

BOARD OF GOVERNORS

The material contained in this document is the Agenda for the next meeting of the Board of Governors.

Tuesday, January 29, 2019

**Alan A. Borger Sr. Executive Conference Room
E1-270 Engineering Information and Technology Complex
4:00 p.m.**

OPEN SESSION

Please call regrets to: 474-6165 no later than 9:00 a.m. the day of the meeting.

OFFICE OF THE UNIVERSITY SECRETARY



UNIVERSITY
OF MANITOBA

BOARD OF GOVERNORS OPEN SESSION

Alan A. Borger Sr. Executive Conference Room (E1-270 EITC)

Tuesday, January 29, 2019

Page 1 of

	AGENDA	<u>Presenter</u>	<u>Page</u>	<u>Est. Time</u>
1.	ANNOUNCEMENTS	Chair		4:00 p.m.
<u>PRESENTATION</u>				
2.	Supporting the University's Vision: The Centre for the Advancement of Teaching and Learning Dr. Mark Torchia, Vice-Provost (Teaching & Learning)	Chair		4:00 p.m.
<u>FOR ACTION</u>				
3.	APPROVAL OF THE AGENDA	Chair	2	4:30 p.m.
4.	MINUTES (Open Session)			
4.1	Approval of the Minutes of the November 20, 2018 OPEN Session as circulated or amended	Chair	4	4:35 p.m.
4.2	Approval of the Minutes of the Special Meeting held on January 11, 2019	Chair	8	4:35 p.m.
4.3	Business Arising - none	Chair		
5.	UNANIMOUS CONSENT AGENDA	Chair		4:40 p.m.
<i>If any member of the Board wants to ask a question, discuss or oppose an item that is marked for the consent agenda, the member can have an item removed from the consent agenda by contacting the Secretary of the Board prior to the meeting or by asking that it be removed before the Chair calls for a mover and seconder for the motion to approve or receive, by unanimous consent, the items listed.</i>				
<u>5.1</u>	<u>From Senate for Approval</u>			
5.1.1	Report from the Senate Committee on Awards (October 25, 2018)	President	11	(consent)
5.1.2	Report from the Senate Committee on Awards (November 15, 2018)	President	20	(consent)
<u>5.2</u>	<u>From Senate for Information</u>			
5.2.1	2019-20 Academic Schedule	President	28	(consent)
5.2.2	Implementation of the Bachelor of Music (Music Education)	President	46	(consent)
5.2.3	Implementation of the Master of Human Rights	President	51	(consent)
6.	FROM FINANCE, ADMINISTRATION, & HUMAN RESOURCES			
6.1	Policy: Institutional Costs of Research Recovery And Distribution	K. Lee	56	4:45 p.m.
7.	FROM SENATE			
7.1	Proposal to Establish a Bachelor of Midwifery Degree, College of Nursing	President	66	4:55 p.m.

BOARD OF GOVERNORS OPEN SESSION

Alan A. Borger Sr. Executive Conference Room (E1-270 EITC)

Tuesday, January 29, 2019

Page 2 of 2

AGENDA

		<u>Presenter</u>	<u>Page</u>	<u>Est. Time</u>
7.2	Proposal to establish a Post-Baccalaureate Diploma Medical Physiology and Pathophysiology, Max Rady College of Medicine, Rady Faculty of Health Sciences	President	172	5:00 p.m.
8.	FROM MANAGEMENT RESOURCES AND COMPENSATION COMMITTEE			
8.1	Proposed response to a motion from Senate Regarding The Presidential Search Process	Chair	245	5:05 p.m.

FOR INFORMATION

9.	Report from the President	President	249	5:20 p.m.
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FOR DISCUSSION

10. FROM SENATE

10.1	Request for Increase to Admission Targets, Bachelor of Health Sciences and Bachelor of Health Studies, Max Rady College of Medicine, Rady Faculty of Health Sciences	President	260	5:30 p.m.
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MOTION TO MOVE TO CLOSED AND CONFIDENTIAL SESSION



UNIVERSITY
OF MANITOBA

**Minutes of the
OPEN Session of the Board of Governors
November 20, 2018**

Present: J. Lieberman, Chair
J. Leclerc, Secretary

D. Barnard	J. Beddoes	S. Bonner-Proulx	S. Demmings	K. Kieloch
J. Knysh	K. Lee	C. Loewen	R. Mohammed	M. Mollot
C. Neumann	K. Osiowy	J. Sanderson	H. Sector	M. Silicz
J. Taylor				

By Telephone: J. Anderson J. Linden

Assessors Present: S. Woloschuk M. Hudson

Officials Present: S. Foster T. Hay D. Jayas J. Kearsey J. Ristock
L. Zapshala-Kelln

Regrets: L. Hyde J. MacKenzie M. Sharma T. Taves

1. **ANNOUNCEMENTS**

FOR ACTION

2. **APPROVAL OF THE AGENDA**

It was moved by Dr. Taylor and seconded by Mr. Knysh:

THAT the agenda for the November 20, 2018 meeting be approved as circulated.

CARRIED

3. **MINUTES (Open) Session**

3.1 Approval of the Minutes of the September 25, 2018 Open Session as circulated or amended

It was moved by Mr. Mohammed and seconded by Mr. Osiowy:

THAT the minutes of the September 25, 2018 Open session be approved as circulated.

CARRIED

3.2 Business Arising – none

4. **UNANIMOUS CONSENT AGENDA**

The Chair reminded members that this part of the agenda is used to approve routine matters that are not controversial and do not normally generate much discussion and said that if any member of the Board wants to ask a question, discuss, or oppose an item on the consent agenda, they can request that in advance through the Secretary's Office or ask that it be removed before the Chair calls for a mover and seconder for the motion.

It was moved by Mr. Demmings and seconded by Mr. Sanderson:

THAT the Board of Governors receive the following for information:

- *Report of the Senate Committee on Awards – Part A [dated September 27, 2018]*
- *Report of the Senate Committee on Awards – Part B [dated September 27, 2018]*

CARRIED

FOR RECOMMENDATION

5. **FROM FINANCE, ADMINISTRATION, & HUMAN RESOURCES**

5.1 Endowment Fund – Brookfield Super-Core Infrastructure Partners Investment

Mr. Mollot introduced Lance McKinley, Director of Treasury Services and member of the Trust Investment Committee. Mr. McKinley explained how the Trust Investment Committee had commissioned an asset mix optimization study earlier in the year that resulted in a decision to allocate 10% of the University Investment Trust (UIT) to infrastructure assets. He said that this asset mix is projected to deliver higher returns with a lower level of risk as compared to the existing asset mix.

Mr. McKinley went on to explain that the market review showed that Brookfield Asset Management, particularly their Super-Core Infrastructure Fund, is a market leader and most appropriate investment for the UIT. He noted that members of the Trust Investment Committee met with Brookfield to conduct due diligence on the Super-Core product on three separate occasions, including a full day review at their offices in Toronto and a Winnipeg meeting with the CEO of Brookfield, Bruce Flatt.

Mr. Silicz asked about the liquidity of the investment. In response, Mr. McKinley agreed that the investment is not liquid and it has a three year initial period where no withdrawals are allowed. He added that the UIT has managed liquidity by using cash inflows from donations and earnings. Further liquidity is provided by the large proportion of the UIT held in stocks and bonds.

It was moved by Dr. Mollot and seconded by Mr. Knysh:

THAT the Board of Governors approve the investment of \$75 million in the Brookfield Super-Core Infrastructure Partners Fund, with the funding coming from the liquidation of \$37.5 million in Canadian Equities held with Burgundy Asset Management and \$37.5 million in US Equities held with J.P. Morgan Asset Management.

CARRIED

5.2 Student Organization Fees Policy

Dr. Mollot stated that this change to the policy is intended to align it with the current practice and change the deadline accordingly.

It was moved by Dr. Mollot and seconded by Mr. Mohammed:

THAT the Board of Governors approve one revision to the Student Organization Fees Policy, effective upon approval of the Board.

CARRIED

FOR DISCUSSION

6. FROM SENATE

6.1 Request to Suspend Admissions to the Bachelor of Science in Pharmacy Program

The Chair noted that the President is required to consult with Senate and the Board of Governors prior to approving the suspension of admissions to a program. The President said that he had consulted with Senate and no concerns were raised.

Dr. Barnard explained that Universities across Canada are required to transition from a Bachelor of Science in Pharmacy to a Pharm.D. program to comply with the national standard in Pharmacy. He said that suspending admissions to the Bachelor of Science in Pharmacy will make way for that transition to begin the Pharm. D. program that was approved last year. He noted that nothing material will change in the program.

Dr. Mollot asked if this change will mean that the program will take longer to complete. Dr. Ristock responded that the program will be one year longer as this year's cohort of students will move into year two of the Pharm. D. program after completing their first year.

FOR INFORMATION

7. NEW BUSINESS

7.1. Report from the President

The President reported that the University had recently earned a gold STARS Rating from the Association for the Advancement of Sustainability in Higher Education.

The President told the Board that he had read a message in Senate regarding a flurry of racist posters that had been put up on campus in recent weeks. He said they were posted as part of an apparent coordinated international effort by neo-Nazi and white supremacist groups, and were immediately removed. He stated that the University unequivocally condemns this and any other racist actions.

Mr. Sanderson stated that student unions at other universities had also received these messages, and issues varying responses. He noted his appreciation for the stance that the University of Manitoba took.

MOTION TO MOVE TO CLOSED AND CONFIDENTIAL

It was moved by Dr. Mollot and seconded by Ms. Lee:
THAT the meeting move into Closed and Confidential Session.

CARRIED

Chair

University Secretary



UNIVERSITY
OF MANITOBA

**Minutes of a Special Meeting,
OPEN Session, of the Board of Governors
January 11, 2019**

Present: J. Lieberman, Chair
J. Leclerc, Secretary

J. Anderson D. Barnard S. Bonner-Proulx L. Hyde J. Knysh
K. Lee C. Loewen R. Mohammed M. Mollot C. Neumann
J. Sanderson H. Sector M. Sharma M. Silicz J. Taylor

Assessors Present: S. Woloschuk

Officials Present: S. Foster J. Kearsey J. Ristock L. Zapshala-Kelln

Regrets: J. Beddoes S. Demmings K. Kieloch J. Linden J. MacKenzie
K. Osiowy T. Taves

FOR RECOMMENDATION

1. NEW BUSINESS

1.1 Presidential Search Committee – addition of members

The Chair explained that the President and the Executive team have expressed their view that, in recognition of the University's commitment to Indigenous engagement and reconciliation, there should be greater participation in the presidential search of the Indigenous community. He said that he and the Chancellor agree that this is important.

The Chair noted that the Board approved the creation of a Presidential Search Committee at its September, 2018 meeting. He said this approval included a committee composed of 15 members; however, since that time, the Chair and Co-Chair of the Presidential Search Committee have been approached by the President and the Vice-Presidents with a proposal that the Committee composition be expanded by two additional members. He explained that these two members would be appointed by the Chair and Co-Chair of the Committee, to bring additional Indigenous perspective and voice to the work of the committee.

The Chair said that the addition of Indigenous voices to the Presidential Search Committee is an important direction in the University's reconciliation journey. He stated that while the process for the appointment of Indigenous members to such committees may be different in the future, this move demonstrates the University's intention to include Indigenous perspectives in future senior

searches. He said that he and Chancellor Sectar, as Chair and Co-Chair of the Presidential Search Committee, will recruit the two additional members in time for the first meeting of the Committee in February.

It was moved by Dr. Barnard and seconded by Ms. Loewen:

THAT the Board of Governors approve the addition of two positions to the composition of the Presidential Search Committee as follows:

- **Two members, appointed by the Chair and Co-Chair of the Committee to bring additional Indigenous perspective and voice to the work of the Committee.**

Chancellor Sectar commented that there is often pressure by different groups who want a greater voice in search processes. He cautioned that most key stakeholders judge the credibility of a search based on the credibility of the search committee and the processes it follows so it is important to be mindful of concerns.

Chancellor Sectar stated it is important to constrain the size of a search committee and to achieve a balance of internal stakeholder groups. He noted that rather than increase its size, a search committee should use consultative processes to gather feedback. Having said that, he noted that, in this case, the University could not maintain the committee composition it has traditionally used in presidential searches. Chancellor Sectar said it is both timely and important to reflect the University's commitment to Indigenous achievement in the composition of the Presidential Search Committee. He said this would add to the credibility of the search process and the University's stated commitments and priorities.

Dr. Barnard said that the need for more Indigenous participation in the Search was brought more sharply to his attention after increased interaction with the University's Indigenous student leaders. He said he has had many conversations about the issue in the community with both external and internal stakeholders. He noted that sometimes proportional representation is not enough. He added that greater Indigenous participation in the Search would be well received by Indigenous members of the community both within and outside the University.

Dr. Barnard cautioned that this increase in membership and change in composition of the PSC is not to be in perpetuity a recasting of the search principles, but is a reflection of sensitivity to this particular moment. He said the University will find strong people who will make an important contribution to the Search with diluting or shifting the quality of work to be done.

Mr. Mohammed stated that he fully supported the motion.

Ms. Woloschuk agreed and asked from where the additional members would be recruited. The Chair said he and Chancellor Sectar wanted the approval of the Board of Governors before making any decisions or taking any action in recruitment. He said it would be discussed over the next few days. He asked that Board members who could suggest an individual for the Committee put the name forward.

Mr. Sanderson said this is an excellent decision and he fully supports the motion.

In response to a question from Mr. Mohammed, the Chair said that the new members would be in place before the Search Committee's orientation in early February.

Dr. Taylor expressed a concern about the process, noting that change comes very late in the process. He noted that there had recently been a debate at the Senate about making a change to the search process and it found it concerning that the committee composition should be changed so late.

Dr. Taylor also commented that there is an important distinction between internal and external committee members. He asked what the new members' role will be on the Committee. The Chair stated that all those on the Committee will be there to represent the best interests of the University rather than the interests of any particular constituency. He added that this is common among search committees and would be made clear at the PSC orientation meeting.

The Chancellor noted that Dr. Taylor's point is important. He recalled that as a member of the last Search Committee there was an agreement notwithstanding the various different perspectives held by Committee members. He said the members coalesced into a common sense of what was best for the University and he would expect no less in the upcoming search. He noted that the two new members will not have a singular view, rather they will have their own perspective which will add to the breadth of the Committee. Dr. Taylor cautioned that this expectation should be made very clear during recruitment of the two additional members.

Dr. Barnard said that the same selection criteria would be used for the proposed members as was used for those already in place on the Committee. He added that this change is a response to a community that wants to be included that the University wants to be seen to be included. He emphasized that the University views the Indigenous community as an important constituency.

THE MOTION WAS CARRIED

The Chancellor asked that any suggestions for individuals to be recruited be sent to Mr. Leclerc over the weekend. The Chair expressed his appreciation to Board members for participating in the meeting at short notice.

It was moved by Chancellor Sexter and seconded by Dr. Barnard:

THAT the meeting adjourn.

CARRIED

The meeting adjourned at 12:55 p.m.

Chair

University Secretary



AGENDA ITEM: Report of the Senate Committee on Awards [dated October 25, 2018]

RECOMMENDED RESOLUTION:

THAT the Board of Governors approve three new offers, five amended offers, and the withdrawal of four offers, as set out in Appendix A of the Report of the Senate Committee on Awards [dated October 25, 2018].

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

At its meeting on October 25, 2018, the Senate Committee on Awards approved five new offers, three amended offers, and the withdrawal of four offers, as set out in Appendix A of the Report of the Senate Committee on Awards [dated October 25, 2018].

RESOURCE REQUIREMENTS:

The awards will be funded from the sources identified in the Report.

IMPLICATIONS:

N/A

ALTERNATIVES:

N/A

CONSULTATION:

These award decisions meet the published guidelines for awards, as approved by Senate. They were reported to Senate for information on December 5, 2018.

REPORT OF THE SENATE COMMITTEE ON AWARDS

Preamble

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

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

Observations

At its meeting of October 25, 2018, the Senate Committee on Awards approved 3 new offers, 5 revised offers, and the withdrawal of 4 awards, as set out in Appendix A of the *Report of the Senate Committee on Awards (October 25, 2018)*.

Recommendations

On behalf of Senate, the Senate Committee on Awards recommends that the Board of Governors approve 3 new offers, 5 revised offers, and the withdrawal of 4 awards as set out in Appendix A (October 25, 2018). These award decisions comply with the published guidelines of November 3, 1999, and are reported to Senate for information.

Respectfully submitted,

Dr Jared Carlberg

Chair, Senate Committee on Awards

SENATE COMMITTEE ON AWARDS

Appendix A

October 25, 2018

1. NEW OFFERS

Mauro Master of Human Rights Travel Award

The Mauro Family Foundation has established an endowment fund at the University of Manitoba, with a commitment to a total gift of \$250,000 by 2019. When funds are available, the Manitoba Scholarship and Bursary Initiative may make a contribution to the award. Dr. Arthur V. Mauro, OC, OM, QC, [BA/49, LLB/53, LLM/56, LD/87] is Chancellor Emeritus of the University of Manitoba, and founding donor of the Arthur V. Mauro Centre for Peace and Justice. The purpose of the fund is to defray the costs of travel for students in the Master of Human Rights program at the University of Manitoba. Experiential learning is an important aspect of the program and it is anticipated that many of the practicum, research and study sites will likely be remote and/or expensive to reach, posing a significant financial barrier to students' abilities to pursue their research.

Each year, beginning in 2020-2021, one or more travel awards will be offered to graduate students who:

- (1) are enrolled full-time in the Faculty of Graduate Studies in the Master of Human Rights program offered through the Faculty of Law at the University of Manitoba;
- (2) have achieved a minimum grade point average of 3.0 based on the previous 60 credit hours (or equivalent) of study;
- (3) will be travelling to a location outside of Winnipeg, Manitoba, to conduct research or participate in a practicum or field course related to human rights studies; and
- (4) have demonstrated that they are in need of financial support to pursue their research/practicum/course, based on the application materials.

The application will include:

- (i) a summary or overview (maximum 500 words) of the proposed research, practicum or course and how the travel opportunity relates to their academic study and career goals;
- (ii) a brief budget justification (including date, location, and duration of stay); and
- (iii) a list of all awards and external support received during the graduate program.

The selection committee will have the discretion to determine the number and value of the awards each year, based on the available annual income.

The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Director of the Master of Human Rights 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.

Douglas A. Moffat Graduate Scholarship in Digital Archiving

In honour of her husband, Douglas A. Moffat (B.A. (Hons.)/75, M.A./78), on the occasion of his 65th birthday and the 40th anniversary of his graduation, Cara Boeff will make an annual contribution of \$2,500 for a three-year term to offer the Douglas A. Moffat Graduate Scholarship in Digital Archiving. The purpose of the award is to recognize the outstanding academic achievement of students in archival studies who are preparing to enter the archival profession, and to encourage students to focus on the importance of contemporary digital archival theory and practice. Beginning in 2019–2020 and ending in 2021–2022, one scholarship will be offered to a graduate student who:

- (1) is enrolled full-time in the Faculty of Graduate Studies, in the first year of study in the Master of Arts (History)–Archival Studies stream;
- (2) has achieved a minimum grade point average of 3.5 based on the last 60 credit hours of university level study (or equivalent);
- (3) has demonstrated a commitment to the theory, practice, or history of digital archiving.

Candidates will be required to submit a statement (maximum 250 words) that outlines how they meet criterion (3).

The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Department of History (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.

Faculty of Education Truth and Reconciliation Fellowship

Thomas Falkenberg and Angela Mueller have established an annually funded award to reward the academic achievements of graduate students pursuing research in the area of education for truth and reconciliation in the Faculty of Education at the University of Manitoba. The fellowship is valued at \$5,000 each year for a three-year term. Beginning in 2019–2020 and ending in 2021–2022, one fellowship will be offered to a graduate student who:

- (1) is enrolled full-time or part-time in the Faculty of Graduate Studies in a Master's or Doctoral program in the Faculty of Education at the University of Manitoba;
- (2) has achieved a minimum degree grade point average of 3.0 (or equivalent) based on the previous 60 credit hours of study; and
- (3) is undertaking, or is about to undertake, thesis research in the area of education for truth and reconciliation.

Candidates will be required to submit their curriculum vitae, an abstract (maximum 250 words) outlining their research goals in the area of education for truth and reconciliation, and a letter from their thesis advisor confirming that they are undertaking, or are about to undertake, thesis research in the required area.

If in any year, in the opinion of the selection committee, there are two equally qualified eligible students, the award may be split to offer \$2,500 to each student. A recipient may re-apply for the Fellowship in the subsequent year.

For each year the Fellowship is not awarded, the final year of the Fellowship will be extended by one year.

The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Dean of Faculty of Education (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.

2. AMENDMENTS

Friends of Engineering Communication Course Prizes

The following amendments were made to the terms of reference for the **Friends of Engineering Communication Course Prizes**:

- The first paragraph was revised to:
The Friends of Engineering offers an annual contribution to be put toward prizes for the best two final written reports submitted at the end of each regular academic session in the Engineering Communication (ENG 2030 or ENG 2040) courses. Only reports receiving a grade of B+ or higher will be eligible for consideration for the prizes.
- The second paragraph was revised to:
Each year, after consideration of all final written reports submitted in both ENG 2030 and ENG 2040, the selection committee will chose a first place report, and a second place report. The value of the prize for the first place team is \$500, to be divided evenly between all team members. The value of the prize for the second place team is \$250, to be divided evenly between all team members.
- The third paragraph was revised to:
Once the eligible reports have been collected, the professors for the course will forward the eligible reports to the selection committee.
- The fourth paragraph was revised to:
The selection committee will be named by the Scholarship, Bursaries, and Awards Committee for the Faculty of Engineering and will consist of the Faculty of Engineering professors for the ENG 2030 and 2040 courses, the Faculty of Engineering librarian, and a representative of the Friends of Engineering.

MTS Mobility Scholarships

The following amendments were made to the terms of reference for the **MTS Mobility Scholarships**:

- The name of the award was changed to: *Bell MTS Scholarships*
- The preamble was revised to:
Through the proceeds of a rental fee paid by Bell MTS Inc. to the University of Manitoba for the housing of a cellular tower atop the Engineering Information Technology Complex (EITC),

scholarships will be offered to promising students in the areas of Engineering and Computer Science at the University of Manitoba. The annual total value of this scholarship program will be communicated to the Financial Aid and Awards Office from the Office of the Vice-President (Administration), and the total funds shall be split equally between 12 individual scholarships.

- The numbered criteria were added to read:

Each year, nine scholarships will be offered to undergraduate students who:

- (1) *are enrolled full-time in the second year of any undergraduate degree program in the Faculty of Engineering;*
- (2) *have achieved a minimum degree grade point average of 3.5;*
- (3) *rank among the top students currently enrolled in the second year of their degree program in the Faculty of Engineering. One scholarship will be directed to the top student in each of the major streams offered in the Faculty of Engineering, and the remaining scholarships will go to high-ranking students in any stream who meet criteria (1) and (2) and who have not already received the Bell MTS Scholarship for their stream.*

Each year, three scholarships will be offered to undergraduate students who:

- (1) *are enrolled full-time in the second year of either the major or honours program in the Department of Computer Science in the Faculty of Science;*
- (2) *have achieved a minimum degree grade point average of 3.5;*
- (3) *are the top three second-year students enrolled in either the major or honours program in the Department of Computer Science.*

- A standard tiebreaking mechanism was added as follows:

Ties are to be broken using the following criteria, in priority order: (i) the Degree Grade Point Average, calculated to the fourth decimal place; (ii) the higher proportion of A+ and A grades in a total program; (iii) the highest number of credit hours completed in the degree program; (iv) the greater proportion of senior- or advanced-level courses in the total program.

- The selection committee statement was revised to:

The selection committee for the Faculty of Engineering scholarships will be named by the Dean of the Faculty of Engineering (or designate). The selection committee for the Computer Science scholarships will be named by the Head of the Department of Computer Science (or designate).

- The standard Board of Governors statement was added.

Pharmacists Manitoba and Canadian Pharmacists Benefits Association Award

The following amendments were made to the terms of reference for the Pharmacists Manitoba and Canadian Pharmacists Benefits Association Award:

- The preamble was revised to:

Pharmacists Manitoba and the Canadian Pharmacists Benefits Association (CPBA) have established an annual prize, for graduating students in the College of Pharmacy at the University of Manitoba. The purpose of the prize is to recognize a student who has demonstrated involvement with Pharmacists Manitoba and the university community, by covering the costs of membership, liability insurance and conference registration upon their graduation. One prize will be offered to a graduating student who:

- The numbered criteria were revised to:
 - (1) *was enrolled full-time (minimum 80% course load) in their fourth year of study in the B.Sc. (Pharm) program in the College of Pharmacy at the University of Manitoba, in the year in which the prize was tenable;*
 - (2) *has achieved a minimum degree grade point average of 3.0;*
 - (3) *has demonstrated involvement with Pharmacists Manitoba and the University community.*

Rachel and Isaac Sair Scholarship

The following amendments were made to the terms of reference for the Rachel and Isaac Sair Scholarship:

- The preamble was revised to:

In memory of his parents, Mr. Samuel Sair has made a testamentary gift to the University of Manitoba to provide scholarship awards in the Faculty of Agricultural and Food Sciences. Beginning with the spring series of examinations in 1979, the available annual interest will be used to provide a scholarship to an undergraduate student who:
- The numbered criteria were revised to:
 - (1) *is enrolled full time (80% course load) in one of the following programs delivered by the Faculty of Agricultural and Food Sciences:*
 - (a) *the Bachelor of Science in Agribusiness,*
 - (b) *the Bachelor of Science in Agriculture (Agronomy, Animal Systems, or Plant Biotechnology); or*
 - (c) *the Bachelor of Science in Agroecology;*
 - (2) *has completed at least 24 credit hours of full-time study;*
 - (3) *has achieved a minimum degree grade point average of 3.5;*
 - (4) *continues in the next ensuing academic year in one of the following programs delivered by the Faculty of Agricultural and Food Sciences:*
 - (a) *the Bachelor of Science in Agribusiness,*
 - (b) *the Bachelor of Science in Agriculture (Agronomy, Animal Systems, or Plant Biotechnology); or*
 - (c) *the Bachelor of Science in Agroecology.*
- The selection criteria paragraph was revised to:

The selection committee will be the Faculty of Agriculture and Food Sciences Awards Committee.
- The standard Board of Governors statement was updated.

R.A. “Sam” Fabro Prizes

The following amendments were made to the terms of reference for the R.A. “Sam” Fabro Prizes:

- The name of the award was changed to: *R.A. “Sam” Fabro Scholarships*
- The preamble was revised to:

The Manitoba Hockey Hall of Fame (previously the Manitoba Hockey Foundation) has been supporting members of the University of Manitoba Bison men’s hockey team since 1997 and the

Bison women's hockey team since 2003. Beginning in 2013-2014, the Manitoba Hockey Hall of Fame will provide an annual gift of \$3,000 to offer two scholarships of equal value every year at the University of Manitoba. When funds are available, the Manitoba Scholarship and Bursary Initiative may make a contribution to the award. The purpose of the scholarship is to recognize hockey skills, team leadership qualities, and academic achievement. Each year, two scholarships will be offered to one member of the Bison men's hockey team and one member of the Bison women's hockey team who:

- The numbered criteria were revised to:
 - (1) *are eligible to compete in U Sports and are returning members of the Bison men's or women's hockey team;*
 - (2) *are enrolled full-time, as defined by U Sports, in the second year of study or higher in any faculty, college, or school at the University of Manitoba;*
 - (3) *have achieved a minimum degree grade point average of 2.0.*
- The selection committee paragraph was changed to:

The Director of Athletics and Recreation (or designate) will name the selection committee for this award, and will include the Head Coaches of both the Bison men's and women's hockey teams.
- The standard Board of Governors statement was added.
- The standard U Sports statement was added.

3. WITHDRAWALS

Dr. J.D. Adamson Medal and Convocation Prize in Physical Therapy

The award is being withdrawn at the donor's request.

Dr. J.D. Adamson Medal and Prize in Occupational Therapy

The award is being withdrawn at the donor's request.

Pearson Canada Outstanding 99.111 Essay Book Prize

The award is being withdrawn at the donor's request.

Vincent Kosior Memorial Prize in Logistics

The award is being withdrawn at the donor's request.



AGENDA ITEM: Report of the Senate Committee on Awards [dated November 15, 2018]

RECOMMENDED RESOLUTION:

THAT the Board of Governors approve five new offers and three amended offers, as set out in Appendix A of the Report of the Senate Committee on Awards [dated November 15, 2018].

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

At its meeting on November 15, 2018, the Senate Committee on Awards approved five new offers and three amended offers, as set out in Appendix A of the Report of the Senate Committee on Awards [dated November 15, 2018].

RESOURCE REQUIREMENTS:

The awards will be funded from the sources identified in the Report.

IMPLICATIONS:

N/A

ALTERNATIVES:

N/A

CONSULTATION:

These award decisions meet the published guidelines for awards, as approved by Senate. They were reported to Senate for information on January 9, 2019.

REPORT OF THE SENATE COMMITTEE ON AWARDS

Preamble

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

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

Observations

At its meeting of November 15, 2018, the Senate Committee on Awards approved 5 new offers and 3 revised offers, as set out in Appendix A of the *Report of the Senate Committee on Awards (November 15, 2018)*.

Recommendations

On behalf of Senate, the Senate Committee on Awards recommends that the Board of Governors approve 5 new offers and 3 revised offers, as set out in Appendix A (November 15, 2018). These award decisions comply with the published guidelines of November 3, 1999, and are reported to Senate for information.

Respectfully submitted,

Dr Jared Carlberg

Chair, Senate Committee on Awards

SENATE COMMITTEE ON AWARDS

Appendix A

November 15, 2018

1. NEW OFFERS

Al Shell Legacy Scholarship

Mr. Al Shell has established a scholarship fund at The Winnipeg Foundation to give back to his alma mater, the business faculty at the University of Manitoba. The Al Shell Legacy Scholarship is an entrance scholarship awarded annually to a high school student with high academic achievement who qualifies for the direct entry category in the I.H. Asper School of Business at the University of Manitoba. Each year one scholarship valued at \$500, will be awarded to an undergraduate student who:

- (1) has been admitted to the I.H. Asper School of Business via the Direct Entry Option and enrolls full-time (minimum 80% course load) in their first year of study at the University of Manitoba;
- (2) has achieved a minimum 85% average over the following courses (or their equivalents):
 - (a) Pre-Calculus Mathematics 40S,
 - (b) English 40S,
 - (c) A third 40S course.

The Dean of the I.H. Asper School of Business (or designate) shall name the selection committee for this award.

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Any future modifications that may be necessary due to changed conditions will require complete consultation with the Winnipeg Foundation.

Faculty of Graduate Studies Research Completion Scholarships

In years where funds are available, the Faculty of Graduate Studies will offer scholarships to full-time graduate students at the University of Manitoba. Scholarships will be offered to meritorious graduate students who demonstrate significant academic achievement, research ability, and scholarly potential. Not all applicants who meet the minimum eligibility requirements are guaranteed to receive a scholarship. The Faculty of Graduate Studies will confirm the availability of funds for this scholarship annually.

In years when funds are available, scholarships with a minimum value of \$2,500 will be offered to graduate students who:

- (1) are enrolled full-time in a thesis-based program in the Faculty of Graduate Studies within the first two years of a Master's program or the first four years of a Ph.D. program;
- (2) have achieved a minimum grade point average of 3.0 based on the the last 60 credit hours (or equivalent) of study;
- (3) have defended their thesis proposal; and
- (4) are in good standing with the Faculty of Graduate Studies.

Preference will be given to students who do not hold funding, but all eligible applicants are encouraged to apply.

The application package must include:

- (i) an application form;
- (ii) a reference letter from the student's advisor (maximum 500 words); and

- (iii) the thesis proposal form.

The selection committee will determine the number and value of awards offered each year based on the funds available. In years when funds are available, multiple competitions may be held. The Faculty of Graduate Studies will set the deadline(s) each year. No awards will be offered in years when no funding is available.

The selection committee will be named by the Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (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 the 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.

MMCF-Eva Balazs Memorial B.Sc.(Med.) Scholarship

The MMCF-Eva Balazs Memorial B.Sc.(Med.) Scholarship has been established by the Manitoba Medical College Foundation at The Winnipeg Foundation. The fund was created in honour of Eva Balazs, a retired psychiatrist who was one of only six female students in the University of Manitoba Medical School Class of 1956. The aim of the scholarship is to support undergraduate medical students participating in research projects while enrolled in the Bachelor of Science (Medicine) program in the Max Rady College of Medicine. Each year, a minimum of one award valued at \$250 will be given to an undergraduate student who:

- (1) is enrolled in the Max Rady College of Medicine at the University of Manitoba in the Undergraduate Medical Education Program and is in good standing;
- (2) is enrolled full-time in the Bachelor of Science (Medicine) program; and
- (3) is conducting research in the field of mental health.

The selection committee will be named by the Dean of the Max Rady College of Medicine (or designate).

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. Any future modifications that may be necessary due to changed conditions will require complete consultation with the Winnipeg Foundation.

Ray and Florence Starkell Bursary

In memory of Ray & Florence Starkell, family and friends have established an endowment fund at the University of Manitoba with gifts of over \$11,000. The purpose of the fund is to support undergraduate student athletes and recognize Ms. Starkell's love of sports. Beginning in 2019-2020, the available annual income from the fund will be used to offer one bursary to an undergraduate student who:

- (1) is eligible to compete in U Sports and is a member of any Bison sport team;
- (2) is enrolled full-time, as defined by U Sports, in any faculty, college, or school at the University of Manitoba;
- (3) is enrolled in a minimum of 9 credit hours in each of the terms of competition;
- (4) has achieved either:
 - a. as an entering student, a minimum average of 80% on those high school courses used for admission to the University; or
 - b. a minimum degree grade point average of 2.0

- (5) has demonstrated financial need on the standard University of Manitoba bursary application form.

The Director of Athletics and Recreation (or designate) will 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.

The terms of this award will be reviewed annually against the U Sports criteria governing “Athletic Financial Awards Policy” (also referred to as “Athletics Scholarships Policy”), currently numbered C50.10 in the U Sports Operations Manual.

The Honourable Justice Robyn Moglove Diamond Prize for Excellence in Family Law

In memory of the Honourable Justice Robyn Moglove Diamond (LL.B./75), family and friends have established an endowment fund in her name at the University of Manitoba in 2018. Each year, beginning in 2019-20, the available annual income will be used to offer one prize to an undergraduate student who:

- (1) was enrolled full-time (minimum 80% course load) in the Faculty of Law in the year in which the award was tenable;
- (2) has achieved a minimum degree grade point average of 3.0; and
- (3) has achieved the highest standing in Family Law (currently numbered LAW 2640).

Ties are to be broken using the following criteria, in priority order: (i) the Degree Grade Point Average, calculated to the fourth decimal place; (ii) the higher proportion of A+ and A grades in a total program; (iii) the highest number of credit hours completed in the degree program; and (iv) the greater proportion of senior- or advanced-level courses in the total program.

The Dean of the Faculty of Law (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.

2. AMENDMENTS

Dean of Graduate Studies Student Achievement Award

The following amendments were made to the terms of reference for the **Dean of Graduate Studies Student Achievement Award**:

- The name of the award was changed to: *Dean of Graduate Studies Student Achievement Prize*
- The first paragraph was revised to:

The Dean of Graduate Studies Student Achievement Prize recognizes the outstanding academic achievement, strong leadership skills and notable personal service of a University of Manitoba

graduate student to the University, other students, and the community. Each year, the Dean of Graduate Studies Student Achievement Prize will be offered to graduate students who:

- The numbered criteria were revised to:
 - (1) *have been enrolled full-time in a Master's or Doctoral program in the Faculty of Graduate Studies for at least one year at the time of nomination;*
 - (2) *have displayed intellectual and academic attainment of a high standard, with a minimum degree grade point average of 3.5 in their current program;*
 - (3) *have volunteered within and outside their role as a student;*
 - (4) *have demonstrated strong leadership abilities and personal integrity;*
 - (5) *have shown commitment to improving the quality of life of others; and*
 - (6) *have shown outstanding performance and service in teaching and/or mentoring.*

- The third paragraph was revised to:

Nominations will be made by the student's advisor, or by a member of the student's supervisory committee or department. A nomination form must be submitted, along with three letters of support, one of which may be from outside the University of Manitoba. The letters of support should address the criteria listed above.

- The following paragraph was added:

The selection committee has the discretion to determine the number of prizes each year based upon the number of nominations received and the quality of the nominees. Normally, three prizes will be offered each year.

- The selection committee statement was revised to read:

The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will name the selection committee for this award. The selection committee will include the Associate Deans of the Faculty of Graduate Studies.

- The standard Board of Governors statement was added.

Dr. Murray Gordon Bell Graduate Scholarship

The following amendments were made to the terms of reference for the **Dr. Murray Gordon Bell Graduate Scholarship**:

- The first paragraph was revised to:

An endowment fund with an initial balance of \$10,000 was established in the name of Murray Gordon Bell by his family, friends, and colleagues. Dr. Bell died suddenly in December 2001 while in the middle of an already distinguished career. The purpose of this award is to encourage excellence in graduate studies in mathematics at the University of Manitoba. The first award was made in 2005. Each year, the available annual income will be used to offer one scholarship to a graduate student who:

- The numbered criteria were revised to:
 - (1) *will be enrolled full-time in the Faculty of Graduate Studies in a Master's or Ph.D. program delivered by the Department of Mathematics at the University of Manitoba;*
 - (2) *has achieved:*
 - a. *as a Master's student, a minimum grade point average of 3.5 based on the last 60 credit hours (or equivalent) of study; or*

b. *as a Ph.D. student, a minimum grade point average of 3.75 based on the last 60 credit hours (or equivalent) of study;*

- The second paragraph was revised to:

Selections for this award will be based on grade point average, publications, and conference presentations. Candidates will submit a curriculum vitae as part of the application process.

- The following sentence was removed:

In the event that there are no eligible applicants, the scholarship will be offered to a student who meets criteria (1) and (2).

Thomas J. Pounder Memorial Scholarship

The following amendments were made to the terms of reference for the **Thomas J. Pounder Memorial Scholarship**:

- The first paragraph has been revised to:

A fund in the amount of about \$70,000 was established at The University of Manitoba in memory of Thomas J. Pounder. Mr. Pounder, who graduated from the University Of Manitoba in 1928 with a degree in Electrical Engineering, was interested in road-building in central and western Canada, and especially in pavement construction and maintenance. The scholarship was to be valued at \$8,000 when it was first offered in September, 1989. Beginning in 2019-2020, the available annual interest from the fund will be used to offer one scholarship each year to a graduate student who:

- The numbered criteria were revised to:

- (1) *is enrolled full-time in the Faculty of Graduate Studies in any Master's or Doctoral program delivered by the Department of Civil Engineering;*
- (2) *has achieved a minimum grade point average of 3.5 based on the last 60 credit hours (or equivalent) of study;*
- (3) *is working in aspects of the design, construction, maintenance and management of highway and airport pavements, with emphasis on practical application in Manitoba; and*
- (4) *in the opinion of the selection committee, shows promise of making a worthwhile contribution to society through his/her work*

- The following paragraph was added:

Applicants will be required to submit a curriculum vitae, and a written statement (maximum 500 words) to demonstrate how they meet criteria (3) and (4).

- The selection committee statement was revised to:

The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Engineering Graduate Awards, Scholarships, and Bursaries Committee to serve as the selection committee.

- The standard Board of Governors statement was added.



AGENDA ITEM: Academic Schedule for 2019-2020

RECOMMENDED RESOLUTION:

For information only.

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

- The 2019-2020 Academic Schedule was prepared by the Registrar and reviewed by all faculties, colleges, and schools. It was approved by Senate at its meeting on December 5, 2018.

RESOURCE REQUIREMENTS:

N/A

CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:

N/A

IMPLICATIONS:

N/A

ALTERNATIVES:

N/A

CONSULTATION:

The 2019-2020 Academic Schedule was reviewed by all faculties, colleges, and schools and was approved by Senate at its meeting on December 5, 2018.

MEMO

REGISTRAR'S OFFICE

Room 400 University Centre

PH: 474-9425



UNIVERSITY
OF MANITOBA

Date: October 30, 2018

Memo To: Senate

From: Neil Marnoch, Registrar

A handwritten signature in black ink, appearing to read 'Neil Marnoch'.

Re: **Proposed Academic Schedule for 2019-2020**

The attached proposed 2019-2020 Academic Schedule has been updated based on changes in days and/or dates to conform to the 2019 and 2020 calendars and University Closure dates, along with revised information received from academic units. The proposed schedule has been reviewed by all Faculties, Colleges and Schools. Please note the following:

1. Labour Day in 2019 is September 2; New Student Orientation will take place on Tuesday, September 3 (see Section 1.2.1). Fall Term classes in most faculties, colleges and schools will begin on Wednesday, September 4 and end on Friday, December 6 (see Section 1.2.2).
2. The last day to drop a Fall Term or Fall/Winter term spanning course without academic or financial penalty is Tuesday, September 17. The last day to register for a Fall Term or Fall/Winter term spanning course is Wednesday, September 18.
3. There are two statutory holidays in the 2019 Fall Term: Thanksgiving Day, Monday, October 14 and Remembrance Day, Monday, November 11 (see Section 1.1.1).
4. The Fall Term Break, for most students, is Tuesday, November 12 to Friday, November 15 (see Section 1.2.5).
5. There are 62 days available for instruction in Fall Term.
6. The 2019 December Examination Period will be from Monday, December 9 through Friday, December 20 (see Section 1.2.6).
7. The university will re-open after the Winter Holiday on Thursday, January 2, 2020. Winter Term classes for most faculties, colleges and schools will commence on Monday, January 6, 2020, and end on Tuesday, April 7. (see Section 1.2.2).
8. The last day to drop a Winter Term course without academic or financial penalty is Friday, January 17, 2020. The last day to register for a Winter Term course is Monday, January 20.
9. There are two statutory holidays in the 2020 Winter Term: Louis Riel Day on Monday, February 17 and Good Friday on April 10 (Between classes and the start of the April Examination Period).
10. Winter Term Break in 2020 is Tuesday, February 18 to Friday, February 21 (see Section 1.2.5).

11. There are 62 days available for instruction in Winter Term.
12. The 2020 April Examination period will be from Monday, April 13 through Saturday, April 25 (see Section 1.2.6).
13. The deadline for Voluntary Withdrawal is the 48th teaching day of the term for single term courses. In 2019-2020 these dates are Monday, November 18 for Fall Term courses and Wednesday, March 18 for Winter Term courses (see Section 1.2.3).
Note: Faculties, colleges and schools offering courses with irregular schedules and withdrawal dates must ensure these are well publicized to students.
14. The Voluntary Withdrawal deadline for Fall/Winter spanned classes is Friday, January 17, and Wednesday, May 6 for Winter/Summer spanned distance and online courses (see Section 1.2.3).
15. Convocation ceremonies (see Section 1.2.9) will be held as follows:

▪ Fall Convocation (Fort Garry Campus)	October 22 - 24, 2019
▪ Fall Convocation (Bannatyne Campus)	TBD
▪ Agriculture Diploma Convocation	May 1, 2020
▪ Spring Convocation (Bannatyne Campus)	May 21, 2020
▪ Spring Convocation (Fort Garry Campus)	June 1 - 5, 2020
▪ Université de Saint-Boniface Convocation	June 8, 2020

Note, additional days have been included for Spring Convocation (Fort Garry Campus) to allow for additional ceremonies if necessary.
In addition to Convocation ceremonies, the Annual Traditional Graduation Pow Wow in honour of Aboriginal students will be held on Saturday, May 2, 2020.
16. Dates on the attached schedule presented as information include: Fee Payment deadlines determined by Financial Services (see Section 1.2.4) and deadlines to apply for graduation (Section 1.2.9).
17. Dates for the 2020 Summer Term have not been determined.

Encl.



2019-2020 Academic Schedule

Admission application deadlines are found online at umanitoba.ca/student/admissions. Additional important date information for Faculty of Graduate Studies students is available at umanitoba.ca/faculties/graduate_studies/deadlines.

Faculties, schools, colleges and/or programs may have other important dates and deadlines that are not included in the Academic Schedule.

Section 1: Dates for Fall/Winter Session.....	2
1.1 Dates applicable to all U of M students	2
1.2 Dates applicable to most U of M students.....	2
1.2.1 Orientation.....	2
1.2.2 Start and End Dates.....	3
1.2.3 Registration and Withdrawal Dates	3
1.2.4 Fee Deadlines	4
1.2.5 Term Breaks	4
1.2.6 Examination and Test Dates	4
1.2.7 Challenge for Credit	4
1.2.8 Final Grade Appeal Deadlines	5
1.2.9 Graduation and University Convocation	5
1.3 Dates applicable to Agriculture Diploma	6
1.4 Dates applicable to Art (School of).....	7
1.5 Dates applicable to Business Administration (M.B.A.)	7
1.6 Dates applicable to Dental Hygiene	7
1.7 Dates applicable to Dentistry (including International Dentist Degree Program)	8
1.8 Dates applicable to Education (B.Ed. only)	9
1.9 Dates applicable to Medicine (excludes Family Social Sciences and Interdisciplinary Health Programs).....	10
1.10 Dates applicable to Nursing	11
1.11 Dates applicable to Occupational Therapy	11
1.12 Dates applicable to Pharmacy	12
1.13 Dates applicable to Physical Therapy	13
1.14 Dates applicable to Physician Assistant Studies.....	13
1.15 Dates applicable to Respiratory Therapy.....	14
1.16 Dates applicable to Social Work.....	14
Section 2: Dates for Summer Term.....	14

Section 1: Dates for Fall/Winter Session

This section contains information for Fall and Winter Terms, including distance and online courses. See section 3 for Summer Term information, including information for distance and online courses offered over Summer Term.

1.1 Dates applicable to all U of M students:

1.1.1 University Closure

When the University is closed no classes/examinations will be held.

Canada Day	July 1, 2019
Terry Fox Day (Civic Holiday)	August 5, 2019
Labour Day	September 2, 2019
Thanksgiving Day	October 14, 2019
Remembrance Day	November 11, 2019
Winter Holiday	December 21, 2019 to January 1, 2020
Louis Riel Day	February 17, 2020
Good Friday	April 10, 2020
Victoria Day	May 18, 2020
Canada Day	July 1, 2020
Terry Fox Day (Civic Holiday)	August 3, 2020

1.2 Dates applicable to most U of M students:

Some additional or differing date information is included in separate sections for: **Agriculture Diploma, Art (School of), Business Administration (MBA & MFin), Dental Hygiene, Dentistry (includes IDDP), Education (B.Ed. only), Medicine (excludes Family Social Sciences), Nursing, Occupational Therapy, Pharmacy, Physical Therapy, Physician Assistant Studies, Respiratory Therapy, and Social Work.** Students in these programs should also see their respective section of the Academic Schedule.

1.2.1 Orientation

Additional or differing dates exist for: Agriculture Diploma, MBA, MFin, IDDP (Dentistry), Education (B.Ed. only), Medicine, Nursing, Occupational Therapy, Physical Therapy, Physician Assistant Studies, and Respiratory Therapy, and Social Work. Students in these programs should also see their respective section of the Academic Schedule.

New Student Orientation

Fall Term, Fort Garry Campus	September 3, 2019
Winter Term, Fort Garry Campus	January 3, 2020
Faculty of Arts, Faculty of Engineering, Faculty of Environment, Earth & Resources, Faculty of Graduate Studies, Faculty of Law, Faculty of Science, School of Art, Family Social Sciences, School of Business, Faculty of Architecture Graduate Orientation	September 3, 2019
Faculty of Architecture, Environmental Design Program	August 26, 2019
Faculty of Kinesiology & Recreation Management	July 4 & 8, 2019
Faculty of Music	TBD

1.2.2 Start and End Dates

Additional or differing dates exist for: **Agriculture Diploma, MBA, Dental Hygiene, Dentistry, Education, Medicine, Nursing, Occupational Therapy, Pharmacy, Physical Therapy, Physician Assistant Studies, Respiratory Therapy, and Social Work.** Students in these programs should also see their respective section of the Academic Schedule.

Fall Term

No classes, examinations or tests will be held Dec. 7 to 8, 2019. September 4 to December 6, 2019

Winter Term

No classes, examinations or tests will be held Apr. 10 or 12, 2020. January 6 to April 7, 2020

Winter/Summer Term spanned distance and online courses January 6 to July 2, 2020

1.2.3 Registration and Withdrawal Dates

Additional or differing dates exist for: **Agriculture Diploma and other faculties, colleges and/or schools offering irregularly scheduled courses.** Agriculture Diploma students should also see their respective section of the Academic Schedule; all others should also refer to either the 'Irregular Refund and Voluntary Withdrawal Deadline' information posted on the Registrar's Office website (http://umanitoba.ca/registrar/fees/irregular_refund_vw_deadlines.html), or the Class Schedule.

