

Senate
Senate Chamber
Room E3-262 Engineering Building
WEDNESDAY, May 16, 2018
1:30 p.m.

A G E N D A

- I **CANDIDATES FOR DEGREES,
DIPLOMAS AND CERTIFICATES – MAY 2018** Page 7

- II **REPORT ON MEDALS AND PRIZES
TO BE AWARDED AT THE SPRING CONVOCATION**

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

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

1. **Report of the Senate Committee on Honorary Degrees
[April 17, 2018]**

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

- IV **ELECTION OF SENATE REPRESENTATIVES**

1. **To the Board of Governors** Page 8
2. **To the Senate Executive Committee** Page 9
3. **Election of a Student Member to
the Senate Executive Committee** Page 11

- V **MATTERS RECOMMENDED FOR CONCURRENCE WITHOUT DEBATE**

1. **Report of the Senate Committee on Curriculum
and Course Changes – Part A** Page 12
2. **Reports of the Executive Committee of the Faculty of Graduate
Studies on Course and Curriculum Changes**
- a) **RE: Department of Landscape Architecture
[March 28, 2018]** Page 165
- b) **RE: Department of Physiology and Pathophysiology
[March 28, 2018]** Page 166

VI MATTERS FORWARDED FOR INFORMATION

- | | | |
|-----------|---|-----------------|
| 1. | <u>2018-2019 List of Senate Members</u> | Page 168 |
| | Space will be required on the Senate Agenda for this information item. | |
| 2. | <u>Schedule of Meetings and Agenda Availability for Senate and Senate Executive Committee</u> | Page 173 |
| 3. | <u>Annual Reports of Standing Committees of Senate</u> | |
| | a) <u>Academic Accommodation Appeals</u> | Page 174 |
| | b) <u>Academic Computing</u> | Page 175 |
| | c) <u>Academic Dress</u> | Page 177 |
| | d) <u>Academic Freedom</u> | Page 178 |
| | e) <u>Academic Review</u> | Page 179 |
| | f) <u>Admission Appeals</u> | Page 180 |
| | g) <u>Admissions</u> | Page 181 |
| | h) <u>Appeals</u> | Page 184 |
| | i) <u>Approved Teaching Centres</u> | Page 186 |
| | j) <u>Awards</u> | Page 187 |
| | k) <u>Calendar</u> | Page 192 |
| | l) <u>Curriculum and Course Changes</u> | Page 193 |
| | m) <u>Honorary Degrees</u> | Page 195 |
| | n) <u>Instruction and Evaluation</u> | Page 196 |
| | o) <u>Joint Master's Programs</u> | Page 198 |
| | p) <u>Joint Master's Programs Appeals</u> | Page 200 |
| | q) <u>Libraries</u> | Page 201 |
| | r) <u>Medical Qualifications</u> | Page 202 |
| | s) <u>Nominations</u> | Page 203 |
| | t) <u>Planning and Priorities</u> | Page 204 |
| | u) <u>Rules and Procedures</u> | Page 206 |
| | v) <u>University Research</u> | Page 207 |
| 4. | <u>Report of the Senate Committee on Awards – Part A [April 3, 2018]</u> | Page 209 |
| 5. | <u>In Memoriam: Professor Theresa Marie Sullivan</u> | Page 223 |
| 6. | <u>Report of the Senate Committee on Curriculum and Course Changes RE: Annual Update on Academic Program Listing</u> | Page 225 |
| 7. | <u>Correspondence from Provost and Vice-President (Academic) RE: Implementation of Doctor of Pharmacy (Pharm.D.)</u> | Page 229 |

8.	<u>Requests to Extend Suspension of Admissions to B.Sc. in Textile Sciences, P.B.Dip. in Agrology, and Ph.D. in Cancer Control</u>	Page 231
9.	<u>Correspondence from Vice-Provost (Integrated Planning and Academic Programs) RE: Suspension of Admissions to the Baccalaureate Program for Registered Nurses (BPRN), Implementation</u>	Page 235
10.	<u>Items Approved by the Board of Governors [March 20, 2018]</u>	Page 237
VII	<u>REPORT OF THE PRESIDENT</u>	Page 238
VIII	<u>QUESTION PERIOD</u>	
	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.	
IX	<u>CONSIDERATION OF THE MINUTES OF THE MEETING OF APRIL 4, 2018</u>	
X	<u>BUSINESS ARISING FROM THE MINUTES</u> - none	
XI	<u>REPORTS OF THE SENATE EXECUTIVE COMMITTEE AND THE SENATE PLANNING AND PRIORITIES COMMITTEE</u>	
1.	<u>Report of the Senate Executive Committee</u>	Page 244
2.	<u>Report of the Senate Planning and Priorities Committee</u>	
	The Chair will make an oral report of the Committee's activities.	
XII	<u>REPORTS OF OTHER COMMITTEES OF SENATE, FACULTY AND SCHOOL COUNCILS</u>	
1.	<u>Report of the Senate Committee on Awards – Part B [April 3, 2018]</u>	Page 245
2.	<u>Reports of the Faculty Council of Arts</u>	
a)	<u>RE: Modification of Bachelor of Arts (Single Advanced Major) and Bachelor of Arts (Single Honours) Degrees to Introduce a Co-operative Education Stream</u>	Page 260
i)	<u>Report of the Senate Committee on Curriculum and Course Changes</u>	Page 293
ii)	<u>Report of the Senate Committee on Instruction and Evaluation</u>	Page 295

	iii) <u>Report of the Senate Planning and Priorities Committee</u>	Page 297
b)	RE: Modification of Bachelor of Arts (Single Advanced Major) in Psychology to Introduce a Co-operative Education Option	Page 299
	i) <u>Report of the Senate Committee on Curriculum and Course Changes</u>	Page 321
	ii) <u>Report of the Senate Committee on Instruction and Evaluation</u>	Page 323
	iii) <u>Report of the Senate Planning and Priorities Committee</u>	Page 325
3.	<u>Report of the Faculty Council of Agricultural and Food Sciences RE: Modification of Cooperative Education Program</u>	Page 328
	a) <u>Report of the Senate Committee on Curriculum and Course Changes</u>	Page 338
	b) <u>Report of the Senate Committee on Instruction and Evaluation</u>	Page 340
4.	<u>Proposal to Modify the Preliminary Engineering Program, Faculty of Engineering</u>	
	a) <u>Report of the Senate Committee on Curriculum and Course Changes</u>	Page 342
	b) <u>Report of the Senate Committee on Admission</u>	Page 343
5.	<u>Proposal from the Université de Saint-Boniface to Modify the Baccalauréat en administration des affaires to Introduce a Cooperative Program Option</u>	Page 345
	a) <u>Report of the Senate Committee on Curriculum and Course Changes</u>	Page 356
	b) <u>Report of the Senate Committee on Instruction and Evaluation</u>	Page 358
6.	<u>Reports of the Senate Committee on Admissions</u>	
	a) RE: Revised Admission Requirements for the Bachelor of Environmental Design Degree, Faculty of Architecture	Page 360

b)	RE: Revised Admission Requirements for the Bachelor of Commerce (Honours) Degree, <u>I.H. Asper School of Business</u>	Page 363
c)	RE: Proposal from Enrolment Services to Revise the <u>Direct Entry Admission Option Framework</u>	Page 370
7.	<u>Reports of the Senate Committee on Instruction and Evaluation</u>	
a)	RE: Removal of Challenge for Credit Regulation, Bachelor of Science in Human Nutritional Sciences, <u>Faculty of Agricultural and Food Sciences</u>	Page 376
b)	RE: Revised Residency Requirement Regulation, Bachelor of Environmental Design, <u>Faculty of Architecture</u>	Page 378
c)	RE: Revised Regulations, Bachelor of Commerce (Honours) Cooperative Education Option (Asper Co-op Program), <u>I.H. Asper School of Business</u>	Page 380
d)	RE: Proposed Narrative Assessment Policy, Undergraduate Medical Education Program, <u>Max Rady College of Medicine</u>	Page 389
e)	RE: Revised Policies and Procedures for the Undergraduate Medical Education Program, <u>Max Rady College of Medicine</u>	
i)	<u>Communicating Methods of Evaluation</u>	Page 399
ii)	<u>Formative Assessment</u>	Page 408
iii)	<u>Promotion and Failure</u>	Page 417
iv)	<u>Repeat Clerkship</u>	Page 430
8.	<u>Reports of Senate Committee on University Research</u>	
a)	RE: Proposal to Establish a Clinician-Scientist Professorship, <u>Max Rady College of Medicine</u>	Page 443
b)	<u>RE: Review of the Manitoba Institute for Materials (MIM)</u>	Page 451
9.	<u>Report of the Senate Committee on Nominations</u>	Page 455
XIII	<u>ADDITIONAL BUSINESS</u>	
1.	Report of the University Disciplinary Committee RE: <u>Revised Student Discipline Bylaw and Related Procedures</u>	Page 476

a)	<u>Student Discipline Bylaw</u>	Page 478
b)	<u>Student Academic Misconduct Procedure</u>	Page 498
c)	<u>Student Non-Academic Misconduct and Concerning Behaviour Procedure</u>	Page 510
d)	<u>Student Discipline Appeal Procedure</u>	Page 526

XIV ADJOURNMENT

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

CANDIDATES FOR DEGREES, DIPLOMAS AND CERTIFICATES

1. Degrees Notwithstanding a Deficiency

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

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

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

2. Report of the Senate Committee on Appeals

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

3. List of Graduands

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

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

The Speaker for the Senate Executive Committee will make the appropriate motion approving the list of graduands, subject to the right of Deans and Directors to initiate late changes with the Registrar up to May 18, 2018.

Election of Senate Representative to the Board of Governors

1. General

- (a) The procedures to be followed for the election of members of Senate to the Board of Governors can be found on the web at:

http://umanitoba.ca/admin/governance/governing_documents/governance/senate_rules/524.htm

- (b) The procedures provide that if the person being nominated is not present, the nominator must state that the person nominated has consented to the nomination.
- (c) At least one of the three individuals representing Senate on the Board of Governors shall not have administrative responsibilities greater than those of department head at the time of election.
- (d) Should the term of office on Senate for the member of Senate elected to the Board of Governors expire before the term of office on the Board, the member shall become a member-at-large of Senate for the remainder of the term of office on the Board of Governors, unless re-elected to Senate.

2. Election

- (a) One member of Senate is to be elected by Senate to the Board of Governors for a three-year term (June 1, 2018 to May 31, 2021) to replace Professor John Anderson, whose term on the Board of Governors expires on May 31, 2018. Professor Anderson is eligible for re-election.

- (b) Current Senate representatives on the Board of Governors are:

Prof. John Anderson	Science	2018
Dean Jonathan Beddoes	Architecture/Engineering	2019
Dean Jeffery Taylor	Arts	2020

- (c) The candidate must not have administrative responsibilities greater than those of department head at the time of election.
- (d) Not eligible for election are the Chancellor, the President, or the Board of Governors' representatives on Senate.

3. Procedures

- (a) Nominations for the position shall be received from the floor.
- (b) Senators shall vote for no more than one candidate on the ballot provided.
- (c) The candidate receiving the largest number of votes shall be declared elected for a three-year term.
- (d) In the event of a tie, the question shall be resolved by another ballot involving those candidates who have tied.

Election of Senate Representatives to the Senate Executive Committee

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

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

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

2. Five Senators are to be elected as follows:

- (a) four Senators for three-year terms (June 1, 2018 to May 31, 2021) to replace Professors Brenda Austin-Smith, Robert Biscontri, Peter Blunden and Derek Oliver, whose terms on the Senate Executive Committee expire on May 31, 2018;

- (i) eligible for election are members of Senate elected by faculty/school councils;

- (ii) presently serving:

Prof. Brenda Austin-Smith	Arts	2018
Prof. Robert Biscontri	Management	2018
Prof. Peter Blunden	Science	2018
Prof. Derek Oliver	Engineering	2018
Prof. John Anderson	Science	2019
Prof. Annette Schultz	Health Sciences	2019
Prof. Tina Chen	Arts	2020
Prof. Mark Gabbert	Arts	2020

- (b) one Senator is to be elected from among the Vice-Presidents, Deans of Faculties and Directors of Schools for a three-year term (June 1, 2018 to May 31, 2021) to replace Dean Jeffery Taylor. Dean Taylor is eligible for re-election;

(i) Eligible for election are:

(A) Vice-Presidents: L. Zapshala-Kelln, J. Kearsey and D. Jayas

(B) Deans/Directors: J. Beddoes, N. Halden, D. Mandzuk,
B. Postl, G. Jacoby, D. Brown,
J. Black-Branch, E. Dawe, S. Baum,
J. Mulvale, P. Hess, G. Hepburn

(ii) Presently serving:

Dean Jeffery Taylor	Arts	2018
Dean Karin Wittenberg	Agricultural and Food Sciences	2019
Dean Todd Mondor	Graduate Studies	2020

3. Procedures:

- (a) Nominations for the positions shall be received from the floor.
- (b) Senators shall vote for no more than four candidates in category 1, and one candidate in category 2 on the ballot provided.
- (c) The candidates receiving the largest number of votes shall be elected.
- (d) In the event of a tie, the question shall be resolved by another ballot involving those candidates who have tied.

Election of Student Senator to the Senate Executive Committee

1. The composition of the Senate Executive Committee makes provision for three student assessors. The Assessors are as follows:
 - (a) President of UMSU (or designate) term: May 1, 2018 - April 30, 2019
 - (b) President of GSA (or designate) term: May 1, 2018 - April 30, 2019
 - (c) Student Senator appointed
by caucus of Student Senators term: May 1, 2018 - March 31, 2019
2. The composition of the Senate Executive Committee also makes provision for one elected Student member of Senate. A candidate for this position is nominated by the caucus of Student Senators at Senate. The term for this position is May 1, 2018 - March 31, 2019.
3. Procedures:
 - (a) A nomination for the position shall be provided by the Student Senate Caucus;
 - (b) Senators shall vote by a show of hands.

Report of the Senate Committee on Curriculum and Course Changes, Part A - Submitted to Senate for Concurrence Without Debate

Preamble:

1. The terms of reference for the Senate Committee on Curriculum and Course Changes (SCCCC) are found on the website at: http://www.umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/497.htm. SCCCC is “to recommend to Senate on the introduction, modification or abolition of undergraduate programs, curricula or courses.”
2. Since last reporting to Senate, the Senate Committee on Curriculum and Course Changes (SCCCC) met on March 12, 16, 19, and 22, 2018, and participated in one electronic poll (April 9 – 11, 2018), to consider curriculum and course changes from Faculties, Colleges, and Schools.
3. The Report outlines course and curriculum changes endorsed by the SCCCC at the meetings noted above.
4. Proposed course deletions, introductions, and modifications, and program modifications are described in detail in the attachment to the Report.

Observations:

1. **General**

In keeping with past practice, most changes for departments totalling less than ten credit hours are forwarded to Senate for concurrence without debate. This is in accordance with the Senate’s recommendation approved July 3, 1973, that course changes would cease to go to the SPPC when the resource implications are intra-faculty. Deans and Directors are to assess the resource implications to the respective units when course changes are proposed. Major changes in existing programs are to be referred to the SPPC for assessment of resource implications.

2. The committee approved the Senate Committee on Curriculum and Course Changes – 2018/2019 Timetable for Faculty/School Submissions to the Office of the University Secretary.

3. **Courses Recommended for the Written English Requirement**

CLAS 2612 Greek Literature in Translation Cr.Hrs. 3
CLAS 2622 Latin Literature in Translation Cr.Hrs. 3
RLGN 2112 Medicine, Magic, and Miracle in the Ancient World Cr.Hrs. 3

4. **Faculty of Agricultural and Food Sciences**

Agriculture, General

The faculty is proposing a program modification to the **Bachelor of Science in Agriculture (Animal Systems)** degree. AGE 4510 (deleted Fall 2017) will be removed from the list of Group 3 restricted electives.

The faculty is proposing program modifications to the following programs. The changes follow from a proposal to modify the Co-operative Education Program, as detailed in the *Report of the Senate Committee on Curriculum and Course Changes, Part B – Submitted to Senate for Ordinary Debate RE: Modification of Co-operative Education Program, Faculty of Agricultural and Food Sciences* (Senate, May 16, 2018, item XII):

- **Bachelor of Science in Agriculture, Co-op Option**
- **Bachelor of Science in Agribusiness, Co-op Option**
- **Bachelor of Science in Agroecology, Co-op Option**
- **Bachelor of Science in Food Science, Co-op Option**
- **Bachelor of Science in Human Nutritional Sciences, Co-op Option**
- **Bachelor of Science in Human Nutritional Sciences – Second Degree, Co-op Option**

School of Agriculture

The school is proposing the modification of one (1) course used in the Diploma in Agriculture. There would be no change to the overall number of credit hours in course offerings.

The school is proposing program modifications to the **Diploma in Agriculture**. The list of degree courses that can be used for credit in the Diploma program will be revised to reflect that ABIZ 0680 is no longer offered.

5. **Faculty of Architecture**

The faculty is proposing the modification of sixteen (16) courses. There would be no change to the overall number of credit hours in course offerings.

The faculty is proposing program modifications to the following programs:

- **Bachelor of Environmental Design** – Year 1 would be revised to require EVDS 1680, 9 credit hours of Open Electives, a University Written English (W) course, and a University mathematics (M) course. Courses used toward the W and M requirements must be at the 1000- level or higher. The new requirements would replace current requirements for 6 credit hours from each of the Faculty of Arts, Faculty of Science, and Faculty of Arts, Science, or Environment, Earth, and Resources.
- Related changes to the admission requirements for the B.Env.D. program were considered by the Senate Committee on Admissions (January 8, 2018; Senate, May 16, 2018, item XII) and would take effect for the Fall 2019 intake. Changes to the curriculum would take effect for the Fall 2018.

- **Interior Environments Option** – In Year 4, a requirement for EVIE 3000 or EVIE 3016 would be removed and the number of Electives would be increased from 3 to 6 credit hours. A note explaining the elective requirement would be amended, to communicate that EVIE 3000 and/or EVIE 3016 could be used toward this requirement.
- **Landscape and Urbanism Option** – A number of editorial changes would be made to the Year 4 curriculum.

6. **Faculty of Arts**

Classics

The department is proposing the modification of two (2) courses. There would be no change to the overall number of credit hours in course offerings.

The department is proposing modifications to the following programs involving the addition of RLGN 2112 to List A: Approved List of Courses Offered by Departments Acceptable for Credit in a Major/Minor (Concentration) in Classical Studies:

- **Bachelor of Arts (General Major) in Classical Studies**
- **Bachelor of Arts (Single Advanced Major) in Classical Studies**
- **Bachelor of Arts (Double Advanced Major) in Classical Studies**
- **Minor (Concentration) in Classical Studies**

Economics

The department is proposing the modification of one (1) course. There would be no change to the overall number of credit hours in course offerings.

The department is proposing modifications to the following programs, as outlined below and detailed in the Report.

- **Bachelor of Arts (Honours) in Mathematics - Economics:** Program Note 4, which identifies Economics Honours courses, would be deleted.
- **Bachelor of Arts (Honours) in Statistics - Economics:** Program Note 4, which identifies Economics Honours courses, would be deleted.

English, Theatre, Film & Media

The department is proposing modifications to the following programs in Theatre:

- **Bachelor of Arts (Single Advanced Major) in Theatre:** Year 1 would be revised to clarify that ENGL 1310, which is no longer offered, can no longer be completed in place of ENGL 1400. The revised Year 1 requirements would include THTR 1220 and [(ENGL 1200 or ENGL 1300) or (ENGL 1340 and ENGL 1400)].
- **Bachelor of Arts (Double Advanced Major) in Theatre:** An editorial correction would be made to the Major Program information preceding the program charts in the Academic Calendar, to clarify that only THTR 1220 is required for entry to the program, for consistency with the requirements set out in the program chart.

Religion

The department is proposing the introduction of one (1) course. The overall number of credit hours offered by the department would increase by 3 credit hours.

Sociology and Criminology

The department is proposing the modification of one (1) course. There would be no change to the overall number of credit hours in course offerings.

7. **Faculty of Engineering**

Faculty of Engineering

The faculty is proposing the introduction of one (1) course and the modification of four (4) courses. The overall number of credit hours offered by the faculty would increase by 3 credit hours.

The faculty is proposing program modifications to the following Minors in Engineering, to reflect recent course changes made by units that offer courses required in the Minors. The faculty is also proposing to add the **Recreational Studies Minor** to the minors available to Engineering students, as outlined in the Report:

- **Arts Minor**
- **Geological Sciences Minor**

Preliminary Engineering Program

Proposed modifications to the **Preliminary Engineering Program** are outlined in the *Report of the Senate Committee on Curriculum and Course Changes, Part B – Submitted for Ordinary Debate RE: Preliminary Engineering Program* [dated March 16, 2018].

Biosystems Engineering

The department is proposing the modification of one (1) course. There would be no change to the overall number of credit hours in course offerings.

The department is proposing modifications to the **Bachelor of Science in Engineering (Biosystems)**. In particular, the requirement for one course in Technology and Society would be amended to require ENG 3020 or ANTH 2430. ANTH 2500 would be removed from the list of courses that could be used to meet this requirement.

Civil Engineering

The department is proposing the modification of one (1) course. There would be no change to the overall number of credit hours in course offerings.

The department is proposing modifications to the **Bachelor of Science in Engineering (Civil)**. In particular, ENG 3020 would replace CIVL 4460 as a required course.

Mechanical Engineering

The department is proposing the deletion of two (2) courses, the introduction of one (1) course, and the modification of two (2) courses. There would be no change to the overall number of credit hours in course offerings.

The department is proposing modifications to the **Bachelor of Science in Engineering (Mechanical)**. In particular, ENG 3020 would replace CIVL 4460 as a required course, and MECH 4832 would be added to the list of Technical Electives in Mechanical Engineering.

8. Faculty of Environment, Earth, and Resources

Faculty of Environment, Earth, and Resources

The faculty is proposing modifications to the general degree regulations that apply to all programs in the faculty, involving changes to the **Science and Faculty of Arts Course Requirements**. Several courses offered by the Université de Saint-Boniface (GEOG 1291, GEOG 2541, GEOG 2551) that are equivalent to University of Manitoba courses already on the list would be added under the heading “Clayton H. Riddell Faculty of Environment, Earth, and Resources”. The subject code ASTR would be added to the eligible subjects under the heading “Faculty of Science”.

9. Faculty of Health Sciences

The faculty is proposing program modifications to the **Bachelor of Health Sciences** program:

- In Year 2:
 - PHIL 2740 would be added as a required course;
 - a requirement for ECON 1210 would be amended to permit ECON 1210 or ECON 1220;
 - a requirement for GMGT 1010 or GMGT 2070 would be amended to require GMGT 2070 or LEAD 2010;
 - a requirement for NATV 1220 or NATV 1240 would be broadened to also permit NATV 3240;
 - requirements for (FMLY 3780 or FMLY 3790) and HEAL 3600 would be moved to Year 3, and a requirement for HEAL 4600 would be moved to Year 4;
 - requirements for PHIL 1290 and 6 credit hours from: GEOG 4290, PHIL 2740, or SOC 2490 would be removed;
 - requirements for 6 credit hours of Program Electives and 3 credit hours of Free Electives would be added.
- The combined requirements for Years 3 and 4 would be restructured, to set out the specific requirements to be met in each of these years of study, as follows.
- Year 3 would be modified to require FMLY 3750, (FMLY 3780 or FMLY 3790), HEAL 3600, HMEC 3000, 15 credit hours of Program Electives, and 3 credit hours of Free Electives.
- Year 4 would require HEAL 4600, HEAL 4620, 15 credit hours of Program Electives, and 9 credit hours of Free Electives.

- Program Note 1 would be added to make clear that equivalent courses offered by the Université de Saint-Boniface can be used in lieu of specified course requirements.
- Program Note 2 would be added to specify that, of the 36 credit hours of Program Electives, 21 credit hours must be science electives. Program Note 3 would be added that 24 credit hours of the Program Electives must be at the 3000 – 4000 level.
- A requirement for 36 credit hours of program electives, in Years 3 and 4, with 24 credit hours at the 3000 – 4000 level, and including 21 credit hours of science courses and 12 credit hours of social sciences, would be redistributed across the four years of the program, as described above.
- The faculty is proposing to introduce a Bachelor of Health Sciences Electives List, which would replace the Interdisciplinary Health Program Electives, for students registered in the Bachelor of Health Sciences program (only) who entered the program in the Fall 2018 and later.

10. **Faculty of Kinesiology and Recreation Management**

The faculty is proposing the modification of three (3) courses. There would be no change to the overall number of credit hours in course offerings.

The faculty is proposing program modifications to Year 3 of the **Bachelor of Physical Education** degree. The changes follow from proposals to modify the course titles for PHED 3102 and PHED 3770.

11. **Faculty of Management**

Faculty of Management

The faculty is proposing modifications to the **Bachelor of Commerce (Honours)** degree, including amendments to the Core course requirements and the Business Options.

- In Year 1 a requirement for MATH 1520 or MATH 1500 would be modified to also allow MATH 1230; a requirement for STAT 1000 would be amended to also allow STAT 1150; Program Notes 11 and 12 would be added to set out the prerequisites for each of these MATH and STAT courses.
- A requirement for 15 credit hours of Business Options would be amended to stipulate that these courses must be completed at the 2000 level or higher, except for language courses used toward the International Business Major. Program Note 6 would be revised to reflect this change.
- In Year 4, MKT 3246 (or the former MKT 3240 when titled “Sustainability Marketing”) would be added to the list of courses that could be used to meet the Alternative Management Requirement. Program Note 9 would be updated accordingly.
- Related changes to the admission requirements for the B.Comm.(Hons.) program were considered by the Senate Committee on Admissions (March 22, 2018; Senate, May 16, 2018, item XII) and would take effect for the Fall 2019 intake. Changes to the curriculum would take effect for the Fall 2018.

The faculty is proposing a program modification to the **Asper School of Business / École technique et professionnelle** program, involving an amendment to the Foundation requirements. In particular, a requirement for MATH 1520 or MATH 1500 would be modified to also allow MATH 1230. Program Note 2 would be amended to set out the prerequisites for MATH 1230.

Accounting and Finance

The department is proposing the modification of eight (8) courses. There would be no change to the overall number of credit hours in course offerings.

The department is proposing program modifications to the following Major programs in the **Bachelor of Commerce (Honours)** degree:

- **Accounting Major** – Following from proposed course modifications that involve either newly specifying or increasing the minimum grade required for some prerequisite courses, the program will be modified to indicate where these changes would affect required courses in the Major. Specifically, the curriculum would be modified to make explicit that a minimum grade of “C” was required in ACC 2010, ACC 2020, ACC 3040, ACC 4030. Students would continue to be required to achieve a grade of at least “C+” in ACC 1100 and ACC 1110.
- **Finance Major**- Following from proposed course modifications that involve changes to prerequisite courses in Mathematics and Statistics, the program will be modified to allow students to use MATH 1220 and STAT 2150, with a minimum grade of “C,” as prerequisites for FIN 3410, FIN 3460, and FIN 3480, which are required courses in the Major. A statement would be added to make explicit that FIN 3480 (D) is a prerequisite for FIN 4400.

Actuarial Mathematics

The program is proposing the deletion of three (3) courses, the introduction of three (3) courses, and the modification of four (4) courses. The overall number of credit hours offered by the program would decrease by 3 credit hours.

The program is proposing program modifications to the **Actuarial Mathematics Major**, in the **Bachelor of Commerce (Honours)** degree, as follows:

- ACT 4630 would be removed from the list of ACT courses that could be used toward the Major, and ACT 4010, ACT 4020, and ACT 4030, would be added to the list. The course and program modifications would be made to address recent changes to the accreditation requirements for the program.
- A note would be added to communicate that ACT 4020 and ACT 4030 collectively satisfy the requirement for the Short-Term Actuarial Mathematics Exam by the Society of Actuaries.
- STAT 1000 [or STAT 1150] would be added to the list of required Statistics courses (i.e. STAT 2400 and STAT 3400 would continue to be required).

Business Administration

The department is proposing the modification of two (2) courses. There would be no change to the overall number of credit hours in course offerings.

Marketing

The department is proposing the introduction of two (2) courses and the modification of one (1) course. The overall number of credit hours offered by the program would increase by 6 credit hours.

The department is proposing modifications to the **Bachelor of Commerce (Honours), Marketing Major** – MKT 3242 and MKT 3246 would be added to the list of MKT courses that could be used toward the Major. The requirement for STAT 2000 would be amended to allow for either STAT 2000 or STAT 2150.

Supply Chain Management

The department is proposing the introduction of two (2) courses and the modification of one (1) course. The overall number of credit hours offered by the program would increase by 6 credit hours.

The department is proposing modifications to the **Bachelor of Commerce (Honours), Logistics and Supply Chain Management Major** – SCM 3270 and SCM 3280 would be added to the list of SCM courses that could be used toward the Major.

12. College of Medicine

Biochemistry and Medical Genetics

The department is proposing the deletion of one (1) course and the introduction of two (2) courses. There would be no change to the overall number of credit hours in course offerings.

Community Health Sciences

The department is proposing the deletion of two (2) courses and the modification of three (3) courses. The overall number of credit hours offered by the department would decrease by 6 credit hours.

The department is proposing modifications to the following programs:

- **Bachelor of Human Ecology (Family Social Sciences):**
 - A requirement for: One of STAT 2000, COMP 1260, or any other Science course will be revised will be modified to require: STAT 2000 or any other Science course.
 - Several editorial corrections will be made in Note 1, to add the subject code "ECON" where it did not precede the course numbers.
- **Bachelor of Human Ecology (Family Social Sciences) – Child and Youth Developmental Health Option:**

- FMLY 3610 will be removed from the list of courses that can contribute toward the Option.
- **Bachelor of Human Ecology (Family Social Sciences) – Family Economic Health Option:**
 - FMLY 3610 and FMLY 4460 will be removed from the list of courses that can contribute toward the Option.
- **Bachelor of Human Ecology (Family Social Sciences) – Family Violence Option:**
 - FMLY 3610 will be removed from the list of courses that can contribute toward the Option.

13. **Faculty of Music**

The faculty is proposing the modification of nine (9) courses. There would be no change to the overall number of credit hours in course offerings.

The faculty is proposing program modifications to the **Bachelor of Music** degree, involving changes to the Core Music History Electives. Students would be required to complete 12 credit hours from two lists of electives, including two courses from column A and two courses from column B. Currently, students must select at least one course from each of three columns (A, B, and C).

14. **College of Nursing**

The college is proposing the modification of twelve (12) courses. There would be no change to the overall number of credit hours in course offerings.

15. **Faculty of Science**

Actuarial Mathematics

The program is proposing program modifications to the following programs, in response to new accreditation requirements:

- **Bachelor of Science (Honours) in Actuarial Mathematics** – In Year 3, a requirement for ACT 4630 would be removed, and ACT 4020 and ACT 4030 would be added as required courses. Program Note 3 would be revised to reflect these changes. Program Note 4, with information regarding the Society of Actuaries VEE credits, would be deleted and other notes would be renumbered.
- **Bachelor of Science (Honours) in Statistics – Actuarial Mathematics** – In Year 4, a requirement for ACT 4630 would be removed, and ACT 4020 and ACT 4030 would be added as required courses. Program Note 3, with information regarding the Society of Actuaries VEE credits, would be deleted. Program Note 4, which would be renumbered as Note 3, would be revised to reflect the course changes described above.

Biochemistry

The program is proposing program modifications to the **Bachelor of Science (Honours) in Biochemistry**:

- In Year 4, a requirement for CHEM 4700 would be replaced by a requirement for CHEM 4710 or MBIO 4530;
- A requirement for 21 credit hours selected from the list of Microbiology and Chemistry optional courses, to be completed across Years 3 and 4, would be reduced to 18 credit hours;
- CHEM 4710 and MBIO 4530 would be removed from the list of Chemistry and Microbiology Option Courses for Biochemistry Honours Students.

Biological Sciences

The department is proposing the introduction of one (1) course. The overall number of credit hours offered by the department would increase by 3 credit hours.

The department is proposing program modifications to the **Evolution and Biodiversity Theme**, in the following programs, involving the addition of BIOL 4510 to the List A:

- **Bachelor of Science (Honours) in Biological Sciences**
- **Bachelor of Science (Honours) in Biological Sciences, Co-operative Option**
- **Bachelor of Science (Major) in Biological Sciences**
- **Bachelor of Science (Major) in Biological Sciences, Co-operative Option**

Chemistry

The department is proposing the modification of one (1) course. There would be no change to the overall number of credit hours in course offerings.

The department is proposing program modifications to the following programs, involving changes to the lists of courses that could be completed toward the **Physical and Quantum/Computational** Chemistry Program Focus Areas, to reflect recent changes to courses offered by the Department of Physics.

- **Bachelor of Science (Honours) in Chemistry**
- **Bachelor of Science (Honours) in Chemistry, Cooperative Option**
- **Bachelor of Science (Major) in Chemistry**
- **Bachelor of Science (Major) in Chemistry, Cooperative Option**

Computer Science

The department is proposing program modifications to the **Bachelor of Science (Honours) in Computer Science – Physics and Astronomy**. In Year 2, COMP 2130 would no longer be required and MATH 1240 would be added as a required course. Program Note 2 would be revised to communicate that students who had previously completed COMP 2130 could use this course in lieu of MATH 1240.

Genetics

The program is proposing program modifications to the following programs:

- **Bachelor of Science (Honours) in Genetics**
- **Bachelor of Science (Honours) in Genetics, Cooperative Option**
- **Bachelor of Science (Major) in Genetics**
- **Bachelor of Science (Major) in Genetics, Cooperative Option**
- A requirement for BGEN 3020 (6), which is to be completed in Year 3 or Year 4, would be replaced by a requirement for BGEN 3022 (3) and BGEN 3024 (3).
- Program Note 3, which relates to the Cooperative Options, would be deleted and other Program Notes would be renumbered.
- In the list of optional courses for the programs, BIOL 4510 would be added to the sub-listing of Biological Sciences courses.

Mathematics

The department is proposing the modification of two (2) courses. There would be no change to the overall number of credit hours in course offerings.

Physics and Astronomy

The department is proposing the modification of two (2) courses. There would be no change to the overall number of credit hours in course offerings.

16. Université de Saint-Boniface

École d'administration

The Université is proposing to modify the **Baccalauréat en administration des affaires** to introduce a **Cooperative Program**, as detailed in the *Report of the Senate Committee on Curriculum and Course Changes, Part B – Submitted to Senate for Ordinary Debate RE: Modification of the Baccalauréat en administration des affaires, Université de Saint-Boniface, to Introduce a Cooperative Program Option* (Senate, May 16, 2018, item XII).

New content to be added to the Academic Calendar, which identifies specific courses offered by the École d'administration that are open to students registered in other academic units, is provided on the next page, for information only.

Faculté des sciences

Faculté des sciences

The Université is proposing program modifications to the **Baccalauréat ès sciences général** involving changes to the Group A list of courses that follow from the introduction of a number of courses with the subject code ASTR by the Department of Physics and Astronomy, Faculty of Science, University of Manitoba in the Fall 2017 (Senate, December 6, 2017). A requirement for 6 credit hours from among PHYS 1810, PHYS 1820, and PHYS 1830 would be replaced by a requirement for ASTR 1810 and ASTR 1830.

The Université is proposing program modifications to the following programs. Program Note 4 would be updated to reflect that COMP 1270 is no longer offered, and COMP 1500 and COMP 1600 would be added as courses that could not be used to meet specific requirements for COMP or science courses, in Years 2, 3, and 4:

- **Baccalauréat ès sciences avec majeure conjointe en biochimie-microbiologie**
- **Baccalauréat ès sciences avec majeure conjointe en biochimie-microbiologie, volet coopératif**

département des sciences mathématiques - physique

The Université is proposing the deletion of one (1) course and the modification of four (4) courses in the department. The overall number of credit hours offered by the school would decrease by 3 credit hours.

École de service social

The Université is proposing the modification of two (2) courses. There would be no change to the overall number of credit hours in course offerings.

Recommendation

The Senate Committee on Curriculum and Course Changes recommends that curriculum and course changes from the units listed below, be approved by Senate:

Faculty of Agricultural and Food Sciences

Faculty of Architecture

School of Art

Faculty of Arts

Faculty of Engineering

Faculty of Environment, Earth, and Resources

Faculty of Health Sciences

Faculty of Kinesiology and Recreation Management

Faculty of Management (I.H. Asper School of Business)

College of Medicine

Faculty of Music

College of Nursing

Faculty of Science

Université de Saint-Boniface

Respectfully submitted,

Professor Dean McNeill, Acting Chair
Senate Committee on Curriculum and Course Changes

SENATE COMMITTEE ON CURRICULUM AND COURSE CHANGES – 2018/2019

TIMETABLE FOR FACULTY/COLLEGE/SCHOOL SUBMISSIONS to the Office of the University Secretary

	Fall Deadline	SPPC Meeting	Spring Deadline	Senate Executive Meeting	Senate Meeting
Curriculum/Course changes < 9 CH	September 10, 2018 <i>Submitted to SCCCC only</i>			November 21, 2018	December 5, 2018
Curriculum/Course changes > 9 CH or with resource implications	August 13, 2018 <i>Submitted to SCCCC and SPPC</i>	September 24, 2018		November 21, 2018	December 5, 2018
Curriculum/Course changes			February 11, 2019	May 1, 2019	May 15, 2019

Note:

1. All changes with resource implications must be considered by the Senate Planning and Priorities Committee (SPPC). Faculties/Colleges/Schools should provide a separate submission for SPPC.

Resource Implications include: (i) additions/deletions of courses in a department with a net increase of more than nine credit hours, submission to SPPC should include how this will be addressed; (ii) if a course is offered jointly with other faculty(s) what are the resource implications.
2. Proposals for course deletions or modifications (including changes to pre- or corequisites) that would impact other courses/programs, including courses/programs in other units, should, **ideally**, be brought forward for the Fall deadline. Academic units initiating such changes are **required** to advise other affected units of the proposed change(s), including an indication of the term the change would take effect, so other units have an opportunity to submit corresponding changes to the SCCCC for the same Fall deadline, **ideally**, or the next ensuing Spring deadline. The Registrar's Office can assist units in identifying other courses/programs affected by a proposed course modification/deletion where an academic unit does not have this information.
3. The submission of *new* undergraduate programs and articulation agreements with or without additional funding will be considered on an on-going basis by SCCCC and SPPC. In the fall, the Committee's focus is on course changes, therefore, new programs might not be dealt with as quickly as at other times of the year.

Faculty of Agricultural and Food Sciences

Program modifications:

Modifications to the following programs are outlined on the next 22 pages:

- **Bachelor of Science in Agriculture (Animal Systems)**
- **Bachelor of Science in Agriculture, Co-op Option**
- **Bachelor of Science in Agribusiness, Co-op Option**
- **Bachelor of Science in Agroecology, Co-op Option**
- **Bachelor of Science in Food Science, Co-op Option**
- **Bachelor of Science in Human Nutritional Sciences, Co-op Option**
- **Bachelor of Science in Human Nutritional Sciences – Second Degree, Co-op Option**

Calendar Section edits include:

- Bachelor of Science in Agriculture (Animal Systems) removal of AGECE 4510
- Co-op elective option added in program progression charts

4.1 Agriculture, Agribusiness, Agroecology, and Food Science Programs

In order to fulfil the requirements for a degree in the Faculty of Agricultural and Food Sciences, students must complete five components:

- Faculty Core
- Degree Core
- Program Core
- Restricted Electives
- Free Electives

These requirements are outlined for all four degrees in the sections which follow.

4.1.1 Faculty Core

Course No.		Credit Hours
ABIZ 1000	Introduction to Agribusiness Management (see Note 1)	3
AGRI 1500	Natural Resources and Primary Agricultural Production	3
AGRI 1510	Production, Distribution and Utilization of Agricultural Products	3
AGRI 2030	Technical Communications	3
BIOL 1020	Biology 1: Principles and Themes (See Note 2)	3
BIOL 1030	Biology 2: Biological Diversity, Function and Interactions (See Note 2)	3
CHEM 1300	University 1 Chemistry: Structure and Modelling in Chemistry (see Notes 3 and 4)	3
	and one of the following two courses:	
CHEM 1310	University 1 Chemistry: An Introduction to Physical Chemistry (see Notes 3 and 4)	3
	or	
CHEM 1320	University 1 Chemistry: An Introduction to Organic Chemistry (see Notes 3 and 4)	3
ECON 1010	Introduction to Microeconomic Principles	3
ECON 1020	Introduction to Macroeconomic Principles	3
MATH 1200	Elements of Discrete Mathematics (See Notes 5 & 6)	
	or	
MATH 1210	Techniques of Classical and Linear Algebra (See Note 5)	
	or	
MATH 1300	Vector Geometry and Linear Algebra (See Note 5)	
	or	
MATH 1310	Matrices for Management and Social Sciences (See Notes 5 & 6)	
	or	
MATH 1500	Introduction to Calculus (See Note 5)	
	or	
MATH 1520	Introductory to Calculus for Management and Social Sciences (See Note 5)	3
STAT 1000	Basic Statistical Analysis 1	3
Three credit hours from the following:		
PHIL 1290	Critical Thinking (3)	
PHIL 2740	Ethics and Biomedicine (3)	
PHIL 2750	Ethics and the Environment (3)	
PHIL 2830	Business Ethics (3)	3
Total credit hours		33-39

NOTES:

- 1) **ABIZ 1000** is not required for the B.Sc. Food Science (Food Science option). It is required in the B.Sc. Food Science (Business option).
- 2) Students planning to enter the B.Sc. (Agribusiness) degree program are recommended to take **BIOL 1020** and **BIOL 1030** but may substitute **BIOL 1000** and **BIOL 1010**.
- 3) Students planning to enter the B.Sc. (Agribusiness) degree program are not required to take chemistry at the university level.
- 4) Both **CHEM 1310** and **CHEM 1320** are required for the B.Sc. (Food Science) Science Option Program.
- 5) Six credit hours of Math courses, consisting of 3 credit hours of **MATH 1300** Vector Geometry and Linear Algebra or **MATH 1310** Matrices for Management and Social Sciences and 3 credit hours of **MATH 1500** Introduction to Calculus or **MATH 1520** Introduction to Calculus for Management and Social Sciences are required for the B.Sc. (Agribusiness) and B.Sc. (Food Sciences) programs. **MATH 1200** or **MATH 1210** will be used as free electives in these two programs.
- 6) **MATH 1200** and **MATH 1310** are no longer offered at the University of Manitoba however students who have taken one of these courses or have had it **transferred** to the University of Manitoba from another university can still use it towards their Math requirement for the Faculty of Agricultural and Food Sciences. Please ensure to confirm the Math requirements for your degree program (listed above and in Note 5).

Chair and Program Advisor: D. Flaten

Campus Address/General Office: 307 Ellis Building

Telephone: (204) 474-6257

Email Address:

Don.Flaten@umanitoba.ca

4.1.2 Bachelor of Science (Agriculture)

The four year program leading to the B.Sc. (Agriculture) is a professional program which prepares graduates for careers in the public and private sectors related to the production and distribution of agricultural commodities. Graduates will also be prepared to enter directly into a program of graduate studies. In addition to the faculty core courses, all students are required to take the following B.Sc. (Agriculture) degree core requirements and the respective program core courses.

B.Sc. (Agriculture) Degree Core

Course No.	Credit Hours
AGEC 2370 (BIOL 2300) Principles of Ecology	3
CHEM 2770 (MBIO 2770) Elements of Biochemistry 1	3
PLNT 2520 (BIOL 2500) Genetics	3
Total credit hours	9

Within the B.Sc. (Agriculture) students will elect one of three programs of study or specialties -- Agronomy, Animal Systems or Plant Biotechnology. Students will normally begin the program of study of their choice in second year. A description of each program and their requirements follows.

Agronomy Program

The Agronomy program will provide an integrated and comprehensive study of the factors and processes associated with the science of crop production and the management and use of land and water resources.

The program emphasizes land management and the sustainability of agronomic and horticultural crop systems.

Agronomy Core (Required)		
Course	Course Name	Credit Hours
ABIZ 2510	Introduction to Agricultural and Food Marketing	3
ANSC 2500	Animal Production	3
BIOL 2242	The Flowering Plants	3
PLNT 2500	Crop Production	3
PLNT 3400/ BIOL 3400	Plant Physiology	3
PLNT 3510	Cropping systems	3
PLNT 4590	Physiology of Crop Plants	3
SOIL 3600	Soils and Landscapes in Our Environment	3
SOIL 4510	Soil and Water Management	3
SOIL 4520	Soil Fertility	3
Total Credit Hours		30

Restricted Electives		
Group 1 - Two courses from the following:		Credit Hours
ENTM 3170	Crop Protection Entomology	
PLNT 3540	Weed Science	
PLNT 4270	Plant Disease Control	6
Group 2 – One Course from the following:		
ANSC 4410/ PLNT 4410	Grassland Agriculture: Plant, Animal and Environment	
PLNT 2510	Fundamentals of Horticulture	
PLNT 3520	Principles of Plant Improvement	3
Group 3 – One course from the following:		
One 3000 or 4000 level course (3 credit hours) from SOIL (Soil Science), in addition to those courses that are already part of the Agronomy Core.		3
Group 4 – One course from the following:		
BIOE 2222	Precision Agriculture Concepts and Applications	
BIOE 2090	Machinery for Agricultural Production	
BIOE 4500	Water Management	
BIOE 4520	Crop Preservation and Handling	
Total Credit Hours		15

Free Electives	27 CH
-----------------------	-------

Suggested Progression of Agronomy Program:

Year 1

Course	Course Name	Credit Hours
AGRI 1500	Natural Resources and Primary Agricultural Production	3
AGRI 1510	Production, Distribution and Utilization of Agricultural Products	3

BIOL 1020	Biology 1: Principles and Themes	3
BIOL 1030	Biology 2: Biological Diversity, Function and Interactions	3
CHEM 1300	University 1 Chemistry: Structure and Modelling in Chemistry	3
CHEM 1310 or CHEM 1320	University 1 Chemistry: An Introduction to Physical Chemistry	
	University 1 Chemistry: An Introduction to Organic Chemistry	3
STAT 1000	Basis Statistical Analysis 1	3
Or	Or	
Elective	Elective	
ECON 1010	Introduction to Microeconomic Principles	3
ECON 1020	Introduction to Macroeconomic Principles	3
One Math Course from the following:		
MATH 1200	Elements of Discrete Mathematics	
MATH 1210	Techniques of Classical and Linear Algebra	
MATH 1300	Vector Geometry and Linear Algebra	
MATH 1310	Matrices for Management and Social Sciences	
MATH 1500	Introduction to Calculus	
MATH 1520	Introductory to Calculus for Management and Social Sciences	3
Total Credit Hours		30

Year 2

Course	Course Name	Credit Hours
ABIZ 1000	Agribusiness Management	3
AGRI 2030	Technical Communications	3
BIOL 2242	The Flowering Plants	3
CHEM 2770/ MBIO 2770	Elements of Biochemistry 1	3
PLNT 2500	Crop Production	3
PLNT2520/ BIOL 2500	Genetics	3
SOIL 3600	Soils and Landscapes in Our Environment	3
Restricted/Free Electives/Philosophy/ Co-op		9
Total Credit Hours		30

Year 3

Course	Course Name	Credit Hours
ABIZ 2510	Introduction to Agricultural and Food Marketing	3
AGEC 2370/ BIOL 2300	Principles of Ecology	3
ANSC 2500	Animal Production	3
PLNT 3400/ BIOL 3400	Plant Physiology	3

PLNT 4590	Physiology of Crop Plants	3
STAT 1000	Basis Statistical Analysis 1	3
Or	Or	
Elective if taken in Year One	Elective if taken in Year One	
Restricted/Free Electives/Philosophy/ Co-op		12
Total Credit Hours		30

Year 4

Course	Course Name	Credit Hours
PLNT 3510	Cropping systems	3
SOIL 4510	Soil and Water Management	3
SOIL 4520	Soil Fertility	3
Restricted/Free Electives/Philosophy/ Co-op		21
Total Credit Hours		30

Chair: M.L. Connor

Campus Address/General Office: 201 Animal Science Building

Telephone: (204) 474-9219

Program Advisor: L. Onischuk

Campus Address/General Office: 236 Animal Science Building

Telephone: (204) 474 9174

Email Address:

loreen.onischuk@umanitoba.ca

The Animal Systems program will provide an integrated and comprehensive study of the factors and processes associated with the science of animal production. The program will be based on a strong foundation in the scientific disciplines underlying growth and reproduction in animals and how they respond to a range of environmental systems and constraints.

Program Core – Animal Systems (Required)		
Course	Course Name	Credit Hours
ABIZ 2510	Introduction to Agricultural and Food Marketing	3
ANSC 2500	Animal Production	3
ANSC 2510	Anatomy and Physiology 1: Control Systems	3
ANSC 2520	Anatomy and Physiology 2: Nutrient Utilization	3
ANSC 3500	Principles of Animal Genetics	3
ANSC 3510	Feeds and Feeding	3
ANSC 3520	Animal Reproduction	3
ANSC 3530	Animal and Its Environment	3
ANSC 4560	Issues in Animal Agriculture	3
CHEM 2780/ MBIO 2780	Elements of Biochemistry 2	3
PLNT 2500	Crop Production	3
Total Credit Hours		33

Restricted Electives		
Group 1 - One course from the following:		Credit Hours
ANSC 4520	Ruminant Production Systems - Meat	
ANSC 4530	Ruminant Production Systems - Milk	3
Group 2 – One Course from the following:		
ANSC 4540	Monogastric Production Systems	
ANSC 4550	Avian Production Systems	3
Group 3 – Two courses from the following:		
AGEC 4510	Applications in Agroecology	
ANSC 2530 and AGRI 2190	Nutritional Toxicology and Toxicology Principles	
ANSC 2540	Companion animal Nutrition and Management	
ANSC 4090	Livestock Problems	
ANSC 4220	Animal Science Investigations	
ANSC 4280	Applied Animal Genetics	
ANSC 4410/ PLNT 4410	Grassland Agriculture: Plant, Animal and Environment	
ANSC 4500	Animal Health	
ANSC 4510	Domesticated Animal Behaviour	
ANSC 4570	Advanced Applied Animal Nutrition	
ENTM 3160	Veterinary and Wildlife Entomology	
FOOD 3500	Processing or Animal Food Products	
PLNT 2530	Plant Biotechnology	6
Group 4 – One course from the following:		
GMGT 2070	Organizational Behaviour	
HRIR 2440	Human Resource Management	3
Total Credit Hours		15

Free Electives	24 CH
-----------------------	--------------

Suggested Progression of Animal Systems Program:

Year 1

Course	Course Name	Credit Hours
AGRI 1500	Natural Resources and Primary Agricultural Production	3
AGRI 1510	Production, Distribution and Utilization of Agricultural Products	3
BIOL 1020	Biology 1: Principles and Themes	3
BIOL 1030	Biology 2: Biological Diversity, Function and Interactions	3
CHEM 1300	University 1 Chemistry: Structure and Modelling in Chemistry	3
CHEM 1310 or CHEM 1320	University 1 Chemistry: An Introduction to Physical Chemistry	
	University 1 Chemistry: An Introduction to Organic Chemistry	3
STAT 1000	Basis Statistical Analysis 1	3

Or	Or	
Elective	Elective	
ECON 1010	Introduction to Microeconomic Principles	3
ECON 1020	Introduction to Macroeconomic Principles	3
One Math Course from the following:		
MATH 1200	Elements of Discrete Mathematics	
MATH 1210	Techniques of Classical and Linear Algebra	
MATH 1300	Vector Geometry and Linear Algebra	
MATH 1310	Matrices for Management and Social Sciences	
MATH 1500	Introduction to Calculus	
MATH 1520	Introductory to Calculus for Management and Social Sciences	3
Total Credit Hours		30

Year 2

Course	Course Name	Credit Hours
ABIZ 1000	Introduction to Agribusiness Management	3
AGRI 2030	Technical Communications	3
ANSC 2500	Animal Production	3
ANSC 2510	Anatomy and Physiology 1	3
ANSC 2520	Anatomy and Physiology 2	3
CHEM 2770/ MBIO 2770	Elements of Biochemistry 1	3
CHEM 2780/ MBIO 2780	Elements of Biochemistry 2	3
PLNT 2500	Crop Production	
PLNT 2520/ BIOL 2500	Genetics	3
Restricted/Free Electives/Philosophy/Co-op		3
Total Credit Hours		30

Year 3

Course	Course Name	Credit Hours
ABIZ 2510	Introduction to Agricultural and Food Marketing	3
AGEC 2370/ BIOL 2300	Principles of Ecology	3
ANSC 3500	Principles of Animal Genetics	3
ANSC 3510	Feeds and Feeding	3
ANSC 3530	The Animal and Its Environment	3
STAT 1000	Basis Statistical Analysis 1	3
Or	Or	
Elective if taken in Year One	Elective if taken in Year One	
Restricted/Free Electives/Philosophy/Co-op		12
Total Credit Hours		30

Year 4

Course	Course Name	Credit Hours
ANSC 3520	Animal Reproduction	3
ANSC 4560	Issues in Animal Agriculture	3
	Restricted Elective Group 1	3
	Restricted Elective Group 2	3
Restricted/Free Electives/Philosophy/ Co-op		18
Total Credit Hours		30

Chair and Program Advisor: C. Stasolla

Campus Address/General Office: 315 Agriculture Building

Telephone: (204) 474 6098

Email Address:

[claudio.stasolla @umanitoba.ca](mailto:claudio.stasolla@umanitoba.ca)

The Plant Biotechnology Program will provide an integrated and comprehensive study of genetic, physiological and pathological factors and modern technological processes associated with the sciences of plant improvement, production, protection, and utilization. The program will provide an understanding of the biological principles that determine the heredity, growth, and responses of plants and plant pathogens to cultural and environmental factors.

Plant Biotechnology Core (Required)		
Course	Course Name	Credit Hours
BIOL 2242	The Flowering Plants	3
BIOL 2260	Biology of Fungi and Lichens	3
BIOL 2520	Cell Biology	3
CHEM 2780/ MBIO 2780	Elements of Biochemistry 2	3
MBIO 1010	Microbiology 1	3
PLNT 2530	Plant Biotechnology	3
PLNT 3400/ BIOL 3400	Plant Physiology	3
PLNT 4600	Issues in Agricultural Biotechnology	3
Total Credit Hours		24

Restricted Electives		
Group 1 - Two courses from the following:		Credit Hours
ANSC 2500	Animal Production	
ANSC 4410/ PLNT 4410	Grassland Agriculture: Plant, Animal and Environment	
ENTM 3170	Crop Protection Entomology	
PLNT 2500	Crop Production	
PLNT 2510	Fundamentals of Horticulture	
PLNT 3540	Weed Science	6
Group 2 – Five Courses from the following:		
PLNT 3520	Principles of Plant Improvement	
PLNT 3570	Fundamentals of Plant Pathology	
PLNT 4310	Introductory Plant Genomics	

PLNT 4330	Intermediate Plant Genetics	
PLNT 4550	Developmental Plant Biology	
PLNT 4560	Secondary Plant Metabolism	
PLNT 4570	Research Methods in Plant Pathology	
PLNT 4580	Molecular Plant-Microbe Interactions	
PLNT 4590	Physiology of Crop Plants	
PLNT 4610	Bioinformatics	15
Total Credit Hours		21

Free Electives	27 CH
----------------	-------

Suggested Progression of Plant Biotechnology Program:

Year 1

Course	Course Name	Credit Hours
AGRI 1500	Natural Resources and Primary Agricultural Production	3
AGRI 1510	Production, Distribution and Utilization of Agricultural Products	3
BIOL 1020	Biology 1: Principles and Themes	3
BIOL 1030	Biology 2: Biological Diversity, Function and Interactions	3
CHEM 1300	University 1 Chemistry: Structure and Modelling in Chemistry	3
CHEM 1310 or CHEM 1320	University 1 Chemistry: An Introduction to Physical Chemistry University 1 Chemistry: An Introduction to Organic Chemistry	3
STAT 1000	Basis Statistical Analysis 1	3
Or	Or	
Elective	Elective	
ECON 1010	Introduction to Microeconomic Principles	3
ECON 1020	Introduction to Macroeconomic Principles	3
One Math Course from the following:		
MATH 1200	Elements of Discrete Mathematics	
MATH 1210	Techniques of Classical and Linear Algebra	
MATH 1300	Vector Geometry and Linear Algebra	
MATH 1310	Matrices for Management and Social Sciences	
MATH 1500	Introduction to Calculus	
MATH 1520	Introductory to Calculus for Management and Social Sciences	3
Total Credit Hours		30

Year 2

Course	Course Name	Credit Hours
BIOL 2242	The Flowering Plants	3
BIOL 2262	Biology of Fungi and Lichens	3
CHEM 2770/ MBIO 2770	Elements of Biochemistry 1	3
CHEM 2780/ MBIO 2780	Elements of Biochemistry 2	3
BIOL 2520	Cell Biology	3
PLNT 2520/ BIOL 2500	Genetics	3
PLNT 2530	Plant Biotechnology	3
AGRI 2030	Technical Communications	3
Restricted/Free Electives/Philosophy/ Co-op		6
Total Credit Hours		30

Year 3

Course	Course Name	Credit Hours
ABIZ 1000	Introduction to Agribusiness Management	3
AGEC 2370/ BIOL 2300	Principles of Ecology	3
MBIO 1010	Microbiology 1	3
PLNT 3400/ BIOL 3400	Plant Physiology	3
STAT 1000	Basis Statistical Analysis 1	3
Or	Or	
Elective if taken in Year One	Elective if taken in Year One	
Restricted/Free Electives/Philosophy/ Co-op		15
Total Credit Hours		30

Year 4

Course	Course Name	Credit Hours
PLNT 4600	Issues in Agricultural Biotechnology	3
Restricted/Free Electives/Philosophy/ Co-op		27
Total Credit Hours		30

Chair and Program Advisor: G. Johnson
Campus Address/General Office: 358 Agriculture Building
Telephone: (204) 474 9795
Email Address:

gary.johnson@umanitoba.ca

4.1.3 Bachelor of Science (Agribusiness)

Agribusiness students specialize in the people component of agriculture. This begins with the consumer, ends with the producer and involves all those along the food chain. Food production and distribution is undertaken in a business environment and agribusiness is the study of decision-making within this setting. Graduates gain insight into the agribusiness environment through mastering concepts in economics, finance, marketing and management. In addition to the faculty core courses, all students are required to take the B.Sc. (Agribusiness) degree core requirements. Students in Agribusiness are not required to take University 1 Chemistry as part of the Faculty Core requirement.

Through the choice of restricted electives, students will specialize in either agricultural economics, agribusiness management or international agribusiness. The respective agricultural economics, agribusiness management or international agribusiness options involve selecting restricted electives from courses offered by either the [Department of Economics](#), or the [Faculty of Management](#), or the [Faculty of Arts](#) through their cross-disciplinary programs.

Students selecting an option in agricultural economics can declare a minor in economics, and by meeting the additional requirements can qualify for a major in economics as well.

The international agribusiness option involves taking a minor in one of the cross disciplinary programs in the Faculty of Arts. International agribusiness requires knowledge of languages, cultures, and international political history, in addition to the other business skills required by the B.Sc. (Agribusiness) degree.

Degree Core (Required)		
Course	Course Name	Credit Hours
ABIZ 2510	Introduction to Agricultural and Food Marketing	3
ABIZ 2520	Introduction to Management Science	3
ABIZ 3080	Introduction to Econometrics	3
ABIZ 3510	Economics of Food Policy	3
ABIZ 4500	Agribusiness Strategies Seminar	3
ACC 1100	Introductory Financial Accounting	3
ECON 2010	Microeconomic Theory 1 (previously ECON 2450)	3
ECON 2020	Macroeconomic Theory 1 (previously ECON 2470)	3
HRIR 2440	Human Resource Management	3
One Math from the following*:		
MATH 1300	Vector Geometry and Linear Algebra	
MATH 1310	Matrices for Management and Social Sciences	
MATH 1500	Introduction to Calculus	
MATH 1520	Introductory to Calculus for Management and Social Sciences	3
*Agribusiness students require one of MATH 1300 or MATH 1310 and one of MATH 1500 or MATH 1520		
STAT 2000	Basic Statistical Analysis 2	3
Total Credit Hours		33

Restricted Electives

Group 1 - Three courses from the following:		Credit Hours
ABIZ 2390	Introduction to Environmental Economics	
AGEC 2370/ BIOL 2300	Principles of Ecology	
ANSC 2500	Animal Production	
PLNT 2500	Crop Production	9
Group 2 – Two Courses from the following:		
ABIZ 3120	Commodity Futures Markets	
ABIZ 3530	Farm Management	
ABIZ 3540	Financial Risk Management	
ABIZ 4260	Price Analysis	6
Total Credit Hours		15

Students must fulfill one of the following options:		
Agricultural Economics Option – At least nine credit hours from the Department of Economics, with three credit hours at the 3000 level.		9
Agribusiness Management Option – At least nine credit hours from the Faculty of Management		9
International Agribusiness Option – Minor in Asian Studies or Central and East European Studies or Latin American Studies as defined in the Faculty of Arts Chapter of the Undergraduate Calendar under cross-disciplinary programs.		18
Total credit hours		9-18

Free Electives		21-30 CH
Students are encouraged to take free electives from the following ten courses:		
ABIZ 1010	Economics of World Food Issues and Policies	
ABIZ 2120	World Agribusiness Study Tour	
ABIZ 2210	Transportation Principles	
ABIZ 3120	Commodity Futures Markets	
ABIZ 3530	Farm Management	
ABIZ 3540	Financial Risk Management	
ABIZ 3550	Environmental Policy	
ABIZ 3560	Agribusiness Portfolio Management	
ABIZ 4120	Intermediate Economics	
ABIZ 4260	Price Analysis	

Suggested Progression of Agribusiness Program:

Year 1

Course	Course Name	Credit Hours
ABIZ 1000	Introduction to Agribusiness Management	3
AGRI 1500	Natural Resources and Primary Agricultural Production	3
AGRI 1510	Production, Distribution and Utilization of Agricultural Products	3
ECON 1010	Introduction to Microeconomic Principles	3
ECON 1020	Introduction to Macroeconomic Principles	3
Two Biology courses as below:		

BIOL 1000	Biology: Foundations of Life	6
And	And	
BIOL 1010	Biology: Biological Diversity and Interactions	
OR		
BIOL 1020	Biology 1: Principles and Themes	6
And	And	
BIOL 1030	Biology 2: Biological Diversity, Function and Interactions	
One Math Course from the following:		
MATH 1300	Vector Geometry and Linear Algebra	
MATH 1310	Matrices for Management and Social Sciences	3
One Math Course from the following:		
MATH 1500	Introduction to Calculus	
MATH 1520	Introductory to Calculus for Management and Social Sciences	3
STAT 1000	Basic Statistical Analysis 1	3
Or	Or	
Free Elective	Free Elective	
Total Credit Hours		30

Year 2

Course	Course Name	Credit Hours
ABIZ 2510	Introduction to Agricultural and Food Marketing	3
ABIZ 2520	Introduction to Management Science	3
AGRI 2030	Technical Communications	3
ACC 1100	Introductory Financial Accounting	3
ECON 2010	Microeconomic Theory 1 (previously ECON 2450)	3
ECON 2020	Macroeconomic Theory 2 (previously ECON 2470)	3
STAT 1000	Basis Statistical Analysis 1	3
Or	Or	
Elective if taken in Year One	Elective if taken in Year One	
STAT 2000	Basic Statistical Analysis 2	3
Restricted/Free Electives/Philosophy/ Co-op		6
Total Credit Hours		30

Year 3

Course	Course Name	Credit Hours
ABIZ 3080	Introduction to Econometrics	3
ABIZ 3510	Economics of Food Policy	3
HRIR 2440	Human Resource Management	3

Restricted/Free Electives/Philosophy/ Co-op	21
Total Credit Hours	30

Year 4

Course	Course Name	Credit Hours
ABIZ 4500	Agribusiness Strategies Seminar	3
Restricted/Free Electives/Philosophy/ Co-op		27
Total Credit Hours		30

Chair and Program Advisor: M. Tenuta

Campus Address/General Office: 309 Ellis Building

Telephone: (204) 290 7827

Email Address:

[mario.tenuta @umanitoba.ca](mailto:mario.tenuta@umanitoba.ca)

4.1.4 Bachelor of Science (Agroecology)

The Agroecology program provides students with an understanding of the natural processes in the agroecosystem and the impact of agricultural practices on these processes. The program emphasizes three areas: ecological sciences, agricultural production, and the social and economic implications of environmental management. Students will develop an understanding of how to manage natural and agricultural resources in a manner that enhances economic production while maintaining the integrity of natural and agricultural environments. An undergraduate research project is completed during third and fourth years as part of **AGEC 3510** and **AGEC 4550**. Graduates are prepared for careers at the technical and management levels in government and non-government agencies involved in planning and management of natural and agricultural resources. By appropriate choice of free elective courses, students can prepare for graduate studies.

In addition to the courses prescribed in the faculty core for all students in the Faculty of Agricultural and Food Sciences, the following courses are prescribed for students in the program leading to the B.Sc. Agroecology.

Degree Core (Required)		
Course	Course Name	Credit Hours
ABIZ 2390/ ECON 2390	Introduction to Environmental Economics	3
AGEC 2370/ BIOL 2300	Principles of Ecology	3
AGEC 3510	Agroecology	3
AGEC 4510	Applications in Agroecology	3
AGEC 4550	Project in Agroecology	6
ANSC 2500	Animal Production	3
BIOL 3312	Community Ecology	3
CHEM 2770/ MBIO 2770	Elements of Biochemistry 1	3
PLNT 2500	Crop Production	3
PLNT 2520	Genetics	3
SOIL 3600	Soils and Landscapes in Our Environment	3
Total Credit Hours		36

Restricted Electives		
Group 1 – Agricultural Science		Credit Hours
Three courses from the following:		
Any 2000, 3000 or 4000 level course from -		
ANSC	Department of Animal Science	
ENTM	Department of Entomology	
PLNT	Department of Plant Science	9
Group 2 – Land Science		
Two courses from the following:		
Any 3000 or 4000 level course from -		
SOIL	Department of Soil Science	
Or		
GEOG 2250	Introduction to Geographic Information systems	6
Group 3 – Policy and Economics		
One course from the following:		
Any 3000 or 4000 level course from -		
ABIZ	Department of Agribusiness	3
Total Credit Hours		18

Free Electives	27 CH
-----------------------	--------------

Suggested Progression of Agroecology Program:

Year 1

Course	Course Name	Credit Hours
AGRI 1500	Natural Resources and Primary Agricultural Production	3
AGRI 1510	Production, Distribution and Utilization of Agricultural Products	3
BIOL 1020	Biology 1: Principles and Themes	3
BIOL 1030	Biology 2: Biological Diversity, Function and Interactions	3
CHEM 1300	University 1 Chemistry: Structure and Modelling in Chemistry	3
CHEM 1310 or CHEM 1320	University 1 Chemistry: An Introduction to Physical Chemistry University 1 Chemistry: An Introduction to Organic Chemistry	 3
STAT 1000	Basic Statistical Analysis 1	3
ECON 1010	Introduction to Microeconomic Principles	3
ECON 1020	Introduction to Macroeconomic Principles	3
One Math Course from the following:		
MATH 1200	Elements of Discrete Mathematics	
MATH 1210	Techniques of Classical and Linear Algebra	
MATH 1300	Vector Geometry and Linear Algebra	
MATH 1310	Matrices for Management and Social Sciences	
MATH 1500	Introduction to Calculus	
MATH 1520	Introductory to Calculus for Management and Social Sciences	3
Total Credit Hours		30

Year 2

Course	Course Name	Credit Hours
ABIZ 1000	Agribusiness Management	3
AGRI 2030	Technical Communications	3
AGEC 2370/ BIOL 2300	Principles of Ecology	3
ANSC 2500	Animal Production	3
CHEM 2770/ MBIO 2770	Elements of Biochemistry 1	3
PLNT 2500	Crop Production	3
PLNT 2520	Genetics	3
STAT 1000	Basic Statistical Analysis 1	3
Restricted/Free Electives/Philosophy/ Co-op		6
Total Credit Hours		30

Year 3

Course	Course Name	Credit Hours
ABIZ 2390/ ECON 2390	Introduction to Environmental Economics	3
AGEC 3510	Agroecology	3
BIOL 3312	Community Ecology	3
SOIL 3600	Soils and Landscapes in Our Environment	3
Restricted/Free Electives/Philosophy/ Co-op		18
Total Credit Hours		30

Year 4

Course	Course Name	Credit Hours
AGEC 4510	Applications in Agroecology	3
AGEC 4550	Project in Agroecology	6
Restricted/Free Electives/Philosophy/ Co-op		21
Total Credit Hours		30

NOTES:

* **ENTM 2050** Introductory Entomology is a prerequisite for most courses in entomology. Students contemplating additional entomology courses as free electives are advised to take **ENTM 2050** in second year.

Chair: Dr. Claudia Narvaez

Program Advisor: Taylor Friesen

Campus Address/General Office: 160 Agriculture Building

Telephone: (204) 474 7045

Email Address:

4.1.5 Bachelor of Science (Food Science)

The B.Sc. degree program in Food Science provides the academic foundation of knowledge and skills for the wide range of activities in food science and technology. The degree program is structured in course offerings and content to enhance the competence of graduating students by providing greater emphasis in communications, critical thinking, computer literacy and statistics which are basic requirements of a modern professional environment. The B.Sc. degree program in Food Science is accredited by the Institute of Food Technologists (IFT).

The B.Sc. (Food Science) degree program offers two options: A Science Option and a Business Option. Students will elect one of two options of study. Both Food Science options require students to complete the Faculty Core courses. A description of each program and their requirements follows after the B.Sc. Food Science Degree Core.

Degree Core (Required)		
Course	Course Name	Credit Hours
CHEM 2770/ MBIO 2770	Elements of Biochemistry 1	3
FOOD 2500	Food Chemistry	3
FOOD 3010	Food Process 1	3
FOOD 4120	Food Science Seminar	3
FOOD 4150	Food Microbiology 1	3
FOOD 4160	Food Analysis 1	3
FOOD 4200	Quality Control in Foods	3
FOOD 4510	Food Product Development	3
HNSC 1210	Nutrition for Health and Changing Lifestyles	3
STAT 2000	Basic Statistical Analysis 2	3
One Math Course from the following:		
MATH 1500	Introduction to Calculus	
MATH 1520	Introduction to Calculus for Management and Social Sciences	3
Total Credit Hours		33

Food Science – Science Option

The principal areas covered are food processing, chemistry, analysis and safety. The Food Science program specifies ten required and a minimum of three restricted elective courses in Food Science. As well, students must select a minimum of three credit hours from a prescribed list of courses in critical thinking and ethics. Twenty-one credit hours of free electives are available and can be selected in Food Science. This will ensure a strong academic base in Food Science and accommodate a satisfactory level of Food Science specialization.

In addition to the courses required for the faculty core and the Food Science Degree Core the following courses are prescribed for the program leading to a B.Sc. in Food Science – Science Option.

Science Option Core (Required)		
Course	Course Name	Credit Hours
BIOE 3530	Engineering Fundamentals	3
CHEM 1310*	University 1 Chemistry: Introduction to Physical Chemistry	3
CHEM 1320*	University 1 Chemistry: Introduction to Organic Chemistry	3
*Both CHEM 1310 and CHEM 1320 are required for the Food Science – Science Option program. One of these courses will be credited as part of the Faculty Core.		
FOOD 3210	Food Engineering Fundamentals	3
FOOD 4010	Food Process 2	3

FOOD 4250	Food Analysis 2	3
MBIO 1010	Microbiology 1	3
MKT 2210	Fundamentals of Marketing	3
Total Credit Hours		21

Restricted Electives		
Group 1 – Food Safety		Credit Hours
One course from the following:		
AGRI 2190	Toxicology Principles	
And	And	
ANSC 2530	Nutritional Toxicology	
FOOD 1000	Food Safety, Today and Tomorrow	
FOOD 4310	Introduction to HACCP	
FOOD 4500	Food Safety and Regulations	3
Group 2 – General		
Two courses from the following:		
FOOD 3160	Frozen Dairy Products	
FOOD 3170	Cheese and Fermented Milk Products	
FOOD 3220	Grains for Food and Beverage	
FOOD 3500	Processing of Animal Food Products	
FOOD 4230	Food Research	
FOOD 4260	Water Management in Food Processing	
FOOD 4540	Functional Foods and Nutraceuticals	
HNSC 4270	Sensory Evaluation	6
Total Credit Hours		9

Free Electives	21 CH
----------------	-------

Suggested Progression of Food Science (Science Option) Program:

Year 1

Course	Course Name	Credit Hours
AGRI 1500	Natural Resources and Primary Agricultural Production	3
AGRI 1510	Production, Distribution and Utilization of Agricultural Products	3
BIOL 1020	Biology 1: Principles and Themes	3
BIOL 1030	Biology 2: Biological Diversity, Function and Interactions	3
CHEM 1300	University 1 Chemistry: Structure and Modelling in Chemistry	3
CHEM 1310 or CHEM 1320	University 1 Chemistry: An Introduction to Physical Chemistry University 1 Chemistry: An Introduction to Organic Chemistry	3
ECON 1010	Introduction to Microeconomic Principles	3
ECON 1020	Introduction to Macroeconomic Principles	3
One Math Course from the following:		
MATH 1300	Vector Geometry and Linear Algebra	

MATH 1310	Matrices for Management and Social Sciences	3
One Math Course from the following:		
MATH 1500	Introduction to Calculus	
MATH 1520	Introductory to Calculus for Management and Social Sciences	3
Total Credit Hours		30

Year 2

Course	Course Name	Credit Hours
AGRI 2030	Technical Communications	3
CHEM 1310 or CHEM 1320	University 1 Chemistry: An Introduction to Physical Chemistry	
	University 1 Chemistry: An Introduction to Organic Chemistry	3
CHEM 2770/ MBIO 2770	Elements of Biochemistry 1	3
FOOD 2500	Food Chemistry	3
MBIO 1010	Microbiology 1	3
STAT 1000	Basic Statistical Analysis 1	3
STAT 2000	Basic Statistical Analysis 2	3
Restricted/Free Electives/Philosophy/ Co-op		9
Total Credit Hours		30

Year 3

Course	Course Name	Credit Hours
BIOE 3530	Engineering Fundamentals	3
FOOD 3010	Food Process 1	3
FOOD 3210	Food Engineering Fundamentals	3
FOOD 4150	Food Microbiology 1	3
FOOD 4160	Food Analysis 1	3
FOOD 4250	Food Analysis 2	3
HNSC 1210	Nutrition for Health and Changing Lifestyles	3
MKT 2210	Fundamentals of Marketing	3
Restricted/Free Electives/Philosophy/ Co-op		6
Total Credit Hours		30

Year 4

Course	Course Name	Credit Hours
FOOD 4010	Food Process 2	3
FOOD 4120	Food Science Seminar	3
FOOD 4200	Quality Control in Foods	3
FOOD 4510	Food Product Development	3
Restricted/Free Electives/Philosophy/ Co-op		18
Total Credit Hours		30

****While both CHEM 1310 and CHEM 1320 are required for the Food Science-Science Option program, normally only one is taken in second year.**

Food Science – Business Option

The B.Sc. degree Program in Food Science now offers a Business option which now allows students to specialize in the program. The Business option specifies eight required courses and a minimum of one course from selected groups of Food Science courses plus one course from a selected group of philosophy courses. Additional required courses from Agribusiness and The Faculty of Management provide a level of specialization in economics, finance, marketing and management. There are also twenty-one credit hours (seven courses) available for free electives.

In addition to the courses required for the faculty core and the Food Science Degree Core the following courses are prescribed for the program leading to a B.Sc. in Food Science – Business Option.

Business Option Core (Required)		
Course	Course Name	Credit Hours
ABIZ 3510	Economics of Food Policy	3
ACC 1100	Introductory Financial Accounting	
ECON 2010	Microeconomic Theory 1 (previously ECON 2450)	3
ECON 2020	Macroeconomic Theory 1 (previously ECON 2470)	3
FOOD 4500	Food Safety and Regulations	3
HRIR 2440	Human Resource Management	3
Total Credit Hours		18

Restricted Electives		
Group 1 – Marketing		Credit Hours
Two courses from the following:		
ABIZ 2510	Introduction to Agricultural and Food Marketing	
ABIZ 3520	Food Distribution and International Marketing	
MKT 2210	Fundamentals of Marketing	6
Group 2 – General		
One Course from the following:		
AGRI 2190	Toxicology Principles	
And	And	
ANSC 2530	Nutritional Toxicology	
FOOD 1000	Food Safety, Today and Tomorrow	
FOOD 3160	Frozen Dairy Products	
FOOD 3170	Cheese and Fermented Milk Products	
FOOD 3220	Grains for Food and Beverage	
FOOD 3500	Processing of Animal Food Products	
FOOD 4250	Food Analysis 2	
FOOD 4260	Water Management in Food Processing	
FOOD 4310	Introduction to HACCP	
FOOD 4540	Functional Foods and Nutraceuticals	3
Total Credit Hours		9

Free Electives	21 CH
-----------------------	-------

Suggested Progression of Food Science (Business Option) Program:

Year 1

Course	Course Name	Credit Hours
AGRI 1500	Natural Resources and Primary Agricultural Production	3
AGRI 1510	Production, Distribution and Utilization of Agricultural Products	3
BIOL 1020	Biology 1: Principles and Themes	3
BIOL 1030	Biology 2: Biological Diversity, Function and Interactions	3
CHEM 1300	University 1 Chemistry: Structure and Modelling in Chemistry	3
CHEM 1310 or CHEM 1320	University 1 Chemistry: An Introduction to Physical Chemistry University 1 Chemistry: An Introduction to Organic Chemistry	3
ECON 1010	Introduction to Microeconomic Principles	3
ECON 1020	Introduction to Macroeconomic Principles	3
One Math Course from the following:		
MATH 1300	Vector Geometry and Linear Algebra	
MATH 1310	Matrices for Management and Social Sciences	3
One Math Course from the following:		
MATH 1500	Introduction to Calculus	
MATH 1520	Introductory to Calculus for Management and Social Sciences	3
Total Credit Hours		30

Year 2

Course	Course Name	Credit Hours
ABIZ 1000	Introduction to Agribusiness Management	3
ACC 1100	Introductory Financial Accounting	3
AGRI 2030	Technical Communications	3
CHEM 2770/ MBIO 2770	Elements of Biochemistry 1	3
FOOD 2500	Food Chemistry	3
HRIR 2440	Human Resource Management	3
STAT 1000	Basic Statistical Analysis 1	3
STAT 2000	Basic Statistical Analysis 2	3
Restricted/Free Electives/Philosophy/ Co-op		6
Total Credit Hours		30

Year 3

Course	Course Name	Credit Hours
ECON 2010	Microeconomic Theory 1	3
ECON 2020	Macroeconomic Theory 1	3
FOOD 3010	Food Process 1	3
FOOD 4150	Food Microbiology 1	3

FOOD 4160	Food Analysis 1	3
HNSC 1210	Nutrition for Health and Changing Lifestyles	3
Restricted/Free Electives/Philosophy/ Co-op		12
Total Credit Hours		30

Year 4

Course	Course Name	Credit Hours
ABIZ 3510	Economics of Food Policy	3
FOOD 4120	Food Science Seminar	3
FOOD 4200	Quality Control in Foods	3
FOOD 4500	Food Safety and Regulations	3
FOOD 4510	Food Product Development	3
Restricted/Free Electives/Philosophy/ Co-op		15
Total Credit Hours		30

School of Agriculture

Modification:

DAGR 0660 - Special Topics in General Agriculture Cr.Hrs. 3 0.0
Selected topics of current interest in General Agriculture. Prerequisite: Written consent of
Director of the School of Agriculture. The course content may vary. Students can earn multiple
credits for this course only when the topic subtitle is different.

Net change in credit hours: 0.0

Modifications to the **Diploma in Agriculture** are outlined on the next page.

Undergraduate Academic Calendar Content:

3.3 Academic Regulations for Diploma Program

Requirements for Graduation

To qualify for the Diploma in Agriculture a student must have attained a cumulative GPA of at least 2.00 with a minimum grade of "D" in courses totalling 93 credit hours including all those on the prescribed list. Elective courses in which failures were obtained may be substituted for and need not be repeated, except to help meet the requirements of the scholastic standards described previously.

Part-Time vs. Full-Time Status for Students

A student is considered to be equivalent to full-time if at least 60 per cent of the normal full-time course load is attempted in the academic term or session.

Transfers of Credit From Other Programs

The following University of Manitoba, Faculty of Agricultural and Food Sciences degree courses (with a minimum grade of C) can qualify for credit towards the Agriculture Diploma Program:

ABIZ 1000 – Introduction to Agribusiness Management (3 credit hours) transfer for credit for **the former** ABIZ 0680 Agribusiness Management (4 credit hours)

AGRI 1500 Natural Resources and Primary Agricultural Production (3 credit hours) transferred for credit for DAGR 0420 Introductory Soils and Crops (4 credit hours)

AGRI 1510 Production, Distribution and Utilization of Agricultural Production (3 credit hours) transferred for credit as 4 credit hours as a free elective.

AGRI 2030 Technical Communications (3 credit hours) transferred as credit for DAGR 0410 Communications and Learning Skills (4 credit hours)

ENTM 1000 – World of Bugs (3 credit hours) transfer for credit as a 3 credit hour free elective.

PLNT 1000 - Urban Agriculture (3 credit hours) transfer for credit as a 3 credit hour free elective.

PLNT 2500 Crop Production (3 credit hours) transfer credit towards PLNT 0410 Cereal and Oilseed Production Practices (4 credit hours)

Courses taken outside the Faculty of Agricultural and Food Sciences or outside of the University of Manitoba can qualify for credit towards the Agriculture Diploma program if the course content and the student's performance are deemed appropriate by the department concerned.

Students who desire to receive such credit should contact the Academic Advisor of the School of Agriculture.

Faculty of Architecture

Modifications:

EVDS 1600 Introduction to Environmental Design Cr.Hrs. 3 0.0

An introduction to the philosophies, theories, practices, processes and methods that collectively compose the discipline of Environmental Design. The focus will be on the social, environmental, and technological issues that shape the built environment and on an examination of the challenges and roles facing environmental designers in the contemporary world.

EVDS 1602 Visual Literacy and Communication Cr.Hrs 3 0.0

This course examines the contemporary visual and spatial environment, its critical historical influences and emerging cultural issues. The structure of image and form, the foundations of spatial and visual knowledge and the importance of materiality as they pertain to Environmental Design will be advanced as well as disciplinary appropriate methods of communication.

EVDS 1660 History of Culture, Ideas and Environment 1 Cr.Hrs. 3 0.0

Historical survey of key works from the foundations of civilization to the Enlightenment, including interdisciplinary perspectives in art, architecture, interior design, landscape architecture and urban planning considered in the physical, socio-economic, political, artistic and cultural contexts. May not be held with FAAH 1030.

EVDS 1670 History of Culture, Ideas and Environment 2 Cr.Hrs 3 0.0

A historical survey of western movements in art, architecture, interior design, landscape architecture and urban planning considered within the physical, socio-economic, political, artistic and cultural context. An introduction to the historical influence of the art, design and culture of non-western traditions will be included. Emphasis is on works created after the Enlightenment. May not be held with FAAH 1040. Prerequisite: EVDS 1660.

EVDS 1680 Environmental Technology Cr.Hrs. 3 0.0

An examination of the scientific principles embodied in the natural laws which govern the science and technology of building, landscape and environmental design in the context of sustainable development. Factors of climate, geology and natural resource systems and their effects upon the built environment at a range of scales are introduced.

EVDS 2100 Urban Media Lab Cr.Hrs. 3 0.0

An introduction to visual methods of representation and related media including drawing, photography and video. The intention is to critically engage the urban and suburban contexts as a laboratory for investigating cultural values, aesthetic issues, design principles, and representational techniques, 'prerequisite' to undertaking design studio work. Course evaluated on a pass/fail basis.

EVDS 2200 Ecology and Design Cr.Hrs. 3 0.0

An examination of principles of Ecology and Design works in which these tenets are considered, engaged, and/or demonstrated. Topics fundamental to the science of Ecology will structure the course content. Emphasis will be placed on understanding the forces and systems working within and between natural, social and human environments. Prerequisite: EVDS 2702.

EVDS 2300 Materials, Structures and Assemblies Cr.Hrs. 3 0.0

This course provides an introduction to applied statics, construction materials and construction system assemblies for landscape, building, and interior constructions. Construction material

properties and applications, including impacts on resource depletion and on sustainable building practices will be introduced along with basic strategies and methods to analyze and calculate forces in simple structures. Prerequisite: EVDS 1680 (C+).

EVDS 2400 Visual Media 1 Cr. Hrs. 3 0.0
An introduction to technical and free-hand drawing processes and techniques, and in various media - to develop, to express, and to communicate design intentions. The focus will be directed to abstract and concrete methods of representation. Emphasis will be placed on the integral relationship between thinking, drawing, and making in relation to critically observing the world at large, and in relation to design studio work. Prerequisite: EVDS 1602 (C+). Corequisite: EVDS 2500.

EVDS 2500 Design Studio 1 Cr.Hrs. 6 0.0
Introduction to the elements and principles of visual and spatial design, design process and techniques, requisite methods of representation and communication, and design intentions. Studio work will explore different ways of space and form-making, beginning at the site of the body, in both abstract and environmental contexts. Prerequisite: EVDS 1600 (C+). Corequisite: EVDS 2400.

EVDS 2600 Tectonic Precedent Cr.Hrs. 3 0.0
An examination of seminal built works of environmental design, at a range of scales, from the 19th and 20th centuries, with an emphasis on examples that are representative of diverse positions of key issues in contemporary design practice. Methodologically, this course endeavors to critically evaluate the relationships between perception, intention, and making through the exploration of the material and tectonic nature of the work(s). Prerequisite: EVDS 1670 (C+).

EVDS 2702 Natural and Human Systems Cr.Hrs. 3 0.0
An application of the scientific principles embodied in the natural laws which govern environmental design. Aspects of the bio-physical factors, energy, human physiology and perception, comfort, and resource management are reviewed in the context of sustainable planning and design practices. Prerequisite: EVDS 1680 (C+).

EVDS 2800 Visual Media 2 Cr.Hrs. 3 0.0
This course bridges technical and freehand drawing introduced in Visual Media 1, with computer/digital media. This course advances contemporary digital media in relation to emerging modes of 2, 3, and 4 dimensional modes of representation, in the context of design studio work, and in relation to graphic standards associated with professional design practice. Prerequisite: EVDS 2400. Corequisite: EVDS 2900.

EVDS 2900 Design Studio 2 Cr.Hrs. 6 0.0
An exploration of the fundamental relationships between space, form and order in the context of the built environment, from body to place. Pedagogical. emphasis will be directed towards design process, cultural intentions, and environmental accountability. Prerequisite: EVDS 2500. Corequisite: EVDS 2800.

EVLU 3006 Studio 3: Dwelling/Precinct/Everyday Life Cr.Hrs 9 0.0
A studio / lecture course that examines the notion of dwelling through spatial design with a concentration at the scale of the precinct in the private to semi-private realm focusing on the needs of the individual, on spatial qualities, materials, and site design detail. Theoretical, analytical, conceptual, design, planning and communication skills in landscape + urbanism will

be developed and applied in distinct projects. Emphasis is on habitat by design, issues of contested space, ecological design, and sustainability. The course may include a field trip (location and cost to be determined on a yearly basis) and will include an obligatory pre-term drawing workshop.

EVLU 3012 Site Morphology and Grading Cr.Hrs. 3

0.0

An examination of the means and methods used to create landscapes that are shaped by earthwork grading. This will include the study of the forces, principles, and techniques in the modelling and manipulation of the ground plane and the resolution of cultural, ecological and hydrological design considerations implicit in landform design. The course may include a pre-term drafting workshop.

Net change in credit hours: 0.0

Program modifications:

Modifications to the **Bachelor of Environmental Design** program are outlined on the next 5 pages.

FACULTY OF ARCHITECTURE ADMISSION REQUIREMENTS AND PROGRAM CHART
January 18, 2018

SECTION 2: ADMISSION REQUIREMENTS

2.1 Bachelor of Environmental Design (B.Env.D)

To be considered for admission into the Bachelor of Environmental Design Program an applicant must have completed 30 credit hours of university-level coursework with an overall minimum adjusted grade point average of 2.50. ~~For a detailed outline of the admission requirements please see our web site at umanitoba.ca/environmentaldesign.~~ **All admission**

requirements, as well as application deadline dates and forms, are included in the applicant information bulletin that is available at the following website:

http://umanitoba.ca/faculties/architecture/programs/edesign/ED_admissions.html

Required Courses

REQUIRED COURSES			
Course #	Course Title	Credit Hours	Min. Grade ^f
EVDS 1600	Introduction to Environmental Design	3	C+
EVDS 1602	Visual Literacy	3	C+
EVDS 1680	Environmental Technology	3	C+
University Written English Course ¹		3	C
University Mathematics Course ¹		3	C
Open Electives ²		15	C
Total Required Credit Hours		30	

Note 1: Students must satisfy the University Written English (W) and Mathematics Course (M) at the 1000 level or higher

<http://crscalprod.ad.umanitoba.ca/Catalog/ViewCatalog.aspx?pageid=viewcatalog&catalogid=320&chapterid=3995&topicgroupid=21579&loaduseredits=False>

Note 2: EVDS 1660 History of Culture, Ideas and Environment 1 and EVDS 1670 History of Culture, Ideas and the Environment 2 must be completed as part of the degree program prior to, or after admission to the ED program. Students should be aware that EVDS 1670 is a prerequisite for EVDS 2600 Tectonic Precedent.

SECTION 4: PROGRAM AND GRADUATION REQUIREMENTS

4.1 Bachelor of Environmental Design

~~Course Sequence~~

~~Complete 30 credit hours of University study via Option 1 or Option 2~~

~~Please note that Option 1 is the recommended route for students applying through University 1 or another program at the University of Manitoba, and that Option 2 is intended for students applying from outside the University of Manitoba.~~

~~Option 1 Admissions Requirement~~

~~Course No. Credit Hours~~

EVDS 1600 Introduction to Environmental Design	3
EVDS 1602 Visual Literacy	3
EVDS 1660 History of Culture, Ideas and Environment 1	3
EVDS 1670 History of Culture, Ideas and Environment 2	3
Faculty of Arts	6
Faculty of Science	6
Faculty of Arts, Science, or Environment, Earth and Resources	6
Total Credit Hours	30

~~Option 2~~

Electives	12
Faculty of Arts	6
Faculty of Science	6
Faculty of Arts, Science, or Environment, Earth, and Resources	6
Total Credit Hours	30

Year 1

EVDS 1600 Introduction to Environmental Design	3
EVDS 1602 Visual Literacy and Communication	3
EVDS 1660 History of Culture, Ideas and Environment 1	3
EVDS 1670 History of Culture, Ideas and Environment 2	3
EVDS 1680 Environmental Technology	3
University Written English Course ¹	3
University Mathematics Course ¹	3
Open Elective Credits	9
Total Credit Hours	30

Note 1: The University Written English (W) and Mathematics Course (M) requirements and Open Electives must be at the 1000 level or higher.

<http://crscalprod.ad.umanitoba.ca/Catalog/ViewCatalog.aspx?pageid=viewcatalog&catalogid=320&chapterid=3995&topicgroupid=21579&loaduseredits=False>

Year 2

EVDS 2100 Urban Media Lab (Pre-Fall)	3
EVDS 2200 Ecology and Design	3
EVDS 2300 Materials, Structures and Assemblies	3
EVDS 2400 Visual Media 1	3
EVDS 2500 Design Studio 1	6
EVDS 2600 Tectonic Precedent	3
EVDS 2702 Natural and Human Systems	3
EVDS 2800 Visual Media 2	3
EVDS 2900 Design Studio 2	6
Total Credit Hours	33

INTERMEDIATE STUDIES (Option Years 3 and 4)**Year 3: Architecture Option**

EVAR 3000 Pre-Modern Architectural History and Theory 1	3
EVAR 3002 Pre-Modern Architectural History and Theory 2	3
EVAR 3004 Architectural Technology 1- Structural and Sustainable Use of Materials	3
EVAR 3006 Architectural Technology 2 – Building Construction, Structures and Envelopes	3
EVAR 3008 Architecture Design Studio 1	9
EVAR 3010 Architecture Design Studio 2	9
EVAR 3014 Drawing: Freehand & Digital	3
Total Credit Hours	33

Year 4: Architecture Option

EVAR 4000 Modern Architectural History and Theory 1	3
EVAR 4006 Modern Architectural History and Theory 2	3
EVAR 4002 Architectural Technology 3 - Building Systems	3
EVAR 4008 Architectural Technology 4 - Comprehensive Design Technology Report	3
EVAR 4004 Architecture Design Studio 3	9
EVAR 4010 Architecture Design Studio 4	9
Elective	3
Total Credit Hours	33

Year 3: Interior Environments Option

EVIE 3002 Interior Design History and Theory 1	3
EVIE 3004 Materials, Assemblies and Detailing	3
EVIE 3006 Interior Design Media	3
EVIE 3008 Interior Design Studio 3.1	6
EVIE 3010 Interior Design Studio 3.2	6
EVIE 3012 Interior Light and Colour	3
EVIE 4006 Design Methods and Processes	3
EVIE 4008 Digital Media (Winter 2014)	3
Elective	3
Total Credit Hours	33

Year 4: Interior Environments Option

EVIE 3000 Field Studies or EVIE 3016 Topics in Interior Design	3
EVIE 4002 Indoor Systems 1	3
EVIE 4004 Indoor Systems 2	3
EVIE 4010 Interior Design Studio 4.1	6
EVIE 4012 Interior Design Studio 4.2	6
EVIE 4014 Advanced Interior Design Media	3
EVIE 4000 Interior Design History and Theory 2	3
EVIE 3014 Human Factors and Environmental Experience	3
Electives*	6
Total Credit Hours	33

~~*Please note: All students in 4th Year IE Option must do 6 credit hours of Elective courses. EVIE 3000 can be used as three hours towards this requirement but enrolment is limited.~~

Note: All students in 4th Year IE Option must complete 6 credit hours of Elective courses. EVIE 3000 and/or EVIE 3016 can be used towards this requirement.

Year 3: Landscape + Urbanism Option

EVLU 3000 History of Designed Environments	3
EVLU 3002 Site Planning	3
EVLU 3004 Ecology + Design 2	3
EVLU 3006 Studio 3: Dwelling / Precinct / Everyday Life	9
EVLU 3008 Studio 4: Networks and Infrastructure	9
EVLU 3010 Landscape + Urbanism Theory	3
EVLU 3012 Site Morphology and Grading	3
Total Credit Hours	33

Year 4: Landscape + Urbanism Option

EVLU 4000 Philosophy, Ethics and Aesthetics	3
EVLU 4002 Construction Materials (Alternate 1)*	3
EVLU 4004 Inquiry by Design (Alternate 2)* -not offered-	3
EVLU 4006 Special Topics in Community Design (Alternate 3)*	3
EVLU 4008 Plants, Ecosystems and Design (Alternate 4)*	3
EVLU 4010 Community Design Process and Method*	3
Method*	
EVLU 4012 Studio 5: Possible Urbanism(s)	9
EVLU 4014 Studio 6: Emergent Futures	9
EVLU 4016 History of Landscape + Urbanism	3
EVLU 4018 Principles of Urban Design	3
Total Credit Hours	33

***Students must complete at least 2 of the courses designated with an Asterisk.**

Students progressing to the Master of Landscape Architecture at the University of Manitoba are required to take courses EVLU 4002 Construction Materials and EVLU 4008 Plants, Ecosystems and Design.

**Environmental Design, Cooperative Education/Integrated Work Program (Coop/I)
3000 and 4000 Level**

EVDS 3800 Cooperative Education/Integrated Work Program Work Term 1	1
EVDS 3900 Cooperative Education/Integrated Work Program Work Term 2	1
EVDS 4800 Cooperative Education/Integrated Work Program Work Term 3	1
EVDS 4900 Cooperative Education/Integrated Work Program Work Term 4	1
Total Credit Hours	4

Faculty of Arts

Classics

Modifications:

CLAS 2612 Greek Literature in Translation Cr. Hrs. 3	0.0
CLAS 2622 Latin Literature in Translation Cr. Hrs. 3	0.0

- The modified courses now satisfy the Written English (W) requirement.

Net change in credit hours: 0.0

Program modifications:

Modifications to the following programs are outlined on the next page:

- **Bachelor of Arts (General Major) in Classical Studies**
- **Bachelor of Arts (Single Advanced Major) in Classical Studies**
- **Bachelor of Arts (Double Advanced Major) in Classical Studies**
- **Minor (Concentration) in Classical Studies**

Classics – Classical Studies

- Modification of List A [used in the General Major, Single Advanced Major, Double Advanced Major and Minor (Concentration)]

Added material

~~Deleted material~~

8.7.3 Classical Studies

List A: Approved List of Courses Offered by Other Departments Acceptable for Credit in a Major/Minor (Concentration) in Classical Studies

History		
HIST 2420	The Medieval World (D)	6
Philosophy		
PHIL 2650	Plato	3
PHIL 2660	Aristotle	3
Religion		
<u>RLGN 2112</u>	<u>Medicine, Magic, and Miracle in the Ancient World</u>	<u>3</u>
RLGN 2550	History of Early Christian Thought	3
RLGN 2730	Jews and Judaism in Antiquity	3
RLGN 3640	Religion in the Hellenistic and Roman Mediterranean	3

Economics

Modification:

ECON 3160 Managerial Economics Cr.Hrs. 3

0.0

An introduction to the economic foundations of managerial decision making, which includes pricing strategies, boundaries of the firm, investment in human capital, and incentive contract design. Also offered by Management as GMGT 3160. May not be held with GMGT 3160.

Prerequisite: [a grade of "C" or better in both ECON 1010 (or ECON 1011) and ECON 1020 (or ECON 1021), or the former ECON 1200, or the former ECON 1201] and [a grade of "C" or better in MATH 1230 or MATH 1500 (or MATH 1501) or MATH 1510 or MATH 1520].

Net change in credit hours: 0.0

Program modifications:

Modifications to the following programs are outlined on the next 2 pages:

- **Bachelor of Arts (Honours) in Mathematics - Economics**
- **Bachelor of Arts (Honours) in Statistics - Economics**

Economics

- Modification of the Economics-Mathematics Joint Honours Program Notes

Added material
~~Deleted material~~

8.9.4 Economics-Mathematics Joint Honours Program

YEAR 1	YEAR 2	YEAR 3	YEAR 4
JOINT HONOURS² TOTAL: 120 CREDIT HOURS			
<ul style="list-style-type: none"> Both ECON 1010 and ECON 1020, or both ECON 1210 and ECON 1220 <p>MATH 1220¹, MATH 1230¹, MATH 1232¹, MATH 1240¹</p> <ul style="list-style-type: none"> STAT 1150^{1,2} COMP 1010² 6 credit hours of electives, which should include the required "Written English" course 	<ul style="list-style-type: none"> ECON 2010, ECON 2020 MATH 2020, MATH 2080, MATH 2090, MATH 2150, MATH 2180 9 credit hours of approved electives 	<ul style="list-style-type: none"> ECON 3010, ECON 3020, ECON 3040² MATH 2030, MATH 2160, MATH 3320, MATH 3340, MATH 3440, MATH 3470, MATH 3472 24 credit hours of approved Economics courses³ 3 credit hours from MATH 2140, MATH 3420, MATH 3460, MATH 4370, or any Mathematics course at the 4000 level 3 credit hours of Mathematics courses at the 3000 or 4000 level 	
30 HOURS	30 HOURS	60 HOURS	
NOTES: <p>¹ Students in this program must achieve a minimum grade of "B" in MATH 1230, MATH 1232, MATH 1220, and MATH 1240. Students are strongly advised to take MATH 1220, MATH 1230, and MATH 1232. The following substitutions are allowed (but not advised), provided the grades indicated in brackets are achieved: MATH 1300 (A) in place of MATH 1220, MATH 1500 (A) in place of MATH 1230, MATH 1700 (A) in place of MATH 1232, MATH 1690 (B) in place of MATH 1230 and MATH 1232. With permission from the department, students may be able to substitute STAT 1000 and STAT 2000 in place of STAT 1150.</p> <p>² Some courses may be taken in a different year than indicated; STAT 1150, COMP 1010, ECON 3040 may be taken in Year 2. The normal prerequisite for ECON 3040 is ECON 2040, which will be waived for students in this program who have completed Year 1.</p> <p>³ Of the 24 credit hours in electives in Economics in Years 3 and 4, no more than 6 credit hours may be at the 2000 level or below and at least 6 credit hours must be at the 4000 level. Students are encouraged to take ECON 4010, ECON 4020 and ECON 4040.</p> <p>⁴ Economics Honours courses: ECON 3030, ECON 3810 and all 4000 level courses.</p>			

Economics

- Modification of the Economics-Statistics Joint Honours Program Notes

Added material
~~Deleted material~~

8.9.6 Economics-Statistics Joint Honours Program

YEAR 1	YEAR 2	YEAR 3	YEAR 4
JOINT HONOURS³ TOTAL: 120 CREDIT HOURS			
<ul style="list-style-type: none"> Both ECON 1010 and ECON 1020, or both ECON 1210 and ECON 1220 MATH 1220¹, MATH 1230¹, MATH 1232¹, MATH 1240¹ STAT 1150¹ COMP 1010 Plus 6 credit hours of electives which should include the required "Written English" course 	<ul style="list-style-type: none"> ECON 2010, ECON 2020 STAT 2150, STAT 2400 MATH 2030, MATH 2080, MATH 2140 MATH 2150 or MATH 2720 Plus 6 credit hours of approved Economics electives² 	<ul style="list-style-type: none"> ECON 3010, ECON 3020 STAT 3400, STAT 3470, STAT 3480, STAT 3490, STAT 3800 MATH 2160, MATH 3360 Plus 3 credit hours of approved Economics electives² 	<ul style="list-style-type: none"> ECON 4040, ECON 4042 STAT 4100, STAT 4200, STAT 4520, STAT 4530 Plus 12 credit hours of approved Economics electives²
30 HOURS	30 HOURS	30 HOURS	30 HOURS
NOTES: ¹ The following substitutions are allowed: MATH 1300 in place of MATH 1220, MATH 1500 in place of MATH 1230, MATH 1700 in place of MATH 1232, STAT 1000 (C) and STAT 2000 (B) in place of STAT 1150. Students must attain specific grade requirements in order to meet the upper level course prerequisites. Consult course descriptions for further information. ² Of the 21 credit hours of electives in Economics in Years 2, 3 and 4, no more than 6 credit hours may be at the 2000 level or below; ECON 2030 and ECON 3040 are recommended in Year 2 or 3. The normal prerequisite for ECON 3040 is ECON 2040, which will be waived for students in this program who have completed Year 1. ³ Economics Honours courses: ECON 3030, ECON 3010 and all 4000 level courses.			

English, Theatre, Film & Media

Program modifications:

Modifications to the following programs are outlined on the next page:

- **Bachelor of Arts (Single Advanced Major) in Theatre**
- **Bachelor of Arts (Double Advanced Major) in Theatre**

English, Theatre, Film & Media - Theatre

- Modification to Single Advanced Major, Double Advanced Major

Added material

~~Deleted material~~

8.10.9 Theatre Program Information

Major Program

For entry to the General Major and Double Advanced Major, the prerequisite is a grade of "C" or better in THTR 1220. For entry to the Single ~~or Double~~ Advanced Major, the prerequisite is a grade of "C" or better in THTR 1220 and a grade of "C" or better in ENGL 1200 or ENGL 1300 or both ENGL 1400 ~~(or the former ENGL 1310)~~ and ENGL 1340. For students who have taken additional courses toward the Major, then a minimum cumulative GPA of 2.00 is required on all courses including the higher grade of repeated courses and excluding failed courses.

A minimum cumulative GPA of 2.00 in all courses that comprise the Major is required to graduate including the higher grade of repeated courses and excluding failed courses.

It is not possible for students who have previously completed a Major in Drama to complete a Minor in Theatre.

Courses used toward the Major in Theatre may not be used for a Minor in the other areas (English or Film Studies) and no more than 6 credit hours numbered at the 1000 level in addition to THTR 1220, may be credited towards a Theatre Major.

8.10.10 Theatre

THEATRE AND FILM STUDIES			
YEAR 1	YEAR 2	YEAR 3	YEAR 4
SINGLE ADVANCED MAJOR^{1, 2} TOTAL: 54 CREDIT HOURS			
THTR 1220; ENGL 1200 or ENGL 1300 or both ENGL 1400 (or the former ENGL 1310) and ENGL 1340	<ul style="list-style-type: none">• THTR 2160; THTR 2470 plus 6 credit hours from THTR 2150, THTR 2170, THTR 2180, THTR 2490• 12 credit hours from THTR 2480, THTR 2600, THTR 3460, THTR 3470, THTR 3610, THTR 3620, THTR 3630, THTR 3640• 15 additional credit hours from Theatre courses specified above and/or from List A		
DOUBLE ADVANCED MAJOR^{1, 2, 3} TOTAL: 42 CREDIT HOURS			
THTR 1220	<ul style="list-style-type: none">• THTR 2470• 9 credit hours from THTR 2150, THTR 2160, THTR 2170, THTR 2180, THTR 2490, THTR 3470• 24 additional credit hours from Theatre courses at the 2000 level and above		
NOTES:			
¹ The content of topics courses (THTR 2600, THTR 3470, THTR 3610, THTR 3620) will vary from term to term and may be taken more than once for credit.			
² It is recommended that students complete a three credit hour theory course, specifically THTR 3460.			
³ It is strongly recommended that students enrolled in a Double Advanced Major in Theatre and Film Studies complete THTR 2160.			

Religion

Introduction:

RLGN 2112 Medicine, Magic, and Miracle in the Ancient World Cr.Hrs. 3 +3.0

This course introduces students to the world of healing in antiquity. It explores the full range of healing options available to people in the ancient world from approximately 500 BCE to 500 CE, focusing in particular in the Greek and Roman Mediterranean. This range includes professional medicine and its many kinds of practitioners and sub-specialists, religious forms of healing, popular or folk remedies, and more "magical" approaches to healing such as spells, amulets, and other forms of ad hoc rituals. Furthermore, it presents students with evidence for the practices and social settings of ancient healthcare. This evidence includes medical and pharmacological texts, accounts of miraculous healing, manuals of natural science, ancient "magical" texts, as well as archaeological evidence such as site maps of healing shrines, votives, amulets, medical instrumentation, human remains, and inscriptions.

Net change in credit hours: +3.0

Sociology and Criminology

Modification:

SOC 3820 Qualitative and Historical Methods in Sociology Cr.Hrs. 3 0.0

An introduction to a variety of data gathering techniques such as participant observation, interviewing, life histories, archival research, document analysis, and the use of case studies. Emphasis will be placed on the use of inductive/deductive procedures in the transformation of raw data into theoretical interpretations. Prerequisite: [a grade of "C" or better in SOC 2290 or SOC 2291] or written consent of department head.

Net change in credit hours: 0.0

Faculty of Engineering

Faculty of Engineering

Introduction:

ENG 3020 Technology, Society, and the Future Cr.Hrs. 3 +3.0

Impact of technology and technological change on society - past, present, future; specific technologies, e.g. construction, machine power, computers, communications, medical, military: the process of technological change; invisible effects of technology; technology and resource use; sustainable development, limits to growth and the role of technology. May not be held with CIVL 4460 or ANTH 2430. Prerequisite: A grade of "C" or better in one of the courses from the list of Written English Courses for Engineering Students or the former ENGL 1310.

Modifications:

ENG 1430 Design in Engineering Cr.Hrs. 3 0.0

The creative process; the design process; working in a team. The engineering profession from the perspective of students and professionals. Academic, legal and ethical considerations. Prerequisites: [A minimum grade of 60% in Pre-Calculus Mathematics 40S (or a minimum grade of "C" in MSKL 0100 or MATH 0401)] and [a minimum grade of 60% in Physics 40S (or a passing grade in PHYS 0900 or PSKL 0100; or a minimum grade of "C" in PHYS 1050 or PHYS 1051)] and [a minimum grade of 60% in Chemistry 40S (or a passing grade in CHEM 0900 or CSKL 0100; or a minimum grade of "C" in CHEM 1300 or CHEM 1301)] or their equivalents.

ENG 1440 Introduction to Statics Cr.Hrs. 3 0.0

Statics of particles; rigid bodies, equilibrium of rigid bodies; analysis of structures; distributed forces. Not to be held with ENG 1441. Prerequisites: [A minimum grade of 60% in Pre-Calculus Mathematics 40S (or a minimum grade of "C" in MSKL 0100 or MATH 0401)] and [a minimum grade of 60% in Physics 40S (or a passing grade in PHYS 0900 or PSKL 0100; or a minimum grade of "C" in PHYS 1050 or PHYS 1051)] and [a minimum grade of 60% in Chemistry 40S (or a passing grade in CHEM 0900 or CSKL 0100; or a minimum grade of "C" in CHEM 1300 or CHEM 1301)] or their equivalents.

ENG 1450 Introduction to Electrical and Computer Engineering Cr.Hrs. 3 0.0

(Lab required) Part I; Current, voltage, energy, potential, power Ohm's law; independent sources; capacitor, inductor, ideal diode, op-amp; Kirchoff's law; simple circuits (Resistive, RC, RL, OP-Amp; Diode); introduction to ac theory (Sinusoidal waveform, phase relations of voltage and current waveforms for R,L,C. RL and RC circuits). Part II; Applications (Digital Logic, motors). Prerequisites: [A minimum grade of 60% in Pre-Calculus Mathematics 40S (or a minimum grade of "C" in MSKL 0100 or MATH 0401)] and [a minimum grade of 60% in Physics 40S (or a passing grade in PHYS 0900 or PSKL 0100; or a minimum grade of "C" in PHYS 1050 or PHYS 1051)] and [a minimum grade of 60% in Chemistry 40S (or a passing grade in CHEM 0900 or CSKL 0100; or a minimum grade of "C" in CHEM 1300 or CHEM 1301)] or their equivalents.

