

Senate  
Senate Chamber  
Room E3-262 Engineering Building  
WEDNESDAY, September 3, 2008  
1:30 p.m.  
Regrets call 474-6892

## **A G E N D A**

### **I     MATTERS TO BE CONSIDERED IN CLOSED SESSION**

### **II     RECOMMENDED FOR CONCURRENCE WITHOUT DEBATE - none**

### **III    MATTERS FORWARDED FOR INFORMATION**

1.     Senate Reception – September 3, 2008
2.     Report on Major Gifts April 2007 – March 2008                                 Page 17
3.     Report on Research Contract Funds Awarded                                 Page 19

### **IV     REPORT OF THE PRESIDENT**

### **V      QUESTION PERIOD**

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

### **VI     CONSIDERATION OF THE MINUTES OF THE MEETING OF JUNE 25, 2008**

### **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 23
2.     Report of the Senate  
Planning and Priorities Committee

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

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

1.     Report of the Senate Committee on Appeals

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

2. **Reports of the Senate Committee on Instruction and Evaluation**
  - a) **Faculty of Dentistry** **Page 24**
  - b) **Faculty of Arts** **Page 27**
3. **Report of the Senate Committee on Academic Review** **Page 38**
4. **Proposal to Establish a Professorship in Jazz Performance** **Page 59**
5. **Reports of the Senate Committee on University Research – Periodic Review of Research Centres and Institutes**
  - a) **The Centre on Aging** **Page 62**
  - b) **The Transport Institute** **Page 65**
  - c) **The Winnipeg Institute for Theoretical Physics** **Page 67**
6. **Report of the Senate Committee on Admissions** **Page 70**

**X ADDITIONAL BUSINESS**

1. **Report of the University Discipline Committee on the Student Discipline Bylaw and Procedures** **Page 72**

**XI ADJOURNMENT**

Please call regrets to 474-6892 or [meg\\_brolley@umanitoba.ca](mailto:meg_brolley@umanitoba.ca)

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August 14, 2008

TO: Mr. Jeff Leclerc  
University Secretary

FROM: Mrs. Elaine Goldie  
Vice-President (External)

**SUBJECT: Report on Major Gifts**

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Attached is the report on Major Gifts and Pledges (\$100,000+) for the fiscal year of April 1, 2007 to March 31, 2008.

Please include the report for information on the next Senate agenda.

Thank you.

**Major Gift Donations of \$100,000+**  
**April 1, 2007 - March 31, 2008**

Constituent Name	Date	Fund Description	Gift Amount
Marcel Desautel/Canadian Credit Management Foundation	25/03/2008	Marcel A. Desautels Endowment Fund	\$10,000,000.00
Stuart G. Clark	30/10/2007	The Stu Clark Centre for Entrepreneurship Fund	\$5,041,626.00
Husky Energy Inc.	14/11/2007	Academic Chinese Exchange Program	\$1,000,000.00
Mr. Stephen A. Jarislowsky	12/07/2007	The Stephen A. Jarislowsky Chair in the Modern History of the Middle East and North Africa	\$1,000,000.00
The Rady Family	22/10/2007	MINDERMAR Professorship in Human Simulation	\$1,000,000.00
Dr. R. D. Oatway (estate)	04/10/2007	Isbister Undergraduate Scholarships; Dr. Richard Douglas Oatway Memorial Fellowship	\$600,000.00
Miss M. Kathleen Ruane (estate)	10/10/2007	Mary Kathleen Ruane Atrium Fund; Kathleen and Winniefred Ruane Fund	\$502,559.92
Canadian Chiropractic Research Foundation	17/05/2007	Canadian Chiropractic Research Foundation Professorship - Spine Biomechanics & Human Neurophysiology	\$500,000.00
Mr. Donald K. Johnson, C.M.	26/04/2007	Engineering and Information Technology Complex Capital Fund; The Donald K. Johnson Student Leadership Award	\$500,000.00
Katz Group Canada Ltd	30/10/2007	Pharmacy Building Fund	\$350,000.00
Mr. G. Fred Hulme	07/03/2008	Fred and Marguerite Hulme Entrance Scholarship	\$298,000.00
Mr. Richard A. Sara	26/06/2007	Engineering and Information Technology Complex Capital Fund; EITC - Lab Equipment	\$262,500.00
The C.D. Howe Memorial Foundation	01/02/2008	Creative Writing and Oral Culture Graduate Fellowship	\$250,000.00
Anonymous	19/12/2007	Aboriginal Scholar Fund	\$250,000.00
Mrs. H Ruth Gardner Caldwell (estate)	22/05/2007	Orval G. Caldwell and H. Ruth Caldwell Fellowship in Sustainable Agriculture	\$214,000.00
Mr. Ronald Ironside (estate)	02/10/2007	Isbister Undergraduate Scholarships	\$205,775.23
Manitoba Metis Federation Inc.	31/03/2008	Louis Riel Bursaries at The University of Manitoba	\$200,000.00
Mr. Robert B. Schultz	19/06/2007	St. John's College - Lecture Theatre Fund	\$200,000.00
Mr. Leonard Asper	05/11/2007	Chair in Gastroenterology	\$150,000.00
Mr. Eli Bornstein	05/09/2007	Gift in Kind	\$150,000.00
Dr. Bapai Batliwalla (estate)	04/06/2007	Bapai Batliwalla Field Award	\$150,000.00
The Winnipeg Foundation	07/11/2007	Business Council of Manitoba Aboriginal Education Awards	\$135,000.00
Axcan Pharma Inc.	14/02/2008	Chair in Gastroenterology	\$125,000.00
Wardrop Engineering Inc.	03/08/2007	Engineering and Information Technology Complex Capital Fund	\$125,000.00
The Manitoba Pharmaceutical Association	18/10/2007	Manitoba Pharmaceutical Association Fund	\$122,800.00
Mr. Stewart G. Pugh (estate)	21/12/2007	Stewart Pugh External Study Scholarships; Pugh Estate Gift - Archives	\$110,375.35
Dr. Robert M. Ledingham	11/04/2007	Architecture Class of 1964	\$110,000.00
Dr. Hugh C. Smith	21/12/2007	Drs. Hugh C. and Aynsley M. Smith Award for Clinician Investigators	\$100,000.00
Monsanto Canada Inc.	18/12/2007	Glenlea Farm Education Centre	\$100,000.00
Richard & Sheree Morantz	26/10/2007	Chair in Gastroenterology	\$100,000.00
Shenkarow Family	27/06/2007	Chair in Gastroenterology	\$100,000.00



UNIVERSITY  
OF MANITOBA

OFFICE OF THE  
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July 28, 2008

TO: Mr. Jeff Leclerc, University Secretary  
FROM: Joanne C. Keselman, Vice-President (Research)  
SUBJECT: Report on Research Contract Funds Received

Attached is the Report on Research Contracts Received for the period January 1, 2008 to June 30<sup>th</sup>, 2008. Please include the report for information on the next Senate agenda.

Thank you.

JCK/wc

attachment

c.c. Digvir Jayas, Associate Vice-President (Research)  
Peter Cattini, Associate Vice-President (Research)

## RESEARCH CONTRACT FUNDS AWARDED

January 1, 2008 - June 30, 2008

Faculty	Sponsor	Awarded	Project Title
<b>Agricultural and Food Sciences</b>			
Ryan Tyler Cardwell	University of Guelph	3,000	High food prices and developing countries: Policy responses at home and abroad
Nazim Cicek	Manitoba Conservation	25,000	Laboratory evaluation of anaerobic co-digestion of hog manure and glycerol
Martin H Entz	Manitoba Association of Agricultural Societies/ARDI	64,900	Effect of resting perennial pastures during the critical period on beef cattle performance, alfalfa persistence, pasture productivity and water use efficiency
Annemieke Farenhorst	Environment Canada	50,000	To link the indicator of risk of water contamination by pesticides (IROWC-Pest) to Gestion Intégrée des Bassins Versants à l'aide d'un Système Informatisé (GIBSI)
Robert Herbert Gulden	Manitoba Association of Agricultural Societies/ARDI	49,500	The occurrence and dispersal of downy and Japanese brome in winter wheat in Manitoba
Richard A Holley	Manitoba Association of Agricultural Societies/ARDI	32,450	Plant-based feed supplements which increase antibiotic susceptibility of salmonella and reduce resistance development
Peter B McVetty	Lembke Research Ltd	375,000	NSERC IRA in Hear research and development
Muhammad Tahir	Manitoba Association of Agricultural Societies/ARDI	79,640	Use of genetic analysis, molecular breeding and tissue culture for germplasm enhancement and development of high yield Brassicas (B. juncea and B. Napus) suitable for biodiesel production
Qiang Zhang	Manitoba Conservation	25,000	Commercial fish waste compost
<b>Arts</b>			
Raymond F Currie	Statistics Canada	10,000	Update of the bibliography for the Canadian Research Data Centre Network
James G Fergusson	Government of Canada	62,400	Aerospace - Futures study
Tami A Jacoby	Foreign Affairs and International Trade Canada (DFAIT)	5,000	Political Studies Students Conference 2008
Elizabeth J Ussel	Justice Canada	17,825	Bail issuance and violations in spousal violence

**RESEARCH CONTRACT FUNDS AWARDED**

**January 1, 2008 - June 30, 2008**

Faculty	Sponsor	Awarded	Project Title
<b>Business Administration</b>			
Nicholas Andrew Turner	Workers Compensation Board of Manitoba	55,232	Young workers response to workplace hazards
<b>Engineering</b>			
Eric L Bibeau	CEA Technologies Inc. (CEATI)	20,000	Kinetic underwater flow turbine
James A Blatz	Province of Manitoba	23,950	Restoration of the riverbank research site
Shawn Clark	Province of Manitoba	5,000	Fairford dam proposed fishway assessment
Raghavan Jayaraman	Western Economic Diversification	1,552,000	Composites research equipment
Aftab A Mufti	University of Calgary	10,000	Seismic retrofit of historic masonry walls
Jan A Oleszkiewicz	Manitoba Conservation	25,000	Sustainable phosphorus removal using internal biomass fermentation
Ahmed Shalaby	FP Innovations	155,300	Use of tire pressure control systems to improve the productivity of the trucking industry in Manitoba
Douglas J Thomson	National Research Council	26,000	An integrated microfluidic and electromechanical approach to cells and artificial materials
<b>Clayton H. Riddell Faculty of Environment, Earth &amp; Resources</b>			
Mostafa Fayek	Oak Ridge National Laboratory	10,000	Hydrolysis of oxide samples
Gary Avery Stern	University of Northern British Columbia	25,000	Assessment of contaminant and dietary nutrient interactions in Inuit Health Survey
<b>Human Ecology</b>			
Carla G Taylor	Dairy Farmers of Canada	37,687	Mechanisms for modulation of adipocyte function by dietary conjugated linoleic acid (CLA) isomers
Michael Eskin	Manitoba Association of Agricultural Societies/ARDI	27,000	Effects of yellow mustard gum on glycemic control in a rodent model of Type 2 diabetes mellitus
Michael Eskin	Saskatchewan Mustard Development Commission	60,000	Effect of yellow mustard gum on glycemic control in a rodent model of type 2 diabetes mellitus
Usha Thiyam	Saskatchewan Mustard Development Commission	27,684	Mustard 21-biorefining

**RESEARCH CONTRACT FUNDS AWARDED**  
**January 1, 2008 - June 30, 2008**

Faculty	Sponsor	Awarded	Project Title
<b>Medicine</b>			
Aaron Chiu	University of Calgary	20,000	CARESS: The Canadian Registry of SYNAGIS
Lawrence J Elliott	Province of Manitoba	162,000	Fetal alcohol spectrum disorder research scientist award
Margaret Friesen	Province of Manitoba	20,000	Evaluation of Manitoba farm safety program creating safe play areas on farms
Donald Miller	Novartis Pharmaceuticals	74,685	Transport and permeability properties of overactive bladder (OAB) therapeutics in an in vitro model of the blood-brain barrier
Peter W Nickerson	Mount Sinai School of Medicine	32,500	Noninvasive markers and transplant outcomes in humans (associated with Project No. 19591)
Nichole M. Riese	University of Western Ontario	61,815	CIRCLE: The Canadian First Nations diabetes clinical management epidemiologic study
Leslie L Roos	Gaylord Hospital	155,602	Impact of obesity and sleep disorders on health
John A Wilkins	University of Miami	24,000	Analysis of serum samples from three patients
<b>Natural Resources Institute</b>			
C E Haque	Natural Resources Canada	15,000	Climate change and extreme events impact and community capacity in Canadian Prairie communities
Shirley Thompson	Manitoba Conservation	15,000	What to do with organics in Manitoba
<b>Pharmacy</b>			
Keith J Simons	UCB Pharma Belgium	31,400	Estimation of population pharmacokinetics of cetirizine in children 18-24 months old: The ETAC trial
<b>Transport Institute</b>			
Paul Larson	Human Resources and Skills Development Canada	29,902	Youth career focus project
<b>Science</b>			
Spencer G Sealy	Manitoba Conservation	1,000	Prairies universities biological symposium
<b>Social Work</b>			
John G Reid	Manitoba Department of Labour & Immigration	14,944	Needs assessment: Clinical services for newcomer youth

August 20, 2008

## **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**

Dean Jay Doering will be the Speaker for the Executive Committee for the September 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. David Barnard, Chair  
Senate Executive Committee  
Terms of Reference:

[http://umanitoba.ca/admin/governance/governing\\_documents/governance/sen\\_committees/477.htm](http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/477.htm)

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

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**Preamble**

1. The terms of reference for the Senate Committee on Instruction and Evaluation (SCIE) are found on the web at:  
[http://umanitoba.ca/admin/governance/governing\\_documents/governance/sen\\_committees/502.htm](http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/502.htm)
2. The Committee met on the above date to consider proposals from the Faculty of Dentistry.