Regular Registration Period

Fall Term and Fall/WinterTerm classes	Ends September 3, 2019
Winter Term classes and	
Winter/Summer term spanned distance and online courses	Ends January 5, 2020

Limited Access Term Expiry Dates (To be determined by the Registrar's Office in accordance with the schedule of registration)

Fall Term and Fall/WinterTerm classes	TBD
Winter Term classes and	
Winter/Summer term spanned distance and online courses	TBD

Registration Revision Period

Students may use this period of time to make changes to their selected courses or class schedule. Last day to drop is **1 business day** prior to the end of the Registration Revision Period.

Fall Term and Fall/WinterTerm classes	September 4 to 18, 2019
Winter Term classes and	
Winter/Summer term spanned distance and online courses	January 6 to 20, 2020

Last Date to Drop without Penalty

Last date to drop and have course excluded from transcripts; VWs will be recorded on transcripts for courses dropped after this date. **There will be no refunds for courses dropped after this date.** Additional or differing dates exist for **Agriculture Diploma**; students in this program should also see their respective section of the Academic Schedule.

Fall Term	September 17, 2019
Fall/Winter Term classes Part A	September 17, 2019
Fall/Winter Term classes Part B (VW recorded if dropped after Sept. 17, 2019)	January 17, 2020
Winter Term classes and	
Winter/Summer term spanned distance and online courses	January 17, 2020

Last Date to Register/Registration Revision Deadline

Fall Term and Fall/WinterTerm classes	September 18, 2019
Winter Term classes and	
Winter/Summer term spanned distance and online courses	January 20, 2020

2019-2020 Academic Schedule

Revised October 4, 2018

Page 3 of 14

Voluntary Withdrawal (VW) deadline

Last date to withdraw and not receive a final grade; students cannot withdraw from courses after this date.

Fall Term classes	November 18, 2019
Fall/Winter Term spanned classes	January 17, 2020
Winter Term classes	March 18, 2020
Winter/Summer Term spanned distance and online courses	May 6, 2020

1.2.4 Fee Deadlines

Fee Payment Deadline

A financial penalty will be assessed on accounts with an outstanding balance after this date.

Fall Term	October 2, 2019
Winter Term	February 4, 2020

See Section 1.2.3 for the Last Day to Drop without Penalty

1.2.5 Term Breaks

Academic and administrative offices will be open during this period; no classes/examinations will be held for students. Additional or differing dates exist for: Agriculture Diploma, MBA, Dental Hygiene, Dentistry, Education (B.Ed. only), Medicine (M.D. only), Occupational Therapy, Pharmacy (Year 4), Physical Therapy, Physician Assistant Studies, and Respiratory Therapy. Students in these programs should also see their respective section of the Academic Schedule.

Fall Term Break <i>The UofM will be closed Monday Nov. 11 for Remembrance Day (see 1.1.1).</i>	November 12 to 15, 2019
Winter Term Break <i>The UofM will be closed Monday Feb. 17 for Louis Riel Day (see 1.1.1).</i>	February 18 to 21, 2020

1.2.6 Examination and Test Dates

Students are reminded that they must remain available until all examination and test obligations have been fulfilled. Additional or differing dates exist for: Agriculture Diploma, Dental Hygiene, Dentistry, Education, Medicine (M.D.), Pharmacy, and Physician Assistant Studies. Students in these programs should also see their respective section of the Academic Schedule. Students in faculties, colleges, schools or programs offering irregularly scheduled courses should also see the exam timetable available through their program office.

Fall Term (includes tests and midterm exams for Fall/Winter Term classes) <i>No classes, examinations or tests will be held Dec. 7 or 8, 2019.</i>	December 9 to 20, 2019
Winter Term (includes final exams for Fall/Winter Term classes) <i>No classes, examinations or tests will be held Apr. 10 or 12, 2020.</i>	April 13 to 25, 2020

1.2.7 Challenge for Credit

Challenge for Credit application deadline:

For classes offered Fall Term 2019 and spanned Fall/Winter 2019-2020	September 18, 2019
For classes offered Winter Term 2020	January 17, 2020

1.2.8 Final Grade Appeal Deadlines

For final grades received for Fall Term 2019 classes	January 22, 2020
For final grades received for Winter Term 2020 and Fall 2019/Winter 2020 classes	June 8, 2020

1.2.9 Graduation and University Convocation

Degrees, Diplomas and Certificates will be awarded at Convocation. Graduation date may differ from Convocation Ceremony date. Additional or differing dates exist for **Agriculture Diploma, Dental Hygiene, Dentistry, Medicine, Occupational Therapy, Pharmacy, Physical Therapy, Physician Assistant Studies and Respiratory Therapy**; students in these programs should also see their respective section of the Academic Schedule.

For students graduating Fall 2019:

Deadline to apply online to graduate <i>for most Undergraduate students</i>	August 1, 2019
Faculty of Graduate Studies Submission Deadline*	August 29, 2019
Convocation Ceremony (Fort Garry Campus)	October 22 to 24, 2019
Convocation Ceremony (Bannatyne Campus)	TBD

For students graduating February 2020:

Deadline to apply online to graduate <i>for most Undergraduate students</i>	September 18, 2019
Faculty of Graduate Studies Submission Deadline*	January 2, 2020
Graduation date for students graduating in February	February 5, 2020
Convocation Ceremony (Fort Garry Campus)	June 1 to June 5, 2020

For students graduating Spring 2020:

Deadline to apply online to graduate <i>for most Undergraduate students</i>	January 20, 2020
Faculty of Graduate Studies Submission Deadline*	March 31, 2020
Convocation Ceremony –Agriculture Diploma	May 1, 2020
Convocation Ceremony –Bannatyne Campus	May 21, 2020
Convocation Ceremony – Fort Garry Campus	June 1 to June 5, 2020
Convocation Ceremony – Université de Saint-Boniface	June 8, 2020
Annual Traditional Graduation Pow Wow in honour of Indigenous graduates	May 2, 2020

* Last date for receipt by Graduate Studies of Theses/Practica and reports on Theses/Practica, comprehensive examinations, and project reports from students, and lists of potential graduands from departments.

1.3 Dates applicable to Agriculture Diploma:

1.3.1 Orientation

September 18, 2019

1.3.2 Start and End Dates

Fall Term

September 19 to December 6, 2019

Winter Term

January 6 to March 27, 2020

1.3.3 Registration and Withdrawal Dates

Regular Registration Period

Fall Term and Fall/WinterTerm classes

Ends September 18, 2019

Winter Term classes

End January 5, 2020

Late Registration/Registration Revision Period

A financial penalty may be assessed on late registrations. Students may use this period of time to make changes to their selected courses or class schedule.

Fall Term and Fall/WinterTerm classes

September 19 to October 3, 2019

Winter Term classes

January 6 to January 20, 2020

Last Day to Drop without Penalty

Last date to drop and have class excluded from transcripts; VWs will be recorded on transcripts for classes dropped after this date.

Fall Term and Fall/WinterTerm classes

October 2, 2019

Winter Term classes

January 17, 2020

Last Date to Register/Registration Revision Deadline

Fall Term and Fall/WinterTerm classes

October 3, 2019

Winter Term classes

January 20, 2020

Voluntary (VW) Withdrawal deadline

Last date to withdraw and not receive a final grade; students cannot withdraw from classes after this date.

Fall Term classes

November 15, 2019

Winter Term and Fall/WinterTerm classes

March 6, 2020

1.3.5 Term Breaks

The academic and administrative offices will be open during this period, but there will be no classes/examinations held for students.

Fall Term Break

n/a

Winter Term Break

See section 1.2.5

1.3.6 Examination and Test Dates

Fall Term (includes tests and midterm exams for Fall/WinterTerm classes)

December 9 to 18, 2019

Winter Term (includes final exams for Fall/Winter Term classes)

March 30 to April 8, 2020

1.3.7 School of Agriculture Convocation

May 1, 2020

1.4 Dates applicable to Art (School of):

1.4.1 Field Trip

First Year Field Trip	TBD
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1.5 Dates applicable to Business Administration and Finance (M.B.A. and M.Fin.):

1.5.1 Orientation

Fall Term	TBA (mid-August)
Winter Term (only M.B.A.)	TBA (first week of January)

1.5.2 Start and End Dates

Fall Term	August 21 to December 20, 2019
Winter Term	January 6 to April 30, 2020

1.5.3 Term Breaks

The academic and administrative offices will be open during this period, but there will be no classes/examinations held for students.

Fall Term Break	n/a
Winter Term Break	n/a

1.5.4 Examination and Test Dates	Dates vary through terms
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1.6 Dates applicable to Dental Hygiene:

1.6.1 Start and End Dates

Year 2

Fall Term Classes	August 19 to November 29, 2019
Winter Term Classes	January 6 to April 3, 2020

Year 3

Fall Term Classes	August 12 to November 29, 2019
Fall Term Clinics	TBA to December 6, 2019
Winter Term Classes	January 6 to April 3, 2020
Winter Term Clinics	January 6 to April 9, 2020

1.6.2 Term Breaks

The academic and administrative offices will be open during this period, but there will be no classes/examinations held for students.

Fall Term Break	n/a
Winter Term Break	March 2 to 6, 2020

1.6.3 Examination and Test Dates

Year 2

Fall Term (includes tests and midterm exams for Fall/Winter Term classes)	December 2 to 13, 2019
Winter Term	April 6 to 9, 2020

Year 3

Fall Term (includes tests and midterm exams for Fall/Winter Term classes)	December 9 to 13, 2019
Winter Term	April 13 to 17, 2020

1.6.4 Convocation Ceremony – Bannatyne Campus	May 21, 2020
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1.7 Dates applicable to Dentistry (including International Dentist Degree Program):

1.7.1 Start and End Dates

DENT 2440 IDDP Orientation	TBA
Years 1 and 2 Classes and Clinics	
Fall Term	August 12 to November 29, 2019
Winter Term	January 6 to May 1, 2020
Year 3/IDDP 1 Classes and Clinics	
Fall Term	August 6 to November 29 (classes) & December 6 (clinics), 2019
Winter Term	January 6 to May 1, 2020
Year 4/IDDP 2 Classes and Clinics	
Fall Term	August 6 to December 6, 2019 (classes & clinics)
Winter Term	January 6 to April 24, 2020

1.7.2 Term Breaks

The academic and administrative offices will be open during this period, but there will be no classes/examinations held for students.

Fall Term Break	n/a
Winter Term Break	March 2 to 6, 2020

1.7.3 Examination and Test Dates

Years 1, 2 and 3/IDDP 1

Fall Term (includes tests and midterm exams for Fall/Winter Term classes)	December 2 to 13, 2019
Winter Term	May 4 to 15, 2020

Year 4/IDDP 2

Fall Term (includes tests and midterm exams for Fall/Winter Term classes)	December 9 to 13, 2019
Winter Term	January 13 to 17, 2020

1.7.4 Convocation Ceremony – Bannatyne Campus

May 21, 2020

1.8 Dates applicable to Education (B.Ed. only):

Note: Unless registered in a B.Ed. course, PBDE students follow the dates listed in Section 1.2: Dates applicable to most U of M students.

1.8.1 Orientation

Year 1	September 3, 2019
Year 2/Integrated 5	Tentative September 11/12, 2019

1.8.2 Start and End Dates

Note: Practicum dates may vary by practicum placement.

Fall Term

Practicum Block Year 1	September 4 to 6, 2019
Practicum Block Year 2	September 3 to 6, 2019
Practicum Mondays	September 9, 16, 23 & 30; October 7 & 28; November 4, 2019
Day Classes	September 10 to November 8, 2019
Practicum Block	November 18 to December 17, 2019

Winter Term

Program Day	January 27, 2020
Day Classes	January 7 to March 13, 2020
Practicum Mondays	January 6, 13, & 20; February 3, 10, & 24; March 2 & 9, 2020
Practicum Block	March 16 to 27; April 6 to 24, 2020

1.8.3 Term Breaks

The academic and administrative offices will be open during this period, but there will be no classes/examinations held for students.

Fall Term Break <i>Note: Dates may vary by practicum placement.</i>	see section 1.2.5
Winter Term Break	see section 1.2.5
Winter Practicum Break <i>Note: Dates may vary by school division and/or practicum placement.</i>	March 30 to April 3, 2020

1.8.4 Examination and Test Dates

Fall Term (as required)	November 9, 2019
Winter Term (as required)	March 14, 2020

1.9 Dates applicable to Medicine (excludes Family Social Sciences and Interdisciplinary Health Programs):

Note: Family Social Sciences and Interdisciplinary Health Programs students follow the dates listed in Section 1.2: Dates applicable to most U of M students.

1.9.1 Orientation

Year 1	August 20 to 23, 2019
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1.9.2 Start and End Dates

Year 1

Fall Term	August 20 to December 20, 2019
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Winter Term	January 6 to May 29, 2020
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Year 2

Fall Term	August 26 to December 20, 2019
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Winter Term	January 6 to May 29, 2020
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Year 3

Fall Term	August 26 to December 20, 2019
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Winter Term	January 6 to May 31, 2020
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Year 4

Fall Term	August 19 to December 20, 2019
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Winter Term	January 6 to May 8, 2020
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B.Sc. (Med)

June to August, 2020? (subject to change)

1.9.3 Term Breaks

The academic and administrative offices will be open during this period, but there will be no classes/examinations held for students.

Year 1 & 2

Fall Term Break	n/a
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Winter Term Break	March 16 to 20, 2020
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Year 3 & 4 Fall & Winter Term Break

n/a

1.9.4 Examination and Test Dates

Year 1 & 2

n/a

Year 3

Fall Term	November 8 & December 20, 2019
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Winter Term	February 14, March 27, May 8, 2020
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Year 4

Fall Term	September 27, 2019
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Winter Term	n/a
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1.9.5 Convocation – Bannatyne Campus

May 21, 2020

1.10 Dates applicable to Nursing:

1.10.1 Orientation

Year 2 Students admitted for Fall Term	August 28 & 29, 2019
Year 2 Students admitted for Winter Term	December 18 & 19, 2019

1.10.2 Start and End Dates

Year 2 Fall Term Classes	September 3 to December 7, 2019
Year 3 & 4 Fall Term Classes	Dates vary, see class schedule
Winter Term Classes	January 3 to April 7, 2020
Year 3 & 4 Winter Terms Classes	Dates vary, see class schedule

Nursing Practice

Fall Term Nursing Practice 1to 6	Dates vary, see class schedule
Winter Term Nursing Practice 1to 6	Dates vary, see class schedule

Year 4 NURS 4580 Senior Practicum

Winter Term	January 6 to April 7, 2020
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1.10.3 Examination and Test Dates	Dates vary, see class schedule
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1.11 Dates applicable to Occupational Therapy:

1.11.1 Year 1 Orientation	August 22 & 23, 2019
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1.11.2 Start and End Dates

Year 1

Fall Term Classes	August 26 to November 15, 2019
Basic Fieldwork	November 18 to December 13, 2019
Winter Term Classes	January 6 to May 1, 2020
Intermediate Fieldwork 1	May 4 to June 26, 2020

Year 2

Fall Term Classes	August 26 to December 13, 2019
Intermediate Fieldwork 2	January 6 to February 28, 2020
Winter Term Classes	March 9 to June 19, 2020
Advanced Fieldwork	<i>flexible start and end dates between</i> June 22 to September 11, 2020

1.11.3 Term Breaks

The academic and administrative offices will be open during this period, but there will be no classes/examinations held for students.

Fall Term Break	n/a
Winter Term Break	March 2 to 6, 2020

**Note: Some students may need to complete fieldwork during the mid-term break depending on availability of fieldwork sites.*

1.11.4 Convocation – Bannatyne Campus	TBD
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1.12 Dates applicable to Pharmacy:

1.12.1 Start and End Dates

Year 1

Fall Term Classes	August 26 to December 6, 2019
Winter Term Classes	January 2 to April 7, 2020

Year 2

Fall Term Classes	n/a
Winter Term Classes	n/a
SPEP 2	n/a

Year 3

Fall Term Classes	September 3 to December 6, 2019
Winter Term Classes	January 2 to March 25, 2020
SPEP 3	April 6 to May 1, 2020

Year 4

Fall Term Classes	September 3 to October 28, 2019
SPEP 4 – Block 1	November 4 to December 13, 2019
Electives – Block 1	November 4 to December 20, 2019
Winter Term Classes	n/a
SPEP 4 – Block 2	January 6 to February 14, 2020
Electives – Block 2	January 6 to February 21, 2020
SPEP 4 – Block 3	February 24 to April 3, 2020
Electives – Block 3	February 24 to April 9, 2020

1.12.2 Term Breaks

The academic and administrative offices will be open during this period, but there will be no classes/examinations held for students.

Year 1 and 3	see section 1.2.5
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Year 4	n/a
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1.12.3 Examination and Test Dates

Year 1	see section 1.2.6
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Year 2

Fall Term Exams	n/a
Winter Term Exams	n/a

Year 3

Fall Term Exams	see section 1.2.6
Winter Term Exams	March 27 to April 3, 2020

Year 4

Fall Term Exams	October 30 to November 1, 2019
Winter Term Exams	n/a

1.12.4 Convocation – Bannatyne Campus

May 21, 2020

1.13 Dates applicable to Physical Therapy:**1.13.1 Orientation**

n/a

1.13.2 Start and End Dates**Fall Term**

MPT1 Classes

August 7 to December 20, 2019

MPT2 Classes

August 7 to October 11, 2019

MPT2 Fall Term Placement

1x5 week placement between
October 14 to December 20, 2019**Winter Term**

MPT1 & MPT2 Classes

January 2 to March 27, 2020

MPT1 & MPT2 Winter Term Placements

2x6 week placements between
April 6 to August 7, 2020**1.13.3 Term Breaks***The academic and administrative offices will be open during this period, but there will be no classes/examinations held for students.***Fall Term Break**

n/a

Winter Term Break

March 30 to April 3, 2020

1.13.3 Convocation – Bannatyne Campus

TBD

1.14 Dates applicable to Physician Assistant Studies**1.14.1 Orientation**

Year 1

August 26 to September 4, 2019

Clinical Year 2 Orientation

August 17 to 21, 2019

1.14.2 Start and End Dates**Fall Term**

September 5 to December 6, 2019

Winter Term

January 6 to April 3, 2019

Clinical Year 2 RotationsAugust 22, 2019 to December 2019;
January 3 to August 28, 2020**1.14.3 Term Breaks****Fall Term Break**

n/a

Winter Term Break

See section 1.2.5

1.14.4 Examination and Test Dates**Fall Term**

December 9 to 13, 2019

Winter Term

April 6 to 13, 2019

1.14.5 Convocation

TBA

1.15 Dates applicable to Respiratory Therapy:

1.15.1 Orientation

Year 1	August 29 & 30, 2019
Year 3	August 14, 2019

1.15.2 Start and End Dates

Year 1	
Fall Term	September 3 to December 20, 2019
Winter Term	January 6 to May 22, 2020
Year 2	
Fall Term	September 3 to December 20, 2019
Winter Term	January 6 to June 26, 2020
Year 3	
Fall Term	August 19 to December 13, 2019
Winter Term	January 2 to May 15, 2020

1.15.3 Term Breaks

The academic and administrative offices will be open during this period, but there will be no classes/examinations held for students.

Fall Term Break	n/a
Winter Term Break	see section 1.2.5

1.15.4 Convocation – Bannatyne Campus

TBD

1.16 Dates applicable to Social Work:

1.16.1 Orientation

Fort Garry, Inner City Field Instruction Orientation	September 3, 2019
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1.16.2 Start and End Dates

Field Instruction*

Fall Term	September 3 to December 13, 2019
Winter Term	January 6 to April 17, 2020

**Note: Some students may need to complete fieldwork during the fall and/or winter term breaks.*

Section 2: Dates for Summer Term

Pending Review



AGENDA ITEM: Implementation of Bachelor of Music (Music Education)

RECOMMENDED RESOLUTION:

For information only.

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

- The Bachelor of Music (Music Education) was approved by the Board of Governors at its meeting of March 20, 2018. The University received notification on June 12, 2018 that the program had been approved by Manitoba Education and Training.
- The program will replace the Integrated Bachelor of Music / Bachelor of Education degree that was jointly offered by the Faculties of Music and Education.
- The Provost and Vice-President (Academic) has authorized the implementation of the program effective Fall 2018.

RESOURCE REQUIREMENTS:

- Operating costs for the program will be met through reallocation of existing resources within the unit and offset by tuition and course-fee revenue.
- Students will be assessed the standard per credit hour tuition rate, as approved by the Board of Governors.
- A new course-related fee of \$100.00, which will be used to cover costs related to music instrument rental and maintenance, will be assessed for five new courses, as outlined in the letter from the Provost.

CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:

N/A

IMPLICATIONS:

N/A

ALTERNATIVES:

N/A

CONSULTATION:

N/A



Board of Governors Submission

Routing to the Board of Governors:

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Date</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Senate Executive	September 20, 2018
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Senate	October 3, 2018
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		

Submission prepared by: Senate

Submission approved by: University Secretary

Attachments

- Correspondence from the Provost and Vice-President (Academic) RE: Implementation of Bachelor of Music (Music Education) [dated October 17, 2018]
- Correspondence from Assistant Deputy Minister, Manitoba Education and Training [dated June 7, 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: June 12, 2018

To: Dr. Edmund Dawe, Dean, Desautels Faculty of Music

From: Dr. Janice Ristock, Provost and Vice-President (Academic)

Re: Implementation of Bachelor of Music (Music Education)

On June 7, 2018, UM received formal notification of approval from Manitoba Education and Training (MET) to establish a Bachelor of Music (Music Education) program. The Acting Assistant Deputy Minister recognized the program's value in aligning with teacher education in the province, as well as with the expected education recognition received by graduates.

I hereby approve implementation of the Bachelor of Music (Music Education) program commencing in Fall 2018, noting the following:

- The program replaces the Integrated Bachelor of Music/Bachelor of Education program. Admissions to the Integrated program are currently suspended with the intent to submit a proposal to close the program once current students have graduated. New students will be directed to the Bachelor of Music (Music Education) program.
- Operating costs for the program will be met through reallocation of existing resources within the unit and offset by tuition and course-fee revenue.
- Students in the program will be assessed the standard per credit hour tuition rate as approved by the Board of Governors.
- As per the approved proposal, a new course-related fee of \$100.00 – required to offset costs related to instrument rental/maintenance – is approved for the following courses:
 - MUSC 3780: Woodwind Techniques
 - MUSC 3790: Brass Techniques
 - MUSC 3800: String Techniques
 - MUSC 3894: Guitar Techniques
 - MUSC 4894: Advanced Guitar Techniques
- As part of the new program, students will be able to select from one of four new concentrations. These are: *Early/Middle Years Concentration, Senior Years Instrumental Concentration, Senior Years Choral Concentration, and, Guitar/Strings Concentration.*

Consistent with Section 9.7(1) of the Advanced Education Administration Act, should you 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 MET. In this respect, the program is and will be subject to any regulations prescribed under Section 9.7(1) of the Act.

On behalf of the University of Manitoba, I extend my congratulations to all who have worked hard in developing this exciting new program.

Cc.: Dr. David Collins, Vice-Provost (Integrated Planning and Academic Programs)
Dr. David Mandzuk, Dean, Faculty of Education
Mr. Jeff Leclerc, University Secretary
Mr. Jeff Adams, Director, Enrolment Services
Mr. Neil Marnoch, Registrar
Mr. Randy Roller, Executive Director, OIA
Ms. Giselle Martel, Executive Director, Financial Planning
Ms. Cassandra Davidson, Academic Programs Specialist



Education and Training

A/ Assistant Deputy Minister, Post-Secondary Education and Workforce Development Division
405 – 800 Portage Avenue, Winnipeg, Manitoba, Canada R3G 0N4
T 204-945-3047 F 204-948-1557
www.manitoba.ca

June 7, 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 significantly modify the Integrated Bachelor of Music/Bachelor of Education program by establishing the Bachelor of Music program, as submitted.

It is understood that the proposed changes will better align the program design with the University of Manitoba's existing teacher education structure, and the program length with the expected education recognition that graduates will receive. I appreciate the University's ongoing commitment to meet the educational, social, and labour market needs of the province and wish you every success with the program.

Should you have any questions regarding this approval, please contact Mr. Grant Prairie, Acting Director of Institutional Relations at 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

cc. Dr. David Collins, Vice-Provost, University of Manitoba
Mr. Grant Prairie, A/Director of Institutional Relations, Post-Secondary Education and Labour Market Outcomes, Manitoba Education and Training



AGENDA ITEM: Implementation of Master of Human Rights

RECOMMENDED RESOLUTION:

For information only.

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

- The Master of Human Rights was approved by the Board of Governors at its meeting of January 30, 2018. The University received notification on July 11, 2018 that the program had been approved by Manitoba Education and Training.
- The Provost and Vice-President (Academic) has authorized the implementation of the program effective Fall 2019.

RESOURCE REQUIREMENTS:

- Operating costs for the program will be met through reallocation of existing resources within the unit and offset by tuition and course-fee revenue. Additional supports will be provided through privately endowed funds. The Faculty of Law has confirmed that these resources are in place.
- Students will be assessed a \$6,000 program fee for the first year of their program, followed by an annual continuing fee until completion. International students will also be subject to the international differential surcharge.
- Students selecting the program's practicum option will be assessed a course-related fee of \$500.00, which is required to offset costs related to the administration of practicum placements.

CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:

N/A

IMPLICATIONS:

N/A

ALTERNATIVES:

N/A

CONSULTATION:

N/A



Board of Governors Submission

Routing to the Board of Governors:

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Date</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Senate Executive	November 21, 2018
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Senate	December 5, 2018
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

Submission prepared by: Senate

Submission approved by: University Secretary

Attachments

- Correspondence from the Provost and Vice-President (Academic) RE: Implementation of Master of Human Rights [dated October 17, 2018]
- Correspondence from Assistant Deputy Minister, Manitoba Education and Training [dated July 11, 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: October 17, 2018

To: Dr. Jonathan Black-Branch, Dean

From: Dr. Janice Ristock, Provost and Vice-President (Academic)

Re: Implementation of Master of Human Rights

On July 11, 2018, the University received formal notification of approval from Manitoba Education and Training (MET) to establish a Master of Human Rights (MHR) program. The Acting Assistant Deputy Minister recognized the program as one which will contribute to Manitobans' access to quality research related to human rights.

I hereby approve implementation of the MHR program commencing in **Fall 2019**, noting the following:

- While housed in the Faculty of Law, the MHR is an interdisciplinary program bringing together expertise from the Faculties of Law, Arts, Education and Social Work, respectively.
- Operating costs for the program will be met through reallocation of existing resources within the unit and offset by tuition and course-fee revenue. Additional supports will be provided through privately endowed funds. The Faculty of Law has confirmed that these resources are in place (*see attached*).
- Students in the program will be assessed a \$6,000 program fee for the first year of their program, followed by an annual continuing fee until completion. International students will also be subject to the international differential surcharge.*
- Further to the approved proposal, students selecting the program's practicum option will be assessed a course-related fee of \$500.00 – required to offset costs related to the administration of practicum placements.*
- The program has been approved with a maximum seat capacity (defined as first-year enrolment capacity) of twenty (20) students.

Consistent with Section 9.7(1) of the Advanced Education Administration Act, should you wish to make significant modifications to, or cease to provide the program in the future, the Faculty is required to seek and receive prior approval from MET. In this respect, the program is, and will be, subject to the Programs of Study Regulation (see Definitions section) and any other regulations prescribed under Section 9.7(1) of the Act.

On behalf of the University of Manitoba, I extend my congratulations to all who have worked hard in developing this exciting new program.

Cc.: Dr. David Collins, Vice-Provost (Integrated Planning and Academic Programs)
Dr. Todd Mondor, Vice-Provost (Graduate Education) and Dean, Faculty of Graduate Studies
Mr. Jeff Leclerc, University Secretary
Mr. Neil Marnoch, Registrar
Mr. Randy Roller, Executive Director, OIA
Ms. Giselle Martel, Executive Director, Financial Planning
Ms. Cassandra Davidson, Academic Programs Specialist

*Note that tuition and fees may be amended in future years subject to approval by the Board of Governors and province, respectively.



Education and Training

Acting Assistant Deputy Minister, Post-Secondary Education and Workforce Development Division
405 – 800 Portage Avenue, Winnipeg, Manitoba, Canada R3G 0N4
T 204-945-3047 F 204-945-1557
www.manitoba.ca

July 11, 2018

Dr. David Barnard
President and Vice-Chancellor
The University of Manitoba
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 Master of Human Rights Program, as submitted.

I trust that this program will provide great educational opportunities for future students, and will contribute to enhancing Manitobans' access to quality research related to human rights. I wish the University and students success with this program.

I understand from the proposal that the University has committed internal resources and external funds to support the operation of the program. As such, there will be no funding or other resource requests associated with this program to the government.

Should you have any questions regarding this approval, please contact Mr. Grant Prairie, Acting Director of Institutional Relations at 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

cc. Dr. David Collins, Vice-Provost, University of Manitoba
Mr. Grant Prairie, A/Director of Institutional Relations, Post-Secondary Education and Labour Market Outcomes, Manitoba Education and Training



Handwritten signature in blue ink.



AGENDA ITEM: Institutional Costs of Research: Recovery and Distribution Policy

RECOMMENDED RESOLUTION:

That the Board of Governors approve the revision to the Institutional Costs of Research: Recovery and Distribution Policy.

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

The purpose of this policy is to acknowledge that Institutional Costs are attributable to all research conducted at the University; and to provide a mechanism for the University to recover these institutional costs through clearly established institutional cost rates. The policy also establishes consistent distribution of institutional costs revenue in a manner that reflects an appropriate recognition of the costs of conducting research.

This is a revision to the current policy. Changes are necessary in order to align the policy with the new budget model. Language has been updated to include contracts and colleges. The distribution of funds have been updated to reflect the changes due to the new budget model.

RESOURCE REQUIREMENTS:

There should be no impact on resources.

CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:

The revisions to this policy will bring it in line with the new budget model which is currently being followed.

IMPLICATIONS:

There should be no implications.

ALTERNATIVES:

Not applicable.

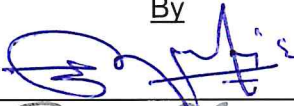

CONSULTATION:

The Senate Committee on University Research was consulted and has recommended the changes for approval.



Board of Governors Submission

Routing to the Board of Governors:

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Date</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<u>Dec 04 / 2018</u>
<input type="checkbox"/>	<input type="checkbox"/>		<u>December 15, 2018</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	FAHR	<u>January 16/19</u>
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

Submission prepared by: Naomi Andrew, Director & General Counsel

Submission approved by: *This must be the President, a Vice-President, or the University Secretary.*

Attachments

Revised Institutional Costs of Research: Recovery and Distribution Policy

UNIVERSITY OF MANITOBA POLICY

Policy:	INSTITUTIONAL COSTS OF RESEARCH: RECOVERY AND DISTRIBUTION
Effective Date:	May 22, 2012
Revised Date:	July 2, 2013
Review Date:	
Approving Body:	Board of Governors
Authority:	
Responsible Executive Officer:	President
Delegate:	Vice-President (Research and International)
Contact:	Director, Office of Research Services
Application:	External Parties: Research Sponsors; Employees: Faculty, Adjunct Appointments, Nil-Salaried Appointments, GFTs, Department Heads, Deans and Directors

Part I Reason for Policy

- 1.1 To acknowledge that Institutional Costs are attributable to all research conducted at the University; and to provide a mechanism for the University to recover these Institutional Costs through clearly established Institutional Cost rates.
- 1.2 To establish a consistent distribution of Institutional Costs revenue in a manner that reflects an appropriate recognition of the costs of conducting research.

Part II Policy Content

Introduction and Scope

- 2.1 The cost of conducting research at the University includes not only the Direct Costs of the research project, but also the Institutional Costs, which indirectly support the research of University researchers, but are often not included in the budgeting process. Institutional Costs cannot be attributed directly or easily to a

research project, but are real costs incurred by the University to provide the infrastructure and support required for the conduct of research. If Institutional Costs are not recovered in research project funding, the University must cover these costs from other revenue sources, which can negatively affect other University operations. It is therefore important when requesting research funding from sponsors to include Institutional Costs in the Budget unless they are explicitly deemed ineligible by the sponsor.

- 2.2 This Policy applies to all Agreements and Research Grants (as defined in subsections 2.3(b) and 2.3(h) except:
- (a) Research Grants from the Tri-Agencies (Canadian Institutes of Health Research, Natural Sciences and Engineering Research Council, Social Sciences and Humanities Research Council); and
 - (b) the associated annual allocations provided by the Tri-Agencies towards the indirect costs of research through the Research Support Fund because of its unique eligibility and reporting requirements.

Definitions

- 2.3 The following terms have the following defined meanings for the purpose of this Policy and its Procedures.
- (a) **Academic Unit** means any University faculty or school, with the exception of schools or colleges within a faculty; such schools or colleges shall be treated as a department for the purposes of this Policy.
 - (b) **Agreement** means, collectively, a Clinical Trial Agreement, Research Agreement, and Technical Services Agreement.
 - (c) **Budget** means the detailed statement submitted to the sponsor outlining the estimated research project costs to support sponsored research.
 - (d) **Clinical Trial Agreement** means an agreement between the University and a sponsor to perform, on behalf of the sponsor and in exchange for payment of costs, prospective biomedical assessments on human subjects, predominantly patients, designed to answer specific questions about biomedical or behavioral interventions.
 - (e) **Direct Costs** means the budgeted expenditures for carrying out a research project at the University except, normally, for the salary of the researcher(s). Direct Costs may include per diem payments to the researcher, the salaries of research assistants and stipends for graduate students, equipment and supplies costs, travel and publication costs and other costs allowed by the sponsor.

- (f) **Institutional Costs** means University expenditures incurred to benefit and support research for which it is not possible to provide an exact itemization of the cost attributable to an individual research project. Institutional Costs are real costs to the University, and include, without limitation, building use and depreciation, utilities, maintenance and upgrade of library resources, computer and network support, management and administration of research, financial services (including purchasing and accounting), legal services, human resource services, technology transfer office services, regulatory and research compliance (including research ethics, human ethics, animal ethics, and biohazard certification), hazardous waste disposal, controlled goods, radiation safety, occupational safety, campus security and liability insurance.
- (g) **Research Agreement** means an agreement between the University and a sponsor to perform research and research-related activities on behalf of the sponsor, in exchange for payment of costs. For the purpose of the Policy, Research Agreements do not include Clinical Trial Agreements, which are addressed separately.
- (h) **Research Grant** means funds that are awarded by a sponsor to perform research and research-related activities without contractual terms or obligations.
- (i) **Technical Services Agreement** (also known as a Fee-for-Service Agreement) means an agreement that does not involve the undertaking of research but rather the use of existing knowledge, skills or expertise to provide a service for a sponsor.

Principles

- 2.4 Funding for research projects must cover all of the costs of doing research, except, normally, the salary of the researcher. Since the total cost of research is made up of both Direct Costs and Institutional Costs, researchers must include in the Budget an allowance for Institutional Costs at the rates established by the University in this Policy.
- 2.5 Reducing or omitting Institutional Costs in a Budget with the expectation that the University will absorb the costs is inappropriate, since the University does not have the financial resources to subsidize sponsored research.

Institutional Cost Rates

- 2.6 Institutional Costs will be recovered at the following rates:
 - (a) Research Agreements: 30%
 - (b) Clinical Trial Agreements: 30%

- (c) Technical Services Agreements: 40%
- (d) Research Grants: 15%

Calculation of Institutional Costs

2.7 Institutional Costs are charged as a percentage of the total Direct Costs.

2.8 Exceptions:

- (a) The University will accept modified Institutional Costs rates from government and other sponsors, provided the modified rates are published and there is sufficient evidence that the modified rates are applied to all Canadian universities.
- (b) In all other instances, approval of the Vice-President (Research and International) is required for any exception to the Institutional Costs rates set out in this Policy. Requests for exceptions must be made in writing to the Director of the Office of Research Services, with support from the Dean or Director of an Academic Unit and from the Department Head for Academic Units with Departments. Requests for exceptions must include an explanation as to why the exception should be considered. The Director of the Office of Research Services or The Director of Research Contracts will in turn forward the request to the Vice-President (Research and International) for consideration.

Distribution of Institutional Costs Revenue

2.9 In order to support and promote sponsored research, and to assist Academic Units and researchers in offsetting Institutional Costs in connection with Research Agreements, Clinical Trial Agreements, and Research Grants, Institutional Costs revenue will be distributed as follows:

- (a) Academic Unit: 100% to be distributed as follows:
 - (i) Researcher: 25% of the total Institutional Costs, which funds must be used in accordance with the terms of the Agreement, where applicable, and in all cases, consistent with University finance and purchasing policies and procedures and with University policies and procedures on the responsible conduct of research.
 - (ii) Researcher's Dean or Director: 75% of the total Institutional Costs.

2.10 The full amount of the Institutional Costs revenue recovered from Technical Services Agreements shall be distributed to the researcher's Dean or Director

to be used only for the maintenance, repair and upgrade of the research infrastructure and equipment in the researcher's laboratory.

Use of University Resources for Outside Professional Activities

- 2.11 When University researchers engage in outside professional activities, such as consulting, involving the use of University facilities, supplies or services, the researcher must inform the relevant Department Head, or Dean or Director for Academic Units without departments, and enter into a written agreement to pay the University the costs of the use at prevailing rates set by the University.

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 Vice-President (Research and International) is responsible for the implementation, administration and review of this Policy.
- 3.3 External Parties: Research Sponsors; Employees: Faculty, Adjunct Appointments, Nil-Salaried Appointments, GFTs, Department Heads, Deans and Directors are responsible for complying with this Policy.

Part IV Authority to Approve Procedures

- 4.1 The Vice-President (Research and International) may approve Procedures, if applicable, which are secondary to and comply with this Policy.

Part V Review

- 5.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Policy is _____.
- 5.2 In the interim, this Policy may be revised or repealed if:
- (a) the President or the Approving Body deems it necessary or desirable to do so;
 - (b) the Policy is no longer legislatively or statutorily compliant; and/or
 - (c) the Policy is now in conflict with another Governing Document.

- 5.3 If this Policy is revised or repealed all Secondary Documents, if applicable, shall be reviewed as soon as possible in order that they:
- (a) comply with the revised Policy; or
 - (b) are in turn repealed.

Part VI
Effect on Previous Statements

- 6.1 This Policy supersedes all of the following:
- (a) Recovery of Indirect Costs Policy;
 - (b) Distribution of Indirect Cost Income Policy;
 - (c) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
 - (d) all previous Administration Governing Documents on the subject matter contained herein.

Part VII
Cross References

- 7.1 This Policy should be cross referenced to the following relevant Governing Documents, legislation and/or forms:
- (a) Research Agreement Policy
 - (b) Research Agreement Procedure

Excerpt from the minutes of the September 27th, 2018 meeting of the Senate Committee on University Research:

(A) Policy Revision: Institutional Cost of Research Policy

The new budget model requires that all of the overhead obtained by research funds received by the U of M (with the exception of Tri-Agency funds) is now 100% given back to the generating unit (faculty or centre). In the previous model, all overhead was shared among central units, the faculties, departments and researchers. The draft policy was provided, highlighting the changes suggested.

The main principle is that the researcher will still get 25% of the total institutional cost, as in the previous model, but now 75% will now go to the dean. The dean will now decide how to distribute the 75%.

The intention of overhead is to support the indirect cost of research, so hopefully deans will use the funding as a source of income to support the research programs and activities that will help grow the research enterprise (as opposed to funding direct costs of research.)

Dr. Jason Leboe-McGowan MOVED, seconded by Dr. Todd Mondor, THAT the draft policy revision be approved.

CARRIED



AGENDA ITEM: Proposal for a Bachelor of Midwifery

RECOMMENDED RESOLUTION:

THAT the Board of Governors approve a proposal to establish a Bachelor of Midwifery [as recommended by Senate, January 9, 2019].

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

- The Rady Faculty of Health Sciences is proposing to introduce a Bachelor of Midwifery degree, in the College of Nursing.
- The purpose of the four-year Bachelor of Midwifery degree program would be to, "...[provide] the educational foundation for a career in midwifery. Graduates of the program will be eligible to apply for registration with the College of Midwives of Manitoba and to write the Canadian Midwifery Registration Exam."
- Students would be required to complete 130 credit hours of course work, including 30 credit hours in a Pre-Professional Year in University 1, following which, successful applicants would be admitted to Year 2 of the B.Mid. program. The curriculum is based on national midwifery competencies and standards and has been endorsed by the College of Midwives of Manitoba. It would include a strong clinical practice, interprofessional components, and Indigenous content, to be developed with Indigenous partners.
- The program would have an annual intake of six (6) students, for a total enrolment of eighteen (18) students by Year 4. The maximum seat capacity would be subject to future changes, based on discussions with the province, including about the need for ongoing funding.

RESOURCE REQUIREMENTS:

- Establishment of the program would require the introduction of sixteen (16) courses (93 credit hours), as detailed in the proposal. The program would also make use of two Nursing courses and, in Year 1, a number of existing courses offered by the Departments of Biological Sciences, Chemistry, Microbiology, and Statistics, in the Faculty of Science, and the Department of Native Studies, Faculty of Arts.
- The total cost of delivering the program would be \$863,904, in Year 4, assuming an annual intake of six (6) students. Revenue to offer the program would be derived from: (i) a request to the province for \$695,864 of new funding; (ii) tuition and course fees, which would generate \$103,983 and \$32,125, respectively, assuming an enrolment of eighteen (18) students; (iii) an internal reallocation of existing operating funds (\$31,931).
- The Faculty will provide \$250,000 in 2018/2019 to offset start-up costs.
- Revenue would be allocated to (i) salary and benefits for new academic staff (\$520,876), including a Director (1.0 FTE), Senior Instructors (2.5 FTE), and a Clinical Placement

Coordinator (0.5 FTE); (ii) salary and benefits for new support staff (\$119,742), including an Office Assistant (1.0 FTE) and a Student Services/Policy Administrator (0.5 FTE); (iii) salary and benefits for existing support staff (\$31,931) (0.4 FTE); (iv) operating costs (\$112,500) and administrative overhead (\$28,855); (v) student awards (\$50,000); (vi) facility renovations, to accommodate faculty and staff (\$40,000 in 2018/2019).

- The College of Nursing has sufficient computer facilities and space to offer the program.
- The University Library can support the program with existing collections. Additional funds would be required, however, to ensure the collection was comparable to other university libraries supporting midwifery programs, including a one-time allocation of \$3,000 and ongoing funds of \$2,145. The Library will reallocate funds from existing programs to address the ongoing costs.

CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:

- The proposal is consistent with the University's strategic priorities for Inspiring Minds through innovative and quality teaching and Creating Pathways to Indigenous achievement.
- The program would promote the social, economic, and cultural well-being of the people of Manitoba by permitting students to pursue an education in midwifery within the province and by addressing a need for midwives in the province, including in Northern communities.

IMPLICATIONS:

- Establishment of the program would remove the need for Manitoba students to relocate to other provinces in order to pursue a midwifery education.
- The program would prepare professional midwives required to meet an existing demand for midwives in the health workforce in the province, including for Indigenous midwives in Northern Manitoba communities.
- Three (3) of the six spaces available in the program each year would be reserved for Indigenous students, and two (2) of these three would be allocated for Manitoba residents living in Northern Manitoba.

ALTERNATIVES:

N/A

CONSULTATION:

- This proposal is forwarded to the Board of Governors by Senate following consultation with the Senate Committee on Admissions, Senate Committee on Curriculum and Course Changes, Senate Committee on Instruction and Evaluation, Senate Planning and Priorities Committee, and Senate Executive Committee.



Board of Governors Submission

Routing to the Board of Governors:

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Date</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Senate Committee on Admissions	November 23, 2018
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Senate Committee on Curriculum and Course Changes	October 30, 2018
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Senate Planning and Priorities Committee	October 29, 2018
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Senate Committee on Instruction and Evaluation	November 22, 2018
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Senate Executive	December 12, 2018
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Senate	January 9, 2019

Submission prepared by: Senate

Submission approved by: University Secretary

Attachments

- Proposal from the Rady Faculty of Health Sciences for a Bachelor of Midwifery
- Reports of the:
 - Senate Committee on Admissions
 - Senate Committee on Curriculum and Course Changes
 - Senate Planning and Priorities Committee
 - Senate Committee on Instruction and Evaluation



Rady Faculty of
Health Sciences

Max Rady College of Medicine
Office of the Dean
A105 Chown Building
753 McDermot Avenue
Winnipeg, Manitoba
Canada R3E 0T6
Phone: 204-789-3485
Fax: 204-789-3661

MEMORANDUM

Date: October 22 2018

To: Mr. Jeff Leclerc, University Secretary

From: Dr. Brian Postl
Dean and Chair of the Rady Faculty of Health Sciences Faculty Executive Council

Re: Senate Approval for Bachelor of Midwifery Program

The Rady Faculty of Health Sciences is forwarding the attached information regarding the Bachelor of Midwifery Program for Senate approval.

The motion to approve the introduction of a new Bachelor of Midwifery Program was approved unanimously at the Rady Faculty of Health Sciences Faculty Executive Council meeting on October 16 2018.

Attached is one file in pdf format that includes this cover memo, the proposal, and all required appendices.

Please let me know if you require additional information or clarification.

Copy: David Collins
Shannon Coyston
Cassandra Davidson



UNIVERSITY
OF MANITOBA | Rady Faculty of
Health Sciences

College of Nursing
Helen Glass Centre for Nursing
89 Curry Place
Winnipeg, Manitoba
Canada R3T 2N2
Telephone: 204-474-7452

October 22, 2018

Shannon Coyston
Associate University Secretary (Senate)
Office of the University Secretary
312 Administration Bldg.
University of Manitoba R3T 2N2

Dear Shannon,

I am pleased to forward a copy of our University of Manitoba Bachelor of Midwifery Program proposal for consideration and approval by the Senate Committees and the Senate.

By way of background, a program proposal for a Joint Bachelor of Midwifery program with the University of Manitoba and the University College of the North was approved by the University of Manitoba Senate on January 6, 2016. Subsequent to Senate approval, the Provincial Government decided to take a different approach, resulting in the Senate approved program not being implemented. The Provincial Government entered into an agreement with McMaster University in 2016 for the delivery of a Bachelor of Midwifery Program for 13 students from Manitoba. These students will complete the program in Spring 2019.

The new Bachelor of Midwifery Program will reside in the College of Nursing at the University of Manitoba. The College of Nursing Council approved the program proposal for the Bachelor of Midwifery Program on September 25th, 2018. The Rady Faculty of Health Sciences Executive Committee approved the program proposal on October 16th, 2018.

Please contact me if you have any questions or require further information.

Sincerely,

A handwritten signature in cursive script that reads "Netha Dyck".

Dr. Netha Dyck, RN, EdD, CHE
Dean, College of Nursing

Bachelor of Midwifery Program Proposal

College of Nursing, Faculty of Health Sciences

University of Manitoba

2018



UNIVERSITY OF MANITOBA | Faculty of Health Sciences

College of Nursing

University of Manitoba

NEW PROGRAM OF STUDY

Under The Advanced Education Administration Act

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

UM INTERNAL REQUIREMENTS:



UNIVERSITY
OF MANITOBA

1. Following unit approval* please submit the complete proposal electronically (.pdf single file) to both the Office of the Provost & Vice-President (Academic) and, for:
Undergraduate Programs: Office of the University Secretary (for Senate submission deadlines visit <http://umanitoba.ca/admin/governance/meetings/index.html>). Please also submit a **hard copy** version to the Office of the Secretary to their office as well.
Graduate Programs: Faculty of Graduate Studies (for timelines visit http://umanitoba.ca/faculties/graduate_studies/admin/program_approval_timeline.html).
ALL Programs: as preparation for submission to ALD, please submit a .docx file of the proposal, an .xlsx file of the Financial Support Form and a .pdf file of all other supporting documents (letters of support, external reviews, etc.). Please date stamp these files for ease of tracking should any changes result from the Senate approval process and submit directly to the Provost's Office.
2. Along with the information requested in the proposal template, please **append** details on the following:
 - a) **ALD /SPPC Financial Support Form** [available through the Office of the Provost & Vice-President (Academic)]
This form requires the signature of the Financial Planning Office. Please contact Kathleen Sobie, Executive Director, Financial Planning, for direction on completion of the form. Approval of the financial support form does not signify approval of any funding requests, either internally or from the province. Confirmation of resource availability and allocation of any new funds will be determined by the Provost at time of implementation.
 - b) **Admission and/or transfer criteria** for the proposed program.
 - c) **Course details** for required coursework, including title, course number, credit hours and calendar description. Highlight any proposed new courses and attach:
Undergraduate Programs: for SCCC Program and Course Change forms, as applicable, visit <http://umanitoba.ca/admin/governance/forms/index.html>
Graduate Programs: for course change forms visit http://umanitoba.ca/faculties/graduate_studies/admin/course_changes.html
 - d) Any **new academic regulations** for the program that are not currently addressed in existing faculty/college/school requirements.
 - e) **Letters of support** from internal units that may be impacted by the proposed new program and any external letters of support as outlined below.
 - f) **Library statement** of support.
 - g) Where applicable, a **transition plan** for current students entering the new program.
3. Please direct questions to Cassandra Davidson, Academic Programs Specialist, at Cassandra.Davidson@umanitoba.ca in the Office of the Provost and Vice-President (Academic).

