

Senate
Senate Chamber
Room E3-262 Engineering Building
WEDNESDAY, January 6, 2010
1:30 p.m.
Regrets call 474-6892

AGENDA

I MATTERS TO BE CONSIDERED IN CLOSED SESSION

One item will be considered in this section.

II MATTERS RECOMMENDED FOR CONCURRENCE WITHOUT DEBATE - none

III MATTERS FORWARDED FOR INFORMATION

- | | | |
|----|--|---------|
| 1. | <u>Report of the Senate Committee on Awards</u> | Page 17 |
| 2. | <u>In Memoriam Professor Robert E. Roughley</u> | Page 25 |
| 3. | <u>In Memoriam Professor Eric Duncan Macpherson</u> | Page 26 |
| 4. | <u>Report of the Senate Committee on Academic Review</u> | Page 27 |
| 5. | Items approved by the Board of Governors <u>November 17, 2009</u> | Page 38 |

IV REPORT OF THE PRESIDENT

V QUESTION PERIOD

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

VI CONSIDERATION OF THE MINUTES OF THE MEETING OF DECEMBER 2, 2009

VII BUSINESS ARISING FROM THE MINUTES

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

- | | | |
|----|---|---------|
| 1. | <u>Report of the Senate Executive Committee</u> | Page 39 |
| 2. | <u>Report of the Senate Planning and Priorities Committee</u> | |

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

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

- | | | |
|----|--|---------|
| 1. | Report of the Faculty Council of Graduate Studies on a new <i>Business-Government Relations</i> joint Concentration <u>between the MBA and MPA</u> | Page 40 |
| 2. | Report of the Faculty Council of Graduate Studies on a new Management Accounting Concentration in <u>the MBA program</u> | Page 47 |
| 3. | <u>Reports of the Senate Committee on Instruction and Evaluation</u> | |
| | a) Postgraduate Medical Education, Faculty of Medicine: <u>Evaluation, Remediation and Dismissal Policy</u> | Page 55 |
| | b) <u>Viewing of Final Exams</u> | Page 69 |
| 4. | Report of the Senate Committee on Admissions <u>RE: Faculty of Pharmacy</u> | Page 71 |

X ADDITIONAL BUSINESS - none

XI ADJOURNMENT

Please call regrets to 474-6892 or meg_brolley@umanitoba.ca

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REPORT OF THE SENATE COMMITTEE ON AWARDS

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 Awards*, such offers shall be submitted to Senate for approval. (Senate, October 7, 2009)

Observation

At its meeting of November 10, 2009, the Senate Committee on Awards approved seven new offers, eight amended offers, and the withdrawal of one offer, as set out in Appendix A of the *Report of the Senate Committee on Awards* (dated November 10, 2009).

Recommendation

On behalf of Senate, the Senate Committee on Awards recommends that the Board of Governors approve seven new offers, eight amended offers, and the withdrawal of one offer, as set out in Appendix A of the *Report of the Senate Committee on Awards* (dated November 10, 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

Appendix A

MEETING OF THE SENATE COMMITTEE ON AWARDS November 10, 2009

1. NEW OFFERS

James B. Hartman Undergraduate Scholarship in Organ

Dr. James B. Hartman has made a bequest to the University of Manitoba to establish an endowment fund to offer scholarships to Music students who are studying organ. The fund will be used to offer the James B. Hartman Undergraduate Scholarship in Organ or, in years where there are no qualified undergraduate candidates, the James B. Hartman Graduate Scholarship in Organ (Award #00000). The available annual interest from the fund will be used to offer one or more scholarships to undergraduate students who:

- (1) are enrolled full-time in the Marcel A. Desautels Faculty of Music in a Bachelor of Music program, in either the Major Practical Study (Organ) or the Minor Practical Study (Organ);
- (2) have achieved a minimum degree grade point average of 3.5;
- (3) have demonstrated excellence in the study of, and performance in, organ as determined by the selection committee

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

The selection committee will be named by the Dean of the Marcel A. Desautels Faculty of Music (or designate).

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.

James B. Hartman Graduate Scholarship in Organ

Dr. James B. Hartman has made a bequest to the University of Manitoba to establish an endowment fund to offer scholarships to Music students who are studying organ. The fund will be used to offer the James B. Hartman Undergraduate Scholarship in Organ or, in years where there are no qualified undergraduate candidates, the James B. Hartman Graduate Scholarship in Organ (Award #00000).

The James B. Hartman Graduate Scholarship in Organ will be offered only in those years when no candidate is named to receive the James B. Hartman Graduate Scholarship in Organ (Award #00000). In those years, the available annual interest 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 Music in Performance;
- (2) have achieved a minimum degree grade point average of 3.5 (or equivalent) based on the last 60 credit hours of study;
- (3) have demonstrated excellence in the study of, and performance in, organ as determined by the selection committee

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

The Dean of the Faculty of Graduate Studies (or designate) will ask the Dean of the Marcel A. Desautels Faculty of Music (or designate) to name 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.

Lockhart Award for Family Social Sciences

Mr. Joshua Lockhart offers an annual convocation prize at the University of Manitoba, for a graduate of the Bachelor of Human Ecology (Family Social Sciences) program who has demonstrated leadership potential. One prize, with a value of \$500, will be offered to the student who:

- (1) has successfully completed the requirements of the Bachelor of Human Ecology (Family Social Sciences) program;
- (2) has achieved a minimum degree grade point average of 3.0;
- (3) has demonstrated the potential to be a strong leader through involvement in the Faculty of Human Ecology and/or volunteer work in the community.

Preference will be given to students who have significant social obligations, for example children, or care of disabled or elderly members of their family or extended family.

Candidates need to submit an application including a statement (maximum one page) in which they (a) describe their involvement in the Faculty and volunteer activities and (b) outline specific experiences that speak to their leadership abilities.

The selection committee will be the Student Standing and Awards Committee of the Faculty of Human Ecology.

Mr. Justice Gerald W.J. Mercier Prize for Highest Standing in Advanced Family Law

Mr. Justice Gerald W.E. Mercier has established an award fund at the University of Manitoba, to offer a prize for students in the Faculty of Law. The prize will be offered for a period of twenty-five years or until the fund has been exhausted. The value of the prize may be adjusted in the final year.

Each year, one prize of \$250 will be offered to the student who:

- (1) has achieved a minimum degree grade point average of 3.0;
- (2) has achieved the highest standing in Current Legal Problems B Advanced Family Law (currently numbered LAW 3980).

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

Herb Olsen Athletic Therapy Prize

In honour of Mr. Herb Olsen and his many contributions to the Athletic Therapy program, graduates and supporters of the Bison Athletic Therapy Centre, offer an annual prize for Athletic Therapy students at the University of Manitoba. The purpose of the prize is to recognize students who have demonstrated leadership through their contributions to community and professional events that are beyond the requirements of the academic program. Each year, one prize valued at \$300, will be offered to a student who:

- (1) has completed University 1 and at least one year of full-time study (minimum 18 credit hours) in the Faculty of Kinesiology and Recreation Management, in the Bachelor of Kinesiology (Athletic Therapy) program;
- (2) is a member in good standing in both the Manitoba Athletic Therapists Association (MATA) and the Canadian Athletic Therapists Association (CATA);
- (3) (a) as a continuing student, has achieved a minimum degree grade point average of 3.0 or (b) as a graduating student, has achieved a minimum degree grade point average of 3.0 and will sit the CATA written or practical examination immediately following his or her successful completion of the B.Kin.(Athletic Therapy) program;
- (4) has demonstrated leadership through his or her participation in community and professional events that are beyond the requirements of the academic program.

Candidates must submit an application and a letter of recommendation from a staff or faculty member at the University, or a member of the community with whom the student has worked in an athletic therapy capacity. Graduating students must provide confirmation that they have been accepted to sit a CATA examination.

The selection committee will be the Undergraduate Academic Awards Committee of the Faculty of Kinesiology and Recreation Management.

Dale Parkinson Scholarship in the I.H. Asper School of Business

Mr. Dale A.G. Parkinson (C.A./67) has established an endowment fund at the University of Manitoba with a bequest of \$14,954, in 2007. The fund will be used to offer scholarship to students entering the I.H. Asper School of Business. The available annual interest from the fund will be used to offer one scholarship to an undergraduate student who:

- (1) is a permanent resident of Manitoba or northwest Ontario (i.e. Thunder Bay and west);
- (2) has successfully completed the Asper School Track 1 Qualifying Year requirements in University 1 with a minimum sessional grade point average of 3.5 and no grade less than a C;
- (3) is in good academic standing;
- (4) in the next ensuing academic session, enrolls full-time (minimum 80 percent course load) in the I.H. Asper School of Business.

The selection committee will be named by the Dean of the I.H. Asper School of Business (or designate).

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.

Women's Health Research Foundation of Canada Graduate Scholarship

The Women's Health Research Foundation of Canada has offered the Women's Health Research Foundation of Canada Graduate Scholarship annually since 1992. In 2009, the Foundation established an endowment fund at the University of Manitoba to support the Scholarship in perpetuity. The Manitoba Scholarship and Bursary Initiative has made a contribution to the fund. The fund will be used to offer scholarships to graduate students whose research focus is in some area of women's health. One scholarship valued at \$3,000* will be offered to a graduate student who:

- (1) is enrolled full-time in the Faculty of Graduate Studies, in any Masters or Doctoral program;
- (2) has achieved a minimum degree grade point average of 3.5 (or equivalent) based on the last 60 credit hours of study;
- (3) has demonstrated superior intellectual ability and academic accomplishment;
- (4) is undertaking or has proposed to undertake research in any area of women's health for his/her thesis or practicum.

Candidates will be required to submit an application that will consist of a title for, and description of, their proposed or ongoing research (maximum 500 words), a current academic transcript(s), a current curriculum vitae, and two academic letters of reference from professors at a post-secondary institution.

A student admitted to a Masters or Doctoral program under the "Provisional Status" may not receive this award during the provisional period.

Recipients may hold the Women's Health Research Foundation of Canada Graduate Scholarship concurrently with any other awards, consistent with policies in the Faculty of Graduate Studies.

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

*Until such time as the fund generates sufficient interest to support fully the Scholarship, the Women's Health Research Foundation of Canada will provide an annual contribution to top up the interest generated by the endowment fund to offer an award of \$3,000.

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

A.H. Aronovitch and E.J. Aronovitch Family Scholarship

A number of changes have been made to the terms of reference for the A.H. Aronovitch and E.J. Aronovitch Family Scholarship.

- At the donor's request, the value of the award has been increased from: \$400 to: \$1,000.
- The revised terms stipulate that the award is to be offered as a scholarship every year. In past years, the award has sometimes been offered as a bursary if there was a qualified bursary candidate registered in the second year of the Bachelor of Commerce (Honours), Entrepreneurship / Small Business Major. If there was no qualified bursary candidate, it was offered as a scholarship.

- The scholarship will now be offered to the student who:
 - (1) has completed between 48 and 72 credit hours toward a Bachelor of Commerce (Honours) program and has declared Entrepreneurship / Small Business as his or her major;
 - (2) has achieved the highest sessional grade point average (minimum 3.5);
 - (3) in the next ensuing academic session, is enrolled full-time (minimum 24 credit hours) in the I.H. Asper School of Business in the Entrepreneurship / Small Business Major.
- The description of the selection committee has been updated to reflect current practice, which is to have the Dean of the I.H. Asper School of Business (or designate) appoint the committee. Formerly, the terms indicated that the membership was to be appointed by the Senate.
- A number of editorial changes have been made.

Centennial Scholarship in Physics

Two changes have been made to the terms of reference for the Centennial Scholarship in Physics, at the request of the Department of Physics.

- In criterion (2), 'cumulative grade point average' has been updated to 'degree grade point average.'
- In criterion (3), full-time registration status is now defined as 60 percent of a full-course load for the purpose of this Scholarship.

Michael Cox Scholarship

Several changes have been made to the terms of reference for the Michael Cox Scholarship, which is open to students in the Bachelor of Environmental Design program.

- At the request of the donor, details pertaining to his pledge to contribute annually to both the endowment fund and toward the cost of the scholarship itself have been deleted from the opening paragraph.
- The following statement has been added following the selection criteria: "Until such time as the fund generates sufficient interest to support fully the Scholarship, the donor will provide an annual contribution to top up the interest generated by the endowment fund to offer an award of \$2,500."
- At the request of the Faculty of Architecture, criterion (3) has been revised to restrict the pool of candidates to students in the Interior Environments Option of the Bachelor of Environmental Design program.
- In criterion (2), course numbers for Design Studio 1 and Design Studio 2 have been updated to: EVDS 2500 and EVDS 2900, respectively, from: 79.163 and 79.164. Design Studio 3 and Design Studio 4 have been removed from the list of courses for which scholarship candidates will be assessed.
- A reference to 'cumulative grade point average' has been updated to 'degree grade point average.'

Department of Immunology Graduate Student Academic Award

At the request of the Department, two changes have been made to the terms of reference for the Department of Immunology Graduate Student Academic Award.

- In criterion (1), a reference to 'cumulative grade point average has been updated to 'degree grade point average.'
- In criterion (3), the course numbers for Immunobiology and Molecular Immunology have been updated to: IMMU 7020 and IMMU 7110, respectively, from: 72.707 and 72.7111.

Lawrence and Margaret Fung Bursary in Electrical Engineering

Several changes have been made to the terms of reference for the Lawrence and Margaret Fung Bursary in Electrical Engineering.

- At the request of the donors, who have made an additional contribution to the endowment fund, the number of bursaries offered each year has been increased from: one to: two.
- In criterion (2), a reference to 'cumulative grade point average has been updated to 'degree grade point average.'
- A number of editorial changes have been made.

Manitoba Association of Home Economists – Ruth Berry Award

The terms of reference for the Manitoba Association of Home Economists – Ruth Berry Award have been amended at the request of the donor.

- The name of the award has been changed to: Dean Ruth Berry – Manitoba Association of Home Economists Award.
- The opening paragraphs have been shortened to allow for the addition of a brief history of the award itself. Background information about the Manitoba Association of Home Economists has been removed but will be appended to the terms of reference that are kept on record in Financial Aid and Awards.
- The Award, which was previously offered to the student who achieved the highest grade point average among students who had completed between 54 and 84 credit hours in a Bachelor of Human Ecology, Bachelor of Science (Human Nutritional Sciences), or Bachelor of Science (Textile Sciences), will now be offered to the student who:
 - (1) enrolls full-time in the Faculty of Human Ecology in the year in which the award is tenable;
 - (2) has achieved high standing (minimum degree grade point average of 3.5) among students who have completed at least 54 credit hours and no more than 84 credit hours toward their Bachelor of Human Ecology degree or their Bachelor of Human Ecology (Family Social Sciences) degree;
 - (3) has demonstrated leadership abilities and/or a commitment to community through his or her volunteer activities.
- Preference is to be given to students who have indicated an interest in Family Economic Health.

