

Senate
Senate Chamber
Room E3-262 Engineering Building
WEDNESDAY, June 22, 2016
1:30 p.m.

A G E N D A

I MATTERS TO BE CONSIDERED IN CLOSED SESSION

1. **Report of the Senate Committee on Honorary Degrees
[May 19, 2016]**
2. **Report of the Senate Committee on Honorary Degrees
[June 14, 2016]**

The reports will be provided to members of Senate at the meeting.
Documentation will be available for examination by eligible members of Senate
the day preceding the Senate meeting in the Office of the University Secretary.

II ELECTION OF SENATE REPRESENTATIVES

1. **To the Senate Executive Committee** Page 5
2. **Election of a Student Member to
the Senate Executive Committee** Page 6

III MATTERS RECOMMENDED FOR CONCURRENCE WITHOUT DEBATE

1. **Report of the Senate Committee on Medical Qualifications
RE: Dr. Quais Mujawar** Page 7

*Dr. Mujawar's curriculum vita will be available for inspection by members of
Senate in the Office of the University Secretary and in the Dean's Office, College
of Medicine, prior to the May Senate meeting.*
2. **Reports of the Executive Committee of the Faculty of Graduate
Studies on Course and Curriculum Changes**
 - a) **RE: Department of Psychology [April 20, 2016]** Page 8
 - b) **RE: Department of Agribusiness and Agricultural
Economics and Physician Assistant Studies
Program [May 18, 2016]** Page 9
3. **Report of the Senate Committee on Approved Teaching
Centres RE: Cross-Registered Courses and Instructors
for 2016-2017** Page 11

IV MATTERS FORWARDED FOR INFORMATION

- | | | |
|----|---|---------|
| 1. | <u>Report of the Senate Committee on Awards – Part A
[May 9, 2016]</u> | Page 14 |
| 2. | <u>Reports of the Senate Committee on Academic Review</u> | |
| a) | <u>RE: Undergraduate and Graduate Program
Reviews</u> | Page 33 |
| b) | <u>RE: Annual Report on the Status of Academic
Program Reviews, April 1, 2015 – April 30, 2016</u> | Page 34 |
| 3. | <u>In Memoriam: Dr. Kanta Gupta</u> | Page 39 |
| 4. | <u>In Memoriam: Dr. William Stuart Frederick Pickering</u> | Page 40 |
| 5. | <u>Requests to Extend Suspension of Admissions to
Undergraduate (B.H.Ecol., B.Sc. in Textile Sciences,
P.B.Dip. in Agrology) and Graduate Programs
(Ph.D. in Cancer Control, M.Sc. in Family Social,
Sciences, M.A. in Icelandic, M.Sc. in Textile Sciences)</u> | Page 41 |
| 6. | <u>Items Approved by the Board of Governors
[May 24, 2016]</u> | Page 50 |

V REPORT OF THE PRESIDENT

- | | | |
|----|---|---------|
| 1. | <u>President's Report</u> | Page 51 |
| 2. | <u>Strategic Enrolment Management Update</u> | |

VI QUESTION PERIOD

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

VII CONSIDERATION OF THE MINUTES OF THE MEETING OF MAY 18, 2016

VIII BUSINESS ARISING FROM THE MINUTES

- | | | |
|-----|---|---------|
| 1. | <u>Proposed Revisions to Withdrawal Policies and
Associated Changes</u> <i>(revised)</i> | Page 59 |
| (a) | <u>Revised Voluntary Withdrawal Policy</u> | Page 63 |
| (b) | <u>Authorized Withdrawal Policy and Procedure</u> | Page 68 |
| (c) | <u>Repeated Course Policy</u> | Page 76 |

(d) Revised Grade Point Averages Policy

Page 80

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

1. Report of the Senate Executive Committee

Page 102

2. Report of the Senate
Planning and Priorities Committee

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

X REPORTS OF OTHER COMMITTEES OF SENATE,
FACULTY AND SCHOOL COUNCILS

1. Reports of the Faculty Council of Graduate Studies on

a) Program and Curriculum Changes

(i) RE: Policy on Recognition for Prior Learning
for the Master of Education, Université de
Saint-Boniface

Page 104

(ii) RE: University of Manitoba Collaborative Ph.D.
Program

Page 106

b) Regulation Changes

(i) RE: Revisions to the Academic Guide

Page 128

2. Proposal to Revise the Name of the Department of
Medical Microbiology, Rady Faculty of Health Sciences

Page 132

3. Report of the Senate Committee on Awards – Part B
[May 9, 2016]

Page 135

4. Reports of the Senate Committee on Admissions

a) RE: Proposal for Direct Entry Admission Category,
Interdisciplinary Health Programs,
Rady Faculty of Health Sciences

Page 141

b) RE: Proposal from Enrolment Services to modify
Terminology used in Special Consideration
Categories

Page 143

5. Graduate Course Changes Beyond Nine Credit Hours
RE: Department of Environment and Geography

a) Report of the Faculty Council of Graduate Studies on
Program and Curriculum Changes

Page 146

	b) <u>Report of the Senate Planning and Priorities Committee</u>	Page 148
6.	<u>Report of the Senate Committee on Instruction and Evaluation RE: Responsibilities of Academic Staff with Regard to Students, Revised Policy and Procedure</u>	Page 149
7.	<u>Report of the Senate Committee on Nominations</u>	Page 195
XI	<u>ADDITIONAL BUSINESS</u>	
1.	<u>Revised Student Accessibility Appeal Procedure</u>	Page 214
XII	<u>ADJOURNMENT</u>	

Please send regrets to shannon.coyston@umanitoba.ca or call to 204-474-6892.

Election of Senate Representatives to the Senate Executive Committee

1. Subsection 34(1) of *The University of Manitoba Act* provides that:

The senate has general charge of all matters of an academic character; and, without restricting the generality of the foregoing, the senate shall ...

- (y) elect an executive committee, which shall include
 - (i) the president, who shall be chairman of the committee;
 - (ii) the member of the senate designated by the president to be vice-chairman of the committee;
 - (iii) three members of senate from among the vice-presidents of the university, the deans of faculties and directors of schools;
 - (iv) a member of the board who has been appointed to be a member of the senate;
 - (v) a member elected by the students to be a member of senate;
 - (vi) eight other members of the senate from those elected under section 27 [i.e., elected by faculty/school councils];

2. (a) One Senator elected by faculty/school councils is to be elected from among the Vice-Presidents, Deans of Faculties and Directors of Schools for the remainder of a term ending May 31, 2017 to fill the position previously held by Dr. Jay Doering;

- (b) Eligible for election are:

- (i) Vice-Presidents: J. Kearsey and D. Jayas
- (ii) Deans/Directors: N. Halden, D. Mandzuk, J. Beddoes, T. Mondor, B. Postl, M. Benarroch, D. Brown, L. Turnbull, E. Dawe, S. Baum, J. Mulvale, P. Hess, G. Hepburn

- (c) Presently serving:

Dean Jeffery Taylor	Arts	2018
Dean Karin Wittenberg	Agricultural and Food Sciences	2019

4. Procedures:

- (a) Nominations for the position shall be received from the floor;
- (b) Senators shall vote for one candidate on the ballot provided;
- (c) The candidate receiving the largest number of votes shall be elected;
- (d) In the event of a tie, the question shall be resolved by another ballot involving those candidates who have tied.

Election of Student Senators to the Senate Executive Committee

1. The composition of the Senate Executive Committee makes provision for three student assessors. The Assessors are as follows:
 - (a) President of UMSU (or designate) term: May 1, 2016 - April 30, 2017
 - (b) President of GSA (or designate) term: May 1, 2016 - April 30, 2017
 - (c) Student Senator appointed
by caucus of Student Senators term: May 1, 2016 - March 31, 2017
2. The composition of the Senate Executive Committee also makes provision for one elected Student member of Senate. A candidate for this position is nominated by the caucus of Student Senators at Senate. The term for this position is May 1, 2016 - March 31, 2017.
3. Procedures:
 - (a) A nomination for the position shall be provided by the Student Senate Caucus;
 - (b) Senators shall vote by a show of hands.

Rady Faculty of Health Sciences
Academic Affairs Office
203F/201 Medical Services
Building
750 Bannatyne Avenue
Winnipeg, Manitoba
Canada R3E 0W2
Phone: 204-977-5647

May 26, 2016

Ms. Shannon Coyston, Academic Specialist
Office of the University Secretary
314C Administration Building

Re: Application for Approval under Section 64 of the Manitoba Medical Act - Dr. Quais Mujawar

Dear Colleagues:

The Senate Committee on Medical Qualifications reviewed the application from the Department of Pediatrics and Child Health, Max Rady College of Medicine, Rady Faculty of Health Sciences, University of Manitoba, to grant Dr. Mujawar a certificate under the academic seal of the university. Dr. Mujawar's Curriculum Vitae and letters of support are enclosed.

Dr. Mujawar received his Medical Degree from the Rajiv Ghandi University of Health Sciences, Bangalore, India in 2002. Following three years first as an intern and then as a resident in internal medicine, Dr. Mujawar completed three years as a resident in Pediatrics at St. John's Medical College & Hospital in Bangalor, India. From 2008 to 2010 he then served as an attending physician and Assistant Professor of Paediatrics at the Al Ameen Medical College Hospital and Civil Hospital in Bijapour, India, where he was fully engaged in both under- and post-graduate teaching and training. After the completion of his fellowship in Pediatric Gastroenterology at BC Children's Hospital (University of British Columbia) in August 2015, Dr. Mujawar came to Winnipeg to join the Section of Pediatric Gastroenterology for a fixed-term (364 day) position, where he has been serving as a Pediatric Gastroenterologist in the Department of Pediatrics and Child Health.

The Senate Committee on Medical Qualifications unanimously supports this application for use of Section 64. The Head, Department of Pediatrics and Child Health, Dr. Terry Klassen considers, and the Senate Committee on Medical Qualifications agrees, that Dr. Mujawar's training, and academic potential will be highly beneficial in the care of children in Pediatric Gastroenterology and Hepatology, Department of Pediatrics and Child Health, Max Rady College of Medicine, Rady Faculty of Health Sciences and the University of Manitoba.

The Senate Committee on Medical Qualifications would appreciate your support for this application to grant Dr. Mujawar a certificate under the academic seal of the University to the College of Physicians and Surgeons of Manitoba.

Sincerely,

Sara J. Israels, MD FRCPC
Vice Dean, Academic Affairs, Rady Faculty of Health Sciences
Chair, Senate Committee on Medical Qualifications

Cc: Dr. Terry Klassen, Head, Department of Pediatrics and Child Health
Dr. Brian Postl, Dean, Max Rady College of Medicine, Vice Provost, Rady Faculty of Health Sciences
Dr. Anna Ziomek, Registrar, College of Physicians & Surgeons of Manitoba

/ck

Report of the Executive Committee of the Faculty of Graduate Studies on Course and Curriculum Changes

Preamble

1. The Faculty of Graduate Studies has responsibility for all matters relating to the submission of graduate course, curriculum and program changes. Recommendations for new programs or changes are submitted by the Faculty Council of Graduate Studies for the approval of Senate.
2. In October 2007, the Faculty of Graduate Studies approved a process of *Streamlining Course Introductions, Modifications, & Deletions* which allows the Executive Committee to approve these changes in lieu of Faculty Council when the courses are not associated with a new program or program changes.
3. The Faculty of Graduate Studies Executive Committee met on the above date to consider a proposal from the Department of Psychology.

Observations

1. The **Dept. of Psychology** is proposing one (1) course introduction. The course has been offered as a current topics course in the past. It is one of the required courses for certification by Behavior Analyst Certification Board and Psychological Association for Manitoba.

Course Introduction

PSYC 7362 Ethics and Professional Issues in Applied Behaviour Analysis and Psychology +3

This course is intended to provide an introduction to ethical and professional issues relevant to the science and practice of applied behavior analysis and psychology. Students in this course will become familiar with the code of ethics for behavior analysts and psychologists; relevant Provincial legislations; examine ethical issues pertaining to practice and research with humans; and examine essential skills to be an effective professional. Prerequisite: permission of instructor.

NET CREDIT HOUR CHANGE +3

Recommendations

The Executive Committee recommends THAT: the course changes from the unit(s) listed below be approved by Senate:

Dept. of Psychology

Respectfully submitted,

Dr. Todd A. Mondor, Chair
Faculty of Graduate Studies Executive Committee

/py

Report of the Executive Committee of the Faculty of Graduate Studies on Course and Curriculum Changes

Preamble

1. The Faculty of Graduate Studies has responsibility for all matters relating to the submission of graduate course, curriculum and program changes. Recommendations for new programs or changes are submitted by the Faculty Council of Graduate Studies for the approval of Senate.
2. In October 2007, the Faculty of Graduate Studies approved a process of *Streamlining Course Introductions, Modifications, & Deletions* which allows the Executive Committee to approve these changes in lieu of Faculty Council when the courses are not associated with a new program or program changes.
3. The Faculty of Graduate Studies Executive Committee met on the above date to consider proposals from the Dept. of Agribusiness and Agricultural Economics and Physician Assistant Studies (Faculty of Health Sciences).

Observations

1. The **Department of Agribusiness and Agricultural Economics**: proposes (1) course introduction. This 7000 level course is intended to teach econometrics as applied to agriculture and resources to graduate students in the Agribusiness Department. This will fulfill the core quantitative requirement for the program. This is a replacement and update of ABIZ 7250 Econometric Models and Methods (no longer offered) and also removes ABIZ 4120 Intermediate Econometrics as an option in the M.Sc. program.

Course Introduction:

ABIZ 7260 Econometrics with Applications in Food, Agribusiness & Resources +3

Econometrics as applied to food, agriculture, agribusiness, resources and related areas. Econometric applications in these areas may cover generalized least squares, instrumental variables, nonstationarity and other topics. Econometric software and data will be used. Students will conduct a related applied econometric study.

NET CREDIT HOUR CHANGE +3

2. **Physician Assistant Studies**: proposes one (1) course modification and one (1) course deletion.

PAEP 7210: Focus group of graduates, students, employers and faculty identified that the current 4-week rotation is insufficient for the PA graduates needs and would benefit from a 2-week increase.

PAEP 7290: Ability to meet course learning objectives is challenged by the volume of learners and available educators in Anaesthesia. The PA Curriculum Committee, Medical Director, students, and core faculty have indicated core program learning objectives and competencies would be strengthened by transferring this 80-hour block of time to another course. Focus groups of graduates indicate the student's learning time would be better utilized by transferring hours to PAEP 7210 Clinical Internal Medicine for PAs; targeting learning objectives in simulation; and distributing objectives to other courses.

Course Modification

PAEP 7210 Clinical Internal Medicine for Physician Assistants

3

A 6-week clinical rotation with a general internal medicine in-patient service designed to support required clinical knowledge and impart a practical understanding of hospital medicine. Upon completion, the Physician Assistant student will, within their scope of practice, be able to diagnose, refer, and treat the internal medicine patient population.

Course Deletion

PAEP 7290 Clinical Anaesthesia for Physician Assistants

-1.5

NET CREDIT HOUR CHANGE

-1.5

Recommendations

The Executive Committee recommends THAT: the course changes from the unit(s) listed below be approved by Senate:

Dept. of Agribusiness and Agricultural Economics

Physician Assistant Studies (Faculty of Health Sciences)

Respectfully submitted,

Dr. Todd A. Mondor, Chair
Faculty of Graduate Studies Executive Committee

/py



Report of the Senate Committee on Approved Teaching Centres with Respect to Cross-Registered Courses and Instructors for 2016-2017

Preamble

1. The terms of reference for the Senate Committee on Approved Teaching Centres (SCATC) are found on the web at:
http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/494.htm2.
2. Since last reporting to Senate, the Senate Committee on Approved Teaching Centres has considered the list of proposed courses and instructors as submitted by Booth University College and by the Prairie Theatre Exchange (PTE) for cross-registration with the University of Manitoba in 2016-2017.

Observations

1. Booth University College

The Committee considered cross-registered courses to be offered by Booth University College in the 2016-2017 academic session and proposed instructors, as set out in Appendix A. Approval has been received from appropriate departments in the Faculty of Arts.

2. Prairie Theatre Exchange

The Committee reviewed cross-registered courses to be offered by the Prairie Theatre Exchange in 2016-2017 and proposed instructors, as set out in Appendix A. Approval has been received from the Department of English, Film, and Theatre.

Recommendation:

The Senate Committee on Approved Teaching Centres recommends:

THAT Senate approve the Report of the Senate Committee on Approved Teaching Centres concerning cross-registered courses and instructors, as outlined in Appendix A [June 8, 2016].

Respectfully submitted,

Senate Committee on Approved Teaching Centres



APPENDIX A

Cross-Registered Courses to be offered at Approved Teaching Centres and Proposed Instructors for 2016-2017

Table 1 – Booth University College

U of M Dept, School or Faculty	Course No.	Booth University College
English, Film, and Theatre	ENGL 1200	Representative Literary Works (ENG 107) - Michael Boyce (Fall 2016), Jason Peters (Winter 2017)
History	HIST 1350	Introduction to the History of Western Civilization to 1500 (HIS 104) - Lloyd Penner
Religion	RLGN 2160	Biblical Foundations Old Testament (REL 200) - Roy Jeal
	RLGN 2170	Biblical Foundations New Testament (REL 201) - Roy Jeal
	RLGN 3240	Jesus of Nazareth (REL 310) - Roy Jeal
University 1	ARTS 1110	University Writing (ENG 100) - Jason Peters

Table 2 – Prairie Theatre Exchange School

U of M Dept, School or Faculty	Course No.*	Prairie Theatre Exchange School
English, Film, and Theatre	Term 1	Movement for Actors - Brenda McLean
	Term 1	Stage Combat - Rob Borges
	Term 1	Voice Over Level 1 - Curtis Moore
	Term 1 and 2	Audition - Mariam Bernstein
	Term 1 and 2	Acting on Camera - Curtis Moore
	Term 1 and 2	Improvisation - RobYn Slade
	Term 1 and 2	Musical Theatre - Erin McGrath
	Term 1 and 2	Finding Funny - Jane Testar and Cara Lytwyn
	Term 1 and 2	Improv Performance - RobYn Slade
	Term 2	Voice Over Level 2 - Curtis Moore
	Term 2	Spoken Voice - Nancy Drake

* Students who complete two special workshops in the fall term will receive credit for THTR 2170. Students who complete two special workshops, one in the fall term and one in the winter term, will receive credit for THTR 2490.

REPORT OF THE SENATE COMMITTEE ON AWARDS – PART A

Preamble

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

On behalf of Senate, to approve and inform Senate of all new offers and amended offers of awards that meet the published guidelines presented to Senate on November 3, 1999, and as thereafter amended by Senate. Where, in the opinion of the Committee, acceptance is recommended for new offers and amended offers which do not meet the published guidelines or which otherwise appear to be discriminatory under the policy on the *Non-Acceptance of Discriminatory Awards*, such offers shall be submitted to Senate for approval. (Senate, October 7, 2009)

Observations

At its meeting of May 9, 2016 the Senate Committee on Awards approved 15 new offers, 17 amended offers, and the withdrawal of one award as set out in Appendix A of the *Report of the Senate Committee on Awards – Part A* (dated May 9, 2016).

Recommendations

On behalf of Senate, the Senate Committee on Awards recommends that the Board of Governors approve 15 new offers, 17 amended offers, and the withdrawal of one award as set out in Appendix A (dated May 9, 2016). These award decisions comply with the published guidelines of November 3, 1999, and are reported to Senate for information.

Respectfully submitted,

Dr. Phil Hultin
Chair, Senate Committee on Awards

SENATE COMMITTEE ON AWARDS

Appendix A

May 9, 2016

1. NEW OFFERS

1988 Bronze Baby Scholarship

In recognition of the first national championship won by the Bison Women's Basketball program in 1988, players and coaches from the championship team have established an annually funded athletic scholarship and will also make annual contributions to an endowment fund which will eventually support this award. Once the endowment fund has reached a total of \$120,000 in capital, the available annual income from the fund will be used to offer one scholarship each year. The Manitoba Scholarship and Bursary Initiative has made a contribution to the endowment fund and will make matching contributions to the annual award. The purpose of the scholarship is to recognize athletes on the Bison Women's Basketball team who exemplify team spirit. Each year, beginning in 2016-2017, one scholarship of up to \$5,000 will be offered to a student who:

- (1) is eligible to compete in Canadian Interuniversity Sport (CIS) and is in at least their second year as member of the Bison Women's Basketball team;
- (2) is enrolled full-time, as defined by CIS regulations, in at least their second year of study in any faculty, college, or school at the University of Manitoba;
- (3) is enrolled in a minimum of 9 credit hours in each of the terms of competition;
- (4) has achieved a minimum degree grade point average of 2.5;
- (5) best exemplifies the qualities of team spirit (working hard, leading by example, and supporting their fellow teammates) as determined by the head coach.

The Athletic Director (or designate) will name the selection committee for this award, which will include the Head Coach of the Bison Women's Basketball team (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.

The terms of this award will be reviewed annually against the Canadian Interuniversity Sport (CIS) criteria governing "Athletic Financial Awards Policy" (also referred to as "Athletic Scholarships Policy"), currently numbered 50.10 in the CIS Operations Manual.

Animal Nutrition Association of Canada (ANAC) Manitoba Division Scholarships

An annually funded scholarship was established by the Manitoba Division of the Animal Nutrition Association of Canada, to recognize undergraduate students in the Faculty of Agricultural and Food Sciences. Each year, beginning in 2016-2017, two scholarships of \$2,000 each will be offered to undergraduate students who:

- (1) are enrolled full-time (minimum 80% course load) in the Faculty of Agricultural and Food Sciences;
- (2) have achieved either:
 - (a) if entering directly from high school, a minimum 85% average on those courses considered for admission, or
 - (b) a minimum degree grade point average of 3.5;
- (3) have demonstrated community service, membership in associations and other personal achievements.

Candidates will be required to submit an application that includes the following: an essay (maximum 500 words) that details their community service involvement, membership in associations, personal achievements, and the reasons they feel they are deserving of the scholarship; and a letter of recommendation from a current ANAC member (full member or associate member, as defined by the Animal Nutrition Association of Canada).

The selection committee will be the Faculty of Agricultural and Food Sciences Awards Committee and will include one member of the ANAC – MB Division Board of Directors.

The donor will notify Financial Aid and Awards by March 31 in any year the award will not be offered.

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.

This agreement may be amended by the mutual consent of the ANAC – MB Division (or designate) and the University of Manitoba. All such amendments shall be in writing.

Anne Christine Thorne (Poczyniak) Memorial Bursary

In memory of Anne Christine Thorne (Poczyniak), her friends and family have established an endowment fund at the University of Manitoba. Anne never backed down from a challenge and was always the first to lend a helping hand to those in need. In keeping with her kind and thoughtful nature, the purpose of the bursary is to provide support to Human Nutritional Sciences undergraduate students in financial need. Each year, beginning in 2016-2017, the available annual income from the fund will be used to offer one bursary to an undergraduate student who:

- (1) is enrolled full-time (minimum 60% course load) in the Human Nutritional Sciences program in the Faculty of Agricultural and Food Sciences;
- (2) has achieved a minimum degree grade point average of 2.5;
- (3) has demonstrated financial need on the standard University of Manitoba bursary application form.

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

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.

Consortium for Aerospace Research and Innovation in Canada Scholarship in Engineering

The Consortium for Aerospace Research and Innovation in Canada (CARIC) will make an annual contribution of \$1,000 for a five-year term, to offer the Consortium for Aerospace Research and Innovation in Canada Scholarship in Engineering at the University of Manitoba. The purpose of the scholarship is to recognize the outstanding achievement of undergraduate students pursuing studies in the Aerospace Option in Mechanical Engineering in the Faculty of Engineering. Each year, beginning in 2016-2017 and ending in 2020-2021, one scholarship of \$1,000 will be offered to an undergraduate student who:

- (1) is enrolled full-time (minimum 80% course load) in at least their third year of study in the Aerospace option in Mechanical Engineering in the Faculty of Engineering at the University of Manitoba;
- (2) has achieved a minimum degree grade point average of 3.0;
- (3) is either:
 - (a) an active member of a University of Manitoba student team [e.g. University of Manitoba Society of Automotive Engineers (UMSAE) Aero Design Team, University of Manitoba Space Applications and Technology Society], or

(b) a co-op student engaged in research and innovation projects with an aerospace company.

Preference in selection will be given to students currently enrolled, or planning to enroll in, the Mechanical Undergraduate Thesis course (currently numbered MECH 4162).

Candidates will be required to submit a statement (maximum 500 words) indicating their interest in aerospace engineering and the importance of research and innovation to Canada's aerospace industry. Candidates may also be asked to provide verification that they meet criterion (3) and a written statement regarding their intent to enroll in the Mechanical Undergraduate Thesis course, if applicable.

The scholarship recipient will be offered additional recognition by way of an invitation to attend a CARIC Regional Research and Technology Forum (typically held in Winnipeg in May).

The donor will notify the Financial Aid and Awards office by March 31 in any year the award will not be offered as scheduled above.

The selection committee will be the Scholarships, Bursaries and Awards Committee of the Faculty of Engineering and will include a representative of CARIC.

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 establishing the award.

GL Kwok Family Faculty of Arts Entrance Scholarship

In honour of her late husband Mr. Gar Lau Kwok, Mrs. Wai Hing So Kwok established an endowment fund at the University of Manitoba with an initial gift of nearly \$600,000 in 2015. The fund is intended to support a series of five awards called the GL Kwok Family Awards at the University of Manitoba. The purpose of the GL Kwok Family Faculty of Arts Entrance Scholarship is to recognize undergraduate students pursuing studies in the Faculty of Arts. The donor has provided an additional gift of \$5,000 to first offer the scholarship in 2016-2017. Each year, beginning in 2017-2018, 20% of the available annual income from the fund will be used to offer one scholarship to an undergraduate student who:

- (1) has been admitted to the Faculty of Arts via the Direct Entry Option and enrolls full-time (minimum 80% course load) in their first year of study at the University of Manitoba;
- (2) has achieved a minimum 85% average on the best five courses appearing on the approved list of courses for entrance scholarship consideration;
- (3) of the students who meet criteria (1) and (2), has achieved the highest average on the same courses considered in criterion (2).

The scholarship is renewable for a maximum of three years, providing the recipient:

- (1) is enrolled full-time (minimum 80% course load) in the Faculty of Arts;
- (2) has achieved a minimum degree grade point average of 3.5.

Only one student may hold the Kwok Family Faculty of Arts Entrance Scholarship at any given time. In any year a recipient does not qualify for the renewal, an entering student will be selected based on the original criteria.

The Director of Financial Aid and Awards (or designate) will 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.

GL Kwok Family Faculty of Science Bursary

In honour of her late husband Mr. Gar Lau Kwok, Mrs. Wai Hing So Kwok established an endowment fund at the University of Manitoba with an initial gift of nearly \$600,000 in 2015. The fund is intended to support a series of five awards called the GL Kwok Family Awards at the University of Manitoba. The purpose of the GL Kwok Family Faculty of Science Bursary is to support undergraduate students in the Faculty of Science who are in financial need. The donor has provided an additional gift of \$5,000 to first offer the bursary in 2016-2017. Each year, beginning in 2017-2018, 20% of the available annual income from the fund will be used to offer one bursary to an undergraduate student who:

- (1) is enrolled full-time (minimum 60% course load) in their second year of study in the Faculty of Science at the University of Manitoba;
- (2) has achieved a minimum degree grade point average of 2.0;
- (3) has demonstrated financial need on the standard University of Manitoba bursary application.

The Director of Financial Aid and Awards (or designate) will 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.

GL Kwok Family I.H. Asper School of Business Entrance Scholarship

In honour of her late husband Mr. Gar Lau Kwok, Mrs. Wai Hing So Kwok established an endowment fund at the University of Manitoba with an initial gift of nearly \$600,000 in 2015. The fund is intended to support a series of five awards called the GL Kwok Family Awards at the University of Manitoba. The purpose of the GL Kwok Family I.H. Asper School of Business Entrance Scholarship is to recognize undergraduate students pursuing studies in the I.H. Asper School of Business. The donor has provided an additional gift of \$5,000 to first offer the scholarship in 2016-2017. Each year, beginning in 2017-2018, 20% of the available annual income from the fund will be used to offer one scholarship to an undergraduate student who:

- (1) has been admitted to the I.H. Asper School of Business via the Direct Entry Option and enrolls full-time (minimum 80% course load) in their first year of study at the University of Manitoba;
- (2) has achieved a minimum 85% average on the best five courses appearing on the approved list of courses for entrance scholarship consideration;
- (3) of the students who meet criteria (1) and (2), has achieved the highest average on the same courses considered in criterion (2).

The scholarship is renewable for a maximum of three years, providing the recipient:

- (1) is enrolled full-time (minimum 80% course load) in the I.H. Asper School of Business;
- (2) has achieved a minimum degree grade point average of 3.0.

Only one student may hold the Kwok Family I.H. Asper School of Business Entrance Scholarship at any given time. In any year a recipient does not qualify for the renewal, an entering student will be selected based on the original criteria.

The Director of Financial Aid and Awards (or designate) will 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.

GL Kwok Family University 1 Entrance Bursary

In honour of her late husband Mr. Gar Lau Kwok, Mrs. Wai Hing So Kwok established an endowment fund at the University of Manitoba with an initial gift of nearly \$600,000 in 2015. The fund is intended to support a series of five awards called the GL Kwok Family Awards at the University of Manitoba. The purpose of the GL Kwok Family University 1 Entrance Bursary is to support undergraduate students pursuing their first year of studies in the University 1 program. The donor has provided an additional gift of \$5,000 to first offer the bursary in 2016-2017. Each year, beginning in 2017-2018, 20% of the available annual income from the fund will be used to offer one bursary to an undergraduate student who:

- (1) is enrolled full-time (minimum 60% course load) in their first year of study in University 1 at the University of Manitoba;
- (2) has a record of satisfactory academic achievement, defined as the minimum admission requirements (including Mature Student status) for University 1;
- (3) has demonstrated financial need on the standard University of Manitoba bursary application.

The Director of Financial Aid and Awards (or designate) will 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 establishing the award.

GL Kwok Family University 1 Entrance Scholarship

In honour of her late husband Mr. Gar Lau Kwok, Mrs. Wai Hing So Kwok established an endowment fund at the University of Manitoba with an initial gift of nearly \$600,000 in 2015. The fund is intended to support a series of five awards called the GL Kwok Family Awards at the University of Manitoba. The purpose of the GL Kwok Family University 1 Entrance Scholarship is to recognize undergraduate students pursuing their first year of studies in the University 1 program. The donor has provided an additional gift of \$5,000 to first offer the scholarship in 2016-2017. Each year, beginning in 2017-2018, 20% of the available annual income from the fund will be used to offer one scholarship to an undergraduate student who:

- (1) is enrolled full-time (minimum 80% course load) in their first year of study in University 1 at the University of Manitoba;
- (2) has achieved a minimum 85% average on the best five courses appearing on the approved list of courses for entrance scholarship consideration;
- (3) of the students who meet criteria (1) and (2), has achieved the highest average on the same courses considered in criterion (2).

The Director of Financial Aid and Awards (or designate) will 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 establishing the award.

Hercus Rourke Bursary

Professor Terrill Hercus and Dr. Myrna Rourke established an endowment fund at the University of Manitoba to support M.B.A. students in financial need. Each year, beginning in 2017-2018, the available annual income from the fund will be used to offer one bursary to a graduate student who:

- (1) is enrolled full-time or part-time in the Faculty of Graduate Studies in the M.B.A. program delivered by the I.H. Asper School of Business;

- (2) has achieved a minimum grade point average of 3.0 based on the previous 60 credit hours (or equivalent) of study;
- (3) has demonstrated financial need on the standard University of Manitoba bursary application.

Preference in selection will be given to a student who has, based on their coursework to date and in the opinion of the selection committee, demonstrated an interest in Human Resource Management.

Every third year, with the first occurrence in 2019-2020, preference in selection will instead be given to a student who is a Registered Nurse. Students, who wish to be considered for bursary selection based on this criterion, will be required to provide verification of this credential to the I.H. Asper School of Business prior to the University of Manitoba general bursary application deadline for the applicable academic year.

The Dean of the I.H. Asper School of Business (or designate) will name the selection committee for this award which will include the Director of the M.B.A program (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 establishing the award.

Logan Family Entrance Scholarship in the I.H. Asper School of Business

Nick Logan, Christine Skene and their three children Patrick, Robert and Peter Logan, established an endowment fund with a gift of \$100,000 to the University of Manitoba in 2015. The purpose of the fund is to provide entrance scholarships for students entering their first year of studies in the Bachelor of Commerce program in the I.H. Asper School of Business. Each year, beginning in 2017-2018, the available annual income from the fund will be used to offer one or more scholarships to undergraduate students who:

- (1) have been admitted to, and enroll full-time (minimum 80% course load) in their first year of study in the Bachelor of Commerce (Honours) program in the I.H. Asper School of Business;
- (2) have achieved either:
 - (a) a minimum average of 85% on those courses considered for admission, if entering via the Direct Entry option, or
 - (b) a minimum adjusted grade point average of 3.0, if entering via the Advanced Entry option;
- (3) have demonstrated personal initiative or accomplishments in areas of leadership, entrepreneurship and networking through participation in community events, organization of social events, or other groups and activities;
- (4) are actively involved in extra-curricular activities with a broad range of interests either at the University of Manitoba or within the local community.

Candidates will be required to provide information indicating how they meet criteria (3) and (4) by completing the I.H. Asper School of Business General Award Online Application.

The selection committee will have the discretion to determine the number and value of scholarship offered each year based on the available funds and number of qualified candidates.

The Dean of the I.H. Asper School of Business (or designate) will 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 establishing the award.

Manitoba Aerospace Engineering Scholarship

The Manitoba Aerospace Association (MAA) has established an endowment fund with an initial gift of \$10,000 at the University of Manitoba in 2015. The Manitoba Scholarship and Bursary Initiative has made a contribution to the fund. The purpose of the fund is to encourage and acknowledge academic achievement, leadership, collaboration and innovation in the Faculty of Engineering. Each year, beginning in 2017-2018, the available annual interest from the fund will be used to offer one scholarship to an undergraduate student who:

- (1) is enrolled full-time (minimum 80% course load) and has completed a minimum of 48 credit hours of study in the Faculty of Engineering at the University of Manitoba;
- (2) has achieved a minimum degree grade point average of 3.0;
- (3) is a member of one of the following competition teams: University of Manitoba Society of Automotive Engineers (UMSAE), the ¼ Scale Tractor Competition, University of Manitoba Space Applications and Technology Society (UMSATS), or the Canadian Aerospace Institute (CASI);
- (4) has demonstrated leadership, innovation and team involvement as a member of the competition team.

Candidates will be required to submit an essay (maximum 500 words) that describes their involvement with a student competition team and discusses how they have demonstrated the following six characteristics:

- (i) Teamwork
- (ii) Reliability
- (iii) Work Ethic
- (iv) Integrity
- (v) Innovation
- (vi) Leadership

The selection committee will base their decision on the following:

- (a) 40% will be based on academic performance (degree grade point average), and
- (b) 60% will be based on leadership, innovation and competitive team involvement as outlined in the essay.

The Chair of the Scholarships, Bursaries and Awards Committee of the Faculty of Engineering (or designate) will name the selection committee for this award, which will include the Design Engineer-in-Residence and a representative of the Manitoba Aerospace Association.

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.

This agreement may be amended by the mutual consent of the MAA (or designate) and the University of Manitoba. All such amendments shall be in writing.

Michael Kitt Scholarship in Commerce Studies

Mr. Michael Kitt established an endowment fund at the University of Manitoba with an initial gift of \$10,000 in 2015. The purpose of the scholarship is to reward the academic achievement of undergraduate students in the I.H. Asper School of Business. Each year, beginning in 2017-2018, the available annual income from the fund will be used to offer one scholarship to an undergraduate student who:

- (1) is enrolled full-time (minimum 80% course load) in their fourth year of study in the BComm(Hons) program in the I.H. Asper School of Business at the University of Manitoba;
- (2) has achieved a minimum degree grade point average of 3.0;
- (3) has declared a major in Finance;
- (4) has demonstrated a career interest in the commercial real estate industry.

Candidates will be required to provide information indicating how they meet criterion (4) by completing the I.H. Asper School of Business General Award Online Application.

The Dean of the I.H. Asper School of Business (or designate) will 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 establishing the award.

Prairie Improvement Network Graduate Fellowship

The Prairie Improvement Network (PIN) established an endowment fund at the University of Manitoba in 2016. The purpose of the fund is to recognize graduate students focusing on research, including social sciences, within the Faculty of Agricultural and Food Sciences. Each year, beginning in 2018-2019, the available annual income and any unspent revenue from the fund will be used to offer one or two scholarships to graduate students who:

- (1) are enrolled full-time in the Faculty of Graduate Studies as a Master's or Ph.D. student in a program delivered by the Faculty of Agricultural and Food Sciences;
- (2) have achieved a minimum grade point average of 3.5 based on the previous 60 credit hours (or equivalent) of study;
- (3) are completing a research based thesis that will, in the opinion of the selection committee, contribute to a thriving, sustainable agriculture and agribusiness community in Manitoba.

Preference in selection will be given to students who graduated from a high school in Manitoba.

Candidates will be required to submit an application that includes a copy of their thesis proposal, a statement (maximum 500 words) of how the research will contribute to a thriving, sustainable agriculture and agribusiness community and two academic letters of reference from instructors at post-secondary institutions.

The fellowships are renewable for up to one year for students in the Master's program and up to two years for students in the Ph.D. program, providing the recipients continue to meet the criteria. If a student does not qualify for the renewal, a new recipient may be selected. Only two students may hold the fellowship at any given time.

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

The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Awards Committee of the Faculty of Agricultural and Food Sciences to act as 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.

STEP Canada Prize in Estate Law

STEP Canada has established an annually funded prize for a five year period, to recognize students studying Estate Law at the University of Manitoba. Each year, beginning in 2016-2017 and ending in 2020-2021, one prize of \$1,000 will be offered to an undergraduate student who:

- (1) was enrolled full-time in the Faculty of Law in the year in which the award was tenable;
- (2) has achieved a minimum degree grade point average of 3.5;
- (3) has achieved the highest standing in the course Wills and Successions (currently numbered LAW 2400).

In the event of a tie, the prize shall be awarded to the student with the highest standing calculated based on the compulsory and elective subjects the tied students have in common.

The Dean of the Faculty of Law (or designate) will name the selection committee for this prize.

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 the establishing the award.

2. AMENDMENTS

Berkes Graduate Scholarship in Community-Based Research

The following amendments were made to the terms of reference for the Berkes Graduate Scholarship in Community-Based Research:

- The dollar amount in criterion (4) was changed from \$5,000 to \$10,000.
- The paragraph regarding applications was revised to indicate an application deadline *in February*.
- The selection committee statement was revised to:
The selection committee will be named by the Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) and will include one unit head from the Clayton H. Riddell Faculty of Environment, Earth, and Resources.
- The standard Board of Governors statement was added.

Dr. A.A. Earn Memorial Award

The following amendments were made to the terms of reference for the Dr. A.A. Earn Memorial Award:

- The award amount was changed from \$500 to \$1,000.
- The award will be offered in alternating years, beginning in the 2016-2017 academic year.
- The standard Board of Governors statement was added.

Drs. Hugh C. and Aynsley M. Smith Scholarship for Clinician Investigators

The following amendments were made to the terms of reference for the Drs. Hugh C. and Aynsley M. Smith Scholarship for Clinician Investigators:

- The name of the award was revised to the ***Drs. Hugh C. and Aynsley M. Smith Scholarship***.
- The opening paragraph was revised to:
An endowment fund has been established at the University of Manitoba to offer scholarships for graduate students, and for postgraduate medical education students in the Clinician Investigator Program, in the College of Medicine. Matching funds have been allocated from the President's

Fund. The purpose of the award is to support graduate student research and/or to support the development, through education in a supervised and structured setting, of physicians capable of conducting independent research of a translational or basic science nature in conjunction with their clinical activities. Each year, the available annual interest from the fund will be used to offer one scholarship to a student who:

- The numbered criteria were revised to:

(1) is enrolled full-time in all of the following:

- (i) the Postgraduate Medical Education Program, as a trainee in the Clinician Investigator Program, in the College of Medicine, and*
- (ii) the Faculty of Graduate Studies in a Master's or doctoral program delivered by the College of Medicine;*

(2) has either:

- (i) maintained good standing in the Postgraduate Medical Education Program, or*
- (ii) achieved a minimum grade point average of 3.5 based on the previous 60 credit hours (or equivalent) of study;*

(3) has demonstrated an interest in, and commitment to, developing their research career.

- The application information was revised to:

Candidates will be required to submit the following to the Associate Dean, PGME, in the College of Medicine:

- *a letter of application (maximum two pages) describing their research experience, current program of research and career goals;*
- *their curriculum vitae;*
- *three letters of reference:*
 - *one from an Associate Dean,*
 - *one from their research supervisor (current or previous),*
 - *one other of the candidate's choosing.*

- The following paragraph was added:

Recipients may hold the Drs. Hugh C. and Aynsley M. Smith Scholarship concurrently with any other awards, consistent with policies in the Faculty of Graduate Studies. A student may not hold this award more than once in their lifetime.

- The following sentence was removed:

A student may hold the Scholarship only once in his or her lifetime.

- The selection committee statement was revised to:

The Dean of the College of Medicine (or designate) and the Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will jointly name the selection committee for this award which will include the following members: the Associate Dean, PGME, of the College of Medicine (or designate) as Chair, the Director of the Clinician Investigator Program (or designate), the Director of the M.D./Ph.D. Program (or designate), one Head of a basic science department, and one Head of a clinical department.

Florence Kanee Scholarship

The following amendments have been made to the terms of reference for the Florence Kanee Scholarship:

- The numbered criteria were revised to:
 - (1) *are enrolled full-time (minimum 80% course load) in any year beyond their first year of study in any undergraduate program offered by the Faculty of Arts or University 1 at the University of Manitoba;*
 - (2) *have successfully completed the course Introduction to Theatre (currently numbered THTR 1220);*
 - (3) *have achieved a minimum degree grade point average of 3.5;*
 - (4) *have either expressed their intent to major in Theatre or have declared a major in Theatre.*
- The following statements were added:

In order to demonstrate how they meet criterion (4), students who have not yet declared their major in Theatre will be required to submit a short statement (maximum 100 words) to the Department of English, Film, and Theatre which outlines their intention to declare their major in Theatre.

In a year when no worthy candidates are identified, no scholarships will be offered and any unspent interest shall be capitalized with the capital of the fund.

Interdisciplinary Approach to History Award

The following amendments have been made to the terms of reference for the Interdisciplinary Approach to History Award:

- The name of the award was revised to the ***Interdisciplinary Approaches to History Prize***.
- The opening paragraph was revised to:

A private donor has established an endowment fund at the University of Manitoba. The purpose of the fund is to encourage and reward interdisciplinary approaches to history. In this context, "interdisciplinary" shall mean that the project makes use of methodologies or theories recognized by fields other than history. Each year, the available annual income from the fund will be used to offer one prize to a student who:
- The terms were broken out of block paragraph format and numbered criteria were added as follows:
 - (1) *was enrolled full-time or part-time in any faculty, college, school, division or program at the University of Manitoba and was registered in at least one history (HIST) course, in the year in which the award was tenable;*
 - (2) *meets the requirements to be considered a student in good standing in the faculty, college, school, division or program applicable in criterion (1);*
 - (3) *has submitted a project that demonstrates interdisciplinary approaches to history that has been evaluated at a level of a B+ or higher by the instructor of the history course for which it was completed;*
 - (4) *of all the students who meet criteria (1) through (3) has, in the opinion of the selection committee, submitted the best project that demonstrates interdisciplinary approaches to history.*
- The following paragraph was removed:

Any major, honours, or graduate student taking history courses at The University of Manitoba is eligible for the award. Projects must be submitted to the Department of History of The University of Manitoba by the end of February in each year. The value of the award will be up to the annual interest on the fund. The award will first be made toward the end of March, 1975.

- Application information was revised to:

In order to demonstrate how they meet criteria (3) and (4), candidates will be required to submit their project to the Department of History at the University of Manitoba by April 15 each year. In their project, candidates are expected to demonstrate an awareness of the utility of other disciplines for the study of history, not necessarily to produce an original piece of research. The project must show evidence of at least two distinct methodological or theoretical approaches applied to the study of history. Projects will normally be in essay form and no length is stipulated.

