic Schedule for 2005-2006</u> | Page 17 |
| 2. | <u>Report of the Programs and Planning Committee of the Faculty of Graduate Studies on course proposals/modifications/deletions</u> | Page 23 |
| 3. | <u>Report of the Senate Committee on Curriculum and Course Changes</u> | Page 31 |

III MATTERS FORWARDED FOR INFORMATION

- 1. Report of the Senate Committee on Awards - Part A** **Page 41**

IV REPORT OF THE PRESIDENT

- ## 1. President's Report, January 5, 2005

V QUESTION PERIOD

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

VI CONSIDERATION OF THE MINUTES OF THE MEETING OF December 1, 2004

VII BUSINESS ARISING FROM THE MINUTES

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

- | | | |
|----|---|---------|
| 1. | <u>Report of the Senate Executive Committee</u> | Page 53 |
| 2. | Report of the Senate
Planning and Priorities Committee | |

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

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

- | | | |
|----|---|----------|
| 1. | <u>Report of the Senate Committee on Awards - Part B</u> | Page 54 |
| 2. | <u>Reports of the Faculty Council of Graduate Studies</u> | |
| a) | <u>Re: Proposal for a Supply Chain Management
Stream in the M.Sc. In Management</u> | Page 59 |
| b) | <u>Re: Consolidation of the full
and part-time MBA programs</u> | Page 67 |
| c) | <u>Re: Minimum course requirements for the
Masters and Ph.D. Programs in Microbiology</u> | Page 91 |
| 3. | <u>Report of the <i>Ad Hoc</i> Committee of Senate
Executive to Review the Application of the
School of Music for Faculty Status</u> | Page 114 |
| 4. | <u>Report of the Senate Committee on Academic
Review Regarding Policy Procedures for
Academic Program Review</u> | Page 131 |
| 5. | <u>Report of the Senate Committee on Rules
and Procedures with Respect to Faculty
of Environment, Earth, and Resources
Student Representation on Senate</u> | Page 146 |

X ADDITIONAL BUSINESS

XI ADJOURNMENT

Please Call Regrets to 474-6892.

/cdak



UNIVERSITY
OF MANITOBA

Student Records

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Winnipeg, Manitoba
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Telephone (204) 474-9423
Fax (204) 275-2589
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Date: December 2, 2004
Memo To: Senate Executive Committee
From: Neil Marnoch, Director, Student Records
Re: Proposed Academic Schedule for 2005-2006

The attached 2005-2006 Academic Schedule has been updated based only on changes in days and/or dates to conform with the 2005-2006 calendar, along with revised information received from academic units. Please note the following.

Key Points

1. The schedule appears in the format approved by the Senate Calendar Committee and as published in the 2004-05 Undergraduate Calendar.
2. As is the recent practice, application and admission dates for the Faculties/Schools do not appear in the Academic Schedule. These dates will be published on the Enrolment Services website.
3. Labour Day in 2005 is September 5. Therefore, University 1 Orientation will take place on the first two days of the Term, September 6 and 7. Classes in most faculties and schools will begin on Thursday, September 8.
4. In 2005-2006 there are two statutory holidays in first term: Labour Day, Thanksgiving and Remembrance Day. As was the case last year there are 63 days available for instruction in first term.
5. The 2005 December Examination period will be from Friday **December 9** through Thursday **December 22**.
6. In second term, classes begin on Tuesday, January 3, 2006. Good Friday falls on April 14, 2006.
7. Mid-Term Break in 2006 is February 13 - 17, which is the seventh week of Term 2.

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

8. As approved by Senate, the deadline for Voluntary Withdrawal is the 48th teaching day of the term. In 2005-06 these dates are **November 16, 2005 for Term 1** courses and **March 16, 2006 for Term 2 and Full Term** courses. Faculties and schools offering courses with irregular schedules and withdrawal dates **must** ensure these are well publicized to your students.
9. The 2006 April Examination period will be from Monday, **April 10** through Thursday, **April 27**.
10. For information only **Key Jewish Holy Days 2005-2006**

Rosh Hashana	October 3* , 4 , 5 (Monday, Tuesday, Wednesday) 2005
Yom Kippur	October 12* , 13 (Wednesday, Thursday) 2005
Sukkoth	October 17* , 18, 19 (Monday, Tuesday, Wednesday) 2005
Shmini Atzeret	October 24* , 25, 26 (Monday, Tuesday, Wednesday) 2005

Passover	
1 st 2 days	April 12* , 13,14 (Wednesday, Thursday, Friday) 2006
Last 2 days	April 18* , 19 , 20 (Tuesday, Wednesday, Thursday) 2006
Shavuoth	June 1* (Thursday), 2 (Friday), 3 (Saturday) 2006

*Starts at sunset

Encl.

2005-2006

Academic Schedule

Note: Admission Application Deadlines may be found on the web at www.umanitoba.ca/student/admissions

Chapter Contents

- Section 1: Orientation Sessions for Regular Session**
- Section 2: Start and End Dates for Regular Session**
- Section 3: Registration and Withdrawal Dates**
- Section 4: Fee Deadlines**
- Section 5: Dates of University Closure and Mid Term Break**
- Section 6: Regular Session Examination and Test Dates**
- Section 7: Challenge for Credit, Supplemental and Other Special Examinations and Tests**
- Section 8: Grade Appeal Dates**
- Section 9: University Convocation**
- Section 10: Other University Special Events**
- Section 11: Distance Education 2005-2006 Deadline Dates**
- Section 12: Summer Session 2005 Start and End Dates**
- Section 13: Spring Intersession and Summer Session 2006**
- Section 14: Faculty of Graduate Studies Submission Dates**

Section 1: Orientation Sessions for Regular Session

IDDP Year 1	May-June 2005
University 1	Sept. 6-7, 2005
Agriculture Diploma	Sept. 16, 2005
Education, Year 1 & Year 5 Integrated	Sept. 7, 2005
Education, Year 2	Sept. 1, 2005
Medicine, Year 1	Aug. 22, 2005
Medicine inaugural exercises for B.Sc.(med.)	Aug. 24, 2005
Nursing, Year 2	
Tuesday/Wednesday clinical orientation	Aug. 30, 2005
Nursing, Year 2	
Thursday/Friday clinical orientation	Aug. 31, 2005
Nursing, Year 4	
Thursday/Friday clinical orientation	Sept. 8-9, 2005
Nursing, Year 4	
Tuesday/Wednesday clinical orientation	Sept. 13-14, 2005
Nursing, Year 3 clinical orientation	week of Sept. 20, 2005
NOTE: Immunizations/CPR due for all newly admitted Nursing students	Aug. 1, 2005
Pharmacy, Year 4 (experiential rotations)	Nov. 7, 2005
Social Work, Year 1	Sept. 6, 2005
Social Work, Year 2 and 3 Field Orientation	Sept. 6, 2005

Section 2: Start and End Dates for Regular Session

(Classes, practica, experiences)

The following start and end dates are for students in most faculties and schools.

See Section 5 for mid term break and university closures.

Students registering for Distance Education courses should consult the Distance Education Calendar available from Distance Education.

Nursing Lectures and labs in 049.212 (Health Assessment & Skills) and 049.213 & 049.328 (Nursing Skills Lab) start week of Sept. 12, 2005.

Education 'non-L' section courses have unique start and end dates. Students are referred to the Education section of the Registration Guide.

Term 1 (including full courses)	Start	End
Most faculties and schools	Sept. 8, 2005	Dec. 7, 2005
Agriculture diploma	Sept. 19, 2005	Dec. 2, 2005
Dentistry, Years 1 and 2	Aug. 15, 2005	Dec. 2, 2005
Dentistry, Year 3	Aug. 8, 2005	Dec. 2, 2005
Clinics	NA	Dec. 9, 2005
Dentistry, Year 4	Aug. 8, 2005	Dec. 2, 2005
Clinics	NA	Dec. 16, 2005
Dental Hygiene, Years 1	Aug. 22, 2005	Dec. 2, 2005
Dental Hygiene, Year 2	Aug. 22, 2005	Dec. 2, 2005
Clinics	NA	Dec. 9, 2005
Law	Sept. 6, 2005	Dec. 9, 2005
Medicine clinical clerkship	Sept. 28, 2005	Dec. 22, 2005
Medicine, Years 1 and 2	Aug. 29, 2005	Dec. 20, 2005
Medicine, Years 3 & 4	Aug. 29, 2005	Dec. 20, 2005
Medicine, B.Sc.	May 24, 2005	Aug. 26, 2005
Occupational Therapy	Aug. 29, 2005	Dec. 16, 2005
Pharmacy, Year 4 (classes)	Aug. 29, 2005	Oct. 28, 2005
(Experiential rotations)	Nov. 14, 2005	Dec. 16, 2005
Physical Therapy	Aug. 29, 2005	Dec. 16, 2005
Respiratory Therapy Years 1, 2, 3	Aug. 22, 2005	Dec. 16, 2005
Respiratory Therapy,		
Year 1 Basic Fieldwork	Sept. 23, 2005	Dec. 16, 2005
Year 2 Basic Fieldwork	Sept. 16, 2005	Dec. 16, 2005
Social Work,	Sept. 6, 2005	Dec. 9, 2005
Field Instruction Years 2 & 3		

Term 2 (including full courses)	Start	End
Most faculties and schools	Jan. 3, 2006	Apr. 7, 2006
Agriculture Diploma	Jan. 3, 2006	Mar. 27, 2006
Dental Hygiene, Years 1 and 2 classes	Jan. 3, 2006	Apr. 7, 2006
Year 1 clinics	Jan. 3, 2006	Apr. 7, 2006
Year 2 clinics	Jan. 3, 2006	Apr. 28, 2006
Dentistry, Years 1 and 2	Jan. 3, 2006	Apr. 21, 2006
Dentistry, Year 3 classes	Jan. 3, 2006	Apr. 28, 2006
Year 3 clinics	Jan. 3, 2006	May 11, 2006
Dentistry, Year 4 classes	Jan. 3, 2006	Feb. 10, 2006
Year 4 clinics	NA	Apr. 28, 2006
Medicine, Year 1	Jan. 3, 2006	May 26, 2006
Medicine Year 2	Jan. 3, 2006	May 26, 2006
Medicine, Year 4 Clerkship	Jan. 3, 2006	May 12, 2006
Occupational Therapy Years 1 and 2	Jan. 3, 2006	June 23, 2006
Occupational Therapy		
Year 2 Advanced Fieldwork	June 26, 2006	
Pharmacy, Year 3 Community Practice	Apr. 3, 2006	Apr. 28, 2006
Pharmacy, Year 4, classes	Feb. 6, 2006	Apr. 13, 2006
experiential rotations	Jan. 2, 2006	Feb. 3, 2006
Respiratory Therapy years 1 and 2	Jan. 3, 2006	Apr. 28, 2006
Respiratory Therapy year 3	Jan. 3, 2006	June 30, 2006
Social Work Years 2 and 3	Jan. 3, 2006	Apr. 11, 2006
field instruction		

Section 3: Registration and Withdrawal Dates

NOTES: 1. The fee refund schedule may be found in the Registration Guide in the chapter "Fees, Payments and Refunds"
2. Some courses have irregular Voluntary Withdrawal dates. Please refer to your faculty or school section of the Registration Guide..

Term 1 (including full courses)	Start	End
Nursing Clinical Courses: last date to register for Terms 1 and 2	Aug. 22, 2005	
Last Date to register and pay fees without penalty for all programs (except Agriculture Diploma)	Sept. 7, 2005	
Agriculture Diploma	Sept. 16, 2005	
Law: Registration after this date requires Dean's approval	Sept. 6, 2005	
Registration revisions and late registration in all programs (except Agriculture Diploma). A financial penalty is assessed on all late registrations during this period	Sept. 8, 2005	Sept. 21, 2005
Agriculture Diploma	Sept. 19, 2005	Sept. 28, 2005
Last date in all programs (except Agriculture Diploma to withdraw from Term 1 and full courses and not be assessed a "VW"		Sept. 21, 2005
Agriculture Diploma		Sept. 28, 2005
Last date in all faculties and schools to Voluntary Withdraw Term 1 courses. (See refund schedule in Registration Guide for implications).		Nov. 16, 2005
Term 2		
Registration and Revision period in second term half-courses in all programs (except Agriculture Diploma)	Jan. 3, 2006	Jan. 16, 2006
Agriculture Diploma	Jan. 3, 2006	Jan. 12, 2006
Last date for registration in Term 2 half courses, including Challenge for Credit, and/or registration revisions in all programs (except Agriculture Diploma)		Jan. 16, 2006
Agriculture Diploma		Jan. 12, 2006
Term 2 half courses and full courses dropped after this date from any program (except Agriculture Diploma) are recorded as Voluntary Withdrawals		Jan. 16, 2006
Agriculture Diploma		Jan. 12, 2006
Last date for Voluntary Withdrawal from Term 2 half courses and full courses without academic penalty from all faculties and schools (except Agriculture Diploma). See refund schedule in Registration Guide for financial implications.		Mar. 16, 2006
Agriculture Diploma		Mar. 6, 2006

Section 4: Fee Deadlines

Last date for all students to pay Term 1 and 1 st installment fees without late fee (except Agriculture Diploma)	Sept. 7, 2005
Agriculture Diploma	Sept. 16, 2005
Last date for all students to pay Term 2 and 2 nd installment fees without late fee	Jan. 16, 2006

Section 5: Dates of University Closure and Mid Term Break

When the University is closed no classes/ examinations will be held.	Start	End
Canada Day	July 1, 2005	
Civic Holiday	Aug. 1, 2005	
Labour Day	Sept. 5, 2005	
Thanksgiving Day	Oct. 10, 2005	
Remembrance Day	Nov. 11, 2005	
December Holidays	Dec. 23, 2005	Jan. 2, 2006
Mid-Term Break* for all faculties and schools (except Medicine and Education)	Feb. 13, 2006	Feb. 17, 2006
Medicine	Mar. 20, 2006	Mar. 24, 2006
Good Friday	April 14, 2006	
Easter Monday (Respiratory Therapy department only)		April 17, 2006
Victoria Day	May 22, 2006	

*The academic and administrative offices will be open during this period, but there will be no classes/examinations held for students

Section 6: Regular Session Examination and Test Dates

Students are reminded that they must remain available until all examination and test obligations have been fulfilled.

Regular Session 2005-06

Term 1 (including full courses)	Start	End
Most faculties and schools	Dec. 9, 2005	Dec. 22, 2005
Agriculture Diploma*	Dec. 5, 2005	Dec. 12, 2005
Dentistry, Years 1, 2, and 3	Dec. 5, 2005	Dec. 16, 2005
Dentistry, Year 4	Dec. 12, 2005	Dec. 16, 2005
Dental Hygiene Year 1	Dec. 5, 2005	Dec. 16, 2005
Dental Hygiene Year 2	Dec. 12, 2005	Dec. 16, 2005
Law	Dec. 10, 2005	Dec. 22, 2005
Medicine, Year 1	Nov. 10, 2005	Nov. 10, 2005
Medicine, Year 2	Nov. 24, 2005	Nov. 25, 2005
Pharmacy, Year 4	Oct. 31, 2005	Nov. 4, 2005

Regular Session 2005-06

Term 2 (including full courses)	Start	End
Most faculties and schools	Apr. 10, 2006	Apr. 27, 2006
Agriculture Diploma	Mar. 28, 2006	Apr. 5, 2006
Dental Hygiene, Years 1 and 2	Apr. 10, 2006	Apr. 14, 2006
Dentistry, Years 1 and 2	Apr. 24, 2006	May 5, 2006
Year 3	May 15, 2006	May 26, 2006
Year 4	Feb. 20, 2006	Feb. 24, 2006
Law	Apr. 10, 2006	April 24, 2006
Medicine, Year 1	Jan 27, 2006	Jan 27, 2006
	May 17, 2006	May 19, 2006
Medicine, Year 2	Mar. 16, 2006	Mar. 17, 2006
	May 25, 2006	May 26, 2006
Pharmacy, Year 3	Mar. 27, 2006	Mar. 31, 2006
Pharmacy, Year 4	Apr. 17, 2006	Apr. 29, 2006
Respiratory Therapy, Year 3		
Clinical Entrance Exams	Apr. 8, 2006	
Composite Exams	June 12, 2006	

Section 7: Challenge for Credit, Supplemental and Other Special Examinations and Tests

Faculties and schools that extend supplemental examination privileges: last date for applications for autumn supplemental examinations	July 4, 2005
Language reading tests for graduate students	Sept. 10, 2005
Last date to apply for Challenge for Credit for courses offered in Term 1	Sept. 21, 2005
International Dental Degree Program on-site assessment	Dec. 12-16, 2005
Last date to apply for Challenge for Credit for courses offered in Term 2	Jan. 16, 2006
Agriculture Diploma	Jan. 3, 2006
Last date for applications for Term 1 supplemental examinations	
Term 1 supplementary examinations	Jan. 5, 2006
Language reading tests for graduate students	Apr. 1, 2006
Agriculture Diploma	May 5, 2006
Last date for applications for Term 2 supplemental examinations	
Term 2 supplementary examinations	May 26, 2006
Last day to register for Challenge for Credit for examinations in June series	May 6, 2006
Medical Council of Canada examinations	May 1-12, 2006

Section 8: Grade Appeal Dates

Appeal period for grades received for Term 1 courses	Jan. 3, 2006	Jan. 23, 2006
Appeal period for grades received for Term 2 courses and full courses	May 23, 2006	June 12, 2006

Section 9: University Convocation

Fall Convocation	Oct. 19-20, 2005
Last date to apply to graduate in Fall	Aug. 1, 2005
Last date to apply for graduation in February	Sept. 21, 2005
School of Agriculture graduation ceremony	Apr. 21, 2006
Spring Convocation	May 31-June 1, 2006
Last date to apply to graduate in May	Jan. 16, 2006
Convocation ceremony at Collège universitaire de Saint-Boniface	June 5, 2006

Section 10: Other University Special Events

2005 School Counsellors Admissions Seminar	Sept. 22, 2005
Enrolment Services/Financial Aid and Awards: Entrance Scholarship Presentation and Reception	Oct. 17, 2005
Enrolment Services/Student Recruitment: Evening of Excellence	Oct. 18, 2005
Memorial events for 14 women murdered at l'Ecole Polytechnique in 1989	Dec. 6, 2005
Information Days for high school students	Feb 14-15, 2006
Annual traditional graduation Powwow in honour of Aboriginal students	May 6, 2006

Section 11: Distance Education 2005-2006 Deadline Dates

Last date for registration and fee payment without fee penalty for students wishing to take Distance Education courses commencing in September.	Sept. 7, 2005
Last date for application to write examinations at a location other than the University of Manitoba in courses ending in December	Oct. 5, 2005
Last date for registration for students wishing to take Distance Education courses commencing in January	Jan. 16, 2006
Last date for application to write examinations at a location other than the University of Manitoba in courses ending in April	Feb. 1, 2006

Section 12: Summer Session 2005

Start and End Dates

For more detailed information, please consult the Summer Session Calendar available from the Summer Session Office, 166 Continuing Education Complex. Section 13: Spring Intercession and Summer Session 2006

Spring Intercession	Start	End
Classes	May 2, 2005	Jun. 21, 2005
Examinations		
Term 1	May 27, 2005	May 28, 2005
Term 2 and Full	June 23, 2005	June 24, 2005
Spring/Summer Evening		
Classes	May 2, 2005	Aug. 4, 2005
Examinations		
Term 1	June 17, 2005	June 18, 2005
Term 2 and Full	Aug. 5, 2005	Aug. 6, 2005
Summer Day		
Classes	July 4, 2005	Aug. 24, 2005
Examinations		
Term 1	July 28, 2005	
Term 2 and Full	Aug. 26, 2005	Aug. 27, 2005
Nursing Summer Term	Apr. 25, 2005	July 28, 2005

Section 13: Spring Intercession and Summer Session 2006

Class Start Dates	
Nursing term begins	April 24, 2006
Spring Intercession Classes	May 1, 2006
Spring/Summer Evening Classes	May 1, 2006

Section 14 : Faculty of Graduate Studies Submission Dates for 2005-2006

For reports on theses/practica (and the corrected copies of the theses/practica), comprehensive examinations and M.Eng. projects to be submitted to Graduate Studies by students expecting to graduate in October

Aug. 31, 2005

For receipt in Graduate Studies Office of Ph.D. theses (for distribution) from graduate students expecting to graduate in February

Oct. 11, 2005

For distribution of Master's theses/practica (to examining committee) by students expecting to graduate in February

Oct. 24, 2005

For reports on theses/practica (and the corrected copies of theses/practica), comprehensive examinations and M.Eng. projects to be submitted to Graduate Studies by students expecting to graduate in February.

Jan. 5, 2006

For receipt, in Graduate Studies Office, of Ph.D. thesis (for distribution) from graduate students expecting to graduate in May.

Jan. 23, 2006

For distribution of Master's theses/practica (to examining committee) by students expecting to graduate in May

Jan. 30, 2006

For reports on theses/practica (and the corrected copies of theses/practica), comprehensive examinations and M.Eng. projects to be submitted to Graduate Studies by students expecting to graduate in May

March 28, 2006

For receipt by the Faculty of Graduate Studies, of Annual Progress Reports for Master's and Ph.D. students

June 15, 2006

For receipt, in Graduate Studies Office, of Ph.D. thesis (for distribution) from students expecting to graduate in October

June 19, 2006

For distribution of Master's theses/practica (to examining committee) by students expecting to graduate in October

June 26, 2006



UNIVERSITY
OF MANITOBA

Faculty of Graduate Studies

Professor Anthony S. Secco
Dean

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MEMORANDUM

November 23, 2004

To: Mr. Jeff LeClerc, University Senate Office 310 Administration
From: Dr. Tony Secco, Dean, Faculty of Graduate Studies *Secco*
Subject: MOTIONS FROM THE FACULTY COUNCIL COMMITTEE OF GRADUATE STUDIES:

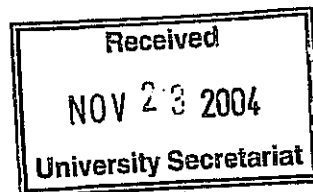
The following motion was passed at our Faculty Council meeting on November 19, 2004:

For Approval:

MOTION THAT the proposed course changes be approved by Senate.

/jc

atts.



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

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

Preamble

The Programs and Planning Committee (PPC) of the Faculty of Graduate Studies has the responsibility of reviewing graduate course deletions, modifications and introductions and makes recommendations to FGS Council. PPC met on September 20, 2004 and made the following recommendation regarding the introduction and deletion of graduate courses in the Faculty of Architecture and the introduction of a course in the I.H. Asper School of Business.

Observations

1. There is one course to be deleted and one course to be introduced in the Department of Architecture. The Faculty of Architecture approved the course changes.
2. A Statement of Library support indicated that the Libraries would be able to support the course introduction.
3. There is one course to be introduced in the Department of Supply Chain Management. The I.H. Asper School of Business approved the course changes.
4. A Statement of Library support indicated that the Libraries would be able to support the course introduction.

Recommendation

The Programs and Planning Committee of the Faculty of Graduate Studies recommends that the Faculty Council of Graduate Studies endorse the course changes as indicated below to Senate for approval.

ARCHITECTURE

Course to be deleted

050.649 Building Science 1 (3)

Course to be introduced:

050.6xx Building Science 1: Making Architecture (3) Provides a comprehensive overview of the principles underlying structural and construction practices in a variety of building and site conditions. Wood frame and masonry systems will be primarily considered with a brief introduction to some concrete, steel and alternate construction systems. Content will be explored through seminars, construction site visits, guest speaker presentations and detailed modelling of design studios projects. May not be held for credit with the former 050.649. *Co-requisites:* 050.638 and 050.639

Reasons for the introduction:

The technology course in the pre-master's program is now to be taught with the pre-master's studio courses

Net Change: 0 Credit Hours

SUPPLY CHAIN MANAGEMENT

Course to be introduced:

164.7XX Advanced Seminar in Supply Chain Management
(3) Provides a broad coverage of various issues associated with the management of supply chains. While some basic technical material will be covered, the perspective of the seminar is managerial and strategic, not technical.

Reasons for the introduction:

The course is part of the development of a stream in Supply Chain Management for the M.Sc. in Management.

Net Change: +3 Credit Hours

Endorsed by the Faculty Council of Graduate Studies November 19, 2004

MEDICAL MICROBIOLOGY

Course to be introduced:

097.6xx Biological Safety (3) Critical Analysis of biological safety in the research, diagnostic and hospital environment; assessment of the underlying causes of laboratory acquired infections and the administrative, engineering and personal protective control measures available; analysis of current and new bio-containment technologies, risk assessment tools, the need for scientific based decision making and the public perception versus real risk.

Reasons for the introduction

Will challenge students in science and medicine to critically assess current and new technologies, practices and procedures in lab bio-safety. Students will be able to identify weaknesses in their own work environment, develop new approaches to bio-safety, improve health and safety and reduce laboratory-acquired infections.

Net Change: +3 Credit Hours

FACULTY OF MEDICINE

Course to be introduced:

165.7XX Fundamentals of Neuroscience (6) An interdepartmental multidisciplinary course providing a comprehensive overview of cellular, molecular, developmental and systems neuroscience, as well as the neurobiology of disease. Emphasis will be placed on the application of the fundamental principles of neuroscience to contemporary lab research. 080.727 (offered in alternate years) will provide instruction in neuroanatomy and structure-function in the nervous system. *Prerequisite:* Permission of instructor.

Reasons for the introduction:

The majority of North American Universities offer interdepartmental neuroscience courses. Grad students at the U of M are focused on research emphasizing the central and peripheral nervous systems, but do not have access to a comprehensive grad course in neuroscience.

Net Change: +6 Credit Hours

Endorsed by the Faculty Council of Graduate Studies November 19, 2004

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

Preamble

The Programs and Planning Committee (PPC) of the Faculty of Graduate Studies has the responsibility of reviewing graduate course deletions, modifications and introductions and makes recommendations to FGS Council. PPC met on October 18, 2004 and made the following recommendation regarding the introduction and deletion of graduate courses in the Faculty of Arts, the introduction of courses in the Faculty of Medicine.

Observations

1. There are 5 courses to be deleted in the Department of French.
2. There are 38 courses to be deleted and 37 courses to be introduced in the Department of English.
3. The Faculty of Arts approved the course changes.
4. Proposed course deletions in both departments have not been offered in over ten years and therefore will have no impact on staffing or resources in either department.
5. The Department of English is introducing the courses in order to clarify course descriptions and reflect teachings in the Department.
6. Statements of Library support indicated that the Libraries would be able to support 21 of the course introductions but unable to support 16 of the proposed course introductions. The Department of English has provided a plan for improving the library collection (attached).
7. There is one course to be introduced in the Department of Medical Microbiology and one interdisciplinary course to be introduced in the Faculty of Medicine. The Faculty of Medicine approved the course changes.
8. Statements of Library support indicated that the Libraries would be able to support both course introductions.

Recommendation

The Programs and Planning Committee of the Faculty of Graduate Studies recommends that the Faculty Council of Graduate Studies endorse the course changes as indicated below to Senate for approval.

FRENCH

Courses to be deleted

044.763 Études sur Rabelais (3)
044.764 Études sur Montaigne (3)
044.768 Études sur Victor Hugo
044.772 Études sur Mallarmé
044.773 Études sur Colette

Net Change: -15 credit hours

ENGLISH

Courses to be deleted

See attached for list of 38 course deletions

ENGLISH

CPAC Ref. #02i-04

Deletions

004.712	Drama	(6)
004.713	Novel	(6)
004.720	English Literature of the Twelfth and Thirteenth Centuries	(6)
004.721	Middle English Romance Literature	(6)
004.722	Spenser	(6)
004.723	Studies in Shakespeare	(6)
004.724	Studies in Renaissance Humanism	(6)
004.726	Studies in Renaissance Prose	(6)
004.727	Studies in Major Seventeenth-Century Writers	(6)
004.728	Studies in the Eighteenth-Century Novel	(6)
004.732	The Johnson Circle	(6)
004.733	Origins of Romanticism	(6)
004.734	Studies in the Literature of Romanticism	(6)
004.735	Studies in Victorian Poetry	(6)
004.736	Studies in Victorian Prose	(6)
004.737	Studies in Early Twentieth-Century Literature	(6)
004.738	Studies in Later Twentieth-Century Literature	(6)
004.739	Studies in Early American Literature	(6)
004.740	Studies in American Romanticism	(6)
004.741	Studies in American Realist and Naturalist Literature	(6)
004.744	Studies in Modern American Prose	(6)
004.745	Canadian Poetry since Confederation	(6)
004.746	Studies in the Canadian Novel	
004.747	The Experimental Novel	(6)
004.748	Restoration and Eighteenth-Century Drama	(6)
004.750	The Comic Spirit in English Literature	(6)
004.751	The Concept of Tragedy in English Literature	
004.752	Studies in English Critical Theory	(6)
004.753	Milton	(6)
004.755	Expressionism and the Absurd in Modern Drama	(6)
004.756	The Lyric	(6)
004.757	Canadian Letters Between Two Wars (1920-40)	(6)
004.758	Studies in American Poetry	(6)
004.761	Nondramatic Elizabethan Literature	(6)
004.762	Victorian Prose Fiction	(6)
004.763	Studies in Modern Anglo-Irish Literature	(6)

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

Courses to be introduced:

004.7aa Poetry and Poetics (6) Focuses on poetry and poetics. Topics will vary from year to year. Not to be held with 004.7ab.

004.7ab Studies in Poetry and Poetics (3) Focuses on poetry and poetic theory. Topics will vary from year to year. Not to be held with 004.7aa.

004.7ba Drama/Theatre (6) Focuses on drama possibly using some consideration of theatrical practice and performance. Topics will vary from year to year. Not to be held with 004.7bb.

004.7bb Studies in Drama/Theatre (3) Focuses on drama possibly using some consideration of theatrical practice and performance. Topics will vary from year to year. Not to be held with 004.7ba.

004.7ca Prose (6) Examines the theory and practice of literary prose. Topics will vary from year to year. Not to be held with 004.7cb.

004.7cb Studies in Prose (3) Examines the theory and practice of literary prose. Topics will vary from year to year. Not to be held with 004.7ca.

004.7da Critical Theory (6) Explores literary theory. Topics will vary from year to year and may involve study of a particular theorist or theoretical school. Not to be held with 004.7db.

004.7db Studies in Critical Theory (3) Explores literary theory. Topics will vary from year to year. Not to be held with 004.7da.

004.7ga Medieval Literature (6) A detailed study of an aspect of Middle English literature. Topics will vary from year to year. Not to be held with 004.7gb.

004.7gb Studies in Medieval Literature (3) A detailed study of an aspect of Middle English literature. Topics will vary from year to year. Not to be held with 004.7ga.

004.7ha Early Modern Literature (6) A detailed study of an aspect of Early Modern literature. Topics will vary from year to year. Not to be held with 004.7hb or the former 004.723.

