

Senate  
Senate Chamber  
Room E3-262 Engineering Building  
WEDNESDAY, October 7, 2009  
1:30 p.m.  
Regrets call 474-6892

## **P R E S E N T A T I O N S**

1. The United Way Campaign at the University of Manitoba will make a presentation regarding the 2009 campaign.

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

### **I CANDIDATES FOR DEGREES, DIPLOMAS AND CERTIFICATES - OCTOBER 2009**

**Page 17**

This report will be available at the Senate meeting. A copy of the list of graduands will be kept at the front table for examination by members of Senate.

### **II REPORT ON MEDALS AND PRIZES TO BE AWARDED AT THE OCTOBER CONVOCATION**

This report will be available at the front table in the Senate Chamber for examination by members of Senate.

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

#### **1. Report of the Senate Committee on Honorary Degrees**

This report will be distributed at the Senate meeting. Copies will be available for inspection by members of Senate in the Office of the University Secretary on the day preceding the Senate meeting.

### **IV MATTERS FORWARDED FOR INFORMATION**

#### **1. Report of the Senate Committee on Awards – Part A **Page 18****

#### **2. Statement of Intent: Bachelor of Arts: Integrated Studies **Page 24****

#### **3. Update UM/ICM Academic Advisory Council **Page 28****

### **V REPORT OF THE PRESIDENT **Page 34****

### **VI 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.

### **VII CONSIDERATION OF THE MINUTES OF THE MEETING OF SEPTEMBER 9, 2009**

**VIII BUSINESS ARISING FROM THE MINUTES**

**IX REPORTS OF THE SENATE EXECUTIVE COMMITTEE  
AND THE SENATE PLANNING AND PRIORITIES COMMITTEE**

1. Report of the Senate Executive Committee Page 39
2. Report of the Senate  
Planning and Priorities Committee

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

**X 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. Report of the Senate Committee on University Research  
Periodic Review of Research Centres and Institutes  
RE: The Institute for the Humanities Page 40
3. Report of the Senate Committee on the Calendar Page 43
4. Report of the Senate Committee on Awards – Part B Page 46
  - a) Appendix A: Award Amendments Page 47
  - b) Appendix B: revisions to Policy on Non-Acceptance  
of discriminatory Scholarships, Bursaries or Fellowships Page 53
5. Report of the Senate Committee on Nominations  
This report will be distributed at the meeting.
6. Report of the Senate Committee on Honorary Degrees  
RE: Policy and Procedures on the Naming of Buildings,  
Parts of Building and Space Page 59

**XI ADDITIONAL BUSINESS**

1. Emergency Approval Authority Page 66
2. Policy and Procedure: Research Centres,  
Institutes and Groups Page 68

**XI ADJOURNMENT**

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

/mb

## **CANDIDATES FOR DEGREES, DIPLOMAS AND CERTIFICATES**

### **1. Degrees Notwithstanding a Deficiency**

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

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

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

### **2. Report of the Senate Committee on Appeals**

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

### **3. List of Graduands**

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

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

The Speaker for the Senate Executive Committee will make the appropriate motion approving the list of graduands, subject to the right of Deans and Directors to initiate late changes with the Registrar up to October 9, 2009.

## REPORT OF THE SENATE COMMITTEE ON AWARDS – PART A

### Preamble

Terms of reference for the Senate Committee on Awards include the following responsibility:

On behalf of Senate, to approve and inform Senate of all new offers and amended offers of awards that meet the published guidelines presented to Senate on November 3, 1999, and as thereafter amended by Senate. Where, in the opinion of the Committee, acceptance is recommended for new offers and amended offers which do not meet the published guidelines or which otherwise appear to be discriminatory under the policy on the *Non-Acceptance of Discriminatory Scholarships, Bursaries or Fellowships*, such offers shall be submitted to Senate for approval. (Senate, April 5, 2000)

### Observations

At its meeting of August 27, 2009, the Senate Committee on Awards approved four new offers, nine amended offers, and the withdrawal of one offer, as set out in Appendix A of the *Report of the Senate Committee on Awards* (dated August 27, 2009).

### Recommendations

On behalf of Senate, the Senate Committee on Awards recommends that the Board of Governors approve four new offers, nine amended offers, and the withdrawal of one offer, as set out in Appendix A of the *Report of the Senate Committee on Awards* (dated August 27, 2009). These award decisions comply with the published guidelines of November 3, 1999, and are reported to Senate for information.

Respectfully submitted,

Dr. Philip Hultin  
Chair, Senate Committee on Awards

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

Senate, October 7, 2009

**Appendix A**  
**MEETING OF THE SENATE COMMITTEE ON AWARDS**  
**August 27, 2009**

**1. NEW OFFERS**

**David S. Bloom, M.D., and Rosalind Bloom Bursary in Medicine**

Dr. David S. Bloom (M.D./61, B.Sc. Med./61) and his wife, Rosalind Dalfen Bloom (B. Comm., McGill University) have established an endowment fund at the University of Manitoba, with an initial gift of \$7,425. The Manitoba Scholarship and Bursary Initiative has made a contribution to the fund. The purpose of the fund is to support students in the Faculty of Medicine. The available annual income from the fund will be used to offer one bursary to an undergraduate student who:

- (1) is enrolled full-time in any year of study in the Undergraduate Medical Education Program in the Faculty of Medicine and is in good standing;
- (2) has demonstrated financial need on the standard University of Manitoba bursary application form.

The selection committee will be named by the Dean of the Faculty of Medicine (or designate).

**Dr. John (Jack) Neilson Research Award in Oral-Systemic Health**

In memory of the founding Dean of the Faculty of Dentistry, Dr. John (Jack) Neilson, the Neilson family has established an endowment fund at the University of Manitoba, with an initial gift of \$50,000 in 2009. The fund will be used to offer scholarship support for students undertaking graduate thesis research in the area of oral-systemic health. The available annual income from the fund will be used to offer one or more scholarships to graduate students who:

- (1) are enrolled full-time in the Faculty of Graduate Studies, in the Master of Dentistry (Periodontics) program;
- (2) have achieved a minimum degree grade point average of 3.5 (or equivalent) based on the last 60 credit hours of study;
- (3) are conducting thesis research in the area of oral-systemic health related to periodontal or implant diseases;
- (4) who have received approval for their research ethics protocol from a Research Ethics Board;
- (5) have established at least one research collaboration with a faculty member or clinical resident from a medical sciences or other health-related discipline outside of dentistry.

The selection committee will have the discretion to determine the number and value of awards offered each year.

Candidates will be required to submit a letter of application, a research proposal, and a letter of support from their supervisor. The award is not automatically renewable but previous recipients may reapply.

Recipients may hold the Dr. John (Jack) Neilson Research Award in Oral-Systemic Health concurrently with any other awards, consistent with policies in the Faculty of Graduate Studies.

The Dean of the Faculty of Graduate Studies (or designate) will ask the Dean of the Faculty of Dentistry (or designate) to name the selection committee, which will include the Division Head, Periodontics and the Director, Graduate Periodontics.

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

#### **Kerry Pearlman Endowment Fund Bursary**

In memory of Kerry Pearlman (LL.B./82), the Manitoba Association of Crown Attorneys has established an endowment fund at the University of Manitoba with an initial gift of \$21,775. The available annual interest from the fund will be used to offer one bursary to a student who:

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

The selection committee will be the Faculty of Law Awards Committee.

#### **Theodore (Ted) Peter Schaefer Graduate Award in Chemistry**

Family and friends of Ted Schaefer have established an endowment fund at the University of Manitoba in his memory. The fund will be used to offer scholarships to graduate students in the Department of Chemistry who have demonstrated ability in research. The available annual income from the fund will be used to offer one scholarship to a student who:

- (1) is registered as a full-time student in the Faculty of Graduate Studies, in a Master's or Doctoral program delivered by the Department of Chemistry;
- (2) has demonstrated exceptional research ability at either the undergraduate or graduate level;
- (3) has achieved a minimum degree grade point average of 3.5 (or equivalent) over (i) the last two regular academic sessions completed if he or she is in the first two years of graduate studies and (ii) all graduate level sessions if he or she is beyond the first two years of graduate studies.

Research ability may be determined by research publications or presentations at local, national, or international scientific conferences. Chemistry students in the first year of graduate studies will be evaluated based on CHEM 4710 - *Research Project in Chemistry or Biochemistry* or an equivalent course.

In order to be considered for this award, students must submit the Department of Chemistry's Application for Scholarship Support. The award is renewable, but previous recipients must re-apply each year to be considered and will be in equal competition with other candidates.

The Dean of the Faculty of Graduate Studies will ask the Chair of the Scholarships Committee of the Department of Chemistry to convene the selection committee for this award.

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

## **2. AMENDMENTS**

### **T.A. (Stoney) Anderson Gold Medal**

The terms of reference for the T.A. (Stoney) Anderson Gold Medal, which is offered to the student graduating from the Asper MBA program with the highest academic standing, have been revised to allow the Asper MBA program to identify the recipient each fall, rather than each spring. The recipient will be selected from among all graduands in the previous calendar year, including February, May, and October graduands.

### **Archer Daniels Midland Fellowship**

Two amendments have been made to the terms of reference for the Archer Daniels Midland Fellowship, which is offered to students in the Asper MBA program.

- Students who are registered part-time will now be considered for the award, in addition to full-time students.
- A statement has been added to indicate that preference will be given to full-time students.
- Criterion (2) has been revised to clarify that candidates' degree grade point average will be determined based on the last 60 credit hours of study.

### **Associates Award for Study in the Asper MBA Program**

A number of amendments have been made to the terms of reference for the Associates Award for Study in the Asper MBA Program, which is offered to the student graduating from the Asper MBA program with the second highest academic standing.

- The revised terms allow the Asper MBA program to identify the recipient each fall, rather than each spring. The recipient will be selected from among all graduands in the previous calendar year, including February, May, and October graduands.
- The required degree grade point average has been changed from: at least 3.75 to: normally at least 3.75.
- A number of editorial changes have been made.

### **Canadian Masonry Research Institute Scholarship**

A number of revisions have been made to the terms of reference for the Canadian Masonry Research Institute Scholarship, which is open to Master's students in Architecture, City Planning, Interior Design, and Landscape Architecture. The changes are intended to ensure that the award can be offered at the time the recipient is entering the second year of his or her Master's program.

- Candidates' degree grade point average is to be calculated based on the first year of study in the Master's program. Previously, students were assessed once they had completed all of the required course work toward a Master's degree.
- Criteria (3) and (4) have been revised to broaden the pool of applicants to any student who is conducting research specifically related to unit or stone masonry studies. Previously, to be considered for the award, candidates were required to be conducting research for a Master's thesis, design thesis, or comprehensive examination in one of these two areas.

- Membership on the selection committee will no longer include the Dean of the Faculty of Architecture as an *ex officio* member. The committee must now include a representative from each department whose students have applied for the scholarship in the year that the award is tenable.

### **Dackow Family Bursary**

The terms of reference for the Dackow Family Bursary, which is a renewable entrance bursary for graduates of Wynyard Composite High School, have been amended following an additional contribution to the endowment fund for this award.

- The terms now direct the University to use both the available interest from the fund, including any annual and unspent revenue, to offer the renewable bursaries.
- The value of the initial entrance bursary has been increased from: \$2,500 to: \$3,000.
- The value of subsequent disbursements (or renewals), in the second, third, and fourth years of study, for students who:
  - continue in the B.Comm.(Hons.) or the B.Sc.(Hons.) program with a declared major in Actuarial Mathematics has been increased from: \$3,500 to: \$6,000;
  - continue in any other undergraduate program, in any Faculty or School, has been increased from: \$1,500 to: \$3,000.

### **Jane Davie Memorial Bursary**

A number of revisions have been made to the terms of reference for the Jane Davie Memorial Bursary.

- The second paragraph has been revised to reflect that the donor for this award, Mrs. Emma Marshall, has established an endowment fund to support the award. The award has been offered as an annually funded award since it was established in 2004.
- The value of the Bursary has been amended from: \$400 to: the available annual income from the fund.
- A number of editorial changes have been made.

### **Department of Mathematics Entrance Scholarships**

The terms of reference for the Department of Mathematics Entrance Scholarships have been amended to increase the value of the scholarships from: the cost of one half course (3 credit hours) to: \$500.

### **James I. Elliott Bursary in Agricultural and Food Sciences**

The terms of reference for the James I. Elliott Bursary in Agricultural and Food Science have been amended to increase the value of the bursary from: \$500 to: \$1,000.



### **Charles E. Frosst Scholarship and Medal in Pharmacy**

The terms of reference for the Charles E. Frosst Scholarship and Medal in Pharmacy have been amended, as the donor no longer produces a medal.

- The name of the award has been changed to: Charles E. Frosst Scholarship in Pharmacy.
- The donor will offer the recipient a copy of the Merck Manual in place of the medal and in addition to the \$1,000 monetary award.
- In the opening paragraph, the name of the donor has been updated from: the Charles E. Frosst & Company of Montreal to: Merck Frosst Canada Ltd.
- The selection committee is now identified as the Faculty of Pharmacy Awards Committee, rather than the Senate of the University, which reflects current practice.
- A number of editorial changes have been made.