- The selection committee statement was revised to:

The Director of Financial Aid and Awards (or designate) will ask the Head of the Department of History to name the selection committee for this award. The selection committee will include: at least one member of the History Department, at least one member from a Social Science Department that is chosen by the Head of the History Department; and the Director of the University of Manitoba Institute for the Humanities (or designate).

- The standard Board of Governors statement was added.

Manitoba Ready Mix Concrete Association Scholarship

The following amendments have been made to the terms of reference for the Manitoba Ready Mix Concrete Association Scholarship:

- The name of the award was revised to the **Concrete Manitoba Scholarship**.
- All references to *Manitoba Ready Mix Concrete Association* were replaced with *Concrete Manitoba*.
- The opening paragraph was revised to:

Concrete Manitoba has established an endowment fund at the University of Manitoba with an initial gift of \$10,000 in 2012. The Manitoba Scholarship and Bursary Initiative has made a matching contribution to the fund. The purpose of the fund is to reward the academic achievements of undergraduate students pursuing studies in the Department of Civil Engineering who have demonstrated an interest in concrete technology studies. Beginning in the 2016-2017 academic year, the available annual income from the fund will be used to offer one scholarship to an undergraduate student who:

- The numbered criteria were revised to:
 - (1) is a Canadian citizen or Permanent Resident;*
 - (2) is enrolled full-time (minimum 80% course load) in the third or fourth year of study in the Civil Engineering program offered by the Faculty of Engineering at the University of Manitoba;*
 - (3) has achieved a minimum degree grade point average of 3.5;*
 - (4) has received a passing grade in the course Civil Engineering Materials (currently CIVL 2770);*
 - (5) has submitted a statement (maximum 250 words) describing his/her interest in concrete technology studies.*
- The following statement was removed:

This scholarship, when it is won by a graduating fourth year student, may be offered as a convocation prize.
- The following statements were added:

Preference will be given to a student who has graduated from a high school in Manitoba.

In the event that the available annual income from the fund is less than \$1,000 in any given year, Concrete Manitoba has agreed to top up the award such that the award's value will be no less than \$1,000.

- The standard Board of Governors statement was added.

The Manitoba Teachers' Society Bursary in Education

The following amendments have been made to the terms of reference for The Manitoba Teachers' Society Bursary in Education:

- The initial year of the bursary was removed and the amount of the bursaries offered each year was revised from \$1,200 to \$3,000.
- Criterion (1) was revised to:
are enrolled full-time (minimum 60% course load) in any undergraduate program offered by the Faculty of Education at the University of Manitoba;
- The word *cumulative* was replaced with the word *degree* in criterion (2).
- The following statement was added:
A student may only receive one of either the Manitoba Teacher's Society Bursary in Education or the Manitoba Teacher's Society Bursary in Education for Indigenous Students.
- The words (*or designate*) were added at the end of the selection committee statement.
- The standard Board of Governors statement was added.

Medicine Class of 1969 Medical Student Bursary

The following amendment was made to the terms of reference for the Medicine Class of 1969 Medical Student Bursary:

- The number of awards offered was revised from *one or more* to *one or two*.

Raymond S.C. Wan Architect Inc. Recruitment Award

The following amendments have been made to the Raymond S.C. Wan Architect Inc. Recruitment Award:

- The name of the award was revised to the ***Raymond S.C. Wan Architect Inc. Recruitment Scholarship***.
- All references to the name of the award were revised as above.
- In the opening paragraph, the years 2009-2010 were replaced with the years 2016-2017 and the amount of the scholarship was changed from \$5,000 to \$10,000.
- The following paragraph was added:
In order to demonstrate how they meet criterion (3), applicants will be required to submit to the Faculty of Architecture a statement of intent outlining their career ambitions in architecture and a portfolio of their design studies. More specifically, the portfolio should demonstrate a strong conceptual approach with supporting research, a clear and thorough design process evidenced through preliminary and intermediate stages, and a final comprehensive design. Attention to various modes of representation consistent with the stages of the project development and a portfolio that documents this work concisely will also be considered.

- The standard Board of Governors statement was added.

Regina Novek Prize

The following amendments have been made to the terms of reference for the Regina Novek Prize:

- The following sentences were added to the opening paragraph:
*The Manitoba Scholarship and Bursary Initiative has made a matching contribution to the fund.
 An additional gift of \$475 will be made to first offer the prize in the 2015-2016 academic year.*

Richard C. Goulden Memorial Award

The following amendments have been made to the Richard C. Goulden Memorial Award:

- The name of the award was revised to the ***Richard C. Goulden Memorial Scholarship***.
- The numbered criteria were revised to:
 - (1) *is enrolled full-time in the Faculty of Graduate Studies in a Master's or Ph.D. program at the University of Manitoba;*
 - (2) *has achieved a minimum grade point average of 3.5 based on the last 60 credit hours (or equivalent) of study;*
 - (3) *is a member of The Wildlife Society – Manitoba Chapter Inc. at the time of receipt;*
 - (4) *is conducting research or has proposed to conduct research on wildlife and/or their habitats in Manitoba;*
 - (5) *is deemed by the selection committee to have submitted the top research proposal among the award applicants.*
- The selection committee statement was revised to:
The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will name the selection committee for this award, which will include a member of The Wildlife Society - Manitoba Chapter Inc.
- The following statement was removed:
Eligible students will be required to submit copy of their graduate research proposal at the end of January to the Office of the Dean of the Faculty of Graduate Studies. The donors of the award will advertise the award off and on campus prior to the deadline date.
- The presentation statement was revised to:
The recipient's name will be announced at The Wildlife Society - Manitoba Chapter Inc. Annual General Meeting in March. The recipient will be expected to make a presentation on his/her research at a The Wildlife Society - Manitoba Chapter Inc. event in the year following receipt of the scholarship.
- The following statements were added:
In order to be considered for the scholarship, students will be required to submit: (i) a copy of their research proposal and (ii) an academic transcript.
In years when the available annual income can support more than one \$500 scholarship, the selection committee will have the discretion to offer additional awards. Any unspent revenue from the fund will be re-capitalized.

The standard Board of Governors statement.

Sam Kanee Bursary

The following amendments have been made to the terms of reference for the Sam Kanee Bursary:

- The opening paragraph was revised to:
In memory of his father, Mr. Solomon Kanee has established an endowment fund at the University of Manitoba. The Manitoba Scholarship and Bursary Initiative has made a contribution to the fund. The purpose of the fund is to support undergraduate students pursuing studies in the Faculty of Social Work at the University of Manitoba. Each year, the available annual income from the fund will be used to offer one or more bursaries to undergraduate students who:
- The terms were broken out of block paragraph format and numbered criteria were added as follows:
 - (1) are enrolled full-time (minimum 60% course load) in the Faculty of Social Work at the University of Manitoba;*
 - (2) have achieved a minimum degree grade point average of 2.5;*
 - (3) have demonstrated financial need on the standard University of Manitoba bursary application form.*
- The following statements were added:
The selection committee will have the discretion to determine the number and value of bursaries offered each year based on the fund available.
The Dean of the Faculty of Social Work (or designate) will name the selection committee for this award.
- The standard Board of Governors statement was added.

Senator Thomas Alexander Crerar Scholarships

The following amendments have been made to the terms of reference for the Senator Thomas Alexander Crerar Scholarships:

- The opening paragraph was revised to:
From the bequest of Dorothy Anna Naylor, funds have been placed in the keeping of the Winnipeg Foundation. Mrs. Naylor was the wife of Dr. Bernard Naylor and the daughter of Senator Crerar, P.C., LL.D. This fund will be used to offer the Senator Thomas Alexander Crerar Scholarships to students pursuing graduate studies in the subject area of Humanities at the University of Manitoba. The Winnipeg Foundation will confirm the value of these awards annually. In each year when the award is offered, two scholarships of equal value will be offered to graduate students who:
- The numbered criteria were revised to:
 - (1) are enrolled full-time in the Faculty of Graduate Studies in the first year of any Master of Arts or Doctoral program in the subject area of Humanities offered at the University of Manitoba;*
 - (2) have achieved a minimum grade point average of 3.5 based on the last 60 credit hours of study (or equivalent);*
 - (3) have successfully completed their undergraduate degree from any program offered by the Faculty of Arts at the University of Manitoba within the past 12 months at the time they take up the award;*

- (4) *has demonstrated outstanding academic achievement and the ability to succeed in their desired field of graduate study.*
- Application information was added as follows:

To demonstrate how they meet criterion (4), applicants will be required to submit an application to the Faculty of Graduate Studies which will consist of the following materials:

 - i) *a two-page (maximum) description of their academic achievements, their involvement in extra-curricular activities, and their desired career path following the completion of their graduate program;*
 - ii) *a current academic transcript;*
 - iii) *two letters of reference, both of which are from professors under whom courses have been taken by the applicant. These two letters should assess the applicant's ability to succeed in a graduate program;*
 - iv) *a curriculum vitae of the applicant.*
- The selection preference statement was revised to:

In the event that candidates are of approximately equal merit, preference in selection will be given to students pursuing graduate studies in the areas of Canadian History, Philosophy, English Literature, or French Literature.
- The following statement was removed:

It is to be understood that these scholarships may be held along with University of Manitoba Graduate Fellowships (UMGF) or as independent or “stand alone” awards.
- The selection committee statement was revised to:

The Vice-Provost (Graduate Education) and the Dean of the Faculty of Graduate Studies (or designate) will ask the Dean of the Faculty of Arts (or designate) to name the selection committee for this award.
- The following paragraph was removed:

NOTE – In the 1999-2000 session, four awards of \$9,000 are offered. In the 2000-2001 session, three awards of \$9,000 will be offered. In the 2001-2002 session, two awards of \$9,000 will be offered. In years after the 2001-2002 session, two awards of equal value will be offered in each academic session. In subsequent years the number and value of awards will be reviewed and confirmed with The Winnipeg Foundation.
- The standard Board of Governors statement was added.

The Leon Mitchell, Q.C. Prize in Labour Relations

The following amendments have been made to The Leon Mitchell, Q.C. Prize in Labour Relations:

- The opening paragraph was revised to:

In memory of Mr. Leon Mitchell, Q.C., his children, Mr. Grant Mitchell and Ms. April Katz, have established an endowment fund at the University of Manitoba. The purpose of the prize is to recognize outstanding academic achievement in the class Labour-Management Relations. Beginning in the 1987-1988 academic year, an annual prize in the amount of \$400 will be offered to the undergraduate student who:
- The terms were broken out of block paragraph format and replaced with numbered criteria as follows:

(1) was enrolled full-time in the Juris Doctor program in the Faculty of Law in the year in

which the award was tenable;

(2) has achieved a minimum degree grade point average of 3.0;

(3) has achieved the highest standing the course Labour-Management Relations (currently numbered LAW 3770).

- The following statement was added:

In the event of a tie, the prize will be awarded to the student with the highest standing calculated in the compulsory and elective subjects the students have in common.

- The selection committee statement was revised to:

The Dean of the Faculty of Law (or designate) will name the selection committee for this award and it will include the instructor of the course noted above.

- The following statement regarding the fund earnings was revised:

If the fund earns more than \$400 in any year, the surplus will be returned to the capital of the fund.

- The following statement regarding the fund earnings was added:

If the fund earns less than \$400 in any year, the prize will be valued at the available annual income.

- The following statement regarding the fund earnings was removed:

The donors will ensure that, if necessary, sufficient additional funding is in place to offer an award of \$300 in the 1987-88 academic year.

- The standard Board of Governors statement was added.

Walker Wood Foundation Bursaries for Science

The following amendments have been made to the terms of reference for the Walker Wood Foundation Bursaries for Science:

- The award term of three years has been removed, and the bursaries will be offered on an annual basis.
- The number of awards offered each year was increased from *two* to *four*.

William and Nona Heaslip Scholars

The following amendments have been made to the terms of reference for the William and Nona Heaslip Scholars:

- The opening paragraph was revised to:

In 2006, with a donation of \$20,000 from Mr. William Heaslip and a matching contribution of \$10,000 from the Manitoba Scholarship and Bursary Initiative, two awards valued at \$15,000 each were offered. Each year two new recipients will be selected so that beginning in 2008, with an annual donation of \$60,000 from Mr. William Heaslip and a matching contribution of \$30,000 from the Manitoba Scholarship and Bursary Initiative (as long as the program is available), there will be six annual recipients. Beginning in the 2016-2017 academic year, the annual donation from the William and Nona Heaslip Foundation will be \$75,000 and the contribution from the Manitoba Scholarship and Bursary Initiative will be \$15,000. The status and value of the bursary will be reviewed in conjunction with the William and Nona Heaslip Foundation in the 2025-2026 academic year. Each year, the awards will be offered to undergraduate students who:

- The phrase (*minimum 60% course load*) was added to criterion (1) and to criterion (a) of the renewal criteria.
- Reference to the *standard University of Manitoba general bursary application form* was added to criteria (3) and (4) and criterion (c) of the renewal criteria.
- The words *as determined by the Financial Aid and Awards office* were removed from criterion (4) and criterion (c) of the renewal criteria.
- The following sentences were added to the paragraph regarding the renewal criteria:
In instances where a new recipient is selected in lieu of a renewal to a previous original recipient, the new recipient must currently be in the same year of study as the original recipient. These students who are offered the award in their third or fourth year of study may only be considered for the renewal of this award up to and including their fourth year of study.
- The following statements/paragraphs were added:
In the event that there are no students who meet criteria (1) through (4), the selection committee will have the discretion to offer the awards to students who meet criteria (1), (2), and (4).
If there are still no students who meet criteria (1), (2), and (4), the selection committee will have the discretion to offer the awards to students who meet criteria (2), (3), and (4) and are enrolled in their third or fourth year of study in the Faculty of Arts at the University of Manitoba. In instances where students are offered the award in their third or fourth year of study, they may only be considered for the renewal of this award up to and including their fourth year of study.
If there are still no recipients that meet the selection criteria, then no award will be made that year.
The Director of Financial Aid and Awards (or designate) will name the selection committee for this award.
- The following statement was removed:
Selection for this bursary will be administered by the Financial Aid and Awards office.
- The standard Board of Governors statement was added.

William Robert Kernaghan Memorial Scholarship in Economics

The following amendments have been made to the William Robert Kernaghan Memorial Scholarship in Economics:

- Criterion (3) was revised to:
is enrolled in the General Major, Advanced Major, or Honours program in the Department of Economics;

3. WITHDRAWALS

Procurity Inc. Awards

This award is being withdrawn at the request of the donor.

May 6, 2016

Report of the Senate Committee on Academic Review RE: Undergraduate and Graduate Program Reviews

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. At its meeting on May 6, 2016, the Committee considered summaries of three undergraduate program reviews and three graduate program reviews. The committee also received follow-up reports on one undergraduate program review and one graduate program review.

Observations:

1. The Committee considered summaries of three undergraduate program reviews, including reviews for Geological Sciences, Law, and Physics and Astronomy.
2. The Committee considered summaries of three graduate programs, Architecture, Electrical and Computer Engineering, and Mathematics.
3. The Committee received a follow-up report on one undergraduate program review, for Classics, and on one graduate program, the Ph.D. in Religion.

Respectfully submitted,

David Collins, Chair
Senate Committee on Academic Review

May 6, 2016

Report of the Senate Committee on Academic Review RE: Annual Report on the Status of Academic Program Reviews, April 1, 2015 – April 30, 2016

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. At its meeting on May 6, 2016, the Committee the inaugural *Annual Report on the Status of Academic Program Reviews, April 1, 2015 – April 30, 2016*, for information. The *Annual Report* replaces the semi-annual reports on the status of undergraduate and graduate program reviews, which had been received by the Committee in past years.

Observations:

1. The Committee received the *Annual Report on the Status of Academic Program Reviews, April 1, 2015 – April 30, 2016*, for information. The *Annual Report* (attached) will also be provided to Senate and the Board of Governors, in June 2016, for information.
2. Production of the *Annual Report* responds to a request from the Board, which had asked to receive information on the outcomes of the academic program review process.

Respectfully submitted,

David Collins, Chair
Senate Committee on Academic Review

Date: June 8, 2016
To: Members of the Senate Committee on Academic Review (SCAR)
From: Cassandra Davidson, Program Analyst
Subject: **Annual Report on the Status of Academic Program Reviews:
April 1, 2015-April 30, 2016**

In May 2000, the Senate of the University of Manitoba endorsed a process for the periodic review of academic programs to assess the quality of undergraduate and graduate programming presently provided at the University, and to stimulate strategic planning and actions for future enhancements. The purpose of this report is to summarize the current status of programs reviews at the university. Details around individual reviews can be found in the reports to Senate by the Senate Committee on Academic Reviews (SCAR).

1. Status of Undergraduate Program Reviews

The university is currently approaching the end of the first cycle of reviews at the undergraduate level, with the second cycle scheduled to begin in the 2017-2018 academic year. In the last year, eight reviews were initiated, nine site visits took place and five reviews were presented to SCAR. Eight reviews are currently in the follow-up stage, with three units having submitted their final follow-up reports.

Historically, undergraduate reviews as a whole have not kept pace with graduate reviews. In recent years, the Provost's Office has made attempts to revitalize and prioritize these reviews and as a result, the University is beginning to see some of the recommended program changes move through the various Senate committees. That being said, units still note that finding time to complete these reviews can be quite challenging and they are often delayed due to insufficient resources at the unit level.

2. Status of Graduate Program Reviews

Graduate program reviews are currently approaching the end of the second cycle reviews, with plans to commence the third cycle in 2017. In the last year, seven reviews were initiated, twelve site visits took place and twelve reviews were presented to SCAR. Nine reviews are currently in the follow-up stage, with sixteen programs submitting final follow-up reports this past year.

Program changes resulting from the reviews continue to go to Senate at a steady pace; however, concerns around resources at the unit level have often led to requests for extensions to complete the process.

3. Pilot Project: Combined Program Reviews

In response to concerns raised by both academic units and external review teams, the Provost's Office has commenced a review of the existing policies and procedures addressing academic program review, as well as an in-depth review of data requirements in support of the process. As a first step in this exercise, SCAR has authorized a pilot project combining the undergraduate and graduate reviews into one combined review process. The intent of the project is to determine whether a combined review not only provides a more comprehensive review of the University's programs, but ultimately saves on time and resources at the unit level. The Department of History and the Department of Biological Sciences have both agreed to participate in the pilot.

To date, both departments have been working on completing their final self-evaluation reports. Both have noted that the drafting of these reports and compilation of the associated data has been quite resource intensive and time-consuming. However, ultimately, both have indicated that the exercise has been useful and less time-consuming than having to compile the individual reviews. In addition, part of the project was to better define the data-set used in program reviews—while this led to some delays and additional work for the pilot units, the Provost's Office will take the information gained and begin working with the Office of Institutional Analysis to make data retrieval and compilation simpler for the units moving forward.

Throughout the process, the Departments, Dean's Offices and other units involved in the pilot will be invited to provide feedback on the various stages of the review process - including self-evaluation, external review and site visit, responses and follow-up with SCAR. Once the pilot reviews are complete, the outcomes and feedback garnered will be used to inform the review of the existing policies and procedures pertaining to academic program review. Any resulting changes will be brought forward to Senate for approval through the usual mechanisms. In the meantime, the Provost's Office will continue to provide status updates and inform SCAR of any concerns arising from the project as the pilot's move forward.

4. Current Status of Academic Program Reviews

The following is a list of programs currently undergoing an academic program review; the list has been sorted by where in the process the review stands as of April 2016.

STAGE 1: SELF-EVALUATION

Program	Level	Round	Self-Evaluation Report Due
1. Management Information Systems	Undergrad.	1	SER Due Winter 2017
2. Agriculture (Diploma)	Undergrad.	1	Postponed (revisit in Fall 2018)
3. Anthropology	Undergrad.	1	SER Due Spring 2016 (delayed)
4. Applied Health Sciences	Graduate	1	Postponed (revisit in Summer 2016)
5. Biological Sciences	Combined	1-2	SER Due Spring 2016
6. Canadian Studies	Graduate	2	SER Due Spring 2016
7. Canadian Studies	Undergrad.	1	SER Due Winter 2016
8. Design and Planning	Graduate	2	Postponed (for further review)
9. Global Political Economy	Undergrad.	1	SER Due Summer 2015 (overdue)
10. History	Combined	1-2	SER Due Winter 2015/Spring 2016
11. Icelandic	Undergrad.	1	SER Due Winter 2017

STAGE 1: SELF-EVALUATION con't.

12. Ind. Interdisciplinary Studies (IIS)	Graduate	1	SER Due Fall 2016
13. Interdisciplinary Health (BHSc/BHSt)	Undergrad.	1	Postponed (for further review)
14. Linguistics	Undergrad.	1	SER Due Fall 2016
15. Linguistics	Graduate	2	SER Due Fall 2016
16. Mechanical Engineering	Graduate	2	Site Visit - May 2016
17. Native Studies	Graduate	2	SER Due Spring 2016
18. Natural Resources Institute	Graduate	2	SER Due Winter 2017
19. Political Studies	Graduate	2	SER Due Winter 2017
20. Ukrainian Canadian Heritage Studies	Undergrad.	1	SER Due Winter 2017

STAGE 2: EXTERNAL REVIEW

Program	Level	Round	Date of Site Visit
1. Agriculture (BSc)	Undergrad.	1	April 2016
2. Agroecology	Undergrad.	1	April 2016
3. Dental Diagnostic & Surgical Sciences (Oral & Max. Surgery)	Graduate	2	September 2016
4. Dental Diagnostic & Surgical Sciences (Periodontics)	Graduate	2	June 2016
5. Education (M en Ed)	Graduate	2	September 2016
6. Environment & Geography	Undergrad.	1	April 2016
7. Fine Art	Undergrad.	1	April 2016
8. German & Slavic Studies	Graduate	2	April 2016
9. Human Nutritional Sciences	Graduate	2	April 2016
10. Native Studies	Undergrad.	1	TBA
11. Political Studies	Undergrad.	1	TBA
12. Preventive Dental Science (Orthodontics)	Graduate	2	June 2016
13. Preventive Dental Science (Pediatric Dentistry)	Graduate	2	July 2016
14. Psychology	Graduate	2	April 2016

STAGE 3: PROGRAM AND DEAN/DIRECTOR RESPONSES

Program	Level	Round	Program Category ¹
1. Agribusiness & Agricultural Econ.	Undergrad.	1	Not provided.
2. Civil Engineering	Graduate	2	Minor revisions (2)
3. Food Science	Undergrad.	1	Minor Revisions (2)

¹ As per the Senate-approved procedures on Academic Program Reviews

(http://umanitoba.ca/admin/governance/governing_documents/academic/606.html), review teams are asked to categorize the programs into one of the following:

- (a) "Adequate" and should continue as is (1);
- (b) "Adequate" but requiring minor revision or restructuring (2); or
- (c) "Inadequate" and requiring major revision or restructuring (3).

STAGE 3: PROGRAM AND DEAN/DIRECTOR RESPONSES con't.

4. French, Spanish, and Italian	Undergrad.	1	Not provided.
5. Geological Sciences	Graduate	2	Not provided
6. Labour Studies	Undergrad.	1	Minor Revisions (2)
7. Music	Undergrad.	1	Not provided.
8. Peace & Conflict Studies	Graduate	1	Minor revisions (2)
9. Sociology	Graduate	2	Minor revisions (2)

STAGE 4: PROVOST OR FGS RESPONSE

Program	Level	Round	Program Category
1. Biosystems Engineering	Graduate	2	Minor revisions (2)
2. Interior Design	Graduate	2	Continue as is (1)

STAGE 5: REVIEW BY SCAR (MEETING OF MAY 6, 2016)

Program	Level	Round	Program Category
1. Architecture	Graduate	1	Minor revisions (2)
2. Elect. and Computer Engineering	Graduate	2	Minor revisions (2)
3. Geological Sciences	Undergrad.	1	Adequate (1)
4. Law	Undergrad.	1	Adequate (1)
5. Mathematics	Graduate	2	Continue as is (1)
6. Physics & Astronomy	Undergrad.	1	Minor Revisions (2)

STAGE 6: REVIEW FOLLOW-UP

Program	Level	Round	Category	Follow-up Due
1. Animal Science	Graduate	2	Minor revisions (2)	Due Fall 2015
2. Biochemistry & Medical Genetics	Graduate	2	Continue as is (1)	Due Fall 2016
3. Computer Science	Graduate	2	Minor revisions (2)	Due Spring 2016
4. Economics	Undergrad.	1	Minor Revisions (2)	Due Fall 2015
5. Environmental Design	Undergrad.	1	Inadequate (3)	Interim received November 2015
6. Human Anatomy & Cell Science	Graduate	2	Major revisions (3)	Due Spring 2016
7. Immunology	Graduate	2	Continue as is (1)	Due Fall 2016
8. Kinesiology & Recreation Mgmt.	Graduate	2	Minor revisions (2)	Due Spring 2016
9. Medical Rehabilitation	Graduate	2	Minor revisions (2)	Due Winter 2016
10. Pharmacology & Therapeutics	Graduate	2	Minor revisions (2)	Due Fall 2015
11. Religion (MA – JMP)	Graduate	2	Minor revisions (2)	Due Spring 2016
12. Sociology	Undergrad.	1	Adequate (1)	Due Spring 2016
13. Women's & Gender Studies	Undergrad.	1	Minor Revisions (2)	Due Fall 2016

STAGE 7: COMPLETED (FOLLOW-UP PRESENTED TO SCAR, MAY 6, 2016)

Program	Level	Round	Program Category
1. Classics	Undergrad.	1	Not provided.
2. Religion (PhD)	Graduate	2	Minor Revisions (2)

In Memoriam: Dr. Kanta Gupta

The Department of Mathematics regretfully announces that Professor Chander Kanta Gupta died on 27 March 2016 following complications associated with surgery.

Professor Gupta began her university education in India, graduating with a B.A. from the University of Jammu and Kashmir in 1959, and a M.A. from Aligarh Muslim University in 1962. She then moved to Australian National University, where she earned a M.A. (Hons.) in 1964 and a Ph.D. in 1967. Professor Gupta, along with her husband (Professor Narain Gupta, himself a distinguished mathematician) and family, then relocated from Australia to Winnipeg, where she took up a postdoctoral fellowship at the University of Manitoba. She was appointed as a Lecturer in 1968 and as an Assistant Professor in 1969. In 1974 she was promoted to Associate Professor, and in 1982 she became a Professor.

Professor Gupta was a productive and world-renowned researcher in the branch of mathematics known as group theory. She was active as a researcher for more than fifty years, publishing nearly one hundred peer-reviewed journal articles over the course of her career. She was an expert in the study of automorphisms in varieties of groups and algebras, proving a number of deep and fundamental results in that area. She also obtained results of extraordinary significance on finitely based varieties of groups and group representations.

Professor Gupta was recognised for her achievements in research on numerous occasions. In 1990 she was elected a Fellow of the Royal Society of Canada, making her the first female mathematician ever to be honoured in that way. The Canadian Mathematical Society's Krieger-Nelson Prize, which celebrates outstanding research by female mathematicians, was awarded to Professor Gupta in 2000. In 2003 she was made a Distinguished Professor by the University of Manitoba, and in 2015 Professor Gupta's contributions to mathematics were highlighted when she was appointed as an Honorary Professor of Chongqing University of Arts and Sciences. She was in consistent demand as a conference speaker, giving plenary talks at conferences in Brazil, Bulgaria, China, France, Greece, India, Israel, Italy, Poland, Russia, South Africa, the United Kingdom, and the United States.

Professor Gupta was passionate about mathematics, and the depth of that passion is illustrated by a statement she made at the turn of the millennium: *Mathematics is a universal language. It brings music within ourselves. Its pursuit is the power of the human mind and is a source of endless intellectual stimulation and pleasure.*

Professor Gupta is survived by her three children: Dr. Neeru Gupta, Dr. Kashyap Kumar Gupta, and Mrs. Sonya Orona.

In Memoriam – Dr. William Stuart Frederick Pickering

The Reverend William Pickering BD, AKC, PhD, Hon. DCL, whom many in this city still remember, was a most valuable and much-loved member of the faculty of St John's College, Winnipeg from 1958 to 1966. He was born in Enfield, England on 29 January, 1922 and died at his home in Coton, near Cambridge, England on Monday, 23 May 2016 in his ninety-fifth year.

'Bill', as he was always known to his colleagues and friends, came to Winnipeg shortly after completing a doctorate in Sociology in the University of London, was appointed Assistant Professor of Sociology, and taught that subject for St John's in the University of Manitoba. Before his doctoral studies he had been trained in Theology at King's College, London, ordained Deacon (1950) and Priest (1951), and served a curacy in Lincolnshire; and whilst a graduate student was a Tutor in Theology at King's College. At St John's College Bill served as Chaplain and Dean of Residence, and Lecturer in Pastoral Theology, in addition to his teaching duties in Sociology. During his time in Canada he began his life-long research in the sociology of religion with a study of the Hutterites in Manitoba, which became his first book.

In 1966 Bill returned to England and was appointed Senior Lecturer in Sociology at the University of Newcastle-on-Tyne, where he remained until retirement in 1987. During those years he developed his scholarly interest in the French sociologist, Emile Durkheim (1858-1917), and began a series of studies that made him a world authority on Durkheim's sociology of religion. In 1991 he established the British Centre for Durkheimian Studies in University of Oxford, of which he was General Secretary until his death. He also found an academic home in Cambridge, where he became Visiting Fellow then Senior Member of Wolfson College from 2000; for upon leaving Newcastle he had moved to the village of Coton, two miles from Cambridge, where his parents had lived and where he married Carol Hardy, widow of a former Vicar of the parish.

Bill's academic pursuits never interfered with his vocation and duties as a priest. Both in Newcastle and in Cambridge he served as honorary assistant priest, or priest-in-charge, of a series of parishes in each of which he was diligent in the sacramental and homiletic ministry. Nor did his return to England cut him off from his colleagues and friends in Winnipeg, which he and his wife visited on a number of happy occasions. He delivered the inaugural Marjorie Ward lecture in St John's College, and was made DCL (Hon. Caus.) in 1981.

A memorial eucharist will be celebrated in St John's College chapel (Dysart Road, University of Manitoba campus) on Tuesday, 14 June 2016 at 11.00 am.



UNIVERSITY
OF MANITOBA

Office of the President

202 Administration Building
Winnipeg, MB
Canada R3T 2N2
Telephone: 204-474-9345
Fax: 204-261-1318

DATE: May 11, 2016

TO: Jeff Leclerc
University Secretary

FROM: David T. Barnard, Ph.D.
President and Vice-Chancellor

RE: Extension - Suspensions of Programs

I have received the attached request recommending that the current suspension of admission for the following programs be extended to May 2017:

Undergraduate Programs:

- General Human Ecology (B.H.Ecol.)
- Textile Sciences, B.Sc. (T.S.) Product Development
- B.Sc. (T.S.) – Textile Development
- Internationally Educated Agrologists Post-Baccalaureate Diploma Program (IEAP)

Graduate Programs:

- Ph.D. Cancer Control
- M.Sc., Family Social Sciences
- M.A., Icelandic
- M.Sc., Textile Sciences

Under the Admission Targets Policy, it is the President who approves changes to, or the introduction of, enrolment limits following consultation and discussion with the dean or director and with Senate. Prior to making a decision on this request, I would like an opportunity to present this matter to Senate for consultation.

Please place this item on the next agenda for the Senate Executive Committee and Senate.

cc: Dr. Joanne Keselman, Provost and Vice-President (Academic)
Dr. David Collins, Vice-Provost (Integrated Planning and Academic Programs)
Dr. Brian Postl, Dean, College of Medicine & Dean, Faculty of Health Sciences Vice-Provost (Health Sciences)
Dr. Todd A. Mondor, Acting Vice-Provost (Graduate Education) & Dean, Faculty of Graduate Studies
Dr. Beverly O'Connell, Dean, College of Nursing, Faculty of Health Sciences
Dr. Jeffery Taylor, Dean, Faculty of Arts
Dr. Karin Wittenberg, Dean, Faculty of Agricultural and Food Sciences
Mr. Neil Marnoch, Registrar
Ms Cassandra Davidson, Undergraduate Program Analyst



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MAY 03 2016

OFFICE OF THE PRESIDENT

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

Office of the Provost & Vice-President (Academic)

Date: May 2, 2016
To: Dr. David Barnard, President and Vice-Chancellor
From: Dr. David Collins, Vice-Provost (Integrated Planning & Academic Programs)
Subject: Recommendation on Suspension of Programs, Follow-up



Further to a review of programs whose admissions were suspended last year, please find the attached recommendations to extend the suspensions of four undergraduate and four graduate programs until May 2017.

Please note that in consultation with the Office of the University Secretary, I have confirmed that to facilitate notification of Senate and the Board at their June 2016 meetings, your advice in this regard would need to be submitted to their office no later than **May 25, 2016**. In order for a decision to be in place for the Fall 2016 term, I would request that you accommodate this deadline if at all possible.

cc. Joanne Keselman, Provost and Vice-President (Academic)
Jeff Leclerc, University Secretary



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Office of the Provost & Vice-President (Academic)

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

Date: May 2, 2016
To: Dr. David Barnard, President and Vice-Chancellor
From: Dr. David Collins, Vice-Provost (Integrated Planning & Academic Programs)
Subject: **Recommendation on Suspension of Admissions, Undergraduate Programs**

Admissions to the following undergraduate-level programs are currently suspended:

- **General Human Ecology (B.H.Ecol.)** (Senate notified of original decision, January 8, 2014 and extension of status, May 13, 2015; effective until May 2016)
- **Textile Sciences, [B.Sc. (T.S.) – Product Development and B.Sc. (T.S.) – Textile Development]** (Senate notified of original decision, January 8, 2014 and extension of status, May 13, 2015; effective until May 2016)
- **Internationally Education Agrolologists Post-Baccalaureate Diploma Program (IEAP)** (Senate notified February 3, 2016; effective until Fall 2016)

Following consultations with the Deans of the Faculty of Health Sciences and the Faculty of Agricultural and Food Sciences (see attached) I would recommend that the current suspension of admissions to these programs be extended to May 2017, with a subsequent review of these decisions no later than February 2017.

Current students will continue to register in the above programs for the 2016-2017 academic year; however, note that the units have indicated that they may be moving forward with requests to close these programs in the next year. Once this has been determined, consideration of the requests for closure would begin moving through the appropriate institutional and provincial approval processes.

As per the Admissions Target Policy, the President may suspend admissions to a program following consultation with the Dean/Director, with Senate and with the Board of Governors. As such, I would request that you give this request favorable consideration.

cc. Joanne Kaselman, Provost and Vice-President (Academic)
Jeff Leclerc, University Secretary
Brian Postl, Dean, Faculty of Health Sciences and Vice-Provost (Health Sciences)
Karin Wittenberg, Dean, Faculty of Agricultural and Food Sciences
Christine Ateah, Vice-Dean, Education, Faculty of Health Sciences
Jared Carlberg, Associate Dean (Academic), Faculty of Agricultural and Food Sciences

Dr. David Collins
Vice-Provost (Integrated Planning and Academic Programs)
208 Administration Building
University of Manitoba

April 26, 2016

Dear Dr. Collins,

Re: Extension of Suspension of Admissions to the General Human Ecology Program

This letter provides the summary of rationale behind the request for an extension of suspension of admissions to the General Human Ecology degree program for another year.

In January 2012 President David Barnard launched an Academic Structure Initiative (ASI). Deans of faculties that deliver programs that have low enrolments were asked to review these programs. One of the low enrolment programs in the Faculty of Human Ecology was the Human Ecology General program. The program had an enrolment of less than a total of 25 or fewer in each of the 15 years previous to this review with no indication that enrolment will increase.

In 2014 the request of Dr. Gustaaf Sevenhussen, Dean, Faculty of Human Ecology to the President of the University to suspend admission to the B.H. Ecol. (General Human Ecology) program was approved until May 2015. Subsequently, on May 13, 2015, the request of Dr. Harvy Frankel, Acting Dean, Faculty of Human Ecology to extend the suspension of admission to the B.H. Ecol. (General Human Ecology) program was approved until May 2016.

In July 2015 the Department of Family Social Sciences (FSS), Faculty of Human Ecology merged with the Department of Community Health Sciences (CHS), College of Medicine, Faculty of Health Sciences as part of the Academic Structuring Initiative and the General Human Ecology program was included in that merger.

At this time a request is made for an extension of suspension of admissions to the General Human Ecology degree program for one more year with the intent to begin the process in Fall, 2016 to close the program.

Sincerely,

A handwritten signature in cursive script that reads "Christine Ateah".

Dr. Christine Ateah RN, PhD
Vice Dean, Education
Faculty of Health Sciences

Cc: Dr. Brian Postl, Dean and Vice Provost, Faculty of Health Sciences
Dr. Stephen Moses, Department Head, Community Health Sciences



UNIVERSITY
OF MANITOBA

Faculty of Agricultural and Food
Sciences

Office of the Dean
256 Agriculture Building
Winnipeg, Manitoba
Canada R3T 2N2
Phone (204) 474-6026
Fax (204) 474-7525

MEMORANDUM

DATE: April 25th, 2016

TO: Dr. David Collins, Vice-Provost (Integrated Planning and Academic Programs)

FROM: Dr. Jared Carlberg, Associate Dean (Academic) *J. Carlberg*

SUBJECT: Continued Suspension of Intake into Bachelor of Science (Textile Sciences) Programs

In his November 13th, 2013 memo, President David Barnard asked you to proceed with suspension of admissions to three Human Ecology programs, including the two streams (Product Development and Textile Development) within the Bachelor of Science (Textile Sciences) degree. At its January 8th, 2014 meeting, Senate suspended the three programs for the May 2013 to May 2015 period, and in your March 31st, 2015 memo to President Barnard, you recommended that the suspended status of these programs be extended to May 2016.

I am writing to request continued suspension of admissions into the Bachelor of Science (Textile Sciences) programs. Three students remain enrolled in the programs, all of whom should graduate by this October. It is our Faculty's intention to request the Bachelor of Science (Textile Sciences) programs be closed in 2017.

Please do not hesitate to contact me if you require any further information on this matter.



UNIVERSITY
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Faculty of Agricultural and Food
Sciences

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MEMORANDUM

DATE: April 25th, 2016

TO: Dr. David Collins, Vice-Provost (Integrated Planning and Academic Programs)

FROM: Dr. Jared Carlberg, Associate Dean (Academic) *J. Carlberg*

SUBJECT: Continued Suspension of Intake into Internationally Educated Agrologists Post-Baccalaureate Program (IEAP)

The Faculty of Agricultural and Food Sciences recommends continued suspension of the Internationally Educated Agrologists Post-Baccalaureate Diploma Program (IEAP) for the 2016-2017 academic year. Intake for the IEAP was previously suspended for the 2015-2016 year due to low enrolment and the high cost of delivering the program. The conditions that led to our Faculty's previous request to suspend IEAP admissions (which can be reviewed in Dean Karin Wittenberg's memo to you dated May 20th, 2015) have not changed appreciably. We remain hopeful that one or more private industry sponsors may indicate a desire to provide support to the program or that the Provincial government may again allocated targeted funding to the IEAP. Should neither of those things happen in the near future, it is likely that we will apply to have the program closed in 2017.

Please do not hesitate to contact me if you require any further information on this matter.



UNIVERSITY
OF MANITOBA

Office of the Provost & Vice-President (Academic)

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

Date: May 2, 2016
To: Dr. David Barnard, President and Vice-Chancellor
From: Dr. David Collins, Vice-Provost (Integrated Planning & Academic Programs)
Subject: **Recommendation on Suspension of Programs, Graduate Programs**

Admissions to the following graduate-level programs are currently suspended:

- **Ph.D., Cancer Control** (Senate notified April 2, 2014; effective until May 2016)
- **M.Sc., Family Social Sciences** (Senate notified February 4, 2015; effective until May 2016)
- **M.A., Icelandic** (Senate notified February 3, 2016; effective until May 2016)
- **M.Sc., Textile Sciences** (Senate notified February 3, 2016; effective until May 2016)

Following consultations with the Deans of the respective Faculties/Colleges, Dr. Todd Mondor, Acting Vice-Provost (Graduate Education) and Dean, Faculty of Graduate Studies is recommending that the current suspension of admissions to these programs be extended (see attached). I concur with this assessment and further recommend that the suspended status of these programs be extended to May 2017, with a subsequent review of these decisions no later than February 2017.

Current students will continue to register in these programs for the 2016-2017 academic year.

As per the Admissions Target Policy, the President may suspend admissions to a program following consultation with the Dean/Director, with Senate and with the Board of Governors. As such, I would request that you give this request favorable consideration.

cc. Joanne Keselman, Provost and Vice-President (Academic)
Jeff Leclerc, University Secretary
Todd Mondor, Acting Vice-Provost (Graduate Education) and Dean, Faculty of Graduate Studies
Bev O'Connell, Dean, College of Nursing
Brian Postl, Dean and Vice-Provost (Health Sciences), Faculty of Health Sciences
Jeff Taylor, Dean, Faculty of Arts
Karin Wittenberg, Dean, Faculty of Agricultural and Food Sciences



UNIVERSITY
OF MANITOBA

Office of the Dean
Faculty of Graduate Studies

Todd A. Mondor
500 University Centre
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Telephone: (204) 474-9887
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MEMORANDUM

Date: April 26, 2016

To: Cassandra Davidson, Undergraduate Program Analyst
Office of the Provost & Vice-President (Academic)
109 Admin Bldg.

From: Todd A. Mondor, Acting Vice Provost (Graduate Education)
and Dean of Graduate Studies

Re: Requests to Extend Status of Suspended Programs

Master's Program in Textile Sciences

In 2015, the Master's program in Textile Sciences was amalgamated with the graduate programs in Biosystems Engineering, with the agreement that all future admissions would be to Biosystems Engineering programs. As a result, admissions to the Master's program in Textile Sciences were suspended in 2015. Dr. Karin Wittenberg, Dean of the Faculty of Agricultural and Food Sciences, has advised that this suspension should continue and I concur. I am, therefore, writing to you to request that the suspension of admissions to the Master's program in Textile Sciences be continued.

Master's Program in Icelandic Language and Literature

In 2015, admissions to the Master's program in Icelandic Language and Literature were suspended because only a single academic staff member was affiliated with the department. Dr. Jeff Taylor, Dean of the Faculty of Arts, has recommended that this suspension should continue and I concur. I am, therefore, writing to you to request that the suspension of admissions to the Master's program in Icelandic Language and Literature be continued.

Master's Program in Family Social Sciences

In 2015, admissions to the Master's program in Family Social Sciences were suspended owing to the amalgamation of the graduate programs in the Departments of Family Social Sciences and Community Health Sciences, and the redundancy that was created as a result. Dr. Verena Menec, the Graduate Chair in Community Health Sciences, has recommended that this suspension should continue and I concur. I am, therefore, writing to you to request that the suspension of admissions to the Master's Program in Family Social Sciences be continued.

PhD Program in Cancer Control


Admissions to the PhD program in Cancer Control were suspended in 2015 because the program had been replaced by the PhD program in Nursing. Dr. Jo Ann Sawatzky, Associate Dean in the Faculty of Nursing, has recommended that this suspension should continue and I concur. I am, therefore, writing to you to request that the suspension of admissions to the PhD Program in Cancer Control be continued.



MEMORANDUM

DATE: May 25, 2016

TO: David Barnard, Chair of Senate

FROM: Jeff Leclerc, University Secretary 

SUBJECT: ***APPROVAL OF MOTION, Board of Governors MEETING – May 24, 2016***

At its meeting on May 24, 2016, the Board of Governors approved the following motions:

THAT the Board of Governors approve one new offer, as set out in Appendix A of the Report of the Senate Committee on Awards – Part B [dated December 7, 2015] (*Addendum*).

THAT the Board of Governors approve four new offers, eight amended offers, and the withdrawal of three offers, as set out in Appendix A of the Report of the Senate Committee on Awards – Part A [dated January 12, 2016].

THAT the Board of Governors approve one amended offer, as set out in Appendix A of the Report of the Senate Committee on Awards – Part B [dated January 12, 2016].

THAT the Board of Governors approve six new offers, fourteen amended offers, and the withdrawal of nine offers, as set out in Appendix A of the Report of the Senate Committee on Awards – Part A [dated February 23, 2016].

