

**Senate  
Senate Chamber  
Room E3-262 Engineering Building  
WEDNESDAY, November 1, 2017  
1:30 p.m.**

## AGENDA

**MATTERS TO BE CONSIDERED IN CLOSED SESSION** - none

## **II MATTERS RECOMMENDED FOR CONCURRENCE WITHOUT DEBATE**

- |    |  |        |
|----|--|--------|
| 1. | <p><b>Reports of the Executive Committee of Graduate Studies<br/>on Course and Curriculum Changes</b></p>  |        |
| a) | <p><b>RE: Department of Geological Sciences<br/><u>[May 24, 2017]</u></b></p>  | Page 4 |
| b) | <p><b>RE: Asper School of Business, Faculty of Engineering,<br/>and Departments of Mathematics and Pathology<br/><u>[September 27, 2017]</u></b></p> | Page 6 |

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

- |    |   |         |
|----|---|---------|
| 1. | <b>Report of the Senate Committee on Awards – Part A<br/><u>[September 22, 2017]</u></b>                    | Page 10 |
| 2. | <b><u>Report of the Senate Committee on Appeals</u></b>   | Page 17 |
| 3. | <b>Request to Suspend Admissions to Baccalaureate<br/>Program for Registered Nurses, College of Nursing</b> | Page 19 |

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

## V QUESTION PERIOD

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

## VI CONSIDERATION OF THE MINUTES OF THE MEETING OF OCTOBER 4, 2017

**VII BUSINESS ARISING FROM THE MINUTES - none**

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

1. **Report of the Senate Executive Committee** Page 40

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

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

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

- |       |   |          |
|-------|---|----------|
| 1.    | <b>Report of the Senate Committee on Awards – Part B<br/><u>[September 22, 2017]</u></b>  | Page 41  |
| 2.    | <b>Report of the Senate Committee on the Calendar<br/>RE: Proposal for an Academic Calendar Content Guide for<br/><u>Graduate Programs</u></b>  | Page 44  |
| 3.    | <b>Reports of the Faculty of Agricultural and<br/><u>Food Sciences Council</u></b>  |          |
| a)    | <b>Articulation Agreement Proposal, University of<br/>Manitoba, Bachelor of Science in Food Science –<br/>Huazhong Agricultural University, Bachelor of Science in<br/><u>Food Science and Engineering</u></b>  | Page 60  |
| (i)   | <b>Report of the Senate Committee on Curriculum<br/><u>and Course Changes</u></b>   | Page 71  |
| (ii)  | <b><u>Report of the Senate Committee on Admissions</u></b>  | Page 74  |
| (iii) | <b>Report of the Senate Planning and Priorities<br/><u>Committee</u></b>  | Page 75  |
| b)    | <b>Articulation Agreement Proposal, University of<br/>Manitoba, Bachelor of Science Degrees in Agribusiness,<br/>Agriculture, Agroecology, and Food Science - Lanzhou<br/>University, Bachelor of Science in Grassland Agriculture</b>                                | Page 77  |
| (i)   | <b>Report of the Senate Committee on Curriculum<br/><u>and Course Changes</u></b>   | Page 98  |
| (ii)  | <b><u>Report of the Senate Committee on Admissions</u></b>  | Page 100 |
| (iii) | <b>Report of the Senate Planning and Priorities<br/><u>Committee</u></b>  | Page 101 |
| c)    | <b>Articulation Agreement Proposal, University of<br/>Manitoba, Bachelor of Science in Agribusiness and<br/>Bachelor of Science in Food Science - Nanjing<br/>University of Finance and Economics, Bachelor of Science<br/><u>in Food Science and Engineering</u></b> | Page 103 |

	(i) <u>Report of the Senate Committee on Curriculum and Course Changes</u>	Page 116
	(ii) <u>Report of the Senate Committee on Admissions</u>	Page 119
	(iii) <u>Report of the Senate Planning and Priorities Committee</u>	Page 120
	d) <u>Comments of the Senate Executive Committee</u>	Page 121
4.	<u>Reports of the Faculty Council of Arts</u>	
	a) <u>Proposal to Revise the Name of the Department of English, Film, and Theatre</u>	Page 124
	b) <u>Proposal to Revise the Name of the Department of Sociology</u>	Page 127
5.	<u>Report of the Senate Committee on Nominations</u>	Page 129
X	<u>ADDITIONAL BUSINESS</u>	
	1. <u>Report on the Review of the Academic Schedule</u>	Page 132
XI	<u>ADJOURNMENT</u>	

*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 a proposal from the Dept. of Geological Sciences.

### **Observations**

1. The **Dept. of Geological Sciences** proposes the deletion of fifteen (15) courses which have not be taught for several years. The department stipulates that the deletion of these courses has no effect on its current resources, faculty reduction or allocation, or other implications for the unit. Any effect has already been incorporated in the graduate program and absorbed by the department.

#### **Course Deletions**

<b>GEOL 7260 Geophysical Information</b>	<b>-3</b>
<b>GEOL 7410 Principles of Paleoclimatic Reconstruction</b>	<b>-3</b>
<b>GEOL 7520 Advanced X-Ray Crystallography</b>	<b>-3</b>
<b>GEOL 7530 Structural Crystallography</b>	<b>-3</b>
<b>GEOL 7570 Advanced Mineralogy 1</b>	<b>-3</b>
<b>GEOL 7580 Advanced Mineralogy 2</b>	<b>-3</b>
<b>GEOL 7610 Advanced Igneous Petrology</b>	<b>-3</b>
<b>GEOL 7620 Advanced Metamorphic Petrology</b>	<b>-3</b>
<b>GEOL 7630 Ductile Strain in Geologic Minerals</b>	<b>-3</b>
<b>GEOL 7640 Folding of Rocks</b>	<b>-3</b>
<b>GEOL 7650 Fracturing of Rocks</b>	<b>-3</b>



<b>GEOL 7680 Physical Volcanology</b>	<b>-3</b>
<b>GEOL 7690 Precambrian Geology</b>	<b>-3</b>
<b>GEOL 7770 Distribution of Ores: Metallogeny</b>	<b>-3</b>
<b>GEOL 7800 Evaporite Sedimentology</b>	<b>-3</b>
<b><u>NET CREDIT HOUR CHANGE</u></b>	<b><u>-45</u></b>

### **Recommendations**

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

#### **Dept. of Geological Sciences**

Respectfully submitted,

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

/ak

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

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

---

### **Preamble**

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

### **Observations**

1. **Asper School of Business** proposes one (1) course introduction, SCM 7014, to strengthen the research-based course component of the M.Sc. in Supply Chain Management.

#### **Introduction:**

**SCM 7014 Seminar in Production and Operations management** **+3**

To critically review, gain a deeper understanding and an academic appreciation of the core POM literature; to develop mature researchable ideas that fill research gaps in the area of POM as identified in the articles and in-class discussions; to pursue research topics in POM and conceptualize, craft, and shape intriguing research questions that may lead to long-term researchable programs; to present their research ideas/articles and critique the merits/shortcomings of others' research work in the area of POM

**NET CREDIT HOUR CHANGE** **+3**

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2. The **Faculty of Engineering** proposes one (1) course introduction, ENG 7510, which was previously offered as an undergraduate topics course for years but has demonstrated sufficient impact in the curriculum and garnered sufficient interest among students at the undergraduate and graduate levels to be offered permanently to all students in Engineering. This is the graduate version of the course.

Introduction:

**ENG 7510 Operational Excellence**

**+3**

This course will provide students with a solid understanding of the fundamentals of operational excellence through the methodical application of engineering principals and theory to address real industry problems, grounded in the Plan-Do-Study-Act system. May not be held with either MECH 7600 or MECH 4342 where the topic was Operational Excellence. Good knowledge of Statistics is recommended.

**NET CREDIT HOUR CHANGE**

**+3**

3. The **Dept. of Mathematics** proposes one (1) course modification, MATH 8310 (designated for the Ph.D.), to amend the course title and emphasize that it is a continuation of MATH 4460/7460 Partial Differential Equations 2 and suppresses the distinction between pure and applied mathematics. This also offers the department an opportunity to update the syllabus to include some new topics (functional analytic techniques and viscosity solutions) which have become more important in the field and to give a more detailed description of the course contents. The department also proposes one (1) course introduction, MATH 8140 (designated for the Ph.D.) to serve as a continuation of Math 4440/7440 and is intended for advanced graduate students specializing in numerical analysis. It is anticipated that it will be offered every other year, fills a gap in the department's list of courses and reflects the research of the numerical analysis group. Previously, courses with similar contents had been offered as reading courses or seminar courses. The new course should be beneficial for attracting potential graduate students.

Modification:

**MATH 8310 Partial Differential Equations 3**

**3**

Continuation of MATH 4460/7460. Topics include functional analytic techniques for linear and nonlinear partial differential equations, conservation laws, KdV equation, singular perturbation, viscosity solutions. Prerequisites: Permission of the department.

Introduction:

**MATH 8140 Advanced Numerical Analysis of Differential & Integral Equations**

**+3**

Continuation of MATH 4440/7440. Topics include spectral methods, time dependent equations, multigrid, domain decomposition methods, problems on infinite domains, methods for boundary integral equations, Riemann-Hilbert problems and integrable systems. Prerequisite: Permission of the department.

**NET CREDIT HOUR CHANGE**

**+3**

4. The **Dept. of Pathology** proposes one (1) course deletion, PATH 7030, and five (5) course introductions, PATH 7032, PATH 7034, PATH 7036, PATH 7038 and PATH 7042, to restructure the 20 credit hour PATH 7030 into smaller segments to more appropriately schedule the courses in Aurora and allow for more timely feedback to students at end of each term.

Deletion:

**PATH 7030 Pathologist Assistant Field Practicum -20**

Introductions:

**PATH 7032 Pathologists Assistant Field Practicum I +4**

The course will follow a format of lectures, webinars, discussions, assignments, and hands-on practical experience. The course will include rotations in the various medical laboratories associated with Pathology, which will include a one week Histopathology rotation, and two 3 month Autopsy rotations. The remainder of the time will see the student in clinical rotations in Surgical Pathology. During the rotations the student will attend various rounds and lectures associated with the departments. Course graded Pass/Fail.

**PATH 7034 Pathologists Assistant Field Practicum II +4**

The course will follow a format of lectures, webinars, discussions, assignments, and hands-on practical experience. The course will include rotations in the various medical laboratories associated with Pathology, which will include a one week Histopathology rotation, and two 3 month Autopsy rotations. The remainder of the time will see the student in clinical rotations in Surgical Pathology. During the rotations the student will attend various rounds and lectures associated with the departments. Course graded Pass/Fail. (Pre-requisite: PATH 7032)

**PATH 7036 Pathologists Assistant Field Practicum III +4**

The course will follow a format of lectures, webinars, discussions, assignments, and hands-on practical experience. The course will include rotations in the various medical laboratories associated with Pathology, which will include a one week Histopathology rotation, and two 3 month Autopsy rotations. The remainder of the time will see the student in clinical rotations in Surgical Pathology. During the rotations the student will attend various rounds and lectures associated with the departments. Course graded Pass/Fail. (Pre-requisite: PATH 7034)

**PATH 7038 Pathologists Assistant Field Practicum IV +4**

The course will follow a format of lectures, webinars, discussions, assignments, and hands-on practical experience. The course will include rotations in the various medical laboratories associated with Pathology, which will include a one week Histopathology rotation, and two 3 month Autopsy rotations. The remainder of the time will see the student in clinical rotations in Surgical Pathology. During the rotations the student will attend various rounds and lectures associated with the departments. Course graded Pass/Fail. (Pre-requisite: PATH 7036)

**PATH 7042 Pathologists Assistant Field Practicum V +4**

The course will follow a format of lectures, webinars, discussions, assignments, and hands-on practical experience. The course will include rotations in the various medical laboratories associated with Pathology, which will include a one week Histopathology rotation, and two 3 month Autopsy rotations. The remainder of the time will see the student in clinical rotations in Surgical Pathology. During the rotations the student will attend various rounds and lectures associated with the departments. Course graded Pass/Fail. (Pre-requisite: PATH 7038)

**NET CREDIT HOUR CHANGE** **0**

### **Recommendations**

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

**Asper School of Business**  
**Faculty of Engineering**  
**Dept. of Mathematics**  
**Dept. of Pathology**

Respectfully submitted,

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

/ak

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

## **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 revised offers of awards that meet the published guidelines presented to Senate on November 3, 1999, and as thereafter revised by Senate. Where, in the opinion of the Committee, acceptance is recommended for new offers and revised 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 22, 2017, the Senate Committee on Awards approved 3 new offers, 8 revised offers, and the withdrawal of 3 awards, as set out in Appendix A of the *Report of the Senate Committee on Awards* (dated September 22, 2017).

### **Recommendations**

On behalf of Senate, the Senate Committee on Awards recommends that the Board of Governors approve 3 new offers, 8 revised offers, and the withdrawal of 3 awards as set out in Appendix A (dated September 22, 2017). 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 22, 2017**

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

##### **Dr. Kofi Freeman K. Adane Graduate Scholarship**

Dr. Kofi Freeman Adane has established an annually funded scholarship to honour his passion for thermo-fluid engineering, specifically its multi-disciplinary applications such as (but not limited to): energy, water, environment, and health to the benefit of our society. The purpose of the award is to foster the next generation of professionals in thermo-fluid engineering related fields. Each year, beginning in the 2017-2018 academic year, one scholarship valued at \$600 will be offered to a graduate student who:

- (1) is enrolled full-time in a Master's or Ph.D. program offered by the Faculty of Graduate Studies;
- (2) has achieved a minimum grade point average of 3.5, based on the previous 60 credit hours (or equivalent) of study;
- (3) has demonstrated leadership abilities and/or volunteerism;
- (4) has a research focus on thermo-fluid engineering, specifically in the field of energy, water, environment, and/or health.

In order to be considered for the scholarship, students must submit: (i) un-official transcript(s), (ii) a curriculum vitae, (iii) a statement on their leadership abilities and/or volunteerism (maximum 250 words) (iv) a research/thesis proposal (maximum 1000 words).

The selection committee will base their decision as follows:

- grade point average (40%)
- leadership and/or volunteerism (10%)
- applied research (50%)

Preference in selection will be given to those whose thesis demonstrates one or more of the following:

- entrepreneurial spirit, by identifying ways in which their research thesis results can be used to either optimize, develop, or improve products and/or processes to benefit society;
- wide practical applications, especially in short to medium terms;
- advanced knowledge in thermo-fluid engineering.

A student shall receive the Dr. Kofi Freeman K. Adane Graduate Scholarship only once. Recipients may hold this award concurrently with any other awards consistent with policies in the Faculty of Graduate Studies.

The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Head of the Department of Mechanical Engineering (or designate) to name the selection committee for this award.

This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate), and providing all reasonable efforts have been made to consult, 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. The requirement that a student can receive this award only once cannot be amended under any circumstances. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

### **Drs. Ormiston-Adane Prize**

Dr. Kofi Freeman Adane has established an annually funded prize to honour Dr. Scott Ormiston, professor in thermodynamics in the Department of Mechanical Engineering at the University of Manitoba. The prize is intended to reward and encourage students to pursue a career in fluid or thermal engineering, and apply their knowledge to advance its applications in innovation and sustainable development. Each year, beginning in the 2017-2018 academic year, one prize valued at \$500 will be offered to an undergraduate student who:

- (1) was enrolled full-time (minimum 80% course load) at the University of Manitoba, in the year in which the award was tenable;
- (2) has achieved a minimum degree grade point average of 3.5;
- (3) has achieved the highest standing in the course Thermodynamics (currently MECH 2202).

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

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

This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate), and providing all reasonable efforts have been made to consult, 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. The requirement that a student can receive this award only once cannot be amended under any circumstances. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

### **Drs. Tachie-Adane Prize**

Dr. Kofi Freeman Adane has established an annually funded prize to honour Dr. Mark Francis Tachie, professor in fluid dynamics in the Department of Mechanical Engineering at the University of Manitoba. The prize is intended to reward and encourage students to pursue a career in fluid or thermal engineering, and apply their knowledge to advance its applications in innovation and sustainable development. Each year, beginning in the 2017-2018 academic year, one prize valued at \$500 will be offered to an undergraduate student who:

- (1) was enrolled full-time (minimum 80% course load) at the University of Manitoba, in the year in which the award was tenable;
- (2) has achieved a minimum degree grade point average of 3.5;
- (3) has achieved the highest standing in the course Fundamentals of Fluid Mechanics (currently MECH 2262).

A student can receive this prize only once.

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

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

This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate), and providing all reasonable efforts have been made to consult, 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. The requirement that a student can receive this award only once cannot be amended



under any circumstances. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

## 2. AMENDMENTS

### **Canadian Association of Occupational Therapists Student Award**

The following amendments were made to the terms of reference for the Canadian Association of Occupational Therapists Student Award:

- The preamble was revised to:  
*The Canadian Association of Occupational Therapists (CAOT) will provide an award to the graduating student in each Canadian university occupational therapy education program who demonstrates consistent and exemplary knowledge of occupational therapy theory. Each year the CAOT will send a certificate of recognition and a CAOT gift certificate of \$200 (with an expiry of two years) to a graduating student who:*
- The numbered criteria were revised to:
  - (1) *has completed the requirements of the Master of Occupational Therapy degree in the College of Rehabilitation Sciences at the University of Manitoba;*
  - (2) *has received the highest academic standing among all graduating students in the Master of Occupational Therapy degree program.*
- The tie breaking paragraph was revised to:  
*In the event of a tie, each recipient would receive a CAOT certificate of recognition and the monetary value of the gift certificate will be divided by the number of recipients.*
- The recipient information paragraph was added:  
*Recipients of the previous year's award are announced at the Awards Ceremony of the Canadian Association of Occupational Therapists Annual Conference. Names of the recipients are published in Occupational Therapy Now following the Annual Conference and posted on the Canadian Association of Occupational Therapists website. Where possible, the Canadian Association of Occupational Therapists Student Award will be presented to the recipient by the provincial Elected Board Director or designate.*
- The standard notification paragraph was added:  
*The donor will contact the Financial Aid and Awards office by March 31 in any year this award will not be offered.*
- The selection committee paragraph was revised to:  
*The Vice-Provost (Graduate Studies) 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 selection committee will then notify the CAOT of the name of the recipient.*
- The standard Board of Governors statement was added.

### **Desautels Faculty of Music Annual Scholarship Fund**

The following amendment was made to the terms of reference for the Desautels Faculty of Music Annual Scholarship Fund:

- The minimum grade point average has been changed to 3.0.

### **Douglas Rennie Graduate Scholarship**

The following amendments were made to the terms of reference for the Douglas Rennie Graduate Scholarship:

- The scholarship will now be awarded to one or more graduate students.
- The selection committee paragraph was revised to:  
*The selection committee will have the discretion to determine the number and value of awards offered each year based on the available funds.*
- The title of the Dean of the Faculty of Graduate Studies has been updated to include “Vice-Provost (Graduate Education)”.
- The standard Board of Governors statement was added.

### **Dr. Joan F. de Pena Prize in Anthropology**

The following amendments were made to the terms of reference for the Dr. Joan F. de Pena Prize in Anthropology:

- The numbered criteria were revised to:
  - 1) *was enrolled full-time (minimum 80% course load) in the four-year advanced major or Honours program in Anthropology at the University of Manitoba in the year in which the award was tenable;*
  - 2) *has achieved a minimum degree grade point average of 3.75;*
  - 3) *has achieved the overall highest degree grade point average.*
- The following sentence has been added:  
*If there are no eligible candidates the prize will not be awarded and the annual income will be reinvested into the fund.*
- The selection committee has been revised to:  
*The Head of Department of Anthropology (or designate) will name the selection committee for this award.*
- The standard Board of Governors paragraph has been added.

### **Dr. Vivian Bruce Scholarship**

The following amendments were made to the terms of reference for the Dr. Vivian Bruce Scholarship:

- The preamble was revised to:  
*The University Women's Club of Winnipeg offers to provide an annual award of \$600 to the University of Manitoba for a student in the Rady Faculty of Health Sciences. One scholarship will be offered to an undergraduate student who:*

- The numbered criteria were revised to:
  - (1) *is enrolled full time (80% course load) in their second year of one of the following:*
    - (a) *the Bachelor of Health Sciences degree program; or*
    - (b) *the Bachelor of Health Studies degree program;*
  - (2) *has achieved a minimum degree grade point average of 3.50;*
  - (3) *in the next ensuing academic session, is enrolled full-time (minimum 80% course load) in the Rady Faculty of Health Sciences in the third year of one of the degree programs listed in criterion (1).*
- The selection committee paragraph was revised to:
 

*The Dean of the Rady Faculty of Health Sciences & Vice-Provost (Health Sciences) (or designate) will name the selection committee.*
- The standard Board of Governors statement was added.

### **Marcel A. Desautels Faculty of Music Graduate Scholarship**

The following amendments were made to the terms of reference for the Marcel A. Desautels Faculty of Music Graduate Scholarship:

- The minimum grade point average has been changed to 3.0.
- The title of the Dean of the Faculty of Graduate Studies has been updated to include “Vice-Provost (Graduate Education)”.
- The standard Board of Governors paragraph has been added.

### **Mildred Simmons Memorial Scholarship**

The following amendments were made to the terms of reference for the Mildred Simmons Memorial Scholarship:

- The preamble was revised to:
 

*In memory of his wife, Mildred Simmons, B.Sc. (Home Economics)/30, member of the University Women's Club of Winnipeg, Mr. Bertram Simmons has placed funds in the keeping of the University Women's Club Scholarship Trust Fund to provide a scholarship at the University of Manitoba. An annual scholarship of \$600 will available to an undergraduate student who is:*
- The numbered criteria were revised to:
  - (1) *enrolled full-time (minimum 80% course load) in a Bachelor of Education degree program (e.g., After-Degree Bachelor of Education program) in the Faculty of Education, and in any year of the program;*
  - (2) *has declared a major in Home Economics;*
  - (3) *has achieved a minimum grade point average of 3.0, or has met admission requirements for the Bachelor of Education degree program (e.g., After-Degree Bachelor of Education program) in the Faculty of Education.*
- The preference paragraph was revised to:
 

*Preference will be given to those students who are planning to teach Human Ecology or Home Economics at the Senior Years level and have community service/volunteer experience during*

*their program focusing on Home Economics (e.g., extra-curricular experiences in a practicum school, community programs, etc.).*

- The selection committee paragraph was revised to:  
*The Dean of the Faculty of Education (or designate) will name and chair the selection committee.*
- The standard Board of Governors statement was added.

#### **MMCF – Anna Widiner B.Sc.(Med.) Scholarship**

The following amendments were made to the terms of reference for the MMCF – Anna Widiner B.Sc.(Med.) Scholarship:

- The following sentence was added in the paragraph following the numbered criteria:  
*The award will have a maximum value of \$7,500 each year. If the available earnings from the fund exceed \$7,500, the award will be split between 2 students equally.*
- The standard Board of Governors statement was added.

### **3. WITHDRAWALS**

#### **Paul and Margaret Wright Scholarship in Classical Guitar**

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

#### **Paul and Margaret Wright Scholarship in Jazz Instrument**

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

#### **Paul and Margaret Wright Scholarship in Jazz Vocals**

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

**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 14 appeals since the last report to Senate in January 2017. These cases are summarized without compromising the confidentiality of the Appellant.
  - An appeal was received against a decision by the School of Art. The grounds were failure of the Faculty/School or Dean/Director to follow procedures; failure of the Faculty/School or Dean/Director to follow the rules of natural justice; failure of the Faculty/School or Dean/Director to reasonably consider all factors relevant to the decision being appealed; that a Faculty/School governing document has become inapplicable through lapse of time or was unfairly applied; that there is an apparent conflict between a Senate governing document and a Faculty/School governing document; and failure of Senate, the Faculty/School, or Dean/Director to comply with applicable legislation. The Committee determined there were no grounds to proceed to a hearing.
  - An appeal was received against a decision by the Faculty of Agricultural and Food Sciences. 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 Engineering. 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 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.
  - An appeal was received against a decision by the School of Art. The grounds were failure of the Faculty/School or Dean/Director to follow procedures and failure of Senate, the Faculty/School, or Dean/Director to comply with applicable legislation. The Committee determined there were no grounds to proceed to a hearing.

- An appeal was received against a decision by the College of Medicine. 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 appeal was denied.
- An appeal was received against a decision by the College of Pharmacy. 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 that 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 follow the rules of natural justice. The Committee determined that there were no grounds to proceed to a hearing.
- An appeal was received against a decision by the Faculty of Agricultural and Food Sciences. 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 Committee determined that it did not have jurisdiction.
- An appeal was received against a decision by the Faculty of Graduate Studies. 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 Committee determined that there were no grounds to proceed to a hearing.
- An appeal was received against a decision by the Faculty of Graduate Studies. 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 College of Dentistry. The grounds were failure of the Faculty/School or Dean/Director to follow the rules of natural justice; failure of the Faculty/School or Dean/Director to reasonably consider all factors relevant to the decision being appealed; and failure of Senate, the Faculty/School, or Dean/Director to comply with applicable legislation. The Committee determined there were no grounds to proceed to a hearing.

Currently the Committee has 2 open files.

Respectfully submitted,

Professor Sharon Alward, Chair  
Senate Committee on Appeals



UNIVERSITY  
OF MANITOBA

Office of the President

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

**Date:** September 21, 2017

**To:** Jeff Leclerc  
University Secretary

**From:** Dr. David Barnard  
President and Vice-Chancellor

**Re:** Suspension of Admissions to Baccalaureate Program for Registered Nurses (BPRN)

---

I attach a recommendation from Dr. David Collins, Vice-Provost (Integrated Planning and Academic Programs) to temporarily suspend admissions to the Baccalaureate Program for Registered Nurses (BPRN) for the Fall 2019 intake.

Under the Admission Targets Policy, it is the President who approves changes to, or the introduction of, enrolment limits following consultation and discussion with the dean or director and with Senate and the Board.

Accordingly, please place this item on the agenda for the October 18, 2017 Senate Executive Committee meeting and the November 1, 2017 Senate meeting.

**Cc:** Dr. Janice Ristock, Provost and Vice-President (Academic)  
Dr. David Collins, Vice-Provost (Integrated Planning and Academic Programs)  
Dr. Brian Postl, Vice-Provost (Health Sciences) and Dean, Rady Faculty of Health Sciences  
Dr. Beverly O'Connell, Dean, College of Nursing, Rady Faculty of Health Sciences  
Mr. Jeff Adams, Executive Director, Enrolment Services  
Mr. Neil Marnoch, Registrar  
Mr. Randy Roller, Executive Director, Office of Institutional Analysis  
Ms. Cassandra Davidson, Academic Programs Specialist



UNIVERSITY  
OF MANITOBA

Office of the Provost & Vice-President (Academic)

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

REVISED

**Date:** September 22, 2017

**To:** Dr. David Barnard, President and Vice-Chancellor

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

**Re:** Suspension of Admissions to the Baccalaureate Program for Registered Nurses (BPRN)

---

Under the Admissions Targets Policy and at the request of the College of Nursing, please find attached a proposal to temporarily suspend admissions to the Baccalaureate Program for Registered Nurses for the Fall 2019 intake.

As detailed in the attached correspondence, this request was triggered by demographic changes in the nursing workforce, as well as the closure of an accelerated Nursing Diploma program at Red River College. These changes have resulted in declining interest and enrolments in the BPRN over the past five years.

Given the above circumstances, I would endorse this request with the recommendation that, consistent with the policy, the duration of the suspension be for two-years, with subsequent review. I understand that unless there is a major shift in demand and sufficient resources to meet that demand, following graduation of the last student the College will seek permission to close the program.

If considered favorably, the proposal will be forwarded to the province for their review and approval under the provincial Program of Study Regulations.

**Cc.:** Dr. Janice Ristock, Provost and Vice-President (Academic)  
Dr. Brian Postl, Vice-Provost (Health Sciences) and Dean, Rady Faculty of Health Sciences  
Dr. Bev O'Connell, Dean, College of Nursing  
Mr. Jeff Leclerc, University Secretary  
Mr. Jeff Adams, Director, Enrolment Services  
Mr. Neil Marnoch, Registrar  
Mr. Randy Roller, Executive Director, OIA  
Ms. Cassandra Davidson, Academic Programs Specialist





UNIVERSITY  
OF MANITOBA

Rady Faculty of  
Health Sciences

**College of Nursing**

Helen Glass Centre for Nursing  
Winnipeg, Manitoba  
Canada R3T 2N2  
Telephone 204-474-7452  
Fax 204-474-7682

September 8, 2017

Dr. David Collins  
Vice-Provost, Integrated Planning and Academic Programs  
University of Manitoba

Dear Dr. Collins:

The College of Nursing, Rady Faculty of Health Sciences is submitting an application to temporarily suspend admissions to the Baccalaureate Program for Registered Nurses (BPRN). Student interest and enrollment numbers in the BPRN has declined over the past decade and the College of Nursing anticipates that this trend will continue. Demand for this program has declined as a result of:

- The changing demographics of the nursing workforce.
  - The majority of Registered Nurses (RNs) in Canada are now degree prepared (53% nationally; 57.5% in Manitoba).
  - The majority of diploma prepared RNs are mid-career or approaching retirement age.
- The closure of the Diploma Nursing Accelerated Program (DNAP) at Red River College (RRC) in 2012. The 5 year window for eligibility for additional credits towards the BPRN program for DNAP graduates has elapsed, and it is likely that this applicant pool is no longer interested in pursuing a degree in nursing.

If you have any questions or concerns about this application, please do not hesitate to contact me.

Kind Regards,

Bev O'Connell  
Dean

## Application

### TEMPORARY CESSATION OF A PROGRAM OF STUDY

Under *The Advanced Education Administration Act*

Universities and colleges requesting approval for the **temporary cessation** of a program of study from Education and Advanced Learning must apply using this application form. This form reflects the requirements set out in the Programs of Study Regulation (MR 134/2015) under *The Advanced Education Administration Act*.

#### UM INTERNAL REQUIREMENTS



UNIVERSITY  
OF MANITOBA

1. Please refer to the Senate Policy and Procedures on Admission Targets (available online at: [http://umanitoba.ca/admin/governance/governing\\_documents/academic/admission\\_targets.html](http://umanitoba.ca/admin/governance/governing_documents/academic/admission_targets.html)).
2. Please complete the application below and submit with it the following supplemental documentation, to the Vice-Provost (Integrated Planning and Academic Programs):
  - a. A cover letter justifying and summarizing the rationale behind the request for suspension of admissions (*as outlined in section 2.3 on the Admission Targets Procedures*).
  - b. Letters of support from internal stakeholders that were consulted as part of this proposal.
  - c. Enrolment and graduation trends for the past five years and forecasted trends for the next three to five years.
3. Please direct questions to Cassandra Davidson, Academic Programs Specialist, at [Cassandra.Davidson@umanitoba.ca](mailto:Cassandra.Davidson@umanitoba.ca) in the Office of the Provost & Vice-President (Academic).

Institution: **UNIVERSITY OF MANITOBA**

Applicable faculties/department with responsibility for the program:  
College of Nursing, Rady Faculty of Health Sciences

If program is a joint program, list all participating institutions and the roles of each in delivering the program to be temporarily ceased:  
Not applicable

Program name: Baccalaureate Program for Registered Nurses (BPRN)

Credential awarded: Bachelor of Nursing (BN)

Proposed start date for temporary cessation: 2019-09-01

*Office Use Only*

One-time funding: \_\_\_\_\_

On-going funding: \_\_\_\_\_

**B-1 Provide a general description of the program and its objectives:** *(Include intended purpose, curriculum design, and highlight distinctive attributes)*

The BPRN program is designed for diploma-prepared Registered Nurses, acknowledging the students' cumulative nursing knowledge, values, and skills. This 45 credit hour program builds on that knowledge to enable students to attain a Bachelor of Nursing degree. Because the BPRN recognizes the previous diploma earned by students admitted to the program, the program length is 45 credit hours. Twenty-six credit hours of the program are required core courses in nursing, 10 credit hours are nursing electives and 9 credit hours are non-nursing electives.