**Observations**

1. The Faculty of Dentistry proposes to modify Dean's Honours for Dentistry by increasing the GPA requirement to 3.8 (from 3.5 and in the top 20% of the class) and for Dental Hygiene by increasing the GPA requirement to 3.8 (from 3.5 and in the top 20% of the class).
2. Eliminating the top 20% of the class criterion would allow the awarding of Honours to all students who had maintained this GPA requirement.
3. The Faculty of Dentistry proposes the modification to the GPA requirements of Graduation with Honours to 3.8 (from 3.5) to reflect the changes made GPA requirement for Dean's Honours.

**Recommendations**

**The Senate Committee on Instruction and Evaluation recommends THAT: Senate approve the modifications to the Dean's Honours in Dentistry and Dental Hygiene and the modification to Graduation with Honours in the Faculty of Dentistry.**

Respectfully submitted,

Dr. Karen R. Grant, Chair  
Senate Committee on Instruction and Evaluation

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

## **Dean's Honours**

Currently Dean's Honours are awarded as follows:

### **Dentistry**

Awarded to the students who have achieved a minimum sessional G.P.A. of 3.5 and who is within the top 20% of each class of the Dentistry program.

### **Dental Hygiene**

Awarded to the students who are registered for a minimum of 80% of a normal course load, who attains a minimum G.P.A. of 3.5 and who is within the top 20% of each class within the Dental Hygiene program.

**Proposal of the Scholarship Committee presented to Dental Faculty Council and approved on November 19, 2007.**

### **Dentistry**

**Awarded to students within each class of the Dentistry program who have achieved a minimum sessional G.P.A. of 3.8.**

### **Dental Hygiene**

**Awarded to students within each class of the Dental Hygiene program who are registered for a minimum of 80% of a normal course load and who attain a minimum G.P.A. of 3.8.**

This motion was previously brought to DFC for motion, however, was turned away pending information on University restrictions on increasing GPA requirements for Honours....

Information has been received from Neil Marnoch, Registrar, that there is no University wide rule on Honours GPA requirements and in fact some other Faculties have recently increased the GPA requirement for this distinction to 3.8.

In review of past winners, it was determined the restriction of only the top 20% of class with a GPA of 3.5 being eligible for this award correlated with a cut off GPA of approximately 3.8. Therefore, to eliminate the restriction of 20% and increase the minimum GPA to 3.8 would maintain consistency with the number and caliber of recipients of this annual prize. This change would also not restrict awarding Honours to all students who had maintained this GPA requirement.

## **Faculty of Dentistry - Graduation with Honours**

The following change to the terms of reference for Graduation with Honours is being proposed to reflect changes made to the terms of reference to Dean's Honours and the increase in GPA requirement for that standing. The approved change was only to the GPA requirement (From: 3.5 TO: 3.8).

Current/Former Terms of Reference:

### **Graduation with Honours**

(To be printed on Parchment)

Graduation with Honours is awarded to students with Honours standing in each of third and fourth year (minimum sessional G.P.A. of 3.5 in each of 3rd and 4th year). Students receive a notation on their Graduation Parchment & Official Transcripts.

**New Terms to reflect changes to Dean's Honours GPA requirement, approved by Dental Faculty Council on November 19, 2007:**

### **Graduation with Honours**

(To be printed on Parchment)

Graduation with Honours is awarded to students with Honours standing in each of third and fourth year (minimum sessional G.P.A. of **3.8** in each of 3rd and 4th year). Students receive a notation on their Graduation Parchment & Official Transcripts.

## Report of the Senate Committee on Instruction and Evaluation

### Preamble

1. The terms of reference for the Senate Committee on Instruction and Evaluation (SCIE) are found on the web at:  
[http://umanitoba.ca/admin/governance/governing\\_documents/governance/sen\\_committees/502.htm](http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/502.htm)
2. The Committee met on the above date to consider proposals from the Faculty of Arts.

### Observations

1. The Faculty of Arts proposes the introduction of a Double Major option in the B.A. General and the B.A. Advanced degree programs. This change reflects requests made by students and practices at other universities. The change will require little or no substantive changes to the degree requirements at this time.
2. The Faculty of Arts proposes that Honours students be allowed to declare a minor in order to provide more options for students in the degree program design.
3. The Faculty of Arts proposes that, in addition to the current University residency requirement, a residency requirement on the courses included in a student's major or honours program be instituted.
4. The Faculty of Arts proposes that students be restricted from seeking a second degree at the same or lower level in the same discipline.

### Recommendations

**The Senate Committee on Instruction and Evaluation recommends THAT: Senate approve the modifications in the Faculty of Arts regarding: allowing students to declare Double Majors in the B.A. General and B.A. Advanced degrees, to allow Honours students to declare a minor, to clarify residency requirements related to major/honours courses, and to restrict students from seeking a second degree at the same or lower level in the same discipline.**

Respectfully submitted,

Dr. Karen R. Grant, Chair  
Senate Committee on Instruction and Evaluation

/mb

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



UNIVERSITY  
OF MANITOBA

Faculty of Arts

Dean's Office  
3<sup>rd</sup> Floor Fletcher Argue Building  
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Canada R3T 5V5  
Telephone (204) 474-9100  
Facsimile (204) 474-7590  
Email Arts-inquiry@ms.umanitoba.ca

**DATE:** January 21, 2008

**TO:** R. Sigurdson, Dean, Faculty of Arts

**FROM:** J. Nickels, Chair, Faculty of Arts Academic Regulations Policy Committee

**SUBJECT:** \* Report of the Faculty of Arts Academic Regulations Policy Committee

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### Preamble

The above committee met on January 15, 2008. The terms of reference of the Committee stipulate that it shall recommend to Faculty Council, through the Arts Executive Committee, with respect to undergraduate regulations relating to admission, General, Advanced and Honours degree programs, examinations, grading systems required performance levels, and all requirements for receiving degrees.

The committee considered the following matters:

1. A proposal to allow a Double Major in the B.A General and the B.A. Advanced degree programs.

### Observations

Within the 3 year B.A. General degree program and the 4 year Advanced degree program, students are required to complete both a major and minor. In each of these programs, the minor consists of 18 credit hours of coursework; the major in the 3 year B.A General consists of 30 credit hours and the major in the 4 year Advanced degree program ranges from 48 to 60 credit hours of coursework.

Every year the staff in the Dean's Office is approached by students, i.e. primarily students in the General degree program, who would like to complete a second major and have it recorded on their transcript. Given that the curricular regulations have not permitted a double major, we were unable to accommodate the student's request. The Dean's Office did, however, provide students who completed the requirements of a second major with a letter endorsing their completion of the requirements of two majors.

Some Departments and Programs in Arts have requested reforming the regulations surrounding acceptable degree programs to include double majors. For example, Departments or Programs that foster strong inter-disciplinarity find that students would complete a major concentration of study in their discipline *if* they could do so in combination with another area. Given the number of requests from students, primarily in the 3-year General degree program, to declare a double major has increased over the last few years and since AURORA Student is capable of recording a second major, the Faculty is in a position to change its degree requirements to allow for a second major with little or no substantive changes to the degree requirements at this time. A survey of western Canadian universities shows that a number of universities provide for a double major program; ten of 12 universities reviewed permit double majors in their programs.

Since Faculty degree regulations require a minimum of 30 hours of credit for a Major and allow for a maximum of 60 credit hours in a combined a Major and Minor, it is mathematically possible for there to be a “Double Major”.

Because the maximum hours of credit allowed between the Major and Minor for the Advanced degree program is 78, a second advanced major in lieu of a minor can be accomplished only by the student taking courses extra to the 120 credit hours required for the degree.

### **Recommendations**

It was unanimously **RECOMMENDED** that:

- 1) Providing all degree requirements are met, a student may declare a Double Major in the B.A General degree program or the B.A. Advanced degree program. The second major must be selected from among those General Major or Advanced Major programs currently offered by the Faculty of Arts within the respective degree programs. The student must meet the requirements in each major as outlined by the department/program. Students who want to declare a Double Major must come to the Dean’s Office to declare formally their intention to have both majors recorded on their transcript.
- 2) The calendar entry with respect to 4.1.4 Eleven Faculty Requirements for Graduating with a B.A. General Degree be changed as follows: [Additions are noted in bold print and strikeouts indicate deletions.]
  - 4) Major: There must be 30 credit hours which constitute a Major in one of the subject fields approved by the Faculty of Arts (see Section 5.1). The student must also have a Cumulative Grade Point Average of 2.00 (i.e. “C”) or better in courses where a final grade is recorded and that are used toward the Major(s) including only the last grade of any course that has been repeated and excluding any failed course(s). **A student who declares only one Major must also complete a Minor. A student who declares two Majors will not be required or allowed to complete a Minor, but must complete five full course equivalents as specified by the major department (i.e. 30 hours of credit in each subject field.** Either Major may be declared once the prerequisite has been satisfied. (For detailed information regarding which courses may be used toward a specific Major and continuation requirements, and which courses have prerequisites, etc., see the listing for the relevant department in Sections 8 and 9). Students who have questions about a Major in a particular subject are strongly urged to consult an instructor in the appropriate department.

Students who declare and complete a major in Global Political Economy will not be required or allowed to complete a separate field for a minor for purposes of satisfying the degree requirements.

5) Minor: There must be 18 credit hours which are in some subject field that is different from that of the declared Major, and which constitute a Minor in one of the subject fields approved by the Faculty of Arts (see Section 5.1). **A student who declares only one Major must also complete a Minor. A student who declares two Majors will not be required or allowed to complete a Minor.** A Minor may be declared once the prerequisite has been satisfied. **A student who has 18 credit hours in more than one subject field can declare only one of them as a minor (that is, it is not possible to declare a “Double Minor”).** No course can be used to satisfy both the Major and the Minor requirement. (For detailed information regarding which courses may be used toward a specific Minor, or regarding any prerequisites, see the listing for the relevant department in Section 8 and 9.)

~~6) No more than 60 credit hours can be from the two subject fields used to fulfil the Major and Minor requirements. Hence, no more than 42 credit hours can be in the Major field, or no more 30 credit hours can be in the Minor field. (A student who has 30 credit hours in more than one subject field can declare only one of them as a Major; that is, it is not possible to declare a “Double Major.”) Similarly, a student who has 18 credit hours in more than one subject field can declare only one of them as a Minor (that is, it is not possible to declare a “Double Minor”). The same course may not be used to satisfy the requirements of both the Major and Minor. There must be at least 30 credit hours which were taken and successfully completed in subject fields outside the Major(s) and Minor subject fields.~~

- 3) The calendar entry 4.2.4 Eleven Faculty Requirements for Graduating with a B.A. Advanced Degree be changed as follows: [Additions are noted in bold print and strikeouts indicate deletions.]

4) Major: There must be at least 48 credit hours which constitute a Major in one of the subject fields approved by the Faculty of Arts (see Section 5.1). The student must have a Grade Point Average of 2.00 (i.e. “C”) or better in courses where a final grade is recorded that are used toward the Major(s) including only the last grade of any course that has been repeated and excluding any failed course(s). **A student who declares only one advanced Major must also complete a Minor. A student who declares two advanced Majors will not be required or allowed to complete a Minor, but must complete the second advanced Major in accordance with the requirements as specified by the major department.** (It should be noted that not every department offers an Advanced Major. For information on those which do, see the listings for the departments in Sections 8 and 9).

Note: Students either unsure about their choice of a Major, or considering a Major in a particular subject are strongly encouraged to consult an instructor in the appropriate department.

Students who declare and complete a major in Global Political Economy will not be required or allowed to complete a separate field for a minor for purposes of satisfying the degree requirements.

5) Minor: There must be 18 credit hours which are in some field that is different from the above Major, and which constitute a Minor in one of the subject fields approved by the Faculty of Arts (see Section 5.1). **A student who declares only one advanced Major must also complete a Minor. A student who declares two advanced Majors will not be required or allowed to complete a Minor.** No course can be used to satisfy both the Major and the Minor requirement. (For detailed information regarding which courses may be used toward a specific Minor, plus any prerequisites, see the listing for the relevant department in Sections 8 and 9.) A student having 18 credit hours in more than one subject field can declare only one of them as his/her Minor.

6) a) A student who declares a single advanced Major with a Minor must have at least 42 credit hours outside the Major and Minor subject fields. ~~No more than 78 credit hours from the two subject fields used to fulfill the Major and Minor requirements. Hence, no more than 60 credit hours can be in the Major field, or no more than 30 credit hours can be in the Minor field.~~

b) A student who declares two advanced Majors must have at least 42 credit hours which were taken and successfully completed in subjects other than those used towards their two advanced Majors.

