Senate Orientation
September 4, 2018
AGENDA

1. Governance System
2. Guiding Statements
3. Senate Organization
4. Responsibilities of Senators and Members of Senate Committees
5. Office of the University Secretary
THE UNIVERSITY OF MANITOBA ACT

- Governing Legislation
- Enabling Legislation
- Provides for a system of Bicameral Governance
BICAMERAL GOVERNANCE

Decisions should be made by those best equipped to make them

Board of Governors (Corporate Body)

Senate (Academic Body)
COLLEGIAL GOVERNANCE

• Recognizes that expertise resides throughout the organization
• Enables the voice of the academy to be heard and to make decisions on certain matters, particularly around curricular and academic matters
• Requires civility, respect and the engagement of many
• It is about collaborating, listening and working together
• To make collegial governance work, structures must be in place, with delegated roles and responsibilities. To this end, Senate creates faculty and school councils and faculty and school councils create department councils.
GUIDING STATEMENTS

- Mission
- Vision
- Values
- Strategic Institutional Priorities
  - Approved by the Senate and the Board, provide focus to proposed initiatives and direction
GUIDING STATEMENTS - MISSION

To create, preserve, communicate and apply knowledge, contributing to the cultural, social and economic well-being of the people of Manitoba, Canada and the world.
GUIDING STATEMENTS – VISION

To take our place among leading universities through a commitment to transformative research and scholarship and innovative teaching and learning, uniquely strengthened by Indigenous knowledge and perspectives.
GUIDING STATEMENTS – VALUES

- Academic Freedom
- Accountability
- Collegiality
- Equity & Inclusion
- Excellence
- Innovation
- Integrity
- Respect
- Sustainability
STRATEGIC PLANNING FRAMEWORK

• *Taking Our Place: University of Manitoba Strategic Plan, 2015 – 2020*

• The current strategic planning framework was endorsed as a planning document by the Senate and the Board of Governors in 2014.
STRATEGIC PLANNING FRAMEWORK

STRATEGIC PRIORITIES:

- *Inspiring Minds* – through innovative and quality teaching
- *Driving Discovery* – through research excellence
- *Opening Pathways* – to Indigenous achievement
- *Building Community* – that creates an outstanding learning and working environment
- *Forging Connections* – to foster high impact community engagement
JURISDICTIONS OF THE BOARD AND SENATE

• In keeping with the bicameral structure of governance at the University, *The University of Manitoba Act* sets the powers and jurisdictions of the Board of Governors and the Senate.

• While *The Act* sets out the Board and the Senate as the ultimate jurisdiction, day to day administration of many issues is handled at the unit level.

• A complete jurisdiction chart is available at:

  [http://www.umanitoba.ca/admin/governance/jurisdiction/index.html](http://www.umanitoba.ca/admin/governance/jurisdiction/index.html)
# Bicameral Governance