ENG 1460 Introduction to Thermal Sciences Cr.Hrs. 3 0.0

Properties of pure substances; first law for closed systems; first law for open systems; second law; examples of power cycles and refrigeration cycles. Prerequisites: [A minimum grade of 60% in Pre-Calculus Mathematics 40S (or a minimum grade of "C" in MSKL 0100 or MATH 0401)] and [a minimum grade of 60% in Physics 40S (or a passing grade in PHYS 0900 or PSKL 0100; or a minimum grade of "C" in PHYS 1050 or PHYS 1051)] and (a minimum grade of 60% in Chemistry 40S (or a passing grade in CHEM 0900 or CSKL 0100; or a minimum grade of "C" in CHEM 1300 or CHEM 1301)] or their equivalents.

Net change in credit hours: +3.0

Program modifications:

Proposed modifications to the **Preliminary Engineering Program** are outlined in the Report of the Senate Committee on Curriculum and Course Changes, Part B – Submitted for Ordinary Debate RE: Preliminary Engineering Program [dated March 16, 2018].

Modifications to the Minors in Engineering, including the **Arts Minor** and the **Geological Sciences Minor**, and the addition of the **Recreational Studies Minor**, are outlined on the next 2 pages.

3.9 Minors in Engineering

In meeting the specific requirements for any minors available to Engineering students, no more than 50% of the credit hours required for a minor may be common with those forming part of a student's regular Engineering program. Normal pre-requisites and class size restriction apply to courses taken towards minors.

Arts Minor

A Minor in Arts is available to Engineering students. The minor consists of 18 credit hours of Arts courses, **at the 1000 level or above and must include** including a minimum of 6 credit hours in the Humanities and 6 credit hours in the Social Sciences; students must meet all pre-requisite requirements. **ARTS 1110 Introduction to the University may not be included in the minor.** Depending on the approval of the Engineering department, courses used for the minor may also be used to fulfill program requirements in Engineering.

Computer Science Minor

A Minor in Computer Science is available to Engineering students. The minimum requirement is 18 credit hours of computer science courses subject to the following constraints: (1) Courses COMP 1012, COMP 1020, and COMP 2140 are compulsory; (2) 9 additional credit hours of COMP courses at the 2000 or 3000 level; and (3) registration in computer science courses will be controlled by normal pre-requisites and class size restrictions.

Geological Sciences Minor

The Minor in Geological Sciences includes the following set of courses: (1) GEOL 1340 ~~or GEOL 2250~~; (2) One of the following three courses: GEOL 1400, GEOL 1410 or GEOL 1420; ~~(3) GEOL 2540~~; ~~(4) Nine (9) credit hours of 2000-level or above courses in Geological Sciences and~~ (3) **Twelve (12) credit hours of courses in Geological Sciences at the 2000-level or above.**

Management Minor

The Minor in Management offered by the Faculty of Management is available to Engineering students. The minor consists of any 18 credit hours of Management courses; students must meet all prerequisite requirements. Depending on the approval of the Engineering department, courses used for the minor may also be used to fulfill program requirements in Engineering. Admission requirements for the minor are based on all courses transferred to Engineering or completed while in Engineering; the requirements are a minimum of 30 credit hours applied to their degrees with a minimum Degree Grade Point Average (DGPA) of 3.00. Up to 10 spaces are available each year for engineering students on a competitive basis. Applications can be made in the Engineering Dean's office by May 30th.

Note 1. Civil Engineering student only may use CIVL 2780 for credit towards the Management Minor in Engineering.

Note 2. Mechanical Engineering students only may use MECH 3170 for credit towards the Management Minor in Engineering.

Mathematics Minor

A Minor in Mathematics is available to Engineering students. The minimum requirement is 24 credit hours of mathematics courses subject to the following constraints: (1) the students must notify their home department that they are pursuing the minor; (2) up to 12 credit hours of mathematics courses in a student's engineering program may be counted toward the minor; (3) the student must complete at least 6 credit hours of courses from the mathematics department at the 3000 level or higher that are not included as part of the curriculum in the student's engineering program; and (4) approval of the Department of Mathematics is required for courses outside of the regular engineering program.

Music Minor

The Minor in Music requires 18 credit hours of MUSC courses and students are subject to the regulations set by the Marcel A. Desautels Faculty of Music. Please see SECTION 4.7 Music Minors for students in the Faculty of Engineering, Faculty of Arts and Faculty of Science under the Marcel A. Desautels Faculty of Music section.

Recreational Studies Minor

The Minor in Recreational Studies requires 18 credit hours of approved coursework. Students are subject to the regulations set by the Faculty of Kinesiology and Recreational Management. Please see SECTION 4.6 Minor in Recreational Studies under the Faculty of Kinesiology and Recreational Management section.

Biosystems Engineering

Modification:

BIOE 3270 Instrumentation and Measurement for Biosystems. Cr. Hrs. 4 0.0
Basic instrumentation for measuring electrical and non-electrical quantities associated with biosystems engineering and industry; transducers for automatic control. Prerequisites: MATH 2132 (or the former MATH 2110) and ENG 1450.

Net change in credit hours: 0.0

Program modification:

Modifications to the **Bachelor of Science in Engineering (Biosystems)** are outlined on the next page.

Biosystems Engineering Degree Program

Preliminary Engineering Program

Common to all engineering programs (see Section 4.2 for details).

Program Core Courses

Note: Students are encouraged to consult the department for eight- and ten-term program models. Students are strongly encouraged to follow the model programs when possible, as timetabling and course offerings are based on these program models.

Course No.		Credit Hours
BIOE 2110	Transport Phenomenon	3
BIOE 2480	Impact of Engineering on the Environment	3
BIOE 2590	Biology for Engineers	3
BIOE 2790	Fluid Mechanics	4
BIOE 2800	Solid Mechanics	4
BIOE 2900	Biosystems Engineering Design 1	4
BIOE 3270	Instrumentation and Measurement for Biosystems	4
BIOE 3320	Engineering Properties of Biological Materials	4
BIOE 3400	Design of Structural Components in Machines	4
BIOE 3590	Mechanics of Materials in Biosystems	4
BIOE 3900	Biosystems Engineering Design 2	4
BIOE 4240	Graduation Project	3
BIOE 4900	Biosystems Engineering Design 3	4
BIOE 4950	Biosystems Engineering Design 4	4
CHEM 1310	University Chemistry 1	3
ENG 2022	Engineering CAD Technologies for Biosystems	3
ENG 3000	Engineering Economics	3
MATH 2130	Engineering Mathematical Analysis 1	3
MATH 2132	Engineering Mathematical Analysis 2	3
MBIO 1220	Essentials of Microbiology	3
or		
MBIO 1010	Microbiology 1	3
MECH 2150	Mechanical Engineering Modeling and Numerical Methods	4
MECH 3482	Kinematics and Dynamics	4
STAT 2220	Contemporary Statistics for Engineers	3
BIOL 1410	Anatomy of the Human Body	3
or		
SOIL 4060	Physical Properties of Soil	3
BIOL 1412	Physiology of the Human Body	3
or		
BIOE 2600	Plant and Animal Physiology for Engineers	4
One course in Technology and Society (ENG 3020 , CIVL 4460 , or ANTH 2430 or ANTH 2500)		3
Two Complementary Studies Electives		6
Three Biosystems Engineering Design Electives (see list below)		12
Two Free Electives		6-8
Total credit hours for graduation		150 to 153

Civil Engineering

Modification:

CIVL 4300 Design of Urban Water Systems Cr.Hrs. 4 0.0
Water supply and the design of water distribution systems. Urban hydrology and design of wastewater and stormwater collection systems. Manitoba specific applications will be discussed.
Prerequisite: CIVL 2790. Pre- or corequisite: CIVL 3750.

Net change in credit hours: 0.0

Program modification:

Modifications to the **Bachelor of Science in Engineering (Civil)** are outlined on the next page.

ACADEMIC CALENDAR CONTENT
Civil Engineering Program – changes requested for September, 2018

Civil Engineering Program and Environmental Engineering Option
Common Core Program

Course No.		Credit Hours
CHEM 1310	Introduction to Physical Chemistry	3
CIVL 2770	Civil Engineering Materials	5
CIVL 2780	Civil Engineering Systems	4
CIVL 2790	Fluid Mechanics	4
CIVL 2800	Solid Mechanics 1	4
CIVL 2830	Graphics for Civil Engineers	2
CIVL 2840	Civil Engineering Geomatics	3
CIVL 3590	Numerical Methods for Engineers	4
CIVL 3690	Environmental Engineering Analysis	4
CIVL 3700	Environmental Engineering Design	4
CIVL 3730	Geotechnical Materials and Analysis	4
CIVL 3740	Hydraulics	4
CIVL 3750	Hydrology	4
CIVL 3760	Structural Analysis	4
CIVL 3770	Structural Design 1	4
CIVL 3790	Transportation Engineering	4
CIVL 4220	Geotechnical Design	4
CIVL 4380	Infrastructure Engineering and Construction Management	4
CIVL 4390	Structural Design 2	4
CIVL 4400	Transportation Engineering 2	4
CIVL 4460	Technology, Society and the Future	3
CIVL 4590	Design Project	6
ENG 2030	Engineering Communication: Strategies for the Profession	3
or		
ENG 2040	Engineering Communication: Strategies, Practice and Design	3
ENG 3000	Engineering Economics	3
ENG 3020	Technology, Society and the Future	3
GEOL 1340	The Dynamic Earth	3
MATH 2130	Engineering Mathematical Analysis	3
MATH 2132	Engineering Mathematical Analysis 2	3
STAT 2220	Introduction to Probability and Statistics	3

Mechanical Engineering

Deletions:

MECH 4980 Mechanical Engineering Laboratory Cr.Hrs. 2	-2.0
MECH 4990 Mechanical Engineering Laboratory 2 Cr.Hrs. 2	-2.0

Introduction:

MECH 4832 Biomaterials in Biomedical Engineering Cr.Hrs. 4	+4.0
(Lab required) Biomechanics and design of hard biomaterials and soft biomaterials and their applications in orthopedics, cardiovascular, and neural systems. Course includes fundamental biological concepts, materials science fundamentals and medical/clinical concerns. Prerequisites MECH 3542 (or the former MECH 3540) or (BIOE 3220 and BIOE 3590).	

Modifications:

MECH 3460 Heat Transfer Cr.Hrs. 4	0.0
(Lab required) This is a first course in heat transfer. Topics covered include fundamental concepts relevant to heat transfer analysis, steady-state and transient conduction, forced and free convection, external and internal flows, heat exchangers, and fundamentals of radiation. May not be held with the former MECH 3470. Prerequisites: MECH 2150, MATH 3132 (or the former MATH 3100), and ENG 1460. Pre- or corequisite: MECH 3492 (or the former MECH 3490).	
MECH 4482 Applied Aerospace Instrumentation Cr.Hrs. 4	0.0
(Lab required) Principles and practices of test and measurement system design and analysis for aerospace applications. Topics include transducers, signal conditioning, data acquisition and analysis, uncertainty analysis, calibration and correlation, system design and maintenance, and piping and instrumentation diagrams, and an introduction to LabVIEW software. This course may include a field trip component. May not be held with MECH 4322 when titled 'Applied Instrumentation.' Prerequisites: MECH 3430 and [(MECH 3982 and MECH 3992), or the former MECH 3980, or (the former MECH 4980 and the former MECH 4990)].	

Net change in credit hours: 0.0

Program modifications:

Modifications to the **Bachelor of Science in Engineering (Mechanical)** are outlined on the next 3 pages:

Summary for the Program Modification

Program Modification

Introductions:

MECH 4832	Biomaterials in Biomedical Engineering	+4
ENG 3020	Technology, Society, and the Future	+3

Deletions:

MECH 4980	Mechanical Engineering Laboratory	-2
MECH 4990	Mechanical Engineering Laboratory 2	-2
CIVL 4460	Technology, Society, and the Future	-3

NET CHANGE IN CREDIT HOURS: 0

The department is proposing an introduction of a new technical elective course that has been taught as topics course for several years. This course has committed resources and support and has consistently shown sufficient interest from our students. The department is also proposing deletion of courses MECH 4980 and MECH 4990 which were replaced by MECH 3980 in 2011 and have not been offered since. The failure to delete these courses was an oversight at the time and they do not appear on the calendar description of the program. Additionally, one replacement is proposed, specifically ENG 3020 Technology, Society, and the Future for CIVL 4460 Technology, Society, and the Future as this course has been renumbered to reflect that it is a fundamental common engineering course offered through the Centre for Engineering Professional Practice and Engineering Education.

Academic Calendar Content for the Proposed Program Modification

Preliminary Engineering Program - Common to all Engineering Programs. (See Section 4.2 for details.)

Program Core Courses:

Course No.		Credit Hours
CHEM 1310	An Introduction to Physical Chemistry	3
CIVL 4460	Technology, Society, and the Future	3
ECE 3010	Elements of Electric Machines and Digital Systems	4
ENG 2030	Engineering Communication: Strategies for the Profession	3
or		
ENG 2040	Engineering Communication: Strategies, Practice and Design	3
ENG 3000	Engineering Economics	3
ENG 3020	Technology, Society, and the Future	3
MATH 2120	Introductory Numerical Methods for Engineers	4
MATH 2130	Engineering Mathematical Analysis 1	3
MATH 2132	Engineering Mathematical Analysis 2	3
MATH 3132	Engineering Mathematical Analysis 3	3
MECH 2112	Fundamentals of Mechanical and Computer Aided Design	5
MECH 2202	Thermodynamics	4
MECH 2222	Mechanics of Materials	4

MECH 2262	Fundamentals of Fluid Mechanics	4
MECH 2272	Engineering Materials 1	4
MECH 3170	Project Management	4
MECH 3420	Vibrations and Acoustics	4
MECH 3430	Measurements and Control	4
MECH 3460	Heat Transfer	4
MECH 3482	Kinematics and Dynamics	4
MECH 3492	Fluid Mechanics and Applications	4
MECH 3502	Stress Analysis and Design	4
MECH 3542	Engineering Materials 2	4
MECH 3652	Machine Design	4
MECH 3982	Mechanical Laboratories in Solid Mechanics	2
MECH 3992	Mechanical Laboratories in Thermofluids	2
MECH 4860	Engineering Design	5
PHYS 1070	Physics 2: Waves and Modern Physics	3
STAT 2220	Contemporary Statistics for Engineers	3
5 Technical Electives (TE)		4
1 Complimentary Studies Elective (CE)		3

4.10.6 Technical Electives in Mechanical Engineering

MECH 3520	Aerodynamics	4
MECH 3550	Robotics and Computer Numerical Control	4
MECH 3562	Introduction to Optimization	4
MECH 3570	Manufacturing Automation	4
MECH 3582	Manufacturing Planning and Quality Control	4
MECH 3592	Simulation Modelling and Facilities Planning	4
MECH 4900	Mechatronics Systems Design	4
MECH 4162	Thesis (full year course) (See Note 2)	6
MECH 4182	Aerospace Structures: Analysis and Design	4
MECH 4192	Aerospace Materials and Manufacturing Processes	4
MECH 4200	Gas Turbine Propulsion Systems	4
MECH 4240	Design for Manufacturing	4
MECH 4292	IC Engines	4
MECH 4310	Contemporary Topics in Mechanical Engineering 1	4
MECH 4322	Contemporary Topics in Mechanical Engineering 2	4
MECH 4330	Contemporary Topics in Manufacturing Engineering 1	4
MECH 4342	Contemporary Topics in Manufacturing Engineering 2	4
MECH 4350	Topics in Materials 1	4
MECH 4360	Topics in Materials 2	4
MECH 4412	Heating, Venting, and Air Conditioning	4
MECH 4432	Systems Engineering	4
MECH 4452	Aircraft Performance, Dynamics, and Design	4
MECH 4472	Mechanical Vibration	4

MECH 4482	Applied Aerospace Instrumentation	4
MECH 4510	Fundamentals of Finite Element Analysis	4
MECH 4532	Advanced Strength of Materials	4
MECH 4542	Principles of Turbomachinery	4
MECH 4550	Noise Control	4
MECH 4560	Selected Topics in Fluid Mechanics 4M	4
MECH 4582	Vehicle Testing, Condition Monitoring, and Fault Analysis	4
MECH 4620	Corrosion of Metals and Alloys	4
MECH 4672	Advanced Mechanical Design	4
MECH 4680	Energy Conversion Utilization	4
MECH 4692	Renewable Energy	4
MECH 4694	Advanced Topics in Heat Transfer	4
MECH 4702	Design of Thermal Systems	4
MECH 4812	Automotive Engineering	4
MECH 4822	Numerical Heat Transfer in Fluid Flow	4
MECH 4832	Biomaterials in Biomedical Engineering	4
MECH 4870	Fracture and Failure of Engineering Materials	4
MECH 4900	Mechatronics System Design	4

The recently approved Aerospace Option, Aerospace Stream, and current Materials Stream, Solid Mechanics Stream and Thermofluids Stream remain unchanged.

Faculty of Environment, Earth, and Resources

Faculty of Environment, Earth, and Resources

Program modification:

The faculty is proposing a modification to the general degree regulations that apply to all programs in the faculty, involving changes to the **Science and Faculty of Arts Course Requirements**, as outlined on the next page.

3.4 Science and Faculty of Arts Course Requirements

Students are required to take 6 credit hours from the Faculty of Arts and 6 credit hours of science coursework.

For course subjects taught by the **Faculty of Arts** refer to the Chapter Faculty of Arts for a complete listing.

Students may complete any combination of the courses listed below adding up to six credit hours to satisfy the 6 credit hours science requirement.

Clayton H. Riddell Faculty of Environment, Earth, and Resources

ENVR 1000, ENVR 2000

GEOG 1290, **GEOG 1291**, GEOG 2200, GEOG 2272, GEOG 2520, GEOG 2540, **GEOG 2541**, GEOG 2550, **GEOG 2551**, GEOG 2700, GEOG 2930, GEOG 3390, GEOG 3730

GEOL 1340, GEOL 1400, GEOL 1410, GEOL 1420, GEOL 2390, GEOL 2440, GEOL 2500, GEOL 2570, GEOL 3310

Faculty of Science

All courses offered in these subjects in the Faculty of Science: **ASTR**, BIOL, CHEM, COMP, FORS, MATH, MBIO, PHYS, STAT;

Faculty of Agricultural and Food Sciences

AGRI 1500, AGRI 1510

ENTM 1000, ENTM 2050

PLNT 1000, PLNT 2500

SOIL 3060, SOIL 3520, SOIL 3600

For course titles and descriptions see the relevant faculty entries in this Calendar.

Faculty of Health Sciences

Program modifications:

Modifications to the **Bachelor of Health Sciences**, including to the Bachelor of Health Sciences Electives List, are outlined on the next 10 pages.

Bachelor of Health Sciences Degree Program Chart

The Bachelor of Health Sciences (BHSc) Degree consists of 120 credit hours. There is one concentration available as an option, the Biomedical Sciences concentration. A Concentration is 18 credit hours.

Students should consult the Academic Calendar to ensure that they have the appropriate pre- or co-requisites before they attempt to register in a course. A number of courses are cross-listed between departments/faculties. Students are strongly encouraged to seek the advice of the Academic Advisor in the Interdisciplinary Health Program in order to plan their programs.

The BHSc Electives List would apply only to those students admitted to the BHSc degree program in the Fall of 2018 and later. The existing list of IHP electives should be followed by students admitted to the BHSc prior to the Fall of 2018.

YEAR 1 ¹	YEAR 2 ¹	YEAR 3 ¹	YEAR 4 ¹
120 Credit Hours			
<ul style="list-style-type: none"> • 30 credit hours 	<ul style="list-style-type: none"> • 30 credit hours 	<ul style="list-style-type: none"> • 30 credit hours 	<ul style="list-style-type: none"> • 30 credit hours
<ul style="list-style-type: none"> • BIOL 1020 • BIOL 1030 • BIOL 1410 • BIOL 1412 • CHEM 1300 • CHEM 1310 • PSYC 1200 • STAT 1000 <p>3 credit hours of Free Electives</p>	<ul style="list-style-type: none"> • ECON 1210 or ECON 1220 • GMGT 1010 or GMGT 2070 or LEAD 2010 • FMLY 3780 or FMLY 3790 • HEAL 2600 • HMEC 2000 or PSYC 2250 • HNSC 1210 • NATV 1220 or NATV 1240 or NATV 3240 • PHIL 1290 • PHIL 2740 • 6 credit hours chosen from GEOG 4290 or PHIL 2740 or SOC 2490 <p>6 credit hours of Program Electives^{2,3}</p> <p>3 credit hours of Free Electives</p>	<ul style="list-style-type: none"> • FMLY 3750 • FMLY 3780 or FMLY 3790 • HEAL 3600 • HMEC 3000 <p>15 credit hours of Program Electives^{2,3}</p> <p>3 credit hours of Free Electives</p>	<ul style="list-style-type: none"> • HEAL 4600 • HEAL 4620 <p>36 credit hours from the approved list of electives, of which at least 24 credit hours must be at the 3000 and 4000 level, and including: At least 21 credit hours of Science electives</p> <p>At least 12 credit hours of Social Science electives</p> <p>12 credit hours of Free Electives</p> <p>15 credit hours of Program Electives^{2,3}</p> <p>9 credit hours of Free Electives</p>

Notes:

¹Equivalent courses offered through Université de Saint-Boniface may be used in lieu of the specified courses identified in the degree program chart. Université de Saint-Boniface courses end in the number “1” (e.g. BIOL 1021).

² Of 36 credit hours of program electives, 21 must be science electives

³ Of the 36 credit hours of program electives, 24 must be at the 3000-4000 level.

Section D – Academic Calendar Content

[NB. content taken from the 2017-2018 academic calendar,
http://umanitoba.ca/student/records/media/2017_2018_Undergraduate_Calendar_Final.pdf]

4.5 Interdisciplinary Health Program

Health Sciences Degree (Total credit hours: 120)

The Bachelor of Health Sciences (**BHSc**) degree **is a four year interdisciplinary program that incorporates science, humanities and social science to provide students with an integrative perspective on health.** The **BHSc** provides students with an interdisciplinary background and skill set that will contribute to their preparation for a future in health-related careers. This interdisciplinary skill set is seen as advantageous for students applying for education in professional health programs and graduate studies.

(NB. The current Program Chart for the BHSc shown in the Calendar, would be replaced with the revised Program Chart, followed by the notes indicated on the revised BHSc program Chart)

Biomedical Sciences Concentration

Students registered in the Bachelor of Health Sciences can choose to complete a Biomedical Sciences Concentration. This concentration offers courses related to the mechanisms of disease, giving students an opportunity to experience how diseases are researched through biomedical laboratory experience. This concentration will provide students not only with an interdisciplinary experience involving both the biological and social sciences, but with a new path to further studies in biomedical disciplines.

A written statement must be submitted to the Student Advisor declaring an interest in obtaining the concentration normally by May 15, following completion of HEAL 3610 (minimum grade of B). Students will be informed whether they have been accepted into the concentration normally by mid-June.

Normally, enrolment will be limited to the 24 eligible students who have achieved the highest degree GPAs after completion of HEAL 3610.

(NB. The current Program Chart for the Biomedical Science concentration shown in the Calendar, would be replaced with a revised Program Chart where the numbering for the notes has been changed to reflect the following)

Notes:

~~1. HEAL 2600, HEAL 3600, and HEAL 4600 are offered in a case study format in years 2, 3 and 4.~~

~~12.~~ It is recommended that students accepted into the Biomedical Sciences Concentration complete PHAC 4030 and PHAC 4040 as 6 credit hours of the Science electives.

~~23.~~ Only students registered in the B.H. Sc. degree program may complete a Biomedical Sciences Concentration.

~~34.~~ Courses required for the Biomedical Sciences Concentration could count toward 18 of the 36 credit hours of approved elective course work to be completed in Years 3 and 4 of the B.H.Sc. degree.

45. Registration in HEAL 4630 and HEAL 4640 is restricted to students accepted into the Biomedical Sciences Concentration and requires permission of the Instructor. Registration in these courses must be confirmed by the Student Advisor.

56. HEAL 3610 will be offered as an elective course for all students in the B.H.Sc. degree.

Bachelor of Health Sciences Electives list

The BHSc Electives List would apply only to those students admitted to the BHSc degree program in the Fall of 2018 and later. The existing list of IHP electives should be followed by students admitted to the BHSc prior to the Fall of 2018.

NOTE: additions to the electives list are **bolded**

The science requirement may be met using any course offered by the Faculty of Science, and the Faculty of Agricultural and Food Sciences on the approved elective list (see below).

In addition to the following courses from the Clayton H. Riddell Faculty of Environment, Earth and Resources:

ENVR 1000 Environmental Science 1: Concepts

ENVR 3400 Introduction to Environment and Health

ENVR 4400 Advanced Issues in Environment and Health

Or the following courses from Rady Faculty of Health Sciences or Max Rady College of Medicine:

HEAL 3610 Mechanisms of Disease 1

BGEN 3020 Introduction to Human Genetics

PHAC 4030 Drugs in Human Disease I

PHAC 4040 Drugs in Human Disease II

Faculty of Agricultural and Food Sciences

FOOD 4150 Food Microbiology 1

HNSC 1200 Food: Facts and Fallacies

HNSC 2130 Nutrition through the Life Cycle

HNSC 2140 Basic Principles of Human Nutrition

HNSC 3300 Vitamins and Minerals in Human Health

HNSC 3310 Macronutrients and Human Health

HNSC 3320 Nutrition Education and Dietary Change

HNSC 3342 Management for Food and Nutrition Professionals

HNSC 3350 Culture and Food Patterns

HNSC 3870 Food Geographies (cross-listed with GEOG 3870)

HNSC 4290 Food, Nutrition and Health Policies
HNSC 4300 Community Nutrition Intervention
HNSC 4310 Nutrition and the Elderly
HNSC 4340 Maternal and Child Nutrition
HNSC 4350 Nutrition in Exercise and Sport
HNSC 4540 Functional Foods and Nutraceuticals

SOIL 3520 Pesticides: Environment, Economics and Ethics

Faculty of Arts

ECON 2310 Canadian Economic Problems
ECON 2350 Community Economic Development
ECON 2362 Economics of Gender
ECON 2410 The Manitoba Economy
ECON 3690 Economic Issues of Health Policy
ECON 3692 Economic Determinants of Health
ECON 4140 Evaluation of Economic Policy and Programs

NATV 1220 The Native Peoples of Canada, Part 1
NATV 1240 The Native Peoples of Canada, Part 2
NATV 2020 The Métis of Canada
NATV 2110 Introduction to Aboriginal Community Development
NATV 3100 Aboriginal Healing Ways
NATV 3240 Native Medicine and Health
NATV 3330 Aboriginal People, Science and the Environment

PHIL 1200 Introduction to Philosophy
PHIL 2290 Ethics and Society
PHIL 2750 Ethics and the Environment

PSYC 2250 Introduction to Psychological Research
PSYC 2260 Introduction to Research Methods in Psychology
PSYC 2290 Child Development
PSYC 2360 Brain and Behaviour
PSYC 2440 Behaviour Modification Principles
PSYC 2490 Abnormal Psychology
PSYC 3070 Adult Development
PSYC 3130 Introduction to Health Psychology
PSYC 3150 Behavioural Modification Applications
PSYC 3310 Adolescent Development

SOC 1200 Introduction to Sociology

SOC 2330 Social Psychology in Sociological Perspective

SOC 2390 Social Organization

SOC 2460 The Family

SOC 2490 Sociology of Health and Illness

SOC 2620 The Sociology of Aging

SOC 3540 The Sociology of Health Care Systems

SOC 3660 Sociology of Mental Disorder

SOC 3770 Women, Health and Medicine

I H Asper School of Business**LEAD 2010 Learning to Lead**

MIS 2000 Information Systems for Management

Clayton H Riddell Faculty of Environment, Earth, and Resources

ENVR 1000 Environmental Science 1 - Concepts

ENVR 3400 Introduction to Environment and Health

ENVR 4400 Advanced Issues in Environment and Health

GEOG 1280 Introduction to Human Geography

GEOG 2330 Place, Populations and Mobility: Geographic Perspectives (HS)

GEOG 3640 Social Geography of the Environment (HS)

GEOG 3870 Food Geographies (cross-listed with HNSC 3870)

Rady Faculty of Health Sciences

HMEC 2650 The Social Aspects of Aging

HMEC 4090 Practicum in Human Ecology

HEAL 1600 Health and Health Professions

HEAL 3610 Mechanisms of Disease 1

HEAL 4500 Injury Prevention Across the Life Course

HEAL 4650 Selected Topics in Interdisciplinary Health**Max Rady College of Medicine**

BGEN 3020 Introduction to Human Genetics

FMLY 1000 Families in Contemporary Canadian Society

FMLY 1010 Human Development in the Family

FMLY 1012 Introduction to Social Development

FMLY 1420 Family Management Principles

FMLY 2012 Development, Conflict and Displacement

FMLY 2400 Family Financial Health
FMLY 2500 Diversity and Families
FMLY 2600 Foundations of Childhood Developmental Health
FMLY 2800 Family Violence
FMLY 3012 Theories of Social Development
FMLY 3220 Death and the Family
FMLY 3240 Families in Later Years
FMLY 3330 Parenting and Developmental Health
FMLY 3400 Families as Consumers
FMLY 3470 Selected Studies in the Family I
FMLY 3600 Adolescents in Families and Society
FMLY 3780 Introduction to the Development of Programs for Children and Families
FMLY 3790 Introduction to the Evaluation of Programs for Children and Families
FMLY 3800 Conflict Resolution in the Family
FMLY 3802 Intimate Partner Violence
FMLY 3806 Children, Violence and Rights
FMLY 4012 Social Development Policies
FMLY 4220 Aging and Risk in a Global Context
FMLY 4300 Field Experience
FMLY 4330 Management of Family Stress
FMLY 4400 Family Economics: Poverty and Wealth
FMLY 4470 Selected Studies in the Family II
FMLY 4480 Work and Family Issues
FMLY 4500 Senior Thesis
FMLY 4602 Family Relationships, Health and Well-Being
FMLY 4604 Children in Adversity
FMLY 4606 A Social Justice Perspective on Indigenous Maternal and Child Health
FMLY 4802 Family Violence Prevention

PHAC 4030 Drugs in Human Disease I
PHAC 4040 Drugs in Human Disease II

College of Nursing

NURS 2610 Health and Physical Aspects of Aging
NURS 3330 Women and Health
NURS 3400 Men's Health: Concerns, Issues and Myths
NURS 4520 Professional Foundations 5: Interprofessional and Collaborative Practice

Faculty of Kinesiology and Recreation Management

KIN 2610 Health and Physical Aspects of Aging

KIN 3470 Exercise Physiology: (Lab Required)

KIN 4500 Physical Activity and Aging

KPER 1200 Physical Activity, Health and Wellness

REC 2650 The Social Aspects of Aging

Faculty of Science

BIOL 2300 Principles of Ecology

BIOL 2410 Human Physiology 1

BIOL 2420 Human Physiology 2

BIOL 2500 Genetics 1

BIOL 2520 Cell Biology

BIOL 2380 Introductory Toxicology

BIOL 3290 Medicinal and Hallucinogenic Plants

BIOL 3542 Developmental Biology

BIOL 3560 Comparative Animal Histology

BIOL 3270 Introductory Parasitology

BIOL 3470 Environmental Physiology of Animals 1

BIOL 3500 Genetics 2

BIOL 4542 Genes and Development

BIOL 4544 Advanced Developmental and Cellular Biology

CHEM 2210 Introductory Organic Chemistry 1: Structure and Function

CHEM 2220 Introductory Organic Chemistry 2: Reactivity and Synthesis

CHEM 2360 Biochemistry 1: Biomolecules and an Introduction to Metabolic Energy

CHEM 2370 Biochemistry 2: Catabolism, Synthesis, and Information Pathways

CHEM 2770 Elements of Biochemistry 1

CHEM 2780 Elements of Biochemistry 2

CHEM 3570 Biophysical Chemistry

CHEM 4360 Signaling and Regulation of Gene Expression

CHEM 4370 Glycobiology and Protein Activation

CHEM 4620 Biochemistry of Nucleic Acids

CHEM 4630 Biochemistry of Proteins

CHEM 4670 Drug Design and Drug Discovery

MATH 1230 Differential Calculus

MATH 1500 Introduction to Calculus

MBIO 1010 Microbiology I

MBIO 1220 Essentials of Microbiology

MBIO 1410 Introduction to Molecular Biology

MBIO 2020 Microbiology II
MBIO 2360 Biochemistry 1: Biomolecules and an Introduction to Metabolic Energy
MBIO 2370 Biochemistry 2: Catabolism, Synthesis, and Information Pathways
MBIO 2420 Introductory Virology
MBIO 3000 Applied Biological Safety
MBIO 3010 Mechanisms of Microbial Disease
MBIO 3030 Microbiology III
MBIO 3430 Molecular Evolution
MBIO 3450 Regulation of Biochemical Processes
MBIO 3460 Membrane and Cellular Biochemistry
MBIO 3470 Microbial Systematics
MBIO 4010 Immunology H
MBIO 4020 Immunology
MBIO 4410 Virology
MBIO 4440 Systems Microbiology: from Genomes to Life
MBIO 4480 Microbes in our Environment

PHYS 1020 General Physics 1
PHYS 1030 General Physics 2
PHYS 1050 Physics 1: Mechanics
PHYS 1070 Physics 2: Waves and Modern Physics
PHYS 3220 Medical Physics and Physiological Measurement

STAT 2000 Basic Statistical Analysis 2
STAT 3000 Applied Linear Statistical Models
STAT 3170 Statistical Quality Control
STAT 3380 An Introduction to Nonparametric Statistic

Faculty of Social Work

SWRK 1310 Introduction to Social Welfare Policy Analysis
SWRK 2650 The Social Aspects of Aging

Faculty of Kinesiology and Recreation Management

Modifications:

PHED 3102 Indigenous Song and Dance Cr.Hrs. 3 0.0

An introduction to a variety of traditional and culturally relevant Indigenous songs and dances representative of Canada's Indigenous peoples, including First Nations, Metis and Inuit, taught using western and traditional teaching styles with an emphasis on hands-on learning. May not be held with the former PERS 4200. A fieldwork fee is attached to the course.

PHED 3770 Indigenous Games and Activities Cr.Hrs. 3 0.0

This course will provide Indigenous and non-Indigenous students with a unique opportunity to explore, in theory and practice, traditional and contemporary world views related to historical, cultural, and environmental approaches to Indigenous games and activities.

REC 2100 Introduction to Leisure Travel Cr.Hrs.3 0.0

To provide an introduction to tourist behaviour and the tourism system through an overview of: why people travel; the components of tourism; the scope and organization of tourism in Canada; and the interrelationship between recreation and tourism. May not be held with the former PERS 1300 or the former REC 1200.

Net change in credit hours: 0.0

Program modification:

Modifications to the **Bachelor of Physical Education** degree are outlined on the next 2 pages:

Faculty of Kinesiology and Recreation Management – Program Changes, March 2018

Revisions to:

- Bachelor of Physical Education

Key: **New Material**

~~Deleted Material~~

4.3 Program Requirements: Bachelor of Physical Education (Students admitted Year 2 Advanced Entry in September 2017 or later)

Program and Graduation Requirements: Bachelor of Physical Education

To graduate with a three-year Bachelor of Physical Education degree, a student must have passed the 102 credit hours of the program outlined below and must have achieved a Degree Grade Point Average (DGPA) of 2.00 with a minimum grade of “C” in all Faculty-required courses.

A maximum of 132 credit hours may be attempted in order to obtain the 102 credit hours required for graduation with the Bachelor of Physical Education degree.

Year 1 - University 1: 30 credit hours

Course No.		Credit Hours
BIOL 1410	Anatomy of the Human Body	3
BIOL 1412	Physiology of the Human Anatomy	3
ENGL 1XXXW	English (1200, 1300, or both 1310 & 1340)	6
PERS 1500	Foundations of Physical Education and Kinesiology	3
PSYC 1200	Introduction to Psychology	6
STAT 1000M	'M' Requirement MATH or STAT course	3
	Electives / Teaching Minor	6

Year 2: 36 credit hours

Course No.		Credit Hours
KIN 2320	Human Anatomy	3
KIN 2330	Biomechanics	3
PERS 2100	Introduction to Professional Practice	3
PERS 2200	Program Planning Principles	3
PHED 2550	Growth and Motor Development	3
	Required Experiential Learning Courses (ELCs):	
PHED 2710	Human Movement Principles (ELC)	3
PHED 2720	Developmental Games and Activities (ELC)	3
PHED 2730	Gymnastics, Dance and Rhythmic Activities (ELC)	3
PHED 2740	Fitness Theory and Practice (ELC)	3
	Electives / Teaching Minor	9

Year 3: 36 credit hours

Course No.		Credit Hours
KIN 2540	Psychology of Sport and Physical Activity	3
KIN 3450	Motor Control and Learning	3
KIN 3470	Exercise Physiology	3
KIN 3512	Principles of Fitness Training	3
PERS 3100	Inclusive Physical Activity and Leisure	3
PERS 3460	Sociology of Physical Activity and Leisure	3
PHED 3360	Culturally Relevant Physical Education and Health	3
PHED 3710	Active Health and Human Potential	3
	Faculty Electives	6
	Must Include 1 or 2 of the following Experiential Learning Courses (ELCs):	
PHED 2400	Coaching Theory and Practice (3)	
PHED 2402	Advanced Coaching Theory and Practice (3)	
PHED 3102	Aboriginal Song and Dance (3)	
PHED 3102	Indigenous Song and Dance (3)	
PHED 3740	Resistance Training and Conditioning (3)	
PHED 3750	Lifestyle Activities (3)	
PHED 3760	Diverse Populations Mentorship (3)	
PHED 3770	Aboriginal Games and Activities (3)	
PHED 3770	Indigenous Games and Activities (3)	
PHED 4710	Outdoor Education (3)	
REC 4720	Wilderness Adventures (3)	
	Electives / Teaching Minor	6

Degree Exit Requirement: Current Basic Rescuer CPR and Emergency or Standard First Aid Certification.

***Note: Students who intend to apply for admission to the Faculty of Education after completing their BPE degree should review the information in the current Undergraduate Academic Calendar and consult with the Faculty of Education to ensure they are selecting an appropriate teachable minor and courses for their choice of the Early, Middle or Senior Years stream.**

Faculty of Management

Faculty of Management

Program modification:

Modifications to the following programs are outlined on the next 13 pages:

- **Bachelor of Commerce (Honours)**
- **Asper School of Business / École technique et professionnelle**

Faculty of Management/I.H. Asper School of Business

Revisions to the Academic Calendar for Changes Pertaining to Core Business Program

SECTION 2: Admission Requirements

2.1 Admission Requirements from High School and Previous Post-Secondary Institutions

The following is a summary of the admission requirements for the Bachelor of Commerce (Honours.). Equivalent courses completed at other universities will be considered for admission and transfer credit only if the courses have been taken within the last 10 years. All admission requirements, as well as application deadline dates and forms, are included in the Applicant Information Bulletin that is available from the [Admissions Office](#), 424 University Centre. This information is also posted on the University of Manitoba's website.

Direct Entry from High School

To be eligible to apply high school students must have:

1. Manitoba high school graduation, with five full credits at the Grade 12 level, in courses designated S (Specialized), G (General), or U (Dual Credit –University), with
2. A minimum 85% average over three courses: Pre-Calculus Math 40S or Applied Math 40S (Recommended Pre-Calculus 40S), English 40S, and one other 40S/U course, and
3. A minimum 60% in each of the three courses noted in point 2 above, and
4. Applicants may require a higher average than stipulated in point 2 to be successful in the annual competition for admission.

See Applicant Bulletin for complete details.

Track 1 Transfer Students

The following is a summary of the admission requirements for the Bachelor of Commerce (Honours.) for Track 1 transfer students. Equivalent courses completed at other universities will be considered for admission and transfer credit only if the courses have been taken within the last 10 years. All admission requirements, as well as application deadline dates and forms, are included in the Applicant Information Bulletin that is available from the Admissions Office, 424 University Centre. This information is also posted on the University of Manitoba's website.

Requirements (for Track 1 Transfer students)

- [[ECON 1010](#) (3) and [ECON 1020](#) (3)] (6)
- 6 credit hours from: Anthropology, History, Mathematics, Philosophy, Political Studies, Psychology, or Sociology (6)*
- Mathematics [MATH 1520](#) or [MATH 1500](#) (3) or **MATH 1230 (3)**
- Statistics [STAT 1000](#) (3) or **STAT 1150 (3)**
- A 3 credit hour Written English ("W") course from a specific discipline ([ARTS 1110](#), [GMGT 1010](#) and

GMGT 2010 are not considered to be from a specific discipline) (3)

- 3 credit hours of electives (3) **

Minimum 24 credit hours completed by April 30. Although 24 credit hours is the minimum requirement for admission, a full year course load would require 30 credit hours; therefore, students only taking 24 credit hours for admission will need to pick up an extra 6 credit hours of course work once in the Asper School of Business.

An Elective is any three or six credit hour course freely chosen by the student from courses taught in the degree programs of other faculties and schools, excluding the Asper School of Business.

If students want to complete 30 credit hours in Year 1, students are recommended to take 6 credit hours from this suggested list of recommended courses: GMGT 1010 plus one of GMGT 2060, GMGT 2070 or MKT 2210.

* Courses chosen for this requirement must be independent from courses taken to fulfill other degree requirements.

Critical Thinking (Philosophy) PHIL 1290 is a preferred elective choice

Students must achieve a minimum grade of "C" on each course listed above. Admission in this category is competitive.

NOTE: The prerequisite for MATH 1520 or MATH 1500 is a 60 per cent in Grade 12 Pre-Calculus Mathematics 40S or equivalent or a grade of "C" in the MSKL 0100 Mathematical Skills course taught by Extended Education; the prerequisite for MATH 1230 is a 70% in Pre-calculus Mathematics 40S or the MSKL 0100 Mathematical Skills offered by Extended Education (B).

NOTE: The prerequisite for STAT 1150 is a 70% in Pre-calculus Mathematics 40S or the MSKL 0100 Mathematical Skills offered by Extended Education (B).

See Applicant Bulletin for complete details.

Track 2 Transfer Students

Applicants who are missing one or more of the Track 1/Foundation course requirements may apply under Track 2 provided they have met the following criteria: completed a minimum of 24 credit hours; achieved a minimum admission GPA of 3.1; and achieved a minimum grade of "C" on each course comprising the 24 credit hours. Track 2 applicants are encouraged to complete all outstanding Track 1/Foundation required courses during their first year after admission to the Asper School of Business.

Minimum 24 credit hours completed by April 30. Although 24 credit hours is the minimum requirement for admission, a full year course load would require 30 credit hours; therefore, students only taking 24 credit hours for admission will need to pick up an extra 6 credit hours of course work once in the Asper School of Business.

*Students must achieve a minimum grade of "C" on each course listed above. Admission in this category is competitive.

See Applicant Bulletin for complete details.

Priority for Admission

Admission to the Asper School of Business is limited to an annual quota. The quota will be filled by selecting students from a rank-ordered list of applicants in the following order:

For September 2014:

First Priority –Direct Entry from High School applicants.

Second Priority - Track 1 applicants with an AGPA of 2.60 or greater in descending order of AGPA. Thirty spaces are reserved for the Track 2 applicants with an AGPA of 3.10 or higher in descending order of AGPA.

Third Priority - Track 2 applicants (who are not already admitted under the Second Priority) with an AGPA of 3.10 or greater in descending order of AGPA.

Fourth Priority - Track 1 applicants with an AGPA of 2.00 - 2.59 in descending order of AGPA.

Both Track 1 applicants and Track 2 applicants may require an AGPA well in excess of the minimum to be successful in the annual competition for admission.

Other requirements

High school prerequisite: Grade 12 Pre-Calculus Mathematics 40S (or equivalent, with a minimum 60 %)

The Written English and Mathematics requirements are satisfied by Track 1/Foundation courses.

Minimum AGPA for consideration: 2.0 for Track 1 applicants; 3.1 for Track 2 applicants.

Admission to the Asper School of Business is limited to an annual quota and is competitive.

The Bachelor of Commerce (Honours) program does not have a Mature Student Category for admission.

All students seeking admission to the Bachelor of Commerce (Honours) program must first complete either the Direct Entry, Track 1 or Track 2 requirements.

All students planning to enter the Bachelor of Commerce (Honours) program must obtain a minimum of 60 per cent in Grade 12 Pre-Calculus Mathematics 40S (or equivalent) in order to complete all degree requirements.

The Bachelor of Commerce also has a Special Consideration Category.

See Applicant Bulletin for complete details.

Advance Standing: Transfer and Second Degree Students

Students who do not meet the eligibility requirements for admission after their first year of University can spend another year (or more) in another faculty, complete the eligibility requirements, and then apply (or re-apply) for admission. Students who complete additional course credits beyond the Track

1/Foundation or Track 2 requirements are eligible to receive applicable advance standing upon admission to the Asper School of Business.

The following regulations apply to students who must (or choose to) take more than one year to qualify for admission to the Asper School of Business.

All transfer and second degree students will be required to:

Meet the admission requirements of Track 1 or Track 2 in the year of application.

Complete all 120 credit hours required in the Bachelor of Commerce (Honours) program, including the 24 credit hours that comprise the specific Track 1/Foundation course requirements, the Core requirements, the course requirements for one Major, Business Options, and Elective courses. An Elective is any three or six credit hour course freely chosen by the student from courses taught in the degree programs of other faculties and schools, excluding the Asper School of Business. After admission to the Asper School, students in Track 2 must complete all outstanding courses listed in the Track 1/Foundation course requirements and achieve a minimum grade of "C" in each course.

Students who are admitted to the Asper School of Business who have completed more than the minimum 24 credit hours requirement of Track 1/Foundation course or Track 2 may be eligible to receive transfer credit for the additional work completed, provided the additional course work is creditable toward the degree requirements of the Bachelor of Commerce (Honours).

Students who are admitted to the Asper School of Business following the completion of another degree program are eligible to receive a maximum of 60 hours of transfer credit for applicable courses completed as part of their first degree. Students who, within their first degree, have more than 60 hours of transferable credits would be required to take substitute courses for credits in excess of the 60 hour limit on transfer.

Students who have a degree and in addition have completed further courses at the University of Manitoba which are applicable to the B. Comm.(Hons.) program that were not used for credit toward their first degree may receive additional transfer credit for that work.

Equivalent courses completed at other universities will be considered for admission and transfer credit only if the courses have been taken within the last 10 years.

Students are encouraged to contact a Undergraduate Program Advisor in the Undergraduate Program Office for information on how to optimize their transfer credit and advance standing.

See Applicant Bulletin for detailed information on admission requirements.

4.1 Program Requirements for the Bachelor of Commerce (Honours) Program – ~~Track 1 with Guaranteed Admission, Direct Entry~~, Track 1 and Track 2 (including students admitted from International Articulation Agreements)

All students admitted under these tracks (including International Students and International from 2+2 Joint Programs) will complete the Bachelor of Commerce Honours Program. The Bachelor of Commerce (Honours) degree is comprised of 120 credit hours and can be divided into the following components:

- The Track 1/Foundation Course Requirements (24 credit hours)
- The Core (51 credit hours)
- The Major (12 credit hours)
- Business Options (15 credit hours)
- Electives (15 credit hours)
- Business Option or Elective (3 credit hours)

These components comprise 120 credit hours; their associated limits and definitions are defined below.

NOTE: Students admitted prior to September 2011 should refer to the 2010-2011 Undergraduate Calendar for a description of their program requirements.

Track 1/Foundation Course Requirements

All students must complete the specified Track 1/Foundation course requirements. Direct Entry students from high school will complete the Track 1/Foundation courses in their first year. Track 1 students complete these requirements prior to their admission to the Asper School of Business. Track 2 students have completed 24 credit hours of university course work but are missing one or more of the specific Track 1/Foundation courses. Track 2 students should complete all outstanding Track 1/Foundation courses during their first year after admission to the Asper School of Business and must achieve a minimum grade of “C” in each outstanding Track 1/Foundation courses.

The Core

The CORE consists of 51 credit hours of specified mandatory courses from all four departments in this faculty as well as courses taught by the departments of Economics, Environment, Global Political Economy, Political Studies, Philosophy and Sociology. All students are required to complete the Core. The Core presents the essence of a business degree program. The majority of the Core courses are taken in Years 2 and 3 of the Bachelor of Commerce Honours Program.

The Major

Each student is required to complete the course requirements of one MAJOR. Each department and the Dean's Office have developed one or more Majors. Each Major consists of a 12 credit hours of course work specified by the department. Subject to demand and faculty resources, specialized Majors are available in Aboriginal Business Studies, Accounting, Actuarial Mathematics, Entrepreneurship/Small Business, Finance, Generalist, Human Resources Management/Industrial Relations, International Business, Logistics and Supply Chain Management, Management Information Systems, Management of Organizations, Marketing, and Operational Research/Operations Management. A list of the Departments and the Majors they oversee is outlined below.

Students will normally choose a Major at the beginning of the third year of the program, following completion of many of the Core courses, which introduce the areas. Students have an opportunity to

transfer from one Major to another, but this opportunity decreases as the student progresses in the program.

Business Options

This component of the program consists of a required number of Business courses, meaning courses taught by the Faculty of Management/I.H. Asper School of Business, freely selected by the student. These courses are referred to as Business OPTIONS. Students are required to complete 15 credit hours of Options. **All Business Options courses must be at the 2000 Level or higher, except for language courses used as part of the International Business Major.** Some students may want to take Options which will supplement their Major, whereas other students may prefer to broaden their educational base by selecting Business courses in another or several other Majors. Students who want to supplement their Majors may take up to 12 hours of their Options from that area. Students may complete a second Major as part of their Options requirements. Such students should consult with staff in the Undergraduate Program Office.

Electives (non-business courses)

This component of the program is the NON-BUSINESS ELECTIVE requirement; within this document it will be referred to as an Elective. An Elective is any three or six credit hour course freely chosen by the student from courses taught in the degree programs of other faculties and schools, excluding the Asper School of Business. Students must complete 15 credit hours of Electives that meet the following criteria; a minimum of 6 credit hours of the Electives must be at the 2000 Level or higher plus a minimum of 3 credit hours of the Electives must comprise a freely chosen course that meets the Written English “W” requirement at any level.

Business Option or Elective

This component of the program consists of 3 credit hours which may be either a Business Option or Elective and it must be at the 2000 Level or higher.

Course Requirements for Direct Entry, Track 1 and Track 2 Students

The tables below list the Core courses that all Business students must complete. The courses are listed by year in a *suggested* sequence. Students normally complete the Core courses in the sequence shown.

To determine which additional courses to take each year (i.e., non-Core courses) students should consult the listing of course requirements for each year of their chosen Major.

YEAR 1: Track1/Foundation Courses	Cr. Hrs.
ANTH, HIST, MATH, PHIL, POLS, PSYC, SOC (see Note 1)	6
ECON 1010 AND ECON 1020	6
MATH 1520 OR MATH 1500 OR MATH 1230 (see Note 11)	3
STAT 1000 OR STAT 1150 (see Note 12)	3
Written English “W” (see Note 2)	3
Elective (see Note 3)	3
Minimum credit hours to qualify (see Note 4)	24

Year 1: Core Courses	
GMGT 1010	3
One of : GMGT 2060, GMGT 2070 or MKT 2210	3
Total credit hours (see Note 4)	30
YEAR 2	
ACC 1100	3
ACC 1110	3
FIN 2200	3
GMGT 2010	3
Two of : GMGT 2060, GMGT 2070, MKT 2210; whichever two courses not taken in Year 1 (see Note 5)	6
MIS 2000	3
MSCI 2150	3
Electives (see Note 6)	6
Total credit hours	30
YEAR 3	
HRIR 2440	3
GMGT 3300	3
SCM 2160	3
International Business Requirement (see Note 7)	3
Ethics (see Note 8)	3
Electives, Options & Major Courses (see Notes 6 and 10)	15
Total credit hours	30
YEAR 4	
GMGT 4010	3
Alternative Management Studies (see Note 9)	3
Electives, Options and Major Courses (see Notes 6 and 10)	24
Total credit hours	30
Total Credit Hours Required for Degree	120

NOTES:

1) 6 credit hours from: Anthropology, History, Mathematics, Philosophy, Political Studies, Psychology, or Sociology. Courses chosen for this requirement must be independent from courses taken to fulfill other degree requirements.

2) Students are required to select a three credit hour course to satisfy the Written English “W” requirement. The “W” course for the Foundation course requirement must be from a specific discipline (ARTS 1110, GMGT 1010 and GMGT 2010 are not considered to be from a specific discipline and

therefore do not fulfil the Track 1/Foundation Written English course requirement). Courses that satisfy the Written English requirement are listed in the chapter, General Academic Regulations and Policy.

3) **PHIL 1290** Critical Thinking is a preferred elective.

4) For Track 1 transfer students these 24 credit hours of specified courses are the minimum requirements for admission. Direct Entry high school admits will also be taking these Foundation courses in Year 1. All students regardless of admit type must take these courses and achieve a minimum grade of “C” (see applicant bulletin for complete details).

5) The prerequisite to **GMGT 2060** and **GMGT 2070** is **GMGT 1010** (D).

6) In addition to 51 credit hours of Core courses all students must take 12 credit hours in one Major, 15 credit hours of Business Options (**which must be at the 2000 Level or higher, except for language courses used as part of the International Business Major.**), 15 credit hours of Electives (which must include a minimum of 6 credit hours at the 2000 Level or higher plus 3 credit hours of Written English “W”) plus 3 credit hours of either Business Options or Electives (which must be at the 2000 Level or higher).

7) International Business Requirement: One of the following courses must be chosen: **ACT 4250**, **INTB 2200**, **FIN 3450**, **HRIR 4520**, **MKT 3300**, **MKT 3240** (Cross-Cultural Brand Management topic only) or **SCM 3230**.

8) Ethics requirement: One of the following courses: **PHIL 2290**, **PHIL 2750**, **PHIL 2790**, **PHIL 2830**, **GMGT 3030** or **GMGT 3581**. If a 6 credit hour course is chosen, 3 credit hours will count as Electives.

9) Alternative Management Requirement: One of the following must be chosen: **AGRI 3030** (Cooperatives in Business and Community topic only), **ECON 2540**, **LABR 2300**, **NATV 3120**, **NATV 4220**, **NATV 4320**, **POLS 3250**, **POLS 3270**, **SOC 3838** or any one of the following Asper courses: **GMGT 4210**, **LEAD 3030** or **MKT 3246** (or the former **MKT 3240** when titled **Sustainability Marketing topic only**). Take careful note of any course prerequisites in your timetable planning. Course prerequisites will be waived for Asper students in the following courses: **NATV 3120**, **NATV 4220**, **NATV 4320**, and **POLS 3270**; students must contact an Asper Program Advisor before registration for the prerequisite waiver. May be taken in Year 3 or Year 4.

10) Students may register for Electives in any year. Registration in Options and Major courses normally begins in Year 3 of the 4-Year program.

11) The prerequisite for **MATH 1520** or **MATH 1500** is a 60 per cent in Grade 12 Pre-Calculus Mathematics 40S or equivalent or a grade of “C” in the **MSKL 0100** Mathematical Skills course taught by Extended Education; the prerequisite for **MATH 1230** is a 70% in Pre-calculus Mathematics or the former Mathematics 40S (300) (70%) or the **MSKL 0100** Mathematical Skills offered by Extended Education (B).

12) The prerequisite for **STAT 1150** is a minimum of 70% in Pre-calculus Mathematics 40S or a grade of B or better in **MSKL 0100** Mathematical Skills (~~**MSKL 100**~~) offered by Extended Education or equivalent.

4.7 Program Requirements for the Asper School of Business /École technique et professionnelle joint program

Prior to admission to the Asper School of Business/École technique et professionnelle Joint Program students must complete the Business Administration Diploma (University Stream) at École technique et professionnelle with a minimum cumulative grade point average of 3.00. Students must have graduated from the Diploma program within the last 5 years to be eligible for admission. Admission is limited and competitive. Following admission to the Asper School of Business, students in the Joint Program will be required to complete 66 credit hours to earn the Bachelor of Commerce (Honours) degree. The 66 credit hours can be divided into the following components: the Core, the Major, Business Options, and Electives. These components and their associated limits are defined below.

NOTE: The Joint Program is currently under review; transfer credit details are subject to change.

NOTE: Students admitted prior to September 2011 should refer to the 2010-2011 Undergraduate Calendar for a description of their program requirements.

The Core

The CORE comprises 36 credit hours of the 66 required in the Joint Program. The Foundation courses (12 credit hours) should be taken in the first year in the Asper School. Students must achieve a minimum “C” grade in each Foundation course. The Program Core courses (24 credit hours) may be taken at any point in the program, but the course [GMGT 4010](#) must be taken in the student's final term. Core courses are listed below in Course Requirements for ETP Joint Program Students.

The Major

Each student must complete the course requirements of one MAJOR. Each Major will consist of a 12 credit hour unit of course work. Information on completing a Second Major is listed in Section 3.12. The Majors are listed in Section 4.2.

Students may begin taking courses for their major as soon as prerequisites are met. Students have an opportunity to transfer from one Major to another, but this opportunity decreases as the student progresses in the program.

Note: Students in the Asper School of Business/École technique et professionnelle joint program who want to major in Finance will be required to take [FIN 2200](#) as one of their Business Options.

Business Options

This component of the program consists of a required number of Business courses freely selected by the student. These courses are referred to as Business OPTIONS. Students must take at least nine and not more than 9 hours of Business Options. **All Business Options courses must be at the 2000 Level or higher, except for language courses used as part of the International Business Major.** Some students may want to take Business Options which will supplement their Major, whereas other students may prefer to broaden their educational base by selecting Business courses in other Majors. Students who want to supplement their Majors may take up to 9 hours of their Business Options from that area. Students may complete a second Major as part of their Business Options requirements. Such students should consult with staff in the Undergraduate Program Office.

Electives

This component of the program is the ELECTIVE requirement. An Elective is any three or six credit hour course freely chosen by the student from courses taught in the degree programs of other faculties and

schools, excluding the Asper School of Business. Students must take at least six credit hours of Electives that meet the following criteria; 3 credit hours must be at the 2000 Level or higher and 3 credit hours must be a freely chosen course that meets the Written English “W” requirement at any level.

Business Option or Elective

This component of the program consists of 3 credit hours which may be either a Business Option or Elective but it must be at the 2000 Level or higher.

Course Requirements for ETP Joint Program Students

The course requirements for the Asper School of Business/École technique et professionnelle Joint Program are as follows.

Students should register for the Foundation courses in their first year at the University of Manitoba and must achieve a minimum “C” grade in each course.

Foundation Requirements	Cr. Hrs.
6 credit hours from: ANTH, HIST, MATH, PHIL, POLS, PSYC OR SOC (See Note 1)	6
MATH 1520 or MATH 1500 or MATH 1230 (see Note 2)	3
Written English Course/Elective (see Note 3)	3
Program Core Requirements	
MIS 2000	3
GMGT 1010	3
MSCI 2150	3
SCM 2160	3
GMGT 4010 (must be taken in final term)	3
Ethics (see note 4)	3
Alternative Management Studies (see Note 5)	3
International Business (see Note 6)	3
Total Credit Hours	36

NOTES:

1) 6 credit hours from: Anthropology, History, Mathematics, Philosophy, Political Studies, Psychology, or Sociology. Courses chosen for this requirement must be independent from courses taken to fulfill other degree requirements.

2) The prerequisite for MATH 1520 or MATH 1500 is a 60 per cent in Grade 12 Pre-Calculus Mathematics 40S or equivalent or a grade of “C” in the MSKL 0100 Mathematical Skills course taught by Extended Education; **the prerequisite for MATH 1230 is a 70% in Pre-calculus Mathematics or the former Mathematics 40S (300) (70%) or the MSKL 0100 Mathematical Skills offered by Extended Education (B).** Students who have been admitted into the Asper School of Business/École technique et professionnelle Joint Program and who successfully complete the Mathematical Skills course may be entitled to an additional three credit hour Elective from their Business Administration diploma.

3) Students are required to select a three credit hour course to satisfy the Written English “W” requirement. The “W” course for the Foundation course requirement must be from a specific discipline ([ARTS 1110](#), [GMGT 1010](#) and [GMGT 2010](#) are not considered to be from a specific discipline and therefore do not fulfil the Track 1/Foundation Written English course requirement). Courses that satisfy the Written English requirement are listed in the chapter, General Academic Regulations and Policy.

4) All Business students must complete three credit hours of Ethics. Students may fulfil this requirement by completing one of the following courses: [PHIL 2290](#) (6), [PHIL 2750](#) (3), [PHIL 2790](#) (6), [PHIL 2830](#) (3), [GMGT 3030](#) or [GMGT 3581](#) (3). If a 6 credit hour course is chosen, 3 credit hours will count toward the core Ethics requirement and 3 credit hours will count as Electives.

5) Alternative Management Requirement: One of the following must be chosen: [AGRI 3030](#) (Cooperatives in Business and Community topic only), [ECON 2540](#), [LABR 2300](#), [NATV 3120](#), [NATV 4220](#), [NATV 4320](#), [POLS 3250](#), [POLS 3270](#), [SOC 3838](#) or any one of the following Asper courses: [GMGT 4210](#), [LEAD 3030](#) or [MKT 3246](#) (or the former [MKT 3240](#) when titled **Sustainability Marketing topic only**). Take careful note of any course prerequisites in your timetable planning. Course prerequisites will be waived for Asper students in the following courses: [NATV 3120](#), [NATV 4220](#) [NATV 4320](#), and [POLS 3270](#); students must contact an Asper Program Advisor before registration for the prerequisite waiver. May be taken in Year 3 or Year 4.

6) International Business Requirement: One of the following courses must be chosen: [ACT 4250](#), [INTB 2200](#), [FIN 3450](#), [HRIR 4520](#), [MKT 3300](#), [MKT 3240](#) (Cross-Cultural Brand Management topic only) or [SCM 3230](#).

Overall Program Requirements	Cr. Hrs.
Foundation Courses	12
Program Core Courses	24
Major Courses	12
Business Options (2000+ level, except for language courses used as part of the International Business Major.)	9
Electives (2000+ level & a "W" elective course any level)	6
Business Option or Elective (2000+ level)	3
Total Credit Hours	66

Faculty of Management/I.H. Asper School of Business

Revisions to the Applicant Bulletin (Track 1 and Track 2 Categories)

Asper School of Business
Track 1 and Track 2 Applicants (Advanced Entry)
Applicant Information Bulletin 2019-2020

2. Track 1 Requirements

All applicants must meet the following basic requirements: The successful completion of the following 24 credit hours with no grade lower than 'C' in each of the required courses. **Applicants must complete the Track 1 Requirements by the end of the Winter exam period.**

TRACK 1 REQUIRED COURSES (c) <i>(The numbers in brackets e.g. (c, d) refers to Notes)</i>				
Subject Area	University of Manitoba	Brandon University	Canadian Mennonite University	University of Winnipeg
	6 credit hours from: <ul style="list-style-type: none"> • Anthropology ANTH, • History HIST, • Mathematics MATH, • Philosophy PHIL, • Political Studies POLS, • Psychology PSYC, or • Sociology SOC 			
Principles of Economics (6 credit hours)	[ECON 1010 (3) and ECON 1020 (3)] or former ECON 1200 (6)	22.131	ECON-1000/3 and ECON-1010/3	ECON-1102/3 and ECON-1103/3
Intro to Calculus (3 credit hours) (d)	MATH 1520 or MATH 1500 or MATH 1230	62.181	MATH-1020/3	MATH-1102/3 or MATH-1103/3
Statistics (3 credit hours)	STAT 1000 Or STAT 1150	62.171	MATH 1000/3	STAT 1501/3
(3 or 6 credit hours) (e,f,g,h)				
Electives (0-3 credit hours) (i,j,k)				

NOTES:

a. The 24 credit hours of Track 1 course work may be completed on a part-time basis if the applicant so chooses.

b. Students from any Faculty or School who have completed the Track 1 Requirements are eligible to apply for admission to the Asper School of Business.

c. Equivalent courses completed at other universities within the past ten years will be considered. Non-University of Manitoba courses taken more than 10 years ago may not be used to fulfill Track 1 Requirements; nor shall they be considered for transfer credit to the Asper School of Business.

d. ~~The Calculus courses listed above have a prerequisite of 60% in Math 40S (Pre-Calculus) from Grade 12.~~ **The prerequisite for MATH 1520 or MATH 1500 is a 60 per cent in Grade 12 Pre-Calculus Mathematics 40S or equivalent or a grade of "C" in the MSKL 0100 Mathematical Skills course taught by Extended Education; the prerequisite for MATH 1230 is a 70% in Pre-calculus Mathematics or the MSKL 0100 Mathematical Skills offered by Extended Education (B).**

...skip to note k.

k. Students who are interested in a mathematical orientation to Business (for example, students considering the Actuarial program) are encouraged to take **STAT 1150 to fulfill the statistics requirement (The prerequisite for STAT 1150 is a 70% in Pre-calculus Mathematics 40S or the MSKL 0100 Mathematical Skills offered by Extended Education (B)) and are encouraged to take MATH 1700 (3 credit hours) and MATH 1300 (3 credit hours)** as an elective to fulfill the Track 1 requirements. Similarly, students may take MATH 1690 (six credit hours), which is the equivalent of MATH 1500 and MATH 1700; this course is directed to the better mathematics students. **Alternative courses in mathematics may be suggested by the Director of the Warren Centre for Actuarial Studies.**

Department of Accounting and Finance

Modifications:

ACC 2020 Intermediate Accounting - Equities Cr.Hrs. 3 0.0

Consideration of current accounting relating to equities with attention to the accounting treatment of current and long-term liabilities, income tax allocation, share capital, and surplus. May not be held with FIN 3250 or ACC 2021. Prerequisites: (ACC 2010 (C) or ACC 2011 (C)) and (FIN 2200 (C) or FIN 2201 (C)).

ACC 3030 Advanced Accounting Cr.Hrs. 3 0.0

Topics include: partnerships, consolidations, mergers, reporting on conglomerates, and fund accounting. Not offered every year. May not be held with ACC 3031. Prerequisites: (ACC 2010 (C) or ACC 2011 (C)) and (ACC 2020 (C) or ACC 2021 (C)).

ACC 4010 Auditing Cr.Hrs. 3 0.0

Study of philosophy and concepts of auditing, legal and ethical responsibilities of the auditor, basic techniques of auditing including statistical sampling and flowcharting, and the operational audit. May not be held with ACC 4011. Prerequisites: (ACC 2010 (C) or ACC 2011 (C)) and (ACC 2020 (C) or ACC 2021 (C)).

ACC 4030 Accounting Theory Cr.Hrs. 3 0.0

Examination of principles and postulates of accounting theory. Coverage of selected topics will vary from year to year depending on interests of course participants. May not be held with ACC 4031. Prerequisites: (ACC 2020 (C) or ACC 2021 (C)) and (FIN 2200 (C) or FIN 2201 (C)).

FIN 2200 Corporation Finance Cr.Hrs. 3 0.0

An introduction to corporate finance regarding the allocation and acquisition of funds. Topics include: discounted cash flows, capital budgeting, financial instruments, cost of capital, risk-return trade-offs, market efficiency, capital structure and the use of derivatives. May not be held with FIN 2201. Prerequisites: [A grade of "D" or better in ACC 1100 or ACC 1101] and [a grade of "C" or better in MATH 1230 or MATH 1500 or MATH 1501 or MATH 1520] and [a grade of "C" or better in STAT 1000 or STAT 1001 or STAT 1150] and [a grade of "C" or better in both ECON 1010 (or ECON 1011) and ECON 1020 (or ECON 1021) or in the former ECON 1200 (or the former ECON 1201)].

FIN 3410 Investments Cr.Hrs. 3 0.0

An introduction to investment analysis and modern portfolio theory. Topics include equilibrium in the capital markets, fixed income securities, equities and derivative instruments. May not be held with FIN 3411. Prerequisites: [A grade of "C+" or better in FIN 2200 or FIN 2201] and [a grade of "C" or better in MATH 1220 or MATH 1300 or MATH 1301 or MATH 1310] and [a grade of "C" or better in STAT 2000 or STAT 2001 or STAT 2150].

FIN 3460 Financial Markets and Institutions Cr.Hrs. 3 0.0

A study of financial systems with emphasis on Canada. Major topics include monetary policy, financial markets, financial institutions, financial regulation and risk management. May not be held with ECON 3640 or ECON 3641. Prerequisites: [A grade of "C+" or better in FIN 2200 or FIN 2201] and [a grade of "C" or better in MATH 1220 or MATH 1300 or MATH 1301 or MATH 1310] and [a grade of "C" or better in STAT 2000 or STAT 2001 or STAT 2150].

FIN 3480 Corporate Finance Theory and Practice Cr.Hrs. 3 0.0
Intermediate Corporate Finance including the following topics: capital budgeting theory and techniques, determination of relevant cost of capital, capital structure, dividend policy, leasing and other special topics. May not be held with FIN 3481. Prerequisites: [a grade of "C+" or better in FIN 2200 or FIN 2201] and [a grade of "C" or better in MATH 1220 or MATH 1300 or MATH 1301 or MATH 1310] and [a grade of "C" or better in STAT 2000 or STAT 2001 or STAT 2150].

Net change in credit hours: 0.0

Program modifications:

Modifications to the **Bachelor of Commerce (Honours), Accounting Major**, are detailed below.

Accounting Major

The Major consists of: ACC 2010 **(C)**, ACC 2020 **(C)**, ACC 3040 **(C)** and ACC 4030 **(C)** and a requirement that students have a minimum of C+ in the prerequisite courses of ACC 1100 and ACC 1110.

The prerequisite for ACC 2010 is ACC 1100 (C+), **for ACC 2020 is ACC 2010 (C) and FIN 2200 (C)**, for ACC 3040 is ACC 1110 (C+), **and for ACC 4030 is ACC 2020 (C) and FIN 2200 (C)**.

Modifications to the **Bachelor of Commerce (Honours), Finance Major**, are detailed below.

Finance Major

The major consists of 12 credit hours from: FIN 3410*, FIN 3480*, and FIN 4400 plus one of FIN 3400, FIN 3420, FIN 3450, FIN 3460*, FIN 4240, FIN 4250, FIN 4260, or FIN 4270 and a requirement that students have a minimum of C+ in the prerequisite course of FIN 2200.

*The prerequisites for FIN 3410, FIN 3460 and FIN 3480 are: [FIN 2200 ~~(or 009.220)~~ (C+)] and **[MATH 1220 (C) or MATH 1300 (C) or MATH 1310 (C)]** and [STAT 2000 (C) or **STAT 2150 (C)**].

****The prerequisite for FIN 4400 is FIN 3480 (D).**

Finance students are also required to take MATH 1300 (C) or MATH 1310 (C) and STAT 2000 (C) as part of the electives in their program since they are part of the prerequisite for the finance courses as stated above.

Capstone Course: FIN 4400**.

Actuarial Mathematics

Deletions:

ACT 4140 Actuarial Modeling Methods 1 Cr.Hrs. 3	-3.0
ACT 4240 Actuarial Modeling Methods 2 Cr.Hrs. 3	-3.0
ACT 4630 Construction and Evaluation of Actuarial Models Cr.Hrs. 6	-6.0

Introductions:

ACT 4010 Regression Modeling in Actuarial Science Cr.Hrs. 3 +3.0
Construction of generalized linear models and regression-based time series models with actuarial applications. May not be held with IDM 4050 when titled "Time Series and Regression Analysis for Management." Pre- or corequisite: STAT 3400 (D) or the former STAT 3500 (D).

ACT 4020 Short-Term Actuarial Mathematics I Cr.Hrs. 3 +3.0
Introduction to useful frequency and severity models, aggregate models, coverage modifications, risk measures and construction and selection of parametric models. This course covers part of the learning objectives of Short-Term Actuarial Mathematics Exam by the Society of Actuaries (SoA). May not be held with the former ACT 4140 or the former ACT 4630. Pre- or corequisite: STAT 3400 (D) or the former STAT 3500 (D).

ACT 4030 Short-Term Actuarial Mathematics II Cr.Hrs. 3 +3.0
Introduction to useful credibility theory, insurance and reinsurance coverage, and pricing and reserving for short-term insurance coverages. This course covers part of the learning objectives of Short-Term Actuarial Mathematics Exam by the Society of Actuaries (SoA). May not be held with the former ACT 4240 or the former ACT 4630. Prerequisite: ACT 4020 (C+) or the former ACT 4140 (C+).

Modifications:

ACT 2020 Economic and Financial Applications Cr.Hrs. 3 0.0
A synthesis of macroeconomic issues, quantitative aspects of finance using interest theory and insurance economics.

ACT 2210 Introduction to Risk Management Cr.Hrs. 3 0.0
Mathematical tools for the quantitative assessment of risk and their application to problems encountered in risk management. Pre- or corequisite: STAT 2400 (D) or consent of instructor.

ACT 3130 Actuarial Models 1 Cr.Hrs. 3 0.0
Elementary concepts respecting the quantification of the financial impact of contingent payments. May not be held with ACT 3630. Prerequisites: ACT 2120 (C+) and [STAT 3400 (D) or the former STAT 3500 (D)].

ACT 4340 Actuarial Modeling Methods 3 Cr.Hrs. 3 0.0
Classical, Bayesian and Buhlmann Credibility Models. The connection between Credibility Theory and Experience Rating. Underlying assumptions for the different methods. Simulation in estimating and fitting actuarial models. May not be offered every year. Prerequisite: ACT 4020 (C+) or the former ACT 4140 (C+).

Net change in credit hours: -3.0

Program modifications:

Modifications to the **Bachelor of Commerce (Honours), Actuarial Mathematics Major** are outlined on the next 2 pages.

Calendar Entry Changes
Faculty of Management/I.H Asper School of Business
Warren Centre for Actuarial Studies and Research

Calendar Section 4.2

Actuarial Mathematics

The Major consists of any 12 hours from ACT 2020, ACT 2120, ACT 3130, ACT 3230, ACT 3340, ACT 3630, **ACT 4010**, **ACT 4020**, **ACT 4030** ~~ACT 4630~~.

NOTE: ACT 4020 and ACT 4030 collectively satisfy the requirement for the Short-Term Actuarial Mathematics Exam by the Society of Actuaries.

Students admitted to the Asper School of Business prior to September 2018 may use ACT 4630 toward the 12 credit hours of the Actuarial Mathematics major, but only if the course was taken prior to September 2018.

Students admitted to the Asper School of Business prior to September 2011 may also use the following courses toward the 12 credit hours of the Actuarial Mathematics major, but only if the courses were taken prior to September 2011: ACT 2210, ACT 3330, ACT 3530, ACT 4240.

Students admitted to the Asper School of Business prior to September 2014 may use the following courses toward the 12 credit hours of the Actuarial Mathematics major: *Any 12 credit hours from: ACT 2020, ACT 2120, ACT 3130, ACT 3230 [ACT 3630 (6 hrs) may be taken in place of ACT 3130 (3 hrs) *plus* ACT 3230 (3 hrs)], ACT 3340, ACT 4140, ACT 4340 [ACT 4630 (6 hrs) may be taken in place of ACT 4140 (3 hrs) *plus* ACT 4340 (3 hrs)].*

Students admitted to the Asper School of Business prior to September 2014 should refer to the Academic Calendar for the year in which they were admitted for the requirements for this major.

***Prior to registration, all students interested in or enrolled in Actuarial Mathematics should consult the Director or an Undergraduate Program Advisor for program planning advice.

Students admitted in the Fall 2006 term and thereafter are required to attain a minimum grade of "C+" in all 12 credit hours of Actuarial courses that will contribute to the Major in order to graduate with an Actuarial Mathematics Major.

Students are also advised that the following 15 credit hours of courses are required (and *another* 3 credit hours are recommended) to obtain the Actuarial Mathematics Major:

MATH 1300 [or MATH 1220] (C) and MATH 1700(B) [or MATH 1232 (C)]. These courses can be used to satisfy Track 1/Foundation courses or alternately as electives in Year 1. Note: Both MATH 1300 and MATH 1700 are prerequisite to MATH 2720 which is required for ACT 2120. MATH 2720 [D]. Students declaring Actuarial Mathematics as their first major may take this course as either a Business Option or non-Business Elective.

STAT 1000 [or STAT 1150] and STAT 2400 and STAT 3400. STAT 2400 (C). Note: STAT 1000 [or STAT 1150] is a prerequisite to STAT 2400, and STAT 2400 is needed for ACT 2120, and is a

prerequisite for STAT 3400, which is needed for ACT3130, ACT 3630, ACT 4020 and ACT 4030. These courses can contribute to the 2000+ Level elective requirement of the degree.

Plus STAT 2000 (or STAT 2150] is a recommended elective. NOTE: STAT 2000 [or STAT 2150] is a prerequisite for FIN 3410.

STAT 2400 and STAT 3400. STAT 2400 is needed for ACT 2120. STAT 3400 is needed for ACT3130, ACT 3630 and ACT 4630. These courses can contribute to the 2000+ Level elective requirement of the degree.

Plus STAT 2000 is a recommended elective. This course can contribute to the 2000+ Level elective requirement of the degree.

Business Administration

Modifications:

MGMT 3160 Managerial Economics Cr.Hrs. 3 0.0

An introduction to the economic foundations of managerial decision making, which includes pricing strategies, boundaries of the firm, investment in human capital, and incentive contract design. Also offered by the Faculty of Arts as ECON 3160. May not be held with ECON 3160. Prerequisite: [a grade of "C" or better in both ECON 1010 (or ECON 1011) and ECON 1020 (or ECON 1021), or the former ECON 1200, or the former ECON 1201] and [a grade of "C" or better in MATH 1230 or MATH 1500 (or MATH 1501) or MATH 1510 or MATH 1520).

HRIR 4480 Collective Bargaining and Contract Administration Cr.Hrs. 3 0.0

Focuses on the legal framework, processes and issues pertaining to the negotiation and administration of collective agreements, building on the foundation provided by HRIR 3450. Students will learn practical strategies for collective bargaining by participating in mock collective bargaining and how to conduct in-depth analysis of grievance arbitration cases. May not be held with HRIR 4481. Prerequisite: HRIR 3450 (D) or HRIR 3451 (D).

Net change in credit hours: 0.0

Marketing

Introductions:

MKT 3242 Brand Management Cr.Hrs.3 +3.0

Examination of the holistic and integrative considerations that affect brand management. May not be held with MKT 3240 when titled "Branding". Prerequisite: MKT 2210 (D) or MKT 2211 (D).

MKT 3246 Sustainability Marketing Cr.Hrs.3 +3.0

This course will examine strategies that organizations can adopt to be successful in meeting the triple bottom line (people, planet, profit) within the broader framework of sustainability. May not be held with MKT 3240 when titled "Sustainability Marketing". Prerequisite: MKT 2210 (D) or MKT 2211 (D).

Modification:

MKT 3220 Marketing Research Cr.Hrs. 3 0.0

Study of the planning and implementation of research required to make informed marketing decisions. May not be held with MKT 3221. Prerequisites: [MKT 2210 (D) or MKT 2211 (D)] and [STAT 2000 (D) or STAT 2001 (D) or STAT 2150 (D)] or consent of instructor.

Net change in credit hours: +6.0

Program modifications:

Modifications to the **Bachelor of Commerce (Honours), Marketing Major** are outlined on the next page.

Faculty of Management/I.H. Asper School of Business
Program Modification Summary and Calendar Entries
Marketing Department

Program Modification #1

Calendar Section 4.2

Marketing

The Major consists of MKT 3220*, MKT 3230, MKT 4210 and 3 hours from MKT 3240, MKT 3300, **MKT 3242, MKT 3246**, MKT 3310, MKT 3340, MKT 3390, MKT 4270. In addition to the 12 credit hours required for the major, Marketing students may take up to an additional 12 credit hours from the above list.

*Marketing students are also required to take STAT 2000 **or STAT 2150** as one of their electives since it is a prerequisite for MKT 3220.

Capstone Course: MKT 4210.

Program Modification #2

Calendar Section 4.1

9) Alternative Management Requirement: One of the following must be chosen: [AGRI 3030](#) (Cooperatives in Business and Community topic only), [ECON 2540](#), [LABR 2300](#), [NATV 3120](#), [NATV 4220](#), [NATV 4320](#), [POLS 3250](#), [POLS 3270](#), [SOC 3838](#) or any one of the following Asper courses: [GMGT 4210](#), [LEAD 3030](#) or [MKT 3246](#) ~~(or the former MKT 3240 when titled Sustainability Marketing topic only)~~. Take careful note of any course prerequisites in your timetable planning. Course prerequisites will be waived for Asper students in the following courses: [NATV 3120](#), [NATV 4220](#), [NATV 4320](#), and [POLS 3270](#); students must contact an Asper Program Advisor before registration for the prerequisite waiver. May be taken in Year 3 or Year 4.

Program Modification #3

Calendar Section 4.7

5) Alternative Management Requirement: One of the following must be chosen: [AGRI 3030](#) (Cooperatives in Business and Community topic only), [ECON 2540](#), [LABR 2300](#), [NATV 3120](#), [NATV 4220](#), [NATV 4320](#), [POLS 3250](#), [POLS 3270](#), [SOC 3838](#) or any one of the following Asper courses: [GMGT 4210](#), [LEAD 3030](#) or [MKT 3246](#) ~~(or the former MKT 3240 when titled Sustainability Marketing topic only)~~. Take careful note of any course prerequisites in your timetable planning. Course prerequisites will be waived for Asper students in the following courses: [NATV 3120](#), [NATV 4220](#), [NATV 4320](#), and [POLS 3270](#); students must contact an Asper Program Advisor before registration for the prerequisite waiver. May be taken in Year 3 or Year 4.

Supply Chain Management

Introductions:

SCM 3270 Lean Management Cr.Hrs. 3 +3.0

Lean Management will provide students with a basic understanding of the components of Lean Management and the opportunity to practically apply the principles, methods and tools of Lean Management to real problems. Students will learn how to analyze case studies and apply course material in real-world situations. May not be held with SCM 2220 when titled "Lean Management". Prerequisite: a grade of "D" or better in SCM 2160 (or SCM 2161) or SCM 2230 or ABIZ 2520 or MSCI 2150 (or MSCI 2151) or the former OPM 2600 (or OPM 2601) or consent of instructor.

SCM 3280 Project Management in Supply Chain Cr.Hrs. 3 +3.0

Topics covered in this course will include project initiating, planning, executing, monitoring and controlling, and closing. Following the PMI methodology, all ten knowledge areas will be covered, including: integration, scope, schedule, cost, HR, quality, risk, communication, procurement and stakeholder management. Students will learn how to analyze case studies and effectively use team work to develop strong planning and an analytical approach pertinent to project management. May not be held with SCM 2220 when titled "Project Management in Supply Chain". Prerequisite: a grade of "D" or better in SCM 2160 (or SCM 2161) or SCM 2230 or ABIZ 2520 or GMGT 1010 (or GMGT 1011) or MIS 2000 or (MIS 2001) or MSCI 2150 (or MSCI 2151) or the former OPM 2600 (or OPM 2601) or consent of instructor.

Modification:

MSCI 2150 Introduction to Management Sciences Cr.Hrs. 3 0.0

An introduction to management science techniques and models. Topics include linear programming, distribution problems, decision theory and queuing models. May not be held with MSCI 2151 or ABIZ 2520. Prerequisites: [a grade of "C" or better in MATH 1230 or MATH 1520 or MATH 1500 (or MATH 1501)] and [a grade of "C" or better in STAT 1000 (or STAT 1001) or STAT 1150].

Net change in credit hours: +6.0

Program modifications:

Modifications to the **Bachelor of Commerce (Honours), Logistics and Supply Chain Management Major** are outlined on the next page.

**LOGISTICS AND SUPPLY CHAIN MANAGEMENT
PROGRAM MODIFICATIONS
EFFECTIVE FALL 2018 TERM**

4.2 Program Requirements for Majors

Logistics and Supply Chain Management

The Major consists of: SCM 2210, SCM 2230, SCM 3360 plus one of the following: SCM 2220, SCM 2240, SCM 2250, SCM 2260, SCM 3230, SCM 3250, SCM 3260, **SCM 3270, SCM 3280**, SCM 3630, SCM 4250 (not to be held with the former SCM 4240).

Recommended Business Options/Electives in this area include: MIS 3500, MIS 3510, INTB 2200, HRIR 3450, GMGT 3160, GMGT 4160, MSCI 3400, IDM 4050, IDM 4070, IDM 4080, MKT 3220, MKT 3340, GEOG 3800, ECON 2010, ECON 3010.

College of Medicine

Biochemistry and Medical Genetics

Deletion:

BGEN 3020 Introduction to Human Genetics Cr.Hrs. 6 -6.0

Introductions:

BGEN 3022 Introduction to Human Genetics A Cr.Hrs. 3 +3.0

Introduction to basic principles of human genetics with emphasis on pedigrees analysis, population genetics and cytogenetics. May not be held with the former BGEN 3020.

BGEN 3024 Introduction to Human Genetics B Cr.Hrs. 3 +3.0

Principles of human genetics with emphasis on clinical applications, including human development, disease treatments, prenatal diagnosis and ethics. May not be held with the former BGEN 3020. Prerequisite BGEN 3022.

Net change in credit hours: 0.0

Community Health Sciences

Deletions:

FMLY 3610 Developmental Health of Children and Youth Cr.Hrs. 3 -3.0

FMLY 4460 Family Financial Counselling Cr.Hrs. 3 -3.0

Modifications:

FMLY 2600 Foundations of Childhood Developmental Health Cr.Hrs. 3 0.0

This course examines the theoretical and empirical foundations of childhood development and their implications for promoting developmental health. Specifically, the course considers the biological and environmental factors that influence developmental health given physical, cognitive, emotional and social development from the prenatal period to middle childhood. May not be held with PSYC 2290 or PSYC 2291. Prerequisite: minimum grade of "C" in FMLY 1010.

FMLY 3750 Fundamentals of Health Promotion Cr.Hrs. 3 0.0

This course provides an interdisciplinary life course perspective on theories and methods of health promotion. Current research, practices and policies in health promotion targeting individuals, families and communities will be critically reviewed with regard to issues of gender, culture, age, functional ability, socio-economic status, sexual orientation, and other determinants of health. Prerequisites: HEAL 2600 or KPER 1200 (or the former PERS 1200) or KPER 1400 (or the former PERS 1400).

FMLY 3790 Introduction to the Evaluation of Programs for Children and Families Cr.Hrs. 3 0.0

An introduction to the theory and practice of program evaluation with special emphasis on child and family programs. The course considers the purpose of evaluation, types of evaluation, evaluation design and analysis, and the evaluation process. Prerequisite: HMEC 2000 or HMEC 2050.

Net change in credit hours: -6.0

Program modifications:

Modifications to the following programs are outlined on the next 6 pages:

- **Bachelor of Human Ecology (Family Social Sciences)**
- **Bachelor of Human Ecology (Family Social Sciences) – Child and Youth Developmental Health Option**
- **Bachelor of Human Ecology (Family Social Sciences) – Family Economic Health Option**
- **Bachelor of Human Ecology (Family Social Sciences) – Family Violence Option**

4.4.1 Students Admitted in September 2015 or Later

4.4.1 Students Admitted in September 2015 or Later

Courses to be taken by all Family Social Sciences students:

Course Number	Course Name	Credit Hours
<u>STAT 1000</u>	Basic Statistical Analysis	3
One of <u>STAT 2000</u> , <u>COMP 1260</u> or any other Science course	Basic Statistical Analysis 2, Introductory Computer Usage 1 , or any other Science course	3
One of: <u>ECON 1010</u> , <u>ECON 1020</u> , <u>ECON 1210</u> or <u>ECON 1220</u>	Principles of Economics, Introduction to Canadian Economic Issues, or Introduction to Global and Environmental Economic Issues and Policies	3 - 6
<u>HMEC 2000</u>	Research Methods and Presentation	3
<u>HMEC 3000</u>	Introduction to Social Epidemiology	3
<u>HEAL 2600</u>	Integration of Health Determinants of Individuals	3
<u>FMLY 1000</u>	Families in Contemporary Canadian Society	3
<u>FMLY 1010</u>	Human Development in the Family	3
<u>FMLY 1012</u>	Introduction to Social Development	3
<u>FMLY 1420</u>	Family Management Principles	3
<u>FMLY 2400</u>	Family Financial Health	3
<u>FMLY 2500</u>	Diversity and Families	3
<u>FMLY 3750</u>	Fundamentals of Health Promotion	3
<u>FMLY 3780</u>	Introduction to the Development of Programs for Children and Families	3
<u>FMLY 3790</u>	Introduction to the Evaluation of Programs for Children and Families	3
<u>PSYC 1200</u> or <u>SOC 1200</u>	Introduction to Psychology or Introduction to Sociology	6
	Program Electives	24
	FMLY Elective (3 cr. hr. must be at the 3000 level or higher)*	3
	Outside Electives	12 – 15
	Free Electives	27

Notes:

1. If students choose ECON 1010 and **ECON 1020** (the former **ECON 1200**) or ECON 1210 and **ECON 1220**, 12 credit hours of outside electives are required.
2. All courses listed in the general Family Social Sciences section (above) are required. In addition, students must choose at least one area (Option) in which to focus their studies. In the following section, the courses required to fulfill each Option are listed. They will partially meet department, outside and free elective requirements. More courses will be required to complete the 120 credit hour degree. Students are encouraged to take more than one Option. Each Option must consist of 18 non-overlapping credit hours; that is, no course can satisfy the requirement of more than one Option.
3. * Any non-required FMLY course is a Bachelor of Human Ecology (Family Social Sciences) program elective. At least one of the non-specified program electives must be at the 3000-4000 level. For more information, students are asked to contact the Academic Advisor for the Bachelor of Human Ecology Family Social Sciences Degree Program.

4.4.3 Child and Youth Developmental Health Option

4.4.3 Child and Youth Developmental Health Option

Child and Youth Developmental Health Option		
Course Number	Course Name	Credit Hours
<u>FMLY 2600</u>	Foundations of Childhood Developmental Health	3
<u>FMLY 3600</u>	Adolescents in Families and Societies	3
<u>FMLY 3330</u> or <u>FMLY 4604</u> or <u>FMLY 4606</u>	Parenting and Developmental Health in Children or Children in Adversity or A Social Justice Perspective on Indigenous Maternal and Child Health	3
	At least 9 credit hours from:	9
<u>ANTH 2300</u>	Anthropology of Childhood	
<u>FMLY 2800</u>	Family Violence	
<u>FMLY 3610</u>	Developmental Health of Children and Youth	
<u>FMLY 3800</u>	Conflict Resolution in the Family	
<u>FMLY 3802</u>	Intimate Partner Violence	
<u>FMLY 3806</u>	Children, Violence and Rights	
<u>FMLY 4330</u>	Management of Family Stress	
<u>FMLY 4480</u>	Work and Family Issues	
<u>FMLY 4602</u>	Family Relationships, Health and Well-Being	
<u>HNSC 1210</u>	Nutrition for Health and Changing Lifestyles	
<u>HNSC 2130</u>	Nutrition through the Life Cycle	
<u>NURS 4440</u>	Prevention of Illness	
<u>PSYC 2440</u>	Behaviour Modification Principles	
<u>PSYC 3070</u>	Adult Development	
<u>PSYC 3150</u>	Behaviour Modification Applications	
<u>PSYC 3310</u>	Adolescent Development	
<u>PSYC 3360</u>	Experimental Child Psychology	
<u>PSYC 3860</u>	Language Acquisition	
<u>SOC 3830</u>	Youth, Crime and Society	

4.4.4 Family Economic Health Option

4.4.4 Family Economic Health Option

Family Economic Health Option		
Course Number	Course Name	Credit Hours
	At least 9 credit hours from:	9
<u>FMLY 3400</u>	Families as Consumers	
<u>FMLY 4330</u>	Management of Family Stress	
<u>FMLY 4400</u>	Family Economics: Poverty and Wealth	
<u>FMLY 4460</u>	Family Financial Counselling	
<u>FMLY 4480</u>	Work and Family Issues	
	At least 9 credit hours from (select at least 3 credit hours from courses numbered 3000 or 4000):	9
<u>ACC 1100</u>	Introductory Financial Accounting	
<u>ACC 1110</u>	Introductory Managerial Accounting	
<u>ANTH 2430</u>	Ecology, Technology and the Society	
<u>ANTH 2550</u>	Culture and the Individual	
<u>ECON 2310</u>	Canadian Economic Problems	
<u>ECON 2350</u>	Community Economic Development	
<u>ECON 2362</u>	Economics of Gender	
<u>ECON 2390</u>	Introduction to Environmental Economics	
<u>ECON 3720</u>	Urban and Regional Economics and Policies	
<u>FIN 2200</u>	Corporation Finance	
<u>FIN 3420</u>	Security Analysis	
<u>FMLY 3012</u>	Social Development Policies	
<u>FMLY 3240</u>	Families in Later Years	
<u>FMLY 3610</u>	Developmental Health of Children and Youth	
<u>FMLY 4012</u>	Theories of Social Development	
<u>FMLY 4220</u>	Aging and Risk in a Global Context	
<u>FMLY 4602</u>	Family Relationships, Health and Well-Being	
<u>GEOG 1280</u>	Introduction to Human Geography	
<u>GEOG 2210</u>	Economic Geography	
<u>GMGT 2070</u>	Organizational Behaviour	
<u>HRIR 2440</u>	Human Resource Management	
<u>HNSC 1210</u>	Nutrition for Health and Changing Lifestyles	
<u>HNSC 2130</u>	Nutrition through the Life Cycle	
<u>MKT 2210</u>	Fundamentals of Marketing	
<u>MKT 3230</u>	Consumer Behaviour	
<u>NATV 1200</u>	The Native Peoples of Canada	

<u>SOC 3790</u>	Women, Crime and Social Justice	
<u>SOC 3830</u>	Youth, Crime and Society	
<u>SWRK 3130</u>	Contemporary Canadian Social Welfare	
<u>WOMN 3560</u>	Feminist Perspectives on Violence Against Women	

<u>NATV 1220</u>	The Native Peoples of Canada, Part 1	
<u>NATV 1240</u>	The Native Peoples of Canada, Part 2	
<u>NURS 4440</u>	Prevention of Illness	
<u>SOC 3370</u>	Sociology of Work	
<u>SOC 3380</u>	Power, Politics and the Welfare State	
<u>SOC 3890</u>	Power and Social Inequality: A Comparative Perspective	
<u>TXSC 1600</u>	Textiles for Apparel End Uses	
<u>TXSC 1610</u>	Textiles, Product and Consumers	
<u>TXSC 2600</u>	Textiles for Apparel End Uses	
<u>TXSC 2610</u>	Textiles for Non Apparel End Uses	
<u>TXSC 2620</u>	Consumer and Organizational Behaviour Toward Textile Products	
<u>TXSC 3600</u>	Global Apparel and Textiles Trade	

4.4.5 Family Violence Option

4.4.5 Family Violence Option

Family Violence Option		
Course Number	Course Name	Credit Hours
<u>FMLY 2800</u>	Family Violence	3
<u>FMLY 3802</u> or	Intimate Partner Violence or Children, Violence and Rights	3
<u>FMLY 3806</u>		
<u>FMLY 4802</u>	Family Violence Prevention	3
	At least 9 credit hours from (select at least 3 credit hours from courses numbered 3000 or 4000):	9
<u>ANTH 3380</u>	Anthropology and Contemporary Social Issues	
<u>FMLY 3610</u>	Developmental Health of Children and Youth	
<u>FMLY 3800</u>	Conflict Resolution in the Family	
<u>FMLY 4220</u>	Aging and Risk in a Global Context	
<u>FMLY 4330</u>	Management of Family Stress	
<u>FMLY 4602</u>	Family Relationships, Health and Well-Being	
<u>FMLY 4604</u>	Children in Adversity	
<u>NATV 1220</u>	The Native Peoples of Canada, Part 1	
<u>NATV 1240</u>	The Native Peoples of Canada, Part 2	
<u>NURS 3330</u>	Women and Health	
<u>NURS 3400</u>	Men's Health: Concerns, Issues and Myths	
<u>PSYC 3470</u>	Dyadic Relationships	
<u>SOC 2370</u>	Ethnic Relations	
<u>SOC 2510</u>	Criminology	
<u>SOC 3700</u>	Sociology of Law	

Faculty of Music

Modifications:

MUSC 1110 Music Theory 1 Cr.Hrs. 3 0.0

This course is designed to develop fluency in the writing and recognition of the elements of music: melodic and harmonic intervals, modes and scales, rhythm and metre, triads and inversions, and the principles of melodic and homophonic design. This course is normally restricted to students admitted to the Bachelor of Music or Bachelor of Jazz Studies program. Non-Music students will only be admitted if there is sufficient room in the class. Prerequisite: MUSC 1930 with a grade of "C" or better, or knowledge of music rudiments demonstrated by a rudiments test administered by the Faculty of Music before the first day of classes.

MUSC 3150 Orchestration Cr.Hrs. 3 0.0

A study of the technical capabilities and tonal characteristics of orchestral instruments, as well as practical scoring and arranging for various groups, from chamber to full orchestra and band. Prerequisite: MUSC 2120 or MUSC 2122, or consent of the Faculty of Music.

MUSC 3470 Major Practical Study Cr.Hrs. 6 0.0

Individual instruction, normally in the area chosen in MUSC 2400. An important component of the grading procedure for this course is performance in and attendance at recitals/concerts of the Faculty of Music. Prerequisites: MUSC 1014, MUSC 1120, MUSC 1394, and MUSC 2400. For Music students only.

MUSC 3550 Recital 1 Cr.Hrs. 3 0.0

Preparation and performance of a public recital. The program must be approved by the applied instructor and jury members. Prerequisites: MUSC 1014, MUSC 1120, MUSC 1394, and MUSC 2400, or consent of the Faculty of Music. For Music students only.

MUSC 3554 Jazz Recital 1 Cr.Hrs. 3 0.0

Preparation and performance of a public recital. The program must be approved by the applied instructor and jury members. Prerequisites: MUSC 1014, MUSC 1120, MUSC 1394, and MUSC 2400, or consent of the Faculty of Music. For Music students only.

MUSC 3974 Music Theory After 1900 Cr.Hrs. 3 0.0

A survey of music theoretical approaches, analytical techniques and compositional trends in Western art music from 1900 to the present. Prerequisite: MUSC 2120 or MUSC 2122, or consent of the Faculty of Music.

MUSC 4110 Special Area Paper Cr.Hrs. 3 0.0

The student will select a particular area of special interest or significance, work under supervision of a faculty member, and present results in an extended paper. Prerequisites: (MUSC 2120 or MUSC 2122), MUSC 2394 and MUSC 3470. For Music students only.

MUSC 4330 Advanced Analysis Cr.Hrs. 3 0.0

A survey of analytical approaches to tonal and post-tonal music. Aspects of musical structure, perception and performance will be explored through readings and the analysis of major works from the core repertoire. Prerequisite: MUSC 2120 or MUSC 2122, or consent of the Faculty of Music.

MUSC 4470 Major Practical Study Cr.Hrs. 6

0.0

Individual instruction, normally in the area chosen in MUSC 3470. An important component of the grading procedure for this course is performance in and attendance at recitals/concerts of the Faculty of Music. Prerequisites: (MUSC 2120 or MUSC 2122), MUSC 2394 and MUSC 3470. For Music students only.

Net change in credit hours: 0.0

Program modification:

Modifications to the **Bachelor of Music** degree are outlined on the next 3 pages.

SECTION D - ACADEMIC CALENDAR CONTENT

SECTION 4.6 Core Music History Electives

CORE MUSIC HISTORY ELECTIVES

Effective September 2013 2018

In addition to the required first-year **Music** History sequence (MUSC 1004, 3 credit hours and MUSC 1014, 3 credit hours), *Bachelor of Music* students must choose four additional courses (12 credit hours) from the chart below – ~~at least one from each column~~ **two from column A and two from column B**. Integrated Bachelor of Music/Bachelor of Education students must choose two additional courses (6 credit hours) from different columns.

Note: At least one course from each column will be offered every year. Not all of the listed courses will be offered every year.	
A	B
MUSC 3034 Medieval Music History	MUSC 2072 Jazz History 1
MUSC 3044 Renaissance Music History	MUSC 2082 Jazz History 2
MUSC 3064 Baroque Music History	MUSC 3090 Introduction to Ethnomusicology
MUSC 3074 Classical Music History	MUSC 3104 History of Opera 1: From Monteverdi to Mozart
MUSC 3084 Romantic Music History	MUSC 3114 History of Opera 2: From Mozart to the Modern Era
MUSC 3964 History of Western Art Music after 1900	MUSC 3380 From Rock to Rap and Beyond: A History of Popular Music in the Later 20 th Century
	MUSC 3390: From Ragtime to Rock'n'Roll: A History of Popular Music in the 20 th Century
	MUSC 3404: From New Wave to Rave: A History of Popular Music in the Late 20 th Century
	MUSC 4140: History of Canadian Music
	MUSC 4130: History of Women in Music
	Topics Courses in Music History

(Note when referencing the current 3-column chart: MUSC 3054 Medieval and Renaissance Music History is no longer offered and was deleted in 2017.)

[Home](#)[Print](#)[Undergraduate Studies](#)

UManitoba Calendar 2017-2018 > Undergraduate Studies > Marcel A. Desautels Faculty of Music > SECTION 4: Program Requirements- Bachelor of Music, Bachelor of Jazz Studies, Years 1-4 > SECTION 4.6 Core Music History Electives

Marcel A. Desautels Faculty of Music

[Back](#)

SECTION 4.6 Core Music History Electives

CORE MUSIC HISTORY ELECTIVES
effective September 2013

SECTION 4: Program Requirements- Bachelor of Music, Bachelor of Jazz Studies, Years 1-4

SECTION 4: Program Requirements - Bachelor of Music, Bachelor of Jazz Studies, Years 1-4

SECTION 4.1 First Year 1997-2012

SECTION 4.1a First Year: as of September 2013

SECTION 4.2 Second Year: 1997-2012

SECTION 4.2a Second Year: as of September 2013

SECTION 4.3 Third Year: 1997-2012

SECTION 4.3a Third Year: as of September 2013

SECTION 4.4 Fourth Year: 1997-2012

SECTION 4.4a Fourth Year: as of September 2013

SECTION 4.5 Electives: Third & Fourth Years

SECTION 4.6 Core Music History Electives

SECTION 4.7 Music Minors

SECTION 4.8 Voluntary Minors

In addition to the required first-year History sequence (MUSC 1004, 3 credit hours and MUSC 1014, 3 credit hours), *Bachelor of Music* students must choose **four** additional courses (12 credit hours) from the chart below – at least one from each column. *Integrated Bachelor of Music/Bachelor of Education* students must choose **two** additional courses (6 credit hours) from different columns.

Note: At least one course from each column will be offered every year.

A	B	C
MUSC 3064 Baroque Music History	MUSC 3054 Medieval and Renaissance Music History	MUSC 2072 Jazz History 1
MUSC 3074 Classical Music History	MUSC 3964 History of Western Art Music After 1900	MUSC 2082 Jazz History 2
MUSC 3084 Romantic Music History		MUSC 3090 Introduction to Ethnomusicology
		MUSC 3104 History of Opera 1: From Monteverdi to Mozart
		MUSC 3114 History of Opera 2: From Mozart to the Modern Era
		MUSC 3380 From Rock to Rap and Beyond: A History of Popular Music in the Later 20 th Century
		MUSC 3390 From Ragtime to Rock'n'Roll: A History of Popular Music in the 20 th Century
		MUSC 3404 From New Wave to Rave: A History of Popular Music in the Late 20 th Century
		MUSC 4140 History of Canadian Music

		MUSC 4130 History of Women in Music
		Topics Courses in Music History

[Back](#)

University of Manitoba Winnipeg, Manitoba Canada R3T 2N2 | 204-474-8880 | 1-800-432-1960 (North America) © 2010 University of Manitoba



College of Nursing

Modifications:

NURS 2500 Health and Illness 1: Pathophysiology/Pharmacology/Assessment Cr.Hrs. 6 0.0

This course provides students with a comprehensive survey of selected pathophysiological processes that produce alterations in human health, and the related pharmacological interventions and health assessment techniques. May not be held with the former NURS 2120, the former NURS 2220, the former NURS 3290, or the former NURS 3310.

NURS 2514 Health and Illness 3: Pathophysiology/Pharmacology/Assessment Cr.Hrs. 6 0.0

This course provides students with a comprehensive survey of selected pathophysiological processes that produce alterations in human health, and the related pharmacological interventions and health assessment techniques. May not be held with the former NURS 2120, the former NURS 2220, the former NURS 3290, or the former NURS 3310. Prerequisite NURS 2500. Registration is normally restricted to students in Year 2 of the program.

NURS 3510 Client and Context 3: Supportive and Palliative Care Cr.Hrs. 3 0.0

This course provides students with the knowledge and critical thinking skills to provide supportive and palliative nursing care to individuals and families experiencing a variety of life-threatening illnesses including end of life. May not be held with the former NURS 4250.

Prerequisites: HNSC 1210 and NURS 2542. Registration is normally restricted to students in Year 3 of the program.

NURS 3512 Health and Illness 4: Acute and Chronic Illness Cr.Hrs. 5 0.0

This course provides students with the knowledge and critical thinking skills necessary to provide nursing care to individuals and families experiencing acute and chronic illness. May not be held with the former NURS 3290 or the former NURS 3310. Prerequisites: HNSC 1210 and NURS 2542. Registration is normally restricted to students in Year 3 of the program.

NURS 3514 Health and Illness 5: Mental Health and Illness Cr.Hrs. 3 0.0

This course provides students with the knowledge and critical thinking skills necessary to provide nursing care to individuals and families experiencing acute and chronic mental illness and/ or mental health problems. May not be held with the former NURS 4260. Prerequisites: NURS 3512, NURS 3510 and NURS 3540. Registration is normally restricted to students in Year 3 of the program.

NURS 3530 Nursing Skills 3 Cr.Hrs. 1 0.0

This course introduces students to the basic health assessment and psychomotor skills necessary to provide intermediate-level nursing care in the practice setting. May not be held with the former NURS 3280. Prerequisites: NURS 2542. Registration is normally restricted to students in Year 3 of the program. This course is graded on a Pass/Fail basis.

NURS 3540 Nursing Practice 3 Cr.Hrs. 4 0.0

This course enables students to demonstrate clinical competence by applying the theoretical knowledge, psychomotor skills and health assessment skills covered in Year 3 Term 1 courses in the practice setting. May not be held with the former NURS 3300, the former NURS 3310, or the former NURS 4270. Pre- or corequisites: NURS 3512, NURS 3510, NURS 3520, and NURS 3530. Registration is normally restricted to students in Year 3 of the program. This course is graded on a Pass/Fail basis.

NURS 3542 Nursing Practice 4 Cr.Hrs. 4 0.0

This course enables students to demonstrate clinical competence by applying the theoretical knowledge and simulation skills covered in Year 3 Term 2 courses in the practice setting. May not be held with the former NURS 3300, the former NURS 3310, or the former NURS 4270. Pre- or corequisites: NURS 3514, NURS 3550, NURS 3560 and NURS 3532. Registration is normally restricted to students in Year 3 of the program. This course is graded on a Pass/Fail basis.

NURS 3550 Professional Foundations 3: Evidence Informed Practice in the Health Sciences Cr.Hrs. 4 0.0

This course provides students with the knowledge and skills to locate and critically appraise nursing and health care literature, and to make decisions about how research knowledge can be transferred into nursing and health care practice. May not be held with the former NURS 3210. Prerequisite: NURS 2542. Registration is normally restricted to students in Year 3 of the program.

NURS 4540 Health and Illness 7: Community and Population Health Cr.Hrs. 5 0.0

This course provides students with the knowledge and critical thinking skills to work with groups and communities to support population based health promotion and disease prevention. May not be held with the former NURS 4420 or the former NURS 4440. Prerequisite: NURS 4530. Registration is normally restricted to students in Year 4 of the program.

NURS 4550 Professional Foundations 6: Leadership and Change Management Cr.Hrs. 4 0.0

This course provides the student with knowledge regarding contemporary issues in nursing and health care, and the forces that shape contemporary and future nursing practice. Emphasis is placed on leadership development, change theory and critical inquiry. May not be held with the former NURS 4310. Prerequisite: NURS 3542. Registration is normally restricted to students in Year 4 of the program.

NURS 4570 Nursing Practice 6 Cr.Hrs. 4 0.0

This course enables students to demonstrate clinical competence by applying knowledge and skills covered in Years 2, 3 and 4 courses in the clinical setting. May not be held with the former NURS 4430. Prerequisite: NURS 4530. Pre- or corequisites: NURS 4540 and NURS 4550. Corequisite: NURS 4560. Registration is normally restricted to students in Year 4 of the program. This course is graded on a pass/fail basis.

Net change in credit hours: 0.0

Faculty of Science

Actuarial Mathematics

Program modifications:

Modifications to the **Bachelor of Science (Honours) in Actuarial Mathematics** degree are outlined on the next 2 pages.

