



**University
of Manitoba**

**Senate Executive Committee
via Zoom
Wednesday, December 8, 2021
1:30 p.m.**

A G E N D A

- I CONSIDERATION OF THE MINUTES
OF THE SPECIAL MEETING OF DECEMBER 6, 2021**
- II BUSINESS ARISING FROM THE MINUTES - none**
- III RECOMMENDATIONS FROM THE ACADEMIC AND RESEARCH TEAM
OF THE CONTINUITY STEERING COMMITTEE**
 - 1. Revised Academic Schedule, Return to Teaching,
December 7, 2021**
- IV ADJOURNMENT**

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Please send regrets to shannon.coyston@umanitoba.ca.




**University
of Manitoba**

Office of Provost and Vice-President (Academic)

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Date: December 7, 2021

To: Jeff Leclerc, University Secretary

From: Mark Torchia, Vice-Provost (Teaching and Learning) and Team Lead, Academic and Research Team, Continuity Steering Committee 

Re: Revised Academic Schedule, Return to Teaching, December 7th, 2021

On November 3rd, 2021, Senate approved that the Senate Executive Committee in accordance with its normal powers “to deal with contingencies that arise between meetings of Senate” is empowered to approve revisions to the Academic Schedule for the Fall 2021 and Winter 2022 Terms and to approve the temporary modification or suspension of academic policies required to facilitate the completion of the Fall and Winter Terms.

On November 17th, 2021, Senate Executive approved on behalf of Senate, that should there be a return to teaching of striking UMFA members between December 1st, 2021 and up to, and including, December 7th, 2021, the Academic Schedule revisions as presented in Scenario 4 would be implemented.

With the resumption of classes, the academic schedule will be revised as presented under Scenario 4. In reviewing the final dates, the following modifications to the scenario are proposed:

- i. that the Fall 2021 Term alternate exam period be expanded from 3-days to 4-days to address the number of examination conflicts that were identified when constructing the schedule;
- ii. that the graduation date for all students graduating in February 2022 be extended; similarly, that the Faculty of Graduate Studies submission deadline for graduating students be extended for all students; and
- iii. that consideration be given to a modified Scenario 4 that would restore a full Winter Term break but compress the final Winter Term examination period.

The University has heard the concerns from students and faculty associated with shortening the Winter Term Break in the modified schedule. To maintain the integrity of our courses and programs, and to ensure requirements for accreditation, the recommendation continues to be that there be no reduction in instructional days. However, in developing an approach for scenarios where the interruption to teaching extended beyond December 7th, 2021, the final exam period for the Winter 2022 Term was proposed to be

truncated from 11 days to 8 days (with four exam sessions a day, and no exams longer than two hours) to mitigate impact on the end of the term. If a similar approach were to be taken under Scenario 4, it would be possible to retain the Winter Term break.

Note that while the restoration of the Winter Term break would alleviate some of the stresses felt by students and faculty, a compressed exam period would come with its own unique stresses, including shortening of timelines for grade submission deadlines and graduand list submission to ensure convocation would not be impacted.

Accordingly, as Lead of the Academic and Research Team, I recommend that consideration be given to the following two options as detailed in the attached document, and that the preferred option be moved forward for approval:

- THAT with a return to teaching of striking UMFA members on December 7, 2021, the Academic Schedule revisions as presented in Scenario 4 – Option 1 with a reduced Winter Term break be implemented.

OR

- THAT with a return to teaching of striking UMFA members on December 7, 2021, the Academic Schedule revisions as presented in Scenario 4 – Option 2 with a full Winter Term Break and a compressed examination period be implemented.

Further, for the Fall 2021 Term, as previously approved by the Provost, the voluntary withdrawal date remains at December 10th, 2021 for continuing classes and December 21st, 2021 for those classes interrupted by the strike. Students will be required to request voluntary withdrawals for interrupted classes through their respective faculty offices as the student information system cannot accommodate two VW deadlines in a single term dependent on the specific course.

For the Winter 2022 Term, it is recommended to the Provost and Vice-President (Academic) that under Scenario 4 - Option 1, the final VW deadline be moved from March 30th, 2022 to April 1st, 2022 for Winter Term courses and from January 28th, 2022 to February 4th, 2022 for Fall/Winter Term spanned courses. Under Scenario 4 - Option 2, it is recommended that the final VW deadline be moved to April 6th, 2022 for Winter Term courses and to February 4th, 2022 for Fall/Winter Term spanned courses.

On behalf of the Continuity Steering Committee, the Academic and Research Team continues to work closely with academic units and the Office of the Registrar and Enrolment Services to ensure a smooth transition back to classes and to work through issues as they arise.