*Note: the complete proposal, including all appendices, and associated program and course forms, should be submitted to departmental (as appropriate) and faculty/college/school approving bodies for review and approval, prior to submission to the Office of the University Secretary.

Revised December 10, 2017

Revised October 18, 2017.

SECTION A – PROPOSAL DETAILS

Institution: **UNIVERSITY OF MANITOBA**

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

If program is a joint program, list all participating institutions and the roles of each in delivering the proposed program:
N/A

Program name: Bachelor of Midwifery Program

Credential awarded: Bachelor of Midwifery (BMid)

Funding request

Fiscal Year 1: \$707,800

Fiscal Year 2: \$680,637

Fiscal Year 3: \$683,844

Fiscal Year 4: \$695,864

Office Use Only

One-time funding: _____

Ongoing funding: _____

Proposed start date: Fall 2019, University 1

List any critical issues that may impact the start date of the program:

Delays in moving the full program approval process through the University of Manitoba approval processes.

UM INTERNAL REQUIREMENT: Name of Person(s) responsible for the Program internally (please include contact information):

Dr. Netha Dyck, Dean, College of Nursing, Rady Faculty of Health Sciences, UM

Phone: 204.474-9201 Email: Netha.Dyck@umanitoba.ca

Dr. Kellie Thiessen, Director, Bachelor of Midwifery Program, College of Nursing, Rady Faculty of Health Sciences, UM

Phone: 204.474.6684 Email: Kellie.Thiessen@umanitoba.ca

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

Intended Purpose

The Bachelor of Midwifery Program provides the educational foundation for a career in midwifery. Graduates of the program will be eligible to apply for registration with the College of Midwives of Manitoba and to write the Canadian Midwifery Registration Exam.

Curriculum Design

The proposed Bachelor of Midwifery Program consists of 130 credit hours of coursework. Thirty (30) credit hours are completed in University 1, the pre-midwifery year, after which students can apply for admission to the Program, which consists of 100 credit hours taken over 3 years, for a total of 4 years (10 terms).

Content related to traditional Indigenous midwifery practices is woven throughout the curriculum and will remain an integral part of every course in the Program.

In discussion with Manitoba Health, intake has been set at six students per annum. This seat capacity aligns well with the clinical resource capacity. Up to one-half of the seats will be offered under a Special Consideration Category to Indigenous students. The majority of the Special Consideration seats are reserved for Indigenous students residing in Northern Manitoba.

The first intake of students to the Bachelor of Midwifery Program will occur in the fall of 2019. To increase interprofessional exposure and enrich student learning experiences, the Program will facilitate a collaborative learning exchange with the four midwifery clinical courses. This learning exchange will entail combining tutorial groups so UM faculty will have McMaster University students in each of their tutorials. This will allow for a larger cohort of students to draw learning experiences from.

Distinctive Attributes

Midwifery was established as a regulated profession in Manitoba in 2000. In the 1990s, extensive consultations regarding the legislative policies, educational requirements and practice standards required to implement professional midwifery practice in Manitoba were carried out by the Manitoba Working Group on Midwifery and, subsequently, the Midwifery Implementation Council. As part of their mandate, the Midwifery Implementation Council held extensive consultations with Indigenous women and organizations across the province. These organizations called for the development of an educational program that would incorporate the traditional knowledge of Indigenous people, the participation of Elders, and the blending of western and Indigenous knowledge about midwifery practice. In particular, Northern Indigenous communities sought a culturally appropriate strategy that would address their concerns regarding the lack of midwifery/obstetrical services in or near their communities and the subsequent need to have pregnant women travel far from their communities to deliver their infants.

For a variety of reasons, it has been difficult for midwifery education to be sustainable in Manitoba. The proposed new Bachelor of Midwifery Program will capitalize on the unique Interprofessional (IP) resources (IP curriculum and IP Northern Placement) within the UM for rural and Northern health to support the students in the program and enhance their clinical experiences. Furthermore, the new Bachelor of Midwifery Program will utilize the Aboriginal Nursing Cohort Initiative (ANCI) to support Indigenous students to successfully complete the program, thus supporting future Indigenous midwives to practice across the Province. The ANCI program has been a part of the College of Nursing for

ten years. This program provides students with First Nations, Métis and Inuit ancestry with academic, financial and personal supports to facilitate success.

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

The total length of the program for full-time study is 4 years (130 credit hours), which includes one preparatory year (University 1). The program is delivered over 10 terms. The maximum time allowed for completion is 6 years which begins once admitted into the Bachelor of Midwifery Program (Year 2).

The program will not be available to part-time learners.

The Bachelor of Midwifery Program will be offered using a blended delivery model for all didactic courses, which includes face-to-face seminars, technology mediated learning, simulation-based learning, preceptorship and independent study. At the commencement of the program, approximately 20-30% of the content will be offered in a blended learning environment. This percentage will increase each year as all of the clinical practice courses have a tutorial component that will be delivered online.

B-3 Intended outcomes of the program:

B-3.1 Describe how this program serves and advances the academic, cultural, social and economic needs and interests of students and the province:

Historically, there has not been a Midwifery Education Program that has had annual graduates to support the demand in the health workforce. Persons desiring midwifery education currently have had to relocate for this type of education. The regulated practice of midwifery has existed in Manitoba for 18 years.

The midwifery program was discontinued at the University of Manitoba in 2016, and the University of Manitoba partnered with McMaster University to offer admission to those current students who had successfully completed the first year of Manitoba's midwifery program, thus allowing them to finish their education. Current midwifery students were, therefore, enrolled into the second year of the Midwifery Education Program at McMaster University instead of the University of Manitoba. These students will graduate in spring 2019. As of 2020, University of Manitoba will have a formal MOU in place for three years with McMaster, which will articulate specific supports and co-teaching related to the four clinical midwifery courses (MDFY 2090, MDFY 3090, MDFY 4090, and MDFY 4100).

The Bachelor of Midwifery Program will target all individuals interested in a career in midwifery. However, because of the unique nature of this program and the need to address the demand for Indigenous midwives to work in Northern Manitoba, Indigenous persons who are members of a Northern community in Manitoba will be specifically targeted as potential students.

This program will allow for Manitoba students in urban, rural and remote regions to remain in Manitoba to complete their didactic, as well as, their clinical requirements for the Bachelor of Midwifery degree. Ultimately, this degree will support a person to achieve a job in midwifery either in Manitoba or other provinces due to the reciprocity for midwifery licenses across the country.

B-3.2 Describe the existing and anticipated post-secondary learning needs of students in Manitoba that this program addresses and responds to:

The anticipated learning needs of students in Bachelor of Midwifery Program will be addressed in the overall educational objectives and learning outcomes of the Bachelor of Midwifery Program, which are as follows:

- Practice competently as entry-level Midwives in any Manitoba care setting.
- Practice as primary maternity care providers in collaboration with the interprofessional maternity care team.
- Practice in diverse settings recognizing the unique features of the childbearing population in Manitoba, particularly as they relate to Indigenous and multicultural communities.
- Participate in research that contributes to the midwifery profession and maternal and newborn care.
- Demonstrate a capacity of lifelong learning.
- Pursue professional development opportunities as educators and leaders in supporting normal birth and advances in maternal and newborn care.

B-4 Mode of Delivery

B-4.1 Provide the total program length through **one** of the following measures:

130 Total credit hours

Total contact hours

Total courses

B-4.2 What proportion of the total program length (as indicated above) can be completed through the two following modes of delivery? *(Note that one or both selections can be offered up to the total program length.)*

The below percentages are approximate:

80% In-person

20% Online

This will be subject to change given the increasing availability of online and virtual program delivery supports.

Please see section **B-2** for details of program length.

B-5 Provide an overview of the suggested progression of courses on a year-by-year basis for the program from start to maturity. *(Course level detail is not necessary, however, please include credit hours/contract hours, proportion of upper level courses, clinical placements or practicums, or subject area requirements where applicable)*

UM INTERNAL REQUIREMENT: please complete the chart below to provide an overview of suggested progression through the program (indicate pre-requisites and related credit hours). Outline options for specializations within this program [minor(s) and/or concentration(s)].

Bachelor of Midwifery Program Curriculum Blueprint

Pre-Professional Year	Year 2	Year 3	Year 4
	Term 1	Term 1	Term 1
<p>Required Courses</p> <p>Native Studies: elective course (3)</p> <p>BIOL 1410: Anatomy of the Human Body (3)</p> <p>BIOL 1412: Physiology of the Human Body (3)</p> <p>MBIO 1220: Essentials of Microbiology (3)</p> <p>STAT 1000: Basic Statistical Analysis 1 (3)</p> <p>CHEM 1300: University 1 Chemistry: Structure and Modelling in Chemistry (3)</p> <p>CHEM 1310: University 1 Chemistry: An Introduction to Physical Chemistry (3)</p> <p>Electives</p> <p>Science Elective (3)</p> <p>Social Sciences or Humanities Electives (6)</p>	<p>MDFY 2010: Preparation for Professional Midwifery Education and Practice (3)</p> <p>NURS 2522: Client & Context 2: Human Diversity (3)</p> <p>NURS 3550: Professional Foundations 3: Evidence Informed Practice in the Health Sciences (4)</p> <p>MDFY 2440: Human Reproductive Physiology (3)</p>	<p>MDFY 3010: Advanced Clinical Skills I (3)</p> <p>MDFY 3020: Midwifery Clinical Practice and Interprofessional Roles (3)</p> <p>MDFY 3030: Interprofessional Practice I (6)</p>	<p>MDFY 4010: Advanced Clinical Skills II (3)</p> <p>MDFY 4090: Complex Care II: Clinical Practice and Tutorial (12)</p>
	Term 2	Term 2	Term 2
	<p>MDFY 2020: Bioscience for Midwives (3)</p> <p>MDFY 2030: Pharmacology for Midwives (3)</p> <p>MDFY 2040: Normal Childbearing Skills (6)</p>	<p>MDFY 3032: Interprofessional Practice II (6)</p> <p>MDFY 3050: Newborn Feeding: Methods and Contemporary Issues (3)</p> <p>MDFY 3060: Professional Issues in Midwifery (3)</p>	<p>MDFY 4100: Clerkship and Tutorial (12)</p>
	Term 3 spring/summer	Term 3 spring/summer	Term 3
	<p>MDFY 2090: Normal Childbearing Clinical Practice and Tutorial: (12)</p>	<p>MDFY 3090: Complex Care I: Clinical Practice and Tutorial (12)</p>	
Total Hours: 30	Total Hours: 37	Total Hours: 36	Total Hours: 27

Total Credit Hours = 130 credits

B-6 Will the program be available for part-time study?

This is a four-year full-time program. It is a small size program and therefore part-time study will not be available.

B-7 Indicate if this program will have a cooperative education, work placement, internship or practicum component and provide any relevant details:

In the Bachelor of Midwifery Program, there are four terms of didactic course work. In Year 2, term 3, the students commence their clinical experiential component of the program: **MDFY 2090**: Normal Childbearing Clinical Practice & Tutorial. In Years 3 & 4, the students continue on in clinical courses: **MDFY 3030/3032**: Interprofessional Practice I & II; **MDFY 3090/4090**: Complex Care I & II; and **MDFY 4100**: Clerkship clinical courses. In all of these clinical placements, each student will be placed in a variety of urban, rural and northern health care settings where they will have preceptors such as, Registered Midwives, Registered Nurses and other healthcare providers based on the setting. In some instances, physician preceptors will be used.

B-8 Intake Information

B-8.1 Projected enrolment for the first intake: 6

B-8.2 Maximum seat capacity (*Defined as first-year enrolment capacity*):6

B-8.3 Anticipated date of maturity:

2022/23

The maximum seat capacity will be subject to change, conditional on future discussions with the provincial government to address system needs and associated discussions for ongoing funding.

UM INTERNAL REQUIREMENT: please indicate the projected enrolment and graduates for the first 5 years of the program.

	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Enrolments	University 1 N/A	6	12	18	18
Graduates	NA	NA	NA	6	6

Six students will be admitted into the Bachelor of Midwifery Program each year.

C-1 Describe how this new program aligns with the strategic plans of your institution:

The establishment of the Bachelor of Midwifery Program enables UM to further achieve their institutional vision, mission and strategic priorities.

Inspiring minds through innovative and quality teaching

The Bachelor of Midwifery Program offers high quality educational opportunities for students that include flexible learning opportunities (in-class and on-line), innovation in teaching and learning such as simulation learning and integration of tutorials with clinical practice, and high quality clinical practice placements in a wide variety of clinical settings across the province.

Driving discovery and insight through excellence in research, scholarly work and other creative activities

The Bachelor of Midwifery Program values and promotes research and scholarly activities. The Bachelor of Midwifery Program offers many opportunities to engage in ethical and meaningful research that focuses on Northern and Indigenous issues related to midwifery. The Bachelor of Midwifery Program has the capacity to support existing research programs to further develop midwifery's capacity to provide culturally safe care throughout Manitoba, with a particular emphasis on the knowledge, skills and attitudes that are critical to the provision of midwifery services in Northern Manitoba.

Creating pathways to Indigenous achievement

The Special Consideration Admission Policy developed for the Bachelor of Midwifery Program will ensure that Indigenous students have the opportunity to be admitted to and graduate from the Program. The Bachelor of Midwifery Program is committed to the creation of opportunities for students to learn about Indigenous history and culture. Indigenous students will receive personal and academic support through the Aboriginal Nursing Cohort Initiative (ANCI) within the College of Nursing. The Bachelor of Midwifery Program will develop graduates who understand the contributions that Indigenous persons have made to Manitoba and Canada. The Bachelor of Midwifery Program offers students the opportunity to complete coursework while completing their clinical practice/clerkship courses in a variety of settings throughout Manitoba, including placements in Northern Communities. Graduates of the program will benefit from a curriculum that threads knowledge of traditional Indigenous midwifery practices throughout the course work.

Building community that creates an outstanding learning environment

The students will become part of the Rady Faculty of Health Sciences community. They will be integrated into the Interprofessional curriculum and have Interprofessional opportunities across the Health Sciences programs. The students will become part of the College of Nursing community, as well as collaborate with McMaster University students. Indigenous students will have support from ANCI. Support from Centre for the Advancement of Teaching and Learning will be arranged to ensure faculty are adequately supported to create an outstanding learning environment.

Forging connections to foster high impact community engagement

The Bachelor of Midwifery Program will have partnerships with all the Regional Health Authorities. The students will maintain registration with the College of Midwives of Manitoba and the Midwives Association of Manitoba to integrate into their profession throughout their time of study.

C-2 Outline the internal approval process (i.e. committees, governing bodies) for approving this new program of study within your institution and indicate any dates of decision. (*Governing Council, Board of Governors, Board of Regents, Senate, other*)

The following committees will review and approve the Bachelor of Midwifery Program

- College of Nursing Executive Committee
- College of Nursing Council
- Rady Faculty of Health Sciences Executive Committee
- Senate Committee on Curriculum and Course Changes
- Senate Committee on Instruction and Evaluation
- Senate Committee on Admissions
- Senate Planning and Priorities Committee
- Senate
- Senate Executive
- Board of Governors

UM INTERNAL REQUIREMENTS: Please note date(s) of Faculty/College/School Approval. Approval dates through the governing bodies will be inserted by the Provost’s Office prior to submission to government.

UM Undergraduate Programs:

<u>Decision-Making Body</u>	<u>Date of Approval</u>
Faculty/College/School	_____
SCCCC	_____
SPPC	_____
SCADM (<i>if applicable</i>)	_____
SCIE (<i>if applicable</i>)	_____
Senate Executive	_____
Senate	_____
Board of Governors	_____

UM Graduate Programs:

<u>Decision-Making Body</u>	<u>Date of Approval</u>
APC (<i>preliminary review</i>)	_____
External Review	_____
APC	_____
FGS Executive	_____
FGS Faculty Council	_____
SPPC	_____
Senate Executive	_____
Senate	_____
Board of Governors	_____

C-3 Responsibility to consult

C-3.1 If this program subject to mandatory review or approval by organizations external to the institution (*such as regulatory bodies, Apprenticeship Manitoba, etc.*), please describe any consultation processes and provide copies of reports or letter from these organizations providing support:

Consultations have occurred with College of Midwives of Manitoba (CMM). The CMM is aware and has provided a letter of support which also articulates the new National Accreditation Process now in existence for Canadian Midwifery Education Programs. The program accreditation does not need to be in place prior to the implementation of the new program (See Appendix E).

All clinical partners in the community have been engaged and are aware of the new program and its timelines. These partners have been established with the current prior Manitoba/McMaster midwifery cohort.

C-3.2 What agencies, groups, or institutions have been consulted regarding the development of this program?
Note: this includes any consultation with internal UM units, academic or otherwise.

- College of Nursing Executive Committee
- College of Nursing Council
- College of Midwives of Manitoba (CMM)
- Canadian Association of Midwives Accreditation Council
- Midwives Association of Midwives (MAM)
- Aboriginal Nursing Cohort Initiative (ANCI)
- Regional and community clinical agencies

CI-3.3 How have students and faculty been informed of the intent to establish this program?

The College of Nursing Executive Committee and the College of Nursing Council have been informed of this new program. Furthermore, the Dean of the Rady Faculty of Health Sciences has been extensively involved with the planning of this program. We have a plan to advertise through social media and comprehensive website once our program proposal is approved.

C-4 List any similar programs offered in Manitoba: (*Provide such information as institution, programs, and credentials offered in addition to any impacts on these programs, explain rationale for duplication.*)

Note: this includes any programs currently offered at UM.

No programs of this nature are currently offered in Manitoba. Students currently wishing to study midwifery have had to go out of province.

C-4.1 Describe any specific laddering, articulation and/or credit transfer options for students that are anticipated in this program in Manitoba.

C-5 List any similar programs offered in Canada: (*Provide such information as institution, programs, and credentials offered in addition to any impacts on these programs, explain rationale for duplication.*)

Université du Québec à Trois Rivières, QC

- Baccalauréat en pratique sage-femme

Laurentian University, Sudbury ON

- Honours Bachelor of Health Sciences (B.H.Sc.) in Midwifery

McMaster University, Hamilton, ON

- Bachelor of Health Sciences (B.H.Sc.) in Midwifery

Ryerson University, Toronto, ON

- Bachelor of Health Sciences in Midwifery (B.H.Sc.)

Mount Royal University, Calgary, AB

- Bachelor of Midwifery (B.Mid.)

University of British Columbia, BC

- Bachelor of Midwifery (BMW)

C-5.1 Describe any specific laddering, articulation and/or credit transfer options for students that are anticipated in this program in Canada.

C-6 Describe the current and projected labour market demands in Manitoba for graduates of this Program:

(Provide such information as probable employment destinations or further educational opportunities available to graduates of this new program of study. Attach any formal reports such as those from Associations, Statistics Canada, Sector Councils, Industry or Regulators.)

The regulated practice of midwifery has existed in Manitoba for 18 years. Sophisticated analyses of current and future human resource needs for midwives are not available either provincially or nationally. The demand for midwives can only be inferred from sources such as professional bodies and the media, which consistently report that the demand for midwives outstrips the capacity of the current complement of midwives practicing in that jurisdiction. For example, in November 2013, the College of Midwives of Manitoba stated, "As is common across the country, the demand for midwifery services far exceeds the ability to provide services". On January 2, 2015, the CBC reported that more than 75 per cent of expectant mothers living in Manitoba who want a midwife cannot get access to one. The College of Midwives of Manitoba does not believe that the demand is actually that high at present, but they do not maintain a waiting list for women seeking midwifery services.

Market demand for midwifery services, however, must be balanced against employment opportunities for midwives. The creation of publicly funded permanent midwifery positions has lagged behind the demand for these services in most Canadian jurisdictions. In Manitoba, the first 26 midwifery positions were funded by the provincial government in 2000. Initial projections were that the number of midwifery positions would increase by 4-5 each year. In 2010, only 45 positions were funded, and in 2015, only 49 registered midwives practice in Manitoba. In January 2015, the CBC reported that four midwives, recent UCN graduates, would become unemployed when their term positions end in the summer of 2015. As of August 2015, three of these graduates had attained positions vacated by other midwives. The very small cohort of potential graduates from the Bachelor of Midwifery Program will essentially fill the gap in the health workforce related to sick leaves, maternity leaves, relocations and retirements.

Similar challenges exist in other provinces. In the spring of 2015, the first eight students graduated from the midwifery program at Mount Royal University. Only four students found work in the province. Three accepted employment in British Columbia and one has not found employment.

Historically, midwives have always been employed by the Regional Health Authorities.

The Manitoba Government has implemented various initiatives to transform health service delivery in the province. The government's website indicates, "*the creation of a provincial health organization, Shared Health, which will enable provincial planning and integration of services, improve patient care and provide coordinated support to regional health authorities across the province - including the recruitment and retention of health professionals - and establish provincial standards of care for all Manitobans*".

We know from discussions with Health Workforce, the Ministry of Education and Training, and the Ministry of Health, Seniors and Active Living, that midwifery services are supported and deemed important. A plan for midwifery services will be developed and integrated as part of the *Shared Health* initiatives. Currently, the *Shared Health* initiatives do include midwifery services as part of the health workforce but no decisions have been made regarding in what capacity. It will be five years before the first graduates will enter the health workforce from this new Bachelor of Midwifery Program. It is anticipated that *Shared Health* will have integrated midwifery services with new positions within that period of time.

As discussed above, two factors drive job creation for qualified midwives. One is the demand for this service, which currently significantly outstrips available resources. The other is public policy, which is the primary vehicle driving decisions regarding the allocation of health care funding and the decision to target specific areas of health care need for additional funding. It is anticipated that the government via *Shared Health* will develop a detailed plan to expand the number of funded midwifery positions.

C-7 If copies of any internal or peer evaluations with respect to this new program of study are being provided with this proposal, please indicated how any issues identified by these evaluations have been addressed and attach any relevant documents as available:

There is no requirement for internal or peer evaluation. Our ongoing association with McMaster University has informed our program proposal and the College of Midwives has endorsed the program for approval via the accreditation process.

SECTION D – REQUIRED RESOURCES AND FINANCIAL IMPLICATIONS

D-1 If one-time or pilot funding are being requested to support this new program of study, please identify the amount of funding being requested:

N/A

D-2 If ongoing funding being requested to support this new program of study, please identify the amount of funding being requested:

\$693,000 ongoing from the provincial government

D-3 If new funding is not being requested, how will the program be funded?

N/A

D-4 List any external sources of funding that will be used to support the implementation or delivery of this new program of study: *(Provide such information as agreements for funding from industry or external grants and indicate the anticipated length of time for each agreement.)*

N/A

D-5 What are the resource implications to the institution (budget, IT, library, laboratory, computer, space, practicum liability insurance, student services, etc) in delivering this new program of study?

5.4 Library Resources.

Describe the adequacy of existing library resources to support the proposed program. Indicate how the institution(s) will overcome any deficiencies. Append a copy of the assessment from the libraries.

A Library statement from UML has been received. The UML state that their current collections can support the Bachelor of Midwifery Program.

The library statement and assessment of collections are placed in Appendix F.

Computer facilities.

Existing computer facilities and access to them at the College of Nursing is adequate to support the Bachelor of Midwifery Program at UM.

All students registered in the Bachelor of Midwifery Program will have full access to computer facilities at UM, including one computer lab located in the Helen Glass Centre for Nursing.

Existing infrastructure and equipment.

Students will be situated at the Helen Glass Centre for Nursing (UM). Impact on existing infrastructure and equipment at UM will be minimal. The equipment required for this new program has been acquired. Class instruction will take place in a room already allocated within the Helen Glass Centre. Laboratory and simulation learning space is also available in the Helen Glass Centre as well as, the Brodie Centre Clinical Learning and Simulation Facility. Instructors and support staff can be accommodated as well.

Rady Faculty of Health Sciences has agreed to provide \$250,000 in the current year to help offset some of the start-up costs. The government funding will become effective in Year 1 so this is very beneficial in starting the hiring process and getting the office spaces ready.

Specialized Program Materials

No specialized program materials, capital or equipment will be required as the materials and equipment being used in the Bachelor of Nursing Program are sufficient to support the introduction of the Program. The costs related to consumable supplies, replacement of lab equipment and simulation is included in the budget.

Additional infrastructure and equipment required.

Facility renovation costs to accommodate the Bachelor of Midwifery Program faculty, the Director, two instructors, clinical placement coordinator, and an office assistant in Helen Glass Centre has been included in the proposed budget (\$40K in 2018/2019).

D-6 Please describe new and existing staffing resources needed to provide this new program of study. Include reallocation of existing faculty, hiring of new faculty, administrative and support services and any other considerations.

New staff will consist of the following:

- 1.0 FTE Director
- 2.5 FTE Instructors (Level 2)
- 0.5 FTE Clinical Placement Coordinator
- 1.0 FTE Office Assistant (OA4 Level)
- 0.5 FTE Student Services/Policy Admin (OA4 Level)

The 2019/20 budget going forward, reflects the contribution from the existing College of Nursing Operating (CON) budget of 28K. This allocated funding from the existing budget is for student counselors/advisors and ANCI counselors who will support the new Bachelor of Midwifery Program.

D-7 Provide a program implementation plan for the new program of study by academic year (start to maturity) that includes any elements to be phased in (e.g., new faculty hires, distribution of existing faculty and support staff) from launch to maturity:

- Year 1 Full complement of faculty and staff will be in place. Course development and exam development will be completed. The Office Assistant will be involved with coordination of media/room bookings/assisting the Director. Clinical sites will be setup and prepped.
- Year 2 First intake into the program. Full complement of staff in place.
- Year 3 Ongoing Full Staff
- Year 4 Ongoing Full Staff

D-8 Please describe the effect of this new program on existing capital infrastructure and equipment:

There will be minimal effect on capital infrastructure and equipment as the equipment required is already in place. Some renovation to existing infrastructure will be required to accommodate staff office needs.

D-9 If capital funding is being requested to support additional specialized program materials such as infrastructure or equipment required to provide this new program of study, please provide a detailed description of the use of this capital:

N/A

SECTION E– TUITION

E-1 What are the proposed tuition fees?

The tuition is based on the nursing credit hours fees which are \$144.92/credit hour.

The Bachelor of Midwifery Program tuition fees will be \$144.92/credit hour based on 33 credit hours (average of credit hours over 3 years) for a program total of \$4,782 for annual tuition excluding general University fees (approximate ~ \$1,000).

With the annual clinical course fee of \$1,700 the program cost per year is approximately \$7,400 [includes general University fees] (see further details E-3), which is slightly higher than nursing due to the intensive nature of clinical-based courses in this program (80%).

E-2 Please provide a rationale for the tuition fee proposed. *(For example, are these tuition fees comparable to tuition for existing programs within the academic unit or to tuition for similar programs offered at other institutions?)*

The tuition fees have to match the other program tuitions within a College. Additionally, we have assessed tuition in other programs across Canada.

The Tuition is in line with other Canadian Universities providing the same service and program:

Mount Royal University, Calgary - \$6,560 per year

University of British Columbia - \$6,054 per year

Ryerson University - \$7,763 per year

McMaster University - \$9,179 per year

E-3 Please describe any additional fees that would apply to a student in this program?

UM INTERNAL REQUIREMENTS: Please note any new course-fees proposed in support of this program. Please provide a rationale for any new fees. Are these fees comparable to fees for existing programs within the academic unit or for similar programs offered at other institutions?

The program will have a clinical course fee \$1,700 per student per year from year 2 to 4.

Additional fees are tied to the clinical courses in the program and the rate of \$1,700 is averaged over Years 1 to 3. The clinical course fee covers the simulation and lab resources required within each course.

The clinical courses are as followed:

MDFY 2440: Human Reproductive Physiology (3)

MDFY 2020: Bioscience for Midwives (3)

MDFY 2040: Normal Childbearing Skills (6)

MDFY 3010: Advanced Clinical Skills I (3)

MDFY 4010: Advanced Clinical Skills II (3)

Other fees include a \$100 technology fee (one-time fee).

The technology fee is to allow students to access to a birth log access database which is currently managed at McMaster University. This fee will be tied into the first course whereby the students will need to access the birth log:

MDFY 2090: Normal Childbearing Clinical Practice and Tutorial (12).

Additional general University levied fees of approximately \$1000, as an example these fee include, but are not limited to, student endowment, student organization fees, student service fee, UPass, health and dental fee, and sport fee.

E-4 Please describe any specific supports to encourage affordability and accessibility to the program:

There are supports in place to promote affordability related to such issues as travel to rural and remote clinical sites including Award/Scholarships:

Year 2= \$25K

Year 3= \$35K

Year 4-ongoing =\$50K

Additionally, students will have access to Manitoba Student Aid.

Accessibility to the program is facilitated through the designation of seats for Indigenous students, blended delivery method and student support services provided through ANCI.

SECTION F – SIGNATURES

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

SUBMITTED BY:

President:

Name:

Signature:

Date:

Vice-President/Academic:

Name:

Signature:

Date:

For use by joint programs only:

President:

Name:

Signature:

Date:

Vice-President/Academic:

Name:

Signature:

Date:

SUBMIT COMPLETED FORM

PROVOST’S OFFICE ONLY Once completed and signed, please submit this application form to Post-Secondary Education and Labour Market Outcomes at PSE-LMO@gov.mb.ca with the following attachments *(double-click to engage check box)*:

<input type="checkbox"/>	Cover letter
<input type="checkbox"/>	Program of Study Financial Form
<input type="checkbox"/>	Any supporting documentation <i>(reviews, letters of support, etc.)</i>

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

Post-Secondary Education and Labour Market Outcomes
Manitoba Education and Training
400-800 Portage Avenue Winnipeg MB R3C 0C4
(204) 945-1833
PSE-LMO@gov.mb.ca



**Bachelor of Midwifery Program
Summary of Course Introductions, Modifications and Deletions**

Courses to be introduced:

- MDFY 2010- Preparation for Professional Midwifery Education and Practice (3)
- MDFY 2440- Human Reproductive Physiology (3)
- MDFY 2020- Bioscience for Midwives (3)
- MDFY 2030- Pharmacology for Midwives (3)
- MDFY 2040- Normal Childbearing Skills (6)
- MDFY 2090- Normal Childbearing Clinical Practice and Tutorial (12)
- MDFY 3010- Advanced Clinical Skills I (3)
- MDFY 3020-Midwifery Clinical Practice and Interprofessional Roles (3)
- MDFY 3030- Interprofessional Practice I (6)
- MDFY 3032- Interprofessional Practice II (6)
- MDFY 3050- Newborn Feeding: Methods and Contemporary Issues (3)
- MDFY 3060- Professional Issues in Midwifery (3)
- MDFY 3090- Complex Care I: Clinical Practice and Tutorial (12)
- MDFY 4010- Advanced Clinical Skills II (3)
- MDFY 4090- Complex Care II: Clinical Practice and Tutorial (12)
- MDFY 4100- Clerkship and Tutorial (12)



Bachelor of Midwifery Program

Course Descriptions

MDFY 2010: Preparation for Professional Midwifery Education and Practice, Cr. Hrs. 3 **COURSE INTRODUCTION**

This course provides students with an understanding of the midwifery model of care in remote, rural, and urban settings in Manitoba and contrasts this model with those used in other Canadian jurisdictions and internationally. Students also learn about the historical context of midwifery and the issues related to the future of the midwifery profession in Canada, including Indigenous midwifery practices. This course introduces theories and models of teaching and learning as it relates to the health promotion of individuals, groups, and communities. Strategies for interpersonal communication and counseling are introduced.

NURS 2522: Client and Context 2: Human Diversity, Cr. Hrs. 3 **AS APPROVED**

This course provides students with knowledge of the social factors that enhance or diminish the health of individuals, families and communities. Students will also analyze the concept of client-centered care and its relevance in the practices of health care professionals. May not be held with NURS 2516. Pre or co-requisites: NURS 2500 and NURS 2520. Registration is normally restricted to students in Year 2 of the BN program.

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

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.

MDFY 2440: Human Reproductive Physiology (3) - (Formerly ZOOL 2140, 022.214)

COURSE INTRODUCTION

(Lab required) This course provides an in-depth understanding of human reproduction with particular emphasis on intrinsic control mechanisms and extrinsic methods of regulation of reproduction. This course also provides the basis for the understanding of alterations from normal mechanisms of reproductive processes.

MDFY 2020: Bioscience for Midwives, Cr. Hrs. 3

COURSE INTRODUCTION

(Lab required) This course provides an overview of the biochemical and microbiological concepts that underlie screening and diagnostic testing in the childbearing year. Content areas include practical applications of clinical chemistry, specimen collection, medical microbiology, and the interpretation of laboratory results. Prerequisites: MDFY 2010, MDFY 2440, NURS 2522, and NURS 3550.

MDFY 2030: Pharmacology for Midwives, Cr. Hrs. 3

COURSE INTRODUCTION

This course introduces concepts of pharmacotherapeutics. It provides an overview of basic concepts in pharmacology and introduces therapeutics relevant to the pharmacological aspects of the practice of midwifery. Unifying concepts include pharmacokinetics, pharmacodynamics, toxicology, adverse reactions in pregnancy and lactation, and in the neonate. This course includes content related to traditional Indigenous midwifery practices. Prerequisites: MDFY 2010, MDFY 2440, NURS 2522, and NURS 3550.

MDFY 2040: Normal Childbearing Skills, Cr. Hrs. 6

COURSE INTRODUCTION

(Lab required) This course provides students with fundamental theory, assessment skills, and psychomotor skills to support clinical practice in the normal childbearing year. Prerequisites: MDFY 2010, MDFY 2440, NURS 2522, and NURS 3550.

MDFY 2090: Normal Childbearing Clinical Practice and Tutorial: Cr. Hrs. 12

COURSE INTRODUCTION

This clinical practice course enables students to apply the knowledge, skills and judgment related to the normal childbearing process to clinical practice. This course offers students the opportunity to reflect about and critically analyze clinical practice experiences and to share this analysis with their peers and instructors. This course will include content related to traditional Indigenous midwifery practices. Prerequisites: MDFY 2020, MDFY 2030, and MDFY 2040. This course is graded on a pass/fail basis.

MDFY 3010: Advanced Clinical Skills I Cr. Hrs. 3

COURSE INTRODUCTION

(Lab required) This course provides students with a series of lectures and practical skills labs to build on clinical skills acquired in MDFY 2040 and MDFY 2090. This course expands on knowledge and skills related to intrapartum care such as, perineal repair, emergency skills, fetal health surveillance, ethical issues, and other relevant topics. Knowledge related to effective interprofessional consultation and communication is introduced. Prerequisite: MDFY 2090. This course is graded on a pass/fail basis.

MDFY 3020: Midwifery Clinical Practice and Interprofessional Roles Cr. Hrs. 3

COURSE INTRODUCTION

This clinical practice experience focuses on preparing the student for their interprofessional placements. Students will be in midwifery clinical placements during the span of the course and complete the didactic part of this course online. This course expands on knowledge and skills related to variations in normal during the prenatal, intrapartum and postpartum periods. Knowledge related to effective interprofessional consultation and communication is reinforced. Prerequisite: MDFY 2090. This course is graded on a pass/fail basis.

MDFY 3030: Interprofessional Practice I Cr. Hrs. 6

COURSE INTRODUCTION

This clinical practice course provides students with the opportunity to develop their skills in the provision of culturally safe care in culturally diverse settings. The tutorial offers students the opportunity to reflect about and critically analyze clinical practice experiences and to share this analysis with their peers and instructors. This course includes content related to traditional Indigenous midwifery practices. Prerequisite: MDFY 2090. This course is graded on a pass/fail basis.

MDFY 3032: Interprofessional Practice II Cr. Hrs. 6

COURSE INTRODUCTION

This clinical practice course enables the student to advance their skills in the provision of care during the childbearing year in interprofessional clinical settings. The tutorial offers students the opportunity to reflect about and critically analyze clinical practice experiences and to share this analysis with their peers and instructors. This course includes content related to traditional Indigenous midwifery practices. Prerequisites: MDFY 3010, MDFY 3020 and MDFY 3030. This course is graded on a pass/fail basis.

MDFY 3060: Professional Issues in Midwifery, Cr. Hrs. 3

COURSE INTRODUCTION

This course enables the student to engage in a critical analysis of ethical, professional and emerging trends in the profession of midwifery in Manitoba, Canada and the international context. This course includes content related to traditional Indigenous midwifery practices. Prerequisites: MDFY 3010, MDFY 3020 and MDFY 3030.

MDFY 3050: Newborn Feeding: Methods and Contemporary Issues, Cr. Hrs. 3

COURSE INTRODUCTION

This course enables the student to obtain knowledge related to all methods of newborn feeding and the evidence related to the outcomes of each method. Students will also learn about strategies for promotion and support of breastfeeding. This course also addresses policy issues related to breastfeeding in the context of family systems theory and feminist theory. Prerequisites: MDFY 3010, MDFY 3020 and MDFY 3030.

MDFY 3090: Complex Care I: Clinical Practice and Tutorial, Cr. Hrs. 12

COURSE INTRODUCTION

This clinical practice course provides students with the knowledge and skills to begin to manage pathological and high risk conditions of pregnancy, birth, and newborn care. The focus is on advanced assessment and intervention for clients requiring complex care during the childbearing year. This course will include content related to traditional Indigenous midwifery practices. Prerequisites: MDFY 3032, MDFY 3050, and MDFY 3060. This course is graded on a pass/fail basis.

MDFY 4010: Advanced Clinical Skills II, Cr. Hrs. 3

COURSE INTRODUCTION

(Lab required) This course provides students with a series of lectures and practical skills labs to build on clinical skills acquired in MDFY 3090. This course expands on knowledge and skills related to prenatal, intrapartum and postpartum care with a focus on developing fundamental skills in managing complex care for the clients and newborns. Professional behaviour and interprofessional communication continues to be a focus. Prerequisite: MDFY 3090. This course is graded on a pass/fail basis.

MDFY 4090: Complex Care II: Clinical Practice and Tutorial, Cr. Hrs. 12

COURSE INTRODUCTION

This clinical practice course enables the student to apply knowledge and skills related to the management of more complex and emergency care scenarios in the clinical setting. The focus is on the role of the primary midwife regarding more independent management, consultation and transfer related to these conditions. The tutorial offers students the opportunity to reflect about and critically analyze clinical practice experiences and to share this analysis with their peers and instructors. This course includes content related to traditional Indigenous midwifery practices. Prerequisites: MDFY 3090. This course is graded on a pass/fail basis.

MDFY 4100: Clerkship and Tutorial, Cr. Hrs. 12

COURSE INTRODUCTION

This clinical practice course enables the student to demonstrate entry-level competence as a primary care provider in midwifery practice. In this course students demonstrate independent decision-making and apply full range of their academic knowledge to professional practice. This course offers students the opportunity to reflect about and critically analyze clinical practice experiences as the primary care provider, and to share this analysis with their peers and instructors. This course includes content related to traditional Indigenous midwifery practices. Prerequisites: MDFY 4010 and MDFY 4090. This course is graded on a pass/fail basis.

Appendix A

ALD/SPPC Financial Support Form



**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, College of Nursing
Program Name:	Bachelor of Midwifery Program
Contact Information:	Mark Boiteau, SFO College of Nursing 474-9669
Date:	Sep 7, 2018

	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		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Tuition		\$ -	\$ -	\$ 33,337	\$ 33,337	\$ 71,009	\$ 37,671	\$ 103,983	\$ 32,975	\$ 103,983
Student Fees		\$ -	\$ -	\$ 10,800	\$ 10,800	\$ 21,306	\$ 10,506	\$ 32,125	\$ 10,819	\$ 32,125
Other		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contribution from Unit (Existing Resources)	\$ 250,000	\$ 28,800	\$ (221,200)	\$ 29,808	\$ 1,008	\$ 30,851	\$ 1,043	\$ 31,931	\$ 1,080	\$ 31,931
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
Total Revenue (A)	\$ 250,000	\$ 28,800	\$ (221,200)	\$ 73,945	\$ 45,145	\$ 123,166	\$ 49,221	\$ 168,039	\$ 44,873	\$ 168,039

Institution:	University of Manitoba, College of Nursing									
Program Name:	Bachelor of Midwifery Program									
Contact Information:	Mark Boiteau, SFO College of Nursing 474-9669									
Date:	Sep 7, 2018									
	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	\$ 209,182	\$ 469,800	\$ 260,618	\$ 486,243	\$ 16,443	\$ 503,262	\$ 17,019	\$ 520,876	\$ 17,614	\$ 520,876
Existing Academic Salaries - Direct		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New Professional/Support Salaries - Direct	\$ 36,645	\$ 108,000	\$ 71,355	\$ 111,780	\$ 3,780	\$ 115,692	\$ 3,912	\$ 119,742	\$ 4,049	\$ 119,742
Existing Professional/Support Salaries - Direct		\$ 28,800	\$ 28,800	\$ 29,808	\$ 1,008	\$ 30,851	\$ 1,043	\$ 31,931	\$ 1,080	\$ 31,931
Operating Expenses	\$ 30,000	\$ 130,000	\$ 100,000	\$ 92,500	\$ (37,500)	\$ 102,500	\$ 10,000	\$ 112,500	\$ 10,000	\$ 112,500
Student Support		\$ -	\$ -	\$ 25,000	\$ 25,000	\$ 35,000	\$ 10,000	\$ 50,000	\$ 15,000	\$ 50,000
Indirect Salary Expenses		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administrative Overhead		\$ -	\$ -	\$ 9,251	\$ 9,251	\$ 19,705	\$ 10,454	\$ 28,855	\$ 9,150	\$ 28,855
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
Total Expenditures (B)	\$ 275,827	\$ 736,600	\$ 460,773	\$ 754,582	\$ 17,982	\$ 807,010	\$ 52,428	\$ 863,904	\$ 56,894	\$ 863,904

Institution:	University of Manitoba, College of Nursing									
Program Name:	Bachelor of Midwifery Program									
Contact Information:	Mark Boiteau, SFO College of Nursing 474-9669									
Date:	Sep 7, 2018									
	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 INFORMATON										
Major Equipment		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Vehicles		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Renovations	\$ 40,000	\$ -	\$ (40,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Furniture		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
Total Capital (C)	\$ 40,000	\$ -	\$ (40,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Revenue less Expenditures and Capital (A-(B+C))	\$ (65,827)	\$ (707,800)	\$ (641,973)	\$ (680,637)	\$ 27,163	\$ (683,844)	\$ (3,207)	\$ (695,864)	\$ (12,020)	\$ (695,864)
Funding Request		\$ 707,800		\$ 680,637		\$ 683,844		\$ 695,864		\$ 695,864

ALD Form

Institution:	University of Manitoba, College of Nursing			
Program Name:	Bachelor of Midwifery Program			
Contact Information:	Mark Boiteau, SFO College of Nursing 474-9669			
Date:	Sep 7, 2018			
Tuition Generated	-	44,137	92,315	136,108
Tuition allocated	-	44,137	92,315	136,108
Difference in tuition	-	-	-	-
From SPPC Form:				
Program Revenue	-	44,137	92,315	136,108
Existing Resources	28,800	29,808	30,851	31,931
Total Revenue (A) from SPPC Form	28,800	73,945	123,166	168,039
Total Revenue ALD Form	\$ 28,800	\$ 73,945	\$ 123,166	\$ 168,039
Difference (\$/b = difference in tuition)	-	-	-	-
Total Costs from SPPC	736,600	754,582	807,010	863,904
Total Cost from ALD	736,600	754,582	807,010	863,904
Difference (\$/b zero)	-	-	-	-
Revenue less Expenditures and Capital (A-(B+C))	\$ (707,800)	\$ (680,637)	\$ (683,844)	\$ (695,864)
	\$ -	\$ -	\$ -	\$ -

**SENATE PLANNING AND PRIORITY COMMITTEE (SPPC)
New Program Approval - Financial Form**

FACULTY / SCHOOL College of Nursing
PROGRAM Bachelor of Midwifery Program

1. STAFFING REQUIREMENTS (FTE)	Year 1	Year 2	Year 3	Year 4	Year 5
New Academic Positions (FTE) (Appendix A)	4.00	4.00	4.00	4.00	4.00
New Professional and Support Positions (FTE) (Appendix A)	1.50	1.50	1.50	1.50	1.50
New Indirect Staff (FTE) (Appendix A)	-	-	-	-	-
Subtotal Staffing Requirements (FTE)	6	6	6	6	6

2. PROGRAM COSTS

Direct Program Costs

New Academic Salaries (incl bpl) (Appendix A)	\$ 469,800	\$ 486,243	\$ 503,262	\$ 520,876	\$ 539,106
Existing Academic Salaries (incl bpl) (Appendix A)	-	-	-	-	-
New Professional/Support Salaries (incl bpl) (Appendix A)	108,000	111,780	115,692	119,742	123,932
Existing Professional/Support Salaries (incl bpl) (Appendix A)	28,800	29,808	30,851	31,931	33,049
Operating Expenses (Appendix B)	130,000	92,500	102,500	112,500	112,500
Student (Graduate/Undergraduate) Support (Appendix C)	-	25,000	35,000	50,000	50,000
Major Equipment (Appendix D)	-	-	-	-	-
Vehicles (Appendix D)	-	-	-	-	-
Renovations (Appendix D)	-	-	-	-	-
Furniture (Appendix D)	-	-	-	-	-
Other Capital (Appendix D)	-	-	-	-	-
Subtotal Direct Program Costs	\$ 736,600	\$ 745,331	\$ 787,305	\$ 835,048	\$ 858,587

SPPC Form

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	-	5,917	12,604	18,457	19,657
Administrative Overhead	-	3,334	7,101	10,398	11,074
Subtotal Indirect Program Costs	\$ -	\$ 9,251	\$ 19,705	\$ 28,855	\$ 30,731

Total Program Costs (Direct & Indirect)	\$ 736,600	\$ 754,582	\$ 807,010	\$ 863,904	\$ 889,318
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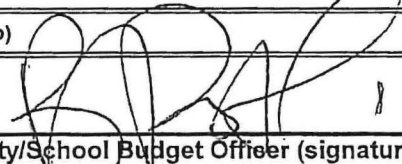
3. ENROLMENT	Year 1	Year 2	Year 3	Year 4	Year 5
Expected Enrolment (headcount)	-	6	12	18	18
Expected Enrolment (credit hours)	-	216	432	594	594

4. PROGRAM REVENUE ALLOCATED TO FACULTY/SCHOOL					
Operating Grant Revenue (see note)	\$ -	\$ -	\$ -	\$ -	\$ -
Tuition Revenue (Appendix E)					
• Credit Hour Based					
Undergraduate	-	33,337	71,009	103,983	110,742
Graduate	-	-	-	-	-
• Program Based	-	-	-	-	-
• Program/Course Specific Fees	-	10,800	21,306	32,125	32,598
• Other Compulsory Student Fees	-	-	-	-	-
Other revenue					
Total Program Revenue	\$ -	\$ 44,137	\$ 92,315	\$ 136,108	\$ 143,340


5. EXISTING RESOURCES					
From Operations:					
Academic Salaries (Appendix A)	\$ -	\$ -	\$ -	\$ -	\$ -
Professional and Support Salaries (Appendix A)	28,800	29,808	30,851	31,931	33,049
Indirect Salaries (Appendix A)	-	-	-	-	-
Current/prior years surplus (carryover)					
From Other Sources:					
Subtotal Existing Resources	\$ 28,800	\$ 29,808	\$ 30,851	\$ 31,931	\$ 33,049

SPPC Form

6. Program shortfall (surplus) (Program Costs -Program Revenue - Existing Resources)	\$ 707,800	\$ 680,637	\$ 683,844	\$ 695,864	\$ 712,930
Internal Funds Requested through Strategic Allocation					
Funds Requested of the Provincial Government	707,800	680,637	683,844	695,864	712,930
Balance (should be zero)	\$ -	\$ -	\$ -	\$ -	\$ -


Mark Bosca
OCT 24 2018
 Submitted by Faculty/School Budget Officer (signature) Date

N/A


Chester Wojciechowski
Oct. 26/18
 Reviewed by Graduate Studies Business Manager Date
 (For graduate program submissions only)

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	1.00	115,000	1.00	119,025	1.00	123,191	1.00	127,503	1.00	131,965
Lecturer/Instructor/Sessionals	3.00	276,500	3.00	286,178	3.00	296,194	3.00	306,560	3.00	317,290
Librarians	-	-	-	-	-	-	-	-	-	-
Teaching Assistants	-	-	-	-	-	-	-	-	-	-
Subtotal New Academic Salaries	4.00	391,500	4.00	405,203	4.00	419,385	4.00	434,063	4.00	449,255
Benefits and Pay Levy		78,300		81,041		83,877		86,813		89,851
Total New Academic Salaries (including BPL)	4.00	\$ 469,800	4.00	\$ 486,243	4.00	\$ 503,262	4.00	\$ 520,876	4.00	\$ 539,106
Professional and Support Staff										
EMAPS	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
AESES	1.50	90,000	1.50	93,150	1.50	96,410	1.50	99,785	1.50	103,277
CUPE TA's	-	-	-	-	-	-	-	-	-	-
Subtotal New Professional and Support Staff	1.50	90,000	1.50	93,150	1.50	96,410	1.50	99,785	1.50	103,277
Benefits and Pay Levy		18,000		18,630		19,282		19,957		20,655
Total New Professional and Support Staff (incl. BPL)	1.50	\$ 108,000	1.50	\$ 111,780	1.50	\$ 115,692	1.50	\$ 119,742	1.50	\$ 123,932
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		\$ 577,800		\$ 598,023		\$ 618,954		\$ 640,617		\$ 663,039