4.1 Actuarial Mathematics

Honours Program Specific Courses

Students must achieve a minimum grade of "C+" in each of the following for both prerequisite purposes and graduation requirements:

ACT 2020, ACT 2120, ACT 2210, ACT 3130, ACT 3230, ACT 3340, ACT 3630 (or both ACT 3130 and ACT 3230), ACT 4060, ACT 4160, ~~ACT 4630~~, **ACT 4020, ACT 4030**

~~The following courses with a "B" or better may be used for Society of Actuaries (SoA) VEE credits: ECON 1010, ECON 1020, FIN 2200, STAT 3470, and STAT 3490. Contact the Warren Centre for Actuarial Studies and Research for further information.~~

4.1.2 Actuarial Mathematics Program Chart

YEAR 1	YEAR 2	YEAR 3	YEAR 4
HONOURS ACTUARIAL 120 CREDIT HOURS			
ECON 1010 ⁴ , ECON 1020 ⁴	ACT 2020, ACT 2120, ACT 2210	ACT 3630 (or both ACT 3130 and ACT 3230), ACT 3340, ACT 4630 ³ , ACT 4020 ³ , ACT 4030 ³	ACT 4060, ACT 4160
MATH 1220 ¹ , MATH 1230 ¹ , MATH 1232 ¹ , MATH 1240	STAT 2400, STAT 3400		STAT 3470 ^{3,4} , STAT 3490 ^{3,4}
STAT 1150 ¹ , STAT 2150	ACC 1100 ² , FIN 2200 ^{2,4} , MATH 2720 GMGT 2010 ⁶⁴	STAT 3050, STAT 3800	MSCI 2150
6 credit hours of electives	3 credit hours of electives	9 credit hours of electives ⁶⁵	15 credit hours of electives ⁶⁵
30 Hours	30 Hours	30 Hours	30 Hours

JOINT STATISTICS - ACTUARIAL MATHEMATICS HONOURS: See Section 4.13.3

NOTES:

¹ The following substitutions are allowed: MATH 1300 (C) or MATH 1310 (C) in place of MATH 1220 (C), MATH 1500 (B) or MATH 1510 (B) in place of MATH 1230 (C), MATH 1700 (B) or MATH 1710 (B) in place of MATH 1232 (C), STAT 1000 (C) and STAT 2000 (B) in place of STAT 1150.

² Students are strongly urged to complete ACC 1100 in Year 1 when possible. FIN 2200 may be taken in Year 2, 3 or 4; however, it is strongly recommended that it be completed in Year 2. Note that ACC 1100 is a prerequisite for FIN 2200.

³ STAT 3470, STAT 3490, ~~and ACT 4630~~ **ACT 4020 and ACT 4030** may be taken in Year 3 or 4.

~~⁴ These courses may be used for SoA VEE credits if a grade of B or better is achieved. Contact the Warren Centre for Actuarial Studies and Research for further information.~~

⁶⁴ GMGT 2010 fulfills the written English requirement.

⁶⁵ It is recommended that electives in Year 3 and Year 4 be chosen from Actuarial Mathematics, Business courses, Computer Science, Economics, Mathematics (3000 or 4000 level) and Statistics (4000 level courses). Other electives may be selected through consultation with the program director. Examples include:

Year 3: FIN 3410, FIN 3450, FIN 3480, MSCI 3400, STAT 3480

Year 4: FIN 4240, STAT 4100, STAT 4200, STAT 4520, STAT 4530, STAT 4630.

Modifications to the **Bachelor of Science (Joint Honours) in Statistics – Actuarial Mathematics** degree are outlined on the next 2 pages.

4.13.3 Statistics - Actuarial Mathematics Joint Honours Program

The Department of Statistics and the Warren Centre for Actuarial Studies and Research offer a joint Honours program for students wishing in depth study in Statistics and Actuarial Mathematics.

Entry Requirements:

To enter the Joint Honours program, students must have completed 24 credit hours with a minimum DGPA of 3.00. Students must also obtain a minimum grade of "B" in STAT 2150. All of the courses listed in Year 1 of the program chart are program requirements and students are strongly urged to take them in the first year.

To continue in the Joint Honours Statistics - Actuarial Mathematics program, students must maintain a minimum DGPA of 3.00, and complete a minimum of 9 credit hours during each Fall and Winter Term.

To graduate with the B. Sc. Honours degree, a student must achieve a minimum DGPA of 3.00 and a minimum grade of "C+" on all required Actuarial Mathematics (ACT) courses and a grade of "C" on all remaining courses that contribute to the 120 credit hours of the degree.

~~The following courses with a "B" or better may be used for the Society of Actuaries (SoA) VEE credits: ECON 1010, ECON 1020, FIN 2200, STAT 3470 and STAT 3490. Contact the Warren Centre for Actuarial Studies and Research for further information.~~

Recommended Electives:

FIN 3410, FIN 4240, COMP 1010, STAT 4630

YEAR 1	YEAR 2	YEAR 3	YEAR 4
JOINT HONOURS 120 CREDIT HOURS			
STAT 1150 ¹ , STAT 2150 (B)	STAT 2400, STAT 3400	STAT 3050, STAT 3470 ³ , STAT 3480, STAT 3490 ^{3,4} , STAT 3800	STAT 4100, STAT 4200, STAT 4520, STAT 4530
ECON 1010 ³ , ECON 1020 ³	ACT 2020, ACT 2120, ACT 2210	ACT 3340, ACT 3630 (or both ACT 3130 and ACT 3230)	ACT 4060, ACT 4160, ACT 4630 ⁴ , ACT 4020 ³ , ACT 4030 ³
MATH 1220 ¹ , MATH 1230 ¹ , MATH 1232 ¹ , MATH 1240	ACC 1100 ² , FIN 2200 ^{2,3} MATH 2720		MSCI 2150
3 credit hour "W" course			
3 credit hours of electives	6 credit hours of electives	6 credit hours of electives	3 credit hours of electives
30 Hours	30 Hours	30 Hours	30 Hours

NOTES:

¹ The following substitutions are allowed: MATH 1300 (C) or MATH 1310 (C) in place of MATH 1220 (C), MATH 1500 (B) or MATH 1510 (B) in place of MATH 1230 (C), MATH 1700 (B) or MATH 1710 (B) in place of MATH 1232. STAT 1000 (C) and STAT 2000 (B) in place of STAT 1150.

² Students are strongly urged to complete ACC 1100 in Year 1 when possible. FIN 2200 may be taken in Year 2, 3 or 4; however, it is strongly recommended that it be completed in Year 2. Note that ACC 1100 is a prerequisite for FIN 2200.

³ ~~These courses may be used for SoA VEE credits if a grade of B or better is achieved. Contact the Warren Centre for Actuarial Studies and Research for further information.~~

⁴³ STAT 3490, and ~~ACT 4630~~ ACT 4020 and ACT 4030 may be taken in Year 3 or 4.

(Letters in brackets indicate minimum prerequisite standing for further study.)

Biochemistry

Program modifications:

Modifications to the **Bachelor of Science (Honours) in Biochemistry** degree are outlined on the next 2 pages.

Biochemistry Honours Degree Requirements

Chemistry and Microbiology Option Courses for Biochemistry Honours Students:

CHEM: 2290, 3360, 3370, 3390, 3400, 3490, 3580, 3590, 4370, 4570, 4580, 4590, 4610 (6), 4640, 4650, 4670, 4680, 4690, 4710 (6)

MBIO: 3000, 3010, 3030, 3280, 3430, 3470, 4010, 4020, 4410, 4440, 4480, 4520, 4530 (6), 4570, 4580, 4600, 4610, 4670 (or 4672)

Option courses no longer offered that may be used if taken prior to their deletion: CHEM 3380, CHEM 4600, MBIO 2280, MBIO 3440, MBIO 3480, MBIO 4320, MBIO 4470, and MBIO 4510. NOTE: Several of these courses may not be held with current course offerings found on the above option lists. Please refer to the calendar descriptions for more information about specific course restrictions.

Other options may be considered and approved by the program advisor.

4.2.2 Biochemistry Programs (offered Jointly by the Departments of Chemistry and Microbiology)

4.2.2 Biochemistry Programs (offered Jointly by the Departments of Chemistry and Microbiology)			
YEAR 1	YEAR 2	YEAR 3	YEAR 4
JOINT HONOURS 120 CREDIT HOURS			
CHEM 1300, CHEM 1310 BIOL 1020, BIOL 1030 PHYS 1050 (or PHYS 1020), PHYS 1070 (or PHYS 1030) MATH 1500 ¹ , MATH 1700 ¹	CHEM 2210, CHEM 2220, CHEM 2260 (CHEM 2280), CHEM 2360, CHEM 2370, CHEM 2400, CHEM 2470 MBIO 1010 ⁶ , MBIO 2020	CHEM 3570 MBIO 3410, MBIO 3450, MBIO 3460	CHEM 4360, CHEM 4620, CHEM 4630, CHEM 4700 (CHEM 4710 (6) or MBIO 4530 (6)) MBIO 4540
In Year 1 or Year 2 the following must be completed: 6 credit hours from the Faculty of Arts including the University Written English "W" requirement ² 3 credit hours chosen from COMP, MATH, or STAT ⁵		24-18 credit hours selected from the list of Microbiology and Chemistry optional courses (listed above). 12 credit hours selected from the Faculty of Science ⁵	
30 Hours	30 Hours	30 Hours	30 Hours
JOINT HONOURS COOPERATIVE OPTION³ 120 CREDIT HOURS			
CHEM 1300, CHEM 1310 BIOL 1020, BIOL 1030 PHYS 1050 (or PHYS 1020), PHYS 1070 (or PHYS 1030) MATH 1500 ¹ , MATH 1700 ¹	CHEM 2210, CHEM 2220, CHEM 2260 (CHEM 2280), CHEM 2360, CHEM 2370, CHEM 2400, CHEM 2470 MBIO 1010 ⁶ , MBIO 2020	CHEM 3570 MBIO 3410, MBIO 3450, MBIO 3460	CHEM 4360, CHEM 4620, CHEM 4630 MBIO 4540
In Year 1 or Year 2 the following must be		24 credit hours selected from the list of Microbiology and Chemistry Optional courses listed	

completed:		above.	
6 credit hours from the Faculty of Arts including the University Written English “W” requirement ²		12 credit hours selected from the Faculty of Science ⁵	
3 credit hours chosen from COMP, MATH, or STAT ⁵		Work Terms: MBIO 3980, MBIO 3990, MBIO 4980 and/or MBIO 4990	
30 Hours	30 Hours	30 Hours	30 Hours
JOINT FOUR YEAR MAJOR (Including Cooperative Option)^{3,4} 120 CREDIT HOURS			
CHEM 1300, CHEM 1310	CHEM 2210, CHEM 2220, CHEM 2260 (CHEM 2280), CHEM 2360, CHEM 2370, CHEM 2400, CHEM 2470	CHEM 3570	CHEM 4630
BIOL 1020, BIOL 1030		MBIO 3410	One of: CHEM 4620, CHEM 4360, CHEM 4370
PHYS 1050 (or PHYS 1020), PHYS 1070 (or PHYS 1030)	MBIO 1010 ⁶ , MBIO 2020	One of: MBIO 3450, MBIO 3460, MBIO 4540	
MATH 1500 ¹ , MATH 1700 ¹			
In Year 1 or Year 2 the following must be completed:		24 credit hours of Microbiology and Chemistry (minimum 6 credit hours from each dept.). Of these 24 credit hours, at least 12 hours must be 4000 level courses.	
6 credit hours from the Faculty of Arts including the University Written English “W” requirement ²		21 credit hours of approved electives ⁵	
3 credit hours chosen from COMP, MATH, or STAT ⁵		Work Terms (if Co-op Selected): MBIO 3980, MBIO 3990, MBIO 4980 and / or MBIO 4990	
NOTES:			
¹ MATH 1230 or MATH 1510 or MATH 1520 may be taken in place of MATH 1500; MATH 1232 or MATH 1710 may be taken in place of MATH 1700; MATH 1690 may be taken in place of MATH 1500 and MATH 1700.			
² As there are no open electives in Year 2 of the program, students should complete the university written English requirement in Year 1. If not completed in Year 1, a “W” course must be completed prior to Year 3 in addition to the required Year 2 courses.			
³ IMPORTANT: Students in the cooperative programs must ensure that they are able to satisfy the prerequisites for all 3000 and 4000 level courses they plan to take.			
⁴ The four year Major program need not be completed in the manner prescribed in the chart above. The chart indicates one possible arrangement of the required courses and is meant to be a guide around which students can plan their program.			
⁵ MATH 1010, MATH 1020, the former MATH 1190, the former COMP 1260, the former COMP 1270, COMP 1500, and COMP 1600 may not be chosen to satisfy this requirement			
⁶ MBIO 1010 can be taken in Year 1 after BIOL 1020.			
(The number 6 in brackets indicates a six credit hour course.)			

(Letters in brackets indicate minimum prerequisite standing for further study.)

Biological Sciences

Introduction:

BIOL 4510 Evolutionary Genetics Cr.Hrs. 3 +3.0

(Lab required) Evolutionary genetic processes are the foundation upon which much of our understanding of biology is built. This course uses lectures, discussions, and computer-based analyses of real data sets to introduce the core concepts of theoretical population genetics and the applications of these ideas for the study of evolution. May not be held with BIOL 4890 when the topic is "Evolutionary Genetics". Registration is restricted to students in the B.Sc. Honours or Major programs, including Co-op programs, in Biological Sciences and Genetics.

Prerequisites: (one of BIOL 3300, BIOL 3301, the former BOTN 3000, the former ZOOL 3000, the former ZOOL 3001, or consent of department) and (one of MATH 1200, the former MATH 1201, MATH 1210, MATH 1211, MATH 1220, MATH 1230, MATH 1240, MATH 1241, MATH 1300, MATH 1301, MATH 1310, MATH 1500, MATH 1501, MATH 1510, MATH 1520, the former MATH 1530, or MATH 1690).

Net change in credit hours: +3.0

Program modification:

Modifications to the **Evolution and Biodiversity Theme**, in the following programs, are described on the next 2 pages:

- **Bachelor of Science (Honours) in Biological Sciences**
- **Bachelor of Science (Honours) in Biological Sciences, Co-operative Option**
- **Bachelor of Science (Major) in Biological Sciences**
- **Bachelor of Science (Major) in Biological Sciences, Co-operative Option**

IV. Evolution and Biodiversity: Evolution is broadly defined as "descent with modification" and is the process that generates the earth's biodiversity. The theory of evolution provides a unifying framework for biology because all organisms are descended from a common ancestor. As a result, evolutionary principles permeate research and teaching throughout biology.

Evolutionary biology addresses two overarching questions. (1) What was the history of life? (2) What processes account for adaptation and diversification? Systematics reconstructs the history of life by studying relationships among species, and involves comparisons of physical appearance, development, biochemistry, genetics, behaviour, ecology and biogeography. Evolutionary Genetics investigates how processes such as natural selection, mutation, and migration interact to cause evolutionary change within populations. Evolutionary history, genetics, and ecological context are required to fully understand the evolution of traits, for example body size, wing shape or leaf structure. Thus evolution integrates knowledge from a wide spectrum of sub-disciplines within biology.

Evolutionary biology has wide-ranging practical applications. Principles of evolution are required to understand: the evolution of pathogens such as HIV and avian influenza; domestication of wild species and consequences of genetic modifications; the identification of natural products; long-term responses to environmental change; and human biology. Courses from this theme will prepare students for academia, medicine, and government agencies or NGO's that emphasize the cataloguing and conservation of biological diversity.

Specific courses required for the Evolution and Biodiversity Theme in addition to the core course requirements:

List A: One of the following: BIOL 3360, BIOL 4300, BIOL 4362, BIOL 4510.

List B: One of the following: BIOL 3200, BIOL 3242, BIOL 3250, BIOL 3270, BIOL 4212, BIOL 4214, BIOL 4216, BIOL 4218.

4.3.6.4 Biological Sciences - Evolution and Biodiversity Theme Charts

4.3.6.4 Biological Sciences – Program Charts

HONOURS: Evolution and Biodiversity Theme (incl. Co-operative Option) 120 CREDIT HOURS			
BIOL 1020, BIOL 1030	BIOL 2300, BIOL 2500, BIOL 2520	BIOL 3100, BIOL 3300	BIOL 4100 (6)
CHEM 1300, CHEM 1310	Choose one course from each of:	Choose one of the following:	
STAT 1000	Group A: BIOL 2200, BIOL 2210	BIOL 3400 (the former BIOL 3450), BIOL 3470, BIOL 3472	
	Group B: BIOL 2240, BIOL 2242, BIOL 2260, BIOL 2262	3 credit hours chosen from the Evolutionary Processes List (A) above.	
	Plus one additional course from either Group A or Group B	3 credit hours chosen from the Biodiversity course List (B) above.	
		24 credit hours of 3000 or 4000 level Biology courses ³ (courses from outside Biology may be approved by the theme advisor).	
		15 credit hours of approved electives	
In Year 1 or Year 2 the following must be completed:		Cooperative Option Requirements (if Selected):	Cooperative Option Requirements (if Selected):
3 credit hours of Mathematics or Physics chosen from: MATH 1200 ¹ , MATH 1300 ¹ , MATH 1500 ¹ , PHYS		BIOL 3980, BIOL 3990	BIOL 4980, BIOL 4990 (if

1020 or PHYS 1050			necessary)
6 credit hours from the Faculty of Arts, including a required "W" course			
18 credit hours of approved electives			
30 Hours	30 Hours	30 Hours	30 Hours

4-YEAR MAJOR: Evolution and Biodiversity Theme (incl. Co-op)² 120 CREDIT HOURS (Courses listed in chart below and electives)			
BIOL 1020, BIOL 1030	BIOL 2300, BIOL 2500, BIOL 2520	BIOL 3300	
CHEM 1300, CHEM 1310	Choose one course from each of:	Choose one of the following:	
STAT 1000	Group A: BIOL 2200, BIOL 2210	BIOL 3400 (the former BIOL 3450), BIOL 3470, BIOL 3472	
	Group B: BIOL 2240, BIOL 2242, BIOL 2260, BIOL 2262	3 credit hours chosen from the Evolutionary Processes List (A) above.	
	Plus one additional course from either Group A or Group B	3 credit hours chosen from the Biodiversity course List (B) above.	
		24 credit hours of 3000 or 4000 level Biology courses ³ (courses from outside Biology may be approved by the theme advisor).	
		Enough elective credit hours required to total 120 credit hours for the program.	
In Year 1 or Year 2 the following must be completed:		Cooperative Option Requirements	Cooperative Option Requirements
3 credit hours of Mathematics or Physics chosen from: MATH 1200 ¹ , MATH 1300 ¹ , MATH 1500 ¹ , PHYS 1020 or PHYS 1050		(if selected):	(if selected):
6 credit hours from the Faculty of Arts, including a required "W" course		BIOL 3980, BIOL 3990	BIOL 4980, BIOL 4990 (if necessary)
30 Hours	30 Hours	30 Hours	30 Hours

NOTES:

1. MATH 1230, MATH 1510, MATH 1520, or MATH 1690 may be taken in place of MATH 1500; MATH 1220 or MATH 1310 may be taken in place of MATH 1300; MATH 1240 may be taken in place of MATH 1200.

2. IMPORTANT: The programs need not be completed in the manner prescribed in the chart above. The charts indicate one possible arrangement of the 120 credit hours that make up the degree and are meant to be a guide around which students can plan their programs with a view to satisfying the prerequisites of the required courses. These 120 credit hours are a combination of the courses outlined in the charts above and elective courses chosen by the student in consultation with the program advisors.

3. Courses from other departments or faculties may be acceptable for use towards the 24 credit hours of 3000/4000 level Biological Sciences courses required in the Honours and Major Degree programs. Please consult with the department for permission to use alternate courses.

(The number 6 in brackets indicates a six credit hour course.)

Chemistry

Modification:

CHEM 1300 University 1 Chemistry: Structure and Modelling in Chemistry Cr.Hrs. 3 0.0
(Lab Required) Atomic and molecular models and their applications to chemistry, including a discussion of solid, liquid, and gaseous states, and of mixtures. May not be held with CHEM 1301. Prerequisites: (one of Chemistry 40S, CHEM 0900 (P), CSKL 0100 (P) offered by Extended Education, a grade of "B" or better in CHEM 1000 or the former CHEM 1001, or equivalent) and (one of Applied Mathematics 40S, Pre-calculus Mathematics 40S, the former Mathematics 40S (300), a grade of "C" or better in MSKL 0100 offered by Extended Education, or equivalent).

Net change in credit hours: 0.0

Program modification:

Modifications to the following programs, involving changes to the lists of courses that could be completed toward the **Physical** and **Quantum/Computational** Chemistry Program Focus Areas are outlined below.

- **Bachelor of Science (Honours) in Chemistry**
- **Bachelor of Science (Honours) in Chemistry, Cooperative Option**
- **Bachelor of Science (Major) in Chemistry**
- **Bachelor of Science (Major) in Chemistry, Cooperative Option**

4.5.1 Department of Chemistry Program Information Modification Effective Fall 2018

Chemistry Program Focus Areas

Physical: 18 credit hours from: CHEM 3260, CHEM 3360, CHEM 3370, CHEM 3490, CHEM 3570, CHEM 3580, CHEM 4100, CHEM 4800 (Topics in Physical/Theoretical Chemistry); plus 9 credit hours from: MATH 2090, PHYS 2260, PHYS 2390, PHYS 2490 **or PHYS 2496**, PHYS 2600, PHYS 2610, **the former PHYS 3680 or PHYS 4680**. (MATH 1220 or MATH 1300 are highly recommended but will not count toward the 9 credit hours of non-Chemistry requirements).

Quantum/Computational: Each of: CHEM 3260, CHEM 3360, CHEM 3370, CHEM 3580, CHEM 4640, CHEM 4670; plus 9 credit hours from: COMP 2160, COMP 2190, MATH 2090, MATH 2160, **the former PHYS 2380 or PHYS 2386**, PHYS 4250, PHYS 4520.

Computer Science

Program modifications:

Modifications to the **Bachelor of Science (Honours) in Computer Science – Physics and Astronomy** are outlined on the next 2 pages.

4.6.4 Computer Science – Physics & Astronomy Joint Honours Program

The departments of Computer Science and Physics & Astronomy offer a joint Honours program for in-depth study in both Computer Science and Physics & Astronomy.

To enter the Joint Honours Computer Science-Physics and Astronomy program, the student must have a minimum grade of "B" in each of PHYS 1050 (or "B+" in PHYS 1020), PHYS 1070 (or B+ in PHYS 1030), MATH 1300, MATH 1500, MATH 1700 (or any equivalent), COMP 1010 (or COMP 1012) and COMP 1020, and a minimum DGPA of 3.00. Students must complete a minimum of 9 credit hours per term in each Fall and Winter term.

To continue in the Honours program, students must maintain a minimum DGPA of 3.00, complete a minimum of 9 credit hours during each Fall and Winter term (or equivalent for students in the Co-operative option).

To graduate with the Honours degree, a student must obtain a minimum DGPA of 3.00 and present a minimum grade of "C" in each course that contributes to the degree

The departments must approve a student's Honours program each session. Students must also obtain departmental approval for any and all revisions to their program.

YEAR 1	YEAR 2	YEAR 3	YEAR 4
JOINT HONOURS (Including Cooperative Option if selected) 120 CREDIT HOURS			
PHYS 1050 (B) (or PHYS 1020 (B+)) and PHYS 1070 ¹ (B) (or PHYS 1030 (B+))	PHYS 2260 or Physics elective ⁵ , PHYS 2386, PHYS 2496, PHYS 2650	PHYS 2600, PHYS 2610 or Physics elective ⁵ , PHYS 3386, PHYS 3670, PHYS 3496	PHYS 4680
COMP 1010 or COMP 1012, COMP 1020 (B)	MATH 1240², MATH 2720	COMP 2190, COMP 3170, COMP 3430	12 credit hours of 3000 and 4000 level Honours Physics courses, with at least 6 credit hours at the 4000 level
MATH 1300 ² (B), MATH 1500 ² (B), MATH 1700 ² (B)	COMP 2080, COMP 2130, COMP 2140, COMP 2160, COMP 2280	6 credit hours of 3000 and / or 4000 level Computer Science courses	12 credit hours of 3000 or 4000 level courses from Computer Science, with at least 9 credit hours at the 4000 level by the end of Year 4
6 credit hours from the Faculty of Arts, which must include the required 3 credit hour "W" course ³			3 credit hours of electives
3 credit hours of electives	Work Term (if Co-op Selected):	Work Term (if Co-op Selected):	Work Term (if Co-op Selected):
	COMP 2980 ⁴	COMP 3980 ⁴	COMP 4980 ⁴
30 Hours	30 Hours	30 Hours	30 Hours

NOTES:

¹ PHYS 1050 and PHYS 1070 are recommended.

² MATH 1220 or MATH 1310 may be taken in place of MATH 1300; MATH 1230, MATH 1510 or MATH 1520 may be taken in place of MATH 1500; MATH 1232 or MATH 1710 may be taken in place of MATH 1700; MATH 1690 may be taken in place of MATH 1500 and MATH 1700. **Students who have previously completed COMP 2130 may use it in lieu of MATH 1240.**

³ As there are no open electives in Year 2 of the program, students should complete the University written English requirement in Year 1. If not completed in Year 1, a "W" course must be completed prior to Year 3 in addition to the required Year 2 courses.

⁴ When chosen, the Cooperative Option work terms (2980, 3980, 4980) will normally be completed

during the Summer Terms following years 2, 3, and 4 respectively.

⁵ Students are required to take at least one of PHYS 2260 or PHYS 2610.

Genetics

Program modification:

Modifications to the following programs are outlined on the next 3 pages:

- **Bachelor of Science (Honours) in Genetics**
- **Bachelor of Science (Honours) in Genetics, Cooperative Option**
- **Bachelor of Science (Major) in Genetics**
- **Bachelor of Science (Major) in Genetics, Cooperative Option**

4.8.2 Genetics Program Charts

4.8.2 Genetics

YEAR 1	YEAR 2	YEAR 3	YEAR 4
HONOURS⁵⁴ 120 CREDIT HOURS			
CHEM 1300, CHEM 1310	BIOL 2500, BIOL 2520	BIOL 3500	
BIOL 1020, BIOL 1030	CHEM 2210, CHEM 2220, CHEM 2360 (MBIO 2360), CHEM 2370 (MBIO 2370)	MBIO 3410	
STAT 1000 or STAT 1150		PLNT 3140	
MATH 1500 ¹	MBIO 1010, MBIO 2020	BGEN 3020 (6) BGEN 3022 and BGEN 3024	
One of: MATH 1200 ¹ , MATH 1300 ¹ , or MATH 1700 ¹	STAT 2000 or STAT 2150	BGEN 4010 ⁵⁴ (6) or MBIO 4530 ⁵⁴ (6)	
		One of: ANTH 2240, ANTH 2560, ANTH 2860, or ANTH 2890	
		36 credit hours from list of optional courses (a minimum of 12 of these credit hours must be 4000 level)	
In Year 1 or Year 2:			
3 credit hours from the Faculty of Arts			
3 credit hour "W" course ²			
6 credit hours of electives			
30 Hours	30 Hours	30 Hours	30 Hours
HONOURS Cooperative Option^{3,4,5} 120 CREDIT HOURS			
CHEM 1300, CHEM 1310	BIOL 2500, BIOL 2520	BIOL 3500	
BIOL 1020, BIOL 1030	CHEM 2210, CHEM 2220, CHEM 2360 (MBIO 2360), CHEM 2370 (MBIO 2370)	MBIO 3410	
STAT 1000 or STAT 1150		PLNT 3140	
MATH 1500 ¹	MBIO 1010, MBIO 2020	BGEN 3020 (6) BGEN 3022 and BGEN 3024	
One of: MATH 1200 ¹ , MATH 1300 ¹ , or MATH 1700 ¹	STAT 2000 or STAT 2150	One of: ANTH 2240, ANTH 2560, ANTH 2860, or ANTH 2890	
		42 credit hours from list of optional courses (a minimum of 18 of these credit hours must be 4000 level)	
In Year 1 or Year 2:		Work Terms^{3,4,5}:	
3 credit hours from the Faculty of Arts		MBIO 3980, MBIO 3990, MBIO 4980 and/or MBIO 4990	

3 credit hour "W" course ²			
6 credit hours of electives			
30 Hours	30 Hours	30 Hours	30 Hours
YEAR 1	YEAR 2	YEAR 3	YEAR 4
MAJOR (Including Cooperative Option if selected)^{3,4,b} 120 CREDIT HOURS			
CHEM 1300, CHEM 1310	BIOL 2500, BIOL 2520	BIOL 3500	
BIOL 1020, BIOL 1030	CHEM 2210, CHEM 2220, CHEM 2360 (MBIO 2360), CHEM 2370 (MBIO 2370)	MBIO 3410	
STAT 1000 or STAT 1150		PLNT 3140	
MATH 1500 ¹	MBIO 1010, MBIO 2020	BGEN 3020 (6) BGEN 3022 and BGEN 3024	
One of: MATH 1200 ¹ , MATH 1300 ¹ , or MATH 1700 ¹	STAT 2000 or STAT 2150	One of: ANTH 2240, ANTH 2560, ANTH 2860, or ANTH 2890	
		33 credit hours from list of optional courses (a minimum of 15 of these credit hours must be 4000 level)	
		9 credit hours of approved elective courses	
In Year 1 or Year 2:		Work Terms (if Co-op Selected)^{3,4,b}:	
3 credit hours from the Faculty of Arts		MBIO 3980, MBIO 3990, MBIO 4980 and/or MBIO 4990	
3 credit hour "W" course ²			
6 credit hours of electives			

NOTES:

¹ MATH 1220 or MATH 1310 may be taken in place of MATH 1300; MATH 1230, MATH 1510, or MATH 1520 may be taken in place of MATH 1500; MATH 1232 or MATH 1710 may be taken in place of MATH 1700; MATH 1690 may be taken in place of MATH 1500 and MATH 1700; MATH 1240 may be taken in place of MATH 1200.

² As there are no electives in Year 2 of the program, students should complete the University written English requirement in Year 1. If not completed in Year 1, a "W" course must be completed prior to Year 3 in addition to the required Year 2 courses.

³ ~~Students that begin their first work term in May must take BGEN 3020 in Year 3, while students that begin their first work term in January must take BGEN 3020 in Year 4.~~

⁴ ³IMPORTANT: Students in the cooperative program are advised to ensure that they are able to satisfy the prerequisites for all 3000 and 4000 level courses they plan to take.

⁵ ⁴MBIO 4530 and BGEN 4010 are required courses for students in Genetics Honours, but are not available to students in Cooperative Option, and require department consent for students in the Genetics Major.

(The number 6 in brackets indicates a 6 credit hour course.)

The optional courses are:

Biochemistry and Medical Genetics: BGEN 4010¹ (6)

Biological Sciences: BIOL 2410, BIOL 2420, BIOL 3290, BIOL 3300, BIOL 3400 (or PLNT 3400), BIOL 3542, BIOL 3560, BIOL 4500, **BIOL 4510**, BIOL 4540, BIOL 4542, BIOL 4560, BIOL 4650

Chemistry: CHEM 2260 (CHEM 2280), CHEM 2290, CHEM 4360, CHEM 4370, CHEM 4620, CHEM 4630

Microbiology: MBIO 2420, MBIO 3000, MBIO 3010, MBIO 3030, MBIO 3430, MBIO 3450, MBIO 3460, MBIO 4010, MBIO 4020², MBIO 4410, MBIO 4530¹ (6), MBIO 4540, MBIO 4670 (or the former MBIO 4570), MBIO 4672², MBIO 4600, MBIO 4610.

Computer Science: COMP 1010, COMP 1020, COMP 1500, COMP 1600

Physics: PHYS 1020, PHYS 1030, PHYS 1050, PHYS 1070

Animal Science: ANSC 3500, ANSC 4280

Pharmacology: PHAC 4030, PHAC 4040

Plant Science: PLNT 2530, PLNT 3400 (or BIOL 3400), PLNT 3520, PLNT 4330, PLNT 4610

By an appropriate selection of courses from this list, students can obtain particular program emphasis in either plant, human or molecular genetics.

~~All programs~~ **The Honours Co-op program** must contain a minimum of 18 credit hours of 4000 level courses as options in Years 3 and 4.

Other suitable optional courses may be arranged through consultation with the Genetics program committee.

NOTE:

¹ **MBIO 4530 (6) and BGEN 4010 (6) are project courses. A research project is chosen in consultation with the Microbiology department (MBIO 4530) or Biochemistry and Medical Genetics (BGEN 4010) and the Genetics program committee, and is supervised by a staff member. Only one of MBIO 4530 or BGEN 4010 may be selected in this program. These are required courses for students registered in the Genetics Honours program and may be available to students registered in the Genetics Major program by departmental consent.**

² **MBIO 4020 and MBIO 4672 are not available options for students in the Genetics Honours Degree program.**

Mathematics

Modifications:

MATH 1510 Applied Calculus 1 Cr. Hrs. 3 0.0

(Lab required) Functions and graphs; limits and continuity; differentiation of functions defined explicitly, implicitly and parametrically; applications of derivatives to velocity and acceleration, related rates, maxima and minima; differentials, indefinite and definite integrals, application of integration to area. Physical applications in this course make it especially suitable for students intending to take programs in engineering. May not be held with MATH 1230, MATH 1500, MATH 1501, MATH 1520, the former MATH 1530, the former MATH 1680, or MATH 1690. Prerequisites: (a grade of 60% in one of Pre-calculus Mathematics 40S, or the former Mathematics 40S (300), or a grade of "C" or better in the MSKL 0100 offered by Extended Education) and (one of Physics 40S (300), PHYS 0900 (P), or PSKL 0100 (P) offered by Extended Education).

MATH 2720 Multivariable Calculus Cr.Hrs. 3 0.0

Calculus of several variables. For students in one of the following programs: Actuarial Mathematics, Statistics (honours or majors), Physics (honours or majors) Geophysics (honours or majors), and Physical Geography. May not be held with the former MATH 2750, the former MATH 2110, MATH 2130, MATH 2150, MATH 2151 or MATH 2721. Prerequisites: (One of MATH 1220, MATH 1300, MATH 1301, or MATH 1310) and (one of MATH 1232, MATH 1690, MATH 1700, MATH 1701, MATH 1710, or the former MATH 1730).

Net change in credit hours: 0.0

Physics and Astronomy

Modifications:

PHYS 1020 General Physics 1 Cr.Hrs. 3 0.0

(Lab required) It's a crazy world; come and find out why objects fall, slide, bounce, stick, go in circles or stay straight, float or sink, glide or crash. Why don't satellites fall to the ground? What exactly does weightlessness mean anyway? Find answers to these and other questions as you get to know Newton's and other basic laws of nature and see what makes the world go round. This course, together with the sequel PHYS 1030, is recommended for students seeking either a single, comprehensive course in Physics or entry into health science programs. It may also be used for entry into the Honours Physics program ("B+" or better) or the Major Physics program ("B" or better). May not be held with PHYS 1021, PHYS 1050, PHYS 1051, the former PHYS 1410, or the former PHYS 1420. Prerequisites: (one of Physics 40S, PHYS 0900 (P), PSKL 0100 (P) offered by Extended Education, or equivalent) and (one of Pre-calculus Mathematics 40S, Applied Mathematics 40S (with 70% or better), a grade of "C" or better in MSKL 0100 offered by Extended Education, or equivalent). It is strongly recommended that students attain a minimum of 70% as the average of their marks in Physics 40S and Pre-calculus Mathematics 40S.

PHYS 1050 Physics 1: Mechanics Cr. Hrs. 3 0.0

(Lab required) It's rocket science! Mechanics is the science of describing (kinematics) and explaining (dynamics) motion. The basic concepts of calculus together with laws of conservation of momentum and energy are used to develop the tools required to describe, analyze and predict the outcomes of linear and rotational motion in simple mechanical systems. A brief

introduction to the Einstein theory of special relativity provides a taste of modern approaches to this subject. This course develops a strong scientific foundation for students considering a program of study in engineering or the physical sciences. May not be held with PHYS 1020, PHYS 1021, PHYS 1051, the former PHYS 1410, or the former PHYS 1420. Prerequisite: one of Physics 40S (60% or better), PHYS 0900 (P) or PSKL 0100 (P) offered by Extended Education, or equivalent. Pre- or corequisite: one of MATH 1230, MATH 1500, MATH 1501, MATH 1510, MATH 1520, the former MATH 1530, or MATH 1690.

Net change in credit hours: 0.0

Université de Saint-Boniface

École d'administration (*for information*)

New content to be added to the Academic Calendar, which identifies specific courses offered by the École d'administration that are open to students registered in other academic units, is provided on the next page, for information only.

Section D Academic calendar content:

Accès aux cours au baccalauréat en administration des affaires

L'accès aux cours du baccalauréat en administration des affaires (B.A.A.) sera limité aux étudiantes et étudiants, admis au programme à l'exception des cours ci-dessous, en fonction de l'espace disponible. Il est à souligner que seuls les cours GMGT 1011 (GMGT 1010), GMGT 2061 (GMGT 2060), GMGT 2071 (GMGT 2070) et MKT 2211 (MKT 2210) seront disponibles aux étudiantes et étudiants qui obtiennent une admission directe.

GMGT 1011 Les entreprises et la société (ou GMGT 1010); GMGT 2061 management et théories des organisations (ou GMGT 2060); GMGT 2071 Introduction au comportement organisationnel (ou GMGT 2070); MKT 2211 Principes de marketing (ou MKT 2210); ACC 1101 Introduction à la comptabilité (ou ACC 1100); ANTH 3551 Sous-cultures canadiennes; GMGT 2011 Business Communications and Critical Thinking (ou GMGT 2010); GMGT 2141 Introduction aux communications (ou GMGT 2140); GMGT 3301 Droit commercial (ou GMGT 3300); HRIR 2441 Gestion des ressources humaines I (ou HRIR 2440).

Faculté des sciences

Faculté des sciences

Program modification:

Modifications to the **Baccalauréat ès sciences général** are outlined on the next 2 pages.

Description des règlements du programme – Program Requirements - Revised Chart

Faculté des sciences

Université de Saint-Boniface

Baccalauréat ès sciences général

Proposition de modifications des règlements

Entrée en vigueur proposée : automne 2018

Une étudiante ou un étudiant doit suivre un total de 90 crédits répartis de la façon suivante :

- a. 24 crédits de cours d'introduction en sciences. On doit choisir 18 crédits à partir de la liste de cours d'introduction du groupe A, soit 6 crédits dans trois disciplines différentes. De plus, on doit choisir 6 crédits additionnels qui peuvent être compris dans le groupe A ou le groupe B.

N. B. : Un maximum de 6 crédits peut être choisi dans une discipline pour obtenir les 24 crédits de cours d'introduction.

Groupe A

Astronomie	6 crédits parmi PHYS 1810, PHYS 1820 et PHYS 1830 ASTR 1810 et ASTR 1830
Biologie	BIOL 1021* et BIOL 1031*
Chimie	CHEM 1301* et CHEM 1311*
Informatique	COMP 1011* (COMP 1013* ¹) et COMP 1021*
Mathématiques	6 crédits parmi les suivants : <ul style="list-style-type: none">• MATH 1200²• 3 crédits parmi : MATH 1211*², MATH 1301*², MATH 1220² (ou l'équivalent)• 3 crédits parmi : MATH 1501*, MATH 1230 (ou l'équivalent)• 3 crédits parmi : MATH 1701*, MATH 1232 (ou l'équivalent)• MATH 1241*
Microbiologie	MBIO 1011* et MBIO 2021*
Physique	PHYS 1021* ou PHYS 1051*; et PHYS 1031* ou PHYS 1071*
Statistiques	STAT 1001 ⁴ * (ou STAT 2220 ³) et STAT 2001 ⁴ *; ou STAT 1150 ⁴ et STAT 2150 ⁴

Groupe B

BIOL 1411*, FORS 2000

* Offerts à l'USB

Notes importantes :

1. COMP 1013 est un cours destiné aux étudiantes et aux étudiants voulant s'orienter en ingénierie. On ne peut se faire créditer COMP 1013 et COMP 1011.
2. MATH 1211 est un cours destiné aux étudiantes et aux étudiants voulant s'orienter en ingénierie. On ne peut se faire créditer MATH 1211 et MATH 1200, MATH 1220 ou MATH 1301.
3. STAT 2220 est un cours destiné aux étudiantes et aux étudiants voulant s'orienter en ingénierie. On ne peut se faire créditer STAT 2220 et STAT 1001 ou STAT 1150.
4. Il est recommandé aux étudiantes et aux étudiants qui désirent suivre leurs cours avancés en sciences en statistiques ou en mathématiques de suivre STAT 1150 et STAT 2150 au lieu de STAT 1001 et STAT 2001. On ne peut se faire créditer [STAT 1001 et STAT 2001] et STAT 1150.

- b. 36 crédits de cours avancés en sciences (niveaux 2000, 3000 ou 4000). On doit choisir 18 crédits dans deux disciplines différentes avec au moins 6 crédits de niveau 3000 ou 4000. À l'USB, on doit choisir deux des quatre disciplines suivantes : chimie, mathématiques, microbiologie ou sciences biologiques. Depuis l'automne 2009, une étudiante ou un étudiant peut décider de suivre la totalité de ses 36 crédits de cours avancés en sciences biologiques tant que les cours spécifiques exigés sont complétés avec succès.
- c. Un minimum de 12 crédits doit être obtenu hors de la Faculté des sciences (6 crédits de français + 6 autres crédits). Un maximum de 30 crédits peut être suivi hors de la Faculté des sciences et être utilisé pour le B.Sc. général.
- d. 18 crédits facultatifs (choisis dans la Faculté des sciences ou dans d'autres facultés).

RÉSUMÉ DES CHANGEMENTS ET JUSTIFICATIONS:

Des modifications ont été apportées à la liste de cours d'astronomie, tel que modifié à l'University of Manitoba.

- 1) Les cotes PHYS ont été remplacées par des cotes ASTR.

Modifications to the following programs are outlined on the next 2 pages:

- **Baccalauréat ès sciences avec majeure conjointe en biochimie-microbiologie**
- **Baccalauréat ès sciences avec majeure conjointe en biochimie-microbiologie, volet coopératif**

Modification de programme – Current and Revised Programs Chart

Faculté des sciences
Université de Saint-Boniface

Baccalauréat ès sciences avec majeure conjointe en biochimie-microbiologie

Proposition de modifications de programme

Entrée en vigueur proposée : automne 2018

BACCALAURÉAT ÈS SCIENCES AVEC MAJEURE CONJOINTE BIOCHIMIE-MICROBIOLOGIE - 120 CRÉDITS

Année 1 (Université 1) 30 crédits	Année 2 30 crédits	Années 3 et 4 60 crédits
BIOL 1021 (3) L BIOL 1031 (3) L CHEM 1301 (3) L CHEM 1311 (3) L (C+) MATH 1501 (3) L ¹ MATH 1701 (3) L ¹ PHYS 1021 (3) L ou PHYS 1051 (3) L et PHYS 1031 (3) L ou PHYS 1071 (3) L + 6 crédits de français	CHEM 2211 (3) L CHEM 2221 (3) L CHEM/MBIO 2361 (3) L CHEM/MBIO 2371 (3) L MBIO 1011 (3) L MBIO 2021 (3) L + 4 cours (12 crédits) facultatifs ^{4,6}	CHEM 2261 (3) L ² CHEM 3571 (3) ² CHEM 2401 (3) L ² CHEM 2471 (3) L ² CHEM 4361 (3) ^{2,3} CHEM 4371 (3) ^{2,3} CHEM 4621 (3) ^{2,3} CHEM 4631 (3) ² MBIO 3411 (3) +1 cours (3 crédits) choisi parmi COMP, MATH ou STAT ⁴ +7 cours optionnels ⁵ (21 crédits) en chimie et en microbiologie dont un parmi : MBIO 3451 (3), MBIO 3461 (3) L ² ou MBIO 4541 (3) ² + 3 cours facultatifs (9 crédits) ^{4,6}

Notes :

- 1 - MATH 1230 ou MATH 1510 peut être suivi au lieu de MATH 1501; MATH 1232 ou MATH 1710 peut être suivi au lieu de MATH 1701
- 2 - Plusieurs cours de la 3^e et de la 4^e année sont en rotation; il faut les suivre l'année où ils sont offerts.
- 3 - Il est possible de remplacer deux de ces trois cours par CHEM 4711.
- 4 - À l'exception de : COMP 1261, l'ancien COMP 1270, **COMP 1500**, **COMP 1600**, MATH 1010, MATH 1020 et MATH 1191.
- 5 - 21 crédits optionnels en chimie et en microbiologie, dont 6 crédits de niveau 4000 en microbiologie (il y a certaines restrictions).
- 6 - Les crédits facultatifs peuvent être choisis parmi la liste de cours acceptables en sciences ou à l'extérieur de la Faculté des sciences (il y a certaines restrictions).

RÉSUMÉ DES CHANGEMENTS :

- 1) Ajouter le mot «ancien» devant COMP 1270 dans la note #4
- 2) Ajouter les cours COMP 1500 et COMP 1600 à la liste des exceptions à la note #4.

Modification de programme – Current and Revised Programs Chart

Faculté des sciences
Université de Saint-Boniface

Baccalauréat ès sciences avec majeure conjointe en biochimie-microbiologie – volet coopératif
Proposition de modifications de programme
Entrée en vigueur proposée : automne 2018

BACCALAURÉAT ÈS SCIENCES AVEC MAJEURE CONJOINTE BIOCHIMIE-MICROBIOLOGIE - VOLET COOPÉRATIF - 120 CRÉDITS

Année 1 (Université 1) 30 crédits	Année 2 30 crédits	Années 3 et 4 60 crédits
BIOL 1021 (3) L BIOL 1031 (3) L CHEM 1301 (3) L CHEM 1311 (3) L (C+) MATH 1501 (3) L ¹ MATH 1701 (3) L ¹ PHYS 1021 (3) L ou PHYS 1051 (3) L et PHYS 1031 (3) L ou PHYS 1071 (3) L + 6 crédits de français	CHEM 2211 (3) L CHEM 2221 (3) L CHEM/MBIO 2361 (3) L CHEM/MBIO 2371 (3) L MBIO 1011 (3) L MBIO 2021 (3) L + 4 cours (12 crédits) facultatifs ^{4,6}	CHEM 2261 (3) L ² CHEM 3571 (3) ² CHEM 2401 (3) L ² CHEM 2471 (3) L ² CHEM 4361 (3) ^{2,3} CHEM 4371 (3) ^{2,3} CHEM 4621 (3) ^{2,3} CHEM 4631 (3) ² MBIO 3411 (3) +1 cours (3 crédits) choisi parmi COMP, MATH ou STAT ⁴ +7 cours optionnels ⁵ (21 crédits) en chimie et en microbiologie dont un parmi : MBIO 3451 (3), MBIO 3461 (3) L ² ou MBIO 4541 (3) ² + 3 cours facultatifs (9 crédits) ^{4,6} Un minimum de 3 des 4 cours (stages) suivants : MBIO 3981, MBIO 3991, MBIO 4981, MBIO 4991

Notes :

- 1 - MATH 1230 ou MATH 1510 peut être suivi au lieu de MATH 1501; MATH 1232 ou MATH 1710 peut être suivi au lieu de MATH 1701
- 2 - Plusieurs cours de la 3^e et de la 4^e année sont en rotation; il faut les suivre l'année où ils sont offerts.
- 3 - Il est possible de remplacer deux de ces trois cours par CHEM 4711.
- 4 - À l'exception de : COMP 1261, l'ancien COMP 1270, COMP 1500, COMP 1600, MATH 1010, MATH 1020 et MATH 1191.
- 5 - 21 crédits optionnels en chimie et en microbiologie, dont 6 crédits de niveau 4000 en microbiologie (il y a certaines restrictions).
- 6 - Les crédits facultatifs peuvent être choisis parmi la liste de cours acceptables en sciences ou à l'extérieur de la Faculté des sciences (il y a certaines restrictions).

RÉSUMÉ DES CHANGEMENTS ET JUSTIFICATIONS:

- 1) Ajouter le mot «ancien» devant COMP 1270 dans la note #4
- 2) Ajouter les cours COMP 1500 et COMP 1600 à la liste des exceptions à la note #4.

département des sciences mathématiques - physique

Deletion:

PHYS 2251 Introduction à la physique modern Cr.Hrs. 3 -3.0

Modifications:

MATH 0401 Habiletés mathématiques Cr.Hrs.0 0.0

(Laboratoire requis) Cours conçu principalement, mais non exclusivement, en fonction des besoins d'étudiants et d'étudiantes se préparant à suivre des cours d'informatique, de mathématiques, de statistiques ou de physique de niveau universitaire, sans avoir réussi le préalable normal, Mathématiques 40S (pré-calcul). Apprentissage de l'application des outils mathématiques à des situations élémentaires, puis computationnellement plus compliquées. Leçons magistrales comportant la révision des concepts fondamentaux, des exemples, des résolutions de problèmes pratiques, des applications et de la rétroaction. Cours ne comportant aucun crédit universitaire; non conçu pour remplacer Mathématiques 40S (pré-calcul) comme condition d'admission à l'Université du Manitoba ou à l'Université de Saint-Boniface, mais servant de préalable alternatif lors de l'inscription à certains cours de niveau 1000; un résultat de C (60%) est requis dans MATH 0401.

PHYS 1031 Physique générale 2 Cr.Hrs. 3 0.0

(Laboratoire requis) Découvrez comment la physique est à la base de toute la haute technologie du monde dans lequel on vit et comment on y vit. Apprenez à utiliser des concepts physiques simples et intuitifs, qu'on peut décrire avec peu de mathématiques et sans calcul différentiel et intégral, pour comprendre divers sujets tels que la production d'électricité, les causes de l'effet de serre, ce qui fait briller un diamant, les lasers, la chirurgie LASIK pour les yeux et le fonctionnement de l'oeil humain. Comme PHYS 1021, ce cours est particulièrement conseillé pour avoir une vue d'ensemble de la physique ou avant d'entreprendre des études en sciences de la santé. On ne peut se faire créditer PHYS 1031 et PHYS 1030, l'ancien PHYS 1410 ou l'ancien PHYS 1420. Préalable: une note minimale de C dans un de PHYS 1021, PHYS 1020, PHYS 1051 ou PHYS 1050.

PHYS 1051 Physique I: La mécanique Cr.Hrs. 3 0.0

(Laboratoire requis) La mécanique est la science des fusées! Elle permet de décrire la trajectoire des objets en mouvement (cinématique) et de les expliquer (dynamique). Les concepts de base du calcul ainsi que les lois de la conservation du moment et de l'énergie sont utilisés pour développer les outils nécessaires à la description, à l'analyse et à la prédiction des mouvements linéaires ou en rotation dans les systèmes mécaniques simples. Une brève introduction à la théorie de la relativité restreinte d'Einstein offre un avant-goût des approches modernes. Ce cours est destiné particulièrement aux étudiants qui voudraient poursuivre leur programme d'études dans les sciences physiques ou en ingénierie. On ne peut se faire créditer PHYS 1051 et PHYS 1050, PHYS 1021, PHYS 1020, l'ancien PHYS 1410 ou l'ancien PHYS 1420. Préalable: un de Physique 40S (avec une note minimale de 60%), PHYS 0900 (réussite), PSKL 0100, ou l'équivalent. Préalable ou concomitant: un de MATH 1230, MATH 1501, MATH 1500, MATH 1510, MATH 1520, l'ancien MATH 1530 ou MATH 1690.

PHYS 1071 Physique II: La physique des ondes et la physique moderne Cr.Hrs. 3 0.0

(Laboratoire requis) Au coeur des communications modernes, les ondes et les oscillations sont la clé de la compréhension du monde qui nous entoure, des échelles subatomiques jusqu'au cosmos lui-même en passant par la biologie, le débit de la circulation, la bourse et les changements climatiques. Découvrez le mystérieux monde quantique, les bases de la dernière

nanotechnologie et dans quelles circonstances les particules sont des ondes et les ondes, des particules. Explore le modèle de l'atome de Bohr et découvre le principe d'incertitude de Heisenberg. Ce cours fait appel au calcul différentiel et intégral pour traiter les concepts sous-jacents de l'ingénierie et de la physique moderne. Destiné, comme PHYS 1051, à ceux et celles qui veulent suivre un programme d'études en sciences physiques. On ne peut se faire créditer PHYS 1071 et PHYS 1070, l'ancien PHYS 1410, l'ancien PHYS 1420 ou PHYS 2152. Préalables: [une note minimale de C dans PHYS 1051 ou PHYS 1050] ou [une note minimale de B dans PHYS 1021 ou PHYS 1020] et [une note minimale de C dans un de MATH 1230, MATH 1501, MATH 1500, MATH 1510, MATH 1520, ou l'ancien MATH 1530]. Préalable ou concomitant: un de MATH 1232, MATH 1690, MATH 1701, MATH 1710 ou l'ancien MATH 1730. Recommandé pour entrer dans les programmes spécialisés (avec une note minimale de B).

Net change in credit hours: -3.0

École de service social

Modifications:

SWRK 4213 Les perspectives féministes de la pratique du travail social Cr.Hrs. 3 0.0
Analyse de la pratique du travail social et de la politique de bien-être social selon la perspective féministe. Accent mis sur l'imbrication synergique de l'intervention sociale avec les politiques dans le contexte du bien-être social et avec des concepts superposés tels que: potentialisation, pratique écologique, oppression et pratique en contexte de diversité culturelle. Il doit être admis que les femmes ne sont pas un groupe homogène et qu'en tenant compte des caractéristiques comme la classe, l'âge, l'orientation sexuelle, on contribue à une diversité d'expériences, de besoins et d'intérêts pour les femmes. On ne peut se faire créditer SWRK 4213 et SWRK 4210 ou l'ancien SWRK 4211. Préalables: [SWRK 2113 ou SWRK 1310 ou l'ancien SWRK 1311], SWRK 2043, [SWRK 2081 ou SWRK 2080], [SWRK 2093 ou SWRK 2090 ou l'ancien SWRK 2091] et [SWRK 3141 ou SWRK 3140].

SWRK 3151 Formation à la pratique du terrain 1 Cr.Hrs. 12 0.0
Première expérience de formation pratique sur le terrain au cours de laquelle l'étudiant ou l'étudiante aura l'occasion d'assumer une responsabilité dans son engagement pour le travail social, la consultation, la planification, l'intervention, l'évaluation et l'application concrète de la théorie apprise en classe. Le premier stage comprend 459 heures, dont 420 heures de stages sur le terrain et 39 heures pour le séminaire d'intégration aux stages. Les heures requises sur le terrain sont calculées sur une base de 28 semaines, 2 jours par semaine, 7,5 heures par jour, pour un total de 420 heures. Ces heures comprennent la participation aux activités de stage et l'évaluation de la performance. Ces heures incluent aussi les réunions et les entrevues formatives avec la personne qui supervise le stage sur une base individuelle ou en groupe. Le séminaire d'intégration aux stages comprend 13 sessions obligatoires d'ateliers d'application d'habiletés de 3 heures chacune aux deux semaines pendant les deux semestres pour un total de 39 heures. On ne peut se faire créditer SWRK 3151 et SWRK 3150. Préalables: [SWRK 2113 ou SWRK 1310 ou l'ancien SWRK 1311], SWRK 2043, [SWRK 2081 or SWRK 2080], [SWRK 2093 or SWRK 2090 or l'ancien SWRK 2091], et [SWRK 3141 ou SWRK 3140].

Net change in credit hours: 0.0

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

Preamble

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

Observations

1. The **Department of Landscape Architecture** proposes the modification of one (1) course to bring wording in line with co-taught EVLU 3006 and to reflect the full requirements for the course.

Course Modification

LARC 7110 Landscape Architecture Studio 1

9

An introductory study of structure and order within nature and the built environment. Instruction in the principles of design, the basic elements of graphic and spatial composition, and the vocabulary and methods of approach to landscape architectural design within a variety of contexts. The course may include an obligatory pre-term drawing workshop and a field studies trip: location and cost to be determined on a yearly basis.

NET CREDIT HOUR CHANGE

NO CHANGE

Recommendations

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

Department of Landscape Architecture

Respectfully submitted,

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

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

/ch

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

Preamble

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

Observations

Course Introductions

The **Department of Physiology & Pathophysiology** proposes the deletion of two (2) courses and four (4) course introductions. As part of an initiative to re-develop, two (2) 3 credit hour courses will be replaced by 4 x 1.5 credit hours that will cover the same materials that were taught in IMED 7101 and IMED 7102. What were in "Section 1" and "Section 2" of each 3 credit hour courses will each become stand-alone courses. This will allow greater flexibility for graduate students to select courses that best mesh with their research interest, and reduce overlap with neuroscience courses that they may have taken during their undergraduate training. They expect that total enrollment of the 1.5 credit hour courses will increase as students have the opportunity to select the components (i.e. courses they are most interested in taking).

IMED 7112 Fundamental Cellular Neurobiology +1.5

This lecture-based course covers the fundamentals of cellular / molecular neurobiology of the nervous system. It will normally be offered on a two-year cycle, and students interested in registering should contact the Course Director.

IMED 7114 Fundamental Neural Development and Plasticity +1.5

This lecture-based course covers the fundamentals of development and plasticity of the nervous system. It will normally be offered on a two year cycle, and students interested in registering should contact the Course Director.

IMED 7116 Fundamental Systems Neuroscience +1.5

This lecture-based course covers the fundamentals of systems based neuroscience. It will normally be offered on a two year cycle, and students interested in registering should contact the Course Director.

IMED 7118 Fundamental Neurobiology of Disease**+1.5**

This lecture-based course covers the fundamental neurobiology of diseases of the nervous system. It will normally be offered on a two year cycle, and students interested in registering should contact the Course Director.

Course Deletions**IMED 7101 Fundamentals of Neuroscience I****-3****IMED 7102 Fundamentals of Neuroscience II****-3****NET CREDIT HOUR CHANGE****NO CHANGE****Recommendations**

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

Department of Physiology & Pathophysiology

Respectfully submitted,

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

/ch

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

Senate Membership 2018-2019

(as of June 1, 2018)

President

David T. Barnard 2008.07.01

Chancellor

Harvey Secter 2010.01.01

Vice-Presidents

Provost and Vice-President (Academic)	Janice Ristock	2016.07.01
Vice-President (Administration)	Lynn Zapshala-Kelln	2017.06.05
Vice-President (External)	John Kearsey	2010.07.13
Vice-President (Research and International)	Digvir Jayas	2009.04.28

Deans of Faculties

Agricultural & Food Sciences	Karin Wittenberg	2015.01.01
Architecture	Jonathan Beddoes	2015.09.01
Arts	Jeffery Taylor	2011.09.01
Clayton H. Riddell Faculty of Environment, Earth, and Resources	Norm Halden	2008.07.01
Education	David Mandzuk	2013.08.01
Engineering	Jonathan Beddoes	2011.07.01
Graduate Studies	Todd Mondor	2016.04.01
Rady Faculty of Health Sciences	Brian Postl	2014.02.01
I.H. Asper School of Business	Gady Jacoby	2017.07.01
Kinesiology and Recreation Management	Douglas Brown	2013.09.01
Law	Jonathan Black-Branch	2016.07.01
Marcel A. Desautels Faculty of Music	Edmund Dawe	2007.07.01
Science	Stefi Baum	2014.10.01
Social Work	James Mulvale	2013.07.01
School of Art	Paul Hess	2008.07.01
Extended Education	Gary Hepburn	2014.07.01
University Librarian	Mary-Jo Romaniuk	2014.10.01
Vice-Provost (Students)	Susan Gottheil	2010.08.15

Deans of Constituent Colleges

Dentistry	Anthony Iacopino	2007.07.01
Max Rady College of Medicine	Brian Postl	2010.07.01
Nursing	Netha Dyck	2018.02.01
Pharmacy	Lalitha Raman-Wilms	2017.08.01
Rehabilitation Sciences	Reginald Urbanowski	2016.06.01
University College	Jeffery Taylor*	2011.09.01

Appointed by the Board of Governors

TBA	2018.06.01 – 2019.05.31
TBA	2018.06.01 – 2019.05.31

Members-at-large

N/A

President of UMSU

Jakob Sanderson	2018.05.01 - 2019.04.30
-----------------	-------------------------

Appointed by Alumni Association

TBA	2018.06.01 - 2019.05.31
TBA	2018.06.01 - 2019.05.31

Elected by Faculty and School Councils

Agricultural & Food Sciences	Annemieke Farenhorst	2016.06.01 – 2019.05.31
	Jitendra Paliwal	2017.06.01 – 2020.05.31
	Nazim Cicek	2015.06.01 – 2021.05.31
	Robert Currie	2015.06.01 – 2021.05.31
Architecture	Lisa Landrum	2012.06.01 – 2020.05.31
	Alyssa Schwann	2015.06.01 – 2021.05.31
Art, School of	Oliver Botar	2014.06.01 – 2020.05.31
Arts	Tammy Ivanco	2018.06.01 – 2019.05.31
	Tracey Peter	2015.06.01 – 2019.05.31
	Caterina Reitano	2015.06.01 – 2019.05.31
	Brenda Austin-Smith	2014.06.01 – 2020.05.31
	Tina Chen	2011.06.01 – 2020.05.31
	Greg Sobie	2015.06.01 – 2020.05.31
	Mark Gabbert	2003.06.01 – 2021.05.31
	Royce Koop	2018.06.01 – 2021.05.31
	Cary Miller	2018.02.13 – 2021.05.31
	Susan Prentice	2018.06.01 – 2021.05.31
Clayton H. Riddell Faculty of Environment, Earth and Resources	Bonnie Hallman	2016.06.01 – 2019.05.31
	Emdad Haque	2018.06.01 – 2021.05.31
Education	Richard Hechter	2010.06.01 – 2019.05.31
	Clea Schmidt	2017.06.01 – 2020.05.31
Engineering	James Blatz	2017.06.01 – 2020.05.31
	Shawn Clark	2017.06.01 – 2020.05.31
	Witold Kinsner	2008.06.01 – 2020.05.31
	Derek Oliver	2015.06.01 – 2021.05.31

Extended Education	Stephanie Olson	2016.03.21 – 2020.05.31
Rady Faculty of Health Sciences	Brenda Elias	2010.06.01 – 2019.05.31
	Wael El-Matary	2016.06.01 – 2019.05.31
	James Gilchrist	2010.06.01 – 2019.05.31
	Soheila Karimi	2016.06.01 – 2019.05.31
	Shaundra Popowich	2016.06.01 – 2019.05.31
	Gayle Restall	2015.06.01 – 2019.05.31
	Pamela Wener	2016.06.01 – 2019.05.31
	Silvia Alessi-Severini	2017.02.03 – 2020.05.31
	Frank Burczynski	2013.07.01 – 2020.05.31
	Michael Czubryt	2017.10.12 – 2020.05.31
	Susan McClement	2014.06.01 – 2020.05.31
	Benedict Albeni	2018.06.01 – 2020.05.31
	Mark Garrett	2018.06.01 – 2020.05.31
	Chris Anderson	2015.06.01 – 2021.05.31
	Sanjiv Dhingra	2018.06.01 – 2021.05.31
	Leslie Johnson	2015.06.01 – 2021.05.31
	Mojgan Rastegar	2015.06.01 – 2021.05.31
I.H. Asper School of Business	Trenna Reeve	2018.06.01 – 2021.05.31
	Annette Schultz	2015.06.01 – 2021.05.31
	Robert Tate	2007.12.01 – 2021.05.31
Kinesiology and Recreation Management	Malcolm Smith	2018.01.01 – 2019.05.31
	Robert Biscontri	2014.06.01 – 2020.05.31
	Kelley Main	2018.06.01 – 2021.05.31
Law	Steven Passmore	2016.06.01 – 2019.05.31
	Christine Van Winkle	2017.06.01 – 2020.05.31
Libraries	Darcy MacPherson	2017.10.17 – 2019.05.31
Marcel A. Desautels Faculty of Music	Lisa Demczuk	2016.06.01 – 2019.05.31
	Mê-Linh Lê	2018.06.01 – 2021.05.31
Science	Derrick Gardner	2017.09.17 – 2020.05.31
	Mario Bieringer	2018.06.01 – 2019.05.31
	Joan McConnell	2014.06.01 – 2019.05.31
	John Anderson	2008.06.01 – 2020.05.31
	Jim Hare	2017.06.01 – 2020.05.31
	Brian Mark	2017.06.01 – 2020.05.31
	Peter Blunden	2015.06.01 – 2021.05.31
	Mike Domaratzki	2015.06.01 – 2021.05.31
Social Work	Mike Shaw	2018.06.01 – 2021.05.31
	David Delay	2016.06.01 – 2019.05.31
	Tracey Bone	2017.08.14 – 2020.05.31
Student Affairs	Kendra Nixon	2018.06.01 – 2021.05.31
	Jim Honeyford	2014.06.01 – 2020.05.31

Heads of Affiliated or Member Institutions

St. Andrew's College	Roman Bozyk*	2003.05.01
St. John's College	Christopher Trott	2011.07.01
St. Paul's College	Christopher Adams	2012.07.01
Université de Saint-Boniface	Gabor Csepregi	2014.07.01

Deputy Minister of Education

Deputy Minister of Education and Training (or designate)	James Wilson Jan Forster (designate)
--	---

Elected by the Students (2018.04.01 – 2019.03.31)

Agricultural & Food Sciences	Luke Dojack
Architecture	TBA
Art, School of	Tessa Brennan
Arts	Tiana Kriegl, Nina Lam, Aidan Prenovault
Clayton H. Riddell Faculty of Environment, Earth and Resources	Agoston Fischer
Education	Derrick Martens, TBA
Engineering	Rhianna-Lynn Holter-Ferguson, Laura Stoyko
Graduate Studies	Laura Forsythe, Chidiebere Nwaiwu, Prajwal Raghunatha
Rady Faculty of Health Sciences:	
Dentistry/Dental Hygiene	Harrison Katz
Max Rady College of Medicine	Izabella Supel
Nursing	Alexander LeClair
Pharmacy	Joshua Chaitram
Rehabilitation Sciences	TBA
I.H. Asper School of Business	Max Block, Johnathan Reynolds
Kinesiology and Recreation Management	Amanda Slagerman
Law	Victoria Truong
Marcel A. Desautels Faculty of Music	Brielle Dorais-Fleming
Science	Harvey Guzman, Kristine Macalinao, Shady Rizk
Social Work	TBA

Assessors

Vice-Provost (Academic Affairs)	Diane Hiebert-Murphy
Vice-Provost (Indigenous Engagement)	Lynn Lavallée
Vice-Provost (Integrated Planning and Academic Programs)	David Collins
Associate Vice-President (Research)	Gary Glavin
Associate Vice-President (Partnerships)	Jay Doering
Associate Dean of Graduate Studies	Xikui Wang
Associate Dean of Extended Education	Rod Lastra
Chair SPPC	N/A
UMFA Representative	Michael Shaw
Université de Saint-Boniface	Stéphane Dorge
Executive Director of Enrolment Services	Jeff Adams
Registrar	Neil Marnoch

Executive Director of Student Support
Chair SCCCC
Vice-President UMSU
President GSA
Executive Director, Student Engagement
and Academic Success
Executive Director, CATL
University1 Students

Don Stewart
Dean McNeill*
Sarah Bonner-Proulx
Carl Neumann
Jerome Cranston

Mark Torchia
Rachel Abolarin, Jelynn Dela Cruz, Muhsen Haroon

* = acting
l/r = leave replacement

SCHEDULE OF MEETINGS AND AGENDA AVAILABILITY
SENATE AND SENATE EXECUTIVE COMMITTEE

Date for Items to the Secretary	Agenda to the Executive Committee	Executive Committee Meetings	Agenda available to Senate Members	Senate Meetings
May 23, 2018*	May 29, 2018	Tuesday, June 5, 2018	June 13, 2018	June 20, 2018
September 5, 2018	September 12, 2018	Thursday, September 20, 2018**	September 27, 2018	October 3, 2018
October 10, 2018	October 17, 2018	October 24, 2018	October 31, 2018	November 7, 2018
November 7, 2018	November 14, 2018	November 21, 2018	November 28, 2018	December 5, 2018
November 28, 2018	December 5, 2018	December 12, 2018	December 19, 2018	January 9, 2019
January 9, 2019	January 16, 2019	January 23, 2019	January 30, 2019	February 6, 2019
January 30, 2019	February 6, 2019	February 13, 2019	February 27, 2019	March 6, 2019
March 6, 2019	March 13, 2019	March 20, 2019	March 27, 2019	April 3, 2019†
April 17, 2019	April 24, 2019	May 1, 2019	May 8, 2019	May 15, 2019
May 29, 2019*	June 5, 2019	June 12, 2019	June 19, 2019	June 26, 2019
September 4, 2019	September 11, 2019	September 18, 2019	September 25, 2019	October 2, 2019
October 9, 2019	October 16, 2019	October 23, 2019**	October 30, 2019	November 6, 2019
November 6, 2019	November 13, 2019	November 20, 2019	November 27, 2019	December 4, 2019

1. Senate meets the end of June so that a meeting in July is not required.
2. Senate meets the third Wednesday in May to consider the list of graduands for Senate approval.
3. Senate meetings are held in the Senate Chambers, Room E3-262 EITC at 1:30 p.m.
4. † April 3, 2019 is the proposed date for the Senate meeting to be held at the Bannatyne Campus, in the Frederic Gaspard Theatre, 2nd Floor, Basic Medical Sciences Building.
5. Senate Executive meetings are held in the Alan A. Borger Sr. Executive Conference Room, E1-270 EITC at 1:30 p.m.
6. * Latest date by which to submit items for June Senate agenda, where approval is required in time for the subsequent academic session.
7. **Senate Executive will meet at 9:00 am on September 20, 2018 and October 23, 2019.

Preamble

1. The terms of reference for the Senate Committee on Academic Accommodation Appeals are found at the link:
http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/scaaap.html
2. In accordance with the Student Accessibility Appeal Procedure, if a student or an Academic Staff Member does not agree with the decision of the Coordinator of Student Accessibility Services (SAS) regarding a request for reconsideration of a proposed accommodation, the student or Academic Staff Member may file a formal appeal to the Senate Committee on Academic Accommodation Appeals.

The Committee will meet to determine whether there are grounds to hear the appeal and whether the appeal falls within the jurisdiction of the Committee. The Committee will determine the appropriate accommodation on the basis of the student's disability and the Bona Fide Academic Requirements or Essential Skills Document of the course or program.

Observations

1. Members of the Committee for 2017 - 2018 were: Professor Robert Hoppa , Chair (Arts); Dr. T. Ashcroft (Health Sciences); Professor N. Hansen (Graduate Studies); Professor Z. Lutfiyya (Education); Professor Cathy Rocke (Social Work); Mr. Anderson Assuah (Student member – Graduate Studies); and Ms. Emily Kiely-Smith, (Student Member - Engineering).
2. Revisions to the Student Accessibility Appeal Procedure were considered and endorsed by the Committee at a meeting on February 2, 2018. The revisions reflected feedback from the Cooper Commission Implementation Working Group as well as from users of the procedure. The revisions were approved by Senate on April 4, 2018.
3. The Committee did not receive any appeals during the reporting period.

Respectfully submitted,

Dr. Robert Hoppa, Chair
Senate Committee on Academic Accommodation Appeals

Annual Report of the Senate Committee on Academic Computing

Preamble

The current terms of reference for the Senate Committee on Academic Computing are found on the University Governance website at:

http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/485.html

Observations

1. Members of the Committee for 2017-2018 were:

Dr. Mark Torchia (Centre for the Advancement of Teaching and Learning), Chair
Prof. Greg Bak (Arts)
Dean Stefi Baum (Science)
Prof. Mary Brabston (Management) (*until December 31, 2017*)
Mr. Sol Chu (Centre for the Advancement of Teaching and Learning)
Dr. Jay Doering (Associate Vice-President (Partnerships))
Prof. James Gilchrist (Health Sciences)
Prof. Aniruddha Gole (Engineering) (*since January 3, 2018*)
Mr. Mario Lebar (Information Services and Technology)
Dr. Todd Mondor (Graduate Studies)
Dr. Mary-Jo Romaniuk (University Librarian)
Ms Christine Shaw (Libraries)
Prof. Karen Smith (Education)
Prof. James Young (Science)
Mr. Arthur Coelho Reis (student)
Mr. Barrett Hill (student) (*until November 1, 2017*)
Mr. Md Iftekharul Islam (graduate student)
Mr. Anjan Neupane (graduate student)
Mrs. Colleen Raffard (student) (*since January 3, 2018*)
Mr. Gilbert Detillieux (technical resource, Computer Science)
Ms Lynette Phye (resource, Distance and Online Education)

2. Three meetings were held during the reporting period:

- The Committee received presentations regarding:
 - Desire2Learn (D2L) – Daylight Experience Upgrade
 - Disaster Recovery Services by Information Services and Technology
 - Watson Artificial Intelligence (AI) Project
- The Committee received updates on a number of ongoing matters and projects:
 - Centre-Sponsored Teaching Technology Projects
 - D2L Collaboration Opportunity
 - Information Technology (IT) Status
 - Learning Technology Systems Advisory Committee
 - Learning Management System

- During the reporting period, the Committee received and reviewed one IT Investment Proposal related to teaching and learning, provided feedback and made recommendations to the University IT Advisory Council (UITAC).

Respectfully submitted,

Dr. Mark Torchia, Chair
Senate Committee on Academic Computing

Annual Report of the Senate Committee on Academic Dress

Preamble

Terms of Reference for the Senate Committee on Academic Dress can be found at:

http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/486.html

Observations

1. Committee members (2017-2018):

Prof. Paul Hess (School of Art), Chair
Prof. Kelley Beaverford (Architecture)
Prof. Song Liu (Engineering)
Mr. Neil Marnoch (Registrar)
Ms Silvia Araujo (graduate student)
2. The Committee is scheduled to meet on May 7, 2018, at which time a proposed hood for the Master of Finance degree will be considered.

Respectfully submitted,

Professor Paul Hess, Chair
Senate Committee on Academic Dress

Annual Report of the Senate Committee on Academic Freedom

Preamble

The Terms of Reference for the Senate Committee on Academic Freedom can be found on the web at http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/488.html.

Observations

1. Committee members 2016-2017:
Professor R. Bhullar (Health Sciences, leave replacement, May – August 2017), Professor R. Cardwell (Agricultural and Food Sciences), Ms. S. Gawryluk (student, Arts), Professor R. Hechter (Education), Mr. D. Kushner (student, Graduate Studies), Professor C. Morrill (Management), Professor R. Tate (Health Sciences), and Dean J. Taylor (Arts).
2. The committee did not meet during the reporting period.

Respectfully submitted,
Jeff M. Leclerc, University Secretary

Annual Report of the Senate Committee on Academic Review

Preamble

The Terms of Reference for the Senate Committee on Academic Review can be found at:
http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/489.htm

Observations

1. Committee members (2017-2018):
Dr. D. Collins (Vice-Provost, Integrated Planning and Academic Programs), Chair, Prof. H. Anderson (Health Sciences), Prof. J. Anderson (Science), Dean D. Brown (Kinesiology and Recreation Management), Prof. T. Chen (Arts), Ms. N. Eissa (student, Graduate Studies), Dean T. Mondor (Graduate Studies), Prof. L. Wang (Science), Mr. B. Zhang (student, Health Sciences)
2. The Committee met twice during the reporting period, on May 29, 2017 and April 16, 2018.
3. During this period, the Committee reported to Senate on the following matters:
 - the status of current graduate and undergraduate program reviews (*for information*, Senate, May 17 and October 4, 2017)
 - Annual Report on the Status of Academic Program Reviews, May 1, 2016 – May 15, 2017 (*for information*, Senate, October 4, 2017)
4. The Committee considered Summaries of Graduate Program Reviews for graduate programs in Community Health Sciences, Dental Diagnostics and Surgical Sciences, including Oral Maxillofacial Surgery, Education (Université de Saint-Boniface), Geological Sciences, Peace and Conflict Studies (Ph.D.), Orthodontic Program, Pediatric Dentistry, and Periodontics.
5. The Committee received for its consideration, Summaries of Undergraduate Program Reviews for programs in the School of Art and Environment and Geography.
6. At both meetings, the Committee received updates on combined academic program reviews in progress in the Departments of Biological Sciences, History, and Statistics.
7. The Committee received the *Annual Report 2016/2017, Centre for Engineering Professional Practice and Engineering*, for information.
8. The Committee considered proposed membership and governance for the Indigenous Institute of Health and Healing (Ongomiizwin) at its meeting on April 16, 2018. A report to Senate on the proposal will be provided within the next reporting period.

Respectfully submitted,

Dr. David Collins, Chair
Senate Committee on Academic Review

Preamble

1. The terms of reference for the Senate Committee on Admissions Appeals are found at the link:
http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/491.html
2. The Committee is charged to hear and determine appeals from:
 - a) decisions of faculty and school Selection Committees;
 - b) administrative decisions affecting the admission process;
 - c) decisions related to the transfer of credit policy of the faculty/school; and
 - d) the possible granting of advanced standing.
3. The Committee is to report to Senate on the determination of all appeals submitted to it; and recommend any changes in admission policies and procedures which should be considered as a result of the appeal.

Observations

1. Members of the Committee for 2017 - 2018 were: Dean D. Mandzuk, Chair (Education); Professor B. Hann, Vice-Chair (Science); Professor R. Cardwell, (Agricultural & Food Sciences); Professor M. Domaratzki, (Science); Professor L. Guse, (Health Sciences); Professor J. Paliwal, (Engineering); Professor J. Schulz, (Law); Professor K. Sharma, (Science); Professor S. Sivaramakrishnan, (Management); Professor L. Tromly, (Arts); Mr. J. Ahmed (Student Member – Graduate Studies); Ms. N. Lam, (Student member – Arts); Ms. T. Nagra (Student member - President of UMSU - Ex Officio); and Ms. Erin Stone, (Director of Admissions - Ex Officio - Non-voting).
2. The Senate Committee on Admissions Appeals reports to Senate on an ongoing basis as appeals are heard. During the period from May 1, 2017 to April 30, 2018 the Committee received 4 appeals which are summarized below:

#	Faculty	Decision
1	Management	No grounds to proceed to a hearing
1	Engineering	No grounds to proceed to a hearing
1	Law	Appeal granted
1	Nursing	Appeal granted

Respectfully submitted,

Dr. D. Mandzuk, Chair
Senate Committee on Admission Appeals

ANNUAL REPORT OF THE SENATE COMMITTEE ON ADMISSIONS (SCADM) FOR THE YEAR FROM MAY 1, 2017 TO APRIL 30, 2018

The terms of reference for the Senate Committee on Admissions (SCADM) are found on the University website at:

http://www.umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/490.htm

The committee membership is as follows:

<u>Incumbent</u>	<u>Position</u>	<u>Composition</u>
Ms. Susan Gottheil	Vice-Provost (Students)	(1) VP (Academic) or designate, Chair
Ms. Erin Stone	Director, Admissions	(2) Vice Provost (Student Affairs) or designate
Mr. Jeff Adams	Executive Director, Enrolment Services	(3) Executive Director (Enrolment Services)
Dr. Jason Leboe-McGowan	Associate Dean, Faculty of Arts	(4) Dean, Faculty of Arts or designate
Dr. Ben Li	Associate Professor, Faculty of Science	(4) Dean, Faculty of Science or designate
		(4) Dean, Faculty of Dentistry or Medicine or designate
Dr. John Perry	Associate Professor, Faculty of Dentistry	(5) Senate-appointed dean/director
Dr. David Mandzuk	Dean, Faculty of Education	(5) Senate-appointed dean/director
Dr. Johnathan Beddoes	Dean, Faculty of Architecture	(6) Senate Appointee
Dr. Gary Anderson	Associate Head, Faculty of Science	
	Executive Director, Student Academic Success	(6) Senate Appointee
Dr. Jerome Cranston	Assoc Dean (Academic), Clayton H. Riddell Faculty of Environment, Earth, and Resources	(6) Senate Appointee
Dr. Bonnie Hallman	Assoc Professor, Agricultural and Food Sciences	(6) Senate Appointee
Dr. Derek Brewin	Assoc Dean, Fac of Kinesiology and Rec Mgmt	(6) Senate Appointee
Dr. Sarah Teetzel	Associate Professor, Asper School of Business	(6) Senate Appointee
Dr. Robert Biscontri	Student, Graduate Studies	(7) Student
Mr. Kunal Kappor	Student, Faculty of Science	(7) Student
Ms. Taylor Nimchonok	Student, Faculty of Science	(7) Student
Ms. Sandra Ragheb	Declined	(8) Deputy Minister of Education (or designate)
Vacant (Declined)	University Advisor, St. John's Ravenscourt	
Ms. Kelly Teixeira		(8) Counsellor from a Manitoba high school

Subsequent to the previous Annual Report, SCADM met on May 11, 2017, June 29, 2017, September 27, 2017, October 16, 2017, January 8, 2018, March 22, 2018 and April 11, 2018.

1. College of Pharmacy – SCADM reviewed a proposal from the College of Pharmacy to establish a policy on essential skills and abilities requirements for admission to the Pharmacy program, effective September 2018 intake. Endorsed by the Senate Committee on Admissions on May 11, 2017. Approved by Senate on June 21, 2017.

2. **Faculty of Agricultural and Food Sciences** – SCADM reviewed an articulation agreement proposal between the Faculty of Agricultural and Food Sciences and Nanjing University of Finance and Economics, effective September 2018 intake. Endorsed by the Senate Committee on Admissions on June 29, 2017. Approved by Senate on November 1, 2017.
3. **Faculty of Agricultural and Food Sciences** - SCADM reviewed an articulation agreement proposal between the Faculty of Agricultural and Food Sciences and Lanzhou University, effective September 2018 intake. Endorsed by the Senate Committee on Admissions on June 29, 2017. Approved by Senate on November 1, 2017.
4. **Faculty of Agricultural and Food Sciences** – SCADM reviewed an articulation agreement proposal between the Faculty of Agricultural and Food Sciences and Huazhong Agricultural University, effective September 2018 intake. Endorsed by the Senate Committee on Admissions on June 29, 2017. Approved by Senate on November 1, 2017.
5. **Faculty of Architecture** – SCADM reviewed a proposal from the Faculty of Architecture requesting formal approval of the admission requirements for the Environmental Design Program – Architecture Master Preparation (AMP) option, effective September 2019 intake. Endorsed by the Senate Committee on Admissions on September 27, 2017. Approved by Senate on December 6, 2017.
6. **Faculty of Arts** – SCADM reviewed a proposal from the Faculty of Arts to offer first year German transfer credit to students who successfully complete the Sprachdiplom II certificate program, effective upon approval by Senate. Endorsed by the Senate Committee on Admissions on October 16, 2017. Approved by Senate on December 6, 2017.
7. **Faculty of Architecture** – SCADM reviewed a proposal from the Faculty of Architecture to modify the admission requirements to the Environmental Design program. Endorsed by the Senate Committee on Admissions on January 8, 2018. Will be considered by Senate in due course.
8. **Asper School of Business** – SCADM reviewed a proposal from the Asper School of Business to modify its track 1 admission requirements. Endorsed by the Senate Committee on Admissions on March 22, 2018. Will be considered by Senate in due course.
9. **Faculty of Engineering** – SCADM reviewed a proposal from the Faculty of Engineering to modify the Written English Courses for Engineering Students. Endorsed by the Senate Committee on Admissions on March 22, 2018. Will be considered by Senate in due course.
10. **Enrolment Services** - SCADM reviewed a proposal from Enrolment Services to modify the direct entry option. Endorsed by the Senate Committee on Admissions on March 22, 2018. Will be considered by Senate in due course.
11. **University 1** – SCADM reviewed a proposal from University 1 to modify their direct entry admission requirements. Endorsed by the Senate Committee on Admissions on April 11, 2018. Will be considered by Senate in due course.

- 12. College of Nursing** – SCADM reviewed a proposal from the College of Nursing, Rady Faculty of Health Sciences, to amend the admission requirements for the Bachelor of Nursing degree program, related to the Mathematics and written English course requirement. Endorsed by the Senate Committee on Admissions on April 11, 2018. Will be considered by Senate in due course.
- 13. College of Nursing** – SCADM reviewed a proposal from the College of Nursing, Rady Faculty of Health Sciences, to amend the admission requirements for the Bachelor of Nursing degree program, to add MBIO 3010 to the list of courses for admission. Endorsed by the Senate Committee on Admissions on April 11, 2018. Will be considered by Senate in due course.
- 14. College of Nursing** – SCADM reviewed a proposal from the College of Nursing, Rady Faculty of Health Sciences, to amend the admission requirements for the Bachelor of Nursing degree program, to add BIOL 2410 and BIOL 2420 to the list of courses for admission. Endorsed by the Senate Committee on Admissions on April 11, 2018. Will be considered by Senate in due course.
- 15. Faculty of Agricultural and Food Sciences** - SCADM reviewed a proposal from the Faculty of Agricultural and Food Sciences to extend an articulation agreement with Assiniboine Community College. Endorsed by the Senate Committee on Admissions on April 11, 2018. Will be considered by Senate in due course.

Preamble

1. The terms of reference for the Senate Committee on Appeals are found at the link:
http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/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. Members of the Committee for 2017 - 2018 were: Professor S. Alward (School of Art, Chair), Professor C. Enns (Education, Vice-Chair), Professor M. Scanlon (Agricultural and Food Sciences, Vice-Chair), Professor P. Blunden (Science), Dean D. Brown (Kinesiology & Recreation Management), Professor M. Campbell (Environment Earth & Resources), Ms. S. Crook (student, Graduate Studies), Ms. E. Cummings (student, Law), Dean E. Dawe (Music), Professor R. Hechter (Education), Ms. C. Mastromonaco (student, Science), Mr. A. Menon (student, Management), Dean B. O'Connell (Health Sciences), Dean L. Raman-Wilms (Health Sciences), Ms. K. Sigurdson (student, Music), Professor V. Swain (Dentistry), Professor D. Oliver (Engineering), Professor D. Ruth (Engineering), Professor M. Soderstrom (Arts), Ms. T. Nagra (President of UMSU), Mr. A. Sadick (student, Graduate Studies)
2. The Committee reports to Senate on a regular basis and details of these reports are contained in the Senate minutes.
3. Two appeals were reported as pending in the April 1, 2017 annual report which have been resolved and are summarized below:

#	Faculty/College/School	Decision
1	Agricultural and Food Sciences	Granted
1	Engineering	Granted

4. During the reporting period from April 1, 2017 to March 31, 2018 the Committee received 21 appeals which are summarized below:

#	Faculty/College/School	Decision
1	Agricultural and Food Sciences	No Jurisdiction – 1
1	Arts	No Grounds – 1
1	Dentistry	No Grounds – 1
1	Engineering	Denied – 1

5	Graduate Studies	Granted – 1 No Grounds – 3 Returned – 1
2	Medicine	Denied – 1 Granted – 1
1	Pharmacy	No grounds – 1
8	Science	No grounds – 4 No jurisdiction – 1 Settled – 1 Granted – 2
1	Social Work	Returned – 1

Respectfully submitted,

Sharon Alward, Chair
Senate Committee on Appeals

Annual Report of the Senate Committee on Approved Teaching Centres

Preamble

1. Terms of reference for the Senate Committee on Approved Teaching Centres can be found at: http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/494.html.

Observations

1. Committee members, 2017-2018:
Prof. C. Cartmill (Arts), Prof. T. Chen (Arts), Prof. M. Faubert (Arts), Acting Dean R. Hoppa (Arts, April – August 2017), Prof. W. Kops (Extended Education), Prof. L. Leboe-McGowan (Arts), Prof. R. Linden (Arts), Dean J. Taylor (Arts, September 2017 – May 2018), Prof. I. Whicher (Arts)
2. The Committee participated in one electronic meeting during the reporting period, responding to an electronic poll conducted on May 12, 2017.
3. The Committee considered the list of proposed courses and instructors as submitted by Booth University College and the Prairie Theatre Exchange for cross-registration with the University of Manitoba in 2017-2018. (Senate, June 21, 2017)
4. The following are Approved Teaching Centres at the University of Manitoba:

Prairie Theatre Exchange
William and Catherine Booth College

Respectfully submitted,

Senate Committee on Approved Teaching Centres

ANNUAL REPORT TO SENATE FROM THE SENATE COMMITTEE ON AWARDS

Number of meetings

The Senate Committee on Awards met 11 times (including one electronic poll) between May 1, 2017 and April 30, 2018.

Terms of Reference

Terms of Reference for the Senate Committee on Awards can be found on the University of Manitoba website at:

http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/495.html

Committee Members

Academic Representatives:

Dr. Philip Hultin (Chair / Faculty of Science)
Dr. Laura Loewen (Vice Chair / Desautels Faculty of Music)
Dr. Jared Carlberg (Faculty of Agricultural and Food Sciences)
Dr. Peter Cattini (Rady Faculty of Health Sciences)
Prof. Darcy MacPherson (Faculty of Law)
Dr. Michelle Faubert (Faculty of Arts)

Student Representative:

Ms. Nina Lamb (Faculty of Arts)
Ms. Silvia Araujo (Faculty of Graduate Studies)

Director, Financial Aid and Awards

Ms. Jane Lastra

Vice-Provost (Graduate Education) and Dean, Faculty of Graduate Studies

Ms. Rowena Krentz (designate)

Consultants:

Mr. Jeff Adams (Executive Director, Enrolment Services)
Ms. Pamela Gareau (Recording Secretary/Financial Aid and Awards)
Ms. Mabelle Magsino (Financial Aid and Awards)
Ms. Mandy Laing (Financial Aid and Awards)
Ms. Regan Sarmatiuk (Financial Aid and Awards)
Ms. Lesli Lucas-Aseltine (Financial Aid and Awards)

Observations

1. In 2017-2018, the Senate Committee on Awards approved the establishment of 80 new awards, amendments to 125 existing awards, and the withdrawal of 36 awards. Of the 80 new awards, 55 are scholarships, prizes, travel awards, or fellowships, 25 are bursaries. 48 awards are funded out of endowments and 32 are annually funded.

(Appendix A)

2. The Senate Committee on Awards recommended to Senate, for approval, 17 requests to establish awards that appear to be discriminatory under the policy on the *Non-Acceptance of Discriminatory Awards*. The awards will provide funding for Indigenous and female students.

Respectfully submitted,

Dr. Philip Hultin
Chair, Senate Committee on Awards

New Awards* Established Between May 1, 2017 and April 30, 2018 (Total = 118)

Undergraduate, Graduate, and Extended Education	Entrance Awards	Renewable Entrance Awards	In-course and Graduating Awards	Subtotal
Undergraduate	6	6	49	61
Graduate	-	-	10	10
Undergraduate and/or Graduate and Residents	-	-	9	9
TOTAL				80

New Undergraduate Awards* by Faculty, College or School, May 1, 2017 - April 30, 2018 and Historical Data for 2012-2013 through 2015-2016

Faculty, College, or School	17-18	16-17	15-16	14-15	13-14	12-13
Agricultural & Food Sciences	4	7	4	2	2	2
Architecture	-	-	1	-	-	-
Art (Fine Arts)		-	1	-	-	1
Arts	1	2	5	4	5	3
Asper School of Business	7	12	9	7	13	8
Central [†]	22	13	11	15	6	6
Dentistry	3	4	2	2	2	1
Dental Hygiene	-	1	-	1	-	-
Education [°]	1	1	-	1	1	-
Engineering [°]	7	10	6	3	3	7
English Language Centre	-	-	-	1	1	2
Environment, Earth, & Resources	1	-	1	2	-	2
Extended Education	-	-	-	-	-	-
Health Sciences	-	2				
Human Ecology [§]	-	-	-	-	-	1
Interdisciplinary	-	-	-	-	-	-
Kinesiology & Recreation Management	-	1	1	-	-	1
Law	1	3	4	5	3	1
Medicine	8	7	5	4	4	11
Music	-	2	1	-	1	1
Nursing	2	16	1	1	-	-
Pharmacy	-	1	4	-	1	1
Rehabilitation Sciences	-	-	-	-	1	-
Science	3	5	2	3	3	-
Social Work	-	-	2	2	-	2
University 1	1	2	-	-	-	-
Totals	61	89	60	53	46	50

* scholarships, prizes, fellowships, and bursaries; [†] awards open to students in any faculty, college, or school; [°] including Internationally Educated Teachers Program, Internationally Educated Engineers Qualification; [§] the Faculty of Human Ecology closed on July 1, 2014.

New Graduate Awards* by Area of Study, May 1, 2017 - April 30, 2018 and Historical Data for 2012-2013 through 2015-2016

Area of Study	17-18	16-17	15-16	14-15	13-14	12-13
Agricultural & Food Sciences	-	4	2	-	1	-
Architecture	1	3	4	-	-	1
Art (Fine Arts)	-	-	-	1	-	1
Arts	-	1	4	-	-	2
Asper School of Business	1	3	2	3	-	-
Central [†]	1	1	3	5	2	1
Dentistry	2	-	-	-	-	-
Education	-	1	2	1	-	-
Engineering	1	1	-	-	2	1
Environment, Earth, & Resources	1	2	1	-	-	2
Human Ecology [§]	-	-	-	-	-	1
Interdisciplinary	1	-	1	1	1	-
Law	-	-	-	-	-	-
Medicine	-	-	2	2	2	2
Music	-	3	1	-	1	-
Nursing	1	2	1	-	1	-
Pharmacy	-	-	1	-	-	-
Rehabilitation Sciences	-	1	3	2	-	-
Science	1	1	2	3	-	-
Social Work	-	1	-	-	-	-
Totals	10	23	29	18	10	11

* scholarships, prizes, fellowships, and bursaries; [†] awards open to students in any faculty, college, or school; [§] the Faculty of Human Ecology closed on July 1, 2014.

New Awards* Open to Undergraduate and/or Graduate Students or Residents by Area of Study, May 1, 2017 - April 30, 2018 and Historical Data for 2012-2013 through 2015-2016

Area of Study	17-18	16-17	15-16	14-15	13-14	12-13
Architecture	-	-	1	-	-	-
Asper School of Business	1	1	-	-	-	-
Arts	1	-	1	-	1	-
Central [†]	5	4	1	-	-	1
Environment, Earth, & Resources	-	-	-	2	-	-
Education	-	-	1	-	-	-
Interdisciplinary	-	-	-	-	-	-
Kinesiology and Recreation Management	-	-	-	-	-	1
Medicine – Rehabilitation Sciences	-	-	-	-	-	1
Medicine – UGME & MPAS	-	-	-	-	1	-
Medicine - PGME	1	-	-	1	-	8
Multiple Programs		1	-	-	-	-
Music	1	-	-	-	-	-
Science		-	-	1	-	-
Social Work		-	-	-	1	-
Totals	9	6	4	4	3	11

* scholarships, prizes, fellowships, and bursaries; [†] awards open to students in any faculty, college, or school.

Annual Report of the Senate Committee on the Calendar

Preamble

1. Terms of reference for the Senate Committee on the Calendar can be found at:
http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/496.html

Observations

1. Committee members, 2017-2018:
Mr. J. Leclerc (University Secretary), Chair, Professor O. Botar (School of Art), Mr. A. Fischer, (Student, Environment, Earth and Resources), Professor P. Hultin (Science), Mr. N. Marnoch (Registrar), Dean T. Mondor (Graduate Studies), Ms. G. Saindon (Calendar Editor), Professor Greg Smith (Designate)
2. The Committee met twice during the reporting period on June 28 and December 14, 2017.
3. During this period, the Committee reported to Senate on the following matter:
 - Proposal for an Academic Calendar Content Guide for Graduate Programs (Senate, November 1, 2017)
4. The Committee participated in a discussion regarding the publication of the Academic Calendar.

Respectfully submitted,

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

Annual Report of the Senate Committee Curriculum and Course Changes

Preamble

1. Terms of reference for the Senate Committee on Curriculum and Course Changes can be found at:
http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/497.html

Observations

1. Committee members, 2017-2018:
Prof. D. McNeill (Engineering, Acting Chair, January – May 2018), Prof. G. Smith (Arts, Chair, April - December 2017), Ms. S. Bannatyne (designate for Registrar), Ms. D. Breyfogle (Libraries), Prof. J. Carlberg (Agricultural and Food Sciences), Dr. D. Collins (Vice-Provost (Integrated Planning and Academic Programs)), Ms. C. Davidson (designate for Vice-Provost (Integrated Planning and Academic Programs)), Dr. P. Dorrington (Université de Saint-Boniface), Mr. D. Ghosh (student, Graduate Studies), Prof. J. Hamilton (Health Sciences), Ms. A. Kilgour (student, Arts), Prof. B. Li (Science), Mr. N. Marnoch (Registrar), Prof. H. Marx (Arts, leave replacement, October 2017 – May 2018), Prof. S. Teetzel (Kinesiology and Recreation Management, on leave), Ms. M. Villegas (student, Science), Prof. F. Wang (Management)
2. During the reporting period, the Committee met on twelve occasions on: June 22, October 6 (morning and afternoon), October 11, October 16, October 25, October 27, and November 15, 2017, and on March 12, March 16, March 19, and March 22, 2018. The committee participated in one electronic poll conducted between April 9 -11, 2018.
3. During the reporting period, the Committee reported to Senate on:
 - proposals from various faculties, colleges, and schools, concerning curriculum and course changes totaling less than nine credit hours (Senate, May 17 and December 6, 2017), including:
 - program proposal: Faculty of Architecture
 - Cooperative Education / Integrated Work Program
 - program proposals: Faculty of Art
 - Economics and Econometrics Stream, in the Bachelor of Arts (Single Advanced Major) in Economics
 - Economics and Econometrics Stream, in the Bachelor of Arts (Honours) in Economics
 - Economics and Society Stream, in the Bachelor of Arts (Single Advanced Major) in Economics
 - Economics and Society Stream, in the Bachelor of Arts (Honours) in Economics
 - program proposal: Faculty of Engineering
 - Aerospace Stream, in the Bachelor of Science in Engineering (Mechanical)
 - program proposals: Faculty of Health Sciences

- Health Policy, Planning, and Evaluation (concentration) in the Bachelor of Health Sciences
 - Health Promotion and Education (concentration) in the Bachelor of Health Sciences
 - Family Health (concentration) in the Bachelor of Health Sciences,
- program proposal: Université de Saint-Boniface
 - Finances (concentration) in the baccalauréat en administration des affaires
- program closure: Certificate in Teaching English as a Second Language (CTESL), Faculty of Education
- undergraduate course changes beyond nine credit hours RE:
 - Department of Supply Chain Management (Senate, May 17, 2017)
 - Faculty of Law (Senate, December 6, 2017)
- program proposals for:
 - Doctor of Pharmacy (Pharm.D.), College of Pharmacy, Rady Faculty of Health Sciences (Senate, May 17, 2017)
 - Bachelor of Music (Music Education) Degree, Desautels Faculty of Music (Senate, March 7, 2018)
- Articulation Agreement Proposals, Faculty of Agricultural and Food Sciences
 - University of Manitoba, Bachelor of Science in Food Science – Huazhong Agricultural University, Bachelor of Science in Food Science and Engineering (Senate, November 1, 2017)
 - University of Manitoba, Bachelor of Science degrees in Agribusiness, Agriculture, Agroecology, and Food Science – Lanzhou University, Bachelor of Science in Grassland Agriculture (Senate, November 1, 2017)
 - 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 (Senate, November 1, 2017)
- program modifications to introduce a cooperative education option:
 - Bachelor of Arts (Single Advanced Major) and (Single Honours) Degrees, Faculty of Arts, to Introduce a Co-operative Education Stream (Senate, May 16, 2018)
 - Bachelor of Arts (Single Advanced Major) in Psychology to Introduce a Co-operative Education Option, Faculty of Arts (Senate, May 16, 2018)
- revised degree regulations for the Bachelor of Computer Science (Honours) and Bachelor of Science (Major) in Computer Science (Senate, December 6, 2017)
- Annual Update on Academic Program Listing (*for information*, Senate, May 17, 2017)

Respectfully submitted,

Prof. Dean McNeill, Acting Chair
Senate Committee on Curriculum and Course Changes

April 18, 2018

Annual Report of the Senate Committee on Honorary Degrees

Preamble

The terms of reference for the Senate Committee on Honorary Degrees are found online at:
http://www.umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/501.htm

Observations

1. The membership of the Committee for 2017-2018 included: Dr. David T. Barnard (President), Ms. Dawn Nedohin-Macek (President of Alumni Association), Dr. Annemieke Farenhorst (Agricultural & Food Sciences), Dean Edmund Dawe (Music), Dr. Brenda Austin-Smith (Arts), Dean Jonathan Beddoes (Architecture and Engineering), Ms. Tanjit Nagra (President of UMSU), Dr. William Pope (community representative), and Dr. Harvey Sector (Chancellor) as Chair.
2. The Committee on Honorary Degrees reports to Senate as required in closed session on candidates for honorary degrees, and the naming of buildings, parts of buildings, roadways and special units.
3. During the period from May 2017 to April 2018, the Committee reported to Senate on three occasions: May 17, 2017, December 6, 2017, and April 4, 2018. Details of these reports are available in the Office of the University Secretary (312 Administration Building) upon request by eligible members of Senate.

Respectfully submitted,

Chancellor Harvey Sector, Chair
Senate Committee on Honorary Degrees

/sf

Annual Report of the Senate Committee on Instruction and Evaluation

Preamble:

The terms of reference for the Senate Committee on Instruction and Evaluation (SCIE) are found on the web at:

http://www.umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/502.htm

Observations:

1. Committee members, 2017-2018:
Dr. Diane Hiebert-Murphy, Vice-Provost (Academic Affairs), Chair, Mr. B. Akoh (student, Graduate Studies), Dr. H. Anderson (Graduate Studies), Ms. N. Armah (student, Graduate Studies), Professor B. Elias (Heath Sciences), Professor A. Farenhorst (Agricultural and Food Sciences), Ms. S. Gawryluk (student, Arts), Ms. D. Hallock (student, Science), Mr. M. Hassan (student, Graduate Studies), Ms. A. Kilgour (student, Arts), Ms. K. Koczanski (Science), Dean D. Mandzuk (Education), Ms. K. Marcynuk (student, Graduate Studies), Mr. N. Marnoch (Registrar), Professor L. Neville (Management), Ms. L. Phyfe (Education, January 2018), Professor V. Warne (Arts), Professor P. Wener (Health Sciences), Ms. T. Nagra (UMSU, President), Dr. M. Torchia (Director, Centre for Advancement of Teaching and Learning), Ms. B. Usick (Director, Student Advocacy and Accessibility), Professor X. Wang (Graduate Studies)
2. The Committee met 5 times during the reporting period on May 11, and October 19, 2017 and February 14, March 15 and April 19, 2018.
3. During this period, the Committee reported to Senate on the following matters:
 - Revised Repeating, Substituting and Extra Courses Regulation, I.H. Asper School of Business (June 21, 2017)
 - Revised Academic Regulations, Faculty of Engineering, concerning:
 - Student Progress and Academic Status (May 17, 2017)
 - Regulation on Examinations (December 6, 2017)
 - Revised Repeated Courses, Attempted Credit Hours and Limited Access Regulations, Clayton H. Riddell Faculty of Environment, Earth and Resources (April 4, 2018)
 - Revised Faculty Required Courses Policy, Faculty of Kinesiology and Recreation Management (April 4, 2018)
 - Academic policies and procedures, Undergraduate Medical Education Program, Max Rady College of Medicine, concerning:
 - Examination Results (June 21, 2017)
 - Forward Feeding Clerkship Summative Evaluation Information (June 21, 2017)
 - Midpoint In-Training Evaluation (MITER), and Final In-Training Evaluation (FITER) Preparation, Distribution, Audit and Remediation Policy and Procedures (June 21, 2017)
 - Promotion and Failure (June 21, 2017)
 - Reappraisal of Student Assessments (June 21, 2017)
 - Remediation (June 21, 2017)

- Repeat Clerkship (June 21, 2017)
- New academic policies and procedures, College of Pharmacy, concerning:
 - Essential Skills and Abilities (June 21, 2017)
 - Policy on Accommodation for Undergraduate Pharmacy Students with Disabilities (June 21, 2017)
- Establishment of a Doctorate of Pharmacy (Pharm.D.) program, College of Pharmacy, Rady Faculty of Health Sciences (May 17, 2017)
- Revised Academic Regulations B.C.Sc. Honours and B.Sc. Major in Computer Science, Faculty of Science (December 6, 2017)
- Revised academic policies and procedures, University of Manitoba, concerning:
 - Revisions to the Accessibility Policy (June 21, 2017)
 - Revisions to the Student Accessibility Procedure (June 21, 2017)
- Teaching and Course Evaluation Review Committee Terms of Reference (December 6, 2017)

Respectfully submitted,

Dr. Diane Hiebert-Murphy, Chair
Senate Committee on Instruction and Evaluation

***Joint Senate Committee on Master's Programs
Annual Report
April 17, 2018***

I submit the following report on the work of the Joint Senate Committee on Master's Programs between the University of Manitoba and the University of Winnipeg from May 2017 through April 2018.

Membership

Zana Lutfiyya	Chair of the JSC Director (term ends May 31, 2018) Education, UM
Brooke Milne	Dean Designate, FGS University of Manitoba (as of July 1, 2016)
Mavis Reimer	Dean, FGS University of Winnipeg
Clea Schmidt	Education University of Manitoba
Aaron Moore	Political Studies University of Winnipeg (term ends June 31, 2018)
Mark Libin	Faculty of Arts University of Manitoba
Sean Byrne	Peace and Conflict Studies University of Manitoba
Melissa Castron	Graduate Studies (term ends June 31, 2018) University of Winnipeg
Albert Boakye	Graduate Studies (term ends May 31, 2018) University of Manitoba
Chris Bidinosti	Physics University of Winnipeg
Janis Thiessen	History University of Winnipeg
Ashley Hayward	Graduate Studies Officer University of Winnipeg
Cheryl Hadaller	Interim Programs Coordinator, FGS, University of Manitoba (until October 15, 2018)
Andrea Kailer	Programs Coordinator, FGS, University of Manitoba (as of October 19, 2016)

Committee Activities for 2017-2018

The JSC met on October 31, 2017;

- **JSC – Political Studies reported** eight new courses offerings in the Master of Public Administration. Increase international applications 91/109 applications were international with more expected. Full-time students have also increased and Political Studies plans to introduce a mandatory Co-op program in the next year.
- **JSC – Peace and Conflict Studies** reported they currently have 37 students in the Joint Master's Program and 49 students in the Ph.D. Program. A successful conference titled Peace without Borders organized by PACS students took place, October 27 – 29, 2017 and well attended. The supervisory and advisory responsibilities shared by the UM and UW faculty distribution will be looked, more involvement from the UW faculty is needed.
- **JSC – History** reported 29 students in their program, with seven being new admissions; one thesis stream, and six archival stream. They are late with their letters of offer and students tend to accept offers for other universities. Last year, an external review was conducted, and changes to all four streams of the JMP have occurred. The History program is under review and the program review has been submitted. A summary of responses will be written and a meeting will be set to look at the elements of the external report on History related only to the JMP Program.
- **JSC – Religion** reported they have lifted the ban on admissions for both graduate programs. This was in place due to not having supplemental regulations to govern The Department of Religion. We are working with both the JMP's and Ph.D. and will be in place soon.

Upcoming Activities

- JSC evaluation of Public Administration second-cycle graduate program review (self-evaluation report due to FGS in spring 2018) report to be written by JSC Chair in Fall 2018.
- An orientation for the Joint Master's program will take place November 3, 2018 at the University of Winnipeg.
- UM Senate for Nominations of two positions – JSC Chair and Graduate Studies UM student representative has started the process for the call, their terms end May 31, 2018.
- University of Winnipeg for Nominations of two positions – Political Studies, UW and Graduate Studies UW student representative are actively looking, their terms end June 31, 2018.

Respectfully submitted by
Zana Lutfiyya
Chair, JSC
University of Manitoba

Annual Report of the Joint Senate Committee on Master's Programs Appeals

Preamble

The Terms of Reference for the Joint Senate Committee on Master's Programs can be found on the web at:

http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/504.html

Observations

1. The Committee membership presently stands vacant until such time as the Committee is required.
2. No appeals were referred to the Committee for consideration; therefore, no meetings were held during the reporting period of May 2017 - April 2018.

Annual Report of the Senate Committee on Libraries

Preamble

1. Terms of reference for the Senate Committee on Libraries can be found at: http://umanitoba.ca/admin/governance/governing_documents/governance/sen_commitees/505.html

Observations

1. Committee members (2017-2018):
Dr. M.-J. Romaniuk, University Librarian (and designate for Provost and Vice-President (Academic)), Chair, Prof. T. Booth (Science), Dean D. Brown (Kinesiology and Recreation Management), Mr. M. Chu (student, Science), Dr. J. Doering (designate for Vice-President (Research and International)), Professor D. Dubois (Arts), Mr. N. Eissa (student, Graduate Studies), Professor J. Gilchrist (Health Sciences), Ms M. Goldberg (student, University 1), Ms L. O'Hara (designate for University Librarian), Dean J. Mulvale (Social Work), Mr. C. Neumann (student, Graduate Studies), Professor M. Pawlak (Engineering), Professor P. Perkins (Arts), Ms J. Rothney (Libraries), Professor X. Wang (designate, Vice Provost (Graduate Education) and Dean, Graduate Studies)
2. The Committee typically meets annually with the last meeting in April 2017. They did not meet during the reporting period but will meet in May 2018.

Respectfully submitted,

Dr. Mary-Jo Romaniuk, Chair
Senate Committee on the Libraries

M E M O R A N D U M

TO: Mr. Jeff Leclerc
University Secretary
312 Administration Building
Fort Garry Campus

FROM: Dr. Sara Israels, Vice Dean, Academic Affairs

DATE: March 28, 2018

**RE: ANNUAL REPORT OF THE SENATE COMMITTEE ON MEDICAL QUALIFICATIONS (SCMQ)
MAY 2017 – APRIL 2018**

On December 31, 2017, Dr. Elizabeth Cowden retired from the University of Manitoba, and from her position on the SCMQ; a request to fill the position was sent to the Nominations Committee.

On January 16, 2018, the SCMQ considered the application under Section 64 of the Medical Act for Dr. Magimairajan Issai Vanan (Pediatrics and Child Health). The application was recommended to Senate and approved.

The SCMQ considered and approved for submission to the College of Physicians and Surgeons of Manitoba the following applications under Section 10 of the Registration of Medical Practitioners Regulation:

- November 1, 2017 – Dr. Guiseppe Retrosi – Renewal (Surgery)
- December 1, 2017 – Dr. Kamran Sadiq (Pediatrics and Child Health)

The expertise of the members of SCMQ is employed by the College of Medicine to review the medical qualifications of individuals applying for time-limited licensure under Section 10 of the Registration of Medical Practitioners Regulation (under the Medical Act). Section 10 is used by the College of Medicine to provide licensure, for a time period limited to less than 12 months, for physicians engaged in advanced specialized training or serving as visiting medical experts and teachers.

