

Senate  
Senate Chamber  
Room E3-262 Engineering Building  
WEDNESDAY, November 2, 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  
[August 23, 2016]**
2. **Report of the Senate Committee on Honorary Degrees  
[October 20, 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 MATTERS RECOMMENDED FOR CONCURRENCE WITHOUT DEBATE**

1. **Report of the Executive Committee of Graduate Studies  
on Course and Curriculum Changes RE: Faculties of Engineering  
and Graduate Studies and Departments of Psychology and  
Curriculum, Teaching, and Learning  
[September 28, 2016]** Page 3
2. **Reports of the Senate Committee on Medical Qualifications**
  - a) **RE: Dr. Ties Boerma** Page 6
  - b) **RE: Dr. Tanya Brown** Page 10
  - c) **RE: Dr. Geert 't Jong** Page 12

*Curriculum vitae for Drs. Boerma, Brown, and 't Jong will be available for  
inspection by members of Senate in the Office of the University Secretary and in  
the Dean's Office, Max Rady College of Medicine, prior to the November Senate  
meeting.*

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

1. **Reports of the Senate Committee on Awards  
[September 20, 2016]** Page 16
2. **In Memoriam: Prof. Albert Oliver Ridley** Page 25
3. **In Memoriam: Dr. Robert J. Soper** Page 26
4. **In Memoriam: Dr. Kenneth Wayne Taylor** Page 27

5.	<b><u>Report of the Senate Committee on Appeals</u></b>	Page 28
6.	<b><u>2014-2015 and 2015-2016 Annual Report of Student Accessibility Services</u></b>	Page 29
IV	<b><u>REPORT OF THE PRESIDENT</u></b>	
V	<b><u>QUESTION PERIOD</u></b>	
	Senators are reminded that questions shall normally be submitted in writing to the University Secretary no later than 10:00 a.m. of the day preceding the meeting.	
VI	<b><u>CONSIDERATION OF THE MINUTES OF THE MEETING OF OCTOBER 5, 2016</u></b>	
VII	<b><u>BUSINESS ARISING FROM THE MINUTES</u></b> - none	
VIII	<b><u>REPORTS OF THE SENATE EXECUTIVE COMMITTEE AND THE SENATE PLANNING AND PRIORITIES COMMITTEE</u></b>	
1.	<b><u>Report of the Senate Executive Committee</u></b>	Page 45
2.	<b><u>Report of the Senate Planning and Priorities Committee</u></b>	
	The Chair will make an oral report of the Committee's activities.	
IX	<b><u>REPORTS OF OTHER COMMITTEES OF SENATE, FACULTY AND SCHOOL COUNCILS</u></b>	
1.	<b><u>Report of the Senate Committee on Rules and Procedures RE: Revisions to the Rady Faculty of Health Sciences Council Bylaw</u></b>	Page 47
2.	<b><u>Report of the Joint Senate Committee on Master's Programs RE: Revised Joint Senate Committee Regulations concerning Joint Master's Programs Between the University of Manitoba and the University of Winnipeg</u></b>	Page 70
X	<b><u>ADDITIONAL BUSINESS</u></b> - none	
XI	<b><u>ADJOURNMENT</u></b>	

*Please call regrets to 204-474-6892 or send to [shannon.coyston@umanitoba.ca](mailto:shannon.coyston@umanitoba.ca).*

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

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### 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 Faculty of Engineering, Dept. of Psychology, Dept. of Curriculum, Teaching and Learning, and the Faculty of Graduate Studies.

### Observations

1. The **Faculty of Engineering**: proposes (1) one course introduction. This course will provide a mechanism to develop new courses that will form part of the proposed graduate program in Engineering Education. There is no additional cost in terms of staff, facilities or equipment associated with the introduction of the course.

#### Course Introduction:

#### **ENG 7020 Topics in Engineering Practice**

**+3**

This course will cover topics relating to the practice of professional engineering. The specific topics and a detailed outline will be available prior to the start of the registration period for the session in which the course will be offered. Students can earn multiple credits for this course only when the topic subtitle is different. Prerequisite: Permission of the Director of the Centre for Engineering Professional Practice and Engineering Education.

#### **NET CREDIT HOUR CHANGE**

**+3**

2. The **Dept. of Psychology**: proposes (2) two course introductions.

There are two main reasons for offering the two courses. First, the contents of the courses are very different. PSYC 8212 (Verbal Behavior) focuses specifically on Skinner's work on the development of language from a behavior analytic perspective. It examines a specific theory of verbal behaviour as espoused by Skinner and other behaviourists. On the other hand, PSYC 7570 (Skinner's Writings) focuses on writings dealing with Skinner's epistemological approach to psychology. Moreover, PSYC 7570 has been deliberately designed to avoid overlap with PSYC 8212 as you can see from the readings list in the course syllabus. Second, both courses are part of our course sequence that has been approved by the Behavior Analyst Certification Board (BACB). Completing the approved course sequence is required by our students to become Board Certified Behavior Analysts. If the two courses are combined, it would cause confusion to our students between a specific theory and an epistemological approach and it would not be possible to cover all the contents in one course and therefore our students would

not meet the required classroom instruction hours as required by BACB. As for the frequency the courses are offered, we anticipate that offering the courses once every two years should adequately meet our students' needs given the typical number of graduate students in our ABA program." The course work requirements have indeed increased. Under the previous requirements (referred to as the 3rd edition task list), fewer instructional hours were required by BACB, so our students did not have to take all of the courses that were available within the ABA area. Note that both of these courses were available; it's just that students did not need to take both. Verbal Behavior under PSYC 7770 has been offered intermittently for many years, and Skinner's Writing under PSYC 7770 has been offered four times since 2009. BACB has updated their requirements under the current 4th edition task list, and both courses are now needed for students to meet the coursework requirements. There is no additional cost in terms of staff, facilities or equipment associated with the introduction of the courses.

Course Introductions:

**PSYC 7570 Skinner's Writings +3**

The course will cover basic behavioural principles and procedures, and examine Skinner's behavioural interpretations of complex human behaviours and social phenomena. Prerequisite: permission of instructor.

**PSYC 8212 Verbal Behaviour +3**

This seminar critically examines the concepts developed by B.F. Skinner in his classic work "Verbal Behaviour". Prerequisite: permission of instructor.

**NET CREDIT HOUR CHANGE +6**

3. The **Dept. of Curriculum, Teaching and Learning**: proposes (3) three course deletions and (1) one course introduction.

There is currently no special topics course in the department that would allow students to examine a variety of timely, critical topics in curriculum studies. A special topics course number that can be used to offer courses for specialized cohort programs is required. Cohort programs are developed around themes and are typically offered on a one-time only basis (e.g., Education for Sustainability and Well-Being M. Ed. Cohort). EDUB 7142 will replace the three existing topics courses EDUB 7340, EDUB 7360 and EDUB 7370. There is no additional cost in terms of staff, facilities or equipment associated with the course introduction and deletions.

Course Deletions:

**EDUB 7340 Topics in Curriculum: Humanities and Social Sciences -3**

**EDUB 7360 Topics in Curriculum: Mathematics and Natural Sciences 1 -3**

**EDUB 7370 Topics in Curriculum: Mathematics and Natural Sciences 2 -3**

Course Introductions:

**EDUB 7142 Topics in Curriculum, Teaching and Learning +3**

An advanced study of practices, ideas, and theories in curriculum, teaching and/or learning.

The specific topics will vary to reflect changing priorities, trends, and interests in the field of curriculum studies. Students can earn multiple credits for this course only when the topic subtitle is different.

**NET CREDIT HOUR CHANGE**

**-6**

4. The **Faculty of Graduate Studies**: proposes (1) one course modification to specify the time permitted to complete the course.

Course Modification:

**GRAD 7500 Academic Integrity Tutorial**

**3**

New and continuing Masters and Doctoral students will learn about academic integrity by viewing online tutorials. A brief learning-check will be written after all of the tutorials have been viewed. Students will be required to score 100% on this learning-check to receive a pass grade for the course. The course is graded pass/fail. Students newly admitted to a graduate program must successfully complete this course within the first term of registration, unless the course has been completed previously.

**NET CREDIT HOUR CHANGE**

**0**

**Recommendations**

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

**Faculty of Engineering**

**Dept. of Psychology**

**Dept. of Curriculum, Teaching and Learning**

**Faculty of Graduate Studies**

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.



October 13, 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. Ties Boerma**

Dear Colleagues:

The Senate Committee on Medical Qualifications met on October 11, 2016 to consider the application from the Department of Community Health Sciences, Max Rady College of Medicine, Rady Faculty of Health Sciences, University of Manitoba, to grant Dr. Boerma a certificate under the academic seal of the university. Dr. Boerma's Curriculum Vitae and letters of support are enclosed.

Dr. Boerma is currently Director, Department of Information, Evidence and Research, World Health Organization, Geneva. He is a Dutch national, and was trained in the Netherlands as a physician, graduating in 1982. In 1996, he obtained a PhD in health and demography from the Department of Epidemiology of the University of Amsterdam. Dr. Boerma has worked in global public health for the past three decades, including the last 13 years in a global leadership position with the World Health Organization (WHO) in Geneva. His main focus has been on measurement, monitoring and evaluation of health and health interventions.

The Senate Committee on Medical Qualifications unanimously supports this application for use of Section 64. The Head, Department of Community Health Sciences, Dr. Stephen Moses considers, and the Senate Committee on Medical Qualifications agrees, that Dr. Boerma's expertise in population and global health, which is one of three signature research areas at the University of Manitoba, and Dr. Boerma has also been approved by the Office of the Vice-President (Research and International) to apply for a Canada Research Chair, Tier I, from the University of Manitoba.

The Senate Committee on Medical Qualifications would appreciate your support for this application to grant Dr. Boerma 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. Stephen Moses, Head, Department of Community Health Sciences  
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



**DEPARTMENT OF COMMUNITY HEALTH SCIENCES  
MAX RADY COLLEGE OF MEDICINE, RADY FACULTY OF HEALTH SCIENCES**

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Winnipeg, Manitoba R3E 0W3

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July 25, 2016

Dr. Sara Israels  
Vice-Dean, Academic Affairs  
Rady Faculty of Health Sciences  
S203 Medical Services Building  
University of Manitoba  
Winnipeg, MB R3E 0W2

Dear Sara,

Further to previous communication, I am writing this letter in support of Dr. Ties Boerma's application for an academic medical license with the College of Physicians and Surgeons of Manitoba. Dr. Boerma has accepted a GFT position in the Department of Community Health Sciences, Rady College of Medicine, and is expected to begin his appointment in early 2017. His area of specialty is Population and Global Health, which is one of three signature research areas at the University of Manitoba, and Dr. Boerma has also been approved by the Office of the Vice-President (Research and International) to apply for a Canada Research Chair, Tier I, from the University of Manitoba. That application is in progress. Dr. Boerma's recruitment to the University of Manitoba was through an official search process, approved by the Faculty of Health Sciences and the University of Manitoba, with a duly constituted search committee. The search committee unanimously recommended that Dr. Boerma be offered the position. As with all GFT members in the Rady College of Medicine, Dr. Boerma requires medical licensure from the College of Physicians and Surgeons of Manitoba.

Dr. Boerma is currently Director, Department of Information, Evidence and Research, World Health Organization, Geneva. He is a Dutch national, and was trained in the Netherlands as a physician, graduating in 1982. In 1996, he obtained a PhD in health and demography from the Department of Epidemiology of the University of Amsterdam. Dr. Boerma has worked in global public health for the past three decades, including the last 13 years in a global leadership position with the World Health Organization (WHO) in Geneva. His main focus has been on measurement, monitoring and evaluation of health and health interventions. He has also spent 10 years in the field in eastern Africa (Kenya and Tanzania), focusing on maternal and child health and on HIV/AIDS. During these years, he set up longitudinal community studies, and one of those community cohorts has now been running for two decades.

Dr. Boerma has held multiple leadership positions in different institutional settings, including leadership for the well-known series of Demographic and Health Surveys, and Director of the USAID-funded MEASURE Evaluation project at the University of North Carolina at Chapel Hill. In 2002, he was recruited by WHO in Geneva, initially as Coordinator for HIV surveillance and research, and from 2004 as Director of Information, Evidence and Research. In these positions, he has had considerable administrative and managerial responsibilities. His current department consists of 40 professionals. In this position, Dr. Boerma has had the lead responsibility for WHO's work on health statistics and health information systems, while attracting considerable funding for both research and technical assistance to countries. This amounts to on average US \$10 million per year.

In all of his positions, Dr. Boerma has focused on conducting research, and bridging research and practice. For instance, based on his work in Tanzania, he published a book on a district approach to AIDS control in 1998, the first of its kind. Monitoring progress and performance of health programmes has been a focus throughout his career. In WHO, much of his work has been intended to steer or conduct research, and translate the findings for country and global policy makers. Dr. Boerma's research career focus has been on maternal and child health, and HIV prevention and control in developing countries. In spite of considerable administrative and managerial responsibilities, he has managed to maintain a strong research publication record.

Throughout his career, Dr. Boerma has focused on teaching and mentoring opportunities. In many of his research studies, he has served as mentor to his colleagues, providing them research ideas, and helping them with design, analysis and paper writing. This occurred when he worked in Africa, at the University of North Carolina, and at WHO. At the University of North Carolina, Dr. Boerma was appointed as Associate Professor, in the Maternal and Child Health and the Epidemiology departments. He had considerable teaching responsibilities in addition to managing the MEASURE Evaluation project. He designed and taught a course on maternal and child health in developing countries for MPH students, with a focus on measurement and research, and was either primary adviser or committee member for several PhD students in the department. Dr. Boerma has also served as external examiner for PhD theses at different universities.

Dr. Boerma will be able to bring new connections with a large network of global health researchers and practitioners to the University of Manitoba. For one, he has been approached by the Bill & Melinda Gates Foundation to serve as Director of the Countdown 2030 project for maternal, newborn and child health. This would be a part-time function that would put the University of Manitoba's work at the centre of a collaboration of the leading researchers in global maternal and child health, WHO, UNICEF and others. Another connection is through his recent role as lead for the development of an indicator and monitoring framework for the Global Strategy on Women's, Children's and Adolescents' Health 2016-2030 of the UN Secretary-General's initiative on Every Woman Every Child (Global Affairs Canada was instrumental in inviting him to take on this assignment). Dr. Boerma is also co-leading the WHO-World Bank joint work on monitoring universal health coverage, which is now a priority in global health, and he serves as WHO's lead on monitoring the health-related sustainable development goals.

The Department of Community Health Sciences is excited at the prospect of Dr. Boerma joining the University of Manitoba, and we were unable to identify a Canadian physician with anywhere near his breadth of expertise and experience. We are confident that Dr. Boerma will be an important asset for the University of Manitoba.

Please find attached the following supporting documents:

- Three letters of reference for Dr. Boerma
- A copy of Dr. Boerma's medical degree certificate
- Dr. Boerma's CV.

Please let me know if anything else is required at this time. All the best.

Yours sincerely,

A handwritten signature in dark ink, reading "Stephen Moses". The signature is fluid and cursive, with the first name "Stephen" and last name "Moses" clearly legible.

Stephen Moses, MD, MPH  
Professor and Head of Department



UNIVERSITY  
OF MANITOBA

Faculty of  
Health Sciences

OFFICE OF ACADEMIC AFFAIRS  
S201/203F Medical Services Building  
750 Bannatyne Avenue  
Winnipeg, Manitoba R3E 0W2  
Phone: (204) 977-5647

October 13, 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. Tanya Brown**

Dear Colleagues:

The Senate Committee on Medical Qualifications met on October 11, 2016 to consider 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. Brown a certificate under the academic seal of the university. Dr. Brown's Curriculum Vitae and letters of support are enclosed.

Dr. Brown has been appointed as Pediatric Oncologist to the Allan Blain Cancer Centre, and as an Assistant Professor to the University of Saskatchewan. She continued to be very successful, with a strong commitment to excellent patient care and a proven track record in clinical, teaching, research and leadership realm. The physicians that have served as references for Dr. Brown all speak highly of her clinical knowledge, skills and abilities.

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. Brown's expertise in pediatric oncology will be highly beneficial in the Section of Pediatric Hematology and Oncology at CancerCare Manitoba, the 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. Brown 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

October 5, 2016

Dr. Sara Israels, Assistant Dean (Academic)  
Max Rady College of Medicine, Rady Faculty of Health Sciences  
University of Manitoba  
S203F Medical Services Building – 750 Bannatyne Avenue  
Winnipeg, MB R3E 0W2

Dear Dr. Israels,

I am respectfully requesting Dr. Tanya Brown, Pediatric Oncologist at the Saskatchewan Cancer Agency, to be licensed through a Section 64. Dr. Brown's position would fill the gap left by Dr. Yanofsky's retirement, and we would look forward to recruit her as a staff physician. The Section of Pediatric Hematology and Oncology at CancerCare Manitoba is eager to recruit this promising candidate to its team.

Upon conclusion of her Pediatric Specialty Training in the UK, Dr. Brown continued with a Hematology, Oncology and Bone Marrow Transplant Fellowship at the BC Children's Hospital which she completed in 2012. Dr. Brown receives high praise from Dr. Sheila Pritchard and Dr. David Dix for her clinical knowledge and skills, as well as her collaborative work style. She has a track record of providing excellent care and having a great rapport with all members of the interdisciplinary team. Dr. Brown's academic skills are evident through the research she was involved in from the onset which resulted in multiple publications. Her leadership skills are evident through her performance while appointed as Chief Fellow for the Program.

For the past four years, Dr. Brown has been appointed as Pediatric Oncologist to the Allan Blair Cancer Centre, and as Assistant Professor to the University of Saskatchewan. She continued to be very successful, with a strong commitment to excellent patient care and a proven track record in clinical, teaching, research and leadership realm, as articulated in the reference letter of Dr. Chris Mpofu, Director, Pediatric Oncology Program, Saskatchewan.

The physicians that have served as references for Dr. Brown all speak highly of Dr. Brown's clinical knowledge, skills and abilities. When I read these letters myself, I am struck by the high praise of not only her clinical abilities and professional conduct, but also her academic accomplishments and potential. She will be a very strong addition to our team.

We would very much value the opportunity to recruit Dr. Brown to our Hematology Oncology Section and Program. Thank you for your consideration,



Terry Klassen, MD, MSc, FRCPC  
Medical Director, Child Health Program, WRHA  
Professor and Head, Dept. of Pediatrics & Child Health  
College of Medicine, Faculty of Health Sciences, University of Manitoba  
CEO & Scientific Director, Children's Hospital Research Institute of Manitoba  
Academic Director, CHI



October 13, 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. Geert 't Jong**

Dear Colleagues:

The Senate Committee on Medical Qualifications met on October 11, 2016 to consider 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. 't Jong a certificate under the academic seal of the university. Dr. 't Jong's Curriculum Vitae and letters of support are enclosed.

Dr. 't Jong received his Medical Degree in a combined MD/PhD program at Erasmus University in Rotterdam in the Netherlands (2004). Following his pediatric residency from 2005-2009 at Sophia Children's Hospital, Netherlands, he came to Canada to complete a clinical fellowship in Pediatric Pharmacology and Toxicology in the Department of Clinical Pharmacology and Toxicology at the Hospital for Sick Children in Toronto. In 2012 he was recruited to the Department of Pediatrics and Child Health at the University of Manitoba as a clinician scientist.

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. 't Jong's expertise in pharmacokinetics and pharmacoepidemiology will be highly beneficial in the Sections of Ambulatory Care and Hospital Medicine, in the Department of Pediatrics and Child Health, as well as the Section of Clinical Pharmacology in the 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. 't Jong 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

August 5, 2016

Dr. Sara Israels, Associate Dean Academic  
Chair, Senate Committee on Medical Qualifications  
S203 Medical Services Building  
Bannatyne Campus

Dear Dr. Israels,

I am writing in strong support of Dr. Geert 't Jong's application for Section 64, to allow us to retain this outstanding pediatrician, clinical pharmacologist and hospitalist, with expertise in pharmacokinetics and pharmacoepidemiology. Dr. 't Jong already fills a central role in caring for children in the Children's Clinic and is active in the Sections of Ambulatory Care and Hospital Medicine in the Department of Pediatrics and Child Health, as well as the Section of Clinical Pharmacology in the Max Rady College of Medicine, Rady Faculty of Health Sciences, University of Manitoba. In addition to these academic appointments, he serves as Medical Lead in the Clinical Research Unit of the Children's Hospital Research Institute of Manitoba. We very much wish to have him continue his excellent work.

Dr. 't Jong received his Medical Degree in a combined MD/PhD program at Erasmus University Rotterdam in the Netherlands, in 2004. His PhD thesis 'Unlicensed and off-label drug use in children' was written under the supervision of Dr. J.N van den Anker in the Department of Pediatrics, and Drs. Stricker and Sturkenboom in the Department of Pharmaco-epidemiology, Erasmus University Rotterdam and Erasmus University Medical Center (Sophia Children's Hospital). Following his pediatric residency from 2005 to 2009 at Sophia Children's Hospital, Erasmus Medical Center and the Department of Pediatrics, Medisch Centrum Rijnmond Zuid, in the Netherlands, he came to Canada to complete a clinical fellowship in Pediatric Pharmacology and Toxicology in the Department of Clinical Pharmacology & Toxicology at the Hospital for Sick Children in Toronto, under the mentorship of Dr G Koren. During this time he served as a clinical consultant in teratology in the MotheRisk program at SickKids, and was Chief Fellow from 2011 to 2012.

In 2012 he was recruited to the Department of Pediatrics and Child Health here at the U of M, as a clinician scientist with 75% protected time for research. In 2013 he entered the IMG program under the supervision of Drs. Cheryl Greenberg and Sally Longstaffe. He completed both the Non-Registered Specialist Assessment Program and his Medical Council of Canada Evaluation Exam in 2013. In spite of having only 25% clinical time, he shows unwavering dedication to the clinic and his patients, whether in the clinic or on call. His research interests have him involved in not less than ten projects and research grants at the current time; he collaborates extensively across many fields and disciplines and shows both a passion and aptitude for knowledge translation. His KT interests are evidenced in his work with Dr. Kristy Wittmeier of the KT Platform of the George and Fay Yee Centre for Healthcare Innovation on developing a pediatric formulary, and in his facilitation and championing of the Learning Health Care System at our Departmental Retreat early this year. He is

continually looking for ways to increase efficiencies in the clinic and in putting knowledge gained from research into practice.

Dr. 't Jong has 43 publications in peer-reviewed journals, including a first-author publication in JAMA Pediatrics in 2015. His teaching commitments include extensive clinical teaching on variety of subjects during rounds as a hospitalist (8 weeks per year) and in clinics (2 half-days per week). He also conducts observed history and physical (OHP) with medical students and OSCE simulation several times a year. Recently, he has taken on graduate student supervision in Pharmacology and supervision of a Medical summer student.

To speak for Dr. 't Jong's achievements and high potential, I am providing you with 3 reference letters, two of which were provided by members of our Department, and one from a research colleague in the US.

Dr. Jeff Hyman is Director of the Pine service clinical teaching unit (CTU) and Director of Pediatric Undergraduate Medical Education (UGME). He speaks to Dr. 't Jong's skills in the clinic, where he has earned the respect of families and clinic staff for his dedication to primary, consultative, and on-call care, which includes newborns. Dr. Hyman notes Dr. 't Jong's communication skills and his appreciation of the social determinants of health that affect marginalized populations across the Children's Clinic catchment area. Also of note is the mention of Dr. 't Jong's leadership and innovation in the use of electronic medical records (EMR); he has personally updated and developed templates and been a strong voice at the table regarding implementation. This also relates to Dr. 't Jong's capacity for the innovative thinking required to implement the Learning Health Care System paradigm, as he recognizes the potential the EMR holds as a data source for research. Finally, Dr. Hyman also highlights Dr. 't Jong's contribution in the CTU, stating that he is "very good at making patients feel comfortable with students and integrating students into the team".

Dr. Michael Narvey is Section Head of Neonatology, and highlights Dr 't Jong's special skills in neonatal medicine. As part of Dr. 't Jong's Non-Registered Specialist Assessment Program, he worked under Dr. Narvey in the NICU. Dr Narvey provides high praise, stating that "he adapted quickly to our policies and procedures and in truth required little mentoring". He speaks to Dr. 't Jong's academic mindset and his ability to keep up to date with recent literature, bringing these insights to his clinical work and rounds. Dr. Narvey also makes special mention of Dr. 't Jong's skills with the "tiny babies" in the NICU, stating he is given a special and rare offer to work shifts there. His diagnostic abilities are "beyond that of a typical Pediatrician" and have earned him this privilege. Dr. Narvey also cites Dr. 't Jong's attention to detail which has advanced his own research goals, for which he is "truly thankful".

Dr. Catherine Sherwin is Chief of the Division of Clinical Pharmacology in the Department of Pediatrics at the University of Utah School of Medicine. She is a PhD researcher and Assistant Professor who met Dr. 't Jong at a conference of the American Society for Clinical Pharmacology and Therapeutics. Their collaborative efforts recently awarded them an operating grant from the Children's Hospital Research Institute of Manitoba (CHRIM), where, as mentioned above, Dr. 't Jong also serves as Medical Lead in our Clinical Research Unit. Dr. Sherwin states that Dr. 't Jong is "ideally suited to being an academic clinician with his broad range of clinical experiences and his strong interest in research". She also speaks to his passion for teaching, noting that they have had "many discussions on teaching clinical pharmacology to medical students and other trainees", and that he worked with her on the Education Committee for the Society while she was Chair.



In closing, Dr. 't Jong brings great strength to the University of Manitoba, enhancing research, care and education in general pediatrics, neonatal care and clinical pharmacology. He already has proven himself to be a superb clinician scientist in an area that is in great need of his skills and expertise. He and his family are happy Winnipeg and Dr. 't Jong is committed to improving outcomes for Manitoba children through local, national and international collaborations. I highly encourage the committee to grant his Section 64 to facilitate his continued licensure and invaluable practice in Manitoba.

Yours sincerely,



Terry Klassen, MD FRCPC

Professor and Head, Department of Pediatrics and Child Health

Max Rady College of Medicine, Rady Faculty of Health Sciences, University of Manitoba

Medical Director, Child Health Program

Winnipeg Regional Health Authority



## REPORT OF THE SENATE COMMITTEE ON AWARDS

### **Preamble**

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

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

### **Observations**

At its meeting of September 20, 2016 the Senate Committee on Awards approved twelve new offers, five amended offers, and the withdrawal of four awards as set out in Appendix A of the *Report of the Senate Committee on Awards* (dated September 20, 2016).

### **Recommendations**

On behalf of Senate, the Senate Committee on Awards recommends that the Board of Governors approve twelve new offers, five amended offers, and the withdrawal of four awards as set out in Appendix A (dated September 20, 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**

**September 20, 2016**

#### **1. NEW OFFERS**

##### **Arna and Hersh Shefrin Bursary**

Arna Shefrin [Dip.D.Hyg/1970, B.A./1971] and Hersh Shefrin [B.Sc.(Hons)/1970] established an endowment fund at the University of Manitoba with a gift of \$10,000 in 2016. The Manitoba Scholarship and Bursary Initiative has made a contribution to the fund. The purpose of the bursary is to support Dental Hygiene students with financial need. Each year, beginning in 2018-2019, 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 School of Dental Hygiene at the University of Manitoba;
- (2) has achieved a minimum diploma or degree grade point average of 2.5;
- (3) has demonstrated financial need on the standard University of Manitoba bursary application form.

The Director of the School of Dental Hygiene (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.

##### **BASF Canada Agricultural Products Scholarship**

BASF Canada has established an annually funded award to recognize students in the Faculty of Agricultural and Food Sciences. Each year, beginning in 2016-2017, two scholarships of \$2,500 each will be offered to students who:

- (1) are enrolled full-time (minimum 80% course load) in the Faculty of Agricultural and Food Sciences in their third or fourth year of study in one of the following programs:
  - (a) B.Sc. (Agriculture) with a major in Plant Biotechnology,
  - (b) B.Sc. (Agriculture) with a major in Agronomy,
  - (c) B.Sc. (Agribusiness), or
  - (d) B.Sc. (Agroecology);
- (2) have achieved a minimum degree grade point average of 3.0.

Candidates will be required to submit a statement (maximum 250 words) that describes their interest in agricultural or life sciences.

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

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.

##### **Concorde Foundation Trust International Exchange Scholarship**

The Concorde Foundation Trust has established an endowment fund at the University of Manitoba with a gift of \$734,475.85 in 2016. The purpose of this fund is to support students taking part in the I.H. Asper School of Business International Exchange program. Each year, the available income from the fund will be used to offer scholarships to twenty undergraduate students who:

- (1) are enrolled full-time (minimum 80% course load) in the I.H. Asper School of Business;
- (2) have been accepted to the I.H. Asper School of Business International Student Exchange Program;
- (3) have completed a minimum of 24 credit hours in the Bachelor of Commerce degree program;
- (4) have a minimum degree grade point average of 3.0 at the time of application;
- (5) have ranked at the top of the group accepted to the exchange program, based on the highest degree grade point average, and who have met the minimum criteria.

Futhermore, students must submit:

- (1) a written statement of intent to pursue this program (maximum 500 words);
- (2) three reference letters: two from University of Manitoba academic staff members and one from a professional/personal referee.

The value of scholarships awarded each year will be at the discretion of the Director of the I.H. Asper School of Business International Student Exchange Program (or designate).

The selection committee will be named by the Director of the I.H. Asper School of Business International Student Exchange Program (or designate), who will also serve as Chair.