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	0.40	24,000	0.40	24,840	0.40	25,709	0.40	26,609	0.40	27,541
CUPE TA's	-	-	-	-	-	-	-	-	-	-
Subtotal Existing Professional and Support Staff	0.40	24,000	0.40	24,840	0.40	25,709	0.40	26,609	0.40	27,541
Benefits and Pay Levy		4,800		4,968		5,142		5,322		5,508
Total Existing Professional and Support Staff (incl. BPL)	0.40	\$ 28,800	0.40	\$ 29,808	0.40	\$ 30,851	0.40	\$ 31,931	0.40	\$ 33,049
Indirect Staff										
EMAPS	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
AESES	-	-	-	-	-	-	-	-	-	-
CUPE TA's	-	-	-	-	-	-	-	-	-	-
Subtotal Existing Indirect Staff	-	-	-	-	-	-	-	-	-	-
Benefits and Pay Levy		-		-		-		-		-
Total Existing Indirect Staff (including BPL)	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
Total Existing Staff		\$ 28,800		\$ 29,808		\$ 30,851		\$ 31,931		\$ 33,049
GRAND TOTAL		\$ 606,600		\$ 627,831		\$ 649,805		\$ 672,548		\$ 696,087

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)	\$ 40,000	\$ 25,000	\$ 15,000	\$ 15,000	\$ 15,000
701BGT	Hospitality - Budget	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
704BGT	Printing and Duplicating - Budget	\$ -	\$ -	\$ -	\$ -	\$ -
706BGT	Consumable Materials/Supplies Budget (includes computers)	\$ 45,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
708BGT	Telecommunications - Budget	\$ -	\$ -	\$ -	\$ -	\$ -
710BGT	Other Expenses (Nonconsumable) Budget	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
713BGT	Insurance - Budget	\$ -	\$ -	\$ -	\$ -	\$ -
716BGT	Externally Contracted Serv - Budget	\$ 10,000	\$ 12,500	\$ 32,500	\$ 37,500	\$ 37,500
718BGT	Professional Fees - Budget	\$ 20,000	\$ 20,000	\$ 20,000	\$ 25,000	\$ 25,000
740BGT	Repairs and Maintenance - Budget	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal Direct Operating		\$ 130,000	\$ 92,500	\$ 102,500	\$ 112,500	\$ 112,500

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		\$ 25,000	\$ 35,000	\$ 50,000	\$ 50,000
Subtotal Operating		\$ -	\$ 25,000	\$ 35,000	\$ 50,000	\$ 50,000

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	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -
Other (<i>list</i>)			-			-			-			-			-
...															
Subtotal Operating			<u>\$ -</u>			<u>\$ -</u>			<u>\$ -</u>			<u>\$ -</u>			<u>\$ -</u>

**SENATE PLANNING AND PRIORITY COMMITTEE
NEW PROGRAM APPROVAL PROCESS**

1. EXPECTED ENROLMENT	Year 1	Year 2	Year 3	Year 4	Year 5
Headcount					
Undergraduate	-	6	12	18	18
Graduate					
Graduate (continuing only)					
Credit Hours					
Undergraduate	-	216	432	594	594
Graduate					

2. TUITION REVENUE GENERATED BY THE PROGRAM					
• Credit Hour Based - (enter credit hour rate in yr 1)	\$ 144.92	\$ 154	\$ 164	\$ 175	\$ 186
Undergraduate	-	33,337	71,009	103,983	110,742
Graduate	-	-	-	-	-
• Program Based - (enter annual program fee in yr 1)		\$ -	\$ -	\$ -	\$ -
Undergraduate	-	-	-	-	-
Graduate	-	-	-	-	-
Total Tuition Fees	\$ -	\$ 33,337	\$ 71,009	\$ 103,983	\$ 110,742
• Continuing Fee - (enter annual continuing fee in yr 2)		\$ -	\$ -	\$ -	\$ -
Graduate	-	-	-	-	-
• Program/Course Specific Fees					
<i>Clinical Course Fee- \$1700 per student annual</i>		10,200	20,706	31,525	31,998
<i>Technology Fee- Birth Log Acces Database (McMaster) one time fee \$100</i>		600	600	600	600
Total Program/Course Specific Fees	\$ -	\$ 10,800	\$ 21,306	\$ 32,125	\$ 32,598

TOTAL TUITION AND FEES GENERATED BY THE PROGRAM	\$ -	\$ 44,137	\$ 92,315	\$ 136,108	\$ 143,340
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3. TUITION REVENUE ALLOCATED TO THE FACULTY					
• Credit Hour Based - Undergraduate (enter amount)		33,337	71,009	103,983	110,742
• Credit Hour Based - Graduate	-	-	-	-	-
• Program Based	-	-	-	-	-
• Program/Course Specific Fees	-	10,800	21,306	32,125	32,598
• Other Compulsory Student Fees (enter amount)					
TOTAL TUITION REVENUE ALLOCATED TO THE FACULTY	\$ -	\$ 44,137	\$ 92,315	\$ 136,108	\$ 143,340

Operating Worksheet

Acct	Expense	Year 1	Year 2	Year 3	Year 4	Year 5	
700BGT	Travel and Conferences	\$ 45,000	\$ 30,000	\$ 20,000	\$ 20,000	\$ 20,000	
7001	Travel Academic	20,000	20,000	10,000	10,000	10,000	
7002	Travel Administration						
7003	Relocation						
7004	Staff Recruitment	20,000	5,000	5,000	5,000	5,000	Orientation
7005	Field Trips						
7006	Team Travel						
7007	Local Travel						
7009	Student Recruitment						
7010	Student Travel						
7130	Airfare						
7131	Accommodation						
7132	Meals (Per Diem-No receipts)						
7133	Meals (with receipts)						
7134	Mileage (Km's)						
7135	Parking						
7136	Car Rental						
7137	Conference Registration						
7138	Taxis						
7139	Misc Travel/Incidentals						
7676	Hospitality	5,000	5,000	5,000	5,000	5,000	
704BGT	Printing and Duplicating - Budget	\$ -	\$ -	\$ -	\$ -	\$ -	
7040	Printing						
7041	Copying						
706BGT	Consumable Materials/Supplies Budgt	\$ 45,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	
7060	Office Supplies	5,000	5,000	5,000	5,000	5,000	
7061	Lab Supplies	5,000	5,000	5,000	5,000	5,000	Sim Lab supplies
7062	Audio Visual Supplies						
7063	Agricultural Supplies						
7064	Safety Supplies						
7065	Sports and Athletic Supplies						
7066	Books and Subscriptions	5,000	2,500	2,500	2,500	2,500	
7067	Other Supplies	18,000	5,500	5,500	5,500	5,500	Office Furniture, setup, phones
7068	Computing Supplies	12,000	2,000	2,000	2,000	2,000	Computer purchase and supplies
7069	Maintenance and Cleaning Supplies						
7070	Dental Supplies						
7071	Equipment Foreign Operations						
7072	Supplies Foreign Operations						

Operating Worksheet

Acct	Expense	Year 1	Year 2	Year 3	Year 4	Year 5	
708BGT	Telecommunications - Budget	\$ -	\$ -	\$ -	\$ -	\$ -	
7080	IST Telecommunications						
7082	Physical Plant Postage						
7085	Departmental Communications						
710BGT	Other Expenses (Nonconsumable) Budgt	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	
7100	Affiliated Personnel Costs						
7101	Professional Development	10,000	10,000	10,000	10,000	10,000	Support faculty towards Masters, Bridging education
7102	Professional Memberships						
7103	Conferences/Events Hosted by U of M						
7104	Other Services						
7106	Bad Debts						
7107	Advertising and Promotion						
7108	Licenses and Permits						
7109	Software Maintenance						
7110	Staff Benefits						
7111	Other Non-Consumable Expenses						
7114	Internal Financing Expense						
7116	Internal Services Expense						
718BGT	Professional and External Services	\$ 30,000	\$ 32,500	\$ 52,500	\$ 62,500	\$ 62,500	\$10K Preceptor Training (Y1-Y5), \$2500 Library (Y2-Y5), \$20K Preceptor Payments (Y3-Y5)
7160	Externally Contracted Services	10,000	12,500	32,500	37,500	37,500	\$20K Program Setup (Y1)/\$20K Sessional (Y2-Y5)
7180	Professional Fees	20,000	20,000	20,000	25,000	25,000	\$5K Standardized Patients (Y4-Y5)
7185	Investment Management Expenses						
740BGT	Repairs and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	
7400	Equipment Repairs & Maintenance						
7401	Building Repairs & Maintenance						
7402	Equipment Rental						
7403	Grounds Maintenance						

<u>FTE</u>	<u>Title</u>	<u>Base</u>	<u>Total Salaries</u>	<u>Total Benefits</u>
				22.15%
1	Director	\$ 57,500	\$ 57,500	\$ 12,736 .5 already budgeted
2	Instructor 2	\$ 95,000	\$ 190,000	\$ 42,085 New Hire
1	Clinical Coordinator/ Instructor 2	\$ 95,000	\$ 95,000	\$ 21,043 New Hire
1	Office Assistant 4	\$ 60,000	\$ 60,000	\$ 13,290 New Hire
0.5	Student Services/ Policy Admin (OA4)	\$ 60,000	\$ 30,000	\$ 6,645 New Hire
0.2	ANCI Coordinator	\$ -	\$ -	\$ - Existing Role
0.2	Counsellor	\$ -	\$ -	\$ - Existing Role
	Total		\$ 432,500	\$ 95,799

\$ 528,299 Total Salaries and benefits

\$ 418,364 Salaries and benefits of academic new hires

\$ 109,935 Salaries and benefits of support new hires

Annual increase	3.50%
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<u>Role</u>	<u>Current</u> 2018/19	<u>Pre-Professional</u>			
		<u>Year 1</u> 2019/20	<u>Year 2</u> 2020/21	<u>Year 3</u> 2021/22	<u>Year 4</u> 2022/23
Director	\$ 35,118	\$ 72,695	\$ 75,239	\$ 77,872	\$ 77,872
Instructor 2	\$ 116,043	\$ 240,208	\$ 248,615	\$ 257,317	\$ 257,317
Clinical Coordinator	\$ 58,021	\$ 120,104	\$ 124,308	\$ 128,658	\$ 128,658
Office Assistant 4	\$ 36,645	\$ 37,928	\$ 39,255	\$ 40,629	\$ 40,629
Student Services		\$ 36,645	\$ 37,928	\$ 39,255	\$ 39,255
Totals	\$ 245,827	\$ 507,579	\$ 525,344	\$ 543,731	\$ 543,731

<u>Courses</u>	<u>Type</u>	<u>Credit Hours</u>	<u>Teaching Hours</u>	
MDFY 2000	Theory	3	129	
MDFY 2010	Theory	2	84	
MDWY 2040	Theory	3	129	
MDWY 2040	Lab	3	91	Lab Instructor (6 hrs x 13 weeks + 1 hr x 13 weeks prep)
MDFY 2060 2090	Clinical	9	58	
MDFY 2060 2090	Theory	3	129	
MDFY AAA	Theory	3	129	
MDFY 3030	Clinical	6	58	course lead similar to NP program (preceptor based clinical model) 10 hours a course as leader, 8 hours per student they follow
MDFY XXX	Clinical	6	58	
MDFY 4020	Theory	3	129	
MDFY 3000	Clinical	9	58	
MDFY 3000	Theory	3	129	
MDFY 4000	Clinical	9	58	
MDFY 4000	Theory	3	129	
MDFY 4010	Clinical	9	58	
MDFY 4010	Theory	3	129	
Total			1555	Total teaching hours for Mid Wife Program
			1344	Per Instructor allocated based on teaching guidelines

<u>Description</u>	<u>Credit Hours</u>	<u>Class Time/ Week</u>	<u>Prep Time/ Week</u>	<u># of Weeks</u>	<u>Sub-Total</u>	<u>Outside Student Contact Hours</u>	<u># of Weeks</u>	<u>Sub-total</u>	<u>Student Assessment</u>	<u># of Students</u>	<u>Training of T/A or G/M (not required)</u>	<u>Sub-Total</u>	<u>TOTAL</u>
Undergraduate Courses													
Theory Course	2	2		2	13	52	2	13	26	1	6	6	84
	3	3		3	13	78	3	13	39	2	6	12	129
	4	4		4	13	104	4	13	52	3	6	18	174
	6	5		5	13	130	5	13	65	4	6	24	219



UNIVERSITY
OF MANITOBA

Financial Planning Office
Office of the
Vice-President (Administration)

111 Administration Building
Winnipeg, Manitoba
Canada, R3T 2N2
Telephone (204) 474-9777
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Date: October 26, 2018

To: Dr. Brian Postl,
Dean and Chair of the Rady Faculty of Health Sciences Faculty Executive Council

From: Giselle Martel, Executive Director, Financial Planning and Budgeting

RE: Bachelor of Midwifery Program - Financial Form Review

The Financial Planning Office has reviewed the New Program Approval - Financial Form associated with the proposed Bachelor of Midwifery program.

Through follow-up discussions with the unit, the budgetary details appear reasonable.

Sign-off on the New Program Approval - Financial Form has been provided, subject to further discussion with the Financial Planning Office and the Provost's Office regarding the proposed clinical fee prior to implementation.

cc. David Collins, Vice-Provost (Integrated Planning and Academic Programs)
Netha Dyck, Dean, College of Nursing
Nathan Dueck, Director of Finance, Rady Faculty of Health Sciences
Mark Boiteau, Senior Financial Officer, College of Nursing
Cassandra Davidson, Academic Programs Specialist

Appendix B

Admission Criteria



Policy Name: Admission Requirements for the Bachelor of Midwifery Program

POLICY AND PROCEDURE STATEMENTS

The Bachelor of Midwifery Program recommends that the following policy be approved:

- Specific admission requirements set out by the College of Nursing for the Bachelor of Midwifery Program:
 - Successful completion of the following courses with a minimum grade of “C” in each course. All required courses must be at a 1000 level or higher.

Table 1: University 1 (Pre-Midwifery Year) (30 Credit Hours)

BIOL 1410	Anatomy of the Human Body ¹	3
BIOL 1412	Physiology of the Human Body ¹ OR	3
BIOL 2410 & BIOL 2420	Physiology 1 AND Physiology 2	6
MBIO 1220	Essentials of Microbiology ¹ OR	3
MBIO 3010	Mechanisms of Microbial Disease	3
STAT 1000	Basic Statistical Analysis ³	3
CHEM 1300	University 1 Chemistry: Structure and Modelling in Chemistry ³	3
CHEM 1310	University 1 Chemistry: An Introduction to Physical Chemistry	3
Native Studies elective ^{1 & 2}		3
Science Electives ^{1 & 3}		3
Social Sciences or Humanities Electives ¹		6

¹ All courses can be completed in University 1, or an equivalent program, if students do not wish to extend their program of study.

² NATV 3240: Indigenous Medicine and Health is the preferred elective and should be taken if it is offered during the time the student is fulfilling University 1 or pre-midwifery year course requirements. Other Native Studies courses or equivalents are acceptable if NATV 3240 is not offered.

³ Science Prerequisites. Students must meet the current Science prerequisites before registration for Science courses. See the Faculty of Science section in the Academic Calendar for the current prerequisites. It is recommended the above prerequisites have been completed within the last five years. Math 40S is a prerequisite for MBIO 1220. Any grade 12 or 40S Mathematics, or equivalent is a prerequisite for STAT 1000. Students should have a minimum of two years of previous high-school chemistry study (Chemistry 40S or its equivalent, such as CHEM 0900) which is the prerequisite for CHEM 1300.

- All of the courses used to meet the admission requirements for the Bachelor of Midwifery Program must be transferrable for credit into the Bachelor of Midwifery Program. Non-midwifery and non-nursing courses must be completed within 10 years; and midwifery and nursing courses must be completed within 5 years of admission to the program in order to be eligible for admission and transfer credit.
- An adjusted Grade Point Average (AGPA) of at least 2.5 is required.

- The AGPA will be calculated as follows: $(0.3 \times \text{the core course average})$ PLUS $(0.7 \times \text{the average of the most recent 45 credit hours})$.
- The core course average will be calculated on the most recent attempts of the following courses:
 - BIOL 1410
 - BIOL 1412 OR BIOL 2410 & BIOL 2420
 - MBIO 1220 OR MBIO 3010
 - NATV elective course

The most recent 45 credit hours will be based on the most recently completed 45 credit hours of university level course work, including the original grades of any repeated courses if these fall within the most recent 45 credit hours. The 45 credit hours will be limited to courses completed within the past ten years.

- Meet the University of Manitoba Written English requirement. The proposed policy re: the “W” and “M” requirements requires students must meet the University of Manitoba Written English and Mathematics Requirements with a University level course completed within the last 10 years, must be at the 1000 level (or higher), and with a minimum grade of C in each.
- Registration in the Bachelor of Midwifery Program will be restricted to Canadian citizens and permanent residents. Preference will be given to Manitoba residents. See definition 2.5.
- In the event of a tie, the following procedure will be used: 1) Increase the number of significant figures used in the calculation; 2) Where a tie still exists, the application that was received first will be used to break the tie. All completed applications are time stamped upon submission; in the case of a paper application, these applications will be time stamped after they have been entered into the system by a University of Manitoba Admissions Office staff member.



Policy Name: Applicants Who have Previously Attended but not completed a Midwifery Program

POLICY AND PROCEDURE STATEMENTS

- Applicants who have attended but have not completed a midwifery program, the completion of which would result in the graduate's eligibility to write the Canadian Midwifery Registration Exam (or equivalent) in order to qualify for registration to practice as a Registered Midwife, must meet admission requirements including the competitive AGPA in the year of application; apply for admission by the application deadline; and provide supplementary information, including the name of the Dean, Director, Head, or Coordinator of the Midwifery Program in which the student was previously registered. This individual will be contacted by the College of Nursing.
- The Advanced Standing and Admissions Committee reserves the right to deny admission to the Bachelor of Midwifery Program based on any of the supplementary information. Applicants who would be eligible to register in third or fourth year courses will be considered for admission only if space is available.
- Appeals of decision are limited to the question of procedural regularity only. The merits of the decision are not subject to review.



Policy Name: Applicants with Previous Bachelor of Midwifery Program Degree

POLICY AND PROCEDURE STATEMENTS

- Applicants who have previously completed a Bachelor of Midwifery or equivalent program in Canada or the United States are not eligible for admission to the Bachelor of Midwifery Program in the College of Nursing at the University of Manitoba.



Policy Name: Provisional Admission - Non-Academic Admission Requirements

POLICY AND PROCEDURE STATEMENTS

- All successful applicants to the BMP are admitted provisionally pending compliance with the non-academic admission requirements of the College of Nursing. Failure to meet the requirements by July 15 will result in the offer of admission being revoked.
- **Criminal Record Search Certificate:**
Following provisional admission to the BMP, applicants must provide a Criminal Record Search Certificate, including Vulnerable Sector Search, by July 15. A criminal conviction will not necessarily result in denial of admission to the College of Nursing. Criminal offences will be reviewed by a sub-committee of the College of Nursing's Advanced Standing and Admissions Committee for the implications of the conviction in view of the professional mandate to protect the public. Failure to disclose any criminal record will invalidate an applicant's application and shall result in automatic expulsion from the College of Nursing if the applicant has been admitted.
- **Child Abuse Registry Check:**
Following provisional admission to the BMP, applicants must provide a Child Abuse Registry check by July 15. Any applicant listed on the Child Abuse Registry will be denied admission.
- **Adult Abuse Registry Check:**
Following provisional admission to the BMP, applicants must provide an Adult Abuse Registry check by July 15. A listing on the Adult Abuse Registry will not necessarily result in denial of admission to the College of Nursing. The circumstances under which the listing on the Registry occurred will be reviewed by the College of Nursing's Advanced Standing and Admissions Committee for the implications of the listing in view of the professional mandate to protect the public. Failure to disclose a listing on the Adult Abuse Registry will invalidate an applicant's application and shall result in automatic expulsion from the College of Nursing if the applicant has been admitted.
- **Immunization:**
A complete immunization record is an admission requirement for the BMP. Additionally, students are required to obtain the influenza vaccine annually. Immunizations and tests do NOT need to be completed prior to the start of classes. Students who are offered admission will be sent an "Immunization Package" for completion (due: July 15 for Fall intake)
- **CPR Certification:**

CPR certification at the Health Care Provider Level is a requirement for admission to the BMP and proof of certification must be submitted by July 15. Certification must be valid until the end of the academic year (i.e., April); therefore, should not be obtained before April 1st.

- Respirator Mask-Fit Testing:

Applicants must be fit-tested with the respirator mask that is used in the event that airborne precautions are required in clinical agencies. Official proof of the mask-fit test must be submitted to the College of Nursing by July 15.

- Personal Health Information Act (PHIA) Training:

Bachelor of Midwifery Program students will receive training during mandatory student orientation at the end of August/beginning of September. No documentation is required prior to orientation.



Policy Name: Special Consideration - Indigenous Category

POLICY AND PROCEDURE STATEMENTS

- Eligibility Requirements
 - Applicants to this category must be from First Nations, Metis, or Inuit populations of Canada. Applicants must meet the academic admission requirements including the minimum AGPA of 2.5. Applicants do not have to meet the competitive AGPA of admitted students in the admission year.
- Up to 3 admissions spaces may be offered to applicants in the Special Consideration – Indigenous Category. Of the 3 admission spaces, up to 2 spaces may be offered to Indigenous students who are Manitoba residents and who reside in northern Manitoba. Northern Manitoba is defined as the part of Manitoba that is north of the 53rd parallel.

The University of Manitoba defines Manitoba applicants as those who:

- *have graduated from a Manitoba high school; or*
- *have a recognized degree from a university in Manitoba; or*
- *have completed a minimum of two consecutive years of full-time academic studies in a recognized program at a university in Manitoba, while physically residing in Manitoba; or*
- *have been a resident in the Province of Manitoba for a minimum of two (2) years following high school graduation; the two-year residence period will not be considered broken where the Admissions Committee is satisfied that the applicant was temporarily out of the province on vacation, in short-term volunteer work or employment, or as a full-time student.*
- The Advanced Standing and Admissions Committee via the UM Admissions Office shall not be bound to admit the maximum number of applicants in the Special Consideration - Indigenous Category in any given year.
- Selection is determined by the Advanced Standing and Admissions Committee (Special Considerations Subcommittee). The Advanced Standing and Admissions Committee reserves the right to deny admission to Bachelor of Midwifery Program based on any of the supplementary information. The Advanced Standing and Admissions Committee reserves the right to consider the applicant who has applied for Special Consideration -Indigenous Category under the regular admission category, if it benefits the applicant. Applicants who are not selected for Special Consideration - Indigenous Category will be placed in the regular admission category. Appeals of decisions are limited to questions of procedural regularity only. The merits of the decision are not subject to review.
- Applicants must complete the following no later than May 1:
 - A supplementary application form that is made available with the online application.
 - Proof of First Nations, Metis or Inuit ancestry. This proof can appear as a:
 - Copy of a Status or Treaty card
 - Copy of a Metis membership card
 - Letter from Band Office, Metis Local,, Metis Community or Metis Elder
 - Copy of a Nunavut Trust Certificate card

-Roll number or any other proof accepted by Inuit communities

- Enquiries may be made to Enrolment Services regarding other acceptable documentation
- Applications that are missing any information will not be considered.
- Special Consideration Selection Procedure:
 - The supplementary application forms of applicants who meet the eligibility requirements will be evaluated by the Advanced Standing and Admission Committee. Each member of the committee will score the supplementary information individually. The scores will be averaged to determine the score (out of a maximum of 40) to be used in the admission score calculation.
 - The admission score will be calculated from the AGPA and supplementary scores. The AGPA will contribute 60% to the final score. The supplementary score will contribute 40 % of the admission score. The highest possible admission score is 100. The admission score is calculated in the following way:
 - $$\frac{(AGPA \times 60)}{4.5} + \text{Supplementary Score}$$
 - The Admission Scores will be ranked. The students with the highest admission scores will be considered for admission. Up to 3 admissions spaces may be offered to applicants to the Special Consideration - Indigenous Category. The Admissions Committee shall not be bound to admit the maximum number of applicants in the Indigenous category in any given year.
 - In the event of a tie, the following procedure will be used:
 - Increase the number of significant figures used in the calculation
 - Where a tie still exists, the application that was received first will be used to break the tie. All completed applications are time stamped upon submission; in the case of a paper application, these applications will be time stamped after they have been entered into the system by a University of Manitoba Admissions Office staff member.

Appendix D

Academic Regulations



Policy Name: Academic Progression

POLICY AND PROCEDURE STATEMENTS

- Students are required to obtain a minimum of “C” grade (2.0) in every course, and a Degree GPA of 2.5 in order to graduate. A final grade of “D” in a standard grade course or “Fail” in a Pass/Fail course taken to complete the degree requirement is considered a failure.
- Students shall be evaluated at the conclusion of each academic term in which they receive a final grade in a minimum of 6 credit hours of course work. Students who do not complete the minimum credit hours in one term will be assessed on the combined course work over two terms or more when they reach the threshold of 6 credit hours.
- The final term of the BMP will be excluded from assessment providing the student meets graduation requirements. Students are required to have a minimum Degree GPA of 2.5 and no Fails to be eligible for graduation. Academic assessment is based on the following:
 - Good Academic Standing: A student with a TGPA of 2.5 or higher, and/or no failed courses, will be assessed “College Minimum Met”
 - Academic Warning: A student will receive an Academic Warning if the student’s TGPA drops below 2.5 a first time, OR the student receives a grade of “Fail” a first time. *Procedure:* Students who receive an academic warning will be given the option of remediation, and will be required to meet with a Student Advisor at least once during the following term of study.
 - Academic Probation: A student will be placed on Academic Probation if the student’s TGPA drops below 2.5 a second time, OR the student received a grade of “Fail” and the student has previously had a TGPA below 2.50 in one previous term, OR the student’s TGPA drops below 2.50 and the student has a “Fail” in a previous term. A formal remediation plan will be mandatory for students on academic probation.

Procedures:

- The remediation plan will be developed by the Associate Dean, Undergraduate Programs, or designate with the active participation of the student.¹
- The remediation plan will be based on an assessment of the student’s current academic status and identified learning needs.
- The student may be required to repeat selected Midwifery courses.
- If any courses are repeated, the student will be subject to all academic regulations related to final grades in repeated courses and the number of failures allowed in any given course or sequence of courses in the BMP.
- Students will be allowed to register in courses that they are required to repeat after students who are taking the course for the first time have had the opportunity to register and availability of space in the course can be confirmed.

¹ The inclusion of a designate will allow the Associate Dean to involve the Chair of the College of Nursing Accommodation Team if the student’s academic issues include the need for accommodation related to a recognized disability.

- The student will be required to meet with a Student Advisor at least twice during the following term of study.
- If there are non-academic issues interfering with the student's academic progress, the student will be required to make every effort to deal with and resolve those issues during the period of academic probation.
- Where indicated, a student will be referred to student support services for information and guidance. Any student subsequently registered with Student Accessibility Services and requiring accommodation will be referred to the College of Nursing Accommodation Team.

- Suspension:

A student will be placed on Suspension if the student's TGPA drops below 2.5 a third time, OR the student receives a grade of "Fail" and the student has previously had a TGPA below 2.50 in two previous terms, OR the student's TGPA drops below 2.50 for a second time and the student has a "Fail" in an additional previous term. Students who are suspended shall be ineligible to take any courses at the UM; or on a letter of permission for a minimum of eight, and a maximum of 16, calendar months. In the instance where the suspension makes it impossible for students to complete the program within 6 years of commencement of the program, students will not be eligible for a program extension.

- Procedures:

- The time period for the suspension actually served by the student is contingent on the program timetable and course availability.²
 - Students who wish to continue their studies in the BMP must submit a written application for reinstatement to the Associate Dean, Undergraduate Programs, according to the deadlines below and should consult with a student advisor.
 - The written application must specifically address the academic and non-academic issues that affected their academic standing prior to their academic suspension and describe how these issues have been addressed and/or resolved. This information should include, at a minimum:
 - An outline of what they have been doing during their time away from the BMP (e.g., developing good study habits, attending counseling, etc.);
 - An explanation of what has changed to make it more likely that they will be successful, and their plan for success if reinstated; and
 - An academic plan for the rest of their program.
 - Each request will be considered on a case by case basis and BMP reserves the right to deny a student's request for reinstatement.³
 - Students who are reinstated or who are actively under consideration for reinstatement will be subject to the following procedures with respect to their course registrations. Students who are suspended at the end of Fall Term (as of January) will:
 - Request reinstatement by May 1⁴ of the same year in which they were suspended;
 - Be given a final decision by May 15;
 - Register for courses during the registration period; and
 - Proceed to course work in Fall OR Winter Term
 - Students who are suspended at the end of Winter Term (as of May) will:
 - Request reinstatement by October 1 of the same year;
 - Be given a final decision by October 15;
 - Register for Winter Term courses
 - Proceed to course work in Winter term subject to space availability
- OR

² The range of time from academic suspension to reinstatement depends on when the suspension begins and when the courses the student must take next are available.

³ The BMP wishes to retain the right not to reinstate students who have not resolved the academic or non-academic issues that resulted in their suspension and who are at high risk of continuing to experience academic problems in the BMP.

⁴ This deadline is the same as the deadline set out in the proposed Leave of Absence policy for the BMP. The same deadlines are imposed for students in the Bachelor of Nursing Program.

- Request reinstatement by January 1 of the following year;
- Be given a final decision by January 15;
- Register for Summer Term courses during the registration period; and
- Proceed to course work in Summer Term subject to space availability

OR

- Request reinstatement by May 1 of the following year;
- Be given a final decision by May 15;
- Register for Fall Term courses during the registration period; and
- Proceed to course work in Fall term subject to space availability

- Students who are suspended at the end of Summer Term (as of September) will:

- Request reinstatement by January 1 of the following year;
- Be given a final decision by January 15;
- Register for Summer Term courses during the registration period; and
- Proceed to course work in Summer term subject to space availability

OR

- Request reinstatement by May 1 of the following year;
- Be given a final decision by May 15;
- Register for Fall Term courses during the registration period; and
- Proceed to course work in Fall term subject to space availability

- Students who do not apply for reinstatement by this deadline will be considered as having withdrawn from the BMP and will not be permitted to return.
- Students who are permitted to return from suspension will be required to meet with a Student Advisor to plan their program.

- Required to Withdraw

Students who have been permitted to return from Suspension and whose TGPA drops below 2.5, or receives a grade of "Fail" will be Required to Withdraw. Students who are Required to Withdraw are ineligible for re-admission to the BMP.



Name of Policy: Attendance

POLICY AND PROCEDURE STATEMENTS

- Attendance at all courses in the BMP is expected of all students. This includes online courses, where attendance will be interpreted as regular and consistent participation in the course. Students absent from class or practice due to illness or a family medical emergency must notify their course leaders and the Program Director as soon as possible.
- At the discretion of the Director, Bachelor of Midwifery Program, documentation confirming the reason for the absence may be requested. In the case of an illness, the student may be required to present a certificate of illness signed by a health care provider.
- Absence for compassionate reasons will be considered on an individual basis by the Director, Bachelor of Midwifery Program.
- Students who miss classes for any reason are responsible for taking the initiative to ensure that they have achieved the learning outcomes set out for that class. Where absence involves clinical/clerkship courses, make-up time may be required if it can be arranged.
- Penalty for Non-Compliance with the Attendance Policy: A student may be debarred from any course or examination in the BMP by action of the Associate Dean, Undergraduate Programs for persistent non-attendance which does not meet the exceptions set out in the attendance policy. Once the debarment process has been initiated, the student will not be able to voluntarily withdraw from the course that is under investigation. Students so debarred will have failed that course.



Policy Name: Attire for Clinical Practice

POLICY AND PROCEDURE STATEMENTS

- All students are required to wear professional attire and name tags during clinical courses unless given specific instructions not to do so by the agency in which they are placed for clinical practice.
- Penalty for Non-Compliance with the Attire for Clinical Practice Policy:
Students may be required to leave their clinical placement at the discretion of their preceptor(s) if they do not adhere to the policy.



Policy Name: Clinical Agency Requirement: Adult Abuse Charge or Conviction while a Student in the BMP

POLICY AND PROCEDURE STATEMENTS

- Students charged with or convicted of adult abuse are required to report this information to the Associate Dean, Undergraduate Programs, College of Nursing. Failure to report this information may result in dismissal from the program. The adult abuse charge or conviction will be reviewed by the BMP Professional Unsuitability Committee for the implications in view of the professional mandate to protect the public.



Policy Name: Clinical Agency Requirement: Criminal Charge or Conviction while a Student in the BMP

POLICY AND PROCEDURE STATEMENTS

- Students charged with or convicted of a criminal offence are required to report this information to the Associate Dean, Undergraduate Programs, College of Nursing. Failure to report this information may result in dismissal from the Program. Criminal offences will be reviewed by the BMP Professional Unsuitability Committee for the implications of the conviction in view of the professional mandate to protect the public.



Policy Name: Clinical Agency Requirement: Immunizations

POLICY AND PROCEDURE STATEMENTS

- All BMP students are required to obtain an annual influenza vaccination and submit documentation confirming the vaccination by the published deadline.
- Routine Adult Immunizations
 - Once admitted to the BMP, students are required to maintain an up-to-date immunization status. Deadlines for completion of required vaccines will be established for individual students as needed.
- Penalty for Non-Compliance with Immunization Policy
 - Returning students who do not comply with the deadlines for completion of their immunizations, will be placed on hold status, which blocks the student from the registration system. Students on hold will be permitted to register in mid-August after all documentation has been received. Students who register in mid-August may not be able to register in some or all of the courses they had originally planned to take, and may experience a delay in completing the program. Hold status also prevents receipt of refunds or histories/transcripts from the Registrar's Office, attending clinical practice, and graduation.
- Annual Influenza Vaccine
- Penalty for Non-Compliance with Influenza Immunization Policy
 - Students who do not submit documentation of the flu vaccination by the published deadline may not participate in clinical practice courses in Winter Term, given the Regional Health Authorities' requirements that students have obtained required immunizations. This policy has been made to protect the health of patients.



Policy Name: Clinical Agency Requirement: Non-Violent Crisis Intervention (NVC) Workshop

POLICY AND PROCEDURE STATEMENTS

- Students are required to complete the Non-Violent Crisis Intervention Workshop prior to their first day of clinical practice.
- Penalty for Non-Compliance with the Non-Violent Crisis Intervention Workshop:
Students who fail to complete the NVC Workshop prior to the first day of clinical practice will not be able to attend clinical practice.
- Information on the process and location for obtaining this workshop can be obtained by contacting the College of Nursing, Bachelor of Midwifery Program, Administrative Assistant.



Policy Name: Clinical Agency Requirement: Cardiopulmonary Resuscitation Certification (CPR)

POLICY AND PROCEDURE STATEMENTS

- All students are required to obtain certification in CPR at the Health Care Provider Level annually. Returning students, including those certified at the Instructor level, must recertify in April/May each year to ensure that their certification is valid for the entire academic year. Proof of re-certification must be submitted annually by June 1 to the Student Services Assistant or designate.
- **Penalty for Non-Compliance with CPR Policy:**
Returning students who do not comply with the deadline will be placed on hold status, which blocks the student from the registration system. Students on hold will be permitted to register in mid-August after all documentation has been received. Students who register in mid-August may not be able to register in some or all of the courses they had originally planned to take, and may experience a delay in completing the program. Hold status also prevents receipt of refunds or histories/transcripts from the Registrar's Office, attending clinical practice, and graduation.
- Information on the process and location for obtaining this certification can be obtained by contacting the College of Nursing, Bachelor of Midwifery Program, Administrative Assistant.



Policy Name: Clinical Agency Requirement: Electronic Patient Record (EPR) Training

POLICY AND PROCEDURE STATEMENTS

- Students are required to complete EPR training prior to their first day of clinical practice.
- Penalty for Non-Compliance with the EPR Training Policy:
Students who fail to complete the EPR prior to the first day of clinical practice will not be able to attend clinical practice.
- Information on the process and location for obtaining this training can be obtained by contacting the College of Nursing, Bachelor of Midwifery Program, Administrative Assistant.



Policy Name: Clinical Agency Requirement: Emergency Skills Certification

POLICY AND PROCEDURE STATEMENTS

- All students are required to obtain certification in Emergency Skills prior to registration in MDWY 3090: Clerkship and Tutorial in Term 2, Year 4 of the Program. Proof of this certification must be submitted by June 1 to the Student Services Assistant or designate.
- Penalty for Non-Compliance with the Emergency Skills Certification Policy:
Returning students who do not comply with the deadline will be placed on hold status, which blocks the student from the registration system. Students on hold will be permitted to register in mid-August after all documentation has been received. Students who register in mid-August may not be able to register in some or all of the courses they had originally planned to take, and may experience a delay in completing the program. Hold status also prevents receipt of refunds or histories/transcripts from the Registrar's Office, attending clinical practice, and graduation.
- Information on the process and location for obtaining this certification can be obtained by contacting the College of Nursing, Bachelor of Midwifery Program, Administrative Assistant.



Policy Name: Clinical Agency Requirement: Neonatal Resuscitation Certificate

POLICY AND PROCEDURE STATEMENTS

- All students are required to obtain certification in neonatal resuscitation annually. Proof of re-certification must be submitted annually by June 1 to the Student Services Assistant or designate.
- Penalty for Non-Compliance with the Neonatal Resuscitation Policy:
Returning students who do not comply with the deadline will be placed on hold status, which blocks the student from the registration system. Students on hold will be permitted to register in mid-August after all documentation has been received. Students who register in mid-August may not be able to register in some or all of the courses they had originally planned to take, and may experience a delay in completing the program. Hold status also prevents receipt of refunds or histories/transcripts from the Registrar's Office, attending clinical practice, and graduation.
- Information on the process and location for obtaining this training can be obtained by contacting the College of Nursing, Bachelor of Midwifery Program, Administrative Assistant.



Policy Name: Clinical Agency Requirement: Personal Health Information Act (PHIA) Training

POLICY AND PROCEDURE STATEMENTS

- Students are required to complete a workshop to qualify for the PHIA card prior to their first day in clinical practice. Students must have their PHIA card with them at all times while in clinical practice.
- **Penalty for Non-Compliance with PHIA Training Policy**
Students who fail to produce their PHIA card while in clinical practice will be required to leave the practice setting until such time as they can produce the card.
- Information on the process and location for obtaining this training can be obtained by contacting the College of Nursing, Bachelor of Midwifery Program, Administrative Assistant.



Policy Name: Clinical Agency Requirement: Respiratory Mask Fit Testing

POLICY AND PROCEDURE STATEMENTS

- Students are required to have their Respiratory Mask Fit card with them at all times while in clinical practice.
- Penalty for Non-Compliance with the Respiratory Mask Fit Testing Policy:
Students who fail to produce their mask fit card while in clinical practice will be required to leave the practice setting until such time as they can produce the card.
- Information on the process and location for obtaining a mask fit can be obtained by contacting the College of Nursing, Bachelor of Midwifery Program, Administrative Assistant.



Policy Name: Continuance in Clinical Practice Pending the Results of a Disciplinary Appeal

POLICY AND PROCEDURE STATEMENTS

- At the discretion of the Associate Dean, Undergraduate Programs, College of Nursing, students may be denied permission to attend clinical/clerkship courses in which they are registered until the final disposition of a disciplinary appeal is determined.



Policy Name: Failures in Required Courses in the Bachelor of Midwifery Program

POLICY AND PROCEDURE STATEMENTS

- Students in the BMP will be required to withdraw from the Program following a second failure in the same course (theory or clinical/clerkship) or one failure in any two clinical/clerkship courses. Students who are required to withdraw under this regulation are ineligible for re-admission to the Program.



Policy Name: Failures in Clinical/Clerkship Courses

POLICY AND PROCEDURE STATEMENTS

- Students who fail a clinical/clerkship course will be required to accept a supportive learning contract prior to being given permission to register in another clinical/clerkship course.



Policy Name: Leave of Absence

POLICY AND PROCEDURE STATEMENTS

- Students wishing to interrupt their studies must submit a written request for a leave of absence, normally by June 1, to the Associate Dean, Undergraduate Programs, College of Nursing. Later requests may be considered in exceptional circumstances. A leave of absence may normally be granted for a maximum period of one year. Leaves may be granted for maternity, illness, or for compassionate/personal reasons. Poor academic standing is not a valid reason for a leave to be granted. Requests for an extension to the leave of absence or for a subsequent leave of absence must be made in writing and will be subject to approval by the Associate Dean, Undergraduate Programs.
- In order to return to the BMP, students must submit a written request for reinstatement to the Associate Dean, Undergraduate Programs, no later than May 1 of the year of return. Requests for reinstatement will not normally be considered after May 1. Students who do not apply for reinstatement by May 1 will normally be considered as having left the Program, and will be withdrawn from the Program.
- Decisions made in response to requests for leaves of absence or reinstatement can be appealed to the College of Nursing Admissions Committee.
- Leave of absence status does not extend the program time limit outlined in the BMP regulations. To maintain leave of absence status, and not be discontinued from the Program, students may not attend any other faculty or institution during the period in which the leave of absence is in effect. Students on a leave of absence will be subject to the same criminal record, child abuse registry, and adult abuse registry policies as students taking courses. At the time of requesting a return to studies, students will be required to provide a current self-declaration of a criminal record, child abuse registry, and adult abuse registry listing.
- Students who attend another faculty or institution while on leave, or who have been withdrawn from the BMP because they were not granted a leave of absence and did not take at least one Midwifery course in Fall or Winter term, must re-apply to the BMP should they wish to return.



Policy Name: Registration in non-required/elective courses in the same term as clinical/clerkship courses

POLICY AND PROCEDURE STATEMENTS

- Students enrolled in midwifery clinical/clerkship and tutorial courses may not register for any non-required or elective courses during that term.



Policy Name: Requirement to Register as a Full-time Student

POLICY AND PROCEDURE STATEMENTS

- Students are required to register a 100 percent course load in each term of the BMP.



Policy Name: Residence Requirements

POLICY AND PROCEDURE STATEMENTS

- To qualify for graduation from the BMP, students must complete a minimum of 2 years of study at the University of Manitoba.



Policy Name: Student Registration with the College of Midwives of Manitoba

POLICY AND PROCEDURE STATEMENTS

- Each midwifery student must be registered with the College of Midwives of Manitoba at the end of Term 2, Year 2, in order to be eligible to register in MDFY 2090: Normal Childbearing Clinical Practice and Tutorial in Term 3, Year 2 of the Program. Thereafter, students must register with the College of Midwives of Manitoba annually.
- Penalty for Non-Compliance with the Student Registration with the College of Midwives of Manitoba Policy is as follows: Students who do not register with the College of Midwives of Manitoba as set out in the policy will be placed on hold status, which blocks the student from the registration system.



Policy Name: Student Workload Guideline

POLICY AND PROCEDURE STATEMENTS

This policy is adapted from the McMaster Midwifery Education Program with the institution permission.

- The policy will clarify expectations regarding:
 - Planning of birth numbers required to meet the requirements of the midwifery education program and the College of Midwives of Manitoba.
 - Student workload expectations for clinic visits, attendance at births
 - Number of required days off call per month
 - Number of hours required per week
 - Protected academic time off
 - Provision for adjustment of workload expectations where maximum number of required birth numbers is met or exceeded
- This policy will be clearly communicated to both students and preceptors. Adherence to the policy will be monitored by the Midwifery Education Program (MEP).
- Penalty:

Failure to adhere to the policy by students will result in a review of the expectations and intent of the policy in addition to required adjustments in workload as determined by the BMP faculty and the clinical preceptor.

Failure to adhere to the policy by preceptors will result in a review of the clinical placement by the Faculty of the BMP to clarify the intent of the workload policy and introduction of a required adjustment in workload for the student. Cases of non-adherence to the policy will be reviewed on an individual basis.



Policy Name: Supplemental Examinations, Tests and Assignments

POLICY AND PROCEDURE STATEMENTS

- Students in the BMP will not be permitted to write supplemental examinations or tests; or to submit supplemental assignments to fulfill course requirements.



Policy Name: Time to Program Completion

POLICY AND PROCEDURE STATEMENTS

- Students must complete the BMP within 6 years from the time of commencement in the Program. Leaves of absence from the Program will not extend the program completion date for the student. Exceptions to this regulation may be considered on a case by case basis.



Policy Name: Travel to clinical/clerkship course placements

POLICY AND PROCEDURE STATEMENTS

- Students in the BMP must accept clinical placements in any location in Manitoba arranged for them by the Program based on a lottery. All costs associated with clinical placements, including, but not limited to transportation, parking, accommodation, and meal costs are the responsibility of the student.



Policy Name: Unsafe Clinical Practice Policy

POLICY AND PROCEDURE STATEMENTS

- **Definition:**
Unsafe clinical practice is defined as an occurrence, or a pattern of behaviour in the clinical setting that creates unacceptable risk to others. It involves actions or behaviours which result in adverse effects or the risk of adverse effects to the psychological or physical health and well-being of the client, family, staff, faculty, or other students.
- **Penalty for Unsafe Clinical Practice:**
A student will be debarred from a clinical/clerkship by action of the Associate Dean, Undergraduate Programs if their conduction in clinical practice is assessed as being consistent with the definition of unsafe clinical practice set out in the policy. Once the debarment process has been initiated, the student will not be able to voluntarily withdraw from the course that is under investigation. Students so debarred will have failed that course.



Bachelor of Midwifery Program Professional Unsuitability By-Law

The College of Nursing, within the Faculty of Health Sciences at the University of Manitoba has established a Bachelor of Midwifery Program (the “Program”). The purpose of this Bachelor of Midwifery Program By-law is to set out the jurisdiction of the Program’s Unsuitability Committee and to set out the Program’s procedures for professional unsuitability hearings.

Professional Unsuitability By-Law

1.0 Jurisdiction

1.01 General

The Program may require a student to withdraw from all Program courses pursuant to the procedures set out in this By-Law if the student has been found unsuited, on consideration of competence or professional fitness, for the practice of midwifery. Upon a finding of professional unsuitability, the Program may require a student to withdraw from Program courses at any time throughout the academic year or following the results of examinations at the end of any academic term.

The Program’s right to require withdrawal prevails notwithstanding any other provision in the Program’s Rules or Regulations. The Code of Ethics for Midwives in Manitoba and the International Code of Ethics for Midwives, as the ethical basis for midwifery in Manitoba, will be considered in every situation in which an inquiry is being held pursuant to this By-law into the conduct of a student in the practice of midwifery. Furthermore, in accordance with provisions of the Manitoba Human Rights Code, the Program’s duty to reasonably accommodate the special needs of its students will be considered.

1.02 Grounds for required withdrawal

A student may be required to withdraw from the Program if the PUC has determined the student has:

- been guilty of conduct which, if participated in by a practicing registered midwife would result in suspension, expulsion or other serious disciplinary action of a practitioner from the practice of midwifery by the regulatory body of the profession;

- practiced incompetently in any clinical setting;
- jeopardized professional judgment through self-interest or a conflict of interest;
- demonstrated behaviour with respect to other students, colleagues, faculty or the public which is exploitive, irresponsible or destructive;
- acquired a criminal conviction which according to the Program was determined to be of such a nature as to bring disrepute to the profession, or by which in the opinion of the Program, the student demonstrated poor judgment, lack of integrity or other unsuitability for the profession;
- exhibited a health condition, the occurrence of which impairs essential performance required for the midwifery profession;
- practiced or provided client care while impaired, including being under the influence of alcohol or drugs while participating in client care, a professional activity, or any activity related to the practice of the midwifery profession;
- demonstrated unethical behaviour as specified by College of Midwives of Manitoba and the International Confederation of Midwives.

2.00 Professional Unsuitability Committee (PUC)

2.01 There shall be established within the Program a standing committee known as the Professional Unsuitability Committee (PUC) to hear and determine matters of competence or professional fitness for the practice of midwifery. Appeals from decisions of the Programs' PUC shall be heard by the University's Senate Committee on Appeals.

2.02 Membership in the PUC shall be as follows:

Chair (non-voting, except in the case of tie): tenured faculty member or instructor in a continuing appointment to be appointed by the Dean of the University's College of Nursing for a five (5) year term, which may be renewable.

