

Senate
Senate Chamber
Room E3-262 Engineering Building
WEDNESDAY, April 4, 2007
1:30 p.m.
Regrets call 474-6892

AGENDA

I MATTERS TO BE CONSIDERED IN CLOSED SESSION

II MATTERS RECOMMENDED FOR CONCURRENCE WITHOUT DEBATE

III MATTERS FORWARDED FOR INFORMATION

1. Report of the Senate Committee on Awards-Part A Page 17
2. In Memoriam Professor Roman (Roy) Bilous Page 23
3. In Memoriam Professor Emeritus Jack Graham Page 24

IV REPORT OF THE PRESIDENT Page 25

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 MARCH 7, 2007

VII BUSINESS ARISING FROM THE MINUTES

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

1. Report of the Senate Executive Committee Page 41
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. Proposal from le Collège universitaire de Saint-Boniface
For a Bachelor of Social Work (Baccalauréat en service social) Page 42

- a) **Report of the Senate Committee on Curriculum and Course Changes** Page 60
- b) **Report of the Senate Planning and Priorities Committee** Page 66
- c) **Comments of the Senate Executive Committee** Page 68
- 2. **Report of the Senate Committee on Admissions**
 - a) **re: proposal from the Faculty of Education to change its admissions requirements by adding criminal records and child abuse registry check for its Bachelor of Education Program** Page 69
 - b) **re: proposal from the Faculty of Architecture to enact reforms in the Environmental Design Program** Page 71
- 3. **Report of the Senate Committee on Rules and Procedures with respect to the Faculty of Music Council Bylaw** Page 75
- 4. **Report of the Senate Committee on Awards – Part B** Page 79

X ADDITIONAL BUSINESS

- 1. **Report of the University Discipline Committee re: revisions to the Student Discipline Bylaw** Page 82
 - a) **Comments of the Senate Executive Committee** Page 113

XI ADJOURNMENT

Please Call Regrets to 474-6892.

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REPORT OF THE SENATE COMMITTEE ON AWARDS – PART A

Preamble

Terms of reference for the Senate Committee on Awards 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

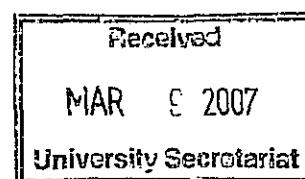
At its meeting of March 7, 2007 the Senate Committee on Awards approved seven new offers and six amended offers, as set out in Appendix A of the Report.

Recommendation

On behalf of Senate, the Senate Committee on Awards recommends that the Board of Governors approve the establishment of seven new awards, amendments to six awards, and the withdrawal of one award, as set out in Appendix A of the *Report of the Senate Committee on Awards – Part A* (dated March 7, 2007). 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

MEETING OF THE SENATE COMMITTEE ON AWARDS March 7, 2007

(i) OFFERS

PHILIP AND MARJORIE ECKMAN SCHOLARSHIPS

An endowment fund has been established by Mrs. Marjorie Eckman to provide scholarships to University of Manitoba students specializing in the area of Geological Sciences. Philip Eckman (B.Sc./38) completed his degree in Geological Sciences and worked for many years as a mining engineer. In September 2007, the capital fund will be used to offer one award valued at \$500. In subsequent years, the available annual interest will be used to provide scholarships to undergraduate students who:

- (1) have completed at least one year of full-time study at the University of Manitoba and have enrolled full-time in the next consecutive year of study in the Department of Geological Sciences, in the Clayton H. Riddell Faculty of Environment, Earth, and Resources;
- (2) have identified honours Geology, honours Geophysics, or the four-year major as his/her program of study;
- (3) have achieved a minimum cumulative grade point average of 3.5;
- (4) have a demonstrated interest in mining engineering (engineering geology, mining geology or geophysics) or hard rock geology.

Applicants must demonstrate that they possess the maturity required to work in the mining industry by providing evidence of enough background in mining, through part-time or summer employment, to confirm an understanding of the life of a mining professional.

The selection committee will have the discretion of determining the number of annual scholarships and their individual values.

The selection committee shall be the Department of Geological Sciences Awards Committee.

HENRY ENGBRECHT GRADUATE FELLOWSHIP

Friends, colleagues, and former students of Professor Henry Engbrecht have established an endowment fund at the University of Manitoba to recruit top graduate students to the Faculty of Music. The Manitoba Scholarships and Bursaries Initiative has made a contribution to this fund. The award celebrates Professor Engbrecht's dedication to choral music at the University and in the Manitoba community at large. Professor Engbrecht retired from the University in 2006 after 28 years as Director of Choral Studies. The available annual interest generated by the fund will be used to offer one fellowship annually to a student who:

- (1) is enrolled full-time in the Master of Music (Conducting) program;
- (2) has achieved a minimum cumulative grade point average of 3.5 (or equivalent) in his/her undergraduate program;
- (3) has demonstrated experience in choral conducting;
- (4) has demonstrated excellence in choral conducting as determined by the Scholarship and Awards Committee of the Faculty of Music.

The selection committee shall be the Scholarship and Awards Committee of the Faculty of Music and shall include the Director of Choral Studies and a member of Henry Engbrecht's family.

FAIRFAX FINANCIAL HOLDINGS LIMITED ENTRANCE AWARDS

Fairfax Financial Holdings Limited offers three annual awards valued at \$5,000 each to undergraduate students who:

- (1) are Canadian Citizens or Permanent Residents;
- (2) have graduated from a Canadian secondary school or CEGEP no longer than 18 months prior to the start of the academic year;
- (3) have demonstrated financial need based on a government student loan assessment from their home province and have completed a University of Manitoba bursary application form;
- (4) register for full-time study in University 1 or in any Faculty or School at the University of Manitoba that admits students directly from high school;
- (5) have achieved a minimum average of 80 percent (or equivalent) on the high school courses used for admission.

Preference will be given to those candidates who demonstrate the greatest financial need.

The award is renewable at the value initially offered in each of the second, third, and fourth years of study at the University of Manitoba provided that the recipient:

- (1) continues to demonstrate financial need based on a government student loan assessment from their home province and completion of a standard University of Manitoba bursary application form;
- (2) continues to be registered full-time in the same Faculty or School to which he or she was admitted either upon admission to a direct entry Faculty or School or from University 1;
- (3) has achieved a minimum sessional grade point average of 3.5 in his or her previous year of study.

The donor will have the discretion to vary the first two criteria for renewal where a recipient requests special consideration for extraordinary circumstances. Requests are to be made to the Director of Financial Aid and Awards and must include an explanation for the request.

The selection committee shall be named by the Director of Financial Aid and Awards.

DAVID C. FOSTER MEMORIAL AWARD

Helen E. Borger has established an endowment fund (\$100,000) in memory of her father, David C. Foster (B.S.A./25, Lieutenant Governor's Gold Medal). The gift marks the Faculty of Agricultural and Food Sciences 100th anniversary. The award commemorates Mr. Foster's life working in agriculture and his service to the University of Manitoba. Mr. Foster was a member of the Board of Governors for three terms and served as Vice-Chair of the Board for four years. The available annual income from the fund will be used to offer three scholarships of equal value to students who:

- (1) are enrolled full-time (minimum 24 credit hours) in the second, third, or fourth year of study in any degree program in the Faculty of Agricultural and Food Sciences;
- (2) have achieved a minimum degree grade point average of 3.0.

One scholarship will be offered to a student in the second year of study, one to a student in the third year of study, and one to a student in the fourth year of study.

The selection committee for these awards will be the Faculty of Agricultural and Food Sciences Awards Committee.

**JACK HARPER BURSARY
IN RECREATION MANAGEMENT AND COMMUNITY DEVELOPMENT**

In honour of Jack Harper's 60th birthday in June 2006 and of his retirement in December 2006, his family, friends and colleagues have established an endowment fund at the University of Manitoba to provide bursary support to students in Recreation Management and Community Development. The first \$500 received toward this fund will be used for an award in the 2006-2007 school year. Subsequent donations will be placed into the endowment.

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

- (1) is enrolled as a full-time student (minimum of 60% course load) in the Faculty of Physical Education and Recreation Studies, specifically in the Recreation Management and Community Development program;
- (2) has achieved a minimum cumulative grade point average of 2.50;
- (3) demonstrates financial need on the standard University of Manitoba bursary application form.

The selection committee will have the discretion of dividing the annual interest to offer more than one bursary.

The selection committee will be named by the Dean of the Faculty of Physical Education and Recreation Studies.

MARGUERITE HULME SCHOLARSHIP IN PHARMACY

In memory of his wife Marguerite, who graduated in Pharmacy from the University of Manitoba in 1940, Mr. G. Fred Hulme has established an endowment fund of \$300,000 at the University to support a Scholarship to encourage young women and men to enter the profession of Pharmacy.

The Scholarship, in the initial amount of \$3,000, shall be awarded annually, on application, to a student, who is a Canadian Citizen or Permanent Resident of Canada, entering the first year of full-time studies (minimum 80% course load) in the Faculty of Pharmacy at the University of Manitoba, based on the student's pre-pharmacy

- (1) academic record which shall be at an adjusted-grade-point average of not less than 4.0;
- (2) participation in student extracurricular activities; and
- (3) demonstrated leadership potential.

The Scholarship continues in the amount of \$3,000* for each of the second, third, and fourth years of study in the Faculty of Pharmacy at the University of Manitoba provided the recipient continues as a full-time student (minimum 80% course load), and

- (1) maintains a minimum grade point average of 3.75;
- (2) continues participation in student extracurricular activities; and
- (3) further develops leadership qualities.

In the event of a recipient not qualifying for continuation of the Scholarship, the University may select another student, meeting the qualifications, to receive the funds which would have been awarded to the initial recipient.

Applicants, and recipients continuing their studies, are required to complete and submit the Marguerite Hulme Scholarship Application Form with particulars of their student extracurricular activities and leadership qualities.

*The state of the fund supporting this Scholarship will be reviewed annually and, if the earnings thereon permit, the value of the award will be increased progressively, at the discretion of the University for the second, third, and fourth years.

The selection committee will be appointed by the Dean of the Faculty of Pharmacy.

F. JAMES MARSHALL SCHOLARSHIP IN ENDODONTOLOGY (Year 3)

In June 1959, Dr. F. James Marshall founded the Section of Endodontology, in the Faculty of Dentistry at the University of Manitoba. He taught several courses in the areas of Oral Histology and Endodontics. Dr. Marshall was a friend and mentor to many dental students and colleagues in Manitoba and elsewhere during his tenure at the University. He was also a Charter Member of the Canadian Academy of Endodontics during that period. As a measure of his dedication to teaching, Dr. Marshall received the I.B. Bender Lifetime Educator Award from the American Association of Endodontists in 2003. The available annual interest generated by the fund will be used to offer one scholarship valued at no less than \$250 to the undergraduate student who:

- (1) has completed the third year of full-time study in the Faculty of Dentistry at the University of Manitoba and has attained high standing in Didactic and Clinical Endodontics;
- (2) has completed the course Endodontology 2 (RSTD 3050);
- (3) shows the broadest interest in Endodontic literature and demonstrates the highest involvement in the field of Endodontics among the class.

The selection committee shall be the Faculty of Dentistry Awards Committee, in consultation with the Division Head of Endodontology.

(ii) Amendments

MURRAY S. DONNELLY AWARD IN CANADIAN POLITICS

The revised terms of reference will specify that the award is open to students registered full-time in either the Political Studies (Advanced Major) or the Political Studies (Honours) Program. The award will be offered to the student who has achieved the highest average on a minimum of 12 credit hours in Canadian Government and Politics courses at the 4000 level. Previously, the scholarship was offered to the student who demonstrated the highest achievement in two or more of the following courses; Canadian Policy Process 19.486, Manitoba Politics and Voting Behaviour 19.476, The State in the Economy 19.466, Canadian Government 19.776.

Membership on the selection committee will be revised to include the Department's specialists in Canadian Government and Politics *versus* specialists in Canadian Studies.

H.S. FERNS MEMORIAL BURSARY FUND

The name of the award will be changed from: H.S. Ferns Memorial Loan Fund to: H.S. Ferns Memorial Bursary Fund. The amendment reflects a recent change in the purpose of the fund that was approved by the Senate Committee on Awards on November 2, 2006 and reported to Senate at its meeting of December 6, 2006.

DR. JACK KING MEMORIAL SCHOLARSHIP

At the request of the donor, the value of the award will be increased from: \$350 to: \$500.

ELIZABETH HILL MEMORIAL SCHOLARSHIP

At the request of the Faculty of Social Work, the terms of reference will be amended to clarify that the award is open to both part-time and full-time students registered in the Social Clinical Stream of the Master of Social Work (MSW) program.

SHEU L. LEE FAMILY SCHOLARSHIP IN ONCOLOGY RESEARCH

Two amendments will be made at the request of the donor.

- (1) The third criterion, which stipulates that the scholarships will be offered to students who are conducting or plan to conduct research in the area of Oncology, will be expanded to specify that the research must be consistent with the strategic priority areas set out in the National Strategy for Cancer Control; prevention, diagnosis, treatment, and end-of life care.
- (2) Membership on the selection committee will be amended to include two representatives (rather than one) of the Canadian Cancer Society (Manitoba Division) one of whom will represent the psycho-social sciences and one the laboratory/clinical sciences.

UNIVERSITY OF MANITOBA EMPLOYEES SCHOLARSHIP

The minimum academic requirements to qualify for a *University of Manitoba Employees Scholarship* will be revised, as follows:

- (1) the minimum sessional grade point average will be increased from: 2.5 to: 3.0 for undergraduate students and from: 3.0 to: 3.5 for graduate students;
- (2) the minimum course grade required for a particular course to be eligible for payment from the scholarship program will be increased from: C to: B for undergraduate students and from: C+ to: B+ for graduate students.

The Canada Revenue Agency has advised the University that the current academic requirements do not allow the Agency to consider the income from this award as anything but a taxable benefit for the employee. The revised requirements will ensure that the money disbursed through the *University of Manitoba Employees Scholarship* will be considered as an award for the student and will qualify for a scholarship exemption in the calculation of a student's taxable income. The revised academic requirements also correspond to the academic standards for scholarships, as set out in the *General Terms and Conditions for Student Awards at the University of Manitoba*.

The revised terms of reference will take effect for the June 2007 competition, which will be based on academic work completed in the 2006 Summer Session (May – June 2006) and/or the previous 2006-2007 Regular Session (September 2006 – April 2007).

(iii) Withdrawals

AEROSPACE ENGINEERING LIAISON PROFESSOR AWARD FOR EXCELLENCE IN AEROSPACE MATERIALS

This award was established for a finite term which has now come to an end.

In Memory:

Dr. Roman (Roy) Bilous (1919-2007) passed away on Saturday, February 17, 2007 in Winnipeg. Dr. Bilous attended the University of Manitoba where he graduated with the first gold medal in pharmacy in 1943. In 1967, he received a Master of Science Degree in Pharmacy from the University of Manitoba and his doctorate from the University of Wisconsin in 1972. Dr. Bilous joined the Faculty of Pharmacy as a lecturer in 1957 and in 1977 became a professor of pharmacy to his retirement in 1987. He also served as acting dean from 1986 to 1987. In recognition of his contributions to pharmacy education in Manitoba, Mrs. Irene Lewis, Dr. Bilous' sister, has established a scholarship fund in Dr. Bilous' name.

Professor Emeritus Jack Graham of the Faculty of Architecture died peacefully on Thursday, February 15, 2007. Jack was born in Lousana, Alberta on November 15, 1922. From an early age, he developed a passionate interest in art, design and nature. He graduated from the University of Manitoba with a degree in Architecture and Design in 1943. He worked in the Engineering Department at Canada Car in Fort William and he moved to Winnipeg where he began his teaching career at the University of Manitoba in 1946. He taught until his retirement in 1980. During his tenure, he was appointed a Fellow of the R.A.I.C., and was Acting Dean for a number of years and latterly Associate Dean. Subsequently, he was named Professor Emeritus. As well as his work at the university, he served as the head of Stagecraft Department at the Banff School of Fine Arts for many summers. He also designed sets and costumes for the University of Manitoba Glee Club, the Royal Winnipeg Ballet, Rainbow Stage and the Playhouse Theatre. Jack was the art critic for the Winnipeg Free Press for many years, was President and board member of the Royal Winnipeg Ballet, served on the Manitoba Centennial Concert Hall Building Committee and the University of Manitoba Planning Committee. He was twice a recipient of Canada Council of the Arts grants, and was awarded many other grants and prizes for design. Among his many artistic achievements, Jack designed, assembled and installed the mural on the north wall of the Winnipeg International Airport, designed St. Paul's Anglican Church in Fort Garry, and the gates at the western entrance to the University of Manitoba. After retiring to Peachland, BC he again became very involved in the community and the Arts as well as St. Margaret's Anglican Church, and was nominated Person of the Year for Kelowna because of his leadership in the design and development of the new art gallery there. In 2003, he and his wife Trudi made the decision to return to Winnipeg to be close to family.

PRESIDENT'S REPORT: April 4, 2007

My last report to Senate was submitted for its meeting on February 7, 2007. Part A of this report is organized into sections on General, Academic, Research, Administrative, and External matters. Part B contains a list of significant external engagements during the time period of this report.

I. GENERAL

1. Federal and Provincial Budgets

The Federal Budget will be tabled on March 19, 2007. The House of Commons will recess March 29 and by then it should be clear whether the Budget will be approved, including any provisions that might pertain to universities, or whether the Budget was defeated triggering a federal election. The situation with the Provincial Budget is less clear as a date for bringing down the Budget has not been set. Last year the Provincial Budget was tabled on March 6, 2006 with the grant to the University announced the same day. The only indication to date on what grants for universities and colleges may be was the commitment last year to two further years of funding at 5%. (The Minister subsequently indicated that the increase for 2007-2008 would be "a minimum of 5%").

Meetings have been held with budget units to assess their requests for the coming year. The Budget Advisory Committee has also met and once the grant is known, advice from the Budget Advisory Committee will be obtained, before finalizing the budget for presentation to the Finance and Administration Committee of the Board, and then to the Board.

2. 130 Years of Achievement

February 28, 2007 marked the 130th Anniversary of the founding of the University of Manitoba as the first University in Western Canada. To celebrate 130 years of achievement, two birthday events were held - one at the Fort Garry Campus and one at the Bannatyne Campus. Joining me in both celebrations were Honourable Diane McGifford, Minister of Advanced Education and Literacy, Garry Sran, President of the University of Manitoba Students' Union and Rennie Zegalski, President of the Alumni Association Inc. Statements acknowledging the contributions of the University were made in the Senate of Canada by the Honourable Sharon Carstairs and the Honourable Mira Spivak, and in the House of Commons by Members of Parliament, Rod Bruinooge and Anita Neville. Senator Spivak highlighted some of our graduates including the interesting fact that at one time Canada's dollar bill bore the signatures of two men who graduated from the University of Manitoba. One was Robert Beattie, Senior Deputy Governor of the Bank of Canada and the other was James Coyne, Governor of the Bank.

In my remarks I indicated that the University,

"obtained its guiding philosophical compass early, long before other universities in the western world recognized the value of that compass. I am referring specifically to the notion that, universities should be accessible institutions, open to those who merit

admission, regardless of sex, race, creed, language and nationality, and private donors should contribute funds for student awards to enable deserving students to attend. These views were expressed in the will of the University's first benefactor, Alexander Kennedy Isbister, who was both Cree and Scottish in his ancestry, and who died just seven years after our institution's founding. Aboriginal influence, then, in the way in which the University of Manitoba thinks about the people it educates has been with us virtually since our beginning, and it is worth emphasizing that Isbister's thought was radical in its time."

I concluded by saying, "as we move toward the next 130 years, let's celebrate an institution that dared to be a university, dared people to learn, dared people to achieve. A provincial institution that has educated over 170,000 students and sent them to make their marks on the world. A university that year after year contributes to the prosperity and well-being of this city and province, and makes a difference in the world."

3. United Way Update

University of Manitoba staff and retirees are committed to the United Way and they are generous. Their contributions to the United Way through the University of Manitoba's campaign for 2006 totalled \$411,816, an increase of 4.9% over the previous year. The Fort Garry campaign raised \$204,648, a 3.6% increase, the Bannatyne campus raised \$129,973, a 5.4% increase, and \$77,195, a 7.8% increase, was pledged by retirees. In addition \$27,826 was pledged to other charities through the United Way.

Our appreciation is extended to the large number of volunteer canvassers and contributors as well as to Dean Dennis Hrycaiko, Physical Education and Recreational Studies, and Ms. Roslyn Howard, Director, Learning and Development Services, co-chairs of the Fort Garry Campaign; to Dr. Janice Dodd, Physiology, chair of the Bannatyne Campaign; to Irv Gusdal, chair of the Retirees' Campaign; and to Dr. Norm Hunter, Chemistry, chair of the Leaders' Campaign. I also extend my appreciation to the contributions that Dr. Janet Hoskins, Warden of St. John's College, made to the overall United Way Campaign as co-chair of the Universities and Colleges Division.