- With the addition of criterion (3), applicants will be required to submit an application that includes a statement describing their volunteer activities and demonstrated leadership abilities and two letters of reference that address the candidate's leadership abilities and volunteer work.

Norman E. Stanger Prize in Pre-Veterinary Studies

A number of revisions have been made to the terms of reference for the Norman E. Stanger Prize in Pre-Veterinary Studies.

- At the request of the donor, the name of the award has been changed to: Norman E. Stanger Award in Pre-Veterinary Studies.
- One reference to 'cumulative grade point average has been updated to 'degree grade point average.'
- Several editorial changes have been made.

3. WITHDRAWALS

CPCRS / CPA Student Excellence Book Prize

The terms of reference for the CPCRS / CPA Student Excellence Book Prize were withdrawn at the request of the donor.

In memoriam Robert E. Roughley (1950-2009)

The entomological community has lost one of its classic figures. Rob Roughley passed away suddenly at his home on 9 November, 2009 at the age of 59. Rob was an authority on water beetles, especially the Dytiscidae. He completed his B.Sc. (Agr.) in Entomology in the Department of Environmental Biology at the University of Guelph in 1974. He was part of the cadre of young entomologists emerging from Guelph at the time, inspired by Dave Pengelly. Rob became immersed in taxonomy and systematics and stayed on at Guelph to revise the genus *Hydaticus* (Dytiscidae) for his M.Sc., spending some of his time during this period working at the Canadian National Collection in Ottawa. He went to the University of Alberta to revise the genus *Dytiscus* for his Ph.D. under the supervision of George Ball. Even before he defended his Ph.D. thesis, he accepted a faculty position in the Department of Entomology at the University of Manitoba, where he remained until his untimely death. He was an untiring supporter of collections and collection management in Canada, and as Curator of the J.B. Wallis Museum, helped to develop the JBWM to where it stands today. Rob was integral to obtaining funding to expand the rapidly growing museum facilities and to implement one of the first bar-coded databases for entomological museums in Canada.

Rob had a big voice, a big personality and a big heart. Few entomologists were more generous with their time and expertise. He was endlessly supportive of students, and always provided the encouragement and enthusiasm for all things entomological that seemed to inspire so many of them. If you needed assistance, a reference, some specimens, an opinion, or an update on scores in the NHL games the night before, Rob was always there. Rob was involved in insect research and conservation at many levels, from the work he and his students were doing in diversity in prairie grasslands, in the insects of the subarctic environment of Churchill, with the Biological Survey of Canada, the Nature Conservancy of Canada, the Committee on the Status of Endangered Wildlife in Canada, CANPOLIN, the dytiscids of North America and the water beetle fauna of Middle America.

Rob has been an important component of the entomological community in Canada and he will be sorely missed.

Donations may be made in memory of Rob Roughley; the funds will be used to support the J.B. Wallis Museum of Entomology, the insect collection to which Rob devoted much of his life. Donations can be made at http://umanitoba.ca/admin/dev_adv/donate_now/index.html or by contacting the Department of Entomology for a donation package.

In Memoriam

ERIC DUNCAN MACPHERSON



ERIC DUNCAN MACPHERSON With great sadness and loss we announce the passing of Dr. Eric Duncan MacPherson, on November 13, 2009 in Winnipeg, MB.

Eric was born on April 8, 1931 and spent his first six years on the homestead farm near Hawkeye, SK with his mother Anna (nee Ohrn) and father Duncan. In 1937 they sold the farm and moved to Vancouver, BC.

After receiving degrees in Nuclear Physics, Mathematics, and Education at the University of British Columbia, he went on to become a teacher, Department Head, and Vice Principal in the West Vancouver School Division.

In 1960 he accepted a joint appointment between the Faculty of Education and Department of Mathematics at U.B.C. where he completed his Masters of Education in Educational Psychology. In 1966 he completed his Ph.D. at Washington State University in Mathematics Education, Mathematics, and Higher Education. After becoming a full professor in the Faculty of Education, in 1971 he was appointed to Associate Dean of the Faculty. During this time he produced an award winning Science Series for the CBC and was awarded the 'Wilderness Award' for the Best Public Affairs Television Broadcast in Canada. He co-authored several textbook series, which became some of the best selling mathematics textbooks in Canada. During the 1970s and 1980s he was one of the leading mathematics educators and keynote speakers in North America, which included the honour of authoring a chapter of the National Council of Teachers of Mathematics Yearbook.

From 1974 to 1983 he was the Dean of The Faculty of Education at the University of Manitoba, after which he taught and lectured as a Full Professor, was awarded Dean Emeritus in 1993 and Senior Scholar in 1995. He continued teaching until days before his passing. He impacted mathematics education and influenced thousands of former students, many of whom name him as a mentor.

Eric was a devoted family man and spent as much time as possible together with family and friends at the cottage in Lake of the Woods. He was very proud of the cottage that he and his sons built from the ground up, and spent many an afternoon debating what the next project should be. Eric had broad interests and was never afraid to jump into a new activity including cards, golfing, rock hounding, astronomy, competitive chess, coaching his sons teams, and many more.

Eric loved his many years of playing bridge with his close friends Tony, Ralph, Bill, Gerald, Jerry, Dick, Elaine, Ian, and Ivy. Eric is survived by his wife Fern (nee Bolger); son James (Susan), their daughters Megan, Jennifer, Lauren; son Glen, his daughters Scarlett, Desiree; son Bruce (Cindy) their sons Kyle, Liam, and predeceased by his granddaughter Mariah.

Report of the Senate Committee on Academic Review

Preamble

1. The Terms of Reference for the Senate Committee on Academic Review are found on the web at:
http://www.umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/489.htm
2. The Committee met on November 24, 2009, to consider a report from the Provost regarding academic program reviews.

Observations

1. This report covers the progress of academic program reviews for the period August 2008 through October 2009.
2. The Policy and Procedures for Academic Program Reviews cover undergraduate and graduate program reviews. During the period under consideration, seventeen graduate program reviews were completed.
3. Having reviewed summaries of the completed program reviews and accreditation reports, the Committee concluded that the academic program review process has been helpful in identifying strengths and suggesting improvements in our programs. In several cases, courses and programs have been significantly revised on the basis of these academic program reviews. It was also noted that some procedures have been revised in the Faculty of Graduate Studies in response to these reviews.
4. The Committee noted that graduate program reviews are proceeding according to the schedules approved by the Faculty of Graduate Studies and the Provost.
5. It is expected that the first round of graduate program reviews will be completed, and a second round started, in July 2010. The Faculty of Graduate Studies is currently reviewing the process which was used for the first round and will propose changes for consideration by the Senate Committee on Academic Review in due course. The committee also noted that, when these recommendations are considered, it would be worthwhile to separate the current procedure document into separate procedures for graduate and undergraduate programs.
6. With respect to undergraduate program reviews, the Committee noted that accreditation reports may be used in lieu of a program review. Asper School's programs were accredited for a five year period ending in 2014. Regarding non-accredited undergraduate programs, nine reviews are now underway and are expected to be completed within the next six months.
7. Within the next year, the Provost's Office will establish a formal process to ensure that the results of undergraduate program reviews are reported in a timely way to the Senate Committee on Academic Review.

8. Overall, the Committee is pleased to report that the Policy and Procedures governing Academic Program Reviews have been followed by all academic units.

Respectfully submitted,

Richard Lobdell, Chair
Senate Committee on Academic Review

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17 November 2009

To: Senate Committee on Academic Reviews
From: Richard Lobdell, Vice-Provost (Programs)
Re: Academic Program Reviews – Report to SCAR

I am pleased to submit this report to the Senate Committee on Academic Reviews in respect of academic program reviews completed since my last report of October 2008.

The status of graduate program reviews is summarized in Table 1 (attached). Since my last report, reviews have been completed for nine masters programs and eight doctoral programs. Summaries of these reviews are attached.

Several common themes are found in these graduate program reviews. Most express concern about the level of financial support available to graduate students. Many urge the more timely and efficient provision of program information to potential students and to students in program. With respect to curricular issues, programs are urged to reconsider, and generally to reduce, the number of graduate courses required in their programs. As well, some reports suggest that programs reorganize their curricula to focus on fewer areas of specialization. And as we have seen in the past, many reviews comment on the long average time to completion of degrees and urge programs to address this issue.

These graduate program reviews have proved helpful in identifying strengths and suggestion improvements. Programs have generally accepted or adapted the recommendations of review reports but in some cases, following careful study and consideration, recommendations have not been accepted. In all such cases, the program's rejections have been supported by the relevant budget Dean and by the Dean of Graduate Studies.

As shown in Table 1, a number of graduate program reviews are now in process and it is expected that most will be completed within the next year or so. Before beginning another round of graduate program reviews, the Faculty of Graduate Studies will consider in what ways the current procedures and processes might best be modified in light of our experiences during the past several years. Any proposed changes to the existing procedures will, of course, need to be reviewed and approved by the Senate Committee on Academic Reviews.

The current status of undergraduate program reviews is summarized in Table 2 (attached). In the case of accredited programs, our Policy and Procedures normally accept accreditation reviews in lieu of undergraduate program reviews. During the past year, the Asper School's programs were accredited for a five year period ending in 2014.

During the next few years, as shown in Table 2, a number of other programs will be visited by accreditors. With respect to non-accredited undergraduate programs, reviews are now underway and are expected to be completed within the next six months in Mathematics, Microbiology, Biochemistry, Biotechnology, Chemistry, Kinesiology and Recreation Management, Sociology, English/Film/Theatre, and French/Spanish/ Italian. Within the next year, the Provost's Office will establish a formal process to ensure that the results of undergraduate program reviews are reported in a timely way to the Senate Committee on Academic Reviews.

| Table 1: GRADUATE PROGRAM REVIEWS | | | | | | | | |
|-----------------------------------|---------------------------------------|-----------------------|----------------------|------------------|------------------|---------------------------|------------------------|-------------------|
| Status As Of 27 October 2009 | | | | | | | | |
| Year | | | | Review | | | | Provost's |
| (01 July - 30 June) | Graduate Program | Scheduled to Begin | Self-Study Report | Team's Report | Program Reply | Budget Dean's Comments | FGS Dean's Comments | Report to SCAR |
| 2001/02 | Law | Oct 2001 | Nov 2002 | Apr 2003 | Jul 2003 | | Oct 2003 | Sep 2005 |
| | Oral & Maxillofacial Surgery | Nov 2001 | Aug 2002 | Apr 2003 | Jul 2003 | | Oct 2003 | Sep 2005 |
| | Periodontics | Nov 2001 | Aug 2002 | Apr 2003 | Apr 2003 | | Nov 2003 | Sep 2005 |
| | Oral Biology | Nov 2001 | Jul 2002 | Mar 2003 | 2003 | | Oct 2003 | Sep 2005 |
| | Orthodontics | Dec 2001 | Jul 2002 | May 2003 | Jul 2003 | | Oct 2003 | Sep 2005 |
| | Physiology | Jan 2002 | 2002 | Mar 2003 | 2003 | | Nov 2003 | Sep 2005 |
| | Medical Microbiology | Feb 2002 | Oct 2002 | Mar 2003 | Aug 2003 | | Oct 2003 | Sep 2005 |
| | Icelandic | Mar 2002 | May 2005 | N/A | N/A | | May 2005 | Sep 2005 |
| | Classics | Apr 2002 | Mar 2004 | Oct 2004 | Mar 2005 | Apr 2006 | May 2005 | Sep 2005 |
| | Anthropology | May 2002 | Jan 2003 | Jun 2003 | Jul 2003 | | Nov 2003 | Sep 2005 |
| | French | Jun 2002 | 2002 | May 2003 | May 2003 | | Dec 2004 | Sep 2005 |
| 2002/03 | Education (M.Ed.) | Oct 2002 | Aug 2003 | Dec 2003 | Oct 2004 | | Dec 2004 | Sep 2005 |
| | Chemistry | Nov 2002 | Jul 2003 | Feb 2004 | Oct 2004 | | Dec 2004 | Sep 2005 |
| | Botany | Dec 2002 | Mar 2004 | Nov 2004 | May 2005 | | May 2005 | Sep 2005 |
| | Microbiology | Jan 2003 | Sep 2003 | Apr 2004 | Jun 2004 | | Dec 2004 | Sep 2005 |
| | Zoology | Feb 2003 | Nov 2003 | Feb 2004 | Dec 2004 | | May 2005 | Sep 2005 |
| | Physics and Astronomy | Mar 2003 | 2003 | Mar 2004 | May 2004 | | Dec 2004 | Sep 2005 |
| | Pharmacy | Apr 2003 | 2004 | Mar 2004 | Nov 2004 | | Dec 2004 | Sep 2005 |
| | Pathology | May 2003 | Jan 2004 | n/d 2004 | Jun 2004 | | Dec 2004 | Sep 2005 |
| | | | | | | | | |
| 2003/04 | Surgery | Jul 2003 | Apr 2004 | Jun 2004 | Nov 2004 | | Dec 2004 | Sep 2005 |
| | English | Nov 2003 | Aug 2004 | 2004 | Feb 2005 | | May 2005 | Sep 2005 |
| | Economics | Dec 2003 | n/d 2004 | May 2005 | Jan 2006 | Apr 2006 | May 2006 | Oct 2007 |
| | Architecture (Ext. Accred.) | Winter 04 | N/A | 2004 | Oct 2004 | | Dec 2004 | Sep 2005 |
| | Interior Design (Ext. Accred.) | 2004 | 2004 | Jul 2005 | Jan 2006 | Mar 2006 | Mar 2006 | Oct 2007 |
| | Agricultural Economics | Jan 2004 | Sep 2004 | Mar 2005 | Jan 2007 | Oct 2007 | Oct 2007 | Oct 2008 |
| | Plant Science | Feb 2004 | 2004 | 2005 | Dec 2005 | Feb 2006 | May 2006 | Oct 2007 |
| | Animal Science | Mar 2004 | 2004 | Jun 2005 | Nov 2005 | Mar 2006 | Jun 2006 | Oct 2007 |
| | Entomology | Apr 2004 | Aug 2006 | Dec 2006 | Mar 2007 | Mar 2007 | Jul 2007 | Oct 2007 |
| | Food Science | May 2004 | Feb 2005 | May 2005 | Jun 2006 | Oct 2007 | Oct 2007 | Oct 2008 |
| | Soil Science | Jun 2004 | Mar 2005 | Nov 2005 | Mar 2006 | Mar 2006 | Aug 2006 | Oct 2007 |
| 2004/05 | Landscape Architecture (Ext. Accred.) | Winter 05 | Nov 2004 | 2005 | Nov 2005 | Mar 2006 | Jun 2006 | Oct 2007 |
| | Philosophy | Feb 2005 | Oct 2005 | May 2006 | Sep 2006 | Nov 2006 | Jul 2007 | Oct 2007 |
| | Religion | Mar 2005 | 2005 | May 2006 | Sep 2006 | Oct 2006 | Jan 2007 | Oct 2007 |
| | Education (Ph.D.) | Jun 2005 | Sep 2006 | Nov 2006 | Mar 2007 | Apr 2007 | Jul 2007 | Oct 2007 |
| 2005/06 | | | | | | | | |
| | Kinesiology & Recreation Management | Oct 2005 | Sep 2006 | Feb 2007 | Apr+Feb 07 | Sep 2007 | Feb 2008 | Oct 2008 |
| | Pharmacology & Therapeutics | Nov 2005 | Jul 2006 | Jan 2007 | Apr 2007 | Aug 2007 | Oct 2007 | Oct 2008 |