004.7hb Studies in Early Modern Literature (3) A detailed study of an aspect of Early Modern literature. Topics will vary from year to year. Not to be held with 004.7ha or the former 004.723.

004.7ia Eighteenth-Century Literature (6) A detailed study of an aspect of eighteenth-century literature. Topics will vary from year to year. Not to be held with 004.7ib.

004.7ib Studies in Eighteenth-Century Literature (3) A detailed study of an aspect of eighteenth-century literature. Topics will vary from year to year. Not to be held with 004.7ia.

004.7ja Romanticism (6) A detailed study of an aspect of romanticism. Topics will vary from year to year. Not to be held with 004.7jb.

004.7jb Studies in Romanticism (3) A detailed study of an aspect of romanticism. Topics will vary from year to year. Not to be held with 004.7ja.

004.7ka Nineteenth-Century British Literature (6) A detailed study of an aspect of Nineteenth-Century British Literature. Topics will vary from year to year. Not to be held with 004.7kb.

004.7kb Studies in Nineteenth-Century British Literature (3) A detailed study of an aspect of Nineteenth-Century British Literature. Topics will vary from year to year. Not to be held with 004.7ka.

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

004.7na Canadian Literature (6) A detailed study of an aspect of Canadian Literature. Topics will vary from year to year. Not to be held with 004.7nb or the former 004.746.

004.7nb Studies in Canadian Literature (3) A detailed study of an aspect of Canadian Literature. Topics will vary from year to year. Not to be held with 004.7na or the former 004.746.

004.7sa Special Topics in Literary Figures (3) Focuses on the works of an individual author. Subjects will vary from year to year.

004.7ea Cultural Studies (6) Provides an overview of the theory and practice of cultural studies. Topics will vary from year to year. Not to be held with 004.7eb.

004.7eb Topics in Cultural Studies (3) Provides an overview of the theory and practice of cultural studies. Topics will vary from year to year. Not to be held with 004.7ea.

004.7fa Literature and Film (6) Brings together literature and film. Topics will vary from year to year. Not to be held with 004.7fb.

004.7fb Studies in Literature and Film (3) Brings together literature and film. Topics will vary from year to year. Not to be held with 004.7fa.

004.7la Modernism (6) A detailed study of an aspect of Modernism. Topics will vary from year to year. Not to be held with 004.7lb.

004.7lb Studies in Modernism (3) A detailed study of an aspect of Modernism. Topics will vary from year to year. Not to be held with 004.7la.

004.7ma American Literature (6) A detailed study of an aspect of American Literature. Topics will vary from year to year. Not to be held with 004.7mb.

004.7mb Studies in American Literature (3) A detailed study of an aspect of American Literature. Topics will vary from year to year. Not to be held with 004.7ma.

004.7oa British Literature since 1900 (6) A detailed study of an aspect of post-1900 British Literature. Topics will vary from year to year. Not to be held with 004.7ob.

004.7ob Studies in British Literature since 1900 (3) A detailed study of an aspect of post-1900 British Literature. Topics will vary from year to year. Not to be held with 004.7oa.

004.7pa Contemporary Literature (6) A detailed study of an aspect of contemporary literature in English. Topics will vary from year to year. Not to be held with 004.7pb.

004.7pb Studies in Contemporary Literature (3) A detailed study of an aspect of contemporary literature in English. Topics will vary from year to year. Not to be held with 004.7pa.

004.7qa International Literature (6) A detailed study of an aspect of international literature in English. Topics will vary from year to year. Not to be held with 004.7qb.

004.7qb Studies in International Literature (3) A detailed study of an aspect of international literature in English. Topics will vary from year to year. Not to be held with 004.7qa.

004.7ra Media (6) A detailed study of an aspect of media and literature. Topics will vary from year to year. Not to be held with 004.7rb.

004.7rb Studies in Media (3) A detailed study of an aspect of media and literature. Topics will vary from year to year. Not to be held with 004.7ra.

Net Change: -60 credit hours

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*. SCCCC is "to recommend to Senate on the introduction, modification or abolition of undergraduate programs, curricula or courses".
2. Since last reporting to Senate, the Senate Committee on Curriculum and Course Changes (SCCCC) met on October 22, 2004 to consider curriculum and course changes from the Faculty of Environment, Earth, and Resources.

Observations

1. General

In keeping with past practice most changes for departments totaling less than ten credit hours are forwarded to Senate for concurrence without debate. This is in accordance with the Senate's recommendation approved July 3, 1973, that course changes would cease to go to the SPPC when the resource implications are intra-faculty. Deans and Directors are to assess the resource implications to the respective units when course changes are proposed. Major changes in existing programs are to be referred to the SPPC for assessment of resource implications.

2. Faculty of Environment, Earth, and Resources

Geological Sciences Programs

The Faculty is proposing the deletion of **007.485 Field Excursion** and **007.449 Field Mapping**, as the former was proving difficult to administer and excluded major students and the latter is a six credit hour course which will be replaced by the introduction of **007.3YY Intro to Field Mapping** and **007.4YY Advanced Field Mapping**, both 3 credit hour courses. In light of the skills required by students in the professional practice of Geoscience and to fill a gap in the program for students, **007.4ZZ Technical Report** is proposed for the Major program.

Prerequisite and course description modifications are proposed for courses 007.427 Advanced Studies in Earth Sciences, 007.250 Introduction to Mineralogy, and 007.277 Principles of Inorganic Geochemistry.

A number of regulation and program changes, including revised Honours regulations and the introduction of a minimum performance chart for Major and Honours students is proposed, as are program changes in Geology and Geophysics. These are outlined in the recommendations section of this report.

Recommendations

The Senate Committee on Curriculum and Course Changes recommends that curriculum and course changes from the Faculty of Environment, Earth, and Resources be approved by Senate.
Respectfully submitted,

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

/jml

Faculty of Environment, Earth, and Resources

Geological Sciences Programs

Courses to be deleted:

007.485 Field Excursion -3
007.449 Field Mapping -6

Courses to be introduced:

007.3YY Introduction to Field Mapping (3)

Twelve day course introducing field mapping techniques including field navigation and basic field interpretations. Students are responsible for costs of room and board during the field course. Offered in intersession. May not hold with the former 7.449. Prerequisites: 007.244, 007.252 and 007.253.

007.4YY Advanced Field Mapping (3)

Twelve day course developing field mapping techniques including independent mapping and interpretation and synthesis in complex geologic terrains. Students are responsible for costs of room and board during the field course. May not hold with the former 7.449. Offered in intersession/summer session. Prerequisite: 007.3YY.

007.4ZZ Technical Report (3)

A technical report based on a geoscience research project conducted by a fourth year Major student in Geology or Geophysics. Not to be held with 007.467. Prerequisite: completion of Year 3 requirements in Geology or Geophysics Major program.

Courses to be modified:

007.427 Advanced Studies in Earth Sciences (3)

Change course description from:

'Advanced study in a selected subject in Earth sciences. The subject is selected by the student in consultation with the instructor. Prerequisite: consent of the department.'

to:

"Advanced study in a selected subject in Earth sciences. Prerequisite: consent of the department"

007.250 Introduction to Mineralogy (3)L

Change prerequisite from

"one of 007.123, 007.124, 007.134, or 007.144 (or the former 007.132 or 007.133) or consent of the instructor".

to:

"40S Chemistry (or 002.090) and one of 007.123, 007.124, 007.134, or 007.144 (or the former 007.132 or 007.133); or consent of the instructor. 002.130 is highly recommended".

007.277 Principles of Inorganic Geochemistry (3)L

Change prerequisite from:

"007.250 (or the former 007.207 or 007.262) (C)

to:

"007.250 (or the former 007.207 or 007.262) (C). Corequisite: 002.130".

NET CHANGE IN CREDIT HOURS: 0

Proposed Regulation and Program Changes

Degree Regulations:

Major:

Proposed Major Degree

B.Sc. in Geological Sciences (Major) Geology or Geophysics:

The Major programs in Geology and Geophysics are designed for students interested in combining an in-depth study of Geology and Geophysics with broad coverage of another subject or subjects of their choice (Science or non-Science). Admission to graduate programs may be conditional upon completion of additional courses or require a period of pre-Master's study. Students intending to proceed to a Master's degree must consult with the department at the beginning of their second year of undergraduate study and in each subsequent year. The Major program may be pursued on a part-time basis, although it must be recognized that students may require additional sessions to complete degree requirements.

To qualify for the degree, a student must complete the equivalent of 120 credit hours with passing grades ("D" or better) in each course and with a minimum cumulative average of 2.00 on the 120 credit hours which constitute the degree. Students must complete the university written English and Mathematics requirement.

Students admitted to the Major program will normally have completed University 1 requirements, which include six credit hours of courses from the Faculty of Arts, six credit hours of courses from the Faculty of Science and six credit hours from either Arts or Science. Students who have not met this requirement while in University 1, must meet the requirement within the Major program.

Please Note: Introductory level courses offered by the Faculty of Environment, Earth, and Resources in Geography (053), Environmental Sciences/Studies (128) and in Geological Sciences (007) may be used to meet the University 1 course requirements if taken prior to September 1, 2006.

Proposed Entrance to the Major

To enter a Major program in Geology or Geophysics, a student must have completed at least 24 credit hours with a minimum Grade Point Average of 2.00 as stipulated in the Minimum Performance Table. In addition, the student must attain the minimum grade requirements specified for individual Year 1 courses according to the program tables for the Major in Geology or the Major in Geophysics. Regardless of the point of entry, a student must have the minimum Grade Point Average of 2.00 as stipulated in the Minimum Performance Table. Students who do not obtain the entrance requirements for the Major program in their first year but who are interested in obtaining the Major degree should consult with the department.

Proposed Continuation in the Major

To continue in good standing in the program, a student must maintain a minimum Grade Point Average of 2.00 as stipulated in the Minimum Performance Table. This assessment is carried out initially with entry to the program, then following the *April* and *August* examination periods. Students who do not meet the minimum performance requirement will be placed on probation or academic suspension.

Failed courses: A student will be required to repeat those failed courses which are specified as required courses for the program; however, with the approval of the department the student may be allowed to substitute a new course for any elective course failed.

Program approval: The department must approve a student's Major program each session. Students must obtain departmental approval for any and all revisions to their programs.

Honours:

Proposed Honours Program Regulations:

B.Sc. in Geological Sciences (Honours) Geology or Geophysics

The Honours programs are the most heavily concentrated programs offered and lead most directly to graduate study. A student is required to achieve higher grade standards than in the Major degree program. The Honours degree may be pursued on a part-time basis, although it must be recognized that students will require additional sessions to complete degree requirements. Students must complete the degree program within 8 years of gaining initial admission to the Honours program. Failure to complete within the 8 year time limit may require a student to transfer into the Major program.

A student will normally begin the Honours program in second year and must meet the entrance requirements set out below. Students in full-time study can expect to complete the prescribed courses in three years beyond the first year of University 1. Honours programs lead to either the B.Sc. Geological Sciences (Hons.) (Geology) or the B.Sc. Geological Sciences (Hons.) (Geophysics).

To be eligible for any award granted exclusively on the basis of academic performance, a student normally must be enrolled in a full program as defined by the department.

Students must complete the university written English and Mathematics requirement.

Proposed Entrance to Honours

To enter the Honours program in Geology or Geophysics, a student must have completed at least 24 credit hours with the minimum Grade Point Average as stipulated in the Minimum Performance Table. In addition, the student must attain the minimum grade requirements specified for individual Year 1 courses according to the program tables for Honours Geology or Honours Geophysics. Students who are ineligible to enter Honours after their first year may establish eligibility to enter Year 3 Honours on the basis of their academic performance in second year. Regardless of the point of entry, a student must have the minimum average as stipulated in the Minimum Performance Table.

To enter the Honours degree program, a student must complete a program approval form available in the department general office and have it approved by the department head, or designate, and the student advisor.

Proposed Continuation in Honours

To continue in the Honours program, a student must maintain the minimum Grade Point Average as stipulated in the Minimum Performance Table. Students who do not maintain this minimum average will be required to withdraw from the Honours program and, if eligible, will be placed in the Major program. Students will have the notation "Required to Transfer to the Major Program" recorded on their transcript of marks.

Proposed Minimum Performance Table (New – applicable to all Geological Sciences programs)

Number of Credit Hours Attempted	Number of Credit Hours Used in the Calculation of Grade Point Average (only the best grades are included in the assessment)	Minimum Performance GPA for Major Geology and Major Geophysics	Minimum Performance GPA for Honours Geology	Minimum Performance GPA for Honours Geophysics
24 to 30	24	2.00	3.00	3.00
33	27	2.00	3.00	3.00
36	30	2.00	3.00	3.00
39 to 54	Assessment based on 6 credit hours less than attempted credit hours	2.00	3.00	2.80
57 to 90	Assessment based on 9 credit hours less than attempted credit hours	2.00	3.00	2.80
93 to 138	Assessment based on 12 credit hours less than attempted credit hours	2.00	3.00	2.80
141 to 162	Assessment based on 15 credit hours less than attempted credit hours	2.00	3.00	2.80
165 and above	Assessment based on 18 credit hours less than attempted credit hours	2.00	3.00	2.80
		Minimum Performance GPA Required for Graduation		
		2.00 on 120 credit hours constituting the degree	3.00 on 120 credit hours constituting the degree	2.80 on 126 credit hours constituting the degree

Summary of Changes to the Degree Regulations:

Major Programs

1. Removed the statement indicating that the Major programs in Geology and Geophysics do not give professional standing for those planning careers in the Geological Sciences.
2. Revised the wording concerning University 1 requirements to include statement about Faculty of Environment, Earth, and Resources courses (until Sept. 1, 2006).
3. Introduced a Minimum Performance Table to assess admission, continuation and graduation in the Geological Sciences programs.
4. Admission to the Faculty and the Major Geology program is determined on the basis of a minimum of 24 credit hours, a 2.00 Grade Point Average calculated according to the Minimum Performance Table and a minimum C+ average on 6 credit hours of 100-level Geological Sciences.
5. To enter the Major in Geophysics, students must meet the entry requirements listed in point #4 above and have successfully completed the Mathematics and Physics courses with minimum grades as stipulated for Year 1 in the Geophysics Program Chart.
6. Continuation in the Major programs requires that students obtain a Grade Point Average of 2.00 based on their best credit hours as stipulated in the Minimum Performance Table.
7. Graduation from the Geological Sciences Major degree programs is determined on the basis of the Minimum Performance chart. Students are required to achieve a 2.00 Grade Point Average on 120 credit hours including all required courses in the Geological Sciences core as defined in the program chart.

Honours Programs

1. Introduced a Minimum Performance Table for the purpose of determining eligibility for admission, continuation and graduation in Geological Sciences programs.
2. Programs may be completed on a part-time basis, with a maximum time limit of 8 years from initial admission to the Honours program.
3. Entry to Honours is based on a minimum of 24 credit hours, a Grade Point Average calculated according to the Minimum Performance Table, and minimum grades specified for 100-level courses in the Program Charts.
4. To continue in the Honours program, students must attain a minimum Grade Point Average as stipulated for either Honours Geology or Honours Geophysics in the Minimum Performance Table.
5. Minimum GPA required for graduation is stipulated in the Minimum Performance Table. Students in the Geology Honours program are required to obtain a 3.00 Grade Point Average on the 120 credit hours constituting the degree, and students in the Geophysics Honours program must obtain a 2.80 Grade Point Average on the 126 credit hours constituting the degree.

Proposed Geology Programs

UNIVERSITY 1	YEAR 2	YEAR 3	YEAR 4
HONOURS^{1,8} 120 CREDIT HOURS			
007.123 or 007.124; or 007.134 or 007.144 and one of 007.135, 007.136, or 007.137 A minimum of a B (average) on 6 hours of 100-level Geological Sciences courses is required.	007.206, 007.239, 007.244, 007.250, 007.252, 007.253, 007.260, 007.277, <u>007.3YY⁸</u>	007.206, 007.311, 007.313, 007.331, 007.349, 007.390, 007.430, 007.449⁴, 007.452, 007.485², <u>007.4YY⁶</u>	007.467, 007.487, 007.489 <u>18 credit hours</u> <u>Geological Sciences</u> <u>Electives from Lists A</u> <u>and B⁵ not yet taken</u>
6 credit hours from the Faculty of Arts ⁷		<u>9 credit hours Geological Sciences Electives from Lists A and B⁵</u>	

002.130, 016.102², and one of 136.150³ or 136.130⁴ must be completed in University 1 or Year 2
It is recommended that students complete the "W" course in University 1 or Year 2

MAJOR^{1,8} 120 CREDIT HOURS			
007.123 or 007.124; or 007.134 or 007.144 and one of 007.135, 007.136, or 007.137 A minimum of a C+ (average) on 6 hours of 100-level Geological Sciences courses is required.	007.244, 007.250, 007.252, 007.253, 007.260, <u>007.277,</u> <u>007.3YY⁸</u>	007.206, 007.277, 007.311, <u>007.313, 007.331, 007.349,</u> 007.390, <u>007.4YY⁶</u>	007.430, 007.467, 007.489, 007.477 <u>15 credit hours</u> <u>Geological Sciences</u> <u>Electives from Lists A</u> <u>and B⁵ not yet taken</u>
6 credit hours from the Faculty of Arts ⁷		<u>3 credit hours Geological Sciences Electives from Lists A and B⁵</u>	

002.130, 016.102², and one of 136.150³ or 136.130⁴ must be completed in University 1 or Year 2
It is recommended that students complete the "W" course in University 1 or Year 2

NOTES:

¹The courses required in this program will satisfy the University mathematics requirement.

²016.105 may be used in lieu of 016.102.

³136.151, 136.152 or 136.153 may be used in lieu of 136.150.

⁴136.131 may be used in lieu of 136.130.

⁵Among the Geological Sciences Electives, all students must complete at least 12 credit hours from List A. In addition, Honours students must complete at least 15 credit hours from List B; Major students must complete at least 6 credit hours from List B. See other, Note 1 for descriptions of Lists A and B courses. NOTE: With departmental approval, students may substitute 6 credit hours of 200-level or higher courses from other departments in order to satisfy professional registration requirements.

⁶Students will register for 007.3YY in Intercession immediately following Year 2. Registration will show as Summer Session.

Note: Students who enter the program in Year 3 may be able to complete 007.4YY immediately following 007.3YY.

Students should be aware that they will be expected to contribute to transportation and accommodation costs. See the departmental office at the beginning of each year for information.

⁷Introductory courses offered by the Faculty of Environment in Geography (053) may be used to meet this component of the University 1 program if taken prior to September 1, 2006.

⁸IMPORTANT: The Honours and Major programs need not be completed in the manner prescribed in the charts above. The chart indicates one possible arrangement of the required courses and is meant to be a guide around which students can plan their program.

Other: Note 1**Geological Sciences Electives Lists A and B:****List A Electives**

Honours and Major students must complete a minimum of 12 credit hours from the following courses:

- 7.239 Environmental Geology (3)
- 7.329 Metamorphic Structure and Tectonics (3)L
- 7.428 Instrumental Techniques in Geology (3)L
- 7.430 Mineral Deposits (3)L
- 7.452 Petroleum Geology (3)L
- 7.489 Basin Analysis (3)L

List B Electives

Students completing the Honours program are required to complete a minimum of 15 credit hours; Major students must complete a minimum of 6 credit hours from the following courses:

- 7.314 Gemology (3)L
 - 7.342 Engineering Geology (3)
 - 7.374 Exploration Seismology (3)L
 - 7.375 Geology & Geophysics of the Planets (3)L
 - 7.381 Applied Geophysics (3)L
 - 7.426 Applied Geophysics Field Course (3)
 - 7.427 Advanced Studies in Earth Sciences (3)
 - 7.429 Topics in Environmental Geosciences (3)L
 - 7.431 Paleontologic Principles (3)L
 - 7.437 Global Change (3)
 - 7.463 Geolimnology (3)L
 - 7.466 Volcanology (3)L
 - 7.474 Geophysics Field School (6)
 - 7.483 Remote Sensing and Geological Information Systems (3)L
- And/or up to 6 credit hours of additional courses not yet completed from List A.

Summary of Changes to Geology Program Charts

1. Geology Honours

The Geology Honours program is reduced from 129 to 120 credit hours. The program is based on 30 credit hours in each of the four years.

The proposed degree program is comprised of an introductory science core (9 credit hours); fundamental geology core (84 credit hours including a core of mandatory geological sciences courses and two lists of geology restricted electives); and free electives (27 credit hours) which must include 6 credit hours from Geography or the Faculty of Arts, and preferably satisfy the "W" course.

The degree program is modified in this proposal as follows:

- a) Free Electives: There is a net reduction in 9 credit hours of free electives
- b) Introductory Science Core: There is a net increase of 6 credit hours of science courses, including 002.130 and 016.102 (or 016.105).

The previous requirement of an "M" course has now been defined as either 136.150 (or equivalent) or 136.130 (or equivalent).

- c) Geology Mandatory Core: There is a net reduction of 15 credit hours in the Geology mandatory core. Deleted courses include those which are moved to the restricted electives found in the Geological Sciences electives Lists A and B, and deletions/additions in the Field Study courses. Details are as follows:

- i. Deletion of 007.239
- ii. 007.430
- iii. 007.449
- iv. 007.452
- v. 007.485
- vi. 007.489
- vii. Addition of 007.3YY
- viii. 007.4YY

- d) Geology Restricted Electives: 9 credit hours of Geology restricted electives are added to the program. These are defined within Lists A and B. Students are required to complete a minimum of 12 credit hours from List A, and 15 credit hours from List B. Students may substitute advanced-level courses from other departments with departmental approval.

2. Geology Major

The Geology Major remains as a 120 credit hour program. The degree program is modified in this proposal as follows:

- a) Introductory Science/Environment Core: The Science/Environment requirement is reduced from 27 to 9 credit hours. The courses are defined as 002.130, 016.102 (or 016.105), and one of: 136.150 (or equivalent) or 136.130 (or equivalent).
- b) Geology Mandatory Core: There is a net addition of 9 credit hours.

Deleted courses include those which are moved to the restricted electives found in the Geological Sciences electives Lists A and B (6 credit hours).

Additions include Field Study courses (6 credit hours), Technical Communication (3 credit hours), Technical Report (3 credit hours) and Geology core (3 credit hours).

Details are as follows:

- | | | |
|------|-------------|--------------------|
| i. | Deletion of | 007.430 or 007.452 |
| ii. | | 007.489 |
| iii. | Addition of | 007.3YY |
| iv. | | 007.4YY |
| v. | | 007.4ZZ |
| vi. | | 007.313 |
| vii. | | 007.349 |

- c) Geology Restricted Electives: An additional 9 credit hours of Geology restricted electives are added to the program as defined in Lists A and B. Students are required to complete a minimum of 12 credit hours from List A, and 6 credit hours from List B. Students may substitute courses with departmental approval.

Proposed Geophysics Program

MAJOR GEOPHYSICS^{5,8} (007P) 120 CREDIT HOURS

UNIVERSITY 1	YEAR 2	YEAR 3	YEAR 4
007.123 (C+) or 007.124 (C+), (or 007.134 (C+) or 007.144 (C+) and one of: 007.135, 007.136, or 007.137 (C+)), 016.105 (C+) or 016.102 (B), 016.107 (C), 136.151 (C+) and 136.171 (C) (or 136.150 (C+) and 136.170 (C)) ^{1,6}	007.206, 007.250, 007.253, 016.237, 136.210 ^{2,6} , 136.211 ^{2,6}	007.244, 007.252, 007.313, 007.374, 007.381, 007.481, <u>007.4ZZ</u> 016.260, 016.261, 136.310 ² , 136.311 ^{2,6} Plus 9 credit hours from: 007.425, 007.426, 007.432, 007.433, 007.474 ³ , 007.483 074.101, which must be taken by the end of Year 3	
6 credit hours from Geography or the Faculty of Arts ⁷			

It is recommended that students complete the "W" course in University 1 or Year 2

NOTES:

¹136.169 may be taken in place of 136.151 and 136.171.

²136.270 and 136.271 may be taken in place of 136.210 and 136.211. Students should note that 136.130 is a prerequisite to 136.270 and a corequisite to 136.271.

³007.474 will normally be taken immediately following the Spring examinations on or about May 1 and will continue for approximately three weeks. Registration will show as Summer Session.

⁴136.381 may be taken in place of 136.310, and 136.370 may be taken in place of 136.311.

⁵The courses required in in this program will satisfy the university mathematics requirement.

⁶For the purposes of students in the Geophysics Honours and Major programs, this course will count as the full four credit hours.

⁷Introductory courses offered by the Faculty of Environment in Geography (053) may be used to meet this component of the University 1 program if taken prior to September 1, 2006.

⁸IMPORTANT: The Major program need not be completed in the manner prescribed in the chart above. The chart indicates one possible arrangement of the required courses and is meant to be a guide around which students can plan their program.

(Letters in brackets indicate the minimum prerequisite standing required for further study.)

Summary of changes to Geophysics Program Chart

1. There is a net reduction of 3 credit hours of free electives.
2. 007.4ZZ Technical Report (3) is added to the core requirements in the Geophysics Major degree program.

There is no change in the overall credit hours for the program (remains at 120 credit hours).

Report of the Senate Committee on Awards respecting Awards - November 18, 2004

Preamble

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

"On behalf of Senate, to approve and inform Senate of all new offers and amended offers of awards that meet the published guidelines presented to Senate on November 3, 1999, and as thereafter amended by Senate. Where, in the opinion of the Committee, acceptance is recommended for new offers and amended offers which do not meet the published guidelines or which otherwise appear to be discriminatory under Policy No. 419, such offers shall be submitted to Senate for approval." (Senate, April 5, 2000)

At its meeting on November 18, 2004 SCOA reviewed nine new awards offers, 24 award amendments, and eight award withdrawals and reports as follows.

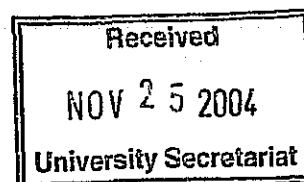
Observation

On behalf of Senate, the Senate Committee on Awards approved and recommends that the Board of Governors approve nine new awards, 24 award amendments and eight award withdrawals as set out in Appendix "A" of the Report of the Senate Committee on Awards (dated November 18, 2004). 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



APPENDIX "A"

OFFERS

JAMES PALMER LEWIS STUDENT SCHOLARSHIP AND BURSARY

From the bequest of James Palmer Lewis, an endowment fund of \$132,000 has been established at University of Manitoba in the Faculty of Architecture. The fund will be used to provide support to students in the Faculty of Architecture through scholarships and bursaries.

Half of the available annual income will be offered as scholarships. The number and value of individual scholarships will be determined from year to year by the selection committee. Scholarships will be offered to undergraduate students who:

- (1) are enrolled as full-time students in the second or third year of the Environmental Design program in the Faculty of Architecture;
- (2) have achieved a cumulative minimum grade point average of 3.5;
- (3) have demonstrated environmental awareness or the application of environmental technology to design.

The remaining half of the available annual income will be offered as bursaries. The number and value of individual bursaries will be determined from year to year by the selection committee. The bursaries will be offered to undergraduate students who:

- (1) are enrolled as full-time students in the second or third year of the Environmental Design program in the Faculty of Architecture;
- (2) have demonstrated financial need on the standard University of Manitoba bursary application form.

Any monies that are not disbursed in a given year will be added to the capital of the fund.

The selection committees will be named by the Dean of the Faculty of Architecture.

ISADORE COOP BURSARY IN ARCHITECTURE

In memorial tribute to Isadore Coop, an endowment fund of \$68,000 has been established at The University of Manitoba by his family, friends and associates. This fund shall be used to support the Isadore Coop Bursary in Architecture, which will first be offered in the fall of 2006. The Manitoba Scholarship and Bursary Initiative has made a contribution to this fund.

Isadore Coop graduated in Architecture from the University of Manitoba with a Bachelor of Architecture in 1948, and received his Masters of Science in Architecture degree from the

Illinois Institute of Technology, in Chicago, in 1953, studying with his mentor, the world famous architect Mies van der Rohe.

Isadore was a respected and much loved Winnipeg architect who designed many well-known buildings on the Fort Garry campus, in Winnipeg - the city he loved so well - in Canada and internationally. He had true empathy for people who needed assistance to attend university, having needed support himself.

Upon completing Grade 12 at Isaac Newton, he was awarded an Isbister Scholarship for admission to the University of Manitoba, and was dismayed to find it was only tenable in Arts and Science. Nevertheless, he decided Architecture was his calling and reluctantly gave up his award of \$100. He would be proud to know that a bursary in his name will provide financial support to those who are studying the great profession of Architecture.

The bursary, valued at a minimum of \$3000 annually, will be awarded to a student who:

- (1) is enrolled full-time in the Faculty of Graduate Studies, in the Master of Architecture program at The University of Manitoba;
- (2) has achieved a minimum cumulative grade point average of 3.0 (as an entering student, in the last 60 credit hours of their undergraduate program) and shows promise, in the judgment of the selection committee, of continuing to do outstanding work in the Master of Architecture program;
- (3) has demonstrated financial need on the standard University of Manitoba bursary application form.

The fund shall be reviewed from time to time and, if interest yields or further contributions to the fund permit, the value of the annual award or the number of annual awards may increase.

The selection committee shall be named by and shall include, the Dean of the Faculty of Architecture and a member of the Isadore Coop family.

The Board of Governors of The University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the bursary.

WILLIAM J. (BILL) ALCORN MEMORIAL BURSARY

With a bequest from William J. (Bill) Alcorn, an endowment fund of \$5,000 has been established at the University of Manitoba. In 1983, William J. (Bill) Alcorn entered the University of Manitoba through the ACCESS Programs as a mature student with part of a grade 10 education completed. He was a father of four who worked as a diamond driller. His one dream was to pursue higher learning. In 1987 Bill graduated with a Bachelor of Education and went on to complete a Bachelor of Arts, a Pre-Master's, a Master in Adult Education, and

was working on his Ph.D. when he passed away. His thesis was presented on four separate continents, a sign that his expertise and knowledge were sought after. One of Bill's most significant contributions was the adaptation of his thesis on Transition Year Programs as a standard program for northern Aboriginal students.

In 1996 Bill's love for education and the ACCESS Programs came full circle when he became the Director of the Programs (University of Manitoba Access Program, Special Pre-Medical Studies Program, and the Professional Health Program). As Director he made a difference and with this bursary he will continue to do so. Growing up in Northern Manitoba he understood the barriers that Aboriginal students face. During his many years of working with students, Bill never lost track of his northern roots. Because of his experiences, his personal philosophy was that education should be accessible to all, and that one's personal circumstance should not impede their ability to succeed.

The bursary, valued at the available annual interest, will be offered to a student who:

- (1) is enrolled in the University of Manitoba Access Program & Special Pre-Medical Studies Programs, specifically the UMAP or the SPSP programs;
- (2) has completed one year of full-time study;
- (3) demonstrates financial need on the standard University of Manitoba bursary application form;
- (4) shows promise of succeeding in the program.