4. International Polar Year

International Polar Year (IPY) began on March 1 and involves 60 countries. The purpose of IPY is to focus the world's attention on the Polar regions of the world. The Government of Canada has made a significant commitment - \$150 million - to fund more than 40 projects studying the environmental, climatic and societal changes taking place in Polar regions. One of the projects, expected to be among the largest to be funded, is the Circumpolar Flaw Lead (CFL) System Study led by Dr. David Barber, Canada Research Chair in Arctic System Science, Director of the Centre for Earth Observation Studies, and Associate Dean (Research) for the Clayton Riddell Faculty of Environment, Earth and Resources. The study will focus on a phenomenon called the "Flaw Lead," an area of open water created when Arctic sea ice breaks away from coastal ice. Flaw leads are a regularly occurring feature of the circumpolar region, but no one has ever studied them in detail before. The researchers in the project, numbering over 200 from around the world, will be studying the Flaw Lead System (FLS). They expect to learn a great deal about the role of climate in changing the FLS, and in turn, the effect of those changes on the marine ecosystem. The latter

includes a food web that ranges from microscopic marine organisms to sea mammals and the peoples who depend on them. This project builds on a long tradition of outstanding northern research at the University of Manitoba, research that has garnered national and international attention. I would like to congratulate Dr. Barber for his leadership and every one of the more than 40 researchers, research associates, graduate students, technicians and support staff from our University who will be directly involved in the new Circumpolar Flaw Lead System Study.

II. ACADEMIC MATTERS

Faculty of Agricultural and Food Sciences

- The Canadian Association of Professional Apiculturists (CAPA) has awarded Entomology Ph.D. student Rassol Bahreini the CAPA Student Merit Award, which recognizes outstanding achievement by a student in the field of apiculture. Eligible students are those who have demonstrated excellence in research, extension or any other area contributing significantly to the development of apiculture.

Faculty of Architecture

- Landscape architecture student Alaina Prokopchuk is the sole Canadian among five international students who will be presenting their designs at the international conference *Tasmeem Doha 2007*, a sustainability-focused design conference in the Middle East country of Qatar, featuring David Suzuki as a keynote speaker. Ms. Prokopchuk will present her design for a portable, inflatable water filtration unit, a system that could provide fresh water for victims of tsunamis and other natural disasters.

Faculty of Arts

- The University of Manitoba Political Studies Students' conference, entitled, "NATO's New Agenda: From Regional to Global Actor," was held January 31 - February 2 in the Great Hall of University College. This is the 23rd conference organized by students to provide a forum within which the public, academics and professionals gather to listen and to discuss contemporary issues in Canadian politics and international relations. The student chairs, Scott Kemp and Greg Stone, led the organization of the conference. External sponsors included National Defence Canada, Foreign Affairs Canada, the North Atlantic Treaty Organization, and the J.W. Dafoe Foundation. Sponsors internal to the University included the Centre for Defence and Security Studies, the Department of Political Studies, the Global Political Economy Research Program, the Faculty of Graduate Studies, the Dean's Office - Faculty of Arts, the Department of Economics and the Pepsi fund of UMSU.

Faculty of Dentistry

- The Faculty of Dentistry hosted 450 oral health professionals during its annual Alumni Luncheon, as part of the Manitoba Dental Association Conference. The Faculty of Dentistry and School of Dental Hygiene Alumni of Distinction Awards were presented. Cara Tax (DH '75), was the recipient of the Dental Hygiene Award, and Dr. Charles Baker (Dent '68) received the award for Dentistry.

Faculty of Education

- The Education Student Council hosted Education Exposition ("Ed Expo") 2007, Manitoba's largest information fair for teacher candidates, from January 24 to 26. Although most B.Ed. students were interested in obtaining teaching positions in Manitoba, recruiters from England, Mexico, New Zealand, Australia, Korea, Thailand and the United States also attended the event, which was organized by B.Ed. students Janet Lee and Nadine Philippot.
- The Faculty of Education hosted the Western Canadian Association for Student Teaching (WestCAST) conference from February 14 to 17. WestCAST provided a unique opportunity for critical engagement among pre-service teachers, classroom teachers, and experienced scholars from across Western Canada. The event was co-chaired by Dr. David Mandzuk (associate dean, undergraduate programs) and Dr. Pat Sadowy (school experiences coordinator).
- Dr. Yatta Kanu, Curriculum, Teaching and Learning, is the editor of a new book entitled, *Curriculum as Cultural Practice: Postcolonial Imaginations*. The volume was published in 2006 by University of Toronto Press.

Faculty of Law

- The team from Robson Hall (coached by Professor Debra Parkes and Mr. Tony Kavanagh (Manitoba Justice) placed second to Osgoode Hall in the final of the national Wilson Moot competition recently held in Toronto. The Manitoba team of Sarah Bahir, Allison Fenske, Eric Hachinski, and Jason Harvey was the top overall team heading into the final, based on cumulative oral advocacy and factum scores. Allison Fenske was also named one of three Top Oralists.

Faculty of Nursing

- Dr. Lesley Degner has received a Distinguished Merit Award from the International Society of Nurses in CancerCare. The award is given in recognition of an outstanding contribution to cancer nursing.

Faculty of Pharmacy

- Dr. Lavern Vercaigne was recently awarded the Bonnie Schultz Memorial Award for Practice Excellence. Awarded annually, the recipient demonstrates outstanding excellence in optimizing patient care. Factors considered include serving as a role model; excellence in communication skills; compassion, empathy and concern; and demonstration of skilled practice.

St. John's College

- "The Invention of Prairie Literature: A Panel Discussion with Professors Robert Kroetsch, Dennis Cooley and Warren Cariou" was held on February 22, 2007. Each of the panellists presented a brief "paper" on an aspect of the emergence of Prairie Literature as a distinctive type of literatures.

STUDENT AFFAIRS

The Aurora Student project successfully recently achieved three major milestones:

- Development and production of an Aurora based official transcript. The official transcript was completely re-developed to report academic activity administered by the Aurora Student system. Students who have academic history will have a two-part transcript due to differences in organization of term and sessional information and calculation of grade point averages.
- February Graduation. A total of 697 students were approved for graduation in February 2007. The processes and reports to determine the eligibility of potential graduands were re-developed. The degree parchment process was also re-developed and now includes the ability to print accented characters directly on the parchment.
- T2202a tax forms were produced for students from the Aurora system for the first time. The process required bringing together information from both the legacy and Aurora systems, as the both systems were used within the past tax year.

III. RESEARCH MATTERS

Honours and Distinctions

- On January 31, 2007, a research team led by the University of Manitoba was awarded the 2006 Brockhouse Canada Prize for Interdisciplinary Research in Science and Engineering. The award, established by the Natural Sciences and Engineering Research Council of Canada (NSERC), recognizes an outstanding team of Canadian researchers from different disciplines who have combined their expertise to produce achievements of exceptional international significance.

The team, known as the Biomolecular Mass Spectrometry Collaboration, is based at the Time-of-Flight Mass Spectrometry Laboratory, established at the University of Manitoba in 1979 by Dr. Ken Standing, now Professor Emeritus in the Department of Physics and Astronomy. In addition to Dr. Standing, the team includes University of Manitoba scientists Dr. Harry Duckworth, Chemistry; Dr. Werner Ens, Physics and Astronomy; Dr. Oleg Krokhin, Physics and Astronomy; Dr. Hélène Perreault, Chemistry, Canada Research Chair in Bioanalytical Mass Spectrometry; and Dr. John Wilkins, Immunology/Internal Medicine, Director of the Manitoba Centre for Proteomics and Systems Biology. The team also includes Drs. Igor Chernushevich, Alexandre Loboda and Bruce Thomson from MDS Sciex, and Dr. Steve Haber, Agriculture and Agri-Food Canada.

The group was the first worldwide to identify the protein component of the Severe Acute Respiratory (SARS) Virus, and they have developed improvements to mass spectrometer design now incorporated into equipment used by researchers around the world.

- Distinguished Professor Dr. Garry Martin, Psychology, recipient of the 2006 Dr. John M. Bowman Memorial Winnipeg Rh Institute Foundation Award, was honoured at an invitational dinner held at the University Club on February 1. The dinner was hosted by

University of Manitoba President Dr. Emőke Szathmáry, and included greetings from Mr. Terry Falconer, Chairman of the Winnipeg Rh Institute Foundation.

Following the dinner, Dr. Martin gave a public lecture titled, "Applied Research on Behaviour Change: A 40-Year Journey".

Grants Received

- The Canadian Institutes of Health Research (CIHR) has announced its awards from the September 2006 operating grant competition, and eight faculty members have received awards as follows:
 - ▶ Dr. Susan McClement, Nursing, received \$39,538 for the project, "A Phenomenological Study of Health Care Aides' Experiences of the Ethical in Caring for Dying Patients in a Personal Care Home."
 - ▶ Dr. Shyamala Dakshinamurti, Pediatrics and Child Health, will receive \$281,385 over three years for the project, "Hypoxic Smooth Muscle Dysfunction in Neonatal Pulmonary Hypertension: Pulmonary Arterial Calcium Sensitization and Thromboxane Sensitization."
 - ▶ Dr. Sarah Bowen, Community Health Sciences, will receive \$101,000 over two years for the project, "From Interpreting to Integrating Marginalized Evidence."
 - ▶ Dr. John Gartner, Pathology, will receive \$533,215 over five years for the project, "Immunoregulatory Mechanisms of Keratinocyte Growth Factor in Graft-Versus-Host Disease and Adaptive Immune Responses."
 - ▶ Dr. Wayne Lutt, Pharmacology and Therapeutics, will receive \$325,713 over three years for the project, "Abnormal Meal-Induced Insulin Sensitization as a Cause of Cardiovascular Disease in Aged Rats and in Sucrose Supplemented Diets."
 - ▶ Dr. Jitender Sareen, Psychiatry, will receive \$1,190,105 over five years for the project, "Risk Factors to Culturally-Sensitive Interventions: A Programmatic Approach to Aboriginal Suicide."
 - ▶ Dr. Judith Chipperfield, Physical Education and Recreation Studies, will receive \$238,780 over four years for the project, "Health, Well-Being and Vitality in Very Late Life: The Role of Everyday Physical Activity and Personal Control."
 - ▶ Dr. Michael Czubryt, Physiology, will receive \$427,670 over five years for the project, "The Role of Transcription Factor Zac-1 in Regulating Cardiac Gene Expression."

Related Initiatives

- On February 16, the University presented Science, Engineering and Technology (SET) Day, an event aimed at Manitoba high school students and science teachers. More than 200 teachers and students from 54 high scho - 30 -Manitoba attended the full-day event, which

featured presentations by University of Manitoba researchers that focused on the future of science and engineering in six major fields:

- ▶ Dr. Anita Brûlé-Babel, Plant Science, outlined the future of alternative energy research in a presentation titled, "Wheat-Fueled Cars and Wind-Powered Cities."
- ▶ Dr. David Barber, Canada Research Chair in Arctic Systems Science and Director of the Centre for Earth Observation Science, presented "Walking on Thin Ice," which focused on the effects of global climate change and the challenges of conducting research in the Arctic.
- ▶ Dr. Peter Jones, Director of the Richardson Centre for Functional Foods and Nutraceuticals, and Canada Research Chair in Nutrition and Functional Foods, described the current state of the North American diet, as well as the future of designer foods in his presentation, "Putting the Best Food Forward."
- ▶ Dr. Cyrus Shafai, Electrical and Computer Engineering, showcased the advances expected in the rapidly growing field of nanotechnology in a presentation titled, "Big Changes from Little Things."
- ▶ Dr. Brian Mark, Microbiology, described the emerging field of structural biology in his presentation, "Life in Three Dimensions."
- ▶ Dr. Kathleen Londry, Microbiology, outlined the multidisciplinary field of astrobiology, and the methods scientists use to look for life beyond Earth in her presentation, "The Study of Life in the Universe."

SET Day was organized by Dr. Digvir Jayas, in his role as NSERC Representative for the University of Manitoba. The event was held in partnership with the NSERC Prairies Office in Winnipeg, and was supported by NSERC, the Association of Professional Engineers and Geoscientists of Manitoba (APEGM), the Province of Manitoba, the Office of the Vice-President (Research), and the Faculty of Education. Dr. Jayas acted as host for the event, which also included greetings from Dr. Emőke Szathmáry, President and Vice-Chancellor and Dr. John Wiens, Dean of the Faculty of Education.

IV. ADMINISTRATIVE MATTERS

Pandemic Planning

- A pandemic planning presentation was held at the February 8, 2007 joint meeting of Deans' and Directors' Council and the Administrative Council. Dr. Eilish Cleary, Medical Officer of Health - Emergency Preparedness and Response, provided information on Manitoba Health's plans for a possible pandemic influenza outbreak. Debbie McCallum, Vice-President (Administration), updated the group on the University's pandemic planning efforts and Kenton Friesen, University of Manitoba Emergency Response Coordinator, presented the detailed unit level pandemic planning templates and guidelines. A series of workshops will also be held to assist units with pandemic planning and preparedness. A web site www.umanitoba.ca/pandemic has been launched with up to date information on

pandemic planning at the University of Manitoba. The deadline for all faculty/departmental/administrative unit draft plans is June 30, 2007.

Strategic Resource Planning

- Deans and Directors presented their 2007-2008 to 2009-2010 Strategic Resource Plans to the President and Vice-Presidents from January 17, 2007 to February 2, 2007. The President and Vice-Presidents subsequently outlined their priorities for their respective units to the Budget Advisory Committee in late February. The University has not yet been advised of the 2007-2008 COPSE operating grant levels, however notification was previously provided that a minimum 5% 2007-2008 base grant increase was committed for the overall Manitoba universities system. The University of Manitoba has advised COPSE that it requires a base grant increase of 10.1% to maintain steady state operations. As this level of grant increase is unlikely, work continues on the development of possible solutions to address any resultant shortfall. The final operating budget recommendations will be brought forward to the Board of Governors in May 2007 subject to the timing of the 2007-2008 COPSE grant announcement.

Ancillary Services

- Thirteen new state of the art solar powered "Precise" pay and display machines have been installed in casual parking lots on both campuses. These machines accept both coin and credit cards for payment. As well, one hundred and sixty new and reconditioned electronic meters are being installed to replace a number of the current mechanical ones.
- Pharmacy Care Days clinics continue for 2007 with a Cholesterol and Blood Pressure Testing Clinic held on the 22nd of February.
- MILE (Medical Information Line for the Elderly) continues to expand services, fielding calls from as far away as Vancouver and surpassing 5,000 calls since relocation to the University Centre Pharmacy in July 2004. The service is progressing significantly, showing a 31% increase in the number of inquiries in the past ten months. Outreach for January and February included five presentations, and participating in the Partners Seeking Solutions for Seniors two day health symposium.

Financial Services

- Payroll and Treasury Services issued over 11,000 T4s and 12,400 T4As in February 2007.

Human Resources

- A workshop was conducted for Deans and Associate Deans entitled "Your Health and Safety Legal Responsibilities" on January 5, 2007.
- The Environmental Health and Safety Office (EHSO) and Security Services will be working with the Winnipeg Police Services on a full scale exercise related to responding to an active "shooter" on campus. The tentative date for the exercise is May 9, 2007.

- The hazardous waste program is working closely with the Winnipeg Fire Department Hazardous Materials team to have a mock emergency occur at the Environmental Safety Building. This exercise will be of benefit to both parties in the event of a real emergency.
- Approximately 150 people attended the EHSO presentation at the annual construction safety conference in February 2007 entitled "Subcontractor Safety Management". To date, 236 contractor workers have attended the University's mandatory safety orientation course. The two hour orientation deals with site safety on campus, due diligence, University regulations and guidelines and asbestos awareness.

Information Services and Technology

- Microsoft has released Vista to the consumer and business market. IST is recommending not to install Vista until testing is completed regarding the compatibility with U of M applications.
- Canada is following the United States in the change to Daylight Savings Time. Daylight savings began March 11, 2007 and will end November 4, 2007. This change required updates to various computer software platforms and calendaring systems.
- The Meridian Mail migration tender (voice-mail) has been awarded to MTS for the Nortel CallPilot platform. Implementation is scheduled for late March.

Physical Plant

- Status of Building Projects:
 - **Pharmacy (Apotex Centre)** - South and west foundation walls are complete and basement concrete floor is 50% complete. Interior concrete columns and stairwell concrete walls are being poured. Concrete grade beams below basement slab are complete. Forming of main floor concrete slab is ongoing. Installation of the steam and chilled water piping is ongoing. New opening into the HSC basement with stairs and walls is complete.
 - **Aboriginal Student Centre** - The contractor has erected construction fencing on site. Pile driving was scheduled for completion on February 28, 2007. The building is slated for completion at the end of December 2007.
 - **Buller Building Redevelopment** - Architectural phase I is nearly complete. Phase 2 will begin April 2007.
 - **Elizabeth Dafoe Library Storage Annex** - Zoning variance has been approved by the City of Winnipeg. Permits should follow shortly. Underground contractor has started work on chilled water lines.
 - **Outfall Pumping Station** - Work has been completed on the river bank shear key cut and all rock has been placed. The piling for shoring has been installed.

- **Bannatyne Campus Renovations** - The Anatomy renovations in Basic Medical Sciences Building and the Medical Rehabilitation 200 level renovation and HVAC upgrade are underway.
- **Duff Roblin** - A pipe burst in the ceiling in early January caused considerable building flooding. Total damages appear to be just under the University's \$50,000 insurance deductible.

Security Services

- A presentation on international travel was given at the Bannatyne Campus in cooperation with the Environmental Health and Safety Office. Security Services is working on a program to monitor all students and staff who travel abroad for either work or pleasure.
- Security Services is making available personal alarms to students and staff at the Bannatyne Campus. In the event that someone is under duress, the alarm can be activated and will emit a high pitched siren to alert people nearby. The alarms are also equipped with a small flashlight. The alarms are selling for \$3 each with a portion of the cost subsidized by the University.
- Security Services responded to an increased number of calls for motor vehicle boosts during the extremely cold temperatures in the early weeks of February.

Smart Park

- Diane Francis, Editor-at-Large for the National Post delivered a presentation on Canada's economic outlook, how the Middle East is influencing North America and a report card on the Harper government to date at the January 18, 2007 Interactive Speaker Series.
- Smartpark participated in the Association of Professional Engineers and Geoscientists (APEGM) Provincial Engineering and Geoscience Week held at St. Vital Centre March 2-4, 2007.
- An advisory committee for Smartpark's incubator - the Eureka Project - has been established comprised of University, government and private sector representatives. Marketing efforts for the incubator are fully underway. Potential new clients have been meeting with the director.
- The annual open house for Fort Richmond residents has been scheduled for Wednesday, March 21, 2007. New developments including roadway construction and signal lights, two new tenants and the Smartpark incubator will be presented.

V. EXTERNAL MATTERS

Special Events

- For the first time, the University of Manitoba will participate in Heritage Winnipeg's Doors Open weekend on May 26 and 27, 2007. This annual event opens to the public some of the city's most fascinating historic buildings - 34 - helley Sweeney, head of archives and special

collections, is writing histories of eight of the university's oldest buildings on the Fort Garry Campus in preparation for the tours.

Alumni Affairs and Alumni Association Inc.

- Homecoming 2007 will be held from September 12 to 16. A large contingent of reunion classes from Engineering is expected to attend to celebrate the centenary of the Faculty of Engineering. The gala banquet will be hosted by Dean Jenkinson, a CBC comedian and graduate of the Faculty of Architecture.
- Ólafur Ragnar Grímsson, President of Iceland, will bring greetings from the Government of Iceland on April 26 at the reunion for graduates of Icelandic descent, to be held at the Winnipeg Convention Centre from 5 to 7 pm.

Public Affairs

- The University of Manitoba was featured positively in print, television and radio newscasts in February after 40 students went to help Hurricane Katrina survivors rebuild their homes in New Orleans. While there, the students experienced a damaging tornado and stepped in quickly to help the locals cope. The extensive coverage included national television newscasts which portrayed our students in an excellent light.
- Several print advertisements have appeared over the past six weeks in the Winnipeg Free Press profiling faculty recognition, campus lectures and musical performances. Ads have also appeared in *Embassy*, a newspaper for the diplomatic corps, and *Smart Connections*, a magazine directed to secondary school students in Western Canada, to bring attention to the University from beyond Manitoba's borders.

Government Relations Office

- As part of the ongoing advocacy for the Cereals Research Centre of Excellence, meetings were held with Joy Smith, M.P. (Kildonan-St. Paul) and James Bezan, M.P. (Selkirk-Interlake), along with a series of meetings with federal officials in Ottawa on February 20th and 21st.
- Meetings and tours to discuss the opportunities and challenges in funding for post-secondary education have included on campus tours with Hon. Diane McGifford, Minister of Advanced Education & Training, Hon. Jim Rondeau, Minister of Science, Technology, Energy & Mines, Sid Rogers, Secretary to the Council on Post Secondary Education, and Hugh McFadyen, Leader of the Official Opposition.

