## Senate

Fort Garry Campus:
Senate Chamber
Room E3-262 Engineering Building
Bannatyne Campus:
Room A106 Chown Building
Wednesday, May 17, 2023
1:30 p.m.

## AGENDA

I CANDIDATES FOR DEGREES,
Page 7 DIPLOMAS AND CERTIFICATES - MAY 2023

This report will be available at the Senate meeting. The report will also be available for Senators to review through a request to the Office of the University Secretary.

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

This report will be available at the front table in the Senate Chamber for examination by members of Senate. It will also be available for Senators to review through a request to the Office of the University Secretary.

## III ELECTION OF SENATE REPRESENTATIVES

1. To the Board of Governors

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2. To the Senate Executive Committee

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- Nominations received in response to a call for nominations that was issued on April $19^{\text {th }}$ and closed on May 3, 2023, are included with the agenda.
- Any eligible members of Senate may make further nomination or self-nominate at the meeting.
- If an election(s) is required, before the vote is taken, each nominee who is present will be invited to stand to be identified and the nominee's University association shall be announced.
$\begin{array}{ll}\text { 3. Election of a Student Member to the } & \text { Page } 16 \\ \text { Senate Executive Committee } & \end{array}$
- One Student member (slate of candidates to be supplied by the caucus of Student Senators)

IV MATTERS RECOMMENDED FOR CONCURRENCE WITHOUT DEBATE

1. Report of the Senate Committee on Curriculum

Page 17 and Course Changes, Spring 2023
2. Revised 2023-2024 Academic Schedule

Page 227
RE: Master of Applied Human Nutrition Program
3. Reports of the Faculty Council of the Faculty of Graduate Studies on Course and Program, and Regulation Changes
a) RE: Department of Community Health Sciences Page 230
b) RE: Asper School of Business

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## V MATTERS FORWARDED FOR INFORMATION

1. $\quad \mathbf{2 0 2 3 - 2 0 2 4}$ List of Senate Members
2. Annual Reports of Standing Committees of Senate
a) Academic Accommodation Appeals Page 252
b) Academic Computing Page 253
c) Academic Freedom Page 254
d) Academic Review Page 255
e) Admission Appeals Page 256
f) Admissions Page 257
g) Appeals Page 262
h) Approved Teaching Centres Page 264
i) Awards Page 265
j) Calendar

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k) Curriculum and Course Changes Page 268
I) Honorary Degrees Page 270
m) Instruction and Evaluation Page 271
n) Joint Master's Programs Page 273
o) Joint Master's Programs Appeals Page 275
p) Libraries Page 276
q) Medical Qualifications Page 277
r) Nominations Page 278
s) Planning and Priorities Page 279
t) Rules and Procedures Page 281
u) University Research Page 282
3. Correspondence from President and Vice-Chancellor
a) RE: Requests for Increase to Admission Target (for consultation)

[^0]- Comments of Senate Planning and Priorities Committee
(ii) Bachelor of Health Sciences, Interdisciplinary Page 322 Health Program, Rady Faculty of Health Sciences
- Comments of Senate Planning and Priorities Committee

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$\begin{array}{lll}\text { (iii) } & \begin{array}{l}\text { Temporary Increase to Admission Target for } \\ \text { Doctor of Pharmacy (Pharm.D.), College } \\ \text { of Pharmacy }\end{array} & \text { Page } 398 \\ & \end{array}$
b) RE: Requests for Increase to Admission Targets, President's Approval
(i) Healthcare Programs, Rady Faculty of

Page 406
(ii) Temporary Increase, Bachelor of Fine Arts, School of Art, and Bachelor of Jazz Studies, Desautels Faculty of Music

## 4. Report of the Senate Committee on Awards

Page 408
[April 4, 2023]
5. Report of the Senate Committee on Appeals

Page 422
[April 14, 2023]
6. Report of the Senate Committee on Libraries RE: Advancing

Page 424 Open Access at the University of Manitoba
7. Correction to Report of the Faculty Council of the Faculty of

Page 459
Graduate Studies RE: Department of Landscape Architecture
8. Items Approved by the Board of Governors

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## QUESTION PERIOD

Senators are reminded that questions related to matters not on the agenda shall normally be submitted in writing to the University Secretary no later than 10:00 a.m. of the Monday preceding the meeting.

Senators are reminded that questions pertaining to items on the agenda can be asked during the Senate meeting and do not require submission in advance.
VIII CONSIDERATION OF THE MINUTES
OF THE MEETING OF APRIL 5, 2023
IX
BUSINESS ARISING FROM THE MINUTES - none

## X REPORTS OF THE SENATE EXECUTIVE COMMITTEE

 AND THE SENATE PLANNING AND PRIORITIES COMMITTEE1. Report of the Senate Executive Committee
2. Report of the Senate Planning and Priorities Committee

The Chair will make an oral report of the Committee's activities.
XI REPORTS OF OTHER COMMITTEES OF SENATE, FACULTY AND SCHOOL COUNCILS

1. Reports of the Faculty Council of the Faculty of Graduate Studies on Course, Program, and Regulation Changes
a) RE: Faculty of Graduate Studies, Academic Guide,

Page 465
b) RE: Department of Biosystems Engineering

Page 558
c) RE: Department of Civil Engineering

Page 563
d) RE: Department of Curriculum, Teaching and Learning

Page 568
e) RE: Faculty of Social Work

Page 597
2. Reports of the Faculty Councils of the Faculty of Law and Page 604 the Faculty of Graduate Studies RE: Proposal for a Concurrent Juris Doctor / Master of Business Administration
a) Report of the Senate Committee on Curriculum and

Page 605
Course Changes
b) Report of the Senate Committee on Instruction and Evaluation
3. Reports of the Faculty Council of the Faculty of Arts
$\begin{array}{llr}\text { a) } & \begin{array}{l}\text { RE: Proposal for a Micro-Diploma in Mythology and } \\ \text { Folktale, Department of Classics }\end{array} & \text { Page } 640 \\ \text { (i) Report of the Senate Committee on Curriculum } \\ \text { and Course Changes }\end{array} \quad$ Page 640
(i) Report of the Senate Committee on Curriculum ..... Page 653 and Course Changes
(ii) Report of the Senate Planning and Priorities ..... Page 655 Committee
4. Report of the Faculty Council of the Desautels Faculty of ..... Page 668
Music RE: Proposal for a Micro-Certificate in Songmaking
5. Reports of the Senate Committee on Admissions
a) RE: Revised Admission Requirements, Juris Doctor, ..... Page 686Faculty of Law
b) RE: Revised Admission Requirements, Bachelor of ..... Page 690Education, Faculty of Education
6. Report of the Senate Committee on Honorary Degrees ..... Page 694
RE: Revised Honorary Degrees Policy
7. Reports of the Senate Committee on Instruction and Evaluation
a) RE: Modification of Breadth Requirement, Bachelor of ..... Page 701Arts Degrees, Faculty of Artsb) RE: Revised Regulations on Supplemental Examinations,Page 716Doctor of Dental Medicine, Dr. Gerald Niznick College ofDentistry
c) RE: Proposed and Revised Academic Regulations,Faculty of Science- B.Sc.(Maj.) Degree Academic Regulations

- Deferred Examinations
- Supplemental Examinations
d) RE: Revised Academic Regulations, Bachelor of SocialPage 726Work, Faculty of Social Work
e) RE: English Language Proficiency Requirement, ÉcolePage 749
de travail social, Université de Saint-Boniface

8. Reports of the Senate Committee on University Research
RE: Periodic Reviews of Research Centres and Institutes
a) Centre on AgingPage 756
b) Winnipeg Institute on Theoretical Physics ..... Page 780
9. Report of the Senate Committee on Nominations ..... Page 803

## MATTERS TO BE CONSIDERED IN CLOSED SESSION

1. Report of the Senate Committee on Honorary Degrees
[April 19, 2023$]$

The confidential report will be provided to members of Senate at the meeting.
XIV ADJOURNMENT

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

## CANDIDATES FOR DEGREES, DIPLOMAS AND CERTIFICATES

## 1. Degrees Notwithstanding a Deficiency

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

Deans and Directors should note that they may be asked to explain the circumstances leading to the recommendations from their respective Faculties or Schools.
At the conclusion of discussion of the report, the Speaker of the Senate Executive Committee will make the appropriate motion(s).
2. Report of the Senate Committee on Appeals

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

## 3. List of Graduands

A list of graduands will be provided to the University Secretary on the day of the meeting. The list will not be distributed to members of Senate but will be open for inspection by individual members of Senate.
The list to be provided to the University Secretary will be a compilation of the lists of the graduands of each Faculty and School.
The Speaker for the Senate Executive Committee will make the appropriate motion approving the list of graduands, subject to the right of Deans and Directors to initiate late changes with the University Registrar and Executive Director, Enrolment Services, up to May 19, 2023.

## Election of Senate Representative to the Board of Governors

## 1. General

(a) The revised procedures to be followed for the election of members of Senate to the Board of Governors were approved at the April 5, 2023 meeting of Senate and can be found on the web at: https://umanitoba.ca/governance/governing-documents-governance\#senate-meeting-rules
(b) The procedures provide that if the person being nominated is not present, the nominator must state that the person nominated has consented to the nomination.
(c) At least one of the three individuals representing Senate on the Board of Governors shall not have administrative responsibilities greater than those of department head at the time of election.
(d) Should the term of office on Senate for the member of Senate elected to the Board of Governors expire before the term of office on the Board, the member shall become a member-at-large of Senate for the remainder of the term of office on the Board of Governors, unless re-elected to Senate.
2. Election
(a) One member of Senate is to be elected by Senate to the Board of Governors for a three-year term (June 1, 2023 to May 31, 2026) to replace Jeff Taylor, whose term on the Board of Governors expires on May 31, 2023, and who is not eligible for reelection;
(b) Current Senate representatives on the Board of Governors are:

| Jeff Taylor | Arts | 2023 |
| :--- | :--- | :--- |
| John Anderson | Science | 2024 |
| Susan Prentice | Arts | 2025 |

(c) Not eligible for election are the Chancellor, the President, or the Board of Governors' representatives on Senate.
3. Procedures
(a) The University Secretary shall issue a call for nominations for any vacancies to all eligible members of Senate. The call for nominations should be made such that a two-week nomination period occurs prior to the publication of the Senate agenda. The call for nominations shall state the University's commitment to diversity in all forms.
(b) Any eligible member of Senate may make a nomination or self-nominate. Nominees shall submit a 150-word (maximum) introduction, outlining their background and what they would want to contribute if elected.
(c) Information on the nominees, and the introductions provided shall be published in the Senate Agenda.
(b) Senators shall vote for no more than one candidate on the ballot provided.
(c) The candidate receiving the largest number of votes shall be declared elected for a three-year term.
(d) In the event of a tie, the question shall be resolved by another ballot involving those candidates who have tied.

# CANDIDATES FOR ELECTION TO THE BOARD OF GOVERNORS 

Available Positions: One (1) member of Senate to be elected for a three-year term, from June 1, 2023 to May 31, 2026

## Douglas Brown, Dean, Faculty of Kinesiology and Recreation Management

As Dean since 2013, I've led the faculty through strategic planning, curriculum review and rejuvenation, major infrastructure investments, renovations, and significant academic recruitment and retention. I participated in the development and implementation of the university's current budget model and have served on the Central Unit Allocation Committee (CUAC) since its inception. A transformative experience was serving on the administration's team through three rounds of collective bargaining with UMFA. Though difficult, I gained a deep appreciation for collective bargaining and an unwavering commitment to collegial governance. I am proud of my faculty's role during the pandemic. To support physical and mental health, we worked aggressively to ensure sport and recreation facilities and programming were safe and accessible. To the Board of Governors, I bring a rich understanding of institutional leadership, an investment in the university's scholarly enterprise, and a passion for campus vitality. I identify as LGBTQ2S+ and embrace the $U$ of M's commitment to being an Age Friendly University.

## Bruno Silvestre, Dean, I.H. Asper School of Business

Dr. Silvestre was appointed Dean of the I.H. Asper School of Business in 2022, after serving in the position in an acting role. He is the CPA Manitoba Chair in Business Leadership, former Director of the Transport Institute. Prior to joining the University of Manitoba, Dr. Silvestre served as Associate Dean of Strategic Partnerships and Administration and Chancellor's Research Chair in Sustainable Supply Chain \& Innovation Management at the University of Winnipeg and has been an Adjunct Professor and Research Associate at Simon Fraser University and a Research Scholar at the University of Sussex, UK. Prior to his career in the academy, Dr. Silvestre spent over a decade working in operations, supply chain management business development and project management in a variety of industries. Dr. Silvestre has a keen interest in sustainability and operations management, providing him with a unique lens to serve on the Board.

## Election of Senate Representatives to the Senate Executive Committee

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

The senate has general charge of all matters of an academic character; and, without restricting the generality of the foregoing, the senate shall ...
(y) elect an executive committee, which shall include
(i) the president, who shall be chairman of the committee;
(ii) the member of the senate designated by the president to be vicechairman of the committee;
(iii) three members of senate from among the vice-presidents of the university, the deans of faculties and directors of schools;
(iv) a member of the board who has been appointed to be a member of the senate;
(v) a member elected by the students to be a member of senate;
(vi) eight other members of the senate from those elected under section 27 [i.e., elected by faculty/school councils];
2. Three Senators are to be elected as follows:
(a) One Senator from among the Vice-Presidents, Deans of Faculties and Directors of Schools for a three-year term from June 1, 2023 to May 31, 2026 to replace Dean Edward Jurkowski, whose term expires on May 31, 2023:
(i) Eligible for election are:

Vice-Presidents: N. Andrew, M. Pinto, V. Koldingnes
Deans/Directors: M. Scanlon, M. Locher, S. Pflugmacher Lima, R. Lastra, E. Jurkowski, K. Main, B. Silvestre, D. Brown, R. Jochelson, M. Friesen, P. Nickerson, B. Mark, M. Yellow Bird,
(ii) Presently serving:

| Vice-President Catherine | Vice-President (Indigenous) | 2022 |
| :--- | :--- | :--- |
| Cook |  |  |
| Dean Ed Jurkowski | Music, School of Art | 2023 |
| Dean Jeffery Taylor | Arts | 2024 |

(b) Two Senators for three-year terms from June 1, 2023 to May 31, 2026 to replace Tina Chen (Arts) and John Anderson (Science) whose terms expire on May 31, 2023; and
(c) One Senator to serve as a leave replacement for Peter Blunden (Science) for the balance of a three year-term from July 1, 2023 to May 31, 2024;
(i) eligible for election are members of Senate elected by faculty/school councils;
(ii) presently serving:

Prof. Tina Chen Arts 2023
Prof. John Anderson Science 2023
Prof. Peter Blunden Science 2024
Prof. Donna Martin Health Sciences 2024
Prof. Shawna Ferris Arts 2024
Prof. Rusty Souleymanov Social Work 2024
Prof. Robert Biscontri Management 2025
Prof. Derek Oliver Engineering 2025
3. Procedures:
(a) The University Secretary shall issue a call for nominations for any vacancies to all eligible members of Senate. The call for nominations should be made such that a two-week nomination period occurs prior to the publication of the Senate agenda. The call for nominations shall state the University's commitment to diversity in all forms.
(b) Any eligible member of Senate may make a nomination or self-nominate. Nominees shall submit a 150-word (maximum) introduction, outlining their background and what they would want to contribute if elected.
(c) Information on the nominees, and the introductions provided shall be published in the Senate Agenda.
(d) At the Senate meeting at which the election is held, one final call for nominations shall be put forward by the Chair. Following this call for nominations, a motion to close nominations shall be entertained.
(e) Before the vote is taken, each nominee, if present, shall stand to be identified and the nominee's University association (i.e., faculty, school, department etc.) shall be announced.
(f) Only before the close of nominations or after the first ballot shall any person have the right to withdraw.
(g) All voting shall be by secret ballot. To cast a vote for a particular candidate, Senators shall print clearly the name of such candidate on the ballot provided. Following the announcement of the results, the ballots shall be destroyed by the Returning Officer.
(h) The candidates receiving the largest number of votes shall be elected.
(i) In the event of a tie, the question shall be resolved by another ballot involving those candidates who have tied.

## CANDIDATES FOR ELECTION TO SENATE EXECUTIVE COMMITTEE

Available Positions: One (1) member of Senate from among Vice-Presidents/Deans/ Directors for a three-year term from June 1, 2023 to May 31, 2026;
Two (2) members of Senate to be elected for a three-year term, from June 1, 2023 to May 31, 2026; and

One (1) member of Senate to be elected as a leave replacement for Prof. P. Blunden from July 1, 2023 to May 31, 2024.

## Jieying Chen, Associate Professor, I.H. Asper School of Business

I am an Associate Professor at the Asper School of Business, specializing in Human Resource Management and Organization Studies.

As a female Asian faculty member, I am committed to promoting equity, diversity, and inclusion at the university. I can contribute diverse and useful perspectives in overseeing controversial policies, which is a crucial responsibility of the Senate Executive Committee.
Additionally, I am willing to humbly share my knowledge of organizational management to help the Senate streamline procedures, enhance efficiency, and empower structural improvement.

Since joining the Senate in June 2022, I have attended all senate meetings and consultations with senators. I am devoted to serving our university, students, and community members. It would be a great honor for me to serve on the Senate Executive Committee for the next two years, which would allow me to better contribute my passion and dedication to the university.

## John Sorensen, Professor, Faculty of Science

Dr. John Sorensen has has served on Senate since September 2019 and was re-elected by the members of the Faculty of Science in 2022. During his time on Senate Dr. Sorensen served as as leave replacement on Senate Planning and Priorities committee and is currently a member of the Senate Committee on the Calendar. Dr. Sorensen was a member of the COIVD operations sub-committee providing advice and insight into the re-start and recovery process to the steering committee.

More recently Dr. Sorensen was elected by Senate to serve on the Strategic Planning Steering Committee and is involved in running consultation sessions and providing advice on drafting the upcoming strategic plan.

Dr. Sorensen has been a faculty member in the Department of Chemistry since 2006 and was promoted to Professor in 2020. Dr. Sorensen runs a research program focusing on natural products, supervising a group of 2 post-doctoral fellow, 4 graduate students and numerous undergraduate students. Dr. Sorensen also teaches a large enrollment course on organic chemistry.

## Kelley Main, Dean, Faculty of Graduate Studies

Over the past few years, I have become more familiar with the work of Senate. I was Chair of the Senate Planning and Priorities Committee for a year and also was an Assessor on Senate Executive at the same time. I have also served as a member of Senate and on several other Senate committees over the last few years. I frequently attend Senate Executive as the Dean of FGS to present proposals that are coming forward from our office through the Senate approval process. I would be interested in making an additional contribution to university governance and helping the UM follow its mission and vision.

## Election of Student Senator to the Senate Executive Committee

1. The composition of the Senate Executive Committee makes provision for three student assessors.

The Assessors are as follows:
(a) President of UMSU (or designate)
(b) President of GSA (or designate)
(c) Student Senator appointed by caucus of Student Senators
term: May 1, 2022 - April 30, 2023
term: May 1, 2022 - April 30, 2023
term: May 1, 2022 - April 30, 2023
2. The composition of the Senate Executive Committee also makes provision for one elected Student member of Senate. A candidate for this position is nominated by the caucus of Student Senators at Senate. The term for this position is May 1, 2023 - April 30, 2024.
3. Procedures:
(a) A nomination for the position shall be provided by the Student Senate Caucus;
(b) Senators shall vote by a show of hands.

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

## Preamble:

1. The terms of reference for the Senate Committee on Curriculum and Course Changes (SCCCC) are available on the University Governance website. The SCCCC is "to recommend to Senate on the introduction, modification or abolition of undergraduate programs, curricula or courses."
2. Since last reporting to Senate, the Senate Committee on Curriculum and Course Changes (SCCCC) met on March 13, 17, 21, 23, and 28, 2023, to consider curriculum and course changes from Faculties, Colleges, and Schools.
3. The Report outlines course and curriculum changes endorsed by the SCCCC at the meetings noted above.
4. Proposed course deletions, introductions, and modifications, and program modifications are described in detail in the attachment to the Report.

## Observations:

1. General

In keeping with past practice, most changes for departments totalling less than ten credit hours are forwarded to Senate for concurrence without debate. This is in accordance with the Senate's recommendation approved July 3, 1973, that course changes would cease to go to the SPPC when the resource implications are intra-faculty. Deans and Directors are to assess the resource implications to the respective units when course changes are proposed. Major changes in existing programs are to be referred to the SPPC for assessment of resource implications.
2. The committee received, for information, the Senate Committee on Curriculum and Course Changes - 2023/2024 Timetable for Faculty/College/School Submissions to the Office of the University Secretary, which is included with the attachment to the Report.
3. Two corrections were made to the Report of the SCCCC Submitted to Senate for Concurrence without Debate [dated November 3, 2022].

- In the course description for GRMN 3204 Advanced German 2 (A), the description of the prerequisite was revised to read: "GRMN 3202 or written consent of department head." The correction has been made in the Report and is highlighted on page 57 the December 7, 2022, Senate agenda.
- In the program chart for the Bachelor of Arts (General Major) in Ukrainian Studies, program note 2 was revised to read: "Students with superior language ability in Ukrainian will not be required (nor permitted) to complete some or all of the Introductory or Intermediate Ukrainian language courses (UKRN 1312, UKRN 1314, UKRN 2722, UKRN 2724). These students will consult with ..." The correction has
been made in the Report and is highlighted on page 78 of the December 7, 2022, Senate agenda.


## 4. Courses to be Added to the List of Written English Courses

HIST 2110 Special Topics in Introductory Approaches to History (G) 3 cr
5. Courses to be Removed from the List of Written English Courses

PSYC 3200 Thinking Critically About Psychological Research 3 cr
6. Courses to be Added to the List of Mathematics Courses

PHIL 1300 Introduction to Logic 3 cr
PHIL 2200 Non-Classical Logic 3 cr

## 7. Faculty of Agricultural and Food Sciences

## Agribusiness and Agricultural Economics

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

## Agriculture, General

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

The faculty is proposing modifications to the programs listed below, as detailed in the attachment to the Report, to reflect the recent introduction of MATH 1524 Mathematics for Management and Social Sciences and the deletion of MATH 1520 Introductory Calculus for Management and Social Sciences, by the Department of Mathematics, Faculty of Science (Senate, May 18, 2022).

- Bachelor of Science in Agribusiness
- Bachelor of Science in Agriculture (Agronomy)
- Bachelor of Science in Agriculture (Animal Systems)
- Bachelor of Science in Agriculture (Plant Biotechnology)
- Bachelor of Science in Food Science


## Animal Science

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

## 8. School of Art

The school is proposing the introduction of one (1) course and the modification of eight (8) courses. The overall number of credit hours offered by the school would increase by 6 credit hours.
Among the course modifications, the school is proposing to add the proposed STDO 2552 Introduction to Printmaking to several studio courses, including STDO 2500 Intermediate Printmaking: Intaglio, STDO 2510 Intermediate Printmaking: Silkscreen,

STDO 2520 Intermediate Printmaking: Lithography, and STDO 2530 Intermediate Printmaking: Relief and Monoprints. The school confirmed, in response to a question raised by the SCCCC, that continuing students will not be required to complete STDO 2552 in order to register for these courses.
The school is proposing modifications to the programs listed below, as set out in the attachment to the Report. The revisions are intended to clarify rather than to change the course requirements for the program. Specifically, some revisions clarify which courses from other academic units can be used to meet requirements for Art History Electives. In response to a recommendation from the SCCCC, the school has identified specific course subjects that can be used to meet requirements for Social Sciences or Science electives.

- Bachelor of Fine Arts (General)
- Bachelor of Fine Arts (Honours)
- Bachelor of Fine Arts (General) in Art History
- Bachelor of Fine Arts (Honours) in Art History


## 9. Faculty of Arts

## Faculty of Arts - Closure of Minor in Mathematics

The faculty accepted a recommendation from the Committee to close the Minor in Mathematics because the Faculty of Science offers the same Minor with the same requirements. The Committee noted that Arts students can complete the Minor offered by that Faculty, including those students who are currently working toward completing the Minor. The two programs use the same program code in the student information system, so there are no administrative barriers. The Committee noted it was not an effective use of resources, because the Faculty of Arts must modify the curriculum each time the Faculty of Science makes a change to the program.

## Anthropology

The department is proposing the deletion of three (3) courses and the modification of nine (9) courses. The overall number of credit hours offered by the department would decrease by 9 credit hours.
The department is proposing modifications to the programs listed below, as detailed in the attachment to the Report. The modification involves the introduction of a Cooperative Education Option for both the Single Advanced Major and Single Honours degrees. Students who elect to complete a Co-operative Education Option would be required to complete the three 1 credit hour work placements (ARTS 3010 Arts Cooperative Option 1, ARTS 3020 Arts Co-operative Option 2, ARTS 3030 Arts Cooperative Option 3), which would replace 3 credit hours of open electives in the program.

The Co-operative Education Option will provide students with: (i) an opportunity to apply their training to the workplace; (ii) direct skills and experience in anthropological practice on a broader level; (iii) real-world experience in environments that apply some facet of Anthropology (i.e., sociocultural anthropology, archaeology, biological anthropology) to students' day-to-day activities; (iv) enriched training in the final year of their program; (iv) an experience that will help them envisage the broader applicability and transferability of anthropology outside of academia. Introduction of the Co-operative Education Option is an integral part of the University's strategic priorities for, first, inspiring minds through
innovative and quality teaching and, second, enhancing and expanding opportunities for learning, including research opportunities for students.

- Bachelor of Arts (Single Advanced Major) in Anthropology, Co-operative Education Option - new
- Bachelor of Arts (Single Honours) in Anthropology, Co-operative Education Option - new


## Asian Studies

The program is proposing modifications to the programs listed below, as detailed in the attachment to the Report. Revisions to List A: Courses Acceptable for Asian Studies Credit follow from a proposal from by the Department of Anthropology to delete ANTH 2450 Ethnology of China.

- Bachelor of Arts (General Major) in Asian Studies
- Minor (Concentration) in Asian Studies


## History

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

Latin American Studies
The program is proposing a modification to the Minor (Concentration) in Latin American Studies, as detailed in the attachment to the Report. The amendment to the list of courses that can be completed toward the program follows from a proposal from the Department of Anthropology to delete ANTH 2690 Peoples and Cultures of Contemporary Latin America.

## Philosophy

The department is proposing the deletion of one (1) course, the introduction of five (5) courses, and the modification of three (3) courses. The overall number of credit hours offered by the department would increase by 9 credit hours.

The department is proposing the modification of the programs listed below, as outlined in the attachment to the Report. Specifically, the list of courses that can be completed toward the requirements for courses in History of Philosophy, Metaphysics and Epistemology, and Value Theory will be updated to reflect proposed course changes.

- Bachelor of Arts (General Major) in Philosophy
- Bachelor of Arts (Single Advanced Major) in Philosophy
- Bachelor of Arts (Double Advanced Major) in Philosophy
- Bachelor of Arts (Single Honours) in Philosophy
- Bachelor of Arts (Double Honours) in Philosophy


## Political Studies

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

## Psychology

The department is proposing the introduction of one (1) course and the modification of two (2) courses. The overall number of credit hours offered by the department would increase by 3 credit hours.

## 10. Faculty of Education

## Faculty of Education

The faculty is proposing modifications to the Academic Calendar content, for the programs listed below, as outlined in the attachment to the Report. The revisions reflect changing terminology in the educational field and correspond with the use of the language "inclusive education" in the programs' course titles and/or descriptions.

- Bachelor of Education
- Post-baccalaureate Diploma in Education


## Curriculum, Teaching and Learning

The department is proposing the deletion of three (3) courses and the introduction of one (1) course. The overall number of credit hours offered by the department would decrease by 6 credit hours.

## 11. Faculty of Engineering

## Faculty of Engineering

The faculty is proposing the modification of five (5) courses. There would be no change to the overall number of credit hours offered by the faculty.

The faculty is proposing to modify the list of Minors in Engineering to permit Engineering students the option of completing the Leadership for Business and Organizations Minor for Non-Business Students offered by the Faculty of Management.

## Regulation on Approved Program Variations

At the recommendation of the SCCCC, the Faculty will rescind the regulation on Approved Program Variations, which indicates that the combination of (STAT 1000 and STAT 2000) is equivalent to STAT 2220 and that this is an approved substitution. The Committee indicated the course description is the clearest place to communicate course equivalencies to students. The recommendation arose from a discussion of proposals from the Department of Civil Engineering to modify the STAT course prerequisites for several courses, to signal that STAT 2220 is preferred over (STAT 1000 and STAT 2000). The Committee recommended that the equivalency be communicated as follows for these courses and several courses offered by other Departments: [STAT 2220 preferred or (STAT 1000 and STAT 2000)].

## Biosystems Engineering

The department is proposing the deletion of one (1) course, the introduction of one (1) course, and the modification of five (5) courses. The overall number of credit hours offered by the department would increase by 1 credit hour.

The department is proposing a modification to the Bachelor of Science in Engineering (Biosystems) as outlined in the attachment to the Report. The modifications follow from course changes proposed by the department. The number of credit hours required for the program would increase from 153-155 to 154-156.

## Civil Engineering

The department is proposing the deletion of one (1) course, the introduction of one (1) course, and the modification of eleven (11) courses. There would be no change to the overall number of credit hours offered by the department.

The department is proposing several modifications to the Bachelor of Science in Engineering (Civil) as outlined in the attachment to the Report. Amendments to the core course requirements for the degree follow from proposed course changes. The modifications also involve proposals to close one Option and to introduce four Streams (concentrations) listed below. The Streams will recognize students' extent of training through the selection of technical elective courses in specific program areas. The B.Sc. Engineering (Civil) degree includes requirements for five technical elective courses. To complete a particular Stream, students must complete all five of the technical electives from the list associated with the Stream. Streams are not mandatory. Students will have the option to complete one Stream, which will be assigned at time of graduation, for students who have successfully met the requirements.

- Environmental and Water Resources Stream
- Geotechnical and Geo-environmental Stream
- Structures and Construction Stream
- Transportation Stream


## Environmental and Water Resources Stream

- Length of program: 19-20 credit hours
- Description of program:

The Environmental and Water Resources Stream will allow students to focus on environmental engineering topics (water and wastewater treatment, solid waste management) and/or water resources engineering topics (water distribution, land drainage systems, wastewater systems, watershed processes, water resources management, groundwater). Students will acquire fundamental knowledge and practical skills in analysing and designing environmental and water resources engineering infrastructure. Various computing and modelling techniques will be mastered to prepare students for a successful career in these fields. The Stream will also facilitate further study in environmental and/or water resources engineering, should a student wish to pursue that avenue.

- Student demand: In the last five years, enrollment in courses in this stream ranged, on average, from 13 to 38 students per course offering (excluding CIVL 4332). The Stream will increase student interest in environmental and water resources engineering and ensure students are offered an adequate selection of courses in the area. Completion of the Stream will enhance the employment opportunities of graduates in specialized job openings and prepare students for graduate program courses.
- Expected enrolment: Twenty-five (25) students annually, based on average course enrolments, with a target of up to 40 students per year.


## Geotechnical and Geo-environmental Stream

- Length of program: 20 credit hours
- Description of program:

Most engineering projects that come in contact with the earth require the expertise of geotechnical engineers. Projects include shallow and deep foundations for buildings, earth retaining structures such as basement walls and bridge abutments, road and railway construction, instabilities of hillsides and riverbanks, and engineered slopes such as earth dams, highway cuts, embankments, and dikes for flood protection. Geotechnical engineering also includes a wide range of earth-related topics, for example, geo-environmental engineering, geological engineering, rock mechanics, mining engineering, geosynthetics, ground improvement, hydrogeology, and engineering in cold regions. A career in geotechnical engineering offers opportunities to combine field exploration, laboratory studies, computer analysis, engineering design, and travel. The Stream will also facilitate further study in geotechnical and geoenvironmental engineering, should a student wish to pursue that avenue.

- Student demand: In the last five years, enrollment in courses in this stream ranged, on average, from 13 to 33 students per course offering (excluding CIVL 4332). The Stream will increase student interest in geotechnical and geoenvironmental engineering and ensure students are offered an adequate selection of courses in the area. Completion of the Stream will enhance the employment opportunities of graduates in specialized job openings and prepare students for graduate program courses.
- Expected enrolment: Twenty-three (23) students annually, based on average course enrolments, with a target of up to 40 students per year.


## Structures and Construction Stream

- Length of program: 20 credit hours
- Description of program:

The Stream will cover fundamental theories of structural designs and analyses, with various materials and their scientific background, and fundamentals of construction management and process analysis through building information modeling and virtual design for best practices in sustainable civil infrastructure. Students will acquire fundamental knowledge and practical skills in design and analysis of various structures including profound understanding of characteristics of construction materials and management technologies. The Stream will help prepare students for a range of career choices in civil engineering structures, construction, consulting engineering, and government. The Stream will also facilitate further study in the areas of structures and construction management, should a student wish to pursue that avenue.

- Student demand: In the last five years, enrollment in courses in this stream ranged, on average, from 26 to 50 students per course offering (excluding CIVL 4332). The Stream will increase student interest in structural and construction engineering and ensure students are offered an adequate selection of courses in the area. Completion of the Stream will enhance the employment opportunities of graduates in specialized job openings and prepare students for graduate program courses.
- Expected enrolment: Thirty-seven (37) students annually, based on average course enrolments, with a target of up to 40 students per year.


## Transportation Stream

- Length of program: 20 credit hours
- Description of program:

Transportation engineering involves the planning, design, operation, and management of transportation facilities such as roads and active transportation paths, rail facilities, and airports. The Stream will offer foundational and design courses in transportation planning, geometric design, traffic engineering, road safety, performance of transportation systems, transportation sustainability, pavement engineering, bridge engineering, and infrastructure asset management. Students will acquire skills in analysis, design, statistics, and modelling, and become prepared for a range of career choices in construction, consulting engineering, and government. The Stream will also facilitate further study in transportation engineering, should a student wish to pursue that avenue.

- Student demand: In the last five years, enrollment in courses in this stream ranged, on average, from 29 to 44 students per course offering (excluding CIVL 4332). The Stream will increase student interest in transportation engineering and ensure students are offered an adequate selection of courses in the area. Completion of the Stream will enhance the employment opportunities of graduates in specialized job openings and prepare students for graduate program courses.
- Expected enrolment: Thirty-eight (38) students annually, based on average course enrolments, with a target of up to 40 students per year.
- Strategic priorities (all Streams):

The University is committed to providing a wide range of high-quality professional programs that are consistent with its mission and size and that equip its students to be locally and globally engaged citizens. The proposed Streams align with this priority and the institution's goals of optimized enrolment and support of flexible learning opportunities.

- Resource implications (all Streams):

No new teaching, staff, or library resources will be needed, because the Streams will use existing courses that are currently offered.

Program closure: The department is proposing to close the Environmental Option. The Option will be replaced by the proposed Environmental and Water Resources Stream described above.
Transition plan: Continuing B.Sc. in Engineering (Civil) students will be allowed to declare the Option if they were admitted to the degree prior to the introduction of the Streams noted above.

## Electrical and Computer Engineering

The department is proposing the introduction of one (1) course and the modification of three (3) courses. The overall number of credit hours offered by the department would increase by 4 credit hours.
The department is proposing modifications to the programs listed below, as outlined in the attachment to the Report. Modifications to the B.Sc. in Engineering (Computer) include amendments to the core requirements for the degree, to replace a requirement for COMP 3430 Operating Systems, with a choice from among four courses (COMP 3010 Distributed Computing, COMP 3430, ECE 3630 Real-time Embedded Systems, ECE 4530 Parallel Processing). The essential concepts from COMP 3430 that are most relevant to Computer Engineering students are also taught in these other courses. To provide students with alternate opportunities to learn these concepts, to introduce more flexibility in registration and ensure students in the program can readily access a course that delivers this content, the Department is proposing to offer students a choice from amongst four courses which include these concepts. Students who do not complete COMP 3430 toward the degree core will continue to have access to the course as an elective course.
Other modifications to the B.Sc. in Engineering (Computer) involve revisions to the Embedded Systems Focus Area, to add the proposed course, ECE 3630 Real-time Embedded Systems, as an additional course that can be completed toward this concentration, and a proposal to introduce a new concentration, Mechatronics Focus (CompE). The latter proposal responds to demand from industry partners who have indicated a need for graduates who possess additional training in this area.
Modifications to the B.Sc. in Engineering (Electrical) involve a proposal to introduce a new concentration, Mechatronics Focus (EE), as detailed in the attachment to the Report. The proposal responds to demand from industry partners who have indicated a need for graduates who possess additional training in this area.

- Bachelor of Science in Engineering (Computer),
- Embedded Systems Focus Area
- Mechatronics Focus (CompE) (new)
- Bachelor of Science in Engineering (Electrical)
- Mechatronics Focus (EE) (new)


## Mechatronics Focus (CompE)

- Length of program (CompE): 23-24 credit hours
- Length of program (EE): 26-29 credit hours
- Description of program:

Mechatronics is a cross-disciplinary area encompassing Computer Engineering, Electrical Engineering, and Mechanical Engineering. It relates to electronic/computer controlled mechanical systems, often of particular interest to the manufacturing industry (i.e., robotics, computer controlled manufacturing, automated assembly, etc.). Representatives from Manitoba industry have identified the need for engineers with mechatronics training to meet the needs of their companies. The Department currently offers several courses which apply to the mechatronics area. In collaboration with Mechanical Engineering, the proposed concentration would provide students with more focused training in
mechatronics which may improve their employment prospects with Manitoba industry.

- Student demand: The department anticipates a modest number of students will choose to pursue these concentrations.
- Expected enrolment: 3-5 students per year.
- Strategic priorities (both Streams):

Part of the Mission of the Faculty of Engineering is to "graduate students ready for positions of leadership for a world in which engineering is central to improving the well-being of society and the creation of new wealth that benefits society in Manitoba, Canada, and globally." Students who complete these concentrations will be attractive to employers within Manitoba's manufacturing economy and will therefore assist those businesses in creating wealth.
These concentrations also support Manitoba's Skills, Talent and Knowledge Strategy by "aligning education and training to labour market needs." They will assist employers in finding locally trained engineers with the necessary job skills to support growth in the industry.

- Resource implications (both Streams):

No new teaching, staff, or library resources will be needed, because the Streams will use existing courses that are currently offered.

## Mechanical Engineering

The department is proposing the modification of one (1) course, MECH 3562 Introduction to Optimization, following from a discussion of proposals from the Department of Civil Engineering to modify the STAT course prerequisites for several courses, to signal that STAT 2220 is preferred over (STAT 1000 and STAT 2000), as outlined above. The overall number of credit hours offered by the department would not change.

## 12. Faculty of Health Sciences

## Interdisciplinary Health Program

The program is proposing the modification of two (2) courses. The overall number of credit hours offered by the faculty would not change.
The program is proposing modifications to the Bachelor of Health Studies degree, as detailed in the attachment to the Report. The Bachelor of Health Studies Program Electives List will be amended to remove INDG 1300 Selected Topics in Introductory Indigenous Language from the list based on advice received through a consultation with the Head, Department of Indigenous Studies, Faculty of Arts. In response to a recommendation from the Committee, HIST 2020 The Métis in Canada (C) will be added to the same list, as the equivalent course INDG 2020 is already permitted as an elective in the program.

## 13. Faculty of Law

The faculty is proposing the deletion of one (1) course, the introduction of two (2) courses, and the modification of one (1) course. The number of credit hours offered by the faculty would increase by 3 credit hours.
The faculty is proposing modifications to the Juris Doctor degree, as detailed in the attachment to the Report. To increase the practical professional course offerings for students, LAW 3024 The Legal Profession and Professional Responsibility, which is currently required in Year 3, will be deleted and re-introduced as LAW 2020 Legal Profession and Professional Responsibility. The new course will be required in Year 2. Additionally, the Faculty will add the proposed course, LAW 3790 Preparing for the Practice of Law, to the List C: Elective Courses for Year 3. Emerging and challenging issues in the practice of law require that new lawyers graduate with practice management and other professional skills critical for success, meaning that increasingly, articling students are expected to graduate from law school with a firm grasp of the substantive law, and a broad blend of professional competencies and characteristics necessary to work and succeed in the profession. In response to feedback from the practice community, the Faculty of Law has created a course that includes specific tools such as file and time management, professional competencies and professionalism, interpersonal skills required for practice, the business of law firms, well-being, and workplace behaviours that promote equity, diversity, and inclusion. Though popular in American law schools, these skills are rarely taught in Canadian law schools. In this way, this course will distinguish the UM law graduates when competing for articling positions and for jobs.

## 14. College of Medicine

The college is proposing changes to the Academic Calendar content, to include a description of the requirements for the One Summer Medical Research Program, which was previously approved as UGME 3500 MED II Summer Research Program (0) (Senate, May 15, 2013), to track students' registration in the program, in the student information system.

## 15. Faculty of Management

## Accounting and Finance

The department is proposing the deletion of three (3) courses, the introduction of three (3) courses, and the modification of two (2) courses. The number of credit hours offered by the department would not change.

Faculty of Management - Actuarial Mathematics
The faculty is proposing the modification of five (5) courses. The number of credit hours offered by the Actuarial Mathematics program would not change.

## Faculty of Management

The faculty is proposing modifications to the programs listed below, as detailed in the attachment to the report. The changes follow from course changes proposed by the Department of Accounting and Finance.

- Bachelor of Commerce (Honours) in Accounting
- Bachelor of Commerce (Honours) in Actuarial Mathematics
- Bachelor of Commerce (Honours), Generalist


## 16. Faculty of Music

The faculty is proposing the modification of one (1) course. There would be no change to the overall number of credit hours offered by the faculty.

The faculty is proposing modifications to programs listed below, as detailed in the attachment to the Report. The changes are of a house-keeping nature and are intended to update, and ensure consistent use of, language across the program charts, including to replace the language "concentration," which has a particular and different meaning in the institutional context, with "program," and to replace references to "Core Music History Electives" with "Music History Electives." Revisions to lists of electives, including the list, "Electives: Third \& Fourth Years, All Concentrations," which will be renamed, "Music Electives," lead to changes to the B.Mus.(Mus.Ed.) and B.Jazz curricula.

- Bachelor of Music (Composition)
- Bachelor of Music (General)
- Bachelor of Music (History)
- Bachelor of Music Performance
- Bachelor of Music (Music Education)
- Bachelor of Jazz Studies


## 17. Faculty of Science

## Faculty of Science

The faculty is proposing the introduction of two (2) 0 credit hour courses. There would be no change to the overall number of credit hours offered by the faculty/
The faculty is proposing modifications to the Bachelor of Science (General), to introduce an internship option, as detailed in the attachment to the Report. The General Science Internship Program (GISP) Stream will provide students with the opportunity to complete a work integrated learning experience. Participating students will have the option to complete either one four- month or one eight-month internship. Internships will be full-time paid positions completed with one employer. The GISP will be distinct from and will complement the Faculty's Co-operative Education Option. The Faculty anticipates there will be sufficient employer demand. Students in the B.Sc.(Gen.) develop a breadth of technical competencies, given the cross-disciplinary nature of the degree, that B.Sc.(Maj.) and B.Sc.(Hons.) students in the Co-operative Education Option may not possess. Additionally, unfilled co-op positions could potentially be made available to students in the GISP and some placement opportunities from employers that do not meet the minimum requirements for a co-op position might qualify for the GISP. Finally, GISP students will be able to develop their own internships, with support from the GISP Office. The proposal provided to the SCCCC included letters of support from
the Executive Director, Co-operative Education and Work-Integrated Learning Canada (CEWIL) and several employers that will potentially participate in the program.
The inaugural intake into the GISP will be set at a maximum of 50 students, to ensure there are no capacity issues. For subsequent intakes, the size of the cohort can be adjusted as needed to meet demand based on available resources.

## Faculty of Science - Actuarial Mathematics

The program is proposing program modifications to the Bachelor of Science (Honours) in Actuarial Mathematics, as set out in the attachment to the Report. The changes respond to recent modifications to the Bachelor of Commerce (Honours) in Actuarial Mathematics, Faculty of Management (Senate, February 1, 2023), and to changes to the pathway to the Associateship of the Society of Actuaries. The program has provided a transition plan for students admitted to the degree program prior to the 2023 Fall Term, as detailed in the attachment to the Report.

## Biological Sciences

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

## Chemistry

The department is proposing the modification of two (2) courses. There would be no change to the overall number of credit hours offered by the department.
The department is proposing modifications to the programs listed below, including the Co-operative Options, as detailed in the attachment to the Report. The program changes follow from the deletion of MATH 1520 Introductory Calculus for Management and Social Sciences and the introduction of MATH 1524 Mathematics for Management and Social Sciences.

- Bachelor of Science (Major) in Chemistry
- Bachelor of Science (Honours) in Chemistry
- Bachelor of Science (Honours) in Chemistry and Physics and Astronomy


## Computer Science

The department is proposing the deletion of three (3) courses, the introduction of eight (8) courses, and the modification of six (6) courses. The overall number of credit hours offered by the department would increase by 9 credit hours.
Among the course introductions are proposals to introduce several lab courses and to remove the lab component from several existing 2000- and 3000-level courses that have a lab. The lab-based courses are meant to meet student needs for more hands-on experiential learning of computing tools and techniques, with the goal that making mistakes during these labs will free students to focus on course assignments in later courses. The optional 1.5 credit hour courses will count as elective credit toward the 120 credit hours required for a four-year Major or Honours degree. The courses will be open to any student who has the prerequisites. While targeting the needs of Computer Science students, the lab courses would be useful to anyone wanting a better grasp of software development tools, including Engineering and Asper students and other Science students.

Introduction of the lab courses (COMP 1002 Introduction to Tools and Techniques in Computer Science 1, COMP 1006 Introduction to Tools and Techniques in Computer Science 2, COMP 2002 Tools and Techniques in Computer Science 1, COMP 2006 Tools and Techniques in Computer Science 2) will result in the redundant offering of labs across some existing COMP courses. The department sees a continued need for the lab component to support student learning of introductory coding skills in several of these courses, including COMP 1000, COMP 1010, COMP 1012, and COMP 1020. A lab component will no longer be needed in COMP 2140, COMP 2160, COMP 2280, and COMP 3430, as it has been found to have little pedagogical value and it is not providing a positive learning experience. Students needing hands-on experiential learning will be able to select the new lab courses. Those exercises that do have value will be converted into on-line tutorials and the department will continue to hire Teaching Assistants to provide additional office hours support for students in COMP 2140, COMP 2160, COMP 2280, and COMP 3430.
The department is proposing to delete COMP 3820 Introduction to Bioinformatics Algorithms and to re-introduce the course as COMP 4820 Bioinformatics. The course material is at a 4000 -level and requires a 3000 -level prerequisite to ensure students are properly prepared to succeed in the course.

The course modifications include an editorial correction to the course description for COMP 4180 Intelligent Mobile Robotics in the Academic Calendar, to reflect that COMP 4060 is an existing course.

## Mathematics

The department is proposing modifications to the programs listed below, as outlined in the attachment to the Report. Some changes are made in response to course changes proposed by the Department of Computer Science. Year 2-4 will be modified to require COMP 2080 Analysis and Algorithms and COMP 2160 Programming Practices, as they courses are prerequisites in several streams (patterns). The Theoretical Computer Science and the Graphics streams (patterns) will be modified. The Software, Hardware, and Artificial Intelligence streams (patterns) will be closed because they are no longer relevant. Cryptography and Machine Learning streams (patterns) will be introduced.
Modifications to the Minor in Mathematics involve changes to the minimum required grades in alternative courses, to better align with similar requirements in other Mathematics programs.

## - Bachelor of Science (Major) in Applied Mathematics with Computer Science Option

- Bachelor of Science (Major) in Applied Mathematics with Computer Science Option, including Co-operative Option
- Minor in Mathematics


## Microbiology

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

## Statistics

The department is proposing the modification of two (2) courses. There would be no change to the overall number of credit hours offered by the department.
The department is proposing modifications to the programs listed below, as outlined in the attachment to the Report. Modifications to the B.Sc.(Maj.) in Statistics and B.Sc.(Hons.) in Statistics follow from recent course changes made by the Department of Mathematics. Some modifications to the B.Sc.(Hons.) in Statistics and Actuarial Mathematics follow from course changes recently made by the Faculty of Management (Senate, February 1, 2023). Others involve revisions to permitted substitutions for MATH requirements, which align with those allowed for other Mathematics and Statistics programs.

- Bachelor of Science (Major) in Statistics
- Bachelor of Science (Honours) in Statistics
- Bachelor of Science (Honours) in Statistics and Actuarial Mathematics


## Transition Plan:

Students in the B.Sc.(Hons.) and B.Sc.(Maj.) in Statistics who have not completed MATH 3490 will be permitted to use MATH 4490 toward their degree.

For the students in the B.Sc.(Hons.) in Statistics and Actuarial Mathematics:

- FIN 2200 can be replaced with FIN 2010.
- ACT 2020 and MSCI 2150 can be replaced with any electives.
- STAT 3030 is still being offered, so this will not cause any issues to students.


## 18. Faculty of Social Work

Senate recently approved significant courses and curriculum changes for the Bachelor of Social Work degree (Senate, March 2, 2022). The faculty is requesting several adjustments to those proposals prior to implementing the modified curriculum for the 2023-2024 academic year, as described below and detailed in the attachment to the Report. Specifically, the faculty is requesting that the courses listed below, which were originally proposed for introduction effective for the Fall 2024, be offered instead effective for the Fall 2023:

- SWRK 2040 Social Welfare Policy: Analysis and Advocacy
- SWRK 3160 Feminist Perspectives in Social Work Practice and Social Welfare Policy
- SWRK 3180 Social Work Practice with Immigrants and Refugees

The faculty is also requesting that SWRK 2110 Emergence of the Canadian Social Welfare State, which was approved for deletion effective for the Fall 2024, be retained for a period of five years and that the deletion take effect for the Fall 2028. The course will be retained only for students enrolled prior to 2023, to ensure these students can complete the program without any delay. Also, the faculty recommends that if these students have completed SWRK 3130 Contemporary Canadian Social Welfare, they should complete SWRK 2110 rather than SWRK 4298 Poverty and Inequality: Policy and Social Work Practice to ensure there is no gap in their content knowledge.
The faculty is proposing modifications to the transition plan, to reflect the changes to effective dates for the various course changes described above.

The requested changes to the courses and the transition plan, to transition from the current to the recently modified B.S.W. curriculum, will require the modification of nine $(9)$ courses. There would be no change to the overall number of credit hours offered by the faculty.

## 19. Université de Saint-Boniface

Faculté des arts et Faculté des sciences
Faculté des arts
The faculté is proposing the deletion of one (1) course, the introduction of one (1) course, and the modification of four (4) courses. The overall number of credit hours offered by the faculté would decrease by 3 credit hours.
The faculté is proposing to formally establish a mineure en administration des affaires, for students in the Baccalauréat ès arts général, as outlined in the attachment to the Report. The Université has a long-standing practice of offering the program, which has been awarded to a small number (1-3) of students each year. The program is modelled on the Management Minor for Non-Business Students that is offered by the Faculty of Management, University of Manitoba. The program requires 18 credit hours of business courses offered by the l'Ecole d'administration des affaires (with subject codes ACC, GMGT, HRIR, INTB, MIS, MSCI, or SCM), with a minimum Cumulative Grade Point Average of 2.00 in all courses that contribute to the program. The 18 credit hours completed toward the minor would also contribute toward the 90 credit hours required for the degree.

## Faculté des sciences

The faculté is proposing modifications to the Baccalauréat ès sciences général, as outlined in the attachment to the Report. The changes are intended to align the program requirements with the recently modified Bachelor of Science (General) degree offered at the University of Manitoba. The objective of the revisions to the B.Sc.(Gen.) were to provide students with broad-based, general science training that includes exposure to all the major science disciplines. Modifications to the B.Sc. general involve the removal of the Group A and Group B listings of introductory level courses; removal of a requirement to complete courses from either two different disciplines or biological sciences, at the 2000 - 4000 levels; introduction of three domains of study - Mathematical and Computer Sciences (COMP, MATH, STAT), Physical Sciences (ASTR, CHEM, PHYS), and Life Sciences (BIOL, MBIO).

## département des sciences expérimentales

The département is proposing the modification of five (5) courses. There would be no change to the overall number of credit hours offered by the département.

## département des sciences mathématiques et physique

The département is proposing the deletion of one (1) course and the modification of fifteen (15) courses. The overall number of credit hours offered by the département would decrease by 3 credit hours.

## Faculté d'éducation

The faculté is proposing the modification of one (1) course. There would be no change to the overall number of credit hours offered by the unit.

## Recommendation

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

Faculty of Agricultural and Food Sciences

## School of Art

Faculty of Arts
Program proposals:

- Bachelor of Arts (Single Advanced Major) in Anthropology, Co-operative Education Option
- Bachelor of Arts (Single Honours) in Anthropology, Co-operative Education Option
Program closure: Minor in Mathematics
Faculty of Education


## Faculty of Engineering

Program proposals (concentrations):

- Environmental and Water Resources Stream [B.Sc. in Engineering (Civil)]
- Geotechnical and Geo-environmental Stream [B.Sc. in Engineering (Civil)]
- Structures and Construction Stream [B.Sc. in Engineering (Civil)]
- Transportation Stream [B.Sc. in Engineering (Civil)]
- Mechatronics Focus (CompE) [B.Sc. in Engineering (Computer)]
- Mechatronics Focus (EE) [B.Sc. in Engineering (Electrical)]

Program closure: Environmental Option [B.Sc., in Engineering (Civil)]
Faculty of Health Sciences

## Faculty of Law

College of Medicine
Faculty of Music
Faculty of Science
Program proposals:

- Bachelor of Science (General), General Science Internship Program Stream
- Cryptography and Machine Learning Patterns (streams) [B.Sc.(Maj.) in Applied Mathematics with Computer Science Option]
Program closure:
- Software, Hardware, Artificial Intelligence Patterns (streams) [B.Sc.(Maj.) in Applied Mathematics with Computer Science Option]
Faculty of Social Work


## Université de Saint-Boniface

Program proposal: mineure en administration des affaires

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

SENATE COMMITTEE ON CURRICULUM AND COURSE CHANGES - 2023/2024
TIMETABLE FOR FACULTY/COLLEGE/SCHOOL SUBMISSIONS to the Office of the University Secretary

|  | Fall Deadline | SPPC Meeting | Spring Deadline | Senate Executive <br> Meeting | Senate Meeting |
| :--- | :--- | :--- | :--- | :--- | :--- |
| Curriculum/Course <br> changes < 9 CH | September 7, 2023 <br> Submitted to SCCCC <br> only |  |  | November 22, 2023 | December 6, 2023 |
| Curriculum/Course <br> changes > 9 CH or <br> with resource <br> implications | August 14, 2023 <br> Submitted to SCCCC <br> and SPPC | August 25, 2023 |  | November 22, 2023 | December 6, 2023 |
| Curriculum/Course <br> changes |  | February 7, 2024 | May 1, 2024 | May 15, 2024 |  |

Note:

1. All changes with resource implications must be considered by the Senate Planning and Priorities Committee (SPPC).

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

## Faculty of Agricultural and Food Sciences

Agribusiness and Agricultural Economics
Modification:
ABIZ 2520 Introduction to Management Sciences 3 cr
0.0
(Lab required) An introduction to management science techniques and models relevant to the agricultural and agri-food sectors. Topics include linear programming, distribution problems, decision theory and queuing models. May not be held with MSCI 2150 or MSCI 2151.
Prerequisites: [MATH 1300 (MATH 1301) or MATH 1210] and [MATH 1500 (MATH 1501) or MATH 1510 or MATH 1524 or the former MATH 1520]. Pre- or corequisite: AGRI 2400 or STAT 1000 or STAT 1001.

NET CHANGE IN CREDIT HOURS: 0.0

## Agriculture, General

Introduction:
AGRI 3100 Introduction to Digital Agriculture 3 cr
(Lab required) An introduction to precision agriculture and innovative farming principles discussing digital agriculture from farm to fork. Students will develop a concrete understanding of the theoretical and practical knowledge of computational agriculture, data-driven modelling, and agriculture data science in modern farming systems. Prerequisite: One of AGRI 2400, STAT 2000, STAT 2001, or ENG 2030 or permission from the instructor.

## NET CHANGE IN CREDIT HOURS: +3.0

## Animal Science

Modification:
ANSC 4240 Mathematical Modeling of Biological Systems 3 cr
Lectures and computer based laboratory exercises will be used to discuss mathematical modeling methods applied to biological systems taking aspects of animal science as a model to develop modeling techniques. Prerequisite: One of MATH 1500, MATH 1501, MATH 1524, or the former MATH 1520.

## NET CHANGE IN CREDIT HOURS: 0.0

## Program modifications:

Modifications to the following programs are detailed on the next 14 pages:

- Bachelor of Science in Agribusiness
- Bachelor of Science in Agriculture (Agronomy)
- Bachelor of Science in Agriculture (Animal Systems)
- Bachelor of Science in Agriculture (Plant Biotechnology)
- Bachelor of Science in Food Science


## Degree Requirements - B.Sc. Agribusiness Degree Core

| Course | Course List Title | Hours |
| :---: | :---: | :---: |
| ABIZ 1000 | Introduction to Agribusiness | 3 |
|  | Management |  |
| ABIZ/ECON 2390 | Introduction to Environmental | 3 |
|  | Economics |  |
| ABIZ 2510 | Introduction to Agricultural and Food | 3 |
|  | Marketing |  |
| ABIZ 2620 | Agricultural Human Resource | 3 |
|  | Management |  |
| or HRIR 2440 | Human Resource Management |  |
| ABIZ 2520 | Introduction to Management | 3 |
|  | Sciences |  |
| ABIZ 3080/ECON 3040 | Introduction to Econometrics | 3 |
| ABIZ 3510 | Economics of Food Policy | 3 |
| ABIZ 4500 | Agribusiness Strategies Seminar | 3 |
| ACC 1100 | Introductory Financial Accounting | 3 |
| AGRI 1600 | Introduction to Agrifood Systems | 3 |
| AGRI 2030 | Technical Communications | 3 |
| AGRI 2400 | Experimental Methods in | 3 |
|  | Agricultural and Food Sciences |  |
| AGRI 4100 | Current Issues in Agricultural | 3 |
|  | Systems |  |
| ANSC 2500 | Animal Production | 3 |
| BIOL 1020 | Biology 1: Principles and Themes ${ }^{1}$ | 3 |
| or BIOL 1000 | Biology: Foundations of Life |  |
| BIOL 1030 | Biology 2: Biological Diversity, | 3 |
|  | Function and Interactions ${ }^{1}$ |  |
| or BIOL 1010 | Biology: Biological Diversity and Interaction |  |
| ECON 1010 | Introduction to Microeconomic | 3 |
|  | Principles |  |
| ECON 1020 | Introduction to Macroeconomic | 3 |
|  | Principles |  |
| ECON 2010 | Microeconomic Theory 1 | 3 |
| HNSC 1200 | Food: Facts and Fallacies | 3 |
| or HNSC 1210 | Nutrition for Health and Changing Lifestyles |  |
| MATH 1210 | Techniques of Classical and Linear | 3 |
|  | Algebra ${ }^{2}$ |  |
| or MATH 1300 | Vector Geometry and Linear Algebra |  |
| Select one of the following: ${ }^{3}$ |  | 3 |
| MATH 1500 | Introduction to Calculus |  |
| MATH 1510 | Applied Calculus 1 |  |


| MATH 1520 Introductory Calculus for <br> Ananagement and Social Sciences |  |
| :---: | :---: |
| MATH $1524 \quad$Mathematics for Management and <br> Social Sciences |  |
| PLNT 2500 Crop Production | 3 |
| Restricted Electives |  |
| Select 12 credit hours from Group 1 - Agribusiness | 12 |
| Select 9 credit hours from Group 2 - Agrology ${ }^{4}$ | 9 |
| Free Electives |  |
| Select 30 credit hours ${ }^{5}$ | 30 |
| Total Hours | 120 |

1. BIOL 1020 and BIOL 1030 are prerequisites for many Agrology courses.
2. Students are recommended to take one of MATH 1210 or MATH 1300 however may also substitute MATH 1220 to meet the requirement.
3. Students are recommended to take one of MATH 1500 or MATH 1510 or MATH 1524 AATH 1520 however may also substitute MATH 1230 to meet the requirement. Students may use the former MATH 1520 to meet the MATH course requirement.
4. Or not taken from Group 1 above: i.e. cannot use the same course towards both group 1 and 2 restricted electives.
5. Students can apply for the Cooperative Education Program. Two work terms are required to graduate with Co-op designation. Co-op courses (3 credit hours each) are used towards free electives.

## Restricted Electives GROUP 1 - AGRIBUSINESS

Select 12 credit hours from Group 1 - Agribusiness
Course List

| Course | Title | Hours |
| :---: | :---: | :---: |
| ABIZ 3120 | Commodity Futures Markets | 3 |
| ABIZ 3520 | Food Distribution and International | 3 |
|  | Merchandising (3-0:0-0) |  |
| ABIZ 3530 | Farm Management | 3 |
| ABIZ 3540 | Financial Risk Management | 3 |
| ABIZ 3550 | Environmental Policy | 3 |
| ABIZ 4120 | Intermediate Econometrics | 3 |
| ABIZ 4260 | Price Analysis | 3 |

## Restricted Electives GROUP 2 - AGROLOGY

Select 9 credit hours from Group 2 - Agrology
Course List

| Course | Title | Hours |
| :---: | :---: | :---: |
| ABIZ XXXX | Any ABIZ course |  |
| AGEC 2370 | Principles of Ecology | 3 |
| AGRI 2300 | Indigenous Issues in Food Systems | 3 |
| ANSC XXXX | Any ANSC course |  |
| BIOE 3100 | Agricultural Engineering | 3 |
|  | Fundamentals for Agronomists |  |
| ENTM XXXX | Any ENTM except the following: |  |
| ENTM 3162 | Manitoba's Insect Fauna |  |
| ENTM 4280 | Aquatic Entomology |  |
| ENTM 4500 | Insect Taxonomy and Morphology |  |
| FOOD XXXX | Any FOOD course except the following: |  |
| FOOD 4100 | Current Issues in Food and Human Nutrition |  |
| FOOD 4230 | Food Research |  |
| PLNT XXXX | Any PLNT course except the following: |  |
| PLNT 3140 | Introductory Cytogenetics |  |
| PLNT 4380 | Plant Science Thesis |  |
| SOIL XXXX | Any SOIL course |  |

## Degree Requirements - B.Sc. Agriculture (Agronomy) Degree Core

| Course List |  |  |  |
| :---: | :---: | :---: | :---: |
| ABIZ 1000 | Introduction to Agribusiness |  | 3 |
|  | Management |  |  |
| ABIZ 2510 | Introduction to Agricultural and Food Marketing |  | 3 |
|  |  |  |  |
| AGEC 2370/BIOL 2300 | Principles of Ecology |  | 3 |
| AGRI 1600 | Introduction to Agrifood |  | 3 |
|  | Systems |  |  |
| AGRI 2030 | Technical Communications |  | 3 |
| AGRI 2400 | Experimental Methods in |  | 3 |
|  | Agricultural and Food |  |  |
|  | Sciences |  |  |
| AGRI 4100 | Current Issues in Agricultural |  | 3 |
|  | Systems |  |  |
| ANSC 2500 | Animal Production |  | 3 |
| BIOL 1020 | Biology 1: Principles and |  | 3 |
|  | Themes |  |  |
| BIOL 1030 | Biology 2: Biological |  | 3 |
|  | Diversity, Function and |  |  |
|  | Interactions |  |  |
| CHEM 1100 | Introductory Chemistry 1: |  | 3 |
|  | Atomic and Molecular |  |  |
|  | Structure and Energetics |  |  |
| CHEM 1130 | Introduction to Organic |  | 3 |
| or CHEM 1110 | Chemistry ${ }^{1}$ |  |  |
|  | Introductory Chemistry 2: Interaction, Reactivity, and |  |  |
|  | Chemical Properties |  |  |
| ECON 1010 | Introduction to |  | 3 |
|  | Microeconomic Principles |  |  |
| HNSC 1200 | Food: Facts and Fallacies |  | 3 |
| or HNSC 1210 | Nutrition for Health and Chan |  |  |
| Select one of the following: ${ }^{2}$ |  |  | 3 |
| MATH 1210 | Techniques of Classical and |  |  |
|  | Linear Algebra |  |  |
| MATH 1300 | Vector Geometry and Linear |  |  |
|  | Algebra |  |  |
| MATH 1500 | Introduction to Calculus |  |  |
| MATH 1510 | Applied Calculus 1 |  |  |
| MATH 1520 | Introductory Calculus for |  |  |
|  | Management and Social |  |  |
|  | Stiences |  |  |



1. Students can hold CHEM 2100 in place of CHEM 1130.
2. Students are recommended to take one the MATH courses listed in the program requirements above however may also use either MATH 1220 or MATH 1230 to meet the requirement. Students may use the former MATH 1520 to meet the MATH course requirement.
3. Courses required as part of the Agriculture Degree Core or Agronomy Core cannot be used to meet this requirement.
4. Students can apply for the Cooperative Education Program. Two work terms are required to graduate with Co-op designation. Co-op courses (3 credit hours each) are used towards free electives.
5. Students considering graduate school in agriculture or a related field in the natural sciences are recommended to take CHEM 1120 and CHEM 2730 as free electives.