Program outcomes

1. Consolidate meanings of caring within the context of nursing
2. Integrate systematic inquiry and research findings into the practice of nursing
3. Value the process of self-discovery in relationship to self and others
4. Engage in systems thinking in caring for the client, family and community
5. Maximize opportunities for optimal health for the client, family and community
6. Support the meaning of health as identified by individuals, families and community
7. Provide holistic nursing care to client family and community
8. Exhibit ethical and social responsibility in service to others
9. Demonstrate leadership behaviours at organizational and social level
10. Integrate new and existing knowledge to construct meaning from new learning experiences
11. Contribute to the advancement of nursing practice
12. Provide culturally competent care within the scope of nursing practice
13. Recognize professional education in relation to lifelong learning skills
14. Demonstrate the use of informatics in nursing practice
15. Engage in evidence based practice

Curriculum Design

The program consists of 45 credit hours. Twenty-six hours of the total are core courses on theory, research and practice. The remaining 19 credits are in the student's chosen focus of study and include electives and required courses.

Table 1:

BPRN Courses	Equivalent BN Courses
<b>Core Courses</b>	
STATS 1000 Basic Statistical Analysis (3)	
NURS 3210 Nursing Research Methods (3)	NURS 3550 Evidence Informed Practice in the Health Sciences (4)
NURS 3220 Community Health Nursing I (2)	
NURS 3430 Seminar in Professional Nursing Foundations (2)	
NURS 4210 Independent Study in Nursing (4)	
NURS 4200 Teaching & Learning Process in Nursing (3)	NURS 3520 Professional Foundations 2: Health Education (2)
NURS 4220 Law & Ethics in Nursing Practice (3)	NURS 3560 Professional Foundations 4: Law and Ethics in Nursing Practice (3)
NURS 4310 Nursing Leadership: Issues and Practices (4)	NURS 4550 Professional Foundations 6: Leadership and Change Management (4)
<b>Focus Courses</b>	
NURS 3200 Nursing of Individuals and Families with Long-Term Illness and Disability (4)	
NURS 3230 Perspectives on Mental Health Nursing (4)	
NURS 3330 Women & Health (3)	
NURS 3340 Providing Care in a Culturally Diverse Society (3)	NURS 2522 Client and Context 2: Human Diversity (3)
NURS 3350 Counselling Skills for Nurses (3)	
NURS 4250 Palliative Nursing Care (3)	NURS 3510 Client and Context 3: Supportive and Palliative Care (3)
NURS 4160 Community Health Nursing II (4)	
NURS 3400 Men's Health, Concerns, Issues and Myths (3)	

---

**B-2 Length of Program:** *(Define the length of the proposed program using measures appropriate to the schedule and delivery format. This will include total course credits and weeks/months, and, where relevant, hours and semesters of instruction)*

The program is 12 months in length (3 fulltime academic terms) requiring 45 credit hours. The program must be completed within 5 years.

---

**B-3 Describe the mode of delivery for this program:**

Courses are offered on-line through UMLearn and on-site on the Fort Garry campus.

**C-1 Identify and provide a detailed description of the rationale for the temporary cessation of this program of study:**

*(Such as changes in applications, enrolment, employer demand.)*

Interest in the BPRN has declined over the past decade. The trend data for applications to the program and course registrations are set out in the table below:

Table 2:

Academic Year	Fall 2007	Fall 2008	Fall 2009	Fall 2010	Fall 2011	Fall 2012	Fall 2013	Fall 2014	Fall 2015	Fall 2016	Fall 2017
Applications	64	60	89	71	54	31	26	11	19	12	9
Eligible & Offered Admission	54	45	76	58	42	25	19	11	17	12	8
Registered for courses	35	36	46	33	17	4	17	8	14	10	4 (as of Sept. 8)

Enrolments in the program have similarly declined. As of September 2016, the program had 36 active students. The trend data for enrolments and graduation rates are set out in section E-4.

The College of Nursing anticipates that the decline in application and enrolment numbers will continue. Demand for this program has declined as a result of the demographics of the nursing workforce. The majority of Registered Nurses (RNs) in Canada are now degree prepared (53% nationally; 57.5% in Manitoba). Diploma nursing education programs began closing or establishing collaborative arrangements with degree programs in the 1990s and, with the exception of Quebec, a degree in nursing is now the minimum qualification for eligibility for initial registration as an RN in Canada. The majority of diploma prepared RNs still in practice are mid-career or approaching retirement age.

Another factor influencing the decline in admissions and enrolments in the BPRN was the closure of the Diploma Nursing Accelerated Program (DNAP) at Red River College (RRC) in 2012. The DNAP was established by the Government of Manitoba to address a shortage in the RN workforce in the early 2000s, but even at that time, the number of degree prepared nursing students exceeded the number of diploma prepared students. However, during its lifetime, the DNAP provided a significant applicant pool for the BPRN. In fact, graduates of the Red River Diploma Nursing Program received additional credits towards the BN degree if they were accepted to the BPRN within 5 years of their graduation from RRC. The closure of this program contributed to downward trend in applications and enrolments in the BPRN program, and now that the 5 year window for eligibility for additional credits has elapsed, the College of Nursing believes that this potential applicant pool is no longer interested in pursuing a degree in nursing.

The small number of students currently enrolled in the BPRN has created challenges in terms of the availability of course offerings that are timely and meet the educational interests of the students. The College of Nursing requires that at least 5 students are registered in a course. If enrolments fall below this threshold, the course is cancelled. Maintaining this

level of enrolment over 7 core and 8 focus nursing courses has required the College to put the majority of its BPRN course offerings on a bi-annual rotation. Many of the core courses and some focus courses are provided by using equivalent courses in the BN program rather than offering the BPRN course (see Table 1). Since the BN courses are offered during the day, taking these courses is not as convenient for the BPRN student, who may not live in Winnipeg and who is often working at least part time while pursuing their academic studies. As well, many BPRN students have expressed dissatisfaction with studying with students who have no practice experience in nursing as RNs.

Students who need a course that is offered at an inconvenient time/location or that is not offered in that academic year are directed to Athabasca University, where all courses are offered annually on-line. Increasingly, our students depend on Athabasca University to complete their degree in a timely fashion.

---

**C-2 Describe the expected outcome of the temporary cessation of this program and the timeframe of the temporary cessation process:**

In accordance with the UM Admission Targets Policy, the status of the suspension of admission to the Program will be reviewed after 24 months. At that time, enrolment data will be assessed and further decisions made.

It is expected that the temporary cessation of the BPRN program will provide current students with the opportunity to complete the program. Students enrolled in the BPRN program must complete their coursework within five years of admission. Therefore students admitted in Fall Term 2019 will complete by August 2024. The University of Athabasca offers an online BPRN program which is open to residents of Manitoba. Manitoban nurses who wish to attend a BPRN program can attain that degree through the University of Athabasca.

Unless there is a major shift in demand and sufficient resources are available to meet that demand, when the last student has graduated from the BPRN Program, the College of Nursing will apply for permission to close the program.

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**C-3 Outline the internal approval process (i.e. committees, governing bodies) for approving the temporary cessation of this program of study within your institution and indicate any dates of decision.** *(Governing Council, Board of Governors, Board of Regents, Senate, other)*

**UM INTERNAL REQUIREMENTS:** dates will be inserted by the Provost's Office prior to submission to government.

**UNIVERSITY OF MANITOBA:**

<u>Approval by President</u>	<u>Date</u>	
Consultation with Senate:	_____	
Consultation with Board of Governors:	_____	
Additional Consultation <i>(as needed)</i> :	_____	Details:
Final Decision:    Y <input type="checkbox"/> N <input type="checkbox"/>	_____	

## **C-4 Responsibility to consult**

c-3.1 What agencies, groups, or institutions have been consulted regarding the temporary cessation of this program?

1. Rady Faculty of Health Sciences: letter of support attached
2. Manitoba Nurses Union (MNU): letter of support attached
3. Association of Registered Nurses of Manitoba: letter of support attached
4. Winnipeg Regional Health Authority: letter of support attached
5. College of Registered Nurses of Manitoba: letter of acknowledgment attached
6. Interdisciplinary Health Program: letter of support attached
7. Option on Aging: letter of support attached

c-3.3 How have students and faculty been informed of the intent to temporarily cease this program?

Faculty members were informed that the University would explore temporary cessation of the program at College Council on April 27 2017. College of Nursing Council approved this application on August 28, 2017.

The BPRN students do not have a student council. Current BPRN students were informed that the College was exploring temporary cessation of admissions to the BPRN via letter from Beverly O'Connell, Dean of the College of Nursing dated August 11, 2017. The letter assured students that the program would be maintained until all current students completed their BN degree within the 5 year time-to-completion period required by the College (letter attached).

---

## **C-5 Describe the impact that the temporary cessation of this program may have on the labour market in Manitoba:**

This temporary cessation will have negligible impact on the labour market in Manitoba. BPRN students are already employed in Registered Nurse positions. Ceasing admissions will not reduce the number of registered nurses available to the Manitoba labour market.

**D-1 Describe how the temporary cessation of this program will affect any specific laddering, articulation and/or credit transfer options for students in Manitoba and Canada:**

Temporary cessation of the BPRN program will not have any effect on laddering, articulation or credit transfer options. The opportunity for DPRN students from RRC to qualify for additional credits towards the BN degree at UM ended in 2017; five years after the program closed in 2012.

Two programs at the University of Manitoba, the Interdisciplinary Health Program and the Option on Aging use courses as electives in their programs that are part of the BPRN curriculum: NURS 3330: Women & Health, and NURS 3400: Men's Health: Concerns, Issues and Myths. As well, both programs also allow students to take NURS 2610: Health and Physical Aspects of Aging as elective courses. The College of Nursing plans to continue to offer these courses for the foreseeable future, since students in the Bachelor of Nursing program can also use these courses as electives in their program.

NURS 3350: Counselling Skills for Nurses is used as part of the coursework for First Nations Community Wellness Diploma. The College of Nursing has notified the Department of Extended Education of the application to temporarily suspend admissions to the BPRN and of the possible impact on their diploma program when this course is deleted.

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**D-2 Describe how the temporary cessation of this program may affect the academic, cultural, social and economic needs and interests of students and the province:**

Temporary cessation will not affect the academic, cultural, social or economic needs of the students or province. Manitoban residents can register in a similar online program at Athabasca University and attain their degree in nursing.

**E-1 Provide a program completion plan for students currently enrolled in the program that is being temporarily ceased:**

Year 1

Year 2

Year 3

Year 4

There is no formal structure to the BPRN curriculum in terms of course sequencing except that students are strongly advised to take NURS 3430 Seminar in Professional Nursing Foundations in the first term of their academic program. The College of Nursing has managed student flow through the program in several ways over the past 5 years, and will continue this process until all students have completed the program.

- We notify students of the courses available for the next two academic years well ahead of the course registration period;
- We require each student to meet with a student advisor prior to May 15 of each academic year to establish, modify or confirm a program completion plan that is based on course availability as set out in the two year plan;
- We monitor each student's course registrations to ensure that their program completion plan is on track;
- We provide letters of permission for students to take courses at other universities (primarily Athabaska) if the course that they require to continue progress in the program is not available in the academic year that they require it;
- We have created academic regulations to ensure that students pursue their coursework in a timely manner.

---

**E-2 Will previous graduates of this temporarily ceased program be negatively affected by the temporary cessation of this program?**

No

---

**E-3 What was the maximum seat capacity of the program that is being temporarily ceased?**

100 seats

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**E-4 What was the enrolment and graduation rate for this program over the past 5 years?**

Academic Year	2012	2013	2014	2015	2016	2017*
Enrolment	88	85	59	48	36	
Graduates	35	42	26	27	20	12**

\*Data not yet available

\*\*Does not include October 2017 Graduates



**F-1 What portion of ongoing funding is allocated to this program?**

Each College in the Rady Faculty of Health Sciences administers its own operating budget. The BPRN is funded out the general operating budget of the College of Nursing. No specific funds are allocated to the program.

---

**F-2 Please provide a detailed description of how these funds will be reallocated during the temporary cessation of this program:**

Because the BPRN is supported through general funding and many of its courses are actually part of the BN Program curriculum (see Table 1), the current operating budget will continue to be used towards offering courses for BPRN students.

(A second signature section is provided for joint programs only)

**SUBMITTED BY:**

**President:**

Name:

Signature:

Date: Click here to enter a date.

**Vice-President/Academic:**

Name:

Signature:

Date: Click here to enter a date.

---

For use by joint programs only:

**President:**

Name:

Signature:

Date: Click here to enter a date.

**Vice-President/Academic:**

Name:

Signature:

Date: Click here to enter a date.

**PROVOST'S OFFICE ONLY:** Once completed and signed, please submit this application form to the Advanced Learning Division at [ald@gov.mb.ca](mailto:ald@gov.mb.ca) with the following attachments: (double-click check box to engage)

☐

Cover letter

☐

Any supporting documentation (reviews, letters of support, etc.)

**If you have any questions or require further information, please contact:**

Advanced Learning Division  
Manitoba Education and Advanced Learning  
608-330 Portage Avenue Winnipeg MB R3C 0C4  
(204) 945-1833  
[ald@gov.mb.ca](mailto:ald@gov.mb.ca)

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UNIVERSITY  
OF MANITOBA

Rady Faculty of  
Health Sciences

Max Rady College of Medicine  
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230 Basic Medical Sciences Building  
745 Bannatyne Avenue  
Winnipeg, Manitoba  
Canada R3E 0J9  
Phone: 204-789-3485  
Fax: 204-789-3661

Aug 23 2017

Bev O'Connell  
Dean College of Nursing

**RE: Suspension of BPRN Program**

I have reviewed the proposal to suspend admissions to Baccalaureate Program for Registered Nurses (BPRN) and the rationale for doing so.

I am fully supportive of the request for the reasons given.

Sincerely,

Dr. Brian Postl  
Dean and Vice Provost, Rady Faculty of Health Sciences

August 25, 2017

**Via Email**

Dr. Beverly O'Connell  
Dean, College of Nursing,  
Rady Faculty of Health Sciences  
287 Helen Glass Centre for Nursing  
Winnipeg, Manitoba  
R3T 2N2

Dear Beverly,

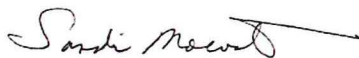
On behalf of the Board of Directors of the Manitoba Nurses Union I am writing to advise you that our concerns with respect to the temporary cessation of admission to the Baccalaureate Program for Registered Nurses (BPRN) have been addressed.

We have been assured that all nurses enrolled before the proposed cessation of admissions takes place will have the opportunity to complete the program. We have also been assured that nurses in Manitoba who still wish to pursue a baccalaureate following the cessation of admissions will have the opportunity to do so through other institutions.

We have no further concerns at this time.

I trust this information is satisfactory. Please do not hesitate to get in touch should you require anything further.

Regards,



Sandi Mowat  
MNU President

SM.wmg.cope/342



August 11, 2017

Re: Application to Suspend Admissions to the Baccalaureate Program for Registered Nurses, College of Nursing, Rady Faculty of Health Sciences, University of Manitoba

Dear Dr. O'Connell,

The Association of Registered Nurses of Manitoba is pleased to support the College of Nursing's application for approval to suspend admissions to the Baccalaureate Program for Registered Nurses (BPRN) as of September 2019. The discussion of this issue at the Association's Board meeting on August 2<sup>nd</sup> highlighted the value of the BPRN program, yet recognized that the members who are currently diploma-prepared are moving from mid-career towards retirement, resulting in diminished need for and interest in the program. However, for those that may want to pursue a baccalaureate degree in nursing, they can apply to Athabasca University, which offers all the courses on-line. The Association appreciates the thoughtful consideration of the various implications for this program suspension and the comprehensive plan developed to mitigate any negative consequences. We commend the College of Nursing for their commitment and assurance that students currently registered in the program will not be disadvantaged in any way and will be able to complete the program.

Sincerely,

Mary Smith  
Executive Director  
Association of Registered Nurses of Manitoba

*The Professional Voice of Registered Nurses in Manitoba*

890 Pembina Highway  
Winnipeg, Manitoba  
R3M 2M8

Toll Free 1-844-355-1520  
Direct 204-992-1520  
Fax 204-775-6052

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Facebook.com/AssociationofRNsMB



August 14, 2017

Marion McKay RN PhD  
Director, Curriculum Integrity and Program Approval  
University of Manitoba  
College of Nursing  
Helen Glass Centre for Nursing  
89 Curry Place  
Winnipeg MB R3T 2N2

Dear Dr. McKay:

**RE: Suspension of the University of Manitoba's Baccalaureate Program for Registered Nurses (BPRN)**

I confirm receipt of your letter dated August 11, 2017 in which you notified the College of Registered Nurses of Manitoba (CRNM) of the University of Manitoba's College of Nursing application for approval to suspend admissions to the Baccalaureate Program for Registered Nurses (BPRN) as of September 2019. Thank you for including CRNM in your communication.

If CRNM receives any inquiries regarding this issue, we will direct them to the University of Manitoba's College of Nursing.

Sincerely,

Katherine Stansfield RN MN  
Executive Director

Cc: Deb Elias RN MN, Director of Practice and Standards  
Darlene O'Reilly RN MN MHS, Practice and Standards Consultant



August 8, 2017

Dr. Beverly O'Connell  
Dean, College of Nursing, Rady Faculty of  
Health Sciences  
University of Manitoba  
215 Helen Glass Centre  
Winnipeg, MB R3T 2N2

Dear Dean O'Connell:

**Re: Bachelor Post Registered Nursing (BPRN) Program**

Please accept this letter supporting the cessation of the Bachelor Post Registered Nursing (BPRN) program in the College of Nursing in the Rady Faculty of Health Sciences at the University of Manitoba. In reviewing support for the BPRN Program with the WRHA Nursing Leadership Council, they have also expressed support for the cessation of the Program. We have seen a gradual reduction in the interest in pursuing this program over the last number of years.

The majority of registered nurses working in the WRHA are prepared at the baccalaureate level and we see this trend increasing as the average age of our workforce gets younger. Most diploma prepared nurses are in the latter stages of their careers and have not indicated a strong desire to enter into this program in recent years. Many of the nurses who are currently employed and who wish to pursue additional education tell us that they want and prefer on-line or distance options so that they can continue working. This option remains possible through the program offered by Athabasca University.

The WRHA enjoys a very collaborative relationship with the College of Nursing. We are committed to supporting the pre and post licensure education of nurses to ensure a well-educated and high quality nursing workforce but believe that this program no longer serves a pressing need in our region.

Sincerely,



Lori Lamont  
Vice President Interprofessional Practice &  
Chief Nursing Officer  
Winnipeg Regional Health Authority



Rady Faculty of Health Sciences  
Max Rady College of Medicine

**Interdisciplinary Health Program**  
317 Human Ecology Building  
35 Chancellor Circle  
Winnipeg, MB R3T 2N2

August 28, 2017

Dr. Beverly O'Connell  
Dean  
College of Nursing

**Re: Support for changes to College of Nursing BPRN admissions**

Dear Dean O'Connell,

The Interdisciplinary Health Program (IHP) supports the application by the College of Nursing to suspend admissions to the Baccalaureate Program for Registered Nurses (BPRN) as of September 2019. It is our understanding that the three elective courses offered by the College of Nursing and available to students in the College of Nursing, IHP, and broader University of Manitoba community namely: *NURS 2610 Health and Physical Aspects of Aging*; *NURS 3330 Women and Health*; and *NURS 3400 Men's Health: Concerns, Issues and Myths* will continue to be offered for the foreseeable future, even after the planned closure of the BPRN. Therefore, there are no negative consequences anticipated for students in the IHP as a result of the anticipated suspension of admissions to the BPRN.

Best wishes,

Mark W. Nachtigal, Ph.D.  
Director  
Interdisciplinary Health Program





UNIVERSITY  
OF MANITOBA

Rady Faculty of  
Health Sciences

### College of Nursing

Helen Glass Centre for Nursing  
Winnipeg, Manitoba  
Canada R3T 2N2  
Telephone 204-474-7452  
Fax 204-474-7682

August 11, 2017

Dear BPRN student:

Under the UM Admission Targets Policy, the College of Nursing is pursuing permission from the President of the University of Manitoba and the Government of Manitoba to temporarily suspend admissions to the Baccalaureate Program for Registered Nurses (BPRN). This letter outlines the rationale for this decision. Although we are seeking to temporarily suspend admissions to the BPRN program, the College of Nursing is committed to ensuring that every student currently enrolled in the BPRN is able to complete the program within the 5-year-to-completion time frame required by the College. There will be no changes to your program requirements and your courses will continue to be offered as they have in the past.

Interest in the BPRN has declined over the past decade. The trend data for applications to the program and course registrations are set out in the table below:

Table 1:

Academic Year	Fall 2007	Fall 2008	Fall 2009	Fall 2010	Fall 2011	Fall 2012	Fall 2013	Fall 2014	Fall 2015	Fall 2016	Fall 2017
Applications	64	60	80	63	68	29	60	11	19	12	9
Eligible & Offered Admission	60	46	67	49	50	25	39	11	17	12	8
Registered for courses	45	n/a	55	n/a	36	n/a	31	8	14	10	4 (as of Aug. 8)

Enrolments in the program have similarly declined. As of September 2016, the program had 36 active students.

Table 2

Academic Year	2012	2013	2014	2015	2016	2017*
Enrolment	88	85	59	48	36	
Graduates	35	42	26	27	20	12**

\*Data not yet available

\*\*Does not include October 2017 Graduates

The College of Nursing anticipates that the decline in application and enrolment numbers will continue. Demand for this program has declined as a result of the demographics of the nursing workforce. The majority of Registered Nurses (RNs) in Canada are now degree prepared (53% nationally; 57.5% in Manitoba). Diploma nursing education programs began closing or establishing collaborative arrangements with degree programs in the 1990s and, with the exception of Quebec, a degree in nursing is now the

minimum qualification for eligibility for initial registration as an RN in Canada. The majority of diploma prepared RNs still in practice are mid-career or approaching retirement age.

Another factor influencing the decline in admissions and enrolments in the BPRN was the closure of the Diploma Nursing Accelerated Program (DNAP) at Red River College (RRC) in 2012. The DNAP was established by the Government of Manitoba in the early 2000s to address a shortage in the RN workforce, but even at that time, the number of degree prepared nursing students exceeded the number of diploma prepared students in the province. However, during its lifetime, the DNAP provided a significant applicant pool for the BPRN. In fact, graduates of the RRC DNAP received additional credits towards the BN degree if they were accepted to the BPRN within 5 years of their graduation from RRC. The closure of this program contributed to downward trend in applications and enrolments in the BPRN program, and now that the 5 year window for eligibility for additional credits has elapsed, the College of Nursing believes that this potential applicant pool is no longer interested in pursuing a degree in nursing.

As you know, the small number of students currently enrolled in the BPRN has created challenges in terms of the availability of course offerings that are timely and meet the educational interests of the students. Maintaining sustainable levels of enrolment over 7 core and 8 focus BPRN courses has required the College to put the majority of its BPRN course offerings on a bi-annual rotation. Many of the core courses and some focus courses are provided by using equivalent courses in the BN program rather than offering the BPRN course. Since the BN courses are offered during the day, taking these courses is not as convenient for the BPRN student, who may not live in Winnipeg and who is often working at least part time while pursuing their academic studies. As well, many BPRN students have expressed dissatisfaction with studying with students who have no practice experience in nursing as RNs.

Students who need a course that is offered at an inconvenient time/location or that is not offered in that academic year are directed to Athabasca University, where all courses are offered annually on-line. Increasingly, our students depend on Athabasca University to complete their degree in a timely fashion.

The College of Nursing is committed to ensuring that every student currently enrolled in the BPRN is able to complete the program within the 5-year-to-completion timeframe required by the College. Thus, for example, if the program stops admitting students in the Fall of 2019, the program would continue to operate until 2023 or until the last student completes all required coursework. At that time, an application to close the program would be submitted.

If you are concerned about the impact of the Application on your ability to complete the BPRN, you can contact Audrey Richard, Student Advisor at:

Telephone: 204-474-6217

Email: [Audrey.richard@umanitoba.ca](mailto:Audrey.richard@umanitoba.ca)

Please be assured that we will continue to keep you informed about this matter. Best wishes as you continue your studies in the College of Nursing.

Sincerely,



Dr. Beverly O'Connell  
Dean



September 15, 2017

Marion McKay, RN PhD  
Senior Instructor  
Director, Curriculum Integrity  
College of Nursing, Rady Faculty of Health Sciences

Dear Dr. McKay:

First, let me apologize for the late arrival of this letter.

The College of Nursing was one of five founding faculties for the Option in Aging when it first began in the early 1990's. Undergraduates in the Four Year Program and the Baccalaureate Program for Registered Nurses (BPRN) have participated in the Option in Aging since that time.

I understand that there is an application for the temporary cessation of admissions to the BPRN Program and I am writing to say that this decision will not affect the Option in Aging in a negative way. Therefore I offer my support for the application.

Yours truly,

Lorna Guse, RN, PhD  
Chair, Management Committee, Option in Aging.

October 18, 2017

## **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 Brenda Austin-Smith will be the Speaker for the Executive Committee for the November meeting of Senate.

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

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

Respectfully submitted,

Dr. David Barnard, Chair  
Senate Executive Committee

Terms of Reference:

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

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

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

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

### **Observation**

At its meeting of September 22, 2017, the Senate Committee on Awards reviewed one new offer that appear to be discriminatory according to the policy on the *Non-Acceptance of Discriminatory Awards*, as set out in Appendix A of the *Report of the Senate Committee on Awards - Part B* (dated September 22, 2017).

### **Recommendation**

The Senate Committee on Awards recommends that Senate and the Board of Governors approve one new offer, as set out in Appendix A of the *Report of the Senate Committee on Awards - Part B* (dated September 22, 2017). This award decision complies with the published guidelines of November 3, 1999, and is reported to Senate for information.

Respectfully submitted,

Dr. Phil Hultin  
Chair, Senate Committee on Awards

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

## **SENATE COMMITTEE ON AWARDS**

### **Appendix A September 22, 2017**

#### **BUSINESS ARISING**

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

##### **Price Engineering Access Bursary**

The Price Family has established an endowment fund with a gift of \$250,000 in 2016. The Manitoba Scholarship and Bursary Initiative has made a contribution to the fund. The purpose of the fund is to support Canadian Indigenous undergraduate students pursuing studies in the Faculty of Engineering through the Engineering Access Program (ENGAP). Beginning in the 2018 – 2019 academic year, bursaries will be offered to undergraduate students who:

- (1) are members of ENGAP;
- (2) are enrolled full-time (minimum 60% course load) in any year of any program in the Faculty of Engineering at the University of Manitoba;
- (3) have achieved either:
  - a. as an entering student, the minimum requirements for admission to the ENGAP program; or
  - b. as a continuing student, a minimum degree grade point average of 2.0 in their previous year of study;
- (4) have demonstrated financial need on the standard University of Manitoba bursary application form.

Recipients of this bursary will not be eligible to receive an ENGAP bursary.

The selection committee will have the discretion to determine the number and value of awards offered each year based on student need and the amount of available funds.

The selection committee will be the ENGAP Scholarships and Bursaries Committee.

This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate), and providing all reasonable efforts have been made to consult, 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.

(Attachment I)



UNIVERSITY  
OF MANITOBA

Faculty of Engineering  
Office of the Dean

18 September 2017

E2-290 Engineering Building  
Winnipeg, Manitoba  
Canada R3T 5V6  
Telephone 204-474-9809  
Fax 204-275-3773

Dr. Philip Hultin  
Chair, Senate Committee on Awards  
University of Manitoba  
c/o Mabelle Magsino,  
Awards Establishment/Selection Coordinator  
424F University Centre

Dear Dr. Hultin:

**RE: Price Engineering Access Bursary**

The Faculty of Engineering supports the establishment of the Price Engineering Access Bursary.

In the Fall Term of 2016, the Faculty of Engineering's self-declared Canadian Indigenous student population was 6.1% of total enrolment, compared to Manitoba's Indigenous population of 16.7%<sup>1</sup>. The Indigenous student enrolment data for the past five years in Engineering is provided for context in the table below.

Year (Fall Term)	Number of Indigenous students in Engineering	Total Number of Engineering Students	% Indigenous students
2016	109	1,785	6.1
2015	98	1,722	5.7
2014	92	1,653	5.6
2013	84	1,644	5.1
2012	81	1,497	5.4

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

Sincerely,

*J. Beddoes*

Jonathon Beddoes, Ph.D., P.Eng.  
Professor and Dean

<sup>1</sup> Statistics Canada. *Number and distribution of the population reporting an Aboriginal identity and percentage of Aboriginal people in the population, Canada, provinces and territories, 2011*, Catalogue no. 99-011-X2011001 [cited November 18, 2016 on Statistics Canada website: <https://www12.statcan.gc.ca/nhs-enm/2011/as-sa/99-011-x/2011001/tbl/tbl02-eng.cfm>].

June 28, 2017

**Report of the Senate Committee on the Calendar RE: Proposal for an Academic Calendar Content Guide for Graduate Programs**

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**Preamble:**

1. The Terms of Reference for the Senate Committee on the Calendar (SCCAL) are found on the web at:  
[http://umanitoba.ca/admin/governance/governing\\_documents/governance/sen\\_committees/496.html](http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/496.html)
2. At its meeting on June 28, 2017, the committee considered a proposal from the Faculty of Graduate Studies, to establish an Academic Calendar Content Guide for Graduate Programs, as recommended by the Faculty Council of Graduate Studies in its report dated May 9, 2017.

**Observations:**

1. The committee considered a proposal from the Faculty of Graduate Studies to establish an Academic Calendar Content Guide for Graduate Programs. The Guide would be introduced in order to standardize the information that is included in the Academic Calendar for every graduate program. The intent would be to provide essential information to graduate students in clear and consistent manner.
2. Standard content would include, for each degree program offered in a unit:
  - contact information for the department/program, including a link to the webpage;
  - program information, including links to the appropriate Graduate Studies program page and supplemental regulations for the program;
  - the credential for the degree (e.g. M.A. in Anthropology);
  - admission requirements;
  - application deadlines;
  - academic and non-academic program requirements;
  - second language reading requirement, if appropriate;
  - expected time to graduate;
  - a progression chart(s), for thesis-based and/or course-based programs.

**Recommendation:**

The Senate Committee on the Calendar recommends:

**THAT Senate approve the Report of the Senate Committee on the Calendar regarding the introduction of an Academic Calendar Content Guide for Graduate Programs, effective for the 2018-2019 Academic Calendar.**

Respectfully submitted,

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

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





UNIVERSITY  
OF MANITOBA

Graduate Studies

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## **Academic Calendar**

### **Content Guide for Graduate Programs**

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## Academic Calendar: Content Guide for Graduate Programs

### Purpose

This document is targeted to Graduate Academic Calendar Content Providers.

The goal of this guide is to help units present their Graduate Academic Calendar program information in a simplified and consistent manner. Currently there are varying levels of detail in content and structure, which is confusing for those comparing information across various programs.

A snapshot of appropriate content (what should be included):

- Basic office contact information, with link to website
- Non-academic requirements to begin and to continue in the program
- Academic requirements to continue in the program
- All requirements to graduate from the program
- Course requirements
- All information that affects graduation or appeals
- Application deadlines

A snapshot of non-appropriate content (what should *not* be included):

- Historical faculty, school, college, and department information
- Historical program requirements (students should be referred to the Academic Calendar for the year they began their program)
- General information such as research facilities, career paths, fields of research, building/lab descriptions, 'marketing' type information
- List of academic staff

This information should instead be housed in the unit's website or handbook.

It is suggested that all Graduate Studies programs conform to this guide, starting with the 2017-18 Academic Calendar.

## Style Guide

Each program page in the Academic Calendar should include the following headings:

### Program

#### Program Information

- Supplemental Regulations

#### Degree

- Admission Requirements
- Application Deadlines
- Program Requirements
- Expected Time to Graduate
- Second Language Reading Requirement

Repeat Degree sections as required, depending on the number of degrees offered.

These headings and the information to be contained within are detailed below, with a sample section at the end of this document.

### Program

<b>Head (Department)</b>	Name
<b>Grad Chair</b>	Name
<b>Campus Address</b>	Room number and building
<b>Telephone/Fax</b>	General office phone and fax. Use dash format, e.g., 204-474-9377
<b>Website</b>	Link to home page, e.g., (use html below and change as required) <a href="http://umanitoba.ca/afs/entomology/">umanitoba.ca/afs/entomology/</a>
<b>Academic Staff</b>	Link to website, if page exists, with following wording (use html below and change as required): Please refer to our website for current staff listing: <a href="http://umanitoba.ca/classics/staff/">http://umanitoba.ca/classics/staff/</a> For example: Please refer to our website for current staff listing: http://umanitoba.ca/classics/staff/
<b>Email</b>	For support staff contact. It is strongly advised to use a generic address as opposed to a personal email. <a href="mailto:nursing@umanitoba.ca">nursing@umanitoba.ca</a>

## Program Information

(e.g., **Entomology Program Information**)

- Add link to appropriate Graduate Studies program page (see [http://umanitoba.ca/faculties/graduate\\_studies/admissions/programs/index.html](http://umanitoba.ca/faculties/graduate_studies/admissions/programs/index.html))
- Replaces the ‘marketing’ type information (research facilities, etc)
- Contact [graduate.studies@umanitoba.ca](mailto:graduate.studies@umanitoba.ca) with any changes to be made to your Grad Studies Program page. By consistently using the Program page, broken links to changing website pages can be avoided.