Development and Advancement Services

- Total funds raised as to date is \$ 18.14 million.
- The Manitoba Pork Council has pledged another \$600,000 towards the National Centre for Livestock and the Environment, specifically to the Glenlea Farm Education Centre. This is in addition to the \$760,000 already received for this project.

- The Manitoba Metis Federation Inc. made a gift of \$200,000 to the Louis Riel Bursary. To date, the Manitoba Metis Federation has given a total of \$1.2 million, which was matched in full with funds from the Manitoba Scholarship and Bursary Initiative, for a total endowment of \$2.4 million. The fund provides bursaries to Metis students in their first year of study.
- A reception was held in Calgary on January 18th for some graduates of the I.H. Asper School of Business. The reception was hosted by Shell Canada, which made a \$400,000 gift to the university, and "Pep" Lough, (B.Comm.Hon./75), provided alumni with an update on the university and the vision of the I.H. Asper School of Business. Special guests included major donor, Stuart Clark (B.Comm.Hon./76), and Dick Haskayne, a community and corporate leader in Calgary, most notably with the Haskayne School of Business at the University of Calgary.
- In May 2006, the federal government eliminated the capital gains tax on gifts of security to charitable organizations. As a result of this change, the University of Manitoba has seen a significant increase in the number of donors. Overall, the number of donors increased by 183% over the previous year. Of the 42 donors in 2006, 64% had never made a gift of securities to the university. In previous years, only 30% of donors were new donors. A University of Manitoba graduate, Donald K. Johnson (B.Sc.(E.E.)/57) was responsible for leading the lobbying efforts on this issue.
- Gifts have been received from the Winnipeg Foundation in support of the Elizabeth Hill Counselling Centre related to conducting a special project for their Strengthening Families Program, and for the purchase of portable equipment for the School of Dental Hygiene as part of the Siloam Mission outreach.
- Fran Pollard (B.Comm/55) and the Pollard Family Foundation has provided \$35,000 to the Bison Women's Basketball Scholarship Endowment, a sum to be matched by the University of Manitoba through the Province of Manitoba - Manitoba Scholarship and Bursary Initiative (MSBI) program. Fran Pollard played for the Bisonettes in 1954 and participated in many sports on campus.
- A \$50,000 bequest was received from the estate of Beverly Jean Robinson to name a student award in the Department of English after John Meredith Robinson.
- Through a bequest, Ralph Hugo (B.A./54) has contributed \$54,101 to the Reginald and Anne Hugo Memorial Scholarship in Music.

External Relations on Bannatyne (EROB)

Faculty of Dentistry

- The Faculty of Dentistry has received positive media coverage of the Centre for Community Oral Health's (CCOH) upcoming humanitarian trip to Ghana. This will mark the first international outreach trip for the CCOH, which is sending a team of seven oral health care professionals to Ghana's impoverished Eastern and Ashanti regions on Feb. 23, 2007. Using portable dental equipment, the team will offer some of Ghana's poorest people basic dental care, including dental cleanings, extractions, fillings, and preventive treatments. Organizers expect to provide care for approximately - 36 - people during the two-week trip.

PART B - Notable Events (External)
Emőke J. E. Szathmáry
Friday, January 26, 2007 - Tuesday, March 13, 2007

Friday, January 26, 2007

- Participate in the Association of Universities and Colleges of Canada's (AUCC) First Nations University of Canada (FNUniv) Review Committee meeting in Ottawa.

Wednesday, January 31, 2007

- Participate in AUCC's First Nations University of Canada (FNUniv) Review Committee teleconference.
- Present remarks at the Natural Sciences and Engineering Research Council of Canada (NSERC) dinner honouring Dr. Kenneth Standing, Professor Emeritus, Physics and Astronomy; Dr. Werner Ens, Physics and Astronomy; Dr. Oleg Krokhin, Physics and Astronomy; Dr. Harry Duckworth, Chemistry; Dr. Hélène Perreault, Chemistry; Dr. John Wilkins, Immunology/Internal Medicine; Dr. Steve Haber, Agriculture and Agri-Food Canada; Dr. Igor Chernushevich, MDS Sciex; Dr. Alexandre Loboda, MDS Sciex; and Dr. Bruce Thomson, MDS Sciex; recipients of the Brockhouse Prize for Interdisciplinary Research.

Thursday, February 1, 2007

- Host dinner in honour of Dr. Garry Martin, 2006-2007 recipient of the Dr. John Bowman Memorial Rh Institute Foundation Medal.
- Attend lecture given by Dr. Garry Martin, 2006-2007 recipient of the Dr. John Bowman Rh Institute Foundation Medal.

Monday, February 5, 2007

- Provide interview to *Winnipeg Free Press* Reporter Mary Agnes Welch.

Tuesday, February 6, 2007

- Bring greetings at the release of the University of Manitoba Health, Leisure and Human Performance Research Institute's "*in motion*" study.

Thursday, February 8, 2007

- Attend a meeting with Honourable Diane McGifford, Minister of Advanced Education and Literacy, Honourable Greg Selinger, Minister of Finance, Dwight Botting, Deputy Minister, Advanced Education, Sid Rogers, Secretary of COPSE, and Paul Vogt, Clerk of the Executive Council. Deborah McCallum, Vice-President (Administration) and John Alho, Associate Vice-President (External) also participated in the meeting.

Friday, February 16, 2007

- Bring greetings to Science, Engineering and Technology Day attended by over 200 students and teachers from 54 Manitoba high schools.
- Provide interview to *Winnipeg Women* reporter Jillian Austin.

Saturday, February 17, 2007

- Present remarks and officiate at the start of The Great Grain Relay charity athletic event at the Max Bell Centre on the occasion of its 25th Anniversary.

Monday, February 19, 2007

- Meet with Mr. Ed Huculak, Publisher, *Winnipeg Sun*.

Tuesday, February 20, 2007

- Present remarks at the 1st Annual Faculty of Science Awards Presentations, and attend lunch.

Thursday, February 22, 2007

- Attend the Bison Women's Basketball game, held at the University of Winnipeg.

Friday, February 23, 2007

- Attend a meeting of the J.W. Dafoe Foundation Board of Directors.

Monday, February 26, 2007

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

Wednesday, February 28, 2007

- Present remarks in the EITC atrium, celebrating the University of Manitoba's 130th birthday. Minister of Advanced Education and Literacy, Dr. Diane McGifford, Alumni Association President, Rennie Zegalsi, UMSU President Gary Sran participated, and Dean Doug Ruth was Master of Ceremonies.
- Present remarks in the Brodie Centre atrium, celebrating the University of Manitoba's 130th birthday. Minister of Advanced Education and Literacy, Dr. Diane McGifford, Alumni Association President, Rennie Zegalsi, UMSU President Gary Sran participated, and Dean D. Sandham was Master of Ceremonies.
- Meet with Chief Marcel Balfour, Norway House Cree Nation. Dr. Richard Lobdell, Vice-Provost (Programs) also attended the meeting.

Thursday, March 1, 2007

- Present remarks at the launch of International Polar Year at the University of Manitoba.
- Attend dinner in honour of Dr. Philip Currie, Canada Research Chair, University of Alberta, Biological Sciences department, the 2007 W. L. Morton Lecturer of University College.
- Attend the W. L. Morton Lecture in University College.

Friday, March 2, 2007

- Meet with His Excellence Mr. Tor B. Naess, Ambassador of Norway to Canada and his wife Bodil Thorvik, along with the Honorary Norwegian Consul, Natalie Denosovych.
- Bring greetings to the Kawaskimhou Moot sponsored by the Faculty of Law, and attend dinner.

Monday, March 5, 2007

- Participate in meeting of COPUM, the Council of President of Universities in Manitoba.
- Provide interview to *Winnipeg Women* reporter Jillian Austin.
- Attend dinner as guest of Dr. Dan Lenoski, Acting Rector of St. Paul's College, given in honour of Dr. Mary Doria Russell, Author and Pulitzer Prize nominee. Dr. Russell gave the the 2007 Affiliation Lecture at St. Paul's.
- Attend St. Paul's Affiliation Lecture and thank the speaker, Dr. Mary Doria Russell.

Wednesday, March 7, 2007

- Meet with Honourable Diane McGifford, Minister of Advanced Education; Dwight Botting, Deputy Minister, Advanced Education and Sid Rogers, Secretary, Council on Post-Secondary Education. Also taking part in the meeting were Mrs. Deborah McCallum, Vice-President (Administration), Dr. Doug Ruth, Dean, Faculty of Engineering and Mr. John Alho, Associate Vice-President (External).

Thursday, March 8, 2007

- Attend reception and dinner for the Council of Western Canadian University Presidents (COWCUP) and their partners in Victoria.

Friday, March 9, 2007

- Participate in meeting of COWCUP in Victoria.
- Participate in a panel discussion on "The Changing Nature of the Relationship Between Governments and Universities".

Monday, March 12, 2007

- Meet with His Excellency Gilbert Laurin, Ambassador of Canada to United Nations Educational, Scientific and Cultural Organization (UNESCO). Mr. John Alho, Associate Vice-President (External) also took part in the meeting.
- Attend International Women's Day Dinner and Lecture, co-sponsored by the Association of Employees Supporting Education Services and the Office of the President, and introduce guest speaker Dr. Tami Jacoby, Department of Political Studies.

Tuesday, March 13, 2007

- Host the dinner at the University Club in honour of Peter Calamai, National Science Reporter for the *Toronto Star* and Knight Distinguished Visitor.
- Present remarks and attend lecture given by Knight Distinguished Visitor, Peter Calamai.

Wednesday, March 14, 2007

- Participate in the inaugural Honourable James A. Richardson Roundtable in Winnipeg, organized by the Canada West Foundation.

Saturday, March 17, 2007

- Present keynote address at the Ghana Golden Jubilee Celebration Banquet, organized by the Ghanaian Union of Manitoba, Inc.

March 21, 2007

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 Tom Berry will be the Speaker for the Executive Committee for the April 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

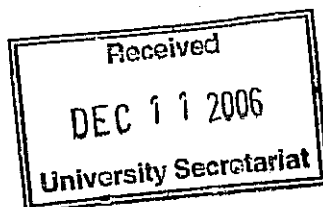
Terms of Reference:

http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/477.htm

/nis

December 7, 2006

Mr. Jeff Leclerc
University Secretary
312 Administration Building



Dear Jeff:

Please find enclosed a copy of a proposal from the College universitaire de Saint-Boniface for a Baccalaureate en service social, BSS (Bachelor of Social Work). This proposal includes: an overview of the program itself; a summary of the results of a 'labour market needs' study with respect to delivering social work services in French in Manitoba; completed University of Manitoba proposal forms for the introduction, modification or reactivation of undergraduate or certificate courses; and letters of support including approval of funding from COPSE over a four year period (2006-2010).

The Faculty of Social Work strongly supports this proposal as evidenced by our Faculty Council unanimously approving a motion that “we work with College universitaire de Saint-Boniface as equal partners in developing a BSW to be delivered in French by CUSB” (Faculty Council, January 28, 2005). The Faculty of Social Work was represented on the CUSB Steering Committee that developed the proposal, and the curriculum is modeled after that of our Faculty’s BSW program.

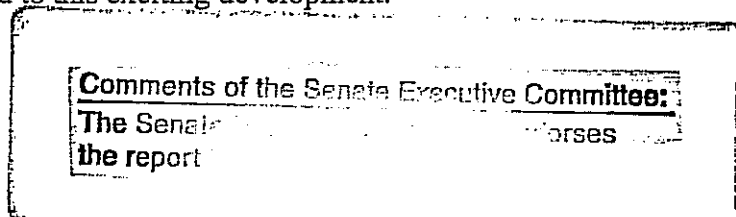
It is also worth noting that the most recent accreditation report (November, 2006) on our BSW program, praised this initiative on the part of CUSB and our Faculty, whereas in the previous accreditation report in 2000, our program was faulted for not recognizing the needs of francophone communities in Manitoba with respect to attracting francophone students and faculty and providing appropriate educational and scholarly resources.

In sum, we think that this proposed program will not only benefit the College universitaire de Saint-Boniface and the Faculty of Social Work of the University of Manitoba, it will also benefit the franco-Manitoban population. We look forward to this exciting development.

Sincerely,

Sincerely,
Robert Mullaly
Robert Mullaly, PhD

Robert Mullaly, PhD
Dean and Professor



I. BACKGROUND

The French language Bachelor of Social Work (B.S.W.) program will be offered at the Collège universitaire de Saint-Boniface (St. Boniface College) and fit within the framework of its academic mission.

As the oldest post-secondary institution in Western Canada, St. Boniface College remains the only French language university in Manitoba. In keeping with its roots, its mission objectives are to:

- ♦ Play an active role in educating Manitoba's Francophone community and in promoting its visibility.
- ♦ Offer, in French, both general and specialized university education as well as technical and vocational training in areas essential to community development.

To fulfill these objectives, St. Boniface College plans to:

- ♦ Offer health care training programs;
- ♦ Offer a French language B.S.W. program.

The mission of the French language B.S.W. program is based essentially on the respective academic programs offered by St. Boniface College, the *Consortium national de formation en santé* [National Health Care Training Consortium] (CNFS) and the University of Manitoba, as well as their experiences and common responses with respect to community demand and the growing needs of Francophones for academic and vocational training in the health and social services sectors.

This mission must reflect and take into account the inherent social, cultural and linguistic features of Manitoba's Francophone community, as well as the French speaking communities of neighbouring Saskatchewan and Nunavut.

Given that the University of Manitoba is the institution with which St. Boniface College is affiliated, the B.S.W. program must also be compatible, both academically and linguistically, with that of the Faculty of Social Work. This will be accomplished by integrating certain relevant academic trends into the curriculum which appropriately reflect the reality of Francophones in Manitoba, Saskatchewan and Nunavut.

The proposed French language B.S.W. at St. Boniface College would therefore be an adaptation of the program and curriculum offered at the University of Manitoba's Faculty of Social Work. Students receiving instruction at and graduating from St. Boniface College would receive a Bachelor's degree in Social Work from the University of Manitoba.

II. PROGRAM RELEVANCE TO MANITOBA'S FRANCOPHONES WITH RESPECT TO VOCATIONAL TRAINING AND SOCIAL SERVICES

The implementation of the French language B.S.W. program at St. Boniface College is warranted due to the need for trained professionals in the Province of Manitoba, while also taking into account the needs in Saskatchewan and Nunavut.

These needs, which have been identified as provincial and territorial priorities, are reflected by a visible shortage of social workers and the difficulties facing Francophones in terms of accessing health care and social services¹ in French.

The B.S.W. program at St. Boniface College was therefore created to meet the pressing needs of Francophones in Manitoba, and will also reach out to those in neighbouring Saskatchewan and Nunavut.

In sum, these needs are characterized by a shortage of Francophone social services and social service practitioners in Western Canada, on one hand, and by the difficulties faced by those accessing these services, notably senior citizens, on the other.

These issues are compounded by a growing demand for social services, which can be attributed to several factors, such as the multi-ethnic diversity of the Francophone community and the increase of the Aboriginal, Metis and immigrant populations, as well as the growing segment of those over 65 years of age.

Changes to the family structure have also resulted in an increase of single-parent households and the number of children and seniors living below the poverty line. These groups have a greater need for health care and social services.²

Consequently, it is these major needs, among many others in the Francophone community with respect to vocational training and access to health care and social services in French, which justify the relevance of the B.S.W. program.

¹ Therrien, J. (2001) Évaluation des besoins en formation de la santé pour la communauté francophone du Manitoba.

² Consultation Deroche Consulting (2004) Baccalauréat en service social: Résultats d'une recherche sur les capacités existantes et les besoins du marché. Report submitted to St. Boniface College, 83 pp.

III. PROGRAM DESCRIPTION

This program is adapted from the curriculum of the University of Manitoba's Faculty of Social Work. Beyond the regular courses, this curriculum proposes three components which reflect major issues in modern-day social work: health, family and diversity. While these three areas are already part of the Faculty of Social Work's curriculum, they will be the subject of more precise development based on the optional courses offered by the Faculty.

The choice of these three areas is based on their capacity to reflect the major social needs of Francophone communities. This can be expressed through the different socio-cultural, linguistic and structural issues which arise in terms of Francophones' access to social services and vocational training. These components will define the areas of training, both general and specialized, during the three years of vocational instruction following University 1.

The relevance of these three components is founded on the academic importance, both holistic and systemic, of the interactions they create in the form of apprehension of diversity and the scope of social and psychosocial problems, and in which application of counselling techniques would constitute a methodological approach to a social intervention strategy.

IV. PROGRAM OBJECTIVES

This program incorporates the main objectives and academic principles of the B.S.W. curriculum offered by the University of Manitoba's Faculty of Social Work. In short, these objectives aim to:

- Train and produce graduates who have the basic knowledge, commitment and skills required to practice in the field of social work;
- Encourage and prepare students to pursue postgraduate studies.

Beyond the above-stated objectives and principles, the program encompasses several objectives which reflect both the academic content of the Faculty of Social Work and the three additional components proposed by St. Boniface College.

The future development of these components will allow the needs of Manitoba's Francophone communities to be met regarding social services vocational instruction in French, and enable the public to access health care and social services which are adapted to their basic needs.

The optional courses, with content encompassing the three components proposed by St. Boniface College, will essentially reflect the Francophone community's basic needs in regard to French language instruction in the social services area.

In this perspective, the objectives of the program would be to:

- Contribute to the cultural and socio-economic development of individuals, groups and communities by providing university instruction, social research, social policy, professional advocacy and social services.

- Train social workers by providing them with the theoretical and practical skills which will allow them to better and more efficiently meet the needs and confront the social issues of Manitoba, Saskatchewan and Nunavut's Francophone communities and their various multi-ethnic components.
- Allow prospective social workers to acquire the theoretical and practical knowledge which will enable them to intervene and be more capable of meeting existing needs in social work related situations involving families, children, youth, women and the elderly.
- Foster in-depth theoretical and practical knowledge of major social issues, services and the health care system to better intervene regarding issues of accessibility, empowerment and prevention, for the benefit of groups at risk.
- Allow prospective social workers to acquire theoretical and practical knowledge of societal issues regarding multi-ethnic diversity and policy, and the impact of immigration on the social, cultural, demographic and economic landscape, as well as the issues of social empowerment which arise from it.
- Equip social services practitioners with the appropriate methodological tools to match diverse social intervention models; favouring counselling to better understand psychosocial problems in the areas of family, health care, intercultural diversity, including immigration.

V. CURRICULUM

This undergraduate degree program mirrors the curriculum of the University of Manitoba's Faculty of Social Work. However, its content will eventually be adapted to better reflect the reality of Manitoba's Francophone communities, as well as those of Saskatchewan and Nunavut, and to better meet their specific needs.

The principle underlying such an adaptation is in-line with the recommendations of the Canadian Association of Schools of Social Work (CASSW)³ and with the conclusions drawn by the Faculty of Social Work⁴ of the University of Manitoba regarding ways in which the University of Manitoba, in co-operation with St. Boniface College, should respond to these needs. In light of this, the curriculum will be structured according to the three aforementioned components which reflect the major needs identified within the Francophone community: health care, family and diversity, as well as counselling.

These three areas, which were already partially included in the program's optional courses, are also addressed in the framework of the general curriculum.

³ Canadian Association of Schools of Social Work (1999). Site team report: Faculty of Social Work, University of Manitoba: Re-accreditation: Bachelor of Social Work, Master of Social Work. p. 3

⁴ University of Manitoba, Faculty of Social Work (December 12, 2003). Strategic resource plan (2004/05 to 2006/07). Submitted to the Resource Planning Office.

While drawing from a solid theoretical base, emphasis is placed on the concrete importance of professional social intervention through field experience practica in the second and third years of the program.

The vocational training which is offered is general in nature, but also allows for preliminary specialization in each of the program areas, depending on the options chosen.

5.1 Curriculum Length

- The program is four years in length, with a total value of 123 credit hours, including the first year (University 1), which is at least 30 credit hours.
- The undergraduate degree in itself has a total of 93 credit hours, representing three years of study in the field of social work.

Program Outline

University 1:	30 credits Specific requirements: 6 credits in French and 3 credits in Mathematics
Year 1:	21 compulsory credits + 9 optional credits
Year 2:	27 compulsory credits + 3 optional credits
Year 3:	24 compulsory credits + 9 optional credits
	Total: 123 credits

See Appendices 1 and 2 for the list of compulsory and optional courses

5.2 Curriculum Outline

The academic content of the curriculum aims to provide students with theoretical and practical knowledge about the social services and health care systems, among others, and about issues regarding social intervention in different contexts, while encouraging them to put first and foremost the interests of the main recipients, which are communities, groups or individuals at risk. The development of this curriculum is outlined in the following sequential phases.