The selection committee will be named by the Director of the University of Manitoba Access Program & Special Pre-Medical Studies Program.

DENNIS A. WOODFORD PRIZE

With an initial gift from Mr. Dennis A. Woodford and additional funds from Winnipeg engineering firms, an endowment fund of \$8,000 has been established at the University of Manitoba in support of an annual prize. The first offer of the prize, valued at the available annual interest, will be made in the spring of 2006.

The prize will be offered to a student who:

- (1) has completed all requirements for a Master's or Ph.D. degree in the Department of Electrical and Computer Engineering;
- (2) has achieved a minimum cumulative grade point average of 3.8 in their graduate program;
- (3) submits the most outstanding graduate thesis dealing with power system modelling and simulation.

The prize recipient will be selected in the month of May. Eligible candidates will include students graduating in May and the previous October and February. The prize will not be awarded if there is no suitable candidate in a given year.

The selection committee will be named by the Head of the Department of Electrical and Computer Engineering and will consist of three members of the Department.

DR. MURRAY GORDON BELL GRADUATE STUDENT AWARD

An endowment fund has been established with an initial balance of \$10,000 in the name of Murray Gordon Bell by his family, friends, and colleagues. Dr. Bell died suddenly in December 2001 while in the middle of an already distinguished career. The purpose of this award is to encourage excellence in graduate studies in mathematics at The University of Manitoba, especially pure mathematics, the particular enthusiasm of Dr. Bell. The first award will be made in 2005.

The award will be offered to a graduate student who:

- (1) is commencing study as a full-time student in the Faculty of Graduate Studies at the University of Manitoba, in the Master's or Ph.D. program in the Department of Mathematics;
- (2) as a Master's student, achieved a minimum cumulative grade point average of 3.5 in the last 60 credit hours completed in their undergraduate program or, as a Ph.D. student, achieved a minimum cumulative grade point average of 3.75 in their Master's program;
- (3) as a continuing student, is in good standing in their current program of study.

Preference will be given to students pursuing study in the area of pure mathematics.

This award may be held with other awards, bursaries, scholarships, prizes, and fellowships. If an award is not made in a given year, the available interest will be added to the capital of the endowment.

The selection committee will be the Scholarships and Awards Committee of the Department of Mathematics.

D.A. THOMPSON Q.C. PRIZE IN INCOME TAX LAW & POLICY

The Winnipeg Foundation, which administers the D.A. Thompson Q.C. Fund, has agreed to provide the following annual prize in the Faculty of Law. Two prizes of \$100 for students with the highest standing in each section of Income Tax Law & Policy, 45.270.

The selection committee for these prizes shall be named by the Dean of the Faculty of Law.

ASPER SCHOLARSHIP IN PHYSICAL EDUCATION

Mrs. Ruth Asper (B.P.E./'81, B.R.S./'83) has established an endowment fund of \$50,000 at The University of Manitoba to provide a scholarship to a graduate student pursuing studies in physical education and fitness. This scholarship, valued at ninety percent of the available annual interest earned on the fund, shall be offered to a graduate student who:

- (1) is enrolled as a full-time student in the Master of Science in Exercise and Sport Science program at The University of Manitoba;
- (2) as an entering student, has achieved a minimum grade point average of 3.5 in the most recent 60 credit hours completed in their undergraduate program or, as a continuing student, has achieved a minimum cumulative grade point average of 3.5 in the graduate program;
- (3) demonstrates a focus on fitness through research or thesis topic.

The remaining ten percent of annual interest generated will be reinvested into the capital of the fund. In future years, at the request of the selection committee and with agreement from the donor, this practice may be discontinued.

The selection committee shall be named by the Dean of the Faculty of Physical Education and Recreation Studies and shall include Ruth Asper or her designate.

GARRY WINTERS MEMORIAL PRIZE IN DENTISTRY

In honour of the late Dr. Garry Norman Winters (D.M.D./'68), the partners of the Colwood Dental Group offer to provide an annual prize in the Faculty of Dentistry at The University of Manitoba for a five year period beginning in 2005. The prize, valued at \$500, will be awarded annually to the student who attains highest standing in the third year of study in the Faculty of Dentistry.

After the final offer in 2009, the donors will notify the Financial Aid and Awards Office of the University of Manitoba whether this prize will continue.

The selection committee shall be the Awards Committee of the Faculty of Dentistry.

GRAHAM C. LOUNT FAMILY FOUNDATION BURSARY

The Graham C. Lount Family Foundation Inc. has made a commitment to provide \$50,000 per year to the University of Manitoba. These funds will be used to provide bursaries for students in the Faculty of Architecture beginning in the fall of 2005. Graham C. Lount graduated from the University of Manitoba in 1945 with a Bachelor of Architecture.

The bursaries will be offered to students who:

- (1) are enrolled full-time in the Faculty of Graduate Studies in the Department of Architecture

Master's program or are enrolled full-time in the Faculty of Architecture (ED3 Option) undergraduate program;

- (2) as graduate students, have achieved a minimum cumulative grade point average of 3.0, or as undergraduate students, have achieved a minimum cumulative grade point average of 3.0;
- (3) have demonstrated financial need on the standard University of Manitoba bursary application form.

The selection committee will have the discretion to recommend the number and value of individual awards depending on the level of financial need demonstrated by applicants. The preference of the donor is that ten bursaries valued at \$5,000 each are offered annually, equally distributed amongst ED3 Option, Pre-Master's regular year (PMR), the Pre-Master's qualifying year (PMQ), Master's 1 and Master's 2.

The selection committee will be named by the Dean of the Faculty of Architecture.

AMENDMENTS

CANADIAN ASSOCIATION FOR PRODUCTION & INVENTORY CONTROL SCHOLARSHIP

At the request of the donor and due to a name change for the association, the scholarship name will be changed to the APICS SCHOLARSHIP.

PAUL R. BEAUDOIN MEMORIAL GEOCHEMISTRY SCHOLARSHIP

The first criterion of this scholarship states that the recipient must have achieved at a high level in several specific courses. As most of these courses have been reorganized into other versions, the Department of Geological Sciences, with agreement from the donor, has proposed an amendment. The first criterion will now state that the recipient must, "have achieved at a high level in the following: introductory geological sciences, introductory chemistry, and advanced level courses in mineralogy, geochemistry, and petrology".

SHANNON L. HAMM MEMORIAL SCHOLARSHIP

The terms of reference for this graduate award in the Department of Psychology will be amended to reflect that the department has introduced a new admissions area called *Applied Behavioural Analysis*. The second criterion will be changed to "enters either the applied behavioural analysis, clinical or experimental areas in psychology" from "enters either the clinical or experimental program in psychology". The third criterion will be changed to "expresses a clear interest in research in either behaviour analysis or behaviour modification" from "expresses a clear interest in research in either the experimental analysis of behaviour or behaviour modification". Last, the selection committee will include staff members who are *specialists in behaviour analysis/ modification* instead of specialists in either the experimental analysis of behaviour or behaviour/ modification.

MARION VAISEY-GENSER GRADUATE AWARD

With agreement from the donor, this graduate award in Human Ecology will be amended. In order to broaden the eligibility for this award, the first criterion will be amended so that the award will be offered to a graduate student enrolled full-time (*currently or in the year preceding the deadline for the award*) in the Faculty of Graduate Studies at the University of Manitoba, and whose advisor's primary appointment is in the Faculty of Human Ecology. Second, recipients may (previously must) acknowledge the contribution from the award during the conference presentation, or in the paper's publication.

JOHN SHEWCHUK DESIGN AWARD

This award in the Faculty of Engineering will undergo several amendments. First, the name of the awarded will be changed to the JOHN SHEWCHUK ENGINEERING DESIGN AWARD. Second, the award has been presented in the course 25.486 Engineering Design...for solving a problem presented to the team by its industrial sponsor. This will be amended so that the award is presented to the team selected from the capstone Engineering Design courses 23.459, 24.400, 25.486, and 34.458 ... for solving the problem presented to the team. Third, it will be clarified that the trophy will be held by the winning team for one year and it will permanently be displayed in the Engineering and Information Technology Complex (previously the Donald W. Craik Engineering Library). Fourth, it will be clarified that each team member will receive a certificate. Fifth, the monetary amount of the award will be determined annually by the selection committee. The maximum value will be the annual interest remaining after the cost of the trophy, engraving and certificates is deducted. Next, the last sentence in the terms of reference referring to the announcement and presentation of the awards, will be removed. Finally, the selection committee will be named by the Dean of the Faculty of Engineering (or delegate).

APEGM - 125TH ANNIVERSARY AWARD IN GEOLOGICAL SCIENCE

The first criterion of this award states that the recipient must be pursuing study in Geology. With the donors agreement, this is to be amended to Geology or Geophysics.

MEDIS SCHOLARSHIPS

These scholarships offered in the Faculty of Pharmacy will undergo one amendment. The name will be changed to McKESSON CANADA SCHOLARSHIPS.

NATIVE ISSUES PRESS SCHOLARSHIP

This scholarship in the Faculty of Graduate Studies will undergo several amendments. First, the name of the scholarship will be changed to the *ABORIGINAL ISSUES PRESS SCHOLARSHIP*. Second, wherever Native appears in the terms of reference, it will be replaced by Aboriginal. Third, the number of scholarships to be offered was previously fixed at two. This will be amended so that the number and value of individual awards will be determined by the selection committee up to the annual interest available. Unspent interest is to be reinvested into the capital of the fund. Fourth, the full-time stipulation will be removed from the first criterion. Fifth, the third criterion will be changed from, "are in their first or second year of study", to, "have a

research focus on Aboriginal issues". In the final criterion, applicants must have demonstrated a commitment to disseminating the results (previously publishing). Next, applicants will be required to submit a one-page statement explaining how their research relates to Aboriginal issues and how this research will be disseminated in order to be considered for the award. Further, students entering the first year of their graduate program will normally not be eligible and the award can only be held once by a recipient. Finally, the selection committee will be named by the Chair of the Aboriginal Issues Press Board (previously the Dean of the Faculty of Graduate Studies).

CANADA LAW BOOK INC. PRIZE IN CIVIL PROCEDURE

The terms of reference for this prize in the Faculty of Law will be amended to reflect that the number of awards offered annually has increased to two (previously one) of \$150 each, one in each section of Civil Procedure.

BRUCE MCDONALD AWARD IN CLINICAL DIETETICS

With agreement from the donor, this graduate award in Human Ecology will undergo several amendments. First, the name of the award will be changed to the BRUCE MCDONALD AWARD IN CLINICAL NUTRITION. Several minor changes will be made to the first paragraph to clarify that Dr. McDonald retired from the then Department of Foods and Nutrition in 1998 and that the fund was established in his name at that time. To broaden the eligibility for this award, the first criterion will be amended to state that the recipient will be a student who is enrolled as a full-time graduate student in the Faculty of Graduate Studies *who is being supervised by a member of the Department of Human Nutritional Sciences (the student may be in the M.Sc. program, the Interdepartmental Ph.D. in Food and Nutritional Sciences or in an Individual Interdisciplinary Program)*. The course to which the award is connected is no longer offered, thus the third and fourth criteria will be replaced with "has a thesis research project with a focus on nutrition and human disease and which involves human research subjects". Recipients were selected based on their application for the specific course. Recipients will now be selected on the basis on their transcripts and a one-page description of their thesis research. In addition, the award may be held with a major award such as CIHR, NSERC, MHRC or UMGF. The award may be held by the same recipient once in an M.Sc. program and up to two time in a Ph.D. program, but no more than twice overall. Finally, the Coordinator of the course Applied Clinical Nutrition will be removed from the selection committee.

SANT AND JAMIAT KHANUJA AWARD

The terms of reference for this award offered to a student entering The University of Manitoba from Murdoch MacKay Collegiate will be amended. This award has been offered to a student who has achieved the highest in Pre-Calculus Mathematics. This will be amended so that the award will now be offered to a student with high academic standing (minimum high school average of 80%) who has demonstrated school and/or community involvement. The second last paragraph will be edited to remove reference to the Pre-Calculus Mathematics course.

MIKE RIDLEY AWARDS

At the request of the donor, this athletic award will undergo several amendments. First, the two Mike Ridley Achievement Awards, one for a player on the Bison Women's Hockey team and one for a player on the Bison Men's Hockey Team, will be withdrawn. Second, the award called the St. Boniface Saints Hockey Award will also be withdrawn. The award remaining is the Mike Ridley Award for Bison Men's Hockey. This award is offered based on the same criteria as those used for general athletic awards. Under these same criteria, awards called the Mike Ridley Award for Bison Women's Hockey will now be offered. The annual interest will be divided between these two awards (men's and women's) as follows: twenty awards, each valued at 4.25% of the annual available interest for Men's Hockey (totaling 85% of the interest generated on the fund) and four awards, each valued at 3.75% of the annual available interest, for Women's Hockey (totaling 15% of the interest generated by the fund). Should the Women's Hockey program fold at any time, the award monies will be allocated to the Men's Hockey program allowing for twenty awards, each valued at 5% of the annual available interest. A recipient may only receive one Mike Ridley Award per year but may be considered again in future years.

MARY ALICE WALLACE-DERRICK GRADUATE TRAVEL AWARD IN DENTISTRY

The last paragraph of the terms of reference will undergo one amendment. The selection committee will be named by the Associate Dean of Dentistry (Research). This is being changed from Associate Dean of Dentistry (Research and Graduate Studies).

HOLLENBERG AWARD

The terms of reference for this award offered in the Faculty of Medicine will undergo one amendment. The award is currently offered to third year students. Due to program changes, the award will now be offered to fourth year students.

AMERICAN SOCIETY OF DENTISTRY FOR CHILDREN AWARD

Due to a merger of the American Academy of Pediatric Dentistry (AAPD) and the American Society of Dentistry for Children (ASDC), the name of this award will be amended to the CERTIFICATE OF MERIT AAPD PREDOCTORAL STUDENT AWARD.

R.E. WAUGH - UNIVERSITY OF MANITOBA SCHOLARSHIP

The terms of reference for this scholarship will undergo two amendments. This scholarship is a four-year renewable scholarship open to students who enter University 1 and proceed to the Asper School of Business. The terms will be amended so that students currently in University 1 who proceed to the Asper School of Business may also apply and be considered. If a student in University 1 is the successful candidate, they may only receive the scholarship for the three years of study in the Asper School of Business. Second, the applicant's parent must be an employee of a Scotiabank office. This will be amended to a Scotiabank or Scotiabank subsidiary or affiliate office.

**J.S. LIGHTCAP AWARD
GORDON P. OSLER GRADUATE SCHOLARSHIP
CLARENCE BOGARDUS SHARPE MEMORIAL SCHOLARSHIPS
ALFRED REA TUCKER MEMORIAL SCHOLARSHIPS**

The terms of reference for these four graduate awards will be amended. The awards are offered to University of Manitoba Graduate Fellowship recipients and are held as a top-up to the fellowship. The terms will be amended so that the awards will be offered to University of Manitoba Graduate Fellowship *applicants* and are to be held as a top-up to the fellowship *or to a national award*.

MARY PFLUEGER AWARD

This award in the School of Medical Rehabilitation will undergo one amendment. It is currently offered to the graduating student with the highest in the course Occupational Therapy Management of Neurological Disorders (numbered 68.352). The course will be amended to Occupational Therapy Process - Children and Adolescents (68.750 and 68.770) and Occupational Therapy Process - Adults (68.751 and 68.771). The change is consistent with program changes within the school.

MRS. MARY JUDD PRIZE

This award in Medical Rehabilitation will be amended to reflect the program changes in the Department of Occupational Therapy. The award has been offered to a student who has completed third year of the undergraduate program with high academic standing in Gerontology courses offered throughout the program. It will now be offered to a student who has completed the final year of the Master of Occupational Therapy program and has attained a high academic standing in Gerontology courses, Occupational Therapy Process - Senior Adults (numbered 68.752 and 68.772). Also, in criterion (b), 'clinical portions' will be replaced with 'fieldwork placements', and applications demonstrating an interest in Gerontology will no longer be required. As well, the value of this prize will be increased to \$400 (from \$300).

DR. J.D. ADAMSON MEDAL AND PRIZE IN OCCUPATIONAL THERAPY

Currently, this award is offered to the student with highest standing in the final year of the Bachelor of Medical Rehabilitation (Occupational Therapy) program. As the delivery of the Occupational Therapy is changing to a Masters of Occupational Therapy program, this award is to be amended. It will now be offered to the student who achieved highest standing in the final year of the Masters of Occupational Therapy degree program.

NURSES ALUMNI OF THE WGH / HSC - JANE A. MALCOLM SCHOLARSHIP

This scholarship will undergo two amendments. First, the donor has agreed to extend their original commitment for an additional three years. After the awards are made in 2007, the donor will notify the Financial Aid and Awards Office of the future status of the awards. Second, the number of awards will be increased to three at \$1,000 each (from two at \$1,000 each).

WITHDRAWAL

MANITOBA CHAPTER, CANADIAN COLLEGE OF TEACHERS PRIZE

With the awarding of the 2004 prize to a student in the Faculty of Education, the fund supporting this award has been exhausted. As such, it is now being withdrawn.

CANADA LAW BOOK INC. PRIZE FOR INTRODUCTION TO TAXATION

This prize is to be withdrawn as the donor has decided to direct the funding to their existing prize in the Civil Procedure course in the Faculty of Law.

**CEMENT ASSOCIATION OF CANADA UNDERGRADUATE AWARD
CEMENT ASSOCIATION OF CANADA GRADUATE AWARD**

At the direction of the donor and due to a lack of funding, both of these awards in the Faculty of Architecture will be withdrawn.

CANADIAN MASONRY INSTITUTE UNDERGRADUATE AWARD

At the direction of the donor, this award in the Faculty of Architecture will be withdrawn.

ILLUMINATING ENGINEERING SOCIETY SCHOLARSHIP

This award in the Faculty of Architecture will be withdrawn at the request of the Illuminating Engineering Society, as the society is developing a grant and scholarship program to be handled internally.

SCHOOL OF MEDICAL REHABILITATION MEDAL IN OCCUPATIONAL THERAPY

This program medal is to be withdrawn as Occupational Therapy is now offered as a Master's level program.

FACULTY OF ARCHITECTURE MEDAL IN ENVIRONMENTAL DESIGN

With the elimination of the Bachelor of Interior Design, the Faculty of Architecture offers only one undergraduate program. Thus, the remaining program medal will be withdrawn and the faculty will only award a University Gold Medal.

8 December, 2004

Report of the Senate Executive Committee

Preamble

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

Observations

1. Speaker for the Executive Committee of Senate

Professor G.N. Ramu will be the Speaker for the Executive Committee for the November meeting of Senate.

2. Comments of the Executive Committee of Senate

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 1992), Section 9.

/jml

Report of the Senate Committee on Awards respecting Awards - November 18, 2004 (Part B)

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)

Observation

At its meeting on November 18, 2004, Senate Committee on Awards reviewed one new application that appears to be discriminatory under policy number 419. The committee received letters of support for the Honourable Mitchell W. Sharp Bursary from Dr. Christine Blais, Director of University 1 and Kali Storm, Director of the Aboriginal Student Centre.

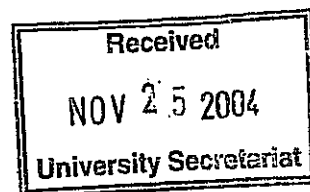
Recommendation

The Senate Committee on Awards recommends that Senate approve and recommends that the Board of Governors approve the Honourable Mitchell W. Sharp Bursary as set out in Appendix A of the Report of the Senate Committee on Awards - Part B dated November 18, 2004.

Respectfully submitted,

Diana Kaspersion (for)

Professor R. Baydack, Chair
Senate Committee on Awards



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

APPENDIX "A"

OFFERS

HONOURABLE MITCHELL W. SHARP BURSARY

From the bequest of the Honourable Mitchell W. Sharp (B.A./'34), an award fund of \$70,000 has been established at the University of Manitoba. The Manitoba Scholarship and Bursary Initiative has also made a contribution to this fund. Mr. Sharp was an important figure in Canadian history and politics. Among the many positions he held over the years, from 1993-2003 he served as a Personal Advisor to Prime Minister Jean Chretien. He received several honorary degrees from Canadian universities and as an officer of the Order of Canada, he was elevated to Companion in 1999.

The annual interest generated by this fund will support bursaries offered to students who:

- (1) are Aboriginal (Status, non-Status, Métis, Inuit);
- (2) are enrolled as full-time students in University 1;
- (3) demonstrate financial need on the standard University of Manitoba bursary application form.

The number of bursaries offered annually and the value of individual bursaries will be determined by the selection committee.

The selection committee shall be named by the Director of University 1 and will include a representative of the Financial Aid and Awards office.



UNIVERSITY
OF MANITOBA

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Dr Rick Baydack
Chair
Senate Committee on Awards
c/o Diana Kaspersion
Awards Establishment Coordinator
417 University Centre

September 10, 2004

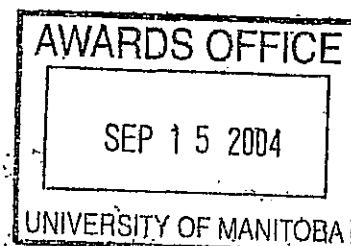
Dear Dr Baydack:

I would like to take this occasion to endorse the Mitchell W. Sharp Bursary being offered to University 1 Aboriginal students. Although many students do not declare their Aboriginal heritage, we know that they are a highly under-represented group within our University and University 1. The requirements for being considered 'represented' is 80% of the present Aboriginal population which is 11.7% of the population of Manitoba. Therefore, under this formula, 9.36% of the students in University 1 should be of Aboriginal heritage.

The table below indicates a clear under-representation within University 1. One of the objectives of University 1 is to provide resources designed to increase the ultimate success of students. I believe it highly desirable to expand the opportunity for success for under-represented groups whose financial circumstances may have been a limiting factor.

Therefore, I strongly support the Honourable Mitchell W. Sharp Bursary for University 1 Aboriginal students.

Christine Blais, PhD
Director, University 1



Representation of Aboriginal Students

From the *Aboriginal People in Manitoba*:

Population of Manitoba = 100%

Aboriginal Population of Manitoba = 11.7% (approx 150,045)

From Office of Institutional Analysis:

	2003-2004	2002-2003	2001-2002	2000-2001	1999-2000
University of Manitoba undergraduate student population	23,032	21,724	20,534	19,000	18,154
Aboriginal undergrad student pop % of undergrad students	1,080 (4.7%)	924 (4.3%)	794 (3.9%)	513 (2.7%)	NA
University 1 enrolment	5,513	5,027	4,711	4,208	3,814
Aboriginal students in University 1 % of University 1 class	258 (4.8%)	252 (5.0%)	258 (5.5%)	194 (4.6%)	NA

* Data from the Office of Institutional Analysis

Representation is determined as: 80% of the present Aboriginal population

80% of 11.7% of the General Population = 9.36%

Therefore, under this formula, Aboriginal students should represent 9.36% (516 students) of the University 1 population.



UNIVERSITY
OF MANITOBA

Aboriginal Student Centre

October 6, 2004

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

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

Dear Dr. Baydack & Senate Committee:

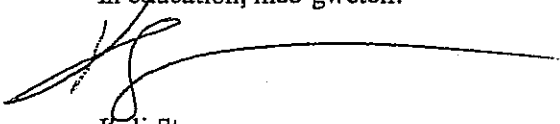
Please accept this letter as formal support for the Honourable Mitchell W. Sharp Bursary designed to assist Aboriginal students in University 1.

As the Director of the Aboriginal Student Centre, I can verify that financial strain is the leading cause for Aboriginal students leaving school before graduation. It is common knowledge that many Aboriginal peoples live in poverty and whereas a university education can help rectify this, most cannot afford to do so. It is only reasonable that the University of Manitoba would want to assist in rectifying this situation with or without the declared commitments made in the Strategic Plan.

The number of Aboriginal students attending the University of Manitoba continues to increase and, I believe, is partially due to the financial assistance made available through programs and faculties. The Honourable Mitchell W. Sharp Bursary offered to Aboriginal University 1 students is an example of a Faculty wanting to assist with the financial difficulties faced by some of their students. For many Aboriginal students, attending university requires moving away from home knowing there is little or no financial assistance available from their families should they need it. Offering assistance early in the student's academic career will hopefully prove to be proactive in addressing financial need before students get overwhelmed. Bursaries offered in first year also serve to assist with relocation costs and confirm the commitment the University has for Aboriginal students.

I trust that the Senate committee will approve this bursary and others like it, in the hopes of increasing the recruitment and retention of Aboriginal students.

In education, mee-gwetch!


Kali Storm
Director, Aboriginal Student Centre

- There are 150,045 Aboriginal people in Manitoba, or 11.7% of the population.
- There are currently 1102 Aboriginal students who self-declared at University of Manitoba, or 4.7% of the undergraduate population.
- 2.9% of the Aboriginal population in Manitoba have completed university vs. 12.6% of the non-Aboriginal population.
- There are 258 self-declared Aboriginal students in University 1, or 4.7% of the population.

* Statistics are from the Government of Canada 'Aboriginal People in Manitoba' and from Institutional Analysis 'A' Profile of Canadian Aboriginal Students at The University of Manitoba'.





UNIVERSITY
OF MANITOBA

Faculty of Graduate Studies

Professor Anthony S. Secco
Dean

500 University Centre
Winnipeg, Manitoba
CANADA, R3T 2N2
Phone: (204) 474-9887
Fax: (204) 474-7553
E-Mail: Secco@ms.umanitoba.ca

MEMORANDUM

November 23, 2004

To: Mr. Jeff LeClerc, University Senate Office 310 Administration
From: Dr. Tony Secco, Dean, Faculty of Graduate Studies
Subject: MOTIONS FROM THE FACULTY COUNCIL COMMITTEE OF GRADUATE STUDIES:

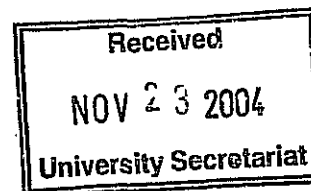
The following motion was passed at our Faculty Council meeting on November 19, 2004:

For Approval:

MOTION THAT the proposed Supply Chain Management Stream in the M.Sc. in Management be approved by Senate.

/jc

atts.



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

Report of the Programs and Planning Committee of the Faculty of Graduate Studies on graduate program proposals.

Preamble

The Programs and Planning Committee (PPC) of the Faculty of Graduate Studies (FGS) has the responsibility of considering new graduate program proposals and to make recommendations to FGS Council. PPC met on October 18, 2004 and made the following recommendation regarding the addition of a Supply Chain Management stream to the M.Sc. in Management in the I.H. Asper School of Business.

Observations

1. The demand for expertise in Supply Chain Management is increasing as the world economy continues to develop. The new stream would be one of only two in Canada that have a Supply Chain Management focus at the graduate level (UBC).
2. The Department of Supply Chain Management (Board of Governors approved June 22, 2004) has the largest complement of scholars in any Canadian University. The Department has the faculty in place to support the admission of approximately three students per year over the next five years.
3. The Supply Chain Management stream would fall under the regulations of the M.Sc. in Management and would consist of a minimum of 18 credit hours, six credit hours at the 700 level. Students would must take three required courses (9 credit hours) and 9 credit hours of optional courses and complete a thesis or research practicum.
4. A statement from the Library indicated that the University of Manitoba Libraries can support the new stream in Supply Chain Management.
5. The I.H. Asper School of Business approved the new stream.

Recommendation

The Programs and Planning Committee of the Faculty of Graduate Studies recommends that the Faculty Council of Graduate Studies endorse the proposed Supply Chain Management stream in the M.Sc. in Management and forward to Senate for approval.

Endorsed by the Faculty Council of Graduate Studies November 19, 2004



UNIVERSITY
OF MANITOBA

Asper School of Business
Faculty of Management

Dean's Office
324 Drake Centre
181 Freedman Crescent
Winnipeg, Manitoba
Canada R3T 5V4
Telephone (204) 474-6390
Fax (204) 474-7544

MEMORANDUM

DATE: September 28, 2004

TO: Kevin Slippert, Program Review Officer, Graduate Studies

FROM: Charles Mossman, Associate Dean *C. Mossman*

SUBJECT: Supplementary Regulations for the MSc. in Management:
Supply Chain Management Stream

In response to your e-mail request of September 21, 2004, we are providing additional information. We are ready to offer the new stream in the Master of Science in Management as soon as a new MBA course in Supply Chain Management, now under review, is approved for the MSc. Program. The MBA course will constitute one of four courses required for this new "stream", as previously indicated. All the resources are in place to offer the new Supply Chain Management stream as soon as approvals are finalized. Replies to your specific requests for information are as follows:

Rationale:

There is a strong demand from industry for more knowledge in the areas of logistics, transportation, and the related supply chain management issues. The existence of programs at an advanced level provide an opportunity to enhance our academic understanding of the dynamics in this area, and to enhance industry practices toward making our province more competitive. Supply Chain Management is a relatively new area of academic study, but it is rapidly becoming an important part of management education within North America.

Objectives:

The objective of the Master of Science in Management is to produce graduates who have an academically more in-depth, rigorous training in their chosen management field than is normally the case either for B.Comm (Hons.) graduates or MBA graduates from most typical North American programs. In addition, the program seeks to develop strong research skills for the graduates in order to meet the needs of employers as well as to more effectively prepare Master's students for doctoral work.

This objective also applies to the new area of Supply Chain Management. The focus is on research in the supply chain areas, which focus on the mechanics



and management of bringing products and services from suppliers or manufacturers to users by the most efficient and effective means.

Features:

This stream is being introduced due to the need for academics and managers who can improve research in the Supply Chain Management area. The demand for this type of expertise has increased greatly as our markets become more linked across North America and the world. Several schools in the United States have Supply Chain Management programs, but in Canada only the University of British Columbia has any focus on this area, and UBC has two or three academics involved. Our new department is the largest complement of Supply Chain Management scholars in any Canadian University, and numbers of research faculty would also be well above average for most US programs.

Regarding the potential demand from potential M.Sc. students in the area of Supply Chain Management, we have already had enquiries about pursuing graduate studies in SCM from students in the undergraduate SCM program at this University and other Universities as well as from some people currently employed in government and the private sector. This is before we have done any promotion of the MSc. program.

We are confident that with some promotion we will have no difficulty in achieving a critical mass of 10 to 15 graduate students within a five-year period. Initially it is planned to admit about 3 students per year. The Department's current complement of support staff and other resources will enable it to mount this program. There are sufficient resources in the graduates support area at the Asper School to support the new MSc. students.

No doubt some of the student interest comes from the presence and profile of the Transport Institute located within the Department. The Transport Institute researchers represent the University of Manitoba at many research presentations throughout Canada and the United States. The Transport Institute holds two regular national conferences in Winnipeg on transportation and logistic issues.

Faculty:

The faculty members who will participate in the MSc. program are listed in the Appendix. Some of these professors have already been listed in their former departments. We are enclosing curriculum vitas for the three new professors (Foropon, Larson, and Morris).