Members of the SCMQ are:

Dr. Sara Israels, Chair, Designate, Dean of Max Rady College of Medicine
Dr. David Collins, Designate, Vice-President (Academic) & Provost
Dr. Anna Ziomek, Registrar, College of Physicians and Surgeons of Manitoba
Dr. Helmut Unruh, Faculty Member, Max Rady College of Medicine
Dr. Michael Moffatt, Faculty Member, Max Rady College of Medicine
One member to be appointed by the Senate

/ck

Annual Report of the Senate Committee on Nominations

Preamble

The Terms of Reference for the Senate Committee on Nominations can be found on the University Governance website at:

http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/507.html

Observations

1. Committee members (2017-2018):

Prof. Marie Edwards (Health Sciences), Chair
Prof. Robert Biscontri (Management)
Prof. Helen Cameron (Science)
Prof. Paul Hess (School of Art)
Prof. Witold Kinsner (Engineering)
Ms Vera Keown (Libraries)
Prof. Sandra Kouritzin (Education)
Prof. Pamela Perkins (Arts)
Prof. Barbara Shay (Health Sciences)
Dean Karin Wittenberg (Agricultural and Food Sciences)
Mr. Shahriar Bagheri (graduate student)
Ms Sarah Blanchard (student)
2. During the reporting period, the Committee met three times on April 17, September 22 and December 12, 2017, and participated in an electronic meeting on June 8, 2017.
3. The Committee reported to Senate on May 17, June 21, October 4, November 1, 2017 and January 3, 2018 to consider academic member nominees for vacancies on standing committees of Senate.
4. Student nominees for standing committees of Senate are prepared by a special subcommittee. Lists of nominees were received from the subcommittee and recommendations were made by the Senate Committee on Nominations to Senate on May 17, June 21, October 4, 2017 and January 3, 2018.

Respectfully submitted,

Professor M. Edwards, Chair
Senate Committee on Nominations

Annual Report of the Senate Planning and Priorities Committee

Preamble

1. Terms of reference for the Senate Planning and Priorities Committee (SPPC) can be found at: http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/508.html

Observations

1. Committee members, 2017-2018:
Prof. K. Main (Management; Chair, January – April 2018), Ms. A. Ducas (University Libraries, Chair, May 2017 – December 2018), Prof. M. Campbell (Environment, Earth, and Resources, on leave), Dr. D. Collins (designate for Provost and Vice-President Academic), Dr. J. Doering (designate for Vice-President, Research and International), Prof. J. Dodd (Health Sciences), Prof. M. Domaratzki (Science, June 2017 – April 2018), Prof. M. Gabbert (Arts), Ms. S. Gottheil (Vice-Provost (Students)), Ms. D. Hallock (student, Science), Mr. A. Konowalchuk (designate for Vice-President (Administration)), Ms. T. Nagra (UMSU President), Mr. C. Neumann (student, Graduate Studies), Prof. R. Perron (Architecture), Prof. M. Rastegar (Health Sciences, *leave replacement*, November 2017 – April 2018), Dr. J. Ristock (designate for President), Prof. A. Shalaby (Engineering), Prof. L. Turnbull (Law, January – April 2018) Prof. F. Wang (Environment, Earth, and Resources), Prof. D. Watt (Arts)
2. The work of the Committee is carried out by three sub-committees:
 - Program and Curriculum Planning – Chair, Prof. J. Anderson (May 2017), Prof. M. Gabbert (August 2017 – April 2018)
 - Campus Planning – Chair, Ms. A. Ducas (May 2017 – December 2018), Prof. K. Main (January – April 2018)
 - Finance Planning – Chair, Ms. A. Ducas (May 2017 – December 2018), Prof. K. Main (January – April 2018)
3. The Chair of SPPC and the members of the Finance Planning subcommittee are members of the President's Budget Advisory Committee (BAC). This committee contributes to discussion of the University Budget through a series of meetings scheduled in March and April 2018.
4. During the reporting period, the Senate Planning and Priorities Committee met on eight occasions: August 28, September 25, October 30, and November 27, 2017, and January 29, February 26, March 26, and April 30, 2018. The committee also participated in one electronic poll conducted between December 1 – 6, 2017.
5. During this period, the Committee reported to Senate on the following matters:
 - undergraduate course changes beyond nine credit hours:
 - Faculty of Law (Senate, December 6, 2017)
 - Department of Supply Chain Management, I.H. Asper School of Business (Senate, May 17, 2017)
 - graduate course changes beyond nine credit hours:
 - Department of Civil Engineering (Senate, January 3, 2018)

- Articulation Agreement Proposals, Faculty of Agricultural and Food Sciences
 - University of Manitoba, Bachelor of Science in Food Science – Huazhong Agricultural University, Bachelor of Science in Food Science and Engineering (Senate, November 1, 2017)
 - University of Manitoba, Bachelor of Science degrees in Agribusiness, Agriculture, Agroecology, and Food Science – Lanzhou University, Bachelor of Science in Grassland Agriculture (Senate, November 1, 2017)
 - 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 (Senate, November 1, 2017)
- program proposals for:
 - Doctor of Pharmacy (Pharm.D.) (Senate, May 17, 2017)
 - Master of Human Rights (dated November 17, 2017) (Senate, January 3, 2018)
 - Bachelor of Music (Music Education) Degree, Desautels Faculty of Music (Senate, March 7, 2018)
- program modifications to introduce a cooperative education option:
 - Bachelor of Arts (Single Advanced Major) and (Single Honours) Degrees, Faculty of Arts, to Introduce a Co-operative Education Stream (Senate, May 16, 2018)
 - Bachelor of Arts (Single Advanced Major) in Psychology to Introduce a Co-operative Education Option, Faculty of Arts (Senate, May 16, 2018)

Respectfully submitted,

Prof. Kelley Main, Chair
Senate Planning and Priorities Committee

Annual Report of the Senate Committee on Rules and Procedures

Preamble

Terms of reference for the Senate Committee on Rules and Procedures can be found at:

http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/509.html

Observations

1. Committee members (2017-2018):
Dean Jeffery Taylor (Arts), Chair
Prof. John Anderson (Science)
Prof. Thomas Booth (Science)
Dean Reg Urbanowski (Health Sciences)
Mr. Nour Eissa (graduate student)
2. During the reporting period, the Committee met on September 28, 2017 and March 1, 2018, and is scheduled to meet on May 10, 2018.
3. On April 4, 2018, the Committee reported to Senate regarding revisions to the Faculty of Kinesiology and Recreation Management Council Bylaw.
4. The Committee also provided comments and recommendations regarding the Department of Family Medicine Council Bylaw and the Department of Sociology Council Bylaw.

Respectfully submitted,

Dean Jeffery Taylor, Chair
Senate Committee on Rules and Procedures

Preamble

The terms of reference for the Senate Committee on University Research (SCUR) can be found on the web at: http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/510.html

Observations

The members of the Committee during the Annual Report period of **May 2017 - April 2018** included:

- Digvir Jayas, Vice-President (Research & International), (Ex-Officio) as Chair
- David T. Barnard, President and Vice-Chancellor (Ex-Officio)
- Diane Hiebert-Murphy, Provost and Vice-President (Academic Affairs) (Ex-Officio)
- Gary Glavin, Associate Vice-President (Research) (Ex-Officio)
- Jay Doering, Associate Vice-President (Partnerships) (Ex-Officio)
- Todd Mondor, Vice-Provost (Graduate Education) and Dean, Faculty of Graduate Studies (Ex-Officio)
- Kerrie Hayes, Director of Research Contracts, Office of Research Services (Ex-Officio/Non-Voting)
- Stefi Baum, Dean, Faculty of Science
- Jonathan Beddoes, Dean, Faculty of Engineering
- Anthony Iacopino, Dean, College of Dentistry, Faculty of Health Sciences
- Jeffery Taylor, Dean, Faculty of Arts
- Clea Schmidt, Professor, Dept. of Curriculum, Teaching and Learning, Faculty of Education
- Liqun Wang, Professor, Dept. of Statistics, Faculty of Science
- Andrew Halayko, Professor and Canada Research Chair, Faculty of Health Sciences
- Peter Jones, Professor, Director, Richardson Centre for Functional Foods and Nutraceuticals, Faculty of Agricultural and Food Sciences
- Jason Leboe-McGowan, Associate Dean, Faculty of Arts
- Anita Brûlé-Babel, Professor, Dept. of Plant Science, Faculty of Agricultural and Food Sciences
- Peter Nickerson, Vice-Dean, Research, Faculty of Health Sciences
- Michelle Porter, Professor, Director, Centre on Aging, Faculty of Kinesiology and Recreation Management
- Karalyn Dokurno, Graduate Studies, GSA Student Rep
- Emrul Hasan, Graduate Studies, GSA Student Rep

1. The Committee met **three times** during the reporting period on **October 12, 2017; January 18, 2018; and March 22, 2018**.
2. The committee reviewed and recommended to Senate for approval of the following Chairs, Professorships, and Centres/Institutes:

Professorships and Chairs

Establishment of Endowed Research Chairs:

- Endowed Research Chair in Interprofessional Collaborative Practice (December 6, 2017 Senate; January 30, 2018 Board of Governors)
- Endowed Research Chair in Child Health Evidence-Based Medicine (March 7, 2018 Senate; March 20, 2018 Board of Governors)
- Endowed Research Chair in Human Rights and Social Justice (March 7, 2018 Senate; March 20, 2018 Board of Governors)

- Endowed Research Chair in Pediatrics and Child Health (March 7, 2018 Senate; March 20, 2018 Board of Governors)

Establishment of Professorships:

- Professorship in Clinician Scientist (Senate approval pending)

Approval of the revised Terms of Reference for:

- MINDERMAR Professorship in Human Simulation (December 6, 2017 Senate; January 30, 2018 Board of Governors)
- Leslie F. Buggie Professorship (December 6, 2017 Senate; January 30, 2018 Board of Governors)

Centres and Institutes; and Research Groups

Centre/Institute Term Renewals:

- Centre for Professional and Applied Ethics (CPAE)
3 Years effective January 1, 2018 through to December 31, 2020. (December 6, 2017 Senate)
- University of Manitoba Transport Institute (UMTI)
5 Years effective January 1, 2018 through to December 31, 2022 (December 6, 2017 Senate)
- Centre for Earth Observation Sciences (CEOS)
5 years effective January 1, 2018 through to December 31, 2022 (December 6, 2017 Senate)
- Manitoba Institute for Materials (MIM)
5 years effective May 30, 2018 through to May 29, 2023 (Senate approval pending)

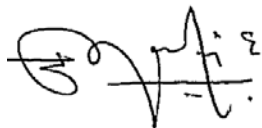
Establishment of Research Groups:

- Program and Policy Evaluation Research Group
- Food Systems Research Group

3. The Committee approved the *Membership of the Committees* for:

- The Falconer Emerging Researcher Rh Awards - 2017
- The Dr. John M. Bowman Memorial Winnipeg RH Institute Foundation Award – 2018
- The Membership of the Sub-Committee for the 5 year review of the Manitoba Institute for Materials (MIM)
- The Membership of the Sub-Committee for the 5 year review of the Winnipeg Institute of Theoretical Physics (WITP)
- The Membership of the Sub-Committee for the 5 year review of the Centre on Aging (CoA)

Respectfully submitted,



Digvir S. Jayas, Ph.D.
Chair, Senate Committee on University Research

/sv

REPORT OF THE SENATE COMMITTEE ON AWARDS – Part A

Preamble

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

On behalf of Senate, to approve and inform Senate of all new offers and 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 April 3, 2018, the Senate Committee on Awards approved 7 new offers, 14 revised offers, and the withdrawal of 5 awards, as set out in Appendix A of the *Report of the Senate Committee on Awards – Part A* (April 3, 2018).

Recommendations

On behalf of Senate, the Senate Committee on Awards recommends that the Board of Governors approve 7 new offers, 14 revised offers, and the withdrawal of 5 awards as set out in Appendix A (April 3, 2018). 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

April 3, 2018

1. NEW OFFERS

Brock and Sophie Bulbuck Youth-In-Care Grant

Brock Bulbuck (B. Comm. (Hons.)/82, C.A. /85) and Sophie Bulbuck (B.Comm. (Hons.)/82) have generously established an endowment fund with an initial gift of \$50,000 at the University of Manitoba in 2017. The purpose of the grant is to provide the opportunity for youth who are or who have been in the care of Child and Family Services in Manitoba to attend post-secondary education. From time to time, a contribution may be made to this award from the Manitoba Scholarship and Bursary Initiative. Beginning in the 2019-2020 academic year, the interest earned on the fund will be used in conjunction with other funds to provide tuition support to eligible undergraduate students who:

- (1) are or will be enrolled full-time (minimum 60% course load) in any undergraduate degree or diploma program at the University of Manitoba in the year in which the award is tenable;
- (2) have a record of satisfactory academic achievement which is defined as:
 - (a) for first year students, a minimum entering average of 70 percent on those courses used for admission;
 - (b) for continuing students, a minimum degree grade point average of 2.0;
- (3) are currently or formerly a youth in care of Child and Family Services in the Manitoba Child Welfare System;
- (4) have demonstrated financial need on the standard University of Manitoba bursary application form.

The grants can be renewed for up to three years provided the recipients:

- (1) remain enrolled full-time (minimum 60% course load) in any undergraduate degree or diploma program at the University of Manitoba;
- (2) continue to maintain a minimum degree grade point average of 2.0;
- (3) continue to demonstrate financial need on the standard University of Manitoba bursary application form.

The selection committee will be named by the Director of Financial Aid and Awards (or designate).

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.

Dr. Antonios Mamandras Scholarship in Graduate Orthodontics

Dr. Antonios Mamandras (M.Sc./1980) established an endowment fund at the University of Manitoba with an initial gift of \$12,500 in 2015. The purpose of the fund is to support a student who has demonstrated leadership, academic and clinical excellence, and significant progress in the graduate

orthodontic program. When funds are available, the Manitoba Scholarship and Bursary Initiative may make a contribution to the award. Each year, beginning in 2020-2021, the available annual income from the fund will be used to offer one scholarship to a student who:

- (1) is enrolled full-time in the Faculty of Graduate Studies, in the second or third year of study in the Master of Science in Orthodontics graduate program offered through the College of Dentistry;
- (2) has achieved above average academic progress in all courses in the graduate orthodontics program, with a minimum “B” grade in all courses from the start of the first year of residency;
- (3) has demonstrated clinical excellence as well as a caring and altruistic attitude towards patients;
- (4) acts in a highly professional manner with fellow students, academic, and support staff;
- (5) has demonstrated significant progress with the M.Sc. (Orthodontics) research project.

Applications for this award will be requested by the Director of the Graduate Orthodontic Program.

The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Director of the Graduate Orthodontic Program (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. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

Dr. Patricia Anne Wightman Award for Excellence in Psychiatry

The Department of Psychiatry presents an annual award in honour of Dr. Patricia Wightman (1931–2017), Associate Professor of Psychiatry at the University of Manitoba. The purpose of the award is to recognize excellence in the Psychiatry–Undergraduate Clerkship. Recipients of the award will receive a monetary award of \$1,000 and will have their names engraved on a wall plaque in the Department of Psychiatry. Each year one prize will be offered to the student who:

- (1) has completed at least two years of the Undergraduate Medical Education program at the University of Manitoba;
- (2) has completed an elective in Psychiatry during the academic session to which the award pertains;
- (3) has been accepted to post-graduate studies in the Psychiatry Residency program at the University of Manitoba for the next academic session;
- (4) has demonstrated the following attributes:
 - (a) excellent core knowledge in psychiatry subject areas;
 - (b) exceptional communication skills;
 - (c) a high level of compassion and professionalism in interactions with patients;
 - (d) dedication to the treatment of mental illness;
 - (e) extraordinary potential as a future psychiatrist;
 - (f) leadership within the medical school community.

Students must submit a letter of application (maximum 500 words) outlining how they meet the attributes set out in criterion (4).

The Dean of the Max Rady College of Medicine (or designate) will name the selection committee which will include the Head of the Department of Psychiatry (or designate) and the Undergraduate Coordinator for Psychiatry (or designate).

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.

Dr. Sybil Williams and Dr. Otto Wahl Bursary

In 2017, Dr. Sybil Williams (M.D./1949) generously established an endowment fund at the University of Manitoba with an initial gift of \$30,000. The purpose of the fund is to provide support to students in the Undergraduate Medical Education program in the Max Rady College of Medicine. The donor has set aside \$1,000 of the gift to offer the first bursary in the 2018-2019 academic year. In subsequent years, the available annual income will be used to offer bursaries. Each year, one bursary will be offered to a student who:

- (1) is enrolled full-time in any year of the Undergraduate Medical Education program in the Max Rady College of Medicine;
- (2) is in good standing in the program;
- (3) has demonstrated financial need on the standard University of Manitoba bursary application form.

The Dean of the Max Rady College of Medicine (or designate) will name the selection committee for this award.

The status of the funds will be reviewed from time to time. If the earnings on the fund permit, the number of bursaries offered may be increased, provided that the value of each award will make a significant impact towards the students' educational costs.

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.

Marguerite Wallman Prize of Excellence in STEM Education

In honour of Marguerite Muriel Wallman, an endowment fund was established at the University of Manitoba in 2017. The purpose of the fund is to recognize an Education student who demonstrates excellence and innovation in the area of science, technology, engineering and math (STEM) education. Each year, beginning in the 2019-2020 academic session, the available annual income will be used to offer one prize to an Education student who:

- (1) has successfully met the relevant academic and program requirements of the Bachelor of Education degree in the Faculty of Education;
- (2) has demonstrated excellence and innovation in STEM education, including creative pedagogy, scholarship, leadership, outreach and performance in the practicum classroom, school and/or volunteer activities; and

- (3) has achieved a minimum degree grade point average of 3.0.

To be considered for the Prize, on or before March 31st in any year, students may:

- (1) be independently nominated by a faculty (professor or instructor), faculty advisor (faculty supervisor in the practicum), and/or a cooperating teacher(s) [supervising certified teacher in the practicum classroom] with a letter of nomination; or
- (2) solicit support for their nomination from a faculty, faculty advisor and/or cooperating teacher; or
- (3) solicit support for their nomination from a relevant individual who can speak directly to their experience (e.g., volunteer coordinator, supervisor, etc.).

Letters of nomination and support must directly address the student's demonstrated excellence and innovation in STEM education. Criteria to be considered by the selection committee include, but are not limited to: creativity, innovation, scholarship, leadership, outreach (e.g., STEM related extra-curricular activities in the practicum school or STEM related volunteer work with young people, especially with focus on supporting female), and performance in the practicum classroom and school. In accordance with the donor's wishes, preference will be given to activities and work which supports young women to be successful in the areas of science, technology, engineering and math (STEM).

A Statement of Achievement by the student must either be submitted by the student, or will be requested should they be nominated. The statement should articulate their STEM activities and how they have met the Prize criteria. The Statement of Achievement may include supporting material(s) [e.g., photos or video of STEM lessons/activities, lesson plans].

If the Prize is awarded to a graduating student, then it will be recognized accordingly in the Spring Convocation.

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

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.

Price Scholarships in Engineering

The Price Family will make an annual contribution valued at \$200,000 to the University of Manitoba for a five-year term to offer the Price Scholarships in Engineering. When funds are available, the Manitoba Scholarship and Bursary Initiative may make a contribution to the award. The purpose of the scholarships is to support undergraduate students pursuing studies in the Faculty of Engineering at the University of Manitoba. Beginning in the 2018-2019 academic year, Price Scholarships in Engineering of up to a maximum value of \$5,000 will be offered to undergraduate students who:

- (1) are entering the Faculty of Engineering directly from high school and who enroll full-time (minimum 80% course load); and
- (2) have achieved a minimum 85% average in the courses used for direct entry admission to the Faculty of Engineering,

OR:

- (3) are entering the second, third or fourth year of any program in the Faculty of Engineering and are enrolled full-time (minimum 80% course load); and
- (4) have achieved a minimum degree grade point average of 3.5.

Students receiving more than \$10,000 in total scholarship support in one academic year (including the Price Scholarship) may only hold a Price Scholarship of value that brings total scholarship support to a maximum value of \$10,000. The maximum value of a Price Scholarship is \$5,000.

Each year, \$50,000 will be available for students in each of the first, second, third and fourth years of study in any undergraduate program in the Faculty of Engineering. The selection committee will have the discretion to determine the number and value of scholarships awarded.

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

The donor will contact the Financial Aid and Awards office by no later than March 31 in any year this award will not be offered.

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.

The Wildlife Society-Manitoba Chapter– Annual Conference Travel Award

The Wildlife Society - Manitoba Chapter has established an endowment fund with an initial gift of \$17,000 in 2017 to offer The Wildlife Society - Manitoba Chapter - Annual Conference Travel Award at the University of Manitoba. The Manitoba Scholarship and Bursary Initiative has made a contribution to this award. This award will supply a post-secondary student from any Manitoba institution with funds to attend The Wildlife Society Annual Conference. The purpose of the award is to allow students from Manitoba institutions with an interest in wildlife to present their research, network with other wildlife professionals/students, and encourage long-lasting membership and involvement with The Wildlife Society.

Beginning in the 2018-2019 academic year, the available annual income will be used to offer one scholarship to a student who:

- (1) is enrolled full-time at a Manitoba post-secondary academic institution at the time of submitting their presentation for the conference;
- (2) is a member of The Wildlife Society – Manitoba Chapter Inc. at the time of application;
- (3) is conducting research or has proposed to conduct research on wildlife, fisheries, and/or related habitats;
- (4) agrees to present their original research of the accepted paper or poster at one of the donor's events in the year following the receipt of the scholarship;
- (5) is deemed by the selection committee to have submitted the top research proposal among the award applicants.

In order to be considered for the scholarship, students will be required to submit: (i) a copy of their research proposal, (ii) an application form, and (iii) proof of registration/attendance at a Manitoban postsecondary institution.

The Wildlife Society - Manitoba Chapter will advertise the application, and will collect all application materials. The recipient's name will be announced at one of the donor's annual events and newsletters.

In years when the available annual income can support more than one \$1,000 scholarship, the selection committee will have the discretion to increase the amount of the award, or to offer additional awards. Any unspent revenue from the fund will be re-capitalized.

The selection committee will be named by the Director of Financial Aid & Awards and will include a member of The Wildlife Society - Manitoba Chapter Inc.

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.

2. AMENDMENTS

Clayton H. Riddell Faculty of Environment, Earth, and Resources Direct Entry Admission Scholarships

The following amendments were made to the terms of reference for the Clayton H. Riddell Faculty of Environment, Earth, and Resources Direct Entry Admission Scholarships:

- The preamble was revised to:
The Clayton H. Riddell Faculty of Environment, Earth, and Resources offers up to five annual Direct Entry admission scholarships, to support undergraduate students admitted to the faculty directly from high school. Each year, five scholarships, valued at \$1,000 each, will be offered to undergraduate students who:
- The numbered criteria were revised to:
 - (1) *have graduated from high school with a minimum average of 85% on high school courses considered for admission to the University of Manitoba;*
 - (2) *have met the requirements for the Direct Entry Program Option to the Clayton H. Riddell Faculty of Environment, Earth, and Resources;*
 - (3) *are enrolled full-time (minimum 80% course load) in any undergraduate degree program offered in the Clayton H. Riddell Faculty of Environment, Earth, and Resources in the year in which the scholarship is tenable;*
 - (4) *are amongst the five highest-ranking students admitted to the faculty in the year in which the award is tenable, based on the University of Manitoba's General Entrance Scholarship Program.*
- The tiebreaking statement was altered to read:
In the event of a tie, the scholarship will be offered to the student who has the highest grades in the courses required for direct entry to the Clayton H. Riddell Faculty of Environment, Earth, and Resources.
- The following sentence was added:
The Clayton H. Riddell Faculty of Environment, Earth, and Resources Direct Entry Admission Scholarships can be held concurrently with the Clayton H. Riddell Faculty of Environment, Earth, and Resources Indigenous Direct Entry Scholarship.

- The standard Board of Governors statement was updated.

Clayton H. Riddell Faculty of Environment, Earth, and Resources Graduate Entrance Scholarships

The following amendments were made to the terms of reference for the Clayton H. Riddell Faculty of Environment, Earth, and Resources Graduate Entrance Scholarships:

- The preamble was revised to:
The Clayton H. Riddell Faculty of Environment, Earth, and Resources offers twelve annual entrance scholarships, valued at \$5,000 each. The purpose of the scholarships is to attract outstanding students to graduate programs offered by units in the Faculty. The scholarships will be offered to graduate students who:
- Numbered criterion (2) was revised to:
have achieved a minimum grade point average of 3.5 based on the last 60 credit hours (or equivalent) of study.
- A paragraph about the allocation of awards each year was edited to read:
The Dean, in consultation with the Unit Heads, will allocate the number of scholarships per unit on an annual basis. Unit Heads will forward their unit award nominations to the faculty. The process by which nominations are made is determined by each unit, in order to most effectively attract and support incoming graduate students to their Master's and Doctoral programs.
- The following eligibility information was added:
Recipients of a Graduate Entrance Scholarship at the start of a Master's program are eligible for an award at the start of a Doctoral program, except in the case of students who transfer directly from a Master's to a Doctoral program.
- The title *Vice-Provost (Graduate Education)* was added to the title of the Dean of the Faculty of Graduate Studies
- The standard Board of Governors statement was updated

Clayton H. Riddell Faculty of Environment, Earth, and Resources Undergraduate Admission Scholarships

The following amendments were made to the terms of reference for the Clayton H. Riddell Faculty of Environment, Earth, and Resources Undergraduate Admission Scholarships:

- The preamble was revised to:
The Clayton H. Riddell Faculty of Environment, Earth, and Resources offers up to five annual Direct Entry admission scholarships, to support undergraduate students admitted to the faculty directly from high school. Each year, five scholarships, valued at \$1,000 each, will be offered to undergraduate students who:
- The numbered criteria were revised to:
 - (1) *have completed a minimum of 24 credit hours and a maximum of 60 credit hours of university-level courses;*
 - (2) *are enrolled full-time (minimum 80% course load) in any undergraduate degree program offered in the Clayton H. Riddell Faculty of Environment, Earth, and Resources in the year in which the scholarship is tenable;*

- (3) *are amongst the five highest-ranking students admitted to the faculty in the year in which the award is tenable, based on a minimum degree grade point average of 3.5.*
- The tiebreaking statement was altered to read:
In the event of a tie, the scholarship will be offered to the student who has completed the largest number of higher level courses (2000-level and above).
- The following sentence was added:
The Clayton H. Riddell Faculty of Environment, Earth, and Resources Undergraduate Admission Scholarships can be held concurrently with the Clayton H. Riddell Faculty of Environment, Earth, and Resources Indigenous Undergraduate Admission Scholarship.
- The standard Board of Governors statement was updated.

Faculty of Science Graduate Fellowship - Cangene

The following amendments were made to the Faculty of Science Graduate Fellowship – Cangene:

- The title of the award was changed to **Faculty of Science Graduate Fellowship – Emergent BioSolutions.**
- The preamble was revised to include the following:
The new company name, Emergent BioSolutions, was updated. The phrase: “to graduate students in the department(s) that have the greatest need for additional graduate student support, as determined each year by the Faculty of Science” was removed. The following sentence was added: “The available annual interest from the fund will be used to offer one or more fellowships to graduate students who”
- The following paragraph was revised to:
The recipient of the prize will normally be expected to present a seminar in RIOH at a suitable time, in the current award year. The Cell Biology section of RIOH will be responsible for organizing the seminar.
- Criterion (2) was revised to read:
have achieved a minimum grade point average of 3.5 based on the last 60 credit hours (or equivalent) of study
- Vice-Provost (Graduate Education) was added to the Dean of the Faculty of Graduate Studies’ title
- The standard Board of Governors statement was added.

Jeffrey S. Train Athletic Therapy Award

The following amendments were made to the terms of reference for the Jeffrey S. Train Athletic Therapy Award:

- The preamble was revised to:
Jeffrey S. Train offers to provide an annually funded scholarship of \$750 to students in the Bachelor of Kinesiology – Athletic Therapy program in the Faculty of Kinesiology and Recreation Management at the University of Manitoba. The purpose of the scholarship is not necessarily to recognize academic excellence but to recognize those students who show

commitment to excellence in practice. To be eligible for consideration for this scholarship, an undergraduate student must:

- The award value was increased to \$750.
- The numbered criteria were revised to:
 - (1) must be enrolled full-time (minimum 60% course load), in the year of the award, in the second year or higher in the Bachelor of Kinesiology – Athletic Therapy program, in the Faculty of Kinesiology and Recreation Management;*
 - (2) must have achieved satisfactory academic standing (a minimum degree grade point average of 2.0);*
 - (3) must have carried at least 60 percent of a full course-load in the previous year, and must have completed at least the first year of the program in the faculty;*
 - (4) must have demonstrated the ability to interact positively with co-workers and patients, while applying the academic knowledge of athletic therapy;*
 - (5) must show a commitment to the university or community-based team to which they are appointed;*
 - (6) must be a member in good standing of the Manitoba Athletic Therapy Association.*
- The following paragraph was added:

Applicants will be required to submit a statement (maximum 250 words) outlining how they meet criterion (3).
- The standard Board of Governors statement was added.

Jeffrey S. Train Award

The following amendments were made to the terms of reference for the Jeffrey S. Train Award:

- The preamble was revised to:

Jeffrey S. Train offers to provide an annually funded an scholarship of \$750 to students in the Bachelor of Recreation Management and Community Development degree program, in the Faculty of Kinesiology and Recreation Management at the University of Manitoba. The purpose of the scholarship is not necessarily to recognize academic excellence but to recognize those students who show commitment to excellence in practice. To be eligible for consideration for this scholarship, a student must:
- The award value was increased to \$750.
- The numbered criteria were revised to:
 - (1) must be enrolled full-time (minimum 60% course load) in the second year of study or higher, in the year of the award, in the Bachelor of Recreation Management and Community Development degree program, in the Faculty of Kinesiology and Recreation Management;*
 - (2) must have achieved satisfactory academic standing (a minimum degree grade point average of 2.0), must have carried at least 60 percent of a full course-load in the previous year, and must have completed at least the first year of the program in the faculty;*
 - (3) must have demonstrated the ability to interact positively with student peers, while applying the academic knowledge of the profession through community involvement.*

- The following paragraph was added:

Applicants will be required to submit a statement (maximum 250 words) outlining how they meet criterion (3).

- The standard Board of Governors statement was added.

Jeffrey S. Train Bursary

The following amendments were made to the terms of reference for the Jeffrey S. Train Bursary:

- The preamble was revised to:

Jeffrey S. Train offers to provide an annually funded bursary of \$500 to students in the Bachelor of Recreation Management and Community Development (B.R.M.C.D.) degree program of the Faculty of Kinesiology and Recreation Management at the University of Manitoba. To be eligible for consideration for this bursary, an undergraduate student must:

- The award value was increased to \$500.
- The numbered criteria were revised to:
 - (1) must be enrolled full-time (minimum 60% course load) in the second year of study or higher, in the year of the award, in the Bachelor of Recreation Management and Community Development (B.R.M.C.D.) degree program of the Faculty of Kinesiology and Recreation Management;*
 - (2) must have achieved satisfactory academic standing (a minimum degree grade point average of 2.5);*
 - (3) must have carried at least 60 percent of a full course-load in the previous year, and must have completed at least the first year of the program in the faculty;*
 - (4) have demonstrated the ability to interact positively with student peers, while applying the academic knowledge of the profession;*
 - (5) must have demonstrated high financial need on the standard University of Manitoba bursary application form;*
- The selection committee was changed to:

The selection committee will be the Undergraduate Academic Awards Committee of the Faculty of Kinesiology and Recreation Management.
- The standard Board of Governors statement was added.

Pharmacists Manitoba and Canadian Pharmacists Benefits Association Award

The following amendments were made to the Pharmacists Manitoba and Canadian Pharmacists Benefits Association Award:

- The term “award” was changed to “prize” throughout the terms of reference.
- The number of prizes was amended from “three” to “up to three”.
- The standard Board of Governors statement was amended.

Richard C. Goulden Memorial Scholarship

The following amendments were made to the terms of reference for the Richard C. Goulden Memorial Scholarship:

- The number of scholarships was revised to:
Each year, the available annual income will be used to offer one or more scholarships to graduate students who:
- The numbered criteria were revised to:
 - (1) *are enrolled full-time in the Faculty of Graduate Studies in a Master's or Ph.D. program at the University of Manitoba;*
 - (2) *have achieved a minimum grade point average of 3.5 based on the last 60 credit hours (or equivalent) of study;*
 - (3) *are members of The Wildlife Society – Manitoba Chapter Inc. at the time of receipt;*
 - (4) *are conducting research or have proposed to conduct research on wildlife and/or their habitats in Manitoba;*
 - (5) *are deemed by the selection committee to have submitted the top research proposal(s) among the award applicants.*
- The following requirement was added:
In order to be considered for the scholarship, students will be required to submit . . . proof of membership in The Wildlife Society.
- The following sentence was added:
The selection committee will determine the number and value of scholarships each year.
- The standard Board of Governors statement was updated.

Roma Zenovea Hawirko Graduate Scholarship

The following amendments were made to the terms of reference for the Roma Zenovea Hawirko Graduate Scholarship:

- One sentence in the preamble was revised to:
Each year, the available annual interest from the fund will be used to offer one research scholarship to a graduate student who:
- Numbered criteria (1) and (2) were revised to:
 - (4) *is enrolled full-time in the Faculty of Graduate studies, in the first four years of any Ph.D. program delivered by a department in the Faculty of Science or the Faculty of Agricultural and Food Sciences;*
 - (5) *has achieved a minimum grade point average of 3.5 (or equivalent) based on the last 60 credit hours of study (or equivalent);*
- The title *Vice-Provost (Graduate Education)* was added to the title of the Dean of the Faculty of Graduate Studies
- The standard Board of Governors statement was updated.

Ruby Samlalsingh Scholarship

The following amendments were made to the terms of reference for the Ruby Samlalsingh Scholarship

- The numbered criteria were revised to:
 - (1) *is Canadian Indigenous (First Nations, Métis, Inuit);*
 - (2) *is enrolled full-time (minimum 80% course load) in a degree program in any faculty, college, or school at the University of Manitoba;*
 - (3) *has achieved either:*
 - a. *as an entering student, a minimum 85% average on the best five courses appearing on the list of acceptable courses for the University of Manitoba General Entrance Scholarship Program; or*
 - b. *as a continuing student, a minimum degree grade point average of 3.0.*
- The selection committee was changed to:
The Indigenous Student Awards Committee will act as the selection committee for this award.
- The standard Board of Governors statement was added.

Youth in Care Tuition Grants

The following amendments were made to the terms of reference for the Youth in Care Tuition Grants:

- The following sentence in the preamble was amended to include books and supplies:
The grants will cover the costs of undergraduate tuition, books and supplies up to a maximum of \$5,000 per year for a maximum of 4 years for each recipient.
- Criterion (2) was added:
(2) do not already have an undergraduate degree in any program delivered by a post-secondary institute;
- The standard Board of Governors statement was amended.

3. WITHDRAWALS

Allister B. Hickson Scholarship for Supply Chain Management

Funds are no longer available.

Grace General Hospital Bursary

Award is being withdrawn at the request of the donor.

Harjeet Kaur Sandhu-Kahlon

Award is being withdrawn at the request of the donor.

Interlake Reserves Tribal Council Awards

Funds are no longer available.

Rossbrook House Bursary

Donor will be establishing a new award with different parameters.

In Memoriam: Theresa Marie Sullivan

Associate Professor, Department of Occupational Therapy, College of Rehabilitation Sciences, Rady Faculty of Health Sciences

Theresa Sullivan was a valued friend, colleague, and an integral longtime faculty member in the occupational therapy department at the University of Manitoba. As an outstanding occupational therapist, she was a change agent, a caring collaborator and leader, a scholarly practitioner, and an effective communicator. She embodied these roles in her work and in her life. On March 20, 2018, Theresa Sullivan passed away from ovarian cancer. We would like to honour Theresa by sharing some of her personal qualities and professional achievements.

Theresa was a proud University of Western Ontario occupational therapy graduate, Class of 1984. There she received the *Richardson Citizenship Award* for leadership, service, and dependability; just some of the qualities for which we knew her best. Theresa began her practice at Vancouver General Hospital. There, she quickly became an expert practice manager and never let up! She pioneered the development of the *Vancouver Burn Scar Scale*, which today continues to be foundational in clinical practice and research. In 2008, she delivered a keynote address at the American Burn Association annual meeting and was honoured for her outstanding contributions. Theresa moved to New York City in 1989, becoming a clinical supervisor and receiving the *Mount Sinai Department Award for Professional Role Model and Motivator*. She continued to share these qualities with the occupational therapy community throughout her career. She completed her Master's degree in Health Education at Columbia University. In 1992, Theresa and her husband, Hugo (Department of Human Anatomy and Cell Science), moved to Winnipeg where she became the Assistant Director in the Occupational Therapy Department at the Health Sciences Centre. Shortly thereafter, she began her academic career in the Occupational Therapy Department at the University of Manitoba as an Instructor and Academic Fieldwork Coordinator. In 2014, Theresa was awarded tenure and promoted to Associate Professor.

As Academic Fieldwork Coordinator, Theresa introduced *role-emerging fieldwork*, an approach where students explored occupational therapy roles in settings where occupational therapists were not yet established. She received national and international recognition as one of the first academics to present and publish on this innovative approach. Over the years, Theresa offered ongoing mentorship and support to numerous occupational therapy educators and graduates who went on to be change agents in their own right within the profession.

Theresa was a valued collaborator and leader in many realms. As Academic Fieldwork Coordinator, she worked collaboratively at the national level. She developed benchmarks for fieldwork

levels that are used across Canada and underpin the fieldwork program at the University of Manitoba. As an educator, she was known for her inclusive, student-centred philosophy. Theresa's detailed planning and creativity used to develop each teaching session led many to say that "her classes were as well put together as her outfits!" She was formally recognized when she received the *College of Rehabilitation Sciences Excellence in Teaching Award* and the *Saunderson Award for Excellence in Teaching*, the highest teaching honour bestowed at the University of Manitoba. Theresa also contributed broadly to the university community with a cross-appointment in the Department of Medical Education. She was frequently sought out to contribute to the teaching mission of the University. Theresa was named faculty champion for interprofessional education, facilitating student-learning experiences across many health professions. She also served on University Senate and multiple governance committees.

Theresa was a scholarly practitioner and highly skilled communicator. Her in-depth knowledge of education and learning theories and scholarly approach contributed immeasurably to the quality of the occupational therapy program. Embracing life-long learning, in recent years, Theresa began her PhD, exploring strategies used by occupational therapists as they learn critical professional reasoning skills during their formative years. Her respect for diversity and desire to address power imbalances led her to learn more about Indigenous peoples and cultural safety, and persons with HIV and their rehabilitation needs. Embracing this learning, she engaged likeminded others in pursuing actions to create change.

Theresa was the pinnacle of professionalism; she taught it, she role modeled it, and she lived it. The word "professional" appears 200 times on Theresa's curriculum vitae and when we think of Theresa, professional is one of her most common descriptors. She upheld the highest of ethical standards with a strong commitment to ensuring competent occupational therapy practice. She was the exemplar of a consummate professional.

Theresa also recognized the value of work-life balance, making it clear in her actions, words, and stories that her family was her top priority. Cheering for children at sporting events and enjoying exciting adventures with Hugo, Rebecca and Ryan and her parents were favourite activities. Theresa also made time for her own occupations including walking with friends, knitting beautiful items for her family and friends, and working in her magnificent garden. We feel privileged to have known Theresa as a warm, generous, kind, intelligent, fun-loving, adventurous, thoughtful, and caring friend and colleague, and an exceptional human being. She has left an indelible mark on our profession and in our hearts. She will be missed.

Report of the Senate Committee on Curriculum and Course Changes RE: Annual Update on Academic Program Listing (*for information*)

Preamble:

1. The terms of reference for the Senate Committee on Curriculum and Course Changes (SCCCC) are found on the website at:
http://www.umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/497.htm.
2. At the meeting on June 25, 2014, Senate received a Report of the SCCCC concerning an Audit of the University's Programs. The audit had been completed by the Office of the Vice-President (Academic) and Provost and the Registrar's Office, in consultation with deans and directors of faculties and schools. It includes degree programs, academic minors, and academic concentrations.
3. The purpose of the audit was to ensure an accurate and comprehensive listing of academic program offerings that can be used in the academic planning process and in support of strategic initiatives at the University.
4. The Office of the Provost and Vice-President (Academic) will report to the SCCCC and to Senate annually on any changes to the program listing.

Observations:

1. At its meeting on March 22, 2018, the SCCCC received, for information, an annual update on the academic program listing from the Vice-Provost (Integrated Planning and Academic Programs).

Respectfully submitted,

Professor Dean McNeill, Acting Chair
Senate Committee on Curriculum and Course Changes

Date: February 20, 2018

To: Senate Committee on Curriculum and Course Changes
David Collins, Vice-Provost (Integrated Planning & Academic Programs)

From: Cassandra Davidson, Academic Programs Specialist

Re: **Annual Update on Academic Program Listing: March 2017 – February 2018**

In June 2014, Senate was presented with a comprehensive list of academic programs offered at the University of Manitoba. As part of this audit, it was identified that an update on any changes to the offerings would be provided to Senate on an annual basis. Please find below an update of the changes over the last year.

Should you have any questions or concerns about this process, please contact Cassandra Davidson, Academic Programs Specialist, at cassandra.davidson@umanitoba.ca.

PROGRAM INTRODUCTIONS

- **M.Sc., Prosthodontics, College of Dentistry, Rady Faculty of Health Sciences**
Effective: Fall 2018
- M.Sc., Agribusiness and Agricultural Economics, **Agribusiness Stream**,
Faculty of Agricultural and Food Sciences
Effective: Fall 2017
- M.Sc., Agribusiness and Agricultural Economics, **Agricultural Economics Stream**,
Faculty of Agricultural and Food Sciences
Effective: Fall 2017
- M.Sc., Agribusiness and Agricultural Economics, **Environmental and Resource Economics Stream**,
Faculty of Agricultural and Food Sciences
Effective: Fall 2017
- M.S.W, **Indigenous Practice Cluster**, *Faculty of Social Work*
Effective: Fall 2017
- M.Sc., Community Health Sciences, **Biostatistics Concentration**, *Max Rady College of Medicine, Rady Faculty of Health Sciences*
Effective: Fall 2017

Senate Review

March 2017
(BOG: March 2017)
(MET: July 2017)

April 2017

April 2017

April 2017

April 2017

June 2017

- B.A.(Adv.), B.A.(Hons.), Economics, **Economics and Econometrics Stream**, *Faculty of Arts*
Effective: Fall 2018 December 2017
- B.A.(Adv.), B.A.(Hons.), Economics, **Economics and Society Stream**, *Faculty of Arts*
Effective: Fall 2018 December 2017
- B.H.St., **Family Health Concentration**, *Rady Faculty of Health Sciences*
Effective: Fall 2018 December 2017
- B.H.St., **Health Policy, Planning, and Evaluation Concentration**, *Rady Faculty of Health Sciences*
Effective: Fall 2018 December 2017
- B.H.St., **Health Promotion and Education Concentration**, *Rady Faculty of Health Sciences*
Effective: Fall 2018 December 2017
- B.Sc. in Engineering (Mechanical Engineering), **Aerospace Stream**, *Faculty of Engineering*
Effective: Fall 2018 December 2017

PROGRAM CLOSURES

- **B.H.Ecol. (General)**, *Rady Faculty of Health Sciences*
Effective: July 2017 **Senate Review**
March 2017
(BOG: March 2017)
(MET: June 2017)
- **Certificate in Teaching English as a Second Language**, *Faculty of Education and Division of Extended Education*
Effective: May 2018 December 2017

SUSPENSION OF ADMISSIONS

- **B.Ed./B.Mus., Integrated Music Education**, *Desautels Faculty of Music and Faculty of Education*
Effective: July 2017
Status review: February 2018 **Senate Notification**
October 2017
- **B.Sc., Textile Sciences – Product Development and Textile Development**, *Faculty of Agricultural and Food Sciences*
Effective: May 2013
Extended to: May 2018 Status review: February 2018 October 2017
- **M.A., Icelandic**, *Faculty of Arts*
Effective: September 2015
Extended to: May 2019 Status review: February 2019 October 2017

- **M.Sc., Family Social Sciences, Max Rady College of Medicine, Rady Faculty of Health Sciences** October 2017
Effective: May 2015
Extended to: May 2019 Status review: February 2019
- **M.Sc., Textile Sciences, Faculty of Agricultural and Food Sciences** October 2017
Effective: September 2015
Extended to: May 2019 Status review: February 2019
- **Ph.D., Cancer Control, Faculty of Graduate Studies** October 2017
Effective: May 2014
Extended to: May 2018 Status review: February 2018
- **Post-Bac. Diploma in Agrology (IEAP), Faculty of Agricultural and Food Sciences** October 2017
Effective: September 2015
Extended to: May 2018 Status review: February 2018
- **B.Sc.(Maj.), B.Sc.(Hons.), Biotechnology Major, Faculty of Science** March 2018
Effective: Fall 2018
Status Review: February 2020

PROGRAM NAME CHANGES

- Focus Area *Wireless Communication Devices* renamed to **Communication Devices¹**, B.Sc. in Engineering (Electrical Engineering), Faculty of Engineering December 2015
Effective: Fall 2016
- *Certificate in Adult and Continuing Education* renamed to **Certificate in Program Development for Adult Learners**, Division of Extended Education October 2017
Effective: Winter 2018
- *Options A: Astronomy, B: Physics, and C: Medical and Biological* renamed to **Astronomy and Astrophysics, Physics, and Medical and Biological**, B.Sc. (Maj.) and B.Sc. (Hons.), Physics and Astronomy, Faculty of Science December 2017
Effective: Fall 2018

¹ Omitted from annual report presented to Senate, May 18, 2016.



UNIVERSITY
OF MANITOBA

Provost & Vice-President (Academic)

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

March 23, 2018

TO: Dr. Brian Postl, Dean, Rady Faculty of Health Sciences
Dr. Lalitha Raman-Wilms, Dean, College of Pharmacy

FROM: Dr. Janice Ristock, Provost and Vice-President (Academic)

RE: Doctor of Pharmacy (Pharm.D.) Program

On March 19, 2018, the University received a formal notification of approval from Manitoba Education and Training (MET) to establish a Doctor of Pharmacy (Pharm.D.) program. In the notification, the Assistant Deputy Minister expressed appreciation for the University of Manitoba's longstanding contribution to the Manitoba healthcare system as the sole pharmacy education provider in the province, and the university's continued commitment to quality training for pharmacists.

I hereby approve implementation of the Pharm.D. program commencing in Fall 2019, and would note the following:

- The province did not support the University's request for one-time funding of \$4.5M over five years, which included one-time operating support. However, the approval did include provision for capital funding of \$3.2M over eight years, from 2018/19 to 2025/26: \$419,000 each year for the first seven years and \$277,000 for the last year. The first \$419,000 has been allocated in the Major Capital funding for the University in the 2018/19 budget.
- Operating costs for the program will be offset by tuition revenue; an increase to which was approved by the province subsequent to submission of the proposal; and by reallocation of resources within the Rady Faculty of Health Sciences.
- Students will be assessed tuition of \$15,500 per annum, as well as a clinical fee of \$3,600 per annum.
- Initial enrolment, commencing September 2019, will be 55 students with a total anticipated enrolment at maturation of 220 students.

Consistent with Section 9.7(1) of The Advanced Education Administration Act, should your wish to make any significant modifications to, or cease to provide the program in the future, you are required to seek and receive prior approval from the MET. In this respect, the program is and will be subject to any regulations prescribed under section 9.7(1) of The Advanced Education Administration Act.

On behalf of the University of Manitoba, I extend my congratulations to all those who have worked so hard to design this exciting new program.

Cc: David Collins, Vice-Provost (Integrated Planning and Academic Programs)
Jeff Leclerc, University Secretary
Neil Marnoch, Registrar
Jeff Adams, Executive Director, Enrolment Services
Randy Roller, Executive Director, Institutional Analysis
Mark Walc, University Budget Officer, Financial Planning
Cassandra Davidson, Academic Programs Specialist



Education and Training

Post-Secondary Education and Workforce Development Division
405 – 800 Portage Avenue, Winnipeg, Manitoba, Canada R3G 0N4
T 204-945-3990 F 204-945-1557
www.manitoba.ca

March 19, 2018

Dr. David Barnard
President and Vice-Chancellor
The University of Manitoba
Email: david.barnard@umanitoba.ca

Dear Dr. Barnard:

I am pleased to inform you that Manitoba Education and Training has approved the University of Manitoba's proposal to establish the Doctor of Pharmacy (Pharm.D) Program.

Although the request for one-time operational funding is declined, this approval includes the provision of capital funding of \$3.2M for this program over eight years from 2018/19 to 2025/26: \$419,000 each year for the first seven years and \$277,000 for the last year. The first \$419,000 is included in the Major Capital funding for the University, as indicated in the 2018/19 budget letter.

I appreciate the University of Manitoba's longstanding contribution to the Manitoba healthcare system as the sole pharmacy education provider in the province, and the university's continued commitment to quality training for pharmacists. I am also pleased to see the strong practicum component of this program as it represents significant experiential learning in our post-secondary system.

Should you have any questions regarding this program approval, please contact Mr. Grant Prairie, A/Director, Institutional Relations of Post-Secondary Education and Labour Market Outcomes, at 204-945-8564 or Grant.Prairie@gov.mb.ca.

I wish the University of Manitoba and students success with this program.

Sincerely,

Colleen Kachulak
A/Assistant Deputy Minister

- c. Dr. David Collins, Vice-Provost, University of Manitoba
Mr Grant Prairie, Manitoba Education and Training



UNIVERSITY
OF MANITOBA

Office of the President

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

Date: April 11, 2018

To: Jeff Leclerc
University Secretary

From: Dr. David Barnard
President and Vice-Chancellor

Re: Extension of the Suspension of Admissions until May 2019

I attach a recommendation from Dr. David Collins, Vice-Provost (Integrated Planning and Academic Programs) to further extend the suspensions of admission for the following programs until May 2019:

- Textile Sciences, [B.Sc. (T.S.) – Product Development and B.Sc. (T.S.) – Textile Development]
- Internationally Education Agrologists Post-Baccalaureate Diploma Program (IEAP)
- Ph.D., Cancer Control

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 May 2, 2018 Senate Executive Committee meeting and the May 16, 2018 Senate meeting.

Cc: Dr. Janice Ristock, Provost and Vice-President (Academic)
Dr. David Collins, Vice-Provost (Integrated Planning and Academic Programs)
Dr. Todd Mondor, Vice-Provost (Graduate Education) and Dean, Faculty of Graduate Studies
Dr. Karin Wittenberg, Dean, Faculty of Agricultural and Food Sciences
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

Date: April 2, 2018

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

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

Re: Recommendation for Extension of Suspension of Admissions

In follow-up with programs whose admissions are currently suspended until May 2018,

Please find attached requests to further extend the suspensions of admission for the following program until May 2019:

- **Textile Sciences, [B.Sc. (T.S.) – Product Development and B.Sc. (T.S.) – Textile Development]**
- **Internationally Education Agrologists Post-Baccalaureate Diploma Program (IEAP)**
- **Ph.D., Cancer Control**

There are currently no students enrolled in these programs and both the Faculty of Graduate Studies and the Faculty of Agricultural and Food Sciences have indicated that they will be proposing formal closure of these programs over the course of next year. The current request will facilitate consideration of proposals to close these programs by the appropriate institutional and provincial approval bodies.

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

Please note that your advice in this regard will need to be submitted to the Office of the University Secretary no later than April 18, 2018 in order to facilitate notification of Senate and the Board at their next meeting.

Cc.: Dr. Janice Ristock, Provost and Vice-President (Academic)
Dr. Todd Mondor, Vice-Provost (Graduate Education) and Dean, Faculty of Graduate Studies
Dr. Karin Wittenberg, Dean, Faculty of Agricultural and Food Sciences
Mr. Jeff Leclerc, University Secretary
Ms. Cassandra Davidson, Academic Program Specialist



UNIVERSITY
OF MANITOBA


Faculty of Agricultural and Food
Sciences

Office of the Dean
256 - 66 Dafoe Road
Winnipeg, Manitoba
Canada R3T 2N2
Phone (204) 474-6026
Fax (204) 474-7525

MEMORANDUM

DATE: March 22nd, 2018

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

FROM: Dr. Karin Wittenberg, Dean 

SUBJECT: Continued Suspension of Intake into Internationally Educated Agrologists Post-Baccalaureate Program (IEAP) and B.Sc. (Textile Sciences) Programs

The Faculty of Agricultural and Food Sciences recommends continued suspension (first implemented by Senate in June of 2015) of admissions into the Internationally Educated Agrologists Post-Baccalaureate Diploma Program (IEAP) for the 2018-2019 academic year. Intake for the IEAP was previously suspended for the 2015-2016, 2016-2017, and 2017-2018 years due to low enrolment and the high cost of delivering the program. The conditions that led to our Faculty's previous request to suspend IEAP admissions have not changed, and the Faculty has begun the process of requesting program closure, and expects to have the process completed during the 2018-2019 academic session.

The Faculty of Agricultural and Food Sciences also recommends continuing the suspension (first implemented by Senate in January of 2014) of admissions into the Bachelor of Science (Textile Sciences) programs. The last student enrolled in the program graduated in October of 2016. The Faculty has begun the process of requesting program closure, and expects to have the process completed during the 2018-2019 academic session.

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



Graduate Studies

500 University Centre
Winnipeg, Manitoba
Canada R3T 2N2
Telephone: (204) 474-9887
Fax: (204) 474-7553

MARCH 23, 2018

TO: CASSANDRA DAVIDSON, ACADEMIC PROGRAM ANALYST
OFFICE OF THE PROVOST & VICE-PRESIDENT (ACADEMIC)

FROM: TODD A. M. MONDOR, VICE-PROVOST (GRADUATE EDUCATION) &
DEAN OF GRADUATE STUDIES

RE: REQUEST TO EXTEND SUSPENSION OF ADMISSIONS TO THE PHD PROGRAM IN
CANCER CONTROL

Admissions to the PhD program in Cancer Control were suspended in 2015 because the program had been replaced by the PhD program in Nursing.

There are no longer any students enrolled in the Cancer Control program.

I am requesting an extension of the suspension of admission to the Cancer Control program to June 2019 to allow time for the Faculty of Graduate Studies and Senate to consider its closure.

It is expected that the proposal to close the Cancer Control program will be presented for consideration by the Faculty Council of Graduate Studies no later than November 2018.



UNIVERSITY
OF MANITOBA

Office of the Provost & Vice-President (Academic)

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

Date: April 2, 2018

To: Dr. Netha Dyck, Dean, College of Nursing

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

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

Please find attached Manitoba Education and Training's approval of the UM's proposal for the temporary suspension of admissions to the BPRN for two academic years. This follows Dr. Barnard's decision of December 7, 2017 to approve the request to suspend admissions, following consultation with Senate and the Board.

Accordingly, suspension of admissions to the BPRN will be effective beginning the Fall 2019 Term and will apply to the 2019/20 and 2020/21 academic years. The decision to continue this suspension should be raised for review no later than February 1, 2021. It is my understanding that in the interim, the College of Nursing will evaluate the on-going viability of the BPRN program and will proceed accordingly.

Cc.: Dr. David Barnard, President and Vice-Chancellor
Dr. Janice Ristock, Provost and Vice-President (Academic)
Dr. Brian Postl, Dean, Rady Faculty of Health Sciences
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 Program Specialist



Education and Training

Post-Secondary Education and Workforce Development Division
405 – 800 Portage Avenue, Winnipeg, Manitoba, Canada R3G 0N4
T 204-945-3990 F 204-945-1557
www.manitoba.ca

March 21, 2018

Dr. David Barnard
President and Vice-Chancellor
University of Manitoba
Email: david.barnard@umanitoba.ca

Dear Dr. Barnard:

I am pleased to inform you that Manitoba Education and Training has approved the University of Manitoba's proposal to temporarily suspend admissions to the Baccalaureate Program for Registered Nurses for the two academic years of 2019/20 and 2020/21, as submitted.

During the temporary cessation, the University of Manitoba will evaluate the viability and sustainability of this program. Please note that as per Section 9.7(1) of The Advanced Education Administration Act, any further change to the suspension of the program or permanent cessation of the program will need approval from Manitoba Education and Training.

Should you have any questions regarding this approval please contact Mr. Grant Prairie, A/Director, Institutional Relations, Post-Secondary Education and Labour Market Outcomes at 204-945-8564 or at Grant.Prairie@gov.mb.ca.

Sincerely,

Colleen Kachulak
A/Assistant Deputy Minister

- c. Dr. David Collins, Vice-Provost, University of Manitoba
Mr. Grant Prairie, Manitoba Education and Training



UNIVERSITY
OF MANITOBA

Office of the University Secretary
MEMORANDUM

312 Administration Building
Winnipeg, Manitoba
Canada R3T 2N2
Telephone: (204) 474-9593
Fax: (204) 474-7511

DATE: March 21, 2018

TO: David Barnard, Chair of Senate

FROM: Jeff M. Leclerc, University Secretary 

SUBJECT: *APPROVAL OF MOTION, Board of Governors MEETING –
March 20, 2018*

At its meeting on March 20, 2018, the Board of Governors approved the following motions:

THAT the Board of Governors approve four new offers, six amended offers, and the withdrawal of nine offers, as set out in Appendix A of the Report of the Senate Committee on Awards – Part A [dated December 19, 2017].

THAT the Board of Governors approve three amended offers, as set out in Appendix A of the Report of the Senate Committee on Awards – Part B [dated December 19, 2017].

THAT the Board of Governors approve four new offers, three amended offers, and the withdrawal of two offers, as set out in Appendix A of the Report of the Senate Committee on Awards – Part A [dated January 16, 2018].

THAT the Board of Governors approve one new offer, as set out in Appendix A of the Report of the Senate Committee on Awards – Part B [dated January 16, 2018].

THAT the Board of Governors approve the establishment of an endowed research Chair in Child Health Evidence Based Medicine [as recommended by Senate, March 7, 2018].

THAT the Board of Governors approve the establishment of an endowed research Chair in Pediatrics and Child Health [as recommended by Senate, March 7, 2018].

THAT the Board of Governors approve the establishment of an endowed research Chair in Human Rights and Social Justice [as recommended by Senate, March 7, 2018].

THAT the Board of Governors approve a proposal to establish a Bachelor of Music (Music Education) [as recommended by Senate, March 7, 2018].

Copy: D. Jayas
J. Ristock

JL/sf

PRESIDENT'S REPORT: May 16, 2018

GENERAL

On Wednesday, March 28, the University celebrated the contributions that students make to the community and the university at the annual Emerging Leaders Award event. Twenty-five undergraduate students and eighteen graduate students were honoured at this event as a result of their outstanding leadership and commitment to their communities. The award was introduced in 2006 to recognize students who are committed to furthering our educational mission by contributing to the social, cultural or economic well-being of communities on and/or off campus, while encouraging cross cultural understanding and demonstrating sustained leadership and initiative that is worthy of recognition.

On March 21, the University held its 6th Annual 3MT Thesis competition, an event that highlights the research and innovation nurtured at UM. Thirteen graduate students took three minutes each to explain their thesis work in front of a capacity audience in the Schultz Theatre in St. John's College. These bright minds mentored by the University's top researchers presented their impressive solutions to pressing global and societal issues, including developing a more patient-friendly MRI machine, improving resistance to superbugs, engaging the public in learning more about climate change, and the first place winner: Shervin Khalili Ghomi, a doctoral student in civil engineering, who has discovered a safer and more resistant way to construct buildings in regions prone to earthquakes. MC Paul Samyn, editor of the Winnipeg Free Press, closed the event by remarking what a wonderful reminder the evening had been of the value a research-intensive university like UM brings to the community.

Ten individuals were honoured at the Indigenous Awards of Excellence on March 8:

- Faculty Trailblazer awards were presented to Barry Lavallee, Director, Ongomiizwin Indigenous Institute of Health and Healing, Max Rady College of Medicine and Dr. Wanda Wuttunee, Professor, Native Studies.
- Support Staff Community Builders Awards were presented to Linda Diffey, Coordinator, Indigenous Health Longitudinal Course, Max Rady College of Medicine and Peter Pomart, Director, Indigenous Business Education Partners, I.H. Asper School of Business.
- Student awards were presented to:
 - Community Builders: Amanda Fredlund, Faculty of Arts and Kristen Pot, Faculty of Nursing;
 - Outstanding Achievements: Bobby McNair, Faculty of Agricultural and Food Sciences and Noah Wilson, Faculty of Arts;
 - Trailblazers: Alannah Mckay, Faculty of Arts and Carly McLellan, Max Rady College of Medicine.

With the arrival of spring comes the return of geese to the University of Manitoba. Members of the university community are reminded to “respect the goose” and follow a few basic tips: keep your distance, do not feed the geese and do not disturb their nests. Further information can be found online [here](#).

ACADEMIC MATTERS

- Dieter Schönwetter, dentistry, received the 2018 Association of Canadian Faculties of Dentistry Teaching Award. This national award honours Schönwetter's teaching excellence and, in particular, recognizes him as a local and national champion for teaching with technology, including being a leader with online textbooks.
- The Asper School of Business's 2017-18 Commerce Students' Association (CSA) was named this year's most outstanding business student association by the Canadian Association of Business Students (CABS). The prestigious national award recognizes a business student association and its executive team that "execute to the highest level".
- The Canadian Association of Business Students (CABS) also awarded President Matthew Thomson of the Commerce Students' Association (CSA) this year's Executive All-Star – President Award.
- Anastasia Szykh, asper school of business student, has been named the 2018 recipient of the prestigious G. Clarence Elliott Fellowship. Anastasia's research focuses on employee well-being and the small things that have a large impact on employee health and safety, including habits and mindfulness.
- The Asper MBA competition team scored a second-place victory at The John Molson MBA International Case Competition. Students analyzed and evaluated unpublished business cases using their MBA skills, knowledge and experience, and without the benefit of internet access.
- Joanne Keselman, vice-president emeritus, will receive the Lieutenant Governor's Award of Excellence in Public Administration on April 18, 2018.

RESEARCH MATTERS

- The winners of the Nahlah Ayed Prize for Student Leadership and Global Citizenship were announced on March 12. They are graduate students in peace and conflict studies Leslie "Katie" Muirhead and Anamika Anwasha. Muirhead co-founded a non-profit community-based organization called Kwagala Foundation in Uganda, which works with communities to find long-term, sustainable answers to the complex issues they face. Anwasha works with grassroots-level organizations in India on the issues related to gender-based violence against women, children and people of queer identities. Each year, two students (one international, one domestic) who demonstrate exceptional commitment and leadership skills, and whose actions help to bridge the local to the global, are awarded the prize. The award was established at the University of Manitoba by Nahlah Ayed [BSc(Hons)/92, MA/02, LLD(Honorary)/08] a CBC foreign correspondent, alumna and honorary degree recipient.
- The Terry Fox Research Institute announced that Dr. Sachin Katyal (pharmacology & therapeutics/CancerCare Manitoba) to be the first Terry Fox New Investigator Awardee (\$450,000) for his "quick-to-clinic" personalized medicine approach to better treat patients with the brain cancer Glioblastoma multiforme. He will use his award to analyze resistant brain cancer tumour cells to determine what DNA-damaging enzyme repair proteins are allowing cancer cells to survive

following chemotherapy and radiation treatments.

- Three delegations of international visitors were hosted in February 2018. Three Memoranda of Understanding and/or agreements were signed with international partners in February 2018.
- Seven research projects led by six investigators were awarded a total of \$127,500. Those projects awarded more than \$25,000 are:

PI	Sponsor	Title	Awarded
Cicek, Nazim (Biosystems Engineering)	NSERC – Engage	Identification and remediation of precipitation-related clogging in wastewater filter-beds	\$25,000
Kavgic, Miroslava (Civil Engineering)	NSERC – Engage	Development of a new hempcrete "wall" formulation with advanced hygrothermal properties	\$25,000
Paliwal, Jitendra (Biosystems Engineering)	NSERC – Engage	Fusarium head blight detection in wheat using digital imaging	\$25,000
Filizadeh, Shaahin (Electrical & Computer Engineering)	Mitacs Inc.	Investigation of hybrid cascaded modular multilevel converter	\$30,000

ADMINISTRATIVE MATTERS

- On March 8, 2018 the Office of Sustainability partnered with Engineers Without Borders Student Chapter, Arts Student Body Council, UMEarth, UM Students for the Environment and the Campus Food Strategy Group to host the first ever UM Sustainability Night. Over 160 attendees shared an evening of sustainability ideas and stories. The event consisted of Seven PechaKucha presentations from student researchers and professionals with subject matter ranging from greening the workplace to designing low-energy housing as well as an expert panel discussion on green buildings and landscapes. The night was capped off with a networking event for students and community members to connect with the presenters. Based on the positive feedback, another Sustainability night is being planned for 2019. More information about the presentations can be found here: <http://news.umanitoba.ca/sustainability-night-exploring-passion-for-the-environment/>
- Fulfilling a priority action of the Sustainability Strategy, the Office of Sustainability worked with a multi-stakeholder group comprising Parking Services, Accessibility Services, Risk Management, Campus Planning Office, Operations and Maintenance, and Architecture and Engineering to develop Parking Lot Design Guidelines for the University of Manitoba. The intent of the Guideline is to provide direction for new construction, retrofits and maintenance of campus parking lots. This guidance reflects the University's commitment to sustainability, accessibility and safety, and recognizes the value of efficient and effective parking infrastructure that is economically viable and maintainable.

- An informal advisory group to respond to goose season has been formed from last year's experiences and is working with Operations and Maintenance and the Office of Sustainability on coordinating efforts to manage the human/wildlife interactions. Focus will be on:
 - A communication strategy, involving articles to advise the campus community of the geese and appropriate actions.
 - The deployment of signs to locations where geese inhabit regularly.
 - Use of barriers to discourage use of planters.
 - Proactive provision of access off roof tops for geese that nest on them.
 - A wildlife management plan RFP has been released and will be developed over the season for future use to manage many species of wildlife that inhabit the campus.
- The Operations and Maintenance team has commenced our preparations to prevent a potential flood from the rising Red River in 2018. The City of Winnipeg contacted the University in early March and provided some preliminary data on flood projections. Contact information has been shared for key parties at both the University and the City of Winnipeg. Operations and Maintenance staff has met and has reviewed the condition of the outfalls around campus to ensure that flood protection measures are in place. Two outfalls have been identified with issues and contingency plans are in place to mitigate any concerns. Currently there are no additional concerns identified, and we are not anticipating any negative impacts from the Red River levels this year.
- The City of Winnipeg experienced a major snowfall on March 4, 2018. This first major snowfall of the year continued until midday on March 5. Overall the campus was cleared of snow within three days, as planned, but due to the moisture content of the snow, accompanying cold temperatures, and the mechanical failure of several pieces of critical heavy equipment including a grader and a blade truck, some of the clearance operations were less than ideal. Parking lots and some entrances took longer than anticipated to clear and efforts were hampered by parked vehicles. Response to the snowfall has been reviewed with the crews and some adjustments have been made to the plan. The Service Disruption webpage and social media were used to communicate campus status and was extremely successful in sharing information.
- The Legal Office continues to work towards finalizing a lease for the new Innovation Hub building which is currently under construction. This lease will change the way Smartpark charges and collects interior common area costs across the park. Currently, tenants only pay interior common area costs related to their own building, however, the new lease will allow Smartpark to charge tenants for interior common area costs for the entire Smartpark. The reason for the change is due to the fact that Innovation Hub will have a large common area, which is intended to be used as "collision" space, or a space where incubation start-ups, tenants, and researchers across the park can share knowledge and ideas. Because tenants across the park will share in the benefit, they should also share in the cost. In addition to developing a new lease, we are also working with Smartpark to develop a template Letter of Intent and License Agreement to support the leasing of Innovation Hub.
- Written submissions with supporting affidavits and revised notice plan materials were filed on behalf of the National Center for Truth and Reconciliation (NCTR) in relation to the Request for Direction ("RFD") on the Notice Program to inform IAP and ADR claimants of their right to preserve their records at the NCTR, which was brought by the Chief Adjudicator of the Indian Residential Schools Independent Assessment Process ("IAP") in the matter of Attorney General of Canada v.

Larry Phillip Fontaine in his personal capacity and in his capacity as the executor of the estate of Agnes Mary Fontaine deceased, et al. The RFD will be heard by the Ontario Superior Court of Justice on April 23 and 24, 2018. The NCTR is requesting approval of its revised notice plan material, and an order requiring that the NCTR be present at any community engagement sessions that take place in connection with the notice program, along with approval of funding from the Government of Canada in relation to NCTR's involvement in the notice program.

- Legal Counsel, has been working with the Office of Research Services to revise the Research Agreement Policy and Procedures. The main impetus for the revisions is to allow for a further extension of time for publications in the case of multi-center clinical trials and to clarify the distinction between technical services agreements and research agreements, as well as to clarify the definition of "grants".
- At the Board of Governors retreat on March 10th, on the Southwood Development Legal Structure the presentation reviewed why a separate entity was created, the due diligence undertaken, and the set-up of the new business trust. The presentation also addressed next steps and long term residual oversight by the University.
- The Access and Privacy Office is currently working with the Office of Research Ethics and Compliance to review, update, and create new training materials and guidance documents for University of Manitoba researchers, to ensure compliance with privacy legislation and all requirements related to the requirements under the Tri Council Policy on Ethical Conduct for Research Involving Humans.
- Karen Meelker, in her role as Access and Privacy Officer for the University of Manitoba and the National Centre for Truth and Reconciliation, has been invited to be the opening keynote address at the Alberta Access and Privacy Conference (June 26). Karen's topic will be Records and Reconciliation: The Right to Know and the Power of Truth.
- The Copyright Office has drafted a "Use of Copyright Protected Materials Policy" after consultations with numerous stakeholders including the Provost and Vice-President (Academic), Vice-President (Research and International), Libraries, IST, the Bookstore, and The Centre for the Advancement of Teaching and Learning. The policy specifies the responsibilities of the University and University Community, available supports, and creates a compliance framework to limit potential legal liability for infringements of the Copyright Act. The policy also clarifies consequences of copyright infringements and potential remedial actions that the University may take. The policy has now been approved by the Copyright Advisory Committee, CUPE, and UMFA, and will go before the Board of Governors for final approval.
- A Cyber Table Top exercise was completed in January using the real life vulnerability/threat (Global Meltdown/Spectre vulnerability).
- Faculty based Threat Risk Assessments (TRA's) are in progress and draft reviews to be completed by in June 2018
- Glenlea Substation wireless network upgrade is complete providing improved availability and capacity.

EXTERNAL MATTERS

- For the period of April 1, 2017 to March 31, 2018 the University has raised \$38,460,752.14 towards the 2017/2018 fiscal year.
- Significant events and activities in the last reporting period include:
 - On February 28 UM hosted an alumni event in Hong Kong which was attended by the President, Vice-President (External), and Acting Associate Vice-President, Donor Relations. The event drew 50 alumni.
 - The 6th Annual 3MT Thesis competition (noted earlier);
 - A branding initiative is being undertaken over the next twelve months to explore how the University tells its story going forward. Consultation and stakeholder engagement will play a significant role in the direction ultimately taken. A Brand Advisory Council will be established to provide perspectives from a diverse range of internal and external stakeholder groups including faculty, staff, students and alumni. Market research is also underway with prospective students, parents of prospective students, alumni and faculty and staff to inform the project.
 - A project to redesign the University's website and implement a new web content management system is underway – with the goal of delivering an outstanding digital experience. The umanitoba.ca website is the University's primary digital asset and arguably the University's most important communications tool. The current site does not meet the expectations of our users, nor does it measure up to digital experiences elsewhere. Over 150 staff and students have been involved in stakeholder engagement sessions to date. The new website is anticipated to launch in the spring of 2019.
- The spring Seniors Alumni Learning for Life Program will run from April 4 – May 23 and is once again sold out (80 registrants).
- The Distinguished Alumni Awards Celebration of Excellence takes place on Thursday, May 10. Tickets are available for purchase online or by phone.
- On May 21 the University will host an alumni reception in Houston, Texas. Dr. Brian Postl, Dean of the Rady Faculty of Health Sciences and John Kearsley, Vice-President (External) will represent UM at the event while visiting alumni and donors in the area.
- The Board of Governors alumni representative election closes May 23. Twenty-six alumni are seeking election to fill the vacancy created when Shona Connelly's term ends May 31.

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 Derek Oliver will be the Speaker for the Executive Committee for the May meeting of Senate.

2. Appointment of Chair and Vice-Chair of the Senate Committee on Appeals

Senate Executive appointed a Chair and Vice-Chair of the Senate Committee on Appeals, as follows:

- Professor Sharon Alward, Chair, for a three-year term, beginning on June 1, 2018 and ending May 31, 2021;
- Professor Peter Blunden, Vice-Chair, for a term of one year, beginning on July 1, 2018 and ending June 30, 2019.

3. Appointment of Chair and Vice-Chair of the Senate Committee on Admission Appeals

Senate Executive appointed a Chair and Vice-Chair of the Senate Committee on Admission Appeals, as follows:

- Dean David Mandzuk, Chair, for a three-year term, beginning on June 1, 2018 and ending May 31, 2021;
- Professor Brenda Hann, Vice-Chair, for a three-year term, beginning on June 1, 2018 and ending May 31, 2021.

4. 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

REPORT OF THE SENATE COMMITTEE ON AWARDS – Part B

Preamble

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

On behalf of Senate, to approve and inform Senate of all new offers and 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 April 3, 2018, the Senate Committee on Awards reviewed 2 new offer and 7 revised offers that appear to be discriminatory according to the policy on the *Non-Acceptance of Discriminatory Awards*, as set out in Appendix A of the *Report of the Senate Committee on Awards - Part B* (dated February 20, 2018).

Recommendations

The Senate Committee on Awards recommends that Senate and the Board of Governors approve 2 new and 7 revised offers, as set out in Appendix A of the *Report of the Senate Committee on Awards - Part B* (dated April 3, 2018).

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

February 20, 2018

1. NEW OFFER

Chuck and Libby Winograd Indigenous Scholarship

Chuck Winograd (B.A./69) and Libby Winograd (Cert.Ed./72) have established an endowment fund with a generous gift of \$500,000 at the University of Manitoba in 2016. The fund will be used to provide renewable scholarships for Canadian Indigenous students. Scholarships will be awarded in the following manner: for 2018-19, one scholarship valued at \$4,000; for 2019-2020, two scholarships valued at \$4,000 each; for 2020-2021, three scholarships valued at \$4,000 each; for 2021-2022, four scholarships valued at \$4,000 each; and for 2022-2023, four scholarships valued at \$5,000 each. Thereafter, the available annual income generated from the fund will be used to offer scholarships, at a minimum value of \$5,000, to undergraduate students who:

- (1) are Canadian Indigenous (First Nations, Métis, Inuit);
- (2) are, or will be, enrolled full-time (minimum 80% course load) in any faculty, college, or school at the University of Manitoba in the year in which the award is tenable;
- (3) have either:
 - a) as an entering student, met the minimum admission requirements for University 1 or any faculty, college, or school with a Direct Entry option;
 - b) as a continuing student, achieved a minimum degree grade point average of 3.0.

The scholarship can be renewed for one year provided that the recipient:

- (1) remains enrolled full-time (minimum 80% course load) in any faculty, college, or school at the University of Manitoba;
- (2) continues to maintain a minimum degree grade point average of 3.0.

Special consideration will be made for renewable scholarships when a student may not meet the academic requirements due to personal hardships or barriers. In this instance, a student may submit a statement, no more than 250 words, outlining why the requirements have not been met. The selection committee will take external factors into consideration when determining the renewability of the award.

Beginning in the 2023-2024 academic year, the selection committee will have the discretion to determine the number and value of awards offered each year based on the number of eligible candidates. New scholarship offers will be made after all renewals have been offered. In any given year where there is unspent revenue remaining after the initial selections have been finalized, it may be allocated at the selection committee's discretion as one-time, non-renewable award.

The Indigenous Student Awards Committee will act as 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. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

(Attachment 1)

Walter and Maria Schroeder Foundation Scholarship

Walter Schroeder (B.Comm. (Hons.)/68) and Maria Schroeder (B.A./64) have generously established a fund through the Walter and Maria Schroeder Foundation at the University of Manitoba in 2018. The fund will be used to provide renewable entrance scholarships for students graduating from St. John's High School, Sisler High School, and Daniel McIntyre Collegiate Institute. The initial funding for this award will be depleted by the 2024-25 academic year but with additional funding the awards could be continued for a period of time as agreed upon by the donor and the University of Manitoba.

Beginning in 2018-2019 and ending in 2021-2022 (or later with additional funding from the donor), scholarships will be distributed in the following manner: six scholarships valued at \$7,500 each will be offered to students who have graduated from St. John's High School, two scholarships of \$7,500 each will be offered to students from Sisler High School, and two scholarships of \$7,500 each will be offered to students from Daniel McIntyre Collegiate Institute. Each student must:

- (4) be enrolled full time (minimum 80% course load) in either the Faculty of Engineering, the I.H. Asper School of Business, the Faculty of Science, or University 1 at the University of Manitoba;
- (5) have achieved a minimum average of 85% on the best five courses appearing on the list of acceptable courses for the University of Manitoba General Entrance Scholarship Program;
- (6) have demonstrated a willingness to encourage students from their high school to pursue post-secondary education;
- (7) be committed to participating in the Walter and Maria Schroeder Mentorship Program.

Preference will be given to students who are Canadian Indigenous (First Nations, Métis, Inuit).

Applicants are required to submit an application, which consists of a) three letters of recommendation: one from the School Principal, one from a Student Guidance Counsellor, and one from a teacher, b) a statement (maximum 500 words) that outlines how they meet criteria (3) and (4), and includes an explanation of their academic aspirations; and c) a signed Walter and Maria Schroeder Mentorship Program Commitment Form.

Recipients who are not eligible for renewal may not be awarded this scholarship again. Students may not hold more than one renewable award of equal or greater value each year.

The scholarship is renewable at the value initially offered in the second, third, and fourth year of study at the University of Manitoba provided that the recipients:

- (1) continue to enroll full-time (minimum 80% course load) in the next ensuing year of study in either the Faculty of Engineering, the I.H. Asper School of Business, or the Faculty of Science – Computer Science;
- (2) have achieved a minimum sessional grade point average of 3.5.

In the event that a recipient does not qualify for continuation of the Scholarship, the selection committee may select another student in the same year of study who has graduated from one of the qualifying high schools, and who meets the renewal qualifications.

The Director of Financial Aid & Awards (or designate) will name the selection committee for this award. The selection committee will include one donor representative and a representative from each of the applicant's schools.

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 2)

2. AMENDMENTS

BMO Financial Group Indigenous Leader of Tomorrow Scholarships

The following amendments were made to the terms of reference for the BMO Financial Group Indigenous Leader of Tomorrow Scholarships:

- The selection committee was amended to:
The Indigenous Students Awards Committee will act as the selection committee for this award.

(Attachment 3)

Clayton H. Riddell Faculty of Environment, Earth, and Resources Indigenous Undergraduate Admission Scholarship

The following amendments were made to the terms of reference for the Clayton H. Riddell Faculty of Environment, Earth, and Resources Indigenous Undergraduate Admission Scholarship:

- The numbered criteria were revised to:
 - (1) *is Canadian Indigenous (First Nations, Métis, Inuit);*
 - (2) *has completed a minimum of 24 credit hours and a maximum of 60 credit hours of university-level courses;*
 - (3) *is enrolled full-time (minimum 80% course load) in any undergraduate degree program offered by the Clayton H. Riddell Faculty of Environment, Earth, and Resources in the year in which the scholarship is tenable;*
 - (4) *is the highest ranking Indigenous student admitted to the Faculty in the year in which the award is tenable based on a minimum degree grade point average of 3.5.*
- The following sentence was added:
The Clayton H. Riddell Faculty of Environment, Earth, and Resources Direct Entry Admission Scholarships can be held concurrently with the Clayton H. Riddell Faculty of Environment, Earth, and Resources Indigenous Direct Entry Scholarship.
- The standard Board of Governors statement was updated.

(Attachment 4)

Clayton H. Riddell Faculty of Environment, Earth, and Resources Indigenous Direct Entry Admission Scholarship

The following amendments were made to the terms of reference for the Clayton H. Riddell Faculty of Environment, Earth, and Resources Indigenous Direct Entry Admission Scholarship:

- The numbered criteria were revised to:
 - (1) *is Canadian Indigenous (First Nations, Métis, Inuit);*

- (2) *has graduated from high school with a minimum average of 85% on all high school courses considered for admission to the University of Manitoba;*
- (3) *is enrolled full-time (minimum 80% course load) in any undergraduate degree program offered in the Clayton H. Riddell Faculty of Environment, Earth, and Resources in the year in which the scholarship is tenable;*
- (4) *has the highest average amongst Indigenous students admitted to the faculty in the year in which the award is tenable, based on the University of Manitoba's General Entrance Scholarship Program.*
- The following sentence was added:
The Clayton H. Riddell Faculty of Environment, Earth, and Resources Direct Entry Admission Scholarships can be held concurrently with the Clayton H. Riddell Faculty of Environment, Earth, and Resources Indigenous Direct Entry Scholarship.
- The standard Board of Governors statement was updated.

(Attachment 5)

Henry Linklater – Vale Canada Scholarship

The following amendments were made to the terms of reference for the Henry Linklater – Vale Canada Scholarship:

- The selection committee was amended to:
The Indigenous Students Awards Committee will act as the selection committee for this award.

(Attachment 6)

Marguerite and John Burelle Memorial Aboriginal Scholarships

The following amendments were made to the terms of reference for the Marguerite and John Burelle Memorial Aboriginal Indigenous Scholarships:

- The title was amended to the *Marguerite and John Burelle Memorial Indigenous Scholarships*.
- The numbered criteria were revised to:
 - (1) *are Canadian Indigenous (First Nations, Métis, Inuit);*
 - (2) *have enrolled full-time (minimum 80% course load), in the second year of study or higher in any faculty, college, or school at the University of Manitoba;*
 - (3) *have successfully completed at least one year of full-time studies in a degree program;*
 - (4) *have achieved the highest academic standing among Indigenous students, with a minimum grade point average of 3.0.*
- The selection committee was amended to:
The Indigenous Student Awards Committee will act as the selection committee for this award.
- The standard Board of Governors statement was added.

(Attachment 7)

Post-Secondary Club (PSC) / Rec and Read Entrance Bursary

The following amendments were made to the terms of reference for the Post-Secondary Club (PSC) / Rec and Read Entrance Bursary:

- All references to the word “Aboriginal” have been amended to “Canadian Indigenous”.
- The program name was updated to “Post-Secondary Club (PSC) or the Rec and Read Mentorship Program”
- The selection committee was amended to:
The Indigenous Student Awards Committee will act as the selection committee for this award.
- The standard Board of Governors statement was added.

(Attachment 8)

University of Manitoba Aboriginal Students Association Bursary

The following amendments were made to the terms of reference for the University of Manitoba Aboriginal Students Association Bursary:

- Criterion (1) was amended to read:
(1) are Canadian Indigenous (First Nations, Métis, Inuit);
- Criterion (3) was amended to read:
(3) are enrolled full-time (minimum 60% course load) in the second year of study or higher in any faculty, college, or school at the University of Manitoba;
- The selection committee was amended to:
The Indigenous Student Awards Committee will act as the selection committee for this award.
- The standard Board of Governors statement was added.

(Attachment 9)



UNIVERSITY
OF MANITOBA

March 15, 2018

Enrolment Services

Financial Aid & Awards
422 University Centre
Winnipeg, Manitoba
Canada R3T 2N2
Telephone (204) 474-9531
Fax (204) 474-7543
awards@umanitoba.ca

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

RE: Chuck and Libby Winograd Indigenous Scholarship

Dear Dr. Hultin,

Financial Aid and Awards supports the establishment of the **Chuck and Libby Winograd Indigenous Scholarship**.

In the Fall Term of 2017, the University of Manitoba's Indigenous undergraduate student population was 8.9% of total enrolment, compared to Manitoba's Indigenous population of 16.7%¹. Indigenous student enrolment data for the past five years at the University of Manitoba is provided for context in the table below.

Year (Fall Term)	Number of Indigenous Students (undergraduate)	Total Students	% Indigenous Students
2017	2,221	25,065	8.9
2016	2,170	25,611	8.5
2015	1,974	25,460	7.8
2014	1,997	25,298	7.9
2013	1,973	25,363	7.8

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

Sincerely,

Ms. Jane Lastra
Director, Financial Aid and Awards
University of Manitoba

¹ Statistics Canada. *Aboriginal Peoples in Canada: First Nations People, Metis and Inuit, National Household Survey, 2011*, Catalogue no. 99-011-X2011001, <http://www12.statcan.gc.ca/nhs-enm/2011/as-sa/99-011-x/2011001/tbl/tbl02-eng.cfm>.



UNIVERSITY
OF MANITOBA

Enrolment Services

Financial Aid & Awards
422 University Centre
Winnipeg, Manitoba
Canada R3T 2N2
Telephone (204) 474-9531
Fax (204) 474-7543
awards@umanitoba.ca

April 2, 2018

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

RE: Walter and Maria Schroeder Foundation Scholarship

Dear Dr. Hultin,

Enrollment Services supports the establishment of the Walter and Maria Schroeder Foundation Scholarship.

In the Fall Term of 2017, the University of Manitoba's self-declared Indigenous undergraduate student population was 8.9% of total enrolment, compared to Manitoba's Indigenous population of 16.7%¹. The Indigenous student enrolment data for the past five years at the University of Manitoba is provided for context in the table below.

Year (Fall Term)	Number of Indigenous Students	Total Students	% Indigenous Students
2017	2,221	25,065	8.9
2016	2,170	25,611	8.5
2015	1,974	25,460	7.8
2014	1,997	24,996	7.7
2013	1,973	24,374	7.7

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

Sincerely,

Ms. Jane Lastra
Director, Financial Aid and Awards

¹ Statistics Canada. *Aboriginal Peoples in Canada: First Nations People, Metis and Inuit, National Household Survey, 2011*, Catalogue no. 99-011-X2011001 [cited July 18, 2013 on Employment and Social Development Canada website: <http://well-being.esdc.gc.ca/misme-iowb/3ndic.lt.4r@-eng.jsp?iid=36>].



UNIVERSITY
OF MANITOBA

Enrolment Services

Financial Aid & Awards
422 University Centre
Winnipeg, Manitoba
Canada R3T 2N2
Telephone (204) 474-9531
Fax (204) 474-7543
awards@umanitoba.ca

April 2, 2018

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

RE: BMO Financial Group Indigenous Leader of Tomorrow Scholarships

Dear Dr. Hultin,

Enrollment Services supports the amendment of the BMO Financial Group Indigenous Leader of Tomorrow Scholarships.

In the Fall Term of 2017, the University of Manitoba's self-declared Indigenous undergraduate student population was 8.9% of total enrolment, compared to Manitoba's Indigenous population of 16.7%¹. The Indigenous student enrolment data for the past five years at the University of Manitoba is provided for context in the table below.

Year (Fall Term)	Number of Indigenous Students	Total Students	% Indigenous Students
2017	2,221	25,065	8.9
2016	2,170	25,611	8.5
2015	1,974	25,460	7.8
2014	1,997	24,996	7.7
2013	1,973	24,374	7.7

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

Sincerely,

Ms. Jane Lastra
Director, Financial Aid and Awards

¹ Statistics Canada. *Aboriginal Peoples in Canada: First Nations People, Metis and Inuit, National Household Survey, 2011*, Catalogue no. 99-011-X2011001 [cited July 18, 2013 on Employment and Social Development Canada website: <http://well-being.esdc.gc.ca/misme-iowb/3ndic.1t.4r@-eng.jsp?iid=36>].



UNIVERSITY
OF MANITOBA

Clayton H. Riddell Faculty of Environment, Earth, and Resources

March 26, 2018

Dr. Philip Hultin
Chair, Senate Committee on Awards
c/o Regan Sarmatiuk,
Awards Establishment Coordinator
424E University Centre

Dean's Office
440 Wallace Building
Winnipeg, Manitoba
Canada R3T 2N2
Telephone: 204-474-7252
Fax: 204-275-3147
Riddell.Faculty@umanitoba.ca

RE: Clayton H. Riddell Faculty of Environment, Earth, and Resources Indigenous Undergraduate Admission Scholarship

Dear Dr. Hultin,

The Clayton H. Riddell Faculty of Environment, Earth, and Resources supports the establishment of the Clayton H. Riddell Faculty of Environment, Earth and Resources Indigenous Undergraduate Admission Scholarship.

In the Fall Term of 2017, the Faculty of Environment, Earth and Resources' self-declared Canadian Indigenous student population was 7.1% of total enrolment, compared to Manitoba's Indigenous population of 16.7%¹. The Indigenous student enrolment data for the past five years in the faculty is provided for context in the table below.

Year (Fall Term)	Number of Indigenous students in the Faculty of Environment, Earth, and Resources	Total Number of Students in the faculty	% Indigenous students
2017	31	438	7.1
2016	34	474	7.2
2015	26	509	5.1
2014	32	469	6.8
2013	29	471	6.2

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 Clayton H. Riddell Faculty of Environment, Earth, and Resources 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,

Dr. Norman Halden
Dean, Clayton H. Riddell Faculty of Environment, Earth, and Resources

¹ 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>].



UNIVERSITY
OF MANITOBA

March 26, 2018

Clayton H. Riddell Faculty of Environment, Earth, and Resources

Dean's Office
440 Wallace Building
Winnipeg, Manitoba
Canada R3T 2N2
Telephone: 204-474-7252
Fax: 204-275-3147
Riddell.Faculty@umanitoba.ca

Dr. Philip Hultin
Chair, Senate Committee on Awards
c/o Regan Sarmatiuk,
Awards Establishment Coordinator
424E University Centre

RE: Clayton H. Riddell Faculty of Environment, Earth, and Resources Indigenous Direct Entry Admission Scholarship

Dear Dr. Hultin,

The Clayton H. Riddell Faculty of Environment, Earth, and Resources supports the establishment of the Clayton H. Riddell Faculty of Environment, Earth and Resources Indigenous Direct Entry Admission Scholarship.

In the Fall Term of 2017, the Faculty of Environment, Earth and Resources' self-declared Canadian Indigenous student population was 7.1% of total enrolment, compared to Manitoba's Indigenous population of 16.7%¹. The Indigenous student enrolment data for the past five years in the faculty is provided for context in the table below.

Year (Fall Term)	Number of Indigenous students in the Faculty of Environment, Earth, and Resources	Total Number of Students in the faculty	% Indigenous students
2017	31	438	7.1
2016	34	474	7.2
2015	26	509	5.1
2014	32	469	6.8
2013	29	471	6.2

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 Clayton H. Riddell Faculty of Environment, Earth, and Resources 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,

Dr. Norman Halden
Dean, Clayton H. Riddell Faculty of Environment, Earth, and Resources

¹ 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>].



UNIVERSITY
OF MANITOBA

Enrolment Services

Financial Aid & Awards
422 University Centre
Winnipeg, Manitoba
Canada R3T 2N2
Telephone (204) 474-9531
Fax (204) 474-7543
awards@umanitoba.ca

April 2, 2018

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

RE: Henry Linklater – Vale Canada Scholarship

Dear Dr. Hultin,

Enrollment Services supports the amendment of the Henry Linklater – Vale Canada Scholarship.

In the Fall Term of 2017, the University of Manitoba's self-declared Indigenous undergraduate student population was 8.9% of total enrolment, compared to Manitoba's Indigenous population of 16.7%¹. The Indigenous student enrolment data for the past five years at the University of Manitoba is provided for context in the table below.

Year (Fall Term)	Number of Indigenous Students	Total Students	% Indigenous Students
2017	2,221	25,065	8.9
2016	2,170	25,611	8.5
2015	1,974	25,460	7.8
2014	1,997	24,996	7.7
2013	1,973	24,374	7.7

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

Sincerely,

Ms. Jane Lastra
Director, Financial Aid and Awards

¹ Statistics Canada. *Aboriginal Peoples in Canada: First Nations People, Metis and Inuit, National Household Survey, 2011*, Catalogue no. 99-011-X2011001 [cited July 18, 2013 on Employment and Social Development Canada website: <http://well-being.esdc.gc.ca/misme-iowb/3ndic.1t.4r@-eng.jsp?iid=36>].



UNIVERSITY
OF MANITOBA

Enrolment Services

Financial Aid & Awards
422 University Centre
Winnipeg, Manitoba
Canada R3T 2N2
Telephone (204) 474-9531
Fax (204) 474-7543
awards@umanitoba.ca

April 2, 2018

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

RE: Marguerite and John Burelle Memorial Aboriginal Scholarships

Dear Dr. Hultin,

Enrollment Services supports the amendment of the Marguerite and John Burelle Memorial Aboriginal Scholarships.

In the Fall Term of 2017, the University of Manitoba's self-declared Indigenous undergraduate student population was 8.9% of total enrolment, compared to Manitoba's Indigenous population of 16.7%¹. The Indigenous student enrolment data for the past five years at the University of Manitoba is provided for context in the table below.

Year (Fall Term)	Number of Indigenous Students	Total Students	% Indigenous Students
2017	2,221	25,065	8.9
2016	2,170	25,611	8.5
2015	1,974	25,460	7.8
2014	1,997	24,996	7.7
2013	1,973	24,374	7.7

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

Sincerely,

Ms. Jane Lastra
Director, Financial Aid and Awards

¹ Statistics Canada. *Aboriginal Peoples in Canada: First Nations People, Metis and Inuit, National Household Survey, 2011*, Catalogue no. 99-011-X2011001 [cited July 18, 2013 on Employment and Social Development Canada website: <http://well-being.esdc.gc.ca/misme-iowb/3ndic.lt.4r@-eng.jsp?iid=36>].



UNIVERSITY
OF MANITOBA

Enrolment Services

Financial Aid & Awards
422 University Centre
Winnipeg, Manitoba
Canada R3T 2N2
Telephone (204) 474-9531
Fax (204) 474-7543
awards@umanitoba.ca

April 2, 2018

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

RE: Post-Secondary Club (PSC) / Rec and Read Entrance Bursary

Dear Dr. Hultin,

Enrollment Services supports the amendment of the Post-Secondary Club (PSC) / Rec and Read Entrance Bursary.

In the Fall Term of 2017, the University of Manitoba's self-declared Indigenous undergraduate student population was 8.9% of total enrolment, compared to Manitoba's Indigenous population of 16.7%¹. The Indigenous student enrolment data for the past five years at the University of Manitoba is provided for context in the table below.

Year (Fall Term)	Number of Indigenous Students	Total Students	% Indigenous Students
2017	2,221	25,065	8.9
2016	2,170	25,611	8.5
2015	1,974	25,460	7.8
2014	1,997	24,996	7.7
2013	1,973	24,374	7.7

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

Sincerely,

Ms. Jane Lastra
Director, Financial Aid and Awards

¹ Statistics Canada. *Aboriginal Peoples in Canada: First Nations People, Metis and Inuit, National Household Survey, 2011*, Catalogue no. 99-011-X2011001 [cited July 18, 2013 on Employment and Social Development Canada website: <http://well-being.esdc.gc.ca/misme-iowb/3ndic.1t.4r@-eng.jsp?iid=36>].



UNIVERSITY
OF MANITOBA

Enrolment Services

Financial Aid & Awards
422 University Centre
Winnipeg, Manitoba
Canada R3T 2N2
Telephone (204) 474-9531
Fax (204) 474-7543
awards@umanitoba.ca

April 2, 2018

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

RE: University of Manitoba Aboriginal Students Association Bursary

Dear Dr. Hultin,

Enrollment Services supports the amendment of the University of Manitoba Aboriginal Students Association Bursary.

In the Fall Term of 2017, the University of Manitoba's self-declared Indigenous undergraduate student population was 8.9% of total enrolment, compared to Manitoba's Indigenous population of 16.7%¹. The Indigenous student enrolment data for the past five years at the University of Manitoba is provided for context in the table below.

Year (Fall Term)	Number of Indigenous Students	Total Students	% Indigenous Students
2017	2,221	25,065	8.9
2016	2,170	25,611	8.5
2015	1,974	25,460	7.8
2014	1,997	24,996	7.7
2013	1,973	24,374	7.7

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

Sincerely,

Ms. Jane Lastra
Director, Financial Aid and Awards

¹ Statistics Canada. *Aboriginal Peoples in Canada: First Nations People, Metis and Inuit, National Household Survey, 2011*, Catalogue no. 99-011-X2011001 [cited July 18, 2013 on Employment and Social Development Canada website: <http://well-being.esdc.gc.ca/misme-iowb/3ndic.lt.4r@-eng.jsp?iid=36>].



UNIVERSITY
OF MANITOBA

Faculty of Arts

3rd Floor Fletcher Argue Building
University of Manitoba
Winnipeg, Manitoba
Canada R3T 5V5
Telephone (204) 474-9100
Fax (204) 474-7590
Email Arts_inquiry@umanitoba.ca

DATE: September 28, 2017
TO: Jeff Leclerc, Secretary, University of Manitoba
FROM: Jeff Taylor, Dean, Faculty of Arts 
SUBJECT: *Faculty of Arts Co-op*

This memo is to confirm that, at its meeting on September 27, 2017, Arts Faculty Council approved the proposed Faculty of Arts Co-operative Education regulations.

Please forward this information, as you see fit, to the various Senate Committees.

c: H. Marx, Associate Dean
J. Leboe-McGowan, Associate Dean
G. Smith, Associate Dean
G. Sobie, Manager, Student Services

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



UNIVERSITY
OF MANITOBA

Faculty of Arts

3rd Floor Fletcher Argue Building
University of Manitoba
Winnipeg, Manitoba
Canada R3T 5V5
Telephone (204) 474-9100
Fax (204) 474-7590
Email Arts_inquiry@umanitoba.ca

DATE: September 18, 2017
TO: Shannon Coyston, Academic Specialist
FROM: Greg Sobie, Secretary, Faculty of Arts Academic Regulations Policy Committee (ARPC)
SUBJECT: *Faculty of Arts Co-op*

Please accept the enclosed Undergraduate Program Modification form regarding Faculty of Arts Co-operative Education options.

Please find below, calendar language that Faculty of Arts Executive committee has recommended to Arts Faculty Council, based on review and discussion that took place at the September 1, 2017 meeting of Faculty of Arts Executive committee. Arts Faculty Council will meet on September 27, 2017 and this item will be discussed and decided upon at that meeting. I will notify you on September 28, 2017 regarding the outcome of the meeting.

In support of the changes outlined above, the Faculty of Arts has developed a document outlining the rationale for, and financial aspects of, a proposed Co-op option in the Faculty of Arts. This document was provided to Faculty of Arts CPAC for information in support of the Psychology program modification (introduction of Co-op option) and in support of the introduction of Arts Co-op courses (ARTS 3010, ARTS 3020, ARTS 3030). It was also provided to Faculty of Arts Executive committee for information in support of the Faculty of Arts entry, continuation, and graduation regulations related to Co-op. This document will also be provided to Faculty Council for information related to the Arts Policy Committee proposal. I have included this document (revised August 18, 2017 - below) for your review and will advise you if any changes are made to the document as a result of decisions made at the September 27, 2017 meeting of Arts Faculty Council.

Please forward this information, as you see fit, to the various Senate Committees.

c: H. Marx, Associate Dean
J. Leboe-McGowan, Associate Dean
G. Smith, Associate Dean
J. Taylor, Dean

See the *Guidelines for Completion of Undergraduate/Certificate Course and Curriculum Changes*.

SECTION A

Faculty/College/School: Arts [Faculty of]

Department: Choose one

Program: BA Advanced and BA Honours

Changes Take Effect: Fall Term 2018

SECTION B – DESCRIPTION OF PROGRAM MODIFICATION

Provide a brief description of the proposed program modification, in prose. Limit - 200 words.

The Faculty of Arts proposes the introduction of a Co-operative Education Stream to its BA Advanced and BA Honours programs. The Department of Psychology is proposing to introduce a co-op option to its current 4 year Advanced Major program. Students will replace 3 credit hours of elective or free options with 3 credit hours of co-operative work placement courses (three 1 ch courses) tied to three, 4-month (minimum) work placements.

The Faculty anticipates other departments in Arts adding this co-op option to two of its four year degree programs, either the Single Advanced Major or Single Honours. Entrance, progress, graduation and withdrawal regulations regarding the proposed co-op options are being introduced into the Calendar under the general Faculty guidelines section to provide the appropriate regulations for students.

Specific program modifications to programs will be recommended to Senate as they are introduced at the unit level, with Psychology's Advanced Major program being the first such modification.

SECTION C – RATIONALE

Provide a brief rationale for the program modification below: Responds to a program review: Yes

Cooperative and experiential learning have proven popular options for students in other Faculties at the University and students in Arts degree programs have been requesting such options. Both the Faculty of Arts and University Strategic Plans have identified such degree options as priorities. The Faculty of Arts will strengthen its ties to the community through engagement with co-op employers.

In a recent program review, the assessors recommended the Department provide additional experiential learning opportunities for its four-year program students, particularly non-Honours students and students not intending to pursue graduate studies. Cooperative placements in local affiliated institutions are possible.

The Department of Psychology is prepared to offer a co-op option in its 4 year Advanced Major program, beginning in Fall 2018.

SECTION D – ACADEMIC CALENDAR CONTENT

Attach a description of the program modification as it would appear in the Academic Calendar, including any program charts, in particular. Beginning with the program description as it appears in the current Academic Calendar, clearly indicate proposed changes using strikethrough font (e.g. ~~strikethrough~~) to indicate content that is to be deleted and **bold font** to indicate content that is to be added.

SECTION E – STATEMENT OF ADDITIONAL COSTS, WORKLOAD, AND/OR SUPPLIES

Administration of the co-op option will be centered in the Faculty of Arts and overseen by a new staff position of Arts Co-operative Education Coordinator. The Coordinator will work with Departments to establish co-op placements and oversee the student co-op experiences.

The anticipated start up costs for this position will be shared in the first two years between the Faculty of Arts and the Department of Psychology. As additional students take up co-op options, and other Departments add co-op options to their Advanced or Honours programs, we anticipate full cost recovery.

SECTION F – CONSULTATION WITH OTHER UNITS THAT MIGHT BE AFFECTED BY CHANGES

See the *Guidelines* for instructions on how to complete this section of the form.

Yes This program modification leads to changes in programs in other units.
If “yes”, a *Request for Statement of Support Form(s)* is required.

List programs that are affected, including programs in other faculties/colleges/schools/departments.

Department of Psychology - NOTE: the revised program charts for the proposed BA Advanced co-op option in Psychology are included in the program changes submitted by that unit.

UM Career services

SECTION G – SUPPORTING DOCUMENTATION ATTACHED

See the *Guidelines* for information on required supporting documentation.

Attached	Executive summary
N/A	Transition plan
Attached	Current and revised program charts and descriptions (required)
Attached	SPPC Program Proposal Budget Form
N/A	Request for Statement of Support Form(s) and statements of support

SECTION H – SIGNATURES

Department Approval: _____
Type Name Signature Date

Faculty/College/School Approval:

Heidi Marx	Heidi Marx	25-Jul-2017
Type Name	Signature	Date

Digitally signed by Heidi Marx
DN: c=Canada, ou=University of Manitoba,
ou=Faculty of Arts, email=Heidi.Marx-
Vine@umanitoba.ca, c=CA
Date: 2017.07.25 12:04:05 -05'00'

Faculty of Arts

Faculty of Arts

Introductions:

ARTS 3010 Arts Co-operative Option 1 Cr. Hrs. 1 +1.0

Work assignments in business, industry, or government for students admitted to the Arts Co-operative Option. Required submission of a written report covering the work completed during the work term. Prerequisite: written consent of the Arts Co-operative Option Coordinator and the Faculty of Arts. Graded pass/fail.

ARTS 3020 Arts Co-operative Option 2 Cr. Hrs. 1 +1.0

Work assignments in business, industry, or government for students admitted to the Arts Co-operative Option. Required submission of a written report covering the work completed during the work term. Prerequisite: [successful completion of ARTS 3010] and written consent of the Arts Co-operative Option Coordinator and the Faculty of Arts. Graded pass/fail.

ARTS 3030 Arts Co-operative Option 3 Cr. Hrs. 1 +1.0

Work assignments in business, industry, or government for students admitted to the Arts Co-operative Option. Required submission of a written report covering the work completed during the work term. Prerequisite: [successful completion of ARTS 3020] and written consent of the Arts Co-operative Option Coordinator and the Faculty of Arts. Graded pass/fail.

Net change in credit hours: +3.0

Proposed Faculty of Arts Co-operative Education Regulations (as they would appear in the Undergraduate Calendar) Revised February 2018 in response to SPPC concerns over timing of work terms

Section 3.4 Co-operative Education in the Faculty of Arts

Contact info:

Faculty of Arts Co-operative Education Office

XXX XXX building

3.4.1 Co-operative Education in the Faculty of Arts

Co-operative Education is available to students in any of the Bachelor of Arts Advanced or Bachelor of Arts Honours degree programs whose department offers Co-operative Education as an option. Co-op is an arrangement in which students spend alternating periods in academic terms and employment terms.

There are several advantages to Co-operative Education, including but not limited to the following:

- Applying theoretical knowledge gained in the classroom to real life, working situations and applying knowledge gained in the workplace to the theory being taught in class. Both the academic and practical experiences are enriched by the other.
- Students who complete Co-op are successful at exploring and selecting areas of specialization within their chosen field of study.
- Enhanced professional development through networking, participation in conferences and workshops, acquisition of foundational skills around strategies for seeking and obtaining employment.
- Students earn competitive wages and thus have the opportunity to defray the costs of their education by participating in Co-operative Education.

3.4.2 Academic Regulations

Applying to the Co-operative Education Program

Students must check with the Faculty of Arts Co-op Coordinator for information regarding application deadlines and start dates. Students will be notified of their provisional acceptance to the program by September each year.

Acceptance to the program is dependent upon the student receiving a job placement. Employers will select the student they wish to employ and students are advised that satisfying the entrance requirements does not guarantee a place in the Co-operative option. Students are advised that satisfying entrance requirements does not guarantee a place in the Co-operative option in those

departments where the demand for placements exceeds the number of places available. In such situations, the department reserves the right to identify and select the best qualified candidates.

Applicants will be interviewed and approved by the Co-op staff and departmental faculty advisors. Final acceptance to the program will be confirmed in writing by the Co-op Office.

International Students planning to complete courses or programs that require work placement must obtain a valid work permit, in addition to maintaining a valid study permit. Please contact the International Centre for further information on the requirements that need to be met in order to apply for Co-op Option work placement.

3.4.3 Entrance to the Co-operative Education Option

To enter a Faculty of Arts Co-op program, a student must be eligible to enter the specific Advanced Degree or Honours Degree Program offered by the department offering a Co-op program. Departments may also stipulate additional requirements for entering the Co-op option related to their program. See sections 3.2.2, 3.3.2, and the specific departmental calendar entry for information regarding entering the Bachelor of Arts Advanced and Honours degrees, including any related Co-operative Education options.

The Co-operative Education option is not available to students pursuing the three-year Bachelor of Arts General Degree or Bachelor of Arts Integrated Studies Degree.

The normal point of entry to a Faculty of Arts Co-op program is following the completion of second year. Students must have completed at least 48 credit hours in order to be eligible to enter Arts Co-op.

Students are required to complete an application form, available in the Faculty of Arts Co-op Coordinator's office. Students are also required to register in the appropriate Co-op courses and pay the applicable course and administrative fees prior to beginning their work placement. Normally, no portion of the administration fee will be refunded.

3.4.4 Continuation in the Co-operative Education Option

Academic Term Requirements

All performance regulations governing Faculty of Arts degree programs apply to students in programs with Co-operative Education options. Departments may also stipulate additional requirements for continuing in the Co-op option related to their program. See sections 3.2.3, 3.3.3, and the specific departmental calendar entry for information regarding continuing in the Bachelor of Arts Advanced and Honours degrees, including the related Co-op options.

The coursework requirements of the different Co-operative education options are equivalent to the coursework requirements outlined in each Advanced or Honours degree program offering Co-op as an option.

Each work term is assigned one (1) credit hour. The combination of the minimum 3 employment terms is equal to one 3 credit hour course for use toward the Bachelor of Arts degree.

Course Load Expectations

It is recommended that students in a Co-op option maintain full time status (min. nine credit hours per academic term) when not completing a work term placement.

Employment Term Requirements

Number and Length of Terms

All Co-operative Options will include a minimum of 12 months spent in employment terms with a Department and Faculty approved employer. Normally each employment term will be completed with a single employer.

Limits on Coursework While Completing a Work Term

While completing a work term, students are not permitted to take more than one course at a time.

Grading of Work Terms

Co-operative Option students are required to submit at least three written employment reports on their employment term activities. These reports are due at times designated by the student's department and the Faculty of Arts Co-op Coordinator.

Co-operative Option work term reports are graded as Pass/Fail. In order to remain in the Co-operative Option, students must obtain a grade of "Pass" for each term work report. Each department will provide students with instructions regarding the content and format requirements of the employment reports.

Unsatisfactory Performance

Indications of unsatisfactory performance by a student in an employment term will be thoroughly investigated by the student's department and the Faculty of Arts Co-op Coordinator. If the investigation finds that benefits from further professional training are questionable, the student may be required to withdraw from the Co-operative Option. The student would then be eligible to enter the regular Advanced or Honours program, provided the student meets the minimum academic requirements of the target program.