| Table 1: GRADUATE PROGRAM REVIEWS | | | | | | | | |
|-----------------------------------|--|------------------------|---|----------------------------|------------------|---------------------------|------------------------|--------------------------------|
| Status As Of 27 October 2009 | | | | | | | | |
| Year (01 July - 30 June) | Graduate Program | Scheduled to Begin | Self-Study Report | Review Team's Report | Program Reply | Budget Dean's Comments | FGS Dean's Comments | Provost's Report to SCAR |
| | Immunology | Dec 2005 | Dec 2006 | Jun 2007 | Sep 2007 | Sep 2007 | Feb 2008 | Oct 2008 |
| | Social Work (MSW Accred.) | 2006 | 2006 | 2007 | 2007 | 2007 | 2007 | Oct 2007 |
| | Medical Rehabilitation (MSc) | Jan 2006 | 2006 | Mar 2007 | Jul 2007 | Sep 2007 | Nov 2007 | Oct 2008 |
| | Biochemistry & Medical Genetics | Feb 2006 | Jan 2007 | Apr 2007 | Nov 2007 | Aug 2007 | Feb 2008 | Oct 2008 |
| | Community Health Sciences | Mar 2006 | Jan 2007 | Apr 2007 | Jul 2007 | Sep 2007 | Oct 2007 | Oct 2008 |
| | Human Anatomy & Cell Science | Apr 2006 | Dec 2006 | Jul 2007 | Nov 2007 | Dec 2007 | May 2008 | Oct 2008 |
| | Human Nutritional Science (MSc) | May 2006 | Jan 2007 | Aug 2007 | Nov 2007 | Dec 2007 | Feb 2008 | Oct 2008 |
| | Foods and Nutritional Science (PhD) | | Review discontinued due to PhD HNS & PhD FS proposals | | | | | Oct 2008 |
| 2006/07 | Computer Science | Oct 2006 | Oct 2007 | Feb 2008 | Aug 2009 | Sep 2009 | | |
| | Mathematics | Nov 2006 | Nov 2007 | Feb 2008 | Jul 2008 | Sep 2008 | Dec 2008 | Nov 2009 |
| | Biosystems Engineering | Dec 2006 | Nov 2007 | Mar 2008 | Jun 2008 | Jul 2008 | Nov 2008 | Nov 2009 |
| | Civil Engineering | Dec 2006 | n.d.2008 | Apr 2008 | Aug 2008 | Sep 2008 | Jun 2009 | Nov 2009 |
| | Electrical & Computer Engineering | Dec 2006 | Nov 2007 | Mar 2008 | May 2008 | Aug 2008 | Oct 2008 | Nov 2009 |
| | Mechanical & Manufacturing Engineering | Dec 2006 | n.d.2008 | Jun 2008 | Nov 2008 | Jun 2009 | Jun 2009 | Nov 2009 |
| | Sociology | Jan 2007 | Sep 2007 | Feb 2008 | Jun 2008 | Aug 2008 | Aug 2008 | Oct 2008 |
| | Geological Sciences | Feb 2007 | Mar 2008 | Jun 2008 | Jul 2008 | Sep 2008 | Feb 2009 | Nov 2009 |
| | Psychology | Feb 2007 | Dec 2007 | Jun 2008 | Oct 2008 | Feb 2009 | Feb 2009 | Nov 2009 |
| | History | Mar 2007 | n.d.2008 | Jun 2008 | Oct08 & Mar09 | May 2009 | Jun 2009 | Nov 2009 |
| | German & Slavic Studies | May 2007 | 2008 | Mar 2009 | Jun 2009 | Aug 2009 | Sep 2009 | Nov 2009 |
| | Native Studies | May 2007 | Oct 2008 | May 2009 | Sep 2009 | Oct 2009 | | |
| | | | | | | | | |
| | | | | | | | | |
| 2007/08 | Political Studies | Oct 2007 | | | | | | |
| | Public Administration | Oct 2007 | | | | | | |
| | Canadian Studies (CUSB) | Nov 2007 | Jan 2009 | Sep 2009 | | | | |
| | Education (CUSB) | Nov 2007 | May 2008 | Mar 2009 | Jun 2009 | Jun 2009 | | |
| | NRI | Jan 2008 | Apr 2009 | Oct 2009 | | | | |
| | Linguistics | Apr 2008 | | | | | | |
| | Music | Apr 2008 | Feb 2009 | Jun 2009 | Oct 2009 | Oct 2009 | | |
| | Environment & Geography | Jun 2008 | | | | | | |
| | Family Social Sciences | Jun 2008 | Mar 2009 | Oct 2009 | | | | |
| | Disability Studies | Jul 2008 | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | Nursing | 2009 | | | | | | |
| | Statistics | 2010 | | | | | | |
| | Textile Sciences | 2012 | | | | | | |
| | Social Work (PhD) | Deferred to next round | | | | | | |

| Table 2: UNDERGRADUATE PROGRAM REVIEWS | |
|--|-------------------------------------|
| As at 30 October 2009 | |
| | REVIEW STATUS |
| FACULTY OF AGRICULTURAL AND FOOD SCIENCES | |
| Undergraduate Programs | |
| Bachelor of Science in Agriculture | Next Accreditation Expected in 2011 |
| Bachelor of Science in Agribusiness | Next Accreditation Expected in 2011 |
| Bachelor of Science in Agroecology | Next Accreditation Expected in 2011 |
| Bachelor of Science in Food Science | Next Accreditation Expected in 2011 |
| Diploma in Agriculture | 2011 |
| FACULTY OF ARCHITECTURE | |
| Bachelor of Environmental Design | Scheduled to begin Sep 2011 |
| SCHOOL OF ART | |
| Bachelor of Fine Arts in Art (Hon) | Scheduled to begin Sep 2010 |
| Bachelor of Fine Arts in Art History (Hon) | Scheduled to begin Sep 2010 |
| Bachelor of Fine Arts in Art | Scheduled to begin Sep 2010 |
| Bachelor of Fine Arts in Art History | Scheduled to begin Sep 2010 |
| Diploma in Art | Scheduled to begin Sep 2010 |
| FACULTY OF ARTS | |
| Anthropology | |
| Minor, BA (Gen), BA (Adv) | Scheduled to begin 2009 |
| Classics | |
| Classical Studies: Minor, BA (Gen), BA (Adv) | Scheduled to begin 2009 |
| Greek: Minor, BA (Adv) | Scheduled to begin 2009 |
| Latin: Minor, BA (Ad) | Scheduled to begin 2009 |
| Economics | |
| Economics: Minor, BA (Gen), BA (Adv), BA (Hon) | To be determined |
| Joint Economics - Mathematics Honours Program | To be determined |
| Joint Economics - Statistics Honours Program | To be determined |
| English | |
| Minor, BA (Gen), BA (Adv), BA (Hon) | In progress: began July 2007 |
| French, Spanish, and Italian | |
| French: Minor, BA (Gen), BA (Adv), BA (Hon) | In progress: began 2008 |
| Italian: Minor, BA (Gen), BA (Adv) | In progress: began 2008 |
| Spanish: Minor, BA (Gen), BA (Adv) | In progress: began 2008 |
| German and Slavic Studies | |
| German: Minor, BA (Gen), BA (Adv), BA (Hon) | Scheduled to begin May 2009 |
| Polish: Minor | Scheduled to begin May 2009 |
| Russian: Minor, BA (Gen), BA (Adv) | Scheduled to begin May 2009 |
| Ukrainian: Minor, BA (Gen), BA (Adv) | Scheduled to begin May 2009 |
| History | |
| Minor, BA (Gen), BA (Adv), BA (Hon) | To be determined |
| Icelandic | |
| Minor, BA (Gen) | To be determined |
| Interdisciplinary Studies | |
| Asian Studies: Minor, BA (Gen) | In progress: began Winter 2007 |
| Canadian Studies: Minor, BA (Hon) | To be determined |

| Table 2: UNDERGRADUATE PROGRAM REVIEWS | |
|--|--|
| As at 30 October 2009 | |
| | REVIEW STATUS |
| Catholic Studies: Minor | To be determined |
| Central & East European Studies: BA (Gen), BA (Adv), BA (Hon) | To be determined |
| Drama: BA (Gen), BA (Adv) | To be determined |
| Film Studies: Minor, BA (Gen), BA (Adv) | To be determined |
| Global Political Economy: BA (Gen), BA (Adv) | To be determined |
| History of Art: Minor, BA (Gen) | To be determined |
| Labour and Workplace Studies: Minor, BA (Gen), BA (Adv) | To be determined |
| Latin American Studies: Minor | To be determined |
| Medieval & Renaissance Studies: Minor, BA (Gen), BA (Adv) | To be determined |
| Near Eastern & Judaic Studies: Minor | To be determined |
| Theatre: Minor | To be determined |
| Ukrainian Canadian Heritage Studies: Minor, BA (Gen), BA (Adv) | To be determined |
| Urban Studies: Minor | To be determined |
| Women's Studies: Minor, BA (Gen), BA (Adv), BA (Hon) | Scheduled to begin Sep 2008 |
| Linguistics | |
| Minor, BA (Gen), BA (Adv) | To be determined |
| Native Studies | |
| Native Languages: Minor | To be determined |
| Native Studies: Minor, BA (Gen), BA (Adv) | To be determined |
| Philosophy | |
| Minor, BA (Gen), BA (Adv), BA (Hon) | To be determined |
| Political Studies | |
| Minor, BA (Gen), BA (Adv), BA (Hon) | Scheduled to begin Sep 2009 |
| Psychology | |
| Minor, BA (Gen), BA (Adv), BA (Hon) | To be determined |
| Religion | |
| Minor, BA (Gen), BA (Adv), BA (Hon) | Scheduled to begin Sep 2009 |
| Sociology | |
| Criminology: BA (Gen), BA (Adv) | In progress: began Jan 2008 |
| Sociology: Minor, BA (Gen), BA (Adv), BA (Hon) | In progress: began Jan 2008 |
| ASPER SCHOOL OF BUSINESS | |
| Bachelor of Commerce (Hon) | Completed 2009 (Next Accreditation, 2014) |
| FACULTY OF DENTISTRY | |
| Dental Hygiene Diploma | Next Accreditation Feb 2009 |
| Doctor of Dental Medicine | Next Accreditation Feb 2009 |
| FACULTY OF EDUCATION | |
| After-Degree Bachelor of Education | In progress: began Jan 2007 |
| Integrated Degree: Music and Education | In progress: began Jan 2007 |
| Post-Baccalaureate Diploma in Education | To be determined |

| Table 2: UNDERGRADUATE PROGRAM REVIEWS | |
|--|--|
| As at 30 October 2009 | |
| | REVIEW STATUS |
| FACULTY OF ENVIRONMENT, EARTH, AND RESOURCES | |
| Environmental Science: BEnvSc (Minor), (Gen), (Major), (Hon) | Scheduled to begin Sep 2010 |
| Environmental Studies: BEnvSt (Minor), (Gen), (Major), (Hon) | Scheduled to begin Sep 2010 |
| Geography: Minor, BA (Gen), BA (Adv), BA (Hon) | Scheduled to begin Sep 2010 |
| Geology: BSc (Major), BSc (Hon) | Scheduled to begin Sep 2009 |
| Geophysics: BSc (Major), BSc (Hon) | Scheduled to begin Sep 2009 |
| FACULTY OF ENGINEERING | |
| Biosystems Engineering | |
| BSc | Completed 2007 (Next Accred 2010) |
| Civil Engineering | |
| BSc | Completed 2007 (Next Accred 2010) |
| Computer Engineering | |
| BSc | Completed 2007 (Next Accred 2010) |
| Electrical Engineering | |
| BSc | Completed 2007 (Next Accred 2010) |
| Manufacturing Engineering | |
| BSc | Completed 2007 (Next Accred 2010) |
| Mechanical Engineering | |
| BSc | Completed 2007 (Next Accred 2010) |
| FACULTY OF HUMAN ECOLOGY | |
| Bachelor of Health Sciences | To be determined |
| Bachelor of Health Studies | To be determined |
| Bachelor of Human Ecology | Scheduled to begin 2009 |
| Bachelor of Human Ecology (Family Social Sciences) | Scheduled to begin 2008 |
| Human Nutritional Sciences: BSc | Next Accreditation Visit 2009 |
| Textile Sciences: BSc | Scheduled to begin 2009 |
| FACULTY OF KINESIOLOGY & RECREATION MANAGEMENT | |
| Bachelor of Physical Education: BPE | Scheduled to begin Spring 2009 |
| Bachelor of Kinesiology: BKIN | Scheduled to begin Spring 2009 |
| Bachelor of Recreation Management & Community Development: BRMCD | Scheduled to begin Spring 2009 |
| FACULTY OF LAW | |
| Bachelor of Laws: LLB | Scheduled to begin Sep 2008 |
| FACULTY OF MEDICINE | |
| Doctor of Medicine: MD | Next Accreditation Visit 2011 |
| Physical Therapy: BMR (PT) | Next Accreditation Visit 2009 |
| Respiratory Therapy: BMR (RT) | Next Accreditation Visit 2009 |