### **3. WITHDRAWALS**

#### **Loewen Foundation Fellowships in Responsible Wood Utilization**

The terms of reference for the Loewen Foundation Fellowships in Responsible Wood Utilization were withdrawn, as all of the available funds have been disbursed to students.

## STATEMENT OF INTENT

### Institution

- |  |  |
|--|--|
| <input type="checkbox"/> Brandon University                      | <input type="checkbox"/> Assiniboine Community College |
| <input checked="" type="checkbox"/> University of Manitoba       | <input type="checkbox"/> Keewatin Community College    |
| <input type="checkbox"/> University of Winnipeg                  | <input type="checkbox"/> Red River Community College   |
| <input type="checkbox"/> Collège universitaire de Saint-Boniface |  |

### Program Overview

☐ Program Name: Integrated Studies

☐ Credential to be offered: Bachelor of Arts: Integrated Studies

☐ Does the program require accreditation from a licensing group? ☐ YES ☒ NO

If yes, name group

Length of the program: x 3 Years

☐ Proposed program start date: TBA 01\_\_/05\_\_/10\_\_  
Day/Month/Year

Which department(s) within the institution will have responsibility for the program?  
Faculty of Arts

☐ As compared to other programs your institution will be proposing, is the priority of this program:

- ☒ High  
☐ Medium  
☐ Low

☐ Is this a new program? ☒ YES ☐ NO

☐ Is this a revision of an existing program? ☐ YES ☒ NO

If YES, name program

What are the impacts of changing this program?

☐ Will the program be available to part-time students? ☒ YES ☐ NO

☐ Will this program have a cooperative education component? ☐ YES ☒ NO

If YES, how long with the field placement be?

☐ Will the program contain an option to assess the prior learning of students, to grant credit for the skills/knowledge already present? ☐ YES ☒ NO

### Provide Details

☐ Will there be distance delivery options? ☒ YES ☐ NO

### Provide Details.

In 2007/08 Extended Education offered over 280 course sections from 11 faculties and schools by distance and online delivery. Where appropriate to their individualized academic/learning plans, students will be eligible to take these courses for credit toward the Bachelor of Arts: Integrated Studies. In addition, new courses will be developed as identified in the curriculum plan.

☐ Will this program be delivered jointly with another institution? ☐ YES ☒ NO

If YES, name the institution

☐ Are similar programs offered in Manitoba or other jurisdictions? ☒ YES ☐ NO

If YES, indicate why this program is needed (e.g., area of specialization)

There are currently several programs in Canada that offer this credential geared to adult learners. For example, Simon Fraser University offers an interdisciplinary program in Liberal and Business Studies, and University of New Brunswick offers a Bachelor of Integrated Studies. Both programs have attracted a new group of learners to their respective institutions: highly motivated adults with some post-secondary education (degree, certificate, and diploma), work experience and the skills to succeed in a university environment. Both programs have developed an admission policy that ensures learners will be able to function at the post-secondary level. The proposed Bachelor of Arts: Integrated Studies would be modeled in part on such programs in Canada and would attract a new group of learners to the University of Manitoba and retain persons who have completed certificates and diplomas as new degree students.

☐ What articulation, block transfer or credit transfer arrangements will you be looking at developing for this program?

The Bachelor of Integrated Studies will utilize the existing Pan-Canadian Protocol (1996) to which the University of Manitoba is a signatory and will assess certificate and diplomas on a course-by-course articulation in keeping with the University's current practice of course evaluation for post-secondary course work.

## Specific Program Information

### 1. Program Description

☐ Describe the program and its objectives:

The proposed Bachelor of Arts: Integrated Studies is a three-year degree program to be offered by the Faculty of Arts in collaboration with Extended Education. The proposed degree would require areas of concentration rather than a major/minor requirement, providing a more flexible path for degree completion but also ensuring academic rigor (e.g., appropriate writing and quantitative skills, breadth requirements, and an appropriate percentage of upper level courses).

The proposed program would serve working adults who have completed some post-secondary education (e.g., completed certificates or diplomas or credit courses) and wish to complete a degree. First, the proposed degree will formally recognize the education completed by certificate or diploma holders. Second, it will provide adults a flexible curriculum model (e.g., concentrations of study rather than the traditional major/minor approach). Third, it will provide flexible course scheduling suitable for working adults. Hence, variable modes of delivery (e.g., blended, online, videoconference, weekend/weekend) would be incorporated as needed.

The BA: Integrated Studies would meet a critical need in Manitoba, build on existing areas of strength, and move the institution in directions identified as priorities. *Building a Brighter Future* (2003) states that the University of Manitoba should "be at the centre of our community... [and] seek opportunities to enable Manitobans to learn throughout their lifetime." In the recent *Draft Strategic Planning Framework 2009-2014* (circulated from May 13, 2009), President Barnard assessed internal *Strengths* and external *Opportunities* for the University based on the outcomes of this previous strategic plan. These included the University's strong connection to the community, the "broad range of programs and choice", and "the supportive learning/work environment" (*Strengths*, p. 2, Table) and the "interest from [the] external community," opportunity for "enrolment growth from economic uncertainty, the "university of first choice for all Manitobans," and "connections with the Aboriginal community" (*Opportunities*, p. 2, Table). The Bachelor of Arts: Integrated Studies would provide a program in which working adults can complete an undergraduate degree that recognizes their prior post-secondary education and experience, and that provides purposeful scheduling of offerings and individualized academic planning. It underscores these *Strengths* and capitalizes on the *Opportunities*; while it thwarts identified *Threats* ["competition for students...," "changing demographics," and local indifference ("taken for granted") p. 2, Table] by increasing the pool of motivated adult learners seeking a university degree and retaining students in certificate and diploma programs for more advanced study; recognizing the changing pathways for students to enter university education; and working in partnership with employers in the private and public sectors to enhance career opportunity and progression for employees. In addition, the Bachelor of Arts: Integrated Studies undercuts the "silo mentality" identified in the draft strategic plan as a current *Weakness* by providing a flexible, yet rigorous liberal arts education that permits students to select broadly across Faculty, School, and disciplinary boundaries and to ladder previous certificate and program credentials towards B. A. completion; while it has been developed by working across units at the University and in consultation with stakeholders in the private/public sectors.

☐ Provide an overview of the content to be taught in this program:

The degree program will be comprised of 90 credit hours of study. Students will be eligible to receive transfer credit  $\geq 18$  credit hours from post-secondary education course work. Participants in the program will be required to complete 21 credit hours of foundation courses; a choice of an area of concentration (18 credit hours); and 51 credit hours of electives. Thirty-six (36) credit hours must be completed at UM to satisfy the residency requirement; 15 credit hours of course work must be completed at the 2000 level or above and 6 credit hours of course work must be completed at the 3000 level or above.

#### *Foundation Courses* (21 credit hrs)

The purpose of these courses is to provide a transition to university level study, as well as a foundation in liberal arts. The foundation courses were identified to provide students with the knowledge and skills for successful participation and mobility in the workforce drawn from the information provided in interviews and focus groups with employers and potential students.

ARTS 1100	Introduction to University (3) (Integrated Studies Section)
EDU 1560	Adult Learning and Development (3)
SWRK 2080	Interpersonal Communication Skills (3) or ENGL 0930 English Composition (3)
XXXX 1aaa	Understanding and Using Data (3)
XXXX 1aab	Leadership Theory and Practice (3)
XXXX 1abb	Introduction to Social Sciences I and II (6) (major concepts in Psychology, Sociology, Anthropology and Political Studies with the intent that these courses fulfill the prerequisite for upper level courses in Psychology, Sociology, Anthropology and Political Studies)

Until such time that *Introduction to Social Sciences I and II* are approved, students will be permitted to substitute 6 credit hours of 1XXX from the Department of Anthropology, Political Studies, Psychology, or Sociology, as best fits their future curricular choices. Similarly, until such time that *Understanding and Using Data* is approved, students will be required to take a 3 credit hour course than satisfies the 'M' (mathematics) requirement.

## Areas of Concentration (18 credit hours)

Two new areas of concentration (*Cultural Literacy and Diversity* and *The Changing Workplace*) are being developed specifically for this program, in response to the information provided by potential employers and students about appropriate areas of study for a degree for working adults.

The new concentrations are described below. In addition to the two new areas of concentration, students may choose to complete any minor program currently approved by the Faculty of Arts, which will be referred to as a concentration for purposes of this degree.

a) Proposed concentration in *Cultural Literacy and Diversity* (18 cr hrs) to be selected from the sample list of courses. The purpose of this concentration is to provide learners with a broad understanding of Canadian culture and society.

CDN 1130 Introduction to Canadian Studies (6)  
CDN 3730 Canadian Identity: An Interdisciplinary Approach (3)  
NATV 1220 The Native Peoples of Canada Part I (3)  
NATV 1240 The Native Peoples of Canada Part II (3)  
PHIL 2290 Ethics and Society (3)  
PSYC 2410 Social Psychology I (3) Note: PSYC 1200 prerequisite to be accommodated by the proposed Introduction to Social Sciences I and II  
SOC 2320 Canadian Society and Culture (3) Note: SOC 1200 prerequisite to be accommodated by the proposed Introduction to Social Sciences.  
SOC 2330 Social Psychology in a Sociological Perspective (3) Note: SOC 1200 prerequisite to be accommodated by the proposed Introduction to Social Sciences I and II.  
SOC 2370 Ethnic Relations (3) Note: SOC 1200 prerequisite to be accommodated by the proposed Introduction to Social Sciences.

b) Proposed concentration in *The Changing Workplace* (18 cr hrs) to be selected from the sample list of courses. The purpose of this concentration is to provide learners with an understanding of the workplace and its changing nature.

ANTH 2500 Culture, Technology and Environment (3) Note: ANTH 1200 prerequisite to be accommodated by the proposed Introduction to Social Sciences I and II.  
ECON 1210 Introduction to Canadian Economic Issues and Policies (3)  
ECON 2410 The Manitoba Economy (3)  
ECON 2360 Women in the Canadian Economy (3)  
LABR 1260 Working for a Living (3)  
LABR 1290 Intro to the Canadian Labour Movement (3)  
LABR 3060 Workplace, Health and Safety (3) (Prerequisite is 1260 and 1290)  
NATV 1220 The Native Peoples of Canada Part I (3)  
NATV 1240 The Native Peoples of Canada Part II (3)  
PHIL 2830 Business Ethics (3)  
SOC 2390 Sociology of Organizations (3) Note: SOC 1200 prerequisite to be accommodated by the proposed Introduction to Social Sciences I and II.

Additional concentrations may be added in the future through normal Faculty approval processes. Similarly, departments may recommend that additional courses be added or deleted on the list of courses for the respective concentrations. Students who wish to take courses from a second concentration may do so within their elective component. Students who complete the requirements of a second concentration may submit a written request to the Dean's Office to have the second concentration recorded on their transcript

## 2. Enrolment

- ☐ What is the program's initial projected enrollment? 50 students
- ☐ What is the projected enrollment for the 2<sup>nd</sup> and 3<sup>rd</sup> years? 100 students per year
- ☐ Describe the expected student profile.

Students will be new or returning<sup>1</sup> learners to the institution—adult learners with a completed certificate or diploma or degree credit courses from a post-secondary institution and a minimum of two years work experience (preferably with the same employer).

## 3. Labour Market Information

- ☐ What labour market need is the program expected to meet?

This degree will meet the labour market needs for those positions requiring that candidates hold an undergraduate degree. There are an increasing number of such positions. The Canadian Council on Learning (2006) predicts that two out of every three new/replacement jobs require completion of a post-secondary credential.

- ☐ Are there currently jobs in Manitoba in this field? ☒ YES ☐ NO

The degree will serve, among others, working and mid-career adults with some post-secondary study who wish to complete a university degree.

<sup>1</sup> Individuals with a completed certificate or degree credit courses.  
Bachelor of Arts (Integrated Studies) Proposal\_2009

An increasing number of careers require an undergraduate degree. For example, professional classifications such as Certified General Accountants (CGA) presently require a degree, while the Certified Human Resource Professionals (CHRP) Association will require an undergraduate degree by 2011 as a prerequisite to the credentialing process (CHRP examination).

Extended Education conducted focus groups and interviews with potential students and senior administrators of Manitoba Hydro, the Manitoba Lotteries Commission, the Canadian Institute of Management, the Human Resource Management Association of Manitoba, the Manitoba Liquor Control Commission, the Manitoba Public Insurance Corporation, the Government of Manitoba Dept of Training and Development and the City of Winnipeg. The needs assessment corroborated the demand for the proposed program. All stakeholders interviewed confirmed that a growing number of positions in their respective organizations required an undergraduate degree. Additional discussions with potential students (holding completed certificates/diplomas) reinforced the need for a degree completion option within Manitoba.

☐ What is the future job forecast for individuals with this education/training/credential?

Within Manitoba, an undergraduate degree is increasingly required for both entry into and mobility within the public and private sector. Adults with partial Canadian credentials and adults with partial credentials are often under-employed and have limited opportunities for mobility within their workplace. The Bachelor of Arts: Integrated Studies provides an opportunity for these individuals to complete an undergraduate credential while working, and to improve their opportunities within the employment market.

☐ How does this program fit with Manitoba's stated economic, social and other priorities?

The Bachelor of Arts: Integrated Studies provides an opportunity for the development of our most important resource: the people. A key component of a diversified and dynamic economy is a well-educated, highly skilled workforce. This degree aims to provide these individuals with the opportunity for degree completion and greater social and economic participation in the province.