University 1

The 30 credits of University 1 must include:

- 6 credits from the following courses (as determined by the language proficiency profile):
 - French: 144.100(6) or 144.109(3) and 144.111(3)
or
 - English: 004.106(3) and 004.107(3) or 004.200(6)
- and
- 3 credits in mathematics

Courses SWRK.1311 and SWRK.2081 listed in the table of compulsory courses (see Appendix 1) are open to all students.

Compulsory Courses

A total of 72 credits in compulsory social work courses are required to graduate.

The list of compulsory courses is found in Appendix 1.

This component of the program includes two field work practica of 12 credits each in the second and third years of the undergraduate program.

Optional Courses

A total of 21 credits in optional courses are required to graduate.

The list of optional courses is found in Appendix 2.

While it is recommended that students select their optional courses from the list in Appendix 2, they may fulfill the 21-credit requirement with other eligible university courses.

The content of the following optional courses may be adapted to take into account the realities and specific needs of Manitoba's Francophone community, as well as those of Saskatchewan and Nunavut.

- SWRK 4051 Selected Topics in Social Work (3)
- SWRK 4071 Social Problems and Social Work Practice Seminar (3)
- SWRK 4081 Current Issues in Social Welfare (3)

5.3 Learning Outcomes

At the end of the first year of the undergraduate program, students having completed their selected courses should have a thorough understanding of the concepts as well as the political issues involving social assistance. They will have acquired interpersonal communications skills which allow them, as social work practitioners, to better understand human behaviour. Their knowledge of social work will allow them to better grasp the political foundations of social services and the issues facing social intervention, both in the organisational contexts of the State as well as in the ethnic diversity of a community in a linguistic or demographic minority situation. Lastly, their introduction to social research will have better prepared them for the more pragmatic dimensions of their professional training.

After the second and third years, students will have acquired an even deeper understanding of their areas of practice through field practica, as well as relevant knowledge of the different stages and methodologies of social intervention in various contexts (family, health, diversity). They will be able to make use of psychosocial intervention tools such as counselling to benefit future service recipients.

VI. ADMISSION REQUIREMENTS

The program is open to anyone seeking to pursue a professional undergraduate degree in social work in the French language at St. Boniface College.

- Students having completed the general first year (University 1) of 30 credits or more in the humanities or social sciences, including six credits in French and three credits in mathematics, are eligible.
- Given the socio-cultural characteristics and the preferred working language in certain workplaces, as well as the accessibility of the program to bilingual students, it is strongly recommended that students have a good knowledge of English, both for the quality and flexibility of the education to be acquired, as well as for a better socio-professional placement, both in field practica and in workplaces where English is spoken.
- Field practica will be preferably carried out in workplaces where the working language is French, without however excluding the availability and relevance of workplaces in which English is used.
- Students taking social work courses both at St. Boniface College as well as at the University of Manitoba's Faculty of Social work must register two years out of three or three years out of four at one of the two universities to be considered a student of one of them.
- A criminal record check will be conducted prior to admission to the program and before the field practicum.
- Based on workforce needs, admission of 12 students is foreseen in the first year the program is offered and about 15 students in subsequent years.

VII. ACADEMIC STAFFING REQUIREMENTS

Instructors and lecturers recruited for undergraduate instruction in the framework of the program must have at least a master's degree in social work (M.S.W.).

VIII. CAREER OPPORTUNITIES

According to the Spearman study, career opportunities for social work graduates are numerous and varied throughout the province and country.

National Level

- Job placement rate for graduates is high in all programs. It is estimated at over 90%.

Provincial Level

- In the case of the University of Manitoba, the placement rate of graduates is 80% within 18 months following graduation. A study conducted⁵ for the University of Manitoba revealed that during the ten years from 1990 to 1999, 91% of graduates held a position in the social services sector. The majority of social workers had full-time employment.

The following statistical data, while only covering the period from 1991 to 1996, provide nonetheless a good overview of the same socio-professional placement trends which still prevail in the Manitoba social services sector. The data reveal the following facts during this period:

- Considerable growth in job opportunities of more than 8% from 1991 to 1996, representing an increase of 9,915 employees at the national level in the five occupations which make up the social services sector: social services managers, community and correctional workers, social workers, family counsellors, marriage counsellors and related occupations. In the specific case of social workers, a 23% increase in the employment rate was recorded, which represents 6,970 employees, most of whom had full-time positions.
- In 1996, 86.6% of active social workers in Manitoba had a university degree. In that same year, 5,835 people were working in the social services sector, compared to 6,130 in 1991, which represents a decrease of 4.8% between 1991 and 1996. However, the employment rate in Manitoba rose by 1.8%, from 1,365 people in 1991 to 1,390 people in 1996. The same was observed in the number of family counsellors, marriage counsellors and related occupations, which increased by 38.5% in Manitoba, from 805 counsellors in 1991 to 1,115 counsellors in 1996. The number of probation officers and related occupations also increased by 23.5%.
- Lastly, there was an increase in the level of education in the entire social services sector in Manitoba, with 28.5% of students graduating in social work between 1991 and 1996. Despite the visible shortage of Francophone social workers, employers generally chose the candidates with the highest level of education, or those having at least an undergraduate degree in social work.

⁵ Spearman, L. (2001): Ten year employment trends of graduates of the Faculty of Social Work, 1990-1999. Winnipeg: University of Manitoba, Faculty of Social Work.

Main employers of social work graduates in Manitoba, Saskatchewan and Nunavut

The main employers of social work graduates in Manitoba, Saskatchewan and Nunavut are:

- Institutional and community networks
- Child Welfare (the biggest employer)
- Health care services
- Mental health services
- Counselling services
- Department of Family Services and Housing
- Community family services
- Schools of social work
- Gerontology services
- Criminal justice and correctional services, etc.

IX. APPENDICES

APPENDIX 1 COMPULSORY COURSES

APPENDIX 2 OPTIONAL COURSES

APPENDIX 3 WORKING GROUP MEMBERS AND COLLABORATION

APPENDIX I

COMPULSORY COURSES

Students must complete SWRK 1311 before taking SWRK 2111, SWRK 2081, SWRK 2131 or SWRK 3131. In addition, SWRK 1311, SWRK 2081 and SWRK 2091 are pre-requisites or co-requisites to SWRK 3141.

All foundation courses and SWRK 3141 are pre-requisites to SWRK 4201, SWRK 4211, SWRK 4221, SWRK 3151 and SWRK 4121. In addition, SWRK 3151 (Field Instruction I) is a pre-requisite to SWRK 4121 (Field Instruction II).

Students must complete two sections of SWRK 4201. Each section is part of social work practice. Practical courses must be taken conjointly with the field practicum.

To fulfill the requirements for compulsory courses, students must choose one of the following: SWRK2111, SWRK2121 or SWRK2131. The remaining two may also be taken as optional courses.

Course Number	Course Title	Number of Credits	Year
SWRK 1311	Introduction to Social Policy Analysis	3	1
SWRK 2081	Interpersonal Communication Skills	3	1
SWRK 2091	Human Behaviour and Social Work Practice	6	1
SWRK 3141	Introduction to Social Work Practice	3	1
SWRK 3151	Field Instruction I (first field practicum)	12	2
SWRK 4201	Field/Focus of Social Work Practice I	6	2
SWRK 4121	Field Instruction II (second field practicum)	12	3
SWRK 4201	Field/Focus of Social Work Practice II	6	3
SWRK 2111 or:	Emergence of the Canadian Welfare State	3	1
SWRK 2121 or:	Britain: Poor Laws to the Welfare State	3	1
SWRK 2131	Comparative Social Welfare Systems	3	1
SWRK4211	Feminist Perspectives on Social Work Practice and Social Welfare Policy	6	2
SWRK 3101	Systematic Inquiry in Social Work	3	1
SWRK 3131	Contemporary Canadian Welfare State	3	2
SWRK 4221	Aboriginal People and Social Work Practice	6	3

Course Descriptions

SWRK 1311 Introduction to Social Policy Analysis (3)

Examination of social welfare policy as the end product of ideologies. Introduction of elements of ideology and the comparison of competing ideological systems. An analysis of the relationship of economic, political and ethical views of society and their manifestations in societal responses to human need and social services. Students may not hold credit for both SWRK1311 and the former SWRK130.

SWRK 2081 Interpersonal Communication Skills (3)

A basic core of interpersonal skills for communicating effectively and for establishing and maintaining relationships in one-to-one and group situations. Emphasis is on experiential learning using a variety of techniques.

SWRK 2091 Human Behaviour and Social Work Practice (3)

General systems theory is applied to the study of person-in-family-in environment, with a corresponding examination of implications for social work practice. Various models of human development are critiqued. Information sessions on areas of human behaviour critical to social work practice are provided.

SWRK 3141 Introduction to Social Work Practice (3)

Introduces students to ecological and other generalist based practice frameworks and the role of professional social workers. Course emphasizes values and knowledge in context of a rational approach to problem solving which includes problem definition, assessment, contracting, intervention and evaluation. Pre-requisites: SWRK 1311, SWRK 2081 and SWRK 2091.

SWRK 3151 Field Instruction I (First field practicum) (12)

A first educationally directed field experience in which the student will have the opportunity to assume responsibility for social work engagement, assessment, planning, intervention and evaluation, integrating theory from class. The required hours are calculated as 28 weeks x 2 days per week x 8 hours or 450 hours. This time commitment includes involvement with the agency in planning for, and engaging in, practice activity, and evaluation of performance. It also includes educational contact time with the field instructor in individual and/or group sessions. Pre-requisites: SWRK 1311, SWRK 2081, SWRK 2091 and SWRK 3141. Co-requisite: 6 credit hours of SWRK 4201.

SWRK 4201 Field/Focus of Social Work Practice I (6)

A seminar that teaches social work practice skills in the context of a field or focus of practice. The course emphasizes practice as planned change (client systems) and policy and linkage (service system). Students must select two seminars from several which are offered. These may vary from year to year and are organized to cover various fields or focus of practice. For students admitted after 1993-1994. Pre-requisites: SWRK 1311, SWRK 2081, SWRK 2091, and SWRK 3141; 6 credit hours co-requisite with SWRK 3151 and an additional 6 credit hours co-requisite with SWRK4121 Students cannot hold credit for both SWRK 415 and SWRK 4201.

SWRK 4121 Field Instruction II (Second field practicum) (12)

A second educationally directed practice experience building on SWRK 3151 in which the student will have the opportunity to carry a sustained professional role in situations which require the integration of values, knowledge, and skill at the level of a beginning professional practitioner. The required hours are calculated as 28 weeks x 2 days per week x 8 hours or 450 hours. This time commitment includes involvement with the agency in planning for, and engaging in, practice activity, and evaluation of performance. It also includes educational contact time with the field instructor in individual and/or group sessions. Pre-requisites: 6 credit hours of SWRK 4201, and SWRK 3151. Co-requisite: 6 credit hours of SWRK 4201.

SWRK 4201 Field/Focus of Social Work Practice II (6)

A seminar that teaches social work practice skills in the context of a field or focus of practice. The course emphasizes practice as planned change (client systems) and policy and linkage (service system). Students must select two seminars from several which are offered. These may vary from year to year and are organized to cover various fields or focus of practice. For students admitted after 1993-1994. Pre-requisites: SWRK 1311, SWRK 2081, SWRK 2091, and SWRK3141; 6 credit hours co-requisite with SWRK 3151 and an additional 6 credit hour co-requisite with SWRK 4121 Students cannot hold credit for both SWRK 415 and SWRK 4201.

SWRK 2111 Emergence of the Canadian Welfare State (3)

or

An examination of the emergence of the Canadian welfare state from its various colonial inheritances to the Canada Assistance Plan. Social, political, economic, religious, geographical, demographic and cataclysmic factors influencing the development of the welfare state are examined and analyzed. Pre-requisite: SWRK 1311. Students may not hold credit for both SWRK 2111 and the former SWRK 1301

SWRK 2121 Britain: Poor Law to Welfare State (3)

or

An examination of the emergence of the British welfare state from its origins in the 14th century. Economic, political, social, religious, demographic and cataclysmic factors influencing the development of parochial and state provision for human needs are examined and analyzed. Pre-requisite: SWRK 1311. Students may not hold credit for both SWRK 2121 and the former SWRK 1301.

SWRK 2131 Comparative Social Welfare Systems (3)

The welfare systems of three modern societies are examined and compared. Economic, political, social, religious, geographical, demographic and cataclysmic factors influencing the development of the various models of social provision are analyzed for their significance to the Canadian welfare system. Pre-requisite: SWRK 1311. Students may not hold credit for both SWRK 2131 and the former SWRK 1301.

SWRK 4211 Feminist Perspectives on Social Work Practice and Social Welfare Policy (6)

An analysis of social work practice and welfare policy from a feminist perspective. Course emphasizes the integration of social work intervention with policy in the social welfare context and overlays concepts such as empowerment, ecological practice, oppression, and practice in context of cultural diversity. Pre-requisites: SWRK 1311, SWRK 2081, SWRK 2091, and SWRK 3141. Students may not hold credit for both SWRK 4211 and SWRK 4171 or SWRK 4211 and SWRK 4191

SWRK 3101 Systematic Inquiry in Social Work (3)

Relates systematic methods of scientific inquiry to social work practice; theory building for practice; information collection; descriptive data for decision-making, understanding technical research material, introduction to issues of research design.

SWRK 3131 Contemporary Canadian Welfare State (3)

An examination of social welfare in Canadian society, leading to an evaluation of present approaches in the light of changing economic and social conditions and changing needs. Pre-requisite: SWRK 1311. Students may not hold credit for both SWRK 3131 and the former SWRK 3011.

SWRK 4221 Aboriginal People and Social Work Practice (6)

An analysis of social work practice and welfare policy from an aboriginal perspective. Course emphasizes the linkage between practice and policy and overlays concepts such as empowerment, ecological practice, and practice in context of cultural diversity. Pre-requisites: SWRK 1311, SWRK 2081, SWRK 2091, and SWRK 3141. Students may not hold credit for both SWRK 4221 and SWRK 416 or SWRK 4221 and SWRK 4181.

APPENDIX 2

OPTIONAL COURSES

The following social work courses will not be offered on a regular basis. A minimum of 3 optional courses per year is planned, depending on the needs of students and the resources available.

The workforce needs analysis takes into account the fact that 3 optional social work courses will be offered every academic year, even if students are allowed to choose courses in other disciplines to complete the 21 required optional credits.

Courses SWRK 2111, SWRK 2121 and SWRK 2131 from the list of compulsory courses may also be taken as options.

Course Number	Course Title	Number of Credits
SWRK 2051	Community and Organizational Theory	3
SWRK 2071	Small Group Dynamics	3
SWRK 2101	Perspectives on the Individual and Life Transitions	3
SWRK 2651	Social Aspects of Aging	3
SWRK 3111	Perspectives on Deviancy	3
SWRK 4051	Selected Topics in Social Work	3
SWRK 4071	Social Problems and Social Work Practice Seminar	3
SWRK 4081	Current Issues in Social Welfare	3
SWRK 4131	Advanced Interpersonal Communication Skills	3

Course Descriptions

SWRK 2051 Community and Organizational Theory (3)

Deals with concepts such as conflict and power which relate social work practice to the nature of secondary human relationships. These are applied to the dynamics within and between communities and organizations. Pre-requisite: first half of SWRK 2091.

SWRK 2071 Small Group Dynamics (3)

Group norms, values, and goal as they relate to decision-making and communication patterns in groups. Membership roles and leadership styles are related to group development and group functioning. Pre-requisite: first half of SWRK 2091.

SWRK 2101 Perspectives on the Individual and Life Transitions (3)

This course examines the impact of life course transitions on the psychosocial well-being of individuals. Focuses on crises and problematic issues that arise at turning points and their implications for social work intervention. Pre-requisite: first half of SWRK 2091. Students may not hold credit for both SWRK 2101 and the former SWRK 206.

SWRK 2651 Social Aspects of Aging (3)

An examination of the social aspects of aging. Emphasis on understanding the aging process as a life transition involving adaptation through interaction with social and physical environments. Students may not hold credit for 051.2651 and 028.2651 or 123.2651.

SWRK 3111 Perspectives on Deviancy (3)

Examines human problems using several analytical models commonly applied in social work practice. Pre-requisite: first half of SWRK 2091.

SWRK 4051 Selected Topics in Social Work (3)

Directed readings or concentrated study in some aspect of social service which is of interest to the student. Students must contract with an instructor prior to registration. Pre-requisite: written consent of instructor.

SWRK 4071 Social Problems and Social Work Practice Seminar (3)

In-depth study of the problem area, exploration of the ways other disciplines relate to the problem, and strengthening of interventive abilities of the student. Pre-requisite: SWRK 3041 / SWRK 3121, SWRK 4201 / SWRK 3151 or written consent of instructor.

SWRK 4081 Current Issues in Social Welfare (3)

Study of a specific area of social welfare to improve policies and practices. Students may select one seminar from several which are offered. These may vary from year to year.

SWRK 4131 Advanced Interpersonal Communication Skills (3)

An experiential course for self-understanding and self-awareness to produce a disciplined and conscious use of self in professional communication and relationships. Pre-requisites: SWRK 2081 and written consent of instructor.

Report of the Senate Committee on Curriculum and Course Changes on a Proposal from Collège Universitaire de Saint-Boniface for a Bachelor of Social Work (Baccalauréat en service social)

Preamble

Since last reporting to Senate, the Committee on Curriculum and Course Changes met on the above date to consider a proposal for a Bachelor of Social Work program proposed by the Collège universitaire de Saint-Boniface.

Observations

1. The Committee met with representatives of the Collège and the Faculty of Social Work, and was informed that the proposal has received the enthusiastic support of the Faculty Council of Social Work.
2. The proposed program will be a French-language version of the Bachelor of Social Work program presently offered in English by the Faculty of Social Work. The program will be geared towards the needs of the franco-Manitoban community, and will fill a need for French speaking social service professionals in Manitoba, as well as fill a gap in the University's Social Work program as expressed in recent accreditation reviews of the Bachelor of Social Work program at the University of Manitoba.
3. The Council on Post-Secondary Education has approved the Collège's Statement of Intent for this proposed program, and has received letters of support from many community and governmental organizations.
4. The proposed program consists of 123 credit hours, over four years (including University 1). The program in itself has a total of 93 credit hours in the field of social work.
5. 102 credit hours, or 24 new courses are proposed - all French language versions of courses presently approved and offered in the Faculty of Social Work. Presently available topics courses will be used to cover issues of cultural and community significance.
6. Additional benefits of this program include the opportunities for students in both the French and English programs to take courses at the other institution and the fact that graduates of the Collège program may move on to pursue graduate studies in Social Work at the University of Manitoba.
7. The Collège has indicated that it will ensure that the necessary library resources are in place to support students in the proposed program, and noted that the resources of the University of Manitoba Libraries will also be available to students in the program.

Recommendation

The Senate Committee on Curriculum and Course Changes recommends that the proposal from Collège Universitaire de Saint-Boniface for a Bachelor of Social Work (Baccalauréat en service social) be approved by Senate.

Respectfully submitted,

Professor J. Welsh, Chair
Senate Committee on Curriculum and Course Changes
Terms of Reference: *Senate Handbook* (Online Version), section 8.21.
/jml

Courses to be introduced:

SWRK 1311 Introduction to Social Policy Analysis (3)

Examination of social welfare policy as the end product of ideologies. Introduction of elements of ideology and the comparison of competing ideological systems. An analysis of the relationship of economic, political and ethical views of society and their manifestations in societal responses to human need and social services. Students may not hold credit for both SWRK 1311 and the former SWRK 130.

SWRK 2081 Interpersonal Communication Skills (3)

A basic core of interpersonal skills for communicating effectively and for establishing and maintaining relationships in one-to-one and group situations. Emphasis is on experiential learning using a variety of techniques.

SWRK 2091 Human Behaviour and Social Work Practice (3)

General systems theory is applied to the study of person-in-family-in-environment, with a corresponding examination of implications for social work practice. Various models of human development are critiqued. Information sessions on areas of human behaviour critical to social work practice are provided.

SWRK 3141 Introduction to Social Work Practice (3)

Introduces students to ecological and other generalist based practice frameworks and the role of professional social workers. Course emphasizes values and knowledge in context of a rational approach to problem solving which includes problem definition, assessment, contracting, intervention and evaluation. Pre-requisites: SWRK 1311, SWRK 2081 and SWRK 2091.

SWRK 3151 Field Instruction I (First field practicum) (12)

A first educationally directed field experience in which the student will have the opportunity to assume responsibility for social work engagement, assessment, planning, intervention and evaluation, integrating theory from class. The required hours are calculated as 28 weeks x 2 days per week x 8 hours or 450 hours. This time commitment includes involvement with the agency in planning for, and engaging in, practice activity, and evaluation of performance. It also includes educational contact time with the field instructor in individual and/or group sessions. Pre-requisites: SWRK 1311, SWRK 2081, SWRK 2091 and SWRK 3141. Co-requisite: 6 credit hours of SWRK 4201.