Committee Members:

- two (2) registered midwives who are academic members of the Program, elected by the Council of the College of Nursing, for a five (5) year term, which may be renewable;
- one (1) students from the UM Bachelor of Midwifery Program, preferably from Year 3 or 4; appointed for a one (1) year term, which may be renewable;

- one (1) registered midwife who has an academic appointment with the McMaster Midwifery Education Program;
- one representative from the College of Midwives of Manitoba; and
- one registered nurse who is a full time academic member of the University's College of Nursing with knowledge of the professional requirements of the Program. In the instance where the case brought before the PUC relates to the student's clinical competence of the practice of midwifery, the University's registered nurse member of the committee will be excluded from participating in the hearing.

2.03 Selection of Students Representative

The University's College of Nursing Registrar will advise undergraduate midwifery students via individual email requesting nominations for the student positions. Students will vote via a confidential web-based program, selecting their preferred candidates from a list of nominees.

3.00 Procedure

3.01 Upon receipt of information that supports a hearing to assess a student's suitability for the profession of midwifery, the Dean or Associate Dean of the University's College of Nursing (or appropriate designate) shall:

- i) provide a written report to the PUC requesting the PUC hold a hearing to assess the student's suitability for the profession of midwifery. This report should include the alleged facts and the alleged ground(s) warranting withdrawal pursuant to Article 1.02. In no circumstances will the Dean's report include anonymous allegations or materials. Anonymous materials or allegations are not acceptable as evidence under this policy. Anonymous materials are defined as "authorship that has not been disclosed".

3.02 Upon receipt of a request for a hearing into a student's suitability for the profession of midwifery, the PUC shall:

- i) review the request and determine whether it has jurisdiction to proceed;
- ii) schedule a hearing date if jurisdiction exists. The hearing date must be at least five (5) days from the date the student received the written report and request for the hearing;
- iii) formally send a Notice of Hearing, including a copy of the written report submitted to PUC, to the named student pursuant to Article 4.01 by registered mail to the last known address of the student as found on the Program's records. At the student's request, additional information may be sent by regular mail, email or facsimile;
- iv) consider whether just cause exists to suspend the student while the matter is being determined and if so, to issue an interim suspension to the student;

v) act expeditiously to complete the hearing process;

3.03 Once a request for a hearing has been made to the PUC, the hearing may continue notwithstanding that the student has subsequently voluntarily withdrawn from the Program, or has refused to participate in the proceedings.

4.00 Notice to Students

4.01 The Chair of the PUC shall inform the student in writing, within five (5) working days of receipt of the request for a hearing, of the grounds for referral to the PUC, as well as the membership of the PUC and the date, time, and place for the hearing by the PUC of the matters set out in the referral.

4.02 The Notice from the Chair shall include a statement that if the allegations contained in the request for a hearing are established to the satisfaction of the PUC the student may be required to withdraw from the Program.

4.03 An academic member of the Program shall not be disqualified from sitting as a member of the PUC hearing the matter by reason only that such academic member has had previous contact with the student or has prior personal knowledge of the matter.

4.04 The student whose case is to be dealt with shall be permitted to challenge and thereby cause to be disqualified any member of the PUC. In such a case, the Chair would consider the grounds for the challenge and may replace the disqualified members pursuant to section 2.02.

5.00 Hearing Procedures

5.01 In addition to the written report, the Dean or Associate Dean may provide the PUC and student with additional relevant information and or evidence that supports the grounds for a hearing within six (6) working days of the hearing date, or at the discretion of the Chair.

5.02 The student may provide a written response to the grounds. Such written response should be provided to the PUC within five (5) working days of the hearing date, or at the discretion of the Chair.

5.03 The student may appear in person and may choose to be represented by a Student Advocate provided through the University, legal or other counsel. A student may request an additional support person who may accompany him/her to the hearing. This person will be considered an observer and will not be able to participate in the hearing process.

- 5.04** The Program and student may call relevant witnesses as needed. Written notice to each party of witnesses to be called by the other party shall be provided at least five (5) working days prior to the hearing date, or at the discretion of the Chair.
- 5.05** The hearing shall be closed to all persons except the members of the PUC, Program representative, the student, the designated representative of the student, if any, and support person of the student, if any.
- 5.06** The student or her/his representative shall have the right to hear and to cross examine witnesses, to have access to copies of all documents submitted to the PUC for consideration at least five (5) working days prior to the hearing, to call witnesses and to submit other evidence.
- 5.07** The student shall not be required to give evidence but if the student elects to do so, then the student may be questioned by members of the PUC.
- 5.08** A quorum for the PUC shall be 4 members and the Chair as referred to in section 2.01 above, 1 of whom shall be a Registered Midwife holding an academic position.
- 5.09** A simple majority of the members hearing the matter is required for any finding or for the determination of the appropriate disposition of the matter.
- 5.10** The Chair of the PUC shall vote only to break a tie.
- 5.11** Members of the PUC shall be bound by confidentiality in respect of information received in Committee. Information will only be disclosed as is reasonably necessary to implement the investigation, the resolution or the terms of any disposition imposed, or as required by law.
- 5.12** The results of the hearing and the reasons therefore shall be conveyed in writing to the student, the Student Advocate, and/or the designated representative of the student where applicable, with copies to the University's Dean of the College of Nursing, the Associate Dean, Undergraduate Programs and the Director of the Bachelor of Midwifery Program.
- 5.13** **Distance Hearings**
At the discretion of the Chair, hearings may be conducted in whole or in part via teleconference or other video/electronic means.
- 5.14** If the student is participating in a hearing via teleconference, the Chair may require the student to confirm that there are no recording devices present and only persons set out in Article 5.03 are in attendance.
- 6.00** **Disposition of the Matter**

6.01 The PUC shall, after hearing all the evidence, meet in closed session with its members only, to:

- i) consider the evidence;
- ii) make its findings using a balance of probabilities standard;
- iii) if the allegations are proven, determine the appropriate disposition of the matter;
- iv) if the allegations are not proven, dismiss the matter and/or make any other recommendation the PUC deems appropriate.

6.02 The PUC may make any disposition it deems appropriate in the circumstances. Without limiting the generality of the foregoing the following options, alone or in combination, are available:

- i) determine that no further action be taken;
- ii) allow the student to remain in the program and attach conditions prescribing future conduct by the student. Such conditions to remain in effect for any period of time the PUC deems appropriate;
- iii) reprimand the student in writing;
- iv) suspend the student from the Program for a specified period of time;
- v) require the student to withdraw from the College indefinitely;
- vi) attach conditions which must be fulfilled before any application for re-admission to the College can be considered;
- vii) expel the student from the Faculty with no right to apply for re-admission to the College.

6.03 In cases in which the disposition of the hearing is one of iv, v, vi, or vii as set out in 6.02, the results shall be conveyed in writing to the Registrar, College of Nursing who shall make the appropriate notation in the student's transcript.

6.04 The student may request the PUC to consider removal of the notation from the transcript.

7.00 Appeals

7.01 If the student wishes to appeal a disposition of the PUC, such appeal may be made to the University's Senate Appeals Committee in accordance with the procedures of that body.

7.02 In the event of an appeal, the implementation of any decision of the PUC may be suspended until the matter has been disposed of by the Senate Appeals Committee.

7.03 Notwithstanding the above and in addition to Article 7.04, if the President of the University is satisfied that it is in the best interests of the University, the President may at any time make

an order, subject to final disposition of the appropriate review authority, suspending the student from participating in any program of the University.

8.00 Records

8.01 A record of any finding of professional unsuitability and/or disposition related thereto shall be kept on the student's academic file within the Program and as required by the University. All information relating to the hearing before the PUC shall be kept in the office of the Associate Dean of the Undergraduate Programs at the University's College of Nursing.

9.00 Amendments

9.01 This By-Law may be amended by the University's Senate, or by Senate after approval of such amendment(s) by College Council.

Observations:

- The proposed policy is consistent with the policy for students in the Bachelor of Nursing Program at UM. The proposed policy ensures that the College of Nursing (UM) obligation to protect the public is fulfilled.

Appendix E

Letters of Support

Kellie Thiessen, RM, RN, PhD
Director, Midwifery Program

University of Manitoba
89 Curry Place
Winnipeg, MB, R3T 2N2
kellie.thiessen@umanitoba.ca

August 17, 2018

Dear Dr. Thiessen,

The College of Midwives of Manitoba (CMM) is encouraged to hear that the University of Manitoba (UM) will begin offering midwifery education in September 2019.

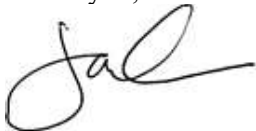
Based on our initial conversations I understand this program will be a modification from the joint program which was approved by the CMM in 2016, the approval for that program still stands. We look forward to being informed of any modifications that may form part of your program proposal to the UM Senate.

As you are aware the joint program was approved under the CMM's Midwifery Education Program Approval (MEPA) Process. In recent the years the Canadian Association of Midwifery Educators (CAMEd) has been developing an Accreditation process with the intent that the same process may be implemented for all baccalaureate midwifery education programs across Canada. The CMM is supportive of this initiative, and with the recent announcement of the UM midwifery program, I have approached CAMEd regarding having the UM program undergo the CAMEd accreditation process, as a replacement for ongoing approval via the CMM MEPA process.

The CAMEd accreditation process is based on the same principles of evaluation as the MEPA process and includes ongoing communication and periodic renewal of accreditation status (every 3-7 years). Given the early stages of discussion regarding when the accreditation process could be implemented as a replacement for the MEPA process I am unable to provide specific timelines. I will be meeting with members of CAMEd in August to discuss the process, and the Education Committee will meet in mid-September to discuss implementation.

This transition of approval/accreditation processes does not impact the CMM's support for the provision of midwifery education in Manitoba. I look forward to the establishment of an annual-intake Manitoba midwifery education program.

Thank you,



Janice Erickson
Registrar

Appendix F

Library Statement



University of Manitoba Libraries

Statement for New Programme

Faculty	Health Sciences
College	Nursing
Programme	Bachelor of Midwifery

Summary

The Libraries' collection is sufficient to support this new programme. However, to bring the collection to a level comparable to other university libraries that support midwifery programmes, additional one time funds of \$3,000 and ongoing funds of \$2,145 would be required. The Libraries can reallocate funds from existing programs to cover the ongoing costs.

It is not expected that this proposed curriculum change will affect the Libraries' ability to continue to provide services such as research and teaching support, reference assistance, document delivery, and the technical infrastructure which allows the discovery and delivery of the Libraries' resources and services.

Laurie Blanchard
Acting Nursing Liaison

Emma Popowich
Acting Head, Elizabeth Dafoe Library

Kristen Kruse

Kristen Kruse
Acting Coordinator, Collections Management

Christine Shaw

on behalf

Mary-Jo Romaniuk
University Librarian

August 15, 2018

Date

The following proposed new MDFY courses along with the supporting library resources required were considered during the preparation of this assessment:

2010	Preparation for Professional Midwifery Education and Practice	3020	Midwifery Clinical Practice and Interprofessional Roles
2020	Bioscience for Midwives	3030	Interprofessional Practice
2030	Pharmacology for Midwives	3050	Newborn Feeding
2040	Normal Childbearing Skills	3060	Professional Issues in Midwifery
2060	Normal Childbearing Clinical Practice and Tutorial	3090	Complex Care I
2440	Human Reproductive Physiology	4090	Complex Care II
3010	Advanced Clinical Skills	4100	Clerkship and Tutorial

Support

Without additional funds to support new programs, services to existing programs will have to be modified to accommodate student and program growth. Since the library collections and services are based largely upon the programmes of teaching & learning and research, additional budget money may also be needed when the curriculum and research programme change calls for additional library resources.

Print material for midwifery is found at the following UM libraries: Elizabeth Dafoe Library and the Neil John Maclean Health Sciences Library. For all checking below, the holdings of all UM libraries and system-wide online access were taken into account.

Journals

Journal literature relevant to the practice of midwifery is found across several subject areas including midwifery, nursing, obstetrics and gynecology, pediatrics, and women's health. A list of journals focused on midwifery was generated and checked against the holdings of UML. The list was produced from the following sources:

- Midwifery journal titles provided in a list of resources for the proposed programme.
- *Journal Citation Reports* (2018), which identifies the most frequently cited journals in the Sciences and Social Sciences.
- Holdings of four Canadian university libraries serving midwifery programmes: University of British Columbia, McMaster University, Mount Royal University, and Laurentian University.

Of the 14 journal titles, UML provides current access to 12 titles (86%).

Journal Title	UML holdings
<i>Birth-Issues In Perinatal Care</i>	Electronic, 1982 -
<i>British Journal of Midwifery</i>	Electronic, 2002-
<i>Canadian Journal of Midwifery Research and Practice</i>	Currently freely available online from Canadian Association of Midwives
<i>Evidence based midwifery</i>	Electronic, 2003-2010, 2013-
<i>JOGNN-Journal Of Obstetric Gynecologic And Neonatal Nursing</i>	Electronic; 1972 -
<i>Journal Of Human Lactation</i>	Electronic; 1985 -
<i>Journal of Midwifery & Women's Health</i> (formerly <i>Journal of nurse-midwifery</i>)	Electronic; 2000 -
<i>Journal Of Perinatal & Neonatal Nursing</i>	Electronic; 1987 -
<i>MCN-The American Journal of Maternal-Child Nursing</i>	Electronic; 1976 -
<i>MIDIRS Midwifery Digest</i>	Not held
<i>Midwifery</i>	Electronic; 1985 -
<i>Midwives</i> (formerly <i>RCM Midwives</i>)	Not held
<i>Practising Midwife</i>	Electronic; 2011 -
<i>Women & Birth</i> (formerly <i>Australian Midwifery and Australian Nursing and Midwifery Journal</i>)	Electronic; 2006 -

Also checked were journal citations from references of several chapters from *Varney's Midwifery*, 5th ed. (Jones & Bartlett Learning, 2015). Citations were from a variety of journal titles reflecting the scope of disciplines in midwifery-relevant literature.

Citations checked	Titles held	Percent held
165	155	94%

Journal Summary and Recommendations

The current journal holdings of UML are sufficient to support the proposed midwifery programme, and every effort will be made to retain the current journals. The collection's ability to support the programme would be enhanced by a subscription to *MIDIRS Midwifery Digest*. The cost is \$857 USD (\$1,145 CAD), and the UML can reallocate funds to cover this subscription.

Monographs

The UML collection was checked for monograph holdings for midwifery. All the titles from the list of resources for the proposed programme were checked, and of the 21 titles, 11 are currently held (48%). It should be noted that among those titles not held are at least two practice-based manuals that fall outside the UML collection policy. Also checked was a list of relevant monographs published since 2010 identified from the collections of the four comparator libraries. Citations to monographs from the bibliographies from *Varney's Midwifery* were also checked against UML holdings.

Source checked	# checked	# held	% held
Monographs on proposed programme's list of resources	21	11	52%
Monograph citations in <i>Varney's Midwifery</i>	21	13	62%
Recent titles (2010-2018) held at four comparator university libraries	84	42	50%

Monograph Summary and Recommendations

Based on this assessment, the monograph holdings can be considered adequate for undergraduate purposes. However, the UML monograph collection does not compare well with other university libraries that support midwifery programmes. The collection should be enhanced by the acquisition of some of the not-held titles identified in checking as well as by acquiring a greater percentage of midwifery titles going forward. A one-time expenditure of approximately \$3,000 would fill identified gaps. An ongoing designation of \$1,000 annually for midwifery purchases would ensure collection growth (an estimated 10 titles at \$100 each). The UML can reallocate funds for this purpose.

Databases

The UML subscribes to the following databases and electronic resources which provide sufficient support for midwifery:

- CINAHL with Full-Text
- Medline
- EMBASE
- Joanna Briggs Institute Evidence-Based Practice Database
- Cochrane Library
- Scopus

Services

The proposed midwifery programme will be supported by UML services including information and reference assistance, information literacy instruction and individual consultations for assistance with research. Services will be provided by the liaison librarian for the College of Nursing as well as other UML public services staff. Students will have access to study space and computers at UM libraries. Students can also make use of the UML Document Delivery service to obtain materials not held at UML.

Report of the Senate Committee on Admissions concerning a proposal from the College of Nursing, Rady Faculty of Health Sciences, to create a Bachelor of Midwifery degree program (2018.11.23)

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 College of Nursing, Rady Faculty of Health Sciences, is proposing the creation of a Bachelor of Midwifery degree program.
3. The proposal was approved by the Rady Faculty of Health Sciences Executive Committee on October 16th, 2018 and was endorsed by SCADM on November 23rd, 2018.

Observations:

1. Up to six seats will be available each year. Of these six seats, three may be offered to applicants in the Special Consideration-Indigenous category.
2. In order to be eligible for admission, students must complete 30 credit hours of pre-requisite courses. The courses will consist of both elective and required courses.
3. Registration in the program will be restricted to Canadian citizens and permanent Canadian residents.
4. Applicants who have previously completed a Bachelor of Midwifery degree, at another institution, are not eligible for admission. The College believes that demand for the program will be high and it is their preference to focus on providing opportunities to new students; rather than to students who have completed another midwifery program, and who may have been unsuccessful in passing the national registration examinations.

Recommendation:

The Senate Committee on Admissions recommends that the proposal to create a Bachelor of Midwifery degree program be approved effective for the fall, 2020 intake.

Respectfully submitted
Susan Gottheil, Chair, Senate Committee on Admissions

Report of the Senate Committee on Course and Curriculum Changes RE: Proposal for a Bachelor of Midwifery, College of Nursing, Rady Faculty of Health Sciences

Preamble

1. Terms of reference for the Senate Committee on Curriculum and Course Changes (SCCCC) are available on the University Governance webpage: http://www.umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/497.html.
2. At its meeting of October 30, 2018, the SCCC considered a proposal to establish a Bachelor of Midwifery degree program, in the College of Nursing, Rady Faculty of Health Sciences.

Observations

1. The purpose of the four-year Bachelor of Midwifery degree program would be to, "...[provide] the educational foundation for a career in midwifery. Graduates of the program will be eligible to apply for registration with the College of Midwives of Manitoba and to write the Canadian Midwifery Registration Exam."
2. Establishment of the program would remove the need for Manitoba students to relocate to other provinces in order to pursue a midwifery education. It would also prepare professional midwives needed to meet an existing demand for midwives in the health workforce in the province, including for Indigenous midwives in Northern Manitoba communities.
3. Students would be required to complete 130 credit hours of course work, including 30 credit hours in a Pre-Professional Year in University 1, following which, successful applicants would be admitted to Year 2 of the B.Mid. program. Foundational courses completed in University 1 could be applied to other degree programs if a student was not admitted to the B.Mid. program.
4. The curriculum, which has been developed based on national midwifery competencies and standards, has been endorsed by the College of Midwives of Manitoba. It would include a strong clinical practice component, with 80 percent of the contact hours spent in clinical practice settings; interprofessional education and collaborative practice courses, particularly in Years 3 and 4; and Indigenous content, to be developed with Indigenous partners, that would thread Indigenous midwifery practices throughout the curriculum.
5. Establishment of the program would require the introduction of sixteen (16) courses (93 credit hours), as detailed in the proposal. Otherwise the program would include two Nursing courses and, in Year 1, a number of existing courses offered by the Departments of Biological Sciences, Chemistry, Microbiology, and Statistics, in the Faculty of Science, and the Department of Native Studies, Faculty of Arts.
6. The program would have an annual intake of six students. Three of the six spaces available in the program each year would be reserved for Indigenous students, and two of these would be allocated for Manitoba residents living in Northern Manitoba.

Recommendation

The Senate Committee on Curriculum and Course Changes recommends:

THAT Senate approve and recommend to the Board of Governors that it approve the establishment of a Bachelor of Midwifery program, in the College of Nursing, Rady Faculty of Health Sciences.

Respectfully submitted,

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

Report of the Senate Planning and Priorities Committee on a Proposal to Establish a Bachelor of Midwifery Degree, College of Nursing, Rady Faculty of Health Sciences

Preamble:

1. Terms of reference of the Senate Planning and Priorities Committee (SPPC) (http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/508.html) charge the committee with the responsibilities to make recommendations to Senate on proposed academic programs and to make recommendations to the President and report to Senate on matters requiring prioritization including the prioritization of new or modified programs with significant resource requirements.
2. At its meeting on October 29, 2018, the SPPC considered a proposal from the College of Nursing, Rady Faculty of Health Sciences, to establish a Bachelor of Midwifery degree.
3. The proposal was also considered by the Senate Committees on Curriculum and Course Changes (October 30, 2018), Admissions (November 23, 2018), and Instruction and Evaluation (November 22, 2018).

Observations:

1. The proposed Bachelor of Midwifery degree would be a four-year program that would require students to complete 130 credit hours of course work. Students would complete a Pre-professional Year 1 in University 1, following which, successful applicants would be admitted to Year 2 of the B.Mid. degree, in the College of Nursing.
2. The purpose of the program would be to, "...[provide] the educational foundation for a career in midwifery. Graduates of the program will be eligible to apply for registration with the College of Midwives of Manitoba and to write the Canadian Midwifery Registration Exam."
3. The program would also serve to produce graduates to meet demand for midwives in the health workforce in the province, including the demand for Indigenous midwives in northern Manitoba communities. The curriculum would include content related to traditional Indigenous midwifery practices, which would be an integral part of every Midwifery course. Up to one half of the spaces in the program would be open to Indigenous applicants under a Special Consideration – Indigenous Category for admission, with two of these spaces reserved for applicants who are residents of northern Manitoba. Indigenous students would have access to academic supports available through the Aboriginal Nursing Cohort Initiative (ANCI), in the College of Nursing.
4. Establishment of the program would require the introduction of sixteen (16) new courses totalling 93 credit hours, as described in the proposal. The program would also make use of two Nursing courses and a small number of existing courses offered by each of the Departments of Biological Sciences, Chemistry, Microbiology, and Statistics, in the Faculty of Science, and the Department of Native Studies, Faculty of Arts.
5. Initially, a maximum of six (6) students would be admitted each year, for a total enrolment of eighteen (18) students by Year 4. The maximum seat capacity would be subject to future changes, based on discussions with the province, including about the need for ongoing funding.
6. The total cost of delivering the program would be \$863,904, in Year 4. Revenue to support the program would be derived from the following sources (as of Year 4):
 - a request to the province for \$695,864 of new funding;

- tuition and course fees, which would generate \$103,983 and \$32,125, respectively, assuming an enrolment of eighteen (18) students;
 - an internal reallocation of existing operating funds (\$31,931).
7. Revenues identified in observation 6 would be allocated to:
 - salary and benefits for new academic staff (\$520,876), including a Director (1.0 FTE), Senior Instructors (2.5 FTE), and a Clinical Placement Coordinator (0.5 FTE);
 - salary and benefits for new support staff (\$119,742), including an Office Assistant (1.0 FTE) and a Student Services/Policy Administrator (0.5 FTE);
 - salary and benefits for existing support staff (\$31,931) (0.4 FTE);
 - operating costs (\$112,500) and administrative overhead (\$28,855);
 - student awards (\$50,000);
 - facility renovations, to accommodate faculty and staff (\$40,000 in 2018/2019).
 8. The Faculty will provide \$250,000 in the current year (2018/2019) to offset start-up costs.
 9. The College of Nursing has sufficient computer facilities and sufficient space to house and offer the program, including for classrooms, laboratory and simulation learning spaces, and offices.
 10. The University Library has indicated that it could support the proposed program, including the sixteen course introductions, with the existing collections. Additional funds would be required to ensure the collection was comparable to other university libraries that support midwifery programs, however, including a one-time allocation of \$3,000 and ongoing funds of \$2,145. The Library will reallocate funds from existing programs to address the ongoing costs.
 11. At its meeting on October 29, 2018, and on the basis of the SPPC's criteria for assigning priority to new programs / initiatives,¹ the Committee recommended that a high priority level be assigned to the proposal for a Bachelor of Midwifery program. The proposal is consistent with the existing institutional planning framework, including strategic priorities for Inspiring Minds through innovative and quality teaching and Creating Pathways to Indigenous achievement. The program would promote the social, economic, and cultural well-being of the people of Manitoba by permitting students to pursue an education in midwifery within the province and by addressing a need for midwives in the province, including in Northern communities.

Recommendation:

The Senate Planning and Priorities Committee recommends:

THAT Senate approve and recommend to the Board of Governors that it approve a proposal to establish a Bachelor of Midwifery degree, in the College of Nursing, Rady Faculty of Health Sciences. The Senate Committee on Planning and Priorities recommends that the Provost and Vice-President (Academic) not implement the program until satisfied that there would be sufficient space and sufficient funding to support the ongoing operation of the program.

Respectfully submitted,

Professor Kelley Main, Chair
Senate Planning and Priorities Committee

¹ http://umanitoba.ca/admin/governance/media/SPPC_Assigning_Priorities_to_New_Programs-Initiatives.pdf

Report of the Senate Committee on Instruction and Evaluation RE: Proposal for Bachelor of Midwifery Degree, College of Nursing, Faculty of Health Sciences – Academic Regulations

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 November 22, 2018 SCIE considered a proposal from the College of Nursing to establish academic regulations for the proposed Bachelor of Midwifery degree program. The proposal was also considered by the Senate Committee on Curriculum and Course Changes, the Senate Committee on Planning and Priorities and the Senate Committee on Admissions.

Observations:

1. The academic regulations for the proposed Bachelor of Midwifery degree are consistent with the academic regulations of the Bachelor of Nursing program.
2. The committee reviewed the academic regulations for the proposed Bachelor of Midwifery program, as listed below.
 - Academic Progression
 - Attire for Clinical Practice
 - Clinical Agency Requirement: Adult Abuse Charge or Conviction while a Student in the BMP
 - Clinical Agency Requirement: Criminal Charge or Conviction while a Student in the BMP
 - Clinical Agency Requirement: Immunizations
 - Clinical Agency Requirement: Non-Violent Crisis Intervention (NVC) Workshop
 - Clinical Agency Requirement: Cardiopulmonary Resuscitation Certification (CPR)
 - Clinical Agency Requirement: Electronic Patient Record (EPR) Training
 - Clinical Agency Requirement: Emergency Skills Certification
 - Clinical Agency Requirement: Neonatal Resuscitation Certificate
 - Clinical Agency Requirement: Personal Health Information Act (PHIA) Training
 - Clinical Agency Requirement: Respiratory Mask Fit Testing
 - Failures in Required Courses in the Bachelor of Midwifery Program
 - Failures in Clinical/Clerkship Courses
 - Registration in non-required/elective courses in the same term as clinical/clerkship courses
 - Requirement to Register as a Full-time Student
 - Residence Requirements
 - Student Registration with the College of Midwives of Manitoba

- Supplemental Examinations, Tests and Assignments
- Time to Program Completion
- Unsafe Clinical Practice Policy
- Bachelor of Midwifery Program Professional Unsuitability By-Law

Recommendation

The Senate Committee on Instruction and Evaluation recommends:

THAT Senate approve and recommend to the Board of Governors that it approve the establishment of a Bachelor of Midwifery degree, in the College of Nursing, Rady Faculty of Health Sciences.

Respectfully submitted,

Dr. Mark Torchia, Chair
Senate Committee on Instruction and Evaluation



AGENDA ITEM: Proposal for a Post-baccalaureate Diploma in Medical Physiology and Pathophysiology

RECOMMENDED RESOLUTION:

THAT the Board of Governors approve a proposal to establish a Post-baccalaureate Diploma in Medical Physiology and Pathophysiology [as recommended by Senate, January 9, 2019].

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

- The Rady Faculty of Health Sciences is proposing to introduce a Post-baccalaureate Diploma in Medical Physiology and Pathophysiology, in the Department of Physiology and Pathophysiology, Max Rady College of Medicine.
- The P.B.Dip. in Medical Physiology and Pathophysiology would be a one-year program. Students would be required to complete 27 credit hours of course work, including five 3 credit hour courses that would provide foundational knowledge in medical physiology and pathophysiology and one 12 credit hour laboratory course, in which students would normally complete two research projects.
- The purpose of the program would be to provide a pathway to graduate studies in medical physiology and pathophysiology at the University of Manitoba, for individuals who had completed a either a three- or four-year Bachelor's degree with limited or no exposure to laboratory experience in medical physiology and/or biomedical research.
- A maximum of thirty (30) students would be admitted to the program each year. The Department anticipates that the average annual intake would be six (6) students. In practice, the annual enrolment, in any given year, would be limited by the number of funded research projects that were available for the laboratory course.

RESOURCE REQUIREMENTS:

- Establishment of the program would require the introduction of six (6) courses totalling twenty-seven (27) credit hours, as described in the proposal. As five (5) of the courses would be cross-listed (i.e. taught at the same time and location) with existing graduate courses, no new teaching resources would be required.
- The total cost of delivering the program would be \$355,037, in Year 4, assuming an annual intake of five (5) students. The Faculty would not require new resources from the province. Revenue to offer the program would be derived from: (i) tuition and course fees, which would generate \$29,027 and \$2,562, respectively; (ii) external research project funding (\$30,000) to support the laboratory course; and (iii) existing operating funds (\$293,448).

- Revenue would be allocated to (i) salary and benefits for existing academic and support staff, including 1.7 FTE academic staff (reallocated; \$271,665) and 0.5 FTE support staff (reallocated; \$45,317) and (ii) research projects in the laboratory course (\$30,000).
- The Faculty has indicated that no additional space would be required to offer the program.
- The University Library can support the program with existing collections.

CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:

- The proposed program would support the University's priorities for Inspiring Minds and Driving Discovery and Insight, including the goals for increased opportunities for experiential learning and providing education and training opportunities for graduate students that recognize their diverse career paths. It would also support the Department's goal to recruit graduate students, which would increase the research capacity of the unit.

IMPLICATIONS:

- The proposed P.B.Dip. in Medical Physiology and Pathophysiology would be the only program of its kind in Canada.

ALTERNATIVES:

N/A

CONSULTATION:

- This proposal is forwarded to the Board of Governors by Senate following consultation with the Senate Committee on Admissions, Senate Committee on Curriculum and Course Changes, Senate Committee on Instruction and Evaluation, Senate Planning and Priorities Committee, and Senate Executive Committee.



Board of Governors Submission

Routing to the Board of Governors:

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Date</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Senate Committee on Admissions	September 28, 2018
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Senate Committee on Curriculum and Course Changes	September 14, 2018
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Senate Planning and Priorities Committee	October 29, 2018
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Senate Committee on Instruction and Evaluation	September 20, 2018
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Senate Executive	December 12, 2018
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Senate	January 9, 2019

Submission prepared by: Senate

Submission approved by: University Secretary

Attachments

- Proposal from the Rady Faculty of Health Sciences for a Post-baccalaureate Diploma in Medical Physiology and Pathophysiology
- Reports of the:
 - Senate Committee on Admissions
 - Senate Committee on Curriculum and Course Changes
 - Senate Planning and Priorities Committee
 - Senate Committee on Instruction and Evaluation




UNIVERSITY OF MANITOBA | Rady Faculty of Health Sciences

Max Rady College of Medicine
Office of the Dean
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753 McDermot Avenue
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Canada R3E 0T6
Phone: 204-789-3485
Fax: 204-789-3661

July 10, 2018

TO: Mr. Jeff Leclerc, University Secretary

FROM: Dr. Brian Postl, Dean and Chair of the  Rady Faculty of Health Sciences Faculty Council

RE: Senate Approval for Post-baccalaureate Diploma in Medical Physiology and Pathophysiology Program and Six New Undergraduate Courses

The Rady Faculty of Health Sciences is requesting initiation of the Senate approval process for the introduction of a Post-baccalaureate Diploma in Medical Physiology and Pathophysiology program and six new undergraduate courses.

The following two motions were approved unanimously at the Rady Faculty of Health Sciences Executive Council meeting on June 19th, 2018:

1. That the Rady Faculty of Health Sciences approve the introduction of a new one-year stand-alone 27 credit hour (Cr. Hrs.) Post-baccalaureate Diploma in Medical Physiology and Pathophysiology program; and
2. That the Rady Faculty of Health Sciences approve introduction of six new undergraduate courses with the following designations that have been confirmed by the Registrar's Office:
 - PHGY 4002 Introduction to Respiratory Physiology and Pathophysiology 3 Cr. Hrs.;
 - PHGY 4004 Introduction to Cardiovascular Physiology and Pathophysiology 3 Cr. Hrs.;
 - PHGY 4006 Introduction to Endocrine Physiology and Pathophysiology 3 Cr. Hrs.;
 - PHGY 4008 Introduction to Neurophysiology and Pathophysiology 3 Cr. Hrs.;
 - PHGY 4010 Introduction to Cell Physiology and Pathophysiology 3 Cr. Hrs.; and
 - PHGY 4012 Laboratory Physiology and Pathophysiology 12 Cr. Hrs.

Attached is one file in pdf format that includes this cover memo, the proposal, and all required appendices.

Please let me know if you require additional information or clarification.

Copy: David Collins
Shannon Coyston
Cassandra Davidson

NEW PROGRAM OF STUDY

Under The Advanced Education Administration Act

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

UM INTERNAL REQUIREMENTS:

**UNIVERSITY
OF MANITOBA**

1. Following unit approval* please submit the complete proposal electronically (.pdf single file) to both the Office of the Provost & Vice-President (Academic) and, for:
 - Undergraduate Programs:** Office of the University Secretary (for Senate submission deadlines visit <http://umanitoba.ca/admin/governance/meetings/index.html>). Please also submit a **hard copy** version to the Office of the Secretary to their office as well.
 - Graduate Programs:** Faculty of Graduate Studies (for timelines visit http://umanitoba.ca/faculties/graduate_studies/admin/program_approval_timeline.html).
 - ALL Programs:** as preparation for submission to ALD, please submit a .docx file of the proposal, an .xlsx file of the Financial Support Form and a .pdf file of all other supporting documents (letters of support, external reviews, etc.). Please date stamp these files for ease of tracking should any changes result from the Senate approval process and submit directly to the Provost's Office.

2. Along with the information requested in the proposal template, please **append** details on the following:
 - a) **ALD /SPPC Financial Support Form** [available through the Office of the Provost & Vice-President (Academic)]
This form requires the signature of the Financial Planning Office. Please contact Kathleen Sobie, Executive Director, Financial Planning, for direction on completion of the form. Approval of the financial support form does not signify approval of any funding requests, either internally or from the province. Confirmation of resource availability and allocation of any new funds will be determined by the Provost at time of implementation.
 - b) **Admission and/or transfer criteria** for the proposed program.
 - c) **Course details** for required coursework, including title, course number, credit hours and calendar description. Highlight any proposed new courses and attach:
 - Undergraduate Programs:* for SCCCC Program and Course Change forms, as applicable, visit <http://umanitoba.ca/admin/governance/forms/index.html>
 - Graduate Programs:* for course change forms visit http://umanitoba.ca/faculties/graduate_studies/admin/course_changes.html
 - d) Any **new academic regulations** for the program that are not currently addressed in existing faculty/college/school requirements.
 - e) **Letters of support** from internal units that may be impacted by the proposed new program and any external letters of support as outlined below.
 - f) **Library statement** of support.
 - g) Where applicable, a **transition plan** for current students entering the new program.

3. Please direct questions to Cassandra Davidson, Academic Programs Specialist, at Cassandra.Davidson@umanitoba.ca in the Office of the Provost and Vice-President (Academic).

*Note: the complete proposal, including all appendices, and associated program and course forms, should be submitted to departmental (as appropriate) and faculty/college/school approving bodies for review and approval, prior to submission to the Office of the University Secretary.

Revised December 10, 2017

Revised October 18, 2017.

SECTION A – PROPOSAL DETAILS

Institution: **UNIVERSITY OF MANITOBA**

Applicable faculties/department with responsibility for the program:
Rady Health Sciences/Physiology & Pathophysiology

If program is a joint program, list all participating institutions and the roles of each in delivering the proposed program:
Not Applicable

Program name: Post-baccalaureate Diploma in Medical Physiology and Pathophysiology

Credential awarded: Post-baccalaureate Diploma

Funding request: \$0.0

Office Use Only

One-time funding: _____

On-going funding: _____

Proposed start date: September 2020

List any critical issues that may impact the start date of the program: Obtaining required approvals

UM INTERNAL REQUIREMENT: Name of Person(s) responsible for the Program internally (please include contact information):

Peter A. Cattini, Professor & Head, Department of Physiology & Pathophysiology, University of Manitoba, Room 432, 745 Bannatyne Avenue, Winnipeg, Manitoba R3E 0J9. E-mail: peter.cattini@umanitoba.ca Tel: 204-789-3694

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

The objective is to provide a one-year stand-alone program of study for individuals with little or no medical physiology and/or biomedical research laboratory experience after completing a three or four-year bachelor's degree, and award a Post-baccalaureate Diploma in Medical Physiology and Pathophysiology. The program is designed for individuals with an interest in medical pathophysiology, who wish to pursue careers related to human sciences, biomedical research, professional designations in medicine and related disciplines, or other health-related areas.

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

This is a one-year Post-baccalaureate Diploma in Medical Physiology and Pathophysiology program, with 27 required credit hours (Cr.Hrs.) delivered through five medical physiology and pathophysiology courses (5x 3 Cr. Hrs.) and one spanned (laboratory required) research course (1x 12 Cr. Hrs), which will be offered annually in the Fall term (September).

B-3 Intended outcomes of the program:

- B-3.1 Describe how this program serves and advances the academic, cultural, social and economic needs and interests of students and the province:

Preamble: A three or four-year science degree (normally B.Sc.) may be completed successfully in the life sciences with little or no exposure to human or medical physiology, pathophysiology (diseases and disorders) -related research, and/or with little or no practical experience of biomedical (often laboratory) research.

The program serves the student academically by introducing them to medical physiology, pathophysiology and providing biomedical (laboratory) research experience. The program provides opportunities for students to work with or be exposed to graduate students in the Department, and to some of Canada's top internationally recognized faculty/research scientists. The Department of Physiology & Pathophysiology is home to six nominated or past Canada Research Chairs in areas of cardiovascular (Drs. Larry Hryshko and Lorrie Kirshenbaum), cell (Dr. Sabine Mai), endocrine (Dr. Tooru Mizuno), neuro- (Dr. Phil Gardiner), and respiratory (Dr. Andrew Halayko) pathophysiology (as of November 2017).

The program also provides students with one-on-one instructor interaction during normally two research projects over 20 weeks. This may allow for a better understanding of student's personal challenges and concerns, and potentially provide a more informed basis to offer research or health-related career guidance. Success in this regard will not only advance academic needs but also strengthen the possibility of establishing a career path, employment and as a consequence social and economic benefits.

Again, from both academic and economic perspectives, the program will provide students with the opportunity to attend any research and/or career-related seminars and workshops offered at the University of Manitoba. While not guaranteed, the successful completion of the program will enhance an individual's chances of entering graduate studies and/or health-related training programs, based on historical Department data (**see section C-6 below**). Until 2004, we offered a similar one-year medical physiology, cell biology and laboratory training opportunity in terms of content to three and four-year science degree students. Greater than 75% of the 37 students that completed this opportunity

between 1994 and 2004, went on to enter graduate studies and/or medical and dental school. This program was no longer offered after 2004 because it did not meet the requirements of a pre-Masters program, which is not the case for the stand-alone program offering a Post-baccalaureate Diploma in Medical Physiology and Pathophysiology proposed here.

In addition, the 5000 level physiology and pathophysiology courses are expected to increase first year medical school performance related to course work in medical physiology. The exposure to laboratory research is also expected to potentially increase the number of research-trained clinicians. In this context, the program fits well with the dual registration MD/graduate degree option offered through the Max Rady College of Medicine and Rady Faculty of Health Sciences at the University of Manitoba.

It is anticipated that the quality and content of the program will make this attractive for Manitoba and out-of-Province students, and even international recruitment, however, the financial implications of potential international recruitment have not been included in the tuition figures. The potential to attract out-of-Province students may contribute to the diversity of students, and by extension the social and cultural landscape of our wider community. Importantly, this provides a further opportunity to promote the quality and benefits of our program but also living and working in our Province.

The proposed Post-baccalaureate Diploma in Medical Physiology and Pathophysiology program has the support of leaders in the private sector involved in the life sciences industry, including: Tracey Maconachie, President of the Life Science Association of Manitoba (now the Bioscience Association Manitoba:); Dr. Laura Saward, Senior Vice-President, Emergent Biosolutions, Dr. Jon-Jon Santiago, Chief Scientific Officer and Co-Founder of Intrinsic Analytics, Inc., and Dr. Albert D. Friesen, President & Chief Executive Officer of Medicure, Inc. Graduates from our Department are employed at Emergent BioSolutions, Intrinsic Analytics Inc., and Medicure, Inc. Dr. Santiago states in a letter of support " In regards to employment opportunities for future graduates of this program, I see the potential impact that local companies like Intrinsic Analytics can benefit from." It is perhaps noteworthy that Dr. Santiago, like Dr. Saward, is a graduate of the Department of Physiology (& Pathophysiology) and is a co-founder of Intrinsic Analytics Inc. in Winnipeg. The potential then is to not only support employment but also future employers. Finally, there are examples of students that took advantage of the "medical physiology" opportunity in the last 10 years it was offered that have found employment in the public sector, including as a Senior Biologist with Health Canada and as a science teacher in Winnipeg (**See also section C-6 and letters of support in Appendix 2e**).

In summary, the proposed Post-baccalaureate Diploma in Medical Physiology and Pathophysiology program expands on the earlier (pre-2004) medical physiology opportunity by: increasing accessibility and supporting diversity as a stand-alone program; introducing students to pathophysiology (disease and disorder processes); and offering a distinct credential (Post-baccalaureate Diploma). This program will be of interest to those that desire but have little or no knowledge of medical physiology or practical experience of laboratory research, or are looking to strengthen their applications for postgraduate education (e.g., graduate or medical schools). This program is also welcomed by employers in the private sector, including health/research-related industry in Manitoba. Relative to when the medical physiology option was previously offered, there has been a request to increase the number of graduate students by the University of Manitoba, an increase in the medical professional school intake, including medical school and Physician Assistant places, and the appearance of new health/research-related industry opportunities, like Intrinsic Analytics, Inc. in Manitoba. While employment cannot be guaranteed, our historical data related to enrolment and outcome, together with evidence of continuing and even growing demand suggest that successful completion of the program will enhance

an individual's chances of entering graduate studies and/or health-related training program and/or finding a life science or medical-related employment opportunity in the private sector or public sector in the majority of cases.

B-3.2 Describe the existing and anticipated post-secondary learning needs of students in Manitoba that this program addresses and responds to:

There is evidence, including from our own Department (Physiology & Pathophysiology) as alluded to above, that some students seek to strengthen their credentials between completing their undergraduate science degree and pursuing further education or career opportunities in health-related areas including research, education and delivery. While it is commonly held that a bridge or gap year refers to the period between finishing high school and starting an undergraduate degree, it can also refer to the period between completing an undergraduate degree and applying and/or entering graduate school (e.g., *The Gap Year: Between Graduation and Graduate School*, University of California, Berkeley Career Center, 2017, <https://career.berkeley.edu/Grad/TheGapYear>; Dr. S. Hamby, *Psychology Today*, <https://www.psychologytoday.com/blog/the-web-violence/201507/should-you-take-gap-year-grad-school>). As part of her response to the question of "Should You Take a Gap Year Before Grad School?", Dr. Hamby states: "There are lots of great ways to spend a year that will make you an even stronger candidate for graduate school. Probably the number one choice is the increasingly popular post-baccalaureate research internship, or "post-baccs" as we call them around here.... In recent years, almost every student I know who has gotten into a psychology doctoral program has completed a research internship in a gap year." Interest in taking a gap year may also be growing: "If you're in a quandary about how to spend the year or two after graduation and before grad school, you're certainly in good company. This is an increasingly common question....", as stated on the Berkeley Career Center website. Although many will be looking for a break from education and be seeking a real world experience through travel, volunteering and gaining work experience, others will be looking to strengthen their applications (e.g., to professional schools) or simply seeking more information to decide between different types of career or further educational opportunity (e.g., careers that offer different types of graduate training (as discussed by the Berkeley Career Centre, 2017, <https://career.berkeley.edu/Grad/TheGapYear>). This option is obviously not for everyone, but students on entering University are not always clear of the direction to take with their studies and/or career. Arguably, after completing a three or four-year degree, some students might be in a better position (both in terms of maturity and experience) to consider their future direction than at the time they completed high school, including whether more education or work experience is required to meet their career goals and what gap this might fill.

In this context, individuals who enter the Post-baccalaureate Diploma in Medical Physiology and Pathophysiology program will have the opportunity to fill a gap in or enhance their knowledge of medical pathophysiology and laboratory research, and thereby potentially strengthen their applications. The program is housed in the Max Rady College of Medicine within the Rady Faculty of Health Sciences, which also includes the Colleges of Dentistry, Nursing, Pharmacy, and Rehabilitation Sciences. Importantly, members of the Department have laboratories in research-intensive institutes or centres affiliated with the University of Manitoba. These include the: Institute of Cardiovascular Sciences and Canadian Centre for Agri-Food Research in Health and Medicine (St. Boniface Hospital); Children's Hospital Research Institute of Manitoba (Health Sciences Centre); Kleyesen Institute of Advanced Medicine (Health Sciences Centre); Research Institute of Oncology and Hematology (CancerCare Manitoba and University of Manitoba); and Spinal Cord Research Centre (University of Manitoba). While attending and successfully completing the Post-baccalaureate Diploma in Medical Physiology and Pathophysiology program does not mean that acceptance in the affiliated departmental graduate program or medical school is guaranteed, participation in the program would allow an individual to become familiar with the department, college, faculty, mission, and environment before an application is made. Furthermore, the environment provides exposure to graduate students, prominent researchers/lecturers /medical professionals from

the University of Manitoba, and also those visiting from out-of-Province. This can provide a further opportunity to learn more about or pursue a potential career path.

B-4 Mode of Delivery

B-4.1 Provide the total program length through **one** of the following measures:

27 Total credit hours

Total contact hours

Total courses

B-4.2 What proportion of the total program length (as indicated above) can be completed through the two following modes of delivery? *(Note that one or both selections can be offered up to the total program length.)*

100% In-person

Online

B-5 Provide an overview of the suggested progression of courses on a year-by-year basis for the program from start to maturity. *(Course level detail is not necessary, however, please include credit hours/contract hours, proportion of upper level courses, clinical placements or practicums, or subject area requirements where applicable)*

In brief, students are expected to complete the required 27 credit hours (Cr.Hrs.) of six 5000 level courses of the Post-baccalaureate Diploma program in one year, by starting in the Fall term (September).

Courses required for the Post-baccalaureate Diploma in Medical Physiology and Pathophysiology program include:

PHGY 5002 Respiratory Physiology and Pathophysiology Cr. Hrs. 3

This course introduces students to the basic medical physiology of the respiratory system, with emphasis on clinically relevant lung pathophysiology, in particular how basic concepts relate to disease and its treatment, as well as how this determines research questions in the field. Registration is restricted to students in the Post-baccalaureate Diploma in Medical Physiology and Pathophysiology program.

PHGY 5004 Cardiovascular Physiology and Pathophysiology. Cr. Hrs. 3

This course introduces students to basic medical cardiovascular physiology and pathophysiology, including (but not limited to) excitation-contraction coupling, the cardiac cycle, Frank Starling law, PV loops, heart failure, cardiomyopathies, electrical activity of the heart, arrhythmias, the arterial system, blood pressure control, hypertension, congestive issues in heart failure, coronary artery disease, cardiovascular pharmacology, and the microcirculation. The course will also introduce students to current therapeutic approaches and active areas of research interest. Registration is restricted to students in the Post-baccalaureate Diploma in Medical Physiology and Pathophysiology program.

PHGY 5006 Endocrine Physiology and Pathophysiology Cr. Hrs. 3

This course introduces students to endocrine physiology as it applies to the hormonal regulation of various body processes, including metabolism, as well as the consequences of endocrine dysregulation in the context of cancer, reproduction, and metabolic disease. The course will introduce students to current therapeutic approaches and active

areas of research interest. Registration is restricted to students in the Post-baccalaureate Diploma in Medical Physiology and Pathophysiology program.

PHGY 5008 Neurophysiology and Pathophysiology Cr. Hrs. 3

This course introduces students to essential background and context for understanding neurophysiology and the pathophysiology of various neurological dysfunctions / disease states (examples include: Parkinson's disease, cerebellar dysfunction, spinal cord injury). The course will introduce students to areas of current research interest, and current and potential future therapeutic approaches. Registration is restricted to students in the Post-baccalaureate Diploma in Medical Physiology and Pathophysiology program.

PHGY 5010 Cell Physiology and Pathophysiology Cr. Hrs. 3

This course introduces students to basic principles of cell physiology including topics such as basic genetic inheritance principles, chromosomes and gene regulation, protein synthesis and sorting, mitochondrial functions and genetics, biochemical and electrical properties of cell membrane functions. Additionally, students will explore and learn the application of current technologies used for the study of cell biology as well as current technologies used to explore the cellular pathophysiology of various diseases. Registration is restricted to students in the Post-baccalaureate Diploma in Medical Physiology and Pathophysiology program.