☐ What agencies, groups, institutions will be consulted regarding development of the program?

Government of Manitoba (Education and Labour and Immigration), Sector Councils, universities and colleges, Manitoba employers.

☐ Is there any other information relevant to this program?

One way to increase the rate of participation in post-secondary education by adults who are currently employed is to create programs that allow them to continue to work while pursuing higher education, the "learn while you earn" model. The Bachelor of Arts: Integrated Studies, utilizing policies of transfer credit, a range of delivery options, and individualized academic planning, will play a major role in the provision of an accessible degree program for working adults. Initial consultation has shown excellent community support from all constituencies.

#### 4. Financial Information

A detailed budget will accompany the full proposal.

☐ Projected Program Costs:

Salary
Operating
Capital
<b>Total cost</b>

☐ Projected Program Revenue: Tuition

Other
<b>Total revenue</b>

Submitted by: \_\_\_\_\_

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Position

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# **First Annual Report on the Operations of the International College of Manitoba September 2008 to August 2009**

The International College of Manitoba (ICM) was established to assist international students adapt to a different teaching and learning environment to ensure success when they transfer to the University of Manitoba.

ICM offers two programs, a pre-university/foundation program called University Transfer Program 1 (UTP 1) and a university level Program called University Transfer Program 11 (UTP 11).

ICM began its first semester of operation in September 2008, with 33 students from 12 countries. A total of 28 students began their university level studies and 5 their pre-university studies. In January 2009, an additional 52 students were admitted to ICM giving a total population of 81 from 18 countries. A further 42 students were admitted in May 2009 giving a total of 117 students from 25 countries. Although final numbers for September 2009, intake are not yet confirmed, it is likely that the total enrollment will be approximately 200 students which includes over 100 new students from 30 countries.

## **Program of Study**

<b>Program</b>	<b>Number</b>
UTP I	17
UTP II Arts	11
UTP II Business	39
UTP II Science	35
UTP II Engineering	15
<b>Total</b>	<b>117</b>

The table above indicates the preferred program of study for ICM students at the time of admission to ICM. Areas of interest change during their time with ICM, as students are able to experience a range of courses that they would not have had exposure to previously and, with the advice from the Faculty Advisors at UM, they are then able to make informed decisions about which programs they would like to proceed with at the UM.

## **Student Diversity:**

ICM's student body represents twenty five different countries with the largest numbers coming from China, Zambia, and India. It is expected that this diversity will continue and grow over time. Prospective students from India, Pakistan, Bangladesh, Sri Lanka, Kenya and Nigeria continue to experience high visa rejection rates and long delays in receiving student visas for study in Canada.

### **Entrance Scholarships**

ICM provided six entrance scholarships of \$5000 each (two per semester for each of the three intakes conducted in 2008/09). Recipients included students from Zambia, Indonesia, China, Korea, Mexico, and Russia. ICM will continue to offer these scholarships in future intakes.

### **Services for ICM students**

Students at ICM are provided with a high level of personal support, both in adjustment to living in Canada and to make the transition to academic studies. In addition to receiving pre-arrival information, ICM students are provided with arrival support and orientations are held immediately prior to the beginning of every semester. These sessions are both informational and networking opportunities, and provide ICM students with the necessary logistical support as they transition to a new living and learning environment.

Due to the supportive environment, students are known to ICM staff and instructors, which allows for early problem identification and intervention. ICM provides ongoing academic advising to students, and staff work closely with instructors to address student needs and support retention.

Over the course of the year students were provided with course specific tutorials (free of charge) in subject areas identified by students and instructors as areas where they were having problems.. Study Skills workshops were also held which included topics such as time-management, plagiarism, and research skills. Students self-select academic support, or are referred to these by their instructors or advisors when a need is identified or suspected.

### **Quality Assurance**

ICM has a range of quality assurance measures including:

- Assessment activities that are equivalent to those conducted for the same courses at the university.
- Moderation by University officials of course outlines, final examination papers and marking schemes, end-of-semester grade distributions and exam scripts.
- Final grades are presented to the joint ICM/UM Academic Advisory Committee.

All instructional staff teaching the UTP II university level courses were approved by the UM Course Coordinators prior to their teaching at ICM. The approval of course outlines and compliance processes were followed for each course. This included final sign off of grades and grade distribution to ensure that the courses were taught and graded to a standard equivalent to the UM.

ICM has initiated benchmarking exercises to ensure continuous quality improvement.

### **Instructional Issues**

ICM has been fortunate to recruit a number of very good instructors who have adapted well to the student focused environment cultivated by ICM staff. The instructors have commented on the diversity of academic and cultural backgrounds in the classroom which provides its challenges but also makes it interesting. Instructors are able to share teaching strategies and their experiences with each other at least once each semester.

### **Courses offered in 2008-2009**

<b>UTP2</b>
Introductory Financial Accounting - ACC1100
Introduction to University - ARTS 1110
Structure and Modelling In Chemistry - CHEM 1300
Introductory Computer Science 1 - COMP1010
Principles of Economics - ECON 1200
Introduction to Statics - ENG1440
Introduction to Electrical & Computer Engineering - ENG 1450
Introduction to Thermal Sciences - ENG 1460
Environmental Science 1: Concepts – ENVR1000
Environmental Science 2: Issues - ENVR 2000
Matricies for Management and Social Sciences - MATH 1310
Introduction to Calculus - MATH 1500
Fundamentals of Marketing - MKT 2210
Introduction to Psychology - PSYC 1200
Basic Statistical Analysis 1 - STAT 1000
<b>UTP1</b>
Introduction to Concepts in Computing - COM 002
Introduction to Computing in Business Life – COM 001
English Skills Writing - ESW 100
English Skills Reading - ESR 100
Introduction to Mathematics - MATH 101
Foundations of Mathematics - MATH 103
Introduction to Economics - ECN 100
Business Management - BUS 108

### **GPA and Retention**

The average GPA for all UTP2 courses was 2.61. Typical of many first-year students, ICM students performed less well in some courses than in others, with GPAs ranging from 1.22 to 3.00 in individual courses. ICM's retention rate is 92%.



### **Transition to University of Manitoba**

ICM students must meet the same GPA requirements as other students entering the UM faculties.

As students move toward completion of their studies at ICM and prepare applications for admission to UM, customized information sessions are conducted for students led by UM staff.

There were eleven eligible students (completed 30 credit hours) for transfer to UM. All were given an offer of admission; nine students accepted. One has returned home due to the increase in tuition fees making further study unaffordable and another has transferred to the University of Alberta. Of the nine students who transferred to UM, one student transferred to each of Arts, Business, Engineering and Agriculture, with 5 transferring to the Faculty of Science. The grade point averages of the graduands range from 4.18 to 2.35.

### **Feedback Mechanisms**

ICM students are surveyed each semester using both the SEEQ form and an ICM student satisfaction survey. In general student comments have been very positive, particularly about the quality of the instructors, the support from ICM staff, and their access to services at University of Manitoba.

### **Academic Advisory Committee**

Chaired by Dr. Richard Lobdell, the AAC has met at least once a semester since the opening of ICM. The membership and terms of reference of this committee are included as Appendix A of this report. Issues addressed at meetings have included semester reports from ICM on enrollment and academic performance, and discussion of the quality assurance mechanisms in place to maintain academic standards equivalent to those of the University.

## Appendix A UM-ICM Academic Advisory Committee

### Membership During 2008-09

#### Chair

Richard Lobdell

#### Three (3) members nominated by the University

Mark Whitmore

Richard Sigurdson

Norm Hunter

#### Three (3) members nominated by the College

Susan Deane

Bev Hudson

Beth Jennings

### Terms of Reference

The Academic Advisory Council shall provide advice to ICM and UM regarding the operations of ICM and in particular shall be responsible for reporting regularly on the following:

1. During any given time period, the numbers of students admitted to ICM, the courses offered by ICM, and the academic performance of ICM students in those courses;
2. During any given time period, the numbers of ICM students admitted to UM, their country of origin, the programs into which they are admitted, and the number of ICM students who are admitted to other postsecondary institutions;
3. During any given time period, the academic performance of ICM students admitted to UM programs as compared with the academic performance of other students admitted to UM programs;
4. ICM and UM will report annually on their separate and joint activities undertaken to increase international student recruitment and retention;
5. Analysis of UM Departmental workloads resulting from academic oversight of ICM courses and activities;
6. Analysis of any concerns expressed by ICM instructors concerning working conditions;
7. Analysis of statistical data provided by ICM concerning student diversity, disability accommodation, and student disciplinary actions.

Following each of ICM's three academic terms, the Council shall submit a written report on these and any other matters to the UM Provost and the Principal of ICM. Each September, the Council shall submit a written report covering the previous year's activities to the Chair of the UM Senate.

The Council will determine its own rules of procedure and will meet at least once in each of ICM's academic terms.

The Council shall endeavour to consult with ICM students.

The Council consists of the following members:

- A Chair named by UM
- Three members named by UM
- Three members named by ICM

Approved: 16 October 2008

## **PRESIDENT'S REPORT TO SENATE: October 7, 2009**

### **I. GENERAL**

At the April 6, 2009 Town Hall Meeting about the International College of Manitoba (ICM), I agreed to meet with senior officials from Navitas, the corporate parent of ICM, about concerns that have been raised within the University community about ICM. Accordingly, Dr. Richard Lobdell, Vice-Provost (Programs) and I traveled to Australia in July 2009 to visit the Sydney Institute of Business and Technology, a Navitas college situated at Macquarie University, meet with senior administrators of Macquarie University about their experience, and meet with Navitas officials. Agreement was reached with Navitas that there would be a comprehensive review of ICM at the end of the fifth year of its operation at the University of Manitoba - during the autumn term of 2013/14. This review would be overseen by the Senate Committee on Academic Reviews and would be modeled on the academic program reviews approved by Senate. Unlike ordinary academic program reviews, the full review of ICM would be submitted to Senate for discussion. These developments were shared with Senate at its September 9 meeting. Senate was also advised at that time that the Academic Advisory Council's report on ICM's operations during 2008-09 would be circulated for information to Senate at its meeting in October. It is included on this meeting's agenda.

On September 17, 2009, during a luncheon address organized by the Winnipeg Chamber of Commerce, I had the opportunity to provide an update to the Winnipeg community about many of the achievements at the University of Manitoba over the past year, and to describe the main elements of the University of Manitoba Strategic Planning Framework. The framework, endorsed earlier this year by Senate and the Board of Governors for the purposes of planning, will guide major decisions over the next five years and could also form the basis for additional partnerships within the community.

The President's Executive Team and the Chair of the Board of Governors met with members of the Council on Post-Secondary Education on September 16, to review the University's estimates of operating and capital requirements for 2010/2011. Assuming status quo operations, a base grant increase of 12.9% or \$36.4M is required to sustain the 2009/10 programming levels. In addition to the requested base grant increase, an increase of \$5.5M will be requested to support the priorities incorporated in the University's new strategic planning framework.

On September 10, the majority of University of Manitoba students began their first day of classes of the fall term, in greater numbers than was the case last year. The 2009 First Day of Classes report indicates that student enrolment figures for the first day of classes at the University of Manitoba increased 4.3%, representing an increase in both undergraduate and graduate student enrolment.

### **II. ACADEMIC MATTERS**

- Comprehensive, global searches are underway for the Deans within the faculties of Architecture, Engineering and Medicine, as well as Vice-Provost, Student Affairs. The University has engaged in the services of executive search firms to lead these searches. The Faculty of Graduate Studies Council has been asked to nominate and elect representatives for the Advisory Committee which will review Dr. Jay Doering's request of reappointment as Dean.

- Robson Hall is proud to welcome three national journals to the publications centre thanks to funding support from the Legal Research Institute (LRI), and time commitments from faculty members.

The *Canadian Legal Education Annual Review (CLEAR)* is a peer-reviewed annual publication of the Canadian Association of Law Teachers (CALT). The aim of the journal is to foster scholarly exchanges on issues related to legal education and relevant to all Canadian law professors, graduate students and those who teach law. In particular, the journal aims to encourage critical and scholarly reflections on the aspirations, goals, objectives, values and cultures of legal education and on the processes involved in law teaching.

The *Canadian Journal of Women and the Law* is published twice yearly in Canada in order to exchange research and analysis in the rapidly growing area of studies surrounding women and the law. The purpose of the *Canadian Journal of Women and the Law* is to establish a feminist forum for publication of discussion and debate of issues that concern women and the law. The journal aims to reflect a diversity of political, social, cultural, and economic thinking, unified by a shared interest in law reform as it affects women.

Both the *Canadian Journal of Women and the Law*, and the *Canadian Legal Education Annual Review* present opportunities for students to get involved, with the possibility of working in either official language.

As a consequence of Dean Axworthy having been elected as President of the Institute of Parliamentary and Political Law, and general editor of the *Journal of Parliamentary and Political Law*, this national journal will also be hosted at Robson Hall.