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

### **James Stewart Scholarship**

With a bequest of \$100,000 in 2016, Catherine Milner established an endowment fund to recognize students in their second year of study in the Faculty of Agricultural and Food Sciences. Each year, beginning in 2018-2019, 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 second year of study in the Faculty of Agricultural and Food Sciences at the University of Manitoba;
- (2) has achieved a minimum degree grade point average of 3.75;
- (3) has achieved a degree grade point average that places them in the top 10% of students that meet the above criteria.

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.

### **Kathleen Rooney Stewart Scholarship**

With a bequest of \$100,000 in 2016, Catherine Milner established an endowment fund to recognize students in their second year of study in the College of Nursing. Each year, beginning in 2018-2019, 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 second year of study in the College of Nursing at the University of Manitoba;
- (2) has achieved a minimum degree grade point average of 3.75;
- (3) of the students who meet the above criteria, has achieved the highest degree grade point average.

The selection committee shall be the Student Awards Committee of the College of Nursing.

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.

### **Lifemark Convocation Prize in Physiotherapy**

Lifemark offers an annual prize of \$250 to a student in the final year of the Master of Physical Therapy Program in the College of Rehabilitation Sciences at the University of Manitoba. Each year, one convocation prize will be offered to a graduating student who:

- (1) has completed the requirements of the Master of Physical Therapy degree in the College of Rehabilitation Sciences at the University of Manitoba;
- (2) has received the second highest academic standing among all graduating students in the Master of Physical Therapy degree program.

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

The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Chair of the College of Rehabilitation Sciences Awards Committee to name the selection committee for this award.

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

### **Professor Art Sparling Scholarship in Engineering**

In memory of Dr. Arthur Sparling, P.Eng., PhD, an alumnus of the Faculty of Engineering has established an endowment fund at the University of Manitoba with a gift of \$25,000 in 2016. The purpose of the fund is to reward the academic achievements of undergraduate students pursuing studies in Civil Engineering in the Faculty of Engineering. Beginning in the 2018 – 2019 academic year, 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) in the fourth year of the civil engineering program in the Faculty of Engineering at the University of Manitoba;
- (2) has achieved a minimum degree grade point average of 3.0;
- (3) has demonstrated volunteerism and community service.

Candidates will be required to submit a statement (maximum 500 words) indicating how they meet criterion (3).

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

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.

### **Roy W. Milner Scholarship**

With a bequest of \$100,000 in 2016, Catherine Milner established an endowment fund to recognize students in their third year of study in the Faculty of Agricultural and Food Sciences. Each year, beginning in 2018-2019, 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 third year of study in the Faculty of Agricultural and Food Sciences at the University of Manitoba;
- (2) has achieved a minimum degree grade point average of 3.75;
- (3) has achieved a degree grade point average that places them in the top 10% of students that meet the above criteria.

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.

### **Stantec Graduate Fellowship in Architecture**

With a gift of \$10,000 per year, Stantec has established four annually funded fellowships for graduate students pursuing studies in the following areas: Engineering, Architecture, Interior Design, and Environment, Earth and Resource sciences. Fellowship recipients will each receive \$2,500 and be given the opportunity to participate in monthly discussions about design at Stantec. Each year, beginning in the 2016-2017 academic session, one fellowship will be offered to a graduate student who:

- (1) is enrolled full-time in the Faculty of Graduate Studies at the University of Manitoba in the second year of the Master of Architecture program;
- (2) has achieved a minimum degree grade point average of 3.5 in the first year of study in the Master of Architecture program;
- (3) is working on an approved Master's thesis on a Sustainable Urban Core project and demonstrates the application of an Integrated Design Process using the pooled knowledge of various professional discipline skills.

Candidates will be required to submit a copy of their thesis proposal in order to be considered for the award.

The fellowship recipient must agree to orally present the completed thesis to Stantec at their Winnipeg office at or near the end of their Master's program. The recipient and Stantec will agree on a time that is mutually convenient. Stantec will have no rights to the intellectual property of the thesis.

The other three fellowships are: *Stantec Graduate Fellowship in Engineering*, *Stantec Graduate Fellowship in Interior Design*, and *Stantec Graduate Fellowship in Environment, Earth, and Resources*.

The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Dean of the Faculty of Architecture (or designate) to name the selection committee for this award, which will include one representative from Stantec.

### **Stantec Graduate Fellowship in Engineering**

With a gift of \$10,000 per year Stantec has established four annually funded fellowships for graduate students pursuing studies in the following areas: Engineering, Architecture, Interior Design, and Environment, Earth and Resource sciences. Fellowship recipients will each receive \$2,500 and be given the opportunity to participate in monthly discussions about design at Stantec. Each year, beginning in the 2016-2017 academic session, one fellowship will be offered to a graduate student who:

- (1) is enrolled full-time in the Faculty of Graduate Studies in the second year of a Masters's program housed in the Faculty of Engineering at the University of Manitoba in one of the following areas: civil, mechanical, or electrical;
- (2) has achieved a minimum degree grade point average of 3.5 in the first year of study in their Master's program;

(3) is working on an approved Master's thesis focused on a construction industry related project. Candidates will be required to submit a copy of their thesis proposal in order to be considered for the award.

The fellowship recipient must agree to orally present the completed thesis to Stantec at their Winnipeg office at or near the end of their Master's program. The recipient and Stantec will agree on a time that is mutually convenient. Stantec will have no rights to the intellectual property of the thesis.

The other three fellowships are: *Stantec Graduate Fellowship in Architecture*, *Stantec Graduate Fellowship in Interior Design*, and *Stantec Graduate Fellowship in Environmental Science*.

The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Chair of the Scholarships, Bursaries, and Awards Committee of the Faculty of Engineering (or designate) to convene the selection committee, which will include one representative from Stantec.

### **Stantec Graduate Fellowship in Environment, Earth, and Resources**

With a gift of \$10,000 per year Stantec has established four annually funded fellowships for graduate students pursuing studies in the following areas: Engineering, Architecture, Interior Design, and Environment, Earth and Resource sciences. Fellowship recipients will each receive \$2,500 and be given the opportunity to participate in monthly discussions about design at Stantec. Each year, beginning in the 2016-2017 academic session, one fellowship will be offered to a graduate student who:

- (1) is enrolled full-time in the Faculty of Graduate Studies in the second year of a Masters's program delivered by the Clayton H. Riddell Faculty of Environment, Earth, and Resources at the University of Manitoba;
- (2) has achieved a minimum degree grade point average of 3.5 in the first year of study in the Master's program;
- (3) is working on an approved Master's thesis focused on one or more areas of interest to Stantec, including: environmental assessment, energy and resources, water, mining, and/or infrastructure.

Candidates will be required to submit a copy of their thesis proposal in order to be considered for the award.

The fellowship recipient must agree to orally present the completed thesis to Stantec at their Winnipeg office at or near the end of their Master's program. The recipient and Stantec will agree on a time that is mutually convenient. Stantec will have no rights to the intellectual property of the thesis.

The other three fellowships are: *Stantec Graduate Fellowship in Engineering*, *Stantec Graduate Fellowship in Architecture*, and *Stantec Graduate Fellowship in Interior Design*.

The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Dean of the Faculty of the Clayton H. Riddell Faculty of Environment, Earth, and Resources (or designate) to name the selection committee for this award, which will include one representative from Stantec.

### **Stantec Fellowship in Interior Design**

With a gift of \$10,000 per year, Stantec has established four annually funded fellowships for graduate students pursuing studies in the following areas: Engineering, Architecture, Interior Design, and Environment, Earth and Resource sciences. Fellowship recipients will each receive \$2,500 and be given the opportunity to participate in monthly discussions about design at Stantec. Each year, beginning in the 2016-2017 academic session, one fellowship will be offered to a graduate student who:

- (1) is enrolled full-time in the Faculty of Graduate Studies at the University of Manitoba in the second year of the Master of Interior Design program;

- (2) has achieved a minimum degree grade point average of 3.5 in the first year of study in the Master of Interior Design program;
- (3) is working on an approved practicum project proposal that is focused on one of the following topic areas: interior design as it influences and is influenced by the context of the urban core and/or the exploration and implementation of sustainable interior design practices.

Candidates will be required to submit a copy of their practicum project proposal in order to be considered for the award.

The fellowship recipient must agree to orally present the completed practicum project to Stantec at their Winnipeg office at or near the end of their Master's program. The recipient and Stantec will agree on a time that is mutually convenient. Stantec will have no rights to the intellectual property of the thesis.

The other three fellowships are: *Stantec Graduate Fellowship in Engineering*, *Stantec Graduate Fellowship in Architecture*, and *Stantec Graduate Fellowship in Environment, Earth, and Resources*.

The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Dean of the Faculty of Architecture (or designate) to name the selection committee for this award. The selection committee will include the Head of the Department of Interior Design (or designate) and one representative from Stantec.

## 2. AMENDMENTS

### Department of Immunology Graduate Student Academic Award

The following amendments were made to the terms of reference for the Department of Immunology Graduate Student Academic Award:

- Criteria (1) was revised to:  
*"is enrolled full-time in the Master's or PhD program in the Faculty of Graduate Studies at the University of Manitoba,"*
- Criteria (3) was revised to:  
*"has achieved the highest cumulative grade in the core course in the Department of Immunology: Immunobiology (currently numbered IMMU 7020) and one other Immunology course (3 credit hours). Two thirds of the weighting will be given to Immunobiology, with the other one third weighting to the other (or best, if more than one) Immunology half course taken."*
- The following statement regarding the courses was added *"Immunobiology can be taken first or second."*
- The Selection committee statement was revised to:  
*The Dean of the Max Rady College of Medicine (or designate) and the Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Head of the Department of Immunology to convene the selection committee.*
- The standard Board of Governors statement was added.

### James B. Hartman Undergraduate Scholarship in Organ

The following amendments were made to the terms of reference for the James B. Hartman Undergraduate Scholarship in Organ:

- The terms of the award have been amalgamated with the *James B. Hartman Graduate Scholarship in Organ*.

- The name of the award was revised to: ***James B. Hartman Scholarship***.
- The award was revised to include students pursuing studies in keyboard (piano or organ).
- The numbered eligibility criteria were revised to:
  - (1) *are enrolled full-time in either a Bachelor of Music or Master of Music program at the University of Manitoba, with the Major Practical Study area being piano or organ;*
  - (2) *have achieved:*
    - (a) *as continuing undergraduate students, a minimum degree grade point average of 3.5; or*
    - (b) *as entering undergraduate students, a minimum 85% average on those courses considered for entrance scholarships; or*
    - (c) *as graduate students, a minimum grade point average of 3.5 based on the previous 60 credit hours (or equivalent) of study;*
  - (3) *have demonstrated excellence in the study of, and performance in, keyboard (piano or organ) as determined by the selection committee.*
- The following statement was added:
 

*Whenever possible, scholarships are to be provided to both undergraduate and graduate students each year.*
- The selection committee statement was revised to:
 

*The Dean of the Marcel A. Desautels Faculty of Music (or designate) will name the selection committee for this award. Any recipient named to receive the scholarship under 2(c) will be reported through the Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies.*

### **Kim Clare Bursary**

The following amendments were made to the terms of reference for the Kim Clare Bursary:

- The eligibility criteria was changed to offer the bursary to part-time students instead of full-time students.
- Criterion (1) was revised to read:
 

*is enrolled full-time (minimum 60% course load) in the Part-time Inner City Social Work Program in the Faculty of Social Work at the University of Manitoba;*
- Criterion (3) was added:
 

*is undertaking an accelerated field placement;*
- The following statements were added:
 

*In the event that there are no students who have met all the criteria listed, the bursary will be offered to students who have met criteria (1), (2), and (4).*

*Students may not hold the Kim Clare Bursary more than once throughout the duration of their studies.*

### **Lawrence and Margaret Fung Bursary**

The following amendments were made to the terms of reference for the Lawrence and Margaret Fung Bursary:

- The opening statement was updated to describe the number of awards offered to students of each

faculty.

- The minimum degree grade point average was changed to 2.5.
- The following paragraph was revised to read:  
*To demonstrate how they meet criterion (3), applicants will be required to submit a brief summary of their community involvement as a supplementary component of the standard University of Manitoba bursary application form.*
- The selection committee statement was updated to reflect the Director of Financial Aid and Awards (or designate).
- The standard Board of Governors statement was added.

### **Mahatma Gandhi Scholarship in Human Rights**

The following amendment was made to the terms of reference for the Mahatma Gandhi Scholarship in Human Rights:

- The start date of the award was changed to the 2016-2017 academic year:  
*An additional gift of \$5,000 will be made by the Mahatma Gandhi Centre of Canada to offer the first award(s) in the 2016-2017 academic year.*

## **3. WITHDRAWALS**

### **Elsevier Science Canada Health Science Award (Nursing and Dentistry)**

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

### **James B. Hartman Graduate Scholarship in Organ**

The terms for this award were amalgamated with the James B. Hartman Undergraduate Scholarship in Organ.

### **Respiratory Therapy Memorial Bursary**

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

### **Shell Canada Mechanical Design Competition Prize**

This award is being withdrawn as the end of the funding agreement has been reached.

### **Steel Structures Education Foundation Scholarships**

This award is being withdrawn as the end of the funding agreement has been reached.

### **In Memoriam: Albert Oliver Ridley (1932-2016)**

Al Ridley, retired professor in the Dept. of Soil Science, passed away on Sunday, August 14, 2016. Al's academic and professional life was largely invested in the University of Manitoba. He completed his B.Sc. in Agriculture at the U of M in 1954 and his M.Sc. in Soil Science at the U of M in 1958. From 1954 until 1958, while working on his M.Sc., Al also worked as a field technician for the Dept. of Soil Science. Then, from 1958 until his retirement in 1995, he worked as a lecturer and then professor in the department.

Professor Ridley's main focus was teaching and applied research in soil fertility and fertilizer management, along with soil management and conservation. During his lengthy career with the U of M, Al taught hundreds of Aggies, mainly Ag Diploma students, but he also supervised graduate students from Manitoba and around the world. Al also conducted practical field research on the efficiency of different times, forms and methods of fertilizer application; the effects of tillage, green manures, livestock manures, crop rotations and commercial fertilizers on soil fertility and quality; as well as the development of soil productivity rating systems for Manitoba Crop Insurance. In particular, his work on time of application of nitrogen fertilizer for cereal production has been of great importance to Manitoba agriculture.

International agriculture was another dimension of Al's career. He worked on several agronomy projects at the Queensland Wheat Research Institute in Toowoomba, Australia (1988) and for the Canadian International Development Agency at Kenya's National Plant Breeding Station in Njoro (1974-1975 and 1980-1982).

Wherever Al worked, his most important contribution was to help farmers manage their nutrients and soil in an efficient and sustainable way. This legacy of his teaching, research and extension accomplishments benefitted many farmers and their farms during his lifetime and will continue to do so for many years to come.

**In Memoriam: Robert J. Soper**  
**Professor Emeritus, Dept. of Soil Science, University of Manitoba**  
Geza Racz and Don Flaten

Robert J. Soper passed away on July 20, 2016. Bob was a professor in the Dept. of Soil Science at the University of Manitoba from 1958 to 1991. His research career spanned a wide range of topics in soil chemistry, soil fertility and crop production. Of particular note was his outstanding work on nitrogen and phosphorus nutrition in crops.

Bob was one of a team of pioneers to develop and use radioactive phosphorus in crop nutrition studies in the field. This early work showed the benefit of ammonium nitrogen for improving phosphorus uptake in plants and helped establish ammonium phosphate as the best phosphorus fertilizer for the Canadian Prairies. Later, at the University of Manitoba, he elucidated the soil and crop factors that affected the uptake of fertilizer and soil phosphorus responsible for the varying yield response to fertilization by crops commonly grown on the prairies. The information from these studies was and still is used for crop nutrition recommendations.

Bob also became an internationally respected leader in the use of stable isotope-labelled nitrogen to measure nitrogen dynamics in soil and biological nitrogen fixation in legume crops. Bob's contribution to the introduction of soil testing as a means of predicting the need for nitrogen fertilization of crops was extremely important. The test for soil available nitrogen was mainly developed by him and is used for agronomic and environmental purposes in Manitoba and most other regions of the North American Great Plains.

In addition to his work to improve nitrogen and phosphorus nutrition in crops, Bob also led studies on potassium, sulphur and zinc nutrition that are still used to form the basis of fertilizer recommendations for these nutrients.

Beyond his many important research achievements, Bob is also remembered warmly by his colleagues and students for his role as a thought-provoking teacher, mentor and supervisor. He provided students with inspiring ideas on experimental design, treatments, techniques and interpretation of data. In particular, his former graduate students remember him best for the friendly and collegial manner in which he supervised them, his keen mind and professor-student team approach to research.

Bob was recognized for his achievements in several ways. He received Western Canada's Agronomy Merit Award and the Queen Elizabeth II Silver Jubilee Medal, and was named a Fellow of the Canadian Soil Science Society. Following his retirement, he was named Professor Emeritus at the University of Manitoba.

Bob will be long remembered and valued for his pioneering work on crop nutrition, soil testing and fertilizer recommendations, as well as his warm, bright and collegial relationships with colleagues and students.

### **In Memoriam Dr. Kenneth Wayne Taylor**

Professor Kenneth Wayne Taylor, our colleague in the Department of Sociology, died on September 9, 2016 at the age of 77.

Wayne completed his Bachelors and Masters degrees at the University of Saskatchewan. He received his PhD from Southern Illinois University in 1972. He began teaching at the University of Manitoba in 1969, where he would spend the next 43 years teaching research methods, Social Change, and Social Organization, among other topics.

Professor Taylor's research touched on diverse themes such as workplace sexual harassment, racism in Canadian immigration policy, the theory and practice of social science research, as well as a project on self-administered home care for persons with disabilities. The proceeds from the latter project were directed toward a bursary Wayne established through The Winnipeg Foundation for U of M students with disabilities. He was a devoted teacher, whose former students describe him as extremely knowledgeable, approachable, and exuding a great deal of humility. He also developed a reputation early in his career as a caring and skilled graduate thesis supervisor, and in the first decade of the department's existence he supervised more theses than any other faculty member.

Professor Taylor was particularly known for his love of music. He could frequently be seen wearing his headphones as he made his way across campus. A talented multi-instrumentalist and composer, Wayne also performed at many University events, including Arts Celebrating Arts luncheons.

Wayne was a loving father, grandfather, husband, friend, and colleague. He is survived by his partner Elizabeth Jane Ursel and her son Mark Stevenson, daughters Terese and Audra, grandchildren Ella, Brooklynn, Darby, Keesik and Keestin, Linda Taylor, sister Jeanne, brother Allan, many nieces and nephews, and extended family including Cary Clark and Joseph Ouellette. Wayne loved his family and was always thinking of them and attended every family event he was able to, including his grandchildren's special events such as sport or music.

In memory of Wayne, donations can be made to Cancer Care Manitoba or to the K. W. Award Fund administered by The Winnipeg Foundation.

**Preamble:**

1. The terms of reference for the Senate Committee on Appeals (SCAP) are found on the web at:  
[http://umanitoba.ca/admin/governance/governing\\_documents/governance/sen\\_committ ees/493.html](http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committ ees/493.html)
2. The Committee is charged to hear and determine appeals from:
  - a) decisions made by academic administrators involving Senate regulations in which Faculty or School Councils have no jurisdiction; and
  - b) appeals against decisions taken by Awards Selection Committees of Faculties and Schools.
3. The Committee is to report to Senate on the determination of all appeals submitted to it; and advise the Executive Committee of any Senate regulations affecting students which appear to be creating particular difficulties.

**Observations:**

1. The Committee has received nine appeals since the last report to Senate in January 2016. These cases are summarized without compromising the confidentiality of the Appellant.
  - An appeal was received against a decision by the Faculty of Engineering. The grounds were failure of the Faculty/School or Dean/Director to follow procedures; and failure of the Faculty/School or Dean/Director to reasonably consider all factors relevant to the decision being appealed. The Committee determined there were no grounds to proceed to a hearing.
  - An appeal was received against a decision by the Faculty of Science. The grounds were failure of the Faculty/School or Dean/Director to reasonably consider all factors relevant to the decision being appealed. The Committee determined there were no grounds to proceed to a hearing.
  - An appeal was received against a decision by the I.H. Asper School of Business. The grounds were failure of the Faculty/School or Dean/Director to reasonably consider all factors relevant to the decision being appealed. The appeal was granted.
  - An appeal was received against a decision by the Faculty of Science. The grounds were failure of the Faculty/School or Dean/Director to reasonably consider all factors relevant to the decision being appealed. The Committee determined there were no grounds to proceed to a hearing.
  - An appeal was received against a decision by the Faculty of Engineering. The grounds were failure of the Faculty/School or Dean/Director to follow the rules of natural justice; and failure of the Faculty/School or Dean/Director to reasonably consider all factors relevant to the decision being appealed. The appeal was denied.

Currently the Committee has four open files.

Respectfully submitted,

Dr. A. McNicol, Chair  
Senate Committee on Appeals



UNIVERSITY  
OF MANITOBA

Student Advocacy and Accessibility  
Student Support

Student Advocacy and  
Accessibility  
519 University Centre  
Winnipeg, Manitoba  
Canada R3T 2N2  
Tel: (204) 474-7423  
in Manitoba 1-800-432-1960  
Fax: (204) 474-7567

DATE: October 7, 2016

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

FROM: Brandy Usick, Director, Student Advocacy and Accessibility *Usick*

RE: *2014-2015 and 2015-2016 Annual Report of Student Accessibility Services*

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Enclosed is the 2014-2015 and 2015-2016 Annual Report of Student Accessibility Services. This report is intended to provide information to Senate as per the recommendation of the report of the *ad hoc Committee of Senate Executive to Examine Accommodations of Students with Disabilities and Governance Procedure's Related to the Academic Requirements* (Cooper Commission).

Carolyn Christie and I will be available to present the report and respond to questions.

- C. Carolyn Christie, Coordinator, Student Accessibility Services  
Dr. Don Stewart, Executive Director, Student Support  
Susan Gottheil, Vice Provost (Students)

# Student Accessibility Services

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*2014-2015 and 2015-2016 Annual Report*

## **Mission**

The University of Manitoba strives to ensure an accessible learning and working environment and is thereby committed to providing reasonable accommodation of the needs of persons with documented disabilities.<sup>1</sup> The University of Manitoba has a legal obligation to provide reasonable accommodations to students with disabilities who meet the academic requirements for the program to which they are admitted.

Student Accessibility Services (SAS) provides support and advocacy for students with disabilities, such as: hearing, injury-related, learning, mental health, medical, physical, visual or temporary disabilities. The unit acts as a liaison between students and the faculty and staff of the University of Manitoba as well as service agencies within the province of Manitoba. Accommodations and programs are offered to support students while they are at the University of Manitoba. All supports must be recommended and verified by a registered health professional. Student Accessibility Services offers support and accommodations based on a student's individual needs and the academic standards of the university program.

## **Introduction**

This is the fourth report from Student Accessibility Services providing information about the accommodations and services provided for registered students with disabilities at the University of Manitoba. This report provides statistics and activity highlights for the reporting period from May 1, 2014 – April 30, 2015 and May 1, 2015 - April 30, 2016.

This report is being submitted to Senate upon recommendation from the *ad hoc Committee of Senate Executive to Examine Accommodation of Students with Disabilities and Governance Procedures Related to Academic Requirements*.

## **Students**

SAS works with many students who are successful in their academic and personal pursuits. One highlight of note from 2015 (shared with permission from the individual) is that Dr. Megan Jack, a student who required sign language interpreters, completed her PGME Urban Family Medicine stream in Winnipeg. Dr. Jack will continue to work in Winnipeg as a physician practicing family medicine. SAS also provided service to another student in the Faculty of Health Sciences working with an amplified stethoscope and transcribing service this past year. It is very

<sup>1</sup> The University of Manitoba Accessibility Policy [http://umanitoba.ca/admin/governance/media/Accessibility\\_Policy\\_-\\_2015\\_01\\_01.pdf](http://umanitoba.ca/admin/governance/media/Accessibility_Policy_-_2015_01_01.pdf)

encouraging to see how these innovative accommodations can support student success in professions that may have been inaccessible to students with disabilities in the past.

## Staff

The current SAS team is made up of the following dedicated full time staff

- Coordinator: Carolyn Christie;
- Senior Accessibility Specialists: Jamie Penner and Shanda Vitt;
- Accessibility Advisors: Sarah Hiebert and Eleni Wener
- Test/Exam Administrator: Charity Pascual; and
- Assistive Technologist: Jeff Buhse.

Ann Dobson, Program Assistant - a shared position within Student Advocacy and Accessibility - assists with the delivery of programs related to accommodation including the scheduling of close to 100 casual staff.

Due to the 2015 budget decrease, SAS discontinued its test/exam assistant position. SAS is assisting the test/exam administrator with student staff. The move to the online system helped to mitigate impacts and student staff provide additional support.

Lisa Banash, Accessibility Advisor, left the office in 2014 to work at a similar position at the University of Calgary. Arlana Vadnais, Senior Accessibility Specialist, left the office in May 2015 for a new position within UM Human Resources. New advisors who have joined the team to support students are Sarah Hiebert and Eleni Wener. Thank you to Yelena Metrik who worked a term position (2015-2016) before Shanda Vitt was hired as the Senior Accessibility Specialist (Mental Health) in August 2016.

Delivery of services and programs would not be possible without SAS's large number of committed part time staff, including sign language interpreters, computerized and professional note-takers, academic attendants, and invigilators. SAS also relies on an enthusiastic group of volunteers.

## Space

### Physical Space

SAS operates out of four main office spaces: the SAS Exam Centre located at 155 University Centre; the Assistive Technology Lab at 335 University Centre, the advising offices located at 520 University Centre (shared with Student Advocacy, Student Support Case Management and the English Language Centre), and Services for Students at Bannatyne Campus temporarily located in the Chown building. SAS also offers monthly office hours at the William Norrie Campus.

### Online Space

Information about the accommodation needs of a student is sent through the *SAS online portal* via the University's JUMP system. Where applicable, this information is also sent via email to a

Faculty Accommodation Team representative. The *SAS online portal* includes letters of accommodation, test booking and details, as well as volunteer note-taker systems. Over the past two years, SAS staff have been hard at work updating and trying to create a more user friendly experience with our webpages. SAS staff have included tutorials and information on how to use the online portal, creation of accessible documents and more resources.

### Key Features of Service Provision

SAS exists to support all students with disabilities to fully access their chosen course of study for which they are academically qualified<sup>2</sup>. The majority of supports are provided through accommodations, such as extended time for exams. SAS also provides additional support to students by way of programming, which is described later in the report, and frequent referrals to other supports on campus (e.g., Student Counselling Centre, Academic Learning Centre, academic advisors, etc.).

SAS works with each student to apply for funding through the Canada Student Grant program. Staff work with outside funding agencies such as MarketAbilities /Vocational Rehabilitation, Workers Compensation Board, and Manitoba Public Insurance to request funding for student supports and equipment. Students remain eligible for SAS services in the absence of successful funding requests.

### Demographics

Almost all (96%) of the students registered with Student Accessibility Services have a permanent disability. The number of students who are registered with the SAS office has increased from 1,047 (2013-2014) to 1,100 (2014-2015) and 1,144 (2015-2016). The number of students by gender has remained consistent over the two reporting years (673 female and 410 male in 2014-2015 and 694 female and 430 male in 2015-2016). Table 1 provides the number of students registered by faculty/college/school.

The Higher Education Quality Council of Ontario report on *Disability in Ontario: Postsecondary education participation rates, student experience and labour market outcomes* stated that, “for university students, the range across data sources is also fairly consistent and ranges from 5 to 7 per cent” (p. 7)<sup>3</sup>. The UM Office of Institutional Analysis reported enrollment figures of 29,929 for 2015-2016<sup>4</sup>. This means that within the last academic year it is possible that 2,095 students registered at the UM may have had a disability. Not all students with disabilities require or perceive a need to receive accommodations through SAS. A trend observed within the unit is that a student may have used accommodations in high school but is not accessing services at SAS until after their first midterm tests and assignments.

<sup>2</sup> Student Accessibility Procedure [http://umanitoba.ca/admin/governance/media/Student\\_Accessibility\\_Procedures\\_-\\_2015\\_01\\_01.pdf](http://umanitoba.ca/admin/governance/media/Student_Accessibility_Procedures_-_2015_01_01.pdf)

<sup>3</sup> McCloy, U. and DeClou, L. (2013). *Disability in Ontario: Postsecondary education participation rates, student experience and labour market outcomes*. Toronto: Higher Education Quality Council of Ontario.

<sup>4</sup> UofM Fall Term Enrolment Summary Report (2015, Nov17)

**Table 1 Students Registered with Student Accessibility Services according to Faculty/College/School**

<b>Faculty/College/School</b>	<b>2015-2016</b>	<b>2014-2015</b>	<b>2013-2014</b>
Agriculture and Food Sciences	40	50	37
Architecture	11	12	5
Art, School of	24	25	27
Arts	198	200	185
Business, Asper School of	69	57	58
Dentistry, College of	5	2	4
Dental Hygiene, School of	0	3	0
Education	27	28	31
Engineering	60	62	56
Environment, Earth and Resources	21	21	19
Extended Education	56	49	50
Graduate Studies	108	101	87
Health Sciences	5	2	0
Human Ecology	1	3	15
Kinesiology and Recreation Management	22	23	21
Law	25	18	17
Medicine, College of	50	39	21
Music, Desautels Faculty of	7	6	8
Nursing, College of	35	40	56
Pharmacy, College of	10	8	13
Rehabilitation Science, College of	3	2	2
Science	184	159	156
Social Work	58	66	53
University 1	105	106	104
English Language Centre	0	1	0
Other <sup>5</sup>	20	17	22
<b>Total</b>	<b>1,144</b>	<b>1,100</b>	<b>1,047</b>

Table 2 provides information on students registered with SAS according to disability type, which is the primary disability for the student. The category of students with mental illness or mental health disabilities continues to rise. The percentage of students who present with more than one disability has remained relatively stable (18% in 2014-2015 and 17% in 2015-2016).