Restricted Electives
GROUP 1 - AGRICULTURE
Course List

| Course | Title | Hours |
| :--- | :--- | ---: |
| AGRI 2300 | Indigenous Issues in Food <br> Systems | 3 |
| PLNT 1000 | Urban Agriculture | 3 |
| PLNT 2510 | Fundamentals of Horticulture | 3 |
| PLNT 3520 | Principles of Plant <br> Improvement | 3 |
| PLNT 3560 | Organic Crop Production on <br> the Prairies | 3 |
| PLNT 4410 | Grassland Agriculture: Plant, <br> Animal and Environment | 3 |

GROUP 2 - SOIL SCIENCE
Course List

| Course | Title | Hours |
| :--- | :--- | ---: |
| SOIL 3XXX | Any 3000 level SOIL course | 3 |
| SOIL 4XXX | Any 4000 level SOIL course | 3 |

## Degree Requirements - B.Sc. Agriculture (Animal Systems) Degree Core



| or BIOL 2500 | Genetics 1 |  |
| :---: | :---: | :---: |
| SOIL 3600 | Soils and Landscapes in Our | 3 |
|  | Environment |  |
| Animal Systems Core |  |  |
| ANSC 2510 | Anatomy and Physiology 1: Control | 3 |
|  | Systems |  |
| ANSC 2520 | Anatomy and Physiology 2: Nutrient | 3 |
|  | Utilization |  |
| ANSC 3500 | Principles of Animal Genetics | 3 |
| ANSC 3510 | Feeds and Feeding | 3 |
| ANSC 3520 | Animal Reproduction | 3 |
| ANSC 3530 | The Animal and Its Environment | 3 |
| CHEM/MBIO 2730 | Elements of Biochemistry $1^{3}$ | 3 |
| CHEM 2740 | Introduction to the Biochemistry | 3 |
|  | Laboratory ${ }^{3,4}$ |  |
| Restricted Electives |  |  |
| Select 3 credit hours from Group 1 - Ruminant Production |  | 3 |
| Select 3 credit hours from Group 2 - Monogastric Production |  | 3 |
| Select 6 credit hours from Group 3 - Advanced Animal Science |  | 6 |
| Select 3 credit hours from Group 4 - Human Resourses |  | 3 |
| Free Electives |  |  |
| Select 27 credit hours ${ }^{5}$ |  | 27 |
| Total Hours |  | 120 |

1. Students can hold CHEM 2100 in place of CHEM 1130.
2. Students are recommended to take one of the MATH courses listed in the program requirements above however may also use either MATH 1220 or MATH 1230 to meet the requirement. Students may use the former MATH 1520 to meet the MATH course requirement.
3. Under required courses, students can use either CHEM 2700/MBIO 2700 in place of CHEM 2730/MBIO 2730 and may use CHEM 2720 in place of CHEM 2740.
4. While CHEM 2740 is the recommended lab course for this program, student who are completing the Pre-Vet requirements may use either CHEM 1120 or CHEM 2740 to complete this requirement for Animal Systems as well. If a student has both courses, one is used towards free electives.
5. Students can apply for the Cooperative Education Program. Two work terms are required to graduate with Co-op designation. Co-op courses (3 credit hours each) are used towards free electives.

## Restricted Electives

GROUP 1 - RUMINANT
PRODUCTION
Course List

| Course | Title | Hours |
| :--- | :--- | ---: |
| ANSC 4520 | Ruminant Production Systems-Meat | 3 |
| ANSC 4530 | Ruminant Production Systems-Milk | 3 |

GROUP 2 - MONOGASTRIC
PRODUCTION
Course List

| Course | Title | Hours |
| :--- | :--- | ---: |
| ANSC 4550 | Avian Production Systems | 3 |
| ANSC 4640 | Swine Production Systems | 3 |

GROUP 3 - ADVANCED ANIMAL

## SCIENCE

Course List

| Course | Title | Hours |
| :--- | :--- | ---: |
| ANSC 2XXX | Any ANSC course at the 2000 level | 3 |
| ANSC 3XXX | Any ANSC course at the 3000 level | 3 |
| ANSC 4XXX | Any ANSC course at the 4000 level | 3 |
| FOOD 3500 | Processing of Animal Food Products | 3 |
| ENTM 3160 | Veterinary and Wildlife Entomology | 3 |

GROUP 4 - HUMAN
RESOURCES
Course List

| Course | Title | Hours |
| :--- | :--- | ---: |
| ABIZ 2620 | Agricultural Human Resource | 3 |
|  | Management | 3 |
| GMGT 2070 | Introduction to Organizational |  |
|  | Behaviour | 3 |
| HRIR 2440 | Human Resource Management |  |

## Degree Requirements - B.Sc. Agriculture (Plant Biotechnology) Degree Core




1. Students can hold CHEM 2100 in place of CHEM 1130.
2. Students are recommended to take one of the MATH courses listed in the program requirements above however may also use either MATH 1220 or MATH 1230 to meet the requirement. Students may use the former MATH 1520 to meet the MATH course requirement.
3. Under required courses, students can use either CHEM 2700/MBIO 2700 in place of CHEM 2730/MBIO 2730.
4. Under required courses, student can use CHEM 2720 in place of CHEM 2740.
5. Under required courses, students can use CHEM 2710/MBIO 2710 in place of CHEM 2750/MBIO 2750.
6. Students can apply for the Cooperative Education Program. Two work terms are required to graduate with Co-op designation. Co-op courses (3 credit hours each) are used towards free electives.

## Restricted Electives

## GROUP 1

Course List

| Course | Title | Hours |
| :--- | :--- | ---: |
| ANSC/PLNT 4410 | Grassland Agriculture: Plant, Animal <br> and Environment | 3 |
| ENTM 3170 | Crop Protection Entomology | 3 |
| PLNT 2510 | Fundamentals of Horticulture | 3 |
| PLNT 3540 | Weed Science | 3 |

GROUP 2
Course List

| Course | Title | Hours |
| :--- | :--- | ---: |
| PLNT 3520 | Principles of Plant Improvement | 3 |
| PLNT 3570 | Fundamentals of Plant Pathology | 3 |
| PLNT 4310 | Introductory Plant Genomics | 3 |
| PLNT 4330 | Intermediate Plant Genetics | 3 |
| PLNT 4550 | Developmental Plant Biology | 3 |
| PLNT 4570 | Research Methods in Plant | 3 |
| PLNT 4580 4590 | Pathology | 3 |
| PLNT 4610 | Molecular Plant-Microbe | 3 |

## Degree Requirements - B.Sc. Food Science Degree Core



| MATH 1520 | Introductory Calculus for <br> Amanagement and Social-Sciences |
| :--- | :--- |
| MATH $\mathbf{1 5 2 4}$ | Mathematics for Management and <br> Social Sciences |
| Free Electives |  |
| Select $\mathbf{2 4}$ credit hours ${ }^{6}$ | $\mathbf{2 4}$ |
| Options | $\mathbf{3 0}$ |
| Select one of the following options: |  |
| Business Option Core | $\mathbf{1 2 0}$ |
| Science Option Core |  |
| Total Hours |  |

1. STAT 2000 can be substituted for AGRI 2400.
2. Students can hold CHEM 2100 in place of CHEM 1130.
3. Under required courses, students can use either CHEM 2700/MBIO 2700 in place of CHEM 2730/MBIO 2730 and may use CHEM 2720 in place of CHEM 2740.
4. Students are recommended to take one of MATH 1210 or MATH 1300 however may also substitute MATH 1220 to meet the requirement.
5. Students are recommended to take one of MATH 1500 or MATH 1510 or MATH 1524 MATH 1520-however may also substitute MATH 1230 to meet the requirement. Students may use the former MATH 1520 to meet the MATH course requirement.
6. Students can apply for the Cooperative Education Program. Two work terms are required to graduate with Co-op designation. Co-op courses (3 credit hours each) are used towards free electives.

## School of Art

Introduction:
STDO 2552 Introduction to Printmaking 6 cr
This course introduces students to the materials, processes, and ideas informing a contemporary print practice. Prerequisite: Successful completion of 21 credit hours of 1000-level STDO courses.

## Modifications:

STDO 1510 Art Now 3 cr
Introduction to current activities in art practices through visiting guest lectures, exploratory visual responses, formal critique, and research methodology. Students will be introduced to a range of Indigenous, Black, racialized, and settler-ally creative and curatorial practices. A conversation will be developed around decolonial strategies and perspectives. May not be held with STDO 1200, STDO 1220 or STDO 1430.

STDO 2212 Intermediate Sculpture 3 cr
The course explores sculptural practices at an intermediate level, developing skills in a variety of materials and media. The course will provide the opportunity for independent thought, conceptual growth and project planning and implementation. Prerequisite: STDO 2210.
$\begin{array}{ll}\text { STDO } 2500 \text { Intermediate Printmaking: Intaglio } 3 \mathrm{cr} & 0.0 \\ \text { A focus on the basic techniques in intaglio. Prerequisite: STDO } 2552 .\end{array}$
STDO 2510 Intermediate Printmaking: Silkscreen 3 cr 0.0
A focus on the basic techniques in silkscreen. Prerequisite: STDO 2552.
STDO 2520 Intermediate Printmaking: Lithography 3 cr
0.0

A focus on the basic techniques in lithography. Prerequisite: STDO 2552.
STDO 2530 Intermediate Printmaking: Relief and Monoprints 3 cr
0.0

A focus on the basic techniques in relief and monoprint. Prerequisite: STDO 2552.
STDO 3910 Projects in Design 3 cr
0.0

This course will expand the students' conception of design practice. Projects with increasingly complex and ambiguous problems prepare students for the 4th year Honours program. A focus on process-led approaches to design inquiry provides students with an opportunity to consider what design is, what it does, and who it is for. Prerequisite: STDO 3920.

STDO 3920 Advanced Design 3 cr
This course builds on the students' abilities to understand and apply creative processes that are common in contemporary graphic design practices. Students will continue to apply visual research methods and process-led approaches to projects with increased complexity and possibility. May not be held with the former STDO 3930. Prerequisites: STDO 2630 and STDO 2640 and STDO 2662.

## NET CHANGE IN CREDIT HOURS: +6.0

Program modifications:
Modifications to the following programs are outlined on the next 10 pages:

- Bachelor of Fine Arts (General)
- Bachelor of Fine Arts (Honours)
- Bachelor of Fine Arts (General) in Art History
- Bachelor of Fine Arts (Honours) in Art History


## Academic Calendar Modifications

## Revisions to the Art History, B.F.A. General Program

Year 1 Hours
FAAH 1030 Introduction to Art 1A ..... 3or EVDS 1660 or History of Culture, Ideas and Environment 1
FAAH 1040 Introduction to Art 2A ..... 3
or EVDS 1670English Literature Requirement 1,23
Mathematics Requirement 1,3 ..... 3
Select 6 credit hours of Academic Electives 4 ..... 6
Select 6 credit hours of Social Science or Science Electives ${ }^{5}$ ..... 6
Choose 6 credit hours from Approved List of Courses Non-School of Art Electives ..... 6
Hours ..... 30
Year 2
FA 1990 First Year Field Trip ..... 0
Select 9 credit hours of 1000 level studio STDO courses ${ }^{6}$ ..... 9
Select 6 credit hours in of Academic Electives or Studio Electives STDO ..... 6
courses 4, 6
Select 15 credit hours of 2000 level Art History Electives ${ }^{7}$ ..... 15
Hours ..... 30
Year 3
FAAH 3212 Introduction to The Theory of Art ..... 3
Select 9 credit hours at the 1000 levelor 6 credit hours at the 2000 level of 1000 ..... 6=9
level Studio STDO courses Electives ${ }^{6,8}$
Select 15 or 18 credit hours (dependent on the whether 1000 level or 2000 level ..... 15-18studio electives have been chosen) of Art History Electives ${ }^{7}$
FAAH 3260 Canadian Art and Architecture to World War 2 ..... 3 ..... or FAAH 3270
or Canadian Art Since World War 2
Hours ..... 27-3330
Total Hours ..... 87-9390
${ }^{1}$ Students are recommended required to complete these requirements courses in the first 60 credit hours of their program.
${ }^{2}$ The English Literature Requirement can be fulfilled by any course taught by the English Department of English, Theatre, Film \& Media under the course code ENGL at the $\mathbf{1 0 0 0}$ level or higher.
${ }^{3}$ The School of Art offers FA 1020 to fulfil this requirement. See the General Academic Regulations section of the Undergraduate Calendar for a full list of courses that meet this requirement.
${ }^{4}$ Academic Electives can be fulfilled by courses from departments-outside of the School of Art.
${ }^{5}$ The following course subjects may be used to fulfill Social Sciences or Science electives:
Social Sciences: ANTH, ECON, GPE, LABR, LING, POLS, PSYC, SOC, WOMN Science: AGRI, ENTM, ENVR, GEOG, GEOL, PLNT, SOIL, or any course offered by the Faculty of Science
${ }^{6}$ Studio Electives can be fulfilled by any course taught by the School of Art under the course code STDO except STDO 1510 which is not considered a Studio Elective course for the purposes of this program.
${ }^{7}$ Art History Electives can be fulfilled by any 2000 level FAAH courses and those courses listed below. or CLAS 2670, CLAS 2680, or RLGN 2570.
${ }^{8}$ Most 2000 level studio courses will require completion of a minimum 21 credit hours of 1000 level studio courses, therefore students should be advised that this component is normally fulfilled by 9 credit hours of 1000 level courses. Students may instead fulfill this requirement by completing $\mathbf{6}$ credit hours of 2000 level STDO courses. If this option is chosen, 3 additional credit hours of Art History electives must be completed. Students should be aware that, due to prerequisite requirements, completion of this alternative is not normally possible.

## Elective Subjects and Academic Requirements

In addition to the Art History courses in the School of Art, the following courses from other faculties fulfill the Art History elective requirement. Not all courses are offered every year.

| Course | Title | Hours |
| :--- | :--- | ---: |
| CLAS 2670 | Greek Art and Archaeology | 3 |
| CLAS 2680 | Roman Art and Archaeology | 3 |
| RLGN 2570 | Indian Religious Art and Architecture | 3 |
| Approved List of | Courses Non-School of Art Electives |  |
| Course | Title | Hours |
| ASIA 1420 | Asian Civilizations to 1500 (B) | 3 |
| ASIA 1430 | Asian Civilization from 1500 (B) | 3 |
| CATH 1190 | Introduction to Catholic Studies | 3 |
| CDN 1000 | Introduction to Canada | 3 |
| CLAS 1270 | Introduction to Ancient Greek Culture | 3 |
| CLAS 1280 | Introduction to Ancient Roman Culture | 3 |


| Course | Title | Hours |
| :---: | :---: | :---: |
| FILM 1290 | The Art of the Film 1 | 3 |
| FILM 1310 | Film History | 3 |
| GRMN 2120 | Introduction to German Culture from 1918 to the Present (C) | 3 |
| GRMN 2130 | Introduction to German Culture from the Beginnings to 1918 (C) | 3 |
| HIST 1200 | An Introduction to the History of Western Civilization (G) | 6 |
| HIST 1350 | An Introduction to the History of Western Civilization to 1500 (G) | 3 |
| HIST 1360 | An Introduction to the History of Western Civilization from 1500 (G) | 3 |
| HIST 1370 | Modern World History: 1500-1800 (M) | 3 |
| HIST 1380 | Modern World History: 1800-Present (M) | 3 |
| HIST 1440 | History of Canada (C) | 6 |
| HIST 2390 | Early Modern Europe, 1450-1789 (E) | 6 |
| HIST 2420 | The Medieval World (D) | 6 |
| INDG 1200 | Indigenous Peoples in Canada | 6 |
| INDG 1220 | Indigenous Peoples in Canada, Part 1 | 3 |
| INDG 1240 | Indigenous Peoples in Canada, Part 2 | 3 |
| MUSC 1930 | Rudiments of Music | 3 |
| PHIL 1200 | Introduction to Philosophy | 6 |
| PHIL 1290 | Critical Thinking | 3 |
| RLGN 1322 | Introduction to Eastern Religions | 3 |
| RLGN 1324 | Introduction to Western Religions | 3 |
| RUSN 2290 | Russian Culture from 1900 to the Present | 3 |
| UKRN 2780 | Ukrainian Culture from 1900 to the Present | 3 |
| WOMN 1500 | Introduction to Women's and Gender Studies in the Humanities | 3 |

## Academic Calendar Modifications

## Revisions to the Art History, B.F.A. Honours Program

Year 1 Hours

FAAH 1030
or EVDS 1660
FAAH 1040
or EVDS 1670

Introduction to Art 1A 3
or History of Culture, Ideas and Environment 1
Introduction to Art 2A 3 or History of Culture, Ideas and Environment 2
English Literature Requirement 1,2 ..... 3
Mathematics Requirement 1,3 ..... 3
Select 6 credit hours of Academic Electives ${ }^{4}$ ..... 6
Select 6 credit hours of Social Science or Science Elective ${ }^{5}$ ..... 6
Choose 6 credit hours from Approved List of Courses Non-School of Art Electives ..... 6
Hours ..... 30
Year 2
FA 1990 First Year Field Trip ..... 0
Select 9 credit hours of 1000 level studia STDO courses 6 ..... 9
Select 6 credit hours in of Academic Electives or Studio Electives STDO ..... 6
courses 4,6
Select 15 credit hours of 2000 level Art History Electives 7 ..... 15
Hours ..... 30
Year 3
FAAH 3212 Introduction to The Theory of Art ..... 3
Select 9 credit hours at the 1000 level or 6 credit hours at the 2000 level of ..... 6-9
1000 level Studio STDO courses Electives ${ }^{6,8}$
Select 15 or 18 credit hours (dependent on the whether 1000 level or 2000 level ..... 15-18studio electives have been chosen) of Art History Electives ${ }^{7}$
FAAH 3260 Canadian Art and Architecture to World War 2 ..... 3
or FAAH 3270 or Canadian Art Since World War 2Hours27-33Year 4Select 15 credit hours of Art History Electives ${ }^{7}$15
Select 3 credits hours of 4000 level Art History Electives ..... 3
Select 12 Other credit hours of Academic Electives or Studio Electives STDO ..... 12
courses $6,84,6,9$
Hours ..... 30
Total Hours ..... 117-123

[^1]2 The English Literature Requirement can be fulfilled by any course taught by the English Department of English, Theatre, Film \& Media under the course code ENGL at the 1000 level or higher.
${ }^{3}$ The School of Art offers FA 1020 to fulfil this requirement. See the General Academic Regulations section of the Undergraduate Calendar for a full list of courses that meet this requirement.
${ }^{4}$ Academic Electives can be fulfilled by courses from departments outside of the School of Art.
${ }^{5}$ The following course subjects may be used to fulfill Social Sciences or Science electives:
Social Sciences: ANTH, ECON, GPE, LABR, LING, POLS, PSYC, SOC, WOMN
Science: AGRI, ENTM, ENVR, GEOG, GEOL, PLNT, SOIL, or any course offered by the Faculty of Science
${ }^{6}$ Studio Electives can be fulfilled by any course taught by the School of Art under the course eode STDO except STDO 1510 which is not considered a Studio Elective course for the purposes of this program.
${ }^{7}$ Art History Electives can be fulfilled by any 2000 level FAAH courses and those courses listed below. or CLAS 2670, CLAS 2680, or RLGN 2570.
${ }^{8}$ Most 2000 level studio courses will require completion of a minimum 21 credit hours of 1000 level studio courses, therefore students should be advised that this component is normally fulfilled by 9 credit hours of 1000 level courses. Students may instead fulfill this requirement by completing $\mathbf{6}$ credit hours of 2000 level STDO courses. If this option is chosen, 3 additional credit hours of Art History electives must be completed. Students should be aware that, due to prerequisite requirements, completion of this alternative is not normally possible.
${ }^{9}$ Honours Students wishing to take more than the 18 credit hours of Art History courses listed above may use their Academic Electives to do so.

## Elective Subjects and Academic Requirements

In addition to the Art History courses in the School of Art, the following courses from other faculties fulfill the Art History elective requirement. Not all courses are offered every year.

| Course | Title | Hours |
| :--- | :--- | ---: |
| CLAS 2670 | Greek Art and Archaeology | 3 |
| CLAS 2680 | Roman Art and Archaeology | 3 |
| RLGN 2570 | Indian Religious Art and Architecture | 3 |

Approved List of Courses Non-School of Art Electives

| Course | Title | Hours |
| :---: | :---: | :---: |
| ASIA 1420 | Asian Civilizations to 1500 (B) | 3 |
| ASIA 1430 | Asian Civilization from 1500 (B) | 3 |
| CATH 1190 | Introduction to Catholic Studies | 3 |
| CDN 1000 | Introduction to Canada | 3 |
| CLAS 1270 | Introduction to Ancient Greek Culture | 3 |
| CLAS 1280 | Introduction to Ancient Roman Culture | 3 |
| FILM 1290 | The Art of the Film 1 | 3 |
| FILM 1310 | Film History | 3 |
| GRMN 2120 | Introduction to German Culture from 1918 to the Present (C) | 3 |
| GRMN 2130 | Introduction to German Culture from the Beginnings to 1918 (C) | 3 |
| HIST 1200 | An Introduction to the History of Western Civilization (G) | 6 |
| HIST 1350 | An Introduction to the History of Western Civilization to 1500 (G) | 3 |
| HIST 1360 | An Introduction to the History of Western Civilization from 1500 (G) | 3 |
| HIST 1370 | Modern World History: 1500-1800 (M) | 3 |
| HIST 1380 | Modern World History: 1800-Present (M) | 3 |
| HIST 1440 | History of Canada (C) | 6 |
| HIST 2390 | Early Modern Europe, 1450-1789 (E) | 6 |
| HIST 2420 | The Medieval World (D) | 6 |
| INDG 1200 | Indigenous Peoples in Canada | 6 |
| INDG 1220 | Indigenous Peoples in Canada, Part 1 | 3 |
| INDG 1240 | Indigenous Peoples in Canada, Part 2 | 3 |
| MUSC 1930 | Rudiments of Music | 3 |
| PHIL 1200 | Introduction to Philosophy | 6 |
| PHIL 1290 | Critical Thinking | 3 |
| RLGN 1322 | Introduction to Eastern Religions | 3 |
| RLGN 1324 | Introduction to Western Religions | 3 |
| RUSN 2290 | Russian Culture from 1900 to the Present | 3 |
| UKRN 2780 | Ukrainian Culture from 1900 to the Present | 3 |
| WOMN 1500 | Introduction to Women's and Gender Studies in the Humanities | 3 |

## Academic Calendar Modifications

Revisions to the Fine Arts (Studio), B.F.A. General Program
Year 1 Hours
STDO 1210 Drawing: Studio 1 ..... 3
STDO $1240 \quad$ Figure Study 1 ..... 3
STDO 1410 Visual Language ..... 3
STDO 1510 Art Now ..... 3
FA $1990 \quad$ First Year Field Trip ..... 0
FAAH 1030 Introduction to Art 1A ..... 3
or EVDS 1660 or History of Culture, Ideas and Environment 1
STDO 1250 Drawing: Studio 2 ..... 3
STDO 1480 Digital Essentials ..... 3
STDO $1470 \quad$ Materials Studio ..... 3
FAAH 1040 Introduction to Art 2A ..... 3
or EVDS 1670 or History of Culture, Ideas and Environment 2
Written English Requirement 1,2 ..... 3
Mathematics Requirement 1,3 ..... 3
Hours ..... 33
Year 2
FAAH 2080 Modern to Contemporary Art ..... 6\& FAAH 2090 and Art of the North American Aboriginal Peoples
Select 15 credit hours in Fine Arts Studio STDO Electives ${ }^{4}$ ..... 15
Select 3 credit hours in Art History Electives ${ }^{5}$ ..... 3
Select 6 credit hours in Academic Electives -46 ..... 6
Hours ..... 30
Year 3
FAAH 3202 Contemporary Art History ..... 3
FAAH 3212 Introduction to The Theory of Art ..... 3
Select 12 credit hours in Fine Arts Studio STDO Electives 54 ..... 12
STDO 3710 Special Topics in Indigenous Contemporary Art Practices ..... 3
or STDO 3720 or Special Topics in BIPOC Contemporary Art Practices
Select 3 credit hours in Art History Electives ${ }^{5}$ ..... 3
Select 6 credit hours in Academic Electives -46 ..... 6
Hours ..... 30
Total Hours ..... 93
${ }^{1}$ Students are recommended required to complete these requirements courses in the first 60 credit hours of their program.
${ }^{2}$ The School of Art offers FAAH 2930 to fulfil this requirement. See the General Academic Regulations for a full list of courses that meet this requirement.
${ }^{3}$ The School of Art offers FA 1020 to fulfil this requirement. See the General Academic Regulations for a full list of courses that meet this requirement.
${ }^{4}$ Students wishing to pursue the BFA Honours program should be advised that a minimum of 15 credit hours of 3000 level studio STDO courses must be taken to be eligible to register for STDO 4810 and STDO 4910.
${ }^{5}$ Art History Electives can be fulfilled by FAAH courses or CLAS 2670, CLAS 2680, or RLGN 2570.
${ }^{6}$ Students are permitted to take any courses to fulfill the Academic Elective requirement. This includes courses taught by the School of Art such as Studio or Art History courses or courses taught by other faculties.

## Elective Subjects and Academic Requirements

In addition to the Art History courses in the School of Art, the following courses from other faculties fulfill the Art History elective requirement. Not all courses are offered every year.

| Course | Title | Hours |
| :--- | :--- | ---: |
| CLAS 2670 | Greek Art and Archaeology | 3 |
| CLAS 2680 | Roman Art and Archaeology | 3 |
| RLGN 2570 | Indian Religious Art and Architecture | 3 |

## Academic Calendar Modifications

Revisions to the Fine Arts (Studio), B.F.A. Honours Program

| Year 1 |  | Hours |
| :---: | :---: | :---: |
| STDO 1210 | Drawing: Studio 1 | 3 |
| STDO 1240 | Figure Study 1 | 3 |
| STDO 1410 | Visual Language | 3 |
| STDO 1510 | Art Now | 3 |
| FA 1990 | First Year Field Trip | 0 |
| FAAH 1030 | Introduction to Art 1A | 3 |
| or EVDS 1660 or History of Culture, Ideas |  |  |
| STDO 1250 | Drawing: Studio 2 | 3 |
| STDO 1480 | Digital Essentials | 3 |
| STDO 1470 | Materials Studio | 3 |
| FAAH 1040 | Introduction to Art 2A | 3 |
| or EVDS 1670 or History of Culture, Ideas and Environment 2 |  |  |
| Written English Requ | quirement 1,2 | 3 |
| Mathematics Req | uirement 1,3 | 3 |
|  | Hours | 33 |
| Year 2 |  |  |
| FAAH 2080 | Modern to Contemporary Art | 6 |
| \& FAAH 2090 | and Art of the North American Aboriginal Peoples |  |
| Select 15 credit hour | urs in Fine Arts Studio STDO Electives ${ }^{4}$ | 15 |
| Select 3 credit hour | urs in Art History Electives ${ }^{5}$ | 3 |
| Select 6 credit hou | urs in Academic Electives ${ }_{4} 6$ | 6 |
|  | Hours | 30 |
| Year 3 |  |  |
| FAAH 3202 | Contemporary Art History | 3 |
| FAAH 3212 | Introduction to The Theory of Art | 3 |
| $\begin{aligned} & \frac{\text { STDO } 3710}{\text { or STDO } 3720} \end{aligned}$ | Special Topics in Indigenous Contemporary Art Practices or Special Topics in BIPOC Contemporary Art Practices | 3 |
| Select 12 credit hour | ours in Fine Arts Studio STDO Electives 54 | 12 |
| Select 3 credit hour | urs in Art History Electives ${ }^{5}$ | 3 |
| Select 6 credit hour | urs in Academic Electives ${ }_{4} \mathbf{6}$ | 6 |
|  | Hours | 30 |
| Year 4 |  |  |
| STDO 4710 | Design Senior Studio 1 | 6 |
| or STDO 4810 | or Senior Studio 1 |  |
| STDO 4720 | Design Senior Studio 2 | 6 |
| or STDO 4820 | or Senior Studio 2 |  |
| STDO 4730 | Design Honours Seminar 1 | 3 |
| or STDO 4910 | or Honours Seminar 1 |  |

and
STDO 4920 Honours Seminar 2
Select 6 credit hours of Fine Arts Studio STDO Electives 6
Select 6 credit hours of Academic Electives ${ }^{6}$ 6
Hours 30
Total Hours 123
${ }^{1}$ Students are recommended required to complete these requirements courses in the first 60 credit hours of their program.
${ }^{2}$ The School of Art offers FAAH 2930 to fulfil this requirement. See the General Academic Regulations for a full list of courses that meet this requirement.
${ }^{3}$ The School of Art offers FA 1020 to fulfil this requirement. See the General Academic Regulations for a full list of courses that meet this requirement.
${ }^{4}$ Students wishing to pursue the BFA Honours program should be advised that a minimum of 15 credit hours of 3000 level studio STDO courses must be taken to be eligible to register for STDO 4810 and STDO 4910,
${ }^{5}$ Art History Electives can be fulfilled by FAAH courses or CLAS 2670, CLAS 2680, or RLGN 2570.
${ }^{6}$ Students are permitted to take any courses to fulfill the Academic Elective requirement. This includes courses taught by the School of Art such as Studio or Art History courses or courses taught by other faculties.

## Elective Subjects and Academic Requirements

In addition to the Art History courses in the School of Art, the following courses from other faculties fulfill the Art History elective requirement. Not all courses are offered every year.

| Course | Title | Hours |
| :--- | :--- | ---: |
| CLAS 2670 | Greek Art and Archaeology | 3 |
| CLAS 2680 | Roman Art and Archaeology | 3 |
| RLGN 2570 | Indian Religious Art and Architecture | 3 |

## Faculty of Arts

## Anthropology

Deletions:

| ANTH 2380 Arts, Symbols, Cultures 3 cr | -3.0 |
| :--- | :--- |
| ANTH 2450 Ethnology of China 3 cr | -3.0 |
| ANTH 2690 Peoples and Cultures of Contemporary Latin America 3 cr | -3.0 |
| Modifications: |  |
| ANTH 2060 European Archaeology 3 cr | 0.0 |

ANTH 2060 European Archaeology $3 \mathrm{cr} \quad 0.0$
This course will survey the archaeological record of Europe from the earliest human occupation through the rise of early cities and complex societies. Case studies will be used to examine the social, political, economic, and technological adaptations of early human societies in the region.

## ANTH 2470 Media Anthropology 3 cr

This course focuses on media production and dissemination and on images of the world created by media. Media practices and products are addressed in relation to the formation of social relations and identities, the shaping of peoples' sense of time and space, and media's role in the construction of communities and in processes of socio-economic and cultural change. Prerequisite: [ANTH 1220 or ANTH 1221 or ANTH 1520] or written consent of instructor.

ANTH 2530 Anthropology of Political Systems 3 cr
Analysis of institutional power and its changing nature in diverse societies, with attention to charismatic power and populism, ideology and hegemonic struggles, governmentality and structural violence within larger colonial, capitalist and socialist orders. Forms of challenge to these orders, including social movements, are examined. Prerequisite: [ANTH 1220 or ANTH 1221 or ANTH 1520] or written consent of instructor.

ANTH 2860 Evolution and Human Diversity 3 cr 0.0 An introduction to the interacting roles of genes, culture and environment in adaptive context. Explores the biological bases for variation within/between modern human populations. May not be held with ANTH 2861. Prerequisite: [ANTH 1210 or ANTH 1211] or written consent of instructor.

ANTH 2890 Human Population Biology 3 cr
Intensive study of the evolutionary implications of genetic variation within/between human populations in relation to ecological and cultural variation. Prerequisite: [ANTH 2860] or written consent of instructor.

ANTH 3200 Anthropology of Food 3 cr
Considers the diversity of ways that anthropologists have used food as a productive entry point for understanding culture, society, and relations with the environment. The course will survey high points in the history of the anthropology of food and address current topics such as food security and food movements. Prerequisite: [ANTH 1220 or ANTH 1221 or ANTH 1520] or written consent of instructor.

ANTH 3740 Human Growth and Variation 3 cr
An examination of variation in human growth and development viewed in an evolutionary perspective. Prerequisite: [ANTH 1210 or ANTH 1211] or written consent of instructor.

Theory and practical field experience in the investigation of archaeological sites from the formulation of research designs through data analysis in the field. Prerequisites: [ANTH 2100 or ANTH 2101] and written consent of instructor.

ANTH 3970 Ethnography of a Selected Region 3 cr
An ethnographic survey of a selected geographical area currently of interest to faculty and students. The areas to be studied may differ from year to year. Students can earn multiple credits for this course only when the topic subtitle is different. May not be held with ANTH 3971. Prerequisite: [ANTH 1220 or ANTH 1221 or ANTH 1520] or written consent of instructor.

## NET CHANGE IN CREDIT HOURS: - 9.0

Program modifications:
Modifications to the following programs are detailed on the next 7 pages:

- Bachelor of Arts (Single Advanced Major) in Anthropology, Co-operative Education Option - new
- Bachelor of Arts (Single Honours) in Anthropology, Co-operative Education Option - new


## Department of Anthropology

- The Department of Anthropology proposes the addition of Co-operative Education options to their Single Advanced Major and Honours programs.


## Added Material

Deleted Material
Head: Derek Johnson
Campus Address/General Office: 432 Fletcher Argue Building
Telephone: 2044749361
Email Address: um-anthro@cc.umanitoba.ca
Website: umanitoba.ca/anthropology/

## Program Information

Anthropology is a science that examines human issues from both cultural and biological perspectives. The most fundamental concern of this discipline is the survival of humanity and the conditions of continuity and change for all human life. The department offers courses in sociocultural anthropology or ethnology, archaeology, language and culture, and biological or physical anthropology. While academic staff of the department have research interests that range from northern climates to the tropics and from Asia to the Americas, the department is also involved in research that sheds light on Manitoba and its people.

For entry, continuation and graduation requirements for the General Degree, Advanced Degree and Honours Degree, see: Basic Faculty Regulations for the B.A. General, Advanced and Honours Degree Programs.

## Major Program

For entry to the Major, the prerequisite is a grade of "C" or better in
both ANTH 1210 and ANTH 1220 (or ANTH 1520).
A minimum "C" average in all courses that comprise the Major is required to graduate including the higher grade of repeated courses and excluding failed courses.

## Minor (Concentration) Program

For entry to the Minor (Concentration), the prerequisite is a grade of "C" or better in both ANTH 1210 and ANTH 1220 (or ANTH 1520).

## Honours Program

For entry to the Honours program, see: Basic Faculty Regulations for the B.A. General, Advanced and Honours Degree Programs.

## Co-operative Education Options

Students interested in alternating employment terms and academic terms as part of the Single Advanced Major or the Single Honours programs in Anthropology may apply to enter the Co-operative Education Option upon completion of their second year in the program (min. 48 credit hours completed). The course and grade requirements for entry to this option are the same as those required for entry to the Single Advanced Major and Honours programs respectively, as indicated above. Students should refer to the general faculty regulations for Co-operative Options for additional conditions of this option.

## Introductory Courses

The general introductory courses (ANTH 1210, and ANTH 1220 or ANTH 1520) present the major ideas and findings of Anthropology. It is, and are equally appropriate for those planning to take further courses in this field and for students from other departments or faculties.

# Anthropology, B.A. Single Advanced Major (including Co-operative Education Option if selected) 

## Degree Requirements

| Year 1 |  | Hours |
| :---: | :---: | :---: |
| ANTH 1210 | Human Origins and Antiquity | 3 |
| ANTH 1220 | Cultural Anthropology | 3 |
| or ANTH 1520 | or Critical Cultural Anthropology |  |
| 6 credit hours from your Minor area of Study as described in that unit's section of the calendar. |  | 6 |
| 18 credit hours from outside of your Major and Minor areas of study |  | 18 |
|  | Hours | 30 |
| Years 2-4 |  |  |
| ANTH 2000 | Culture, Society, and Power | 3 |
| ANTH 2100 | Introduction to Archaeology | 3 |
| ANTH 2860 | Evolution and Human Diversity | 3 |
| ANTH 3470 | History of Anthropology | 3 |
| ANTH 4850 | Advanced Seminar in Anthropological Theory | 3 |
| ANTH 2020 | Relatedness in a Globalizing World | 3 |
| or ANTH 2530 | or Anthropology of Political Systems |  |
| Select one of the following: |  | 3 |
| ANTH 2820 | Human Osteology |  |
| ANTH 2890 | Human Population Biology |  |
| ANTH 3720 | Demography of Past Populations |  |
| ANTH 3730 | Forensic Anthropology |  |
| ANTH 3930 | Ethnographic Research Methods |  |
| ANTH 3950 | Artifact Analysis |  |
| ANTH 3980 | Botanical Analysis in Archaeology |  |

ANTH $3990 \quad$ Faunal Analysis in Archaeology
18 credit hours from ANTH courses at the 2000 level and above (of these a minimum of 9 credit hours must be at the 3000 and/or 4000 level) ${ }^{1,2,3}$

3 credit hours from ANTH courses at the 4000 level $^{1} 3$
12 credit hours from your Minor area of study as described in that unit's section of the calendar.

24 credit hours from outside your Major and Minor areas of study.24
12 credit hours of open electives ..... 12

Refer to the information directly below this list for other important degree requirements students need to complete prior to graduation
Hours ..... 90
Total Hours ..... 120

## CO-OPERATIVE EDUCATION OPTION

## Years 3-4 <br> Hours

If the Co-operative Education Option is selected, time to completion will be extended by 12 months and the following three, 1 credit hour work term courses will count toward the open elective credit required in this program.

| ARTS 3010 | Arts Co-operative Option 1 | 1 |
| :--- | :--- | :---: |
| ARTS 3020 | Arts Co-operative Option 2 | 1 |
| ARTS 3030 | Arts Co-operative Option 3 | $\mathbf{1}$ |
|  | Hours | $\mathbf{3}$ |
|  | Total Hours | $\mathbf{3}$ |

${ }^{1}$ No more than 6 credit hours may be taken from ANTH 4830 or ANTH 4840.
${ }^{2}$ ANTH 2370 is recommended. Students may not use ANTH 2430 toward the completion of the Anthropology course requirements.
${ }^{3}$ Courses INDG 2070 and INDG 2080 offered by the Department of Indigenous Studies may be used to satisfy this requirement in the General Major, Single Advanced Major, Double Advanced Major, Single Honours and Minor programs.

## Anthropology, B.A. Single Honours (including Co-operative Education Option if selected)

## Degree Requirements

| Year 1 |  | Hours |
| :---: | :---: | :---: |
| ANTH 1210 | Human Origins and Antiquity | 3 |
| ANTH 1220 | Cultural Anthropology | 3 |
| or ANTH 1520 | or Critical Cultural Anthropology |  |
| 24 credit hours of ancillary options 4 |  | 24 |
|  | Hours | 30 |
| Year 2 |  |  |
| ANTH 2000 | Culture, Society, and Power | 3 |
| ANTH 2100 | Introduction to Archaeology | 3 |
| ANTH 2860 | Evolution and Human Diversity | 3 |
| ANTH 2020 | Relatedness in a Globalizing World | 3 |
| or ANTH 2530 | or Anthropology of Political Systems |  |
| 6 credit hours from ANTH courses at the 2000 level and above 2,3 |  | 6 |
| 6 credit hours of ancillary options 4 |  | 6 |
| 6 credit hours of free options 5 |  | 6 |
|  | Hours | 30 |
| Year 3 |  |  |
| ANTH 3470 | History of Anthropology | 3 |
| 3 credit hours from one of the following: |  | 3 |
| ANTH 2820 | Human Osteology |  |
| ANTH 2890 | Human Population Biology |  |
| ANTH 3720 | Demography of Past Populations |  |
| ANTH 3730 | Forensic Anthropology |  |



## CO-OPERATIVE EDUCATION OPTION

Years 3-4
If the Co-operative Education Option is selected, time to completion will be extended by 12 months and the following three, 1 credit hour work term courses will count toward the free options required in this program.

| ARTS 3010 | Arts Co-operative Option 1 | 1 |
| :---: | :---: | :---: |
| ARTS 3020 | Arts Co-operative Option 2 | 1 |
| ARTS 3030 | Arts Co-operative Option 3 | 1 |
|  | Hours | 3 |
|  | Total Hours | 3 |

${ }^{1}$ No more than 6 credit hours may be taken from ANTH 4830 or ANTH 4840.
${ }^{2}$ ANTH 2370 is recommended. Students may not use ANTH 2430 toward the completion of the Anthropology course requirements.
${ }^{3}$ Courses INDG 2070 and INDG 2080 offered by the Department of Indigenous Studies may be used to satisfy this requirement in the General Major, Single Advanced Major, Double Advanced Major, Single Honours and Minor programs.
${ }^{4}$ Ancillary options are to be chosen from courses that are acceptable for credit in the Faculty of Arts (excluding Anthropology courses). Students considering graduate studies should include a quantitative methods course among their ancillary options (e.g., Sociology SOC 2294, Statistics STAT 1000 and STAT 2000).
${ }^{5}$ Free options are to be chosen from courses that are acceptable for credit in the Faculty of Arts (including Anthropology courses). Students considering graduate studies in Anthropology are encouraged to take additional courses in Anthropology beyond their 42 credit hour minimum, particularly courses at the 3000 and 4000 level.

## Asian Studies

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

## Asian Studies

- Modification to List A Courses Acceptable for Asian Studies Credit used in the General Major and Minor (Concentration)


## Added Material

Deleted Material

## List A: Courses Acceptable for Asian Studies Credit

## FACULTY OF ARTS

| Course | Title | Hours |
| :---: | :---: | :---: |
| Anthropology |  |  |
| ANTH 2450 | Ethnology of China | 3 |
| Asian Studies Asian Languages |  |  |
| ASIA 1750 | Introduction to Korean | 6 |
| ASIA 1760 | Introduction to Chinese (Mandarin) | 6 |
| ASIA 1770 | Introduction to Japanese | 6 |
| ASIA 1780 | Basic Sanskrit | 6 |
| ASIA 1790 | Basic Hindi-Urdu | 6 |
| ASIA 2750 | Intermediate Korean | 6 |
| ASIA 2760 | Intermediate Chinese (Mandarin) | 6 |
| ASIA 2770 | Intermediate Japanese | 6 |
| ASIA 2780 | Intermediate Sanskrit | 6 |
| ASIA 3750 | Advanced Korean | 6 |
| ASIA 3760 | Advanced Chinese (Mandarin) | 6 |
| ASIA 3770 | Advanced Japanese | 6 |
| ASIA 3780 | Advanced Reading in Japanese | 3 |
| ASIA 3792 | Linguistic Analysis of Japanese | 3 |
| Asian Studies Other Asian Courses |  |  |
| ASIA 1420 | Asian Civilizations to 1500 (B) | 3 |
| ASIA 1430 | Asian Civilization from 1500 (B) | 3 |
| ASIA 2080 | South Asian Civilization | 3 |
| ASIA 2570 | History, Culture, and Society in Chinese Film | 3 |
| ASIA 2580 | Women in Chinese Film | 3 |
| ASIA 2600 | Japanese Film | 3 |
| ASIA 2610 | Modern Chinese Literature in Translation | 3 |
| ASIA 2620 | Japanese Civilization | 3 |
| ASIA 2630 | Chinese Civilization | 3 |
| ASIA 2650 | Premodern Chinese Literature in Translation | 3 |
| ASIA 2662 | Chinese Diaspora Literature | 3 |
| ASIA 2670 | Modern Japanese Literature in Translation | 3 |
| ASIA 3480 | Selected Topics in Asian Studies 1 | 3 |


| Course | Title | Hours |
| :---: | :---: | :---: |
| ASIA 3490 | Selected Topics in Asian Studies 2 | 3 |
| ASIA 3520 | The Japanese Theatre | 3 |
| ASIA 3560 | Themes and Genres in Asian Literature | 3 |
| ASIA 3600 | Japanese Popular Culture | 3 |
| English, Theatre, Film \& Media |  |  |
| FILM 2380 | The International Cinema 1 (when the topic relates to Asian Studies) | 3 |
| History |  |  |
| HIST 1420 | Asian Civilizations to 1500 (B) | 3 |
| HIST 1430 | Asian Civilizations from 1500 (B) | 3 |
| HIST 2654 | History of the People's Republic of China, 1949-Present (B) | 3 |
| HIST 3090 | Studies in Asian History (B) | 3 |
| HIST 3580 | Topics in Recent World History (M) (when the topic relates to Asian Studies) | 3 |
| HIST 4070 | Issues in Modern Asian History 1: Selected Topics (B) | 3 |
| Religion |  |  |
| RLGN 1322 | Introduction to Eastern Religions | 3 |
| RLGN 2010 | Introduction to Hinduism | 3 |
| RLGN 2020 | Introduction to Buddhism | 3 |
| RLGN 2570 | Indian Religious Art and Architecture | 3 |
| RLGN 2700 | Religions of China and Japan | 6 |
| RLGN 3150 | Buddhism in East Asia | 3 |
| RLGN 3160 | Tibetan Religious Traditions | 3 |
| RLGN 3210 | Indian Philosophy | 3 |
| RLGN 3220 | Indian Religion and Society | 3 |
| RLGN 3260 | Indian Buddhism | 3 |
| RLGN 3266 | Readings in Buddhist Texts | 3 |
| RLGN 3270 | Guru and Disciple | 3 |
| RLGN 3750 | Topics in Indian Religious Art and Architecture | 3 |
| RLGN 4060 | The Yoga Tradition | 3 |
| RLGN 4100 | Advanced Studies in Buddhism | 3 |
| RLGN 4190 | Advanced Studies in Hinduism | 3 |
| SCHOOL OF ART |  |  |
| Course | Title | Hours |
| FAAH 1100 | Survey of Asian Art | 3 |
| FAAH 3230 | Chinese Art and Architecture | 3 |
| FAAH 3240 | Japanese Art and Architecture | 3 |
| FAAH 3590 | Islamic Art and Architecture | 3 |

## History:

Introduction:
HIST 2110 Special Topics in Introductory Approaches to History (G) 3 cr +3.0
This course will provide an introduction to a topic in history of the instructor's choosing. The content varies but may include a focus on a specified geographic region, time period, thematic or methodological approach to history. Consult the History Department for particulars. Students can earn multiple credits for this course only when the topic subtitle is different.

## NET CHANGE IN CREDIT HOURS: +3.0

## Latin American Studies

Program modification:
Modifications to the Minor (Concentration) in Latin American Studies are outlined on the next 2 pages:

## Latin American Studies Minor (Concentration)

- This program modification is being proposed in response to the deletion of ANTH 2690 proposed by the Department of Anthropology


## Added Material

Deleted Material
Course Title

Hours

## Faculty of Arts

Anthropology:
ANTH2690 Peoples and Cultures of Contemporary Latin America 3

French, Spanish and Italian:

| SPAN 2200 | Spanish American Culture and Civilization | 3 |
| :---: | :---: | :---: |
| SPAN 2210 | Voices and Images of Latin America | 3 |
| SPAN 2570 | Special Studies (Acceptable for credit only when course content is on Latin American studies) ${ }^{1}$ | 3 |
| SPAN 3080 | Contemporary Latin American Novel | 3 |
| SPAN 3270 | Special Studies (Acceptable for credit only when course content is on Latin American studies) ${ }^{1}$ | 3 |
| SPAN 3300 | Cinema and Literature | 3 |
| SPAN 3320 | Testimony and Human Rights in Latin America | 3 |
| SPAN 3780 | Short Fiction in Spanish | 3 |
| SPAN 3790 | Latin American Cinema and Society | 3 |
| History: |  |  |
| HIST 2140 | Colonial Latin America (A) | 3 |
| HIST 2150 | Independent Latin America (A) | 3 |
| HIST 2900 | Topics in Social History (G) (Acceptable for credit only when course content is on Latin American studies) ${ }^{1}$ | 6 |
| HIST 3020 | South America since 1945 (A) | 3 |
| HIST 3110 | Topics in History 1 (G) (Acceptable for credit only when course content is on Latin American studies) ${ }^{1}$ | 3 |


| Course | Title | Hours |
| :--- | :--- | ---: |
| HIST 3740 | Topics in Latin American History (A) | 3 |
| HIST 3750 | Indigenous Peoples in Modern Latin America (A) | 3 |
| HIST 4000 | Topics in History (G) (Acceptable for credit only when <br> course content is on Latin American studies) 1 |  |
| HIST 4150 | The Social History of the Latin American State (A) | 3 |
| HIST 4870 | Contemporary Latin America (A) | 6 |
| Written consent of program coordinator required to use course in the Minor <br> (Concentration). | 6 |  |

## Philosophy

Deletion:
PHIL 2300 Political Philosophy 6 cr
Introductions:
PHIL 2350 History of Modern European Political Philosophy 3 cr
A philosophical examination of the view and methods of European political philosophers of the modern period, such as Thomas Hobbes, Jean-Jacques Rousseau, John Locke, John Stuart Mill, and Karl Marx. Topics will include their conceptions of human nature, political justification, freedom, equality, and justice. May not be held with the former PHIL 2300 or PHIL 2301.

PHIL 2400 AI, Robot, and Cyborg Ethics 3 cr
An introduction to ethical issues that arise in our use of AI, robot, and cyborg technologies. Topics covered include the use of automation in warfare, the use of automation in caregiving, and whether we should enhance our cognition or moral capabilities. May not be held with PHIL 2170 when titled "Robot, AI and Cyborg Ethics."

PHIL 3800 Topics in 20th Century Philosophy 3 cr
A philosophical examination of key issues and authors in 20th century philosophy. Possible topics include phenomenology and its influence (Husserl, Heidegger, Jean-Paul Sartre, Merleau-Ponty, Sara Ahmed, Frantz Fanon), the continental-analytic distinction, and existentialism. The course content may vary. Students can earn multiple credits for this course only when the topic subtitle is different. Prerequisite: Written consent of department head.

PHIL 4450 Global Justice 3 cr
An analysis of theories of global and international justice. We will consider a number of theoretical approaches to global justice. We will examine how these theories bear on questions of international relations and global policy, such as immigration, trade, war, climate change, international aid, or global public health. May not be held with PHIL 3780 when titled "Global Justice." Prerequisite: written consent of department head.

PHIL 4500 Topics in Philosophy of Art 3 cr
A critical examination of issues in philosophy of art. Possible topics include the ontology of art, philosophy of music, and artistic creativity. The course content may vary. Students can earn multiple credits for this course only when the topic subtitle is different. Prerequisite: Written consent of department head.

Modifications:
PHIL 1300 Introduction to Logic 3 cr
A course which helps students to think clearly and critically, and to present, defend and evaluate arguments. The course deals with definition, fallacy, modern symbolic logic and scientific method. May not be held with the former PHIL 1320 or PHIL 1321.

PHIL 2200 Non-Classical Logic 3 cr
A systematic investigation of the theory and techniques of modern symbolic logic, with an examination of contributions made by contemporary philosophers in dealing with philosophical problems closely connected with logic. May not be held the former PHIL 2430. Prerequisite: PHIL 1300 or the former PHIL 1320 or PHIL 1321 or written consent of instructor.

PHIL 2800 Contemporary Political Philosophy 3 cr
An examination of recent theories about whether there should be political authority, who should wield it, what is its proper scope and what are the duties and rights of citizens. The course will deal with representatives of such positions as anarchism, communism, conservatism, liberalism. May not be held with the former PHIL 3710.

## NET CHANGE IN CREDIT HOURS: +9.0

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

- Bachelor of Arts (General Major) in Philosophy
- Bachelor of Arts (Single Advanced Major) in Philosophy
- Bachelor of Arts (Double Advanced Major) in Philosophy
- Bachelor of Arts (Single Honours) in Philosophy
- Bachelor of Arts (Double Honours) in Philosophy


## Department of Philosophy

- Updates to the list of courses in History of Philosophy, Metaphysics and Epistemology, and Value Theory used in the BA General Major, BA Single Advanced Major, BA Double Advanced Major, BA Single Honours, BA Double Honours.


## Added Material

Deleted Material

## History of Philosophy Courses

| Course | Title | Hours |
| :---: | :---: | :---: |
| PHIL 2300 | Political Philosophy | 6 |
| PHIL 2350 | History of Modern European Political Philosophy | 3 |
| PHIL 2612 | A Philosophical History of Science | 3 |
| PHIL 2630 | Continental Rationalism | 3 |
| PHIL 2640 | British Empiricism | 3 |
| PHIL 2650 | Plato | 3 |
| PHIL 2660 | Aristotle | 3 |
| PHIL 2710 | Twentieth-Century European Philosophy: Existentialism | 3 |
| PHIL 2790 | Moral Philosophy | 6 |
| PHIL 3580 | Kant | 3 |
| PHIL 3800 | Topics in $\mathbf{2 0}^{\text {th }}$ Century Philosophy | 3 |
| PHIL 4520 | Historical Topics | 3 |

## Metaphysics and Epistemology Courses

| Course | Title | Hours |
| :--- | :--- | :---: |
| PHIL 2140 | Theory of Knowledge | 3 |
| PHIL 2150 | Mind and Body | 3 |


| Course | Title | Hours |
| :---: | :---: | :---: |
| PHIL 2160 | Fundamentals of the Philosophy of Language | 3 |
| PHIL 2200 | Intermediate Logic | 3 |
| PHIL 2580 | Metaphysics | 3 |
| PHIL 2612 | A Philosophical History of Science | 3 |
| PHIL 2614 | Philosophy of Science | 3 |
| PHIL 2770 | Philosophy of Art | 6 |
| PHIL 3630 | Contemporary Epistemology | 3 |
| PHIL 3650 | Contemporary Metaphysics | 3 |
| PHIL 4490 | Philosophy of Mind | 3 |
| PHIL 4500 | Topics in Philosophy of Art | 3 |
| PHIL 4510 | Philosophy of Language | 3 |
| PHIL 4630 | Symbolic Logic | 3 |
| Value Theory Courses |  |  |
| Course | Title | Hours |
| PHIL 2190 | Philosophy and Sexuality | 3 |
| PHIL 2300 | Political Philosophy | 6 |
| PHIL 2350 | History of Modern European Political Philosophy | 3 |
| PHIL 2400 | AI, Robot, and Cyborg Ethics | 3 |
| PHIL 2710 | Twentieth-Century European Philosophy: Existentialism | 3 |
| PHIL 2730 | Fundamentals of the Philosophy of Religion | 3 |
| PHIL 2770 | Philosophy of Art | 6 |
| PHIL 2790 | Moral Philosophy | 6 |
| PHIL 2800 | Contemporary Political Philosophy | 3 |
| PHIL 2840 | The Ethics of War and Peace | 3 |
| PHIL 2860 | Philosophy of Law | 3 |


| Course | Title | Hours |
| :--- | :--- | :--- |
| PHIL 2870 | Philosophy and Law | 3 |
| PHIL 3430 | Problems in Legal Philosophy | 3 |
| PHIL 3440 Problems in Social and Political Philosophy <br> PHIL 3760 Topics in Moral Theory <br> PHIL 4450 Global Justice <br> PHIL 4500 Topics in Philosophy of Art | 3 |  |

## Political Studies

Introduction:
POLS 3590 Intelligence and Espionage 3 cr
+3.0
This course examines the role of intelligence and espionage as it relates to contemporary international relations. Topics include understanding the various forms of collection and analysis, examining the contributions of the major intelligence powers, and exploring the challenges faced by the international intelligence community in the modern era. May not be held with POLS 3140 when the topic subtitle is "Intelligence and Espionage." Prerequisite: one of POLS 2504 or POLS 2045 or the former POLS 2040.

## NET CHANGE IN CREDIT HOURS: +3.0

## Psychology

Introduction:
PSYC 3354 Cognitive Neuroscience 3 cr
This course surveys theories and studies in cognitive neuroscience, with a focus on human research. The course will cover the cognitive and neuroscientific bases of a number of topics broadly related to human cognition which may include perception, mental imagery, attention, memory, language, emotion, and social cognition. The course will explore ways various modern imaging techniques allow scientists to peer inside the human mind and how these technologies clarify theories of human cognition. Prerequisite: One of PSYC 2360, PYSC 2361, PSYC 2480, PSYC 2481, or written consent of department head.

Modifications:

## PSYC 4520 Honours Research Seminar 6 cr

Each student will carry out a research project under the supervision of a faculty member and write up and orally present their thesis project. Additional course assignments and weekly lectures are designed to help students expand their understanding of research ethics, and build specific research, scientific writing, and public speaking skills. Prerequisites: 90 credit hours toward the honour program, including PSYC 3200 and (PSYC 3340 or PSYC 3341 or the former PSYC 4570) and (PSYC 3630 or PSYC 3631 or the former PSYC 4500) and written consent of the department head.

## NET CHANGE IN CREDIT HOURS: +3.0

## Faculty of Education

## Faculty of Education

Modifications to the following programs are outlined on the next 5 pages:

- Bachelor of Education
- Post-baccalaureate Diploma in Education


## Faculty of Education General Office

Dean: Dr. Charlotte Enns is Acting Dean of Education Associate Dean(s): Dr. Frank Deer (Indigenous Education); Dr. Melanie Janzen (Graduate Programs and Research); Dr. Martha Koch (Undergraduate and Partnerships)
Campus Address/General Office: 203 Education Building
Telephone: (204) 474-9004
Fax: (204) 474-7551
Website: umanitoba.ca/education (http://umanitoba.ca/education/) Academic Staff: Please refer to the Faculty website at umanitoba.ca/ faculties/education/directory/faculty-directory-index.html (http:// umanitoba.ca/faculties/education/directory/faculty-directory-)

## Faculty of Education Programs

The educational objective of the Faculty of Education is to prepare students for a career in the teaching profession. Attaining the Bachelor of Education (B.Ed.) degree leads to professional certification by Manitoba Education and the opportunity to attain employment as a classroom teacher in Manitoba and elsewhere. Those desiring other roles in education can achieve the professional requirements via the Post Baccalaureate Diploma in Education (PBDE) or graduate degrees in education (M.Ed. or Ph.D.)

| Degree/Diploma | Years to Completion | Total Credit Hours | Has Co-op Option |
| :--- | :--- | :--- | :--- |
| After-Degree Bachelor of Education <br> (p. 457 ) | 2 | 60 |  |
| Post Baccalaureate Diploma in <br> Education (p. 460) | 1 | 30 |  |

## Faculty Academic Regulations

## Bachelor of Education Program- Admission Requirements

Admission Requirements for After-Degree Program
All After-Degree B.Ed. applicants must choose a stream: Early, Middle or Senior and must meet the requirements outlined in Early and Middle Years Programs (p. 447) and Senior Years Programs (p. 447). In addition, please refer to; Other Admission Requirements (p. 450); Diversity Admission Category (p. 450); Criminal Records and Child Abuse Registry (p. 451).

## Early and Middle Years Programs

A recognized bachelor's degree of a minimum of 90 credit hours and the requirements for two different subjects plus a breadth component as follows:

- 18 credit hours in a teachable major ${ }^{1}$
- 12 credit hours in a teachable minor ${ }^{1}$
- 6 credit hours English literature or French literature
- 6 credit hours Social Studies (History or Geography)
- 6 credit hours Mathematics (or Statistics)
- 6 credit hours Science (Biology, Chemistry, Environmental Science, Geology or Physics).
1 See Applicable Early and Middle Years teachable majors and minors


## After-Degree Bachelor of Education: Early Years, Middle Years and Senior Years

Following the completion of a first bachelor's degree of at least 90 credit hours (three years in duration), the After-Degree B.Ed. is a two year program consisting of 60 credit hours of coursework taken within the Faculty of Education and leads to general certification and a B.Ed. degree. Current certification requirements for the Province of Manitoba require twenty-four weeks of practicum which are completed as part of the 60 credit hours required for the After-Degree B.Ed.

## Post Baccalaureate Diploma in Education

Designed for teacher professional development, the Post Baccalaureate Diploma in Education (PBDE) is a 30 credit hour program following completion of an undergraduate degree, normally a B.Ed. degree.

## Professional Teacher Certification Requirements for Manitoba Education

Students are required to apply for certification. The application form and specific requirements for certification can be found on the Manitoba Education website (https://www.edu.gov.mb.ca/k12/profcert/ certificates/bedgradap.html).

## Programs

## Senior Years Programs

A recognized bachelor's degree of a minimum of 90 credit hours and the requirements for two different subjects:

- 30 credit hours in a teachable major ${ }^{1}$
- 18 credit hours in a teachable minor ${ }^{1}$

1 Please see Applicable Senior Years teachable majors and minors
Applicable Early and Middle Years Teachable Majors and Minors
Applicable Subjects for Both Majors \& Minors:

- Art ${ }^{1}$
- Computer Science ${ }^{2}$ (Middle Years Only)
- Drama/Theatre
- English (Language Arts)
- French
- General Science ${ }^{3}$ (Major only)
- Geography ${ }^{4}$
- History ${ }^{5}$
- Human Ecology ${ }^{6}$ (Home Economics) (Middle Years Only)
- Mathematics ${ }^{7}$
- Music ${ }^{8}$
- Native Studies ${ }^{9}$
- Physical Education ${ }^{10}$
- Second Language ${ }^{11}$

| EDUB 5190 | School Music Productions | 3 |
| :---: | :---: | :---: |
| EDUB 5250 | Music: Advanced Choral Methods | 3 |
| INCLUSIVE EDUCATION |  |  |
| Course | Title Hour | Hours |
| EDUA 5602 | Introduction to Inclusive Education | 6 |
| EDUA 5612 | Field Experience in Inclusive Education | 6 |
| EDUA 5614 | An Introduction to Trauma Care | 3 |
| EDUA 5620 | Teaching Children Through Alternative and Augmented Communication | 3 |
| EDUA 5632 | Assessment and Instruction in Inclusive Education | 6 |
| EDUA 5642 | Inclusive Education: Transition from School to Adult Life | 3 |
| EDUA 5652 | FASD and other Neurodiverse Conditions in the Classroom | 3 |
| EDUA 5662 | Delivering Supports for Inclusive Education | 3 |
| EDUA 5680 | Promoting Responsible Behaviour in Educational Settings | 3 |
| EDUA 5690 | Focus on Exceptionality: Gifted and Talented | 3 |


| INSTRUCTIONAL DESIGN AND EVALUATION |  |  |
| :--- | :--- | ---: |
| Course | Title | Hours |
| EDUB 5330 | Teaching Language and Literacy in the Content | 3 |
|  | Areas |  |
| EDUB 5350 | Current Issues in Language and Literacy | 3 |
| EDUB 5360 | Children's Literature | 3 |
| EDUB 5370 | Adolescent Literature | 3 |
| EDUB 5380 | Theory and Practice in Written Composition | 3 |
| EDUB 5390 | The Teaching of Written Composition | 3 |
| EDUB 5400 | Diagnostic and Remedial Techniques in Language | 6 |

## LIBRARY SCIENCE

| Course | Title | Hours |
| :--- | :--- | ---: |
| EDUB 5550 | Library Reference and Informational Materials | 6 |
| MATHEMATICS |  |  |
| Course | Title | Hours |
| EDUB 5760 | Recent Developments in Mathematics Education | 3 |
| EDUB 5770 | Diagnosis and Remediation in Elementary School | 3 |
|  | Mathematics |  |

## READINGS IN CURRICULUM

| Course | Title | Hours |
| :--- | :--- | ---: |
| EDUB 5200 | Readings in Curriculum, Teaching and Learning 1 | 3 |
| EDUB 5210 | Readings in Curriculum, Teaching and Learning 2 | 3 |
| EDUB 5220 | Recent Developments in Curriculum, Teaching and <br> Learning 1 | 3 |
| EDUB 5230 | Recent Developments in Curriculum, Teaching and <br> Learning 2 | 3 |
| EDUB 5470 | Recent Developments in Curriculum: Mathematics <br> and Natural Sciences 1 | 3 |
| EDUB 5480 | Recent Developments in Curriculum: Mathematics <br> and Natural Sciences 2 | 3 |


| SECOND LANGUAGE EDUCATION |  |  |
| :--- | :--- | ---: |
| Course | Title | Hours |
| EDUB 5510 | ESL Materials Development and Practicum | 3 |
| EDUB 5512 | Teacher Development and Leadership in Second <br> Language Education | 3 |
| EDUB 5514 | Assessment and Testing of ESL/EAL Learners | 3 |
| EDUB 5516 | Teaching Literacy, Academics, and Language (LAL) <br> Learners | 3 |
|  | Intercultural Communication in Transnational | 3 |
| EDUB 5518 | Contexts |  |

## SOCIAL STUDIES

Course Title Hours
EDUB 5600 The Teaching of Social Studies in the Early and 3 Middle Years
EDUB 5660 Theoretical Foundations of Social Studies 3

## TECHNICAL/VOCATIONAL

| Course | Title | Hours |
| :--- | :--- | ---: |
| EDUB 5100 | Developing Competency Skills in Enterprise <br> Education 1 | 3 |
| EDUB 5110 | Developing Competency Skills in Enterprise <br> Education 2 | 3 |
| EDUB 5690 | Seminar in Business Education | 6 |

## After-Degree Bachelor of Education

B.Ed. Programs

Telephone: (204) 474-9004
Fax: (204) 474-7551
E-mail: Bachelor.Education@umanitoba.ca ( bachelor.education@umanitoba.ca)

Website: umanitoba.ca/education (https://umanitoba.ca/education/)
Reminder: While Education Academic Advisors are available to clarify faculty and university regulations and degree requirements, it is the student's responsibility to ensure that degree and program requirements are met.