THAT the Board of Governors approve four new offers, as set out in Appendix A of the Report of the Senate Committee on Awards – Part B [dated February 23, 2016].

THAT the Board of Governors approve the establishment of an endowed Professorship in Business Ethics [as recommended by Senate, April 6, 2016].

THAT the Board of Governors approve the establishment of an endowed Professorship in Traumatology [as recommended by Senate, April 6, 2016].

THAT the Board of Governors approve the Report of the Senate Committee on University

PRESIDENT'S REPORT: June 22, 2016

GENERAL

On May 20, 2016 the University of Manitoba paid tribute to the memory of Dr. Henry Bruce Chown through the unveiling of a commemorative bust at Innovation Plaza. Chown [MD/1922], is renowned for his research on Rh hemolytic disease of the newborn and the development of the Rh immune globulin, which saved the lives of hundreds of thousands of babies around the globe. Born in Winnipeg in 1893 and raised in the city, Chown went on to earn his BA from McGill in 1914 and then served in the Canadian Army from 1915 to 1919 during the First World War. He returned to Winnipeg afterwards and entered medical school at the University of Manitoba. After getting his degree, Chown trained in pediatrics between 1922 and 1926 at Columbia University, John Hopkins University and Cornell University. Chown returned to Winnipeg and joined the Children's Hospital as a pathologist and took on a number of teaching and administrative posts, which included professor and head of the department of pediatrics at the University of Manitoba. Chown is an inductee into the Canadian Medical Hall of Fame. He died in Victoria, B.C. in 1986.

The Winnipeg Rh Institute Foundation, Inc. is the sponsor of the commemorative bust of Chown at Innovation Plaza. The Winnipeg Rh Institute was established in 1944 with Dr. Chown as director until 1972. Innovation Plaza was established in 2013 to celebrate and honour University of Manitoba academic staff who have demonstrated sustained excellence and global impact and influence through a body of research, scholarly works or creative activities with a series of commemorative busts. The project was made possible through the vision and leadership of the Richardson Foundation.

The 2016/17 Operating Fund Budget was approved by the Board of Governors on May 24, 2016. Planning assumptions that guided operating budget development include a 2.5% provincial operating grant increase, a 1.2% increase for tuition and course related fees, enrolment levels remaining at 2015/16 levels, and best estimates for salary, benefit, and non-salary costs. Budget 2016/17 addresses strategic investments that support the implementation of *Taking Our Place: the University of Manitoba Strategic Plan 2015–2020*, and includes provisions for Service Teaching, Learning Space Renewal, and support for Indigenous initiatives. The 2016/17 budget is available on the Budget and Planning website: <http://umanitoba.ca/admin/budgetplanning/>.

A review of the University's approach to travel and expense management with a view to improving the booking and expense claiming procedures while continuing to comply with Tri-Agencies requirements is being sponsored by Dr. Janice Ristock, the incoming Provost and Vice-President (Academic). The review was announced in UM Today on May 17 (<http://news.umanitoba.ca/travel-and-expense-management-to-be-reviewed/>). Feedback on travel booking and expense claiming experiences is encouraged and can be sent to travel.review@umanitoba.ca.

2016 marked the first year that a Pride Week celebration occurred at the University of Manitoba. Led by Government and Community and Engagement, a working group planned a series of events that included:

- A flag-raising ceremony for the Pride flag;
- "Love and Let Love", an LGBTTQ* exhibit at Dafoe Library;
- A panel discussion on LGBTTQ* healthcare at Bannatyne campus;

- LGBTTQ* Awareness training sessions for staff/faculty on both campuses;
- A LGBTTQ* Student, Staff & Faculty Reception;
- A float in the Pride Parade, accompanied by the President, members of the President's Executive team, and staff/faculty; and
- A University of Manitoba booth at the Pride festival to promote faculty research in LGBTTQ* issues, to recruit students, and to connect with alumni.

Dr. Joanne Keselman, Provost and Vice-President (Academic) is concluding her lengthy and illustrious career in senior administration at the University of Manitoba as of June 30. A celebration of service honouring Dr. Keselman and her contributions will take place June 23, 2016 at 3:00 p.m. in Marshall McLuhan Hall in University Centre.

ACADEMIC MATTERS

- David Lobb, soil science, received the award of Fellow of the Canadian Society of Soil Science (CSSS) at the recent annual meeting for his distinguished record of accomplishment in soil science and service to the Society.
- Rob Duncan, plant science, and Kris Dick, biosystems engineering, were presented with the North American Colleges and Teachers of Agriculture (NACTA) Teaching Award of Merit. In addition, Collin Gyles, agribusiness and agricultural economics student, was selected to receive the Graduate Student Teaching Award of Merit. These awards are given annually to individuals who excel in teaching an agricultural discipline.
- Ellen Judd, anthropology, was honored as a Fellow of the Canadian Anthropology Society at its annual conference.
- Diana Brydon, english, film, and theatre, was awarded an honorary degree of doctor of philosophy by Linnaeus University, Sweden.
- Angela Fey and Sharon Dainard, native studies' students, were the inaugural Aboriginal Scholars-in-Residence at the Manitoba Museum for the winter term. This is an opportunity to have a deep and enriched engagement with the museum collections, curators and community experts.

RESEARCH MATTERS

- On April 29, 2016 the Networks Centre of Excellence announced \$1.2 million in renewed funding over three years to the Translating Emergency Knowledge for Kids (TREKK) research project. TREKK shares knowledge and experience among general emergency departments, children's hospitals and academic institutions to ensure that the latest knowledge about pediatric emergency care is put into common practice.

- On May 2, 2016 the Canadian Institutes for Health Research (CIHR) announced \$2 million in funding to an international team of scientists led by Dr. Vernon Dolinsky (Pharmacology and Children's Hospital Research Institute of Manitoba). Dolinsky's team will study populations of children and their mothers during pregnancy, to determine how diabetes during pregnancy influences the development of obesity in their children. The research will examine how specific exposures during pregnancy (such as diabetes) and in early life environment (such as being breastfed), influence epigenetics and the development of chronic conditions such as obesity, fatty liver disease, type 2 diabetes, kidney and cardiovascular diseases. The research is funded through CIHR and its partners, Genome BC and Crohn's and Colitis Canada, in the Environments, Genes and Chronic Disease program, as part of CIHR's signature initiative on Environments and Health.
- David T. Barnard, President and Vice-Chancellor, announced on May 2 that the University has joined the international Age-Friendly University Network. The initiative began in 2012 at Dublin City University (DCU) in Ireland with the development of 10 principles to guide higher education institutions in addressing the needs of older adults. The Network builds on the World Health Organization's Age-Friendly Communities Initiative launched in 2006 to encourage communities to shape physical and social environments to support people of all ages, especially older citizens. The University of Manitoba led a five-year Community University Research Alliance project, with funding provided by the Social Sciences and Humanities Research Council (SSHRC), which supported communities across Manitoba in becoming more age-friendly. The commitment to the International Age-Friendly University network is a natural extension of this leadership role.
- University of Manitoba Alumni Dr. Mark Torchia (Surgery and Director, Centre for the Advancement of Teaching and Learning), [PhD/01] and Richard Tyc (Vice-President, Technology and Advanced Technology, Monteris Medical), [MSc/94] are one of six teams awarded an inaugural Governor General's Innovation Award for their development of the NeuroBlate® System. NeuroBlate, which allows brain surgeons to destroy previously inoperable tumors deep inside the brain, also won the Ernest C. Manning Principal Award in October 2015. The NeuroBlate System, developed at the St-Boniface Hospital Albrechtsen Research Centre, is a unique technology that encapsulates the criteria for the Governor General Innovation Awards: exceptional technology that transforms a field and positively impacts the quality of life in Canada.
- On May 4, the University of Manitoba and its partners officially opened a new interactive lab at the Grace General Hospital focused on enhancing students' and clinicians' empathic communication skills with patients, families and caregivers. The \$500,000 College of Nursing and Max Rady College of Medicine CAreceiver Communication Research Environment (CAre) Lab was established thanks to \$200,000 in funding each from the Canada Foundation for Innovation (CFI) and Research Manitoba. Other supporters include the Grace Foundation, Winnipeg Foundation, Thomas Sill Foundation, College of Nursing and Rh Institute Foundation. Co-principal investigators Dr. Michelle Lobchuk (Nursing) and Dr. Alan Katz (Family Medicine/Community Health Sciences/Manitoba Centre for Health Policy) will use the CAre Lab to allow clinicians, residents, undergraduate and graduate students, to review footage of themselves interacting with patients and their families. This outside perspective will allow them to hone their interpersonal abilities and to pick up on subtle cues they might not have noticed during the conversation itself.

- Five international partnership agreements were signed this quarter. They are:

Country	Partner Institution	Agreement Type	Initiating Faculty
Iceland	Bifrost University	Memorandum of Understanding Renewal	Asper School of Business
Iceland	Bifrost University	Student Exchange Agreement Renewal	Asper School of Business
Japan	Kokugakuin University	Student Exchange Agreement Renewal	Arts
Turkey	Yasar University	Student Exchange Agreement Renewal	Arts
France Reunion Island	Centre Hospitalier Universitaire	Memorandum of Understanding	Medicine

The University of Manitoba hosted two visiting delegations this quarter. They were:

Country	Delegation	Dates	Hosting Faculty
Belgium	University of Leuven	April 11, 2016	Architecture, Engineering
Canada, Calgary	Shastri Indo-Canadian Institute Dr. Girish Shah, President	April 26, 2016	Arts

Outbound student exchange mobility goes live with pilot group. University of Manitoba students are now using the new mobility management software known as “MoveOn” for outbound student exchange experiences with programs managed by the Asper School of Business and the International Centre for Students. The mobility management software will assist the University in effective and consistent quality management practices for our students going abroad.

- Twelve researchers, leading 13 projects, were awarded funding from various external sponsors totaling \$348,500. Those projects awarded more than \$25,000 are:

PI	Sponsor	Title	Awarded
Belmonte, Mark (Biological Sciences)	NSERC	Crop protection against seedling rot using bacterial biocontrol systems	\$25,000
Bibeau, Eric (Mechanical and Manufacturing Engineering)	Mitacs Inc.	Validating dynamic system analysis mooring tools for a 25-kW surface mounted hydrokinetic turbine tested at the Canadian Hydrokinetic Turbine Testing Centre	\$30,000

Gole, Aniruddha (Electrical and Computer Engineering)	Mitacs Inc.	Power flow control in HVDC grid and its effect on the system stability of underlying AC network	\$30,000
Gough, Kathleen (Chemistry)	NSERC	FTIR imaging for process verification and quality control in production of treated polymers	\$25,000
Holley, Richard (Food Science)	NSERC	Shelf-life and safety of salt-reduced roast beef	\$25,000
Jayaraman, Raghavan (Mechanical and Manufacturing Engineering)	NSERC	Development of polymer composites using recycled composite industrial waste	\$25,000
Ormiston, Scott (Mechanical and Manufacturing Engineering)	NSERC	Numerical prediction of the performance of snow melting systems used for supplemental energy transfer in spring and fall	\$25,000
Ormiston, Scott (Mechanical and Manufacturing Engineering)	NSERC	Two-phase CFD model for the coating process in the production of paint sample cards	\$25,000
Sri Ranjan, Ramanathan (Biosystems Engineering)	NSERC	Enhanced bioremediation of nutrient contaminated groundwater	\$25,000

ADMINISTRATIVE MATTERS

- Paul Dugal, Manager of Purchasing Services, is leading a group - Council of Presidents of the Universities in Manitoba (COPUM) sub-committee on Procurement Collaboration to find procurement improvement opportunities within the province. The group includes Universite de Saint-Boniface (USB), Canadian Mennonite University (CMU), University College of the North (UCN), University of Winnipeg (UW), Brandon University (BU) and with an invite for Red River College (RRC) to join.
- For research compliance justification, EPIC has been modified to prompt requisitioners for justification of purchases against research FOPs. Implementation of this new capability is being delayed until the travel practices review is completed.
- The Huron Consulting Group has been engaged and a Steering Committee comprising representation from academic and administrative units appointed for the Budget Model Redesign Project, which will help the University develop a strong and comprehensive approach to budget model redesign. The work will study the University's resource allocation practices and develop recommendations for a new resource management, allocation and planning process.

- The Office of Risk Management has engaged Meyers Norris Penny to review, validate and update the University's Emergency Response and Continuity of Operations Plan (COOP). The report is expected in September 2016.
- The Legal Office has identified an emerging trend wherein US companies are increasingly inserting US Export Control Regulation compliance terms into various types of agreements including technology, research and software contracts requiring the University comply with U.S. Export Control laws. Depending on the specific language of the clause in the contract and the type of goods involved, these terms can significantly restrict the University's use of the goods (which can include technology, data, software etc.) and in some cases can specifically prohibit the use and/or access to the goods by individuals who are citizens of US embargoed countries, which currently include Iran, Syria, North Korea, Cuba, Crimea of the Ukraine and Sudan. These clauses can be particularly problematic given human rights legislation in Canada. Contracts containing these types of terms require very careful review by the University and will often involve consultation between various departments.
- 2016/17 Student Parking requests received by Parking Services to May 19, 2016 include: 1,036 commuter (994 in 2015) and 68 residence reservations (44 in 2015). An increase of 6.3% over same time last year:
- After UMFA rejected the University's offer for an expedited negotiation of a one year contract, full-scale UMFA bargaining commenced. The two sides have now exchanged initial proposals, and bargaining will continue approximately three days each week.
- The Office of Sustainability received a \$40,000 Waste Reduction And Pollution Prevention (WRAPP) program grant from the Province of Manitoba to conduct a broad-scaled waste audit and organic waste processing feasibility study. Work will begin this summer with audit activities planned for this fall, in coordination with Physical Plant and with the involvement of the Faculty of Engineering. This project supports the Building Community priority of *Taking Our Place* and advances one of the 'big moves' in the Sustainability Strategy 2016-2018.
- Construction Phase requirements for the ARTlab successfully completed under the Power Smart New Buildings Program and qualifying for a financial incentive of \$32,750.
- In May 2016, the ARTlab was awarded the 2016 Governor General's Medal in Architecture, the highest recognition for architecture in Canada. It is believed the ARTlab is the first building on the University of Manitoba campus to receive this distinction. The Governor General's Medal is now the third recognition for ARTlab, with the building having received the Premier's Award for Design in 2015, and Prairie Design Award for Excellence in 2014.

EXTERNAL MATTERS

- For the period of April 1, 2016 to May 27, 2016, the University has raised \$3,810,344 towards the 2016/2017 fiscal year.

- To date, we have raised \$238,560,637 in philanthropic gifts and received a \$150 million commitment from the provincial government towards our \$500 million goal for the Front and Centre campaign.
- The Distinguished Alumni Awards Celebration of Excellence was held on May 5, at the Winnipeg Art Gallery. More than 300 people attended the event honouring six outstanding individuals who have made tangible and meaningful differences in our world and local community. These amazing alumni are inspiring examples of the quality of education and life experience gained at the University of Manitoba.
- On May 24, Jeff Lieberman [BA/80, BComm (Hons)/83] was announced as the new alumni representative to the Board of Governors. Jeff will begin his three year term on June 1, 2016.
- The Chartered Professional Accountants of Manitoba and the CPA Manitoba Foundation announced their \$1 million gift on May 30, 2016 to support Asper School of Business accounting students in three areas: classroom upgrades; Indigenous student scholarships; and student conferences.
- KGS Group - Consulting Engineers confirmed their gift of \$200,000 to support facilities expansion in the Faculty of Engineering.
- On June 9th, the University of Manitoba hosted an alumni reception in New York City to launch *Front and Centre: the Campaign for the University of Manitoba*. The event took place at the home of alumni Susan Brownstone-Brock and Thomas Brock. The event featured a performance by violinist Gregory Lewis, fourth-year student of the Desautels Faculty of Music. John Kearsey, Vice-President (External) and Danielle Dunbar, Director, Alumni and Donor Relations attended.
- On June 13th, the Alumni Association Board of Directors hosted its Annual General Meeting, to which all graduates were invited to attend.
- Planning is underway for Homecoming 2016 taking place September 19 - 25. Stay tuned for details on all of the exciting events taking place this year.
- The University of Manitoba has submitted 9 funding proposals to the federal government's Post-Secondary Institutions Strategic Investment Fund (SIF) requesting \$82 million in federal funding. The SIF is a new \$2 billion program, introduced in federal budget 2016, which will cover up to 50 per cent of eligible project costs, leveraging the remaining amount from non-federal partners. The program aims to accelerate construction, repair and maintenance at universities and colleges in order to generate economic activity.
- On April 27, 2016, University of Manitoba met with Robert-Falcon Ouellette, Member of Parliament, Winnipeg Centre, to discuss the SIF projects as well as the Bannatyne Campus Master Plan. In attendance were: Andrew Konowalchuk, Associate Vice-President (Administration); Tyler MacAfee, Director, Government and Community Engagement; Réjeanne Dupuis, Director, Campus Planning Office; and Jonathan Hildebrand, Planner. The SIF projects were also discussed on April 28, 2016 with Terry Duguid, Member of Parliament, Winnipeg South. In attendance were David Barnard, Andrew Konowalchuk, Tyler MacAfee, and Jay Doering, Associate Vice-President

(Partnerships). A similar discussion took place on May 25, 2016 with Dan Vandal, Member of Parliament, St. Boniface – St. Vital.

- The Office of Government and Community Engagement (GCE) in conjunction with Universities Canada hosted a roundtable discussion on Post-Secondary Institutions and the Innovation Landscape in Manitoba for members of the Liberal Innovation and Post-Secondary Education Caucus. Members of the caucus also participated in a tour of Dr. Geoff Hicks' Regenerative Medicine Lab and North Forge, a business incubator that merges the Eureka Project, Assent Works, Ramp Up and the Startup Winnipeg program.
- University of Manitoba hosted members of the Liberal Indigenous Caucus at the National Centre for Truth and Reconciliation (NCTR). President Barnard greeted caucus members while Ry Moran, Director, NCTR, provided a comprehensive overview of the Centre and its role.
- Dr. Barnard moderated Visionary Conversations in the Community, on the topic "What more can Manitoba's most powerful do to open the door to diversity?" The event featured 5 panelists, including representatives from the business and law communities, faculty, and indigenous leaders.



Date: June 6, 2016
To: Chair, Senate Executive Committee
From: David Collins, Vice-Provost (Integrated Planning & Academic Programs)
Subject: Withdrawal Policy Changes

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

At the January 6, 2016 meeting of Senate a suite of new and revised policies related to withdrawals and course repeats (below) were presented for consideration. These included:

- revisions to the current VW Policy;
- a new policy and procedure addressing AW;
- a new policy addressing Repeated Courses; and
- revisions to the current Grade Point Average policy.

A protracted period of debate followed a motion on behalf of SCIE to accept the policy changes/revisions; however, due to concerns about the introduction of a permanent Limited Access (LA) provision, the motion was not supported. During the debate, in response to a specific question, I indicated that it would be possible to amend the set of revised policies and procedures by removing the LA provision and all references to it, in time to be included on the February Senate agenda. Subsequently, the following motion was supported:

Professor Gabbert MOVED, seconded by Professor Booth, THAT the Report of the Senate Committee on Instruction and Evaluation concerning Revisions to Withdrawal Policies and Associated Changes be referred back to Senate Executive, with the understanding that (i) proponents of the policy revisions would remove the provision for Limited Access from the documents, for consideration at the February Senate meeting, and (ii) that there would be further discussion of the Limited Access provision.

Ultimately, my assessment of the feasibility of eliminating the LA provision proved to be in error. In consultation with the Registrar, I reached the conclusion that removing the LA provision would compromise the viability of the proposed suite of revisions. Independent of LA, the changes proposed for consideration to Senate provided adequate safeguard against the overuse of repeated course attempts (independent of Voluntary Withdrawals); however, the residual safeguards (should the LA provision be removed) controlling access to Voluntary Withdrawals (VW) would not be sufficient to deter some of the unanticipated practices that we have previously observed. Without an LA provision it is likely that the prevalence of VWs may actually increase through its use as a substitute for course repeat attempts. Therefore, rather than introduce the changes requested in the above motion, I subsequently proposed exploring the possibility of a limited duration LA provision (see attached letter to the President, January 11, 2016).

Further to the above communication, in collaboration with Neil Marnoch, Sharon Bannatyne, and Gayle Gordon from the Registrar's Office, a limited duration LA model was developed (see Figure 1). Under this model, a student who elects to VW and subsequently repeat a course, or repeat a course for which they have already received credit (or take an equivalent course, i.e., a course that may not be held for credit with the original course), would be subject to a LA provision for the following three (3) terms. This model was subsequently endorsed by the then UMSU Vice-President Advocacy Rebecca Kunzman, and Student Senator Allison Kilgour.

The proposed LA model is supported by the student information system, without the need for an override during the three terms for which LA is in effect. However, based on current Banner functionality, an override will be required to exempt a student from LA after the three term duration; the override would normally be automatic upon application. Note, that an automated solution for this aspect of implementation will continue to be explored.

Under the proposed limited duration LA model:

- a) Students (generally in first or second year) who are sampling courses for the purpose of explore future program options who VW and elect NOT to repeat a course, will be unaffected by the LA provision.
- b) Students who receive a grade (A - F) for a course, and who elect NOT to repeat that course, will be unaffected by the LA provision.
- c) Students who either (i) receive a grade (A - F) for a course and who then elect to repeat that course, or (ii) who VW and then elect to repeat a course, will be subject to the LA provision for that course only for the next three terms. During this time they will only be able to register in that course after a 'limited access registration date'¹ (following the 'initial registration period'²) subject to available capacity. Note that these students will also be subject to changes proposed in the revisions to the Grade Point Average policy that effectively discourage repeating a course for the purpose of improving a passing grade. Also note that LA will largely impact the more popular 1000 and 2000 level courses.

To facilitate introduction of the limited duration LA model, the following changes to the Repeated Course Policy previously considered at the January 6, 2016 meeting of Senate are proposed:

1. Changing the definition of LA in section 2.1(j) as follows—

"Limited Access" is a registration rule ~~applied during the Fall Term and Winter Term~~ that prevents Students who have previously enrolled in a course, including courses from which they VW, from registering prior to the Limited Access Registration Date.

The proposed 3 term LA provision does not distinguish between the Summer, Fall or Winter Terms (see Figure 1).

¹ **"Limited Access Registration Date"** means the date, following the Initial Registration Period, upon which Students who are subject to Limited Access can register for courses

² **"Initial Registration Period"** refers to the period of assigned registration times within the Calendar for new and returning Students

2. Changing section 2.5(a) to clarify the duration of the LA period (see Figure 1)—

2.5 When a Student wishes to repeat a course or to register for a course equivalent to that for which the Student has received a VW, the following rules apply:

- (a) Students will be subject to Limited Access for a period of three consecutive Terms following the Term in which the course was initially completed or in which the student elected to VW at registration during the Fall Term and Winter Term, but Limited Access will not apply to Summer Term registration;

3. In addition to the above changes, an editorial change to section 2.11 (under 'Responsibilities of the Faculties/Colleges/School') of the VW policy previously considered at the January 6, 2016 meeting of Senate, to eliminate confusion between 'limited access' and 'limited enrolment', is proposed.

2.11 Voluntary Withdrawal may be considered, together with course failures or repeats, when the Faculty of Graduate Studies or another Faculty/College/School with limited enrolment ~~access~~ is reviewing applications for admission into its programs.

The remaining policy/procedure documents considered at the above meeting of Senate remain unchanged.

I would ask that Senate Executive consider referring the attached policies and procedures, as modified, back for consideration by Senate.

For your consideration I have attached the following documents—

- a copy of the proposed VW Policy, as revised;
- a copy of the proposed policy and procedure addressing AW;
- a copy of the proposed Repeated Courses Policy, as revised;
- a copy of the proposed, revised, Grade Point Average policy;
- a copy of the 'Notes to Senate addressing proposed revisions to the withdrawal policies, and associated changes' previously presented at the January 6, 2016 meeting of Senate; and
- A letter to the President, dated January 11, 2016, addressing the proposed, limited duration Limited Access provision.

Figure 1. Limited Duration (3 Term) Limited Access Model

Limited Access (LA) provision expires after three (3) terms

Students are (i) allowed to register for a repeated course after the Limited Access Registration Date, subject to the availability of space, at any stage during the 3 term LA period, or (ii) subject to an application for an override thereafter.

Register in LA course Term	Registration after the LA Registration Date, subject to the availability of space				LA override on application for registration in the Initial Registration Period			
	December	April	August		December	April	August	December
	Winter	Summer	Fall		Winter	Summer	Fall	Winter
Course Taken	LA	LA	LA		LA override	LA override	LA override	LA override
	Course Taken	LA	LA		LA	LA override	LA override	LA override
		Course Taken	LA		LA	LA	LA override	LA override

UNIVERSITY OF MANITOBA POLICY

Policy:	VOLUNTARY WITHDRAWAL
Effective Date:	To be entered by Office of Legal Counsel
Revised Date:	To be entered by Office of Legal Counsel
Review Date:	To be entered by Office of Legal Counsel
Approving Body:	Senate
Authority:	The University of Manitoba Act, section 34(1)
Responsible Executive Officer:	Vice-President (Academic) and Provost
Delegate:	Vice-President (Integrated Planning and Academic Programs)
Contact:	University Registrar
Application:	All Faculty/College/School Councils and Students

Part I Reason for Policy

- 1.1 The University of Manitoba provides Students with sufficient time to plan their schedules through the registration cycle with both academic and personal circumstances in mind. The registration cycle is characterized by the Registration Period, the Registration Revision Period, and the Voluntary Withdrawal Period. The purpose of this Policy is to define and establish the requirements and limitations for Voluntary Withdrawal during the Voluntary Withdrawal Period at the University.

Part II Policy Content

Definitions

- 2.1 The following terms have the following defined meanings for the purpose of this policy:
- (a) **"Authorized Withdrawal"** or **"AW"** is an approved withdrawal from all courses in a given period for medical or compassionate reasons, granted in accordance with the Academic Withdrawal policy and procedure.
 - (b) **"Calendar"** means the University's official academic calendar for the Term and Level in which a course is taught.
 - (c) **"College"** means a Professional College as defined under the Definition of Academic Units policy.

- (d) **"Faculty"** means a Faculty as defined under the Definitions of Academic Units policy.
- (e) **"Grade Point"** refers to a numerical value assigned to a letter grade received in a course.
- (f) **"Grade Point Average"** or **"GPA"** refers to the average grade of courses completed at the same Level, which is calculated by dividing the total quality points earned by the number of credit hours attempted.
- (g) **"Leave of Absence"** is a period of leave established, administered, and approved by the Faculty/College/School that enables Students to temporarily withdraw from the University.
- (h) **"Level"** refers to the level of the degree in which the Student is enrolled, such as undergraduate level, graduate level or non-degree level.
- (i) **"Official Record"** is a Student's complete academic history at the University of Manitoba that is maintained by the Registrar's Office. Official Records are available in the form of an Official Transcript or a Student History.
- (j) **"Official Transcript"** is an official document printed on secure paper and signed by the Registrar that reflects a student's permanent record at the University of Manitoba.
- (k) **"Policy"** means this Voluntary Withdrawal policy.
- (l) **"Quality Points"** is the grade point value of the assigned Letter Grade multiplied by the credit hours of the course.
- (m) **"Registration Period"** is the period prior to the beginning of classes in which new and returning Students may register.
- (n) **"Registration Revision Period"** is the period after the beginning of classes within which students may withdraw from a course or courses without academic or financial penalty.
- (o) **"School"** means a "School of the University" or a "School of a Faculty", as those terms are defined under the Definitions of Academic Units policy.
- (p) **"Student"** refers to any person enrolled at the University.
- (q) **"Student History"** is the complete record of a Student's activity at the University, including a record of Authorized Withdrawals, produced for internal administrative use.
- (r) **"Term"** is a period of time defined in the Calendar within which a course for credit may be offered, including Fall, Winter and Summer Terms.
- (s) **"University"** means The University of Manitoba.
- (t) **"Voluntary Withdrawal"** or **"VW"** is a registration option that enables Students to withdraw from a course or courses after the Registration Revision Period without academic penalty.

- (u) **“Voluntary Withdrawal Period”** is the period after the Registration Revision Period in which Students may voluntarily withdraw from a course or courses, as outlined in section 2.6 of this Policy.

General

- 2.2 A Voluntary Withdrawal is to be distinguished from other University withdrawal options, such as Authorized Withdrawal, Leaves of Absence, withdrawal during the Registration Revision Period, or withdrawal pursuant to other University-approved policies or regulations.
- 2.3 Students at the undergraduate Level are generally permitted to VW from a course or courses without receiving prior approval from their Faculty/College/School.
- 2.4 In the event that a Student chooses to VW from a course with a corequisite, the Student must also VW from the corequisite course. To determine if a course has a corequisite, Students should consult the Calendar and the course descriptions in the chapter of the Faculty/College/School offering the course.
- 2.5 Students at the graduate Level are not permitted to VW from a course or courses without receiving the approval of the advisor/advisory committee, the head or graduate chair in the department in which the Student is registered, and the Faculty of Graduate Studies.
- 2.6 Students may withdraw from a course(s) without academic penalty during the Voluntary Withdrawal Period, which begins at the end of the Registration Revision Period and ends on the VW deadline, as follows:
 - (a) The 48th teaching day for courses taught over a single Term;
 - (b) The end of the Registration Revision Period of the second Term for courses taught over two or more Terms;
 - (c) A date calculated using a pro-rated number of teaching days for Summer Term or other Irregularly Scheduled Courses, as published yearly in the Calendar.
- 2.7 Ceasing to attend a class or classes will not constitute an official withdrawal from that course. Students who do not VW from a course will remain enrolled in and will receive a final grade for that course.
- 2.8 Students who have elected to VW from a course cannot subsequently re-enroll in that course, except in accordance with the Repeated Course policy.

Scope

- 2.9 This Policy applies only to Voluntary Withdrawal during the current Term. Students wishing to withdraw for medical or compassionate reasons should consult the Authorized Withdrawal policy and procedure, and provisions regarding Leave of Absence as outlined in the Calendar.

Responsibilities of the Student

- 2.10 Students are responsible for considering all implications prior to VW. Withdrawal from a course or courses may affect academic progression, financial aid eligibility, CIS athletic eligibility, entrance into professional and graduate programs, and/or student visa requirements.

Responsibilities of the Faculties/Colleges/Schools

- 2.11 Voluntary Withdrawal may be considered, together with course failures or repeats, when the Faculty of Graduate Studies or another Faculty/College/School with limited enrolment is reviewing applications for admission into its programs.
- 2.12 Faculties/Colleges/Schools may, subject to the approval of Senate, deny access to VW for all Students enrolled in an identified academic program. Faculties/Colleges/Schools are required to notify all applicants to that program of this proscription.

Official Records

- 2.13 A Voluntary Withdrawal shall be recorded on the Student History and Official Transcript issued by the University.
- 2.14 Final grades for courses in which Students ceased attending, without an official VW, will be included on the Student History and Official Transcript issued by the University, and will be factored into the Student's Grade Point Average.

Part III Accountability

- 3.1 The Office of Legal Counsel is responsible for advising the Vice-President (Academic) and Provost that a formal review of this Policy is required.
- 3.2 The Vice-President (Academic) and Provost or his/her delegate is responsible for the implementation, administration and review of this Policy.
- 3.3 All Faculty/College/School Councils and Students are responsible for complying with this Policy.

Part IV Authority to Approve Procedures

- 4.1 The Vice-President (Academic) and Provost may approve Procedures, if applicable, which are secondary to and comply with this Policy.

Part V Review

- 5.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Policy is [Click here to enter a date](#).
- 5.2 In the interim, this Policy may be revised or repealed if:

- (a) the Vice-President (Academic) and Provost or the Approving Body deems it necessary or desirable to do so;
 - (b) the Policy is no longer legislatively or statutorily compliant; and/or
 - (c) the Policy is now in conflict with another Governing Document.
- 5.3 If this Policy is revised or repealed all Secondary Documents, if applicable, shall be reviewed as soon as possible in order that they:
- (a) comply with the revised Policy; or
 - (b) are in turn repealed.

Part VI

Effect on Previous Statements

- 6.1 This Policy supersedes all of the following:
- (a) Voluntary Withdrawal policy, effective February 1, 1977, revised May 13, 1993, and December 7, 2005;
 - (b) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
 - (c) all previous Administration Governing Documents on the subject matter contained herein.

Part VII

Cross References

- 7.1 This Policy should be cross referenced to the following relevant Governing Documents, legislation and/or forms:
- (a) Authorized Withdrawal policy;
 - (b) Definition of Academic Units policy;
 - (c) Grade Point Average policy;
 - (d) Repeated Course policy;

UNIVERSITY OF MANITOBA POLICY

Policy:	AUTHORIZED WITHDRAWAL
Effective Date:	To be entered by Office of Legal Counsel
Revised Date:	To be entered by Office of Legal Counsel
Review Date:	To be entered by Office of Legal Counsel
Approving Body:	Senate
Authority:	The University of Manitoba Act, section 34(1)
Responsible Executive Officer:	Vice-President (Academic) and Provost
Delegate:	Vice-Provost (Integrated Planning and Academic Programs)
Contact:	Office of the University Secretary
Application:	All Faculty/College/School Councils and Students

Part I Reason for Policy

- 1.1 The University of Manitoba provides Students with a range of course and program withdrawal options to facilitate academic progression and personal circumstances. The purpose of this Policy is to define and establish the requirements for Authorized Withdrawal at the University of Manitoba.

Part II Policy Content

Definitions

- 2.1 The following terms have the following defined meanings for the purpose of this Policy and its Procedures:
- (a) **"Authorized Withdrawal"** or **"AW"** is an approved withdrawal from all courses in a given period for medical or compassionate reasons.
 - (b) **"Calendar"** means the University's official academic calendar for the Term and Level in which a course is taught.
 - (c) **"College"** means a Professional College as defined under the Definition of Academic Units policy.
 - (d) **"Faculty"** means a Faculty as defined under the Definitions of Academic Units policy.

- (e) **"Leave of Absence"** is a period of leave, established, administered, and approved by the Faculty/College/School that enables Students to temporarily withdraw from the University.
- (f) **"Level"** refers to the level of the degree in which the Student is enrolled, such as undergraduate level, graduate level or non-degree level.
- (g) **"Official Record"** is a Student's complete academic history at the University of Manitoba that is maintained by the Registrar's Office. Official Records are available in the form of an Official Transcript or a Student History.
- (h) **"Official Transcript"** is an official document printed on secure paper and signed by the Registrar that reflects a Student's permanent record at the University of Manitoba.
- (i) **"Policy"** means this Authorized Withdrawal policy.
- (j) **"Procedure"** means the Authorized Withdrawal procedure.
- (k) **"Registration Revision Period"** is the period after the beginning of classes within which students may withdraw from a course or courses without academic or financial penalty.
- (l) **"School"** means a "School of the University" or a "School of a Faculty", as those terms are defined under the Definitions of Academic Units policy.
- (m) **"Student"** refers to any person enrolled at the University.
- (n) **"Student History"** is the complete record of a Student's activity at the University, including a record of Authorized Withdrawals, produced for internal administrative use.
- (o) **"Term"** is a period of time defined in the Calendar within which a course for credit may be offered, including Fall, Winter and Summer Terms.
- (p) **"University"** means The University of Manitoba.
- (q) **"Voluntary Withdrawal"** or **"VW"** is a registration option that enables students to withdraw from a course or courses after the Registration Revision Period without academic penalty.
- (r) **"Voluntary Withdrawal Period"** is the period after the Registration Revision Period within which students may voluntarily withdraw from a course or courses, as outlined in section 2.6 of the Voluntary Withdrawal policy.

General

- 2.2 An AW is to be distinguished from other withdraw options at the University, including Voluntary Withdrawal and Leaves of Absence.
- 2.3 Requests for AW must be based on medical or compassionate grounds as outlined in Section 2.2 of the Procedure.
- 2.4 Faculties/Colleges/Schools may adopt supplemental regulations, subject to approval by Senate, pertaining to AW from their programs.

Scope

- 2.5 Requests for AW will only be considered for withdrawal from all courses in a given Term. Requests for a course-specific AW might be allowed under extraordinary circumstances.
- 2.6 Requests for AW will be considered for the currently enrolled Term and for Terms dating back no more than three academic years, except in extraordinary circumstances,
- 2.7 Withdrawal from future Terms may be subject to supplemental regulations adopted under section 2.4 of this Policy. Students considering withdrawing from the University for future terms should consult their Faculty/College/School of registration.

Part III Accountability

- 3.1 The Office of Legal Counsel is responsible for advising the Vice-President (Academic) and Provost that a formal review of this Policy is required.
- 3.2 The Vice-President (Academic) and Provost or his/her delegate is responsible for the implementation, administration and review of this Policy.
- 3.3 All Faculty/College/School Councils and Students are responsible for complying with this Policy.

Part IV Authority to Approve Procedures

- 4.1 The Vice-President (Academic) and Provost may approve Procedures, if applicable, which are secondary to and comply with this Policy.

Part V Review

- 5.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Policy is [Click here to enter a date](#).
- 5.2 In the interim, this Policy may be revised or repealed if:
 - (a) the Vice-President (Academic) and Provost or the Approving Body deems it necessary or desirable to do so;
 - (b) the Policy is no longer legislatively or statutorily compliant; and/or
 - (c) the Policy is now in conflict with another Governing Document.
- 5.3 If this Policy is revised or repealed all Secondary Documents, if applicable, shall be reviewed as soon as possible in order that they:
 - (a) comply with the revised Policy; or

- (b) are in turn repealed.

Part VI

Effect on Previous Statements

6.1 This Policy supersedes all of the following:

- (a) Voluntary Withdrawal policy, effective February 1, 1977 and revised May 13, 1993, and December 7, 2005;
- (b) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
- (c) all previous Administration Governing Documents on the subject matter contained herein.

Part VII

Cross References

7.1 This Policy should be cross referenced to the following relevant Governing Documents, legislation and/or forms:

- (a) Authorized Withdrawal procedure;
- (b) Definitions of Academic Units policy;
- (c) Voluntary Withdrawal policy.

UNIVERSITY OF MANITOBA PROCEDURE

Procedure:	AUTHORIZED WITHDRAWAL
Parent Policy:	Authorized Withdrawal
Effective Date:	To be entered by Office of Legal Counsel
Revised Date:	To be entered by Office of Legal Counsel
Review Date:	To be entered by Office of Legal Counsel
Approving Body:	Vice-President (Academic) and Provost
Authority:	Authorized Withdrawal Policy
Responsible Executive Officer:	Vice-President (Academic) and Provost
Delegate:	Vice-Provost (Integrated Planning and Academic Programs)
Contact:	Office of the University Secretary
Application:	All Faculty/College/School Councils and Students

Part I Reason for Procedure

- 1.1 To outline the Procedures to be followed in order to comply with the Authorized Withdrawal policy.

Part II Procedural Content

- 2.1 These Procedures are to be read in conjunction with the Policy and all terms defined in the Policy shall have the same meaning in this Procedure.
- 2.2 An AW may be approved under the following circumstances:
- (a) **Medical Grounds.** When a serious event, including but not limited to illness, accident or injury affects a student's ability to attend classes and/or complete course requirements; and/or
 - (b) **Compassionate Grounds.** When an extraordinary personal circumstance, including but not limited to a serious illness or death of a significant person in a Student's life affects a Student's ability to attend classes and/or complete course requirements.
- 2.3 Ceasing to attend a class or classes will not constitute an AW. In cases where a request for an AW is not approved, a Student will remain enrolled in, and will receive a final grade for all registered courses.

Requests for Authorized Withdrawal

- 2.4 Requests for AW's at the undergraduate Level must be submitted to the Dean's Office of the Faculty/College/School of registration and will be processed through the Dean's Office of the Student's Faculty/College/School of registration.
- 2.5 Requests for AW's at the graduate Level must be submitted to the head or graduate chair in the department in which the Student is registered, for recommendation to and approval by the Faculty of Graduate Studies.
- 2.6 An AW request must include the following:
- (a) **Official request form:** The Request for an Authorized Withdrawal Form is available through the Dean's Office of the student's Faculty/College/School of registration, or from Student Advocacy.
 - (b) **Letter of Explanation** written by the student and detailing how the circumstances or symptoms affected their ability to attend classes and/or complete course requirements;
 - (c) **Supporting documentation** including but not limited to:
 - (i) Letters or documents from objective, credible and verifiable health care professionals. Students are encouraged to consult the Guidelines for Health Care Professionals that are available through the Office of Student Advocacy;
 - (ii) A funeral program and/or obituary;
 - (iii) A police report or auto accident report; and/or
 - (iv) Travel receipts (e.g., airline, rail, bus).
- 2.7 If an AW request is approved, a Faculty/College/School may impose conditions prior to re-enrolment including, but not limited to, meeting with an academic advisor, producing a certificate of fitness to return to studies, and/or making use of support services on campus.
- 2.8 In limited enrolment programs, re-enrolment following an AW may be subject to availability of space.

Responsibilities of the Student

- 2.9 Students are responsible for considering all implications prior to requesting an AW. Withdrawal may affect academic progression, financial aid eligibility, CIS athletic eligibility, entrance into professional programs, and/or student visa requirements.

Responsibilities of the Faculties/Colleges/Schools

- 2.10 Faculties/Colleges/Schools are required to consider requests for AW and to direct the Registrar's Office to process approved requests.
- 2.11 Faculties/Colleges/Schools are required to notify students of the outcome of their AW request in a timely manner.

- 2.12 Faculties/Colleges/Schools are responsible for ensuring that the receipt, storage and disposal of personal information are appropriately managed and secured under The Personal Health Information Act (PHIA), The Freedom of Information and Protection of Privacy Act (FIPPA), and the University's Access and Privacy policy and procedures.
- 2.13 Faculties/Colleges/Schools must provide an annual report on AW applications and approvals to the Vice-President (Academic) and Provost.

Official Records

- 2.14 An AW will appear on a Student History but will not appear on Official Transcripts issued by the University.

Tuition Fee Refund

- 2.15 The approval of an AW request will not automatically result in a tuition fee refund. Students must apply to the Registrar's Office for a refund using the Tuition Fee Appeal Form, available at the Registrar's Office.

Appeal Process

- 2.16 The process for appealing an unsuccessful AW request will be subject to the policies and procedures established by the Student's Faculty/College/School of registration or enrolment.
- 2.17 Faculties/Colleges/Schools must disclose to the Student the length of time available to appeal an unsuccessful AW request.

Part III Accountability

- 3.1 The Office of Legal Counsel is responsible for advising the Vice-President (Academic) and Provost that a formal review of this Procedure is required.
- 3.2 The Vice-President (Academic) and Provost or his/her delegate is responsible for the implementation, administration and review of this Procedure.
- 3.3 All Faculty/College/School Councils and Students are responsible for complying with this Procedure.

Part IV Review

- 4.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Procedure is [Click here to enter a date](#).
- 4.2 In the interim, this Procedure may be revised or repealed if:
 - (a) the Vice-President (Academic) and Provost, or Approving Body, deems it necessary or desirable to do so;

- (b) the Procedure is no longer legislatively or statutorily compliant;
- (c) the Procedure is now in conflict with another Governing Document; and/or
- (d) the Parent Policy is revised or repealed.

Part V

Effect on Previous Statements

5.1 This Procedure supersedes all of the following:

- (a) Voluntary Withdrawal policy, effective February 1, 1977 and revised May 13, 1999 and December 7, 2005;
- (b) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
- (c) all previous Administration Governing Documents on the subject matter contained herein.

Part VI

Cross References

6.1 This Procedure should be cross referenced to the following relevant Governing Documents, legislation and/or forms:

- (a) Authorized Withdrawal policy;
- (b) Access and Privacy policy and procedure;
- (c) [Guidelines for Healthcare Professionals](#);
- (d) [Tuition Fee Appeal Form](#).

UNIVERSITY OF MANITOBA POLICY

Policy:	REPEATED COURSE
Effective Date:	To be entered by Office of Legal Counsel
Revised Date:	To be entered by Office of Legal Counsel
Review Date:	[enter date 10 years from Effective Date]
Approving Body:	Senate
Authority:	<i>The University of Manitoba Act, s.34(1)(f)</i>
Responsible Executive Officer:	Vice-President (Academic) and Provost
Delegate:	Vice-Provost (Integrated Planning and Academic Programs)
Contact:	University Registrar
Application:	All Faculty/College/School Councils and Students

Part I Reason for Policy

- 1.1 The purpose of this Policy is to:
- (a) Articulate, on an institutional level, the rules that are to be applied when a course is repeated or its equivalent taken; and
 - (b) Identify the implications of repeating courses at the University.