<sup>5</sup> Occasional or visiting student or students registered with the International College of Manitoba.

**Table 2 Students Registered with Student Accessibility Services according to type of Disability**

Disability Category		2015-2016 Number of Students		2015-2016 Percentage of Total Population	2014-2015 Number of Students		2014-2015 Percentage of Total Population
Mental Health		451		39%	404		37%
Cognitive	ADHD, Asperger Disorder, Learning Disability, Acquired Brain Injury		156			144	
			31			34	
			103			110	
			31			28	
		321		28%	316		29%
Physical/ Medical	Chronic illness, Mobility	191	129 62	17%	209	148 61	19%
Deaf/Hard of Hearing		42		4%	42		4%
Temporary		50		4%	24		2%
Blind/Low Vision		24		2%	23		2%
Other/Unclassified		65		6%	82		7%
Total		1,144		100%	1,100		100%

### **In-person student meetings**

Students must meet with an Accessibility Advisor or Senior Accessibility Specialist to determine an individual accommodation plan for their academic program while registered at the UM. Follow up appointments are scheduled as necessary to complete funding paperwork, adjust accommodations, and to provide a 'check-in' and support for the student. Advisors/Specialists provide in-person appointments, drop-in appointments, phone, email, and video chat support.

Advising staff are available for in-person student meetings throughout the year at all UM campuses. SAS maintains regular office hours at Fort Garry, Bannatyne and the William Norrie campuses. For 2015-2016, in-person student meetings were at their highest in the month of September, followed by January, October, May, and November. The fall term is traditionally busier for the advisors. December and April continue to have increased appointments, which is challenging to accommodate given the large amount of time that advisors spend assisting the SAS Exam Centre. Intake appointments were highest in the fall months, and again for March and May. The increase in March/April is attributed to the increase in requests for final exam accommodations such as extended time and alternate space. This could be because students realize later in the term what assistance they may need after a difficult midterm period. There is still a stigma attached to requesting accommodations and students report that they delay in requesting academic accommodations because they are worried about notations on their academic record or penalties within their faculty. SAS continues to present at orientations and provide information to students and faculty to assist in educating the community and trying to ameliorate stigma or perceived stigma.

## **Activities related to “ad hoc Committee of Senate Executive to Examine Accommodations of Students with Disabilities and Governance Procedures Related to Academic Requirements” (Cooper Commission)**

Carolyn Christie and Brandy Usick, Director – Student Advocacy and Accessibility are members of the “Cooper Commission” Implementation working group which met regularly through the academic year.

Carolyn and Jamie Penner were the 2015-2016 representatives to the various Accommodation Teams (AT) and Accessibility Advisory Committees (AAC) on campus. The Faculty of Health Sciences continues to have the most frequent meetings. This may be due to the number of non-standard accommodation requests for clinical settings. There were approximately 17 AT and AAC meetings this past year. As of fall 2016, all faculties/colleges/schools are setting up/have set up their teams and committees and have representatives listed with SAS.

Carolyn Christie and Brandy Usick are members of the bona fide academic requirement (BFAR) facilitation group.

In 2014-2015, a team from Student Advocacy and Accessibility, Office of Legal Counsel, and the Office of Human Rights and Conflict Management delivered the “Duty to Accommodate” presentation to approximately 40 different academic units. It is expected that the next broad based educational outreach for the campus will be on the *Accessibility for Manitobans Act* (AMA) customer service standard.

SAS will continue to update its online faculty handbook, which is serving as a valuable resource for the UM community, particularly for standard academic accommodations. In addition, SAS has updated its website to include links to the “Cooper Commission” report, existing *Essential Skills and Technical Abilities* documents, templates for Accommodation Teams and Accessibility Advisory Committees, and bona fide academic requirement links. SAS has also updated its website to include links to the *Accessibility for Manitobans Act* activities occurring at the University of Manitoba.

## **Accessibility for Manitobans Act**

In conjunction with Jackie Gruber, Human Rights and Conflict Management, SAS staff have been very involved in the committees and subsequent work associated with implementation of the Accessibility for Manitobans Act (AMA) on campus. Carolyn Christie and Jeff Buhse have attended the Government of Manitoba Disabilities Issues Office AMA trainings. Carolyn Christie attends the AMA Steering Committee, AMA Accessibility Plan Committee, and the AMA Physical Access Committee. Jeff Buhse attends the AMA sub-committee on information and communication. In addition, Jeff has led 7 training sessions for departments on document and web accessibility.

## **Accommodations and Programs**

Accommodations are designed to meet various needs associated with different disabilities. What is appropriate for one student may not be appropriate for another, since disabilities are as unique as the people who possess them.

There are three main types of accommodations:

1. **Test/Exam Accommodations:** These are accommodations that pertain to the environment, format, and testing method for tests and exams.
2. **Classroom/Course-Related Accommodations:** These are accommodations that pertain to the physical environment of the classroom, instructional strategies, and adaptations of the course materials and requirements.
3. **Campus Accommodations:** These are accommodations that pertain to physical accessibility of and transportation on the campus.

SAS is proud to offer a wide range of accommodations and programs that match or exceed national standards. The following section provides information for each accommodation and program offered within SAS.

### **Test/Exam Invigilation**

Many students with disabilities require unique accommodations when writing tests and exams. The total number of tests/exams invigilated in SAS for the reporting year was 5,345, similar to 2014-2015 at 5,053. SAS partnered with Student Services at Bannatyne Campus to host 354 exams in 2015-2016. This is an increase from 255 exams in 2014-2015. Due to the increase in the number of exams and the loss of the Test/Exam Assistant position, the Test/Exam Administrator has been focussed on scheduling and invigilation. The SAS main reception area was moved to the 520 University Centre office location to assist with these changes. In addition, the office assistant at Services for Students at Bannatyne Campus, Jenn Orr, is assisting with exam scheduling at Bannatyne campus as of fall 2015. She has been trained to organize and administer exams at Bannatyne campus. Charity Pascual continues to oversee the operations at both campuses. Charity's other duties have been moved to the SAA program assistant, Ann Dobson, as the workload continues to rise.

In Winter 2016 there was construction in the exam centre to deal with pipes that have been continually leaking into the exam centre as well as other university centre locations. The construction began in March and continued into the summer affecting rooms Gand H, the accessible washroom, and the reception area. Due to the construction, the reception area had a wall extended, which has decreased the space in that area. Exams were held in alternate locations on campus and the construction team worked with Charity to postpone loud activities until the exam centre closed at 9pm. Another challenge encountered within the reporting years was the request to provide invigilation services on Sunday, a day that the Test Centre is typically closed.

Thank you to the addition of the Assistive Technology lab, December exams were held in only 5 locations (down from 8 locations in 2014-2015). We would like to thank the College of Nursing for continuing to allow us to use their space during finals. December 14 saw the highest amount of exams on record, 108 in one day.

The request for test/exam service fluctuates with the academic cycle, with increases during mid-terms (October and February) and final exams (December and April). The Exam Centre has 8 private spaces for invigilation of tests/exams. SAS continues to have a strict two week test/exam booking deadline during the fall and winter terms. To ensure that students' needs can be reasonably met, SAS has sent students bi-weekly email reminders to book exams early and emphasized the enforcement of the advance-booking procedure.

### Note-taking services

The SAS note-taking programs have continued to grow. SAS staff work with students to determine the type of note-taking that would best suit their accommodation needs.

#### Computerized note-taking

The SAS Computerized Note-taking (CNT) program supports students who are Deaf or Hard of Hearing by providing a typed transcript of the spoken message in a classroom or other academic setting. Computerized note-takers type all spoken communication in the classroom onto a laptop computer or other device so that the student using the service can read the lecture as it happens in real time. Everything that is heard is transcribed including: lectures, videos, student questions/comments, presentations, group activities and any other information relating to course content or participant interaction. This program will be renamed as *Transcription* for fall 2016 to match the job duties and the recognized name for this service.

During 2015-2016, the Computerized Note-taking program had 23 staff provide support to 21 students who requested the service. This was an increase from the 2014-2015 year, which had 17 staff provide support to 19 students.

#### Professional note-taking

The Professional Note-taking program consists of paid note-takers, usually students, who take hand-written or typed notes for students who are unable to take their own notes. In 2015-2016, SAS had 41 PNT staff plus the use of Note-taking Express (described below) to provide support to 48 students who requested this service. In 2014-2015 SAS had 31 PNT staff provide

support to 37 students who requested this service. This program will be renamed the *Note-taking program* for fall 2016.

SAS piloted a new program by using Note-taking Express to assist with the growing note-taking needs. Note-taking Express is a company providing an online note-taking program where students use an app to audio record the lectures and then submit the audio minutes to the online system. Within 72 hours notes are produced by note-taking express and sent to the student via email. In 2015-2016 four students used this service with the pilot program. The program has had a PHIA audit and SAS will be working with our partners on campus to ensure that data is protected.

### **Volunteer note-taking**

Volunteer Note-taking is a valuable service for students that could not continue without the support of instructors who recruit volunteers and the students who share notes for this program. In 2015-2016, there were 297 students (724 courses) requesting volunteer note-takers and 410 available volunteers who provided notes for these courses. In 2014-2015, there were 248 students (419 courses) requesting volunteer note-takers and 553 available volunteers who provided notes for these courses. SAS has included volunteer note-taker sign-up and note review to its online systems. For 2015-2016, there was a 36% match rate for VNTs to student courses. This is a decrease of 6% from 2014-2015. Yelena and Charity have been creating a new promotional plan for the volunteer note-taking program to try to increase the volunteers on campus. This program will be renamed the *Note Sharing program* for fall 2016.

### **Sign Language Interpretation**

The Interpreting Program provides American Sign Language-English interpreting, as well as hand over hand signing, for students who are Deaf and Deaf-Blind. Services are provided for students in the classroom, for meetings with instructors or other students, for laboratory and tutorial sessions, and for other academic situations as needed.

For 2015-2016, SAS had 10 Interpreters working full time, part time, and casually at the Fort Garry campus. This is a decrease of 1 interpreter from 2014-2015. The team of four medical Sign Language Interpreters has completed its work at Bannatyne campus as of June 2015. The team has since moved to the Fort Garry campus to provide services to our growing student population.

### **Assistive/Adaptive Technology and Alternate Format Production**

SAS is proud to announce the opening of its Assistive Technology lab at 335 University Centre. The lab was funded originally by the IST Students First Project<sup>6</sup> and this year by the Richardson Foundation<sup>7</sup> as part of a donation that supported classroom and laboratory upgrades across campus. The AT lab officially opened in February 2016 with Jeff Buhse – Assistive Technologist, providing training and overseeing the space and the equipment.

<sup>6</sup> UofM Today (2016, Feb 8). <http://news.umanitoba.ca/creating-opportunities-for-students-with-disabilities/>

<sup>7</sup> UofM Today (2016, April 14). <http://news.umanitoba.ca/sparking-transformation-across-campus-richardson-foundation-makes-largest-single-philanthropic-donation-to-front-and-centre-campaign/>

There are study carrels with computers which have different types of assistive technology and a tutorial room space for students which include a large screen monitor for teaching. There are multiple assistive technology program available such as Dragon Naturally Speaking which converts voice into text. There are options for students who need text read aloud or highlighted to assist in their learning. The space will be used for exam invigilation for students using assistive technology and during peak periods.

The AT Lab also houses 2 workstations for alternate format material production (PDF, Braille, large Print, Kesi, etc.) and is the office for the Assistive Technologist and a work study student. The majority of alternate format course materials is produced in partnership with the department of Post-Secondary Alternate Format Resources at the Province of Manitoba Department of Education, but we continue to see steady numbers of last-minute requests from students and an increase in alternate format tests/exams which is all taken care of in-house. SAS saw a total of 464 alternate format textbook requests in 2015 - 2016, up from 433 in 2014 - 2015. Another challenge too are the increase in requests for assistance from off-site locations offering UofM programs. Staff assisted students and instructors at the UM English as an Additional Language program with alternate format materials as well as other supports. This program was a unique challenge as all the program materials had to be converted to alternate format with a short turnaround time.

The Assistive Technologist provides expertise and support to the University of Manitoba's Libraries Student Accessibility Services Implementation team and the accessible workstations available throughout the UM Libraries system. Jeff has remained an active member of the Accessibility for Manitobans Act Subcommittee on Information and Communications. In addition, Jeff offers consultation and training sessions to faculty/staff and students for assistive technology and has seen a slight increase from 67 in 2014-2015 to 73 in 2015-2016 (70 student, 3 staff).

**Table 3 Requests for Alternate Format Tests/Exams**

	Kurzweil 3000	Read & Write Gold	Dragon Naturally Speaking	Zoomtext	JAWS	Braille	Large Print	Total
2015-2016	289	1	116	9	5	2	66	488
2014-2015	276	12	110	14	8	4	32	456
2013-2014	178	19	80	32	1	4	66	380

As shown in Table 3 above, SAS continues to see an increase in the total number of tests required in alternate formats. We have also seen a streamlining in required formats, likely as a result of having consistent training from the Assistive Technologist, which leads to students using the same programs. The test/exam conversion to alternate formats is taken care of in-

house and we have noticed an increase in preparation required to ensure an excellent test/exam experience. In 4 years, the total number of exams has nearly doubled (250 in 2012 - 2013 up to 488 in 2015 - 2016) and is expected to continue to increase as students become better acquainted with the technology available to them; having a staff person supporting the Assistive Technologist is integral to ensure this program continues to run smoothly and efficiently.

The Assistive Technologist is responsible for organizing the transcription for any course content that does not include built-in captioning or have an available transcript. In 2014 – 2015 we saw our requests double to 76 video/audio transcription requests with an average length of 20 minutes each. 2015 – 2016 surprised us all with a total of 108 video/audio transcription requests with an average length of 66 minutes each – this is an increase of almost 500% in total transcription minutes. We do not expect this to be a numerical anomaly as the Accessibility for Manitobans Act may soon require all requested course videos/audio to be accessible and it may be too that more instructors are incorporating technology into the classroom. At this point we have been providing transcripts to students and not producing closed-captioning (which is best practice) due to the sheer volume of content needing to be remediated. Currently the majority of videos transcribed are available digitally via UMLearn or YouTube, but we are also working with formats such as Blu-ray, DVD, and VHS.

### **Bannatyne campus**

SAS has one advisor whose focus is on the academic programs offered at the Bannatyne campus. This advisor maintains office hours at the Bannatyne campus one day a week and attends the majority of the Accommodation Team and/or Accessibility Advisory Committee meetings. With the elimination of the test assistant position, the previous part-time hours at Bannatyne campus have been moved to the Office Assistant for SS@BC. The SAS staff are available for meetings as needed. SAS works out of the Services for Students at Bannatyne Campus offices and with the support of that office had hosted the majority of tests and exams in the T Wing Basic Science Building. Since that building has been condemned, SAS has been working with its faculty partners to find space in alternate locations. Invigilation costs have not increased due to the use of multiple locations.

### **William Norrie campus**

SAS has one advisor who attends office hours at the William Norrie campus once a month to assist students with accommodations. The majority of accommodations are implemented at the campus; however, students can choose to write exams at Bannatyne or Fort Garry campuses as well.

### **Academic Attendant/Academic Assistant**

During the 2015-2016 reporting year, 12 students used the Academic Attendant program for a total of 1720 hours. Nine attendants were hired to work with the students. The program offers on-campus, in-class assistance for students struggling with professor-student interaction, group-work and in-class presentations, note-taking, organizational study assistance, lecture reviews, and interaction with university staff.

The Academic Assistant program is designed to offer assistance in areas of research that students are unable to do alone. This involves formatting printed articles, library research, and other physical tasks students with disabilities may not be able to accomplish without aid. There were 2 students and 1 staff member involved in the program this year.

### **Tutoring**

SAS assists students in applying for tutoring funding and helps them to use the UMSU registry. This continues to be an issue as many students who do not qualify for funding would benefit greatly from a tutor, and cannot pay on their own.

### **Staff Accommodations**

SAS provides assistance in coordinating some accommodations for staff given its specialized services. These accommodations include training on assistive technology, interpreting services, and note-taking services.

### **Campus Accommodations**

SAS and Physical Plant continue to provide on campus transportation via an accessible van for students, staff, and faculty. This service is available upon request. Physical Plant provides the van, service, and staff time, while SAS provides customer service and scheduling assistance.

SAS staff continue to assist with student and faculty accessibility requests for Fall and Spring convocation. Sign language interpretation was requested for 4 sessions this past year. Other support included mobility assistance with procession and accessing the stage.

## **Educational Outreach**

### **Access Awareness Day events**

February 4<sup>th</sup>, 2016 was our Access Awareness Day. We displayed assistive technology and spoke with the campus community about our services, as well as work/volunteer opportunities. 10 community groups attended provided interactive exhibits. Also, our annual art gallery event at GOSA – “Celebrating Abilities” -- was held from February 29 - March 11. An opening reception occurred on Monday February 29<sup>th</sup> from 2:30-4:00. This is an annual event.

### **Campus outreach**

SAS staff held Disability Awareness workshops for several groups on campus, including Peers, Student Advisors, Residence staff, instructors, New Faculty Orientation, Libraries, the CATL new faculty summer institute and CATL faculty courses (e.g. Supporting Students with Disabilities).

Staff attended several committees including the: Cooper Commission working group, BFAR Committee, Health and Wellness Advisory Committee, RESPECT coalition, Student Affairs Assessment Working Group, Libraries Student Accessibility Implementation Team, UM Libraries Print Disabled Working group (a sub-group of the UM Libraries Student Accessibility Services Implementation Team), CREST, UM Advisors Exchange, and the Student Affairs Communications Committee. The Campus Accessibility Committee has evolved into an AMA sub-committee on physical access. It met regularly in the spring/summer of 2016.

Jeff Buhse produced the Braille for the exhibition, “Books Without Ink,” curated by Dr. Vanessa Warne.

Bi-weekly emails were circulated to SAS students with information about important topics such as scholarships, test booking dates, research recruitment, and UM events.

## Presentations

- Brandy Usick (SAA), Carolyn Christie (SAS) and Laurie Anne Vermette (CATL) presented at CACUSS 2015. *Systemic change at the University of Manitoba: Implementing the recommendations of the “Cooper Commission” report on accessibility and accommodations.*
- Carolyn Christie and Brandy Usick presented at the CACUSS 2014 conference on “Accommodation Teams”.
- Arlana Vadnais presented Mental Health First Aid for Youth three times in 2014-2015.
- Carolyn Christie and Jamie Penner (SAS) presented for faculty from Lakehead University who are implementing Accommodation Teams and BFARs at their institution (2015).
- Brandy Usick, Carolyn Christie, Jamie Penner and Arlana Vadnais (SAS), along with Dr. Janzen (Education), and Dr. Horton (Medicine) presented to Drs. Mike and Eleanor Condra (Queen’s University, St. Lawrence College) regarding Accommodation Teams, the Cooper Commission and the ACT program (2015). This site visit was in support of their three year research project on developing documentation standards and guidelines for academic accommodations for students with mental health disabilities attending post-secondary institutions in Ontario.<sup>8</sup>
- Jamie Penner presented at the Asperger Manitoba Conference (2015).
- Arlana Vadnais facilitated a presentation and discussion of SAS services and procedures for a delegation from Russia at the request of the Faculty of Social Work (2015).
- Jeff Buhse presented at CATL’s institute, “Your D2L course. Simplified”, on accessible formats for online teaching (2015).
- Jamie Penner and Jeff Buhse presented to the Speech Pathologists for the Manitoba Department of Education (2015).
- Jeff Buhse and Asako Yoshida (Libraries) presented at the Manitoba Libraries Association Convention (2015).
- Jeff Buhse (SAS) presented for the Manitoba Employment Equity Practitioners Association (MEEPA) conference regarding accessible documents (2016).
- Carolyn Christie and Dr. Amy De Jaeger (CATL) continued the study titled, “Beyond Abilities”, to study the patterns and reasons of student appointments and the potential connection to classroom communication issues. Carolyn presented for the Teaching and Learning Symposium (2016) on this research.

<sup>8</sup> Mental Health Academic Accommodation Research 2012-2015 <http://queensu.ca/studentaffairs/health-and-wellness/mental-health-academic-accommodations-research-2012-15>

## Community Outreach

SAS staff maintained contact with various disability organizations, including the Canadian Paraplegic Association, Canadian Mental Health Association, Klinik, Manitoba MarketAbilities, Employment Equity Committee, Society for Manitobans with Disabilities, Canadian Institute for the Blind, Canadian Centre on Disability Studies, and the Manitoba Deaf Association.

Staff attended the Accessibility and Inclusion – Manitoba meetings, a committee of post-secondary disability/accessibility offices.

- Jamie continues to be a board member for Asperger Manitoba.
- Eleni is a board member for the Canadian Council on Rehabilitation and Work – Winnipeg.
- Carolyn is a member of the Association on Higher Education and Disability (AHEAD) as well as the Coalition for Disability Access in Health Science Education.
- SAS staff are members of the Canadian Association of College and University Student Services (CACUSS) – Accessibility and Inclusion.

## Trends

The *Accessibility for Manitobans Act* (AMA) was enacted on December 3, 2013 and the *Customer Service* Standard came into effect on November 1, 2015. Student Accessibility Services is proud to support the University of Manitoba as a leader in the area of accessibility. The SAS Coordinator is on the AMA Subcommittee for the University of Manitoba Accessibility Plan, which is due in December 2016. The Assistive Technologist is on the AMA subcommittee for the implementation of the future Information and Technology standard.

In 2016, there was an Ontario Human Rights Commission decision<sup>9</sup> which has changed the procedures of Ontario post-secondary student accessibility offices. Ontario post-secondary students will no longer need to disclose their mental health diagnosis in order to receive academic accommodations. SAS had first mentioned this trend in our 2011 annual report<sup>10</sup> discussing the Association of Higher Education and Disability (AHEAD) changes to documentation guidelines. In addition, the University of Manitoba was mentioned in an article about the case as a model for institution-wide advisory committees, a compliment to the work of our Accommodation Teams and Accessibility Advisory Committees.<sup>11</sup> SAS continues to monitor this trend and has been advised by the Manitoba Human Rights Commission to consider a change to the UM Student Accessibility Procedure.

As stated in the Assistive Technology section, the requests for captioning and transcription of course content continue to grow. Under the AMA, there will be a standard forthcoming

<sup>9</sup> Ontario Human Rights Commission (2016, Jan 6). [http://www.ohrc.on.ca/en/news\\_centre/new-documentation-guidelines-accommodating-students-mental-health-disabilities](http://www.ohrc.on.ca/en/news_centre/new-documentation-guidelines-accommodating-students-mental-health-disabilities)

<sup>10</sup> Student Accessibility Services 2011-2012 Annual Report.

[http://umanitoba.ca/student/saa/accessibility/media/Student\\_Accessibility\\_Services\\_Annual\\_Report\\_2011-2012.pdf](http://umanitoba.ca/student/saa/accessibility/media/Student_Accessibility_Services_Annual_Report_2011-2012.pdf)

<sup>11</sup> Ontario Human Rights Commission (2016, Jan 6). New documentation guidelines for accommodating students with mental health disabilities. [http://www.ohrc.on.ca/en/news\\_centre/new-documentation-guidelines-accommodating-students-mental-health-disabilities](http://www.ohrc.on.ca/en/news_centre/new-documentation-guidelines-accommodating-students-mental-health-disabilities)

relating to Information and Technology Accessibility. SAS is hoping that with the creation of the UM Accessibility Plan, the UM can look at an overall strategy to deal with requests for materials in alternate formats. In addition, with the UM AMA sub-committees, we hope to address the need for considering accessibility in advance of purchasing, creating, and using systems and documents for the university community. SAS is pleased with the leadership and innovation that the UM is demonstrating within the Province of Manitoba as a part of the AMA.

With regard to student caseload trends, SAS staff continue to report a higher number of students attending the office stating they are in crisis. Staff refer students to the Student Counselling Centre, the University Health Service, and the Student Support Case Manager. SAS is also seeing an increase in the number of prospective students requesting accommodations for entrance requirements and/or entrance tests. SAS will continue to work with the faculties/colleges/schools to determine appropriate accommodations.

### Summary

SAS continues to work closely with students and our campus partners to provide guidance and support to the university community. SAS has seen increases in the number of students and the number of exams per year. The office continues to manage these increases with the assistance of Student Advocacy and Accessibility. The UM should be proud of the work of the Cooper Commission recommended Accommodation Teams and Accessibility Advisory Committees as well as the recognition of the UM as a best practice site for post-secondary institutions<sup>12</sup>. SAS continues to present nationally and host site visits by research teams. The unit continues to assist the UM community with the changes resulting from the AMA and is looking forward to the completed UM Accessibility Plan.

SAS thanks students, faculty, staff and the University of Manitoba community for their continued support and assistance.

<sup>12</sup> Mental Health Academic Accommodation Research 2012-2015 <http://queensu.ca/studentaffairs/health-and-wellness/mental-health-academic-accommodations-research-2012-15>

## **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 Judy Anderson will be the Speaker for the Executive Committee for the November meeting of Senate.

#### **2. Establishment of ad hoc Committee to Consider a Process to Develop *Bona Fide* Academic Requirements for the University's Mathematics and Written English Requirements**

Senate Executive endorsed the establishment of an ad hoc Committee to Develop *Bona Fide* Academic Requirements for the University Written English and Mathematics Requirements, with terms of reference as set out in Appendix A.

#### **3. Comments of the Executive Committee of Senate**

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

Respectfully submitted,

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

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

***Ad hoc* Committee of Senate Executive to develop Bona Fide Academic Requirements for the University Written English (W) and Mathematics (M) Requirements**

Terms of Reference

1. To develop draft Bona Fide Academic Requirements (BFARs) for the W and M Requirements;
2. To present draft BFARs for approval by January 15, 2017;
3. To make any related observations on the operation of the W and M requirements that may arise during the work of the ad hoc Committee to Senate Executive.

The development of the BFARs should be informed by the regulations governing the W and M requirements as outlined in the University Calendar, the existing criteria for designating W and M courses and the Report on the Review of the W and M Requirements (Owens and Williams) dated June 29, 2011. Assistance is available from the Centre for the Advancement of Teaching and Learning if required by the Committee.

Membership

Dean of Arts (or designate)

Dean of Science (or designate)

Head, Department of English, Film and Theatre (or designate)

Head, Department of History (or designate)

Head, Department of Mathematics (or designate)

Head, Department of Statistics (or designate)

Executive Director, Student Engagement and Success

Faculty member from the Faculty of Education with expertise in mathematics education, named by the Dean of Education

**Report of the Senate Committee on Rules and Procedures Regarding Revisions to the Rady Faculty of Health Sciences Council Bylaw**

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**Preamble**

1. The terms of reference of the Senate Committee on Rules and Procedures are found on the University Governance website at:

[http://umanitoba.ca/admin/governance/governing\\_documents/governance/sen\\_committees/509.html](http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/509.html)

wherein the Committee is charged with the responsibility to consider and recommend on any matter concerning rules and procedures.

2. The Committee met on September 29, 2016 to consider proposed revisions to the Rady Faculty of Health Sciences Council Bylaw, as recommended by the Rady Faculty of Health Sciences Executive Council.

**Observations**

1. Revised Faculty Council Bylaws were submitted for review by the Senate Committee on Rules and Procedures. Amendments included the addition of Vice-Deans and a Librarian and the removal of Associate Deans from Faculty Council and Faculty Executive Council memberships, a change to the Faculty Council quorum, and updating the names of the Faculty and College of Medicine.
2. The Committee reviewed the revised Bylaws. No concerns were expressed regarding the changes.

**Recommendation**

The Senate Committee on Rules and Procedures recommends:

**THAT the revised Rady Faculty of Health Sciences Council Bylaw be approved by Senate.**

Respectfully submitted,

Dr. Jay Doering, Chair  
Senate Committee on Rules and Procedures

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

## **RADY FACULTY OF HEALTH SCIENCES BYLAW**

*This Bylaw is supplementary to the University of Manitoba Faculty and School Council General Bylaw.*

### **I. Principles**

- A. The Faculty Council is the academic council of the **Rady** Faculty of Health Sciences, created by the Senate under the authority granted to it under *The University of Manitoba Act* (Manitoba). It derives its authority to act and recommend on matters of an academic character, from the University of Manitoba Faculty and School Council General Bylaw. Its authority derives from, and is subject to, the general charge of the Senate on all matters of an academic character.
- B. The Faculty Council will clearly delegate certain functions and powers to its Executive Council, its Standing Committees and the College Councils, in accordance with the principle of subsidiarity, that a matter ought to be handled by the least centralized authority capable of addressing that matter effectively; it is expected that the Colleges have the expertise respecting their professional programs, and therefore these decisions are best made at the College level, as long as these decisions do not conflict with institutional norms, standards or priorities.
- C. It is the role of all members of the **Rady** Faculty of Health Sciences to act honestly, fairly and in the best interests for the **Rady** Faculty of Health Sciences and the University of Manitoba. Members should deal with matters in such a way that the interests of the **Rady** Faculty of Health Sciences take precedence over the interests of any of its constituent parts, should those interests conflict or appear to conflict.
- D. Unless otherwise specified, reference to “Faculty” or “**Rady** Faculty of Health Sciences” includes the Colleges of Dentistry, Medicine, Nursing, Pharmacy, and Rehabilitation Sciences (the “Colleges”) and includes the School of Dental Hygiene (the “School”), and reference to “faculty” includes all academic members holding academic rank (excluding sessionals and nil-appointments) in the **Rady** Faculty of Health Sciences.
- E. Graduate programs, although housed within the **Rady** Faculty of Health Sciences, are administered by the Faculty of Graduate Studies. The powers to act and recommend respecting these programs therefore rests with the Faculty of Graduate Studies, according to its Bylaws and policies.