| Table 2: UNDERGRADUATE PROGRAM REVIEWS | |
|--|--|
| As at 30 October 2009 | |
| | REVIEW STATUS |
| FACULTY OF MUSIC | |
| Bachelor of Music | Scheduled to begin Sep 2010 |
| Bachelor of Music (Composition) | Scheduled to begin Sep 2010 |
| Bachelor of Music (History) | Scheduled to begin Sep 2010 |
| Bachelor of Music (Performance) | Scheduled to begin Sep 2010 |
| Post-Baccalaureate Diploma in Music Performance | Scheduled to begin Sep 2010 |
| FACULTY OF NURSING | |
| Bachelor of Nursing: BN | Accreditation 2006 (Next Accred 2010) |
| FACULTY OF PHARMACY | |
| Bachelor of Science in Pharmacy | Completed 2007 (Next Accred 2013) |
| FACULTY OF SCIENCE | |
| Actuarial Mathematics (with the Asper School) | |
| Actuarial Mathematics: BSc (Hon) | Completed 2009 (Next Asper Accreditation, 2014) |
| Joint Mathematics - Actuarial Mathematics Honours: BSc (Hon) | Completed 2009 (Next Asper Accreditation, 2014) |
| Joint Statistics - Actuarial Mathematics Honours: BSc (Hon) | Completed 2009 (Next Asper Accreditation, 2014) |
| Biological Sciences | |
| Biology: BSc (Major) | Scheduled to begin Sep 2009 |
| Botany: BSc (Major), BSc (Hon), BSc (Hon) Double | Scheduled to begin Sep 2009 |
| Ecology: BSc (Major), BSc (Hon) | Scheduled to begin Sep 2009 |
| Zoology: BSc (Major), BSc (Hon), BSc (Hon) Double | Scheduled to begin Sep 2009 |
| Chemistry | |
| Chemistry: BSc (Major), BSc (Hon) | In progress: began 2007 |
| Joint Microbiology - Chemistry Program in Biochemistry: BSc (Major), BSc (Hon) | In progress: began 2007 |
| Joint Microbiology - Chemistry Program in Biotechnology: BSc (Hon) | In progress: began 2007 |
| Computer Science | |
| Computer Science: BCS (Major), BCS (Hon) | Completed 2007 (Next Accred 2012) |
| Joint Computer Science - Mathematics Program: BSc (Hon) | In progress with Math: began 2008 |
| Joint Computer Science - Physics & Astronomy Program: BSc (Hon) | Scheduled to Physics begin 2009 |
| Genetics | |
| BSc (Hon) | Scheduled with Biology to begin 2009 |
| Mathematics | |
| Mathematics: BSc (Major), BSc (Hon), BSc (Hon) Double | In progress: began 2008 |
| Applied Mathematics with Options: BSc (Major) | In progress: began 2008 |
| Joint Mathematics - Actuarial Mathematics Honours: BSc (Hon) | Scheduled to begin 2008 |

| Table 2: UNDERGRADUATE PROGRAM REVIEWS | |
|--|---|
| As at 30 October 2009 | |
| | REVIEW STATUS |
| Joint Computer Science - Mathematics Program: BSc (Hon) | In progress with Computer Science: began 2008 |
| Joint Mathematics - Physics & Astronomy: BSc (Hon) | With Physics scheduled to begin 2008 |
| Joint Statistics - Mathematics Program: BSc (Hon) | With Statistics scheduled to begin 2009 |
| Joint Economics - Mathematics Honours Program: BSc (Hon) | Scheduled to begin 2008 |
| Microbiology | |
| Microbiology: BSc (Major), BSc (Hon), BSc (Hon) Double | In progress with Chemistry: began 2007 |
| Joint Microbiology - Chemistry Program in Biochemistry: BSc (Major), BSc (Hon) | In progress with Chemistry: began 2007 |
| Joint Microbiology - Chemistry Program in Biotechnology: BSc (Hon) | In progress with Chemistry: began 2007 |
| Physics & Astronomy | |
| Physics & Astronomy: BSc (Major), BSc (Hon) | Scheduled to begin 2009 |
| Joint Computer Science - Physics & Astronomy Program: BSc (Hon) | Scheduled to begin 2009 |
| Joint Mathematics - Physics & Astronomy: BSc (Hon) | Scheduled to begin 2009 |
| Statistics | |
| Statistics: BSc (Major), BSc (Hon), BSc (Hon) Double | Scheduled to begin 2009 |
| Joint Statistics - Actuarial Mathematics Honours: BSc (Hon) | Scheduled to begin 2008 |
| Joint Statistics - Mathematics Program: BSc (Hon) | Scheduled to begin 2008 |
| Joint Economics - Statistics Honours Program: BSc (Hon) | Scheduled to begin 2008 |
| Other | |
| Psychology: BSc (Major), BSc (Hon) | With Arts: Scheduled to begin 2007 |
| FACULTY OF SOCIAL WORK | |
| Bachelor of Social Work: BSW | Completed Accreditation 2007 |
| ST BONIFACE COLLEGE | |
| Undergraduate Programs | |
| Arts, sciences et administration des affaires, Service social | |
| BA (Latin-philosophie, Général, Spécialisé en français, Majeure avancée en français) | Completed October 2007 |
| BSc (Général, Majeure conjointe microbiologie – biochimie) | Completed February 2009 |
| BA (spécialisé en traduction) | In progress: completed self-study June 2009 |
| Baccalauréat en administration des affaires | Completed March 2009 |



UNIVERSITY
OF MANITOBA

Office of the University Secretary

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

MEMORANDUM

DATE: November 26, 2009
TO: Dr. David Barnard, Chair of Senate
FROM: Jeff M. Leclerc, University Secretary
SUBJECT: Items approved by the Board of Governors on November 17, 2009

The Board of Governors, at a meeting held on November 17, 2009, considered the following items of interest to Senate:

Policies and Procedures

The Board of Governors approved the revisions to the Policy and Procedures on Naming of Buildings, Parts of Buildings and Spaces [as recommended by Senate October 7, 2009].

The Board of Governors approved the revisions to the Policy on Non-Acceptance of Discriminatory Scholarships, Bursaries or Fellowships as amended by the Board [as recommended by Senate October 7, 2009].

The Board of Governors approved the revisions to the Policy on Research Centres, Institutes and Groups as amended by the Board [as recommended by Senate October 7, 2009].

Establishment of Institute

The Board of Governors approved the establishment of the Manitoba Institute for Materials [as recommended by Senate November 4, 2009].

Reports of the Senate Committee on Awards

The Board of Governors approved the reports of the Senate Committee on Awards [dated August 27, 2009 and September 29, 2009].

December 9, 2009

Report of the Senate Executive Committee

Preamble

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

Observations

1. Speaker for the Executive Committee of Senate

Professor Tom Berry will be the Speaker for the Executive Committee for the January 2010 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. Joanne Keselman, Acting Chair
Senate Executive Committee

Terms of Reference:

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

/mb

Report of the Faculty Council of Graduate Studies on New Joint Concentration

Preamble:

1. The Faculty of Graduate Studies has responsibility for all matters relating to the submission of graduate course, curriculum and program changes, and new graduate programs. Recommendations for new programs or changes are submitted by the Faculty Council of Graduate Studies for the approval of Senate.
2. The Faculty Council of Graduate Studies met on the above date to consider a proposal between the Master of Business Administration (MBA) and Master of Public Administration (MPA).

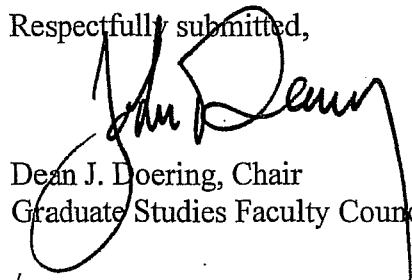
Observations:

1. The I.H. Asper School of Business and Faculty of Arts propose a joint "Business-Government Relations" concentration between the MBA and MPA. Please review the:
 - Program Proposal (Attach. A)

Recommendations:

The Faculty Council of Graduate Studies endorses the proposed joint "Business-Government Relations" concentration between the Master of Business Administration and Master of Public Administration and recommends that it be forwarded to Senate for approval.

Respectfully submitted,


Dean J. Doering, Chair
Graduate Studies Faculty Council

/py

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



UNIVERSITY
OF MANITOBA

Asper School of Business

Glenn Feltham, PhD, MBA, LLB, CMA, FCMA
Dean and CA Manitoba Chair in Business Leadership
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MEMORANDUM

DATE: March 15th, 2008

TO: Dr. Jay Doering, Dean, Faculty of Graduate Studies

FROM: Dr. Richard Sigurdson, Dean, Faculty of Arts
Dr. Glenn Feltham, Dean, Asper School of Business

Subject: **MBA-MPA Business-Government Relations Concentration Proposal**

Jay Doering Acting Dean
Glenn Feltham

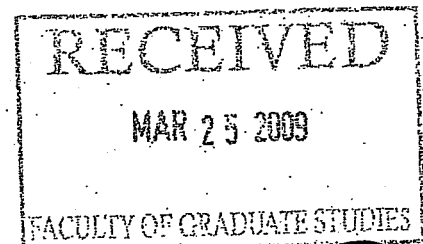
Please find enclosed a proposed joint MBA-MPA concentration in **Business-Government Relations** for Faculty of Graduate Studies review and approval.

Open to both MPA and MBA students, the proposed concentration allows participating students to develop reciprocal understandings of each other's management environments and the critical business-government interface. While MBA and MPA students already have the ability to register in each other's courses, this proposal seeks to formalize and encourage inter-program course registration. That said, it is designed to safeguard and enhance each program's existing independent brands and markets. Drawing upon existing MBA and MPA courses and resources, the joint concentration will be co-managed by the two programs. The proposal has been reviewed and endorsed by both Deans and their responsible faculty committees.

The concentration does promise to be beneficial to all involved, particularly the students. It also supports the University's goal for greater interdisciplinary cooperation and synergy. Your action on this proposal is much appreciated.

Enclosure

Copy: Dr. Charles Mossman, Associate Dean, Asper School of Business
Mr. Steve James, Executive Director, Asper MBA
Ms. Ewa Morphy, Graduate Program Manager, Asper MBA
Dr. George MacLean, Department Head, Political Studies
Dr. Kim Speers, Chair, Master of Public Administration





| | |
|------------------------------|--|
| PROPOSAL: | MBA-MPA Jointly Sponsored Concentration (Specialization) in "BUSINESS-GOVERNMENT RELATIONS" |
| References: | MPA & MBA Calendar Descriptions & Supplementary Regulations |
| Proposal Sponsors | Stephen James, Executive Director, Asper MBA George MacLean, Department Head, Department of Political Studies |
| Proposal Date | Winter 2009 |
| Approving Authorities | Political Studies Departmental Council, MBA Program Committee |
| Approval Date: | Spring 2009 |
| Action Units: | MBA & MPA Program Offices |
| Action Date: | Fall 2009 |

PROPOSAL BACKGROUND

1. Government in its various forms and levels establishes the conditions within which businesses function and flourish, or not. Conversely, business and free enterprise are central and essential elements to national wealth creation and ultimately social well-being. At the University two separate programs exist to develop future public and private sector leaders—the MPA and MBA programs.
2. The Asper MBA is a 60 credit hour program, with 48 credit hours of mandatory courses, and 12 credit hours of electives. The core of the program provides a common business leadership and managerial base for all students. All core courses are required, unless exemption, advance standing, transfer or course substitution is granted. The aim of the MPA program is to provide individuals a sound knowledge of public administration; the theory and practice of government organizations, including knowledge of the political, economic, social and other contexts in which they operate. It is a 48 credit hour program. Entrance requirements are similar for both programs, and exemptions and advanced credits are available again in both programs.
3. Over the last year, discussions have taken place to see if the two programs can better deal with the interdependence of private and public sector management and success. The result of the discussions is this joint specialization proposal.

PROPOSAL

4. **Specialization.** It is proposed that a jointly offered MBA-MPA 12 credit-hour specialization in business-government relations be established. The aim of the specialization would be to provide participating MPA and MBA students reciprocal opportunities to understand each others management environments, and to develop joint understandings as how to maximize business-government cooperation and synergies.

5. **Specialization Admission.** The specialization would be open to MBA and MPA students in academic good standing (3.0 GPA or better).

6. **Specialization Requirements.** To earn the specialization, all students must complete MKT 7080 Business, Markets and Public Policy (3 credit hours). The course, bringing MBA and MPA students together in joint discussion, explores public and private responsibilities and best practices in creating and sustaining successful market and business conditions. Additionally:

a. MPA students must complete GMGT 7110 Business and Its Environment (3 ch) and 6.0 credit hours of further study from the following list of MBA courses;

- IDM 7720 Business Conditions Analysis (1.5 ch)
- OPM 6090 Production (3 ch),
- MKT 6080 Marketing (3 ch),
- SCM 7010 Supply Chain Management (3 ch),
- INTB 7730 International Business (1.5 ch), and
- Other MBA courses on joint MPA-MBA Directors' approval.

b. MBA students must complete POLS 7370 Seminar in Theory and Practice of Public Administration (6), and 3.0 credit hours of further study from the following list of MPA courses:

- POLS 7340 Canadian Government (3),
- POLS 7550 Contemporary Issues in Canadian Politics (3),
- POLS 7300 Directed Readings in Public Administration (3),
- POLS 7300 Public Finance (3),
- GMGT 7470 The Fundamentals of Public Policy Analysis (3),
- GMGT 7480 Public Sector Decision-making (3), and
- GMGT 7490 Regulatory Processes and Policies (3)

7. **Specialization Understandings.** It is understood that this proposal rests on the nature of existing curriculums, policies, regulations and standards of the two programs/designations, and in agreeing to the above, it is understood that:

- a. visiting students will have access to courses only after home program student needs have been addressed;
- b. visiting students will be administered by their parent or home programs, and that they will be governed, outside of individual course instructions, by the regulations and tuitions of their parent program;
- c. students may only register for courses in their visiting program to a maximum of 12 credit hours;
- d. students considering transferring programs must complete the target program's full admission process and, if admitted, must pay the full fees of the new program; fees paid to one program are not transferable to the other; and



e. MPA students, because of marketing and tuition differential reasons, will not have access to the following MBA leadership courses:

- IDM 7510 Leadership and Change;
- IDM 7060 Professional Seminar; and
- ENTR7240 Entrepreneurship and New Venture.

PROPOSAL DISCUSSION

8. Proposal Benefits:

- a. **Expanded Student Choice and Marketability**—the proposal promises to be well received by both MPA and MBA students, as it will allow them greater elective choice, and the opportunity to develop complimentary understandings and expertise from the alternate program. Further, it will broaden their individual marketability across the private and public sectors.
- b. **Enhanced Community Relevance**—from a Manitoba relevance perspective, the offering will focus on an area of historic importance and ongoing concern—the maximization of the Province's public-private relationship.
- c. **Increased MBA and MPA Marketability**—the proposal will increase both the MPA and MBA marketability and brands; and
- d. **Increased Interdisciplinary Cooperation and Synergies**—the proposal will increase individual course reach and use, and will encourage further interdisciplinary cooperation and synergies.

9. Proposal Concerns:

- a. **Lower Existing Elective Registration**—a concern does exist that the proposal could adversely impact or takeaway interest from existing MBA and MPA elective courses. While this is a possibility, the potential gains and losses are considered evenly distributed across the two programs and will likely have limited impact on currently sought after elective offerings in either program. Further, the potential for increased recruitment for both programs as a result of this proposal is considered real, and will further counter any potential loss in individual course registrations.
- b. **Reduced Program Autonomy and Control**—concern may also exist that the individual programs will lose their autonomy or flexibility through this proposal. While a joint initiative naturally requires cooperation and coordination, nothing in this proposal impacts either program's existing authorities or future interests.

10. Proposal Risks:

- a. **Low Registration Rate**—the risk is considered low, but is mitigated from the outset by

the fact that no exclusively dedicated resources are required for this proposal to go forward;

- b. **Excessive Registration Rate**—although considered possible, again, seen as low, as individuals join their respective programs because a strong bias towards either public or private sector administration and for the most part will likely use all their credit hours inside their home program. However, if the specialization does create unmanageable demand, it is understood that students have first priority to their respective home program courses.