## Program Requirements for After-Degree Bachelor of Education

## Application Deadline for School Placement

Actively registered After-Degree B.Ed. students will be contacted by February via email requesting that they complete an online "Request for School Placement" and must reply by the date specified in the email.

Part time students or students not currently in attendance must contact the B.Ed. Student Services office no later than February 1 to make their
intentions known. Failure to reply or make contact by the specified dates may result in students being denied a school placement.

After-Degree B.Ed. students who anticipate needing special accommodations are required to register with Student Accessibility Services (https://umanitoba.ca/student-supports/accessibility/) and may also contact an Education Academic Advisor about the kinds of supports they may need. Once students have registered with Student Accessibility Services, reasonable accommodations for practicum can be made in consultation with the Director of Practicum and Partnerships.

## Student Criminal Background Check

Applicants should also be aware that the Professional Certification Unit will require students graduating from the Bachelor of Education program to undergo a criminal record check, including vulnerable sector screening as part of the certification process. Information on the "Self-Declaration for Newly Admitted Students: Child Abuse Registry and Statement of Criminal Records" form is included in the applicant information bulletin available from Admissions (https://umanitoba.ca/explore/undergraduateadmissions/apply/).

All continuing students will be required to complete and submit a "SelfDeclaration for Continuing Students: Child Abuse Registry and Statement of Criminal Records" form prior to registration for every year they are enrolled in the After-Degree B.Ed. program.

## Orientation and Faculty Program Days

All After-Degree B.Ed. students registered for the current academic year must attend the annual Orientation session (late August/early September) in order to proceed to Practicum. The date(s) is provided to new students following submission of their deposit (April/May), to returning students via the B.Ed. Newsletter (in the previous MarchMay), and to all students via their registration information in June/July. Orientation dates will also be available on the Faculty website.

The Faculty sponsors a number of lectures, workshops and forums.
Details will be posted on the the faculty's website (https://umanitoba.ca/ education/).

## Degree Requirements

## Early Years Stream

| Course | Title | Hours |
| :---: | :---: | :---: |
| Year 1 |  |  |
| Fall |  |  |
| EDUB 3012 | Early Years Mathematics and Quantitative Reasoning for All Learners | 3 |
| EDUB 3010 | Classroom Community and Early Years Literacy | 3 |
| Indigenous Education |  | 3 |
| EDUA 3000 or EDUA 3002 | Canadian School Systems and Their Public Purposes or Contested Spaces in Education | 3 |
| EDUB 3310 | Early Years: Practicum 1 | 3 |
|  | Hours | 15 |
| Winter |  |  |
| EDUB 3016 | Creative Collaboration in the Arts | 3 |
| EDUB 3014 | Early Years Science and Social Studies: Pedagogy and Curriculum | 3 |


| EDUB 3018 | Multi-Language Development in Early Years 2 | 3 |
| :---: | :---: | :---: |
| EDUA 3000 or EDUA 3002 | Canadian School Systems and Their Public Purposes or Contested Spaces in Education | 3 |
| EDUB 3312 | Early Years: Practicum 2 | 3 |
|  | Hours | 15 |
| Year 2 |  |  |
| Fall |  |  |
| EDUB 4010 | Pedagogy for Sustainable Well-being: Science, Mathematics and Social Studies | 6 |
| EDUB 4012 | Pedagogy in Multiple Literacies: Children as Meaning Makers | 6 |
| EDUB 4310 | Early Years Practicum 3 | 3 |
|  | Hours | 15 |
| Winter |  |  |
| EDUB 4014 | Early Years: Physical Education/ Health Education | 3 |
| EDUA/EDUB Elective ${ }^{3}$ |  | 3 |
| EDUA/EDUB Elective ${ }^{3}$ |  | 3 |
| EDUA 4000 | Inclusive Education | 3 |
| EDUB 4312 | Early Years Practicum 4 | 3 |
|  | Hours | 15 |
|  | Total Hours | 60 |
| 1 All graduates of the After-Degree B.Ed. program must have 3 credit hours of Indigenous Education coursework chosen from: EDUA 3404 or EDUB 3406. |  |  |
| 2 Meets the SpeciatInclusive Educa <br> 3 See: Education Electives (p. 459) |  |  |
|  |  |  |
| Middle Years Stream |  |  |
| Course | Title | Hours |
| Year 1 |  |  |
| Fall |  |  |
| EDUB 3050 | Middle Years Learners \& Learning | 3 |
| EDUB 3056 | Teaching English Language Arts in Middle Years | 3 |
| Select one of the | wing: | 3 |
| Indigenous Education ${ }^{1}$ |  |  |
| Special Inclusive Education /Diversity ${ }^{2}$ |  |  |
| EDUA 3000 or EDUA 3002 | Canadian School Systems and Their Public Purposes or Contested Spaces in Education | 3 |
| EDUB 3320 | Middle Years: Practicum 1 | 3 |
|  | Hours | 15 |
| Winter |  |  |
| EDUB 3052 | Middle Years: Teaching for Learning Developing a Responsive Pedagogy | 3 |
| EDUB 3054 | Introduction to Teaching Mathematics in Middle Years 1 | 3 |
| Select one of the following: |  | 3 |
| Indigenous Education ${ }^{1}$ |  |  |
| Speeial Inclusiv | ducation /Diversity ${ }^{2}$ |  |


| EDUA 3000 <br> or EDUA 3002 | Canadian School Systems and Their Public <br> Purposes <br> or Contested Spaces in Education | 3 |
| :--- | :--- | ---: |
| EDUB 3322 | Middle Years: Practicum 2 | 3 |
| Year 2 | Hours | $\mathbf{1 5}$ |
| Fall |  |  |
| EDUB 3060 | Teaching Social Studies in Middle Years |  |
| EDUB 3062 | Teaching the Arts in Middle Years | 3 |
| EDUB 3064 | Teaching Physical Education/Health <br> Education in Middle Years | 3 |
| EDUA/EDUB Elective | 3 | 3 |
| EDUB 4320 | Middle Years: Practicum 3 | 3 |
|  | Hours | 3 |
| Winter | Middle Years: Creating Classroom Learning | 3 |
| EDUB 4050 | Environments | $\mathbf{1 5}$ |
| EDUB 3058 | Teaching Science in Middle Years | 3 |
| EDUB 4052 | Teaching Mathematics in Middle Years 2 | 3 |
| EDUA 4000 | Inclusive Education | 3 |
| EDUB 4322 | Middle Years: Practicum 4 | 3 |
|  | Hours | $\mathbf{1 5}$ |
|  | Total Hours | $\mathbf{6 0}$ |

1 All graduates of the After-Degree B.Ed. program must have 3 credit hours of Indigenous Education coursework chosen from: EDUA 3404 or EDUB 3406.
2 All graduates of the After-Degree B.Ed. program must have 3 credit hours of Splusive Education/ Diversity coursework chosen from: EDUA 3420,
EDUA 3422, EDUB 3426, EDUB 3506, EDUB 3508 or EDUB 3510.
3 See: Education Electives (p. 459)

## Senior Years Stream <br> <br> Course Title

 <br> <br> Course Title}Hours
Year 1
Fall

| EDUB 3100 | Senior Years: Principles and Processes for Teaching | 3 |
| :---: | :---: | :---: |
| EDUB 3XXX | Curriculum \& Instruction ${ }^{1}$ | 3 |
| Select one of the following: |  | 3 |
| Indigenous Education ${ }^{2}$ |  |  |
| Speeial Inclusive Education / Diversity ${ }^{3}$ |  |  |
| EDUA 3000 or EDUA 3002 | Canadian School Systems and Their Public Purposes or Contested Spaces in Education | 3 |
| EDUB 3330 | Senior Years: Practicum 1 | 3 |
|  | Hours | 15 |
| Winter |  |  |
| EDUB 3102 | Senior Years: Language and Literacy Across the Curriculum | 3 |
| EDUB 4XXX | Curriculum \& Instruction ${ }^{4,5}$ | 3 |
| Select one of the following: |  | 3 |
| Indigenous Education ${ }^{2}$ |  |  |



13 credit hours chosen from EDUB 3110, EDUB 3120, EDUB 3130 or EDUB 3140 dependent on Major subject area.
2 All graduates of the After-Degree B.Ed. program must have 3 credit hours of Indigenous Education coursework chosen from: EDUA 3404 or EDUB 3406.
3 All graduates of the After-Degree B.Ed. program must have 3 credit hours of Inclusive Education/Diversity coursework chosen from: EDUA 3420, EDUA 3422, EDUB 3426, EDUB 3506, EDUB 3508 or EDUB 3510.
43 credit hours chosen from EDUB 4110, EDUB 4112, EDUB 4114, EDUB 4120, EDUB 4122, EDUB 4124, EDUB 4130, EDUB 4132, EDUB 4134, EDUB 4140, EDUB 4142, EDUB 4144, EDUB 4146, EDUB 4148, EDUB 4150, EDUB 4152, EDUB 4154 a required for major and as required for minor. Not all courses are offered every year.
5 Registration in EDUB 4XXX is dependent on scheduling. May require 6 credits of EDUB 4XXX for both subject areas to be taken in second term of program.
6 See: Education Electives (p. 459)

## Education Electives

Not all courses are offered every year.
Students can choose from the lists of electives. Students may seek permission to have other B.Ed. courses considered as an elective in their program by first consulting the Student Services Office (203 Education) and then obtaining approval from the instructor, the department head and an Academic Advisor. Forms are available from the Student Services Office or from the Faculty of Education website (https://umanitoba.ca/ education/student-experience/resources-bachelor-education/). (Note: If permission is being sought to take courses with a prerequisite and/ or those intended for Senior Years teachable major or minor subjects, evidence of having appropriate background in the area as acquired through coursework or related experiences should be provided on the "Registration Permission" form).

PBDE students can request permission to enrol in B.Ed. courses by following the procedure outlined above.


## Degree Requirements

Reminder: While Education academic advisors are available to clarify faculty and university regulations and degree requirements, it is the student's responsibility to ensure that diploma and program requirements are met.

The Post Baccalaureate Diploma in Education consists of 30 credit hours of coursework, subject to the following regulations:

## Curriculum, Teaching and Learning

## Deletions:

EDUB 5520 Grammar in ESL Learning and Instruction 3 cr ..... -3.0
EDUB 5530 ESL and Content Instruction 3 cr ..... -3.0
EDUB 5540 Vocabulary and Pronunciation Instruction 3 cr ..... -3.0
Introductions:EDUB 3536 Education for Sustainability 3 cr+3.0This course examines current approaches to education for sustainability within the K-12classroom. Students will be introduced to the historical, social, cultural, political, and ethicalcontexts for sustainability in Canada, and the role that school education can play in developingsustainable living. May not be held with EDUB 3502 when titled "Education for Sustainability."

## NET CHANGE IN CREDIT HOURS: -6.0

## Faculty of Engineering

## Faculty of Engineering

Modifications:
ENG 4800 Co-operative Work 11 cr
Work assignment in business, industry, or government for the Price Faculty of Engineering cooperative education stream students. Requires submission of a written report covering the work completed during the four- month professional assignment. Those registering for this course must apply for and be accepted into the Price Faculty of Engineering co-operative stream. May not be held with BIOE 2000, CIVL 2900, ECE 4720, MECH 2050 or ENG 4012. This course is graded on a pass/fail basis.

ENG 4810 Co-operative Work 21 cr
Work assignment in business, industry, or government for the Price Faculty of Engineering cooperative education stream students. Requires submission of a written report covering the work completed during the four-month professional assignment. Those registering for this course must apply for and be accepted into the Price Faculty of Engineering co-operative education stream. May not be held with BIOE 3000, CIVL 3910, ECE 4720, or MECH 3050. This course is graded on a pass/fail basis. Prerequisite: ENG 4800.

ENG 4820 Co-operative Work 31 cr 0.0

Work assignment in business, industry, or government for the Price Faculty of Engineering cooperative education stream students. Requires submission of a written report covering the work completed during the four-month professional assignment. Those registering for this course must apply for and be accepted into the Price Faculty of Engineering co-operative education stream. May not be held with BIOE 4000, CIVL 4920, ECE 4720, or MECH 4050. This course is graded on a pass/fail basis. Prerequisite: ENG 4810.

ENG 4830 Co-operative Work 41 cr
Work assignment in business, industry, or government for the Price Faculty of Engineering cooperative education stream students. Requires submission of a written report covering the work
completed during the four-month professional assignment. Those registering for this course must apply for and be accepted into the Price Faculty of Engineering co-operative education stream. May not be held with CIVL 4930, ECE 4720, or MECH 4060. This course is graded on a pass/fail basis. Prerequisite: ENG 4820.

ENG 4840 Co-operative Work 51 cr
Work assignment in business, industry, or government for the Price Faculty of Engineering cooperative education stream students. Requires submission of a written report covering the work completed during the four-month professional assignment. Those registering for this course must apply for and be accepted into the Price Faculty of Engineering co-operative education stream. May not be held with CIVL 4940. This course is graded on a pass/fail basis.
Prerequisite: ENG 4830.

## NET CHANGE IN CREDIT HOURS: 0.0

Program modification:
Following is the entry to be added to the Minors in Engineering section of the Undergraduate Calendar.

Leadership for Business and Organizations Minor
The minor in Leadership for Business and Organizations offered by the Faculty of Management is available to Engineering students. The minor consists of 18 credit hours of approved coursework. Please see the Leadership for Business and Organizations Minor for Non-Business Students under Faculty of Management/I.H. Asper School of Business.

## Biosystems Engineering

Deletion:
BIOE 2110 Transport Phenomena 3 cr
Introduction:
BIOE 3110 Heat Transfer in Biological Systems 4 cr $+4.0$
(Lab required) This course introduces the principles of heat transfer using examples involving biological systems. The laboratory component of the course involves demonstrating and validating heat transfer theory. May not be held with the former BIOE 2110. Prerequisites: ENG 1460, BIOE 2790, and MECH 2150.

Modifications:
BIOE 2590 Biology for Engineers 3 cr
0.0
(Lab required) This course introduces biological principles, including cell structure and function, metabolism, photosynthesis, and structure and functions of systems in plants, micro-organisms, and animals, to provide biosystems engineering students with the necessary knowledge to solve problems involving biologically-centred systems. Students focus on various topics to demonstrate how a fundamental understanding of biology contributes to better engineering
solutions. May not be held with BIOL 1020 or BIOL 1030. Prerequisite: CHEM 1100 or the former CHEM 1300.

BIOE 2790 - Fluid Mechanics 4 cr
(Lab required) This course introduces the fundamental principles of fluid flow in closed conduits and open channels. Case studies will demonstrate the importance of understanding fluid mechanics in designing water distribution systems for food production, processing, and water control within the environment. May not be held with CIVL 2790. Prerequisites: ENG 1440 (or ENG 1441) and (MATH 1710 or MATH 1700 or MATH 1701).

BIOE 2800 Solid Mechanics 4 cr
(Lab required) Introduction to the analysis of deformable bodies, namely the fundamental principles governing the response of solid materials to external loads. The concepts of stress, strain and displacement are explained from theoretical models and appropriate engineering laboratory work. May not be held with CIVL 2800. Prerequisites: ENG 1440 (or ENG 1441) and (MATH 1710 or MATH 1700 or MATH 1701).

BIOE 3270 Instrumenta2on and Measurement for Biosystems 4 cr
(Lab required) Engineers must frequently take measurements to inform their engineering decisions. This course introduces the basic theory and instrumentation involved in measuring physical quantities (temperature, humidity, pressure, strain, and flow) and imaging fundamentals (image acquisition, storage, and image processing). Prerequisites: ENG 1450 and MATH 2132.

BIOE 3320 Engineering Proper1es of Biological Materials 4 cr
(Lab required) This course emphasizes the importance of understanding the properties of biological materials in the design of engineered systems. The discussion focuses on the definition and measurement of mechanical, optical, water-retaining, rheological, and thermal properties of biological materials. Prerequisites: MATH 2130 and [BIOE 2800 or CIVL 2800 or MECH 2222 (or the former MECH 2220)].

## NET CHANGE IN CREDIT HOURS: +1.0

Program modifications:
Modifications to the Bachelor of Science in Engineering (Biosystems) are outlined on the next page:

## Biosystems Engineering, B.Sc.

## Program Core Courses

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

| Course | Title | Hours |
| :---: | :---: | :---: |
| Students must complete the Preliminary Engineering Program requirements for graduation. |  | 37.5 |
| BIOE 2110 | Transport Phenomena | 3 |
| BIOE 2480 | Impact of Engineering on the Environment | 3 |
| BIOE 2590 | Biology for Engineers ${ }^{1}$ | 3 |
| BIOE 2790 | Fluid Mechanics | 4 |
| BIOE 2800 | Solid Mechanics | 4 |
| BIOE 2900 | Biosystems Engineering Design 1 | 4 |
| BIOE 3110 | Heat Transfer in Biological Systems | 4 |
| BIOE 3270 | Instrumentation and Measurement for Biosystems | 4 |
| BIOE 3320 | Engineering Properties of Biological Materials | 4 |
| BIOE 3400 | Design of Structural Components in Machines | 4 |
| BIOE 3590 | Mechanics of Materials in Biosystems | 4 |
| BIOE 3900 | Biosystems Engineering Design 2 | 4 |
| BIOE 4240 | Graduation Project | 3 |
| BIOE 4900 | Biosystems Engineering Design 3 | 4 |
| BIOE 4950 | Biosystems Engineering Design 4 | 4 |
| CHEM 1110 | Introductory Chemistry 2: Interaction, Reactivity, and Chemical Properties 2 | 3 |
| CHEM 1126 | Introduction to Chemistry Techniques for Engineering 22 | 1.5 |
| ENG 2022 | Engineering CAD Technology for Biosystems | 3 |
| ENG 3000 | Engineering Economics | 3 |
| MATH 2130 | Engineering Mathematical Analysis 1 | 3 |
| MATH 2132 | Engineering Mathematical Analysis 2 | 3 |
| MBIO 1220 or MBIO 1010 | Essentials of Microbiology Microbiology I | 3 |
| MECH 2150 | Mechanical Engineering Modelling and Numerical Methods | 4 |
| MECH 3482 | Kinematics and Dynamics | 4 |
| STAT 2220 | Contemporary Statistics for Engineers | 3 |
| Two Science Electives (see list below) |  | 6 |
| One course in Technology and Society (ENG 3020 or ANTH 2430) |  | 3 |
| One course from the List of Indigenous Knowledge Courses ${ }^{3}$ |  | 3 |
| One Complementary Studies Electives |  | 3 |
| Three Biosystems Engineering Design Electives |  | 12 |
| Two Free Electives |  | 6-8 |
| Total Hours |  | $\begin{aligned} & 153-155 \\ & 154-156 \end{aligned}$ |

1. Please note the combination of BIOL 1020 Biology 1: Principles and Themes and BIOL 1030 Biology 2: Biological Diversity, Function and Interactions can be used in place of BIOE 2590 Biology for Engineers.
2. The Former CHEM 1310 may be used in place of the combination of CHEM 1110 and CHEM 1126.
3. Students are required to take at least one of the courses from the list of Indigenous Knowledge courses.

## Civil Engineering

Deletion:
CIVL 4330 Graduation Project 4 cr
Introduction:
CIVL 4028 Building Information Modeling in Construction 4 cr $+4.0$
(Lab required) Introduction to Building Information Modeling (BIM) as a product and a process; BIM concepts and workflows in a construction project life cycle; design development and coordination using BIM; model-based scheduling and cost estimating; Virtual Reality-assisted model coordination and reviews. May not be held with CIVL 4500 when titled Building Information Modelling in Construction. Prerequisite: ENG 3000.

## Modifications:

CIVL 3590 Numerical Methods in Engineering Analysis 4 cr
(Lab required) Variety of numerical techniques applicable to solutions of problems in civil engineering. May not be held with MATH 2120 or MECH 2150. Prerequisite: COMP 1012. Preor corequisite: MATH 2132.

CIVL 3690 Environmental Engineering Analysis 4 cr
(Lab required) Introduction to environmental engineering analysis concepts, basic water and wastewater quality testing. Water pollution and water quality. Process laboratories used for design of unit operations and processes applied in water and/or wastewater treatment. Prerequisites: [((CHEM 1110 or CHEM 1111) and CHEM 1126) or the former CHEM 1310 or the former CHEM 1311], [ENG 2030 or ENG 2040 (or the former ENG 2010)], [STAT 2220 preferred or (STAT 1000 and STAT 2000)].

## CIVL 3750 Hydrology 4 cr

(Lab required) Basic hydrological processes; precipitation; evapotranspiration; infiltration and runoff; analytical methods; hydrograph theory and application; application to reservoir design; project floods and flow forecasting; statistical analysis. Prerequisite: CIVL 2790. Pre- or corequisite: STAT 2220 preferred or (STAT 1000 and STAT 2000).

CIVL 3790 Fundamentals of Transportation and Traffic Engineering 4 cr
(Lab required) Introduction to transportation. Overview of Canada and U.S. transport systems. Fundamentals of transport systems analysis. Introduction to sequential demand modeling. Analysis and evaluation of uninterrupted flow on highways. Highway capacity and level of service. Fundamentals of traffic engineering studies. Basics of geometric design of highways. Basics of design of at-grade intersections. Prerequisites: CIVL 2840, CIVL 2770, CIVL 2780, [STAT 2220 preferred or (STAT 1000 and STAT 2000)].

CIVL 4000 Uncertainty Analysis in Civil Engineering Systems 4 cr
(Lab required) Fundamentals of uncertainty, risk, reliability and decision making in Civil Engineering applications. Mathematical basis for analyzing the effects of uncertainty on Civil Engineering design. Data driven modelling and analysis of multi-variable Civil Engineering systems. Computer-based numerical and simulation methods to evaluate uncertainty in Civil Engineering applications. Risk analysis using Bayesian Decision Theory. Prerequisites: CIVL 3590, MATH 2130, and [STAT 2220 preferred or (STAT 1000 and STAT 2000)].

CIVL 4020 Masonry Design and Construction 4 cr
(Lab required) Introduction to the building codes that govern masonry design. Advanced design procedures for masonry members and structures. Single-story and multi-story building design. Prerequisites: CIVL 2770, CIVL 3760.

CIVL 4032 Bridge Engineering 4 cr
(Lab required) Fundamentals of highway bridge engineering, base knowledge of bridge construction technology and tools for structural analysis and evaluation for most common bridge types built in North America according to current standards. Prerequisites: CIVL 2770, CIVL 3760.

CIVL 4400 Transportation Engineering Design 4 cr 0.0
(Lab required) Concepts of risk and design in transportation engineering. Bicycle and pedestrian integrated design. Design of public transportation systems. Design of sustainable streets and communities. Commercial vehicle operations. Design for trucks. Introduction to pavement engineering and design. Elements of railway engineering. Legislative and policy framework for transportation engineering. Prerequisite: CIVL 3790.

CIVL 4410 Transportation Systems 4 cr
(Lab required) Trade-offs in transportation systems analysis. Advanced sequential demand modelling. Contemporary approaches to transportation planning. Road safety engineering. Crash analysis, countermeasures, and evaluation. Sustainable transportation and system design. Transportation, energy use, emissions, and the environment. Transportation financing and management. Prerequisite: CIVL 3790

CIVL 4420 Pavement Engineering 4 cr
(Lab required) Pavement traffic loading, soil and aggregate types and properties; asphalt mix design; performance test methods; flexible and rigid pavement analysis; mechanistic-empirical structural design of pavements; surface characteristics; non-destructive testing; life-cycle cost analysis. Pre- or corequisite: CIVL 3790.

CIVL 4590 Design Project 6 cr
An interdisciplinary project-based course involving engineering design, teamwork and delivered in studio format. Students are expected to work in pre-assigned teams under the guidance of professional engineers on a pre-determined project. Lecture material will cover project management, construction, environmental and economic issues. Each team will be required to give an oral presentation of their design project. Prerequisites: [ENG 2030 or ENG 2040 (or the former ENG 2010)] and [one of CIVL 3700, CIVL 3740, CIVL 3770, CIVL 4220, or CIVL 4400] and completion of 120 credit hours.

## NET CHANGE IN CREDIT HOURS: 0.0

Program modifications:
Modifications to the Bachelor of Science in Engineering (Civil) are outlined on the next 7 pages.

- Environmental and Water Resources Stream (new)
- Geotechnical and Geo-environmental Stream (new)
- Structures and Construction Stream (new)
- Transportation Stream (new)

Program closure:
The department is proposing to close the Environmental Option.

## Civil Engineering

Head: Dr. Shawn Clark, P.Eng.
Associate Head: Dr. Jonathan Regehr, P.Eng. (Undergraduate Programs); Dr. Mohamed Bassuoni, P.Eng. (Graduate Programs)
Campus Address/General Office: E1-368 EITC
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The Department of Civil Engineering offers a fully accredited degree program in Civil Engineering. Graduates of the Civil Engineering program are academically qualified to register as Engineers-in-Training in engineering licensing bodies in Canada. The Civil Engineering program is designed to give students a broad knowledge of engineering principles and professional practice. The program has a strong core component that provides exposure to a range of areas in Civil Engineering. These include - but are not limited to - the design of buildings and bridges, the design of facilities and methods for treatment of water, waste water and solid waste, the design of foundations and earthworks such river bank protection, transportation planning, the design of roads and pavement, the design of hydraulic structures such as sewers, canals, and spillways, and the management of surface and ground water. In the last years of the program, students specialize through selection of technical elective courses. A cooperative education option allows students to include practical work experience in their program.

## Civil Engineering Degree Program

Students are to consult with the department for four and five-year program plans. Students are expected to follow the program plans when possible, as timetabling and course offerings are based on these plans.

## Civil Engineering Program Streams

Program streams recognize a student's extent of training through the selection of technical elective courses in a specific program area. The department offers four streams (Environmental and Water Resources, Geotechnical and Geoenvironmental, Structures and Construction, Transportation). Students interested in pursuing more focused studies may choose to complete a stream. A student may only complete one stream. Students are encouraged to review program requirements for each stream.

## Environmental Engineering Option

An option in Environmental Engineering provides an opportunity for students to focus on environmental engineering related courses which cover the areas of water, wastewater and solid waste. Students study environmental engineoring with a focus on municipal infrastructure.

## Student Support

The individual faculty members in the Department of Civil Engineering may offer summer employment of a limited number of undergraduate students. Typical duties include assisting academic staff members with research projects. This provides students with hands on opportunities to work in research laboratories, and field projects alongside of graduate students.

## Co-operative Education Program in Civil Engineering

Please refer to Co-operative Education and Industrial Internship Programs

## Civil Engineering, B.Sc. <br> Degree Requirements <br> Civil Engineering Departmental Program

| Course | Title | Hours |
| :---: | :---: | :---: |
| Students must complete the Prelminary Engineering Program requirements for graduation. |  | 37.5 |
| CHEM 1110 | Introductory Chemistry 2: Interaction, Reactivity and Chemical Properties ${ }^{1}$ | 3 |
| CHEM 1126 | Introduction to Chemistry Techniques for Engineering $2{ }^{1}$ | 1.5 |
| CIVL 2770 | Civil Engineering Materials | 5 |
| CIVL 2780 | Civil Engineering Systems | 4 |
| CIVL 2790 | Fluid Mechanics | 4 |
| CIVL 2800 | Solid Mechanics 1 | 4 |
| CIVL 2830 | Graphics for Civil Engineers | 2 |
| CIVL 2840 | Civil Engineering Geomatics | 3 |
| CIVL 3590 | Numerical Methods in Engineering Analysis | 4 |
| CIVL 3690 | Environmental Engineering Analysis | 4 |
| CIVL 3700 | Environmental Engineering Design | 4 |
| CIVL 3730 | Geotechnical Materials and Analysis | 4 |
| CIVL 3740 | Hydraulics | 4 |
| CIVL 3750 | Hydrology | 4 |
| CIVL 3760 | Structural Analysis | 4 |
| CIVL 3770 | Design of Steel Structures | 4 |
| CIVL 3790 | Traneporing 1 Fundamentals of Transportation and Traffic Engineering | 4 |
| CIVL 4220 | Geotechnical Design | 4 |
| CIVL 4380 | Infrastructure Engineering and Construction Management | 4 |
| CIVL 4390 | Reinforced Concrete Structures | 4 |
| CIVL 4400 | Transportation Engineoring 2 Transportation Engineering Design | 4 |
| CIVL 4590 | Design Project | 6 |
| ENG 2030 or | Engineering Communication: Strategies for the Profession | 3 |
| ENG 2040 | Engineering Communication: Strategies, Practice and Design |  |
| ENG 3000 | Engineering Economics | 3 |
| ENG 3020 | Technology, Society and the Future | 3 |
| GEOL 1340 | The Dynamic Earth | 3 |
| MATH 2130 | Engineering Mathematical Analysis 1 | 3 |
| MATH 2132 | Engineering Mathematical Analysis 2 | 3 |
| STAT 2220 | Contemporary Statistics for Engineers | 3 |
|  | Five Technical Electives ${ }^{32}$ | 19-20 |
|  | One course from the list of Indigenous Knowledge Courses ${ }^{23}$ | 3-4 |
| Options |  |  |
| One of the following options: |  |  |
| Civil Engineoring: |  |  |
| Indigenous Knowledge course 2 <br> Environmental-Option: |  |  |
|  |  |  |
| PHIL-2750 Environmental Ethics 3 |  |  |
| Eloctivos |  |  |
| Ono-of the following options: 19-20 |  |  |
| Civil Engineoring Tochnical Electives 43 |  |  |
| Environmental Option Tochnical Eloctives ${ }^{4}$ |  |  |
| Total Hours |  | 165-167 |
|  | The former CHEM 1310 may be used in lieu of the combination of CHEM 11 CHEM 1126. |  |
|  | Technical electives completed as part of a Stream take the place of these technical electives. Technical elective courses offered vary from year to have limited enrollment. Courses offered in the current year are listed on timetables on the Department website. | neral ar and may online |
|  | Students are required to take at least one of the courses from the list of Indig Knowledge courses. ENG 4100 may be used to meet this requirement when content satisfies the requirements for an Indigenous course. | course |
| 3 Studonts pursuing the Environmental Option must take PHIL 2750 -as theircomplomentary studies elective. |  |  |
| 4 Technical elective courses offered vary from year to year and may have limited enrollmentGourse offored in the current yoar are listed on the online timetables on the Department We. |  |  |

## Civil Engineering Technical Electives (5 courses) 1,2,3,4

A minimum of 3 courses must be taken from Group A and up to 2 from Group B, with no more than one course from outside the Department of Civil Engineering.

Group A (Select 3 to 5 courses)
Course Title Hours
CIVL 3710 Finite Element Analysis 4
CIVL 4020 Masonry Design and Construction 4
CIVL 4022 Properties and Design of Concrete Mixtures 4
CIVL 4024 Sustainable Building Design: Principles of Best Practice ${ }^{34} 4$
CIVL 4028 Building Information Modeling in Construction 4
CIVL 4030 Advanced Structural Design 4
CIVL 4032 Bridge Engineering 4
CIVL 4040 Structural Dynamics 4
CIVL 4100 Engineering Management and the Environment 4
CIVL 4120 Water Treatment Plant Design 4
CIVL 4130 Solid Waste Management 4
CIVL 4180 Environmental Systems 4
CIVL 4200 Groundwater Contamination 4
CIVL 4230 Geotechnical Engineering 4
CIVL 4232 Geotechnical Earthquake Engineering 4
CIVL 4250 Groundwater Hydrology 4
CIVL 4300 Design of Urban Water Systems 4
CIVL 4350 Hazardous Waste Treatment 4
CIVL $4360 \quad$ Water Resources Planning and Management 4
CIVL 4410 Transportation Systems 4
CIVL 4420 Highway Pavement Design-Pavement Engineering 4
CIVL 4470 Watershed Processes 4

Group B (Up to 2 courses, only 1 from outside of Civil Engineering)
Course No. Course Name Hours
BIOE $4560 \quad$ Structural Design in Wood 4
CIVL $4000 \quad$ Uncertainty Analysis in Civil Engineering Systems 4
CIVL 4332 Civil Engineering Thesis Project 4
CIVL 4500 Contemporary Topics in Civil Engineering 4

1 Technical elective courses offered vary from year to year and may have limited enrollment. Courses offered in the current year are listed on the online timetables on the Department website.
2 Students are encouraged to discuss their program of courses with members of the instructional staff to obtain advice concerning the best choice of electives for their needs.
3 Students may take one tochnical olective course with a significant engineering science-and/or design component from another department subject to the approval by the department head (or designate) of Civil Enginooring.
34 CIVL 4024 can not be held with BIOE 4412 or BIOE 4700.

# Environmental Option Technical Electives (5 courses) ${ }^{1,2,3}$ 

A minimum of 3 courses must be taken from Group A and up to 2 from Group B, with no more than one-course from-outside the Department of Civil Engineoring

Group A (Solect 3 to-5-courses)
Gourse Title Hours
GIVL 3710 Finite ElomentAnalysis ..... 4
GIVL 4100 Engineoring Managoment and the Environment ..... 4
GIVL 4120 Water Treatment Plant Design ..... 4
GIVL 4130 Solid Waste Management ..... 4
GIVL-4180 Environmental Systems ..... 4
CIVL 4200 Groundwater Contamination ..... 4
GIVL 4250 Groundwator Hydrology ..... 4
GIVL 4300 Design of Urban Wator Systoms ..... 4
GIVL 4350 Hazardous Waste Treatment ..... 4
GIVL 4360 Water Resources Planning and Management ..... 4
GIVL 4470 Watorshed Processes ..... 4
Group B (Up to-2 courses, only 1 fromoutside-of Civill Engineoring)
Course No. Course Name GroditHours
BIOE 4460 Air Pollution Assessment and Management ..... 4
CIVL 4000 Uncertainty Analysis inCivil Engineoring Systems ..... 4
GIVL 4332 Givil Engineoring Thesis Project ..... 4
GIVL 4500 Gontemporary Topics in-Civil Engineoring ..... 4
SOIL 4500 Remodiation of Contaminatod Land ..... る

## Notes:

4 Tochnical olective-courses offored vary from yoar to yoar and may have limitedenrollment. Courses offered in the current year are listod on the online timotables on the Department wobsite.
$z$ Students may take onotochnical oloctive-courso with a significant enginooring scionco-and/or dosign component from anothor departmontsubject to the approval by the department head (or dosianato) of Civil Enginooring.
3 Students may take one technical olective course with a signiticant engineering science-and/or design-component from another department subject to the approval by the department head (or designate) of Civil Engineering.

## Concentrations ${ }^{1,2,3,4}$

Students wishing to pursue more focused studies in a Civil Engineering subject or research area have the choice to complete one of the following streams. Students can complete only one stream. Courses taken towards a stream take the place of the Technical Electives required in the Civil Engineering program.

## Environmental and Water Resources Stream

Five courses are required. A minimum of 3 courses must be taken from List A and up to 2 from List B, with no more than one course from outside the Department of Civil Engineering.

List A (Select 3 to 5 courses)
Course Title Hours

CIVL 4100 Engineering Management \& The Environment 4
CIVL 4120 Water Treatment Plant Design 4
CIVL4130 Solid Waste Management 4
CIVL4180 Environmental Systems 4
CIVL 4200 Groundwater Contamination 4
CIVL 4250 Groundwater Hydrology 4
CIVL 4300 Design of Urban Water Systems 4
CIVL 4350 Hazardous Waste Treatment 4
CIVL 4360 Water Resources Planning and Management 4
CIVL 4470 Watershed Processes 4
$\begin{array}{ll}\text { List B (Up to } 2 \text { courses, only } 1 \text { from outside of Civil Engineering) } \\ \text { BIOE } 4460 & \text { Air Pollution Assessment and Management }\end{array}$
CIVL 4000 Uncertainty Analysis in Civil Engineering Systems 4
CIVL 4332 Civil Engineering Thesis Project ${ }^{3}$ 4
SOIL 4500 Remediation of Contaminated Land 3
Total Hours 19-20

Geotechnical and Geo-environmental Stream
Five courses are required. Select 5 courses from below.

List A
Course Title Hours
CIVL 3710 Finite Element Analysis 4
CIVL4130 Solid Waste Management 4
CIVL 4200 Groundwater Contamination 4
CIVL 4230 Geotechnical Engineering 4
CIVL 4232 Geotechnical Earthquake Engineeering 4
CIVL 4250 Groundwater Hydrology 4

List B
CIVL 4332 Civil Engineering Thesis Project ${ }^{3}$ 4
Total Hours 20

## Structures and Construction Stream

Five courses are required. A minimum of 3 courses must be taken from List A and up to 2 from List B.

List A (Select 3 to 5 courses)

| Course | Title | Hours |
| :--- | :--- | ---: |
| CIVL 3710 | Finite Element Analysis | 4 |
| CIVL 4020 | Masonry Design and Construction | 4 |
| CIVL 4022 | Properties and Design of Concrete Mixtures | 4 |
| CIVL 4024 | Sustainable Building Design: Principles of Best Practice ${ }^{5}$ | 4 |
| CIVL 4028 | Building Information Modeling in Construction | 4 |
| CIVL 4030 | Advanced Structural Design | 4 |
| CIVL 4032 | Bridge Engineering | 4 |
| CIVL 4040 | Structural Dynamics | 4 |
|  | 4 |  |
| List B (Up to 2 courses) | 4 |  |
| BIOE 4560 | Structural Design in Wood | 4 |
| CIVL 4000 | Uncertainty Analysis in Civil Engineering Systems | 4 |
| CIVL 4332 | Civil Engineering Thesis Project ${ }^{3}$ | 4 |
| Total Hours | 20 |  |

## Transportation Stream

Five courses are required. A minimum of 3 courses must be taken from List A and up to 2 from List B.

List A (Select 3 to 5 courses)
Course Title Hours
CIVL 3710 Finite Element Analysis 4
CIVL 4022 Properties and Design of Concrete Mixtures 4
CIVL 4032 Bridge Engineering 4
CIVL4410 Transportation Systems 4
CIVL4420 Pavement Engineering 4
List B (Up to 2 courses)
CIVL 4000 Uncertainty Analysis in Civil Engineering Systems 4
CIVL 4332 Civil Engineering Thesis Project ${ }^{3}$ 4
Total Hours 20

1 Technical elective courses offered vary from year to year and may have limited enrollment. Courses offered in the current year are listed on the online timetables on the Department website.

2 Students are encouraged to discuss their program of courses with members of the instructional staff to obtain advice concerning the best choice of electives for their needs.

3 Subject to approval of Faculty Advisor.
4 Current students already admitted to Civil Engineering prior to the introduction of the streams will be eligible to declare a stream.

5 CIVL 4024 can not be held with BIOE 4412 or BIOE 4700.

## Indigenous Knowledge Courses

Course INDG 1200
INDG 1220
INDG 1240
INDG 2012
or
HIST 2010
INDG 2020
or
HIST 2020
POLS 3870
POLS 2802
ENG 4100
Title Hours
Indigenous Peoples in Canada ..... 6
Indigenous Peoples in Canada, Part 1 ..... 3
Indigenous Peoples in Canada, Part 2 ..... 3Indigenous History in CanadaIndigenous History in Canada (C)The Métis in Canada
The Métis in Canada (C)
Politics of Indigenous-Settler Relations ..... 3
Introduction to Indigenous Politics ..... 3
Contemporary Topics in Engineering Practice ${ }^{1}$ ..... 4

1 ENG 4100 may be used to meet this requirement when the course content satisfies the requirements of an Indigenous course. (amended duly 5, 2021).

## Electrical and Computer Engineering

Introduction:
ECE 3630 Real-time Embedded Systems 4 cr
(Lab required) Design of embedded systems with real-time requirements. File, memory, I/O, and process management. Real-time operating system considerations, including multitasking, thread communication, and real-time scheduling. Debugging and testing of embedded real-time systems. May not be held with COMP 3430. Prerequisites: ECE 3610 and ECE 3740.

## Modification:

ECE 4100 Introduction to Microelectronic Fabrication 4 cr
(Lab required) Introduction to the fabrication of integrated circuits (ICs). Emphasis is on silicon based devices. Topics include water preparation, oxidation, thin film deposition, diffusion and ion implantation, lithography, wet and dry etching and metallization. An introduction to MEMS and micromachining technology is given. Prerequisite: ECE 2160 ( $\mathrm{B}+$ ) or ECE 3670.

ECE 4260 Communications Systems 4 cr
(Lab required) Development and applications of random processes. Analysis and comparison of modulation schemes: AM, FM, PM, PCM. Prerequisites: ECE 3780 and [STAT 2220 preferred or (STAT 1000 and STAT 2000)].

ECE 4520 Simulation and Modelling 4 cr
Monte Carlo Methods, random processes, simulation of complex systems in the design of computer systems. Use of statistical interference and measures of performance in hardware and software systems. Prerequisites: [STAT 2220 preferred or (STAT 1000 and STAT 2000)] and COMP 2140.

## NET CHANGE IN CREDIT HOURS: +4.0

Program modifications:
Modifications to the following programs are outlined on the next 5 pages:

- Bachelor of Science in Engineering (Computer)
- Embedded Systems Focus Area
- Mechatronics Focus (CompE) (new)
- Bachelor of Science in Engineering (Electrical)
- Mechatronics Focus (EE) (new)


## Computer Engineering, B.Sc.

## Degree Requirements

## Computer Engineering Departmental Program

| Course | Title | Hours |
| :---: | :---: | :---: |
| Students must c | plete the Preliminary Engineering Program requirements for graduation. | 37.5 |
| ANTH 2430 | Ecology, Technology and Society | 3 |
| COMP 1020 | Computer Science 2 | 3 |
| COMP 2140 | Data Structures and Algorithms | 3 |
| Choose one of: 1 |  |  |
| COMP 3010 | Distributed Computing | 3 |
| COMP 3430 | Operating Systems | 3 |
| ECE 3630 | Real-time Embedded Systems | 4 |
| ECE 4530 | Parallel Processing | 4 |
| $\begin{aligned} & \text { ENG } 2030 \\ & \text { or } \end{aligned}$ | Engineering Communication: Strategies for the Profession | 3 |
| ENG 2040 | Engineering Communication: Strategies, Practice, and Design | 3 |
| ENG 3000 | Engineering Economics | 3 |
| MATH 2130 | Engineering Mathematical Analysis | 3 |
| MATH 2132 | Engineering Mathematical Analysis 2 | 3 |
| MATH 3120 | Applied Discrete Mathematics | 3 |
| MATH 3132 | Engineering Mathematical Analysis 3 | 3 |
| PHYS 2152 | Modern Physics for Engineers | 3 |
| STAT 2220 | Introduction to Probability and Statistics | 3 |
| ECE 2160 | Electronics 2E | 5 |
| ECE 2220 | Digital Logic Systems | 5 |
| ECE 2262 | Electric Circuits | 4 |
| ECE 3610 | Microprocessor Systems | 4 |
| ECE 3700 | Telecommunication Network Engineering | 4 |
| ECE 3740 | Systems Engineering Principles 1 | 4 |
| ECE 3760 | Digital Systems Design 1 | 4 |
| ECE 3780 | Signal Processing 1 | 4 |
| ECE 3790 | Engineering Algorithms | 4 |
| ECE 4150 | Control Systems | 4 |
| or |  |  |
| ECE 4260 | Communication Systems | 4 |
| ECE 4240 | Microprocessor Interfacing | 4 |
| ECE 4830 | Signal Processing 2 | 4 |
| ECE 4600 | Group Design Project ${ }^{12}$ | 6 |
|  |  |  |
| One Complementary Studies Elective. ${ }^{33}$ |  | 3 |
| Two Natural Science Electives from the approved list. |  | 6 |
| Five Technical Electives from the approved list. |  | 15-20 |

Total Hours
153.5 - 158.5159 .5

1. The courses selected to meet this requirement may not also be counted as a Technical Elective.
2. 2. Course continues through both terms with credit given upon completion.
1. 3. The complementary studies elective can be any course at the 1000 level or above from either the faculties of Arts or Management. However, ARTS 1110 may not be used for credit in the Price Faculty of Engineering.

| Approved Computer Science Electives |  |  |
| :--- | :--- | ---: |
| Course | Title | Hours |
| COMP 2150 | Object Orientation | 3 |
| COMP 2160 | Programming Practices | 3 |
| COMP 3010 | Distributed Computing | 3 |
| COMP 3020 | Human-Computer Interaction 1 | 3 |
| COMP 3190 | Introduction to Artificial Intelligence | 3 |
| COMP 3290 | Introduction to Compiler Construction | 3 |
| COMP 3350 | Software Engineering 1 | 3 |
| COMP 3430 | Operating Systems | 3 |
| COMP 3380 | Databases Concepts and Usage | 3 |
| COMP 3490 | Computer Graphics 1 | 3 |
| COMP 4020 | Human-Computer Interaction 2 | 3 |
| COMP 4190 | Artificial Intelligence | 3 |
| COMP 4200 | Expert Systems | 3 |
| COMP 4350 | Software Engineering 2 | 3 |
| COMP 4360 | Machine Learning | 3 |
| COMP 4380 | Database Implementation | 3 |
| COMP 4430 | Operating Systems 2 | 3 |
| COMP 4490 | Computer Graphics 2 | 3 |
| COMP 4580 | Computer Security | 3 |
| COMP 4710 | Introduction to Data Mining | 3 |

## Embedded Systems Focus Area

| Course | Title | Hours |
| :--- | :--- | ---: |
| ECE 4150 | Control Systems | 4 |
| Three ES Electives | $9-12$ |  |
| Two Technical Electives | $6-8$ |  |
| Total Hours | $\mathbf{1 9 - 2 4}$ |  |

## Embedded Systems (ES) Electives List

| Course | Title | Hours |
| :--- | :--- | ---: |
| ECE 3630 | Real-time Embedded Systems ${ }^{1}$ | 4 |
| ECE 3770 | Digital Systems Design 2 | 4 |
| ECE 4180 | Introduction to Robotics | 4 |
| ECE 4440 | Computer Vision | 4 |
| ECE 4560 | Modern Computing Systems | 4 |
| ECE 4610 | Biomedical Instrumentation and Signal Processing | 4 |
| ECE 4740 | Digital Systems Implementation | 4 |
| COMP 3020 | Human-Computer Interaction 1 | 3 |
| COMP 4580 | Computer Security | 3 |

1. If selected as a focus area elective, this course may not be used to satisfy other program requirements.

## Mechatronics Focus (CompE)

| Course | Title | Hours |
| :--- | :--- | ---: |
| ECE 4150 | Control Systems | 4 |
| ECE 4180 | Introduction to Robotics | 4 |
| MECH 4900 | Mechatronics System Design | 4 |
| Two ME Electives | $\mathbf{8}$ |  |
| One Technical Elective | $3-4$ |  |
| Total Hours | $\mathbf{2 3 - 2 4}$ |  |

Mechatronics (ME) Electives List

| Course | Title | Hours |
| :--- | :--- | :---: |
| ECE 3720 | Electric Power and Machines ${ }^{1}$ | 4 |
| ECE 4160 | Control Engineering ${ }^{1}$ | 4 |
| ECE 4370 | Power Electronics ${ }^{1}$ | 4 |
| ECE 4440 | Computer Vision | 4 |
| ENG 4110 | Operational Excellence | 4 |

1. Computer Engineering students are limited to a maximum of two (2) Electrical Engineering elective courses in their program.

## Mechatronics Focus (EE)

To complete the Mechatronics Focus the two (2) prescribed courses must be taken. Two (2) of the five Mechatronics Technical Elective courses must also be taken. To complete program requirements, students must select three (3) additional electives from the Qualified Engineering Design Electives and/or Technical Electives in the Electrical Engineering standard program.

| Course | Title | Hours |
| :---: | :---: | :---: |
| ECE 4180 | Introduction to Robotics | 4 |
| MECH 4900 | Mechatronics System Design | 4 |
| Electives |  |  |
| Two Mechatronics Electives ${ }^{1}$ |  | 8 |
| Three additional courses from the Elective Courses found in the Electrical Engineering Standard Program. ${ }^{1}$ |  | 10-13 |
| Total Hours |  | 26-29 |
| Mechatronics Electives List |  |  |
| Course | Title | Hours |
| ECE 4160 | Control Engineering ${ }^{1}$ | 4 |
| ECE 4240 | Microprocessor Interfacing | 4 |
| ECE 4370 | Power Electronics ${ }^{1}$ | 4 |
| ECE 4440 | Computer Vision | 4 |
| ENG 4110 | Operational Excellence | 4 |

1. Of the five (5) elective courses taken, three (3) MUST be selected from the Qualified Engineering Design Electives list found in the Electrical Engineering Standard Program.

## Mechanical Engineering

Modification:
MECH 3562 Introduction to Optimization 4 cr
(Lab required) The objective of this course is to develop the ability to formulate and analyze problems that will be encountered in a manufacturing system. The skills acquired will allow the students to approach problems from an optimization perspective. The students will be provided experience in related software packages. May not be held for credit with the former MECH 3560. Prerequisites: (MECH 2112 or the former MECH 2010 or the former MECH 2012 or CIVL 2830) and [STAT 2220 preferred or (STAT 1000 and STAT 2000)].

## NET CHANGE IN CREDIT HOURS: 0.0

## Faculty of Health Sciences

Modifications:

## HEAL 4610 Health Studies Capstone 3 cr

Students will explore selected topics from the social sciences to synthesize and evaluate actions that can affect the health of people. The course summarizes the social sciences knowledge that forms the basis for all health related professional work. Restricted to students in the Health Studies program. May not be held with HEAL 4620. Prerequisite: HEAL 3600 (C+) and 57 credit hours in the Curriculum for Interdisciplinary Health or consent of instructor.


#### Abstract

HEAL 4620 Health Sciences Capstone 3 cr Students will explore selected topics from the biological sciences to synthesize and evaluate actions that can affect the health of people. The course summarizes the biological science knowledge that forms the basis for all health related professional work. Restricted to students in the Health Sciences program. May not be held with HEAL 4610. Prerequisite: HEAL 3600 (C+) and 57 credit hours in the Curriculum for Interdisciplinary Health or consent of instructor.


## NET CHANGE IN CREDIT HOURS: 0.0

Program modification:
Modifications to the Bachelor of Health Studies are outlined on the next 9 pages.

## Health Studies, B.H.St. (2023)

## Degree Requirements

The Bachelor of Health Studies (B.H.St.) Degree now consists of 3 Concentrations from which students must declare at least one. A Concentration is 18 credit hours. Students must choose from one of the following 3 Concentrations: Health Policy, Planning and Evaluation, Health Promotion and Education, or Family Health. Requirements for these are found in the Concentrations Tab.
Year 1 Hours
ANTH 1210 Human Origins and Antiquity ..... 3
or ANTH 1220 or Cultural Anthropology
FMLY 1012 Introduction to Social Development ..... 3
HEAL 1500 Foundations of Human Biology 12 ..... 3
HEAL 1502 Foundations of Human Biology 2 2 ..... 3
PSYC 1200 Introduction to Psychology ..... 6
SOC 1000 Introduction to Sociology ..... 3
STAT 1000 Basic Statistical Analysis 1 ..... 3
3 credit hours of Concentration Electives ..... 3
3 credit hours of Free Electives ..... 3
Hours ..... 30
Year 2ECON 1210 Introduction to Canadian Economic Issues and Policies3
or ECON 1220 or Introduction to Global and Environmental Economic Issues and Policies
GMGT 1010 Business and Society ..... 3
or GMGT 2070 or Introduction to Organizational Behaviour
HEAL 2600 Integration of Health Determinants of Individuals ..... 3
HNSC 1210 Nutrition for Health and Changing Lifestyles ..... 3
HNSC 2000 Research Methods and Presentation ${ }^{3}$ ..... 3
or PSYC 2250 or Introduction to Psychological ResearchSelect one of the following:3
INDG 1220 Indigenous Peoples in Canada, Part 1
INDG 1240 Indigenous Peoples in Canada, Part 2
INDG 3240 Indigenous Medicine and Health
Select 6 credit hours of Concentration Electives ..... 6
Select 3 credit hours of Program Electives ${ }^{4}$ ..... 3
Select 3 credit hours of Free Electives ..... 3
Hours ..... 30
Year 3
FMLY 3750 Fundamentals of Health Promotion ..... 3
FMLY 3780 Introduction to the Development of Programs for Children and Families ..... 3
FMLY 3790 Introduction to the Evaluation of Programs for Children and Families ..... 3
HEAL 3000 Introduction to Social Epidemiology ..... 3
HEAL 3600 Integration of Health Determinants for Communities ..... 3
PHIL 2740 Ethics and Biomedicine ${ }^{5}$ ..... 3
SOC 2490 Sociology of Health and Illness ..... 3
Select 3 credit hours of Concentration Electives ..... 3
Select 6 credit hours of Program Electives ${ }^{4}$ ..... 6
Hours ..... 30
Year 4
HEAL 4600 Integration of Health Determinants for Canada and the World ..... 3
HEAL 4610 Health Studies Capstone ..... 3
Select 6 credit hours of Concentration Electives ..... 6
Select 12 credit hours of Program Electives ${ }^{4}$ ..... 12
Select 6 credit hours of Free Electives ..... 6
Hours ..... 30
Total Hours ..... 120
${ }^{1}$ Equivalent courses offered through Université de Saint-Boniface may be used in lieu of the specified courses identified in the degree program chart.
${ }^{2}$ BIOL 1020 and BIOL 1030 may be used as course equivalents if courses were completed prior to September 2021.
${ }^{3}$ Students are advised that they must complete 3 credit hours from the Written English list within their first 60 credit hours, if they do not plan to take HNSC 2000.
${ }^{4}$ Of the 21 credit hours of program electives, 9 credit hours must be at the 3000-4000 level. HEAL 4650 can be completed a maximum of two times.
${ }^{5}$ PHIL 2290 (6) may be used in place of PHIL 2740 and will also satisfy the requirement of 3 credit hours of Free Electives.

## Bachelor of Health Studies Program Electives List

Please note, a course completed as a core requirement may not also be used as an elective.

## FACULTY OF AGRICULTURAL AND FOOD SCIENCES

Course Title ..... Hours
ABIZ 1010 Economics of World Food Issues and Policies ..... 3
ABIZ 3550 Environmental Policy ..... 3
FOOD 4150 Food Microbiology 1 ..... 3
HNSC 1200 Food: Facts and Fallacies ..... 3
HNSC 2130 Nutrition Through the Life Cycle ..... 3
HNSC 3350 Culture and Food Patterns ..... 3
HNSC/GEOG Food Geographies ..... 33870
FACULTY OF ARTS
Course Title
HoursANTH 2020 Relatedness in a Globalizing World3
ANTH 2040 Native North America: A Sociocultural Survey ..... 3
ANTH 2240 Plagues and People ..... 3
ANTH 2300 Anthropology of Childhood ..... 3
ANTH 2510 Anthropology of Economic Systems ..... 3
ANTH 2550 Culture and the Individual ..... 3
ANTH 2560 Anthropology of Illness ..... 3
ANTH 2860 Evolution and Human Diversity ..... 3
ANTH 2880 Human Evolution ..... 3
ANTH 2890 Human Population Biology ..... 3
ANTH 3200 Anthropology of Food ..... 3
ANTH 3320 Women in Cross-Cultural Perspective ..... 3
ANTH 3330 Sex and Sexualities ..... 3
ANTH 3500 Peoples of the Arctic ..... 3
ANTH 3550 Canadian Subcultures ..... 3
ANTH 3740 Human Growth and Variation ..... 3
ANTH 3750 Anthropological Perspectives on Globalization and the ..... 3
World-System
ECON 2350 Community Economic Development ..... 3
ECON 2362 Economics of Gender ..... 3
ECON 3690 Economic Issues of Health Policy ..... 3
ECON 3692 Economic Determinants of Health ..... 3
GPE 1700 Social Justice in the 21st Century: Global Political Economy ..... 3and Environmental ChangeHIST 2010 Indigenous History in Canada (C)6
Course Title ..... Hours

HIST 2020
HIST 2400
HIST 3730
INDG 1220
INDG 1240
INDG 1250
INDG 1270
INDG 1300
INDG 2020
INDG 2040
INDG 2060
INDG 2070
INDG 2080
INDG 2100
INDG 2110
INDG 3100
INDG 3150
INDG 3240
INDG 3300
LABR 1260
LABR 3060
LABR 3070
PHIL 2290
PSYC 2250
PSYC 2260
PSYC 2290
PSYC 2360
PSYC 2440
PSYC 2470
PSYC 2480
PSYC 2490
PSYC 2530
PSYC 2540
PSYC 3070
PSYC 3130
PSYC 3150
PSYC 3160
PSYC 3310
PSYC 3390
PSYC 3430
PSYC 3470
PSYC 3490
The Métis in Canada (C)
History of Human Rights and Social Justice in the Modern 3 World (M)
A History of Western Canada (C) ..... 6
Indigenous Peoples in Canada, Part 1 ..... 3
Indigenous Peoples in Canada, Part 2 ..... 3
Introductory Cree 1 ..... 3
Introductory Anishinaabemowin (Ojibwe) 1 ..... 3
Selected Topics in Introductory Indigenous Language ..... 3
The Métis in Canada ..... 3
The Dakota, Lakota, and Nakota Nations ..... 3
Eastern Woodlands Encounters Columbus to Confederation ..... 3
Cree, Innu, and Dene Nations ..... 3
Inuit Society and Culture ..... 3
Indigenous Spirituality ..... 3
Introduction to Indigenous Community Development ..... 3
Indigenous Healing Ways ..... 3
Residential School Literature ..... 3
Indigenous Medicine and Health ..... 3
Indigenous Language Planning and Development ..... 3
Working for a Living ..... 3
Workplace Health and Safety ..... 3
Labour Relations and Occupational Health and Safety Law ..... 3
Ethics and Society ..... 6
Introduction to Psychological Research ..... 3
Introduction to Research Methods in Psychology ..... 3
Child Development ..... 3
Brain and Behaviour ..... 3
Behaviour Modification Principles ..... 3
Learning Foundations of Psychology ..... 3
Cognitive Processes ..... 3
Abnormal Psychology ..... 3
Psychology of Personality ..... 3
Social Psychology ..... 3
Adult Development ..... 3
Introduction to Health Psychology ..... 3
Behaviour Modification Applications ..... 3
Perception and Attention ..... 3
Adolescent Development ..... 3
Thinking ..... 3
Sensory Processes ..... 3
Dyadic Relations ..... 3
Individual Differences ..... 3
Course Title ..... Hours
PSYC 3580 Language and Thought ..... 3
PSYC 3630 Psychological Measurement and Assessment ..... 3
RLGN 1322 Introduction to Eastern Religions ..... 3
RLGN 1324 Introduction to Western Religions ..... 3
RLGN 1410 Death and Concepts of the Future ..... 3
RLGN 2590 Religion and Social Issues ..... 3
SOC 2320 Canadian Society and Culture ..... 3
SOC 2330 Social Psychology in Sociological Perspective ..... 3
SOC 2360 Small Group Interaction ..... 3
SOC 2370 Ethnic Relations ..... 3
SOC 2390 Social Organization ..... 3
SOC 2460 The Family ..... 3
SOC 2510 Criminology ..... 3
SOC 2610 Sociology of Criminal Justice and Corrections ..... 3
SOC 2620 The Sociology of Aging ..... 3
SOC 2630 Social Change ..... 3
SOC 3310 Theorizing Crime, Law, and Social Justice ..... 3
SOC 3370 Sociology of Work ..... 3
SOC 3380 Power, Politics and the Welfare State ..... 3
SOC 3400 Policing and Crime Prevention ..... 3
SOC 3540 The Sociology of Health Care Systems ..... 3
SOC 3660 Sociology of Mental Disorder ..... 3
SOC 3730 Society and Education ..... 3
SOC 3750 Institutional Responses to Violence in Family and Intimate ..... 3
Relationships
SOC 3770 Women, Health and Medicine ..... 3
SOC 3790 Women, Crime and Social Justice ..... 3
SOC 3810 Sociological Perspectives on Gender and Sexuality ..... 3
SOC 3820 Qualitative and Historical Methods in Sociology ..... 3
SOC $3830 \quad$ Youth, Crime, and Society ..... 3
SOC 3840 Community and Social Reconstruction ..... 3
SOC 3860 Genocide, Crime and Society ..... 3
SOC $3890 \quad$ Power and Inequality in Comparative Perspective ..... 3
WOMN 1600 Introduction to Women's and Gender Studies in the Social ..... 3
Sciences
WOMN 2000 Feminist Thought ..... 3
WOMN 2500 Race, Class and Sexuality ..... 3
WOMN 2560 Women, Science and Technology ..... 3
WOMN 2600 Sex, Gender, Space and Place ..... 3
WOMN 2610 Gender, Transport and Social Justice ..... 3
WOMN 3000 Interdisciplinary Research in Women's and Gender Studies ..... 3
WOMN 3560 Feminist Perspectives on Violence Against Women ..... 3

## I. H. ASPER SCHOOL OF BUSINESS

Course Title Hours
HRIR 2440 Human Resource Management ..... 3
HRIR 3450 Labour and Employment Relations ..... 3
LEAD 2010 Learning to Lead ..... 3
LEAD 3010 Negotiation and Conflict Management ..... 3
LEAD 4020 Leadership, Power and Politics in Organizations ..... 3
CLAYTON H. RIDDELL FACULTY OF ENVIRONMENT, EARTH AND RESOURCES
Course Title ..... Hours
EER 1000 Earth: A User's Guide ..... 3
ENVR 1000 Environmental Science 1 -Concepts ..... 3
ENVR 3400 Introduction to Environment and Health ..... 3
ENVR 4400 Advanced Issues in Environment and Health ..... 3
GEOG 1280 Introduction to Human Geography ..... 3
GEOG 1700 Social Justice in the 21st Century: Global Political Economy ..... 3and Environmental Change
GEOG 3870 Food Geographies ..... 3
GEOG 3890 Geography and Wellness (HS) ..... 3
FACULTY OF EDUCATION
Course Title ..... Hours
EDUA 1560 Adult Learning and Development ..... 3
EDUA 1570 Foundations of Adult Education ..... 3
EDUA 1580 Program Planning in Adult Education ..... 3
EDUA 1590 Facilitating Adult Education ..... 3
RADY FACULTY OF HEALTH SCIENCES
Course Title ..... Hours
HEAL 1600 Health and Health Professions ..... 3
HEAL 4650 Selected Topics in Interdisciplinary Health ..... 3
MAX RADY COLLEGE OF MEDICINE
Course Title ..... Hours
BGEN 2000 Medical Cell Biology ..... 3
BGEN 3010 Genetics in Biomedicine ..... 3
BGEN 3022 Introduction to Human Genetics A ..... 3
BGEN 3024 Introduction to Human Genetics B ..... 3
PHGY 1030 Fundamentals of Medical Physiology ..... 6
FMLY 1000 Families in Contemporary Canadian Society ..... 3
FMLY 1010 Human Development in the Family ..... 3
Course Title ..... Hours
FMLY 1420 Family Management Principles ..... 3
FMLY 2012 Development, Conflict, and Displacement ..... 3
FMLY 2400 Family Financial Health ..... 3
FMLY 2500 Diversity and Families ..... 3
FMLY 2600 Foundations of Childhood Developmental Health ..... 3
FMLY 2650 The Social Aspects of Aging ..... 3
FMLY 2800 Family Violence ..... 3
FMLY 3012 Theories of Social Development ..... 3
FMLY 3220 Death and the Family ..... 3
FMLY $3240 \quad$ Families in Later Years ..... 3
FMLY 3330 Parenting and Developmental Health ..... 3
FMLY 3400 Families as Consumers ..... 3
FMLY $3470 \quad$ Selected Studies in the Family I ..... 3
FMLY 3600 Adolescents in Families and Society ..... 3
FMLY 3800 Conflict Resolution in the Family ..... 3
FMLY 3802 Intimate Partner Violence ..... 3
FMLY 3806 Children, Violence and Rights ..... 3
FMLY 4012 Social Development Policies ..... 3
FMLY 4220 Aging and Risk in a Global Context ..... 3
FMLY 4300 Field Experience ..... 6
FMLY 4330 Management of Family Stress ..... 3
FMLY 4400 Family Economics: Poverty and Wealth ..... 3
FMLY $4470 \quad$ Selected Studies in the Family II ..... 3
FMLY $4480 \quad$ Work and Family Issues ..... 3
FMLY $4604 \quad$ Children in Adversity ..... 3
FMLY 4606 A Social Justice Perspective on Indigenous Maternal and ..... 3
Child Health
FMLY 4802 Family Violence Prevention ..... 3
COLLEGE OF NURSING
Course Title ..... Hours
NURS 2610 Health and Physical Aspects of Aging ..... 3
NURS 3330 Women and Health ..... 3
NURS 3400 Men's Health: Concerns, Issues and Myths ..... 3
NURS 4520 Professional Foundations 5: Interprofessional and ..... 3
FACULTY OF KINESIOLOGY AND RECREATION MANAGEMENT
Course Title ..... Hours
KIN 2610 Health and Physical Aspects of Aging ..... 3
KIN 3510 Physical Activity and Aging ..... 3
KPER 1200 Physical Activity, Health and Wellness ..... 3
Course Title ..... Hours
KPER 2200 Planning Principles ..... 3
KPER 2700 Motor Control and Learning ..... 3
KPER 3100 Inclusive Physical Activity and Leisure ..... 3
REC 2650 The Social Aspects of Aging ..... 3
REC 3220 Program Planning and Evaluation ..... 3
REC 4250 Leisure and Aging ..... 3
FACULTY OF SCIENCE
Course Title ..... Hours
BIOL 1300 Economic Plants ..... 3
BIOL 1340 The State of the Earth's Environment: Contemporary Issues ..... 3
BIOL 1410 Anatomy of the Human Body ..... 3
BIOL 1412 Physiology of the Human Body ..... 3
BIOL 3290 Medicinal and Hallucinogenic Plants ..... 3
CHEM 1100 Introductory Chemistry 1: Atomic and Molecular Structure ..... 3and EnergeticsCHEM 1110 Introductory Chemistry 2: Interaction, Reactivity, and 3Chemical Properties
CHEM 1120 Introduction to Chemistry Techniques ..... 3
CHEM 1130 Introduction to Organic Chemistry ..... 3
CHEM 2100 Organic Chemistry 1: Foundations of Organic Chemistry ..... 3
CHEM 2110 Organic Chemistry 2: Foundations of Organic Synthesis ..... 3
CHEM 2122 Experimental Organic Chemistry ..... 3
CHEM 2700 Biochemistry 1: Biomolecules and an Introduction to ..... 3
Metabolic Energy
CHEM 2710 Biochemistry 2: Catabolism, Synthesis, and Information ..... 3
Pathways
CHEM 2720 Principles and Practices of the Modern Biochemistry ..... 3Laboratory
CHEM 2730 Elements of Biochemistry 1 ..... 3
CHEM 2740 Introduction to the Biochemistry Laboratory ..... 3
CHEM 2750 Elements of Biochemistry 2 ..... 3
MATH 1010 Applied Finite Mathematics ..... 3
MATH 1020 Mathematics in Art ..... 3
MATH 1080 Fundamentals of Mathematical Reasoning ..... 3
MATH 1090 Mathematical Reasoning in Euclidean Geometry ..... 3
MATH 1220 Linear Algebra 1 ..... 3
MATH 1230 Differential Calculus ..... 3
MATH 1300 Vector Geometry and Linear Algebra ..... 3
MATH 1500 Introduction to Calculus ..... 3
MBIO 1010 Microbiology I ..... 3
MBIO 1220 Essentials of Microbiology ..... 3
MBIO 1410 Introduction of Molecular Biology ..... 3
Course Title Hours
MBIO 2020 Microbiology II ..... 3
MBIO 2420 Introductory Virology ..... 3
MBIO 2700 Biochemistry 1: Biomolecules and an Introduction to ..... 3
Metabolic Energy
MBIO 2710 Biochemistry 2: Catabolism, Synthesis, and Information ..... 3
Pathways
PHYS 1020 General Physics 1 ..... 3
PHYS 1030 General Physics 2 ..... 3
PHYS $1050 \quad$ Physics 1: Mechanics ..... 3
PHYS 1070 Physics 2: Waves and Modern Physics ..... 3
STAT $2000 \quad$ Basic Statistical Analysis 2 ..... 3
FACULTY OF SOCIAL WORK
Course Title ..... Hours
SWRK 1200 Introduction to Canadian Social Welfare ..... 3
SWRK 1310 Introduction to Social Welfare Policy Analysis ..... 3
SWRK 2030 Communication and Relational Skills in Social Work ..... 3
SWRK 2650 The Social Aspects of Aging ..... 3

## Faculty of Law

Deletion:
LAW 3024 The Legal Profession and Professional Responsibility 3 cr

## Introductions:

## LAW 2020 Legal Profession and Professional Responsibility 3 cr

This course is a general introduction to the problems of professional responsibility and the ethics of lawyers individually, as well as the legal profession collectively. These problems are to be studied by the critical examination of case law, codes, canons, and other published materials, by classroom discussion and debate on problems; and by workshops and panels that include licensed and practicing lawyers. May not be held with the former LAW 3024. This course is graded on a pass/fail basis.