## II. Faculty Council

### A. Membership

The Faculty Council of the **Rady** Faculty of Health Sciences (the “Faculty”) shall be composed of:

1. The President
2. The Vice-President designated by the President
3. The Dean of the Faculty
4. ~~The Associate~~ The Vice Deans of the Faculty
5. The Deans of the Colleges
6. The Director(s) of the School(s)
- ~~6.7.~~ A librarian, appointed by the University Librarian
- ~~7.8.~~ All academic staff of the Faculty including Professors, Associate Professors, Assistant Professors, Lecturers, Instructors I and II and Senior Instructors (and excluding sessionals and nil-appointments) holding academic rank in the Faculty
- ~~8.9.~~ 30 full-time support staff of the Faculty (including staff of its Colleges), with a term of office of three years, as follows:
  - (a) five (5) College of Dentistry support staff appointed or elected by its support staff
  - (b) five (5) **Max Rady** College of Medicine support staff appointed or elected by its support staff
  - (c) five (5) College of Nursing support staff appointed or elected by its support staff
  - (d) five (5) College of Pharmacy support staff appointed or elected by its support staff
  - (e) five (5) College of Rehabilitation Sciences support staff appointed or elected by its support staff
  - (f) five (5) **Rady** Faculty of Health Sciences support staff appointed or elected by its support staff

~~9.10.~~ 30 students registered in the Faculty or its Colleges, with a term of office of one academic year, who are appointed:

- (a) five (5) College of Dentistry students appointed or elected by its student body
- (b) five (5) Max Rady College of Medicine students appointed or elected by its student body
- (c) five (5) College of Nursing students appointed or elected by its student body
- (d) five (5) College of Pharmacy students appointed or elected by its student body
- (e) five (5) College of Rehabilitation Sciences students appointed or elected by its student body
- (f) five (5) Rady Faculty of Health Sciences students appointed or elected by its student body

B. Meetings

1. The Dean of the Faculty shall be the presiding officer and chair at all meetings of the Faculty Council, subject to the right of the President to take the chair at such meetings. In the Dean's absence, a Dean of a College shall be the presiding officer, as designated by the Dean of the Faculty.
2. The Faculty Council shall meet at least once yearly.
3. Meetings shall be called at the discretion of the Dean of the Faculty or at the written request of any 50 members of the Faculty Council.
4. At least one month's written notice of any regular Faculty Council meetings shall be given and at least 48 hours' notice for any special Faculty Council meeting.
5. Faculty Council meetings shall be open, subject to the Faculty Council moving into closed session by the vote of a simple majority of those in attendance and voting.
6. The quorum necessary for the transaction of business shall be ~~100~~60 members.

C. Powers to Act

The Faculty Council, subject to the plenary powers of the Board of Governors and the general charge of all matters of an academic character vested in the Senate, shall have power:

1. To provide for the regulation and conduct of its meetings and proceedings.
2. To periodically review Faculty Council Bylaws (that include any terms of reference for any Faculty Executive Council) and recommend amendments to the Senate for approval.
3. To periodically review, in concert with the College Council(s), College Council Bylaw(s) and, following review by the Senate Committee on Rules and Procedures, approving College Council Bylaw(s).
4. To establish standing and *ad hoc* committees of the Faculty Council and approve their membership and terms of reference.
5. To elect and remove members of the Faculty Council to Senate from each of the Colleges in a proportion specified in the Bylaw, and in accordance with the Act, and the rules and procedures authorized by the Senate.
6. To hear and determine disciplinary appeals (via a local disciplinary committee) of students registered in the Faculty, Colleges and School, in accordance with the Student Discipline Bylaw.
7. To consider and administer all rules and regulations respecting students who are registered in undergraduate programs of the Faculty (i.e. not within a specific College).
8. To determine the functions and powers, according to the Faculty and School Council General Bylaw, that may be delegated to subordinate bodies, including but not limited to an Executive Council, its Standing Committees or a College Council.
9. To determine other matters within its jurisdiction that have not been specifically delegated to subordinate bodies.

D. Powers to Recommend

The Faculty Council shall have the power to make such recommendations as it deems advisable to the appropriate persons or bodies and, without restricting the generality of the foregoing, has the following powers to recommend:

1. To recommend to the Board on the conferring of the title Professor Emeritus/Emerita and Dean Emeritus/Emerita.
2. To recommend to the Senate on the establishment of, the abolition of, or any changes in colleges, schools, departments, divisions, chairs, lectureships in the Faculty.
3. To recommend to the Dean of the Faculty athletic, social or other extra-curricular activities of students.
4. To recommend to the Senate on the establishment of, the abolition of, or any changes in exhibitions, bursaries, scholarships, or prizes, to be awarded to students, applicable across the Faculty (i.e. not within a specific College).
5. To provide advice to the Dean of the Faculty on the acquisition and use of facilities and on the requirements for lecture rooms and other facilities.
6. To provide advice to the Dean of the Faculty respecting the academic implications of strategic directions for the Faculty.
7. To recommend to the Senate on new, or significant changes to, undergraduate programs offered by the Colleges or the Faculty.
8. To recommend to the Senate on all matters relating to undergraduate programs (i.e. not within a specific College) and their students including without limitation admission, curriculum and program requirements, instruction, academic standing of students, examinations, candidates for degrees, diplomas and certificates of proficiency, and dates of classes.
9. To recommend to Senate on all matters relating to inter-professional education offered by the Faculty (including curriculum and program requirements offered that affect more than one College).

### III. Faculty Executive Council

#### A. Membership

There shall be an executive council of the Faculty Council (the “Faculty Executive Council”) and shall be composed of:

1. The President
2. The Vice-President designated by the President
3. The Dean of the Faculty
4. The ~~Associate~~-Vice Deans of the Faculty

5. The Deans of the Colleges

~~5.~~6. The Librarian appointed to Faculty Council

~~6.~~7. Twenty-five (25) members elected by and from the members of the Faculty Council who hold academic rank within the Faculty, ensuring that the Faculty Council elects at least three (3) representatives who are members of each College in the Faculty, i.e. that the members’ primary appointment is in the College. One College may not hold greater than twelve (12) members of the twenty-five (25) members. The term of office for each elected academic member shall be three years

~~7.~~8. Five (5) students elected by and from the student members of the Faculty Council, with one student member from each College, with a term of office of one academic year

~~8.~~9. Two (2) support staff members, elected by and from the support staff members of the Faculty Council, with a term of office of three years

#### B. Meetings

1. Notwithstanding the President’s right to preside over the Faculty Council, the Dean of the Faculty or designate shall be the presiding officer at all meetings of the Faculty Executive Council. In the Dean’s absence, a Dean of a College shall be the presiding officer, as designated by the Dean of the Faculty.
2. The Faculty Executive Council shall meet at least three (3) times per year.
3. Meetings shall be called at the discretion of the Dean of the Faculty or at the written request of any seven (7) members of the Faculty Executive Council.
4. At least one month’s written notice of any regular Faculty Executive Council

meeting shall be given and at least 48 hours' notice for any special Faculty Executive Council meeting.

5. Faculty Executive Council meetings shall be open, subject to the Faculty Executive Council moving into closed session by the vote of a simple majority of those in attendance and voting.
6. The quorum necessary for the transaction of business shall be a majority of the members.
7. In a case of an instance where an urgent matter requires resolution by Faculty Executive Council, a meeting of the Faculty Executive Council by email is appropriate under certain circumstances. The use of e-meetings shall be reserved for those issues needing a decision before an in-person meeting of the Faculty Executive Council is scheduled. Each e-meeting agenda shall consist of a single issue. Members shall then indicate their vote in writing to the secretary of the Faculty Executive Council within three (3) business days. The results of the vote shall be communicated by the secretary as soon as possible after all the votes are received.

C. Powers to Act and Recommend

The Faculty Council hereby delegates to the Faculty Executive Council all powers to act and recommend granted to the Faculty Council set out in the Faculty and School Council General Bylaw and this Bylaw, except:

1. The Faculty Council shall retain the power to elect members to and remove members from Senate.
2. The Faculty Council shall retain the power to elect members to its Faculty Executive Council.
3. The Faculty Council shall retain the power to recommend for approval its Bylaws and any amendments thereto.

The Faculty Council cannot over rule the decisions of its Faculty Executive Council, made on the Faculty Council's behalf.

The decisions of the Faculty Executive Council shall be reported to the Faculty Council, at its next meeting, through the Chair.

#### **IV. Standing Committees**

- A. There shall be standing committees as required by the Senate or as deemed necessary by the Faculty Council.
- B. The Terms of Reference and membership of each Standing Committee shall be approved by the Faculty Council.

#### **V. College Councils**

The Faculty Council shall delegate the specific functions and powers to the College Councils and confer on them the power and authority to act with respect to such matters as set out in approved College Council Bylaw(s), and that are within the jurisdiction of the College Council.

#### **VI. Election of Faculty Council Members to Senate**

The Senate Bylaw on the Election of Academic and Support Staff to Senate, and the following provisions shall govern the election of Senate representatives by the Faculty Council.

- A. Principle of Proportional Representation

Senate representatives for the Faculty shall be elected by members of the Faculty Council from among the candidates duly nominated for such an election.

The process of election of Senate representatives shall ensure that the Faculty Council elects at least two (2) Senate representatives who are members of each College in the Faculty, i.e. that the member's primary appointment is in the College.

- B. Eligibility for Nomination

The following shall be eligible for nomination for election to Senate by the Faculty Council:

All Full-time members of the academic staff of the Faculty who are members of the Faculty Council, except those designated ex officio members of Senate under Section 26 of *The University of Manitoba Act*.

All Full-time support staff who are members of the Faculty Council.

- C. Nomination Process

By March 15 each year, the Committee on Nominations (or some other such Committee) shall submit to the Chair of the Faculty Council a slate of nominees for positions on Senate that are up for election. The Committee shall ensure that the slate of nominees, along with those with continuing terms on Senate, ensure at least two (2) members from each College in the Faculty's Senate representation.

The Chair of the Faculty Council shall then forward to the members of the Faculty Council:

- a. A call for nominations
- b. The slate proposed by the Committee on Nominations (or other such Committee)
- c. The list (or a link to the list) of those eligible for nomination

Members of the Faculty Council shall have ten (10) days from the call for nominations to make further nominations.

If, at the close of nominations, no more nominations are received than the number of vacancies to be filled on Senate, the candidates nominated shall be declared elected by acclamation and the results reported to members of Faculty Council and the University Secretary. If there are more nominations received than Senate representatives to be elected, a vote shall take place.

D. Eligibility to Vote

All members of the academic and support staff (including ex officio members of Senate but excluding sessional and part-time support staff appointments) who are members of the Faculty Council shall be eligible to vote in elections for representatives to Senate by the Faculty Council.

E. Election Process

A notice of election, including a listing of all the candidates and information on how to vote shall be distributed to all those eligible to vote upon the close of nominations.

The election may be conducted by paper ballot, or any appropriate electronic means that ensures that the ballot is secret.

Those eligible to vote will have ten (10) days from the notice of election to vote. The specific deadline for the receipt of votes shall be included in the notice of election. Votes received after the deadline shall not be counted.

Those eligible to vote may vote for any number of candidates up to the number of vacancies on Senate that are to be filled by election.

Following the close of voting, those individuals so appointed by the Chair of the Faculty Council shall count the votes.

The determination of candidates being elected to Senate shall be as follows:

1. The candidates receiving the highest number of votes who are members of Colleges requiring at least two (2) Senate representatives will be declared elected.
2. Following the determination of those elected in 1 above, all remaining Senate seats to be filled shall be by the remaining candidates who received the highest number of votes.

In the event of a tie, the tie shall be broken by the drawing of lots.

F. Filling of Vacancies

The filling of vacancies in Senate representatives, either due to resignation or ineligibility or due to a Senate representative going on leave, shall occur in a manner similar to that outlined above. Any such process shall ensure that the Faculty's Senate representation at all times includes at least two (2) members from each College of the Faculty.

G. Removal of Senate Representative(s)

Removal of a Faculty Senate representative(s) may be held at any meeting of the Faculty Council provided that:

1. At least seven days' notice in writing of the motion to remove the Senate representative(s), including the reasons for the proposed action, is given;
2. The person concerning whom the motion is made is given the right to be heard at the meeting held to consider the motion; and
3. The motion for removal succeeds by at least a two-thirds majority of those members present.

**VII. Standing Rules**

The Faculty Council may enact or amend standing rules and procedures for conduct of the affairs of the Faculty Council by a majority vote of those members present and voting at a duly called and constituted meeting, provided that five days' notice of the proposed standing rule or amendment has been given to all members prior to the meeting at which such enactment or amendment is to be made.

**VIII. Rules of Order**

Except where otherwise provided, the "Rules and Procedures governing meetings of the Senate of the University of Manitoba" shall govern the conduct of the Faculty Council and Faculty Executive Council meetings.

**IX. Enactment and Amendments**

- A. The date of enactment for these Bylaws shall be the date on which they receive approval of the Senate.
- B. Any amendments to these Bylaws shall require the approval of the Senate, edited by the Senate Committee on Rules and Procedures.
- C. Before submission to Senate, such Bylaws or amendments shall be approved by two-thirds of the members present and voting at a duly called and constituted meeting of the Faculty Council. At least one month's notice in writing of any amendment shall be given to the members.

**X. Review**

Within five years of the approval of these Bylaws, INSERT DATE OF APPROVAL HERE, a Committee of the Faculty Council shall be established to review governance structures and processes of the **Rady** Faculty of Health Sciences, and to report and make appropriate recommendations to Faculty Council as required.

## **RADY FACULTY OF HEALTH SCIENCES BYLAW**

*This Bylaw is supplementary to the University of Manitoba Faculty and School Council General Bylaw.*

### **I. Principles**

- A. The Faculty Council is the academic council of the Rady Faculty of Health Sciences, created by the Senate under the authority granted to it under *The University of Manitoba Act* (Manitoba). It derives its authority to act and recommend on matters of an academic character, from the University of Manitoba Faculty and School Council General Bylaw. Its authority derives from, and is subject to, the general charge of the Senate on all matters of an academic character.
- B. The Faculty Council will clearly delegate certain functions and powers to its Executive Council, its Standing Committees and the College Councils, in accordance with the principle of subsidiarity, that a matter ought to be handled by the least centralized authority capable of addressing that matter effectively; it is expected that the Colleges have the expertise respecting their professional programs, and therefore these decisions are best made at the College level, as long as these decisions do not conflict with institutional norms, standards or priorities.
- C. It is the role of all members of the Rady Faculty of Health Sciences to act honestly, fairly and in the best interests for the Rady Faculty of Health Sciences and the University of Manitoba. Members should deal with matters in such a way that the interests of the Rady Faculty of Health Sciences take precedence over the interests of any of its constituent parts, should those interests conflict or appear to conflict.
- D. Unless otherwise specified, reference to “Faculty” or “Rady Faculty of Health Sciences” includes the Colleges of Dentistry, Medicine, Nursing, Pharmacy, and Rehabilitation Sciences (the “Colleges”) and includes the School of Dental Hygiene (the “School”), and reference to “faculty” includes all academic members holding academic rank (excluding sessionals and nil-appointments) in the Rady Faculty of Health Sciences.
- E. Graduate programs, although housed within the Rady Faculty of Health Sciences, are administered by the Faculty of Graduate Studies. The powers to act and recommend respecting these programs therefore rests with the Faculty of Graduate Studies, according to its Bylaws and policies.

## **II. Faculty Council**

### **A. Membership**

The Faculty Council of the Rady Faculty of Health Sciences (the “Faculty”) shall be composed of:

1. The President
2. The Vice-President designated by the President
3. The Dean of the Faculty
4. The Vice Deans of the Faculty
5. The Deans of the Colleges
6. The Director(s) of the School(s)
7. A librarian, appointed by the University Librarian
8. All academic staff of the Faculty including Professors, Associate Professors, Assistant Professors, Lecturers, Instructors I and II and Senior Instructors (and excluding sessionals and nil-appointments) holding academic rank in the Faculty
9. 30 full-time support staff of the Faculty (including staff of its Colleges), with a term of office of three years, as follows:
  - (a) five (5) College of Dentistry support staff appointed or elected by its support staff
  - (b) five (5) Max Rady College of Medicine support staff appointed or elected by its support staff
  - (c) five (5) College of Nursing support staff appointed or elected by its support staff
  - (d) five (5) College of Pharmacy support staff appointed or elected by its support staff
  - (e) five (5) College of Rehabilitation Sciences support staff appointed or elected by its support staff
  - (f) five (5) Rady Faculty of Health Sciences support staff appointed or elected by its support staff

10. 30 students registered in the Faculty or its Colleges, with a term of office of one academic year, who are appointed:
  - (a) five (5) College of Dentistry students appointed or elected by its student body
  - (b) five (5) Max Rady College of Medicine students appointed or elected by its student body
  - (c) five (5) College of Nursing students appointed or elected by its student body
  - (d) five (5) College of Pharmacy students appointed or elected by its student body
  - (e) five (5) College of Rehabilitation Sciences students appointed or elected by its student body
  - (f) five (5) Rady Faculty of Health Sciences students appointed or elected by its student body

B. Meetings

1. The Dean of the Faculty shall be the presiding officer and chair at all meetings of the Faculty Council, subject to the right of the President to take the chair at such meetings. In the Dean's absence, a Dean of a College shall be the presiding officer, as designated by the Dean of the Faculty.
2. The Faculty Council shall meet at least once yearly.
3. Meetings shall be called at the discretion of the Dean of the Faculty or at the written request of any 50 members of the Faculty Council.
4. At least one month's written notice of any regular Faculty Council meetings shall be given and at least 48 hours' notice for any special Faculty Council meeting.
5. Faculty Council meetings shall be open, subject to the Faculty Council moving into closed session by the vote of a simple majority of those in attendance and voting.
6. The quorum necessary for the transaction of business shall be 60 members.

C. Powers to Act

The Faculty Council, subject to the plenary powers of the Board of Governors and the general charge of all matters of an academic character vested in the Senate, shall have power:

1. To provide for the regulation and conduct of its meetings and proceedings.
2. To periodically review Faculty Council Bylaws (that include any terms of reference for any Faculty Executive Council) and recommend amendments to the Senate for approval.
3. To periodically review, in concert with the College Council(s), College Council Bylaw(s) and, following review by the Senate Committee on Rules and Procedures, approving College Council Bylaw(s).
4. To establish standing and *ad hoc* committees of the Faculty Council and approve their membership and terms of reference.
5. To elect and remove members of the Faculty Council to Senate from each of the Colleges in a proportion specified in the Bylaw, and in accordance with the Act, and the rules and procedures authorized by the Senate.
6. To hear and determine disciplinary appeals (via a local disciplinary committee) of students registered in the Faculty, Colleges and School, in accordance with the Student Discipline Bylaw.
7. To consider and administer all rules and regulations respecting students who are registered in undergraduate programs of the Faculty (i.e. not within a specific College).
8. To determine the functions and powers, according to the Faculty and School Council General Bylaw, that may be delegated to subordinate bodies, including but not limited to an Executive Council, its Standing Committees or a College Council.
9. To determine other matters within its jurisdiction that have not been specifically delegated to subordinate bodies.

D. Powers to Recommend

The Faculty Council shall have the power to make such recommendations as it deems advisable to the appropriate persons or bodies and, without restricting the generality of the foregoing, has the following powers to recommend:

1. To recommend to the Board on the conferring of the title Professor Emeritus/Emerita and Dean Emeritus/Emerita.
2. To recommend to the Senate on the establishment of, the abolition of, or any changes in colleges, schools, departments, divisions, chairs, lectureships in the Faculty.
3. To recommend to the Dean of the Faculty athletic, social or other extra-curricular activities of students.
4. To recommend to the Senate on the establishment of, the abolition of, or any changes in exhibitions, bursaries, scholarships, or prizes, to be awarded to students, applicable across the Faculty (i.e. not within a specific College).
5. To provide advice to the Dean of the Faculty on the acquisition and use of facilities and on the requirements for lecture rooms and other facilities.
6. To provide advice to the Dean of the Faculty respecting the academic implications of strategic directions for the Faculty.
7. To recommend to the Senate on new, or significant changes to, undergraduate programs offered by the Colleges or the Faculty.
8. To recommend to the Senate on all matters relating to undergraduate programs (i.e. not within a specific College) and their students including without limitation admission, curriculum and program requirements, instruction, academic standing of students, examinations, candidates for degrees, diplomas and certificates of proficiency, and dates of classes.
9. To recommend to Senate on all matters relating to inter-professional education offered by the Faculty (including curriculum and program requirements offered that affect more than one College).

### **III. Faculty Executive Council**

#### **A. Membership**

There shall be an executive council of the Faculty Council (the “Faculty Executive Council”) and shall be composed of:

1. The President
2. The Vice-President designated by the President
3. The Dean of the Faculty
4. The Vice Deans of the Faculty
5. The Deans of the Colleges
6. The Librarian appointed to Faculty Council
7. Twenty-five (25) members elected by and from the members of the Faculty Council who hold academic rank within the Faculty, ensuring that the Faculty Council elects at least three (3) representatives who are members of each College in the Faculty, i.e. that the members’ primary appointment is in the College. One College may not hold greater than twelve (12) members of the twenty-five (25) members. The term of office for each elected academic member shall be three years
8. Five (5) students elected by and from the student members of the Faculty Council, with one student member from each College, with a term of office of one academic year
9. Two (2) support staff members, elected by and from the support staff members of the Faculty Council, with a term of office of three years

#### **B. Meetings**

1. Notwithstanding the President’s right to preside over the Faculty Council, the Dean of the Faculty or designate shall be the presiding officer at all meetings of the Faculty Executive Council. In the Dean’s absence, a Dean of a College shall be the presiding officer, as designated by the Dean of the Faculty.
2. The Faculty Executive Council shall meet at least three (3) times per year.
3. Meetings shall be called at the discretion of the Dean of the Faculty or at the written request of any seven (7) members of the Faculty Executive Council.
4. At least one month’s written notice of any regular Faculty Executive Council

meeting shall be given and at least 48 hours' notice for any special Faculty Executive Council meeting.

5. Faculty Executive Council meetings shall be open, subject to the Faculty Executive Council moving into closed session by the vote of a simple majority of those in attendance and voting.
6. The quorum necessary for the transaction of business shall be a majority of the members.
7. In a case of an instance where an urgent matter requires resolution by Faculty Executive Council, a meeting of the Faculty Executive Council by email is appropriate under certain circumstances. The use of e-meetings shall be reserved for those issues needing a decision before an in-person meeting of the Faculty Executive Council is scheduled. Each e-meeting agenda shall consist of a single issue. Members shall then indicate their vote in writing to the secretary of the Faculty Executive Council within three (3) business days. The results of the vote shall be communicated by the secretary as soon as possible after all the votes are received.

C. Powers to Act and Recommend

The Faculty Council hereby delegates to the Faculty Executive Council all powers to act and recommend granted to the Faculty Council set out in the Faculty and School Council General Bylaw and this Bylaw, except:

1. The Faculty Council shall retain the power to elect members to and remove members from Senate.
2. The Faculty Council shall retain the power to elect members to its Faculty Executive Council.
3. The Faculty Council shall retain the power to recommend for approval its Bylaws and any amendments thereto.

The Faculty Council cannot over rule the decisions of its Faculty Executive Council, made on the Faculty Council's behalf.

The decisions of the Faculty Executive Council shall be reported to the Faculty Council, at its next meeting, through the Chair.

#### **IV. Standing Committees**

- A. There shall be standing committees as required by the Senate or as deemed necessary by the Faculty Council.
- B. The Terms of Reference and membership of each Standing Committee shall be approved by the Faculty Council.

#### **V. College Councils**

The Faculty Council shall delegate the specific functions and powers to the College Councils and confer on them the power and authority to act with respect to such matters as set out in approved College Council Bylaw(s), and that are within the jurisdiction of the College Council.

#### **VI. Election of Faculty Council Members to Senate**

The Senate Bylaw on the Election of Academic and Support Staff to Senate, and the following provisions shall govern the election of Senate representatives by the Faculty Council.

- A. Principle of Proportional Representation

Senate representatives for the Faculty shall be elected by members of the Faculty Council from among the candidates duly nominated for such an election.

The process of election of Senate representatives shall ensure that the Faculty Council elects at least two (2) Senate representatives who are members of each College in the Faculty, i.e. that the member's primary appointment is in the College.

- B. Eligibility for Nomination

The following shall be eligible for nomination for election to Senate by the Faculty Council:

All Full-time members of the academic staff of the Faculty who are members of the Faculty Council, except those designated ex officio members of Senate under Section 26 of *The University of Manitoba Act*.

All Full-time support staff who are members of the Faculty Council.

- C. Nomination Process

By March 15 each year, the Committee on Nominations (or some other such Committee) shall submit to the Chair of the Faculty Council a slate of nominees for positions on Senate that are up for election. The Committee shall ensure that the slate of nominees, along with those with continuing terms on Senate, ensure at least two (2) members from each College in the Faculty's Senate representation.

The Chair of the Faculty Council shall then forward to the members of the Faculty Council:

- a. A call for nominations
- b. The slate proposed by the Committee on Nominations (or other such Committee)
- c. The list (or a link to the list) of those eligible for nomination

Members of the Faculty Council shall have ten (10) days from the call for nominations to make further nominations.

If, at the close of nominations, no more nominations are received than the number of vacancies to be filled on Senate, the candidates nominated shall be declared elected by acclamation and the results reported to members of Faculty Council and the University Secretary. If there are more nominations received than Senate representatives to be elected, a vote shall take place.

D. Eligibility to Vote

All members of the academic and support staff (including ex officio members of Senate but excluding sessional and part-time support staff appointments) who are members of the Faculty Council shall be eligible to vote in elections for representatives to Senate by the Faculty Council.

E. Election Process

A notice of election, including a listing of all the candidates and information on how to vote shall be distributed to all those eligible to vote upon the close of nominations.

The election may be conducted by paper ballot, or any appropriate electronic means that ensures that the ballot is secret.

Those eligible to vote will have ten (10) days from the notice of election to vote. The specific deadline for the receipt of votes shall be included in the notice of election. Votes received after the deadline shall not be counted.

Those eligible to vote may vote for any number of candidates up to the number of vacancies on Senate that are to be filled by election.

Following the close of voting, those individuals so appointed by the Chair of the Faculty Council shall count the votes.

The determination of candidates being elected to Senate shall be as follows:

1. The candidates receiving the highest number of votes who are members of Colleges requiring at least two (2) Senate representatives will be declared elected.
2. Following the determination of those elected in 1 above, all remaining Senate seats to be filled shall be by the remaining candidates who received the highest number of votes.

In the event of a tie, the tie shall be broken by the drawing of lots.

F. Filling of Vacancies

The filling of vacancies in Senate representatives, either due to resignation or ineligibility or due to a Senate representative going on leave, shall occur in a manner similar to that outlined above. Any such process shall ensure that the Faculty's Senate representation at all times includes at least two (2) members from each College of the Faculty.

G. Removal of Senate Representative(s)

Removal of a Faculty Senate representative(s) may be held at any meeting of the Faculty Council provided that:

1. At least seven days' notice in writing of the motion to remove the Senate representative(s), including the reasons for the proposed action, is given;
2. The person concerning whom the motion is made is given the right to be heard at the meeting held to consider the motion; and
3. The motion for removal succeeds by at least a two-thirds majority of those members present.

## **VII. Standing Rules**

The Faculty Council may enact or amend standing rules and procedures for conduct of the affairs of the Faculty Council by a majority vote of those members present and voting at a duly called and constituted meeting, provided that five days' notice of the proposed standing rule or amendment has been given to all members prior to the meeting at which such enactment or amendment is to be made.

## **VIII. Rules of Order**

Except where otherwise provided, the "Rules and Procedures governing meetings of the Senate of the University of Manitoba" shall govern the conduct of the Faculty Council and Faculty Executive Council meetings.

**IX. Enactment and Amendments**

- A. The date of enactment for these Bylaws shall be the date on which they receive approval of the Senate.
- B. Any amendments to these Bylaws shall require the approval of the Senate, edited by the Senate Committee on Rules and Procedures.
- C. Before submission to Senate, such Bylaws or amendments shall be approved by two-thirds of the members present and voting at a duly called and constituted meeting of the Faculty Council. At least one month's notice in writing of any amendment shall be given to the members.

**X. Review**

Within five years of the approval of these Bylaws, INSERT DATE OF APPROVAL HERE, a Committee of the Faculty Council shall be established to review governance structures and processes of the Rady Faculty of Health Sciences, and to report and make appropriate recommendations to Faculty Council as required.

**Report of the Joint Senate Committee (JSC) on Joint Masters Programs between the University of Winnipeg and the University of Manitoba**

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**Preamble:**

1. For information on the powers and duties of the Joint Senate Committee (JSC), please visit point #2 of the committee's terms of reference which are available at: [http://umanitoba.ca/admin/governance/governing\\_documents/governance/sen\\_committees/503.html](http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/503.html)
2. Membership on the committee for 2016-2017 included: Dr. Zana Lutfiyya (Chair); Dr. Brooke Milne (Associate Dean, Faculty of Graduate Studies UM, ex-officio), Dr. Mavis Reimer (Assoc. Vice President Academic & Dean of Grad Studies UW, ex-officio), Dr. Sean Byrne (Peace and Conflict Studies, UM), Dr. Mark Libin (English, Film & Theatre, UM), Dr. Andrea Rounce (Political Studies, UM), Dr. Anne Caudano (History, UW), Dr. Malcolm Bird (Political Science, UW), Dr. Andrew Burke (English, UW), Ms Christina Reinke (Grad student rep, UM), and TBD (Grad student rep, UW).
3. The JSC met on the above date to consider amendments to the Joint Senate Committee Regulations Governing the Joint Master's Programs.