Part II Policy Content

Definitions

- 2.1 The following terms are defined for the purpose of this Policy:
- (a) **"Calendar"** means the University's official academic calendar for the Term and Level in which a course is taught.
 - (b) **"College"** means a Professional College as defined under the Definition of Academic Units policy.
 - (c) **"Cumulative Grade Point Average" or "CGPA"** is the calculated GPA of all courses, institutional and transferred, completed at the same Level.

- (d) **"Degree Grade Point Average"** or **"DGPA"** refers to the calculated GPA of all courses accepted for credit by the University towards a designated degree.
- (e) **"Faculty"** means a Faculty as defined under the Definitions of Academic Units policy.
- (f) **"Grade Point"** refers to a numerical value assigned to a letter grade received in a course.
- (g) **"Grade Point Average"** or **"GPA"** is the average grade of courses completed at the same Level, which is calculated by dividing the total quality points earned by the number of credit hours attempted.
- (h) **"Initial Registration Period"** refers to the period of assigned registration times within the Calendar for new and returning Students.
- (i) **"Level"** refers to the level of the degree in which the Student is enrolled, such as undergraduate level, graduate level or non-degree level.
- (j) **"Limited Access"** is a registration rule that prevents Students who have previously enrolled in a course, including courses from which they VW, from registering prior to the Limited Access Registration Date.
- (k) **"Limited Access Registration Date"** means the date, following the Initial Registration Period, upon which Students who are subject to Limited Access can register for courses.
- (l) **"Policy"** means this Repeated Course policy.
- (m) **"Procedure"** or **"Procedures"** means a procedure approved by the Vice-President (Academic) and Provost under section 4.1 of this Policy.
- (n) **"Quality Points"** is the grade point value of the assigned Letter Grade multiplied by the credit hours of the course.
- (o) **"School"** means a "School of the University" or a "School of a Faculty", as those terms are defined under the Definitions of Academic Units policy.
- (p) **"Student"** refers to any person enrolled at the University.
- (q) **"Term"** is a period of time defined in the Calendar within which a course for credit may be offered, including Fall, Winter and Summer Terms.
- (r) **"University"** means The University of Manitoba.
- (s) **"Voluntary Withdrawal"** or **"VW"** is a registration option that enables Students to withdraw from a course or courses without academic penalty.

General Policy

- 2.2 Subject to the regulations of Faculties/Colleges/Schools, a Student may be permitted to repeat a course or its equivalent. This applies to courses that were completed with a satisfactory grade or failing grade and courses from which a Student has received a VW.
- 2.3 Faculties/Colleges/Schools may determine, through their respective Faculty/College/School Councils, the limits on the number of repeated courses that a Student may incur while working towards completing their degree.
- 2.4 Faculties/Colleges/Schools may determine, through their respective Faculty/College/School Councils, the limits of repeated courses permitted for each individual course and whether or not Students who have previously achieved satisfactory grades will be permitted to repeat a course or its equivalent.
- 2.5 When a Student wishes to repeat a course or to register for a course equivalent to that for which the Student has received a VW, the following rules apply:
 - (a) Students will be subject to Limited Access for a period of three consecutive Terms following the Term in which the course was initially completed or in which the student elected to VW;
 - (b) Only the attempt in which the highest grade was achieved shall be counted towards a Student's degree or diploma. Inclusion of repeated course grades in the DGPA is subject to faculty/college/school regulations; and
 - (c) Grades from all course completions will be used in the calculation of the CGPA, subject to the Grade Point Averages policy.

Part III Accountability

- 3.1 The Office of Legal Counsel is responsible for advising the Vice-President (Academic) and Provost that a formal review of this Policy is required.
- 3.2 The Vice-President (Academic) and Provost or his/her delegate is responsible for the implementation, administration and review of this Policy.
- 3.3 All Faculty/College/School Councils and Students are responsible for complying with this Policy.

Part IV Authority to Approve Procedures

- 4.1 The Vice-President (Academic) and Provost may approve Procedures, if applicable, which are secondary to and comply with this Policy.

Part V Review

- 5.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Policy is [enter date 10 years from Effective Date].
- 5.2 In the interim, this Policy may be revised or repealed if:
- (a) the Vice-President (Academic) and Provost or the Approving Body deems it necessary or desirable to do so;
 - (b) the Policy is no longer legislatively or statutorily compliant; and/or
 - (c) the Policy is now in conflict with another Governing Document.
- 5.3 If this Policy is revised or repealed all Secondary Documents, if applicable, shall be reviewed as soon as possible in order that they:
- (a) comply with the revised Policy; or
 - (b) are in turn repealed.

Part VI Effect on Previous Statements

- 6.1 This Policy supersedes all of the following:
- (a) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
 - (b) all previous Administration Governing Documents on the subject matter contained herein.

Part VII Cross References

- 7.1 This Policy should be cross referenced to the following relevant Governing Documents, legislation and/or forms:
- (a) College Council Bylaws
 - (b) Definitions of Academic Units policy
 - (c) Faculty and School Council General Bylaw
 - (d) Grade Point Averages policy
 - (e) Voluntary Withdrawals policy

UNIVERSITY OF MANITOBA POLICY

Policy:	GRADE POINT AVERAGES
Effective Date:	To be entered by Office of Legal Counsel
Revised Date:	To be entered by Office of Legal Counsel
Review Date:	To be entered by Office of Legal Counsel
Approving Body:	Senate
Authority:	The University of Manitoba Act, section 34(1)
Responsible Executive Officer:	Vice-President (Academic) and Provost
Delegate:	Vice-Provost (Integrated Planning and Academic Programs)
Contact:	Registrar
Application:	All Faculty/College/School Councils and Students

Part I Reason for Policy

- 1.1 The University of Manitoba articulates, on an institutional level, the rules for calculation of Grade Point Averages (GPA). The purpose of this policy is to define and describe the manner in which GPA will be calculated and reported at the University.

Part II Policy Content

Definitions

- 2.1 The following terms have the following defined meanings for the purpose of this Policy:
- (a) **"Authorized Withdrawal"** or **"AW"** is an approved withdrawal from all courses in a given period for medical or compassionate reasons, granted in accordance with the Academic Withdrawal policy and procedure.
 - (b) **"Calendar"** means the University's official academic calendar for the Term and Level in which a course is taught.
 - (c) **"Challenge for Credit"** is a process whereby students have the opportunity to demonstrate that they have acquired a command of the general subject matter, knowledge, intellectual and/or skills that would normally be found in a university-level course.

- (d) **"College"** means a Professional College as defined under the Definition of Academic Units policy.
- (e) **"Faculty"** means a Faculty as defined under the Definitions of Academic Units policy.
- (f) **"Letter of Permission"** refers to a letter granting institutional permission for Students enrolled in a degree program at the University to take courses at other University-recognized colleges and universities. Courses may be considered for transfer credit provided that such courses are approved in advance by the Faculty/College/School in which the Student is registered.
- (g) **"Grade Point"** refers to a numerical value assigned to a letter grade received in a course.
- (h) **"Level"** refers to the level of the degree in which the Student is enrolled, such as undergraduate level, graduate level or non-degree level.
- (i) **"Official Record"** is a Student's complete academic history at the University of Manitoba that is maintained by the Registrar's Office. Official Records are available in the form of an Official Transcript or a Student History.
- (j) **"Official Transcript"** is an official document printed on secure paper and signed by the Registrar that reflects a Student's permanent record at the University of Manitoba.
- (k) **"Policy"** means this Grade Point Averages policy.
- (l) **"Procedure"** or **"Procedures"** means a procedure approved by the Vice-President (Academic) and Provost under section 4.1 of this Policy.
- (m) **"Quality Points"** is the grade point value of the assigned Letter Grade multiplied by the credit hours of the course.
- (n) **"School"** means a "School of the University" or a "School of a Faculty", as those terms are defined under the Definitions of Academic Units policy.
- (o) **"Student"** refers to any person enrolled at the University.
- (p) **"Student Information System"** is any software application that enables the University to manage Student data.
- (q) **"Student History"** is the complete record of a Student's activity at the University, including a record of Authorized Withdrawals, produced for internal administrative use.
- (r) **"Term"** is a period of time defined in the Calendar within which a course for credit may be offered, including Fall, Winter and Summer Terms.
- (s) **"University"** means The University of Manitoba.
- (t) **"Voluntary Withdrawal"** or **"VW"** is a registration option that enables Students to withdraw from a course or courses without academic penalty.

General

- 2.2 **"Grade Point Average" or "GPA"** is the average grade of courses completed at the same Level, which is calculated by dividing the total quality points earned by the number of credit hours attempted. This calculation can be applied to determine the following types of GPA:
- (a) **"Cumulative Grade Point Average" or "CGPA"**, which is the calculated GPA of all courses, institutional and transferred, completed at the same Level;
 - (b) **"Degree Grade Point Average" or "DGPA"**, which is the calculated GPA of all courses accepted for credit by the University towards a designated degree;
 - (c) **"Sessional Grade Point Average" or "SGPA"**, which is the calculated GPA of all courses completed at the same Level during the Fall and Winter Terms of one academic year; and
 - (d) **"Term Grade Point Average" or "TGPA"**, which is the calculated GPA of all courses completed during a single Term at the same Level.
- 2.3 The following rules apply in regards to calculating GPA at the University:
- (a) All standard letter grades (A+ to F) will be included in GPA calculations and will be displayed on a Student's Official Record in the Term they were completed.
 - (b) When a Student repeats a course or takes an equivalent course or mutually exclusive course (for example, a course that may not be held for credit with the original course), all attempts at that course shall be used in the calculation of the TGPA and CGPA. Whether or not grades for repeated courses are used toward the DGPA will be subject to Faculty policy.
 - (c) Grades not included in GPA calculations (for example: Pass/Fail, VW, AW) are displayed on a Student's Official Record
 - (d) Courses completed from another institution by means of a Letter of Permission shall be used in the calculation of CGPA and DGPA, but shall not be used in the calculation of TGPA.
 - (e) Courses completed by means of Challenge for Credit shall be used in the calculation of CGPA, DGPA, and TGPA.
- 2.4 The University of Manitoba will report CGPA, TGPA, and DGPA for all Students through the Student Information System.
- 2.5 Faculties/Colleges/Schools may use any of the GPA calculation methods to assess Student performance.

Part III Accountability

- 3.1 The Office of Legal Counsel is responsible for advising the Vice-President (Academic) and Provost that a formal review of this Policy is required.

- 3.2 The Vice-President (Academic) and Provost or his/her delegate is responsible for the implementation, administration and review of this Policy.
- 3.3 All Faculty/College/School Councils and Students are responsible for complying with this Policy.

Part IV Authority to Approve Procedures

- 4.1 The Vice-President (Academic) and Provost may approve Procedures, if applicable, which are secondary to and comply with this Policy.

Part V Review

- 5.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Policy is [Click here to enter a date](#).
- 5.2 In the interim, this Policy may be revised or repealed if:
 - (a) the Vice-President (Academic) and Provost or the Approving Body deems it necessary or desirable to do so;
 - (b) the Policy is no longer legislatively or statutorily compliant; and/or
 - (c) the Policy is now in conflict with another Governing Document.
- 5.3 If this Policy is revised or repealed all Secondary Documents, if applicable, shall be reviewed as soon as possible in order that they:
 - (a) comply with the revised Policy; or
 - (b) are in turn repealed.

Part VI Effect on Previous Statements

- 6.1 This Policy supersedes all of the following:
 - (a) Grade Point Averages policy, effective May 1, 2006;
 - (b) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
 - (c) all previous Administration Governing Documents on the subject matter contained herein.

Part VII
Cross References

7.1 This Policy should be cross referenced to the following relevant Governing Documents, legislation and/or forms:

- (a) Authorized Withdrawal policy;
- (b) Definitions of Academic Units policy;
- (c) Voluntary Withdrawal policy;
- (d) Repeated Course policy.

Notes to Senate addressing proposed revisions to the withdrawal policies, and associated changes.

Prepared by David Collins, Vice-Provost (Integrated Planning and Academic Programs), November 29, 2015.

A review of the Voluntary Withdrawal (VW) policy was initiated approximately three years ago, having been motivated by concerns about shortcomings identified with the current policy (introduced in February, 1977, and subsequently revised on May 13, 1993, and December 7, 2005) with respect to unconstrained course repeats. A review committee, chaired by the Vice-Provost (Integrated Planning and Academic Programs), was established to undertake the review, with representation from the Associate Deans Undergraduate/Undergraduate Liaison Officers (ADU/ULO) Group, the Registrar's Office, Student Advocacy, and the Provost's Office (the 'Committee'—see Appendix 1). During its deliberations the Committee consulted extensively with the ADU/ULO Group, and undertook separate meetings with Provost's Council and the University Advising Council.

In undertaking the review it became apparent to the Committee that the VW policy provides only one tool in a 'basket' of services, supports, and policies that are needed to facilitate early intervention, student academic success, and retention. It became evident that in order to achieve the desired revisions to the VW policy, a number of other policies would also need to be modified and/or introduced.

Over the last 5 years (2010/11-2014/15) the University has averaged 17,445 VWs per year (see Table 1), with approximately 65 percent associated with 1000-level courses, and 25 percent with 2000-level. On average in excess of 10,000 students (37% of our enrolled students) are opting to VW each year. Course repeats have also been prevalent, averaging 14,188 over the last five years. Further, the numbers of manual course overrides (to facilitate graded course repeats by undergraduate students) continue to increase, reaching 16,589 in 2014/15 (see Table 2). The issues associated with uncontrolled access to VW are closely linked to those arising from uncontrolled repeat attempts, and both contribute to problems for students seeking to access courses and programs. Therefore, in addition to the VW Policy, the lack of an institutional Course Repeat policy had to be addressed. Limitations associated with the current GPA policy also exacerbate concerns with course repeats, thus revisions to the current Grade Point Average policy was also required.

Last, while an Authorized Withdrawal (AW) is distinctly different from a VW, both are currently addressed within the VW Policy. The Committee was of the view that AW required a separate policy to emphasize its distinct requirements. Therefore, what is proposed in this submission is a comprehensive basket of changes, including:

- revisions to the VW Policy, last revised in 2005¹;
- a new policy and procedure addressing AW;
- a new policy addressing Repeated Courses; and
- revisions to the Grade Point Average policy, previously introduced on May 1, 2006.²

The proposed changes, and new policy submissions, are addressed below.

¹ Voluntary Withdrawal Policy: http://umanitoba.ca/admin/governance/governing_documents/academic/360.html

² Grade Point Averages Policy: http://umanitoba.ca/admin/governance/governing_documents/academic/701.html

Table 1 Undergraduate Student Course Outcomes
Count of VW's in Summer, Fall & Winter
All Faculties, All Campuses
Levels 1000 to 4000, 2010/11 to 2014/15

Year	Students			VW Events
	n(VW)	N	VW%	
2010/11	9,555	26,077	37%	16,651
2011/12	9,750	26,450	37%	16,932
2012/13	10,616	28,277	38%	18,450
2013/14	10,511	28,594	37%	18,035
2014/15	10,068	28,740	35%	17,158
Average	10,100	27,628	37%	17,445

Table 2 Repeat Overrides, by Year (2010/11 to 2014/15)

2010/11	2011/12	2012/13	2013/14	2014/15	Average
12,358	12,707	13,704	15,581	16,589	14,188

1. The Voluntary Withdrawal Policy, proposed 2015 revision

The VW policy was revised in 1993 because of ongoing concerns at that time about uncontrolled and high VW rates, and the negative effects of withdrawals on the classroom experience. The 1993 revision:

- extended the VW deadline by three weeks;
- introduced a 30 credit hour limit on the total number of voluntary withdrawals;
- introduced a provision for Faculties and Schools to implement limited access registration restrictions for all courses, normally applied to all students who wished to repeat a select course taken or withdrawn from within the preceding two academic sessions ;
- introduced a requirement that VWs be noted on a student's transcript; and
- introduced an Authorized Withdrawal (AW) clause to distinguish a volitional VW from a withdrawal granted for compassionate or health reasons.

The revised (1993) VW policy was reviewed in 2005 during the implementation of the new student information system, Aurora Student. It was determined that the limit on VWs introduced in 1993 had not been applied uniformly (or in some cases ever) by academic units and had limited effectiveness in reducing the number of VWs. A 2005 revision resulted in elimination of the VW limit.

In 2006, following the introduction of Aurora Student, it became apparent that the limited access provision could not be administered in an equitable manner due to limitations of both the new student information system, and the policy on Grade Point Averages with respect to how repeated courses were taken into account. In May 2006, Senate was informed by the Registrar of the suspension of this provision; at the same time a one-repeat limit to courses was introduced by the Provost, although it too

has not been applied uniformly across units. As a consequence, since 2005, concerns about uncontrolled VW rates and course repeat attempts have continued.

Findings of the Review Committee

One of the first questions tackled by the Committee was the need for a VW provision at all, particularly given the generous registration revision period—this proved to be a vexing question. No compelling academic rationale for VW, other than historic precedent and the ubiquity of such policies in the North American context, was immediately apparent. More troubling was the lack of guidelines addressing the rational use of VW at any of the institutions reviewed as part of this process—no such guidelines are in place at UM.

Recognizing the complex issues surrounding VW, the Committee concluded there were no exigencies that required its elimination. However, the Committee was strongly committed to addressing unrestricted student withdrawals and course repeat attempts, and introducing a policy that removed incentives for the unanticipated use, and outcomes associated with current policies.

Student Advisors have historically advocated for the unrestricted use of VW options and course repeat strategies with the best of intentions; however, concepts and best practices in academic advising moving forward are more about direction, guidance and setting boundaries/rules that assist students to make good decisions.³ It has been recognized that a more proactive approach to VW and course repeat management will not only reduce time-to-graduation and student debt, but will involve getting students to work with advisors and to take advantage of services and supports earlier and with more intention. To choose to VW is something that can be done passively; unlimited VW and course repeats make it too easy for a student to put off, for example, reviewing whether or not they might need to seek help with a particular subject, or writing tutor assistance, or to consider exploring a different degree program or career path because a certain subject is a poor fit. These latter behaviours need to be encouraged.

This is not to say that there should not be the opportunity to VW—but not without reasonable limits and not without some checks to keep students on track. What is required is a VW policy that puts reasonable limits in place, and contextualizes its use as a timetable management tool. Similarly, repeats may be appropriate to facilitate student progression and/or to acquire the necessary knowledge to successfully complete a program.

The North American experience with VW has demonstrated that uncontrolled withdrawals and repeat attempts are associated with:

- increasing time-to-graduation;
- high rates of degree non-completion;
- increasing student debt;
- the inability of institutions to foster a more serious 'academic tone'; and
- a higher burden on teaching, learning and financial resources.

³ (2012). Next-Generation Advising: Elevating Practice for Degree Completion and Career Success. Education Advisory Board Report. 76 pp.

In addition, the Committee learned that at UM the uncontrolled use of VWs also:

- creates bottlenecks in required courses, particularly those prerequisite to admission to competitive entry programs;
- negatively impacts students who lose access to seats occupied by others who withdraw and repeat;
- inflates entrance requirements for competitive entry programs; and
- results in inequities, particularly for those students who choose not to, or are not in a position to VW.

The Committee noted that uncontrolled VW and repeat attempts can affect access to courses and programs. Feedback received by the Committee also suggests that it has become common practice to use VW and course repeats to manage GPA. The current VW policy facilitates the practice of withdrawing from and/or subsequently repeating a course (or courses) until a 'required' grade/GPA is obtained—this may occur on multiple occasions for one or a number of courses. This practice limits opportunities for new students (particularly those with a lower GPA) who must compete for enrollment to many (usually required pre-requisite) courses, and increases the service teaching costs/commitments in some Faculties.⁴ The current GPA policy that excludes repeated courses from GPA calculations exacerbates this issue, particularly where the course(s) in question are required for entry to a competitive entry program, graduate studies, or a popular major program—the result is our current experience of bottlenecks in many courses.⁵ As a consequence uncontrolled VW and repeat attempts have also resulted in inflated admission requirements for our competitive entry programs and graduate studies.

Other unanticipated uses of VW raised in discussions over the past three years include instances where students enroll in multiple courses with the intention of subsequently dropping some, rather than carefully considering course selection and working with an academic adviser to build an appropriate schedule. Some students have also claimed to use VW to achieve Canadian Interuniversity Sport (CIS) athletic eligibility during the period of competition, and then withdrawing later in the semester.

Without appropriate controls VW and course repeat attempts can create inequities preventing students from accessing courses, as noted above, as well as facilitating GPA management that can result in inflated admission requirements for some programs. The aim of the current submission is to mitigate these inequities and progress toward instilling a more pervasive academic tone at UM. Students will be required to contemplate the consequences of VW after the initial add/drop period, to weigh their registration decisions more carefully. Through changes to the VW policy, and others in this package of policy introductions and revisions, the aim is to remove incentives for the student to unnecessarily VW and repeat courses.

⁴ This is because access to course registration is controlled by a time-ticketing process assigned by GPA.

⁵ Several issues contribute to 'Bottleneck' high demand courses: (1) the allocation of reserve seats for students who are direct entry to a program, in second year (e.g., need a repeat/couldn't get in first year) or in a special cohort; (2) inflexible Faculty admission requirements (no option for Balanced Approach in first year); (3) capacity problems, and (4) high DFW and repeat rates resulting in high repeat attempts. Examples of bottle neck courses include: BIOL 1020, 1030, 1410; CHEM 1300, 1310; STAT 1000; MATH 1500, 1700; PHYS 1050, 1070; ENGL 1310.

Table 3 provides undergraduate course outcomes data (VW counts by incoming High School Entrance Average (HSEA), Sessional GPA, and residency) for level 1000 to 4000 courses taken in Summer 2014, Fall 2014, and Winter 2015. These data show that the tendency to VW is not limited to students with lower HSEAs or lower sessional GPAs, and there is little to distinguish VW use between domestic and international students. Figure 1 provides visual representations of the relationship between HSEA, Sessional GPA and Counts of VW from Table 3 using *Jitter* plots.⁶ These plots better depict the relationship between the variables and demonstrate that HSEA and Sessional GPA are only weakly associated with that the tendency to VW—to further illustrate this, least-squares (line) and non-parametric (dash) regression lines, using the original *unjittered* data have been added.

The ratios of Students VW and Total Students (VW%), in Table 3 range from 22% to 54% across the HSEA categories and show that a greater proportion of students in the lower categories exhibit a higher VW%. However, students in the 80% plus HSEA categories are greater in number (and more representative of our student body) and drive the relationship between HSEA and Counts of VW, as shown in Figure 1(a).

Scope of the Revised Policy Changes

A VW is clearly distinguishable from other University withdrawal options such as AW, Leaves of Absence, withdrawal during the Registration Revision (“*drop/add*”) Period, or withdrawal pursuant to other University-approved policies or regulations. The proposed revision reintroduces the 1993 ‘Limited Access’ provision (see Repeated Courses Policy) and limits access to VW to the term of registration—that is, no retroactive VW requests will be considered under the proposed revision (the 1993 revision is silent on this point).

In evaluating the question of whether a VW limit is prudent, the Committee initially explored the concept of a career VW credit hour total, but became mired in discussions about what constituted an appropriate VW ‘career’. Tentative agreement on a 15 credit hour limit was initially achieved (five 3 credit courses, or a suitable combination of 3 and 6 credit hour courses); however, on learning that implementation could not be leveraged using the student information system and would, therefore, impose a significant load on student advisors to maintain, this approach was abandoned.

The Committee sought a solution that both leveraged the existing student information system while minimizing labour-intensive manual interventions by student advisors and faculty. The approach that was ultimately identified utilises an automated Limited Access provision that was considered in 1993.⁷ This approach was previously abandoned due to technical limitations with the initial implementation of Aurora student; however, these limitations have now been resolved (see Section 3, the New Repeated Course Policy, GPA calculations). Automating the Limited Access provision by leveraging the student information system will not encumber students advisors, rather the changes proposed (together with those in the accompanying GPA and Repeated Courses policies) will eliminate the current practice of

⁶ The variables depicted each have 9 distinct values, therefore, without modification the data points in these graphs would be over-plotted—as most of the 81 plotting positions in each graph are occupied, the plots produced would a meaningless rectangular grid of dots. *Jittering* the data by adding a small random quantity to each coordinate, in two dimensions, separates the over-plotted points and produces the Jitter Plots in Figure 1. The more opaque the cell in each figure, the higher the number of instances represented.

⁷ Limited access – a registration rule applied during the Fall and Winter terms that prevents students who have previously enrolled in a course, including courses from which they VW, from registering prior to a predetermined Limited Access Registration Date.

Table 3 Undergraduate Student Course Outcomes, All Levels
 Count of VW's in Summer 2014, Fall 2014 & Winter 2015
 All Faculties, All Campuses

By High School Entrance Average	Count of VW's												#VW	Students VW (n)	Total Students (N)	VW% (n/N)
	1	2	3	4	5	6	7	8	9	10	11	12				
00.0 - 59.9	30	15	7	1	2								95	55	101	54%
60.0 - 64.9	79	27	10	3	1	2	2			1			216	125	258	48%
65.0 - 69.9	167	82	43	29	8	8	2	1					686	340	683	50%
70.0 - 74.9	384	191	92	23	16	5	3	1	1		1		1,293	717	1,428	50%
75.0 - 79.9	632	292	108	54	17	9	3						1,916	1,115	2,304	48%
80.0 - 84.9	889	385	161	69	33	10	8	4		1			2,741	1,560	3,593	43%
85.0 - 89.9	1,179	462	181	93	31	12	2	2	1			1	3,296	1,964	5,060	39%
90.0 - 94.9	1,180	422	160	67	26	10	11	6	1		2		3,118	1,885	5,673	33%
95.0 ->	491	133	47	22	9	4	3	1					1,084	710	3,198	22%
00 - Blank ¹	984	333	155	71	31	12	6	1	3	1			2,713	1,597	6,442	25%
Grand Total	6,015	2,342	964	432	174	72	40	16	6	3	3	1	17,158	10,068	28,740	35%

By Sessional GPA ²	Count of VW's												#VW	Students VW (n)	Total Students (N)	VW% (n/N)
	1	2	3	4	5	6	7	8	9	10	11	12				
0.0 - 0.49	734	345	287	147	81	28	22	10	4	3	3		3,779	1,664	3,430	49%
0.5 - 0.99	190	103	47	16	3	2	1	1				1	655	364	574	63%
1.0 - 1.49	357	192	97	36	13	7	3	1					1,312	706	1,189	59%
1.5 - 1.99	514	249	98	40	12	5							1,556	918	1,558	59%
2.0 - 2.49	856	357	128	57	28	11	4	1					2,424	1,442	2,850	51%
2.5 - 2.99	1,065	442	115	53	12	8	5		1				2,658	1,701	4,066	42%
3.0 - 3.49	1,047	325	103	37	13	4	3	1					2,272	1,533	5,235	29%
3.5 - 3.99	831	210	58	32	7	5		2	1				1,643	1,146	5,646	20%
4.0 ->	421	119	31	14	5	2	2						859	594	4,192	14%
Grand Total	6,015	2,342	964	432	174	72	40	16	6	3	3	1	17,158	10,068	28,740	35%

By Residency	Count of VW's												#VW	Students VW (n)	Total Students (N)	VW% (n/N)
	1	2	3	4	5	6	7	8	9	10	11	12				
Resident	5,034	1,940	781	341	143	58	34	14	4	3	1	1	14,123	8,354	24,376	34%
International Student	981	402	183	91	31	14	6	2	2		2		3,035	1,714	4,364	39%
Grand Total	6,015	2,342	964	432	174	72	40	16	6	3	3	1	17,158	10,068	28,740	35%

1 - Includes all students for whom no average high school grade is available.

2 - Sessional GPA is calculated using only those courses taken during the fall and winter term.

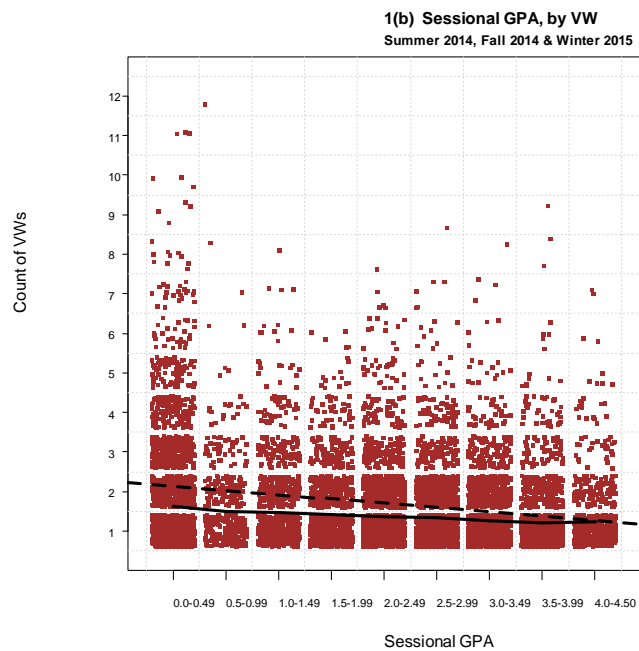
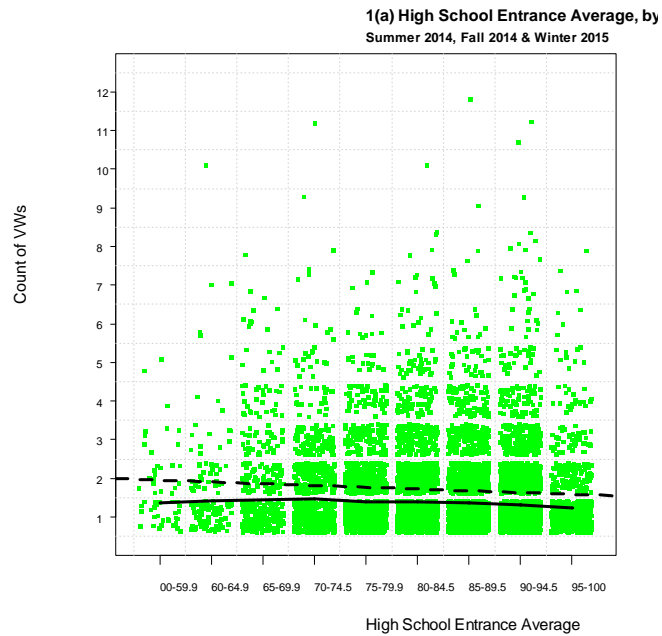


Figure 1 The above graphs provide a visual representation of High School Entrance, by Count of VW (1.a) and Sessional GPA, by Count of VW (1.b.) for data provided in Table 1.

providing manual repeat overrides to facilitate graded course repeats—a practice that required 16,589 interventions in 2014/15 and continues to grow—allowing student advisors to move on to other tasks.

The proposed revision thus introduces the following clarifications and changes:

- An undergraduate student is generally permitted to VW from a course or courses without the prior approval of their Faculty/College/School (Unit) (or an override from a student advisor), without academic penalty during a defined VW period (the period during each registration cycle in which a student may voluntarily withdraw from a course or courses, as outlined in the Policy).
- A graduate student may not VW from a course without receiving the approval of the advisor/advisory committee, the Head or graduate chair in the unit in which they are registered, and the Faculty of Graduate Studies, without academic penalty during a defined VW Period.
- In the event a student chooses to VW from a course with a corequisite⁸, they must also VW from that corequisite course.
- A student may withdraw from a course (or courses) without academic penalty during the VW Period, which begins at the end of the Registration Revision Period and ends on the VW deadline, defined as:
 - the 48th teaching day for courses taught over a single term;
 - the end of the Registration Revision Period of the second term for courses taught over two or more terms (*this represents a change from the current policy that uses the 48th teaching day for courses taught over the second term*);
 - a date calculated using a pro-rated number of teaching days for Summer Term or other Irregularly Scheduled Courses, as published yearly in the Calendar.
- Ceasing to attend a class will not constitute an official withdrawal.
- Rather than imposing a limit on the number of times a student may VW, subsequent to choosing to VW the student is prevented from re-enrolling in that course, except in accordance with the Repeated Course policy and its Limited Access clause.
- Students are responsible for considering all implications prior to electing to VW, recognizing that withdrawal may affect academic progression, financial aid eligibility, CIS athletic eligibility, entrance into professional and graduate programs, and/or international student study permit requirements.
- A Faculty/College/School may, subject to the approval of Senate, remove the option of VW for all students enrolled in an identified academic program.
- In combination with subject specific requirements and GPA, subject to Senate approval VWs may be considered when the Faculty of Graduate Studies or another Faculty/College/School/program with competitive entry requirements is ranking applications for admission into its programs.

Rather than defining a limit to the number of VWs a student can accumulate, Limited Access will address current incentives to leverage VW and repeat attempts for purposes of managing GPA. Limited Access is fundamental to the success of the new VW policy. Proposing that units be able to consider VWs when ranking new students for selection to their programs will provide further reinforcement, and in combination these two changes should improve access to courses and help eliminate inequities arising with the current policy. It is hypothesised that these proposals will mitigate the bottlenecks currently

⁸ Corequisite course – a course that must be taken at the same time as the proposed course.

observed in required courses by markedly reducing the number of course repeats that currently exacerbate this problem.

2. Authorized Withdrawal Policy and Procedure

While AW is distinct from VW, both are addressed within the existing VW Policy (1993 revision). The separation of VW and AW into different policies will eliminate any possible confusion between these withdrawal options, one being volitional and considered on a course-by-course basis, and the other arising from extenuating circumstances beyond the volition or control of a student.

The purpose of this proposed new policy is to:

- define the role of AW within the continuum of timetable management options;
- establish standard and fair authorized withdrawal guidelines; and
- outline the appropriate academic and financial consequences arising from AW.

Scope of the Revised Policy Changes

Under the provisions of the proposed policy, an AW may be requested under the following circumstances:

- When a serious event, including but not limited to illness, accident or injury affects a student's ability to attend classes and/or complete course requirements; and/or
- when an extraordinary personal circumstance, including but not limited to a serious illness or death of a significant person in a student's life affects the student's ability to attend classes and/or complete course requirements.

Further:

- Requests for AW will only be considered for withdrawal from all courses in a given term, except in extraordinary circumstances. AW may be granted for the currently enrolled term and/or a term or terms normally dating back no more than three academic years. AW from future terms may be subject to supplemental regulations adopted under section 2.4 of the proposed policy.
- In the case of an undergraduate student, requests for an AW must be submitted to the Dean's Office of their Faculty/College/School of registration, and in the case of a graduate student, to the student's home department or unit for recommendation to the Faculty of Graduate Studies. All requests must include the documentation detailed in the procedures associated with the policy.
- A Faculty/College/School may impose conditions prior to subsequent re-enrolment, including but not necessarily limited to meeting with an academic advisor, producing a certificate of fitness to return to studies, and/or making appropriate use of support services on campus. For limited enrolment programs, subsequent re-enrolment also may be subject to availability of space.

Responsibilities

A student is responsible for considering all implications prior to requesting AW (as for VW), recognizing that withdrawal may affect academic progression, financial aid eligibility, CIS athletic eligibility, entrance into professional programs, and/or student visa requirements. The student is also responsible for understanding that ceasing to attend a class or classes does not constitute an AW. In those instances that a request is not approved, the student will remain enrolled in, and will receive a final grade for, all registered courses.

Units are required to:

- consider all requests for AW and direct the Registrar's Office to process approved requests;
- notify students of the outcome of their request in a timely manner;
- develop policies and procedures to address appeals related to AW submissions and disclose to students the length of time to appeal an unsuccessful AW request;
- provide an annual report on AW applications and approvals to the Provost and Vice-President (Academic); and
- ensure that receipt, storage and disposal of personal information are appropriately managed and secured under the University's FIPPA and PHIA policies and procedures.

3. The New Repeated Course Policy

The Repeated Course policy is a new policy that articulates, at an institutional level, the rules that apply when a course is repeated or replaced by an equivalent course (a course that may not be held for credit with the original course) and to identify the implications of repeating courses at UM.

Scope of the Proposed New Policy

The Repeated Course policy reinforces that, subject to the regulations of Faculties/Colleges/Schools, a student may be permitted to repeat a course or replace it with an equivalent, and clarifies that this applies to all courses having been passed, failed, or from which a student has voluntarily withdrawn.

The policy also states that Faculties/Colleges/Schools may determine, through their respective Councils:

- limits on the number of repeated courses that a student may incur while working towards completing their degree;
- limits on the number of repeats for each individual course; and
- whether or not a student who has previously achieved a passing grade will be permitted to repeat a course or its equivalent.

When a student wishes to repeat a course, or to register for a course equivalent to that for which they have received a VW, the rules described below pertaining to Limited Access and GPA calculation will apply.

Limited Access

Limited Access is a registration rule that prevents a student who has previously enrolled in a course, including courses from which they VW, from registering prior to a Limited Access Registration Date (specified as a date following the Registration Period upon which students who are subject to Limited Access may register for courses).

Students will be subject to Limited Access at time of registration during the Fall Term and Winter Term; Limited Access will not apply to Summer Term.

GPA Calculation

The Registrar was asked to explore how the Aurora Student system might be leveraged to automate implementation of Limited Access, rather than encumbering advisors with a large and complex manual process. The solution identified requires the following changes to the calculation of GPA, and technical changes to the processing of VWs.

The Repeated Courses policy proposes that only the attempt in which the highest grade was achieved for a repeated course will be counted towards a student's degree program and that all grades be included in the calculation of Cumulative and Term Grade Point Averages. This represents a change to section 2.1.4 of the existing GPA policy which states 'where a student repeats a course or an equivalent course is taken, the grade received in the last attempt shall be used in the calculation of CGPA and DGPA.'

This change is required because VW 'grades' are currently set up in Aurora Student as null entities, and as such are ignored in GPA calculations—this ensures that a VW on the last attempt of a course does not overwrite a previously earned grade. However, to facilitate Limited Access during the Initial Registration Period, the system will need to be changed to assign an actual 'grade' to a VW in order that the system is able to identify the possibility of a future repeat attempt and trigger Limited Access (the assigned grade in this case is for processing purposes only and will not affect any GPA calculations for the student, or show up on a student's record as anything other than a VW).⁹ As well, the system's repeat rule must be changed from recognizing the 'latest' attempt of a repeated course as the grade that is included in the student's degree program, to recognizing the highest grade achieved for that repeated course (as above). All attempts will count towards the CGPA, TGPA and DGPA, while the highest attempt will count towards the student's program.

By way of example, under the current system setup (where a VW is treated as a null value), a student could initially earn a grade of 'F' for a course, then subsequently repeat that course and VW. The system would then automatically consider the 'F' to be the grade that counts toward the student's program because it does not recognise a VW as a grade.

If the system is to recognize the VW as a grade in order to limit re-registration and facilitate Limited Access, leaving the repeat rule set to the 'latest' grade would result in undesirable repeat processing.

⁹ This change is achieved by setting a 'VW' grade at a systemic value lower than that for an 'F' grade to ensure the 'VW' grade never replaces a letter-graded course in a student's program.

Again, by way of example, in this case a student who repeated the course for which they received an initial grade of 'F' and then subsequently elected to VW would have their VW count towards their GPA instead of the 'F'.

This is resolved by changing the repeat rule so that the highest grade achieved for repeated courses is counted towards a student's program. Assigning a system value to a VW as described above, combined with having the highest grade achieved for repeated courses count towards a student's program enables the system to facilitate the Limited Access provision. The Repeated Courses policy also proposes that grades from all graded course attempts be included in the calculation of GPAs, subject to the Grade Point Averages policy (below).

4. GPA Policy Revisions, 2006

The purpose of the GPA policy is to define and describe how GPAs will be calculated and reported. The revisions are predominantly to clarify the various grade point average calculations used at UM, and the general rules applying to their calculation.

Scope of the Proposed New Policy

The changes proposed to the GPA policy provide a more comprehensive description of GPA, replacing section 2.1 of the 2006 policy:

- 2.2 "Grade Point Average" or "GPA" is the average grade of courses completed at the same Level, which is calculated by dividing the total quality grade points earned by the number of credit hours attempted. This calculation can be applied to determine the following types of GPA:
- (i) "Cumulative Grade Point Average" or "CGPA", which is the calculated GPA of all courses, institutional and transferred, completed at the same Level;
 - (ii) "Degree Grade Point Average" or "DGPA", which is the calculated GPA of all courses accepted for credit by the University towards a designated degree, subject to Faculty regulations;
 - (iii) "Sessional Grade Point Average", which is the calculated GPA of all courses completed at the same Level during the Fall and Winter Terms of one academic year; and
 - (iv) "Term Grade Point Average" or "TGPA", which is the calculated GPA of all courses completed during a single term at the same Level.

Non-Selective GPA Calculations

A new section to the policy proposes changes to the GPA calculations outlined in the 2006 policy, which states:

- 2.1.4 Where a student repeats a course or an equivalent course is taken, i.e., a course that may not be held for credit with the original course, the grade received in the last attempt shall be used in the calculation of CGPA and DGPA. Prior attempts not included in the student's

CPGA shall be counted towards the student's Term GPA for the term in which the attempt was made [emphasis added].

The proposed revision in the new section 2.3 of the revised policy states:

- 2.3(a) When a Student repeats a course or takes an equivalent course or mutually exclusive course (for example, a course that may not be held for credit with the original course), *all attempts* at that course shall be used in the calculation of the TGPA and CGPA. Whether or not grades for repeated courses are used the DGPA will be subject to Faculty policy [emphasis added].

The University currently uses a selective GPA calculation for repeated courses—that is, selected grades are used when a course is repeated.¹⁰ Under this practice once a course is repeated, the previously earned grade is excluded from all GPA calculations (i.e., when a student repeats a course, the previous grade from a prior term is not be used in GPA calculations). Unknown at the time of the 2006 revision was the impact that this decision would have a previous term's GPA—that TGPA calculations would no longer use the grade from the excluded (repeated) course.

For example, a student has a term in which they earn grades of A and D in two 3 credit hour courses (for a GPA = 2.5). The student then repeats the course with the D in the next term and achieves a grade of A. The resulting (previous) TGPA will then be 4.0 as the D is excluded from the CGPA and the TGPA in which the course was initially taken.

To prevent this and hence eliminate the associated consequences, the Committee proposes moving to a non-selective GPA that utilizes all grades for all course attempts. This is consistent with the intent of the changes proposed to the VW policy and ensures that all students' GPAs reflect the sum of their efforts, as well as facilitating more accurate comparison of GPAs with students who elect not to/or are not in a position to VW and/or repeat a course (or courses).

The result of adopting a non-selective GPA is consistency. For a student repeating a course, the previously earned grade will continue to be used in GPA calculations. This results in static GPAs as the previous term's GPA calculations will remain unchanged when courses are repeated due to the non-exclusion of any grade from the GPA calculations.

Using the same example, above, in this scenario a student repeats the course with the D, and achieves a grade of A, the initial TGPA of 2.5 will remain unchanged as no courses are excluded, and the grade of A will be reflected in the term in which it was achieved.

Another anomalous consequence of the application of selective GPA arises when in a given term a student grades are such that the recorded TGPA is sufficiently low to result in academic suspension (or even required to discontinue a program). However, upon successfully repeating a course (or courses) in the next term, the preceding TGPA is altered and may no longer be consistent with the assigned performance assessment of suspension.

¹⁰ This is the case regardless of whether the *highest grade*, as is proposed in this revision, or in current rule processing where the *latest grade* is used.

The intent of this change is to ensure that the academic record of each student reflects all course attempts, while providing for a Faculty/College/School's discretionary use of repeated course grades in the calculation of DGPA. This revision also eliminates reference to use of the grade received in the last of repeated course attempts in the calculation of CGPA and DGPA. This issue arises from changes proposed for the Repeated Course policy, described in Section 3 above, which is necessary not only to successfully implement the proposed changes to the VW policy, but to facilitate the adoption of static GPA calculations.

Consistent with changes proposed to the VW policy, requiring that all course attempts are reflected in a student's TGPA, CGPA and DGPA is intended to remove the incentive to repeat courses as a means of managing GPA, by ensuring that each student's GPA reflects all actual attempts—this facilitates fair and accurate comparison of GPAs for all students. See also comments under the Repeated Course policy.