PROPOSAL IMPLEMENTATION

11. **Proposal Approval** will require the endorsement/approvals from the following:

- a. MBA and MPA Program Committees;
- b. Dean's Offices, Asper School of Business & Faculty of Arts;
- c. Departmental Council, Political Studies; and
- d. Faculty of Graduate Studies for graduate regulation compliance.

12. **Calendar and Supplementary Regulation Revisions** are minimal, as both programs already permit interdisciplinary study within their regulations. On proposal approval, Sections 45 and 70 of the Graduate Program Calendar will need to be updated to reflect the new specialization. Further, Section 33 of the MBA Supplementary Regulations will need to be amended—adding under major areas of specializations “Business-Government Relations”.

13. **Specialization Implementation.** Program implementation can proceed immediately on proposal approval. Critical and sufficient course offerings for the specialization are already embedded in the two programs. For 2009-10, MKT 7080 Business, Markets and Public Policy (3 ch) has been scheduled for Summer Term (April-May 2010) as part of the MBA's Marketing Specialization. Additionally,

a. MBA students will have access to the following;

- POLS 7370 Seminar in Theory and Practice of Public Administration (6) W Evenings Fall & Winter Term, and
- POLS 7300 Public Finance (3), MW Evening Summer Term;

b. MPA students will have access to the following;

- GMGT 7110 Business and Its Environment (3 ch) R Evening Fall Term,
- IDM 7720 Business Conditions Analysis (1.5 ch) T Evening Fall Term,
- MKT 6080 Marketing (3 ch) T Afternoon, R Evening, Fall Term,
- OPM 6090 Production (3 ch) T Evening, R Afternoon, Winter Term,
- SCM 7010 Supply Chain Management (3 ch), TR Evening, Summer Term,
- INTB 7730 International Business (1.5 ch) TR Evening, Summer Term, and
- Other MBA courses on MBA and MPA Director approvals.

**14. Student Administration.**

- a. **Admission**—student's wishing to take the specialization must be enrolled in either the MBA or MPA program when requesting access to the specialization. Students wishing to undertake courses within the specialization must receive individual course registration approval from both their home and visiting program administrators/offices. Visiting students will be registered as soon as possible after course request, but not before home student course access is assured. Throughout, the MBA and MPA program offices will be exclusively and only responsible for student registration within their own program offerings; and
- b. **Administration**—the student's home program office will monitor and track the students' progress through the specialization. Outside the classroom, students will be governed and administered by their home Program's supplementary regulations, but within the classroom course participation, conduct and performance will be set by the course instructor and his/her program policies and regulations. On completion of the specialization requirements, the student's transcripts, through the Faculty of Graduate Studies, will be accordingly annotated.

15. **Proposal oversight**—from initial setup through ongoing validation, oversight responsibility will jointly belong to the MBA and MPA Program Committees, with their individual directors reporting annually as to the current status and success of the specialization. For the MBA Director, reporting will be part of the MBA Program's Annual Report.

16. **Specialization Promotion** will be conducted by both parties within their existing and separate branding and promotion programs; no joint or combined promotion is contemplated.

October 1, 2009

Report of the Faculty Council of Graduate Studies on New Concentration

Preamble:

1. The Faculty of Graduate Studies has responsibility for all matters relating to the submission of graduate course, curriculum and program changes, and new graduate programs. Recommendations for new programs or changes are submitted by the Faculty Council of Graduate Studies for the approval of Senate.
2. The Faculty Council of Graduate Studies met on the above date to consider a proposal between the Master of Business Administration (MBA) and Society of Management Accountants of Manitoba (CMA designation).

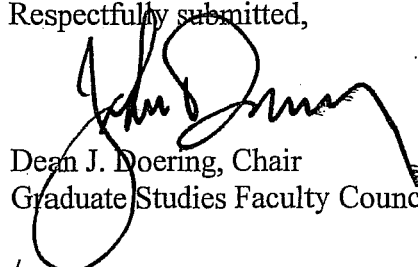
Observations:

1. The I.H. Asper School of Business proposes a "Management Accounting" concentration between the MBA and CMA designation. Please review the:
 - Program Proposal (Attach. A)

Recommendations:

The Faculty Council of Graduate Studies endorses the proposed Management Accounting concentration between the MBA and CMA designation and recommends that it be forwarded to Senate for approval.

Respectfully submitted,


Dean J. Doering, Chair
Graduate Studies Faculty Council

/py

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



UNIVERSITY
OF MANITOBA

Asper School of Business

Attach.A

Glenn Feltham, PhD, MBA, LLB, CMA, FCMA
Dean and CA Manitoba Chair in Business Leadership
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MEMORANDUM

DATE: March 15th, 2008
TO: Dr. Jay Doering, Dean, Faculty of Graduate Studies
FROM: Dr. Glenn Feltham, Dean, Asper School of Business
Subject: MBA Management Accounting Concentration

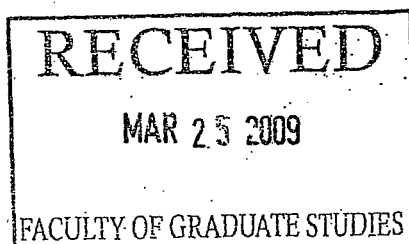
Please find enclosed a proposed MBA **Management Accounting** concentration for your review and approval. The concentration would be offered in addition to the program's current concentrations, and in cooperation with the Society of Management Accountants of Manitoba (CMA Manitoba).

The proposed concentration is the result of two years of negotiation, and has been reviewed and approved by the Department of Accounting and Finance and MBA Program Committee. It also received Faculty Council endorsement on January 23rd, 2009. While safeguarding the integrity and independence of both the MBA and CMA credentials, it will minimize cross-credential curriculum duplication and will allow an individual to complete all their academic requirements for both credentials in as short as eighteen months. Currently, the two credentials compete for the same pool of applicants, normally forcing individuals to choose one credential over the other. Implementation of this proposal will be beneficial to both credential granting parties and more importantly to students.

I would appreciate it if you would forward the enclosed proposal to the appropriate committee(s) for consideration and approval.

Enclosure

Copy: Dr. Charles Mossman, Associate Dean, Asper School of Business
Mr. Steve James, Executive Director, Asper MBA
Ms. Ewa Morphy, Graduate Program Manager, Asper MBA
Mr. Ronald Stoesz, Chief Executive Officer, CMA Manitoba



| | |
|------------------------------|---|
| PROPOSAL: | MBA "Management Accounting" Specialization in Cooperation with CMA Manitoba |
| References: | A. 2006 Queens Survey (Attached); B. CMA Designation Overview (Attached); C. Canadian Joint MBA-CMA programs (Attached); D. Article 36, MBA Supplementary Regulations (Attached); E. Accelerated Program Curriculum (Attached); and F. Accelerated Program Sample Final Exam (Attached). |
| Proposal Sponsors | Executive Director, Asper MBA |
| Proposal Date | November 14 th , 2008 |
| Approving Authorities | Department of Finance and Accounting, MBA Program Committee, Faculty of Graduate Studies, & CMA Manitoba |
| Approval Date: | Winter 2009 |
| Action Units: | Asper Graduate Program Office, CMA Manitoba |
| Action Date: | Fall 2009 |

PROPOSAL BACKGROUND

1. The MBA is a powerful credential in its own right; however, it is further strengthened if combined with a follow-on professional designation and association. Although a number of follow-on professional affiliations are available to MBAs with further study, none outside the CIM's P.Mgr. designation are easily acquired, and its recognition is relatively weak. That is, none readily recognize and champion the extensive management skills earned through the MBA, with the relatively recent exception of one – the Society of Management Accountants and their CMA designation.

2. Resulting from extensive reconfiguration of the CMA mandate over the last decade, the CMA has almost identical entrance requirements as the MBA, and both credentials have in the order of 70% overlap in curriculum/competency requirements. A 2006 Queen's study (ref. A) states that the "body of knowledge required by CMA's increasingly overlaps the body of knowledge required by MBAs and the practice of management accounting increasingly overlaps the practice of general management." Further, the study, which focused on perceptions of Canadian Accounting Designations, found that

The CMA designation is closer to the MBA designation than the other two accounting designations on the legal and accounting dimensions and closer to the MBA designation than it is to the other two accounting designations on the management dimension. (p. 7)

3. Currently, to earn an Asper MBA an individual must complete 60 credit hours of study, with 48 credit hours of mandatory general management study, and 12 credit hours of elective study. Conversely, for an individual to receive the CMA designation today, one must normally undertake one year of part-

time accounting study (either through multi-weekend or online study) followed by two years of part-time strategic leadership or general management study. Both the MBA and the CMA normally demand an undergraduate degree, and both have work experience requirements.

4. Given the growing shared aims between the MBA academic and CMA professional Designations (ref. B), and the designations' growing jointness in other areas in the country (ref. C), it is considered beneficial to establish greater jointness here in Manitoba; that is, between Asper MBA and CMA Manitoba. That said, any such arrangement cannot jeopardize the independence and value of the individual credentials, nor unduly impinge on or jeopardize other existing relationships or on future freedom of action by either the Asper School of Business or the Society of Management Accountants of Manitoba.

5. Taking this all into consideration, as well as two earlier attempts to create an MBA Accounting specialization (both rejected on resource implications and projected market size), the Executive Director, Asper MBA, and the CEO, CMA Manitoba, have been in discussion over the last year as to how to create a beneficial joint MBA-CMA relationship for all parties involved.

PROPOSAL

6. It is proposed that MBA students wishing to pursue a CMA designation be:

- permitted to take CMA Canada's Accelerated Program as equivalent (ref.D) to an MBA specialization, and on successfully completing the program with a passing grade on the CMA entrance exam, receive 12 credit hours of elective exemptions, and
- exempted from taking CMA's Strategic Leadership Program (SLP) on, and up to two years after, MBA graduation;

7. It is proposed that CMAs, who hold an undergraduate degree and completed their CMA designation requirements within the last eight years, be granted 18 credit hours of exemptions on Asper MBA enrolment. Exemptions would be granted for the following core courses—ACC 6050 Accounting 1 and ACC 6060 Accounting 2—and for 12 credit hours equivalent elective study.

8. It is understood that this proposal rests on the nature of existing curriculums, policies, regulations and standards of the two programs/designations, and in agreeing to the above:

- the AP prerequisites are satisfied by the following MBA core courses:
 - Economics – MBA IDM 7720 Business Conditions Analysis (MBA-AP prerequisite) & GMGT 7740 Business-Government Relations (MBA-AP co-requisite),
 - Introductory Financial Accounting – MBA ACC 6050 Accounting 1 (MBA prerequisite),
 - Introductory Managerial Accounting – MBA ACC 6060 Accounting 2 (MBA-prerequisite), and
 - Statistics – MBA GMGT 7080 Research Methods (MBA AP co-requisite);



- MBA students wishing a CMA must, notwithstanding SLP exemption, successfully complete all three of CMA's national exams (AP entrance exam, case exam and final board report) as well as CMA's 3-year practical experience requirement prior earning his/her CMA designation;
- successful AP completion will be noted on the MBA students transcripts, but will not be included in GPA calculations;
- all MBA and CMA policies, regulations and procedures, beyond those strictly related to the accommodations above, are to be adhered to by individuals seeking the two designations. That is, entry in one program does not automatically grant access to the other, or any other accommodations than proposed above;
- neither the Asper School of Business nor the Society of Management Accountants of Manitoba will initiate substantive curriculum changes to their programs without advising the other party in advance, and both parties can at anytime terminate the above proposed accommodations with one-years notice; and
- on a three-year revisit/commitment basis, the Asper School of Business has first rights to teaching the CMA Manitoba's Accelerated Program; however, instruction must be compliant or exceed the competency requirements set by CMA Canada.

PROPOSAL DISCUSSION

9. Proposal Benefits include:

- **Strong MBA Curriculum Addition**—the Accelerated Program academically exceeds the requirements of 12.0 credit hours of study, being ~180 hours (weekend format) of well focused and designed accounting and business programming, and tightly administered on a national basis (ref E). The AP, which builds on the MBA core and introductory managerial and financial accounting courses, primarily focuses on intermediate and advanced financial and managerial accounting topics, as well as taxation and internal control. The AP also covers topics in operations, marketing, human resources, and corporate finance from an accounting perspective. The AP would be a valuable addition to an MBA student's curriculum, reinforcing and building on the MBA core curriculum. The AP can be taken either on selected weekends between September and June, or through on-line study. In either format, the individual study requirements are comparable to 12 credit hours on-campus MBA programming. In both formats, students are assessed three times through their program of study, with the final exam being nationally conducted (ref F). While combined PhD and professional accounting credentials are considered ideal, AP instructors have a masters degree (most often MBA) and a professional accounting designation (most often CMA), and extensive professional experience, as a minimum;
- **Accelerated MBA-CMA Progression**—through the proposal, MBA students/graduates will have significantly improved access to a recognized and respected professional designation, being able to earn both an MBA and a CMA in as short as 18 months. Currently it takes four years to earn the two credentials with significant overlap and delays in the process;



- **Reinforcing Brands**—the MBA-CMA offering will enhance both brands and marketing abilities—both parties anticipate a joint MBA-CMA offering will draw up to 10 further students/year;
- **Expanded MBA Market**—while the proposal will require no additional Asper School or CMA Manitoba teaching or administrative resources, and will be simple and transparent to administer, the proposal will broaden the MBA program's attractiveness and marketability to those individuals who have historically been attracted to CMA alone, or been torn between which of the two designation routes to follow. This year, CMA Manitoba has 44 students enrolled in the AP. Those students would have been eligible for entry into the Asper MBA, but had to make a choice between the two credentials. Under this proposal, both the Asper School and CMA Manitoba could find their recruitment markets doubled and, as noted above, conservatively up to 10 extra students/year (25% crossover);
- **Strengthened School Community Relevance**—the proposal fosters the principle of individual and Manitoba relevance without diminishing either of the credentials. Further, the MBA program, and the Asper School of Business, will be more visible, integrated and accessible in the CMA Manitoba community, possibly opening-up future follow-on educational opportunities.

10. Proposal Concerns include:

- **In-house Elective Registration**—the proposal will take away MBA elective and CMA revenues per student, but it is anticipated that the individual student revenue loss will be mitigated, if not fully offset, by the increased MBA registration resulting from the bundled offering; and
- **CGA/CA Relations**—the MBA-CMA arrangement may adversely affect the Asper School's relationship with the other accounting designations. While this is considered possible and needs to be properly managed, neither the CAs or CGAs have shown recent interest in an Asper MBA relationship. Further, the MBA-CMA body of knowledge overlap clearly exceeds that of either CGA or CA, making the joint arrangement very arguable and justifiable.

11. Proposal Risks include:

- **Low Registration Rate**—the risk is considered low, but is mitigated from the outset by the fact that no new resources are required for this proposal to go forward;
- **High Registration Rate**—and excessively drawing from existing MBA electives/specializations. Although considered possible, again, seen as low, as: (1) accounting is not for everyone, and (2) the extra burden of earning the two credential is still, notwithstanding the exemptions, substantial; and
- **Changing MBA/CMA Interests**—the risk does exist that the current curriculum overlap and common focus will diverge, but the notification and opt-out understandings appropriately address the risk.