**Observations:**

The Joint Senate Committee regulations governing the Joint Master's Programs between the University of Manitoba and the University of Winnipeg was last updated in 2009. The proposed revisions include updating language, terms, titles of committees, and title change for the Dean of Graduate Studies (UW). A diagram of JMP Governance Structure has been added in the regulations as Appendix A. Part D – Joint Master's Program in Peace and Conflict Studies has also been added in the regulations. Please see attached regulations that contain track changes.

**Summary of Revisions:**

- Part A – General and Institutional Arrangements
  - 1.1: Introduction
  - 1.2: Definitions of JSC and JDC
  - 1.3: General Responsibility for Standards
  - 1.4: Review and Termination of JMPs
  - 1.5: Approval Procedures for New Joint Master's Program Proposals
  - 1.6: General Regulations
  - 1.7.1: Size and Composition of JSC
  - 1.7.2: Powers and Duties of the JSC

**Report of the Joint Senate Committee (JSC) on Joint Masters Programs between the University of Winnipeg and the University of Manitoba**

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- 1.8: Roles of the Office of UM Faculty of Graduate Studies (FGS-UM) and of the JDC
- 1.9: Program and Student Information
- 1.10: Process of Approval and of Changes to JMP Supplemental Regulations
- 1.11: Reporting and Handling of Academic Dishonesty Cases
- 1.12: Appeal Processes
- 1.13: Financial Matters
- Appendix A – JMP Governance Structure
- Appendix B – Approval of New Joint Master's Program Proposal
- Part B – Joint Master's Program in History
- Part C – Joint Master's Program in Peace and Conflict Studies
- Part D – Joint Master's Program in Public Administration
- Part E – Joint Master's Program in Religion
- Part F – Periodic Review of the Joint Graduate Program Process
  - Appendix C – Joint Program Review Committee: Resume for Proposed Internal & External Reviewer
  - Appendix D – Expectations of the Review Committee
  - Appendix E – Review Committee: Assessment Guidelines
  - Appendix F – Review Committee Site Visit: Administrative

**Recommendation**

**The Joint Senate Committee recommends THAT: the amendments to the above noted sections of the Joint Senate Committee regulations governing the Joint Master's Programs be approved by Senate.**

Respectfully submitted,

Zana Lutfiyya, Chair  
Joint Senate Committee

/py

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

**JOINT SENATE COMMITTEE**

**REGULATIONS GOVERNING**

**JOINT MASTER'S PROGRAMS**

**BETWEEN**

**THE UNIVERSITY OF MANITOBA**

**AND**

**THE UNIVERSITY OF WINNIPEG**

**September 2016**

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## **PART A**

### **1. General and Institutional Arrangements**

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#### **1.1 Introduction**

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The Joint Master's Programs (JMP) at the University of Manitoba and The University of Winnipeg were established to enhance the rich collaborative relationship that exists between the two institutions. Beginning with the establishment in July 1976 with the JMP in History, the joint programs demonstrate a commitment to academic excellence, intellectual engagement and knowledge sharing. JMP students are members of both universities in joint programs that offer unique learning opportunities, strengthened cross-intellectual collaborations and cooperation among faculty. The joint programs enrich both the student and faculty experience.

#### **1.2 Definitions of Joint Senate Committee (JSC) and Joint Discipline Committee (JDC)**

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The Joint Senate Committee (JSC) shall be the one joint committee at the level of the Senates responsible for the Joint Master's Programs. The JSC terms of reference are specified below in Section 1.7. For each Joint Master's Program (JMP) there will be a joint committee at the departmental or discipline level hereinafter referred to as a Joint Discipline Committee (JDC). The Chair of the JDC (CJDC) is normally a member of the JDC. The detailed and specific terms of reference for each JDC are specified in Parts B, C, D, and E of this document.

The institutional arrangements provided in this document are intended to apply to existing JMPs and should not preclude the initiation, in the future, of other types of JMPs. Students enrolled in JMPs shall enjoy all the rights and privileges at both Universities normally accorded to graduate students.

#### **1.3 General Responsibility for Standards**

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Notwithstanding the powers and duties of the JSC as specified below, general responsibility for the operation of JMPs and the maintenance of high academic standards therein rests jointly with the Dean of the Faculty of Graduate Studies at The University of Manitoba (FGS-UM) and the Dean of the Faculty of Graduate Studies at the The University of Winnipeg (FGS-UW) or their delegates. Similarly it is agreed that the Deans or their delegates may, if they judge it appropriate, use their good offices to reach an appropriate resolution to any unresolved issues that may arise at the JDC level. If an issue remains unresolved, it may be brought to the Joint Senate Committee.

#### **1.4 Review and Termination of Joint Master's Programs (JMPs)**

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The JMPs shall continue without term, but with a comprehensive review of each program in accordance with the schedule of reviews of graduate programs; that is, not less frequently than every seven years.

In the event that either party wishes to withdraw from a specific JMP, the party shall give notice at least two years prior to the intended date of withdrawal. The JSC will review the request and recommend to the Senates of the two Universities on continuation or termination of the specific JMP. In the event of termination, the two Universities shall ensure that those students enrolled in the JMP at that time are allowed to complete their graduate programs.

### 1.5 Approval Procedures for new Joint Master's Program Proposals

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Individuals or units/departments interested in creating a new Joint Master's Program should consult the "Graduate Program Proposal" information available on the Faculty of Graduate Studies at the University of Manitoba website ([http://umanitoba.ca/faculties/graduate\\_studies/admin/index.html](http://umanitoba.ca/faculties/graduate_studies/admin/index.html)) and consult the relevant documents in the Faculty of Graduate Studies at the University of Winnipeg.

Proposals for a new JMP will go through the following stages:

- 1) The relevant units/departments from each university create a draft Letter of Intent and Proposal.
- 2) This draft Letter of Intent and Proposal is reviewed by the relevant area Faculties at both Universities.
- 3) Once agreement in principle has been received from the area Faculty Deans, the Letter of Intent and Proposal is then submitted to the Faculty of Graduate Studies at both universities, which will follow their normal process for approval. (Please see Appendix A for a flow chart of these procedures.)

### 1.6 General Regulations

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Unless otherwise stated in this document, the regulations, procedures, forms and deadlines which now govern Master's Programs at the UM shall govern all JMPs. These are published in the Academic Guide of the Faculty of Graduate Studies. The Academic Guide, with appropriate substitutions of certain words and phrases, shall be the authority for such regulations, procedures, etc. In particular, in the Academic Guide section on "General Regulations for the Master's Program", the important appropriate substitutions are:

1. "JSC" for "Executive Committee of Graduate Studies"
2. "JDC" for "Major Department" or "Department"
3. "CJDC" for "Department Head"
4. "Joint Master's Program" for "Master's Program at UM"

Regulations supplementary to the Academic Guide and specific to JMPs must be approved by the JDC and JSC. Supplementary Regulations must also be approved by the Faculty of Graduate Studies Programs and Guidelines Committee (UM) and by the Graduate Studies Committee and the Academic Planning Committee (UW). In some circumstances, approval by Faculty Councils and Senates at both universities may be required.

### 1.7 Terms of Reference of Joint Senate Committee (JSC)

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Secretariat for the JSC shall be provided on a three to five year rotational basis by UM and UW, with the understanding that each University has equal responsibilities in this matter. See Appendix A for the JMP Governance Structure.

### 1.7.1 Size and Composition of JSC

1. Three members of the academic staff to be named by each University, of whom one from each University shall be from outside the departments or disciplines participating in JMPs, the Dean of the Faculty of Graduate Studies (UM) and the Dean of the Faculty of Graduate Studies (UW) (or Deans' designates), as voting members.
2. A Chair, to be named by the Presidents of the two participating Universities, with a tie-casting vote only.
3. One graduate student, enrolled in the JMP to be proposed by the Graduate Students' Association as a member of the Senate Nominating Committee, and approved by the University of Manitoba Senate.
4. One graduate student, enrolled in a JMP, to be proposed by the Chairs of the Joint Master's Programs to the University of Winnipeg Senate Nominating Committee and approved by the University of Winnipeg Senate.
5. Normally, each JMP will be represented on the JSC. Should a JMP not be represented on the committee, the Chair of the JMP or his/her designate will be invited to attend as a guest member.
6. There will normally be a balance of UW and UM faculty members on the JSC.

### 1.7.2 Powers and Duties of the JSC

The Joint Senate Committee will:

1. Recommend to the respective Senates the candidates for degrees. In November 2004, this responsibility was delegated to the Executive Committee of the Faculty of Graduate Studies.
2. Hear and determine student appeals from JDC decisions on academic matters such as JDC recommendations for admission to a joint program.
3. Recommend to Senate (through appropriate committees at each University) changes in initial general regulations for the JMPs.
4. Approve, upon request of a JDC, changes in the supplementary regulations governing the respective JMP.
5. Upon recommendation from a JDC approve the imposition of higher standards than the minima set by the Faculty of Graduate Studies at the University of Manitoba in any JMP.
6. Undertake a comprehensive review in accordance with the schedule of reviews of graduate programs, but not less frequently than the beginning of the fifth year following the reviews currently scheduled for 2005 and 2007 and make such recommendations for the revision of this Agreement as deemed appropriate.
7. Attempt to resolve specific problems that may arise in any JMP during the life of the Agreement<sup>1</sup>.
8. Determine its own procedures regarding meetings, delegation of powers and duties, etc.
9. Review and act or recommend on the financial matters referred to in Section 8, below.

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<sup>1</sup> The regulations and standards of the UM FGS shall apply to the JMPs during the life of the Agreement.

10. Assume such further powers and duties as may be mutually agreed to by the two Universities.

## 1.8 Roles of the UM Faculty of Graduate Studies and of the Joint Discipline Committee

The UM Office of the Faculty of Graduate Studies (FGS-UM) will have the primary responsibility for handling the admissions and student files related to JMPs. the FGS-UM will provide copies of correspondence with students on admission and awards to the UW Office of the Faculty of Graduate Studies (FGS-UW). During the tenure of the secretariat, either the FGS-UM or the FGS-UW provides one of its personnel to serve as administrative coordinator for the JSC. The forms used in the daily administration of joint programs (application, registration, etc.) will be made available to each department office that is involved in a JMP.

After completion, such forms are transmitted to the appropriate CJDC. They are considered in accordance with procedures stipulated in the Agreement, or where not so stipulated, devised by the JDC. Completed forms, with appropriate recommendation or approval, are signed by CJDC and forwarded to FGS-UM. FGS-UM will segregate the files (and forms) for these Joint Master's students and perform the same duties for them as it does for all other graduate students.

The Chair of examining committees (thesis or comprehensive) will forward results of such examinations to CJDC, who will transmit them to the administrative coordinator of the JSC.

The JDCs will be responsible for the overall academic administration of their respective JMP, including:

1. Recommending admission to JMPs
2. Periodically supplying the FGS-UM with up-to-date course marks (including results of language examination or alternate requirements) for each graduate student
3. Supplying the FGS-UM with a list of approved thesis and course examiners
4. Providing lists of potential graduates
5. Recommending whether there should be remedial action for students with failed grades
6. Recommending and rank ordering applicants for University of Manitoba / University of Winnipeg Graduate Fellowships

## 1.9 Program and Student Information

In order that JMP students may enjoy the rights and privileges of graduate students at each University, the following information will be forwarded to the Dean, FGS-UM and Dean, FGS-UW by the administrative coordinator for the JSC. Preliminary information should be forwarded following the registration deadline in September and updated information provided mid-term.

### 1.9.1 Student List

This list should contain the names, student identification numbers and contact information for all JMP students.

### 1.9.2 Thesis Supervision Lists

The respective program JMP Chair shall provide the name of faculty supervisor, the name and student number of the student being supervised, the expected date of completion and the names and department affiliations of all thesis committee members to both the UM and UW FGS.

### 1.10 Process of Approval of and Changes to Joint Master's Program Supplemental Regulations

The process for approval and/or changes must follow the administrative path as follows:

1) Joint Discipline Committee; 2) Department Chairs/Heads (UM & UW); 3) Faculty of Graduate Studies Programs and Guidelines Committee; 4) Executive Committee of Graduate Studies (UM if required) and Academic Planning (UW); 5) Faculty Council of Graduate Studies (UM, if required); 6) Joint Senate Committee

### 1.11 Reporting and Handling of Academic Dishonesty Cases

In such cases, UM students are to follow the guidelines of the *Student Discipline By-Law*.

In the case of the UW, if the student is a JMP student, the case should be reported to the JDC Chair of the program who will in turn report it to the Dean of the Faculty of Graduate Studies at the UM. The Dean will investigate the allegation and determine an action. The Dean of the Faculty of Graduate Studies at the UW will be informed of the action when the instructor and the student are informed (cc. of letter).

### 1.12 Appeal Processes

All appeals must be in writing, and decisions will be made by the appropriate body based on the information and supporting documentation provided by the student, and upon information in the student's file. For grade appeals, JMP students enrolled in a UM course follow the UM process; students enrolled in a UW course, follow the UW process.

#### **► If Disciplinary Appeal: (e.g. Plagiarism, fraud, etc.)**

**1<sup>st</sup> level** of appeal is made to the decision maker, the Dean FGS (UM)

**2<sup>nd</sup> level** of appeal is to FGS Local Discipline Committee (UM)

**3<sup>rd</sup> level** of appeal is to Senate University Discipline Committee (UM)

#### **► If Grade Appeal**

**1<sup>st</sup> level** of appeal is made to the decision maker informally (i.e. Instructor)

**2<sup>nd</sup> level** of appeal is made to the Head of Department at UM offering the course:

- If course taught at UM, this process is formally initiated through the Student Records Office grade appeal process.
- If course is at UW, the process is initiated by the Department Review Committee

**3<sup>rd</sup> level** of appeal:

- If graduate level course appeal is made to Faculty of Graduate Studies Appeals Committee, ruling can be made on process only
- If undergraduate level course:
  - At UM, appeal is made to Teaching Faculty Appeals Committee, e.g. Faculty of Arts Appeals Committee
  - At UW, appeal is made to the Senate Appeals Committee

► **If Academic Appeal (Not Grade Appeal):**

Appeal is made to the branch of the decision making body

**If Academic Decision was Made by JDC Chair or Sub-committee**  
(e.g. transfer of credit not recommended to FGS; Student Program Time Extension not recommended to FGS; unsatisfactory Progress Report):

- 1<sup>st</sup> level of appeal is made to the decision maker (i.e. Chair JDC)
- 2<sup>nd</sup> level of appeal is made to the JDC
- 3<sup>rd</sup> level of appeal is made to JSC

**If Academic Decision was Made by Dean, FGS (UM)** (e.g. Required to withdraw due to “F” grade; Student not granted a Leave of Absence; Student not granted a Program Time Extension; etc.)

- 1<sup>st</sup> level of appeal is made to the decision maker, the Dean FGS (UM)
- 2<sup>nd</sup> level of appeal is to FGS Appeals Committee (UM)
- 3<sup>rd</sup> level of appeal is to Senate Appeals Committee (UM)

► **If Admission Appeal:**

Appeal is made to the branch of the decision making body.

**If Admission Decision was Made by JDC Chair or Sub-committee**  
(i.e. Student not recommended for admission to FGS)

- 1<sup>st</sup> level of appeal is made to the decision maker (i.e. Chair JDC)
- 2<sup>nd</sup> level of appeal is made to the JDC
- 3<sup>rd</sup> level of appeal is made to JSC

**If Admission Decision was Made by Dean, FGS (UM)** (i.e. degree not recognized by FGS; GPA does not meet minimum FGS criteria, etc.)

- 1<sup>st</sup> level of appeal is made to the decision maker, the Dean FGS (UM)
- 2<sup>nd</sup> level of appeal is made to Senate Admission Appeals Committee (UM)

### 1.12.1 Appeals to the Joint Senate Committee

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An appeal to the Joint Senate Committee will be referred to its sub-committee, the Joint Senate Appeals Committee, for its recommendation. The decision of the Joint Senate Appeals Committee will be final.

This Joint Senate Appeals Committee will be a panel of three persons consisting of one faculty member from each University, and one graduate student, all of whom are not members of the appealing student’s JMP.

All appeals heard by the Joint Senate Appeals Committee shall be heard with due regard for natural justice.

An appeal to the Joint Senate Appeals Committee must be based upon one of the following grounds only:

- Procedural errors at the prior level of appeal
- New evidence that could not have been seen at the prior level of appeal
- Allegations of bias at the prior level of appeal

### 1.13 Financial Matters

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1.13.1 Tuition fees and administrative costs shall be divided on an enrollment based, proportional basis. That proportion shall be calculated using a rolling 3 year average of the number of credit hours attributed to UW relative to the total JMP credit hours, based on November 1<sup>st</sup> enrollment figures. Credit hours are totaled for courses taken at each University and 12 credit hours are designated for advising or supervising a thesis. Thus the proportion for each year is calculated by dividing UW JMP credit hours by total JMP credit hours.

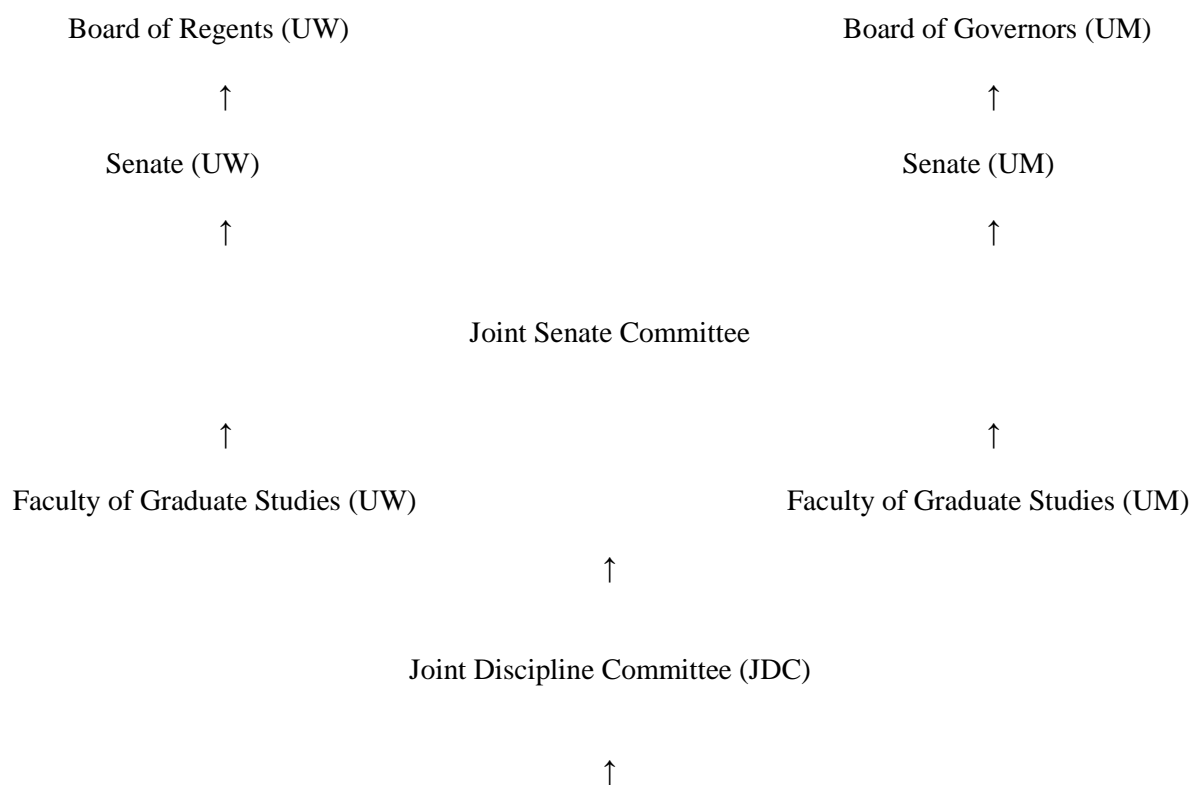
1.13.2 For purposes of fee distribution, tuition fees are the total of tuition, faculty fees and student services fees.

1.13.3 Administrative costs attributable to the JMP shall be a proportion of the annual operating budget of the Faculty of Graduate Studies. In each fiscal year, the April budget amount shall be used in determining these administrative costs. The portion of costs attributable to the JMP shall be determined by dividing the number of JMP students by the total number of UM graduate students as of November 1<sup>st</sup>. The portion of these administrative costs to be paid by UW each year will be determined using the same proportion used to distribute tuition fees for that year.

1.13.4 JMP students are eligible to compete for University of Manitoba Fellowships. The costs of fellowships awarded to JMP students shall be jointly negotiated and agreed by UM and UW. This co-funding is to be acknowledged in all communications regarding fellowships awarded to JMP students and for these students the Fellowships shall be designated the UM/UW Graduate Fellowships.

1.13.5 All students in JMPs are members of the Graduate Students' Association; they should also be members of UMGSA and UWSA without having to pay greater student fees than other Master's students at the UM.

## **Appendix A – Joint Master’s Program Governance Structure**



Department of History, UW / Department of History, UM

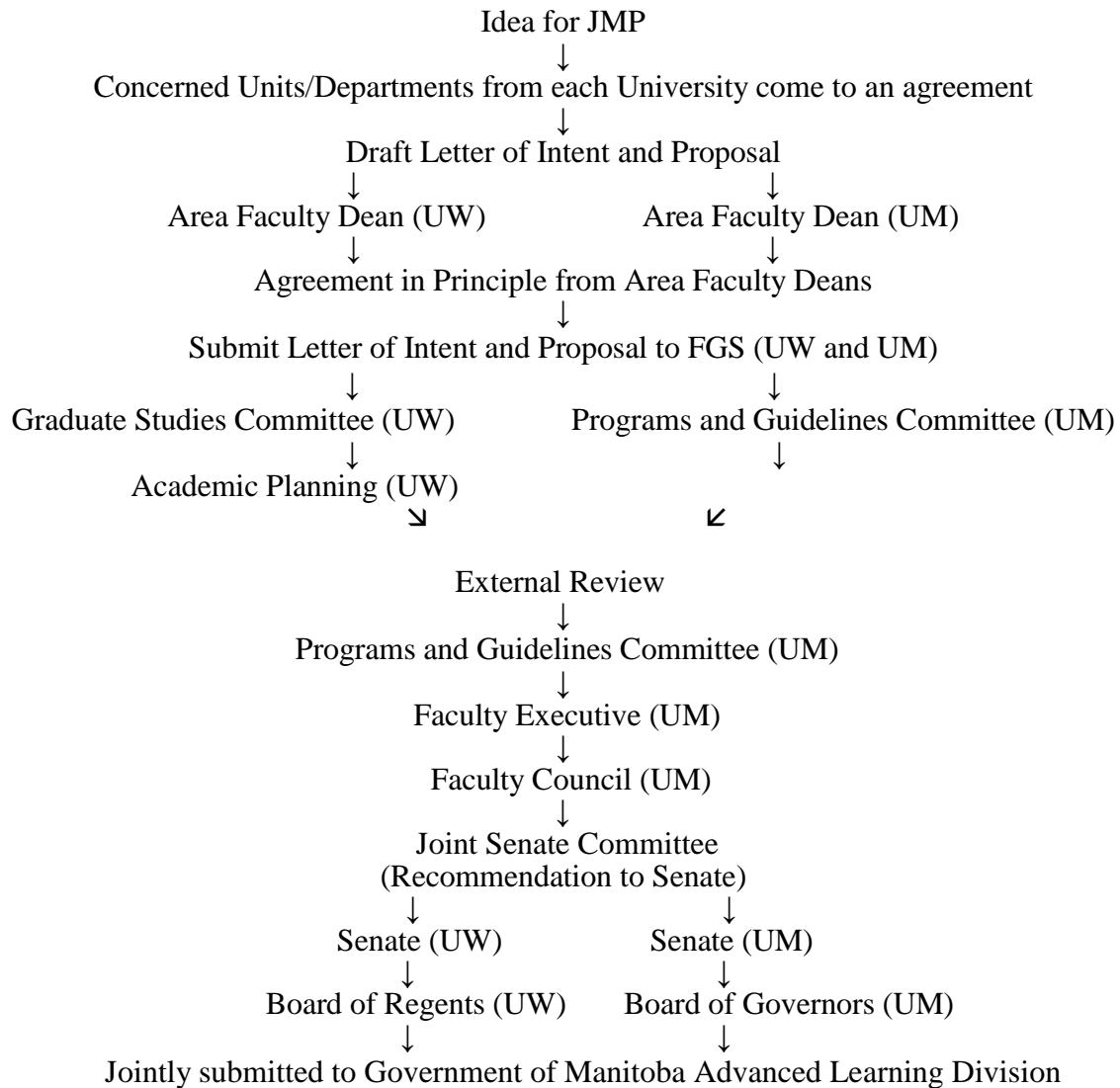
Global College, UW / Peace and Conflict Studies, UM

Department of Political Science, UW / Department of Political Studies, UM

Department of Religion and Culture, UW / Department of Religion, UM

## Appendix B - Approval of New Joint Master's Program Proposal

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(Amended UM Senate, May 13, 1977 and UW Senate May 18, 1977)  
(Amended UM Senate, August 6, 1980 and UW Senate November 17, 1980)  
(Amended UW Senate, February, 1999)  
(Amended UM Senate, April, 1999)  
(Amended by UM Senate, April 5, 2000)  
(Amended by UM Senate, December 7, 2005)  
(Amended by UW Senate, October 20, 2005)

## **PART B - JOINT MASTER'S PROGRAM IN HISTORY**

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1. The Joint Master's Program in History shall be administered in accordance with the regulations of the Faculty of Graduate Studies of the University of Manitoba as augmented by the supplementary regulations of the JMP in History.
2. With regard to the JMP in History, the JSC shall delegate its powers and regular duties of the program to the Board of Graduate Studies, University of Manitoba and the Graduate Studies Committee of the University of Winnipeg. The JSC shall retain the right to receive and make recommendations on policy matters to the respective Senates.
3. All students wishing to enroll in the Master's program in History shall register in the Joint Master's Program. Graduates of the program shall be awarded a joint parchment by the two universities.
4.
  - a)
    - 1) The JMP in History shall be supervised and administered by a JDC in History consisting of eleven (11) persons.
    - 2) The following shall be members of the JDC in History:
      - the Chair of the Department of History of the University of Winnipeg (or delegate)
      - the Head of the Department of History of the University of Manitoba (or delegate).
      - the Chair of the Graduate Studies Committee of the Department of History of the University of Manitoba
      - the Chair of the Graduate Studies Committee of the Department of History of the University of Winnipeg
      - the Director of the Archival Studies Program
      - two (2) faculty members of the Department of History of the University of Manitoba selected by that department
      - two (2) faculty members of the Department of History of the University of Winnipeg selected by that department
      - two (2) students, elected by the students enrolled in the JMP –all three constituencies mentioned above shall select alternates
    - 3) Vacancies, however caused, shall be filled by the relevant department, or students.
  - b)
    - 1) The JDC's Chair shall be either the Chair of the Graduate Studies Committee of the Department of History of the University of Manitoba or the Chair of the Graduate Studies Committee of the Department of History of the University of Winnipeg. The chairship of the JDC shall alternate between the two departments, normally for two-year terms.
    - 2) The Chair is a full voting member of the JDC, and has a second, tie-breaking vote.
    - 3) The Chair shall perform such functions as are specified in Parts A and B of this agreement, and such as are explicitly delegated to the Chair by the JDC.
    - 4) Since the administrative centre of the JMP in History is at the University of Manitoba, the larger part of the advising and counselling duties shall be carried out at the University of Manitoba.
  - c)
    - 1) The JDC's Associate Chair shall be the Chair of the Graduate Studies Committee of the department not serving as JDC Chair.
    - 2) The Associate Chair shall perform the duties of the Chair during the latter's absence, and such other duties as may from time to time be specified by the JDC.
  - d) The JDC in History shall:
    - 1) recommend to the Faculty of Graduate Studies on the admission of students
    - 2) recommend on individual waivers of regulations
    - 3) recommend forward in accordance with the University of Manitoba Fellowship regulations those Joint Master's Program History students eligible

to apply for these awards.

- 4) approve student's individual programs
- 5) be responsible for Master's comprehensive and thesis examinations
- 6) consider student appeals
- 7) consider and recommend to the Graduate Studies Committee at the University of Winnipeg and/or to the Board of Graduate Studies at the University of Manitoba additions or deletions of graduate courses, changes in course descriptions and changes in the program's supplementary regulations
- 8) if appropriate, recommend the withdrawal of a student from the program
- 9) perform in respect to the JMP in History those duties assigned in paragraph 6 of Part A of this agreement to the JDC
- 10) consistent with budgetary policies and collective agreements in force at both institutions, coordinate policies in the allocation and assignment of assistantships and consult in the allocation of assistantships to individual students
- 11) monitor the contributions of teaching assistantship funds by each participating university, with a view to encouraging each institution to fulfill its responsibility to provide equitable and proportionate funding in support of JMP students
- 12) Explore the possibility of seeking faculty volunteers to work with fund-raising officers at each institution to build resources for fellowship, bursary, prize, and other support for JMP history students, with emphasis on secure funding for the best-qualifies students entering the first year of the program. These volunteers would undertake both to increase the support levels available from existing fellowships and other dedicated funds, and to seek additional funds from the university communities, graduates, foundations, corporations, and other potential donors, and would report annually to the JDC on their results and the status of such funding.
- 13) Recommend to each department concerning graduate course offerings to be available for the JMP students in history
  - a) in general, course offerings should be guided by the needs of programs. Area rotation should be planned at least three years in advance. In recommending the annual area offerings, the JDC shall take into account the numbers and needs of the students in the graduate programs in History, the proportion between the numbers of graduate instructors in each department, the proposals of each department, the availability and needs of staff at each institution, the desirability of minimizing duplication of courses and fields, and the planned future directions of the undergraduate and graduate programs in History. It is recognized that the Archival Studies program must receive special consideration. The JDC may also recommend minimum enrollments for graduate seminars.
  - b) Each September, taking into account the considerations mentioned in (a) above, the Chair and the Associate Chair shall meet and recommend the number of graduate courses to be offered for the following year. Agreement on this number should be the first step in departmental planning for the next year.
  - c) The special topics course, HIST 7770 / GHIST 7003 (6), shall continue to be offered, and shall not be included in the count of courses offered by either department. This will appear on the student's transcript as HIST 9070.