Additional Revisions

Proposed section 2.3 provides the following clarification, omitted from the 2006 policy:

2.3(c) Grades not included in GPA calculations (for example: Pass/Fail, VW) are displayed on a Student's Official Record. AWs will not appear on Official Transcripts.

As well, proposed section 2.2 specifies that the UM will report CGPA, TGPA, and DGPA for all students through the Student Information System, and section 2.5 that Faculties/Colleges/Schools may use any of the GPA calculation methods to assess Student performance.

5. SUMMARY

Notwithstanding the changes being proposed in this submission, it is appreciated that VW and course repeats are appropriate options in some circumstances. However, during the course of this review the Committee confirmed previously-stated concerns that its members' experience with both VW and repeat attempts are unusually high. Over the last 4 years (2011-2015) the University has averaged in excess of 17,000 VWs per year, and 16,588 repeat overrides were required to facilitate graded course repeats by undergraduate students in 2014/15 alone. Course repeats arising from VW would be in addition to this figure.

The negative impacts associated with uncontrolled access to VW are closely linked to those arising from uncontrolled repeat attempts and include:

- high rates of degree non-completion and increased time-to-completion;
- increasing student debt;
- a higher burden on teaching, learning and financial resources;
- inequitable access to courses and programs and bottlenecks in required courses, and inflated entrance requirements for competitive entry programs; and
- increased time to graduation.

It is important to note that in addition to the information discussed above, UM's graduation and time-

to-completion rates do not compare favourably with other U15 institutions. It is reasonable to conclude that these outcomes are related to UM's VW and course repeat numbers.

Our current situation is a result of policies and an academic culture that inadvertently encourages both VW and repeat attempts. With the best of intentions, we appear to have created a paradox. By providing unconstrained choice and flexibility through virtually unlimited access to VW and course repeats, we may have pushed students into behaviours that are far from optimal. Our current policies incent students to VW and repeat courses, in many cases to achieve what they perceive to be competitive GPAs—we are now dealing with the consequences.

Through changes to the VW policy, and others in this package of policy introductions and revisions, the aim is to remove these incentives. In undertaking these changes a number of the unanticipated adverse consequences described above will be ameliorated, including a reduction in repeat attempts that have helped create the 'bottleneck' problems that UM currently experiences. It is also reasonable to assume that in the absence of uncontrolled course repeats, the limited access solution presented above will not impede those students who may still choose to repeat a course or courses.

As noted above, this proposal requires the revision and/or introduction of several new policies. It is the view of the Committee that the proposals contained in this submission represent a positive shift in academic culture for UM, and that their implementation requires the support of the package presented.

ADU/ULO Withdrawal Policy Review Committee Membership.

David Collins, Chair.
Office of the Provost and Vice-President (Academic).

Bonnie Hallman
University 1.

Kathleen Legris
Office of the Provost and Vice-President (Academic).

Kathryn Levine
Faculty of Social Work.

Neil Marnoch
Registrar's Office.

Michele Piercey-Normore
Faculty of Science.

Brigitte Wiebe
Faculty of Human Ecology.

Lori Wilkinson
Faculty of Arts.

Brandy Usick
Student Advocacy.

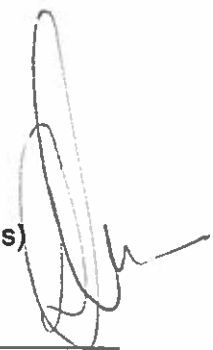


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UNIVERSITY
OF MANITOBA

Office of the Vice-President
(Academic) & Provost

Date: January 11, 2016
To: David Barnard, President and Vice-Chancellor
From: David Collins, Vice-Provost (Integrated Planning and Academic Programs)
Subject: **Withdrawal Policy changes**



Further to the recent discussions at the January meeting of Senate about the proposed suite of Withdrawal Policy changes, the following motion was passed:

THAT the Report of the Senate Committee on Instruction and Evaluation concerning the Revisions to Withdrawal Policies and Associated Changes be referred back to Senate Executive, with an understanding the (i) proponents of the policy revisions would remove the provision of Limited Access from the documents, for consideration at the February Senate meeting, and (ii) that there would be further discussion of the limited Access provision.

Unfortunately, subsequent to the Senate meeting, in consultation with the Registrar, I have come to the conclusion that the Limited Access provision cannot be removed from the withdrawal policies without compromising the integrity of the proposed revisions. Independent of Limited Access, the proposed changes provide adequate safeguards against the over use of course repeats; however, the safeguards controlling VWs are not sufficient to deter some of the unanticipated practices we have previously observed. On the contrary, without the Limited Access provision it is possible that we may see VWs being used as a substitute for course repeats.

Rather than make the changes requested above, I would propose exploring the possibility of a limited duration Limited Access provision, and returning to SCIE as soon as feasible with a modified proposal—I have discussed this with Rebecca Kunzman, the UMSU Vice-President Advocacy, and proposed consulting with UMSU once a new proposal has been developed. At this stage we are exploring the Banner infrastructure for a means to automate a timed implementation of Limited Access, without having to resort to costly system modifications. In the absence of an automated solution we will explore a manual override option.

I apologize for the confusion in this regard.

cc. Jeff Leclerc, University Secretary

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 John Anderson will be the Speaker for the Executive Committee for the June meeting of Senate.

2. Vacancies on the Senate Committee on Nominations

The report of the University Secretary on the Senate Committee on Nominations is attached (Appendix A). Members of the Senate Committee of Nominations are nominated by the Senate Executive Committee and elected by Senate (See recommendation below). Senate Executive has made recommendations on nominations for three vacancies for academic staff and for two student representatives.

3. Comments of the Executive Committee of Senate

Other comments of the Executive Committee accompany the report on which they are made.

Recommendation

The Senate Executive Committee recommends:

THAT the following nominations to the Senate Committee on Nominations be approved by Senate for three-year terms ending May 31, 2019:

- a) Professor Witold Kinsner (new appointment, Senator), representing Architecture and Engineering;**
- b) Professor Marie Edwards (re-appointment), representing Health Sciences;**
- c) Ms. Vera Keown (re-appointment) representing Libraries and Student Affairs; and**

THAT the following nominations be approved by Senate for one-year terms ending May 31, 2017:

- a) Mr. Ifeanyi Nwachukwu (new appointment, graduate student);**
- b) Ms Mercy Oluwafemi (new appointment, undergraduate student).**

Respectfully submitted,

Dr. David Barnard, Chair
Senate Executive Committee
Terms of Reference:

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

Vacancies on the Senate Committee on Nominations

At the July 1977 meeting of Senate, Senate approved without debate area representations for the Senate Committee on Nominations. The representation was amended in July 1991 to include the Libraries, in June 2005 to include the Clayton H. Riddell Faculty of Environment, Earth and Resources, and in October 2014 to take into account the Faculty of Health Sciences.

The current membership is as follows:

Agricultural and Food Sciences & Environment, Earth and Resources	Dean Karin Wittenberg*	2018
Architecture & Engineering	Dr. Jay Doering*	2016
Arts	Prof. Pam Perkins	2017
Education, Kinesiology and Recreation Management & Extended Education	Prof. Sandra Kouritzin*	2018
Health Sciences (2)	Prof. Marie Edwards* Prof. Archie McNicol*	2016 2017
Libraries & Student Affairs	Ms Vera Keown	2016
Management, Law & Social Work	Prof. Robert Biscontri*	2017
Music & School of Art	Prof. Gordon Fitzell*	2018
Science	Prof. Helen Cameron	2018
Students (2)	Mr. Aser Hailu Ms Bronte Charette	2016 2016

* denotes member of Senate presently or at time of appointment

The terms for Dr. Jay Doering, Professor Marie Edwards and Ms Vera Keown will end on May 31, 2016. Consequently, replacements are required for the following areas for the term of June 1, 2016 to May 31, 2019:

Architecture & Engineering
Health Sciences
Libraries & Student Affairs

The composition of the Senate Committee on Nominations calls for ten members of the academic staff, the majority of whom are to be members of Senate. Since five of the remaining academic members currently on the Committee are Senators or were Senators at the time of appointment, at least one of the replacements must be a member of Senate at the time of election to the Senate Committee on Nominations.

The terms of Mr. Aser Hailu and Ms Bronte Charette as student members will end on May 31, 2016. Consequently, student replacements are required for the term June 1, 2016 to May 31, 2017.

Report of the Faculty Council of Graduate Studies on Program and Curriculum Changes

Preamble:

1. The Faculty of Graduate Studies has responsibility for all matters relating to the submission of graduate course, curriculum and program changes. 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 April 22, 2016 to consider a proposal from Université de Saint-Boniface (USB).

Observations:

1. The **Université de Saint-Boniface (USB)** is proposing a policy for Recognition of Prior Learning (RPL) in its M.Education program.

Recognition of Prior Learning (RPL) is a process by which formal and non-formal learning acquired through various life experiences is identified, assessed and recognized. Members of the Graduate Studies Committee of the Faculty of Education at USB recognize RPL as a basic principle of sound pedagogical practice that supports student success and life-long learning. The committee has therefore approved an RPL policy to be implemented in its M.Éd. program in both the thesis and comprehensive routes. Adopting such a policy at the graduate level positions USB as a learner-centred institution. The policy reads as follows:

USB Education will consider Recognition of Prior Learning (RPL) requests in its M.Ed. program. A decision will be made after a thorough assessment process based on course objectives has been completed by a content expert, i.e. the faculty member who teaches the course. Content experts will normally use two approaches to assess RPL applications: 1) a challenge process which includes flexible assessment methods to measure prior learning in relation to course objectives such as written and/or oral examinations; assignments, projects, etc. (these will normally resemble the traditional assessment methods of the course); 2) a portfolio process which includes the assessment of a series of detailed documents provided by the student proving learning in relation to course objectives. The content expert will make a recommendation to the Associate Dean. The latter will consult with the Dean before rendering a final decision. A maximum of six RPL credit hours will be granted. Combined RPL and transfer credit must not exceed 50% of the required coursework for the program. If the outcome of the assessment is favorable, students will be allowed to graduate with 24 or 27 credits in the comprehensive route instead of 30 and 12 or 15 credits in the thesis route instead of 18. All courses in the M.Ed. program are suitable for the granting of RPL credit with the exception of EDUA 7521 and EDUA 5491 (counselling practicums). Assessment guidelines will be developed and included in the M.Ed. Student Handbook.

It should be noted that students who complete their program with 24 credits (comprehensive route) or 12 credits (thesis route) would still meet the minimum program requirements of the Faculty of Graduate Studies.

Examples of the practical application of this policy could be:

Report of the Faculty Council of Graduate Studies on Program and Curriculum Changes

- Candidates having significant research experience and knowledge could apply for RPL credits toward a research course.
- Candidates who have completed the Applied Counselling Certificate through Extended Education (which cannot be considered for Advance Credit) and who have worked as a counsellor could request RPL credits toward a course in our counselling specialization.

Recommendations

The Faculty Council of Graduate Studies recommends THAT: the program changes from the unit(s) listed below be approved by Senate:

Université de Saint-Boniface (USB)

Respectfully submitted,

Acting Dean Todd A. Mondor, Chair
Graduate Studies Faculty Council

/py

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

Report of the Faculty Council of Graduate Studies on Program and Curriculum Changes

Preamble:

1. The Faculty of Graduate Studies has responsibility for all matters relating to the submission of graduate course, curriculum and program changes. 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 April 22, 2016 to consider a proposal from the Faculty of Graduate Studies.

Observations:

1. The **Faculty of Graduate Studies** is proposing a University of Manitoba Collaborative Ph.D. Program. The Collaborative PhD Program at The University of Manitoba is intended to provide an opportunity for outstanding graduate students to receive training at both The University of Manitoba and a collaborating university outside of Canada. Students spend a period in residence and complete portions of their program of study, and fulfill all requirements of, each university. Each of the collaborating universities awards a PhD degree that explicitly notes that the completed program was based on a collaborative PhD program and names the collaborating university (this information would be provided on both the transcript and parchment). Please **see attached** for complete details.

Recommendations

The Faculty Council of Graduate Studies recommends THAT: the program changes from the unit(s) listed below be approved by Senate:

Faculty of Graduate Studies

Respectfully submitted,

Acting Dean Todd A. Mondor, Chair
Graduate Studies Faculty Council

/py

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

UNIVERSITY OF MANITOBA COLLABORATIVE PhD PROGRAM

Overview

The Collaborative PhD Program at The University of Manitoba is intended to provide an opportunity for outstanding graduate students to receive training at both The University of Manitoba and a collaborating university outside of Canada. Students spend a period in residence and complete portions of their program of study, and fulfill all requirements of, each university. Each of the collaborating universities awards a PhD degree that explicitly notes that the completed program was based on a collaborative PhD program and names the collaborating university (this information would be provided on both the transcript and parchment).

Why Offer Such a Program?

The program is intended to provide students with exposure to research and scholarship at two universities. In this way students receive a more diverse educational experience and have the opportunity to establish a wide network of collaborations. Similarly, faculty members at The University of Manitoba involved in supervising a student engaged in a collaborative PhD program can benefit from establishing or strengthening collaborations with researchers at other institutions.

Do Other Members of the U15 Offer Such a Program?

Yes. It appears that 12 of the U15 offer such a program.

What Sort of Funding Is Available?

Funding may be available from advisors, universities, governments and national research agencies. In addition, a number of scholarships are available to support students whose collaborative PhD program includes an international collaborating university. Sources of information for these scholarships include:

Canadian Government – International Scholarship Opportunities for Canadians

- Search engine for Canadians:
 - <https://w03.international.gc.ca/scholarships-bourses/scholarshipcdn-boursecdn.aspx?lang=eng>
- International Scholarships
 - <http://www.scholarships-bourses.gc.ca/scholarships-bourses/can/opportunities-opportunites.aspx?lang=eng>

Canada Graduate Scholarships – Michael Smith Foreign Study Supplements Program

- http://www.nserc-crsng.gc.ca/Students-Etudiants/PG-CS/CGSForeignStudy-BESCEtudeEtranger_eng.asp

Embassy for France in Canada

- France Canada Research Fund
 - <http://www.ambafrance-ca.org/France-Canada-Research-Fund-2016#The-Joint-PhD-Program>

MITACS Globalink Graduate Fellowship

- <http://www.mitacs.ca/en/programs/globalink/globalink-graduate-fellowship>

University of Manitoba

- Students for whom The University of Manitoba is the lead university will have access to the same funding available to students enrolled in other graduate programs

UNIVERSITY OF MANITOBA COLLABORATIVE PHD PROGRAM

Information and Agreement Template

Outstanding students wishing to benefit from studying both at The University of Manitoba and at a collaborating university are encouraged to apply for admission to the Collaborative PhD Program (such a program is often referred to as a 'cotutelle' for such programs involving a university in France).

WHAT IS A COLLABORATIVE PHD PROGRAM?

- A program of study and research defined jointly by advisors from The University of Manitoba and a collaborating university
- The student is jointly supervised by the two advisors in conjunction with an advisory committee drawn from the two universities.
- The university at which the student will spend more time in residence is typically designated as the 'Lead' university, and the other university as the 'Partner' university
- The student is required to maintain full-time registration at both The University of Manitoba and the collaborating university and must spend a period of time in residence at both universities (minimally, one year at each)
- The thesis is defended only once at one of the universities with an examining committee comprised of, at minimum, the advisory committee plus an external examiner who has no affiliation to either university and is appointed following the Policies and Procedures of the Lead university.
- A PhD degree is awarded by The University of Manitoba and by the collaborating university. The student receives a parchment from each university which indicates that the PhD was awarded in conjunction with the collaborating university.

APPLICATION PROCESS (TENTATIVE PENDING SENATE APPROVAL)

If The University of Manitoba is to Serve as the Lead University

- The student must have been admitted to a PhD program at the University of Manitoba. If not currently enrolled in a PhD program, then the student must apply for admission to a specific unit-based program at The University of Manitoba.
- Following admission, the student must contact the Faculty of Graduate Studies to request entry to a Collaborative program.
- The collaborative program agreement must be defined and presented as part of this request. Completing this agreement will require the student to identify an advisor both at The University of Manitoba and at a collaborating university, and work with both advisors to define a program of study using the template provided.

- Transition to a collaborative program must be completed within a maximum of three years after admission to a PhD program at the University, and before either the thesis proposal is developed or the candidacy examination is written. The collaborating university may also have rules regarding entry to a collaborative program and it is the responsibility of the student to ensure these are met.
- When an approved agreement is in place, the student must collect all appropriate signatures and include the signed agreement with the request. The student must also apply for admission to the collaborating university and in doing so will be required to provide all information required under their application process.
- If admitted to the collaborating university, and an approved collaborative program agreement in place, then the student will be allowed entry to the collaborative PhD program.

If The University of Manitoba is to Serve as the Partner University

- The student must apply for admission to the collaborative PhD Program at The University of Manitoba.
- The collaborative program agreement must be defined and presented as part of the admission application. Completing this agreement will require the student to identify an advisor both at The University of Manitoba and at a collaborating university, and work with both advisors to define a program of study using the template provided. The agreement must include all appropriate signatures.
- Transition to a collaborative program must be completed before either any thesis proposal is developed or any candidacy examination is written. The collaborating university may also have rules regarding entry to a collaborative program and it is the responsibility of the student to ensure these are met.
- If admitted to The University of Manitoba with an approved collaborative program agreement in place, then the student will be admitted to the collaborative PhD program.

THE UNIVERSITY OF MANITOBA: COLLABORATIVE PhD PROGRAM AGREEMENT TEMPLATE

Proposed Program Start Date: _____

Student Name: _____

Mailing Address: _____

Email: _____

Telephone Number: _____

The University of Manitoba Department or Unit in which study is proposed:

Collaborating University and the Department or Unit in which study is proposed:

One of the collaborating universities is to be designated as the Lead university, and the other as the Partner university. The Lead University has administrative responsibility for overseeing the student's program of study including arranging the candidacy examination and thesis defense.

Which will be the Lead university? _____

Rationale for Applying for Admission to a Collaborative PhD Program

Advisor at The University of Manitoba:

Name: _____

Academic Department/Unit: _____

Qualifications and Supervision History (please attach complete CV): _____

Advisor at Collaborating University: _____

Supervisor: _____

Academic Department/Unit: _____

Qualifications and Supervision History (please attach complete CV): _____

Residency Plan:

Period of Residence	Location

Proposed Research Focus

Proposed Academic Program

- Provide tentative list of courses to be completed (if known; if not known indicate number of credit hours)
- Individual courses must be approved by both advisors and representatives from each collaborating university in advance. This includes any changes to the required coursework listed below, including specification of individual courses. Contact the Faculty of Graduate Studies at The University of Manitoba for details.

Course & Level	Expected Start Date	Expected End Date	University

Candidacy Examination

- Normally, the Candidacy Examination will be written under the rules of the Lead university unless such an examination is not a requirement of that university. In this case, the Candidacy Examination will be written under the rules of The University of Manitoba and the academic unit in which the student is studying.
- The candidacy examination will be written under the rules of which university?
(Attach detailed rules and requirements that will be followed for the candidacy examination, including web link if available).

- Expected completion date for candidacy examination: _____

Thesis Proposal

- To be completed under rules of _____ (Lead / Partner) university.
- Expected completion date for thesis proposal: _____
- Attach detailed rules and requirements that will be followed for the thesis proposal (include web link if available).

Thesis Defense

- To be defended at _____ (Lead / Partner) university.
- Language in which the Thesis is expected to be written: _____
- Attach detailed rules and requirements that will be followed for the thesis defense (include web link if available).

Additional Requirements

(Specify any additional requirements and indicate whether or not each is a requirement of the Lead or Partner university.)

Requirement	University

For each requirement above, please attach detailed rules and procedures that apply. Please include a web link, if available, for each of these.

Financial Support

List all sources of funding that are currently in place (i.e., that are guaranteed).

Source	Amount	Dates over which funding will be paid (if applicable)

List all funding for which applications will be submitted.

Source	Amount	Dates over which funding will be paid (if applicable)

Intellectual Property and Ethics

All signatories to this agreement acknowledge that:

- The student will hold the copyright of his/her thesis.
- The student and advisors at both collaborating universities will abide by the specific guidelines and rules for copyright and intellectual property at The University of Manitoba, including the Intellectual Property Policy.
See http://umanitoba.ca/admin/governance/governing_documents/community/235.html
- Where research data is produced or developed, both the student and each advisor will have access to the data at all times.
- All parties to this agreement (including the student, advisors, advisory committee, and both collaborating universities) understand and agree that the provisions of The University of Manitoba's Intellectual Property Policy pertaining to work done while a graduate student, as well as the guidelines around publication and access to research data, remain in place even after the student is no longer attending the university.
- The student and advisors will adhere to The University of Manitoba's policies and procedures related to the conduct of research, including any necessary human ethics review procedures, and animal care ethics, that must be completed. See http://umanitoba.ca/admin/governance/governing_documents/research/373.html; and http://umanitoba.ca/admin/governance/governing_documents/research/374.html

SIGNATURES

The University of Manitoba

Lead or Partner? (check box)

Advisor:

Name: _____ Title: _____

Signature: _____ Date: _____

Department/Unit Head

Name: _____ Title: _____

Signature: _____ Date: _____

Dean of Graduate Studies

Name: _____ Title: _____

Signature: _____ Date: _____

Additional authorization (if required)

Name: _____ Title: _____

Signature: _____ Date: _____

SIGNATURES

Collaborating University

Lead or Partner? (check box)

Advisor:

Name: _____ Title: _____

Signature: _____ Date: _____

Additional authorization (if required)

Name: _____ Title: _____

Signature: _____ Date: _____

Additional authorization (if required)

Name: _____ Title: _____

Signature: _____ Date: _____

Additional authorization (if required)

Name: _____ Title: _____

Signature: _____ Date: _____

STUDENT DECLARATION

I, _____, agree to

- abide by and meet the requirements of the graduate program at both The University of Manitoba and the collaborating university
- abide by the terms of this collaborative PhD agreement
- maintain full-time registration at both The University of Manitoba and the collaborating university
- permit sharing of my personal information between the collaborating universities as necessary for any purpose related to my program; such sharing will occur only in accordance with Freedom of Information and Protection of Privacy Act (Manitoba)

Name: _____

Signature: _____

Date: _____

ADDITIONAL TERMS

Dual PhD Degrees

On completion of the program of study described above, the Lead and Partner universities agree to award a PhD degree. The student's transcript and any parchment presented to the student will explicitly indicate that the program of study was completed under a collaborative PhD agreement and note the collaborating university.

Program Requirements

The student must meet the degree requirements of both collaborating universities.

Changes to the Program of Study

Requests for modification to the program of study described in this Collaborative PhD Agreement must be made in writing and will come into effect only with the consent of both collaborating universities.

Student Status

The student must maintain full-time registration at both universities.

Residency Requirement

The student must spend at least 12 months in residence at each university.

Sharing of Personal Information

The student's personal information will be shared as needed between the collaborating universities as necessary for any purpose related to my program; such sharing will occur only in accordance with Freedom of Information and Protection of Privacy Act (Manitoba)

Tuition & Fees (tentative)

If The University of Manitoba serves as the Lead university, then students will be required to pay the same tuition and fees as all other students enrolled full-time in a graduate program at The University of Manitoba.

If The University of Manitoba serves as the Partner university, then The University of Manitoba Graduate Students' Association (GSA) fee (\$84.55/term in 2015-2016) will be assessed for each term that the student is in residence at The University of Manitoba.

Insurance

It is the responsibility of the student to obtain adequate medical and travel insurance coverage for their periods in residence at each university.

Student Visa

It is the responsibility of the student to obtain a student Visa, if one is necessary, to engage in studies outside Canada, and to ensure the Visa is kept up to date as needed.

Expenses

The student is solely responsible for paying for all expenses including accommodation, food, transportation, books, passport, visas, insurance, etc.

Violations of Academic or Student Conduct

Any violation of academic or student conduct policies of either collaborating university, will be addressed following the policies and procedures in place at the collaborating universities.

Investigation of an alleged breach of academic or conduct policies will normally be investigated by the university at which the student was in residence at the time the violation occurred. However, each university retains the right to take disciplinary action on the basis of any demonstrated breach of its academic or student conduct policies. Each university agrees to inform the other of any breach, or allegation of a breach, of academic or student conduct policies of which it becomes aware, and of any disciplinary action taken as a result of an investigation of an alleged violation.

Discipline

Each university may take disciplinary action consistent with the policies and procedures in place at that institution. Such action may include removal of the student from the collaborative program for just cause (e.g., poor academic performance, violation of academic integrity or conduct policies). Any such decision is not binding on the collaborating university which may permit the student to continue exclusively in its own graduate program, or to take separate disciplinary action.

Appeals

The student has the right to appeal course grades, evaluations, and disciplinary action, according to the policies and procedures in place at the collaborating universities. Normally, such appeals will be filed at the university at which the action being appealed was taken. The outcome of any such appeal shall be communicated to the collaborating university.

Advisory Committee

The student will be supported by an advisory committee comprised of, at minimum, the two advisors, and three other faculty members at least one of whom must be from each of the collaborating universities. The advisory committee may be comprised of no more than eight (8) members, including the two advisors. The advisor and committee members from The University of Manitoba must be members of the Faculty of Graduate Studies. The composition of the advisory committee must be approved by both universities. The committee is responsible for providing the student with guidance and advice pertaining to research and program of study, and will conduct reviews of student progress, and will take part in the preparation and evaluation of the candidacy examination, the evaluation of the thesis proposal, and the final examination.

Review of Student Progress

A meeting of the entire advisory committee, including the two co-advisors, must be held at least once per year to evaluate student progress. A written summary of this meeting must be forwarded to the Faculty of Graduate Studies at The University of Manitoba using the standard form (available from the Faculty of Graduate Studies at The University of Manitoba). All members of the committee are expected to participate in all such meetings. Such meetings may include participation of individual members by telephone or video conference.

Academic Integrity

The student must successfully complete GRAD 7500, a short online academic integrity course, at The University of Manitoba within the first year of being admitted.

Advisor-Student Guidelines

The student must complete the Advisor-Student Guidelines agreement used at The University of Manitoba separately with each advisor. This agreement template is available online from the Faculty of Graduate Studies at The University of Manitoba. A copy of the completed agreements must be submitted to the Faculty of Graduate Studies at The University of Manitoba within the first year of admission to the program.

Candidacy Examination

A candidacy examination must be written following the regulations in place at either the University of Manitoba or the collaborating university (as specified in the agreement above). The candidacy examination must be attempted and passed within the time-period specified in the supplemental regulations for The University of Manitoba department or unit involved in the collaborative program.

Thesis Proposal

A PhD thesis proposal must be written following the regulations in place at either the University of Manitoba or the collaborating university (as specified in the agreement above). The PhD thesis proposal must be defended and approved in accordance with the time-period specified in the supplemental regulations for The University of Manitoba department or unit involved in the collaborative program.

Program Duration

Degree requirements must be completed within a maximum of six (6) years from the date of initial registration in a PhD program at the University of Manitoba. A request for an extension to this maximum period must be made in writing and may be granted only with the permission of both collaborating universities.

Language of Thesis

The Thesis must be written in a language in which both advisors and all members of the advisory committee are fluent. If the thesis is not written in English, then a comprehensive summary must be prepared in English and submitted to the Faculty of Graduate Studies of The University of Manitoba.

Leaves

Any request for a leave of absence (whether for personal, compassionate or medical reasons) must be made in writing, and may be approved only with the permission of both collaborating universities.

Procedures

Requests for changes to the program of study, time extensions, leaves of absence, appeals, or any other academic or administrative action which requires the agreement or authorization of The University of Manitoba must be made in writing according to the procedures in place at The University of Manitoba. Consult the Faculty of Graduate Studies at The University of Manitoba for details.

Independence

Each university retains the right to take any academic, administrative or disciplinary action consistent with its policies and procedures. The decision by one university to award the degree is not binding on the other university,

Advisor Change

In the event that a change in the advisor at either university is necessary or requested, the university for the departing advisor will attempt to identify a replacement advisor. Both universities and the student must agree to the replacement advisor. If an acceptable replacement advisor cannot be found, then either university may choose to withdraw from this agreement. In this event the student will be permitted to continue graduate studies at the Lead university.

Disagreements

The collaborating universities commit to work in good faith to negotiate and resolve any disagreement that may arise in regard to the provisions or interpretation of this agreement, or during the program of study.

Termination of Collaborative Program

In the event that the Lead or Partner university elects to terminate its participation of the collaborative PhD program, or the student elects to withdraw from the collaborative PhD program, then the student will be permitted to continue graduate studies at the Lead university.

Regulations

The student's collaborative PhD program will be governed by the regulations of the Lead university unless otherwise identified in the Collaborative PhD Program Agreement Template, except for issues pertaining to course work, in which case the regulations of the university offering the course will apply. If The University of Manitoba is identified as the Lead university, then the student is governed by the Academic Calendar, including the *Faculty of Graduate Studies Academic Guide* and any pertinent supplemental regulations (http://umanitoba.ca/faculties/graduate_studies/), and be expected to abide all Academic Integrity and Student Conduct standards (http://umanitoba.ca/student/resource/student_advocacy/academicintegrity/index.html).

Summary of University of Manitoba Program Requirements

The University of Manitoba requirements listed below must be met by the student:

- Continuous full-time registration must be maintained (unless the student has been granted an exceptional or parental leave).
- The student must successfully complete GRAD 7500, a short online academic integrity course, at The University of Manitoba within the first year of being admitted.
- The student must complete the Advisor-Student Guidelines agreement used at The University of Manitoba separately with each advisor. This agreement template is available online from the Faculty of Graduate Studies at The University of Manitoba. A copy of the completed agreements must be submitted to the Faculty of Graduate Studies within the first year of admission to the program.
- A report on student progress must be submitted to the Faculty of Graduate Studies at The University of Manitoba using the standard University of Manitoba progress report form at least annually
- A candidacy examination must be written following the regulations in place at either the University of Manitoba or the collaborating university (as specified in the agreement above). The candidacy examination must be attempted and passed within the time-period specified in the supplemental regulations for The University of Manitoba department or unit involved in the collaborative program.
- A PhD thesis proposal must be written following the regulations in place at either the University of Manitoba or the collaborating university (as specified in the agreement above). The PhD thesis proposal must be defended and approved in accordance with the time-period specified in the supplemental regulations for The University of Manitoba department or unit involved in the collaborative program
- If the thesis is not written in English, then a comprehensive summary must be prepared in English and submitted to the Faculty of Graduate Studies at The University of Manitoba
- The thesis examination must include both advisors, all other members of the advisory committee, and an external examiner not affiliated with either University. The external examiner must be approved by the Faculty of Graduate Studies at The University of Manitoba, as well as by the collaborating university.
- An oral thesis defense, open to the public, must be held.
- An electronic copy of the thesis along with a substantive English summary if the thesis is written in a language other than English, must be submitted to the Faculty of Graduate Studies at The University of Manitoba



UNIVERSITY
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Department of Mathematics

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Telephone (204) 474-8703
Fax (204) 474-7611
mathematics_dept@umanitoba.ca

Todd Mondor
Acting Dean, Faculty of Graduate Studies

5 April 2016

Dear Todd,

I write this letter in strong support of the proposed Collaborative Ph.D. Program at the University of Manitoba. As it happens, for the last five years or more, the Department of Mathematics has been advocating for the University of Manitoba to establish a mechanism for cotutelle-style Ph.D. programs. Further, the recent (October 2015) external review of the Mathematics graduate program strongly recommends that the Faculty of Graduate Studies implement a structure for cotutelle programs. Consequently, the timing and the direction of the proposed Collaborative Ph.D. Programs are well-aligned with the interests of the Department of Mathematics.

Many faculty members in the Department of Mathematics have extensive networks of international research collaborators, former graduate students, and former postdocs. Indeed the Department has strong pre-existing research connections with Brazil, China, France, India and Ukraine, among others. As a result, the Department is well-placed to take advantage of a Collaborative Ph.D. Program, using its contacts abroad not only to recruit new students to the University of Manitoba, but also to expose our Ph.D. students to research practices in an international setting. The graduate program in the Department of Mathematics has enjoyed significant growth in the last five years. We are actively looking for ways to continue that growth and the Department expects to make good use of the Collaborative Ph.D. Program once it is established.

In addition to helping expand our graduate program, the Collaborative Ph.D. Program will bring tangible benefits to faculty members and students alike. Faculty members will expand their international research networks, and enhance their HQP training records (so important now for success in tri-council grant competitions). All graduate students will benefit from being part of a larger and more diverse graduate population, and those students associated with the Collaborative Ph.D. Program will gain valuable international experience, and profit from the perspectives and guidance of two advisors. Finally, I note that the Department of Mathematics is currently in a phase of faculty renewal; a Collaborative Ph.D.



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Department of Mathematics

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Program will make our Department more attractive to the high-quality faculty members that we are seeking to recruit.

The Collaborative Ph.D. program is a welcome development at the University of Manitoba, and its introduction is completely commensurate with the University's status as a U15 member. The Department of Mathematics endorses its approval and swift implementation.

Sincerely,

Steve Kirkland
Professor and Head
Department of Mathematics



UNIVERSITY
OF MANITOBA

International Office
Office of the Vice-President (Research and International)

537 University Centre
Winnipeg, MB
Canada R3T 2N2
Phone +204-474-6656
Fax +204-474-7648
International.Office@umanitoba.ca

April 12, 2016

Dr. Todd Mondor, Acting Dean
Faculty of Graduate Studies
500 University Centre
University of Manitoba

Dear Dr. Mondor,

I am very pleased to write a letter in support of your proposal to initiate a "Collaborative PhD Program" for the University of Manitoba, particularly as it applies to cooperation with international partner universities. This initiative is good news for both University of Manitoba students and faculty members, whose work and experience are enriched through the different perspectives of their partners abroad.

The practice of permitting a graduate student to receive training from two universities towards a degree program that cites the collaborative nature of the program has been increasing in popularity among higher education institutions globally over the past decade or more. Our office regularly receives requests from current and potential institutional partners with high calibre doctoral programs to consider entering into such cooperation. The ability to enter establish a Collaborative PhD Program with partner universities abroad will enable UM faculty members to access the resources available to colleagues at these institutions, and expose their students to different scientific, cultural and physical contexts. This cooperation also has significant potential to strengthen institutional partnerships in ways that lead to new collaborative activities in teaching and research.

The University of Manitoba's International Strategy (2014) highlights the objectives of our University to encourage *faculty members (to be) engaged internationally through teaching, research and service*. Specifically, it aims to *support faculties to develop programs and courses with global and cross-cultural perspectives relevant to their subject area, and/or an international experience component* (Goal 1.3.1). The proposed Collaborative PhD Program provides important support for this strategic objective of our University and contributes to our overall goal of *academic enhancement through meaningful and sustainable international partnerships* (Goal 1).

The International Office offers its support towards the Faculty of Graduate Studies as you work to implement the Collaborative PhD Program. Specifically, the International Office will continue to work with the Faculty of Graduate Studies to identify appropriate international partner institutions, to develop administrative and legal supports that contribute to successful partnership management, and to secure necessary resources (when available) to facilitate the mobility of staff and students.

I wish you all the best as you establish this new program opportunity at the University of Manitoba. It is a welcome effort.

Sincerely,



Rhonda Friesen, Manager
International Office

Report of the Faculty Council of Graduate Studies on Regulation Changes

Preamble:

1. The Faculty of Graduate Studies has responsibility for all matters relating to policy changes and the revising of the FGS Academic Guide. Recommendations for academic 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 amendments to the Master's and Ph.D. sections of the Academic Guide, specifically, to Sections:
 - **4.5 Student's Advisor/Co-Advisor;**
 - **4.6.1 Thesis/Practicum Route;**
 - **5.2.1 Student Advisor;**
 - **5.2.2 Co-Advisor; and**
 - **5.2.3 Advisory Committee**

Observations

1. Master's Section

4.5 Student's Advisor/Co-Advisor

Each student should have an advisor upon entry into the program, and must have one assigned no later than one term following registration. The advisor must:

- hold at least a Master's degree or equivalent;
- be a member of the Faculty of Graduate Studies;
- have expertise in a discipline related to the student's program;
- hold an appointment in the student's unit; **and**
- **have no conflict of interest with the student (as defined by the University of Manitoba Conflict of Interest Policy).**

It is the responsibility of the unit Head to determine whether faculty members meet these criteria, and also to report to the Dean of the Faculty of Graduate Studies on equivalency as necessary. Any exceptions or

special circumstances must be recommended by the unit Head and approved by the Dean of the Faculty of Graduate Studies who considers each case on an individual basis.

4.6 Advisory Committee

4.6.1 Thesis/Practicum Route

Advisory committees are normally selected by the advisor/co-advisor in consultation with the student and should consist of individuals whose expertise is consistent with that necessary to provide additional advice to the student during his/her research program. The advisory committee must consist of a minimum of three members (including the advisor/co-advisor), two of whom must be members of the Faculty of Graduate Studies, one of whom must hold a primary appointment from within the unit and one of whom must hold no appointment within the unit. It is expected that, under normal circumstances, that advisory committee members have a Master's degree or equivalent and have no conflict of interest with the student (as defined by the University of Manitoba Conflict of Interest Policy).

Advisory committees may include one non-voting guest member who has expertise in a related discipline but is not a member of the Faculty of Graduate Studies. A staff member at the University of Manitoba at the rank of Assistant Professor or above cannot have an advisory committee member with an appointment in the same unit. Graduate students may not serve on graduate student advisory committees.

The composition of, and any changes to, the advisory committee, including the advisor/co-advisor, must be approved by the Faculty of Graduate Studies. The advisor/co-advisor is the Chair of the advisory committee.

Additional specifications regarding the advisory committee are found in the unit supplemental regulations and students should consult these regulations for specific requirements.

Ph.D. Section

5.2 Student Advisor, Co-advisor and Advisory Committee

5.2.1 Student Advisor

Every Ph.D. student must have an advisor, appointed by the Head of the unit. The advisor is responsible for supervising the student's graduate program. The advisor is the student's first point of contact at The University of Manitoba, and therefore should be familiar with the general

policies and regulations of the Faculty of Graduate Studies as well as the specific supplementary regulations of their academic unit. The advisor is directly responsible for the supervision of the student's graduate program. In this capacity, the advisor assists the student in planning the graduate program, and ensures that the student is aware of all graduate program requirements, degree regulations, and general regulations of the academic unit, the Faculty of Graduate Studies, the university, and external funding agencies. The academic advisor provides counsel for all aspects of the graduate program, and stays informed of the student's scholarly activities and progress. The student's advisor also acts as a channel of communication to the student's advisory committee, the unit and the Faculty of Graduate Studies.

The advisor must:

- be a member of the Faculty of Graduate Studies;
- hold a Ph.D. or equivalent*;
- be active in research;
- have expertise in a discipline related to the student's program;
- hold an appointment in the student's unit; and
- have no conflict of interest with the student (as defined by the University of Manitoba Conflict of Interest Policy).

5.2.2 Co-advisor

In special circumstances, upon approval of the Head of the unit, an advisor and co-advisor may advise a student.

The co-advisor must:

- be a member of the Faculty of Graduate Studies;
- hold a Ph.D. or equivalent*;
- be active in research;
- have expertise in a discipline related to the student's program; and
- have no conflict of interest with the student (as defined by the University of Manitoba Conflict of Interest Policy).

5.2.3 Advisory Committee

The Head of the unit is responsible for the establishment of an advisory committee for each Ph.D. student. Advisory committees are normally selected by the advisor/co-advisor in consultation with the student and should consist of individuals whose expertise is consistent with that

necessary to provide additional advice to the student during his/her program.

The advisory committee must consist of a minimum of three members of the Faculty of Graduate Studies, one of whom must hold a primary appointment from within the unit and one of whom must hold no appointment within the unit. Advisory committees may include one non-voting guest member who has expertise in a related discipline but is not a member of the Faculty of Graduate Studies.

It is expected that, under normal circumstances, Advisory Committee members have a Ph.D. degree or equivalent **and have no conflict of interest with the student (as defined by the University of Manitoba Conflict of Interest Policy)**. Equivalency will be determined by the Dean of the Faculty of Graduate Studies. Graduate students may not serve on graduate student advisory committees. A staff member at the University of Manitoba at the rank of Assistant Professor or above, cannot have an advisory committee member with an appointment in the same unit.

The composition of, and any changes to, the advisory committee, including the advisor/co-advisor, must be approved by the Faculty of Graduate Studies. The advisor/co-advisor is the Chair of the advisory committee. Advisory committee meetings which must be held at least annually are not intended to take the place of meetings between the student and advisor/co-advisor, which should occur with much greater frequency than the advisory committee meetings.

Recommendations

THAT Senate approve the Report of the Faculty Council of Graduate Studies on Regulation Changes [dated April 22, 2016] to amend Sections 4.5 (Student's Advisor/Co-Advisor), 4.6.1 (Thesis/Practicum Route), 5.2.1 (Student Advisor), 5.2.2 (Co-Advisor), and 5.2.3 (Advisory Committee) of the Faculty of Graduate Studies Academic Guide.

Respectfully submitted,

Acting Dean Todd A. Mondor, Chair
Graduate Studies Faculty Council

/py

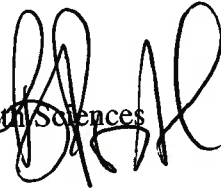
Comments of the Senate Executive Committee:
The Senate Executive Committee endorses the report to Senate.

MEMORANDUM

Date: May 6, 2016

To: Mr. Jeff Leclerc
University Secretary

From: Dr. Brian Postl
Dean, Faculty of Health Sciences



Re: Proposed Medical Microbiology Name Change

The Department of Medical Microbiology Council voted unanimously in favour of change the name of the department to "Medical Microbiology and Infectious Diseases" as per attached proposal.

The proposal was previously reviewed by the Department Heads Council and the Faculty of Health Sciences Executive Council approved the proposal and name change by electronic vote on May 5, 2016 and is being forwarded for final Senate approval.

Please let me know if you require additional information or clarification.

Thank you.

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



UNIVERSITY
OF MANITOBA

Department of
Medical Microbiology

Keith R. Fowke, Ph.D
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Professor, Community Health
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June 24, 2015

Dr. Brian Postl
Dean, College of Medicine,
Dean, Faculty of Health Sciences
230 BMSB

RE: Medical Microbiology name change

Dear Dr. Postl:

Proposal: To change the name of the Department from the "Department of Medical Microbiology" to the "Department of Medical Microbiology and Infectious Diseases".

Executive summary: On May 14, 2014 the Department of Medical Microbiology Departmental Council voted unanimously in favour of changing the name of the department to "Medical Microbiology and Infectious Diseases". The Section of Pediatric Infectious Diseases, in the Department of Pediatrics, and the Section of Adult Infectious Diseases, in the Department of Internal Medicine, are the clinical units that deliver clinical infectious disease care and whose members are all cross appointed in Medical Microbiology. In separate Section meetings, both of these Sections voted unanimously in support of the name change.

Rationale for name change:

- The research and teaching activities of the Department of Medical Microbiology have always been tightly linked with not only the study of the pathogenic organisms, which is the field of medical microbiology, but also with the disease pathologies in the human host caused by these organisms, called infectious diseases. The proposed name change would better reflect the research and teaching focus on the human diseases caused by infectious agents.
- The former Department head, Dr. Allan Ronald, led the development of Infectious Diseases as a clinical discipline in Canada, and ever since the Department has become a national leader for infectious diseases teaching and research. The name change acknowledges the leadership role the Department has played in the development of the discipline of infectious diseases.
- The Department is the academic focus for research and teaching activities on a wide variety of infectious disease related subjects such as public health infectious disease, international infectious diseases, adult infectious disease and pediatric infectious disease. With over 100 affiliated academic members, the name change more accurately reflects the research and teaching activities of departmental members.