PHGY 5012. Laboratory Physiology and Pathophysiology. Cr. Hrs. 12

(Lab required) This course introduces students to laboratory research practices, providing a practical research experience in the biomedical or health-related sciences, under the supervision of an instructor(s). Research projects will be designed, where possible, to include a range of research and educational training, including (but not limited to) an introduction to ethical and/or safe laboratory practices, experimental design, performance of various laboratory protocols and techniques, database and/or data analysis, presentation of findings, and the appropriate use of related programs/software. Literature reviews may also be required. Registration is restricted to students in the Post-baccalaureate Diploma in Medical Physiology and Pathophysiology program.

Students will normally complete two 10-week research projects during the course, but options for a double (20-week) research project in a single laboratory/unit, as well as a single research project combined with a literature review project (normally ten literature review reports over 10 weeks) are available; however, completion of at least one research project is required.

The minimum time expected on a project (research or literature review) is 60 hours or 6 hours/week for 10 weeks. This increases to 120 hours or 6 hours/week over 20 weeks for a double research project. Instructors will normally meet with students to discuss progress and any required changes to the research plan at once least weekly. Examination (in brief): Students will be evaluated by a variety of methods including attendance, participation in discussions, presentations, review, normally weekly, of the student's laboratory/research journal/note book, and an evaluation of the final research project report and literature reviews, as appropriate.

Timing or scheduling of five of the six new courses proposed will be mapped over and thus identical to that for existing courses that are requirements of the Department's thesis-based M.Sc. program. Specifically, new PHGY 5002 Respiratory Physiology and Pathophysiology, PHGY 5004 Cardiovascular Physiology and Pathophysiology, PHGY 5006 Endocrine Physiology and Pathophysiology, PHGY 5008 Neurophysiology and Pathophysiology, will be offered concurrently (cross-listed) with existing PHGY 7252 Respiratory Physiology & Pathophysiology, PHGY 7254 Cardiovascular Physiology & Pathophysiology, PHGY 7256 Endocrine Physiology & Pathophysiology, and PHGY 7258 Neuro Physiology &

Pathophysiology, respectively. Similarly, the new PHGY 5010 Cell Physiology and Pathophysiology will be offered at the same time as existing IMED 7092 Cell Biology A, for which our Department is responsible, is also available within the schedule as a currently used option in our graduate program. Students completing the above new 5000-level courses would not receive credit for cross-listed existing 7000-level courses if they entered our graduate program. Thus, if this proposal is approved, the Department’s Supplemental Regulations would need to be amended and approved by the Faculty of Graduate Studies, to allow for course alternatives for incoming M.Sc. students that have successfully completed the Post-baccalaureate Diploma in Medical Physiology and Pathophysiology program. This process and proposed plan has been discussed in advance with the Dean of the Faculty of Graduate Studies.

This course schedule still allows sufficient time to complete requirements for laboratory research, and specifically the proposed minimum time expected on a project (research or literature review) of 60 hours or 6 hours/week for 10 weeks in the Fall and Winter terms in the new PHGY 5012 Laboratory Physiology and Pathophysiology course.

UM INTERNAL REQUIREMENT: please complete the chart below to provide an overview of suggested progression through the program (indicate pre-requisites and related credit hours). Outline options for specializations within this program [minor(s) and/or concentration(s)].

YEAR 1	YEAR 2	YEAR 3	YEAR 4
Fall term start: PHGY 5002 03 Cr.Hrs PHGY 5004 03 Cr.Hrs PHGY 5010 03 Cr.Hrs PHGY 5012 12 Cr.Hrs PHGY 5006 03 Cr.Hrs PHGY 5008 03 Cr.Hrs	N/A	N/A	N/A
<list electives or number of hours of electives> N/A	N/A	N/A	N/A
TOTAL CR. HRS: 27	TOTAL CR. HRS:	TOTAL CR. HRS:	TOTAL CR. HRS:

Supplemental Information

Additional information related to admission and transfer criteria are included in **Appendix 2b and d.**

A summary sheet together with six individual undergraduate course introduction forms and course outlines are included as course details in **Appendix 2c.**

Information related to academic regulations are included in **Appendix 2d.**

A statement of review by the Registrar is provided, and states “no concerns ...for this program with respect to registration, fee assessment, academic evaluation and provision of instructional space” in **Appendix 2e**

Library statements associated with each of the six new course introductions are included in **Appendix 2f**

B-6 Will the program be available for part-time study?

No

B-7 Indicate if this program will have a cooperative education, work placement, internship or practicum component and provide any relevant details:

No

B-8 Intake Information

B-8.1 Projected enrolment for the first intake: 2

B-8.2 Maximum seat capacity (*Defined as first-year enrolment capacity*): 30

The teaching room within the Department of Physiology & Pathophysiology is sufficient to accommodate 30 students in the Post-baccalaureate Diploma program, has audiovisual capability, a white board, and is accessible through two separate doors. It is anticipated that (i) enrolment at the end of five years would be six students and (ii) enrolment might increase after this point, up to a maximum of 30 students, based on capacity in PHGY 5012.

Completion of at least one research project through PHGY 5012 Laboratory Physiology and Pathophysiology is required to complete the program. As such, the number of spaces for enrolment in the program will be set in advance annually by the availability of research projects for PHGY 5012. The Department will provide support for a minimum of four research projects to be offered annually. Each major Division in the Department (Cardiovascular Science & Disease, Endocrinology & Metabolic Disease, Neuroscience & Spinal Cord Injury, and Respiratory Physiology & Disease) have committed to provide research projects on an annual basis.

It is important to emphasize that “four available research projects annually” is a minimum number. The estimated cost of a research project is \$3,000-\$5,000, which is covered in part by a laboratory fee but also in large part by an instructor's ability to secure external, often Federal, Provincial or Foundation, research funding. In each of the last six years (2012-2017), the Department of Physiology & Pathophysiology has secured ~\$4,500,000-\$5,000,000 per year in research funding from Federal (~\$3,000,000 has come from the Canadian Institutes of Health Research and the National Science and Engineering Research Council each year), Provincial (e.g., CancerCare Manitoba, Research Manitoba), Foundation (e.g., Heart & Stroke Foundation, Manitoba Medical Service Foundation, Manitoba Paraplegia Foundation) and other sources (e.g., private sector). Based on their record of securing research funding, each major Division in the Department (Cardiovascular Science & Disease, Endocrinology & Metabolic Disease, Neuroscience & Spinal Cord Injury, and Respiratory Physiology & Disease) have committed to provide projects from available funds on an annual basis. Thus, based on the above sources of support, including fees, research funding and a commitment from each of the four major Divisions, the Department will provide funding for a minimum of four research projects annually in PHGY 5012 and, as a result, offer this course and program annually.

In addition, although not required, PHGY 5012 allows for research projects and instructors to come from outside the Department of Physiology & Pathophysiology; specifically, other departmental or affiliated units of the University of

Manitoba. This would require appropriate unit and course coordinator approvals. (See also section D-3). Again, this is not a requirement of the Post-baccalaureate Diploma in Medical Physiology and Pathophysiology program as proposed.

B-8.3 Anticipated date of maturity:

As stated, while it is anticipated that enrolment in the program will increase to six students within five years, enrolment might increase after this point up to a maximum of 30 students, based on capacity in PHGY 5012.

UM INTERNAL REQUIREMENT: please indicate the projected enrolment and graduates for the first 5 years of the program.

	Year 1	Year 2	Year 3	Year 4	Year 5
Enrolments	2	3	4	5	6
Graduates	2	3	4	5	6

C-1 Describe how this new program aligns with the strategic plans of your institution:**Experiential Learning for Undergraduate Students in Health Sciences**

“Increase opportunities for experiential learning.” (*University of Manitoba Strategic Plan (2015-2020)*, p 13.e)

“A strong commitment to research that advances knowledge and understanding in the natural sciences, health sciences, applied sciences, social sciences, the arts and humanities.” (*University of Manitoba Strategic Plan (2015-2020)*, p 14)

“...the health and well-being of the population is critically dependent on basic, clinical, health system and population-based research and on effective integration of the knowledge it generates into health care practice. In this regard, the University of Manitoba is a leader in fostering such integration of knowledge, driven by the principle of collaboration across all faculties and with our partners.” (*Integrative Research in Health and Well-Being, University of Manitoba Strategic Research Plan (2015-2020)*, p 5.)

“To provide internationally competitive research and training programs in physiology and pathophysiology through the highest levels of scholarship of its members.” (*Mission Statement, Department of Physiology & Pathophysiology, Max Rady College of Medicine, University of Manitoba (2017)*)

At present, there is an absence of course material related to medical pathophysiology for many disease processes, its research and clinical interventions in the undergraduate science curriculum, and specifically within three-and four-year life science degrees offered at universities in Manitoba. The proposed new Post-baccalaureate Diploma program is a unique training opportunity which will help to fill this gap for undergraduate students that may have an interest in graduate studies or a career related to health/medical-related science, by introducing medical physiology and pathophysiology knowledge and/or providing practical biomedical research experience to undergraduate students.

Unique and Innovative Learning Opportunity for Undergraduate Students

“Seek to establish new or enhance existing programs....” (*Rady Faculty of Health Sciences Strategic Framework 2016-2021*, p 7)

“To provide internationally competitive research and training programs in physiology and pathophysiology through the highest levels of scholarship of its members.” (*Mission Statement, Department of Physiology & Pathophysiology, Max Rady College of Medicine, University of Manitoba (2017)*)

As indicated above, the program is expected to increase knowledge of the effects of disease and disorders on human physiology as well as medical research and intervention into the undergraduate curriculum. In addition, the experience gained through the one-year Post-baccalaureate Diploma in Medical Physiology and Pathophysiology program, which includes exposure to graduate students, academic staff and available seminars and workshops, is expected to be sufficient to inform future career decisions. This might be in terms of assessing interest or aptitude for further educational or employment opportunities in the medical or health-related field, as well as provide students with an opportunity to increase competitiveness for entry in this regard. This concept of students reaching a point of maturity and or experience and even life circumstance to make a career decision, and the potential value of a one year stand-alone Post-baccalaureate Diploma in Medical Physiology and Pathophysiology program is emphasized.

Interdisciplinary Educational Opportunities Lead to Diverse Career Paths

“It [Rady Faculty of Health Sciences] is dedicated to providing an outstanding educational experience and delivering education and training opportunities that recognize learners’ diverse career paths.” (*Rady Faculty of Health Sciences Strategic Framework 2016-2021 p 7.1*)

“Provide discipline-specific and interdisciplinary opportunities for graduate students to explore diverse career path” (*University of Manitoba Strategic Plan (2015-2020), p 15.*)

It is recognized that students may complete a four-year life science degree with little or no medical physiology and pathophysiology or practical biomedical laboratory experience. They may, however, have an interest in medical science. This one-year stand-alone Post-baccalaureate Diploma in Medical Physiology and Pathophysiology program would provide an opportunity to explore this interest, as perhaps a better option to directly entering a three-six year graduate program, but at the same time provide them with an opportunity to feed their interest, improve their credentials and inform a future decision.

In addition, advances are continually being made in the medical sciences as a result of research and evidence-based studies. Thus, the Post-baccalaureate Diploma in Medical Physiology and Pathophysiology program content and experience may align with and benefit individuals later in their career be it as educators, technicians, research assistants/associates, health/research-related inspectors, policy makers and be seen as valuable by future employers. In this context, any alignment with the needs of the private sector can be seen as a strategic benefit. For example, "Emergent BioSolutions is a strong supporter of this unique program.... The proposed program will enhance the knowledge of graduates and contribute to the valuable cross-functional knowledge", and "In regards to employment opportunities for future graduates of this program, I see the potential impact that local companies like Intrinsic Analytics can benefit from." (**Copies of the letters, with quotations, are attached in Appendix 2e**).

Innovative Educational Pathway to a Career in Medical Science and Research

“Innovations in Learning: ...They [students] prioritized flexibility in how they are able to pursue their programs, as well as greater opportunities for experiential education and a stronger connection between their studies and their careers of choice.” (*University of Manitoba Strategic Plan (2015-2020), p 7.*)

“Our mission includes discovery of new biomedical knowledge through rigorous scientific research methods, as well as translation and dissemination of this knowledge, whenever possible, as part of the medical research enterprise aimed at excellent student education and better health for Manitobans, Canadians and all peoples.” (*Mission Statement, Department of Physiology & Pathophysiology, Max Rady College of Medicine, University of Manitoba (2017)*)

The potential for increasing competitiveness for further educational opportunities aligns with programs offered through both the Faculty of Graduate Studies and the Rady Faculty of Health Sciences at the University of Manitoba. The Faculty of Graduate Studies, through the Department of Physiology & Pathophysiology as well as other basic science Departments and other units, offer a number of graduate program options (e.g., thesis-based M.Sc. and Ph.D.). In addition, the Rady Faculty of Health Sciences offers, for example, medical and dental school places for professional degrees (MD and DDS), and dual-registration options are also available in the form of MD/graduate degree programs in the medical/health-related research and delivery area. In terms of entrance, these are highly competitive programs. Training opportunities like the proposed Post-baccalaureate Diploma program provide skills and opportunities that can

enhance competitiveness, and aligns with students graduating with a three-year life science degree from either the University of Manitoba or University of Winnipeg. The Department will support recognition of the Post-baccalaureate Diploma in Medical Physiology and Pathophysiology by the Faculty of Graduate Studies, to allow for subsequent application and entry of students with a three-year science degree into our graduate program. In response to our request on how this might be pursued, the Dean of the Faculty of Graduate Studies, responded “on a case-by-case basis – as we do now for students who seek admission but lack an undergraduate honours degree. I don’t foresee any obstacle to approving graduates from the diploma program as holding the equivalent to an honours degree – especially if the admitting unit is in support.” This will, however, require seeking approval from the Faculty of Graduate Studies to amend our Department’s Supplemental Regulations.

Again, it is important to stress that the Post-baccalaureate Diploma program offers the opportunity for an individual to assess their interest in medical science and aptitude for biomedical ("laboratory") research through a one-year program, and complements existing undergraduate programs where students may feel they have not obtained sufficient information or credentials to seek further educational or career opportunities directly.

C-2 Outline the internal approval process (i.e. committees, governing bodies) for approving this new program of study within your institution and indicate any dates of decision. (*Governing Council, Board of Governors, Board of Regents, Senate, other*)

UM INTERNAL REQUIREMENTS: Please note date(s) of Faculty/College/School Approval. Approval dates through the governing bodies will be inserted by the Provost’s Office prior to submission to government.

UM Undergraduate Programs:

<u>Decision-Making Body</u>	<u>Date of Approval</u>
Faculty/College	June 19 th , 2018 /Feb 27 th , 2018
SCCC	_____
SPPC	_____
SCADM (<i>if applicable</i>)	_____
SCIE (<i>if applicable</i>)	_____
Senate Executive	_____
Senate	_____
Board of Governors	_____

UM Graduate Programs:

<u>Decision-Making Body</u>	<u>Date of Approval</u>
APC (<i>preliminary review</i>)	_____
External Review	_____
APC	_____
FGS Executive	_____
FGS Faculty Council	_____
SPPC	_____
Senate Executive	_____
Senate	_____
Board of Governors	_____

C-3 Responsibility to consult

C-3.1 If this program subject to mandatory review or approval by organizations external to the institution (*such as regulatory bodies, Apprenticeship Manitoba, etc.*), please describe any consultation processes and provide copies of reports or letter from these organizations providing support:

Not applicable

c-3.2 What agencies, groups, or institutions have been consulted regarding the development of this program?

Note: this includes any consultation with internal UM units, academic or otherwise.

The Office of the Provost and Vice-President (Academic) was consulted, and the possibility of pursuing this program was confirmed. The program was discussed and approved by the Department Executive made up of the Heads of the Divisions of Cardiovascular Science & Disease, Endocrinology & Metabolic Disease, Neuroscience & Spinal Cord Injury, and Respiratory Physiology & Disease. Course coordinators for the program were identified and drawn from each Division, and this group together with a (0.5) support staff member now constitute the "development team". In the Rady Faculty of Health Sciences, support to pursue this program was obtained from Dr. Brian Postl, Dean & Vice Provost, Rady Faculty of Health Sciences and Dean, Max Rady College of Medicine, and was pursued following consultation with Dr. Christine Ateah, Vice-Dean, Education, Rady Faculty of Health Sciences.

The Faculty of Agricultural and Food Science, Faculty of Engineering, Faculty of Kinesiology and Recreational Management, and Faculty of Science were informed of this initiative, including requests for a "statement of support" in consideration of potential overlap or conflict of jurisdiction, or in consideration of possible impact on demand **(Responses, i.e., statements of support parts A and B are included in Appendix 2e).**

The Faculty of Agricultural Sciences & Food Sciences responded that "the Department of Food and Nutritional Sciences supports the introduction" of this Post-baccalaureate Diploma program, and had no issues.

The Faculty of Engineering responded that they "do not see any overlap with the Biomedical Specialization that is available to undergraduate engineering students", and that impact on their courses/programs was "none".

The Faculty of Kinesiology & Recreation Management indicated that "[T]here is no curricular overlap or infringement of conflict of jurisdiction..."

The Faculty of Science responded that they have no issues with the program and that it "will provide another avenue for our life science students to further their education."

Comment and/or Letter of Support from the Life Science Private Sector Requests

Four organizations in the private sector related to the life sciences as well as more specifically to medical science were asked to comment on our program and consider providing a letter of support. The objective and a brief description of our program and expected outcomes based on historical data and current trends was provided as background information.

Letters of support were provided by all four, specifically: T. Maconachie, President, Life Science Association of Manitoba, Dr. J.J. Santiago, Chief Scientific Officer & Co-Founder, Intrinsic Analytics Inc., Dr. L. Seward, Senior Vice-President, Emergent BioSolutions, and Dr. A.D. Friesen, President & CEO, Medicure Inc. **(Copies of the four letters of support are included as part of Appendix 2e).**

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

Letters were sent as e-mail attachments (November 17th, 2017) to representatives of the University of Manitoba Science Student Association (UMSSA) and the University of Winnipeg Biology Students' Association (UWBSA)

to inform students of the proposal and provide an opportunity for feedback. The letter included the objective and a brief description of the nature, content and expected benefit of the proposed Post-baccalaureate Diploma program. **(A copy of the original e-mail request and positive responses from both student associations are included in Appendix 2e, which includes the quotes used in section C-4 and C-5).**

In addition, Faculty (28) and student (52) members of the Department of Physiology & Pathophysiology, were also informed directly (by e-mail) of the intent to establish this program and an opportunity for face-to face discussion was scheduled (November 30th, 2017). The Heads of the Department of Biochemistry & Medical Genetics, Human Anatomy & Cell Science, Immunology, Medical Microbiology & Infectious Diseases, Pharmacology & Therapeutics were also informed directly by e-mail. (December 1, 2017).

C-4 List any similar programs offered in Manitoba: *(Provide such information as institution, programs, and credentials offered in addition to any impacts on these programs, explain rationale for duplication.)*

Note: this includes any programs currently offered at UM.

There are no Post-baccalaureate Diploma programs offered in medical physiology, medical pathophysiology or offering practical biomedical research experience in Manitoba. This is a one-year stand-alone program for individuals that have not garnered sufficient medical physiology and pathophysiology training and/or practical biomedical (laboratory) research experience during their three (and even four year) life science degree. The major source of students from Manitoba are expected, historically, to come from biological sciences from the University of Manitoba and the University of Winnipeg. There are currently no undergraduate courses offered in a three-year degree or B.Sc. in medical pathophysiology and specifically the disease/disorder, treatment and research areas covered in PHGY 5002 Respiratory Physiology and Pathophysiology, PHGY 5004 Cardiovascular Physiology and Pathophysiology, PHGY 5006 Endocrine Physiology and Pathophysiology and PHGY 5008 Neurophysiology and Pathophysiology; this includes asthma, heart failure, diabetes and spinal cord injury. These areas are of course covered in greater detail within the M.Sc. program offered by the Department of Physiology & Pathophysiology (i.e., different course objectives, overall content and evaluation), and there is also overlap with material offered in the undergraduate medical education curriculum.

This is supported in part by statements from other faculties at the University of Manitoba and student associations. The Faculty of Science at the University of Manitoba commented: This (referring to the Post-baccalaureate Diploma in Medical Physiology and Pathophysiology program) will provide another avenue for our life science students to further their education" and that it "will have no impact on(their) programs".

This statement was supported by comments from representatives of undergraduate science students' associations, which also suggested that what is being proposed is not already in place, that is, not duplicated in Manitoba. Rather their comments are suggestive of a perceived need. President (Ryan Churchill) and Vice-President (Laura Chan) of the University of Manitoba Science Students' Association (SSA) when informed of the development of this program wrote back: "Everyone on the SSA council is in support of this program, including myself. In fact, if this program were in place right now, a lot of the councilors on the SSA would have applied this year." The representative (Benoit Morham) from the University of Winnipeg Biological Science Students Association responded: "This sounds like an excellent program...." **(See copies of responses in Appendix 2e).** The Faculty of Engineering also commented that they "do not see any overlap with the Biomedical Specialization that is available to undergraduate engineering students", and that there is no impact on their courses/programs.

C-4.1 Describe any specific laddering, articulation and/or credit transfer options for students that are anticipated in this program in Manitoba.

None

C-5 List any similar programs offered in Canada: *(Provide such information as institution, programs, and credentials offered in addition to any impacts on these programs, explain rationale for duplication.)*

There are none, based on a web search (Baccalaureate - Diploma - Medical Physiology - Pathophysiology - Canada used in combinations). While M.Sc. programs exist, to our knowledge there are no known programs offering a Post-baccalaureate Diploma that introduces students to both medical physiology and pathophysiology, with a specific emphasis on breathing disorders, diabetes and metabolic disease, heart failure and spinal cord injury, as well as provide a practical biomedical research experience in one-year at any medical-doctoral universities in Canada. However, unlike the University of Manitoba, there are universities in Canada that offer undergraduate physiology degree programs alone like, for example, McGill University, University of Alberta and University of Toronto. Others offer combined undergraduate physiology degree programs, for example, Cellular & Physiological Sciences at the University of British Columbia and physiology & pharmacology at the University of Saskatchewan. The Department of Physiology and Biophysics at Dalhousie University, like the University of Manitoba does not have its own undergraduate "physiology" program. While these undergraduate degree programs do introduce students to human and/or mammalian physiology and even cell physiology, as is the option in a biological sciences three or four year B.Sc. degree from the University of Manitoba, there is no emphasis or courses directed to medical pathophysiology, and specifically the disease/disorders indicated above. It is noted, however, that the University of Toronto recently introduced a "new course" in "cellular and molecular basis of endocrine disorders" and a "new course" titled "Translational Physiology Research Project". While this does not duplicate our "program" it does support the idea behind our proposed program's course content, specifically the inclusion of PHGY 5010 Cell Physiology and Pathophysiology, and 5012 Laboratory Physiology and Pathophysiology.

C-5.1 Describe any specific laddering, articulation and/or credit transfer options for students that are anticipated in this program in Canada.

None

C-6 Describe the current and projected labour market demands in Manitoba for graduates of this Program:

(Provide such information as probable employment destinations or further educational opportunities available to graduates of this new program of study. Attach any formal reports such as those from Associations, Statistics Canada, Sector Councils, Industry or Regulators.)

It is anticipated that the majority of students completing the Post-baccalaureate Diploma in Medical Physiology and Pathophysiology program will pursue further educational opportunities. However, the laboratory experience and opportunity to take advantage of training workshops as well as interact and engage with a wide range of personnel/activities involved in the health research enterprise, is also expected to provide or improve on skills valued in the private sector.

In support, as indicated in **section B-3**, for decades until 2004, our Department offered a similar training opportunity to three and four-year science degree students with similar course content specifically, medical physiology, cell biology and research experience in up to three different laboratories. Greater than 75% of the 37 students that completed this opportunity between 1994 and 2004 went on to enter graduate studies and/or medical or dental school. More

specifically, we have been able to track 30 (81%) of the 37 students, and all pursued further educational and employment opportunities. As of November, 2017: 14 entered a graduate studies program, 16 entered medical school (including 4 after completing graduate studies), 2 entered dental school, 1 became a Senior Biologist with Health Canada and 1 became a science teacher at a Glenlawn Collegiate (High School) in Winnipeg.

It is of note that three of the clinicians currently (as of November, 2017) hold appointments at the University of Manitoba (Anesthesia, Radiology, and Surgery). In addition, individuals with graduate degrees can be tracked to entering the Physician Assistant program, or working as research technicians at a University or Hospital, a Senior Biologist for Health Canada (Ottawa), and as a science-equipment sales representative (Ontario).

Although a decade has passed, there continues to be a need for highly trained individuals in the "health/medical" sector, including delivery and teaching, as well as related to research. Data in the two following tables from Statistics Canada, show steady growth in "Professional, scientific and technical services" and "Health care and social assistance" employment by industry categories from 2013-2017¹, as well as a 1.4% and 3.0% increase in these categories in Manitoba in the last year (December 2016-2017)². There is also an increasing emphasis on evidence-based health-related decision making, as well as evidence of students looking for ways to improve their credentials (or competitiveness) through further education and/or experience in the year after successfully completing their undergraduate degree. The class size for medical school has increased, a genetic counselling program has been developed and a physician assistance program is in place and growing. The University of Manitoba also offers a dual-registration MD/graduate degree option, presumably to help meet the need for more clinician scientists^{3,4}.

In addition, the private sector has also indicated an interest in the skill sets we will offer and the potential to employ graduates. T. Maconachie, President, Life Science Association of Manitoba (now Biosciences Association Manitoba; Winnipeg), Dr. J.J. Santiago, Chief Scientific Officer & Co-Founder, Intrinsic Analytics Inc., (Winnipeg), Dr. L. Saward, Senior Vice-President, Emergent Biosolutions, and Dr. A.D. Friesen, President & CEO, Medicure Inc. (Winnipeg). Dr. Friesen writes: "I am pleased to hear about the plan to develop a new one year Medical Physiology and Pathophysiology Baccalaureate Diploma program. I fully support this development and encourage the University to proceed." Dr. Santiago adds "In regards to employment opportunities for future graduates of this program, I see the potential impact that local companies like Intrinsic Analytics can benefit from." Dr. Saward writes: "Emergent BioSolutions is a strong supporter of this unique program.... The proposed program will enhance the knowledge of graduates and contribute to the valuable cross-functional knowledge." (**See letters of support in Appendix 2e**). Again, as noted previously, Dr. Santiago is a graduate of our (Ph.D.) program and is a co-founder of Intrinsic Analytics, Inc, that was developed and runs out of Winnipeg. Thus, there is the potential for a multiplier effect from a single graduate in terms of providing employment for others.

An online review of job postings in Canada, which is intended to be relevant but not necessarily comprehensive (e.g., it does not include high school teachers or physician assistants that were ultimate career choices for students that pursued our previous medical physiology option), reveals variability based on the site used. However, two sets of data are provided including from the "ca.best-jobs-online.com" site and the Government of Canada - Job Postings site for the January 16th, 2018. While there is variability, they are both consistent with future employment opportunities in Manitoba and Canada.

¹ <http://www.statcan.gc.ca/tables-tableaux/sum-som/l01/cst01/econ40-eng.htm>

² <http://www.statcan.gc.ca/tables-tableaux/sum-som/l01/cst01/labr67h-eng.htm>

³ http://www.healthcarecan.ca/wp-content/themes/camyno/assets/document/STILibrary/2016/EN/Clinician-Scientist-is-Canada-White-paper_English.pdf

⁴ https://www.cfms.org/files/position-papers/2016_supporting%20clinician-scientist%20training%20in%20canada.pdf

Employment by industry

	2013	2014	2015	2016	2017
	thousands				
All industries	17,691.1	17,802.2	17,946.6	18,079.9	18,416.4
Goods-producing sector	3,910.1	3,897.1	3,870.4	3,833.0	3,875.9
Agriculture	314.0	305.1	294.9	289.2	279.5
Forestry, fishing, mining, quarrying, oil and gas ¹	368.1	372.6	354.9	326.8	329.6
Utilities	135.0	136.9	137.0	137.2	132.6
Construction	1,369.8	1,371.5	1,371.2	1,385.0	1,409.3
Manufacturing	1,723.1	1,711.0	1,712.4	1,694.8	1,724.8
Services-producing sector	13,781.0	13,905.1	14,076.2	14,246.9	14,540.5
Wholesale and retail trade	2,710.7	2,729.3	2,732.7	2,745.9	2,809.6
Transportation and warehousing	882.9	896.8	917.2	907.4	943.7
Finance, insurance, real estate, rental and leasing	1,078.8	1,083.8	1,102.9	1,127.0	1,171.3
Professional, scientific and technical services	1,310.9	1,333.3	1,365.8	1,393.7	1,448.8
Business, building and other support services ²	740.9	734.8	760.6	766.4	756.6
Educational services	1,226.5	1,236.9	1,274.1	1,270.0	1,285.0
Health care and social assistance	2,189.9	2,219.7	2,292.3	2,339.3	2,383.2
Information, culture and recreation	756.7	757.2	750.6	782.4	789.3
Accommodation and food services	1,169.6	1,207.5	1,210.6	1,212.7	1,210.8
Other services (except public administration)	795.3	795.1	761.8	774.9	781.3
Public administration	918.9	910.7	907.4	927.3	961.0

1. Also referred to as Natural resources.
2. Formerly Management of companies, administrative and other support services.
Source: Statistics Canada, CANSIM, table 282-0008.
Last modified: 2018-01-05.

Employment by major industry group, seasonally adjusted, by province (monthly) (Manitoba)

	December 2016	November 2017	December 2017	November 2017 to December 2017	December 2016 to December 2017
	employment (thousands)			% change	
Manitoba - All industries	633.0	645.4	646.1	0.1	2.1
Goods-producing sector	149.2	147.8	148.9	0.7	-0.2
Agriculture	23.3	24.7	25.6	3.6	9.9
Forestry, fishing, mining, quarrying, oil and gas ¹	6.5	6.5	6.2	-4.6	-4.6
Utilities	9.9	8.2	8.2	0.0	-17.2
Construction	45.5	46.3	46.5	0.4	2.2
Manufacturing	64.0	62.2	62.5	0.5	-2.3
Services-producing sector	483.8	497.6	497.1	-0.1	2.7
Wholesale and retail trade	87.1	91.0	91.2	0.2	4.7
Transportation and warehousing	35.6	36.4	35.7	-1.9	0.3
Finance, insurance, real estate, rental and leasing	36.0	37.3	36.8	-1.3	2.2
Professional, scientific and technical services	28.5	28.8	28.9	0.3	1.4
Business, building and other support services ²	19.1	20.6	20.5	-0.5	7.3
Educational services	49.7	51.8	51.2	-1.2	3.0
Health care and social assistance	101.9	103.6	105.0	1.4	3.0
Information, culture and recreation	24.7	23.7	23.0	-3.0	-6.9
Accommodation and food services	39.9	44.1	44.7	1.4	12.0
Other services (except public administration)	27.8	28.8	29.3	1.7	5.4
Public administration	33.5	31.4	30.8	-1.9	-8.1

1. Also referred to as Natural resources.
2. Formerly Management of companies, administrative and other support services.
Source: Statistics Canada, CANSIM table 282-0088.
Last modified: 2018-01-05.

A scan of available jobs related to health/medical, scientific/research, technical/sales-related services, are consistent with the Post-baccalaureate Diploma in Medical Physiology and Pathophysiology program providing or improving one or more skills valued in the private sector. This is supported by statements from our life science private sector leaders in Manitoba. These skills include: experience with a specific research technique/methodology, ability to take direction and work in a responsible manner towards a deadline, careful and reproducible application of approaches, detailed recording and documentation (including use of word processing, spreadsheet, and/or statistics-related software), ability to analyze Information, knowledge of ethical (laboratory) practice, working in a professional and collegial manner towards a safe and effective environment, ability to communicate effectively (including, but not only, use of presentation software), and complete a project. Ideally, the Post-baccalaureate Diploma in Medical Physiology and Pathophysiology program will provide the opportunity to gain experience in all of these, and potentially others.

Please note, successful completion of the Post-baccalaureate Diploma in Medical Physiology and Pathophysiology is not expected to meet all the requirements for all health/medical-related job opportunities, and thus we do not guarantee subsequent employment, particularly as it will not provide work experience (beyond potentially two terms in a laboratory research setting) and/or further education in the form of a graduate (Ph.D.) degree might be required. We are confident, however, that successful completion of the Post-baccalaureate Diploma in Medical Physiology and Pathophysiology will provide the opportunity to obtain or improve skills that are valued in terms of seeking further graduate education, and in the private sector (as reflected in a typical list of “Qualifications” accompanying a health/medical-related research-related job posting).

Search	Jobs (#)	Jobs Posted in Last 3 Days (#)	Jobs in Manitoba (#)	Web Address
Hosp. Med. Lab. Tech.	52	11	0	⁵
Pharmaceutl. Sales Rep.	911	96	16	⁶
Med. Quality Control	1356	485	17	⁷
Med. Research Assoc.	1086	580	16	⁸

Search	Jobs (#)	Jobs in Manitoba (#)	Web Address
Hospital Tech. / Health Service Support	1482	23	⁹
Medical Research Technician	455	18	⁹
Pharmaceutical Sales Rep.	4	0	⁹
Medical Quality Control	307	5	⁹
Medical Research Assoc.	2110	39	⁹

In addition, and sometimes overlooked outside of education, is specific knowledge, garnered through the physiology and pathophysiology course work. For example, AstraZeneca recently advertised for more than one “Medical Sales Representative”, which included in the “Qualifications” that in addition to possessing an undergraduate degree, “Knowledge of Diabetes is an asset” (Job reference: R-021514, Posted date: Jan. 28, 2018) or “Knowledge of Respiratory is an asset” (Job reference: R-020469, Posted date: Jan. 22, 2018). While obviously this is not the only requirement of these positions, successful completion of our Post-baccalaureate Diploma program in Medical Physiology and Pathophysiology is expected to satisfy a request such as this.

⁵ <http://ca.best-jobs-online.com/search.php?keyword=Hospital%20Medical%20Laboratory%20Technician&location=&f=&t=1&r=25>

⁶ <http://ca.best-jobs-online.com/search.php?keyword=Pharmaceutical%20sales%20representative&location=&f=&t=&a=3&r=25>

⁷ <http://ca.best-jobs-online.com/search.php?keyword=Medical%20quality%20and%20control&location=&f=&t=&r=25>

⁸ <http://ca.best-jobs-online.com/search.php?keyword=Medical%20Research%20Associate&location=&f=&t=&r=25>

⁹ <https://www.jobbank.gc.ca/home-eng.do?lang=eng>

Importantly, and as already suggested, through this one-year stand-alone Post-baccalaureate Diploma in Medical Physiology and Pathophysiology program, individuals can inform their interest in pursuing a career in medical science and aptitude for biomedical research, data analysis and reporting.

In summary, while our historical data suggest that the vast majority of those completing the Post-baccalaureate Diploma program successfully will continue their education (e.g., graduate, medical and/or dental school), the results from Statistics Canada suggest that some of the relevant employment areas are growing, and that while the list of potential career opportunities is not comprehensive, data from job posting sites and our own life/medical-sciences private sector suggest employment opportunities currently exist and will continue to be available for those with an interest in and aptitude for medical sciences and/or research, which includes knowledge and skills obtained through our proposed program, in Manitoba and Canada.

C-7 If copies of any internal or peer evaluations with respect to this new program of study are being provided with this proposal, please indicated how any issues identified by these evaluations have been addressed and attach any relevant documents as available:

Not applicable

SECTION D – REQUIRED RESOURCES AND FINANCIAL IMPLICATIONS

D-1 If one-time or pilot funding are being requested to support this new program of study, please identify the amount of funding being requested:

Not applicable (\$0.0)

D-2 If ongoing funding being requested to support this new program of study, please identify the amount of funding being requested:

No new ongoing funding is being requested.

D-3 If new funding is not being requested, how will the program be funded?

Management and support of the program including the courses PHGY 5002, PHGY 5004, PHGY 5006, PHGY 5008, PHGY 5010 and PHGY 5012, fall within the normal workload of the academic and current support staff. Existing faculty members (28 FTE) and staff (3 FTE) salaries, as well as support for laboratory and office space in the Department of Physiology & Pathophysiology is made available through the allocated Department operation budget, an endowment and external research funding. **However, one of the staff members (combined 0.5 FTE research technician and 0.5 FTE administrative assistant) will provide support for the proposed Post-baccalaureate Diploma program**, as reflected in the Program Proposal Financial (PPF) Form (see **Appendix 2a**). The incumbent is currently jointly supported by external research-related funding and an endowment, and is tasked with assisting in the development of the Post-baccalaureate Diploma program and its ongoing support. Tasks include but not only: program promotion, staff/faculty/student communication, student and research project-instructor recruitment, program/course scheduling, survey/monitoring, collating and reporting information, printing and distributing notes.

The total program cost, including direct and indirect costs, for the first year is \$220,541 for teaching, administration (promotion, program and course support) and technical support for teaching, including preparation and examination, based on available 2017/2018 data. Subsequent annual costs/requests are provided in the PPF Form (**Appendix 2a**). Note, the anticipated increase in student numbers after year 1 will not affect the academic salary costs related to the relatively "didactic" PHGY 5002 (3 credit hours), PHGY 5004 (3 credit hours), PHGY 5006 (3 credit hours), PHGY 5008 (3 credit hours), and PHGY 5010 (3 credit hours) courses. Here FTE and costs have been based on a 9 credit hour teaching load per FTE per year. The costs associated with these courses have also been calculated based on being cross-listed with graduate level courses.

This is not the case, however, for PHGY 5012 (12 credit hours). As a laboratory-based project course with normally two projects and where each project is different, and likely involving a different instructor and location, related costs have been treated as an additional 0.2 FTE for each student added after year 1 (**Appendix 2a**).

It is anticipated that funding through proposed student tuition and laboratory fees, together with existing funds provided through the Faculty, will provide ongoing support for faculty members and support staff, to manage and support the program. Thus, it is requested that this position will be resourced, at least in part, from funds acquired through the Post-baccalaureate Diploma program tuition and student laboratory fees applied. Based on the annual expected enrollment in the first five years, our intention would be to reallocate funds from the Department budget to fund 0.5 of this staff FTE position until this point is reached.

As indicated in section B-8, in terms of the course, PHGY 5012 Laboratory Physiology and Pathophysiology, each student in the program is required to complete at least one research project. The student projects of \$3,000-\$5000 per student project (minimum \$3,000) are supported in part by the laboratory fee but also in large part by an instructor's ability to secure external, often Federal, Provincial or Foundation, research funding. In each of the last six years (2012-2017), the Department of Physiology & Pathophysiology has secured ~\$4,500,000-\$5,000,000 per year in research funding from Federal (~\$3,000,000 has come from the Canadian Institutes of Health Research and the National Science and Engineering Research Council each year), Provincial (e.g., CancerCare Manitoba, Research Manitoba), Foundation (e.g., Heart & Stroke Foundation, Manitoba Medical Service Foundation, Manitoba Paraplegia Foundation) and other sources (e.g., private sector). Each major Division in the Department (Cardiovascular Science & Disease, Endocrinology & Metabolic Disease, Neuroscience & Spinal Cord Injury, and Respiratory Physiology & Disease) have committed to provide projects on an annual basis. Thus, based on the record of external support and this commitment, we are confident that we will be able to fund and offer this course (and thus program) annually.

D-4 List any external sources of funding that will be used to support the implementation or delivery of this new program of study: *(Provide such information as agreements for funding from industry or external grants and indicate the anticipated length of time for each agreement.)*

As indicated above, any external source of research funding, Federal (e.g., Tri-Agency), Provincial (e.g., Research Manitoba), Foundation (e.g., Heart & Stroke Foundation) or other as well as internal sources (e.g., start-up funding) that is used to support a research enterprise within the Department or an affiliated institution of the University of Manitoba, could be used to support a research project (minimum \$3,000) offered in the PHGY 5012 Laboratory Physiology and Pathophysiology course, and by extension the program. This revenue is accounted for under "Other Revenue" on the PPF form (**Appendix 2a**).

D-5 What are the resource implications to the institution (budget, IT, library, laboratory, computer, space, practicum liability insurance, student services, etc) in delivering this new program of study?

There is no change to, or requirement for, additional space. No additional or incidental costs or supplies are anticipated, beyond those captured through the tuition and laboratory fees applied. Library statements have been obtained for all six new course introductions, and no resource implications are noted (**See copies of Library Statements in Appendix 2f**).

D-6 Please describe new and existing staffing resources needed to provide this new program of study. *Include reallocation of existing faculty, hiring of new faculty, administrative and support services and any other considerations.*

Delivery of the program falls within the normal workload of the existing academic and support staff. No new hiring is required. Currently the existing support staff member is funded 0.5 by external research-related funding and 0.5 through an endowment that is ending by 2020. We would reallocate funding from the Department budget and utilize funds acquired through the Post-baccalaureate Diploma program tuition to replace the endowment funding and continue the existing support position.

In addition, while not a requirement, the design of the program and specifically the PHGY 5012 Laboratory Physiology and Pathophysiology course, is such that instructors from outside the Department of Physiology & Pathophysiology can propose to offer a research project(s) if they are from an affiliated unit of the University of Manitoba. This would require appropriate approvals from the "external" instructor's unit leader as well as the course coordinator, but does provide a potential to maintain and even increase supported places in the program for students. A possible benefit to the "affiliated unit" is the increased exposure and thus potential to recruit the student if they are interested in pursuing graduate studies and meet entrance requirements.

D-7 Provide a program implementation plan for the new program of study by academic year (start to maturity) that includes any elements to be phased in (e.g., new faculty hires, distribution of existing faculty and support staff) from launch to maturity:

Year 1: The program is ready to implement once fully approved. All faculty and support staff, teaching materials, as well as teaching/study and research spaces are prepared or in place.

Year 2: The program will be fully operational in terms of content and presentation as of year 1. Thus, no additional elements to phase in are anticipated.

Year 3 The program will be fully operational in terms of content and presentation as of year 1. Thus, no additional elements to phase in are anticipated.

Year 4 The program will be fully operational in terms of content and presentation as of year 1. Thus, no additional elements to phase in are anticipated.

D-8 Please describe the effect of this new program on existing capital infrastructure and equipment:

No significant negative effects (beyond normal wear and tear that cannot be met by funds captured through the tuition and laboratory fees applied) are anticipated. Research related activities, e.g., use of equipment, or special research-related spaces, e.g., tissue culture and "cold" rooms, will be demonstrated and/or done under supervision or after appropriate training to ensure correct usage and reduce the possibility of accidental breakage/loss of operation.

D-9 If capital funding is being requested to support additional specialized program materials such as infrastructure or equipment required to provide this new program of study, please provide a detailed description of the use of this capital:

Not applicable

SECTION E– TUITION

E-1 What are the proposed tuition fees?

Tuition Fee = Tuition Rate for Courses in Medicine x Number of Required Credit Hours

Tuition Fee = \$178 per credit hour x 27 credit hours for 2019-20 (based on \$157.15 x 27 for 2017-18)*

Tuition Fee = **\$4,806 per student for 2019-20*** (based on \$4,243.05 for 2017-18)

Thus, for the two students anticipated in the first year, tuition is expected to be \$9,612 (see **Appendix 2a**)

*Note, annual increases to tuition rates are subject to approval by the Board of Governors and limited by any constraints outlined in provincial legislation.

E-2 Please provide a rationale for the tuition fee proposed. (For example, are these tuition fees comparable to tuition for existing programs within the academic unit or to tuition for similar programs offered at other institutions?)

The current tuition rate for courses in medicine for 2016-17 is \$157.15 per credit hour (see note 5 under Undergraduate Tuition Program Rates at http://umanitoba.ca/student/records/fees/Undergraduate_Tuition.html). Rates are subject to review and change, and may be different at time of implementation*. The amount of \$178 per credit hour for 2019-20 reflects the projected rate based on the current rate of \$157.15 using the Program Proposed Financial Form (formerly ALD)/SPPC Financial Support Form spreadsheet). (See **Appendix 2a**).

*Note, annual increases to tuition rates are subject to approval by the Board of Governors and limited by any constraints outlined in provincial legislation.

E-3 Please describe any additional fees that would apply to a student in this program?

UM INTERNAL REQUIREMENTS: Please note any new course-fees proposed in support of this program. Please provide a rationale for any new fees. Are these fees comparable to fees for existing programs within the academic unit or for similar programs offered at other institutions?

Laboratory Fee = \$121 per student for PHGY 5012 Laboratory Physiology and Pathophysiology (12 credit hours) *based on \$106.53 for 2017-18

Thus: Total Program Fee per student = Tuition Fee + Laboratory Fee

Total Program Fee per student = \$4,806 + \$121 (based on \$4,243.05* + \$106.53 for 2017-18)

Total Program Fee per student = **\$4,927** per student (based on \$4,349.58 for 2017-18)

As a result, for the two students anticipated in the first year, total program fee and other student fees** is expected to total \$10,460 (see **Appendix 2a**).

*Note, annual increases to tuition rates are subject to approval by the Board of Governors and limited by any constraints outlined in provincial legislation.

**Note, students will also pay any standard compulsory and incidental fees assessed on all students; additional "Other Compulsory Student Fees" of \$303 per student expected.

PHGY 5012 is a required course and at least one biomedical research (laboratory) project is, in turn, a requirement of course. The standard laboratory fee is applied to offset costs associated with offering the practical "laboratory" experience. The University has a standard laboratory fee rate for courses based on credit hours, and this information can be found at (<http://umanitoba.ca/student/records/fees/986.html#lf>). PHGY 5012 is a 12 credit hour course and thus falls in the category of "greater than 9 credit hours". As above (*), rates are subject to review and change, and may be different at time of implementation.

E-4 Please describe any specific supports to encourage affordability and accessibility to the program:

No scholarships or bursaries are currently available to assist with affordability. As there is a "Lab required" (PHGY 5012) in the program, efforts will be made to maintain accessibility by providing a modified or alternative research project if possible and/or reasonable to do so.

SECTION F – SIGNATURES

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

SUBMITTED BY:

President:

Name:

Signature:

Date:

Vice-President/Academic:

Name:

Signature:

Date:

For use by joint programs only:

President:

Name:

Signature:

Date:

Vice-President/Academic:

Name:

Signature:

Date:

SUBMIT COMPLETED FORM

PROVOST’S OFFICE ONLY Once completed and signed, please submit this application form to Post-Secondary Education and Labour Market Outcomes at PSE-LMO@gov.mb.ca with the following attachments *(double-click to engage check box)*:

<input type="checkbox"/>	Cover letter
<input type="checkbox"/>	Program of Study Financial Form
<input type="checkbox"/>	Any supporting documentation <i>(reviews, letters of support, etc.)</i>

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

Post-Secondary Education and Labour Market Outcomes
Manitoba Education and Training
400-800 Portage Avenue Winnipeg MB R3C 0C4
(204) 945-1833
PSE-LMO@gov.mb.ca

APPENDIX 2a

ADVANCED LEARNING DIVISION / PROGRAM PROPOSAL FINANCIAL FORM

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:	Post Baccalaureate Diploma in Medical Physiology and Pathophysiology
Contact Information:	Amanda Kinnell, Senior Financial Officer, Max Rady College of Medicine
Date:	08-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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Tuition	\$ 9,612	\$ 9,612	\$ 15,355	\$ 5,743	\$ 21,804	\$ 6,449	\$ 29,027	\$ 7,223	\$ 29,027	
Student Fees	\$ 848	\$ 848	\$ 1,355	\$ 507	\$ 1,924	\$ 569	\$ 2,562	\$ 637	\$ 2,562	
Other	\$ 12,000	\$ 12,000	\$ 18,000	\$ 6,000	\$ 24,000	\$ 6,000	\$ 30,000	\$ 6,000	\$ 30,000	
Contribution from Unit (Existing Resources)	\$ 198,080	\$ 198,080	\$ 231,680	\$ 33,600	\$ 262,785	\$ 31,105	\$ 293,448	\$ 30,663	\$ 293,448	
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Revenue (A)	\$ -	\$ 220,541	\$ 220,541	\$ 266,390	\$ 45,850	\$ 310,514	\$ 44,124	\$ 355,037	\$ 44,523	\$ 355,037

Institution:	University of Manitoba
Program Name:	Post Baccalaureate Diploma in Medical Physiology and Pathophysiology
Contact Information:	Amanda Kinnell, Senior Financial Officer, Max Rady College of Medicine
Date:	08-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		\$ 165,000	\$ 165,000	\$ 201,825	\$ 36,825	\$ 236,679	\$ 34,854	\$ 271,665	\$ 34,987	\$ 271,665
New Professional/Support Salaries - Direct		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Existing Professional/Support Salaries - Direct		\$ 40,873	\$ 40,873	\$ 42,304	\$ 1,431	\$ 43,784	\$ 1,481	\$ 45,317	\$ 1,532	\$ 45,317
Operating Expenses		\$ 12,000	\$ 12,000	\$ 18,000	\$ 6,000	\$ 24,000	\$ 6,000	\$ 30,000	\$ 6,000	\$ 30,000
Student Support		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect Salary Expenses		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administrative Overhead		\$ 2,667	\$ 2,667	\$ 4,261	\$ 1,594	\$ 6,051	\$ 1,790	\$ 8,055	\$ 2,004	\$ 8,055
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
Total Expenditures (B)	\$ -	\$ 220,541	\$ 220,541	\$ 266,390	\$ 45,849	\$ 310,514	\$ 44,124	\$ 355,037	\$ 44,524	\$ 355,037

Institution:	University of Manitoba									
Program Name:	Post Baccalaureate Diploma in Medical Physiology and Pathophysiology									
Contact Information:	Amanda Kinnell, Senior Financial Officer, Max Rady College of Medicine									
Date:	08-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 INFORMATON										
Major Equipment		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Vehicles		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Renovations		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Furniture		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
Total Capital (C)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Revenue less Expenditures and Capital (A-(B+C))	\$ -	\$ (0)	\$ (0)	\$ 0	\$ 0	\$ (0)	\$ (0)	\$ (0)	\$ (0)	\$ (0)
Funding Request	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

SENATE PLANNING AND PRIORITY COMMITTEE (SPPC)

New Program Approval - Financial Form

FACULTY / SCHOOL Health Sciences
PROGRAM Post Baccalaureate Diploma in Medical Physiology and Pathophysiology

	19/20	20/21	21/22	22/23	23/24
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)	-	-	-	-	-
New Indirect Staff (FTE) (Appendix A)	-	-	-	-	-
Subtotal Staffing Requirements (FTE)	-	-	-	-	-

2. PROGRAM COSTS

Direct Program Costs

New Academic Salaries (incl bpl) (Appendix A)	\$ -	\$ -	\$ -	\$ -	\$ -
Existing Academic Salaries (incl bpl) (Appendix A)	165,000	201,825	236,679	271,665	306,790
New Professional/Support Salaries (incl bpl) (Appendix A)	-	-	-	-	-
Existing Professional/Support Salaries (incl bpl) (Appendix A)	40,873	42,304	43,784	45,317	46,903
Operating Expenses (Appendix B)	12,000	18,000	24,000	30,000	36,000
Student (Graduate/Undergraduate) Support (Appendix C)	-	-	-	-	-
Major Equipment (Appendix D)	-	-	-	-	-
Vehicles (Appendix D)	-	-	-	-	-
Renovations (Appendix D)	-	-	-	-	-
Furniture (Appendix D)	-	-	-	-	-
Other Capital (Appendix D)	-	-	-	-	-
Subtotal Direct Program Costs	\$ 217,873	\$ 262,129	\$ 304,463	\$ 346,982	\$ 389,693

0.5 FTE position funded from reallocation of funds within the department

Represents lab costs only.