## Supplemental Regulations

- Add the following paragraph:
- Individual units may require specific requirements above and beyond those of the Faculty of Graduate Studies, and students should consult unit supplemental regulations for these specific regulations on the Graduate Studies website at [http://umanitoba.ca/faculties/graduate\\_studies/admin/supplemental\\_regulations.html](http://umanitoba.ca/faculties/graduate_studies/admin/supplemental_regulations.html)

## Degree

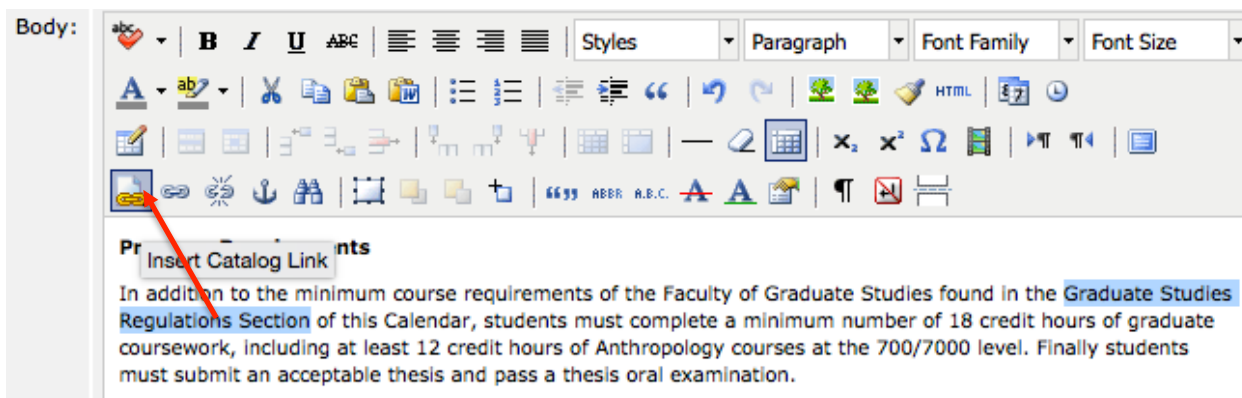
(e.g., **M.A. in Anthropology; Ph.D. in Computer Science**)

Use the following sub-headings as necessary for each degree in the program:

### Admission Requirements

- If same as Graduate Studies requirements:  
Admission requirements are those of the Faculty of Graduate Studies found in the [Graduate Studies Regulations Section](#) of this Calendar.
- [Graduate Studies Regulations Section](#) in above bullet: Link to the appropriate section in the Graduate Studies Academic Guide:
  - For Master’s – *Section 4: Master’s Degrees General Regulations*  
<http://crscalprod1.cc.umanitoba.ca/Catalog/ViewCatalog.aspx?pageid=viewcatalog&catalogid=280&chapterid=3156&topicgroupid=18032&loaduserredits=False>
  - For PhD - *SECTION 5: Doctor of Philosophy General Regulations*  
<http://crscalprod1.cc.umanitoba.ca/Catalog/ViewCatalog.aspx?pageid=viewcatalog&catalogid=280&chapterid=3156&topicgroupid=18033&loaduserredits=False>
- Create the links above using an internal Catalog Link. Select the text to be linked, and click the Catalog Link button as shown below:

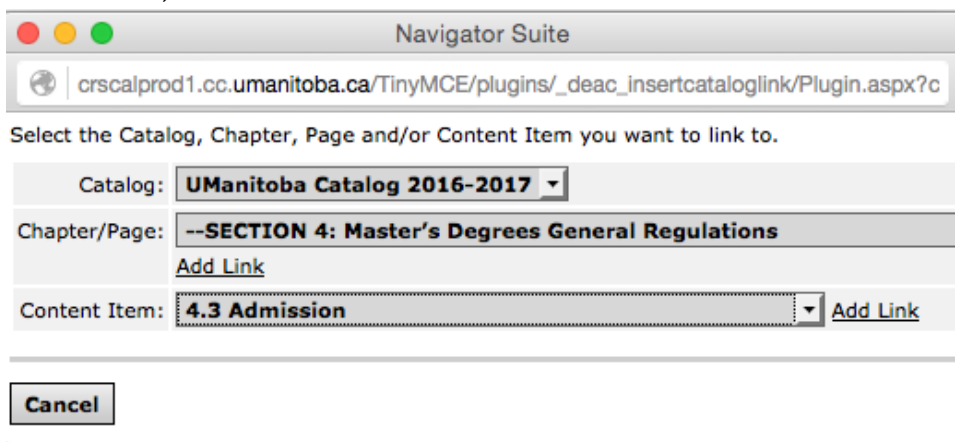
Body:



**Insert Catalog Link**

In addition to the minimum course requirements of the Faculty of Graduate Studies found in the [Graduate Studies Regulations Section](#) of this Calendar, students must complete a minimum number of 18 credit hours of graduate coursework, including at least 12 credit hours of Anthropology courses at the 700/7000 level. Finally students must submit an acceptable thesis and pass a thesis oral examination.

For Master's, fill out the fields as follows:



Navigator Suite

crscalprod1.cc.umanitoba.ca/TinyMCE/plugins/\_deac\_insertcataloglink/Plugin.aspx?c

Select the Catalog, Chapter, Page and/or Content Item you want to link to.

Catalog: **UManitoba Catalog 2016-2017**

Chapter/Page: **--SECTION 4: Master's Degrees General Regulations**

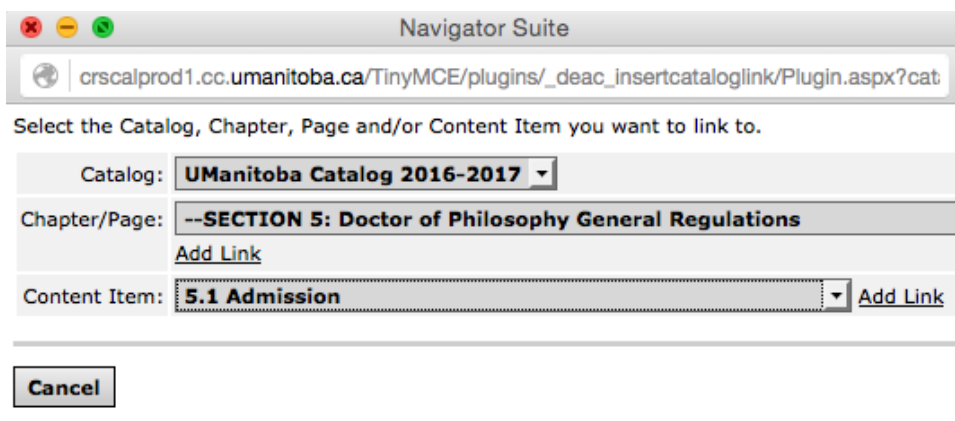
Add Link

Content Item: **4.3 Admission**

Add Link

Cancel

For PhD:



Navigator Suite

crscalprod1.cc.umanitoba.ca/TinyMCE/plugins/\_deac\_insertcataloglink/Plugin.aspx?cat

Select the Catalog, Chapter, Page and/or Content Item you want to link to.

Catalog: **UManitoba Catalog 2016-2017**

Chapter/Page: **--SECTION 5: Doctor of Philosophy General Regulations**

Add Link

Content Item: **5.1 Admission**

Add Link

Cancel

Click [Add Link](#) to insert the link and close the dialog.

## Application Deadlines

Use the chart format below, with the associated wording:

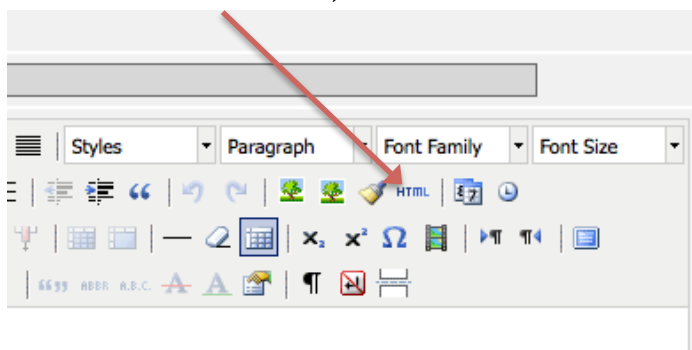
(**Note:** When changing for the future, students should be given at least one year's notice)

Students should complete and submit their online application with supporting documentation (if applicable) by the date indicated in the following table:

Term	Start Date	Canadian/US	International
FALL	September	June 1	February 1
WINTER	January	October 1	June 1
SUMMER	May	February 1	October 1

To add the table:

1. Navigate to the Degree page that you would like to modify, and click **edit**.
2. In the Edit Content screen, click the HTML button:



3. In the HTML Source Editor window, paste the following text where you would like the table to appear:

```
<p> Students should complete and submit their online application with supporting documentation (if applicable)
by the date indicated in the following table:</p>
<table style="width: 50%;" border="0" cellspacing="0" cellpadding="2">
<tbody>
<tr>
<td><p><strong>Term</strong></p></td>
<td><p><strong>Start Date</strong></p></td>
<td><p><strong>Canadian/US</strong></p></td>
<td><p><strong>International</strong></p></td>
</tr>
<tr bgcolor="#CCCCCC">
<td><p> &nbsp;&nbsp;&nbsp;FALL</p></td>
<td><p>September</p></td>
<td><p>June 1 </p></td>
<td><p>February 1</p></td>
</tr>
<tr>
<td><p> &nbsp;&nbsp;&nbsp;WINTER</p></td>
<td><p>January</p></td>
<td><p>October 1</p></td>
```

```

<td><p>June 1</p></td>
</tr>
<tr bgcolor="#CCCCCC">
<td><p> &nbsp;   SUMMER</p></td>
<td><p>May</p></td>
<td><p>February 1</p></td>
<td><p>October 1</p></td>
</tr>
</tbody>
</table>

```

4. Click the **Update** button to save your changes. Update the dates as required. If you do not accept applications for a particular term, put 'None'. Click **Save/Update Content** when you have finished.

Your result should look similar to:

#### Application Deadline Dates

Students should complete and submit their online application with supporting documentation (if applicable) by the date indicated in the following table:

Term	Start Date	Canadian/US	International
FALL	September	May 15	February 1
WINTER	January	September 15	June 1
SUMMER	May	January 15	October 1

## Program Requirements

- If same as Graduate Studies requirements:  
Minimum Program requirements of the Faculty of Graduate Studies are found in the [Graduate Studies Regulations Section](#) of this calendar.
- [Graduate Studies Regulations Section](#) in above bullet: Link to the appropriate section in the Graduate Studies Academic Guide:
  - For Master's – *Section 4: Master's Degrees General Regulations*  
<http://crscalprod1.cc.umanitoba.ca/Catalog/ViewCatalog.aspx?pageid=viewcatalog&catalogid=280&chapterid=3156&topicgroupid=18032&loaduserredits=False>  
 Use this internal link (see steps on adding internal Catalog links in the Admission Requirements section above):



Navigator Suite

crscalprod1.cc.umanitoba.ca/TinyMCE/plugins/\_deac\_insertcataloglink/Plugin.asp

Select the Catalog, Chapter, Page and/or Content Item you want to link to.

Catalog: **UManitoba Catalog 2016-2017**

Chapter/Page: **--SECTION 4: Master's Degrees General Regulations**

Add Link

Content Item: **4.1 General**

Add Link

Cancel

- For PhD - *SECTION 5: Doctor of Philosophy General Regulations*  
<http://crscalprod1.cc.umanitoba.ca/Catalog/ViewCatalog.aspx?pageid=viewcatalog&catalogid=280&chapterid=3156&topicgroupid=18033&loaduseredits=False>

Use this internal link:

Navigator Suite

crscalprod1.cc.umanitoba.ca/TinyMCE/plugins/\_deac\_insertcataloglink/Plugin.aspx?cat

Select the Catalog, Chapter, Page and/or Content Item you want to link to.

Catalog: **UManitoba Catalog 2016-2017**

Chapter/Page: **--SECTION 5: Doctor of Philosophy General Regulations**

Add Link

Content Item: **SECTION 5: Doctor of Philosophy General Regulations**

Add Link

Cancel

- Non-academic requirements to begin and to continue in the program
- Academic requirements to continue in the program
- All requirements to graduate from the program
- Course requirements
  - In addition to other course requirements, the following text must be added in this section:
    - All students must complete GRAD 7500 Academic Integrity Tutorial (0 credit hours). 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.

## Expected Time to Graduate

- Add number of years (e.g., 2 years)
- Add link to the appropriate section in the Graduate Studies Academic Guide:
  - For Master's - 4.4.7 *Time in Program*  
<http://crscalprod1.cc.umanitoba.ca/Catalog/ViewCatalog.aspx?pageid=viewcatalog&catalogid=280&chapterid=3156&topicgroupid=18032&loaduseredits=False>

Use internal link:

The screenshot shows a web browser window titled "Navigator Suite" with the URL [crscalprod1.cc.umanitoba.ca/TinyMCE/plugins/\\_deac\\_insertcataloglink/Plugin.asp](http://crscalprod1.cc.umanitoba.ca/TinyMCE/plugins/_deac_insertcataloglink/Plugin.asp). Below the address bar, it says "Select the Catalog, Chapter, Page and/or Content Item you want to link to." There are three dropdown menus: "Catalog:" with "UManitoba Catalog 2016-2017" selected, "Chapter/Page:" with "--SECTION 4: Master's Degrees General Regulations" selected, and "Content Item:" with "4.4 Program Requirements" selected. Each dropdown has an "Add Link" button next to it. At the bottom left is a "Cancel" button.

- For PhD - 5.5 *Time Limits*  
<http://crscalprod1.cc.umanitoba.ca/Catalog/ViewCatalog.aspx?pageid=viewcatalog&catalogid=280&chapterid=3156&topicgroupid=18033&loaduseredits=False>

Use internal link:

The screenshot shows a web browser window titled "Navigator Suite" with the URL [crscalprod1.cc.umanitoba.ca/TinyMCE/plugins/\\_deac\\_insertcataloglink/Plugin.aspx?cat](http://crscalprod1.cc.umanitoba.ca/TinyMCE/plugins/_deac_insertcataloglink/Plugin.aspx?cat). Below the address bar, it says "Select the Catalog, Chapter, Page and/or Content Item you want to link to." There are three dropdown menus: "Catalog:" with "UManitoba Catalog 2016-2017" selected, "Chapter/Page:" with "--SECTION 5: Doctor of Philosophy General Regulations" selected, and "Content Item:" with "5.5 Time Limits" selected. Each dropdown has an "Add Link" button next to it. At the bottom left is a "Cancel" button.

- Note any exceptions, if applicable

## Second Language Reading Requirement

- Remove reference to second language requirement, if not required. If required for one degree in a program but not the other, add heading for both, and indicate None for the degree that does not require.
- If required, indicate the language(s) required. If any language, provide detail.

## Progression Charts

Progression charts can help to improve students' overall understanding of how they will proceed through their degree program. *Programs should use the Coursework chart when specific coursework is required for more than **one** year.*

**Every chart will:**

- Include the minimum number of credit hours required for graduation, with the number of credit hours taken per year
- Include all courses required to complete the program
- Illustrate program progression by indicating courses that, due to pre-requisite requirements or Year Class restrictions on courses, must be or are recommended to be taken in a specific year(s)
- Identify any credit hours and graduation requirements that are in excess of the program requirements and how they can fit into the program (e.g. electives, auxiliary courses, etc.)
- Reference to approved lists of electives, ancillary courses, etc. (if applicable), using an internal calendar hyperlink from the chart to that list.

***Please see the examples included at the end of this document.***

## Sample Program Page

### Anthropology

**Head:** Gregory G. Monks

**Grad Chair:** Kathleen Buddle

**Campus Address/General Office:** 432 Fletcher Argue

**Telephone:** 204-474-9361

**Fax:** 204-474-7600

**Email Address:** [um-anthro@cc.umanitoba.ca](mailto:um-anthro@cc.umanitoba.ca)

**Website:** <http://umanitoba.ca/faculties/arts/departments/anthropology/>

**Academic Staff:** Please refer to the website for Faculty information:

<http://umanitoba.ca/faculties/arts/departments/anthropology/>

### Anthropology Program Information

The department offers programs leading to the Master of Arts and the Doctor of Philosophy degrees.

[http://umanitoba.ca/faculties/graduate\\_studies/admissions/programs/anthro.html](http://umanitoba.ca/faculties/graduate_studies/admissions/programs/anthro.html)

### Supplemental Regulations

Individual units may require specific requirements above and beyond those of the Faculty of Graduate Studies, and students should consult unit supplemental regulations for these specific regulations on the Graduate Studies website at [http://umanitoba.ca/faculties/graduate\\_studies/admin/supplemental\\_regulations.html](http://umanitoba.ca/faculties/graduate_studies/admin/supplemental_regulations.html)

### M.A. in Anthropology

#### Admission Requirements

In addition to the minimum admission requirements of the Faculty of Graduate Studies found in the [Graduate Studies Regulations Section](#) of this calendar, an advanced (four year) degree in Anthropology is the normal preparation for the M.A. program. Students with a different background will normally take a year of pre-M.A. studies consisting of up to 18 hours of courses from the undergraduate, and especially the Advanced, curriculum.

#### Application Deadlines

Students should complete and submit their online application with supporting documentation (if applicable) by the date indicated in the following table:

Term	Start Date	Canadian/US	International
FALL	September	January 15	January 15
WINTER	January	August 1	August 1
SUMMER	May	None	None

**Program Requirements**

In addition to the minimum course requirements of the Faculty of Graduate Studies found in the [Graduate Studies Regulations Section](#) of this Calendar, students must complete a minimum number of 18 credit hours of graduate coursework, including at least 12 credit hours of Anthropology courses at the 700/7000 level. Students must submit an acceptable thesis and pass a thesis oral examination.

**Second Language Reading Requirement:** None

**Expected Time to Graduate:** 2 years. See [4.4.7 Time in Program](#)

**Ph.D. in Anthropology****Admission Requirements**

All requirements for the M.A. degree must be completed. Preference will be given to applicants who have demonstrated independent research competence at the Master of Arts level.

**Application Deadlines**

Students should complete and submit their online application with supporting documentation (if applicable) by the date indicated in the following table:

Term	Start Date	Canadian/US	International
FALL	September	January 15	January 15
WINTER	January	August 1	August 1
SUMMER	May	None	None

**Program Requirements**

In addition to the minimum course requirements of the Faculty of Graduate Studies found in the [Graduate Studies Regulations Section](#) of this calendar, students must complete 18 credit hours above the M.A. level, including at least 15 credit hours of Anthropology courses at the 700/7000 level.

**Second Language Reading Requirement:** Yes. Students must demonstrate a reading proficiency in one language with a scholarly discourse other than English.

**Expected Time to Graduate:** 4 years. See [5.5 Time Limits](#).

## Sample Progression Chart

### Master of Landscape Architecture

To graduate with a Master of Landscape Architecture degree, a student must have passed the 42 to 111 credit hours outlined below and must have achieved a Degree Grade Point Average (DGPA) of 3.00 with a minimum grade of "C" in all Faculty-required courses.

Course Number	Course Name	Credit Hours
<b>YEAR 1</b>	<b>Students with non-design background</b>	
	Pre-Term Drawing Workshop (Fall)	0
GRAD 7500	Academic Integrity Tutorial	0
LARC 6150	LA Communications	3
EVLU 3000	History of Designed Environments	3
EVLU 3002	Site Planning	3
EVLU 3004	Ecology + Design 2	3
EVLU 3010	Landscape + Urbanism Theory	3
EVLU 3012	Site Morphology + Grading	3
LARC 7110	LA Studio 1 (Fall)	9
EVLU 3008	L+U Studio 4: Networks / Infrastructure (Winter)	9
		<b>36</b>
<b>YEAR 2</b>	<b>Students with non-L+U design background</b>	
EVLU 4000	Philosophy, Ethics and Aesthetics	3
EVLU 4002	Construction Materials	3
EVLU 4008	Plants, Ecosystems and Design	3
EVLU 4016	History of Landscape + Urbanism	3
EVLU 4018	Principles of Urban Design	3
LARC 7040	Design Research (or in MLA Year 3)	0 / 3
LARC 7222	LA Studio 2 (Fall)	9
EVLU 4014	L+U Studio 6: Emergent Futures (Winter)	9
		<b>33 / 36</b>
<b>YEAR 3</b>		
<b>REQUIRED COURSES</b>		
LARC 7002	Landscape Construction + Practice	3
LARC 7040	Design Research (if not taken in MLA Year 2)	0 / 3
LARC 7250	Advanced LA Theory	3
LARC 7330	LA Studio 3	9
LARC 7340	LA Studio 4	9
LARC 7400	Landscape Topics (PASS/FAIL)	3
GRAD 7000 or 7030	Thesis / Practicum	0
<b>ELECTIVE COURSES</b>	<b>(12 credit hours required)</b>	
LARC 7310	Landscape Design Seminar 1 or Graduate Level Elective	3
LARC 7310	Landscape Design Seminar 2 or Graduate Level Elective	3
LARC 7310	Field Studies (Summer Session)	3
ARCG 7102	Intersession Studio (Summer Session)	6
	Elective	3
		<b>39 / 42</b>
		<b>111</b>

## Sample Progression Chart – Thesis-Based Program

### Master of Science (Mathematics)

All students must:

- maintain a minimum degree grade point average of 3.0 with no grade below C+,
- meet the minimum and not exceed the maximum course requirements, and
- meet the minimum and not exceed the maximum time requirements.

Course Number	Course Name	Credit Hours
<b>YEAR 1</b>		
GRAD 7500	Academic Integrity Tutorial	0
MATH 7XXX	Courses designated MATH 7000 or above	9
	Courses in an area of mathematical sciences	6
Certain programs of study within mathematics may require courses outside the Department of Mathematics.		
A student may take at most two 3 credit hour reading courses from any one instructor for credit in this degree program.		
		<b>15</b>
<b>YEAR 2</b>		
	<b>Thesis</b>	0
<b>GRAD 7000</b>	<b>Master's Thesis</b>	0
Students must demonstrate their mastery of the field and that they are fully conversant with the relevant literature through their thesis/practicum.		
The M.Sc. thesis proposal must include a literature review, description of the proposed work, and a schedule for completion. The proposal should normally be completed within 10 months following the start of the program and must be approved by the student's advisor.		
<b>Total Credit Hours</b>		<b>15</b>





UNIVERSITY  
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Faculty of Agricultural and Food  
Sciences

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

14 February 2017

To: Dr. Shannon Coyston  
Secretary of the Senate Committee on Curriculum & Course Changes

From: Dr. Karin Wittenberg, Dean of Agricultural and Food Sciences

Re: Articulation Agreement with Huazhong Agricultural University, China

I am pleased to send you the attached Articulation Agreement Proposal and supporting materials that pertain to the Senate approval process for our existing partnership with Huazhong Agricultural University. As you may know, we have had a longstanding positive relationship with Huazhong, with our original "Supplementary 'Student Transfer Program' Agreement" dating back to 2004 and having been renewed in 2010. An extension to the agreement was granted in 2015.

Our Faculty embraces opportunities such as this to build and maintain relationships with our international partners. We have enjoyed watching our Faculty become more diverse as a result of the presence of our 2+2 students, who have performed very well and contributed in a positive way to the cultural milieu in Agricultural and Food Sciences. These articulation agreements have also been financially beneficial to the Faculty, allowing us to provide additional support services to all of our students.

One of our goals with our current set of proposed articulation agreements is to add greater formality to our existing course transfer/mapping process. Previous versions of this proposed agreement with Huazhong, as well as our current Senate-approved agreement with Inner Mongolia Agricultural University (IMAU), have granted 60 credit hours on a "block transfer" basis. We are working hard to ensure the one-to-one transfer (i.e. mapping) of our partners' courses becomes routine, but recognize that this process will be ongoing. As you will see from the attached documents, several of Huazhong's courses transfer to fulfil some of our required courses, while others will need to be transferred as free electives. While the goal is to have students arriving from Huazhong transfer 60 credit hours in to one of our programs, this cannot be guaranteed and will be assessed on a case-by-case basis.

Thank you for your time in reviewing this agreement as well as the others we are proposing at this time. I look forward to meeting with SCCCC to discuss the proposed agreements with you.



## SENATE ARTICULATION AGREEMENT PROPOSAL

### A. UM PROGRAM AND PARTNER INFORMATION

1. **Agreement Type:** New ☒ Renewal ☐ Domestic ☐ International ☒

2. **Name and Address of Partner Institution:**

Huazhong Agricultural University, No.1, Shizishan Street · Hongshan District · Wuhan · Hubei Province · 430070 · P.R.China

3. **UM Program Contact:**

Name: Dr. Karin Wittenberg

Designation: Dean, Faculty of Agricultural and  
Food Sciences

Email: agdean@umanitoba.ca

Phone: 204-474-9380

Signature: \_\_\_\_\_

Date: 14 August 2017

4. **Name and designation of contact person from partner institution (*include full contact information*):**

Name: Dr. Zhuo Zhang

Designation: Lecturer, School of Food Science  
and Technology

Address: Huazhong Agricultural University, No.1, Shizishan Street · Hongshan District · Wuhan · Hubei  
Province · 430070 · P.R.China

Email: zhangzhuo@mail.hzau.edu.cn

Phone: (86) 17082755334

5. **Name and designation of signing authority for the partner institution (*include full contact information*):**

Name: Chongguang Li

Designation: Vice-President(Academic) of  
Huazhong Agricultural University

Address: Huazhong Agricultural University, No.1, Shizishan Street · Hongshan District · Wuhan · Hubei  
Province · 430070 · P.R.China

Email: lcg@mail.hzau.edu.cn

Phone: (86) 27-87281021

### B. PROGRAM PROPOSAL

#### PROGRAM INFORMATION

6. **UM Faculty/College/School:** Faculty of Agricultural and Food Sciences

**UM Department:** NA

**UM Program to which advanced entry is sought (*provide program name and credential*).**

Bachelor of Science in Food Science

**7. Program at Partner Institution from which advanced entry is sought (provide program name and credential).**

Students are pursuing a Bachelor of Science in Food Science and Engineering from Huazhong University. They are doing their first two years in Huazhong but do not transfer over to the University of Manitoba with any credentials.

**8. Start date (number of years for which the agreement is proposed to run).**

Start Date: September 1, 2018      Period (yrs.): 5 years

**9. Combined duration of the articulation program, in years (e.g. 4 years – UM 2 + Partner 2).**

120 credit hours. Normally this will be 2 years at the partner institution with 2 or more years at the University of Manitoba. Variations will depend on the program the student is enrolling in, how many courses they plan to take per term, and how many courses will transfer over. Students can transfer in a minimum of 36 credit hours and a maximum of 60 credit hours. Students who transfer fewer than 60 credit hours will need to take more than 60 credit hours at the University of Manitoba to fulfill degree requirements. There may be cases where students need to take more than 60 credit hours (over 120 total) to meet their degree requirements. This could occur for example if a student were granted advanced standing for more elective courses than could be applied towards their program requirements.

**10. If applicable, will students be able to participate in a co-op option in the program?** Y ☒ N ☐ NA ☐

**11. Detail any costs accrued to the UM arising from this proposal. Costs should include any resources required to support the program and any tuition and/or fee implications, including application fees.**

*A letter from the budget Dean detailing how any costs will be met must accompany the completed proposal, and funding requests for consider by the Senate Planning and Priorities Committee (SPPC) must be submitted on the SPPC Program Proposal Budget Form (<http://umanitoba.ca/admin/governance/forms/index.html> under Other Forms).*

The Faculty has historically received a share of the international student tuition differential to cover costs associated with the Articulation Agreements; it is our hope that this will continue to be the case. Logistics, recruitment, student supports and indirect costs can be covered by the Faculty's portion of the tuition differential. We do not believe any additional course sections will be required. Any additional costs would be covered by operating funds.

Students admitted under this agreement will be charged standard University of Manitoba tuition fees for international students, standard ancillary fees, etc. More information on tuition fees can be found at: [http://umanitoba.ca/student/records/fees/Undergraduate\\_Tuition.html](http://umanitoba.ca/student/records/fees/Undergraduate_Tuition.html). Students who wish to enrol in our co-op program will be charged co-op fees.

**12. Outline any additional interactions planned in relation to the agreement. For example, formal interactions with the faculty at the partner institution; development of joint curriculum between institutions, etc. Please describe.**

Our institutions have cooperated in the past in regards to research collaboration and exchange of faculty and students in the field of rapeseed sciences. The research efforts were the start and we developed our articulation agreement in 2010 and we have had success with the students who traveled here. Dr. David Levin was invited to serve as an external examiner on a PhD thesis and is exploring future research

collaborations with them. Dr. Arnold Hydamaka and Dr. Trust Beta have engaged in research collaboration with their faculty (Dr. Xiaoyun Xu) and published one research article. They also continue to seek future collaborative opportunities.

## **STUDENT SELECTION AND SUPPORT**

### **13. Number of students to be admitted at each intake.**

Expected No. 10      Maximum No. 15

### **14. Is advanced entry limited to graduates of the partner institution program? Y ☐ N ☒**

### **15. Provide details of the requirements for advanced entry (include a detailed mapping of the partner program's coursework requirements to the UM program on the Articulation Course Mapping Form). Append all applicable course syllabi.**

Most of the courses that are taken at the partner institution are prerequisites for our program specific courses as all students normally complete their program specific requirements during the last half of their program.

Students are permitted to transfer a minimum of 36 credit hours up to a maximum of 60 credit hours based on the approved course mapping. Other courses will be assessed on a course-by-course basis. See the course mapping form for details on the 36 credit hours of courses required for advanced entry to specific programs under this agreement.

### **16. Describe the entry pathway for admission and selection for articulation at UM. Include information on admission requirements, including minimum GPA requirements and English language requirements, should they fall outside the standard UM requirements. International agreements should identify and address the role of a UM faculty member (or representative) in the student selection process.**

Students must meet all entrance requirements for the Faculty of Agricultural and Food Sciences (Advanced Entry):

Students must:

Successfully complete their first year and second year (equivalent of 60 credit hours) at Huazhong Agricultural University.

Submit an academic transcript showing that the student is in good academic standing or has achieved a minimum cumulative grade point average of 2.0 on a 4.5 scale (C average). The grade equivalent of the courses will be determined using the University of Manitoba's standard international conversion grading scales.

If the number of eligible candidates exceeds the available spaces, a cumulative grade point average higher than the minimum may be required for admission.

#### **English Language Proficiency Requirements**

Students will have to demonstrate they equal, or surpass the institutional English Language Proficiency Requirements. This is normally achieved through the IELTS or TOEFL. If all admission requirements are met with the exception of the English language requirement, students will have to submit an application for

conditional admission to the Faculty provided that they complete the Intensive Academic Language Program offered through the English Language Centre at the University of Manitoba. This option will be available on the specific application form for this agreement.

Students will formally apply online through the Admissions application portal. The application will be specific to students applying through this agreement. The Admissions Office will review all applicants for eligibility based on approved admission requirements. If deemed eligible, transcripts will be reviewed by the Faculty's Program Committee of the selected program for transfer credit based on approved mapped course equivalencies.

**17. Outline any recruitment strategies associated with the proposed program. Include information on efforts by both the UM and partner institution where applicable.**

The Faculty will visit the institution (annually where possible) to assist with the applications, recruitment plans, and curriculum changes. During this time, prospective students will be advised on which courses they would be required to take to meet the admission requirements for entry under this Articulation Agreement. The partner institution will advertise the opportunity to students and use the articulation agreement as a recruitment tool (opportunity to study in Canada is attractive to many international students).

**18. What types of student support will the UM be required to provide to students participating in this program? This could include such things as orientation, advisory services, accommodation, language courses, etc.**

The Faculty's Student Services Office will be able to provide one-on-one support for these students and make referrals to the various offices on campus for specialized support (such as counseling, accommodation, etc). In addition to this, the Faculty will also provide events/activities/workshops to assist students with adapting to the North American culture and to be competitive in the agri-food and related industries.