LAW 3790 Preparing for the Practice of Law 3 cr
This course prepares law students for the transition from student to legal practitioner. The course will teach law students such practice-ready skills as file and time management, professional competencies and professionalism, interpersonal skills required for practice, the business of law firms, well-being, and workplace behaviours that promote equity, diversity, and inclusion. This course is graded on a pass/fail basis.

Modification:
LAW 3230 Treaties and Land Claims in Canada 3 cr
This course provides an overview of Treaty Land entitlement policies and land claims in Canada, with particular attention to the impact and effects upon Indigenous land claims.

## NET CHANGE IN CREDIT HOURS: +3.0

Program modifications:
Modifications to the Juris Doctor degree are outlined on the next 6 pages.

## Juris Doctor, J.D. Program Chart

## Degree Requirements

Year 1: Each full-time student is required to take all of the following courses.
Additional requirements for students participating in the Access to Justice in French Concentration are described below under Concentrations. ${ }^{1}$

| Year 1 |  | Hours |
| :--- | :--- | :--- |
| LAW 1102 | Contracts | 5 |
| LAW 1140 | Criminal Law and Procedure | 5 |
| LAW 1460 | Constitutional Law | 5 |
| LAW 1480 | Torts and Compensation <br> Systems | 5 |
| LAW 1500 | Property | 5 |
| LAW 1530 | Legal System | 2 |
| LAW 1540 | Legal Methods $^{2}$ | 5 |
|  | Total Hours ${ }^{3}$ | $\mathbf{3 2}$ |

${ }^{1}$ Students participating in the Access to Justice in French Concentration must take LAW 1378 Passeport du druit en français $1(1 \mathrm{cr})$ in Year One of their program and LAW 2378 Passeport du droit en français $3(1 \mathrm{cr})$ in Year Two of their program. Together these courses constitute an ongoing course over the six terms of the J.D. program (equivalent to 0.5 credit per term) in which students in all three years learn together. Each 1 credit is graded on a pass/fail basis at the end of each year. Students are expected to complete all three 1 credit Passeport du droit en français for a total of 3 credits in lieu of a 3-credit elective in Year Three.
${ }^{2}$ Students participating in the Access to Justice in French Concentration must instead take LAW 1542 Méthodes juridiques (5cr), a bilingual course substantively equivalent to LAW1540. Students who do not complete this course will not be eligible for the Concentration.
${ }^{3}$ Students participating in the Access to Justice in French Concentration will earn 33 credit hours in Year One because they are required to take LAW 1378 Passeport du droit en français $1(1 \mathrm{cr})$. Students are expected to complete all three 1 credit Passeport du droit en français for a total of 3 credits in lieu of a 3-credit elective in Year Three.

Year 2: Each full time student in Second Year is required to take a total of 30 credit hours. Additional requirements for students participating in the Access to Justice in French Concentration are described below under Concentrations. ${ }^{1}$

| Year 2 |  | Hours |  |  |
| :--- | :--- | :--- | :---: | :---: |
| LAW 2020 | Legal Profession and <br> Professional Responsibility | $\mathbf{3}$ |  |  |
| LAW 2602 | Evidence | 3 |  |  |
| LAW 2650 | Introduction to Advocacy ${ }^{2}$ | 3 |  |  |
| LAW 2680 | Legal Negotiation ${ }^{3}$ | 3 |  |  |
| LAW 2690 | Corporations 1 | 3 |  |  |
| LAW 3290 | Indigenous Legal <br> Methodologies and <br> Perspectives | $\mathbf{3}$ |  |  |
| LAW 3530 | Administrative Law | 3 |  |  |
| Select 12 9 credit hours of <br> Electives from List A or List <br> $B^{4}$ | \begin{tabular}{\|l|l|}
\hline
\end{tabular} |  |  | Total Hours |

${ }^{1}$ Students participating in the Access to Justice in French Concentration will earn 16 mandatory credits in Year Two because they are required to take LAW 2378 Passeport du droit en français $2(1 \mathrm{cr})$. They will earn a total of 31 credits in Year Two.
${ }^{2}$ Students participating in the Access to Justice in French Concentration must instead take LAW 2652 Introduction à la plaidoirie ( 3 cr ), a bilingual course substantively equivalent to LAW 2650.
${ }^{3}$ Students participating in the Access to Justice in French Concentration must instead take LAW 2682 Négociation juridique ( 3 cr ), a bilingual course substantively equivalent to LAW 2680.
${ }^{4}$ Must include a minimum of one Writing Course (List A) taken in the Second and Third year.

Year 3: Each full-time student in Third Year is required to take a total of 30 credit hours. Additional requirements for students participating in the Access to Justice in French Concentration are described below under Concentrations. ${ }^{1}$

| Year 3 |  | Hours |
| :--- | :--- | :--- |
| LAW 3024 | Legal Profession and <br> Professional Respensibility | $\mathbf{3}$ |
| Select 27 30 credit hours of Electives from List A, List B <br> and/or List C |  |  |


|  | Total Hours | $\mathbf{3 0}$ |
| :--- | :--- | :--- |

${ }^{1}$ Students participating in the Access to Justice in French Concentration will earn 4 mandatory credits in Year Three because they are required to take LAW 3378 Passeport du droit en français 3 ( 1 cr ). They will earn a total of 28 credits in Year Three.
${ }^{2}$ Must include a minimum of one Writing Requirement Course (List A) taken in the Second and Third year.

## List A: Writing Requirement Courses

(Second or Third year)

| Course | Title | Hours |
| :---: | :---: | :---: |
| LAW 3012 | International Business Law | 3 |
| LAW 3014 | International Trade Law | 3 |
| LAW 3018 | Human Rights Law | 3 |
| LAW 3030 | Research Paper B | 3 |
| LAW 3070 | Gender and the Law | 3 |
| LAW 3090 | Children, Youth and the Law | 3 |
| LAW 3120 | Philanthropy and the Law | 3 |
| LAW 3170 | Dispute Resolution | 3 |
| LAW 3230 | Aboriginal Peoples and Land Claims | 3 |
| LAW 3230 | Treaties and Land Claims in Canada | 3 |
| LAW 3310 | Aboriginal Peoples and the Law | 3 |
| LAW 3370 | The Legislative Process | 3 |
| LAW 3334 | Global and Domestic Governance of Tainted Finance | 3 |
| LAW 3336 | Law and Popular Culture | 3 |
| LAW 3338 | Sentencing | 3 |
| LAW 3346 | Access to Justice | 3 |
| LAW 3352 | Sexual Expression, Conduct and Work in Canada | 3 |
| LAW 3362 | Animals and the Law | 3 |
| LAW 3364 | Law and Resistance | 3 |
| LAW 3376 | Droits linguistiques | 3 |
| LAW 3380 | Issues in Law and Bio Ethics | 3 |
| LAW 3394 | Internet and E-Commerce Law | 3 |

Course Title Hours
LAW 3410 Canadian Legal History 3
LAW 3620 Comparative Law 3

LAW 3674 Advanced Public Law 3
LAW 3740 Public International Law 3
LAW 3828 Preventing Wrongful Convictions 3
LAW 3940 Canadian Charter of Rights and Freedoms 3
LAW 3980 Current Legal Problems B 3
Course List

## List B: Elective Courses

(Second or Third Year)

| Course | Title | Hours |
| :--- | :--- | :--- |
| $\underline{\text { LAW 2378 }}$ | Passeport du droit en Français 2 | 1 |
| $\underline{\text { LAW 2400 }}$ | Wills and Succession | 3 |
| $\underline{\text { LAW 2490 }}$ | Trusts | 3 |
| $\underline{\text { LAW 2640 }}$ | Family Law | 3 |
| $\underline{\text { LAW 2642 }}$ | Droit de la famille | 3 |
| $\underline{\text { LAW 2672 }}$ | Civil Procedure | 3 |
| $\underline{\text { LAW 2700 }}$ | Income Tax Law and Policy | 3 |
| $\underline{\text { LAW 3016 }}$ | Corporations II | 3 |
| $\underline{\text { LAW 3050 }}$ | Trademarks and Patents | 3 |
| $\underline{\text { LAW 3212 }}$ | Commercial Law | Immigration Law |
| $\underline{\text { LAW 3212 }}$ | Insurance Law | 3 |
| $\underline{\text { LAW 3220 3330 }}$ | Immigration Law | Competitions B |
| $\underline{\text { LAW 3342 }}$ | Employment Law | 3 |


| Course | Title | Hours |
| :---: | :---: | :---: |
| LAW 3348 | Bankruptcy and Insolvency | 3 |
| LAW 3354 | Moot Researcher | 3 |
| LAW 3372 | Français juridique - droit public | 3 |
| LAW 3374 | Français juridique - droit privé | 3 |
| LAW 3378 | Passeport du droit en Français 3 | 1 |
| LAW 3392 | Securities Law | 3 |
| LAW 3590 | Charter Issues in Criminal Law | 3 |
| LAW 3600 | Environmental Law | 3 |
| LAW 3770 | Labour-Management Relations | 3 |
| LAW 3824 | Scholarly Publications | 3 |
| LAW 3832 | Legal Aid Clinic | 3 |
| LAW 3852 | Private International Law | 3 |
| LAW 3880 | Municipal and Planning Law | 3 |
| LAW 3980 | Current Legal Problems B | 3 |
| Course List |  |  |
| List C: Elective Courses |  |  |
| (Third Year Only) |  |  |
| Course | Title | Hours |
| LAW 3020 | Clinical Administrative Law | 3 |
| LAW 3132 | Clinical Family | 3 |
| LAW 3032 | Court of King's Bench Clerkship | 3 |
| LAW 3034 | Court of Appeal Clerkship | 3 |
| LAW 3302 | Clinical Criminal Law | 6 |
| LAW 3340 | Advanced Advocacy | 3 |
| LAW 3344 | Internships | 3 |


| Course | Title | Hours |
| :--- | :--- | :--- |
| LAW 3532 | Intensive Criminal Law | 3 |
| LAW 3360 | Advanced Legal Research | 3 |
| $\underline{\text { LAW 3450 }}$ | Remedies | 3 |
| $\underline{\text { LAW 3510 }}$ | Corporate Taxation | 3 |
| $\underline{\text { LAW 3520 }}$ | Taxation of Trusts and Estates | 3 |
| $\underline{\text { LAW 3790 }}$ | Preparing for the Practice of Law | 3 |
| $\underline{\text { LAW 3980 }}$ | Business Transactions: The Art of the Deal | 6 |
| $\underline{\text { LAW 3990 }}$ | Current Legal Problems B | 3 |

## Faculty of Management

## Faculty of Management

Program modifications:
Modifications to the Bachelor of Commerce (Honours) Generalist are detailed on the next 2 pages.

## Faculty of Management/I.H. Asper School of Business <br> Program Modification for Generalist Major <br> Effective Fall 2023

## Specific Requirements for the Major

The Generalist Major consists of $\mathbf{1 2}$ credit hours that must include one course from the required list of courses from four different Majors (i.e., Options that are not part of a Major's required course requirements are not eligible for the Generalist Major).

| Course | Title | Hours |
| :---: | :---: | :---: |
| Select 12 cr | from the following: | 12 |
| Accounting |  |  |
| ACC 2010 | Intermediate Accounting Assets (C) | 3 |
| ACC 2020 | Intermediate Accounting-Equities (C) | 3 |
| ACC 3040 | Cost Accounting (C) | 3 |
| ACC 3110 | Intermediate Accounting - Assets (C) | 3 |
| ACC 3120 | Intermediate Accounting - Equities (C) | 3 |
| ACC 4030 | Accounting Theory (C) | 3 |
| Actuarial Mathematics |  |  |
| ACT 2120 | Interest Theory | 3 |
| ACT 3130 | Actuarial Models 1 | 3 |
| ACT 3230 | Actuarial Models 2 | 3 |
| ACT 3340 | Financial Derivatives for Actuarial Practice | 3 |
| ACT 4010 | Regression Modeling in Actuarial Science | 3 |
| ACT 4020 | Short Term Actuarial Mathematics I | 3 |
| ACT 4030 | Short Term Actuarial Mathematics II | 3 |
| ACT 4040 | Time Series and Statistical Learning in Actuarial Science | 3 |
| Business Analytics |  |  |
| MIS 3020 | Programming for Business | 3 |
| MIS 3510 | Database Management Systems | 3 |
| Entrepreneurship and Innovation |  |  |
| ENTR 3060 | Creative and Entrepreneurial Thinking | 3 |
| Finance |  |  |
| FIN 2420 | Financial Risk Management | 3 |
| FIN 3410 | Investments | 3 |
| FIN 3480 | Corporate Finance Theory and Practice | 3 |
| FIN 4400 | Financial Management Practices | 3 |
| Human Resource Management/Industrial Relations |  |  |
| HRIR 3450 | Labour and Employment Relations | 3 |
| Indigenous Business Studies |  |  |
| INDG 3120 | Exploring Indigenous Economic Perspectives | 3 |
| INDG 4320 | Indigenous Economic Leadership | 3 |
| Supply Chain Management and Logistics |  |  |
| SCM 2230 | Introduction to Supply Chain Management | 3 |

## Marketing

MKT 3220 Marketing Research ..... 3
MKT 3230 Consumer Behaviour ..... 3
MKT 3390 Integrated Marketing Communications ..... 3
MKT 4210 Strategic Marketing ..... 3
Strategy and Global Business
LEAD 4010 Leading Change ..... 3
SGMT 3060 Strategic Thinking and Cross-Functional Management ..... 3
SGMT 3070 Current Issues in Strategy and Global Management ..... 3
Total Hours ..... 12

## Faculty of Management - Actuarial Mathematics

Modifications:
ACT 2120 Interest Theory 3 cr
The application of calculus to discrete and continuous interest functions. Key topics are the measurement of interest, present and accumulated values, and annuities. May not be held with the former ACT 3320. Prerequisite: MATH 1232 or MATH 1700 (B) or MATH 1710 (B).

ACT 3230 Actuarial Models 23 cr
Intermediate and advanced concepts respecting the quantification of the financial impact of contingent payment. May not be held with ACT 3630. Prerequisite: ACT 3340 (C+).

ACT 3340 Valuations for Actuarial Practice 3 cr Introduction of valuation practices in actuarial science, including rational valuation of derivative securities, valuation for a life insurance policy, and ratemaking and reserving for property and casualty insurance. Prerequisite: One of ACT 3130 (C+), the former ACT 2020 (C+), ACT 2021 (C+), or consent of instructor.

ACT 4010 Regression Modeling in Actuarial Science 3 cr
Construction of generalized linear models and regression-based time series models with actuarial applications. May not be held with IDM 4050 when titled "Time Series and Regression Analysis for Management". Pre- or corequisite: STAT 3100 (D) or the former STAT 3600 (D) or the former STAT 3800 (D).

ACT 4020 Short Term Actuarial Mathematics I 3 cr Introduction to useful frequency and severity models, aggregate models, risk measures and construction and selection of parametric and non-parametric models. May not be held with the former ACT 4140 or the former ACT 4630. Pre- or corequisite: STAT 3100 (D) or the former STAT 3600 (D) or the former STAT 3800 (D).

## NET CHANGE IN CREDIT HOURS: 0.0

Program modification:
Modifications to the Bachelor of Commerce (Honours) in Actuarial Mathematics are outlined on the next 2 pages.

Faculty of Management/I.H. Asper School of Business
Program Modification for Actuarial Mathematics Major
Warren Centre for Actuarial Sciences \& Research
Effective Fall 2023

## Specific Requirements for the Major

The Actuarial Mathematics Major consists of 15 credit hours from:


## Notes:

1. Students declaring Actuarial Mathematics as their first major may take MATH 2720 as either a Business or Non-Business Elective.
2. MATH 2720 is a prerequisite for most of the Actuarial Mathematics Major courses, except ACT 2120. Students can take MATH 2720 as a Business or Non-Business Elective.
3. STAT 2400 and STAT 2800 are prerequisites for ACT 3130, ACT 3230 and ACT 3340. Students can take STAT 2400 and STAT 2800 as Non-Business Electives.
4. STAT 2150 and STAT 3100 are prerequisites for ACT 4010, ACT 4020, ACT 4030 and ACT 4040. Students can take STAT 2150 and STAT 3100 as Non-Business Electives.

To graduate with an Actuarial Mathematics Major, students are required to attain a minimum grade of "C + " in all 15 credit hours of Actuarial courses that will contribute to the Major.

Prior to registration, all students interested in or enrolled in Actuarial Mathematics are highly encouraged to consult the Director of the Warren Centre or an Undergraduate Program Advisor for program planning advice.
Accounting and Finance
Deletions:
ACC 2010 Intermediate Accounting - Assets 3 cr ..... -3.0
ACC 2020 Intermediate Accounting - Equities 3 cr ..... -3.0
ACC 3030 Advanced Accounting 3 cr ..... -3.0
Introductions:
ACC 3110 Intermediate Accounting - Assets 3 cr+3.0
Accounting policies and practices dealing with calculation and measurement of assets andrelated reporting problems. May not be held with the former ACC 2010 or ACC 2011.
Prerequisite: ACC 1100 (C+) or ACC 1101 (C+).
ACC 3120 Intermediate Accounting - Equities 3 cr ..... +3.0Consideration of current accounting relating to equities with attention to the accountingtreatment of current and long-term liabilities, income tax allocation, share capital, and surplus.May not be held with FIN 3250, the former ACC 2020, or ACC 2021. Prerequisites: (ACC 3110or the former ACC 2010 or ACC 2011) and (FIN 2200 or FIN 2201 or FIN 2010).ACC 3130 Advanced Financial Accounting 3 cr+3.0
Topics include: partnerships, consolidations, mergers, reporting on conglomerates, and fundaccounting. May not be held with ACC 3031 or the former ACC 3030. Prerequisites: (ACC 3110or the former ACC 2010 or ACC 2011) and (ACC 3120 or the former ACC 2020 or ACC 2021).
Modifications:
ACC 4010 Auditing 3 cr ..... 0.0Study of philosophy and concepts of auditing, legal and ethical responsibilities of the auditor,basic techniques of auditing including statistical sampling and flowcharting, and the operationalaudit. May not be held with ACC 4011. Prerequisites: (ACC 3110 or the former ACC 2010 orACC 2011) and (ACC 3120 or the former ACC 2020 or ACC 2021).
ACC 4030 Accounting Theory 3 cr ..... 0.0Examination of principles and postulates of accounting theory. Coverage of selected topics willvary from year to year depending on interests of course participants. May not be held with ACC4031. Prerequisites: (ACC 3120 or the former ACC 2020 or ACC 2021) and (FIN 2200 or FIN2201 or FIN 2010).

## NET CHANGE IN CREDIT HOURS: 0.0

Program modification:
Modifications to the Bachelor of Commerce (Honours) in Accounting are outlined on the next page.

## Faculty of Management/I.H. Asper School of Business <br> Program Modification for Accounting Major <br> Accounting and Finance Department Effective Fall 2023

## Specific Requirements for the Major

The Accounting Major consists of $\mathbf{1 8}$ credit hours from:

| Course | Title | Hours |
| :--- | :--- | ---: |
| ACC 2010 | Intermediate Accounting-Assets (C) | 3 |
| ACC 2020 | Intermediate Accounting-Equities (C) | 3 |
| ACC 3040 | Cost Accounting (C) | 3 |
| ACC 3110 | Intermediate Accounting - Assets (C) | 3 |
| ACC 3120 | Intermediate Accounting - Equities (C) | 3 |
| ACC 4030 | Accounting Theory (C) | 3 |
| Select 6 credit hours from the following: | 3 |  |
| ACC 3010 | Data Analytics in Accounting (C) | 6 |
| ACC 3030 | Advanced-Accounting (C) |  |
| ACC 3080 | Canadian Income Tax (C) |  |
| ACC 3130 | Advanced Financial Accounting (C) |  |
| ACC 3530 | Accounting Information Systems (C) |  |
| ACC 4010 | Auditing (C) |  |
| ACC 4040 | Advanced Managerial Accounting (C) |  |
| Total Hours |  |  |

To graduate with an Accounting Major, it is a requirement that students have a minimum of $\mathrm{C}+\mathrm{in}$ the prerequisite courses of ACC 1100 and ACC 1110 and a minimum grade of C in each of Accounting courses used toward the major.

## College of Medicine

Modifications to the College's Academic Calendar, to provide information on the One Summer Medical Student Research Program are detailed below.
**The One Summer Medical Student Research Program section should be added after the BSc(Med) Program section

## General Information

The One Summer Medical Student Research program offers medical students the opportunity to engage in original research, either basic or clinical, under the supervision of a Max Rady College of Medicine supervisor. The program is open to both first and second-year medical students. The specific aim of the program is to develop student skills within the following areas:

- Critical evaluation of data
- Effective communication of results
- Experimental design
- Hypothesis testing

To successfully complete the One Summer Medical Student Research Program, students must complete three components:

- Research project (completed within 1 summer)
- Written report
- Dissertation/ oral presentation

The program is open to undergraduate students (in their first or second year) in the Max Rady College of Medicine if approved by the Undergraduate Medical Student Research Program (UMSRP) Committee. The work for this program may be carried out in any department of the Max Rady College of Medicine at the University of Manitoba. This full-time (one summer term) program may not be taken concurrently with the $\mathrm{BSc}(\mathrm{Med})$ program or any part of the medical curriculum nor combined with any other programs such as traveling scholarships. Students in their first or second year of medicine in the Max Rady College of Medicine at the University of Manitoba who are in good academic standing may apply for the One Summer Medical Student Research program.
If you would like to learn more about the program, please visit
https://umanitoba.ca/medicine/undergraduate-medical-education. For more information about the One Summer Research Program, email: advanceddegreesmedicine@umanitoba.ca

## Faculty of Music

Modification:
MUSC 4752 Elementary and Middle Years Choral Methods 3 cr
Introduction to methods and pedagogical approaches for students in elementary and middle years choirs. Application of vocal technique, score preparation, and advanced conducting principles to unison, 2-part, and 3-part vocal music for unchanged and changing voices. Examination of materials and resources for classroom instruction in choral music, including appropriate repertoire and methods of assessment. May not be held with the former MUSC 4750. Prerequisite: MUSC 2460. Pre- or corequisite: MUSC 3772 (or the former MUSC 3770) or consent of Faculty of Music.

NET CHANGE IN CREDIT HOURS: 0.0

Program modifications:
Modifications the programs listed below are outlined on the next 16 pages.

- Bachelor of Music (Composition)
- Bachelor of Music (General)
- Bachelor of Music (History)
- Bachelor of Music Performance
- Bachelor of Music (Music Education)
- Bachelor of Jazz Studies


## Music, B.Mus. Composition

## Degree Requirements

Year 1 Hours
MUSC 1004 Introduction to Music in History 1 ..... 3
MUSC 1014 Introduction to Music in History 2 ..... 3
MUSC 1110 Music Theory 1 ..... 3
MUSC 1120 Music Theory 2 ..... 3
MUSC 1180 Ensemble ..... 2
MUSC 1190 Ensemble ..... 2
MUSC 1384 Musicianship 1 ..... 2
MUSC 1394 Musicianship 2 ..... 2
MUSC 1400 Major Practical Study ..... 6
MUSC 3230 Acoustics of Music ${ }^{1}$ ..... 3
Select oOne Written English Requirement course z ..... 3
Hours ..... 32
Year 2
MUSC 2110 Music Theory 3 ..... 3
MUSC 2120 Music Theory 4 ..... 3
MUSC 2180 Ensemble ..... 2
MUSC 2190 Ensemble ..... 2
MUSC 2384 Musicianship 3 ..... 2
MUSC 2394 Musicianship 4 ..... 2
MUSC 2400 Major Practical Study ..... 6
Select tTwo Core-Music History Electives ${ }^{3} 2$ ..... 6
Select tTwo Non-Music Electives ..... 6
Hours ..... 32
Year 3
MUSC 2460 Conducting ..... 3
MUSC 3180 Ensemble ..... 2
MUSC 3190 Ensemble ..... 2
MUSC 3470 Major Practical Study ..... 6
MUSC 3650 Electroacoustic Music ..... 3
MUSC 3964 History of Western Art Music After 1900 ..... 3
MUSC 3974 Music Theory After 1900 ..... 3
Select oOne Music or Non-Music Elective-4 ..... 3
Select $\ddagger$ Two Non-Music Electives ..... 6
Hours ..... 31
Year 4
MUSC 3550 Recital 1 ..... 3
MUSC 4180 Ensemble ..... 2
MUSC 4190 Ensemble ..... 2
MUSC 4470 Major Practical Study ..... 6
MUSC 4650 Interactive Computer Music ..... 3
MUSC 4660 Computer Assisted Composition ..... 3
Select oOne Core-Music History Elective ${ }^{32}$ ..... 3
Select oOne Music Theory Elective ${ }^{3,4}$ ..... 3
Select $\ddagger$ Two Non-Music Electives ..... 6
Hours ..... 31
Total Hours ..... 126
Plan of Study Grid
${ }^{1}$ A 3 credit hour MATH 1XXX or STAT 1XXX may be taken in place of MUSC 3230.
z Any 3-redit hour course that meets the Written English Requirement; consult with an advisor before making a-selection.
${ }^{2}$ See list of Music History Electives

3 See Core Music History Electives Composition students are required to take MUSC 3150 as a Music or Music Theory elective.
${ }^{4}$ See list of Music Theory Electives.

## Music, B.Mus. General

## Degree Requirements

Year 1 Hours
MUSC 1004 Introduction to Music in History 1 ..... 3
MUSC 1014 Introduction to Music in History 2 ..... 3
MUSC 1110 Music Theory 1 ..... 3
MUSC 1120 Music Theory 2 ..... 3
MUSC 1180 Ensemble ..... 2
MUSC 1190 Ensemble ..... 2
MUSC 1384 Musicianship 1 ..... 2
MUSC 1394 Musicianship 2 ..... 2
MUSC 1400 Major Practical Study ..... 6
MUSC 3230 Acoustics of Music ${ }^{1}$ ..... 3
Select oOne Written English Requirement course ..... 3
Hours ..... 32
Year 2
MUSC 2110 Music Theory 3 ..... 3
MUSC 2120 Music Theory 4 ..... 3
MUSC 2180 Ensemble ..... 2
MUSC 2190 Ensemble ..... 2
MUSC 2384 Musicianship 3 ..... 2
MUSC 2394 Musicianship 4 ..... 2
MUSC 2400 Major Practical Study ..... 6
Select tTwo Core Music History Electives ${ }^{2}$ ..... 6
Select tTwo Non-Music Electives ..... 6
Hours ..... 32
Year 3
MUSC 3180 Ensemble ..... 2
MUSC 3190 Ensemble ..... 2
MUSC 3470 Major Practical Study ..... 6
MUSC 3974 Music Theory After 1900 ..... 3
Select oOne Core Music History Elective ${ }^{2}$ ..... 3
Select 0 One Music Theory Elective ${ }^{3}$ ..... 3
Select oOne Music Elective $6,74,5$ ..... 3
Select oOne Music or Non-Music Elective ..... 3
Select tTwo Non-Music Electives ..... 6
Hours ..... 31
Year 4
MUSC 4180 Ensemble ..... 2
MUSC 4190 Ensemble ..... 2
MUSC 4470 Major Practical Study ..... 6
or MUSC 4160or Major Practical Study
Select oOne Core-Music History Elective ${ }^{52}$ ..... 3
Select tTwo Music Electives $3,6,74,5,6$ ..... 6-9
Select tTwo Music or Non-Music Electives ..... 6
Select tTwo Non-Music Electives ..... 6
Hours ..... 31-34
Total Hours ..... 126-129
Plan of Study Grid
${ }^{1}$ A 3 credit hour MATH 1XXX or STAT 1XXX may be taken in place of MUSC 3230.
${ }^{2}$ Any 3 credit hour course that meets the Written English Requirement; consult with anadvisor before making a selection.
${ }^{2}$ See list of Music History Electives
${ }^{3}$ See list of Music Theory Electives.${ }^{4}$ Music Theory Electives: MUSC 2122, MUSC 3150, MUSC 3650, MUSC 4330, Topics:Advanced Counterpoint General students whose Major Practical Study is either Piano orOrgan are required to take MUSC 4490 as one of their Music electives.
${ }^{5}$ See Core Music History Electives. General students whose Major Practical Study is Voice are required to take MUSC 4440 as one of their Music electives.
${ }^{6}$ General students whose Major Practical Study is Voice-are required to take MUSC 4440 as one of their Music electives. 9 credit hours if MUSC 4160 is elected.
${ }^{7}$ General students whose Major Practical Study is either Piano or Organ are required to take MUSC 4490-as one of their Music electives.

## Music, B.Mus. History

Degree Requirements
Year 1 Hours
MUSC 1004 Introduction to Music in History 1 ..... 3
MUSC 1014 Introduction to Music in History 2 ..... 3
MUSC 1110 Music Theory 1 ..... 3
MUSC 1120 Music Theory 2 ..... 3
MUSC 1180 Ensemble ..... 2
MUSC 1190 Ensemble ..... 2
MUSC 1384 Musicianship 1 ..... 2
MUSC 1394 Musicianship 2 ..... 2
MUSC 1400 Major Practical Study ..... 6
MUSC 3230 Acoustics of Music ${ }^{1}$ ..... 3
Select oOne Written English Requirement course ..... 3
Hours ..... 32
Year 2
MUSC 2110 Music Theory 3 ..... 3
MUSC 2120 Music Theory 4 ..... 3
MUSC 2180 Ensemble ..... 2
MUSC 2190 Ensemble ..... 2
MUSC 2384 Musicianship 3 ..... 2
MUSC 2394 Musicianship 4 ..... 2
MUSC 2400 Major Practical Study ..... 6
Select tTwo Gore-Music History Electives ${ }^{2}$ ..... 6
Select tTwo Non-Music Electives ..... 6
Hours ..... 32
MUSC 3050 Research Methods ..... 3
MUSC 3180 Ensemble ..... 2
MUSC 3190 Ensemble ..... 2
MUSC 3470 Major Practical Study ..... 6
MUSC 3974 Music Theory After 1900 ..... 3
Select tTwo Gore-Music History Electives ${ }^{2}$ ..... 3 ..... 6
Select one Music History Elective ..... 3
Select oOne Music Theory Elective ${ }^{3}$ ..... 3
Select tTwo Non-Music Electives ..... 6
Hours ..... 31
Year 4
MUSC 4110 Special Area Paper ..... 3
MUSC 4180 Ensemble ..... 2
MUSC 4190 Ensemble ..... 2
MUSC 4470 Major Practical Study ${ }^{5}$ ..... 6
or MUSC 4160or Major Practical Study ..... Or 3
Select tTwo Core-Music History Electives ${ }^{2}$ ..... 36
Select one Music History Elective ..... 3
Select tTwo Music Electives ${ }^{54}$ ..... 6-9
Select tTwo Non-Music Electives ..... 6
Hours ..... 31
Total Hours ..... 126
Plan of Study Grid
${ }^{1}$ A 3 credit hour MATH 1XXX or STAT 1XXX may be taken in place of MUSC 3230.
${ }^{2}$ Any 3 credit hour course that meets the Written English Requirement; consult with an advisor before making a selection.
${ }^{2}$ See list of Music History Electives
${ }^{3}$ See Gore Music History Electives list of Music Theory Electives.
${ }^{4}$ Alusie Theory Electives: MUSC 2122, MUSC 3750, MUSC 3650, MUSC 4330,
Fopics:Advaneed 9 credit hours if MUSC 4160 is elected.
${ }^{5} 9$ credit hours if MUSC 4160 is clected.

## Music, B.Mus. Performance

## Degree Requirements

Year 1 Hours
MUSC 1004 Introduction to Music in History 1 ..... 3
MUSC 1014 Introduction to Music in History 2 ..... 3
MUSC 1110 Music Theory 1 ..... 3
MUSC 1120 Music Theory 2 ..... 3
MUSC 1180 Ensemble ..... 2
MUSC 1190 Ensemble ..... 2
MUSC 1384 Musicianship 1 ..... 2
MUSC 1394 Musicianship 2 ..... 2
MUSC 1400 Major Practical Study ..... 6
MUSC 3230 Acoustics of Music ${ }^{1}$ ..... 3
Select ©One Written English Requirement course ..... 3
Hours ..... 32
Year 2
MUSC 2110 Music Theory 3 ..... 3
MUSC 2120 Music Theory 4 ..... 3
MUSC 2180 Ensemble ..... 2
MUSC 2190 Ensemble ..... 2
MUSC 2384 Musicianship 3 ..... 2
MUSC 2394 Musicianship 4 ..... 2
MUSC 2400 Major Practical Study ..... 6
Select tTwo Core-Music History Electives ${ }^{32}$ ..... 6
Select tTwo Non-Music Electives ..... 6
Hours ..... 32

## Year 3

MUSC 3180 Ensemble ..... 2
MUSC 3190 Ensemble ..... 2
MUSC 3470 Major Practical Study ..... 6
MUSC 3550 Recital $1^{3}$ ..... 3
MUSC 3974 Music Theory After 1900 ..... 3
Select oOne Core-Music History Elective ${ }^{32}$ ..... 3
SelecttTwo Music Electives 4, 5, 6,7 ..... 6
Select $\ddagger$ Two Non-Music Electives ..... 6
Hours ..... 31
Year 4
MUSC 4180 Ensemble ..... 2
MUSC 4190 Ensemble ..... 2
MUSC 4470 Major Practical Study ..... 6
MUSC 4560 Recital $2^{7}$ ..... 6
Select oOne Core-Music History Elective ${ }^{32}$ ..... 3
Select $\ddagger$ Two Music Electives 4, 5, 6,7 ..... 6
Select $\ddagger$ Two Non-Music Electives ..... 6
Hours ..... 31
Total Hours ..... 126

Plan of Study Grid
${ }^{1}$ A 3 credit hour MATH 1XXX or STAT 1XXX may be taken in place of MUSC 3230.
${ }^{2}$ Any 3 credit hour course that meets the Written English Requirement; consult with an advisor before making a selection.
${ }^{2}$ See list of Music History Electives
${ }^{3}$ See Core Music History Electives-A grade of at least "B" in MUSC 3550 is required to continue in the Performance Concentration Program.
${ }^{4}$ Performance students whose Major Practical Study is either Piano or Organ are required to take MUSC 4490 as one of their Music electives.
${ }^{5}$ Performance students whose Major Practical Study is Voice are required to take MUSC 4440 as one of their Music electives.
${ }^{6}$ Performance students whose Major Practical Study is Piano are required to take MUSC 4380 as one of their Music electives.
${ }^{7}$ A grade of at least " $B$ " in MUSC 4560 is required for graduation with the Performance Goncentration Program.

## Electives: Third \& Fourth Years, All Concentrations

## Music Electives

| Course | Title | Hours |
| :--- | :--- | ---: |
| MUSC 1112 | Jazz Theory 1 | 3 |

MUSC 2072 Jazz History 1 3
MUSC 2082 Jazz History 2 ..... 3
MUSC 2100 Introduction to Music Teaching and Learning ..... 3
MUSC 2110 Music Theory 3 ..... 3
MUSC 2120 Music Theory 4 ..... 3
MUSC 2122 Jazz Theory 2 ..... 3
MUSC 2460 Conducting ..... 3
MUSC 3010 Advanced Diction 1 ..... 3
MUSC 3012 Advanced Diction 2 ..... 3
MUSC 3034 Medieval Music History ..... 3
MUSC 3044 Renaissance Music History ..... 3
MUSC 3050 Research Methods ..... 3
MUSC 3056 Plainchant and Liturgy in Medieval Europe ..... 3
MUSC 3064 Baroque Music History ..... 3
MUSC 3074 Classical Music History ..... 3
MUSC 3084 Romantic Music History ..... 3
MUSC 3090 Introduction to Ethnomusicology ..... 3
MUSC 3100 Opera Repertoire ..... 3
MUSC 3012 Advanced Diction 2 ..... 3
MUSC 3102 Composition, Technology and Improvisation for ..... 3
Music Educators
Music Educators
MUSC 3104 History of Opera 1: from Monteverdi to Mozart ..... 3
MUSC 3114 History of Opera II: from Mozart to the Modern Era ..... 3
MUSC 3116 Standard Orchestral Excerpts and Solos 1 (Cello and ..... 3
Bass)
MUSC 3118 Standard Orchestral Excerpts and Solos 2 (Cello and ..... 3
Bass)
MUSC 3150 Orchestration ..... 3
MUSC 3200 Orff Schulwerk 1 (Summer Term) ..... 6
MUSC 3210 Course no longer offered-Orff Schulwerk 2 (Summer ..... 6
Term)
MUSC 3220 Kodàly Kodály Music Education 1 (Summer Term) ..... 6
MUSC 3222 Kodály Music Education 2 (Summer Term) ..... 6
MUSC 3230 Acoustics of Music (fulfills University "M" ..... 3requirement)
MUSC 3270 Performance Skills ..... 3
MUSC 3360 Topics in Music Education ..... 3

Course
MUSC 3380
Title
From Rock to Rap and Beyond: A History of Popular 3 Music in the Later 20th Century From Ragtime to Rock 'n' Roll: A History of Popular 3 Music in the 20th Century
MUSC 3404 From New Wave to Rave: A History of Popular Music 3 in the Late 20th Century
MUSC $3480 \quad 3$
MUSC 3620 Independent Study 1 3
MUSC 3650 Electroacoustic Music 3
MUSC 3690 Percussion Techniques 3
MUSC 3730 Early Music Development 3
MUSC 3772 Vocal Pedagogy for Choirs 3
MUSC 3780 Woodwind Techniques 3
MUSC 3790 Brass Techniques 3
MUSC 3800 String Techniques 3
MUSC 3820 Topics in Music 3
MUSC 3830 Topics in Music 3
MUSC 3840 Course no longer offered 3
MUSC 3850 Course nolonger offered 3
MUSC 3884 Introduction to Jazz for Music Educators 3
MUSC 3894 Guitar Techniques 3
MUSC 3964 History of Western Art Music After 1900
MUSC 3974 Music Theory After 1900
MUSC 3992 Advanced Counterpoint 3
MUSC 4010 French Diction and Repertoire 3
MUSC 4020 Italian Diction and Repertoire 3
MUSC $4030 \quad$ German Diction and Repertoire 3
MUSC 4130 History of Women in Music 3
MUSC 4140 History of Canadian Music 3
MUSC 4156 Choral Music Literature and Programming 3
MUSC $4212 \quad$ Orff Schulwerk 3 (Summer Term) 6
MUSC $4224 \quad$ Kodály Music Education 3 (Summer Term) 6
MUSC 4330 Advanced Analysis 3
MUSC $4360 \quad 3$
MUSC 4370 Wind Conducting Techniques 3
MUSC 4380 Piano Repertoire 3
MUSC 4390 Piano Chamber Music Literature Seminar 3
MUSC 4430 Pedagogy and Repertoire 3
MUSC 4440 Vocal Pedagogy 3
MUSC 4452 Jazz Pedagogy 3
MUSC 4480 Minor Practical Study 3

| Course | Title | Hours |
| :--- | :--- | ---: |
| MUSC 4490 | Piano Pedagogy | 3 |
| MUSC 4520 | Coaching Skills | 3 |
| MUSC 4530 | Operatic Piano | 3 |
| MUSC 4630 | 20th to 21st Century Piano Repertoire | 3 |
| MUSC 4650 | Interactive Computer Music | 3 |
| MUSC 4660 | Computer Assisted Composition | 3 |
| MUSC 4752 | Elementary and Middle Years Choral Methods | 3 |
| MUSC 4762 | Senior Years and Community Choral Methods | 3 |
| MUSC 4772 | Instrumental Music Methods 1 | 3 |
| MUSC 4782 | Instrumental Music Methods 2 | 3 |
| MUSC 4894 | Advanced Guitar Techniques | 3 |
| MUSC 4896 | Cultural Perspectives for Music Educators | 3 |
| Course List |  |  |

## GENERAL NOTES REGARDING ELECTIVES

Most electives are not offered every year; some are offered every other year and some are offered less frequently. The listing of a subject as an elective does not guarantee that it will always be available or that it will be possible to fit it into all of the many varied timetable combinations of full- and part-time students. There may be a maximum limit set on the number of students permitted to take an elective in a particular session. Similarly, there will be a minimum limit. If registration is below the minimum, the elective will be cancelled for the session, and those registered will be required to transfer to another elective before the course change deadline date. Students are urged to discuss their elective program with members of the faculty/student advisor toward the end of their second and third years to obtain advice concerning the best choice of electives for their needs. consult with an academic advisor for advice on elective choices. The academic advisor can direct students to faculty members for appropriate discipline-specific choices.

Gore-Music History Electives and Music Theory Electives

## COREMUSIC HISTORY ELECTIVES

In addition to the required first-year Music History courses (MUSC 1004 and MUSC 1014) Bachelor of Music students must choose four additional Music History electives ( 12 credit hours) from the list below. Bachelor of Music (Music Education) students must choose two Music History elective ( 6 credit hours) from the list below.

Note: Not all of the listed courses will be offered every year.

| Course | Title | Hours |
| :---: | :---: | :---: |
| MUSC 1020 | Introduction to Popular Music | 3 |
| MUSC 1030 | History of Musical Theatre | 3 |
| MUSC 2072 | Jazz History 1 | 3 |
| MUSC 2082 | Jazz History 2 | 3 |
| MUSC 3034 | Medieval Music History | 3 |
| MUSC 3044 | Renaissance Music History | 3 |
| MUSC 3056 | Plainchant and Liturgy in Medieval Europe | 3 |
| MUSC 3064 | Baroque Music History | 3 |
| MUSC 3074 | Classical Music History | 3 |
| MUSC 3084 | Romantic Music History | 3 |
| MUSC 3090 | Introduction to Ethnomusicology | 3 |
| MUSC 3104 | History of Opera 1: from Monteverdi to Mozart | 3 |
| MUSC 3114 | History of Opera II: from Mozart to the Modern Era | 3 |
| MUSC 3380 | From Rock to Rap and Beyond: A History of Popular Music in the Later 20th Century | 3 |
| MUSC 3390 | From Ragtime to Rock ' $n$ ' Roll: A History of Popular Music in the 20th Century | 3 |
| MUSC 3404 | From New Wave to Rave: A History of Popular Music in the Late 20th Century | 3 |
| MUSC 3820 | Topics in Music | 3 |
| or MUSCC 3830 | Topics in Music |  |
| MUSC 3964 | History of Western Art Music After 1900 | 3 |
| MUSC 4130 | History of Women in Music | 3 |
| MUSC 4140 | History of Canadian Music | 3 |

Course List

## Music Theory Electives

| Course | Title | Hours |
| :--- | :--- | ---: |
| MUSC 1112 | Jazz Theory 1 | 3 |
| MUSC 2122 | Jazz Theory 2 | 3 |
| MUSC 3150 | Orchestration | 3 |
| MUSC 3650 | Electroacoustic Music | 3 |
| MUSC 3992 | Advanced Counterpoint | 3 |
| MUSC 4330 | Advanced Analysis | 3 |
| MUSC 3820 | Topics in Music | 3 |
| Or MUSC 3830 | Topics in Music |  |

## Faculty of Science

## Faculty of Science

Introductions:
SCI 2980 4-Month General Science Internship 0 cr
Supervised internship with an approved employer for a minimum of 12 weeks full-time.
Restricted to students admitted to the General Science Internship Program Option in the Faculty of Science. Completion of internship pre-employment workshops required. Final internship report required. May not be held with SCI 2990. (Pass/Fail grade only.) Prerequisite: Written permission from the General Science Internship Program Office.

SCI 2990 8-Month General Science Internship 0 cr
Supervised internship with an approved employer for a minimum of 24 weeks full-time.
Restricted to students admitted to the General Science Internship Program Option in the Faculty of Science. Completion of internship pre-employment workshops required. Final internship report required. May not be held with SCI 2980. (Pass/Fail grade only.) Prerequisite: Written permission from the General Science Internship Program Office.

## NET CHANGE IN CREDIT HOURS: 0.0

Program modification:
Modifications to the Bachelor of Science (General) to establish the General Science Internship Program are outlined on the next 13 pages.

## Faculty of Science

## OVERVIEW

## General Office

Dean: Dr. Brian Mark
Associate Dean(s): Krystyna Koczanski, Ayush Kumar, Horace Luong, Sean McKenna, Steve Whyard
Campus Address/General Office: 230 Machray Hall
Telephone: (204) 4748256
Fax: (204) 4747618
Email Address: Contact a Science Advisor
Website: sci.umanitoba.ca
Academic Staff: For complete listings of the Faculty of Science Academic Staff, please refer to departmental websites.

The Faculty of Science is made up of 7 departments, which offer a number of different programs, minors, and concentrations. Departments may also work together to offer joint programs. The departments in the Faculty of Science include Biological Sciences, Chemistry, Computer Science, Mathematics, Microbiology, Physics and Astronomy, and Statistics.

Degree programs offered include: B.Sc. General (with Internship Option), B.Sc. Major (with Co-operative Option), B.Sc. Double Major, B.Sc. Honours (with a Co-operative Option in some programs), B.Sc. Double Honours, and the B.C.Sc. Honours (Computer Science Honours with a Co-operative Option).

Programs of study include offerings in:

- Actuarial Mathematics
- Biochemistry
- Biological Sciences
- Biotechnology*
- Chemistry
- Computer Science
- Data Science
- Genetics
- Mathematics
- Applied Mathematics with Computer Science Option
- Applied Mathematics with Economics Option
- Applied Mathematics with Statistics Option
- Microbiology
- Physics and Astronomy
- Psychology
- Statistics
*As of Fall 2018, admission to the Biotechnology programs has been temporarily suspended. For further information, see the Faculty of Science office.

The Faculty of Science also offers the following Joint Honours.

- Chemistry - Physics Program
- Computer Science - Mathematics Program
- Computer Science - Physics and Astronomy Program
- Computer Science - Statistics Program
- Mathematics - Physics and Astronomy Program
- Mathematics - Economics Program
- Statistics - Actuarial Mathematics Program
- Statistics - Mathematics Program
- Statistics - Economics Program


## PROGRAMS

## Note:

- Students in the B.C.Sc. (Honours), B.Sc. (Honours) or B.Sc. (Major) Co-operative Options will take longer than 4 years to complete degrees as the time to completion includes 12 months of paid employment.
- Students may elect to pursue a Double Honours or Double Major program in consultation with departments concerned. Years to completion and total credit hours may exceed information provided in the table below.
- Minors (optional or required) are part of degree programs - for program length, refer to the Years to Completion.

| Degree/Diploma | Years to <br> Completion | Total <br> Credit <br> Hours | Has <br> Co-op <br> Option |
| :--- | :--- | :--- | :--- |
| Actuarial Mathematics, <br> B.Sc. Honours | 4 | 120 | no |
| Applied Mathematics with <br> Computer Science Option, <br> B.Sc. Major | 4 | 120 | Yes |
| Applied Mathematics with <br> Economics Option, B.Sc. | 4 | 120 | Yes |
| Major | 420 | Yes |  |
| Applied Mathematics with <br> Statistics Option, B.Sc. <br> Major | 4 | 120 | Yes |


| Degree/Diploma | Years to Completion | Total Credit Hours | Has Co-op Option |
| :---: | :---: | :---: | :---: |
| Chemistry, B.Sc. Honours | 4 | 120 | Yes |
| Chemistry, B.Sc. Major | 4 | 120 | Yes |
| Chemistry - Physics Joint, B.Sc. Honours | 4 | 120 | no |
| Chemistry Minor |  | 18 | no |
| Computer Science, B.C.Sc., Honours | 4 | 120 | Yes |
| Computer Science, B.Sc. Major | 4 | 120 | Yes |
| Computer Science Mathematics Joint, B.Sc. Honours | 4 | 120 | Yes |
| Computer Science - Physics \& Astronomy Joint, B.Sc. Honours | 4 | 120 | Yes |
| Computer Science - <br> Statistics Joint, B.Sc. <br> Honours | 4 | 120 | Yes |
| Computer Science Minor |  | 18 | no |
| Data Science, B.Sc. Major | 4 | 120 | Yes |
| General B.Sc. | 3 | 90 | noYes* |
| Genetics, B.Sc. Honours | 4 | 120 | Yes |
| Genetics, B.Sc. Major | 4 | 120 | Yes |
| Mathematics, B.Sc. Double Honours | 4 | 120 | Yes |
| Mathematics, B.Sc. Honours | 4 | 120 | Yes |
| Mathematics, B.Sc. Major | 4 | 120 | Yes |
| Mathematics - Economics Joint, B.Sc. Honours | 4 | 120 | no |


| Degree/Diploma | Years to <br> Completion | Total <br> Credit <br> Hours | Has <br> Co-op <br> Option |
| :--- | :--- | :--- | :--- |
| Mathematics - Physics and <br> Astronomy Joint, B.Sc. <br> Honours | 4 | 120 | Yes |
| Mathematics Minor |  |  | 18 |

*The B.Sc. General program offers a 4-month or 8-month Internship Option.

## General B.Sc.

## B.Sc. General Degree

## Overview

The three-year General program is intended to provide diversified training in Science. The program provides students with broad exposure to the major areas of Science at the introductory level with a requirement for more advanced studies in one or more areas of Science.

This program is not intended for students who desire to practice in some field of specialization in the Sciences. Students with that intent are recommended to pursue the Honours or the four-year Major program.

Students are required to have the equivalent of high school Mathematics 40S (either pre-calculus or applied mathematics) and at least one of high school Chemistry 40S or Physics 40 S .

Students having difficulty with the interpretation of the following regulations or the way in which they are applied, are urged to contact a Science Academic Advisor in the general office. Students are responsible for their own degree progress and completion.

Students admitted into the B.Sc. General degree program prior to September 2021 should consult with a Science Academic Advisor about their degree requirements.

Students anticipating a transfer to either a four-year Major or Honours program at the end of the second or third year should consult with a Science Academic Advisor before registering.

Students must complete 90 credit hours with passing grades ("D" or better) in each course. Please note higher grades are usually required for prerequisite purposes. See course descriptions for details. A student must obtain a minimum grade point average of 2.00 on the 90 credit hours, which constitute the degree to qualify for the degree of Bachelor of Science (General).

Students must complete:

## Introductory Level Faculty of Science Courses (21 credit hours) ${ }^{1}$

- 9 credit hours from the Computational and Mathematical Sciences:
o COMP 1010 (or COMP 1012²), COMP 1020,
o [MATH 1220 or MATH 1300 (or equivalent) or MATH 1210³], [MATH 1230 or MATH 1500 (or equivalent) or MATH 1524], [MATH 1232 or MATH 1700 (or equivalent)], MATH 1240,
o [STAT $1000^{4,5}$ (or STAT $2220^{4}$ ) or STAT $1150^{5}$ ], STAT $2000^{5}$, STAT 2150
- 6 credit hours from the Physical Sciences ${ }^{6}$ :
o ASTR 1810, ASTR 1830,
o CHEM 1100, CHEM 1110, [CHEM 1120 or (CHEM 1122 and CHEM 1126)7],
o (PHYS 1020 or PHYS 1050), [PHYS 1030 or (PHYS 1070 or PHYS 2152)] ${ }^{8}$
- 6 credit hours from the Life Sciences:
o BIOL 1020, BIOL 1030, BIOL 1410, BIOL 1412,
o MBIO 1010, MBIO $1220^{9}$
1 When selecting courses to fulfill the Introductory Faculty of Science requirement, a student should consider the subject areas in which they wish to select Advanced Level Faculty of Science courses, and select courses that will fulfill the prerequisite requirements of the Advanced Level courses. A student is encouraged to consult course descriptions and an academic advisor for guidance. Students must satisfy the $W$ requirement Written English (W) Requirement, within the first 60 credit hours.

2 COMP 1012 is primarily intended for Price Faculty of Engineering students and may not be held for credit with COMP 1010.

3 MATH 1210 is intended for Price Faculty of Engineering students and may not be held for credit with MATH 1220 or MATH 1300 (or equivalent).

4 STAT 2220 is intended for Price Faculty of Engineering students and may not be held for credit with STAT 1000 or STAT 1150.

5 STAT 1150 may not be held for credit with STAT 1000 or STAT 2000.

6 Students must have at least one of High School Chemistry 40S or Physics 40S. Students who do not have either of these high school courses will not be able to satisfy this requirement without taking CHEM 1018, PHYS 1018, or another equivalent. CHEM 1018 or PHYS 1018 may be used to fulfill the Faculty of Science requirement, or an elective requirement.

7 CHEM 1122 and CHEM 1126 are intended for Price Faculty of Engineering students and may not be held for credit with CHEM 1120.

8 PHYS 2152 is intended for Price Faculty of Engineering students and may not be held for credit with PHYS 1070.

9 MBIO 1220 is primarily intended for students planning to enter the College of Nursing or other health care or related programs. It will not act as a prerequisite to higher level Microbiology courses.

## Advanced Level Science Courses (36 credit hours)

To satisfy the advanced level requirements of the 3-year General Degree program, thirty-six (36) credit hours at the 2000, 3000, and (or) 4000 level must be chosen from courses offered by the Faculty of Science. Courses offered by the Faculty of Science include courses from the departments of Biological Sciences, Chemistry, Computer Science, Mathematics, Microbiology, Physics \& Astronomy, and Statistics. Courses with the prefix DATA, FORS, and SCI, are also courses taught by the Faculty of Science and may be used to fulfill this requirement.

Of these 36 credit hours, at least 9 credit hours must be chosen from 3000 or 4000 level courses.
Students should note prerequisite requirements for upper level courses when planning their program.
PHYS 2152, SCI 2980, SCI 2990, SCI 3980, SCI 3990, SCI 4980, SCI 4990, STAT 2000, and STAT 2220 may not be used to fulfill this requirement.

## Other Course Requirements (33 credit hours)

- Faculty of Science Elective Course ( $\mathbf{3}$ credit hours) - In addition to the 57 credit hours of Faculty of Science courses stated above, students must take an additional 3 credit hours from the Faculty of Science. This course must be at the 1000-level or higher.
- Other Faculty Courses ( $\mathbf{1 2}$ credit hours) - Students must take a minimum of 12 credit hours of courses from outside the Faculty of Science, of which at least six credit hours must be from the Faculty of Arts. Students may take up to 30 credit hours of courses from outside of the Faculty of Science using the 18 credit hours of electives below.
- Elective Courses ( $\mathbf{1 8}$ credit hours) - Students must take 18 credit hours of electives in this program. Elective courses may include courses from within the Faculty of Science, or courses from other faculties.


## General Science Internship Option

An internship option is available for B.Sc. General Degree students. Students should refer to the General Science Internship Program for further information on the Internship Program.

The course and minimum grade requirements for entry and continuation in the B.Sc. General Internship are the same as those required for the B.Sc. General degree. However, the entry and continuation DGPA requirement is set at a minimum of 3.0.

## Degree Requirements

## General ${ }^{1}$

Year 1 Hours
9 credit hours from COMP, MATH or STAT ${ }^{2}$ ..... 9
6 credit hours from ASTR, CHEM or PHYS ${ }^{3,4}$ ..... 6
6 credit hours from BIOL or MBIO ${ }^{5}$ ..... 6
Hours ..... 21
Years 1-3
3 credit hours of Faculty of Science courses ..... 3
12 credit hours from outside of the Faculty of Science, of which at least 6 credit hours must be ..... 12from the Faculty of Arts
18 credit hours of electives ..... 18
Hours33
Years 2-3
27 credit hours at the 2000 level or higher from the Faculty of Science ${ }^{6}$ ..... 27
9 credit hours at the 3000 level or higher from the Faculty of Science ..... 9
Internship Requirements (if selected) ${ }^{7}$ :
SCI 2980 4-month General Science Internship ..... 0
or SCI 2990 8-month General Science Internship ..... O
Hours ..... 36
Total Hours ..... 90
${ }^{1}$ Student must satisfy the W requirement in their first 60 credit hours.
2 Chosen from:

- (COMP 1010 or COMP 1012), COMP 1020,
- [MATH 1220 or MATH 1300 (or equivalent), or MATH 1210],
[MATH 1230 or MATH 1500 (or equivalent) or MATH 1524], [MATH 1232 or MATH 1700 (or equivalent)], MATH 1240,
- (STAT 1000 or STAT 2220 or STAT 1150), STAT 2000, STAT 2150.
${ }^{3}$ Chosen from:
- ASTR 1810, ASTR 1830,
- CHEM 1100, CHEM 1110, [CHEM 1120 or (CHEM 1122 and CHEM 1126)],
- (PHYS 1020 or PHYS 1050), [PHYS 1030 or (PHYS 1070 or PHYS 2152)].
${ }^{4}$ Students must have at least one high school Chemistry 40S or Physics 40S, or equivalent.

5 Chosen from:

- BIOL 1020, BIOL 1030, BIOL 1410, BIOL 1412,
- MBIO 1010, MBIO 1220.

6 PHYS 2152, SCI 2980, SCI 2990, SCI 3980, SCI 3990, SCI 4980, SCI 4990, STAT 2000, STAT 2220 cannot be used to satisfy this requirement.
$\underline{\text { I }}$ Students in the General Science Internship Option must end their degree on an academic term.

## General Science Internship Program Option Academic Regulations: B.Sc. (General)

An internship is a form of work-integrated learning (WIL). It is a professional learning experience that offers meaningful, practical work experience related to students' field of study or career interest. An internship is an one-time discipline-specific, supervised and structured work experience providing students the opportunity for career related exploration and development and to learn new skills.