- 14) Establish, as it deems appropriate, ad hoc committees staffed with faculty members and student representatives from the two departments
- e) The JDC's recommendations for curriculum change, including the addition, deletion, or substantive change in the course description of a graduate course, shall not be forwarded to the Faculty of Graduate Studies at the University of Manitoba and the Graduate Studies Committee at the University of Winnipeg unless they have received the prior approval of both departments and of both the Faculty of Arts of the University of Manitoba and the Faculty of Arts of the University of Winnipeg.
- f)
  - 1) Meetings of the JDC shall be at the call of the Chair or at the written request of any Two (2) of its members.
  - 2) Normally, seven (7) working days' notice shall be given of meetings. Special meetings may be convened at 48 hours' notice.
  - 3) The quorum for the transaction of business shall be six (6), with a minimum of one member from each department.
- g) The administrative centre of the program at the discipline level shall be at the University of Manitoba. Student records of the JMP students shall be considered the common property of both departments, and JDC faculty members of both departments shall have equal access to said records. Where appropriate and needed (e.g., students being supervised at the University of Winnipeg), files should be duplicated or maintained electronically for both departments to ensure access to consistent record.
- h) All faculty members of both departments who possess the requirements for membership in the Faculty of Graduate Studies of the University of Manitoba shall enjoy full participation in all privileges and responsibilities which graduate instruction in the JMP in history entails. In particular, they shall be eligible to be Master's thesis advisors and members of comprehensive and thesis examination committees.
5. In the event of a problem or conflict in the operation of the JMP in History that cannot be satisfactorily resolved by the JDC, or, as appropriate by the JSC, the two departments will attempt to reach agreement on the appointment of a third-party mediator. If agreement cannot be reached on such an appointment, the Deans of the Faculty of Arts of the University of Manitoba and the Faculty of Arts of the University of Winnipeg shall be asked to appoint a third party as a mediator. In either case, this person may mediate or enlist the services of the University of Manitoba Conflict Resolution Service. In either case, both departments agree to cooperate fully with the named mediator, and to accept the recommended resolution to the problem or conflict.

(Approved U. of M. Senate, June 2, 1981)

(Approved U. of W. Senate, June 25, 1981)

(Reviewed 1984)

(Amended U. of W. Senate, February, 1999)

(Amended U. of M. Senate, April, 1999)

### Other Undertakings

1. With regard to the JMP in History, the JSC shall delegate its powers and regular duties of the program to the Board of Graduate Studies, University of Manitoba and the Graduate Studies Committee of the University of Winnipeg. The JSC shall retain the right to receive and make recommendations on policy matters to the respective Senates.
2. The JDC will prepare a recommendation on the joint parchment to be taken to both Senates.
3. That faculty members from the History Departments participating in the JMP be appointed

members of the other participating History Department. Persons so appointed would be nominated by the Department of History, at either university, to the Dean of the respective Faculty and then recommend to the respective Boards. These appointments would be for faculty members who had continuing, full-time appointments at their employing University, would be without term but contingent upon the continuation of the appointment at the employing university. These appointments would be at nil salary. Persons so appointed would hold a rank of Assistant Professor or higher at their employing university. Normally, such persons would be tenure-track or tenured faculty with a proven record in research scholarship.

## **PART C – JOINT MASTER’S PROGRAM IN PEACE AND CONFLICT STUDIES**

For the purpose of simplicity, within this document:

- the partners in the Joint M.A. Program are the University of Manitoba and the University of Winnipeg;
  - members/chairs of the Joint Discipline Committee and members involved in student supervision, direction, awards allocation and assessment (advisory committees and examining committees etc.) shall be faculty members or adjunct faculty members of the University of Manitoba or the University of Winnipeg.
1. The Joint Master’s Program in PCS shall be administered in accordance with the regulations of the Faculty of Graduate Studies of the University of Manitoba as augmented by the supplementary regulations of the JMP in PCS.
  2. All students wishing to enroll in the Master’s program in PCS shall register in the Joint Master’s Program. Graduates of the program shall be awarded a joint parchment by the two universities.
  3. a) 1) The JMP in PCS shall be supervised and administered by a JDC in PCS consisting of six-to-eight eight (6-8) persons.
    - 2) The following shall be members of the JDC in PCS:
      - the Head of the Ph.D. Program of PCS of the University of Manitoba (or delegate)
      - the Head of the University of Winnipeg Global College (or delegate)
      - up to two (2) faculty members of the Ph.D. Program of PCS of the University of Manitoba selected by that program
      - up to two (2) faculty members of the University of Winnipeg
      - up to two (2) students, elected by the students enrolled in the JMP
    - 3) Vacancies, however caused, shall be filled by the relevant program, or students.
  - b) 1) The JDC’s Chair shall be either the Head of the Graduate Program in PCS of the University of Manitoba (or delegate) or the Head of the University of Winnipeg Global College (or delegate). The Chairpersonship of the JDC shall alternate between the two programs, normally for two-year terms.
    - 2) The Chair is a full voting member of the JDC, and has a second, tie-breaking vote.
    - 3) The Chair shall perform such functions as are specified in Parts A and B of this agreement, and such as are explicitly delegated to the Chair by the JDC.
    - 4) As the administrative office support and electronic student files of the JMP in PCS are housed in the Faculty of Graduate Studies and the Mauro Centre, University of Manitoba, preliminary/administrative advising and counseling for students will be undertaken by the graduate administrative coordinator of the program who will be based in the Mauro Centre.
  - c) 1) The JDC’s Associate Chair shall be either a faculty member from the Graduate

Program in PCS, University of Manitoba or a faculty member from the Global College, University of Winnipeg not serving as JDC Chair.

- 2) The Associate Chair shall perform the duties of the Chair during the latter's absence, and such other duties as may from time to time be specified by the JDC.
- d) The JDC in PCS shall:
- 1) recommend to the Faculty of Graduate Studies on the admission of students
  - 2) recommend on individual waivers of regulations
  - 3) recommend in accordance with the University of Manitoba or University of Winnipeg Fellowship regulations those Joint Master's Program PCS students eligible to apply for these awards.
  - 4) approve student's individual programs
  - 5) be responsible for Master's comprehensive and thesis examinations
  - 6) consider student appeals within their jurisdiction (refer to Governing Document Part A)
  - 7) consider and recommend to the Graduate Studies Committee at the University of Winnipeg and/or to the Executive Committee of FGS at the University of Manitoba additions or deletions of graduate courses, changes in course descriptions and changes in the program's supplementary regulations
  - 8) if appropriate, recommend the withdrawal of a student from the program
  - 9) perform in respect to the JMP in PCS those duties assigned in paragraph 6 of Part A of this agreement to the JDC
  - 10) consistent with budgetary policies and collective agreements in force at both institutions, coordinate policies in the allocation and assignment of assistantships and consult in the allocation of assistantships to individual students
  - 11) monitor the contributions of teaching assistantship funds by each participating university, with a view to encouraging each institution to fulfill its responsibility to provide equitable and proportionate funding in support of JMP students
  - 12) Explore the possibility of seeking faculty volunteers to work with fund-raising officers at each institution to build resources for fellowship, bursary, prize, and other support for JMP PCS students, with emphasis on secure funding for the best-qualified students entering the first year of the program. These volunteers would undertake both to increase the support levels available from existing fellowships and other dedicated funds, and to seek additional funds from the university communities, graduates, foundations, corporations, and other potential donors, and would report annually to the JDC on their results and the status of such funding.

- 13) Recommend to each department concerning graduate course offerings to be available for the JMP students in PCS
- a) in general, course offerings should be guided by the needs of programs. Area rotation should be planned at least three years in advance. In recommending the annual area offerings, the JDC shall take into account the numbers and needs of the students in the graduate programs in PCS, the proportion between the numbers of graduate instructors in each department, the proposals of each department, the availability and needs of staff at each institution, the desirability of minimizing duplication of courses and fields, and the planned future directions of the undergraduate and graduate programs in PCS. The JDC may also recommend minimum enrollments for graduate seminars.
  - b) Each September, taking into account the considerations mentioned in (a) above, the Chair and the Associate Chair shall meet and recommend the number of graduate courses to be offered for the following year. Agreement on this number should be the first step in departmental planning for the next year.
  - c) The special topics courses shall continue to be offered, and shall not be included in the count of courses offered by either department.
- 14) Establish, as it deems appropriate, ad hoc committees staffed with faculty members and student representatives from the two departments.
- e) The JDC's recommendations for curriculum change, including the addition, deletion, or substantive change in the course description of a graduate course, shall not be forwarded to the Faculty of Graduate Studies at the University of Manitoba and the Graduate Studies Committee at the University of Winnipeg unless they have received the prior approval of both programs and of both the Faculty of Graduate Studies of the University of Manitoba, and the Faculty of Graduate Studies of the University of Winnipeg
  - f)
    - 1) Meetings of the JDC shall be at the call of the Chair or at the written request of any two (2) of its members.
    - 2) Normally, seven (7) working days' notice shall be given of meetings. Special meetings may be convened at 48 hours' notice.
    - 3) The quorum for the transaction of business shall be six (6), with a minimum of one member from each department.
  - g) The administrative centre of the program at the discipline level shall be at the University of Manitoba. Student records of the JMP students shall be considered the common property of both departments, and JDC faculty members of both departments shall have equal access to said records. Where appropriate and needed (e.g., students being supervised at the University of Winnipeg), files should be duplicated or maintained electronically for both departments to ensure access to consistent record.

- h) All faculty members of both programs who possess the requirements for membership in the Faculty of Graduate Studies of the University of Manitoba shall enjoy full participation in all privileges and responsibilities which graduate instruction in the JMP in PCS entails. In particular, they shall be eligible to be Master's thesis advisors and members of comprehensive and thesis examination committees.
4. In the event of a conflict in the operation of the JMP in PCS that cannot be satisfactorily resolved by the JDC, or, as appropriate by the JSC, the two programs will attempt to reach agreement on the appointment of a third-party mediator. If agreement cannot be reached on such an appointment, the Dean of the Faculty of Graduate Studies of the University of Manitoba and the Dean of the Faculty of Graduate Studies of the University of Winnipeg shall be asked to appoint a third party as a mediator. In either case, this person may mediate or enlist the services of the University of Manitoba Conflict Resolution Service. In either case, both programs agree to cooperate fully with the named mediator, and to accept the recommended resolution to the problem or conflict.

Peace and Conflict Studies Proposal approved by the University of Winnipeg Senate: June 16, 2008  
Peace and Conflict Studies Proposal approved by the University of Manitoba Senate: February 4, 2009

## **PART D - JOINT MASTER'S PROGRAM IN PUBLIC ADMINISTRATION**

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1. The JMP in Public Administration shall be conducted in accordance with the General Regulations of the Faculty of Graduate Studies of the University of Manitoba and its policies, procedures and practices, unless otherwise provided for in Part A, and with the Supplementary Regulations attached hereto.
2. Students wishing to enroll in the Master's program in Public Administration shall register in the JMP. Two months prior to the expected date of graduation, they will elect the institution from which they desire to receive their degree.
3.
  - a) The JMP in Public Administration shall be supervised and administered by a JDC in Public Administration consisting of six (6) persons.
  - b) The following shall be members of the JDC:
    - The designated Chair of the JMP-MPA and the designated Associate Chair of the JMP-MPA
    - From the University of Manitoba:
      - The Head of the Department of Political Studies (or delegate)
    - From the University of Winnipeg:
      - The Chair of the Department of Political Science (or delegate)
    - From the students enrolled in the JMP in Public Administration:
      - Two (2) students, elected by the students enrolled in the program.
  - c) Each department of Political Science/Political Studies and the student constituency may alternates for its elected JDC members.
  - d) The normal term of office of elected JDC members shall be two (2) years. There shall be on the number of terms an individual may serve.
  - e) Vacancies, however caused, among elected members shall be filled by the relevant or student body.
4.
  - a) The JDC shall supervise the program on a day-to-day basis. It shall be responsible for making recommendations on admission, advance credit, fellowships, individual waivers of regulations, participation in the Co-Op Program, changes in curriculum and in supplementary regulations, for the assignment of advisors and examiners, for approving individual student programs, as well as the approval of MPA core course outlines. The JDC shall also ensure a process is in place to facilitate student input including, but not limited to academic and program concerns.
  - b) Subject to the General Regulations and approved Supplementary Regulations, the JDC delegate such duties and functions as it shall determine.
  - c) Student members of the JDC shall not participate in decisions or recommendations on student cases other than those concerning admissions and appeals.
5.
  - a) The JDC's Chair, normally the Chair of the JMP-MPA, shall be chosen by and from members of the JDC.
  - b) The Chair shall hold office as determined by the JDC and may be re-elected.
  - c) The Chair is a full voting member of the JDC but has no casting vote.
  - d) The Chair shall perform such functions as are specified in Parts A and E of the agreement, such as are delegated by the JDC.
6.
  - a) There shall be an Associate Chair chosen by the members of the JDC from among those of members who are from the university which is not the Chair's.
  - b) The Associate Chair shall hold office as determined by the JDC and may be re-elected. term of office shall be the same as that of the Chair.
  - c) The Associate Chair may perform the duties of the Chair during the latter's absence, and other duties as may from time to time be specified by the JDC.
7.
  - a) Meetings of the JDC shall be at the call of the Chair or at the written request of any three

(3) members.

- b) Normally, seven (7) days notice shall be given of meetings. Special meetings may be convened at forty-eight (48) hours notice.
- c) The quorum for the transaction of business shall be four (4).
- d) The Chair shall preside at meetings of the JDC and prepare the agenda for such meetings.

(Amended U. of W. Senate, February, 1999)

(Amended U. of M. Senate, April, 1999)

## **PART E - JOINT MASTER'S PROGRAM IN RELIGION**

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Whereas there is a Joint Master's Program in Religion between the Department of Religion and Culture at the University of Winnipeg and the Department of Religion at the University of Manitoba and;

Whereas it is necessary to define requirements and regulations and ensure proper administration of the program;

Therefore this governing document provides guidance on the principles and practices of program administration.

1. Definitions:

*JDC* shall refer to the Joint Discipline Committee in Religion unless specified.

*JMP* shall refer to the Joint Master's Program in Religion

*The two departments* shall refer to the Department of Religious Studies at the University of Winnipeg and the Department of Religion at the University of Manitoba.

*Plenary Meeting* shall refer to an annual meeting composed of a majority of members of the two departments with probationary (tenure track) and tenured positions.

*Chair of Graduate Studies* refers to the person appointed in each department to oversee graduate studies in their respective department.

2. The Joint M.A. in Religion shall be administered by the Joint Discipline Committee which acts as *de facto* executive, in periodic consultation with a Plenary Meeting (see below)

3. The Joint Discipline Committee in Religion

3.1 Purpose:

3.1.1 The purpose of the Joint Discipline Committee is to administer the Joint Master's Program in Religion.

3.1.2 The JDC is responsible for ensuring that administrative requirements of the JMP are met.

3.2 Structure, Rights and Responsibilities:

3.2.1 The JDC is composed of two members, one from each university. The members shall each be the Chair of the Graduate Program in their Department. The JDC shall effect all decisions necessary in the normal course of running the JMP. The JDC shall make decisions by consensus.

3.2.1.1 In the event that such consensus cannot be reached, members will consult with their respective departments for suggestions on how to resolve the impasse. If a consensus can still not be reached, a third member shall be appointed by the JDC. If the JDC can not agree on a third member, the Chair of the Senate Joint Committee will be asked to appoint.

3.2.2 The Chair of the Graduate Program is a position not identical to the Chair or Head of the Department, although the possibility that the same person holds both positions is not excluded.

3.2.3 Day-to-day administration of the program resides with the JDC Chair of Graduate Studies at the U. of M. This facilitates students meeting the Chair and dealing with problems as soon as possible after they arise.

3.2.4 The JDC meets regularly, on the scale of once-per-term. Regular business contact between meetings shall be maintained by telephone, fax, e-mail or any other way that is mutually acceptable.

- 3.2.5 The JDC ensures effective and adequate liaison between the two Departments. Examples of such liaison include:
- Exchange of information on course offerings
  - Communicating with Faculty Council of Graduate Studies representative at the UM
  - Communicating with the Graduate Studies Committee at the UW
  - Reporting to the Senate JDC when requested
- 3.2.6 The JDC is responsible for ensuring deadlines are met that are applicable to the JMP (Religion). Examples include:
- Admissions
  - Manitoba Graduate Fellowships
  - Timetable information
  - deadlines set by The Faculty of Graduate Studies
  - etc.
- 3.2.7 The JDC is responsible for keeping and maintaining in order, the student files. In practice, this is the duty of the JDC member from the UofM.
- 3.2.8 The JDC is responsible for bilateral communication of proposed course offerings well in advance of time table deadlines.
- 3.2.9 The JDC receives applications for Admission, assesses the applications for conformity to entry requirements and recommends on Admission to the Faculty of Graduate Studies.
- 3.2.10 The JDC is responsible for receiving, assessing, ranking, and forwarding applications for Manitoba Graduate Fellowships (or successors) to the Faculty of Graduate Studies.
- 3.2.11 The JDC receives thesis proposals and ensures they conform to administrative regulation of the Faculty of Graduate Studies and the JMP.
- 3.2.12 The JDC ensures and records appointments of thesis advisors and thesis committees in conformity with all applicable rules and regulations. The JDC is responsible for notification of students upon completion of this process.
- 3.2.13 The JDC oversees student programs, ensuring that language and other program requirements are met.
- 3.2.14 The JDC member at the U of M shall be available to advise students, especially at time of registration.
- 3.2.15 The JDC shall report on the state of the program at the annual Plenary Meeting.

#### *4. Plenary Meeting*

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##### 4.1 Purpose:

There shall be a regular meeting of probationary and tenured faculty from both departments. The Plenary Meeting receives an annual report on the operation of the JDC and advises the JDC. This ensures that faculty meet periodically to discuss the progress and status of the students, and that faculty have an opportunity to comment on student progress. It is also intended that this meeting should encourage awareness of each others' teaching and research activities.

##### 4.1.1 Responsibility for Calling the Plenary Meeting

The JDC member resident at the U of M shall be responsible for calling the Plenary Meeting, setting the date and proposing the Agenda.

4.2 Structure, Rights and Responsibilities:

- 4.2.1. The Plenary Meeting is of members of the two departments with probationary (tenure track) and tenured positions. The Chair of the Plenary Meeting shall be agreed to by the members present.
- 4.2.2 The Plenary Meeting shall ordinarily take place annually, at a time convenient to members of the two departments.
- 4.2.3 The Plenary Meeting shall receive an annual report from the JDC and shall ensure that the program is administered with the needs of the students paramount.
- 4.2.4 The Plenary Meeting shall consider the progress of each student in the program and may recommend on withdrawal of a student if necessary.
- 4.2.5 The Plenary Meeting shall discuss and advise on policy and program matters and shall communicate consensus decisions on such matters to the JDC.

(Approved by the JDC (Religion): September 14, 2001)

(Approved by the JSC: September 19, 2001)

(Approved by the University of Winnipeg Senate: February 2, 2002)

(Approved by the University of Manitoba Senate: November 5, 2008)



## **PART F: Periodic Review of the Joint Graduate Programs**

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**UNIVERSITY OF MANITOBA FACULTY OF GRADUATE STUDIES  
UNIVERSITY OF WINNIPEG FACULTY OF GRADUATE STUDIES**

Date: April 22, 2008

## Introduction

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

## Preamble<sup>2</sup>

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### Purpose of Program Review

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

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

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

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<sup>2</sup> The preamble is adapted with permission from the Council of Graduate Schools Task Force Policy Statement on Academic Review of Graduate Programs, 1990; CGS, One Dupont Circle, NW Washington DC

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

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

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

### What Is A Program Review?

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

1. Because the provinces are constitutionally responsible for education, including post-secondary education, there is considerable variation among program reviews. However, in all cases the review is periodic. In Ontario all graduate programs are reviewed regularly in a seven-year cycle by a central organization (the Ontario Council on Graduate Studies), which is administered and funded on a cooperative basis by the fifteen provincially-supported universities. Similarly, the Conference des Recteurs et Principaux des Universités du Québec (CREPUQ) is responsible for reviewing new graduate programs in its jurisdiction. Program review in the other provinces tends to occur at the level of the individual institution.
2. Program review is evaluative, not just descriptive. More than the compilation of data on a particular joint graduate program, it requires academic judgments by peers and recognized experts in the field about the quality of the program and adequacy of its resources.
3. Review of joint graduate programs is forward-looking; it is directed toward improvement of the program, not simply assessment of its current status. It makes specific recommendations for changes which need to be made in the future, as part of departmental and institutional long-range plans.
4. Departments engaged in program review are evaluated using academic criteria, not financial or political ones. They are scrutinized on the basis of their academic strengths and weaknesses, not their ability to produce funds for the institution or generate development for the province. Finances and organizational issues are certainly relevant in the review, but only as they affect the quality of the academic program (e.g. low faculty salaries, lack of laboratory equipment, rapid turnover in department chairs).

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

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

### Why Have Joint Graduate Program Reviews?

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

While it is true that the reviews conducted by professional licensing or accrediting associations

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

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

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

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### Preamble

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

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

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

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

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

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

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

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

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

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

<i>Adequate</i>	I)	Continue as is; OR
	II)	Requires minor revision or restructuring to enhance effectiveness or appeal; OR
<i>Inadequate</i>	III)	Major change, restructuring or amalgamation required if to continue

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

## APPENDIX A - JOINT GRADUATE PROGRAM REVIEW TEMPLATE

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### Program Description

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- I. Clearly state the objectives of the program.
- II. List the areas of specialty offered within the program.
- III. Highlight the novel or innovative features of the program.
- IV. What is (are) the particular strength(s) of the program? For example, this program is known for its strength in areas A, B and C in the discipline. Give evidence.
- V. Indicate the extent to which the program operates in collaboration with other existing programs at The University of Manitoba and The University of Winnipeg.
- VI. Indicate the extent to which the program complements and strengthens other programs at The University of Manitoba and The University of Winnipeg.
- VII. Indicate the extent to which the program enhances cooperation among Manitoba's universities.
- VIII. Indicate the extent to which the program enhances the national/international reputation of The University of Manitoba and The University of Winnipeg.
- IX. Indicate the extent to which the program responds to current or future needs of Manitoba and/or Canada.
- X. Please provide a copy of your unit's/department's joint graduate programs calendar entry for the current year, and a copy of your admissions package which is sent to prospective applicants. (Attach as appendix.)  
Describe the joint graduate program under the following headings:
  - a) Admissions requirements
  - b) Course requirements
    - i) List required courses and include course descriptions
    - ii) List elective courses and include course descriptions
    - iii) Provide detailed course outlines for all courses offered in past 5 years
    - iv) For courses available but not offered in past 5 years, provide a rationale for keeping them in the course description data base
  - c) Evaluation procedures
  - d) Thesis, practicum, or comprehensive procedures and regulations
  - e) Ability to transfer courses into the program
  - f) Other procedures and regulations specific to the joint graduate program, but not covered above
  - g) Indicate the credential (degree or diploma) granted a student upon successful completion of the joint graduate program
  - h) Provide the program's Supplemental Regulations (attach as an appendix)
- XI. Provide a sample program listing for a typical student in the program and a detailed timeline for completion of their studies leading to the credential indicated above.

### Human Resources

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#### I. Faculty:

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Please complete the following tables as found on the web:

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

- Faculty
- Thesis Supervisions
- Thesis Committees
- Grad Courses

- Student Support
- Research Activities I
- Research Activities II

Provide Faculty Data<sup>3</sup> for thesis advisors and student program advisors (attach as appendix). For others, provide only a list of graduate courses taught by year over the last 5 years, or a rationale for the individual's inclusion in their respective category.

## II. Support Staff:

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

## III. Other:

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

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

## Physical Resources

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### I. Space:

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

### II. Equipment:

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

- a) Teaching Instructional equipment used in delivery of courses/workshops/seminars in the program (projectors, video, computers, etc.)
- b) Research Major research equipment accessible to graduate students in the program, plans to retire/upgrade equipment, or to obtain new equipment over the next 5 years.

### III. Computer:

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

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<sup>3</sup> Faculty Data forms contain only that information which is relevant to graduate student teaching and research. A "Standard Format for Faculty Data" is appended to this document. See *Appendix B*. The standard format for The University of Winnipeg is contained in the Collective Agreement between the Board of Regents and The University of Winnipeg Faculty Association in Article 14.

#### IV. Library:

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

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

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

#### Graduate Students

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

**APPENDIX B – JOINT GRADUATE PROGRAM REVIEW: STANDARD  
FORMAT FOR FACULTY DATA**

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

**Teaching (past 5 years)**

--

**Academic Experience**

--

**Professional Experience**

--

**Research Experience**

--

**Academic / University Service**

--

**Publications**

--

**Visiting Critic and Lectures**

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**Recognition / Awards**

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## APPENDIX C – JOINT PROGRAM REVIEW COMMITTEE: RESUME FOR PROPOSED INTERNAL & EXTERNAL REVIEWER

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

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

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

### **Template:**

1. Name of proposed reviewer:
2. Academic rank:
3. Current institution:
4. (Please include reviewer's direct mailing address, telephone and fax numbers, website and e- mail address)
5. 

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

## **APPENDIX D – EXPECTATIONS OF THE REVIEW COMMITTEE**

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- Site visits shall take place within 12 weeks of receipt of the JDC self-study report by the Chair of the Joint Senate Committee.
- The Review Committee shall meet as a committee to conduct the site visit.
- The site visit shall be conducted over no less than one full day and no more than two full days.
- The Review Committee shall assess the program in accordance with the Assessment Guidelines outlined in Appendix E.
- The Review Committee shall meet with the unit/department head/chair, relevant Faculty Dean at the University of Manitoba and the relevant Faculty Dean at The University of Winnipeg as well as faculty, staff and graduate students in the programs under review. The Review Committee shall also meet, as appropriate, with the Dean of the Faculty of Graduate Studies at the University of Manitoba, Dean of the Faculty of Graduate Studies at The University of Winnipeg and the Chair of the Joint Senate Committee and other appropriate administrative bodies in each institution.
- The report of the Review Committee is expected to be submitted to the Chair of the Joint Senate Committee as well as the Dean of the Faculty of Graduate Studies at the University of Manitoba and Dean of the Faculty of Graduate Studies at The University of Winnipeg within 4 weeks of the site visit.
- Site visit expenses (travel, meals, lodging) paid by the reviewers shall be reimbursed as soon as possible following completion of the site visit. An honorarium of \$1250.00 will be paid to the external reviewers upon receipt of the Review Committee's Report by the Chair of the Joint Senate Committee.

## APPENDIX E – REVIEW COMMITTEE: ASSESSMENT GUIDELINES

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

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

1. Strategic importance of the program(s) in relation to the strategic directions of the budget Faculty.
2. Whether the concerns raised in the first-cycle review have been adequately addressed.
3. Comparisons of related program(s) with which the review committee is familiar.
4. Quality of graduate student supervision.
5. Quality of students.
6. Critical mass of students – mix of Master's vs. Ph.D., and Canadian vs. International.
7. Time(s) to completion of degree.
8. Excellence of the faculty and breadth of expertise.
9. Impact of research done in the unit/department.
10. Adequacy of facilities, space, and other resources.
11. Strengths and weaknesses of the program(s).
12. Extent to which program objectives are met.
13. Advertising to prospective students – publications, website, events.
14. Any recommendations for improvement.
15. Classification of program(s) in to one of the stated categories:

<i>Adequate</i>	I)	Continue as is; OR
	II)	Requires minor revision or restructuring to enhance effectiveness or appeal; OR
<i>Inadequate</i>	III)	Major change, restructuring or amalgamation required if to continue

## **APPENDIX F – REVIEW COMMITTEE SITE VISIT: ADMINISTRATIVE**

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Responsibilities of the Chair of the Joint Senate Committee as well as the Dean of the Faculty of Graduate Studies at the University of Manitoba and the Dean of the Faculty of Graduate Studies at The University of Winnipeg.

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The final report is sent to the Chair as well as the Dean of the Faculty of Graduate Studies at the University of Manitoba and Dean of the Faculty of Graduate Studies at The University of Winnipeg.