- Abba Gumel, Mathematics, was named the winner of the Dr. L.E. Nicolle Award for his paper, "*Mathematical assessment of Canada's pandemic influenza preparedness plan*". This award is given to an author who has made a significant contribution to infectious diseases and medical microbiology as demonstrated by the impact of their original research published in the *Canadian Journal of Infectious Diseases and Medical Microbiology*.
- Neil Holliday, Entomology, was awarded the Gold Medal from the Entomological Society of Canada. This is the highest honour awarded by the Society for outstanding achievements in research, teaching, and extension entomology. The award will be presented this fall.
- Muthu Bagavathiannan, graduate student in plant science, was named this year's recipient of the North American Colleges and Teachers of Agriculture's Graduate Student Teaching Award of Merit.
- Graduate students, Niranjana Venugopal and Jorge Alpuche were recipients of Young Investigator Awards at the Annual Meetings of the Canadian Organization of Medical Physicists and American Association of Physicists in Medicine.
- Seventy-eight pharmacy students participated in the MS Walk and were recognized with the Top Rookie Fundraising and Top Corporate Fundraising Team Awards, as well as Largest Corporate Team of the Year.

### III. RESEARCH MATTERS

- The Canada Foundation for Innovation announced \$3,276,090 in new funding in June to support three major research projects led by Drs. Sabine Mai, Aaron Marshall and Patricia Martens. The funding is part of the Leading Edge Fund and New Initiatives Fund.
- \$2.3M in grant funding for 136 students at the University of Manitoba was announced in July by the Social Sciences and Humanities Research Council. The funding includes three Postdoctoral Fellowships (\$320,000), 10 Postgraduate Scholarships (\$593,000), 37 Alexander Graham Bell Canada Graduate Scholarships (\$1.3M), and 86 Undergraduate Student Research Awards (\$387,000).
- Eighteen researchers received funding from the University Research Grants Program for a total of \$119,795, in the March 2009 competition. In total, there were 32 applications received. The March competition is restricted to established staff. As well, six researchers (of 9 applications) received funding from the University of Manitoba/Social Sciences and Humanities Research Council Research Grants competition, totally \$37,174. Seven researchers (of 10 applications) received funding from the Travel Grants Program for a total of \$9,017.
- Twenty-two researchers were awarded contracts from a variety of agencies to perform research-related studies totalling \$1.7M. Seventeen researchers received grant funding from miscellaneous foundations and agencies totalling \$753,067. Five researchers were awarded \$1.1M in funding for projects that are being conducted as part of the National Centres for Excellence program.

### IV. ADMINISTRATIVE MATTERS

- **Energy Savings** - The University saved a record setting \$5,033,000 in energy savings for 2008/09 compared to the previous record of \$4,370,000 in 2007/08. This savings are the result of a number of energy conservation measures implemented over the past ten years.
- **Knowledge Infrastructure Program (KIP) Funding** - The University received an additional allocation from the Federal Knowledge Infrastructure Program for investment in the following projects: \$6.632M Biological Sciences upgrade, \$2.374M for Buller Building laboratories and infrastructure, \$1.37M for Neil John Maclean Health Sciences Library, and \$1.6M for the Eureka Incubator projects. This was in addition to the earlier announcement of \$2.5M for Smart Park Retention Pond, \$2.519M for Basic Medical Sciences Building Regenerative Medicine expansion and, \$15M towards the new 60,000 sq. ft. ART Lab. The federal government through KIP will invest \$2 billion over the next two years to repair and expand research and educational facilities at Canadian colleges and universities.
- **Welcome Centre** - The Welcome Centre officially opened on Tuesday, September 1, 2009. The Welcome Centre is home to Parking and Shuttle Services and Security Services. The high tech CCTV monitoring system in the building will enhance security on the campus.

- **Resource Optimization and Service Enhancement Project (ROSE)** - The ROSE project will look at ways to improve service delivery and reduce costs of these functions by eliminating duplication, sharing resources, assessing appropriateness of controls, leveraging technology and application of industry best practices. Following the issuance of an RFP to which seven firms responded, the University is in the process of finalizing a contract with the firm of PricewaterhouseCoopers to conduct a thorough review of current services and make recommendations for effective and efficient strategies in order to improve service and reduce costs of support functions provided both centrally and in faculties and units.
- **Duff Roblin Fire Recovery** - An information session was held on September 14, 2009 to update faculty, staff and students affected by the fire on recovery and rebuilding efforts. University administrators and department staff were on hand to provide information and answer questions.

9408 cubic feet of potentially contaminated fire debris have been removed from the immediate fire area. The total projected damage costs are expected to exceed \$25-30M (exclusive of any code upgrades to the building). This insurance claim is estimated to be the largest single claim for a post-secondary institution in Canada.

The priority now is to collect and incorporate the design needs of each affected department as the University moves into an intense period of re-design of the West side and a rebuilding to its original state of the East side. Because the building is of 1970's vintage, code upgrades including a fire suppression system are currently being designed and installed, funded entirely by the University. The key priority in the immediate future - to return all individuals affected by the fire back to a building that is back to what it once was - a dynamic and exciting teaching and research facility.

- **Staff Golf Tournament** - The 9th Annual all staff golf tournament was held to raise money for the Student Food Bank. The event was the largest to date and over \$1,100 was raised for the food bank.
- **H1N1 Flu Virus** - A meeting of the University Pandemic Planning Committee was held on September 10, 2009. The University Pandemic Planning Committee will continue to meet biweekly for the duration of the academic year and more frequently if required. The University of Manitoba continues to work closely with Manitoba Health - Public Health Division to monitor developments in the international outbreak of H1N1 flu virus. At present all classes and activities at the University of Manitoba are operating as normal and we will monitor the H1N1 influenza situation daily. Plans are in place to open an emergency operations centre if required. H1N1 information has been circulated to University administrators and can also be found on the University's home page [www.umanitoba.ca](http://www.umanitoba.ca).

## V. EXTERNAL MATTERS

- Total funds raised as of September 14, 2009: \$11,357,326.75

- The official opening of the Immunology Department on the 4th floor of Apotex Centre took place September 9, 2009. The Department of Immunology also hosted “New Frontiers in Immunology,” an international symposium that showcased renowned researchers and celebrated the opening. A number of government officials were on hand at the opening. Bringing greetings were Rod Bruinooge, MP for Winnipeg South, Jim Rondeau, Minister of Science Technology Energy and Mines, and Grant Nordman, Winnipeg City Councillor for St. Charles Ward. The Winnipeg Partnership Agreement provided \$1.6M in support of the Centre in February 2008. After the opening, Jim Rondeau and Rod Bruinooge toured the Regenerative Medicine and the N.J. McLean Library Knowledge Infrastructure Program projects.
- TD Bank Financial Group announced a \$50,000 commitment on June 17, 2009 to support the University of Manitoba’s efforts to improve Aboriginal education. The investment, announced at Aboriginal House, will support a study to explore challenges for Aboriginal learners and ways to improve and develop university-based programs.
- Homecoming Week: 496 people participated in 20 reunions (excluding Medicine) and attended receptions or luncheons put on by deans and directors. Nine Medicine and nine Medical Rehabilitation classes celebrated reunions with 250 of these graduates attending the Dean’s breakfast on September 12. 400 people attended the reunion dinner and 225 (a full house) attended the Marcel A. Desautels Faculty of Music Homecoming Gala Concert. 150 attended the President’s Luncheon honouring the classes of 1939 and 1949.
- Public Affairs and Bison Sports are collaborating on the “Brown and Gold Show” on Shaw TV starting in September. The show will air weekly and feature a variety of Bison athletes interviewed on campus. A university presence on Native Communications Inc. (NCI) was coordinated for units offering Aboriginal specific programming, including ABEP, AFP, ENGAP and ACCESS, and will run for 24 weeks beginning October 12th.



**Report of the Senate Executive Committee**

**Preamble**

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

**Observations**

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

Professor Mary Brabston will be the Speaker for the Executive Committee for the October 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)

/mb



UNIVERSITY  
OF MANITOBA

OFFICE OF THE  
VICE-PRESIDENT (RESEARCH)

207 Administration Building  
Winnipeg, Manitoba  
Canada R3T 2N2  
Telephone (204) 474-6915  
Fax (204) 474-7568  
www.umanitoba.ca

# MEMORANDUM

TO: Mr. Jeff Leclerc, University Secretary

FROM: Digvir S. Jayas, Vice-President (Research)  
and Chair, Senate Committee on University Research

DATE: September 10, 2009

SUBJECT: Periodic Review of Research Centres and Institutes: the Institute for the  
Humanities

Attached is the report on the review of the Institute for the Humanities conducted by the Senate Committee on University Research, according to the Policy on *Research Centres, Institutes, and Groups*.

Please include this report and recommendation on the next Senate agenda. Please feel free to contact me should you require any further information.

Thank you.

DSJ/nis  
Encl.

**THE SENATE COMMITTEE ON UNIVERSITY RESEARCH  
SUB-COMMITTEE REPORT ON THE REVIEW OF  
THE INSTITUTE FOR THE HUMANITIES**

**Preamble:**

1. The Policy for *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 5 years. Accordingly and following the approval by Senate of this Policy, the Senate Committee on University Research 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 was established. In accordance with the Policy, the task of each sub-committee was to recommend to SCUR on whether a formal, independent review committee should be struck to conduct a full review. If a subcommittee was of the view that a full review of a specific research centre/institute was not warranted, it was 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 the review of a report prepared by the research centre/institute director which contained:
  - a description of how and why the centre/institute has achieved or revised its original 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 indicating continued support for the research/centre institute from appropriate department heads and faculty/school deans/directors; and
  - the names of individuals who could provide external assessments of the research centre/institute.

We also met with the current director of the Institute, and Acting Dean of Arts.

2. The membership of this sub-committee was as follows:  
Mr. Andy Bonar, GSA, V.P. Academic  
Dean David Collins, Faculty of Pharmacy  
Dean John (Jay) Doering, Faculty of Graduate Studies  
Dean Mark Whitmore, Faculty of Science
3. The University of Manitoba Institute for the Humanities has:
  - facilitated the publication of many academic articles, book reviews, and a book;
  - fostered collaboration through research clusters;
  - promoted research through conferences, workshops, and roundtable discussions; and
  - contributed to the training of graduate students and post-doctoral fellows.

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

The Institute for the Humanities has well-established goals and objectives, namely, "*to foster research and scholarship in the Humanities at the University of Manitoba, to promote interdisciplinary research in the Humanities, and to help obtain external funding for Humanities research.*" Given the Institute has been around for eighteen years, its existence has shown some degree of permanence that transcends collaboration on a project.

Research collaborations occur primarily through research clusters, which the institute facilitates. Research clusters are provided a small (\$2,500) award by the Institute. Clusters are intended to bring together academics and graduate students from different departments. The Institute has been successful in facilitating collaboration amongst scholarships. This collaboration occurs through reading groups, conferences, seminars, and colloquia. Research output from these activities often takes the form of sole authored publications, which is consistent with the norm in the humanities.

The subcommittee felt that the involvement of graduate students and, in particular, the funding of graduate students by the Institute is quite limited. This reflects the extremely limited quantity of funds available for scholarly activity in the humanities.

The subcommittee noted that all of the Institute's funding (\$22,450 support programs, \$4,300 for materials and supplies, and \$52,006 for the Assistant to the Director, for a total of \$78,756) is derived from the Faculty of Arts, Dean's Office. Yet the policy on Research Centres, Institutes and Groups specifies that research centres/institutes are generally expected to "*seek external funding in order to operate on a cost recovery basis.*" Although many Institutes do not operate completely on a cost-recovery basis, there appears to be a particularly large mismatch between this policy and this Institute.

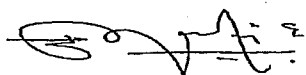
The subcommittee was also unsure to what extent the Institute fosters the training of future researchers, especially in regard to research skills.

**Recommendation:**

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

**That the University of Manitoba Institute for the Humanities continue for a term of 3 years, from July 1, 2008 through June 30, 2011.**

Respectfully submitted,



Digvir Jayas

Vice-President (Research) And Chair, Senate Committee on University Research

## **Report of the Senate Committee on the Calendar Regarding the Calendar Review Sub-committee**

---

### **Preamble:**

1. The terms of reference for the Senate Committee on the Calendar are found on the web at [http://umanitoba.ca/admin/governance/governing\\_documents/governance/sen\\_committees/496.htm](http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/496.htm)
2. The Committee is charged with preparing the University Calendars and providing advice on matters referred to it concerning the University Calendars.
3. A Calendar Review sub-committee was established by the committee to conduct a complete review of the Calendar in order to fully encompass current technologies. Senate approved the terms of reference for the sub-committee on November 5, 2008. The sub-committee included Mr. N. Marnoch, Registrar, Dr. T. Hassard, Graduate Studies, Dean Doering, Chair of the Senate Committee on Rules & Procedures, Prof. P. Hultin, Science, Ms. C. Bone, Libraries, Ms. L. Hamilton, Registrar's Office, Mr. C. Zhang, Graduate Student, Ms. L. Yarchuk, Public Affairs, Ms. L. Bean, Asper School of Business, Ms. I. Reece Tougas, Enrolment Services and Mr. L. Martin, IST.
4. The Committee recognized that a number of significant environmental changes have occurred which require a substantial change to the current ways of doing business. In the forefront of these changes is the rapid advance in technology and the subsequent take up of this by students and also the recognition that undergraduate students move between programs/faculties with regularity. In order to better serve students and the university community, both of these environmental conditions require modification to Calendar.