The Faculty of Science offers an internship option for students completing the B.Sc. (General) degree. Students participating in the General Science Internship Program Option can complete one internship of either four months or eight months in duration. Internships completed through the General Science Internship Program (GSIP) are full-time and paid.

The General Science Internship Program is optional and supplementary to academic requirements of the B.Sc. (General) degree. All regulations governing the degree apply to the General Science Internship Program Option. In addition, the following variations apply:

## Entrance

To enter the General Science Internship Program Option, a student, at the time of application, must meet the following:

- be a full-time student in the B.Sc. General degree program
- be in good standing in the Faculty of Science
- have a minimum Degree Grade Point Average (DGPA) of 3.0
- have completed a minimum of 24 credit hours at the time of application
- have successfully completed (grade of "C" or better) 12 credit hours of Faculty of Science courses at the 2000-level or higher. Alternatively, be registered in enough Faculty of Science courses at the 2000-level or higher that it is possible to have successfully completed (grade of "C" or better") 12 credit hours of Faculty of Science courses at the 2000-level or higher by the start of the internship. Failure to successfully complete 12 credit hours of Faculty of Science courses at the 2000-level or higher by the start of the internship will result in a removal from the program.
- students must have enough credit hours remaining in their degree to be able to return to fulltime studies after the completion of their internship. Interested B.Sc. General students would apply for entry to the General Science Internship Program in the Fall Term (typically in Year 2) upon the completion of a minimum of 24 credit hours. During that same term they will complete an intake process with the General Science Internship Program Coordinator. Application deadlines are established by the General Science Internship Program Office.
- successfully complete an intake interview with the GSIP Coordinator

Students are advised that satisfying the minimum entrance requirements does not guarantee a place in the General Science Internship Program Option. The GSIP office will select the best-qualified applicants using a broad-based admission criteria, including applicant's DGPA and a standard interview. The interview process is designed to assess students' professionalism, work and volunteer experience, and general suitability to enter the Internship Program.

Students admitted into the General Science Internship Program Option will complete pre-employment training, including workshops, prior to the start of their internship. The structure and content of this training is developed by the General Science Internship Program Office. Attendance and completion of this training is mandatory.

## Internship Requirements

Participating students are to complete one internship position of either four or eight months in duration. An internship position (regardless of duration) is completed with one employer.

General Science Internship Program Option students are required to complete a final internship report at the end of their internship. These reports are due at times designated by the General Science Internship Program Office. To successfully complete their internship, a student must obtain a grade of "Pass" for their final internship report. The General Science Internship Program Office will provide students with instructions regarding the content and format requirements of the final internship report.

While on an internship, students are not permitted to take more than six credit hours of academic credit and may not take more than one course at a time.

## Academic Term Requirements

Coursework requirements of the General Science Internship Program Option are equivalent to the coursework requirements of the B.Sc. (General) degree.

General Science Internship Program Option students are required to maintain full-time study while registered for an academic term.

Students participating in the General Science Internship Program Option must end on an academic term.
Students may be required to withdraw from the General Science Internship Program Option for any of the following reasons:

- Failure to maintain the minimum academic requirements of the B.Sc. (General) degree program, and the General Science Internship Program Option. Note the General Science Internship Program requires students to have a minimum DGPA of 3.0 upon entrance to the program, and to continue in the program.
- Failure to maintain the minimum credit hour requirements of the academic term in the internship option.
- Failure to successfully complete (minimum grade of " C " or better) 12 credit hours of Faculty of Science courses at the 2000-level or higher by the end of the Winter Term of the year they enter the program.
- Unsatisfactory performance during an internship as determined by the employer and/or dismissal by the employer for cause, through consultation with the GSIP Office and the Faculty of Science Dean's Office. Unsatisfactory performance may include (but is not limited to) failure to meet performance requirements, dissemination of confidential information, not adhering to the employer's code of conduct, unethical or illegal activity.
- Failure to submit a final internship report or the submitted report does not achieve a "Pass" grade.
- Failure to observe the policies outlined in university governing documents related to Behavioural Policies, Academic Misconduct, and Non-Academic Misconduct.

Prior to securing an internship position, students who wish to voluntarily leave the General Science Internship Program Option must meet with the GSIP Coordinator to discuss their reason(s) for leaving prior to submitting their withdrawl request. Students must submit their withdrawal request to the General Science Internship Program Coordinator and receive approval by the withdrawal dates set by the General Science Internship Program Office for the applicable internship term.

Once an internship position has been confirmed, students will be registered in the applicable internship course. Enrollment in the applicable internship course will be maintained and students are responsible for all assessed fees for the duration of the internship and for meeting all academic requirements. Students are not normally permitted to voluntarily withdraw from the General Science Internship Program Option once they have secured their internship position. Should extenuating circumstances arise which will require students to with withdraw, they are required to first meet with the GSIP Coordinator to discuss their status prior to withdrawing.

Students are also subject to the academic assessment policy found in Regulations Applicable to all Programs.

General Science Internship Program Option students who are required to withdraw, or voluntarily move to an alternative degree program must fulfil all academic requirements of that degree.

Faculty of Science - Actuarial Mathematics
Program modifications:
Modifications to the Bachelor of Science (Honours) in Actuarial Mathematics are outlined on the next 5 pages.

## Actuarial Mathematics, B.Sc. Honours

## Actuarial Mathematics Honours Entrance, Continuation, and Graduation Requirements

To enter the program, a student must have completed a minimum of 24 credit hours with a minimum DGPA of 3.00, and also obtained a minimum grade of " $B$ " in one of the courses listed in Year 1 of the program grid. All of the courses listed in Year 1 of the program grid are program requirements and students are strongly urged to take them in the first year.

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

To graduate with the B.Sc. Honours degree, a student must achieve a minimum DGPA of 3.00, a minimum grade of "C + " in each of the Honours Program-Specific courses below ACT 2120, ACT 2210, ACT 3130, ACT 3230, ACT 3340, ACT 4010, ACT 4020, ACT 4030, ACT 4040, ACT 4060, ACT 4160, and FIN $\underline{2010}$ and a minimum grade of " $C$ " on all remaining courses that contribute to the 120 credit hours of the degree.

## Honours Program Specific Courses

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

| Course | Title | Hours |
| :---: | :---: | :---: |
| ACT 2020 | Economic and Financial Applications | 3 |
| ACT 2120 | Interest Theory | 3 |
| ACT 2210 | Introduction to Risk Management | 3 |
| ACT 3130 | Actuarial Models 1 | 3 |
| ACT 3230 | Actuarial Models 2 | 3 |
| ACT 3340 | Financial Derivatives for Actuarial Practice | 3 |
| One of: |  | 6 |
| ACT 3630 |  |  |
| ACT 3130 Actuarial Models 1 |  |  |
| \& ACT 3230 | - and Actuarial Models 2 |  |
| ACT 4010 | Regression Modeling in Actuarial Science | 3 |
| ACT 4020 | Short Term Actuarial Mathematics 4 | 3 |
| ACT 4030 | Short Term Actuarial Mathematics II | 3 |
| ACT 4060 | Actuarial Aspects of Investment Practice | 3 |
| ACT 4160 | Introduction to Propenty and Casualty Insuramce Industry | $3-$ |

## Actuarial Mathematics, B.Sc. Honours

## Degree Requirements

## Honours

Year 1 HoursFor entry to this program a student requires a minimum grade of " B " in one of the coursesbelow (excluding elective credits).
ECON 1010 Introduction to Microeconomic Principles 3
ECON 1020 Introduction to Macroeconomic Principles 3
MATH 1220 Linear Algebra 1 ..... 3
MATH 1230 Differential Calculus ${ }^{1}$ ..... 3
MATH $1232 \quad$ Integral Calculus ${ }^{1}$ ..... 3
MATH 1240 Elementary Discrete Mathematics ..... 3
STAT 1150 Introduction to Statistics and Computing ${ }^{1}$ ..... 3
STAT 2150 Statistics and Computing ..... 3
6 credit hours of electives ..... 6
Hours ..... 30
Year 2
GMGT 1000 Writing Skills for Business ..... 1.5
IDM 1020 Data Software for Business ..... 1.5
ACT 2020 Economic and Financial/Applications ..... 3
ACT 2120 Interest Theory ${ }^{2}$ ..... 3
ACT 2210 Introduction to Risk Management ${ }^{2}$ ..... 3
STAT 2400 Introduction to Probability 1 ..... 3
STAT 2800 Introduction to Probability 2 ..... 3
ACC 1100 Introductory Financial Accounting -z ..... 3
FIN 2200 Corporate Finance ${ }^{2}$ ..... 3
FIN 2010 Introduction to Finance ${ }^{2}$ ..... 3
MATH 2720 Multivariable Calculus ${ }^{1}$ ..... 3

| GMGT 2010 | Business Communications ${ }^{3}$ | 3 |
| :---: | :---: | :---: |
| IDM 2020 | Introduction to Business Analytics | 3 |
| 3 credit hours of electives |  | 3 |
|  | Hours | 30 |
| Year 3 |  |  |
| One of: |  | 6 |
| ACT 3630 |  |  |
| ACT 3130 | Actuarial Models 1 |  |
| \& ACT 3230 | and Actuarial Models 2 |  |
| ACT 3130 | Actuarial Models $\mathbf{1}^{\mathbf{2}}$ | $\underline{3}$ |
| ACT 3340 | Financial Derivatives for Actuarial Practice ${ }^{\underline{2}}$ | 3 |
| ACT 4010 | Regression Modeling in Actuarial Science ${ }^{2}$ | 3 |
| ACT 4020 | Short Term Actuarial Mathematics I ${ }^{2,4}$ | 3 |
| ACT 4030 | Short Term Actuarial Mathematics II ${ }^{4}$ | 3 |
| STAT 3030 | Introduction to Stochastic Processes | 3 |
| STAT 3100 | Introduction to Statistical Inference | 3 |
| STAT 3150 | Statistical Computing | 3 |
| $9 \underline{12}$ credit hours of electives ${ }^{5}$ |  | 129 |
|  | Hours | 30 |
| Year 4 |  |  |
| ACT 3230 | Actuarial Models $\mathbf{2}^{\mathbf{2}}$ | 3 |
| ACT 4010 | Regression Modeling in Actuarial Science | 3 |
| ACT 4030 | Short Term Actuarial Mathematics II $^{\mathbf{2}}$ | 3 |
| ACT 4040 | Time Series and Statistical Learning in Actuarial | 3 |
|  | Science ${ }^{2}$ |  |
| ACT 4060 | Actuarial Aspects of Investment Practice ${ }^{2}$ | 3 |
| ACT 4160 | Introduction to Property and Casualty Insurance Industry ${ }^{2}$ | 3 |


| STAT 3450 | Linear Models-4 |  |
| :---: | :---: | :---: |
| STAT 3490 | Time Series Analysis-4 |  |
| MSCI 2150 | Introduction to Management Sciences |  |
| $12 \underline{15}$ credit |  | 1512 |
|  | Hours | 30 |
|  | Total Hours | 120 |
| The following substitutions are allowed: <br> - MATH 1210 (B), or MATH 1300 (C)(C+)-or MATH 1310 in place of MATH 1220 (C), <br> - MATH 1500 (B) or MATH 1510 (B) in place of MATH 1230 (C), <br> - MATH 1700 (B) or MATH 1710 (B) in place of MATH 1232 (C), <br> - STAT 1000 (C) and STAT 2000 (B) in place of STAT $1150_{2^{-}}$ <br> - MATH 2150 in place of MATH 2720. |  |  |
| ${ }^{2}$ Students are strongly urged to complete ACC 1100 in Year 1 when possible. FIN 2200 may be taken in Year 2, or 3 or 4 ; however, it is strongly recommended that it be completed in Year Z. Note that ACC 1100 is a prerequisite for FIN 2200-A minimum grade of "C+" is required in this course to graduate. |  |  |
| ${ }^{3}$ GMGT 2010 fulfills the written English requirement. |  |  |
| 4 STAT 3450, STAT 3490, ACT 4020 and ACT 4030 may be taken in Year 3 or 4. |  |  |
| 5 It is recommended that electives in Year 3 and Year 4 be chosen from Actuarial Mathematics, Business courses, Computer Science, Economics, Mathematics (3000 or 4000 level) and Statistics ( 4000 level courses). Other electives may be selected through consultation with the program director. Examples include: <br> - Year 3: FIN 3410, FIN 3450, FIN 3480, MSCI 3400, STAT 3150, STAT 3550, STAT 3690. <br> - Year 4: FIN 4240, STAT 4100, STAT 4150, STAT 4250, STAT 4630. <br> 18 credit hours of the elective requirements must be taken from the following: FIN 2420, and 3000 |  |  |
| or 4000 level courses from ACT, ACC, ENTR, FIN, GMGT, HRIR, IDM, INTB, LEAD, MIS, MKT, MSCI,OPM, SCM, SGMT, COMP, ECON, MATH or STAT. |  |  |

## Transition Plan for Students Admitted into BSc Actuarial Math before September 2023

This transition plan covers the issues related to transitioning students from the current program requirements (pre-September 2023) to the new program requirements (September 2023) in BSc (Hon.) Actuarial Mathematics. Students admitted to BSc (Hon.) Actuarial Mathematics prior to September 2023 will be able to continue and graduate under the current program requirements. For required courses that may be phased out by the time a current student is yet to take it, the student will be provided course substitutions outlined:

- A student who has not taken ACT 2020 (C+): Economic and Financial Applications by September 2023 will be allowed to use one of the following courses as substitution for ACT 2020 (C+):

0 ACT 4040 (C+): Time Series and Statistical Learning in Actuarial Science
o ECON 2010 (C+): Microeconomic Theory 1
0 ECON 2020 (C+): Macroeconomic Theory 1
o FIN 2420 (C+): Financial Risk Management

- A student who has not taken FIN 2200 (C+): Corporate Finance by September 2023 will be allowed to use FIN 2010 (C+): Introduction to Finance as substitution for FIN 2200 (C+).
- New GMGT 2010: Business Communications will have a 1.5 CH prerequisite GMGT 1000: Writing Skills for Business. A student who has not taken GMGT 2010 by September 2023 can ask for prerequisite waiver. In such cases, the prerequisite for new GMGT 2010 can be waived on a case-by-case basis.
- A student who has not taken MSCI 2150: Introduction to Management Sciences by September 2023 can ask for approval to use IDM 2020: Introduction to Business Analytics as substitution for MSCI 2150. In such cases, the prerequisite for IDM 2020 can be waived on a case-by-case basis.
- A student who has not taken STAT 3030: Introduction to Stochastic Processes by September 2023 can take STAT 3030, or STAT 3150: Statistical Computing as substitution for STAT 3030.
- A student who has not taken STAT 3490: Time Series Analysis by September 2023 can take STAT 3490, or ACT 4040: Time Series and Statistical Learning in Actuarial as substitution for STAT 3490.
- A student who has not taken STAT 3450: Linear Models by September 2023 can take STAT 3450, or another 3000 or 4000 level STAT course as substitution for STAT 3450.


## Biological Sciences

## Modifications:

BIOL 2260 Biology of Fungi and Lichens 3 cr
(Lab required) An introduction to the true fungi and lichenized microbial communities, with emphasis on the life histories and organismal biology of major taxonomic groupings, their identification and diversity, and general societal significance. May not be held with BIOL 2261. Prerequisite: BIOL 1030 or BIOL 1031.

BIOL 4470 Physiology of Excitable Cells 3 cr
Information flow in the nervous system. Discovery of electrical properties of neurons, structure and function of ion channels and synapses are emphasized. This course is restricted to students in year 3 or 4 of a Major or Honours degree program in Biological Sciences or in the B.Sc. in Biosystems Engineering. Prerequisites: [(BIOL 2410 or BIOL 2411) and (BIOL 2420 or BIOL 2421)] or [BIOL 3470 and BIOL 3472]; or consent of department.

## NET CHANGE IN CREDIT HOURS: 0.0

## Chemistry

Modifications:

## CHEM 2600 Physical Chemistry 13 cr

An exploration of the underlying principles of atomic and molecular spectroscopy and the application of such tools to probe chemical and physical properties of matter on a microscopic scale. Aspects of ultraviolet, visible, vibrational, rotational and nuclear magnetic resonance spectroscopies are explored. May not be held with the former CHEM 2260, the former CHEM 2261, the former CHEM 2280, the former CHEM 2281, or CHEM 2601. Prerequisites: [(CHEM 1110 or CHEM 1111) and (one of CHEM 1120, CHEM 1121, or CHEM 1126) or (the former CHEM 1310, or the former CHEM 1311)] and [one of MATH 1230, MATH 1500, MATH 1501, MATH 1510, the former MATH 1520, or MATH 1524].

CHEM 3700 Biophysical Chemistry 3 cr
The application of physical chemistry to biological problems, with an emphasis on quantitative interpretation. Topics include enzyme kinetics, bioenergetics, transport processes and spectroscopy. May not be held with the former CHEM 3570, the former CHEM 3571, or CHEM 3701. Prerequisites: [one of CHEM 2700, CHEM 2701, the former CHEM 2360, the former CHEM 2361, the former CHEM 2860, MBIO 2700, MBIO 2701, the former MBIO 2360, or the former MBIO 2361] and [one of MATH 1230, MATH 1500, MATH 1501, MATH 1510, the former MATH 1520, or MATH 1524].

NET CHANGE IN CREDIT HOURS: 0.0

Program modifications:
Modifications to the following programs are outlined on the next 7 pages.

- Bachelor of Science (Major) in Chemistry
- Bachelor of Science (Major) in Chemistry, including Co-operative Option
- Bachelor of Science (Honours) in Chemistry
- Bachelor of Science (Honours) in Chemistry, including Co-operative Option
- Bachelor of Science (Honours) in Chemistry and Physics and Astronomy


## Chemistry, B.Sc. Honours

## Degree Requirements

Honours (Including Co-operative Option if Selected) ${ }^{1,2}$
Year 1
CHEM $1100 \quad$ Introductory Chemistry 1: Atomic and Molecular Structure and Energetics ..... 3Hours
CHEM 1110 Introductory Chemistry 2: Interaction, Reactivity, and Chemical Properties ..... 3
(B)
CHEM $1120 \quad$ Introduction to Chemistry Techniques ${ }^{3}$ ..... 3
PHYS $1020 \quad$ General Physics 1 ..... 3
or PHYS $1050 \quad$ or Physics 1: Mechanics
PHYS 1030 General Physics 2 ..... 3
or PHYS 1070 or Physics 2: Waves and Modern Physics
MATH $1500 \quad$ Introduction to Calculus ${ }^{4}$ ..... 3
MATH $1700 \quad$ Calculus $2^{4}$ ..... 3
6 credit hours from the Faculty of Arts, which should include the required "W" course ..... 6
3 credit hours of electives ${ }^{2}$ ..... 3
Hours ..... 30
Year 2
CHEM $2100 \quad$ Organic Chemistry 1: Foundations of Organic Chemistry ..... 3
CHEM $2110 \quad$ Organic Chemistry 2: Foundations of Organic Synthesis ..... 3
CHEM 2122 Experimental Organic Chemistry ..... 3
CHEM 2300 Inorganic Chemistry 1: Structure and Applications ..... 3
CHEM 2510 Introduction to Analytical Chemistry ..... 3
CHEM 2520 Introduction to Analytical Chemistry Techniques ..... 2
CHEM $2600 \quad$ Physical Chemistry 1 ..... 3
CHEM 2720 Principles and Practices of the Modern Biochemistry Laboratory ..... 3
6 credit hours of electives ${ }^{2}$ ..... 6
Hours ..... 29
Year 3
CHEM $3100 \quad$ Organic Chemistry 3: Advanced Organic Synthesis ..... 3
CHEM 3120 Advanced Organic Chemistry Laboratory Techniques ..... 2
CHEM $3300 \quad$ Inorganic Chemistry 2: Reactivity and Properties ..... 3
CHEM 3320 Inorganic Chemistry Laboratory ..... 2
CHEM 3500 Instrumental Analysis ..... 3
CHEM 3520 Instrumental Analysis Laboratory ..... 2
CHEM $3600 \quad$ Physical Chemistry 2 ..... 3
CHEM 3620 Physical Chemistry Laboratory ..... 2
CHEM 3820 Integrated Chemistry Laboratory 1 ..... 2
CHEM $3840 \quad$ Integrated Chemistry Laboratory 2 ..... 3
6 credit hours of electives ${ }^{2}$ ..... 6
Work Terms (if Co-op selected):
SCI 3980 Co-operative Education Work Term 1 ..... 0
SCl $3990 \quad$ Co-operative Education Work Term 2 ..... 0
Hours ..... 31

| Year 4 |  |  |
| :---: | :---: | :---: |
| CHEM 4610 | Advanced Chemical Techniques | 6 |
| CHEM 4710 | Research Project in Chemistry or Biochemistry | 6 |
| 12 credit hou | Remistry courses of which at least 9 credit hours are at the 4000 level | 12 |
| 6 credit hour | ctives ${ }^{2}$ | 6 |
| Work Terms (if Co-op selected): |  |  |
| SCI 4980 <br> SCI 4990 | Co-operative Education Work Term 3 | 0 |
|  | Co-operative Education Work Term 4 (if a 4th work term is selected) | 0 |
|  | Hours | 30 |
|  | Total Hours | 120 |
| ${ }^{1}$ IMPORTANT: The Honours program need not be completed in the manner prescribed in the grid above. The grid indicates one possible arrangement of the required courses and is meant to be a guide around which students can plan their program. |  |  |
| ${ }^{2}$ CHEM 1018, CHEM 2523, and CHEM 3331 may not count towards the 120 credit hours required for this degree. |  |  |
| ${ }^{3}$ CHEM 1122 and CHEM 1126 may be used in lieu of CHEM 1120. Note: CHEM 1122 and CHEM 1126 is are only available to Price Faculty of Engineering students. |  |  |
| - MATH 1230, MATH 1510, or the former MATH 1520, or MATH 1524 may be taken in place of MATH 1500; <br> - MATH 1232 or MATH 1710 may be taken in place of MATH 1700; <br> - MATH 1690 may be taken in place of MATH 1500 and MATH 1700. |  |  |

(Letters in brackets indicate minimum prerequisite standing for further study.)
Chemistry, B.Sc. Major
Degree Requirements
Four Year Major (Including Co-operative Option if Selected) ${ }^{1,2}$
Year 1 Hours
CHEM 1100 Introductory Chemistry 1: Atomic and Molecular Structure and Energetics ..... 3
CHEM 1110 Introductory Chemistry 2: Interaction, Reactivity, and Chemical Properties ..... 3
(C+)
CHEM $1120 \quad$ Introduction to Chemistry Techniques ${ }^{3}$ ..... 3
PHYS 1020 General Physics 1 ..... 3
or PHYS $1050 \quad$ or Physics 1: Mechanics
PHYS 1030 General Physics 2 ..... 3
or PHYS 1070 or Physics 2: Waves and Modern Physics
MATH $1500 \quad$ Introduction to Calculus ${ }^{4}$ ..... 3
MATH $1700 \quad$ Calculus $2^{4}$ ..... 3
6 credit hours from the Faculty of Arts, which should include the required "W" course ..... 6
3 credit hours of electives ${ }^{2}$ ..... 3
Hours ..... 30
Year 2
CHEM $2100 \quad$ Organic Chemistry 1: Foundations of Organic Chemistry ..... 3
CHEM $2110 \quad$ Organic Chemistry 2: Foundations of Organic Synthesis ..... 3
CHEM 2122 Experimental Organic Chemistry ..... 3
CHEM 2300 Inorganic Chemistry 1: Structure and Applications ..... 3
CHEM 2510 Introduction to Analytical Chemistry ..... 3
CHEM 2520 Introduction to Analytical Chemistry Techniques ..... 2
CHEM $2600 \quad$ Physical Chemistry 1 ..... 3
CHEM 2720 Principles and Practices of the Modern Biochemistry Laboratory ..... 3
6 credit hours of electives ${ }^{2}$ ..... 6
Hours ..... 29
Year 3
CHEM $3100 \quad$ Organic Chemistry 3: Advanced Organic Synthesis ..... 3
CHEM 3120 Advanced Organic Chemistry Laboratory Techniques ..... 2
CHEM $3300 \quad$ Inorganic Chemistry 2: Reactivity and Properties ..... 3
CHEM 3320 Inorganic Chemistry Laboratory ..... 2
CHEM 3500 Instrumental Analysis ..... 3
CHEM 3520 Instrumental Analysis Laboratory ..... 2
CHEM $3600 \quad$ Physical Chemistry 2 ..... 3
CHEM 3620 Physical Chemistry Laboratory ..... 2
CHEM 3820 Integrated Chemistry Laboratory 1 ..... 2
CHEM $3840 \quad$ Integrated Chemistry Laboratory 2 ..... 3
6 credit hours of electives ${ }^{2}$ ..... 6
Work Terms (if Co-op selected):
SCI 3980 Co-operative Education Work Term 1 ..... 0
SCl $3990 \quad$ Co-operative Education Work Term 2 ..... 0
Hours ..... 31
Year 4
CHEM 4610 Advanced Chemical Techniques ..... 6
6 credit hours of Chemistry courses at the 4000 level ..... 6
18 credit hours of electives ${ }^{2}$ ..... 18
Work Terms (if Co-op selected):
SCl $4980 \quad$ Co-operative Education Work Term 3 ..... 0
SCl $4990 \quad$ Co-operative Education Work Term 4 (if a 4th work term is selected) ..... 0
Hours ..... 30
Total Hours ..... 120
${ }^{1}$ IMPORTANT: The four-year Major program need not be completed in the manner prescribed in the grid above. The grid indicates one possible arrangement of the required courses and is meant to be a guide around which students can plan their program.
${ }^{2}$ CHEM 1018, CHEM 2523, and CHEM 3331 may not count towards the 120 credit hours required for this degree.
${ }^{3}$ CHEM 1122 and CHEM 1126 may be used in lieu of CHEM 1120. Note: CHEM 1122 and CHEM 1126 is are only available to Price Faculty of Engineering students.
4 - MATH 1230, MATH 1510, өf the former MATH 1520, or MATH 1524 may be taken in place of MATH 1500;

- MATH 1232 or MATH 1710 may be taken in place of MATH 1700;
- MATH 1690 may be taken in place of MATH 1500 and MATH 1700.
(Letters in brackets indicate minimum prerequisite standing for further study.)


## Chemistry - Physics Joint, B.Sc. Honours

## Chemistry - Physics Joint Honours Entrance, Continuation, and Graduation Requirements

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

To enter the Joint Honours Chemistry - Physics program a student must have a minimum grade of " B " in each of CHEM 1100, CHEM 1110, PHYS 1050 (or PHYS 1020 with a B+), PHYS 1070 (or PHYS 1030 with a $\mathrm{B}+$ ), MATH 1500 (for any equivalents) (for equivalents see program chart) and MATH 1700 (or any equivalents) (for equivalents see program chart) and a minimum DGPA of 3.00. CHEM 1120 and MATH 1300 are not entry requirements, but it is recommended they be completed prior to entry.

To continue in the Joint Honours Chemistry - Physics program, a student must maintain a minimum DGPA of 3.00 and complete a minimum of 9 credit hours during each Fall and Winter Term.

To graduate with the Joint Honours Chemistry - Physics degree, a student must obtain a minimum DGPA of 3.00 and present a minimum grade of " C " in each course that contributes to the degree (except for those courses outlined in the above entry requirements).

## Degree Requirements

Joint Honours ${ }^{1,2}$

| Year 1 |  | Hour |
| :---: | :---: | :---: |
| CHEM 1100 | Introductory Chemistry 1: Atomic and Molecular Structure and Energetics |  |
| CHEM 1110 | Introductory Chemistry 2: Interaction, Reactivity, and Chemical Properties (B) | 3 |
| CHEM 1120 | Introduction to Chemistry Techniques ${ }^{3}$ | 3 |
| Select one of the following: ${ }^{4}$ |  | 3 |
| PHY | Physics 1: Mechanics (B) |  |
| PHYS | General Physics 1 ( $\mathrm{B}+$ ) |  |
| Select one of the following: ${ }^{4}$ |  | 3 |
| PHY | Physics 2: Waves and Modern Physics (B) |  |
| PHYS | General Physics 2 ( $\mathrm{B}+$ ) |  |
| MATH 1300 | Vector Geometry and Linear Algebra ${ }^{5}$ | 3 |
| MATH 1500 | Introduction to Calculus (B) ${ }^{5}$ | 3 |
| MATH 1700 | Calculus 2 (B) ${ }^{5}$ | 3 |
| 6 credit hours from the Faculty of Arts, which should include the required "W" course |  | 6 |
|  | Hours | 30 |
| Year 2 |  |  |
| CHEM 2100 | Organic Chemistry 1: Foundations of Organic Chemistry | 3 |
| CHEM 2122 | Experimental Organic Chemistry | 3 |
| CHEM 2300 | Inorganic Chemistry 1: Structure and Applications | 3 |
| CHEM 2510 | Introduction to Analytical Chemistry | 3 |
| CHEM 2520 | Introduction to Analytical Chemistry Techniques | 2 |
| MATH 2720 | Multivariable Calculus | 3 |
| PHYS 2386 | Introduction to Quantum Mechanics and Special Relativity | 3 |
| PHYS 2496 | Mathematical Physics 1 | 3 |
| PHYS 2650 | Classical Mechanics 1 | 3 |
| 3 credit hours of electives ${ }^{2}$ |  | 3 |
|  | Hours | 29 |
| Year 3 |  |  |
| CHEM 2110 | Organic Chemistry 2: Foundations of Organic Synthesis | 3 |
| CHEM 2600 | Physical Chemistry 1 | 3 |
| CHEM 3300 | Inorganic Chemistry 2: Reactivity and Properties | 3 |
| CHEM 3500 | Instrumental Analysis | 3 |
| PHYS 2260 | Optics | 3 |
| or PHYS 2610 or Circuit Theory and Introductory Electronics |  |  |
| PHYS 2600 | Electromagnetic Field Theory | 3 |
| PHYS 3386 | Quantum Mechanics 2 | 3 |
| PHYS 3630 | Electro - and Magnetostatic Theory | 3 |
| PHYS 3670 | Classical Thermodynamics | 3 |
| PHYS 3496 | Mathematical Physics 2 | 3 |
|  | Hours | 30 |

## Year 4


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

## Computer Science

Deletions:
COMP 3090 Digital Logic $23 \mathrm{cr}-3.0$
COMP 3820 Introduction to Bioinformatics Algorithms $3 \mathrm{cr}-3.0$
COMP 4200 Expert Systems 3 cr -3.0
Introductions:
COMP 1002 Introduction to Tools and Techniques in Computer Science $11.5 \mathrm{cr} \quad+1.5$ This is a lab-based course. Every computer scientist needs to make use of an expansive set of modern computing tools and techniques. This course provides a hands-on experiential introduction to working with the tools and techniques we use every day to design, develop, analyze, and maintain software. Prerequisite: One of any 40S Mathematics (50\%), MATH 1018, or MSKL 0100.

COMP 1006 Introduction to Tools and Techniques in Computer Science $21.5 \mathrm{cr} \quad+1.5$ This is a lab-based course. Every computer scientist needs to make use of an expansive set of modern computing tools and techniques. This course continues the hands-on experiential introduction to working with the tools and techniques we use every day to design, develop, analyze, and maintain software. Prerequisite: COMP 1002.

COMP 2002 Tools and Techniques in Computer Science 11.5 cr +1.5 This is a lab-based course. Every computer scientist needs to make use of an expansive set of programming tools and techniques. This course provides a hands-on experiential introduction to working with the programming tools and techniques we use every day to develop and maintain software. Prerequisite: COMP 1020 or COMP 1021. COMP 1006 is recommended.

COMP 2006 Tools and Techniques in Computer Science $21.5 \mathrm{cr} \quad+1.5$ This is a lab-based course. Every computer scientist needs to make use of an expansive set of programming tools and techniques. This course continues the hands-on experiential introduction to working with the programming tools and techniques we use every day to develop and maintain software. Prerequisite: COMP 2002. COMP 1006 is recommended.

COMP 2060 Special Topics in Computer Science 3 cr
Computer Science encompasses a broad array of ideas and special topic areas. In this course students will pursue a specific introductory topic, which will vary from year to year. This course can be completed as a topics course multiple times under different titles. Prerequisite: Consent of Department.

COMP 3060 Intermediate Topics in Computer Science $3 \mathrm{cr}+3.0$ Computer Science encompasses a broad array of ideas and special topic areas. In this course students will pursue a specific intermediate topic, which will vary from year to year. This course can be completed as a topics course multiple times under different titles. Prerequisite: Consent of Department.

COMP 4062 Honours Topics in Computer Science 3 cr students will pursue a specific advanced topic, which will vary from year to year. Available to fourth-year Honours or Joint Honours Computer Science students only. This course can be
completed as a topics course multiple times under different titles. Prerequisite: Consent of Department.

COMP 4820 Bioinformatics 3 cr
An exploration of bioinformatics problems through the lens of Computer Science. Students will discover novel data structures, algorithmic tools, and techniques used to manage, index, and analyze large amounts of data. May not be held with the former COMP 3820. Prerequisite: COMP 3170.

Modifications:
COMP 2140 Data Structures and Algorithms 3 cr
Introduction to the representation and manipulation of data structures. Topics will include lists, stacks, queues, trees, and graphs. May not be held with the former COMP 2061. Prerequisites: COMP 1020 or COMP 1021.

COMP 2160 Programming Practices 3 cr
Introduction to issues involved in real-world computing. Topics will include memory management, debugging, compilation, performance, and good programming practices. Prerequisite: COMP 1020 (C+) or COMP 1021 (C+). Pre- or corequisite: COMP 2140.

COMP 2280 Introduction to Computer Systems 3 cr
Data representation and manipulation, machine-level representation of programs, assembly language programming, and basic computer architecture. Not available to students who have previously completed ECE 3610. Prerequisites: COMP 2140, COMP 2160, and one of MATH 1240, MATH 1241 or COMP 2130.

COMP 3430 Operating Systems 3 cr
Operating systems, their design, implementation, and usage. COMP 2160 is recommended for Computer Engineering Students. Prerequisites: [one of STAT 1150, STAT 1000, STAT 1001, STAT 2220, or PHYS 2496]; and one of [[COMP 2280 and COMP 2080] or [(COMP 2140 or the former COMP 2061) and ECE 3610 and ECE 3790]].

COMP 4060 Advanced Topics in Computer Science 3 cr 0.0

Computer Science encompasses a broad array of ideas and special topic areas. In this course students will pursue a specific topic, which will vary from year to year. This course can be completed as a topics course multiple times under different titles. Prerequisite: Consent of Department.

COMP 4180 Intelligent Mobile Robotics 3 cr
Topics include artificial intelligence, computer vision, human-robot interaction, and multi-robot systems. These abstract components are grounded in the problem of developing a team of intelligent mobile robots. All topics are covered with specific emphasis on applied problems, e.g. real-time performance. May not be held with COMP 4060 when titled "Mobile Robotics."
Prerequisites: COMP 2160 and COMP 3190.

## NET CHANGE IN CREDIT HOURS: +9.0

Mathematics
Program modifications:
Modifications to the following programs are outlined on the next 6 pages.

- Bachelor of Science (Major) in Applied Mathematics with Computer Science Option
- Bachelor of Science (Major) in Applied Mathematics with Computer Science Option, including Co-operative Option
- Minor in Mathematics


9 credit hours from:
MATH $2030 \quad$ Combinatorics 1
MATH 2040 Curves and Surfaces
MATH $2170 \quad$ Number Theory 1
Any 3000/4000 level MATH course
One of the following patterns:
Graphics

| COMP 2190 | Introduction to Scientific Computing | - |
| :--- | :--- | :--- |
| COMP 3490 | Computer Graphics 1 | - |
| COMP 4490 | Computer Graphics 2 | - |

Software
COMP 2150 Object Orientation
GOMP 2160 Programming Practices
and one of:
COMP 3380 Databases Concepts and Usage
COMP 3440 Programming Language Concepts
COMP 3020 Human-Computer Interaction 1
Theoretical-Computer Science
COMP 2080 Analysis of Algorithms
and two of:

| COMP 3030 | Automata Theory and Formal Languages |
| :--- | :--- |
| COMP 3170 | Analysis of Algorithms and Data Structures |
| COMP 3820 | Introduction to Bioinformatics Algorithms |
| COMP 4420 | Advanced Design and Analysis of Algorithms |
| Hardware |  |
| COMP 2160 | Programming Practices |
| COMP 2280 | Introduction to Computer Systems |

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    and one-of:
    COMP 3370 Computer Organization
    COMP 3430 Operating Systems
    Artificial|ntelligence
    COMP 3190 Introduction to Artificial Intelligence
    and two of:
    GOMM 4180 Intelligent Mobile Robotics
    COMP 4190 Artificial Intelligence
    GOMP 4200 Expert Systems
    COMP4360 Alachine Learning
27-credit hours-ofelectives_z
Cryptography
COMP 3170 Analysis of Algorithms and Data Structures
COMP 4140 Introduction to Cryptography and Cryptosystems
Any 3000/4000 level COMP course
Graphics
COMP \(3490 \quad\) Computer Graphics 1
COMP 4490 Computer Graphics 2
```


## Any 3000/4000 level COMP course