SWRK 4201 Field/Focus of Social Work Practice I (6)

A seminar that teaches social work practice skills in the context of a field or focus of practice. The course emphasizes practice as planned change (client systems) and policy and linkage (service system). Students must select two seminars from several which are offered. These may vary from year to year and are organized to cover various fields or focus of practice. For students admitted after 1993-1994. Pre-requisites: SWRK 1311, SWRK 2081, SWRK 2091, and SWRK 3141; 6 credit hours co-requisite with SWRK 3151 and an additional 6 credit hours co-requisite with SWRK 4121. Students cannot hold credit for both SWRK 415 and SWRK 4201.

SWRK 4121 Field Instruction II (Second field practicum) (12)

A second educationally directed practice experience building on SWRK 3151 in which the student will have the opportunity to carry a sustained professional role in situations which require the integration of values, knowledge, and skill at the level of a beginning professional practitioner. The required hours are calculated as 28 weeks x 2 days per week x 8 hours or 450 hours. This time commitment includes involvement with the agency in planning for, and engaging in, practice activity, and evaluation of performance. It also includes educational contact time with the field instructor in individual and/or group sessions. Pre-requisites: 6 credit hours of SWRK 4201, and SWRK 3151. Co-requisite: 6 credit hours of SWRK 4201.

SWRK 4201 Field/Focus of Social Work Practice II (6)

A seminar that teaches social work practice skills in the context of a field or focus of practice. The course emphasizes practice as planned change (client systems) and policy and linkage (service system). Students must select two seminars from several which are offered. These may vary from year to year and are organized to cover various fields or focus of practice. For students admitted after 1993-1994. Pre-requisites: SWRK 1311, SWRK 2081, SWRK 2091, and SWRK3141; 6 credit hours co-requisite with SWRK 3151 and an additional 6 credit hour co-requisite with SWRK 4121 Students cannot hold credit for both SWRK 415 and SWRK 4201.

SWRK 2111 Emergence of the Canadian Welfare State (3)

or An examination of the emergence of the Canadian welfare state from its various colonial inheritances to the Canada Assistance Plan. Social, political, economic, religious, geographical, demographic and cataclysmic factors influencing the development of the welfare state are examined and analyzed. Pre-requisite: SWRK 1311. Students may not hold credit for both SWRK 2111 and the former SWRK 1301

SWRK 2121 Britain: Poor Law to Welfare State (3)

or An examination of the emergence of the British welfare state from its origins in the 14th century. Economic, political, social, religious, demographic and cataclysmic factors influencing the development of parochial and state provision for human needs are examined and analyzed. Pre-requisite: SWRK 1311. Students may not hold credit for both SWRK 2121 and the former SWRK 1301.

SWRK 2131 Comparative Social Welfare Systems (3)

The welfare systems of three modern societies are examined and compared. Economic, political, social, religious, geographical, demographic and cataclysmic factors influencing the development of the various models of social provision are analyzed for their significance to the Canadian welfare system. Pre-requisite: SWRK 1311. Students may not hold credit for both SWRK 2131 and the former SWRK 1301.

SWRK 4211 Feminist Perspectives on Social Work Practice and Social Welfare Policy

(6)

An analysis of social work practice and welfare policy from a feminist perspective. Course emphasizes the integration of social work intervention with policy in the social welfare context and overlays concepts such as empowerment, ecological practice, oppression, and practice in context of cultural diversity. Pre-requisites: SWRK 1311, SWRK 2081, SWRK 2091, and SWRK 3141. Students may not hold credit for both SWRK 4211 and SWRK 4171 or SWRK 4211 and SWRK 4191

SWRK 3101 Systematic Inquiry in Social Work (3)

Relates systematic methods of scientific inquiry to social work practice; theory building for practice; information collection; descriptive data for decision-making, understanding technical research material, introduction to issues of research design.

SWRK 3131 Contemporary Canadian Welfare State (3)

An examination of social welfare in Canadian society, leading to an evaluation of present approaches in the light of changing economic and social conditions and changing needs. Pre-requisite: SWRK 1311. Students may not hold credit for both SWRK 3131 and the former SWRK 3011.

SWRK 4221 Aboriginal People and Social Work Practice (6)

An analysis of social work practice and welfare policy from an aboriginal perspective. Course emphasizes the linkage between practice and policy and overlays concepts such as empowerment, ecological practice, and practice in context of cultural diversity. Pre-requisites: SWRK 1311, SWRK 2081, SWRK 2091, and SWRK 3141. Students may not hold credit for both SWRK 4221 and SWRK 416 or SWRK 4221 and SWRK 4181.

SWRK 2051 Community and Organizational Theory (3)

Deals with concepts such as conflict and power which relate social work practice to the nature of secondary human relationships. These are applied to the dynamics within and between communities and organizations. Pre-requisite: first half of SWRK 2091.

SWRK 2071 Small Group Dynamics (3)

Group norms, values, and goal as they relate to decision-making and communication patterns in groups. Membership roles and leadership styles are related to group development and group functioning. Pre-requisite: first half of SWRK 2091.

SWRK 2101 Perspectives on the Individual and Life Transitions (3)

This course examines the impact of life course transitions on the psychosocial well-being of individuals. Focuses on crises and problematic issues that arise at turning points and their implications for social work intervention. Pre-requisite: first half of SWRK 2091. Students may not hold credit for both SWRK 2101 and the former SWRK 206.

SWRK 2651 Social Aspects of Aging (3)

An examination of the social aspects of aging. Emphasis on understanding the aging process as a life transition involving adaptation through interaction with social and physical environments. Students may not hold credit for 051.2651 and 028.2651 or 123.2651.

SWRK 3111 Perspectives on Deviancy (3)

Examines human problems using several analytical models commonly applied in social work practice. Pre-requisite: first half of SWRK 2091.

SWRK 4051 Selected Topics in Social Work (3)

Directed readings or concentrated study in some aspect of social service which is of interest to the student. Students must contract with an instructor prior to registration. Pre-requisite: written consent of instructor.

SWRK 4071 Social Problems and Social Work Practice Seminar (3)

In-depth study of the problem area, exploration of the ways other disciplines relate to the problem, and strengthening of interventive abilities of the student. Pre-requisite: SWRK 3041 / SWRK 3121, SWRK 4201 / SWRK 3151 or written consent of instructor.

SWRK 4081 Current Issues in Social Welfare (3)

Study of a specific area of social welfare to improve policies and practices. Students may select one seminar from several which are offered. These may vary from year to year.

SWRK 4131 Advanced Interpersonal Communication Skills (3)

An experiential course for self-understanding and self-awareness to produce a disciplined and conscious use of self in professional communication and relationships. Pre-requisites: SWRK 2081 and written consent of instructor.

February 5, 2007

Report of the Senate Planning and Priorities Committee on the proposal to introduce a French Language Bachelor of Social Work Program in the Faculty of Arts, Science and Business Administration at the Collège Universitaire de Saint-Boniface

Preamble

1. The terms of reference of the Senate Planning and Priorities Committee (SPPC) are found in the *Senate Handbook*, Section 8.32, wherein SPPC is charged with making recommendations to Senate regarding proposed academic programs.
2. The Faculty Council of Arts, Science and Business Administration of the Collège Universitaire de Saint-Boniface have approved the proposal for a Bachelor of Social Work Program and recommend that Senate approve the proposal.

Observations

1. The committee noted that the proposed French Language BSW Program has been developed to meet the need for French speaking social workers to serve the health and social service needs of Francophones in Western Canada particularly in the Provinces of Manitoba, Saskatchewan and Nunavut.
2. The proposed program is designed to be compatible both academically and professionally with that of the Faculty of Social Work at the University of Manitoba. Students would receive instruction at and graduate from St Boniface College and would receive a Bachelor's degree in Social Work from the University of Manitoba.
3. The Faculty of Social Work strongly supports this proposed program indicating that along with being of benefit to the Franco-Manitoba population, it would also be of mutual benefit to the Collège Universitaire de Saint-Boniface and The Faculty of Social Work at the University of Manitoba. Some of the benefits to Faculty of Social Work would include: increased numbers of potential graduate students; increased potential for collaboration on educational initiatives, increased library holdings and availability of books, journals and monographs for social work students and faculty and increased potential for collaborative research.
4. The committee noted that the Collège Universitaire de Saint-Boniface has secured a commitment for Federal and Provincial Government funding for the proposed program.

Recommendations:

The SPPC recommends that:

Senate approve and recommend to the Board of Governors that it approve the introduction of a Bachelor of Social Work Program in The Faculty Council of Arts, Science and Business Administration at the Collège Universitaire de Saint-Boniface.

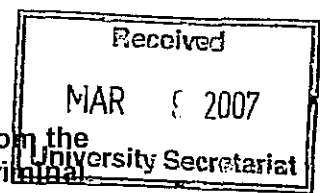
Respectfully submitted,

Norman Hunter, Chair
Senate Planning and Priorities Committee

Senate Executive Comments on the proposal from Le Collège universitaire de Saint-Boniface for a Bachelor of Social Work (Baccalauréat en service social)

The Senate Executive Committee recognizes that this proposal has been translated into English (from French) in order for the Committee and Senate to be able to review the proposal. The formal title of the degree is Baccalauréat en service social (BSS). It was noted that due to translation, in the proposal the degree is referred to as a French Language Bachelor of Social Work (BSW). The Senate Executive Committee notes that the degree is a BSS, Baccalauréat en service social, even though the designations BSS and BSW are used interchangeably throughout the proposal.

The Senate Executive Committee endorses the report to Senate.
March 21, 2007



Report of the Senate Committee on Admissions concerning a proposal from the Faculty of Education to change its admissions requirements by adding criminal records and child abuse registry check for its Bachelor of Education program (2006.11.21)

Preamble:

The Faculty of Education recognizes that students in its undergraduate program work with a vulnerable population (i.e., younger students) during the course of their studies. The Faculty of Education wishes to ensure, insofar as this is possible, that all persons admitted to the Faculty have not engaged in the kind of behaviour that would pose a threat to the safety and well-being of students or others with whom they might work in the schools. At the same time, school-based administrators and school superintendents are becoming increasingly vigilant about ensuring that anyone volunteering in the schools (e.g., parent volunteers, teacher candidates, etc.) has submitted the required documentation related to criminal records and child abuse registry checks.

While a criminal conviction will not necessarily result in denial of admission to the Faculty of Education, applications from persons with criminal records will be reviewed by a sub-committee of the Faculty of Education's Admissions Committee to ascertain whether or not the conviction in question poses a threat to the safety and well-being of those with whom they might interact in the schools and in the Faculty.

Observations:

1. A juvenile record does not constitute an adult criminal record.
2. An official Criminal Records Search (including vulnerable sector) is not difficult to obtain. Winnipeg applicants can apply for such a statement at the Bureau of Police Records in the Public Safety Building and applicants outside of Winnipeg can apply through their local RCMP office. Applications are usually processed within 10 business days. Out-of-province and international applicants can apply through their home jurisdictions. A Child Abuse Registry Check can be obtained from the Child Abuse Registry in Winnipeg.
3. The applicant will be responsible for both the costs of the Criminal Records Search (including vulnerable sector) and Child Abuse Registry Check and for submitting these statements to the Faculty of Education prior to registration for classes.
4. Applicants will also be required to submit a self-declaration of Criminal Record and listing on the Child Abuse Registry as well as an official Criminal Records Statement and Child Abuse Registry check directly to the Faculty of Education after being conditionally admitted and before being permitted to register for courses.
5. Failure to disclose any existing adult criminal record or listing on the Child Abuse Registry will invalidate an applicant's application and shall result in automatic expulsion from the Faculty of Education if the applicant has already been admitted.

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

6. Any applicant listed on the Child Abuse Registry will be denied admission to the Faculty.
7. After admission and at any time prior to completing the B.Ed. program, students charged with a criminal offence or convicted of a criminal offence or listed on the Child Abuse Registry are required to report this information to the Associate Dean (Undergraduate Programs). Failure to do so may result in dismissal from the program.
8. The Faculty of Education has developed this policy in accordance with similar policies currently in effect in the Faculties of Nursing and Pharmacy. The Faculty of Education would like to acknowledge the work and experience of these two faculties in informing the development of this policy.

Recommendation:

The Senate Committee on Admissions recommends to Senate that, effective for the September, 2007 intake, all applicants conditionally admitted to the Faculty of Education's Bachelor of Education program be required to:

1. submit a self-declaration after they have been conditionally admitted indicating whether or not they have a criminal record or are listed on the Child Abuse Registry; and
2. submit, prior to registration for courses, an official Adult Criminal Records Statement (including vulnerable sector) and Child Abuse Registry check.

Respectfully submitted,
Dr. D.R.Morphy, Chair
Senate Committee on Admissions

Terms of reference: Senate Handbook (revised 1992), pp. 10.6-10.8

Report of the Senate Committee on Admissions concerning a proposal from the Faculty of Architecture to enact reforms in the Environmental Design Program (2007.02.20)

Preamble

The Faculty of Architecture is in the process of advancing substantial program reforms to make the Environmental Design Program more vital, accountable, responsive, and flexible. The reforms include a reconfiguration of program offerings, including four courses (12 credit hours) to be delivered in the University 1 program. The new program framework supports a four year program of studies rather than the current three years. The proposed Environmental Design Program is composed of two years of Foundation Studies and two years of Intermediate Studies leading to the Bachelor of Environmental Design Degree. Subsequently, graduates may elect to pursue advanced (professional) studies in our graduate programs or elsewhere.

This fundamental shift in ED Program offerings permits ED new opportunities to address a number of existing needs including:

- a. the need to adhere to the Faculty Vision/Mission/Tenets (December 2004);
- b. the need to address accreditation requirements of the professional programs;
- c. the need to promote an interdisciplinary culture;
- d. the need to encourage innovation;
- e. the need to recognize that Environmental Design must transfer skills and competency in conceptual foundation and grounding;
- f. the need to address emerging / critical issues related to environment and design; and,
- g. the need to promote quality education in a flexible program setting.

The Environmental Design Program was established in 1998 as a result of a major reorganization of the Faculty. The impetus for change was the culmination of several years of discussion with a focused review beginning in 1991. As noted in the report, Faculty of Architecture Reorganization, September 29, 1998, "this initiative of Faculty renewal was begun in 1991 in response to some of the critical challenges the Faculty was facing, and in particular to address the four major issues including: ... improved learning; ... teaching and research environment; ... more effective use of 'diminishing' resources; ... foster individual development, and; ... engage community".

Unlike the new Environmental Design Program (which was a significant new degree as compared to the Environmental Studies degree it replaced) the current process is a *reform* of Environmental Design, retaining many of the intentions developed in the 1998 model. For instance, the 'new' ED2 will share curricular content located in the current ED1. The idea of discipline streaming established in the 1998 model will also be retained but strengthened, with proposed changes to the timing of such streaming for some options (i.e., in Architecture and Interior Design).

Observations

Many students applying to the University of Manitoba have their sights set on gaining admission to the Faculty of Architecture. Still others are intellectually curious to better understand and appreciate 'design' as a discipline or activity. In response, the

Environmental Design Program plans to provide a number of related design courses in the University 1 Program including: Introduction to Environmental Design; Visual Literacy; Culture, Ideas, and Environment 1 and 2 (4x3 or 12 credit hours in total). These will be required for students applying to the Faculty of Architecture in 2008-09. Further, the Faculty of Architecture is providing students with a recommended list of courses available from University 1 course offerings (18 credit hours of arts and/or science). In concert with these preliminary program changes, the admissions policy and process has been reviewed to ensure accessibility, transparency, fairness, and accountability. The 1998 reorganization of Environmental Design did not provide a definition for the term environmental design. For the purposes of this reformation of the Environmental Design Program, the following definition is provided:

ENVIRONMENTAL DESIGN promotes holistic enquiry in matters related to the built, natural and human environments by applying knowledge of aesthetics, environment, technology, skills and values in concert with an understanding of the interrelationships of complex cultural and ecological systems as they inform human well-being and environmental processes.

The proposed reform of Environmental Design will reaffirm the importance of maintaining a common foundation rooted in environmental design for the four professional degrees while addressing the particular needs of the those professional degrees and emerging cultural and ecological imperatives.

- a. develop a rigorous foundation in environmental design by 'reaching into' University 1 to build a stronger base for student education;
- b. promote knowledge (theoretical and applied), values and skills through the four years of Environmental Design;
- c. encourage collaboration between faculty, students, disciplines and perspectives;
- d. develop clarity in processes and criteria that permit relevancy, portability, responsibility and access to all options;
- e. strengthen the professional degrees through closer linkage between Environmental Design course offerings and professional degree requirements;
- f. recognize the potential for the Environmental Design Program to address emerging cultural and ecological issues by offering a new option in Environmental Design that promotes scholarship consistent with the mission of the University;
- g. provide necessary justification to increase student intake and associated faculty and staff resources to support higher student numbers in the proposed new Environmental Design Option/Stream in the ED Program.

Environmental Design Program changes will be going forward to Senate in August of 2007, complete with course descriptions, space and human resource implications, and so on. Pending all approvals, the program changes will be implemented sequentially, beginning with changes to the 2007-08 Undergraduate Calendar, to make students aware of the new ED Program requirements for the 2008-09 academic year. The current round of admissions will not be affected by the proposed changes, however, and as noted, the Environmental Design Program will provide four 3 credit hour University 1 courses in the 2007-08 academic year to the University community at large. Other program offerings will be phased in over a three year period, together with increased enrolment, space requirements and staffing.

Recommendation

The Senate Committee on Admissions recommends to Senate that, effective for the September 2008 intake to the Environmental Design program in the Faculty of Architecture:

1. all applicants must meet the admission criteria for Option 1 or Option 2 (see descriptions below). The Faculty will select applicants using a tiered admission process beginning with the highest AGPA in the first priority category and continuing in descending order as outlined below until all the spaces are filled.

1st priority: Option 1 applicants 3.50 and higher AGPA
2nd priority: Option 2 applicants 3.50 and higher AGPA
3rd priority: Option 1 applicants with 3.00 - 3.49 AGPA
4th priority: Option 2 applicants with 3.00 - 3.49 AGPA
5th priority: Option 1 applicants with 2.50 – 2.99 AGPA
6th priority: Option 2 applicants with 2.50 – 2.99 AGPA
2. applicants applying under the categories, Special Consideration or Canadian Aboriginal, must submit a creative portfolio in addition to the existing required documentation; six copies of an autobiographical sketch (no longer than five double-spaced typed pages) which includes a life history, work experience, community service, and a statement of academic intent; and three letters of reference from persons who are in a position to supply information relevant to the applicant's eligibility for inclusion within the Special Consideration and Canadian Aboriginal Category. Students in either the Special Consideration or the Canadian Aboriginal Category must also meet the admission criteria of either Option 1 or Option 2. Up to five percent of the current class quota may be allocated to applicants in each of these two categories.
3. the number of international applicant spaces be increased from 'up to five percent' to 'up to ten percent' of the current class quota of 100.

To be considered for Option 1 admission an applicant must have completed 30 credit hours of university-level course work as described below with an overall minimum AGPA of 2.50. Applicants applying to be considered under Option 1 must have taken the following courses: Introduction to Environmental Design (EVDS 1600 – three credit hours), History of Culture, Ideas and Environment 1 (EVDS 1660 – three credit hours), History of Culture, Ideas and Environment 2 (EVDS 1670 – three credit hours), Visual Literacy (EVDS 1602 – three credit hours) with a minimum grade of C+ in each course, plus six credit hours of Faculty of Arts courses, six credit hours of Faculty of Science courses, and six credit hours of courses offered by either Arts or Science or the Clayton H. Riddell Faculty of Environment, Earth, and Resources with a minimum grade of C in each course. Students are also required to complete, within these 30 credit hours, three credit hours meeting the 'written English (W) requirement' and three credit hours meeting the 'mathematics (M) requirement'.

Applicants who are missing one or more of the required Environmental Design courses under Option 1 can apply under the Option 2 category. To be considered for Option 2 admission, an applicant must have completed 30 credit hours of university-level course work with a grade of C or better in each course and with an overall minimum AGPA of 2.50. Course work must consist of six credit hours of arts courses, six credit hours of science courses, six credit hours of arts or science courses, and 12 credit hours of open elective courses. Students are also required to complete the 'written English (W) requirement' and the 'mathematics (M) requirement' within these 30 credit hours.

Respectfully submitted,
Dr. D.R.Morphy, Chair
Senate Committee on Admissions

Terms of reference: Senate Handbook (revised 1992), pp. 10.6-10.8

March 1, 2007

Report of the Senate Committee on Rules and Procedures with Respect to Faculty of Music Council Bylaws

Preamble

1. Terms of Reference of the Senate Committee on Rules and Procedures are found on page 10.22 of the *Senate Handbook* (Revised 1992).
2. The Senate Committee on Rules and Procedures is charged to review and recommend to Senate on proposed amendments to Faculty/School Council bylaws. The Faculty of Music has proposed changes be made to their Faculty Council Bylaw. A copy of the proposed bylaws follows this report.