## **QUALITY ASSURANCE**

**19. Please indicate how often the agreement will be reviewed as well as an outline of the review process.**

The agreement will be reviewed on an ongoing basis, but formally by the Faculty and Senate every five years. Performance of students who have entered the Faculty under this agreement will be compared to the Faculty average. Student experience will also be evaluated (exit interviews or surveys). The partner university will communicate any curriculum changes and we will evaluate courses as changes come up.

**20. Outline how feedback will be provided to the partner institution in terms of student performance.**

This will be done as needed to ensure student success; it is expected that this will be a topic of discussion during visits to the partner institution. Communications with the partner institution will be done at least annually to discuss program success.

**21. If the UM program is accredited by an external body, will the proposed articulation impact the accreditation? If so, what steps are required to maintain accredited status?**

This agreement will not have any impact on our external accreditations as all students will need to fulfill degree requirements. The Bachelor of Science in Food Science is the only accredited program.

**22. What mechanisms are in place to allow any students on the articulation pathway to complete their studies should the articulation be withdrawn?**

In the event the articulation is withdrawn, any students on the articulation pathway will be allowed to complete their degree program.

**BENEFIT ANALYSIS**

**23. Benefits anticipated from this agreement to the partners and students.**

The Faculty of Agricultural and Food Sciences has worked with HAU since 2004, initially signing an MOU and then an International Articulation agreement in 2010. This opportunity provides multiple benefits to the faculty, students and the partner institutions. Academically, the articulation program provides students who meet the academic requirements with an academic pathway to study and graduate in Canada at a reputable and affordable comprehensive university. Additionally, current UM students benefit from this relationship through their exposure to their peers from a foreign country, broadening their perspectives and enhancing diversity in our Faculty. For our faculty members, these agreements have created a new pathway to discuss mutual research interests and collaboration. Lastly, the incremental revenue from students entering under this type of agreement has historically been important to the Faculty, effectively funding two support staff positions.

In the last 5 years we have had 30 graduates from Huazhong and they held a GPA of 3.45 on average. Based on this outcome we feel that this agreement has been beneficial to both partners and all students. Students from Huazhong have the opportunity to study in Canada and have a formal agreement so they know their studies in Huazhong will count towards a program at the University of Manitoba.

**24. Have any challenges or barriers to this agreement been identified? If so, how will they be ameliorated?**

Our experience with course transfers is that our partners' courses often contain more teaching hours and sometimes more advanced topics than what is normally covered at the UofM, but are missing some key components as they are taught in other areas of their curriculum. This will be addressed by regular communication with the partner university to ensure that the students have the skills they need to be successful in our program. The quality of the courses will be monitored on an ongoing basis.

Huazhong is a reputable institution in China and we are confident that the students coming from this institution will be comparable to other students who are enrolled at the University of Manitoba. Based on the previous students who completed the program, we don't expect any issues as these students routinely progress without any issues.

**ADDITIONAL INFORMATION**

**25. Please provide any additional information on the proposed program that is deemed relevant to this process. Append any supporting documentation, if required.**

Although the Articulation Agreement provides for a maximum of 10 students per year per agreement, we do not envision that this cap would routinely be achieved for all partners. Over the past 5 years we admitted 38 students, and graduated 30 students with an average GPA of 3.45.

**C. FACULTY/COLLEGE/SCHOOL REVIEW AND APPROVAL**

Dean/Director: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Council: \_\_\_\_\_ Date: \_\_\_\_\_

*Note: proposing Faculty to forward the complete proposal to the Office of the University Secretary, as well as a copy to the Vice-Provost (Integrated Planning and Academic Programs) – electronic and original copies.*

#### D. SENATE REVIEW AND APPROVAL

Senate Committee on Curriculum and Course Changes (SCCCC):

Senate Committee on Admissions (SCADM):

Senate Planning and Priorities Committee (SPPC):

Senate Approval:

#### E. PROVOST APPROVAL TO IMPLEMENT

Provost & Vice-President (Academic): \_\_\_\_\_ Date: \_\_\_\_\_

Additional Conditions:

#### F. PARTNER INSTITUTION APPROVAL

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For international agreements only:** *following approval of the Senate articulation agreement, the next step will be to complete an International Articulation Agreement for approval by the Associate Vice President (Partnerships). Please contact the International Centre for further details.* Copies of the signed international articulation agreement must be sent to the Provost's Office prior to program commencement.

International Articulation Agreement Required: Y ☐ N ☐ Date Received: \_\_\_\_\_

---

**Signed copies to:** (action by Provost's Office)

☐ Dean's Office, Proposing UM Faculty  
☐ Partner Institution Signatory

☐ Registrar  
☐ Admissions

☐ University Secretary  
☐ Office of Institutional Analysis



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## ARTICULATION AGREEMENT COURSE MAPPING FORM

Please provide detailed mapping for the Partner's course experience to the UM equivalences. Mapping of courses must be assessed and approved by the UM unit responsible for delivering the corresponding course content. **Please attach course syllabi or course descriptions for the partner program's coursework.**

Questions related to the facilitation of course mapping and/or transfer credit can be directed to the UM Transfer Credit Evaluations Coordinator (Jeff Huston).

<b>Partner Institution: Huazhong Agricultural University</b>				<b>UM Program: Food Science (Business option)</b>			
<b>Courses Required for Admission<sup>3</sup></b>							
Transfer Type <sup>1</sup>	Course Name	Min. Grade	Syllabus (Y/N)	Course No.	Course Name	Cr. Hrs.	Course Type <sup>2</sup>
C	Linear Algebra B	C	Y	MATH 1300	Vector Geometry and Linear Algebra	3	R
C	Calculus A (1 & 2)	C	Y	MATH 1500	Introduction to Calculus	3	R
C	Probability Theory & Math Statistic B	C	Y	STAT 1000	Basic Statistical Analysis 1	3	R
C	Physical and Colloidal Chemistry with Experiments	C	Y	CHEM 1310	University 1 Chemistry: An Introduction to Physical Chemistry	3	R
C	Biochemistry A with Experiments	C	Y	CHEM 2770	Elements of Biochemistry 1	3	R
U	Probability Theory & Math Statistic B	C	Y	STAT 2XXX	Transfer 2000 level	3	E
U	Inorganic & Analytical Chemistry with Experiments	C	Y	CHEM 1XXX	Transfer 1000 level	3	E
C	Calculus A (1 & 2)	C	Y	MATH 1700	Calculus 2	3	E
C	Calculus A (1 & 2)	C	Y	MATH 2150	Multivariable Calculus	3	E
C	Organic Chemistry with Experiments	C	Y	CHEM 1320	University 1 Chemistry: An Introduction to Organic Chemistry	3	E
C	General Microbiology with Laboratory Practice	C	Y	MBIO 1010	Microbiology 1	3	E
U	Fundamentals of Food Engineering & Technology	C	Y	FOOD 2XXX	Transfer 2000 level	3	E
					<b>TOTAL:</b>	<b>36</b>	
<b>Additional Courses Accepted for Transfer Credit</b>							
C	Engineering Mechanics	C	Y	BIOE 2800	Solid Mechanics	4	E
U	Mathematical Modeling B	C	Y	MATH 2XXX	Transfer 2000 level	3	E
U	Physical Properties of Food	C	Y	FOOD 2XXX	Transfer 2000 level	3	E
U	Food Ingredients	C	Y	FOOD 2XXX	Transfer 2000 level	3	E
U	Food Standard & Law (A & B)	C	Y	FOOD 2XXX	Transfer 2000 level	6	E
U	Food Sensory Evaluation/Food Materials and Sensory Evaluation Comprehensive Practice	C	Y	FOOD 4XXX	Transfer 4000 level	3	E
U	Electives	C	N		Electives		

<sup>1</sup> Indicate how the course will be transferred to the UM program - **C** = Equivalent Course Credit; **U** = Unallocated Credit; **B** = Block Credit. Where multiple transfer types exist, list courses in order of equivalent, unallocated, and block.

- <sup>2</sup>. Indicate whether the course is required/core (**R**), or elective (**E**) in the UM program.
- <sup>3</sup>. These courses are required for advanced entry under this Articulation Agreement.

As approved by the Faculty:

STAT 2XXX can be used in place of STAT 2000

CHEM 1XXX can be used in place of CHEM 1300





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## ARTICULATION AGREEMENT COURSE MAPPING FORM

Please provide detailed mapping for the Partner's course experience to the UM equivalences. Mapping of courses must be assessed and approved by the UM unit responsible for delivering the corresponding course content. **Please attach course syllabi or course descriptions for the partner program's coursework.**

Questions related to the facilitation of course mapping and/or transfer credit can be directed to the UM Transfer Credit Evaluations Coordinator (Jeff Huston).

Partner Institution: Huazhong Agricultural University				UM Program: Food Science (Science option)			
Courses Required for Admission <sup>3</sup>							
Transfer Type <sup>1</sup>	Course Name	Min. Grade	Syllabus (Y/N)	Course No.	Course Name	Cr. Hrs.	Course Type <sup>2</sup>
C	Linear Algebra B	C	Y	MATH 1300	Vector Geometry and Linear Algebra	3	R
C	Calculus A (1 & 2)	C	Y	MATH 1500	Introduction to Calculus	3	R
C	Probability Theory & Math Statistic B	C	Y	STAT 1000	Basic Statistical Analysis 1	3	R
C	Physical and Colloidal Chemistry with Experiments	C	Y	CHEM 1310	University 1 Chemistry: An Introduction to Physical Chemistry	3	R
C	Organic Chemistry with Experiments	C	Y	CHEM 1320	University 1 Chemistry: An Introduction to Organic Chemistry	3	R
C	Biochemistry A with Experiments	C	Y	CHEM 2770	Elements of Biochemistry 1	3	R
C	General Microbiology with Laboratory Practice	C	Y	MBIO 1010	Microbiology 1	3	R
U	Probability Theory & Math Statistic B	C	Y	STAT 2XXX	Transfer 2000 level	3	E
U	Inorganic & Analytical Chemistry with Experiments	C	Y	CHEM 1XXX	Transfer 1000 level	3	E
C	Calculus A (1 & 2)	C	Y	MATH 1700	Calculus 2	3	E
C	Calculus A (1 & 2)	C	Y	MATH 2150	Multivariable Calculus	3	E
U	Fundamentals of Food Engineering & Technology	C	Y	FOOD 2XXX	Transfer 2000 level	3	E
					<b>TOTAL:</b>	<b>36</b>	
Additional Courses Accepted for Transfer Credit							
C	Engineering Mechanics	C	Y	BIOE 2800	Solid Mechanics	4	E
U	Mathematical Modeling B	C	Y	MATH 2XXX	Transfer 2000 level	3	E
U	Physical Properties of Food	C	Y	FOOD 2XXX	Transfer 2000 level	3	E
U	Food Ingredients	C	Y	FOOD 2XXX	Transfer 2000 level	3	E
U	Food Standard & Law (A & B)	C	Y	FOOD 2XXX	Transfer 2000 level	6	E
U	Food Sensory Evaluation/Food Materials and Sensory Evaluation Comprehensive Practice	C	Y	FOOD 4XXX	Transfer 4000 level	3	E
U	Electives	C	N		Electives		

<sup>1</sup> Indicate how the course will be transferred to the UM program - **C** = Equivalent Course Credit; **U** = Unallocated Credit; **B** = Block Credit. Where multiple transfer types exist, list courses in order of equivalent, unallocated, and block.

<sup>2</sup> Indicate whether the course is required/core (**R**), or elective (**E**) in the UM program.

<sup>3</sup> These courses are required for advanced entry under this Articulation Agreement.

As approved by the Faculty:  
STAT 2XXX can be used in place of STAT 2000  
CHEM 1XXX can be used in place of CHEM 1300

**Report of the Senate Committee on Curriculum and Course Changes RE: Articulation Agreement Proposal, University of Manitoba, Bachelor of Science in Food Science – Huazhong Agricultural University, Bachelor of Science in Food Science and Engineering**

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**Preamble:**

1. The terms of reference for the Senate Committee on Curriculum and Course Changes (SCCCC) are available at:  
[http://www.umanitoba.ca/admin/governance/governing\\_documents/governance/sen\\_committees/497.htm](http://www.umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/497.htm).
2. At its meetings on March 17 and June 22, 2017, the committee considered a proposal from the Faculty of Agricultural and Food Sciences to establish an articulation agreement between the University of Manitoba (UM) and Huazhong Agricultural University (HZAU), Wuhan, China, for a term of five years, effective September 1, 2018.
3. The Articulation Agreement (the Agreement) would formalize an existing one that was initially established between the Faculty and HZAU in 2004 and renewed in 2010 but, consistent with processes in place at the University at those times, was not previously approved by Senate.
4. The Agreement was also considered by the Senate Committee on Admissions (March 21 and June 29, 2017) and the Senate Planning and Priorities Committee (March 27 and August 28, 2017).

**Observations:**

1. The proposed Agreement between the UM, Faculty of Agricultural and Food Sciences, and HZAU would permit students who had completed two years (60 credit hours) of university study in the Bachelor of Science in Food Science and Engineering at HZAU, to transfer to the UM to complete a Bachelor of Science in Food Science degree, with either a Business or Science option. Students would complete two or more years of study at the UM, depending on the program the student registered in and the number of courses for which they received transfer credit.  
  
The SCCC noted that, in some cases, students might be required to complete more than 120 credit hours in order to meet the UM degree requirements; for example, where a student received transfer credit for a larger number of elective courses than could be applied toward the degree requirements. At the committee's request, section 9 of the proposal was amended to make this possibility explicit in the details of the Agreement.
2. In order to qualify for admission under the Agreement, students would be required to complete two years (60 credit hours) of study at HZAU, including the specific courses required for admission, as set out in the course mapping forms, with a minimum Cumulative Grade Point Average of 2.0. Students would also be required to meet the UM's English language proficiency requirements.
3. Students would receive a minimum of 36 credit hours of transfer credit, for the specific courses required for admission, up to a maximum of 60 credit hours from among the additional courses accepted for transfer credit, as outlined in the course mapping forms.

Other courses completed at HZAU that are not included on the course mapping forms could be assessed for transfer credit on a course-by-course basis.

At the committee's request, section 17 of the proposal was revised to indicate the Faculty's commitment to advise prospective students at HZAU on the courses required for admission under the Agreement.

4. The committee was informed that many of the courses required for admission under the Agreement are prerequisites for courses required in Years 3 and 4 of the B.Sc. in Food Science degree at the UM.
5. The Faculty expects to admit ten (10) students annually under the Agreement, which would allow for a maximum of fifteen (15) students per year.
6. The Faculty reported that, in the last five years, thirty (30) students who were admitted under the existing Articulation Agreement with HZAU had graduated from their programs with an average Grade Point Average of 3.45.
7. One objective for the current proposal is to identify specific HZAU courses that qualify for transfer credit and could be used toward the requirements for a B.Sc. in Food Science at the UM. (Students admitted from HZAU under the existing Agreement qualify for advanced standing with a block transfer of 60 credit hours for courses completed at HZAU.) To date, eighteen (18) courses totalling 58 credit hours, have been evaluated for transfer credit, as set out in the course mapping forms. The Faculty has indicated that it will continue to work with the partner institution to identify other courses for transfer credit, with the objective that, when the Agreement is reviewed again in future, students admitted under the Agreement could receive transfer credit for 60 credit hours that would apply toward their degree.
8. Note from the Chair: At the June 22<sup>nd</sup> meeting, the SCCCC endorsed the Agreement pending several changes, which were to be made by the Faculty and reviewed by Chair. As a result of that review, the Faculty was asked to amend the proposal to make explicit that it allows particular course substitutions for courses required in the program, including, in particular CHEM 1XXX for CHEM 1300 and STAT 2XXX for STAT 2000. The Faculty has committed to submitting program modifications, for consideration by the SCCCC and Senate by the Fall 2018, to formalize any substitutions that are routinely allowed for required courses in its degree programs, to ensure that all students who have completed those courses would have the same opportunity to have those courses contribute to their degree.

**Recommendation:**

The Senate Committee on Curriculum and Course Changes recommends:

**THAT Senate approve the Articulation Agreement between the University of Manitoba, Faculty of Agricultural and Food Sciences, and Huazhong Agricultural University, concerning credit recognition in the Bachelor of Science in Food Science degree program at the University of Manitoba for students who have completed two years of study at Huazhong Agricultural University, in the Bachelor of Food Science and Engineering program, for a five-year term effective September 1, 2018.**

Respectfully submitted,

Professor G. Smith, Chair  
Senate Committee on Curriculum and Course Changes

## **Report of the Senate Committee on Admissions concerning a proposal from the Faculty of Agricultural and Food Sciences to formalize an articulation with Huazhong Agricultural University (2017.06.29)**

### **Preamble:**

1. The terms of reference for this committee can be found at: [http://umanitoba.ca/admin/governance/governing\\_documents/governance/sen\\_committees/490.htm](http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/490.htm).
2. The Faculty of Agricultural and Food Sciences is looking to formalize an existing articulation agreement with Huazhong Agricultural University.
3. The proposal was endorsed by SCADM on June 29<sup>th</sup>, 2017.

### **Observations:**

1. SCADM's focus in reviewing this proposal was on matters related to the transfer credit and admissions process.
2. The Faculty of Agricultural and Food Sciences have had an existing partnership with Huazhong Agricultural University since 2004. The current proposal helps formalize the process; from an admissions perspective, this will help ensure that a clear set of admissions criteria are in place.
3. In order to be eligible for admission, students are required to complete their first and second year (equivalent of 60 credit hours) at Huazhong Agricultural University. Students must be in good academic standing or must have achieved a minimum cumulative grade point average of 2.0
4. Students will be required to meet the University of Manitoba's institutional English language proficiency requirements.
5. Students can transfer a minimum of 36 credit hours of course work up to a maximum of 60 credit hours of course work.

### **Recommendation:**

The Senate Committee on Admissions recommends that the proposal to formalize the articulation agreement between the Faculty of Agricultural and Food Sciences at the University of Manitoba and Huazhong Agricultural University be approved effective September 1, 2018.

Respectfully submitted  
Susan Gottheil, Chair, Senate Committee on Admissions

**Report of the Senate Planning and Priorities Committee RE: Articulation Agreement Proposal, University of Manitoba, Bachelor of Science in Food Science – Huazhong Agricultural University, Bachelor of Science in Food Science and Engineering**

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**Preamble:**

1. The terms of reference of the Senate Planning and Priorities Committee (SPPC) are found on the website at [http://umanitoba.ca/admin/governance/governing\\_documents/governance/sen\\_committees/508.htm](http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/508.htm) wherein SPPC is charged with making recommendations to Senate regarding proposed academic programs.
2. At its meetings on March 27 and August 28, 2017, the committee considered a proposal from the Faculty of Agricultural and Food Sciences to establish an articulation agreement between the University of Manitoba (UM) and Huazhong Agricultural University (HZAU), Wuhan, China, for a term of five years, effective September 1, 2018.
3. The Articulation Agreement (the Agreement) would formalize an existing Agreement that was initially established between the Faculty and HZAU in 2004 and renewed in 2010 but, consistent with processes in place at the University at those times, was not previously approved by Senate.

**Observations:**

1. The proposed articulation agreement between the UM, Faculty of Agricultural and Food Sciences, and HZAU would permit students who had completed two years of university study (60 credit hours) in the Bachelor of Science in Food Science and Engineering at HZAU, to transfer to the UM to complete a Bachelor of Science in Food Science degree, with either a Business or Science option. Students would complete two or more years of study at the UM, depending on which program the student was registered in and the number of courses for which they received transfer credit.
2. In order to qualify for admission under the Agreement, students would be required to complete two years (60 credit hours) of study at HZAU, including the specific courses required for admission, as set out in the course mapping forms, with a minimum Cumulative Grade Point Average of 2.0. Students would also be required to meet the UM's English language proficiency requirements.
3. Students would receive a maximum of 60 credit hours of transfer credit, including 36 credit hours for the specific courses required for admission and up to 24 credit hours from among the additional courses accepted for transfer credit, as outlined in the course mapping forms. Other courses completed at HZAU that are not included on the course mapping forms could be assessed for transfer credit on a course-by-course basis.
4. The Agreement would provide for ten (10) students to be admitted to the Faculty each year, up to a maximum of fifteen (15) students. The committee was informed that, historically, enrolment under the existing Agreement with HZAU has been fewer than ten (10) students per year. The

Faculty has set an objective to increase the annual intake of students admitted under the Agreement over time.

5. Costs arising from the Agreement, including logistics, recruitment, student support and other indirect costs, would be covered by the Faculty using income generated by tuition fees.
6. The committee was informed that Dean Wittenberg had committed to using the Faculty's operating funds to cover any additional resource needs that might arise, if enrolment were to grow to the extent that additional resources were required as a result of the Articulation Agreements with various partner institutions in China, including HZAU, Lanzhou University, and Nanjing University of Finance and Economics; for example, if additional course sections were required.
7. The Faculty said additional enrolment under the Agreement would have minimal impact on service courses offered by other faculties, as students would be admitted having completed many of the required and prerequisite courses in their program, including courses in chemistry, mathematics, statistics, and microbiology, at HZAU. Courses completed at the UM would primarily comprise upper level courses offered by departments in the Faculty of Agricultural and Food Sciences.
8. The committee observed that the course mapping included with the proposal improves upon the existing Articulation Agreement, which simply provides for the block transfer of 60 credit hours, as it would ensure that all students admitted under the Agreement would receive transfer credit for at least 36 credit hours that had been assessed for equivalency with UM courses and would contribute to their degree.

### **Recommendation:**

The Senate Planning and Priorities Committee recommends:

**THAT Senate approve the Articulation Agreement between the University of Manitoba, Faculty of Agricultural and Food Sciences, and Huazhong Agricultural University, concerning credit recognition in the Bachelor of Science in Food Science degree program at the University of Manitoba for students who have completed two years of study at Huazhong Agricultural University, in the Bachelor of Food Science and Engineering program, for a five-year term effective September 1, 2018.**

Respectfully submitted,

Ada Ducas, Chair  
Senate Planning and Priorities Committee





UNIVERSITY  
OF MANITOBA

Faculty of Agricultural and Food  
Sciences

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

14 February 2017

To: Dr. Shannon Coyston  
Secretary of the Senate Committee on Curriculum & Course Changes

From: Dr. Karin Wittenberg, Dean of Agricultural and Food Sciences

Re: Articulation Agreement with Lanzhou University, China

I am pleased to send you the attached Articulation Agreement Proposal and supporting materials that pertain to the Senate approval process for our proposed partnership with Lanzhou University. We are excited about this prospective new partnership with a very strong Chinese university, and are confident that this agreement will continue our tradition of success with our partner institutions in China, as evidenced by our longstanding and mutually beneficial relationships with Inner Mongolia Agricultural University, Huazhong Agricultural University, Nanjing University of Finance and Economics, and (previously) Northwest University of Agriculture and Forestry.

Our Faculty embraces opportunities such as this to build and maintain relationships with our international partners. We have enjoyed watching our Faculty become more diverse as a result of the presence of our 2+2 students, who have performed very well and contributed in a positive way to the cultural milieu in Agricultural and Food Sciences. These articulation agreements have also been financially beneficial to the Faculty, allowing us to provide additional support services to all of our students.

One of our goals with our current set of proposed articulation agreements is to add greater formality to our existing course transfer/mapping process. Previous versions of the 2+2 agreements with Huazhong Agricultural University and Nanjing University of Finance and Economics, as well as our current Senate-approved agreement with Inner Mongolia Agricultural University (IMAU), have granted 60 credit hours on a “block transfer” basis. We are working hard to ensure the one-to-one transfer (i.e. mapping) of our partners’ courses becomes routine, but recognize that this process will be ongoing. As you will see from the attached documents, several of Lanzhou’s courses transfer to fulfil some of our required courses, while others will need to be transferred as free electives. While the goal is to have students arriving from Lanzhou transfer 60 credit hours into one of our programs, we will still require assessment on a case-by-case basis.

Thank you for your time in reviewing this agreement as well as the others we are proposing at this time. I look forward to meeting with SCCCC to discuss the proposed agreements with you.



UNIVERSITY  
OF MANITOBA

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

## SENATE ARTICULATION AGREEMENT PROPOSAL

### A. UM PROGRAM AND PARTNER INFORMATION

1. **Agreement Type:** New ☒ Renewal ☐ Domestic ☐ International ☒

2. **Name and Address of Partner Institution:**

Lanzhou University PO BOX 61, 768 Jiayuguanxi Road Lanzhou Gansu, 730020, China

3. **UM Program Contact:**

Name: Dr. Karin Wittenberg

Designation: Dean, Faculty of Agricultural and Food Sciences

Email: [agdean@umanitoba.ca](mailto:agdean@umanitoba.ca)

Phone: 204-474-9380

Signature: \_\_\_\_\_

Date: <sup>21</sup>28 August 2017

4. **Name and designation of contact person from partner institution (*Include full contact information*):**

Name: Dr. Shen, Yuying

Designation: Professor of Grassland Farming Systems

Address: Lanzhou University PO BOX 61, 768 Jiayuguanxi Road Lanzhou Gansu, 730020, China

Email: [yy.shen@lzu.edu.cn](mailto:yy.shen@lzu.edu.cn)

Phone: Pan Baotian

5. **Name and designation of signing authority for the partner institution (*include full contact information*):**

Name: Pan Baotian

Designation: Vice president

Address: 222 Tanshui Road, Lanzhou, Gansu

Email: [president@lzu.edu.cn](mailto:president@lzu.edu.cn)

Phone: 0086-931-8912126

### B. PROGRAM PROPOSAL

#### PROGRAM INFORMATION

6. **UM Faculty/College/School:** Faculty of Agricultural and Food Sciences

**UM Department:** NA

**UM Program to which advanced entry is sought (*provide program name and credential*):**

Bachelor of Science in Agriculture (Agronomy, Animal Systems or Plant Biotechnology Major)

Bachelor of Science in Agribusiness

Bachelor of Science in Agroecology

Bachelor of Science in Food Science

7. **Program at Partner Institution from which advanced entry is sought (*provide program name and credential*).**

Students are pursuing a Bachelor of Science in Grassland Agriculture from Lanzhou University. They are doing their first two years in Lanzhou but do not transfer over to the University of Manitoba with any credentials.

8. **Start date (*number of years for which the agreement is proposed to run*).**

Start Date: September 1, 2018      Period (yrs.): 5 years

9. **Combined duration of the articulation program, in years (e.g. 4 years – UM 2 + Partner 2).**

120 credit hours. Normally this will be 2 years at the partner institution with 2 or more years at the University of Manitoba. Variations will depend on the program the student is enrolling in, how many courses they plan to take per term, and how many courses will transfer over. Students can transfer in a minimum of 39 credit hours and a maximum of 60 credit hours. Students who transfer fewer than 60 credit hours will need to take more than 60 credit hours at the University of Manitoba to fulfill degree requirements. There may be cases where students need to take more than 60 credit hours (over 120 total) to meet their degree requirements. This could occur for example if a student were granted advanced standing for more elective courses than could be applied towards their program requirements.

10. **If applicable, will students be able to participate in a co-op option in the program?** Y ☒ N ☐ NA ☐

11. **Detail any costs accrued to the UM arising from this proposal. Costs should include any resources required to support the program and any tuition and/or fee implications, including application fees.**

*A letter from the budget Dean detailing how any costs will be met must accompany the completed proposal, and funding requests for consider by the Senate Planning and Priorities Committee (SPPC) must be submitted on the SPPC Program Proposal Budget Form (<http://umanitoba.ca/admin/governance/forms/index.html> under Other Forms).*

The Faculty has historically received a share of the international student tuition differential to cover costs associated with the Articulation Agreements; it is our hope that this will continue to be the case. Logistics, recruitment, student supports and indirect costs can be covered by the Faculty's portion of the tuition differential. We do not believe any additional course sections will be required. Any additional costs would be covered by operating funds.

Students admitted under this agreement will be charged standard University of Manitoba tuition fees for international students, standard ancillary fees, etc. More information on tuition fees can be found at: [http://umanitoba.ca/student/records/fees/Undergraduate\\_Tuition.html](http://umanitoba.ca/student/records/fees/Undergraduate_Tuition.html). Students who wish to enrol in our co-op program will be charged co-op fees.

12. **Outline any additional interactions planned in relation to the agreement. For example, formal interactions with faculty at the partner institution; development of joint curriculum between institutions, etc. *Please describe.***

Dr. Yuying Shen and Dr. Martin Entz have collaborated on several conservation agriculture projects in Canada and China since 2006. Dr. Shen spent one year in Canada in 2006 and Dr. Entz has traveled to Lanzhou twice for short work terms. Dr. Lindsay Bell of CSIRO Australia, Dr. Shen and Dr. Entz have all

collaborated on Chinese research based at Lanzhou. Dr. Bell spent a 3 month sabbatical at U of Manitoba in 2007. So, we have a strong Canada-China-Australia connection (Note: Martin has done 2 sabbaticals in Australia). Martin and Yuying Shen of Lanzhou University have published 2 book chapters together.

Dr. Doug Cattani visited Lanzhou three times (2012, 2014, 2015) and has taught undergraduate classes in grassland agriculture and horticulture. Dr. Cattani has also given seminars to the graduate students and has been invited back in 2018.

## STUDENT SELECTION AND SUPPORT

### 13. Number of students to be admitted at each intake.

Expected No. 10      Maximum No. 15

### 14. Is advanced entry limited to graduates of the partner institution program? Y ☐ N ☒

### 15. Provide details of the requirements for advanced entry (include a detailed mapping of the partner program's coursework requirements to the UM program on the Articulation Course Mapping Form). Append all applicable course syllabi.

Most of the courses that are taken at the partner institution are prerequisites for our program specific courses as all students normally complete their program specific requirements during the last half of their program.

Students are permitted to transfer a minimum of 39 credit hours up to a maximum of 60 credit hours based on the approved course mapping. Other courses will be assessed on a course-by-course basis. See the course mapping form for details on the 39 credit hours of courses required for advanced entry to specific programs under this agreement."

### 16. Describe the entry pathway for admission and selection for articulation at UM. Include information on admission requirements, including minimum GPA requirements and English language requirements, should they fall outside the standard UM requirements. *International agreements should identify and address the role of a UM faculty member (or representative) in the student selection process.*

Students must meet all entrance requirements for the Faculty of Agricultural and Food Sciences (Advanced Entry):

Students must:

Successfully complete their first year and second year (equivalent of 60 credit hours) at Lanzhou University.

Submit an academic transcript showing that the student is in good academic standing or has achieved a minimum cumulative grade point average of 2.0 on a 4.5 scale (C average). The grade equivalent of the courses will be determined using the University of Manitoba's standard international conversion grading scales.

If the number of eligible candidates exceeds the available spaces, a cumulative grade point average higher than the minimum may be required for admission.

## English Language Proficiency Requirements

Students will have to demonstrate they equal, or surpass the institutional English Language Proficiency Requirements. This is normally achieved through the IELTS or TOEFL. If all admission requirements are met with the exception of the English language requirement, students will have to submit an application for conditional admission to the Faculty provided that they complete the Intensive Academic Language Program offered through the English Language Centre at the University of Manitoba. This option will be available on the specific application form for this agreement.

Students will formally apply online through the Admissions application portal. The application will be specific to students applying through this agreement. The Admissions Office will review all applicants for eligibility based on approved admission requirements. If deemed eligible, transcripts will be reviewed by the Faculty's Program Committee of the selected program for transfer credit based on approved mapped course equivalencies.

- 17. Outline any recruitment strategies associated with the proposed program. Include information on efforts by both the UM and partner institution where applicable.**

The Faculty will visit the institution (annually where possible) to assist with the applications, recruitment plans, and curriculum changes. During this time, prospective students will be advised on which courses they would be required to take to meet the admission requirements for entry under this Articulation Agreement. The partner institution will advertise the opportunity to students and use the articulation agreement as a recruitment tool (opportunity to study in Canada is attractive to many international students).

- 18. What types of student support will the UM be required to provide to students participating in this program? This could include such things as orientation, advisory services, accommodation, language courses, etc.**

The Faculty's Student Services Office will be able to provide one-on-one support for these students and make referrals to the various offices on campus for specialized support (such as counseling, accommodation, etc). In addition to this, the Faculty will also provide events/activities/workshops to assist students with adapting to the North American culture and to be competitive in the agri-food and related industries.

## QUALITY ASSURANCE

- 19. Please indicate how often the agreement will be reviewed as well as an outline of the review process.**

The agreement will be reviewed on an ongoing basis, but formally by the Faculty and Senate every five years. Performance of students who have entered the Faculty under this agreement will be compared to the Faculty average. Student experience will also be evaluated (exit interviews or surveys). The partner university will communicate any curriculum changes and we will evaluate courses as changes come up.