- The term “infectious diseases” is commonly used in funding announcements (eg CIHR) and is a term that is common in the lay press. The name change would clearly indicate that the activities of the department align with priorities of funding agencies and the general public.
- The term “infectious diseases” is designated as a “signature initiative” in the UM’s Strategic Research Plan 2015-2020. The name change would clearly indicate that the Department is a significant part of that research strength.
- There is an “infectious disease cluster” in Winnipeg that is unique in all of Canada. This cluster includes the Public Health Agency of Canada’s National Microbiology Lab, Canada Food Inspection Agency’s Foreign Animal Disease Lab, the National HIV and Retrovirology Laboratory, the International Centre for Infectious Diseases and the National Coordinating Centre for Infectious Diseases. The Department collaborates extensively with each of these groups, is recognized as the oldest and most well-established of these groups, and is seen the academic lead in the region. The name change would reinforce the Department’s leadership and central role in this regional cluster.
- The Department is home to the International Infectious Disease and Global Health Training Program. The name change would more accurately reflect the connection between the two.
- Across Canada, other major universities have similar departments with names that reflect their particular strengths. Many departments focus on microbiology and immunology. The proposed name change would clearly indicate that the focus of the Department includes infectious disease research and teaching and would clearly distinguish it from many others.
- Students have commented that the name change would bring greater focus to the infectious disease research being conducted in the department and, therefore, would more likely attract additional graduate student interest.

For these reasons, which both acknowledge the rich history of the Department but also position it to take advantage of future opportunities, the Department of Medical Microbiology is seeking permission to change its name to the Department of Medical Microbiology and Infectious Diseases.

Best regards,

Keith Fowke

Keith Fowke, PhD
Professor and Head, Dept of Medical Microbiology

REPORT OF THE SENATE COMMITTEE ON AWARDS – PART B

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 May 9, 2016, the Senate Committee on Awards reviewed three amended offers that appear to be discriminatory according to the policy on the *Non-Acceptance of Discriminatory Awards*, as set out in Appendix A of the *Report of the Senate Committee on Awards - Part B* (dated May 9, 2016).

Recommendation

The Senate Committee on Awards recommends that Senate and the Board of Governors approve three amended offers, as set out in Appendix A of the *Report of the Senate Committee on Awards - Part B* (dated May 9, 2016). This award decision complies with the published guidelines of November 3, 1999, and is reported to Senate for information.

Respectfully submitted,

Dr. Phil Hultin
Chair, Senate Committee on Awards

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

SENATE COMMITTEE ON AWARDS

Appendix A

May 9, 2016

1. AMENDMENTS

Lee Dunlop Anderson Centennial Bursary

The following amendments have been made to the terms of reference for the Lee Dunlop Anderson Centennial Bursary:

- Criterion (1) was revised to:
is enrolled as a full-time student (minimum 80% course load) in the Department of Human Nutritional Sciences in the Faculty of Agricultural and Food Sciences at the University of Manitoba;
- References to *Aboriginal* were updated to *Indigenous (Status, Non-Status, Métis, Inuit)*.
- The selection committee statement was revised to:
The selection committee will be the Faculty of Agricultural and Food Sciences Award Committee.
- The application statement was revised to:
In order to demonstrate (3), applicants will be required to submit the Supplemental Application Form for the Lee Dunlop Anderson Centennial Bursary to the selection committee by the designated deadline date. Applicants must also submit the standard bursary application form to the Financial Aid and Awards Office by the University of Manitoba General Bursary application deadline, as set by FAA each year.

(Attachment I)

The Manitoba Teachers' Society Aboriginal Bursary in Education

The following amendments have been made to the terms of reference for The Manitoba Teachers' Society Aboriginal Bursary in Education:

- The name of the award was revised to ***The Manitoba Teachers' Society Bursary in Education for Indigenous Students.***
- All references to the name of the award were changed to reflect the new award name.
- All instances of the word *Aboriginal* were replaced with the word *Indigenous*.
- The initial year of the bursary was removed and the amount of the bursary was revised from \$2,400 to \$3,000.
- Criterion (2) was revised to:
is enrolled full-time (minimum 60% course load) in any undergraduate program offered by the Faculty of Education at the University of Manitoba;
- The word *cumulative* was replaced with the word *degree* in criterion (3).
- The words *(or designate)* were added at the end of the selection committee statement.
- The standard Board of Governors statement was added.

(Attachment II)

Manitoba Teachers' Society Internationally Educated Teachers (IET) Bursary in Education

The following amendments have been made to the terms of reference for Manitoba Teachers' Society Internationally Educated Teachers (IET) Bursary in Education:

- The opening paragraph was revised to:

The Manitoba Teachers' Society offers an annual bursary to support a student who has obtained their Bachelor's Degree in Education (or equivalent) from an institution outside of Canada and is enrolled in either the Bachelor of Education program or the Post-Baccalaureate Diploma in Education (PBDE) program. Each year, starting in 2010, one bursary valued at \$2,400 will be offered to an undergraduate student who:

- The numbered criteria were revised to:

- (1) has successfully completed a Bachelor's Degree in Education (or equivalent) from any accredited post-secondary institution outside of Canada;*
- (2) is enrolled either full-time or part-time in any year of either the Post-Baccalaureate Diploma in Education (P.B.D.E.) program or the Bachelor of Education program in the Faculty of Education at the University of Manitoba;*
- (3) has achieved a minimum degree grade point average of 2.5 on all undergraduate courses completed (or equivalent);*
- (4) has demonstrated financial need on the standard University of Manitoba bursary application form.*

- The following statements were added:

In addition to the standard University of Manitoba bursary application, Candidates will be required to submit a supplementary application documenting that they have successfully completed a Bachelor's Degree in Education (or equivalent) from a post-secondary institution outside of Canada.

In the event that there are no candidates who meet criteria (1) through (4), the selection committee will have the discretion to offer the award to a student who has met criteria (2) through (4) and is Indigenous (Status, Non-Status, Métis, Inuit).

- The standard Board of Governors statement was added.

(Attachment III)



UNIVERSITY
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Faculty of Agricultural and Food
Sciences

Office of the Dean
256 Agriculture Building
Winnipeg, Manitoba
Canada R3T 2N2
Phone (204) 474-6026
Fax (204) 474-7525

May 6, 2016

Dr. Philip Hultin
Chair, Senate Committee on Awards
c/o Pamela Gareau, Awards Establishment Coordinator
420 University Centre
University of Manitoba

RE: Lee Dunlop Anderson Centennial Bursary

Dear Dr. Hultin,

The Faculty of Agricultural and Food Sciences supports the amendment of **Lee Dunlop Anderson Centennial Bursary**.

In the Fall Term of 2015, the Faculty of Agricultural and Food Sciences' self-declared Indigenous student population was 4.2% compared to the Province of Manitoba's Indigenous population of 16.7% in 2011.¹

Indigenous student enrolment data for the past five years in the Faculty of Agricultural and Food Sciences at the University of Manitoba is provided for context in the table below.²

Year (Fall Term)	Number of Indigenous Students in the Faculty of Agricultural and Food Science	Total Number of Students in the Faculty of Agricultural and Food Science	Percent of Students that are Indigenous in the Faculty of Agricultural and Food Science
2015	39	930	4.2%
2014	39	888	4.4%
2013	22	607	3.6%
2012	14	519	2.7%
2011	15	452	3.3%

As an institution, our commitment is to increase the number of Indigenous students on our campuses. Increasing the number of bursaries, scholarships, and awards for Indigenous students contributes to this commitment. This bursary will provide the Faculty of Agricultural and Food Sciences the opportunity to recruit, support, and retain Indigenous students at the University of Manitoba and in doing so, will also contribute to the success of individual Indigenous students.

Sincerely,

Karin Wittenberg, PhD, PAg
Dean, Faculty of Agricultural and Food Sciences

¹Statistics Canada. Aboriginal Peoples in Canada: First Nations People, Metis and Inuit, National Household Survey, 2011, Catalogue no. 99-011-X2011001. Cited July 3, 2015

² The University of Manitoba's Office of Institutional Analysis. Cited December 16, 2015



UNIVERSITY
OF MANITOBA

Faculty of Education

April 22, 2016

Dr. Philip Hultin
Chair, Senate Committee on Awards
c/o Mandy Laing, Awards Establishment/Selection Coordinator
420 University Centre
University of Manitoba

RE: The Manitoba Teachers' Society Bursary in Education for Indigenous Students

Dear Dr. Hultin,

The Faculty of Education supports the amendment of **The Manitoba Teachers' Society Bursary in Education for Indigenous Students**.

In the Fall Term of 2015, the Faculty of Education's self-declared Indigenous student population was 8% compared to the Province of Manitoba's Indigenous population of 16.7% in 2011.¹

Indigenous student enrolment data for the past five years in the Faculty of Education at the University of Manitoba is provided for context in the table below.²

Year (Fall Term)	Number of Indigenous Students in the Faculty of Education	Total Number of Students in the Faculty of Education	Percent of Students that are Indigenous in the Faculty of Education
2015	58	727	8.0%
2014	62	792	7.8%
2013	68	795	8.6%
2012	55	849	6.5%
2011	62	895	6.9%

As an institution, our commitment is to increase the number of Indigenous students on our campuses. Increasing the number of bursaries, scholarships, and awards for Indigenous students contributes to this commitment. This bursary will provide the Faculty of Education the opportunity to recruit, support, and retain Indigenous students at the University of Manitoba and in doing so, will also contribute to the success of individual Indigenous students.

Sincerely,

Dr. David Mandzuk
Dean, Faculty of Education

¹Statistics Canada. Aboriginal Peoples in Canada: First Nations People, Metis and Inuit, National Household Survey, 2011, Catalogue no. 99-011-X2011001. Cited July 3, 2015

²The University of Manitoba's Office of Institutional Analysis. Cited December 16, 2015

May 3, 2016

Dr. Philip Hultin
Chair, Senate Committee on Awards
c/o Mandy Laing, Awards Establishment/Selection Coordinator
420 University Centre
University of Manitoba

RE: Manitoba Teachers' Society Internationally Education Teachers (IET) Bursary in Education

Dear Dr. Hultin,

The Faculty of Education supports the amendment of the **Manitoba Teachers' Society Internationally Education Teachers (IET) Bursary in Education**.

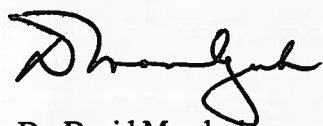
In the Fall Term of 2015, the Faculty of Education's self-declared Indigenous student population was 8% compared to the Province of Manitoba's Indigenous population of 16.7% in 2011.¹

Indigenous student enrolment data for the past five years in the Faculty of Education at the University of Manitoba is provided for context in the table below.²

Year (Fall Term)	Number of Indigenous Students in the Faculty of Education	Total Number of Students in the Faculty of Education	Percent of Students that are Indigenous in the Faculty of Education
2015	58	727	8.0%
2014	62	792	7.8%
2013	68	795	8.6%
2012	55	849	6.5%
2011	62	895	6.9%

As an institution, our commitment is to increase the number of Indigenous students on our campuses. Increasing the number of bursaries, scholarships, and awards for Indigenous students contributes to this commitment. This bursary will provide the Faculty of Education the opportunity to recruit, support, and retain Indigenous students at the University of Manitoba and in doing so, will also contribute to the success of individual Indigenous students.

Sincerely,



Dr. David Mandzuk
Dean, Faculty of Education

¹ Statistics Canada. Aboriginal Peoples in Canada: First Nations People, Metis and Inuit, National Household Survey, 2011, Catalogue no. 99-011-X2011001. Cited July 3, 2015

² The University of Manitoba's Office of Institutional Analysis. Cited December 16, 2015

Report of the Senate Committee on Admissions concerning a proposal from the Rady Faculty of Health Sciences to include Interdisciplinary Health as a direct entry option (2016.05.20)

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 Interdisciplinary Health Program (IHP) is proposing that the IHP be added as a direct entry option; if approved, the admission requirements used would be the category 2 requirements from the Senate-approved direct entry template.
3. The proposal was endorsed by Interdisciplinary Health Program Council on March 21st, 2016, and by SCADM on May 20th, 2016.

Observations:

1. The Interdisciplinary Health Program has been without a direct entry category for two years. Prior to this time the IHP did have an admission category for high school/direct entry students.
2. The degree programs from the former Faculty of Human Ecology have been integrated into other faculties; as a result, the new IHP Council reviewed the admission categories options for direct entry.
3. The category 2 requirements that would be used are as follows:
A minimum 85% average over the following, with no less than 60% in each course:
 1. English 40S
 2. Applied Mathematics 40S or Pre-Calculus Mathematics 40S
 3. A One of Biology, Chemistry, Physics or Computer Science 40S

Recommendation:

The Senate Committee on Admissions recommends that the Interdisciplinary Health Program be added as a direct entry option effective for the September, 2017 intake.

Respectfully submitted
Susan Gottheil, Chair, Senate Committee on Admissions

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



UNIVERSITY
OF MANITOBA

Interdisciplinary Health Degree Program
Faculty of Health Sciences

To: Erin Stone, Director of Admissions

From: Christine Ateah, Vice-Dean, Education, Faculty of Health Sciences
Chair, Interdisciplinary Health Program Council

Re: Interdisciplinary Health Program (IHP) Direct Entry 2017-2018

The Interdisciplinary Health Program has been without a direct entry category for two years. Prior to this time the IHP did have an admission category for high school/direct entry students. When the admission categories were revised, the revised categories were reviewed at an IHP Council meeting but as quorum was not reached, a decision was not made on adopting a new admission category. During this time as well, the Faculty of Human Ecology was closed. As a result the IHP has not had an admission category for high school/direct entry students since 2014-2015.

Now, as the degree programs from the former Faculty of Human Ecology have been integrated into other faculties, the new IHP Council reviewed the admission categories for high school/direct entry to use for entry requirements for the 2017-2018 academic year.

The topic of high school/direct entry requirements was placed on the agenda for the IHP Council meeting held March 21, 2016. A motion was made to use Category 2 as the admission requirement for direct entry. The motion was passed. A copy of the minutes of that meeting is attached with the relevant section highlighted. A copy of the direct entry bulletin is also attached.

This documentation is being submitted for SCADM and Senate to consider the use of Category 2 for admission to the IHP starting 2017-2018.

Report of the Senate Committee on Admissions concerning a proposal from Enrolment Services to modify terminology used in 'Special Consideration' categories (2016.05.20)

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. Enrolment Services is proposing that the term Aboriginal be replaced with Indigenous in all admissions documentation; this includes modifying the names of 'Special Consideration' categories that currently use the term Aboriginal.
3. The proposal was endorsed by SCADM on May 20th, 2016.

Observations:

1. As an institution, we have started moving towards using the term Indigenous instead of Aboriginal.
2. Currently, we have nine Colleges and Faculties using the term Aboriginal within the title and/or the description of their 'Special Consideration' admission categories.
3. Consultations were held with Deborah Young, and with all of the Faculties and Colleges, whose admissions categories would be affected by this change. The result of the consultations was unanimous support for the proposed change.

Recommendation:

The Senate Committee on Admissions recommends that all Applicant Information Bulletins be updated to replace the term Aboriginal with the term Indigenous effective for the September, 2017 intake.

Respectfully submitted

Susan Gottheil, Chair, Senate Committee on Admissions

Comments of the Senate Executive Committee:

The Senate Executive Committee endorses the report to Senate.

Special Consideration Category Terminology

Preamble

Enrolment Services is proposing a change to the terminology used within admissions. The goal is to present special consideration categories for Aboriginal/Indigenous students using consistent language that is reflective of institutional terminology.

Observations

1. In Spring 2015, Enrolment Services began to explore the possibility of using consistent terminology within the various special consideration categories of admission. After consultation with Deborah Young, Executive Indigenous Lead, it was suggested that the terminology used within the Aboriginal special consideration categories be more reflective of institutional language. The suggestion was to move away from using the term Aboriginal and to use the term Indigenous instead.
2. As an institution, we have started moving towards using the term Indigenous instead of Aboriginal.
3. Currently, we have nine Colleges and Faculties using the term Aboriginal within the title and/or the description of their special consideration admission categories.
4. These Faculties and Colleges were consulted and are all supportive of the change in terminology as indicated below:

Faculty/College	Current Category Names and Wording	Suggested/Proposed Wording
Asper School of Business	Canadian Aboriginal Ancestry Category	Canadian Indigenous Applicant Category
College of Dentistry	Canadian Aboriginal Applicant Category	Canadian Indigenous Applicant Category
Education	Canadian Indigenous/Aboriginal Peoples	Canadian Indigenous Peoples
Environmental Design	Special Consideration Category that will consider Canadian Indigenous Applicants	NO CHANGE REQUIRED
Faculty of Kinesiology & Recreation Management	Individual Consideration Category with a statement that includes applicants who identify with "Canadian Indigenous/Aboriginal Peoples"	Individual Consideration Category with a statement that includes applicants who identify with "Canadian Indigenous Peoples"

Faculty of Law	Aboriginal Category	Canadian Indigenous Applicant Category
College of Medicine	First Nations, Metis, and Inuit Applicant Pool	Canadian Indigenous Applicant Pool
College of Pharmacy	Special Consideration Category with a statement that indicates applicants to this category must be "Aboriginal People who are Manitoba residents including Manitobans who apply through the Health Careers ACCESS Program (HCAP) of the University of Manitoba	Special Consideration Category with a statement that indicates applicants to this category must be "Indigenous People who are Manitoba residents including Manitobans who apply through the Health Careers ACCESS Program (HCAP) of the University of Manitoba
College of Rehabilitation Sciences	Special Consideration with a statement that indicates applicants to this category must "Be of self-declared Canadian Aboriginal descent. For the purpose of identification, a Canadian Aboriginal person is a descendant of First Nations, Métis, or Inuit heritage. First Nation includes Status, Treaty, or Registered individuals, as well as Non-Status, and Non-Registered individuals. This category is open to all applicants declaring Aboriginal heritage, regardless of provincial or territorial residency. Manitoba residents will be given first priority	Special Consideration with a statement that indicates applicants to this category must "Be of self-declared Canadian Indigenous descent. For the purpose of identification, a Canadian Indigenous person is a descendant of First Nations, Métis, or Inuit heritage. First Nation includes Status, Treaty, or Registered individuals, as well as Non-Status, and Non-Registered individuals. This category is open to all applicants declaring Indigenous heritage, regardless of provincial or territorial residency. Manitoba residents will be given first priority
Faculty of Social Work	Canadian Aboriginal Peoples	Canadian Indigenous Peoples

Recommendation

It is recommended that all Applicant Information Bulletins be updated to replace the term Aboriginal with the term Indigenous.

It is recommended that these changes come into effect for students applying for the September, 2017 intake.

Report of the Executive Committee of the Faculty of Graduate Studies on Course and Curriculum Changes

Preamble

1. The Faculty of Graduate Studies has responsibility for all matters relating to the submission of graduate course, curriculum and program changes. Recommendations for new programs or changes are submitted by the Faculty Council of Graduate Studies for the approval of Senate.
2. In October 2007, the Faculty of Graduate Studies approved a process of *Streamlining Course Introductions, Modifications, & Deletions* which allows the Executive Committee to approve these changes in lieu of Faculty Council when the courses are not associated with a new program or program changes.
3. The Faculty of Graduate Studies Executive Committee met on the above date to consider a proposal from the Dept. of Environment and Geography.

Observations

1. The **Dept. of Environment and Geography** is proposing four (4) course introductions. The University of Manitoba has identified Arctic Science as a strategic area for the university. The courses will accommodate the expertise of new faculty members and will be fundamental to graduate students who have an Arctic Science component in their graduate research. There will be no additional costs associated with the courses.

Course Introductions

GEOG 7910 Contemporary Issues in Arctic Science

+3

The course will deal with the coupling between the ocean-sea ice-atmosphere (OSA) interface and examine the role of these processes in physical-biological coupling. Seminars will be presented on both scientific and methodological principles required to understand how climate change affects the Arctic system. Prerequisite: Permission of Department Head.

GEOG 7930 Oceanography: Chemical

+3

This course deals with the sources, distribution, and transformation of chemical constituents of the oceans, and the processes that control them. The emphasis will be given to biologically or climatically significant elements such as carbon, nitrogen, phosphorus, iron and mercury in the Arctic Ocean. Prerequisite: Permission of Department Head. Not to be held with GEOG 4930.

GEOG 7940 Sea Ice in Arctic Marine System**+3**

This course will provide a general background on the importance and current knowledge of sea ice with a focus on the Arctic marine system. The material will be provided in a highly disciplinary manner, touching on fields of geophysics, physical geography, biology and chemistry. Prerequisite: Permission of Instructor. Not to be held with GEOG 4940.

GEOG 7960 Oceanography: Biological II High Trophic Levels**+3**

This course will examine the oceanographic-biological coupling occurring in the Arctic region, focusing on environmental conditions related to higher trophic levels and impacts of climate change. The aim of this course will extend the learning of the 3000-level course that examines the biological oceanography, which focus on the environmental factors that control primary production and lower trophic levels in the world's oceans. Prerequisite: Permission of Department Head. Not to be held with GEOG 4960.

NET CREDIT HOUR CHANGE**+12****Recommendations**

The Executive Committee recommends THAT: the course changes from the unit listed below be approved by Senate:

Dept. of Environment and Geography

Respectfully submitted,

Dr. Todd A. Mondor, Chair
Faculty of Graduate Studies Executive Committee

/py

Comments of the Senate Executive Committee:

The Senate Executive Committee endorses the report to Senate.

Report of the Senate Planning and Priorities Committee RE: Graduate Course Changes Beyond Nine Credit Hours, Department of Environment and Geography

Preamble:

1. The Senate Planning and Priorities Committee (SPPC) has the responsibility to report to Senate on curriculum changes with significant resource implications, including additions to departmental curricula of more than nine (9) credit hours.
2. At its meeting on April 25, 2016 the Committee received the Report of the Faculty Council of Graduate Studies on Program and Curriculum Changes [dated March 23, 2016] concerning a proposal from the Department of Environment and Geography to introduce a net increase of twelve (12) credit hours of 7000- level courses.

Observations:

1. The Department of Environment and Geography is proposing to introduce four (4) graduate courses, as outlined in the Report of the Faculty Council of Graduate Studies on Program and Curriculum Changes [dated March 23, 2016]. The overall number of credit hours of graduate courses offered by the Department would increase by twelve (12) credit hours.
2. The course introductions reflect an increasing emphasis on research in the area of Arctic science within the Department and reflect the teaching and research interests of new faculty members.
3. No additional teaching or financial resources would be required to offer the courses. It was noted that one of the four new courses would be offered every year. The other three would be offered every second year.

Recommendation:

The Senate Planning and Priorities Committee recommends:

THAT Senate approve the Report of the Senate Planning and Priorities Committee concerning graduate course changes beyond nine credit hours in the Department of Environment and Geography, effective September 1, 2016.

Respectfully submitted,
Ms. Ada Ducas, Chair
Senate Planning and Priorities Committee

Report of the Senate Committee on Instruction and Evaluation RE: Responsibilities of Academic Staff with Regard to Students, Revised Policy and Procedure

Preamble:

1. The terms of reference for the Senate Committee on Instruction and Evaluation (SCIE) can be found at:
http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/502.html.
2. At its meetings on March 17 and May 12, 2016, SCIE considered proposed revisions to the policy and procedure on *Responsibilities of Academic Staff with Regard to Students* (ROASS). The policy was previously revised in June 1998.
3. The policy has been divided into two documents, including a policy and a procedure, and has been reformatted following the Governing Documents template. Definitions of terms used in the policy and procedure have been added at the beginning of each document.

Observations:

1. The purpose of the policy on *Responsibilities of Academic Staff with Regard to Students* (ROASS) is to identify the responsibilities and the discharge of responsibilities of Academic Staff with regard to Students.
2. The objective of proposed changes to the policy is to clarify the individual and collective responsibilities of Academic Staff to Students under sections 2.2 through 2.4 and under 2.5, respectively.
3. One objective of proposed revisions to the procedure is to ensure that Academic Staff clearly set out what their expectations are, for students in their classes, in the course outline. Some specific changes to the information that would be required in a course outline include:
 - a course description outlining, in addition to the topics to be covered, goals of the course, which might include *bona fide* academic requirements, and learning outcomes (section 2.5(d));
 - expectations for class attendance and penalties, if any, for non-compliance (section 2.5(e));
 - expanded information on evaluation procedures and methods that will be used in the course (section 2.5(f));
 - increased information on how and when evaluative feedback will be given to Students, including information on the form of evaluative feedback and when this feedback would be provided in relation to the Voluntary Withdrawal deadline (section 2.5(g)); and
 - the addition of a statement referring Students to Student Accessibility Services, to facilitate the implementation of accommodation for Students, and a communication of the willingness to meet with Students with disabilities who require accommodation (section 2.5(m)).

4. The revised procedure includes a new requirement for Academic Staff to provide Students with a Policy and Resource Document, that would include information on University support offices (including academic and other supports) and University and Unit policies, as outlined in Schedule A to the procedure. The Policy and Resource Document would be provided to students during the first week of classes in paper copy and/or through a University information system (i.e. Aurora, UM Learn). The Centre for the Advancement of Teaching and Learning would develop and maintain sample language and templates that Academic Staff might wish to use to meet the requirements set out in Schedule A.
5. Section 2.8(a) of the revised procedure sets out a process for making changes to course outlines, including changes to the method of evaluation or format of assignments, after the course outline has been distributed to the class. In particular, Academic Staff would be required to discuss the proposed changes with the class, with an opportunity for Students to provide feedback, provide the revised course outline to the Academic Administrator of the Unit, and confirm the changes, in writing (electronic or paper copy), by providing a revised course outline to every Student registered in the course. The existing policy is silent on this matter.
6. Section 2.8(b) of the revised procedure would provide for a Student who elected to be graded according to the original course outline, in circumstances where the weighting of assignments is changed retroactively.
7. Section 2.14 has been added to the procedure to make explicit that, in the absence of Unit-specific policies, term work must be returned to Students. Any unclaimed term work must be retained by the Unit for four (4) months from the end of the term in which the work was assigned.

Recommendation:

The Senate Committee on Instruction and Evaluation recommends:

THAT Senate approve revisions to the policy and procedure on Responsibilities of Academic Staff with Regard to Students, effective September 1, 2016.

Respectfully submitted,

Dr. Janice Ristock, Chair
Senate Committee on Instruction and Evaluation

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



May 24, 2016

To: Shannon Coyston, Academic Specialist, Office of the University
Secretary

From: Janice Ristock, Vice-Provost (Academic Affairs)

RE: **Responsibility of Academic Staff with Regard to Students, Policy
and Procedure**

I would like the Senate Committee on Instruction and Evaluation to review the attached revised Responsibility of Academic Staff with Regard to Students (ROASS) policy and procedure. The existing policy and procedure has not been reviewed for many years and these documents are intended to be a replacement.

The revised policy will help the University to clarify for students what their expectations can be in their classes (through the course outline) and to clarify for academic staff what their individual and collective responsibilities are with respect to students under this and other University policies.

Generally, the following changes have been made to the policy:

- (a) The existing ROASS policy has been divided into a policy and procedure and reformatted into the new Governing Documents template.
- (b) The definitions section has been expanded upon and the definitions of "Academic Staff" and "Academic Administrator" have been added to be consistent with other policies.
- (c) The required content in a course outline has been expanded upon to outline expectations for both academic staff and students with respect to the provision of information on (i) the scheduling of assessments, (ii) how and when evaluative feedback would be provided to students in relation to the Voluntary Withdrawal deadline, and (iii) Student Accessibility Services, as a resource for facilitating the implementation of accommodation for Students.
- (d) There is a new requirement for Academic Staff to provide Students with a Policy and Resource Document (Schedule A), with information on various University and Unit policies regarding academic integrity, student discipline, and respectful learning

environment, for example, and on academic and student supports that are available, including a statement regarding mental health with referral information to the Student Counselling Centre and University Health Services. The Centre for the Advancement of Teaching and Learning will compile sample language and templates.

- (e) There is a new formal process for making changes to the course outline mid-term, which requires academic staff to discuss changes with the class prior to implementation and to consult with students and with their academic administrator to see if there are any issues that will arise, and to confirm the changes in writing. Students who wish to be graded according to the previous course outline will be allowed to do so in order to ensure fairness to the student.
- (f) There is a new requirement for academic staff to specify learning materials in accordance with announced purchasing deadlines.
- (g) The individual and collective responsibilities of academic staff are clarified with respect to instruction, scheduling and evaluation.

Dr. Mark Torchia, Executive Director of the Centre for the Advancement of Teaching and Learning, and Ms. Brandy Usick, Director, Student Advocacy and Accessibility, were instrumental in the development of the revised policy and procedure.

The revised policy and procedure have been reviewed by the executives of UMSU and the GSA, as well as the Associate Deans Undergraduate of the University of Manitoba. The Office of Fair Practices and Legal Affairs also sent the revised policy and procedure to UMFA for their information and review.

UNIVERSITY OF MANITOBA POLICY

Policy:	RESPONSIBILITIES OF ACADEMIC STAFF WITH REGARD TO STUDENTS
Effective Date:	
Revised Date:	June 25, 1998
Review Date:	
Approving Body:	Board of Governors
Authority:	<i>The University of Manitoba Act, s.16(1)(b)</i>
Responsible Executive Officer:	Provost & Vice-President (Academic)
Delegate:	Vice-Provost (Academic Affairs)
Contact:	Provost & Vice-President (Academic)
Application:	Academic Staff, Academic Administrators

Part I Reason for Policy

- 1.1 The purpose of this Policy is to identify the responsibilities and the discharge of responsibilities of Academic Staff with regard to Students.
- 1.2 Some of the responsibilities and discharge of responsibilities with regard to Students will rest with the individual Academic Staff member, while others are collective responsibilities to be exercised at the Unit level.
- 1.3 This Policy and its related Procedures will identify and differentiate the responsibilities and discharge of responsibilities of Academic Staff at the individual and at the Unit level.

Part II Policy Content

Definitions

- 2.1 The following terms are defined for the purpose of this Policy and related Procedures:

- (a) **"Academic Administrator(s)"** refers to the senior academic administrative positions having direct management authority over a Unit and the primary responsibility for the management functions of planning, directing, controlling and evaluating a large group of the University's resources within that Unit, including people, budgets and facilities. This category includes, without limitation, a dean, director, associate dean, assistant dean, chair or head of department, insofar as they perform managerial duties.
- (b) **"Academic Staff"** refers to all individuals whose primary assignment is instruction, research, and/or service/academic administration. This includes employees who hold an academic rank such as professor, associate professor, assistant professor, instructor, lecturer, librarian, or the equivalent of any of those academic ranks. The category also includes a dean, director, associate dean, assistant dean, chair or head of department, visiting scholars, senior scholars, and those holding unpaid academic appointments, insofar as they perform instructional, research, and/or service/academic administrative duties.
- (c) **"Policy"** means this Responsibilities of Academic Staff with regard to Students policy.
- (d) **"Procedure"** means the Responsibilities of Academic Staff with regard to Students procedure.
- (e) **"Student"** or **"Students"** refer to any person or group of people registered as a student at the University of Manitoba.
- (f) **"Unit"** refers to a department, centre, institute, college, faculty, school, or other academic division to which Academic Staff is assigned to teach Students.
- (g) **"University"** refers to the University of Manitoba.

Individual Responsibilities of Academic Staff

2.2 The responsibilities of Academic Staff with regard to Students are primarily instructional and scholarly, and secondarily administrative. They may include:

- (a) Undergraduate, graduate, and continuing education instruction;
- (b) Scholarly attainment through personal study and research, including:
 - (i) study for purposes of academic self-improvement or course improvement; and

- (ii) keeping abreast of new developments, and research that leads to a useful or original contribution toward the advancement of knowledge and understanding.
 - (c) Administrative work as required for instructional and scholarly activities including committee work at various levels (departmental, faculty, university) as it pertains directly or indirectly to Students.
- 2.3 In discharging their instructional responsibilities, Academic Staff shall act with academic integrity, scholarly competence and pedagogic effectiveness by providing Students with pertinent materials in a timely manner, by maintaining familiarity with current policies and responsibilities regarding privacy, copyright and human rights, and by adhering to regulations pertaining to instruction, reporting and evaluation at the University.
- 2.4 Academic Staff are to provide an effective learning environment and to endeavor to ensure fair and consistent treatment of Students by periodically reviewing and updating all course content and outlines.

Collective Responsibilities of Academic Staff

- 2.5 The collective responsibilities of the Academic Staff shall be exercised through the actions of the Unit's administrators and councils, including:
- (a) Periodically reviewing all courses and programs, including course descriptions, to ensure that the material to be presented is current and appropriate and the academic calendar information is clear and accurate;
 - (b) Ensuring that the Unit's policies, regulations and procedures provide for fair and consistent treatment of Students;
 - (c) Ensuring the academic calendar reflects any Unit-specific policies that may affect the Student's academic progress;
 - (d) Making available on the University's website and providing for convenient student access to information on supplemental Unit-specific regulations, policies and procedures; and
 - (e) Providing the names of instructors assigned to teach particular courses and sections at the earliest possible opportunity.

Part III Accountability

- 3.1 The Office of Legal Counsel is responsible for advising the Provost & Vice-President (Academic) that a formal review of this Policy is required.

- 3.2 The Provost & Vice-President (Academic) is responsible for the implementation, administration and review of this Policy.
- 3.3 Academic Staff and Academic Administrators are responsible for complying with this Policy.

Part IV Authority to Approve Procedures

- 4.1 The Provost & Vice-President (Academic) or the Approving Body may approve Procedures, if applicable, which are secondary to and comply with this Policy.

Part V Review

- 5.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Policy is .
- 5.2 In the interim, this Policy may be revised or repealed if:
 - (a) the Provost & Vice-President (Academic) or the Approving Body deems it necessary or desirable to do so;
 - (b) the Policy is no longer legislatively or statutorily compliant; and/or
 - (c) the Policy is now in conflict with another Governing Document.
- 5.3 If this Policy is revised or repealed all Secondary Documents, if applicable, shall be reviewed as soon as possible in order that they:
 - (a) comply with the revised Policy; or
 - (b) are in turn repealed.

Part VI Effect on Previous Statements

- 6.1 This Policy supersedes all of the following:
 - (a) Responsibilities of Academic Staff with Regard to Students policy, revised June 25, 1998;
 - (b) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and

- (c) all previous Administration Governing Documents on the subject matter contained herein.

Part VII

Cross References

7.1 This Policy should be cross referenced to the following relevant Governing Documents, legislation and/or forms:

- (a) Responsibilities of Academic Staff with Regard to Students Procedure;
- (b) Conflict of Interest Policy;
- (c) Conflict of Interest between Evaluators and Students due to Close Personal Relationships Policy;
- (d) Electronic Communication with Students Policy;
- (e) Final Examination and Final Grades Policy;
- (f) Grade Point Averages Policy;
- (g) Intellectual Property Policy
- (h) Multi-Sectioned Courses Policy;
- (i) Respectful Work and Learning Environment Policy;
- (j) Sexual Assault Policy;
- (k) Responsible Conduct of Research Policy;
- (l) Student Advocacy Office Policy;
- (m) Student Discipline Bylaw;
- (n) Student Academic Misconduct Procedure;
- (o) Student Non-Academic Misconduct and Concerning Behaviour Procedure;
- (p) Student Discipline Appeal Procedure;
- (q) Teaching Evaluation Policy;
- (r) The University of Manitoba Accessibility Policy;
- (s) University Health Services Policy;

(t) Voluntary Withdrawal Policy.

UNIVERSITY OF MANITOBA **PROCEDURE**

Procedure:	RESPONSIBILITIES OF ACADEMIC STAFF WITH REGARD TO STUDENTS
Parent Policy:	Responsibilities of Academic Staff with regard to Students
Effective Date:	
Revised Date:	June 25, 1998
Review Date:	
Approving Body:	Board of Governors
Authority:	<i>The University of Manitoba Act, Section 16(1)(b)</i>
Responsible Executive Officer:	Provost & Vice-President (Academic)
Delegate:	Vice-Provost (Academic Affairs)
Contact:	Provost & Vice-President (Academic)
Application:	Academic Staff, Academic Administrators

Part I **Reason for Procedure**

- 1.1 To set out Procedures secondary to the Policy entitled "Responsibilities of Academic Staff with Regard to Students".

Part II **Procedural Content**

Definitions

- 2.1 These procedures are to be read in conjunction with the Responsibilities of Academic Staff with regard to Students policy, and all capitalized terms used herein shall have the meaning given to them in the Policy. In addition, the following definitions shall apply:
- (a) **"Academic Administrator(s)"** refers to the senior academic administrative positions having direct management authority over a Unit and the primary responsibility for the management functions of planning, directing, controlling and evaluating a large group of the University's

resources within that Unit, including people, budgets and facilities. This category includes, without limitation, a dean, director, associate dean, assistant dean, chair or head of department, insofar as they perform managerial duties.

- (b) **"Academic Staff"** refers to all individuals whose primary assignment is instruction, research, and/or service/academic administration. This includes employees who hold an academic rank such as professor, associate professor, assistant professor, instructor, lecturer, librarian, or the equivalent of any of those academic ranks. The category also includes a dean, director, associate dean, assistant dean, chair or head of department, visiting scholars, senior scholars, and those holding unpaid academic appointments, insofar as they perform instructional, research, and/or service/academic administrative duties.
- (c) **"Calendar"** means the University of Manitoba's official Academic Calendar under which the course is taught.
- (d) **"Policy"** means the Responsibilities of Academic Staff with regard to Students policy.
- (e) **"Procedure"** means this Responsibilities of Academic Staff with regard to Students procedure.
- (f) **"Student"** or **"Students"** refer to any person or group of people registered as a student at the University of Manitoba.
- (g) **"Unit"** refers to a department, centre, institute, college, faculty, school, or other academic division to which Academic Staff is assigned to teach Students.
- (h) **"Working Days"** will mean Monday through Friday excluding days in which the University is closed.

Individual Responsibilities of Academic Staff

- 2.2 **Course Content.** Academic Staff shall teach their courses with due alignment to Calendar descriptions.
- 2.3 **Policies.** Academic Staff will maintain familiarity with current University, faculty, school, college and/or department policies regarding plagiarism and cheating, examination impersonations, student access to final examination scripts, student discipline, grade appeals, copyright and intellectual property, and the University policy regarding the respectful work and learning environment, as posted on the University's "Governing Documents" website;
- 2.4 **Regulations.** Academic Staff will adhere to regulations pertaining to the format, content and conduct of courses and laboratories, including regulations pertaining

to examinations, term work, grades, and related matters as outlined in University and Unit guidelines.

2.5 **Course Outline.** Academic Staff shall provide a course outline to every Student registered in their class and review its content within the first week of classes, either through a paper copy and/or via the University's student information system (Aurora, UM Learn, or such other University information system as may be approved by the University from time to time). The course outline will contain at minimum the following information:

- (a) Name of Academic Staff;
- (b) Office number, telephone number and email address;
- (c) A list of the learning materials that the Student is required to obtain including the appropriate referencing style guide(s) acceptable to the Academic Staff and/or discipline in courses where it is relevant;
- (d) A course description outlining the topics to be covered and goals of the course, which could include the bona fide academic requirements and learning outcomes for the course;
- (e) Expectations for class attendance and penalties, if any, for non-compliance;
- (f) A description of the evaluation procedure and methods that will be used, including:
 - (i) The weighting of the components that will contribute to the final grade;
 - (ii) A description of how the numeric grade will be converted to the University's letter grade system; and
 - (iii) An indication of whether specific assignment instructions, grading rules, or rubrics will be provided.

NOTE: It is understood by Senate that the provision of this information is not intended to affect the question of equity in multi-sectioned courses in any way.

- (g) An indication of how evaluative feedback will be given to the student, including:
 - (i) The form of evaluative feedback [formative (e.g. comments) or summative (e.g. grade)];

- (ii) When summative feedback will be distributed in relation to the voluntary withdrawal deadline, Unit guidelines, and section 2.9(f) of this Procedure; and
 - (iii) The method in which evaluative feedback will be delivered (for example, via paper or electronic method);
- (h) A schedule of the Academic Staff member's availability for individual student consultation, in accordance with section 2.9(d);
- (i) A schedule of term assignments and tests;
- (j) A statement of the practice to be followed regarding late submission of assignments and missed term tests;
- (k) A statement outlining parameters for the use of electronic and mechanical devices and course technology that may be required (for example, cellphones, laptops, tablets);
- (l) A statement regarding recording of classes, with reference to any University policies that might apply;
- (m) A statement referring Students with disabilities to Student Accessibility Services to facilitate the implementation of accommodations, and a statement communicating willingness to meet with Students to discuss the accommodations recommended by Student Accessibility Services; and
- (n) A statement regarding academic integrity, including "plagiarism and cheating" and "examination personation" as described in the Calendar and, where appropriate, references to specific course requirements for individual work and group work, such as:
 - (i) Group projects are subject to the rules of academic dishonesty;
 - (ii) Group members must ensure that a group project adheres to the principles of academic integrity.
 - (iii) Students should also be made aware of any specific instructions concerning study groups and individual assignments;
 - (iv) The limits of collaboration on assignments should be defined as explicitly as possible; and
 - (v) All work is to be completed independently unless otherwise specified.

2.6 **Policy and Resource Document.** Academic Staff shall provide to every student the information on University support offices and policies outlined in Schedule "A"

to this Procedure, within the first week of classes, either through a paper copy and/or via the University's student information system (Aurora, UM Learn, or such other University information system as may be approved by the University from time to time).

2.7 **Learning Materials.** Academic Staff shall specify learning materials in accordance with announced purchasing deadlines.

2.8 **Changes to Course Outline and Timing Requirements.** Academic Staff who wish to make changes to the method of evaluation or format of assignments in the course outline after it has been distributed to the class shall proceed as follows:

(a) Academic Staff shall, in a timely fashion:

- (i) Discuss the proposed changes (e.g. in the class and/or through UM Learn) and encourage Students to provide feedback to the Academic Staff if there are any issues with the proposed changes;
- (ii) Provide the revised outline to the Academic Administrator of the Unit; and
- (iii) Confirm the changes in writing by providing the revised course outline to every Student registered in the course within the first week following the change, either through a paper copy and via the University's student information system (Aurora, UM Learn, or such other University information system as may be approved by University administration from time to time).

(b) In circumstances where weighting of assignments is changed retroactively, a Student who wishes to be graded according to the original course outline must advise the Academic Staff within at least five (5) Working Days of receiving the revised outline, failing which the Student will be graded according to the revised outline. Academic Staff shall advise Students of the deadline when they provide the revised outline.

2.9 **Interactions with Students.** In their interactions with Students, Academic Staff shall:

- (a) not deny registration for instruction in those courses for which the permission of the Academic Staff is required, except where the Student lacks appropriate qualifications or where an approved policy on limited enrolment is in effect;
- (b) comply with existing human rights legislation;
- (c) not accept money or other goods or services from Students for assistance with any course offered by the University. This clause, however, shall not

prevent student teaching assistants or other Academic Staff from accepting payment for tutoring in courses/sections which do not fall within the scope of their University employment;

- (d) be available for a reasonable amount of time, on a known and posted basis, for individual consultation with Students registered in their courses or laboratories;
- (e) evaluate student academic performance in a fair and reasonable manner, and by means of appropriate academic criteria;
- (f) provide early evaluative feedback as specified in the course outline (see section 2.5(g));
- (g) foster an exchange of ideas between themselves and their Students in the classroom and allow Students the freedom to take legitimate exception to the data, views, or methods presented;
- (h) respect the confidentiality of information about Students;
- (i) keep confidential any information about the academic performance of a Student, unless release is authorized by the Student, required by his/her instructional team, or requested by an administrative officer in accordance with the University policy on the release of information;
- (j) explicitly acknowledge in written or oral presentations any contribution of student research or assistance;
- (k) not obtain any improper personal advantage from a Student or Student work; and
- (l) not retaliate against a student who has filed a complaint, whether the complaint was substantiated or unsubstantiated.

2.10 **Instruction.** Academic Staff are responsible for:

- (a) the organization, preparation and delivery of course material, the evaluation of student academic progress;
- (b) the reporting of such evaluation in accordance with approved policies and schedules; and
- (c) consultation with Students out of class or laboratory hours, and supervision of student research and thesis preparation.

2.11 **Scheduled Classes.** Academic Staff shall not cancel, miss, terminate or shorten scheduled instruction except for good reasons. Whenever a scheduled period of instruction is cancelled, the Academic Staff shall:

- (a) inform the class at the earliest possible time;
 - (b) inform the Academic Administrator of his/her Unit; and
 - (c) where possible, ensure that appropriate substitution or make-up instruction is provided.
- 2.12 **Evaluation.** Academic Staff shall adhere to the relevant Senate-approved policy regarding professor-course evaluation.
- 2.13 **Reporting Student Grades.** Academic Staff who provide instruction shall comply with the schedules and formats for reporting student grades, as established by their Unit and the Registrar's Office. Where such grades are reviewed by Unit committees, Academic Staff should be available for the duration of the committees' work. Academic Staff must also correct any grade errors of which they become aware in a timely manner and notify the Student accordingly.
- 2.14 **Term Work.** Academic Staff shall adhere to Unit-specific policies regarding return and/or retention of term work. In the absence of Unit-specific policies, all term work shall be returned to the Student. Any unclaimed term work will be held by the Unit for 4 months from the end of the term in which the work was assigned. At the conclusion of this time, all unclaimed term work will become property of the Unit and be destroyed according to the University's common records schedule, using confidential measures for disposal.
- 2.15 **Class Size.** Where necessitated by large class sizes or other circumstances, the Unit shall ensure that Academic Staff and/or designated substitutes are available for individual consultation with Students for a reasonable amount of time on a known and posted basis.