- The chair of the JSC may designate either the Dean of the Faculty of Graduate Studies at the University of Manitoba or the Dean of the Faculty of Graduate Studies at The University of Winnipeg to act as the main contact for the reviewers and to make the initial contact with the internal/external reviewers. Once an individual has agreed in writing to act as a reviewer, the designate will send (usually by e-mail) a letter confirming the agreement along with a copy of the self-study report and relative Cycle 1 reports.
- The Chair of the Joint Senate Committee or designate will contact the reviewer informing them that the proposing faculty/department/unit will be in contact with them to make travel/accommodation arrangements (for externals) and to provide an itinerary of the visit.
- The Chair of the Joint Senate Committee or designate will contact the reviewers informing them that the proposing faculty/department/unit will be responsible for the travel expenses (e.g. airfare, hotel, meals) and the honorarium for each of the external reviewers.
- Ensure that Reviewers are at arm's length to the University of Manitoba and The University of Winnipeg.

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

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- The proposing JDC chair in consultation with the proposing unit/department will be responsible for organizing a site visit<sup>4</sup> of the review committee.
- Booking airfare<sup>5</sup> and accommodations.
- Providing additional information as requested by the reviewers prior to, during or following the site visit.
- Coordinating an appropriate itinerary for the review committee site visit. Arrange for a meeting with the appropriate bodies as in Appendix D paragraph five.
- Arrange discussions with related faculty members and graduate students in the program(s).
- Arrange for an opportunity to consider the matter of program resources, particularly those associated with the library and such things as study space for students

### Financial Commitment

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

(Approved by the University of Winnipeg Senate: June 16, 2008)

(Approved by the University of Manitoba Senate: September 3, 2008)

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<sup>4</sup> Normally, an adequate amount of time for the site visit is one and a half days; therefore, a return flight may be scheduled during the evening of the second day.

<sup>5</sup> When booking airfare, please try to obtain a discount/excursion fare wherever possible.

**JOINT SENATE COMMITTEE**

**REGULATIONS GOVERNING**

**JOINT MASTER'S PROGRAMS**

**BETWEEN**

**THE UNIVERSITY OF MANITOBA**

**AND**

**THE UNIVERSITY OF WINNIPEG**

**September 2016**

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## **PART A**

### **1. General and Institutional Arrangements**

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#### **1.1 Introduction**

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The Joint Master's Programs (JMP) at the University of Manitoba and The University of Winnipeg were established to enhance the rich collaborative relationship that exists between the two institutions. Beginning with the establishment in July 1976 with the JMP in History, the joint programs demonstrate a commitment to academic excellence, intellectual engagement and knowledge sharing. JMP students are members of both universities in joint programs that offer unique learning opportunities, strengthened cross-intellectual collaborations and cooperation among faculty. The joint programs enrich both the student and faculty experience.

#### **1.2 Definitions of Joint Senate Committee (JSC) and Joint Discipline Committee (JDC)**

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The Joint Senate Committee (JSC) shall be the one joint committee at the level of the Senates responsible for the Joint Master's Programs. The JSC terms of reference are specified below in Section 1.7. For each Joint Master's Program (JMP) there will be a joint committee at the departmental or discipline level hereinafter referred to as a Joint Discipline Committee (JDC). The Chair of the JDC (CJDC) is normally a member of the JDC. The detailed and specific terms of reference for each JDC are specified in Parts B, C, D, and E of this document.

The institutional arrangements provided in this document are intended to apply to existing JMPs and should not preclude the initiation, in the future, of other types of JMPs. Students enrolled in JMPs shall enjoy all the rights and privileges at both Universities normally accorded to graduate students.

#### **1.3 General Responsibility for Standards**

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Notwithstanding the powers and duties of the JSC as specified below, general responsibility for the operation of JMPs and the maintenance of high academic standards therein rests jointly with the Dean of the Faculty of Graduate Studies at The University of Manitoba (FGS-UM) and the Dean of the Faculty of Graduate Studies at the The University of Winnipeg (FGS-UW) or their delegates. Similarly it is agreed that the Deans or their delegates may, if they judge it appropriate, use their good offices to reach an appropriate resolution to any unresolved issues that may arise at the JDC level. If an issue remains unresolved, it may be brought to the Joint Senate Committee.

#### **1.4 Review and Termination of Joint Master's Programs (JMPs)**

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The JMPs shall continue without term, but with a comprehensive review of each program in accordance with the schedule of reviews of graduate programs; that is, not less frequently than every seven years.

In the event that either party wishes to withdraw from a specific JMP, the party shall give notice at least two years prior to the intended date of withdrawal. The JSC will review the request and recommend to the Senates of the two Universities on continuation or termination of the specific JMP. In the event of termination, the two Universities shall ensure that those students enrolled in the JMP at that time are allowed to complete their graduate programs.

### 1.5 Approval Procedures for new Joint Master's Program Proposals

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Individuals or units/departments interested in creating a new Joint Master's Program should consult the "Graduate Program Proposal" information available on the Faculty of Graduate Studies at the University of Manitoba website ([http://umanitoba.ca/faculties/graduate\\_studies/admin/index.html](http://umanitoba.ca/faculties/graduate_studies/admin/index.html)) and consult the relevant documents in the Faculty of Graduate Studies at the University of Winnipeg.

Proposals for a new JMP will go through the following stages:

- 1) The relevant units/departments from each university create a draft Letter of Intent and Proposal.
- 2) This draft Letter of Intent and Proposal is reviewed by the relevant area Faculties at both Universities.
- 3) Once agreement in principle has been received from the area Faculty Deans, the Letter of Intent and Proposal is then submitted to the Faculty of Graduate Studies at both universities, which will follow their normal process for approval. (Please see Appendix A for a flow chart of these procedures.)

### 1.6 General Regulations

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Unless otherwise stated in this document, the regulations, procedures, forms and deadlines which now govern Master's Programs at the UM shall govern all JMPs. These are published in the Academic Guide of the Faculty of Graduate Studies. The Academic Guide, with appropriate substitutions of certain words and phrases, shall be the authority for such regulations, procedures, etc. In particular, in the Academic Guide section on "General Regulations for the Master's Program", the important appropriate substitutions are:

1. "JSC" for "Executive Committee of Graduate Studies"
2. "JDC" for "Major Department" or "Department"
3. "CJDC" for "Department Head"
4. "Joint Master's Program" for "Master's Program at UM"

Regulations supplementary to the Academic Guide and specific to JMPs must be approved by the JDC and JSC. Supplementary Regulations must also be approved by the Faculty of Graduate Studies Programs and Guidelines Committee (UM) and by the Graduate Studies Committee and the Academic Planning Committee (UW). In some circumstances, approval by Faculty Councils and Senates at both universities may be required.

### 1.7 Terms of Reference of Joint Senate Committee (JSC)

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Secretariat for the JSC shall be provided on a three to five year rotational basis by UM and UW, with the understanding that each University has equal responsibilities in this matter. See Appendix A for the JMP Governance Structure.

### 1.7.1 Size and Composition of JSC

1. Three members of the academic staff to be named by each University, of whom one from each University shall be from outside the departments or disciplines participating in JMPs, the Dean of the Faculty of Graduate Studies (UM) and the Dean of the Faculty of Graduate Studies (UW) (or Deans' designates), as voting members.
2. A Chair, to be named by the Presidents of the two participating Universities, with a tie-casting vote only.
3. One graduate student, enrolled in the JMP to be proposed by the Graduate Students' Association as a member of the Senate Nominating Committee, and approved by the University of Manitoba Senate.
4. One graduate student, enrolled in a JMP, to be proposed by the Chairs of the Joint Master's Programs to the University of Winnipeg Senate Nominating Committee and approved by the University of Winnipeg Senate.
5. Normally, each JMP will be represented on the JSC. Should a JMP not be represented on the committee, the Chair of the JMP or his/her designate will be invited to attend as a guest member.
6. There will normally be a balance of UW and UM faculty members on the JSC.

### 1.7.2 Powers and Duties of the JSC

The Joint Senate Committee will:

1. Recommend to the respective Senates the candidates for degrees. In November 2004, this responsibility was delegated to the Executive Committee of the Faculty of Graduate Studies.
2. Hear and determine student appeals from JDC decisions on academic matters such as JDC recommendations for admission to a joint program.
3. Recommend to Senate (through appropriate committees at each University) changes in initial general regulations for the JMPs.
4. Approve, upon request of a JDC, changes in the supplementary regulations governing the respective JMP.
5. Upon recommendation from a JDC approve the imposition of higher standards than the minima set by the Faculty of Graduate Studies at the University of Manitoba in any JMP.
6. Undertake a comprehensive review in accordance with the schedule of reviews of graduate programs, but not less frequently than the beginning of the fifth year following the reviews currently scheduled for 2005 and 2007 and make such recommendations for the revision of this Agreement as deemed appropriate.
7. Attempt to resolve specific problems that may arise in any JMP during the life of the Agreement<sup>1</sup>.
8. Determine its own procedures regarding meetings, delegation of powers and duties, etc.
9. Review and act or recommend on the financial matters referred to in Section 8, below.

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<sup>1</sup> The regulations and standards of the UM FGS shall apply to the JMPs during the life of the Agreement.

10. Assume such further powers and duties as may be mutually agreed to by the two Universities.

### 1.8 Roles of the UM Faculty of Graduate Studies and of the Joint Discipline Committee

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The UM Office of the Faculty of Graduate Studies (FGS-UM) will have the primary responsibility for handling the admissions and student files related to JMPs. the FGS-UM will provide copies of correspondence with students on admission and awards to the UW Office of the Faculty of Graduate Studies (FGS-UW). During the tenure of the secretariat, either the FGS-UM or the FGS-UW provides one of its personnel to serve as administrative coordinator for the JSC. The forms used in the daily administration of joint programs (application, registration, etc.) will be made available to each department office that is involved in a JMP.

After completion, such forms are transmitted to the appropriate CJDC. They are considered in accordance with procedures stipulated in the Agreement, or where not so stipulated, devised by the JDC. Completed forms, with appropriate recommendation or approval, are signed by CJDC and forwarded to FGS-UM. FGS-UM will segregate the files (and forms) for these Joint Master's students and perform the same duties for them as it does for all other graduate students.

The Chair of examining committees (thesis or comprehensive) will forward results of such examinations to CJDC, who will transmit them to the administrative coordinator of the JSC.

The JDCs will be responsible for the overall academic administration of their respective JMP, including:

1. Recommending admission to JMPs
2. Periodically supplying the FGS-UM with up-to-date course marks (including results of language examination or alternate requirements) for each graduate student
3. Supplying the FGS-UM with a list of approved thesis and course examiners
4. Providing lists of potential graduates
5. Recommending whether there should be remedial action for students with failed grades
6. Recommending and rank ordering applicants for University of Manitoba / University of Winnipeg Graduate Fellowships

### 1.9 Program and Student Information

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In order that JMP students may enjoy the rights and privileges of graduate students at each University, the following information will be forwarded to the Dean, FGS-UM and Dean, FGS-UW by the administrative coordinator for the JSC. Preliminary information should be forwarded following the registration deadline in September and updated information provided mid-term.

#### 1.9.1 Student List

This list should contain the names, student identification numbers and contact information for all JMP students.

### 1.9.2 Thesis Supervision Lists

The respective program JMP Chair shall provide the name of faculty supervisor, the name and student number of the student being supervised, the expected date of completion and the names and department affiliations of all thesis committee members to both the UM and UW FGS.

### 1.10 Process of Approval of and Changes to Joint Master's Program Supplemental Regulations

The process for approval and/or changes must follow the administrative path as follows:

1) Joint Discipline Committee; 2) Department Chairs/Heads (UM & UW); 3) Faculty of Graduate Studies Programs and Guidelines Committee; 4) Executive Committee of Graduate Studies (UM if required) and Academic Planning (UW); 5) Faculty Council of Graduate Studies (UM, if required); 6) Joint Senate Committee

### 1.11 Reporting and Handling of Academic Dishonesty Cases

In such cases, UM students are to follow the guidelines of the *Student Discipline By-Law*.

In the case of the UW, if the student is a JMP student, the case should be reported to the JDC Chair of the program who will in turn report it to the Dean of the Faculty of Graduate Studies at the UM. The Dean will investigate the allegation and determine an action. The Dean of the Faculty of Graduate Studies at the UW will be informed of the action when the instructor and the student are informed (cc. of letter).

### 1.12 Appeal Processes

All appeals must be in writing, and decisions will be made by the appropriate body based on the information and supporting documentation provided by the student, and upon information in the student's file. For grade appeals, JMP students enrolled in a UM course follow the UM process; students enrolled in a UW course, follow the UW process.

#### **► If Disciplinary Appeal: (e.g. Plagiarism, fraud, etc.)**

**1<sup>st</sup> level** of appeal is made to the decision maker, the Dean FGS (UM)

**2<sup>nd</sup> level** of appeal is to FGS Local Discipline Committee (UM)

**3<sup>rd</sup> level** of appeal is to Senate University Discipline Committee (UM)

#### **► If Grade Appeal**

**1<sup>st</sup> level** of appeal is made to the decision maker informally (i.e. Instructor)

**2<sup>nd</sup> level** of appeal is made to the Head of Department at UM offering the course:

- If course taught at UM, this process is formally initiated through the Student Records Office grade appeal process.
- If course is at UW, the process is initiated by the Department Review Committee

**3<sup>rd</sup> level** of appeal:

- If graduate level course appeal is made to Faculty of Graduate Studies Appeals Committee, ruling can be made on process only
- If undergraduate level course:
  - At UM, appeal is made to Teaching Faculty Appeals Committee, e.g. Faculty of Arts Appeals Committee
  - At UW, appeal is made to the Senate Appeals Committee

► **If Academic Appeal (Not Grade Appeal):**

Appeal is made to the branch of the decision making body

**If Academic Decision was Made by JDC Chair or Sub-committee**  
(e.g. transfer of credit not recommended to FGS; Student Program Time Extension not recommended to FGS; unsatisfactory Progress Report):

- 1<sup>st</sup> level of appeal is made to the decision maker (i.e. Chair JDC)
- 2<sup>nd</sup> level of appeal is made to the JDC
- 3<sup>rd</sup> level of appeal is made to JSC

**If Academic Decision was Made by Dean, FGS (UM)** (e.g. Required to withdraw due to “F” grade; Student not granted a Leave of Absence; Student not granted a Program Time Extension; etc.)

- 1<sup>st</sup> level of appeal is made to the decision maker, the Dean FGS (UM)
- 2<sup>nd</sup> level of appeal is to FGS Appeals Committee (UM)
- 3<sup>rd</sup> level of appeal is to Senate Appeals Committee (UM)

► **If Admission Appeal:**

Appeal is made to the branch of the decision making body.

**If Admission Decision was Made by JDC Chair or Sub-committee**  
(i.e. Student not recommended for admission to FGS)

- 1<sup>st</sup> level of appeal is made to the decision maker (i.e. Chair JDC)
- 2<sup>nd</sup> level of appeal is made to the JDC
- 3<sup>rd</sup> level of appeal is made to JSC

**If Admission Decision was Made by Dean, FGS (UM)** (i.e. degree not recognized by FGS; GPA does not meet minimum FGS criteria, etc.)

- 1<sup>st</sup> level of appeal is made to the decision maker, the Dean FGS (UM)
- 2<sup>nd</sup> level of appeal is made to Senate Admission Appeals Committee (UM)

### 1.12.1 Appeals to the Joint Senate Committee

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An appeal to the Joint Senate Committee will be referred to its sub-committee, the Joint Senate Appeals Committee, for its recommendation. The decision of the Joint Senate Appeals Committee will be final.

This Joint Senate Appeals Committee will be a panel of three persons consisting of one faculty member from each University, and one graduate student, all of whom are not members of the appealing student’s JMP.

All appeals heard by the Joint Senate Appeals Committee shall be heard with due regard for natural justice.

An appeal to the Joint Senate Appeals Committee must be based upon one of the following grounds only:

- Procedural errors at the prior level of appeal
- New evidence that could not have been seen at the prior level of appeal
- Allegations of bias at the prior level of appeal

### 1.13 Financial Matters

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1.13.1 Tuition fees and administrative costs shall be divided on an enrollment based, proportional basis. That proportion shall be calculated using a rolling 3 year average of the number of credit hours attributed to UW relative to the total JMP credit hours, based on November 1<sup>st</sup> enrollment figures. Credit hours are totaled for courses taken at each University and 12 credit hours are designated for advising or supervising a thesis. Thus the proportion for each year is calculated by dividing UW JMP credit hours by total JMP credit hours.

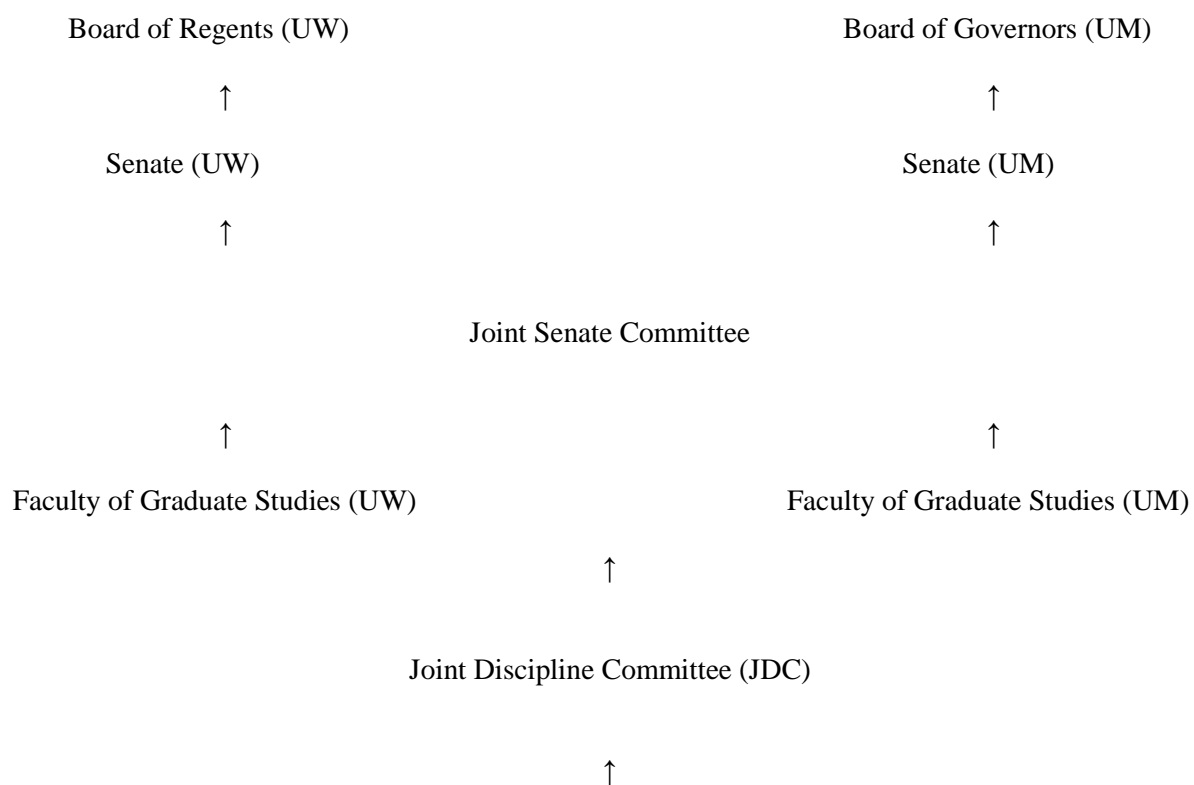
1.13.2 For purposes of fee distribution, tuition fees are the total of tuition, faculty fees and student services fees.

1.13.3 Administrative costs attributable to the JMP shall be a proportion of the annual operating budget of the Faculty of Graduate Studies. In each fiscal year, the April budget amount shall be used in determining these administrative costs. The portion of costs attributable to the JMP shall be determined by dividing the number of JMP students by the total number of UM graduate students as of November 1<sup>st</sup>. The portion of these administrative costs to be paid by UW each year will be determined using the same proportion used to distribute tuition fees for that year.

1.13.4 JMP students are eligible to compete for University of Manitoba Fellowships. The costs of fellowships awarded to JMP students shall be jointly negotiated and agreed by UM and UW. This co-funding is to be acknowledged in all communications regarding fellowships awarded to JMP students and for these students the Fellowships shall be designated the UM/UW Graduate Fellowships.

1.13.5 All students in JMPs are members of the Graduate Students' Association; they should also be members of UM [GSASU](#) and UWSA without having to pay greater student fees than other Master's students at the UM.

## **Appendix A – Joint Master’s Program Governance Structure**



Department of History, UW / Department of History, UM

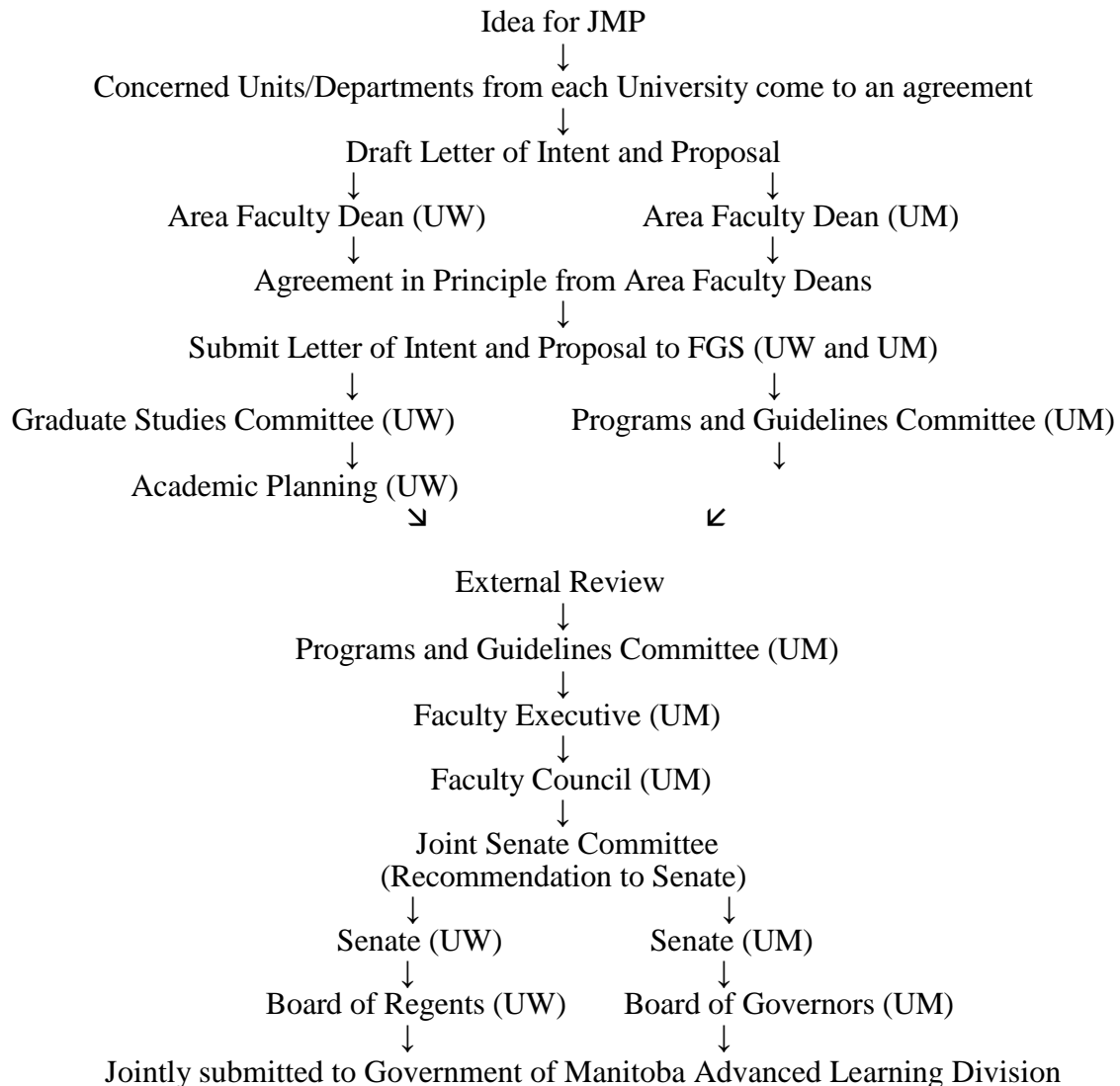
Global College, UW / Peace and Conflict Studies, UM

Department of Political Science, UW / Department of Political Studies, UM

Department of Religion and Culture, UW / Department of Religion, UM

## Appendix B - Approval of New Joint Master's Program Proposal

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(Amended UM Senate, May 13, 1977 and UW Senate May 18, 1977)  
(Amended UM Senate, August 6, 1980 and UW Senate November 17, 1980)  
(Amended UW Senate, February, 1999)  
(Amended UM Senate, April, 1999)  
(Amended by UM Senate, April 5, 2000)  
(Amended by UM Senate, December 7, 2005)  
(Amended by UW Senate, October 20, 2005)

## **PART B - JOINT MASTER'S PROGRAM IN HISTORY**

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1. The Joint Master's Program in History shall be administered in accordance with the regulations of the Faculty of Graduate Studies of the University of Manitoba as augmented by the supplementary regulations of the JMP in History.
2. With regard to the JMP in History, the JSC shall delegate its powers and regular duties of the program to the Board of Graduate Studies, University of Manitoba and the Graduate Studies Committee of the University of Winnipeg. The JSC shall retain the right to receive and make recommendations on policy matters to the respective Senates.
3. All students wishing to enroll in the Master's program in History shall register in the Joint Master's Program. Graduates of the program shall be awarded a joint parchment by the two universities.
4.
  - a)
    - 1) The JMP in History shall be supervised and administered by a JDC in History consisting of eleven (11) persons.
    - 2) The following shall be members of the JDC in History:
      - the Chair of the Department of History of the University of Winnipeg (or delegate)
      - the Head of the Department of History of the University of Manitoba (or delegate).
      - the Chair of the Graduate Studies Committee of the Department of History of the University of Manitoba
      - the Chair of the Graduate Studies Committee of the Department of History of the University of Winnipeg
      - the Director of the Archival Studies Program
      - two (2) faculty members of the Department of History of the University of Manitoba selected by that department
      - two (2) faculty members of the Department of History of the University of Winnipeg selected by that department
      - two (2) students, elected by the students enrolled in the JMP –all three constituencies mentioned above shall select alternates
    - 3) Vacancies, however caused, shall be filled by the relevant department, or students.
  - b)
    - 1) The JDC's Chair shall be either the Chair of the Graduate Studies Committee of the Department of History of the University of Manitoba or the Chair of the Graduate Studies Committee of the Department of History of the University of Winnipeg. The chairship of the JDC shall alternate between the two departments, normally for two-year terms.
    - 2) The Chair is a full voting member of the JDC, and has a second, tie-breaking vote.
    - 3) The Chair shall perform such functions as are specified in Parts A and B of this agreement, and such as are explicitly delegated to the Chair by the JDC.
    - 4) Since the administrative centre of the JMP in History is at the University of Manitoba, the larger part of the advising and counselling duties shall be carried out at the University of Manitoba.
  - c)
    - 1) The JDC's Associate Chair shall be the Chair of the Graduate Studies Committee of the department not serving as JDC Chair.
    - 2) The Associate Chair shall perform the duties of the Chair during the latter's absence, and such other duties as may from time to time be specified by the JDC.
  - d) The JDC in History shall:
    - 1) recommend to the Faculty of Graduate Studies on the admission of students
    - 2) recommend on individual waivers of regulations
    - 3) recommend forward in accordance with the University of Manitoba Fellowship regulations those Joint Master's Program History students eligible

to apply for these awards.

- 4) approve student's individual programs
- 5) be responsible for Master's comprehensive and thesis examinations
- 6) consider student appeals
- 7) consider and recommend to the Graduate Studies Committee at the University of Winnipeg and/or to the Board of Graduate Studies at the University of Manitoba additions or deletions of graduate courses, changes in course descriptions and changes in the program's supplementary regulations
- 8) if appropriate, recommend the withdrawal of a student from the program
- 9) perform in respect to the JMP in History those duties assigned in paragraph 6 of Part A of this agreement to the JDC
- 10) consistent with budgetary policies and collective agreements in force at both institutions, coordinate policies in the allocation and assignment of assistantships and consult in the allocation of assistantships to individual students
- 11) monitor the contributions of teaching assistantship funds by each participating university, with a view to encouraging each institution to fulfill its responsibility to provide equitable and proportionate funding in support of JMP students
- 12) Explore the possibility of seeking faculty volunteers to work with fund-raising officers at each institution to build resources for fellowship, bursary, prize, and other support for JMP history students, with emphasis on secure funding for the best-qualifies students entering the first year of the program. These volunteers would undertake both to increase the support levels available from existing fellowships and other dedicated funds, and to seek additional funds from the university communities, graduates, foundations, corporations, and other potential donors, and would report annually to the JDC on their results and the status of such funding.
- 13) Recommend to each department concerning graduate course offerings to be available for the JMP students in history
  - a) in general, course offerings should be guided by the needs of programs. Area rotation should be planned at least three years in advance. In recommending the annual area offerings, the JDC shall take into account the numbers and needs of the students in the graduate programs in History, the proportion between the numbers of graduate instructors in each department, the proposals of each department, the availability and needs of staff at each institution, the desirability of minimizing duplication of courses and fields, and the planned future directions of the undergraduate and graduate programs in History. It is recognized that the Archival Studies program must receive special consideration. The JDC may also recommend minimum enrollments for graduate seminars.
  - b) Each September, taking into account the considerations mentioned in (a) above, the Chair and the Associate Chair shall meet and recommend the number of graduate courses to be offered for the following year. Agreement on this number should be the first step in departmental planning for the next year.
  - c) The special topics course, HIST 7770 / GHIST 7003 (6), shall continue to be offered, and shall not be included in the count of courses offered by either department. This will appear on the student's transcript as HIST 9070.