```
Machine Learning
COMP 2150 Object Orientation
COMP 3190 Introduction to Artificial Intelligence
COMP \(4360 \quad\) Machine Learning
Theoretical Computer Science
three of:
COMP 3030 Automata Theory and Formal Languages
COMP \(3170 \quad\) Analysis of Algorithms and Data Structures
```

| 21 credit hours of electives ${ }^{2}$ |  |  |
| :--- | :--- | :--- |
|  | Hours | $\mathbf{5 1}$ |
| Years 3-4 | Graph Theory 1 |  |
| MATH 2070 | Complex Analysis 1 | 3 |
| MATH 3340 | Numerical Analysis 2 | 3 |
| MATH 3420 | Ordinary Differential Equations | 3 |
| MATH 3440 | Real Analysis 2 | 3 |
| MATH 3460 | Introduction to Mathematical Modelling | 3 |
| MATH 3470 | Co-operative Education Work Term 1 | 3 |
| MATH 3610 | Co-operative Education Work Term 2 | 3 |
| Co-op Requirements (if selected): | $\mathbf{3}$ |  |
| SCI 3980 | Co-operative Education Work Term 3 | 0 |
| SCI 3990 | Co-operative Education Work Term 4 (if a 4th work term is selected) | 0 |
| SCI 4980 | Hours | $\mathbf{3}$ |
| SCI 4990 | Total Hours | $\mathbf{2 1}$ |

[^2]The following substitutions are allowed (but not advised), provided the grades indicated in brackets are achieved:

- MATH 1210 (B) or MATH 1300 (C+) in place of MATH 1220;
- MATH 1500 (B) or MATH 1510 (B) in place of MATH 1230;
- MATH 1700 (B) or MATH 1710 (B) in place of MATH 1232;
- STAT 1000 (C) and STAT 2000 (B) in place of STAT 1150.

COMP 1012 may be used in lieu of COMP 1010.

2 These courses may not be used for credit in this program: MATH 1010, MATH 1018, MATH 1020, FA 1020, MATH 1080, MATH 1090.
(Letters in brackets indicate minimum prerequisite standing for further study.)

## Mathematics Minor

## Minor Requirements



## Microbiology

Modification:
MBIO 4530 Project in Microbiology 6 cr
(Lab required) A research project chosen in consultation with the course administrator and supervised by a faculty member. A written report is normally required. The course is available only to final year Honours students in Microbiology, Biochemistry, or the Genetics program. May not be held with CHEM 4710, CHEM 4711, MBIO 4531, or BGEN 4010. Prerequisite:
Permission of course administrator.

## NET CHANGE IN CREDIT HOURS: 0.0

## Statistics

Modifications:
STAT 2220 Contemporary Statistics for Engineers 3 cr statistical inference-estimation and hypothesis testing, regression, reliability, statistical process control. May not be held with STAT 1000, STAT 1001 or STAT 1150. Prerequisite: One of MATH 1232, MATH 1700, MATH 1701, MATH 1710.

STAT 2400 Introduction to Probability 13 cr distributions, functions of a random variable, expectation and variance, introduction to joint distributions. This course is not available to students who have previously obtained credit for STAT 3500. Prerequisites: [one of STAT 1150, STAT 2000 (B), STAT 2001 (B), or STAT 2220] and [one of MATH 1232, MATH 1700 (B), MATH 1701 (B), or MATH 1710 (B)].

## NET CHANGE IN CREDIT HOURS: 0.0

Program modifications:
Modifications to the following programs are outlined on the next 12 pages.

- Bachelor of Science (Major) in Statistics
- Bachelor of Science (Honours) in Statistics
- Bachelor of Science (Honours) in Statistics and Actuarial Mathematics


## Statistics, B.Sc. Honours

## Degree Requirements

Honours (Including Co-operative Option if Selected) ${ }^{1}$
Year 1 Hours
STAT 1150 Introduction to Statistics and Computing ${ }^{2}$ ..... 3
MATH $1220 \quad$ Linear Algebra $1^{2}$ ..... 3
MATH 1230 Differential Calculus ${ }^{2}$ ..... 3
MATH 1232 Integral Calculus ${ }^{2}$ ..... 3
MATH 1240 Elementary Discrete Mathematics ..... 3
Hours ..... 15
Years 1-2
The following must be completed in Year 1 or Year 2:
COMP 1010 Introductory Computer Science $1^{2}$ ..... 3
COMP 1020 Introductory Computer Science 2 ..... 3
STAT $2150 \quad$ Statistics and Computing (B) ..... 3
STAT $2300 \quad$ Principles of Data Collection ..... 3
6 credit hours from the Faculty of Arts, which should include the required "W" course ..... 6
6 credit hours from the lists of Mathematics and Computer Science options (Lists B and C ..... 6 below)
9 credit hours of elective courses ${ }^{3,4}$ ..... 9
Hours ..... 33
Year 2
STAT 2400 Introduction to Probability 1 ..... 3
STAT 2800 Introduction to Probability 2 ..... 3
MATH 2080 Introduction to Analysis ..... 3
MATH 2150 Multivariable Calculus ${ }^{2}$ ..... 3
Hours ..... 12
Year 3
STAT 3030 Introduction to Stochastic Processes ..... 3
STAT 3100 Introduction to Statistical Inference ..... 3
STAT 3150 Statistical Computing ..... 3
STAT 3450 Linear Models ..... 3
STAT 3690 Multivariate Analysis ..... 3
Hours ..... 15
Years 3-4
24 credit hours from the list of Statistics options for the Honours program (List A below), with at least 15 credit hours at the 4000 level
6 credit hours from the lists of Statistics, Mathematics and Computer Science options for the Honours program (Lists A, B and C below)
12 credit hours of elective courses ${ }^{3,4}$
Co-op Requirements (if selected) ${ }^{5}$ :
SCI 3980 Co-operative Education Work Term 10
SCI 3990 Co-operative Education Work Term 20
SCI 4980 Co-operative Education Work Term 30
SCI 4990 Co-operative Education Work Term 4 (if a 4th work term is selected) 0 Hours 42
Year 4
STAT 4100 Statistical Inference 3
Hours 3
Total Hours 120
${ }^{1}$ IMPORTANT: The four year Honours program need not be completed in the manner prescribed in the grid above. The grid indicates one possible arrangement of the required courses and is meant to be a guide around which students can plan their program.
${ }^{2}$ The following substitutes are allowed:

- COMP 1012 in place of COMP 1010;
- MATH 1210 (B) or MATH 1300 (C+) in place of MATH 1220;
- MATH 1500 (B) or MATH 1510 (B) in place of MATH 1230;
- MATH 1700 (B) or MATH 1710 (B) in place of MATH 1232;
- MATH 2720 in place of MATH 2150;
- STAT 1000 and STAT 2000 (B) in place of STAT 1150.
${ }^{3}$ Although not required, students are encouraged to select some of their electives from traditional fields of application in Statistics such as Biological Sciences, Microbiology, Actuarial Mathematics, Economics, Psychology, or Sociology.
${ }^{4}$ The following courses are not to be used for credit in this program: STAT 3000, STAT 4000.
${ }^{5}$ Students in the Co-operative Option are required to complete STAT 2300, STAT 3150 and STAT 3450 before their first employment term.
(Letters in brackets indicate minimum prerequisite standing for further study.)
Course Title Hours
List A: Statistics Options for the Honours Program
STAT $3170 \quad$ Statistical Quality Control ..... 3
STAT 3380 Introduction to Nonparametric Statistics ..... 3
STAT 3490 Time Series Analysis ..... 3
STAT 3550 Nonlinear Regression Models ..... 3
STAT 3900 Intermediate Topics in Statistics ..... 3
STAT 3910 Intermediate Topics in Statistics ..... 3
STAT 4150 Bayesian Analysis and Computing ..... 3
STAT 4170 Lifetime Data Analysis ..... 3
STAT 4250 Statistical Learning ..... 3
STAT 4520 Sampling Techniques ..... 3
STAT 4530 Design of Experiments ..... 3
STAT 4630 Stochastic Processes ..... 3
STAT 4700 Statistical Consulting ..... 3
STAT 4900 Advanced Topics in Statistics ..... 3
STAT 4910 Advanced Topics in Statistics ..... 3
STAT 4950 Honours Thesis in Statistics ..... 6
List B: Mathematics Options for the Honours Program
MATH $2030 \quad$ Combinatorics 1 ..... 3
MATH 2070 Graph Theory 1 ..... 3
MATH 2090 Linear Algebra 2 ..... 3
MATH 2160 Numerical Analysis 1 ..... 3
MATH 2180 Real Analysis 1 ..... 3
MATH 2740 Mathematics of Data Science ..... 3
MATH 3330 Computational Algebra ..... 3
MATH 3340 Complex Analysis 1 ..... 3
MATH 3360 Combinatorics 2 ..... 3
MATH 3440 Ordinary Differential Equations ..... 3
MATH 3460 Partial Differential Equations ..... 3
MATH 3470 Real Analysis 2 ..... 3
AATH 3490 Optimization ..... 3
MATH 3610 Introduction to Mathematical Modelling ..... 3
MATH 4370 Linear Algebra and Matrix Analysis ..... 3
MATH 4390 Numerical Approximation Theory ..... 3
MATH 4490 Optimization ..... 3
Course Title
List C: Computer Science Options for the Honours Program
COMP 2080 Analysis of Algorithms3
COMP 2140 Data Structures and Algorithms ..... 3
COMP 2150 Object Orientation ..... 3
COMP 3170 Analysis of Algorithms and Data Structures ..... 3
COMP 3190 Introduction to Artificial Intelligence ..... 3
COMP 3380 Databases Concepts and Usage ..... 3
COMP 3820 Introduction to Bioinformatics Algorithms ..... 3
COMP 4140 Introduction to Cryptography and Cryptosystems ..... 3
COMP 4190 Artificial Intelligence ..... 3
COMP 4360 Machine Learning ..... 3
COMP 4380 Database Implementation ..... 3
COMP 4420 Advanced Design and Analysis of Algorithms ..... 3
COMP 4710 Introduction to Data Mining ..... 3
COMP 4820 Bioinformatics ..... 3
Hours


## Statistics, B.Sc. Major

## Degree Requirements

Four Year Major (Including Co-operative Option if Selected) ${ }^{1}$
Year 1 ..... Hours
STAT 1150 Introduction to Statistics and Computing ${ }^{2}$ ..... 3
MATH 1220 Linear Algebra $1^{2}$ ..... 3
MATH 1230 Differential Calculus ${ }^{2}$ ..... 3
MATH 1232 Integral Calculus ${ }^{2}$ ..... 3
MATH 1240 Elementary Discrete Mathematics ..... 3
Hours ..... 15
Years 1-2
The following must be completed in Year 1 or Year 2:
COMP 1010 Introductory Computer Science $1^{2}$ ..... 3
COMP 1020 Introductory Computer Science 2 ..... 3
STAT $2150 \quad$ Statistics and Computing (C+) ..... 3
STAT $2300 \quad$ Principles of Data Collection ..... 3
6 credit hours from the Faculty of Arts, which should include the required "W" course ..... 6
6 credit hours from the lists of Mathematics and Computer Science options for the Major program (Lists B and C below)
12 credit hours of elective courses 3 3,4 ..... 12
Hours ..... 36
Year 2
STAT 2400 Introduction to Probability 1 ..... 3
STAT 2800 Introduction to Probability 2 ..... 3
MATH 2720 Multivariable Calculus ${ }^{2}$ ..... 3
Hours ..... 9
Year 3
STAT 3100 Introduction to Statistical Inference ..... 3
STAT 3150 Statistical Computing ..... 3
STAT 3450 Linear Models ..... 3
STAT 3690 Multivariate Analysis ..... 3
Hours ..... 12

## Years 3-4

24 credit hours from the list of Statistics options for the Major program (List A below), with at least 15 credit hours at the 4000 level
9 credit hours from the lists of Statistics, Mathematics and Computer Science options for the Major program (Lists A, B and C below)
15 credit hours of elective courses ${ }^{3,4}$

## Co-op Requirements (if selected) ${ }^{5}$ :

SCI 3980 Co-operative Education Work Term 10
SCI 3990 Co-operative Education Work Term 20
SCI 4980 Co-operative Education Work Term 3
SCI 4990 Co-operative Education Work Term 4 (if a 4th work term is selected) 0
Hours 48
Total Hours 120

1
IMPORTANT: The four year Major program need not be completed in the manner prescribed in the grid above. The grid indicates one possible arrangement of the required courses and is meant to be a guide around which students can plan their program.
${ }^{2}$ The following substitutes are allowed:

- COMP 1012 in place of COMP 1010;
- MATH 1210 (B) or MATH 1300 (C+) in place of MATH 1220;
- MATH 1500 (B) or MATH 1510 (B) in place of MATH 1230;
- MATH 1700 (B) or MATH 1710 (B) in place of MATH 1232;
- MATH 2150 in place of MATH 2720;
- STAT 1000 and STAT 2000 (B) in place of STAT 1150.
${ }^{3}$ Although not required, students are encouraged to select some of their electives from traditional fields of application in Statistics such as Biological Sciences, Microbiology, Actuarial Mathematics, Economics, Psychology, or Sociology.
${ }^{4}$ The following courses are not to be used for credit in this program: STAT 3000, STAT 4000.
${ }^{5}$ Students in the Co-operative Option are required to complete STAT 2300, STAT 3150 and STAT 3450 before their first employment term.
(Letters in brackets indicate minimum prerequisite standing for further study.)
Course Title Hours
List A: Statistics Options for the Major Program
STAT 3030 Introduction to Stochastic Processes ..... 3
STAT 3170 Statistical Quality Control ..... 3
STAT 3380 Introduction to Nonparametric Statistics ..... 3
STAT 3490 Time Series Analysis ..... 3
STAT 3550 Nonlinear Regression Models ..... 3
STAT 3900 Intermediate Topics in Statistics ..... 3
STAT 3910 Intermediate Topics in Statistics ..... 3
STAT 4100 Statistical Inference ..... 3
STAT 4150 Bayesian Analysis and Computing ..... 3
STAT 4170 Lifetime Data Analysis ..... 3
STAT 4250 Statistical Learning ..... 3
STAT 4520 Sampling Techniques ..... 3
STAT 4530 Design of Experiments ..... 3
STAT 4630 Stochastic Processes ..... 3
STAT 4700 Statistical Consulting ..... 3
STAT 4900 Advanced Topics in Statistics ..... 3
STAT 4910 Advanced Topics in Statistics ..... 3
List B: Mathematics Options for the Major Program
MATH 2030 Combinatorics 1 ..... 3
MATH 2070 Graph Theory 1 ..... 3
MATH 2080 Introduction to Analysis ..... 3
MATH 2090 Linear Algebra 2 ..... 3
MATH 2160 Numerical Analysis 1 ..... 3
MATH 2180 Real Analysis 1 ..... 3
MATH 2740 Mathematics of Data Science ..... 3
MATH 3330 Computational Algebra ..... 3
MATH 3340 Complex Analysis 1 ..... 3
MATH 3360 Combinatorics 2 ..... 3
MATH 3440 Ordinary Differential Equations ..... 3
MATH 3460 Partial Differential Equations ..... 3
MATH 3470 Real Analysis 2 ..... 3
AATH 3490 Optimization ..... 3
MATH 3610 Introduction to Mathematical Modelling ..... 3
MATH 4370 Linear Algebra and Matrix Analysis ..... 3
MATH 4390 Numerical Approximation Theory ..... 3
MATH 4490 Optimization ..... 3
Course Title
List C: Computer Science Options for the Major Program
COMP 2080 Analysis of Algorithms3
COMP 2140 Data Structures and Algorithms ..... 3
COMP 2150 Object Orientation ..... 3
COMP 3170 Analysis of Algorithms and Data Structures ..... 3
COMP 3190 Introduction to Artificial Intelligence ..... 3
COMP 3380 Databases Concepts and Usage ..... 3
COMP 3820 Introduction to Bioinformatics Algorithms ..... 3
COMP 4140 Introduction to Cryptography and Cryptosystems ..... 3
COMP 4190 Artificial Intelligence ..... 3
COMP 4360 Machine Learning ..... 3
COMP 4380 Database Implementation ..... 3
COMP 4420 Advanced Design and Analysis of Algorithms ..... 3
COMP 4710 Introduction to Data Mining ..... 3
COMP 4820 Bioinformatics ..... 3
Hours


## Statistics - Actuarial Joint, B.Sc. Honours

## Statistics - Actuarial Mathematics Joint Honours Entrance, Continuation, and Graduation Requirements

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

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

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

To graduate with the B. Sc. Honours degree, a student must achieve a minimum DGPA of 3.00 and a minimum grade of "C+" en all required Actuarial Mathematies (ACT) courses ACT 2120, ACT 2210, ACT 3130, ACT 3230, ACT 3340, ACT 4020, ACT 4030, ACT 4060, ACT 4160, FIN 2010, and a grade of "C" on all remaining courses that contribute to the 120 credit hours of the degree.

Recommended Electives

|  | Course List |  |
| :---: | :---: | :---: |
| Course | Title | Hours |
| FIN 3410 | Investments | 3 |
| FIN-4240 | Financial Modeling | 3 |
| COMP 1010 | Introductory Computer Science 1 | 3 |

## Statistics - Actuarial Joint, B.Sc. Honours

## Degree Requirements

Joint Honours
Year 1Hours
STAT 1150 Introduction to Statistics and Computing ${ }^{1}$ ..... 3
STAT 2150 Statistics and Computing (B) ..... 3
ECON 1010 Introduction to Microeconomic Principles ..... 3
ECON 1020 Introduction to Macroeconomic Principles ..... 3
MATH 1220 Linear Algebra $1^{1}$ ..... 3
MATH 1230 Differential Calculus ${ }^{1}$ ..... 3
MATH 1232 Integral Calculus ${ }^{1}$ ..... 3
MATH 1240 Elementary Discrete Mathematics ..... 3
One "W" course ..... 3
3 credit hours of electives ..... 3
Hours ..... 30
Year 2
STAT 2300 Principles of Data Collection ..... 3
STAT 2400 Introduction to Probability 1 ..... 3
STAT 2800 Introduction to Probability 2 ..... 3
ACT 2020 Economic and Financial Applications ..... 3
ACT 2120 Interest Theory ${ }^{\mathbf{2}}$ ..... 3
ACT 2210 Introduction to Risk Management 2 ..... 3
ACC 1100 Introductory Financial Accounting z ..... 3
FIN 2200 Corporate Finance ${ }^{z}$ ..... 3
FIN 2010 Introduction to Finance ${ }^{2}$ ..... $\underline{3}$
MATH 2720 Multivariable Calculus ${ }^{1}$ ..... 3
$\mathbf{3} \underline{6}$ credit hours of electives ${ }^{3,4}$ ..... 36
Hours ..... 30
Year 3
STAT 3030 Introduction to Stochastic Processes ..... 3
STAT 3100 Introduction to Statistical Inference ..... 3
STAT 3150 Statistical Computing ..... $\underline{3}$
STAT 3450 Linear Models ..... 3
STAT 3690 Multivariate Analysis ..... $\underline{3}$
ACT 3130 Actuarial Models $\mathbf{1}^{\mathbf{2}}$ ..... $\underline{3}$
ACT 3340 Financial Derivatives for Actuarial Practice² ..... 3
ACT 4020 Short Term Actuarial Mathematics I $^{2}$ ..... 3
ACT 4030 Short Term Actuarial Mathematics II ${ }^{2}$ ..... 3
One of: ..... 6
ACT 3630 Models for Life Contingencies ..... -
ACT 3130 Actuarial Models 1
\& ACT 3230 and Actuarial Models 2
3 credit hours of Statistics electives ${ }^{3}$ ..... 3
$\boldsymbol{9} \underline{6}$ credit hours of electives 3,4 ..... 96
Hours ..... 30
Year 4
STAT 4100 Statistical Inference ..... 3
STAT 4250 Statistical Learning ..... $\underline{3}$
ACT 3230 Actuarial Models $\mathbf{2}^{2}$ ..... 3
ACT 4060 Actuarial Aspects of Investment Practice² ..... 3
ACT 4160 Introduction to Property and Casualty Insurance Industry² ..... 3
ACT 4020 Short Term Actuarial Mathematics $1^{4}$ ..... 3
ACT 4030 Short Term Actuarial Mathematics ${ }^{4}{ }^{4}$ ..... 3
MSCl 2150 Introduction to Management Sciences ..... 3
9 credit hours of Statistics electives ${ }^{3}$ ..... 9
6 credit hours of 4000 level courses in Statistics ${ }^{3,4}$ ..... 6
$\boldsymbol{3} \underline{\mathbf{9}}$ credit hours of electives ${ }^{3,4}$ ..... 3-9
Hours ..... 30
Total Hours ..... 120
${ }^{1}$ The following substitutions are allowed:

- MATH 1210 (B) or MATH 1300 (C+) or MATH 1310 in place of MATH 1220;;:
- MATH 1500 (B) or MATH 1510 (B) in place of MATH 1230, $\dot{\text { i }}$
- MATH 1700 (B) or MATH 1710 (B) in place of MATH 1232. $\dot{\text { - }}$
- MATH 2150 in place of MATH 2720;
- STAT 1000 and STAT 2000 (B) in place of STAT 1150.
${ }^{2}$ Students are strongly urged to complete ACC 1100 in Year 1 when possible. FIN 2200-be taken in Year 2,3 or 4 ; however, it is strongly recommended that it be completed in Year 2 . Note that ACC 1100 is a prerequisite for FIN 2200. A minimum grade of $\mathrm{C}+$ is required in this course to graduate.
${ }^{3}$ The following courses are recommended electives for this program: COMP 1010, FIN 3410, FIN 4240, STAT 3030, STAT 3490, STAT 3550, STAT 4150, STAT 4630.
${ }^{3}$ The 12 credit hours of electives in Statistics in Years 3 and 4 must all be at the 3000 level or higher, at least 9 of which must be at the 4000 level. The following courses are recommended: STAT 3150, STAT 3490, STAT 3550, STAT 3690, STAT 4150, STAT 4250, STAT 4630.
${ }^{4}$ The following courses are not to be used for credit in this program: STAT 3000, STAT 4000.
45 ACT 4020 and ACT 4030 may be taken in Year 3 of 4.
(Letters in brackets indieate minimum degree requirement or prerequisite standing for further study.)


## Faculty of Social Work

Modifications:
SWRK 2110 Emergence of the Canadian Social Welfare State 3 cr
An examination of the emergence of the Canadian welfare state from its various colonial inheritances to the Canada Assistance Plan. Social, political, economic, religious, geographical, demographic and cataclysmic factors influencing the development of the welfare state are examined and analyzed. May not be held with SWRK 4298. Prerequisite: Advisor approval and SWRK 1310.

SWRK 3220 Integrative Practice Seminar for Field Instruction 11.5 cr 0.0 This course facilitates the integration of knowledge, values and skills gained from other SWRK courses, past experiences, and field instruction. Students will have opportunities to discuss and critically reflect on social work practice drawing on their field placement experiences. Students will enhance their ability to identify, apply, critique, and evaluate professional practice, ethics, theories, research, and conceptual frameworks. The course culminates with students' reflective capstone presentations. May not be held with SWRK 3150, SWRK 3151, or SWRK 3152. Registration is restricted to Faculty of Social Work students. Graded as pass/fail. Prerequisites: Advisor permission based on the completion of SWRK 1200 (or SWRK 3131 or the former SWRK 3130); SWRK 1220; SWRK 1230; SWRK 1240 (or SWRK 3141 or the former SWRK 3140); SWRK 1250 (or SWRK 2093 or the former SWRK 2091 or SWRK 2090); SWRK 2010 and SWRK 2030 (or SWRK 2081 or the former SWRK 2080) and a minimum DGPA 2.5 or 3.0 for Concentrated BSW or Accelerated. Corequisite: SWRK 3240.

SWRK 3240 Field Instruction 16 cr
In this first field experience, students will have the opportunity to assume responsibility for social work engagement, assessment, planning, intervention, evaluation, and integrating theory. Field placement requires the student to be engaged in direct practice activity, training opportunities and evaluation of performance. Students will begin to demonstrate the professional capacity to integrate social work values, knowledge, and skills at the level of a beginning professional practitioner. Students are expected to develop competencies in: professionalism and ethical standards, assessment and intervention skills in practice, reflective capacity and critical analysis, fostering and promoting human rights and social justice, and integration of policy and practice. May not be held with SWRK 3150, SWRK 3131, or SWRK 3152. Registration is restricted to Faculty of Social Work students. Graded as pass/fail. Prerequisites: Advisor permission based on the completion of SWRK 1200 (or SWRK 3131 or the former SWRK 3130); SWRK 1220; SWRK 1230; SWRK 1240 (or SWRK 3141 or the former SWRK 3140); SWRK 1250 (or SWRK 2093 or the former SWRK 2091 or SWRK 2090); SWRK 2010 and SWRK 2030 (or SWRK 2081 or the former SWRK 2080); and a minimum DGPA 2.5 or 3.0 for Concentrated BSW or Accelerated. Corequisite: SWRK 3220.

SWRK 3250 Prior Learning Assessment and Recognition (PLAR) 7.5 cr
This course is a self-study course in which students demonstrate the knowledge, skills, and integration of social work values and ethics that are required of students successfully completing a first field placement. Applicants who have been accepted and register for this course in lieu of the field placement will be required to complete a series of assignments. Eligible students must have a minimum of 3500 hours of previous social work employment experience within the past five years. Please refer to the PLAR application booklet. May not be held with SWRK 3150, SWRK 3151, SWRK 3152 or SWRK 3220 and SWRK 3240. Registration is restricted to Faculty of Social Work students. Graded as pass/fail. Prerequisites: Advisor
permission based on the completion of SWRK 1200 (or SWRK 3131 or the former SWRK 3130); SWRK 1220; SWRK 1230; SWRK 1240 (or SWRK 3141 or the former SWRK 3140); SWRK 1250 (or SWRK 2093 or the former SWRK 2091 or SWRK 2090); SWRK 2010 and SWRK 2030 (or SWRK 2081 or the former SWRK 2080).

## SWRK 4240 Integrative Practice Seminar for Field Instruction 21.5 cr

This course is designed to further facilitate the integration of knowledge, values and skills gained from other SWRK courses, past experiences, and field instruction. Students will have opportunities to discuss and critically reflect on social work practice by drawing on their field placement experiences. Students will have opportunities to further enhance their ability to identify, apply, critique and evaluate professional practice, ethics, social work theories, research, and conceptual frameworks. The course culminates with students' reflective capstone presentations. May not be held with SWRK 4120 or SWRK 4121. Registration is restricted to Faculty of Social Work students. Graded as pass/fail. Prerequisites: Advisor permission based on (SWRK 3220 and SWRK 3240) or SWRK 3250, and a minimum DGPA 2.5 or 3.0 for Concentrated BSW or Accelerated. Corequisite: SWRK 4350.

SWRK 4252 Violence in Families: Direct Practice Interventions in Primary
Using an anti-oppressive and anti-colonial approach, the course will interrogate various meanings of violence and abuse and consider a variety of practice frameworks that guide assessment and intervention for individuals who have experienced family violence. Open to non-Social Work students with a minimum of 54 credit hours and with instructor permission. May not be held with SWRK 4200 when titled "Field Focus Family Violence" or SWRK 4300 when titled "Field Focus Family Violence". Prerequisites: SWRK 1200 (or SWRK 3131 or the former SWRK 3130); SWRK 1220; SWRK 1230; SWRK 1240 (or SWRK 3141 or the former SWRK 3140); SWRK 1250 (or SWRK 2093 or the former SWRK 2091 or SWRK 2090); SWRK 2010 and SWRK 2030 (or SWRK 2081 or the former SWRK 2080).

## SWRK 4278 Building Knowledge in Social Work Research Methodologies and Practices 3cr

Students in this course acquire knowledge and skills for critical social work research. Students will frame and articulate their research focus through engagement with research design including quantitative and qualitative research methods. Both Western and Indigenous epistemologies and methodologies will be honoured and discussed. These methods will be used to conduct a basic research project proposal to explore a social work issue, select the most appropriate social work research practice to study this issue, and outline how they will carry out this ethical research. Open to non-Social Work students with a minimum of 54 credit hours and with instructor permission. Prerequisites: SWRK 1200 (or SWRK 3131 or the former SWRK 3130); SWRK 1220; SWRK 1230; SWRK 1240 (or SWRK 3141 or the former SWRK 3140); SWRK 1250 (or SWRK 2093 or the former SWRK 2091 or SWRK 2090); SWRK 2010 and SWRK 2030 (or SWRK 2081 or the former SWRK 2080) and SWRK 3170 (or the former SWRK 3100, SWRK 3103, or the former SWRK 3101).

SWRK 4298 Poverty and Inequality: Policy and Social Work Practice 3 cr
This course is an in-depth exploration of poverty and economic inequality in Canada - their extent and characteristics, underlying causes, and differential effects on various segments of the Canadian population. The role of social work and social welfare policy in dealing with poverty and economic inequality will be analyzed. Open to non-Social Work students with a minimum of 54 credit hours and with instructor permission. May not be held with: SWRK 2110. Prerequisites: SWRK 1200 (or SWRK 3131 or the former SWRK 3130); SWRK 1220; SWRK

1230; SWRK 1240 (or SWRK 3141 or the former SWRK 3140); SWRK 1250 (or SWRK 2093 or the former SWRK 2091 or SWRK 2090); SWRK 2010 and SWRK 2030 (or SWRK 2081 or the former SWRK 2080).

SWRK 4350 Field Instruction 26 cr
In this second field experience, students will have the opportunity to advance their skill set in relation to social work engagement, assessment, planning, intervention and evaluation, and integrating theory. Field placement requires the student to be engaged in direct practice activity, training opportunities and evaluation of performance. Students will carry a sustained professional role in situations that require the integration of social work values, knowledge, and skill at the level of a beginning practitioner. Students are expected to develop competencies in: professionalism and ethical standards, assessment and intervention skills in practice, reflective capacity and critical analysis, fostering and promoting human rights and social justice, and integration of policy and practice. May not be held with SWRK 4120 or SWRK 4121.
Registration is restricted to Faculty of Social Work students. Graded as pass/fail. Prerequisites: Advisor permission based on completion of (SWRK 3220 and SWRK 3240) or SWRK 3250, and a minimum DGPA: 2.5 or 3.0 for Concentrated BSW or Accelerated. Corequisite: SWRK 4240.

## NET CHANGE IN CREDIT HOURS: 0.0

Program modification:
Modifications to the transition plan for the revised Bachelor of Social Work (Senate, March 2, 2022), are set out on the next 6 pages.

Student Transition Maps for Each Site
The following table shows the transition maps for the students admitted for Fall 2022, 2021 and 2020 \& prior into the Distance Delivery, Northern External, Fort Garry 3-year or concentrated BSW program under the current admission requirements, bringing in atleast 30 CH of electives.

Fort Garry (3 year \& Concentrated), Distance Delivery and Northern External

|  |  | Academic Year 2023-24 |  |  |  | $\begin{gathered} 2024-25 \\ \& \text { onward } \end{gathered}$ | 2024-25 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Course in Current Curriculum | Course Equivalence in Revised Curriculum | Students in <br> Year 2 <br> (admitted 2022) | Studentsin <br> Year 3 <br> (admitted 2021) | Part-time \& delayed students (admitted pre-2023) | FG Con. Year 2 (admitte d 2022) | Part-time \& delayed students (admitted pre-2023) | Students in Year 3 (admitted 2022) |
| SWRK $1310$ | SWRK 2040 | NA | NA | SWRK 1310 <br> SWRK 2040 | NA | SWRK $2040$ | NA |
| SWRK $2080$ | SWRK 2030 | NA | NA | SWRK $2030$ | NA | SWRK $2030$ | NA |
| $\begin{aligned} & \text { SWRK } \\ & 2090^{*} \end{aligned}$ | $\begin{gathered} \text { SWRK } 1250 \\ + \text { FMLY } \\ 1010 \end{gathered}$ | NA | NA | SWRK <br> 2090 | NA | $\begin{gathered} \text { SWRK } \\ 1250+ \\ \text { FMLY } \\ 1010 \end{gathered}$ | NA |
| SWRK2110*** | SWRK 4298 | NA | NA | SWRK 4298 | NA | SWRK 4298 | NA |
| $\begin{gathered} \text { SWRK } \\ 3100 \end{gathered}$ | SWRK 3170 | NA | NA | SWRK $3100$ | NA | $\begin{gathered} \text { SWRK } \\ 3170 \end{gathered}$ | NA |
| SWRK $3130$ | SWRK 1200 | SWRK1200 | NA | SWRK $1200$ | NA | SWRK $1200$ | NA |
| SWRK 3150/3152 | NONE | SWRK3150/ SWRK3152 | NA | SWRK <br> 3150/ <br> SWRK <br> 3152 | NA | SWRK <br> 3150/ <br> SWRK <br> 3152 | NA |
| $\begin{gathered} \text { SWRK } \\ 4200 \end{gathered}$ | $\begin{gathered} \text { 2- SWRK } \\ 4 X X X^{* *} \end{gathered}$ | $\begin{gathered} \text { SWRK } \\ 4200 \end{gathered}$ | NA | SWRK $4200$ | NA | Two SWRK $4 X X X^{* *}$ | NA |
| $\begin{gathered} \text { SWRK } \\ 4120 \end{gathered}$ | NONE | NA | $\begin{gathered} \text { SWRK } \\ 4120 \end{gathered}$ | SWRK $4120$ | $\begin{gathered} \hline \text { SWRK } \\ 4120 \end{gathered}$ | $\begin{gathered} \text { SWRK } \\ 4120 \end{gathered}$ | $\begin{gathered} \text { SWRK } \\ 4120 \end{gathered}$ |
| $\begin{gathered} \text { SWRK } \\ 4210 \end{gathered}$ | SWRK 2000\& SWRK 3160 | SWRK4210 | NA | $\begin{array}{r} \text { SWRK } \\ 4210 \end{array}$ | NA | SWRK <br> 2000 <br> SWRK $3160$ | NA |
| $\begin{gathered} \text { SWRK } \\ 4220 \end{gathered}$ | SWRK 1210\& SWRK 2010 | NA | SWRK1210 | $\begin{gathered} \text { SWRK } \\ 1210 \end{gathered}$ | NA | $\begin{gathered} \text { SWRK } \\ 1210 \end{gathered}$ | SWRK1210 |
|  |  |  | SWRK 2010 | SWRK $2010$ |  | SWRK 2010 | SWRK2010 |
| $\begin{gathered} \text { SWRK } \\ 4300 \end{gathered}$ | 2- SWRK 4XXX**Level | NA | SWRK 4300 | $\begin{gathered} \text { SWRK } \\ 4300 \end{gathered}$ | $\begin{gathered} \text { SWRK } \\ 4300 \end{gathered}$ | Two SWRK 4XXX** | Two SWRK 4XXX** |

** SWRK 4XXX - various elective options offered on rotational basis. See BSW website, Aurora, or consult with an academic advisor for current rotation.
*SWRK 2090 does have an identified equivalence; however it will remain on the booksin order to accommodate students who have challenges in scheduling them.
*** Students who have completed SWRK 3130 will be recommended to complete SWRK 2110 rather than SWRK 4298 to avoid a gap in content knowledge

The following tables shows the transition maps for the students admitted for Fall 2022,2021 and 2020 \& prior into the Inner City Access BSW program under the current admission requirements.

Student Transition Maps
Access Inner City- Academic Year 2023-24

|  |  | 2023-24 |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: |
| Course in Current Curriculum | Course Equivalencein Revised Curriculum | Students in Year 2 (admitted 2022) | Students in Year 3 (admitted 2021) | Students in <br> Year 4 (admitted 2020) | Part-time \& delayed students (admitted pre-2023) |
| SWRK 1310 | SWRK 2040 | NA | NA | NA | SWRK 1310 SWRK 2040 |
| SWRK 2080 | SWRK 2030 | NA | NA | NA | SWRK 2030 |
| SWRK 2090* | SWRK 1250 <br> +FMLY 1010 | NA | NA | NA | SWRK 2090 |
| SWRK 2110*** | SWRK 4294 <br> SWRK 4298 | SWRK 4294 <br> SWRK 4298 | NA | NA | SWRK 4294 <br> SWRK 4298 |
| SWRK 3100 | $\begin{gathered} \hline \text { SWKR SWRK } \\ 3170 \\ \hline \end{gathered}$ | NA | NA | NA | SWRK 3100 |
| SWRK 3130 | SWRK 1200 | NA | SWRK $1200$ | NA | SWRK 1200 |
| SWRK 3140 | SWRK 1240 | NA | NA | NA | SWRK 1240 |
| $\begin{gathered} \hline \text { SWRK } \\ 3150 / 3152 \end{gathered}$ | NONE | NA | $\begin{gathered} \text { SWRK } \\ 3150 / 3152 \end{gathered}$ | NA | $\begin{gathered} \hline \text { SWRK } \\ 3150 / 3152 \end{gathered}$ |
| SWRK 4200 | 2- SWRK <br> 4XXX Level electives | NA | $\begin{gathered} \text { SWRK } \\ 4200 \end{gathered}$ | NA | SWRK 4200 |
| SWRK 4120 | NONE | NA | NA | SWRK $4120$ | SWRK 4120 |
| SWRK 4210 | SWRK 2000 \& SWRK3160 | NA | SWRK <br> 4210 | NA | SWRK 4210 |
| SWRK 4220 | SWRK 1210\& SWRK 2010 | SWRK1210 SWRK2010 | NA | NA | SWRK 1210 SWRK 2010 |
| SWRK 4300 | 2-SWRK <br> 4XXX** Level electives | NA | NA | $\begin{gathered} \text { SWRK } \\ 4300 \end{gathered}$ | SWRK 4300 |

** SWRK 4XXX - various elective options offered on rotational basis. See BSW website, Aurora, or consult with an academic advisor for current rotation.
*SWRK 2090 does have an identified equivalence; however, it will remain on the booksin order to accommodate students who have challenges in scheduling them.

Students who have completed SWRK 3130 will be recommended to complete SWRK 2110 rather than SWRK 4298 to avoid a gap in content knowledge

## Student Transition Maps

Access Inner City 2024-25 and 2025-26

|  |  | 2024-25 |  | $\begin{gathered} 2024-25 \& \\ \text { onward } \end{gathered}$ | 2025-26 |
| :---: | :---: | :---: | :---: | :---: | :---: |
| Course in Current Curriculum | Course Equivalence in Revised Curriculum | Students inYear 3 (admitted 2022) | Students in Year 4 (admitted 2021) | Part-time \& delayed students (admitted pre2023) | Students in Year 4 (admitted 2022) |
| SWRK 1310 | SWRK 2040 | NA | NA | SWRK 2040 | NA |
| SWRK 2080 | SWRK 2030 | NA | NA | SWRK 2030 | NA |
| SWRK 2090* | SWRK 1250 + FMLY 1010 | NA | NA | $\begin{gathered} \text { SWRK1250 } \\ \text { +FMLY } \\ 1010 \end{gathered}$ | NA |
| SWRK 2110*** | SWRK 4294 <br> SWRK 4298 | NA | NA | SWRK 4294 SWRK 4298 | NA |
| SWRK 3100 | SWRK 3170 | NA | NA | $\begin{gathered} \text { SWRK } \\ 3170 \end{gathered}$ | NA |
| SWRK 3130 | SWRK 1200 | $\begin{gathered} \text { SWRK } \\ 1200 \end{gathered}$ | NA | SWRK1200 | NA |
| SWRK 3140 | SWRK 1240 | NA | NA | SWRK 1240 | NA |
| $\begin{gathered} \text { SWRK } \\ 3150 / 3152 \end{gathered}$ | NONE | $\begin{gathered} \text { SWRK } \\ 3150 / 3152 \end{gathered}$ | NA | $\begin{gathered} \text { SWRK } \\ 3150 / 3152 \end{gathered}$ | NA |
| SWRK 4200 | 2-SWRK 4XXX Level electives | $\begin{aligned} & 4 X X X^{* *} \\ & 4 X X X^{* *} \end{aligned}$ | NA | $\begin{aligned} & 4 X X X^{* *} \\ & 4 X X X^{* *} \end{aligned}$ | NA |
| SWRK 4120 | NONE | NA | $\begin{gathered} \hline \text { SWRK } \\ 4120 \\ \hline \end{gathered}$ | SWRK4120 | $\begin{array}{r} \text { SWRK } \\ 4120 \\ \hline \end{array}$ |
| SWRK 4210 | SWRK 2000 \& SWRK 3160 | SWRK 2000 <br> \& SWRK3160 | NA | SWRK 2000 \& SWRK3160 | NA |
| SWRK 4220 | SWRK 1210 \& SWRK 2010 | NA | NA | SWRK1210 SWRK2010 | NA |


| SWRK 4300 | 2-SWRK 4XXX <br> Level electives | NA | $4 X X X^{* *}$ <br> $4 X X X^{* *}$ | $4 X X X^{* *}$ <br> $4 X X X^{* *}$ |
| :--- | :--- | :--- | :--- | :--- |

** SWRK 4XXX - various elective options offered on rotational basis. See BSWwebsite, Aurora, or consult with an academic advisor for current rotation.
*SWRK 2090 does have an identified equivalence; however it will remain on the booksin order to accommodate students who have challenges in scheduling them.
*** Students who have completed SWRK 3130 will be recommended to complete SWRK 2110 rather than SWRK 4298 to avoid a gap in content knowledge

The following tables shows the transition maps for the students admitted for Fall 2022,2021 and 2020 \& prior into the Northern Access BSW program under the current admission requirements.

Student Transition Maps
Access Northern Academic Year 2023-24

|  |  | 2023-24 |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: |
| $\begin{array}{c}\text { Course in } \\ \text { Current } \\ \text { Curriculum }\end{array}$ | $\begin{array}{c}\text { Course } \\ \text { Equivalencein } \\ \text { Revised } \\ \text { Curriculum }\end{array}$ | $\begin{array}{c}\text { Students inYear 2 } \\ \text { (admitted 2022) }\end{array}$ | $\begin{array}{c}\text { Students inYear 3 } \\ \text { (admitted 2021) }\end{array}$ | $\begin{array}{c}\text { Students in } \\ \text { Year 4 } \\ \text { (admitted } \\ \text { 2020) }\end{array}$ | $\begin{array}{c}\text { Part-time \& } \\ \text { delayed } \\ \text { students }\end{array}$ |
| (admitted pre- |  |  |  |  |  |
| 2023) |  |  |  |  |  |$]$


|  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: |
| SWRK 4220 |  <br> SWRK 2010 | NA | SWRK <br> 2010 | NA | SWRK1210 <br> SWRK <br> 2010 |
| SWRK 4300 | 2-SWRK <br> $4 X^{* *}$ Level <br> electives | NA | NA | SWRK | SWRK |

** SWRK 4XXX - various elective options offered on rotational basis. See BSWwebsite, Aurora, or consult with an academic advisor for current rotation.
*SWRK 2090 does have an identified equivalence; however it will remain on the booksin order to accommodate students who have challenges in scheduling them.
*** Students who have completed SWRK 3130 will be recommended to complete SWRK 2110 rather than SWRK 4298 to avoid a gap in content knowledge

Student Transition Maps

## Access Northern Academic Year 2024-25

and 2025-26

|  |  | 2024-25 |  | $\begin{gathered} 2024-25 \& \\ \text { onward } \end{gathered}$ | 2025-26 |
| :---: | :---: | :---: | :---: | :---: | :---: |
| Course in Current Curriculum | Course Equivalence in Revised Curriculum | $\begin{aligned} & \text { Students inYear } \\ & 3 \text { (admitted } \\ & 2022 \text { ) } \end{aligned}$ | $\begin{gathered} \text { Students in } \\ \text { Year 4 } \\ \text { (admitted2021) } \end{gathered}$ | Part-time \& delayed students (admitted pre2023) | Students inYear 4 (admitted 2022) |
| SWRK 1310 | SWRK 2040 | NA | NA | SWRK 2040 | NA |
| SWRK 2080 | SWRK 2030 | NA | NA | SWRK 2030 | NA |
| $\begin{aligned} & \text { SWRK } \\ & 2090^{*} \end{aligned}$ | SWRK 1250 + FMLY 1010 | NA | NA | $\begin{gathered} \text { SWRK1250 } \\ + \\ \text { FMLY1010 } \end{gathered}$ | NA |
| SWRK 2110*** | SWRK 4294 SWRK 4298 | NA | NA | SWRK 4294 <br> SWRK 4298 | NA |
| SWRK 3100 | SWRK 3170 | NA | NA | SWRK 3170 | NA |
| SWRK 3130 | SWRK 1200 | $\begin{gathered} \hline \text { SWRK } \\ 1200 \end{gathered}$ | NA | SWRK1200 | NA |
| SWRK 3140 | SWRK 1240 | NA | NA | SWRK 1240 | NA |
| $\begin{gathered} \text { SWRK } \\ 3150 / 3152 \end{gathered}$ | NONE | $\begin{gathered} \text { SWRK } \\ 3150 / 3152 \end{gathered}$ | NA | $\begin{gathered} \text { SWRK } \\ 3150 / 3152 \end{gathered}$ | NA |
| SWRK 4120 | NONE | NA | SWRK4120 | SWRK 4120 | SWRK4120 |


| SWRK 4130 | NONE | NA | NA | SWRK 4130 | NA |
| :---: | :---: | :---: | :---: | :---: | :---: |
| SWRK 4200 | $\begin{gathered} \text { 2- SWRK } \\ \text { 4XXX Level } \\ \text { electives } \end{gathered}$ | $\begin{aligned} & 4 X X X^{*} \\ & 4 X X X^{*} \end{aligned}$ | NA | $\begin{aligned} & 4 \mathrm{XXX}^{*} \\ & 4 \mathrm{XXX}^{*} \end{aligned}$ | NA |
| SWRK 4210 | SWRK 2000 \& SWRK 3160 | NA | SWRK2000 <br> SWRK3160 | SWRK2000 <br> SWRK3160 | SWRK2000 <br> SWRK3160 |
| SWRK 4220 | SWRK 1210 \& SWRK 2010 | SWRK <br>  <br> SWRK <br> 2010 | NA | SWRK1210 <br>  <br> SWRK2010 | NA |
| SWRK 4300 | 2- SWRK 4XXX** Level electives | NA | SWRK 4XXX** SWRK 4XXX** | SWRK 4XXX** SWRK 4XXX** | SWRK 4XXX** SWRK 4XXX** |

** SWRK 4XXX - various elective options offered on rotational basis. See BSWwebsite, Aurora, or consult with an academic advisor for current rotation.
*SWRK 2090 does have an identified equivalence; however, it will remain on the booksin order to accommodate students who have challenges in scheduling them.
*** Students who have completed SWRK 3130 will be recommended to complete SWRK 2110 rather than SWRK 4298 to avoid a gap in content knowledge

## Université de Saint-Boniface

Faculté des arts

Deletion:
PHIL 3201 Philosophie politique 6 cr
Introduction:
PHIL 3553 Heidegger et la métaphysique 3 cr
Présentation de Martin Heidegger et de sa philosophie, en lien avec la métaphysique occidentale amorcée de manière décisive chez Aristote. Études des principaux aspects de la philosophie de Heidegger: l'être, le néant, la vérité (alètheia, l'onto-théo-logie, l'arraisonnement (Gestell) et l'Ereignis. Mise au point sur l'impact de la pensée métaphysique aujourd'hui (et ses conséquences environnementales notamment) ainsi que sur la pensée à venir. On ne peut se faire créditer PHIL 3553 et l'ancien PHIL 2171 Sujets particuliers 1 Heidegger et la métaphysique. Préalable : 30 crédits universitaires.

## Modifications:

FRAN 3133 Phonétique et phonologie 3 cr
Approfondissement des notions de base en phonétique et en phonologie. Notions essentielles de phonétiques articulatoire et combinatoire pour le français. Aspects prosodiques. Les principes de la phonologie structuraliste. Introduction à la phonologie générative. Exercices d'application. On ne peut se faire créditer FRAN 3133 et l'ancien FRAN 2921. Préalable : FRAN 2103.

## FRAN 3941 Syntaxe du français contemporain 3 cr

Approfondissement des notions de base en syntaxe. Le concept de grammaticalité et l'objet d'étude de la syntaxe. Étude des catégories grammaticales et analyse de l'organisation syntaxique du français. La représentation en arbres syntagmatiques et l'analyse des constituants de la phrase. Syntaxe et lexique. On ne peut se faire créditer FRAN 3941 et I'ancien FRAN 2941. Préalable : FRAN 2103.

PHIL 2171 Sujets particuliers 3 cr
Les sujets traités varient d'année en année. Préalable : une note minimale de $C$ dans 3 crédits de philosophie ou réussite de 30 crédits universitaires. Compte tenu du fait que le contenu varie d'année en année, on peut s'inscrire à ce cours plus d'une fois.

POLS 3563 Le Canada dans le système mondial 3 cr
Analyse des transformations du système mondial à l'intérieur duquel s'inscrit le processus de formation de l'État canadien: de l'ère des Empires coloniaux jusqu' à présent. Analyse critique des différents mythes et récits nationaux portant sur la place et le rôle du Canada au sein du système mondial. Étude détaillée de la participation du Canada au sein des institutions multilatérales: défense et sécurité, droits humains, investissements directs étrangers, commerce international et aide publique au développement. Une attention particulière est accordée à l'importance de la relation à la Grande-Bretagne et aux États-Unis. On ne peut se faire créditer POLS 3563 et POLS 3514 ou l'ancien POLS 3520 ou POLS 3561. Préalables : POLS 1503 et POLS 1505 ou l'autorisation professorale.

Program modifications:
A proposal to formally establish a mineure en administration des affaires, for students in the Baccalauréat ès arts général, is outlined on the next 4 pages.

### 3.1 Exigences de cinq (5) disciplines et exigences de sciences humaines, sciences sociales et sciences

## [...]

Sciences sociales
Les disciplines de la Faculté des arts offertes à l'Université de Saint-Boniface qui peuvent être suivies pour satisfaire à l'exigence de sciences sociales sont : administration des affaires, anthropologie, géographie, psychologie, sciences économiques, sciences politiques et sociologie. [...]

### 3.2 Disciplines accréditées pour la majeure et la mineure

La Faculté des arts de l'Université de Saint-Boniface offre des majeures et des mineures dans diverses disciplines accréditées.

Les préalables requis pour déclarer une majeure ou une mineure sont normalement une note minimale de «C» dans les six (6) premiers crédits de la majeure ou de la mineure de la discipline choisie.

Pour déclarer une majeure ou une mineure dont l'obtention nécessite des cours dans plus d'un département, la Faculté des arts exige une moyenne de « C » dans tous ces cours.

Toutefois, dans certains cas, les chefs de département sont autorisés à ne pas tenir compte de cette exigence, à condition que l'on ait obtenu les crédits pour le cours d'introduction ou pour d'autres cours dans la même discipline. Ceux et celles qui reçoivent la permission spéciale de s'inscrire à un programme d'une majeure doivent présenter la permission écrite du chef de département lors de l'inscription.

Voici une liste des majeures et des mineures de chaque discipline offerte par la Faculté des arts à l'Université de Saint-Boniface :

Administration des affaires (SS)

| Allemand (SH) | Mineure |
| :--- | :--- |
| Anglais (SH) | Majeure, mineure |
| Anthropologie (SS) | Majeure, mineure |
| Espagnol (SH) | Majeure, mineure |
| Études canadiennes (SH) | Majeure, mineure |
| Études internationales | Majeure |


| Français (SH) | Majeure, mineure |
| :--- | :--- |
| Géographie (SS) | Majeure, mineure |
| Histoire (SH) | Majeure, mineure |
| Philosophie (SH) | Majeure, mineure |
| Psychologie (SS) | Majeure, mineure |
| Sciences économiques (SS) | Majeure, mineure |
| Sciences politiques (SS) | Majeure, mineure |
| Sciences religieuses (SH) | Majeure, mineure |
| Sociologie (SS) |  |

## [...]

### 4.2 Conditions d'obtention de diplôme

En plus des exigences en français et en mathématiques, l'étudiante ou l'étudiant doit satisfaire aux dix (10) conditions d'obtention du diplôme présentées ci-dessous :

1. Réussir l'équivalent de quatre-vingt-dix (90) crédits acceptables pour crédits à la Faculté des arts et obtenir une moyenne pondérée (DGPA) d'au moins 2,00 («C »).

Ces quatre-vingt-dix (90) crédits doivent satisfaire aux neuf (9) conditions suivantes:
2. On doit avoir obtenu au moins six (6) crédits dans chacune des disciplines suivantes : sciences humaines, sciences sociales et sciences (voir la section disciplines accréditées).
a. Sciences humaines - Les huit (8) disciplines offertes à l'USB pouvant satisfaire à l'exigence en sciences humaines sont : allemand, anglais, espagnol, études canadiennes, français, histoire, philosophie et sciences religieuses.
b. Sciences sociales - Les disciplines offertes à l'USB pouvant satisfaire à l'exigence en sciences sociales sont : administration des affaires, anthropologie, géographie, psychologie, sociologie, sciences économiques et sciences politiques.

### 5.1 Disciplines accréditées pour la majeure et la mineure

## [...]

Voici une liste des majeures et des mineures de chaque discipline offerte par la Faculté des arts à l'Université de Saint-Boniface :

| Administration des affaires | Mineure |
| :--- | :--- |
| Allemand | Mineure |
| Anglais | Majeure générale, mineure |
| Anthropologie | Majeure générale, mineure générale, mineure |
| Espagnol | Majeure générale, mineure |
| Études canadiennes | Majeure avancée |
| Études internationales | Majeure générale, mineure générale, mineure |
| Français | Majeure avancée, majeure générale, mineure |
| Géographie | Majeure avancée |
| Histoire | Majeure générale, mineure |
| Leadership interculturel | Majeure générale, mineure |
| Philosophie | Majeure générale, mineure |
| Psychologie | Majeure générale, mineure |
| Sciences économiques | Majeure générale, mineure |
| Sciences politiques | Majeure générale, mineure |
| Sciences religieuses |  |

En plus des disciplines offertes par la Faculté des arts, le département de mathématiques offre un programme de majeure spécialement conçu pour les étudiantes et étudiants qui souhaitent obtenir une majeure en arts.

Dans d'autres disciplines, seule une mineure peut être obtenue. Les disciplines offertes par d'autres facultés à l'Université de Saint-Boniface qui sont admissibles comme mineures en arts sont : chimie, mathématiques, microbiologie et sciences biologiques. Une mineure pourrait également compter envers d'autres programmes d'études à l'Université du Manitoba (p. ex. : l'École des beaux-arts, la Faculté de management).

Voici les exigences de mineures et de majeures pour chacune des disciplines offertes à la Faculté des arts à l'Université de Saint-Boniface :

## Administration des

 affaires (GMGT)Mineure (18 crédits)<br>[18 crédits au choix parmi les cours offerts par l'École d'Administration des affaires]

Mineure en administration des affaires:
[...]

## Mineure en administration des affaires

La mineure en administration des affaires pour les étudiants en Arts consiste en 18 crédits universitaires au choix offert par l'École d'administration des affaires.

Administration des affaires (ACC, GMGT, HRIR, INTB, MIS, MSCI, SCM)

Une moyenne cumulative minimale de 2,00 (« $C »$ ) est nécessaire dans tous les cours qui constituent la mineure pour satisfaire aux exigences du baccalauréat ès arts général cette exigence d'obtenir une note minimale de 2,00 («C ») s'applique également à la mineure en administrations des affaires au sein du Baccalauréat es Arts.

## Faculté d'éducation

Modification:
EDUA 5801 Introduction à la recherche en éducation 3 cr
Introduction aux méthodes de recherche et aux normes de rédaction scientifique dans le domaine de l'éducation. Exploration des méthodes de recherche et d l'analyse de données en contexte éducatif. Cours particulièrement recommandé aux étudiantes et aux étudiants qui s'intéressent à la recherche en éducation et son application en contexte éducatif. On ne peut se faire créditer le EDUA 5801.Une note de réussite ou d'échec sera attribuée pour ce cours.

NET CHANGE IN CREDIT HOURS: 0.0

Faculté des sciences
Program modification :
Modifications to the Baccalauréat ès sciences général are outlined on the next 5 pages.

Annuaire du programme de Baccalauréat ès sciences Général (proposé)

## 1.0 À propos du Baccalauréat ès sciences général

Le programme d'études au B.Sc. général initie la personne étudiante aux principaux domaines des sciences au niveau des cours d'introduction et lui permet ensuite d'approfondir ses connaissances dans une ou plusieurs disciplines scientifiques différentes. À l'Université de Saint-Boniface, on peut suivre ses cours avancés (niveaux 2000, 3000 ou 4000) en sciences biologiques, en chimie, en mathématiques et en microbiologie. Ce programme d'étude assure une formation scientifique de base, tout en permettant d'approfondir certaines connaissances selon les intérêts de chacun.

Ce programme vise à former des généralistes et sert souvent de tremplin à une formation professionnelle spécifique. Il est fortement recommandé aux personnes étudiantes qui voudraient se spécialiser en biochimie ou en microbiologie de s'inscrire au Baccalauréat ès sciences avec majeure conjointe en biochimiemicrobiologie.

Les personnes étudiantes doivent avoir réussi les cours du secondaire Mathématiques 40S (pré-calcul ou mathématiques appliquées) et un de Chimie 40S ou Physique 40S ou leurs équivalents.

### 2.0 Admission

## Admission au Baccalauréat ès sciences général

Si on satisfait aux conditions d'admission directe, on s'inscrit au Baccalauréat ès sciences général ou au Baccalauréat ès sciences avec majeure conjointe en biochimie-microbiologie.

Si on satisfait aux conditions d'admission après Université 1, on transfère au Baccalauréat ès sciences général et on peut, par la suite, faire une demande d'admission au Baccalauréat ès sciences avec majeure conjointe en biochimie-microbiologie si toutes les conditions d'admission au programme sont satisfaites.

### 3.0 Exigences

### 3.1 Exigences du B.Sc. général

L'Université du Manitoba accordera le grade de Baccalauréat ès sciences (études générales) à toute personne étudiante de l'USB qui aura obtenu 90 crédits (l'équivalent de 15 pleins cours) avec une note minimale de D dans chaque cours qui satisfait aux exigences du baccalauréat et une moyenne cumulative de 2,00 (moyenne de C).

Une personne étudiante ne peut excéder 36 crédits de notes «F F ».
Une personne étudiante doit suivre un total de 90 crédits de cours répartis de la façon suivante.

## A. Cours d'introduction en sciences ( $\mathbf{2 1}$ crédits de cours) ${ }^{\mathbf{1 , 2}}$.

L'étudiante ou l'étudiant doit suivre 21 crédits de cours répartis de la façon suivante :

- 9 crédits de cours en Sciences mathématiques et informatiques:
- COMP $1011^{*}$ (ou COMP 1013*,3), COMP $1021^{*}$,
- [MATH $1301^{*}$, MATH 1220 (ou l'équivalent) ou MATH $1211^{*}, 4$ )], [MATH $1501^{*}$, MATH 1230 (ou l'équivalent) ou MATH 1524], [MATH 1701*, MATH 1232 (ou l'équivalent)], MATH 1241*
- STAT $1001^{*, 5}$ (ou STAT $2220^{5}$ ) ou STAT 1150], STAT 2001*, STAT 2150
- 6 credits de course en Sciences Physiques ${ }^{6,7}$ :
- ASTR $1821^{*}$, ASTR 1810, ASTR 1830,
- CHEM 1101*, CHEM 1111*, [CHEM $1121^{*}$ ou (CHEM 1122 et CHEM 1126) ${ }^{8}$ ],
- (PHYS 1021* ou PHYS $1051^{*}$ ), [PHYS $1031^{*}$ ou (PHYS $1071^{*}$ ou PHYS 2152) ${ }^{9}$ ], PHYS $1303^{*}$
- 6 credits en Sciences de la vie:
- BIOL $1021^{*}$, BIOL $1031^{*}$, BIOL $1411^{*}$, BIOL $1413^{*}$
- MBIO $1011^{*}$, MBIO 1220.
* Offerts à l’USB

1. Lors de la sélection des cours pour satisfaire l'exigence des cours d'introduction en sciences, la personne étudiante doit tenir compte des disciplines qu'elle choisira pour ses cours avancés (niveaux 2000,3000 ou 4000) en sciences et devra choisir des cours qui lui permettront de satisfaire aux exigences de préalables des cours de niveaux avancés. BIOL 1021 et 1031 sont des préalables aux cours avancés de sciences biologiques. CHEM 1101, CHEM 1111 et CHEM 1121 sont des préalables aux cours avancés de chimie. MATH 1301, MATH 1501, MATH 1701 et MATH 1241 sont des préalables aux cours avancés de mathématiques. MBIO 1011 est un préalable aux cours avancés de microbiologie. La personne étudiante est encouragée à consulter les descriptions de cours et les conseillers pédagogiques pour bien choisir les cours.
2. Il est recommandé aux personnes étudiantes qui comptent transférer vers le B.Sc. majeure conjointe en biochimie-microbiologie, de consulter la page de l'annuaire de ce programme.
3. COMP 1013 est un cours principalement destiné aux étudiantes et aux étudiants voulant s'orienter en ingénierie. On ne peut se faire créditer COMP 1013 et COMP 1011.
4. MATH 1211 est un cours destiné aux personnes étudiantes voulant s'orienter en ingénierie. On ne peut se faire créditer MATH 1211 et MATH 1220 ou MATH 1301 (ou équivalent).
5. STAT 2220 est un cours destiné aux personnes étudiantes voulant s'orienter en ingénierie. On ne peut se faire créditer STAT 2220 et STAT 1001 ou STAT 1150.
6. La personne étudiante doit avoir suivi à l'école secondaire Chimie 40S ou Physique 40S. Si une personne étudiante est inscrite à la Faculté des Science sans CHEM 40S ou PHYS 40S, elle devra prendre un de ces cours de mise à niveau offert à University of Manitoba CHEM 1018 ou PHYS 1018 ou équivalent. CHEM 1018 ou PHYS 1018 peut satisfaire l'exigence des 3 crédits de cours facultatif de la Faculté des Sciences ou compter vers les 18 crédits facultatifs (choisis dans la Faculté des sciences ous dans d'autres facultés).
7. Une personne étudiante ne peut pas prendre plus que 3 crédits de cours dans (PHYS 1303, ASTR 1821 et ASTR 1810) pour satisfaire cette exigence.
8. CHEM 1122 et CHEM 1126 sont des cours destinés aux personnes étudiantes voulant s'orienter en ingénierie. On ne peut se faire créditer CHEM 1121 et (CHEM 1122 et CHEM 1126).
9. PHYS 2152 est un cours destiné aux personnes étudiantes voulant s'orienter en ingénierie. On ne peut se faire créditer PHYS 2152 et PHYS 1071.

## B. Cours avancés (niveaux 2000, $\mathbf{3 0 0 0} \mathbf{~ o u ~ 4 0 0 0 ) ~ e n ~ s c i e n c e s ~ ( ~} \mathbf{3 6}$ crédits cours).

La personne étudiante doit suivre trente-six (36) crédits de cours de niveau 2000, 3000 ou 4000 parmi les cours offerts par la Faculté des sciences. Parmi ces 36 crédits de cours, au moins 9 crédits doivent être de niveau 3000 ou 4000.

Les exigences des préalables des cours de niveaux supérieurs doivent être considérées lorsque la personne étudiante planifie ses choix de cours et son programme.

Il est fortement recommandé à la personne étudiante de choisir les cours de niveaux avancés en fonction des critères d'admission des programmes d'études vers lesquels elle se destine.

PHYS 2152, SCI 3981, SCI 3991, SCI 4981, SCI 4991, STAT 2001 et STAT 2220 ne peuvent pas être utilisés pour remplir l'exigence des 36 crédits de cours avancés (niveaux 2000, 3000 ou 4000).

## C. Autres exigences de cours ( $\mathbf{3 3}$ crédits cours).

La personne étudiante doit suivre trente-trois (33) crédits de cours

- $\mathbf{3}$ crédits de cours facultatif de la faculté des sciences. En plus des 57 crédits de cours de la faculté des sciences ( 21 crédits de cours d'introduction en sciences et 36 crédits de cours
avancés en sciences), la personne étudiante doit suivre $\mathbf{3}$ crédits de cours de niveau $\mathbf{1 0 0 0}$ ou plus de la Faculté des sciences.
- Un minimum de $\mathbf{1 2}$ crédits doit être obtenu hors de la Faculté des sciences, dont $\mathbf{6}$ crédits de cours de français.
- 18 crédits de cours facultatifs. La personne étudiante doit suivre 18 crédits de cours facultatifs. Ces cours au choix peuvent être des cours de la faculté des sciences ou des cours de d'autres facultés.
- Afin d'avoir une formation de base diversifiée dans tous les principaux domaines des sciences, il est recommandé aux personnes étudiantes de choisir leurs cours facultatifs de façon à inclure dans leur parcours académique des cours d'introduction de chacune des disciplines MATH, STAT, CHEM, PHYS, BIOL et MBIO.

Note : Pour de plus amples renseignements, communiquer avec la vice-doyenne ou le vice-doyen de la Faculté des sciences (info_cours sciences@ustboniface.ca).

### 3.2 Cheminement par année

Le cheminement présenté ci-après permet l'obtention du Baccalauréat ès sciences général en 3 ans à l'Université de Saint-Boniface. Un cheminement différent pourrait prolonger la durée du programme d'étude.

Il n'y a pas de concentrations mineures dans le programme de Baccalauréat ès sciences Général.
À moins d'indication contraire explicite dans l'Annuaire, une note minimale de C est requise dans tout cours qui sert de préalable.

| Année 1 | Année 2 | Année 3 |
| :---: | :---: | :---: |
| 9 crédits de cours parmi COMP, MATH et STAT ${ }^{1}$. <br> 6 crédits de cours parmi ASTR, CHEM et PHYS ${ }^{2,3}$. <br> 6 crédits de cours parmi BIOL et $\mathrm{MBIO}^{4}$. | 27 crédits de cours de niveau 2000, 3000 ou 4000 de la faculté des sciences ${ }^{5}$. <br> 9 crédits de cours de niveau 3000 ou 4000 de la faculté des sciences. |  |
| 6 crédits de cours de français ${ }^{6}$. |  |  |
| 3 crédits de cours facultatif de niveau 1000 ou plus de la faculté des sciences. 6 crédits obtenus hors des sciences. 18 crédits de cours facultatifs. |  |  |
| 30 heures crédits | 31 heures crédits | 30 heures crédits |

1 : Choisir parmi (COMP 1011 ou COMP 1013), COMP 1021, [MATH 1301, MATH 1220 (ou l'équivalent) ou MATH 1211)], [MATH 1501, MATH 1230 (ou l'équivalent) ou MATH 1524], [MATH 1701, MATH 1232 (ou l'équivalent)], MATH $1241^{*}$, (STAT 1001 ou STAT 2220 ou STAT 1150), STAT 2001, STAT 2150.
2 : Choisir parmi (ASTR 1821 ou ASTR 1810), ASTR 1830, CHEM 1101, CHEM 1111, [CHEM 1121 ou (CHEM 1122 et CHEM 1126)], (PHYS 1021 ou PHYS 1051), [PHYS 1031 ou (PHYS 1071 ou PHYS 2152)], PHYS 1303. Une personne étudiante ne peut pas prendre plus que 3 crédits de cours dans (PHYS 1303, ASTR 1821 et ASTR 1810) pour satisfaire cette exigence.
3 : La personne étudiante doit avoir suivi à l'école secondaire Chimie 40S ou Physique 40 S ou l'équivalent.
4 ; Choisir parmi BIOL 1021, BIOL 1031, BIOL 1411, BIOL 1413, MBIO 1011, MBIO 1220.
5 : PHYS 2152, SCI 3981, SCI 3991, SCI 4981, SCI 4991, STAT 2001 et STAT 2220 ne peuvent pas être utilisés pour remplir l'exigence des 36 crédits de cours avancés (niveaux 2000, 3000 ou 4000).
6 : Il est aussi possible de suivre les 6 crédits de cours de français à l'intersession.

### 3.3 Assiduité

Les absences non motivées d'un total de 6 heures de cours ou de laboratoire durant une session peuvent entrainer des sanctions. Ces sanctions sont à la discrétion de la professeure ou du professeur et doivent recevoir l'assentiment de la doyenne ou du doyen.

### 3.4 Seuil de rendement (conditions de poursuite des études)

Le rendement est évalué après les examens d'avril. On doit maintenir une moyenne cumulative minimale de 2,0 pour continuer dans un programme en sciences.

L'étudiante ou l'étudiant qui obtient 36 crédits de notes « F » ou plus est suspendu pendant une période d'un (1) an. Après cette période, il a deux choix :

1. poursuivre ses études à la Faculté des sciences. Toute autre note «F»se traduira par une suspension académique de deux (2) ans (après quoi, il est possible de faire une nouvelle demande d'admission à la Faculté des sciences et de reprendre sa formation du début, c'est-à-dire qu'aucun cours n'est crédité);
2. reprendre sa formation du début. Aucun crédit des cours réussis avant la suspension ne peut être compté envers l'obtention du diplôme.

## Palmarès du doyen

Les personnes étudiantes à la Faculté des sciences inscrites à un minimum de 12 crédits par session et qui obtiennent une moyenne pondérée de 3,75 ou plus seront inscrits au Palmarès du doyen.
3.5 Conditions d'obtention de diplôme

L'Université du Manitoba accordera le grade de Baccalauréat ès sciences (études générales) à toute personne étudiante de l'USB qui aura obtenu :

1. 90 crédits (l'équivalent de 15 pleins cours) avec une note minimale de D dans chaque cours qui satisfait aux exigences du baccalauréat (à moins d'une indication contraire), dont :

- 21 crédits de cours d'introduction en sciences obtenus de la façon suivante :
- 9 crédits de cours de COMP, MATH et STAT;
- 6 crédits de cours d'ASTR, CHEM et PHYS;
- 6 crédits de cours de BIOL et MBIO.
- 36 crédits de cours avancés (niveaux 2000, 3000 ou 4000) en sciences. Parmi les 36 crédits de cours avancés en sciences, il faut suivre un minimum de 9 crédits de niveaux 3000 ou 4000.
- 3 crédits de cours facultatif de niveau 1000 ou plus de la faculté des sciences.
- un minimum de 12 crédits doit être obtenu hors de la Faculté des sciences ( 6 crédits de français +6 autres crédits) et
- 18 crédits facultatifs (choisis dans la Faculté des sciences ou dans d'autres facultés)

2. une moyenne cumulative de 2,00 (moyenne de C).

Une personne étudiante ne peut excéder 36 crédits de notes «F $\%$.
Tout renseignement supplémentaire concernant les règlements ou les niveaux requis peut être obtenu en consultant l'annuaire de l'Université du Manitoba ou la doyenne ou le doyen de la Faculté.

### 3.6 Obtention d'un deuxième diplôme de premier cycle

Pour obtenir un B.Sc. après l'obtention d'un premier diplôme universitaire (B.A., B. Ed.), on doit :

- avoir dans son premier diplôme 30 crédits reconnus en sciences (avec une note minimale de C);
- obtenir 60 crédits supplémentaires en sciences.

Tout renseignement supplémentaire concernant les règlements ou les niveaux requis peut être obtenu en consultant l'annuaire de l'Université du Manitoba ou la doyenne ou le doyen de la Faculté.

Personne étudiante spéciale - Une personne qui a déjà obtenu un premier diplôme avec une moyenne cumulative minimale de C dans un
programme d'études d'une université reconnue pourra être admise en tant que personne étudiante spéciale. Celle-ci pourra s'inscrire à un maximum de 12 crédits de cours en sciences durant la période d'inscription précédant l'année universitaire régulière. Toutefois, elle pourra ajouter 6 crédits durant la période officielle de révision des cours. La personne étudiante spéciale peut s'inscrire à des cours en sciences de deux façons :
i. à un maximum de 6 crédits par année durant son programme d'études (à condition de ne pas dépasser le nombre d'essais permis);
ii. en utilisant, durant la dernière année du programme, le nombre d'essais permis et non utilisés dans le programme d'étude.

Dans les deux cas, les cours suivis en tant que personne étudiante spéciale ne font pas partie du programme aux fins d'obtention du diplôme et ne sont pas comptabilisés dans la moyenne cumulative. Ils le seront, toutefois, dans la moyenne de l'année universitaire. Les cours identifiés «SS » (personne étudiante spéciale) font partie des 30 crédits d'essais permis au-delà des 90 crédits requis pour compléter un programme général en sciences. Ces cours identifiés «SS » peuvent être suivis dans d'autres facultés ou écoles, lesquelles devront donner leur permission par écrit avant que la Faculté des sciences ne puisse autoriser l'inscription.

### 3.7 Exigences de séjour

On peut satisfaire à l'exigence minimale du nombre de cours qui doivent être suivis à l'USB ou à l'Université du Manitoba de deux façons : soit en suivant 48 crédits, soit en suivant les 30 derniers crédits. Les cours servant à satisfaire à l'exigence de séjour doivent être reconnus comme crédits en sciences. Il est à noter qu'on devra suivre un minimum d'un tiers des cours du programme à l'USB.

## département des sciences expérimentales

## Modifications:

BIOL 2301 Principes d'écologie 3 cr
(Laboratoire requis) Principes d'écologie au niveau de l'individu, de la population, de la communauté et de l'écosystème. C'est normalement le cours préalable aux autres cours d'écologie. On ne peut se faire créditer BIOL 2301 et BIOL 2300, BIOL 2390 ou AGEC 2370, Préalable : BIOL 1031 ou BIOL 1030. Préalable ou concomitant : un de STAT 1001, STAT 1000, STAT 1150 ou STAT 2220.

BIOL 2381 Introduction à la toxicologie 3 cr
Survol des principes généraux à la base des effets des substances toxiques sur les systèmes biologiques, tout en prenant en considération l'histoire, l'étendue et les applications de la toxicologie, les mécanismes d'action des toxines et certains types majeurs de toxines. On ne peut se faire créditer BIOL 2381 et BIOL 2380, ENVR 2180, ENVR 2190, AGRI 2180, AGRI 2190 (ou les anciens BIOL 2382). Préalables : (un de BIOL 1031, BIOL 1030, ou HEAL 1502) et (un des CHEM 1101, CHEM 1100, I'ancien CHEM 1301, ou l'ancien CHEM 1300) et (un des CHEM 1111, CHEM 1110, CHEM 1121, CHEM 1120, CHEM 1126, CHEM 1130, l'ancien CHEM 1311, l'ancien CHEM 1310, ou l'ancien CHEM 1320).

## CHEM 2601 Chimie Physique 13 cr <br> Introduction aux principes théoriques de la spectroscopie atomique et moléculaire et leurs applications à l'étude des propriétés chimiques et physiques à l'échelle microscopique. <br> Exploration des spectroscopies ultraviolet et visible, de vibration, de rotation et de résonance magnétique nucléaire. On ne peut se faire créditer CHEM 2601 et CHEM 2600 (ou les anciens CHEM 2261, CHEM 2260, CHEM 2281 et CHEM 2280). Préalables : [((CHEM 1111 ou CHEM 1110) et (un de CHEM 1121, CHEM 1120 ou CHEM 1126)) ou (un des anciens CHEM 1311 ou CHEM 1310)] et [un de MATH 1230, MATH 1501, MATH 1500, MATH 1510, MATH 1524 ou I'ancien MATH 1520].

CHEM 3701 Chimie biophysique 3 cr 0.0

Application de la chimie physique aux problèmes biologiques avec l'accent sur l'interprétation quantitative. Les sujets comprennent la cinétique enzymatique, la bioénergétique, les processus de transport ainsi que la spectroscopie. On ne peut se faire créditer CHEM 3701 et CHEM 3700 (ou les anciens CHEM 3571, CHEM 3570). Préalables : [un de (CHEM 2701, CHEM 2700, MBIO 2701, ou MBIO 2700) ou (un des anciens CHEM 2361, CHEM 2360, CHEM 2860, MBIO 2361 ou MBIO 2360)] et [un de MATH 1230, MATH 1501, MATH 1500, MATH 1510, MATH 1524, I'ancien MATH 1520].

CHEM 3761 Laboratoire avancé de biochimie 4 cr
(Laboratoire autonome) Cours axé sur le laboratoire qui présente des méthodes avancées de purification et d'analyse structurelle et fonctionnelle de biomolécules importantes. Ce cours est réservé aux personnes étudiantes qui sont dans le B.Sc. majeure conjointe en biochimiemicrobiologie (incluant le valet COOP). On ne peut se faire créditer CHEM 3761 et CHEM 3760 (ou l'ancien CHEM 4700). Préalables : [un de (CHEM 2711, CHEM 2710, MBIO 2711, MBIO 2710) et un de (CHEM 2721, CHEM 2720)] ou [un des anciens CHEM 2371, CHEM 2370, MBIO 2371, MBIO 2370].

## NET CHANGE IN CREDIT HOURS: 0.0

## département des sciences mathématiques et physique

Deletion:
PHYS 1301 Énergie et environnement 3 cr

## Modifications:

COMP 1011 Introduction à l'informatique I 3 cr 0.0
(Laboratoire requis) Introduction à la programmation par un langage procédural évolué . On ne peut se faire créditer COMP 1011 et COMP 1010, COMP 1013 ou COMP 1012. Préalable: un des cours de mathématiques 40S (50 \%), MATH 0401, MATH 1018, ou MSKL 0100.

COMP 1013 Programmation informatique pour scientifiques et ingénieurs 3 cr 0.0 (Laboratoire requis) Une introduction à la programmation informatique propre à la résolution de problèmes en science et en génie. Les étudiants développent des algorithmes pour le traitement numérique, l'analyse statistique et les opérations sur des matrices. On ne peut se faire créditer COMP 1013 et COMP 1012, COMP 1010 ou COMP 1011. Préalables : un des cours de Mathématiques 40 ( 50 \%), MATH 0401, MATH 1018, ou MSKL 0100. Concomitant : un de MATH 1230, MATH 1501 ou MATH 1500.

COMP 1021 Introduction à l'informatique II 3 cr
(Laboratoire requis) Introduction à la programmation orientée objet, aux structures de données informatiques et à l'algorithmique. On ne peut se faire créditer COMP 1021 et COMP 1020. Préalable : [un de COMP 1011, COMP 1010, COMP 1013 ou COMP 1012) ou [informatique 40S (75\%) et (un des cours de Mathématiques 40S (50 \%), MATH 0401, MATH 1018, ou MSKL 0100)].

COMP 2191 Introduction au calcul scientifique 3 cr
Informatique appliquée présentant des concepts tels que l'approximation par polynômes, la résolution d'équations non linéaires, les systèmes linéaires, la simulation et la géométrie analytique. On ne peut se faire créditer COMP 2191 et COMP 2190. Préalables: [un de COMP 1021, COMP 1020, COMP 1013 ou COMP 1012] et [un de MATH 1230, MATH 1501, MATH 1500, MATH 1510, MATH 1524, ou l'ancien MATH 1520]. Préalable ou concomitant: un de MATH 1220, MATH 1301, MATH 1300 ou MATH 1310.

ENG 1441 Introduction à la statique 3 cr
(Laboratoire requis) Statique des particules, corps rigides, équilibre des corps rigides, analyse de structures, forces réparties. On ne peut se faire créditer ENG 1441 et ENG 1440.
Préalables : [(une note minimale de $60 \%$ dans Mathématiques 40 S (pré-calcul)) ou (une note minimale de C dans MATH 0401, MATH 1018, ou MATH 1501 ou MATH 1230 ou MATH 1500 ou MATH 1510 ou MATH 1524 ou MSKL 0100 ou l'ancien MATH 1520)] et [(une note minimale de $60 \%$ dans Physique 40S) ou (avoir réussi PHYS 0900 ou PSKL 0100) ou (une note minimale de C dans PHYS 1018, PHYS 1051 ou PHYS 1050)] et [(une note minimale de $60 \%$ dans Chimie 40S) ou (avoir réussi CHEM 0900 ou CSKL 0100) ou (CHEM 1018, CHEM 1101, CHEM 1100 (au les anciens CHEM 1301 ou CHEM 1300))] ou l'équivalent.

MATH 1501 Introduction au calcul 3 cr
(Laboratoire requis) Différentiation et intégration des fonctions élémentaires avec application à la théorie des extrêmes, aux taux de changements ainsi qu'aux aires et aux volumes. On ne peut se faire créditer MATH 1501 et MATH 1230, MATH 1500, MATH 1510, MATH 1524,
l'ancien MATH 1520. Préalable : Mathématiques Pré-calcul 40S (60 \%) (ou l'ancien Mathématiques 40S (300) (60 \%), MATH 1018 (C+), MATH 0401, ou MSKL 0100.

MATH 1701 Calcul II 3 cr 0.0 (Laboratoire requis) Théories et techniques d'intégration, tracés de courbes, calculs de volume, de longueurs d'arc, d'aires, et des dérivées partielles. On ne peut se faire créditer MATH 1701 et MATH 1232, MATH 1700 ou MATH 1710. Préalable: un de MATH 1230, MATH 1501, MATH 1500, MATH 1510, MATH 1524 (ou l'ancien MATH 1520).

MATH 2081 Introduction à l'analyse 3 cr 0.0
(Laboratoire requis) Propriétés fondamentales du système de nombres réels en tant que corps ordonné complet, propriété archimédienne, existence de racines carrées, densité des nombres rationnels, non dénombrabilité des nombres réels, suites, sous suites, théorèmes sur les limites, monotonicité, théorème de Bolzano-Weierstrass, suites de Cauchy, traitement rigoureux des limites, continuité des fonctions à une ou plusieurs variables, continuité uniforme et applications. On ne peut se faire créditer MATH 2081 et MATH 2080 (ou l'ancien MATH 2202). Préalables : [MATH 1232 ou MATH 1701 (B) ou MATH 1700 (B) ou MATH 1710 (B)] et [MATH 1220 ou MATH 1301 (C+) ou MATH 1300 (C+) ou MATH 1211 (B) ou MATH 1210 (B)] et [MATH 1241 ou MATH 1240].

MATH 2161 Analyse numérique 13 cr
(Laboratoire requis) Techniques élémentaires de résolutions numériques des équations linéaires et non-linéaires : techniques des différences finies, techniques d'interpolation, techniques de dérivation et d'intégration numériques. On ne peut se faire créditer MATH 2161 et MATH 2160 ou MATH 2120 (ou les anciens MATH 2600, MATH 2601). Préalables : [MATH 1232 ou MATH 1701 (B) ou MATH 1700 (B) ou MATH 1710 (B)] et [MATH 1220 ou MATH 1301 (C+) ou MATH 1300 (C+) ou MATH 1211 (B) ou MATH 1210 (B)].

MATH 2721 Calcul à plusieurs variables 3 cr
(Laboratoire requis) Calcul différentiel et intégral à plusieurs variables. On ne peut se faire créditer MATH 2721 et MATH 2720, MATH 2151, MATH 2150 ou MATH 2130 (ou les anciens MATH 2751, MATH 2750, MATH 2110). Préalables : [MATH 1211 (B) ou MATH 1210 (B) ou MATH 1220 ou MATH 1301 ou MATH 1300 ou MATH 1310] et [MATH 1701, MATH 1700, MATH 1232, ou MATH 1710].

PHYS 1051 Physique I: La mécanique 3 cr
(Laboratoire requis) La mécanique est la science des fusées! Elle permet de décrire la trajectoire des objets en mouvement (cinématique) et de les expliquer (dynamique). Les concepts de base du calcul ainsi que les lois de la conservation du moment et de l'énergie sont utilisés pour développer les outils nécessaires à la description, à l'analyse et à la prédiction des mouvements linéaires ou en rotation dans les systèmes mécaniques simples. Une brève introduction à la théorie de la relativité restreinte d'Einstein offre un avant-goût des approches modernes. Ce cours est destiné particulièrement aux étudiants qui voudraient poursuivre leur programme d'études dans les sciences physiques ou en ingénierie. On ne peut se faire créditer PHYS 1051 et PHYS 1050, PHYS 1021, PHYS 1020, l'ancien PHYS 1410 ou l'ancien PHYS 1420. Préalables : [un de Physique 40S (60 \%), PHYS 0900, PSKL 0100, PHYS 1018 ou I'équivalent]. Préalables ou concomitants : [un de MATH 1230, MATH 1501, MATH 1500, MATH 1510, MATH 1524 ou l'ancien MATH 1520].

PHYS 1071 Physique II : La physique des on des et la physique moderne 3 cr (Laboratoire requis) Au coeur des communications modernes, les ondes et les oscillations sont la clé de la compréhension du monde qui nous entoure, des échelles subatomiques jusqu'au cosmos lui-même en passant par la biologie, le débit de la circulation, la bourse et les changements climatiques. Découvre le mystérieux monde quantique, les bases de la dernière nanotechnologie et dans quelles circonstances les particules sont des ondes et les ondes, des particules. Explore le modèle de l'atome de Bohr et découvre le principe d'incertitude de Heisenberg. Ce cours fait appel au calcul différentiel et Intégral pour trailer les concepts sousjacents de l'ingénierie et de la physique moderne. Destiné, comme PHYS 1051, à ceux et celles qui veulent suivre un programme d'études en sciences physiques. On ne peut se faire créditer PHYS 1071 et PHYS 1070, PHYS 1410 ou PHYS 1420. Préalables: [PHYS 1051 ou PHYS 1050] ou [PHYS 1021 (B) ou PHYS 1020 (B)] et [un de MATH 1230, MATH 1501, MATH 1500, MATH 1510, MATH 1524 ou l'ancien MATH 1520]. Préalable ou concomitant : un de MATH 1232, MATH 1701, MATH 1700 ou MATH 1710. Recommandé pour entrer dans les programmes spécialisés (avec une note minimale de $B$ ).