PROPOSAL IMPLEMENTATION

12. **Proposal Approval** will require the approval from the Board of Directors of The Society of Management Accountants of Manitoba (estimate early 2009), and the endorsement/approvals of the following University bodies:

- Department of Accounting & Finance for MBA content and standards equivalence (Completed Dec 09);
- MBA Program Committee for program fit (Completed Jan 09);
- ASB Faculty Council/Dean's Office for School fit (Completed Jan 09); and
- Faculty of Graduate Studies for graduate regulation compliance (estimate Spring 2009).

13. **MBA Supplementary Regulations** will require minimal change to accommodate this proposal. Assuming proposal approval as per para 11, the following MBA Supplementary Regulation changes must follow:

- Article 33 be amended by **adding** specialization "h. Management Accounting (restrictions exist)";
- Article 36 be amended by **replacing** "Exemptions are granted only for work completed prior to admission into the MBA program" to read "Exemptions are granted only for work completed prior to admission into the MBA program or within the Management Accounting specialization"; and
- Article 36 be further amended by **deleting** "Applicants may be eligible for designated core exemptions only, up to a maximum of 12 credit hours, for business and/or management courses completed within a professional designation (e.g., CMA, CA, & CGA professional accounts may be eligible for accounting course exemptions), or through a combination of professional education and substantive work experience."

14. **Specialization Implementation** is relatively easy, with little ongoing Asper School CMA Manitoba coordination and/or inter-play required:

- **Admission**—student's wishing to take the AP must be enrolled in the Asper MBA Program and in the CMA program; application and enrolment is done separately for the two programs/designations.
- **Participation**—the ideal routing for a full-time MBA student, who also wishes his/her CMA, is to start the Asper MBA in January, and completing over next six months the MBA program's core accounting courses (ACC 6050 & 6060). Starting in September, the student would then commence the CMA AP program, completing the CMA entrance exam, as well as CMA's case exam and board report, through the late spring. If an MBA student commences his/her full-time studies in August, then the timeline to complete all MBA-CMA requirements stretches out to 24 months. For part-time students, the AP can be commenced anytime after completing ACC 6050 and ACC 6060.

- **Administration**—the Asper Graduate Program Office will administer the specialization from an MBA perspective, noting on a student's file his/her CMA specialization intentions and CMA AP registration when advised by the student. On successful completion of the AP program, the Program Office will register the 12 credit hours of elective exemptions. On MBA graduation, the student's transcripts will indicate completion of the "CMA Specialization". If a student fails the CMA entrance exam, the student can seek to rewrite the exam as permitted and administered by CMA, or alternatively choose to take 12 credit hours of electives inside the MBA program; AP failure(s) will not be noted or administered by the University outside of not granting the exemptions.

15. **Proposal oversight**—from initial setup through ongoing validation—is the responsibility of MBA Program Committee, with the MBA Director reporting annually as to the current status and success of the specialization. Reporting will be part of the MBA Program's Annual Report.

16. **MBA-CMA Promotion and Recruitment** will be conducted both parties within their existing and separate branding and promotion programs; no joint or combined promotion is currently contemplated.

17. **Implementation Timing.** It is proposed that the CMA specialization be approved by NLT April 2009, with full implementation occurring through the 2009-10 academic year.

Report of the Senate Committee on Instruction and Evaluation

Preamble:

1. The terms of reference for the Senate Committee on Instruction and Evaluation (SCIE) are found on the web at:
http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/502.htm
2. The Committee met on the above date to consider a proposal from the Faculty of Medicine, Division of Postgraduate Medical Education (PGME) for an Evaluation, Remediation, Probation and Dismissal Policy.

Observations:

1. This policy pertains to Residents who are defined as learners/trainees who are enrolled in a postgraduate training program within the Faculty of Medicine.
2. A residency program is composed of a variable number of rotations specific to each specialty. The committee noted that some flexibility is required in the evaluation and remediation of rotations because rotations vary widely in length from a few weeks to many months.
3. The policy discusses Resident evaluations (including goals and objectives, orientation, mid-rotation evaluations, rotation evaluations, summary evaluations, borderline evaluations, unsatisfactory evaluations, incomplete rotations), promotion, remediation, dismissal, and suspension.
4. The document is based upon the two main principles of procedural fairness: the right to be heard, along with written notice of decisions and reasons, the opportunity to respond, reasonable time periods for response; and the right to a fair decision.
5. The intention of the document is to ensure a transparent, fair and timely process for the identification of those learners who may require additional Faculty attention regarding their education, including those residents who are unsuitable for the training program or for medical practice.

Recommendations

The Senate Committee on Instruction and Evaluation recommends:

THAT Senate approve that the Evaluation, Remediation, Probation and Dismissal Policy document from the Division of Postgraduate Medical Education, Faculty of Medicine.

Respectfully submitted,

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

/mb

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

**UNIVERSITY OF MANITOBA
FACULTY OF MEDICINE
DIVISION of POSTGRADUATE MEDICAL EDUCATION**

**PGME
EVALUATION, REMEDIATION, PROBATION
AND DISMISSAL POLICY**

Date approved by FPGME Executive:

November 6, 2008

Date approved by Faculty Council Executive:

January 16, 2009; Addendum March 11, 09

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Preamble and Guiding Principles

Residents are evaluated in all programs in accordance with the standards and objectives of the Royal College of Physicians and Surgeons of Canada ("RCPSC") and the college of Family Physicians of Canada ("CFPC").

This document is guided by the following assessment principles:

The assessments process should:

- Be directly linked to the rotation objectives
 - Be criterion based
 - Provide informative/accurate feedback
 - Ensure our residents have the opportunity to correct their deficits through focused deliberate practice over time
-
- Formative assessments should support the learning experiences of the residents. It provides information to both instructors and residents about how well the resident is progressing in each assessment area. This information supports ongoing learning/development with the residents as well as provides diagnostic information to instructors who are designing appropriate remediation experiences.
 - In situations like qualifying exams or end of rotation assessments the focus shifts to summative assessments. Although these assessments should also support the ongoing learning of the residents they must also ensure residents have met the required standards and are safe to practice prior to continuing or completing the program.

The policy and procedures that follow are based upon the two main principles of procedural fairness: the right to be heard, along with written notice of decisions and reasons, the opportunity to respond, reasonable time periods for response; and the right to a fair decision. No materials upon which evaluations are based will be from anonymous sources. Thus, it is the intention of this document to ensure a transparent, fair and timely process for the identification of those learners who may require additional Faculty attention regarding their education, including those residents who are unsuitable for the training program or for medical practice.

DEFINITIONS

Academic Year - the academic year for the Faculty commences July 1st and finishes June 30th. On occasion, a Resident may be out of phase and have a starting date other than July 1st. A resident will be promoted to the next year of training on the anniversary of his/her start date, adjusted on an ongoing basis for leaves of absence, remediation or probation as per the Policy herein.

Year of Training - a consecutive block of thirteen periods beginning from the Resident's start date, the specific rotations within which are determined by the individual program's structure and content.

Period - one of thirteen intervals within each year of training, which are predetermined for each academic year. With the exception of the first (Period 1) and last (Period 13), these are all four-week intervals. For the purposes of scheduling remedial and probationary periods (as required in the following sections), all periods will be considered equivalent.

Rotation - an interval of time a Resident is assigned to a clinical service/training situation, for which there are specifically-defined learning objectives, usually not shorter than four weeks and not longer than six months. A Rotation will overlap one or more Periods.

Working days – shall be counted as Monday to Friday days only, and will exclude weekend days, stat days and acknowledged University closure days.

ITER - In-Training Evaluation Report is a formal evaluation completed at yearly or semi-annual intervals by the Program Director or designate.

Rotation Evaluation - a formal evaluation completed at the end of an individual Rotation by the Rotation Supervisor.

Resident - a learner/trainee who is enrolled in a postgraduate training program within the Faculty of Medicine.

Clinical Supervisor - the staff physician to whom the Resident reports during a given interval of time for clinical problems (includes the staff physician on call for the service when Resident on call).

Rotation Supervisor - the member of Faculty who has direct responsibility for the Resident's academic program during the Rotation.

Probation Committee - an ad hoc committee struck by the PGME Associate Dean to supervise a Probation Rotation for an individual Resident. The terms of reference for Probation Committees are further detailed in this Policy document below.

Program Director - defined by the RCPSC and CFPC as the university faculty member most responsible for the overall conduct of the residency program in a given specialty. The Program Director is dually responsible to the Head of the Department and to the Associate Dean of Postgraduate Medical Education at the University of Manitoba.

Designate - any of the above academic leaders may appoint a delegate for the completion of specific tasks. For the purposes of this document, unless specified otherwise, reference to responsibilities of a specific administrative officer is intended to refer to either that person or designate.

Residency Program Committee ("RPC") - the Residency Program Committee oversees the planning for the Residency Program and overall operation of the program to ensure that all requirements as may be defined by the national accrediting colleges are met. These duties may include recruitment of Residents, evaluation of Residents, evaluations of the rotational components of the program including the assignment and evaluation of individual Clinical Supervisors.

Faculty Postgraduate Medical Education Executive ("FPGME") - a committee of Faculty, chaired by the Associate Dean of Postgraduate Medical Education and responsible for the conduct of all affairs related to postgraduate medical education.

Program - an accredited residency training program at the University of Manitoba's Faculty of Medicine.

Associate Dean of Postgraduate Medical Education ("PGME Associate Dean") - is the Faculty officer responsible for the overall conduct and supervision of postgraduate medical education within the Faculty.

Postgraduate Medical Education Office (“PGME Office”) - the administrative office within the Faculty of Medicine that oversees and directs all postgraduate medical education under the direction of the Associate Dean of Postgraduate Medical Education.

Associate Dean of Medical Education - is the Faculty officer responsible for all facets of medical education in the Faculty of Medicine.

Faculty - refers to the Faculty of Medicine, University of Manitoba.

Remediation Agreement - a formal document approved by the PGME Associate Dean detailing the terms, outcomes and specific conditions of a remedial Rotation.

Probation Agreement - a formal document approved by the PGME Associate Dean detailing the terms, outcomes, and specific conditions of a probationary Rotation.

Royal College of Physicians and Surgeons of Canada (“RCPSC”) - the accrediting body for postgraduate medical education for specialty education programs.

College of Family Physicians of Canada (“CFPC”) - the accrediting body for postgraduate medical education for family medicine education programs.

CPSM - College of Physicians and Surgeons of Manitoba.

WRHA - Winnipeg Regional Health Authority.

1. RESIDENT EVALUATIONS

1.1. Goals and objectives

Each Rotation must have clear goals and objectives. They should be written to be consistent with the Four Principles document of the CFPC, or the CanMEDS competencies of the RCPSC.

1.2. Orientation

Before each Rotation, the Rotation Supervisor must ensure that the Resident is provided with information that clearly outlines the goals and objectives, clinical and non-clinical expectations, duties, and the evaluation processes for the Rotation.

1.3. Mid-rotation evaluations

- 1.3.1. Mid-rotation evaluations are defined as interim evaluations that occur as close to the mid-point of the Rotation as is feasible.
- 1.3.2. For Rotations fewer than six weeks in duration, a verbal evaluation session by the Rotation Supervisor is acceptable, unless there is borderline or unsatisfactory performance. (please see 1.3.4)
- 1.3.3. For all Rotations greater than six weeks in duration, the Rotation Supervisor must complete a written mid-rotation evaluation. This evaluation must be discussed with the Resident at an in-person meeting.
- 1.3.4. For Residents judged to be performing in a borderline or unsatisfactory manner, regardless of the duration of the Rotation or regardless of time during the rotation, the Rotation Supervisor must complete a written mid-rotation evaluation and discuss it with the Resident at an in-person meeting. This evaluation must clearly state that the area of functioning is at a level that would constitute unsatisfactory or borderline performance if not corrected by the end of the Rotation, and what deficiencies need to be corrected in order to pass at the end of the Rotation.
- 1.3.5. When documentation is required as per 1.3.3 and 1.3.4, mid rotation evaluations may be documented using formal forms approved by the RPC. Both the resident and faculty must review the form and be able to provide comments and must sign the document as

soon as possible after completion to verify having seen it. This signature is not an indication that the Resident accepts the findings of the evaluation. Failure to sign the document is considered unprofessional conduct.

- 1.3.6. The mid rotation evaluations are not considered grades or marks, but rather only a guide to the Resident to help successfully complete each Rotation. The mid-rotation evaluation is intended to be formative to guide the resident toward successful completion of each rotation. As such, these mid rotation evaluations are not subject to appeal.

1.4. Rotation evaluations

- 1.4.1. All programs must have formal written rotation evaluation forms. These forms must
- be approved by the Residency Program Committee
 - assess the goals and objectives of the specific rotation and program
 - be available to all Residents prior to the Rotation beginning
 - include a clear indication of whether the Resident has received an overall pass, borderline pass, or an unsatisfactory assessment
 - have a space for the resident to both sign the evaluation and write optional comments if they so wish
 - evaluations are the property of the Resident and the University and will be kept confidential unless patient safety could be compromised.
- 1.4.2. A Rotation must be a minimum of four weeks in duration in order for the Supervisor to complete a rotation evaluation.
- 1.4.3. The Rotation Supervisor must complete a written evaluation at the end of the rotation, which must be available to the Resident for his/her review within ten working days of the last day of the Rotation.
- 1.4.4. For Residents receiving an overall pass, the Rotation Supervisor must discuss the end-of-rotation evaluation with the Resident, preferably at an in-person meeting.
- 1.4.5. For any Resident receiving a borderline evaluation, the Rotation Supervisor and the Program Director must discuss it with the Resident within 10 working days of the end of the Rotation at an in-person meeting
- 1.4.6. For any Resident receiving an unsatisfactory evaluation, both the Program Director and Rotation Supervisor must discuss it with the Resident within 10 working days of the end of the Rotation at an in-person meeting
- 1.4.7. The Resident must sign each evaluation. Failure to sign the document is considered unprofessional conduct. This signature implies neither agreement nor acceptance on the part of the Resident, but simply confirms that the Resident has read the evaluation. The Resident is free to add any comments s/he prefers. A Resident may wish to appeal part of a passing evaluation or an unsatisfactory evaluation. In this case, s/he should proceed as an academic appeal, per the Faculty Appeals Policy and the Senate Policy on Academic Appeals.
- 1.4.8. If an unsatisfactory evaluation is received and the PD considers there to be an academic, clinical or professional deficiency of a particularly serious nature, the PD must refer the evaluation to the Probation Committee for consideration.