## **2. A proposal to allow a student in an Honours program to declare a minor.**

### **Observations**

The Faculty of Arts offers a number of single and double Honours programs. It should be noted that not every department has an Honours program. Students in an Honours program do not complete a major and a minor, but rather an honours subject, or two honours subjects in the case of double honours. Honours programs range from 108 to 120 credit hours.

In recent years, there have been requests from students who are in an Honours program, specifically the single Honours program, to have the fact that they completed the requirements for a minor within their honours program recorded on their transcript. To date, Arts has not acquiesced to these requests because of Faculty policy regarding single honours degree programs. Students in a double honours program would not normally have room within the program to complete the requirements of a minor unless additional course work is completed within their honours program. It should be noted that AURORA Student can accommodate the recording of a minor on the student's transcript which was not possible in the legacy student records system. Notwithstanding the fact that a survey of western Canadian universities shows that only a few universities specify that students may complete a minor with a single honours program, the Faculty of Arts is interested in providing more options for students in the degree program design.

### **Recommendations:**

It was unanimously **RECOMMENDED** that:

- 1) Students in an Honours program, who satisfy the requirements for a minor as provided for in the B.A. General degree requirements, be permitted to have the minor recorded on their university record and transcript.
- 2) The Faculty of Arts Undergraduate Calendar entry section 4.3.4 Four Faculty Requirements for Graduating with a B.A. Honours Degree be changed as follows: [Additions are noted in bold print]

It should be noted that not every department has an Honours program. For information on those which do, and on whether they provide for both single and double Honours, please consult the specific listing for the relevant department in Section 8.

*Note: Students in an Honours program who satisfy the requirements for a minor (in accordance with the minor requirements listed under the B.A. General degree, 4.1.4, section 5. Minor) must come to the Dean's Office to declare formally their intention to have their minor recorded on their transcript.*

1) The number of credit hours which a student must present (with a passing grade) in order to receive an Honours degree ranges from 108 to 120, depending on the specific requirements of the individual department. Information on the specific course requirements for the individual departments will be found in Section 8.

2) In order to graduate with a B.A. Honours, students must satisfy a residency requirement (see Section 5.5) at the University of Manitoba, and attain a minimum Degree Grade Point Average of 3.0 on all coursework where a final grade is recorded.

3) Included among the courses presented for graduation there is to be at least six credit hours completed in five different subject fields (as listed in Section 5.1). In addition, a subject field may also satisfy the requirement for a Humanity, or Social Science, or Science.

4) Among the courses presented for graduation there must be at least six credit hours in a Humanities subject field, at least six credit hours in a Social Science subject field, and at least six credit hours in a Science subject field (on subject fields see Section 5.1).

**3. A revision to the current degree regulations for the B.A. General, B.A. Advanced and B.A. Honours programs. This regulation establishes a residency requirement on the courses required in the Major, Advanced Major and Honours subjects.**

**Observations**

Each of the three undergraduate degree programs in the Faculty of Arts has a residency requirement which requires that a minimum number of credit hours must be taken at the University of Manitoba itself in order to qualify for one of these degrees. The following is the Undergraduate Calendar entry which outlines the residency requirements for the 3 degree programs.

*1) There are two ways in which the Residency Requirement for the B.A. General may be satisfied: either by successfully completing at the University of Manitoba no fewer than 48 credit hours of the required 90 credit hours (these 48 credit hours may be taken at various points in the student's career); or by successfully completing at the University of Manitoba itself no fewer than the last 30 credit hours of the required 90 credit hours.*

*2) To receive the B.A. Advanced degree, the student must successfully complete at least 60 credit hours of the required 120 credit hours at the University of Manitoba.*

*3) Once admitted to an Honours program, students are generally expected to take all their courses at the University of Manitoba (regarding exceptions to this requirement due to special circumstances, the student should consult the Faculty of Arts general office).*

*In order to graduate with a B.A. Honours degree, students must take and successfully complete the hours of coursework offered by the University of Manitoba as noted below:*

- In Honours programs requiring 108 credit hours, 48 credit hours must be from acceptable courses offered by the University of Manitoba;*

- In Honours programs requiring 114 credit hours, 54 credit hours must be from acceptable courses offered by the University of Manitoba;*

- In Honours programs requiring 120 credit hours, 60 credit hours must be from acceptable courses offered by the University of Manitoba.*

Each of the above residency requirements allows the students to receive a maximum of 60 credit hours of advanced placement or transfer credit from external institutions. While there is a residency requirement on the overall degree program, there is no faculty regulation that requires that a minimum number of courses in the student's major(s) or honours subject(s) be completed at the University of Manitoba. As a result, students may be admitted to Arts having completed the requirements for their major or honours subjects at another institution. Similarly, the student could satisfy the requirements for their major(s) or honours subject(s) by taking such courses on a Letter of Permission. The committee reviewed the policies currently in place at other Canadian universities with respect to a residency requirement on the major or honours subjects.

### **Recommendations**

It was unanimously **RECOMMENDED** that:

- 1) A student in the B.A. General degree program must successfully complete a minimum of 18 credit hours required for the major(s) at the University of Manitoba or through an approved University of Manitoba exchange program.
- 2) A student in the B.A. Advanced degree program must successfully complete at the University of Manitoba or through an approved University of Manitoba exchange program, the hours of course work in their advanced major(s) as noted below:
  - In an advanced major requiring 48 to 57 credit hours, 30 credit hours must be completed at the University of Manitoba or through an approved University of Manitoba exchange program.
  - In an advanced major requiring more than 57 credit hours, 36 credit hours must be completed at the University of Manitoba or through an approved University of Manitoba exchange program.
- 3) A student in the B.A. Honours degree program must successfully complete at the University of Manitoba the hours of course work in their honours subject as noted below:

In a single honours program requiring 54 to 69 credit hours, 33 credit hours must be completed at the University of Manitoba or through an approved University of Manitoba exchange program.

In a single honours program requiring more than 69 credit hours, 39 credit hours must be completed at the University of Manitoba or through an approved University of Manitoba exchange program.

In a double or joint honours program requiring 42 to 45 credit hours in one honours subject, 24 credit hours in that honours subject must be completed at the University of Manitoba or through an approved University of Manitoba exchange program.

In a double or joint honours program requiring less than 42 credit hours in one honours subject, 21 credit hours in that honours subject must be completed at the University of Manitoba or through an approved University of Manitoba exchange program.

In a double or joint honours program requiring more than 45 credit hours in one honours subject, 33 credit hours in that honours subject must be completed at the University of Manitoba or through an approved University of Manitoba exchange program.

- 4) The Undergraduate Calendar entry in each of the 3 degree programs regarding the "Requirements for Graduation" be changed as follows: [Additions are noted in bold and strikeouts indicate deletions.]
  - a) Eleven Faculty Requirements for Graduating with a B.A. General Degree

Current Entry:

*11) A student must successfully complete a minimum number of credit hours that are taken and successfully completed at the University of Manitoba: either 48 credit hours taken here at various times in a student's career, or 30 credit hours taken here as the final courses being offered towards the required 90 credit hours. This is referred to as the "Residency Requirement" (see Section 5.5 for details).*

Proposed Entry:

***11) Residency: A student in the B.A. General degree program must complete residency requirements (see Section 5.5 for details).***

b) Eleven Faculty Requirements for Graduating with a B.A. Advanced Degree

Current Entry:

*11) There must be at least 60 credit hours which were taken and successfully completed at the University of Manitoba. This is referred to as the "Residency Requirement" (see Section 5.5 for details).*

Proposed Entry:

***11) Residency: A student in the B.A. Advanced degree program must complete residency requirements (see Section 5.5 for details).***

c) Four Faculty Requirements for Graduating with a B.A. Honours Degree

Current Entry:

*2) In order to graduate with a B.A. Honours, students must satisfy a residency requirement (see Section 5.5) at the University of Manitoba, and attain a minimum Degree Grade Point Average of 3.0 on all coursework where a final grade is recorded.*

Proposed Entry:

***2) Residency: A student in the B.A. Honours degree program must complete residency requirements (see Section 5.5 for details).***

- 5) That the 5.5 Residency Requirement in the Undergraduate Calendar for the 3 degree programs be changed as follows: [Additions are noted in bold print and strikeouts indicate deletions.]

**5.5 Residency Requirement:**

*As indicated in Section 4, each of the three undergraduate degree programs has residency requirements which require that a minimum number of credit hours must be taken and successfully completed at the University of Manitoba itself in order to qualify for one of these degrees.*

### **1) B.A. General Degree**

**a) Degree:** *There are two ways in which the Residency Requirement for the B.A. General degree may be satisfied: either by successfully completing at the University of Manitoba no fewer than 48 credit hours of the required 90 credit hours (these 48 credit hours may be taken at various points in the student's career); or by successfully completing at the University of Manitoba itself no fewer than the last 30 credit hours of the required 90 credit hours.*

**b) Major:** *A minimum of 18 credit hours of the 30 credit hours required for the major must be successfully completed at the University of Manitoba or through an approved University of Manitoba exchange program.*

### **2) B.A. Advanced Degree**

**a) Degree:** *To receive the B.A. Advanced degree, the student must successfully complete at least 60 credit hours of the required 120 credit hours at the University of Manitoba.*

**b) Advanced Major:** *Students must successfully complete at the University of Manitoba or through an approved University of Manitoba exchange program the hours of coursework in their advanced major as noted below:*

- **In an advanced major requiring 48 to 57 credit hours, 30 credit hours must be completed at the University of Manitoba or through an approved University of Manitoba exchange program.**
- **In an advanced major requiring more than 57 credit hours, 36 credit hours must be completed at the University of Manitoba or through an approved University of Manitoba exchange program.**

### **3) B.A. Honours Degree**

**a) Degree:** *In order to graduate with a B.A. Honours degree, students must take and successfully complete the hours of coursework offered by the University of Manitoba as noted below:*

- *In Honours programs requiring 108 credit hours, 48 credit hours must be from acceptable courses offered by the University of Manitoba;*
- *In Honours programs requiring 114 credit hours, 54 credit hours must be from acceptable courses offered by the University of Manitoba;*
- *In Honours programs requiring 120 credit hours, 60 credit hours must be from acceptable courses offered by the University of Manitoba.*

**b) Honours Subject(s):** *Students must successfully complete at the University of Manitoba or through an approved University of Manitoba exchange program the hours of coursework in their honours subject(s) as noted below:*

- **In a single honours program requiring 54 to 69 credit hours, 33 credit hours must be completed in the honours subject**
- **In a single honours program requiring more than 69 credit hours, 39 credit hours must be completed in the honours subject.**
- **In a double or joint honours program requiring 42 to 45 credit hours in one honours subject, 24 credit hours must be completed in that honours subject.**
- **In a double or joint honours program requiring less than 42 credit hours in one honours subject, 21 credit hours must be completed in that honours subject.**

- In a double or joint honours program requiring more than 45 credit hours in one honours subject, 33 credit hours must be completed in that honours subject.

c) Once admitted to an Honours program, students are *generally* expected to take all their courses at the University of Manitoba. *(For information on regarding exceptions to this requirement due to special circumstances, the student should consult the Faculty of Arts general office).*

4. Establishment of a degree regulation that would restrict students from completing a Second degree at the same level or lower level in the same discipline(s).

Observations:

The current Faculty of Arts regulations governing Second Degree students state that:

*Students who completed a first degree may be admitted to the Faculty of Arts seeking a second degree. Effective the 2002-2003 Regular Session and thereafter, students who have graduated with a first degree from the University of Manitoba will be allowed to transfer up to 60 credit hours of coursework from their first degree toward the second degree program in the Faculty of Arts. Courses extra to the first degree may be transferred in addition to the 60 credit hours.*

*Students with a first degree awarded by external institutions will be eligible for up to 60 credit hours of transfer credit providing the degree was awarded and the courses were taken within the 10 year period prior to admission and registration in the Faculty of Arts.*

*Once admitted, students seeking a second degree must satisfy all relevant undergraduate degree requirements except for the written English and Mathematics requirements.*

The existing regulations do not prohibit a student from completing a degree at the same level in the same discipline(s). The Dean's Office does not believe our Second Degree regulations were intended to allow students to obtain a second degree at the same level and in the same disciplines and therefore recommend a review of the regulations.

Prior to the 2002-2003 Regular Session, students admitted to the faculty of Arts seeking a second degree were eligible to receive up to 30 credit hours of transfer credits from their first degree toward the second degree. In 2002, when the amount of transfer credits increased from 30 to 60 credit hours, there has been an increase in the number of students seeking a second degree, particularly from students in the teaching profession who are eligible for a salary increase for the additional academic credentials. Occasionally there are second degree students who chose to complete their second B.A. General degree in the same discipline(s) as their first degree in order to expedite the completion of a second degree. Given our current second degree regulations, such students would be able to select their major and minor courses within their first degree for transfer credit leaving them with only 30 credit hours of elective credits to complete the second degree.

The committee examined how this matter was handled by other Canadian universities.