PHYS 1303 Énergie et durabilité 3 cr
Ce cours présente les différentes sources d'énergie découvertes par l'homme, leurs méthodes d'exploitation et impact sur l'environnement. Étude des concepts physiques sous-jacents et des diverses solutions retenues : combustion du bois, énergies fossiles et nucléalres, récentes technologies de production d'énergie renouvelable. Analyse des conséquences de l'exploitation des ressources sur la préservation de l'environnement et de la ressource elle-même. Réflexion sur le lien étroit entre l'évolution de l'humanité et l'énergie qu'elle produit. Ce cours est conçu pour les étudiantes et étudiants de toutes les facultés. Les mathématiques pourront être utilisées pour soutenir et clarifier certaines discussions mais ne fera appel qu'à des connaissances de base. Ce cours ne peut pas être reconnu aux fins d'un programme de mineure, de majeure ou spécialisation en physique. On ne peut se faire créditer PHYS 1303 et [l'ancien PHYS 1301, l'ancien PHYS 1300, PHYS 2350].

PHYS 2261 Optique 3 cr
(Laboratoire requis) Étude de la réfraction, de la réflexion, des systèmes de lentilles simples et des systèmes optiques, de la dispersion, de l'achromatisme. Vue élémentaire de la diffraction, de l'interférence et de la polarisation, On ne peut se faire créditer PHYS 2261 et PHYS 2260. Préalables: [PHYS 1051 ou PHYS 1050] ou [PHYS 1021 (C+) ou PHYS 1020 (C+)] et un dans [MATH 1230, MATH 1501, MATH 1500, MATH 1510, MATH 1524 ou l'ancien MATH 1520)]. Prérequis ou concomitants : [un de PHYS 1031, PHYS 1030, PHYS 1071, PHYS 1070 ou PHYS 2152] et [un de MATH 1220, MATH 1301, MATH 1300 ou MATH 1310] et [un de MATH 1232, MATH 1701, MATH 1700 ou MATH 1710].

STAT 1001 Analyse statistique de base I 3 cr 0.0
(Laboratoire requis) Introduction aux principes fondamentaux de la statistique et aux procédures utilisées en analyse de données. Étude de la cueillette de données, de l'affichage et de l'élagage de données, des relations entre variables, des distributions échantillonnales, de l'estimation, des tests de signification et de l'inférence pour les moyennes. Ce cours n'est pas recommandé pour les étudiantes et les étudiants qui veulent poursuivre dans un programme de statistique ou dans une autre discipline qui requiert de bonnes habiletés en méthodes statistiques (voir la description de STAT 1150 de University of Manitoba). On ne peut se faire créditer STAT 1001 et STAT 1000, STAT 1150 ou STAT 2220. Préalable : un des cours de mathématiques 40S (50 \%), MATH 0401, MATH 1018, ou MSKL 0100.

## NET CHANGE IN CREDIT HOURS: -3.0

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

DATE: April 4, 2023

Subject: 2023-24 Academic Schedule Changes -Master of Applied Human Nutrition Program

The Master of Applied Human Nutrition program will be introduced in the fall of 2023. This program will not follow the regular academic schedule; as a result, we are requesting that the dates outlined below be approved so that they can be added to the 2023-24 academic schedule.

| Mandatory Orientation dates: | September 5-8, 2023 (Program Orientation) |
| :--- | :--- |
| Fall Term Classes <br> Start and End dates: | September 11, 2023 - December 22, 2023 |
| Winter Term Classes <br> Start and End dates: | January 8, 2024 - May 3, 2024 |
| Fall Term break: | No break/ non-regular term |
| Winter Term break: | February 19 -23, 2024 <br> Some students may need to complete fieldwork during their <br> winter term break. |
| Fall Exam/Test dates: | No exams/ non-regular term |
| Winter Exam/Test dates: | No exams/ non-regular term |
| Other Fall start date(s): <br> e.g., practicum, fieldwork, etc. | Sept 11 (non-regular term) |
| Other Winter start date(s): <br> e.g., practicum, fieldwork, etc. | January 8 (non-regular term) |
| All Summer Term dates relevant <br> to your program, or special <br> summer offerings: | May 6, 2024 - July 19, 2024 (continuous term- irregular, no <br> exams) |

CC: Laurie Schnarr, Vice-Provost (Students)
Shannon Coyston, Associate University Secretary (Senate)
Comments of the Senate Executive Committee: The Senate Executive Committee Endorses the Report to Senate.

DATE: March 23, 2023

To: Jeff Adams, University Registrar and Executive Director of Enrolment Services

From: Jitendra Paliwal, Associate Dean (Academic and Graduate Programs)

RE: Fall 2023 Academic Schedule Amendment Request

The Department of Food and Human Nutritional Sciences has announced the launch of a new combined master's practicum program in dietetics. The Master of Applied Human Nutrition (MAHN) program is a oneyear, three-semester program consisting of graduate coursework and competency-based practical experience.

As the MAHN program begins in Fall 2023, the Faculty of Agricultural and Food Sciences is requesting an amendment to have the MAHN program and its respective schedule added to the Academic Schedule for Fall 2023.

As the MAHN program does not have a fall term break, the week of October 30- November 3 is considered a week off from fieldwork placement and will act in lieu of a fall term break. Students will be required to attend courses on the Monday of that week and students may need to complete missed fieldwork during this week.

To keep the MAHN program's term break aligned with other programs within the University, the MAHN program schedule pertaining to the winter study week has the following note: "Some students may need to complete fieldwork during their winter term break" (see attached for the updated schedule).

The MAHN Courses do not have exams. Dietetic Accreditation requires MAHN students to complete at least 1250 hours of fieldwork. This fieldwork is completed through the three practicum courses. To ensure students achieve the required number of hours, the practicum course will run up until the holiday break and up until the end of Winter term. The program finishes in July to allow additional time (August) for students to complete missed fieldwork, if necessary, before the commencement of the next cohort of students. Having the program finish in July also ensures students have graduated from the program prior to writing the required national dietetic licensing exam which occurs each fall.

The MAHN program dates fall outside of the regular dates in the academic schedule. Therefore, the program will require its own section of important dates within the academic schedule. Enclosed you will find the 2023-2024 MAHN Program Academic Schedule outlining the dates for the Fall 2023 and Winter 2024 terms.

Please let us know if you require any other information.
cc. Faculty of Agricultural and Food Sciences Student Services Office

Department of Food and Human Nutritional Sciences

## Report of the Faculty Council of the Faculty of Graduate Studies on Course, Program, Supplementary Regulation, and Regulation Changes

## Preamble

1. The Faculty of Graduate Studies (FGS) has responsibility for all matters relating to the submission of graduate course, curriculum, program, supplementary regulation and regulation changes.
Recommendations for such are submitted by the Faculty Council of Graduate Studies for the approval of Senate.
2. The Faculty Council of Graduate Studies met on the above date to consider proposals from the Dept. of Community Health Sciences.

## Observations

1. The Dept. of Community Health Sciences proposes (1) Course Modification: CHSC 7540; M.Sc. \& Ph.D. Supplementary Regulation Changes.

Community Health Sciences seeks to formalize the timing of situations where an M.Sc. or Ph.D. student will have a co-advisor to occur prior to admissions decisions being made. Previously, this relationship was formalized at some point within the first year of study; however, growing pressures on the demands of full-time faculty with existing graduate student loads has sometimes left students scrambling to identify a full-time faculty co-advisor. The second change is to correct a pre-requisite error and allow the course instructor greater flexibility in assessing the diversity of student backgrounds for CHSC 7540 Advanced Epidemiology, a required methods option in the Ph.D. and an elective course in the M.Sc.

## Course Modification

CHSC 7540 Advanced Epidemiology
Advanced epidemiological research methods focusing on selected epidemiological issues (bias, confounding, matching, etc.). Discussion will be directed to both epidemiological and statistical considerations to find the optimal solution to a research problem. Students outside CHS require instructor permission. Prerequisites: CHSC $7520(\mathrm{~B}+$ ) or CHSC $7820(\mathrm{~B}+$ ). CHSC $7810(\mathrm{~B}+)$ may be acceptable with instructor permission.

NET CREDIT HOUR CHANGE 0

## Recommendations

Faculty Council of Graduate Studies recommends THAT the proposal from the unit listed below be approved by Senate:

## Dept. of Community Health Sciences

Respectfully submitted,
Dr. Kelley J. Main, Chair
Faculty Council of Graduate Studies
Comments of the Senate Executive Committee:
The Senate Executive Committee Endorses the Report to Senate.

# Department of Community Health Sciences Max Rady College of Medicine <br> S113-750 Bannatyne Avenue <br> Winnipeg, Manitoba R3E 0W3 <br> Email: michelle.driedger@umanitoba.ca 

January 13, 2023

To: FGS Programs and Guidelines Committee
Cc: Dr. Todd Duhamel, Associate Dean FGS (responsible for CHS)
Please find three program changes for our MSc and PhD programs in Community Health Sciences.
Change 1: Relevant to MSc Program Admissions process - supplemental regulation change (Approved at CHS Council Meeting November 9, 2022)

Background of existing Sup Reg 1.1.8 (general info) $6.4(\mathrm{MSc})$ and $7.2 .1(\mathrm{PhD})$ : Within our supplemental regulations, we indicate that MSc and PhD students will normally be advised by full-time members of CHS, but there are provisions for part-time or adjunct members to advise MSc or PhD students (subject to the requirements of FGS). In cases where a part-time or adjunct member has not successfully supervised at least two MSc or two PhD students to completion, the CHS Graduate Studies Committee requires that these students be co-advised by a fulltime member of CHS. The CHS Graduate Studies Committee may also require a full-time co-advisor in some situations where there are other relevant circumstances to consider.

Change to sup reg: We seek to formalize the timing for situations where an MSc or PhD student will have a coadvisor (with a part-time or adjunct member with a full-time CHS) to occur prior to admissions decisions being made.

Rational for change: We used to require this relationship to be formalized at some point within the first year of an incoming MSc or PhD student. However, we have seen growing pressures on the demands of full-time faculty with existing graduate student loads that has sometime left students scrambling to identify a full-time faculty co-advisor. The CHS Graduate Studies Committee would like to have this relationship formalized as part of the admissions process evaluation to ensure that students have the advisory situation resolved from the time their program begins.

Specific language - see appended changes for 1.1.8, 6.4 and 7.2 .1 respectively. With these additions, there have been efforts to harmonize language and clarity.

Change 2: CHSC 7540 Advanced Epidemiology changes to pre-reqs (Approved at CHS Council Meeting January 13, 2023)

Background to change: An error was noticed from pre-req listings in the catalog. Catalog stated pre-reqs as CHSC $7520(\mathrm{~B}+)$ or CHSC $7820(\mathrm{~B}+)$. This course is a required methods option (1 of 3 ) in the PhD program and an MSc elective course.

Change to pre-req: We want to correct the error, as these pre-reqs have always been CHSC 7520 (B+) and CHSC $7820(\mathrm{~B}+)$. We want to add that subject to Instructor assessment and approval, that CHSC $7810(\mathrm{~B}+)$ might be an acceptable option in lieu of CHSC 7820.

Rationale for change: In addition to correcting an existing error, our MSc program provides students with three methods options (CHSC 7738 Qualitative Methods in Community Health Sciences; CHSC 7810 Biostatistics for the Health and Human Sciences; or CHSC 7820 Biostatistics for Community Health Sciences). These MSc methods options pre-reqs are pre-reqs for our PhD program for students who did not do their Masters degree with CHS. Consequently we want to provide instructor discretion to assess if an MSc or PhD student, having completed CHSC 7810 with a minimum of a B+ has a sufficient competency to handle material in CHSC 7520. Both CHSC 7810 and 7820 cover similar concepts, however, students engage with these concepts in greater depth and application with

CHSC 7820. Further, students sometimes take CHSC 7810 to refresh their knowledge in statistics so that they may handle more comfortably the content and speed at with concepts are introduced in CHSC 7820. This can create program progression challenges for PhD students who might require CHSC 7540 as their PhD methods option (given their program of research) but who needed to take CHSC 7810 over 7820. This change provides instructor evaluation to assess if students having completed CHSC 7810 when combined with other skills and content knowledge, might have some equivalence with CHSC 7820. Ultimately, we want our students to have the requisite background knowledge to successfully handle the material for this advanced course in epidemiology while not creating barriers to progression.

Associated documents or forms for these respective changes are attached. Please do not hesitate to contact me should you require additional information.

Sincerely,
8. Meckell
S. Michelle Driedger

Director, CHS Graduate Program

### 1.1.6 Transcripts: University of Manitoba

University of Manitoba students are not required to submit University of Manitoba transcripts.

### 1.1.7 Proficiency in English

The Faculty of Graduate Studies requires a passing, acceptable English Language Test score in order to offer admission. A successfully completed English Language Proficiency Test from the approved list is required of all applicants unless they have received a secondary school diploma and/or university degree from Canada or one of the countries listed on the English Language Proficiency Test Exemption List. In all cases, test scores older than two (2) years (from the time of completing the test) are invalid.

Thresholds required for successful completion are indicated in parentheses.

- Test of English as a Foreign Language (TOEFL) Internet based -iBT® (86; minimum score of 20 in each of reading, writing, listening and speaking categories). The "best score" will not be considered for admission. Only individual test scores will be used to meet the minimum requirements.
- International English Language Testing System (IELTS ${ }^{\text {TM }}$ ) ( 6.5 in the Academic Module)
- Academic English Program for University and College Entrance (AEPUCE) (65\%)
- PTE Academic (61\% overall)


## Note:

Some units may require a specific test or test scores greater than those indicated above. Students should check department/unit supplementary regulations for details.
Applicants holding secondary school diplomas and/or recognized university degrees from countries on the Faculty of Graduate Studies English Language exemption list are not required to submit an English Language Proficiency score. For more information please see our website.

### 1.1.8 Letters of Recommendation

Letters of Recommendation are to be completed via the online application. Recommendation letters submitted via post or email are not accepted. Applicants are required to add their 'Recommendation Provider(s)' contact information so that each recommender is sent an automated email notification.

Generally, two (2) Letters of Recommendation must be submitted to the Faculty of Graduate Studies. For The number of required recommendation letters for an application for admission is stated on the program's webpage which is available at this link.
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The graduate programs in Community Health Sciences involves a lot of academic-level writing. Higher English language test scores are normally required to be competitive in the admissions review process, particularly for the writing band of these specific English language test.

1. Test of English as Foreign Language (TOEFL), internet-based (iTOEFL): a minimum total score of 92 is required, with a writing score no lower than 21.
2. Academic International English Language Testing System (IELTS): An overall score of at least 7 , must include all components of the test (i.e., listening, reading, writing and speaking), where the writing band is not lower than a score of 7 .
3. If an applicant does not meet these writing score requirements, the Intensive Academic English Program (IAEP) is accepted if completed prior to starting the program.

Please note: In all cases, test scores older than two (2) years (from the time of completing the test) are invalid.

MPH Program: Three (3) Letters of
Recommendation, where at least one (1) of these Letters should speak to the applicant's experience in public health, must be submitted to the Faculty of Graduate Studies.

MSc Program: Named-Primary Advisors are not required at the time of application for the MSc Program, however, applicants with named-Primary Advisors are often more competitive in the Admissions review process. If a named-Primary Advisor has been secured, one (1) Letter of Recommendation from the named-Primary Advisor along with two (2) additional Letters of Recommendation must be submitted to the Faculty of Graduate Studies.

If a named PimfaryPrimary Advisor has not been secured, three (3) Letters of Recommendation must be submitted to the Faculty of Graduate Studies. Applicants should be aware that the program will try to identify appropriate advisors

| \| | either prior to the start of the program or shortly <br> thereafter. |
| :--- | :--- |
| 1.1.9 Admission Tests | PhD Program: For Applicants who have <br> completed an MSc in Community Health Sciences <br> and are keeping the same named Primary <br> Advisor for their PhD Program, one (1) Letter of <br> Recommendation from the current Masters <br> Advisor (where said Advisor makes an explicit <br> statement regarding intention to continue Advising <br> the student for the PhD program), plus two (2) <br> additional Letters of Recommendation, for a total <br> of three (3) letters, must be submitted to the |
| Faculty of Graduate Studies- |  |

using the "Time Extension Request" form at least three (3), but no more than four
(4), months prior to expiration of the respective maximum time limit.

A student who has not completed the degree requirements within the time limit or within the time limit of the extension will be Required to Withdraw from the Faculty of Graduate Studies and the notation on the student record will be "Required to Withdraw".

### 6.4 Student's Advisor and Co-Advisor

### 6.4.1 Student's Advisor

Each student should have an advisor upon entry into the program, and must have one assigned no later than one (1) term following initial registration. Advisors are required for thesis/practicum routes, but not usually course-based routes or some comprehensive exam routes. In department/units where the choice of thesis/practicum topic and thesis/practicum advisor are postponed after a student's entry into the plogram, the Department/Unit Head, within one (1) term, shall appoint a faculty member to advise the student in the interim period before the regular advisor is assigned or chosen. Students must have an advisor through to the end of their program in programs requiring an advisor.

The advisor is responsible for supervising the student's graduate program. The advisor is the student's first point of contact at the University of Manitoba and must be familiar with the general policies and regulations of the Faculty of Graduate Studies as well as the specific supplementary regulations of their academic department/unit. In this capacity, the advisor assists the student in planning the graduate program and ensures that the student is aware of all graduate program requirements, degree regulations, and general regulations of the academic department/unit, the Faculty of Graduate Studies, the university, and external funding agencies. The advisor provides counsel for all aspects of the graduate program, and stays informed of the student's sфholarly activities and progress. The student's advisor also acts as a channel of c $\quad$ mmunication to the student's advisory committee, the department/unit and the Fqculty of Graduate Studies.

The advisor must:

- hold an appointment in the student's department/unit;
- be a member of the Faculty of Graduate Studies (see the FGS website for details);
- hold at least a Master's degree or equivalent (see note below);
- be active in their field;
- have expertise in a discipline related to the student's program.


## Npte

Equivalency will be approved by the Dean of the Faculty of Graduate Studies and dфtermined on a case-by-case basis. The potential advisor's demonstrated research record and current research activities will be considered as part of the equivalency a\$sessment. Note that M.D., D.M.D., Pharm.D. and J.D. are undergraduate degrees and are not equivalent to a Master's or Ph.D.
It is the responsibility of the Department/Unit Head to determine whether faculty members meet these criteria, and also to report to the Dean of the Faculty of Graduate Studies on equivalency as necessary. Any exceptions or special ci-cumstances must be recommended by the Department/Unit Head and approved by the Dean of the Faculty of Graduate Studies who considers each case on an individual basis.

For M.P.H. students
The Director of the CHS Graduate Program, or designate, will serve as the student's Academic Advisor for the duration of their program.

## For M.Sc. students

If at admission a student has identified a faculty member who has agreed to serve as Primary Advisor, then that faculty member will become the student's Advisor. If a student has not identified an advisor at admission, then the Director of the Graduate Program, or designate, will serve as Advisor until the student has identified a Primarya Advisor. It is expected that the student will have identified a Primary A Advisor within one year of being admitted to the M.Sc. program in CHS.

The student's Advisor will normally be a full-time member of CHS , or in. In_exceptional cases, the student's Advisor may be a part-time or adjunct member of CHS subject to requirements of the Faculty of Graduate Studies. A part-time or adjunct member of CHS may only serve as the Primary advisor of a graduate student after they successfully supervised at least 2 M. Sc. students to completion. Otherwise, the Graduate Studies Committee may require that the student be mentored by co-advisors (one may be a part-time or adjunct member of CHS subject to requirements of the Faculty of Graduate Studies and the other must be a full-time member of CHS ). The Graduate Studies Committee may also require that the student be mentored by coadvisors if there are other relevant circumstances to consider. In situations where the Graduate Studies Committee is requiring the student be mentored by co-advisors, the co-advisors must be identified either at time of a prospective student's application for admission or prior to admission recommendations being made by the unit. Confirmation of the advisor's commitment to mentor the student, or the co-advisors commitment to mentor the student through a coadvisory partnership, must be sent in writing to the Graduate Studies Committee from the advisor or both co-advisors prior to admission recommendations being made by the unit. The appointment of an advisor or co-advisors must be reviewed by the Graduate Studies Committee and a recommendation forwarded to FGS for approval. Such an appointment must be approved by the Graduate Studies Committee. Unless a part-time or
\(\left.$$
\begin{array}{|l|l|}\hline & \begin{array}{l}\text { adjunct member of CHS has successfully } \\
\text { supervised at least 2 M.Sc. students to completion, } \\
\text { and/or if there are other relevant circumstances to } \\
\text { consider, the Graduate Studies Committee may } \\
\text { require that the student obtain a full-time CHS } \\
\text { member to serve as co-Advisor. }\end{array}
$$ <br>

- bor M.Sc. students - Concentration in Biostatistics:\end{array}\right]\)| All the general rules as stated above for M.Sc. |
| :--- |
| students apply, with the exception that a student |
| must be working with an approved Advisor, as |
| determined by the Biostatistics working group. |

### 6.4.3 Student's Advisor/Co-advisor

A student who also holds an appointment at The University of Manitoba at the rank of Assistant Professor and above or Instructor 1 and above cannot have an advisor or co-advisor with an appointment in the same department/unit.

The advisor, co-advisor (if applicable) and student must discuss and complete the Faculty of Graduate Studies Advisor-Student Guidelines prior to the commencement of any research and no later than the submission of the first Progress Report for the student. If a student does not have an advisor/co-advisor, then the interim advisor will be required to complete the Advisor-Student Guidelines. The advisor/co-advisor and the student are required to approve the agreement. If the parties cannot agree on one or more component(s) of the Advisor Student Guidelines, the matter should be referred to the Department/Unit Head, Graduate Chair, or the Dean of the Faculty of Graduate Studies. A new Advisor-Student Guidelines is to be completed if there is a
entry to the Ph.D. program. These students must be outstanding in their academic background (GPA well above 3.0 in the last two (2) full years ( 60 credit hours) of undergraduate study).

Note: This is the minimum requirement of the Faculty of Graduate Studies and departments/units may have higher standards and additional criteria. Once admitted, these students must complete at least 24 credit hours of coursework, unless the individual department/unit's approved supplementary regulations specify otherwise, and will be assessed Ph.D. fees for three (3) years. A minimum of 18 credit hours at the 7000-level or higher is required. Any further coursework beyond the minimum 18 credit hours at the 7000 -level must be at the 3000 -level or above. A maximum of 48 credit hours of coursework is allowed toward the Ph.D. program.

### 7.1.3 Transfer from the Master's to the Ph.D. Program

Students who have not completed a Master's program may transfer to the Ph.D. program within the same department/unit upon the recommendation by the Department/Unit Head to the Faculty of Graduate Studies. The recommendation should be made within four (4) terms from the start of the Master's program. Fees paid, coursework completed, and time spent in the Master's program will normally be credited towards the Ph.D. program. Students must complete at least 24 credit hours of coursework unless the individual department/unit's approved supplementary regulations specify otherwise. A minimum of 18 credit hours at the 7000 -level or higher is required. Any further coursework beyond the minimum 18 credit hours at the 7000 -level must be at the 3000 -level or above. A maximum of 48 credit hours of coursework is allowed toward the Ph.D. program.

The request to transfer from a Master's to the Ph.D. program must be submitted to the Faculty of Graduate Studies via the Faculty's admission application at least one (1) month prior to the term for which the student intends to start the Ph.D. program. The applicant must indicate a request for transfer in their application.
The student will be admitted to a 3-year Ph.D. program and will pay a total of three years of program fees, including program fees paid in the Master's at the time of transfer. Students are cautioned that such transfers may impact on the duration of The University of Manitoba Graduate Fellowship.
Students who have previously completed a recognized Master's degree and are initially admitted and registered in a Master's program may transfer to the Ph.D. program within the same department/unit on the recommendation of the student's advisor/co-advisor and Department/Unit Head. Where a student holds a Master's degree that would be sufficient for admission to the Ph.D. program, students must complete at least 12 credit hours of coursework, unless the individual
department/unit's approved supplementary regulations specify otherwise. The student will be admitted to a 2-year Ph.D. program and will pay a total of two years of program fees, including program fees paid in the Master's at the time of transfer.

### 7.1.4 Provisional Admission to the Ph.D.

Students nearing the completion of the Master's degree may be accepted provisionally to the Ph.D. program for a 12-month period commencing with the first registration in the Ph.D. program. Further registration in the Ph.D. program is contingent upon completion of all requirements of the Master's degree within the 12 months. Students must maintain continuous registration in their Master's program until its completion. Students will require assistance from the department/unit and the Faculty of Graduate Studies to complete dual registration on the "Concurrent Curriculum Permission" form in the Master's and Ph.D. program simultaneously.

### 7.2 Student's Advisor, Co-advisor and Advisory Committee

### 7.2.1 Student's Advisor

Elvery Ph.D. student must have an advisor throughout their program, who is recommended to the Faculty of Graduate Studies by the Department/Unit Head. The advisor is responsible for supervising the student's graduate program. The advisor is

Students in the CHS M.Sc. program must complete the M.Sc. degree prior to transfer into the Ph.D. program.

There is no option for provisional admission from a M.Sc. degree program to the Ph.D. program in CHS.

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the student's first point of contact at the University of Manitoba and must be familiar with the general policies and regulations of the Faculty of Graduate Studies as well as the specific supplementary regulations of their academic department/unit. In this capacity, the advisor assists the student in planning the graduate program and ensures that the student is aware of all graduate program requirements, degree regulations, and general regulations of the academic department/unit, the Faculty of Graduate Studies, the university, and external funding agencies. The advisor provides cфunsel for all aspects of the graduate program, and stays informed of the student's sqholarly activities and progress. The student's advisor also acts as a channel of cфmmunication to the student's advisory committee, the department/unit and the Faculty of Graduate Studies.

The advisor must:

- hold an appointment in the student's department/unit.
- be a member of the Faculty of Graduate Studies (see the FGS website for details);
- hold a Ph.D. or equivalent (see note below);
- be active in research; and
- have expertise in a discipline related to the student's program.

Equivalency will be approved by the Dean of the Faculty of Graduate Studies and determined on a case-by-case basis and assessed by the potential advisor's demonstrated research record and current research activities. Note that M.D., D.M.D., Pharm.D. and J.D. are undergraduate degrees and are not equivalent to a Ph.D.
Usually the student and the advisor choose to work together by mutual agreement. In departments/units where the choice of thesis topic advisor is postponed for some time after entry into the program, the Head of the department/unit or the selection committee shall appoint a faculty member to advise the student as to the rules and regulations and on program and course requirements. This interim period must not exceed eighteen (18) months after entry into the program before a permanent advisor is chosen.

### 7.2.2 Student's Co-advisor

In special circumstances, upon approval of the Head of the department/unit, an advisor and a maximum of one (1) co-advisor may advise a student. The co-advisor must:

- be a member of the Faculty of Graduate Studies (see the FGS website for details);
- hold a Ph.D. or equivalent (see note below);
- be active in research; and
- have expertise in a discipline related to the student's program.

Equivalency will be approved by the Dean of the Faculty of Graduate Studies and determined on a case-by-case basis and assessed by the potential co-advisor's demonstrated research record and current research activities. Note that M.D., D.M.D. and J.D. are undergraduate degrees and are not equivalent to a Ph.D.
The co-advisor may be identified either at the beginning of, or midway through, a student's program. In all instances, the Faculty of Graduate Studies must be informed of, and approve, the co-advisor arrangement. If a co-advisor is added midway through the student's program, a new Advisor-Student Guidelines must be completed. When an advisor and co-advisor are assigned, together they fulfill the role of the advisor (that is, neither fulfills any other advisory or examining committee membership requirements for that student). One (1) advisor must be identified as the primary advisor. The advisor and co-advisor share a single vote. Both the advisor and co-

Committee and be eligible for membership in the Faculty of Graduate Studies. Unless a part-time or adjunct member of CHS has successfully supervised at least 2 PhD students to completion, and/or if there are other relevant circumstances to consider, the Graduate Studies Committee may require that the student obtain a full-time CHS member to serve as co-Advisor. In situations where the Graduate Studies Committee is requiring the student be mentored by co-advisors, the co-advisors must be identified either at time of a prospective student's application for admission or prior to admission recommendations being made by the unit. Confirmation of the Primary advisor's commitment to mentor the student, or the co-advisors commitment to mentor the student through a co-advisory partnership, must be sent in writing to the Graduate Studies Committee from the advisor or both co-advisors prior to admission recommendations being made by the unit. The appointment of an advisor or co-advisors must be reviewed by the Graduate Studies Committee and a recommendation forwarded to FGS for approval.

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## Report of the Faculty Council of the Faculty of Graduate Studies on Course, Program, Supplementary Regulation, and Regulation Changes

## Preamble

1. The Faculty of Graduate Studies (FGS) has responsibility for all matters relating to the submission of graduate course, curriculum, program, supplementary regulation and regulation changes.
Recommendations for such are submitted by the Faculty Council of Graduate Studies for the approval of Senate.
2. The Faculty Council of Graduate Studies met on the above date to consider proposals from the Asper School of Business.

## Observations

1. The Asper School of Business proposes MBA \& M.Fin. Supplementary Regulation Changes.

The Asper School of Business is proposing three editorial changes to the MBA and M.Fin. The first is that the supplementary regulations have been edited to the state that occasional students in the MBA do not have to submit permission from the department to take courses at the time of application to be an occasional student; the second is that MATH 1524 is to be added to the existing list of MATH courses for students seeking a GMAT waiver, as MATH 1524 will soon be commonly used by students admitted into the MBA; and third is that some edits have been made to section 6.3 of the MBA and MFin supplementary regulations to clarify eligibility for and administration of the co-ops, and to address the issues of co-op students having an allegation of academic or non-academic conduct upheld against them.

The Asper School of Business Faculty Council approved the changes at its meeting on December 2, 2022.

## Recommendations

## Faculty Council of Graduate Studies recommends THAT the proposal from the unit listed below be approved by Senate:

## Asper School of Business

Respectfully submitted,
Dr. Kelley J. Main, Chair
Faculty Council of Graduate Studies
/ak
Comments of the Senate Executive Committee:
The Senate Executive Committee Endorses the Report to Senate.

## Supplementary Regulation

1. Transfer of courses from the "occasional" category to a degree program is not automatic: request for advance credit must be made within the first year of a degree program on the "Advance Credit - Transfer of Credit" form.
2. Fees paid by a student while registered as an occasional student are not transferable to a degree program at a later date..
3. Registration in the occasional student category can be for no more than one (1) academic year (September 1 - August 31) without reapplication.
4. The majority of coursework per academic year must be taken at the graduate level while registered as an occasional student.
5. Students admitted as Occasional are required to upload proof of instructor permission (in the application for admission) to take the courses as Occasional.
a. Approval of the MBA Graduate Program Chair (Associate Dean) is obtained to do so;
b. The prerequisites for the course are met (unless waived by the department head); and,
c. The necessary space and resources are available.

Occasional students who later apply, and are admitted, to the Asper School of Business MBA may be exempted (up to 12 credit hours) for courses they completed as Occasional students (provided they meet the criteria of the broader exemption policy).

Following is the list of MBA courses currently open to occasional students:

- GMGT 7200 Critical and Creative Thinking (1.5)
- GMGT 7220 Managing People in Organizations (3)
- IDM 7510 Strategic Leadership and Managing Change (1.5)
- MKT 7010 Marketing Management (3)
- IDM 7130 Contemporary Themes in Business (1.5)
- OPM 7120 Operations and Supply Chain Management (3)

Asper School of Business MBA students may take other courses for their own personal interest while enrolled in the MBA program. These personal interest courses may be at any degree level offered in any other academic department/unit within the University of Manitoba. Personal interest courses will be taken as Occasional Status or Special Status and will not count towards completion of the student's MBA degree program, nor will they be included in the calculation of the MBA degree grade point average.

Students admitted as Occasional in the MBA are NOT required to upload proof of instructor permission (in the application for admission) to take the courses as Occasional.

### 1.4.4 Joint Masters (With the University of Winnipeg)

The University of Manitoba and the University of Winnipeg offer four (4) joint Master's programs: History, Religion, Public Administration, and Peace and Conflict Studies. The University of Manitoba, Faculty of Graduate Studies is responsible for the administration of the joint programs, and students must complete the regular University of Manitoba application and registration forms. Students taking Pre-Master's qualifying work for these programs register at the university where the courses are being taken.
1.4.5 Visiting Students



| 1 1 | including furnishing a letter from their co-op employer indicating that the employer approves of this exception; if approved, ${ }_{2}$ a student may not take more than 6 CH of academic credit while on a coop work term and may not take more than one course at a time. <br> Students may be required to withdraw from the MBA Co-op Program for any of the following reasons: <br> - Students whose degree GPA falls below 3.0 are subject to withdrawal from the MBA Co-op program. <br> - Failure to maintain a minimum grade of "C+" in the co-op course. <br> - Unsatisfactory performance in the work place during the co-op work placement. <br> - Failure to observe the ethical standards of the Asper School of Business and the University of Manitoba in place at the time; including being found guilty of academic or non-academic misconduct, or <br> When, the student is unable to obtain an offer of employment for the co-op placement. |
| :---: | :---: |
| 6.3.3 Language Requirements <br> Some department/units specify an additional language requirement for the Master's degree. Students should check department/unit supplementary regulations regarding this requirement. |  |
| 6.3.4 Advance Credit <br> Advance credit for courses completed prior to admission to a Master's program will be considered on a case-by-case basis. The student's department/unit must make a request to the Faculty of Graduate Studies by completing the "Recommendation for Advance Credit-Transfer of Courses" form. <br> - Application for advance credit must be made within the first year of the program (see Lapse or Expiration of Credit of Courses). <br> - No more than $50 \%$ of the required coursework for the program can be achieved using advance credit. <br> - A course may not be used for credit toward more than one degree <br> - The student must register at The University of Manitoba for at least two (2) terms within a single academic year and must also complete all other program requirements at The University of Manitoba (or in the case of a Joint Master's Program student, at The University of Winnipeg). <br> - A Pre-Master's student may only transfer a maximum of 3 credit hours at the 7000 level taken as occasional into a prospective Master's program of study. <br> Regardless of the number of courses approved for which advance credit is granted, all students are required to pay all applicable program fees (i.e., program fees will not be pro-rated according to advance credit granted). | Advance credit and course exemptions are permitted in the MBA program. <br> 1. General criteria for Asper School of Business MBA exemptions: <br> - Exemptions are granted to individuals holding at least a 3 year bachelor university degree; <br> - When an exemption is based on completed undergraduate degree level courses, two or more (see list in point 8 below) courses in the specific discipline (as the Asper course for which exemption is sought) are required to be considered for one core MBA course exemption; <br> - A minimum grade of " B " or equivalent is required on each of the two courses required for the exemption; <br> - At least one of the required courses (see below) must have been completed within 5 years prior to the start of the Asper MBA program (see exception in the professional designation section below, point 6); <br> - Any course previously taken can only be applied/counted/considered towards a single course exemption; <br> - The maximum exemptions granted shall not exceed 30 credit hours; |

completed in the last 5 years prior to starting the MBA, assessed case-by-case;

- A total of 4.5 credit hours of core exemptions from IDM 7510 and IDM 7120 will be granted based on completion of the Advanced Program in Leadership and Strategy, completed in the last 5 years prior to starting the MBA;
- The maximum exemptions based on Asper School of Business Executive Education courses will be 10.5 credit hours.

8. Exemptions from the Math and IT Bootcamps - MIS 5120 and MSCI 5100

- Students may write a challenge exam for the auxiliary courses MIS 5120 and MSCI 5100. The challenge exam shall be written prior to the start of the course. Passing the challenge exam will result in an exemption being granted from the course. Failing the challenge exam will result in the student having to take the course before graduating from the Asper MBA. There is no fee to writing the challenge exam. The challenge exam in either course may be attempted only once (attending the exam and choosing to leave before it is completed constitutes an attempt at the exam).
The designated core courses eligible for exemptions (and the courses [or equivalents] required to earn the exemption) are:
- ACC 7010 Accounting Fundamentals - all of ACC 1100, ACC 2010, ACC 2020 and ACC 3130030
- ACC 7020 Managerial Accounting - both of ACC 1110 and ACC 3040
- FIN 7020 Corporate Finance - both of FIN 2200 and FIN 3480
- MIS 7120 Management Information Systems both of MIS 2000 and any one advanced MIS course
- GMGT 7220 Managing People in Organizations - all of: GMGT 2070, plus any three of GMGT 3010, HRIR 2440, HRIR 4410, LEAD 3020, LEAD 4010 and/or LEAD 4020
- MKT 6080 Marketing - both of MKT 2210 and MKT 4210
- OPM 7120 Operations and Supply Chain Management - both of SCM 2160 and SCM 3270
Exemptions are granted on a case-by-case basis, and require both Professional Graduate Programs Committee and Department Head approval.

Asper MBA program graduates with a nonFinance major are eligible for a maximum of 7.5 credit hours of exemptions for the following courses if completed with a grade of C+ or higher within the last five years in the Asper MBA program:

> 17. FIN 7000 (Managerial Economics)
> 18. FIN 7020 (Corporate Finance)
> 19. ACC 7010 (Accounting Fundamentals)

MFin students who choose to take additional courses outside of the MFin program must register for them as an occasional student (OS) and pay the assessed fees. These OS courses will not be counted for credit towards the completion of the Master of Finance.

MFin students have an option to enroll in the MFin Co-op Program and complete a co-op work term before they graduate from their program (course IDM $7140-3$ credit hours). The course consists of a work term assignment of a minimum of 420 hours in business, industry, or government.

To apply for a co-op work term, MFin students must have a degree GPA of at least 3.00 and normally would have completed all 30 credit hours of MFin-core-courses ${ }_{2} ;$ at a minimum students must have completed at least 27 of their program credit hours, including successful completion of IDM 5120.

An interview with the Graduate Co-op Office personnel will be required for admission to the Asper MFin Co-op Program and applicants for the MFin Co-op Program will be evaluated based on a complete application.

If a student has been found to have falsified information in the application for the MFin Co-op Program, the matter will be immediately reported to the Associate Dean, Faculty of Graduate Studies, as an allegation of academic misconduct and handled according to the University Student Discipline Bylaw.

If, prior to acceptance into the MFin Co-op
Program work placement, it is found that the student has had an allegation of academic or nonacademic misconduct upheld against them, the student will no longer be eligible to participate in the MFin Co-op Program.
If, prior to starting the MFin Co-op Program
position, it is found that the student has had an allegation of academic or non-academic misconduct upheld against them, the student may no longer be eligible to participate in the MFin Coop Program. The matter will be referred to the Associate Dean of Professional Programs for

|  | decision. Taken into account will be the severity of the penalty levied in the case and the factors outlined in the decision letter from the Faculty of Graduate Studies. <br> Students are advised that satisfying the minimum entrance requirements does not guarantee a place in the MFin Co-op Program. In the event that the demand for placements exceeds the number of places available, or that appropriate levels of staffing of the Graduate Co-op Office are not available, a cap may be placed on the number of students accepted into the MFin Co-op Program. In such situations, the MFin Graduate Program Chair (Associate Dean Professional Programs), in consultation with the Asper MFin Co-op Director, reserves the right to determine and select the best qualified applicants. <br> Students may elect to take up to 3 CH while on a co-op work term. Students wishing to enroll in more than 3 CH while on a co-op work term, must apply to the MFin Co-op Faculty Advisor and-MFin Graduate Program Chair (Associate Dean Professional Programs) for permission to do so, including furnishing a letter from their co-op employer indicating that the employer approves of this exception; if approved a student may not take more than 6 CH of academic credit while on a coop work term-and may not take more than one course at a time. <br> Students may be required to withdraw from the MFin Co-op Program for any of the following reasons: <br> - Students whose degree GPA falls below 3.0 are subject to withdrawal from the MFin Co-op program. <br> - Failure to maintain a minimum grade of "C+" in the co-op course. <br> - Unsatisfactory performance in the work place during the co-op work placement. <br> - Failure to observe the ethical standards of the Asper School of Business and the University of Manitoba in place at the time; including being found guilty of academic or non-academic misconduct, or <br> - When, the student is unable to obtain an offer of employment for the co-op placement. |
| :---: | :---: |
| 6.3.3 Language Requirements <br> Some department/units specify an additional language requirement for the Master's degree. Students should check department/unit supplementary regulations regarding this requirement. | Not required. |
| 6.3.4 Advance Credit | See Section 6.3.2 on exemption regulations. |

## Senate Membership 2023-2024

## President

Michael Benarroch 2020.07.01

## Chancellor

Anne Mahon 2019.06.01

## Vice-Presidents

Provost and Vice-President (Academic)
Vice-President (Administration)
Vice-President (External)
Vice-President (Indigenous)
Vice-President (Research and International)

## Deans of Faculties

Agricultural and Food Sciences
Architecture
Arts
Clayton H. Riddell Faculty of Environment, Earth, and Resources
Education
Extended Education
Graduate Studies
I.H. Asper School of Business

Kinesiology and Recreation Management
Law
Marcel A. Desautels Faculty of Music
Price Faculty of Engineering
Rady Faculty of Health Sciences
School of Art
Science
Social Work
University Librarian
Vice-Provost (Students)

## Deans of Constituent Colleges

Dr. Gerald Niznick College of Dentistry
Max Rady College of Medicine
Nursing
Pharmacy
Rehabilitation Sciences
University College

| Diane Hiebert-Murphy | 2021.07 .01 |
| :--- | :--- |
| Naomi Andrew | 2020.08 .31 |
| Vanessa Koldingnes | 2021.12 .04 |
| Catherine Cook | 2020.01 .01 |
| Mario Pinto | 2022.10 .01 |

Martin Scanlon 2019.01.01
Mira (Mimi) Locher 2021.07.01
Jeffery Taylor 2011.09.01
Stephan Pflugmacher Lima 2020.09.01
Charlotte Enns* 2022.07.01
Rod Lastra* 2022.02.01
Kelley Main* 2021.01.01
Bruno Silvestre 2021.09.01
Douglas Brown 2013.09.01
Richard Jochelson 2021.07.01
Edward Jurkowski 2019.01.01
Marcia Friesen 2021.01.01
Peter Nickerson 2022.09.01
Edward Jurkowski* 2020.07.01
Brian Mark 2021.07.01
Michael Yellow Bird 2019.07.01
Lisa O'Hara 2018.10.01
Laurie Schnarr 2019.06.01

| Anastasia Kelekis-Cholakis | 2019.07 .01 |
| :--- | :--- |
| Peter Nickerson | 2022.09 .01 |
| Netha Dyck | 2018.02 .01 |
| Lalitha Raman-Wilms | 2017.08 .01 |
| Reginald Urbanowski | 2016.06 .01 |
| Jeffery Taylor* | 2011.09 .01 |

## Appointed by the Board of Governors

| Irene Fakankun | 2022.06.01-2023.05.31 |
| :--- | :--- |
| William Lazarenko | $2022.06 .01-2023.05 .31$ |

## Members-at-large

N/A

## President of UMSU

Tracy Karuhogo 2023.05.01-2024.04.30

## Appointed by Alumni Association

TBA
2021.06.01-2023.05.31

TBA
2022.10.01-2024.05.31

## Elected by Faculty and School Councils

| Agricultural and Food Sciences | Nazim Cicek | 2015.06.01-2024.05.31 |
| :---: | :---: | :---: |
|  | Jitendra Paliwal | 2021.06.01-2024.05.31 |
|  | Kateryn Rochon | 2022.06.01-2025.05.31 |
|  | Peter Eck | 2023.06.01-2026.05.31 |
| Architecture | Mercedes Garcia-Holguera | 2020.05.01-2025.05.31 |
|  | I/r Umid Abdullaev | 2023.01.01-2023.06.30 |
|  | Ryan Coates | 2023.06.01-2026.05.31 |
| Art, School of | Sarah Ciurysek | 2023.01.01-2025.05.31 |
| Arts | Shawna Ferris | 2021.06.01-2024.05.31 |
|  | Jila Ghomeshi | 2021.06.01-2024.05.31 |
|  | Mark Hudson | 2021.06.01-2024.05.31 |
|  | Susan Prentice | 2018.06.01-2024.05.31 |
|  | Robert Chernomas | 2022.06.01-2025.05.31 |
|  | David Churchill | 2022.06.01-2025.05.31 |
|  | Julia Gamble | 2022.06.01-2025.05.31 |
|  | Dana Medoro | 2022.06.01-2025.05.31 |
|  | Greg Sobie | 2015.06.01-2026.05.31 |
|  | Erin Keating | 2023.06.01-2026.05.31 |
|  | Karine Levasseur | 2023.06.01-2026.05.31 |
| Clayton H. Riddell Faculty of | John Sinclair | 2021.06.01-2024.05.31 |
| Environment, Earth and Resources | Michael Campbell | 2022.06.01-2025.05.31 |
| Education | Sandra Kouritzin | 2022.06.01-2025.05.31 |
|  | Sreemali Herath | 2023.01.01-2026.05.31 |
| Extended Education | Marcia McKenzie | 2020.06.01-2026.05.31 |
| I.H. Asper School of Business | Nathan Greidanus | 2021.06.01-2024.05.31 |


|  | Jieying Chen Robert Biscontri | $\begin{aligned} & 2022.06 .01-2025.05 .31 \\ & 2014.06 .01-2026.05 .31 \end{aligned}$ |
| :---: | :---: | :---: |
| Kinesiology and Recreation Management | Sarah Teetzel | 2022.06.01-2025.05.31 |
|  | Shaelyn Strachan | 2023.06.01-2026.05.31 |
| Law | Kjell Anderson | 2022.06.01-2025.05.31 |
| Libraries | Maureen Babb | 2021.06.01-2024.06.01 |
|  | Christine Shaw | 2023.06.01-2026.05.31 |
| Marcel A. Desautels Faculty of Music | Victoria Sparks | 2020.06.01-2026.05.31 |
|  | Will Bonness | 2023.06.01-2026.05.31 |
| Price Faculty of Engineering | Derek Oliver | 2015.06.01-2024.05.31 |
|  | Shawn Clark | 2017.06.01-2026.05.31 |
|  | Philip Ferguson | 2022.07.01-2026.05.31 |
|  | BingChen Wang | 2023.06.01-2026.05.31 |
| Rady Faculty of Health Sciences | Jean-Eric Ghia | 2021.06.01-2024.05.31 |
|  | Andrew Halayko | 2021.06.01-2024.05.31 |
|  | Laura MacDonald | 2021.06.01-2024.05.31 |
|  | Kirk McManus | 2021.06.01-2024.05.31 |
|  | Trenna Reeve | 2018.06.01-2024.05.31 |
|  | Sandra Webber | 2021.06.01-2024.05.31 |
|  | Fred Zeiler | 2021.06.01-2024.05.31 |
|  | Lynda Balneaves | 2022.06.01-2025.05.31 |
|  | Marnie Kramer | 2022.06.01-2025.05.31 |
|  | Francine Laurencelle | 2022.06.01-2025.05.31 |
|  | Donna Martin | 2021.10.27-2025.05.31 |
|  | Jason Peeler | 2019.06.01-2025.05.31 |
|  | Genevieve Thompson | 2019.06.01-2025.05.31 |
|  | Geoffrey Tranmer | 2019.06.01-2025.05.31 |
|  | Chase Figley | 2020.06.01-2026.05.31 |
|  | Ted Lakowski | 2023.06.01-2026.05.31 |
|  | Natalie Macleod Schroeder | 2023.06.01-2026.05.31 |
|  | Puck Mai | 2023.06.01-2026.05.31 |
|  | Hassan Marzban | 2023.06.01-2026.05.31 |
|  | Mubeen Rafay | 2023.06.01-2026.05.31 |
| Science | Andrea Bunt | 2021.06.01-2024.05.31 |
|  | Peter Blunden | 2015.06.01-2024.05.31 |
|  | I/r Sabine Kuss | 2023.07.01-2024.05.31 |
|  | Mike Shaw | 2018.06.01-2024.05.31 |
|  | Julien Arino | 2022.01.01-2025.05.31 |
|  | Adam Clay | 2022.06.01-2025.05.31 |
|  | I/r Michelle Davidson | 2023.07.01-2023.12.31 |
|  | John Sorensen | 2019.06.01-2025.05.31 |
|  | Margaret Docker | 2023.01.01-2026.05.31 |
|  | Ankit Doshi | 2023.06.01-2026.05.31 |
|  | Juliette Mammei | 2023.06.01-2026.05.31 |


| Social Work | Tracey Bone <br> Hai Luo <br> Rusty Souleymanov <br> l/r Ashley Stewart-Tufescu | $2017.08 .14-2023.05 .31$ <br> $2021.06 .01-2024.05 .31$ <br> $2019.06 .01-2025.05 .31$ <br> $2023.01 .01-2023.06 .30$ |
| :--- | :--- | :--- |
|  | David Ness | $2020.06 .01-2023.05 .31$ |
| Student Affairs |  |  |
| Indigenous Senators | Health Sciences | $2022.06 .01-2024.05 .31$ |
| Debra Beach Ducharme | Health Sciences | $2022.06 .01-2024.05 .31$ |
| Melanie Morris | Health Sciences | $2022.06 .01-2025.05 .31$ |
| Marcia Anderson | Health Science | $2022.06 .01-2025.05 .31$ |
| Margaret Hart | Arts | $2022.06 .01-2025.05 .31$ |
| Jeremy Patzer |  |  |
|  |  | $2023.06 .01-2024.05 .31$ |

## Heads of Affiliated or Member Institutions

| St. Andrew's College | Roman Bozyk* | 2003.05 .01 |
| :--- | :--- | :--- |
| St. John's College | Allison Abra | 2021.07 .26 |
| St. Paul's College | Christopher Adams | 2012.07 .01 |
| Université de Saint-Boniface | Sophie Bouffard | 2019.08 .01 |

## Deputy Minister of Education

Deputy Minister of Advanced
Joe Funk (designate)
Education and Literacy (or designate)
Elected by the Students (2023.05.01-2024.04.30)

| Agricultural \& Food Sciences | Carter Ives |
| :--- | :--- |
| Architecture | vacancy |
| Art, School of | vacancy |
| Arts | vacancy, vacancy, vacancy |
| Clayton H. Riddell Faculty of Environment, | Conor McNab |
| Earth and Resources |  |
| Education | vacancy, vacancy |
| Graduate Studies | Uche Nwankwo, Armin Aghajani, Hanieh Rezasoltani |
| I.H. Asper School of Business | Avery Groeneveld, vacancy |
| Kinesiology and Recreation Management | Krupa Mashru |
| Law | Cameron Giannotti |
| Marcel A. Desautels Faculty of Music | vacancy |
| Price Faculty of Engineering | Tristan Dobrowney, vacancy |
| Rady Faculty of Health Sciences: |  |
| Dr. Gerald Niznick College of | vacancy |
| Dentistry/Dental Hygiene |  |
| Max Rady College of Medicine | vacancy |
| Nursing | vacancy |
| Pharmacy | Armaine Laureano |
| Rehabilitation Sciences | vacancy |

Science vacancy, vacancy, vacancy

Social Work vacancy

## Assessors

Associate Vice-President (Partnerships)
Associate Vice-President (Research)
Associate Vice-President (Students, Community and Cultural Integration

Associate Vice-President (Scholarship, Research and Curriculum)
Executive Lead (Equity, Diversity and Inclusion)
Extended Education, Associate Dean
Faculty of Graduate Studies, Associate Dean
Graduate Students' Association (GSA), President
Senate Committee on Curriculum and Course Changes (SCCCC), Chair
Senate Planning and Priorities Committee (SPPC), Chair
Student Engagement and Success, Executive Director
Student Support, Executive Director
Université de Saint-Boniface
University of Manitoba Faculty Association (UMFA)
University of Manitoba Students' Union (UMSU), Vice-President
University Registrar and Enrolment Services, Executive Director
University 1 Students
Vice-Provost (Academic Affairs)
Vice-Provost (Academic Planning and Programs)
Vice-Provost (Teaching and Learning), and
Centre for the Advancement of Teaching and Learning, Executive Director

Hans-Joachim Wieden
Annemieke Farenhorst
Christine Cyr

Cary Miller
Tina Chen
Kari Kumar
Stephen Kirkland
Christopher Yendt
Dean McNeill
N/A
Brandy Usick
Don Stewart
Debra Radi
Erik Thomson
Liam Pittman
Jeff Adams
vacancy, vacancy, vacancy
Tracey Peter
Greg Smith
Mark Torchia

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* = acting
l/r = leave replacement
red = replacement still to be named
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updated May 1, 2023

## Preamble

1. The terms of reference for the Senate Committee on Academic Accommodation Appeals are found at the link:
University of Manitoba - Senate Committee on Academic Accommodation Appeals (umanitoba.ca)
2. In accordance with the Student Accessibility Appeal Procedure, if a student or an Academic Staff Member does not agree with the decision of the Coordinator of Student Accessibility Services (SAS) regarding a request for reconsideration of a proposed accommodation, the student or Academic Staff Member may file a formal appeal to the Senate Committee on Academic Accommodation Appeals.

The Committee will meet to determine whether there are grounds to hear the appeal and whether the appeal falls within the jurisdiction of the Committee. The Committee will determine the appropriate accommodation on the basis of the student's disability and the Bona Fide Academic Requirements or Essential Skills Document of the course or program.

## Observations

1. Members of the Committee for 2022-2023 were: R. Hoppa, Chair (Arts); Prof. T. Arnold (Health Sciences); T. Ashcroft (Health Sciences); N. Hansen (Graduate Studies); C. Kelly (Health Sciences); K. Koczanski (Science); C. Kokolo (student, Arts); C. Madden (Science); C. Miller (Vice-President, Indigenous); Z. Odribets (student, Arts); E. Troutt (Arts); V. Warne (Arts)

Terms ending May 31, 2022: S. Palani (student, Health Sciences); S. Phillips (student, Science); V. Torrie (Law)
2. The Committee did not receive any appeals during the reporting period.

Respectfully submitted,
Dr. Robert Hoppa, Chair
Senate Committee on Academic Accommodation Appeals

## Annual Report of the Senate Committee on Academic Computing

## Preamble

The current terms of reference for the Senate Committee on Academic Computing are found on the University Governance website here:
Senate Committee on Academic Computing

## Observations

1. Members of the Committee for 2022-2023 were:

| Mark Torchia | (Vice-Provost (Teaching and Learning)), Chair <br> Franklin Bristow <br> (Science) |
| :--- | :--- |
| Sol Chu | (Centre for the Advancement of Teaching and Learning) |
| Annemieke Farenhorst | [Associate Vice-President (Research)] |
| Chase Figley | (Health Sciences) |
| James Gilchrist | (Health Sciences) |
| lan Jeffrey | (Engineering) |
| Kari Kumar | (Extended Education) |
| Mario Lebar | (CIO, Information Services and Technology) |
| Lisa O'Hara | (Vice-Provost (Libraries) and University Librarian) |
| Lalitha Raman-Wilms | (Health Sciences) |
| C. Michael Sampson | (Arts) |
| Martin Scanlon | (Agricultural and Food Sciences) |
| Kevin Oliver | (student) |
| Uche Nwankwo | (student) |
| Gilbert Detillieux | (technical resource, Computer Science) |
| Lynette Phyfe | (resource, The Centre) |

2. During the reporting period, the Committee met on November 9, 2022.
3. The Committee participated in a presentation and preliminary discussion on the University of Manitoba Digital Strategy.
4. The Committee received updates on a number of ongoing matters and projects:

- UMLearn Upgrades and Integrations
- Wireless expansion project
- Information Technology (IT) Status and Initiatives
- Competencies Pilot Project
- Learning Management System

Respectfully submitted,
Dr. Mark Torchia, Chair
Senate Committee on Academic Computing

## Annual Report of the Senate Committee on Academic Freedom

## Preamble

The Terms of Reference for the Senate Committee on Academic Freedom can be found on the University Governance website.

## Observations

1. Committee members 2022-2023:
V. Gudral (student, Graduate Studies), F. Litwiller (Kinesiology and Recreation Management), D. Martin (Health Sciences), C. Simonot-Maiello (Music), J. Taylor (Arts), P. Thulasiraman (Science),
Terms ending May 31, 2022: AKM Monsurul Alam (Student, Graduate Studies), J. van Lierop (Science)
2. The committee did not meet during the reporting period.

Respectfully submitted,
Jeff M. Leclerc, University Secretary

## Annual Report of the Senate Committee on Academic Review

## Preamble

1. The terms of reference for the Senate Committee on Academic Review (SCAR) are found on the University Governance website.
2. For the reporting period May 2022 - April 2023.

## Observations

1. Committee members (2022-2023):
G. Smith (Vice-Provost (Academic Planning and Programs), Chair and designate for Provost and Vice-President (Academic)), ADM Monsurul Alam (Student, Graduate Studies), S. Clark (Engineering), R. Cossar (Arts), N. Dyck (Nursing), J. Ghomeshi (Arts), S. McKenna (Science), K. Main (Graduate Studies), M. Torchia (designate, ViceProvost (Academic Planning and Programs)
Terms ended May 31, 2022: T. Chen (Arts), K. Levasseur (Arts), R. Thulasiram (Science)
2. The Committee met twice during the reporting period, on May 9 and October 18, 2022.
3. During the reporting period, the Committee reported to Senate on the following matters, on the dates indicated:

- Periodic Review of James W. Burns Leadership Institute (June 22, 2022)
- Periodic Review of Ongomiizwin, Indigenous Institute of Health and Healing (June 22, 2022)
- Summaries of undergraduate, graduate, and combined program reviews (for information; December 7, 2022)

4. The Committee considered summaries of undergraduate program reviews for programs the Faculty of Agricultural and Food Sciences (Agribusiness, Agriculture, Agroecology, Food Sciences), Philosophy, Science (General Science), and Ukrainian Canadian Heritage Studies.
5. The Committee received, for information, a combined annual report for 2019-2020 and 2020-2021 from the Centre for Engineering Professional Practice and Engineering Education.

Respectfully submitted,
Dr. Greg Smith
Senate Committee on Academic Review

## Preamble

1. The terms of reference for the Senate Committee on Admissions Appeals are found at the link: https://umanitoba.ca/governance/sites/governance/files/202109/Senate Committee on Admission Appeals Terms of Reference.pdf
2. The Committee is charged to hear and determine appeals from:
a) decisions of faculty and school Selection Committees;
b) administrative decisions affecting the admission process;
c) decisions related to the transfer of credit policy of the faculty/school; and
d) the possible granting of advanced standing.
3. The Committee is to report to Senate on the determination of all appeals submitted to it; and recommend any changes in admission policies and procedures which should be considered as a result of the appeal.

## Observations

1. Members of the Committee for 2022-2023 were: D. Oliver, Chair (Engineering); T. Arnold (Health Sciences); R. Cardwell (Agricultural \& Food Sciences); M. Glenwright (Arts); N. Harder (Health Sciences); J. Paliwal (Engineering); V. Romero (President of UMSU (Ex-Officio)); S. Sivaramakrishnan (Management); E. Stone (Director of Admissions - Ex Officio - Non-voting); L. Strachan (Kinesiology \& Recreation Management); P. Thille (Health Sciences); L. Tromly (Arts); J. Young (Science).

Terms ending May 31, 2022: K. Cebula, (student, Science); S. George (student, Arts); J. Schulz (Law)
2. The Senate Committee on Admissions Appeals reports to Senate on an ongoing basis as appeals are heard. During the reporting period the Committee received no appeals.

Respectfully submitted,
Dr. D. Oliver, Chair
Senate Committee on Admission Appeals

## ANNUAL REPORT OF THE SENATE COMMITTEE ON ADMISSIONS (SCADM) FOR THE YEAR FROM MAY 1, 2022 TO APRIL 30, 2023

The terms of reference for the Senate Committee on Admissions (SCADM) are found on the University website at:
http://www.umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/ 490.htm

The committee membership is as follows:

| Incumbent | Position | Composition |
| :--- | :--- | :--- |
| Laurie Schnarr | Vice-Provost (Students) | (1) VP (Academic) or <br> designate, Chair |
| Erin Stone | Deputy Registrar and Director of <br> Admissions | (2) Vice Provost (Student <br> Affairs) or designate |
| Jeff Adams | University Registrar and <br> Executive Director, Enrolment <br> Services | (3) University Registrar <br> and Executive Director, <br> Enrolment Services |
| Dr. Jason Leboe-McGowan | Dean, Faculty of Arts | (4) Dean, Faculty of Arts <br> or designate |
| Dr. Sean McKenna | Associate Dean <br> (Undergraduate), Faculty of <br> Science | (4) Dean, Faculty of <br> Science or designate |
| Dr. Sara Goulet | Associate Dean (Admissions), <br> Max Rady College of Medicine | (4) Dean, Max Rady <br>  <br> Rady Faculty of Health <br> Sciences or designate |
| Mira Locher | Dean, Faculty of Architecture | (5) Senate-appointed <br> dean/director |
| Dr. Edward Jurkowski | Dean, Desautels Faculty of <br> Music | (5) Senate-appointed <br> dean/director |
| Dr. Rebecca Simpson-Litke | Desautels Faculty of Music, <br> Assistant Professor | (6) Senate Appointee |
| Dr. Robert Biscontri | Asper School of Business, <br> Assistant Professor | (6) Senate Appointee |
| Dr. Sarah Teetzel | Faculty of Kinesiology and <br> Recreation Management, <br> Professor | (6) Senate Appointee |
| Faculty of Arts, Professor | (6) Senate Appointee |  |
| Dr. Dana Medoro | Faculty of Engineering, <br> Associate Dean Undergraduate <br> Programs | (6) Senate Appointee <br> Dr. Karen Dow |


| Dr. Mojgan Rastegar | Max Rady College of Medicine, <br> Rady Faculty of Health <br> Sciences, Professor | (6) Senate Appointee |
| :--- | :--- | :--- |
| Zlata Odribets | Faculty of Arts | (7) Student |
| Paul Jerard Layug | Faculty of Science | (7) Student |
| Uche Nwankwo | Graduate Studies | (7) Student |
| Declined | - | (8) Deputy Minister of <br> Education (or designate) |
| TBA | - | (9) Counsellor from a <br> Manitoba high school |

Subsequent to the previous Annual Report, SCADM met on May 17, 2022, June 28, 2022, September 22, 2022, October 25, 2022, November 22, 2022, December 15, 2022, February 23, 2023, April 18, 2023.

1. College of Nursing - SCADM reviewed a proposal from the College of Nursing to modify the admission requirements for the Bachelor of Nursing program, effective for the fall 2023 intake. Endorsed by the Senate Committee on Admissions on May 17, 2022. Approved by Senate on June 22, 2022.
2. School of Art - SCADM reviewed a proposal from the School of Art to modify the admission requirements for the Bachelor of Fine Arts Art History - General and Honours programs, effective for the fall 2023 intake. Endorsed by the Senate Committee on Admissions on May 17, 2022. Approved by Senate on June 22, 2022.
3. Faculty of Agricultural and Food Sciences - SCADM reviewed a proposal from the Faculty of Agricultural and Food Sciences to modify the admission requirements for the Diploma in Agriculture program, effective for the fall 2023 intake. Endorsed by the Senate Committee on Admissions on May 17, 2022. Approved by Senate on June 22, 2022.
4. Max Rady College of Medicine - SCADM reviewed a proposal from the Max Rady College of Medicine to modify the admission requirements for the Undergraduate Medical Education Program. The proposal was withdrawn by the College.
5. College of Nursing - SCADM reviewed a proposal from the College of Nursing to modify the admission requirements for the Bachelor of Midwifery program, effective for the fall 2023 intake. Endorsed by the Senate Committee on Admissions on June 28, 2022. Approved by Senate on October 6, 2022.
6. Max Rady College of Medicine - SCADM reviewed a proposal from the Max Rady College of Medicine to modify the admission requirements for the Undergraduate Medical Education Program, effective for the fall 2025 intake. Endorsed by the Senate Committee on Admissions on June 28, 2022. Approved by Senate on October 6, 2022.
7. Faculty of Education - SCADM reviewed a proposal from the Faculty of Education to modify the admission requirements for the Bachelor of Education Music Teachable Major/Minor and Physical Education Major/Minor, effective upon approval by Senate. Endorsed by the Senate Committee on Admissions on September 22, 2022. Approved by Senate on November 2, 2022.
8. Price Faculty of Engineering - SCADM reviewed a proposal from Price Faculty of Engineering to modify the admission requirements to the Preliminary Engineering Program, effective for the fall 2023 intake. Endorsed by the Senate Committee on Admissions on September 22, 2022. Approved by Senate on December 7, 2022.
9. Asper School of Business - SCADM reviewed a proposal from Asper School of Business to modify the advanced entry admission requirements to the Bachelor of Commerce (Honours) program, effective for the fall 2024 intake. Endorsed by the Senate Committee on Admissions on September 22, 2022. Approved by Senate on February 1, 2023.
10. Clayton H. Riddell Faculty of Environment, Earth, and Resources - SCADM reviewed a proposal from Clayton H. Riddell Faculty of Environment, Earth, and Resources to modify the advanced entry requirements for the Bachelor of Environmental Studies Program, effective for the fall 2024 intake. Endorsed by the Senate Committee on Admissions on October 25, 2022. Approved by Senate on December 7, 2022.
11. Université de Saint-Boniface - SCADM reviewed a proposal from Université de SaintBoniface to modify the admission requirements for the Faculty of Education, effective for the fall 2024 intake. Endorsed by the Senate Committee on Admissions on October 25, 2022. Approved by Senate on December 7, 2022.
12. Faculty of Education - SCADM reviewed a proposal from the Faculty of Education to modify the admission requirements for all Music teachable majors, effective for the fall 2024 intake. Endorsed by the Senate Committee on Admissions on October 25, 2022. Approved by Senate on December 7, 2022.
13. Faculty of Agricultural and Food Sciences - SCADM reviewed a proposal from the Faculty of Agricultural and Food Sciences to revise an Articulation Agreement between the Faculty and Assiniboine Community College, effective September 1 ${ }^{\text {st }}, 2023$. Endorsed by the Senate Committee on Admissions on December 15, 2022. Will be considered by Senate in due course.
14. Faculty of Agricultural and Food Sciences - SCADM reviewed a proposal from the Faculty of Agricultural and Food Sciences to revise an Articulation Agreement between the Faculty and Red River College Polytech, effective September 1 ${ }^{\text {st }}, 2023$. Endorsed by the Senate Committee on Admissions on December 15, 2022. Will be considered by Senate in due course.
15. Dr. Gerald Niznick College of Dentistry - SCADM reviewed a proposal from the Dr. Gerald Niznick College of Dentistry to modify the Indigenous and individual applicant category, effective for the fall 2024 intake. Endorsed by the Senate Committee on Admissions on February 23, 2023. Approved by Senate on April 5, 2023.
16. Dr. Gerald Niznick College of Dentistry - SCADM reviewed a proposal from the Dr. Gerald Niznick College of Dentistry regarding the essential skills and abilities document in the applicant information bulletin. The proposal was withdrawn by the College.
17. Dr. Gerald Niznick College of Dentistry - SCADM reviewed a proposal from the Dr. Gerald Niznick College of Dentistry to modify the admission requirements for the International Dental Degree Program, effective for the fall 2025 intake. Endorsed by the Senate Committee on Admissions on February 23, 2023. Approved by Senate on April 5, 2023.
18. Rady Faculty of Health Sciences - SCADM reviewed a proposal from the Rady Faculty of Health Sciences to create an Indigenous category for admission into the Interdisciplinary Health Program, effective for the fall 2024 intake. Endorsed by the Senate Committee on Admissions on February 23, 2023. Approved by Senate on April 5, 2023.
19. Faculty of Law - SCADM reviewed a proposal from the Faculty of Law to revise the admission requirements for the Juris Doctor Program under the Canadian Indigenous Category, effective for the fall 2024 intake. Endorsed by the Senate Committee on Admissions on February 23, 2023. Will be considered by Senate in due course.
20. Faculty of Social Work - SCADM reviewed a proposal from the Faculty of Social Work to modify admission requirements for the Bachelor of Social Work degree program. The proposal was withdrawn by the Faculty.
21. Faculty of Education - SCADM reviewed a proposal from the Faculty of Education to modify the language of the teachable major/minor in the Bachelor of Education program, effective for the fall 2024 intake. Endorsed by the Senate Committee on Admissions on April 18, 2023. Will be considered by Senate in due course.
22. Faculty of Education - SCADM reviewed a proposal from the Faculty of Education to revise the admission requirements for the Bachelor of Education program, effective for the fall 2024 intake. Endorsed by the Senate Committee on Admissions on April 18, 2023. Will be considered by Senate in due course.

## Preamble

1. The terms of reference for the Senate Committee on Appeals are found at the link: https://umanitoba.ca/governance/sites/governance/files/202109/Senate Committee on Appeals Terms of Reference.pdf