Collective Responsibilities of Academic Staff

- 2.16 **Course Descriptions.** Through their Unit councils, Academic Staff members should review program and course descriptions periodically to ensure that the material to be presented is current and appropriate and that the Calendar information is clear and accurate.
- 2.17 **Materials.** The following material must be kept on file in the Unit's general offices and made available to Students:
- (a) University and Unit policy and procedures regarding class attendance and penalties, if any, for non-compliance;
 - (b) the information described in section 2.5 of this Procedure in regards to materials to be provided to Students by the Academic Staff of each course section;

- (c) University and Unit policy and procedures regarding the evaluation of professors and courses by Students;
- (d) University and Unit policy and procedures regarding student access to final examination scripts;
- (e) University policy and procedures on student discipline;
- (f) University and Unit policy and procedures regarding grade appeals;
- (g) University policy and related procedures on the Responsibilities of Academic Staff with regard to Students;
- (h) University policy and protocol regarding responding to sexual assault;
- (i) University policy and related procedures on Respectful Work and Learning Environment;
- (j) University policy and related procedures on Accessibility for Students with Disabilities; and
- (k) University policy and related procedures on Intellectual Property.

2.18 **Instruction.** The Unit should ensure the provision of names of Academic Staff assigned to teach particular courses and sections at the earliest possible opportunity;

Part III Accountability

- 3.1 The Office of Legal Counsel is responsible for advising the Provost & Vice-President (Academic) that a formal review of this Procedure is required.
- 3.2 The Vice-Provost (Academic Affairs) is responsible for the implementation, administration and review of this Procedure.
- 3.3 Academic Staff and Academic Administrators are responsible for complying with this Procedure.

Part IV Review

- 4.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Procedure is .
- 4.2 In the interim, this Procedure may be revised or repealed if:

- (a) the Provost & Vice-President (Academic) or Approving Body deems it necessary or desirable to do so;
- (b) the Procedure is no longer legislatively or statutorily compliant;
- (c) the Procedure is now in conflict with another Governing Document; and/or
- (d) the Parent Policy is revised or repealed.

Part V

Effect on Previous Statements

5.1 This Procedure supersedes all of the following:

- (a) Responsibilities of Academic Staff with regard to Students policy, effective July 4, 1979 and revised June 25, 1998;
- (b) Cancellation of Scheduled Classes policy, effective November 30, 1971 and revised November 29, 1988;
- (c) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
- (d) all previous Administration Governing Documents on the subject matter contained herein.

Part VI

Cross References

6.1 This Procedure should be cross referenced to the following relevant Governing Documents, legislation and/or forms:

- (a) Responsibilities of Academic Staff with Regard to Students Policy;
- (b) Schedule "A": Policy and Resource Document;
- (c) Conflict of Interest Policy;
- (d) Conflict of Interest between Evaluators and Students due to Close Personal Relationships Policy;
- (e) Electronic Communication with Students Policy;
- (f) Final Examination and Final Grades Policy;
- (g) Grade Point Averages Policy;

- (h) Intellectual Property Policy
- (i) Multi-Sectioned Courses Policy;
- (j) Respectful Work and Learning Environment Policy;
- (k) Sexual Assault Policy;
- (l) Responsible Conduct of Research Policy;
- (m) Student Advocacy Office Policy;
- (n) Student Discipline Bylaw;
- (o) Student Academic Misconduct Procedure;
- (p) Student Non-Academic Misconduct and Concerning Behaviour Procedure;
- (q) Student Discipline Appeal Procedure;
- (r) Teaching Evaluation Policy;
- (s) The University of Manitoba Accessibility Policy;
- (t) University Health Services Policy;
- (u) Voluntary Withdrawal Policy.

SCHEDULE "A": POLICIES AND RESOURCES

1. In accordance with section 2.6 of the *Responsibilities of Academic Staff with Regard to Students* procedure, Academic Staff shall provide the following information to every student within the first week of classes, either through a paper copy and/or via the University's student information system (Aurora, UM Learn, or such other University information system as may be approved by the University from time to time):
 - (a) A list of academic supports available to Students, such as the Academic Learning Centre, Libraries and other supports as may be appropriate;
 - (b) A statement regarding mental health that includes referral information to resources and student supports, such as Student Counselling Centre, University Health Services and other supports as may be appropriate;
 - (c) A notice to respect copyright, with a reference directing Students to the University's Copyright Office;
 - (d) A statement directing the Student to University and Unit policies, procedures and supplemental regulations available online (including the Faculty of Graduate Studies for graduate courses), with special direction to review the University's policies and procedures regarding:
 - (i) Academic Dishonesty: plagiarism, cheating and examination impersonation;
 - (ii) Student access to final examination scripts;
 - (iii) Student discipline;
 - (iv) Grade appeals;
 - (v) Student advocacy;
 - (vi) Respectful Work and Learning Environment;
 - (vii) Sexual Assault; and
 - (viii) Intellectual Property.
2. The University's Centre for the Advancement of Teaching and Learning will compile sample language and templates that Academic Staff may wish to use in order to fulfill the above requirements.

Policies Related to Student Discipline

Academic Dishonesty: Plagiarism, Cheating and Examination Impersonation

You should acquaint yourself with the University's policy on plagiarism, cheating, and examination impersonation as detailed in the General Academic Regulations and Policy section of the University of Manitoba Undergraduate Calendar. Visit the Academic Integrity Site for more information.

Faculty of Science Statement on Academic Dishonesty

The Faculty of Science and The University of Manitoba regard acts of academic dishonesty in quizzes, tests, examinations, laboratory reports or assignments as serious offences and may assess a variety of penalties depending on the nature of the offence.

Acts of academic dishonesty include, but are not limited to bringing unauthorized materials into a test or exam, copying from another individual, using answers provided by tutors, plagiarism, and examination impersonation.

Note: cell phones, pagers, PDAs, MP3 units or electronic translators are explicitly listed as unauthorized materials, and must not be present during tests or examinations.

Penalties that may apply, as provided for under the University of Manitoba's Student Discipline By-Law, range from a grade of zero for the assignment or examination, failure in the course, to expulsion from the University.

Faculty of Arts Statement on Penalties for Academic Dishonesty

The common penalty in Arts for plagiarism on a written assignment is F on the paper and F (CW) (for Compulsory Withdrawal) for the course. For the most serious acts of plagiarism, such as the purchase of an essay and repeat violations, this penalty can also include suspension for a period of up to five years from registration in courses taught in a particular department in Arts or from all courses taught in this Faculty. The Faculty also reserves the right to submit student work that is suspected of being plagiarized to Internet sites designed to detect plagiarism.

The common penalty in Arts for academic dishonesty on a test or examination is F for the paper, F (CW) for the course, and a one-year suspension from courses acceptable for credit in the Faculty. For more serious acts of academic dishonesty on a test or examination, such as repeat violations, this penalty can also include suspension for a period of up to five years from registration in courses taught in a particular department in Arts or from all courses taught in or accepted for credit by this Faculty. The Faculty is considering adopting a zero tolerance approach for "cheating" on either a term test or a final examination. Under this approach, students for whom allegations of cheating has been upheld will receive a final course grade of F (CW) and a minimum two year suspension.

Policy on Respectful Work and Learning Environment

http://umanitoba.ca/admin/governance/governing_documents/community/566.html Course Name
Course No.: Course Title Page 12

Inappropriate and Disruptive Student Behaviour

http://umanitoba.ca/admin/governance/governing_documents/students/279.html

Accessibility Policy for Student with Disabilities

http://umanitoba.ca/admin/governance/governing_documents/students/281.html

Withdrawal from class

http://umanitoba.ca/student/records/leave_return/695.html

STUDENT SERVICES

All of the information in this section may be copied and pasted into your syllabus. The unit names are hyperlinked to their websites.

Writing and Study Skills Support

The Academic Learning Centre (ALC) offers services that may be helpful to you as you fulfill the requirements for this course. Through the ALC, you may meet with a study skills specialist to discuss concerns such as time management, reading and note-taking strategies, and test-taking strategies. You may also meet one-on-one with a writing tutor who can give you feedback at any stage of the writing process, whether you are just beginning to work on a written assignment or already have a draft. Writing tutors can also give you feedback if you submit a draft of your paper online. (Please note that the online tutors require 48 hours, from Mondays to Fridays, to return your paper with comments.)

All Academic Learning Centre services are free for UofM students. For more information, please visit the Academic Learning Centre website at umanitoba.ca/student/academiclearning/. You can also talk to a member of the Academic Learning staff by calling 480-1481 or by dropping in at 201 Tier Building.

Student Accessibility Services

Student Accessibility Services (SAS) provides support and advocacy for students with disabilities of all kinds: hearing, learning, injury-related, mental health, medical, physical or visual. Students with temporary disabilities such as sprains and breaks are also eligible to use our services. SAS acts as a liaison between students and the faculty and staff of the University of Manitoba as well as support agencies within the province of Manitoba. Please phone: 474-6213 (voice) or 474-9690 (TTY) for service.

Student Counselling Centre

Student Counselling Centre (SCC) offers individual, couple or family counselling in individual and groups formats. Please phone: 474-8592 or visit SCC at 474 University Centre. Course Name Course No.: Course Title Page 13

University of Manitoba Libraries (UML)

As the primary contact for all research needs, your liaison librarian can play a vital role when completing academic papers and assignments. Liaisons can answer questions about managing citations, or locating appropriate resources, and will address any other concerns you may have, regarding the research process. Liaisons can be contacted by email or phone, and are also available to meet with you in-person. A complete list of liaison librarians can be found by subject: <http://bit.ly/WcEbA1> or name: <http://bit.ly/1tJ0bB4>. In addition, general library assistance is provided in person at 19 University Libraries, located on both the Fort Garry and Bannatyne campuses, as well as in many Winnipeg hospitals. For a listing of all libraries, please consult the following: <http://bit.ly/1sXe6RA>. When working remotely, students can also receive help online, via the Ask-a-Librarian chat found on the Libraries' homepage: www.umanitoba.ca/libraries.

The English Language Centre

has workshop and programs in advanced academic and health-sciences English. (Located at 520, University Centre)

UNIVERSITY OF MANITOBA POLICY

Policy:	Responsibilities of Academic Staff with Regard to Students
Effective Date:	July 4, 1979
Revised Date:	June 25, 1998
Review Date:	
Approving Body:	Board of Governors
Authority:	<u>The University of Manitoba Act, s.16(1)(b)</u>
<u>Responsible Executive Officer:</u>	<u>Provost & Vice-President (Academic)</u>
<u>Delegate:</u>	<u>Vice-Provost (Academic Affairs)</u>
Contact:	<u>Office of the University Secretary, Provost & Vice-President (Academic)</u>
Application:	Students, Academic Staff, <u>Academic Administrators</u>

Part I

OBJECTIVES **Reason for Policy**

- 1.1 The ~~objectives~~ purpose of this ~~p~~Policy ~~are~~ is to identify the responsibilities and the discharge of responsibilities of ~~a~~Academic ~~s~~Staff with regard to ~~s~~Students; ~~to promote harmonious relations between academic staff and students; to promote fair and equitable treatment of students.~~
- 1.2 Some of the responsibilities and discharge of responsibilities with regard to Students will rest with the individual Academic Staff member, while others are collective responsibilities to be exercised at the Unit level.
- 1.1.3 This Policy and its related Procedures will identify and differentiate the responsibilities and discharge of responsibilities of Academic Staff at the individual and at the Unit level.

Part II

DEFINITIONS**Policy Content**

Definitions

2.1 ~~For the purposes of this document, the following terms shall be defined as provided by this article for the purpose of this Policy and related Procedures:~~

(a) **"Academic Administrator(s)"** refers to the senior academic administrative positions having direct management authority over a Unit and the primary responsibility for the management functions of planning, directing, controlling and evaluating a large group of the University's resources within that Unit, including people, budgets and facilities. This category includes, without limitation, a dean, director, associate dean, assistant dean, chair or head of department, insofar as they perform managerial duties.

~~(a)~~(b) **"Academic Staff"** refers to all individuals whose primary assignment is instruction, research, and/or service/academic administration. This includes employees who hold an academic rank such as professor, associate professor, assistant professor, instructor, lecturer, librarian, or the equivalent of any of those academic ranks. The category also includes a dean, director, associate dean, assistant dean, chair or head of department, visiting scholars, senior scholars, and those holding unpaid academic appointments, insofar as they perform instructional, research, and/or service/academic administrative duties. ~~Academic staff shall include all individuals holding full or part-time appointments at the rank of Instructor I, Instructor II, senior instructor, lecturer, assistant professor, associate professor or professor. The term shall include also academic administrators, academic librarians, counsellors, adjunct professors, professional associates, research associates, research assistants, student research assistants, and student teaching assistants, insofar as such persons perform duties within the ambit of the policy.~~

(c) **"Policy"** means this Responsibilities of Academic Staff with regard to Students policy.

(d) **"Procedure"** means the Responsibilities of Academic Staff with regard to Students procedure.

(e) **"Student" or "Students"** refer to ~~shall mean~~ any person or group of people who is registered as a student ~~in at~~ the University of Manitoba.

(f) **"Unit"** refers to a department, centre, institute, college, faculty, school, or other academic division to which Academic Staff is assigned to teach Students.

~~(b)~~(g) **"University"** refers to the University of Manitoba.

Part III

STATEMENT OF RESPONSIBILITIES

~~3.1 Some of the responsibilities of academic staff with regard to students rest with the individual staff member, while others are collective responsibilities, to be exercised through the actions of department and faculty/school administrators and councils.~~

A. Individual Responsibilities of Academic Staff

~~3.22.2~~ The ~~individual~~ responsibilities of ~~a~~Academic ~~s~~Staff ~~members~~ with regard to ~~s~~Students are primarily instructional and scholarly, and secondarily administrative. They may include:

(a) ~~u~~Undergraduate, graduate, and continuing education instruction, ~~including the organization, preparation and delivery of course material, the evaluation of student academic progress, the reporting of such evaluation in accordance with approved policies and schedules, consultation with students out of class or laboratory hours, and supervision of student research and thesis preparation;~~

(b) ~~s~~Scholarly attainment through personal study and research, including:

(i) ~~study for purposes of academic self-improvement or course improvement; and~~

~~(i)(ii)~~ (ii), keeping abreast of new developments, and research that leads to a useful or original contribution toward the advancement of knowledge and understanding; ~~and~~

~~(b)(c)~~ (c) ~~a~~Aadministrative work as required for instructional and scholarly activities, including committee work at various levels ~~—(departmental, faculty, university)~~ —as it pertains directly or indirectly to ~~s~~Students.

2.3 In discharging their instructional responsibilities, Academic Staff shall act with academic integrity, scholarly competence and pedagogic effectiveness by providing Students with pertinent materials in a timely manner, by maintaining familiarity with current policies and responsibilities regarding privacy, copyright and human rights, and by adhering to regulations pertaining to instruction, reporting and evaluation at the University.

B. Collective Responsibilities

~~3.3 The collective responsibilities of the a~~Academic ~~s~~Staff ~~belonging to an academic unit~~ are to provide an effective learning environment and to endeavour to ensure fair and consistent treatment of ~~s~~Students. ~~They include:~~

2.4 by periodically reviewing and updating all courses content and programs/outlines;

Collective Responsibilities of Academic Staff

3.42.5 The collective responsibilities of the Academic Staff shall be exercised through the actions of the Unit's administrators and councils, including:

(a) Periodically reviewing all courses and programs, including course descriptions, to ensure that the material to be presented is current and appropriate and the academic calendar information is clear and accurate;

(a)(b) eEnsuring that the Unit's policies, ~~academic~~ regulations and ~~policies~~ procedures provide for fair and consistent treatment of sStudents; and

(c) Ensuring the academic calendar reflects any Unit-specific policies that may affect the Student's academic progress;

(d) Making available on the University's website and providing for convenient student access to information on ~~policies~~, supplemental Unit-specific regulations, policies and procedures ~~that may affect their academic progress, including the provision of;~~ and

(b)(e) Providing the names of instructors assigned to teach particular courses and sections at the earliest possible opportunity.

Part IV **DISCHARGE OF RESPONSIBILITIES**

Part III **Accountability**

3.1 The Office of Legal Counsel is responsible for advising the Provost & Vice-President (Academic) that a formal review of this Policy is required.

3.2 The Provost & Vice-President (Academic) is responsible for the implementation, administration and review of this Policy.

3.3 Academic Staff and Academic Administrators are responsible for complying with this Policy.

Part IV
Authority to Approve Procedures

4.1 The Provost & Vice-President (Academic) or the Approving Body may approve Procedures, if applicable, which are secondary to and comply with this Policy.

Part V
Review

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

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

- (a) the Provost & Vice-President (Academic) or the Approving Body deems it necessary or desirable to do so;
- (b) the Policy is no longer legislatively or statutorily compliant; and/or
- (c) the Policy is now in conflict with another Governing Document.

5.3 If this Policy is revised or repealed all Secondary Documents, if applicable, shall be reviewed as soon as possible in order that they:

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

Part VI
Effect on Previous Statements

6.1 This Policy supersedes all of the following:

- (a) Responsibilities of Academic Staff with Regard to Students policy, revised June 25, 1998;
- (b) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
- (c) all previous Administration Governing Documents on the subject matter contained herein.

Part VII

Cross References

7.1 This Policy should be cross referenced to the following relevant Governing Documents, legislation and/or forms:

- (a) Responsibilities of Academic Staff with Regard to Students Procedure;
- (b) Conflict of Interest Policy;
- (c) Conflict of Interest between Evaluators and Students due to Close Personal Relationships Policy;
- (d) Electronic Communication with Students Policy;
- (e) Final Examination and Final Grades Policy;
- (f) Grade Point Averages Policy;
- (g) Intellectual Property Policy
- (h) Multi-Sectioned Courses Policy;
- (i) Respectful Work and Learning Environment Policy;
- (j) Sexual Assault Policy;
- (k) Responsible Conduct of Research Policy;
- (l) Student Advocacy Office Policy;
- (m) Student Discipline Bylaw;
- (n) Student Academic Misconduct Procedure;
- (o) Student Non-Academic Misconduct and Concerning Behaviour Procedure;
- (p) Student Discipline Appeal Procedure;
- (q) Teaching Evaluation Policy;
- (r) The University of Manitoba Accessibility Policy;
- (s) University Health Services Policy;
- (a) Voluntary Withdrawal Policy.

- ~~(b) Academic staff members shall discharge their instructional responsibilities with academic integrity, scholarly competence, and pedagogic effectiveness.~~
- ~~(c) Academic staff members shall maintain their familiarity with current university, faculty/school and/or department policies regarding plagiarism and cheating, examination impersonations, student access to final examination scripts, student discipline, grade appeals, and the University policy regarding sexual harassment.~~
- ~~(d) In discharging their instructional responsibilities, academic staff members shall adhere to regulations pertaining to the format, content and conduct of courses and laboratories, including regulations pertaining to examinations, term work, grades, and related matters.~~
- ~~(e) A course outline or syllabus shall be provided in each course section, within the first week of classes:~~
- ~~(f) the academic staff member responsible for that section shall provide in writing to every member of the class:~~
- ~~(g) name of instructor~~
- ~~(h) office number and telephone number~~
- ~~(i) a list of the textbooks, materials and readings that the student is required to obtain including the appropriate referencing style guide(s) acceptable to the instructor and/or discipline in courses where it is relevant~~
- ~~(j) an outline of topics to be covered~~
- ~~(k) a description of the evaluation procedure to be used, including the weighting of the components that will contribute to the final grade and whether evaluative feedback will be given to the student prior to the voluntary withdrawal deadline (see note)~~
- ~~(l) an indication of instructor availability for individual student consultation~~
- ~~(m) a tentative schedule of term assignments and tests; and~~
- ~~(n) a statement of the practice to be followed regarding late submission of assignments.~~
- ~~(o) NOTE: It is understood by Senate that the provision of this information is not intended to affect the question of equity in multi-sectioned courses in any way.~~

- ~~(p) — The academic staff member shall provide in writing to every member of the class, information regarding academic integrity which shall include:~~
- ~~(q) — a reference to the statements on academic dishonesty including "plagiarism and cheating" and "examination personation" found in the University General Calendar; and~~
- ~~(r) — where appropriate, a reference to specific course requirements for individual work and group work. Students should be made aware that group projects are subject to the rules of academic dishonesty and that group members must ensure that a group project adheres to the principles of academic integrity. Students should also be made aware of any specific instructions concerning study groups and individual assignments. The limits of collaboration on assignments should be defined as explicitly as possible.~~
- ~~(s) — Academic staff members shall teach their courses with due regard to calendar descriptions.~~
- ~~(t) — It is the responsibility of academic staff members to specify textbooks and materials in accordance with announced purchasing deadlines.~~
- ~~(u) — In their dealings with students, academic staff shall:~~
- ~~(v) — not deny registration for instruction in those courses for which the permission of the instructor is required, except where the student lacks appropriate qualifications or where an approved policy on limited enrolment is in effect;~~
- ~~(w) — comply with existing human rights legislation, and refrain from differential treatment of individual students on the basis of their actual or presumed membership in, or association with some class or group of persons;~~
- ~~(x) — not accept money or other goods or services from students for assistance with any course offered by the University. This clause, however, shall not prevent student teaching assistants or other part-time instructors from accepting payment for tutoring in courses/sections which do not fall within the scope of their University employment;~~
- ~~(y) — be available for a reasonable amount of time, on a known and posted basis, for individual consultation with students registered in their courses or laboratories;~~
- ~~(z) — evaluate student academic performance in a fair and reasonable manner, and by means of appropriate academic criteria only;~~
- ~~(aa) — where appropriate, provide written evaluative feedback prior to the voluntary withdrawal deadlines specified in the General Calendar;~~

- ~~(bb) foster a free exchange of ideas between themselves and their students in the classroom and allow students the freedom to take legitimate exception to the data, views, or methods presented;~~
- ~~(cc) respect the confidentiality of documentary information about students;~~
- ~~(dd) keep confidential any information about the academic performance of a student, unless release is authorized by the student, required by his/her instructional team, or requested by an administrative officer in accordance with the University policy on the release of information;~~
- ~~(ee) explicitly acknowledge in written or oral presentations any indebtedness to student research or assistance;~~
- ~~(ff) not obtain any improper personal advantage from a student or student work; and~~
- ~~(gg) academic staff members shall not retaliate against a student who has filed a complaint, whether the complaint was substantiated or unsubstantiated.~~
- ~~(hh) Academic staff members shall not cancel, miss, terminate or shorten scheduled instruction except for good reasons. Whenever a scheduled period of instruction is cancelled, the academic staff member shall:~~
 - ~~(ii) inform the class at the earliest possible time;~~
 - ~~(jj) inform the administrative head of his/her academic unit; and~~
 - ~~(kk) where possible, ensure that appropriate substitution or make-up instruction is provided.~~
- ~~(ll) Academic staff members who provide instruction shall comply with the schedules and formats for reporting student grades, as established by departments and the Registrar's Office. Where such grades are reviewed by departmental committees, instructors should be available for the duration of the committees' work. An instructor who learns of an error, which if corrected would raise an assigned grade shall correct it without requiring the student affected to appeal his/her grade.~~
- ~~(mm) Academic staff members shall adhere to the relevant University, faculty/school, and/or departmental policy regarding professor-course evaluation.~~
- ~~(nn) B. Collective Responsibilities~~
- ~~(oo) Through their faculty/school and department councils, academic staff members should review program and course descriptions periodically to~~

~~ensure that the material to be presented is current and appropriate and that the calendar information is clear and accurate.~~

~~(pp) The following material must be kept on file in faculty/school or departmental general offices and made available to students:~~

~~(qq) University, faculty/school or departmental regulations regarding class attendance and penalties, if any, for non-compliance;~~

~~(rr) the information described in section 4 under "Discharge of Responsibilities, A - Individual Responsibilities", that is provided in writing to the class by the academic staff member for each course section;~~

~~(ss) University, faculty/school, and/or departmental regulations and procedures, if any, regarding the evaluation of professors and courses by students;~~

~~(tt) University, faculty/school, and/or department policy regarding student access to final examination scripts;~~

~~(uu) University policy on student discipline;~~

~~(vv) University, faculty/school, and departmental procedures regarding grade appeals;~~

~~(ww) University policy on the responsibilities of academic staff with regard to students; and~~

~~(xx) University policy regarding sexual harassment.~~

~~(yy) Where necessitated by large class sizes or other circumstances, academic units shall ensure that course instructors and/or designated substitutes are available for individual consultation with students for a reasonable amount of time on a known and posted basis.~~

~~(zz) —~~

CAUTIONARY NOTE

~~(aaa)(t) Students are reminded that the initiation of a frivolous or vexatious complaint may result in disciplinary action being taken against them by the University.~~

UNIVERSITY OF MANITOBA POLICYPROCEDURE

<u>Procedure:</u>	<u>RESPONSIBILITIES OF ACADEMIC STAFF WITH REGARD TO STUDENTS</u>
<u>Parent Policy:</u>	Responsibilities of Academic Staff with R egard to Students
<u>Effective Date:</u>	July 4, 1979
<u>Revised Date:</u>	June 25, 1998
<u>Review Date:</u>	
<u>Approving Body:</u>	Board of Governors
<u>Authority:</u>	<u>The University of Manitoba Act, Section 16(1)(b)</u>
<u>Responsible Executive Officer:</u>	<u>Provost & Vice-President (Academic)</u>
<u>Delegate:</u>	<u>Vice-Provost (Academic Affairs)</u>
<u>Contact:</u>	Office of the University Secretary <u>Provost & Vice-President (Academic)</u>
<u>Application:</u>	Students, Academic Staff, <u>Academic Administrators</u>

Part I

OBJECTIVESReason for Procedure

- 1.1 ~~To set out Procedures secondary to the Policy entitled "Responsibilities of Academic Staff with regard to Students".The objectives of this policy are to identify the responsibilities of academic staff with regard to students; to promote harmonious relations between academic staff and students; to promote fair and equitable treatment of students.~~

Part II

DEFINITIONSProcedural Content

Definitions

- 2.1 These procedures are to be read in conjunction with the Responsibilities of Academic Staff with regard to Students policy, and all capitalized terms used herein shall have the meaning given to them in the Policy. In addition, the

following definitions shall apply: For the purposes of this document, the following terms shall be defined as provided by this article:

- (a) "Academic Administrator(s)" refers to the senior academic administrative positions having direct management authority over a Unit and the primary responsibility for the management functions of planning, directing, controlling and evaluating a large group of the University's resources within that Unit, including people, budgets and facilities. This category includes, without limitation, a dean, director, associate dean, assistant dean, chair or head of department, insofar as they perform managerial duties.
- (a)(b) "Academic Staff" refers to all individuals whose primary assignment is instruction, research, and/or service/academic administration. This includes employees who hold an academic rank such as professor, associate professor, assistant professor, instructor, lecturer, librarian, or the equivalent of any of those academic ranks. The category also includes a dean, director, associate dean, assistant dean, chair or head of department, visiting scholars, senior scholars, and those holding unpaid academic appointments, insofar as they perform instructional, research, and/or service/academic administrative duties. Academic staff shall include all individuals holding full or part-time appointments at the rank of Instructor I, Instructor II, senior instructor, lecturer, assistant professor, associate professor or professor. The term shall include also academic administrators, academic librarians, counsellors, adjunct professors, professional associates, research associates, research assistants, student research assistants, and student teaching assistants, insofar as such persons perform duties within the ambit of the policy.
- (c) "Calendar" means the University of Manitoba's official Academic Calendar under which the course is taught.
- (d) "Policy" means the Responsibilities of Academic Staff with regard to Students policy.
- (e) "Procedure" means this Responsibilities of Academic Staff with regard to Students procedure.
- (f) "Student" or "Students" refer to shall mean any person or group of people who is registered as a student in at the University of Manitoba.
- (g) "Unit" refers to a department, centre, institute, college, faculty, school, or other academic division to which Academic Staff is assigned to teach Students.
- (b)(h) "Working Days" will mean Monday through Friday excluding days in which the University is closed.

Part III

STATEMENT OF RESPONSIBILITIES

~~3.1 Some of the responsibilities of academic staff with regard to students rest with the individual staff member, while others are collective responsibilities, to be exercised through the actions of department and faculty/school administrators and councils.~~

A. Individual Responsibilities

~~The individual responsibilities of academic staff members with regard to students are primarily instructional and scholarly, and secondarily administrative. They may include:~~

~~undergraduate, graduate, and continuing education instruction, including the organization, preparation and delivery of course material, the evaluation of student academic progress, the reporting of such evaluation in accordance with approved policies and schedules, consultation with students out of class or laboratory hours, and supervision of student research and thesis preparation;~~

~~scholarly attainment through personal study and research, including study for purposes of academic self-improvement or course improvement, keeping abreast of new developments, and research that leads to a useful or original contribution toward the advancement of knowledge and understanding; and~~

~~administrative work as required for instructional and scholarly activities, including committee work at various levels – departmental, faculty, university – as it pertains directly or indirectly to students.~~

B. Collective Responsibilities

~~The collective responsibilities of the academic staff belonging to an academic unit are to provide an effective learning environment and to endeavour to ensure fair and consistent treatment of students. They include:~~

~~periodically reviewing and updating all courses and programs;~~

~~ensuring that academic regulations and policies provide for fair and consistent treatment of students; and~~

~~providing for convenient student access to information on policies, regulations and procedures that may affect their academic progress, including the provision of names of instructors assigned to teach particular courses and sections at the earliest possible opportunity.~~

DISCHARGE OF RESPONSIBILITIES

A. Individual Responsibilities of Academic Staff

~~3.2 Academic staff members shall discharge their instructional responsibilities with academic integrity, scholarly competence, and pedagogic effectiveness.~~

2.2 Course Content. Academic Staff shall teach their courses with due alignment to Calendar descriptions.

3.32.3 Policies. Academic ~~s~~Staff ~~members shall~~will maintain ~~their~~ familiarity with current ~~u~~University, faculty, ~~/school,~~ college and/or department policies regarding plagiarism and cheating, examination impersonations, student access to final examination scripts, student discipline, grade appeals, copyright and intellectual property, and the University policy regarding ~~sexual harassment~~the respectful work and learning environment, as posted on the University's "Governing Documents" website.

3.42.4 Regulations. ~~In discharging their instructional responsibilities, a~~Academic ~~s~~Staff ~~members shall~~will adhere to regulations pertaining to the format, content and conduct of courses and laboratories, including regulations pertaining to examinations, term work, grades, and related matters as outlined in University and Unit guidelines.

3.52.5 Course Outline. Academic Staff shall provide ~~a~~A course outline ~~or syllabus shall be provided to every Student registered in their class and review its content in each course section,~~ within the first week of classes, either through a paper copy and/or via the University's student information system (Aurora, UM Learn, or such other University information system as may be approved by the University from time to time). The course outline will contain at minimum the following information:

~~(a) the academic staff member responsible for that section shall provide in writing to every member of the class:~~

~~(b)~~(a) ~~a~~Name of instructorAcademic Staff;

~~(c)~~(b) ~~a~~Office number, and telephone number and email address;

~~(d)~~(c) ~~a~~list of the textbooks, learning materials and readings that the sStudent is required to obtain including the appropriate referencing style guide(s) acceptable to the ~~instructor~~Academic Staff and/or discipline in courses where it is relevant;

~~(d) an outline of~~A course description outlining the topics to be covered and goals of the course, which could include the bona fide academic requirements and learning outcomes for the course;

~~(e)~~ Expectations for class attendance and penalties, if any, for non-compliance;

(f) a description of the evaluation procedure and methods that will be used, including:

(i) The weighting of the components that will contribute to the final grade and whether evaluative feedback will be given to the student prior to the voluntary withdrawal deadline (see note);

(ii) A description of how the numeric grade will be converted to the University's letter grade system; and

~~(i)~~(iii) An indication of whether specific assignment instructions, grading rules, or rubrics will be provided.

NOTE: It is understood by Senate that the provision of this information is not intended to affect the question of equity in multi-sectioned courses in any way.

(g) An indication of how evaluative feedback will be given to the student, including:

(i) The form of evaluative feedback [formative (e.g. comments) or summative (e.g. grade)];

(ii) When summative feedback will be distributed in relation to the voluntary withdrawal deadline, Unit guidelines, and section 2.9(f) of this Procedure; and

(iii) The method in which evaluative feedback will be delivered (for example, via paper or electronic method);

~~(f)~~(h) A schedule of the Academic Staff member's~~an indication of instructor availability for individual student consultation,~~ in accordance with section 2.9(d);

~~(g)~~(i) a tentative~~A~~ schedule of term assignments and tests; ~~and~~

~~(h)~~(j) a statement of the practice to be followed regarding late submission of assignments and missed term tests;-

~~**NOTE:** It is understood by Senate that the provision of this information is not intended to affect the question of equity in multi-sectioned courses in any way.~~

(k) A statement outlining parameters for the use of electronic and mechanical devices and course technology that may be required (for example, cellphones, laptops, tablets);

- (l) A statement regarding recording of classes, with reference to any University policies that might apply;
- (m) A statement referring Students with disabilities to Student Accessibility Services to facilitate the implementation of accommodations, and a statement communicating willingness to meet with Students to discuss the accommodations recommended by Student Accessibility Services; and
- ~~(i) The academic staff member shall provide in writing to every member of the class, information regarding academic integrity which shall include:~~
- ~~(j)(n) a reference to the A statements on regarding academic integrity dishonesty, including "plagiarism and cheating" and "examination personation" as described found in the University General Calendar; and, where appropriate, a references to specific course requirements for individual work and group work. Students should be made aware that, such as:~~
 - ~~(i) where appropriate, a reference to specific course requirements for individual work and group work. Students should be made aware that gGroup projects are subject to the rules of academic dishonesty;~~
 - ~~(ii) and that gGroup members must ensure that a group project adheres to the principles of academic integrity;~~
 - ~~(iii) Students should also be made aware of any specific instructions concerning study groups and individual assignments;~~
 - ~~(iv) The limits of collaboration on assignments should be defined as explicitly as possible; and~~
- ~~(j)(v) All work is to be completed independently unless otherwise specified.~~

2.6 Policy and Resource Document. Academic Staff shall provide to every student the information on University support offices and policies outlined in Schedule "A" to this Procedure, within the first week of classes, either through a paper copy and/or via the University's student information system (Aurora, UM Learn, or such other University information system as may be approved by the University from time to time).

~~3.6 Academic staff members shall teach their courses with due regard to calendar descriptions.~~

3.7.2.7 Learning Materials. ~~It is the responsibility of a Academic sStaff members to shall specify textbooks and learning materials in accordance with announced purchasing deadlines.~~

2.8 Changes to Course Outline and Timing Requirements. Academic Staff who wish to make changes to the method of evaluation or format of assignments in the course outline after it has been distributed to the class shall proceed as follows:

(a) Academic Staff shall, in a timely fashion:

(i) Discuss the proposed changes (e.g. in the class and/or through UM Learn) and encourage Students to provide feedback to the Academic Staff if there are any issues with the proposed changes;

(ii) Provide the revised outline to the Academic Administrator of the Unit; and

(iii) Confirm the changes in writing by providing the revised course outline to every Student registered in the course within the first week following the change, either through a paper copy and via the University's student information system (Aurora, UM Learn, or such other University information system as may be approved by University administration from time to time).

(b) In circumstances where weighting of assignments is changed retroactively, a Student who wishes to be graded according to the original course outline must advise the Academic Staff within at least five (5) Working Days of receiving the revised outline, failing which the Student will be graded according to the revised outline. Academic Staff shall advise Students of the deadline when they provide the revised outline.

3.82.9 Interactions with Students. In their interactions with Students, Academic Staff shall: ~~In their dealings with students, academic staff shall:~~

(a) not deny registration for instruction in those courses for which the permission of the ~~instructor~~ Academic Staff is required, except where the ~~s~~Student lacks appropriate qualifications or where an approved policy on limited enrolment is in effect;

(b) comply with existing human rights legislation, ~~and refrain from differential treatment of individual students on the basis of their actual or presumed membership in, or association with some class or group of persons;~~

(c) not accept money or other goods or services from ~~s~~Students for assistance with any course offered by the University. This clause, however, shall not prevent student teaching assistants or other ~~part-time instructors~~ Academic Staff from accepting payment for tutoring in courses/sections which do not fall within the scope of their University employment;

- (d) be available for a reasonable amount of time, on a known and posted basis, for individual consultation with ~~s~~Students registered in their courses or laboratories;
- (e) evaluate student academic performance in a fair and reasonable manner, and by means of appropriate academic criteria~~-only~~;
- (f) ~~where appropriate~~, provide written early evaluative feedback ~~prior to the voluntary withdrawal deadlines specified in the General Calendar as specified in the course outline (see section 2.5(g))~~;
- (g) foster an ~~free~~ exchange of ideas between themselves and their ~~s~~Students in the classroom and allow ~~s~~Students the freedom to take legitimate exception to the data, views, or methods presented;
- (h) respect the confidentiality of ~~documentary~~ information about ~~s~~Students;
- (i) keep confidential any information about the academic performance of a ~~s~~Student, unless release is authorized by the ~~s~~Student, required by his/her instructional team, or requested by an administrative officer in accordance with the University policy on the release of information;
- (j) explicitly acknowledge in written or oral presentations any ~~indebtedness to~~ contribution of student research or assistance;
- (k) not obtain any improper personal advantage from a ~~s~~Student or ~~s~~Student work; and
- (l) ~~academic staff members shall~~ not retaliate against a student who has filed a complaint, whether the complaint was substantiated or unsubstantiated.

2.10 Instruction. Academic ~~s~~Staff are responsible for:

- (a) the organization, preparation and delivery of course material, the evaluation of student academic progress;
- (b) the reporting of such evaluation in accordance with approved policies and schedules; and
- (c) consultation with Students out of class or laboratory hours, and supervision of student research and thesis preparation.

3.92.11 Scheduled Classes. ~~members~~Academic Staff shall not cancel, miss, terminate or shorten scheduled instruction except for good reasons. Whenever a scheduled period of instruction is cancelled, the ~~a~~Academic ~~s~~Staff ~~member~~ shall:

- (a) inform the class at the earliest possible time;

- (b) inform the ~~administrative head~~Academic Administrator of his/her ~~academic~~Unit; and
- (c) where possible, ensure that appropriate substitution or make-up instruction is provided.

2.12 Evaluation. Academic Staff shall adhere to the relevant Senate-approved policy regarding professor-course evaluation.

~~3.102.13~~ **Reporting Student Grades.** Academic ~~s~~Staff ~~members~~ who provide instruction shall comply with the schedules and formats for reporting student grades, as established by ~~departments—their Unit~~ and the Registrar's Office. Where such grades are reviewed by ~~departmental—Unit~~ committees, ~~instructors~~Academic Staff should be available for the duration of the committees' work. Academic Staff must also correct any grade errors of which they become aware in a timely manner and notify the Student accordingly.~~An instructor who learns of an error, which if corrected would raise an assigned grade shall correct it without requiring the student affected to appeal his/her grade.~~

~~3.11—Academic staff members shall adhere to the relevant University, faculty/school, and/or departmental policy regarding professor-course evaluation.~~

2.14 Term Work. Academic Staff shall adhere to Unit-specific policies regarding return and/or retention of term work. In the absence of Unit-specific policies, all term work shall be returned to the Student. Any unclaimed term work will be held by the Unit for 4 months from the end of the term in which the work was assigned. At the conclusion of this time, all unclaimed term work will become property of the Unit and be destroyed according to the University's common records schedule, using confidential measures for disposal.

2.15 Class Size. Where necessitated by large class sizes or other circumstances, the Unit shall ensure that Academic Staff and/or designated substitutes are available for individual consultation with Students for a reasonable amount of time on a known and posted basis.

B. Collective Responsibilities of Academic Staff

~~3.122.16~~ **Course Descriptions.** Through their ~~faculty/school and department~~Unit councils, ~~a~~Academic ~~s~~Staff members should review program and course descriptions periodically to ensure that the material to be presented is current and appropriate and that the ~~e~~Calendar information is clear and accurate.

~~3.132.17~~ **Materials.** The following material must be kept on file in ~~faculty/school or departmental—the Unit's~~ general offices and made available to ~~s~~Students:

- (a) University, ~~faculty/school or departmental regulations and Unit policy and procedures~~ regarding class attendance and penalties, if any, for non-compliance;

- (b) the information described in section 42.5 of this Procedure in regards to materials to be provided to Students by —under— "Discharge of Responsibilities, A - Individual Responsibilities", that is provided in writing to the class by the aAcademic sStaff member for of each course section;
- (c) University, ~~faculty/school, and/or departmental regulations~~ and Unit policy and procedures, ~~if any,~~ regarding the evaluation of professors and courses by ~~sStudents~~;
- (d) University, ~~faculty/school, and/or department~~ and Unit policy and procedures regarding student access to final examination scripts;
- (e) University policy and procedures on student discipline;
- (f) University, ~~faculty/school, and departmental~~ and Unit policy and procedures regarding grade appeals;
- (g) University policy and related procedures on the ~~rResponsibilities~~ of ~~aAcademic sStaff~~ with regard to ~~sStudents~~; ~~and~~
- (h) University policy and protocol regarding responding to sexual harassment/assault;
- (i) University policy and related procedures on Respectful Work and Learning Environment;
- (j) University policy and related procedures on Accessibility for Students with Disabilities; and
- (k) University policy and related procedures on Intellectual Property.

2.18 **Instruction.** The Unit should ensure the provision of names of Academic Staff assigned to teach particular courses and sections at the earliest possible opportunity;

Part III **Accountability**

- 3.1 The Office of Legal Counsel is responsible for advising the Provost & Vice-President (Academic) that a formal review of this Procedure is required.
- 3.2 The Vice-Provost (Academic Affairs) is responsible for the implementation, administration and review of this Procedure.
- 3.3 Academic Staff and Academic Administrators are responsible for complying with this Procedure.

Part IV **Review**

4.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Procedure is _____.

4.2 In the interim, this Procedure may be revised or repealed if:

- (a) the Provost & Vice-President (Academic) or Approving Body deems it necessary or desirable to do so;
- (b) the Procedure is no longer legislatively or statutorily compliant;
- (c) the Procedure is now in conflict with another Governing Document; and/or
- (d) the Parent Policy is revised or repealed.

Part V **Effect on Previous Statements**

5.1 This Procedure supersedes all of the following:

- (a) Responsibilities of Academic Staff with regard to Students policy, effective July 4, 1979 and revised June 25, 1998;
- (b) Cancellation of Scheduled Classes policy, effective November 30, 1971 and revised November 29, 1988;
- (c) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
- (d) all previous Administration Governing Documents on the subject matter contained herein.

Part VI **Cross References**

6.1 This Procedure should be cross referenced to the following relevant Governing Documents, legislation and/or forms:

- (a) Responsibilities of Academic Staff with Regard to Students Policy;
- (b) Schedule "A": Policy and Resource Document;
- (c) Conflict of Interest Policy;

- (d) Conflict of Interest between Evaluators and Students due to Close Personal Relationships Policy;
- (e) Electronic Communication with Students Policy;
- (f) Final Examination and Final Grades Policy;
- (g) Grade Point Averages Policy;
- (h) Intellectual Property Policy
- (i) Multi-Sectioned Courses Policy;
- (j) Respectful Work and Learning Environment Policy;
- (k) Sexual Assault Policy;
- (l) Responsible Conduct of Research Policy;
- (m) Student Advocacy Office Policy;
- (n) Student Discipline Bylaw;
- (o) Student Academic Misconduct Procedure;
- (p) Student Non-Academic Misconduct and Concerning Behaviour Procedure;
- (q) Student Discipline Appeal Procedure;
- (r) Teaching Evaluation Policy;
- (s) The University of Manitoba Accessibility Policy;
- (t) University Health Services Policy;
- (u) Voluntary Withdrawal Policy.