## Recommendations:

It was **RECOMMENDED** that:

- 1) Students cannot obtain a second degree in the same discipline at the same or lower level as any of their previously awarded degree(s).
- 2) That the Undergraduate Calendar entry governing Second Degree students be revised as follows [additions noted in bold print]

### 5.16 Seeking a B.A. as a Second Degree

Once a Bachelor of Arts degree has been awarded by the University of Manitoba Senate, it cannot be revoked or “turned in” towards a higher or different degree. Students are free to apply for admission to the Faculty of Arts seeking a second degree.

Students who have completed a first degree may be admitted to the Faculty of Arts seeking a second degree.

Effective the 2002-2003 Regular Session and thereafter, students who have graduated with a first degree from the University of Manitoba will be allowed to transfer up to 60 credit hours of coursework from their first degree toward a second degree program in the Faculty of Arts. Courses taken in a qualifying program will be considered part of the first degree. Courses extra to the first degree, excluding courses taken in a qualifying program, may be transferred in addition to the 60 credit hours.

**Students cannot obtain a second degree in the same discipline at the same or lower level as any of their previously awarded degree(s).**

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I would ask that this report be transmitted to the next meeting of Arts Executive on Tuesday, January 29, 2008. As discussed with Lise Durand, I will be happy to present the report at this meeting.

## **Report of the Senate Committee on Academic Review**

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### **Preamble**

1. The Terms of Reference for the Senate Committee on Academic Review are found on the web at:  
[http://www.umanitoba.ca/admin/governance/governing\\_documents/governance/sen\\_committees/489.htm](http://www.umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/489.htm)
2. The Committee met on August 7, 2008 to consider proposed guidelines for academic review of Joint Master's Programs.

### **Observations**

1. A number of Master's Programs are offered jointly by the University of Manitoba and the University of Winnipeg. To date, no formal guidelines exist for the review of these programs. The Joint Senates Committee (JSC)(on Master's Programs) has developed and submitted proposed guidelines for the review of these programs.
2. The Senate Committee on Academic Review noted that the proposed guidelines closely mirror what currently occurs in the Faculty of Graduate Studies while reflecting the academic and administrative cultures of both institutions.
3. The Committee clarified that reviews of joint programs will be scheduled to occur simultaneously with other graduate programs in the department.

### **Recommendation**

**THAT Senate approve the guidelines for the review of the Joint Masters Programs [dated April 22, 2008].**

Respectfully submitted,

Richard Lobdell, Chair  
Senate Committee on Academic Review

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



# THE UNIVERSITY OF WINNIPEG

OFFICE OF THE VICE-PRESIDENT  
(RESEARCH AND GRADUATE STUDIES)

THINK  LINK  
UWINNIPEG RESEARCH

May 5, 2008

Mr. Jeff Leclerc  
Secretary to Senate, University of Manitoba  
312 Administration Building;  
University of Manitoba  
Winnipeg, MB R3T 2N2

Ms. Valerie Gilroy  
Secretary to Senate, University of Winnipeg  
515 Portage Ave  
Winnipeg, MB R3B 2E9

Dear Mr. Leclerc and Ms. Gilroy:

Part A of the Joint University of Manitoba (UM)/University of Winnipeg (UW) Master's Programs document calls for a program review of all Joint Masters Programs (JMPs) in 2007. However, no guidelines or procedures are in place to govern such a review.

The only available guideline for this purpose is a University of Manitoba template for the review of its graduate programs. Review of two JMPs (History and Public Administration) is currently under way according to the template. While a useful guideline in itself, the template does not reflect the academic and administrative ethos at the University of Winnipeg.

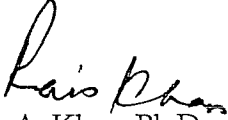
The Joint Senate Committee (JSC) undertook a review of the University of Manitoba guidelines with a view to adapting them to suit the make up of the joint programs, reflecting the academic and administrative culture of both participating Universities. Evidently, the new document will not be ready in time to govern the current program reviews but it will be in place for the next round of reviews as required in Part A of the JMP agreement.

After one-and-a-half years of painstaking effort, the document is now ready for review and approval by the Senates of the Universities of Manitoba and Winnipeg and is enclosed with this letter. I would like to specially recognize, among others, the contributions of Dr. Claudia Wright, former Acting Vice-President (Research and Graduate Studies) at the University of Winnipeg, and of Dr. Karen Jensen, Associate Dean, Faculty of Graduate Studies, at the University of Manitoba.

I would request that you please place the document on the agenda of your respective Senate at the earliest opportunity. Following Senate approval, the document will be added as an

Appendix to the JMP governing agreement. I would appreciate being kept informed on the progress of Senate consideration of the document.

Yours sincerely,



Rais A. Khan, Ph.D.

Chair, JSC/JMP

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204-475-0780

Cc: Dr. Karen Jensen, Associate Dean of Graduate Studies, University of Manitoba  
Dr. Sandi Kirby, Acting Associate Vice-President (Research and Graduate Studies),  
University of Winnipeg



UNIVERSITY  
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THE UNIVERSITY OF  
WINNIPEG

UNIVERSITY OF MANITOBA FACULTY OF GRADUATE STUDIES  
UNIVERSITY OF WINNIPEG OFFICE OF THE VICE PRESIDENT  
(RESEARCH AND GRADUATE STUDIES)

## **Periodic Review of the Joint Graduate Programs**

Date: April 22, 2008

# Introduction

This program assessment document takes a student-oriented approach inasmuch as students should have the best possible programs available to them. The way to ensure this is by carrying out a periodic review of existing programs with the aim of identifying improvements where necessary and restructuring where appropriate. For purposes of review, a Joint Master's Program (JMP) at the University of Manitoba and The University of Winnipeg is defined as a plan approved by both Senates and the Joint Senate Committee (JSC) for advanced study that comprises credit courses and related activities delivered by (at least) one academic unit from each of the two universities, and administered according to the Joint Programs governing documents as approved by the two Senates, and leading to a Joint Master's Degree from the two universities.

## Preamble<sup>1</sup>

### Purpose of Program Review

There are many reasons why institutions conduct reviews or participate in evaluations of their graduate programs. The primary purpose of all program review is the improvement of graduate programs, as measured by the quality of the faculty, the students, library and other educational resources, the curriculum, available facilities, and the academic reputation of the program among its peers. Institutions of higher education, like individuals, require regular scrutiny and self-examination to improve, and the systematic review of academic programs is an integral part of this process of improvement. In the face of the many external pressures on institutions to review programs — from government, public interest groups, and accrediting societies — and the many internal pressures in the form of budget adjustments, space needs, and organizational restructuring, it is imperative that this primary purpose be kept in mind.

In addition to the improvement of joint graduate programs, program review, whether at the provincial or institutional level, has several associated objectives or goals. For the individual university, program review helps in long-range planning and in setting both institutional and departmental priorities. It gives administrators and academic leaders critical information about the size and stability of a program, its future faculty resources and student market, its equipment and space needs, its strengths and weaknesses, and its contribution to the mission of the institution. It helps set goals and directions for the future, and ensures that overall academic plans and budget decisions are based on real information and agreed-upon priorities, not vague impressions or theoretical schemes.

Program review also provides a mechanism for change. Joint graduate programs, like all social structures, evolve slowly; intellectual differences, bureaucracy, time pressures, vested interests, concern for survival, and simple inertia all make change difficult. By creating a structured, scheduled opportunity for a program to be examined, program review provides a strategy for improvement that is well-reasoned, far-seeing, and as apolitical as possible. Changes in joint graduate programs which are made in the heat of

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<sup>1</sup> The preamble is adapted with permission from the Council of Graduate Schools Task Force Policy Statement on Academic Review of Graduate Programs, 1990; CGS, One Dupont Circle, NW Washington DC

the moment or in response to a particular action (e.g., annual budget decisions, turnover in administrators, individual faculty promotions, student admissions decisions, or new course approvals) seldom contain the kind of solid information, broad collegial involvement, and careful thought which a program review promotes, and which is necessary for lasting program improvement.

From an external point of view, program review has two very important purposes. First, it provides a mechanism whereby universities are accountable to society for their activities and for the quality of their programs. Provincial governments, funding agencies, private donors, taxpayers, and tuition-paying students can be reassured through the program review process that the institutions which receive their support have joint graduate programs of high quality which are regularly reviewed and revised, and which are responsive to the needs of the society and consistent with the aims and objectives of the universities involved.

Second, program review assists the universities in their efforts to garner financial, philosophical, and political support from provincial government, federal funding agencies, and other constituencies. The information gathered in the review process, and the assessment of program strengths and needs, provide strong and compelling evidence of the quality of joint graduate programs, the areas of greatest need, and the foundation on which future improvements should be built. This information can and should support decisions about resource allocation, enrollments, special initiatives, research grants, and even private gifts. The stronger and more careful the program review process, the more persuasive the results.

### **What Is Program Review?**

Program review may take many different shapes and forms, but it always has certain key characteristics.

1. Because the provinces are constitutionally responsible for education, including post-secondary education, there is considerable variation among program reviews. However, in all cases the review is periodic. In Ontario all graduate programs are reviewed regularly in a seven-year cycle by a central organization (the Ontario Council on Graduate Studies), which is administered and funded on a cooperative basis by the fifteen provincially-supported universities. Similarly, the Conference des Recteurs et Principaux des Universités du Québec (CREPUQ) is responsible for reviewing new graduate programs in its jurisdiction. Program review in the other provinces tends to occur at the level of the individual institution.
2. Program review is evaluative, not just descriptive. More than the compilation of data on a particular joint graduate program, it requires academic judgments by peers and recognized experts in the field about the quality of the program and adequacy of its resources.
3. Review of joint graduate programs is forward-looking; it is directed toward improvement of the program, not simply assessment of its current status. It makes specific recommendations for changes which need to be made in the future, as part of departmental and institutional long-range plans.

4. Departments engaged in program review are evaluated using academic criteria, not financial or political ones. They are scrutinized on the basis of their academic strengths and weaknesses, not their ability to produce funds for the institution or generate development for the province. Finances and organizational issues are certainly relevant in the review, but only as they affect the quality of the academic program (e.g. low faculty salaries, lack of laboratory equipment, rapid turnover in department chairs).
5. To the extent possible, program review is an objective process. It asks graduate departments to engage in self-studies which assess, as objectively as possible, their own programs. It brings in faculty members from other departments and often from outside the institution to review the self-studies and to make their own evaluations, using independent judgments. It is part of an established, transparent process in which all joint graduate programs are similarly reviewed.
6. Program review is an independent process, separate from any other review. Reviews conducted by regional or professional accrediting associations, licensing agencies, or budget committees are separate and distinct, and cannot substitute for program reviews. Data collection and parts of the departmental self-study may often serve a number of review purposes, and there is much to be saved in time and effort by timing a program review to coincide with an accreditation or other external review, if possible. However, to be effective, program review must be a unique, identifiable process, which stands on its own, draws its own set of conclusions, and directs its recommendations to the only individuals who have the power to improve joint graduate programs: the faculty and administrators of the institution.
7. Most important of all, program review results in action. Growing out of the reviewers' comments and recommendations, the institutions develop a plan to implement the desired changes on a specific, agreed-upon timetable. This plan is linked to the institutions budget and planning process, to help ensure that recommended changes actually get made, that necessary resources are set aside, and that the program's goals fit into the institution's overall academic plans. If no action results from the review, departments soon lose interest in the process, the quality of the product deteriorates rapidly, and large amounts of time and money are wasted. In addition, other less objective and collegial ways of making decisions arise, and the advantages of systematic program review are lost.
8. Successful program review, then, is a process of evaluation which has all of the above characteristics. It provides answers to the following kinds of questions:
  - Is the joint graduate program advancing the state of the discipline or profession?
  - Is the teaching or training of students useful and effective?
  - Does the joint graduate program meet the institutions' goals?
  - Does it respond to the profession's needs?
  - How is it assessed by experts in the field?

Clearly, this list of questions can be supplemented by others, and the emphasis given to any particular question depends on the mission of the institution and the individual joint graduate program. But these are the kinds of questions that program review is designed to address.

### **Why Have Joint Graduate Program Reviews?**

Joint graduate education is replete with evaluations. Faculty are evaluated for promotion and tenure and, in many institutions, for membership in the graduate faculty; students are evaluated for admissions, performance on comprehensive examinations, and degree completion; courses are evaluated as they are added to the curriculum; and facilities and financial resources are scrutinized annually in the budgeting process. Joint Graduate Program reviews, however, provide the only comprehensive evaluation of an entire academic program, integrating all of the elements which contribute to its success.

While it is true that the reviews conducted by professional licensing or accrediting associations are also comprehensive in scope, they have special goals which may or may not coincide with those of the institution. Accreditation reviews often are extremely focused on the existence of standards adequate for licensure or accreditation. They do not necessarily contain the broad academic judgments and recommendations for change in program direction which should come out of a program review.

Joint graduate programs are dynamic; they change constantly as faculty come and go, the student applicant pool increases or declines, degree requirements are eased or tightened, and as the academic discipline just naturally evolves. Although joint graduate degree programs are usually reviewed carefully when they are first proposed, once they are approved they may never be evaluated again. Constant scrutiny is unhealthy for any program, but periodic, thorough review will ensure that the program has lived up to its original goals and will identify key areas in which it should be strengthened. It will also, if necessary, identify programs which should be cut back or terminated.