Student Requirements:

The admission and general program requirements for this new stream will be identical to those for the original MSc. proposal approved last year. At its September 24, 2004 meeting, the Asper School Faculty Council recommended approval of the supplementary regulations for this new stream by the Faculty of Graduate Studies.

Appendix Faculty Supporting the Supply Chain Management Stream

Suresh Bhatt: Dr. Bhatt is a Professor of Management Science in the Department of Supply Chain Management. Prior to July 2004, he was in the Department of Business Administration at the University of Manitoba since 1984. His research interest focuses on theory and application of Management Science / Operations Research, and covers mathematical programming, inventory management, multi-objective optimization, scoring models and productivity analysis and their application to Agriculture Economics, Water Resource Management, Engineering Optimization and Production.

Paul Earl: Dr Earl joined the Asper School of Business in July 2003 from a long and varied career in the grain industry. He has worked for the federal government in Ottawa, for Canadian Pacific Railways, for United Grain Growers, the Grain Transportation Agency, and, most recently, for the Western Canadian Wheat Growers. His research focuses on grain transportation and logistics.

Cyril Foropon: Professor Foropon joined the I.H. Asper School of Business in July 2004 in the area of Production Management. He has a Master of Science in Economics from the University of Pantheon-Assas (Paris II) and a Postgraduate degree in Organization Sciences from the University of Paris-Dauphine (Paris IX). He is a Ph.D. candidate at HEC Paris. His areas of research interest include Quality Assurance Management in the automotive industry, and Investigation and assessment of empirical research methods. Professor Foropon will become active in the new stream following completion of his Ph.D., expected shortly.

Paul Larson: Dr. Larson joined the Department of Supply Chain Management as a Full Professor in July 2004 from his position at Iowa State University. His area of research interest is logistics and supply chain management. Current research projects focus on defining SCM vis-à-vis logistics and marketing, SCM implementation, service quality measurement, consumer logistics behaviour, and high-tech vs. high-touch business communication. He has taught purchasing, logistics and SCM at both the graduate and MBA levels.

Ron McLachlin: Dr. McLachlin comes to the Department of Supply Chain Management from his position as Associate Professor in the Department of Business Administration where he was working in the area of Production Management. His areas of research interest include just-in-time manufacturing; process innovations operations strategy; use of consultants for process improvement.

Matthew Morris: Professor Morris is an assistant professor of supply chain management. He is completing his Ph.D. in business logistics at the University of Maryland. His current focus of research is international buyer-supplier relationships, and he will be instructing courses in international business and supply chain management. Professor Morris will become active in the new stream following completion of his Ph.D., expected shortly.

Barry Prentice: Dr. Prentice is the Director of the Transport Institute and a Professor in the Department of Supply Chain Management, I.H. Asper School of Business. His major research and teaching interests are logistics, transportation economics, urban transportation, economic development and trade policy.

Earl Rosenbloom: Dr. Rosenbloom joined the I.H. Asper School of Business in 1980. Before joining the School, Dr. Rosenbloom taught at the University of Lethbridge and the University of Alberta. He has worked in operational research with the Canadian Department of National Defense. His areas of research interest include: Decision theory, Analytic Hierarchy Process, Mathematics of gaming and sequential probability ratio tests.

Edward Tyrchniewicz: Dr. Tyrchniewicz was appointed Acting Head of the Department of Supply Chain Management in July 2004. He is also the occupant of the CN Chair in Sustainable Transportation and Logistics in the Asper School of Business. Trained as an Agricultural Economist, his research interests are in transportation and agricultural policy in Canada and internationally.

To: Professor Paul D. Earl, Department of Supply Chain Management

From: Dennis Felbel, Head, A.D. Cohen Management Library

Subject: Library Support Statement for the New Graduate Course 164.7xx, Advanced Supply Chain Management

Date: August 11, 2004

Summary:

The collections of the UM Libraries can support the new graduate course Advanced Supply Chain Management. This evaluation is based on two extensive Library Support Statements conducted recently, in 2002 and 2004, which demonstrate the strength of the supply chain management resources in the Libraries.

The introduction of the graduate course 164.7xx, Advanced Supply Chain Management, continues the ongoing curriculum development of the discipline of supply chain management in the I. H. Asper School of Business.

In 2002 the Transport Institute formally became part of the Asper School. In 2003 an undergraduate major in Supply Chain Management and Logistics was implemented. The Library Support Statement for the undergraduate initiative was positive and found that the UM Libraries had adequate resources to support the major (September 24, 2002).

In 2004 the School created the new Department of Supply Chain Management. In conjunction with the new department three new courses were introduced by the Asper School. An additional course, formerly taught in the Department of Marketing, was renumbered. The Library Support Statement conducted for these courses was positive (May 11, 2004). It noted in particular the strength of the journal collection, both paper and electronic, determined through a citation analysis study. A strong journal collection is required to properly support research at the graduate level. The journal collection of the A.D. Cohen Management Library was strengthened throughout the 1990s as a result of the introduction of the Ph.D. program and the revised MBA program and the corresponding financial support from the Faculty. In addition online journals have been added to the subscription list through the acquisition of numerous online journal databases. These include Proquest (ABI and CBCA), Emerald Full Text, JSTOR, Ebscohost, Science Direct, Wiley Interscience, and Blackwell Synergy.

As to books, both the 2002 and the 2004 Library Support Statements demonstrate the adequacy

of the collection. Topical areas such as transportation principles, supply chain logistics, material and supply chain management, global supply chain logistics, and transportation regulation and policy were found to be adequate and current. Furthermore, the A. D. Cohen Management Library maintains a book approval plan with Blackwell's Book Services which automatically selects current titles in transportation/supply chain management per a predetermined profile. Gift funds are also used to acquire books in the field of supply chain management when regular acquisition funds prove to be insufficient.

In addition the UML collection showed strengths in the area of access to Statistics Canada data and other Canadian Government data and publications. These strengths are based on the UML's depository status for government publications as well as its online access to government services such as E-Stat and Strategis. Additional specialized access to government sources and data are provided by Data Library Services, a service offered through the Elizabeth Dafoe Library.

Conclusion:

In conclusion the UM Libraries can support the introduction of the graduate course Advanced Supply Chain Management. This conclusion is based on the extensive work conducted for the Library Support Statements of 2002 and 2004 which introduced a major in Supply Chain Logistics and Management (2002) and three new courses in conjunction with the new Department of Supply Chain Management (2004).



UNIVERSITY
OF MANITOBA

Faculty of Graduate Studies

Professor Anthony S. Secco
Dean

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CANADA, R3T 2N2
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E-Mail: Secco@ms.umanitoba.ca

MEMORANDUM

November 23, 2004

To: Mr. Jeff LeClerc, University Senate Office 310 Administration
From: Dr. Tony Secco, Dean, Faculty of Graduate Studies
Subject: MOTIONS FROM THE FACULTY COUNCIL COMMITTEE OF GRADUATE STUDIES:

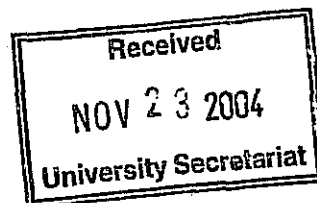
The following motion was passed at our Faculty Council meeting on November 19, 2004:

For Approval:

MOTION THAT the proposed consolidation of the full and part-time MBA programs be approved by Senate.

/jc

atts.



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

Report of the Programs and Planning Committee of the Faculty of Graduate Studies on graduate program proposals.

Preamble

The Programs and Planning Committee (PPC) of the Faculty of Graduate Studies (FGS) has the responsibility of considering new graduate program proposals and to make recommendations to FGS Council. PPC met on October 18, 2004 and made the following recommendation regarding the consolidation of streams within the MBA Program in the I.H. Asper School of Business.

Observations

1. The proposed consolidation would see the merger of the full and part-time MBA programs into a single 60 credit hour program designed to be one-year in duration with the ability to complete the program in up to six years.
2. The proposed consolidation is in response to existing market confusion, conflicting program requirements and regulations, and high fixed costs of operating separate full and part-time MBA programs. The proposed consolidation recommends the creation of a single tuition fee structure.
3. The consolidation proposal was approved by the I.H. Asper School of Business.
4. The consolidation will have no impact on Library resources.

Recommendation

The Programs and Planning Committee of the Faculty of Graduate Studies recommends that the Faculty Council of Graduate Studies endorse the proposed consolidation of the full and part-time MBA programs to Senate for approval.

Endorsed by the Faculty Council of Graduate Studies November 19, 2004

SUBMISSION TO THE FACULTY OF GRADUATE STUDIES

from the

I.H. ASPER SCHOOL OF BUSINESS

in support of

**THE CONSOLIDATION OF THE
MASTER OF BUSINESS ADMINISTRATION (MBA)
PROGRAMS**

Prepared by:

**Graduate Program Office
I.H. Asper School of Business
University of Manitoba**

9 September 2004

Executive Summary

This paper has been generated by the Graduate Program Office at the I.H. Asper School of Business in response to direction and guidance provided by the Dean's Office and the Asper MBA Program Committee over the period April-September 2004.

In response to existing market confusion, conflicting program requirements and regulations, and high fixed costs operating separate full and part-time Master of Business Administration (MBA) programs, this paper proposes that future MBA education be conducted through a single program—a program that is more student responsive and resource efficient overall. It proposes that the School's full and part-time MBA programs be consolidated into a single *Asper MBA Program* to begin September 2005.

This proposal brings together and harmonizes two separate sets of program requirements, annual course offerings, and supplementary regulations currently associated with the full and part-time programs. It also recommends the creation of a single tuition fee structure for both full and part-time attendance. This paper does not propose to change the historic nature or academic objective of the MBA degree, nor does it propose any curriculum changes outside of those necessary for consolidation to occur—that is, this proposal does not include any major rebalancing of program content or any new curriculum initiatives.

The consolidated program, consistent with historical standards and the current part-time program, would be 60 credit hours in length. Retaining the general management focus of the two current programs, and the leadership elements of the current full-time offering, the consolidated program would have 48 credit hours of mandatory core courses. The *Asper MBA* would be a one-year program that can be completed at its designed pace, or up to six years at a reduced rate. The program would permit an individual to undertake one of four currently offered part-time specializations—Finance, Management, Marketing, and Health Administration. It would permit advanced standing and exemptions of up to 30 credit hours in core courses as currently offered in the School's part-time program. It would also offer two entry points in the year—August and January. Admission requirements would remain as currently defined—minimum 3.0 GPA and 500 GMAT and normally 3 years' work experience.

To implement the proposal, the current and separated full and part-time program offerings would be last offered over the 2004-05 calendar year. Students who registered for part-time study prior to the consolidation would continue their studies under their original part-time terms and conditions. Those terms and conditions would be fully supported for three years after consolidation—2008. Only under exceptional circumstances would a current part-time student be permitted to transfer over to the new program requirements. Transfer would require MBA Program Committee review and approval.

Tuition and supplementary regulation harmonization is to be completed on receipt of consolidation approval. It is recommended that the current full-time tuition, last increased in 2000, be retained for the consolidated program. Students enrolled in the part-time program before consolidation would continue with their current fee structure, subject to annual increases as may be implemented university-wide.

The current part-time supplementary regulations, which already address such issues as exemptions and advanced standings, will act as the baseline document upon which revisions and additions will be made to address the one-year aspects of the consolidated program.

The key benefits of consolidation are:

- **Eliminates Market Confusion.** Offering two unique programs for the same degree has generated much local recruitment confusion over the years. The programs in a number of ways have been working at cross-purposes with each other in attempting to attract applicants. Consolidation would eliminate this market confusion.
- **Enhances Student Choice.** Program consolidation would dramatically increase course offerings to full-time students—permitting for the first time in a decade the opportunity for a full-time student to undertake a specialization. For the part-time student, consolidation would permit for the first time the opportunity to take classes in the day as well as in the evening. For all students, consolidation will offer significantly greater individual freedom in mapping out their own program of study.
- **Creates a Single Tuition and Regulation Regime.** For a decade, the existence of two tuition and supplementary regulation structures has been problematic to administer and explain. The creation of a single program, and with it a single tuition and set of supplementary regulations, will dispose of historic inter-program variances and anomalies.
- **Provides Greater Resource Efficiency and Flexibility.** Operating two totally separate programs has historically required in excess of 150 credit hours of course offerings per year. Consolidation will reduce that figure to 138 credit hours and will permit a further reduction of up to 12 credit hours if low enrolment in a given year so dictates. The reduced figures will occur notwithstanding offering greater program choice and flexibility to the student. Additionally, consolidation will reduce overall program administration requirements and costs.
- **Expands MBA Development and Growth Potential.** The division of a limited number of students across two programs and the variances in tuition and regulations across two programs have historically made curriculum development or expansion difficult. The consolidation initiative will create a single and unified structure upon which future curriculum development and growth can more easily be accomplished.

SECTION 1 - INTRODUCTION

PROPOSAL

This paper proposes that, in response to historic resource concerns with operating two separate and often competing full and part-time Master of Business Administration (MBA) programs, future MBA education be conducted through a single program—a program that is more student responsive and resource efficient overall. That is, it proposes that the School's Full and Part-time programs be consolidated into a single *Asper MBA Program* for September 2005.

This proposal brings together and harmonizes two separate sets of program requirements, annual course offerings, and supplementary regulations currently associated with the full and part-time MBA programs. It also recommends the creation of a single tuition fee structure for both full- and part-time attendance. This paper does not propose to change the historic nature or academic objective of the MBA degree, nor does it propose any curriculum changes outside of what is necessary for consolidation to occur—that is, this proposal does not include any major rebalancing of program content or any new curriculum initiatives.

PROPOSAL MANDATE

This paper has been generated by the Graduate Program Office at the I.H. Asper School of Business in response to direction and guidance given by the Dean's Office and the MBA Program Committee over the period April-September 2004.

PROPOSAL BACKGROUND & RATIONALE

Currently, as a result of a sequence of decisions dating back to the early 1990s, an individual can earn a University of Manitoba MBA degree through one of two separate program routes, both administered and conducted independently by the I.H. Asper School of Business. The programs are:

- **Asper MBA Manitoba Full-time Program.** Simply called *MBA Manitoba* when it was first introduced in 1995, the program was considered at that time innovative and daring in nature. It is an integrated year-long, 66 credit-hour program annually offered to a small group of students, normally ~20, while capped at 30. Starting with a 3-week preparatory period, *Asper MBA Manitoba* begins during the last weeks of August. Following the preparatory period, students commence the core of the program with the first of three 14-week phases, which progressively develop the students' analytical, managerial, and leadership skills. Employing a broad set of instructional tools—lectures, seminars, case studies, group exercises, and experiential events including a short international study component—the program's mission is to develop general managers for the global context. Subjects addressed include business leadership, management and decision-making, marketing, organization design and human resourcing, operations and logistics, accounting, and finance and investment. Students do not have any elective options. The tuition is \$18,600. Student program costs beyond tuition include books and personal travel expenses associated with the study trips. Total program cost is ~\$27,000 for a student.

- **Asper MBA Part-time Program.** Employing a more traditional 60 credit-hour program in which 42 credit hours are taken up by mandatory core courses and 18 by electives, the current part-time program was created in 1998 in response to a recognized local MBA need unaddressed by the full-time offering. The part-time program, while also focusing on general management, offers four specialization options not found in the full-time program. The specialization options available are Finance, Business Administration, Marketing, and Health Care Administration. The Program at any given time has approximately 130 part-time students. Designed to be completed in 3 years at a part-time pace, students have up to six years to complete the program. Classes are conducted in the evenings and Saturdays to accommodate the needs of working professionals. Advanced standing is available for equivalent graduate level courses completed, and up to 30 credit-hours of exemptions are available for recent B.Comm. graduates. The program cost is ~\$12,000 with tuition and faculty fees being ~\$9,000 and books being \$2,500.

While both programs have served students and Manitoba well, they have not been offered without marketing difficulties and administrative shortcomings—difficulties and shortcomings which this proposal has been generated to resolve. The key problems that this proposal has been generated to address are:

- **Market Cross-purposes and Confusion.** The full and part-time programs were designed with two distinct types of applicants or market segments in mind—the full-time program was to serve the needs of fast-tracking corporately sponsored individuals from Manitoba and afar who would need global broadening while the part-time program was designed to permit broad local access to MBA education to self-financed individuals attempting to enhance their business credentials while continuing to work. However, recruitment realities have not mapped as originally envisioned, particularly with respect to the full-time program. As a result, it is believed the programs have progressively come to undermine each other in the marketplace, particularly the local one. The part-time program with its low tuition fee, after-hour course offerings, and advanced standing and exemption opportunities has ended up drawing the corporate sponsorship rather than the full-time program. On average 60% of part-time students are corporately sponsored while corporate sponsorship in the full-time program has never exceeded 10%, notwithstanding several attempts over the years to encourage it. This is not to say that the full-time program has totally fallen victim to the part-time program, but it has ended up largely recruiting a different type of individual than originally envisioned—a self-financing individual accepting of the high program costs for the sake of completing the degree in less than a year. Program undermining has not altogether been one-sided. The full-time program, with its international travel, upscale classroom, and higher profile and costs, has conversely negatively impacted on the marketability of the part-time program. It has done so by creating the comparative impression that the part-time program is a lower order or second class program—an image which is in error, particularly when one considers that the part-time program offers specializations while the full-time program does not.
- **Conflicting Requirements and Regulations.** Regardless of completing studies on a full or part-time basis, a graduate receives the same degree, an MBA. However, the full and part-time program requirements do measurably differ. To complete the full-time program, one must undertake 66 credit hours of study in which 60 credit hours are associated with core or mandatory courses. In contrast, to complete the part-time program, a student needs to undertake 60 credit hours of study, in which 42 are core—a

noticeably smaller and differing set of core courses than found in the full-time program. Concurrently, the programs differ in terms of supplementary regulations governing such issues as advanced standing, course exemptions and, most notably, course failure. Conflicting in nature, the requirements and regulation variances have proven problematic at times, are open to challenge, and do not readily permit inter-program student movement.

- **High Fixed Costs with Few Cross-program Efficiencies.** Resulting from operating two independent and differing programs, both with high credit hour requirements and differing scheduling and administrative requirements, there are high annual fixed costs aggravated by little opportunity to share or move resources between the programs when need would otherwise dictate. It is estimated that operating two separate programs costs the School and the University upwards of \$100,000 in fixed costs and lost efficiencies while providing less flexibility and fewer opportunities for the students (ref. Appendix 4).

It is for these three fundamental and historical reasons—market cross-purposes and confusion, conflicting requirements and regulations, and high fixed costs with few cross-program efficiencies—that program consolidation and with it, curriculum, regulatory and tuition harmonization, are considered essential.

Manitoba is the University's and the School's primary regional focus, core responsibility, and home and best recruitment market. AACSB national data reveals that our market generates ~100-120 MBA applicants per year. However, currently, the Asper School is satisfying only ~50% of that market interest through its two current programs. The remaining market share is going to a growing selection of on-line programs, the Queen's video-conferenced Executive MBA program, and out-of-province business schools. This is partly the result of the School's current two-program MBA structure and the shortcomings noted above. Concurrent to addressing the shortcomings, this consolidation proposal is also seen as a critical and first step in a longer-term mandate to become ever more engaged, responsive, and attractive to Manitoba and Manitoba's business community.

SECTION 2 – PROPOSAL DETAILS

Program Objective

In a restructured and updated *Asper MBA*, the program objective will remain unchanged—to develop managerial leaders for the global economy. That is, to develop the essential leadership attitudes, managerial skills, and business knowledge to succeed as a senior manager in today's highly competitive and global business environment.

A manager is defined as the individual who is responsible for accomplishing organizational goals and who accomplishes those goals in an ethical and socially responsible manner, through planning, organizing, leading and controlling the efforts of other people. A senior manager is defined as an individual who oversees the diverse efforts of subordinate managers and who is at the centre of an organization's decision-making and planning processes. A senior manager maintains control of and responsibility for the overall progress and success of an organization.

To achieve the objective, the program will continue to recruit students from diverse previous academic backgrounds who have considerable variation in the type and length of work experience. As such, the program will retain its general management focus. However, to be more responsive to individual needs, the restructured program will permit, for the first time, specialization for full-time students.

Program Features

The consolidated *Asper MBA* will offer, like its full-time predecessor, a one-year format, for those wishing to take the program full-time; however, the program will also be able to accommodate less-than-full-time students—students wishing to take the program over a period from one to six years. Like the current part-time program, the consolidated program will require 60 credit hours of study to complete; this is a modest reduction from the current 66 credit hour full-time program requirement. Like its predecessors, it will employ a complementary set of instructional tools including lectures, seminars, case studies, group exercises, and experiential business visits. However, it will not include a mandatory international trip, as is the case for the current full-time program. The new program will have the following key features:

- **Business Leadership Focus.** Drawing from the leadership elements of the current full-time program, the new program will include a professional development & leadership retreat (98.706 Professional Seminar/6 credit hours), and late program courses on Strategic Leadership and Change (27.751/1.5 credit hours) and Entrepreneurship and New Venture (118.724/1.5 credit hours). 98.706 Professional Seminar, which is currently part of the full-time program, will be strengthened and consolidated into a ten-day experiential event, ideally using a retreat format where students will be brought together for an extended and all-encompassing morning through evening learning and personal development experience. Requiring individual pre-arrival preparation and post assignment, it is envisioned the ten-day event would address fundamental decision-making and managerial skills while concurrently addressing the more creative, interpersonal, social, and ethical attributes of business leadership today.
- **48 Credit Hour Core.** The program will retain the current balance of core courses from across the Faculty's four departments. A credit hour would continue to be equivalent to

10 hours of contact or class time.

- **12 Credit Hour Elective Component With Four Specialization Streams Available.** Drawing from the current part-time program, both full and part-time students will be able to undertake a specialization in Finance, Management, Marketing, or Health Care Administration by taking 12.0 credit hours of elective courses in the specialty. An individual can likewise choose subjects across the specialization and receive a generalist designation.
- **Recognition of Previous Business Education.** Drawing from the current part-time program, both full and part-time students will be eligible to apply for advanced standing and/or course exemptions. Advanced standing will be considered for approved graduate business courses taken elsewhere, and exemptions will be considered for recent B.Comm. graduates.

Admission Requirements

Admission requirements and selection criteria will remain unchanged, except that interviews will no longer be required for full-time applicants.

Accordingly, in addition to the admission requirements of the Faculty of Graduate Studies found in the Graduate Studies Regulations Section of the Graduate Calendar, normally applicants would require the following for admission consideration:

- **GPA**—A baccalaureate degree or its equivalent from an accredited university, having attained in the most recent 60 credit hours of university-level work, a minimum grade point average of 3.0 on a 4.0 grading scale (approximately 75% or a "B");
- **GMAT**—A minimum score of 500 on the Graduate Management Aptitude Test;
- **Work Experience**—Individuals with a minimum of three years of professional work experience in business, government, or other institutions will receive admission preference.

Admission Process & Deadlines

Program admission will expand from a single entry point—August—to include a January commencement option. However, January entry could delay program completion by up to 5 months. To begin the program in August the application deadline will be January 15 for international applicants and May 1 for Canadian/US applicants. To begin the program in January the deadline will be June 15 for international applicants and October 1 for Canadian/US applicants. As per past practice, applications received after these dates will be considered if space permits, and applications received before the deadline will be given early consideration.

Core Requirements

The core of the program—48 credit hours—will provide a common business leadership and managerial base for all students. All courses will be required, unless exemption, advanced standing, or course substitution is granted. Advanced standing will be granted only for equivalent graduate level courses from recognized universities. Exemptions, not to exceed 30 credit hours, may be granted for selected core courses to a graduate of a recognized B.Comm.(Hons) program undertaken within 8 years prior of admission into the MBA program.

In addition to the Program's required 60 credit hour curriculum, applicants considered weak in math skills will be required to take auxiliary coursework in math—27.501 Mathematics for Management. Exemption from 27.501 is possible for applicants who meet at least one of the following criteria: (1) holds a degree in Science, Engineering, Mathematics, Applied Mathematics, Computer Science, or Statistics; (2) scored above the 85% percentile on the quantitative section of the GMAT; (3) completed, a 3.0 credit hour course in university calculus with a minimum grade of C+ plus a 3.0 credit hour course in algebra (matrices) within 8 years prior to entering the MBA program.

The new core program requirements are listed below. Also see a comparison of proposed course offerings versus historic full and part-time offerings in Appendix 1 and individual course descriptions in Appendix 2.

Course Number	Course Title	Credit Hours
Accounting & Finance		
009.605	Accounting 1*	3.0
009.606	Accounting 2*	3.0
009.607	Corporation Finance*	3.0
009.6XX	Information Management*	3.0
Business Administration		
027.603	Organization Theory and Behaviour*	3.0
027.701	Business Policy Seminar**	3.0
027.708	Research Methods	3.0
027.745	Industrial Relations/Human Resource Management*	3.0
027.751	Strategic Leadership & Change	1.5
027.771	Managerial Communications*	1.5
027.772	Business Conditions Analysis	1.5
027.773	International Business	1.5
027.774	Business/Government Relations*	1.5
Interdepartmental Business		
098.706	Professional Seminar***	6.0
Marketing		
118.608	Marketing*	3.0
118.724	Entrepreneurship & New Venture	1.5
Supply Chain Management		
027.501	Math for Managers	AX
027.607	Quantitative Analysis for Management*	3.0
027.609	Production Management*	3.0

NOTES:

* Eligible for exemption. Also note 27.607 & 27.609 pending course number change with creation of new department of Supply Chain Management.

** 027.701 Business Policy Seminar constitutes the comprehensive examination. The course must be completed at the University of Manitoba in the final year of a student's program.

*** 98.706 is a ten-day experiential event conducted annually for new program participants. Students must complete 98.706 in their first year of study.

Elective Requirements and Specializations

To satisfy the remaining program requirement of 12 credit hours, students will be permitted to choose from graduate-level coursework from inside the Faculty or, where approved, from other Faculties. Students will be able to choose a Generalist option—completion of any 12 hours of approved 700-level MBA elective coursework—or undertake a specialization.

Specializations offered will be in:

- Finance
- Management
- Marketing
- Health Administration

Specialization requirements will be as currently detailed in the Part-time Program. Please note that not all electives will be available each year. Courses required for each area of specialization are listed below:

Finance

Four courses from:

009.707	Theory of Financial Management	3
009.715	Investment Policy	3
009.722	Advanced Seminar in Finance	3
009.723	Seminar in Financial Intermediaries and Capital Markets	3
009.726	Selected Topics in Finance	3

Management

Four courses from:

027.703	Comparative Management	3
027.704	Systems Analysis for Management	3
027.709	Organizational Decision Making	3
027.710	Interpersonal Processes	3
027.711	Business and Its Environment	3
027.712	Organizational Power and Politics	3
027.730	Topics in Advanced Production and Operations Management	3
027.735	Administration: Selected Topics	3
027.736	Organizational Behaviour and Self Development	3

027.737 Managing Innovation 3

Marketing

Four courses from:

118.708 Selected Topics in Marketing	3
118.720 Decisions and Concepts in Marketing	3
118.721 Marketing and Competitive Behaviour	3
118.722 Seminar in Marketing	3
118.723 Seminar in Consumer Behaviour	3
118.730 International Marketing	3

Health Administration

Four courses from:

093.713 Methods in Health Services Research and Evaluation	3
093.729 Economic Evaluation of Health Care	3
093.730 Health Policy and Planning	3
093.731 Epidemiology of Health Care	3
093.732 Organization and Financing of the Canadian Health Care System*	3
093.751 Current Topics in Community Health	3
093.752 Principles of Epidemiology 1*	3
098.701 Industry Project**	3

NOTES:

* Required for Health Administration Specialization

** Can be used as a 3 credit hour elective course for field placements in health care organizations upon approval of the MBA Program Committee. Placements and supervision of the placements will be the responsibility of the Department of Community Health Sciences.

Health Administration courses are scheduled by the Department of Community Health Sciences and may not fit within the normal MBA elective schedule.

With the approval of the MBA Program Committee and the academic area involved, students may be permitted to undertake a research project or a readings course as per current Part-time Program Regulations. Research projects would count as six credit hours of elective coursework and a readings course as three credit hours of elective coursework. A student will be allowed up to two readings courses or one readings course and one research project during the program. A research or readings proposal will have to be submitted to a faculty supervisor and the MBA Program Committee for approval prior to registration for the course. Readings and research courses will only be taken within the Asper School of Business and will not be used as credit toward an area of specialization.

No thesis option will be available.

No second language reading requirement.

Program Schedule—

The revised program will operate on a 138 credit hour day and evening annual schedule. See Appendix 3 for annual program schedule.

The schedule, while considered optimal for current needs, will permit up to 12 credit hours of program shrinkage without unduly impacting course availability and program completion times. Concurrently, the schedule can easily be expanded with further sections or elective offerings as future conditions dictate. To maximize student choice, courses will be offered either in 3-hour per week afternoon or evening slots across Monday-Friday. A student will take no more than 5 courses at a time and will never have more than 15 hours/week of classes, with the exception of the summer Professional Development Forum—98.706—that is envisioned to be 10 full days of workshops, seminars, team-building activities and evening events.

The program is optimized for an August start; however, students will be permitted to:

- Commence the program in either August or January;
- Choose between day or evening classes;
- Take electives prior to completion of all core, but not without prerequisites; and
- Switch during the program between full and part-time status as individually desired.

Students will enjoy significantly greater choice in program pace, sequence, and content than currently exists, and as a result significantly more responsibility for program management and success.

Expected time to graduate: 1-3 years, with a maximum 6 years permitted.

SECTION 3 – PROPOSAL IMPLEMENTATION

General

To implement the proposal, the current and separated full and part-time program offerings would be last offered over the 2004-05 calendar year. Students who registered for part-time study prior to the consolidation would continue their studies under their original part-time terms and conditions. Those terms and conditions will be fully supported for three years after consolidation—2008. Only under exceptional circumstances would a current part-time student be permitted to transfer over to the new program requirements. Transfer would require MBA Program Committee review and approval.

Tuition and supplementary regulation harmonization is to be completed on receipt of consolidation approval. Last increased in 2000, it is recommended that the current full-time tuition be retained for the consolidated program. Students enrolled in the part-time program before consolidation would continue with their current fee structure, subject to annual increases as may be implemented University-wide.

The current part-time supplementary regulations, which already address such issues as exemptions and advanced standings, will act as the baseline document upon which revisions and additions will be made to address the one-year aspects of the consolidated program.

Participation Projections & Program Budget

For initial program and financial planning purposes, it is conservatively projected—no growth on current intake—that the consolidated program will attract in its first year 20 full-time and 30 part-time students. These students will join an existing 100 part-time students already enrolled in the program. Over a period of three years, again, assuming no market share growth, the part-time ranks in the new program will expand to 130 (~30 Full-time Equivalents), while part-time students on the old program will progressively shrink to zero. With these participation projections, it is estimated that consolidation will increase University revenue in current dollars by ~\$200,000 to ~\$930,000, and reduce program expenditures by \$200,000 to ~\$1.2 million. See Appendix 4 for details.