- 14) Establish, as it deems appropriate, ad hoc committees staffed with faculty members and student representatives from the two departments
- e) The JDC's recommendations for curriculum change, including the addition, deletion, or substantive change in the course description of a graduate course, shall not be forwarded to the Faculty of Graduate Studies at the University of Manitoba and the Graduate Studies Committee at the University of Winnipeg unless they have received the prior approval of both departments and of both the Faculty of Arts of the University of Manitoba and the Faculty of Arts of the University of Winnipeg.
- f)
  - 1) Meetings of the JDC shall be at the call of the Chair or at the written request of any Two (2) of its members.
  - 2) Normally, seven (7) working days' notice shall be given of meetings. Special meetings may be convened at 48 hours' notice.
  - 3) The quorum for the transaction of business shall be six (6), with a minimum of one member from each department.
- g) The administrative centre of the program at the discipline level shall be at the University of Manitoba. Student records of the JMP students shall be considered the common property of both departments, and JDC faculty members of both departments shall have equal access to said records. Where appropriate and needed (e.g., students being supervised at the University of Winnipeg), files should be duplicated or maintained electronically for both departments to ensure access to consistent record.
- h) All faculty members of both departments who possess the requirements for membership in the Faculty of Graduate Studies of the University of Manitoba shall enjoy full participation in all privileges and responsibilities which graduate instruction in the JMP in history entails. In particular, they shall be eligible to be Master's thesis advisors and members of comprehensive and thesis examination committees.
5. In the event of a problem or conflict in the operation of the JMP in History that cannot be satisfactorily resolved by the JDC, or, as appropriate by the JSC, the two departments will attempt to reach agreement on the appointment of a third-party mediator. If agreement cannot be reached on such an appointment, the Deans of the Faculty of Arts of the University of Manitoba and the Faculty of Arts of the University of Winnipeg shall be asked to appoint a third party as a mediator. In either case, this person may mediate or enlist the services of the University of Manitoba Conflict Resolution Service. In either case, both departments agree to cooperate fully with the named mediator, and to accept the recommended resolution to the problem or conflict.

(Approved U. of M. Senate, June 2, 1981)

(Approved U. of W. Senate, June 25, 1981)

(Reviewed 1984)

(Amended U. of W. Senate, February, 1999)

(Amended U. of M. Senate, April, 1999)

### Other Undertakings

1. With regard to the JMP in History, the JSC shall delegate its powers and regular duties of the program to the Board of Graduate Studies, University of Manitoba and the Graduate Studies Committee of the University of Winnipeg. The JSC shall retain the right to receive and make recommendations on policy matters to the respective Senates.
2. The JDC will prepare a recommendation on the joint parchment to be taken to both Senates.
3. That faculty members from the History Departments participating in the JMP be appointed

members of the other participating History Department. Persons so appointed would be nominated by the Department of History, at either university, to the Dean of the respective Faculty and then recommend to the respective Boards. These appointments would be for faculty members who had continuing, full-time appointments at their employing University, would be without term but contingent upon the continuation of the appointment at the employing university. These appointments would be at nil salary. Persons so appointed would hold a rank of Assistant Professor or higher at their employing university. Normally, such persons would be tenure-track or tenured faculty with a proven record in research scholarship.

## **PART C – JOINT MASTER’S PROGRAM IN PEACE AND CONFLICT STUDIES**

For the purpose of simplicity, within this document:

- the partners in the Joint M.A. Program are the University of Manitoba and the University of Winnipeg;
  - members/chairs of the Joint Discipline Committee and members involved in student supervision, direction, awards allocation and assessment (advisory committees and examining committees etc.) shall be faculty members or adjunct faculty members of the University of Manitoba or the University of Winnipeg.
1. The Joint Master’s Program in PCS shall be administered in accordance with the regulations of the Faculty of Graduate Studies of the University of Manitoba as augmented by the supplementary regulations of the JMP in PCS.
  2. All students wishing to enroll in the Master’s program in PCS shall register in the Joint Master’s Program. Graduates of the program shall be awarded a joint parchment by the two universities.
  3. a) 1) The JMP in PCS shall be supervised and administered by a JDC in PCS consisting of six-to-eight eight (6-8) persons.
    - 2) The following shall be members of the JDC in PCS:
      - the Head of the Ph.D. Program of PCS of the University of Manitoba (or delegate)
      - the Head of the University of Winnipeg Global College (or delegate)
      - up to two (2) faculty members of the Ph.D. Program of PCS of the University of Manitoba selected by that program
      - up to two (2) faculty members of the University of Winnipeg
      - up to two (2) students, elected by the students enrolled in the JMP
    - 3) Vacancies, however caused, shall be filled by the relevant program, or students.
  - b) 1) The JDC’s Chair shall be either the Head of the Graduate Program in PCS of the University of Manitoba (or delegate) or the Head of the University of Winnipeg Global College (or delegate). The Chairpersonship of the JDC shall alternate between the two programs, normally for two-year terms.
    - 2) The Chair is a full voting member of the JDC, and has a second, tie-breaking vote.
    - 3) The Chair shall perform such functions as are specified in Parts A and B of this agreement, and such as are explicitly delegated to the Chair by the JDC.
    - 4) As the administrative office support and electronic student files of the JMP in PCS are housed in the Faculty of Graduate Studies and the Mauro Centre, University of Manitoba, preliminary/administrative advising and counseling for students will be undertaken by the graduate administrative coordinator of the program who will be based in the Mauro Centre.
  - c) 1) The JDC’s Associate Chair shall be either a faculty member from the Graduate

Program in PCS, University of Manitoba or a faculty member from the Global College, University of Winnipeg not serving as JDC Chair.

- 2) The Associate Chair shall perform the duties of the Chair during the latter's absence, and such other duties as may from time to time be specified by the JDC.
- d) The JDC in PCS shall:
- 1) recommend to the Faculty of Graduate Studies on the admission of students
  - 2) recommend on individual waivers of regulations
  - 3) recommend in accordance with the University of Manitoba or University of Winnipeg Fellowship regulations those Joint Master's Program PCS students eligible to apply for these awards.
  - 4) approve student's individual programs
  - 5) be responsible for Master's comprehensive and thesis examinations
  - 6) consider student appeals within their jurisdiction (refer to Governing Document Part A)
  - 7) consider and recommend to the Graduate Studies Committee at the University of Winnipeg and/or to the Executive Committee of FGS at the University of Manitoba additions or deletions of graduate courses, changes in course descriptions and changes in the program's supplementary regulations
  - 8) if appropriate, recommend the withdrawal of a student from the program
  - 9) perform in respect to the JMP in PCS those duties assigned in paragraph 6 of Part A of this agreement to the JDC
  - 10) consistent with budgetary policies and collective agreements in force at both institutions, coordinate policies in the allocation and assignment of assistantships and consult in the allocation of assistantships to individual students
  - 11) monitor the contributions of teaching assistantship funds by each participating university, with a view to encouraging each institution to fulfill its responsibility to provide equitable and proportionate funding in support of JMP students
  - 12) Explore the possibility of seeking faculty volunteers to work with fund-raising officers at each institution to build resources for fellowship, bursary, prize, and other support for JMP PCS students, with emphasis on secure funding for the best-qualified students entering the first year of the program. These volunteers would undertake both to increase the support levels available from existing fellowships and other dedicated funds, and to seek additional funds from the university communities, graduates, foundations, corporations, and other potential donors, and would report annually to the JDC on their results and the status of such funding.

- 13) Recommend to each department concerning graduate course offerings to be available for the JMP students in PCS
- a) in general, course offerings should be guided by the needs of programs. Area rotation should be planned at least three years in advance. In recommending the annual area offerings, the JDC shall take into account the numbers and needs of the students in the graduate programs in PCS, the proportion between the numbers of graduate instructors in each department, the proposals of each department, the availability and needs of staff at each institution, the desirability of minimizing duplication of courses and fields, and the planned future directions of the undergraduate and graduate programs in PCS. The JDC may also recommend minimum enrollments for graduate seminars.
  - b) Each September, taking into account the considerations mentioned in (a) above, the Chair and the Associate Chair shall meet and recommend the number of graduate courses to be offered for the following year. Agreement on this number should be the first step in departmental planning for the next year.
  - c) The special topics courses shall continue to be offered, and shall not be included in the count of courses offered by either department.
- 14) Establish, as it deems appropriate, ad hoc committees staffed with faculty members and student representatives from the two departments.
- e) The JDC's recommendations for curriculum change, including the addition, deletion, or substantive change in the course description of a graduate course, shall not be forwarded to the Faculty of Graduate Studies at the University of Manitoba and the Graduate Studies Committee at the University of Winnipeg unless they have received the prior approval of both programs and of both the Faculty of Graduate Studies of the University of Manitoba, and the Faculty of Graduate Studies of the University of Winnipeg
  - f)
    - 1) Meetings of the JDC shall be at the call of the Chair or at the written request of any two (2) of its members.
    - 2) Normally, seven (7) working days' notice shall be given of meetings. Special meetings may be convened at 48 hours' notice.
    - 3) The quorum for the transaction of business shall be six (6), with a minimum of one member from each department.
  - g) The administrative centre of the program at the discipline level shall be at the University of Manitoba. Student records of the JMP students shall be considered the common property of both departments, and JDC faculty members of both departments shall have equal access to said records. Where appropriate and needed (e.g., students being supervised at the University of Winnipeg), files should be duplicated or maintained electronically for both departments to ensure access to consistent record.

- h) All faculty members of both programs who possess the requirements for membership in the Faculty of Graduate Studies of the University of Manitoba shall enjoy full participation in all privileges and responsibilities which graduate instruction in the JMP in PCS entails. In particular, they shall be eligible to be Master's thesis advisors and members of comprehensive and thesis examination committees.
4. In the event of a conflict in the operation of the JMP in PCS that cannot be satisfactorily resolved by the JDC, or, as appropriate by the JSC, the two programs will attempt to reach agreement on the appointment of a third-party mediator. If agreement cannot be reached on such an appointment, the Dean of the Faculty of Graduate Studies of the University of Manitoba and the Dean of the Faculty of Graduate Studies of the University of Winnipeg shall be asked to appoint a third party as a mediator. In either case, this person may mediate or enlist the services of the University of Manitoba Conflict Resolution Service. In either case, both programs agree to cooperate fully with the named mediator, and to accept the recommended resolution to the problem or conflict.

Peace and Conflict Studies Proposal approved by the University of Winnipeg Senate: June 16, 2008  
Peace and Conflict Studies Proposal approved by the University of Manitoba Senate: February 4, 2009

## **PART D - JOINT MASTER'S PROGRAM IN PUBLIC ADMINISTRATION**

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1. The JMP in Public Administration shall be conducted in accordance with the General Regulations of the Faculty of Graduate Studies of the University of Manitoba and its policies, procedures and practices, unless otherwise provided for in Part A, and with the Supplementary Regulations attached hereto.
2. Students wishing to enroll in the Master's program in Public Administration shall register in the JMP. Two months prior to the expected date of graduation, they will elect the institution from which they desire to receive their degree.
3.
  - a) The JMP in Public Administration shall be supervised and administered by a JDC in Public Administration consisting of six (6) persons.
  - b) The following shall be members of the JDC:
    - The designated Chair of the JMP-MPA and the designated Associate Chair of the JMP-MPA
    - From the University of Manitoba:
      - The Head of the Department of Political Studies (or delegate)
    - From the University of Winnipeg:
      - The Chair of the Department of Political Science (or delegate)
    - From the students enrolled in the JMP in Public Administration:
      - Two (2) students, elected by the students enrolled in the program.
  - c) Each department of Political Science/Political Studies and the student constituency may alternates for its elected JDC members.
  - d) The normal term of office of elected JDC members shall be two (2) years. There shall be on the number of terms an individual may serve.
  - e) Vacancies, however caused, among elected members shall be filled by the relevant or student body.
4.
  - a) The JDC shall supervise the program on a day-to-day basis. It shall be responsible for making recommendations on admission, advance credit, fellowships, individual waivers of regulations, participation in the Co-Op Program, changes in curriculum and in supplementary regulations, for the assignment of advisors and examiners, for approving individual student programs, as well as the approval of MPA core course outlines. The JDC shall also ensure a process is in place to facilitate student input including, but not limited to academic and program concerns.
  - b) Subject to the General Regulations and approved Supplementary Regulations, the JDC delegate such duties and functions as it shall determine.
  - c) Student members of the JDC shall not participate in decisions or recommendations on student cases other than those concerning admissions and appeals.
5.
  - a) The JDC's Chair, normally the Chair of the JMP-MPA, shall be chosen by and from members of the JDC.
  - b) The Chair shall hold office as determined by the JDC and may be re-elected.
  - c) The Chair is a full voting member of the JDC but has no casting vote.
  - d) The Chair shall perform such functions as are specified in Parts A and E of the agreement, such as are delegated by the JDC.
6.
  - a) There shall be an Associate Chair chosen by the members of the JDC from among those of members who are from the university which is not the Chair's.
  - b) The Associate Chair shall hold office as determined by the JDC and may be re-elected. term of office shall be the same as that of the Chair.
  - c) The Associate Chair may perform the duties of the Chair during the latter's absence, and other duties as may from time to time be specified by the JDC.
7.
  - a) Meetings of the JDC shall be at the call of the Chair or at the written request of any three

(3) members.

- b) Normally, seven (7) days notice shall be given of meetings. Special meetings may be convened at forty-eight (48) hours notice.
- c) The quorum for the transaction of business shall be four (4).
- d) The Chair shall preside at meetings of the JDC and prepare the agenda for such meetings.

(Amended U. of W. Senate, February, 1999)

(Amended U. of M. Senate, April, 1999)

## **PART E - JOINT MASTER'S PROGRAM IN RELIGION**

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Whereas there is a Joint Master's Program in Religion between the Department of Religion and Culture at the University of Winnipeg and the Department of Religion at the University of Manitoba and;

Whereas it is necessary to define requirements and regulations and ensure proper administration of the program;

Therefore this governing document provides guidance on the principles and practices of program administration.

1. Definitions:

*JDC* shall refer to the Joint Discipline Committee in Religion unless specified.

*JMP* shall refer to the Joint Master's Program in Religion

*The two departments* shall refer to the Department of Religious Studies at the University of Winnipeg and the Department of Religion at the University of Manitoba.

*Plenary Meeting* shall refer to an annual meeting composed of a majority of members of the two departments with probationary (tenure track) and tenured positions.

*Chair of Graduate Studies* refers to the person appointed in each department to oversee graduate studies in their respective department.

2. The Joint M.A. in Religion shall be administered by the Joint Discipline Committee which acts as *de facto* executive, in periodic consultation with a Plenary Meeting (see below)

3. The Joint Discipline Committee in Religion

3.1 Purpose:

3.1.1 The purpose of the Joint Discipline Committee is to administer the Joint Master's Program in Religion.

3.1.2 The JDC is responsible for ensuring that administrative requirements of the JMP are met.

3.2 Structure, Rights and Responsibilities:

3.2.1 The JDC is composed of two members, one from each university. The members shall each be the Chair of the Graduate Program in their Department. The JDC shall effect all decisions necessary in the normal course of running the JMP. The JDC shall make decisions by consensus.

3.2.1.1 In the event that such consensus cannot be reached, members will consult with their respective departments for suggestions on how to resolve the impasse. If a consensus can still not be reached, a third member shall be appointed by the JDC. If the JDC can not agree on a third member, the Chair of the Senate Joint Committee will be asked to appoint.

3.2.2 The Chair of the Graduate Program is a position not identical to the Chair or Head of the Department, although the possibility that the same person holds both positions is not excluded.

3.2.3 Day-to-day administration of the program resides with the JDC Chair of Graduate Studies at the U. of M. This facilitates students meeting the Chair and dealing with problems as soon as possible after they arise.

3.2.4 The JDC meets regularly, on the scale of once-per-term. Regular business contact between meetings shall be maintained by telephone, fax, e-mail or any other way that is mutually acceptable.

- 3.2.5 The JDC ensures effective and adequate liaison between the two Departments. Examples of such liaison include:
- Exchange of information on course offerings
  - Communicating with Faculty Council of Graduate Studies representative at the UM
  - Communicating with the Graduate Studies Committee at the UW
  - Reporting to the Senate JDC when requested
- 3.2.6 The JDC is responsible for ensuring deadlines are met that are applicable to the JMP (Religion). Examples include:
- Admissions
  - Manitoba Graduate Fellowships
  - Timetable information
  - deadlines set by The Faculty of Graduate Studies
  - etc.
- 3.2.7 The JDC is responsible for keeping and maintaining in order, the student files. In practice, this is the duty of the JDC member from the UofM.
- 3.2.8 The JDC is responsible for bilateral communication of proposed course offerings well in advance of time table deadlines.
- 3.2.9 The JDC receives applications for Admission, assesses the applications for conformity to entry requirements and recommends on Admission to the Faculty of Graduate Studies.
- 3.2.10 The JDC is responsible for receiving, assessing, ranking, and forwarding applications for Manitoba Graduate Fellowships (or successors) to the Faculty of Graduate Studies.
- 3.2.11 The JDC receives thesis proposals and ensures they conform to administrative regulation of the Faculty of Graduate Studies and the JMP.
- 3.2.12 The JDC ensures and records appointments of thesis advisors and thesis committees in conformity with all applicable rules and regulations. The JDC is responsible for notification of students upon completion of this process.
- 3.2.13 The JDC oversees student programs, ensuring that language and other program requirements are met.
- 3.2.14 The JDC member at the U of M shall be available to advise students, especially at time of registration.
- 3.2.15 The JDC shall report on the state of the program at the annual Plenary Meeting.

#### *4. Plenary Meeting*

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##### 4.1 Purpose:

There shall be a regular meeting of probationary and tenured faculty from both departments. The Plenary Meeting receives an annual report on the operation of the JDC and advises the JDC. This ensures that faculty meet periodically to discuss the progress and status of the students, and that faculty have an opportunity to comment on student progress. It is also intended that this meeting should encourage awareness of each others' teaching and research activities.

##### 4.1.1 Responsibility for Calling the Plenary Meeting

The JDC member resident at the U of M shall be responsible for calling the Plenary Meeting, setting the date and proposing the Agenda.

4.2 Structure, Rights and Responsibilities:

- 4.2.1. The Plenary Meeting is of members of the two departments with probationary (tenure track) and tenured positions. The Chair of the Plenary Meeting shall be agreed to by the members present.
- 4.2.2 The Plenary Meeting shall ordinarily take place annually, at a time convenient to members of the two departments.
- 4.2.3 The Plenary Meeting shall receive an annual report from the JDC and shall ensure that the program is administered with the needs of the students paramount.
- 4.2.4 The Plenary Meeting shall consider the progress of each student in the program and may recommend on withdrawal of a student if necessary.
- 4.2.5 The Plenary Meeting shall discuss and advise on policy and program matters and shall communicate consensus decisions on such matters to the JDC.

(Approved by the JDC (Religion): September 14, 2001)

(Approved by the JSC: September 19, 2001)

(Approved by the University of Winnipeg Senate: February 2, 2002)

(Approved by the University of Manitoba Senate: November 5, 2008)



## **PART F: Periodic Review of the Joint Graduate Programs**

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**UNIVERSITY OF MANITOBA FACULTY OF GRADUATE STUDIES  
UNIVERSITY OF WINNIPEG FACULTY OF GRADUATE STUDIES**

Date: April 22, 2008

## Introduction

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

## Preamble<sup>2</sup>

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### Purpose of Program Review

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

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

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

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<sup>2</sup> The preamble is adapted with permission from the Council of Graduate Schools Task Force Policy Statement on Academic Review of Graduate Programs, 1990; CGS, One Dupont Circle, NW Washington DC

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

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

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

### What Is A Program Review?

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

1. Because the provinces are constitutionally responsible for education, including post-secondary education, there is considerable variation among program reviews. However, in all cases the review is periodic. In Ontario all graduate programs are reviewed regularly in a seven-year cycle by a central organization (the Ontario Council on Graduate Studies), which is administered and funded on a cooperative basis by the fifteen provincially-supported universities. Similarly, the Conference des Recteurs et Principaux des Universités du Québec (CREPUQ) is responsible for reviewing new graduate programs in its jurisdiction. Program review in the other provinces tends to occur at the level of the individual institution.
2. Program review is evaluative, not just descriptive. More than the compilation of data on a particular joint graduate program, it requires academic judgments by peers and recognized experts in the field about the quality of the program and adequacy of its resources.
3. Review of joint graduate programs is forward-looking; it is directed toward improvement of the program, not simply assessment of its current status. It makes specific recommendations for changes which need to be made in the future, as part of departmental and institutional long-range plans.
4. Departments engaged in program review are evaluated using academic criteria, not financial or political ones. They are scrutinized on the basis of their academic strengths and weaknesses, not their ability to produce funds for the institution or generate development for the province. Finances and organizational issues are certainly relevant in the review, but only as they affect the quality of the academic program (e.g. low faculty salaries, lack of laboratory equipment, rapid turnover in department chairs).

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

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

### Why Have Joint Graduate Program Reviews?

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

While it is true that the reviews conducted by professional licensing or accrediting associations

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

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

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

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### Preamble

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

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

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

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

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

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

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

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

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

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

<i>Adequate</i>	I)	Continue as is; OR
	II)	Requires minor revision or restructuring to enhance effectiveness or appeal; OR
<i>Inadequate</i>	III)	Major change, restructuring or amalgamation required if to continue

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

## APPENDIX A - JOINT GRADUATE PROGRAM REVIEW TEMPLATE

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### Program Description

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- I. Clearly state the objectives of the program.
- II. List the areas of specialty offered within the program.
- III. Highlight the novel or innovative features of the program.
- IV. What is (are) the particular strength(s) of the program? For example, this program is known for its strength in areas A, B and C in the discipline. Give evidence.
- V. Indicate the extent to which the program operates in collaboration with other existing programs at The University of Manitoba and The University of Winnipeg.
- VI. Indicate the extent to which the program complements and strengthens other programs at The University of Manitoba and The University of Winnipeg.
- VII. Indicate the extent to which the program enhances cooperation among Manitoba's universities.
- VIII. Indicate the extent to which the program enhances the national/international reputation of The University of Manitoba and The University of Winnipeg.
- IX. Indicate the extent to which the program responds to current or future needs of Manitoba and/or Canada.
- X. Please provide a copy of your unit's/department's joint graduate programs calendar entry for the current year, and a copy of your admissions package which is sent to prospective applicants. (Attach as appendix.)  
Describe the joint graduate program under the following headings:
  - a) Admissions requirements
  - b) Course requirements
    - i) List required courses and include course descriptions
    - ii) List elective courses and include course descriptions
    - iii) Provide detailed course outlines for all courses offered in past 5 years
    - iv) For courses available but not offered in past 5 years, provide a rationale for keeping them in the course description data base
  - c) Evaluation procedures
  - d) Thesis, practicum, or comprehensive procedures and regulations
  - e) Ability to transfer courses into the program
  - f) Other procedures and regulations specific to the joint graduate program, but not covered above
  - g) Indicate the credential (degree or diploma) granted a student upon successful completion of the joint graduate program
  - h) Provide the program's Supplemental Regulations (attach as an appendix)
- XI. Provide a sample program listing for a typical student in the program and a detailed timeline for completion of their studies leading to the credential indicated above.

### Human Resources

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#### I. Faculty:

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Please complete the following tables as found on the web:

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

- Faculty
- Thesis Supervisions
- Thesis Committees
- Grad Courses

- Student Support
- Research Activities I
- Research Activities II

Provide Faculty Data<sup>3</sup> for thesis advisors and student program advisors (attach as appendix). For others, provide only a list of graduate courses taught by year over the last 5 years, or a rationale for the individual's inclusion in their respective category.

## II. Support Staff:

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

## III. Other:

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

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

## Physical Resources

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### I. Space:

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

### II. Equipment:

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

- a) Teaching Instructional equipment used in delivery of courses/workshops/seminars in the program (projectors, video, computers, etc.)
- b) Research Major research equipment accessible to graduate students in the program, plans to retire/upgrade equipment, or to obtain new equipment over the next 5 years.

### III. Computer:

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

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<sup>3</sup> Faculty Data forms contain only that information which is relevant to graduate student teaching and research. A "Standard Format for Faculty Data" is appended to this document. See *Appendix B*. The standard format for The University of Winnipeg is contained in the Collective Agreement between the Board of Regents and The University of Winnipeg Faculty Association in Article 14.

#### IV. Library:

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

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

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

#### Graduate Students

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

**APPENDIX B – JOINT GRADUATE PROGRAM REVIEW: STANDARD  
FORMAT FOR FACULTY DATA**

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

**Teaching (past 5 years)**

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**Academic Experience**

--

**Professional Experience**

--

**Research Experience**

--

**Academic / University Service**

--

**Publications**

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**Visiting Critic and Lectures**

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**Recognition / Awards**

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## APPENDIX C – JOINT PROGRAM REVIEW COMMITTEE: RESUME FOR PROPOSED INTERNAL & EXTERNAL REVIEWER

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

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

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

### **Template:**

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

## **APPENDIX D – EXPECTATIONS OF THE REVIEW COMMITTEE**

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- Site visits shall take place within 12 weeks of receipt of the JDC self-study report by the Chair of the Joint Senate Committee.
- The Review Committee shall meet as a committee to conduct the site visit.
- The site visit shall be conducted over no less than one full day and no more than two full days.
- The Review Committee shall assess the program in accordance with the Assessment Guidelines outlined in Appendix E.
- The Review Committee shall meet with the unit/department head/chair, relevant Faculty Dean at the University of Manitoba and the relevant Faculty Dean at The University of Winnipeg as well as faculty, staff and graduate students in the programs under review. The Review Committee shall also meet, as appropriate, with the Dean of the Faculty of Graduate Studies at the University of Manitoba, Dean of the Faculty of Graduate Studies at The University of Winnipeg and the Chair of the Joint Senate Committee and other appropriate administrative bodies in each institution.
- The report of the Review Committee is expected to be submitted to the Chair of the Joint Senate Committee as well as the Dean of the Faculty of Graduate Studies at the University of Manitoba and Dean of the Faculty of Graduate Studies at The University of Winnipeg within 4 weeks of the site visit.
- Site visit expenses (travel, meals, lodging) paid by the reviewers shall be reimbursed as soon as possible following completion of the site visit. An honorarium of \$1250.00 will be paid to the external reviewers upon receipt of the Review Committee's Report by the Chair of the Joint Senate Committee.

## APPENDIX E – REVIEW COMMITTEE: ASSESSMENT GUIDELINES

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

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

1. Strategic importance of the program(s) in relation to the strategic directions of the budget Faculty.
2. Whether the concerns raised in the first-cycle review have been adequately addressed.
3. Comparisons of related program(s) with which the review committee is familiar.
4. Quality of graduate student supervision.
5. Quality of students.
6. Critical mass of students – mix of Master's vs. Ph.D., and Canadian vs. International.
7. Time(s) to completion of degree.
8. Excellence of the faculty and breadth of expertise.
9. Impact of research done in the unit/department.
10. Adequacy of facilities, space, and other resources.
11. Strengths and weaknesses of the program(s).
12. Extent to which program objectives are met.
13. Advertising to prospective students – publications, website, events.
14. Any recommendations for improvement.
15. Classification of program(s) in to one of the stated categories:

<i>Adequate</i>	I)	Continue as is; OR
	II)	Requires minor revision or restructuring to enhance effectiveness or appeal; OR
<i>Inadequate</i>	III)	Major change, restructuring or amalgamation required if to continue

## APPENDIX F – REVIEW COMMITTEE SITE VISIT: ADMINISTRATIVE

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Responsibilities of the Chair of the Joint Senate Committee as well as the Dean of the Faculty of Graduate Studies at the University of Manitoba and the Dean of the Faculty of Graduate Studies at The University of Winnipeg.

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The final report is sent to the Chair as well as the Dean of the Faculty of Graduate Studies at the University of Manitoba and Dean of the Faculty of Graduate Studies at The University of Winnipeg.

- The chair of the JSC may designate either the Dean of the Faculty of Graduate Studies at the University of Manitoba or the Dean of the Faculty of Graduate Studies at The University of Winnipeg to act as the main contact for the reviewers and to make the initial contact with the internal/external reviewers. Once an individual has agreed in writing to act as a reviewer, the designate will send (usually by e-mail) a letter confirming the agreement along with a copy of the self-study report and relative Cycle 1 reports.
- The Chair of the Joint Senate Committee or designate will contact the reviewer informing them that the proposing faculty/department/unit will be in contact with them to make travel/accommodation arrangements (for externals) and to provide an itinerary of the visit.
- The Chair of the Joint Senate Committee or designate will contact the reviewers informing them that the proposing faculty/department/unit will be responsible for the travel expenses (e.g. airfare, hotel, meals) and the honorarium for each of the external reviewers.
- Ensure that Reviewers are at arm's length to the University of Manitoba and The University of Winnipeg.

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

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- The proposing JDC chair in consultation with the proposing unit/department will be responsible for organizing a site visit<sup>4</sup> of the review committee.
- Booking airfare<sup>5</sup> and accommodations.
- Providing additional information as requested by the reviewers prior to, during or following the site visit.
- Coordinating an appropriate itinerary for the review committee site visit. Arrange for a meeting with the appropriate bodies as in Appendix D paragraph five.
- Arrange discussions with related faculty members and graduate students in the program(s).
- Arrange for an opportunity to consider the matter of program resources, particularly those associated with the library and such things as study space for students

### Financial Commitment

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

(Approved by the University of Winnipeg Senate: June 16, 2008)

(Approved by the University of Manitoba Senate: September 3, 2008)

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<sup>4</sup> Normally, an adequate amount of time for the site visit is one and a half days; therefore, a return flight may be scheduled during the evening of the second day.

<sup>5</sup> When booking airfare, please try to obtain a discount/excursion fare wherever possible.