Observations

1. The Faculty of Music, approved a few changes to their Faculty Council Bylaw. The Committee on Rules and Procedures reviewed all the changes submitted by the Faculty of Music, and noted that the changes primarily represent an updating of the bylaw to reflect the fact that Music received faculty status a few years ago.

Recommendation

THAT Senate approve the Faculty Council Bylaw of the Faculty of Music as amended.

Respectfully submitted,

Prof. H. Sector, Chair
Senate Committee on Rules and Procedures

Comments of the Senate Executive Committee:

The Senate Executive Committee endorses the report to Senate.

Faculty of Music Council Bylaw

This bylaw is supplementary to University Policy: Faculty and School Council General Bylaw (http://www.umanitoba.ca/admin/governance/governing_documents/governance/1-3-4.html).

1. Faculty Council Membership

- a. The President of the University of Manitoba or designate.
- b. The Vice-President (Academic) and Provost or designate.
- c. All full-time Professors, Associate Professors, Assistant Professors, Lecturers, Instructors I and II and Senior Instructors holding academic rank in the Faculty.
- d. Professors Emeriti and Senior Scholars of the Faculty.
- e. The Director of the Preparatory Studies Program
- f. All part-time members of the academic staff of the Faculty of Music on annual salary.
- g. One representative appointed from the part-time members of the academic staff not on annual salary.
- h. The Head of the Architecture/Fine Arts and Music Library or designate.
- i. Three undergraduate students registered in Faculty of Music programs.
- j. One representative elected annually by and from the graduate student body.
- k. The Registrar of the Faculty, ex officio, voting.
- l. The Business Manager of the Faculty, ex officio, voting.

2. Selection of Student Representatives

- a. One of the student representatives on the Faculty Council shall be the Senior Stick of the Faculty of Music Students' Association.
- b. One of the student representatives on the Faculty Council shall be the Student Senator.

- c. The method of selection of the third student representative shall be at the discretion of the Senior Stick in consultation with the Faculty of Music Students' Association.

3. Limitations on Participation of Members

The Student representatives on the Faculty Council shall have full status including the right of membership on committees, with the following exceptions:

- a. Student representatives shall be excluded from those portions of Faculty Council or Committee meetings considering individual applications for admission, probation, or permission to repeat.
- b. Student representatives shall be excluded from those portions of Faculty Council or Committee meetings considering the content of exams and examination results of matters arising therefrom.
- c. Student representatives shall be excluded from those portions of Faculty Council or Committee meetings considering the exercise of Faculty Council discretion with respect to the awarding of scholarships, prizes and fellowships (but insofar as such awards are being made or discretion is being exercised on the basis of academic ability).
- d. Student representatives shall not participate in the nomination, election or removal of representatives from the Faculty of Music to the University of Manitoba Senate.

4. Meetings of the Faculty Council

- a. The Dean or designate shall be the presiding officer at all meetings of the Faculty Council, subject to the right of the President to take the chair at such meetings.
- b. The Faculty Council shall meet at least once yearly.
- c. The Dean of the Faculty shall call meetings of the Faculty Council in his/her own motion, or at the written request of any six members of the Faculty Council.
- d. At least five days written notice of any Faculty Council meetings shall be given.
- e. A quorum of the Faculty Council shall be a majority of the members thereof.
- f. All Faculty Council meetings shall so far as student attendance is concerned be open to music students. ("Open Council meetings" and

“Closed Council meetings” bear the same meaning in this bylaw as those terms bear in the Senate bylaws so far as the same is applicable).

- g. The Faculty Council shall have the right to permit and/or invite non-members to attend any or all of its meetings and may delegate to its Chair such powers of permission and/or invitation.

5. Power to Recommend

The Faculty Council of the Faculty of Music shall have the power to make such recommendations to such persons or bodies as it deems proper for promoting music education and the advancement of music.

6. Election of Members to Senate

- a. All full-time academic and staff members of the Faculty Council are eligible to be elected to Senate.
- b. All members of the Faculty Council except student members thereof shall be eligible to vote for the election or removal of members to Senate.

Updated: July 20, 2004

Approved by Faculty Council: September 22, 2006

Senate Committee on Rules and Procedures:

REPORT OF THE SENATE COMMITTEE ON AWARDS – PART B

Preamble

Terms of reference for the Senate Committee on Awards 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 of March 7, 2007 the Senate Committee on Awards reviewed one new application that appears to be discriminatory according to the *Policy for Non-Acceptance of Discriminatory Scholarships, Bursaries or Fellowships*. The committee received a letter of support for the *Marguerite and John Burelle Memorial Aboriginal Scholarships* from Ms Kali Storm, Director of the Aboriginal Student Centre.

Recommendation

The Senate Committee on Awards recommends that Senate and the Board of Governors approve the establishment of the *Marguerite and John Burelle Memorial Aboriginal Scholarships* as set out in Appendix A of the *Report of the Senate Committee on Awards – Part B* (dated March 7, 2007).

Respectfully submitted,

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

MEETING OF THE SENATE COMMITTEE ON AWARDS March 7, 2007

OFFER

MARGUERITE AND JOHN BURELLE MEMORIAL ABORIGINAL SCHOLARSHIPS

Through a bequest to The Winnipeg Foundation, Mr. John Phillip Burelle (B.Ed./80, M.Ed./82) has established a scholarship fund to support the furtherance of education of Aboriginal students at the University of Manitoba. The award reflects Mr. Burelle's long-standing dedication to teaching and learning and his interest in issues and policies related to cross-cultural education and, specifically, to jurisdiction over education of First Nations communities in Manitoba and Canada.

Four scholarships valued at \$3,000 each will be offered annually to undergraduate students who:

- (1) are Aboriginal (Status, Non-Status, Métis, Inuit);
- (2) have enrolled full-time in any Faculty or School at the University of Manitoba;
- (3) have successfully completed at least one year of full-time studies in a degree program;
- (4) have achieved the highest academic standing among Aboriginal students, with a minimum cumulative grade point average of 3.0.

The selection committee shall be named by the Director of Financial Aid and Awards.

(Attachment I)



UNIVERSITY OF MANITOBA



Aboriginal Student Centre
537 University Centre
Winnipeg, Manitoba R3T 2N2
Phone (204) 474-8850
Fax (204) 275-3142
Email: asc@umanitoba.ca

February 12, 2007

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

Dear Dr. Baydack & Senate Committee:

Please accept this letter as formal support for the proposed Marguerite and John Burelle Memorial Aboriginal Scholarship designed to assist Aboriginal students at the University of Manitoba.

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 has increased in the past years and, I believe, is partially due to the financial assistance made available through programs, faculties and personal donors such as Mr. Burelle. The Marguerite and John Burelle Memorial Aboriginal Scholarship is an example of a private donor wanting to assist with the financial difficulties faced by many 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 at the University of Manitoba.

In education, miigwetch!

Kali Storm, Director
Aboriginal Student Centre

Statistics:

- There are 150,045 Aboriginal people in Manitoba, or 11.7% of the population.
- 2.9% of the Aboriginal population in Manitoba has completed university vs. 12.6% of the non-Aboriginal population.
- There are 1,578 Aboriginal students who self-declared at University of Manitoba. 1464 of the 1,578 are undergraduate students, or 6.3% of the University of Manitoba undergraduate population.

* Statistics are from the Government of Canada 'Aboriginal People in Manitoba' (2002) and from University of Manitoba Institutional Analysis 'A Profile of Canadian Aboriginal Students at The University of Manitoba' (2006).

Report of the University Discipline Committee

Preamble

1. Among the terms of reference for the University Discipline Committee (UDC) is a periodic review of the Student Discipline Bylaw (Bylaw) and, if necessary, to recommend changes to it. The Bylaw was last reviewed by Senate, February 3, 1999, where a discussion occurred and suggested changes were made. The bylaw was referred back to the UDC for further consideration. The Bylaw was last amended by the Board of Governors at their meeting on 19 November 1992. Since that time, changes in policies such as the Respectful Work and Learning Environment require revisions regarding the process for student appeals to the UDC. In addition, other changes have been suggested to make the Bylaw more readable and understood by both students and disciplinary authorities and fairly applied to disciplinary cases across the University.
2. The UDC met in August 2006, and again on January 25, 2007 to consider proposed revisions.
3. The complete terms of reference for the UDC are outlined in the Student Discipline Bylaw Section 3.4, 19 November 1992.

Observations

1. The Bylaw was reviewed in 1998 by Senate, where suggestions were made and the document referred back to the UDC. The Bylaw has since been reviewed in great depth and revised incorporating the suggested changes from Senate in 1999 and other suggestions from the many parties who had a chance to review the revised Bylaw. This Bylaw was reviewed by the Office of the Dean of Arts, the Office of the Dean of Science, the Dean of Graduate Studies, the Director of University 1, the Equity Services Investigative Officer, General Counsel, Legal Services, the Registrar, the Executive Director of Student Services, and the President and Vice-Presidents group, as well as the Chair and most recent past Chair of the UDC. Their suggestions and input are very much appreciated and strengthened this document.
2. Members of the UDC received a copy of the revised Bylaw and following deliberations, approved the proposed Bylaw for consideration by Senate and the Board of Governors. A copy is attached for review. A summary of the more substantive changes follows:
 - a) The wording has been changed to make the Bylaw more user friendly. The words "violation" and "penalty" were changed to "disciplinary matter" and "disciplinary action" to remove the criminal tone of the original Bylaw. Other wording changes were incorporated to clarify and reduce the redundancy found through out the document.
 - b) The format of the Bylaw has been changed where procedures have been separated out into a separate document, keeping with the new formatting of all University Governing Documents. The Bylaw now has two charts attached in an effort to make the jurisdiction of the disciplinary authorities and the disciplinary actions available to each authority easier to follow.

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

- c) Practices that have been in use for many years have been codified in the Bylaw, such as setting out the responsibilities of each the Respondent and Appellant in providing documentation to the UDC Hearing Panel, allowing for extensions past deadlines, if warranted, setting out the process for when there are multiple appellants involved with an appeal.
 - d) Department Heads are no longer considered decision makers with regard to disciplinary actions, as not all Faculties or Schools of the University have Departments, and which meant some Students were getting an extra level of appeal that was not uniform across the University. The Dean or Director (or designate) is now the decision maker in the first instance.
 - e) There has been an increase in the time allowed an Appellant to appeal and the Respondent to respond to the appeal from five (5) working days to ten (10).
 - f) The Registrar, the Director of IST and the Director of Housing and Student Life have all been added as they have disciplinary powers and need to be included in the Bylaw.
 - g) As was proposed in the 1998 document, section 2.1.2 in the Procedures has been proposed, which deals with situations involving more than one faculty or school, in an effort to do away with the possibility of double jeopardy situations.
3. The main objective in the proposed revisions is to make the Student Discipline Bylaw more user friendly, to incorporate practices of the UDC into the Bylaw, and to address challenges of administration of the Bylaw that have been observed by students, staff and faculty over the years. As part of the new Bylaw, a formal review of the Bylaw will occur at least once every ten years, ensuring periodic review and updating of the document.

Recommendation

That Senate recommend that the Board of Governors rescind the current Student Discipline Bylaw dated November 19, 1992, and approve the Student Discipline Bylaw and related Procedures as revised , effective July 1, 2007.

Respectfully submitted,

Dr. R. Berry, Chair
University Discipline Committee



BYLAW

No. _____	Effective Date: _____
Title: <u>Student Discipline</u>	Review Date: _____

Approving Body: ☒ Board of Governors ☐ Senate ☐ Faculty/School Council _____

Authority: ☐ University of Manitoba Act section # 16(1)d
 ☐ Other legislation [name and section #] _____

Implementation: President delegated to University Secretary

Contact: University Secretary

Applies to: <input type="checkbox"/> Board of Governors members	<input type="checkbox"/> External Parties
<input type="checkbox"/> Senate members	<input type="checkbox"/> [Specify applicable external parties]
<input type="checkbox"/> Faculty/School Councils	<input type="checkbox"/> Employees
<input type="checkbox"/> Students	<input type="checkbox"/> [Specify applicable employee organizations and employment groups]

1.0 Reason for Bylaw

The Student Discipline Bylaw and related Procedures provide guidance to those individuals charged with administering disciplinary action ("Disciplinary Authority") while, at the same time, outlining the prohibited conduct and the right of appeal.

2.0 Rule/Principle

2.1 As members of the University Community, students have an obligation to act with academic integrity and in a fair and reasonable manner toward their peers, faculty, staff, administration and the physical property of the University. Academic integrity and personal conduct, both on-campus and off-campus in university-related activities, are critical elements in achieving these obligations.

2.2 Students will be subject to disciplinary action under this bylaw, for the following matters regardless of whether such behaviour is covered by other University governing documents; (bylaws, policies, procedures and regulations).

2.2.1 Academic dishonesty including, but not limited to:

- (a) academic/scientific fraud;
- (b) cheating on exams or tests;
- (c) contravention of academic regulations;
- (d) re-submitting own previous course work as new work;
- (e) examination personation;
- (f) inappropriate collaboration; and
- (g) plagiarism (i.e., passing off the thoughts, writings and work of another person as one's own).

2.2.2 Inappropriate behaviour including, but not limited to:

- (a) abuse of computer privileges;
- (b) alcohol and substance abuse;
- (c) breach of residence hall regulations;
- (d) disorderly, violent or threatening behaviour;
- (e) false or misleading information made for any purpose including information in connection with:
 - (i) application for admission;
 - (ii) application for awards;
 - (iii) medical certificates;
 - (iv) letters of permission;
 - (v) transfer of credits; and
 - (vi) transcript/student records matters;
- (f) harassment and unlawful discrimination;
- (g) indecent exposure;
- (h) theft;
- (i) unprofessional conduct; and
- (j) vandalism.

- 2.3 The specific jurisdiction for each of the Disciplinary Authorities is set out in "Table 1: Jurisdiction of Disciplinary Authorities" ("Table 1") which follows this Bylaw. For the purposes of this document and the related Procedures document, references to Faculty/School will include University 1 and Dean/Director will include the Director of University 1.
- 2.4 The specific disciplinary actions available for each Disciplinary Authority are set out in "Table 2: Disciplinary Actions Available to Disciplinary Authorities ("Table 2") which follows this Bylaw.
- 2.5 Disciplinary Authorities having the closest connection with the particular alleged disciplinary matter are encouraged whenever possible and appropriate to resolve student disciplinary matters informally in the first instance.
- 2.6 Students who make complaints or appeals which are found by the Disciplinary Authority to be frivolous or vexatious or made for an improper purpose, may also be subject to disciplinary action.
- 2.7 If the disciplinary matter relates to a criminal offence, the Disciplinary Authority shall provide relevant information to Campus Security Services for potential follow-up by the appropriate policing authority.
- 2.8 Students have a right to appeal disciplinary actions made by a Disciplinary Authority excluding the decisions of the University Discipline Committee ("UDC") which are final decisions.
- 2.9 Students are advised that the Disciplinary Authority to whom an appeal has been made may impose a more severe disciplinary action than previously recommended by a lower disciplinary body should the hearing panel, after reviewing the evidence presented by all parties, consider the original disciplinary action insufficient.

- 2.10 Students are afforded the right to representation when dealing with disciplinary matters in the first instance and with respect to appeals; and both are subject to the limitations set out in the related Procedures [See sections 2.10.3., and 2.17.5].
- 2.11 No disciplinary action shall be implemented until the time for appeal has elapsed or until the Student has waived in writing the right to appeal, whichever occurs first. The only exceptions to this rule shall be:
- (a) where the disciplinary action would be entered on the academic records of the Student, the Registrar shall be notified by the Disciplinary Authority implementing such disciplinary action, and shall not issue any academic transcripts until the appeal had been disposed of;
 - (b) where the disciplinary action relating to academic dishonesty or academic fraud may result in a change to the Student's transcript, the Registrar shall be notified by the Disciplinary Authority implementing such disciplinary action, and shall not issue any transcripts until the appeal has been disposed of;
 - (c) where changes in the Student's courses and/or program are directly related to the matter under disciplinary consideration such changes shall not be permitted; and
 - (d) where, if the disciplinary action was not implemented, the safety of members of the University Community would be compromised.
- 2.12 Related Procedures are set out in the Governing Document entitled Procedures: Student Discipline.

3.0 **Accountability**

- 3.1 The University Secretary is responsible for advising the President that a formal review of this Bylaw is required.
- 3.2 The University Secretary is responsible for the communication, administration and interpretation of this Bylaw.

4.0 **Secondary Documents**

- 4.1 The Board of Governors may approve Regulations, Policies and Procedures which are secondary to and comply with this Bylaw.

5.0 **Review**

- 5.1 Formal Bylaw reviews will be conducted every ten (10) years.
- 5.2 In the interim, this Bylaw may be revised or rescinded if the Approving Body deems necessary.
- 5.3 If this Bylaw 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 Bylaw; or
- (b) are in turn rescinded.

6.0 Effect on Previous Statements

6.1 This Bylaw supercedes:

- (a) all previous Board/Senate Bylaws, Regulations, Rules, Policies and Procedures, and resolutions on the subject matter contained herein;
- (b) the previous Faculty/School Council Bylaw, Regulations, Procedures, and resolutions on the subject matter contained herein; and
- (c) Bylaw 27 : Student Discipline Bylaw and Policy 1202 Student Discipline Bylaw.

7.0 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) Procedures Student Discipline
- (2) Policy Respectful Work and Learning Environment
- (3) Procedures Respectful Work and Learning Environment
- (4) _____

STUDENT DISCIPLINE BYLAW
TABLE 1: JURISDICTION OF DISCIPLINARY AUTHORITIES

JURISDICTION			Matters which may/shall be referred ¹	
DISCIPLINARY AUTHORITY ²	Jurisdictional Areas: [If the disciplinary matter falls outside jurisdiction refer to the relevant Disciplinary Authority.]		Undergraduate	Graduate
1. ACADEMIC STAFF	Academic Dishonesty	None	Refer directly to Dean/Director or designate of Teaching Faculty	Refer directly to Dean of Graduate Studies or designate
	Inappropriate Behaviour	Disruption of an instructional or evaluative activity	Refer directly to Dean/Director or designate of the Faculty/School in which the student is registered	Refer directly to Dean of Graduate Studies or designate
	Harassment and Unlawful Discrimination	None	Refer the student directly to Dean/Director or designate of the Faculty/School in which the student is registered	Refer the student directly to the Dean of the Faculty of Graduate Studies
2. DEPT. HEADS	Academic Dishonesty	Over breach of departmental bylaws or regulations; student disciplinary matters uniquely affecting the department; matters involving undergraduate students relating to course work	Refer the matter to the Teaching Faculty's/School's Dean/Director or designate	Refer directly to Dean of Graduate Studies or designate
	Inappropriate Behaviour	Over breach of departmental bylaws or regulations; student disciplinary matters uniquely affecting the department	Refer the matter to the Dean/Director or designate of the Faculty/School in which the student is registered	Refer directly to Dean of Graduate Studies or designate
	Harassment and Unlawful Discrimination	None	Refer the student directly to Dean/Director or designate of the Faculty/School in which the student is registered	Refer directly to Dean of Graduate Studies or designate

¹ All matters that affect the University generally or where an appropriate Disciplinary Authority can not be agreed upon, the disciplinary matter shall be referred to the President.

² For the purpose of this document, references to Faculty/School will refer to the University 1 and Dean/Director will include the Director of University 1.