### **Observations:**

1. The Committee's discussions and recommendations to Senate were divided into the following three parameters:
  - i) establishing what content must be included in the Calendar
  - ii) moving the Calendar to a web based format
  - iii) establishing clear quality control protocols to ensure the accuracy of all Calendar content.
2. Content: In order to provide the best possible Calendar, it is essential that the purpose and target audience for the Calendar be clearly defined; the Calendar should not provide a catchall for information better provided elsewhere. The Committee recognized that, with the rapid advances in technology, some of the original purposes of the Calendar are no longer necessary and would be better served outside of the formal Calendar. These include:
  - Providing a public face for units; this is more appropriately addressed by the individual unit websites.
  - The committee recognized that, as a recruitment tool, the Calendar is an unwieldy document and considered that this information would be better served elsewhere.
  - Admission information; while it is essential to provide an overview of this information, the best provider of the information is Enrolment Services and thus the information should be housed there.

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

The Committee proposed that those items of information which will (a) impact the student's ability to complete their degree or (b) provide the basis for an appeal should form the content of the Calendar. As such, the Calendar should contain detailed information on the following:

- Program requirements
- General admission requirements
- Progression and graduation requirements
- Academic Schedule
- Program specific regulations
- General academic rules and regulations

In addition, the Calendar should contain a brief summary of the following with links provided for detailed information:

- University services (Student Advocacy, Counseling and Career Services, Financial Aid and Awards, Housing, etc.)
- Policies and regulations (such as the Student Discipline by-law, the Policy on the Responsibilities of Academic Staff with respect to Students, the Policy on Respectful Work and Learning Environment)

3. Web-based: It was recognized that the current student population is moving away from the use of a print-based Calendar as illustrated by the annual reduction in the number of Calendar copies printed and the declining number of students choosing to pick up a free Calendar. Students are, instead, gathering information from electronic sources. The development of a well designed, easily searchable web based calendar is the next logical step in the development of the Calendar as an information tool. This objective would not only provide enhanced service for students, but would also reduce the paper usage in the production of the Calendar. The Committee noted that there is a movement toward web only Calendars across the country.

The Committee recommended that the University move to a web only Calendar and cease to produce a print Calendar. It was recognized that some users have a need for a print form of sections of the Calendar and that the web based format should have the capability of producing a printable format.

The Committee recognized that, with the technology available and in the interests of accuracy, a single source of information was desirable. Sections of the Calendar could link both within the Calendar and to outside sources of information.

One date will be set annually (such as July 1<sup>st</sup>) for the official version of the Calendar for the year which will be used in resolving any disputes. While July 1<sup>st</sup> would constitute the official version, the Calendar could be released much earlier (such as March 1<sup>st</sup>) with the rider that changes to this version may occur until July 1<sup>st</sup>.

4. Quality Control: A number of issues with the current Calendar production were flagged as matters of concern. Upon occasion, items which have not been approved by Senate have been included in the print Calendar. Although infrequent, such errors may have serious consequences. A process of control over this must be instituted. The current system does not have a formal system of checks and balances. A process should be developed which has levels of check offs to ensure that proper approvals have been obtained prior to items being included in the Calendar. This process would limit a final

faculty submission to a designated representative of the faculty and a final approval of all submissions to the Calendar Editor.

Also, the lack of consistency across sections of the Calendar was considered to be problematic and a review of this would be useful. A content writer with experience in projects of this type could be engaged to work with faculties to develop a consistency of style across units.

### **Recommendations:**

The Senate Committee on the Calendar recommends:

**THAT Senate designate that the official General Academic Calendar be the online version commencing 2011-2012 academic session. This electronic Calendar should take advantage of the multiple structural and interactive tools available and should be designed from the ground up. The 2010-2011 web calendar will be a searchable pdf while the new interactive calendar is in development for 2011-2012 release. The 2011-2012 will be the final print calendar.**

**THAT the content of the Calendar should include detailed information on:**

- ***program requirements***
- ***specific admission requirements***
- ***progression and graduation requirements***
- ***the Academic Schedule***
- ***general academic rules and regulations.***

**A summary of University services (Student Advocacy, Counseling and Career Services, Financial Aid and Awards, Housing, etc.) and policies and regulations should be included with links to detailed information.**

**THAT, in order to maintain a consistent quality, tone and format across units, and to design a web based Calendar to suit the needs outlined in this report, Senate recommends that an external facilitator, experienced in producing documents of this type, should be engaged to work with units to create/modify their calendar content.**

**THAT a process be instituted and disseminated which will provide levels of approval to ensure that the Calendar content is accurate. Final sign-off of Calendar faculty content submissions will rest with the Calendar Editor.**

**THAT Senate encourages departments to pay close attention to their web presence as the Calendar moves to providing direct links to departmental web sites.**

Respectfully submitted,

Mr. Jeff M. Leclerc, Chair  
Senate Committee on the Calendar

/mb

## REPORT OF THE SENATE COMMITTEE ON AWARDS – PART B

### Preamble

Terms of reference for the Senate Committee on Awards include the following responsibility:

On behalf of Senate, to approve and inform Senate of all new offers and amended offers of awards that meet the published guidelines presented to Senate on November 3, 1999, and as thereafter amended by Senate. Where, in the opinion of the Committee, acceptance is recommended for new offers and amended offers which do not meet the published guidelines or which otherwise appear to be discriminatory under the policy on the *Non-Acceptance of Discriminatory Scholarships, Bursaries or Fellowships*, such offers shall be submitted to Senate for approval. (Senate, April 5, 2000)

### Observations

At its meeting of August 27, 2009 the Senate Committee on Awards reviewed two amended offers that appear to be discriminatory according to the *Policy for Non-Acceptance of Discriminatory Scholarships, Bursaries or Fellowships*.

At its meeting of August 27, 2009, the Senate Committee on Awards approved amendments to the policy on the *Non-Acceptance of Discriminatory Scholarships, Bursaries or Fellowships*.

### Recommendations

The Senate Committee on Awards recommends that Senate and the Board of Governors approve two amended offers, as set out in Appendix A of the *Report of the Senate Committee on Awards – Part B* (dated August 27, 2009).

The Senate Committee on Awards recommends that Senate and the Board of Governors approve revisions to the policy on *Non-Acceptance of Discriminatory Scholarships, Bursaries or Fellowships*, as set out in Appendix B of the *Report of the Senate Committee on Awards – Part B* (dated August 27, 2009).

Respectfully submitted,

Dr. Philip Hultin  
Chair, Senate Committee on Awards

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



## Appendix A

### MEETING OF THE SENATE COMMITTEE ON AWARDS

August 27, 2009

#### 2. AMENDED OFFERS

##### Elizabeth Lughinbuhl Memorial Award

The following amendments have been made to the terms of reference for the Elizabeth Lughinbuhl Memorial Award.

- The name of the award has been changed to: Elisabeth Luginbühl Memorial Award.
- The value of the award has been amended from: normally \$500 to: normally the available annual interest from the fund.
- A new requirement has been added to offer the award specifically for female students studying Computer Science.
- A statement has been added to allow the University to offer the award to a male student, who meets the academic requirements for the award, in any given year that there is no qualified female candidate.
- Criterion (2) has been revised to clarify that those students in Year 3 of both the Bachelor of Computer Science (Honours) and the Bachelor of Computer Science (Honours) Cooperative Option will be considered for the award.
- In criterion (2), high standing is now defined as a minimum degree grade point average of 3.5.
- The membership of the selection committee will no longer include the Director of Computer Services as an *ex officio* member.
- A number of editorial amendments have been made.

(Attachment I)

##### Dr. Margaret Marchand Scholarship

A number of revisions have been made to the terms of reference for the Dr. Margaret Marchand Scholarship.

- A number of editorial changes have been made to the first paragraph in order to provide a history of this scholarship and to describe the revised purpose of the fund. The revised paragraph now reads:

In 1992, Dr. Margaret Owchar Marchand (B.A., Mathematics/45) established an endowment fund at the University of Manitoba to support scholarships (initially \$350) for women students entering the Faculty of Science. Initially valued at \$10,000, the fund has grown considerably over the years through additional gifts from Dr. Marchand. By 2009, enrolment of female students in most Science programs had increased markedly, and the Scholarship was, therefore, amended to encourage female students to enter the numerical sciences, in particular. The available annual interest on this fund will be used to offer one or more scholarships, with a minimum value of \$1,000 each, to students who...
- The pool of candidates has been changed from: female students entering the Faculty of Science from a high school in rural Manitoba to: female students who have graduated from a high school in rural Manitoba and who are enrolled full time (minimum 24 credit hours) in the

Faculty of Science, in any Major or Honours program in the numerical sciences (including actuarial mathematics, computer science, mathematics, and statistics) leading to either a Bachelor of Science or a Bachelor of Computer Science degree.

- In order to be considered for the award, students must have achieved a minimum degree grade point average of 3.5 in the first year of study at the University.
- A statement has been added giving the selection committee the discretion to determine the number and value of scholarships offered each year, with the *proviso* that the minimum value will be \$1,000.

(Attachment II)



UNIVERSITY  
OF MANITOBA

DEPARTMENT OF COMPUTER SCIENCE

Winnipeg, Manitoba  
Canada R3T 2N2  
(204) 474-8313  
FAX: (204) 474-7609

To: Dr. Phil Hultin, Chair, Senate Committee on Awards

From: Dr. J. Bate, Head, Department of Computer Science

Re: Changes of terms of reference for the Elizabeth Luginbuhl Award

June 18, 2009

The Department of Computer Science fully supports the proposed change to the terms of reference of the Elizabeth Luginbuhl Memorial Award which would require it to be awarded to a female student whenever possible. This is fully in keeping with the spirit and intent of the award, and is a welcome change given the severe under-representation of female students in Computer Science.

I understand that current policies require that the under-representation of any target group in such an award be demonstrated over a 5 year period. The situation in Computer Science is striking and easily demonstrated.

Honours Program (based on Nov. 1 enrolment in a B.C.Sc. degree)

Year	Male	Female
2007-2008	86	8
2006-2007	78	7
2005-2006	118	11
2004-2005	124	17
2003-2004	84	8

Major Program (based on Nov. 1 enrolment in the Major program in Computer Science)

Year	Male	Female
2007-2008	n/a (*)	n/a (*)
2006-2007	n/a (*)	n/a (*)
2005-2006	154	13
2004-2005	195	16
2003-2004	100	14

(\*) Following the switch to Aurora, male/female data is only available at the Faculty level, and no longer broken down to the Departmental level. Data could still be presented for the Honours program because all students in a B.C.Sc. program must be in Honours Computer Science. But B.Sc. students are in no identifiable department. Although 2 years of data are absent, the under-representation is apparent, and I assure you that there was no dramatic increase in the number of female students in the Major program in 2006-8.

Yours truly,


Dr. John Bate  
Head, Department of Computer Science

**THE UNIVERSITY OF MANITOBA**  
**Faculty of Science**  
**Office of the Dean**  
**250 Machray Hall**  
**INTER-DEPARTMENTAL CORRESPONDENCE**

---

**DATE:** September 24, 2009

**TO:** Dr. D. Barnard, Chair, Senate Executive Committee

**FROM:** Mark Whitmore, Dean, Faculty of Science 

**RE:** **Revised Terms of Reference, Dr. Margaret Marchand Scholarship**

---

I understand that a question was raised at the recent Senate Executive Committee meeting regarding the proposed amendments to the terms of reference for the Dr. Margaret Marchand Scholarship, and the proportion of male and female students in the pool of eligible candidates.

The pool is female students who have graduated from a high school in rural Manitoba and who are enrolled in a major or honours program in the numerical sciences. These programs are those offered by the Department of Computer Science, the Department of Mathematics and the Department of Statistics, plus ones offered jointly with other Departments. The percentage of female students in these programs has been below 30% in each of the past five years, and below 20% in four of those five.

Defining the eligible pool to be students in a group of programs is an established practice. For example, in the past, the university has established scholarships open to women in the "physical sciences", a pool which includes students in groups of programs from two Faculties.



**THE UNIVERSITY OF MANITOBA**  
**Faculty of Science**  
**Office of the Dean**  
**250 Machray Hall**  
**INTER-DEPARTMENTAL CORRESPONDENCE**

---

**DATE:** July 22, 2009

**TO:** Dr. Phil Hultin, Chair, Senate Committee on Awards

**FROM:** Mark Whitmore, Dean, Faculty of Science *Mark Whitmore*

**RE:** Revised Terms of Reference, Dr. Margaret Marchand Scholarship

---

I am pleased to support the proposed Revised Terms of Reference to the Dr. Margaret Marchand Scholarship.

The fact that the terms of reference need to be revised is good news: it reflects the increase in the number of female students in science. In fact, overall, the proportion of female graduates in the Faculty of Science was 48% in 2006 and 44% in 2007, the most recent years for which data are available. However, the proportion within the numerical sciences is much lower. As indicated in the attached table, it ranged from 14% to 26% over the five-year period of 2003 to 2007. These data are taken from the IS Books, and 2007 is the most recent set available.