~~Where necessitated by large class sizes or other circumstances, academic units shall ensure that course instructors and/or designated substitutes are available for individual consultation with students for a reasonable amount of time on a known and posted basis.~~

CAUTIONARY NOTE

~~Students are reminded that the initiation of a frivolous or vexatious complaint may result in disciplinary action being taken against them by the University.~~

Report of the Senate Committee on Nominations

Preamble

The terms of reference for the Senate Committee on Nominations may be found on the University Governance website at:

http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/507.html

The Committee met on June 8, 2016 (electronically) to consider nominations to fill vacancies on the standing committees of Senate.

Observation

Listed below are Senate committees with vacancies to be filled, along with the names of the nominees being proposed, their faculty/school, and the expiry date of their terms. Following the list is the membership list for each of those committees, including the names of the nominees, which have been highlighted.

Recommendations

The Committee recommends to Senate the following list of faculty nominees:

COMMITTEE	NOMINEE(S)	FACULTY/ SCHOOL	TERM END DATE
Senate Committee on Appeals	Prof. David Churchill (S)	Arts	2019.05.31
Senate Committee on Awards	Prof. Laura Loewen (R)	Music	2019.05.31
Senate Committee on Curriculum and Course Changes	Ms Joanne Hamilton (R)	Health Sciences	2019.05.31
	Prof. Sarah Teetzel	Kinesiology and Recreation Management	2019.05.31
Senate Committee on Instruction and Evaluation	Prof. Pam Wener (S)	Health Sciences	2019.05.31
Senate Committee on Libraries	Dean Doug Brown (S)(R)	Kinesiology and Recreation Management	2019.05.31

Senate Committee on Medical Qualifications	Prof. Helmut Unruh <i>(as leave replacement)</i>	Health Sciences	2017.05.31
Senate Planning and Procedures Committee	Prof. Janice Dodd (R)	Health Sciences	2020.05.31

The Senate Committee on Nominations also recommends to Senate the following list of student nominees:

COMMITTEE	NOMINEE(S)	FACULTY/ SCHOOL	TERM END DATE
Senate Committee on Academic Accommodation Appeals	Mr. Md Monjural Khan (S)	Graduate Studies	2017.05.31
Senate Committee on Academic Computing	Mr. Md Monjural Khan (S)	Graduate Studies	2018.05.31
	Mr. Anjan Neupane (R)	Graduate Studies	2018.05.31
Senate Committee on Academic Dress	Ms Julia Minarik (S)	Agricultural and Food Sciences	2017.05.31
	Mr. Md Waliullah	Graduate Studies	2017.05.31
Senate Committee on Academic Freedom	Mr. Mohammad Hasan (S)	Graduate Studies	2017.05.31
Senate Committee on Academic Review	Mr. Md Monjural Khan (S)	Graduate Studies	2017.05.31
Senate Committee on Admissions	Ms Taylor Nimchonok	Science	2017.05.31
	Ms Alexa Smith (S)	Science	2017.05.31
	Mr. Hadeesha Piyadasa (S)	Graduate Studies	2017.05.31
Senate Committee on Admission Appeals	Ms Alexa Smith (S)	Science	2017.05.31
	Mr. Jaseer Ahmed	Graduate Studies	2017.05.31

Senate Committee on Appeals	Ms Chloe LeBlanc-Tod (S)	Music	2017.05.31
	Ms Taylor Nimchonok	Science	2017.05.31
	Mr. Abdul-Manan Sadick (R)	Graduate Studies	2017.05.31
	Mr. Rubel Chandra Talukder	Graduate Studies	2017.05.31
Senate Committee on Awards	Ms Tori Miller	Science	2017.05.31
	Mr. Mohammad Hasan (S)	Graduate Studies	2017.05.31
Senate Committee on Curriculum and Course Changes	Ms Rhoda Quaigrain (R)	Graduate Studies	2017.05.31
Senate Committee on Instruction and Evaluation	Ms Dara Hallock	Science	2017.05.31
	Mr. Ben Akoh	Graduate Studies	2017.05.31
	Ms Kathryn Marcynuk	Graduate Studies	2017.05.31
Joint Senate Committee on Master's Programs	Mr. Albert Boakye	Graduate Studies	2017.05.31
Senate Committee on Libraries	Mr. Carl Neumann	Graduate Studies	2018.05.31
Senate Planning and Priorities Committee	Ms Dara Hallock	Science	2018.05.31
	Mr. Mohammad Hasan (S)	Graduate Studies	2018.05.31
Senate Committee on University Research	Ms Kathryn Marcynuk	Graduate Studies	2018.05.31

* (S) indicates a member of Senate

** (R) indicates re-appointment

Respectfully submitted,

Professor M. Edwards, Chair
Senate Committee on Nominations

SENATE COMMITTEE ON ACADEMIC ACCOMMODATION APPEALS

as of June 1, 2016

Composition	Incumbents	Faculty/School	Term
Chair, appointed by the President	Prof. Robert Hoppa	Arts	2018.05.31
Five members of the academic staff appointed by Senate	Dr. Terri Ashcroft	Health Sciences	2018.05.31
	Prof. Nancy Hansen	Graduate Studies	2018.05.31
	Prof. Robert Hoppa	Arts	2018.05.31
	Prof. Zana Lutfiyya	Education	2018.05.31
	Prof. Cathy Rocke (<i>on leave</i>)	Social Work	2018.05.31
Two students appointed by Senate	Mr. Md Monjural Khan	Graduate Studies	2017.05.31
	TBD		2017.05.31
Resource: Marcia Yoshida 474-6166 Terms of Office: three-year terms; students = one-year terms			

SENATE COMMITTEE ON ACADEMIC COMPUTING

as of June 1, 2016

Composition	Incumbents	Faculty/School	Term
Provost and Vice-President (Academic) (or designate), Chair	Dr. Mark Torchia, designate		<i>Ex-officio</i>
Vice-President (Research and International)(or designate)	Dr. Jay Doering, designate		<i>Ex-officio</i>
CIO, Information Services and Technology (or designate)	Mr. Mario Lebar, designate Director, Planning and Governance		<i>Ex-officio</i>
University Librarian (or designate)	Dr. Mary-Jo Romaniuk, designate Lisa O'Hara		<i>Ex-officio</i>
Manager, Learning Management Systems	Mr. Sol Chu		<i>Ex-officio</i>
Two Deans of Faculties or Colleges or Directors of Schools	Dean Stefi Baum	Science	2018.05.31
	Dr. Todd Mondor	Graduate Studies	2019.05.31
Six members of the academic staff (including at least one from the Bannatyne campus)	Prof. James Gilchrist	Health Sciences	2018.05.31
	Ms Christine Shaw	Libraries	2018.05.31
	Prof. Karen Smith	Education	2018.05.31
	Prof. Greg Bak	Arts	2019.05.31
	Prof. Mary Brabston	Management	2019.05.31
	Prof. James Young	Science	2019.05.31
Four Students (two grads, two undergrads)	Mr. Md Monjural Khan	Graduate Studies	2018.05.31
	Mr. Anjan Neupane	Graduate Studies	2018.05.31
	TBD		2018.05.31
	TBD		2018.05.31
Resource: Sandi Utsunomiya 474-8174 Resource (technical): Gilbert Detillieux 474-8161 Resource: Lynette Phyfe 474-8013 Terms of Office: three-year terms; students = two-year terms			

SENATE COMMITTEE ON ACADEMIC DRESS

as of June 1, 2016

Composition	Incumbents	Faculty/School	Term
Director, School of Art, Chair	Prof. Paul Hess	School of Art	<i>Ex-officio</i>
Head, Department of Interior Design	Prof. Kelley Beaverford	Architecture	<i>Ex-officio</i>
Registrar	Mr. Neil Marnoch		<i>Ex-officio</i>
One member of academic staff from Textile Sciences	Prof. Song Liu	Engineering	2018.05.31
Two students	Ms Julia Minarik	Agricultural and Food Sciences	2017.05.31
	Mr. Md Waliullah	Graduate Studies	2017.05.31
Resource: Sandi Utsunomiya 474-8174 Terms of Office: three-year terms; students = one-year terms			

SENATE COMMITTEE ON ACADEMIC FREEDOM

as of June 1, 2016

Composition	Incumbents	Faculty/School	Term
Five members of academic staff, at least three of whom shall be Senators. At least one of the five shall be from among those excluded from collective bargaining units	Prof. Ryan Cardwell	Agricultural and Food Sciences	2017.05.31
	Prof. Richard Hechter (S)	Education	2017.05.31
	Prof. Cam Morrill (on leave)	Management	2018.05.31
	Dean Jeffery Taylor (S)	Arts	2018.05.31
	Prof. Robert Tate (S)	Health Sciences	2019.05.31
Two students, at least one of whom shall be a student Senator	Mr. Mohammad Hasan (S)	Graduate Studies	2017.05.31
	TBD		2017.05.31
Resource: Shannon Coyston 474-6892 Terms of Office: three-year terms; students = one-year terms			

SENATE COMMITTEE ON ACADEMIC REVIEW

as of June 1, 2016

Composition	Incumbents	Faculty/School	Term
Provost and Vice-President (Academic)(or designate), Chair	Dr. David Collins, designate		<i>Ex-officio</i>
Vice-Provost (Integrated Planning & Academic Programs)	Dr. David Collins		<i>Ex-officio</i>
Vice-Provost (Graduate Education) and Dean, Faculty of Graduate Studies (or designate)	Dr. Todd Mondor		<i>Ex-officio</i>
Two members of Senate holding the rank of Dean of a Faculty or College, Director of a School or Head of a Department*	Dean Douglas Brown (S)	Kinesiology and Recreation Management	2018.05.31
	Prof. John Anderson (S)	Science	2019.05.31
Two students who are members of Senate	Mr. Md Monjural Khan (S)	Graduate Studies	2017.05.31
	TBD		2017.05.31
Three members of the academic staff, at least one of whom shall be a member of Senate*	Prof. Hope Anderson	Health Sciences	2018.05.31
	Prof. Tina Chen	Arts	2019.05.31
	Prof. Liqun Wang (S)	Science	2019.05.31
Resource: Shannon Coyston 474-6892 Terms of Office: three-year terms; students = one-year terms			

* Of the committee members elected from these two categories, at least one shall be from the Bannatyne campus

SENATE COMMITTEE ON ADMISSIONS

as of June 1, 2016

Composition	Incumbents	Faculty/School	Term
Provost and Vice-President (Academic) (or designate), Chair	Ms Susan Gottheil, designate		<i>Ex-officio</i>
Vice-Provost (Students) (or designate)	Ms Erin Stone, designate		<i>Ex-officio</i>
Executive Director, Enrolment Services	Mr. Jeff Adams		<i>Ex-officio</i>
Dean, Faculty of Arts (or designate)	Prof. Jason Leboe-McGowan, designate		<i>Ex-officio</i>
Dean, Faculty of Science (or designate)	Prof. Ben Li, designate Prof. Peter Loewen (alternate)		<i>Ex-officio</i>
Dean, Rady Faculty of Health Sciences (or designate)	Prof. John Perry, designate		<i>Ex-officio</i>
Two Deans of Faculties or Directors of Schools from faculties or schools other than the Faculties of Arts, Science or Health Sciences	Dean David Mandzuk	Education	2017.05.31
	Dean Lorna Turnbull	Law	2018.05.31
Six members of the academic staff, at least three shall be Senators, with no two from the same faculty or school	Prof. Robert Biscontri (S) (on leave)	Management	2017.05.31
	Prof. Nariman Sepehri (on leave)	Engineering	2017.05.31
	Prof. Derek Brewin (S) (on leave)	Agricultural and Food Sciences	2017.05.31
	Dr. Jerome Cranston	Student Academic Success	2018.05.31
	Prof. Sarah Teetzel	Kinesiology and Recreation Management	2018.05.31
	Prof. Gary Anderson (S)	Science	2019.05.31
Three students	Ms Taylor Nimchonok	Science	2017.05.31
	Ms Alexa Smith	Science	2017.05.31
	Mr. Hadeesha Piyadasa	Graduate Studies	2017.05.31
Deputy Minister of Education and Advanced Learning (or designate)	DECLINED		<i>Ex-officio</i>
One Counsellor from a High School to be nominated by the Manitoba School Counsellors' Association	Mr. Peter Brass	St. John's-Ravenscourt School	2018.05.31
Resource: Breanne Mitenko 474-8820 Terms of Office: three-year terms; students = one-year terms			

SENATE COMMITTEE ON ADMISSION APPEALS

as of June 1, 2016

Composition	Incumbents	Faculty/School	Term
One member holding academic appointment in the University appointed as Chair of the Committee for a three year term by the Senate Executive Committee*	Dean David Mandzuk, Chair	Education	2018.05.31
One member holding academic appointment in the University appointed as Vice-Chair of the Committee for a three year term by the Senate Executive Committee.* The Vice-Chair shall not be from the same Faculty/School/College as the Chair	Prof. Brenda Hann, Vice-Chair	Science	2018.05.31
Eight members with broad representation across Faculties/Schools/Colleges holding academic appointments in the University	Prof. Joan Linklater	Music	2017.05.31
	Prof. Kumar Sharma	Science	2017.05.31
	Prof. Subbu Sivaramakrishnan	Management	2017.05.31
	Prof. Ryan Cardwell	Agricultural and Food Sciences	2018.05.31
	Prof. Lorna Guse	Health Sciences	2018.05.31
	Prof. Lucas Tromly	Arts	2018.05.31
	Prof. Mike Domaratzki	Science	2019.05.31
	Prof. Jennifer Schulz	Law	2019.05.31
Two students	Ms Alexa Smith	Science	2017.05.31
	Mr. Jaseer Ahmed	Graduate Studies	2017.05.31
President of UMSU (or designate)	Ms Tanjit Nagra, designate Dara Hallock		<i>Ex-officio</i>
Director (Admissions), Enrolment Services (non-voting)	Ms Erin Stone		<i>Ex-officio</i>
Resource: Marcia Yoshida 474-6166 Terms of Office: three-year terms; students = one-year terms			

* the Chair and Vice-Chair shall not be members of a Faculty/School/College admission selection committee

SENATE COMMITTEE ON APPEALS

as of June 1, 2016

Composition	Incumbents	Faculty/School	Term
One academic member appointed as Chair by Senate Executive	Prof. Archie McNicol	Health Sciences	2018.05.31
Two elected academic members appointed as Vice-Chairs by Senate Executive (not from same faculty/school as Chair or each other)	Prof. Sharon Alward	School of Art	2018.05.31
	Prof. Charlotte Enns	Education	2019.05.31
Three members from among Deans of Faculties or Colleges and Directors of Schools appointed by the President	Dean Douglas Brown	Kinesiology and Recreation Management	2017.05.31
	Dean Edmund Dawe	Music	2019.05.31
	Dean Beverly O'Connell	Health Sciences	2019.05.31
Five academic members of Senate	Prof. Diana McMillan (S)	Health Sciences	2017.05.31
	Prof. Peter Blunden (S)	Science	2018.05.31
	Prof. Michael Campbell (S)	Environment	2019.05.31
	Prof. Derek Oliver (S)	Engineering	2019.05.31
	Prof. David Churchill (S)	Arts	2019.05.31
Six academic members	Prof. Martin Scanlon	Agricultural and Food Sciences	2017.05.31
	Prof. Charlotte Enns	Education	2018.05.31
	Prof. Vanessa Swain	Health Sciences	2018.05.31
	Prof. Douglas Ruth	Engineering	2019.05.31
	Prof. Melanie Soderstrom	Arts	2019.05.31
	Prof. Sharon Alward	School of Art	2019.05.31
President of UMSU (or designate)	Ms. Tanjit Nagra, designate Dara Hallock		<i>Ex-officio</i>
Six students (four undergrads from different Faculties or Schools, and two grads)	Ms Chloe LeBlanc-Tod	Music	2017.05.31
	Ms Taylor Nimchonok	Science	2017.05.31
	Mr. Abdul-Manan Sadick	Graduate Studies	2017.05.31
	Mr. Rubel Chandra Talukder	Graduate Studies	2017.05.31
	TBD		2017.05.31
	TBD		2017.05.31
One member appointed by Université de Saint- Boniface	TBD		2019.05.31
One student appointed by Université de Saint- Boniface	TBD		2017.05.31
Resource:	Marcia Yoshida	474-6166	
Terms of Office:	three-year terms; students = one-year terms		

SENATE COMMITTEE ON AWARDS

as of June 1, 2016

Composition	Incumbents	Faculty/School	Term
<p>Six members of the academic staff (at least one shall be a Senator)</p> <p>These six shall include at least two from professional faculties/schools, at least one from Arts and one from Science.</p>	Prof. Philip Hultin (S), Chair	Science	2017.05.31
	Prof. Darcy MacPherson (S)	Law	2017.05.31
	Prof. Jared Carlberg (S)	Agricultural and Food Sciences	2019.05.31
	Prof. Laura Loewen	Music	2019.05.31
	Prof. Greg Smith	Arts	2019.05.31
	TBD		2019.05.31
Two students	Ms Tori Miller	Science	2017.05.31
	Mr. Mohammad Hasan	Graduate Studies	2017.05.31
Director, Financial Aid and Awards Office	Ms Jane Lastra		<i>Ex-officio</i>
Vice-Provost (Graduate Education) and Dean, Faculty of Graduate Studies (or designate)	Dr. Todd Mondor, designate Rowena Krentz		<i>Ex-officio</i>
<p>Resource: Adrienne Domingo 474-7257</p> <p>Terms of Office: three-year terms; students = one-year terms</p>			

SENATE COMMITTEE ON CURRICULUM AND COURSE CHANGES

as of June 1, 2016

Composition	Incumbents	Faculty/School	Term
Seven members of the academic staff	Prof. Jared Carlberg	Agricultural and Food Sciences	2017.05.31
	Prof. Jerome Cranston	Education	2017.05.31
	Prof. Bev Temple	Health Sciences	2017.05.31
	Prof. Dean McNeill	Engineering	2018.05.31
	Ms Joanne Hamilton	Health Sciences	2019.05.31
	Prof. Greg Smith	Arts	2019.05.31
	Prof. Sarah Teetzel	Kinesiology and Recreation Management	2019.05.31
Three students	Ms Rhoda Quaigrain	Graduate Studies	2017.05.31
	TBD		2017.05.31
	TBD		2017.05.31
One lay member of the Board of Governors	DECLINED		
Representative from the Libraries	Ms Kristen Kruse		<i>Ex-officio</i>
Representative from Université de Saint-Boniface	Dr. Peter Dorrington		<i>Ex-officio</i>
Vice-Provost (Integrated Planning and Academic Programs)	Dr. David Collins		<i>Ex-officio (non-voting)</i>
Registrar	Mr. Neil Marnoch		<i>Ex-officio (non-voting)</i>
Resource: Shannon Coyston 474-6892 Terms of Office: three-year terms; students = one-year terms			

SENATE COMMITTEE ON INSTRUCTION AND EVALUATION

as of June 1, 2016

Composition	Incumbents	Faculty/School	Term
Provost and Vice-President (Academic) (or designate), Chair	Dr. Janice Ristock, designate		<i>Ex-officio</i>
Seven members of the academic staff, at least one of whom shall be a Senator and at least one should be teaching courses in University 1. The seven shall include one Dean or Director, at least one from each of Arts and Science, and at least two from other faculties/schools (one shall be from the Bannatyne Campus)	Prof. Annemieke Farenhorst	Agricultural and Food Sciences	2018.05.31
	Prof. Brenda Elias (S)	Health Sciences	2018.05.31
	Dean David Mandzuk (S)	Education	2018.05.31
	Prof. Diane Hiebert-Murphy	Social Work	2019.05.31
	Ms Krystyna Koczanski	Science	2019.05.31
	Prof. Vanessa Warne	Arts	2019.05.31
	Prof. Pam Wener (S)	Health Sciences	2019.05.31
Four students, at least one graduate student	Ms Dara Hallock	Science	2017.05.31
	Mr. Ben Akoh	Graduate Studies	2017.05.31
	Ms Kathryn Marcynuk	Graduate Studies	2017.05.31
	TBD		2017.05.31
UMSU President or Vice-President	Ms Tanjit Nagra	UMSU President	<i>Ex-officio (non-voting)</i>
Dean or Associate Dean, Graduate Studies	Dr. Archie McNicol, Associate Dean		<i>Ex-officio (non-voting)</i>
Executive Director, Centre for the Advancement of Teaching and Learning (or designate)	Dr. Mark Torchia, designate Erica Jung		<i>Ex-officio (non-voting)</i>
Registrar or Associate Registrar (or designate)	Mr. Neil Marnoch, designate Sharon Bannatyne		<i>Ex-officio (non-voting)</i>
Director, Student Advocacy (or designate)	Ms Brandy Usick, designate Heather Morris		<i>Ex-officio (non-voting)</i>
Resource: Shannon Coyston 474-6892 Terms of Office: three-year terms; students = one-year terms			

JOINT SENATE COMMITTEE ON MASTER'S PROGRAMS

as of June 1, 2016

Composition	Incumbents	Faculty/School	Term
Three members of the academic staff, of whom one shall be from outside the departments or disciplines participating in JMP's and the Vice-Provost (Graduate Education) and Dean, Faculty of Graduate Studies as voting member [University of Manitoba]	Prof. Diane Hiebert-Murphy, designate	Graduate Studies	<i>Ex-officio</i>
	Prof. Andrea Rounce	Arts	2017.05.31
	Prof. Sean Byrne	Graduate Studies	2019.05.31
	Prof. Mark Libin	Arts	2019.05.31
Three members of the academic staff, of whom one shall be from outside the departments or disciplines participating in JMP's and the Dean of Graduate Studies as voting member [University of Winnipeg]	Dr. Mavis Reimer	Graduate Studies	<i>Ex-officio</i>
	Dr. Anne Caudano	History	2016.06.30
	Dr. Malcolm Bird	Political Science	2018.06.30
	Dr. Andrew Burke	English	2018.06.30
Chair to be named by the Presidents of the U of M and U of W with a tie casting vote only	Professor Zana Lutfiyya	Education	2018.05.31
One graduate student enrolled in a JMP to be proposed by the GSA [U of M]	Mr. Albert Boakye	Graduate Studies	2017.05.31
One graduate student enrolled in a JMP to be proposed by the Chairs of the Joint Master Programs [U of W]	TBD	Graduate Studies	2017.05.31
Resource: Deanna England U of W 786-9093 Pam Yarushinsky U of M 474-7298 Terms of Office: three-year terms; students = one-year terms			

SENATE COMMITTEE ON LIBRARIES

as of June 1, 2016

Composition	Incumbents	Faculty/School	Term
Provost and Vice-President (Academic) (or designate), Chair	Dr. Mary-Jo Romaniuk, designate		<i>Ex-officio</i>
Vice-President (Research and International) (or designate)	Dr. Jay Doering, designate		<i>Ex-officio</i>
University Librarian (or designate)	Ms Lisa O'Hara, designate		<i>Ex-officio</i>
Vice-Provost (Graduate Education) and Dean, Faculty of Graduate Studies (or designate)	Dr. Todd Mondor		<i>Ex-officio</i>
Two Deans of Faculties or Colleges or Directors of Schools	Dean James Mulvale	Social Work	2017.05.31
	Dean Doug Brown	Kinesiology and Recreation Management	2019.05.31
Six academic members - at least two shall be Senators. Of the six, at least one each shall be from the Faculty of Arts, the Faculty of Science and the Bannatyne Campus	Dr. Shelley Sweeney	Libraries	2017.05.31
	Prof. Thomas Booth (S)	Science	2018.05.31
	Prof. James Gilchrist (S)	Health Sciences	2018.05.31
	Prof. Danielle Dubois	Arts	2019.05.31
	Prof. Pam Perkins	Arts	2019.05.31
	Ms Janet Rothney	Libraries	2019.05.31
Four students (two graduate, two undergraduate)	Mr. Carl Neumann	Graduate Studies	2018.05.31
	TBD		2018.05.31
	TBD		2018.05.31
	TBD		2018.05.31
Resource: Shannon Coyston 474-6892 Terms of Office: three-year terms; students = two-year terms			

SENATE COMMITTEE ON MEDICAL QUALIFICATIONS

as of June 1, 2016

Composition	Incumbents	Faculty/School	Term
Dean, Max Rady College of Medicine (or designate), Chair	Prof. Sara Israels, designate	Health Sciences	<i>Ex-officio</i>
Provost and Vice-President (Academic) (or designate)	Dr. David Collins, designate		<i>Ex-officio</i>
Three academic members from the Max Rady College of Medicine	Prof. Helmut Enns (leave replacement for Prof. Murray Enns)	Health Sciences	2017.05.31
	Prof. Elizabeth Cowden	Health Sciences	2019.05.31
	Prof. Michael Moffatt	Health Sciences	2019.05.31
One member appointed by the College of Physicians and Surgeons of Manitoba	Dr. Anna Ziomek	Registrar, College of Physicians and Surgeons	2018.05.31
Resource: Christina Kulbaba 977-5647 Terms of Office: three-year terms			

SENATE PLANNING AND PRIORITIES COMMITTEE

as of June 1, 2016

Composition	Incumbents	Faculty/School	Term
Provost and Vice-President (Academic) (or designate)	Dr. David Collins, designate		<i>Ex-officio</i>
Vice-President (Administration) (or designate)	Mr. Andrew Konowalchuk, designate		<i>Ex-officio</i>
Vice-President (Research and International) (or designate)	Dr. Jay Doering, designate		<i>Ex-officio</i>
Ten members of academic staff (excluding Deans, Directors and Associate/Assistant Deans or Directors), three must be members of Senate, one of whom must be from Bannatyne	Prof. Judith Anderson (S)	Science	2018.05.31
	Prof. Michael Campbell (S)	Environment, Earth and Resources	2018.05.31
	Ms Ada Ducas, Chair	Libraries	2018.05.31
	Prof. Feiyue Wang	Environment, Earth and Resources	2018.05.31
	Prof. David Watt (<i>on leave</i>)	Arts	2018.05.31
	Prof. Richard Perron	Architecture	2018.05.31
	Prof. Ahmed Shalaby	Engineering	2018.05.31
	Prof. Mark Gabbert (S)	Arts	2019.05.31
	Prof. Kelley Main	Management	2019.05.31
	Prof. Janice Dodd	Health Sciences	2020.05.31
Three students, one graduate, one undergraduate and the President of UMSU or designate	Ms Dara Hallock	Science	2018.05.31
	Mr. Mohammad Hasan	Graduate Studies	2018.05.31
	Ms Tanjit Nagra, designate Dara Hallock	UMSU President	2017.04.30
President	Dr. Joanne Keselman, designate		<i>Ex-officio</i>
Vice-Provost (Students)	Ms Susan Gottheil		<i>Ex-officio</i>
Resource: Shannon Coyston 474-6892 Terms of Office: four-year terms; students = two-year terms			

SENATE COMMITTEE ON UNIVERSITY RESEARCH

as of June 1, 2016

Composition	Incumbents	Faculty/School	Term
Vice-President (Research and International), Chair	Dr. Digvir Jayas		<i>Ex-officio</i>
President	Dr. David Barnard		<i>Ex-officio</i>
Provost and Vice-President (Academic)	Dr. Janice Ristock, designate		<i>Ex-officio</i>
Associate Vice-President (Research) Associate Vice-President (Partnerships)	Dr. Gary Glavin Dr. Jay Doering		<i>Ex-officio</i>
Vice-Provost (Graduate Education) and Dean, Faculty of Graduate Studies	Dr. Todd Mondor		<i>Ex-officio</i>
Research Grants Officer	Ms Barbara Crutchley, Director, Office of Research Services		<i>Ex-officio (non-voting)</i>
Four Deans or Directors representing a range of research activities	Dean Jeffery Taylor	Arts	2017.05.31
	Dean Stefi Baum	Science	2018.05.31
	Dean Jonathan Beddoes	Engineering	2018.05.31
	Dean Anthony Iacopino	Health Sciences	2019.05.31
Eight faculty members actively engaged in research and representing a range of research activities, at least two of whom are from the Bannatyne Campus	Prof. James Davie	Health Sciences	2017.05.31
	Prof. Niigaanwewidam Sinclair	Arts	2017.05.31
	Prof. Pawan Singal	Health Sciences	2017.05.31
	Prof. Gordon Fitzell	Music	2018.05.31
	Prof. Liqun Wang	Science	2018.05.31
	Prof. Andrew Halayko	Health Sciences	2019.05.31
	Dr. Peter Jones	Agricultural and Food Sciences`	2019.05.31
	Prof. Jason Leboe-McGowan	Arts	2019.05.31
Two graduate students selected by GSA	Ms Kathryn Marcynuk	Graduate Studies	2018.05.31
	TBD	Graduate Studies	2018.05.31
Resource: Judith Mate 474-7952 Terms of Office: three-year terms; students = two-year terms			



UNIVERSITY
OF MANITOBA

Office of the University Secretary

312 Administration Building
Winnipeg, Manitoba
Canada R3T 2N2
Tel. (204) 474-9593
Fax (204) 474-7511

Memo

Date: May 20, 2016

To: Dr. David Barnard, Chair, University of Manitoba Senate

From: Mr. Jeff Leclerc, University Secretary

Re: Revised *Student Accessibility Appeal Procedure*

The *Student Accessibility Appeal Procedure* was approved by Senate on November 4, 2014, with an effective date of January 1, 2015. The Senate Committee on Academic Accommodation Appeals, whose role is to hear and decide upon appeals under the *Student Accessibility Appeal Procedure*, has now been populated.

It has been noted that certain procedural elements are missing from the Procedure, such as a deadline by which an appeal must be submitted and other details regarding the submission of an appeal. The proposed revised *Student Accessibility Appeal Procedure* corrects these omissions and provides greater clarity regarding the appeal process.

As required under 4.2 of the Procedure, Dr. Joanne Keselman, Vice-President (Academic) and Provost, has reviewed the proposed revisions and has indicated support for these changes.

The proposed revisions are being submitted for consideration and approval.

Thank you.

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

UNIVERSITY OF MANITOBA PROCEDURE

Procedure:	STUDENT ACCESSIBILITY APPEAL PROCEDURE
Parent Policy:	The University of Manitoba Accessibility Policy
Effective Date:	January 1, 2015
Revised Date:	
Review Date:	January 1, 2025
Approving Body:	Senate
Authority:	<i>The University of Manitoba Act, Section 16(1)</i>
Responsible Executive Officer:	University Secretary
Delegate: (If applicable)	
Contact:	University Secretary
Application:	All Employees and Students

Part I Reason for Procedure

- 1.1 To define the extent to which the University provides a process for students to appeal decisions relating to accommodation of a disability which adversely affect them.

Part II Procedural Content

Initial Reconsideration

- 2.1 Students who believe that they have not been treated fairly in accordance with this Policy, or who believe they were not reasonably accommodated by the proposed Accommodation, or who believe that the proposed Accommodation may have been different in light of new or previously unavailable information or documentation may first discuss this matter with the Coordinator of SAS and

request reconsideration. In seeking to resolve any disagreement, the Faculty/School Accessibility Advisory Committee may be consulted by a party.

- 2.2 Academic Staff Members who believe that a proposed accommodation would compromise the defined Bona Fide Academic Requirements or Essential Skills Document in question may request that the Coordinator of SAS reconsider the proposed accommodation. In seeking to resolve any disagreement, the Faculty/School Accommodation Team and/or Accessibility Advisory Committee may be consulted. An Academic Staff Member making the request for reconsideration must make it in writing and be able to demonstrate a substantial, viable and direct connection to the student and the proposed accommodation. In such cases, the student shall be made aware of the request for reconsideration and have the opportunity to provide their position to the Coordinator of SAS before a final determination is made.
- 2.3 Following a request for reconsideration from a student, an Academic Staff Member or both, the Coordinator of Student Accessibility Services shall issue a decision in writing to the student, the Academic Staff Member and the Faculty/School, as appropriate, normally within five business days of receipt of the request for reconsideration. In the event of a conflict of interest on the part of the Coordinator of Student Accessibility Services, the request for initial reconsideration shall be addressed to the Executive Director of Student Support.

Formal Appeal

- 2.4 If a student or an Academic Staff Member does not agree with the decision of the Coordinator of SAS regarding a request for reconsideration, they may file a formal appeal to the Senate Committee on Accommodation Appeals. Such an appeal must be filed within ten (10) working days of the date on the letter of reconsideration, or until such time as the Chair may allow if a written request for extension is made prior to the deadline.
- 2.5 If an Appellant files for an appeal beyond the ten (10) working day period, the Appellant must provide written reasons for the delay. The Chair shall have the discretion to extend the deadline for filing the appeal if it is determined that there are special circumstances which justify or excuse the delay. The Chair's decision is final and not appealable.
- 2.6 The Appellant must submit all documentation that will be relied upon for the appeal and must include the following:
 - (a) A completed and signed Senate Committee on Academic Accommodation Appeals – Appeal Form. The form is available at the Student Advocacy Office, The Office of the University Secretary, and on the University of Manitoba website;
 - (b) A letter to the Chair clearly explaining the grounds for the appeal;

- (c) A copy of the letter of reconsideration from the Coordinator of Student Accessibility Services;
 - (d) A copy of all the documentation submitted in regard to the request for accommodation and reconsideration;
 - (e) If the Appellant intends to have a lawyer present at the appeal hearing, the name and address of the lawyer shall be provided at the time of filing the appeal.
- 2.7 The remedy sought of the Committee shall not differ from that requested in the reconsideration, unless extraordinary circumstances are presented.
- 2.8 The Appellant shall have the right to be accompanied by a spokesperson. In the event the Appellant is a student, the spokesperson may be an advocate from the Student Advocacy Office, a representative from the University of Manitoba Students' Union, a representative from the Graduate Students' Association, a member of the university community not receiving payment for appearing, a member of the Appellant's immediate family or a lawyer. It is the Appellant's sole responsibility to ensure:
- (a) that his/her spokesperson is familiar with the Student Accessibility Appeal Procedure, The University of Manitoba Accessibility Policy and The Student Accessibility Procedure;
 - (b) the adequacy of his/her representation, if any; and
 - (c) to pay for his/her own lawyer's fees, if any.
- 2.9 Students may appeal a decision when:

Failure of Judgment

- (a) they believe the decision made by the Coordinator of SAS was incorrect in his/her judgment regarding the need for, application of, or implementation of an Accommodation.

Failure of Process

- (b) they believe the decision made by the Coordinator of SAS was incorrect due to a failure on his/her part or the part of SAS to dutifully perform the process of determining eligibility, or determining a reasonable Accommodation.

Failure of Information

- (c) they believe the determination made by the Coordinator of SAS was incorrect due to a lack of information, or documentation. Generally speaking, a failure of information is informally handled by the student providing updated or requested documentation.

2.10 Faculty Members may appeal a decision when:

Compromising Academic Standards

- (a) they believe that the decision made by the Coordinator of SAS would undermine the Bona Fide Academic Requirements or Essential Skills Document. The onus is on the Faculty Member to establish how the standards would be compromised by providing the accommodation. If a Bona Fide Academic Requirements or an Essential Skills Document has not been developed, no appeals shall be available to Faculty Members.

2.11 [intentionally blank]

2.12 Academic Staff Members filing appeals under this Policy must demonstrate a substantial, viable and direct connection to the student and the proposed accommodation.

2.13 The composition of the Senate Committee on Accommodation Appeals shall include:

- (a) Five members of the academic staff appointed by Senate;
- (b) Two students appointed by Senate;
- (c) A Chair appointed by the President.

2.14 Upon receipt of an Appeal, the Senate Committee on Academic Accommodation Appeals will notify the Dean or delegate of the Faculty/School, SAS and the respondent of a hearing date.

2.15 Appeals will be heard by a panel of at least four members: two academic staff members, a student and the Chair.

2.16 The Committee panel will meet to determine whether there are grounds to hear the appeal and whether the appeal falls within the jurisdiction of the Committee.

2.17 The Chair of the panel shall only vote in case of a tie.

2.18 If the panel determines that it will hear the appeal, they shall convene a hearing with the appellant, SAS or others as soon as possible to consider submissions

from all the parties and Dean, if applicable. If the appellant is an Academic Staff Member, the student shall also be invited to attend the hearing.

- 2.19 The Committee panel may establish rules and procedures for its hearings and meetings. Such procedures must ensure fairness for all parties and facilitate a timely resolution of appeals.
- 2.20 The Committee panel will determine the appropriate accommodation on the basis of the student's disability and the Bona Fide Academic Requirements or Essential Skills Document of the course or program.
- 2.21 The Committee panel will provide written reasons for its decision, which shall be final and binding on all parties.
- 2.22 All matters considered by the Committee shall be strictly confidential.
- 2.23 In the consideration of appeals by the Committee panel, time shall be of the essence. In most cases, the Committee shall make a decision within ten business days of the filing of an appeal.

Part III Accountability

- 3.1 The Office of Legal Counsel is responsible for advising the University Secretary that a formal review of this Procedure is required.
- 3.2 The University Secretary is responsible for the implementation, administration and review of this Policy and is responsible for the implementation, administration and review of this Procedure.
- 3.3 All Students and Employees are responsible for complying with this Policy.

Part IV Review

- 4.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Procedure is January 1, 2025.
- 4.2 In the interim, these Procedures may be revised or rescinded if:
 - (a) the Vice-President (Academic) and Provost deems it necessary; or
 - (b) the Procedure is no longer legislatively or statutorily compliant;
 - (c) the Parent Policy is revised or repealed.

Part V
Effect on Previous Statements

- 5.1 This Procedure supersedes all of the following:
- (a) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
 - (b) all previous Administration Governing Documents on the subject matter contained herein.

Part VI
Cross References

- 6.1 This Procedure should be cross referenced to the following relevant Governing Documents, legislation and/or forms:
- (a) [The University of Manitoba Accessibility Policy](#)
 - (b) [The Student Accessibility Procedure](#)

UNIVERSITY OF MANITOBA PROCEDURE

Procedure:	STUDENT ACCESSIBILITY APPEAL PROCEDURE
Parent Policy:	The University of Manitoba Accessibility Policy
Effective Date:	January 1, 2015
Revised Date:	
Review Date:	January 1, 2025
Approving Body:	Senate
Authority:	<i>The University of Manitoba Act, Section 16(1)</i>
Responsible Executive Officer:	University Secretary
Delegate: (If applicable)	
Contact:	University Secretary
Application:	All Employees and Students

Part I Reason for Procedure

- 1.1 To define the extent to which the University provides a process for students to appeal decisions relating to accommodation of a disability which adversely affect them.

Part II Procedural Content

Initial Reconsideration

- 2.1 Students who believe that they have not been treated fairly in accordance with this Policy, or who believe they were not reasonably accommodated by the proposed Accommodation, or who believe that the proposed Accommodation may have been different in light of new or previously unavailable information or documentation may first discuss this matter with the Coordinator of SAS and

request reconsideration. In seeking to resolve any disagreement, the Faculty/School Accessibility Advisory Committee may be consulted by a party.

- 2.2 Academic Staff Members who believe that a proposed accommodation would compromise the defined Bona Fide Academic Requirements or Essential Skills Document in question may request that the Coordinator of SAS reconsider the proposed accommodation. In seeking to resolve any disagreement, the Faculty/School Accommodation Team and/or Accessibility Advisory Committee may be consulted. An Academic Staff Member making the request for reconsideration must make it in writing and be able to demonstrate a substantial, viable and direct connection to the student and the proposed accommodation. In such cases, the student shall be made aware of the request for reconsideration and have the opportunity to provide their position to the Coordinator of SAS before a final determination is made.
- 2.3 Following a request for reconsideration from a student, an Academic Staff Member or both, the Coordinator of Student Accessibility Services shall issue a decision in writing to the student, the Academic Staff Member and the Faculty/School, as appropriate, normally within five business days of receipt of the request for reconsideration. In the event of a conflict of interest on the part of the Coordinator of Student Accessibility Services, the request for initial reconsideration shall be addressed to the Executive Director of Student Support.

Formal Appeal

- 2.4 If a student or an Academic Staff Member does not agree with the decision of the Coordinator of SAS regarding a request for reconsideration, they may file a formal appeal to the Senate Committee on Accommodation Appeals. Such an appeal must be filed within ten (10) working days of the date on the letter of reconsideration, or until such time as the Chair may allow if a written request for extension is made prior to the deadline.
- 2.5 If an Appellant files for an appeal beyond the ten (10) working day period, the Appellant must provide written reasons for the delay. The Chair shall have the discretion to extend the deadline for filing the appeal if it is determined that there are special circumstances which justify or excuse the delay. The Chair's decision is final and not appealable.
- 2.6 The Appellant must submit all documentation that will be relied upon for the appeal and must include the following:
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(c) A copy of the letter of reconsideration from the Coordinator of Student Accessibility Services;

(d) A copy of all the documentation submitted in regard to the request for accommodation and reconsideration;

(e) If the Appellant intends to have a lawyer present at the appeal hearing, the name and address of the lawyer shall be provided at the time of filing the appeal.

2.7 The remedy sought of the Committee shall not differ from that requested in the reconsideration, unless extraordinary circumstances are presented.

2.8 The Appellant shall have the right to be accompanied by a spokesperson. In the event the Appellant is a student, the spokesperson may be an advocate from the Student Advocacy Office, a representative from the University of Manitoba Students' Union, a representative from the Graduate Students' Association, a member of the university community not receiving payment for appearing, a member of the Appellant's immediate family or a lawyer. It is the Appellant's sole responsibility to ensure:

(a) that his/her spokesperson is familiar with the Student Accessibility Appeal Procedure, The University of Manitoba Accessibility Policy and The Student Accessibility Procedure;

(b) the adequacy of his/her representation, if any; and

(c) to pay for his/her own lawyer's fees, if any.

2.95 Students may appeal a decision when:

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(a) they believe the decision made by the Coordinator of SAS was incorrect in his/her judgment regarding the need for, application of, or implementation of an Accommodation.

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(b) they believe the decision made by the Coordinator of SAS was incorrect due to a failure on his/her part or the part of SAS to dutifully perform the process of determining eligibility, or determining a reasonable Accommodation.

Failure of Information

- (c) they believe the determination made by the Coordinator of SAS was incorrect due to a lack of information, or documentation. Generally speaking, a failure of information is informally handled by the student providing updated or requested documentation.

2.106 Faculty Members may appeal a decision when:

Compromising Academic Standards

- (a) they believe that the decision made by the Coordinator of SAS would undermine the Bona Fide Academic Requirements or Essential Skills Document. The onus is on the Faculty Member to establish how the standards would be compromised by providing the accommodation. If a Bona Fide Academic Requirements or an Essential Skills Document has not been developed, no appeals shall be available to Faculty Members.

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2.128 Academic Staff Members filing appeals under this Policy must demonstrate a substantial, viable and direct connection to the student and the proposed accommodation.

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2.14 Upon receipt of an Appeal, the Senate Committee on Academic Accommodation Appeals will notify the Dean or delegate of the Faculty/School, SAS and the respondent of a hearing date.

2.1541 Appeals will be heard by a panel of at least four members: two academic staff members, a student and the Chair.

2.1642 The Committee panel will meet to determine whether there are grounds to hear the appeal and whether the appeal falls within the jurisdiction of the Committee.

2.1743 The Chair of the panel shall only vote in case of a tie.

2.1844 If the panel determines that it will hear the appeal, they shall convene a hearing with the appellant, SAS or others as soon as possible to consider

submissions from all the parties and Dean, if applicable. If the appellant is an Academic Staff Member, the student shall also be invited to attend the hearing.

- | 2.~~1915~~ The Committee panel may establish rules and procedures for its hearings and meetings. Such procedures must ensure fairness for all parties and facilitate a timely resolution of appeals.
- | 2.~~2046~~ The Committee panel will determine the appropriate accommodation on the basis of the student's disability and the Bona Fide Academic Requirements or Essential Skills Document of the course or program.
- | 2.~~2147~~ The Committee panel will provide written reasons for its decision, which shall be final and binding on all parties.
- | 2.~~2248~~ All matters considered by the Committee shall be strictly confidential.
- | 2.~~2349~~ In the consideration of appeals by the Committee panel, time shall be of the essence. In most cases, the Committee shall make a decision within ten business days of the filing of an appeal.

Part III Accountability

- 3.1 The Office of Legal Counsel is responsible for advising the University Secretary that a formal review of this Procedure is required.
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Part VI
Cross References

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 - (b) [The Student Accessibility Procedure](#)