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	1,706	2,726	3,870	5,152	6,585
Administrative Overhead	961	1,536	2,180	2,903	3,710
Subtotal Indirect Program Costs	\$ 2,667	\$ 4,261	\$ 6,051	\$ 8,055	\$ 10,294

Total Program Costs (Direct & Indirect)	\$ 220,541	\$ 266,390	\$ 310,514	\$ 355,037	\$ 399,987
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3. ENROLMENT	Year 1	Year 2	Year 3	Year 4	Year 5
Expected Enrolment (headcount)	2	3	4	5	6
Expected Enrolment (credit hours)	54	81	108	135	162

4. PROGRAM REVENUE ALLOCATED TO FACULTY/SCHOOL						
Operating Grant Revenue (see note)	\$ -	\$ -	\$ -	\$ -	\$ -	Expected to be Negligible
Tuition Revenue (Appendix E)						
• Credit Hour Based						
Undergraduate	9,612	15,355	21,804	29,027	37,097	
Graduate	-	-	-	-	-	
• Program Based						
• Program/Course Specific Fees	242	387	549	731	934	
• Other Compulsory Student Fees	606	969	1,375	1,831	2,340	Other student fees (see App E - Tuition)
Other revenue - Research project funding from External funding	12,000	18,000	24,000	30,000	36,000	Research project funding from External funding
Total Program Revenue	\$ 22,460	\$ 34,710	\$ 47,729	\$ 61,589	\$ 76,370	

5. EXISTING RESOURCES						
From Operations:						
Academic Salaries (Appendix A)	\$ 165,000	\$ 201,825	\$ 236,679	\$ 271,665	\$ 306,790	
Professional and Support Salaries (Appendix A)	40,873	42,304	43,784	45,317	46,903	Reallocated existing resource
Indirect Salaries (Appendix A)	-	-	-	-	-	
Current/prior years surplus (carryover)						
From Other Sources:	(7,793)	(12,449)	(17,678)	(23,534)	(30,076)	Adjustment to reflect shared resources within College of Medicine
Subtotal Existing Resources	\$ 198,080	\$ 231,680	\$ 262,785	\$ 293,448	\$ 323,617	

6. Program shortfall (surplus) (Program Costs - Program Revenue - Existing Resources)	\$ 0	\$ (0)	\$ 0	\$ 0	\$ (0)
Internal Funds Requested through Strategic Allocation					
Funds Requested of the Provincial Government					
Balance (should be zero)	\$ 0	\$ (0)	\$ 0	\$ 0	\$ (0)

Amanda Kinnell

Amanda Kinnell

02/15/2018

Submitted by Faculty/School Budget Officer (signature)

Date

Reviewed by Graduate Studies Business Manager

(For graduate program submissions only)

Date

Mark Walc

Mark Walc

02/15/2018

Reviewed by University Budget Officer (signature)

Date

Appendix A - Salary Expenses

SENATE PLANNING AND PRIORITY COMMITTEE
NEW PROGRAM APPROVAL PROCESS

NEW	2019-20		2020-21		2021-22		2022-23		2023-24	
	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 New Academic Salaries	-	-	-	-	-	-	-	-	-	-
Benefits and Pay Levy	-	-	-	-	-	-	-	-	-	-
Total New Academic Salaries (including BPL)	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
Professional and Support Staff										
EMAPS	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
AESES	-	-	-	-	-	-	-	-	-	-
CUPE TA's	-	-	-	-	-	-	-	-	-	-
Subtotal New Professional and Support Staff	-	-	-	-	-	-	-	-	-	-
Benefits and Pay Levy	-	-	-	-	-	-	-	-	-	-
Total New Professional and Support Staff (incl. BPL)	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
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	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -

**SENATE PLANNING AND PRIORITY COMMITTEE
NEW PROGRAM APPROVAL PROCESS**

EXISTING (Within your faculty/school)	Year 1		Year 2		Year 3		Year 4		Year 5	
Academic	FTE	Total Salary	FTE	Total Salary	FTE	Total Salary	FTE	Total Salary	FTE	Total Salary
Excluded Academic Admin	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
Professor	0.70	87,500	0.70	90,563	0.70	93,732	0.70	97,013	0.70	100,408
Assoc/Asst Professor or Senior Instructor	0.40	50,000	0.60	77,625	0.80	103,500	1.00	129,375	1.20	155,250
Lecturer/Instructor/Sessionals	-	-	-	-	-	-	-	-	-	-
Librarians	-	-	-	-	-	-	-	-	-	-
Teaching Assistants	-	-	-	-	-	-	-	-	-	-
Subtotal Existing Academic Salaries	1.10	137,500	1.30	168,188	1.50	197,232	1.70	226,388	1.90	255,658
Benefits and Pay Levy		27,500		33,638		39,446		45,278		51,132
Total Existing Academic Salaries (including BPL)	1.10	\$ 165,000	1.30	\$ 201,825	1.50	\$ 236,679	1.70	\$ 271,665	1.90	\$ 306,790
Professional and Support Staff										
EMAPS	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
AESES	0.50	34,061	0.50	35,253	0.50	36,487	0.50	37,764	0.50	39,086
CUPE TA's	-	-	-	-	-	-	-	-	-	-
Subtotal Existing Professional and Support Staff	0.50	34,061	0.50	35,253	0.50	36,487	0.50	37,764	0.50	39,086
Benefits and Pay Levy		6,812		7,051		7,297		7,553		7,817
Total Existing Professional and Support Staff (incl. BPL)	0.50	\$ 40,873	0.50	\$ 42,304	0.50	\$ 43,784	0.50	\$ 45,317	0.50	\$ 46,903
Indirect Staff										
EMAPS	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
AESES	-	-	-	-	-	-	-	-	-	-
CUPE TA's	-	-	-	-	-	-	-	-	-	-
Subtotal Existing Indirect Staff	-	-	-	-	-	-	-	-	-	-
Benefits and Pay Levy		-		-		-		-		-
Total Existing Indirect Staff (including BPL)	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
Total Existing Staff	1.60	\$ 205,873	1.80	\$ 244,129	2.00	\$ 280,463	2.20	\$ 316,982	2.40	\$ 353,693
GRAND TOTAL	1.60	\$ 205,873	1.80	\$ 244,129	2.00	\$ 280,463	2.20	\$ 316,982	2.40	\$ 353,693

utilizing department average academic salary of \$125,000 per year
Didactic courses 15 credit hours total - FTE & Costs based on 9 credit hour teaching load per FTE per academic year
Because didactic are being cross taught with graduate courses, treating as 4 x 1.5 credit hours and 1 x 0.5 credit hours

Lab course being treated as 0.2 FTE per student

Appendix B - Operating Expenses

**SENATE PLANNING AND PRIORITY COMMITTEE
NEW PROGRAM APPROVAL PROCESS**

	19/20	20/21	21/22	22/23	23/24
<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)	\$ -	\$ -	\$ -	\$ -	\$ -
701BGT Hospitality - Budget	\$ -	\$ -	\$ -	\$ -	\$ -
704BGT Printing and Duplicating - Budget					
706BGT Consumable Materials/Supplies Budget (includes computers)	\$ 12,000	\$ 18,000	\$ 24,000	\$ 30,000	\$ 36,000
708BGT Telecommunications - Budget					
710BGT Other Expenses (Nonconsumable) Budget					
713BGT Insurance - Budget	\$ -				
716BGT Externally Contracted Serv - Budget					
718BGT Professional Fees - Budget	\$ -				
740BGT Repairs and Maintenance - Budget					
Subtotal Direct Operating	\$ 12,000	\$ 18,000	\$ 24,000	\$ 30,000	\$ 36,000

Lab costs of \$6000 per student per year, thru research funding

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	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -
Other (<i>list</i>)			-			-			-			-			-
...															
Subtotal Operating		<u>\$ -</u>			<u>\$ -</u>			<u>\$ -</u>			<u>\$ -</u>			<u>\$ -</u>	

**SENATE PLANNING AND PRIORITY COMMITTEE
NEW PROGRAM APPROVAL PROCESS**

	19/20	20/21	21/22	22/23	23/24
	Year 1	Year 2	Year 3	Year 4	Year 5
1. EXPECTED ENROLMENT					
Headcount					
Undergraduate	2	3	4	5	6
Graduate					
Graduate (continuing only)					
Credit Hours					
Undergraduate	54	81	108	135	162
Graduate					

2. TUITION REVENUE GENERATED BY THE PROGRAM					
• Credit Hour Based - (enter credit hour rate in yr 1)	\$ 178	\$ 190	\$ 202	\$ 215	\$ 229
Undergraduate	9,612	15,355	21,804	29,027	37,097
Graduate	-	-	-	-	-
• Program Based - (enter annual program fee in yr 1)	\$ -	\$ -	\$ -	\$ -	\$ -
Undergraduate	-	-	-	-	-
Graduate	-	-	-	-	-
Total Tuition Fees	\$ 9,612	\$ 15,355	\$ 21,804	\$ 29,027	\$ 37,097
• Continuing Fee - (enter annual continuing fee in yr 2)		\$ -	\$ -	\$ -	\$ -
Graduate	-	-	-	-	-
• Program/Course Specific Fees - Lab Fees	\$ 121	\$ 129	\$ 137	\$ 146	\$ 156
Lab Fees - (enter amount in applicable years)	242	387	549	731	934
• Program/Course Specific Fees -Other Student Fees	303	323	344	366	390
Other Student Fees	606	969	1,375	1,831	2,340
..... (add as required)...					
..... (add as required)...					
Total Program/Course Specific Fees	\$ 848	\$ 1,355	\$ 1,924	\$ 2,562	\$ 3,274

\$157 per credit hour in 17/18

\$106.53 per lab 17/18 Assuming \$121 for 19/20

\$284.65 per FTE 18/19 Assuming \$303.15 for 19/20

TOTAL TUITION AND FEES GENERATED BY THE PROGRAM	\$ 10,460	\$ 16,710	\$ 23,729	\$ 31,589	\$ 40,370
--------------------------------------------------------	------------------	------------------	------------------	------------------	------------------

3. TUITION REVENUE ALLOCATED TO THE FACULTY					
• Credit Hour Based - Undergraduate (enter amount)	9,612	15,355	21,804	29,027	37,097
• Credit Hour Based - Graduate	-	-	-	-	-
• Program Based	-	-	-	-	-
• Program/Course Specific Fees	848	1,355	1,924	2,562	3,274
• Other Compulsory Student Fees (enter amount)					
TOTAL TUITION REVENUE ALLOCATED TO THE FACULTY	\$ 10,460	\$ 16,710	\$ 23,729	\$ 31,589	\$ 40,370

APPENDIX 2b

ADMISSION AND/OR TRANSFER CRITERIA

Admission Requirements:

For admission, all applicants to the Post-baccalaureate Diploma in Medical Physiology and Pathophysiology program must have attained a minimum GPA of 3.5 or higher based on the last 60 credit hours of university degree level courses.

Applicants must have a three or four-year bachelor's degree completed from a university recognized by the University of Manitoba.

Applicants must have completed either:

- 6 credit hours in biology, microbiology, botany, ecology, genetics, and/or zoology; 3 credit hours in chemistry and 3 credit hours in physics

or

- 6 credit hours in animal or human physiology

Applicants who meet the minimum requirements for admission to the Post-baccalaureate Diploma in Medical Physiology and Pathophysiology program at the University of Manitoba are not guaranteed admission.

Required documents:

Applicants must submit all documentation required for application in English to undergraduate admissions at the University of Manitoba. Final official transcripts from any university or college attended other than the University of Manitoba are required. Copies or photocopies are not acceptable. Transcripts become the property of the University of Manitoba and will not be returned.

English language proficiency requirements:

All applicants whose primary language is not English and do not qualify for a waiver under the University of Manitoba's English language proficiency regulations will be required to demonstrate proficiency in English through one of the options listed at the University of Manitoba Admissions - International web site (<http://umanitoba.ca/student/admissions/international/englishindex.html>).

Application deadlines:

April 1st for Post-baccalaureate Diploma program entry beginning Fall (September); year of first entry 2020.

Selection process:

The minimum 27 credit hour course-based program is offered annually starting in September. There is no minimum requirement for the number of students registered. However, the number of students admitted will be dependent on the number of available research projects and associated

instructors in the Fall and Winter terms for PHGY 5012 Laboratory Physiology and Pathophysiology, and whether an accommodation, if requested and required by a student, can be reasonably met in a given laboratory setting. As such, the program coordinator will normally liaise with the Admissions Office with regard to the number of research projects and specifically the resulting student spaces available in the Post-baccalaureate Diploma program.

Research projects and instructors for PHGY 5012 may come from outside the Department of Physiology & Pathophysiology; specifically, other departmental or affiliated units of the University of Manitoba. This would require appropriate unit and course coordinator approvals.

In the event that applicants outnumber available positions for entry into the program, decision for entry will be made based on highest GPA on the last 60 credit hours of university degree level courses, by increasing the number of significant figures used in the calculation. Where a tie still exists, the application that was received first will be used to break the tie. All completed applications are time stamped upon submission; in the case of a paper application, these applications will be time stamped after they have been entered into the system by a University of Manitoba Admissions Office staff member.

Notification of decision:

Applicants will be notified by e-mail, asking them to log into their application portal to view the decision. Students that are offered admission will be required to confirm their acceptance. If the applicant does not accept the offer by the deadline date indicated in the letter, their offer will lapse and the applicant will need to contact the Admissions Office to discuss the possibility of an extension. It is the applicant's responsibility to ensure that their e-mail account is active, and will accept messages from the University of Manitoba, and is checked in their absence. Acceptance to the Post-baccalaureate Diploma program is valid only for the term for which it is issued. If the applicant does not register for courses in this term and subsequently wishes to register for courses in a later term, they must reapply and be readmitted.

Course transfer criteria:

Students are expected to complete all courses required with registration in the Post-baccalaureate Diploma in Medical Physiology and Pathophysiology program. As such transfers will not be considered.

APPENDIX 2c

COURSE DETAILS¹

Course Introductions:

- Summary
- PHGY 4002 Introduction to Respiratory Physiology and Pathophysiology, 3 Cr. Hrs.
 - Undergraduate Course Introduction Form
 - Course Outline
 - Library Statement
- PHGY 4004 Introduction to Cardiovascular Physiology and Pathophysiology, 3 Cr. Hrs.
 - Undergraduate Course Introduction Form
 - Course Outline
 - Library Statement
- PHGY 4006 Introduction to Endocrine Physiology and Pathophysiology, 3 Cr. Hrs.
 - Undergraduate Course Introduction Form
 - Course Outline
 - Library Statement
- PHGY 4008 Introduction to Neurophysiology and Pathophysiology, 3 Cr. Hrs.
 - Undergraduate Course Introduction Form
 - Course Outline
 - Library Statement
- PHGY 4010 Introduction to Cell Physiology and Pathophysiology, 3 Cr. Hrs.
 - Undergraduate Course Introduction Form
 - Course Outline
 - Library Statement
- PHGY 4012 Laboratory Physiology & Pathophysiology, 12 Cr. Hrs.
 - Undergraduate Course Introduction Form
 - Course Outline
 - Library Statement

¹ This Appendix was excluded from the revised program submission following consultation with Ms. Shannon Coyston, Associate University Secretary (Senate). Note, the 4000 level courses were all reassigned as 5000 levels courses in the revised program proposal and “Introduction to” and any ampersand were removed from course titles as requested; course content and credit hours are unchanged.

APPENDIX 2d

NEW ACADEMIC REGULATIONS

RADY FACULTY OF HEALTH SCIENCES

Max Rady College of Medicine

Brian Postl, MD
Dean, Max Rady College of Medicine;
Dean, Rady Faculty of Health Sciences
& Vice-Provost (Health Sciences)
Rm 230 Basic Medical Sciences Building
Phone: 204-789-3485

Peter A. Cattini,
Head, Department of Physiology & Pathophysiology.
Rm 434 Basic Medical Sciences Building
Phone: 204-789-3764

SECTION 1: DEGREE PROGRAMS OFFERED

1.1 Programs

Programs/Degree	Years to Complete	Total Credit Hours
Post-baccalaureate Diploma in Medical Physiology and Pathophysiology	1	27

SECTION 2: ADMISSION REQUIREMENTS FOR THE POST-BACCALAUREATE DIPLOMA IN MEDICAL PHYSIOLOGY AND PATHOPHYSIOLOGY

For admission, all applicants to the Post-baccalaureate Diploma in Medical Physiology and Pathophysiology program must have attained a minimum GPA of 3.5 or higher based on the last 60 credit hours of university degree level courses.

Applicants must have a three or four-year bachelor's degree completed from a university recognized by the University of Manitoba.

Applicants must have completed either:

- 6 credit hours in biology, microbiology, botany, ecology, genetics, and/or zoology; 3 credit hours in chemistry and 3 credit hours in physics

or

- 6 credit hours in animal or human physiology

Applicants who meet the minimum requirements for admission to the Post-baccalaureate Diploma in Medical Physiology and Pathophysiology program at the University of Manitoba are not guaranteed admission.

Required documents:

Applicants must submit all documentation required for application in English to undergraduate admissions at the University of Manitoba. Final official transcripts from any university or college attended other than the University of Manitoba are required. Copies or photocopies are not acceptable. Transcripts become the property of the University of Manitoba and will not be returned.

English language proficiency requirements:

All applicants whose primary language is not English and do not qualify for a waiver under the University of Manitoba's English language proficiency regulations will be required to demonstrate proficiency in English through one of the options listed at the University of Manitoba Admissions - International web site (<http://umanitoba.ca/student/admissions/international/englishindex.html>).

Application deadlines:

April 1st for Post-baccalaureate Diploma program entry beginning Fall (September); year of first entry 2020.

Selection process:

The minimum 27 credit hour course-based program is offered annually starting in September. There is no minimum requirement for the number of students registered. However, the number of students admitted will be dependent on the number of available research projects and associated instructors in the Fall and Winter terms for PHGY 5012 Laboratory Physiology and Pathophysiology, and whether an accommodation, if requested and required by a student, can be reasonably met in a given laboratory setting. As such, the program coordinator will normally liaise with the Admissions Office with regard to the number of research projects and specifically the resulting student spaces available in the Post-baccalaureate Diploma program.

Research projects and instructors for PHGY 5012 may come from outside the Department of Physiology & Pathophysiology; specifically, other departmental or affiliated units of the University of Manitoba. This would require appropriate unit and course coordinator approvals.

In the event that applicants outnumber available positions for entry into the program, decision for entry will be made based on highest GPA on the last 60 credit hours of university degree level courses, by increasing the number of significant figures used in the calculation. Where a tie still exists, the application that was received first will be used to break the tie. All completed applications are time stamped upon submission; in the case of a paper application, these applications will be time stamped after they have been entered into the system by a University of Manitoba Admissions Office staff member.

Notification of decision:

Applicants will be notified by e-mail, asking them to log into their application portal to view the decision. Students that are offered admission will be required to confirm their acceptance. If the applicant does not accept the offer by the deadline date indicated in the letter, their offer will lapse and the applicant will need to contact the Admissions Office to discuss the possibility of an extension. It is the applicant's responsibility to ensure that their e-mail account is active, and will

accept messages from the University of Manitoba, and is checked in their absence. Acceptance to the Post-baccalaureate Diploma program is valid only for the term for which it is issued. If the applicant does not register for courses in this term and subsequently wishes to register for courses in a later term, they must reapply and be readmitted.

SECTION 3: ACADEMIC REGULATIONS

The provisions of the chapter, General Academic Regulations and Requirements, and the chapter, University Policies, apply to all students. In addition, the Post-baccalaureate Diploma in Medical Physiology and Pathophysiology program has regulations and requirements, published below, that apply specifically to its students.

3.1 Course Availability: Definitions

Courses and Transfer Credit:

Students are expected to complete all courses required with registration in the Post-baccalaureate Diploma in Medical Physiology and Pathophysiology program. As such transfers will not be considered. The required courses are:

Course Number	Required Course Name	Credit Hours
PHGY 5002	Respiratory Physiology and Pathophysiology	3
PHGY 5004	Cardiovascular Physiology and Pathophysiology	3
PHGY 5006	Endocrine Physiology and Pathophysiology	3
PHGY 5008	Neurophysiology and Pathophysiology	3
PHGY 5010	Cell Physiology and Pathophysiology	3
PHGY 5012	Laboratory Physiology and Pathophysiology	12

3.2 Examinations and Scholastic Standards

Deferred Examinations

A student may request a deferred examination in PHGY 5002, PHGY 5004, PHGY 5006, PHGY 5008 or PHGY 5010 on the grounds listed in the University's Deferred Examination policy which are:

- participation in an inter-university, provincial, inter-provincial, national or international scholastic or athletic event;
- religious obligations; or
- a medical condition.

Students requesting a deferred examination due to a known condition as listed above must file an application normally twenty (20) working days prior to the day of the scheduled examination with the Department.

Applications for a deferred examination after the examination has been missed will also be considered for medical or compassionate reasons, but must be filed within two working days of the date of the missed examination to the course instructor and Department Office staff. A medical certificate or other appropriate documentation may be required.

For PHGY 5012, the student is normally required to complete two research projects, one in each of the Fall and Winter terms. Completion of at least one research project is required and a literature review project is available as an option in the event a second research project is not available. Thus, a student may defer a "research project" in the Fall term but will be required to complete a research project in the Winter term, and must apply for a deferred examination as described above. If a student has completed a research project in the Fall term, and applies and is approved for a deferred examination in the Winter term, this will take the form of a literature review project. In addition, a student can make a request to the course coordinator for an "incomplete" in PHGY5012 and if approved could be provided with additional time to complete the course.

All deferred examinations for PHGY 5002, PHGY 5004, PHGY 5006, PHGY 5008, PHGY 5010 and PHGY 5012 are normally scheduled to take place within 30 working days from the end of the final PHGY 5008 Neurophysiology and Pathophysiology examination. The date of the deferred examination for a particular course(s) will be set by the program coordinator no later than May 15 and in consultation with the course instructor(s). The deferred examination for PHGY 5012 will normally be a literature review project.

Continuation in the Post-Baccalaureate Diploma Program

A student must complete all required courses with no grade below a B. Students that fail to maintain this standing will be required to withdraw. However, the Department will allow one supplemental examination in each of PHGY 5002, PHGY 5004, PHGY 5006, PHGY 5008 and PHGY 5010 to improve a failing grade. Passing the supplemental examination will result in replacement of the previous course attempt by a B grade on the student's record. A supplemental examination option is available for PHGY 5012 in the form of a literature review project but only applies if at least one research project (of two required projects) is successfully completed with a B grade.

In the event that the supplemental examination is not successfully passed for PHGY 5002, PHGY 5004, PHGY 5006, PHGY 5008, or PHGY 5010, the course must be repeated again in the next term the course is offered. The grade obtained will replace the grade of the previous course attempt in the Degree Grade Point Average. This option only applies to PHGY 5012 if the requirement for at least one completed research project has been met.

Appeals

Students who feel that they have received an unfair grade in a course should appeal to the instructor. If the matter is not thereby resolved or is related to academic matters other than grade appeals, it should be raised with the program coordinator and subsequently the Department's Undergraduate Program Committee. By default, the Undergraduate Program Committee is composed of members of the Department Executive Committee (that includes the four Heads of the major Divisions in the Department (or Department Head approved designate) and the Department Head).

Attendance

This will be monitored by the course instructor(s). If absences exceed 10% of class or laboratory time without explanation then a warning may be given, and this will be reported to the program coordinator. If attendance continues to be unsatisfactory, the instructor has the authority to exclude the student from classes, laboratory and/or examinations. Such cases shall be reported to the program coordinator and the Undergraduate Program Committee at the first opportunity and within two working days. Students who are excluded from an examination for inadequate attendance will receive a failing grade.

Maximum Time to Completion

Students are expected to complete all program requirements within one-year of entry. However, all requests for extensions must be made to the program coordinator, and must be made in writing by June 30th. Only one request for an extension will normally be considered and must be accompanied by a realistic timeline for completion, but with a maximum total extension period of one year. Requests for an extension will be reviewed by the program coordinator in consultation with instructors on a case by case basis.

Voluntary Withdrawal

The date for voluntary withdrawal for the Fall and Winter terms can be found at <http://umanitoba.ca/student/records/deadlines/index.html> but is normally within the 2nd-3rd week of November and the 2nd-3rd week of March, respectively, for regular courses. For irregular courses, a formula for determining a withdrawal date can be found at http://umanitoba.ca/student/records/media/One_Term_Irregular_VW_Refund.pdf. It is the sole responsibility of the student to initiate a withdrawal, and no voluntary withdrawals are permitted after the deadlines for voluntary withdrawal without academic penalty.

3.3 Part-time Students

The Post-baccalaureate Diploma in Medical Physiology and Pathophysiology program is not available as an option for part-time students.

SECTION 4: PROGRAM AND GRADUATION REQUIREMENTS

In order to qualify for a Post-baccalaureate Diploma in Medical Physiology and Pathophysiology, students must complete the required 27 credit hours with a minimum degree grade point average of 3.0 with no grade below B in all courses.

4.1 Advisement

Staff within the Department of Physiology & Pathophysiology Office will identify potential research projects for PHGY 5012, and provide the student with a written description of the project as well as expected experience(s) or outcomes, as well as the location and instructor contact information. Staff will also be prepared to arrange the first student and instructor(s) meeting.

4.2 Program Requirements

Students are expected to complete the required 27 credit hours (Cr.Hrs.) of 5000 level courses of the Post-baccalaureate Diploma program in one year, by starting in the Fall term (September). Courses include:

PHGY 5002 Respiratory Physiology and Pathophysiology
PHGY 5004 Cardiovascular Physiology and Pathophysiology
PHGY 5006 Endocrine Physiology and Pathophysiology
PHGY 5008 Neurophysiology and Pathophysiology
PHGY 5010 Cell Physiology and Pathophysiology
PHGY 5012 Laboratory Physiology and Pathophysiology

SECTION 5: COURSE DESCRIPTIONS

Department of Physiology & Pathophysiology Course Descriptions - 5000 Level

PHGY 5002 Respiratory Physiology and Pathophysiology Cr. Hrs. 3

This course introduces students to the basic medical physiology of the respiratory system, with emphasis on clinically relevant lung pathophysiology, in particular how basic concepts relate to disease and its treatment, as well as how this determines research questions in the field. Registration is restricted to students in the Post-baccalaureate Diploma in Medical Physiology and Pathophysiology program.

PHGY 5004 Cardiovascular Physiology and Pathophysiology Cr. Hrs. 3

This course introduces students to basic medical physiology of the cardiovascular system, with emphasis on clinically relevant heart pathophysiology, in particular how basic concepts relate to disease and its treatment, as well as how this determines research questions in the field. Registration is restricted to students in the Post-baccalaureate Diploma in Medical Physiology and Pathophysiology program.

PHGY 5006 Endocrine Physiology and Pathophysiology Cr. Hrs. 3

This course introduces students to basic medical physiology of the endocrine system, with emphasis on clinically relevant endocrine pathophysiology, in particular how basic concepts relate to disease and its treatment, as well as how this determines research questions in the field. Registration is restricted to students in the Post-baccalaureate Diploma in Medical Physiology and Pathophysiology program.

PHGY 5008 Neurophysiology and Pathophysiology Cr. Hrs. 3

This course introduces students to basic medical physiology of the nervous system, with emphasis on clinically relevant neurological dysfunctions/disease states such as Parkinson's disease, cerebellar dysfunction, and spinal cord injury. Registration is restricted to students in the Post-baccalaureate Diploma in Medical Physiology and Pathophysiology program.

PHGY 5010 Cell Physiology and Pathophysiology Cr. Hrs. 3

This course introduces students to the basic medical physiology of the cellular system, with emphasis on clinically relevant cellular pathophysiology of various diseases. Registration is restricted to students in the Post-baccalaureate Diploma in Medical Physiology and Pathophysiology program.

PHGY 5012 Laboratory Physiology and Pathophysiology Cr. Hrs. 12

(Lab required) This course introduces students to basic laboratory research practices, providing a practical research experience in the biomedical or health-related sciences, under the supervision of an instructor(s). Research projects will be designed to include research techniques, data analysis and educational training. Registration is restricted to students in the Post-baccalaureate Diploma in Medical Physiology and Pathophysiology program.

APPENDIX 2e

LETTERS OF SUPPORT

Statement of review by the University Registrar of the Post baccalaureate Diploma in Medical Physiology and Pathophysiology program.

Faculties informed of this initiative through request for a "statement of support":

- Faculty of Agricultural and Food Science,
- Faculty of Engineering,
- Faculty of Kinesiology and Recreational Management,
- Faculty of Science.

Life science undergraduate students at the University of Manitoba and University of Winnipeg were informed of this initiative through letters sent as e-mail attachments to the:

- University of Manitoba Science Student Association (UMSSA)
- University of Winnipeg Biology Students' Association (UWBSA)

Life science and or medical-related businesses in the private sector with offices in Winnipeg were informed and invited to comment on this initiative. These include:

- Life Science Association of Manitoba,
- Intrinsic Analytics Inc,
- Emergent Biosolutions,
- Medicure Inc.

Memo

Registrar's Office
400 University Centre
Phone 474-9425
Fax 275-2589



UNIVERSITY
OF MANITOBA

January 19, 2018

Sent as email attachment

To: Peter Cattini, Professor and Head, Department of Physiology and Pathophysiology
From: Neil Marnoch, Registrar

A handwritten signature in black ink, appearing to read 'Neil Marnoch'.

Re: Proposal for a Post Baccalaureate Diploma in Medical Physiology and Pathophysiology

Having reviewed the program proposal for a Post Baccalaureate Diploma in Medical Physiology and Pathophysiology, I have no concerns regarding the Registrar's Office support for this program with respect to registration, fee assessment, academic evaluation and provision of instructional space. I note that the plans for this program include the cross-listing of new undergraduate courses with existing graduate level courses, and that there is sufficient capacity within existing instructional space to accommodate the additional undergraduate students in these courses.

Best of luck with your proposal.

From: Science Students Association Science.StudentsAssociation@umanitoba.ca
Subject: Re: Post Baccalaureate Diploma in Medical Physiology and Pathophysiology - Request
Date: November 23, 2017 at 11:45 PM
To: Peter Cattini Peter.Cattini@umanitoba.ca
Cc: Sharon McCartney Sharon.Mccartney@umanitoba.ca



Hi Peter,

Thank you for reaching out to the Science Students' Association for support on this new program. We apologize for the late reply, but wanted the opportunity to bring this email to our SSA meeting and talk about it with the other members.

Everyone on the SSA council is in support of this program, including myself. In fact, if this program were in place right now, a lot of the councillors on the SSA would have applied this year. As a fourth year biological sciences student who is hoping to get into Medicine in the near future, I think a program like this would be a great option for students.

I hope that this program is introduced in the near future, as I anticipate it would become a popular decision for many students after graduating with a Science degree.

Please let us know if you require anything else from us, and best of luck with the implementation.

Regards,

Ryan Churchill & Laura Chan
President & Vice President
Science Students' Association
Faculty of Science
University of Manitoba
209E Armes Building

On Nov 17, 2017, at 1:42 PM, Peter Cattini <Peter.Cattini@umanitoba.ca> wrote:

My name is Peter Cattini and I am the current Head of the Department of Physiology & Pathophysiology in the Max Rady College of Medicine at the University of Manitoba. I am writing to inform you that our Department is proposing to introduce a new one-year stand-alone Post Baccalaureate Diploma in Medical Physiology and Pathophysiology program, and to make a request.

This Diploma program will be targeted to students that have completed a three or four-year life science degree, but have little or no exposure to medical physiology and pathophysiology or practical experience of laboratory research. As such we believe this program may be of interest to biological science graduates from the University of Manitoba.

I want to stress that the Diploma program is not yet approved and so this is not an attempt to promote the program. Rather, there is a duty to inform when considering the introduction of a new program. As such, if you are amenable and there is a mechanism, I would ask you to consider informing students that might be interested in this initiative, and we would welcome any feedback or support for this initiative.

I have taken the liberty of providing some additional background information in the letter attached to support this request.

[I would very much appreciate an acknowledgement of this request.](#)

Thank you for your consideration,

Peter C

Peter A. Cattini
Professor & Head
Physiology & Pathophysiology
Henry G. Friesen Chair
Endocrine & Metabolic Disorders

From: Biology Student uofwbsa@gmail.com
Subject: Re: Post Baccalaureate Diploma in Medical Physiology and Pathophysiology - Request
Date: November 17, 2017 at 4:48 PM
To: Peter Cattini Peter.Cattini@umanitoba.ca

BS

Hello Mr. Cattini,

This sounds like an excellent program and I will inform our active members at our next meeting.
When will the program be offered, should it happen?
Also, would you like the Bio Club to send an email to its members, or just inform informally?

Thank you,

Benoit Morham

On Fri, Nov 17, 2017 at 1:45 PM, Peter Cattini <Peter.Cattini@umanitoba.ca> wrote:

Dear Mr. Morham,

My name is Peter Cattini and I am the current Head of the Department of Physiology & Pathophysiology in the Max Rady College of Medicine at the University of Manitoba. I am writing to inform you that our Department is proposing to introduce a new one-year stand-alone Post Baccalaureate Diploma in Medical Physiology and Pathophysiology program, and to make a request.

This Diploma program will be targeted to students that have completed a three or four-year life science degree, but have little or no exposure to medical physiology and pathophysiology or practical experience of laboratory research. As such we believe this program may be of interest to biological science graduates from the University of Winnipeg as well as the University of Manitoba.

I want to stress that the Diploma program is not yet approved and so this is not an attempt to promote the program. Rather, there is a duty to inform when considering the introduction of a new program. As such, if you are amenable and there is a mechanism, I would ask you to consider informing students that might be interested in this initiative, and we would welcome any feedback or support for this initiative.

I have taken the liberty of providing some additional background information in the letter attached to support this request.

I would very much appreciate an acknowledgement of this request.

Thank you for your consideration,

Peter C

Peter A. Cattini
Professor & Head
Physiology & Pathophysiology
Henry G. Friesen Chair
Endocrine & Metabolic Disorders
University of Manitoba

November 23, 2017

Peter Cattini
Professor & Head, Department of Physiology and
Pathophysiology
University of Manitoba

Emergent BioSolutions
155 Innovation Drive
Winnipeg, MB, Canada
R3T 5Y3

t 204 275 4200
f 204 269 7003
www.emergentbiosolutions.com

Dear Dr. Cattini,

Please accept this letter of support for the proposed Medical Physiology and Pathophysiology Post Baccalaureate Diploma Program. Emergent BioSolutions is a strong supporter of this unique program to offer students the opportunity to expand their knowledge and create more experienced and well rounded professionals. We support this initiative as a unique opportunity to participate in the innovation required to address the global health challenges and contribute to translating research into effective tools and therapeutics.

As you know, Emergent BioSolutions is a global specialty biopharmaceutical company with several facilities throughout North America and Europe and a strong Canadian history through its acquisition of Cangene. Emergent is dedicated to one simple mission — to protect and enhance life. We develop, manufacture, and deliver a portfolio of medical countermeasures against biological and chemical threats as well as emerging infectious diseases. We have significant experience in the development and commercialization of several specialty products for hospitals and clinics in the areas of infectious diseases, newborn health, hematology, transplantation and autoimmune diseases. Our portfolio of products includes vaccines, antibody therapeutics, antivirals and antimicrobials as well as medical devices. Specifically at the Winnipeg site, the former Cangene, there is over 25 years of experience and core expertise in the development and licensure of therapeutics through FDA, Health Canada and EMA regulatory agencies which began with the collaboration with University of Manitoba to develop WinRho® for the treatment of hemolytic disease of the newborn. Through Emergent's work, we strive to protect and enhance 50 million lives with our products by 2025.

As part of achieving this mission, we are writing this letter to express Emergent's strong support for this program. For many years Cangene, and now Emergent, have fostered a strong collaborative relationship with the University of Manitoba and have continued to benefit through the hiring of many talented graduates from their programs. With our focus on the development and manufacturing of biological therapeutics to address health challenges, the Rady Faculty of Health Sciences is a key partner within the university. An area of growing need in the industry is for graduates with broad and cross-functional skill sets in science and medicine that can fill the need for positions in research, preclinical, clinical and regulatory sciences as well as quality, pharmacovigilance and medical affairs. The proposed program will enhance the knowledge of graduates and contribute to the valuable cross-functional knowledge.

As the Senior Vice President of the Antibody Therapeutics at Emergent BioSolutions, I recognize the potential value of this initiative and am writing this letter to express our strong support for this program. We would like to provide support as outlined above to this initiative, sharing our experience as an industry leader in infectious disease and public health threats to contribute to the overall success of this network in achieving its mandate to improve global health.

Sincerely,

Laura Saward PhD
Senior Vice President
Emergent BioSolutions



Adjunct Professor, Department of Medical Microbiology
University of Manitoba

t **204 275 4034** c 204 295 2949
e lsaward@ebsi.com

November 2nd, 2017

Dr. Peter Cattini
Professor & Head
Department of Physiology & Pathophysiology
Henry G. Friesen Chair
Endocrine & Metabolic Disorders

Re: Letter of Support for a new Medical Physiology & Pathophysiology Post Baccalaureate Diploma program

Dear Dr. Cattini,

I am in full support of the endeavour you are taking in developing a new one-year Medical Physiology and Pathophysiology Post Baccalaureate Diploma Program.

Intrinsic Analytics is Manitoba's premier bioinformation services provider. We offer our services in two major platforms, occupational and personal health. In addition, we are also engaged in biomedical research. As the co-founder and one of the directors of Intrinsic Analytics, our company is always in demand to attract highly qualified and well-trained employees. In regards to employment opportunities for future graduates of this program, I see the potential impact that local companies like Intrinsic Analytics can benefit from.

As an employer in the private sector (having completed my training in Manitoba), I fully support this endeavour and highly encourage the University of Manitoba to proceed.

Sincerely,



Dr. Jon-Jon Santiago
Intrinsic Analytics Inc.
Chief Scientific Officer
3rd Floor – Asper Institute
369 Taché Avenue
Winnipeg, MB R2H 2A6



November 1, 2017

Peter A. Cattini
Professor & Head
Physiology & Pathophysiology
University of Manitoba

We are excited to hear about the plan to develop a new one year Medical Physiology and Pathophysiology Post Baccalaureate Diploma program at the University of Manitoba.

The Diploma program responds to a growing/continuing need for highly-trained individuals in the health and medical sector.

We applaud the opportunity provided by this program for students to gain practical laboratory experience, attend research and career-related seminars and workshops offered at the University of Manitoba as well as interact with some of Canada's top internationally recognized research scientists.

The Department of Physiology & Pathophysiology is home to six nominated or past Canada Research Chairs in areas of cardiovascular (Dr. Hryshko and Dr. Kirshenbaum), cell (Dr. Mai), endocrine (Dr. Mizuno), neuro- (Dr. Gardiner), and respiratory (Dr. Halayko) pathophysiology, as of October 2017.

The Department of Physiology (now Physiology & Pathophysiology) has an excellent track record in contributing to the education and training of medical research scientists and health professionals, as well as those involved in the life sciences industry related to health.

Examples in Winnipeg, include Dr. Laura Saward, Senior Vice President, Antibody Therapeutics Business Unit at Emergent Biosolutions, and Dr. Jon-Jon Santiago, Chief Scientific Officer and Co-Founder of Intrinsic Analytics, Inc.

We fully support and encourage the development of this new diploma program in the Department of Physiology & Pathophysiology at the University of Manitoba.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Tracey Maconachie', with a long horizontal flourish extending to the right.

Tracey Maconachie

November 1st, 2017

Dr Peter A. Cattini
Professor & Head
Department of Physiology & Pathophysiology
University of Manitoba
745 Bannatyne Avenue
Winnipeg, Manitoba
R3E 0J9

Dear Dr. Peter Cattini:

I am pleased to hear about the plan to develop a new one year Medical Physiology and Pathophysiology Post Baccalaureate Diploma program.

The Diploma program responds to a growing need for highly-trained individuals in the health and medical sector.

This program will provide students with practical laboratory experience and the opportunity to interact with some of Canada's top internationally recognized research scientists in the Department of Physiology & Pathophysiology. The Department is home to six nominated or past Canada Research Chairs in areas related to heart failure (Dr. Hryshko and Dr. Kirshenbaum), cancer (Dr. Mai), obesity and diabetes (Dr. Mizuno), spinal cord injury (Dr. Gardiner), and breathing disorders (Dr. Halayko).

The Department of Physiology (now Physiology & Pathophysiology) has an excellent track record in contributing to the education and training of medical research scientists and health professionals, as well as those involved in the life sciences industry related to health. Dr. Laura Saward, Senior Vice President, Antibody Therapeutics Business Unit at Emergent Biosolutions, and Dr. Jon-Jon Santiago, Chief Scientific Officer and Co-Founder of Intrinsic Analytics, Inc., are past graduate trainees of the Department.

I fully support this development and encourage the University to proceed.

Yours sincerely,



Albert D. Friesen, PhD
President and CEO
Medicure Inc.

COPY

APPENDIX 2f

LIBRARY STATEMENTS¹

- PHGY 4002 Introduction to Respiratory Physiology and Pathophysiology, 3 Cr. Hrs.
 - Library Statement
- PHGY 4004 Introduction to Cardiovascular Physiology and Pathophysiology, 3 Cr. Hrs.
 - Library Statement
- PHGY 4006 Introduction to Endocrine Physiology and Pathophysiology, 3 Cr. Hrs.
 - Library Statement
- PHGY 4008 Introduction to Neurophysiology and Pathophysiology, 3 Cr. Hrs.
 - Library Statement
- PHGY 4010 Introduction to Cell Physiology and Pathophysiology, 3 Cr. Hrs.
 - Library Statement
- PHGY 4012 Laboratory Physiology & Pathophysiology, 12 Cr. Hrs.
 - Library Statement

¹ For Appendix 2f, the 4000 level courses were all reassigned as 5000 levels courses in the revised program proposal and “Introduction to” and any ampersand were removed from course titles as requested; course content and credit hours are unchanged.



University of Manitoba Libraries

Statement for Graduate Curriculum Change

Faculty	Health Sciences
Department	Physiology & Pathophysiology
Course #	PHGY 4002
Course Name	Introduction to Respiratory Physiology and Pathophysiology

The Libraries' collection can support this new course, as it was described in the documents provided.

It is not expected that this proposed change will affect the Libraries' ability to continue to provide services such as research and teaching support, reference assistance, document delivery, and the technical infrastructure which allows the discovery and delivery of the Libraries' resources and services.

Please advise the liaison librarian about any future changes to the special topics discussed in this course so that they have an opportunity to assess the collection's coverage of new topics.

Tania Gottschalk
Education Services Librarian

Sherri Vokey
Head, Neil John Maclean Health Sciences
Library

Kristen Kruse
Acting Coordinator, Collections Management

Mary-Jo Romaniuk
University Librarian

November 20, 2017

Date



University of Manitoba Libraries

Statement for Graduate Curriculum Change

Faculty	Health Sciences
Department	Physiology & Pathophysiology
Course #	PHGY 4004
Course Name	Introduction to Cardiovascular Physiology and Pathophysiology

The Libraries' collection can support this new course, as it was described in the documents provided.

It is not expected that this proposed change will affect the Libraries' ability to continue to provide services such as research and teaching support, reference assistance, document delivery, and the technical infrastructure which allows the discovery and delivery of the Libraries' resources and services.

Please advise the liaison librarian about any future changes to the special topics discussed in this course so that they have an opportunity to assess the collection's coverage of new topics.

Tania Gottschalk
Education Services Librarian

Sherri Vokey
Head, Neil John Maclean Health Sciences
Library

Kristen Kruse
Acting Coordinator, Collections Management

Mary-Jo Romaniuk
University Librarian

November 20, 2017

Date



University of Manitoba Libraries

Statement for Graduate Curriculum Change

Faculty	Health Sciences
Department	Physiology & Pathophysiology
Course #	PHGY 4006
Course Name	Introduction to Endocrine Physiology and Pathophysiology

The Libraries' collection can support this new course, as it was described in the documents provided.

It is not expected that this proposed change will affect the Libraries' ability to continue to provide services such as research and teaching support, reference assistance, document delivery, and the technical infrastructure which allows the discovery and delivery of the Libraries' resources and services.

Please advise the liaison librarian about any future changes to the special topics discussed in this course so that they have an opportunity to assess the collection's coverage of new topics.

Tania Gottschalk
Education Services Librarian

Sherri Vokey
Head, Neil John Maclean Health Sciences
Library

Kristen Kruse
Acting Coordinator, Collections Management

Mary-Jo Romaniuk
University Librarian

November 20, 2017

Date



University of Manitoba Libraries

Statement for Graduate Curriculum Change

Faculty	Health Sciences
Department	Physiology & Pathophysiology
Course #	PHGY 4008
Course Name	Introduction to Neurophysiology and Pathophysiology

The Libraries' collection can support this new course, as it was described in the documents provided.

It is not expected that this proposed change will affect the Libraries' ability to continue to provide services such as research and teaching support, reference assistance, document delivery, and the technical infrastructure which allows the discovery and delivery of the Libraries' resources and services.

Please advise the liaison librarian about any future changes to the special topics discussed in this course so that they have an opportunity to assess the collection's coverage of new topics.

Tania Gottschalk
Education Services Librarian

Sherri Vokey
Head, Neil John Maclean Health Sciences
Library

Kristen Kruse
Acting Coordinator, Collections Management

Mary-Jo Romaniuk
University Librarian

November 20, 2017

Date



University of Manitoba Libraries

Statement for Graduate Curriculum Change

Faculty	Health Sciences
Department	Physiology & Pathophysiology
Course #	PHGY 4010
Course Name	Introduction to Cell Physiology and Pathophysiology

The Libraries' collection can support this new course, as it was described in the documents provided.

It is not expected that this proposed change will affect the Libraries' ability to continue to provide services such as research and teaching support, reference assistance, document delivery, and the technical infrastructure which allows the discovery and delivery of the Libraries' resources and services.

Please advise the liaison librarian about any future changes to the special topics discussed in this course so that they have an opportunity to assess the collection's coverage of new topics.

Tania Gottschalk
Education Services Librarian

Sherri Vokey
Head, Neil John Maclean Health Sciences
Library

Kristen Kruse
Acting Coordinator, Collections Management

Mary-Jo Romaniuk
University Librarian

November 20, 2017

Date



University of Manitoba Libraries

Statement for Graduate Curriculum Change

Faculty	Health Sciences
Department	Physiology & Pathophysiology
Course #	PHGY 4012
Course Name	Laboratory Physiology & Pathophysiology

The Libraries' collection can support this new course, as it was described in the documents provided.