TABLE 1: JURISDICTION OF DISCIPLINARY AUTHORITIES

JURISDICTION			Matters which may/shall be referred	
DISCIPLINARY AUTHORITY	Jurisdictional Areas: [If the disciplinary matter falls outside jurisdiction refer to the relevant Disciplinary Authority.]		Undergraduate	Graduate
3. DEANS /DIRECTORS	Academic Dishonesty	<p>(1) Over a breach of Faculty/School bylaws or regulations and over all other disciplinary matters uniquely affecting the Faculty/School which do not affect the University generally</p> <p>(2) If the disciplinary matter relates to a course other than a course offered by the Faculty/School in which the student is registered, the following procedures shall be take place:</p> <p>(a) The matter shall be referred directly to the Dean/Director of the Faculty/School offering the course.</p> <p>(b) Where disciplinary action is found to be warranted, the appropriate disciplinary action shall be determined in consultation with the Dean/Director of the Faculty/School in which the Student is registered. No further disciplinary action may be imposed, except:</p> <p style="padding-left: 40px;">i) as a result of an appeal by the Student; or</p> <p style="padding-left: 40px;">ii) in an instance where a student has been found to have committed repeated instances of academic dishonesty.</p> <p>(3) Dean of the Faculty of Graduate Studies shall also have jurisdiction over all disciplinary matters involving false or misleading information supplied in connection with applications for admission to the Faculty of Graduate Studies. In such cases, the term "Student" shall include any person applying to be admitted to the Faculty of Graduate Studies of the University</p>	<p>Dispose of the matter after considering the information available and giving the student a reasonable opportunity to ask questions and offer an explanation</p>	<p>(1) Refer directly to Dean of Graduate Studies or designate</p> <p>(2) Dispose of the matter after considering the information available and giving the student a reasonable opportunity to ask questions and offer an explanation</p>
	Inappropriate Behaviour		<p>(1) May dispose of the matter after considering the information available and giving the student a reasonable opportunity to ask questions and offer an explanation, or</p> <p>(2) may refer the matter to the Dean/Director or designate of the Faculty of Registration</p>	Refer directly to Dean of Graduate Studies or designate
	Harassment and Unlawful Discrimination	The Dean/Director or designate will serve as the Administrative Officer to take action when a complaint is received in this category from a student.	If a student brings a complaint to the Dean/Director's or designate's attention, the Dean/Director or designate should contact an Equity Services Advisor to receive advice and assistance in handling the complaint	If a student brings a complaint to the Dean of Graduate Studies' or designate's attention, the Dean or designate should contact an Equity Services Advisor to receive advice and assistance in handling the complaint

STUDENT DISCIPLINE BYLAW
TABLE 1: JURISDICTION OF DISCIPLINARY AUTHORITIES

JURISDICTION			Matters which may/shall be referred ¹	
DISCIPLINARY AUTHORITY ²	Jurisdictional Areas: [If the disciplinary matter falls outside jurisdiction refer to the relevant Disciplinary Authority.]		Undergraduate	Graduate
1. ACADEMIC STAFF	Academic Dishonesty	None	Refer directly to Dean/Director or designate of Teaching Faculty	Refer directly to Dean of Graduate Studies or designate
	Inappropriate Behaviour	Disruption of an instructional or evaluative activity	Refer directly to Dean/Director or designate of the Faculty/School in which the student is registered	Refer directly to Dean of Graduate Studies or designate
	Harassment and Unlawful Discrimination	None	Refer the student directly to Dean/Director or designate of the Faculty/School in which the student is registered	Refer the student directly to the Dean of the Faculty of Graduate Studies
2. DEPT. HEADS - 06 -	Academic Dishonesty	Over breach of departmental bylaws or regulations; student disciplinary matters uniquely affecting the department; matters involving undergraduate students relating to course work	Refer the matter to the Teaching Faculty's/School's Dean/Director or designate	Refer directly to Dean of Graduate Studies or designate
	Inappropriate Behaviour	Over breach of departmental bylaws or regulations; student disciplinary matters uniquely affecting the department	Refer the matter to the Dean/Director or designate of the Faculty/School in which the student is registered	Refer directly to Dean of Graduate Studies or designate
	Harassment and Unlawful Discrimination	None	Refer the student directly to Dean/Director or designate of the Faculty/School in which the student is registered	Refer directly to Dean of Graduate Studies or designate

¹ All matters that affect the University generally or where an appropriate Disciplinary Authority can not be agreed upon, the disciplinary matter shall be referred to the President.

² For the purpose of this document, references to Faculty/School will include the University 1 and Dean/Director will include the Director of University 1.

DISCIPLINARY
AUTHORITY

TABLE 1: JURISDICTION OF DISCIPLINARY AUTHORITIES

JURISDICTION		Matters which may/shall be referred	
DISCIPLINARY AUTHORITY	Jurisdictional Areas: [If the disciplinary matter falls outside jurisdiction refer to the relevant Disciplinary Authority.]	Undergraduate	Graduate
4. DIRECTOR OF LIBRARIES	<p>Over a breach of library regulations and all other disciplinary matters occurring in and uniquely affecting a library which do not effect the University generally</p> <p>The Director of Libraries may delegate jurisdiction in whole or in part, absolutely or conditionally, to a library administrative officer in any library within the University and/or establish an <i>ad hoc</i> committee to hear and determine any disciplinary matter within the Director's jurisdiction or the jurisdiction of such administrative officer</p>	In situations involving mutilation or theft of library materials, the Director of Libraries may refer the case to the President. If in this case the President requests the Director of Libraries to act in the name of the President, the Director shall act with the President's authority.	
5. REGISTRAR	Over all disciplinary matters involving false or misleading information supplied in connection with registration with any unit of the University, or student's academic history/record, including but not limited to; letters of permission, transfer of credits and transcript matters		
- 92 - DIRECTOR OF ADMISSIONS	Over all disciplinary matters involving false or misleading information supplied in connection with applications for admission to Faculties/Schools except the Faculty of Graduate Studies. The Director of Admissions may delegate jurisdiction in whole or in part, absolutely or conditionally, to an <i>ad hoc</i> committee to hear and determine any disciplinary matter within the Director's jurisdiction		Disciplinary matters involving false or misleading information supplied in connection with application for admission to the Faculty of Graduate Studies shall be referred to the Dean of Graduate Studies
7. ASSOCIATE VICE-PRESIDENT (Admin)	<p>Over all disciplinary matters occurring in and uniquely affecting the University Centre building, which do not affect the University generally.</p> <p>The Associate Vice-President (Administration) may delegate jurisdiction in whole or in part, absolutely or conditionally, to an <i>ad hoc</i> committee to hear and determine any disciplinary matter within the Associate Vice-President (Administration)'s jurisdiction</p>		
8. PROVOST OF UNIVERSITY COLLEGE	Over a breach of college rules by members and all disciplinary matters occurring in and uniquely affecting the College which do not affect the University generally. [This excludes the residence which is under the jurisdiction of the Director of Housing and Student Life.]		

TABLE 1: JURISDICTION DISCIPLINARY AUTHORITIES

JURISDICTION		Matters which may/shall be referred	
DISCIPLINARY AUTHORITY	Jurisdictional Areas: [If the disciplinary matter falls outside jurisdiction refer to the relevant Disciplinary Authority.]	Undergraduate	Graduate
9. DIRECTOR OF IST	Over all abuses of computer privileges		
10. DIRECTOR OF HOUSING AND STUDENT LIFE	Over a breach of University residence rules and all other disciplinary matters which uniquely affect the proper administration of a University residence whether committed by residents, visitors, or others, and which do not affect the University generally. The Director may delegate jurisdiction in whole or in part, absolutely or conditionally, to an <i>ad hoc</i> committee to hear and determine any disciplinary matter within the Director's jurisdiction.		
11. PROVOST (Student Affairs)	Over all disciplinary matters relating to a breach of Policy: Inappropriate or Disruptive Student Behaviour		
12. VICE-PRESIDENT (Admin)	Over all disciplinary matters relating to a breach of Policy: Respectful Work and Learning Environment		

STUDENT DISCIPLINE BY-LAW
TABLE 2: Disciplinary Actions and Disciplinary Authorities

Disciplinary Authorities and Disciplinary Actions	Academic Staff	Deans, Directors or LDC	President	V.P. (Admin)	Director of Libraries /Library Appeals Committee	Registrar	Director of Admissions	Associate V.P. (Admin)	Director of Housing and Student Life	Director of IST	Provost of University College	UDC
1 Suspension from attendance for the balance of one meeting of instructional activity.	X		X	X								X
2 Suspension from further attendance at classes in a particular course.	X ¹	X	X	X								X
3 Suspension from attendance at all or certain classes in a particular department.		X	X	X								X
4 Suspension from attendance at all or certain classes in a particular faculty or school.		X	X	X								X
5 Suspension from attendance at all or certain classes in the University.		X	X	X								X
6 Suspension or expulsion from a particular course.		X	X	X								X
7 Suspension or expulsion from all or certain courses in a particular department.		X	X	X								X
8 Suspension or expulsion from a faculty or school or from all or certain courses therein.		X	X	X			X					X
9 Suspension or expulsion from the University.			X	X			X					X
10 Suspension of the processing of an application for admission in the year of application.		X ²	X	X			X					X

Disciplinary Authorities and Disciplinary Actions	Academic Staff	Deans, Directors or LDC	President	Vice-President (Admin)	Director of Libraries /Library Appeals Committee	Registrar	Director of Admissions	Associate Vice-President (Admin)	Director of Housing and Student Life	Director of IST	Provost of University College	UDC
11 Suspension of the right to submit a future application for admission for a definite or indefinite period.		X ²	X	X			X					X
12 Suspension/Expulsion from University College			X	X							X	X
13 Suspension or expulsion from a University Residence			X	X					X			X
14 Suspension or withdrawal of privileges in whole or part		X	X	X	X		X	X	X		X	X
15 Levying a fine.		X	X	X	X ⁴				X	X	X	X
16 Ordering restitution to be made.		X	X	X	X			X	X		X	X
17 Requiring that a written apology and/or retraction be made.	X	X	X	X	X		X	X	X		X	X
18 Imposing developmental disciplinary actions including community service within the University Community and the participation in educational activities.		X	X	X								X
19 Issuing a reprimand	X	X	X	X	X		X	X	X	X	X	X
20 Ordering that a reprimand be recorded on the Student's academic history/transcript for a period of up to 5 years.		X	X	X		X	X					X

Disciplinary Activities and Disciplinary Actions		Academic Staff	Deans, Directors or LDC	President	Vice-President (Admin)	Director of Libraries /Library Appeals Committee	Registrar	Director of Admissions	Associate Vice-President (Administration)	Director of Housing and Student Life	Director of IST	Provost of University College	UDC
21	Restricting or prohibiting access to University property.		X	X	X	X ⁵			X ⁶	X ⁶		X ⁷	X
22	Giving a particular grade on a course, paper, test, examination or other evaluative process because of academic dishonesty/academic fraud		X ³	X	X								X
23	Suspending the assessment or enforcement of a penalty subject to conditions.	X	X	X	X	X		X	X	X		X	X
24	Attaching conditions to any of the authorized actions prescribing future conduct.	X	X	X	X	X		X	X	X	X	X	X
25	Suspending and restricting use of computer privileges provided by the University										X		X

1. This disciplinary action will not be for more than a weeks balance of that particular Instructional Activity.
2. The Dean of the Faculty of Graduate Studies with respect to admission fraud or misconduct of a graduate student application for admission.
3. Only with respect to facilities under their jurisdiction
4. Only as to overdue books in accordance with a pre-published scale of fines
5. Only with respect to the Libraries
6. Only with respect to University Centre
7. Only with respect to the property of University College
8. Only with respect to Director of Housing and Student Life for University Residences
9. The UDC may, after finding that disciplinary action is warranted, implement any one or more disciplinary actions as set out in 2.9



PROCEDURES

No. _____	Effective Date: _____
Title: <u>Student Discipline</u>	Review Date: _____

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

Authority: ☒ Bylaw [name and section #] Student Discipline
 ☐ Regulation [name and section #] _____
 ☐ Policy [name and section #] _____

Implementation: President delegated to University Secretary

Contact: University Secretary

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

1.0 Reason for Procedures

To set out Procedures secondary to the Bylaw entitled "Student Discipline" in order to provide guidance to individuals charged with discipline authority and, at the same time, to outline the prohibited conduct and the right of appeal.

2.0 Procedures

2.1 General

2.1.1 A student who is the subject of a disciplinary matter (the "Student") should be informed as early as possible by the Disciplinary Authority dealing with the matter in the first instance that:

- (a) an investigation is proceeding, the nature of the matter being investigated, and that the Student may be subject to disciplinary action;
- (b) the Student may obtain a copy of the Student Discipline Bylaw and Procedures which includes information on appeal procedures to be followed from the Office of the University Secretary or the office of Student Advocacy;
- (c) the office of Student Advocacy is available to provide information to the Student in connection with the matter; and
- (d) the Student has a right to appeal, if an appeal is available from the Disciplinary Authority who imposed the disciplinary action.

- 2.1.2 If the disciplinary matter relates to a course other than a course offered by the Faculty/School in which the student is registered, the following procedures shall take place:
- (a) the matter shall be referred directly to the Dean/Director of the Faculty/School offering the course; and
 - (b) where disciplinary action is found to be warranted the appropriate disciplinary action shall be determined in consultation with the Dean/Director of the Faculty/School in which the student is registered.
- 2.1.3 If the disciplinary matter involves two or more students and they should appeal the following shall take place:
- (a) Where possible, each student, shall have a separate hearing panel, with only the Chair being the same in both hearings; and
 - (b) the Respondents may bring in relevant information on the other students as it pertains to the appeal. Every effort must be made to protect the identity of the other student(s).
- 2.1.4 Once a disciplinary action has been implemented, no further disciplinary action may be imposed except:
- (a) as a result of an appeal by the student; or
 - (b) In an instance where a student has been found to have committed repeated instances of academic dishonesty. In such an instance the Dean/Director of Registration may impose further disciplinary action.
- 2.1.5 The failure of the Disciplinary Authority to comply with any or all of the requirements in 2.1.1 shall not affect the validity of further proceedings in connection with the disciplinary matter provided, however, such failure may be considered in further proceedings.
- 2.1.6 The disciplinary authority whose decision is being appealed will sometimes be referred to in this document as "the Respondent".

2.2 Jurisdiction of Disciplinary Authorities

The Jurisdiction of Disciplinary Authorities is set out in Table 1 of Bylaw: Student Discipline.

2.3 Range of Possible Disciplinary Actions

The Disciplinary Actions Available to Disciplinary Authorities are set out in Table 2 of Bylaw: Student Discipline.

2.4 Suspensions and Expulsions

- 2.4.1 Suspension means any withdrawal of rights or privileges for a definite period of time. Upon expiration of that period of time, the rights or privileges suspended shall be automatically reinstated.

- 2.4.2 Notwithstanding the above, a suspension under section 11 of Table 2 may be for a definite period of time or an indefinite period of time.
- 2.4.2.1 In the case of suspension for an indefinite period of time by the Director of Admissions, the suspension may be lifted by the Director of Admissions upon consideration, at the written request of the Student, after consultation with the Dean/Director of the Faculty or School concerned.
- 2.4.2.2 In the case of a suspension by the Dean of the Faculty of Graduate Studies for an indefinite period of time, the suspension may be lifted by the Dean of the Faculty of Graduate Studies upon consideration of the written request of the Student.
- 2.4.2.2 In the case of a suspension for an indefinite period of time by the Director of Housing and Student Life from a residence under the jurisdiction of the Office of Housing and Student Life, the suspension may be lifted by the Director of Housing and Student Life upon consideration at the written request of the Student.
- 2.4.3 Expulsion means a withdrawal of rights or privileges for either a definite or indefinite period of time.
- 2.4.3.1 In the case of an expulsion for a definite period of time, upon expiration of such time, the Student, to be readmitted, must reapply for admission, through normal channels, to the appropriate authority having jurisdiction over admission.
- 2.4.3.2 In the case of a Student who has been expelled for an indefinite period of time the student may apply to the Disciplinary Authority that imposed the final penalty for a lifting of the expulsion. If the expulsion is lifted, the Student, in order to be readmitted, must reapply for admission, through normal channels, to the authority having jurisdiction over admission.
- 2.4.4 A Student may be suspended or expelled by a Disciplinary Authority from the following:
- (a) a particular course;
 - (b) courses;
 - (c) a department;
 - (d) a Faculty/ School;
 - (e) the University; or
 - (f) a Residence.
- 2.4.4.1 When a Student is suspended or expelled from the above list (excluding (f)) any academic credits earned by the Student at The University of Manitoba or at another academic institution in an equivalent or related area of study during the period of suspension or expulsion shall not be counted as credit toward any degree or program offered by a department, or a Faculty/School, from which Faculty/School or from whose courses, the Student has been suspended or expelled unless at the time of the

imposition of the suspension or expulsion, the Disciplinary Authority stipulates otherwise.

- 2.4.5 Where a Disciplinary Authority has suspended or expelled the Student from the University, any academic credits earned by the Student at any academic institution during the period of suspension or expulsion shall not be counted as credit toward any degree or program offered by The University of Manitoba, unless at the time of the imposition of the suspension or expulsion, the Disciplinary Authority stipulates otherwise.
- 2.4.6 Where the Student has been suspended or expelled from a Faculty/School of the University, any other Faculty/School may refuse to register the Student for any course or courses or refuse to accept the Student as a transfer Student, provided that prior to such refusal, the other Faculty/School has:
- (a) obtained and considered a written report from the Disciplinary Authority that implemented the suspension or expulsion, outlining the circumstances surrounding the disciplinary action; and
 - (b) provided the Student a copy of the report.

2.5 Student Academic History/Transcript with regard to Disciplinary Actions

- 2.5.1 Disciplinary actions implemented shall not ordinarily be recorded on the Student's academic history/transcript except in the following:
- (a) if the Student is suspended or expelled under sections 6 to 9 of Table 2 inclusive; or
 - (b) a reprimand has been ordered recorded on a Student's academic history/transcript under section 20 of Table 2.
- 2.5.2 A suspension shall appear on the Student's academic history/transcript until such time as the suspension period has elapsed, when it shall be removed upon the written request of the Student to the Registrar
- 2.5.3 In the case of suspension for supplying false or misleading information in connection with an application for admission (see sections 10 and 11 of Table 2), any notation on the Student's academic history/transcript may only be removed by the Registrar, for undergraduate students and the Dean, Faculty of Graduate Studies for graduate students upon the written order of the Disciplinary Authority that implemented the disciplinary action (see 2.4.2 of these Procedures).
- 2.5.4 An expulsion shall appear on the Student's academic history/transcript and may only be removed by the Registrar upon the written order of the Disciplinary Authority that implemented the disciplinary action.
- 2.5.5 Where a reprimand has been ordered to be recorded on the Student's academic history/transcript (see section 20 of Table 2), the reprimand shall be removed:
- (a) following the elapse of the specified period of time, upon the written request of the Student to the Registrar; or
 - (b) earlier, upon a written order from the Disciplinary Authority that implemented the disciplinary action.

- 2.5.6 For the purposes of this document the term 'reprimand' is defined as "to convey stern disapproval to a person by means of recording of action on their student record and transcript".

2.6 Appeals

2.6.1 General

- 2.6.1.1 A Student has the right to appeal all disciplinary actions except those implemented by the University Discipline Committee or a hearing panel thereof.
- 2.6.1.2 A Disciplinary Authority to whom an appeal has been made may dispose of the matter in any way authorized to it under Table 1. The resulting disposition may be the same, more severe or less severe than the original disciplinary action and the Student shall be so informed of this possibility prior to the commencement of an appeal hearing.
- 2.6.1.3 Only the Student who has been the subject of disciplinary action has the right to appeal.
- 2.6.1.4 When an appeal is heard, a finding that disciplinary action is warranted shall not be implemented unless the Student has been invited to attend the hearing and, if in attendance, is permitted to ask questions and offer an explanation. A reasonable attempt should be made to schedule the hearing at a time and place that permits the Student's participation.
- 2.6.1.5 The Student may appear in person and may be represented by another person in accordance with the provisions of Section 2.10.4 and 2.17.6.
- 2.6.1.6 If the Appellant, Respondent or their respective representatives are unable to attend the hearing in person, the use of an electronic communication device, such as telephone, may be used with prior consent of the Chair, provided that such means enable all parties to clearly communicate. A request for such a meeting must be made at least one week in advance of the hearing date.
- 2.6.1.7 A representative designated in writing by the Student, subject to 2.10.3 and 2.17.6, may:
- (a) attend any disciplinary hearing; and
 - (b) participate in any disciplinary hearing to the extent of asking questions of anyone in attendance and making submissions to any Disciplinary Authority, including the Local Discipline Committee (the "LDC").

2.7 Notices of Appeal/Disciplinary Authority Response to Appeal

- 2.7.1 If the Student wishes to appeal a disciplinary action, the Student must deliver the following documents (the "Notice of Appeal") to the appropriate persons or bodies as identified in 2.8 within fifteen (10) working days, as of the date on the letter from the lower body, notifying the Student of the disciplinary action:
- (a) copies of such written materials as the Student wishes considered in connection with the appeal; and
 - (b) copies of the letter indicating the lower level decision, if not a first level appeal.
- 2.7.2 The Student shall clearly indicate in the notice of appeal whether they are appealing the decision on:
- (a) the finding of facts;
 - (b) on the disposition determined by the disciplinary authority; or
 - (c) both (a) and (b).
- 2.7.3 The lower body appeal Committees must send a copy of decision letter to next level of appeal body. If an appeal is not received by the next level appeal body by deadline set out in 2.7.1. then the disciplinary action against the student will be implemented.
- 2.7.4 The time for delivery of a Notice of Appeal may be extended by the person or body to whom the appeal is to be made, or by the Chair of UDC where the appeal is to the UDC. The disciplinary action implemented may be put on hold if the appeal body receiving the next level of appeal deems the lateness acceptable and grants the student to permission to proceed with the appeal after deadline.
- 2.7.5 The Student and the designated representative of the Student shall receive the same notices of hearings held by a LDC and the UDC as the Respondents.
- 2.7.6 The Respondent will be given ten (10) business days to respond. If no response is received from the Respondent by the date requested by the Office coordinating the appeal, a hearing may be set. If the Respondent had not received permission for an extension, a written request must be submitted to the appropriate Chair to determine whether the Respondent's submission will be accepted.