**Female and Male Graduates by Year of Graduation**

Year	CS Hons		B.Sc. Major						B.Sc. Hons.										Totals			Non-CS																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
			App Math		CS		Math		Stats		Act. - Man		CS- Math		Math		Math-Phys								Math-Stats		Stats		Stats-Act.																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																										
	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F

69 94: 42% (5 Year total)

**Appendix B**

**MEETING OF THE SENATE COMMITTEE ON AWARDS  
August 27, 2009**



August 10, 2009

TO: Dr. Phil Hultin  
Chair, Senate Committee on Awards

FROM: Mr. Peter Dueck  
Executive Director, Enrolment Services

Ms Jane Lastra  
Director, Financial Aid and Awards

RE: **Proposed Revision to the Policy on the Non-acceptance of  
Discriminatory Scholarships, Bursaries or Fellowships**

---

The Financial Aid and Awards Offices recommends, to the Senate Committee on Awards, that the policy on the *Non-acceptance of discriminatory scholarships, bursaries or fellowships* (established March 22, 1979 by the Board of Governors) be revised, as set out in Attachment I to this memo. The existing policy stipulates that:

As a matter of principle, the University of Manitoba will not administer any new scholarship, bursary or fellowship that discriminates on the basis of race, creed, political belief, colour, ethnic or national origin, sex, or age.

Any exceptions to this principle shall be made only with the consent of the unit concerned, the Senate Committee on Awards, and the Senate. A request for such exceptions shall be indicated by the Committee on Awards.

The following revisions to the policy are proposed.

- (1) The title of the policy is to be amended to *Non-acceptance of discriminatory awards*.
- (2) The first paragraph is to be revised to specify that the University will not administer any new student awards that discriminate on the basis of applicable characteristics set out in section 9(2) of the Manitoba Human Rights Code (proclaimed in force December 10, 1987, and as amended from time to time).

For the Committee's information, the applicable characteristics currently listed in section 9(2) of the Code are as follows:

- (a) ancestry, including colour and perceived race;
- (b) nationality or national origin;
- (c) ethnic background or origin;

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



- (d) religion or creed, or religious belief, religious association or religious activity;
  - (e) age;
  - (f) sex, including pregnancy, the possibility of pregnancy, or circumstances related to pregnancy;
  - (g) gender-determined characteristics or circumstances other than those included in clause;
  - (h) sexual orientation;
  - (i) marital or family status;
  - (j) source of income;
  - (k) political belief, political association or political activity;
  - (l) physical or mental disability or related characteristics or circumstances, including reliance on a dog guide or other animal assistant, a wheelchair, or any other remedial appliance or device.
- (3) The revised second paragraph expands upon the circumstances in which a request for an exception to the policy may be warranted, pending approval by the appropriate bodies at the University.

(Attachment I)

**POLICY**
**No.** \_\_\_\_\_ **Effective Date** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Review Date** \_\_\_\_\_

**Approving Body:** Board of Governors      Senate  
Administration (specify): \_\_\_\_\_

**Authority**      *University of Manitoba Act Section # 16 (e)* \_\_\_\_\_  
Other Legislation [name and section #] \_\_\_\_\_  
Bylaw [name and section #] \_\_\_\_\_  
Regulation Senate Policy \_\_\_\_\_

**Implementation:** Director, Financial Aid and Awards \_\_\_\_\_  
**Contact:** \_\_\_\_\_

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

**1.0 Reason for Policy**

**1.1** The principal purpose of the policy on the *Non-acceptance of discriminatory awards* is to ensure that student awards (scholarships, prizes, fellowships, and bursaries, etc.) that are approved by the Senate Committee on Awards and established at the University of Manitoba adhere to the tenets of the Manitoba Human Rights Code. The object is to ensure that the student award program at the University does not exclude any group(s) of students on the basis of those characteristics set out in the Manitoba Human Rights Code.

**1.1** The policy on the *Non-acceptance of discriminatory awards* provides for exceptions by authorizing the Senate Committee on Awards and the Senate to establish awards that support and encourage the educational goals of groups of students who are under-represented in the student population of the University and who have been exposed to systemic discrimination. In such cases, the establishment of discriminatory awards is intended to encourage these students to pursue higher education and to increase their enrolment at the University.

**2.0 Policy Statement**

**2.1** As a matter of principle, the University of Manitoba will not administer any new

**2.2** scholarship, prize, fellowship, or bursary that discriminates on the basis of the 'applicable characteristics' enumerated in section 9(2) of the Manitoba Human Rights Code (proclaimed in force December 10, 1987, and as amended from time to time).

Exceptions are occasionally warranted when it can be demonstrated that systemic discrimination may exist that results in the under-representation of identified sub-populations in Manitoba and/or when the proposed award has as its object the amelioration of conditions of disadvantaged individuals or groups, including those who are disadvantaged because of any applicable characteristic referred to in subsection 9(2) of the Manitoba Human Rights Code. Any exception to this principle shall be made only with the consent of the unit concerned, the Senate Committee on Awards, and the Senate. A request for such an exception shall be indicated by the Committee on Awards.

### **3.0 Accountability**

- 3.1** The University Secretary is responsible for advising the President that a formal review of the Policy is required.
- 3.2** It is the responsibility of the Senate Committee on Awards and the Senate to review terms of reference for all new awards (e.g., scholarships, bursaries, fellowships, prizes, medals, exhibitions, etc.) and to ensure that these terms comply with the Policy.

### **4.0 Secondary Documents**

- 4.1** The Approving Body may approve Procedures which are secondary to and comply with this Policy.
- 4.2** Administration may approve Procedures which are secondary to and comply with this Policy, subject to the following limitations:

### **5.0 Review**

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

### **6.0 Effect on Previous Statements**

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

- (c) this Policy supersedes Policy 419 Non-acceptance of discriminatory scholarships, bursaries, or fellowships (Effective date, March 22, 1979)  
[Previous Governing Document no./title/effective date]

## 7.0 Cross References

### Cross References

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

Cross referenced to: (1) \_\_\_\_\_ (3) \_\_\_\_\_  
(2) \_\_\_\_\_ (4) \_\_\_\_\_

## **Report of the Senate Committee on Honorary Degrees**

---

### **Preamble**

1. Since last reporting to Senate, the Committee on Honorary Degrees considered a new Policy and Procedure on the Naming of Buildings, Parts of Buildings and Spaces.

### **Observations**

1. The Senate Committee on Honorary Degrees considered a new Policy and Procedure that sets out the conditions under which buildings, parts of buildings and spaces may be named in honour of individual(s) or organizations.
2. The documents have been developed to update the policy to better practice, separate policy matters from procedural matters, clarify approval processes and provide a documented mechanism for the withdrawal of a naming on a building, part of building or space.
3. The documents codify the past practice of having the President approve the minimum values of gifts related to naming of spaces in recognition of philanthropy.

### **Recommendation**

THAT Senate recommends that the Board of Governors approve the Policy and Procedure on the Naming of Buildings, Parts of Buildings and Space.

Respectfully submitted,

Dr. W. Norrie, Chair  
Senate Committee on Honorary Degrees

Terms of Reference:

[http://www.umanitoba.ca/admin/governance/governing\\_documents/governance/sen\\_committees/501.htm](http://www.umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/501.htm)

/ki

# UNIVERSITY OF MANITOBA

## POLICY

Effective Date: \_\_\_\_\_

Title: Naming of Buildings, Parts of Buildings and Spaces Review Date: \_\_\_\_\_

**Approving Body:** ☒ Board of Governors ☐ Senate  
☐ Administration (specify): \_\_\_\_\_

**Authority** ☒ *University of Manitoba Act* Section # 4(f) \_\_\_\_\_  
☐ Other Legislation [name and section #] \_\_\_\_\_  
☐ Bylaw [name and section #] \_\_\_\_\_  
☐ Regulation \_\_\_\_\_

**Implementation:** University Secretary**Contact:** University Secretary

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

**1.0 Reason for Policy**

To set out the conditions under which buildings, parts of buildings and spaces may be named in honour of individual(s) or organizations.

**2.0 Policy Statement****2.1 General**

2.1.1 Persons or organizations who may be honoured by the naming of a building, part of a building or space include the following:

- a) Persons or organizations who have contributed to the life and mission of the University of Manitoba (contributions may include teaching, research, scholarship service or creative work).

OR

- b) Persons or organizations who have contributed to the cultural, social and economic well-being of the people of Manitoba, Canada and the world in areas which are of major interest to the University of Manitoba, and/or which are directly associated with the University.

- c) Persons or organizations who, through their contributions of capital or other assets, enable the University of Manitoba to further its mission.
- 2.1.2 The underlying principle of any naming is that the person(s) or organization(s) for whom the space will be named and the University should both be honoured by the naming of the building, part of a building or space.
- 2.1.3 The name may refer to a foundation, individual, family or similar unit or to a respectable commercial or business unit.
- 2.1.4 In the case of naming in recognition of philanthropy, the University President shall determine the minimum values of donations for any and all newly named buildings, parts of buildings and spaces. The guiding principle will be that the gift received has a correlation to the cost of the named building, part of building or space.
- 2.1.5 The autonomy of the University and the academic freedom of the professoriate to which the University of Manitoba is committed shall be safeguarded at all times. The attribution of a name does not imply or confer any involvement or oversight into the operations of the University or any of its units.
- 2.1.6 It is the University's intention to respect the Donor's intent. If, however, circumstances change so that the entire amount of the gift is not received by the University in due course, the University may, at its option, remove the Donor's name from the named space, or any part therein or thereon where the Donor's name appears, or reduce the form of recognition set out herein and/or offer the Donor an alternate naming opportunity and benefits commensurate with the Donor's level of giving.
- 2.1.7 In the event of a space-use change or renovation which affects the naming and form of recognition the University will inform the Donor if possible, and the University and the Donor will consult as to options available at that time.
- 2.1.8 Ultimate authority to accept or decline any naming proposal at the University of Manitoba rests with the Board of Governors.
- 2.1.9 Ultimate authority to discontinue the designated name of a building room or area, or to transfer the name to another building, room or area rests with the Board of Governors.
- 2.1.10 Notwithstanding any other provision of this policy, no naming will be approved or existing naming be continued, that will call into serious question the public respect of the University.

### **3.0 Accountability**

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

### **4.0 Secondary Documents**

- 4.1 The Board of Governors may approve Procedures which are secondary to and

## **5.0     Review**

- 5.1**     Formal Policy reviews will be conducted every ten (10) years. The next scheduled review date for this Policy is October 1, 2019.
- 5.2**     In the interim, this Policy may be revised or rescinded if:
- (a)     the Approving Body deems necessary; or
  - (b)     the relevant Bylaw, Regulations or Policy is revised or rescinded.
- 5.3**     If this Policy is revised or rescinded, all Secondary Documents will be reviewed as soon as reasonably possible in order to ensure that they:
- (a)     comply with the revised Policy; or
  - (b)     are in turn rescinded.

## **6.0     Effect on Previous Statements**

- 6.1A** This Policy supercedes the following:
- (a)     all previous Board/Senate Policies, Procedures, and resolutions on the subject matter contained herein; and
  - (b)     all previous Administration Policies, Procedures, and directives on the subject matter contained herein;
- 6.1B** This Policy supersedes Policy 227 "Naming of Buildings, Parts of Buildings and Special Units", approved by Senate November 6, 1985 and modified February 1, 1999.

## **7.0     Cross References**

### **Cross References**

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

Cross referenced to: (1) Procedure: Naming Buildings, Parts of Buildings and Spaces





# UNIVERSITY OF MANITOBA PROCEDURE(S)

Effective Date: _____	
Title: Naming of Buildings, Parts of Buildings and Spaces 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 type="checkbox"/> Bylaw [name and section #] _____ <input type="checkbox"/> Regulation [name and section #] _____ <input checked="" type="checkbox"/> Policy [name and section #] Naming of Buildings, Parts of Buildings and Spaces _____	
<b>Implementation:</b> _____	
<b>Contact:</b> _____	
<b>Applies to:</b> <input checked="" type="checkbox"/> Board of Governors members <input checked="" type="checkbox"/> Senate members <input checked="" type="checkbox"/> Faculty/School Councils <input type="checkbox"/> Department Councils <input type="checkbox"/> Students	<input checked="" type="checkbox"/> External Parties/Benefactors [Specify applicable employee organizations] <input type="checkbox"/> Employees [Specify applicable employee organizations and employment groups]

## 1.0 Reason for Procedure(s)

To, pursuant to the Policy: Naming of Buildings, Parts of Buildings and Spaces, set out the procedures for:

- a) the naming of buildings, parts of buildings, and spaces; and
- b) the withdrawal of a naming.

## 2.0 Procedure(s)

### 2.1 Naming of Buildings

2.1.1 Proposals for the naming of an entire building shall be forwarded, in confidence, to the University Secretary, who shall place such proposals on the agenda of the next meeting of the Senate Committee on Honorary Degrees.

2.1.4 A Naming Request Proposal for naming buildings as a result of a philanthropic gift, must be developed in conjunction with the Vice-President (External) and submitted to the University Secretary for approval by the Senate Committee on Honourary Degrees.

2.1.2 Both Senate and the Senate Committee on Honorary Degrees shall base any decision on a naming of an entire building upon the criteria outlined in the Policy on Naming Buildings, Parts of Buildings and Spaces.

2.1.3 The naming of any entire building shall require the approval of Senate meeting in closed session following a recommendation from the Senate Committee on Honorary Degrees.

### 2.2 Naming of Parts of Buildings and Spaces

2.2.1 The naming of a part of a building or space within the University shall be the

responsibility of the Senate Committee on Honorary Degrees.