Schedule and Sequence

The Co-operative option consists of both academic terms and work terms. The sequence of academic terms and work terms will be variable to suit the needs of each department. In order to satisfy course and program requirements, timetables may differ from the regular program. **Except where stipulated by specific Faculty and Departmental regulations related to the different Co-operative Education options, students working toward the completion of Co-op will be evaluated and assessed in the same manner as regular**

students and all rules and regulations of the Faculty of Arts continue to apply to students in the Co-operative Education option. Students must be aware of terms when required courses may or may not be offered and plan their timetables accordingly.

Students are expected to follow the academic/employment term sequence defined by their department, from entry to completion.

Withdrawal from the Co-operative Education Option

Students may be required to withdraw from the program for any of the following reasons:

- Failure to maintain the minimum academic requirements set out by the department offering Co-operative Education;
- Failure to maintain the minimum academic requirements of the Faculty of Arts degree they are pursuing (Advanced or Honours);
- Unsatisfactory performance in the workplace during an employment term; or,
- Any violation of the University of Manitoba Academic Integrity regulations, in any course.

Students who wish to withdraw voluntarily from the Co-op Program may do so in writing to the Faculty of Arts Co-op Coordinator prior to:

- participating in the recruitment period (applications and/or interviews);
- accepting a position for a work term placement;
- the VW deadline for the term in question.

A student who selects, or is required, to withdraw after participating in the recruitment period or after accepting a position with an employer for a work term placement without written approval of the Co-op Coordinator will have the following notation placed on their transcript: “Required to Withdraw from the Co-operative Education Option”

3.4.5 Graduation Requirements of the Co-operative Education Option

The Bachelor of Arts Advanced and Honours degrees are comprised of 120 credit hours. Students who intend to complete the Co-op Option must also successfully complete a minimum of three, four-month work term placements. Each work term is assigned one (1) credit hour. The combination of the minimum three employment terms is equal to one, three credit hour course for use toward the requirements of the Bachelor of Arts degree.

Work-term credit hours may only be used toward programs offering a Co-operative Education Option.

Except where stipulated by specific Faculty and Departmental regulations related to the various Co-operative Education options, students working toward the completion of

Co-op will be evaluated and assessed in the same manner as regular students and all rules and regulations of the Faculty of Arts continue to apply to students in the Co-operative Education Option.

Faculty of Arts

Co-operative Education Proposal

Revised – January 2018

Introduction and Objectives:

Discussions regarding the possible introduction of a co-operative education program in the Faculty of Arts began in 2001. Implementing new programs that offer opportunities for experiential learning to Faculty of Arts students is a main priority of the Faculty's Strategic Plan. This priority intersects with the University of Manitoba's Strategic Plan (2015-2020): "Inspiring Minds," Goal E, "to increase opportunities for experiential learning".

A co-op program in Arts would be an excellent way to address this priority, and would situate our Faculty amongst some of Canada's top universities such as the University of British Columbia and Waterloo University, who both dynamic and thriving co-operative education programs in their Faculties of Arts.

A number of Arts departments at the University of Manitoba have expressed a sincere interest in offering a co-operative education option in their programs. This includes interest from some programs currently offering experiential learning opportunities to their students (ex. Labor Studies and Sociology and Criminology). The time is now to bring this proposal forward.

There are many important reasons lending support to the introduction of a co-operative education program in the Faculty of Arts at this moment:¹

- Students gain work experience in their chosen field
- Students who participate in the co-op option will be able to bridge disciplinary theory and practice and broaden their education through real-world experience while bringing their real-world experience into the classroom²
- Students will have experience in finding full-time employment upon graduation
- Students may go to work post-graduation for the organizations and companies which employed them during their work terms

¹ Note: Part of this list is modified from the co-operative education proposal for the I.H. Asper School of Business. The authors of the proposal for the Faculty of Arts wish to thank Kelly Mahoney for all of her help in preparing this proposal and for her willingness to share materials from the Asper proposal and program.

² Numerous studies highlight the lack of job preparedness among recent college and university graduates:
https://www.washingtonpost.com/news/grade-point/wp/2015/01/26/why-are-so-many-college-students-failing-to-gain-job-skills-before-graduation/?utm_term=.0ffd56440924

- Local organizations, both public and private, will benefit from hiring our students to do short-term work and by being able to hire more experienced graduates of our programs
- Local organizations will experience greater ease in their efforts to recruit excellent job candidates.
- The Faculty of Arts will become increasingly competitive, both locally and nationally, in attracting students who are seeking experiential learning opportunities in general and co-op options in particular.
- The Faculty of Arts will strengthen its ties to the community through engagement with co-op employers.
- The reputation and image of the Faculty of Arts will be more visible in the community.
- The Dean's office as well as individual departments and professors are regularly approached by employers asking about the availability of our students to fill short term work placements.

On the basis of these reasons, among others, the Faculty of Arts is proposing to expand the four-year Bachelor of Arts degrees (Honours and Advanced) to include cooperative education options or streams. The Department of Psychology has recently proposed a modification to their four-year Bachelor of Arts Advanced Degree program making it the first Arts program at the U of M to offer a Co-operative education option.

The co-op option will improve the interaction between the existing Arts degrees and the workplace. A co-op program is designed to achieve two objectives. First, it provides another way for students to structure their studies so as to decrease the need for student funds at one time, permitting more full-time study. Second, it permits B.A. students to integrate academic study and productive work experience. This will increase the range of relevant experiences that students bring to their studies and facilitate the transition from university to the workplace. The Arts co-op option is designed to meet the Manitoba Government definition of a Co-op/I program making employers of Faculty of Arts Co-op students eligible for the Manitoba Paid Work Experience Tax Credit and will significantly align with the CAFCE (Canadian Association for Cooperative Education) regulations at the national level. ²

The following definition of co-operative education is based on the CAFCE requirements.³

³ NOTE: It should be noted that we are using the term "co-operative education program" when in fact we mean offering a co-operative education option, or a different modality for the same Bachelor of Arts (Major, Advanced Major, Honours) program already in existence. The co-op option is not a new program, only an alternative structure for students to take the same courses offered in the BA program with the addition of work terms to gain experience.

Definition: What is Co-operative Education?

Co-operative education options formally integrate a student's academic studies with relevant work experience. Normally students alternate periods of experience in appropriate fields of business, industry, government, social services, or the professions in accordance with the following criteria:

- Each work term is developed and/or approved by the co-operative educational institution as a suitable learning situation
- The co-operative education student is engaged in productive work rather than merely observing.
- The co-operative education student receives remuneration for the work performed.
- The co-operative education student's progress on the job is monitored by the co-operative education institution.
- The co-operative education student's performance on the job is supervised and evaluated by the student's employer.
- The time spent in periods of work experience is 30% of the time spent in academic terms of the program or a minimum of not less than three-four month terms of employment.

The cooperative education option integrates regular employment into the academic program of students. Students are paid by employers at market wage rates and work for 4 month terms. The program is expected to attract students from the 4-year Bachelor of Arts (Advanced) and 4-year Bachelor of Arts (Honours) programs. In a typical 4-year Arts degree, students will complete their first two years and then apply for entry into the co-op program where, if accepted, they will alternate work terms with academic terms during their last two years of study.

The university, employers, and students all contribute to co-operative education. Employers offer jobs that provide challenging opportunities requiring the use of analytical, writing and organizational skills that students are developing at university. The university works with employers to develop the co-op placement, to maintain contact, and to obtain on-site feedback from both students and employers during the work term. The university screens students to ensure students accepted into the program are able to meet the expectations of employers. Students are expected to perform satisfactorily in their co-op work placement and complete a satisfactory written report on their co-op term before receiving credit.

Benefits of Co-operative Education Programs:

The benefits to students of implementing a co-op option are many. First and foremost, students gain work experience in their chosen field. Students can then bring the knowledge they have gained from their work experiences into the classroom, enhancing the quality of their education and also enhancing the quality of their classmates' education as they bring their new expertise to classroom discussions and projects. In addition, students earn money, which can help pay for their educational expenses and give them a feeling of independence and self-worth. Finally, and most importantly for students over the long term, participation in a co-op program will help students prepare for their future careers in several ways. Students will confirm that they have chosen the right field of study. They will gain experience that will help them to find full-time employment after graduation. Finally, students may graduate and work for the companies that employed them during their co-op work terms. In sum, the co-op experience would give our students a competitive advantage over students who have not had this type of experience.

But the benefits do not end with students. Several benefits also accrue to employers. Companies that participate in the co-op program will have a head start on recruiting and interviewing candidates for their job openings. Companies will also have easy access through the Co-operative Education Program Office to let the Faculty of Arts and faculty know of any curricular concerns they have, which will help departments in the unit as we seek to keep our content and pedagogy up-to-date and relevant.

Finally, the Faculty of Arts will benefit in terms of its relationships in the community. The visibility, image, and reputation of the Faculty of Arts and its departments in the community will be advanced and strengthened through this co-operative education program.

Administrative Structure:

The co-operative education option will be administered by the Faculty of Arts Dean's Office. A Co-op Coordinator, located within the Dean's Office will handle student applications and will work to promote the co-op option to employers and students. The Co-op Coordinator will also coordinate the initial employer interviews, document signings, and on-site reviews of work sites and co-op students. In addition, the Co-op Coordinator will work with international students enrolled in the co-op option to facilitate work permit applications, including the provision of a letter of enrolment in the co-op option for international students to include with their work visa applications. We want to ensure that international students in the Faculty of Arts are able to participate in the co-op option.

At the unit level, a faculty member will serve as the co-op faculty advisor and will manage the academic component of the option to ensure that the work experiences add value to the

students' education and that the students report back on the approved objectives outlined prior to the beginning of their work terms. In addition, the co-op Faculty Advisor and Co-op Coordinator will approve each of the student's applications for co-operative education, in an effort to ensure the maximum positive experience for the student and the employer.

There will be many regulations and guidelines developed for the co-op program, such as schedules and deadlines for applications, job postings, employer interviews, matching students with employers, and so forth. These details will be worked out and approved as the program is being launched. A Co-operative Education Committee composed of faculty from interested departments and support staff from the Career Services Centre and Undergraduate Program Office will be responsible for implementing and administering the co-operative education option.

An example of a possible configuration of the Co-operative Education timeline⁴:

- Attend a Co-op Information Session (Spring / Summer)
- September – Final Deadline to file application
 - Application Process
 - Fill out application form
 - Sign up for an interview
 - Upon completion of interview, the Co-op Coordinator will notify students of the status of their application.
- Upon acceptance to Co-op, attend all mandatory PD learning modules, prepare resume and cover letter, and develop interview skills. Apply for work permit (if required).
- Research and apply to available work term opportunities, or network to develop your own work term.
- Attend on-campus interviews for work term placements and rank your employers and accept an offer. Finalize the coordination of your work term, check your Aurora for registration in Work Term 1 (Summer Term) and pay the course fee.
- Begin your work term and develop your learning objectives.
- Receive your work term evaluation from your Supervisor. Prepare your work term report a few weeks before you term ends.
- Use what you have learned to define your academic objectives. Select courses and begin your next academic term (Fall Term).
- Repeat the process above until 3 work terms have been completed.

The information above taken from the following Asper School of Business website:

http://umanitoba.ca/faculties/management/programs/undergraduate/cdc/media/Student_Guide_2017_with_new_photos.pdf page 5.

Co-op Schedule:

Co-op students will be expected to complete a minimum of three work terms of four months each during their enrollment in the Faculty of Arts Co-operative Education option. For each of

these terms, the student will be enrolled in a one (1) credit ARTS course, to satisfy a total of three (3) credit hours toward the requirements of their program (the Co-op work term courses have recently been approved pending overall program approval). It is expected that the first work terms would begin at the end of a student's second year in Arts, during the summer term between years two and three. Students would, therefore, need to apply to the co-op program during the Fall Term of their second year in order to give them time to complete employment applications, attend workshops on resume writing, interviewing, and professionalism that Arts may develop as part of the larger program, and apply, interview with, and be matched with specific employers.

To give students exposure to the full range of employment tasks within their majors and to give employers access to co-op students to work over the full range of tasks within their organizations, it is expected that most students will complete one work term in each semester period, i.e., one summer, one fall, and one winter work term. Typically students will maintain the proposed work term schedule although exceptions to the schedule may be requested from the co-op office, which could grant approval for a deviation from the work term schedule.

Additional Information on Academic/Work Schedule description taken from <http://www.cafce.ca/Library/documents/coopmanual.pdf>

"Most institutions structure their schedules in accordance with the CAFCE definition and its Accreditation Council criteria:

- work and study periods alternate in a formalized sequence
- the program begins and ends with a study term
- work terms are structured to include more than one season of the year, except where the work is clearly seasonally, or the overall program length allows for only one work term (and meets all of the other criteria above)
- co-op internship programs involve one work experience period after completion of 50% or more of the academic program, and provide students with an in-depth exposure to one employer organization, incorporating the criteria above

Timing of the first work term should depend on the level of practical knowledge and personal development required for students to make a useful contribution to employers; this may vary, depending on the academic discipline and overall program length."

Student Requirements for Admission to and Continuance in the Co-op Option:

Interested students will consult with the Faculty of Arts Co-op Coordinator for information surrounding application deadlines and start dates. Students will be notified of their provisional acceptance to the program by September each year. Acceptance to the program is dependent

upon the student receiving a job placement. Employers will select the student they wish to employ and students are advised that satisfying the entrance requirements does not guarantee a place in the Cooperative option – especially in those departments where the demand for placements exceeds the number of places available. In such situations, the department will reserve the right to determine and select the best-qualified candidates. Applicants will be interviewed and approved by the Co-op staff and departmental faculty advisors. Final acceptance to the program will be confirmed in writing by the Co-op office. International Students who are planning to complete courses or programs that require work placement will have to obtain a valid work permit, in addition to maintaining a valid study permit. Students will be directed to contact the International Centre for further information on the requirements that need to be met in order to apply for a Co-op Option work placement.

To enter a Faculty of Arts Co-op program, a student will have to be eligible to enter the specific Advanced Degree or Honours Degree Program offered by the department offering Co-op. See sections 3.2.2 and 3.3.2 of the Undergraduate Calendar for information regarding entry requirements to the Bachelor of Arts Advanced and Honours degrees. The Co-operative Education option is not available to students pursuing the 3-year Bachelor of Arts General Degree or the three-year Bachelor of Arts, Integrated Studies (BAIS).

The normal point of entry to a Faculty of Arts Co-op program is following the completion of second year and students must have completed at least 48 credit hours to enter Arts Co-op.

Students will be required to complete an application form, available in the Faculty of Arts Co-op Coordinator's office. Students will also be required to register in the appropriate co-op courses and pay the applicable course and administrative fees prior to beginning their work placement.

All performance regulations governing Faculty of Arts degree programs will also apply to the Co-operative Education Options. The coursework requirements of the Co-op Option are equivalent to the coursework requirements outlined in each Advanced or Honours degree program offering Co-op as an option.

Each work term will be assigned one (1) credit hour. The combination of the minimum 3 employment terms will be equal to one 3 credit hour course for use toward the requirements of the Bachelor of Arts degree. It will be recommended that full time status be maintained (min. 9 credit hours per academic term).

Employer Requirements to Participate in the Co-op Option and the Hiring Process:

Employers must apply to the co-op option to hire co-op students. The application will include all contact information and the types of jobs that will be posted and which majors are best suited for the jobs. Employers must be willing to mentor students, including reviewing learning

objectives for each work term, evaluating co-op students at the end of the work term, and meeting with the co-op coordinator for site visits as needed (at least once per work term).

Interested employers will submit their co-op placements to the Faculty of Arts, and these positions will be posted in the Faculty of Arts and elsewhere (i.e Career Services and departmental websites, etc.). Students will then apply for the co-op positions with the assistance of the Co-op Coordinator who will also screen the applications and forward them to employers. Employers will then conduct a selection process for appropriate candidates and will then notify the students and the Co-op Coordinator regarding the outcome of this process.

Co-op placements may be in the local, regional and national labour markets. We expect most placements to be in Manitoba. Our intention is to emphasize the connections between the university and the Manitoba community. However, placements at all job market levels increase permanent job opportunities for students, and placements in the regional and national labour markets also increase the reputation of the institution.

Resource Implications:

Co-op students will be charged a fee-for-service to cover administration of the co-op option of \$749 per work term, or a total of \$2247 over their co-op experience. The Asper School of Business currently charges the same amount. Setting the work-term fee at this rate will enable the co-op program to become self-sustaining shortly after start-up. Students will be assessed a course fee of one (1) credit hour for each of the three work placement courses. The current Faculty of Arts tuition rate is \$136.67 per credit hour.

During the initial start-up phase of the co-op program, it is not expected that revenues from co-op student fees will cover all co-op program expenses. The shortfall for the first year of the program will be covered from other sources, including departmental top up funds and the Faculty of Arts. For a breakdown of potential costs of the co-op program, please see Appendix I on Resource Implications.

Conclusion:

We have described the many compelling reasons why the Faculty of Arts is proposing a Co-operative Education stream and seeks to implement this option as soon as possible in order to meet demand, add to the quality of the student's Arts degree, and to expand the reputation and image of the Faculty of Arts, including its departments and programs in the community.

Resource Implications of the Faculty of Arts Co-op Program

(Revised February 2018 – Charts removed and wording adjusted to reflect adjustments made to budget spreadsheet)

The following information represents only projections - our best estimates as to revenues and costs of the Faculty of Arts proposed co-op program based on examining co-op programs such as the program in the Asper School of Business which was itself based on other University of Manitoba and 14 other leading Canadian co-op programs. It should be noted that the Dean of Arts retains the right to fund only certain aspects of the co-op program or only part of certain aspects of the co-op program, depending on resources available. In other words, the information provided in this document is for planning purposes only and does not represent an actual commitment of funds.

Revenues

Based on comparison with other faculties offering co-op at the University of Manitoba, we anticipate that approximately 250 students will enter the Arts Co-op program(s) during the first five years.

In Fall 2016, the Department of Psychology saw 79 students enrolled in its Advanced Major program. (103 in Fall 2015, 108 in Fall 2014). Data collected in a survey of students conducted by the Department of Psychology suggests that some general degree students (2017 Fall/ Winter Terms = 610 students) would switch to a four year Advanced degree program if a co-op option was available, suggesting a starting number of 10-20 initial co-op students is a reasonable lowball target and 30 students a likely target given Psychology's desire to actively promote the option combined with indications from the student survey data.

Assuming the co-op option gains some traction with students and other interested Departments, and grows modestly over the following three years, the potential pool of students in other programs beyond Psychology seems sufficient to support steady growth. During the 2017 Fall and Winter terms, across the Faculty of Arts, there were 419 students in declared Advanced Major or Honours programs (4 year degree programs) with earned GPAs of 3.0 or higher. This suggests a potential co-op student pool of 8.8% of enrolled Arts students. As with Psychology, students in other Bachelor of Arts General Degree programs may see value in switching to one of the four-year degree programs once the co-op option is added.

In a best case scenario, if 25% (104 students) of that total potential of co-op admissible students were to enter Arts-based co-op streams, the anticipated revenue for one work term would be \$77,896 in work term fees and \$11,544 in tuition (at domestic rates only) for a total work term revenue of \$89,440.

These are very broad estimates. A more detailed five year financial scenario with all anticipated costs and assumptions regarding a more diverse student mix is available in the spreadsheet that follows.

Costs

We anticipate that our expenses will be consistent with other Co-op programs at the University of Manitoba and across Canada. The expenses detailed in the spreadsheet below represent the estimated costs to implement and operate the Faculty of Arts co-op program.

ADVANCED LEARNING DIVISION
Program Proposal Financial Form

Form Instructions:

1. When proposing a new program *Current Fiscal Year* (the first column) should be left blank, with the first year of the program starting in year 1.
2. When proposing a new program expansion *Current Fiscal* should be entered in the first column.
3. If a program reaches maturity prior to *Fiscal Year 4*, remaining fiscal year columns must still be completed so that *Ongoing Program Funding* can be calculated.
4. Fill in line items for revenue, expenditure, and capital as these pertain to the program. Examples are correspondently listed to the right of the table.
5. Ensure that line items account for overhead. For example, include the amount of tuition that the program will receive after administrative overhead.
6. Only fill out areas shaded in green, using cash accounting. The increment, on-going and total will self-populate accordingly.

Overview										
Institution:	University of Manitoba									
Program Name:	Faculty of Arts Cooperative Education Option									
Contact Information:	Heidi Marx, Associate Dean - 316 Fletcher Argue Bldg., University of Manitoba, Winnipeg, MB, R3T 5V5									
Date:	09-Feb-18									

	Current Fiscal Year	Fiscal Year 1	Increment	Fiscal Year 2	Increment	Fiscal Year 3	Increment	Fiscal Year 4	Increment	Ongoing Program Funding
	(Enter 0's if new program)	Budget Yr. 1	(change from current year to year 1)	Budget Yr. 2	(change from year 1 to year 2)	Budget Yr. 3	(change from year 2 to year 3)	Budget Yr. 4	(change from year 3 to year 4)	
REVENUE INFORMATION										
Contribution from Institution		\$ 42,000	\$ 42,000	\$ 78,000	\$ 36,000	\$ 40,000	\$ (38,000)	\$ -	\$ (40,000)	\$ -
Tuition		\$ 3,788	\$ 3,788	\$ 6,881	\$ 3,094	\$ 14,783	\$ 7,902	\$ 27,855	\$ 13,072	\$ 27,855
Student Fees		\$ 25,466	\$ 25,466	\$ 43,442	\$ 17,976	\$ 87,633	\$ 44,191	\$ 155,043	\$ 67,410	\$ 155,043
Other		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contribution from Unit (Existing Resources)		\$ 41,939	\$ 41,939	\$ 77,862	\$ 35,923	\$ 39,969	\$ (37,893)	\$ -	\$ (39,969)	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
Total Revenue (A)	\$ -	\$ 113,193	\$ 113,193	\$ 206,185	\$ 92,993	\$ 182,385	\$ (23,800)	\$ 182,898	\$ 513	\$ 182,898

Institution:	University of Manitoba
Program Name:	Faculty of Arts Cooperative Education Option
Contact Information:	Heidi Marx, Associate Dean - 316 Fletcher Argue Bldg., University of Manitoba, Winnipeg, MB, R3T 5V5
Date:	09-Feb-18

	Current Fiscal Year	Fiscal Year 1	Increment	Fiscal Year 2	Increment	Fiscal Year 3	Increment	Fiscal Year 4	Increment	Ongoing Program Funding
	(Enter 0's if new program)	Budget Yr. 1	(change from current year to year 1)	Budget Yr. 2	(change from year 1 to year 2)	Budget Yr. 3	(change from year 2 to year 3)	Budget Yr. 4	(change from year 3 to year 4)	
EXPENDITURE INFORMATON										
New Academic Salaries - Direct		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Existing Academic Salaries - Direct		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New Professional/Support Salaries - Direct		\$ 33,677	\$ 33,677	\$ 90,563	\$ 56,886	\$ 93,732	\$ 3,170	\$ 97,013	\$ 3,281	\$ 97,013
Existing Professional/Support Salaries - Direct		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Expenses		\$ 32,528	\$ 32,528	\$ 30,391	\$ (2,138)	\$ 33,869	\$ 3,478	\$ 41,758	\$ 7,889	\$ 41,758
Student Support		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect Salary Expenses		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administrative Overhead		\$ 3,788	\$ 3,788	\$ 6,881	\$ 3,094	\$ 14,783	\$ 7,902	\$ 27,855	\$ 13,072	\$ 27,855
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
Total Expenditures (B)	\$ -	\$ 69,993	\$ 69,993	\$ 127,835	\$ 57,842	\$ 142,385	\$ 14,550	\$ 166,626	\$ 24,241	\$ 166,626

Institution:	University of Manitoba									
Program Name:	Faculty of Arts Cooperative Education Option									
Contact Information:	Heidi Marx, Associate Dean - 316 Fletcher Argue Bldg., University of Manitoba, Winnipeg, MB, R3T 5V5									
Date:	09-Feb-18									
	Current Fiscal Year	Fiscal Year 1	Increment	Fiscal Year 2	Increment	Fiscal Year 3	Increment	Fiscal Year 4	Increment	Ongoing Program Funding
	(Enter 0's if new program)	Budget Yr. 1	(change from current year to year 1)	Budget Yr. 2	(change from year 1 to year 2)	Budget Yr. 3	(change from year 2 to year 3)	Budget Yr. 4	(change from year 3 to year 4)	
CAPITAL INFORMATION										
Major Equipment		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Vehicles		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Renovations		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Furniture		\$ 1,200	\$ 1,200	\$ 350	\$ (850)	\$ -	\$ (350)	\$ -	\$ -	\$ -
Other		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
Total Capital (C)	\$ -	\$ 1,200	\$ 1,200	\$ 350	\$ (850)	\$ -	\$ (350)	\$ -	\$ -	\$ -
Revenue less Expenditures and Capital (A-(B+C))	\$ -	\$ 42,000	\$ 42,000	\$ 78,000	\$ 36,001	\$ 40,000	\$ (38,000)	\$ 16,272	\$ (23,729)	\$ 16,272
Funding Request		\$ -		\$ -		\$ -		\$ -		

SENATE PLANNING AND PRIORITY COMMITTEE (SPPC)

New Program Approval - Financial Form

FACULTY / SCHOOL Faculty of Arts

PROGRAM Co-operative Education Option

1. STAFFING REQUIREMENTS (FTE)	Year 1	Year 2	Year 3	Year 4	Year 5
New Academic Positions (FTE) (Appendix A)	-	-	-	-	-
New Professional and Support Positions (FTE) (Appendix A)	0.5 -	1.5 -	1.5 -	1.5 -	1.5 -
New Indirect Staff (FTE) (Appendix A)	-	-	-	-	-
Subtotal Staffing Requirements (FTE)	0.5 -	1.5 -	1.5 -	1.5 -	1.5 -

2. PROGRAM COSTS

Direct Program Costs

New Academic Salaries (incl bpl) (Appendix A)	\$ -	\$ -	\$ -	\$ -	\$ -
Existing Academic Salaries (incl bpl) (Appendix A)	-	-	-	-	-
New Professional/Support Salaries (incl bpl) (Appendix A)	33,677	90,563	93,732	97,013	100,409
Existing Professional/Support Salaries (incl bpl) (Appendix A)	-	-	-	-	-
Operating Expenses (Appendix B)	32,528	30,391	33,869	41,758	45,850
Student (Graduate/Undergraduate) Support (Appendix C)	-	-	-	-	-
Major Equipment (Appendix D)	-	-	-	-	-
Vehicles (Appendix D)	-	-	-	-	-
Renovations (Appendix D)	-	-	-	-	-
Furniture (Appendix D)	1,200	350	-	-	-
Other Capital (Appendix D)	-	-	-	-	-
Subtotal Direct Program Costs	\$ 67,405	\$ 121,304	\$ 127,602	\$ 138,771	\$ 146,259

Indirect Program Costs

New Indirect Salary Expenses (incl bpl) (Appendix A)	\$ -	\$ -	\$ -	\$ -	\$ -
Existing Indirect Salary Expenses (incl bpl) (Appendix A)	-	-	-	-	-
Tax on Grant and Tuition Revenue	-	-	-	-	-
Administrative Overhead	-	-	-	-	-
Subtotal Indirect Program Costs	\$ -	\$ -	\$ -	\$ -	\$ -

Total Program Costs (Direct & Indirect)	\$ 67,405	\$ 121,304	\$ 127,602	\$ 138,771	\$ 146,259
---	------------------	-------------------	-------------------	-------------------	-------------------

3. ENROLMENT	Year 1	Year 2	Year 3	Year 4	Year 5
Expected Enrolment (headcount)	34	58	117	207	250
Expected Enrolment (credit hours)	34	58	117	207	250

4. PROGRAM REVENUE ALLOCATED TO FACULTY/SCHOOL					
Operating Grant Revenue (see note)	\$ -	\$ -	\$ -	\$ -	\$ -
Tuition Revenue (Appendix E)					
• Credit Hour Based					
Undergraduate	-	-	-	-	-
Graduate	-	-	-	-	-
• Program Based	-	-	-	-	-
• Program/Course Specific Fees	25,466	43,442	87,633	155,043	187,250
• Other Compulsory Student Fees	-	-	-	-	-
Other revenue	-	-	-	-	-
Total Program Revenue	\$ 25,466	\$ 43,442	\$ 87,633	\$ 155,043	\$ 187,250

5. EXISTING RESOURCES					
From Operations:					
Academic Salaries (Appendix A)	\$ -	\$ -	\$ -	\$ -	\$ -
Professional and Support Salaries (Appendix A)	-	-	-	-	-
Indirect Salaries (Appendix A)	-	-	-	-	-
Current/prior years surplus (carryover)					
From Other Sources: <i>Existing faculty/departments budgets</i>	41,939	77,862	39,969		
Subtotal Existing Resources	\$ 41,939	\$ 77,862	\$ 39,969	\$ -	\$ -

SPPC Form

6. Program shortfall (surplus) (Program Costs - Program Revenue - Existing Resources)	\$ 0	\$ (0)	\$ (0)	\$ (16,272)	\$ (40,991)
Internal Funds Requested through Strategic Allocation	-	-	-	-	-
Funds Requested of the Provincial Government					
Balance (should be zero)	\$ 0	\$ (0)	\$ (0)	\$ (16,272)	\$ (40,991)

Janelle Farrell Gisselle Martel
Submitted by Faculty/School Budget Officer (signature)

February 9, 2018
Date

Reviewed by Graduate Studies Business Manager
(For graduate program submissions only)

Date

Reviewed by University Budget Officer (signature)

Date

Average Salary Increase 3.5%
Average Benefits and Pay Levy 20%

Appendix A - Salary Expenses

SENATE PLANNING AND PRIORITY COMMITTEE
NEW PROGRAM APPROVAL PROCESS

	Year 1		Year 2		Year 3		Year 4		Year 5	
	FTE	Total Salary	FTE	Total Salary	FTE	Total Salary	FTE	Total Salary	FTE	Total Salary
NEW Academic										
Excluded Academic Admin	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
Professor	-	-	-	-	-	-	-	-	-	-
Assoc/Asst Professor or Senior Instructor	-	-	-	-	-	-	-	-	-	-
Lecturer/Instructor/Sessionals	-	-	-	-	-	-	-	-	-	-
Librarians	-	-	-	-	-	-	-	-	-	-
Teaching Assistants	-	-	-	-	-	-	-	-	-	-
Subtotal New Academic Salaries	-	-	-	-	-	-	-	-	-	-
Benefits and Pay Levy	-	-	-	-	-	-	-	-	-	-
Total New Academic Salaries (including BPL)	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
Professional and Support Staff										
EMAPS	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
AESES	-	28,064	-	75,469	-	78,110	-	80,844	-	83,674
CUPE TA's	-	-	-	-	-	-	-	-	-	-
Subtotal New Professional and Support Staff	-	28,064	-	75,469	-	78,110	-	80,844	-	83,674
Benefits and Pay Levy	-	5,613	-	15,094	-	15,622	-	16,169	-	16,735
Total New Professional and Support Staff (incl. BPL)	-	\$ 33,677	-	\$ 90,563	-	\$ 93,732	-	\$ 97,013	-	\$ 100,409
Indirect Staff (Within your faculty/school)										
EMAPS	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
AESES	-	\$ -	-	-	-	-	-	-	-	-
CUPE TA's	-	-	-	-	-	-	-	-	-	-
Subtotal New Indirect Staff	-	-	-	-	-	-	-	-	-	-
Benefits and Pay Levy	-	-	-	-	-	-	-	-	-	-
Total New Indirect Staff (including BPL)	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
Total New Staff		\$ 33,677		\$ 90,563		\$ 93,732		\$ 97,013		\$ 100,409

Appendix A - Salary Expenses

SENATE PLANNING AND PRIORITY COMMITTEE
NEW PROGRAM APPROVAL PROCESS

EXISTING (Within your faculty/school)	Year 1		Year 2		Year 3		Year 4		Year 5	
	FTE	Total Salary	FTE	Total Salary	FTE	Total Salary	FTE	Total Salary	FTE	Total Salary
Academic										
Excluded Academic Admin	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
Professor	-	-	-	-	-	-	-	-	-	-
Assoc/Asst Professor or Senior Instructor	-	-	-	-	-	-	-	-	-	-
Lecturer/Instructor/Sessionals	-	-	-	-	-	-	-	-	-	-
Librarians	-	-	-	-	-	-	-	-	-	-
Teaching Assistants	-	-	-	-	-	-	-	-	-	-
Subtotal Existing Academic Salaries	-	-	-	-	-	-	-	-	-	-
Benefits and Pay Levy		-		-		-		-		-
Total Existing Academic Salaries (including BPL)	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
Professional and Support Staff										
EMAPS	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
AESES	-	-	-	-	-	-	-	-	-	-
CUPE TA's	-	-	-	-	-	-	-	-	-	-
Subtotal Existing Professional and Support Staff	-	-	-	-	-	-	-	-	-	-
Benefits and Pay Levy		-		-		-		-		-
Total Existing Professional and Support Staff (incl. BPL)	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
Indirect Staff										
EMAPS	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
AESES	-	-	-	-	-	-	-	-	-	-
CUPE TA's	-	-	-	-	-	-	-	-	-	-
Subtotal Existing Indirect Staff	-	-	-	-	-	-	-	-	-	-
Benefits and Pay Levy		-		-		-		-		-
Total Existing Indirect Staff (including BPL)	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
Total Existing Staff		\$ -		\$ -		\$ -		\$ -		\$ -
GRAND TOTAL		\$ 33,677		\$ 90,563		\$ 93,732		\$ 97,013		\$ 100,409

Appendix B - Operating Expenses

SENATE PLANNING AND PRIORITY COMMITTEE
NEW PROGRAM APPROVAL PROCESS

	<u>Direct Expenses</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>	
700BGT	Travel - Budget (includes visiting speakers, orientation, research day)	\$ 5,428	\$ 7,291	\$ 13,869	\$ 20,858	\$ 23,950	Includes mileage, parking, & per diems for site visits; conference travel
701BGT	Hospitality - Budget	\$ 10,000	\$ 10,000	\$ 6,000	\$ 6,000	\$ 6,000	Employer & Student Recruitment Events
704BGT	Printing and Duplicating - Budget	\$ 2,000	\$ 2,300	\$ 2,850	\$ 3,400	\$ 4,000	
706BGT	Consumable Materials/Supplies Budget (includes computers)	\$ 5,500	\$ 900	\$ 950	\$ 1,000	\$ 1,100	Computers & Supplies in first year; regular supply costs for each of 5 years
708BGT	Telecommunications - Budget	\$ 850	\$ 850	\$ 850	\$ 850	\$ 850	Normal Cell Phone Costs
710BGT	Other Expenses (Nonconsumable) Budget	\$ 8,500	\$ 8,800	\$ 9,100	\$ 9,400	\$ 9,700	Furniture and basic software in Year 1; Co-Op software license costs for each year
713BGT	Insurance - Budget	\$ -	\$ -	\$ -	\$ -	\$ -	
716BGT	Externally Contracted Serv - Budget	\$ -	\$ -	\$ -	\$ -	\$ -	
718BGT	Professional Fees - Budget	\$ -	\$ -	\$ -	\$ -	\$ -	
740BGT	Repairs and Maintenance - Budget	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	
Subtotal Direct Operating		\$ 32,528	\$ 30,391	\$ 33,869	\$ 41,758	\$ 45,850	

Appendix C - Student Support

**SENATE PLANNING AND PRIORITY COMMITTEE
NEW PROGRAM APPROVAL PROCESS**

<u>Graduate / Undergraduate Support Expense</u>		<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>
7700	Scholarships	\$ -	\$ -	\$ -	\$ -	\$ -
7710	Bursaries	\$ -	\$ -	\$ -	\$ -	\$ -
7720	Awards					
Subtotal Operating		\$ -	\$ -	\$ -	\$ -	\$ -

Appendix D - Capital Costs

SENATE PLANNING AND PRIORITY COMMITTEE
NEW PROGRAM APPROVAL PROCESS

Capital Item	Year 1			Year 2			Year 3			Year 4			Year 5		
	QTY	Unit Cost	Total	QTY	Unit Cost	Total	QTY	Unit Cost	Total	QTY	Unit Cost	Total	QTY	Unit Cost	Total
Major Equipment	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -
Vehicles	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -
Renovations	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -
Furniture	1.00	\$ 1,200	\$ 1,200	1.00	\$ 350	\$ 350	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -
Other (<i>list</i>)			-			-			-			-			-
...															
Subtotal Operating		\$ 1,200			\$ 350			\$ -			\$ -			\$ -	

**SENATE PLANNING AND PRIORITY COMMITTEE
NEW PROGRAM APPROVAL PROCESS**

1. EXPECTED ENROLMENT	Year 1	Year 2	Year 3	Year 4	Year 5
Headcount					
Undergraduate	34	58	117	207	250
Graduate					
Graduate (continuing only)					
Credit Hours					
Undergraduate	34	58	117	207	250
Graduate					

2. TUITION REVENUE GENERATED BY THE PROGRAM					
• Credit Hour Based - (enter credit hour rate in yr 1)	\$ 111	\$ 119	\$ 126	\$ 135	\$ 143
Undergraduate	3,788	6,881	14,783	27,855	35,828
Graduate	-	-	-	-	-
• Program Based - (enter annual program fee in yr 1)	\$ -	\$ -	\$ -	\$ -	\$ -
Undergraduate	-	-	-	-	-
Graduate	-	-	-	-	-
Total Tuition Fees	\$ 3,788	\$ 6,881	\$ 14,783	\$ 27,855	\$ 35,828
• Continuing Fee - (enter annual continuing fee in yr 2)		\$ -	\$ -	\$ -	\$ -
Graduate	-	-	-	-	-
• Program/Course Specific Fees					
Lab Fees - (enter amount in applicable years)					
Field Trip Fees - (enter amount in applicable years)					
Co-op Work Term Fee (\$749 each)	25,466	43,442	87,633	155,043	187,250

..... (add as required)...										
..... (add as required)...										
Total Program/Course Specific Fees	\$	25,466	\$	43,442	\$	87,633	\$	155,043	\$	187,250

TOTAL TUITION AND FEES GENERATED BY THE PROGRAM	\$	29,254	\$	50,323	\$	102,416	\$	182,898	\$	223,078
--	-----------	---------------	-----------	---------------	-----------	----------------	-----------	----------------	-----------	----------------

3. TUITION REVENUE ALLOCATED TO THE FACULTY										
• Credit Hour Based - Undergraduate (enter amount)										
• Credit Hour Based - Graduate	-	-	-	-	-	-	-	-	-	-
• Program Based	-	-	-	-	-	-	-	-	-	-
• Program/Course Specific Fees	25,466	43,442	87,633	155,043	187,250					
• Other Compulsory Student Fees (enter amount)										
TOTAL TUITION REVENUE ALLOCATED TO THE FACULTY	\$	25,466	\$	43,442	\$	87,633	\$	155,043	\$	187,250

Acct	Expense	Year 1	Year 2	Year 3	Year 4	Year 5	
700BGT	Travel and Conferences	\$ 15,428	\$ 17,291	\$ 19,869	\$ 26,853	\$ 29,950	
7001	Travel Academic						
7002	Travel Administration						
7003	Relocation						
7004	Staff Recruitment						
7005	Field Trips						
7006	Team Travel						
7007	Local Travel						Site Visit Expenses are Local Travel expenses + \$2000 budgeted for Years 3-5 for site visits outside of Winnipeg (Under Misc Travel)
7009	Student Recruitment	4,000	4,000	3,000	3,000	3,000	
7010	Student Travel						
7130	Airfare	1,000	1,000	1,000	1,000	1,000	For coordinator professional development conferences
7131	Accommodation	750	750	750	750	750	For coordinator professional development conferences
7132	Meals (Per Diem-No receipts)	1,260	1,980	3,750	6,450	7,500	Includes \$15 for 2 site visits per student; \$160 per year for conference travel
7133	Meals (with receipts)						
7134	Mileage (Km's)	938	1,601	3,229	5,713	6,900	Avg Distance of 30 kms; 2 site visits per student; .46 per km
7135	Parking	680	1,160	2,340	4,140	5,000	\$10 x 2 visits per student
7136	Car Rental						
7137	Conference Registration	400	400	400	400	400	For coordinator professional development conferences
7138	Taxis	200	200	200	200	200	For coordinator professional development conferences
7139	Misc Travel/Incidentals	200	200	2,200	2,200	2,200	Years 3-5, speculating that travel outside of Winnipeg may be necessary for some site visits
7676	Hospitality	6,000	6,000	3,000	3,000	3,000	Employee Recruitment Events
704BGT	Printing and Duplicating - Budget	\$ 2,000	\$ 2,300	\$ 2,850	\$ 3,400	\$ 4,000	
7040	Printing	1,500	1,750	2,250	2,750	3,250	
7041	Copying	500	550	600	650	750	
706BGT	Consumable Materials/Supplies Budgt	\$ 5,500	\$ 900	\$ 950	\$ 1,000	\$ 1,100	
7060	Office Supplies	2,000	\$ 900	\$ 950	\$ 1,000	\$ 1,100	
7061	Lab Supplies						
7062	Audio Visual Supplies						
7063	Agricultural Supplies						
7064	Safety Supplies						
7065	Sports and Athletic Supplies						
7066	Books and Subscriptions						
7067	Other Supplies						
7068	Computing Supplies	3,500					
7069	Maintenance and Cleaning Supplies	-	-	-	-	-	
7070	Dental Supplies						
7071	Equipment Foreign Operations						
7072	Supplies Foreign Operations						
708BGT	Telecommunications - Budget	\$ 850	\$ 850	\$ 850	\$ 850	\$ 850	
7080	IST Telecommunications	\$ 850	\$ 850	\$ 850	\$ 850	\$ 850	
7082	Physical Plant Postage						
7085	Departmental Communications						

Report of the Senate Committee on Curriculum and Course Changes RE: Modification of Bachelor of Arts (Single Advanced Major) and (Single Honours) Degrees, Faculty of Arts, to Introduce a Co-operative Education Stream

Preamble:

1. The terms of reference for the Senate Committee on Curriculum and Course Changes (SCCCC) are found on the website at: http://www.umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/497.htm. The SCCCC is “to recommend to Senate on the introduction, modification or abolition of undergraduate programs, curricula or courses”.
2. At its meeting on October 6, 2017, the SCCCC considered a proposal from the Faculty of Arts, to modify the Bachelor of Arts (Single Advanced Major) and the Bachelor of Arts (Single Honours) programs to include a Co-operative Education Stream.
3. The SCCCC also considered related proposals to introduce three faculty-level work-term courses, ARTS 3010, ARTS 3020, and ARTS 3030, to be used by departments or programs in the Faculty that develop co-operative education streams.
4. The proposal was also reviewed by the Senate Committee on Instruction and Evaluation (SCIE) at its meeting on October 19, 2017, and by the Senate Planning and Priorities Committee (SPPC) at its meetings on October 30, 2017 and February 26, 2018.

Observations

1. The Committee considered a proposal from the Faculty of Arts to modify the Bachelor of Arts (Single Advanced Major) and the Bachelor of Arts (Single Honours), to include a Co-operative Education Stream. The objective of the proposal would be to provide more experiential learning opportunities for students.
2. Introduction of a Co-operative Education Stream at the level of the Faculty would provide a structure, including common work term courses, academic regulations, and administrative supports in the Dean's office, within which any department in the Faculty that offers a B.A.(Sgl.Adv.Mj.) and/or B.A.(Sgl.Hons.) could develop a co-operative education option in future.
3. The committee also considered proposals from the Faculty to introduce three (3) 1 credit hour courses that would be used by departments that introduce a co-operative education stream for their Single Advanced Major and/or Single Honours programs. The courses to be introduced, ARTS 3010 – Arts Co-operative Option 1, ARTS 3020 - Arts Co-operative Option 2, and ARTS 3030 - Arts Co-operative Option 3, are described in the proposal. Each work term would be a minimum of four months.
4. Students who elected to complete a Co-operative Education Stream would be required to complete the three 1 credit hour work placements (ARTS 3010, ARTS 3020, ARTS 3030), which would replace 3 credit hours of elective or free options in their degree program. Thus, these students would not be required to complete additional credit hours beyond the requirement of 120 credit hours for their degree program or to take additional time to complete their degree.

5. The attached proposal sets out faculty-level academic regulations for entrance, continuation, withdrawal, and graduation, for any Co-operative Education Stream that would be established by departments in the Faculty of Arts.
- To enter a Co-operative Education Stream, students would be required to have completed a minimum of 48 credit hours and be eligible to enter the Single Advanced Major or Single Honours degree program offered by the department offering the Co-operative Education Stream.
 - In order to continue in a Co-operative Education Stream, students would be required to obtain a grade of “pass” for each work term report, in each work placement.
 - Students might be required to withdraw from the Co-operative Education Stream based on: (i) failure to maintain the minimum academic requirements established by the department; (ii) failure to maintain the minimum academic requirements of the Faculty for the Single Advanced Major / Single Honours, as appropriate; (iii) unsatisfactory performance during an employment term; (iv) any violation of the Academic Integrity regulations, in any course; (v) accepting a work term placement without written approval of the Co-op Coordinator. A student required to withdraw based on unsatisfactory performance in a work placement would be eligible to enter the regular Single Advanced Major or Single Honours degree program, provided they met the minimum academic requirements.
 - To graduate from a Co-operative Education Stream, a student would be required to complete 120 credit hours of course work required for either a Single Advanced Major or Single Honours, including 3 credit hours of work placements, totalling a minimum of 12 months.
 - Additionally, except where stipulated by Faculty and Departmental regulations related to the Co-operative Education Streams, students would be evaluated and assessed in the same manner as students in any other degree program and would be required to meet any academic regulations of the Faculty of Arts.

Recommendation

The Senate Committee on Curriculum and Course Changes recommends:

THAT Senate approve (i) the introduction of ARTS 3010, ARTS 3020, and ARTS 3030 and (ii) modifications to the Bachelor of Arts (Single Advanced Major) and Bachelor of Arts (Single Honours) degree programs, in the Faculty of Arts, to introduce a Co-operative Education Stream, effective September 1, 2018.

Respectfully submitted,

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

Report of the Senate Committee on Instruction and Evaluation RE: Proposed Co-operative Education Stream for the Bachelor of Arts (Single Advanced Major) and Bachelor of Arts (Honours) Degrees, Faculty of Arts

Preamble:

1. The terms of reference for the Senate Committee on Instruction and Evaluation (SCIE) can be found at:
http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/502.html.
2. At its meeting on October 19, 2017 SCIE considered a proposal from the Faculty of Arts regarding a Co-operative Education Option for its Bachelor of Arts (Single Advanced Major) and Bachelor of Arts (Single Honours) degrees.
3. The proposal was also considered by the Senate Committee on Curriculum and Course Changes on October 6, 2017 and by the Senate Planning and Priorities Committee on October 30, 2017 and February 26, 2018.

Observations:

1. The Faculty of Arts is proposing to create a Co-operative Education Stream for its Bachelor of Arts (Single Advanced Major) and Bachelor of Arts (Single Honours) degrees.
2. Entrance into the proposed Co-operative Education Stream would require that students meet the eligibility requirements of the specific Single Advanced Major Degree or Single Honours degree offered by the department establishing a Co-operative Education Stream. Before entry into the Co-operative Education Stream, students would be required to complete at least 48 credit hours, usually entering the program following the completion of second year. Acceptance into the Co-operative Education Stream would be dependent upon the student receiving a work placement.
3. The proposed Co-operative Education Stream coursework requirements would be equivalent to the requirements of the Single Advanced Major or Single Honours degree program. Students would replace three credit hours of elective or free options with three credit hours of co-operative work placement courses in the form of three one credit hour courses, with students alternating between work terms and academic terms. Students would be required to obtain a grade of "pass" in each of the work placement courses. Students would be required to maintain full time status while not on a work term.
4. The Faculty is proposing that students would not be permitted to take more than one course while on a work term. Students would be required to complete a minimum of 12 months in work terms with an employer approved by the Faculty of Arts and the department.
5. Students working towards completing a Co-operative Education Stream would be evaluated and assessed in the same manner as students in the B.A. (Sgl.Adv.Mj.) or B.A (Sgl.Hon.), except where regulations differ for the Co-operative Education Stream. All

faculty rules and regulations would continue to apply to students in the Co-operative Education Stream.

6. Students might be required to withdraw from the Co-operative Education Stream if there was a failure to maintain the minimum academic requirements set out by the department establishing Co-operative Education or the minimum academic requirements of the degree the student was pursuing. Other possible reasons a student might be required to withdraw include unsatisfactory performance in the work placement or any violation of the Student Discipline Bylaw. If a student's performance while on an employment term was unsatisfactory, an investigation would be conducted by the Faculty of Arts Co-operative Education Coordinator. As a result of such an investigation, the student might be required to withdraw from the Co-operative Education Stream. If a student was required to withdraw from the Co-operative Education Stream, the student might be eligible to enter the B.A. (Sgl.Adv.Mj) or B.A. (Sgl.Hon), provided the student met the minimum academic requirements.
7. Students who intend to graduate from the Co-operative Education Stream would be required to complete 120 credit hours for either the B.A. (Sgl.Adv.Mj.) or the B.A. (Sgl.Hon.), including three, four-month work placements and the corresponding work placement courses.

Recommendation

The Senate Committee on Instruction and Evaluation recommends:

THAT Senate approve the proposed Co-operative Education Stream in the Bachelor of Arts (Single Advanced Major) and Bachelor of Arts (Single Honours) degrees, Faculty of Arts, effective September 1, 2018.

Respectfully submitted,

Dr. Diane Hiebert-Murphy, Chair
Senate Committee on Instruction and Evaluation

Report of the Senate Planning and Priorities Committee RE: RE: Modification of Bachelor of Arts (Single Advanced Major) and (Single Honours) Degrees, Faculty of Arts, to Introduce a Co-operative Education Stream

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 wherein SPPC is charged with making recommendations to Senate regarding proposed academic programs.
2. At its meetings on October 30, 2017 and February 26, 2018, the committee considered a proposal from the Faculty of Arts, to modify the Bachelor of Arts (Single Advanced Major) and the Bachelor of Arts (Single Honours) programs to include a Co-operative Education Stream.
3. The proposal was also reviewed by the Senate Committee on Curriculum and Course Changes (SCCCC) at its meeting on October 6, 2017, and by the Senate Committee on Instruction and Evaluation (SCIE) at its meeting on October 19, 2017.

Observations:

1. The Committee considered a proposal from the Faculty of Arts to modify the Bachelor of Arts (Single Advanced Major) and the Bachelor of Arts (Single Honours) degrees, to include a Co-operative Education Stream. The objective of the proposal would be to provide more experiential learning opportunities for students.
2. The introduction of a Co-operative Education Stream at the Faculty level would provide a structure, including common work term courses, academic regulations, and administrative supports in the Dean's office, within which any department in the Faculty that offers a B.A.(Sgl.Adv.Mj.) and/or B.A.(Sgl.Hons.) degree could develop a co-operative education option. As part of the proposal, the Faculty would introduce three (3) 1 credit hour work term courses, ARTS 3010 – Arts Co-operative Option 1, ARTS 3020 - Arts Co-operative Option 2, and ARTS 3030 - Arts Co-operative Option 3, which would be used by any departments that might introduce a co-operative education option.
3. Students who elected to complete a Co-operative Education Stream would be required to complete the three 1 credit hour work placements (ARTS 3010, ARTS 3020, ARTS 3030), which would replace 3 credit hours of elective or free options in their degree program. Thus, these students would not be required to complete additional credit hours beyond the requirement of 120 credit hours for their degree program or to take additional time to complete their degree.
4. The cost of offering the Co-operative Education Stream would be \$182,898, in Year 4. Costs would be covered by tuition and cooperative education fees, which would generate \$13,072 and \$67,410, respectively, assuming an enrolment of 207 students (in Year 4).
5. The Co-operative Education Stream would be offered as a cost-recovery program. In the first three years, when lower enrolments would not generate sufficient revenue to cover all costs, the Faculty of Arts and the Department of Psychology would each contribute existing resources to

support the program, as follows: Faculty - \$42,000 (Year 1), \$78,000 (Year 2), and \$40,000 (Year 3); Department - \$41,939 (Year 1), \$77,862 (Year 2), and \$39,969 (Year 3).

6. Revenue identified in observations 4 and 5 would be allocated to (i) salary and benefits for 1.5 FTE support staff positions (\$97,013), including a Co-operative Education Coordinator, (ii) operating expenses (\$41,758) costs, (iii) administrative overhead (\$27,855), and (iv) for furniture (\$1,550 over Years 1 and 2).
7. The committee asked the Faculty to review the proposed co-op fees (\$749 / work term) for the Co-operative Education Stream, given that (i) the proposed fees would be higher than fees established for some other co-operative education programs at the University and (ii) considering an indication at the meeting that the Faculty and the Department of Psychology, which was proposing to introduce a Cooperative Education Option, would be prepared to move forward with the proposal even if a lower co-op fee were to be set through the fee-approval process. The Faculty of Arts has confirmed its intent to request that the fees be set at \$749 / work term on the basis they would be consistent with co-op fees levied by the Asper School of Business and with fees established at other Canadian institutions.

Recommendation:

The Senate Planning and Priorities Committee recommends:

THAT Senate approve modifications to the Bachelor of Arts (Single Advanced Major) and Bachelor of Arts (Single Honours) degree programs, in the Faculty of Arts, to introduce a Co-operative Education Stream, effective September 1, 2018.

Respectfully submitted,

Professor K. Main, Chair
Senate Planning and Priorities Committee




UNIVERSITY
OF MANITOBA

Faculty of Arts

Dean's Office
310 Fletcher Argue Building
University of Manitoba
Winnipeg, Manitoba
Canada R3T 5V5
Telephone (204) 474-9271
Facsimile (204) 474-7590
Email: Jeff.Taylor@umanitoba.ca

DATE: September 11, 2017

TO: Shannon Coyston, Office of the University Secretary

FROM: Jeff Taylor, Dean, Faculty of Arts 

SUBJECT: Arts Undergraduate Course and Program Changes - Fall 2017

This memo is to confirm that the course and program changes detailed in G. Smith's correspondence of August 22, 2017, have now been approved by Arts Faculty Executive on September 1, 2017.

JT/vw

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

DATE: August 22, 2017

TO: S. Coyston, Office of the University Secretary

FROM: G. Smith, Chair, Course and Program Approvals Committee,
Faculty of Arts

SUBJECT: Arts Undergraduate Course and Program Changes – Fall 2017

The enclosed proposals have been considered and approved by the Arts Course and Program Approvals Committee on August 16th, 2017. Once Arts Executive Committee has considered the program and course changes, as in previous years, I will send you a confirming letter from Acting Dean Hoppa in lieu of signing the individual forms.

For your convenience, all changes have been listed briefly in a tabular summary. Course change forms and other supporting material are grouped and ordered to correspond with summary sheets at the beginning of each department's submission.

Please note the following:

- 1) The Economics proposal is missing a transition plan for changes to the Single Advanced and Single Honours programs – we will provide this plan to you by the Senate 4Cs submission deadline.
- 2) Pending approval at Arts Executive and Faculty Council, the Arts Academic Regulations Policy Committee will be forwarding a proposal to Senate for modification of the Honours and Advanced Major programs to include a Co-operative Option.

GS/vw
Enclosures

cc: V. Warkentin, Secretary, C.P.A.C.

See the *Guidelines for Completion of Undergraduate/Certificate Course and Curriculum Changes*.

SECTION A

Faculty/College/School: Arts [Faculty of]
Department: Psychology (017)
Program: Bachelor of Arts (Advanced)
Changes Take Effect: Fall Term 2018

SECTION B – DESCRIPTION OF PROGRAM MODIFICATION

Provide a brief description of the proposed program modification, in prose. Limit - 200 words.

We propose to create a Co-operative Education Option within the existing Single Advanced Major program in Psychology. The Co-op Option will incorporate paid work experience as part of the Single Advanced Major program. Students taking this option will alternate between terms of full-time academic experience and full-time work experience in a relevant field with participating employers. Consistent with existing Co-op programs at the University of Manitoba, and with standards of potential future accreditation by the Canadian Association for Co-operative Education (CAFCE; <http://www.cafce.com>), the time expectations for work experience equate to 3 academic terms or at least 30% of the time spent in academic experience for a 4-year degree. Three new ARTS courses will be proposed to integrate the two types of experiences through written assignments and represent the work terms on students' transcripts. By scheduling work terms and academic courses in the summer, an 8-semester Co-op program can still be completed in 4-5 years, and evidence supports the benefits of Co-op programs for student retention and graduation. A successful Co-op program requires work placements that are meaningful, productive, paid, supervised, and evaluated. These responsibilities will be shared among the Faculty of Arts, Department of Psychology, Career Services, and participating employers as delineated fully in the attached Executive Summary.

SECTION C – RATIONALE

Provide a brief rationale for the program modification below: Responds to a program review: No

The proposed program responds to the priorities, goals, and supporting actions of Taking Our Place: University of Manitoba Strategic Plan (2015-2020) -- specifically, the priority of inspiring minds through innovative and quality teaching, and the specific goals/actions of increasing opportunities for experiential education and co-op education. Students in the Co-operative option will have a richer, more personally engaging, and longer academic experience in Psychology. They will emerge with stronger credentials and better understanding and preparation for employment. The students, as ambassadors of our program, will benefit their employers, co-workers, and community, both directly through the application of psychology to their work products and environments, and indirectly through tax and other financial incentives for student employment. The Co-op option will add a new pedagogical dimension to the existing Single Advanced Major program. Students with GPAs of 3.0-3.5 will gain pre-professional development opportunities previously restricted to BA (Honours) students - increasing accessibility of our programs - and students with higher GPAs may also prefer the Co-op option (vs. Honours) if they do not intend to pursue research and graduate study.

SECTION D – ACADEMIC CALENDAR CONTENT

Attach a description of the program modification as it would appear in the Academic Calendar, including any program charts, in particular. Beginning with the program description as it appears in the current Academic Calendar, clearly indicate proposed changes using strikethrough font (e.g. ~~strikethrough~~) to indicate content that is to be deleted and **bold font** to indicate content that is to be added.

SECTION E – STATEMENT OF ADDITIONAL COSTS, WORKLOAD, AND/OR SUPPLIES

The proposed Co-op option, like others at the U of M and elsewhere, will operate on a cost-recovery basis. Revenues are raised through a program fee of \$749 per student per work term, and through tuition for the credit hours associated with the work-placement course. The major cost centres are salaries and benefits for the necessary roles of Co-op Coordinator (Administrative Assistant 2) and course instructor (3 credit hours, Lecturer or Sessional Instructor). The Faculty of Arts and Department of Psychology will share in the initial investments required to mount the program, through existing revenue streams and by application to strategic funds. Please see attached budget for details.

SECTION F – CONSULTATION WITH OTHER UNITS THAT MIGHT BE AFFECTED BY CHANGES

See the *Guidelines* for instructions on how to complete this section of the form.

Yes This program modification leads to changes in programs in other units.
If “yes”, a *Request for Statement of Support Form(s)* is required.

List programs that are affected, including programs in other faculties/colleges/schools/departments.

No existing course offerings or program requirements in other units are affected by this proposal. The Faculty of Arts will need to propose new courses for the 3 required work terms. Other support letters are enclosed.

SECTION G – SUPPORTING DOCUMENTATION ATTACHED

See the *Guidelines* for information on required supporting documentation.

Attached	Executive summary
Attached	Transition plan
Attached	Current and revised program charts and descriptions (required)
Attached	SPPC Program Proposal Budget Form
Attached	Request for Statement of Support Form(s) and statements of support

SECTION H – SIGNATURES

Department Approval:	Daniel Bailis	Daniel Bailis	<small>Digitally signed by Daniel Bailis Date: 2017.07.27 13:34:36 +05'00'</small>
	Type Name	Signature	Date

Faculty/College/School Approval:

	Type Name	Signature	Date
--	-----------	-----------	------

Psychology

- Modification of the Single Advanced Major to include a Co-operative Option

Added material

~~Deleted material~~

8.25.1 Program Information

Major Program

For entry to the Major, the prerequisite is a grade of "C" or better in PSYC 1200 or a grade of "C" or better in both PSYC 1211 and PSYC 1221. For students who have taken additional courses toward the Major, then a minimum cumulative GPA of 2.00 is required on all courses including the higher grade of repeated courses and excluding failed courses.

A minimum cumulative GPA of 2.00 in all courses that comprise the Major is required to graduate including the higher grade of repeated courses and excluding failed courses.

Single Advanced Major Co-operative Option

Entry and continuance in the Single Advanced Major Co-operative Option require completion of PSYC 2260 with a grade of "C" or better, and a cumulative GPA of 3.00 or higher. Students who fail to maintain the cumulative GPA of 3.00 while enrolled in the Co-operative Option will be required to withdraw from the option and revert to the Single Advanced Major or General Major program.

8.25.2 Psychology

YEAR 1	YEAR 2	YEAR 3	YEAR 4
SINGLE ADVANCED MAJOR TOTAL: 48 CREDIT HOURS			
PSYC 1200 or PSYC 1211 and PSYC 1221	<ul style="list-style-type: none"> • PSYC 2250 and PSYC 2260 • 6 additional credit hours in Psychology courses numbered at the 2000 level (3 hours from each of two different lettered menu categories)¹ 	12 credit hours in Psychology courses numbered at the 2000 or 3000 level (3 hours from each of two different lettered menu courses not taken in Year 2) ¹	18 credit hours in Psychology courses numbered at the 2000 or 3000 level (3 hours from any remaining lettered menu category) ¹
<u>SINGLE ADVANCED MAJOR CO-OPERATIVE OPTION TOTAL: 48 CREDIT HOURS</u>			
<u>PSYC 1200 or PSYC 1211 and PSYC 1221</u>	<ul style="list-style-type: none"> • <u>PSYC 2250 and PSYC 2260</u> • <u>6 additional credit hours in Psychology courses numbered at the 2000 level (3 hours from each of two different lettered menu categories)¹</u> 	<ul style="list-style-type: none"> • <u>ARTS 3010</u> • <u>12 credit hours in Psychology courses numbered at the 2000 or 3000 level (3 hours from each of two different lettered menu courses not taken in Year 2)¹</u> • <u>ARTS 3020</u> 	<ul style="list-style-type: none"> • <u>15 credit hours in Psychology courses numbered at the 2000 or 3000 level (3 hours from any remaining lettered menu category)¹</u> • <u>ARTS 3030</u>

NOTES:

¹ Lettered menu categories are as follows:

Category A: Personality/Social PSYC 2490, PSYC 2530, PSYC 2540

Category B: Developmental PSYC 2290

Category C: Learning PSYC 2440, PSYC 2470

Category D: Cognitive PSYC 2480

Category E: Biological PSYC 2360

² Ancillary options are to be chosen from courses that are acceptable for credit in the Faculty of Arts (excluding Psychology courses).

³ Free options are to be chosen from courses that are acceptable for credit in the Faculty of Arts (including Psychology courses).

⁴ Honours courses: PSYC 3340 and all 4000 level courses.

⁵ Students hoping to pursue graduate studies should also consider adding an additional 4000 level course, or PSYC 3520 or PSYC 3560 or PSYC 3590 as a free option in Year 4.

Co-operative Education Option
Faculty of Arts/Department of Psychology

Introduction

On March 17, 2016, the Department Council in Psychology voted in principle to pursue development of a Co-op Option to enhance the existing Single Advanced Major BA program. With this decision, we completed a first stage of a program development that began with the appointment of the current Department Head in Psychology, Dr. Dan Bailis, in July 2014. Dr. Bailis' main promises to the department over a 5-year term were to improve the alignment of students with teaching in our major programs; to make such changes to the Single Advanced Major program, in particular, as might be required to encourage more students to take a 4-year degree; and to provide these students with better pre-professional development opportunities.

The Co-op option soon presented itself as an excellent way to achieve these objectives, based on factors that are reviewed in the introduction of this proposal. However, it also soon presented itself as an initiative, to be championed by Psychology, but situated organizationally in the Faculty of Arts. This arrangement will help other Arts departments wishing to move in this direction to plug into an existing faculty-level structure. Placing Co-op in the faculty-level organization chart also allows for altogether better and more efficient resource allocation with respect to staffing and space for student advising, record keeping, marketing and communications, and other necessary functions to support this type of program.

Accordingly, the present proposal from Psychology provides a full description of and rationale for the changes to our calendar entries, program requirements, and program administration that introducing a Co-op option will require. It cites as context some of the staffing, budgetary considerations, space implications, and new course proposals that are agreed to and forthcoming at the same time from the Faculty of Arts.

Content and Aims of a Co-op Program

A Co-op program incorporates paid work experience in the pursuit of an academic degree program. Students in a Co-op program typically alternate between terms of full-time academic experience and full-time work experience in a relevant field with participating employers.

The time expectations for work experience equate to 3 academic terms or at least 30% of the time spent in academic experience for a 4-year degree. The typical program meets these expectations by offering work and academic experience opportunities in the summer, so that an 8-semester major Co-op program can still be completed in 4 - 5 years. A Co-op program in Psychology would become an option within what is now the 4-year Single Advanced Major program.

The academic institution is responsible for developing and approving work situations that are meaningful, productive, paid, supervised (by the employer), and evaluated (by the academic institution). At the University of Manitoba, employers apply to take part in existing Co-op programs by posting positions through Career Services. Further responsibilities, apart from student evaluation, for the oversight of specific placements are carried out in large part by a Co-op Coordinator. This individual also prepares/trains students for professional responsibility; carries out promotion, recruitment, and market-research functions; conducts site visits; and manages the Co-op office.

The 3 required work terms are represented on the student's transcript as progress toward his/her degree by means of a corresponding pass/fail course (ARTS 3010, 3020, and 3030). These courses, to be proposed formally by the Faculty of Arts, will be taken for academic credit (1 CH) based upon an instructor's evaluation of two main assignments associated with each work term: A written statement of learning objectives for the placement at its outset, and a written reflection afterward on the process and level of attainment of those objectives. The Co-op Coordinator and Course Instructor are the two staff positions required to run the program.

A Co-op program works to the mutual benefit of three parties: i.e., the student, the employer, and the academic institution offering the program. In this case, the proposed program responds to the highest-level priorities, goals, and supporting actions of [*Taking Our Place: University of Manitoba Strategic Plan \(2015-2020\)*](#). Specifically, it addresses the priority of "inspiring minds through innovative and quality teaching," and the specific goals/actions of "increasing opportunities for experiential education" and "co-op education" (priority i.e.i., pp. 12-13).

On a more fine-grained analysis of this *win-win-win* situation (see [Sattler, 2011](#), for a detailed analysis of work-integrated learning in Ontario's postsecondary sector), students in the BA (Adv) Co-op program will have a richer, more personally engaging, and longer academic experience in Psychology. They will emerge with stronger credentials and better understanding and preparation for employment. Evidence from Statistics Canada and other sources clearly supports the benefits of Bachelor-level Co-op programs for post-graduation employment rates and earnings ([Bayard & Greenlee, 2009](#)). The students, as ambassadors of our program, will benefit their employers, co-workers, and community – both directly through the application of psychology to their work products and environments, and indirectly through tax relief and other financial incentives for student employment. For the academic institution, the Co-op option will add a new pedagogical dimension to the existing BA (Adv) program in Psychology. Students with GPAs of 3.0-3.5 will gain pre-professional development opportunities previously restricted to BA (Honours) students - increasing accessibility of specific training in our programs - and students with higher GPAs may also prefer the Co-op route (vs. Honours) if they do not intend to pursue research and graduate study (as currently ~50% of our honours students do not).

Why Do We Expect This Co-op Program to Succeed? Four answers:

1. ***Psychology is in demand from both students and employers.*** From a career survey of our former students conducted by our Associate Head Undergraduate, Dr. Marian Morry in 2014 (see results at http://umanitoba.ca/faculties/arts/departments/psychology/media/BSc_and_BA_Career_Survey.pdf and http://umanitoba.ca/faculties/arts/departments/psychology/media/Undergraduate_Career_-_Stories.pdf), we know that the specific knowledge and competencies we are developing in our Psychology programs – including statistical knowledge, research/program evaluation design and measurement, writing, public speaking, critical thinking, and applications of psychology to a wide range of issues and problems at the individual, organizational, and societal levels – are highly valued by employers in a wide range of fields. These fields include mental health, health/medicine, education, government, manufacturing, military, law enforcement/corrections, hospitality, human resources, law, banking/finance, and a variety of other occupations. Psychology's ubiquitous media presence helps to illustrate the immediacy of its relationship to the economy – notably with respect to labour force participation, productivity, efficiency, leadership and organizational behaviour, marketing, and consumer choice and satisfaction. **Appendix A** of this proposal lists many of the psychology-relevant job titles, national occupational classification codes, top Manitoba employers within selected codes or requesting social science/psychology credentials, and sample advertisements of suitable 4-month term positions as derived from the careerCONNECT system and provided by Career Services at University of Manitoba.
2. ***Peer institutions can show us the way.*** Co-op programs similar to the one proposed here – both in Psychology at other leading institutions (University of Waterloo, University of British Columbia), and in other faculties at University of Manitoba (Faculty of Science, I. H. Asper School of Business) – have been operating successfully and growing in size, with no end in sight, for at least the past 10 years. Our many consultation meetings to date with representatives of the UBC, UM-Science, and UM-Asper Co-op programs, and with UM-Career Services, have already provided us with substantial guidance to develop this proposal in line with the developmental steps set forth by the Canadian Association for Co-operative Education (CAFCE).
3. ***We already do this in our graduate professional programs.*** Psychology has a long and successful history of including paid internships and practicum placements as a component of graduate training in Clinical Psychology and School Psychology. We also have a long and successful history of employing honours-level undergraduate students as RAs in faculty research labs. Although the above placements themselves are largely restricted to those programs and will not become part of this program, many pedagogical and operational aspects

of this style of training and pre-professional development are already well known to members of our department and transferable to the undergraduate Single Advanced Major program.

4. ***We have the network to succeed – and help other U of M Co-op programs in the process.*** Psychology has the existing partnerships and alumni network in private industry (e.g., Canadian Tire), crown corporations (e.g., Manitoba Public Insurance), and not-for-profit organizations (e.g., St. Amant), as well as government agencies and both academic and service units of the University of Manitoba to develop new placement opportunities for students. **Appendix B** (to be updated continually as this proposal moves forward) includes letters of support and email correspondence from potential employers of students in the proposed program. Because placement opportunities are centralized in the Orbis system used by Career Services and other Co-op programs at University of Manitoba, new placements that we generate through our participation will enlarge the opportunities for all co-op students at University of Manitoba. Our participation will also defray the fixed operating costs for other programs.

Student Interest in the Co-op Program

The theory of co-operative education notwithstanding, what evidence suggests that students in Psychology want this program option in sufficient numbers to justify and sustain its long-term operation? To answer this question, the Psychology department conducted an in-class survey in March 2016 of students in sections A01, A02, and A03 of the course PSYC 2260 Introduction to Research Methods in Psychology (i.e., all sections apart from Summer and Distance/Online). This course is required to graduate from all major programs in Psychology.

Responses were received from 168 students, or 69% of the base of 242 students who formed the total enrolment of those 3 sections. Of these respondents, 68 (41%) were already in the 4-year Single Advanced Major program and only 2 (1%) were in a major program outside of Psychology. The majority of respondents (57%) were in their first 2 program years, and a substantial majority (75%) reported their GPA in ranges of 3.0 or higher. Thus, the survey closely reflected the target student population for the proposed program: less than 10% met none of these criteria, and about half (44%) met 2 or all 3 criteria.

Interest in the program was assessed through a series of questions about general interest, likelihood to enroll at any future point, likelihood to enroll in the next year if available, and perception of the program as providing primarily additional benefits or additional costs. The survey also assessed students' agreement or disagreement with a series of possible reasons not to join a Co-op program, including added work expectation, added fees, little value added to present degree, and longer time to completion of degree.

We learned from the survey that over 70% of respondents rated their general interest at 7 or above on a 9-point scale (from *not at all* to *extremely* interested), and 55% of respondents expressed a 60% or higher likelihood that they would enroll themselves in the next year if the program were available. Among these 92 favourable respondents to the enrolment question were 46 (50%) already in the Single Advanced Major program, 56 (61%) still in their first two years of study (i.e., with room to complete the proposed program in under 5 total years), and 71 (77%) who reported GPAs of 3.0 or higher.

It is very much hoped that this program offering will increase the pool of eligible students in a positively self-reinforcing way, by attracting undecided and 3-year major students into the 4-year Single Advanced Major program, and by encouraging those students to take PSYC 2260 earlier in their program and maintain a 3.0 or higher GPA. From a program planning perspective, however, by multiplying all of the above percentages together times the course enrollment in 2016, we can estimate cautiously from the sample and survey results obtained here that future cohorts of PSYC 2260 will include at least 35 students per year who are ready and willing to opt into the proposed program at the earliest point possible for them.

We further learned that most respondents disagreed with the potential barriers assessed by the survey, and perceived more benefits than costs to the program. Fewer than 25% of respondents agreed strongly (ratings of 7+ on a 9-point scale) that longer time to completion, little value added to current degree, or more work were reasons not to join a Co-op program, and only 6% of respondents perceived the costs to outweigh benefits of the program. The barrier most highly rated was fees, with the average rating of 5.2 on a 9-point scale. However, the perception of fees as a barrier is likely to come down in actual student experience, due to the fact that students will be receiving pay for full-time work at the time when they are assessed these fees.

Co-op Program Requirements, Start-up, Transition, and Administration Plans

Requirements

Subject to approval by the Faculty of Arts, and by Senate, the Department of Psychology will introduce the Co-op program by adding a row to our chart of degree programs as shown in the Undergraduate Program Modification Form. The new row will show the title of the program as Single Advanced Major Co-operative Option, and it will show the requirements for acceptance and continuance in the program as: Completion of PSYC 2260 with grade of C or higher, cumulative GPA of 3.0 or higher. The requirement of PSYC 2260 is essential to be able to promise employers that all students in this program will have demonstrated mastery of essential analytic skills. Students who do not maintain the GPA of 3.0 while enrolled in the Co-operative option will be required to withdraw from the option and revert to the Single Advanced Major or General program.

Graduation from the program will require completion of the three work-term courses ARTS 3010, 3020, and 3030 with a grade of “pass.” As with academic terms, work

terms will be either 4 or 8 months in duration, commencing in January, May, and September of each year. All other requirements of the Single Advanced Major program will remain in place with the exception that the 3 credit hours accumulated through the work-term courses will replace 3 credits of additional PSYC 2000- or 3000- level coursework that would otherwise be required by the final program year. Thus, the total number of credit hours required will be the same between the two Single Advanced Major options, and all of the methodology and breadth course requirements in Psychology will be the same.

Start-up and Transition

The attached budget identifies costs for the Co-op Coordinator, Course Instructor, and other essential program features, which are unlikely to be recovered fully from tuition and fees in the first 3 program years. Under the current budget model of the University and the Faculty of Arts, Psychology has sufficient annual revenues from distance/online education to support 50% of these start-up costs, assuming 0 cost-recovery in the first year and 0 other institutional support. The Faculty of Arts is committed to sharing these start-up costs with the Department of Psychology, and the estimated total contributions from these existing budgets are reflected in the attached budget. Acting jointly, we have sought additional funding for the project in the first year from the Teaching and Learning Enhancement Fund.

Work-term fees are based on pricing in the existing Asper Co-op program and are assumed, conservatively, not to increase in the first five years of this program. The Asper program indexes its fees to the average of 14 similar Canadian programs.

During the first three years, in which stabilization funds are required to support the program, the university's budget model is also expected to change, in ways that could affect the flow of distance/online education funds to Psychology. Such change in the new budget model as currently proposed, however, will simply mean that these funds flow to the Faculty of Arts instead (i.e., in the new model, faculties are the first stop for all funds received in the university, and departments are next). Therefore, Psychology and Arts can and do agree now to reduce Psychology's commitment and increase Arts' commitment to cost-sharing in the second program year by the same proportion, if any, that Psychology's total distance/online education funding goes down. After year 3, the program will be sustainable through cost-recovery.

Space is also required for the Co-op Office and the Instructor's office. The Co-op Office will be situated in the Fletcher Argue Building as a visible part of the Arts hub of the Fort Garry Campus. During at least the first 3 years, it is likely that the Instructor will support only Psychology students, and that the person hired as a Sessional Instructor to fill this role will also be a Psychology graduate student or completed PhD. Psychology already provides office space to all sessional instructors in our department. We will therefore guarantee office space in the Duff Roblin Building, at no additional cost to units, until such time as other departments join the Co-op program in Arts and proportionate sharing of office space for the Instructor can be arranged.

Administration

Students will apply for admission to the Co-op program typically upon successful completion of the PSYC 2250 and 2260 course sequence, normally at the end of their second program year. Employers will apply to post positions via Career Services using the Orbis platform. Should the number of students meeting admission requirements and requesting admission exceed either the expected number of postings or the available resources of the Co-op office (generally a 100:1 staffing ratio), the Department of Psychology reserves the right to restrict admission to the most qualified students based upon GPA.

Upon notification of acceptance to the program, students will be offered access to career supports and training (e.g., resume and interview skills development) via the Co-op Coordinator's office and can begin to apply for the posted positions using Orbis. Students are not guaranteed a placement simply due to meeting the requirements of admission to the program. When offered a term of employment, students will register and pay fees for the corresponding work-term course. The Instructor via the course outline will then establish due dates for the two written assignments (i.e., learning objectives and reflection) required to pass the course.

As employment terms may cover the normal Fall and Winter academic terms, it is vital to the success of the program that students are able to take academic courses during the Summer months. Psychology regularly offers and will continue to offer 7 2000- and 3000-level courses in Summer Session (in addition to PSYC 2250 and 2260), which meet the requirements of the Single Advanced Major program.

Appendix A

Job Titles and National Occupational Classification Codes Relevant to Psychology: Online Job Postings and Top 10 Manitoba Employers

NOC Code 4164 Social Policy Researcher, Consultant and Program Officer

NOC Code 4033 Educational Counsellors

Academic Advisor 4033

Employers:

1. Government of Manitoba
2. Manitoba Métis Federation
3. Frontier School Division
4. Assiniboine Community College
5. University College of the North
6. Winnipeg School Division
7. Robertson College
8. University of Manitoba
9. Manitoba Institute of Trades and Technology
10. Brandon University

Top Website Used by Employers: Corporate website of the organization

NOC Code 4212 Social and Community Service Workers

Addictions Worker 4212

Child-care programs planning officer 4212

Crisis Worker 4212

Community Support Worker 4212

Developmental Service Worker 4212

Life Skills Coach 4212

Mental Health Worker 4212

Volunteer Coordinator 4212

Youth Work 4212

Employers:

1. WRHA
2. Assiniboine RHA
3. Government of Manitoba
4. Prairie Mountain Health
5. MacDonald Youth Services
6. New Directions Youth & Family Services

7. FASD Life's Journey Inc.
8. Epic Opportunities
9. DASCH Inc.
10. Brandon RHA

Top Website Used by Employers: Corporate website of the organization

NOC Code 1123 Professional occupations in advertising, marketing and public relations

Advertising Account Executive 1123
Fundraising Organizer 1123

Employers:

1. University of Manitoba
2. Great West Life
3. Government of Manitoba
4. WRHA
5. Bell
6. The North West Company
7. City of Winnipeg
8. Pollard Banknote
9. London Life
10. Dufresne Group

Top Website Used by Employers: Workopolis and LinkedIn

NOC Code 4215 Instructors of Persons With Disabilities

Employers:

1. TutorBright
2. University of Manitoba
3. Government of Manitoba
4. Society for Manitobans with Disabilities
5. St. Amant Centre
6. St. James Assiniboia School Division
7. Southeast College
8. Sylvan Learning
9. WRHA
10. River East Transcona School Division

Top Website Used by Employers: Canada Job Bank

NOC Code 1228 Employment insurance, immigration, border services and revenue officers

Border Services Officer 1228
Customs Officer 1228
Immigration Agent 1228

Employers:

1. Government of Manitoba
2. Canada Revenue Agency
3. Mullen Group Inc.
4. World Gateway Immigration

Top Website Used by Employers: Corporate website of the organization

NOC Code 4033 Educational Counsellors

Career/Employment Counsellor 4033

Employers:

1. Government of Manitoba
2. Winnipeg School Division
3. Manitoba Métis Federation
4. Robertson College
5. University of Manitoba
6. Manitoba Institute of Trades and Technology
7. St. John's Ravenscourt School
8. Manitoba First Nations Education resource Centre
9. Canadian Mennonite University
10. North End Community Renewal Corp – PATH Employability Centre

Top Website Used by Employers: Canada Job Bank

NOC Code 4422 Correctional Service Officer

Employers:

1. Government of Manitoba
2. Correctional Services Canada

Top Website Used by Employers: Corporate website of the organization

NOC Code 1121 Human Resource Professionals

Employers:

1. Government of Manitoba
2. WRHA
3. Chamberlin Edmonds
4. University of Manitoba
5. The North West Company
6. Great West Life
7. Maple Leaf Foods
8. Boeing
9. 24-7 INTouch
10. University College of the North

Top Website Used by Employers: Corporate website of the organization

NOC Code 4163 Business Development Officers and Marketing Researchers and Consultants

Market Research Analyst 4163

Employers:

1. Wawanesa Insurance
2. Ipsos
3. Great West Life
4. The North West Company
5. Cargill
6. Government of Manitoba
7. Dilawri Group
8. Standard Aero
9. Bayer Crop Science
10. Wells Fargo Canada

Top Website Used by Employers: LinkedIn

NOC Code 4153 Family, Marriage and Other Related Counsellors

Rehabilitation Consultant 4153

Employers:

1. MacDonald Youth Services
2. Government of Manitoba
3. West Region Child and Family Services
4. Family resource Centre
5. Michif Child and Family Services
6. Behavioural Health Foundation
7. Child and Family All Nations Coordinated Response Network

8. Peguis Child and Family Services
9. WRHA
10. B & L Resources for Youth

Top Website Used by Employers: Corporate website of the organization

NOC Code 1254 Statistical officers and related research support occupations

Research Assistant 1254

Employers:

1. Monsanto Canada
2. WRHA
3. University of Manitoba
4. Brandon University
5. Agriculture Canada
6. Daly House Museum Brandon
7. Public Service Commission Canada
8. Eastman Tourism Association

Top Website Used by Employers: Corporate website of the organization

NOC Code 6411 Sales and Account representatives – wholesale trade

Sales Representative 6411

Employers:

1. Acklands – Grainger
2. Pepsi
3. Staples
4. Reynolds Company
5. Anderson Merchandisers
6. Naylor
7. SDI Marketing
8. Farm Business Consultants
9. Sysco

Top Website Used by Employers: Corporate website of the organization

NOC Code 1226 Conference and event planners

Special Events Coordinator 1226

Employers:

1. Amanda Douglas Events
2. Great West Life
3. WRHA
4. Canadian Blood Services
5. Canadian Museum for Human Rights
6. CanadInns
7. Fairmont Hotel
8. Westman Communications Group
9. Manitoba Club
10. Shilo Military Family Resource Centre

Top Website Used by Employers: LinkedIn

Leading Manitoba Employers Requesting Social Science Credentials and Psychology Credentials

Social Science Employers Manitoba

Government of Manitoba

WRHA

University of Manitoba

City of Winnipeg

Public Service Commission of Canada

Ducks Unlimited

St. Amant Centre

Brandon RHA

Prairie Mountain Health

Family Resource Centre

Louis Riel School Division

Canadian Museum for Human Rights

Psychology Employers Manitoba

Brandon University

Assiniboine RHA

Knowles Centre

Northern RHA

Salvation Army

Correctional Services of Canada

Research Pharmaceutical Services

Momentum Marketing

Red River College

Women's Resource Centre Brandon

Sample Currently Available Job Posting Suitable for Psychology Co-Op Term of Employment

Job Posting: 22786 - Position: Summer Student - Youth Care Practitioner (Thompson, MB)

Application Deadline 05/08/2017 12:00 PM

Application Method:

Posting Goes Live: 05/01/2017 3:19 PM

Job Posting Status: Approved

Company Info

Organization Macdonald Youth Services

Salutation Ms.

Job Contact First Name Erica

Job Contact Last Name Van Landeghem

Contact Title Human Resources Administrator

Phone (204)949-6512

Fax (204)284-4431

Website www.mys.ca

Email erica.vanlandeghem@mys.mb.ca

Address Line One 400-491 Portage Ave

City Winnipeg

Province / State Manitoba

Postal Code / Zip Code R3B 2E4

Country Canada

Job Posting Information

Position Type Summer Employment

Job Title Summer Student - Youth Care Practitioner (Thompson, MB)

Job Location Thompson, Manitoba

Job Description

Summer Student - Youth Care Practitioner - KISE (Thompson, MB)

Application deadline: 02-08-2017

Macdonald Youth Services requires an experienced Youth Care Practitioner (YCP) within the

Kisewatsiwin (KISE) Service area for a Government funded Summer Student position.

YCPs are

responsible to provide care and specialized treatment for the youth in KISE programs in accordance with

agency policies and the treatment philosophy of MYS. YCPs are also responsible to carry out all duties

and responsibilities within a youth-centered, relationship-based strengths framework that promotes the

cultivation and mobilization of youth strengths, potentials and capacity for growth.

DUTIES AND RESPONSIBILITIES: of the YCP include, but are not limited to:

- Helps to provide a safe, therapeutic environment for clients
- Provides care and assists clients in their daily routines
- Follows all agency and program policies and procedures
- Functions as a team member, and serves as a role model for clients
- Supervises and participates in activities with clients
- Provides ongoing counseling and crisis intervention
- Participates in the development and implementation of realistic goals and objectives
- Observes, records and evaluates daily events to assist with Assessment/Treatment planning

Provides clients with information on various subjects such as: health, personal hygiene, sex education,

fitness/diet, life skills, career development, job/employment preparation and skills

- Encourages family involvement when appropriate/possible
- Acts as an advocate on clients' behalf
- Completes incident reports and prepares quarterly progress or assessment reports
- Handles program funds as directed by the Program Manager
- Participates in staff meetings, workshops and training opportunities
- Accesses and utilizes community resources for clients and their families
- Attends to housekeeping, cooking and general duties related to home upkeep
- Other duties as assigned

Job Requirements

This position is a Summer Student position that is dependent upon funding. This term position may last up to 16 weeks/4 months of employment depending upon funding. In order to apply for this position you must meet all of the following criteria:

Is 30 years of age or younger at the time of job placement

1.

Was registered as a fulltime student during the preceding academic year

2.

Intends to return to school on a fulltime basis during the next academic year

3.

Is a student in a post-secondary, CEGEP, vocational or technical program

4.

Is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act, and,

5.

Is legally entitled to work according to the relevant provincial legislation and regulations

6.

ESSENTIAL REQUIREMENTS:

- Current Emergency First Aid and CPR Level C
- Willingness to obtain training as per MYS policy

PREFERRED REQUIREMENTS:

- Previous education and/or experience in an applicable Human Services field
- Knowledge and experience with groups and group dynamics
- A desire to work with youth
- Computer skills

- Excellent working knowledge of community resources and experience in community partnerships
- Excellent written and verbal communication skills
- Valid driver's license and drivers abstract (subject to approval)
- Knowledge of Aboriginal culture and language would be an asset

Hours Per Week Full-time (35-40hrs)

Location Type Manitoba

Application Information

Application Procedure Employer Mail

Employer Email

Employer Website

Employer Fax

If by Email, send to northern.careers@mys.mb.ca

If by Website, go to <http://www.mys.ca/join/types-of-opportunities>

If by Fax, send to 204.778.7778

Additional Application Information

SALARY RANGE: \$13.00 per hour

HOURS OF WORK: 30-40 hours per week; 360 hours in total

HOW TO APPLY:

Applicants must demonstrate in their resume or cover letter how they meet the requirements of the position, quoting the competition number.

COMPETITION NUMBER: 2688.04.17

CLOSING DATE: interested candidates are requested to submit a resume by **12:00 noon May 2817.**

Please forward a cover letter and resume (in word or PDF format) prior to the closing date, to:

Macdonald Youth Services – Kisewatisiwin Program

102-83 Churchill Drive

Thompson, MB R8N0L6

Fax: 204.778.7778

Email: northern.careers@mys.mb.ca

Online: <http://www.mys.ca/join/types-of-opportunities>

MYS is an equal opportunity employer, Aboriginal persons, women, visible minorities and persons with disabilities are encouraged to apply.

MYS is committed to developing and retaining a diverse workforce. All job offers are conditional upon

providing the following satisfactory, and current (within 3 months) background checks: Child/Adult Abuse

Registry Check; Prior Contact Check; and Criminal Record Check with Vulnerable Sector Search. We

thank all applicants for their interest, but only those selected for an interview will be contacted. For

further information about our other employment and volunteer opportunities please visit our website www.mys.ca.

Report of the Senate Committee on Curriculum and Course Changes RE: Modification of Bachelor of Arts (Single Advanced Major) in Psychology to Introduce a Co-operative Education Option, Faculty of Arts

Preamble:

1. The terms of reference for the Senate Committee on Curriculum and Course Changes (SCCCC) are found on the website at: http://www.umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/497.htm. The SCCCC is “to recommend to Senate on the introduction, modification or abolition of undergraduate programs, curricula or courses”.
2. At its meeting on October 6, 2017, the SCCCC considered a proposal from the Faculty of Arts, to modify the Bachelor of Arts (Single Advanced Major) in Psychology to include a Co-operative Education Option.
3. The SCCCC also considered related proposals from the Faculty of Arts, to introduce three faculty-level work-term courses, ARTS 3010, ARTS 3020, and ARTS 3030, and to modify the Bachelor of Arts (Single Advanced Major) and Bachelor of Arts (Single Honours) degrees to include a Co-operative Education Stream.
4. The proposal was also reviewed by the Senate Committee on Instruction and Evaluation (SCIE) at its meeting on October 19, 2017, and by the Senate Planning and Priorities Committee (SPPC) at its meetings on October 30, 2017 and February 26, 2018.

Observations

1. The Committee considered a proposal from the Faculty of Arts to modify the Bachelor of Arts (Single Advanced Major) in Psychology, to include a Co-operative Education Option. The primary objective of the proposal would be to encourage a greater proportion of students, who intend to pursue a Bachelor of Arts in Psychology, to complete the four-year B.A.(Sgl.Adv.Mj.) versus the three-year Bachelor of Arts (General Major) in Psychology, by providing students in this four-year degree with pre-professional development opportunities that are available only to students in the Honours program, at present. It was noted that a four-year degree is the North American standard for an undergraduate degree in Psychology.

The availability of a Co-operative Education Option within the B.A.(Sgl.Adv.Mj.) degree might also encourage some academically strong students, who would otherwise register for the B.A.(Hons.) in Psychology but who do not intend to pursue graduate studies, to register for the Single Advanced Major instead.

Another objective for introducing a Co-operative Education Option would be to provide more experiential learning opportunities for students, consistent with a strategic priority of the University for inspiring minds through innovative and quality teaching.
2. The Department anticipates that the introduction of a Co-operative Education Option within the Single Advanced Major might resolve challenges associated with the current distribution of enrolment across the various undergraduate degree programs it offers. The challenges include very large enrolment in the three-year General Major degree, which constitutes 75 percent of all Psychology Majors in the Department, and over-

subscription to the Honours degree, which has enrolment of about 85 students per year, including students who do not intend to pursue graduate studies.

The Department's objective would be to increase enrolment in the Single Advanced Major program by up to 35 students per year, to approximately 180 students per year, from the current 90 students per year.

3. To enter the program, students would be required to meet the Faculty of Arts' requirements for entrance to a Co-operative Education Stream, including completion of at least 48 credit hours of course work and eligibility for entrance to the Bachelor of Arts (Single Advanced Major) degree. The Department would further require that students have achieved a minimum Cumulative Grade Point Average of 3.0 and have completed PYSC 2260 – Introduction to Research Methods in Psychology, with a minimum grade of "C".
4. Students who elected to complete a Co-operative Education Option would be required to complete the three 1 credit hour work placements (ARTS 3010, ARTS 3020, ARTS 3030), which would replace 3 credit hours of Psychology electives numbered at the 2000- or 3000- level. The work terms would be four or eight months in duration, and students would be required to spend a minimum of twelve months, in total, over the three work placements.
5. To continue in the Co-operative Education Option, students would be required to meet the Faculty of Arts' requirements for continuation in a Co-operative Education Stream. The Department would further require that students maintain a Cumulative Grade Point Average of 3.0.
6. Students who did not meet the continuation requirements would be eligible to transfer to the B.A.(Sgl.Adv.Mj.) in Psychology or the B.A. (Gen.Mj.) in Psychology, provided they met the minimum academic requirements for continuation in the relevant program.
7. The SCCC commented on the rates for the program fees, which were proposed at \$740 per work term and which would be levied in addition to tuition for the three 1 credit hour work placements, ARTS 3010, ARTS 3020, and ARTS 3030. It was noted, in particular, that the rates were higher than those for some other Co-operative Education Options, including in the Faculty of Science. At the meeting, representatives of the Faculty of Arts observed that the proposed rates were inline with fees for the Co-operative Education Option in the Asper School of Business and for co-operative education programs in Psychology at some other institutions, including the University of British Columbia.

Recommendation

The Senate Committee on Curriculum and Course Changes recommends:

THAT Senate approve modifications to the Bachelor of Arts (Single Advanced Major) in Psychology, in the Faculty of Arts, to introduce a Co-operative Education Option, effective September 1, 2018.

Respectfully submitted,

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

Report of the Senate Committee on Instruction and Evaluation RE: Proposed Co-operative Education Option in Bachelor of Arts (Single Advanced Major) program in Psychology, Faculty of Arts

Preamble:

1. The terms of reference for the Senate Committee on Instruction and Evaluation (SCIE) can be found at: http://umanitoba.ca/admin/governance/governing_documents/governance/sen_comm/ittees/502.html.
2. At its meeting on October 19, 2017 SCIE considered a proposal from the Faculty of Arts regarding a Co-Operative Education Option for the Bachelor of Arts (Single Advanced Major) in Psychology.
3. The proposal was also considered by the Senate Committee on Curriculum and Course Changes on October 6, 2017 and by the Senate Planning and Priorities Committee on October 30, 2017 and February 26, 2018.

Observations:

1. The Faculty of Arts is proposing to create a Co-operative Education Option within the existing Bachelor of Arts (Single Advanced Major) in Psychology. The proposed Co-operative Education Option would incorporate paid work experience as part of the B.A. (Sgl.Adv.Mj.). The work experience would consist of three academic terms or at least 30% of the time spent in academic experience for a 4 year degree.
2. Students would usually apply for entry to the Co-op program at the end of their second year. Entry to the proposed Co-operative Education Option would require completion of PSYC 2260 with a grade of "C" or better, and a Cumulative Grade Point Average of 3.00 or higher.
4. Students who failed to maintain the Cumulative Grade Point Average of 3.00 while enrolled in the Co-operative Option would be required to withdraw from the option. Students who were required to withdraw might be eligible to revert to the B.A. (Sgl.Adv.Mj.) in Psychology or B.A. (Gen.Mj.) in Psychology, provided they met the minimum academic requirements.
5. The total number of credit hours required for the proposed Co-operative Education Option would be the same as required for the B.A. (Sgl.Adv.Mj) in Psychology, with three credit hours of work-term courses replacing three credit hours of PSYC 2000 or 3000 level courses. Graduation from the Co-operative Education Option would require completion of three one credit hour work-term courses (ARTS 3010, ARTS 3020 and ARTS 3030) with a grade of "pass".

Recommendation

The Senate Committee on Instruction and Evaluation recommends:

THAT Senate approve the proposed Co-operative Education Option in the Bachelor of Arts (Single Advanced Major) in Psychology, Faculty of Arts, effective September 1, 2018.

Respectfully submitted,

Dr. Diane Hiebert-Murphy, Chair
Senate Committee on Instruction and Evaluation

Report of the Senate Planning and Priorities Committee RE: Modification of Bachelor of Arts (Single Advanced Major) in Psychology to Introduce a Co-operative Education Option, Faculty of Arts

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 wherein SPPC is charged with making recommendations to Senate regarding proposed academic programs.
2. At its meetings on October 30, 2017 and February 26, 2018, the committee considered a proposal from the Faculty of Arts, to modify the Bachelor of Arts (Single Advanced Major) in Psychology to include a Co-operative Education Option.
3. The proposal was also reviewed by the Senate Committee on Curriculum and Course Changes (SCCC) at its meeting on October 6, 2017, and by the Senate Committee on Instruction and Evaluation (SCIE) at its meeting on October 19, 2017.

Observations

1. The Committee considered a proposal from the Faculty of Arts to modify the Bachelor of Arts (Single Advanced Major) in Psychology, to include a Co-operative Education Option. The primary objective of the proposal would be to encourage a greater proportion of students, who intend to pursue a Bachelor of Arts in Psychology, to complete the four-year B.A.(Sgl.Adv.Mj.) versus the three-year Bachelor of Arts (General Major) in Psychology, by providing students in this four-year degree with pre-professional development opportunities. It was noted that a four-year degree is the North American standard for an undergraduate degree in Psychology. Some academically strong students, who would otherwise register for the B.A.(Hons.) in Psychology but who do not intend to pursue graduate studies, might also be encouraged to register for the Single Advanced Major instead.

Another important objective for introducing a Co-operative Education Option would be to provide more experiential learning opportunities for students.
2. The Department anticipates that the introduction of a Co-operative Education Option within the Single Advanced Major might resolve challenges associated with the current distribution of enrolment across the various undergraduate degree programs it offers. The challenges include very large enrolment in the three-year General Major degree, which constitutes 75 percent of all Psychology Majors in the Department, and over-subscription to the Honours degree, which has enrolment of about 85 students per year, including students who do not intend to pursue graduate studies.

The Department's objective would be to increase enrolment in the Single Advanced Major program by up to 35 students per year, to approximately 180 students per year, from the current 90 students per year.

3. To enter the program, students would be required to meet the Faculty of Arts' requirements for entrance to a Co-operative Education Stream, including completion of at least 48 credit hours of course work and eligibility for entrance to the Bachelor of Arts (Single Advanced Major) degree. The Department would further require that students have achieved a minimum Cumulative Grade Point Average of 3.0 and have completed PYSC 2260 – Introduction to Research Methods in Psychology, with a minimum grade of "C".
4. Students who elected to complete a Co-operative Education Option would be required to complete the three 1 credit hour work placements (ARTS 3010, ARTS 3020, ARTS 3030), which would replace 3 credit hours of Psychology electives numbered at the 2000- or 3000- level. The work terms would be four or eight months in duration, and students would be required to spend a minimum of twelve months, in total, over the three work placements.
5. The proposed Co-operative Education Option would be administered by the Dean's Office, Faculty of Arts. The Faculty and the Department would share the initial investments required to mount the program in the first three years (as outlined in observations 4 and 5 of the *Report of the SPPC RE: Introduction of Co-operative Education Stream for the Bachelor of Arts (Single Advanced Major) and Single Honours Degrees, Faculty of Arts* and detailed in the proposal) after which point it is anticipated that the Co-operative Education Option would be self-sustaining.
6. In response to a request from the SPPC that the Department demonstrate that there would be a sufficient level of interest among potential employers to ensure an adequate number of work placements to meet student demand, the Department provided evidence of correspondence with various employers / agencies. As outlined in Attachment I, these employers/agencies have expressed an interest in the program and the possibility of offering a co-op placement, either directly to the Department (indicated with an asterisk), or to Career Services, or to individual faculty members in Psychology participating in other community outreach/partnership initiatives.

Recommendation

The Senate Planning and Priorities Committee recommends:

THAT Senate approve modifications to the Bachelor of Arts (Single Advanced Major) in Psychology, in the Faculty of Arts, to include a Co-operative Education Option, effective September 1, 2018.

Respectfully submitted,

Professor K. Main, Chair
Senate Planning and Priorities Committee

**Potential Employers for the Bachelor of Arts (Single Advanced Major) in Psychology
Co-operative Education Option**

- Asperger Manitoba Inc.
- Assiniboine Regional Health Authority
- Autism Society of Manitoba
- Brandon Regional Health Authority
- Brandon University
- Building Independence
- Canadian Museum for Human Rights
- Career Services, University of Manitoba*
- City of Winnipeg
- Correctional Services of Canada
- Diversity World
- Ducks Unlimited
- Family Resource Centre
- Gaining Resources Our Way (GROW) Lifeskills
- Government of Manitoba
- Knowles Centre
- Louis Riel School Division
- Manitoba Corrections*
- Manitoba Liquor and Lotteries*
- Manitoba Public Insurance*
- Momentum Marketing
- Northern Regional Health Authority
- OHEYS Autism Programs
- Prairie Mountain Health
- Public Service Commission of Canada
- Red River College
- Ready, Willing and Able Initiative
- Research Pharmaceutical Services
- St. Amant Centre for Autism and Developmental Disorders*
- Salvation Army
- SCE Lifeworks, Inc.
- South Winnipeg Integrated Health and Social Services*
- Tim Horton Children's Foundation*
- Turning Leaf Community Support Services*
- University of Manitoba
- Work and Social Opportunities (WASO)
- Wellness Institute*
- Winnipeg Regional Health Authority
- Women's Resource Centre Brandon

* Potential employers who have expressed an interest in the program in communications with the Department.



UNIVERSITY
OF MANITOBA

MEMORANDUM

Faculty of Agricultural and Food Sciences
256 Agriculture Building, University of Manitoba
Winnipeg, MB Canada R3T 2N2



28 January 2018

Received

JAN 30 2018

University Secretariat

TO: Senate Committee on Curriculum and Course Changes

FROM: Dr. Jared Carlberg, Associate Dean (Academic), Faculty of
Agricultural and Food Sciences

SUBJECT: Course Deletion and Program Modification

Attached please find changes within the Faculty of Agricultural and Food Sciences degree program approved by Faculty Council January 22, 2018. A summary follows:

Summary of Changes

General Agriculture

Deletions:	Credit Hours
AGRI 4550 Agriculture Cooperative Education Work Term 1	-1
AGRI 4560 Agriculture Cooperative Education Work Term 2	-1
AGRI 4570 Agriculture Cooperative Education Work Term 3	-1
Additions:	
AGRI 2002 Agricultural and Food Sciences Co-operative Education Work Term 1	+3
AGRI 3002 Agricultural and Food Sciences Co-operative Education Work Term 2	+3
AGRI 4002 Agricultural and Food Sciences Co-operative Education Work Term 3	+3
Modifications:	
DAGR 0660 Special Topics in General Agriculture	
NET CHANGE IN CREDIT HOURS:	+6.0

Program Modification

Diploma in Agriculture Program **

The Faculty of Agricultural and Food Sciences is proposing that the Academic Regulations for the Diploma in Agriculture Program regarding Transfer of Credit from other Programs be updated to refer to "the former" ABIZ 0680.

B.Sc. in Agriculture (Animal Systems) **

The Faculty of Agricultural and Food Sciences is proposing that AGECE 4510, Application in Agroecology, be removed as a course option in the restricted elective group (Group 3). AGECE 4510 has been recommended for deletion.

Interfaculty Option in Aging - B.Sc. in Human Nutritional Sciences **

The Faculty supports the change in the subject code from HMEC 2650 to HEAL 2650 and is proposing an update to revise HMEC 2650 to HEAL 2650 in the Faculty's section of the calendar for the Option in Aging.

Faculty of Agricultural and Food Sciences Co-operative Education Program

The Faculty is proposing modifications to the Co-operative Education Program available to B.Sc. degree programs in Agriculture, Agribusiness, Agroecology, and Food Science, and an introduction of the Co-op Program into the B.Sc. degree program in Human Nutritional Sciences. These modifications will provide flexibility to allow student co-op work term placement that aligns with the workplace realities often found in the agriculture and food sectors without the need to extend the duration of academic study. The modified Program will continue to adhere to provincial requirements held by MB Education and Training to qualify co-op employers for the Co-operative Student Hiring Initiative and the Co-operative Graduate Hiring Incentive.

** Secretary's Note: Program modifications to the Diploma in Agriculture and the B.Sc. in Agriculture are included in the *Report of the Senate Committee on Curriculum and Course Changes, Part A - Submitted to Senate for Concurrence Without Debate* (item V (1), May 16, 2018 Senate agenda).

A proposal to modify the Interfaculty Option in Aging - B.Sc. in Human Nutritional Sciences was withdrawn.

Comments of the Senate Executive Committee:

The Senate Executive Committee endorses the report to Senate.

See the *Guidelines for Completion of Undergraduate/Certificate Course and Curriculum Changes*.

SECTION A

Faculty/College/School: Agricultural and Food Sciences

Department: Agricultural and Food Sciences, Faculty of (07)

Program: Agricultural and Food Sciences Co-operative Education Program

Changes Take Effect: Fall Term 2018

SECTION B – DESCRIPTION OF PROGRAM MODIFICATION

Provide a brief description of the proposed program modification, in prose. Limit - 200 words.

The Faculty proposes modifications to the Co-operative Education Program available for all undergraduate degree programs (B.Sc. in Agriculture, Agribusiness, Agroecology, and Food Science), and an introduction of the Program to the B.Sc. in Human Nutritional Sciences program. Under the modifications, requested to come into effect in the Fall Term of 2018, a student will graduate with the co-op designation after successfully completing two work terms of a minimum 420 hours each, versus the current required three. The credit hours of each co-op work term course would be increased from 1 to 3 with the credit hours to take place of free electives. Currently, students must have completed a minimum 75 credit hours of study by the end of the academic year of application. In the modified version, all students admitted into the Faculty would be eligible to apply with full admission dependent upon their ability to secure a work term placement. Normally, the first work term would take place at the end of the second academic year allowing students to pursue professional development activities in year one. However, with approval of the Faculty and employer, the first work term could commence after the first year of a four-year program. The final work term course could be the terminal course versus the current requirement a student resume study for a minimum of 21 credit hours. Students admitted into the Program must be in good standing and maintain this as a minimum throughout.

SECTION C – RATIONALE

Provide a brief rationale for the program modification below:

Responds to a program review: No

The Faculty of Agricultural and Food Sciences Co-op Education Program is approved under the Co-operative Education Program Registry held by MB Education and Training for the purposes of the Co-operative Student Hiring Initiative and the Co-operative Graduate Hiring Incentive. The modifications noted above would continue to adhere to the structure as outlined in the registry while providing flexibility to allow the program to align with the workplace realities often found in the agriculture and food industry as well as Faculty program schedules without the need to extend the duration of academic study. A two-work-term program would allow degree students to obtain a good level of technical knowledge and engage in meaningful professional development activities before the first work term. Work term courses require the writing and submittal of a work term report which is used to assess the student's success of work term completion. It is due to this requirement, and the fact the experiential education portion of the program is a minimum of 20% of time spent in academic study, that it is deemed suitable the student obtain a total of 3 credit hours upon successful completion of a work term.

SECTION D – ACADEMIC CALENDAR CONTENT

Attach a description of the program modification as it would appear in the Academic Calendar, including any program charts, in particular. Beginning with the program description as it appears in the current Academic Calendar, clearly indicate proposed changes using strikethrough font (e.g. ~~strikethrough~~) to indicate content that is to be deleted and **bold font** to indicate content that is to be added.

SECTION E – STATEMENT OF ADDITIONAL COSTS, WORKLOAD, AND/OR SUPPLIES

Not applicable.

SECTION F – CONSULTATION WITH OTHER UNITS THAT MIGHT BE AFFECTED BY CHANGES

See the *Guidelines* for instructions on how to complete this section of the form.

No This program modification leads to changes in programs in other units.
If "yes", a *Request for Statement of Support Form(s)* is required.

List programs that are affected, including programs in other faculties/colleges/schools/departments.

The Co-operative Education Program is available in B.Sc. degrees in Agriculture; Agribusiness; Agroecology; Food Science; and will be introduced to the B.Sc. degree in Human Nutritional Sciences.


SECTION G – SUPPORTING DOCUMENTATION ATTACHED

See the *Guidelines* for information on required supporting documentation.

N/A	Executive summary
Attached	Transition plan
Attached	Current and revised program charts and descriptions (required)
N/A	SPPC Program Proposal Budget Form
N/A	Request for Statement of Support Form(s) and statements of support

SECTION H – SIGNATURES


Department Approval: Jared Carlberg
Type Name


Signature

16 Jan - 18
Date

Faculty/College/School Approval:

Karin Wittenberg
Type Name


Signature

17 Jan. 2018
Date

Undergraduate Program Modification Section D – Academic Calendar Content /Programs Chart

FACULTY OF AGRICULTURAL AND FOOD SCIENCES

SECTION 1: Programs Offered

1.1 Degree/Diploma Programs Offered

Degree/Diploma	Years to Completion	Total Credit Hours
Bachelor of Science in Agriculture (Agronomy, Animal Systems or Plant Biotechnology Major)	4	120
Bachelor of Science in Agriculture (Agronomy, Animal Systems or Plant Biotechnology Major) Co-op Option	4	120
Bachelor of Science in Agribusiness	4	120
Bachelor of Science in Agribusiness Co-op Option	4	120
Bachelor of Science in Agroecology	4	120
Bachelor of Science in Agroecology Co-op Option	4	120
Bachelor of Science in Food Science (Science or Business Option)	4	120
Bachelor of Science in Food Science (Science or Business Option) Co-op Option	4	120
Bachelor of Science in Human Nutritional Sciences	4	120
Bachelor of Science in Human Nutritional Sciences Co-op Option	4	120
Bachelor of Science in Human Nutritional Sciences Second Degree Option	2	60
Bachelor of Science in Human Nutritional Sciences Second Degree Option Co-op Option	2	60
Bachelor of Science in Human Nutritional Sciences/Red River College Culinary Arts	2	60
Bachelor of Science in Human Nutritional Sciences/Red River College Culinary Arts Co-op Option	2	60
Pre-veterinary Program	2*	60
Diploma in Agriculture (Business Management, Crop Management, Livestock Management or General Agriculture Option)	2	93
Diploma in Agriculture (Business Management, Crop Management, Livestock Management or General Agriculture Option) – Co-op Option	2	93
Internationally Educated Agrologists Post-Baccalaureate Diploma Program (IEAP) (intake suspended)	1	25
Bachelor of Science (Textile Sciences) (intake suspended)	4	120

*Two full years of university training are required for admission to the Western College of Veterinary Medicine (Saskatoon) comprised of 60 credit hours.