1.5. Summary evaluations

- 1.5.1. At least once every academic year, the Program Director must complete a written summary evaluation for each Resident in the program and discuss it with the Resident at an in-person meeting.
- 1.5.2. All programs must have formal written In-Training Evaluation Reports (ITERs) on which to record these summary evaluations. These forms must
- be approved by the Residency Program Committee
 - reflect the program's goals and objectives
 - be available to all Residents prior to the rotation

- include a clear indication of whether the Resident has received an overall pass, borderline pass, or an unsatisfactory assessment for the interval included within the assessment
 - have a space for Resident signature and optional comments
- 1.5.3. These summary evaluations may include Rotation evaluations, feedback from health care team members, patients, and families, the results of other evaluation instruments (such as oral and written exam or OSCE), and any other validated and documented source of information on the global performance of the Resident over the time frame of the report. The Program Director must identify any of the Resident's strengths, weaknesses and opportunities for improvement.
 - 1.5.4. Summary evaluations are global assessments based on multiple information sources as noted in 1.5.3. Thus, they may conclude that a Resident's performance is borderline or unsatisfactory, even in the absence of similar assessments on individual rotation evaluations. Each program must have a clearly delineated set of criteria and weighting provided to the resident at the start of the evaluation period.
 - 1.5.5. The resident must sign each evaluation. Failure to sign the document is considered unprofessional conduct. This signature implies neither agreement nor acceptance on the part of the Resident, but simply confirms that the Resident has read the evaluation. The Resident is free to add any comments s/he prefers. A Resident may wish to appeal part of a passing evaluation or an unsatisfactory evaluation. In this case, s/he should proceed as an academic appeal, per the Faculty Appeals Policy and the Board of Governor's Policy on Academic Appeals.
 - 1.5.6. If an unsatisfactory evaluation is received, and the PD considers there to be an academic, clinical or professional deficiency of a particularly serious nature, the PD may refer the evaluation to the Probation Committee for consideration.

1.6. Borderline evaluations

A borderline evaluation is an evaluation in which the Resident is deemed to have passed but with weaknesses that warrant further academic attention. Such borderline findings may occur at either a Rotation or summary evaluation. While a single borderline evaluation is not a failure in and of itself, as per the following sections, remediation may be elected. Two borderline evaluations must be taken as equivalent to an unsatisfactory evaluation and thus constitute grounds for Remediation and/or Probation. Two borderline evaluations will also be considered to be equivalent to an unsatisfactory evaluation for the purposes of calculating the maximum of three unsatisfactory evaluations as discussed in section 5.2.1.

1.7. Unsatisfactory evaluations

- 1.7.1. If a Resident has failed to meet the primary goals and objectives of a Rotation, his/her performance may be deemed unsatisfactory on that Rotation. In that case, the Resident will be considered to have failed that Rotation.
- 1.7.2. In the event of an unsatisfactory evaluation on a Rotation, the Rotation Supervisor will immediately inform the Program Director.
- 1.7.3. The Program Director must submit a written report requesting Remediation, Probation or Dismissal, as dictated by the following sections, to the Postgraduate Medical Education Office within five working days of the above notification.
- 1.7.4. The Program Director, along with the Rotation Supervisor, must meet with the resident to discuss the evaluation within 10 working days.

1.8. Incomplete rotations

- 1.8.1. A rotation in which the resident has missed more than 25% of the rotation activities for any reason (illness, holiday, conference, etc.) shall be considered to be incomplete.

- 1.8.2. Should a Resident fail to fulfill 75% of the commitment in a given rotation, then the Program Director or Rotation Supervisor must record this as an incomplete rotation on the rotation evaluation.
- 1.8.3. In order for the resident to receive credit for a pass on the rotation for the purposes of promotion, s/he must complete a supplementary rotation, and meet all of the goals and objectives of the rotation, taking both the original incomplete and the supplementary rotation into account.
- 1.8.4. The exact nature and duration of a supplementary rotation may vary depending on the nature of the original rotation and proportion missed, but shall not exceed the duration of the original rotation. This will be determined by the program director and the rotation Supervisor. Any supplementary rotation plan that requires the resident to make up more than the original amount of time missed must be approved by the RPC.
- 1.8.5. If a resident completes a supplementary rotation and passes, then s/he will receive credit for a pass on one rotation for the purposes of promotion.
- 1.8.6. If the Resident's performance is deemed borderline or unsatisfactory on the incomplete and partial rotations taken as a whole, then this will be considered to be equivalent of a borderline or unsatisfactory evaluation on the original rotation.

2. PROMOTION

A Resident shall be promoted from one year to the next year of training when s/he has achieved a passing evaluation in all Rotations for the preceding Year of Training and Summary Evaluation(s), accounting for twelve periods of training within a given academic year. Time spent in Remediation may or may not be counted toward that total (as outlined in the Remediation Contract). Time spent on Probation is not normally counted toward that total (as outlined in the Probation Contract)

3. REMEDIATION

- 3.1. A Remediation is an interval of training outside of the normal Rotations of training, which is designed to allow specific additional opportunity for a Resident to correct areas of deficiency. Remediation is generally considered a learning opportunity for the Resident to correct a deficiency.
- 3.2. A Resident shall be required to undergo a remedial rotation on the basis of :
 - One unsatisfactory rotation evaluation OR
 - Two borderline rotation evaluations OR
 - A pattern of consistent weakness resulting in an unsatisfactory summary evaluation OR
 - A failing grade on a program examination.
- 3.3. The Program Director must submit a request for remediation to the PGME Associate Dean with a copy to the Resident within five working days of the occurrence of the trigger event for the Remediation. This request must include the reason for the request.
- 3.4. The Program Director must submit a formal Remediation Plan to the PGME Associate Dean within 15 working days of the occurrence of the trigger event. This Plan must include a description of the deficiencies, the specific resources being offered and assigned for correcting them, the time frame, potential outcomes, and the Remediation Supervisor. The Remediation Supervisor usually should be a member of the Resident's home program, and generally should not be the Rotation Supervisor nor administratively involved in the sequence of events that led to the remediation.
- 3.5. The duration of a Remediation shall not exceed the length of the Rotation that was failed, or twelve months.
- 3.6. The duration of a Remediation will not be less than half the length of the failed Rotation, or four weeks.
- 3.7. The formal Remediation Plan must be detailed using the Remediation Agreement for the Faculty of Medicine and signed by the Resident, Program Director, Remediation Supervisor and the PGME Associate Dean.

- 3.8. The PGME Associate Dean must approve all remedial plans prior to the beginning of the remedial rotation.
- 3.9. If the Resident passes a remedial Rotation, then s/he subsequently returns to the normal stream of the training program. The time spent during Remediation may or may not be (as outlined in the remediation contract) credited toward the final requirements of training of either the RCPSC or the CFPC, and the total training interval may be adjusted accordingly. The PGME Associate Dean will exercise discretion to determine whether the Remediation is credited, but this discretion will be exercised in accordance with the requirements of RCPSC and CFPC.
- 3.10. A rotational evaluation will be completed for the remedial Rotation in accordance with section 1.4.
- 3.11. If the Resident does not receive a clear pass on the remedial Rotation, then the Program Director will recommend to the PGME Associate Dean one of the following outcomes:
 - An additional remedial Rotation
 - A Probationary Rotation
 - Dismissal from the program
- 3.12. The PGME Associate Dean will consider the recommendation of the Program Director and ensure that all policies and procedures have been followed prior to approval.

4. PROBATION

- 4.1. A Probation is an interval outside of the normal Rotations in training, which is designed to allow specific additional opportunity for a Resident to correct areas of deficiency, as well as to determine the suitability of the Resident for continued study or practice in that area of specialty.
- 4.2. A Resident may be required to undergo a probation on the basis of:
 - One unsatisfactory remedial Rotation evaluation OR
 - One unsatisfactory regular Rotation evaluation, if the academic, clinical or professional deficiency is considered by the Probation Committee (see below) to be of sufficient gravity to warrant immediate Probation OR
 - Two borderline Rotation evaluations, if the academic, clinical or professional deficiency is considered by the Probation Committee (see below) to be of sufficient gravity to warrant immediate probation OR
 - A failing grade on a program examination, if the deficiency is considered by the Probation Committee (see below) to be of sufficient gravity to warrant immediate probation OR
 - One unsatisfactory summary evaluation, if the academic, clinical or professional deficiency is considered by the Probation Committee (see below) to be of sufficient gravity to warrant immediate Probation OR
 - The occurrence of an academic, clinical or professional event or incident that indicates a deficiency considered by the Probation Committee to be either not remediable or of sufficient gravity to warrant immediate Probation.
- 4.3. The Program Director, in consultation with the Residency Program Committee, must submit a request for Probation to the Faculty PGME Office within five working days of the occurrence of the trigger event for the probation. This request must include the reason for the request.
- 4.4. The PGME Associate Dean will convene a Probation Committee, the terms of which are detailed in section 7, within five working days of the request for Probation.
- 4.5. The Program Director must submit a copy of the request for Probation along with a formal Probation Plan to the Probation Committee Chair within 10 working days of the occurrence of the trigger event. This Plan must include a description of the deficiencies, the specific resources for correcting them, the time frame, potential outcomes and the recommended Supervisor. The Probation Supervisor should be a member of the Resident's home program, but not a Rotation Supervisor, nor administratively involved in the sequence of events that led to the Probation.
- 4.6. The duration of a Probation Rotation shall not exceed the shorter of the length of the Rotation that was failed (if applicable) or three months.
- 4.7. The duration of a Probation rotation will not be less than the longer of half the length of the failed Rotation (if applicable) or four weeks.

- 4.8. A probationary Rotation will include probationary goals, and resources identified to achieve them. The nature and extent of the remedial content will be determined by the Program Director and the Probation Committee and detailed in the Probation Agreement.
- 4.9. This formal Probation Plan must be detailed using the Probation Agreement document for the Faculty of Medicine and signed by the Resident, Program Director, Supervisor and Chair of the Probation Committee.
- 4.10. A rotational evaluation will be completed for the probationary Rotation in accordance with section 1.4.
- 4.11. The PGME Associate Dean must approve all Probation Plans prior to the beginning of the probationary Rotation. The PGME Associate Dean may change any element of the Probation Plan after consulting with the Probation Committee to ensure that all policies have been followed.
- 4.12. If the Resident passes a probationary Rotation, then s/he returns to the normal stream of the training program. The time spent during Probation will not be credited toward the final requirements of training of either the RCPSC or the CFPC, and the total training interval will be adjusted accordingly.
- 4.13. If the Resident does not receive a clear pass on the probation Rotation evaluation, then the Probation Committee, in consultation with the Program Director, will recommend one of the following outcomes based upon the parameters set in the probation contract:
 - An extended probationary Rotation OR
 - Dismissal from the program
- 4.14. The PGME Associate Dean will review the recommendation of the Probation Committee to ensure all policies and procedures have been followed.
- 4.15. The decision to place a Resident on Probation may be appealed as an academic appeal per the Faculty Appeals Policy and the Senate Policy on Academic Appeals.

5. DISMISSAL

- 5.1. Dismissal is the termination of a Resident's involvement with the training program, the grounds for which might be either academic or general unsuitability for continued training and/or subsequent practice.
- 5.2. Grounds for Dismissal
 - 5.2.1. Academic grounds

A Resident will be dismissed after failing evaluations on any three Rotations over the course of his or her residency training. These would typically be unsatisfactory evaluations on a Rotation and the subsequent Remediation and Probation, but could also include any combination of initial Rotations and remedial Rotations, whether related to the most recent unsatisfactory evaluation or on unrelated Rotations. (For example, a resident who successfully remediates twice after two separate unsatisfactory Rotation evaluations will still face the possibility of dismissal upon a third new unsatisfactory Rotation evaluation). For the purposes of applying this limit, two borderline evaluations will be considered to be equivalent to one unsatisfactory evaluation.
 - 5.2.2. Unsuitability for practice

A Resident may be dismissed without Remediation or Probation if it is deemed by the Probation Committee that s/he is unsuitable or unfit for the practice of medicine in general or his/her specialty field in particular. This judgment may be on the basis of behaviour that would be considered inconsistent with reasonable standards of professionalism, ethics, competence, and judgment. In exercising judgment regarding unsuitability, the FPGME shall have regard to any Professional Unsuitability By-law adopted by the Faculty of Medicine, and the professional and ethical requirements of the CPSM
- 5.3. Process for Dismissal
 - 5.3.1. The Program Director, after consultation with the Residency Program Committee, must submit a request for dismissal to the PGME Office within five working days of the occurrence of the trigger event for the Dismissal. This request must include the reason for the request.

- 5.3.2. The PGME Associate Dean will appoint a Probation Committee, the terms of which are detailed in section 7, within five working days of the request for dismissal.
- 5.3.3. The Probation Committee will meet within 10 working days of the request for dismissal to determine whether dismissal is warranted or another course of action is indicated as per section 7.3 below.
- 5.3.4. If the Probation Committee upholds the request to dismiss, the Chair will inform the PGME Associate Dean immediately.
- 5.3.5. The PGME Associate Dean will present the decision regarding dismissal at the Faculty PGME Executive for final review. If the FPGME Executive upholds the decision, then the Resident will be dismissed from all further postgraduate training at the University of Manitoba.

The decision to dismiss a Resident may be appealed as an academic appeal per the Faculty Appeals Policy and the Senate Committee on Appeals.

6. SUSPENSION

- 6.1. Suspension is the temporary removal of a Resident from his or her clinical and academic activities.
- 6.2. Suspension may be imposed by the PGME Associate Dean as an interim measure for determination of the best definitive course of action in the following circumstances.
 - Breach of the policies, by-laws or codes of conduct of the University of Manitoba, the clinical placement site (including WRHA), CPSM and/or suspension of clinical privileges by either of those external bodies OR
 - Reasonable suspicion of improper conduct of such a nature that the continued presence of the Resident in the program would pose a threat to the well-being of persons (including patients, colleagues, staff, students, and the Resident him/herself), or the property of the University of placement site. OR
 - Failure of a Resident to agree to a Remediation Plan or a Probation Plan.
- 6.3. In the event of a circumstance warranting Suspension, the Program Director must immediately inform the Department Head and PGME Associate Dean in writing indicating the inciting circumstance and request the Resident's interim suspension pending determination of the appropriate course of action.
- 6.4. The Program Director must inform the Resident in writing immediately of a request for a Suspension, and the Resident shall be provided with the opportunity to meet with the Program Director to discuss the reasons for the Suspension, as well as the expected time frame and potential outcomes of the Suspension.
- 6.5. A request to suspend a Resident must be reviewed by the PGME Associate Dean, who shall determine the appropriate course of action based upon the criteria for suspension including:
 - denying the request for Suspension
 - affirming the Suspension on an interim basis pending further investigation
 - proceeding directly to Remediation, Probation or Dismissal as governed by sections 5, 6, and 7 respectively
- 6.6. Where a Suspension is affirmed, the PGME Associate Dean will institute an investigation into the matters of concern within 10 working days, and thereafter making a final determination on how the matters should be addressed.
- 6.6. The decision to suspend a Resident on an interim basis is appeal-able as an academic appeal per the Faculty Appeals Policy and the Board of Governor's Policy on Academic Appeals.
- 6.6. Nothing herein detracts from the authority of the University of Manitoba to implement a disciplinary suspension in accordance with the Student Discipline By-law.