# Joint Graduate Program Review at the University of Manitoba and The University of Winnipeg

## Preamble

The University of Manitoba Task Force on Strategic Planning made the following two recommendations (#42a, #42b) in their final report Building on Strengths (Feb. 1998):

- Define the criteria, by December 31, 1998, for maintaining existing graduate programs, and propose to the Provost, a mechanism to review programs
- Implement an approved, periodic review of graduate programs. Programs of good quality shall be retained, those that are found weak, but of strategic importance to the Faculty shall be given an opportunity to improve, those that are found weak and not of strategic importance shall be eliminated

There currently exists a policy that deals with academic reviews of units: Policy 429 states that all programs are ultimately the responsibility of Senate and the Board of Governors. Each Faculty, School and Department has direct responsibility for its programs and the academic review of those programs, although coordinated centrally, is properly based in these units.

In an effort to initiate the Task Force-recommended periodic review of its programs, the Faculty of Graduate Studies is implementing i) a procedure for the review of all graduate programs and ii) a set of evaluative criteria for assessing existing programs.

The University of Winnipeg Strategic Plan 2004-2010 was approved by the Board of Regents of the University of Winnipeg 3 May 2004.

The University of Winnipeg Academic Plan 2004-2010 was approved by the Senate of the University of Winnipeg 28 April 2004 and received by the Board of Regents as part of the Strategic Plan 2004-2010 approved 3 May 2004. Both documents are supportive of the notion of program review. The Academic Plan explicitly recommends program review on page 5.

While prerequisite programs at the undergraduate level must be considered in a general sense for the proper review of joint graduate programs, the actual review of joint graduate programs is very different from the review of undergraduate programs and thus, should be carried out separately.

The Joint Masters Programs (JMP) will be reviewed in accordance with the provisions of Part A of the Joint University of Manitoba (UM) University of Winnipeg (UW) Master's Programs Proposed Revisions Submitted to the Senates of the Universities of Manitoba and Winnipeg, September 2005. Updates to the University of Manitoba template (Appendix A) will be communicated to the chair of the Joint Senate Committee (JSC).

Any future policy that deals with the academic review of Joint Masters Programs (JMP) shall be developed in consultation with both the University of Manitoba and The University of Winnipeg.

## Process

1. Each joint graduate program shall be reviewed on a cycle no greater than seven (7) years as described in the process below.
2. The order in which programs are to be assessed shall be determined by the Chair of the Joint Senate Committee that governs Joint Master's Programs hereinafter referred to as the Joint Senate Committee or JSC, in consultation with Dean of Graduate Studies at the University of Manitoba and the Vice President (Research and Graduate Studies) at The University of Winnipeg, and the Programs and Planning Committee of the Faculty of Graduate Studies. Every attempt shall be made to coordinate program assessment with accreditation review and the review of the PhD programs at the University of Manitoba.
3. The Joint Discipline Committee (JDC) unit delivering the program shall be responsible for collecting pertinent data as outlined in Appendices A, B and C of this document. Prior to distributing personal data covered under Freedom of Information and Privacy Protection Act (FIPPA) the reciprocal nondisclosure agreement shall be signed by external reviewers and both universities.
4. The JDC chairs in consultation with the unit/department/heads/chairs shall prepare a report (in accordance with the format given in Appendix A), a list of five potential external reviewers (Appendix C) as well as a list of three potential internal reviewers from a cognate area (not connected to the JDC) for submission to the Chair of the Joint Senate Committee as well as the Dean of Graduate Studies of the University of Manitoba and the Vice President (Research and Graduate Studies) at the University of Winnipeg, within 9 months of the request from the Chair of the Joint Senate Committee.
5. The JDC chair shall make a copy of the report available, as early as possible, to the relevant budget Dean at the University of Manitoba and Dean of Faculty at The University of Winnipeg so as to allow those Deans to prepare comments on i) the strategic directions and priorities of the Faculty and ii) how the specific unit's/department's programs fit into that context. The Deans shall submit his/her comments directly within two weeks of the request from the Chair of the Joint Senate Committee.
6. A committee, to be known as the Review Committee, comprising two external reviewers to the both university sites and one internal reviewer to either site shall be chosen by the Chair of the Joint Senate Committee acting in consultation with the Dean of Graduate Studies at the University of Manitoba and the Vice President (Research and Graduate Studies) at The University of Winnipeg from the lists submitted by the JDC.
7. The Review Committee will receive copies of the unit JDC's report (along with the relevant budget Dean at the University of Manitoba and Dean or Faculty at The University of Winnipeg comments) directly from the Chair of the Joint Senate Committee and shall conduct a site visit in accordance with the general guidelines provided in Appendix E.

8. The Review Committee shall prepare a report that articulates clear, unequivocal recommendations and/or priorities of choice.
9. In their report, the Review Committee shall classify the program within one of the following categories:

*Adequate*      A) Continue as is OR  
                    B) Requires minor revision or restructuring to enhance effectiveness or appeal

*Inadequate*    Major change, restructuring or amalgamation required if to continue

10. The Review Committee's report shall be sent directly to the Chair of the Joint Senate Committee, as well as the Dean of Graduate Studies of the University of Manitoba and the Vice-President (Research and Graduate Studies) at The University of Winnipeg.
11. The Chair of the Joint Senate Committee shall forward the report to the JDC chair and relevant budget Dean at the University of Manitoba and Dean of Faculty at The University of Winnipeg for comments and shall request a plan for revising/restructuring the program as needed along with a timeline for completion and any budgetary implications. The plan is to be submitted within three (3) months and is to be designed to begin implementation within six (6) months of the initial request to the unit.
12. The Chair of the Joint Senate Committee in consultation with the JSC shall transmit the plan and his/her comments on the process/procedural issues to the Provost of the University of Manitoba and to the Vice-President (Academic) at The University of Winnipeg. Comments on academic standards from the Dean of the Faculty of Graduate Studies at the University of Manitoba, and the Vice-President (Research and Graduate Studies) at The University of Winnipeg may also be forwarded at the same time.
13. A unit/department that does not comply with the request to submit a plan or fails to implement an approved plan may have enrolment in the affected program restricted by the Dean of the Faculty of Graduate Studies at the University of Manitoba and Vice-President (Research and Graduate Studies) at The University of Winnipeg. Restriction may range from "limited enrolment" to "no further enrolment permitted". (A unit/department that does not fully participate in the review process, i.e. generating the required report, within the scheduled timeframe may have enrolment in its joint graduate programs suspended until such time as a full review indicates that the suspension should be lifted.)

## Joint Graduate Program Review Template

### A. Program Description

- I. Clearly state the objectives of the program.
- II. List the areas of specialty offered within the program.
- III. Highlight the novel or innovative features of the program.
- IV. What is (are) the particular strength(s) of the program? For example, this program is known for its strength in areas A, B and C in the discipline. Give evidence.
- V. Indicate the extent to which the program operates in collaboration with other existing programs at The University of Manitoba and The University of Winnipeg.
- VI. Indicate the extent to which the program complements and strengthens other programs at The University of Manitoba and The University of Winnipeg.
- VII. Indicate the extent to which the program enhances cooperation among Manitoba's universities.
- VIII. Indicate the extent to which the program enhances the national/international reputation of The University of Manitoba and The University of Winnipeg.
- IX. Indicate the extent to which the program responds to current or future needs of Manitoba and/or Canada.
- X. Please provide a copy of your unit's/departments's joint graduate programs calendar entry for the current year, and a copy of your admissions package which is sent to prospective applicants. (Attach as appendix.)

Describe the joint graduate program under the following headings:

- a) Admissions requirements
- b) Course requirements
  - i) List required courses and include course descriptions
  - ii) List elective courses and include course descriptions
  - iii) Provide detailed course outlines for all courses offered in past 5 years
  - iv) For courses available but not offered in past 5 years, provide a rationale for keeping them in the course description data base
- c) Evaluation procedures
- d) Thesis, practicum, or comprehensive procedures and regulations
- e) Ability to transfer courses into the program
- f) Other procedures and regulations specific to the joint graduate program, but not covered above

- g) Indicate the credential (degree or diploma) granted a student upon successful completion of the joint graduate program
  - h) Provide the program's Supplemental Regulations (attach as an appendix)
- XI. Provide a sample program listing for a typical student in the program and a detailed timeline for completion of their studies leading to the credential indicated above.

## **B. Human Resources**

### **I. Faculty:**

Please complete the following tables as found on the web:

[http://umanitoba.ca/faculties/graduate\\_studies/admin/123.htm](http://umanitoba.ca/faculties/graduate_studies/admin/123.htm)

- Faculty
- Thesis Supervisions
- Thesis Committees
- Grad Courses
- Student Support
- Research Activities I
- Research Activities II

Provide Faculty Data<sup>2</sup> for thesis advisors and student program advisors (attach as appendix). For others, provide only a list of graduate courses taught by year over the last 5 years, or a rationale for the individual's inclusion in their respective category.

### **II. Support Staff:**

Indicate the role or participation (if any) of clerical or technical support staff in the delivery or administration of the joint graduate program.

### **III. Other:**

Indicate the participation of external individuals or groups (if any) in the joint graduate program as well as the rationale for their participation. List the credentials for each individual/group.

Indicate probable faculty retirements over the next 5 years, how these may affect the program, and what plans are in place to maintain the quality of the program following the retirements.

---

<sup>2</sup> Faculty Data forms contain only that information which is relevant to graduate student teaching and research. A "Standard Format for Faculty Data" is appended to this document. See *Appendix B*. The standard format for The University of Winnipeg is contained in the Collective Agreement between the Board of Regents and The University of Winnipeg Faculty Association in Article 14.

## C. Physical Resources

### I. Space:

Describe the physical space in which the students carry out their program of study/research. Please address aspects such as student offices, study carrels, study/reading rooms, laboratory space, and other research or study space as is appropriate for the program.

### II. Equipment:

List and describe available and anticipated equipment in the following categories.

#### a) Teaching

Instructional equipment used in delivery of courses/workshops/seminars in the program (projectors, video, computers, etc.)

#### b) Research

Major research equipment accessible to graduate students in the program, plans to retire/upgrade equipment or to obtain new equipment over the next 5 years.

### III. Computer:

List and describe equipment available to graduate students in the program (laptops, PCs, mainframes, scanners, printers, etc.), usage of open areas, facilities reserved for students in the program, availability of a university account for use with e-mail, internet access, etc.

### IV. Library:

**Note:** Please contact the Library Bibliographer in your area to coordinate this part of the report. In order to guarantee an accurate assessment of your program's library resources, it is important that the library is made aware of the areas/fields in which your program currently specializes and/or plans to specialize in the future.

- a) Evaluate existing resources available for use in the program
- b) Evaluate pertinent resources added within the last 5 years
- c) Evaluate pertinent new resources anticipated in the next 5 years
- d) Evaluate services available to the program

Once you have received the library assessment, please address any concerns or issues raised in the assessment (e.g., lack of resources or types of holdings, etc.).

## D. Graduate Students

- I. Provide data on enrolment and graduations over each of the past 5 years and cumulatively over the past 7 years.

*Note: This information is available at the University of Manitoba from the Office of Institutional Analysis (OIA). OIA will provide you with all the data available. At The University of Winnipeg, this information is available from Student Services.*

- II. Provide data on students who were admitted to the program but did not complete the program (for the past 5 years). This includes the number of students who did not complete the program and why they withdrew.
- III. Provide the average entrance G.P.A. (for each of the Joint Master's programs, as applicable) for the past 5 years.
- IV. Provide initial employment data (where and how many) or current employment status of graduates over the past 5 years and cumulatively over the past 7 years.
- V. Provide data required in the Excel table: Student \$ Support (found with the other tables)
- VI. Publications by graduate students:
- a) % of graduate students over the past 5 years with 1 publication
  - b) % of graduate students over the past 5 years with 1 conference presentation
  - c) % of graduate students over the past 5 years with more than 1 publication
  - d) % of graduate students over the past 5 years with more than 1 conference presentation
- VII. Provide projected full-and part-time enrolment over the next 5 years and relate it to undergraduate trends in the discipline.

**JOINT GRADUATE PROGRAM REVIEW**  
**STANDARD FORMAT FOR FACULTY DATA**

<b>Name</b>	
<b>Academic rank</b>	
<b>Teaching areas</b>	
<b>Appointment type</b>	

**Teaching (past 5 years)**

--

**Academic Experience**

--

**Professional Experience**

--

**Research Experience**

--

**Academic / University Service**

--

**Publications**

--

**Visiting Critic and Lectures**

--

**Recognition / Awards**

--

**JOINT PROGRAM REVIEW COMMITTEE  
RESUME FOR PROPOSED INTERNAL & EXTERNAL REVIEWER**

**Note:** Please be advised that the unit/department is not to approach potential reviewers. This ensures that no conflicts of interest arise. Chair of the Joint Senate Committee, after the consultation with the Dean of the Faculty of Graduate Studies at the University of Manitoba and Vice-President (Research and Graduate Studies) at The University of Winnipeg will be selecting and contacting the reviewers from the list of reviewers provided by the unit.