1.2 Available Programs, Options and Minors

1.2.10 Co-operative Education Program (Degree and Diploma Options) ~~–Not available in Human Nutritional Sciences Programs)~~

Section 4.7 Co-operative Education Program

Student Services Office

Campus Address/General Office: 160 Agriculture Building

Telephone: (204) 474 9295

Email Address: aginfo@umanitioba.ca

Cooperative Education is a process that alternates periods of academic study with of learning, which formally integrates the student's academic study with work experience in employer organizations. Work-related experience is found in industry, government and the farming profession. The work terms provide the students with practical experience, help to finance their education and provide guidance for further career specialization. All regulations governing regular Faculty of Agricultural and Food Sciences degree and diploma programs apply to the Cooperative Education Program. This program is not available to students in Human Nutritional Sciences.

Co-operative Education is a process that alternates periods of academic study with periods of paid work experience relating to the co-op student's area of study. Through the Co-operative Education Program, full-time, paid work terms provide the students with practical experience and provide guidance for further career specialization or further academic study.

Academic Term Requirements

Once having been accepted into the Cooperative Education program there are three requirements for completion of the Work Term(s). Failure to do any of them in a timely fashion will result in a failing grade. Please note the Degree Program requires three four month work terms and the Diploma Program requires one five month Work Term. Please see each program's "Employment Term Requirements" for details.

Part way through the work term, the Cooperative Education Coordinator will contact the student for a work site evaluation. During the evaluation both the student and employer will be interviewed and a work-performance evaluation conducted. The student will need to make him/herself available for the interview.

Two weeks after the end of the work term, a work term report is due and must be submitted to the Cooperative Education Coordinator. Both content and format will be marked. (Details as to format and what is required in the report can be found in "Guidelines for Cooperative Education Work Term Report" which can be obtained from the Cooperative Education Coordinator.)

Also, two weeks after the end of the work term, a post employment review is required to be submitted to the Cooperative Education Coordinator.

For Degree the student's program chair will assign each participating student a faculty advisor. For Diploma, the Director of the School of Agriculture, in consultation with the Academic Advisor, will assign each participating student a faculty advisor. The faculty advisor will be responsible for 1) advising the student in regards of the fit of the coop work term in his/her course progression, 2) evaluating the student's work term report and 3) assigning the student a grade based on the report, the employer's

evaluation and Cooperative Education Coordinator's site evaluation. Grades of "Pass" or "Fail" will be assigned. Students successfully completing the three work term(s) will have their "Cooperative Education Option" acknowledged on their graduation parchment.

Degree Program

Note: Not available to Human Nutritional Sciences students.

Admission: To be considered for admission in the Cooperative Education Program, an undergraduate degree student must have a minimum GPA of 2.5, have completed at least 75 credit hours of study by the end of the academic year of application but still need to complete 21 credit hours in their last year of academic study.

Students are advised that satisfying the entrance requirements does not guarantee a place in the Cooperative Education Program. Acceptance into the program is dependant upon the student receiving a job placement through the Cooperative Education Office.

Employment Term Requirements: The Cooperative Education Program consists of up to three four-month coop work terms, each with a course designation, conducted over twelve months with a faculty approved employer. The student will receive one credit for each completed work term. Students are required to register in the appropriate employment term course within set dead lines and pay the fee prior to starting the employment term. Preferably, each employment term will be completed with a different employer. While on a work term, a cooperative education student is not permitted to take more that six hours of academic credit and may not take more than one course at a time.

Students who have been admitted to an undergraduate program are eligible to apply to the Co-op Program. Students are advised that satisfying the entrance requirements does not guarantee a place in the Co-operative Education Program. Full admission into the Program is dependent upon a student's ability to secure a work term placement. Normally, the first work term would take place at the end of the second academic year allowing students to pursue professional development activities in year one. However, with approval of the Faculty and employer, the first work term could commence after the first year of a four-year or second-degree program. Students admitted into the Program must maintain good academic standing (minimum DGPA of 2.0).

Work Term Requirements: The Co-operative Education Program requires the student to secure two full-time, paid co-op work terms (minimum of 420 hours each) with a faculty approved employer(s). A third work term is optional. Prior to starting the work term, students are required to register in the appropriate Agricultural and Food Sciences Co-operative Education Work Term Course within the set deadlines and pay the fee. Successful completion of a work term includes participating in a mid-work term interview with the Co-op Coordinator and completion of a written work term report at the end of each work term. Students who receive a passing grade on the work term reports for all required work terms graduate with the Co-operative Education designation acknowledged on their parchment.

During a work term, a co-op student may take a maximum of one additional course worth up to six credit hours for a total of nine (9). Co-op credit hours earned can be used towards free elective requirements in any degree program.

Diploma Program

Admission: To be considered for admission in the Co-operative Education Program, a first year diploma student must have a minimum **Degree** GPA of 2.5, and have completed at least 47 credit hours of studies by the end of the academic year of application.

Students are advised that satisfying the entrance requirements does not guarantee a place in the Co-operative Education Program. Acceptance into the program is dependent upon the student receiving a job placement through the Co-operative Education Office.

Employment Term Requirements: The Co-operative Education Program is a five month program between the first and second year with a faculty-approved employer. The student will receive two credits for completing the Co-operative Education Program. Students are required to register in the employment term course and pay the fee prior to starting the employment term.

Section G

Transition plan

It is requested that the proposed modifications are implemented for the Fall Term of 2018. Co-op work terms in progress prior to the implementation of these changes would retain credit hour value as per date of registration. The number of work terms required to complete the Co-op Program would be applicable to all admitted students (i.e those on a work term or those who had completed work terms) as of the date the modifications are implemented. The number of credit hours required to graduate would not change. As with the current Co-op Program, credit hours earned would be applied towards the undergraduate program, effectively taking the place of free electives.

Faculty of Agricultural and Food Sciences

Agriculture, General

Deletions:

AGRI 4550 Agriculture Cooperative Education Work Term 1 Cr.Hrs. 1	-1.0
AGRI 4560 Agriculture Cooperative Education Work Term 2 Cr.Hrs. 1	-1.0
AGRI 4570 Agriculture Cooperative Education Work Term 3 Cr.Hrs. 1	-1.0

Introductions:

AGRI 2002 Agricultural and Food Sciences Co-operative Education Work Term 1 Cr.Hrs. 3	+3.0
--	------

A work assignment of a minimum of 420 hours in business, industry, government or research for co-operative education students. Requires submission of a written report covering the work completed during the professional assignment. This course is restricted to students where a co-operative education work term placement in the Agricultural and Food Sciences Co-operative Education Program has been confirmed. May not be held with the former AGRI 4550. Course evaluated on a pass/fail basis.

AGRI 3002 Agricultural and Food Sciences Co-operative Education Work Term 2 Cr.Hrs. 3	+3.0
--	------

A work assignment of a minimum of 420 hours in business, industry, government or research for co-operative education students. Requires submission of a written report covering the work completed during the professional assignment. This course is restricted to students where a co-operative education work term placement in the Agricultural and Food Sciences Co-operative Education Program has been confirmed. May not be held with the former AGRI 4560.

Prerequisite: AGRI 2002 or the former AGRI 4550. Course evaluated on a pass/fail basis.

AGRI 4002 Agricultural and Food Sciences Co-operative Education Work Term 3 Cr.Hrs. 3	+3.0
--	------

A work assignment of a minimum of 420 hours in business, industry, government or research for co-operative education students. Requires submission of a written report covering the work completed during the professional assignment. This course is restricted to students where a co-operative education work term placement in the Agricultural and Food Sciences Co-operative Education Program has been confirmed. May not be held with the former AGRI 4570.

Prerequisite: AGRI 3002 or the former AGRI 4560. Course evaluated on a pass/fail basis.

Net change in credit hours: +6.0

Report of the Senate Committee on Curriculum and Course Changes, Part B – Submitted to Senate for Ordinary Debate RE: Modification of Co-operative Education Program, Faculty of Agricultural and Food Sciences

Preamble:

1. The terms of reference for the Senate Committee on Curriculum and Course Changes (SCCCC) are found on the website at: http://www.umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/497.htm. The SCCCC is “to recommend to Senate on the introduction, modification or abolition of undergraduate programs, curricula or courses”.
2. At its meeting on March 19, 2018, the SCCCC considered a proposal from the Faculty of Agricultural and Food Sciences, to modify its Co-operative Education Program.
3. At the same meeting, the SCCCC also considered related course changes, including proposals to introduce three work term courses, AGRI 2002, AGRI 3002, and AGRI 4002, and to delete existing work term courses, as detailed in the attachment to this Report.
4. The proposal to modify the Co-operative Education Program was also reviewed by the Senate Committee on Instruction and Evaluation at its meeting on April 19, 2018.

Observations

1. The Committee considered a proposal from the Faculty of Agricultural and Food Sciences to modify its Co-operative Education Program. The proposal would lead to modifications to the degree programs listed below, including modification of the Bachelor of Science in Human Nutritional Sciences degree programs to introduce a Co-op Option. Details of the program modifications are included in the *Report of the Senate Committee on Curriculum and Course Changes, Part A – Submitted to Senate for Concurrence Without Debate* (Item V (1), May 16, 2018 Senate agenda).
 - **Bachelor of Science in Agriculture, Co-op Option**
 - **Bachelor of Science in Agribusiness, Co-op Option**
 - **Bachelor of Science in Agroecology, Co-op Option**
 - **Bachelor of Science in Food Science, Co-op Option**
 - **Bachelor of Science in Human Nutritional Sciences, Co-op Option**
 - **Bachelor of Science in Human Nutritional Sciences – Second Degree, Co-op Option**
2. The Co-operative Education Program would be modified to require that students complete a minimum of two (2) 3-credit hour work term courses, rather than three (3) 1-credit hour work term courses. The 3 credit hours earned for each work term course completed (AGRI 2002 - Agricultural and Food Sciences Co-operative Education Work Term 1, AGRI 3002 - AGRI 3002 Agricultural and Food Sciences Co-operative Education Work Term 2, AGRI 4002 - Agricultural and Food Sciences Co-operative Education Work Term 3) would replace 3 credit hours of free electives in a student's degree program.

3. The structure of the program would be modified to allow students to complete the first work term at the end of Year 1 of a four-year or a second degree program, with permission of the Faculty and employer. Normally, the first work term would continue to be at the end of Year 2. The final work term could be completed as the terminal course, rather than requiring that students finish the degree with an academic term, as currently required.
4. The modified structure for the Co-operative Education Program would continue to meet the requirements for a co-operative education program, for the purposes of Manitoba Education and Training's Co-operative Education Program Registry, while also providing the flexibility required for alignment with opportunities for work placements within the agriculture and food industries.
5. The entrance requirements for degree students would be modified to permit students to apply for the Co-operative Education Program upon admission to the Faculty, rather than after completing a minimum of 75 credit hours of study. Also, a requirement for a minimum Grade Point Average of 2.5 would be replaced by a requirement for a minimum Degree Grade Point Average of 2.0.
6. The entrance requirements for diploma students would be amended to clarify that students require a minimum Degree Grade Point Average of 2.5 to enter the Co-operative Education Program. The current requirements do not specify which grade point average is used to assess students for entrance to the Diploma in Agriculture, Co-op Option.
7. The Faculty is not proposing changes to the structure of the Diploma in Agriculture, Co-op Option, at this point in time.
8. It was noted that, although the Faculty was proposing to replace three (3) 1 credit hour work term courses with three (3) 3 credit hour work term courses, because each 3 credit hour work term course would replace three credit hours of electives in a student's degree program, there would be no net change in tuition fees.

Recommendation

The Senate Committee on Curriculum and Course Changes recommends:

THAT Senate approve (i) the deletion of AGRI 4550, AGRI 4560, and AGRI 4570, (ii) the introduction of AGRI 2002, AGRI 3002, and AGRI 4002, and (iii) modifications to the Co-operative Education Program, Faculty of Agricultural and Food Sciences, effective September 1, 2018.

Respectfully submitted,

Professor Dean McNeill, Acting Chair
Senate Committee on Curriculum and Course Changes

Report of the Senate Committee on Instruction and Evaluation RE: Modification of Co-operative Education Program, Faculty of Agricultural and Food Sciences

Preamble:

1. The terms of reference for the Senate Committee on Instruction and Evaluation (SCIE) can be found at:
http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/502.html.
2. At its meeting on April 19, 2018 SCIE considered a proposal from the Faculty of Agricultural and Food Sciences to modify its Co-operative Education program regulations.
3. The proposal was also considered and endorsed by the Senate Committee on Course and Curriculum Changes on March 19, 2018.

Observations:

1. The Faculty is proposing a number of modifications to its Co-operative Education Program, currently available to Bachelor of Sciences degree programs in Agriculture, Agribusiness, Agroecology, and Food Science. The Faculty is proposing to introduce the Co-operative Education Program into the Bachelor of Science program in Human Nutritional Sciences.
2. The Faculty is proposing that students who have been admitted to an undergraduate program within the Faculty would be eligible to apply to the Co-op Program. Students would no longer be required to complete 75 credit hours of study by the end of the academic year of application. Satisfying the entrance requirements would not guarantee a place in the Program, which is dependent upon a student securing a work term placement. Normally, the first work term would take place at the end of the second academic year however, with approval of the Faculty and employer a first work term could begin after the first year of a four year or second degree program.
3. The Faculty is proposing to reduce the work term requirements from three work terms to two work terms, with an optional third work term. The credit hours for each work term course would be increased from one credit hour to three credit hours and would take the place of free electives. Each work term would consist of a minimum of 420 hours of full time work with a Faculty approved employer. During a work term, a co-op student may take a maximum of one additional course worth up to six credit hours for a total of nine.
4. Degree students enrolled in the Co-op Program would be required to maintain good academic standing with a minimum Degree Grade Point Average of 2.0.
5. The Faculty is also proposing a clarification of the Co-operative Education Program entrance requirements for Diploma students, clarifying that students must have a minimum Degree Grade Point Average of 2.5 to be considered.

Recommendation

The Senate Committee on Instruction and Evaluation recommends:

THAT Senate approve the modification of Co-operative Education Program regulations, Faculty of Agricultural and Food Sciences, effective September 1, 2018.

Respectfully submitted,

Dr. Diane Hiebert-Murphy, Chair
Senate Committee on Instruction and Evaluation

Report of the Senate Committee on Curriculum and Course Changes, Part B – Submitted to Senate for Ordinary Debate RE: Preliminary Engineering Program

Preamble:

1. The terms of reference for the Senate Committee on Curriculum and Course Changes (SCCCC) are found on the website at: http://www.umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/497.htm. The SCCCC is “to recommend to Senate on the introduction, modification or abolition of undergraduate programs, curricula or courses”.
2. At its meeting on March 16, 2018, the SCCCC considered a proposal from the Faculty of Engineering, to modify the curriculum of the Preliminary Engineering Program.
3. The Senate Committee on Admissions (SCADM) also considered the proposal at its meeting on March 22, 2018.
4. The curriculum changes would take effect for the 2018/2019 Academic Year. The revised requirements for entrance to Year 2 of the various Engineering programs, which would follow from the revised curriculum, would take effect for the September 2019 admissions cycle.

Observations

1. The Committee considered a proposal from the Faculty of Engineering to modify the Preliminary Engineering Program involving changes to list of Written English Courses for Engineering students. Specifically, POLS 1500 - Introduction to Politics (6), which was deleted (Senate, December 6, 2017), would be removed from the list and POLS 1502 – Introduction to Political Studies (3) and POLS 1506 – Survey of Political Studies (3) would be added.
2. A note would be added to the list, to make explicit that unallocated credits may not be used in place of a 1000- level or 2000- level History course. At the University of Manitoba, all 1000- and 2000- level History courses have been developed to meet the University’s Written English (W) requirement. History courses completed at other institutions and accepted for unallocated transfer credit at the University do not meet this W requirement.

Recommendation

The Senate Committee on Curriculum and Course Changes recommends:

THAT Senate approve modifications to the curriculum of the Preliminary Engineering Program, Faculty of Engineering, effective September 1, 2018.

Respectfully submitted,

Professor Dean McNeill, Acting Chair
Senate Committee on Curriculum and Course Changes

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

Report of the Senate Committee on Admissions concerning a proposal from the Faculty of Engineering to modify the admission requirements for the Bachelor of Science in Engineering degree program (2018.03.22)

Preamble:

1. The terms of reference for this committee can be found at: http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/490.htm.
2. The Faculty of Engineering is proposing to:
 - i. Amend the list of written English courses that can be presented by students as part of the admission requirements. It is proposed that POLS 1500 be deleted from the list and that POLS 1502 and POLS 1506 be added to the list.
 - ii. Add a footnote to the written English list to indicate that unallocated credits may not be used; only direct course equivalencies will be considered.
3. The proposal was approved by the Engineering Faculty Council on January 26, 2018 and was endorsed by SCADM on March 22nd, 2018.

Observations:

1. Introduction to Politics 1500 was a 6-credit hour course that will no longer be offered; it has been replaced with the two 3-credit hour courses that are part of this proposal.
2. The Faculty only wants to allow external courses that have a direct University of Manitoba equivalency to be considered.

Recommendation:

The Senate Committee on Admissions recommends that the proposal to modify the admission requirements for the Bachelor of Science in Engineering degree program be approved effective for the Fall 2019 intake.

Respectfully submitted
Susan Gottheil, Chair, Senate Committee on Admissions

Written English Courses for Engineering Students

ASIA 1420	Asian Civilization to 1500 (3)
ASIA 1430	Asian Civilization from 1500 (3)
CATH 1190	Introduction to Catholic Studies (3)
ENGL 1200	Representative Literary Works (6)
ENGL 1300	Literature Since 1900 (6)
ENGL 1340	Introduction to Literary Analysis (3)
ENGL 1400	Thematic Approaches to the Study of Literature (3)
GPE 2700	Perspectives on Global Political Economy (3)
GRMN 1300	Masterpieces of German Literature in English Translation (3)
GRMN 1310	Love in German Culture in English Translation (3)
HIST 1XXX †	Any 1000 level HIST course, (3 or 6 credit hours)
HIST 2XXX †	Any 2000 level HIST course, (3 or 6 credit hours)
NATV 2020	The Métis of Canada (3)
POL 1900	Love, Heroes and Patriotism in Contemporary Poland (3)
POL 2600	Polish Culture until 1918 (3)
POL 2610	Polish Culture 1918 to the present (3)
POLS 1500**	Introduction to Politics (6)
POLS 1502**	Introduction to Political Studies (3)
POLS 1506**	Survey of Political Studies (3)
POLS 2000	Introduction to Comparative Politics (6)
POLS 2040	Introduction to International Relations (6)
POLS 2070	Introduction to Canadian Government (6)
RLGN 1322	Introduction to Eastern Religions (3)
RLGN 1324	Introduction to Western Religions (3)
RLGN 1424	Religion and Sexuality (3)
RLGN 1440	Evil in World Religions (3)
RLGN 2036	Introduction to Christianity (3)
RLGN 2140	Introduction to Judaism (3)
RLGN 2160	Introduction to Hebrew Scriptures (3)
RLGN 2170	Introduction to the New Testament (3)
RLGN 2222	The Supernatural in Popular Culture (3)
RLGN 2590	Religion and Social Issues (3)
RUSN 1400	Masterpieces of Russian Literature in English Translation (3)
RUSN 2280	Russian Culture until 1900 (3)
RUSN 2290	Russian Culture from 1900 to the present (3)
RUSN 2310	Exploring Russia Through Film (3)
UKRN 2200	Ukrainian Myths, Rites and Rituals (3)
UKRN 2410	Ukrainian Canadian Cultural Experience (3)
UKRN 2590	Ukrainian Literature and Film (3)
UKRN 2770	Ukrainian Culture until 1900 (3)
UKRN 2780	Ukrainian Culture from 1900 to the present (3)
UKRN 2820	Holodomor and Holocaust in Ukrainian Literature and Culture (3)
WOMN 1500	Introduction to Women's and Gender Studies in the Humanities (3)
WOMN 1600	Introduction to Women's and Gender Studies in the Social Sciences (3)
WOMN 2560	Women, Science and Technology (3)

** This course requires a laboratory.

† Unallocated credits may not be used.

EXECUTIVE SUMMARY

Please find enclosed the documents required to support three (3) proposals from the School of Business, Université de Saint-Boniface (USB). We wish to introduce three (3) new courses (IDM 2983 Stage coopératif I; IDM 3983 Stage coopératif II; IDM 4983 Stage coopératif III). These courses would support the COOP Program at the School of Business (USB) and allow students to complete a COOP Program at USB.

The following documents have been provided in order to review these three (3) proposals:

- Undergraduate Course Introduction (UM) – *IDM 2983 Stage coopératif I*
 - Course outline *IDM 2983 Stage coopératif I*
- Undergraduate Course Introduction (UM) – *IDM 3983 Stage coopératif II*
 - Course outline *IDM 3983 Stage coopératif II*
- Undergraduate Course Introduction (UM) - *IDM 4983 Stage coopératif III*
 - Course outline *IDM 4983 Stage coopératif III*
- Undergraduate Program Modification Form
 - Academic Calendar Content – Section D (UM)
- Statement of Support Form (Asper School of Business, UM)
- Statement of Support Form (*Bibliothèque Alfred-Monnin*)

I appreciate your support on this matter. Please do not hesitate to call me if you require additional information or wish to discuss this further.

Yours sincerely,



Stéfán Delaquis
Dean, Faculty of Education and Professional Studies

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

Section D Academic Calendar Content:

Le programme coopératif en administration des affaires

I. Le programme

Le Baccalauréat en administration des affaires – option programme coopératif vise à offrir aux étudiantes et étudiants une formation complète leur permettant de relever les défis du 21^e siècle. Cette option leur offre l'occasion de créer des liens entre la théorie et la pratique et de développer un réseau de contacts dans la communauté d'affaires. Ils acquerront une plus grande connaissance des exigences et des défis du monde des affaires en général, et de ceux de leur domaine de spécialisation, en particulier.

Les étudiants effectueront 3 stages d'une durée minimale de 12 semaines ou 480 heures. Ces stages seront effectués durant les mois de mai à août.

Un enchaînement probable des cours et des stages pourrait se présenter comme suit :

Année 1 :	30 crédits Université 1 ou admission directe au B.A.A.
Année 2 :	30 crédits au B.A.A. de septembre à avril Stage 1 de mai à août (1 crédit)
Année 3 :	30 crédits au B.A.A. de septembre à avril Stage 2 de mai à août (1 crédit)
Année 4 :	27 crédits au de septembre à avril Stage 3 de mai à août (1 crédit)
	Total de 120 crédits

Il faut tenir compte du fait que plusieurs étudiants ne s'inscrivent pas à 30 crédits par année. Veuillez consulter l'Annexe A pour autres possibilités d'enchaînement des cours et des stages.

II. Admission

a) Conditions d'admission au programme de B.A.A. – lien vers les conditions d'admission au B.A.A. (<http://ustboniface.ca/annuaire2016/faculte-des-etudes-professionnelles---bacc-en-administration-des-affaires-2>)

b) Condition d'admission au programme de B.A.A. – option programme coopératif :

L'étudiante ou l'étudiant qui présentera une demande d'admission au programme coopératif devra répondre aux critères suivants :

- Avoir satisfait à toutes les conditions d'admission à l'USB et au programme de B.A.A telles qu'indiquées ci-dessus;
- Avoir réussi un minimum de 45 crédits (y compris le FRAN 1091 et le GMGT 2011) avant son admission au programme coopératif;
- Avoir une moyenne pondérée cumulative du programme de 3,0 ou plus;
- Être inscrite ou inscrit à un minimum de 18 crédits parmi les cours suivants :
 - o ACC 1101
 - o ACC 1111
 - o FIN 2201
 - o MIS 2001
 - o GMGT 2011
 - o GMGT 2141
 - o ACT 2321
 - o 6 crédits parmi les cours suivants : GMGT 2061, GMGT 2071, MKT 2211
 - o FRAN 1091 ou si le cours n'a pas été suivi dans l'année propédeutique, 3 crédits de cours à option/cours au choix
- Être disponible pour travailler à temps plein durant les périodes de stage (minimum de 12 semaines ou 480 heures au cours des mois de mai, juin, juillet et août);
- Être disposée ou disposé à suivre des sessions de préparation au stage.

Note : Tout étudiante ou étudiant trouvé coupable d'un acte de malhonnêteté relatif aux études se verra refusé l'admission au programme coopératif. Pour de plus amples renseignements sur la malhonnêteté relative aux études, veuillez

consulter : <http://ustboniface.ca/annuaire2016/reglements-academiques---malhonnetete-relative-aux-etudes>

Note : Les étudiants et les étudiantes venant du niveau collégial seront évalués au cas par cas.

c) Processus d'admission (Annexe B)

Le processus d'admission au programme coopératif comprend trois étapes :

1) Sélection préliminaire : Le Registrariat effectuera un examen de toutes les demandes d'admission au programme coopératif qu'il a reçues.

La demande d'admission devra inclure :

- i) la demande d'admission en ligne soumise avant la date limite;
- ii) une lettre de motivation;

- iii) les relevés de note et attestations de réussite de toutes les études déclarées dans la demande d'admission;
- iv) la preuve de rencontre avec l'orienteur;
- v) les frais d'admission.

Le comité d'admission évalue ensuite les demandes en fonction des critères suivants : le professionnalisme de la demande, la clarté d'expression et la motivation de l'étudiant. Seules les étudiantes ou étudiants dont la demande est retenue à cette étape seront convoqués pour une entrevue.

2) Entretien : Les candidats ayant réussi la première étape passeront une entrevue individuelle en anglais et en français avec le comité de sélection du programme coopératif.

3) Sélection finale : La sélection finale des candidats se basera sur les critères suivants :

- i) la conformité aux conditions d'admission énoncées à la section II c.
- ii) les habiletés de communication, la maturité, l'initiative, le professionnalisme et la fiabilité du candidat démontrés durant l'entretien.

Pour voir les dates importantes relatives au programme coopératif, veuillez consulter l'Annexe C.

III. Exigences pour demeurer dans le programme

L'étudiante ou l'étudiant admis au programme coopératif devra :

a) maintenir un progrès satisfaisant envers l'obtention de son diplôme et compléter chaque année un minimum de 18 heures-crédit de cours du tronc commun, de cours de concentration, de cours à option ou de cours au choix entre les stages coopératifs chaque année. Elle ou il pourra suivre 3 crédits de cours durant son stage. L'évaluation de rendement se fera après chaque session académique. L'étudiant ou l'étudiante qui n'obtiendra pas la moyenne pondérée cumulative de 2,0 durant le semestre sera retiré(e) du programme coopératif.

b) participer à chacun des trois stages pour un total minimal de 36 semaines ou 1 440 heures de stage. Typiquement, les stages s'étaleront sur trois périodes : 4 mois (de mai à août) à la fin de la deuxième année du B.A.A, 4 mois (mai à août) à la fin de la troisième année du B.A.A et 4 mois (mai à août) à la fin du programme. L'étudiante ou l'étudiant qui ne pourra pas effectuer son stage durant ces périodes devra communiquer avec le coordinateur ou la coordinatrice du programme coopératif. Celui ou celle qui ne pourra pas obtenir de stage coopératif pourra demeurer dans le programme pendant l'année avec l'approbation du coordinateur ou de la coordinatrice.

d) définir ses objectifs de stages par écrit avant de commencer chaque période de stage. Ces objectifs de stage seront remis au coordinateur ou à la coordinatrice du programme coopératif pour évaluation. La date de remise du rapport sera déterminée par le coordinateur ou à la coordinatrice.

e) remettre un rapport de stage après chaque stage pour évaluation. La date de remise du rapport sera déterminée par le coordinateur ou à la coordinatrice du programme coopératif.

Un enchaînement probable des cours et des stages pourrait se présenter comme suit :

Année propédeutique/Année 1	Année 2	Année 3	Année 4
<ul style="list-style-type: none"> • ECON 1011 • ECON 1021 • MATH 1501 • STAT 1001 • 6 crédits de: FRAN 1001 (6), FRAN 1021 (3), FRAN 1071 (3), FRAN 1091 (3), FRAN 1111 (3) • 6 crédits de : Anthropologie, Histoire, Mathématiques, Philosophie, Sciences Politiques, Psychologie, ou Sociologie • GMGT 1011 • 3 crédits parmi les cours suivants : GMGT 2061, GMGT 2071, MKT 2211 	<ul style="list-style-type: none"> • ACC 1101 • ACC 1111 • FIN 2201 • MIS 2001 • GMGT 2011 • GMGT 2141 • ACT 2321 • 6 crédits parmi les cours suivants : GMGT 2061, GMGT 2071, MKT 2211 • FRAN 1091 (si le cours FRAN 1091 n'a pas été suivi dans l'année propédeutique, 3 crédits de cours à option/cours au choix) • IDM 2983 (mai à août) * 	<ul style="list-style-type: none"> • HRIR 2441 • GMGT 3301 • SCM 2161 • MSCI 2151 • ANTH 3551 • GMGT 3581 • 3 crédits parmi les cours suivants : FIN 3451, HRIR 4521, INTB 2201, MKT 3301 • IDM 3983 (mai à août) * <p>ET</p> <p><i>Option A **</i></p> <ul style="list-style-type: none"> • 3 crédits de cours de concentration • 6 crédits de cours à option/cours au choix) <p>OU</p> <p><i>Option B</i></p> <ul style="list-style-type: none"> • 6 crédits de cours de concentration • 3 crédits de cours à option/cours au choix) 	<ul style="list-style-type: none"> • GMGT 4211 • GMGT 4011 • HRIR 4531 • IDM 4983 (mai à août) * <p>ET</p> <p><i>Option A</i></p> <ul style="list-style-type: none"> • 9 crédits de cours de concentration • 9 crédits de cours à option/cours au choix) <p>OU</p> <p><i>Option B</i></p> <ul style="list-style-type: none"> • 6 crédits de cours de concentration • 12 crédits de cours à option/cours au choix) <p><i>Note : Les étudiants ne suivront que 28 heures crédits dans leur dernière année.</i></p>

* Les étudiants pourront suivre 3 crédits de cours durant leur stage.

**L'étudiante ou l'étudiant qui choisit une option à l'année 3 devra suivre les cours de la même option à l'année 4.

IV. Conditions d'obtention du diplôme

Afin d'obtenir le grade de baccalauréat en administration des affaires – option programme coopératif, l'étudiante ou l'étudiant devra satisfaire aux exigences du programme suivantes :

- 120 crédits des cours suivants :
 - Cours de l'année propédeutique (24 crédits)
 - Cours du tronc commun (63 crédits)
 - Cours de concentration (12 crédits)
 - Cours à option (12 crédits)
 - Cours au choix (9 crédits)
- Avoir réussi trois stages professionnels (IDM 2983, IDM 3983 et IDM 4983). Ces trois cours (de 1 crédit chacun) seront l'équivalent d'un cours à option de 3 crédits.
- Une note cumulative d'au moins 2,0.

L'étudiante ou l'étudiant qui ne termine pas les cours IDM 2983, IDM 3983 et IDM 4983 ou qui n'obtient pas une note minimale de C dans chacun de ces stages, ne recevra pas la désignation « Option programme coopératif » sur son diplôme. Cependant, les notes finales des cours de stages terminés apparaîtront sur son relevé de notes.

L'étudiante ou l'étudiant qui s'inscrit à 30 crédits par année et choisit l'option programme coopératif obtiendra son diplôme à la collation des grades d'octobre de l'Université du Manitoba.

L'étudiante ou l'étudiant au B.A.A de l'Université de Saint-Boniface doit adhérer aux mêmes règlements que celles et ceux de l'Asper School of Business.

V. Les cours du programme coopératif : objectifs de stages, rapports de stages, évaluations étudiants/employeur, visites et notes

a) Chaque cours du programme coopératif (IDM 2983, IDM 3983 et IDM 4983) requiert la remise des objectifs de stage et d'un rapport de stage. La coordinatrice ou le coordinateur du programme coopératif accordera pour ces documents une note qui contribuera à la note finale de chaque cours.

b) Évaluation formative du stage par l'employeur : À mi-chemin d'un stage de travail, l'employeur sera tenu d'évaluer les compétences professionnelles, de communication et de travail durant une visite de stage par la coordinatrice ou le coordinateur du programme coopératif. L'employeur remettra aussi un rapport à la fin de chaque stage, qui résumera le rendement de l'étudiant.

c) La coordinatrice ou le coordinateur du programme coopératif fera au moins une visite par période de stage pour l'employeur et rencontrer l'étudiante ou l'étudiant afin d'évaluer son progrès. S'il lui est impossible de se rendre sur le lieu du stage, la coordinatrice ou le coordinateur du programme coopératif communiquera avec l'étudiante ou l'étudiant par téléphone ou par courriel ou vidéoconférence.

VI. Retrait du programme coopératif

L'étudiante ou l'étudiant qui ne satisfait pas aux exigences académiques, linguistiques et professionnelles sera retiré(e) du programme coopératif. Le coordinateur ou la coordinatrice du programme coopératif du B.A.A pourrait exiger qu'une étudiante ou un étudiant se retire du programme coopératif si elle ou il :

- a) ne maintient pas un progrès satisfaisant envers l'obtention de son diplôme (un moyenne pondérée cumulative de 2.0 durant le semestre et aucun retrait volontaire des cours IDM 2983, IDM 3983 et IDM 4983);
- b) ne réussit pas à suivre un minimum de 18 crédits de cours du tronc commun, de concentration, à option ou au choix durant chaque année académique entre les stages;
- c) reçoit une évaluation insatisfaisante durant un stage;
- d) est trouvé(e) coupable d'un acte de malhonnêteté relatif aux études;
- e) selon les conseils de la coordinatrice ou du coordinateur du programme coopératif, ne démontre pas les connaissances, les habiletés, les attitudes ou la motivation nécessaires pour réussir dans le programme.

L'étudiante ou l'étudiant qui se retire volontairement du programme coopératif doit en aviser par écrit la coordinatrice ou le coordinateur du programme coopératif avant la période de recrutement et avant l'acceptation d'un poste de stage. L'étudiante ou l'étudiant qui participe à la période de recrutement et se retire volontairement avant l'acceptation d'un poste doit avoir la permission écrite de la coordinatrice ou du coordinateur du programme coopératif.

Le relevé de notes de l'étudiante ou de l'étudiant ayant avec un retrait involontaire du programme coopératif contiendra la mention suivante : « Retrait obligatoire du programme coopératif ».

Annexe A : Autres possibilités d'enchaînement des cours et des stages

Pour les étudiants qui s'inscrivent à 18 crédits par année :

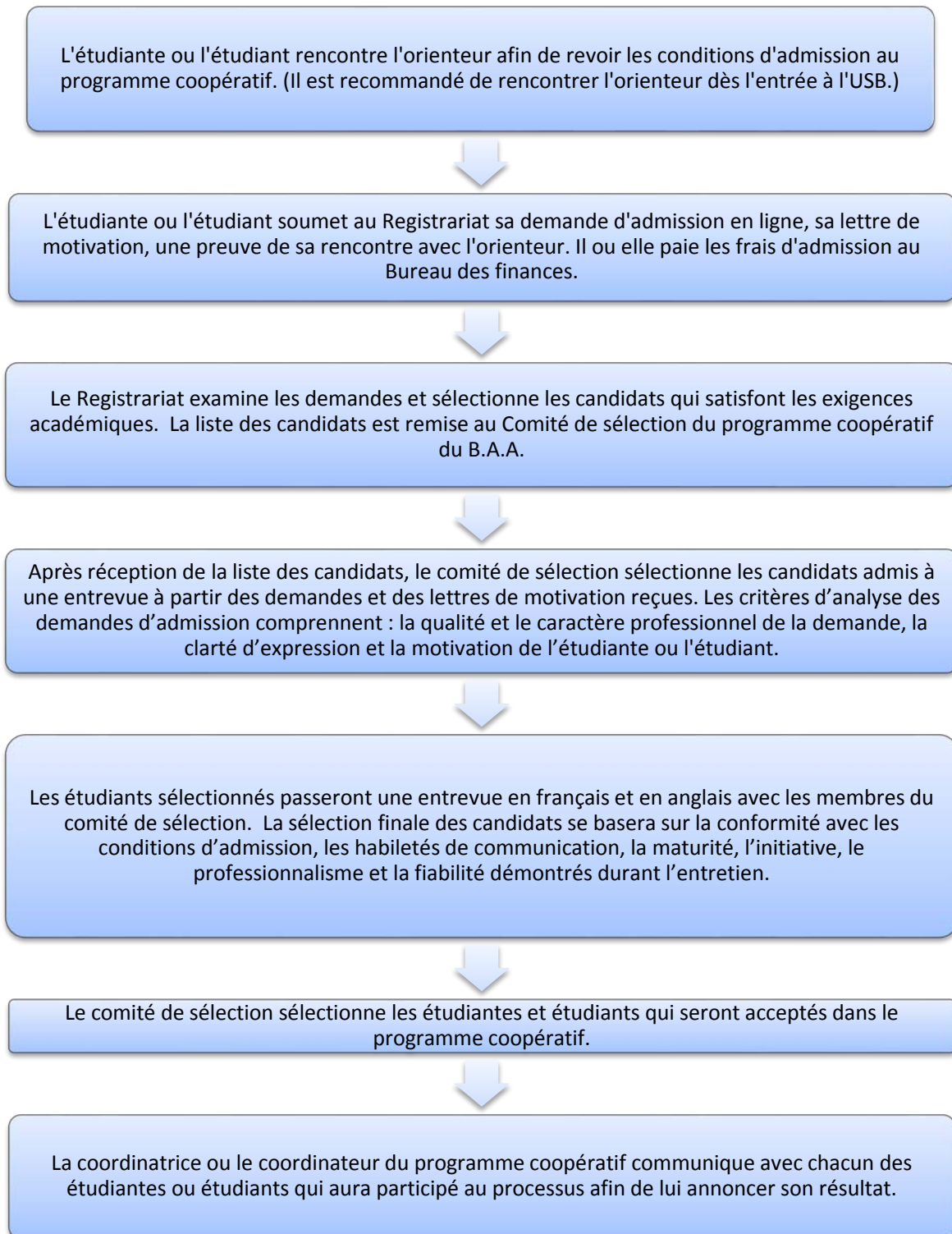
Année 1 :	18 crédits Université 1 ou admission directe au B.A.A
Année 2 :	18 crédits Université 1 et/ou admission directe au B.A.A
Année 3 :	18 crédits au B.A.A de septembre à avril Stage 1 de mai à août (1 crédit)
Année 4 :	18 crédits au B.A.A de septembre à avril Stage 2 de mai à août (1 crédit)
Année 5 :	18 crédits au B.A.A de septembre à avril Stage 3 de mai à août (1 crédit)
Année 6 :	18 crédits au B.A.A de septembre à avril
Année 7 :	9 crédits au B.A.A de septembre à avril
	Total de 120 crédits

Pour les étudiants qui s'inscrivent à 24 crédits par année :

Année 1 :	24 crédits Université 1 ou admission directe au B.A.A
Année 2 :	24 crédits Université 1 et/ou admission directe au B.A.A *
Année 3 :	24 crédits au B.A.A de septembre à avril Stage 1 de mai à août (1 crédit)
Année 4 :	24 crédits au B.A.A de septembre à avril Stage 2 de mai à août (1 crédit)
Année 5 :	24 crédits au B.A.A de septembre à avril Stage 3 de mai à août (1 crédit)
	Total de 120 crédits

* L'étudiante ou l'étudiant ne pourra pas faire demande au programme coopératif en décembre de l'Année 2, car elle ou il n'aura pas terminé 45 crédits à ce moment-là.

Annexe B : Processus de demande au programme coopératif pour l'étudiante ou l'étudiant au B.A.A



Annexe C - Dates importantes pour le programme coopératif

Dates importantes pour la demande d'admission dans le programme coopératif	
1 ^{er} décembre	Date limite de demande d'admission au programme coopératif
Mi-janvier	Examen des dossiers par le Bureau du registraire. Préparation de la liste des étudiants qui passeront une entrevue.
Début février	Entrevues avec le comité de sélection.
Mi-février	Lettre d'acceptation.
Dates importantes du programme coopératif	
Mars et avril	Sessions de formation pour les étudiants. Période de recrutement avec les employeurs.
1 ^{er} mai	Début du stage.
30 août	Fin du stage.
Note : La date de remise des objectifs de stage et celle de date de remise du rapport seront déterminées par le coordinateur ou à la coordinatrice du programme coopératif.	

Université de Saint-Boniface

École d'administration

Introductions:

IDM 2983 Stage coopératif I Cr.Hrs. 1 +1.0

Stage de travail rémunéré dans le domaine des affaires, en industrie ou dans le secteur public pour l'étudiante ou l'étudiant inscrit au programme coopératif de l'École d'administration des affaires. On ne peut se faire créditer IDM 2983 et (IDM 2980 ou IDM 2982). Préalable:

Permission écrite du Comité du programme coopératif de l'École d'administration des affaires.

IDM 3983 Stage coopératif II Cr.Hrs. 1 +1.0

Stage de travail rémunéré dans le domaine des affaires, en industrie ou dans le secteur public pour l'étudiante ou l'étudiant inscrit au programme coopératif de l'École d'administration des affaires. On ne peut se faire créditer IDM 3983 et (IDM 3980 ou IDM 3982). Préalables: IDM 2983 (C) et la permission écrite du Comité du programme coopératif de l'École d'administration des affaires.

IDM 4983 Stage coopératif III Cr.Hrs. 1 +1.0

Stage de travail rémunéré dans le domaine des affaires, en industrie ou dans le secteur public pour l'étudiante ou l'étudiant inscrit au programme coopératif de l'École d'administration des affaires. On ne peut se faire créditer IDM 4983 et (IDM 4980 ou IDM 4982). Préalables: IDM 3983 (C) et la permission écrite du Comité du programme coopératif de l'École d'administration des affaires.

Net change in credit hours: +3.0

Report of the Senate Committee on Curriculum and Course Changes, Part B – Submitted to Senate for Ordinary Debate RE: Modification of the Baccalauréat en administration des affaires, Université de Saint-Boniface, to Introduce a Cooperative Program Option

Preamble:

1. The terms of reference for the Senate Committee on Curriculum and Course Changes (SCCCC) are found on the website at: http://www.umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/497.htm. The SCCCC is “to recommend to Senate on the introduction, modification or abolition of undergraduate programs, curricula or courses”.
2. At its meeting on March 19, 2018, the SCCCC considered a proposal from the Université de Saint-Boniface, to modify the Bachelor of Business Administration to introduce a Cooperative Program Option (Baccalauréat en administration des affaires, option programme coopératif).
3. At the same meeting, the SCCCC also considered related proposals to introduce three professional internships, IDM 2983, IDM 3983, and IDM 4983.
4. The proposal to modify the Baccalauréat en administration des affaires was also reviewed by the Senate Committee on Instruction and Evaluation at its meeting on March 15, 2018.

Observations

1. The Committee considered a proposal from the Université de Saint-Boniface to modify the Bachelor of Business Administration, to introduce a Cooperative Program Option (Baccalauréat en administration des affaires, option programme coopératif).
2. The objectives of the Cooperative Program Option would be to prepare students for the modern workplace, by providing them with an opportunity to link theory and practice, to establish a network of contacts in the business community, and to acquire knowledge about the challenges in the business world, including in their particular field of study.
3. The Committee also considered related proposals to introduce three (3) 1 credit hour work term courses or professional internships, IDM 2983 - Stage coopératif I, IDM 3983 - Stage coopératif II, and IDM 4983 - Stage coopératif III, as set out in the attachment to this Report. Each cooperative internship would be a minimum of twelve weeks or 480 hours, to be completed in the Summer Term (May – August). It was noted that the rotation of course offerings would not permit students to complete the internships in other academic terms.
4. Students in the B.A.A. Cooperative Program Option would be required to complete 120 credit hours toward the degree, including 24 credit hours in University 1, 63 credit hours of Core courses, 12 credit hours of Major courses, 12 credit hours of Option courses, and 9 credit hours of Elective courses. In order to receive the co-op designation, students would be required to complete the three professional internships (IDM 2983, IDM 3983, and IDM 4983), with a minimum grade of “C” in each course. The professional internships would replace 3 credit hours of Option courses in the B.A.A. degree.

5. Entrance requirements include registration in the B.A.A., completion of at least 45 credit hours, including FRAN 1091 - Rédaction universitaire and GMGT 2011 - Business Communications and Critical Thinking, with a minimum Cumulative Grade Point Average of 3.0, and completion of/registration in at least 18 credit hours from a specified list of courses.
6. Enrolment in the B.A.A., Cooperative Program Option is expected to be two to three students per year.
7. The Université confirmed that there would be a sufficient number of work placements to meet student demand. The Committee was informed that the Université, which also offers a Diploma in Business Administration (Diplôme en administration des affaires), has an established network of potential employers, including in government and private sectors.

Recommendation

The Senate Committee on Curriculum and Course Changes recommends:

THAT Senate approve (i) the introduction of IDM 2983, IDM 3983, and IDM 4983, and (ii) modifications to the Baccalauréat en administration des affaires, Université de Saint-Boniface, to introduce a Cooperative Program Option (option programme coopératif), effective September 1, 2018.

Respectfully submitted,

Professor Dean McNeill, Acting Chair
Senate Committee on Curriculum and Course Changes

Report of the Senate Committee on Instruction and Evaluation RE: Modification of Baccalauréat en Administration des affaires to include a Cooperative Education Option, École d'administration des affaires, Université de Saint-Boniface

Preamble:

1. The terms of reference for the Senate Committee on Instruction and Evaluation (SCIE) can be found at:
http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/502.html.
- 2.. At its meeting on March 15, 2018 SCIE considered a proposal from the École d'administration des affaires, Université de Saint-Boniface to modify the Baccalauréat en administration des affaires to include a Cooperative Education Option. The proposal was also considered and endorsed by the Senate Committee on Curriculum and Course Changes at its meeting on March 19, 2018.

Observations:

1. The École d'administration des affaires, Université de Saint-Boniface is proposing to modify the Baccalauréat en administration des affaires to include a Cooperative Education Option.
2. The proposed requirements for entrance to the Cooperative Education Option, in addition to having satisfied the admission requirements to Université de Saint-Boniface and the B.A.A. would include:
 - a) passing a minimum of 45 credit hours, including FRAN 1091 and GMGT 2011;
 - b) a Cumulative Grade Point Average of 3.0 or higher;
 - c) registration in a minimum of 18 credit hours from a list of specified courses;
 - d) availability to work full time during 3 work terms with each work term consisting of a minimum of 12 weeks or 480 hours from May to August; and
 - e) availability to attend preparatory sessions.
3. In order to continue in the Cooperative Education Option, students would be required to maintain satisfactory progress in the program, completing a minimum of 18 credit hours of course work each year. Students would also be permitted to complete 3 credit hours of course work while on a work term.
4. Students would be required to complete three work terms, consisting of a total of 36 weeks or 1440 hours. A work term would take place from May to August each year and consist of 12 weeks or 480 hours. A student who would not be able to complete his or her work terms during a May to August term would be required to obtain approval from the cooperative education coordinator.
5. Graduation with a B.A.A. with the Cooperative Education Option would require completion of 120 credit hours, including 24 credit hours in the year of preparation, 63 credit hours of common core courses, 12 credit hours of concentration courses, 12

credit hours of optional courses, 9 credit hours of elective courses and 3 work terms and the corresponding courses (IDM 2983, IDM 3983 and IDM 4983).

6. A student would be required to withdraw from the Cooperative Education Option if the academic, linguistic and professional requirements were not met. A student would be withdrawn from the program if a student:
- a) fails to maintain a minimum cumulative grade point average of 2.0;
 - b) withdraws from a work term course (IDM 2983, IDM 3983 and IDM 4983);
 - c) fails to complete a minimum of 18 credit hours between work terms;
 - d) obtains an unsatisfactory evaluation on a work term;
 - e) is guilty of an act of academic dishonesty; and/or
 - f) does not demonstrate the knowledge, skills, attitudes, or motivation necessary to succeed in the program.

If a student is required to withdraw from the Cooperative Education Option, the transcript would include a statement noting that the withdrawal was mandatory.

7. A student who wishes to withdraw from the program voluntarily would be required to notify the cooperative education coordinator prior to the recruitment period and prior to accepting a work term position.

Recommendation

The Senate Committee on Instruction and Evaluation recommends:

THAT Senate approve the modification of Baccalauréat en administration des affaires to include a Cooperative Education Option, École d'administration des affaires, Université de Saint-Boniface, effective September 1, 2018.

Respectfully submitted,

Dr. Diane Hiebert-Murphy, Chair
Senate Committee on Instruction and Evaluation

Report of the Senate Committee on Admissions concerning a proposal from the Faculty of Architecture to modify the admission requirements for the Environmental Design degree program (2018.01.08)

Preamble:

1. The terms of reference for this committee can be found at: http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/490.htm.
2. The Faculty of Architecture is proposing some amendments to the admission requirements for the Bachelor of Environmental Design Degree program. The proposal contains four components:
 - i. Elimination of the option 2 admission category.
 - ii. Revision to the list of courses required for admission.
 - iii. Updates to the transfer credit language.
 - iv. The addition of a creative portfolio requirement for applicants applying on the basis of exceptional circumstances.
3. The proposal was approved by the Architecture Faculty Council and was endorsed by SCADM on January 8th, 2018.

Observations:

1. The proposed regulations came forward following a review of the program's foundation year curriculum, and admission criteria.
2. It was determined that a simplification of the elective components of the courses required for admission would provide more opportunity for academic diversity for students.
3. The Faculty offers five first-year courses to students who are interested in applying to the Environmental Design degree program; of these five courses, three will be required as part of the admissions process.

Recommendation:

The Senate Committee on Admissions recommends that the proposal to modify the admission requirements for the Environmental Design degree program in the Faculty of Architecture be approved effective for the Fall 2019 intake.

Respectfully submitted
Susan Gottheil, Chair, Senate Committee on Admissions

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

December 13, 2017

TO: Jeff Adams, Executive Director, Enrolment Services

FROM: Karen Wilson Baptist, Associate Dean Academic, Environmental Design Program Chair

RE: Environmental Design Program – Admissions

The Faculty of Architecture, Environmental Design Program Administrative Committee has undergone a review of our foundation year curriculum (ED1 and ED2) and admission criteria. We observed that students admitted into the second year of the program were experiencing excessive levels of academic distress which we attributed to a lack of cohesiveness between the EVDS 1000 level offerings and the EVDS 2000 level courses. At that time, we extracted the skills that preface EVDS 2000 level courses and rewrote EVDS 1000 level curriculum to better prepare students for academic success in subsequent studies. When we presented the course changes to SCCC in November of 2016, it was observed that students entering ED2 through the Option 2 admission portal, which did not require the EVDS 1000 courses, would be disadvantaged. Equally, when we underwent a review of the Undergraduate Program, the presence of multiple gateways within the program, including two academic pathways into ED2, was noted as a weakness of the program. When we brought a revised proposal to SCADM in October of 2017 and again to SCCC in November of 2017, it was observed that a simplification of the elective components of the pre-admission year would provide more opportunity for academic diversity for students. The following submission reflects the culmination of this review process.

More specifically:

1. It is proposed that all students admitted to the ED program meet the same requirements. The Faculty proposes the elimination of the Option 2 Admission category.
2. The Faculty proposes that to be admitted to the Bachelor of Environmental Design Program that a student meet the following criteria:
 - a) All applicants must complete a minimum of 30 credit hours in the following identified courses (or their equivalent) with a minimum grade as indicated in each course before entering the Faculty of Architecture. All coursework must be at the 1000 level or higher to be used towards the qualifying year requirements.
 - c) The required courses are described as follows:

REQUIRED COURSES			
Course #	Course Title	Credit Hours	Min. Grade ^f
EVDS 1600	Introduction to Environmental Design	3	C+
EVDS 1602	Visual Literacy	3	C+
EVDS 1680	Environmental Technology	3	C+
University Written English Course ¹		3	C
University Mathematics Course ¹		3	C
Open Electives ²		15	C
Total Required Credit Hours		30	

Note 1: Students must satisfy the University Written English (W) and Mathematics Course (M) at the 1000 level or higher

<http://crscalprod.ad.umanitoba.ca/Catalog/ViewCatalog.aspx?pageid=viewcatalog&catalogid=320&chapterid=3995&topicgroupid=21579&loaduserredits=False>

Note 2: EVDS 1660 and EVDS 1670, History of Culture, Ideas and the Environment 1 & 2 must be completed as part of the degree program either prior to, or after admission to the ED program. Students should be aware that EVDS 1670 is a prerequisite for EVDS 2600 Tectonic Precedent.

- It is proposed that the EVDS 1660 and EVDS 1670 will be offered in Spring and Summer session in addition to the regular term to provide an additional opportunity for students to take these courses prior to the ED2 year.
- The alteration of language describing college equivalencies to align our admissions requirements with University of Manitoba norms. New text to state:

The Faculty of Architecture accepts credit for community college, technical college, or other accredited college course equivalents as assigned by the relevant discipline departments at the University of Manitoba. Such courses are considered for potential transfer credit to the programs and only these courses will be used in establishing eligibility and in the calculation of AGPA. The Faculty of Architecture will only consider external courses completed within the last ten years.

- The requirement for a creative portfolio has been added to the Special Consideration Applicant Category for applicants applying on the basis of exceptional circumstances. The portfolio guidelines are consistent with other special consideration categories (employment experience and Canadian Indigenous).

/kwb.rev.13Dec2017

Report of the Senate Committee on Admissions concerning a proposal from the I.H. Asper School of Business to modify the admission requirements for the Bachelor of Commerce (Honours) degree program (2018.03.22)

Preamble:

1. The terms of reference for this committee can be found at: http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/490.htm.
2. The I.H. Asper School of Business is proposing a change to include MATH 1230 and STAT 1150 as options to fulfill the Mathematics and Statistics course requirement for Track 1 admission.
3. The proposal was approved by the I.H. Asper School of Business Faculty Council on January 19, 2018 and was endorsed by SCADM on March 22nd, 2018.

Observations:

1. Currently only MATH 1500 or MATH 1520, and STAT 1000 can be presented to fulfill the Mathematics and Statistics requirements for Track 1 admission.
2. Including the two proposed courses will provide students the option of presenting a higher-level mathematics or statistics course for admission. The proposed change will ensure that students who are interested in a deeper mathematical orientation to business are not penalized.

Recommendation:

The Senate Committee on Admissions recommends that the proposal to modify the admission requirements for the Bachelor of Commerce (Honours) degree program in the I.H. Asper School of Business be approved effective for the Fall 2019 intake.

Respectfully submitted
Susan Gottheil, Chair, Senate Committee on Admissions

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

Faculty of Management/I.H. Asper School of Business

Revisions to the Academic Calendar for Changes Pertaining to Core Business Program

SECTION 2: Admission Requirements

2.1 Admission Requirements from High School and Previous Post-Secondary Institutions

The following is a summary of the admission requirements for the Bachelor of Commerce (Honours.). Equivalent courses completed at other universities will be considered for admission and transfer credit only if the courses have been taken within the last 10 years. All admission requirements, as well as application deadline dates and forms, are included in the Applicant Information Bulletin that is available from the [Admissions Office](#), 424 University Centre. This information is also posted on the University of Manitoba's website.

Direct Entry from High School

To be eligible to apply high school students must have:

1. Manitoba high school graduation, with five full credits at the Grade 12 level, in courses designated S (Specialized), G (General), or U (Dual Credit –University), with
2. A minimum 85% average over three courses: Pre-Calculus Math 40S or Applied Math 40S (Recommended Pre-Calculus 40S), English 40S, and one other 40S/U course, and
3. A minimum 60% in each of the three courses noted in point 2 above, and
4. Applicants may require a higher average than stipulated in point 2 to be successful in the annual competition for admission.

See Applicant Bulletin for complete details.

Track 1 Transfer Students

The following is a summary of the admission requirements for the Bachelor of Commerce (Honours.) for Track 1 transfer students. Equivalent courses completed at other universities will be considered for admission and transfer credit only if the courses have been taken within the last 10 years. All admission requirements, as well as application deadline dates and forms, are included in the Applicant Information Bulletin that is available from the Admissions Office, 424 University Centre. This information is also posted on the University of Manitoba's website.

Requirements (for Track 1 Transfer students)

- [[ECON 1010](#) (3) and [ECON 1020](#) (3)] (6)
- 6 credit hours from: Anthropology, History, Mathematics, Philosophy, Political Studies, Psychology, or Sociology (6)*
- Mathematics [MATH 1520](#) or [MATH 1500](#) (3) or **MATH 1230 (3)**
- Statistics [STAT 1000](#) (3) or **STAT 1150 (3)**
- A 3 credit hour Written English ("W") course from a specific discipline ([ARTS 1110](#), [GMGT 1010](#) and

GMGT 2010 are not considered to be from a specific discipline) (3)

- 3 credit hours of electives (3) **

Minimum 24 credit hours completed by April 30. Although 24 credit hours is the minimum requirement for admission, a full year course load would require 30 credit hours; therefore, students only taking 24 credit hours for admission will need to pick up an extra 6 credit hours of course work once in the Asper School of Business.

An Elective is any three or six credit hour course freely chosen by the student from courses taught in the degree programs of other faculties and schools, excluding the Asper School of Business.

If students want to complete 30 credit hours in Year 1, students are recommended to take 6 credit hours from this suggested list of recommended courses: GMGT 1010 plus one of GMGT 2060, GMGT 2070 or MKT 2210.

* Courses chosen for this requirement must be independent from courses taken to fulfill other degree requirements.

Critical Thinking (Philosophy) PHIL 1290 is a preferred elective choice

Students must achieve a minimum grade of "C" on each course listed above. Admission in this category is competitive.

NOTE: The prerequisite for MATH 1520 or MATH 1500 is a 60 per cent in Grade 12 Pre-Calculus Mathematics 40S or equivalent or a grade of "C" in the Mathematical Skills course taught by Extended Education; the prerequisite for MATH 1230 is a 70% in Pre-calculus Mathematics 40S or the Mathematical Skills offered by Extended Education (B).

NOTE: The prerequisite for STAT 1150 is a 70% in Pre-calculus Mathematics 40S or the Mathematical Skills offered by Extended Education (B).

See Applicant Bulletin for complete details.

Track 2 Transfer Students

Applicants who are missing one or more of the Track 1/Foundation course requirements may apply under Track 2 provided they have met the following criteria: completed a minimum of 24 credit hours; achieved a minimum admission GPA of 3.1; and achieved a minimum grade of "C" on each course comprising the 24 credit hours. Track 2 applicants are encouraged to complete all outstanding Track 1/Foundation required courses during their first year after admission to the Asper School of Business.

Minimum 24 credit hours completed by April 30. Although 24 credit hours is the minimum requirement for admission, a full year course load would require 30 credit hours; therefore, students only taking 24 credit hours for admission will need to pick up an extra 6 credit hours of course work once in the Asper School of Business.

*Students must achieve a minimum grade of "C" on each course listed above. Admission in this category is competitive.

See Applicant Bulletin for complete details.

Priority for Admission

Admission to the Asper School of Business is limited to an annual quota. The quota will be filled by selecting students from a rank-ordered list of applicants in the following order:

For September 2014:

First Priority –Direct Entry from High School applicants.

Second Priority - Track 1 applicants with an AGPA of 2.60 or greater in descending order of AGPA. Thirty spaces are reserved for the Track 2 applicants with an AGPA of 3.10 or higher in descending order of AGPA.

Third Priority - Track 2 applicants (who are not already admitted under the Second Priority) with an AGPA of 3.10 or greater in descending order of AGPA.

Fourth Priority - Track 1 applicants with an AGPA of 2.00 - 2.59 in descending order of AGPA.

Both Track 1 applicants and Track 2 applicants may require an AGPA well in excess of the minimum to be successful in the annual competition for admission.

Other requirements

High school prerequisite: Grade 12 Pre-Calculus Mathematics 40S (or equivalent, with a minimum 60 %)

The Written English and Mathematics requirements are satisfied by Track 1/Foundation courses.

Minimum AGPA for consideration: 2.0 for Track 1 applicants; 3.1 for Track 2 applicants.

Admission to the Asper School of Business is limited to an annual quota and is competitive.

The Bachelor of Commerce (Honours) program does not have a Mature Student Category for admission.

All students seeking admission to the Bachelor of Commerce (Honours) program must first complete either the Direct Entry, Track 1 or Track 2 requirements.

All students planning to enter the Bachelor of Commerce (Honours) program must obtain a minimum of 60 per cent in Grade 12 Pre-Calculus Mathematics 40S (or equivalent) in order to complete all degree requirements.

The Bachelor of Commerce also has a Special Consideration Category.

See Applicant Bulletin for complete details.

Advance Standing: Transfer and Second Degree Students

Students who do not meet the eligibility requirements for admission after their first year of University can spend another year (or more) in another faculty, complete the eligibility requirements, and then apply (or re-apply) for admission. Students who complete additional course credits beyond the Track

1/Foundation or Track 2 requirements are eligible to receive applicable advance standing upon admission to the Asper School of Business.

The following regulations apply to students who must (or choose to) take more than one year to qualify for admission to the Asper School of Business.

All transfer and second degree students will be required to:

Meet the admission requirements of Track 1 or Track 2 in the year of application.

Complete all 120 credit hours required in the Bachelor of Commerce (Honours) program, including the 24 credit hours that comprise the specific Track 1/Foundation course requirements, the Core requirements, the course requirements for one Major, Business Options, and Elective courses. An Elective is any three or six credit hour course freely chosen by the student from courses taught in the degree programs of other faculties and schools, excluding the Asper School of Business. After admission to the Asper School, students in Track 2 must complete all outstanding courses listed in the Track 1/Foundation course requirements and achieve a minimum grade of "C" in each course.

Students who are admitted to the Asper School of Business who have completed more than the minimum 24 credit hours requirement of Track 1/Foundation course or Track 2 may be eligible to receive transfer credit for the additional work completed, provided the additional course work is creditable toward the degree requirements of the Bachelor of Commerce (Honours).

Students who are admitted to the Asper School of Business following the completion of another degree program are eligible to receive a maximum of 60 hours of transfer credit for applicable courses completed as part of their first degree. Students who, within their first degree, have more than 60 hours of transferable credits would be required to take substitute courses for credits in excess of the 60 hour limit on transfer.

Students who have a degree and in addition have completed further courses at the University of Manitoba which are applicable to the B. Comm.(Hons.) program that were not used for credit toward their first degree may receive additional transfer credit for that work.

Equivalent courses completed at other universities will be considered for admission and transfer credit only if the courses have been taken within the last 10 years.

Students are encouraged to contact a Undergraduate Program Advisor in the Undergraduate Program Office for information on how to optimize their transfer credit and advance standing.

See Applicant Bulletin for detailed information on admission requirements.

Faculty of Management/I.H. Asper School of Business

Revisions to the Applicant Bulletin (Track 1 and Track 2 Categories)

Asper School of Business
Track 1 and Track 2 Applicants (Advanced Entry)
Applicant Information Bulletin 2019-2020

2. Track 1 Requirements

All applicants must meet the following basic requirements: The successful completion of the following 24 credit hours with no grade lower than 'C' in each of the required courses. **Applicants must complete the Track 1 Requirements by the end of the Winter exam period.**

TRACK 1 REQUIRED COURSES (c) <i>(The numbers in brackets e.g. (c, d) refers to Notes)</i>				
Subject Area	University of Manitoba	Brandon University	Canadian Mennonite University	University of Winnipeg
	6 credit hours from: <ul style="list-style-type: none"> • Anthropology ANTH, • History HIST, • Mathematics MATH, • Philosophy PHIL, • Political Studies POLS, • Psychology PSYC, or • Sociology SOC 			
Principles of Economics (6 credit hours)	[ECON 1010 (3) and ECON 1020 (3)] or former ECON 1200 (6)	22.131	ECON-1000/3 and ECON-1010/3	ECON-1102/3 and ECON-1103/3
Intro to Calculus (3 credit hours) (d)	MATH 1520 or MATH 1500 or MATH 1230	62.181	MATH-1020/3	MATH-1102/3 or MATH-1103/3
Statistics (3 credit hours)	STAT 1000 Or STAT 1150	62.171	MATH 1000/3	STAT 1501/3
(3 or 6 credit hours) (e,f,g,h)				
Electives (0-3 credit hours) (i,j,k)				

NOTES:

a. The 24 credit hours of Track 1 course work may be completed on a part-time basis if the applicant so chooses.

b. Students from any Faculty or School who have completed the Track 1 Requirements are eligible to apply for admission to the Asper School of Business.

c. Equivalent courses completed at other universities within the past ten years will be considered. Non-University of Manitoba courses taken more than 10 years ago may not be used to fulfill Track 1 Requirements; nor shall they be considered for transfer credit to the Asper School of Business.

d. ~~The Calculus courses listed above have a prerequisite of 60% in Math 40S (Pre-Calculus) from Grade 12.~~ **The prerequisite for MATH 1520 or MATH 1500 is a 60 per cent in Grade 12 Pre-Calculus Mathematics 40S or equivalent or a grade of "C" in the Mathematical Skills course taught by Extended Education; the prerequisite for MATH 1230 is a 70% in Pre-calculus Mathematics or the Mathematical Skills offered by Extended Education (B).**

...skip to note k.

k. Students who are interested in a mathematical orientation to Business (for example, students considering the Actuarial program) are encouraged to take **STAT 1150 to fulfill the statistics requirement (The prerequisite for STAT 1150 is a 70% in Pre-calculus Mathematics 40S or the Mathematical Skills offered by Extended Education (B)) and are encouraged to take MATH 1700 (3 credit hours) and MATH 1300 (3 credit hours)** as an elective to fulfill the Track 1 requirements. Similarly, students may take MATH 1690 (six credit hours), which is the equivalent of MATH 1500 and MATH 1700; this course is directed to the better mathematics students. **Alternative courses in mathematics may be suggested by the Director of the Warren Centre for Actuarial Studies.**

Report of the Senate Committee on Admissions concerning a proposal from Enrolment Services to modify the direct entry admission option framework (2018.03.22)

Preamble:

1. The terms of reference for this committee can be found at: http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/490.htm.
2. Enrolment Services is proposing that the current direct entry admission option framework be modified as described in appendix I.
3. The proposal was endorsed by SCADM on March 22nd, 2018.

Observations:

1. The most recent direct entry option framework was adopted in 2014; since this time, some faculties have commented that the current framework is too restrictive.
2. A review of direct entry admission frameworks from across the country revealed:
 - a) There is variation from province to province and from institution to institution.
 - b) Using three courses in the admission calculation, as is done today, is unique to the University of Manitoba.
 - c) Some institutions require that students achieve a minimum average in order to be eligible for admission; others do not publish specific required averages.
3. The objectives of the new framework are to:
 - a) Provide faculties, colleges, and schools with the flexibility to select the courses used in the admission calculation.
 - b) Ensure a framework is in place so that there is some element of consistency in how admission requirements are presented.
4. During the consultation process it was agreed that assessing applicants based on their performance in Mathematics and English was important. The proposed framework will require that four courses are used in the admission calculation. Of these four courses one must be a high school English course and one must be a high school Mathematics course.
5. Current direct entry admission requirements will remain in place until individual faculties submit proposals to adopt the new framework.
6. Any faculty that currently does not offer a direct entry option but wishes to introduce one would be required to follow the new framework.

Comments of the Senate Executive Committee:

The Senate Executive Committee endorses the report to Senate.

Recommendation:

The Senate Committee on Admissions recommends that the proposal to modify the direct entry admission option framework be approved and in effect upon approval by Senate.

Respectfully submitted

Susan Gottheil, Chair, Senate Committee on Admissions

Appendix I

Proposed framework

Manitoba High School graduation (5 full credits at the grade 12 level in courses designated S, G, or U). A minimum 70% average over the four required courses with no less than 60% in each required course.

- Required course #1: An English 40S
- Required course #2: A Mathematics 40S
- Required course #3: An academic 40S course
- Required course #4: An academic 40S course

Notes:

1. Meeting the minimum eligibility requirement does not guarantee admission. In cases where the number of eligible applicants exceeds the available spaces, applicants will require higher averages than stipulated to be successful in the admissions competition.
2. A degree program can submit a proposal that deviates from the framework; however, the following core components of the framework must remain:
 - An English 40S course must be included in the admission average calculation.
 - A Mathematics 40S course must be included in the admission average calculation.
 - There must be four courses used in the admissions average calculation.
 - The minimum overall admission average must not be below 70% (this does not apply to the Diploma programs).
 - The minimum individual course grade must not be below 60%.
3. The third and fourth course will be identified by each degree program. The program requirements can:
 - Require a single specific course e.g. Biology 40S.
 - Require a course from a limited list of high school courses, up to a maximum of 4 course options e.g. one of Biology 40S, Chemistry 40S, Physics 40S, or Computer Science 40S.
 - Require any academic 40S course or equivalent. 40S courses designated as technical will not be considered.
4. The Mathematics 40S course can be either Pre-Calculus or Applied Mathematics or Essentials Mathematics. Degree programs can require a specific one of the three mathematics courses, or they can require that students present one of two, or one of three of the mathematics courses.
5. Students who graduate from a high school outside of Manitoba must meet the provincial or in-country equivalent.
6. Faculties, Colleges, and Schools will be allowed to introduce special consideration categories, such as limited admissions, which may call for slightly lower admission averages, minimum course averages, and/or other admission criteria. These proposals will be considered on a case by case basis.
7. This framework does not apply to diploma programs.
8. Academic courses are those designated as such by the Province of Manitoba.



UNIVERSITY
OF MANITOBA

Enrolment Services

421 University Centre
Winnipeg, Manitoba
Canada R3T 2N2
Telephone (204) 474-8820
Fax (204) 474-7554

TO: Senate Committee on Admissions

FROM: Jeff Adams, Executive Director, Enrolment Services *JA*

DATE: March 22, 2018

SUBJECT: A proposal to modify the direct entry option framework

Observations

Prior to 2010 the Faculty of Engineering, the School of Art, the Faculty of Music, and the diploma programs in the School of Art and the School of Agriculture were the only direct entry options, besides University 1, for high school students. In October 2010, Senate approved a new direct entry admission framework that gave all faculties the opportunity to create a direct entry admission option. Under the new framework, eligible students could apply directly to a faculty that offered the direct entry option; University 1 continued to be an admission option.

In Fall 2011, the Asper School of Business was the first faculty to offer direct entry admission under the new framework. The Faculty of Agricultural and Food Sciences, the Faculty of Human Ecology, the Clayton H. Riddell Faculty of Environment, Earth, and Resources, the Faculty of Science, the School of Dental Hygiene, and the Faculty of Kinesiology and Recreation Management each introduced a direct entry option in Fall 2012. The Faculty of Arts followed suit for the Fall 2013 intake.

In May 2014 Senate approved a modification to the direct entry framework; instead of admission requirements being faculty-based, the requirements would be degree program-based. Degree programs would choose from a set of five pre-determined admission requirement categories. Moving away from a faculty-based admission framework to a degree program-based admission framework was important as some faculties had a wide variety of disciplines making it difficult in some instances to develop a single set of requirements for a faculty.

Since the 2014 changes, some faculties have commented that the five-category framework is too restrictive and that it does not give programs the flexibility to develop requirements that would best assess student preparation for their program(s). A review of direct entry admission frameworks across the country indicated that:

- There is variation of direct entry admission frameworks across the country.
- Using three courses in the calculation of high school grades for admission purposes is unique to the University of Manitoba; all other institutions use more than three courses in the calculation.
- Some institutions require students to achieve a specific minimum admission average in order to be eligible for admission; the minimum average ranges anywhere from 70%-80%.
- Some institutions do not require/publish a minimum required overall average to be eligible for admission; rather, they provide a list of expected courses and an expected admission range each year.

Based on the feedback received from the Faculties, Colleges, and Schools, a new undergraduate direct entry admission framework is being proposed. The main objectives of the new framework are to:

- Provide faculties, colleges, and schools with the flexibility to select the courses used in the admission calculation that will best assess students for entry into each program; and
- Create a framework that provides consistency to ensure that prospective students and other stakeholders are able to understand the admission requirements.
- Include a high school English and a high school Mathematics course in the admission average calculation. Since there have been numerous discussions regarding the preparedness of high school students for post-secondary study from a written English and mathematics perspective, it was deemed important to assess performance in these subjects at the point of admission.

Any degree program wanting to introduce a direct entry option or modify its current direct entry option requirements would have to adhere to the new framework. University 1 is a direct entry option and this framework would apply. The new framework would come into effect upon approval by Senate; however, any degree program that brings a proposal forward to modify their admission requirements based on the new framework would be required to provide sufficient notice prior to the new requirements becoming effective (approximately two years). Any degree program that currently offers a direct entry option will continue to use their existing admission requirements until they bring a proposal forward to adopt the new framework.

Proposed framework

Manitoba High School graduation (5 full credits at the grade 12 level in courses designated S, G, or U). A minimum 70% average over the four required courses with no less than 60% in each required course.

- Required course #1: An English 40S
- Required course #2: A Mathematics 40S
- Required course #3: An academic 40S course
- Required course #4: An academic 40S course

Notes:

1. Meeting the minimum eligibility requirement does not guarantee admission. In cases where the number of eligible applicants exceeds the available spaces, applicants will require higher averages than stipulated to be successful in the admissions competition.
2. A degree program can submit a proposal that deviates from the framework; however, the following core components of the framework must remain:
 - An English 40S course must be included in the admission average calculation.
 - A Mathematics 40S course must be included in the admission average calculation.
 - There must be four courses used in the admissions average calculation.
 - The minimum overall admission average must not be below 70% (this does not apply to the Diploma programs).
 - The minimum individual course grade must not be below 60%.
3. The third and fourth course will be identified by each degree program. The program requirements can:
 - Require a single specific course e.g. Biology 40S.
 - Require a course from a limited list of high school courses, up to a maximum of 4 course options e.g. one of Biology 40S, Chemistry 40S, Physics 40S, or Computer Science 40S.
 - Require any academic 40S course or equivalent. 40S courses designated as technical will not be considered.
4. The Mathematics 40S course can be either Pre-Calculus or Applied Mathematics or Essentials Mathematics. Degree programs can require a specific one of the three mathematics courses, or they can require that students present one of two, or one of three of the mathematics courses.
5. Students who graduate from a high school outside of Manitoba must meet the provincial or in-country equivalent.
6. Faculties, Colleges, and Schools will be allowed to introduce special consideration categories, such as limited admissions, which may call for slightly lower admission averages, minimum course averages, and/or other admission criteria. These proposals will be considered on a case by case basis.
7. This framework does not apply to diploma programs.
8. Academic courses are those designated as such by the Province of Manitoba.

March 15, 2018

Report of the Senate Committee on Instruction and Evaluation RE: Removal of Challenge for Credit Regulation, Bachelor of Science in Human Nutritional Sciences, Faculty of Agricultural and Food Sciences

Preamble:

1. The terms of reference for the Senate Committee on Instruction and Evaluation (SCIE) can be found at:
http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/502.html.
2. At its meeting on March 15, 2018 SCIE considered a proposal from the Faculty of Agricultural and Food Sciences to remove a Challenge for Credit regulation from the Bachelor of Science in Human Nutritional Sciences academic regulations.

Observations:

1. At its May 20, 2014 meeting, the Board of Governors approved the motion, as recommended by Senate (May 14, 2014), that the Department of Human Nutritional Sciences join the Faculty of Agricultural and Food Sciences. The programs offered by the Department, including the Bachelor of Science in Human Nutritional Sciences, moved with the Department, to the Faculty of Agricultural and Food Sciences.
2. The Faculty is proposing to remove a regulation regarding Challenge for Credit from the Bachelor of Science in Human Nutritional Sciences academic regulations in order to be consistent with the other programs offered by the Faculty of Agricultural and Food Sciences.

Recommendation

The Senate Committee on Instruction and Evaluation recommends:

THAT Senate approve the removal of the Challenge for Credit regulation from the Bachelor of Science in Human Nutritional Sciences program, Faculty of Agricultural and Food Sciences, effective September 1, 2018.

Respectfully submitted,

Dr. Diane Hiebert-Murphy, Chair
Senate Committee on Instruction and Evaluation

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



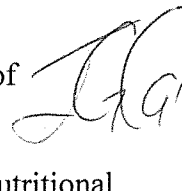
MEMORANDUM

Faculty of Agricultural and Food Sciences
256 Agriculture Building, University of Manitoba
Winnipeg, MB Canada R3T 2N2



27 February 2018

TO: Dr. Diane Hiebert-Murphy, Chair, Senate Committee on Instruction and Evaluation

FROM: Dr. Jared Carlberg, Associate Dean (Academic), Faculty of Agricultural and Food Sciences 

SUBJECT: Deletion of Challenge for Credit in the B.Sc. in Human Nutritional Sciences Programs

On January 22, 2018 the Faculty of Agricultural and Food Sciences' Council voted to approve a recommendation from its Curriculum Committee regarding deleting the Challenge for Credit in the Bachelor of Science in Human Nutritional Sciences programs. The Faculty of Agricultural and Food Sciences does not offer Challenge for Credit. It is believed this was moved into the Faculty's Undergraduate Calendar Section when Human Nutritional Sciences merged with the Faculty of Agricultural and Food Sciences in July 2014.

The Faculty of Agricultural and Food Sciences recommends the removal of the following statement regarding Challenge for Credit found in section 3.2 of the Academic Calendar:

Challenge for Credit:

A student wishing to challenge a course for credit should contact an Academic Advisor. Letter grades are granted upon completion of the course that is challenged for credit. A list of courses for challenge is available in the General Office. An application is required.

March 15, 2018

Report of the Senate Committee on Instruction and Evaluation RE: Revised Residency Requirement Regulation, Bachelor of Environmental Design, Faculty of Architecture

Preamble:

1. The terms of reference for the Senate Committee on Instruction and Evaluation (SCIE) can be found at:
http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/502.html.
2. At its meeting on March 15, 2018 SCIE considered a proposal from the Faculty of Architecture to revise the Residency Requirement regulation for the Bachelor of Environmental Design program.

Observations:

1. The Faculty is proposing to revise the Residency Requirement regulation for the Bachelor of Environmental Design program by permitting students to complete any of the last 66 credit hours of the program through participation in an International Exchange, if approved in advance by the Department Head and Program Chair.

Recommendation

The Senate Committee on Instruction and Evaluation recommends:

THAT Senate approve the revised Residency Requirement regulation, Bachelor of Environmental Design, Faculty of Architecture, effective September 1, 2018.

Respectfully submitted,

Dr. Diane Hiebert-Murphy, Chair
Senate Committee on Instruction and Evaluation

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

IV. RESIDENCY REQUIREMENT

1. Students must **normally** complete the last 66 credit hours of the Program at the University of Manitoba. **Completion of any of these 66 credit hours through participation in an International Exchange must be approved in advance by the Department Head and Program Chair.**
2. Any student considering time away from the Program must first meet with the Student Advisor and/or Program Chair to discuss their intentions.
3. Students who have been admitted to the Program and who have not been in attendance for at least one term but less than two years must inform the Student Advisor in writing before June 1st of their intention to return to the Program. Requests for a leave of absence will be reviewed by the Environmental Design Program Chair prior to approval.
4. Students who have been absent from the Program for two (2) years or more must apply for readmission through the online application process (application deadline March 1st), and must inform the Student Advisor before June 1st. Their acceptance back into the Program will be subject to quota restrictions and compliance with existing Program requirements.
5. Coursework completed at a post-secondary institution ten (10) years prior to registration will not be considered for transfer credit.

Report of the Senate Committee on Instruction and Evaluation RE: Revised Bachelor of Commerce (Honours) Co-operative Education Option (Asper Co-op Program) Regulations, I.H. Asper School of Business

Preamble:

1. The terms of reference for the Senate Committee on Instruction and Evaluation (SCIE) can be found at: http://umanitoba.ca/admin/governance/governing_documents/governance/sen_comm/ittees/502.html.
2. At its meetings on February 14 and March 15, 2018, SCIE considered a proposal from the I.H. Asper School of Business to revise its Bachelor of Commerce (Honours) Co-operative Education regulations.

Observations:

1. The Asper School of Business is proposing to revise its Bachelor of Commerce (Honours) Co-operative Education Option regulations, as outlined below and in the attached document. The proposed changes would reflect the current practices adopted by the Faculty, as the program has evolved since the regulations were approved by Senate on June 28, 2006. A variety of editorial changes have been made throughout the regulations, including formatting changes and some reorganization of content.
2. The Faculty is proposing to rebrand the Co-operative Education Option as the Asper Co-op Program.
3. Section 4.3.1 and section 4.3.2 include the entrance, selection and application requirements to the Asper Co-op Program. In addition to the requirements for admission to the B.Comm.(Hons.) program, a student would be required to have a minimum Degree Grade Point Average of 3.0, a minimum of 45 credit hours in the B.Comm.(Hons.) program and no fewer than 39 credit hours remaining in the B.Comm.(Hons.) program before starting the first work term. Applicants to the Asper Co-op Program would be required to complete all application requirements.
4. The Faculty is proposing that five seats each year be allotted for students who meet its Canadian Indigenous Ancestry Category criteria, which is intended for all First Nations, Métis, and Inuit applicants who have attained a minimum Degree Grade Point Average of 2.75 and met all other requirements for application to the Asper Co-op Program.
5. Modifications have been made to section 3.17 *Maximum Course Load/Minimum Course Load* to clarify that co-op students would be required to register in a minimum of nine credit hours between co-op work terms, unless written permission was obtained to complete back to back work terms. Students would be restricted to taking no more than three credit hours of coursework while on a work term.
6. Work term and academic requirements are outlined in sections 4.3.4 and 4.3.5. In addition to the course load requirements in section 3.17, co-op students would be required to complete three four month long work terms, with a minimum grade of "C" required in each work term course. Each work term course is worth one credit hour, and students passing all three work term courses would be permitted to use the three work term courses as equivalent to three credit hours of a 2000+ level business option.

Co-op students would also be required to maintain satisfactory progress in the B.Comm.(Hons.) program.

7. Students may be required to withdraw from the Co-operative Education Option for any of the following reasons:
 - Failure to maintain the minimum academic requirements of the Asper School of Business;
 - Failure to maintain the minimum cred hour requirements of the academic term in the Asper Co-op Program;
 - Failure to achieve a minimum grade of “C” on any work term;
 - Unsatisfactory performance in the work place during a co-op work term
 - Failure to observe the ethical standards of the Asper School and the University in place at the time; including being found guilty of academic dishonesty; and
 - When, in the opinion of the Co-op Director and Co-op Faculty Advisor, the student does not exhibit sufficient qualities of ability, skills, aptitudes, attitudes, diligence or motivation to complete the Asper Co-op Program successfully.

Students who have been required to withdraw would have “Required to Withdraw from the Asper Co-op Program.” placed on their transcript.

8. Students wishing to voluntarily withdraw from the Asper Co-op Program would be required to write a letter to the Co-op Director prior to participating in the recruitment process and prior to accepting a position for a co-op work term. Students may be granted permission to revert to the B.Comm.(Hons.) program without being required to withdraw.
9. To graduate from the Asper Co-op Program, students would be required to meet the B.Comm.(Hons.) program requirements as well as complete 12 months of co-op work terms and complete each co-op work term course with a minimum grade of “C” or better. Co-op students would be permitted to use the three work term courses as equivalent to three credit hours of a 2000+ level business option.
10. Section 4.3.7 outlines the routes of appeal available to students in the Asper Co-op Program. Appeals regarding non-academic program related issues would be resolved by contact with the Co-op Director or the Co-op Faculty Advisor, and if not resolved, the student could appeal in writing to the Undergraduate Program Committee.

Recommendation

The Senate Committee on Instruction and Evaluation recommends:

THAT Senate approve the revised Bachelor of Commerce (Honours) Co-operative Education Option (Asper Co-op Program) Regulations, I. H. Asper School of Business, effective September 1, 2018.

Respectfully submitted,

Dr. Diane Hiebert-Murphy, Chair
Senate Committee on Instruction and Evaluation

Comments of the Senate Executive Committee:

The Senate Executive Committee endorses the report to Senate.

Faculty of Management/I.H. Asper School of Business

Revisions to the Academic Calendar for Changes Affecting the

Co-operative Education Option/Asper Co-op Program

OVERVIEW:

Edit current sections 3.16, 3.17 and 4.3 of the Calendar to include the information approved by Senate on June 28, 2006 and changes resulting from other University or Asper curriculum changes as well as changes that reflect current practices that were adopted by FC over the years that were approved by Faculty Council but not approved by Senate.

Current Calendar Sections with Revisions

NOTE: As required by Senate the text to be removed is noted by “strike-through text” and new/revised text is noted by “bold text”.

3.16 Withdrawal from the ~~Co-operative Education Option~~ Asper Co-op Program

Details for all **the Asper Co-op Program’s** requirements are found in Section 4.3 of the UG Calendar. ~~and a regulations and regulations document for internal processes can be found in the Co-operative Education Option Asper Co-op Program Office Academic Regulations document Rules and Regulations Document or may be viewed on line~~

at: http://umanitoba.ca/faculties/management/programs/undergraduate/cdc/media/Final__Co-op_Rules_Regulations_January_2015.pdf **insert new link here**

Note: See Section 4.3.6 Withdrawal from the Asper Co-op Program

Students may be required to withdraw from the program for any of the following reasons:

- Failure to maintain the minimum academic requirements of the Asper School of Business,
- Failure to maintain the minimum credit hour requirements of the academic term in the co-op option,
- Unsatisfactory performance in the work place during a work term,
- Failure to observe the ethical standards of the Asper School and the University in place at the time; including being found guilty of academic dishonesty, or
- ~~When, in the opinion of the Co-op Director and Faculty Advisor, the student does not exhibit sufficient qualities of ability, skills, aptitudes, attitudes, diligence or motivation to complete the program successfully.~~

~~Students who wish to withdraw voluntarily from the Co-op Program may do so by written letter to the Co-op Director at any time prior to participating in the recruitment period through applications and/or interviews and prior to accepting a position for a work term. A student who withdraws after participating in the recruitment period or after accepting a position with an employer for a work term, without written approval of the Faculty Advisor or Co-op Director, will be withdrawn from the Co-op Program and have the following academic assessment noted on their transcript "Required to Withdraw from the Co-op Option" (other consequences may also be imposed—see link below for full details).~~

3.17 Maximum Course Load/Minimum Course Load

Students are not permitted to take more than 18 credit hours during an academic term without permission from the Undergraduate Program Manager.

~~Students enrolled in the Co-operative Education Option **Asper Co-op Program** are not permitted to take more than 3 credit hours during a co-operative work term.~~

Students enrolled in the ~~Co-operative Education Option~~ **Asper Co-op Option** must register in a minimum of 9 credit hours between co-op work terms, **unless written permission is obtained from the co-op office to complete back to back work terms (see Section 4.3.5 Academic Term Requirements for the Asper Co-op Program).**

While on a co-op work term, a Cooperative Option student is not normally permitted to take more than three hours of academic credit and may not take more than one course at a time (see Section 4.3.4 Work Term Requirements for the Asper Co-op Program).

~~4.3 Program Requirements for the Co-operative Education Option~~ **Program Requirements for the Asper Co-op Program**

~~All students must complete all 120 credit hours of the program including the Core, one of the Majors listed above in Section 4.2, as well as the Option and Elective course components. Students who intend to complete a Co-operative Education Option must also complete a minimum of three (3) 4-month work terms. Students admitted from September 2011 and who successfully complete the minimum three 3 work terms can combine the work terms together to satisfy 3 credit hours of Business Options. Complete details for entrance and continuing requirements may be obtained from the Undergraduate Program Office.~~

~~**NOTE:** Students admitted prior to September 2011 should refer to the 2010-2011 Undergraduate Calendar for a description of their program requirements.~~

Contact and Program Information
Director: Kelly Mahoney
Asper Co-op Office Room 254 Drake
Telephone: 204-474-8521
Email: aspercoop@umanitoba.ca

The Asper School of Business offers a co-operative education option designed to complement and enrich the academic program with work experience. The **co-op** work terms provide students with practical experience, assistance in financing their education, and guidance for future career specialization.

All students must complete all 120 credit hours of the program including the Core, one of the Majors listed above in Section 4.2, as well as the Option and Elective course components. Students who intend to complete a ~~Co-operative Education Option~~ **the Asper Co-op Program** must also complete a minimum of three (3) 4-month **co-op** work terms. Students admitted from September 2011 and who successfully complete the minimum three ~~3~~ **co-op** work terms can combine the work terms together to satisfy 3 credit hours of Business Options. ~~Complete details for entrance and continuing requirements may be obtained from the Undergraduate Program Office.~~

~~**NOTE:** Students admitted prior to September 2011 should refer to the 2010-2011 Undergraduate Calendar for a description of their program requirements.~~

4.3.1 Entrance Requirements and Selection Criteria for the Asper Co-op Program

Those applying to the Asper Co-op Program ~~should possess~~ **must have completed or obtained:**

- All Bachelor of Commerce (Honours) admission requirements as specified in the University of Manitoba Undergraduate Calendar, the Asper School of Business.

- A minimum degree grade point average of 3.0 upon assessment of the Asper School of Business Bachelor of Commerce (Honours) Program.
- ~~Completion of~~ A minimum of 45 credit hours in the Bachelor of Commerce (Honours) Program, before commencing the student's first work term, and no fewer than 39 credit hours remaining in the Bachelor of Commerce (Honours) Program before the commencement of the first co-op work term.

In addition to the above requirements:

- An interview with the Co-op Office will ~~also~~ be required for admission to the Asper Co-op Program and
- Applicants for the Asper Co-op Program will be evaluated based on a complete application. ~~This will include the following, which may be beyond the basic requirements stated in the Asper School of Business admission requirements~~ (see Section 4.3.2 Application Requirements for the Asper Co-op Program).

Note:

- ~~Canadian Indigenous Ancestry Category:~~ Each year, 5 seats ~~annually~~ will be allotted to a Canadian Indigenous Ancestry Category. This category is intended for all First Nations, Métis, and Inuit applicants who have attained a minimum DGPA of 2.75 and met all other requirements for application to the Asper Co-op Program. Students wishing to be considered in the Canadian Indigenous Ancestry Category must indicate so in the appropriate section on the Asper Co-op Program Application Form. If students do not indicate this on the application form, they will not be eligible for consideration within this category. All applicants admitted under this category are required to register with the Indigenous Business Education Partners (IBEP) for a period of at least two academic terms following admission. If you are unsure whether to apply under this category, please consult with the Indigenous Business Education Partners (IBEP), 350 Drake Centre, phone (204) 474-7401. Proof of Indigenous Ancestry will be required to register for IBEP. Unfilled seats in this category will not be filled from outside the category and will not be transferred for use in future years.

If a student has been found to have deliberately falsified information in the application for the Asper Co-op Program, the matter will be immediately reported to the Associate Dean, Undergraduate Program as an allegation of academic dishonesty and handled according to the University Student Discipline Bylaw.

If, prior to acceptance into the Asper Co-op Program, it is found that the student has had an allegation of academic dishonesty upheld against them the student will no longer be eligible for entrance to the co-operative education option.

Students are advised that satisfying the **minimum** entrance requirements does not guarantee a place in the ~~Cooperative Option~~ **Asper Co-op Program**. In the event that the demand for placements exceeds the number of places available or that appropriate levels of staffing of the co-op office are not available, a cap may be placed on the number of students accepted into the Asper Co-op Program. In such situations, the Asper School of Business reserves the right to determine and select the best qualified applicants.

4.3.2 Application Requirements for the Asper Co-op Program

In addition to the minimum requirements of the Asper School of Business, applicants for the Asper Co-op Program will be evaluated based on a complete application. ~~This will include the following, which may be beyond the basic requirements stated in the Asper School of Business admission requirements:~~

- A completed co-op application form and
- A completed Consent of Release of Personal Information form and
- A statement of purpose: The applicant must submit a statement outlining his/her motivations for participating in the Asper Co-op Program, and
- A group interview conducted by the Co-op Office.

Upon completion of the co-op application form and the group interview, each applicant's academic standing is verified by the Undergraduate Program Office.

Application Deadline: Applications to the Asper Co-op Program must be received prior to the application deadline specified on the Co-op website (www.umanitoba.ca/asper/co-op), except by special permission from the Program Director. All completed applications must be submitted directly to the Co-operative Education Program Office.

4.3.3 Structure and Sequencing for the Asper Co-op Program

The ~~Cooperative Option~~ **Asper Co-op Program** consists of both academic terms and **co-op** work terms.

~~Each academic term can be either four months in duration or eight months in duration, as designated by the Asper School of Business.~~

~~Each **co-op** work term can be either four months in duration or eight months in duration, as designated by the Asper School of Business.~~

Each academic term and each **co-op** work term will commence in January, May or September.

The sequence of academic terms and **co-op** work terms is variable to suit the needs of students and co-op employers and will be approved by the co-op office.

~~In the event that a student withdraws from a co-op work term, after accepting a position, the co-op fee and tuition fee for the course will not be refunded.~~

Students are expected to follow the academic/work term sequence defined by the Asper School of Business from admission through to graduation.

4.3.4 Work Term Requirements for the Asper Co-op Program

The ~~Cooperative Option~~ **Asper Co-op Program** will include 12 months spent in **co-op** work terms with a co-op office approved employer. Normally, each **co-op** work term will be completed with one employer. **Typically, the co-op work terms will be taken in three, four-month-long co-op work terms; however, other schedules may also be approved on an as-needed basis.**

A minimum grade of "C" is required in each co-op work term course. Students who fail to meet the minimum "C" grade in each of their co-op work term courses will be required to withdraw from the co-operative education program and have the following academic assessment noted on their transcript "Required to Withdraw from the Asper Co-op Program".

~~Cooperative Option~~ **Asper Co-op** students are required to submit at least three written **co-op** work term reports on their work term activities. These reports are due at times designated by the co-op office. The co-op office will provide students with instructions regarding the content and format requirements of the **co-op** work term reports.

Indications of unsatisfactory performance by a student on a work term will be thoroughly investigated by the co-op office. As a result of the investigation, if benefits from further professional training are

questionable, the student may be required to withdraw from the ~~Cooperative Option~~ **Asper Co-op Program and the following academic assessment noted on their transcript “Required to Withdraw from the Asper Co-op Program”**. The student would then be assessed for eligibility to enter the regular B. Comm. (Honours) program (**see Section 4.3.6 Withdrawal from the Asper Co-op Program for more information**).

While on a **co-op** work term, a Cooperative Option student is not **normally** permitted to take more than **three** ~~six~~ hours of academic credit ~~and may not take more than one course at a time~~. **Students wishing to enroll in more than 3 credit hours while on a co-op work term must apply to the Co-op Faculty Advisor for permission to do so, including furnishing a letter from their co-op employer indicating that the employer approves of this exception; if approved a student may not take more than six hours of academic credit while on a work term and may not take more than one course at a time.**

4.3.5 Academic Term Requirements for the Asper Co-op Program

Coursework requirements of the ~~Cooperative Option~~ **Asper Co-op Program** are equivalent to the coursework requirements of the B. Comm.(Hons.) program **with exception that each Co-op Work Term (Course IDM 2982, 3982, 4982) will receive 1 credit hour for each co-op work term course passed. Students passing all three co-op work term courses will be permitted to use the three co-op work term courses together as equivalent to three (3) credit hours of a 2000+ level business option.**

~~Cooperative Option students must maintain a full-time course load while registered for an academic term. For purposes of the Asper Co-op Program, students are classified as full-time students if they are taking 80% of a full load (considered to be 15 credit hours), or in other words, 12 credit hours during their academic terms.~~

Students enrolled in the Asper Co-op Program are required to maintain satisfactory progress toward their B. Comm. (Honours) degree and be registered in a minimum of 9 credit hours between co-op work terms after admission to the Asper Co-op Program, unless back to back work terms have been approved by the co-op office.

~~Students may elect to take up to 3 credit hours while on a co-op work term~~ **While on a co-op work term, a Cooperative Option student is not normally permitted to take more than three hours of academic credit (see section 4.3.4 Work Term Requirements for the Asper Co-op Program) and may not take more than one course at a time; choosing to do so does not reduce the requirement of enrolment in a minimum of 9 credit hours in each academic term unless written permission is obtained from the co-op office.**

~~Students wishing to enroll in more than 3 credit hours while on a co-op work term must apply to the Co-op Faculty Advisor for permission to do so, including furnishing a letter from their co-op employer indicating that the employer approves of this exception; if approved a student may not take more than six hours of academic credit while on a work term and may not take more than one course at a time.~~

Students whose degree G.P.A. falls below 2.0 in any given term are subject to withdrawal from the B. Comm. (Hons) program as per section 3.13 Required to Withdraw from the Bachelor of Commerce (Honours) Program in the Asper Undergraduate Calendar.

~~To continue in the B. Comm.(Hons.) Cooperative Option~~ **Asper Co-op Option**, a student must attain a **Grade Point**

~~Average of 2.50 or higher at each point of assessment.~~ a student's performance will be evaluated following each academic term to ensure standards are met for continuance in the Asper Co-op Program. ~~In addition,~~ The student must meet all **academic degree and** individual course prerequisites for further study, ~~and~~ departmental continuation and graduation requirements. ~~Continuation in the B.~~

~~Comm.(Hons.) Cooperative Option~~ is **also** contingent upon satisfactory performance on **co-op** work terms (see **Section 4.3.4 Work Term Requirements for the Asper Co-op Program**).

~~B. Comm.(Hons.) Cooperative Option students who are required to revert or voluntarily revert to an alternative degree program must fulfil all academic requirements of that degree.~~

4.3.6 Withdrawal from the Asper Co-op Program

Students may be required to withdraw from the Asper Co-op Program for any of the following reasons:

- Failure to maintain the minimum academic requirements of the Asper School of Business,
- Failure to maintain the minimum credit hour requirements of the academic term in the Asper Co-op Program,
- Failure to achieve a minimum grade of “C” on any work term,
- Unsatisfactory performance in the work place during a co-op work term (see section 4.3.4 Work Term Requirements for the Asper Co-op Program),
- Failure to observe the ethical standards of the Asper School and the University in place at the time; including being found guilty of academic dishonesty, or
- When, in the opinion of the Co-op Director and Co-op Faculty Advisor, the student does not exhibit sufficient qualities of ability, skills, aptitudes, attitudes, diligence or motivation to complete the Asper Co-op Program successfully.

Students who have been required to withdraw from the Asper Co-op Program for either academic assessment reasons or other reasons will have the following academic assessment placed on their transcript: “Required to Withdraw from the Asper Co-op Program”.

A student who withdraws after participating in the recruitment period or after accepting a position with an employer for a co-op work term, without written approval of the Co-op Faculty Advisor or Co-op Director, will be withdrawn from the Asper Co-op Program and have the following academic assessment noted on their transcript "Required to Withdraw from the Asper Co-op Program".~~In this event, the co-op fee and tuition fee for the course will not be refunded.~~

Students who wish to withdraw voluntarily from the Asper Co-op Program may do so by written letter to the Co-op Director at any time prior to participating in the recruitment period through applications and/or interviews and prior to accepting a position for a co-op work term. Students may be granted permission to revert back to the regular Bachelor of Commerce (Honours) program without being required to withdraw.

4.3.7 Appeals for Exceptions to Academic and Non-Academic Regulations and Appeals in the Asper Co-op Program

Appeals to academic regulations relating to the Asper Co-operative Education Option (i.e., those relating to the entrance, continuing, and graduation requirements) will be processed in a similar manner to any other request for exception to academic regulations. Normally, the student’s written request, accompanied by any supporting documentation, e.g. written notice of medical or compassionate circumstances, and a written recommendation from the Co-op Faculty Advisor with or the Co-op Director, will be directed to the Undergraduate Program Manager for either immediate disposition or to forward on to the Undergraduate Program Committee for its consideration.

Appeals to non-academic program-related issues should be resolved by contact with the Co-op Director, or the Co-op Faculty Advisor. Appeals related to non-academic entrance or continuance issues are the responsibility of the Co-op Director. If these appeals are not resolved to the student’s satisfaction, the student may appeal in writing to the Undergraduate Program Committee through the Undergraduate Program Manager.

4.3.8 Graduation from the Asper Co-op Program

B. Comm.(Hons.) Cooperative Option students who are required to revert or voluntarily revert to an alternative degree program must fulfil all academic requirements of that degree.

To graduate from the Asper Co-op Program, students are required to meet the Bachelor of Commerce (Honours) Program graduation requirements as outlined in the Asper School of Business section of the University of Manitoba Undergraduate Calendar, plus completion of twelve months of co-op work terms (or a minimum of 3 approved co-op work terms) with each Co-op work term course having been assigned a “C” grade or better. Students passing all three co-op work term courses will be permitted to use the three co-op work term courses together as equivalent to three (3) credit hours of a 2000+ level business option.

Report of the Senate Committee on Instruction and Evaluation RE: Proposed Narrative Assessment Policy, Undergraduate Medical Education Program, Max Rady College of Medicine

Preamble:

1. The terms of reference for the Senate Committee on Instruction and Evaluation (SCIE) can be found at:
http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/502.html.
2. At its meeting on March 15, 2018 SCIE considered a proposal regarding the *Narrative Assessment Policy*, Undergraduate Medical Education (UGME) program, Max Rady College of Medicine.

Observations:

1. The purpose of the proposed *Narrative Assessment Policy* would be to “ensure that students receive written narrative feedback of their performance related to the CanMEDS competencies of the Royal College of Physicians and Surgeons of Canada (professional, communicator, collaborator, leader, health advocate, and scholar).”
2. The definitions included in the *Narrative Assessment Policy* are consistent with those included in other Undergraduate Medical Education policies.
3. Written narrative feedback must be provided on Final In-Training Evaluation Reports (FITER) when a preceptor does not agree with a student's self-evaluation. Courses that are not assessed by Midpoint In-Training Evaluation Reports (MITER) and/or FITER would include written narrative feedback of student performance as appropriate. Narrative assessment must include feedback as related to the CanMEDS competencies.
4. The procedures include an overview of participant responsibilities at the Pre-Clerkship level (section 4) and the Clerkship level (section 5) in relation to providing and responding to written narrative feedback.
 - a) Pre-Clerkship students would be required to participate in formative assessments, Formative-Objective Structured Clinical Examinations (FOSCE), Objective Structured Clinical Examinations (OSCE) and Comprehensive Clinical Exams. Pre-Clerkship students would also be required to review the written feedback provided and actively engage in addressing deficiencies identified through the process.
 - b) Clerkship students would be required to participate in formative assessments, MITERS, clinical rotation evaluations and FITERS. Clerkship students would be required to actively engage in addressing deficiencies identified through the process.
5. A policy renewal statement is included in section 3.5.

Recommendation

The Senate Committee on Instruction and Evaluation recommends:

THAT Senate approve the proposed Narrative Assessment Policy and procedure, Undergraduate Medical Education Program, Max Rady College of Medicine, effective September 1, 2018.

Respectfully submitted,

Dr. Diane Hiebert-Murphy, Chair
Senate Committee on Instruction and Evaluation

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

Date: February 28, 2018

To: Senate Committee on Instruction and Evaluation (SCIE)

From: Judith Jayasuriya, Business Manager, Undergraduate Medical Education on behalf of Dr. Ira Ripstein, Associate Dean, Undergraduate Medical Education

Re: Narrative Assessment Policy

Background: Over the last six years, UGME has been committed to formalizing core process through the development of policy and procedure documents. This version of the policy was approved by the Max Rady College of Medicine College Executive Council on February 27, 2018.

Purpose: To ensure that students receive written narrative feedback of their performance related to the CanMEDS competencies (professional, communicator, collaborator, leader, health advocate, and scholar).

Revisions - Statements are as follows:

- New Policy

Evidence of Best Practice: Various UGME policies including Promotion and Failure were used as a guide for the creation of the Policy document.

Consultation Process: As with all UGME policy and procedure documents, this document was vetted through a variety of committees including Progress Committee, Dean's Council and College Executive Council. College of Medicine Student membership and participation is integral to each of these committees.

Communication and Implementation Plan: Max Rady College of Medicine students are informed of policy and procedures documents in advance of each types of examinations in which they participate. Existing in digital format, broad and unlimited access is afforded to both the public and student body. At the beginning of each academic year each class of students receives a complete listing of existing, new and revised policy and procedure documents with reference to the Policy and Procedures webpage.

Faculty and staff are informed of implementation of new policies and changes to existing policies through e-mail communication, participation on committees where policies are regularly discussed and communication such as Faculty Guide distributed regularly throughout the academic year.

Proposed Review Date: As part of on-going continuous improvement and horizon scanning, it is intended that this policy will be reviewed again in February 2023.

Max Rady College of Medicine Undergraduate Medical Education Policy

Policy Name:	Narrative Assessment
Application/ Scope:	Year I to Year IV Undergraduate Medical Education Students
Review Date:	February 2023
Revised (Date):	February 2018
Approved By:	College Executive Council

1. **PURPOSE**

To ensure that students receive written narrative feedback of their performance related to the CanMEDS competencies (professional, communicator, collaborator, leader, health advocate, and scholar).

2. **DEFINITIONS**

- 2.1 Pre-Clerkship – Year I and Year II of the UGME program
- 2.2 Clerkship – Year III and Year IV of the UGME program.
- 2.3 Course/Module – A course/module is a course of study or educational unit, which covers a series of interrelated topics and is studied for a given period of time which taken together with other such completed modules or courses counts towards completion of the M.D. degree. The UGME curriculum consists of seven (7) modules and six (6) longitudinal courses occurring over a four (4) year period.
- 2.4 Rotation – A unit of clinical work in Clerkship.
- 2.5 Formative Assessment – An assessment designed to provide feedback to students in order to improve performance. May consist of multiple choice, short answer, or assignments which in some cases may be used in assessing summative progress in a course.
- 2.6 Midpoint In-Training Evaluation Report (MITER) – Is a formative assessment report completed by the student, and then reviewed by the preceptor. It is electronically distributed at the start of each core rotation that is of at least four (4) weeks duration and must be completed and submitted electronically.

- 2.7 Final In-Training Evaluation Report (FITER) – A comprehensive summary of student performance as a necessary component of their Clerkship training which demonstrates the full range of competencies (knowledge, skills and attitudes) required of a physician. Electronically distributed at the start of each rotation, FITERs must be completed and submitted electronically at the end of the rotation. This should include a narrative description of medical student performance.
- 2.8 Formative-OSCE-type Examination (FOSCE) – A formative Objective Structured Clinical Examination used to assess the clinical skills of students.
- 2.9 Medical Student Performance Report – An institutional assessment considered a component of a student's academic record and thus, will be made available for student review. Students will be permitted to correct factual errors on the MSPR. Students are encouraged, when required to engage Student Affairs in supporting advocacy efforts in addressing perceived MSPR discrepancies.

3. **POLICY STATEMENTS**

- 3.1 Core clinical and elective rotations are assessed by a FITER. Written narrative feedback of student performance must be provided on the FITER.
- 3.2 Core clinical and elective rotations that are assessed via MITER (rotations with a duration of four weeks or longer) will include written narrative feedback of student performance when a preceptor does not agree with a student's self-evaluation.
- 3.3 Courses that are not assessed via MITER and/or FITER (Preclerkship or Clerkship) will include written narrative feedback of student performance, as appropriate. This includes the following:
- Courses that involve small group teaching, wherein the duration of contact time between preceptor and student is sufficient for the preceptor to develop a meaningful impression of student performance
 - Courses that involve students being assessed via written assignments
 - Courses that involve students being assessed via oral presentations
 - Courses that involve students being assessed by OSCE
- 3.4 Narrative assessment must include feedback as they relate to the CanMEDS competencies (professional, communicator, collaborator, leader, health advocate, and scholar).
- 3.5 This policy will be reviewed on the first anniversary of its original passage and every five years thereafter.

4. **PROCEDURES – Pre-Clerkship**

RESPONSIBILITIES OF THE STUDENT

- 4.1 Participate in the course formative assessments at the Pre-Clerkship level.
- 4.2 Prepare for FOSCEs, OSCEs and CCE examinations.
- 4.3 Participate in FOSCEs, OSCEs and CCE at the designated time and under the designated conditions.
- 4.4 Review the written feedback provided.
- 4.5 Actively engage in addressing deficiencies in knowledge and experience identified through the formative assessment process in the Pre-Clerkship programs.

RESPONSIBILITIES OF COURSE LEADERS

- 4.6 Provide students with written narrative feedback on their performance on each formative assessment as appropriate.

RESPONSIBILITIES OF THE DIRECTOR, CLINICAL SKILLS

- 4.7 Ensure each student receives written narrative feedback on his/her performance on clinical examinations.

RESPONSIBILITIES OF THE ASSISTANT TO ADMINISTRATORS, EVALUATION AND THE ADMINISTRATOR, EVALUATIONS (PRE-CLERKSHIP)

- 4.8 Organize clinical examinations under the direction the Director, Clinical Skills and with CLSF personnel as required.
- 4.9 Support the Coordinator, OSCE-type Evaluations with the scoring and distribution of results of clinical examinations in accordance with the requirements of the Examination Results Policy and Procedures.

5 **PROCEDURES - Clerkship**

RESPONSIBILITIES OF THE STUDENT

- 5.1 Participate in the MITER process and complete a self-evaluation at the midpoint of the clinical rotation.
- 5.2 Review the MITER2 completed by the preceptor that contains a narrative assessment.
- 5.3 Participate in a meeting with the preceptor to address the information submitted in the self-evaluation.

- 5.4 Participate in the formative assessment at the end of the clinical rotation.
- 5.5 Review the end of clinical rotation evaluation which includes a narrative assessment provided by the preceptor.
 - 5.5.1 If the student agrees with the evaluation a FITER 2 is completed.
 - 5.5.2 If the student does not agree with the evaluation the student will complete their FITER 2 and provide rationale for their reasoning.
- 5.6 Actively engage in addressing deficiencies in knowledge and experience identified through both the MITER process and the formative assessment process in the Clerkship programs.