**Jurisdiction:** Senate and Board of Governors

<table>
<thead>
<tr>
<th>Powers</th>
<th>Senate Academic Body</th>
<th>Board of Governors Governing Body</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching</td>
<td>• Determine procedures/policy.</td>
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<tr>
<td></td>
<td>• Determine academic term dates.</td>
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<tr>
<td>Examinations</td>
<td>• Determine conditions on which candidates shall be received for examinations.</td>
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<tr>
<td></td>
<td>• Appoint examiners.</td>
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<tr>
<td></td>
<td>• Determine the conduct/results of examinations.</td>
<td></td>
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<tr>
<td>Degrees (includes honorary degrees, diplomas and certificates)</td>
<td>• Determine</td>
<td></td>
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<tr>
<td>Powers</td>
<td>Senate Academic Body</td>
<td>Board of Governors Governing Body</td>
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<tr>
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<td>----------------------------------</td>
</tr>
<tr>
<td>Conditions of matriculation, entrance and standing</td>
<td>•Determine</td>
<td></td>
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</tbody>
</table>
| Courses                              | •Determine courses of study.  
•Determine locations where courses are taught.  
•Encourage/develop extension activities and correspondence courses.  
•Recognize courses of study given by unaffiliated Manitoba colleges/universities. |                                  |
<table>
<thead>
<tr>
<th>Powers</th>
<th>Senate Academic Body</th>
<th>Board of Governors Governing Body</th>
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</thead>
<tbody>
<tr>
<td><strong>Programs:</strong></td>
<td>• Recommend</td>
<td>• Approve</td>
</tr>
<tr>
<td>establish, modify or abolish</td>
<td></td>
<td>Subject to:</td>
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<tr>
<td></td>
<td></td>
<td>1. Government approval</td>
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<tr>
<td></td>
<td></td>
<td>2. Implementation approval</td>
</tr>
<tr>
<td></td>
<td></td>
<td>by V.P. (Academic) and</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Provost</td>
</tr>
<tr>
<td><strong>Academic Awards</strong>:</td>
<td>• Recommend to BOG</td>
<td>• Approve</td>
</tr>
<tr>
<td>establish, modify or abolish</td>
<td>• Make rules and</td>
<td></td>
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<tr>
<td>*Bursaries, fellowships,</td>
<td>regulations re</td>
<td></td>
</tr>
<tr>
<td>scholarships and prizes</td>
<td>academic awards.</td>
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</tr>
<tr>
<td>**Faculties, schools,</td>
<td>• Recommend</td>
<td>• Approve</td>
</tr>
<tr>
<td>institutes, departments,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>chairs, lectureships</td>
<td></td>
<td></td>
</tr>
<tr>
<td>establish, modify, or abolish</td>
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<td></td>
</tr>
<tr>
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<td>Senate Academic Body</td>
<td>Board of Governors Governing Body</td>
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<tr>
<td>Colleges (incl. Affiliated colleges): establish, modify, or abolish</td>
<td>Recommend</td>
<td>May designate as an associated college any incorporated college with which the University enters into such an agreement</td>
</tr>
<tr>
<td>Libraries: management and conduct of libraries</td>
<td>Make rules and regulations recommend agreement for the management and conduct of the libraries</td>
<td></td>
</tr>
<tr>
<td>Calendars</td>
<td>Prepare calendar for publication</td>
<td></td>
</tr>
<tr>
<td>Faculty/School Council (and other bodies)</td>
<td>Establish and delegate powers</td>
<td></td>
</tr>
<tr>
<td>Powers</td>
<td>Senate Academic Body</td>
<td>Board of Governors Governing Body</td>
</tr>
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<td>------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Appeals</td>
<td>• Hear appeals from decisions of Faculty/School Councils ie. Academic and Admissions</td>
<td>• Disciplinary jurisdiction over students.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• May hear appeals of administrative decisions (if there are not other Board approved appeal mechanisms)</td>
</tr>
<tr>
<td>Budget</td>
<td>• Recommend on budget policies</td>
<td>• Establish budget policies.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Approve final budget.</td>
</tr>
<tr>
<td>Building</td>
<td>• Recommend on building program</td>
<td>• Approve building construction</td>
</tr>
<tr>
<td>Powers</td>
<td>Senate Academic Body</td>
<td>Board of Governors Governing Body</td>
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</tr>
<tr>
<td>Staff</td>
<td>Recommend on procedures re academic staff matters (now done largely through collective agreement)</td>
<td>Appoint staff. Determine relevant matters.</td>
</tr>
<tr>
<td>Contracts for joint instruction/examination of other organizations’ students</td>
<td>Recommend</td>
<td>Provide for such contracts</td>
</tr>
<tr>
<td>Fees/charges</td>
<td></td>
<td>Set</td>
</tr>
<tr>
<td>Investments</td>
<td></td>
<td>Ensure investment of university money</td>
</tr>
<tr>
<td>Property</td>
<td></td>
<td>Buy/receive/sell/mortgage or lease</td>
</tr>
<tr>
<td>Vehicles</td>
<td></td>
<td>Make regulations</td>
</tr>
</tbody>
</table>
PROCESS OF APPROVAL

• By the Senate

• By the Board of Governors
PROCESS OF APPROVAL-
ITEMS CONSIDERED BY SENATE

SENATE APPROVAL

FACULTY COUNCIL

SENATE COMMITTEE(S)

SENATE

SENATE RECOMMENDATION TO BOARD

FACULTY COUNCIL

SENATE COMMITTEE(S)

SENATE

BOARD COMMITTEE(S)

BOARD OF GOVERNORS
PROCESS OF APPROVAL - ITEMS CONSIDERED BY THE BOARD

**ACADEMIC APPROVAL**

- FACULTY COUNCIL
- SENATE COMMITTEE(S)
- SENATE
- BOARD OF GOVERNORS

**OTHER MATTERS**

- ORIGINATING UNIT
- ADMINISTRATION
  - (SENATE FOR COMMENT)
- BOARD COMMITTEE(S)
- BOARD OF GOVERNORS
RESOURCE ALLOCATION PROCESS

• Board Jurisdiction
• Senate provides commentary through SPPC on Estimates, and Budget Drafts through representation on the President’s Budget Advisory Committee (BAC)
NEW ACADEMIC PROGRAM APPROVALS