While Appendix 4 is based on no market/recruitment growth, it is fully envisioned that growth will occur as the market increasingly recognizes the enhanced flexibilities of the new program, and that the spread between revenue and expenditures will be further reduced. It is not unrealistic to assume that the consolidated offering will attract a further 10-15 applicants per year. The increased tuition fee for part-time participation is not considered to be an issue for recruitment, as most applicants are already corporately sponsored and all other locally available programs (i.e., online and Queen's EMBA) are measurably more expensive than the proposed *Asper MBA*. For further, see Appendix 5.

Implementation Milestones & Plan

The MBA Policy Committee will oversee the implementation of the proposal, while the Asper Graduate Program Office will assume lead implementation responsibilities.

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Curriculum Harmonization Approval Milestones

- Draft proposal completed for MBA Program Committee review, amendment and approval 15 Aug 04
- MBA Program Committee approval 10 Sep 04
- Faculty Council approval 24 Sep 04
- Graduate Studies Policy & Planning Committee approval 22 Oct 04
- Graduate Studies Executive Committee approval 28 Oct 04
- Graduate Studies Council approval 26 Nov 04
- University Secretary for action as deemed necessary 1 Dec 04
- University Senate for action as deemed necessary 1 Jan 05

Tuition Harmonization Approval Milestones

- MBA Program Committee endorsement 10 Sep 04
- Faculty Council endorsement 24 Sep 04
- University Administration Initial Review Oct 04
- MBA student referendum, if deemed required Nov 04
- University Administration approval Dec 04
- Government approval, if deemed required Jan 05

Implementation Milestones

- Course Numbering and Description Changes finalized as required Oct 04

- New promotional material completed & recruitment commenced Nov 04
- MBA Calendar submission completed & update website Nov 04
- MBA Supplementary Policy revisions completed Dec 04
- 2005-06 Course Scheduling completed Jan 05
- Recruitment campaign completed Apr 05
- Orientation program (98.706) arrangements completed May 05
- Weekly teaching schedule completed Jun 05
- Orientation program commences 22 Aug 05

Implementation Risks & Risk Management

This proposal is considered low in risk. While implementation challenges do exist—short timelines, tuition negotiations, existing part-time perceptions, and initial market rollout—they all appear readily manageable, and no new major curriculum or administrative initiatives must be undertaken. Notwithstanding, the contingency plan is to continue with the current two programs for 2005-06 if serious difficulties or delays materialize.

SECTION 4 – CONCLUDING MATERIAL

Proposal Summarized

In summary, this paper proposes that, in response to historic resource concerns with operating two separate and often competing full and part-time Master of Business Administration (MBA) programs, future MBA education be conducted through a single program—a program that is more student responsive and resource efficient overall. It is proposed that the School's full and part-time programs be consolidated into a single *Asper MBA Program* for September 2005.

Proposal Merits

The key benefits of consolidation are:

- **Eliminates Market Confusion.** Offering two very unique programs for the same degree has generated much local recruitment confusion over the years. The programs in a number of ways have been working at cross-purposes with each other in attempting to attract applicants. Consolidation would eliminate this market confusion.
- **Enhances Student Choice.** Program consolidation would dramatically increase course offerings to full-time students—permitting for the first time in a decade the opportunity for a full-time student to undertake a specialization. For the part-time student, consolidation would permit for the first time the opportunity to take classes in the day as well as in the evening. For all students, consolidation will offer significantly greater individual freedom in mapping out their own program of study.
- **Creates a Single Tuition and Regulation Regime.** For a decade, the existence of two tuition and supplementary regulation structures has been problematic to administer and explain. The creation of a single program, and with it a single tuition and set of supplementary regulations, will dispose of historic inter-program variances and anomalies.
- **Provides Greater Resource Efficiency and Flexibility.** Operating two totally separate programs has historically required in excess of 150 credit hours of course offerings per year. Consolidation will reduce that figure to 138 credit hours and will permit a further reduction of up to 12 credit hours if low enrolment in a given year so dictates. The reduced figures will occur notwithstanding offering greater program choice and flexibility to the student. Additionally, consolidation will reduce overall program administration requirements and costs.
- **Expands MBA Development and Growth Potential.** The division of a limited number of students across two programs and the variances in tuition and regulations across two programs have historically made curriculum development or expansion difficult. The consolidation initiative will create a single and unified structure upon which future curriculum development and growth can more easily be accomplished.

Appendix 1 to MBA Consolidation Proposal:

Core Curriculum Comparison

Existing Full-time Program	Existing Part-Time Program	Proposed Consolidated Program
Accounting & Finance		
009.605 Accounting 1	009.605 Accounting 1	009.605 Accounting 1 3.0
009.606 Accounting 2	009.606 Accounting 2	009.606 Accounting 2 3.0
009.607 Corporation Finance	009.607 Corporation Finance	009.607 Corporation Finance 3.0
009.613 Using IT	009.613 Using IT	009.6XX Information Mgmt* 3.0
009.614 Building Info Age Org	009.614 Building Info Age Org	
*9.613 and 9.614 pending consolidation under a new 3.0 credit hour course number		
Business Administration		
027.603 Org Theory & Behaviour	027.603 Org Theory & Behaviour	027.603 Org Theory & Behaviour 3.0
027.701 Business Policy	027.701 Business Policy	027.701 Business Policy 3.0
027.708 Research Methods		027.708 Research Methods 3.0
027.745 Industrial Relations & HR	027.745 Industrial Relations/HR	027.745 Industrial Relations/HR 3.0
027.750 Labour & Employee Relations		*
027.751 Strategic Leadership & Change		027.751 Strategic Lead & Change 1.5
027.752 Issues in Mgmt Communication		**
	027.771 Mgmt Communications	027.771 Mgmt Communications 1.5
027.772 Bus Conditions Analysis	027.772 Bus Conditions Analysis	027.772 Bus Conditions Analysis 1.5
	027.773 International Business	027.773 International Business 1.5
027.774 Business/Govt Relations	027.774 Business/Govt Relations	027.772 Business/Govt Relations 1.5
*27.751 (1.5 credit hours) labour relations addressed in combination with HR in 27.745 (3.0 credit hours)		
**27.752 (3.0 credit hours) addressed by 27.771 (1.5 credit hours)		
Interdepartmental		
98.701 Industry Project		*
98.702 Mgmt for Sustainable Develop		**
98.703 Social & Community Project		**
98.704 Leadership Develop		**
98.705 International Trip		*
98.706 Professional Seminar		098.706 Professional Seminar 6.0
	098.707 Fund Prof & Leadership	**
	098.708 Prof & Leader Seminar	**
*98.705 (3.0 credit hours) and 98.701 (3.0 credit hours) to be considered as future elective options		
**All Professional & Leadership seminars/workshops to be consolidated into an integrated 98.706 (6.0 credit hours)		
Marketing		
118.608 Marketing	118.608 Marketing	118.608 Marketing 3.0
118.724 Entrepreneurship		118.724 Entrepreneurship 1.5
118.730 International Marketing		*
*118.730 (3.0 credit hours) partially satisfied with 27.773 (1.5 credit hours)		
Supply Chain Management		
	027.501 Math for Mgmt	027.501 Math for Mgmt* 3.0 AX
	027.606 Quant Methods	**
027.607 Quant Analysis for Mgmt	027.607 Quant Analysis for Mgmt	027.607 Quant Analysis for Mgmt* 3.0
027.609 Production Mgmt	027.609 Production Mgmt	027.609 Production Mgmt* 3.0
* Course numbers pending change with creation of new Department of Supply Chain Management		
**27.606 statistics to addressed in 27.708		

Core Course Descriptions

Accounting and Finance

(Departmental Total Credit Hours—12.0)

009.605 Accounting 1 (3) Principles and concepts of accounting underlying the measurement of business income and evaluation of performance.

009.606 Accounting 2 (3) The uses, limitation, and interpretation of financial statements; accounting details and reports used in planning, control, and decision-making. *Prerequisite:* 009.605.

009.607 Corporation Finance (3) The financial management of business organizations, including management of current assets, long-term capital planning, lease financing, capital budgeting, and corporate external expansion and reorganization. *Prerequisite:* 009.605.

009.613* Using Information Technology (1.5) This course is designed to cover the building blocks of IT. Five major topics to be covered include: computer hardware, computer software, data/information, telecommunications, and systems development.

009.614* Building the Information Age Organization (1.5) This course is designed to explore the question - "What are the benefits and pitfalls of Information Technology?" Business case studies and class discussion will be utilized heavily. *Prerequisite:* 009.613.

Note: 9.613 and 9.614 pending consolidation under a new 3.0 credit hour course number

Business Administration

(Departmental Total Credit Hours—19.5)

027.603 Organization Theory and Behaviour (3) An examination of current theories of structure and behaviour as they apply to organizations in the public and private sector. Emphasis upon research findings and their application in management situations.

027.701 Business Policy Seminar (3) This course entails the study of general management. Students shall integrate the concepts from the various functional areas of the organization covered in the program with the different environments: social, political, economic and technological. Students will analyze general management problems, shall formulate policies, and display ability to implement policies. Must be taken in final term in the program.

027.708 Research Methods (3) Principles of research design and data collection with examples drawn across the areas of marketing management, industrial relations, policy analysis, etc. Both cases and computer-based exercises are used.

027.745 Industrial Relations/Human Resource Management (3) The process of valuing, employing, developing, motivating and maintaining human resources in an industrial society. An introduction to the study of labour relations in the social technical systems of the Federal Government, the Provincial Government and profit and non-profit organizations.

027.751 Strategic Leadership and Managing Change (Full-Time MBA Program) (1.5) An examination of the role of the manager as a change agent and processes associated with strategic vision and change. Analysis of factors affecting strategic decisions and how organizations adapt to their environment. Emphasis is upon the role of leaders: transformational leadership, charisma, organizational design and managing organizational culture change.

Appendix 2 to MBA Consolidation Proposal:

Core Course Descriptions

027.771 Managerial Communication (1.5) Focus is on the interpersonal, inter-group, and intra-organizational communication skills required for effective leadership, and the objectives are to assist the participants in the following: increasing the clarity, correctness, and effectiveness of written and oral communication; recognizing and analysing communication dynamics at work in personal, group, and organizational interactions; increasing combination flexibility and proficiency in times of corporate challenge, change, and crisis.

027.772 Business Conditions Analysis (1.5) To provide an awareness of key components of the economic/business environment. Identifies critical indicators that affect decision-making and suggests strategies for forecasting future conditions. Topics covered include critical demographic trends, the changing technological frontier, international trade, finance, and investment trends, and trends in interest rates and exchange rates. A theoretical overview will precede the discussion of business conditions indicators.

027.773 International Business (1.5) Develop an appreciation of business decision-making in an international/global context. Learning activities are focused towards developing intellectual and interpersonal skills in order for managers to function more effectively in international markets.

027.774 Business/Government Relations (1.5) Focuses on the logic of political-economic-business relations. The point of view is that of the manager. Specific tools of analysis are discussed that assist managers in understanding and working with aspects of public policy which interface with their private sector decisions.

Interdepartmental Courses

(Interdepartmental Total Credit Hours—6.0)

098.706 Professional Seminar (Full-Time MBA Program) (6) A series of seminars on professional management topics complementing the MBA program curriculum.

Marketing

(Departmental Total Credit Hours—4.5)

118.608 Marketing (3) Analysis of the evolution and characteristics of marketing systems; the various types of consumers and their behaviour; marketing activities of the firm; legislation at all levels which affect marketing decisions.

118.724 Entrepreneurship and New Venture Formation (Full-Time MBA Program) (1.5) Entrepreneurship and enterprising behaviour with an emphasis on the identification and evaluation of viable new venture concepts and their development into successful enterprises.

Supply Chain Management

(Departmental Total Credit Hours—6.0 plus 3.0 AX)

027.501 Mathematics for Management (3) (AX) A remedial course in linear and matrix algebra and calculus; with applications to elementary management problems. Note: This course will not be included in the calculation of the grade point average. Pass/Fail.

027.607 Quantitative Analysis for Management (3) Introduction to the use of quantitative techniques, and computers to solve management problems. Mathematical optimization models, network analysis, and probability models. *Prerequisite:* 027.606.

027.609 Production Management (3) Analysis of the basic concepts of production systems, and operation and control of such systems.

ORIENTATION		FALL PHASE		WINTER PHASE		SPRING PHASE		
3W 1-19 Aug	2W 22A-28	4 Weeks 5 Sep-23 Sep	12 Weeks 26 Sep-16 Dec	12 Weeks 4 Jan-24 Mar	1W	4 Weeks 3-28 Apr	6 Weeks 1 May-9 Jun	6 Weeks 12 Jun- 21 Jul
Day Classes 27.501 Math for Mgmt (3.0 varied evenings) 98.706 PD Series (6.0 10 day retreat)		118.608 Marketing (3.0 day)		27.609 Production Management (3.0 day)			Finance Elective 1 (3.0 day)	
		9.6XX Information Management (3.0 day)		9.607 Corporate Finance (3.0 day)			Management Elective 1 (3.0 day)	
		27.774 Bus/Gov't (1.5 day)	9.605 Accounting 1—Financial (3.0 day)	9.606 Accounting 2—Managerial (3.0 day)		27.773 Int Bus (1.5 day)		
		27.771 Mgmt Com (1.5 day)	27.603 Org Theory & Behaviour (3.0 day)	27.607 Quantitative Analysis (3.0 day)		118.724 Entrep & New Venture (1.5 day)	Market Elective 1 (3.0 day)	27.745 IR/IR (3.0 day)
		27.772 Bus Cond (1.5 day)	27.708 Research Methods (3.0 day)	27.607 Quantitative Analysis (3.0 day)		27.751 Leadership & Change (1.5 day)	27.701 Business Policy (3.0 day)	
		27.772 Bus Cond (1.5 evening)	27.708 Research Methods (3.0 evening)	27.607 Quantitative Analysis (3.0 evening)		27.751 Leadership & Change (1.5 evening)	27.701 Business Policy (3.0 evening)	
Evening & Saturday Morning Classes		118.724 Entrep & New Venture (1.5 day)	27.603 Organization Theory & Behaviour (3.0 evening)	27.745 IR/IR Management (3.0 evening)		27.771 Mgmt Com (1.5 evening)		
		27.773 Int Bus (1.5 evening)	9.606 Accounting 2—Managerial (3.0 evening)	9.605 Accounting 1—Financial (3.0 evening)		27.774 Bus/Gov't (1.5 evening)	Finance Elective 3 (3.0 evening)	Finance Elective 4 (3.0 evening)
		9.607 Corporate Finance (3.0 evening)	27.609 Production Management (3.0 evening)	118.608 Marketing (3.0 evening)			Management Elective 3 (3.0 evening)	Management Elective 4 (3.0 evening)
		Management Elective 1 (3.0 evening)	Marketing Elective 1 (3.0 evening)	Management Elective 2 (3.0 evening)			Marketing Elective 3 (3.0 evening)	Marketing Elective 4 (3.0 evening)
		Marketing Elective 1 (3.0 evening)	Fin/Acc Elective 1 (3.0 evening)	Marketing Elective 2 (3.0 evening)				
				Fin/Acc Elective 2 (3.0 evening)				

Appendix 4 to MBA Consolidation Proposal:

Budget Projections 2004-2006 & Steady-State

REVENUE

Item	Type	03-04	04-05	05-06	Steady-State
(Note: 1. Current \$K Dollars; 2. FTE—Full-time Equivalent; 3. Recruitment estimated at 50FTE/year)					
1. Full-time Students @ \$18,600		\$353 (19FT)	\$353 (19FT)	\$0	\$0
2. Part-time Students @ \$9,000		\$360 (40FTE)	\$360 (40FTE)	\$270 (30FTE)	\$0
3. Consolidated Students @\$18,600		\$0	\$0	\$558 (30FTE)	\$930 (50FTE)
Faculty Revenue Allocation		TBD	TBD	TBD	TBD
Total University Revenue		\$713	\$713	\$828	\$930

EXPENDITURES

Item	Description	03-04	04-05	05-06	Steady-State
(Note: Current \$K Dollars)					
1. Graduate Office Personnel		\$272	\$255	\$255	\$255
2. Graduate Office Operations		\$54.5	\$45	\$45	\$45
3. MBA Recruitment Program		\$74	\$85	\$85	\$85
4. MBA Full-Time Program		\$215.5	\$173	\$0	\$0
5. MBA Study Tours		\$84	\$50	\$5	\$5
6. MBA Part-Time Program		\$233	\$233	\$0	\$0
7. MBA Consolidated Program		\$0	\$0	\$414	\$414
8. MBA Stud/Alumni Program		\$11.5	\$12	\$12	\$12
Faculty Total Costs		\$949.5	\$853	\$816	\$816
University Total Costs*		\$1,424	\$1,280	\$1,224	\$1,224
A notional 50% mark-up on costs for University Support & Physical Plant)					

Canadian Alternatives**Prairie Region Alternatives****Local Alternatives**

Univ of Alberta
2 years @ \$16.3K

Univ of Calgary
2 years @ \$22K

Univ of Lethbridge
1 year MSc @ \$10.5K

Univ of Saskatchewan
1 year @ \$19K

Athabasca EMBA
3 years online with 1 week
residency @ \$38K

Royal Roads MBA/EMBA
2 years online with 3 three-
week residencies @ \$33K

Queen's EMBA
2 years online @ \$75K

Lakehead Univ
1 year MSc @ \$11.5K

Carlton Univ.
2 years @ \$13K

Univ of Ottawa
1 year @ \$14K

Queen's Univ
1 year @ \$46K

McGill
2 years @ \$9K

Toronto
2 years @ \$50K

York
2 years @ \$35K

Western
2 years @ \$56K

Simon Fraser Univ
2 years @ \$19K

UBC
2 years @ \$36K

Univ of Victoria
2 years @ \$23.5K



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MEMORANDUM

November 23, 2004

To: Mr. Jeff LeClerc, University Senate Office 310 Administration
From: Dr. Tony Secco, Dean, Faculty of Graduate Studies
Subject: MOTIONS FROM THE FACULTY COUNCIL COMMITTEE OF GRADUATE STUDIES:

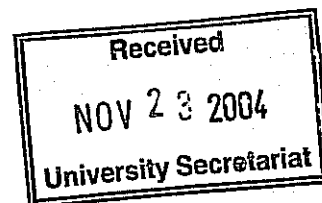
The following motion was passed at our Faculty Council meeting on November 19, 2004:

For Approval:

MOTION THAT the proposed minimum course requirements for the Masters and Ph.D. Programs in Microbiology be approved by Senate.

/jc

atts.



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

Report of the Guidelines and Policy Committee of the Faculty of Graduate Studies from their meeting of September 13, 2004

Preamble

The Guidelines and Policy Committee is responsible for recommending specific changes to FGS regulations and policies. The Committee met on September 13, 2004 and made a recommendation regarding the minimum coursework requirements for the Master's & Ph.D. programs in Microbiology. The proposal submitted by Microbiology is attached.

Observations

- Current FGS minimum coursework requirements for:
 - the Master's degree is 12 credit hours (6 hours at 700 level and the remainder of hours at the 300 level or higher);
 - the Ph.D. degree is 12 credit hours at the 700 level.
- The proposal from Microbiology is to:
 1. reduce the minimum credit hour requirements for an M.Sc. in Microbiology to 6 credit hours at the 700 level.
 2. i) reduce the minimum credit hour requirement for a Ph.D. in Microbiology to 6 credit hours at the 700 level (students who hold a Master's degree);
 - ii) reduce the minimum credit hour requirement for a Ph.D. in Microbiology to 12 credit hours at the 700 level (students who do not hold a Master's degree).

Please find attached the following supporting material:

- Current proposal (attach. A)
- Response from the Dept. to questions and comments of the Guidelines and Policy Committee (attach. B)
- Version of the proposal from Oct. 2003 that includes data regarding Microbiology graduate degree requirements at other Canadian universities (attach. C).

Recommendation

The Guidelines and Policy Committee of the Faculty of Graduate Studies recommends that the Faculty Council of Graduate Studies approve the reduction in the minimum credit hour requirements for the M.Sc. and Ph.D. degrees in Microbiology on the understanding that an appropriate type and number of publications will be required of each student in consultation with the Advisory and Advisory Committee.

The Executive Committee endorse the Recommendation to Council 30/9/04

Endorsed by Ex. Council of Grad. Studies, Nov. 19/04

Report of the Guidelines and Policy Committee of the Faculty of Graduate Studies from their meeting of September 13, 2004

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The Executive Committee endorses the Recommendation to Council 30/9/04

The Faculty of Graduate Studies Faculty Council endorses the Recommendation to University Senate 19/11/04

REDUCTION IN GRADUATE COURSE REQUIREMENTS DEPARTMENT OF MICROBIOLOGY

SUMMARY

The Department of Microbiology is requesting the flexibility to determine the number of credit hours required for our Graduate Programs. With a reduced course load, high quality training will be maintained, and students will be able to focus on research and related activities that lead to the major outputs of a graduate degree in Microbiology, namely a thesis, publications in national and international journals, and presentations at scientific meetings. Furthermore, this reduction would place the University of Manitoba Microbiology Graduate Programs in line with others across the country. Due to the severity of the discrepancy between our programs and those elsewhere in the country, we request a rapid resolution to this issue, and the ability to apply the changes retroactively to students currently enrolled in the program.

CURRENT SUPPLEMENTARY REGULATIONS FOR THE M.Sc. PROGRAM

Minimum Course and Grade Requirements: The Department of Microbiology requires a minimum of 12 credit hours of course work. All students enrolled in the M.Sc. programme are required to include as part of their course work 60.701 (Graduate Seminar in Microbiology I). Beyond this requirement, the course work includes a minimum of 6 credit hours at the 700 level normally in the major subject; the remaining 6 credit hours may be taken at the 700, 600, 400, 300 or in exceptional circumstances, 200 level in microbiology or any other appropriate area. A minimum grade of C+ is required in each course and a B average over 12 credit hours of course work is required to remain in the programme. The Department will examine each Student's grades May 1 of each year, until the minimum course requirements are completed, to ensure that the grade requirements are met. The course program is approved by the Student's Advisor and the Advisory Committee.

PROPOSED SUPPLEMENTARY REGULATIONS FOR THE M.Sc. PROGRAM

Minimum Course and Grade Requirements: The Department of Microbiology requires a minimum of 6 credit hours of course work. All students enrolled in the M.Sc. programme are required to include as part of their course work 60.701 (Graduate Seminar in Microbiology I). Beyond this requirement, the course work includes a minimum of 3 credit hours at the 700 level normally in the major subject; ~~the remaining 6 credit hours may be taken at the 700, 600, 400, 300 or in exceptional circumstances, 200 level in microbiology or any other appropriate area.~~ A minimum grade of C+ is required in each course and a B average over 6 credit hours of course work is required to remain in the programme. The Department will examine each Student's grades May 1 of each year, until the minimum course requirements are completed, to ensure that the grade requirements are met. The course program is approved by the Student's Advisor and the Advisory Committee.

CURRENT SUPPLEMENTARY REGULATIONS FOR THE PH.D. PROGRAM

Minimum Course and Grade Requirements: A minimum of 12 credit hours of course work is required beyond the M.Sc. degree, all at the 700-level and is to include 1 of 60.701, 60.702 or 60.703 (Seminars in Microbiology I, II or III).. A minimum of 24 credit hours of which 18 must be at the 700 level is required beyond the Honours Bachelor's degree when the M.Sc. degree is not required and 12 of these 18 credit hours should normally be from the Microbiology courses. As part of the minimum 24 credit hours required beyond the Bachelor's degree, the course work must include two of 60.701, 60.702 and 60.703 (Graduate Seminar in Microbiology I, II and III). A minimum grade of C+ is required in each course and a B average over 12 credit hours (if the Student entered the Ph.D. programme with an M.Sc.) or 24 credit hours (if the Student entered the Ph.D. programme with a B.Sc. or transferred from an M.Sc. programme - credit hours completed at the M.Sc. level will be included in the 24 credit hour minimum in the latter case) of course work is required to remain in the programme. The Department will examine each Student's grades May 1 of each year, until the minimum course requirements are completed, to ensure that the grade requirements are met. The number of credit hours to be taken in each case is to be determined by the Advisory Committee and GSPRC. The course program is approved by the Student's Advisor, Advisory Committee, and the Department Head, and forwarded to the Faculty of Graduate Studies (through the Department Head) by June 30th of each calendar year.

PROPOSED SUPPLEMENTARY REGULATIONS FOR THE PH.D. PROGRAM

Minimum Course and Grade Requirements: A minimum of 6 credit hours of course work is required beyond the M.Sc. degree, all at the 700-level and is to include 1 of 60.701, 60.702 or 60.703 (Seminars in Microbiology I, II or III). A minimum of 12 credit hours of which **all** must be at the 700 level is required beyond the Honours Bachelor's degree when the M.Sc. degree is not required and 9 of these 12 credit hours should normally be from the Microbiology courses. As part of the minimum 12 credit hours required beyond the Bachelor's degree, the course work must include two of 60.701, 60.702 and 60.703 (Graduate Seminar in Microbiology I, II and III). A minimum grade of C+ is required in each course and a B average over 6 credit hours (if the Student entered the Ph.D. programme with an M.Sc.) or 12 credit hours (if the Student entered the Ph.D. programme with a B.Sc. or transferred from an M.Sc. programme - credit hours completed at the M.Sc. level will be included in the 12 credit hour minimum in the latter case) of course work is required to remain in the programme. The Department will examine each Student's grades May 1 of each year, until the minimum course requirements are completed, to ensure that the grade requirements are met. The number of credit hours to be taken in each case is to be determined by the Advisory Committee and GSPRC. The course program is approved by the Student's Advisor, Advisory Committee, and the Department Head, and forwarded to the Faculty of Graduate Studies (through the Department Head) by June 30th of each calendar year.

Addition in bold.

Appendix 2

Authorship and publication of results: During the period that a Student is in the Microbiology program, it is expected that his/her research will result in one or more publications (e.g., papers and meeting abstracts). **The appropriate number and type of these publications are to be determined in consultation with the Advisor and the Advisory Committee.** It is recognized that these publications are an essential part of a Student's career development (with regard to applying for scholarships or future positions). These publications are also important to the Advisor as they demonstrate the progress that has been made on research financially supported by external agencies or by the University. To avoid any disputes between the Student and the Student's Advisor regarding authorship of these publications, the Department of Microbiology has established the following guidelines.

Appendix 2

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1. Since the Advisor normally provides the Student with the finances to do the research, guides the research and contributes to the writing of any publications, the Advisor has the right to authorship on all of the Student's publications that have benefitted from these finances and/or guidance.
2. In accordance with the University of Manitoba ROASS Document (March 6, 1985) section IV A 7.10, the Advisor must "explicitly acknowledge in written or oral presentations any indebtedness to Student research or assistance." This is interpreted by the Department of Microbiology to mean that where a Student's contribution would merit an authorship on a publication, the Student shall be listed as one of the authors.
3. The Student should only expect to be an author on a publication if he/she has contributed in some scholarly way (research and/or writing) to the work. If the Student's contribution was in the capacity of a paid technician, authorship would be at the discretion of the supervisor.

4. The Student may be first author on a publication if he/she has done the majority of the research and has taken a major part in preparing the work for publication within one year of completing the work or leaving the program.

5. Preparation of a Student's research for publication shall not be unreasonably delayed by the Student or Advisor.

6. In the unlikely event that a dispute regarding authorship or publication of results arises between a Student and his/her Advisor, either the Student or the Advisor should inform a member of the GSPRC and the Committee will meet with the Student and the Advisor to assess the situation and determine an appropriate course of action



UNIVERSITY
MANITOBA

Department of Microbiology

17 August 2004

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Fax (204) 474-7603

to questions & comments
of G&P Committee

To: Dr. D. Smyth, Acting Dean, Faculty of Graduate Studies

From: Peter Loewen, Microbiology

Peter Loewen

Re: Proposal to reduce required course credits in Microbiology

The Department of Microbiology has a request before the Faculty of Graduate Studies to reduce the required number of course credits in the MSc and PhD programs. The department is unanimous in supporting the proposal, and the Graduate Committee of the Faculty of Science also strongly supports the proposal (see attached minutes). The Guidelines and Policy Committee of the Faculty of Graduate Studies met on October 16, 2003 without a representative from the Department in attendance. At that meeting, a number of questions were raised and the decision was made to defer a decision until after the program review was completed.

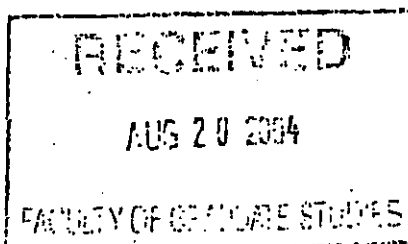
Outcome of the Program Review

The Graduate Program Review in the Department of Microbiology is now complete and as part of the report, the following recommendation was made.

Recommendation #2 Reduce course credits to: i. 6 credits for MSc and ii. 12 credits (after a BSc) for PhD.

In response the Departmental Council Executive of the Department of Microbiology unanimously passed the following motion:

The Department of Microbiology enthusiastically endorses this recommendation and encourages the Faculty of Graduate Studies to facilitate its implementation.



Response to Questions from 16 October 2003

A number of questions were raised by the Guidelines and Policy Committee of the Faculty of Graduate Studies. A response follows each of the questions.

-Was this change student driven?

The request for the change was not student driven, but the student body was party to the discussions and strongly support the proposal.

-The Committee did not think the information provided by the Department answered their questions adequately.

This is not particularly instructive. The report is viewed in Science as being comprehensive and well researched. Please be more specific with the information that is needed.

-No evidence that the Dept. is losing students.

The point is not that the Department is losing students. The point is that this University is out of step with the rest of Canada in its requirement for an unreasonable course load in a discipline based on laboratory research. It is already difficult enough to attract graduate students to the University of Manitoba when we are competing with many better funded institutions. Let's not put even more blocks in the path to developing and supporting first rate research-oriented departments in Manitoba.

-Not significantly far off from the average number of credit hours required at other universities.

This statement is misleading. The documentation supplied by the department demonstrates that the Canadian average for course requirements is 10 ch for a MSc program compared to 12 at U of M; and, even more dramatically, 7 ch for a PhD program (post MSc) compared to 12 at the U of M. If requiring almost 2 times the national average for a PhD program is not significant, what is? Furthermore, the trend over the past few year is to fewer courses in laboratory disciplines as the greater importance of research experience is recognized. for example, the Department of Biochemistry and Microbiology at the University of Victoria recently reduced their credit hour requirments form 12 to 9 (BSc to MSc), 18 to 9 (Bsc to PhD) and 6 to 3 (MSc to PhD).

-How will this benefit the student in terms of other indicators? What are the expectations of productivity given the extra time spent on research? How will success be measured? i.e. Will the projects be more elaborate? Will students publish a certain number of papers?