RESPONSIBILITIES OF THE PRECEPTOR

- 5.7 Review and audit each assigned student's ECP throughout the rotation.
- 5.8 Meet with each assigned student at the mid-point of the rotation, if applicable, to review the MITER and discuss the ECP with the student(s).
- 5.9 Meet with each student at the midpoint of the rotation, if applicable, to review the MITER and identify ways the student can address areas of concern.
- 5.10 Organize a plan for remediation of the ECP if gaps in learning are identified at the mid-point of the rotation.
- 5.11 Examine each assigned student's ECP before the rotation is complete and state on the FITER the plan for ECP remediation if gaps in learning experiences are identified.
- 5.12 Complete a FITER for each assigned student no later than five (5) working days of the end of the rotation. This may require coordination of input from multiple preceptors.
- 5.13 Meet with each assigned student at the end of the rotation to discuss content of the evaluation.
- 5.14 Where a concern in narrative content is raised by a student, review to resolve/explain reasoning.

RESPONSIBILITY OF DIRECTOR, CLERKSHIP, AND DIRECTOR, EVALUATION

- 5.15 Work collaboratively to ensure each Director is aware of his/her responsibilities related to narrative assessments.

RESPONSIBILITY OF ASSOCIATE DEAN, UGME

- 5.16 Resolve issues related to content in individual student MSPRs throughout the completion process.

RESPONSIBILITY OF THE ADMINISTRATOR, CLERKSHIP

5.17 MITER Process

- 5.17.1 At the midpoint of each core rotation run Workflow Status Report in the Curriculum Management System for each discipline to identify outstanding surveys.
- 5.17.2 Issue reminder emails to students and preceptors where necessary. If response is not provided escalate to Departmental Administrators and if necessary Clerkship Directors/Designate.

5.18 Formative Assessment

- 5.18.1 At the end of each core clinical and elective rotation run a Workflow Status Report in the Curriculum Management System for each discipline to identify outstanding surveys.
- 5.18.2 Issue reminder emails to students and preceptors where necessary. If response is not provided escalate to Departmental Administrators and if necessary Clerkship Directors/Designate.
- 5.18.3 When a concern is raised by a student with regards to the narrative content of an evaluation, review the evaluation and, if necessary bring to the attention of the preceptor.
- 5.18.4 When the student feels the comment is not congruent with performance or based on an unfair judgement, the student may ask the Associate Dean, UGME to review it. The Associate Dean, UGME will discuss any changes with the author of the comment.
- 5.18.5 In cases where the preceptor is unwilling to revise the content, inform the student accordingly.
- 5.18.6 In cases where the preceptor is willing to the revise the content, make revisions as appropriate.
- 5.18.7 Upon compilation of a student's Medical Student Performance Report, narrative assessment from core clinical and elective rotations will appear.

6 REFERENCES

- 6.1 University of Manitoba Examination Policy and Procedures
- 6.2 UGME Policy and Procedures - Examination Results
- 6.3 UGME Policy and Procedures - Midpoint In-Training Evaluation and Final In-Training Evaluation Preparation, Distribution and Completion and Essential Clinical Presentation Preparation, Distribution, Audit, and Remediation
- 6.4 UGME Policy and Procedures – Communicating Methods of Evaluation in the Undergraduate Medical Education Program.
- 6.5 UGME Policy and Procedures – Promotion and Failure
- 6.6 University of Manitoba – Final Examination and Final Grades Policy
- 6.7 University of Manitoba – Deferred and Supplemental Examinations Procedures
- 6.8 University of Manitoba – Final Examination Procedures
- 6.9 University of Manitoba – Final Grades Procedures

7 POLICY CONTACT

Director, Evaluation

March 15, 2018

Report of the Senate Committee on Instruction and Evaluation RE: Revisions to Communicating Methods of Evaluation Policy and Procedures, Undergraduate Medical Education Program, Max Rady College of Medicine

Preamble:

1. The terms of reference for the Senate Committee on Instruction and Evaluation (SCIE) can be found at:
http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/502.html.
2. At its meeting on March 15, 2018 SCIE considered revisions to the *Communicating Methods of Evaluation Policy* and procedures, Undergraduate Medical Education (UGME) program, Max Rady College of Medicine.

Observations:

1. The purpose of the policy is to “provide processes which ensure that UGME students are appropriately informed of evaluation methods in accordance with University of Manitoba regulations.”
2. The Max Rady College of Medicine is proposing the addition of a policy renewal statement to section 3 (3.2). A number of editorial and formatting changes have been made throughout the document.

Recommendation

The Senate Committee on Instruction and Evaluation recommends:

THAT Senate approve the revisions to the Communicating Methods of Evaluation Policy and procedures, Undergraduate Medical Education program, Max Rady College of Medicine, effective September 1, 2018.

Respectfully submitted,

Dr. Diane Hiebert-Murphy, Chair
Senate Committee on Instruction and Evaluation

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

Date: February 28, 2018

To: Senate Committee on Instruction and Evaluation (SCIE)

From: Judith Jayasuriya, Business Manager, Undergraduate Medical Education on behalf of Dr. Ira Ripstein, Associate Dean, Undergraduate Medical Education

Re: Communicating Methods of Evaluation Policy

Background: Over the last six years, UGME has been committed to formalizing core process through the development of policy and procedure documents. This version of the policy was approved by the Max Rady College of Medicine College Executive Council on February 27, 2018.

Purpose: To provide processes which ensure that UGME students are appropriately informed of evaluation methods in accordance with University of Manitoba regulations.

Revisions - Statements are as follows:

- New Definitions
 - Editorial changes 2.3, 2.5, 2.6,
- New Policy Statements
 - Addition of a policy renewal statement 3.2

Evidence of Best Practice: Various UGME policies including the Promotion and Failure policy and a comparison at other Canadian Medical Schools were used as a guide for the creation of the Policy document.

Consultation Process: As with all UGME policy and procedure documents, this document was vetted through a variety of committees including Progress Committee, Dean's Council and College Executive Council. College of Medicine Student membership and participation is integral to each of these committees.

Communication and Implementation Plan: Max Rady College of Medicine students are informed of policy and procedures documents in advance of each types of examinations in which they participate. Existing in digital format, broad and unlimited access is afforded to both the public and student body. At the beginning of each academic year each class of students

receives a complete listing of existing, new and revised policy and procedure documents with reference to the Policy and Procedures webpage.

Faculty and staff are informed of implementation of new policies and changes to existing policies through e-mail communication, participation on committees where policies are regularly discussed and communication such as Faculty Guide distributed regularly throughout the academic year.

Proposed Review Date: As part of on-going continuous improvement and horizon scanning, it is intended that this policy will be reviewed again in February 2023.

Max Rady College of Medicine –UGME Undergraduate Medical Education Policy

Policy Name:	Communicating Methods of Evaluation
Application/ Scope:	Undergraduate Medical Education (UGME) Students
Approved (Date):	April 19, 2016
Review Date:	February 2018 2023
Revised (Date):	February 2016 2018
Approved By:	College Executive Council

1. **PURPOSE**

- 1.1 To provide processes which ensure that UGME students are appropriately informed of evaluation methods in accordance with University of Manitoba regulations.

2. **DEFINITIONS**

- 2.1 Pre-Clerkship – Year I and Year II of the UGME program
- 2.2 Clerkship – Year III and Year IV of the UGME program.
- 2.3 Course/Module – A ~~Course/Module~~ **course/module** is a course of study or educational unit, which covers a series of interrelated topics and is studied for a given period of time which taken together with other such completed modules or courses counts towards completion of the M.D degree. The UGME curriculum consists of seven (7) modules and six (6) longitudinal courses occurring over a four (4) year period.
- 2.4 Rotation – A unit of clinical work in Clerkship.
- 2.5 Mid-term Examination - A summative multiple-choice and/or short answer examination normally conducted at the approximate midpoint of a ~~Course/Module~~ **course/module**. No rounding of scores will take place.
- 2.6 Final Examination – A multiple choice and/or short answer examination at the end of a Pre-Clerkship ~~Course/Module~~ **course/module**. No rounding of scores will take place.
- 2.7 Assignment – Take home work as defined in the syllabus of each course.
- 2.8 National Board of Medical Examiners (NBME Examination) – A multiple choice examination developed by the NBME that is administered at the end of the Surgery, Internal medicine, Obstetrics/Gynecology, Pediatrics, Family Medicine, and Psychiatry rotations at the Clerkship level of the UGME program. Attaining a mark at the 11th percentile or higher is considered a pass.
- 2.9 Objective Structured Clinical Examination (OSCE-type Examination) – A practical examination used to assess the clinical skills of students. For courses based on an

OSCE-type examinations, the pass mark is determined by calculating 80% of the average mark of the top 10% of students who take the course.

- 2.10 Comprehensive Clinical Exam (CCE) – An OSCE-type exam that takes place during clerkship. For courses based on an OSCE-type examinations, the pass mark is determined by calculating 80% of the average mark of the top 10% of students who take the course.
- 2.11 Midpoint In-Training Evaluation Report (MITER) - A formative assessment report completed by the student, and then reviewed by the preceptor. Distributed at the start of each core rotation that is at least four (4) weeks duration, the MITER must be completed and submitted electronically. This must include a narrative description of medical student performance
- 2.12 Final In-Training Evaluation Report (FITER) - A comprehensive summary of student performance as a necessary component of their Clerkship training which demonstrates the full range of competencies (knowledge, skills and attitudes) required of a physician. Electronically distributed at the start of each rotation, FITERs must be completed and submitted electronically at the end of the rotation. This must include a narrative description of medical student performance.
- 2.13 Formative Assessment/Formative Exam – An assessment designed to provide feedback to students in order to improve performance.
- 2.14 Transition to Clerkship (TTC) – A module scheduled at the beginning of Year III, prior to the commencement of Core Clerkship Rotations.
- 2.15 Pre-Clerkship Student Evaluation Committee (PSEC)/Clerkship Student Evaluation Committee(s) (CSEC) – Committees responsible for the development and approval of assessment policies and rules. Responsible for the overall management and administration of examination questions and the review and evaluation of results and their recommendation to Progress Committee for approval.

3. POLICY STATEMENTS

GENERAL

- 3.1 Proposed changes to the type of assessment, type of assessment item, and/or percentage attributed to an assessment within a course(s) must be approved by the appropriate Student Evaluation Committee (PSEC/CSEC) a minimum of two (2) months prior to start of a course for which the changes are intended.
- 3.2 **This policy will be reviewed every five years following the approval date.**

PRECLERKSHIP

- 3.3 Within Pre-Clerkship, student progress is assessed using a combination of Formative and Summative Mid-term and, Final Examinations, Assignment and OSCE-type assessments.
- 3.4 Pre-Clerkship Course Pages within OPAL will contain a minimum of the following:
 - The type(s) of assessment instruments used to assess student progress.
 - The percentage/weighting of each assessment within a course used to calculate a final grade.

CLERKSHIP

- 3.5 Within Clerkship, student progress is assessed using a combination of MITER, FITER, NBME, and OSCE-type assessments.
- 3.6 During TTC, Clerkship students will be informed of the format, date and time of the scheduled NBME and CCE assessments.
- 3.7 On the first day of each rotation, students will:
 - Receive a copy of a MITER and FITER (as required).
 - Be informed of the date, time and location of rotation specific NBME Examination (as applicable).

4. **PROCEDURES: PRE-CLERKSHIP**

STUDENT RESPONSIBILITIES

- 4.1 Students must review the following information prior to the commencement of each course for clarity and understanding:
 - The date and time of the Course Assessments.
 - The type(s) of assessment instruments to be used in the course.
 - The percentage/weighting of each examination within the course.
- 4.2 Students are encouraged to seek clarification from their respective Course Leaders as necessary.

COURSE LEADER RESPONSIBILITIES

- 4.3 Ensure that any changes to the type of assessment instrument, type of assessment item and/or percentage attributed to assessments within a course are communicated and approved by the PSEC at least two (2) months prior to the beginning of the course.
- 4.4 Ensure that the type of assessment instrument, type of assessment item and/or percentage attributed to an assessment are reflected within the OPAL Course Page and Course Syllabus.
- 4.5 Address student questions and/or concerns related to assessment information.

ADMINISTRATOR, EVALUATIONS - PRE-CLERKSHIP RESPONSIBILITIES

- 4.6 In conjunction with the Student Assessment Coordinator – Pre-Clerkship, develop and maintain a Pre-Clerkship Student Assessment Plan. This plan should include the following minimum requirements:
 - The date and time of all assessments within each course/module.
 - The type(s) of assessment instruments to be used in each course/module.
- 4.7 Ensure that a copy of the most recent Pre-Clerkship Student Assessment plan is posted to OPAL within each Module so that students are aware of forthcoming assessments within the module. Ensure that all Pre-Clerkship students are informed of all applicable policies and procedures related to assessment within the UGME program.

- 4.8 In liaison with Course Assistants responsible for Pre-Clerkship courses, determine if there are any changes to course specific examinations. This must be done as follows:
- At least three (3) months prior to the start of each course.
- 4.9 As required, provide assistance to Course Leaders with respect to the completion and submission of a Change of Evaluation Request Form ensuring that all documents are submitted to the PSEC:
- At least two (2) months prior to the start of a course

COURSE ASSISTANT - CLINICAL SKILLS RESPONSIBILITIES

- 4.10 In conjunction with the Student Assessment Coordinator – OSCE, develop and maintain an OSCE-type Examination Plan. This plan should include the following minimum requirements:
- The date and time of each OSCE-type Examination.
 - The type(s) of assessment items being used.
 - The mechanism/calculation for determining the pass mark on the OSCE-type examination.
- 4.11 Ensure that any changes to the assessment instrument and type of assessment item, for OSCE-type examinations, are approved by CSEC at least two (2) months prior to the start of the academic year for which the changes are intended.

5. **PROCEDURES: CLERKSHIP**

STUDENT RESPONSIBILITIES

- 5.1 Review the following information when received at the beginning of each rotation for clarity and understanding:
- The date and time of the NBME examination (if applicable).
 - The MITER and FITER being used for the rotation.
- 5.2 Seek clarification regarding evaluation information from the Clerkship Director/designate as necessary.

CLERKSHIP DIRECTOR RESPONSIBILITIES

- 5.3 Ensure that any changes to the MITER and/or FITER are sent to the Chair, CSEC at least two (2) months prior to the beginning of TTC.
- 5.4 Ensure that CSEC approved changes to the MITER and/or FITER are communicated to the Administrator, Evaluation Clerkship.
- 5.5 Address student questions and/or concerns related to assessment information as required.

ADMINISTRATOR, CLERKSHIP EVALUATION RESPONSIBILITIES

- 5.6 In conjunction with the Student Assessment Coordinator, Clerkship develop a NBME Assessment plan. This plan should include the following minimum requirements:
- The date and time of the NBME Examination.
 - The type(s) of assessment instruments to be used in the NBME examination.
 - The mechanism/calculation for determining the pass marks for all NBME examinations.
- 5.7 Ensure that a copy of the most recent NBME Assessment plan is posted to OPAL within the Core Clinical Rotations - Academic Activity - UGME Module ensuring that students are aware of all Clerkship assessments. Communicate all applicable policies and procedures related to assessment within the UGME program to Clerks as appropriate.
- 5.8 Liaise with Clerkship Directors and the Administrator, Clerkship at least three (3) months prior to the commencement of TTC to determine if there are any changes to MITER(s) and/or FITER(s).
- 5.9 As required, provide assistance to Clerkship Directors in the completion and submission of the Change of Evaluation Request Form ensuring that all documents are submitted to the CSEC at least two (2) months prior to the start of TTC.
- 5.10 Ensure that approved evaluation changes to the MITER/FITER are made on existing MITER(s) and/or FITER(s).
- 5.11 Send a copy of the revised MITER(s) and/or FITER(s) to Clerkship Director(s) for review at least twenty (20) days prior to the start of TTC.
- 5.12 Distribute the FITER(s) and the NBME examination information template to each Clerkship Director prior to the commencement of each rotation.
- 5.13 Ensure that MITERs are sent to students by the Department Administrator on the first day of each rotation.

ASSISTANT TO ADMINISTRATORS EVALUATIONS RESPONSIBILITIES

- 5.14 In conjunction with the Student Assessment Coordinator- OSCE develop a CCE Assessment plan. This plan should include the following minimum requirements:
- The date and time of the CCE Examination.
 - The type(s) of assessment items being used.
 - The mechanism for determining the pass mark on the CCE examination.
- 5.15 Ensure that a copy of the most recent CCE Assessment plan is posted to OPAL within the Core Clinical Rotations - Academic Activity - UGME Module ensuring that students are aware of forthcoming assessments.
- 5.16 Liaise with the Student Assessment Coordinator- OSCE at least three (3) months prior to the start of TTC to determine if there are any changes to this assessment.
- 5.17 As required, provide assistance to the Student Assessment Coordinator- OSCE as it relates to completion and submission of the Change of Evaluation Request Form ensuring that all documents are submitted to CSEC at least two (2) months prior to the start of ITC.

- 5.18 Ensure that approved evaluation changes to the CCE examination are included in the evaluation information templates being distributed to students.

6. REFERENCES

- 6.1 University of Manitoba Final Examination and Final Grades Policy and Procedures
- 6.2 UGME Policy and Procedures - Promotion and Failure
- 6.3 UGME Policy and Procedures – Deferred Examinations
- 6.4 UGME Policy and Procedures – Supplemental Examinations
- 6.5 UGME Policy and Procedures – Examination Conduct
- 6.6 UGME Policy and Procedures – Invigilation of Examinations
- 6.7 UGME Policy and Procedures - Accommodation for Undergraduate Medical Students with Disabilities

7. POLICY CONTACT

Director, Evaluation

Report of the Senate Committee on Instruction and Evaluation RE: Revisions to Formative Assessment Policy and Procedures, Undergraduate Medical Education Program, Max Rady College of Medicine

Preamble:

1. The terms of reference for the Senate Committee on Instruction and Evaluation (SCIE) can be found at: http://umanitoba.ca/admin/governance/governing_documents/governance/sen_comm/ittees/502.html.
2. At its meeting on March 15, 2018 SCIE considered revisions to the *Formative Assessment Policy* and procedures, Undergraduate Medical Education (UGME) program, Max Rady College of Medicine.

Observations:

1. The purpose of the policy has been revised to clarify that “Formative assessment prepares for the summative evaluations administered at the end of each course/module and rotation in accordance with University of Manitoba Final Examination and Final Grades policy and related procedures.”
2. The Max Rady College of Medicine is proposing revisions to the *Formative Assessment Policy* and procedures as outlined in the attached document and summarized below:
 - a) A definition for Longitudinal Integrated Clerkship has been added to section 2 (2.10), noting that a Longitudinal Integrated Clerkship disperses the components of the current Clerkship over an academic year, allowing students to follow the course of illness. Statements added to section 3 (3.2 and 3.8) indicate that formative feedback would be provided at least every six weeks while enrolled in a Longitudinal Integrated Clerkship.
 - b) Section 3.3 has been revised to clarify that for shorter Pre-Clerkship courses, one (1) or more formative assessments may be developed and administered for each course/module in the Pre-Clerkship program at the discretion of the Course Leader.
 - c) A statement regarding discretionary marks has been removed from section 3 (3.4).
 - d) A policy renewal statement has been added to section 3 (3.9).
 - e) A variety of editorial and formatting changes have been made throughout the document.

Recommendation

The Senate Committee on Instruction and Evaluation recommends:

THAT Senate approve the revisions to the Formative Assessment Policy and procedures, Undergraduate Medical Education program, Max Rady College of Medicine, effective September 1, 2018.

Respectfully submitted,

Dr. Diane Hiebert-Murphy, Chair
Senate Committee on Instruction and Evaluation

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

Date: February 28, 2018

To: Senate Committee on Instruction and Evaluation (SCIE)

From: Judith Jayasuriya, Business Manager, Undergraduate Medical Education on behalf of Dr. Ira Ripstein, Associate Dean, Undergraduate Medical Education

Re: Formative Assessment Policy

Background: Over the last six years, UGME has been committed to formalizing core process through the development of policy and procedure documents. This version of the policy was approved by the Max Rady College of Medicine College Executive Council on February 27, 2018.

Purpose: To set out the process for promotion and failure of Undergraduate Medical Education (UGME) students which complements extant University of Manitoba Examination and Final Grades policy and related procedures.

Revisions - Statements are as follows:

- New Purpose
 - Clarification of policy purpose
- New Definitions
 - Editorial changes 2.6, 2.10
 - Addition of Longitudinal Integrated Clerkship 2.10
- New Policy Statements
 - Addition of statements related to Longitudinal Integrated Clerkship 3.2, 3.8
 - Clarification for Pre-Clerkship courses 3.3
 - Removal of statement that refers to discretionary marks 3.4
 - Addition of a policy renewal statement 3.9

Evidence of Best Practice: Various UGME Policies including the Promotion and Failure Policy and a comparison at other Canadian Medical Schools were used as a guide for the creation of the Policy document.

Consultation Process: As with all UGME policy and procedure documents, this document was vetted through a variety of committees including Progress Committee, Dean's Council and

College Executive Council. College of Medicine Student membership and participation is integral to each of these committees.

Communication and Implementation Plan: Max Rady College of Medicine students are informed of policy and procedures documents in advance of each types of examinations in which they participate. Existing in digital format, broad and unlimited access is afforded to both the public and student body. At the beginning of each academic year each class of students receives a complete listing of existing, new and revised policy and procedure documents with reference to the Policy and Procedures webpage.

Faculty and staff are informed of implementation of new policies and changes to existing policies through e-mail communication, participation on committees where policies are regularly discussed and communication such as Faculty Guide distributed regularly throughout the academic year.

Proposed Review Date: As part of on-going continuous improvement and horizon scanning, it is intended that this policy will be reviewed again in February 2023.

Max Rady College of Medicine –UGME Undergraduate Medical Education Policy

Policy Name:	Formative Assessment
Application/ Scope:	Year I to Year IV Undergraduate Medical Education Students
Approved (Date):	
Review Date:	February 2021-2023
Revised (Date):	February 2016-2018
Approved By:	Senate, January 4, 2017

1. PURPOSE

To ensure that students have an opportunity to participate in formative assessment experiences in each course or rotation and receive feedback on performance. ~~In preparation~~ **Formative assessment prepares** for the summative evaluations administered at the end of each ~~Course/Module~~ **course/module** and ~~Rotation~~ **rotation** in accordance with University of Manitoba Final Examination and Final Grades policy and related procedures.

2. DEFINITIONS

- 2.1 Pre-Clerkship – Year I and Year II of the UGME program
- 2.2 Clerkship – Year III and Year IV of the UGME program.
- 2.3 Course/Module – A ~~Course/Module~~ **course/module** is a course of study or educational unit, which covers a series of interrelated topics and is studied for a given period of time which taken together with other such completed modules or courses counts towards completion of the M.D. degree. The UGME curriculum consists of seven (7) modules and six (6) longitudinal courses occurring over a four (4) year period.
- 2.4 Rotation – A unit of clinical work in Clerkship.
- 2.5 Formative Assessment – An assessment designed to provide feedback to students in order to improve performance. May consist of multiple choice, short answer, or assignments which in some cases may be used in assessing summative progress in a course.
- 2.6 Midpoint In-Training Evaluation Report (MITER) – Is a formative assessment report completed by the student, and then reviewed by the preceptor. It is electronically distributed at the start of each core ~~Rotation~~ **rotation** that is of at least four (4) weeks duration and must be completed and submitted electronically. This must include a narrative description of medical student performance.
- 2.7 Formative-OSCE-type Examination (FOSCE) – A formative Objective Structured Clinical Examination used to assess the clinical skills of students.

- 2.8 The Pre-Clerkship Student Evaluation Committee and Clerkship Student Evaluation Committee(s) (PSEC/CSEC) - Are responsible for the development and approval of assessment policies and rules. Responsible for the overall management and administration of examination questions; the review and evaluation of results and recommendations to the Progress Committee for approval.
- 2.9 UM Learn (UML) – UM Learn is a University of Manitoba adopted eLearning solution.
- 2.10 Longitudinal Integrated Clerkship - Longitudinal Integrated Clerkship — takes all of the components of the current Clerkship and disperses them over an academic year allowing students to follow the course of illness.**

3. **POLICY STATEMENTS**

- 3.1 In the first week of each course/module within Pre-Clerkship and Clerkship rotation, students will be informed of the format, date and time of each Formative Assessment.
- 3.2 Formative Feedback will be provided to all students at least every six (6) weeks in Longitudinal, Year-Long Courses.**
- 3.3 **For shorter Pre-Clerkship courses**, one (1) or more formative assessments ~~can~~ **may** be developed and administered for each course/module in the Pre-Clerkship program at the discretion of the Course Leader.
- 3.4 ~~In any course/module that develops and distributes a formative assessment, a small percentage of the overall course/module mark may be assigned at the discretion of the Course Leader with the approval of the appropriate Student Evaluation Committee.~~
- 3.5 A FOSCE will be developed, organized and administered to Year I students prior to completion of the Year I program.
- 3.6 A MITER will be completed by each student for each Clerkship rotation of four (4) weeks or more duration.
- 3.7 The Clerkship Director/designate will review each student's completed MITER in a timely and efficient manner.
- 3.8 Students enrolled in the Longitudinal Integrated Clerkship must receive formative feedback at least every six weeks.**
- 3.9 This policy will be reviewed every five years following the approval date.**

4. **PROCEDURES**

RESPONSIBILITIES OF THE STUDENT

- 4.1 Avail of each opportunity to participate in the course formative assessments at the Pre-Clerkship level.
- 4.2 Avail of each opportunity to discuss the results of each course formative assessment at a time set by the Course Leader.
- 4.3 Participate in each opportunity to prepare for FOSCEs.

- 4.4 Participate in FOSCEs at the designated time and under the designated conditions.
- 4.5 Complete MITERs as required and participate in the meeting to address the information submitted in the MITER.
- 4.6 Actively engage in addressing deficiencies in knowledge and experience identified through the formative assessment process in the Pre-Clerkship and Clerkship programs.

RESPONSIBILITIES OF COURSE LEADERS

- 4.7 Inform students of number, types and dates of formative assessments.
- 4.8 Inform the Course Assistant of the times and dates of formative assessments.
- 4.9 Develop a bank of formative assessment questions.
- 4.10 Ensure that the Course Assistant has a copy of the bank of formative assessment questions for the course if administrative assistance is required in administering formative assessments.
- 4.11 Choose formative assessment questions for each assessment and provide them to the Course Assistant at least two (2) weeks before the scheduled assessment such that questions may be input and structured within the University of Manitoba's Learning Management System (D2L,UMLEARN).
- 4.12 Ensure each formative assessment is administered on the specified date and time.
- 4.13 Provide students with written or oral feedback on their performance on each formative assessment as appropriate.

RESPONSIBILITIES OF THE DIRECTOR, CLINICAL SKILLS

- 4.14 Identify the date and time of FOSCEs.
- 4.15 Inform the Administrator, Pre-Clerkship and Assistant to Administrators, Evaluation of the date and time of FOSCEs in support of scheduling.
- 4.16 Develop cases for FOSCE.
- 4.17 Oversee the execution of FOSCE in collaboration with the Assistant to Administrators, Evaluations and CLSP personnel.
- 4.18 Ensure the FOSCE is corrected in accordance with the requirements of the Examination Results Policy and Procedures.
- 4.19 Ensure each student receives feedback on his/her performance on FOSCEs.

RESPONSIBILITY OF THE CLERKSHIP DIRECTORS

- 4.20 Meet with each student at the midpoint of the rotation, if applicable, to review the MITER and identify ways the student can address areas of concern.

RESPONSIBILITY OF DIRECTOR, PRE-CLERKSHIP, DIRECTOR, CLERKSHIP, AND DIRECTOR, EVALUATION

- 4.21 Work collaboratively to ensure each Course Leader, Pre-Clerkship Director, Clinical Skills and Clerkship Director is aware of his/her responsibilities related to formative assessments.

RESPONSIBILITY OF THE ADMINISTRATOR, PRE-CLERKSHIP

- 4.22 Ensure the scheduled formative assessments are included in the OPAL schedule for each course within the module.

RESPONSIBILITIES OF COURSE ASSISTANTS

- 4.23 Prepare formative assessments under the direction of the Course Leader as required.
- 4.24 Score and reports results for formative assessments for the Course Director if required.

ASSISTANT TO ADMINISTRATORS, EVALUATION

- 4.25 Organize FOSCE under the direction the Director, Clinical Skills and with CLSP personnel as required.
- 4.26 Support the Coordinator, OSCE-type Evaluations with the scoring and distribution of results of FOSCE in accordance with the requirements of the Examination Results Policy and Procedures.

5. **REFERENCES**

- 5.1 Shute, V. (2008). Focus on Formative Feedback. Review of Education. Research. 78 (1), 154-189
- 5.2 University of Manitoba Examination Policy and Procedures
- 5.3 UGME Policy and Procedures - Examination Results
- 5.4 UGME Policy and Procedures - Midpoint In-Training Evaluation and Final In-Training Evaluation Preparation, Distribution and Completion and Essential Clinical Presentation Preparation, Distribution, Audit, and Remediation
- 5.5 UGME Policy and Procedures – Communicating Methods of Evaluation in the Undergraduate Medical Education Program.
- 5.6 UGME Policy and Procedures – Deferred Examination
- 5.7 UGME Policy and Procedures – Supplemental Examinations
- 5.8 UGME Policy and Procedures – Promotion and Failure
- 5.9 UGME Policy and Procedures - Accommodation for Undergraduate Medical Students with Disabilities
- 5.10 University of Manitoba – Final Examination and Final Grades Policy
- 5.11 University of Manitoba – Deferred and Supplemental Examinations Procedures
- 5.12 University of Manitoba – Final Examination Procedures
- 5.13 University of Manitoba – Final Grades Procedures

6. **POLICY CONTACT**

Director, Evaluation

Report of the Senate Committee on Instruction and Evaluation RE: Revisions to the Promotion and Failure Policy and Procedures, Undergraduate Medical Education Program, Max Rady College of Medicine

Preamble:

1. The terms of reference for the Senate Committee on Instruction and Evaluation (SCIE) can be found at: http://umanitoba.ca/admin/governance/governing_documents/governance/sen_comm/ittees/502.html.
2. At its meeting on March 15, 2018 SCIE considered revisions to the *Promotion and Failure Policy*, Undergraduate Medical Education (UGME) program, Max Rady College of Medicine.

Observations:

1. The purpose of the policy is to “set out the process for promotion and failure of the Undergraduate Medical Education (UGME) students which complements extant University of Manitoba Examination and Final Grades policy and related procedures.”
2. The Max Rady College of Medicine is proposing revisions to the *Promotion and Failure Policy* and procedures as outlined in the attached document and summarized below:
 - a) The duration of the remediation period is clarified in section 3.4 and 3.6, noting that a six week remediation period would be required in the event of failure of a core clinical rotation, and that if the remediation period requires more than 8 weeks in total, the student would have failed the Clerkship program.
 - b) References to the appeal process have been clarified in sections 3.12, 3.13 and 3.14. The Progress Committee would no longer hear student appeals, as committee members often had a conflict of interest. Appeals related to an evaluation decision would instead be submitted directly to the Undergraduate Medical Education Student Appeals Committee.
 - c) A policy renewal statement has been added to section 3 (3.16).
 - d) A variety of editorial and formatting changes have been made throughout the document.

Recommendation

The Senate Committee on Instruction and Evaluation recommends:

THAT Senate approve revisions to the Promotion and Failure Policy and procedures, Undergraduate Medical Education Program, Max Rady College of Medicine, effective September 1, 2018.

Respectfully submitted,

Dr. Diane Hiebert-Murphy, Chair
Senate Committee on Instruction and Evaluation

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

Date: February 28, 2018

To: Senate Committee on Instruction and Evaluation (SCIE)

From: Judith Jayasuriya, Business Manager, Undergraduate Medical Education on behalf of Dr. Ira Ripstein, Associate Dean, Undergraduate Medical Education

Re: Promotion and Failure Policy

Background: Over the last six years, UGME has been committed to formalizing core process through the development of policy and procedure documents. This version of the policy was approved by the Max Rady College of Medicine College Executive Council on February 27, 2018.

Purpose: To set out the process for promotion and failure of Undergraduate Medical Education (UGME) students which complements extant University of Manitoba Examination and Final Grades policy and related procedures.

Revisions - Statements are as follows:

- New Definitions
 - Editorial changes 2.3, 2.5, 2.7, 2.9
- New Policy Statements
 - Editorial changes section A, B
 - Clarification on remediation period 3.4, 3.6
 - Removal of statements referring to the Progress Committee as an appeals committee 3.12, 3.14
 - Addition of a statement clarifying that the Progress Committee does not hear student appeals 3.13
 - Addition of a policy renewal statement 3.16

Evidence of Best Practice: Various UGME Accommodation/Deferred and Supplemental policies and a comparison at other Canadian Medical Schools were used as a guide for the creation of the Policy document.

Consultation Process: As with all UGME policy and procedure documents, this document was vetted through a variety of committees including Progress Committee, Dean's Council and

College Executive Council. College of Medicine Student membership and participation is integral to each of these committees.

Communication and Implementation Plan: Max Rady College of Medicine students are informed of policy and procedures documents in advance of each types of examinations in which they participate. Existing in digital format, broad and unlimited access is afforded to both the public and student body. At the beginning of each academic year each class of students receives a complete listing of existing, new and revised policy and procedure documents with reference to the Policy and Procedures webpage.

Faculty and staff are informed of implementation of new policies and changes to existing policies through e-mail communication, participation on committees where policies are regularly discussed and communication such as Faculty Guide distributed regularly throughout the academic year.

Proposed Review Date: As part of on-going continuous improvement and horizon scanning, it is intended that this policy will be reviewed again in February 2023.

Max Rady College of Medicine –UGME Undergraduate Medical Education Policy

Policy Name:	Promotion and Failure
Application/Scope:	Undergraduate Medical Education (UGME) Students
Approved (Date):	
Review Date:	February 2024 2023
Revised (Date):	February 2016 2018
Approved By:	Senate, January 4, 2017

1. PURPOSE

To set out the process for promotion and failure of Undergraduate Medical Education (UGME) students which complements extant University of Manitoba Examination and Final Grades policy and related procedures.

2. DEFINITIONS

- 2.1 Pre-Clerkship – Year I and Year II of the UGME program
- 2.2 Clerkship – Year III and Year IV of the UGME program.
- 2.3 Course/Module – A ~~Course/Module~~ **course/module** is a course of study or educational unit, which covers a series of interrelated topics and is studied for a given period of time which taken together with other such completed modules or courses counts towards completion of the M.D degree. The UGME curriculum consists of seven (7) modules and six (6) longitudinal courses occurring over a four (4) year period.
- 2.4 Rotation – A unit of clinical work in Clerkship.
- 2.5 Midterm Examination - A summative examination normally conducted at the approximate midpoint of a ~~Course/Module~~ **course/module**. No rounding of scores will take place.
- 2.6 Final Examination – A summative examination at the end of a Pre-Clerkship Course/Module. No rounding of scores will take place.
- 2.7 National Board of Medicine Examiners (NBME ~~Examination~~) – A multiple-choice examination developed by the NBME that is administered at the end of the Surgery, Internal Medicine, Obstetrics/Gynecology, Pediatrics, Family Medicine, and Psychiatry rotations at the Clerkship level of the UGME program. Attaining a mark at the 11th percentile or higher is considered a pass.
- 2.8 Objective Structured Clinical Examination (OSCE-type) – An examination that is used to assess the clinical skills of students For courses based on OSCE-type examinations, the pass mark is determined by calculating 80% of the average mark of the top 10% of students who take the course.

- 2.9 Comprehensive Clinical Exam (CCE) – An OSCE-type exam that takes place during clerkship. The pass ~~mark~~ **mark** is determined by calculating 80% of the average mark of the top 10% of the students who take the exam.
- 2.10 Final In-Training Evaluation Report (FITER) – A comprehensive summary of student performance as a necessary component of their Clerkship training in order to ensure that students acquire the full range of competencies (knowledge, skills and attitudes) required of a physician. This is electronically distributed at the start of each rotation and must be completed and submitted electronically at the end of the rotation. This must include a narrative description of medical student performance.
- 2.11 Maximum Allowable Failures - The number of Pre-Clerkship modular courses which, if exceeded, would result in the immediate failure of a Pre-Clerkship year, and preclude the writing of supplemental examinations. The maximum allowable failures score is based on the sum of the weights (course weights (CW)) assigned to each course. Weightings assigned to each course are based on the amount of contact time spent with students and a breakdown of weightings assigned to each course within the Pre-Clerkship curriculum is included at Annex A. In order to be eligible to write supplemental exams, students cannot exceed nine (9) CW in Year One or ten (10) CW in Year Two.
- 2.12 Pre-Clerkship Student Evaluation Committee and Clerkship Student Evaluation Committee(s) (PSEC/CSEC) - Are responsible for the development and approval of assessment policies and rules. PSEC/CSEC bodies are responsible for the overall management and administration of examination questions; the review and evaluation of results and recommendations to the Progress Committee for approval.
- 2.13 Progress Committee - The overseeing body for student evaluations in the Undergraduate Medical Education Program. The Progress Committee assists in the design of a cohesive plan and standardized process for student assessment that follows the principles of the curriculum. Responsibilities include ensuring continuity of student monitoring, the direction of student remediation, and development of terms for promotion and failure at all stages of the curriculum.
- 2.14 Working Day – A day when the University of Manitoba is open for regular business.

3. **POLICY STATEMENTS**

A. Preclerkship-Pre-Clerkship

3.1 Successful completion of an academic year is deemed as follows:

- Year One and Two (MED I and II)
 - Case One: Attaining a pass on each course/module.
 - Case Two: Failing a number of Courses/Modules up to the maximum allowable failures and successfully completing the corresponding supplemental examination(s).

3.2 Failure of an academic year is deemed as follows:

- Year One and Two (MED I and II)
 - Case One: Failing a number of Course/Modules in excess of the maximum allowable failures. Students may fail up to nine (9) Course Weights (CW) Year One (I) or ten (10) Course Weights (CW) in Year Two (II). A listing of CW is outlined in Annex A.

- Case Two: Failing the supplemental assessment for any two (2) modular courses.
- Case Three: Failing any three (3) longitudinal courses, or the supplemental assessment in a longitudinal course.

B. CLERKSHIP

~~Students commencing Clerkship in 2013 or earlier~~ **STUDENTS COMMENCING CLERKSHIP IN 2013 OR EARLIER**

3.3 Successful completion of an academic year is deemed as follows:

- Case One: Attaining a pass on each of the six (6) required NBME examinations, a pass on all clerkship rotation evaluations (FITERs), and a pass on the Comprehensive Clinical Examination (CCE).
- Case Two: Successful remediation of core/elective rotations and/or CCE and/or attaining a pass on all necessary supplemental NBME examinations.

3.4 Failure of an academic year is deemed as follows

- Failure of Clinical Assessments

The student who has received failing evaluations in one or more of the following:

- Two major clerkships in different disciplines (Core Medicine, Surgery, Surgery Selective, Pediatrics, Psychiatry, Family Medicine, and Obstetrics/Gynecology,)

OR

- One major clerkship and one or more of the following:
 - i. Its remedial
 - ii. An ITC remedial
 - iii. A remedial in any of the components of the Multiple Specialty Rotation (Anesthesia, Emergency Medicine, Community Health Sciences, Ophthalmology, Otolaryngology)
 - iv. An Elective remedial

OR

- A remedial in two of the following:
 - i. Anesthesia
 - ii. Emergency Medicine
 - iii. Otolaryngology
 - iv. Ophthalmology
 - v. Elective
 - vi. Community Health Sciences
 - vii. ITC
- Failure of Examinations

The student has failures in one or more of the following:

- a) A single NBME subject examination three (3) times

OR

- b) A total of five (5) NBME examinations

OR

- c) The CCE after remediation

- Remediation Period

Failure of a core clinical rotation would require remediation of the full six weeks. If a remediation period recommended for a student, for whatever cause, requires more than eight (8) weeks **in total**, the student will be deemed to have failed the Clerkship Program. An outline of the minimum remediation period for Clerkship is outlined at Annex B.

~~Students commencing Clerkship in 2014 or later~~ **STUDENTS COMMENCING CLERKSHIP IN 2013 OR EARLIER**

3.5 Successful completion of an academic year is deemed as follows:

- Case One: Attaining a pass on each of the six (6) required NBME examinations, a pass on all clerkship rotation evaluations (FITERs), and a pass on the Comprehensive Clinical Examination (CCE).
- Case Two: Successful remediation of core/elective rotations and/or CCE and/or attaining a pass on all necessary supplemental NBME examinations.
- Successful pass on all Longitudinal Courses

3.6 Failure of an academic year is deemed as follows:

- Failure of Clinical Assessments

The student who has received failing evaluations in one or more of the following:

- Two major clerkships in different disciplines (Core Medicine, Surgery (i.e. combination of Core Surgery and Surgical Specialties), Pediatrics, Psychiatry, Family Medicine, Obstetrics/Gynecology, Emergency Medicine, Anesthesia)

OR

- One major clerkship and:
 - i. Its remedial, a Medicine Selective remedial, or, the Musculoskeletal course remedial, or,
 - ii. A remedial in any of the assignments integral to either the Professionalism or Population Health courses.
 - iii. A Public Health remedial, or
 - iv. A remedial in the Evidence-Based Medicine Practice Course, or
 - v. A TTR Selective remedial, or
 - vi. An Elective remedial

OR

- A remedial in two of the following:
 - i. Medicine Selective
 - ii. Musculoskeletal Course
 - iii. Any of the assignments integral to either the Professionalism or Population Health courses.
 - iv. Public Health
 - v. The Evidence-Based Medicine Practice course
 - vi. TTR Selective
 - vii. Elective

- Failure of Examinations

The student has failures in one or more of the following:

- d) A single NBME subject examination three (3) times

OR

- e) A total of five (5) NBME examinations

OR

- f) The CCE after remediation

- Remediation Period

If a remediation period recommended for a student, for whatever cause, requires more than ten (10) weeks **in total**, the student will be deemed to have failed the Clerkship Program. An outline of the minimum remediation period for Clerkship is outlined at Annex B.

3.7 FITER Pass/Fail Criteria

- FITERs will be automatically assessed, based on preceptor input, as a Pass, Borderline Pass, or Fail.

The following situations constitute a FAIL:

- a) If a student receives a grade of "unsatisfactory" in ONE MAJOR criterion.
- b) If a student receives a grade of "unsatisfactory" in TWO MINOR criteria.
- c) If a student receives a grade of "2 - Below expectations" (or worse) in ANY THREE MAJOR or MINOR criteria.

- The following situation constitutes a BORDERLINE PASS:

- a) If a student receives any combination of grades below "3 - meets expectations" that does not otherwise constitute a fail, as above. PLEASE NOTE: For summative purposes, a grade of "Borderline Pass" constitutes as a "Pass". This designation serves merely to flag students that are experiencing difficulty in a non-punitive manner.

- The following constitutes a PASS:

- a) If a student receives grades of "3 - Meets expectations" or better in ALL criteria.

GENERAL POLICY STATEMENTS

- 3.8 A student who fails Year One or Two will be required to repeat that particular year.
- 3.9 A student, who fails Clerkship due to failure of clinical assessments, failure of examinations, or failure of remediation, immediately ceases in the program, and will be required to repeat the entire Clerkship Program.
- 3.10 A student, who has failed any repeat year, or the Repeat Clerkship, will be required to withdraw from the Max Rady College of Medicine program.
- 3.11 Acceptance of student results for Course, NBME, OSCE-type Examinations, and FITERs is the responsibility of the PSEC and CSEC Committees. The Chairs of these committees present these results to Progress Committee for review and approval.
- 3.12 ~~At any time a student, may appear in person before Progress Committee, and be represented by an advocate from the Office of Student Advocacy, a representative from the University of Manitoba Students' Union, a member of the University community not receiving payment for appearing, or a member of the student's immediate family. It is the student's sole responsibility to determine the adequacy of their representation. If the student wishes to have a lawyer present, the lawyer may only be a non-participating observer at the committee meeting. The student may also provide a written submission to the Progress Committee, received at least five (5) days prior to the meeting.~~
- 3.13 **The Progress Committee does not hear student appeals.**
- 3.14 ~~Students have a right to request a reappraisal of a mark on any type of internal examination and FITER as per the Policy on Reappraisal of Student Evaluations.~~
- 3.15 Students can appeal any evaluation decision to the Undergraduate Medical Education Student Appeals Committee.
- 3.16 **This policy will be reviewed every five years following the approval date.**

4. PROCEDURES

- 4.1 **Pre-Clerkship — Course/Module Examinations, OSCE-type examinations**
- Each course must have at least two assessments; and the final exam is to be no more than 70% of the course. Course Leaders may add points for written assignments, formative assessments, attendance, and lab exams. Assessment criteria shall be articulated in the respective course syllabus.
 - The Administrator, Evaluations Pre-Clerkship will track longitudinal student performance on all assessments within each year/module of the Pre-Clerkship Program. Longitudinal tracking of performance is reported to PSEC as required.
 - For the CV1 and RS1 courses, the remediation periods will begin immediately after the course has been failed, and will therefore occur at the same time as other mandatory curricular time. For all other courses, remediation periods will take place in the summer. Students should only remediate one course at a time and supplemental exams will be scheduled to follow breaks within the academic schedule. Three (3) summer remediation periods will be created following each year to allow students to continue with their academic progress.

- Students required to remediate within Pre-Clerkship will be encouraged to access the College of Medicine UGME Peer to Peer mentoring program.
- At the end of the academic year, PSEC will determine whether a student has passed or failed based on cumulative performance.
- The Administrator, Evaluations Pre-Clerkship will prepare a letter for the signature of the Associate Dean, UGME, which will be sent, within three (3) working days after decision of PSEC, to each student who did not meet the criteria for promotion to the following year.
- The Administrator, Evaluations Pre-Clerkship will provide the Administrator, Enrolment within three (3) working days after the decision of PSEC of students who:
 - Have successfully completed the academic year.
 - Are required to write supplemental examination(s) or,
 - Have failed the academic year.
- The Administrator, Evaluations Pre-Clerkship will send a listing to the Associate Dean, UGME, Associate Dean Student Affairs, UGME, Director, Remediation, Administrator, Pre-Clerkship, and in case of MED II students to Administrator, Clerkship. of students who:
 - Are writing supplemental examination(s) or,
 - Have failed the academic year.
- At the end of designated supplemental examination periods, PSEC will determine whether a student has passed or failed based on the performance on the supplemental examination(s).
- The Administrator, Evaluations Pre-Clerkship will prepare a letter for the signature of the Associate Dean, UGME, which will be sent, within three (3) working days after the decision of the PSEC, to each student who did not successfully complete the supplemental examination informing him/her that he/she has failed the academic year.
- The Administrator, Evaluations Pre-Clerkship will send a listing to the Administrator, Enrolment, the Associate Dean, UGME, Associate Dean Student Affairs, UGME, Director, Remediation, Administrator, Pre-Clerkship, and in case of Year II students to Administrator, Clerkship, within three (3) working days after the decision of the PSEC for students who wrote the supplemental examination(s) and:
 - Successfully completed the academic year.
 - Failed the academic year.
- The Chair of PSEC will bring all information pertaining to the conduct of assessment within Pre-Clerkship to Progress Committee for discussion and approval when necessary.

4.2 **Clerkship - FITERs, NBME Examinations, CCE**

- The Administrator, Evaluations Clerkship will track student performance on evaluation criteria integral to the Clerkship Program. Tracking of longitudinal assessment data will be reported to the CSEC.
- CSEC and Progress Committees will determine whether a student has passed or failed the Clerkship program based on the cumulative performance of the student on all evaluation criteria.

- Clerkship remediation periods will be scheduled on consultation with the Director, Clerkship, and Director, Remediation. Students will only remediate one (1) rotation at a time and supplemental exams will be scheduled as required.
- Clerkship Remediation will, in some instances, occur during other mandatory curricular time. In some instances remediation will occur during the year concurrent with other rotations.
- In October of each academic year, the Program Manager, UGME will begin to prepare a preliminary graduation listing of Med IV students together with the Administrator, Enrolment, Administrator, Clerkship, and Administrator, Electives based on the criteria established within this policy.
- When a student meets the criteria for a failure of Clerkship, the Administrator, Evaluations Clerkship will prepare a letter for the signature of the Associate Dean, UGME, which will be sent to the student required to repeat the clerkship program.
- Students who pass the Repeat Clerkship program will be included in the spring or fall graduation listing depending on the time of the year that they successfully completed all requirements for the clerkship program and filed for graduation.
- The Chair of CSEC will bring all information pertaining to the conduct of assessment within Clerkship to Progress Committee for discussion and approval when necessary.

5. REFERENCES

- 5.1 UGME Policy and Procedures - Communicating Methods of Evaluation
- 5.2 UGME Policy and Procedures - Accommodation for Undergraduate Medical Students with Disabilities
- 5.3 UGME Policy and Procedures – Deferred Examination
- 5.4 UGME Policy and Procedures – Supplemental Examinations
- 5.5 UGME Policy and Procedures - Examination Results
- 5.6 UGME Policy and Procedures – Invigilation of Examiners
- 5.7 UGME Policy and Procedures – Examination Conduct
- 5.8 University of Manitoba – Final Examination and Final Grades Policy
- 5.9 University of Manitoba – Deferred and Supplemental Examinations Procedures
- 5.10 University of Manitoba – Final Examination Procedures
- 5.11 University of Manitoba – Final Grades Procedures

6. POLICY CONTACT

Director, Evaluations

COURSE WEIGHTINGS – CLASS OF 2018 AND BEYOND

Commencing with the Class of 2018, course weights (CW) are as follows:

Year One

- Foundation of Medicine – 4
- Blood and Immunology One – 3
- Cardiovascular One – 3
- Respiratory One – 3
- Neuroscience One – 4
- Musculoskeletal One – 2
- Endocrine One – 2
- Women's Reproductive Health/Obstetrics One – 2
- Gastro-Intestinal/Hepatology/Nutrition One – 2
- Urinary Tract One – 2
- Introduction to Infectious Disease Two – 2
- Cardiovascular Two - 3.5
- Respiratory Two - 3.5

Year Two

- Oncology Two – 1
- Blood and Immunology Two - 3
- Neuroscience Two – 6
- Women's Reproductive Health Two – 3
- Endocrine Two – 3
- Gastro-Intestinal/Hepatology/Nutrition Two – 3
- Urinary Tract Two – 3
- Musculoskeletal Two – 4
- Consolidation – 6
- Dermatology Two - 1

WEEKS ASSIGNED TO CLERKSHIP REMEDIATION

Students required to remediate Clerkship rotations

- Anesthesia - 4 weeks
- Any Population Health Course Assignment – 0.5 week
- Any Professionalism Course Assignment- 0.25 week
- CCE - 2 weeks
- Core Medicine - 6 weeks
- Elective – A period of weeks equal to the length of the elective requiring remediation
- Emergency Medicine - 4 weeks
- Evidence Based Medicine (EBM) Course - 2 weeks
- Family Medicine - 5 weeks
- Medicine Selective - 2 weeks
- Musculoskeletal Course - 2 weeks
- Obstetrics/Gynecology - 6 weeks
- Pediatrics - 6 weeks
- Psychiatry - 6 weeks
- Public Health - 1 week
- Repeat NBME Failure - 4 weeks
- Surgery - 6 weeks
- Transition to Residency (TTR) Selective – A period of weeks equal to the length of the TTR selective

Report of the Senate Committee on Instruction and Evaluation RE: Revisions to Repeat Clerkship Policy and Procedures, Undergraduate Medical Education Program, Max Rady College of Medicine

Preamble:

1. The terms of reference for the Senate Committee on Instruction and Evaluation (SCIE) can be found at: http://umanitoba.ca/admin/governance/governing_documents/governance/sen_comm/ittees/502.html.
2. At its meeting on March 15, 2018 SCIE considered revisions to the *Repeat Clerkship Policy* and procedures, Undergraduate Medical Education (UGME) program, Max Rady College of Medicine.

Observations:

1. The purpose of the policy is to “provide specific processes for students who fail Clerkship and are required to repeat it.”
2. The Max Rady College of Medicine is proposing revisions to the *Repeat Clerkship Policy* and procedures as outlined in the attached document and summarized below:
 - a) Currently the procedures outline the responsibilities of faculty, as related to repeat Clerkships. The procedures have been modified to include the responsibilities of all the participants as related to repeat Clerkships, including the Student; the Chair of the Curriculum Student Evaluation Committee; Chair of the Progress Committee; Associate Dean, Student Affairs; Associate Dean, UGME; Administrator, Clerkship; Administrator; Clerkship Evaluations and Administrator, Enrollment. Students would be responsible for meeting with the Associate Dean and the Associate Dean Student Affairs, UGME to discuss reasons for failure prior to beginning a repeat Clerkship. Students who receive a notice of failure of clerkship will liaise with the Administrator, Clerkship regarding scheduling of the Repeat Clerkship.
 - b) A policy renewal statement has been added to section 3 (3.9).
 - c) A variety of editorial and formatting changes have been made throughout the document.

Recommendation

The Senate Committee on Instruction and Evaluation recommends:

THAT Senate approve the revisions to the Repeat Clerkship Policy and procedures, Undergraduate Medical Education program, Max Rady College of Medicine, effective September 1, 2018.

Respectfully submitted,

Dr. Diane Hiebert-Murphy, Chair
Senate Committee on Instruction and Evaluation

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

Date: February 28, 2018

To: Senate Committee on Instruction and Evaluation (SCIE)

From: Judith Jayasuriya, Business Manager, Undergraduate Medical Education on behalf of Dr. Ira Ripstein, Associate Dean, Undergraduate Medical Education

Re: Repeat Clerkship Policy

Background: Over the last six years, UGME has been committed to formalizing core process through the development of policy and procedure documents. This version of the policy was approved by the Max Rady College of Medicine College Executive Council on February 27, 2018.

Purpose: To provide specific processes for students who fail Clerkship and are required to repeat it.

Revisions - Statements are as follows:

- New Definitions
 - Editorial changes 2.2, 2.4, 2.6
- New Policy Statements
 - Editorial changes 3.4
 - Addition of a policy renewal statement 3.9
- New Procedure Statements
 - Modifications to reflect revised roles and responsibilities section 4

Evidence of Best Practice: Various UGME policies including the Promotion and Failure policy a comparison at other Canadian Medical Schools were used as a guide for the creation of the Policy document.

Consultation Process: As with all UGME policy and procedure documents, this document was vetted through a variety of committees including Progress Committee, Dean's Council and College Executive Council. College of Medicine Student membership and participation is integral to each of these committees.

Communication and Implementation Plan: Max Rady College of Medicine students are informed of policy and procedures documents in advance of each types of examinations in which they participate. Existing in digital format, broad and unlimited access is afforded to both the public and student body. At the beginning of each academic year each class of students receives a complete listing of existing, new and revised policy and procedure documents with reference to the Policy and Procedures webpage.

Faculty and staff are informed of implementation of new policies and changes to existing policies through e-mail communication, participation on committees where policies are regularly discussed and communication such as Faculty Guide distributed regularly throughout the academic year.

Proposed Review Date: As part of on-going continuous improvement and horizon scanning, it is intended that this policy will be reviewed again in February 2023.



Max Rady College of Medicine – ~~UGME~~ Undergraduate Medical Education Policy

Policy Name:	Repeat Clerkship
Application/ Scope:	Undergraduate Medical Education (UGME) Students
Approved (Date):	April 19, 2016
Review Date:	February 2018 2023
Revised (Date):	February 2016 2018
Approved By:	College Executive Council

1. **PURPOSE**

Students who fail clerkship for the first time are required to repeat it. This policy describes the terms of such a repeat clerkship.

2. **DEFINITIONS**

- 2.1 Clerkship – Year III and Year IV of the UGME program.
- 2.2 Course/Module – A ~~Course/Module~~ **course/module** is a course of study or educational unit, which covers a series of interrelated topics and is studied for a given period of time which taken together with other such completed modules or courses counts towards completion of the M.D degree. The UGME curriculum consists of seven (7) modules and six (6) longitudinal courses occurring over a four (4) year period.
- 2.3 Final Examination – A summative multiple choice and/or short answer examination at the end of a Pre-Clerkship Course/Module. No rounding of scores will take place.
- 2.4 National Board of Medicine Examiners **examination** (NBME ~~Examination~~) – A multiple choice examination developed by the NBME that is administered at the end of the Surgery, Internal medicine, Obstetrics/Gynecology, Pediatrics, Family Medicine, and Psychiatry rotations at the Clerkship level of the UGME program. Attaining a mark at the 11th percentile or higher is considered a pass.
- 2.5 Objective Structured Clinical Examination (OSCE-type) – An examination used to assess the clinical skills of students. For courses based on OSCE-type examinations, the pass mark is determined by calculating 80% of the average mark of the top 10% of students who take the course.
- 2.6 Comprehensive Clinical Exam (CCE) – An OSCE-type exam that takes place during clerkship. The pass ~~mark~~ **mark** is determined by calculating 80% of the average mark of the top 10% of the students who take the exam.
- 2.7 Rotation – A unit of clinical work in Clerkship.
- 2.8 Final In-Training Evaluation Report (FITER) – A comprehensive summary of student performance as a necessary component of their Clerkship training in order to ensure that students acquire the full range of competencies (knowledge, skills and attitudes) required of a physician. This is electronically distributed at the start of each rotation and must be completed and submitted electronically at the end of the rotation. This must include a narrative description of medical student performance.

- 2.9 Clerkship Student Evaluation Committee(s) (CSEC) – Is responsible for the development and approval of assessment policies and rules; management and administration of examination questions; and the review and evaluation of results and recommendations to the Progress Committee for approval.
- 2.10 Progress Committee - The overseeing body for student assessments in the Undergraduate Medical Education Program. The Progress Committee assists in the design of a cohesive plan and standardized process for student assessment that follows the principles of the curriculum. Responsibilities include ensuring continuity of student monitoring, the direction of student remediation, and development of terms for promotion and failure at all stages of the curriculum.
- 2.11 Advanced Cardiac Life Support Course (ACLS) – The ACLS course is mandatory part of clinical Clerkship and used to prepare students for the Medical Council of Canada Qualifying Examination.
- 2.12 Licentiate of the Medical Council of Canada Refresher Course (LMCC Refresher Course) – A course designed to prepare students for upcoming Medical Council of Canada Qualifying Exams.
- 2.13 Elective – A course of clinical study selected according to a student's own interest.
- 2.14 Transition to Residency Selective - A course of clinical and/non clinical study that students rank from a prescribed list provided to them by UGME.

3. POLICY STATEMENTS

- 3.1 A student who fails the Clerkship Program for the first time be it because of failure of clinical assessments, examinations, or remediation, immediately ceases in the program, and will be required to repeat the Clerkship Program.
- 3.2 The repeat Clerkship will commence as soon as is logistically feasible in the schedule.
- 3.3 The repeat Clerkship will consist of the following:
 - i. Six (6) week rotations in each of Internal Medicine, Surgery, Pediatrics, Family Medicine, Psychiatry, and Obstetrics/ Gynecology.
 - ii. If the failure occurred prior to the completion of the Medicine Selective, Musculoskeletal Rotation, Emergency Medicine Rotation, Anaesthesia Rotation, Population Health Course, Professionalism Course, TTR Selectives, or Evidence-Based Medicine Practice Course, then these will be required components of the repeat of clerkship.
 - iii. Fourteen (14) weeks of Electives; this requirement may be reduced by the number of Electives weeks previously successfully completed.
 - iv. The ACLS Course (0.5 weeks) and the LMCC Refresher Course (4.5 weeks), if not already completed.
- 3.4 The student will be granted **three (3)** weeks for CARMs interviews, **two (2)** weeks in August and **two (2)** weeks in December for vacation if the repeat clerkship coincides with those dates.

- 3.5 The student must satisfactorily meet all clinical assessments and examinations regardless of whether they had been passed previously. This includes the CCE and Remedial Rotations (as appropriate).
- 3.6 The terms of the Repeat Clerkship for a particular student will be submitted to the Progress Committee for review and final approval.
- 3.7 The terms for failure of the Repeat Clerkship are the same as listed in Policy statement 3.7 of the Promotion and Failure Policy.
- 3.8 A student who fails the Repeat Clerkship is required to withdraw from the Max Rady College of Medicine Program.
- 3.9 **This policy will be reviewed every five years following the approval date.**

4. **PROCEDURES**

RESPONSIBILITY OF FACULTY

~~When a student meets the criteria for a failure of Clerkship, the Administrator, Evaluations Clerkship will prepare a letter for the signature of the Associate Dean, UGME, which will be sent to the student required to repeat the clerkship program.~~

~~A student would need to repeat clerkship if they fail to meet the requirement for promotion outlined the Max Rady College of Medicine's Promotion and Failure policy, specifically:~~

- ~~Failure of Clinical Assessments~~

~~The student who has received failing evaluations in one or more of the following:~~

- ~~Two major clerkships in different disciplines (Core Medicine, Surgery (i.e. combination of Core Surgery and Surgical Specialties), Pediatrics, Psychiatry, Family Medicine, Obstetrics/Gynecology, Emergency Medicine, Anesthesia)~~

~~OR~~

- ~~One major clerkship and one or more of the following:~~
 - i. ~~Its remedial, a Medicine Selective remedial, or, the Musculoskeletal course remedial,~~
 - ii. ~~A remedial in any of the Scholarship in Medicine or Health Equity and Social Accountability Assignment integral to the Population Health Course,~~
 - iii. ~~A Public Health remedial,~~
 - iv. ~~A remedial in the Evidence-Based Medicine Practice Course, or~~
 - v. ~~A TTR Selective remedial,~~
 - vi. ~~An Elective remedial~~

~~OR~~

- ~~A remedial in two of the following:~~
 - i. ~~Anesthesia~~

- ii. Emergency Medicine
- iii. Otolaryngology
- iv. Ophthalmology
- v. Elective
- vi. Community Health Sciences
- vii. ITC

- **Failure of Examinations**

The student has failures in one or more of the following:

- a) A single NBME subject examination three (3) times—

OR

- b) A total of five (5) NBME examinations—

OR

- c) The CCE after remediation

- **Remediation Period**

RESPONSIBILITY OF THE STUDENT

- 4.1. The student will meet with the Associate Dean, and the Associate Dean Student Affairs, UGME, to discuss reasons for failure prior to beginning Repeat Clerkship.
- 4.2. Upon receipt of the notice of failure of clerkship, the student will liaise with the Administrator, Clerkship regarding scheduling of Repeat Clerkship.

RESPONSIBILITY OF THE CHAIR OF CURRICULUM STUDENT EVALUATION COMMITTEE

- 4.3. The Chair of CSEC will bring all information pertaining to the conduct of assessment within Clerkship to Progress Committee for discussion and approval when necessary.

RESPONSIBILITY OF THE CHAIR OF PROGRESS COMMITTEE

- 4.4. The Chair of the Progress Committee will present the information of the Progress Committee, in order to determine whether a student has passed or failed the Clerkship program based on the cumulative performance of the student on all evaluation criteria.

RESPONSIBILITY OF THE ASSOCIATE DEAN, STUDENT AFFAIRS

- 4.5. Meet with the student and Associate Dean, UGME to discuss reasons for failure of Clerkship and to plan for Repeat Clerkship.

RESPONSIBILITY OF THE ASSOCIATE DEAN, UGME

- 4.6. Meet with the student and Associate Dean, Student Affairs to discuss reasons for failure of Clerkship and to plan for Repeat Clerkship.

- 4.7. Compose letter to student advising terms of Repeat Clerkship.

RESPONSIBILITY OF THE ADMINISTRATOR, CLERKSHIP

- 4.8. Liaise with departments to determine the schedule for the students Repeat Clerkship.
- 4.9. Communicate the new schedule to the student.

RESPONSIBILITY OF THE ADMINISTRATOR, CLERKSHIP EVALUATIONS

- 4.10. The Administrator, Evaluations Clerkship will track student performance on evaluation criteria integral to the Clerkship Program. Tracking of longitudinal assessment data will be reported to the CSEC.
- 4.11. Inform Administrator, Enrollment of student progress on Repeat Clerkship

RESPONSIBILITY OF THE ADMINISTRATOR, ENROLLMENT

- 4.12. Include students who pass the Repeat Clerkship program on the spring or fall graduand listing, depending on the time of year that they successfully completed all requirements for the clerkship program and filed for graduation.

5. REFERENCES

- 5.1. UGME Policy and Procedures – Promotion and Failure Policy

6. POLICY CONTACT

Program Administrator, Clerkship

Evaluations Administrator, Clerkship

Associate Dean, UGME

Max Rady College of Medicine Undergraduate Medical Education Policy

Policy Name:	Repeat Clerkship
Application/Scope:	Undergraduate Medical Education (UGME) Students
Approved (Date):	April 19, 2016
Review Date:	February 2023
Revised (Date):	February 2018
Approved By:	College Executive Council

1. **PURPOSE**

Students who fail clerkship for the first time are required to repeat it. This policy describes the terms of such a repeat clerkship.

2. **DEFINITIONS**

- 2.1 Clerkship – Year III and Year IV of the UGME program.
- 2.2 Course/Module – A course/module is a course of study or educational unit, which covers a series of interrelated topics and is studied for a given period of time which taken together with other such completed modules or courses counts towards completion of the M.D degree. The UGME curriculum consists of seven (7) modules and six (6) longitudinal courses occurring over a four (4) year period.
- 2.3 Final Examination – A summative multiple choice and/or short answer examination at the end of a Pre-Clerkship Course/Module. No rounding of scores will take place.
- 2.4 National Board of Medicine Examiners examination (NBME) – A multiple-choice examination developed by the NBME that is administered at the end of the Surgery, Internal medicine, Obstetrics/Gynecology, Pediatrics, Family Medicine, and Psychiatry rotations at the Clerkship level of the UGME program. Attaining a mark at the 11th percentile or higher is considered a pass.
- 2.5 Objective Structured Clinical Examination (OSCE-type) – An examination used to assess the clinical skills of students. For courses based on OSCE-type examinations, the pass mark is determined by calculating 80% of the average mark of the top 10% of students who take the course.
- 2.6 Comprehensive Clinical Exam (CCE) – An OSCE-type exam that takes place during clerkship. The pass mark is determined by calculating 80% of the average mark of the top 10% of the students who take the exam.
- 2.7 Rotation – A unit of clinical work in Clerkship.
- 2.8 Final In-Training Evaluation Report (FITER) – A comprehensive summary of student performance as a necessary component of their Clerkship training in order to ensure that students acquire the full range of competencies (knowledge, skills and attitudes) required of a physician. This is electronically distributed at the start of each rotation and must be completed and submitted electronically at the end of the rotation. **This must include a narrative description of medical student performance.**

- 2.9 Clerkship Student Evaluation Committee(s) (CSEC) – Is responsible for the development and approval of assessment policies and rules; management and administration of examination questions; and the review and evaluation of results and recommendations to the Progress Committee for approval.
- 2.10 Progress Committee - The overseeing body for student assessments in the Undergraduate Medical Education Program. The Progress Committee assists in the design of a cohesive plan and standardized process for student assessment that follows the principles of the curriculum. Responsibilities include ensuring continuity of student monitoring, the direction of student remediation, and development of terms for promotion and failure at all stages of the curriculum.
- 2.11 Advanced Cardiac Life Support Course (ACLS) – The ACLS course is mandatory part of clinical Clerkship and used to prepare students for the Medical Council of Canada Qualifying Examination.
- 2.12 Licentiate of the Medical Council of Canada Refresher Course (LMCC Refresher Course) – A course designed to prepare students for upcoming Medical Council of Canada Qualifying Exams.
- 2.13 Elective – A course of clinical study selected according to a student's own interest.
- 2.14 Transition to Residency Selective - A course of clinical and/non clinical study that students rank from a prescribed list provided to them by UGME.

3. POLICY STATEMENTS

- 3.1 A student who fails the Clerkship Program for the first time be it because of failure of clinical assessments, examinations, or remediation, immediately ceases in the program, and will be required to repeat the Clerkship Program.
- 3.2 The repeat Clerkship will commence as soon as is logistically feasible in the schedule.
- 3.3 The repeat Clerkship will consist of the following:
 - i. Six (6) week rotations in each of Internal Medicine, Surgery, Pediatrics, Family Medicine, Psychiatry, and Obstetrics/ Gynecology.
 - ii. If the failure occurred prior to the completion of the Medicine Selective, Musculoskeletal Rotation, Emergency Medicine Rotation, Anaesthesia Rotation, Population Health Course, Professionalism Course, TTR Selectives, or Evidence-Based Medicine Practice Course, then these will be required components of the repeat of clerkship.
 - iii. Fourteen (14) weeks of Electives; this requirement may be reduced by the number of Electives weeks previously successfully completed.
 - iv. The ACLS Course (0.5 weeks) and the LMCC Refresher Course (4.5 weeks), if not already completed.
- 3.4 The student will be granted three (3) weeks for CARMs interviews, two (2) weeks in August and two (2) weeks in December for vacation if the repeat clerkship coincides with those dates.

- 3.5 The student must satisfactorily meet all clinical assessments and examinations regardless of whether they had been passed previously. This includes the CCE and Remedial Rotations (as appropriate).
- 3.6 The terms of the Repeat Clerkship for a particular student will be submitted to the Progress Committee for review and final approval.
- 3.7 The terms for failure of the Repeat Clerkship are the same as listed in Policy statement 3.7 of the Promotion and Failure Policy.
- 3.8 A student who fails the Repeat Clerkship is required to withdraw from the Max Rady College of Medicine Program.
- 3.9 This policy will be reviewed every five years following the approval date.

4. PROCEDURES

RESPONSIBILITIES OF THE STUDENT

- 4.1. The student will meet with the Associate Dean, and the Associate Dean Student Affairs, UGME, to discuss reasons for failure prior to beginning Repeat Clerkship.
- 4.2. Upon receipt of notification of failure of clerkship, the student will liaise with the Administrator, Clerkship regarding scheduling of the Repeat Clerkship.

RESPONSIBILITY OF THE CHAIR OF CURRICULUM STUDENT EVALUATION COMMITTEE

- 4.3. The Chair of CSEC will bring all information pertaining to the conduct of assessment within Clerkship to Progress Committee for discussion and approval when necessary.

RESPONSIBILITY OF THE CHAIR OF PROGRESS COMMITTEE

- 4.4. The Chair of the Progress Committee will present the information to the Progress Committee, in order to determine whether a student has passed or failed the Clerkship program based on the cumulative performance of the student on all evaluation criteria.

RESPONSIBILITY OF THE ASSOCIATE DEAN, STUDENT AFFAIRS

- 4.5. Meet with the student and Associate Dean, UGME to discuss reasons for failure of Clerkship and to plan for Repeat Clerkship.

RESPONSIBILITY OF THE ASSOCIATE DEAN, UGME

- 4.6. Meet with the student and Associate Dean, Student Affairs to discuss reasons for failure of Clerkship and to plan for Repeat Clerkship.
- 4.7. Compose letter to student advising terms of Repeat Clerkship.

RESPONSIBILITY OF THE ADMINISTRATOR, CLERKSHIP

- 4.8. Liaise with departments to determine the schedule for the students Repeat Clerkship.
- 4.9. Communicate the new schedule to the student.

RESPONSIBILITY OF THE ADMINISTRATOR, CLERKSHIP EVALUATIONS

- 4.10. The Administrator, Evaluations Clerkship will track student performance on evaluation criteria integral to the Clerkship Program. Tracking of longitudinal assessment data will be reported to the CSEC.
- 4.11. Inform Administrator, Enrollment of student progress on Repeat Clerkship.

RESPONSIBILITY OF THE ADMINISTRATOR, ENROLLMENT

- 4.12. Include students who pass the Repeat Clerkship program on the spring or fall graduand listing, depending of the time of the year that they successfully completed all requirements for the clerkship program and filed for graduation.

5. **REFERENCES**

- 5.1. UGME Policy and Procedures – Promotion and Failure Policy

6. **POLICY CONTACT**

Program Administrator, Clerkship

Evaluations Administrator, Clerkship

Associate Dean, UGME

Report of the Senate Committee on University Research Re: Proposal to Establish a Clinician-Scientist Professorship

Preamble:

1. The terms of reference for the Senate Committee on University Research (SCUR) can be found at:
http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/510.html
2. At its meeting on March 22, 2018, SCUR received for review, a proposal to establish a Clinician-Scientists Professorship.
3. The University of Manitoba Policy for Chairs and Professorships specifies (section 2.14) "In the case of proposals for Chairs and Professorships that are primarily intended to enhance the University's research programs, the Senate Committee on University Research shall recommend to Senate."

Observations:

1. The Max Rady College of Medicine, Rady Faculty of Health Sciences has proposed a Clinician-Scientist Professorship.
2. Max Rady College of Medicine Executive approved the Professorship on October 10, 2017.
3. The focus of the Professorship "would serve to enhance and promote basic, translational, clinical and/or epidemiological research in the Max Rady College of Medicine".
4. The Chair will be funded through the Rudy Bassett, Beauchamp Falk Clinician Scientist Endowment Fund and matching contribution from the awardee's department.
5. The appointee to the position will be at an Assistant Professor level, within three years of their initial appointment.
6. The term of appointment will be three years with no option of renewal.

Recommendation:

The Senate Committee on University Research recommends THAT: the Clinician-Scientist Professorship be approved by Senate

Respectfully submitted,

Digvir Jayas, Chair
Senate Committee on University Research

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



UNIVERSITY
OF MANITOBA

Office of Provost & Vice-President (Academic)

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

Date: January 3, 2018

To: Digvir Jayas, Vice-President (Research and International)

From: Janice Ristock, Provost and Vice-President (Academic)

Re: Proposal for a Clinician-Scientist Professorship

On behalf of the Max Rady College of Medicine, Rady Faculty of Health Sciences, Dr. Brian Postl has submitted a proposal for a Clinician-Scientist Professorship. This Professorship aligns with the priorities of the College, the Faculty, and the University and will promote basic, translational, clinical, and/or epidemiologic research in medicine.

The policy on Chairs and Professorships specifies that:

- (1) Professorships are established to advance the University's academic goals and objectives;
- (2) Professorships normally must be partially funded from sources outside of the University's operating budget (normally the funding must cover at least 20% of the salary and benefits of the incumbent and provide an appropriate level of research support) by way of an endowment or through a schedule of annual expendable gifts for a period of at least five years;
- (3) Professorships shall normally be attached to a department, faculty, school, college, centre, or institute and the goals of the Professorship shall be consistent with that unit;
- (4) The establishment of a Professorship normally shall not be tied to the appointment of a particular person;
- (5) Individuals appointed to the Professorship shall normally have the academic qualifications commensurate with an appointment at the rank of Assistant Professor, Associate Professor, or Professor; and
- (6) The initial term of the appointment of the Professorship shall be 3 to 5 years, and if renewal is permitted, such renewal shall be subject to a successful performance review and the availability of funds.

The proposed Professorship satisfies the above requirements. The Professorship will be funded through the Bassett, Beauchamp Falk Clinician Scientist Endowment with matching

funds from the awardee's Department. The term of the appointment will be three years with no option of renewal.

I support this proposal from the Rady Faculty of Health Sciences and request that you present it to the Senate Committee on University Research for consideration and recommendation to Senate and, in turn, the Board of Governors.

If you have any questions or concerns, I would be pleased to meet with you.



UNIVERSITY
OF MANITOBA

Rady Faculty of
Health Sciences

Max Rady College of Medicine
Office of the Dean
A105 Chown Building
753 McDermot Ave
Winnipeg, MB R3E 0T6
Phone: 204-789-3485
Fax: 204-789-3661

November 30, 2017

Dr. Diane Hiebert-Murphy
Vice-Provost (Academic Affairs)
208 Administration Building
University of Manitoba
Winnipeg, MB R3T 2N2

Dear Dr. Hiebert-Murphy,

RE: Establishment of a Clinician-Scientist Professorship

The Max Rady College of Medicine would like to establish a Clinician-Scientist Professorship. The proposed Professorship would serve to enhance and promote basic, translational, clinical and/or epidemiological research in the Max Rady College of Medicine.

The Professorship will be funded through the Rudy Bassett, Beauchamp Falk Clinician Scientist Endowment. These funds were transferred from the Bassett Beauchamp Falk Clinician Trust in March 2017 in consultation with the Rudy Falk family.

The Max Rady College of Medicine Executive met and approved this professorship on October 10, 2017.

Enclosed are updated Terms of Reference for your approval. I support this proposal enthusiastically and without reservation. I look forward to your response in due course. Please let me know if you require any additional information.

Sincerely,

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

Encl.

**PROPOSAL TO ESTABLISH AN ENDOWED CLINICIAN-SCIENTIST PROFESSORSHIP
AT THE UNIVERSITY OF MANITOBA**

EXECUTIVE SUMMARY:

In accordance with the procedures and mechanisms for establishing Chairs and Professorships at the University of Manitoba, the following is presented:

TYPE OF APPOINTMENT: Professorship

NAME OF PROFESSORSHIP: Clinician-Scientist Professorship

PURPOSE AND OBJECTIVES OF PROFESSORSHIP:

The Clinician-Scientist Professorship is an initiative between the University of Manitoba and the Max Rady College of Medicine, Rady Faculty of Health Sciences. The Professorship will provide leadership, scholarship, and mentorship in clinical science. The specific objectives of the Professorship will include:

- The promotion of basic, translational, clinical and/or epidemiologic research in medicine.
- The opportunity to recruit early career Clinician Scientists with a proven record in research. The support of the Professorship would afford such an individual the necessary support to launch his/her efforts to establish a research program in the Max Rady College of Medicine.
- The establishment of critical intramural and extramural links and collaborations that serve to promote medical research at the University of Manitoba.
- Enhance the competitiveness of the University of Manitoba at national and international peer reviewed funding agencies in clinical science.
- Research in clinical science will promote health care excellence and benefit the diverse communities served by the Rady Faculty of Health Sciences.
- The provision of mentorship and opportunities for trainees embarking on careers focused on research in clinical science.
- The pursuit of research topics that will lead to improved health for individuals and to ensure that high quality care for these individuals is available in Manitoba.

RELATIONSHIP TO THE PROPOSING UNIT:

The Max Rady College of Medicine, Rady Faculty of Health Sciences at the University of Manitoba has a major academic commitment to achieving the highest level of excellence in research, education and patient care. Moreover, there exist within the Rady Faculty of Health Sciences excellent opportunities for state-of-the-art collaborative research between basic and clinical investigators. The proposed Professorship would serve to enhance and promote basic, translational, clinical and/or epidemiological research in the Max Rady College of Medicine.

The Professorship will support an individual Clinician-Scientist by providing salary support to pursue independent research. This support is expected to be matched 50:50 with the sponsoring department. This support will allow the recipient to maximize his/her research activity and effectiveness, as well as lead research activities in the Faculty. Excellence of the candidate will be the first priority.

THE METHOD BY WHICH THE PROFESSORSHIP WILL BE FUNDED:

Interest accrued from the initial endowment up to a value of \$50,000 per annum [market value \$1,334,859 at June 30, 2017] will be matched with \$50,000 per annum from the awardee's department, bringing the total value of the Professorship to \$100,000 per annum.

FUNDING METHOD:

The Professorship will be funded through the Bassett, Beauchamp Falk Clinician Scientist Endowment (market value of \$1,334,859 at June 30, 2017). These funds were transferred from the Bassett Beauchamp Falk Clinician Trust in March 2017 in consultation with the Falk family. The unspent capitalized funds retained in the Bassett Beauchamp Falk Clinician Fund will be used as required to ensure that the \$50,000 per annum for the Professorship are available should there be insufficient funds from the endowed professorship.

At the request of the Falk family, the endowment fund supporting the Professorship—the Bassett, Beauchamp Falk Clinician Scientist Endowment—will retain the Bassett and Beauchamp family names in honour of the donors whose generous gifts established the fund.

GENERAL AND SPECIFIC REQUIREMENTS FOR THE PROFESSORSHIP

In accordance with the policy and procedures for establishing Professorships at the University of Manitoba, individuals appointed to the Clinician Scientist Professorship will have the following qualifications:

- Canadian citizen or permanent resident.
- Hold a Fellowship recognized by the Royal College of Physician and Surgeons of Canada.
- Be within 3 years of their initial academic appointment at the rank of Assistant Professor.

- History of excellence in research as evidenced by a strong publication record in high impact journals and acquisition of national or international peer reviewed grants and contracts.
- History of excellence in mentoring trainees.
- History of effective and productive collaboration with intramural and extramural investigators and institutions.

TERM OF APPOINTMENT:

The term of the appointment will be three years. There is no renewal of the Professorship.

PREAMBLE:

The Professorship has been established in memory of Rudy Falk and two of his patients, John F. Bassett and Bruce Beauchamp, to commemorate his contributions to medical research and to his patients. Rudy Falk was an oncologist and scientist with a lengthy list of achievements and awards during his distinguished career. He was a skilled surgeon, winning the Lister Prize for his surgical skills, and a committed and compassionate doctor to his patients. He was a dedicated scientist and was honoured as a Career Investigator with the Medical Research Council of Canada. He was a gold medalist at the University of Manitoba, first director of the Goldie Rotman oncology unit at Toronto General Hospital, professor at the University of Toronto, and director of the Falk Oncology Center.

OTHER PROVISIONS:

- 1) The selection and appointment of an individual to the proposed Professorship shall be conducted in accordance with section 2.3 of University Policy on Chairs and Professorships. Wherever possible, one member of the committee will be a former holder of the Professorship (or the Rudy Falk Clinician Scientist Award – predecessor to the Professorship).
- 2) The duties and responsibilities of the individual appointed to the proposed Professorship will be in accordance with 2.4 of University Policy on Chairs and Professorships.
- 3) Annual reporting requirements shall also be in accordance with the University Policy on Chairs and Professorships. In addition to the reporting requirements stipulated in this policy, the Professorship holder shall provide an annual report of activities to the President of the University. In turn, the President shall provide a copy of said report to individuals or organizations that have contributed to the establishment of the Professorship, and that have specifically requested this information.
- 4) The holder of the Professorship will have an appointment in a department within the Max Rady College of Medicine and some restricted clinical activity to ensure a clinical profile. Cross appointment to an appropriate basic science department may also be

considered. The Professorship holder is expected to participate in teaching activities, which may include teaching of undergraduate and post-graduate medical trainees and graduate students, and provision of mentorship for research trainees working under his/her supervision.

- 5) The role of the Professor will be to contribute significantly to the body of research and scholarship in the Max Rady College of Medicine and the Rady Faculty of Health Sciences. Accordingly, the appointment of the Professor will be made on the recommendation of the Max Rady College of Medicine and shall be conducted in accordance with the University policy in Academic Appointments and the guidelines for the establishment of Professorships.
- 6) It is understood that the Professorship will be structured with a three-year maximum term with no option of renewal.

THE SENATE COMMITTEE ON UNIVERSITY RESEARCH
REPORT ON THE REVIEW OF THE
Manitoba Institute for Materials (MIM)

Preamble:

1. The terms of reference for the Senate Committee on University Research (SCUR) can be found at:
http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/510.html
2. At its meeting on March 22, 2018, SCUR received a report from the Manitoba Institute for Materials for its periodic review, as per University policy.
3. The Policy for *Research Centres, Institutes and Groups*, stipulates that all research centres/institutes be reviewed by the Senate Committee on University Research (SCUR) on a periodic basis but not less than once every 5 years. Accordingly and following the approval by Senate of this Policy, the Senate Committee on University Research established a schedule for the review of all research centres/institutes
4. For each research centre/institute identified for review, a sub-committee of the Senate Committee on University Research was established. In accordance with the Policy, the task of each sub-committee was to recommend to SCUR on whether a formal, independent review committee should be struck to conduct a full review. If a sub-committee was of the view that a full review of a specific research centre/institute was not warranted, it was further charged with recommending to SCUR on the continuance or termination of the research centre/institute.

Observations:

1. The review process followed that which is outlined in sections 2.6 to 2.13 of the Procedures, and involved a review of annual reports of each centre/institute as well as a report prepared by each research centre/institute director which (as per section 2.8 of the Procedures) contained:
 - a) A description of how and why the centre/institute has achieved or revised its original objectives; a detailed listing of its research and training accomplishments; a current membership list; and a detailed financial statement;
 - b) a five-year plan which identifies future research directions and development strategies;
 - c) letters indicating continued support for the research/centre institute from appropriate department heads and faculty/school deans/directors; and
 - d) the names of individuals who could provide external assessments of the research centre/institute.
2. The membership of this sub-committee was as follows:

Dr. Todd Mondor, Graduate Studies (Chair)
Dr. Anita Brule-Babel, Faculty of Agricultural and Food Sciences
Dr. Clea Schmidt, Faculty of Education

3. The assessment of the committee was as follows:

(a) The extent to which the research centre/institute has fulfilled:

(i) The general objectives of research centres/institutes as stipulated under the Policy; and General objectives

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

(ii) Its specific objectives, as indicated on its establishment;

- facilitating multidisciplinary materials research at the University and provide advice on its further development
- encourage the exchange knowledge and expertise among researchers
- increase visibility of materials research occurring at the University and in the region
- secure multi-user, broadly-accessible infrastructure for materials research
- coordinate and create major funding proposals
- help to maintain the research readiness and sustainability of multiuser research infrastructure
- establish a multidisciplinary educational environment
- represent the interests of the entire materials research community
- serve as an interface to government and industry

Initially approved by Senate (November 2009), MIM began as a virtual entity focused on fostering cross-discipline collaboration amongst 37 faculty members working in four different Faculties, and on increasing the visibility of materials research both internally and externally. MIM has grown since its inception to occupy a purpose-built physical space that houses equipment used by of 68 faculty members, as well as numerous research associates and post-doctoral fellows working in six different Faculties, by undergraduate and graduate students across the University, and by a number of people, companies, universities, and organizations from the broader community.

MIM was last evaluated in 2012 when a positive review and recommendation for its continuance was submitted to SCUR. The present committee reviewed both the initial report submitted by the Director of MIM, and received additional information from the Director in answer to a request for clarification on a number of issues.

MIM appears to be doing well in meeting both the broad objectives set out for all research centres as well as those regarding its specific objectives. Major accomplishments include the following:

- increased visibility/profile: success of the Manitoba Materials Conference and sponsoring visiting speakers of topical interest to materials researchers;

- multi-user, broadly-accessible infrastructure secured through Western Economic Diversification (WED) success and new facility commissioned/opened in 2016;
- new funding proposals: major WED submission in February 2017;
- maintenance/sustainability: initiatives to encourage members to site new instruments in MIM e.g. C. Deng CFI grant in 2017 installed in new facility);
- multidisciplinary educational environment: graduate and undergraduate courses, summer student workshops, training for users;
- interface to government and industry: participant in CARIC forum, MOU with Mitacs, tours for Hon. Kirsty Duncan, Provincial officials, use by “Yes Winnipeg” as a showcase of resources for potential investors to draw on;
- facilitating the development of discoveries and the transfer of knowledge and IP related to materials research outside the University by supporting NSERC Partnership projects (Engage, CRD and Strategic) and through publications and presentations by members.

The administrative structure of MIM is clear and the duties and composition of its four constituent committees (Steering, Operations, Facilities Management, Education & Outreach) is clearly described and appears appropriate.

- (b) Highlight past research training and funding of the centre. Discuss the appropriateness of its proposed five-year plan for future research directions and development strategies and;

Over the five year reporting period (2013-2017) the Manitoba Institute for Materials (MIM) consisted of 68 researchers from six faculties and included expertise from multiple disciplines. The group acquired specialized equipment to support their research through a number of funding sources. This included funding through Western Economic Diversification (WED \$3.5M, SFR/FEI \$2M, GE: \$300K and U of M/Province of Manitoba \$2M), CFI JELF (\$159,841) and NSERC RTI (\$134,903). Members were also successful in obtaining \$1,128,731 in other CFI funding and >\$2.7M in new NSERC Discovery Grants (includes first year funding of multi-year grants). The group also received \$25,700 in external conference sponsorship to support an annual multidisciplinary conference. The institute was an important contributor to the successful CRC Tier II appointment of Dr. Guo-zhen Zhu (Mechanical Engineering) whose research is directly supported by MIM infrastructure. Over the past five years, the group has succeeded in acquiring a dedicated space on campus for specialized instruments and has established a training program for use of the equipment. The centralized facility has helped with coordination and function of the facilities. The combined publication contribution of the group over the five years of funding was 1294 unique publications. Some of these publications would not have been possible without the resources available through MIM.

Training has been an important part of MIM over the past five years. The group has developed a multidisciplinary undergraduate/graduate course (taught by seven members) that was taught to 78 undergraduate and 51 graduate students. In addition, 14 summer NSERC/USRA/VPRIIO students have been trained through URA workshops. Approximately 70 graduate students were trained in the facilities in the past two years. Since opening of the new facilities approximately 30 faculty members (and their groups – including research associates and PDFs) have received training and utilized the facilities. Seven external users have also been trained in use of the facilities. The training provided by MIM represents a significant contribution to the university community and industry collaborators.

The five year plan going forward is primarily focused on continuing to provide training to users of the facility, expanding membership, and enhancing connections beyond

the university. They also plan to continue to host an annual conference that includes 25-30% participation from outside of the university. This conference is considered to provide an excellent networking tool for MIM members. Maintenance of the infrastructure and expanding access to the facilities is an important component of the five year plan. Resources provided through MIM will help support new initiatives of MIM members and provide support of three new research themes: a) Composites for Manufacturing: Metallurgical, Structural, Sustainable b) Quantum and Extreme Materials: Discovery Science and

Sensors, and c) Biological Processes and Structures: Sustainable and Renewable Materials for Future Technology. A major goal of the MIM group in the next five years is to ensure long term sustainability of the facilities through establishing an infrastructure maintenance and replacement plan, and securing funding for personnel to maintain equipment and train users. Overall, the five year plan is appropriate for the institute and will ensure that MIM continues to provide good value to its members and the university by enhancing research and training productivity.

(c) Its current and projected financial viability.

MIM has agreement from the Faculties of Engineering, Science, and Environment, Earth & Resources to provide \$79,000 per year in sustaining funding until 2020. This funding is supplemented by charges to users for use of the facility, teaching revenue, and sponsorships, among others.

It is clear from the supporting letters from numerous partners that there is investment in and commitment to the sustainability of MIM. A provision fund of approximately \$76,000 for equipment maintenance and repair has been established, and MIM Director Dr. Oliver is confident that existing warranties, usage revenue from a range of sources, careful prioritization of maintenance, and the financial agreement among MIM partners assures financial viability until April 2020.

Dr. Oliver has argued that beyond 2020, additional financial resources will have to be secured in order to meet the funding needs of MIM, including the employment of an Operations Coordinator, and equipment maintenance and servicing, and, eventually, equipment replacement. Insufficient funding will require, according to the Director, that a choice be made between maintenance and staffing the operations coordinator position. In the Director's view, support for the Operational Coordinator position should be regarded and funded as an institutional responsibility, noting that in this way financial and operational stability for MIM could be achieved.

The review sub-committee of SCUR is not in a position to commit institutional funds to MIM, but recognizes that establishing a sufficient revenue stream is important to its long-term viability.

Recommendation:

THAT the *Manitoba Institute for Materials*, be renewed for a term of 5 years, from May 30, 2018 through May 29, 2023.

Respectfully submitted,

Dr. Digvir Jayas, Chair
Senate Committee on University Research

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

Report of the Senate Committee on Nominations

Preamble

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

http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/507.html

The Committee met on April 24, 2018 to consider nominations to fill vacancies on the standing committees of Senate.

Observation

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

Recommendations

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

COMMITTEE	NOMINEE(S)	FACULTY/ SCHOOL	TERM END DATE
Senate Committee on Academic Accommodation Appeals	Prof. Nancy Hansen (R)*	Graduate Studies	2021.05.31
	Prof. Robert Hoppa (R)	Arts	2021.05.31
	Prof. Christine Kelly	Health Sciences	2021.05.31
	Ms Krystyna Koczanski	Science	2021.05.31
	Prof. Cathy Rocke (R)	Social Work	2021.05.31
Senate Committee on Academic Computing	Dean Stefi Baum (R)(S)**	Science	2021.05.31
	Mr. Franklin Bristow	Science	2021.05.31
	Prof. James Gilchrist (R)(S)	Health Sciences	2021.05.31
	Prof. Ian Jeffrey	Engineering	2021.05.31

Senate Committee on Academic Dress	Prof. Song Liu (R)	Engineering	2021.05.31
Senate Committee on Academic Freedom	Prof. Cameron Morrill (R)	Management	2021.05.31
	Dean Jeffery Taylor (R)(S)	Arts	2021.05.31
Senate Committee on Academic Review	Prof. Michael Czubryt (S)	Health Sciences	2021.05.31
Senate Committee on Admissions	Dean Jonathan Beddoes (R)(S)	Engineering and Architecture	2021.05.31
	Prof. Mojgan Rastegar (S)	Health Sciences	2021.05.31
	Prof. Sarah Teetzel (R)	Kinesiology and Recreation Management	2021.05.31
Senate Committee on Admission Appeals	Prof. Ryan Cardwell (R)	Agricultural and Food Sciences	2021.05.31
	Prof. Leisha Strachan	Kinesiology and Recreation Management	2021.05.31
	Prof. Lucas Tromly (R)	Arts	2021.05.31
	Prof. Karen Wilson Baptist (term starts July 1, 2018)	Architecture	2020.05.31
Senate Committee on Appeals	Prof. Peter Blunden (R)(S)	Science	2021.05.31
	Prof. Charlotte Enns (R)	Education	2021.05.31
	Prof. Vanessa Swain (R)	Health Sciences	2021.05.31
	Dr. Rod Lastra (term starts July 1, 2018)	Extended Education	2019.06.30
Senate Committee on the Calendar	Prof. Oliver Botar (R)(S)	School of Art	2021.05.31
	Prof. Shawn Clark (S)	Engineering	2021.05.31

Senate Committee on Curriculum and Course Changes	Prof. Dean McNeill (R)	Engineering	2021.05.31
Senate Committee on Honorary Degrees	Dean Jonathan Beddoes (R)(S)	Engineering and Architecture	2021.05.31
Senate Committee on Instruction and Evaluation	Prof. Brenda Elias (R)(S)	Health Sciences	2021.05.31
	Prof. Annemieke Farenhorst (R)(S)	Agricultural and Food Sciences	2021.05.31
	Dean David Mandzuk (R)(S)	Education	2021.05.31
Senate Committee on Libraries	Dean Stefi Baum (S) <i>(term starts July 1, 2018)</i>	Science	2020.05.31
	Prof. James Gilchrist (R)(S)	Health Sciences	2021.05.31
Senate Committee on Medical Qualifications	Prof. Phil St. John	Health Sciences	2021.05.31
Senate Planning and Priorities Committee	Prof. Mike Domaratzki (R)(S)	Science	2022.05.31
	Prof. Richard Perron (R)	Architecture	2022.05.31
	Prof. David Watt (R)	Arts	2022.05.31
	Ms Kristina Hunter	Environment, Earth, and Resources	2021.05.31
	Prof. Mojgan Rastegar (S)	Health Sciences	2021.05.31
	Prof. Peter Graham	Science	2020.05.31
	Prof. Michael Czubryt (S) <i>(term starts July 1, 2018)</i>	Health Sciences	2018.12.31
Senate Committee on Rules and Procedures	Prof. Tracey Peter (S)	Arts	2021.05.31

Senate Committee on University Research	Dean Stefi Baum (R)(S)	Science	2021.05.31
	Prof. Samar Safi-Harb	Science	2021.05.31
	Prof. Clea Schmidt (R)(S)	Education	2021.05.31

* (R) indicates re-appointment

** (S) indicates a member of Senate

Respectfully submitted,

Professor M. Edwards, Chair
Senate Committee on Nominations

SENATE COMMITTEE ON ACADEMIC ACCOMMODATION APPEALS

as of June 1, 2018

Composition	Incumbents	Faculty/School	Term
Chair, appointed by the President	Prof. Robert Hoppa	Arts	2021.05.31
Five members of the academic staff appointed by Senate	Prof. Nancy Hansen	Graduate Studies	2021.05.31
	Prof. Robert Hoppa	Arts	2021.05.31
	Prof. Christine Kelly	Health Sciences	2021.05.31
	Ms Krystyna Koczanski	Science	2021.05.31
	Prof. Cathy Rocke	Social Work	2021.05.31
Two students appointed by Senate	TBD		2019.05.31
	TBD		2019.05.31
Resource: Marcia Yoshida 474-6166 Terms of Office: three-year terms; students = one-year terms			

SENATE COMMITTEE ON ACADEMIC COMPUTING

as of June 1, 2018

Composition	Incumbents	Faculty/School	Term
Provost and Vice-President (Academic) (or designate), Chair	Dr. Mark Torchia, designate		<i>Ex-officio</i>
Vice-President (Research and International)(or designate)	Dr. Jay Doering, designate		<i>Ex-officio</i>
CIO, Information Services and Technology (or designate)	Mr. Mario Lebar, designate Mr. Adam Gerhard		<i>Ex-officio</i>
University Librarian (or designate)	Dr. Mary-Jo Romaniuk, designate Ms Lisa O'Hara		<i>Ex-officio</i>
Manager, Learning Management Systems	Mr. Sol Chu		<i>Ex-officio</i>
Two Deans of Faculties or Colleges or Directors of Schools	Dr. Todd Mondor	Graduate Studies	2019.05.31
	Dean Stefi Baum	Science	2021.05.31
Six members of the academic staff (including at least one from the Bannatyne campus)	Prof. Greg Bak	Arts	2019.05.31
	Prof. Aniruddha Gole	Engineering	2019.05.31
	Prof. James Young	Science	2019.05.31
	Mr. Franklin Bristow	Science	2021.05.31
	Prof. James Gilchrist	Health Sciences	2021.05.31
	Prof. Ian Jeffrey	Engineering	2021.05.31
Four Students (two grads, two undergrads)	TBD	Graduate Studies	2020.05.31
	TBD	Graduate Studies	2020.05.31
	TBD		2020.05.31
	TBD		2020.05.31
Resource: Sandi Utsunomiya 474-8174 Resource (technical): Gilbert Detillieux 474-8161 Resource: Lynette Phyfe 474-8013 Terms of Office: three-year terms; students = two-year terms			

SENATE COMMITTEE ON ACADEMIC DRESS

as of June 1, 2018

Composition	Incumbents	Faculty/School	Term
Director, School of Art, Chair	Prof. Paul Hess	School of Art	<i>Ex-officio</i>
Head, Department of Interior Design	Prof. Kelley Beaverford	Architecture	<i>Ex-officio</i>
Registrar	Mr. Neil Marnoch		<i>Ex-officio</i>
One member of academic staff from Textile Sciences	Prof. Song Liu	Engineering	2021.05.31
Two students	TBD		2019.05.31
	TBD		2019.05.31
Resource: Sandi Utsunomiya 474-8174 Terms of Office: three-year terms; students = one-year terms			

SENATE COMMITTEE ON ACADEMIC FREEDOM

as of June 1, 2018

Composition	Incumbents	Faculty/School	Term
Five members of academic staff, at least three of whom shall be Senators. At least one of the five shall be from among those excluded from collective bargaining units	Prof. Robert Tate (S)	Health Sciences	2019.05.31
	Prof. Ryan Cardwell	Agricultural and Food Sciences	2020.05.31
	Prof. Richard Hechter (S)	Education	2020.05.31
	Prof. Cam Morrill	Management	2021.05.31
	Dean Jeffery Taylor (S)	Arts	2021.05.31
Two students, at least one of whom shall be a student Senator	TBD		2019.05.31
	TBD		2019.05.31
Resource: Shannon Coyston 474-6892 Terms of Office: three-year terms; students = one-year terms			

SENATE COMMITTEE ON ACADEMIC REVIEW

as of June 1, 2018

Composition	Incumbents	Faculty/School	Term
Provost and Vice-President (Academic)(or designate), Chair	Dr. David Collins, designate		<i>Ex-officio</i>
Vice-Provost (Integrated Planning and Academic Programs)	Dr. David Collins		<i>Ex-officio</i>
Vice-Provost (Graduate Education) and Dean, Faculty of Graduate Studies (or designate)	Dr. Todd Mondor		<i>Ex-officio</i>
Two members of Senate holding the rank of Dean of a Faculty or College, Director of a School or Head of a Department*	Prof. John Anderson (S)	Science	2019.05.31
	TBD (S)		2021.05.31
Two students who are members of Senate	TBD		2019.05.31
	TBD		2019.05.31
Three members of the academic staff, at least one of whom shall be a member of Senate*	Prof. Tina Chen (S)	Arts	2019.05.31
	Prof. Liqun Wang	Science	2019.05.31
	Prof. Michael Czubryt (S)	Health Sciences	2021.05.31
Resource: Shannon Coyston 474-6892 Terms of Office: three-year terms; students = one-year terms			

* Of the committee members elected from these two categories, at least one shall be from the Bannatyne campus

SENATE COMMITTEE ON ADMISSIONS
as of June 1, 2018

Composition	Incumbents	Faculty/School	Term
Provost and Vice-President (Academic) (or designate), Chair	Ms Susan Gottheil, designate		<i>Ex-officio</i>
Vice-Provost (Students) (or designate)	Ms Susan Gottheil, designate Erin Stone		<i>Ex-officio</i>
Executive Director, Enrolment Services	Mr. Jeff Adams		<i>Ex-officio</i>
Dean, Faculty of Arts (or designate)	Prof. Jason Leboe-McGowan, designate		<i>Ex-officio</i>
Dean, Faculty of Science (or designate)	Prof. Ben Li, designate Prof. Peter Loewen (alternate)		<i>Ex-officio</i>
Dean, Rady Faculty of Health Sciences (or designate)	Prof. John Perry, designate		<i>Ex-officio</i>
Two Deans of Faculties or Directors of Schools from faculties or schools other than the Faculties of Arts, Science or Health Sciences	Dean David Mandzuk (S)	Education	2020.05.31
	Dean Jonathan Beddoes (S)	Engineering and Architecture	2021.05.31
Six members of the academic staff, at least three shall be Senators, with no two from the same faculty or school	Prof. Gary Anderson (S)	Science	2019.05.31
	Prof. Robert Biscontri (S)	Management	2020.05.31
	Prof. Derek Brewin	Agricultural and Food Sciences	2020.05.31
	Prof. Bonnie Hallman (S) (on leave)	Environment, Earth, and Resources	2020.05.31
	Prof. Mojgan Rastegar (S)	Health Sciences	2021.05.31
	Prof. Sarah Teetzel	Kinesiology and Recreation Management	2021.05.31
Three students	TBD		2019.05.31
	TBD		2019.05.31
	TBD		2019.05.31
Deputy Minister of Education and Advanced Learning (or designate)	DECLINED		<i>Ex-officio</i>
One Counsellor from a High School to be nominated by the Manitoba School Counsellors' Association	Ms Kelly Teixeira	St. John's-Ravenscourt School	2021.05.31
Resource: Breanne Mitenko 474-8820 Terms of Office: three-year terms; students = one-year terms			

SENATE COMMITTEE ON ADMISSION APPEALS
as of June 1, 2018

Composition	Incumbents	Faculty/School	Term
One member holding academic appointment in the University appointed as Chair of the Committee for a three year term by the Senate Executive Committee*	TBD, Chair		2021.05.31
One member holding academic appointment in the University appointed as Vice-Chair of the Committee for a three year term by the Senate Executive Committee.* The Vice-Chair shall not be from the same Faculty/School/College as the Chair	TBD, Vice-Chair		2021.05.31
Eight members with broad representation across Faculties/Schools/Colleges holding academic appointments in the University	Prof. Mike Domaratzki	Science	2019.05.31
	Ms Lynette Phyfe <i>(leave replacement for Prof. Jennifer Schulz)</i>	Education <i>(Law)</i>	2018.06.30 <i>(2019.05.31)</i>
	Prof. Jitendra Paliwal	Engineering	2020.05.31
	Prof. Kumar Sharma Prof. Karen Wilson Baptist <i>(term starts July 1/18)</i>	Science Architecture	2018.06.30 2020.05.31
	Prof. Subbu Sivaramakrishnan	Management	2020.05.31
	Prof. Ryan Cardwell	Agricultural and Food Sciences	2021.05.31
	Prof. Leisha Strachan	Kinesiology and Recreation Management	2021.05.31
	Prof. Lucas Tromly	Arts	2021.05.31
Two students	TBD		2019.05.31
	TBD		2019.05.31
President of UMSU (or designate)	Mr. Jakob Sanderson		<i>Ex-officio</i>
Director (Admissions), Enrolment Services (non-voting)	Ms Erin Stone		<i>Ex-officio</i>
Resource: Marcia Yoshida 474-6166 Terms of Office: three-year terms; students = one-year terms			

* the Chair and Vice-Chair shall not be members of a Faculty/School/College admission selection committee

SENATE COMMITTEE ON APPEALS

as of June 1, 2018

Composition	Incumbents	Faculty/School	Term
One academic member appointed as Chair by Senate Executive	TBD		2021.05.31
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 Lalitha Raman-Wilms	Health Sciences	2019.05.31
	Dean Douglas Brown	Kinesiology and Recreation Management	2020.05.31
Five academic members of Senate	Prof. Richard Hechter (S) <i>(leave replacement for Prof. Michael Campbell)</i>	Education <i>(Environment Earth & Resources)</i>	2018.06.30 <i>(2019.05.31)</i>
	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
	Prof. Peter Blunden (S)	Science	2021.05.31
Six academic members	Prof. Douglas Ruth <i>(on leave until June 30/18)</i>	Engineering	2019.05.31
	Prof. Melanie Soderstrom	Arts	2019.05.31
	Prof. Lisa Landrum (S)	Architecture	2019.05.31
	Prof. Martin Scanlon <i>(on leave July 1/18)</i> Dr. Rod Lastra <i>(term starts July 1/18)</i>	Agricultural & Food Sciences Extended Education	2020.05.31 2019.06.30
	Prof. Charlotte Enns	Education	2021.05.31
	Prof. Vanessa Swain	Health Sciences	2021.05.31
President of UMSU (or designate)	Mr. Jakob Sanderson		<i>Ex-officio</i>
Six students (four undergrads from different Faculties or Schools, and two grads)	TBD		2019.05.31
	TBD		2019.05.31
	TBD		2019.05.31
	TBD		2019.05.31
	TBD	Graduate Studies	2019.05.31
	TBD	Graduate Studies	2019.05.31
One member appointed by Université de Saint- Boniface	Dr. Jules Rocque		2020.05.31
One student appointed by Université de Saint- Boniface	TBD		2019.05.31
Resource: Marcia Yoshida 474-6166 Terms of Office: three-year terms; students = one-year terms			

SENATE COMMITTEE ON THE CALENDAR

as of June 1, 2018

Composition	Incumbents	Faculty/School	Term
Registrar	Mr. Neil Marnoch		<i>Ex-officio</i>
Vice-Provost (Graduate Education) and Dean, Faculty of Graduate Studies (or designate)	Dr. Todd Mondor		<i>Ex-officio</i>
Chair of the Senate Committee on Rules and Procedures (or designate)	Dean Jeffery Taylor, designate Prof. Heidi Marx		<i>Ex-officio</i>
Two members of the academic staff elected by and from Senate	Prof. Oliver Botar (S)	School of Art	2021.05.31
	Prof. Shawn Clark (S)	Engineering	2021.05.31
Student Senator	TBD		2019.05.31
<i>Calendar</i> editor	Ms Gloria Saindon	Registrar's Office	<i>Ex-officio (non-voting)</i>
University Secretary, Chair	Mr. Jeff Leclerc	University Secretary	<i>Ex-officio</i>
Resource: Marcia Yoshida 474-6166 Terms of Office: three-year terms; students = one-year terms			

SENATE COMMITTEE ON CURRICULUM AND COURSE CHANGES
as of June 1, 2018

Composition	Incumbents	Faculty/School	Term
Seven members of the academic staff	Ms Joanne Hamilton	Health Sciences	2019.05.31
	Prof. Sarah Teetzel	Kinesiology and Recreation Management	2019.05.31
	Prof. Heidi Marx (leave replacement for Prof. Greg Smith)	Arts (Arts)	2018.12.31 (2019.05.31)
	Prof. Ben Li	Science	2020.05.31
	Prof. Jared Carlberg	Agricultural and Food Sciences	2020.05.31
	Prof. Fang Wan	Management	2020.05.31
	Prof. Dean McNeill, Acting Chair	Engineering	2021.05.31
Three students	TBD		2019.05.31
	TBD		2019.05.31
	TBD		2019.05.31
One representative from the Université de Saint-Boniface named by the Recteur	Dr. Peter Dorrington		<i>Ex-officio</i>
One librarian named by the University Librarian	Ms Kristen Kruse		<i>Ex-officio</i>
Vice-Provost (Integrated Planning and Academic Programs)(and/or delegate)	Dr. David Collins and Ms Cassandra Davidson		<i>Ex-officio (non-voting)</i>
Registrar (or delegate)	Ms Sharon Bannatyne, designate		<i>Ex-officio (non-voting)</i>
Resource: Shannon Coyston 474-6892 Terms of Office: three-year terms; students = one-year terms			

SENATE COMMITTEE ON HONORARY DEGREES
as of June 1, 2018

Composition	Incumbents	Faculty/School	Term
Chancellor, Chair	Mr. Harvey Sector		<i>Ex-officio</i>
President, Vice-Chair	Dr. David Barnard		<i>Ex-officio</i>
President, UMSU	Mr. Jakob Sanderson		<i>Ex-officio</i>
President, Alumni Association	Ms Dawn Nedohin-Macek		<i>Ex-officio</i>
Four faculty members from Senate	Prof. Brenda Austin-Smith (S)	Arts	2019.05.31
	Dean Edmund Dawe (S)	Music	2019.05.31
	Prof. Annemieke Farenhorst (S)	Agricultural and Food Sciences	2019.05.31
	Dean Jonathan Beddoes (S)	Engineering and Architecture	2021.05.31
One representative of the community-at-large to be appointed by the Chancellor	Dr. William Pope		2021.05.31
Resource: Shelley Foster 474-6165 Terms of Office: three-year terms			

SENATE COMMITTEE ON INSTRUCTION AND EVALUATION
as of June 1, 2018

Composition	Incumbents	Faculty/School	Term
Provost and Vice-President (Academic) (or designate), Chair	Dr. Mark Torchia, designate		<i>Ex-officio</i>
Seven members of the academic staff, at least one of whom shall be a Senator and at least one should be teaching courses in University 1. The seven shall include one Dean or Director, at least one from each of Arts and Science, and at least two from other faculties/schools (one shall be from the Bannatyne Campus)	Prof. Lukas Neville	Management	2019.05.31
	Ms Krystyna Koczanski	Science	2019.05.31
	Prof. Vanessa Warne	Arts	2019.05.31
	Prof. Pamela Wener (S)	Health Sciences	2019.05.31
	Prof. Brenda Elias (S)	Health Sciences	2021.05.31
	Prof. Annemieke Farenhorst (S)	Agricultural and Food Sciences	2021.05.31
	Dean David Mandzuk (S)	Education	2021.05.31
Four students, at least one graduate student	TBD		2019.05.31
	TBD		2019.05.31
	TBD		2019.05.31
	TBD		2019.05.31
UMSU President or Vice-President	Mr. Jakob Sanderson	UMSU President	<i>Ex-officio (non-voting)</i>
Dean or Associate Dean, Graduate Studies	Dr. Brooke Milne, Associate Dean	Graduate Studies	<i>Ex-officio (non-voting)</i>
Executive Director, Centre for the Advancement of Teaching and Learning (or designate)	Dr. Mark Torchia, designate Ms Erica Jung		<i>Ex-officio (non-voting)</i>
Registrar or Associate Registrar (or designate)	Mr. Neil Marnoch, designate Ms Sharon Bannatyne		<i>Ex-officio (non-voting)</i>
Director, Student Advocacy (or designate)	Ms Brandy Usick, designate Ms Heather Morris		<i>Ex-officio (non-voting)</i>
Resource: Marcia Yoshida 474-6166 Terms of Office: three-year terms; students = one-year terms			

SENATE COMMITTEE ON LIBRARIES

as of June 1, 2018

Composition	Incumbents	Faculty/School	Term
Provost and Vice-President (Academic) (or designate), Chair	Dr. Mary-Jo, Romaniuk, designate		<i>Ex-officio</i>
Vice-President (Research and International) (or designate)	Dr. Jay Doering, designate		<i>Ex-officio</i>
University Librarian (or designate)	Ms Lisa O'Hara, designate		<i>Ex-officio</i>
Vice-Provost (Graduate Education) and Dean, Faculty of Graduate Studies (or designate)	Dr. Xikui Wang, designate		<i>Ex-officio</i>
Two Deans of Faculties or Colleges or Directors of Schools	Dean Douglas Brown	Kinesiology and Recreation Management	2019.05.31
	Dean James Mulvale Dean Stefi Baum (term starts July 1/18)	Social Work Science	2018.06.30 2020.05.31
Six academic members - at least two shall be Senators. Of the six, at least one each shall be from the Faculty of Arts, the Faculty of Science and the Bannatyne Campus	Prof. Danielle Dubois	Arts	2019.05.31
	Prof. Pam Perkins	Arts	2019.05.31
	Ms Janet Rothney	Libraries	2019.05.31
	Prof. Mirosław Pawlak	Engineering	2020.05.31
	Prof. James Gilchrist (S)	Health Sciences	2021.05.31
	TBD (S)	Science	2021.05.30
Four students (two graduate, two undergraduate)	TBD	Graduate Studies	2020.05.31
	TBD	Graduate Studies	2020.05.31
	TBD		2020.05.31
	TBD		2020.05.31
Resource: Marcia Yoshida 474-6166 Terms of Office: three-year terms; students = two-year terms			

SENATE COMMITTEE ON MEDICAL QUALIFICATIONS
as of June 1, 2018

Composition	Incumbents	Faculty/School	Term
Dean, Max Rady College of Medicine (or designate), Chair	Prof. Sara Israels, designate	Health Sciences	<i>Ex-officio</i>
Provost and Vice-President (Academic) (or designate)	Dr. David Collins, designate		<i>Ex-officio</i>
Three academic members from the Max Rady College of Medicine	Prof. Michael Moffatt	Health Sciences	2019.05.31
	Prof. Helmut Unruh	Health Sciences	2020.05.31
	Prof. Phil St. John	Health Sciences	2021.05.31
One member appointed by the College of Physicians and Surgeons of Manitoba	Dr. Anna Ziomek	Registrar/CEO, College of Physicians and Surgeons	2021.05.31
Resource: TBD Terms of Office: three-year terms			

SENATE PLANNING AND PRIORITIES COMMITTEE

as of June 1, 2018

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, and one must be from Bannatyne campus	Prof. Mark Gabbert (S)	Arts	2019.05.31
	Prof. Kelley Main (S), Chair	Management	2019.05.31
	Prof. Janice Dodd (<i>on leave July 1/18</i>) Prof. Michael Czubryt (<i>term starts July 1/18</i>)	Health Sciences Health Sciences	2020.05.31 2018.12.31
	Prof. Peter Graham	Science	2020.05.31
	Ms Kristina Hunter	Environment, Earth, and Resources	2021.05.31
	Prof. Mojgan Rastegar (S)	Health Sciences	2021.05.31
	TBD	TBD	2021.05.31
	Prof. Mike Domaratzki (S)	Science	2022.05.31
	Prof. Richard Perron	Architecture	2022.05.31
	Prof. David Watt	Arts	2022.05.31
Three students, one graduate, one undergraduate and the President of UMSU or designate	TBD	Graduate Studies	2020.05.31
	TBD		2020.05.31
	Mr. Jakob Sanderson	UMSU President	2019.04.30
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			

SENATE COMMITTEE ON RULES AND PROCEDURES

as of June 1, 2018

Composition	Incumbents	Faculty/School	Term
Four members of the academic staff who, at time of appointment/re-appointment, are members of Senate	Dean Jeffery Taylor (S), Chair	Arts	2019.05.31
	Prof. John Anderson (S)	Science	2020.05.31
	Dean Reg Urbanowski (S)	Health Sciences	2020.05.31
	Prof. Tracey Peter (S)	Arts	2021.05.31
One student who, at time of appointment/re-appointment, is a member of Senate			2019.05.31
Resource: Sandi Utsunomiya 474-8174 Terms of Office: three-year terms; students = one-year terms			

SENATE COMMITTEE ON UNIVERSITY RESEARCH
as of June 1, 2018

Composition	Incumbents	Faculty/School	Term
Vice-President (Research and International), Chair	Dr. Digvir Jayas		<i>Ex-officio</i>
President	Dr. David Barnard		<i>Ex-officio</i>
Provost and Vice-President (Academic)	Dr. Diane Hiebert-Murphy, designate		<i>Ex-officio</i>
Associate Vice-President (Research) Associate Vice-President (Partnerships)	Dr. Gary Glavin Dr. Jay Doering		<i>Ex-officio</i>
Vice-Provost (Graduate Education) and Dean, Faculty of Graduate Studies	Dr. Todd Mondor		<i>Ex-officio</i>
Research Grants Officer	Ms Kerrie Hayes, Director of Research Contracts		<i>Ex-officio (non-voting)</i>
Four Deans or Directors representing a range of research activities	Dean Anthony Iacopino	Health Sciences	2019.05.31
	Dean Jeffery Taylor	Arts	2020.05.31
	Dean Stefi Baum	Science	2021.05.31
	TBD	TBD	2021.05.31
Eight faculty members actively engaged in research and representing a range of research activities, at least two of whom are from the Bannatyne Campus	Prof. Andrew Halayko	Health Sciences	2019.05.31
	Dr. Peter Jones	Agricultural and Food Sciences	2019.05.31
	Prof. Jason Leboe-McGowan	Arts	2019.05.31
	Prof. Anita Brûlé-Babel	Agricultural and Food Sciences	2020.05.31
	Prof. Peter Nickerson	Health Sciences	2020.05.31
	Dr. Michelle Porter	Kinesiology and Recreation Management	2020.05.31
	Prof. Clea Schmidt	Education	2021.05.31
	Prof. Samar Safi-Harb	Science	2021.05.31
Two graduate students selected by GSA	TBD	Graduate Studies	2020.05.31
	TBD	Graduate Studies	2020.05.31
Resource: Nancy Schneider 474-9488 Terms of Office: three-year terms; students = two-year terms			

Report of the University Discipline Committee RE: Revisions to the Student Discipline Bylaw and Procedures, University Discipline Committee

Preamble:

1. The Student Discipline Bylaw and Procedures are found on the website at:
http://umanitoba.ca/admin/governance/governing_documents/students/student_discipline.html
2. At its meeting on April 6, 2018 the Committee considered revisions to the Student Discipline Bylaw and related procedures.
3. As per 2.51 (d) of the *Student Discipline Appeal Procedure*, it is the responsibility of the University Discipline Committee to “review the Bylaw and related procedures periodically and, if necessary, to recommend changes to it.”