7. PROBATION COMMITTEE

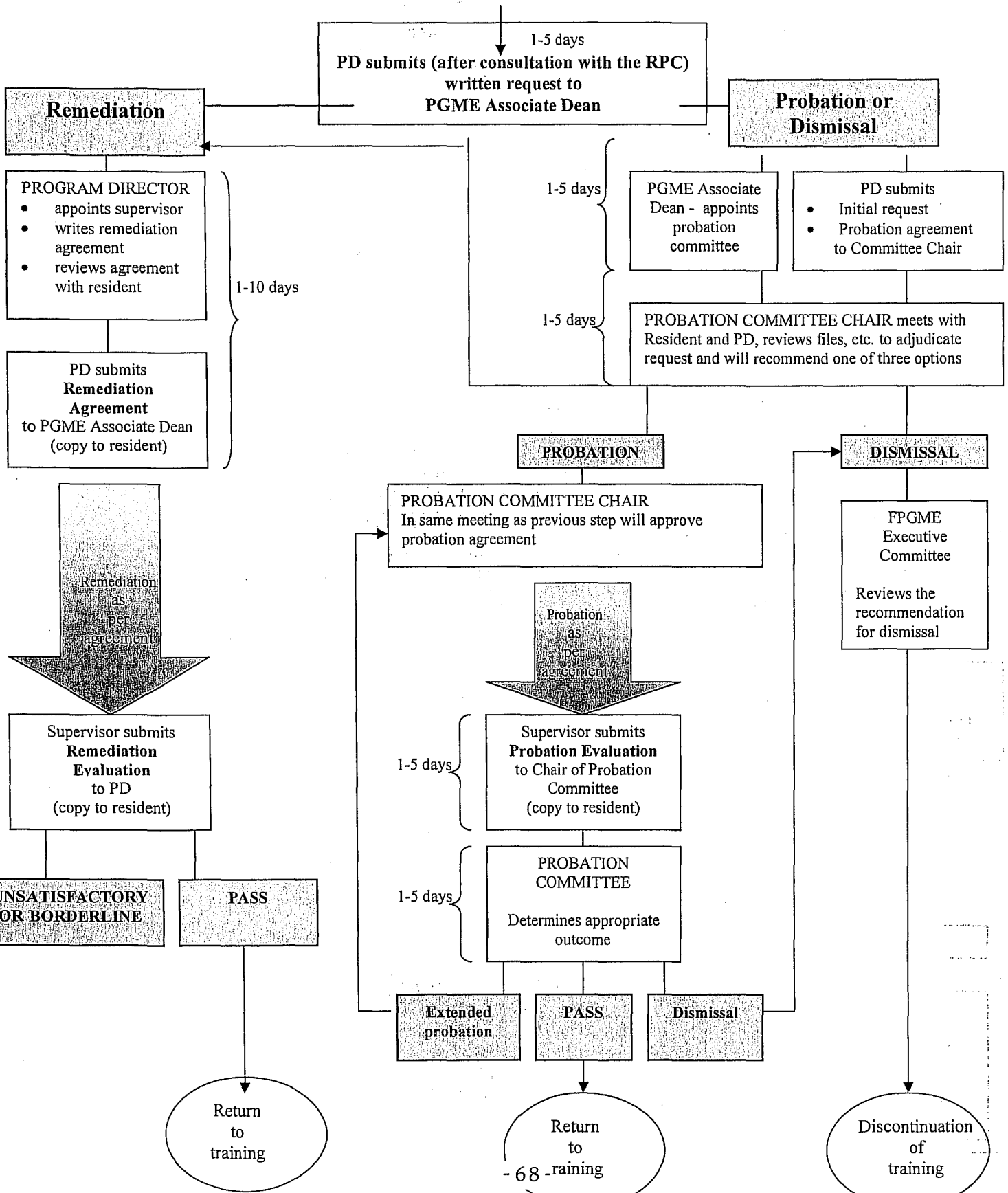
- 7.1. A Probation Committee is an ad hoc sub-committee of FPGME Executive Committee. Membership will consist of:

- Chair - a Program Director from a program that has not had supervisory involvement with the Resident involved

- Two Faculty representatives - one Faculty member from the home program of the Resident facing Probation or Dismissal, and one Faculty member from an external department, neither of whom having had a supervisory relationship with the Resident
 - Resident representative - a Resident from another program who does not have a direct working relationship with the Resident facing probation or dismissal.
- 7.2. The Probation Committee must be appointed by the PGME Associate Dean within five working days of the request for probation or dismissal by a Program Director.
- 7.3. The Probation Committee will meet at the call of the Chair within five working days of receipt of the request for probation or dismissal and Probation Plan (if applicable) from the Program Director. At this meeting, the Program Director and the Resident facing possible probation or dismissal, plus any other witnesses deemed relevant and appropriate by the Chair, will be interviewed, and the grounds for Probation or Dismissal will be reviewed. The resident may call witnesses as well. The Probation Committee will also be expected to review all germane training file materials and evaluations, and may seek input as needed in order to recommend to the PGME Associate Dean one of the following actions:
- Reinstatement without further intervention OR
 - Remediation without probation OR
 - Probation OR
 - Dismissal.
- 7.4. If the Probation Committee upholds a request to proceed with Probation, then at the same meeting, the Probation Plan will be reviewed and the Committee will approve it as is or modify it, and the final probation plan will be forwarded to the Program Director and the PGME Associate Dean.
- 7.5. Once a Probation Rotation is underway, the Probation Supervisor will provide interim reports to the Chair as stipulated in the Probation Agreement, and will share the interim assessments with the other committee members as necessary. At the end of the Probation, the Committee will again meet to review the evaluations and recommend to the PGME Associate Dean one of the following - each of which will be dealt with in accordance with the policy herein:
- Reinstatement OR
 - Extension of the probation with specification of deficiencies remaining to be addressed and specific plans for the resolution OR
 - Dismissal.
- 7.6. Procedural Rules
- The Resident involved must receive a copy of all documentary evidence submitted by the Program Director in support of the request, or to be reviewed by the Probation Committee.
 - The Resident may request the Chair to arrange for other documents to be provided. The Chair will arrange for such documents to be provided if they are deemed by the Chair to be relevant, and reasonably required for the Resident to receive a fair hearing before the Probation Committee.
 - The Resident is entitled to representation by a Student Advocate. Lawyers may attend as observers only and may not speak on behalf of the Resident nor interrogate witnesses.
 - The Resident is entitled to be present during the interview of the Program Director and other witnesses.
 - Witnesses other than the Program Director and the Resident will only be interviewed with the leave of the Chair.

Occurrence of an event requiring intervention

- One unsatisfactory rotation evaluation OR
- Two borderline rotation evaluations OR
- A pattern of consistent weakness at a summary evaluation OR
- A failing grade on a program examination OR
- A single occurrence of a serious nature



Report of the Senate Committee on Instruction and Evaluation

Preamble:

1. The terms of reference for the Senate Committee on Instruction and Evaluation (SCIE) are found on the web at:
http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/502.htm
2. The Committee met on the above date to consider a modification to the Exam Regulations Policy regarding student access to view final examination scripts.

Observations:

1. The Exam Regulations policy was last reviewed in January 2008 when it was transferred into the new format on the governance website.
2. A pilot project was conducted by the Faculty of Science in the 2008-2009 academic year to provide a formal procedure for students to view final examination scripts prior to the deadline for formal grade appeal. The pilot allowed students to view their examination script in the presence of the instructor or a department-appointed staff member. A \$5.00 fee, approved by the Vice-President (Administration) for the duration of the pilot project, was collected by the department to offset these costs. It was anticipated by the Faculty of Science that this option would reduce the number of final grade appeals and thus provide a cost savings to students who may not feel the need to appeal a grade, and provide a time savings for academic and support staff in the process of a formal grade appeal.
3. The Faculty of Science reported the results of the pilot to the Committee on November 10, 2009. The report summarized the following:

| | # exams viewed | #formal appeals (# pre-viewed) |
|--|----------------|--------------------------------|
| Fall 08 | 41 | 33 (not recorded) |
| Winter 09 | 59 | 44 (8) |
| summer 09 | 8 | 10 (2) |
| Average # fall or winter term pre-2008 | N/A | 58 |

4. The committee noted that the results from the Faculty of Science indicated that few students who viewed the final exam went on to lodge a formal appeal; the committee further noted that the results were limited to one year. The committee also noted that few students participated in the exam viewing.

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

5. The committee reviewed the section of the Exam Regulations relevant to this issue. It was noted that many faculties were currently providing students with this opportunity prior to the deadline for a formal grade appeal as a pedagogical tool and part of an academic's duty and responsibility. The committee agreed on the value to students of viewing final exams as a learning tool.
6. The committee believed that it would be inappropriate to charge a fee for this viewing.
7. The committee noted that this change to the policy was time sensitive in order to respond to the December 2009 exam period; a further review of the policy will continue in the new year.
8. In order to address this issue, the committee proposed a change to the wording of 2.6.3 of the Examination Regulation Policy as follows:

2.6.3 STUDENT ACCESS TO FINAL EXAMINATIONS

a) In order to allow proper feedback, students shall have an opportunity to read their own final examination script and any comments written on it **prior to the deadline for a formal grade appeal**, but only in the presence of the instructor or a department-appointed staff member. ~~Such access will be permitted normally upon reasonable notice from the day following the deadline for formal appeal of a grade or from the date of the resolution of an appeal, whichever is later, until the date on which the scripts are, by these regulations, to be destroyed. Informal consultation, provided both instructor and student are available and willing, may take place during the period in which access to the scripts is not required.~~

Recommendations

The Senate Committee on Instruction and Evaluation recommends:

THAT Senate approve the modification to section 2.6.3 (a) of the Examination Regulation Policy.

Respectfully submitted,

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

/mb

Report of the Senate Committee on Admission concerning a proposal from the Faculty of Pharmacy to amend the calculation of the Adjusted Grade Point Average (AGPA) and the use of repeated courses in the admission process

Preamble:

1. The terms of reference for this committee can be found at: http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/490.htm.
2. The last major update to the Faculty of Pharmacy admission requirements was made for the 2007-2008 session when the Criminal Record Search and Child Abuse Registry check was added to the admission requirements for candidates accepted into the first year of studies. Faculty noted that the academic grade component of the entrance requirement formula had not been updated for many years, and an ad hoc committee was established by the dean to look at all aspects of the admissions process and methods that may streamline and improve this process. The committee presented their findings to the Faculty of Pharmacy Council on June, 2009, and the following recommendations below were approved by Faculty Council at that time.
3. Applicants are currently ranked for selection according to the following criteria (subject to eligibility provisions):
 - a. Adjusted Grade Point Average (AGPA) 70%
 - b. A written essay/problem solving exercise 30%
4. For applicants in both the Academic and Special Consideration Admissions Categories, an AGPA ≥ 3.50 is required to be considered for selection. The AGPA is calculated as follows (core subjects are listed in Table ONE):
 - a. Applicants with one year of university studies:
 $(2 * \text{Core Course average}) + (3 * \text{average of the session}) \div 5$
 - b. Applicants with two years of university studies:
 $(2 * \text{Core Course average}) + (3 * \text{average of the better session}) + (\text{average of the other session}) \div 6$
 - c. Applicants with three or more years of university studies:
 $(2 * \text{Core Course average}) + (3 * \text{average of the best session}) + (0 * \text{average of the worst session}) + (\text{average of each other session}) \div 6$ (or 7 or 8, etc., as appropriate)
5. Note that an academic session must have a minimum 24 credit hours to be defined as a "session" in the above formulae. As well, if a core subject is repeated once, the higher grade will be used for the purpose of calculating the core GPA. If a core subject is repeated multiple times, the repeated grades for that core subject will be averaged, and the average will be used for the purpose of calculating the core GPA.

Observations:

1. The current process for calculating AGPA is overly complex and a simplified process was felt by the committee to be desirable.

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

2. There is a trend for students to repeat multiple required core courses in an attempt to make their applications more competitive. The committee felt that the act of repeating core courses simply inflated the AGPA and did not reflect an applicant's academic ability.
3. Students repeating core subjects are 'rewarded' in two ways: first, the core course average increases, and second, sessions with one or more repeated courses usually result in better sessional averages, and better sessions are more heavily weighted under the current AGPA formula.
4. Students who needed to raise their admission AGPA by repeating several core courses tended to have the most difficulty achieving academic success in Pharmacy.
5. The current process is not as discriminating as it might be. The AGPA for the 2008/2009 cohort lacked variability, ranging from 3.7 to 4.4.
6. The current requirement for applicants to complete 30 credit hours of university studies, including the pre-requisite subjects (no later than April in the year preceding admission, with no grade less than C) should be maintained.
7. The current requirement for all applicants to complete at least one regular session (September-April) containing a minimum of 24 credit hours of university level degree courses should remain.

Table ONE: Core Subjects

| REQUIRED COURSES | | | | |
|---|--|---|--|--------------|
| A. CORE COURSES | | | | |
| | Manitoba | Winnipeg | Brandon | Credit Hours |
| Chemistry | CHEM 1300 and CHEM 1310 | 8.1101/6 or 8.1111/3 and 8.1112/3 | 18.160 and 18.170 | 6 |
| Biology | 71.125 or BIOL 1020 and BIOL 1030 | 05.1115/3 and 05.1116/3 | 14.162 and 14.163 or 94.162 and 94.163 | 6 |
| Math | MATH 1500 or MATH 1510 or MATH 1520 or MATH 1530 | 32.1102/3 or 32.1101/6 | 62.181 | 3 |
| B. ELECTIVES | | | | |
| Arts Electives | | | | 6 |
| Open Electives | | | | 9 |
| The electives must include a 3 credit hour course which will meet the University's Written English (W) requirement. 090 level courses are NOT acceptable. | | | | |
| The Core Courses and Open Electives must total 30 credit hours | | | | 30 |

Recommendations:

The Senate Committee on Admission recommends THAT:

Senate approve the proposal from the Faculty of Pharmacy:

- 1. To calculate the adjusted grade point average (AGPA) as follows:
(0.4 * the core course average) + (0.6 * the cumulative GPA)**
- 2. To base the cumulative GPA on all undergraduate and graduate courses completed within the past ten years, inclusive of core courses. (The AGPA will continue to comprise 70% of an applicant's total score, with the remaining 30% assigned to a written essay/problem solving exercise.)**
- 3. To allow the equivalent of only one *three credit hour core course* to be repeated, with the grade obtained on the second attempt substituted in the calculation of the core course average. If more than one core course is repeated, the repeated grade chosen as the one allowed in the AGPA calculation will be the one giving the applicant the greatest possible advantage. In all other cases of repeated attempts of core courses, the grade obtained on the initial attempt will be used.**

Respectfully submitted,

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