Cc: Diane Hiebert-Murphy, Provost and Vice-President (Academic)
Todd Mondor, Deputy Provost (Academic Planning and Programs) and Chair, Continuity Steering Committee
Laurie Schnarr, Vice-Provost (Students)
Jeff Adams, Registrar and Executive Director, Enrolment Services



TO: Mark Torchia, Vice-Provost (Teaching and Learning)

FROM: Jeff Adams, University Registrar and Executive Director, Enrolment Services

DATE: December 7, 2022

SUBJECT: Modification to 2021-22 Academic Schedule

With a resumption of classes on December 7th, 2022 the academic schedule will be amended based on scenario 4 that was approved by Senate Executive on November 17th, 2022.

Scenario 4 included the reduction of the winter term break from a four-day break after the Louis Riel holiday to a one day break after the Louis Riel holiday. The only modification to the original scenario 4 is that the alternate examination schedule in January must occur over a 4-day period as opposed to a 3-day period in January, as originally proposed. This change in exam period length was necessitated by the high number of examination conflicts that were discovered when constructing the alternate examination schedule.

The restoration of the full winter term break may still be possible; however, it would involve a number of changes that would impact dates at the end of the winter term 2022:

- The start of the winter term exam period would be delayed by five calendar days and the end date of the final exam period would be delayed by a two days to May 3rd.
- The winter term exam period would take place over an 8-day period instead of an 11-day period which would require:
 - Change from a three exam sessions per day exam model to a four exam sessions per day exam model
 - That all winter term examination sessions be no longer than two hours (i.e., no exam longer than 2h);
- The compressed exam period would result in shorter than normal end of term timelines. Grade submission deadlines and graduand list submission deadlines could be shorter than normal in order to ensure that convocation would not be impacted.

Below are the two options for scenario 4; the first being the original scenario approved by Senate Executive and the second being the option to modify the dates to allow a full winter term break.

Option 1 - Scenario 4 – with reduced winter term break:

Classes Resume on December 7th, 2021

For Fall 2021 term

1. **Modification to the end of fall term classes:** The last instructional day of fall term, December 10th, 2021, remains unchanged for continuing classes. The last instructional day for fall term for interrupted classes will be January 19th, 2022. There will be no classes held during the University closure that is scheduled for December 24th, 2021, through January 4th, 2022. Classes will resume on January 5th, 2022, and will conclude on January 19th, 2022. The number of instructional days for the fall term will remain at 61 days. The number of instructional contact hours for interrupted classes will be:
 - Monday/Wednesday/Friday - 37 hours (original schedule, 37 hours)
 - Tuesday/Thursday – 36 teaching hours (original schedule, 36 hours)
 - Monday/Wednesday – 37.5 hours (original schedule, 36 hours)
2. **Creation of an alternate examination period:** The original exam period, December 11th- 23rd, 2021, will continue as is for continuing courses that are not disrupted by the strike. The dates of the alternate exam period will be January 20th – 23rd, 2022. All courses interrupted by the strike will have their exams re-scheduled to occur during this alternate period.
3. **Voluntary withdrawal date:** As previously approved by the Provost, the Fall 2021 Term voluntary withdrawal date will remain at December 10th, 2021 for continuing courses and December 21st, 2021 for courses interrupted by the strike. Students will have to request voluntary withdrawals for interrupted classes through their faculty office.
4. **Final grade appeal deadline:** The final grade appeal deadline will be moved from January 25th, 2022, to February 11th, 2022, for all classes, continuing and interrupted.

For Winter 2022 term

1. **Modification to the start and end dates for winter term classes:** The first instructional day for winter term 2022 classes will be moved from January 17th, 2022, to January 24th, 2022. The last instructional day will be moved from April 18th, 2022, to April 20th, 2022. The number of instructional days for the winter term will remain at 60 days. The number of instructional contact hours for the winter term remain unchanged:
 - Monday/Wednesday/Friday - 36 hours
 - Tuesday/Thursday – 36 teaching hours
 - Monday/Wednesday – 37.5 hours
2. **Modifications to registration period and revision period deadlines:**
 - Regular registration period (Winter and Winter/Summer spanning classes): The end date for this period will be moved from January 17th, 2022, to January 24th, 2022.
 - Registration revision period (Winter term classes): This period will move from January 17th– 31st, 2022 to January 24th, 2022 - February 7th, 2022.