Observations:

1. On May 18, 2016, Senate recommended that the Board of Governors approve revisions to the *Student Discipline Bylaw* and procedures. The Board of Governors approved the revisions at its meeting on June 22, 2016. The revised *Bylaw* and related procedures were effective September 1, 2016.
2. Since the *Bylaw* and related procedures came into effect, a number of gaps have been identified. A working group consisting of Jeff Leclerc, University Secretary; Brandy Usick, Office of Student Advocacy; Maria Versace, Office of Legal Counsel; and Marcia Yoshida, Student Appeals and Academic Governance Officer have proposed a number of revisions in response to feedback from the Committee and other users of the *Bylaw* and procedures, as well as to make some clarifications and editorial changes. The proposed revisions are summarized below and are included in the attached documents.
3. The definition of Student is included in the *Student Discipline Bylaw*, the *Student Academic Misconduct Procedure*, the *Student Non-Academic Misconduct and Concerning Behaviour Procedure* and the *Student Discipline Appeal Procedure*. The definition currently includes Applicants, Admitted, Current and Former Students. The definition of Student would be revised to remove “Applicant” from the definition. Disciplinary Authorities such as the Faculty of Graduate Studies and Enrolment Services would still be able to nullify applications for admission in the event of credit card fraud, fraudulent transcripts or plagiarized applications, but the Applicant would not be entitled to use the *Student Discipline Appeal Procedure* or university resources such as the assistance a Student Advocate. This is consistent with the practice at most other universities.
4. The *Student Discipline Bylaw* would be revised to clarify the terms Reprimand and Expulsion. Currently, in section 2.6 of the *Bylaw*, Reprimand is defined as “an action intended to convey stern disapproval to a Student by means of recording their Academic Misconduct or Non-Academic Misconduct on their Student’s academic history/transcript.” Reprimand would be revised by adding a time limit of up to five (5) years. Currently, section 2.17 of the *Bylaw* states that a Student may receive an Expulsion from a particular course; a department; a Faculty/College/School; the University; or a Residence. To clarify the purpose of an Expulsion, section 2.17 would be revised to

remove “a particular course” and “a department”, as Students would not normally be expelled from a course or a department, as Expulsion would require that a Student reapply for admission, as noted in sections 2.18 and 2.19 of the *Bylaw*.

5. *Table 1: Jurisdiction of Disciplinary Authorities for Student Academic Misconduct* would be revised to include the Vice-Provost (Students). There have been instances of Academic Misconduct in the form of false or misleading information provided to Student Accessibility Services, which would fall under the jurisdiction of the Vice-Provost (Students). Adding the Vice-Provost (Students) as a Disciplinary Authority in *Table 1* would empower the Vice-Provost (Students) to impose Disciplinary Actions in such cases.
6. *Table 3: Disciplinary Actions and Disciplinary Authorities* would be revised to reflect the proposed revisions to Reprimand and Expulsion, as well as clarifications and formatting changes. Currently the Dean of Graduate Studies does not have the same access to Disciplinary Actions as the Executive Director of Enrolment Services respecting item 24 on the table, restricting the Dean of Graduate Studies to being able to suspend the processing of an application for admission in the year of application, while the Executive Director of Enrolment Services is able suspend the processing of an application for admission for a definite or indefinite period of time. The *Table* has been revised to allow the Dean of Graduate Studies the same level of access to Disciplinary Actions as Director of Enrolment Services, respecting the suspension of applications for admission. The Vice-Provost (Students), Vice-President (Administration), and President or UDC, all of whom have access to the same Disciplinary Actions, have been combined into one column, allowing the table to be presented in a larger font.
7. Currently the definition of Plagiarism (section 2.5(a)), as included in the *Student Academic Misconduct Procedure*, does not allow for the inclusion of visual plagiarism, as may occur in, among other units, the Faculty of Architecture or the School of Art. The revised wording is more inclusive, replacing “citation” with “attribution” and removing the word “written” from reference to assignments, tests or final examinations.
8. Section 2.9 of the *Student Non-Academic Misconduct and Concerning Behaviour Procedure* would be revised such that in matters involving Non-Academic Misconduct of a graduate student, the Dean of the Faculty of Graduate Studies would be required to notify the dean as well as the department head of the Student’s program. This revision will ensure that the dean of the Student’s program is aware of any behaviour that may impact their faculty.
9. A variety of editorial and formatting changes have been made throughout the *Student Discipline Bylaw* and related procedures.

Recommendation

The University Discipline Committee recommends:

THAT revisions to the Student Discipline Bylaw and related procedures be approved, effective September 1, 2018.

Respectfully submitted,

Dr. Brenda Hann, Chair
University Discipline Committee

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

UNIVERSITY OF MANITOBA BYLAW

BYLAW:	STUDENT DISCIPLINE
Effective Date:	January 1, 2009
Revised Date:	September 1, 2016
Review Date:	September 1, 2026
Approving Body:	Board of Governors
Authority:	<i>The University of Manitoba Act, s.16(1)(d)</i>
Responsible Executive Officer:	President
Delegate:	University Secretary
Contact:	University Secretary
Application:	Students, Faculty/College/School Councils, Unit Heads, Academic Staff and employees

Part I Reason for Bylaw

- 1.1 The reason for this Bylaw is to outline the Disciplinary Actions available to Disciplinary Authorities and the subsequent appeal process available to Students for findings of Academic Misconduct and Non-Academic Misconduct.

Part II Policy Content

Definitions

- 2.1 The following terms are defined for the purpose of this Bylaw:
- (a) **"Academic Misconduct"** has the same meaning as defined in section 2.5 of the Student Academic Misconduct Procedure.
 - (b) **"Academic Staff"** refers to all individuals whose primary assignment is instruction, research, and/or service/academic administration. This includes employees who hold an academic rank such as professor, associate professor, assistant professor, instructor, lecturer, librarian, or the equivalent of any of those academic ranks. The category also includes

a dean, director, associate dean, assistant dean, chair or head of department, visiting scholars, senior scholars, and those holding unpaid academic appointments, insofar as they perform instructional, research, and/or service/academic administrative duties.

- (c) **"Appeal Procedure"** means the Student Discipline – Appeal Procedure.
- (d) **"Bylaw"** means the Student Discipline Bylaw.
- (e) **"College"** means a Professional College as defined under the Definitions of Academic Units Policy.
- (f) **"Disciplinary Action"** means the specific disciplinary actions available for each Disciplinary Authority under Table 3: Disciplinary Actions and Disciplinary Authorities.
- (g) **"Disciplinary Authority"** means the discipline authority designated to determine a matter of student discipline under:
 - (i) Table 1: Jurisdiction of Disciplinary Authorities for Academic Misconduct; or
 - (ii) Table 2: Jurisdiction of Disciplinary Authorities for Non-Academic Misconduct.
- (h) **"Expulsion"** has the same meaning as defined under section 2.16 of this Bylaw.
- (i) **"Faculty"** means a Faculty as defined under the Definitions of Academic Units Policy.
- (j) **"Non-Academic Misconduct"** has the same meaning as defined in section 2.5 of the Student Non-Academic Misconduct and Concerning Behaviour Procedure.
- (k) **"Reprimand"** has the same meaning as defined under section 2.6 of this Bylaw.
- (l) **"School"** means a "School of the University" or a "School of a Faculty", as those terms are defined under the Definitions of Academic Units Policy.
- (m) **"Student"** means any of the following individuals:
 - ~~(i) **Applicant** – an individual who has submitted application for admission to the University;~~
 - ~~(ii)~~ (i) **Admitted** – an individual who has accepted an offer of admission to the University;

~~(iii)~~(ii) **Current** – an individual who is either registered in course(s) or in a program of studies at the University or is eligible to continue in their studies at the University either because the individual meets minimum academic performance requirements or will be eligible to continue after discharging a financial hold or serving Suspension due to academic or discipline;

~~(iv)~~(iii) **Former** – an individual who has graduated from the University or who has withdrawn (either voluntarily or was required to withdraw).

- (n) **"Suspension"** has the same meaning as defined in section 2.8 of this Bylaw.
- (o) **"Table 1"** refers to Table 1: Jurisdiction of Disciplinary Authorities for Academic Misconduct, which follows the Bylaw.
- (p) **"Table 2"** refers to Table 2: Jurisdiction of Disciplinary Authorities for Non-Academic Misconduct, which follows the Bylaw.
- (q) **"Table 3"** refers to Table 3: Disciplinary Actions and Disciplinary Authorities, which follows the Bylaw.
- (r) **"Unit"** means a Faculty, School, College, institute, centre, academic support unit (for example, libraries) or administrative unit whose Unit Head reports to the President or a Vice-President, Associate Vice-President or Vice-Provost. An academic department within a Faculty/College/School is not a Unit as the term is used within this Bylaw.
- (s) **"Unit Head"** refers to the individual with direct supervisory authority over a Unit, including Deans, Directors, the University Librarian, the President, Vice-Presidents, Associate Vice-Presidents and Vice-Provosts with respect to their Units.
- (t) **"University"** means The University of Manitoba.
- (u) **"University Community"** means all Board of Governors members, Senate members, Faculty/College/School Councils, employees, anyone holding an appointment with the University, Students, volunteers, external parties, contractors and suppliers.
- (v) **"UDC"** means the University Discipline Committee composed under section 2.53 of the Appeal Procedure.

Disciplinary Actions

- 2.2 Students will be subject to Disciplinary Action under this Bylaw for acts of Academic Misconduct and for acts of Non-Academic Misconduct.

- 2.3 The Disciplinary Actions available to a Disciplinary Authority are set out in Table 3.
- 2.4 Once a Disciplinary Action has been implemented, no further Disciplinary Action may be imposed for the same matter except as a result of an appeal by the Student.

Student Academic History/Transcript with regard to Disciplinary Actions

- 2.5 Disciplinary Actions implemented shall not ordinarily be recorded on the Student's academic history / transcript except in the following:
- (a) if the Student receives Suspension or Expulsion under sections 16, 17, 20 or 26 of Table 3; or
 - (b) a Reprimand has been ordered recorded on a Student's academic history / transcript under section 2 of Table 3.

Reprimand

- 2.6 **"Reprimand"** means an action intended to convey stern disapproval to a Student by means of recording their Academic Misconduct or Non-Academic Misconduct on their Student's academic history / transcript for a period of up to five (5) years.
- 2.7 Where a Reprimand has been ordered to be recorded on the Student's academic history / transcript (see section 2 of Table 3), the Reprimand shall be removed:
- (a) Following the elapse of the specified period of time, upon the written request of the Student to the Registrar; or
 - (b) Earlier, upon a written order from the Disciplinary Authority that implemented the Disciplinary Action.

Suspensions

- 2.8 **"Suspension"** means any withdrawal of one or more rights or privileges for a definite or indefinite period of time.
- 2.9 A Student may receive Suspension from the following:
- (a) a particular course or courses;
 - (b) a department;
 - (c) a Faculty/College/School;
 - (d) the University; or

- (e) a Residence.
- 2.10 Students who have been suspended for a definite period of time shall, upon the lifting of the Suspension, have the rights or privileges that were suspended automatically reinstated, subject to any conditions attached to the Disciplinary Action proscribing future conduct.
- 2.11 Suspension for an indefinite period of time shall be dealt with as follows:
- (a) In the case of Suspension for an indefinite time by the Executive Director of Enrolment Services, the Suspension may be lifted by the Executive Director of Enrolment Services upon consideration at the written request of the Student, after consultation with the Unit Head(s) of the Unit(s) concerned.
 - (b) In the case of Suspension for an indefinite period of time by a Disciplinary Authority other than the Executive Director of Enrolment Services, the Student may apply to the Disciplinary Authority that imposed the final penalty for a lifting of the Suspension. If the Suspension is lifted, the Student will have the rights or privileges that were suspended automatically reinstated, subject to any conditions attached to the Disciplinary Action proscribing future conduct.
- 2.12 Where a Student has received a Suspension pursuant to sections 2.9(c) or 2.9(d) of this Bylaw, any academic credits earned by the Student at the University or at any academic institution during the period of Suspension shall not be counted as credit toward any degree or program offered by the University, unless at the time of the imposition of the Suspension, the Disciplinary Authority stipulates otherwise.
- 2.13 Where the Student has received Suspension from a Faculty/College/School of the University, any other Faculty/College/School may refuse to register the Student for any course or courses or refuse to accept the Student into their programs, provided that prior to such refusal, the other Faculty/College/School has:
- (a) obtained and considered a written report from the Disciplinary Authority that implemented the Suspension, outlining the circumstances surrounding the Disciplinary Action;
 - (b) provided the Student a copy of the report; and
 - (c) given the Student an opportunity to respond to the report.
- 2.14 A Suspension will appear on the Student's academic history / transcript until such time as the Suspension period has elapsed, when it shall be removed upon the written request of the Student to the Registrar.

- 2.15 In the case of Suspension for supplying false or misleading information in connection with an application for admission (see sections 23 and 24 of Table 3), any notation on the Student's academic history / transcript may only be removed:
- (a) For undergraduate students, by the Registrar upon the written order of the Disciplinary Authority that implemented the Disciplinary Action.
 - (b) For graduate students, by the Registrar in consultation with the Dean, Faculty of Graduate Studies, upon the written order of the Disciplinary Authority that implemented the Disciplinary Action.

Expulsions

- 2.16 **"Expulsion"** means a withdrawal of all rights or privileges available to Students for either a definite or indefinite period of time.
- 2.17 A Student may receive Expulsion from the following:
- ~~(a)~~ ~~a particular course or courses;~~
 - ~~(b)~~ ~~a department;~~
 - ~~(c)~~ (a) a Faculty/College/School;
 - ~~(d)~~ (b) the University; or
 - ~~(e)~~ (c) a Residence.
- 2.18 In the case of an Expulsion for a definite period of time, upon expiration of such time, in order to be readmitted, the Student must reapply for admission through normal channels to the appropriate authority having jurisdiction over admission.
- 2.19 In the case of an Expulsion for an indefinite period of time the Student may apply to the Disciplinary Authority that imposed the final penalty for a lifting of the Expulsion. If the Expulsion is lifted, the Student, in order to be readmitted, must reapply for admission through normal channels to the authority having jurisdiction over admission.
- 2.20 Where a Student has received an Expulsion pursuant to sections 2.17~~(c)~~ (a) or 2.17~~(d)~~ (b) of this Bylaw, any academic credits earned by the Student at the University or at any academic institution during the period of Expulsion shall not be counted as credit toward any degree or program offered by the University, unless at the time of the imposition of the Expulsion, the Disciplinary Authority stipulates otherwise.
- 2.21 Where the Student has received Expulsion from a Faculty/College/School of the University, any other Faculty/College/School may refuse to register the Student

for any course or courses or refuse to accept the Student into their programs, provided that prior to such refusal, the other Faculty/College/School has:

- (a) obtained and considered a written report from the Disciplinary Authority that implemented the Expulsion, outlining the circumstances surrounding the Disciplinary Action;
- (b) provided the Student a copy of the report; and
- (c) given the Student an opportunity to respond to the report.

2.22 An Expulsion shall appear on the Student's academic history / transcript and may only be removed by the Registrar upon the written order of the Disciplinary Authority that implemented the Disciplinary Action.

Appeals

2.23 Students have a right to appeal decisions made by a Disciplinary Authority, excluding the following decisions which are final:

- (a) Any decision of the UDC.
- (b) The discretionary decision of a Disciplinary Authority to lift a suspension or an expulsion under section 2.11 or section 2.19 of this Bylaw;
- (c) The decision of a Faculty/College/School to refuse a Student under section 2.21.

2.24 Appeals shall be conducted in accordance with the Appeal Procedure.

2.25 Subject to section 2.26 of this Bylaw, no Disciplinary Action shall be implemented and Students shall be permitted to continue in their courses or program until the time for appeal has elapsed or until the Student has waived in writing the right to appeal, whichever occurs first. The Disciplinary Authority must ensure that the Student's work continues to be graded normally and is unaffected until the appeal period has lapsed or the appeal process is complete.

2.26 Section 2.25 of this Bylaw does not apply in the following circumstances:

- (a) Where the Disciplinary Action would be entered on the academic history / transcript of the Student, the Registrar shall be notified by the Disciplinary Authority implementing such Disciplinary Action, and shall not issue any academic transcripts until the appeal period has elapsed or the appeal process is complete;
- (b) Where the Disciplinary Action relating to academic dishonesty or academic fraud may result in a change to the Student's transcript, the Registrar shall be notified by the Disciplinary Authority implementing such

Disciplinary Action, and shall not issue any transcripts until the appeal period has elapsed or the appeal process is complete;

- (c) Where changes in the Student's courses and/or program are directly related to the matter under disciplinary consideration, such changes shall not be permitted; and
- (d) Where if the Disciplinary Action were not implemented, the safety of members of the University Community would be compromised.

Confidentiality

- 2.27 All matters relating to student discipline or appeal must be kept confidential in accordance with applicable University policies and procedures, and *The Freedom of Information and Protection of Privacy Act* and *The Personal Health Information Act*.

Annual Reports

- 2.28 The Annual Report of the UDC will contain all the disciplinary matters that have occurred on campus from September 1 to the following August 31 of each Calendar year.
- 2.29 Academic Staff and department heads who have dealt with a disciplinary matter shall report to the Dean/Director of the Faculty/College/School to which each Student belongs, setting out the nature of the offence and particulars of the penalty and the Student's identification number if applicable. The Student's identification number is only used for administrative purposes to reduce the possibilities of errors in duplicate reporting and will not be included in the Annual Report.
- 2.30 Disciplinary Authorities, except members of the Academic Staff and department heads, shall report all disciplinary matters considered by or reported to them to the Chair of the UDC by October 1 of each year. The report shall contain the number of disciplinary matters referred to such person or body, the nature of the offences and particulars of the dispositions, and such further matters as may be required by the UDC.
- 2.31 The recording secretary of the UDC shall prepare and the Chair shall submit a report to the University President by December 1 in each year setting out both a summary of the reports submitted to the Chair of the UDC as well as particulars of the number, nature and disposition of cases appealed to the UDC.
- 2.32 Members of the University Community, shall be kept informed of the nature and disposition of cases dealt with under this Bylaw as the Annual Report shall be presented to the both the Senate and the Board of Governors annually. The names of Students disciplined shall not normally be made public.

Part III Accountability

- 3.1 The Office of Legal Counsel is responsible for advising the President that a formal review of this Policy is required.
- 3.2 The President is responsible for the implementation, administration and review of this Policy.
- 3.3 Students, Faculty/College/School Councils, Unit Heads, Academic Staff and employees are responsible for complying with this Policy.

Part IV Secondary Documents

- 4.1 The President or Approving Body may approve Regulations, Policies and Procedures which are secondary to and comply with this Bylaw.

Part V Review

- 5.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Bylaw is September 1, 2026.
- 5.2 In the interim, this Bylaw may be revised or repealed if:
 - (a) The President or Approving Body deems it necessary or desirable to do so;
 - (b) The Bylaw is no longer legislatively or statutorily compliant; and/or
 - (c) The Bylaw is now in conflict with another Governing Document.
- 5.3 If this Bylaw is revised or rescinded, all Secondary Documents will be reviewed as soon as reasonably possible in order to ensure that they:
 - (a) comply with the revised Bylaw; or
 - (b) are, in turn, rescinded.

Part VI Effect on Previous Statements

- 6.1 This Bylaw supersedes:
 - (a) Student Discipline Bylaw, dated January 1, 2009;

- (b) all previous Board/Senate Bylaws, Regulations, Rules, Policies and Procedures, and resolutions on the subject matter contained herein; and
- (c) the previous Faculty/College/School Council Bylaw, Regulations, Procedures, and resolutions on the subject matter contained herein.

Part VII Cross References

7.1 Cross referenced to:

- (a) [Table 1: Jurisdiction of Disciplinary Authorities for Academic Misconduct;](#)
- (b) [Table 2: Jurisdiction of Disciplinary Authorities for Non-Academic Misconduct;](#)
- (c) [Table 3: Disciplinary Actions and Disciplinary Authorities;](#)
- (d) [Student Discipline – Appeal Procedure;](#)
- (e) [Student Academic Misconduct Procedure;](#)
- (f) [Student Non-Academic Misconduct and Concerning Behaviour Procedure;](#)
- (g) [Definitions of Academic Units Policy;](#)
- (h) [Final Examinations and Final Grades Policy and Procedures;](#)
- (i) [Respectful Work and Learning Environment Policy;](#)
- (j) [Sexual Assault Policy;](#)
- (k) [RWLE and Sexual Assault Procedure;](#)
- (l) [Use of Computer Facilities Policy and Procedure;](#)
- (m) [Violent or Threatening Behaviour Policy and Procedure;](#)
- (n) [The Freedom of Information and Protection of Privacy Act](#), C.C.S.M. c. F175;
- (o) [The Personal Health Information Act](#), C.C.S.M. c. P33.5.

TABLE 1: JURISDICTION OF DISCIPLINARY AUTHORITIES FOR STUDENT ACADEMIC MISCONDUCT

For the purpose of this Table 1, all capitalized terms have the meaning ascribed to them in the Student Discipline Bylaw (the "Bylaw") and/or in the Student Academic Misconduct procedure (the "Procedure"). References to Faculty/College/School will include University 1, and references to Dean/Director will include the Executive Director of Student Academic Success.

DISCIPLINARY AUTHORITY	JURISDICTION	
1. Academic Staff	Undergraduate Level	At the Undergraduate level, Academic Staff have no disciplinary authority and must refer the matter directly to the Department Head or, in the case of non-departmental units, to the Dean/Director or designate of the Faculty/College/School.
	Graduate Level	At the Graduate level, Academic Staff have no disciplinary authority and must refer the matter directly to the Dean of Graduate Studies, or designate, in accordance with section 2.9 of the Procedure.
2. Department Head	Undergraduate Level	<p>The Department Head has jurisdiction over a breach of departmental bylaws or regulations; student disciplinary matters uniquely affecting the department; and matters involving undergraduate students relating to course work.</p> <p>At the Undergraduate level, the Department Head may dispose of the matter, or may refer the matter to the Dean or Director in accordance with section 2.10 of the Procedure.</p>
	Graduate Level	At the Graduate level, the Department Head has no disciplinary authority and must refer the matter directly to the Dean of Graduate Studies, or designate, in accordance with section 2.9 of the Procedure.

DISCIPLINARY AUTHORITY	JURISDICTION	
3. Dean / Directors	Undergraduate Level	<p>The Dean/Director has jurisdiction over a breach of Faculty/College/School bylaws or regulations and over all other disciplinary matters uniquely affecting the Faculty/College/School that do not affect the University generally.</p> <p>If the disciplinary matter relates to a course other than a course offered by the Faculty/College/School in which the Student is registered, the Dean/Director must act in accordance with sections 2.8 and 2.21 of the Procedure.</p>
	Graduate Level	<p>At the Graduate level, the Dean or Director must refer the matter directly to the jurisdiction of the Dean of Graduate Studies, or designate.</p>
4. Dean of Graduate Studies	<p>The Dean of Graduate Studies has jurisdiction over a breach of Faculty of Graduate Studies bylaws or regulations and over all other disciplinary matters uniquely affecting the Faculty of Graduate Studies that do not affect the University generally.</p> <p>The Dean of the Faculty of Graduate Studies will consult with the Registrar over all disciplinary matters involving false or misleading information supplied in connection with applications for admission to the Faculty of Graduate Studies.</p>	
5. Executive Director of Enrolment Services	<p>The Executive Director has jurisdiction over all disciplinary matters involving false or misleading information supplied in connection with applications for admission to Faculties/Colleges/Schools, except the Faculty of Graduate Studies.</p> <p>The Executive Director of Enrolment Services may delegate jurisdiction to an ad hoc committee to hear and determine any disciplinary matter within the Executive Director's jurisdiction.</p>	

DISCIPLINARY AUTHORITY	JURISDICTION	
6. Executive Director of Enrolment Services	<p>The Executive Director has jurisdiction over all disciplinary matters involving false or misleading information supplied in connection with applications for admission to Faculties/Colleges/Schools, except the Faculty of Graduate Studies.</p> <p>The Executive Director of Enrolment Services may delegate jurisdiction to an ad hoc committee to hear and determine any disciplinary matter within the Executive Director's jurisdiction.</p>	
7. Registrar	Undergraduate Level	At the Undergraduate level, the Registrar has jurisdiction over all disciplinary matters involving false or misleading information supplied in connection with registration with any unit of the University, or a Student's academic history/record, including but not limited to; letters of permission, transfer of credits and transcript matters.
	Graduate Level	At the Graduate level, the Registrar has jurisdiction and will consult with the Dean of Graduate Studies regarding disciplinary matters involving false or misleading information supplied in connection with registration with any unit of the University, or student's academic history/record, including but not limited to; letters of permission, transfer of credits and transcript matters.
<u>8. Vice-Provost (Students)</u>	<u>The Vice-Provost (Students) has jurisdiction over disciplinary matters involving false or misleading information supplied in connection with requesting accommodations, including but not limited to medical documentation.</u>	
8.9. President	<p>The President has jurisdiction over all disciplinary matters not specifically subject to the control of another Disciplinary Authority under the Procedure or this Table 1.</p> <p>The President may delegate jurisdiction to a person or to an ad hoc committee to hear and determine any disciplinary matter within the President's jurisdiction.</p>	

Disciplinary Authorities and Disciplinary Actions		Academic Staff	Department Heads	Deans, Directors or LDC	Director, Student Residences	Executive Director, Enrolment Services	Registrar	University Librarian / Library Appeals Committee	CIO, Information Systems & Technology	Associate V.P (Admin)	Vice-Provost (Students), V.P. (Admin), President or UDC
1	Issuing a reprimand to be kept in the student's file for a period of up to 5 years.	X	X	X	X	X	X	X	X	X	X
2	Ordering that a reprimand be recorded on the Student's academic history/transcript for a period of up to 5 years.		X	X		X	X				X
3	Imposing developmental disciplinary actions including community services within the University Community.		X	X							X
4	Imposing developmental disciplinary actions including the participation in educational activities.		X	X							X
5	Attaching conditions to any of the authorized actions prescribing future conduct.	X	X	X	X	X		X	X	X	X

Disciplinary Authorities and Disciplinary Actions		Academic Staff	Department Heads	Deans, Directors or LDC	Director, Student Residences	Executive Director, Enrolment Services	Registrar	University Librarian / Library Appeals Committee	CIO, Information Systems & Technology	Associate V.P (Admin)	Vice-Provost (Students), V.P. (Admin), President or UDC
6	Requiring that a written apology and/or retraction be made.	X	X	X	X	X		X		X	X
7	Suspending the assessment or enforcement of a penalty subject to conditions.	X	X	X	X	X		X		X	X
8	Ordering restitution to be made.		X	X	X			X		X	X
9	Levying a fine.				X			X [8]	X		X
10	Suspension from further attendance at classes in a particular course.	X [7]	X	X							X

Disciplinary Authorities and Disciplinary Actions		Academic Staff	Department Heads	Deans, Directors or LDC	Director, Student Residences	Executive Director, Enrolment Services	Registrar	University Librarian / Library Appeals Committee	CIO, Information Systems & Technology	Associate V.P (Admin)	Vice-Provost (Students), V.P. (Admin), President or UDC
11	Suspension from attendance for the balance of one meeting of instructional activity.	X	X								X
12	Giving a particular grade on a course, paper, test, examination or other evaluative process because of academic dishonesty or academic fraud.		X	X [3]							X
13	Suspension or withdrawal of privileges in whole or in part.		X	X	X	X		X		X	X
14	Restricting or prohibiting access to University property.			X [3]	X [5]			X [4]		X [2]	X
15	Suspension from attendance at all or certain classes in a particular department.		X	X							X

Disciplinary Authorities and Disciplinary Actions		Academic Staff	Department Heads	Deans, Directors or LDC	Director, Student Residences	Executive Director, Enrolment Services	Registrar	University Librarian / Library Appeals Committee	CIO, Information Systems & Technology	Associate V.P (Admin)	Vice-Provost (Students), V.P. (Admin), President or UDC
16	Suspension or expulsion from a particular course.		X	X							X
17	Suspension or expulsion from all or certain courses in a particular department.		X	X							X
18	Suspension from attendance at all or certain classes in a particular faculty or school.			X							X
19	Suspension from attendance at all or certain classes in the University.			X							X
20	Suspension or expulsion from a faculty or school or from all or certain courses therein.			X							X

Disciplinary Authorities and Disciplinary Actions		Academic Staff	Department Heads	Deans, Directors or LDC	Director, Student Residences	Executive Director, Enrolment Services	Registrar	University Librarian / Library Appeals Committee	CIO, Information Systems & Technology	Associate V.P (Admin)	Vice-Provost (Students), V.P. (Admin), President or UDC
21	Suspending and restricting use of computer privileges provided by the University.								X		X
22	Suspension or expulsion from a University Residence.				X						X
23	Suspension of the right to submit a future application for admission for a definite or indefinite period.			X		X					X
24	Suspension of the processing of an application for admission in the year of application.			X [9]		X					X
25	Suspension or expulsion from University College.										X

Disciplinary Authorities and Disciplinary Actions		Academic Staff	Department Heads	Deans, Directors or LDC	Director, Student Residences	Executive Director, Enrolment Services	Registrar	University Librarian / Library Appeals Committee	CIO, Information Systems & Technology	Associate V.P (Admin)	Vice-Provost (Students), V.P. (Admin), President or UDC
26	Suspension or expulsion from the University.										X

^[1] The UDC may, after finding that Disciplinary Action is warranted, implement any one or more Disciplinary Actions as set out in this Schedule "A".

^[2] Only with respect to University Centre.

^[3] Only with respect to facilities under their jurisdiction.

^[4] Only with respect to the Libraries.

^[5] Only with respect to University Residences.

^[6] Only with respect to University College.

^[7] This Disciplinary Action will not be for more than a week's balance of that particular instructional activity.

^[8] Only as to overdue books in accordance with a pre-published scale of fines.

^[9] ~~The Dean of the Faculty of Graduate Studies with respect to admission fraud or misconduct of a graduate student application for admission.~~

UNIVERSITY OF MANITOBA PROCEDURE

Procedure:	STUDENT ACADEMIC MISCONDUCT
Parent Policy:	Student Discipline Bylaw
Effective Date:	September 1, 2016
Revised Date:	
Review Date:	September 1, 2026
Approving Body:	Board of Governors
Authority:	Student Discipline Bylaw
Responsible Executive Officer:	President
Delegate:	University Secretary
Contact:	University Secretary
Application:	Students, Faculty/College/School Councils, Unit Heads, Academic Staff and employees

Part I Reason for Procedure

- 1.1 The University of Manitoba emphasizes the importance of academic integrity and works diligently to uphold a rigorous and ethical academic environment.
- 1.2 The reason for this Procedure is to:
 - (a) Articulate the University's expectation that all Students maintain the highest standards of integrity;
 - (b) Outline the jurisdiction for each Disciplinary Authority dealing with the Academic Misconduct of Students; and
 - (c) Provide a fair and thorough investigation process into allegations of Academic Misconduct.

Part II Procedure Content

Definitions

2.1 The following terms are defined for the purpose of this Procedure:

- (a) **"Academic Misconduct"** has the same meaning as defined in section 2.5 of this Procedure.
- (b) **"Academic Staff"** refers to all individuals whose primary assignment is instruction, research, and/or service/academic administration. This includes employees who hold an academic rank such as professor, associate professor, assistant professor, instructor, lecturer, librarian, or the equivalent of any of those academic ranks. The category also includes a dean, director, associate dean, assistant dean, chair or head of department, visiting scholars, senior scholars, and those holding unpaid academic appointments, insofar as they perform instructional, research, and/or service/academic administrative duties.
- (c) **"Appeal Procedure"** means the Student Discipline Appeal Procedure.
- (d) **"Bylaw"** means the Student Discipline Bylaw.
- (e) **"College"** means a Professional College as defined under the Definitions of Academic Units Policy.
- (f) **"Disciplinary Action"** means the specific disciplinary actions available for each Disciplinary Authority under Table 3.
- (g) **"Disciplinary Authority"** means the disciplinary authority designated to determine a matter of student discipline for Academic Misconduct under Table 1.
- (h) **"Faculty"** means a Faculty as defined under the Definitions of Academic Units Policy.
- (i) **"Procedure"** means this Student Academic Misconduct Procedure.
- (j) **"School"** means a "School of the University" or a "School of a Faculty", as those terms are defined under the Definitions of Academic Units Policy.
- (k) **"Student"** means any of the following individuals:
 - (i) ~~**Applicant** — an individual who has submitted application for admission to the University;~~

~~(ii)~~(i) **Admitted** – an individual who has accepted an offer of admission to the University;

~~(iii)~~(ii) **Current** – an individual who is either registered in course(s) or in a program of studies at the University or is eligible to continue in their studies at the University either because the individual meets minimum academic performance requirements or will be eligible to continue after discharging a financial hold or serving suspension;

~~(iv)~~(iii) **Former** – an individual who has graduated from the University or who has withdrawn (either voluntarily or was required to withdraw).

- (l) **"Student Advocate"** is a member of the University's Student Advocacy Office who provides Students with information on their rights and responsibilities, as well as assistance with resolving problems or concerns resulting from actions or decisions taken by the University.
- (m) **"Table 1"** refers to Table 1: Jurisdiction of Disciplinary Authorities for Academic Misconduct, which follows the Bylaw.
- (n) **"Table 3"** refers to Table 3: Disciplinary Actions and Disciplinary Authorities, which follows the Bylaw.
- (o) **"Unit"** means a Faculty, School, College, institute, centre, academic support unit (for example, libraries) or administrative unit whose Unit Head reports to the President or a Vice-President, Associate Vice-President or Vice-Provost. An academic department within a Faculty/College/School is not a Unit as the term is used within this Procedure.
- (p) **"Unit Head"** refers to the individual with direct supervisory authority over a Unit, including Deans, Directors, the University Librarian, the President, Vice-Presidents, Associate Vice-Presidents and Vice-Provosts with respect to their Units.
- (q) **"University"** refers to the University of Manitoba.
- (r) **"University Community"** means all Board of Governors members, Senate members, Faculty/College/School Councils, employees, anyone holding an appointment with the University, Students, volunteers, external parties, contractors and suppliers.
- (s) **"UMSS"** means the University of Manitoba Security Services.

Scope

- 2.2 This Procedure applies to Student's academic conduct in relation to any University Matter.

2.3 **"University Matter"** means any activity, event, or undertaking in which a member of the University Community participates which has a substantial connection to the University, such as:

- (a) University-related activities or events, including but not limited to:
 - (i) Any activity or event on property owned or controlled by the University;
 - (ii) The leasing of space, including student residence rooms, on property owned or controlled by the University;
 - (iii) The offering of any service by the University, including educational services;
 - (iv) Student placements, practica, or clinical training;
 - (v) University research activities, whether on or off campus;
 - (vi) Student and/or employee exchanges arranged in connection with the University;
 - (vii) Social events or networking, where matters regarding the University or members of the University Community are a significant focus of the activity;
 - (viii) University field trips, travel-study tours, service-learning activities, and similar activities;
- (b) Activities or events involving members of the University Community, where the actions of those members of the University Community may reasonably reflect upon or affect the University, including but not limited to:
 - (i) Any aspect of the employment or engagement of employees and contractors for roles and projects substantially connected to the University;
 - (ii) Participation on a committee or board as a representative of the University;
 - (iii) Writings, photographs, artwork, audio or video recordings, and/or electronic communications, including communications through social media, where matters regarding the University or members of the University Community are a significant focus of the communication;

- (iv) Matters related to The University of Manitoba Students' Union, the Graduate Students' Association, and their affiliated student groups to the extent that it affects the proper functioning of the University or the rights of a member of the University Community to use and enjoy the University's learning and working environments; or
- (v) Matters of off-campus conduct that have, or might reasonably be seen to have an adverse effect on the proper functioning of the University or the rights of a member of the University Community to use and enjoy the University's learning and working environments.

Academic Misconduct

2.4 As members of the University Community, Students have an obligation to act with academic integrity. Any Student who engages in Academic Misconduct in relation to a University Matter will be subject to discipline.

2.5 "**Academic Misconduct**" means any conduct that has, or might reasonably be seen to have, an adverse effect on the academic integrity of the University, including but not limited to:

- (a) **Plagiarism** – the presentation or use of information, ideas, sentences, findings, etc. as one's own without appropriate ~~citation~~ attribution in a ~~written~~ assignment, test or final examination.
- (b) **Cheating on Quizzes, Tests or Final Examinations** – the circumventing of fair testing procedures or contravention of exam regulations. Such acts may be premeditated/planned or may be unintentional or opportunistic.
- (c) **Inappropriate collaboration** – when a Student and any other person work together on assignments, projects, tests, labs or other work unless authorized by the course instructor.
- (d) **Duplicate Submission** – cheating where a Student submits a paper/assignment/test in full or in part, for more than one course without the permission of the course instructor.
- (e) **Personation** – writing an assignment, lab, test, or examination for another Student, or the unauthorized use of another person's signature or identification in order to impersonate someone else. Personation includes both the personator and the person initiating the personation.
- (f) **Academic Fraud** – falsification of data or official documents as well as the falsification of medical or compassionate circumstances/documentation to gain accommodations to complete assignments, tests or examinations.

2.6 Students will be subject to Disciplinary Action for any instance of Academic Misconduct, regardless of whether such behaviour is covered by other

University policies, procedures or bylaws. Matters relating to certain Academic Misconduct may also be subject to additional policies, such as the Responsible Conduct of Research Policy and related procedures.

Jurisdiction of Disciplinary Authority

- 2.7 The specific jurisdiction of each Disciplinary Authority designated to determine an allegation of Academic Misconduct is set out in Table 1.
- 2.8 For matters involving the Academic Misconduct of an undergraduate Student, the Disciplinary Authority with the closest connection to the particular alleged Academic Misconduct has jurisdiction over the matter, subject to section 2.10 of this Procedure. However, the Disciplinary Authority must inform the Unit Head of the Student's home Faculty/College/School prior to any investigation.
- 2.9 Matters involving Academic Misconduct of a graduate Student must be referred directly to the Dean of the Faculty of Graduate Studies who shall, in turn, inform the department head or Unit Head of the Student's home department or Unit prior to any investigation and Disciplinary Action.
- 2.10 When the alleged Academic Misconduct, if proven on a balance of probabilities, would:
- (a) Constitute a second instance of Academic Misconduct by the Student; or
 - (b) Be of such severity as to warrant a Disciplinary Action that is not available to the Disciplinary Authority with the closest connection to the matter under Table 1 (e.g. Department Head);
- the matter shall be referred to the next appropriate Disciplinary Authority under Table 1 (e.g. Dean/Director) for investigation and decision.
- 2.11 If a question arises as to which Disciplinary Authority should hear a particular case, the question must be referred to the President for resolution.
- 2.12 If the Academic Misconduct relates to a criminal offence, the Disciplinary Authority must provide relevant information to UMSS for potential follow-up by the appropriate policing authority.

Notice to the Student

- 2.13 If the Disciplinary Authority determines that there is sufficient evidence to initiate an investigation into the allegation of Academic Misconduct under this Student Academic Misconduct Procedure, the Student who is the subject of a disciplinary matter will be informed in writing by the Disciplinary Authority (with a copy to the University's Registrar) that:
- (a) An investigation is proceeding in accordance with this Procedure, the nature of the matter being investigated, that the Student may be subject to

Disciplinary Action and that a hold will be placed on the Student's record in accordance with section 2.14 of this Procedure until the allegation is investigated;

- (b) The Student will be given an opportunity to respond to the allegation and, if a meeting is scheduled, notice will be provided as to who will be present on behalf of the University at the meeting;
- (c) The Student may seek advice and representation from a Student Advocate, a representative from the University of Manitoba Students' Union, a representative from the Graduate Students' Association, a member of the University Community not receiving payment for appearing, a member of the Student's immediate family or other support person as may be appropriate. It is the sole responsibility of the Student to determine the adequacy of the Student's representation;
- (d) Failure to respond by a specified date will result in the matter being considered without the Student's response;
- (e) The Student may obtain a copy of this Procedure, the Bylaw and related procedures. These documents are available online or from the Office of the University Secretary or the Student Advocacy office;
- (f) The Student has a right to appeal in accordance with the Bylaw and Appeal Procedure.

Student Records

- 2.14 The Disciplinary Authority will request that the Registrar place a hold on the Student's record to prevent the issuance of transcripts, transfers between Faculty/College/School and changes in registrations until the alleged Academic Misconduct is investigated. Until a decision has been made and any appeal process available under the Bylaw has concluded, the Student shall be permitted to continue in the course or program until the case is heard and the Disciplinary Authority must ensure the Student's work continues to be graded normally and is unaffected by the allegation of Academic Misconduct, subject to sections 2.25 and 2.26 of the Bylaw.

Investigation Procedure

- 2.15 Subject to section 2.16 of this Procedure, the Disciplinary Authority will, either personally or through a designate, conduct an investigation into the allegations of Academic Misconduct in any manner that he or she deems appropriate to the nature of the circumstances and the seriousness of the issues involved and any admissions made during the investigation. This may include some or all of:

- (a) Interviewing witnesses;

- (b) Reviewing documents and records (both paper and electronic);
- (c) Reviewing photographs, audio, and video recordings;
- (d) Examining physical evidence;
- (e) Arranging for testing of physical evidence;
- (f) With the consent of participants, arranging for medical or psychological evaluations; and/or
- (g) Submitting a Third Party Data Access Request Form to IST regarding accessing electronic systems and consulting with Access and Privacy Office as required to facilitate the request.

2.16 The Disciplinary Authority may choose not to personally investigate where the issue has been or may be investigated pursuant to another University policy, procedure or bylaw.

2.17 The Disciplinary Authority will conduct the investigation in accordance with the principles of procedural fairness and natural justice. In particular, the Disciplinary Authority will ensure that:

- (a) The Student must be informed of the allegations against him or her, including, subject to section 2.26 of this Procedure, having access to all documentary and other evidence relied upon by the Disciplinary Authority and knowing the identity of the complainant;
- (b) The Student must be provided an opportunity to respond to the allegations;
- (c) While strict rules of evidence do not apply, appropriate weight must be given to evidence based on its credibility and reliability; and
- (d) Witnesses may wish to consult with or respond through an advocate (which may include legal counsel, a union representative, or a Student Advocate, as may be appropriate).

2.18 The Disciplinary Authority (or designate) may meet with the Student to present the facts/evidence concerning the allegation and to give the Student an opportunity to respond to the allegation and present his/her explanation of the matter. The Disciplinary Authority will give notice to the Student as to who will be present on behalf of the University at such a meeting.

Decision

~~2.18~~2.19 The Disciplinary Authority will inform the Student that a written decision letter will be sent normally within five (5) working days of receiving the Student's

response. If the Student does not respond within a reasonable time, the Disciplinary Authority will consider the matter and make a decision in the absence of the Student's response and based on the information that is available.

Decision

2.192.20 At the conclusion of the investigation, the Disciplinary Authority will inform the Student of his or her decision in writing and will include, at minimum, the following:

- (a) A summary of the allegation of Academic Misconduct;
- (b) A summary of the process and key timelines in the investigation;
- (c) A summary of the key evidence obtained through the investigation, including the response of the Student to the allegation;
- (d) An indication of which key evidence was considered credible and reliable;
- (e) A conclusion as to whether, on a balance of probabilities, the Academic Misconduct occurred;
- (f) A summary of the reasons for the conclusion;
- (g) A summary of any Disciplinary Action instituted in accordance with the Bylaw and section 2.21 of this Procedure; and
- (h) If Disciplinary Action is taken, information about the right to appeal, the time period for appeal, and the person and contact information for the submission of an appeal, in accordance with the Bylaw.

2.202.21 Where there is a finding of Academic Misconduct, the Disciplinary Authority will consider any previous findings of Academic Misconduct before determining the appropriate Disciplinary Action under the Bylaw. In the case where the Disciplinary Authority is not the Unit Head of the Faculty/College/School in which the Student is registered, the Disciplinary Authority will determine the appropriate Disciplinary Action in consultation with the Unit Head of that Faculty/College/School.

2.212.22 The Disciplinary Authority will send a copy of their decision to the Registrar and to the Unit Head of the Faculty/College/School in which the Student is registered.

Appeals

2.222.23 Students have a right to appeal Disciplinary Actions in accordance with the Bylaw and Appeal Procedure.

Obligations of Confidentiality by the University

~~2.23~~2.24 In respect of an incidence of Academic Misconduct, the University will not disclose the name of the complainant, the Student, or the circumstances related to the complaint to any person, other than where the disclosure is:

- (a) Necessary to investigate the complaint or take corrective action with respect to the complaint; or
- (b) Required by law.

~~2.24~~2.25 Personal information that is disclosed under section 2.24 above in respect of an incidence of Academic Misconduct will be the minimum amount necessary for the purpose.

Obligations of Confidentiality by the Disciplinary Authority

~~2.25~~2.26 The Disciplinary Authority, in conducting the investigation, will comply with *The Freedom of Information and Protection of Privacy Act* and *The Personal Health Information Act* with respect to personal information and personal health information collected, used and disclosed in the course of the investigation. Where a Disciplinary Authority is unsure of whether they may disclose particular information, they may seek advice from the Access and Privacy Office.

~~2.26~~2.27 The Disciplinary Authority will advise all persons involved with an investigation as to their obligations regarding confidentiality, and the protections available to them under this Procedure.

Obligations of Confidentiality by the Others

~~2.27~~2.28 All persons involved in an investigation of an incident of Non-Academic Misconduct or Concerning Behaviour, whether as a witness or retrieving relevant information or documents, must keep confidential:

- (a) The existence and nature of the investigation; and
- (b) Any information or documentation obtained as a result of the investigation;

which information may only be disclosed to those who reasonably need to know. Where an individual is unsure of whether they may disclose particular information, they may seek advice from the Access and Privacy Office.

~~2.28~~2.29 Notwithstanding section 2.28, the Complainant, the Respondent, and witnesses involved in the investigation may:

- (a) Obtain confidential advice (including advice from a Student Advocate or lawyer, as may be appropriate);

- (b) Disclose information to others only to the extent reasonably necessary to gather evidence and, in the case of an accused Student, to make full answer and defense to the allegations; and
- (c) Use information obtained independent of the investigation in any other forum.

Records Management

| ~~2.29~~2.30 The Disciplinary Authority will maintain files with respect to each complaint in accordance with the Records Management Policy and Procedure.

Part III Accountability

- 3.1 The Office of Legal Counsel is responsible for advising the President that a formal review of this Procedure is required.
- 3.2 The President is responsible for the implementation, administration and review of this Procedure.
- 3.3 Students, Faculty/College/School Councils, Unit Heads, Academic Staff and employees are responsible for complying with this Procedure.

Part IV Review

- 4.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Procedure is September 1, 2026.
- 4.2 In the interim, this Procedure may be revised or repealed if:
 - (a) the President or the Approving Body deems it necessary or desirable to do so;
 - (b) the Procedure is no longer legislatively or statutorily compliant;
 - (c) the Procedure is now in conflict with another Governing Document; and/or
 - (d) the Parent Policy is revised or repealed.

Part V Effect on Previous Statements

- 5.1 This Procedure supersedes all of the following:

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

Part VI

Cross References

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

- (a) [Student Discipline Bylaw](#);
- (b) [Table 1: Jurisdiction of Disciplinary Authorities for Academic Misconduct](#);
- (c) [Table 3: Disciplinary Actions and Disciplinary Authorities](#);
- (d) [Student Discipline Appeal Procedure](#);
- (e) [Definitions of Academic Units Policy](#);
- (f) [Responsible Conduct of Research Policy and Procedures](#);
- (g) [Records Management Policy and Procedure](#);
- (h) [Use of Computer Facilities Policy and Procedure](#);
- (i) [Third Party Data Access Request Form](#);
- (j) [Student Advocacy Office Policy](#);
- (k) [*The Freedom of Information and Protection of Privacy Act*](#), CCSM c. F175;
- (l) [*The Personal Health Information Act*](#), CCSM c. P33.5.

UNIVERSITY OF MANITOBA PROCEDURE

Procedure:	STUDENT NON-ACADEMIC MISCONDUCT AND CONCERNING BEHAVIOUR
Parent Policy:	Student Discipline Bylaw
Effective Date:	September 1, 2016
Revised Date:	
Review Date:	September 1, 2026
Approving Body:	Board of Governors
Authority:	Student Discipline Bylaw
Responsible Executive Officer:	President
Delegate:	University Secretary
Contact:	University Secretary
Application:	Students, Faculty/College/School Councils, Unit Heads, Academic Staff and employees

Part I Reason for Procedure

1.1 The reason for this Procedure is to:

- (a) Articulate the University's expectation that all Students act in a fair and reasonable manner toward their peers, the faculty, staff, administration and the physical property of the University;
- (b) Outline the jurisdiction for each Disciplinary Authority dealing with the Non-Academic Misconduct of Students;
- (c) Provide a fair and thorough investigation process for allegations of Non-Academic Misconduct;
- (d) Coordinate an action plan for Students exhibiting Concerning Behaviour that includes supports and a clear referral mechanism for members of the University Community.

Part II Procedure Content

Definitions

2.1 The following terms are defined for the purpose of this Procedure:

- (a) **"Academic Staff"** refers to all individuals whose primary assignment is instruction, research, and/or service/academic administration. This includes employees who hold an academic rank such as professor, associate professor, assistant professor, instructor, lecturer, librarian, or the equivalent of any of those academic ranks. The category also includes a dean, director, associate dean, assistant dean, chair or head of department, visiting scholars, senior scholars, and those holding unpaid academic appointments, insofar as they perform instructional, research, and/or service/academic administrative duties.
- (b) **"Appeal Procedure"** means the Student Discipline Appeal Procedure.
- (c) **"Bylaw"** means the Student Discipline Bylaw.
- (d) **"College"** means a Professional College as defined under the Definitions of Academic Units Policy.
- (e) **"Disciplinary Action"** means the specific disciplinary actions available for each Disciplinary Authority under Table 3.
- (f) **"Disciplinary Authority"** means the discipline authority designated to determine a matter of student discipline for Non-Academic Misconduct under Table 2.
- (g) **"Discrimination"** has the same meaning as defined in section 2.3 of the RWLE and Sexual Assault Procedure.
- (h) **"Faculty"** means a Faculty as defined under the Definitions of Academic Units Policy.
- (i) **"Harassment"** refers to Personal Harassment, Human Rights Based Harassment, and/or Sexual Harassment as defined in section 2.10 of the RWLE and Sexual Assault Procedure.
- (j) **"Non-Academic Misconduct"** has the same meaning as defined in section 2.5 of this Procedure.
- (k) **"Procedure"** means this Student Non-Academic Misconduct and Concerning Behaviour Procedure.

- (l) **"School"** means a "School of the University" or a "School of a Faculty", as those terms are defined under the Definitions of Academic Units Policy.
- (m) **"Sexual Assault"** has the same meaning as defined in section 2.1 of the Sexual Assault Policy.
- (n) **"STATIS"** means the Student/Staff Threat Assessment Triage Intervention Support team established pursuant to section 2.11 of the Violent or Threatening Behaviour Procedure.
- (o) **"Student"** means any of the following individuals:
 - ~~(i) **Applicant** – an individual who has submitted application for admission to the University;~~
 - ~~(ii)(i)~~ **Admitted** – an individual who has accepted an offer of admission to the University;
 - ~~(iii)(ii)~~ **Current** – an individual who is either registered in course(s) or in a program of studies at the University or is eligible to continue in their studies at the University either because the individual meets minimum academic performance requirements or will be eligible to continue after discharging a financial hold or serving suspension;
 - ~~(iv)(iii)~~ **Former** – an individual who has graduated from the University or who has withdrawn (either voluntarily or was required to withdraw).
- (p) **"Student Advocate"** is a member of the University's Student Advocacy Office who provides Students with information on their rights and responsibilities, as well as assistance with resolving problems or concerns resulting from actions or decisions taken by the University.
- (q) **"Table 2"** refers to Table 2: Jurisdiction of Disciplinary Authorities for Non-Academic Misconduct, which follows the Bylaw.
- (r) **"Table 3"** refers to Table 3: Disciplinary Actions and Disciplinary Authorities, which follows the Bylaw.
- (s) **"UMSS"** means the University of Manitoba's Security Services.
- (t) **"Unit"** means a Faculty, School, College, institute, centre, academic support unit (for example, libraries) or administrative unit whose Unit Head reports to the President or a Vice-President, Associate Vice-President or Vice-Provost. An academic department within a Faculty/College/School is not a Unit as the term is used within this Procedure.
- (u) **"Unit Head"** refers to the individual with direct supervisory authority over a Unit, including Deans, Directors, the University Librarian, the President,

Vice-Presidents, Associate Vice-Presidents and Vice-Provosts with respect to their Units.

- (v) **"University"** refers to the University of Manitoba.
- (w) **"University Community"** means all Board of Governors members, Senate members, Faculty/College/School Councils, employees, anyone holding an appointment with the University, Students, volunteers, external parties, contractors and suppliers.
- (x) **"University Matter"** has the same meaning as defined in section 2.3 of this Procedure.
- (y) **"Violence"** means:
 - (i) The attempted or actual exercise of physical force against a person; or
 - (ii) Any threatening statement or behaviour that gives a person reasonable cause to believe that physical force will be used against the person.

SCOPE

2.2 This Procedure applies to a Student's non-academic conduct in relation to any University Matter.

2.3 **"University Matter"** means any activity, event, or undertaking in which a member of the University Community participates which has a substantial connection to the University, such as:

- (a) University-related activities or events, including but not limited to:
 - (i) Any activity or event on property owned or controlled by the University;
 - (ii) The leasing of space, including student residence rooms, on property owned or controlled by the University;
 - (iii) The offering of any service by the University, including educational services;
 - (iv) Student placements, practica, or clinical training;
 - (v) University research activities, whether on or off campus;
 - (vi) Student and/or employee exchanges arranged in connection with the University;

- (vii) Social events or networking, where matters regarding the University or members of the University Community are a significant focus of the activity;
 - (viii) University field trips, travel-study tours, service-learning activities, and similar activities;
- (b) Activities or events involving members of the University Community, where the actions of those members of the University Community may reasonably reflect upon or affect the University, including but not limited to:
 - (i) Any aspect of the employment or engagement of employees and contractors for roles and projects substantially connected to the University;
 - (ii) Participation on a committee or board as a representative of the University;
 - (iii) Writings, photographs, artwork, audio or video recordings, and/or electronic communications, including communications through social media, where matters regarding the University or members of the University Community are a significant focus of the communication;
 - (iv) Matters related to The University of Manitoba Students' Union, the Graduate Students' Association, and their affiliated student groups to the extent that it affects the proper functioning of the University or the rights of a member of the University Community to use and enjoy the University's learning and working environments; or
 - (v) Matters of off-campus conduct that have, or might reasonably be seen to have an adverse effect on the proper functioning of the University or the rights of a member of the University Community to use and enjoy the University's learning and working environments.

NON-ACADEMIC MISCONDUCT

2.4 Any Student who engages in Non-Academic Misconduct in relation to a University Matter will be subject to discipline.

2.5 **"Non-Academic Misconduct"** means any conduct that has, or might reasonably be seen to have, an adverse effect on the integrity or proper functioning of the University or the health, safety, rights or property of the University or members of the University Community, such as:

- (a) Threats of harm or actual harm by any means (including electronic means) to another person, including but not limited to:

- (i) Discrimination;
- (ii) Hazing;
- (iii) Harassment;
- (iv) Possession or use of dangerous objects, in violation of any applicable law;
- (v) Sexual Assault;
- (vi) Stalking behaviour, including repetitive behaviour directed at a specific person which reasonably causes that person alarm, distress, fear or a change of normal behavior;
- (vii) Violence;
- (b) Property-related misconduct, including but not limited to:
 - (i) Theft;
 - (ii) Threats to or damage of University property;
 - (iii) Vandalism;
- (c) Inappropriate or disruptive behavior, including but not limited to:
 - (i) Actions which habitually interfere with the learning environment or requires the inordinate time and attention of faculty and staff;
 - (ii) Alcohol or substance abuse;
 - (iii) Disorderly behaviour;
 - (iv) Indecent exposure;
 - (v) Unprofessional conduct;
- (d) Abuse of the process of University policies, procedures or regulations, including but not limited to:
 - (i) Abuse of computer privileges;
 - (ii) Breach of student residence rules or regulations;
 - (iii) Failure to comply with a previously imposed Disciplinary Action;
 - (iv) Frivolous or vexatious complaints or appeals.

- 2.6 Students will be subject to Disciplinary Action for any instance of Non-Academic Misconduct, regardless of whether such behaviour is covered by other University policies, procedures or bylaws. Matters relating to certain Non-Academic Misconduct may also be subject to additional policies, such as:
- (a) The Respectful Work and Learning Environment Policy and the RWLE and Sexual Assault Procedure when the matter relates to Discrimination, or Harassment;
 - (b) The Sexual Assault Policy and the RWLE and Sexual Assault Procedure when the matter relates to Sexual Assault;
 - (c) The Violent or Threatening Behaviour Policy and Procedure when the matter relates to Violence, hazing, stalking behaviour, or the possession or use of dangerous objects in violation of any applicable law;
 - (d) The Use of Computer Facilities Policy and Procedure when the matter relates to abuse of computer privileges;
 - (e) The Campus Alcohol Policy and Procedure when the matter relates to alcohol or substance abuse;
 - (f) The student Residence Contract when the matter relates to a breach of student residence rules or regulations.

Jurisdiction of Disciplinary Authority

- 2.7 The specific jurisdiction of each Disciplinary Authority designated to determine an allegation of Non-Academic Misconduct is set out in Table 2.
- 2.8 For matters involving the Non-Academic Misconduct of an undergraduate Student, the Disciplinary Authority with the closest connection to the particular alleged Non-Academic Misconduct has jurisdiction over the matter, subject to section 2.10 of this Procedure. However, the Disciplinary Authority must inform the Unit Head of the Student's home Faculty/College/School, and the Vice-Provost (Students), prior to any investigation.
- 2.9 Matters involving Non-Academic Misconduct of a graduate Student must be referred directly to the Dean of the Faculty of Graduate Studies who shall, in turn, inform the dean and the department head of the Student's program home department, and the Vice-Provost (Students), prior to any investigation.
- 2.10 When the alleged Non-Academic Misconduct, if proven on a balance of probabilities, would:
- (a) Constitute a second instance of Non-Academic Misconduct by the Student; or

- (b) Be of such severity as to warrant a Disciplinary Action that is not available to the Disciplinary Authority with the closest connection to the matter under Table 2 (e.g. Department Head);

the matter shall be referred to the next appropriate Disciplinary Authority under Table 2 (e.g. Dean/Director) for investigation and decision.

- 2.11 If a question arises as to which Disciplinary Authority should hear a particular case, the question must be referred to the President for resolution.
- 2.12 If the Non-Academic Misconduct relates to a criminal offence, the Disciplinary Authority must provide relevant information to UMSS for potential follow-up by the appropriate policing authority.

Notice to Vice-Provost (Students)

- 2.13 Before initiating an investigation, the Disciplinary Authority will advise the Vice-Provost (Students) of the following:
 - (a) An allegation of Non-Academic Misconduct has been received;
 - (b) The nature of the Non-Academic Misconduct;
 - (c) The name of the Student alleged to have committed the Non-Academic Misconduct; and
 - (d) The intention of the Disciplinary Authority to initiate an investigation in accordance with this Procedure.
- 2.14 The Vice-Provost (Students) will review this information and advise the Disciplinary Authority if he or she feels the matter should be referred to STATIS before the investigation is conducted.

Notice to the Student

- 2.15 After consultation with the Vice-Provost (Students), the Student who is the subject of a disciplinary matter will be informed in writing by the Disciplinary Authority (with a copy to the University's Registrar) that:
 - (a) An investigation is proceeding in accordance with this Procedure, the nature of the matter being investigated, that the Student may be subject to Disciplinary Action, and that a hold will be placed on the Student's record in accordance with section 2.16 of this Procedure until the allegation is investigated;
 - (b) The Student will be given an opportunity to respond to the allegation and, if a meeting is scheduled, notice will be provided as to who will be present on behalf of the University at the meeting;

- (c) The Student may seek advice and representation from a Student Advocate, a representative from the University of Manitoba Students' Union, a representative from the Graduate Students' Association, a member of the University Community not receiving payment for appearing, a member of the Student's immediate family, or other support person as may be appropriate. It is the sole responsibility of the Student to determine the adequacy of the Student's representation;
- (d) Failure to respond by a specified date will result in the matter being considered without the Student's response;
- (e) The Student may obtain a copy of this Procedure, the Bylaw and related procedures. These documents are available online or from the Office of the University Secretary or the Student Advocacy office;
- (f) The Student has a right to appeal in accordance with the Bylaw and Appeal Procedure.

Student Records

- 2.16 The Disciplinary Authority will request that the Registrar place a hold on the Student's record to prevent the issuance of transcripts, transfers between Faculty/College/School and changes in registrations until the alleged Non-Academic Misconduct is investigated. Until a decision has been made and any appeal process available under the Bylaw has concluded, the Student shall be permitted to continue in the course or program and the Disciplinary Authority must ensure the Student's work continues to be graded normally and is unaffected by the allegation of Non-Academic Misconduct, subject to sections 2.25 and 2.26 of the Bylaw.

Investigation Procedure

- 2.17 Subject to section 2.18 of this Procedure, the Disciplinary Authority will, either personally or through a designate, conduct an investigation into the allegations of Non-Academic Misconduct in any manner that he or she deems appropriate to the nature of the alleged Non-Academic Misconduct, the seriousness of the issues involved, and any admissions made during the investigation. This may include some or all of:
- (a) Interviewing witnesses;
 - (b) Reviewing documents and records (both paper and electronic);
 - (c) Reviewing photographs, audio, and video recordings;
 - (d) Examining physical evidence;
 - (e) Arranging for testing of physical evidence;

- (f) With the consent of participants, arranging for medical or psychological evaluations; and/or
 - (g) Submitting a Third Party Data Access Request Form to IST regarding accessing electronic systems and consulting with Access and Privacy Office as required to facilitate the request.
- 2.18 The Disciplinary Authority may choose not to personally investigate where the issue has been or may be investigated pursuant to another University policy, procedure or bylaw.
- 2.19 The Disciplinary Authority will conduct the investigation in accordance with the principles of procedural fairness and natural justice. In particular, the Disciplinary Authority will ensure that:
- (a) The Student must be informed of the allegations against him or her, including, subject to section 2.34 of this Procedure, having access to all documentary and other evidence relied upon by the Disciplinary Authority and knowing the identity of the complainant;
 - (b) The Student must be provided an opportunity to respond to the allegations;
 - (c) While strict rules of evidence do not apply, appropriate weight must be given to evidence based on its credibility and reliability; and
 - (d) Witnesses may wish to consult with or respond through an advocate (which may include legal counsel, a union representative, or a Student Advocate, as may be appropriate).
- 2.20 The Disciplinary Authority (or designate) may meet with the Student to present the facts/evidence concerning the allegation and to give the Student an opportunity to respond to the allegation and present his/her explanation of the matter. The Disciplinary Authority will give notice to the Student as to who will be present on behalf of the University at such a meeting.

Decision

- 2.21 The Disciplinary Authority will inform the Student that a written decision letter will be sent normally within five (5) working days of receiving the Student's response. If the Student does not respond within a reasonable time, the Disciplinary Authority will consider the matter and make a decision in the absence of the Student's response and based on the information that is available.

Decision

- 2.22 At the conclusion of the investigation, the Disciplinary Authority will inform the Student of his or her decision in writing and will include, at minimum, the following:
- (a) A summary of the allegation of Non-Academic Misconduct;
 - (b) A summary of the process and key timelines in the investigation;
 - (c) A summary of the key evidence obtained through the investigation, including the response of the Student to the allegation;
 - (d) An indication of which key evidence was considered credible and reliable;
 - (e) A conclusion as to whether, on a balance of probabilities, the Non-Academic Misconduct occurred;
 - (f) A summary of the reasons for the conclusion;
 - (g) A summary of any Disciplinary Action instituted in accordance with the Bylaw and section 2.23 of this Procedure; and
 - (h) If Disciplinary Action is taken, information about the right to appeal, the time period for appeal, and the person and contact information for the submission of an appeal, in accordance with the Bylaw.
- 2.23 Where there is a finding of Non-Academic Misconduct, the Disciplinary Authority will consider any previous findings of Non-Academic Misconduct before determining the appropriate Disciplinary Action under the Bylaw. In the case where the Disciplinary Authority is not the Unit Head of the Faculty/College/School in which the Student is registered, the Disciplinary Authority will determine the appropriate Disciplinary Action in consultation with the Unit Head of that Faculty/College/School.
- 2.24 The Disciplinary Authority will send a copy of their decision to the Registrar, to the Vice-Provost (Students), and to the Unit Head of the Faculty/College/School in which the Student is registered.

Appeals

- 2.25 Students have a right to appeal Disciplinary Actions in accordance with the Bylaw and the Appeal Procedure.

CONCERNING BEHAVIOUR

- 2.26 **"Concerning Behaviour"** means any behaviour that, while not indicative of a clear immediate threat, gives rise to a reasonable apprehension that the Student may engage in conduct harmful to him- or herself or to others, including but not limited to:

- (a) Threats of self-harm;
 - (b) Worrisome behavioral changes in an individual, such as changes in appearance, social withdrawal or isolation, apparent detachment from reality, or inordinate interest in or discussion of violent themes or events.
- 2.27 Where a Student is exhibiting Concerning Behaviour, members of the University Community must report such behaviour to their Unit Head, a member of STATIS, and/or UMSS. The Unit Head of the Student's Faculty/College/School of registration must be consulted and that Unit Head should, where appropriate:
 - (a) Ensure the Student receives timely voluntary counselling referrals through existing support services at the University, such as the Student Support Case Manager, Student Counselling Centre, University Health Services, and/or the Faculty Counselling Services (College of Medicine);
 - (b) Use this Procedure, the Student Discipline Bylaw and other policies, procedures and bylaws as appropriate where additional action is necessary to deal with Concerning Behaviour.
- 2.28 Members of the University Community must report incidents of Concerning Behaviour to UMSS and STATIS where a Student's Concerning Behaviour is affecting the various services and administration offices of the University, or where the Concerning Behaviour is of a nature or quality that likely will result in:
 - (a) Serious harm to the Student or substantial deterioration of the Student's health; or
 - (b) Serious harm to another person or property;
- 2.29 When reporting concerns to STATIS or UMSS, individuals should attempt to provide the following information:
 - (a) Description of the Concerning Behaviour;
 - (b) Name of the Student exhibiting the Concerning Behaviour; and
 - (c) Indication of what action has been taken to date (if applicable), including a description of any meetings with the Student and any assistance provided, including referrals.
- 2.30 Information regarding Concerning Behaviour that is received during the Student application process must be referred to the Executive Director of Enrolment Services or the Dean of Graduate Studies, as appropriate. If the information is of serious concern to the respective Executive Director of Enrolment Services or the Dean of Graduate Studies, he/she may seek the advice of the University Legal Counsel and may initiate a staff conference of STATIS.

- 2.31 If a Student does not accept personal responsibility for their Concerning Behaviour or will not accept appropriate referral for voluntary counselling, the Unit Head should proceed as follows:
- (a) Advise the Student to seek professional help; and
 - (b) Contact the Executive Director of Student Support if the Student refuses to voluntarily seek professional help. The Executive Director of Student Support may consult with colleagues to determine whether or not an involuntary psychiatric assessment is advisable according to mental health legislation and regulations.

CONFIDENTIALITY

Obligations of Confidentiality by the University

- 2.32 In respect of an incidence of Non-Academic Misconduct or Concerning Behaviour, the University will not disclose the name of the complainant, the Student, or the circumstances related to the complaint to any person, other than where the disclosure is:
- (a) Necessary to investigate the complaint or take corrective action with respect to the complaint;
 - (b) Necessary to coordinate an action plan for a Student exhibiting Concerning Behaviour that includes supports and a clear referral mechanism for the Student; or
 - (c) Required by law.
- 2.33 Personal information that is disclosed under section 2.32 above in respect of an incidence of Non-Academic Misconduct or Concerning Behaviour will be the minimum amount necessary for the purpose.

Obligations of Confidentiality by the Disciplinary Authority

- 2.34 The Disciplinary Authority, in conducting the investigation, will comply with *The Freedom of Information and Protection of Privacy Act* and *The Personal Health Information Act* with respect to personal information and personal health information collected, used and disclosed in the course of the investigation. Where a Disciplinary Authority is unsure of whether they may disclose particular information, they may seek advice from the Access and Privacy Office.
- 2.35 The Disciplinary Authority will advise all persons involved with an investigation as to their obligations regarding confidentiality, and the protections available to them under this Procedure.

Obligations of Confidentiality by the Others

2.36 All persons involved in an investigation of an incident of Non-Academic Misconduct or Concerning Behaviour, whether as a witness or retrieving relevant information or documents, must keep confidential:

- (a) The existence and nature of the investigation; and
- (b) Any information or documentation obtained as a result of the investigation;

which information may only be disclosed to those who reasonably need to know. Where an individual is unsure of whether they may disclose particular information, they may seek advice from the Access and Privacy Office.

2.37 Notwithstanding section 2.36, the Complainant, the Respondent, and witnesses involved in the investigation may:

- (a) Obtain confidential advice (including advice from a Student Advocate or lawyer, as may be appropriate);
- (b) Disclose information to others only to the extent reasonably necessary to gather evidence and, in the case of an accused Student, to make full answer and defense to the allegations; and
- (c) Use information obtained independent of the investigation in any other forum.

Records Management

2.38 The Disciplinary Authority will maintain files with respect to each complaint in accordance with the Records Management Policy and Procedure.

Part III Accountability

3.1 The Office of Legal Counsel is responsible for advising the President that a formal review of this Procedure is required.

3.2 The President is responsible for the implementation, administration and review of this Procedure.

3.3 Students, Faculty/College/School Councils, Unit Heads, Academic Staff and employees are responsible for complying with this Procedure.

Part IV Review

- 4.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Procedure is September 1, 2026.
- 4.2 In the interim, this Procedure may be revised or repealed if:
- (a) the President or the Approving Body deems it necessary or desirable to do so;
 - (b) the Procedure is no longer legislatively or statutorily compliant;
 - (c) the Procedure is now in conflict with another Governing Document; and/or
 - (d) the Parent Policy is revised or repealed.

Part V Effect on Previous Statements

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

Part VI Cross References

- 6.1 This Procedure should be cross referenced to the following relevant Governing Documents, legislation and/or forms:
- (a) [Student Discipline Bylaw](#);
 - (b) [Table 2: Jurisdiction of Disciplinary Authorities for Non-Academic Misconduct](#);
 - (c) [Table 3: Disciplinary Actions and Disciplinary Authorities](#);
 - (d) [Student Discipline Appeal Procedure](#);
 - (e) [Respectful Work and Learning Environment Policy](#);
 - (f) [Sexual Assault Policy](#);

- (g) RWLE and Sexual Assault Procedure;
- (h) Residence Contract;
- (i) Violent or Threatening Behaviour Policy and Procedure;
- (j) Campus Alcohol Policy and Procedure;
- (k) Definitions of Academic Units Policy;
- (l) Records Management Policy and Procedure;
- (m) Use of Computer Facilities Policy and Procedure;
- (n) Third Party Data Access Request Form;
- (o) Student Advocacy Office Policy;
- (p) *The Freedom of Information and Protection of Privacy Act*, CCSM c. F175;
- (q) *The Personal Health Information Act*, CCSM c. P33.5.
- (q)(r) Responsible Conduct of Research Policy and Procedures

UNIVERSITY OF MANITOBA PROCEDURE

PROCEDURES:	STUDENT DISCIPLINE APPEAL PROCEDURE
Parent Policy:	Student Discipline Bylaw
Effective Date:	September 1, 2016
Revised Date:	
Review Date:	September 1, 2026
Approving Body:	Board of Governors
Authority:	Student Discipline Bylaw
Responsible Executive Officer:	President
Delegate:	University Secretary
Contact:	University Secretary
Application:	Students, Faculty/College/School Councils, Unit Heads, Academic Staff and employees

Part I Reason for Procedures

- 1.1 These Appeal Procedures are secondary to the Student Discipline Bylaw and are intended to establish a process for appeals to be heard, and to provide guidance to the members of appeal panels, to the student and to the Faculty/College/School representatives in relation to appeal hearings.

Part II Procedures

Definitions

- 2.1 The following terms are defined for the purpose of this Bylaw and related Procedures:
- (a) **"Academic Misconduct"** has the same meaning as defined in section 2.5 of the Student Academic Misconduct Procedure.
 - (b) **"Academic Staff"** refers to all individuals whose primary assignment is instruction, research, and/or service/academic administration. This

includes employees who hold an academic rank such as professor, associate professor, assistant professor, instructor, lecturer, librarian, or the equivalent of any of those academic ranks. The category also includes a dean, director, associate dean, assistant dean, chair or head of department, visiting scholars, senior scholars, and those holding unpaid academic appointments, insofar as they perform instructional, research, and/or service/academic administrative duties.

- (c) **"Appeal Body"** means the appropriate persons or bodies as identified in sections 2.9 to 2.14.
- (d) **"Appeal Procedure"** means this Student Discipline Appeal Procedure.
- (e) **"Appellant"** means the Student appealing a Disciplinary Action taken against him or her.
- (f) **"Bylaw"** means the Student Discipline Bylaw.
- (g) **"College"** means a Professional College as defined under the Definitions of Academic Units Policy.
- (h) **"Disciplinary Action"** means the specific disciplinary actions available for each Disciplinary Authority under Table 3 of this Bylaw.
- (i) **"Disciplinary Authority"** means the discipline authority designated to determine a matter of student discipline for Academic Misconduct or Non-Academic Misconduct.
- (j) **"Faculty"** means a Faculty as defined under the Definitions of Academic Units Policy.
- (k) **"Local Disciplinary Committee"** or **"LDC"** means the standing or, from time to time, ad hoc committee appointed to hear and determine disciplinary matters under section 2.24 of this Appeal Procedure.
- (l) **"Non-Academic Misconduct"** has the same meaning as defined in section 2.5 of the Student Non-Academic Misconduct and Concerning Behaviour Procedure.
- (m) **"Notice of Appeal"** means the appeal documentation that must be filed by the Student under section 2.16.
- (n) **"Respondent"** means the Disciplinary Authority whose decision is being appealed.
- (o) **"School"** means a "School of the University" or a "School of a Faculty", as those terms are defined under the Definitions of Academic Units Policy.

- (p) **"Sexual Assault"** has the same meaning as defined under the Sexual Assault Policy.
- (q) **"Student"** means any of the following individuals:
- ~~(i) **Applicant** — an individual who has submitted application for admission to the University;~~
 - ~~(ii)(i)~~ **Admitted** — an individual who has accepted an offer of admission to the University;
 - ~~(iii)(ii)~~ **Current** — an individual who is either registered in course(s) or in a program of studies at the University or is eligible to continue in their studies at the University either because the individual meets minimum academic performance requirements or will be eligible to continue after discharging a financial hold or serving suspension due to academic or discipline;
 - ~~(iv)(iii)~~ **Former** — an individual who has graduated from the University or who has withdrawn (either voluntarily or was required to withdraw).
- (r) **"Student Advocate"** is a member of the University's Student Advocacy Office who provides students with information on their rights and responsibilities, as well as assistance with resolving problems or concerns resulting from actions or decisions taken by the University.
- (s) **"Table 3"** means Table 3: Disciplinary Actions and Disciplinary Authorities, which follows the Bylaw.
- (t) **"Unit"** means a Faculty, School, College, institute, centre, academic support unit (for example, libraries) or administrative unit whose Unit Head reports to the President or a Vice-President, Associate Vice-President or Vice-Provost. An academic department within a faculty or school is not a Unit as the term is used within this Procedure.
- (u) **"Unit Head"** refers to the individual with direct supervisory authority over a Unit, including Deans, Directors, the University Librarian, the President, Vice-Presidents, Associate Vice-Presidents and Vice-Provosts with respect to their Units.
- (v) **"University"** means The University of Manitoba.
- (w) **"University Community"** means all Board of Governors members, Senate members, Faculty/College/School Councils, employees, Students, volunteers, external parties, contractors and suppliers.
- (x) **"UDC"** means the University Discipline Committee composed under section 2.53 of this Appeal Procedure.

Appeals Generally

- 2.2 Students have a right to appeal Disciplinary Actions made by a Disciplinary Authority, subject to section 2.23 of the Bylaw.
- 2.3 Only the Student who has been the subject of a Disciplinary Action has the right to appeal.
- 2.4 An Appeal Body may dispose of the matter by instituting any Disciplinary Action authorized to it under Table 3. The resulting disposition may be the same, more severe or less severe than the original Disciplinary Action and the Appellant must be so informed of this possibility prior to the commencement of an appeal hearing.
- 2.5 When an appeal is heard by an Appeal Body, the Appellant must be invited to attend the hearing and, if in attendance, be permitted to ask questions and offer an explanation. Every reasonable attempt should be made to schedule the hearing at a time and place that permits the Appellant's participation.
- 2.6 If the Appellant, Respondent or their respective representatives are unable to attend the hearing in person, the use of a digital communication, such as audio or video conferencing, may be used with prior consent of the chair of the Appeal Body, provided that such means enable all parties to clearly communicate. A request for such a meeting must be made at least one week in advance of the hearing date.
- 2.7 Subject to sections 2.40 and 2.74 of this Appeal Procedure, the Appellant may appear in person and be represented by a Student Advocate, a representative from the University of Manitoba Students' Union, a representative from the Graduate Students' Association, a member of the University Community not receiving payment for appearing, or a member of the Appellant's immediate family. It is the Appellant's sole responsibility to determine the adequacy of their representation.
- 2.8 Subject to sections 2.40, 2.45, 2.76, and 2.83 of this Appeal Procedure, a representative designated in writing by the Appellant may:
 - (a) attend any disciplinary hearing; and
 - (b) participate in any disciplinary hearing to the extent of asking questions of anyone in attendance and making submissions to any Appeal Body.

Appeal Routes

- 2.9 If the Appellant wishes to appeal the Disciplinary Action of a member of the Academic Staff (except for suspension from attendance for the balance of the meeting of one class), or the decision of a department head, the Notice of Appeal must be delivered to the appropriate Unit Head in the Unit offering course(s) and

the Unit Head in the Unit in which the Appellant is registered, with a copy to the Academic Staff or department head, as the case may be.

- 2.10 If an Appellant is appealing within a Unit that does not have department heads, then the first level of decision will be the Unit Head of that respective Unit and the next level of appeal will be as set out in section 2.11 of this Procedure.
- 2.11 If the Appellant wishes to appeal the Disciplinary Action of a Unit Head, or the Director of Student Residences, the Notice of Appeal must be delivered to the appropriate Local Disciplinary Committee in care of the respective Unit Head or Director of Student Residence.
- 2.12 If the Appellant wishes to appeal the Disciplinary Action of the University Librarian (other than as a delegate of the President), a delegate of the University Librarian, or an ad hoc committee appointed by the University Librarian, the Notice of Appeal must be delivered to the Chair of the Senate Committee on Libraries, with a copy to the person or ad hoc committee which made the initial disciplinary decision. Within ten (10) working days of receipt of the Notice of Appeal, the Chair of the Senate Committee on Libraries will appoint a Library Appeals Committee to hear the appeal.
- 2.13 If the Appellant wishes to appeal the disciplinary decision of any of the following Disciplinary Authorities, the Notice of Appeal must be delivered to the UDC in care of the Secretary of the UDC (University Secretary):
 - (a) the decision of an LDC or the Library Appeals Committee;
 - (b) the decision of the Executive Director of Enrolment Services;
 - (c) the decision of the Dean of the Faculty of Graduate Studies in relation to fraudulent documents submitted for admission to the Faculty;
 - (d) the decision of the Executive Director of Enrolment Services or the Associate Vice-President (Administration) or an ad hoc committee appointed by either of these persons;
 - (e) the decision of the Chief Information Officer of Information Services and Technology (IST);
 - (f) the decision of the Registrar;
 - (g) the decision of the Vice-President (Administration);
 - (h) the decision of the Vice-Provost (Students); or
 - (i) the decision of the President or delegate.

- 2.14 If the disciplinary matter involved two or more Students and two or more Students appeal:
- (a) The Students must have separate hearings, but the members of the Appeal Body may be the same for each hearing, subject to sections 2.33 and 2.67 of this Procedure;
 - (b) The Respondents may bring in relevant information on the other Student(s) as it pertains to each appeal; and
 - (c) Every effort must be made to protect the identity of the other Student(s).

Filing an Appeal

2.15 The Appellant must deliver the Notice of Appeal to the appropriate Appeal Body within ten (10) working days as of the date on the letter notifying the Appellant of the Disciplinary Action from the lower body.

2.16 The Notice of Appeal must include:

- (a) such appeal application form, with current mailing address and telephone numbers, as may be required by the Appeal Body;
- (b) copies of such written materials as the Appellant wishes considered in connection with the appeal;
- (c) copies of the letter indicating the lower level decision, if not a first level appeal;
- (d) A letter clearly outlining the reason for the appeal and the remedy sought, including an indication of whether the Appellant is appealing the decision on:
 - (i) the finding of facts;
 - (ii) the Disciplinary Action imposed by the Disciplinary Authority; or
 - (iii) both the facts and the Disciplinary Action; and
- (e) the name and contact information of any representative that the Appellant wishes to have present at the appeal hearing, subject to subject to sections 2.7, 2.39 and 2.74 of this Appeal Procedure.
- (f) In the case of an appeal to the LDC or UDC, a listing of all resources or witnesses the Appellant wants in attendance at the hearing and their relevance. The scheduling of witnesses and resource people is the responsibility of the Appellant.

- 2.17 Subject to section 2.18, if an appeal is not received by the next level Appeal Body by the deadline set out in section 2.15, the Disciplinary Action against the Student will be implemented.
- 2.18 The time for delivery of a Notice of Appeal may be extended by the Appeal Body, or by the chair of the Appeal Body where the Appeal Body is the LDC or the UDC.
- 2.19 The Disciplinary Action implemented may be put on hold if the Appeal Body receiving the next level of appeal deems the lateness acceptable and grants the Appellant permission to proceed with the appeal after deadline.
- 2.20 The Appellant and the designated representative of the Appellant must receive the same notices of hearings held by the LDC and the UDC as the Respondents.

Responsibilities of Respondents

- 2.21 The Respondent will be given ten (10) working days to respond to the Notice of Appeal.
- 2.22 Respondents must submit the following:
- (a) A written response to the Appellant's Notice of Appeal;
 - (b) All relevant documentation the Respondents will rely on as support for their position regarding the appeal; and
 - (c) In the case of an appeal to the LDC or UDC, a listing of all resource people or witnesses they want in attendance at the hearing and their relevance. The scheduling of witnesses and resource people is the responsibility of the Respondent.
 - (d) All the above documents must be filed within the time set out in section 2.21. If the Respondent had not received permission for an extension, a written request must be submitted to the Appeal Body to determine whether the Respondent's submission will be accepted.
- 2.23 If no response is received from the Respondent by the date requested by the office coordinating the appeal, a hearing may be set. ~~If the Respondent had not received permission for an extension, a written request must be submitted to the Appeal Body to determine whether the Respondent's submission will be accepted.~~

LOCAL DISCIPLINE COMMITTEE (LDC)

LDC Jurisdiction

- 2.24 Each Faculty/College/School, and the University Student Residences under the jurisdiction of the Office of Student Residences, must establish a standing or, from time to time, ad hoc committee to hear and determine disciplinary matters appealed to it by Students from a decision of the Dean/Director of that Faculty/College/School, or the Director of Student Residences for the University Residences under the Office of Student Residences' jurisdiction.
- 2.25 The LDC and the hearing panels thereof must exercise disciplinary authority on all Students that are appealing a decision from the Dean or Director of the Faculty/College/School or University Student Residence.
- 2.26 The Disciplinary Actions available to the LDC are set out in Table 3.

LDC Composition

- 2.27 In Faculties/Colleges/Schools, the LDC must be composed of an equal number of faculty members and students with a minimum of eight (8) members.
- 2.28 In the case of University Student Residences, the LDC must be composed of an equal number of residence staff and students with a minimum of eight (8) members. Members must be appointed by the Director of Student Residences with the advice of the appropriate Residence Students' Association.
- 2.29 The chair of the LDC must be elected by and from the membership of the LDC.
- 2.30 A quorum must be half the members, with a minimum of four (4) members, ensuring at least one (1) student and one (1) faculty member are present.
- 2.31 Where the Disciplinary Action relates to two (2) or more Faculties, Colleges or Schools, the LDC hearing panel must contain at least one (1) student and one (1) faculty member from each Faculty/College/School.
- 2.32 The chair must only vote in the case of a tie.
- 2.33 The Appellant, or the Appellant's representative, if any, and Respondent must have the right to challenge for cause any member of the LDC, the validity of the challenge to be judged by the remainder of the LDC. Such cause may include current teacher-student relationship, bias, or any factor likely to prejudice a fair hearing. Any person, who was directly involved in the original Disciplinary Action, either as a principal in the case or as a Disciplinary Authority, must be automatically removed from any hearing panel regarding the appeal.

LDC Hearing Procedures

- 2.34 The Appellant must be presumed innocent until the evidence presented indicates that, on the balance of probabilities Disciplinary Action is warranted. The LDC, in weighing the balance of probabilities, must consider the severity of the alleged incident.
- 2.35 The hearing must be by way of a trial de novo unless the appeal has been made only in relation to the severity of the Disciplinary Action imposed.
- 2.36 Hearings must be closed unless the Appellant requests in writing at least forty-eight (48) hours before the hearing that a hearing be open and there is no reasonable objection to an open hearing.
- 2.37 If the appeal hearing is in closed session, no observers may be present in the room. If the appeal hearing is in open session, any observers present will not be allowed to contribute in any way to the proceedings. Regardless of open or closed status, no electronic or other recording devices will be permitted.
- 2.38 Regardless of section 2.36, hearings related to discipline under the Respectful Work and Learning Environment Policy and/or discipline under the Sexual Assault Policy must be closed.

Representatives at LDC Hearing

- 2.39 At the LDC hearing, the Appellant may appear in person and be represented by a Student Advocate, a representative from the University of Manitoba Students' Union, a representative from the Graduate Students' Association, a member of the University Community not receiving payment for appearing, or a member of the Student's immediate family. It is the Appellant's sole responsibility to determine the adequacy of their representation.
- 2.40 If the Appellant or the Respondent wishes to have a lawyer present, the lawyer(s) present may only be a non-participating observer(s) at hearings of the LDC, but may represent the Appellant or Respondent at hearings of the UDC.

Failure to Attend LDC Hearing

- 2.41 An Appellant who fails to attend a scheduled appeal hearing may have the appeal considered on the basis of the Appellant's written submission, the presentation of the Appellant's designated representative, if any, and the verbal and written submissions made by the Respondent.
- 2.42 The Appellant shall be advised that the LDC has made a decision regarding the appeal and that the Appellant has ten (10) days to provide reasons for missing the hearing prior to the implementation of the decision. The LDC Chair will determine whether the hearing should be re-scheduled based on any submission

from the Appellant. A reasonable attempt will be made to reconvene the same members should the hearing be re-scheduled.

Evidence at LDC Hearing

- 2.43 The Appellant and the Appellant's designated representative, if any, and the Respondent or the Respondent's representative, will receive in writing, at least five (5) working days before the date set for the hearing, the names of the members of the LDC hearing panel who will hear the appeal and the information that has been submitted to the LDC hearing panel by both relevant parties, in accordance with *The Freedom of Information and Protection of Privacy Act* and *The Personal Health Information Act*.
- 2.44 The Appellant, or the Appellant's designated representative, if any, and the Respondent, or the Respondent's representative, if any, may call witnesses and submit other evidence. The Appellant, the Appellant's representative, if any, and the Respondent, or Respondent's representative, if any, are responsible for arranging their own witnesses. If witnesses are to be called, a witness list must be provided by the Appellant or the Appellant's representative, if any, in their original appeal package provided to the Chair and a witness list must be provided by the Respondent or the Respondent's representative, if any, with their response to the appeal.
- 2.45 The Appellant must not be required to testify, but if the Appellant elects to do so, then the Appellant may be cross-examined by the Respondent, or the Respondent's representative, if any.
- 2.46 The Appellant or the Appellant's designated representative, if any, and the Respondent, must have the right to cross-examine witnesses.
- 2.47 The LDC may consider confidential information from the University Health Service, Counselling Service, University Chaplains and other similar services which are submitted by these services to the LDC at the request of the Appellant. Such confidential information submitted to the LDC may only be used for the purpose of the appeal.

Adjournments of LDC Hearing

- 2.48 Requests for adjournment must be granted within reason.

Disposition of LDC Hearing

- 2.49 A decision to uphold or deny an appeal, in whole or in part, and a decision to take different Disciplinary Action, in whole or in part, requires a simple majority of LDC Committee members present and voting. The results of the hearing must be conveyed in writing, in a timely fashion, by the Chair of the LDC to the Appellant or the Appellant's designated representative, if any and to the Respondent or the Respondent's designated representative, as the case may be.

- 2.50 If, after hearing all the evidence, the LDC is satisfied on the evidence presented that the Appellant has committed Academic Misconduct or Non-Academic Misconduct, the LDC may dispose of the matter by instituting any Disciplinary Action set out in the column entitled "Deans, Directors or LDC" in Table 3.

UNIVERSITY DISCIPLINE COMMITTEE (UDC)

UDC Terms of Reference

- 2.51 The UDC must:

- (a) Report annually to the President.
- (b) Establish procedures, consistent with this Bylaw, for hearing panels.
- (c) Hear appeals, either as a committee of the whole or through a hearing panel, from decisions of Disciplinary Authorities.
- (d) Review the Bylaw and related procedures periodically and, if necessary, to recommend changes to them.

UDC Jurisdiction

- 2.52 The UDC and the hearing panels thereof shall exercise Disciplinary Authority on behalf of the Board of Governors on all Students that are appealing a decision from the Disciplinary Authorities that are set out in section 2.13 of this document.

UDC Composition

- 2.53 The UDC shall be composed of nineteen (19) members. The nineteen (19) shall include:
- (a) eight (8) faculty members nominated by the Senate Nominating Committee and appointed by the Board of Governors;
 - (b) seven (7) students nominated by the Student Senate Caucus and appointed by the Board of Governors;
 - (c) the President of the University of Manitoba (or designate), as an ex-officio member;
 - (d) the President of the University of Manitoba Students' Union (or designate), as an ex-officio member;
 - (e) the President of the University of Manitoba Graduate Students' Association (or designate), as an ex-officio member; and
 - (f) the Chair appointed pursuant to section 2.57. The Chair must only vote in the event of a tie.

- 2.54 Positions for which no nomination had been received from the Student Senate Caucus by September 15th shall be nominated by the Senate Nominating Committee.
- 2.55 The terms of office shall be three (3) years for academic staff, and one (1) year for students, from June 1 to May 31(academic staff), and October 14 to October 13 (students). A member whose term of office has expired in any year shall continue in office until a successor has been appointed and shall be eligible for reappointment.
- 2.56 A quorum must be nine (9) the members, where a minimum of one (1) student and one (1) academic are present.
- 2.57 A Chair will be appointed by the Board of Governors for a three (3) year term.
- 2.58 The Vice-Chair shall be elected from and by the members of the UDC for a three (3) year term.

UDC Hearing Panels

- 2.59 When a matter has been appealed to the UDC, the Chair must either convene the UDC or convene a hearing panel thereof to hear the appeal.
- 2.60 A quorum shall be a minimum of four (4) members, ensuring at least one (1) student and one (1) faculty member are present including the Chair.
- 2.61 The Chair may vote only if there is a tie.
- 2.62 UDC members who have a conflict of interest in a particular case, or have a temporary work conflict, or are otherwise unable to sit, may disqualify themselves from hearing an appeal.
- 2.63 Notwithstanding the foregoing, the Chair of the UDC may, in a particular case, require that a larger hearing panel be convened to consider the matter, provided that such a larger hearing panel maintains the proportional representation as set out in section 2.60.
- 2.64 The Chair of the UDC may use his/her discretion to reject an appeal if the appeal appears to be clearly outside the jurisdiction of the UDC, (for example, matters not dealing with discipline nor related Disciplinary Actions taken by a lower Appeal Body).
- 2.65 When an appeal is received based on a fine or the amount ordered, the only decision from which an appeal is taken is the amount levied by way of fine or the amount ordered to be paid by way of restitution; then, if such fine or restitution does not exceed \$500.00, the Chair may, at the Chair's discretion, personally decide the matter, or may convene a hearing panel to hear the appeal.

- 2.66 A staff member from the Office of the University Secretary, will serve as recording secretary for the hearings.
- 2.67 The Appellant, or the Appellant's representative, if any, and the Respondent must have the right to challenge for cause any member of the UDC hearing panel, the validity of the challenge to be judged by the remainder of the UDC hearing panel if such a challenge is made at this time. Such cause may include current teacher-student relationship, bias, or any other factor likely to prejudice a fair hearing. Any person who was directly involved in the original Disciplinary Action, either as a principal in the case or as a Disciplinary Authority, must be automatically removed from any hearing panel regarding the appeal. The Office of the University Secretary after consultation with the Chair will make every reasonable attempt to address any concerns made prior to the hearing date regarding bias by either the Appellant or the Respondent.

UDC Hearing Procedures

- 2.68 The Appellant must be presumed innocent until the evidence presented indicates that, on the balance of probabilities Disciplinary Action is warranted. The UDC, in weighing the balance of probabilities, must consider the severity of the alleged incident.
- 2.69 The hearing before the UDC hearing panel must be by way of a *trial de novo* unless the appeal has been made only in relation to the severity of the Disciplinary Action imposed.
- 2.70 After an appeal hearing has commenced, the appeal may be withdrawn by the Appellant only with leave of the UDC hearing panel.
- 2.71 Hearings must be closed unless the Appellant requests in writing at least forty-eight (48) hours before the hearing that a hearing be open and there is no reasonable objection to an open hearing.
- 2.72 If the appeal hearing is in closed session, no observers may be present in the room. If the appeal hearing is in open session, any observers present will not be allowed to contribute in any way to the proceedings. Regardless of open or closed status, no electronic or other recording devices will be permitted.
- 2.73 Regardless of section 2.71, hearings related to discipline under the Respectful Work and Learning Environment Policy and/or discipline relating to Sexual Assault must be closed.

Representatives at UDC Hearing

- 2.74 At the UDC hearing, the Appellant may appear in person and may be represented by a Student Advocate, a representative from the University of Manitoba Student's Union, a representative from the Graduate Students' Association, a member of the University Community not receiving payment for

appearing, a member of the Appellant's immediate family, or a lawyer. It is the Appellant's sole responsibility to determine the adequacy of their representation.

- 2.75 At the UDC hearing, the Respondent may be represented by a lawyer from the University of Manitoba's Office of Legal Counsel.
- 2.76 If any party intends to have a lawyer present at the hearing, that party must notify the Chair of the UDC at least seven (7) working days prior to the hearing. In that event, the UDC hearing panel may also retain the services of legal counsel. A rescheduling of the hearing may be required for all parties to retain legal counsel.
- 2.77 Subject to the notice provision in section 2.76, a representative designated in writing by any party may:
- (a) attend the disciplinary hearing; and
 - (b) participate in any disciplinary hearing to the extent of asking questions of anyone in attendance and making submissions to the UDC.
- 2.78 The Appellant and the Appellant's designated representative, if any, and the Respondent and the Respondent's representative, if any, shall be entitled to receive in writing, at least five (5) working days before the date set for the hearing, the information that has been submitted to the previous Appeal Body by the parties in accordance with *The Freedom of Information and Protection of Privacy Act* and *The Personal Health Information Act*.

Failure to Attend UDC Hearing

- 2.79 An Appellant who fails to attend a scheduled appeal hearing may have the appeal considered on the basis of the Appellant's written submission, the presentation of the Appellant's designated representative, if any, and the verbal and written submissions made by the Respondent.
- 2.80 The Appellant must be advised that the UDC has made a decision regarding the appeal and that the Appellant has ten (10) days to provide reasons for missing the hearing prior to the implementation of the decision. The Chair must determine whether the hearing should be re-scheduled based on any submission from the Appellant. A reasonable attempt will be made to reconvene the same members should the hearing be re-scheduled.

Evidence at UDC Hearing

- 2.81 The Appellant, or the Appellant's representative, if any, and the relevant Respondent, or the Respondent's representative, if any, may call witnesses and submit other evidence. The Appellant, or the Appellant's representative, if any, and the relevant Respondent, or the Respondent's representative, if any, are responsible for arranging their own witnesses. If witnesses are to be called, a witness list must be provided by the Appellant or the Appellant's representative, if

any, in their original appeal submission provided to the Chair and a witness list must be provided by the relevant Respondent, or the Respondent's representative, if any, with their response to the appeal.

- 2.82 The Appellant or the Appellant's designated representative, if any, and the Respondent, or the Respondent's representative, if any, must have the right to cross-examine witnesses.
- 2.83 The Appellant must not be required to give testimony but if the Appellant elects to do so, the Appellant may be cross-examined.
- 2.84 The UDC may consider confidential information from the University Health Service, Counselling Service, University Chaplains and other similar services which are submitted by these services to the UDC at the request of the Appellant. Such confidential information submitted to the UDC may only be used for the purpose of the appeal and will be treated as other documentation submitted for the appeal hearing as set out in section 2.87.
- 2.85 Where the Appellant appeals the disposition of a finding under the Respectful Work and Learning Environment Policy or under the Sexual Assault Policy, and upon the written request of the Chair of the UDC, the Vice-President (Administration) shall forward to the UDC the report of the investigator for consideration in the disposition of the appeal. Such confidential information submitted to the UDC may only be used for the purpose of the appeal and will be treated as other documentation submitted for the appeal hearing as set out in section 2.87.
- 2.86 Subject to section 2.78, the Appellant, the Appellant's representative and the relevant Disciplinary Authority normally must have the right to receive a copy of any university document that the UDC or hearing panel considers in relation to the appeal. The Chair of the Committee must make the final determination on this matter.
- 2.87 All members of the UDC and/or hearing panel will keep all materials and information used for the appeal in strict confidence and surrender such materials to the recording secretary who will have the materials destroyed by way of confidential shredding.

Adjournments

- 2.88 Requests for adjournment shall be granted within reason.

Disposition

- 2.89 A decision to uphold or deny an appeal, in whole or in part, and a decision to take different Disciplinary Action, in whole or in part, requires a simple majority.

- 2.90 If, after hearing all the evidence, the UDC is satisfied on the evidence presented that the Appellant has committed Academic Misconduct or Non-Academic Misconduct, the UDC may dispose of the matter by instituting any Disciplinary Action set out in the column entitled "UDC" in Table 3.
- 2.91 The Chair of the UDC or hearing panel must, after a decision has been made, report the results of that decision in writing to:
- (a) the Appellant or the designated representative of the Appellant, if any;
 - (b) the Respondent, or the Respondent's representative, if any, from whose decision the appeal has been heard;
 - (c) the Dean/Director of the Faculty/College/School involved; or the Associate Vice-President (Administration), the Director of Student Residences, or the Chief Information Officer (CIO) of IST, as the case may be;
 - (d) the Registrar;
 - (e) the Vice-President (Administration);
 - (f) the Vice-Provost (Students); or
 - (g) any others as deemed relevant.

Part III Accountability

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

Part IV Review

- 4.1 Governing Document reviews must be conducted every ten (10) years. The next scheduled review date for this Appeal Procedure is September 1, 2026.
- 4.2 In the interim, this Appeal Procedure may be revised or repealed if:
- (a) the Approving Body deems it necessary or desirable to do so;

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

Part V

Effect on Previous Statements

- 5.1 This Appeal Procedure supersedes all of the following:
- (a) Student Discipline Procedure, effective January 1, 2009, revised January 26, 2010.
 - (b) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
 - (c) all previous Administration Governing Documents on the subject matter contained herein.

Part VI

Cross References

- 6.1 This Appeal Procedure should be cross referenced to the following relevant Governing Documents, legislation and/or forms:
- (a) [Student Discipline Bylaw](#);
 - (b) [Table 1: Jurisdiction of Disciplinary Authorities for Academic Misconduct](#);
 - (c) [Table 2: Jurisdiction of Disciplinary Authorities for Non-Academic Misconduct](#);
 - (d) [Table 3: Disciplinary Actions and Disciplinary Authorities](#);
 - (e) [Student Academic Misconduct Procedure](#);
 - (f) [Student Non-Academic Misconduct and Concerning Behaviour Procedure](#);
 - (g) [Definitions of Academic Units Policy](#);
 - (h) [Final Examinations and Final Grades Policy and Procedures](#);
 - (i) [Respectful Work and Learning Environment Policy](#);
 - (j) [Sexual Assault Policy](#);

- (k) RWLE and Sexual Assault Procedure;
- (l) Use of Computer Facilities Policy and Procedure;
- (m) Violent or Threatening Behaviour Policy and Procedure;
- (n) *The Freedom of Information and Protection of Privacy Act*, C.C.S.M. c. F175;

(o) *The Personal Health Information Act*, C.C.S.M. c. P33.5.

(p) *Responsible Conduct of Research Policy*

~~(o)~~(q) *Responsible Conduct of Research – Investigation Procedure*