- 20. Outline how feedback will be provided to the partner institution in terms of student performance.**

This will be done as needed to ensure student success; it is expected that this will be a topic of discussion during visits to the partner institution. Communications with the partner institution will be done at least annually to discuss program success.

- 21. If the UM program is accredited by an external body, will the proposed articulation impact the accreditation? If so, what steps are required to maintain accredited status?**

This agreement will not have any impact on our external accreditations as all students will need to fulfill degree requirements. The Bachelor of Science in Food Science is the only accredited program.

**22. What mechanisms are in place to allow any students on the articulation pathway to complete their studies should the articulation be withdrawn?**

In the event the articulation is withdrawn, any students on the articulation pathway will be allowed to complete their degree program.

**BENEFIT ANALYSIS**

**23. Benefits anticipated from this agreement to the partners and students.**

The UM's Faculty of Science formalized a partnership with LU in 1997 through a six-year CIDA project resulting in an MOU (2005) and Articulation Agreement (2005). Building on this success, the FAFS is initiating a new Articulation Agreement providing multiple institutional benefits. Academically, the articulation program provides students who meet the academic requirements with an academic pathway to study and graduate in Canada at a reputable and affordable comprehensive university. Additionally, current UM students benefit from this relationship through their exposure to their peers from a foreign country, broadening their perspectives and enhancing diversity in our Faculty. For our faculty members, these agreements have created a new pathway to discuss mutual research interests and collaboration. Lastly, the incremental revenue from students entering under this type of agreement has historically been important to the Faculty, effectively funding two support staff positions. There will be increased opportunities for research collaboration for the Departments of Plant Science and Animal Science as Lanzhou University has a focused interest in Grassland Agriculture.

**24. Have any challenges or barriers to this agreement been identified? If so, how will they be ameliorated?**

Our experience with course transfers is that our partners' often courses contain more teaching hours and sometimes more advanced topics than what is normally covered at the UofM, but are missing some key components as they are taught in other areas of their curriculum. This will be addressed by regular communication with the partner university to ensure that the students have the skills they need to be successful in our program. The quality of the courses will be monitored on an ongoing basis.

Lanzhou is a reputable institution in China and we are confident that the students coming from this institution will be comparable to other students who are enrolled at the University of Manitoba.

**ADDITIONAL INFORMATION**

**25. Please provide any additional information on the proposed program that is deemed relevant to this process. Append any supporting documentation, if required.**

Although the Articulation Agreement provides for a maximum of 10 students per year per agreement, we do not envision that this cap would routinely be achieved for all partners.

**C. FACULTY/COLLEGE/SCHOOL REVIEW AND APPROVAL**



Dean/Director: \_\_\_\_\_

Date: Aug. 21, 2017

Faculty Council: \_\_\_\_\_

Date: Aug. 21, 2017

*Note: proposing Faculty to forward the complete proposal to the Office of the University Secretary, as well as a copy to the Vice-Provost (Integrated Planning and Academic Programs) – electronic and original copies.*

#### D. SENATE REVIEW AND APPROVAL

Senate Committee on Curriculum and Course Changes (SCCCC): Click here to enter a date.

Senate Committee on Admissions (SCADM): Click here to enter a date.

Senate Planning and Priorities Committee (SPPC): Click here to enter a date.

Senate Approval: Click here to enter a date.

#### E. PROVOST APPROVAL TO IMPLEMENT

Provost & Vice-President (Academic): \_\_\_\_\_

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

Additional Conditions:

Click here to enter text.

#### F. PARTNER INSTITUTION APPROVAL

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

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

**For international agreements only:** *following approval of the Senate articulation agreement, the next step will be to complete an International Articulation Agreement for approval by the Associate Vice President (Partnerships). Please contact the International Centre for further details.* Copies of the signed international articulation agreement must be sent to the Provost's Office prior to program commencement.

International Articulation Agreement Required: Y ☐ N ☐

Date Received: \_\_\_\_\_

**Signed copies to:** *(action by Provost's Office)*

- ☐ Dean's Office, Proposing UM Faculty  
☐ Partner Institution Signatory

- ☐ Registrar  
☐ Admissions

- ☐ University Secretary  
☐ Office of Institutional Analysis



## ARTICULATION AGREEMENT COURSE MAPPING FORM

Please provide detailed mapping for the Partner's course experience to the UM equivalences. Mapping of courses must be assessed and approved by the UM unit responsible for delivering the corresponding course content. **Please attach course syllabi or course descriptions for the partner program's coursework.**

Questions related to the facilitation of course mapping and/or transfer credit can be directed to the UM Transfer Credit Evaluations Coordinator (Jeff Huston).

Partner Institution: Lanzhou University				UM Program: Agribusiness			
Courses Required for Admission <sup>3</sup>							
Transfer Type <sup>1</sup>	Course Name	Min. Grade	Syllabus (Y/N)	Course No.	Course Name	Cr. Hrs.	Course Type <sup>2</sup>
C	Linear Algebra	C	Y	MATH 1300	Vector Geometry & Linear	3	R
C	Advanced Mathematics	C	Y	MATH 1230	Differential Calculus	3	E
U	Principles of Economics	C	Y	ECON 1XXX	Transfer 1000 level	3	E
U	Probability Theory & Mathematical Statistics	C	Y	STAT 1XXX	Transfer 1000 level	3	E
U	Probability Theory & Mathematical Statistics	C	Y	STAT 2XXX	Transfer 2000 level	3	E
C	Advanced Mathematics	C	Y	MATH 1232	Integral Calculus	3	E
C	Advanced Mathematics	C	Y	MATH 2150	Multivariable Calculus	3	E
C	General Physics	C	Y	PHYS 1030	General Physics 2	3	E
C	Inorganic & Analytical Chemistry & General Chemistry	C	Y	CHEM 1300 & CHEM 1310	University 1 Chemistry: Structure and Modelling in Chemistry & University 1 Chemistry: An Introduction to Physical Chemistry	6	E
C	Organic Chemistry	C	Y	CHEM 1320	University 1 Chemistry: An Introduction to Organic Chemistry	3	E
C	Biochemistry A with experiments	C	Y	CHEM 2770	Elements of Biochemistry 1	3	E
U	Molecular Biology	C	Y	MBIO 1XXX	Transfer 1000 level	3	E
					TOTAL:	39	
Additional Courses Accepted for Transfer Credit							
C	Human Resource Management	C	Y	HRIR 2440	Human Resource Management	3	R
C	Basic Ecology	C	Y	AGEC 2370	Principles of Ecology	3	E
C	Polymer Chemistry	C	N	CHEM 3490	Intro Polymers	3	E



C	Marketing	C	Y	MKT 2210	Fundamentals of Marketing	3	E
C	Genetics with lab	C	Y	PLNT 2520	Genetics	3	E
C	Plant Physiology with lab	C	Y	PLNT 3400	Plant Physiology	3	E
C	Soil Science with lab	C	Y	SOIL 3600	Soils and Landscapes in Our Environment	3	E
C	Animal Husbandry	C	Y	ANSC 2510	Anatomy & Physiology 1: Control Systems	3	E
C	Animal Nutrition	C	Y	ANSC 2520	Anatomy & Physiology 2: Nutrient Utilization	3	E
U	Electives	C	N		Electives		

<sup>1</sup>. Indicate how the course will be transferred to the UM program - **C** = Equivalent Course Credit; **U** = Unallocated Credit; **B** = Block Credit. Where multiple transfer types exist, list courses in order of equivalent, unallocated, and block.

<sup>2</sup>. Indicate whether the course is required/core (**R**), or elective (**E**) in the UM program.

<sup>3</sup>. These courses are required for advanced entry under this Articulation Agreement.

As approved by the Faculty:

MATH 1230 can be used in place of MATH 1500

ECON 1XXX can be used in place of ECON 1010

STAT 1XXX can be used in place of STAT 1000

STAT 2XXX can be used in place of STAT 2000



## ARTICULATION AGREEMENT COURSE MAPPING FORM

Please provide detailed mapping for the Partner's course experience to the UM equivalences. Mapping of courses must be assessed and approved by the UM unit responsible for delivering the corresponding course content. **Please attach course syllabi or course descriptions for the partner program's coursework.**

Questions related to the facilitation of course mapping and/or transfer credit can be directed to the UM Transfer Credit Evaluations Coordinator (Jeff Huston).

Partner Institution: Lanzhou University				UM Program: Agroecology			
Courses Required for Admission <sup>3</sup>							
Transfer Type <sup>1</sup>	Course Name	Min. Grade	Syllabus (Y/N)	Course No.	Course Name	Cr. Hrs.	Course Type <sup>2</sup>
C	Linear Algebra	C	Y	MATH 1300	Vector Geometry & Linear Algebra	3	R
C	Inorganic & Analytical Chemistry & General Chemistry	C	Y	CHEM 1300 & CHEM 1310	University 1 Chemistry: Structure and Modelling in Chemistry & University 1 Chemistry: An Introduction to Physical Chemistry	6	R
C	Biochemistry A with experiments	C	Y	CHEM 2770	Elements of Biochemistry 1	3	R
U	Principles of Economics	C	Y	ECON 1XXX	Transfer 1000 level	3	E
U	Probability Theory & Mathematical Statistics	C	Y	STAT 1XXX	Transfer 1000 level	3	E
C	Advanced Mathematics	C	Y	MATH 1230	Differential Calculus	3	E
C	Advanced Mathematics	C	Y	MATH 1232	Integral Calculus	3	E
C	Advanced Mathematics	C	Y	MATH 2150	Multivariable Calculus	3	E
C	General Physics	C	Y	PHYS 1030	General Physics 2	3	E
C	Organic Chemistry	C	Y	CHEM 1320	University 1 Chemistry: An Introduction to Organic Chemistry	3	E
U	Probability Theory & Mathematical Statistics	C	Y	STAT 2XXX	Transfer 2000 level	3	E
U	Molecular Biology	C	Y	MBIO 1XXX	Transfer 1000 level	3	E
					<b>TOTAL:</b>	<b>39</b>	
Additional Courses Accepted for Transfer Credit							
C	Basic Ecology	C	Y	AGEC 2370	Principles of Ecology	3	R
C	Genetics with lab	C	Y	PLNT 2520	Genetics	3	R
C	Soil Science with lab	C	Y	SOIL 3600	Soils and Landscapes in Our Environment	3	R
C	Polymer Chemistry	C	N	CHEM 3490	Intro Polymers	3	E
C	Human Resource Management	C	Y	HRIR 2440	Human Resource Management	3	E

C	Marketing	C	Y	MKT 2210	Fundamentals of Marketing	3	E
C	Plant Physiology with lab	C	Y	PLNT 3400	Plant Physiology	3	E
C	Animal Husbandry	C	Y	ANSC 2510	Anatomy & Physiology 1: Control Systems	3	E
C	Animal Nutrition	C	Y	ANSC 2520	Anatomy & Physiology 2: Nutrient Utilization	3	E
U	Electives	C	N		Electives		

<sup>1</sup>. Indicate how the course will be transferred to the UM program - **C** = Equivalent Course Credit; **U** = Unallocated Credit; **B** = Block Credit.  
Where multiple transfer types exist, list courses in order of equivalent, unallocated, and block.

<sup>2</sup>. Indicate whether the course is required/core (**R**), or elective (**E**) in the UM program.

<sup>3</sup>. These courses are required for advanced entry under this Articulation Agreement.

As approved by the Faculty:

ECON 1XXX can be used in place of ECON 1010

STAT 1XXX can be used in place of STAT 1000



## ARTICULATION AGREEMENT COURSE MAPPING FORM

Please provide detailed mapping for the Partner's course experience to the UM equivalences. Mapping of courses must be assessed and approved by the UM unit responsible for delivering the corresponding course content. **Please attach course syllabi or course descriptions for the partner program's coursework.**

Questions related to the facilitation of course mapping and/or transfer credit can be directed to the UM Transfer Credit Evaluations Coordinator (Jeff Huston).

Partner Institution: Lanzhou University				UM Program: Agronomy			
Courses Required for Admission <sup>3</sup>							
Transfer Type <sup>1</sup>	Course Name	Min. Grade	Syllabus (Y/N)	Course No.	Course Name	Cr. Hrs.	Course Type <sup>2</sup>
C	Linear Algebra	C	Y	MATH 1300	Vector Geometry & Linear Algebra	3	R
C	Inorganic & Analytical Chemistry & General Chemistry	C	Y	CHEM 1300 & CHEM 1310	University 1 Chemistry: Structure and Modelling in Chemistry & University 1 Chemistry: An Introduction to Physical Chemistry	6	R
C	Biochemistry A with experiments	C	Y	CHEM 2770	Elements of Biochemistry 1	3	R
U	Principles of Economics	C	Y	ECON 1XXX	Transfer 1000 level	3	E
U	Probability Theory & Mathematical Statistics	C	Y	STAT 1XXX	Transfer 1000 level	3	E
C	Advanced Mathematics	C	Y	MATH 1230	Differential Calculus	3	E
C	Advanced Mathematics	C	Y	MATH 1232	Integral Calculus	3	E
C	Advanced Mathematics	C	Y	MATH 2150	Multivariable Calculus	3	E
C	General Physics	C	Y	PHYS 1030	General Physics 2	3	E
C	Organic Chemistry	C	Y	CHEM 1320	University 1 Chemistry: An Introduction to Organic Chemistry	3	E
U	Probability Theory & Mathematical Statistics	C	Y	STAT 2XXX	Transfer 2000 level	3	E
U	Molecular Biology	C	Y	MBIO 1XXX	Transfer 1000 level	3	E
					<b>TOTAL:</b>	<b>39</b>	
Additional Courses Accepted for Transfer Credit							
C	Plant Physiology with lab	C	Y	PLNT 3400	Plant Physiology	3	R
C	Soil Science with lab	C	Y	SOIL 3600	Soils and Landscapes in Our Environment	3	R
C	Basic Ecology	C	Y	AGEC 2370	Principles of Ecology	3	R
C	Genetics with lab	C	Y	PLNT 2520	Genetics	3	R
C	Polymer Chemistry	C	N	CHEM 3490	Intro Polymers	3	E

C	Human Resource Management	C	Y	HRIR 2440	Human Resource Management	3	E
C	Marketing	C	Y	MKT 2210	Fundamentals of Marketing	3	E
C	Animal Husbandry	C	Y	ANSC 2510	Anatomy & Physiology 1: Control Systems	3	E
C	Animal Nutrition	C	Y	ANSC 2520	Anatomy & Physiology 2: Nutrient Utilization	3	E
U	Electives	C	N		Electives		

<sup>1</sup>. Indicate how the course will be transferred to the UM program - **C** = Equivalent Course Credit; **U** = Unallocated Credit; **B** = Block Credit.  
Where multiple transfer types exist, list courses in order of equivalent, unallocated, and block.

<sup>2</sup>. Indicate whether the course is required/core (**R**), or elective (**E**) in the UM program.

<sup>3</sup>. These courses are required for advanced entry under this Articulation Agreement.

As approved by the Faculty:

ECON 1XXX can be used in place of ECON 1010

STAT 1XXX can be used in place of STAT 1000



## ARTICULATION AGREEMENT COURSE MAPPING FORM

Please provide detailed mapping for the Partner's course experience to the UM equivalences. Mapping of courses must be assessed and approved by the UM unit responsible for delivering the corresponding course content. **Please attach course syllabi or course descriptions for the partner program's coursework.**

Questions related to the facilitation of course mapping and/or transfer credit can be directed to the UM Transfer Credit Evaluations Coordinator (Jeff Huston).

Partner Institution: Lanzhou University				UM Program: Animal Systems			
Courses Required for Admission <sup>3</sup>							
Transfer Type <sup>1</sup>	Course Name	Min. Grade	Syllabus (Y/N)	Course No.	Course Name	Cr. Hrs.	Course Type <sup>2</sup>
C	Linear Algebra	C	Y	MATH 1300	Vector Geometry & Linear Algebra	3	R
C	Inorganic & Analytical Chemistry & General Chemistry	C	Y	CHEM 1300 & CHEM 1310	University 1 Chemistry: Structure and Modelling in Chemistry & University 1 Chemistry: An Introduction to Physical Chemistry	6	R
C	Biochemistry A with experiments	C	Y	CHEM 2770	Elements of Biochemistry 1	3	R
U	Principles of Economics	C	Y	ECON 1XXX	Transfer 1000 level	3	E
U	Probability Theory & Mathematical Statistics	C	Y	STAT 1XXX	Transfer 1000 level	3	E
C	Advanced Mathematics	C	Y	MATH 1230	Differential Calculus	3	E
C	Advanced Mathematics	C	Y	MATH 1232	Integral Calculus	3	E
C	Advanced Mathematics	C	Y	MATH 2150	Multivariable Calculus	3	E
C	General Physics	C	Y	PHYS 1030	General Physics 2	3	E
C	Organic Chemistry	C	Y	CHEM 1320	University 1 Chemistry: An Introduction to Organic Chemistry	3	E
U	Probability Theory & Mathematical Statistics	C	Y	STAT 2XXX	Transfer 2000 level	3	E
U	Molecular Biology	C	Y	MBIO 1XXX	Transfer 1000 level	3	E
					<b>TOTAL:</b>	<b>39</b>	
Additional Courses Accepted for Transfer Credit							
C	Basic Ecology	C	Y	AGEC 2370	Principles of Ecology	3	R
C	Genetics with lab	C	Y	PLNT 2520	Genetics	3	R
C	Animal Husbandry	C	Y	ANSC 2510	Anatomy & Physiology 1: Control Systems	3	R
C	Animal Nutrition	C	Y	ANSC 2520	Anatomy & Physiology 2: Nutrient Utilization	3	R
C	Polymer Chemistry	C	N	CHEM 3490	Intro Polymers	3	E

C	Human Resource Management	C	Y	HRIR 2440	Human Resource Management	3	E
C	Marketing	C	Y	MKT 2210	Fundamentals of Marketing	3	E
C	Plant Physiology with lab	C	Y	PLNT 3400	Plant Physiology	3	E
C	Soil Science with lab	C	Y	SOIL 3600	Soils and Landscapes in Our Environment	3	E
U	Electives	C	N		Electives		

<sup>1</sup>. Indicate how the course will be transferred to the UM program - **C** = Equivalent Course Credit; **U** = Unallocated Credit; **B** = Block Credit. Where multiple transfer types exist, list courses in order of equivalent, unallocated, and block.

<sup>2</sup>. Indicate whether the course is required/core (**R**), or elective (**E**) in the UM program.

<sup>3</sup>. These courses are required for advanced entry under this Articulation Agreement.

As approved by the Faculty:

ECON 1XXX can be used in place of ECON 1010

STAT 1XXX can be used in place of STAT 1000



## ARTICULATION AGREEMENT COURSE MAPPING FORM

Please provide detailed mapping for the Partner's course experience to the UM equivalences. Mapping of courses must be assessed and approved by the UM unit responsible for delivering the corresponding course content. Courses should be grouped together by transfer type. Rows can be added or deleted as required. **Please attach course syllabi or course descriptions for the partner program's coursework.**

Questions related to the facilitation of course mapping and/or transfer credit can be directed to the UM Transfer Credit Evaluations Coordinator (Jeff Huston).

Partner Institution: Lanzhou University				UM Program: Food Science (Business Option)			
Courses Required for Admission <sup>3</sup>							
Transfer Type <sup>1</sup>	Course Name	Min. Grade	Syllabus (Y/N)	Course No.	Course Name	Cr. Hrs.	Course Type <sup>2</sup>
C	Linear Algebra	C	Y	MATH 1300	Vector Geometry & Linear Algebra	3	R
C	Inorganic & Analytical Chemistry & General Chemistry	C	Y	CHEM 1300 & CHEM 1310	University 1 Chemistry: Structure and Modelling in Chemistry & University 1 Chemistry: An Introduction to Physical Chemistry	6	R
C	Biochemistry A with experiments	C	Y	CHEM 2770	Elements of Biochemistry 1	3	R
C	Advanced Mathematics	C	Y	MATH 1230	Differential Calculus	3	E
U	Principles of Economics	C	Y	ECON 1XXX	Transfer 1000 level	3	E
U	Probability Theory & Mathematical Statistics	C	Y	STAT 1XXX	Transfer 1000 level	3	E
U	Probability Theory & Mathematical Statistics	C	Y	STAT 2XXX	Transfer 2000 level	3	E
C	Advanced Mathematics	C	Y	MATH 1232	Integral Calculus	3	E
C	Advanced Mathematics	C	Y	MATH 2150	Multivariable Calculus	3	E
C	General Physics	C	Y	PHYS 1030	General Physics 2	3	E
C	Organic Chemistry	C	Y	CHEM 1320	University 1 Chemistry: An Introduction to Organic Chemistry	3	E
U	Molecular Biology	C	Y	MBIO 1XXX	Transfer 1000 level	3	E
					<b>TOTAL:</b>	<b>39</b>	
Additional Courses Accepted for Transfer Credit							
C	Human Resource Management	C	Y	HRIR 2440	Human Resource Management	3	R
C	Marketing	C	Y	MKT 2210	Fundamentals of Marketing	3	E
C	Basic Ecology	C	Y	AGEC 2370	Principles of Ecology	3	E
C	Polymer Chemistry	C	N	CHEM 3490	Intro Polymers	3	E
C	Genetics with lab	C	Y	PLNT 2520	Genetics	3	E
C	Plant Physiology with lab	C	Y	PLNT 3400	Plant Physiology	3	E



C	Soil Science with lab	C	Y	SOIL 3600	Soils and Landscapes in Our Environment	3	E
C	Animal Husbandry	C	Y	ANSC 2510	Anatomy & Physiology 1: Control Systems	3	E
C	Animal Nutrition	C	Y	ANSC 2520	Anatomy & Physiology 2: Nutrient Utilization	3	E
U	Electives	C	N		Electives		

<sup>1</sup> Indicate how the course will be transferred to the UM program - **C** = Equivalent Course Credit; **U** = Unallocated Credit; **B** = Block Credit.  
Where multiple transfer types exist, list courses in order of equivalent, unallocated, and block.

<sup>2</sup> Indicate whether the course is required/core (**R**), or elective (**E**) in the UM program.

<sup>3</sup> These courses are required for advanced entry under this Articulation Agreement.

As approved by the Faculty:

MATH 1230 can be used in place of MATH 1500

ECON 1XXX can be used in place of ECON 1010

STAT 1XXX can be used in place of STAT 1000

STAT 2XXX can be used in place of STAT 2000



## ARTICULATION AGREEMENT COURSE MAPPING FORM

Please provide detailed mapping for the Partner's course experience to the UM equivalences. Mapping of courses must be assessed and approved by the UM unit responsible for delivering the corresponding course content. **Please attach course syllabi or course descriptions for the partner program's coursework.**

Questions related to the facilitation of course mapping and/or transfer credit can be directed to the UM Transfer Credit Evaluations Coordinator (Jeff Huston).

Partner Institution: Lanzhou University				UM Program: Food Science (Science Option)			
Courses Required for Admission <sup>3</sup>							
Transfer Type <sup>1</sup>	Course Name	Min. Grade	Syllabus (Y/N)	Course No.	Course Name	Cr. Hrs.	Course Type <sup>2</sup>
C	Linear Algebra	C	Y	MATH 1300	Vector Geometry & Linear	3	R
C	General Physics	C	Y	PHYS 1030	General Physics 2	3	R
C	Inorganic & Analytical Chemistry & General Chemistry	C	Y	CHEM 1300 & CHEM 1310	University 1 Chemistry: Structure and Modelling in Chemistry & University 1 Chemistry: An Introduction to Physical Chemistry	6	R
C	Organic Chemistry	C	Y	CHEM 1320	University 1 Chemistry: An Introduction to Organic Chemistry	3	R
C	Biochemistry A with experiments	C	Y	CHEM 2770	Elements of Biochemistry 1	3	R
C	Advanced Mathematics	C	Y	MATH 1230	Differential Calculus	3	E
U	Principles of Economics	C	Y	ECON 1XXX	Transfer 1000 level	3	E
U	Probability Theory & Mathematical Statistics	C	Y	STAT 1XXX	Transfer 1000 level	3	E
U	Probability Theory & Mathematical Statistics	C	Y	STAT 2XXX	Transfer 2000 level	3	E
U	Molecular Biology	C	Y	MBIO 1XXX	Transfer 1000 level	3	E
C	Advanced Mathematics	C	Y	MATH 1232	Integral Calculus	3	E
C	Advanced Mathematics	C	Y	MATH 2150	Multivariable Calculus	3	E
					<b>TOTAL:</b>	<b>39</b>	
Additional Courses Accepted for Transfer Credit							
C	Marketing	C	Y	MKT 2210	Fundamentals of Marketing	3	R
C	Basic Ecology	C	Y	AGEC 2370	Principles of Ecology	3	E
C	Polymer Chemistry	C	N	CHEM 3490	Intro Polymers	3	E
C	Human Resource Management	C	Y	HRIR 2440	Human Resource Management	3	E

C	Genetics with lab	C	Y	PLNT 2520	Genetics	3	E
C	Plant Physiology with lab	C	Y	PLNT 3400	Plant Physiology	3	E
C	Soil Science with lab	C	Y	SOIL 3600	Soils and Landscapes in Our Environment	3	E
C	Animal Husbandry	C	Y	ANSC 2510	Anatomy & Physiology 1: Control Systems	3	E
C	Animal Nutrition	C	Y	ANSC 2520	Anatomy & Physiology 2: Nutrient Utilization	3	E
U	Electives	C	N		Electives		

<sup>1</sup> Indicate how the course will be transferred to the UM program - **C** = Equivalent Course Credit; **U** = Unallocated Credit; **B** = Block Credit. Where multiple transfer types exist, list courses in order of equivalent, unallocated, and block.

<sup>2</sup> Indicate whether the course is required/core (**R**), or elective (**E**) in the UM program.

<sup>3</sup> These courses are required for advanced entry under this Articulation Agreement.

As approved by the Faculty:

MATH 1230 can be used in place of MATH 1500

ECON 1XXX can be used in place of ECON 1010

STAT 1XXX can be used in place of STAT 1000

STAT 2XXX can be used in place of STAT 2000

PHYS 1030 can be used in place of BIOE 3530

MBIO 1XXX can be used in place of MBIO 1010



## ARTICULATION AGREEMENT COURSE MAPPING FORM

Please provide detailed mapping for the Partner's course experience to the UM equivalences. Mapping of courses must be assessed and approved by the UM unit responsible for delivering the corresponding course content. **Please attach course syllabi or course descriptions for the partner program's coursework.**

Questions related to the facilitation of course mapping and/or transfer credit can be directed to the UM Transfer Credit Evaluations Coordinator (Jeff Huston).

Partner Institution: Lanzhou University				UM Program: Plant Biotechnology			
Courses Required for Admission <sup>3</sup>							
Transfer Type <sup>1</sup>	Course Name	Min. Grade	Syllabus (Y/N)	Course No.	Course Name	Cr. Hrs.	Course Type <sup>2</sup>
C	Linear Algebra	C	Y	MATH 1300	Vector Geometry & Linear Algebra	3	R
C	Inorganic & Analytical Chemistry & General Chemistry	C	Y	CHEM 1300 & CHEM 1310	University 1 Chemistry: Structure and Modelling in Chemistry & University 1 Chemistry: An Introduction to Physical Chemistry	6	R
C	Biochemistry A with experiments	C	Y	CHEM 2770	Elements of Biochemistry 1	3	R
U	Principles of Economics	C	Y	ECON 1XXX	Transfer 1000 level	3	E
U	Probability Theory & Mathematical Statistics	C	Y	STAT 1XXX	Transfer 1000 level	3	E
U	Molecular Biology	C	Y	MBIO 1XXX	Transfer 1000 level	3	E
C	Advanced Mathematics	C	Y	MATH 1230	Differential Calculus	3	E
C	Advanced Mathematics	C	Y	MATH 1232	Integral Calculus	3	E
C	Advanced Mathematics	C	Y	MATH 2150	Multivariable Calculus	3	E
C	General Physics	C	Y	PHYS 1030	General Physics 2	3	E
C	Organic Chemistry	C	Y	CHEM 1320	University 1 Chemistry: An Introduction to Organic Chemistry	3	E
U	Probability Theory & Mathematical Statistics	C	Y	STAT 2XXX	Transfer 2000 level	3	E
					<b>TOTAL:</b>	<b>39</b>	
Additional Courses Accepted for Transfer Credit							
C	Basic Ecology	C	Y	AGEC 2370	Principles of Ecology	3	R
C	Genetics with lab	C	Y	PLNT 2520	Genetics	3	R
C	Plant Physiology with lab	C	Y	PLNT 3400	Plant Physiology	3	R
C	Polymer Chemistry	C	N	CHEM 3490	Intro Polymers	3	E

C	Human Resource Management	C	Y	HRIR 2440	Human Resource Management	3	E
C	Marketing	C	Y	MKT 2210	Fundamentals of Marketing	3	E
C	Soil Science with lab	C	Y	SOIL 3600	Soils and Landscapes in Our Environment	3	E
C	Animal Husbandry	C	Y	ANSC 2510	Anatomy & Physiology 1: Control Systems	3	E
C	Animal Nutrition	C	Y	ANSC 2520	Anatomy & Physiology 2: Nutrient Utilization	3	E
U	Electives	C	N		Electives		

<sup>1</sup>. Indicate how the course will be transferred to the UM program - **C** = Equivalent Course Credit; **U** = Unallocated Credit; **B** = Block Credit. Where multiple transfer types exist, list courses in order of equivalent, unallocated, and block.

<sup>2</sup>. Indicate whether the course is required/core (**R**), or elective (**E**) in the UM program.

<sup>3</sup>. These courses are required for advanced entry under this Articulation Agreement.

As approved by the Faculty:

ECON 1XXX can be used in place of ECON 1010

STAT 1XXX can be used in place of STAT 1000

MBIO 1XXX can be used in place of MBIO 1010

**Report of the Senate Committee on Curriculum and Course Changes RE: Articulation Agreement Proposal, University of Manitoba, Bachelor of Science degrees in Agribusiness, Agriculture, Agroecology, and Food Science – Lanzhou University, Bachelor of Science in Grassland Agriculture**

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**Preamble:**

1. The terms of reference for the Senate Committee on Curriculum and Course Changes (SCCCC) are available at:  
[http://www.umanitoba.ca/admin/governance/governing\\_documents/governance/sen\\_committees/497.htm](http://www.umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/497.htm).
2. At its meetings on March 17 and June 22, 2017, the committee considered a proposal from the Faculty of Agricultural and Food Sciences to establish an articulation agreement between the University of Manitoba (UM) and Lanzhou University (LZU), Lanzhou, China, for a term of five years, effective September 1, 2018.
3. The Articulation Agreement (the Agreement) was also considered by the Senate Committee on Admissions (March 21 and June 29, 2017) and the Senate Planning and Priorities Committee (March 27 and August 28, 2017).

**Observations:**

1. The proposed Agreement between the UM, Faculty of Agricultural and Food Sciences, and LZU would permit students who had completed two years (60 credit hours) of university study in the Bachelor of Science in Grassland Agriculture at LZU, to transfer to the UM to complete a Bachelor of Science in Agribusiness, Agriculture (with a Major in Agronomy, Animal Systems, or Plant Biotechnology), Agroecology, or Food Science degree (with either a Business or Science option). Students would complete two or more years of study at the UM, depending on the program the student registered in and the number of courses for which they received transfer credit.  
  
The SCCC noted that, in some cases, students might be required to complete more than 120 credit hours in order to meet the UM degree requirements; for example, where a student received transfer credit for a larger number of elective courses than could be applied toward the degree requirements. At the committee's request, section 9 of the proposal was amended to make this possibility explicit in the details of the Agreement.
2. In order to qualify for admission under the Agreement, students would be required to complete two years (60 credit hours) of study at LZU, including the specific courses required for admission, as set out in the course mapping form for each degree program, with a minimum Cumulative Grade Point Average of 2.0. Students would also be required to meet the UM's English language proficiency requirements.
3. Students would receive a minimum of 39 credit hours of transfer credit, for the specific courses required for admission, up to a maximum of 60 credit hours from among the additional courses accepted for transfer credit, as outlined in the course mapping forms. Other courses completed at LZU that are not included on the course mapping forms could be assessed for transfer credit on a course-by-course basis.

At the committee's request, section 17 of the proposal was revised to indicate the Faculty's commitment to advise prospective students at LZU on the courses required for admission under the Agreement.