As a laboratory research based discipline, the object of the program is to teach students how to pursue research in a productive fashion. This is not something that can be learned from classroom instruction. It requires students to work in a laboratory under the supervision of an experienced mentor for a number of years. By reducing the amount of time spent in the classroom, the student will benefit from more time in the laboratory particularly early in the program when a whole year might pass with no laboratory experience gained. The effect of reducing course requirements will be to increase student productivity in the early years of the programs and will ultimately make it possible for the student to complete the program in a shorter length of time. Success in a laboratory research discipline is measured in publications in peer reviewed journals. It is an expectation that three or more such publications will result from a normal PhD program and one or more from an MSc program. It is not expected that this will change dramatically, but the speed of attaining these goals will increase.

-There is inconsistency in the proposal. On the one hand the department is indicating the student does not have to take the many courses offered, but on page 5 it indicates "all courses remain highly important, as they address the scope of research in the Department".

This is unfair and suggests an inherent bias against the proposal. Each of the graduate courses are important. If they were not, they would not be offered. However, they are not all important to every student given the diversity of projects and research interests spanning the gamut from protein crystallography and membrane protein biochemistry to field ecology and taxonomy. All students do not take courses in all areas because they would be of little value. For example, a course in field ecology techniques collecting bacterial samples in a salt marsh would not be useful to a protein crystallographer who obtains data at a synchrotron.

The graduate students in Microbiology either graduate from the very thorough University of Manitoba undergraduate programs, which present material that is considered graduate level at most American universities, or they are screened to ensure they have an equivalent training. Students with this background do not require the depth of course work that is currently specified. For these students, we want the option of reducing the course requirements to the national average or even below. If we find a student who does not meet this level, the option remains to require that student to take more than the minimum requirement.

The Department of Microbiology would appreciate being able to send two representatives to the meeting of the Guidelines and Policy Committee on September 13 to answer any further questions. With regards the question from Simone about whether the complete departmental response to the Graduate Review of June 3 should be sent to the Committee, this is not necessary unless you feel it would be instructive. The first part of this letter covers the pertinent recommendation.

Minutes of the Faculty of Science
Graduate Committee
September 3, 2003
1:45 p.m. 250 Allen

A meeting of the Faculty of Science Graduate Committee was held on Wednesday, September 3, 2003 at 1:45 p.m. in Room 250 Allen.

Present:

B. Ford	Department of Botany
N. Hunter	Department of Chemistry
H. Cameron	Department of Computer Science
P. Graham	Department of Computer Science
D. Court	Department of Microbiology
P. Dibrov	Department of Microbiology
L. Wang	Department of Statistics
L. Graham	Department of Zoology
J. Harper	Science Library
M. Butler	Chair
J. Ogston	Secretary

1. Dr. Butler introduced himself and asked all members to introduce themselves. He noted that the last meeting of the Graduate Committee was held September 7, 2001.

2. It was moved by D. Court and seconded by H. Cameron that the minutes of the last meeting held September 7, 2001 be approved.

CARRIED

3. a.) B. Ford spoke to the Botany course changes. He noted that the introduction of these new courses reflected the interests and talent of new staff members in the department. He noted that 1.7XY was replacing 1.742 as a name change only, and that the introduction of 1.7XX reflected new interests.

With no objections to the Botany course changes, Dr. Butler asked for a motion to carry.

CARRIED

b.) N. Hunter spoke to the Chemistry course changes. He explained that these course deletions were a housekeeping issue and that the courses had not been offered in many years.

With no objections to the Chemistry course changes, Dr. Butler asked for a motion to carry.

CARRIED

c.) D. Court spoke to the changes in the Supplementary Regulations for the Department of Microbiology. She noted that these changes had already been considered by the Faculty of Graduate Studies.

P. Dibrov explained that the proposed changes to reduce the number of required courses had been presented to Graduate Studies, and that

Graduate Studies had asked that the Faculty of Science Graduate Committee first consider and approve the proposal prior to further consideration by the Faculty of Graduate Studies. He noted that Graduate Studies had requested a more concise rationale and asked if the proposed regulation would satisfy more breadth.

Dr. Butler noted that these proposed regulations were in line with national thinking. In discussions with NSERC, the council was encouraging universities to decrease time of completion for a graduate degree.

L. Wang noted that the modification to Supplementary Regulations may only be suitable for some departments as some departments such as Statistics and Mathematics have programs of a different nature, and it is often the course work that is necessary since lab and field work is not always applicable.

B. Ford asked what the trend was in the United States. Dr. Butler replied that while he was uncertain of the trend in the United States, he knew that in the United Kingdom, zero credit hours of courses work were required.

L. Graham inquired about the issue of breadth in the program.

Dr. Butler asked the members to take the proposal to their own departments for consideration and discussion.

N. Hunter was concerned with the proposed minimum number of credit hours. In relation to the survey findings, perhaps a proposed number of credit hours closer to the average would be more appropriate.

It was MOVED by P. Dibrov, seconded by L. Graham to support the Microbiology changes as outlined in the proposal.

CARRIED

1

abstention

d.) With no representative from the Department of Physics and Astronomy, Dr. Butler spoke to the Physics and Astronomy course changes. He noted that it was a housekeeping issue and it was likely that these courses had not been offered in many years.

With no objections to the Physics and Astronomy course changes, Dr. Butler asked for a motion to carry.

CARRIED

e.) L. Graham spoke to the changes in the Supplementary Regulations for the Department of Zoology. He noted that the department was streamlining the candidacy regulations and that the department had approved these. After briefly outlining the key changes, he noted that

Proposed Supplementary Regulations:

Reduction of Course Requirements for the MSc and PhD Programs.

The Department of Microbiology is requesting the flexibility to determine the number of credit hours required for its Graduate Programs. With a reduced course load, high quality training will be maintained, and students will be able to focus on research and related activities that lead to the major outputs of a graduate degree in Microbiology, namely a thesis, publications in national and international journals, and presentations at scientific meetings. Furthermore, this reduction would place the University of Manitoba Microbiology Graduate Programs in line with others across the country. Due to the severity of the discrepancy between our programs and those elsewhere in the country, we request a rapid resolution to this issue, and the ability to apply the changes retroactively to students currently in the programs.

We propose the following minimum course requirements. The Advisor and the Graduate Committee will determine additional course requirements based on the strengths and weaknesses of the individual student.

Proposed Changes
(credit hours)
1 Seminar in Microbiology
1 other course at the 700 level

For students with completed MSc (6 credit hours)
1 Seminar in Microbiology
1 other course at the 700 level

For students transferring from MSc (12 credit hours)
Requirements for both the MSc and PhD programs are to be met

e

Based on our examination of our program goals and our course offerings, and the experiences of current and past students, we find that our program can easily meet its goals and provide excellent graduate training with a reduced minimum number of credit hours. For students trained at the University of Manitoba, and for students with strong backgrounds obtained elsewhere, further course work provides very limited gains and reduces the time a student has to pursue research. The time would be better spent in reading and laboratory work directly related to the student's research, thereby decreasing time in the program and increasing output in terms of publications. A strong publication record, rather than an extensive academic record, is the mark by which the student will be judged for future

employment and training at the PhD and postdoctoral levels. In addition, the student's publication record is a critical measure used in scholarship and fellowship competitions and also a consideration for a faculty member's first research grant applications.

In further support of our request, we have carried out an extensive, informal survey of the course requirements for MSc and PhD programs in Canada and found that our requirements greatly exceed the average requirements of Universities across the country. Our PhD program requires more than double the average number of courses, to the detriment of students and the Microbiology Program.

Goals of the MSc and PhD Programs in Microbiology

The overall goals of the PhD program are:

- i) To develop technical expertise and the corresponding theoretical background needed to generate a significant, new contribution to the field of study
- ii) To develop a comprehensive understanding of the relevant literature
- iii) To develop the skills needed for critical assessment of published work and research data generated by the students and others
- iv) To develop the oral and written communication skills need to present information, concepts and data to general and specialized audiences

The overall goals of the MSc program are similar, but in general the depth of understanding and the contributions to the field of study are more limited. Students are expected to develop critical thinking skills and be proficient at oral and written presentation.

The Graduate Programs In Microbiology

The student's research environment, in the Advisor's laboratory and in the department in general, contribute significantly to accomplishment of all the objectives listed above. Other contributions are derived from the course work described in the Graduate Calendar, and from other activities such as undergraduate laboratory teaching.

Currently, students are required to take the Seminars in Microbiology course (60.701, 60.702 or 60.703) at least once in the MSc and at least twice in the PhD program. This requirement would be continued, as these courses emphasize critical thinking, oral and written presentation of material. They also develop the student's general background in Microbiology, as a diverse series of topics are covered.

The additional 700 level courses will serve to strengthen the student's background in areas closer to their research. These courses can include formal courses outlined in the Calendar, in which the students complete written assignments such as the preparation of grant proposals, reviews and lectures, and orally present individual research papers and reviews. In all cases, current research findings and critical thinking are emphasized.

60.716, Special Topics in Microbiology is another type of course frequently used in our Department and three basic styles have been used. First, the course may be run as a "work in progress" course, in which several research groups have regular meetings, at which current work by the student, and new research papers are discussed. Current topics include Research Problems in Microbiology and Mitochondrial Genetics.

Second, a course may be formed around a research experience outside of the university. For example, a Ph.D. student spent 3 months in Holland working at the Centraalbureau voor Schimmelcultures in Delft under the supervision of one of their senior mycologists, learning to culture fungi and to identify them morphologically. He had access to all the *Pythium* and *phytophthora* cultures in the collection. To provide this in the Department would have cost tens of thousands of dollars. This research complemented his molecular approach used in Dr. Klassen's laboratory. His performance was graded by his supervisor there, and confirmed by Dr. Klassen.

A third version of 60.716 is a directed reading and writing course. A recent example is the course "Taxonomy of the Aerobic Phototrophic Bacteria" directed by Dr. Yurkov. His PhD student, C. Rathgeber, studied the current taxonomy/classification of the aerobic phototrophic bacteria and the phylogenetic relationship between them and other groups of bacteria. He also prepared the chapters "*Genus Craurococcus*", "*Genus Paracraurococcus*", "*Genus Rubrimonas*" and "*Genus Roseivivax*" for the next edition of Bergey's Manual.

Microbiology Courses Requirements at other Canadian Universities

We have carried out an extensive, informal survey of the course requirements for MSc and PhD programs in Canada (see attached Table). The required number of credit hours varies widely, often because of "book-keeping" related to fees. For example, some universities grant credit hours for qualifying examination and thesis completion. Therefore, we have used the course descriptions to identify the number of credit hours required at each level. Every program has a requirement for a "seminar course", so we have separated the credit hours from this requirement from those of other courses ("courses" in the Table). In summary, our MSc students take two credit hours more than the average Canadian student (7.2); only Queen's (15) and UBC (12) and Laval (10) require more credit hours of "non-seminar" course work. The disparity is far more striking at the PhD level. In comparison to the nine "non-seminar" credit hours requested at the University of Manitoba for a PhD after a MSc, an average of 3.9 are required at other Universities and only Concordia requires more credit hours (12). In fact, five Universities do not require any formal course work apart from a seminar course, and five require only three credit hours.

The most alarming difference is in the requirements for PhD students who have transferred from the MSc. Our students are required to complete the course requirements for both degrees (24 credit hours; 18 excluding seminar courses). In contrast, the national average is only 10.2 credit hours, and only 8.3 for other Western Canadian Universities. Only Concordia requires a higher number (21) of non-seminar course credits. This discrepancy is significant as many of our students enter the PhD program by this route.

In summary, reduction in the course load will increase student research output, and decrease the average length of the program. Furthermore, it will assist our Program with respect to student recruitment and retention, as the proposed changes will place it in line with those at other Canadian Universities.

Effect on Other Programs

Our course offerings and their frequency will not change due to these alterations in program requirements. All courses remain highly important, as they address the scope of research in the Department.

Timing

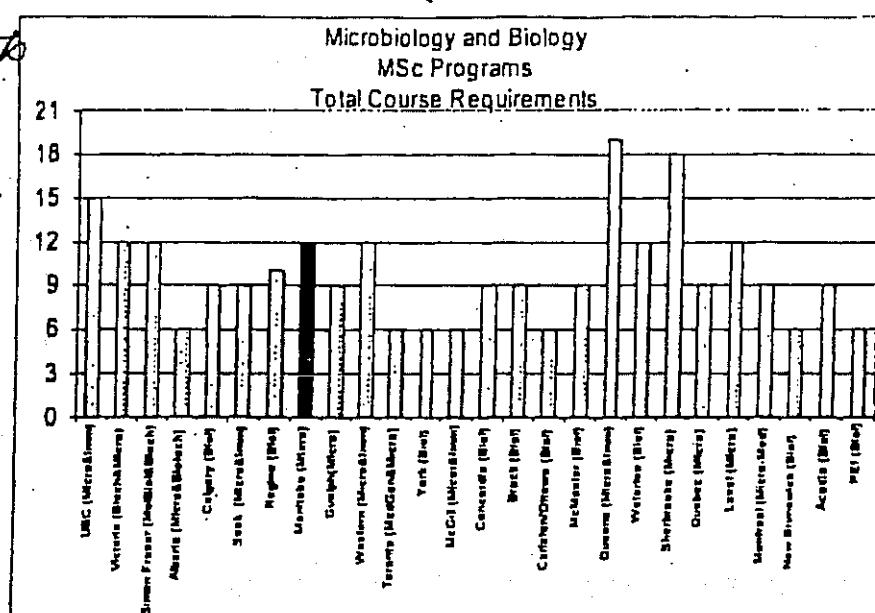
There is unanimous agreement among Faculty and Graduate Students that change is urgently needed. We are requesting a specific change to only the Microbiology supplementary Regulations, as we cannot speak for other disciplines. Therefore, we feel it is unnecessary to wait for University-wide reassessment of the minimum course requirements. We also request that the changes be retroactive to include all graduate students currently in the Department (February 2003).

new regulations would become effective immediately and apply retroactively.

course requirements
for M.Sc. for
students with
a B.Sc.

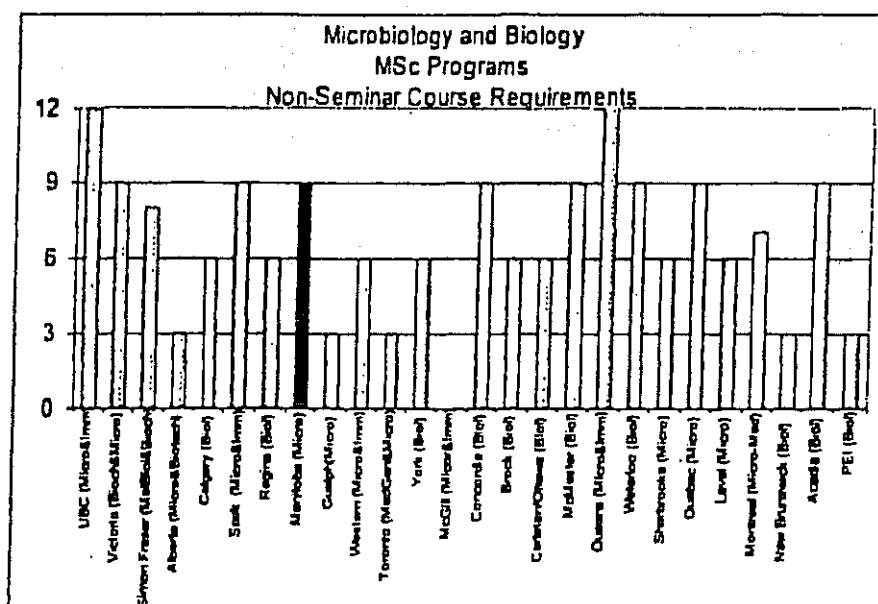
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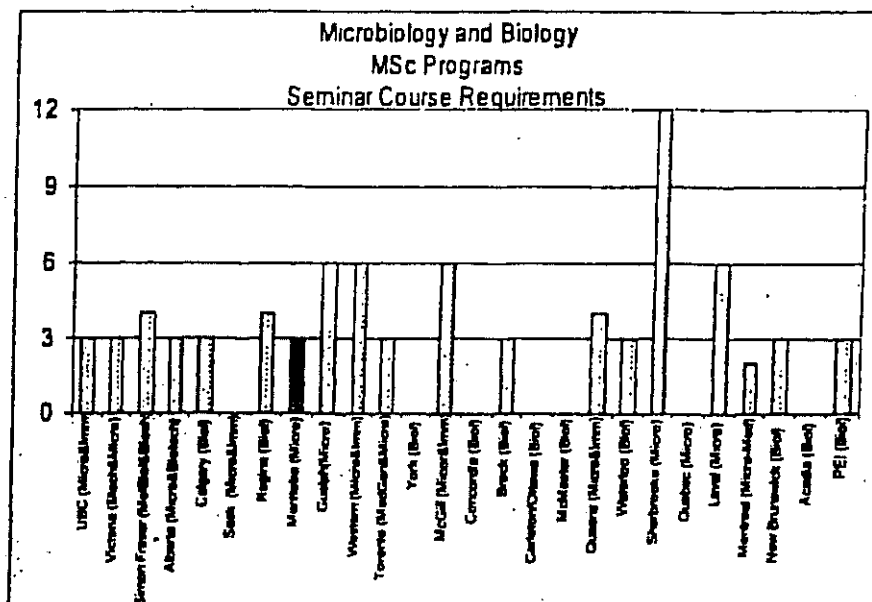
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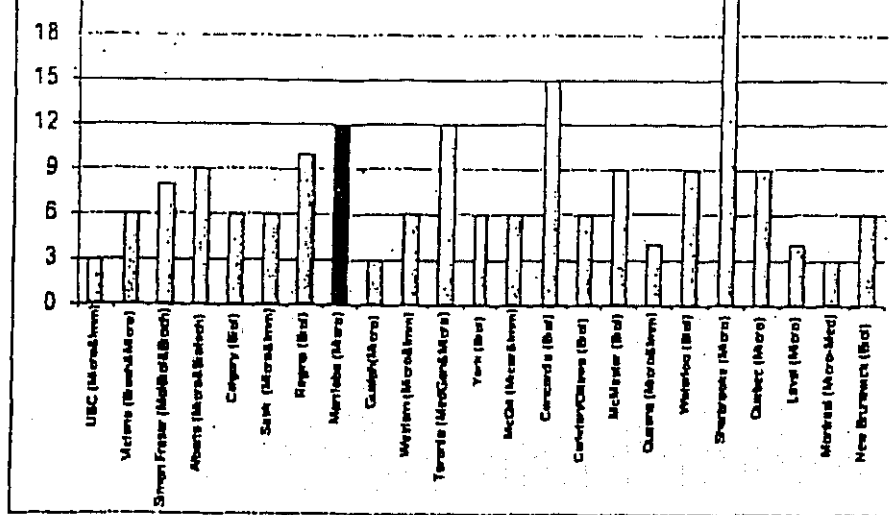


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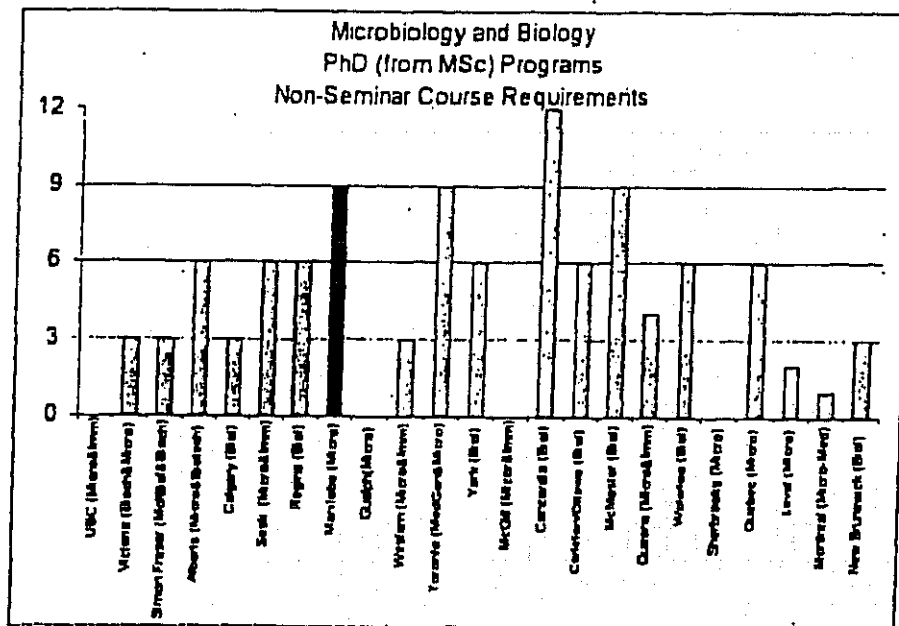
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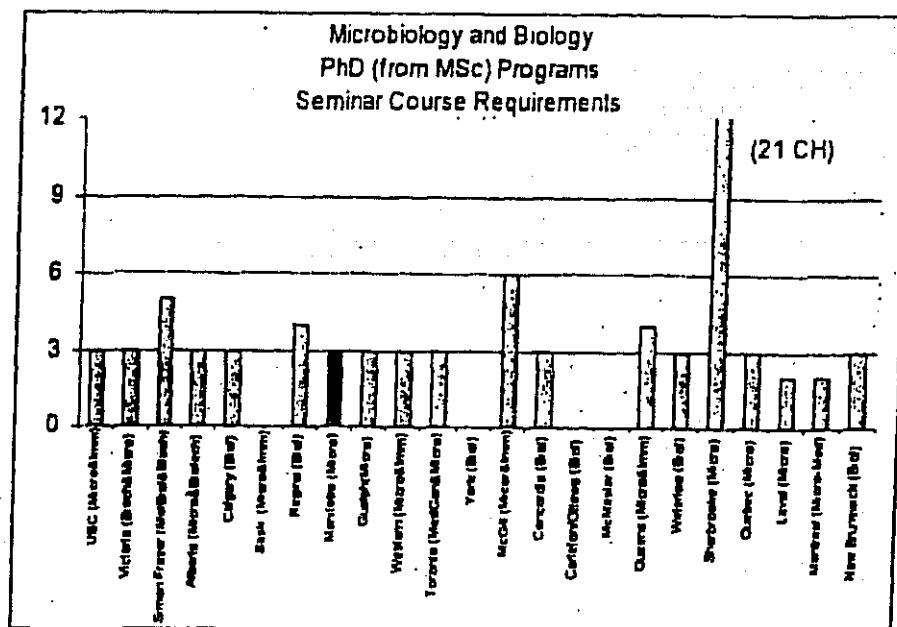
NSC
= 7.8
= 12.0



= 4.5
= 9.0



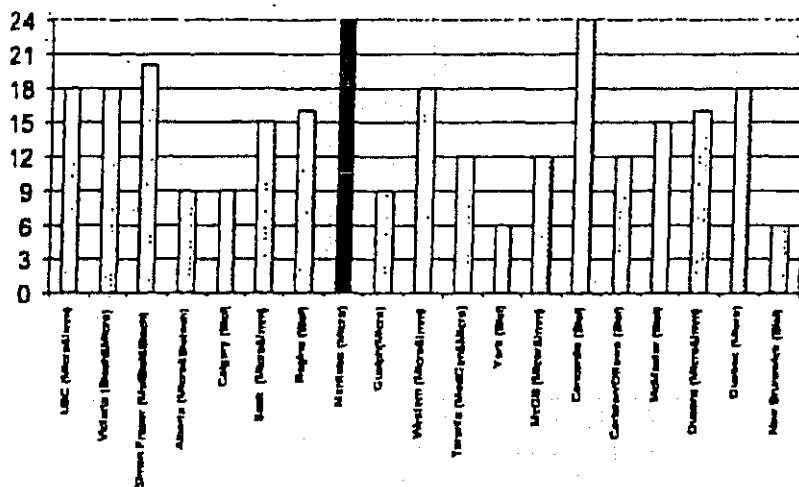
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Course Requirements
for PhD for
students with a BSc

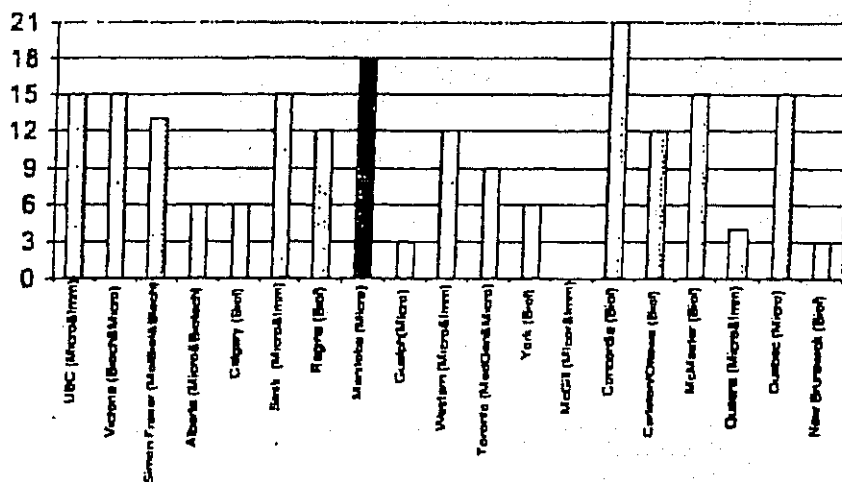
e = 14.6
a = 24.0

Microbiology and Biology
PhD (from BSc) Programs
Total Course Requirements



e = 10.5
a = 18.0

Microbiology and Biology
PhD (from BSc) Programs
Non-Seminar Course Requirements



e = 4.1
a = 6.0

Microbiology and Biology
PhD (from BSc) Programs
Seminar Course Requirements

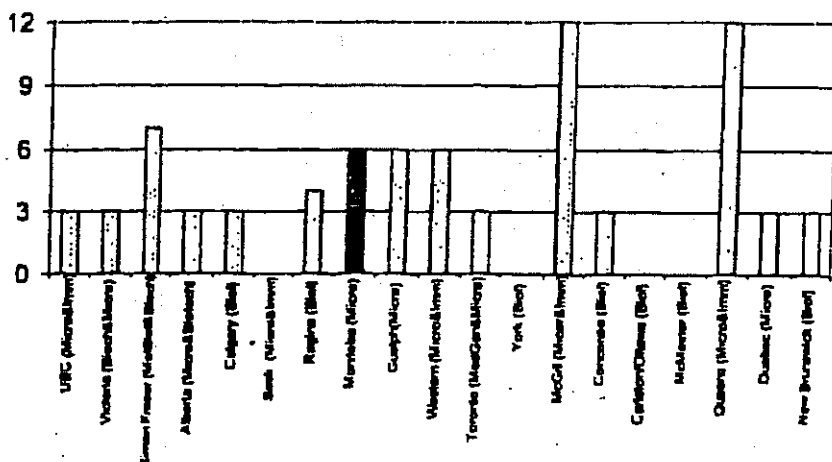


Table 1
Microbiology Course Requirements at Canadian Universities

University	Department	minimum CH to get MSc			minimum CH to get PhD			Other Requirements
		from BSc	total	seminar	from MSc	total	seminar	
British Columbia	Microbiology & Immunology	15	3	12	3	3	0	15 PhD from MSc, additional CH at discretion of committee
	Biochemistry & Molecular Biol.	18	3	15	3	3	0	15 PhD from MSc, additional CH at discretion of committee
Victoria	Biochemistry & Microbiology	12	3	9	6	3	3	15 PhD from MSc, additional CH at discretion of committee
Simon Fraser	Molecular Biol. & Biochemistry	12	4	8	6	5	3	13 all must attend seminars and participate in journal club
Alberta	Microbiology & Biotechnology	6	3	3	9	3	3	6 all include 3 ch for seminar course (GS minimum)
	Molecular Biol. & Genetics	9	3	6	9	3	3	6 all include 3 ch for seminar course
Calgary	Biological Sciences	9	3	6	6	3	3	6 all include 3 ch seminar course that continues through Grad program and is Pass/Fail (Program)
Saskatchewan	Microbiology & Immunology	9	0	9	6	0	0	15 one departmental seminar (may become 3 credit course in the future) (Program)
Regina	Biology	10	4	6	10	4	4	12 PhD includes 3 ch for comprehensive exam and 3 ch for comprehensive review (Program)
Guelph	Microbiology	9	6	3	3	3	0	3 Grad seminar - 2 seminars for MSc, 3 for PhD
Western	Microbiology & Immunology	12	6	6	6	3	3	12 two seminar courses, each requires presentation

Table 1
Microbiology Course Requirements at Canadian Universities

University	Department	minimum CH to get MSc			minimum CH to get PhD			Other Requirements
		from BSc	total	seminar	from MSc	total	seminar	
Toronto	Medical genetics & microbiology	6	3	3	12	3	3	6 includes 1 seminar course
York	Biology	6	0	6	6	0	0	8 MSc: also require 6 CH of "Research Evaluation" PhD: Also require 12 CH of "Research evaluation" (Program)
McGill	Microbiology & Immunology	6	6	0	6	0	12	0 MSc: 7x 3ch seminar-type courses equiv to 2 of ours. also require 24 CH of "thesis" PhD: 6 x 3ch seminar-type courses equiv to 2 of ours also 3 ch research
Concordia	Biology	6	0	9	15	3	12	24 MSc: also 36 credits research. Must participate in seminars (no credit) PhD: also 75 credits research
Brock	Biological Sciences	6	3	6 NA	NA	NA	NA	one "credit" = 6 CH no PhD program
Carleton & Ottawa	Biology	6	0	6	6	0	12	12 Public presentation of research required
McMaster	Biology	6	0	6	9	0	15	15 Seminar not specified
Queens	Microbiology & Immunology	18	4	15	4	4	16	4 All students take a seminar/introduction course (3 CH and then enroll in seminar course (1 CH))
Waterloo	Biology	12	3	9	9	3	6 NA	One credit = 6 CH. All students also register for CH for thesis (+ candidacy for PhD)
Sturtevant	Microbiology (Fac Medicine)	18	12	6	21	21	0 NA	MSc: also 22 thesis CH (total 45) PhD: also 15 candidacy, 39 thesis (total 75)

Table 1
Microbiology Course Requirements at Canadian Universities

University	Department	minimum CH to get MSc			minimum CH to get PhD			minimum CH to get PhD			Other Requirements
		from BSc			from MSc			from BSc			
		total	seminar	courses	total	seminar	courses	total	seminar	courses	
Quebec (INRS-IAF)	Microbiology (Pure Science)	9	0	9	9	3	6	18	3	15	MSc also 36 CH thesis PhD also 6 CH candidacy, 76 CH thesis
Laval	Microbiology (Science)	12	8	6	4	2	2	16	8	8	MSc also 36 ch thesis PhD also 80 ch thesis, 2 ch candidacy PhD from BSc - meet both requirements at Laval
Laval	Microbiology (Agriculture)	12	2	10	8	2	4	18	4	14	MSc also 36 ch thesis PhD also 3 ch candidacy, 87 ch thesis
Laval	Microbiology (Medicine)	12	2	10	2	2	0	14	4	10	MSc also 36 ch thesis PhD also 4 ch candidacy, 80 ch thesis
Montreal	Microbiology (Vet. Med.)	9	2	7	4	2	2	NA			MSc also 37 ch thesis PhD also 84 ch thesis
Montreal	Microbiology (Medicine)	9	2	7	3	2	1	NA			MSc also 36 ch thesis PhD also 87 ch thesis
New Brunswick (Fredericton & S.J.)	Biology	6	3	3	6	3	3	6	3	3	Additional courses according to committee
Acadia	Biology	9	0	9	NA			NA			seminar is optional (as a course)
PEI	Biology	8	3	3	NA			NA			MSc also 3 CH thesis
		minimum CH to get MSc			minimum CH to get PhD			minimum CH to get PhD			
		from BSc			from MSc			from BSc			
		total	seminar	courses	total	seminar	courses	total	seminar	courses	
Average: Other Programs		10.2	3.0	7.2	7.1	3.3	3.8	14.3	4.0	10.2	
Standard Deviation		3.8	2.5	3.4	4.1	3.8	3.2	4.7	3.3	5.3	
Sask, Calif, Edmonton		8.3	2.3	6.0	7.5	2.3	5.3	10.5	2.3	8.3	
Manitoba	Microbiology	12.0	3.0	9.0	12.0	3.0	9.0	24.0	8.0	16.0	

Report of the *Ad Hoc* Committee of Senate Executive to Review the Application of the School of Music for Faculty Status

Preamble:

1. The School of Music has applied to move from the status of independent school to that of a faculty. In accordance with the procedure approved by Senate in 2000, the Senate Executive Committee struck an *ad hoc* committee to consider and recommend on the application. Members of the committee were: Prof. Janet Beaton (Nursing), Ms. Kalyn Bombback (Student Representative), Prof. Juliette Cooper (Medical Rehabilitation, Medicine), Prof. Zana Lutfiyya (Education), Prof. Elizabeth Ready (Physical Education and Recreation Studies), Prof. Gene Walz (Arts), Dean David Witty (Architecture), Prof. Elizabeth Worobec (Science).
2. University Policy 407 outlines the minimum criteria which must be met in order for a School of the University to be considered for faculty status. The School must:
 - have an independent School Council reporting directly to Senate;
 - have a substantial student and staff population in a clearly defined area;
 - have a significant graduate and research program;
 - offer a program of courses leading to degrees and have the power to recommend degree candidates directly to Senate;
 - have a meritorious record of performance as a school in teaching, scholarship and service, as demonstrated in part by appropriate external evaluation.
3. The *ad hoc* Committee interpreted "research" to mean "research, scholarly work and other creative activities" as defined in article 20.A.1.2.1 of the UMFA Collective Agreement¹.
4. The *ad hoc* Committee examined documentation provided by the School of Music and met with the Director and Associate Director of the School to discuss the application.