2.2.2 Proposals for the naming of any parts of buildings or spaces shall be forwarded, in confidence, to the University Secretary, who shall place such proposals on the agenda of the next meeting of the Senate Committee on Honorary Degrees.

2.2.3 A Naming Request Proposal for naming any parts of buildings or spaces as a result of a philanthropic gift, must be developed in conjunction with the Vice-President (External) and submitted to the University Secretary for approval by the Senate Committee on Honorary Degrees.

2.2.4 The Senate Committee on Honorary Degrees shall base any decision on the naming of a part of a building upon the criteria outlined in the Policy on Naming Buildings, Parts of Buildings and Spaces.

2.2.5 The Senate Committee on Honorary Degrees shall report to Senate on each of its approvals of such names, in closed session, without penalty of retroactive denial, except for guidance in future decisions and possible revision of the criteria or guidelines.

## 2.4 **Withdrawal of a Naming**

2.4.1 Upon recommendation of the President, the Senate Committee on Honorary Degrees may:

- a) determine, in a closed session meeting:
  - i) that the actions or conduct of any persons or organization for whom a building, part of a building or space is named is materially immoral or unethical in nature;
  - ii) if such person has displayed a lack of integrity that would cause the University significant embarrassment; and
- b) recommend to a closed session of Senate that the naming be withdrawn.

2.4.2 The decision to withdraw a naming shall be determined by the Senate in closed session.

## 2.5 **Form of Recognition**

2.5.1 The attribution of a name is the singular aspect of this honour and will be recognized by suitable signage and an appropriate dedication.

2.5.2 If the entity named should be demolished or substantially altered, the University will determine the appropriate historical recognition. In such instances, the University shall ensure that appropriate consultations occur.

## 3.0 **Accountability**

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

#### 4.0 **Review**

- 4.1 Formal Procedure reviews will be conducted every ten (10) years. The next scheduled review date for these Procedures is October 1, 2019.
- 4.2 In the interim, these Procedures may be revised or rescinded if:
- (a) the Approving Body deems necessary; or
  - (b) the relevant Bylaw, Regulation(s) or Policy is revised or rescinded.

#### 5.0 **Effect on Previous Statements**

- 5.1A This/these Procedure(s) supersede(s) the following:
- (a) all previous Board/Senate Procedures, and resolutions on the subject matter contained herein; and
  - (b) all previous Administration Procedures, and resolutions on the subject matter contained herein; and
  - (c) all previous Faculty/School Council Procedures stemming from the Faculty/School Council Bylaw and academic and admission Regulations and any resolutions on the subject matter contained herein; and

#### 6.0 **Cross References**

##### **Cross References**

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

Cross referenced to: (1) Policy: Naming of Buildings, Parts of Buildings, Spaces and Special Units




UNIVERSITY  
OF MANITOBA

Office of the University Secretary

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

## MEMORANDUM

**DATE:** September 29, 2009  
**TO:** Members, Senate  
**FROM:** Jeff M. Leclerc, University Secretary   
**SUBJECT:** Approval Authority in a pandemic health emergency

---

The University has been undertaking planning activities in order to ensure that we are prepared to address the challenges of emergency situations such as a pandemic flu outbreak. One area that needs to be addressed is how key academic decisions would be made in a pandemic flu health emergency when large parts of the University could be shut down and public meetings are not safe or advisable.

At the present time, Senate has not delegated any emergency authority to a smaller group or individual to make academic decisions in a pandemic health emergency. This is a concern because depending on the severity of an outbreak, some decisions would have to be made quickly. Such decisions might include extending or modifying the academic schedule or making other academic accommodations for students in response to a particular emergency.

In consultation with the President, the Vice-Presidents, the Chair of the Senate Committee on Rules and Procedures, and the Senate Executive Committee it is proposed that Senate authorize the Senate Executive Committee to make decisions on behalf of Senate during a declared pandemic health emergency situation. Senate is very large, with over 130 voting members. Having emergency powers delegated to the Executive Committee would enable a conference call meeting of committee members, or the convening of an urgent meeting if required. The proposed delegation of authority would be the following:

***If in the event of a pandemic health emergency, as declared by the appropriate department of the Government of Manitoba (e.g., Department of Health or Emergency Management Organization), the Government of Manitoba requires a curtailment of normal university activities and operations during the 2009-2010 academic year, Senate authorizes the Senate Executive Committee to act for Senate in determining academic matters which require urgent resolution. These matters are limited to:***

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

- a) Revisions to the academic schedule;**
- b) Modifications to examination regulations;**
- c) Approving academic accommodations for students affected by the pandemic health emergency;**
- d) Approving candidates for degrees, diplomas, certificates, prizes and awards;**

***This authority shall be limited to the period of emergency as declared by the Government of Manitoba – normal approval channels shall be restored as soon as it is permissible and safe to do so. The Senate Executive Committee shall report any actions taken to Senate both by email and at the subsequent meeting of Senate following a pandemic health emergency situation.***

This proposal is being put forward as a preparatory measure to ensure readiness in the event that a serious pandemic health emergency situation takes place this fall. While it is hoped that this authority will not need to be invoked, it is prudent to have something in place before a situation arises.



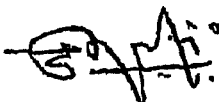
UNIVERSITY  
OF MANITOBA

OFFICE OF THE  
VICE-PRESIDENT (RESEARCH)

207 Administration Building  
Winnipeg, Manitoba  
Canada R3T 2N2  
Telephone (204) 474-6915  
Fax (204) 474-7568  
www.umanitoba.ca

MEMORANDUM

TO: Mr. Jeff Leclerc, University Secretary

FROM: Digvir Jayas, Vice-President (Research) 

DATE: September 10, 2009

SUBJECT: Policy and Procedure: Research Centres, Institutes and Groups

COPIES: Drs. Glavin and Ristock, Associate Vice Presidents (Research)

---

Attached is the Research Centres, Institutes and Groups revised Policy and Procedures. Please include the report for information on the next Senate agenda.

Thank you.

DJ/nis

Attach.

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

**UNIVERSITY OF MANITOBA**  
**POLICY**

No. _____		Effective Date: _____	
Title: Research Centres, Institutes and Groups _____		Review Date _____	
<b>Approving Body:</b> <input type="checkbox"/> Board of Governors <input checked="" type="checkbox"/> Senate <input type="checkbox"/> Administration (specify): _____			
<b>Authority</b> <input type="checkbox"/> <i>University of Manitoba Act</i> Section # _____ <input type="checkbox"/> Other Legislation [name and section #] _____ <input type="checkbox"/> Bylaw [name and section #] _____ <input type="checkbox"/> Regulation _____			
<b>Implementation:</b> _____			
<b>Contact:</b> Vice-President (Research) _____			
<b>Applies to:</b> <input type="checkbox"/> Board of Governors members <input type="checkbox"/> External Parties _____ <input type="checkbox"/> Senate members    [Specify applicable external parties] <input type="checkbox"/> Faculty/School Councils <input checked="" type="checkbox"/> Employees _____ <input type="checkbox"/> Students    [Specify applicable employee organizations and employment groups] All Academic and Administrative Staff			

## 1.0 Reason for Policy

To outline the general guidelines of the Senate Committee on University Research (SCUR) on the establishment and administration of centres, institutes and groups that focus primarily on research and research-related activities (e.g. research training, research dissemination). These guidelines are administered on behalf of SCUR by the Office of the Vice-President (Research). For information on the establishment of centres, institutes or groups that have a primary mandate other than research, contact the Vice-President (Academic) and Provost.

## 2.0 Policy Statement

## 2.1 Definitions:

### 2.1.1 Research Centre/Institute

A research centre/institute is a formally structured organizational unit of the University. It is established under the authority of the Board of Governors, normally on the recommendation of the Senate of the University. The purpose of a research centre/institute is to focus and sustain research in specific areas and

to encourage research collaborations among disciplines and between Departments, Faculties and Schools. Research centres/institutes also provide unique training opportunities for students and serve as a valuable information source for the community at large.

Research centres/institutes normally provide for the strengthening, coordination or facilitation of research scholarly activities not readily undertaken within the University's department structure, building upon the expertise, competence and staff interest existing at the University.

Research centres/institutes are generally expected to:

- a) have clearly identified goals and objectives;
- b) have some degree of permanence, transcending collaboration on a particular, limited project;
- c) bring together scholars from different disciplines and/or areas of specialization within a particular discipline;
- d) maintain high levels of research productivity;
- e) foster the training of future researchers, especially in regard to research skills;
- f) attract post-doctoral fellows, visiting professors, and other scholars;
- g) cooperate with scholars at other universities and/or institutions; and
- h) seek external funding in order to operate on a cost recovery basis.

In pursuit of their objectives, research centres/institutes may establish communication links inside and outside the University, and organize seminars and symposia.

On occasion, research centres/institutes may involve formal partnerships with other universities and/or institutions. University involvement in such joint centres/institutes is subject to formal agreement.

#### 2.1.2 Research Group

A research group is an association of University scholars who share research interests and who engage in collaborative or closely related research activities. The purpose of a research group is to promote and facilitate communication and collaboration among its members, and to establish the legitimacy of the group both inside and outside the University.

## 2.2 Policy Governing the Establishment of Research Centres/Institutes

2.2.1 Every research centre/institute within the University is accountable through its director to a University officer – a department head, dean, or the Vice-President (Research) as appropriate. Financial responsibility for the centre/institute is vested with this University officer. Faculty/School deans/directors shall report to the Vice-President (Research) on all matters related to research centres/institutes.

2.2.2 The director of a research centre/institute is administratively responsible for the research unit. Directors will exercise general supervision over the operation of the unit with specific responsibilities varying with the size of the unit as well as the complexity of its policies and operations.



For any joint faculty/school initiative, the directors shall be responsible to whichever department head, dean or director (or the Vice-President (Research and External Programs) is so designated either in the initial proposal to create such a unit, or as subsequently recommended and approved. In general, only those units which cannot appropriately be administered at the department or faculty level shall be the responsibility of the Vice-President (Research).

2.2.3 All research centres/institutes shall be financially secure with core funding derived from either the University or other sources. In this regard, while the University supports several ~~may provide support to~~ research centres/institutes through its operating budget, research centres/institutes are generally expected to be financially self-sufficient through external cost recovery **seek external funding to support their activities** (i.e. through grants, contracts, donations or fee-for service).

2.2.4 Research centres/institutes shall not normally require the hiring of new full-time academic faculty. Each member, including the director, should hold an appointment in an academic department<sup>(1)</sup>. If release time is required, this should be purchased by the research centre/institute under terms and conditions agreeable to the appointee's department and faculty. Selection of a research centre/institute director is the responsibility of the University officer to whom the director will report.

2.2.5 While the organizational and administrative structures of research centres/institutes vary as a function of their objectives, size and funding arrangements, all research centres/institutes shall normally have an advisory committee. The specific terms of reference of such committees may vary from one unit to another; however, the general purpose of these committees is to provide advice on the unit's activities and programs.

2.2.6 All University research centres/institutes must conform with University policies and procedures. In particular, all research centres/institutes shall adhere to the University's policy with respect to the recovery of indirect costs on research contracts.

### **2.3 Policy Governing the Establishment of Research Groups**

Research groups are established under the authority of the Vice-President (Research), normally on the recommendation of the department head (where appropriate) and dean/director.

## **3.0 Accountability**

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

## **4.0 Secondary Documents**

The Approving Body may approve Procedures which are secondary to and comply with this Policy.

## **5.0 Review**

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

5.2 In the interim, this Policy may be revised or rescinded if:

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

5.3 If this Policy is revised or rescinded, all Secondary Documents will be reviewed as soon as reasonably possible in order to ensure that they:

- (a) comply with the revised Policy; or
- (b) are in turn rescinded.

## 6.0 **Effect on Previous Statements**

This Policy supersedes Research Centres, Institutes and Groups effective March 6, 1996

## 7.0 **Cross References**

### **Cross References**

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

Cross referenced to: (1) Procedures Research Centres, Institutes and Groups



# UNIVERSITY OF MANITOBA PROCEDURE(S)

No. _____	Effective Date: _____
Title: Research Centres, Institutes and Groups	Review Date: _____
<b>Approving Body:</b> <input type="checkbox"/> Board of Governors <input checked="" type="checkbox"/> Senate <input type="checkbox"/> Administration (specify): _____	
<b>Authority:</b> <input type="checkbox"/> Bylaw [name and section #] _____ <input type="checkbox"/> Regulation [name and section #] _____ <input type="checkbox"/> Policy [name and section #] _____	
<b>Implementation:</b> _____	
<b>Contact:</b> Vice-President (Research)	
<b>Applies to:</b> <input type="checkbox"/> Board of Governors members <input type="checkbox"/> External Parties <input type="checkbox"/> Senate members <input type="checkbox"/> [Specify applicable employee organizations] <input type="checkbox"/> Faculty/School Councils <input checked="" type="checkbox"/> Employees <input type="checkbox"/> Department Councils <input type="checkbox"/> [Specify applicable employee organizations and employment groups] <input type="checkbox"/> Students <input type="checkbox"/> All Academic and Administrative Staff	

## 1. Reason for Procedure(s)

To set out the procedures secondary to the policy: Research Centres, Institutes and Groups.