4. The committee was informed that many of the courses required for admission under the Agreement are prerequisites for courses required in Years 3 and 4 of the degree programs offered by the Faculty of Agricultural and Food Sciences, at the UM.
5. The Faculty expects to admit ten (10) students annually under the Agreement, which would allow for a maximum of fifteen (15) students per year.
6. One objective for the current proposal is to identify specific LZU courses that qualify for transfer credit and could be used toward the requirements for a B.Sc. in Agribusiness, Agriculture, Agroecology, or Food Science at the UM. To date, twelve (12) courses totalling 39 credit hours, have been evaluated for transfer credit, as set out in the course mapping forms. The Faculty has indicated that it will continue to work with the partner institution to identify other courses for transfer credit, with the objective that, when the Agreement is reviewed again in future, students admitted under the Agreement could receive transfer credit for 60 credit hours that would apply toward their degree.
7. Note from the Chair: At the June 22<sup>nd</sup> meeting, the SCCCC endorsed the Agreement pending several changes, which were to be made by the Faculty and reviewed by Chair. As a result of that review, the Faculty was asked to amend the proposal to make explicit that it allows particular course substitutions for courses required in the program, as outlined at the end of each program chart under the heading, "As approved by the Faculty." The Faculty has committed to submitting program modifications, for consideration by the SCCCC and Senate by the Fall 2018, to formalize any substitutions that are routinely allowed for required courses in its degree programs, to ensure that all students who have completed those courses would have the same opportunity to have those courses contribute to their degree.

### **Recommendation:**

The Senate Committee on Curriculum and Course Changes recommends:

**THAT Senate approve the Articulation Agreement between the University of Manitoba, Faculty of Agricultural and Food Sciences, and Lanzhou University, concerning credit recognition in the Bachelor of Science degrees in Agribusiness, Agriculture, Agroecology, and Food Science at the University of Manitoba, for students who have completed two years of study at Lanzhou University, in the Bachelor of Science in Grassland Agriculture program, for a five-year term effective September 1, 2018.**

Respectfully submitted,

Professor G. Smith, Chair  
Senate Committee on Curriculum and Course Changes

**Report of the Senate Committee on Admissions concerning a proposal from the Faculty of Agricultural and Food Sciences to create an articulation with Lanzhou University (2017.06.29)**

**Preamble:**

1. The terms of reference for this committee can be found at: [http://umanitoba.ca/admin/governance/governing\\_documents/governance/sen\\_committees/490.htm](http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/490.htm).
2. The Faculty of Agricultural and Food Sciences is proposing the creation of an articulation agreement with Lanzhou University.
3. The proposal was endorsed by SCADM on June 29<sup>th</sup>, 2017.

**Observations:**

1. SCADM's focus in reviewing this proposal was on matters related to the transfer credit and admissions process.
2. In order to be eligible for admission, students are required to complete their first and second year (equivalent of 60 credit hours) at Lanzhou University. Students must be in good academic standing or must have achieved a minimum cumulative grade point average of 2.0
3. Students will be required to meet the University of Manitoba's institutional English language proficiency requirements.
4. Students can transfer a minimum of 39 credit hours of course work up to a maximum of 60 credit hours of course work.

**Recommendation:**

The Senate Committee on Admissions recommends that the proposal to create an articulation agreement between the Faculty of Agricultural and Food Sciences at the University of Manitoba and Lanzhou University be approved effective September 1, 2018.

Respectfully submitted  
Susan Gottheil, Chair, Senate Committee on Admissions



**Report of the Senate Planning and Priorities Committee RE: Articulation Agreement Proposal, University of Manitoba, Bachelor of Science degrees in Agribusiness, Agriculture, Agroecology, and Food Science – Lanzhou University, Bachelor of Science in Grassland Agriculture**

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**Preamble:**

1. The terms of reference of the Senate Planning and Priorities Committee (SPPC) are found on the website at [http://umanitoba.ca/admin/governance/governing\\_documents/governance/sen\\_committees/508.htm](http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/508.htm) wherein SPPC is charged with making recommendations to Senate regarding proposed academic programs.
2. At its meetings on March 27 and August 28, 2017, the committee considered a proposal from the Faculty of Agricultural and Food Sciences to establish an Articulation Agreement between the University of Manitoba (UM) and Lanzhou (LZU), Lanzhou, China, for a term of five years, effective September 1, 2018.

**Observations:**

1. The proposed Articulation Agreement (the Agreement) between the UM, Faculty of Agricultural and Food Sciences, and LZU would permit students who had completed two years (60 credit hours) of university study in the Bachelor of Science in Grassland Agriculture at LZU, to transfer to the UM to complete a Bachelor of Science in Agribusiness, Agriculture (with a Major in Agronomy, Animal Systems, or Plant Biotechnology), Agroecology, or Food Science degree (with either a Business or Science option). Students would complete two or more years of study at the UM, depending on the program the student registered in and the number of courses for which they received transfer credit.
2. In order to qualify for admission under the Agreement, students would be required to complete two years (60 credit hours) of study at LZU, including the specific courses required for admission, as set out in the course mapping form for each degree program, with a minimum Cumulative Grade Point Average of 2.0. Students would also be required to meet the UM's English language proficiency requirements.
3. Students would receive a maximum of 60 credit hours of transfer credit, including 39 credit hours for the specific courses required for admission and up to 21 credit hours from among the additional courses accepted for transfer credit, as outlined in the course mapping forms. Other courses completed at LZU that are not included on the course mapping forms could be assessed for transfer credit on a course-by-course basis.
4. The Agreement would provide for ten (10) students to be admitted to the Faculty each year, up to a maximum of fifteen (15) students. The committee was informed that, historically, enrolment under the existing Agreement with LZU has been fewer than ten (10) students per year. The Faculty has set an objective to increase the annual intake of students admitted under the Agreement over time.
5. Costs arising from the Agreement, including logistics, recruitment, student support and other indirect costs, would be covered by the Faculty using income generated by tuition fees.

6. The committee was informed that Dean Wittenberg had committed to using the Faculty's operating funds to cover any additional resource needs that might arise, if enrolment were to grow to the extent that additional resources were required as a result of the Articulation Agreements with various partner institutions in China, including LZU, Huazhong Agricultural University, and Nanjing University of Finance and Economics; for example, if additional course sections were required.
7. The Faculty said additional enrolment under the Agreement would have minimal impact on service courses offered by other faculties, as students would be admitted having completed many of the required and prerequisite courses in their program, including courses in chemistry, economics, mathematics, physics, statistics, and microbiology, at LZU. Courses completed at the UM would primarily comprise upper level courses offered by departments in the Faculty of Agricultural and Food Sciences.
8. The committee observed that the course mapping included with the proposal improves upon the existing Articulation Agreement, which simply provides for the block transfer of 60 credit hours, as it would ensure that all students admitted under the Agreement would receive transfer credit for at least 39 credit hours that had been assessed for equivalency with UM courses and would contribute to their degree.

**Recommendation:**

The Senate Planning and Priorities Committee recommends:

**THAT Senate approve the Articulation Agreement between the University of Manitoba, Faculty of Agricultural and Food Sciences, and Lanzhou University, concerning credit recognition in the Bachelor of Science degrees in Agribusiness, Agriculture, Agroecology, and Food Science at the University of Manitoba, for students who have completed two years of study at Lanzhou University, in the Bachelor of Science in Grassland Agriculture program, for a five-year term effective September 1, 2018.**

Respectfully submitted,

Ada Ducas, Chair  
Senate Planning and Priorities Committee



UNIVERSITY  
OF MANITOBA

Faculty of Agricultural and Food  
Sciences

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

14 February 2017

To: Dr. Shannon Coyston,  
Secretary of the Senate Committee on Curriculum & Course Changes

From: Dr. Karin Wittenberg, Dean of Agricultural and Food Sciences

Re: Articulation Agreement with Nanjing University of Finance and Economics, China

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I am pleased to send you the attached Articulation Agreement Proposal and supporting materials that pertain to the Senate approval process for our existing partnership with Nanjing University of Finance and Economics. As you may know, we have had a longstanding positive relationship with Nanjing, with our original “Collaborative Undergraduate Transfer Program” dating back more than 15 years to 2001 and having been renewed in 2009. An extension to the agreement was granted in 2015.

Our Faculty embraces opportunities such as this to build and maintain relationships with our international partners. We have enjoyed watching our Faculty become more diverse as a result of the presence of our 2+2 students, who have performed very well and contributed in a positive way to the cultural milieu in Agricultural and Food Sciences. These articulation agreements have also been financially beneficial to the Faculty, allowing us to provide additional support services to all of our students.

One of our goals with our current set of proposed articulation agreements is to add greater formality to our existing course transfer/mapping process. Previous versions of this proposed agreement with Nanjing, as well as our current Senate-approved agreement with Inner Mongolia Agricultural University (IMAU), have granted 60 credit hours on a “block transfer” basis. We are working hard to ensure the one-to-one transfer (i.e. mapping) of our partners’ courses becomes routine, but recognize that this process will be ongoing. As you will see from the attached documents, several of Nanjing’s courses transfer to fulfil some of our required courses, while others will need to be transferred as free electives. While the goal is to have students arriving from Nanjing transfer 60 credit hours in to one of our programs, this cannot be guaranteed and will be assessed on a case-by-case basis.

Thank you for your time in reviewing this agreement as well as the others we are proposing at this time. I look forward to meeting with SCCCC to discuss the proposed agreements with you.

## SENATE ARTICULATION AGREEMENT PROPOSAL

### A. UM PROGRAM AND PARTNER INFORMATION

1. **Agreement Type:** New ☒ Renewal ☐ Domestic ☐ International ☒

2. **Name and Address of Partner Institution:**

Nanjing University of Finance and Economics No. 3 Wenyuan Road, Xianlin College Town, Nanjing, P.R China, 210023

3. **UM Program Contact:**

Name: Dr. Karin Wittenberg

Designation: Dean, Faculty of Agricultural and Food Sciences

Email: [agdean@umanitoba.ca](mailto:agdean@umanitoba.ca)

Phone: 204-474-9380

Signature: \_\_\_\_\_

Date: 14 August 2017

4. **Name and designation of contact person from partner institution (*Include full contact information*):**

Name: Qin Liu

Designation: Vice President

Address: Nanjing University of Finance and Economics No. 3 Wenyuan Road, Xianlin College Town, Nanjing, P.R China, 210023

Email: [Qinliu@njue.edu.cn](mailto:Qinliu@njue.edu.cn)

Phone: 0086-25-86718526

5. **Name and designation of signing authority for the partner institution (*include full contact information*):**

Name: Kaitian Wang

Designation: Vice President

Address: No. 3 Wenyuan Road, Xianlin College Town, Nanjing, P.R China, 210023

Email: [Kaitianwang@njue.edu.cn](mailto:Kaitianwang@njue.edu.cn)

Phone: 0086-25-86718588

### B. PROGRAM PROPOSAL

#### PROGRAM INFORMATION

6. **UM Faculty/College/School:** Faculty of Agricultural and Food Sciences

**UM Department:** NA

**UM Program to which advanced entry is sought (*provide program name and credential*).**

Bachelor of Science in Food Science

Bachelor of Science in Agribusiness

7. **Program at Partner Institution from which advanced entry is sought (*provide program name and credential*).**

Students are pursuing a Bachelor of Science in Food Science and Engineering from Nanjing University. They are doing their first two years in Nanjing but do not transfer over to the University of Manitoba with any credentials.

**8. Start date (*number of years for which the agreement is proposed to run*).**

Start Date: September 1, 2018      Period (yrs.): 5 years

**9. Combined duration of the articulation program, in years (e.g. 4 years – UM 2 + Partner 2).**

120 credit hours. Normally this will be 2 years at the partner institution with 2 or more years at the University of Manitoba. Variations will depend on the program the student is enrolling in, how many courses they plan to take per term, and how many courses will transfer over. Students can transfer in a minimum of 36 credit hours and a maximum of 60 credit hours. Students who transfer fewer than 60 credit hours will need to take more than 60 credit hours at the University of Manitoba to fulfill degree requirements. There may be cases where students need to take more than 60 credit hours (over 120 total) to meet their degree requirements. This could occur for example if a student were granted advanced standing for more elective courses than could be applied towards their program requirements.

**10. If applicable, will students be able to participate in a co-op option in the program?** Y ☒ N ☐ NA ☐

**11. Detail any costs accrued to the UM arising from this proposal. Costs should include any resources required to support the program and any tuition and/or fee implications, including application fees.**

*A letter from the budget Dean detailing how any costs will be met must accompany the completed proposal, and funding requests for consider by the Senate Planning and Priorities Committee (SPPC) must be submitted on the SPPC Program Proposal Budget Form (<http://umanitoba.ca/admin/governance/forms/index.html> under Other Forms).*

The Faculty has historically received a share of the international student tuition differential to cover costs associated with the Articulation Agreements; it is our hope that this will continue to be the case. Logistics, recruitment, student supports and indirect costs can be covered by the Faculty's portion of the tuition differential. We do not believe any additional course sections will be required. Any additional costs would be covered by operating funds.

Students admitted under this agreement will be charged standard University of Manitoba tuition fees for international students, standard ancillary fees, etc. More information on tuition fees can be found at: [http://umanitoba.ca/student/records/fees/Undergraduate\\_Tuition.html](http://umanitoba.ca/student/records/fees/Undergraduate_Tuition.html). Students who wish to enrol in our co-op program will be charged co-op fees.

**12. Outline any additional interactions planned in relation to the agreement. For example, formal interactions with faculty at the partner institution; development of joint curriculum between institutions, etc. *Please describe.***

A group of professors from the Faculty of Agricultural and Food Sciences, including Qiang Zhang, Digvir Jayas, Jitendra Paliwal, Fuji Jian, and Paul Fields (AAFC stationed in Biosystems Engineering) have been working with Nanjing in the area of grain storage for over 15 years.

Some examples of activities are: (1) The establishment of China-Canada Research Centre for Stored Grain Ecosystems, through which UofM researchers work on joint projects with Nanjing researchers and organize annual meetings to bring researchers together (The 2015 meeting was held on UofM campus and the 2016 meeting was held on NUFE campus). Dr. Jayas serves as the Canadian President and Dr. Zhang as the Secretary. (2) Personnel, including professors from NUFE (Professor X. Cheng (Dr. Q. Zhang) spent a year here and Dr. P. Tang (Dr. Juian and Dr. P. Fields) spent six months in 2016-2017, and Dr. X. Shao (Dr. Paliwal) plans to be here in August 2017) and graduate students (F. Wang under supervision of Dr. Jayas and H. Li under Dr. Paliwal). (3) Joint projects and publications.

Dr. Trust Beta from Food Science also collaborates with Dr. Qin Liu in their field. They also had a joint session on Grain-Based Functional Foods that they organized for the 2015 International Society of Nutraceuticals and Functional Foods (ISNFF) held at Worldhotel Grand Juna Wuxi, China, 20 to 23 Sep 2015.

## STUDENT SELECTION AND SUPPORT

### 13. Number of students to be admitted at each intake.

Expected No. 10      Maximum No. 15

### 14. Is advanced entry limited to graduates of the partner institution program? Y ☐ N ☒

### 15. Provide details of the requirements for advanced entry (include a detailed mapping of the partner program's coursework requirements to the UM program on the Articulation Course Mapping Form). *Append all applicable course syllabi.*

Most of the courses that are taken at the partner institution are prerequisites for our program specific courses as all students normally complete their program specific requirements during the last half of their program.

Students are permitted to transfer a minimum of 36 credit hours up to a maximum of 60 credit hours based on the approved course mapping. Other courses will be assessed on a course-by-course basis. See the course mapping form for details on the 36 credit hours of courses required for advanced entry to specific programs under this agreement.

### 16. Describe the entry pathway for admission and selection for articulation at UM. Include information on admission requirements, including minimum GPA requirements and English language requirements, should they fall outside the standard UM requirements. *International agreements should identify and address the role of a UM faculty member (or representative) in the student selection process.*

Students must meet all entrance requirements for the Faculty of Agricultural and Food Sciences (Advanced Entry):

Students must:

Successfully complete their first year and second year (equivalent of 60 credit hours) at Nanjing University.

Submit an academic transcript showing that the student is in good academic standing or has achieved a minimum cumulative grade point average of 2.0 on a 4.5 scale (C average). The grade equivalent of the courses will be determined using the University of Manitoba's standard international conversion grading scales.



If the number of eligible candidates exceeds the available spaces, a cumulative grade point average higher than the minimum may be required for admission.

### **English Language Proficiency Requirements**

Students will have to demonstrate they equal, or surpass the institutional English Language Proficiency Requirements. This is normally achieved through the IELTS or TOEFL. If all admission requirements are met with the exception of the English language requirement, students will have to submit an application for conditional admission to the Faculty provided that they complete the Intensive Academic Language Program offered through the English Language Centre at the University of Manitoba. This option will be available on the specific application form for this agreement.

Students will formally apply online through the Admissions application portal. The application will be specific to students applying through this agreement. The Admissions Office will review all applicants for eligibility based on approved admission requirements. If deemed eligible, transcripts will be reviewed by the Faculty's Program Committee of the selected program for transfer credit based on approved mapped course equivalencies.

**17. Outline any recruitment strategies associated with the proposed program. Include information on efforts by both the UM and partner institution where applicable.**

The Faculty will visit the institution (annually where possible) to assist with the applications, recruitment plans, and curriculum changes. During this time, prospective students will be advised on which courses they would be required to take to meet the admission requirements for entry under this Articulation Agreement. The partner institution will advertise the opportunity to students and use the articulation agreement as a recruitment tool (opportunity to study in Canada is attractive to many international students).

**18. What types of student support will the UM be required to provide to students participating in this program? This could include such things as orientation, advisory services, accommodation, language courses, etc.**

The Faculty's Student Services Office will be able to provide one-on-one support for these students and make referrals to the various offices on campus for specialized support (such as counseling, accommodation, etc). In addition to this, the Faculty will also provide events/activities/workshops to assist students with adapting to the North American culture and to be competitive in the agri-food and related industries.

### **QUALITY ASSURANCE**

**19. Please indicate how often the agreement will be reviewed as well as an outline of the review process.**

The agreement will be reviewed on an ongoing basis, but formally by the Faculty and Senate every five years. Performance of students who have entered the Faculty under this agreement will be compared to the Faculty average. Student experience will also be evaluated (exit interviews or surveys). The partner university will communicate any curriculum changes and we will evaluate courses as changes come up.

**20. Outline how feedback will be provided to the partner institution in terms of student performance.**

This will be done as needed to ensure student success; it is expected that this will be a topic of discussion during visits to the partner institution. Communications with the partner institution will be done at least annually to discuss program success.

**21. If the UM program is accredited by an external body, will the proposed articulation impact the accreditation? If so, what steps are required to maintain accredited status?**

This agreement will not have any impact on our external accreditations as all students will need to fulfill degree requirements. The Bachelor of Science in Food Science is the only accredited program.

**22. What mechanisms are in place to allow any students on the articulation pathway to complete their studies should the articulation be withdrawn?**

In the event the articulation is withdrawn, any students on the articulation pathway will be allowed to complete their degree program.

## **BENEFIT ANALYSIS**

**23. Benefits anticipated from this agreement to the partners and students.**

The Faculty of Agricultural and Food Sciences has successfully managed an articulation agreement with NUFE since 2004. This opportunity has provided multiple benefits to the faculty, students and the partner institutions. Academically, the articulation program provides students who meet the academic requirements with an academic pathway to study and graduate in Canada at a reputable and affordable comprehensive university. Additionally, current UM students benefit from this relationship through their exposure to their peers from a foreign country, broadening their perspectives and enhancing diversity in our Faculty. For our faculty members, these agreements have created a new pathway to discuss mutual research interests and collaboration. Lastly, the incremental revenue from students entering under this type of agreement has historically been important to the Faculty, effectively funding two support staff positions.

In the last 5 years we have had 35 graduates from Nanjing and they held a GPA of 3.43 on average. Based on this outcome we feel that this agreement has been beneficial to both partners and all students. Students from Nanjing have the opportunity to study in Canada and have a formal agreement so they know their studies in Nanjing will count towards a program at the University of Manitoba.

**24. Have any challenges or barriers to this agreement been identified? If so, how will they be ameliorated?**

Our experience with course transfers is that our partner's courses' often contain more teaching hours and sometimes more advanced topics than what is normally covered at the UofM, but are missing some key components as they are taught in other areas of their curriculum. This will be addressed by regular communication with the partner university to ensure that the students have the skills they need to be successful in our program. The quality of the courses will be monitored on an ongoing basis.

Nanjing is a reputable institution in China and we are confident that the students coming from this institution will be comparable to other students who are enrolled at the University of Manitoba. Based on the previous students who completed the program, we don't expect any issues as these students routinely progress without any issues.

## **ADDITIONAL INFORMATION**



25. **Please provide any additional information on the proposed program that is deemed relevant to this process. Append any supporting documentation, if required.**

Although the Articulation Agreement provides for a maximum of 10 students per year per agreement, we do not envision that this cap would routinely be achieved for all partners. During the last five years, the number of students entering our Faculty from Nanjing under the existing agreement has been 29.

### C. FACULTY/COLLEGE/SCHOOL REVIEW AND APPROVAL

Dean/Director: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Council: \_\_\_\_\_ Date: \_\_\_\_\_

*Note: proposing Faculty to forward the complete proposal to the Office of the University Secretary, as well as a copy to the Vice-Provost (Integrated Planning and Academic Programs) – electronic and original copies.*

### D. SENATE REVIEW AND APPROVAL

Senate Committee on Curriculum and Course Changes (SCCCC):

Senate Committee on Admissions (SCADM):

Senate Planning and Priorities Committee (SPPC):

Senate Approval:

### E. PROVOST APPROVAL TO IMPLEMENT

Provost & Vice-President (Academic): \_\_\_\_\_ Date: \_\_\_\_\_

Additional Conditions:

### F. PARTNER INSTITUTION APPROVAL

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For international agreements only:** *following approval of the Senate articulation agreement, the next step will be to complete an International Articulation Agreement for approval by the Associate Vice President (Partnerships). Please contact the International Centre for further details.* Copies of the signed international articulation agreement must be sent to the Provost's Office prior to program commencement.

International Articulation Agreement Required: Y ☐ N ☐ Date Received: \_\_\_\_\_

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**Signed copies to:** *(action by Provost's Office)*

- ☐ Dean's Office, Proposing UM Faculty
- ☐ Partner Institution Signatory

- ☐ Registrar
- ☐ Admissions

- ☐ University Secretary
- ☐ Office of Institutional Analysis



## ARTICULATION AGREEMENT COURSE MAPPING FORM

Please provide detailed mapping for the Partner's course experience to the UM equivalences. Mapping of courses must be assessed and approved by the UM unit responsible for delivering the corresponding course content. **Please attach course syllabi or course descriptions for the partner program's coursework.**

Questions related to the facilitation of course mapping and/or transfer credit can be directed to the UM Transfer Credit Evaluations Coordinator (Jeff Huston).

<b>Partner Institution: Nanjing Univ. of Finance and Economics</b>				<b>UM Program: Agribusiness</b>			
<b>Courses Required for Admission<sup>3</sup></b>							
Transfer Type <sup>1</sup>	Course Name	Min. Grade	Syllabus (Y/N)	Course No.	Course Name	Cr. Hrs.	Course Type <sup>2</sup>
C	Advanced Math 1 & 2	C	Y	MATH 1500	Introduction to Calculus	3	R
U	Fundamental Principle of	C	Y	PHIL 1XXX	Transfer 1000 Lvl	3	E
U	Probability & Statistics I	C	Y	STAT 1XXX	Transfer 1000 Lvl	3	E
U	Probability & Statistics I	C	Y	STAT 2XXX	Transfer 2000 Lvl	3	E
C	Linear Algebra	C	Y	MATH 1220	Linear Algebra 1	3	E
C	Advanced Math 1 & 2	C	Y	MATH 1700	Calculus 2	3	E
C	Advanced Math 1 & 2	C	Y	MATH 2150	Multivariable Calculus	3	E
C	Inorganic and Analytical Chemistry 1 with Experiments	C	Y	CHEM 1300	University 1 Chemistry: Structure and Modelling in Chemistry	3	E
C	Organic Chemistry with Experiments	C	Y	CHEM 1320	University 1 Chemistry: An Introduction to Organic Chemistry	3	E
C	Physical Chemistry with Experiments	C	Y	CHEM 1310	University 1 Chemistry: An Introduction to Physical Chemistry	3	E
C	Biochemistry with Experiments	C	Y	CHEM 2360	Biochemistry 1	3	E
U	Microbiology	C	Y	MBIO 1XXX	Transfer 1000 Lvl	3	E
					<b>TOTAL:</b>	<b>36</b>	
<b>Additional Courses Accepted for Transfer Credit</b>							
C	Microeconomics	C	Y	ECON 1010	Introduction to Microeconomic Principles	3	R
C	Macroeconomics	C	Y	ECON 1020	Introduction to Macroeconomic Principles	3	R
C	Fundamentals of Programming	C	Y	COMP 1020	Introductory Computer Science	3	E
U	Electives	C	N		Electives		

<sup>1</sup>: Indicate how the course will be transferred to the UM program - **C** = Equivalent Course Credit; **U** = Unallocated Credit; **B** = Block Credit. Where multiple transfer types exist, list courses in order of equivalent, unallocated, and block.

- <sup>2</sup>. Indicate whether the course is required/core (**R**), or elective (**E**) in the UM program.
- <sup>3</sup>. These courses are required for advanced entry under this Articulation Agreement.

As approved by the Faculty:

PHIL 1XXX can be used as PHIL 1290

STAT 1XXX can be used in place of STAT 1000

STAT 2XXX can be used in place of STAT 2000

MATH 1220 can be used in place of MATH 1300



UNIVERSITY  
OF MANITOBA

## ARTICULATION AGREEMENT COURSE MAPPING FORM

Please provide detailed mapping for the Partner's course experience to the UM equivalences. Mapping of courses must be assessed and approved by the UM unit responsible for delivering the corresponding course content. **Please attach course syllabi or course descriptions for the partner program's coursework.**

Questions related to the facilitation of course mapping and/or transfer credit can be directed to the UM Transfer Credit Evaluations Coordinator (Jeff Huston).

<b>Partner Institution: Nanjing Univ. of Finance and Economics</b>				<b>UM Program: Food Science (Business Option)</b>			
<b>Courses Required for Admission<sup>3</sup></b>							
Transfer Type <sup>1</sup>	Course Name	Min. Grade	Syllabus (Y/N)	Course No.	Course Name	Cr. Hrs.	Course Type <sup>2</sup>
C	Advanced Math 1 & 2	C	Y	MATH 1500	Introduction to Calculus	3	R
C	Inorganic and Analytical	C	Y	CHEM 1300	University 1 Chemistry:	3	R
C	Organic Chemistry with Experiments	C	Y	CHEM 1320	University 1 Chemistry: An Introduction to Organic	3	R
C	Biochemistry with Experiments	C	Y	CHEM 2360	Biochemistry 1	3	E
U	Probability & Statistics I	C	Y	STAT 1XXX	Transfer 1000 Lvl	3	E
U	Probability & Statistics I	C	Y	STAT 2XXX	Transfer 2000 Lvl	3	E
C	Linear Algebra	C	Y	MATH 1220	Linear Algebra 1	3	E
U	Fundamental Principle of Marxism	C	Y	PHIL 1XXX	Transfer 1000 Lvl	3	E
C	Physical Chemistry with Experiments	C	Y	CHEM 1310	University 1 Chemistry: An Introduction to Physical Chemistry	3	E
C	Advanced Math 1 & 2	C	Y	MATH 1700	Calculus 2	3	E
C	Advanced Math 1 & 2	C	Y	MATH 2150	Multivariable Calculus	3	E
U	Microbiology	C	Y	MBIO 1XXX	Transfer 1000 Lvl	3	E
					<b>TOTAL:</b>	<b>36</b>	
<b>Additional Courses Accepted for Transfer Credit</b>							
C	Microeconomics	C	Y	ECON 1010	Introduction to Microeconomic Principles	3	R
C	Macroeconomics	C	Y	ECON 1020	Introduction to Macroeconomic Principles	3	R
C	Fundamentals of Programming	C	Y	COMP 1020	Introductory Computer Science	3	E
U	Electives	C	N		Electives		

<sup>1</sup> Indicate how the course will be transferred to the UM program - **C** = Equivalent Course Credit; **U** = Unallocated Credit; **B** = Block Credit.

<sup>2</sup> Indicate whether the course is required/core (**R**), or elective (**E**) in the UM program.

<sup>3</sup> These courses are required for advanced entry under this Articulation Agreement.

As approved by the Faculty:

PHIL 1XXX can be used as PHIL 1290

STAT 1XXX can be used in place of STAT 1000

STAT 2XXX can be used in place of STAT 2000

MATH 1220 can be used in place of MATH 1300

CHEM 2360 can be used in place of CHEM 2770



UNIVERSITY  
OF MANITOBA

## ARTICULATION AGREEMENT COURSE MAPPING FORM

Please provide detailed mapping for the Partner's course experience to the UM equivalences. Mapping of courses must be assessed and approved by the UM unit responsible for delivering the corresponding course content. **Please attach course syllabi or course descriptions for the partner program's coursework.**

Questions related to the facilitation of course mapping and/or transfer credit can be directed to the UM Transfer Credit Evaluations Coordinator (Jeff Huston).

<b>Partner Institution: Nanjing Univ. of Finance and Economics</b>				<b>UM Program: Food Science (Science Option)</b>			
<b>Courses Required for Admission<sup>3</sup></b>							
Transfer Type <sup>1</sup>	Course Name	Min. Grade	Syllabus (Y/N)	Course No.	Course Name	Cr. Hrs.	Course Type <sup>2</sup>
C	Advanced Math 1 & 2	C	Y	MATH 1500	Introduction to Calculus	3	R
C	Inorganic and Analytical	C	Y	CHEM 1300	University 1 Chemistry:	3	R
C	Organic Chemistry with Experiments	C	Y	CHEM 1320	University 1 Chemistry: An Introduction to Organic Chemistry	3	R
C	Physical Chemistry with Experiments	C	Y	CHEM 1310	University 1 Chemistry: An Introduction to Physical Chemistry	3	R
C	Linear Algebra	C	Y	MATH 1220	Linear Algebra 1	3	E
C	Biochemistry with Experiments	C	Y	CHEM 2360	Biochemistry 1	3	E
U	Probability & Statistics I	C	Y	STAT 1XXX	Transfer 1000 Lvl	3	E
U	Probability & Statistics I	C	Y	STAT 2XXX	Transfer 2000 Lvl	3	E
U	Fundamental Principle of Marxism	C	Y	PHIL 1XXX	Transfer 1000 Lvl	3	E
U	Microbiology	C	Y	MBIO 1XXX	Transfer 1000 Lvl	3	E
C	Advanced Math 1 & 2	C	Y	MATH 1700	Calculus 2	3	E
C	Advanced Math 1 & 2	C	Y	MATH 2150	Multivariable Calculus	3	E
					<b>TOTAL:</b>	<b>36</b>	
<b>Additional Courses Accepted for Transfer Credit</b>							
C	Microeconomics	C	Y	ECON 1010	Introduction to Microeconomic Principles	3	R
C	Macroeconomics	C	Y	ECON 1020	Introduction to Macroeconomic Principles	3	R
C	Fundamentals of Programming	C	Y	COMP 1020	Introductory Computer Science	3	E
U	Electives	C	N		Electives		

<sup>1</sup> Indicate how the course will be transferred to the UM program - **C** = Equivalent Course Credit; **U** = Unallocated Credit; **B** = Block Credit.

<sup>2</sup> Indicate whether the course is required/core (**R**), or elective (**E**) in the UM program.

<sup>3</sup> These courses are required for advanced entry under this Articulation Agreement.

**Report of the Senate Committee on Curriculum and Course Changes RE: Articulation Agreement Proposal, University of Manitoba, Bachelor of Science in Agribusiness and Bachelor of Science in Food Science – Nanjing University of Finance and Economics, Bachelor of Science in Food Science and Engineering**

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**Preamble:**

1. The terms of reference for the Senate Committee on Curriculum and Course Changes (SCCCC) are available at:  
[http://www.umanitoba.ca/admin/governance/governing\\_documents/governance/sen\\_committees/497.htm](http://www.umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/497.htm).
2. At its meetings on March 17 and June 22, 2017, the committee considered a proposal from the Faculty of Agricultural and Food Sciences to establish an articulation agreement between the University of Manitoba (UM) and Nanjing University of Finance and Economics (NJU), Nanjing, China, for a term of five years, effective September 1, 2018.
3. The Articulation Agreement (the Agreement) would formalize an existing one that was initially established between the Faculty and NJU in 2001 and renewed in 2009 but, consistent with processes in place at the University at those times, was not previously approved by Senate.
4. The Agreement was also considered by the Senate Committee on Admissions (March 21 and June 29, 2017) and the Senate Planning and Priorities Committee (March 27 and August 28, 2017).