When proposing a reviewer, it is essential that (s)he have recent involvement in a joint graduate program of similar rank/credential to that of the program being reviewed. (S)he must also hold the level of full professor.

The following information may be supplied from information already on hand either from personal knowledge and/or biographical sources.

**Template:**

1. Name of proposed reviewer:
2. Academic rank:
3. Current institution:
4. (Please include reviewer's direct mailing address, telephone and fax numbers, website and e-mail address)
5. DEGREES                      UNIVERSITY                      DISCIPLINE                      DATE
6. Area(s) of specialization: (relate this to those offered by the program being reviewed)
7. Experience/expertise relevant to service as a consultant (e.g., membership on editorial boards, administrative experience, academic recognition, etc.)
8. Recent scholarly activity (if possible, cite 3 to 5 recent publications giving title, date, kind of publication, journal, or publisher if a book)
9. Describe any previous affiliation with the University of Manitoba and/or The University of Winnipeg. For instance, was (s)he a visiting professor, internal consultant, or former employee (give dates), also describe any former professor/student relationships with faculty members.

## **Expectations of the Review Committee**

Site visits shall take place within 12 weeks of receipt of the JDC report by the Chair of the Joint Senate Committee.

The Review Committee shall meet as a committee to conduct the site visit.

The site visit shall be conducted over no less than one full day and no more than two full days.

The Review Committee shall assess the program in accordance with the Assessment Guidelines outlined in Appendix E.

The Review Committee shall meet with the unit/department head/chair, relevant budget Dean at the University of Manitoba and the Dean of Faculty at The University of Winnipeg as well as faculty, staff and graduate students in the programs under review. The Review Committee shall also meet, as appropriate, with the Dean of Faculty of Graduate Studies at the University of Manitoba, Vice-President (Research and Graduate Studies) at The University of Winnipeg and the Chair of the Joint Senate Committee and other appropriate administrative bodies in each institution.

The report of the Review Committee is expected to be submitted to the Chair of the Joint Senate Committee as well as the Dean of the Faculty of Graduate Studies at the University of Manitoba and Vice-President (Research and Graduate Studies) at The University of Winnipeg within 4 weeks of the site visit.

Site visit expenses (travel, meals, lodging) paid by the reviewers shall be reimbursed as soon as possible following completion of the site visit. An honorarium of \$1000 will be paid to the external reviewers upon receipt of the Review Committee's Report by the Chair of the Joint Senate Committee.

## Review Committee - Assessment Guidelines

The Review Committee is asked to assess the quality of the joint graduate program(s) and comment on the program(s) in relation to the stated strategic directions of the unit and the parent Faculty.

The Review Committee should be guided by the following headings although not restricted to them. However, the committee must conclude its report by classifying the program(s) in one of the stated categories and providing justification for the category chosen. Furthermore, the Review Committee in its report shall articulate clear recommendations and/or priorities of choice where appropriate to do so.

1. Strategic importance of the program(s) in relation to the strategic directions of the budget Faculty.
2. Comparisons of related program(s) with which the review committee is familiar.
3. Quality of graduate student supervision.
4. Quality of students.
5. Critical mass of students – mix of Masters vs. PhD, and Canadian vs. International.
6. Time(s) to completion of degree.
7. Excellence of the faculty and breadth of expertise.
8. Impact of research done in the unit.
9. Adequacy of facilities, space, and other resources.
10. Strengths and weaknesses of the program(s).
11. Extent to which program objectives are met.
12. Advertising to prospective students – publications, website, events.
13. Classification of program(s) in to one of the stated categories:
  - *Adequate A* – continue as is;
  - *Adequate B* – requires minor revision or restructuring to enhance effectiveness or appeal;
  - *Inadequate* – major change, restructuring or amalgamation required to continue.
14. Any suggestions for improvement.

## **Review Committee Site Visit – Administrative**

### **Responsibilities of the Chair of the Joint Senate Committee as well as the Dean of the Graduate Studies at the University of Manitoba and Vice-President (Research and Graduate Studies) at The University of Winnipeg**

The final report is sent to the Chair as well as the Dean of the Graduate Studies at the University of Manitoba and Vice-President (Research and Graduate Studies) at The University of Winnipeg.

- The chair of the JSC may designate either the Dean of Graduate Studies at the University of Manitoba or the Vice-President (Research and Graduate Studies) at The University of Winnipeg to act as the main contact for the reviewers and to make the initial contact with the internal/external reviewers. Once an individual has informally agreed in writing to act as a reviewer and has signed the non disclosure agreement, the designate will make the initial contact and send (usually by fax) a letter seeking formal agreement (written) from the individual who has shown interest, along with a copy of the proposal and other information that should be included.
- Once an individual has formally agreed (e.g. signed the fax) to act as a reviewer, Chair of the Joint Senate Committee or designate will contact the reviewer informing them that the proposing faculty/department/unit will be in contact with them to make travel/accommodation arrangements (for externals) and to provide an itinerary of the visit.
- The Chair of the Joint Senate Committee or designate will contact the reviewers informing them that the proposing faculty/department/unit will be responsible for the travel expenses (e.g. airfare, hotel, meals) and the honorarium for each of the external reviewers.
- Ensure that Reviewers are at arm's length to the University of Manitoba and The University of Winnipeg.

### **Responsibilities of the proposing faculty/unit/department**

- The proposing JDC chair in consultation with the proposing unit/department will be responsible for organizing a site visit<sup>3</sup> of the review committee.
- Booking airfare<sup>4</sup> and accommodations.
- Providing additional information as requested by the reviewers prior to, during or following the site visit.
- Coordinating an appropriate itinerary for the review committee site visit. Arrange for a meeting with the appropriate bodies as in section D paragraph five.
- Arrange discussions with related faculty members and graduate students in the program(s).
- Arrange for an opportunity to consider the matter of program resources, particularly those associated with the library and such things as study space for students

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<sup>3</sup> Normally, an adequate amount of time for the site visit is one and a half days; therefore, a return flight may be scheduled during the evening of the second day.

<sup>4</sup> When booking airfare, please try to obtain a discount/excursion fare wherever possible.

## **Financial Commitment**

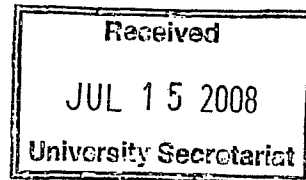
**Financial requirements for the joint program reviews would be negotiated between the two universities.**



UNIVERSITY  
OF MANITOBA


Office of the  
Vice-President (Academic) & Provost

208 Administration Building  
Winnipeg, Manitoba  
Canada R3T 2N2  
Telephone (204) 480-1408  
Fax (204) 275-1160



July 11, 2008

TO: Mr. Jeff Leclerc, University Secretary

FROM: Dr. Robert Kerr, Vice-President (Academic) & Provost 

RE: Establishment of a Professorship in the Marcel A. Desautels Faculty of Music

Enclosed please find a memo from Dean Dawe, requesting the establishment of a Professorship in Jazz Performance in the Marcel A. Desautels Faculty of Music.

By way of this memo, I am providing my approval for the establishment of this Professorship.

Encl.

c. Dr. E. Dawe

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



UNIVERSITY  
OF MANITOBA

Faculty of Music

65 Dafoe Road  
Winnipeg, Manitoba  
Canada R3T 2N2  
Telephone (204) 474-9310  
Facsimile (204) 474-7546  
music@umanitoba.ca

June 24, 2008

OFFICE OF THE PRESIDENT  
JUN 25 2008  
UNIVERSITY OF MANITOBA

To: Dr. Robert Kerr, Vice-President (Academic) and Provost

Fr: Dr Edmund Dawe, Dean, Marcel A. Desautels Faculty of Music

Re: Establishment of a Professorship in the Marcel A. Desautels Faculty of Music

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In accordance with Section 2.1 of the University Governance Policy on Chairs and Professorships, this memo is a proposal to establish a Professorship in Jazz Performance in the Marcel A. Desautels Faculty of Music.

**a. Type of appointment:** Professorship

**b. The name of the Professorship:** Professorship in Jazz Performance

**c. Purpose and objectives of the Professorship:** To assist in providing the necessary staffing complement for the new Bachelor of Jazz Studies program.

**d. Relationship of the goals of the Professorship to those of the proposing unit:** The Professorship is directly linked to the goal of establishing a nationally and internationally recognized comprehensive undergraduate degree program in Jazz Studies.

**e. The method by which the Professorship will be funded:** The Professorship will be funded through a \$1 Million endowed gift from the Asper Foundation, and an additional \$200,000 in endowed funds generated through a fundraising campaign. The annual balance needed to fund the Professorship will be provided through the Faculty of Music's budget and/or unrestricted endowment funds.

**f. The general and specific required academic qualifications of the candidates or nominees:** The successful candidate must hold an advanced degree in jazz performance and/or the equivalent of professional experience as a nationally or internationally recognized jazz musician.

g. **The term of the appointment:** The Professorship would be a tenure-stream appointment.

h. **Any other provisions unique to the Professorship:** None

Sincerely,

A handwritten signature in cursive script, appearing to read 'Edmund Dawe', written in dark ink.

Edmund Dawe, D.M.A.  
Dean, Marcel A. Desautels Faculty of Music

THE SENATE COMMITTEE ON UNIVERSITY RESEARCH:  
REPORT ON THE REVIEW OF THE CENTRE ON AGING

Preamble:

1. The Policy *Research Centres, Institutes and Groups*, stipulates that all research centres/institutes be reviewed by the Senate Committee on University research (SCUR) on a periodic basis but not less than once every five years. Accordingly and following the approval by Senate of the Policy, the Senate Committee on University Research has established a schedule for the review of all research centres/institutes.
2. For each research centre/institute identified for review, a sub-committee of the Senate Committee on University Research is established. In accordance with the Policy, the task of each sub-committee is to recommend to SCUR on whether a formal, independent review committee should be struck to conduct a full review. If a sub-committee is of the view that a full review of a specific research centre/institute is not warranted, it is further charged with recommending to SCUR on the continuance or termination of the research centre/institute.

Observations:

1. The review process followed that which is outlined in section 3.3.1 of the Policy, and involved a review of annual reports of the Centre on Aging as well as a report prepared by the Centre Director which contained:
  - A description of how and why the Centre has achieved its objectives; a detailed listing of its research and training accomplishments; a current membership list, and a financial statement;
  - A five-year plan which identifies future research directions and development strategies;
  - An extensive compendium of letters of support from: Dean Sigurdson, Faculty of Arts; Dean Watkinson, Faculty of Kinesiology and Recreation Management; Dr. Etcheverry, Director, School of Medical Rehabilitation; Associate Dean Hassard, Faculty of Graduate Studies; Dr. Sitar, Head, Pharmacology and Therapeutics; Dr. Ramussen, Head, Civil Engineering; Dr. Bhullar, Head, Oral Biology; Dr. Benbow, Acting Head, Environment and Geography; Dr. Duncan, Head, Family Social Sciences; Dr. Keselman, Head, Psychology; Dr. Elliott, Acting Head, Community Health Sciences; Dr. Good, Head, Marketing; numerous professors and graduate students from a variety of faculties; and a host of research partner organizations and individuals from the academic, government, not-for-profit and private sectors.
  - The names of individuals who could provide external assessments of the research centre/institute.
2. The membership of the sub-committee was as follows: Dr. Grant, Vice-Provost (Academic Affairs), Chair; Dr. Doering, Dean of Graduate Studies; Dr. Woodgate Faculty of Nursing.

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

3. The assessment of the sub-committee was as follows:

- The Centre on Aging has met its overall goals and objectives which are to: add to the body of research knowledge in aging; provide focus and direction to the University and region's research activities in the area of aging; and promote training for faculty and teaching of students within the area. Further, the Centre has a solid plan to build on its accomplishments that charts the course for its activities over the next five years.
- The sub-committee noted that the 61 members of the Centre have published 339 articles and chapters, with another 43 in Press over the past 5 years. Members of the Centre have also been involved in a number of conferences, with activity increasing to over 117 presentations in 2006/07. While not a teaching unit, the Centre has been active in promoting training for faculty and teaching of students in the area of aging. For example, the "Manitoba Fact Book on Aging" was produced by the Centre and is used as a textbook in the undergraduate Option in Aging. In 2007, the Centre initiated the Interdisciplinary Graduate Specialization in Aging. The Centre also annually provides support for graduate scholarships and fellowships.
- The Centre has also been very successful in securing research support. Between 2002 and 2007, a total of \$29,331,469 has been received from a variety of agencies, including all major national granting agencies, as well as provincial and local agencies.
- The Centre has been involved in several collaborative research efforts, including: sponsoring a workshop on *Funding Opportunities Available*; sponsoring a Law Commission Consultation; participating in the Canadian Longitudinal Study on Aging; and publishing "Weekly Updates" which are provided to research affiliates, graduates students, staff and other interested Winnipeg organizations.
- Members of the Centre have also been involved in outreach activities including: participating on various committees, such as Seniors Interagency Network and Winnipeg in motion; delivering presentations to community organizations; and funding AgeLine, a reference database dealing exclusively with age-related issues.