- Faculty/College/School Level
- Senate Level
- Board of Governors Level
- Provincial Government Level
Senate Organization
SENATE:
THE CENTRE OF COLLEGIAL ACADEMIC GOVERNANCE

• The Senate is the place where the University defines itself as an institution of higher learning
• Representative, democratic, deliberative and evolving
SENATE ORGANIZATION

The University of Manitoba Act prescribes the membership of Senate as follows:

- Ex-Officio Members
- Elected Members
- Appointed Members

Senate also has a provision for Assessor members
EX-OFFICIO MEMBERS OF SENATE

• President (as Chair)
• Chancellor
• Vice-Presidents of the University
• Dean of each Faculty of the University
• Director of each School of the University
• Director of Extension (i.e., the Dean of the Extended Education Division)
• Director of Libraries
• Director of Student Affairs (i.e., Vice Provost (Student Affairs))
• Head / Dean of each Constituent or Member College
• Vice-Deans of Arts and Science (not currently in place)
• Head of each affiliated College
• Deputy Minister of Education and Advanced Learning, or designate.
ELECTED MEMBERS OF SENATE

- the persons elected from Faculty and School Councils
- 28 persons elected by, and from, the students of the University and, in addition, the President of the University of Manitoba Students’ Union.
APPOINTED MEMBERS OF SENATE

- two persons appointed by the Board from amongst its members other than those who are otherwise members of the Senate
- two members of the Board of Directors of the Alumni Association appointed by that Board
- Members-at-large appointed under s.27(4) of the Act
ASSESSORS OF SENATE

- Although not provided for in the Act, Senate from time to time by resolution may provide for assessor members to Senate.
- Assessors are permitted to participate fully in the deliberations of Senate but may not make, second or amend motions, and may not vote.
COMPOSITION OF SENATE

- Elected by Faculties & Schools: 51%
- Ex-officio: 24%
- Elected by Students: 21%
- Appointed: 4%
SENATE MEETINGS

- A schedule of Senate meetings is produced at least one year in advance and can be found on the University Governance website.

- Special meetings of Senate may be called by the Chair of Senate, by a motion of Senate or Senate Executive, or by the written request of 12 members of Senate.

- The rules governing meetings of Senate provide for the procedures which govern Senate meetings. Of note is that quorum for Senate is 40 members from October to May and 25 members in the summer. Full members of Senate vote on motions by a show of hands and questions are usually decided by a majority of votes.
SENATE MEETINGS

• Reports of the Senate Committee on Honorary Degrees are considered in Closed Session. Only Senate members and assessors may attend.

• Visitors may attend the open session of Senate, but should confirm their attendance in advance with the Office of the University Secretary.

• Senate agendas are available the week prior to Senate meetings. An email will be sent to members advising when the materials are available online.
SENATE AGENDAS

• In the interests of efficiency and sustainability, the agendas are available in an online format on the University Governance webpage at:

http://www.umanitoba.ca/admin/governance/senate/agendas/index.html
HOW A SENATE MEETING FLOWS

AGENDA

I. MATTERS TO BE CONSIDERED IN CLOSED SESSION

   1. Report of the Senate Committee on Honorary Degrees
      (December 8, 2016)

      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.

II. MATTERS RECOMMENDED FOR CONCURRENCE WITHOUT DEBATE

   1. Report of the Senate Committee on Curriculum and Course
      Changes on Course and Program Changes – Part A

III. MATTERS FORWARDED FOR INFORMATION

   1. Student Advocacy Annual Report,

   2. Items Approved by the Board of Governors
      (November 22, 2016)

IV. REPORT OF THE PRESIDENT

V. QUESTION PERIOD

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

VI. CONSIDERATION OF THE MINUTES
    OF THE MEETING OF DECEMBER 7, 2016

VII. BUSINESS ARISING FROM THE MINUTES - none

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

   1. Reports of the Senate Executive Committee
      a) November 23, 2016 (addendum)

         (i) Modification to Deadline for Submission of
             Appeals of 2016 Fall Term Grades
2. Report of the Senate Planning and Priorities Committee

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

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

1. Undergraduate Course Changes Beyond Nine Credit Hours RE: Faculty of Kinesiology and Recreation Management
   a) Report of the Senate Committee on Curriculum and Course Changes
   b) Report of the Senate Planning and Priorities Committee

2. Proposal from the Clayton H. Riddell Faculty of Environment, Earth, and Resources RE: Revised Degree Regulations, B.Sc. in Geological Sciences General and Major Programs
   a) Report of the Senate Committee on Instruction and Evaluation
   b) Report of the Senate Committee on Curriculum and Course Changes