**Observations:**

1. The proposed Agreement between the UM, Faculty of Agricultural and Food Sciences, and NJU would permit students who had completed two years (60 credit hours) of university study in the Bachelor of Science in Food Science and Engineering at NJU, to transfer to the UM to complete either a Bachelor of Science in Agribusiness or a Bachelor of Science in Food Science degree, with either a Business or Science option. Students would complete two or more years of study at the UM, depending on the program the student registered in and the number of courses for which they received transfer credit.  
  
The SCCC noted that, in some cases, students might be required to complete more than 120 credit hours in order to meet the UM degree requirements; for example, where a student received transfer credit for a larger number of elective courses than could be applied toward the degree requirements. At the committee's request, section 9 of the proposal was amended to make this possibility explicit in the details of the Agreement.
2. In order to qualify for admission under the Agreement, students would be required to complete two years (60 credit hours) of study at NJU, including the specific courses required for admission, as set out in the course mapping forms, with a minimum Cumulative Grade Point Average of 2.0. Students would also be required to meet the UM's English language proficiency requirements.



3. Students would receive a minimum of 36 credit hours of transfer credit, for the specific courses required for admission, up to a maximum of 60 credit hours from among the additional courses accepted for transfer credit, as outlined in the course mapping forms. Other courses completed at NJU that are not included on the course mapping forms could be assessed for transfer credit on a course-by-course basis.  
  
At the committee's request, section 17 of the proposal was revised to indicate the Faculty's commitment to advise prospective students at NJU on the courses required for admission under the Agreement.
4. The committee was informed that many of the courses required for admission under the Agreement are prerequisites for courses required in Years 3 and 4 of the B.Sc. in Agribusiness and the B.Sc. in Food Science degrees at the UM.
5. The Faculty expects to admit ten (10) students annually under the Agreement, which would allow for a maximum of fifteen (15) students per year.
6. The Faculty reported that, in the last five years, thirty-five (35) students who were admitted under the existing Agreement with NJU had graduated from their programs with an average Grade Point Average of 3.43.
7. One objective for the current proposal is to identify specific NJU courses that qualify for transfer credit and could be used toward the requirements for either a B.Sc. in Agribusiness or a B.Sc. in Food Science at the UM. (Students admitted from NJU under the existing Agreement qualify for advanced standing with a block transfer of 60 credit hours for courses completed at NJU.) To date, twelve (12) courses totalling 36 credit hours, have been evaluated for transfer credit, as set out in the course mapping forms. The Faculty has indicated that it will continue to work with the partner institution to identify other courses for transfer credit, with the objective that, when the Agreement is reviewed again in future, students admitted under the Agreement could receive transfer credit for 60 credit hours that would apply toward their degree.
8. Note from the Chair: At the June 22<sup>nd</sup> meeting, the SCCCC endorsed the Agreement pending several changes, which were to be made by the Faculty and reviewed by Chair. As a result of that review, the Faculty was asked to amend the proposal to make explicit that it allows particular course substitutions for courses required in the program, as outlined at the end of each program chart under the heading, "As approved by the Faculty." The Faculty has committed to submitting program modifications, for consideration by the SCCCC and Senate by the Fall 2018, to formalize any substitutions that are routinely allowed for required courses in its degree programs, to ensure that all students who have completed those courses would have the same opportunity to have those courses contribute to their degree.

**Recommendation:**

The Senate Committee on Curriculum and Course Changes recommends:

**THAT Senate approve the Articulation Agreement between the University of Manitoba, Faculty of Agricultural and Food Sciences, and Nanjing University of Economics and Finance, concerning credit recognition in the Bachelor of Science in Agribusiness and the Bachelor of Science in Food Science degree programs at the University of Manitoba, for students who have completed two years of study at Nanjing University of Economics and Finance, in the Bachelor of Food Science and Engineering program, for a five-year term effective September 1, 2018.**

Respectfully submitted,

Professor G. Smith, Chair  
Senate Committee on Curriculum and Course Changes

## **Report of the Senate Committee on Admissions concerning a proposal from the Faculty of Agricultural and Food Sciences to formalize an articulation with Nanjing University of Finance and Economics (2017.06.29)**

### **Preamble:**

1. The terms of reference for this committee can be found at: [http://umanitoba.ca/admin/governance/governing\\_documents/governance/sen\\_committees/490.htm](http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/490.htm).
2. The Faculty of Agricultural and Food Sciences is looking to formalize an existing articulation agreement with Nanjing University of Finance and Economics.
3. The proposal was endorsed by SCADM on June 29<sup>th</sup>, 2017.

### **Observations:**

1. SCADM's focus in reviewing this proposal was on matters related to the transfer credit and admissions process.
2. The Faculty of Agricultural and Food Sciences have had an existing partnership with Nanjing University of Finance and Economics since 2001. The current proposal helps formalize the process; from an admissions perspective, this will help ensure that a clear set of admissions criteria are in place.
3. In order to be eligible for admission, students are required to complete their first and second year (equivalent of 60 credit hours) at Nanjing University of Finance and Economics. Students must be in good academic standing or must have achieved a minimum cumulative grade point average of 2.0
4. Students will be required to meet the University of Manitoba's institutional English language proficiency requirements.
5. Students can transfer a minimum of 36 credit hours of course work up to a maximum of 60 credit hours of course work.

### **Recommendation:**

The Senate Committee on Admissions recommends that the proposal to formalize the articulation agreement between the Faculty of Agricultural and Food Sciences at the University of Manitoba and Nanjing University of Finance and Economics be approved effective September 1, 2018.

Respectfully submitted  
Susan Gottheil, Chair, Senate Committee on Admissions

**Report of the Senate Planning and Priorities Committee RE: Articulation Agreement Proposal, University of Manitoba, Bachelor of Science in Agribusiness and Bachelor of Science in Food Science – Nanjing University of Finance and Economics, Bachelor of Science in Food Science and Engineering**

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**Preamble:**

1. The terms of reference of the Senate Planning and Priorities Committee (SPPC) are found on the website at [http://umanitoba.ca/admin/governance/governing\\_documents/governance/sen\\_committees/508.htm](http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/508.htm) wherein SPPC is charged with making recommendations to Senate regarding proposed academic programs.
2. At its meetings on March 27 and August 28, 2017, the committee considered a proposal from the Faculty of Agricultural and Food Sciences to establish an articulation agreement between the University of Manitoba (UM) and Nanjing University of Finance and Economics (NJU), Nanjing, China, for a term of five years, effective September 1, 2018.
3. The Articulation Agreement (the Agreement) would formalize an existing Agreement that was initially established between the Faculty and NJU in 2001 and renewed in 2009 but, consistent with processes in place at the University at those times, was not previously approved by Senate.

**Observations:**

1. The proposed Agreement between the UM, Faculty of Agricultural and Food Sciences, and NJU would permit students who had completed two years (60 credit hours) of university study in the Bachelor of Science in Food Science and Engineering at NJU, to transfer to the UM to complete either a Bachelor of Science in Agribusiness or a Bachelor of Science in Food Science degree, with either a Business or Science option. Students would complete two or more years of study at the UM, depending on the program the student registered in and the number of courses for which they received transfer credit.
2. In order to qualify for admission under the Agreement, students would be required to complete two years (60 credit hours) of study at NJU, including the specific courses required for admission, as set out in the course mapping forms, with a minimum Cumulative Grade Point Average of 2.0. Students would also be required to meet the UM's English language proficiency requirements.
3. Students would receive a maximum of 60 credit hours of transfer credit, including 36 credit hours for the specific courses required for admission and up to 24 credit hours from among the additional courses accepted for transfer credit, as outlined in the course mapping forms. Other courses completed at NJU that are not included on the course mapping forms could be assessed for transfer credit on a course-by-course basis.
4. The Agreement would provide for ten (10) students to be admitted to the Faculty each year, up to a maximum of fifteen (15) students. The committee was informed that, historically, enrolment under the existing Agreement with NJU has been fewer than ten (10) students per year. The

Faculty has set an objective to increase the annual intake of students admitted under the Agreement over time.

5. Costs arising from the Agreement, including logistics, recruitment, student support and other indirect costs, would be covered by the Faculty using income generated by tuition fees.
6. The committee was informed that Dean Wittenberg had committed to using the Faculty's operating funds to cover any additional resource needs that might arise, if enrolment were to grow to the extent that additional resources were required as a result of the Articulation Agreements with various partner institutions in China, including NJU, Huazhong Agricultural University, and Lanzhou University; for example, if additional course sections were required.
7. The Faculty said additional enrolment under the Agreement would have minimal impact on service courses offered by other faculties, as students would be admitted having completed many of the required and prerequisite courses in their program, including courses in chemistry, mathematics, statistics, microbiology, and philosophy at NJU. Courses completed at the UM would primarily comprise upper level courses offered by departments in the Faculty of Agricultural and Food Sciences.
8. The committee observed that the course mapping included with the proposal improves upon the existing Articulation Agreement, which simply provides for the block transfer of 60 credit hours, as it would ensure that all students admitted under the Agreement would receive transfer credit for at least 36 credit hours that had been assessed for equivalency with UM courses and would contribute to their degree.

**Recommendation:**

The Senate Planning and Priorities Committee recommends:

**THAT Senate approve the Articulation Agreement between the University of Manitoba, Faculty of Agricultural and Food Sciences, and Nanjing University of Economics and Finance, concerning credit recognition in the Bachelor of Science in Agribusiness and the Bachelor of Science in Food Science degree programs at the University of Manitoba, for students who have completed two years of study at Nanjing University of Economics and Finance, in the Bachelor of Food Science and Engineering program, for a five-year term effective September 1, 2018.**

Respectfully submitted,

Ada Ducas, Chair  
Senate Planning and Priorities Committee

October 18, 2017

**Comments of the Senate Executive Committee RE: Reports of the Faculty of Agricultural and Food Sciences concerning Articulation Agreements with Universities in China**

---

At its meeting on October 18, 2017, the Senate Executive Committee considered the proposals of the Faculty of Agricultural and Food Sciences for articulation agreements with Huazhong Agricultural University, Lanzhou University, and Nanjing University of Finance and Economics, along with the comprehensive reports of the Senate Committee on Curriculum and Course Changes, the Senate Committee on Admissions, and the Senate Planning and Priorities Committee. The Senate Executive Committee endorses the proposals to Senate.

In the course of considering the proposals, the Senate Executive Committee discussed how the review of articulation agreements and transfer credit can, or ought to, consider the nature of academic freedom present at the partner institutions as an element of the transferability of credit to University of Manitoba courses. While it was noted that such considerations are likely best taken in the consideration of proposals and the renewal of transfer arrangements, it would be helpful to consider how Senate can be assured that such matters are taken into consideration during the review process.

The Senate Executive Committee asked the Provost to consider the question, bringing together appropriate Senate Committee chairs, faculty members and representatives of the International Office, and to report back in due course.

Respectfully submitted,

Dr. D. Barnard, Chair  
Senate Executive Committee

October 18, 2017

**Comments of the Senate Executive Committee RE: Reports of the Faculty of Agricultural and Food Sciences concerning Articulation Agreements with Universities in China**

---

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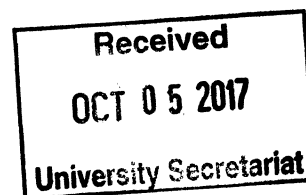
Respectfully submitted,

Dr. D. Barnard, Chair  
Senate Executive Committee




UNIVERSITY  
OF MANITOBA Faculty of Arts

Dean of Arts  
310 Fletcher Argue Building  
University of Manitoba  
Winnipeg, Manitoba  
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Phone (204) 474-9271  
Facsimile (204) 474-7590  
Email [jeff.taylor@umanitoba.ca](mailto:jeff.taylor@umanitoba.ca)



September 29, 2017

**To:** Jeff Leclerc, University Secretary

**From:** Jeff Taylor, Dean of Arts 

**Subject:** Items for Senate Approval

---

The attached department name change for the Department of English, Film, & Theatre was approved by Faculty Council on September 27, 2017.

Please forward to the appropriate Senate Committees for approval. Should you have any questions regarding these items, please contact either myself, or Brenda Austin Smith, Head of the Department of English, Film, & Theatre.

Thank you

Cc: B. Austin Smith

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





UNIVERSITY  
OF MANITOBA

Faculty of Arts  
Department of English, Film, and Theatre

General Office  
625 Fletcher Avenue  
15 Chancellors Circle  
Winnipeg, Manitoba  
Canada R3T 5V5  
Telephone 204-474-9678  
Fax 204-474-7669

May 16, 2017

To: Rob Hoppa, Acting Dean, Faculty of Arts  
From: Brenda Austin-Smith, Head, Department of English, Film, and Theatre *BA-S*  
Subject: **DEPARTMENT NAME CHANGE**

At our regularly scheduled meeting of Department Council on September 30, 2016, members voted in favour of a motion to change our department name from the Department of English, Film, and Theatre, to English, Theatre, Film & Media. The new name reflects the teaching we already do and the courses we have offered for over twenty years, in all three programs of the department, from the 2000 through to the 7000-level (we first offered our graduate course in Media, in 1994).

Courses we have offered with a media component include the following:

ENGL Literature, Communication, and Media (1994)  
THTR Introduction to Cultural Studies, Media/Film Studies (1999)  
FILM Television: The New Millennium (2002)  
ENGL Soaps and Talk Shows (2002)  
ENGL Media and Nation (2003)  
ENGL Victorian Literature and Visual Culture (2003)  
FILM Film and Other Media (2007)  
ENGL Media and Memory (2009; 2010; 2014)  
FILM Special Topics: *Mad Men* and American Popular Culture (2012)  
FILM The Comic Book Film (2011)  
FILM Writing for Television (2012)  
ENGL Digital Culture and New Media (2012)  
FILM Television Narrative: *Breaking Bad* (2013)  
FILM Special Topics: Video Games and Theory (2010; 2012)  
ENGL Literature in the Digital Age (2014)  
FILM Film and Photography (2015)  
FILM Surveillance, Privacy, Anonymity: Cinema and Media After Snowden (2016)  
FILM Panels and Frames: Comic Books on Film (2017)

No administrative changes will accompany this change in name. If possible, we would like the name change to take effect for Summer Session 2018.

### **Addendum for Senate:**

Members of DEFT met at a retreat held in January 2017 to discuss a number of matters, among them, the renaming of our department. We reviewed our history as an interdisciplinary department that has supported teaching and research in a wide range of media and cross-media topics for over two decades. The department offers courses across all programs that engage the formal and thematic elements of media, from a course on Literature and Film housed in the Film program (FILM 2280), to a graduate course called Studies in Media housed in the English program (ENGL 7170). At that retreat, we decided to change the name of the department to English, Theatre, Film & Media, since courses with media content appear in all three programs, and this name more accurately reflects the teaching and research we already do as a collective. This proposal was passed at a meeting of our department Council on September 30, 2016, and subsequently passed at a meeting of Arts Faculty Council on September 27, 2017.

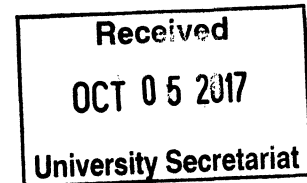
For more than twenty years, department members have worked in an area experiencing increasing convergence among disciplinary fields studying text and image-based media. International academic bodies to which our members and students belong, and at whose conferences they give papers, such as the Modern Language Association (MLA) and the Society for Cinema and Media Studies (SCMS) have long embraced the transmedial study of literary, cinematic, and theatrical texts. Academic departments around the world have also made this shift in scholarly attention clear, naming their departments in order to keep pace with these disciplinary changes. Examples such as English and Media Studies (Bentley), English and Media Studies (U of Portsmouth), and English and Media Studies (Sussex) serve as examples. Colleagues hired in the last decade have signaled their interest in teaching more courses that take advantage of our intermedial nature in order to explore topics such as disaster narratives in fiction and cinema, and the superhero figure in comics, literature, theatre, and film. Undergraduate students have taken our Honours course in Digital Humanities, while our graduate students currently pursue projects on topics such as multimedia celebrity. The formal and thematic features of media have been integral to our teaching and research activities for decades, and this name is more consistent with that experience.



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September 29, 2017

**To:** Jeff Leclerc, University Secretary

**From:** Jeff Taylor, Dean of Arts 

**Subject:** Items for Senate Approval

---

The attached department name change for the Department of Sociology was approved by Faculty Council on September 27, 2017.

Please forward to the appropriate Senate Committees for approval. Should you have any questions regarding these items, please contact either myself, or Frank Cormier, Acting Head of the Department of Sociology.

Thank you

Cc: F. Cormier

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



UNIVERSITY  
OF MANITOBA

**Department of Sociology**  
Inter-Departmental Correspondence

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**Date:** June 2, 2017

**To:** Dr. Robert Hoppa, Acting Dean, Faculty of Arts

**From:** Andrew Woolford, Head, Sociology Department

**Re:** Request for Departmental Name Change

At the April 21, 2017 meeting of Sociology's Department Council, the following motion was put forward and approved:

**Motion:** We apply to change the name "Department of Sociology" to the "Department of Sociology and Criminology"

Moved by:	Advisory Council
Second:	L. Wilkinson
Opposed:	1
Abstentions:	0

**CARRIED.**

In all, twenty voting members of Department Council voted in favour of the motion. We request approval from the Dean of Arts to implement this name change. Please note that this does not involve a change in name for either of our programs (Sociology and Criminology). It is merely intended to make the Criminology program more visible within our departmental name, such as on our website and in the University Calendar.

## Report of the Senate Committee on Nominations

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### **Preamble**

The terms of reference for the Senate Committee on Nominations may be found on the University Governance website at:

[http://umanitoba.ca/admin/governance/governing\\_documents/governance/sen\\_committees/507.html](http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/507.html)

The Committee met on September 22, 2017 to consider nominations to fill vacancies on the standing committees of Senate.

### **Observation**

Listed below are Senate committees with vacancies to be filled, along with the names of the nominees being proposed, their faculty/school, and the expiry date of their terms. Following the list is the membership list for each of those committees, including the names of the nominees, which have been highlighted.

### **Recommendations**

The Committee recommends to Senate the following list of faculty nominees:

COMMITTEE	NOMINEE(S)	FACULTY/ SCHOOL	TERM END DATE
<b>Senate Committee on Appeals</b>	Prof. Richard Hechter (S)*	Education	2018.06.30
<b>Senate Planning and Priorities Committee</b>	Prof. Mojgan Rastegar (S)	Health Sciences	2018.05.31

\* (S) indicates a member of Senate

Respectfully submitted,

Professor M. Edwards, Chair  
Senate Committee on Nominations

# SENATE COMMITTEE ON APPEALS

last updated September 25, 2017

Composition	Incumbents	Faculty/School	Term
One academic member appointed as Chair by Senate Executive	Prof. Sharon Alward	School of Art	2018.05.31
Two elected academic members appointed as Vice-Chairs by Senate Executive (not from same faculty/school as Chair or each other)	Prof. Charlotte Enns	Education	2019.05.31
	Prof. Martin Scanlon	Agricultural and Food Sciences	2020.05.31
Three members from among Deans of Faculties or Colleges and Directors of Schools appointed by the President	Dean Edmund Dawe	Music	2019.05.31
	Dean Beverly O'Connell	Health Sciences	2019.05.31
	Dean Douglas Brown	Kinesiology and Recreation Management	2020.05.31
Five academic members of Senate	Prof. Peter Blunden (S)	Science	2018.05.31
	Prof. Richard Hechter (S) (leave replacement for Prof. Michael Campbell)	Education (Environment Earth & Resources)	2018.06.30 (2019.05.31)
	Prof. Derek Oliver (S)	Engineering	2019.05.31
	Prof. David Churchill (S)	Arts	2019.05.31
	Prof. Christine Van Winkle (S)	Kinesiology and Recreation Management	2020.05.31
Six academic members	Prof. Charlotte Enns	Education	2018.05.31
	Prof. Vanessa Swain	Health Sciences	2018.05.31
	Prof. Douglas Ruth (on leave until June 30/18)	Engineering	2019.05.31
	Prof. Melanie Soderstrom	Arts	2019.05.31
	Prof. Lisa Landrum (S)	Architecture	2019.05.31
	Prof. Martin Scanlon	Agricultural and Food Sciences	2020.05.31
President of UMSU (or designate)	Ms Tanjit Nagra, designate Allison Kilgour		<i>Ex-officio</i>
Six students (four undergrads from different Faculties or Schools, and two grads)	Ms Emily Cummings	Law	2018.05.31
	Ms Carly Mastromonaco	Science	2018.05.31
	Mr. Aaron Menon	Management	2018.05.31
	Ms Karen Sigurdson	Music	2018.05.31
	Ms Stephanie Crook	Graduate Studies	2018.05.31
	Mr. Abdul-Manan Sadick	Graduate Studies	2018.05.31
One member appointed by Université de Saint- Boniface	Dr. Jules Rocque		2020.05.31
One student appointed by Université de Saint- Boniface	TBD		2018.05.31
Resource:	Marcia Yoshida	474-6166	
Terms of Office:	three-year terms; students = one-year terms		

# SENATE PLANNING AND PRIORITIES COMMITTEE

last updated September 25, 2017

Composition	Incumbents	Faculty/School	Term
Provost and Vice-President (Academic) (or designate)	Dr. David Collins, designate		<i>Ex-officio</i>
Vice-President (Administration) (or designate)	Mr. Andrew Konowalchuk, designate		<i>Ex-officio</i>
Vice-President (Research and International) (or designate)	Dr. Jay Doering, designate		<i>Ex-officio</i>
Ten members of academic staff (excluding Deans, Directors and Associate/Assistant Deans or Directors), three must be members of Senate, one of whom must be from Bannatyne	Prof. Mike Domaratzki (S)	Science	2018.05.31
	Prof. Mojgan Rastegar (S) (leave replacement for Prof. Michael Campbell)	Health Sciences (Environment Earth & Res)	2018.05.31 (2018.05.31)
	Ms Ada Ducas (S), Chair	Libraries	2018.05.31
	Prof. Feiyue Wang	Environment, Earth and Resources	2018.05.31
	Prof. David Watt (S)	Arts	2018.05.31
	Prof. Richard Perron	Architecture	2018.05.31
	Prof. Ahmed Shalaby	Engineering	2018.05.31
	Prof. Mark Gabbert (S)	Arts	2019.05.31
	Prof. Kelley Main	Management	2019.05.31
	Prof. Janice Dodd	Health Sciences	2020.05.31
Three students, one graduate, one undergraduate and the President of UMSU or designate	Mr. Carl Neumann	Graduate Studies	2018.05.31
	Ms Dara Hallock	Science	2018.05.31
	Ms Tanjit Nagra	UMSU President	2018.04.30
President	Dr. Janice Ristock, designate		<i>Ex-officio</i>
Vice-Provost (Students)	Ms Susan Gottheil		<i>Ex-officio</i>
Resource: Shannon Coyston 474-6892 Terms of Office: four-year terms; students = two-year terms			



UNIVERSITY  
OF MANITOBA

*Office of the Dean*  
Faculty of Graduate Studies

500 University Centre  
Winnipeg, Manitoba  
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## MEMORANDUM

**Date:** October 5, 2017

**To:** Shannon Coyston, Academic Specialist,  
Office of the University Secretary, 314C Admin Bldg

**From:** Todd A. Mondor, Vice-Provost (Graduate Education) & Dean of the  
Faculty of Graduate Studies

**Re:** Proposed Academic Schedule

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As Chair of the Review Committee, I am forwarding on recommendation of the Committee the proposed Academic Schedule to the Senate Executive Committee for consideration at its upcoming meeting.



# ACADEMIC SCHEDULE REVIEW: SUMMARY OF PROCESS AND RECOMMENDATIONS

*Note: A comprehensive report is appended to this summary document.*

## **Consultation**

- review committee comprised of faculty and staff representatives from across campus met several times in the spring and fall of 2017
- an invitation to the UofM community to submit opinions and feedback to the committee issued through UM Today in spring 2017
- recommended schedule presented to Deans and Directors in September 2017
- review committee reviewed feedback from Deans and Directors and recommended a schedule to be presented to Senate Executive

## **Considerations**

- provide an outstanding student experience
- establish similar structures for the fall and winter terms
- ensure an appropriate number of contact hours
- maintain sufficient time for the final examination period
- provide appropriate time for marking and submission of final grades
- adjust drop and add dates to maximize enrollment
- academic structure used at peer institutions

## **Main Recommendations**

- a 4-day Fall Break should be established on the same week as Remembrance Day
- set both Fall and Winter terms to consist of 62 teaching days
- Fall term classes should begin the Wednesday following Labour Day
- the 'Drop' date will be on the 10th day of classes. The 'Add' date will be on the 11th day of classes
- Winter term classes should begin on the Monday following re-opening of the University after the winter holiday closure

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

## MOST SIGNIFICANT RECOMMENDED CHANGES AND COMPARATIVES

	<b>Current</b>	<b>Proposed</b>	<b>U14</b>
<b>Fall Break</b>	<ul style="list-style-type: none"> <li>• 2 days (fall)</li> <li>• 4 days (winter)</li> </ul>	<ul style="list-style-type: none"> <li>• 4 days (fall)</li> <li>• 4 days (winter)</li> </ul>	<ul style="list-style-type: none"> <li>• 9 (and Winnipeg and Brandon) have a 4- or 5-day fall break</li> <li>• 1 has a 2-day break</li> <li>• 1 has a 1-day break</li> <li>• 3 have no fall break</li> </ul>
<b># Teaching Days</b>	<ul style="list-style-type: none"> <li>• 63 days (fall)</li> <li>• 63-65 days (winter)</li> </ul>	<ul style="list-style-type: none"> <li>• 62 days (fall)</li> <li>• 62 days (winter)</li> </ul>	<ul style="list-style-type: none"> <li>• U14 average = 61.25</li> </ul>
<b>Start of Fall Term</b>	<ul style="list-style-type: none"> <li>• Thursday after Labour Day</li> </ul>	<ul style="list-style-type: none"> <li>• Wednesday after Labour Day</li> </ul>	<ul style="list-style-type: none"> <li>• 6 start Tuesday after Labour Day</li> <li>• 3 start Wednesday after Labour Day</li> <li>• 2 start Thursday after Labour Day</li> <li>• 1 starts before Labour Day</li> <li>• 2 start Monday after Labour Day</li> </ul>
<b>Fall Orientation</b>	<ul style="list-style-type: none"> <li>• 2 days following Labour Day</li> </ul>	<ul style="list-style-type: none"> <li>• 1 day following Labour Day</li> </ul>	<ul style="list-style-type: none"> <li>• 6 complete orientation by Labour Day</li> <li>• 4 hold a 1-day orientation on the day following Labour Day</li> <li>• 1 has a 4-day orientation that begins after Labour Day</li> <li>• 2 have a 6-day orientation that begins on Labour Day</li> <li>• 1 has a 7-day orientation that includes Labour Day</li> </ul>

# Report to Senate Executive on the Review of the Academic Schedule

## INTRODUCTION

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A Fall Term Break was approved by Senate in November 2015 and implemented in the Fall 2016 Term. The introduction of the break was prompted by a request from representatives of the University of Manitoba Student's Union (UMSU) as part of an effort to address the increased stress that students report is experienced during the Fall Term. The Registrar's Office attempted to meet this request within the existing constraints of the Fall Term schedule. Subsequently, a break was proposed to occur on the two days prior to the Thanksgiving Holiday in October. Although thought to be quite early in the Term, this format sought to minimize disruption to other aspects of the academic term – Orientation, the start and end dates of classes, teaching contact hours and the final examination period. With the exception of units that follow program specific academic schedules, all units agreed to the proposal. It was subsequently approved by Senate on a trial basis.

The implementation of a Fall Term Break in 2016 initiated a conversation regarding the optimal duration and dates of the academic term. The result was a commitment to review the controllable factors that determine the academic schedule.

Senate Executive approved a framework for the Review in January 2017, which outlined the following:

### Guiding Principles in development of the Academic Schedule

- Provision of sufficient contact hours required to deliver the full course curriculum in a variety of teaching modalities.
- Provision of sufficient contact hours required for programs to meet Professional accreditation standards.
- Afford optimal time to students for learning, discovery, study, and completion of projects, assignments, laboratory work, and term papers.
- Mid-term breaks, regardless of the term in which they occur, should be based on a similar purpose.

### Scope of the Review

- Standard and Non-Standard Schedules:  
What are the criteria used to determine programs that must follow the standard schedule and the need for program specific schedules?
- Duration of Fall and Winter Terms:  
How many contact hours are required to deliver the curriculum and meet professional accreditation standards?
- Start and end dates of the Fall and Winter Terms:

Consideration with respect to established start dates for the terms, timing of Orientation and Residence Move-in, summer earnings by students, the impact on the Summer Term, delivery of online courses, the impact on term spanning courses, and make up time for missed classes.

- Examination Periods:  
Consideration with respect to the intensity of the examination schedule – exam periods per day, number of days, use of weekend days, optimal time for exam preparation.
- Mid-term breaks:  
Discussion of the purpose and value of mid-term breaks, possible and optimal duration and timing of breaks, with consideration given to impacts on course delivery, including labs, experiential and hands-on learning activities.
- Related considerations:
  - End of Term Assessments  
- including time for marking, grade processing and academic assessments.
  - Registration Revision Period  
- Last day to drop classes without penalty and the last day to register for a class.

### **Membership of the Review Committee**

Senate Executive approved the makeup of the Review Committee that included broad representation from the university community, including representation from the Provost, Associate Deans, faculty members, students and administrative and advising staff. Specific members were appointed by the Provost.

Membership on the Review Committee was as follows:

Todd Mondor - Chair	Vice Provost (Graduate Education) and Dean, Faculty of Graduate Studies
Allison Kilgour	Vice President – Advocacy, UMSU
Carl Neumann	President, UMGSA
Judy Anderson	Department of Biological Sciences
Junyon Im	Department of Business Administration
Carol Enns	Director of Clinical Education, College of Nursing
Sheryl Zelinitzky	College of Pharmacy
Lisa Landrum	Department of Architecture
Greg Smith	Associate Dean, Faculty of Arts
Nariman Sepehri	Associate Dean, Faculty of Engineering
Neil Marnoch	Registrar
Christine Mahé-Napastiuk	Registrar, Université de Saint-Boniface
Jonathan Kennedy	The Centre for Advancement of Teaching & Learning
Brigitte Wiebe	University Advising Services Coordinator, Student Engagement and Success
Nicole Gareau-Wilson	Registrar's Office

## REVIEW OF SCHEDULING CONSTRAINTS AND IMPACTS

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The committee met five times between March and September 2017. The committee discussed current scheduling practices and constraints at the University of Manitoba, and reviewed scheduling practices of several Canadian universities, most notably other Manitoba institutions and the U15 (Appendix 3). These discussions were followed by a request for feedback from the university community. The request for feedback was posted in a [UM Today article](#) and was directed to faculty, staff and students. Responses were received from 638 students and 105 faculty and staff members. Presentations and consultations were also conducted with associate deans (undergraduate and research), and with staff and students involved in various central orientation and start of term activities.

Several academic schedule models were developed and considered by the review committee.

Key findings and recommendations were presented and reviewed with the Provost's Council in September 2017. Following up on concerns that were expressed in regard to the recommendation to start Fall Term classes on the Wednesday after Labour Day and the impact that this would have on Orientation activities, further consultation regarding program specific Orientations for direct entry students were subsequently completed. The information from these consultations was considered by the review committee at a meeting September 29.

### Areas of consideration

#### Standard and Non-Standard Schedules

Several academic programs do not follow the standard academic schedule.

Academic units that follow the standard schedule in whole:

- Agricultural and Food Sciences; Architecture; School of Art; Arts; Business; Engineering; Environment, Earth, and Resources; Kinesiology and Recreation Management; Music; Science

Academic units that follow the standard schedule in part:

- Education: condensed class schedule due to the need to schedule mid-term teaching practicums.
- Graduate Studies: MBA – earlier Fall Term start (late August), later Winter Term finish (late April); Occupational and Physical Therapy – see Rehabilitation Sciences below.
- Nursing: Classes follow standard schedule; Variable dates for Clinical rotations and Senior Practicums.
- Pharmacy (varies by Year): Years 1 and 2 and Fall Term Yr 3 follow standard class schedule; Year 3 Winter and Year 4 vary based on clinical experiences.
- Social Work: standard class dates, different dates for field instruction.