Observations:

1. The School of Music was established in 1964. In the last number of years there has been substantial growth in both the scope and depth of the School's enterprise.
2. The School of Music has a Council that is governed by its own bylaw, supplementary to the Faculty and School Council General Bylaw (Policy 402). The School of Music reports directly to Senate and recommends its undergraduate degree candidates directly to Senate.
3. The School of Music offers three degree programs: Bachelor of Music, Bachelor of Music/Bachelor of Education (integrated) and Master of Music (performance, composition or conducting). It also offers a post-baccalaureate Diploma in Performance.
4. Data from the Office of Institutional Analysis shows that total enrolment in the School of Music is currently 248 students (228 undergraduate, 20 graduate). Undergraduate

¹ 20.A.1.2.1 Research Scholarly Work and Other Creative Activities

Factors that may be considered include: the publication of books, monographs, and contributions to edited books; papers in both refereed and nonrefereed journals; papers delivered at professional meetings; participation in panels; unpublished research including current work in progress both supported and nonsupported; editorial and refereeing duties; creative works and performances; and scholarship as evidenced by the candidate's depth and breadth of knowledge and general contributions to the research life of the University. The quality and originality of both published and unpublished work shall be evaluated.

enrolment has risen steadily from an average of 100 students in the mid 1980's. The number of applicants to the School has increased sharply over the last four years and the current acceptance rate is 70%. The School has developed a recruiting plan aimed at increasing the number of applications to reach a target undergraduate enrolment of 270 students. The School has also developed a student-focused strategy to increase the retention rate of those admitted to its programs and currently retains over 90% of its students to graduation.

5. The Master of Music program was implemented in 2001. Data from the Office of Institutional Analysis shows that at inception enrolment was 4 students; this has increased to 20 and the target is 60 students.
6. The School is working with the Faculty of Law and the Asper School of Business to develop programs that would widen the possibilities for music students beyond teaching and performing.
7. The School has a staff complement of 23 full-time faculty members and approximately 40 sessional faculty. There is extensive use of individuals who are acclaimed performing artists as guest faculty. Faculty members are demonstrating high levels of creative achievement. The School has projected its faculty needs 10 years into the future and is recruiting specialists as necessary. New faculty will be needed to expand major practical study areas. Innovative partnerships and alliances have been and are being developed with community and international organizations to provide resources for faculty positions. The School is taking advantage of all opportunities in the community to build its programs.
8. The School is increasingly involved and engaged with the music community in Winnipeg and the province in the areas of arts administration, performance and leadership. Partnerships have been established with major music organizations such as the Winnipeg Symphony Orchestra, Manitoba Opera, the Winnipeg Chamber Orchestra and the Winnipeg Jazz Orchestra. Faculty members are very active in the community and have developed important programs such as the University of Manitoba Summer Music Institute which attracts participants from around the globe and offers education for high school and university students, music educators and musicians, professional and amateur.
9. The School now offers music instruction to communities in Manitoba via distance education and is working with First Nations organizations to provide music education to remote communities via satellite.
10. The School is an integral part of the proposed Centre for Music, Art and Design (CMAD). Besides enhancing the creative activities of the School, the building will provide facilities to undertake research and development in areas such as acoustic composition.
11. The School is highly regarded nationally and internationally as evidenced by the reports of the external reviewers of the new Post-Baccalaureate Diploma in Performance. These reviewers were from the Juilliard School (US), the Eastman School of Music (US), McGill University and the University of Toronto.
12. The School has met all the criteria set out in policy 407 and has exceeded many of those criteria.

Recommendation:

The *Ad Hoc* Committee of Senate Executive to Review the Application of the School of Music for Faculty Status recommends that:

Senate approve and recommend to the Board of Governors that it approve the application of the School of Music to move from Independent School status to Faculty status.

Respectfully submitted,

Juliette Cooper, Chair

Ad Hoc Committee of Senate Executive to Review the Application of the School of Music for Faculty Status

SUBMISSION FOR FACULTY STATUS

OVERVIEW

Introduction

Music has been an important part of the educational experience at the University of Manitoba from its earliest days. Initially available only as an extra-curricular activity, by the 1930's formal musical study was possible in the form of accreditation programs offered through the Western Board of Music, an examining board administered by the University of Manitoba in partnership with the University of Alberta and the University of Saskatchewan. By 1944 a Department of Music had been established in order to provide course electives for Arts and Science students at the University of Manitoba. The independent unit known as the School of Music first opened its doors in 1964, and over the forty years since its inception, the School has grown significantly in size and reputation. The University of Manitoba School of Music is now meets the criteria for achieving Faculty status.

Criteria for Faculty Status

As seen in the Policy 407 *Application for Faculty Status* document supplied in the introductory section of this overview, Schools wishing to qualify for Faculty Status at the University of Manitoba must be identified as a Category #1 School¹, and must:

1. *have an independent School council reporting directly to Senate*
2. *have a substantial student and staff population in a clearly defined area*
3. *have a significant graduate and research program*
4. *offer a program of courses leading to degrees and have the power to recommend degree candidates directly to Senate*
5. *have a meritorious record of performance as a school in teaching, scholarship and service, as demonstrated in part by appropriate external evaluation.*

The University of Manitoba School of Music meets these criteria in that:

1. The School of Music Council bylaws and the University of Manitoba Organizational Chart² reporting lines support the fact that the School of Music is an independent unit that reports directly to Senate.

¹ Category #1 Schools report directly to Senate and can recommend degree candidates to that body. (Policy 402.9 under Powers to Recommend). Category #2 Schools are units within a Faculty, and they report to a Dean/Director rather than directly to Senate.

² Supplied in the supporting documents in this overview section

2. The School of Music

- a. has a substantial student and staff population which rivals or surpasses the size of other units on campus which have already attained Faculty status³, and it
- b. conducts its teaching, research/creative study and community service in a clearly-defined area. Students in the School of Music are involved in the dissemination, instruction, analysis, historical study, creation and performance in the field of music.

3. The School of Music has a significant graduate program which has proven itself with regard to both the quantity and the quality of its graduates⁴

4. As a Category #1 School the School of Music recommends degree candidates directly to Senate under the terms of Policy 402.9⁵ which outlines powers to recommend.

5. The School of Music

- a. has a meritorious record in teaching, scholarship and service⁶, and
- b. has received positive external evaluations from reviewers from the University of Toronto, McGill, Eastman and Julliard⁷ and special mention has been made of the quality of our faculty: "high-quality faculty"; "unusually creative and devoted"; "a large proportion have degrees from major institutions"; "a talented, committed, and famous faculty".

³ In the Student Enrolment Report (Office of Institutional Analysis) it states that the total student enrolment of the School of Music as of Nov. 1, 2003 was 192, whereas the Faculty of Dentistry student body totaled 147. In the same document it shows the Faculty of Pharmacy numbers at 216 students. Over 260 students are expected in the School of Music for the fall term of 2004. Further documentation of student and faculty numbers is provided later in this overview.

⁴ The Office of Institutional Analysis reports that graduate students enrolled as of Nov. 1, 2003 totaled 20 students, an increase of 667% since the program was approved in 2000. Projected numbers for the fall term of 2004 show a further increase. Comparative enrolment figures are shown in this overview, as is a listing of 2004 graduates and their professional and academic profiles. Section 6 provides extensive detail on all School of Music graduates and graduate programs.

⁵ Supplied in the supporting documents at the beginning of this overview section

⁶ The meritorious record of the faculty of the School of Music is given special mention in the external review letters supplied at the beginning of this overview section. Details of faculty activities in teaching research/creative activity, and community service are extensively documented in section 7 of this submission.

⁷ External reviews are provided in the section following this overview.

Leadership at the University of Manitoba

In this, the fortieth year of its existence as a School of Music, with burgeoning creativity and confidence permeating every level of its activities, the School has established itself as a leader on the campus of the University of Manitoba. The School has become a model in the areas of recruitment, retention, community partnerships, innovative program development, faculty renewal, and initiatives for ensuring student success.⁸ In 2004 the School of Music became the focus of a University of Manitoba national advertising campaign drawing attention to the quality and breadth of its offerings, notably the new jazz performance stream made possible by the hiring of New York jazz great, Steve Kirby. Other newly appointed full-time faculty members bring expertise and vision that has led to the establishment of new programs such as the emerging area of collaborative performance. The Council on Post-Secondary Education has approved the establishment of the new *Post-baccalaureate Diploma in Performance*, a program which has received strong commendations from faculty reviewers at the University of Toronto, McGill, Julliard and Eastman.

The planned *Centre for Music, Art, and Design* will provide a focal point for the development of synergies with other faculties on campus. This vision provides for the establishment of the Centre for Music and Industry where state-of-the-art recording facilities will be utilized for film soundtrack recording. The School of Music has been a major player in fundraising efforts for the Centre, and for other campaigns.

The Master of Music programs in Conducting, Performance, and Composition is now established and admission is selective. Students accepted into the master's program for 2004 total over eight times the number of students originally admitted into the first year of its existence. Judging by the numbers and quality of applications received, the number of admitted students could be higher without jeopardizing standards of admission if the School of Music were to have the budget and physical capacity to be able to admit more students.

As a result of the School of Music's energetic recruitment plan that features on-site auditions in dozens of locations in Canada and the United States, there has also been significant growth in applications at the undergraduate level. Student applications this year represent six countries, five provinces, and eighteen Manitoban cities and towns. This unprecedented growth in student enrolment is especially significant in view of the recruitment difficulties encountered by other schools and faculties.⁹

⁸ Supporting information for this section can be found in the Appendices.

⁹ Between 2000 to 2001 there was a decrease of 6% credit hours taken by music students at the Brandon School of Music as seen in the most recent Brandon University FACTBOOK 2002 Section 2.2, published

Educational outreach will also take the form of distance education as new courses are produced by continuing education and instruction provided by means of satellite and live videoconferencing. For example, the School has enlisted the advice and services of the authors of the ALIVE Project to bring master class instruction from teachers in New York to the students at the Fort Garry Campus.¹⁰

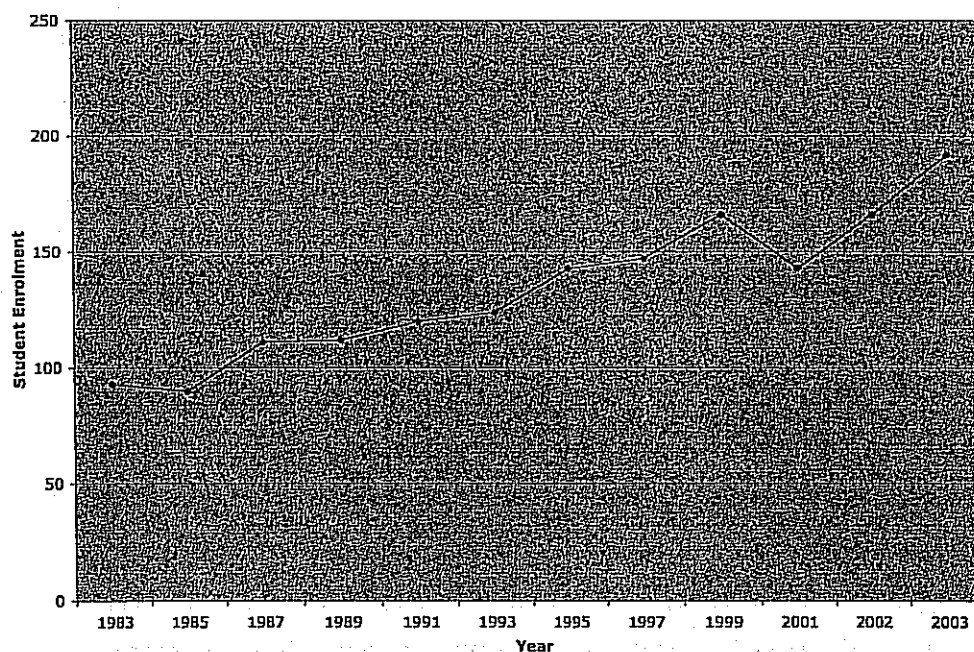
Statistical Information

If the size of the student body is pertinent to the degree of significance attributed to an academic unit, then a case can be made that the School of Music at the University of Manitoba has reached the critical mass necessary to support the argument for School to Faculty transition to take place. Table 1 shows the increase in School of Music undergraduate student numbers from 1983-2003 as of Nov. 1 in the given year.

Table 1. Undergraduate Enrolment 1983-2004 (*Office of Institutional Analysis*)

1983	1985	1987	1989	1991	1993	1995	1997	1999	2001	2002	2003
93	90	111	112	120	124	143	147	166	143	166	192

U of M Music Undergraduate Enrolment



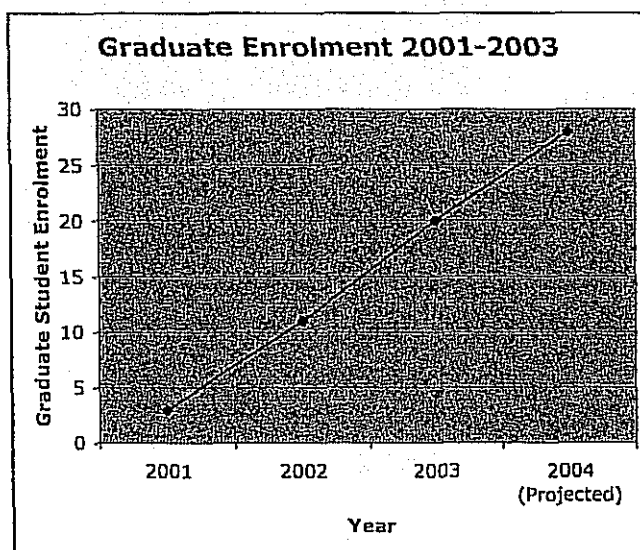
Graduate enrolment in Music at the University of Manitoba has sharply increased over

in March 2003. The same source (Section 5.3) shows that enrolment at Brandon School of Music has declined steadily from 1997 to 2001, dropping from 119 to 95 students.

¹⁰ See Appendix for article describing the ALIVE project in more detail.

the years since the beginning of the graduate program at the School of Music. It has risen from three students in the first year of its existence to over eight times the number of students accepted. Table 2 shows the increase in graduate student enrolment.

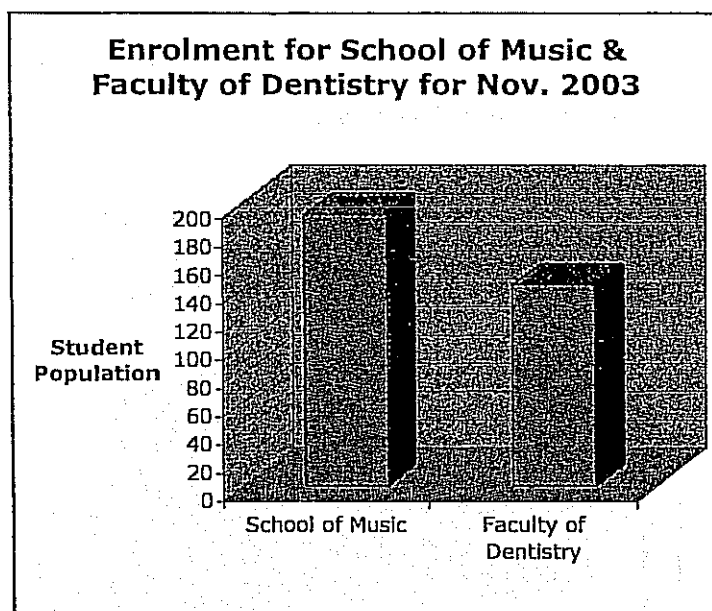
Table 2. Graduate Enrolment 2001-2003 (*Office of Institutional Analysis*)



3	11	20	28
2001	2002	2003	2004

The University of Manitoba Office of Institutional Analysis reports a total student enrolment on November 1, 2003 of 192 graduate and undergraduate students in the School of Music. Though designated only as a School, the number of students enrolled is significantly higher than the total student enrolment in dentistry which as an academic unit, is recognized as a Faculty at the University of Manitoba. In 2003 in the Faculty of Dentistry, there were a total of 142 graduate and undergraduate students as compared with 192 students in the School of Music:

Table 3. Enrolment at the School of Music compared with Faculty of Dentistry



Total Students:

192

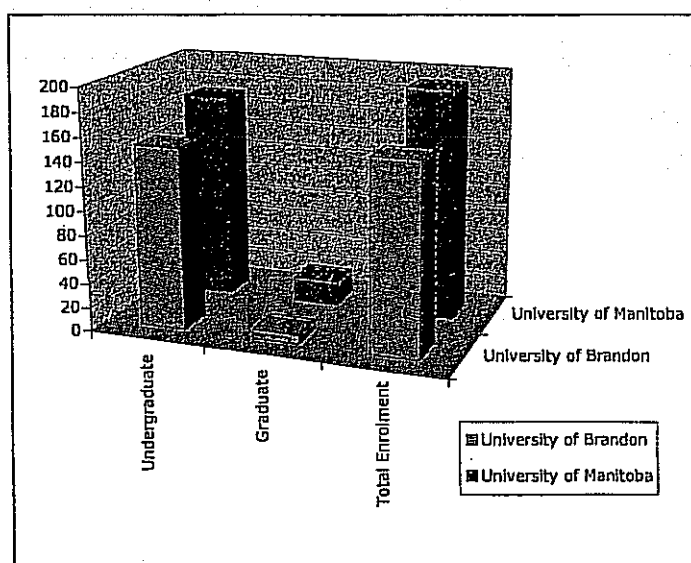
142

School of Music

Faculty of Dentistry

Enrolment at the School of Music is also considerably more developed than at Brandon University, as seen in the table below:

Table 4. Student enrolment at the School of Music at the University of Manitoba compared with Brandon University as quoted in the 2003 *Guide to Fine and Performing Arts Programs in Canada*.



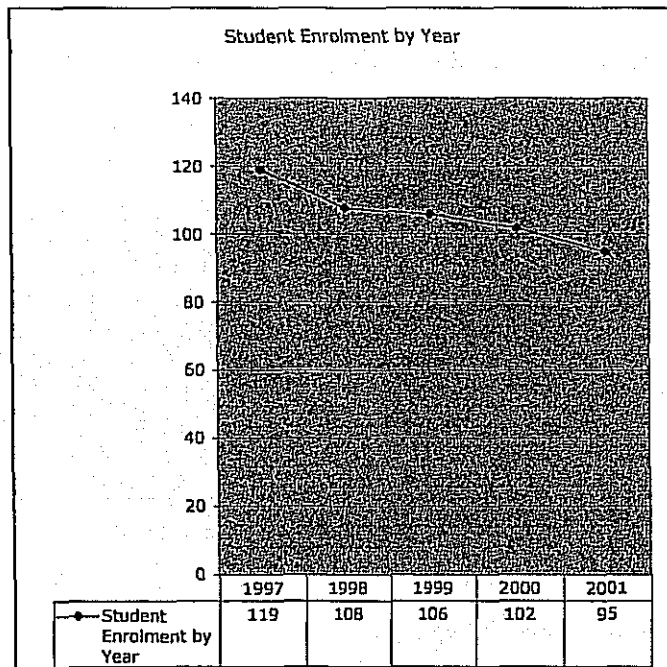
Undergrad	150	172
Graduate	<u>7</u>	<u>20</u>
Total:	157	192

Brandon University
School of Music

University of Manitoba
School of Music

Alternate numbers in the March 2003 Brandon University FACTBOOK (Section 5.3) shows that there has been a decline in student numbers at the Brandon University School of Music as follows:

Table 5: Brandon University School of Music Enrolment, according to Brandon *Factbook*



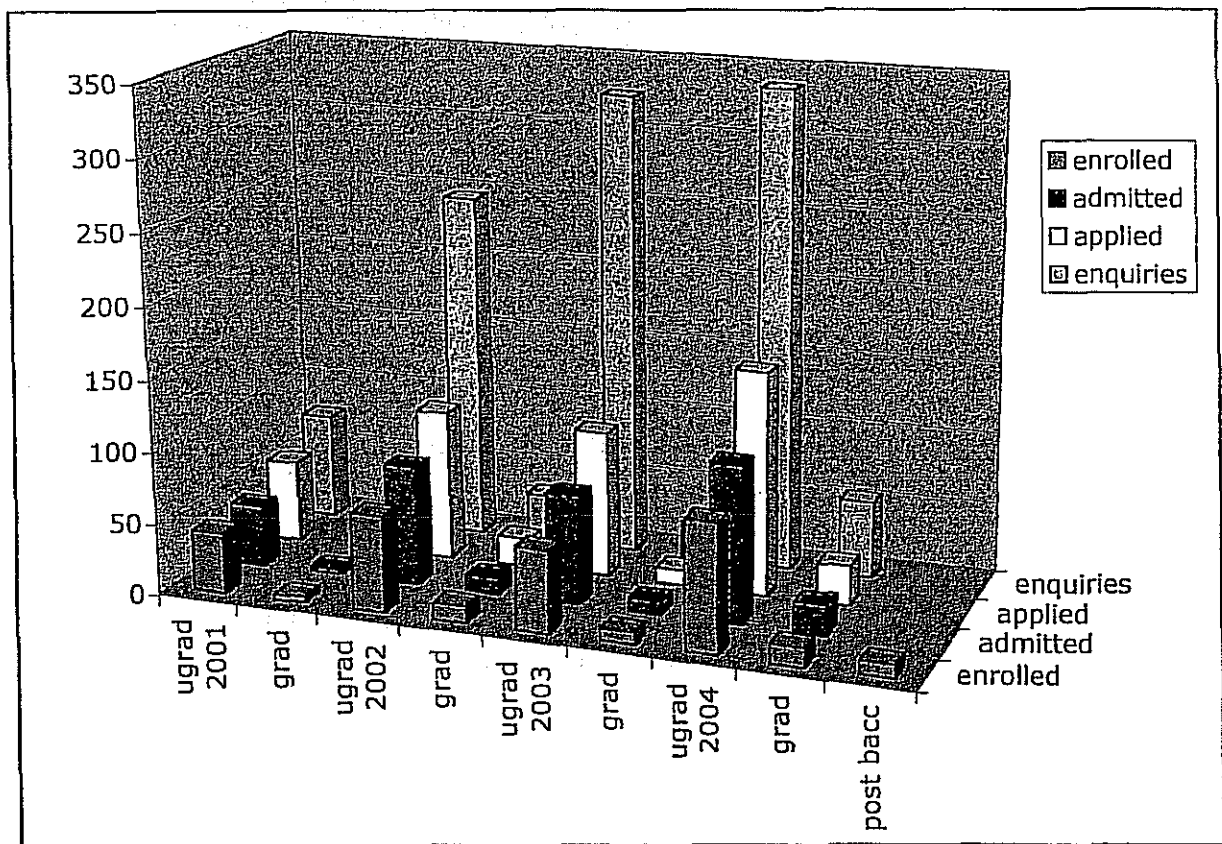
Year:	1997	1998	1999	2000	2001
Student Numbers BU:	119	108	106	102	95

It should be noted that in 2004/5, with the addition of a post baccalaureate program, and the addition of students in the jazz stream at the graduate, post-baccalaureate, and undergraduate levels, the student body at the School of Music is projected to reach a total of 260 graduate, undergraduate and post baccalaureate students.

Student numbers in School of Music programs are likely to remain high because of the high student retention rate, which has averaged 90% for the last three years. Student retention has doubled over the last three years because of efforts to promote student success. There is a concerted effort to help students diagnose and correct deficiencies before failure occurs. For example, in notoriously difficult courses, students are offered diagnostic tests and are given the choice to opt into a preparatory course if needed. Tutors are provided by the Director's office and by student council. This proactive approach is part of a general philosophy that celebrates a "feed" rather than "weed" mentality, and students are less likely to drop out.

This is not to suggest however, that a high standard for admission is not upheld. Applications for our programs have increased by 38% over the last four years, and percentage accepted has declined from a high of 80% to the current rate of 70%.

**Table 6. Undergraduate & Graduate Applications, Admissions Offered, and Enrolment
2001 - 2004**



	2001		2002		2003		2004		
	ugrad	grad	ugrad	grad	ugrad	grad	ugrad	grad	post bacc
enrolled	42	3	67	11	57	8	89	13	9
admitted	43	3	83	11	75	9	109	21	
applied	57	4	105	20	102	11	156	28	
enquiries	74	5	245	33	325	24	337	54	

As a final note, it would appear that the designation of an academic unit as 'school' or 'faculty' in other universities across Canada may not have much correlation to the size of the student body or the full time faculty members employed. For example, the School of Music at the University of Manitoba is similar in size to the Faculty of Music at Wilfred Laurier University.

Fundraising

The School of Music has established itself as a major partner in fundraising at the University of Manitoba, having assisted the Private Funding Office in securing \$4.6 million for the Centre for Music, Art, and Design. Our overall goal is to secure \$9 million in support of this project.

We are in the process of launching a fundraising campaign to address our facilities, equipment, scholarship, and academic staffing needs, and hope to raise \$15.5 million over the next five years.

We presently hold approximately \$1.2 million (market value) in trust and endowment funds, resulting annually in approximately \$53,000 available for student scholarships. A successful School of Music campaign will more than quadruple our scholarships.

Faculty

In addition to the increased presence of the School of Music on the campus of the University of Manitoba because of its contributions to fundraising, to student recruitment and retention, the quality of life on campus, and to innovations in program development, the School of Music has excelled in faculty renewal and retention. Almost half of the twenty-three full time faculty members at the School of Music possess post-graduate education at the doctoral level. They are founders, performers, leaders and board members in many of the country's music organizations, and are active scholars with varied research and pedagogical interests. Their publications include textbooks, academic monographs and articles, practical performance and

critical editions of music. Members of the performance faculty perform throughout the world and have a distinguished record of commissions, recording contracts, and guest lecturing and teaching opportunities. Of particular note is that one of our number, Robert Turner, professor Emeritus of the School of Music, was awarded the Order of Canada, Canada's highest honour for lifetime achievement. The outstanding record of the distinguished faculty of the School of Music is outlined in Section 8 of this document.

Graduates from the Bachelor's Programs at the School of Music

Alumni of the undergraduate programs offered at the School of Music at the University of Manitoba have established themselves as leaders in the majority of arts organizations, businesses, and educational institutions in Winnipeg and beyond. Their accomplishments as educators, performers, composers, producers, managers, administrators, librarians, music therapists, and academics as shown in detail later in this document attest to the high quality of instruction and the outstanding level of preparedness attained by music graduates at the University of Manitoba School of Music. Through the professional and personal success of its alumni, the School of Music has influenced the direction of music-making from the local level to the international stage. An overview of these accomplishments is presented in section 9 of this submission.

Graduates from the Master's Program

The first two classes of master's students have graduated from the University of Manitoba and have demonstrated their academic excellence as evidenced by their career trajectories:

Elroy Friesen, M.Mus. 2004 (Conducting) has been accepted into the Ph.D. program at Northwestern University in Illinois (Urbana-Champaign).

Larry Peterson, M.Mus. 2004 (Conducting) has been accepted into the D.M.A. program at the University of Iowa at Iowa City. Larry has been awarded a one-year full tuition waiver and a two-year graduate assistantship under Myron Welch.

Jason Caslor, M.Mus. 2004 (Conducting) will be Conductor in Residence at the Royal Winnipeg Ballet and Director of the New Music Ensemble at the University of Manitoba School of Music. Jason is also Artistic Director of the newly formed Winnipeg Civic Orchestra.

Laura Peterson, M. Mus. 2004 (Conducting) has been awarded a three year grant as Director of Music for the First United Methodist Church in Huron, South Dakota.

Mike Keddy, M.Mus. 2004 (Conducting) will return to his position as Director of Bands in Parry Sound, Ontario, for one year before going on to doctoral study.

David Byrne, M.Mus. 2004 (Conducting) will teach Music Theory at the University of Manitoba School of Music before going on to doctoral study.

Darrin Oehlerking, M.Mus. 2004 (Conducting) is Director of Bands, Glenlawn Collegiate and will pursue doctoral studies.

Nicholas Byrne, M. Mus. 2003 (Performance) is Director of the Oxton Recital Series and cellist in the Liverpool Philharmonic Orchestra.

Victoria Pecherska, M.Mus 2003 (Performance) was accepted into the NUOVA pre-professional program for opera singers.