2.8 Appeal Routes

- 2.8.1 If the Student wishes to appeal the disciplinary decision of a member of the academic staff (except for suspension from attendance for the balance of the meeting of one class), the Notice of Appeal shall be delivered to the appropriate Dean/Director in the Faculty/ School offering course(s), the Dean/Director in the Faculty /School of registration with a copy to the academic staff.

- 2.8.2 If the Student wishes to appeal the disciplinary decision of a Dean/Director, or the Director of Housing and Student Life, the Notice of Appeal shall be delivered to the appropriate LDC in care of the respective Dean/Director or the Director of Housing and Student Life.
- 2.8.3 If the Student wishes to appeal the disciplinary decision of the Director of Libraries (other than as a delegate of the President), a delegate of the Director, or an *ad hoc* committee appointed by the Director, the Notice of Appeal shall be delivered to the Chair of the Senate Committee on Libraries, with a copy to the person or *ad hoc* committee which made the initial disciplinary decision. Within ten (10) business days of receipt of the Notice of Appeal, the Chair of the Senate Committee on Libraries will appoint a Library Appeals Committee to hear the appeal.
- 2.8.4 If the Student wishes to appeal the disciplinary decision of any of the following disciplinary authorities, the Notice of Appeal shall be delivered to the UDC in care of the Secretary of the UDC (University Secretary) :
- (a) the decision of an LDC or the Library Appeals Committee;
 - (b) the decision of the Director of Admissions;
 - (c) the decision of the Dean of the Faculty of Graduate Studies in relation to fraudulent documents submitted for admission to the Faculty;
 - (d) the decision of the Director of Enrolment Services or the Associate Vice-President (Administration) or an *ad hoc* committee appointed by either of these persons;
 - (e) the decision of the Director of Information Services & Technology (IST);
 - (f) the Registrar;
 - (g) the Provost of University College;
 - (h) the decision of the Vice-President (Administration); or
 - (i) the decision of the President or delegate.

2.9 LOCAL DISCIPLINE COMMITTEE (LDC)

- 2.9.1 Each Faculty/School, and the University Residences under the jurisdiction of the Office of Housing and Student Life shall establish a standing or, from time to time, *ad hoc* committee to hear and determine disciplinary matters appealed to it by Students from a decision of the Dean/Director of a Faculty/School, or the Director of Housing and Student Life for the University Residences under the Office of Housing and Student Life's jurisdiction (hereinafter referred to as "the LDC").
- 2.9.2 In Faculties/Schools the LDC shall be composed of an equal number of academic staff and Students with a minimum of eight (8) members.
- 2.9.3 In the case of University Residences, the LDC shall be composed of an equal number of residence staff and Students with a minimum of eight (8) members. Members shall be appointed by the Director of Housing and Student Life with the advice of the appropriate Residence Students' Association.
- 2.9.4 The Chair shall be elected by and from the membership.
- 2.9.5 A *quorum* shall be half the members, with a minimum of four (4) members, ensuring at least one Student and one Faculty member are present.

2.9.6 The Chair shall only vote in the case of tie.

2.10 LDC Hearing Procedures

- 2.10.1 The Student shall be presumed to be innocent until the evidence presented indicates that, on the balance of probabilities disciplinary action is warranted. The LDC, in weighing the balance of probabilities, shall consider the severity of the alleged incident.
- 2.10.2 The hearing shall be by way of a trial *de novo* unless the appeal has been made only in relation to the severity of the disciplinary action imposed.
- 2.10.3 The Student may appear in person and be represented by advocate from the office of Student Advocacy, a representative from the University of Manitoba's student union, a member of the University community not receiving payment for appearing, or a member of the Student's immediate family. It is the student's sole responsibility to determine the adequacy of their representation.
- 2.10.4 If the Student wishes to have a lawyer present, the lawyer may only be a non-participating observer at hearings of the LDC, but may represent the Student at hearings of the UDC.
- 2.10.5 A Student who fails to attend a scheduled hearing shall have their appeal considered on the basis of their written submission, verbal submission made by the Respondent, or Respondent's representative as required by the Committee, and the presentation of the Student's designated representative, if any.
- 2.10.6 The Student and the Student's designated representative, if any, and the relevant Disciplinary Authority, shall be entitled to receive in writing, at least five (5) working days before the date set for the hearing, the information that has been submitted to the LDC hearing panel by both relevant parties.
- 2.10.7 Hearings shall be *in camera*, unless the Student requests in writing at least 48 hours before the hearing that a hearing be open. If the hearing is open, reasonable seating for observers shall be provided, but observers may not participate in the proceedings.
- 2.10.8 Notwithstanding section 2.10.6, hearings related to discipline under Policy Respectful Work and Learning Environment (Personal Harassment, Sexual Harassment, and/or Human Rights Discrimination or Harassment) shall be closed.
- 2.10.9 The Student, the Student's representative, if any, and the relevant Disciplinary Authority shall have the right to challenge for cause any member of the LDC, the validity of the challenge to be judged by the remainder of the LDC. Such cause may include current teacher-student relationship, bias, or any factor likely to prejudice a fair hearing.

- 2.10.10 The Student, the Student's designated representative, if any, and the Respondent, the Respondent's representative, if any, may call witnesses and submit other evidence. The Student, the Student's representative, if any, and the Respondent, Respondent's representative, if any, are responsible for arranging their own witnesses. If witnesses are to be called, a witness list must be provided by the Student or the Student's representative, if any, in their original appeal package provided to the Chair and a witness list must be provided by the Respondent or the Respondent's representative, if any, with their response to the appeal. .
- 2.10.11 The Student shall not be required to testify, but if the Student elects to do so, then the Student may be cross-examined by the Respondent, or the Respondent's representative, if any.
- 2.10.12 The Student or the Student's designated representative, if any, and the Respondent, shall have the right to cross-examine witnesses.
- 2.10.13 Requests for adjournment shall be honoured within reason.
- 2.10.14 The LDC may consider confidential information from the University Health Service, Counselling Service, University Chaplains and other similar services which are submitted by these services to the LDC at the request of the Student. Such confidential information submitted to the LDC may only be used for the purpose of the appeal.
- 2.10.15 The Student, or the Student's designated representative, if any, normally shall have the right to receive a copy of any university document that the LDC considers in relation to the appeal, in accordance with the *Freedom of Information and Privacy Act* ("FIPPA") and the *Personal Health Information Act* ("PHIA"). The Chair of the Committee shall make the final determination on the matter.
- 2.10.16 A decision to uphold or deny an appeal, in whole or in part, and a decision to take different disciplinary action, in whole or in part, requires a simple majority of LDC Committee members present and voting.
- 2.10.17 The results of the hearing shall be conveyed in writing, in a timely fashion, by the Chair of the LDC to the Student or the Student's designated representative, if any and to the Respondent or the Respondent's designated representative, as the case may be.
- 2.10.18 If, after hearing all the evidence, the LDC is satisfied on the evidence presented that the Student concerned has violated or committed an infraction of University regulations or policies through an act of commission or omission for which the Student ought to be disciplined, the LDC may dispose of the matter as set out in the column entitled "Deans, Directors or LDC" in Table 2.

2.11 UNIVERSITY DISCIPLINE COMMITTEE (UDC)

2.11.1 Jurisdiction

The UDC and the hearing panels thereof shall exercise Disciplinary Authority on behalf of the Board of Governors on all Students that are appealing a decision from the Disciplinary Authorities that are set out in section 2.8.4 of this document.

2.12 Composition

- 2.12.1 The UDC shall be composed of 15 persons (seven academic staff, seven students) appointed by the Board of Governors upon the recommendation of the Senate Nominating Committee, plus the President of the University or designate, the President of the University of Manitoba Students' Union or designate as *ex-officio* members and the Chair appointed pursuant to section 2.12. 4.
- 2.12.2 The terms of office shall be three years for academic staff, and one year for students, from June 1 to May 31(academic staff) and October 14, to October 13 (students). A member whose term of office has expired in any year shall continue in office until a successor has been appointed and shall be eligible for reappointment.
- 2.12.3 A *quorum* shall be half the members, which includes at least two students and two academic staff.
- 2.12.4 The Chair shall be appointed by the Board of Governors for a three year term.
- 2.12.5 The Vice-Chair shall be elected from and by the members for a three year term.

2.13 Terms of Reference

- 2.13.1 To report annually to the President.
- 2.13.2 To establish procedures, consistent with this bylaw, for hearing panels.
- 2.13.3 To hear appeals, either as a committee of the whole or through a hearing panel, from decisions of disciplinary authorities.
- 2.13.4 To review the Student Discipline Bylaw and related Procedures periodically and, if necessary, to recommend changes to it.

2.14 UDC Hearing Panels

- 2.14.1 When a matter has been appealed to the UDC, the Chair shall either convene the UDC or convene a hearing panel thereof to hear the appeal.
- 2.14.2 When an appeal is received based on a fine or the amount ordered, the only decision from which an appeal is taken is the amount levied by way of fine or the amount ordered to be paid by way of restitution; then, if such fine or restitution does not exceed \$500.00, the Chair may, at the Chair's discretion, personally decide the matter, or may convene a hearing panel to hear the appeal.
- 2.14.3 A *quorum* shall be half the members, with a minimum of four (4) members, ensuring at least one Student and one Faculty member are present.

- 2.14.4 The Chair may vote only if there is a tie.
- 2.14.5 UDC members who have a conflict of interest in a particular case, or have a temporary work conflict, or are otherwise unable to sit, may disqualify themselves from hearing an appeal.
- 2.14.6 Notwithstanding the foregoing, the Chair of the UDC may, in a particular case, may require that a larger hearing panel be convened to consider the matter, provided that such a larger hearing panel maintains the representation as set out in section 2.14. 3.
- 2.14.7 The Chair of the UDC may use his/her discretion in determining whether an appeal will be accepted when the appeal is submitted past the deadline as set out in section 2.7.1 of these Procedures: Student Discipline.
- 2.14.8 The Chair of the UDC may use his/her discretion to reject an appeal if the appeal appears to be clearly outside the jurisdiction of the UDC, (i.e. matters not dealing with discipline nor related disciplinary actions taken by a lower appeal body).
- 2.14.9 A staff member from the Office of the University Secretary, will serve as Recording Secretary for the hearings.
- 2.14.10 All members of the UDC and/or Hearing Panel will keep all materials and information used for the appeal in strict confidence and surrender such materials to the Recording Secretary who will have the materials destroyed by way of confidential shredding.

2.15 Responsibilities of Students submitting an appeal

- 2.15.1 Students must submit **ALL** documentation they will rely on for their appeal and must include the following documentation:
 - (a) A completed and signed UDC appeal application form, with current mailing address and telephone numbers. The form is available at both the Office of Student Advocacy and the Office of the University Secretary.
 - (b) A copy of the letter from the last Disciplinary Authority (in most cases an LDC), regarding the last appeal indicating their decision.
 - (c) A copy of the materials submitted at last level of appeal if different from the materials submitted to the UDC.
 - (d) A letter to the Chair of the UDC clearly outlining the reason for the appeal and the remedy sought.
 - (e) All relevant documentation the Student will rely on as support for the appeal.
 - (f) A listing of all resources or witnesses the student wants in attendance at the UDC hearing and their relevance. [The scheduling of witnesses and resource people is the responsibility of the Student.]
 - (g) All the above documents must be filed within the time set out in section 2.7.1.

2.16 Responsibilities of Respondents involved in an appeal

- 2.16.1 Respondents must submit the following:
 - (a) A written response to the Student's appeal;
 - (b) **ALL** relevant documentation the Respondents will rely on as

- support for their position regarding the appeal; and
- (c) A listing of all resource people or witnesses they want in attendance at the UDC hearing and their relevance. [The scheduling of witnesses and resource people is the responsibility of the Respondent.]
- (d) All the above documents must be filed within the time set out in section 2.7.6.

2.17 UDC Hearing Procedures

- 2.17.1 The Student shall be presumed to be innocent until the evidence presented indicates that on the balance of probabilities disciplinary action is warranted. The UDC, in weighing the balance of probabilities, shall consider the severity of the alleged incident.
- 2.17.2 The hearing before the UDC hearing panel shall be by way of a *trial de novo* unless the appeal has been made only in relation to the severity of the disciplinary action imposed.
- 2.17.3 After an appeal hearing has commenced, the appeal may be withdrawn by the appellant only with leave of the UDC hearing panel.
- 2.17.4 The Student may appear in person and may be represented by any other person in accordance with the provisions of 2.17.8.
- 2.17.5 The representative may be an advocate from the office of Student Advocacy, a representative from the University of Manitoba Student's Union, a member of the university community not receiving payment for appearing, or of the Student's immediate family or a lawyer. It is the Student's sole responsibility to determine the adequacy of their representation.
- 2.17.6 A Student who fails to attend a scheduled hearing shall have his/her appeal considered on the basis of their written submission, verbal submission made by the Respondent, or Respondent's representative as required by the Committee, and the presentation of the Student's designated representative, if any.
- 2.17.7 If the Student intends to have a lawyer present at the hearing, the Student shall notify the Chair of the UDC at least seven (7) working days prior to the hearing. In that event, the UDC hearing panel may also retain the services of legal counsel. A rescheduling of the hearing may be required for all parties to retain legal Counsel.
- 2.17.9 A representative designated in writing by the Student, subject to 2.17.5 and 2.17.7, may:
 - (a) attend the disciplinary hearing; and
 - (b) participate in any disciplinary hearing to the extent of asking questions of anyone in attendance and making submissions to the UDC.
- 2.17.10 Hearings shall be *in camera* unless the Student requests in writing at least 48 hours before the hearing that a hearing be open. If the hearing is open, reasonable seating for observers shall be provided, but the observers may not participate in the proceedings.

- 2.17.11 Regardless of section 2.17.10, hearings related to discipline under Policy Respectful Work and Learning Environment (Personal Harassment, Sexual Harassment, and/or Human Rights Discrimination or Harassment) shall be closed.
- 2.17.12 The Student, the Student's representative, if any, and the relevant Disciplinary Authority shall have the right to challenge for cause any member of the UDC hearing panel, the validity of the challenge to be judged by the remainder of the UDC hearing panel if such a challenge is made at this time. Such cause may include current teacher-student relationship, bias, or any other factor likely to prejudice a fair hearing. The Office of the University Secretary after consultation with the Chair will make every reasonable attempt to address any concerns made prior to the hearing date regarding bias by either the Appellant or the Respondent.
- 2.17.13 The Student or the Student's designated representative, if any, and the Respondent, the Respondent's representative, if any, shall have the right to cross-examine witnesses.
- 2.17.14 The Student shall not be required to give testimony but if the Student elects to do so, the Student may be cross-examined.
- 2.17.15 The Student, the Student's representative, if any, and the relevant Respondent, the Respondent's representative, if any, may call witnesses and submit other evidence. The Student, the Student's representative, if any, and the relevant Respondent, the Respondent's representative, if any, are responsible for arranging their own witnesses. If witnesses are to be called, a witness list must be provided by the Student or the Student's representative, if any, in their original appeal submission provided to the Chair and a witness list must be provided by the relevant Respondent, the Respondent's representative, if any, with their response to the appeal.
- 2.17.16 Requests for adjournment shall be honoured within reason.
- 2.17.17 The UDC may consider confidential information from the University Health Service, Counselling Service, University Chaplains and other similar services which are submitted by these services to the UDC at the request of the Student. Such confidential information submitted to the UDC may only be used for the purpose of the appeal and will be treated as other documentation submitted for the appeal hearing as set out in 2.14.10
- 2.17.18 Subject to paragraph 2.17.17, the Student, the Student's representative and the relevant Disciplinary Authority normally shall have the right to receive a copy of any university document that the UDC or hearing panel considers in relation to the appeal. The Chair of the Committee shall make the final determination on this matter.
- 2.17.19 A decision to uphold or deny an appeal, in whole or in part, and a decision to take different disciplinary action, in whole or in part, requires a simple majority.

- 2.17.20 Where the Student appeals the disposition of a harassment or human rights complaint and upon the written request of the Chair of the UDC, the Vice-President (Administration) shall forward to the UDC the report of the Investigation Officer for consideration in the disposition of the appeal. Such confidential information submitted to the UDC may only be used for the purpose of the appeal and will be treated as other documentation submitted for the appeal hearing as set out in 2.16.1.
- 2.17.21 The Chair of the UDC or hearing panel shall, after a decision has been made, report the results of that decision in writing to:
- (a) the Student and/or the designated representative of the Student, if any;
 - (b) the Respondent, the Respondent's representative, if any, from whose decision the appeal has been heard;
 - (c) the Dean/Director of the Faculty/School involved; or the Associate Vice-President (Administration), the Director of Housing, Provost of University College, and Student Life, and the Director of IST as the case may be;
 - (d) the Registrar;
 - (e) the Vice-President (Administration); or
 - (f) any others as deemed relevant.
- 2.17.22 If, after hearing all the evidence, the UDC or the UDC hearing panel is satisfied on the evidence presented that the description of the circumstance of the disciplinary matter does not precisely describe the alleged conduct, the UDC or the UDC hearing panel may dispose of the matter as set out in column entitled "UDC" in Table 2.

2.18 Records of Disciplinary Actions

- 2.18.1 A permanent record of disciplinary actions taken under this the ("*Bylaw: Student Discipline*" and "*Procedures: Student Discipline*"), shall be maintained in the Office of the University Secretary who may, at the request of an appropriate Disciplinary Authority, release the information to that authority for consideration when making a subsequent disciplinary decision.

2.19 ANNUAL REPORTS

- 2.19.1 The Annual Report of the UDC will contain all the disciplinary matters that have occurred on campus from September 1 to the following August 31 of each Calendar year.
- 2.19.2 Members of the academic staff and Department Heads, who have dealt with a disciplinary matter, shall report to the Dean/Director of the Faculty/School to which each student belongs, setting out the nature of the offence and particulars of the penalty and the student identification number if applicable. The student identification number is only used for administrative purposes to reduce the possibilities of errors in duplicate reporting and will not be included in the annual report.
- 2.19.3 Disciplinary authorities (Senior Administrators, Deans, Directors and Heads of Administrative Units), except members of the academic staff and department heads, shall report all disciplinary matters considered by or reported to them to the Chair of the UDC by October 1 of each year. The report shall contain the number of disciplinary matters referred to such person or body, the nature of the offenses and particulars of the dispositions, and such further matters as may be required by the UDC.

2.19.3 The Recording Secretary of the UDC shall prepare and the Chair shall submit a report to the University President by December 1 in each year setting out both a summary of the reports submitted to the Chair of the UDC as well as particulars of the number, nature and disposition of cases appealed to the UDC.

2.19.4 Members of the University community, shall be kept informed of the nature and disposition of cases dealt with under this Bylaw as the Annual Report shall be presented to the both the Senate and the Board of Governors annually. The names of students disciplined shall not normally be made public.

3.0 Accountability

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

3.2 The University Secretary is responsible for the communication, administration and interpretation of these Procedures.

4.0 Review

4.1 Formal Procedure reviews will be conducted every ten (10) years.

4.2 In the interim, this/these Procedures may be revised or rescinded if:

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

5.0 Effect on Previous Statements

5.1 These Procedures supersede the following:

- (a) all previous Board/Senate Procedures, and resolutions on the subject matter contained herein;
- (b) all previous Administration Procedures, and resolutions on the subject matter contained herein;
- (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
- (d) Policy 1202: Student Discipline Bylaw and Bylaw 27: Student Discipline Bylaw.

6.0 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) Bylaw: Student Discipline
	(2) Policy: Respectful Work and Learning Environment
	(3) Procedures: Respectful Work and Learning Environment
	(4)

Senate Executive Comments on the University Discipline Committee revisions to the Student Discipline Bylaw.

The Senate Executive Committee commends the University Discipline Committee for their extensive work on the revised bylaw. The Senate Executive Committee recognizes that this is a living document that will require further updates, however, these revisions are timely in bringing the current bylaw up to date.

The Senate Executive Committee discussed the removal of Department Heads as decision makers under the bylaw. It recognizes that to be fair to students, the opportunities for appeals should be the same for all students. Those students in a faculty without departments presently have one less appeal opportunity than students in departmentalized Faculties. Recognizing and accepting the removal of Department Heads as an authority, Senate Executive also noted that this would increase the appeals that may be heard by a Dean. It should be recognized that Deans have the ability to delegate their authority and may chose to delegate it to Department Heads. Senate Executive notes that if authority is delegated to a Department Head, it is still the Dean's decision, and a student's next level of appeal would be to the Local Disciplinary Committee.

The Senate Executive Committee also discussed potential graduates who are in an appeal process. It is currently possible for a student to graduate even though an appeal of a disciplinary matter has not been disposed of. The Committee asked the University Discipline Committee to further examine this issue into this issue make recommendations.

The Senate Executive Committee endorses the report to Senate.
March 21, 2007