Academic units that do not follow the standard schedule:

- Agriculture Diploma: historically later start (mid-September), earlier finish (end of March) to accommodate the farming season.

- Dental Hygiene (varies by Year): Early Fall Term start (mid-August) and earlier finish (beginning of December); early finish of Winter Term (end of March)
- Dentistry (varies by year and program): Earlier Fall start (mid-August); later Winter finish (end of April)
- Law: Fall Term starts two days earlier and ends three days earlier.
- Medicine (varies by Year): Fall term starts mid to late August; Winter Term ends mid-May to early June.
- Rehabilitation Sciences:
  - Occupational Therapy: varies by year. Different dates for classes, based on timing of fieldwork.
  - Physical Therapy: Fall Term starts late August; Winter Term ends late March.
  - Respiratory Therapy: Fall Term starts two days earlier (Years 1 & 2) and mid-August (Year 3). Winter ends late May (Year 1 & 3) and late June (Year 2).

The committee briefly discussed the rationale for differing start and end dates of academic terms based on program specific factors. It was agreed that, although academic units must be able to offer courses and programs in a time frame that meets the specific needs of their discipline, it is important that programs that share courses, students, and to a lesser degree, space, must follow the same academic schedule.

### **Duration of Fall and Winter Terms**

How many contact hours are required to deliver the curriculum and meet professional accreditations standards?

- Traditionally, the optimal number of teaching hours in a 13 week term is 39 hours. (Note: 50 minute classes are counted as 1 contact hour. 75 minute classes are counted as 1.5 contact hours.)
- Actual contact hours vary by calendar year and by the time pattern in which classes are offered. Each Term normally includes 63 – 65 teaching days.
  - We attempt to ensure that classes offered in standard time patterns are provided with a minimum of 37.5 contact hours.
  - Once per week classes often have fewer contact hours depending on the timing of statutory holidays. E.g. in Fall Term Thanksgiving is always on Monday, but the observance of Remembrance Day may be any weekday. When both Thanksgiving and the observance of Remembrance Day are on Monday, there will be fewer Monday only classes than would normally be expected – as few as 11 classes/33 contact hours.
- Many Canadian institutions have moved to a 12 week – 36 contact hour term. The committee gave consideration to implementation of the 12 week term at the University of Manitoba.
  - There was no clear consensus on the required or optimal number of contact hours.
  - Some committee members and respondents felt their curriculum could be delivered effectively within a 12 week/36 contact hour term. Others indicated that fewer full weeks in the term would have a detrimental effect on the ability to offer labs or include field work/trips during the term.
  - Committee members felt that ensuring sufficient contact hours for effective delivery of the curriculum should override the need for additional days to facilitate a mid-term

break.

- The Faculty of Engineering has indicated a commitment of a minimum of 37 contact hours has been made as part of the most recent accreditation review.
- It was noted that based on current scheduling practices, there is a variance in contact hours within each term, depending on the timetable pattern of the courses, and between Fall and Winter Terms. The Committee noted that consistency of contact hours within and across Terms would aid in curriculum preparation and delivery.

### **Start and end dates of the Fall and Winter Terms**

Consideration was given to established start dates for the Terms, and related matters: timing of Orientation and Residence Move-in, summer earnings by students, the impact on the Summer Term, delivery of online courses, the impact on Term spanning courses, and make up time for missed classes.

- Fall Term traditionally begins the day after Labour Day in September. The first two days, as determined by Senate in the late 90's, have been set aside for new student Orientations. Classes in the Standard Term therefore begin on the Thursday after Labour Day.
- Winter Term begins a day after the university re-opens following the Christmas Closure. If this day is a Thursday or Friday, the start of Winter Term is normally set as the following Monday.
- The end of Fall and Winter Terms are determined by the need to include a minimum number of contact hours as discussed above and the number of days required for the respective Examination Periods. Additionally, the end of Fall Term is affected by the date of University Closure, which is determined in conjunction with Human Resources and in compliance with collective bargaining agreements. The end of Winter Term is also influenced by the start of Summer Session classes and the time required to process final grades and to make arrangements for graduation and Convocation.
- The committee discussed the possibility of an earlier Fall Term start date, with Orientation and/or classes being held before Labour Day. Depending on the calendar year, this may mean Orientation and/or classes may be held at the end of August. The committee discussed the impact of an earlier start on related activities. Orientation, summer earnings by students, Residence Move-in, and off-campus rental accommodations.
- With respect to starting classes before Labour Day, the committee heard consistent opposition to this idea. Starting the school year after the Labour Day is consistent with the current regulations that govern the primary and secondary school systems, as well as with established practice at Manitoba post-secondary institutions. Concern was expressed that starting earlier would cause conflicts for parents of school aged children, cause out of town students to lease accommodations earlier, and would reduce students' potential earnings from summer employment.
- The committee observed that there is no discernable benefit to starting classes as early as Tuesday after Labour Day instead of on the Wednesday. The addition of a Tuesday to the teaching days in the term would not affect the ending day of Friday, as it would not alter the number of contact hours in classes that follow the Monday/Wednesday/Friday timetable.

pattern. However, the addition of a Tuesday would mean that classes that follow the Tuesday/Thursday timetable pattern would potentially have 39 contact hours rather than 37.5, thereby increasing the discrepancy in contact hours between timetable patterns. Starting classes on Wednesday after Labour Day addresses the desire to equalize the contact hours between classes offered in different timetable patterns and leaves a day for orientation activities.

- Feedback from organizers of central Orientation events was that holding Orientation and other start of term activities earlier could be made to work, but that attendance and participation would be reduced and would have a detrimental effect on Orientations and Residence Move-In. For example, if Orientation were held before Labour Day, Residence Move-In would be moved to the weekend prior to the Labour Day Weekend. It is likely that some students and families would delay arrival until the following weekend and miss the opportunity to be introduced to residence life through programs offered through the Move-In event.
- Orientation staff had similar concerns about participation rates for New Student Orientations should this event be held earlier. It was also noted that some specialized Orientation programming (e.g. International student Orientation) is currently held the week prior to New Student Orientation. If the main orientation event were held prior to the Labour Day Weekend, this would push these related activities further back into August.
- Organizers of the campus wide new student orientation indicated that the formal Orientation event could be contained within one day, with further orientation related activities to be delivered in other ways - such as online delivery. It was also observed that orientating new students to life as a post-secondary student is a process that cannot be accomplished on one or two days. It is a process that begins before registration and continues into the student's first term of classes. Changing Orientation to a one day event is seen as an opportunity to re-think the purpose of Orientation and the most effective ways to help students make the transition to university life.
- A few faculties run orientation events during the first two days of the term and would also be impacted by an earlier start of classes.
- The Faculty of Science introduced an Orientation event for direct entry Science students in 2017. The Science Orientation covers much of the same information as the central orientation, but adds some faculty specific content – such as an introduction to laboratory research and tours of lab facilities. Concerns were expressed about diminishing the effectiveness of this event by reducing it to one day.
- The Asper School of Business holds an orientation over a two day period, including one day in which new students are connected with business leaders through a luncheon with *The Associates* and faculty and senior students of the School; and one full day on campus.
- The Faculty of Engineering also offers a two day orientation that includes a group design project. Reducing the event to one full day would require changes to the structure and possible re-scheduling of the design project.
- The School of Art also indicated changes would be required to the School's orientation.
- The common message of the units to run orientations over the current two day period is that the events have been developed over several years and are considered to be effectively



packaged events. All units will need to re-think how the events are organized and alternative ways to deliver some content will need to be considered.

- With respect to the commencement of Winter Term, several years ago Senate approved a motion that, whenever feasible, Winter Term classes should commence the day after the university re-opens after the Christmas Closure. This was a change from starting classes on the day the university opens. The intention was that it would be beneficial for staff and faculty to have an opportunity to get systems up and running and to ensure classrooms arrangements were in place. Still, there is concern that commencing classes so soon after the holiday break means that some Fall Term grades are not available until well after the start of classes and end of term assessments regarding academic standing have not been completed. The committee considered the impacts of a later start to Winter Term in order to allow more time for marking and grade processing.
- The committee agreed that it would be beneficial to ensure that students are aware of their Fall Term grades and academic standing well before the deadlines for decisions on Winter Term course registrations. But, it was also felt that a later start to Winter Term should not result in an extension of Winter Term such that it would extend the April Exam period, delay the start of Summer Session, delay or compress processing of Spring graduation or reduce the earning potential of students through summer employment.
- It was also observed that there needs to be a sufficient gap between the end of the April Exam period and the beginning of Summer Session classes. The 2017 Winter Term schedule that was modified to compensate for time lost to the UMFA strike meant that exams ended on April 30 and Summer Session classes started on May 1. Feedback from students was that there needed to be more time to adjust from one term to the other and that it would have been beneficial to have Winter grades before needing to finalize Summer Session registrations.

### **Examination Periods**

The committee also gave consideration to the scheduling of final examinations, including intensity of the examination schedule – exam periods per day, number of days, use of weekend days, and optimal time for exam preparation.

- Final Examination scheduling at the University of Manitoba is registration/student based, rather than based on the class schedule. Schedules are developed after registration for the term is complete. This allows for efficiencies in the schedule, while providing some control over the intensity of the schedule for individual students and minimizes conflicts.
- Under the current scheduling method, no students have four exams in two days or five exams in three days. It is also possible to control the timing of exams based on the nature of the exam and marking needs. E.g. essay based exams and exams requiring shared marking may be requested to be scheduled early in the exam period to allow more marking time.
- Current exam scheduling normally requires an Examination Period consisting of 10 or 11 exam days: three exam time slots per day, Monday to Saturday. Exams in each time slot may be 1, 2 or 3 hours duration.
- It has been suggested that the U of M move to scheduling exams along with the class schedule,

so that students are aware of the exam dates at the time of registration. Surveys have indicated that universities are fairly evenly split on each scheduling method.

- Two factors have prohibited the U of M from scheduling exams in advance of registration and posting exam times along with the class schedule: the concentration of classes during mid-day time slots, and a high number of multi-section courses that administer a common exam. When exams are scheduled based on class schedules, all course sections taught at the same time have an exam scheduled at the same time. Courses with common exams are scheduled in separate exam time slots. The result of past analysis of U of M schedules has been that the number of students potentially writing an exam at the same time would exceed the number of exam seats available and would require the addition of several exam timeslots and days to the exam period.
- The last analysis was performed many years ago. If there is sufficient desire to move to this type of scheduling, a thorough analysis on exam space and scheduling requirements would need to be completed.
- The number of exam periods per day is constrained by the high percentage of 3 hour exams. (In April 2017 60% of exams were of 3 hours duration). This in turn determines the minimum number of days needed to schedule exams (10).
- The committee felt that limiting final examinations to two hours in order to reduce the examination periods further was not desirable and may be detrimental to effectiveness of academic evaluations.

### **Mid-term breaks**

The committee discussed the purpose and value of mid-term breaks; possible and optimal durations and timing of breaks, with consideration given to impacts on course delivery, including labs, experiential and hands-on learning activities.

- At the U of M mid-term breaks have been traditionally scheduled in the 7<sup>th</sup> or 8<sup>th</sup> week of Winter Term. With the establishment of Louis Riel Day as a statutory holiday on the third Monday in February, the Winter Break is currently scheduled to be held during this week, regardless of when the Winter Term begins. By doing so, only one week of the term is affected by both events.
- The Winter Term break was established at a time when most courses were offered over a full session, September to April. The mid-way point of Winter Term was a time in which it was common for major term papers and assignments to be due. Over time, many courses have been modified to one term courses offered in either Fall or Winter Term. Due to this shift, the Fall Term work requirements – tests and major assignments – have increased. For example, a course spanned over both terms may have a major mid-term test scheduled during the December Exam series and major papers due in February. When offered as one term courses, major mid-term tests and assignment due dates tend to be in October and November for Fall Term courses and February and March for Winter Term courses.
- Many institutions in Canada have recently introduced a Fall Term break. The introduction of the Fall Term Break is a response to the changing realities of the academic year, as well as concern for student mental health and wellness.
- UMSU representatives noted that a mid-term break in the Fall Term would help students

alleviate stress by providing students with dedicated time to prepare for tests and exams and to complete course papers. UMSU noted that the Winter Term has historically included such a break and it is important that students are afforded the same opportunity in Fall Term courses.

- When asked to consider introducing a Fall Term Break, the Registrar's Office considered this within the constraints of established scheduling practices. Based on the timing of the Winter Term Break, it appeared the optimal time for a break in Fall Term would be the seventh or eighth week of the term, which would be late October. However, Fall Term includes two statutory holidays, Thanksgiving in early October and Remembrance Day in mid-November. Neither falls within the time that is considered optimal. However, due to the constraints of the start and end dates of the term and the needed number of teaching days it was believed that the best manner in which to include a Fall Break was to break for two days adjacent to one of the Statutory Holidays.
  - Thanksgiving: a Break on the Tuesday and Wednesday on the same week as Thanksgiving would create a two day school week. Many students would have classes on just one day that week and it was felt that many students would choose to extend the break to these two days by missing classes scheduled on the Thursday and Friday. By scheduling the break to occur on the Thursday and Friday prior to Thanksgiving, students were provided with five consecutive days off – Thursday to Monday. This also made it feasible to make up the two lost days by adding two days to the end of the term – i.e. classes in Fall Term would end on Friday instead of the normal Wednesday.
  - Remembrance Day: occurring later in the term, the holiday is observed on November 11, unless the 11th occurs on a Saturday or Sunday, in which case the holiday is observed on the Friday or Monday. Aligning a two day break would mean the break days would shift from year to year. The classes effected and the plans for a make-up classes would vary annually.
- Aside from the observation that the current Fall Break occurs too early in the term, it has been noted that holding the break on the week prior to Thanksgiving is disruptive to laboratory schedules. For example, in Science courses for which labs are offered across all weekdays, it is common practice to hold labs only in full weeks so that labs can be held in all lab time slots. Labs are cancelled on the weeks on which a holiday is observed. Due to the scheduling of the Fall Break in the week prior to Thanksgiving, labs in some Science courses are not held for two consecutive weeks in October. Engineering has also observed that the Fall Break has reduced the number of lab days in October and has shifted the lab activity to December, close to the end of the term.
- The consensus of the committee, supported by feedback from students, was that the Fall Break should be more consistent with the week-long Winter Break and should provide a full week off. The consensus was also that a break in the week of Thanksgiving occurs too early in the term and that a break later in the term would be more beneficial to students.

#### **Related considerations:**

##### **End of Term Assessments**

- Instructors are normally provided with a minimum of four working days following the last exam in the series in which to mark exams and to calculate and submit final grades. In recent years the

Registrar's Office has extended this deadline by a day. However, because December exams are held very close to the date of University Closure for the Christmas Break and Winter Term begins the day after the university re-opens, the grade submit deadline occurs several days after the beginning of classes in Winter Term. For example, in 2017-18, December exams will end December 21, the University is closed December 22 – January 1. The University re-opens January 2 and Winter Term commences January 3. Final Fall Term grades will be due either Friday January 5 or Monday January 8 (TBD).

- Once grades are submitted, end of term processing is completed and student standing is determined by several academic units.
- It has been suggested that the time between notification of final grades and academic standing and the Registration Revision deadline does not allow sufficient time for students to obtain the necessary advice and make course adjustments. A later start to Winter Term may alleviate this problem.
- The committee felt that providing sufficient end of term processing time was important, but that the start of Winter Term should not be so late as to delay Winter Term exams and the commencement of Summer Term.

### **Registration Revision Period**

The Registration Revision Period is the period at the beginning of each Term in which students may make changes to their registration by dropping classes without academic or financial penalty, or by adding classes. The Revision Period at the U of M is the first 10 days of the Fall and Winter terms. This period is prorated for condensed Summer Terms and classes that follow non-standard schedules.

- Last day to Add classes: It has been observed by several instructors that, by being permitted to join a class up to 10 days into the term, students may have potentially missed six contact hours of classes. It is difficult for students to make up for lost lecture time. In some cases, students will have missed an assignment, quiz or test during this time. Labs, however, do not generally start until after the Revision Period.
- Last day to drop classes: The Revision Period provides students an opportunity to determine if they have made the right course choices based on the course curriculum, teaching styles, assignments and evaluation methods.
- That some students join classes very late is in part due space made available by students who drop classes late in the Revision Period.
- Two suggestions regarding these dates have been made:
  - That the date to drop classes should be before the add date, so that space given up by students at the deadline may be taken by other students waiting to join a class.
  - That the date to add courses should be earlier, so that less instructional time is missed and the course may move at a better pace.
- Feedback from instructors favoured a shortened add/drop period. It was noted, however, that it is important that students are provided with a consistent amount of time in which to make a decision to withdraw. It is also important that one drop deadline be administered in each standard term, as opposed to setting add/drop dates based on the time pattern of the course. In order to administer a single drop deadline that provides a consistent number of contact hours regardless of time patterns, it is necessary to set the Revision Period in full week equivalents. i.e.

5, 10 or 15 days from the start of term. (5 term days = 3 contact hours)

- The committee felt that the deadline to drop courses without penalty could not be shortened from the current 10 days in order that students have sufficient exposure to the instructor and course content to be able to make informed decisions.
- The committee did feel, however, that setting the deadline to add courses after the drop deadline would help to address the current problem of seats being dropped close to the deadline and not being picked up by other students. It was felt that setting the deadline to add courses a day later than the drop deadline is a reasonable solution and would not significantly worsen the problems associated with students joining classes late.

## RECOMMENDATIONS

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### **1. Standard vs. Non-Standard Schedules**

It is recommended that programs that share courses and students must follow the standard academic schedule. Professional programs in which students enroll only in courses offered within the faculty/college/school/program and whose courses are not available to students in other programs may develop non-standard academic schedules that are determined by the academic and discipline specific needs of the program.

#### **Key Considerations**

Academic units must be able to offer courses and programs in a time frame that meets the specific needs of their discipline. However, it is important that programs that share courses, students, and to a lesser degree, space, must follow the same academic schedule.

### **2. Establish a Fall Break of four days on the same week as the observance of Remembrance Day.**

It is recommended that both Fall and Winter Terms standard schedules include a full week break; and that no classes, tests or assignment due dates occur during this time.

It is recommended that the Fall Break occur on the week in which Remembrance Day is observed. The Winter Break will continue to occur on the week of Louis Riel Day.

#### **Key Considerations**

Term breaks in the Fall Term provide students opportunities to alleviate stress by providing an opportunity to reconnect with family, to get away from studies for a short period, or to use as dedicated time to prepare for tests and exams and to complete course papers. This time has historically been provided in Winter Term. Due to the increase of single term courses and the resultant increased workload in Fall Term, this opportunity should also be provided in Fall Term.

Thanksgiving occurs very close to the beginning of term. A break at this time seems earlier than needed by students and disrupts courses soon after they have started. Although the week of the observance of Remembrance Day seems a little late in the term, this week occurs shortly after many midterm tests and may be used as a time to work on term papers and to use as a break or as study time prior to final examinations. There will be three or four full weeks of classes remaining after the Fall Term Break held on this week.

In order to increase the break time to four days from the current two, the committee proposes starting classes one day earlier in the Fall Term and reducing the teaching days to 62 from 63.

### **3. The First day after Labour Day is to be set aside for new student Orientation activities. Fall Term Classes will commence on the Wednesday after Labour Day**

In order to facilitate the Fall Term Break, it is recommended that Fall Term classes begin one day earlier, on the Wednesday after Labour Day. This allows for a one day, university wide orientation for new students. Additional Orientation events may be scheduled to take place before and after the main Orientation Day, as class schedules permit.

#### **Key Considerations**

Orientation of new students is a process that includes a variety of contacts and activities.

Recruitment staff meet with students in high school and discuss the differences between high school and university. Head Start is a program offered for new students and their parents in June. On campus sessions and tours are offered to a variety of new student groups at the end of August and early September. The committee agreed with stakeholders that the main orientation program should not be held prior to the Labour Day weekend, due to potential impacts on participation rates and related activities (e.g. International Student Orientation; Residence Move-in Weekend). Organizers of the central Orientation indicated that orientation goals may be achieved by offering information and experiences in a variety of approaches and formats, and that one day set aside at the beginning of term should be sufficient for the primary on-campus Orientation. It was also noted that faculty run events aimed at new direct-entry students need not be limited to the one day set aside at the beginning of the term, and that organizers should consider other options. The committee felt that the reduction of one day set aside for Orientation is a reasonable trade off in order to facilitate a full week Fall Term Break.

**4. Set both Fall and Winter Terms as consisting of 62 teaching days.**

It is recommended that the term days be reduced from the current 63 days in Fall Term and 63 – 65 days in Winter Term to 62 days in each of Fall and Winter Term. The resulting contact hours in the Monday/Wednesday/ Friday and Tuesday Thursday time patterns would consistently be 37 and 37.5 hours in each term. Note that Monday/Wednesday time patterns in Fall Term would include 36 contact hours. Each term would include 11 or 12 full weeks of instruction for weekly labs and studios. The reduction of Fall Term to 62 days from 63 would also facilitate the Fall Term Break.

**Key Considerations**

Fall and Winter Term have historically been considered to include 13 weeks or 39 contact hours of instruction. In actuality, due to calendar constraints and varying timetable patterns, course contact hours range from 33 to 39 each term. Fall Term has included 63 teaching days and courses are normally no more than 38 contact hours. Winter Terms vary between 63 and 65 days, with teaching hours ranging between 36 and 39. The committee felt that it would be beneficial to achieve consistency of contact hours within each term and across Fall and Winter Terms. It is also important for the offering of labs and studios that the number of weeks shortened by holidays or breaks be minimized.

The committee considered reducing the Terms to 36 contact hours/12 weeks, as has occurred at several U15 and other Canadian institutions, but was mindful of the impact this reduction would have on the ability to meet accreditation requirements. A 62 day term can be consistently offered in both Fall and Winter Terms and provides contact hours of 37 and 37.5 hours, depending on timetable pattern, and a minimum of 11 full weeks of instruction.

**5. Commence Winter Term the Monday after the university re-opens**

It is recommended that Winter Term classes commence the Monday following re-opening of the university after the Winter Holiday Closure. The additional days may be used for start of term activities, marking and grades submission and administrative and registration processes related to Fall Term results.

**Key Considerations**

Winter Term commences the day after the university re-opens after the Christmas Closure. Final Grades for Fall Term are normally due four or five working days after the opening. This means that students do not know their Fall Term grades until several days into the Winter Term

classes. Academic standing in programs is assessed at this point and is known several days later. This issue would be alleviated to some degree by delaying the start of Winter Term. By establishing the teaching days of each term as 62, it is possible to delay the start of Winter Term to the Monday following the re-opening of the university without impacting significantly on the April Exam Period and without delaying the start of Summer Session.

**6. Modify Add/Drop Deadlines**

Retain the current deadline to drop classes without academic or financial penalty as the 10<sup>th</sup> day of the Term (6 contact hours). Modify the last date to add classes to one teaching day after the last date to drop classes without academic or financial penalty.

**Key Considerations**

The committee observed that the current practice of setting the last date to drop classes without penalty as the same date as the deadline to add classes results in spaces being left unfilled and students without registration in required courses. While the committee felt that students would not be well served by reducing the drop period by a week (to 3 contact hours), providing students with an additional day to add classes would not significantly affect the learning experience.

**7. Retain current method of scheduling of Final Exams.**

It is recommended that the current scheduling practices be maintained. Consideration may be given to an alternative scheduling method at such a time that classes are more evenly distributed throughout the day, or if the number of common exams is reduced.

**Key Considerations**

Current examination practices are best suited for the U of M and serve to optimize student exam schedules. Scheduling exams based on the timetable would require a longer examination period and would remove the ability to offer Orientation at the start of the Fall Term or a full week term break in Fall Term. Scheduling software used by the Registrar's Office produces a schedule that is based on student registration. Conflicts and the intensity of the exam schedule for individual students is minimized as a result.

**8. Extend the review to Summer Session**

The scope of the current review was limited to Fall and Winter Terms. The committee observed that there are issues related to the dates and structure of Summer Session/Summer Term that should also be the subject of review. It is recommended that the committee be reconvened and/or re-constituted to conduct a review of scheduling practices related to offering of courses in the summer months, including the offering of Distance and Online courses during this time period.



## Appendix 1

### Draft Schedule 2018 – 2019 based on recommendations

#### Fall Term 2018

<b>Labour Day</b>	Monday, September 3
<b>Orientation</b>	Tuesday, September 4
<b>Classes Start</b>	Wednesday, September 5
<b>Revisions</b>	
<b>Drop without Penalty</b>	Tuesday, September 18 (after 6 hrs classes attended)
<b>Last Day to Add</b>	Wednesday, September 19 (6 – 9 hrs of classes missed)
<b>Thanksgiving Day</b>	Monday, October 8
<b>Remembrance Day observed</b>	Monday, November 12
<b>Fall Break</b>	Tuesday, November 13 – Friday November 16 Break after Week 10; 3 weeks of classes remain after Break
<b>Voluntary Withdrawal (First Day after the Break)</b>	Monday, November 19 (Day 48 of the Term)
<b>End of Classes</b>	Friday, December 7 (62 Days)
<b>Examinations</b>	Monday, December 10 – Friday, December 21 Two day break between classes and exams 10 Day exam period; no Sundays – ends on second-last day university is open 3 - 3 hour exam period per day
<b>Contact Hours</b>	M      11      = 33hrs T      12      = 36 hrs W      13      = 39 hrs R      13      = 39 hrs F      13      = 39 hrs <b>MWF</b> = <b>37 hrs</b> <b>TR</b> = <b>37.5 hrs</b> <b>MW</b> = <b>36 hrs</b>

## Appendix 1 (cont'd)

### Draft Schedule 2018 – 2019 based on recommendations

#### Winter Term 2019

<b>University Re-Opens</b>	Thursday, Jan 3
<b>Classes Start</b>	Monday, Jan 7
<b>Fall Term Grades Due</b>	Wednesday, Jan 9
<b>Revisions</b>	
<b>Drop without Penalty</b>	Friday, Jan 18 (after 6 hrs classes attended)
<b>Last Day to Add</b>	Monday, Jan 21 (6 – 9 hrs of classes missed)
<b>Winter Break</b>	Feb 18 -22 (includes Riel Day) Break after Week 6; 7 weeks of classes remain after Break
<b>Voluntary Withdrawal</b>	Wednesday, Mar 20 (Day 48 of the Term)
<b>End of Classes</b>	Tuesday, Apr 9 (62 Days)
<b>Examinations</b>	Thursday, April 11 – Friday, April 26 (April 19 is Good Friday) One day break between classes and exams 12 Day exam period; no Sundays No exams on Easter weekend 3 - 3 hour exam period per day
<b>Contact Hours</b>	M      13      = 39hrs T      13      = 39 hrs W      12      = 36 hrs R      12      = 36 hrs F      12      = 36 hrs <b>MWF</b> = <b>37 hrs</b> <b>TR</b> = <b>37.5 hrs</b> <b>MW</b> = <b>37.5 hrs</b>

## Appendix 2

### Projected Fall Terms 2019 – 2024

	Labour Day	Orient	Classes Start	Break	VW	Classes End	Class Weeks after Break	Teaching Days	Exam Period – 10 Days
2019	Sept 2	Sept 3	Sept 4	Nov 11 - 15	Nov 18 Day 48	Dec 6	3	62	Dec 9 – 19
2020	Sept 7	Sept 8	Sept 9	Nov 9 - 13	Nov 23 Day 48	Dec 11	4	62	Dec 12 – 22
2021	Sept 6	Sept 7	Sept 8	Nov 8 – 12	Nov 22 Day 48	Dec 10	4	62	Dec 13 – 23
2022	Sept 5	Sept 6	Sept 7	Nov 7 – 11	Nov 21 Day 48	Dec 9	4	62	Dec 12 – 22
2023	Sept 4	Sept 5	Sept 6	Nov 6 - 10	Nov 20 Day 48	Dec 8	4	62	Dec 11 – 21
2024	Sept 2	Sept 3	Sept 4	Nov 11 – 15	Nov 18 Day 48	Dec 6	3	62	Dec 9 - 19

### Projected Winter Terms 2020 – 2025

	University Re-Opens	Classes Start	Fall Term Grades Due	Drop/Add	Break	Classes End	Good Friday	Teaching Days	Exam Period – 11 or 12 Days
2020	Jan 2	Jan 6	Jan 8	Jan 17/20	Feb 17 - 21	Apr 7	April 10	62	Apr 13 - 25
2021	Jan 5	Jan 11	Jan 8	Jan 22/25	Feb 15 - 19	Apr 14	April 2	62	April 16 - 28
2022	Jan 4	Jan 10	Jan 10	Jan 21/24	Feb 21 - 25	Apr 14	April 15	62	April 18 – 29
2023	Jan 5	Jan 9	Jan 10	Jan 20/23	Feb 20 - 24	Apr 12	April 7	62	April 14 - 27
2024	Jan 4	Jan 8	Jan 9	Jan 19/22	Feb 19 - 23	Apr 10	March 29	62	April 12 - 25
2025	Jan 2	Jan 6	Jan 7	Jan 17/20	Feb 17 – 21	Apr 8	April 18	62	April 10 - 25

### Appendix 3

#### Scheduling Practices at MB and U15 Universities

University	Fall Break?	Dates (2017)	Length of Break	Orient	Classes Start	Classes End	Length of Classes
U Manitoba Current	Yes	Thurs Oct 5 – Fri Oct 6	2 weekdays	Tues Sept 5 – Wed Sept 6	Thurs Sept 7	Fri Dec 8	63 days
U Manitoba Based on Proposed format	Yes	Tues Nov 14 - Fri Nov 17	4 weekdays	Tues Sept 5	Wed Sept 6	Fri Dec 8	62 days
U Winnipeg	Yes	Tues Oct 10 - Fri Oct 13	4 weekdays	Wed Aug 30 –Thurs Aug 31	Tues Sept 5	Mon Dec 4	59 days
Brandon U	Yes	Mon Nov 6 - Thurs Nov 9	4 weekdays	Tues Sept 5	Wed Sept 6	Wed Dec 6	60 days
U Alberta	Yes	Tues Nov 14 - Fri Nov 17	4 weekdays	Mon Sept 4	Tues Sept 5	Fri Dec 8	63 days
U British Columbia	No	/		Tues Sept 5	Wed Sept 6	Fri Dec 1	60 days
U Calgary	Yes	Fri Nov 10	1 weekday	Tues Sept 5 – Fri Sept 8	Mon Sept 11	Fri Dec 8	62 days
Dalhousie U	Yes	Mon Nov 6 - Thurs Nov 9	4 weekdays	Sat Sept 2 – Mon Sept 4	Tues Sept 5	Tues Dec 5 Mon classes held on Dec 5	60 days
Laval U	Yes	Mon Oct 30 - Fri Nov 3	5 weekdays	Mon Sept 5	Tues Sept 6	Fri Dec 22	15 weeks Includes exams
McGill U	No	/		Tues Aug 29 – Sun Sept 3	Tues Sept 5	Thurs Dec 7	65 days

McMaster U	Yes	Tues Oct 10 - Fri Oct 13	4 weekdays	Sat Aug 26 – Sat Sept 2	Tues Sept 5	Wed Dec 6	62 days
U Montreal	Yes	Mon Oct 23 - Fri Oct 27	5 weekdays	Thurs Aug 31	Thurs Aug 31	Wed Dec 6	15 weeks Includes exams
U Ottawa	Yes	Mon Oct 23 - Fri Oct 27	5 weekdays	Tues Sept 5	Wed Sept 6	Wed Dec 6	60 days
Queen's U	No	/		Sun Sept 3 – Sun Sept 10	Mon Sept 11	Mon Dec 1	60 days
U Saskatchewan	Yes	Tues Nov 14 - Fri Nov 17	4 weekdays	Tues Sept 5	Wed Sept 6	Thurs Dec 7	61 days
U Toronto	Yes	Tues Oct 10 to Fri Oct 13	4 weekdays	Mon Aug 28 – Wed Aug 30	Tues Sept 5	Mon Dec 4	60 days
U Waterloo	Yes	Tues Oct 10 - Wed Oct 11	2 weekdays	Sept 3 – Sat Sept 9	Thurs Sept 7	Mon Dec 4	60 days
Western U	Yes	Tues Oct 10 to Fri Oct 13	4 weekdays	Sept 3 – Sat Sept 9	Thurs Sept 7	Fri Dec 8	62 days