It is not expected that this proposed change will affect the Libraries' ability to continue to provide services such as research and teaching support, reference assistance, document delivery, and the technical infrastructure which allows the discovery and delivery of the Libraries' resources and services.

Please advise the liaison librarian about any future changes to the special topics discussed in this course so that they have an opportunity to assess the collection's coverage of new topics.

Tania Gottschalk
Education Services Librarian

Sherri Vokey
Head, Neil John Maclean Health Sciences
Library

Kristen Kruse

Kristen Kruse
Acting Coordinator, Collections Management

M. J. Romaniuk

Mary-Jo Romaniuk
University Librarian

November 20, 2017

Date

Report of the Senate Committee on Admissions concerning a proposal from the Rady Faculty of Health Sciences to create a Post-Baccalaureate Diploma in Medical Physiology and Pathophysiology (2018.09.28)

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 Rady Faculty of Health Sciences is proposing the creation of a Post-Baccalaureate Diploma in Medical Physiology and Pathophysiology.
3. The proposal was approved by the Rady Faculty of Health Sciences Executive Council on June 19th, 2018.

Observations:

1. SCADM's review focused on the admission requirement details outlined in appendix 2b and appendix 2d.
2. The program is designed for individuals with an interest in medical pathophysiology who wish to pursue careers related to human sciences, biomedical research, professional designations in medicine and related disciplines, or other health-related areas.
3. The new program would be a one-year standalone program; students must have completed a three or four year bachelor's degree to be eligible for admission.

Recommendation:

The Senate Committee on Admissions recommends that the proposal to create a Post-Baccalaureate Diploma in Medical Physiology and Pathophysiology be approved effective for the fall 2020 intake.

Respectfully submitted
Susan Gottheil, Chair, Senate Committee on Admissions

Report of the Senate Committee on Course and Curriculum Changes RE: Proposal for a Post-baccalaureate Diploma in Medical Physiology and Pathophysiology, Max Rady College of Medicine, Rady Faculty of Health Sciences

Preamble

1. Terms of reference for the Senate Committee on Curriculum and Course Changes (SCCCC) are available on the University Governance webpage: http://www.umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/497.html.
2. At its meeting on September 14, 2018, the SCCCC considered a proposal to establish a Post-baccalaureate Diploma in Medical Physiology and Pathophysiology, in the Department of Physiology and Pathophysiology, Max Rady College of Medicine, Rady Faculty of Health Sciences.
3. The proposal was also considered by the Senate Planning and Priorities Committee (SPPC; August 27 and October 29, 2018), the Senate Committee on Admissions (September 28, 2018), and the Senate Committee on Instruction and Evaluation (September 20, 2018).

Observations

1. The purpose of the proposed, one-year Post-baccalaureate Diploma in Medical Physiology and Pathophysiology would be to provide individuals, who had completed either a three- or four- year Bachelor's degree with limited or no exposure to laboratory experience in the areas of medical physiology and/or biomedical research, a pathway to graduate studies in medical physiology and pathophysiology, at the University of Manitoba.
2. The curriculum for the P.B.Dip. in Medical Physiology and Pathophysiology would require that students complete 27 credit hours of course work, including five 3 credit hour courses that would provide students with a foundation in medical physiology and pathophysiology and one 12 credit hour laboratory course (PHGY 5012 Laboratory Physiology and Pathophysiology). Students would normally complete two research projects in PHGY 5012. Completion of at least one project in PHGY 5012 would be required.
3. The establishment of the P.B.Dip. in Medical Physiology and Pathophysiology would require the introduction of six (6) 5000- level courses (27 credit hours), as outlined in the proposal.
4. Responding to a concern raised by both the SCCCC and SPPC regarding sustainability of the program, the Department agreed to set the maximum annual enrolment in the program at thirty (30) students, rather than six (6), as was originally proposed. The Department anticipates that, on average, six (6) students would be admitted to the program each year. In practice, enrolment in any given year would be determined by the number of research projects available for PHGY 5012. The Department has committed to fund at least four projects each year.

Recommendation

The Senate Committee on Curriculum and Course Changes recommends:

THAT Senate approve and recommend to the Board of Governors that it approve the establishment of a Post-baccalaureate Diploma in Medical Physiology and Pathophysiology, in the Max Rady College of Medicine, Rady Faculty of Health Sciences.

Respectfully submitted,

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

Report of the Senate Planning and Priorities Committee on a Proposal to Establish a Post-baccalaureate Diploma in Medical Physiology and Pathophysiology, Max Rady College of Medicine, Rady Faculty of Health Sciences

Preamble:

1. Terms of reference of the Senate Planning and Priorities Committee (SPPC) (http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/508.html) charge the committee with the responsibilities to make recommendations to Senate on proposed academic programs and to make recommendations to the President and report to Senate on matters requiring prioritization including the prioritization of new or modified programs with significant resource requirements.
2. The SPPC considered a proposal to establish a Post-baccalaureate Diploma in Medical Physiology and Pathophysiology, in the Department of Physiology and Pathophysiology, Max Rady College of Medicine, Rady Faculty of Health Sciences, at its meetings on August 28 and October 29, 2018.
3. The proposal was also considered by the Senate Committees on Curriculum and Course Changes (SCCCC; September 14, 2018), Admissions (September 28, 2018), and Instruction and Evaluation (September 20, 2018).

Observations:

1. The proposed Post-baccalaureate Diploma in Medical Physiology and Pathophysiology would be a one-year program that would require students to complete 27 credit hours of course work in medical physiology and pathophysiology, including a 12 credit hour laboratory course (PHGY 5012 Laboratory Physiology and Pathophysiology), in which students would normally complete two research projects.
2. The purpose of the program would be to provide students, who had completed either a three- or four- year Bachelor's degree with limited or no exposure to laboratory experience in the areas of medical physiology and/or biomedical research, a pathway to graduate studies in medical physiology and pathophysiology, at the University of Manitoba.
3. In order to address a concern raised by both the SPPC and the SCCC that the program might not be sustainable with a maximum enrolment of six (6) students, as originally proposed, the proponents agreed to establish the maximum annual enrolment at thirty (30) students. In practice, the annual enrolment, in any given year, would be limited by the number of funded research projects that were available for PHGY 5012. The Department anticipates that, on average, six (6) students would be admitted each year.
4. Establishment of the program would require the introduction of six (6) 5000- level courses totalling twenty-seven (27) credit hours, as described in the proposal. As five (5) of the courses would be cross-listed with existing 7000- level courses, additional teaching resources would not be required.
5. The total cost of delivering the program would be \$355,037, in Year 4, assuming an intake of five (5) students by that year. The Rady Faculty of Health Sciences would not require new resources from the province to offer the program. Revenue to support the program would be derived from the following sources (as of Year 4):

- tuition and course fees, which would generate \$29,027 and \$2,562, respectively;
 - external research project funding (\$30,000);
 - existing operating funds (\$293,448).
6. With respect to external funding for research projects, which would cost \$3,000 - \$5,000 per project, the proponents of the proposal are confident that the Department would be able to offer PHGY 5012 annually on the basis of faculty members' record for securing significant external research funds, as outlined in the proposal. Also, the Department has committed to fund at least four projects each year, at a cost of \$3,000 - \$5,000 per project.
 7. Revenues identified in observation 5 would be allocated to (i) salary and benefits for existing academic and support staff, including 1.7 FTE academic staff (reallocated; \$271,665) and 0.5 FTE support staff (reallocated; \$45,317) and (ii) PHGY 5012 research projects (\$30,000).
 8. The Faculty has indicated that no additional space would be required to offer the program.
 9. The University Library has indicated that it could support the proposed program, including the six course introductions, with the existing collections.
 10. At its meeting on October 29, 2018, and on the basis of the SPPC's criteria for assigning priority to new programs / initiatives,¹ the Committee recommended that a medium priority level be assigned to the proposal for a Post-baccalaureate Diploma in Medical Physiology and Pathophysiology. The proposal is consistent with the University's priorities for Inspiring Minds and Driving Discovery and Insight, in that it would support the respective goals for increased opportunities for experiential learning and providing education and training opportunities for graduate students that recognize their diverse career paths. It would also support the Department's goal to recruit graduate students, which would increase the research capacity of what is already a strong group of researchers in the unit.

Recommendation:

The Senate Planning and Priorities Committee recommends:

THAT Senate approve and recommend to the Board of Governors that it approve a proposal to establish a Post-baccalaureate Diploma in Medical Physiology and Pathophysiology. The Senate Committee on Planning and Priorities recommends that the Provost and Vice-President (Academic) not implement the program until satisfied that there would be sufficient space and sufficient funding to support the ongoing operation of the program.

Respectfully submitted,

Professor Kelley Main, Chair
Senate Planning and Priorities Committee

¹ http://umanitoba.ca/admin/governance/media/SPPC_Assigning_Priorities_to_New_Programs-Initiatives.pdf

Report of the Senate Committee on Instruction and Evaluation RE: Proposal for a Post-baccalaureate Diploma in Medical Physiology and Pathophysiology, Rady Faculty of Health 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 September 20, 2018 SCIE considered a proposal from the Rady Faculty of Health Sciences to establish academic regulations for the proposed Post-baccalaureate Diploma in Medical Physiology and Pathophysiology. The proposal was also considered by the Senate Committee on Admissions, the Senate Committee on Curriculum and Course Changes, and the Senate Committee on Planning and Priorities.

Observations:

1. The Faculty is proposing to establish a Post-baccalaureate Diploma in Medical Physiology and Pathophysiology, including the following academic regulations for the program.
2. *Deferred Exams*
Students would be permitted to request deferred exams in courses, with the exception of Laboratory Physiology and Pathophysiology (PHGY 5012). Two research projects would normally be required for PHGY 5012, one in each of the Fall and Winter terms. A student may request to defer a research project in PHGY 5012, which could result in replacing one research project with a literature review. A student could also request an “incomplete” in the course, and if approved, be provided with additional time to complete the course.
3. *Continuation in the Post-baccalaureate Diploma Program*
Students would be required to complete all courses with no grade less than a “B”. Students who fail to maintain standing would be required to withdraw. Students would be permitted one supplemental exam in each of PHGY 5002, 5004, 5006, 5008 and 5010 to improve a failing grade. If the supplemental exam were to be passed, the failing grade would be replaced by a “B” grade. The supplemental option for PHGY 5012 would be in the form of a literature review, but only if at least one research project were successfully completed with a passing grade of “B”.
4. *Maximum Time to Completion*
Students would be required to complete all program requirements within one year of entry. Students would be permitted to request an extension, which must be made in writing by June 30, with a maximum total extension period of one year.
5. *Program and Graduation Requirements*
A student would be required to complete the required 27 credit hours with a minimum Degree Grade Point Average of 3.0, with no grade below a “B” in all courses, in order to

graduate with a Post-baccalaureate Diploma in Medical Physiology and Pathophysiology.

Recommendation

The Senate Committee on Instruction and Evaluation recommends:

THAT Senate approve and recommend to the Board of Governors that it approve the establishment of a Post-baccalaureate Diploma in Medical Physiology, in the Max Rady College of Medicine, Rady Faculty of Health Sciences.

Respectfully submitted,

Dr. David Mandzuk, Acting Chair
Senate Committee on Instruction and Evaluation



AGENDA ITEM: *Proposed response to a motion from Senate re: Presidential Search Process*

RECOMMENDED RESOLUTION:

The Management Resources and Compensation Committee recommends that the Board of Governors:

- Acknowledge receipt of Senate's recommendation;
- Confirm the Board's September, 2018 decision that the presidential search process be confidential.
- Request that the Chair of the Board of Governors respond to Senate outlining the reasons for this decision.

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

Under the powers granted to it in *The University of Manitoba Act*, Senate can "make recommendations to the Board "with respect to...any other matters considered by the senate to be of interest to the University". Such recommendations are advisory in nature.

At its meeting on January 9, 2019, the Senate approved the following motion:

THAT the Senate strongly recommend that the Board of Governors modify its procedures for the presidential search to stipulate that the names of the short-listed candidates be made known to the University community, that each short-listed candidate deliver a public presentation to the University community on his or her vision of the University, and that members of the University community be permitted to make submissions to the search committee regarding their assessments of short-listed candidates.

Senate's motion was forwarded to the Chair of the Board who asked that the Management Resources and Compensation Committee (MRCC) consider the motion and make this recommendation to the Board on a response. Under its terms of reference, MRCC is charged to "recommend to the Board the process for the selection, appointment and reappointment of the President".

Background

On September 25, 2018, the Board of Governors approved the establishment of the Presidential Search Committee, as recommended by MRCC. As part of that approval, the Board approved Presidential Search Committee Principles and a Charter of Expectations. These documents

make clear that the search process, apart from the community consultations, will be confidential, and that the names of candidates will not be disclosed.

The process of a “confidential” search, i.e., a search in which the candidates are known only to the Search Committee, is the almost universal practice at Canadian universities, and is the process that has been used in all Presidential and Vice-Presidential searches at the University of Manitoba. A review of the presidential search processes at the 13 English-speaking U-15 institutions in December, 2018 found that all 13 institutions used a confidential search at the Presidential level. Searches for Vice-Presidents at the University of Manitoba are also confidential.

Dr. Gordon Lobay, partner at Perrett Laver, the executive search consultant who is working with the University of Manitoba on the presidential search was consulted on this question as well. He indicated that a confidential search is the standard practice in Canada and what would be expected by prospective candidates, and would, in his view, generate the best pool of candidates. In his words:

“Executive search processes for university Presidents in Canada have historically been conducted confidentially, or in a ‘closed search’ process. This approach differs from an ‘open search’ process which exists in some public university President searches in the US, while in the Canadian system it is more commonly used for faculty searches and some administrative positions up to the Dean level. In a closed search, at no point would candidates’ names be revealed outside the selection committee and there would not be any elements of the process, presentations and such, that would take place in a public setting. The advantage of a closed process is that candidates can put their names forward for consideration without fear that they will be made public and that their current instructions will find out they are exploring the position until such time that they wish to reveal it themselves (for instance, when the successful candidate accepts an offer). This allows a stronger pool of potential candidates for a position.

The reason for this approach is that the vast majority of relevant candidates will hold similarly high-level positions in other universities such as sitting Presidents, Vice-Presidents and Deans of major faculties. In these positions, individuals have significant responsibility handling tenure and promotion cases, working with donors on major gifts, running fundraising campaigns, leading on preparations for major research funding grants, finance, government engagement, making strategic hires across the faculty and administration, etc.. This is all notwithstanding peoples’ personal lives and everything that goes into moving families, children, and partner’s and/or spouse’s careers. Furthermore, given the history of closed searches in the sector, potential candidates for Canadian university presidencies would expect a closed process and would be particularly hesitant to come forward as candidates when compared to other countries. For these reasons, the pool of candidates for an open process would suffer considerably.”

Observations of MRCC

In proposing a confidential search process last year, MRCC considered the advantages of a confidential search, recognizing that the Board has a fiduciary duty to act in the best interests of the University. With respect to a presidential search, the best interests of the University lie in a process that enables the recruitment of the strongest and most diverse possible candidate pool. Professional advice, and the practice at most Canadian universities indicate that this is by means of a confidential search.

A confidential search is the nearly universal practice for presidential searches at Canadian universities – the primary pool from which the university will be both seeking candidates and competing for candidates. Not having a confidential search will, in the view of the MRCC, likely cause a reduction in the size and quality of the candidate pool as prospective candidates will not let their names stand in an open search for many of the reasons outlined above by Dr. Lobay. By way of examples, three recent presidential searches in Canada (Queen’s, Western and Brandon) were all confidential searches and all resulted in sitting presidents from other institutions being recruited and appointed. It is unlikely that those individuals would have let their names stand had the search been open. MRCC believes that the presidential search process should be confidential to ensure that the best pool of candidates is available for recruitment as the University’s next President.

Underpinning Senate’s recommendation is a recognition of the importance of the voices of members of the University community in this process. MRCC affirms the importance of the voices of members of the University community. To that end, the Presidential Search Committee includes members from Senate and the Board of Governors, including students, faculty members, support staff and Board members. The Board also expanded the membership of the Committee to include two additional Indigenous voices. These Committee members represent a diversity of experiences and will work closely together throughout the search process to find the President who will best lead the University into the future. In addition, as the Search Committee begins its work, it will be engaging in a broad community consultation over the February-March period, with open forums and the opportunity for individuals to provide their views in writing via the presidential search website on the challenges and opportunities facing the University and its next President and what qualities should be sought by the Search Committee. We encourage the active participation of the community in this process. The views of the community are essential and will inform the development of the position profile briefing documents which will be important tools in the search process.



Board of Governors Submission

Routing to the Board of Governors:

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Date</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	MRCC	January 18, 2019
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
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Submission prepared by: Jeff Leclerc, University Secretary

Submission approved by: *This must be the President, a Vice-President, or the University Secretary.*

Attachments

Please list any related material attached. Ideally attachments for any given submission will not exceed ten (10) pages.

PRESIDENT'S REPORT: January 29, 2019

GENERAL

In December 2018, the Cyclical Motion: Indigenous Art & Placemaking project was completed. This initiative, funded by the University's Indigenous Initiative Fund, engaged a team of leading Winnipeg Indigenous artists to create a series of informal, semi-permanent artworks throughout the Fort Garry campus. Centered on themes such as transportation and cycling, land, water rights, student advocacy, language, and traditional medicines, the pieces interpret the campus in a new way, making these issues and experiences visible in the campus environment.

(http://umanitoba.ca/admin/campus_planning_office/indigenous_art/)

On November 26, the University of Manitoba welcomed The Right Honourable Julie Payette, Governor General of Canada and University of Manitoba Honorary Degree recipient (May 30, 2013). Her Excellency visited the Richardson Centre for Functional Foods and Nutraceuticals and the Centre for Earth Observation Science as part of her first visit to Manitoba in her role as Governor General.

Expedition Churchill: A Gateway to Arctic Research was launched on November 30, just prior to the first passenger train leaving for Churchill since spring of 2017. The project is a creative public education and outreach campaign to share the world-leading Arctic climate change research done in the Churchill and Hudson Bay region by University of Manitoba scientists and collaborators. The interactive project was developed by the University in partnership with VIA Rail, The Town of Churchill, the Churchill Northern Studies Centre (CNSC), Assiniboine Park Zoo and Travel Manitoba. The project includes a visual multimedia e-book and interactive kiosks located across Manitoba, including: the Zoo's Journey to Churchill Exhibit, Travel Manitoba at the Forks, James Richardson International Airport, The Town of Churchill, the Churchill Northern Studies Centre, and in the Wallace building on the University of Manitoba campus. A unique feature of this initiative is the use of the dining car of a VIA Rail passenger train that travels between Winnipeg and Churchill as a platform to communicate and promote awareness. The project was led through the Clayton H. Riddell Faculty of Environment, Earth, and Resources with all marketing and communications work, technology development, media outreach and launch event planning managed by External Relations. For more information visit expeditionchurchill.ca

The November 20 provincial Speech from the Throne referenced recent reforms to scholarships and bursaries and expressed the provincial commitment to an enhanced promotional effort to attract more matching contributions from the private sector, ensure alignment to labour market and community needs, and improve student access through a streamlined portal. Additionally, the government emphasized they plan to welcome international students through the new International Student Entrepreneur Pathway and Graduate Internship Pathway.

The Distinguished Alumni Awards Celebration of Excellence will take place May 8, 2019. This year celebrates the 60th anniversary of the Distinguished Alumni Awards. As announced on January 19, the 2019 Distinguished Alumni Award recipients include:

- *Lifetime Achievement* – **Dr. Hersh Shefrin, B.Sc. (Hons)/70**
- *Professional Achievement* – **Marcia Nozick, BA/75, M.C.O/88**
- *Community Service* – **Gemma Dalayoan, B.Ed./83, M.Ed./90**
- *Service to the University of Manitoba* – **Romel Dhalla, B.A/99, B.Comm.(Hons)/04**
- *Outstanding Young Alumni* – **Lindy Norris, B.A/07, B.Comm. (Hons)/09**

Hartley Richardson will be presented the University of Manitoba's International Distinguished Entrepreneur Award (IDEA) on May 23, 2019. In celebration of Richardson and the transformative impact he has had as a business and community leader, Arni Thorsteinson and Sandy Riley are launching the *Hartley T. Richardson Student Support Fund*. A \$2 million goal has been set by Thorsteinson and Riley to honour their friend and his two key priorities: youth and education.

ACADEMIC MATTERS

- Digvir Jayas, biosystems engineering and Vice-President (Research and International), has been named by Engineering Institute of Canada as the recipient of the 2019 K.Y. Lo Medal for significant engineering contributions at the international level.
- Frank Hawthorne, geological sciences, was awarded the Buerger Medal from the American Crystallographic Association at their Annual Meeting. The Award is "to recognize scientists who have made contributions of exceptional distinction."
- Kristen MacMillan, plant science, was recognized by the American Society of Agronomy Extension Education Community with a 2018 Certificate of Excellence in Extension Educational Materials for her work on Soybean and Dry Bean Growth Staging Guides and Soybean Maturity Guide.
- The provincial government invested \$25,000 to support a project called *Circles of Reconciliation*, a program created and coordinated by Raymond Currie, sociology. In conversations led by facilitators, five Indigenous and five non-Indigenous people meet to discuss the meaning of land to Indigenous people, residential schools, intergenerational trauma and the Sixties Scoop. In just two years, they've hosted 430 circle meetings — and it has expanded nationwide.
- Robert Mizzi, educational administration, foundations & psychology, has been appointed the editor of the *Canadian Journal for Adult Education*.
- Mostafa Fayek, geological sciences, was elected to the Board of Directors for the Canadian Federation of Earth Sciences and will serve in the role of Director International.
- Maryanne Crockett, pediatrics and child health, medical microbiology and community health sciences and researcher at the Children's Hospital Research Institute of Manitoba, was named to the 2018 Canadian Women in Global Health list by the Canadian Society for International Health.
- Ian Jones, physician assistant, received the 2018 Physician Assistant Educator of the Year Award from the Canadian Association of Physician Assistants and the Canadian Physician Assistant Educator Association.
- Tanjit Nagra, business graduate student, was selected as the recipient of the Outstanding Youth in Philanthropy Award. Nagra recently served as president of the University of Manitoba Students' Union (UMSU), and oversaw University of Manitoba Students' Union's (UMSU's) contribution of \$16.2 million toward the university's Front and Centre campaign. Outside of the university, Nagra fundraises for Heart and Stroke, collects food donations for Winnipeg Harvest and serves on the Library Advisory Council.

- Asper’s MBA Business Planning team placed second at the DeGroot MBA Case Competition, hosted by McMaster University. The two-day competition explores how organizations can leverage technology and digital innovations to improve their businesses and its products and services.
- Janet Lee, education student, was part of Team 3Streams, which placed second in the University of Manitoba’s Game Changer competition. This is the first time in recent history that a student from the Faculty of Education has placed in this competition.
- The Janet Mackenzie Watson Travel Award has been established to support Bachelor of Education students who take their practicum courses in Northern Manitoba schools and communities. This initiative will hopefully encourage more newly graduated teachers to consider positions in northern and rural communities where the demand for teachers is great.
- Gordon Fitzell, music, was inducted into the Royal Society of Canada’s College of New Scholars, Artists and Scientists.
- Camryn Dewar, music student, received a 2018 Royal Conservatory of Music Gold medal in Level 8 Voice for Manitoba.
- Christopher Briggs and Lucas Vasas, fourth-year students at the Max Rady College of Medicine, won a University of Manitoba health advocacy award for their work lobbying Manitoba Pharmacare to join programs in British Columbia, Alberta, Saskatchewan, Ontario, Quebec and Nova Scotia in covering the cost of pre-exposure prophylaxis (PrEP), an antiviral medication to prevent the contraction of HIV for at-risk individuals.
- The Rady Faculty of Health Sciences has launched “Women in Science, Development, Outreach & Mentorship” an initiative which aims to boost the numbers, retention and status of academic women scientists through networking, mentorship, professional development and advocating for gender equity policies.
- The College of Pharmacy recently celebrated its 10th anniversary in the Apotex Centre, and the launch of its new Doctor of Pharmacy (PharmD) undergraduate degree program.

RESEARCH MATTERS

- Distinguished Professor Dr. Digvir Jayas was appointed an Officer of the Order of Canada by Her Excellency the Right Honourable Julie Payette, Governor General of Canada on December 27, 2018. This honour is in recognition of his advancements to agricultural practices worldwide, and for his promotion of academic and scientific research in Canada. Jayas is a former Canada Research Chair in Stored Grain Ecosystems and a world-leading expert on grain storage and spoilage. The Order of Canada was created in 1967, and is one of our country's highest honours, recognizing individuals whose contributions have enriched the lives of others and have taken to heart the motto of the Order: *Desiderantes Meliorem Patriam* (“They desire a better country”).

- Dr. Marcia Anderson (Rady Faculty of Health Sciences) was named among Women’s Executive Network (WXN)’s 2018 Canada Most Powerful Women: Top 100 award winners. Anderson was recognized for bolstering Indigenous medical education and health care delivery in Northern Manitoba. Dr. Anderson, a Cree-Saulteaux woman with roots in Norway House Cree Nation and Peguis First Nation, is the Executive Director of Indigenous Academic Affairs in the Ongomiizwin Indigenous Institute of Health and Healing. Her research interests in Indigenous health include urban Indigenous youth health, primary health care, and medical education. Throughout her career Dr. Anderson has advocated for a more robust curriculum in Indigenous health and changes in the admissions process that would support the successful recruitment of increased numbers of First Nations, Métis and Inuit students. She was recognized for her efforts in 2011 with a National Aboriginal Achievement Award (now known as the Indspire Awards), the highest recognition bestowed by the Indigenous community upon their own people.
- More than 125 University of Manitoba undergraduate students had the opportunity to practice their presentation skills at the annual 2018 Undergraduate Research Poster Competition, now in its thirteenth year. The format provides a unique opportunity for students to present their research in an event that focuses on the discoveries these students are making. Judges assess each project based on official judging criteria determining winners for cash prizes in five different categories: applied sciences, creative works, health sciences, natural sciences, and social sciences and humanities. The competition is sponsored by the office of the Vice-President (Research and International).
- The 2018 edition of Game Changer: Manitoba’s Idea Competition, wrapped up last week with an exciting round of presentations from the three finalist teams. Each had chosen to tackle a different one of the five problems identified in Phase 1 of the competition (Education, Environmental, Societal). Team Bee Box captured the grand prize of \$5,000 as well as the People’s Choice award of \$500, for their proposed solution to the Environmental problem: How can we offset the mass collapse of bee colonies in a natural and sustainable way? Their solution is a monthly subscription box where consumers can sponsor a beehive and in return, receive various bee products from local provincial partners. A portion of each Bee Box’s profits will be contributed to support a local bee apiary, “Beeproject Apiaries,” to increase the number of bee hives in Manitoba. Team members were University of Manitoba undergrad students Alexandria Townsend (Faculty of Education), Jacquelyn Townsend (Asper School of Business), along with Hannah McCutcheon (Asper School of Business).

Team 3Streams captured \$2,500 in 2nd place and Team Framed placed 3rd with \$1,000 in cash. 3Streams team members were University of Manitoba students Nicholas Duan (Faculty of Science), Elizabeth Ng (Asper School of Business) and Janet Lee (Faculty of Education). They proposed a solution to: How can the school system be moulded to have the classroom fit the student and not vice versa? Their approach would provide a learning platform for students to do work placements in a series of three industries over the course of nine months, for a fee.

Team Framed was made up of University of Manitoba students Travis Cook (Faculty of Science), Sarah MacDonald (Asper School of Business), and Edno Mesquita (Centro Universitario Anhanguera). They embraced the challenges of solving: How can artists bridge the combination gap between art and society? Their solution was described by the team as “IMDB for art.”

- The first annual Research and Scholarly Excellence Celebration took place on December 5, to honour the 2018 inductees of national academic societies, new and renewed sponsored and endowed research chairs, new Distinguished Professors, and other special awardees. Twenty-six honourees in total were recognized. They were: Drs. Naranjan Dhalla, David Barnard, Frank Plummer, Gordon Fitzell, Pamela Perkins, Adele Perry, Grant Pierce, Julienne Stroeve, Philip Ferguson, Marcia Friesen, Meghan Azad, Janilyn Arsenio, Trust Beta, Nediljko Budisa, Annette Desmarais, Colin Gilmore, Pourang Irani, Nancy Kang, Lorrie Kirshenbaum, Kiera Ladner, Lorenzo Livi, Lisa Lix, Sabine Mai, Puyan Mojabi, Roberta Woodgate, and Guozhen Zhu
- The Natural Sciences and Engineering Research Council of Canada (NSERC) appointed University of Manitoba Vice-President (Research and International) and Distinguished Professor Digvir S. Jayas as Interim President of NSERC. The appointment is on a part-time basis, for the period Nov. 8, 2018 to Nov. 7, 2019 (or until such time as a new President is appointed, whichever occurs first).
- The Honourable Kirsty Duncan, Minister of Science and Sport, was on the University of Manitoba campus on Nov. 14 to announce investments in the Canada Research Chairs Program, of which the University of Manitoba is a major recipient, with 10 Chairs awarded. Seven of the 10 new chairs named at the University of Manitoba are held by women. The CRCs are receiving a total of \$9.5 million in funding. The chairholders are:
 - **Janilyn Arsenio** (Internal Medicine), Chair in Systems Biology of Chronic Inflammation
 - **Trust Beta** (Food and Human Nutritional Sciences), Chair in Grain-Based Functional Foods
 - **Nediljko Budisa** (Chemistry), Chair in Chemical Synthetic Biology
 - **Annette Desmarais** (Sociology and Criminology), Chair in Human Rights, Social Justice and Food Sovereignty (Renewed)
 - **Colin Gilmore** (Electrical and Computer Engineering), Chair in Applied Electromagnetic Inversion
 - **Nancy Kang** (Women's and Gender Studies), Chair in Transnational Feminisms and Gender-Based Violence
 - **Kiera Ladner** (Political Studies), Chair in Miyo we'citowin, Indigenous Governance & Digital Sovereignities
 - **Lorenzo Livi** (Computer Science), Chair in Complex Data
 - **Lisa Lix** (Community Health Sciences), Chair in Methods for Electronic Health Data Quality
 - **Sabine Mai** (Physiology and Pathophysiology, Research Institute of Oncology and Hematology, CancerCare Manitoba), Chair in Genomic Instability and Nuclear Architecture in Cancer
- Thirty-eight research projects led by twenty-five investigators received a total of \$1,695,376 in funding from multiple sponsors. Those projects receiving more than \$25,000 are:

PI	Sponsor	Title	Awarded
Afifi, Tracie (Community Health Sciences)	Children's Hospital Research Institute of Manitoba (CHRIM)	Examining the relationship between adverse childhood experiences and developmental outcomes: A longitudinal study of child maltreatment and protective factors	\$36,750

Brownell, Marni (Community Health Sciences/Manitoba Centre for Health Policy)	Mitacs Inc.	Developmental Health of Children Participating in Out-of-School Programs	\$30,000
Burgess, Jacob (Physics and Astronomy)	Research Manitoba	Harnessing magneto photonic hybridization at THz frequencies harnessing magneto photonic hybridization at THz frequencies	\$50,000
Cha, Young Jin (Civil Engineering)	Research Manitoba	Deep semantic segmentation learning-based structural health monitoring using autonomous UAVs	\$50,000
Dakshinamurti, Shyamala (Pediatrics and Child Health)	Children's Hospital Research Institute of Manitoba (CHRIM)	How does hypoxia inhibit adenylyl cyclase activity in the hypertensive pulmonary artery? Investigating the role of cysteine nitrosylation	\$36,750
Ding, Hao (Biochemistry and Medical Genetics)	University of British Columbia - Canadian Rare Disease: Models and Mechanism Network	To study the function of the disease gene PRUNE1 in the mouse model in association with PRUNE neurodevelopmental disorder	\$25,000
Doucette, Christine (Physiology & Pathophysiology)	Children's Hospital Research Institute of Manitoba (CHRIM)	Understanding the mechanisms of insulin secretion	\$25,000
El-Gabalawy, Hani (Internal Medicine)	Arthritis Society	Role of microRNAs in preclinical rheumatoid arthritis	\$60,000
Ferguson, Steven (Centre for Earth Observation Science)	Earth Rangers Foundation	Abundance and species diversity hotspots of Arctic marine mammals across the Arctic: Implications for conservation in a warming world	\$30,000
Gamble, Julia (Anthropology)	Research Manitoba	Developmental insights into sex differences in stress and health, past and present: Building an integrative bio archaeology / human developmental biology research program to explore the development of sex differences in stress response through hard tissue microscopy	\$39,861

Gardiner, Phillip (Physiology & Pathophysiology)	Canadian Paraplegic Association (Manitoba) Inc.	Effects of daily exercise on the changes induced by thoracic spinal cord hemi-section on locomotion, neuropathic pain, and gene expression in motoneurons, dorsal root ganglia, and spinal dorsal laminae I-III in rat	\$49,953
Herbert, David (Chemistry)	Research Manitoba	Platinum complexes for cancer theranostics	\$130,000
Ho, Ngai Man (Carl) (Electrical and Computer Engineering)	Research Manitoba	Advanced galvanic isolated solar micro-inverter	\$50,000
Kidane, Biniam (Surgery)	Research Manitoba	Understanding the mechanisms of harmful ventilation during surgery: The u-vent study	\$130,000
Klonisch, Thomas (Human Anatomy and Cell Science)	Cancer Research Society, Inc.	Highly selective targeting of c-Abl in human glioblastoma	\$60,000
Leung, Carson (Computer Science)	NSERC - Engage	Predictive analytics of driver turnover	\$25,000
Mackay, Dylan (Community Health Sciences)	Mitacs Inc.	Evaluation of the clinically management weight-loss program at Wellness Institute at Seven Oaks Hospital	\$53,333
Shankar, Jai Jai (Radiology)	Canadian Stroke Consortium	Catalytic research capacity for acute ischemic stroke (AIS) care in Winnipeg	\$50,000
Sibley, Kathryn (Community Health Sciences)	Deer Lodge Centre Foundation	Advancing balance measurement and treatment in geriatric rehabilitation	\$25,000
Thomson, Douglas (Electrical and Computer Engineering)	NSERC - Engage	Acoustic emission from tendon wire breaks in post tensioned concrete girders	\$25,000
Ursel, Jane (RESOLVE (Research & Education for Solutions to Violence))	Ndinawemaaganag Endaawaad Inc	Building relationships	\$245,833

Wang, Jun-Feng (Pharmacology and Therapeutics)	Alzheimer Society of Canada	Txnip as a potential novel therapeutic target for Alzheimer's disease	\$149,900
Wilkinson, Lori (Criminology and Sociology)	European Commission - Jean Monnet Project	Youth, migration and the European Union: Policy and practical lessons learned from the humanitarian crisis	\$89,667
Wu, Nan (Mechanical and Manufacturing Engineering)	Research Manitoba	Development of high efficient blade-less wind energy harvester with smart materials and artificial intelligence	\$50,000

ADMINISTRATIVE MATTERS

- With the Director of Student Advocacy, the Legal Office presented two sessions on Conducting Fair Hearings for academic administrators that deal with student discipline issues.
- The Copyright Office, in conjunction with the University of Manitoba Libraries and National Centre for Truth and Reconciliation (NCTR), prepared and submitted two briefs to the Federal Industry, Science and Technology Standing Committee for the first review of the *Copyright Act*. The brief on behalf of the University of Manitoba advocated maintaining “education” as a fair dealing exemption, and highlighted the University’s copyright safeguards and practices.
- In 2018, the Access and Privacy Coordinator at the National Centre for Truth and Reconciliation completed 40 requests that were submitted by residential school survivors and their families for access to residential school records. Each request resulted in a package of records that was sent out to the survivors and/or their families.
- The Access and Privacy Officer was invited by the Vice-President Academic, Assiniboine Community College to provide a workshop for faculty and management on Post-Secondary Institutions and Privacy in December of 2018.
- Under the Accessibility for Manitoban’s Act (AMA) public sector organizations are required to develop a plan to identify, prevent and remove barriers to accessibility. The Human Rights and Conflict Management Office as co-chair of the Accessibility Steering Committee along with the AVP of HR have completed the latest Accessibility Plan 2016-2019 and it has been uploaded to the [website](http://umanitoba.ca/human_rights/accessibilityplan), (http://umanitoba.ca/human_rights/accessibilityplan) meeting the AMA legislative requirements.
- In November 2018, representatives from the Office of Human Rights and Conflict Management attended the University of British Columbia for the second meeting of the Western Canadian Sexual Violence Summit first launched by the Office of Fair Practice and Legal Affairs in June 2018. Partner institutions continue to exchange valuable information and resources, with the University of

Manitoba playing a leading role in shaping the development of future tools and government relations guidelines for use in addressing sexual violence at post-secondary institutions.

- The Association for the Advancement of Sustainability in Higher Education formally announced that the University of Manitoba has moved from a Silver designation to a 'Gold' in their Sustainability Tracking, Assessment & Rating System (STARS). STARS is a transparent, self-reporting framework for colleges and universities to measure their sustainability performance. A higher level of recognition represents increased sustainability leadership and a stronger, more diverse campus sustainability community.
- With funding from the Wellness Grant, two outdoor restorative spaces were implemented, repurposing boulders and other natural materials to provide outdoor seating spaces that allow the campus community to take in the riparian forest. In both instances, the installations also support outdoor gathering spaces. The location east of the Asper School of Business provides a small outdoor classroom environment and the placement of rocks at the National Centre for Truth and Reconciliation provides seating for elders so they can more easily participate in cultural activities along the riverbank at the teepee.
- December 2018 completion of the U5 power line replacement has restored redundancy to the areas impacted by power outages on campus last spring.
- Banner, the University of Manitoba student information and finance system, completed a successful major upgrade from Nov 21-25, 2018 to Banner 9.
- Former MLA Kevin Chief joined over 25 alumni of the UM Leaders Learning Program (UMLLP) on December 3, 2018 to present a workshop on Indigenous perspectives on leadership. Chief shared lessons on how all leaders can follow Indigenous ways of leadership to join together to build community. The UM Leaders Learning Program Alumni group gather several times throughout the year to learn and discuss ideas about leadership.
- Learning and Organizational Development and the National Center for Truth and Reconciliation have entered into a partnership to produce videos that will help University Faculty and Staff to consider ways that they can support the process of reconciliation. This is one of the many ongoing projects in HR that are focused on supporting indigenous achievement.

EXTERNAL MATTERS

- The new year opened with a story about our 99th Rhodes Scholar on the cover of the January 4th Globe and Mail. This feature story included a spotlight on University of Manitoba alumna Annette Riziki, a Faculty of Arts graduate who will study in the area of human rights. This story is a welcome juxtaposition on the run of challenging UM news stories at the end of 2018.
- The University of Manitoba is on track to meet its 2018/2019 campaign benchmark of \$45,000,000. The last Front and Centre Campaign total, announced on May 29, 2018, was \$466,495,719, including philanthropic gifts and the \$150 million commitment from the Province of Manitoba.

Selected gifts and activities in the last reporting period include:

- The Alan Klass Medical Humanities Program and the Alan Klass Memorial Program for Health Equity were supported with a commitment of \$752,307 from an anonymous donor.
 - Beverley Delamere made a gift of \$500,000 to establish the Bruce Whittlesea Graduate Scholarship supporting graduate students in Psychology.
 - Elizabeth Marr (BComm(Hons)/1979) and Nicholas Slonosky (BComm(Hons)/1976, LLB/1979) have made a gift of \$275,000 to create a new award supporting Law students on an international exchange, and to enhance the Elizabeth Marr and Nick Slonosky International Travel Bursary in the Asper School of Business.
 - Richard J. Bird (BA/1969) has made a gift of \$125,000 to establish an endowed bursary for Indigenous engineering students in memory of his father, Robert Allen Bird (BSc(CE)/1948). He made an additional gift of \$5,000 to the first award can be disbursed in 2019.
 - Sidney R. Leggett (MSc/1980) has made a gift of \$120,000 to establish an endowed, renewable bursary named for his family that supports an undergraduate student in Geological Sciences with financial need.
 - Harvey Bergner (MD/1961) and Irene Bergner (CertNurs(T&S)/1959) generously gave \$101,500 to create a scholarship and a bursary in the College of Nursing.
 - The Polish Fraternal Aid Society of St. John Cantius made a gift of \$100,000 to support the Polish Studies Endowment Fund, helping to preserve and enhance Polish studies at the University of Manitoba.
 - Pam Isaak (BSA/1984, MSc/1988) and Greg Kiessling have supported Indigenous achievement with a gift of \$100,000 to the Indigenous Success Fund.
-
- On November 18, an alumni event was held in Halifax, Nova Scotia. Fifty-five alumni and friends were in attendance, including Chancellor Harvey Sexter, President and Vice-Chancellor David Barnard, Board of Governors Chair Jeff Lieberman, and Vice-President (External) John Kearsley.
 - On November 20, Jeff Lieberman, Chair of the Board of Governors, announced the election of Anne Mahon as the University of Manitoba's 14th chancellor. Effective June 1, 2019 for a three-year term, she succeeds the current chancellor, Dr. Harvey Sexter.
 - Following the November 20th branding initiative presentation to the board, which was based on research results of outreach to 6500 participants, the brand strategy phase has been completed. The project remains on track, with phase 3 commencing mid-January.
 - On November 26, Dr. David Barber appeared before the Standing Committee on Foreign Affairs and International Development regarding their study on Canada's sovereignty in the Arctic.
 - On November 27, Dr. Barnard and Mr. Lieberman met with Ms. Colleen Kachulak (Assistant Deputy Minister, Post-Secondary Education) regarding board governance changes.
 - On December 10, The Honourable Cameron Friesen, Minister of Health met with Dr. Barnard, Mr. Kearsley, Dr. Postl and Mr. Soubry to discuss the Province's commitment to the Front and Centre Campaign. A follow-up meeting is planned for the end of January with the Minister of Education, Minister of Health, Minister of Finance and the Deputy Premier.

- On December 13, the Next Generation Web Experience (NGWE) finalized the direction on the new website's Information Architecture. To accomplish this, the NGWE project team connected with several hundred stakeholders in the University of Manitoba community from a variety of academic and administrative areas, and conducted multiple sitemap tests with over 500 user groups that included prospective and current students, alumni, faculty and staff, parents, and industry partners. The NGWE project will now move forward to wireframes, templates, content, and the initial site build.



AGENDA ITEM: Request for Increase to Admission Targets, Bachelor of Health Sciences and Bachelor of Health Studies, Rady Faculty of Health Sciences

RECOMMENDED RESOLUTION:

For discussion / advice.

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

- The Board policy on *Admission Targets* specifies that it is the President who has authority to approve changes to, or the introduction of, admission targets following consultation and discussion with the dean or director, with Senate and with the Board of Governors, subject to the provisions of the provincial Programs of Study Regulation.
- The President has received a request from the Rady Faculty of Health Sciences to increase the admission targets for two programs offered through the Faculty, the Bachelor of Health Sciences and the Bachelor of Health Studies programs. Specifically, the Faculty is requesting that the admission target for each program be increased from 25 to 40 students.
- Dr. Collins, Vice-Provost (Integrated Planning and Academic Programs) supports the request, as reflected in his memo to President Barnard (dated November 21, 2018).

RESOURCE REQUIREMENTS:

N/A

CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:

N/A

IMPLICATIONS:

- The two programs were originally approved with admission targets of 40 students (Senate, May 17, 2006; June 20, 2006). The targets were subsequently decreased to 25 students based on enrolment trends. The current request to increase the targets to 40 students responds to renewed student demand for the programs.

CONSULTATION:

The President consulted with Senate regarding the request to increase the admission targets for the two programs at the meeting on January 9, 2019. Senate did not raise any concerns with the request.



Board of Governors Submission

Routing to the Board of Governors:

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Date</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Senate Executive	December 12, 2018
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Senate	January 9, 2019
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		

Submission prepared by: Senate

Submission approved by: University Secretary

Attachments

- Correspondence from President and Vice-Chancellor to University Secretary RE: Request for Increase to Admission Targets, Bachelor of Health Sciences and Bachelor of Health Studies [dated November 23, 2018]
- Correspondence from Vice-Provost (Integrated Planning and Academic Programs) to President and Vice-Chancellor RE: Recommendation for Increase to Admission Targets, Bachelor of Health Sciences and Bachelor of Health Studies [dated November 21, 2018]
- Correspondence from Dean and Vice-Provost, Rady Faculty of Health Sciences, Provost RE: Admission Targets for the Interdisciplinary Health Program [dated November 6, 2018]



UNIVERSITY
OF MANITOBA

Office of the President

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

Date: November 23, 2018

To: Jeff Leclerc
University Secretary

From: David T. Barnard, O.M., Ph.D., FRSC
President and Vice-Chancellor *David T. Barnard*

Subject: Request for Increase to Admission Targets, Bachelor of Health Sciences and Bachelor of Health Studies

I attach a recommendation from Dr. David Collins, Vice-Provost (Integrated Planning and Academic Programs) to increase the annual Admission Targets for the Bachelor of Health Sciences and Bachelor of Health Studies programs, respectively.

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 December 12, 2018 Senate Executive meeting and the January 9, 2019 Senate meeting.





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: November 21, 2018

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

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

Re: Recommendation for Increase to Admission Targets, Bachelor of Health Sciences and Bachelor of Health Studies

Under the Admissions Target Policy, and at the request of Dr. Brian Postl, Dean, Rady Faculty of Health Sciences and Vice-Provost (Health Sciences), I am requesting that you consider an admission target increase from 25 to 40 students in both the Bachelor of Health Sciences and Bachelor of Health Studies programs effective the Fall 2019 term.

As noted in the attached, both the Bachelor of Health Sciences and Bachelor of Health Studies were originally approved with an annual intake target of 40 seats. This had been previously adjusted to 25 seats given historic enrolment trends. With recent renewed demand for the programs, the unit is requesting that the targets be reset to the original 40 seats. Please note that the Rady Faculty of Health Sciences, along with their partners in the Faculty of Science and Faculty of Arts, are reviewing longer-term enrolment trends in the two programs and may be requesting additional increases to the 40 students for future years.

As per the Admissions Target Policy, the President may approve changes to admission targets to a program following consultation with the Dean/Director, Senate, and the Board of Governors. As such, I would request that you give this request favorable consideration.

Please note that in consultation with the Office of the University Secretary, I have confirmed that to facilitate consultation with Senate and the Board at their next meeting, your advice in this regard should be submitted to their office for no later than November 28, 2018.

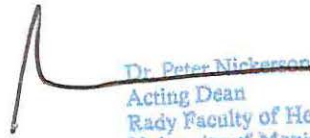
Cc.: Janice Ristock, Provost and Vice-President (Academic)
Brian Postl, Dean, Rady Faculty of Health Sciences, and Vice-Provost (Health Sciences)
Susan Gottheil, Vice-Provost (Students)
Mark Nachtigal, Director, Interdisciplinary Health Program
Jeff Leclerc, University Secretary
Jeff Adams, Executive Director, Enrolment Services
Cassandra Davidson, Academic Program Specialist



MEMORANDUM

Date: Nov 6 2018

To: Dr. Janice Ristock, Provost


Dr. Peter Nickerson
Acting Dean
Rady Faculty of Health Sciences
University of Manitoba

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

Re: Admission Targets for the Interdisciplinary Health Program

When the Interdisciplinary Health Program (IHP), consisting of the Bachelor of Health Sciences and Bachelor of Health Studies degrees, first received Senate approval on May 17, 2006, the proposal from the Faculty of Human Ecology had indicated that initially there would 20-30 admissions in each degree for the first two years increasing to 40 seats each in subsequent years. However, official admission targets for each degree in the IHP are currently set at 25 seats.

Since the IHP relocated to the Rady Faculty of Health Sciences in 2015, student interest has increased in the IHP resulting in the need to re-adjust these admissions targets as originally proposed. The IHP is currently planning a common visioning/strategic planning process with all participating faculties (Health Sciences, Arts, and Science) at which time future enrolment targets will also be considered. However, at this time a request is being made to increase admission targets from 25 to 40 seats each in the Bachelor of Health Sciences and Bachelor of Health Studies for Fall 2019, as originally proposed.

Index

- COVER** 1
- 1. AGENDA** 2
- 4.1 Minutes of November 20, 2018** 4
- 4.2 Minutes of Special Meeting January 11, 2019** 8
- 5.1.1 Senate Ctte on Awards Report (Oct 25)** 11
- 5.1.2 Senate Ctte on Awards Report (Nov 15)** 20
- 5.2.1 2019-20 Academic Schedule** 28
- 5.2.2 Implementation_ Bachelor of Music (Music Education)** 46
- 5.2.3 Implementation_ Master of Human Rights** 51
- 6.1 Institutional costs of research policy** 56
- 7.1 Proposal for Bachelor of Midwifery_ Nursing** 66
- 7.2 Proposal_ P.B.Dip. in Medical Physiology & Pathophysiology_ Medicine** 172
- 8.1 Response to Senate Motion re Presidential Search Process** 245
- 9.1 President's Report** 249
- 10.1 Request to Increase Admission, B.H.St. & B.H.Sc.** 260
- Index** 265