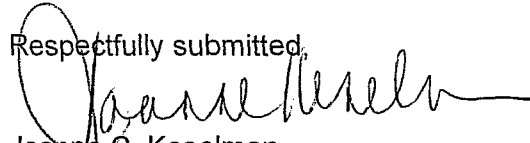
4. At the May 22, 2008 meeting of SCUR, the sub-committee recommended and SCUR approved the recommendation that a full review of the research centre was not warranted and that the Centre on Aging should continue for a five-year period.

Recommendation:

On behalf of the Senate Committee on University Research, I am recommending to Senate:

**That the Centre on Aging continue for a five year period, beginning September 3, 2008 until September 2, 2013.**

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Joanne Keselman", written over the text "Respectfully submitted,".

Joanne C. Keselman

Vice-President (Research)

And Chair, Senate Committee on University Research

THE SENATE COMMITTEE ON UNIVERSITY RESEARCH:  
REPORT ON THE REVIEW OF THE TRANSPORT INSTITUTE (UMTI)

Preamble:

1. The Policy *Research Centres, Institutes and Groups*, stipulates that all research centres/institutes be reviewed by the Senate Committee on University research (SCUR) on a periodic basis but not less than once every five years. Accordingly and following the approval by Senate of the Policy, the Senate Committee on University Research has established a schedule for the review of all research centres/institutes.
2. For each research centre/institute identified for review, a sub-committee of the Senate Committee on University Research is established. In accordance with the Policy, the task of each sub-committee is to recommend to SCUR on whether a formal, independent review committee should be struck to conduct a full review. If a sub-committee is of the view that a full review of a specific research centre/institute is not warranted, it is further charged with recommending to SCUR on the continuance or termination of the research centre/institute.

Observations:

1. The review process followed that which is outlined in section 3.3.1 of the Policy, and involved a review of annual reports of the UMTI as well as a report prepared by the Centre Director which contained:
  - A description of the strategic directions; a detailed listing of its research and training accomplishments; a current membership list, and a financial statement;
  - A five-year plan;
  - The names of individuals who could provide external assessments of the research centre/institute.
2. The membership of the sub-committee was as follows: Dr. Rick Linden, Chair (Faculty of Arts); Dr. Patricia Martens (Faculty of Medicine); Dr. Michael Freund (Faculty of Science).
3. The assessment of the sub-committee was as follows:
  - The Transport Institute has clearly identified goals and objectives, and plays an important role within the Asper School of Business. The Institute has conducted a SWOT analysis and has developed a plan to build on its strengths and address its threats and weaknesses. This plan includes focusing its research on several core areas including: Food Transportation and Logistics; Trade and Transportation Data Bases, Economic Impact and Industry Surveys; Corridor Analysis and Northern Transportation; and Medical Services Logistics. This focus will help to strengthen the Institute's research and training activities and guide partnerships with other universities and institutions. The Institute intends to place a special emphasis on building linkages with industry.

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

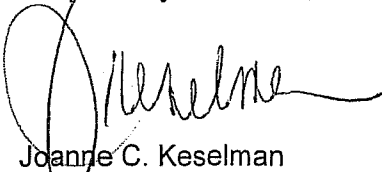
- All members of the Institute have published research papers over the past few years. While the number of papers published in refereed journals appears to be relatively modest, it should be recognized that the Institute works in a very applied area and researchers have been very active in disseminating their research material to relevant audiences through non-refereed publications and conference presentations.
  - The Institute's research productivity has been hindered by a lack of graduate programs in its area of interest. However, there is now a Master of Science program in Supply Chain Management and the Department of Supply Chain Management is beginning to recruit Ph.D. students, which will allow the Institute to play a larger research training role in this area in the future. In the past, the Institute has had an internship program in partnership with Service Canada. Since 1998 more than 35 interns have worked with the Institute.
  - The Institute has been successful in obtaining outside funding. For example, in 2006, \$373,000 of the Institute's budget of \$531,000 came from outside sources. The Institute is unlikely to operate on a fully cost recovery basis in the near future, and depends on \$158,000 in baseline funding from the Asper School. One other funding-related issue noted by the review committee was the Institute's observation that it has no unrestricted research funding since its outside funding comes from contract research and services.
4. At the May 22, 2008 meeting of SCUR, the sub-committee recommended and SCUR approved the recommendation that a full review of the research centre was not warranted and that the Transport Institute should continue for a five-year period.

Recommendation:

On behalf of the Senate Committee on University Research, I am recommending to Senate:

**That the Transport Institute continue for a five year period, beginning September 3, 2008 until September 2, 2013.**

Respectfully submitted,



Joanne C. Keselman  
Vice-President (Research)  
And Chair, Senate Committee on University Research

THE SENATE COMMITTEE ON UNIVERSITY RESEARCH:  
REPORT ON THE REVIEW OF THE WINNIPEG INSTITUTE FOR THEORETICAL PHYSICS

Preamble:

1. The Policy *Research Centres, Institutes and Groups*, stipulates that all research centres/institutes be reviewed by the Senate Committee on University research (SCUR) on a periodic basis but not less than once every five years. Accordingly and following the approval by Senate of the Policy, the Senate Committee on University Research has established a schedule for the review of all research centres/institutes.
2. For each research centre/institute identified for review, a sub-committee of the Senate Committee on University Research is established. In accordance with the Policy, the task of each sub-committee is to recommend to SCUR on whether a formal, independent review committee should be struck to conduct a full review. If a sub-committee is of the view that a full review of a specific research centre/institute is not warranted, it is further charged with recommending to SCUR on the continuance or termination of the research centre/institute.

Observations:

1. The review process followed that which is outlined in section 3.3.1 of the Policy, and involved a review of a report prepared by the Centre Director which contained:
  - A description of how and why the Winnipeg Institute for Theoretical Physics has achieved its objectives; a detailed listing of its research and training accomplishments; a current membership list, and a detailed financial statement;
  - A five-year plan which identifies future research directions and development strategies;
  - Letters of support from: J.G. Williams, Vice-President (Academic & Research), Brandon University; Gabor Kunstatter, Dean of Science, University of Winnipeg; and Peter Blunden, Head, Department of Physics & Astronomy, University of Manitoba. and Mark Whitmore, Dean of Science, University of Manitoba.
  - The names of individuals who could provide external assessments of the research centre/institute.
2. The membership of the sub-committee was as follows: Dr. Digvir Jayas, Chair, Associate Vice-President (Research); Dr. Karin Wittenberg (Faculty of Agricultural and Food Sciences); Dr. David Collins (Faculty of Pharmacy)
3. The assessment of the sub-committee was as follows:
  - The Winnipeg Institute for Theoretical Physics has met its overall goals and objectives to support theoretical physics research in Manitoba as well as to enhance the ongoing research interests of its members. It has carried out this mandate by encouraging collaboration between members of the Institute and by financially supporting workshops, visiting colloquium speakers, and short and long term visits by research collaborators of international standing. The Institute's mandate also includes a commitment to the training of highly qualified personnel; to this end, there

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

are currently a number of research associates (2), postdoctoral fellows (6) and graduate students (11) associated with the Institute. Furthermore, several (10) undergraduate students have had the opportunity to be associated with the Centre.

- The permanent members of this Institute, of which there are 18, are drawn from Brandon University, the University of Manitoba and the University of Winnipeg. The Institute membership includes all of the theoretical physicists in the province and is a highly productive group. Permanent members have published just under 190 papers and 76 conference presentation, proceedings or meetings, and associate members and graduate students have published over 19 papers and participated in 20 conferences.
- The subcommittee felt that the proposed five-year plan for the Institute was appropriate and theoretical physics would enhance research and education in Canada. The overall plan focuses on enhancing opportunities for students (undergraduate, graduate and post-doctoral) to participate in the activities of the Institute, primarily by encouraging students to give seminars on their research, as well as providing students with valuable learning experiences in their field of interest. These opportunities will also assist the Institute in establishing collaborations amongst Institutional members and students.
- Plans are also in place to make the Institute more visible in the wider Canadian theoretical physics community. This will be partially accomplished by increasing attendance of researchers at conferences and workshops. The Institute has financially supported, for the last two years, the recently established Theory Canada series of workshops, held just before the annual Canadian Association of Physicists General Congress. There are also plans to have the Institute recognized at Brandon University as a formal Institute. The presence of the Institute will be used to promote, particularly across Canada, the study of theoretical physics in Manitoba at the graduate level. To help in achieving this goal, advertisements indicating that opportunities for graduate study in theoretical physics exist at Manitoba's three universities: Manitoba, Winnipeg and Brandon, have been placed with the Canadian Association of Physicists, at TipTop (<http://tiptop.iop.org/>), and at the Canadian Undergraduate Physics Conference the past three years.
- Members of the Institute also plan on becoming more active in outreach programs. In 2005, for example, as part of the celebration of 2005, the World Year of Physics, the Institute was involved in a talk by Dr. Clifford Will on Einstein.
- Budget projections for the next five-years are modest: income is anticipated from the three universities (Manitoba, Winnipeg, and Brandon) from the appropriate Dean of Science and Research Office. Funds available to the Institute are used to support workshops and colloquium activities and to cover travel expenses for visiting scientists. The Institute has no technical support or administrative staff; all the administrative work is done on a volunteer basis by the members of the Institute. The fact that the Institute's funding is substantially supplemented by contributions from NSERC grants of individual members in pursuing the Institute's mandate reflects the commitment that the members have to the Institute and adds to the Institute's overall efficacy. These funds have a significant fortifying effect on the level of activities in which the Institute is able to engage.

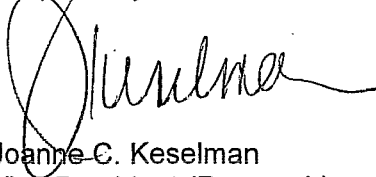
4. At the May 22, 2008 meeting of SCUR, the sub-committee recommended and SCUR approved the recommendation that a full review of the research institute was not warranted and that the Winnipeg Institute for Theoretical Physics should continue for a five-year period.

Recommendation:

On behalf of the Senate Committee on University Research, I am recommending to Senate:

**That the Winnipeg Institute for Theoretical Physics continue for a five year period, beginning September 3, 2008 until September 2, 2013.**

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Joanne C. Keselman', with a large, stylized initial 'J'.

Joanne C. Keselman  
Vice-President (Research)  
And Chair, Senate Committee on University Research

**A proposal to the Senate Committee on Admissions from the Faculty of Dentistry to amend its admission requirements by setting a minimum quota of 25 Manitoba residents for the first year undergraduate dentistry class (2008.06.12)**

**Preamble**

Applicants to the undergraduate dentistry program at the University of Manitoba are deemed to be 'Manitoba residents' if (1) they have graduated from a Manitoba high school, and/or (2) they have, at the time of the application deadline, completed a minimum of two years of full-time undergraduate or graduate studies in one or more of the universities of Manitoba, and/or (3) they have, at the time of the application deadline, resided in Manitoba for at least two years.

The selection of applicants to the undergraduate dentistry program at the Faculty of Dentistry is based on university academic performance, an English Canadian Dental Aptitude Test (DAT) average score, and performance on an interview. For over a decade preference has been given to applicants from Manitoba over 'out-of-province' applicants in the selection process. To be considered for an interview in the Regular Applicant Category, a lower minimum core course average (average of required prerequisite courses) and a lower minimum DAT average score are accepted for applicants from Manitoba over those of out-of-province applicants. Also, at final selection the alternate list is composed solely of those deemed to be Manitoba applicants. In the Canadian Aboriginal and Special Applicant Categories, preference is again given to Manitoba residents if applicants are deemed equal during the selection process.

Over the past ten years this has resulted in an average intake of 22 Manitoba residents (76%) in a class of 29 students, with a range of 16 – 26 (55% - 90%).

At a Faculty of Dentistry Selection Committee meeting held on March 17, 2008, consideration was given to admitting a quota of Manitoba residents to each entering first year class, beginning with the entering class of 2009; a quota of 25 Manitoba residents was recommended.

**Observations**

1. A quota of 25 Manitoba residents (86%) would increase the Manitoba representation in the entering class by only three Manitoba students over the past 10-year average of 22 (76%) students.
2. A quota of Manitoba residents within professional faculties within the University of Manitoba is not without precedence as:
  - Faculty of Medicine has a quota of 90% Manitobans (99 of 110 students),
  - Faculty of Pharmacy has a quota of 100% Manitobans (50 of 50 students).
3. A quota of provincial students within faculties of dentistry within Canada is not without precedence as:
  - University of Alberta dentistry has a quota of 85% of students from Alberta,
  - University of Western Ontario dentistry has a quota of 90% of students from Ontario,
  - University of Toronto dentistry has a quota of 90% of students from Ontario.

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

4. The rationale to support this recommendation is as follows:

- Manitoba applicant dental graduates tend to remain in Manitoba, thereby increasing access to dental care for Manitobans.

A comparison of the 2001-2006 DMD graduates who entered the program as Manitoba residents (MB) versus those who entered the program as out-of-province applicants (OP), relative to their yearly location of practice after graduation, shows:

-158 DMD graduates (107 MB applicants, 51 OP applicants)

-the MB applicants spent 60% of time after graduation practicing in Manitoba (202 of 334 years)

-the OP applicants spent 26% of time after graduation practicing in Manitoba (42 of 159 years).