- Registration revision period (Winter/Summer term spanning classes): This period will move from November 24th, 2021 – January 31st, 2022, to November 24th, 2021 – February 7th, 2022.
 - Last date to drop without penalty (Fall/Winter classes Part B, Winter classes, Winter/Summer spanning classes): This deadline will move from January 28th, 2022, to February 4th, 2022.
 - Last date to register (Winter and Winter/Summer spanning classes): This deadline will move from January 31st, 2022, to February 7th, 2022.
3. ***Voluntary withdrawal date:*** The Provost will move the voluntary withdrawal date for the winter term from March 30th, 2022, to April 1st, 2022, and from January 28th, 2022, to February 4th, 2022, for fall/winter term spanning courses.
 4. ***Dates for students graduating in February, 2022:*** The graduation date for students graduating in February will move from February 2, 2022 to February 16, 2022. The Faculty of Graduate Studies submission deadline will move from January 6, 2022 to January 20, 2022.
 5. ***Reduction of the winter term break:*** The winter term break will be reduced from a four-day break originally scheduled from February 22nd – 25th, 2022 to a one-day break, February 22nd, 2022. The University is closed with no classes taking place on Monday February 21st, 2022, in observance of the Louis Riel holiday.

Note:

- i. The dates for the winter term examination period, April 21st, 2022 – May 1st, 2022, remain unchanged.

Option 2 - Scenario 4 – with full winter term break:

Classes Resume on December 7th, 2021

For Fall 2021 term

1. **Modification to the end of fall term classes:** The last instructional day of fall term, December 10th, 2021, remains unchanged for continuing classes. The last instructional day for fall term for interrupted classes will be January 19th, 2022. There will be no classes held during the University closure that is scheduled for December 24th, 2021, through January 4th, 2022. Classes will resume on January 5th, 2022, and will conclude on January 19th, 2022. The number of instructional days for the fall term will remain at 61 days. The number of instructional contact hours for interrupted classes will be:
 - Monday/Wednesday/Friday - 37 hours (original schedule, 37 hours)
 - Tuesday/Thursday – 36 teaching hours (original schedule, 36 hours)
 - Monday/Wednesday – 37.5 hours (original schedule, 36 hours)
2. **Creation of an alternate examination period:** The original exam period, December 11th- 23rd, 2021, will continue as is for continuing courses that are not disrupted by the strike. The dates of the alternate exam period will be January 20th – 23rd, 2022. All courses interrupted by the strike will have their exams re-scheduled to occur during this alternate period.
3. **Voluntary withdrawal date:** As previously approved by the Provost, the Fall 2021 Term voluntary withdrawal date will remain at December 10th, 2021 for continuing courses and December 21st, 2021 for courses interrupted by the strike. Students will have to request voluntary withdrawals for interrupted classes through their faculty office.
4. **Final grade appeal deadline:** The final grade appeal deadline will be moved from January 25th, 2022, to February 11th, 2022, for all classes, continuing and interrupted.

For Winter 2022 term

1. **Modification to the start and end dates for winter term classes:** The first instructional day for winter term 2022 classes will be moved from January 17th, 2022, to January 24th, 2022. The last instructional day will be moved from April 18th, 2022, to April 25th, 2022. The number of instructional days for the winter term will remain at 60 days. The number of instructional contact hours for the winter term remain unchanged:
 - Monday/Wednesday/Friday - 36 hours
 - Tuesday/Thursday – 36 teaching hours
 - Monday/Wednesday – 37.5 hours
2. **Modifications to registration period and revision period deadlines:**
 - Regular registration period (Winter and Winter/Summer spanning classes): The end date for this period will be moved from January 17th, 2022, to January 24th, 2022.
 - Registration revision period (Winter term classes): This period will move from January 17th– 31st, 2022 to January 24th, 2022 - February 7th, 2022.

- Registration revision period (Winter/Summer term spanning classes): This period will move from November 24th, 2021 – January 31st, 2022, to November 24th, 2021 – February 7th, 2022.
 - Last date to drop without penalty (Fall/Winter classes Part B, Winter classes, Winter/Summer spanning classes): This deadline will move from January 28th, 2022, to February 4th, 2022.
 - Last date to register (Winter and Winter/Summer spanning classes): This deadline will move from January 31st, 2022, to February 7th, 2022.
3. ***Voluntary withdrawal date:*** The Provost will move the voluntary withdrawal date for the winter term from March 30th, 2022, to April 6th, 2022, and from January 28th, 2022, to February 4th, 2022, for fall/winter term spanning courses.
 4. ***Dates for students graduating in February, 2022:*** The graduation date for students graduating in February will move from February 2, 2022 to February 16, 2022. The Faculty of Graduate Studies submission deadline will move from January 6, 2022 to January 20, 2022.
 5. ***Winter term examination period:*** The examination period will move from April 21st - May 1st, 2022, to April 26th – May 3rd, 2022. Each day will consist of four sessions per day and the maximum duration of each session will be two hours.

Note:

- i. The dates for the winter term break remain unchanged.

CC: Jeff Leclerc, University Secretary