## 2. Procedure(s)

### 2.1. For Establishing Research Centres/Institutes

#### 2.1.1. Approval process

The authority to establish research centres/institutes resides with the Board of Governors, normally on the recommendation of the Senate of the University. Proposals for research centres/institutes are transmitted from SCUR to the **Chair of the Senate Planning and Priorities Committee to determine if SPPC review is required**, and to Senate through its Executive Committee. Prior to their transmittal to SCUR, proposals for the establishment of research centres/institutes are normally supported by departmental and faculty councils, as appropriate.

It is expected that a group of researchers will already have discovered the advantages of collaborative work and academic interchange before proposing the formal establishment of a research centre/institute. Researchers should have an established record of research and publication in their fields, as well as, success in securing external support for their research.

## 2.1.2. Contents of proposal

Proposals must be comprehensive enough to allow the merits and feasibility of establishing a research centre/institute to be assessed, and shall include the following:

- a) **Name of Research Centre/Institute.**
- b) **Description and Justification.** This shall include:
  - i. a concise statement of the mission and objectives of the proposed research centre/institute and their relationship to the strategic plan of the University;
  - ii. an identification of the scope of activities envisaged; and
  - iii. a description of the research benefits and opportunities likely to result from the establishment of the research centre/institute, including an indication of how the proposed research centre/institute would facilitate research among scholars within the University and in the wider community.
- c) **Constitution.** This shall include a description of:
  - i. the organization structure of the proposed research centre/institute, including the roles and responsibilities of its various committees;
  - ii. the categories of membership and the criteria of each of these categories;
  - iii. procedures whereby appointments will be made for each membership category; and
  - iv. the privileges and responsibilities of membership.
- d) **Management.** This should identify the University officer to whom the proposed research centre/institute reports and in whom financial responsibility is vested.
- e) **Proposed Membership.** This shall include a listing of the proposed membership of the research centre/institute broken down by the various membership categories, where applicable. For each proposed member, an abbreviated curriculum vitae shall be provided which details the following information: degree held, employment experience, professional activities, research interests, research funding record (last five years), and record of research achievements (last five years).
- f) **Physical Resources.** This shall include:
  - i. a listing of available research facilities (e.g. library holdings, laboratories, space, equipment), including an indication of current strengths and weaknesses;

- and
- ii. an indication of future requirements, including a proposed strategy for obtaining these resources.
- g) **Financial Resources.** This shall include a detailed budget proposal for the first three to five years which includes the anticipated revenue from all sources (i.e. University, government, industry, recovery of indirect costs, royalties, etc.) and proposed annual operation costs, as well as plans for achieving financial self-sufficiency through **seeking external funding** ~~cost recovery~~.
- h) **Statements of Support and Commitment.** Letters of support and commitment should be signed by the appropriate University officer(s) (i.e. department head, dean/director, the Vice-President (Research)). Any commitments or agreements to provide space, teaching release time or other resources, including the recovery of indirect costs from contract research, should be documented and signed by those authorized to make such commitments. In the absence of such statements, it will be assumed that no such commitments or agreements have been made.

#### 2.1.3. Review of proposal

On the receipt of a proposal to create a new research centre/institute, SCUR will appoint an Ad Hoc Review Committee, normally consisting of not more than four members, at least two of whom shall be members of SCUR. This Ad Hoc Review Committee will submit a summary report and recommendation to SCUR which, in turn, will forward its recommendation in accordance with the approvals process previously described. In favourable cases, the Senate will recommend to the Board of Governors the establishment of the research centre/institute for a period of three to five years, with continuation subject to a review process.

### 2.2. Annual Reporting Requirements

To facilitate the conduct of periodic review of research centres/institutes, the director of each research centre/institute shall provide an annual report to the University officer to whom he/she reports as well as to the chair of SCUR. This report should detail: the activities of the centre and its personnel, including research accomplishments, graduate training and other research-related activities (e.g. conferences, workshops, seminars, etc.); and its financial status.

### 2.3. For Reviewing Research Centres/Institutes

In order to ensure that all research is consistent with the goals of the University and that research centres/institutes reflect positively on the general reputation of the University, all research centres/institutes shall be reviewed by SCUR on a periodic basis but not less often than every five years.

## 2.3.1. Review Process

2.3.1.1. Notice of the review will be communicated to the director of the research centre/institute by the Chair of SCUR at least nine (9) months prior to the end of the mandate of the research centre/institute.

2.3.1.2. In response to this notification, the director of the research centre/institute shall submit to the Chair of SCUR a report, as per schedule A, which contains the following:

- a) a description of how and why the centre/institute has achieved or revised its original objectives; a detailed listing of its research training accomplishments; a current membership list; and a detailed financial statement;
- b) a five-year plan which identifies future research directions and development strategies;
- c) letters indicating continued support for the research centre/institute from appropriate department heads and faculty/school deans/directors; and
- d) the names of individuals who could provide external assessments of the research centre/institute.

2.3.1.3. On the basis of this report as well as a review of annual reports, SCUR shall determine whether a formal, independent review committee should be struck to conduct a full review of the research centre/institute. If a full review of the research centre/institute is not warranted, in that it is clear that the research centre/institute either qualifies for continuation or that it does not, SCUR will recommend to Senate that the research centre/institute continue for a period of three to five years, or that it be terminated, without further review. Any legal agreements that affect the status of the research centre/institute must be taken into consideration in the formal recommendation.

2.3.1.4. In the event that a full review is required, a Review Committee will be appointed by the Chair of SCUR in consultation with SCUR at least six (6) months prior to the end of the mandate of the Centre. The membership of the Review Committee shall normally include: a senior researcher with administrative experience and no direct involvement in the research centre/institute (preferably a former dean or department head) who shall act as Chair of the committee; the director of another research centre/institute; a researcher who is not affiliated with the research centre/institute but is knowledgeable in the field of its research activity; the Chair of SCUR or his/her designate to assess financial and institutional concerns; and other members as deemed appropriate.

2.3.1.5. The mechanism by which the Review Committee elects to conduct the review shall be at the discretion of the committee in consultation with the Chair of SCUR. Notwithstanding, the primary focus of the review shall be an assessment of: the extent to which the research centre/institute has fulfilled its objectives; the appropriateness of its future goals; and its current and projected financial viability. The review process should involve meetings with the director and members and should also include the solicitation of external assessments as well as discussion with

non-members of the research centre/institute from related departments/fields.

2.3.1.6. The Review Committee shall provide a written report to the Chair of SCUR within four months of being established. Before submitting this report, the Chair of the Review Committee shall provide a copy of the report to the director of the research centre/institute under review to ensure that the report contains no factual errors. The director may submit a written commentary on the report to the Chair of SCUR.

2.3.1.7. SCUR will consider the report of the Review Committee, consulting with the Committee and director of the research centre/institute as necessary before making a recommendation to Senate concerning the future of the centre/institute. The recommendation may be: continuation with review in 5 years; continuation with review in 1, 2, or 3 years; or termination. Any legal agreements that affect status of the research centre/institute must be taken into consideration in the formal recommendation.

## **2.4. For Establishing Research Groups<sup>(2)</sup>**

### **2.4.1. Approval Process**

The official recognition and designation of a research group is at the approval of the Vice-President (Research), normally on the recommendation of the department head (where applicable) and dean/director.

A designated research group has the privileges of: identification as a separate unit for University publication purposes as well as use of University letterhead with the group designation; and, if needed, a separate set of accounts for the group's use.

### **2.4.2. Contents of the Proposal**

Recommendations to establish research groups should be forwarded by the department head (where applicable) and dean/director to the Vice-President (Research) for consideration. Such recommendations should be accompanied by the following information:

- a) Name of Research Group**
- b) Objectives and Rationale for Formation of the Research Group** (including confirmation that its establishment will not detract from existing academic programs).
- c) Description of the Constitution of the Research Group** in terms of:
  - i. its organization structure;
  - ii. conditions of membership;
  - iii. reporting procedures; and
  - iv. mechanisms for regular review and assessment (which should include a brief annual report to the Vice-President (Research)).
- d) List of Members and Abbreviated Curriculum Vitae.**

- e) **Statement signed by the director of the research group, department head (where applicable) and dean/director** detailing any understandings among the research group, department head (where applicable) and dean/director (including the provision of space, teaching release, sharing of the recovery of indirect costs on contract research, other resources, etc).

2.4.3. Notification

Upon approval, the Vice-President (Research) will notify SCUR of the formation of the research group, which, in turn, will inform Senate.

3. **Accountability**

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

4. **Review**

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

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

4.2.1. the Approving Body deems necessary; or

4.2.2. the relevant Bylaw, Regulation(s) or Policy is revised or rescinded.

5. **Effect on Previous Statements**

These Procedure(s) supersede(s) Research Centres, Institutes and Groups, 1996

6. **Cross References**

**Cross References**

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

Cross referenced to: (1) Policy Research Centres, Institutes and Groups

<sup>(1)</sup> The appointment category of Research Affiliate may be used to designate the formal affiliation of faculty members with research centres/institutes.

<sup>(2)</sup> It should be noted that not all research collaborations require formal recognition and designation. Indeed, the University encourages the informal formation of groups of research collaborators.



## **Report of the Senate Committee on Nominations**

---

### **Preamble**

1. Since last reporting to Senate June 24, 2009, the Senate Committee on Nominations (SCN) met on September 25, 2009 to consider nominations to fill vacancies on the standing committees of Senate.
2. Each year the Senate Committee on Nominations delegates the nomination of students to the student representatives on the Senate Committee on Nominations (the "Student Nominating Sub-Committee").
3. The terms of reference for the SCN are found on the University Governance website.

### **Observation**

1. Appendix A indicates committees with faculty vacancies to be filled, as recommended by the Senate Committee on Nominations, including the names of the nominees being proposed, their faculty/school, and the expiry date of their terms.
2. Appendix B indicates the slate of nominees as recommended by the Student Nominating Sub-Committee, including the names of the nominees being proposed, their faculty/school, and the expiry date of their terms.

### **Recommendation**

1. THE SCN recommends to Senate the following list of nominees:

### **APPENDIX A**

<b>Committee</b>	<b>Nominee(s)</b>	<b>Faculty/School</b>	<b>Term Ending</b>
Senate Committee on Academic Computing	Prof. Karen Smith	Education	2012.05.31
Senate Committee on Admissions	Prof. Kelly MacKay	Kinesiology and Recreation Management	2012.05.31
Senate Committee on Awards	Prof. Isabel Mello	Dentistry	2010.05.31
Senate Committee on Admissions Appeals	Prof. Terry Janzen	Arts	2012.05.31
Senate Committee on the Calendar	Christine Bone	Libraries	2012.05.31
Senate Committee on Curriculum and Course Changes	Prof. Joanne Hamilton (leave replacement)	Medicine	2010.06.30
Senate Committee on Instruction and Evaluations	Prof. Mary Brabston	Asper School of Business	2011.05.31
Joint Senate Committee on Masters Programs	Prof. Jessica Senehi	Mauro Centre for Peace and Justice	2010.05.31
Senate Committee on Rules and Procedures	Karen Adams	Libraries	2012.05.31
Senate Committee on University Research	Prof. Adele Perry (leave replacement)	Arts	2010.05.31

## Report of the Senate Committee on Nominations

### APPENDIX B

Senate Committee	Nominee	Faculty	Term Ending
Senate Committee on Academic Dress	Peter Nawrot	Graduate Studies	2010.10.14
	Kelly Ogbomo	Graduate Studies	2010.10.14
Senate Committee on Academic Freedom	TBA		2010.10.14
	TBA		2010.10.14
Senate Committee on Academic Review	TBA		2010.10.14
	TBA		2010.10.14
Senate Committee on Admissions	Gavin Patterson	University 1	2010.10.14
	Amir Hossein Birjandi	Graduate Studies	2010.10.14
	Cindy Isaak-Ploegman	Graduate Studies	2010.10.14
Senate Committee on Admission Appeals	Qiuyan Yuan	Graduate Studies	2010.10.14
	TBA		2010.10.14
Senate Committee on Appeals	Kyle Mytruk	Arts	2010.10.14
	Gavin Patterson	University 1	2010.10.14
	David Bowles	Arts	2010.10.14
	Peter Nawrot (alternate)	Graduate Studies	2010.10.14
	Debra Lall (alternate)	Graduate Studies	2010.10.14
Senate Committee on Awards	Amir Hossein Birjandi	Graduate Studies	2010.10.14
	Debra Lall	Graduate Studies	2010.10.14
Senate Committee on the Calendar	Majid Ostadrahimi	Graduate Studies	2010.10.14
Senate Committee on Curriculum and Course Changes	Kathryn Marcynuk	Engineering	2010.10.14
	Erica Jung	Graduate Studies	2010.10.14
	Senthil Kumar	Graduate Studies	2010.10.14
Senate Committee on Instruction and Evaluation	Gavin Patterson	University 1	2010.10.14
	Amir Hossein Birjandi	Graduate Studies	2010.10.14
	TBA		2010.10.14
	TBA		2010.10.14
Senate Committee on Joint Master's Programs	TBA		2010.10.14

October 7, 2009

**Report of the Senate Committee on Nominations**

---

Senate Committee on Joint Master's Programs Appeals	TBA		2010.10.14
Senate Committee on the Libraries	TBA		2011.10.14
	TBA		2011.10.14
Senate Committee on Rule and Procedures	TBA		2010.10.14

Respectfully submitted,

Prof. Emily Etcheverry, Chair

/lrjl