Therefore, graduates who entered the program as Manitoba residents tend to practice in Manitoba as compared to graduates who entered the program as out-of-province applicants. A quota of 25 (as compared to the recent average of 22 Manitoba residents per class) would further increase the number of dentists in Manitoba.

- A quota of 25 Manitoba residents would benefit students at the University of Manitoba, the University of Winnipeg, and Brandon University as these students would have access to a greater number of seats in the first year dentistry class.
- The recommended quota would better serve the taxpayers of Manitoba who represent the primary revenue source supporting the cost of education of all students within the dentistry program at the University of Manitoba, regardless of their province of origin.

### **Recommendation**

It is recommended that a minimum of 25 students from Manitoba be admitted into the first year undergraduate dentistry class, effective for the entering class of 2009.



## BYLAW

No. _____	Effective Date: _____								
Title: <u>Student Discipline</u>	Review Date: _____								
<b>Approving Body:</b> <input checked="" type="checkbox"/> Board of Governors <input type="checkbox"/> Senate <input type="checkbox"/> Faculty/School Council _____									
<b>Authority:</b> <input type="checkbox"/> University of Manitoba Act section # <u>16(1)d</u> <input type="checkbox"/> Other legislation [name and section #] _____									
<b>Implementation:</b> <u>President delegated to University Secretary</u>									
<b>Contact:</b> <u>University Secretary</u>									
<b>Applies to:</b> <table border="0"> <tr> <td><input checked="" type="checkbox"/> Board of Governors members</td> <td><input checked="" type="checkbox"/> External Parties _____ [Specify applicable external parties]</td> </tr> <tr> <td><input checked="" type="checkbox"/> Senate members</td> <td><input checked="" type="checkbox"/> Employees _____ [Specify applicable employee organizations and employment groups]</td> </tr> <tr> <td><input checked="" type="checkbox"/> Faculty/School Councils</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> Students</td> <td></td> </tr> </table>		<input checked="" type="checkbox"/> Board of Governors members	<input checked="" type="checkbox"/> External Parties _____ [Specify applicable external parties]	<input checked="" type="checkbox"/> Senate members	<input checked="" type="checkbox"/> Employees _____ [Specify applicable employee organizations and employment groups]	<input checked="" type="checkbox"/> Faculty/School Councils		<input checked="" type="checkbox"/> Students	
<input checked="" type="checkbox"/> Board of Governors members	<input checked="" type="checkbox"/> External Parties _____ [Specify applicable external parties]								
<input checked="" type="checkbox"/> Senate members	<input checked="" type="checkbox"/> Employees _____ [Specify applicable employee organizations and employment groups]								
<input checked="" type="checkbox"/> Faculty/School Councils									
<input checked="" type="checkbox"/> Students									

### 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-sanctioned 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 made for an improper purpose, may 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 has 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 the disciplinary action were 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) Policy: Examination Regulations

**STUDENT DISCIPLINE BYLAW**  
**TABLE 1: JURISDICTION OF DISCIPLINARY AUTHORITIES**

JURISDICTION			Matters which may/shall be referred <sup>1</sup>	
DISCIPLINARY AUTHORITY <sup>2</sup>	Jurisdictional Areas: [If the disciplinary matter falls outside jurisdiction refer to the relevant Disciplinary Authority.]		Undergraduate	Graduate
<b>1.</b>  <b>ACADEMIC STAFF</b>	Academic Dishonesty	None	Refer directly to Department Head or in the case of non-departmentalized units, to the 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 Department Head or in the case of non-departmentalized units, 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 Department Head or in the case of non-departmentalized units, 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
<b>-76-1</b> <b>U. T. HEADS</b>	Academic Dishonesty	Over breach of departmental bylaws or regulations; student disciplinary matters uniquely affecting the department; matters involving undergraduate students relating to course work	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 may refer to the matter to the Dean or Director.	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	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 may refer to the matter to the Dean or Director.	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

<sup>1</sup>: 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.

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

**STUDENT DISCIPLINE BYLAW**  
**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 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>	Dispose of the matter after considering the information available and giving the student a reasonable opportunity to ask questions and offer an explanation	<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	
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		
-78 EXECUTIVE DIRECTOR OF ENROLMENT SERVICES	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 Executive Director of Enrolment Services 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 Executive 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.]		

## STUDENT DISCIPLINE BYLAW

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
9.  EXECUTIVE DIRECTOR OF INFORMATION SYSTEMS & TECHNOLOGY	Over all abuses of computer privileges		
10.  DIRECTOR OF HOUSING AND STUDENT LIFE  - 79 -	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.  VICE- 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 BYLAW**  
**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
13.  PRESIDENT	<p>Over all disciplinary matters not specifically subject to the control of another disciplinary authority, including all disciplinary matters which affect the University generally and all disciplinary matters referred to the President from the following:</p> <p>(a) Dean/Director where the matter may warrant a disciplinary action which is not available to the Deans/Directors, the matter shall be referred to the President for action.</p> <p>(b) Deans/Directors, where they fail to agree on an appropriate disciplinary action.</p> <p>(c) Director of Libraries may refer the matter to the President in situations involving mutilation or theft of library materials.</p> <p>The President shall also have jurisdiction over the following:</p> <p>(a) Where the President delegates jurisdiction, the delegate(s) shall not be directly connected with the Faculty/School in which the disciplinary matter arose.</p> <p>(b) If a question arises as to which disciplinary authority should hear a particular case, the question shall be referred to the President for resolution.</p>		

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

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

Disciplinary Authorities and Disciplinary Actions		Academic Staff	Dept. Head	Deans, Directors or LDC	President	Vice-President (Admin)	Director of Libraries /Library Appeals Committee	Registrar	Executive Director of Enrolment Services	Associate Vice-President (Admin)	Director of Housing and Student Life	Executive Director of Information Systems & Technology	Provost of University College	UDC
11	Suspension of the right to submit a future application for admission for a definite or indefinite period.			X <sup>2</sup>	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	X
15 - 82	Levying a fine.			X	X	X	X <sup>4</sup>				X	X	X	X
	Ordering restitution to be made.		X	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	X
18	Imposing developmental disciplinary actions including community service within the University Community and the participation in educational activities.		X	X	X	X								X
19	Issuing a reprimand	X	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					X

Disciplinary Authorities and Disciplinary Actions		Academic Staff	Dept. Head	Deans, Directors or LDC	President	Vice-President (Admin)	Director of Libraries /Library Appeals Committee	Registrar	Executive Director of Enrolment Services	Associate Vice-President (Administration)	Director of Housing and Student Life	Executive Director of Information Systems & Technology	Provost of University College	UDC
21	Restricting or prohibiting access to University property.			X <sup>3</sup>	X	X	X <sup>5</sup>			X <sup>6</sup>	X <sup>8</sup>		X <sup>7</sup>	X
22	Giving a particular grade on a course, paper, test, examination or other evaluative process because of academic dishonesty/academic fraud		X	X <sup>3</sup>	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	X
24	Attaching conditions to any of the authorized actions prescribing future conduct.	X	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						X		X

1. This disciplinary action will not be for more than a week's 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: _____
<b>Approving Body:</b> <input checked="" type="checkbox"/> Board of Governors <input type="checkbox"/> Senate <input type="checkbox"/> Administration (specify) _____	
<b>Authority:</b> <input checked="" type="checkbox"/> Bylaw [name and section #] <u>Student Discipline</u> <input type="checkbox"/> Regulation [name and section #] _____ <input type="checkbox"/> Policy [name and section #] _____	
<b>Implementation:</b> <u>President delegated to University Secretary</u> <b>Contact:</b> <u>University Secretary</u>	
<b>Applies to:</b> <input checked="" type="checkbox"/> Board of Governors members <input type="checkbox"/> External Parties <input type="checkbox"/> Senate members    [Specify applicable external parties] <input checked="" type="checkbox"/> Faculty/School Councils <input checked="" type="checkbox"/> Employees <input checked="" type="checkbox"/> Department Councils    [Specify applicable employee organizations <input checked="" type="checkbox"/> Students    and employment groups]	

## 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 in writing 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. This document is available from the Office of the University Secretary or the Office of Student Advocacy;
- (c) the Student has a right to appeal, if an appeal is available from the Disciplinary Authority who imposed the disciplinary action.
- (d) the Student may seek advice from the Office of Student Advocacy, University of Manitoba Students' Union, and Graduate Students' Association. It is the sole responsibility of the Student to determine the adequacy of the Student's representation.

- 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 student(s) 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 first level disciplinary authority whose decision is being appealed may be referred to in this document as “the Respondent”.
- 2.1.7 Students when appealing may be referred to in this document as “the Appellant”.

## **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 one or more rights or privileges for a definite or indefinite period of time.

2.4.1.1 Students who have been suspended for a definite period of time shall upon the lifting of the suspension, have the rights or privileges suspended, automatically reinstated.

2.4.1.2 Suspension for an indefinite period of time shall be dealt with as follows:

- (a) In the case of suspension for an indefinite time by the Executive Director of Enrolment Services, the suspension may be lifted by the Executive Director of Enrolment Services upon consideration at the written request of the Student, after consultation with the Dean/Director of the Faculty or School concerned.
- (b) In the case of all other suspensions for an indefinite period of time, the suspension may be lifted by the Disciplinary Authority which imposed the suspension, upon consideration of the written request of the Student.

2.4.2. Expulsion means a withdrawal of all rights or privileges available to students for either a definite or indefinite period of time.

2.4.2.1 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.

2.4.2.2 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.

2.4.3 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.

2.4.3.1 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.

- 2.4.4 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.
- 2.4.5 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. Every 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 2.17.5, 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 ten (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) the disposition determined by the disciplinary authority; or
- (c) both (a) and (b).

2.7.3 The lower level appeal body 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 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), or the decision of a Department Head, 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 member/department head, as the case may be.
- 2.8.2 If a Student is appealing within a Faculty/School that does not have Department Heads, then the first level of decision will be the Dean/Director of that respective Faculty/School and the next level of appeal will be the Local Discipline Committee as set out in 2.8.3.
- 2.8.3 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.
- 2.8.4 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.
- 2.8.5 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 Executive 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 Executive 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 an advocate from the office of Student Advocacy, a representative from the University of Manitoba Students' Union, a representative from the Graduate Students' Association, 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 may 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.
  - 2.10.5.1 In such a case, the Student shall be advised that the Committee has made a decision regarding the appeal, and that the Student has ten (10) business days to provide reasons for missing the hearing prior to the implementation of the decision. The Chair shall determine whether the hearing should be re-scheduled based on any submission from the Student. A reasonable attempt will be made to reconvene the same members should the hearing be re-scheduled.

- 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 in accordance with the *Freedom of Information and Protection of Privacy Act* ("FIPPA") and the *Personal Health Information Act* ("PHIA").
- 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 2.10.7, 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, or 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. Any person, who was directly involved in the original Disciplinary Action, either as a principal in the case or as a Disciplinary Authority, shall be automatically removed from any hearing panel regarding the appeal.
- 2.10.10 The Student, or the Student's designated representative, if any, and the Respondent, or the Respondent's representative, if any, may call witnesses and submit other evidence. The Student, the Student's representative, if any, and the Respondent, or 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 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.
- 2.10.16 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.
- 2.10.17 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 2.8.5 of this document.

## **2.12 Composition**

- 2.12.1 The UDC shall be composed of 18 voting persons; eight academic staff, seven students all appointed by the Board of Governors upon the recommendation of the Senate Nominating Committee, the President of the University of Manitoba or designate, the President of the University of Manitoba Students' Union or designate, the President of the University of Manitoba Graduate Students' Association or designate as *ex-officio* members; and the Chair appointed pursuant to section 2.12.4. The Chair shall only vote in the case of a tie.
- 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 nine (9) the members, where a minimum of one student and one academic are present.
- 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 a minimum of four (4) members, ensuring at least one Student and one Faculty member are present including the Chair.
- 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, 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 2.17.5.
- 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 representative from the Graduate Students' Association, 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 may 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.
- 2.17.6.1 In such a case, the Student shall be advised that the Committee has made a decision regarding the appeal, and that the Student has ten (10) days to provide reasons for missing the hearing prior to the implementation of the decision. The Chair shall determine whether the hearing should be re-scheduled based on any submission from the Student. A reasonable attempt will be made to reconvene the same members should the hearing be re-scheduled.
- 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.
- 2.17.8 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.
- 2.17.9 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.
- 2.17.10 Regardless of section 2.17.9, 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.
- 2.17.11 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 in accordance with the *Freedom of Information and Protection of Privacy Act* ("FIPPA") and the *Personal Health Information Act* ("PHIA").

- 2.17.12 The Student, or 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. Any person, who was directly involved in the original Disciplinary Action, either as a principal in the case or as a Disciplinary Authority, shall be automatically removed from any hearing panel regarding the appeal. 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, or 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, or the Student's representative, if any, and the relevant Respondent, or the Respondent's representative, if any, may call witnesses and submit other evidence. The Student, or the Student's representative, if any, and the relevant Respondent, or 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, or 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 2.17.11, 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 2.14.10

- 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 or the designated representative of the Student, if any;
  - (b) the Respondent, or 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, and Student Life, Provost of University College, 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 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 offences and particulars of the dispositions, and such further matters as may be required by the UDC.
- 2.19.4 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.

- 2.19.5 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