3. Reports of the Senate Committee on Instruction and Evaluation
   a) RE: Mandatory Orientation for Teacher Candidates, B.Ed. and Integrated B.Mus./B.Ed. Degrees, Faculty of Education
   b) RE: Proposed Computer Policy, Undergraduate Medical Education Program, Max Rady College of Medicine
   c) RE: Revisions to Policies and Procedures concerning Assessment of Students, Undergraduate Medical Education Program, Max Rady College of Medicine
      i) Promotion and Failure
      ii) Remediation
      iii) Forward Feeding Clerkship Summative Evaluation Information
iv) Formative Assessment

v) Midpoint In-Training Evaluation Report (MITER) and Final In-Training Evaluation Report (FITER) Preparation, Distribution and completion and Essential Clinical Presentation (ECP) Preparation, Distribution, Audit, and Remediation

d) RE: Revisions to Policies and Procedures concerning Examinations, Undergraduate Medical Education Program, Rady College of Medicine

i) Deferred Examination

ii) Supplemental Examinations

iii) Examination Results

iv) Examination Conduct

v) Invigilation of Examinations

4. Report of the Senate Committee on Nominations

X ADDITIONAL BUSINESS

XI ADJOURNMENT

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

- Senate has established standing committees to review proposals in detail and make recommendations to Senate.
- Senate Committees include members of Senate as well as faculty, students and administrative staff who are not members of Senate.
- The work of Senate would not be possible without the work of Senate Committees.
- Committees meet regularly in some cases, or at the call of the Chair in others.
- The deliberations and agendas for Senate Committees are confidential. Committees reports and recommendations become public once submitted to Senate for consideration.
SENATE COMMITTEES

Senate has delegated responsibility for various matters to a number of standing committees of Senate. These committees are:

- Senate Executive Committee
- Senate Committee on Academic Accommodation Appeals
- Senate Committee on Academic Computing
- Senate Committee on Academic Dress
- Senate Committee on Academic Freedom
- Senate Committee on Academic Review
- Senate Committee on Admissions
- Senate Committee on Admission Appeals
- Senate Committee Appeals
- Senate Committee on Approved Teaching Centres
- Senate Committee on Awards
- Senate Committee on the Calendar
- Senate Committee on Curriculum and Course Changes
- Senate Committee on Honorary Degrees
- Senate Committee on Instruction and Evaluation
- Joint Senate Committee on Joint Master’s Programs
- Joint Senates Appeals Committee
- Senate Committee on the Libraries
- Senate Committee on Medical Qualifications
- Senate Committee on Nominations
- Senate Planning and Priorities Committee
- Senate Committee on Rules and Procedures
- Senate Committee on University Research
Responsibilities of Senators
BEST INTERESTS
OF THE UNIVERSITY AS A WHOLE

• Governance is about trust – governors are entrusted to oversee and sustain the organization
• Governors must enter and make decisions that are best for the interests of the University and consistent with the mission and vision of the institution
• While our governing bodies comprise members from many areas, they are not constituent assemblies
• Governors at all levels must move from the “what’s in it for me or my area” questions to the “what’s good for the Faculty and University” questions
• The University’s guiding statements can help keep us focused in the right direction
RESPONSIBILITIES OF SENATORS

• Prepare for Senate meetings and review agenda
• Attend Senate and Committee Meetings
• Participate in Senate Business
• Think Local – Think Global
• Respect Senate Decisions
• Maintain Confidentiality

• Questions can be directed to the University Secretary
  • Questions you want raised during Question Period at Senate must be received prior to 10 a.m. on the Friday preceding the Senate meeting.
RESPONSIBILITIES OF SENATE COMMITTEE MEMBERS

• Prepare for Senate Committee meetings and review agenda
  – Allocate sufficient time to read and critically review agenda items
  – Review relevant University policies and procedures and/or the appropriate sections of the Academic Calendar

• Attend Meetings and Participate in Committee Business
  – Ask questions and engage in discussions

• Make decisions in the best interest of the University

• Maintain Confidentiality
  – Agenda items are confidential until such time as they appear on a Senate agenda

• Questions can be directed to the Office of the University Secretary and / or the Resource / Secretary for the Committee
Supporting University Governance
SUPPORTING UNIVERSITY GOVERNANCE

- Office of the University Secretary, Room 312 Administration Building
- Phone: 204-474-9593
- Webpage: http://www.umanitoba.ca/governance
Questions?