New Program: The Post-Baccalaureate Diploma in Performance

Approved in June 2004, the purpose of this program is to provide advanced training for selected students in performance. It is similar to the Artist Diploma offered at McGill University in that its admission requirements include a Bachelor's degree and a high standard of performing ability, but currently there is no equivalent program in Western Canada. The Diploma program will affect retention as incoming mature performers add to the positive experience of current students through shared musical interactions. Recruitment will be enhanced through niche marketing where effort is made to reach the local and international student-artists who are already looking for this level and type of educational experience. Those with English Language concerns may begin the practical portion of the program while improving their written English skills. With the establishment of this new program, young professionals from Winnipeg and surrounding communities will be able to engage in level-appropriate study without going elsewhere, and those from other Western Canadian cities, the U.S., and from abroad, will find Winnipeg an attractive cultural centre where it is possible and affordable to flourish as an artist.

External Reviews

The enclosed reviews from faculty reviewers at the University of Toronto, McGill, Eastman, and Julliard, include commentary about the quality and breadth of offerings at the School of Music and the excellence of its faculty. This reflects the high regard in which the University of Manitoba School of Music is held across North America.

The Centre of Music and Industry at the University of Manitoba

Stated objectives of the Strategic Plan of the University of Manitoba are:

- to keep talented young people in Manitoba by expanding their opportunities through a university education appropriate for the 21st century;
- to create continuous opportunities for lifelong learning;
- to provide highly qualified people to attract and keep knowledge-based industries in the province.

The proposed Centre for Music and Industry will help the University reach all of these goals. The Centre will be a technological resource for the city, province and country. The sound stage, recording facilities and other state-of-the-art electro-acoustic equipment will be a resource for local musicians, producers, Winnipeg's vibrant independent recording industry, radio stations, and other members of the technological side of music. The Centre will also provide human resources in the form of teachers, artists and business people to lead the city, province and country into new partnerships of art and industry.

The target market would desire a degree in Arts Administration or business, with a focus on music. The program would provide a fluid curriculum leading to Bachelors or Masters in Business Administration or an Arts Management certificate. The program would provide niche courses in self-marketing, upgrading technical skills, and Business Administration as well as management in other related fields such as the recording and motion picture industries and health related fields such as music therapy and palliative care.

Creating a world-class Centre for Music and Industry requires several key elements. First and foremost are obviously an internationally respected business school and an internationally recognized school of music. Second, for such a Centre to succeed, it must be located in a city large enough to offer the cultural assets required to support such a program, including a variety of high-quality cultural organizations in the city. The Centre, to thrive, should be in a city that includes radio, television, and film industries. The area should also include and require more of the following job groups: self-employed musicians, performers, teachers, composers, healthcare

providers, store owners, agents, technology experts and research support.

The City of Winnipeg fits the above requirements perfectly. Three national communications corporations have offices in the city: CanWest Global Television, Craig Communications (A-Channel), and CBC. Winnipeg has become a centre for film production as well. Several films a year are recorded in the province, thanks to the work of the province's own corporation, Manitoba Film and Sound, plus three independent organizations: Film Training Manitoba, Winnipeg Film Group, and Video Pool. Winnipeg is blessed with a strong, vibrant arts and cultural base, with the Winnipeg Symphony Orchestra, Manitoba Opera, Royal Winnipeg Ballet, and Winnipeg Jazz Orchestra, as well as dozens of smaller chamber and choral groups and series. The city is well-known for its festival culture, with the Jazz Festival, Folk Festival, Folklorama, Fringe Festival, and Film Festival.

The University of Manitoba is the ideal location for a new Centre for Music and Industry. The Asper School of Business and the School of Music are both highly regarded across the country and internationally. Both produce students who go on to excel in their fields, and lead businesses and arts organizations around the world. Specific facilities needed are a sound stage, rehearsal space, recording facilities, post-production facilities, a tech lab, and office space. These facilities are part of the design plans for the new Centre for Music, Art and Design.

UNIVERSITY OF MANITOBA SUMMER MUSIC INSTITUTE

For over 20 years, the School of Music has offered summer programs to professional, amateur and emerging musicians. In 2002, the School unified its summer offerings under the Summer Music Institute, expanding the scope of the programs, and attracting participants from around the globe. Through Orff instruction and Teacher Masterclasses, Music educators have the opportunity to – at a time convenient to their schedule – improve their skills in early childhood teaching, middle-years and high-school. Participants in Orff have traveled from Asia and South America to take part in the renowned program. Through the Canadian Wind Conducting Development Program, music educators from across North America hone their conducting skills and, if they like, begin to apply credits toward graduate-level work. The Contemporary Opera Lab draws top Canadian and American singers to an intensive 3-week program, offering them the opportunity to immerse themselves in high-level technical skills and to perform the very newest operatic works under the guidance of Canada's foremost contemporary opera instructors.

The Jazz Camp has continued to grow in popularity and level of skill. In the 2004 program, 250 participants learned from Manitoba's top jazz musicians and special guest artists from the New York jazz scene. Other programs offer chamber music experience to amateur

musicians, brass quintet experience to advanced students, and theory training for pre-university students.

These programs increase awareness of the University of Manitoba and its music program, as participants travel back to their home provinces and countries full of enthusiasm about their experiences.

DISTANCE EDUCATION

The newest initiative for the School of Music is the establishment of distance education options for the 2004/5 academic year which will provide for both the sending and receiving of instruction on-line. Communities all over Manitoba will be served as we continue to work with organizations such as the Manitoba First Nations Educational Recourse Centre to provide music instruction via satellite to remote communities. In collaboration with Continuing Education, music courses now taught on campus such as Ragtime to Rock will be part of the Distance Education offerings. Through live video conferencing, students in the jazz stream will have access to master classes in improvisation and arranging.

CONCLUSION

With the University of Manitoba at the centre of post-secondary education in general, and the School of Music at the centre of music-making in particular, it is appropriate that the transition to faculty status be initiated. This submission for Faculty Status provides the necessary supporting documentation in the form of letters of support, historical background, a description of the teaching programs at the undergraduate and graduate levels, and details of faculty, student and alumni activities. Supplementary information in the form of photographic material, press releases, upcoming events, and summer program offerings are also readily available at our website, at www.umanitoba.schools/music/

December 1, 2004

Report of the Senate Committee on Academic Review Re: Proposed Policy and Procedures Documents for Academic Program Reviews

Preamble

1. The Terms of Reference for the Senate Committee on Academic Review are found in Section 8.13 of the online *Senate Handbook*.
2. The Committee met on October 2, 2004 to consider a proposed policy and procedure regarding academic program reviews.

Observations

1. A need for having a more formalized policy on Academic Program reviews was recognized. The attached proposed policy was developed to articulate the principles involved in Academic Program Reviews.
2. It was also recognized that in order to implement the principles articulated in the policy, a procedures document should be developed to outline the procedures to be used in undergraduate and graduate program reviews. The proposed procedures are attached.

Recommendations

The Senate Committee on Academic Review recommends:

1. THAT the Policy: Academic Program Reviews be approved by Senate.
2. THAT the Procedure: Academic Program Reviews be approved by Senate.

Respectfully submitted,

Richard Lobdell, Chair
Senate Committee on Academic Review

/jml

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



UNIVERSITY OF MANITOBA POLICY

No. <u>429</u>	Effective Date: <u>When approved</u>
Title: <u>Academic Program Reviews</u>	Review Date: <u>When approved</u>

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

Authority: ☐ University of Manitoba Act Section # _____
☐ Other Legislation [name and section #] _____
☐ Bylaw [name and section #] _____
☒ Policy [name and section #] Academic Program Reviews - 429

Contact: Vice-Provost (Programs)

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

This policy is to maintain the academic integrity of academic programs at the University of Manitoba through a process of periodic formal reviews of all academic programs.

2.0 Policy Statement

2.1 General

Reviews of academic programs ensure that academic programs maintain academic excellence. To that end, all academic programs shall undergo periodic formal reviews, on a schedule set by the Vice-President (Academic) and Provost.

2.1.1 The academic reviews referred to in section 2.1 shall take place at least once each ten (10) years.

2.2 Main Elements

The process for each academic program review shall consist of the following main elements:

- a) the preparation of a Self Evaluation Report by the unit delivering the program being reviewed;

- b) an external peer assessment of the report and the academic program being reviewed;
- c) an opportunity for the unit delivering the program and the Dean/Director of the unit in question to respond to the external assessment;
- d) an assessment by the Vice-President (Academic) and Provost respecting the academic review results.

2.3 Development of procedures

The procedures used to conduct academic program reviews at the graduate and undergraduate levels shall be developed by the Vice-President (Academic) and Provost and approved by Senate, upon recommendation by the Senate Committee on Academic Review (SCAR).

2.4 Programs reviewed by Accreditation Bodies

In cases where academic programs are subject to reviews by external accreditation bodies, such accreditation reviews shall be considered as equivalent to reviews undertaken under the aegis of this policy, unless the Vice-President (Academic) and Provost determines otherwise.

2.5 Assessment Report

The Vice-President (Academic) and Provost shall provide an assessment report of each academic review to SCAR.

2.6 Annual Report to Senate

SCAR shall report annually to Senate on the progress of all academic reviews.

2.7 SCAR to Advise

SCAR shall provide advice and commentary to the Vice-President (Academic) and Provost on the application of this policy and any procedures that are approved pursuant to this policy.

3.0 Accountability

3.1 The University Secretary is responsible for advising the President that a formal review of the Policy and any secondary documents is required.

3.2 The Vice-President (Academic) and Provost is responsible for ensuring compliance with this policy.

3.3 The Vice-President (Academic) and Provost is responsible for proposing procedures for the conduct of undergraduate and graduate academic reviews.

3.4 The Vice-President (Academic) and Provost is responsible for reporting the results of each academic review to SCAR, along with an assessment respecting the results of each academic review.

3.5 The University Secretary is responsible for ensuring that SCAR reports to Senate on an annual basis with regard to the progress of all academic reviews.

4.0 **Secondary Documents**

4.1 Senate shall approve procedures which are secondary to and comply with this Policy. Such procedures shall be developed and proposed by the Vice-President (Academic) and Provost and recommended to the approving body by SCAR.

5.0 **Review**

5.1 Formal Policy reviews will be conducted every ten (10) years. The next scheduled review date for this Policy is _____.

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**

6.1A 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;

[Use this wording the first time that a Bylaw is proposed under the new Governing Documents system.]

[OR]

6.1B This Policy supersedes

Policy 429
[Previous Governing Document no./title/effective date]

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)

(2)

(4)



UNIVERSITY OF MANITOBA PROCEDURE(S)

No. _____	Effective Date: _____
Title: <u>Academic Program Review</u>	Review Date: _____

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

Authority: ☐ Bylaw [name and section #] _____
☐ Regulation [name and section #] _____
☒ Policy [name and section #] Policy: Academic Program Reviews

Implementation: Vice-Provost (Programs)

Contact: Vice-Provost (Programs)

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

1.0 Reason for Procedure(s)

To set out procedures secondary to the Policy entitled "Academic Program Review", in connection with:

- (a) the review of undergraduate programs; and
- (b) the review of graduate programs.

2.0 Procedure(s)

2.1 Each undergraduate academic program shall be reviewed at least once every ten (10) years. Each graduate academic program shall be reviewed at least once every seven (7) years.

2.2 Undergraduate programs shall be reviewed on a schedule set by the Vice-President (Academic) and Provost, in consultation with the President. Graduate programs shall be reviewed on a schedule set by the Vice-President (Academic) and Provost acting on the advice of the Dean of Graduate Studies and in consultation with the President. In establishing these schedules, every effort will be made to co-ordinate program reviews with accreditation reviews.

2.3 The department or academic unit (here after "the unit") delivering the program to be reviewed shall collect pertinent data as described in Appendix A.

2.4.1 **Self Evaluation Report:** In consultation with his/her colleagues, the unit head shall prepare a Self Evaluation Report, in accordance with the format outlined in Appendix

A. This Report shall be submitted within nine months of a request having been received from the relevant Dean/Director. In the case of an undergraduate program, this is the Dean/Director to whom the unit reports. In the case of a graduate program, this is the Dean of Graduate Studies.

2.4.1a The unit head shall submit to the relevant Dean/Director the names of five potential external reviewers and three potential internal referees from cognate disciplines (see Appendix D).

2.4.2 In the case of a graduate program review, the unit head shall also send a copy of the Self Evaluation Report to the relevant budget Dean/Director and the Vice-President (Research). The budget Dean/Director shall prepare comments on:

- (i) the strategic directions and priorities of the Faculty/School, and
- (ii) how the program under review fits into that context.

These comments shall be submitted to the Dean of Graduate Studies within two weeks of a request from the Dean of Graduate Studies.

2.5.1 **Review committee:** There shall be a Review Committee for each academic program review. This Review Committee shall consist of:

- (i) two external reviewers, and
- (ii) an internal reviewer from a cognate discipline,

all chosen by the relevant Dean/Director from the nominations submitted by the unit head. In the case of an undergraduate program, this is the Dean/Director to whom the unit reports. In the case of a graduate program, this is the Dean of Graduate Studies.

2.5.2 The Review Committee shall receive directly from the relevant Dean/Director copies of the Self Evaluation Report (and, in the case of a graduate program, the comments of the relevant budget Dean/Director). The Review Committee shall conduct a site visit in accordance with the general guidelines provided in Appendix B.

2.6.1 **External Report:** The Review Committee shall submit directly to the relevant Dean/Director an External Report that contains an overall assessment of the program under review and provides recommendations (see Appendix C).

2.6.2 In this External Report, the Review Committee shall classify the program in one of the following categories:

- (a) "Adequate" and should continue as is;
- (b) "Adequate" but requiring minor revision or restructuring; or
- (c) "Inadequate" and requiring major revision or restructuring.

2.6.3 Upon receipt of the External Report, the Dean/Director shall forward a copy to the unit head; in the case of a graduate program a copy shall also be sent to the budget Dean/Director.

2.11 In the case of an undergraduate program, the Dean/Director shall request the unit head to submit a plan addressing the recommendations of the External Report, proposing a time line for necessary program revisions, and identifying any budgetary implications of those revisions.

In the case of a graduate program, the Dean of Graduate Studies shall request the unit head, in consultation with the budget Dean/Director, to submit a plan addressing the recommendations of the External Report, proposing a time line for necessary program revisions, and identifying any budgetary implications of those revisions.

In all cases, this plan is to be submitted within three (3) months, with a view to implementation within six (6) months.

- 2.12 The relevant Dean/Director shall send to the Vice-President (Academic) and Provost
 - (i) the Self Evaluation Report,
 - (ii) the External Report,
 - (iii) the unit head's plan described above, and
 - (iv) the relevant Dean/Director's comments and recommendations.
- 2.13 The Vice-President (Academic) and Provost shall provide his/her assessment of each academic review to SCAR.
- 2.14 SCAR shall report annually to Senate on the progress of all academic reviews.

APPENDIX "A" - Self Evaluation Report

In consultation with his/her colleagues, the unit head shall prepare a Self Evaluation Report addressing the following issues, as appropriate. An Executive Summary is required.

A.1 Program Description

- A.1.1 Clearly state the objectives of the program.
- A.1.2 List the areas of speciality offered within the program.
- A.1.3 Highlight novel or innovative features of the program.
- A.1.4 Indicate the extent to which the program responds to current or future needs of Manitoba and/or Canada.
- A.1.5 Indicate the extent to which the program operates in collaboration with other academic programs at The University of Manitoba.
- A.1.6 Indicate the extent to which the program enhances co-operation among Manitoba's post-secondary institutions.
- A.1.7 Indicate the extent to which the program enhances the national and/or international reputation of The University of Manitoba.
- A.1.8 Identify the particular strengths of the program. For example, this program is known for its strength in areas A, B, and C within the discipline. Provide evidence.
- A.1.9 Indicate the extent to which the program complements and strengthens other programs at The University of Manitoba.
- A.1.10 Describe the program under the following headings:
 - (a) Admission requirements
 - (b) Course requirements
 - (c) Evaluation procedures
 - (d) Thesis, practicum, or comprehensive procedures and regulations
 - (e) Transferability of course credits from other post-secondary institutions

- A.1.11. Provide a sample program listing for a typical student in the program, and a timeline for completion of his/her studies leading to completion of the program.

A.2 Human Resources

A.2.1. Academic Staff

List all academic staff members (including adjuncts) associated with the program, indicating specialization, academic rank and tenure status.

For graduate program reviews:

(a) Programs:

For research-based programs (i.e., thesis) indicate their association as:

- (i) Thesis advisors
- (ii) Thesis committee members
- (iii) Course instructors
- (iv) Other (please specify)

For non-research-based programs (i.e., practicum or comprehensive) indicate their expected association as:

- (i) Student program advisors
- (ii) Course instructors
- (iii) Other (please specify)

(b) Faculty Data: Provide Faculty Data (see standard format at the end of this Appendix) for thesis advisors and student program advisors. For others, provide only a list (by year) of graduate courses taught over the last five years, or a rationale for the individual's inclusion in their respective categories above.

Indicate the extent of participation of thesis advisors in (1.a) above in other programs and participation in the program under review. Use relative measures, e.g., 80/20 split between program A and program B.

(c) Projects: In tabular form, list all projects relating to:

- (i) funded research
- (ii) non-funded research
- (iii) total refereed publications
- (iv) total non-refereed publications
- (v) conference presentations
- (vi) other scholarly activity

(d) Retirements: Indicate probable academic staff retirements over the next five years, how these may affect the program, and what plans are in place to maintain the quality of the program following the retirements.

For undergraduate program reviews:

(a) Courses Taught: For each of the past five years, list the courses taught within this program, the number of students registered in each course, and the status of the instructor of each course (e.g., tenured or probationary, graduate student, non-student stipendiary appointee, etc).

(b) Staff Retirements: Indicate probably academic staff retirements over the next

five years, how these may affect the program, and what plans are in place to maintain the quality of the program following the retirements.

(c) **Support Staff:** Indicate the role or participation in the program, if any, of clerical or technical support staff in the delivery or administration of the program.

(d) **External Support:** Other Indicate the participation in the program, if any, of individuals or groups external to the University of Manitoba, and indicate the rationale for their participation. List the credentials for each individual/group supporting their involvement.

A.3 **Physical Resources**

A.3.1 **Space**

Describe the physical space in which students pursue this program of study/research. Include description of student offices, study carrels, study/reading rooms, rooms with computer facilities, laboratory space, and other research or study space as appropriate for this program.

A.3.2 **Equipment**

Describe available and anticipated equipment in the following categories:

(a) **Teaching**

Instructional equipment used in delivery of courses/seminars in the program (e.g., video projectors, data projectors, other computer assisted instructional equipment).

(b) **Research**

Major research equipment accessible to students in the program, and plans to upgrade this equipment during the next five years.

A.3.3 **Computer Resources**

Describe facilities available to students in this program (desktop machines, laptops, scanners, printers, etc.), access to computer open areas, and the like.

A.3.4 **Library Resources**

- (a) Evaluate existing resources available for use in this program
- (b) Evaluate pertinent resources added within the last five years
- (c) Evaluate pertinent new resources anticipated in the next five years
- (d) Evaluate services available to the program.

A.4 **Students**

For graduate program reviews:

A.4.1 **Provide data on enrolment and graduations over each of the past five years, and cumulatively over the past ten years under the following headings:**

- (i) Masters
- (ii) Ph.D.
- (iii) Full time
- (iv) Part time
- (v) Male
- (vi) Female

Graduations

Median and mean completion times in each category

Student origin (Manitoba, Canada, Other) numbers in each category

- A.4.2 Provide initial employment data (where and how many) or current employment status of graduates over five years and cumulatively over the past ten years.
- A.4.3 Provide data with respect to the number of students financially supported over each of the past five years:
Source and amount
Fraction of cohort receiving some support
Average amount of financial support per supported student
- A.4.4 Publications by graduate students
- (a) Percentage of graduated students over the past five years with at least one publication
 - (b) Percentage of graduated students over the past five years with at least one conference presentation
 - (c) Percentage of graduated students over the past five years with more than one publication
 - (d) Percentage of graduated students over the past five years with more than one conference presentation
- A.4.5 Projected full-time and part-time enrolments over the next five years and relate these to undergraduate trends in the discipline.

For under-graduate program reviews:

- 1 Provide data on enrolment in and graduations from this program over each of the past five years, and cumulatively over the past ten years under the following headings:
- (a) Full time
 - (b) Part time
 - (c) Male
 - (d) Female
- 2 Describe national and/or international awards won by students in this program over the past ten years.
- 3 Provide projections of enrolment in this program over the next five years, and discuss the factors which are thought to be most important in this regard.

A.5 Standard Format for Faculty Data For Graduate Program Reviews

- A.5.1 Where individuals in a program unit would, in the majority, have already prepared personal data forms for other purposes – accreditation, granting agencies, etc. – these forms may be submitted in place of the standard forms described herein provided that all the information indicated below is included in the form and that all faculty members in the program unit submit the data in the same format.
- A.5.2 **Name:**
Position/rank at the University of Manitoba:
Tenure date: (leave blank if not tenured)

- A.5.3 **Employment:** (start with the most recent position and continue in reverse chronological order)
 Position Institution/Organization Dates
- A.5.4 **Academic Honours/Awards:**
- Professional and Scholarly Activities**
- A.5.5 **Graduate Training:**
 (a) Number of students supervised, degree, status of students (i.e., completed or in progress)
 (b) Graduate courses taught in the last five years (by number, title, and year)
- A.5.6 **Research Funding:** (indicate title of project, source(s) of funding, amount, year(s), principal investigator or co-applicant)
 (a) Internal grants
 (b) External grants
 (c) Contracts
- A.5.7 **Publications** in last five years: (start with most recent publication and continue in reverse chronological order)
 (a) Papers in referred journals
 (b) Papers in non-referred journals/publications
 (c) Papers in referred conference proceedings
 (d) Scholarly books authored
 (e) Chapters in books
 (f) Major invited contributions
 (g) Abstracts
 (h) Other
- A.5.8 **Service related to Graduate Studies** in last five years: (committee service with name of committee and dates, PhD Oral Defense Chair with name and date, etc.)

B APPENDIX "B"

Expectations of the Review Committee

- B.1 Site visits shall take place within twelve weeks of the unit head's submission to the relevant Dean of the Self Evaluation Report.
- B.2 The Review Committee shall meet as a committee to conduct the site visit.
- B.3 The site visit shall be conducted over no less than one full day and no more than two full days.
- B.4 The Review Committee shall assess the program in accordance with the Assessment Guidelines outlined in Appendix C.
- B.5 The Review Committee shall meet with relevant Dean(s)/Director(s), the unit head, academic and support staff associated with the program, and students in the program. The Review Committee will also meet with the Vice-President (Academic) and Provost, or his/her delegate, and the Vice-President (Research) or his/her delegate.

- B.6 The Review Committee shall submit its External Report to the relevant Dean/Director within four weeks of the site visit.
- B.7 Site visit expenses (travel, meals, lodging) paid by the Review Committee shall be reimbursed as soon as possible following completion of the site visit, and an agreed upon honorarium will be paid upon receipt of the External Report by the relevant Dean/Director.
- C APPENDIX "C"
Review Committee Assessment Guidelines
- C.1 The Review Committee is to assess the quality of the academic program and to comment on the program in relation to the stated strategic direction of the unit and the relevant Faculty/School.
In writing its External Report, the Review Committee may be guided but not necessarily restricted by the following headings. The Review Committee must conclude its report by classifying the program in one of the stated categories (see 12 below), and provide justification for the category chosen. Moreover, the External Report shall provide clear recommendations and/or priorities of choice where appropriate to do so.
- C.1 Strategic importance of the program in relation to the strategic directions of the relevant Faculty/School.
- C.2 Comparisons with related programs at the University of Manitoba and elsewhere.
- C.3 Quality of graduate student supervision, or undergraduate student advising.
- C.4 Quality of students
- C.5 Appropriate mix of students: proportions of Masters and PhD students, mix of students by origin (local/regional/national/international), gender balance of students, etc.
- C.6 Time to completion of degree program by students.
- C.7 Excellence of academic staff and breadth of experience
- C.8 Impact of research done in the unit.
- C.9 Adequacy of facilities, space, and other resources.
- C.10 Strengths and weaknesses of the program.
- C.11 Extent to which program objectives are met.
- C.12 In its External Report, the Review Committee shall classify the program in one of the following categories:
Either, the program is "Adequate" and (a) should continue as is, or (b) requires minor revision or restructuring;
Or, the program is "Inadequate" and requires major change or restructuring if it is to be continued.

C.13 Suggestions and recommendations for improvement of program.

D APPENDIX "D"
NOMINATION FORM FOR MEMBERS OF THE REVIEW COMMITTEE

Note: The unit is not to approach potential reviewers. The following information is to be gleaned from public sources or from personal knowledge.

D.1 Name of proposed reviewer:

D.2 Academic rank:

D.3 University affiliation: (include contact numbers)

D.4 Degree University Discipline Year of Conferral

D.5 Area(s) of specialization within discipline:

D.6 Experience/expertise relevant to service as a program reviewer: (e.g., external reviewer of other academic programs, academic administrative experience, etc.)

D.7 Recent scholarly activity: (e.g., recent publications, research grant awards, etc.)

D.8 Previous affiliation with the University of Manitoba, if any: (e.g., as student, employee, extensive collaboration with current academic staff, visiting professor, etc.)

3.0 **Accountability**

3.1 The University Secretary is responsible for advising the President that a formal review of the Procedure is required.

4.0 **Review**

4.1 Formal Procedure reviews will be conducted every ten (10) years. The next scheduled review date for this/these Procedure(s) is/are _____.

4.2 In the interim, this/these Procedure(s) may be revised or rescinded if:

- (a) the Approving Body deems necessary; or
- (b) the relevant Bylaw, Regulation(s) or Policy is revised or rescinded.

5.0 **Effect on Previous Statements**

5.1A This/these Procedure(s) supersede(s) the following:

- (a) all previous Board/Senate Procedures, and resolutions on the subject matter contained herein; and
- (b) all previous Administration Procedures, and resolutions on the subject matter contained herein; and

(c) all previous Faculty/School Council Procedures stemming from the Faculty/School Council Bylaw and academic and admission Regulations and any resolutions on the subject matter contained herein; and
[Use this wording the first time that Procedures are proposed under the new Governing Documents system.]

[OR]

5.1B This/these Procedure(s) supersede(s) Policy 429
[Previous Governing Document no./title/effective date]

6.0 **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) _____
(2) _____ (4) _____

Report of the Senate Committee on Rules and Procedures with Respect to Faculty of Environment, Earth, and Resources Student Representation on Senate

Preamble

1. The terms of reference of the Senate Committee on Rules and Procedures (SCRP) are found on page 8.33 of the *Senate Handbook*.

Observations

1. *The University of Manitoba Act* limits the number of student representatives on Senate to 28. The present distribution of student voting representatives provides a minimum of 1 student representative amongst the faculty and schools, with the larger faculties having slightly greater numbers as follows:

Arts	4	Education	2
Graduate Studies	3	Management	2
Science	3		

2. The creation of the Faculty of Environment, Earth, and Resources necessitated consideration of student representation on Senate for students from the Faculty.
3. The Committee, in early 2004 considered several mechanisms by which students in the Faculty could be allocated one of the 28 positions provided for in the *Act* while still ensuring that students in other Faculties and Schools retain representation on Senate.. Recently, the four student Senators from the Faculty of Arts conveyed the following message to the University Secretary:

"We... understand the circumstances surrounding the fixed number of seats allocated to students in the University of Manitoba Senate, as outlined in an act of the provincial legislature.

We, the undersigned formally request that the students of the Faculty of Environment, Earth, and Resources be given a seat on Senate at the beginning of the next term by re-allocating one of the four seats currently held by the students of the Faculty of Arts."

4. The Committee wishes to express its appreciation for the generous offer by the student Senators of the Faculty of Arts (Mr. Dana Gregoire, Ms. Melissa Maharaj, Mr. Vincent Ezeogbulafor and Ms. Rebecca Irving) to ensure that the students of the Faculty of Environment, Earth, and Resources have representation on Senate.
5. The next term for student Senators begins April 1, 2005. Representation for Environment, Earth, and Resources students until that time could be accomplished by allocating an assessor spot to a student from the Faculty.

Recommendations

SCRP recommends that:

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

1. Section 5.2 of the *Senate Handbook* be amended by changing the number of Arts student senators from four (4) to three (3) and allocating the one spot to students in the Faculty of Environment, Earth and Resources (see attached); and
2. Section 3.4 of the *Senate Handbook* be amended by adding the following: "For the period ending March 31, 2005, one student of the Faculty of Environment, Earth, and Resources, named by the Senior Stick of the Society of Earth Science and Environmental Students (see attached).

Respectfully submitted,

A.S. Secco, Chair
Senate Committee on Rules and Procedures

/jml

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Board of
Governors

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University
Secretary

Meeting
Schedules

Jurisdiction of
Board & Senate

3. Composition of Senate and Duration of Membership

3.4 Senate Assessors

Although not provided for in the Act, Senate from time to time by resolution may provide for assessor members to Senate. Incumbents in the following positions are assessors of Senate, provided that they are not otherwise members of Senate:

- Associate Dean of Graduate Studies
- Associate Dean (Academic) of the Continuing Education Division
- Chair of SPPC
- Representative of UMFA
- St. Boniface College (other than the Head)
- Director of Enrollment Services
- Director of Student Records
- Director of Natural Resources Institute
- President of Canadian Mennonite Bible College
- President of William & Catherine Booth College
- Associate Vice-President (Research)
- Vice-Provost (Academic Affairs)
- Vice-Provost (Programs)
- Vice-President of UMSU
- President of Graduate Students' Association
- Director of University 1
- Three University 1 students

For the period ending March 31, 2005, one student of the Faculty of Environment, Earth and Resources named by the Senior Stick of Society of Earth Science and Environmental Students (SESES). Assessors are permitted to participate fully in the deliberations of Senate but may not make or second motions, and may not vote. In the event that Senate moves into closed session, assessors will not be required to leave the Senate Chamber unless specifically excluded.

Amended by Senate September 6, 2000

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Schedules](#)
[Jurisdiction of
Board & Senate](#)

5. Election of Students to the Senate

5.2 Number of Students to be Elected

The total number of students to be elected is 28, and the students of the respective faculties and schools shall be entitled to elect such persons as follows:

- Agricultural and Food Sciences: 1
- Architecture: 1
- Arts: 3
- Dentistry (including Dental Hygiene): 1
- Education: 2
- Engineering: 1
- Environment, Earth, and Resources: 1
- Fine Arts: 1
- Graduate Studies: 3
- Human Ecology: 1
- Law: 1
- Management: 2
- Medicine: 1
- Medical Rehabilitation: 1
- Music: 1
- Nursing: 1
- Pharmacy: 1
- Physical Education and Recreation Studies: 1
- Science: 3
- Social Work: 1

Total = 28

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