2. The Committee is charged to hear and determine appeals from:
a) decisions made by academic administrators involving Senate regulations in which Faculty or School Councils have no jurisdiction; and
b) appeals against decisions taken by Awards Selection Committees of Faculties and Schools.
3. The Committee is to report to Senate on the determination of all appeals submitted to it; and advise the Executive Committee of any Senate regulations affecting students which appear to be creating particular difficulties.

## Observations

1. Members of the Committee for 2022-2023 were: D. Oliver (Engineering, Chair), P. Blunden (Science, Vice-Chair), M. Soderstrom (Arts, Vice-Chair), M. Baier (student, Health Sciences), R. Biscontri (Management), T. Bone (Social Work), D. Brown (Kinesiology \& Recreation Management), M. Campbell (Environment, Earth \& Resources), C. Carkener (student, Agricultural and Food Sciences), N. Harland (Science), T. Karuhogo (UMSU, designate), C. Kokolo (student, Arts), R. Lastra (Extended Education), L. Landrum (Architecture); U. Nwanko (student, Graduate Studies), J. Paliwal (Agricultural and Food Sciences), L. Raman-Wilms (Health Sciences), J. Rocque (Université de Saint-Boniface), M. Scanlon (Agricultural \& Food Sciences), V. Swain (Health Sciences),

Terms ending May 31, 2022: C. Enns (Education, Chair), S. Debbarman (student, Graduate Studies), M.P. Ehoussou (student, Université de Saint-Boniface), M. Glenwright (Arts), A. Kilgour (student, Law), S. Phillips (student, Science), M. Koldon (student, Environment Earth \& Resources), G. Shirzadi (student, Graduate Studies), M. Villegas (student, Health Sciences)
2. The Committee reports to Senate on a regular basis and details of these reports are contained in the Senate minutes.
3. During the reporting period from April 1, 2022 to April 14, 2023 the Committee received 22 appeals which are summarized below. The summary below also includes the details of two appeals which were listed as pending in the previous year's annual report.

| $\#$ | Faculty/College/School | Decision |
| :---: | :--- | :--- |
|  |  | Faculty of Arts |
| 3 | College of Dentistry | 1 - No Standing <br> 1 - Insufficient Grounds to Proceed |
| 1 | Faculty of Education | 1 - Insufficient Grounds to Proceed |
| 6 | Faculty of Engineering | 3 - Insufficient Grounds to Proceed <br> 2 - Returned to Faculty <br> 1 - Pending |


|  |  |  |
| :---: | :--- | :--- |
| 4 | College of Medicine | 2 - Denied <br> 1 - Insufficient Grounds to Proceed <br> 1 - Withdrawn |
| 7 | Faculty of Science | 6 - Insufficient Grounds to Proceed <br> 1 - Denied |
| 2 | Faculty of Social Work | 1 - Withdrawn <br> 1 - Pending |
|  |  |  |

Respectfully submitted,
Derek Oliver, Chair
Senate Committee on Appeals

## Annual Report of the Senate Committee on Approved Teaching Centres

## Preamble

1. Terms of reference for the Senate Committee on Approved Teaching Centres can be found on the University Governance website.
2. For the reporting period May 2022 - April 2023.

## Observations

1. Committee members, 2022-2023:
C. Cartmill (Arts), R. Cossar (Arts) [leave replacement for T. Chen (Arts)], M. Faubert (Arts), L. Leboe-McGowan (Arts), R. Linden (Arts), J. Taylor (Arts), I. Whicher (Arts)
2. The Committee did not meet during the reporting period.
3. The following are Approved Teaching Centres at the University of Manitoba:

Prairie Theatre Exchange
William and Catherine Booth College

Respectfully submitted,
Senate Committee on Approved Teaching Centres

University
Financial Aid and Awards
422 University Centre
65 Chancellor's Circle
Winnipeg, MB R3T 2N2

## ANNUAL REPORT TO SENATE FROM THE SENATE COMMITTEE ON AWARDS

## Number of meetings

The Senate Committee on Awards met 9 times between May 1, 2022 and April 30, 2023

## Terms of Reference

Terms of Reference for the Senate Committee on Awards can be found on the University of Manitoba website at:
http://umanitoba.ca/admin/governance/governing_documents/governance/sen committees/495.html

## Committee Members

Academic Representatives:
Dr. Jared Carlberg (Chair / Faculty of Agricultural and Food Sciences)
Prof. Darcy MacPherson (Vice Chair / Faculty of Law)
Dr. Robert Hoppa (Faculty of Arts)
Dr. Karen Kampen (Faculty of Arts)
Dr. Jennifer McLeese (Faculty of Science)

Student Representatives:
AKM Monsurul Alam (Faculty of Graduate Studies)
Director, Financial Aid and Awards
Ms. Jane Lastra
Vice-Provost (Graduate Education) and Dean, Faculty of Graduate Studies
Mr. Todd Duhamel (designate)
Non-voting members:
Mr. Jeff Adams (University Registrar and Executive Director, Enrolment Services)
Ms. Pamela Gareau (Resource / Financial Aid and Awards)
Ms. Linnea Taylor (Financial Aid and Awards)
Ms Lesli Lucas-Aseltine (Financial Aid and Awards)
Ms. Laura Asher (designate, Alumni and Donor Relations)

## Observations

1. In 2022-2023, the Senate Committee on Awards approved the establishment of 53 new awards, amendments to 61 existing awards, and the withdrawal of 26 awards. Of the 53 new awards, 42 are scholarships, prizes, travel awards, medals, or fellowships, and 21 are bursaries. 31 awards are funded out of endowments and 32 are annually funded.

Respectfully submitted,
Dr. Jared Carlberg
Chair, Senate Committee on Awards

## Preamble

1. Terms of reference for the Senate Committee on the Calendar can be found at: University of Manitoba - Senate Committee on the Calendar (umanitoba.ca)

## Observations

1. Committee members, 2022-2023:
J. Leclerc (University Secretary), Chair; J. Adams (University Registrar and Executive Director of Enrolment Services), Y. Gajpal (Management), K. Main (Acting Dean, Faculty of Graduate Studies), H. Polevoi (Registrar's Office), J. Sorensen (Science), J. Taylor (Dean, Faculty of Arts)
2. The Committee did not meet during the reporting period.

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

## Annual Report of the Senate Committee Curriculum and Course Changes

## Preamble

1. Terms of reference for the Senate Committee on Curriculum and Course Changes can be found on the University Governance website.
2. For the reporting period May 2022 - April 2023.

## Observations

1. Committee members, 2022-2023:
D. McNeill (Chair, September 2022 - present; Engineering), S. Teetzel (Vice-Chair, September 2022 - present; Kinesiology and Recreation Management), S. Bannatyne (designate, University Registrar and Executive Director, Enrolment Services), C. Cook (Vice-President, Indigenous), C. Davidson (designate, Deputy Provost, Academic Planning and Programs), P. Dorrington (Université de Saint-Boniface), J. Hamilton (Health Sciences), J. Hughes (Social Work), R. Jamieson (Arts; leave replacement, January - June 2023), K. Kruse (Libraries), S. McKenna (Science), H. Marx (Arts), C. Miller (designate, Vice-President, Indigenous), U. Nwankwo (student, Graduate Studies), G. Smith (Chair; May - August 2022; Arts; Vice-Provost, Academic Planning and Programs, September 2022 - present), D. Sutherland (Education)
Terms ended /resigned, May 31, 2022:
M. Koldon (Student, Environment, Earth, and Resources), B. Li (Science), A. Malik (Student, Graduate Studies), K. O'Brien (Student, Social Work)
2. The Committee met on fourteen occasions: August 18, October 11, October 13, October 17, October 24, and October 25, November 1, November 3, and December 1, 2022, and on March 13, March 17, March 21, March 23, and March 28, 2023. The committee also participated in one electronic poll conducted between April 27 and May 2, 2022.
3. During the reporting period, the Committee reported to Senate on the following matters, on the dates indicated:

- Curriculum and Course Changes (fewer than nine credit hours)

Various faculties/colleges/schools (May 18, 2022; December 7, 2022) including proposals for:

- new programs:

Faculty of Arts:

- Bachelor of Arts (Single Advanced Major) in Economics, Co-operative Education Option1
- Bachelor of Arts (Single Honours) in Economics, Co-operative Education Option ${ }^{1}$
- Université de Saint-Boniface, Formation de base en traduction juridique (Concentration)

[^3]- Undergraduate Course Changes Beyond Nine Credit Hours:
- Faculty of Law, including proposals for Concentrations in Private Enterprise and the Law, Law and Society, and Criminal Law and Justice (December 7, 2022)
- Program Proposals:
- Faculty of Management (Asper School of Business) (February 1, 2022)
- Bachelor of Commerce (Honours) in Business Analytics
- Bachelor of Commerce (Honours) in Strategy and Global Management
- Program Modifications:
- Major Program Modification, Diploma in Art, School of Art (December 7, 2022)
- Modification of the Preliminary Engineering Program (December 7, 2022)
- Program Closure:
- Bachelor of Commerce (Honours) in Operational Research/Operations Management, Faculty of Management (Asper School of Business) (May 18, 2022)
- Articulation Agreements and Transfer Pathways:
- Request for Extension and Revisions to Articulation Agreement, University of Manitoba, Bachelor of Commerce (Honours) - Red River College Polytechnic, Diploma in Business Administration (May 18, 2022)
- Reports for Information:
- Annual Update on Academic Program Listing: March 2021- February 2022 (May 18, 2022)
- Corrections to the Report of May 2, 2022 (June 22, 2022)
- Corrections to the Report of November 3, 2022 (February 1, 2023)

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

## Annual Report of the Senate Committee on Honorary Degrees

## Preamble

The terms of reference for the Senate Committee on Honorary Degrees are found online at: https://umanitoba.ca/governance/sites/governance/files/202109/Senate Committee on Honorary Degrees Terms of Reference.pdf

1. The membership of the Committee for 2022-2023 included: Dr. Michael Benarroch (President \& Vice-Chancellor), Ms. Jessica Carvell (Chair, Alumni Association), Dr. James Blatz (Engineering), Dr. Tracey Bone (Faculty of Social Work), Dr. Kelley Main (Asper School of Business), Dr. Chris Adams (St. Paul's College), Mr. Jaron Rykiss (President of UMSU), Ms. Diane Roussin (community representative), and Ms. Anne Mahon (Chancellor), as Chair.
2. The Committee on Honorary Degrees reports to Senate as required in closed session on candidates for honorary degrees, and the naming of buildings, parts of buildings, roadways and special units.
3. During the period from May 2022 to April 2023, the Committee reported to Senate on three occasions: September 2, 2022 (E-Poll), November 22, 2022 and February 10, 2023 (EPoll). Details of these reports are available upon request by eligible members of Senate.

Respectfully submitted,

Chancellor Anne Mahon, Chair
Senate Committee on Honorary Degrees
/mw

## Preamble:

The terms of reference for the Senate Committee on Instruction and Evaluation (SCIE) are found on the web at:
https://www.umanitoba.ca/governance/sites/governance/files/202109/Senate Committee on Instruction and Evaluation Terms of Reference.pdf

## Observations:

1. Committee members, 2022-2023:
M. Torchia, Vice-Provost (Teaching and Learning) Chair, J. Adams (University Registrar), T. Arnold (Health Sciences), N. de Hoop (student, Health Sciences), T. Duhamel (Associate Dean, Graduate Studies), E. Jung (Executive Director, Centre for the Advancement of Teaching and Learning), E. Keating (Arts), C. Kokolo (student, Arts), U. Kothe (Science), H. Morris (Director, Student Advocacy), U. Nwankwo (student Graduate Studies), J. Paliwal (Agricultural \& Food Sciences), V. Romero (UMSU VicePresident), E. Thomson (Arts), E. Troutt (Arts), R. Urbanowski (Health Sciences)

Terms ending May 31, 2022: M. Alam (student, Graduate Studies), E. Kalo (VicePresident, UMSU), Ms. A. Kilgour (student, Law), K. Koczanski (Science), J. Maiello (Music), A. McGregor (student, Graduate Studies), L. Neville (Management), Z. Odribets (student, Arts), V. Warne (Arts)
2. The Committee met 7 times during the reporting period on May 12, September 15, October 13, November 17, 2022 and February 2, March 16, and April 13, 2023.
3. During this period, the Committee reported to Senate on the following matters:

- Academic Regulations, Faculty of Agricultural and Food Sciences, concerning:
o Revised Reinstatement Policy, Diploma in Agriculture (June 21, 2022)
o Proposed Supplemental Exam Policy, Undergraduate Degree Programs (June 21, 2022)
o Revised Reinstatement Policy - Degree Programs (June 21, 2022)
- Academic Regulations, Faculty of Arts, concerning:
o Revision to Residence Requirements, Bachelor of Arts (Honours) in English (May 18, 2022)
o Revised Continuation Requirements, Bachelor of Arts (Honours) in English (May 18, 2022)
- Academic Regulations, Bachelor of Commerce (Honours), Asper School of Business, concerning (February 1, 2023):
o Completing Two Majors (Second Major)
o Degree Grade Point Average Requirement for Graduation
o Probation Regulations
o Repeating, Substituting and Extra Courses
o Withdrawal from Individual Courses
- Revisions to the regulation on Repeating a Course, Bachelor of Education, Faculty of Education (December 7, 2022)
- Academic Regulations, Juris Doctor, Faculty of Law, concerning:
o Proposed regulation on Concentrations, Juris Doctor, Faculty of Law (December 7, 2022)
o Academic regulations concerning Evaluation, Practice-based Learning, and Progression Rules (April 5, 2023)
- Revisions to Academic Regulations, Bachelor of Nursing, College of Nursing (May 18, 2022)
- Academic Regulations, Rady Faculty of Health Sciences, concerning:
o Policy on Learner Immune Status Requirements, Rady Faculty of Health Sciences (January 11, 2023)
o Voluntary Minor, Interdisciplinary Program (April 5, 2023)
- Academic Regulations, Baccalauréat de travail social, Université de SaintBoniface (May 18, 2022)
- Academic Regulations, Faculty of Science, concerning:
o Revisions to academic regulations on entrance, continuation, and graduation for the following (December 7, 2022):
- Bachelor of Computer Science (Honours)
- Bachelor of Science (Major) in Computer Science
- Bachelor of Science (Joint Honours) in Computer Science and Physics and Astronomy
- Bachelor of Science (Major) in Microbiology
- Revised Policies and Procedures, Undergraduate Medical Education Program, Max Rady College of Medicine, concerning:
o Examination Conduct (June 21, 2022)
o Formative Assessment and Narrative Assessment (January 11, 2023)
o Forward Feeding Clerkship Summative Evaluation Information (June 21, 2022)
o Invigilation of Examinations (June 21, 2022)
o Remediation (June 21, 2022)

4. During this period, the Committee also:

- received a request concerning the Registration Revision Period;
- had a preliminary discussion concerning generative artificial intelligence, and provided an update to Senate (April 5, 2023); and
- received a presentation concerning artificial intelligence by Brenda Stoesz, The Centre on the Advancement of Teaching and Learning.

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

## Preamble

The Terms of Reference for the Joint Senate Committee on Master's Programs can be found online at:
University of Manitoba - Joint Senate Committee on Master's Programs (umanitoba.ca)

## Observations

## 1. Committee Membership (as of December 22, 2022):

| Dr. Royce Koop | Political Studies, UM, Chair |  |  |
| :--- | :--- | :--- | :--- |
| Dr. Dawn Sutherland, <br> designate | Graduate Studies, UM, ex <br> officio | Dr. Manish Pandey | Graduate Studies, UW, ex <br> officio |
| Dr. Sean Byrne | Peace \& Conflict Studies, <br> UM | Dr. Laura Forsythe | Education, UW |
| Dr. Richard Jochelson | Law, UM | Dr. Darlene Abreu- <br> Ferreira | History, UW |
| Dr. Andrea Rounce | Political Studies, UM | Dr. Carlos Colorado | Religion, UW |
| Ms. Leigh Anne <br> Caron | Graduate Studies, UM <br> Student Representative | Ms. Megan Lindell | Graduate Studies, UW <br> Student Representative |

## 2. Email Vote of May 24, 2022:

The Committee voted via email on May 24, 2022 to approve JMP History (Archival stream) supplementary regulation changes and (1) course deletion, HIST 7390, and (1) course introduction, HIST 7394. The Archival Studies stream will no longer require a thesis and has be replaced by a Major Research Paper. The changes were subsequently approved by the UM Senate (June 22, 2022).

## 3. Meeting of December 9, 2022:

## Master of Public Administration Cycle \#2 Review:

UM Senate Committee on Academic Review (SCAR) requested a more comprehensive review summary including action items for follow-up for the second cycle Master of Public Administration review from 2019/20. Dr. Susan Prentice, who has been appointed Interim Chair of the MPA for a one-year term as of July 1, 2022, joined the meeting to provide a summary of the program's challenges since its external review (2019), and to explain her observations of some of the key issues facing the program. Dr. Prentice emphasized that she is still in an investigative phase as Interim Chair and not yet in a position to recommend action. Dr. Koop, Chair, concluded that the JSC's report to SCAR will be framed in such a way to show that MPA's work is ongoing. Dr. Prentice requested that she return to the JSC within six months of meeting with the Deans of Graduate Studies to provide an update to the committee (early summer 2023).

## Cycle \#3 Program Reviews:

The third cycle of UM Senate-mandated program reviews is underway. The program review process at the undergraduate and graduate levels has historically been separate - home faculties initiated and oversaw the administrative processes of their own undergraduate reviews as did the UM Faculty of Graduate Studies for all graduate level reviews (with the exception of the four joint Master's which are initiated by the JSC). The undergrad and graduate processes have now been combined and their schedules aligned such that the
undergrad and graduate programs within the same department/unit are reviewed at the same time. The entire process is initiated and overseen by the UM Vice-Provost (Academic Planning \& Programs) Office. Outcomes of all reviews have been and presently continue to be reported to SCAR on a regular basis.

The JSC felt it needed more information to agree to delegate the oversight to the Vice-Provost's Office. Specifically, how will both institutions be involved in the review process and what does the revised, combined process entail.

## 4. Meeting of January 30, 2023:

## Cycle \#3 Program Reviews:

The JSC considered the revised program review policy and procedures and the proposed schedule of the four cycle \#3 JMP reviews.

The revised program review process is now led by the UM's Provost's office. A major change with the upcoming cycle of reviews is that graduate and undergraduate programs are reviewed at the same time (i.e., during the same site visit by the same reviewers). The exception will be for the Joint Master's program reviews which will be reviewed in the same term (wherever possible) as their undergraduate (and graduate, if applicable) counterparts. For instance, the History B.A. and Ph.D. programs would be reviewed together, but the JMP History would be reviewed separately within the same term.

A committee member commented that perhaps some JMPs would prefer to have the option to have their JMP reviewed at the same time as their undergrad and graduate counterparts. That said, if that is not the preference of the unit, synchronizing the reviews is still very useful. The JSC felt it to be beneficial for units to have input in terms of whether the graduate programs from one unit (e.g., the JMP and the Ph.D.) are reviewed at the same time.

The JMP review schedule is proposed as: PACS (Winter 2023); Religion (Winter 2024); History (Fall 2026); Public Administration (Fall 2029). JSC wished to be consulted about the proposed JMP review schedule before it is finalized. It is critical that the revised policy and procedures build in a mechanism to consult with individual JMPs about their review schedule and the way their JMP will be reviewed (combined vs. standalone) before the review process commences.

## Master of Public Administration Cycle \#2 Review:

The Chair's report to SCAR was reviewed by the Interim Chair of the MPA and the JSC and subsequently submitted to the Vice-Provosts of both institutions (UM and UW).

## 5. Upcoming Meeting of April 20, 2022:

The JSC plans to discuss its terms of reference.

## 6. Future Meetings

The JSC will be considering changes to its terms of reference. Members are asked to contemplate how the JSC may better support JMPs individually and collectively.

The JSC also plans to review the document "Joint Senate Committee Regulations Governing Joint Master's Programs" to ensure its policies and procedures accurately reflect current practice.

Respectfully submitted,

Dr. Royce Koop, Chair
Joint Senate Committee

## Preamble

The Terms of Reference for the Joint Senate Committee on Master's Programs Appeals can be found online at:

University of Manitoba - Joint Senate Committee on Master's Programs (umanitoba.ca)

## Observations

1. The Committee membership presently stands vacant until such time as the Committee is required.
2. No appeals were referred to the Committee for consideration; therefore, no meetings were held during the reporting period of May 2022 - April 2023.

## Preamble

1. Terms of reference for the Senate Committee on Libraries can be found at: University of Manitoba - Senate Committee on Libraries (umanitoba.ca)

## Observations

1. Committee members (2022-2023):
L. O'Hara, Vice-Provost (Libraries) and University Librarian (and designate for Provost and Vice-President (Academic)), Chair, S. Vokey (designate, University Librarian); M.
Babb (Libraries), O. Botar (School of Art), W. Dowie (student, Graduate Studies), A.
Farenhorst (designate for Vice-President Research and International), J. Gilchrist
(Health Sciences), S. Kirkland (designate for Dean, Graduate Studies); M. Locker (Dean, Architecture), M. Pawlak (Engineering); P. Perkins (Arts), M. Shaw (Science)

Term ending May 31, 2022: L. Best (student, Arts), S. Ciurysek (School of Art), O. Dingwall (Libraries), N. Dyck (Dean, Health Sciences), A. Ginter (student, Social Work), A.K.M. Monsurul Alam (student, Graduate Studies)
2. The Committee met twice since the last annual report, on May 25, 2022, and January 16, 2023.
3. The Committee received presentations and updates on the following:

- Open Access Survey
- Advancing Open Access Sub-Committee Report
- Digital Strategy
- OER Update
- Collections Update
- Library Space- facilities planning
- Report of the Copyright Advisory Committee
- Report of the Advancing Open Access Sub-Committee

4. The Committee provided a report to Senate concerning the Copyright Advisory Committee, for information (April 5, 2023).

Respectfully submitted,
Lisa O'Hara, Chair
Senate Committee on the Libraries

Office of Academic Affairs
S204 Medical Services Building
750 Bannatyne Avenue
Winnipeg, MB R3E OW2
Ph: 2049775647

# MEMORANDUM 

TO: Mr. Jeff Leclerc<br>University Secretary<br>312 Administration Building<br>Fort Garry Campus

FROM: Dr. Sara Israels, Vice-Dean, Academic Affairs

DATE: March 21, 2023

## RE: ANNUAL REPORT OF THE SENATE COMMITTEE ON MEDICAL QUALIFICATIONS (SCMQ) MAY 2022 - APRIL 2023

The SCMQ considered the following applications under Subsection 181 of the Regulated Health Professions Act.

- October 25, 2022 - Dr. Juanita Romero-Diaz (Internal Medicine). Dr. Romero-Diaz's application was recommended to Senate and was approved on December 7, 2022.
- November 30, 2023 - Dr. Juliano Offerni (Surgery). Dr. Offerni's application was recommended to Senate and was approved on January 11, 2023.


## Members of the SCMQ:

Dr. Sara Israels, Chair, Designate, Dean of Max Rady College of Medicine
Dr. Diane Hiebert-Murphy, Designate, Provost (Academic Affairs)
Dr. Anna Ziomek, Registrar, College of Physicians and Surgeons of Manitoba
Dr. Rakesh Arora, Faculty Member, Max Rady College of Medicine (left committee on August 2022)
Dr. BJ Hancock, Faculty Member, Max Rady College of Medicine (replacement for Dr. Arora from Sept. 2022-May2023)
Dr. Phil St. John, Faculty Member, Max Rady College of Medicine
Dr. Eric Jacobsohn, Faculty Member, Max Rady College of Medicine
/jv

## Annual Report of the Senate Committee on Nominations

## Preamble

The current terms of reference for the Senate Committee on Nominations are found on the University Governance website here:

Senate Committee on Nominations

## Observations

1. Committee members (2022-2023):

| Jitendra Paliwal | (Agricultural and Food Sciences, Chair) <br> Silvia Alessi-Severini |
| :--- | :--- |
| (Health Sciences) |  |
| Robert Biscontri | (Management) |
| Catherine Cook | (Vice-President, Indigenous), ex-officio |
| Philip Ferguson | (Engineering) |
| Lori Giles-Smith | (Libraries) |
| Ute Köthe | (Science) |
| Steven Passmore | (Kinesiology and Recreation Management) |
| Pamela Perkins | (Arts) |
| Tracey Peter | (Vice-Provost, Academic Affairs), ex-officio |
| Colette Simonot-Maiello | (Music) |
| Reg Urbanowski | (Health Sciences) |
| Oluwafolahanmi Ige | (student) |

2. During the reporting period, the Committee met on September 12 and November 8, 2022 to nominate academic and student members for vacancies on standing committees of Senate.
3. The Committee reported to Senate on October 6 and December 7, 2022 to consider academic and student member nominees for vacancies on standing committees of Senate.
4. The Committee will meet on May 2, 2023 to consider academic and student vacancies for the 2023-2024 Academic year.

Respectfully submitted,

Jitendra Paliwal, Chair
Senate Committee on Nominations

## Annual Report of the Senate Planning and Priorities Committee

## Preamble

1. Terms of reference for the Senate Planning and Priorities Committee (SPPC) can be found on the University Governance website.
2. For the reporting period May 2022 - April 2023.

## Observations

1. Committee members, 2022-2023:
D. Oliver (Engineering; Chair), G. Anderson (Science), U. Annakkage (Engineering), J. Arino (Science), O. Dingwall (Libraries), M. Gabbert (Arts), E. Kalo (student, Science), M. Lebar (designate, Vice-President, Administration), K. Levasseur (Arts), C. Miller (Arts), P. Nakagawa (student, Graduate Studies), M. Rastegar (Health Sciences), V. Romero (designate, UMSU President), L. Schnarr (Vice-Provost, Students), C. Simonot-Maiello (Music), M. Torchia (designate, Provost and Vice-President Academic)
Term ended /resigned:

- May 31, 2022: F. Ahmed (student, Graduate Studies), M. Ballard (Science), K. Smith (student, Arts), D. Watt (Arts)
- September 30, 2022: J. Doering (designate, Vice-President, Research and International)

2. The work of the Committee is carried out by three sub-committees:

- Program and Curriculum Planning - Chair, M. Gabbert
- Campus Planning - Chair, M. Torchia
- Finance Planning - Chair, D. Oliver

3. The Chair of SPPC and the members of the Finance Planning subcommittee are members of the President's Budget Advisory Committee (BAC). This committee contributes to discussion of the University Budget through a series of meetings scheduled in September 2022, December 2022, January 2023, and March 2023.
4. During the reporting period, the Senate Planning and Priorities Committee met on eight occasions: May 30, August 18, August 29, September 26, and November 3, 2022, and February 27, March 27, and April 24, 2023. The committee also participated in two electronic polls conducted June 1 - 3 and August 30 - September 1, 2022.
5. During the reporting period, the Committee reported to Senate on the following matters, on the dates indicated:

- Graduate Course Changes Beyond Nine Credit Hours, Asper School of Business (June 22, 2022)
- Undergraduate Course Changes Beyond Nine Credit Hours, Faculty of Law (December 7, 2022)
- Proposals for Programs:
- Micro-Diploma in Science Communication, Department of Immunology (October 6, 2022)
- Proposals for Research Centres or Institutes:
- Manitoba Multiple Sclerosis Research Centre (October 6, 2022)
- Master of Science and Doctor of Philosophy in Pediatrics and Child Health, Department of Pediatrics and Child Health (November 2, 2022)
- Doctor of Philosophy in Pathology and Laboratory Medicine, Department of Pathology (November 2, 2022)
o Master of Arts in Art and Architectural History, School of Art (January 11, 2023)
- Bachelor of Commerce (Honours) in Business Analytics and Bachelor of Commerce (Honours) in Strategy and Global Management, Asper School of Business (February 1, 2023)

6. At the President's request, the Committee commented on the resource implications of requests for admission target increases for several programs:

- Bachelor of Respiratory Therapy, College of Rehabilitation Sciences (October 6, 2022)
- Healthcare Programs*, Rady Faculty of Health Sciences (April 5, 2023)
*Including: Doctor of Medicine (Undergraduate Medical Education Program), Master of Physician Assistant Studies, Master of Nursing, Nurse Practitioner Stream, Master of Occupational Therapy, Master of Physical Therapy

Respectfully submitted,
Professor Derek Oliver, Chair
Senate Planning and Priorities Committee

## Annual Report of the Senate Committee on Rules and Procedures

## Preamble

The current terms of reference for the Senate Committee on Rules and Procedures are found on the University Governance website here:

## Senate Committee on Rules and Procedures

## Observations

1. Committee members (2022-2023):

| Jeffery Taylor | (Arts), Chair |
| :--- | :--- |
| John Anderson | (Science) |
| Tracey Peter | (Arts) |
| Reg Urbanowski | (Health Sciences) |
| Paul Jerard Layug | (student) |

2. During the reporting period, the Committee met on March 2, 2023, and participated in an electronic meeting on November 24, 2022.
3. On April 5, 2023, the Committee reported to Senate regarding revisions to the election process for members of Senate to the Board of Governors and the Senate Executive Committee.
4. The Committee also provided comments and recommendations regarding:

- Department of Community Health Sciences Bylaw
- Department of Community Health Sciences Graduate Studies Committee Terms of Reference
- Department of Sociology and Criminology Department Council Bylaw
- Interdisciplinary Health Program Council Bylaw

5. The Committee is next scheduled to meet on May 25, 2023.

Respectfully submitted,

Dean Jeffery Taylor, Chair
Senate Committee on Rules and Procedures

## Preamble

The terms of reference for the Senate Committee on University Research (SCUR) can be found on the web at:
https://umanitoba.ca/governance/sites/governance/files/2021-
09/Senate Committee on University Research Terms of Reference.pdf

## Observations

The members of the Committee during the Annual Report period of May 2022 - April 2023 included:

- Digvir Jayas, Vice-President (Research \& International), (Ex-Officio and Chair) - (until Sept 2022)
- Mario Pinto, Vice-President (Research \& International), (Ex-Officio and Chair) - (Sept 2023 present)
- Michael Benarroch, President, and Vice-Chancellor (Ex-Officio)
- Tracey Peter, Vice-Provost (Academic Affairs) (Ex-Officio)
- Annemieke Farenhorst, Associate Vice-President (Research) (Ex-Officio)
- Jay Doering, Associate Vice-President (Partnerships) (Ex-Officio) (until Sept 2022)
- Kelley Main, Dean, Faculty of Graduate Studies (Ex-Officio)
- Kerrie Hayes, Director of Research Contracts, Office of Research Services (Ex-Officio/Non-Voting)
- Martin Scanlon, Dean, Faculty of Agricultural and Food Sciences
- Jeffery Taylor, Dean, Faculty of Arts
- Josée Lavoie, Professor, Rady Faculty of Health Sciences
- Stephan Pflugmacher Lima, Dean, Faculty of Environment, Earth, and Resources
- Andrew Halayko, Professor and Canada Research Chair, Rady Faculty of Health Sciences
- Jason Leboe-McGowan, Professor, Faculty of Arts
- Tamra Werbowetski-Ogilvie, Professor, Rady Faculty of Health Sciences (until May 2023)
- Dawn Sutherland, Professor and Department Head, Department of Curriculum, Teaching and Learning, Faculty of Education
- Shawn Clark, Professor, Faculty of Engineering
- Michelle Porter, Professor and Director, Centre on Aging, Faculty of Kinesiology and Recreation Management
- Samar Safi-Harb, Professor and Canada Research Chair, Faculty of Science
- Warren Cariou, Professor, Faculty of Arts
- AKM Monsurul Alam, GSA Student Rep
- Vacant, GSA Student Rep

1. The Committee met five times during the reporting period, namely on May 19, 2022, September 22, 2022, November24, 2022, January 26, 2023, and March 16, 2023. In addition, one resolution in writing was voted on and passed March 28, 2023
2. The committee reviewed and recommended to Senate for approval the following Chairs, Professorships, and Centres/Institutes:

## Professorships and Chairs

## Establishment of Professorships:

- Research Chair in Natural Systems Agriculture for Climate Solutions (June 21, 2022, Senate; June 28, 2022, Board of Governors)
- Endowed Chair in Technology-Assisted Living (June 21, 2022, Senate; June 28, 2022, Board of Governors)
- Professorship in Global Infectious Diseases Research (June 21, 2022, Senate; June 28, 2022, Board of Governors)
- Convert the Manitoba Public Insurance Professorship in Neuroscience to Chair (November 2, 2022, Senate; November 29, 2022, Board of Governors)


## Centres and Institutes; and Research Groups

## Centre/Institute Term Extensions:

- University of Manitoba Transport Institute (UMTI) extended to June 30, 2023. (November 2, 2022, Senate)


## Centre/Institute Term Renewals:

- Centre for Earth Observation Science (CEOS)

5 years effective January 1, 2022, through December 31, 2026. (November 2, 2022, Senate)

- Manitoba Institute for Materials (MIM)

5 years effective May 29, 2023, through May 29, 2028. (April 5, 2023, Senate)

- Centre on Aging (CoA)

5 years effective September 3, 2023, through to August 31, 2028. (Pending Senate approval)

- Winnipeg Institute on Theoretical Physics (WITP)

5 years effective September 3, 2023, through August 31, 2028. (Pending Senate approval)
3. The Committee approved the Membership of the Sub-Committees and Committees for:

- The sub-committee for the review of the Centre for Earth Observation Science (CEOS) (May 19, 2022)
- The sub-committee for the review of University of Manitoba Transport Institute (UMTI) (May 19, 2022)
- The sub-committee for the review of Manitoba Institute for Materials (MIM) (November 24, 2022)
- The Dr. John M. Bowman Memorial Winnipeg RH Institute Foundation Award Selection Committee (March 16, 2023)
- The Falconer Emerging Research Selection Committee (March 28, 2023)


## 2023/24 Outlook

A SCUR sub-committee has been formed to review and recommend changes to the Centers and Institutes' 5-year report process and procedures as well as the inclusions listed in Schedule A.

Respectfully submitted,

B. Mario Pinto

Chair, Senate Committee on University Research

DATE: March 20, 2023
TO: Jeff Leclerc, University Secretary
FROM: $\quad \begin{aligned} & \text { Michael Benarroch, Ph.D. } \\ & \text { President and Vice-Chancellor ichael BemachmL }\end{aligned}$
RE: Request to Expand Program, Clinical Psychology, Faculty of Arts

I attach a recommendation from Dr. Greg Smith, Vice-Provost (Academic Planning and Programs) to expand capacity to graduate-level training in Clinical Psychology in the Department of Psychology, Faculty of Arts.

Under the Admission Targets Policy and Procedure, the President may approve changes to targets following consultation with the Dean/Director, Senate, and the Board of Governors, subject to the provincial Programs of Study Regulation.

Accordingly, please place this item on the agenda for the March 27, 2023, Senate Planning and Priorities Committee meeting, the April 26, 2023, Senate Executive meeting and the May 17, 2023, Senate Meeting.

Cc: Diane Hiebert-Murphy, Provost and Vice-President (Academic)<br>Greg Smith, Vice-Provost (Academic Planning and Programs)<br>Laurie Schnarr, Vice-Provost (Students)<br>Jeff Taylor, Dean, Faculty of Arts<br>Kelley Main, Acting Dean, Faculty of Graduate Studies<br>Jeff Adams, Registrar and Executive Director, Enrolment Services<br>Randy Roller, Executive Director, OIA<br>Cassandra Davidson, Academic Program Specialist

## University of Manitoba

Date: March 20, 2023
To: $\quad$ Dr. Michael Benarroch, President and Vice-Chancellor
From: Dr. Greg Smith, Vice-Provost (Academic Planning and Programs)
Re: Request for Expand Seat Capacity, Clinical Psychology

Under the Admission Targets Policy and at the request of Dr. Jeff Taylor, Dean, Faculty of Arts please find attached a proposal to expand capacity to graduate-level training in Clinical Psychology.

In response to the identified need for more health professionals in the province, the Faculty is requesting an increase to the capacity in the area from 8 to 16 seats each year. The proposed expansion is designed to fulfill an essential need in the province for access to rigorously trained mental health professionals, including clinical expertise in Indigenous mental health, and child and family psychology. The proposed expansion will also build capacity of UM's Psychological Service Centre providing additional free services to the Winnipeg community.

Consistent with the Admission Targets Policy and Procedure, the President may approve changes to targets following consultation with the Dean, Senate, and the Board of Governors, subject to the provisions of the provincial Programs of Study Regulation.

Please provide your advice concerning this matter to the Office of the University Secretary by Monday, March 20, 2023, so that, if supported, the requests may receive timely consideration by Senate and the Board of Governors.

Cc: Diane Hiebert-Murphy, Provost and Vice-President (Academic)<br>Laurie Schnarr, Vice-Provost (Students)<br>Jeff Taylor, Dean, Faculty of Arts<br>Kelley Main, Acting Dean, Faculty of Graduate Studies<br>Jeff Leclerc, University Secretary<br>Jeff Adams, Registrar and Executive Director, Enrolment Services<br>Randy Roller, Executive Director, OIA<br>Cassandra Davidson, Academic Program Specialist

## University of Manitoba Faculty of Arts

Dean

TO: $\quad$ Greg Smith, Vice-Provost (Academic Planning and Programs)
FROM: Jeff Taylor, Dean, Faculty of Arts


SUBJECT: Proposed Clinical Psychology M.A. and Doctoral Program Expansion

Please find attached a request to increase our capacity for training Clinical Psychologists, given the dire need for enhancement of mental health resources in Manitoba. The proposed expansion is designed to fulfill an essential need for access to rigorously-trained mental health professionals and is an initiative that can be achieved efficiently with the addition of 4 full-time, tenure-track faculty members to our Clinical Psychology training program. Applications for admission to our graduate program in Clinical Psychology range from 60-80 per year, but the program only has capacity to admit 7-8 students, preventing many exceptional candidates from receiving the comprehensive and state-of-the-art training that this program provides. As a result, an infusion of additional resources in support of increasing the capacity of this program would significantly augment the number of talented mental health professionals that are available to serve the needs of Manitobans. The Faculty of Arts will support the proposed expansion by accommodating the need for research and office space for the new faculty members, as well as providing administrative support to serve both those faculty members and the additional students admitted to the program. The Faculty has consulted with the Department of Psychology and Faculty of Arts Department Head Council in developing the proposal.

Economic Development and Training
Universities and colleges requesting approval for a significant modification to a 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

1. Please complete the application below and submit one (1) electronic copy (.pdf format) each to the Vice-Provost (Academic Planning and Programs) and the Office of the University Secretary, (where indicated) along with the following supplemental documentation:
a. A cover letter justifying and summarizing the rationale behind the request for a significant modification and indicating the meeting date in which the proposal was reviewed by the Faculty/ College/School Council.
b. Letters of Support from internal and/or external stakeholders that were consulted as part of this proposal, if applicable.
c. Program financial form.
2. Note that internal approval of the proposed modification will vary depending on the type of modification (see SECTION C). Please work with the Provost's Office and the Office of the University Secretary in advance, in identifying the appropriate procedures and approval processes. In general, please note the following for each type of modification:
a. CHANGE OF SITE - may require Senate approval if the site requires modifications to admission and/or program requirements (e.g. new admission category).
b. CHANGE TO SEAT CAPACITY - please refer to the Admission Targets Policy and Procedures (). Internal approval rests with the President following consultation with Senate and the Board of Governors. Associated changes may also require Senate approval if there are modifications to admission and/or program requirements in support of the change.
c. CHANGE TO TIME-TO-COMPLETION - any addition to or reduction of hours to program requirements, requires Senate approval. For undergraduate programs, please refer to SCCCC Guidelines found at https://umanitoba.ca/governance/forms. For graduate programs, please contact FGS for approval process.
d. CHANGE TO APPROVED DELIVERY MODEL - please notify the Provost's Office of any significant changes to course or program delivery method.
e. CHANGE TO STATUS OF JOINT PROGRAM - depending on the significance of the changes resulting from the proposal, this will either require Senate approval as a program modification or will require the introduction of a new program. Please contact the Provost's Office with more details on how becoming a joint program or ceasing a joint program will impact the program.
f. CHANGE TO CREDENTIAL - requires approval by Senate.
g. CHANGES TO CAPITAL OR OPERATING RESOURCES REQUIRED - please notify the Provost's Office of any significant changes to course or program delivery that will require additional resources.
3. Please direct questions to Cassandra Davidson, Academic Programs Specialist, Office of the Provost and Vice-President (Academic) at Cassandra.Davidson@umanitoba.ca or 204.474.7847.

Updated August 2022

## SECTION A - PROPOSAL DETAILS

## Institution: University of Manitoba

Applicable faculties/department with responsibility for the program: Faculty of Arts, Department of Psychology

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

Program name: Doctor of Philosophy

Credential awarded: Ph.D., Psychology (note that the accredited training program leading to professional certification as a Clinical Psychologist spans and is integrated across the MA and PhD degrees).


The total request over first 5 years is $\$ 4,847,104$ with ongoing funding of $\$ 1,488,318$.
Proposed start date:
New faculty hiring and admission of a larger graduate cohort would begin in AY 2024-25. The first expanded cohort would begin in September 2024.

List any critical issues that may impact the start date of the program: Only a failed hiring search could impact the start date of the program.

Institutional Program Code(s) (PSIS reporting number):

## SECTION B - PROGRAM DESCRIPTION AND DELIVERY

B-1 Provide a general description of the significantly modified program and its objectives: (Include intended purpose, curriculum design, and highlight distinctive attributes)
The Clinical Psychology Ph.D. Program is housed within the Department of Psychology in the Faculty of Arts. Doctoral training in Clinical Psychology has been offered by this department at the University of Manitoba for over 50 years. The program is accredited by the Canadian Psychological Association, and is an integrated MA and PhD program. This means that students are normally admitted from the BA (Honours) and receive an MA after successfully completing the first two years of the program. The accredited course sequence, practicum training, and thesis and examination requirements for the final professional certification are spread over both the MA and PhD programs.

Doctoral-level training is required for individuals to register and practice as Clinical Psychologists within the Province, and our program is the sole provider of this training in Manitoba. It is important to distinguish this program from the residency program within the Department of Clinical Health Psychology, in the Max Rady College of Medicine. Faculty members in the Department of Clinical Health Psychology provide clinical services within the Winnipeg Regional Health Authority, and supervise psychology Residents who are completing full-time, year-long internships as the last requirement in their doctoral degrees. This proposal addresses the urgent need to provide resources to the Faculty of Arts Clinical Psychology Ph.D. program that will enable it to significantly increase the number of students it can admit and graduate each year.

Specifically, this proposal is intended to accomplish 3 objectives: (a) expand the number of spaces for trainees in the existing Clinical Psychology program from 8 to 16 students who can be admitted each year, (b) improve the availability and accessibility of mental health and behavioural health (acute/chronic medical conditions) services for populations within Manitoba, especially Indigenous persons and children and youth, who currently and historically have been marginalized and underserved, and (c) have the resources in place to investigate the development of future new programs, such as a Doctor of Psychology (PsyD), to support training of clinical psychologists in the province.

## How to increase capacity

There are 2 primary ways of increasing clinical psychology capacity in Manitoba: (1) continue to invest in Manitoba's psychology residency program in the Max Rady College of Medicine, and (2) increase investment in our province's sole doctoral training program in the Department of Psychology. Approximately half of all clinical psychologists currently working in Manitoba are graduates of the Faculty of Arts-based program. Over the past 7 years, this program has admitted an average of 7.7 students (range 6-9) and these students take, on average, 6-8 years to complete their training from post-BA to PhD (this includes the MA degree as a required part of this training). A direct route to increasing the number of clinical psychologists in Manitoba is to increase the capacity of the UofM's training program to double the number of students admitted per year from 8 to 16 . The expanded program would require financial support to:
I. Increase the size of the Clinical Program faculty from 7.25 to 11.25 FTE positions over the next 4 years, both to meet the particular mental health needs of Manitobans and to position the Department of Psychology strategically for future development of new clinical training programs (such as the PsyD). Ideally these faculty members would have research and clinical expertise in three areas: (a) Indigenous mental health; (b) child and family psychology; and (c) meta-analysis and/or secondary data analysis.
II. Increase the program's ability to work with and support Indigenous communities within the province. Following a model successfully developed in our School Psychology program, and building on relationships that the Clinical Program has already begun forming with the Manitoba Keewatinowi Okamakanak and Sayisi Dene First Nation communities, our goal is to develop a Northern and Indigenous practicum/clinic to provide culturally-informed
training opportunities for students and fly-in or remote, supervised mental health services within the clinical scope of practice to these communities. We base the costs of this proposal on our direct experience within the School Psychology program and anticipate that, as with that program, a pilot project supported by this proposal will find long-term sustainable funding from other partners after the initial 5 years requested here.

## B-2 Describe how this program serves and advances the academic, cultural, social and economic needs and interests

 of students and the province:The proposed expansion of spaces available in the Clinical Psychology training Program will directly serve the mental and behavioural health needs of the province, enhance student learning with respect to working with Indigenous Manitobans, and build capacity of the UofM's Psychological Service Centre to provide additional free services to the Winnipeg community, especially those who are marginalized and underserved. Efforts to address Manitoba's lowest-inCanada per capita number of clinical psychologists will enhance mental health care in the province and reduce healthcare costs, improve equity and access to care for Manitobans who are marginalized and underserved, and thereby provide numerous other social, emotional, and economic advantages to all individuals living in our province.

## B-3 Describe the existing and anticipated post-secondary learning needs of students in Manitoba that this program addresses and responds to:

This program responds to the need for more students to receive advanced training in Clinical Psychology altogether, as well as the need for enhanced training with respect to working with underserved populations. The expanded Clinical Program will build on current strengths (e.g., older adults, forensic populations) by hiring new faculty with expertise in Indigenous mental health and in child and family psychology. The proposed expansion presents an important opportunity to incorporate Indigenous practices and ways of knowing into our clinical curriculum, to provide culturallyinformed psychological services to Indigenous Manitobans, and to locate these services in Northern and Indigenous communities through partnerships we are developing there.

## B-4 Will the program be available for part-time study?

Clinical psychology graduate programs cannot be completed part-time according to accreditation requirements.

## B-5 Is there a cooperative education, work placement, internship or practicum component?

Yes, clinical psychology graduate students must complete a minimum of 6 clinical practica throughout their training as well as a year-long full-time internship at the end. The first 3 practica are provided through the University of Manitoba Psychological Service Centre (PSC), whereas the other components are provided externally. Because substantial infrastructure and administrative resources already exist for clinical practica, faculty supervision-time in the PSC is the primary resource implication of expanding the clinical program as proposed here. However, the proposed budget includes 0.5 of an additional support staff position at the OA5 level for the PSC, and a leadership stipend for the practicum coordinator in the Department of Clinical Health Psychology in the Faculty of Medicine, due to the increased administrative needs that the proposed expansion would have in those $U$ of $M$ locations.

## C-2 Change to seat capacity

C-2.1 - List originally approved or currently offered seat capacity and proposed seat capacity.
UM Internal Note: seat capacity as defined by your admission target. If you are not aware of the target, please contact Enrolment Services.

Seat capacity for doctoral programs is usually tied to the supervisory capacity of full-time research faculty members. For the past 7 years, the Clinical Psychology Program has admitted an average of 7.7 students (ranging from 6 to 9; https://umanitoba.ca/arts/sites/arts/files/2022-09/Clinical-Program-Statistics-2022 3.pdf). This admission rate is the maximum currently possible given existing resources.

The proposed number is 16 .

C-2.2 - Provide rationale for this change. (Examples include changes in applications, enrolment and employer demand or alignment with the institution's strategic direction and priorities.)

UM Internal Note: please ensure to address the following in your response:

- Student demand for places - identify how the current admission levels and the proposed changes compare to the number of qualified applicants to the program.
- Demand for graduates - identify how the current admission levels and the proposed changes reflect market demand for graduates.
- Outline any economic, demographic and/or geographical shifts in the student population that may impact on, or be impacted by, the proposed change.
- Student success - comment on success of current students (progression, time-to-completion, etc.) and graduates of the program (where known).

We are in the midst of a national and provincial mental health crisis. Worldwide, untreated mental disorders: (1) have increased by $13 \%$ since 2017, (2) are among the top 3 leading causes of disease burden globally, and (3) cost 1 trillion dollars annually (https://www.who.int/health-topics/mental-health). Further, the emotional and financial costs of mental disorders are worse for marginalized groups, such as Manitoba's large and growing Indigenous population or new Canadians coming from regions of violence and conflict. Psychologists are needed to provide effective and evidence-based treatments for both mental health and behavioural health (acute/chronic medical) conditions. Psychologists are uniquely trained to provide leadership to organizations and healthcare teams, assess and diagnose complex cases, and to provide psychological treatments that are as or more effective than pharmacological treatments, and that reduce downstream healthcare costs (Peachy Report, 2017).

Unfortunately, Manitoba has the lowest number of clinical psychologists per 100,000 population (20.2) compared to all other provinces and territories (52.9) [See https://www.cihi.ca/en/health-workforce-in-canada-overview ]. To bring us to the national average, Manitoba would need to add 450 clinical psychologists to our workforce. Further, more than one quarter of the 250 psychologists currently working in Manitoba are over the age of 60, so increasing capacity is especially important to offset retirements and address workforce replacement. In line with the public need, there is also extraordinary student demand for increased training opportunities in clinical psychology. The program regularly receives 10 times the applications for an available 7-8 spaces each year (https://umanitoba.ca/arts/sites/arts/files/2022-09/Clinical-Program-Statistics-2022 3.pdf ). The admission success rate for our program of just $12 \%$ is similar to medical school admissions. Students admitted to our program have an average undergraduate GPA of 4.19/4.5 (93\%), are highly competitive for funding with $100 \%$ of
current students receiving admissions fellowships/scholarships, and a majority receiving competitive external Tricouncil funding (including 5 Vanier Scholarships). These numbers indicate that each year the clinical program rejects many exceptional students that it would admit if it had greater faculty resources to supervise and teach them.

We are constrained from growing our enrolment because the current 7.25 FTE positions must provide a demanding, accredited course curriculum, supervise clinical practica in our Psychological Service Centre, and supervise student MA thesis and doctoral dissertation research. Class sizes for some of our graduate courses are capped at 10 because of the clinically applied nature of coursework. The increase in faculty we are requesting would allow us to increase both course-section and supervision offerings.

The current admission rate is not sufficient to grow or even maintain the number of psychologists in the province given the high rate of current and expected retirements of psychologists in Manitoba. As noted above, Manitoba is far behind all other provinces in our current number of clinical psychologists per 100,000 population, and untreated mental health problems have deleterious effects with financial repercussions throughout health care, education, family and social services, and many other government services, as well as in employment and the private sector. Trends over time suggest that demand for our program is increasing, and we are paying greater attention to equity, diversity, and inclusion issues with respect to admissions to better serve the mental health needs of diverse Manitobans.

Our graduates are in high demand in numerous sectors including the public health system, private health care, business, and government. Graduates of our program have taken up prestigious positions. To name a few, Dr. Hal Walbridge is the current registrar for the Psychological Association of Manitoba, Dr. John Arnett and Dr. Bob Mcllwraith are past-presidents of the Canadian Psychological Association, and Dr. Lesley Graff is the Provincial Medical Specialty Lead - Clinical Health Psychology for Shared Health and Head of the Department of Clinical Health Psychology in the Max Rady College of Medicine.

C-2.3 - Intake Information

C-2.3 (a) - What is the projected enrolment for the first intake?
We currently admit between 6 and 9 students annually. We expect that our expanded program will reach an annual intake of 16 students over 5 years, in tandem with new faculty hiring. Thus, the first intake will expand to 12 new students in Year 1, 16 new students in Year 2, and each year thereafter.

C-2.3 (b) - What is the maximum seat capacity (defined as first-year enrolment capacity)?
The maximum seat capacity for first-year enrolment will be 16.
c-2.3 (c) - What is the anticipated date of maturity?
2028

C-2.4 UM Requirement: Address the impact of the proposed change on access to post-secondary education of under-represented groups. Identify any particular demographic experiencing special difficulties either in gaining admission to, or completing the requirements of, the program.
The Clinical Psychology Program currently has a special admissions policy for under-represented groups with a special focus on Indigenous applicants. The expanded program would identify the need for 1 of the new faculty
positions to be an Indigenous Scholar, in support of the Northern and Indigenous practicum/clinic part of the proposal. More generally, and throughout all our graduate programs, we are working to remove systemic barriers to both hiring of faculty and admission of students from under-represented groups, as well as to provide professional training opportunities for students to become better prepared to work with marginalized populations.

## D-1 Describe how this significant modification aligns with the strategic plans of your institution:

UM Internal Note: Comment on how the program addresses institutional and unit level strategic priorities and plans, including how Accessibility, Equity, Diversity, and Inclusion and Indigenous achievement have been considered in the development of the program. In recent years the Department of Psychology in general, and the Clinical Psychology Program in particular, have been paying increasing attention to equity, diversity, and inclusion with respect to new faculty hiring, curriculum development, and admissions. Evidence that these efforts are working comes from the clinical program's recent admissions process where offers were made to three Indigenous students, and from last year when two Indigenous students started the program.

Key components of the expanded program would include our intention to hire at least one Indigenous faculty member, who would assist our ongoing efforts to develop relationships and linkages with Indigenous communities and organizations. These efforts align with the needs and direction of the University of Manitoba as outlined in its strategic plans, the President's Task Force on Equity, Diversity, and Inclusion (EDI), and the recently established Anti-Racism Task Force. The expanded program would also help address a critical and growing need for both research and clinical training to better meet the mental health needs of Manitoba's diverse and vulnerable communities.

The existing and expanded program would continue to lead the University of Manitoba in other strategic areas such as experiential learning and student experience, student outcomes, and research leadership that contributes to the wellbeing of Canadians. The expanded program would position the Clinical Psychology Ph.D. program in the Faculty of Arts to investigate the strategic development of new program streams. For instance, in 2019, the Canadian Psychological Association (CPA) hosted a national training summit in Montreal, with one of the recommendations being that PsyD training streams be set up alongside Ph.D. programs in Canada to enhance training capacity overall for doctoral Clinical Psychologists. Relative to the Ph.D., PsyD programs have streamlined requirements in several nonclinical areas, but they meet the same accreditation standard and adhere to a similar scholar-practitioner training model, which supports students to develop their knowledge and skills in evidence-based practice and participation in clinical research activities. Exploration of this potential new clinical training pathway could proceed once the expanded faculty cohort is in place.

[^4]UM INTERNAL REQUIREMENTS: final dates will be inserted by the Provost's Office prior to submission to government.

## UNIVERSITY OF MANITOBA:

| Approval by President | Date |
| :--- | :--- |
| Consultation with Senate: |  |
| Consultation with Board of Governors: |  |
| Additional Consultation (as needed): |  |

## D-3 Responsibility to consult

D-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:

No external consultation is needed to expand the number of faculty members and students in the Clinical Psychology Program. With proportionate and program-justified increases in both faculty and students, there will be no impact of the expansion on our accreditation.

D-3.2 What agencies, groups, or institutions have been consulted regarding the significant modification of this program?
UM Internal Note: the unit is required to consult with other academic units that offer courses used in the proposed program, to confirm availability of the courses (e.g., regularly scheduled, capacity limitations, program restrictions, etc.) and identify how use of the courses might affect quality of, access to, and resources associated with the courses and programs offered by those other units. Outline the consultation process with other academic and administrative units and append letters of support, as appropriate.

The proposed program expansion will result in increased pressure on the Department of Clinical Health Psychology to supervise additional practica. The Head of the Department of Clinical Health Psychology, Max Rady Faculty of Medicine, has been consulted and is fully supportive of the proposed expansion of the Clinical Program. We have also consulted with and received support from the Manitoba Psychological Society, an organization that has also been lobbying the government to increase funding to train more clinical psychologists in Manitoba.

D-3.3 How have students and faculty been informed of the intent to modify this program?
There are no proposed modifications to the existing program itself. However, because new positions are included in our request, the Faculty of Arts has held a discussion with the Heads of all Arts Departments on the proposed program expansion. Department of Psychology faculty members have been informed and have provided input to this proposal through a meeting of Academic Staff with Faculty Rank per Article 18 of the UMFA collective agreement. Students and staff will be informed through meetings of Department Council and other routine events and communications.

D-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.)

The Clinical Psychology Program at the University of Manitoba is the only program of its kind in our province.

D-4.1 Describe any specific laddering, articulation and/or credit transfer options for Manitoban students that are anticipated to change as a result of the significant modification of this program:
None

D-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.)
According to the Canadian Psychological Association, there are currently 33 doctoral programs in clinical psychology in Canada (https://cpa.ca/accreditation/cpaaccreditedprograms/\#clinical). Given that Manitoba has the lowest number of clinical psychologists in Canada, CPA would fully support our intention to expand the program.

D-5.1 Describe any specific laddering, articulation and/or credit transfer options for Manitoban students that are anticipated to change as a result of the significant modification of this program.
none

## D-6 Describe any changes in labour market demands in Manitoba for graduates of this Program as a result of this significant modification:

(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.)
A doctoral degree in clinical psychology is one of the most employable graduate degrees in Canada. Our highly trained graduates have options to work in academic settings, publicly funded health care settings, private healthcare settings, government organizations, and Corrections Canada. In Manitoba, the largest employer of psychologists in the public healthcare sector, the Department of Clinical Health Psychology, has more demand for employment than our program can currently meet. Growing the opportunities for students to study in this important field will help Manitoba to grow, attract and retain talent in the mental health support sector.

D-7 If copies of any internal or peer evaluations with respect to the significant modification of this 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:
None

D-8 Does this significant modification entail an increase to tuition, or the establishment of or increase to fees that apply to students in this program of study?
UM Internal Note: Comment on potential impact on student access to and affordability of education that may result from the change. Please ensure response references and provided context to the relevant sections of the financial form, as appropriate. No.

## SECTION E - REQUIRED RESOURCES AND FINANCIAL IMPLICATIONS

E-1 If one-time or pilot funding is being requested to support the significant modification of this program of study, please identify the amount of funding being requested:
UM Internal Note: Please ensure response references and provided context to the relevant sections of the financial form, as appropriate

We are requesting $\$ 28,000$ for the Northern and Indigenous practicum/clinic pilot in each of Years 3-5, for a total of $\$ 84,000$. These costs are inclusive of travel and accommodations for 8 students and a supervisor, and they are estimated from our direct experience within the School Psychology program. We expect the pilot to become selfsustaining through other partnerships after this time. While a small part of the requested budget for this expansion, this initiative importantly connects the proposed expansion to our goals of enhancing equity and access to clinical psychology services in Manitoba, and enhancing the quality of student training experiences to include culturallyinformed approaches to mental and behavioural health care in diverse modalities and settings.

## E-2 If ongoing funding is being requested to support the significant modification of this program of study, please identify the amount of funding being requested: <br> UM Internal Note: Please ensure response references and provided context to the relevant sections of the financial form, as appropriate

The amount of ongoing funding is $\$ 1,488,318$

E-3 If new funding is not being requested, how will the significant modifications to the program be funded? (Inc/ude such information as: where reallocated funding will come from, and the implications of reallocating that funding on other programs/activities of the institution.)
UM Internal Note: Please ensure response references and provided context to the relevant sections of the financial form, as appropriate

N/A

E-4 What are the resource implications to the institution in delivering the significantly modified program of study?
(Include such information as; budget, IT, library, laboratory, computer, space, practicum liability insurance, student services, etc) UM Internal Note: Identify how the proposed changes will impact on the quality of operations at both the unit level and institutional level (including impact on other affected units), where applicable. Comment on how units delivering service teaching in the program will be impacted by the proposed change. Append letters of support from impacted units. Please ensure response references and provided context to the relevant sections of the financial form, as appropriate

The expanded program will place additional burdens for practicum delivery on the Psychological Service Centre (internal practica) and the Department of Clinical Health Psychology (external practica). This request includes 0.5 FTE increased support staff for the PSC at the OA5 level, and a leadership stipend of $\$ 18,632.37$ for the practicum coordinator of the Department of Clinical Health Psychology, to address the increased demand from this program change for PSC and CHP resources.

Given the high qualifications of students in this program (see Section C-2.2 above), the proposed expansion is likely to draw resources from existing graduate fellowship programs such as the University of Manitoba Graduate Fellowship. Therefore, we are requesting additional resources of $\$ 800,000$ for awards to offset the incremental demands of the expanded program.

Operating budget expenses are also included with respect to IT and other consumable materials and resources in the PSC. Letters of support are provided from the Libraries, Faculty of Arts, Faculty of Graduate Studies, and Registrar's

Office demonstrating their ability to accommodate the program expansion with respect to library materials and resources, office and research space, recruitment and other Arts resources for new faculty members, and graduate admissions and program administration.

## E-5 Please describe new and existing staffing resources needed to provide this significantly modified program of

stud:.(Include reallocation of existing faculty, hiring of new faculty, administrative and support services and any other considerations.)
UM Internal Note: Identify how the proposed changes will impact on the quality of instruction at both the unit level and institutional level (including impact on other affected units), where applicable. Comment on how units delivering service teaching in the program will be impacted by the proposed change. Append letters of support from impacted units. The response should include position types, number of FTE, and approximate cost per position for both new and existing staff to provide context to the financial form, as appropriate.

Nearly all of the associated costs of this proposal are due to increased staffing needs in the Clinical Psychology program. We are requesting 3 new faculty positions and 1 new instructor position, for a total of +4 FTE with expertise as specified above, to cover the additional demands for practicum and course sections in the expanded program. Our attached cost estimates reflect a base salary expectation of $\$ 100,000$ per position, plus institutional norms for benefits, pay levy, salary increases, and other expenses. We have also requested 0.5 FTE new support staff for the PSC at the OA5 level. No other units will be impacted, and the undergraduate program in Psychology will gain incidentally through the availability of any clinical faculty members to teach an undergraduate lecture course in some years.

## E-6 Please describe the effect of the significant modification of this program on existing capital infrastructure and equipment:

UM Internal Note: Identify how the proposed changes will impact on the quality of operations at both the unit level and institutional level (including impact on other affected units), where applicable. Comment on how units delivering service teaching in the program will be impacted by the proposed change. Append letters of support from impacted units. Please ensure response references and provides context to the relevant sections for the financial form, as appropriate.

The proposed program expansion will not involve capital costs over $\$ 10,000$ for any items. All other infrastructure and equipment costs will be applied in the Psychosocial Service Centre. There will be one-time expenses in Year 1 (e.g., computer work stations, other equipment) totaling to $\$ 4000$. There will be expenses associated with the PSC yearly budget (e.g., test forms, student wages for evening coverage, social events) and Time2Track subscriptions (a database for student training hours - desired but not in our current budget). Our normal PSC budget ranges between $\$ 25,000$ to $\$ 30,000$. Altogether, these infrastructure expenses would add about $40 \%$ or $\$ 10,000$ per year (for double the student cohort). These costs have been captured as ongoing operating expenses in the accompanying financial form.

## SECTION F - SIGNATURES

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

## SUBMITTED BY:



For use by joint programs only:

## President:

Name:

Signature:

Date:

Vice-President/Academic:

Name:

Signature:

Date:

## SUBMIT COMPLETED FORM

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):

| $\square$ | Cover letter |
| :--- | :--- |
| $\square$ | Program of Study Financial Form |
| $\square$ | Any supporting documentation (reviews, letters of support, etc.) |

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 OC4
(204) 945-1833

PSE-LMO@gov.mb.ca

## Manitobas

Economic Development and Training

## Post-Secondary Education and Labour Market Outcome

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: | Doctoral Training Program in Clinical Psychology |
| Contact Information: |  |
| Date: | 17-Mar-23 |


|  | Current Fiscal Year | Fiscal Year 1 | Increment | Fiscal Year $2$ | Increment | Fiscal Year 3 | Increment | Fiscal Year 4 | Increment | Ongoing <br> Program <br> 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 INFORMATON |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| Contribution from Institution |  | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Tuition |  | \$ 23,628 | \$ 23,628 | \$ 55,191 | \$ 31,563 | \$ 88,472 | \$ 33,281 | \$ 142,167 | 53,695 | \$ 201,207 |
| Student Fees |  | \$ | \$ | \$ 6,636 | \$ 6,636 | \$ 13,637 | \$ 7,001 | \$ 14,012 | 375 | 43,192 |
| Other |  | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Contribution from Unit (Existing Resources) |  | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ - | \$ |
|  |  |  | \$ |  | \$ |  | \$ |  | \$ | \$ |
|  |  |  | \$ |  | \$ |  | \$ |  | \$ | \$ |
|  |  |  | \$ |  | \$ |  | \$ |  | \$ | \$ |
|  |  |  | \$ |  | \$ |  | \$ |  | \$ | \$ |
| Total Revenue (A) | \$ | \$ 23,628 | \$ 23,628 | \$ 61,827 | \$ 38,199 | \$ 102,109 | \$ 40,282 | \$ 156,179 | \$ 54,070 | \$ 244,399 |


| Institution: | University of Manitoba |
| :---: | :---: |
| Program Name: | Doctoral Training Program in Clinical Psychology |
| Contact Information: |  |
| Date: | 17-Mar-23 |


|  | Current Fiscal Year | Fiscal Year 1 | Increment | Fiscal Year <br> 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 |  | \$ 243,000 | \$ 243,000 | \$ 510,300 | \$ 267,300 | \$ 535,815 | \$ 25,515 | \$ 562,606 | \$ 26,791 | \$ | 590,736 |
| Existing Academic Salaries - Direct |  | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | - |
| New Professional/Support Salaries - Direct |  | \$ 32,893 | \$ 32,893 | \$ 34,538 | \$ 1,645 | \$ 36,265 | \$ 1,727 | \$ 38,078 | \$ 1,813 | \$ | 39,982 |
| Existing Professional/Support Salaries - Direct |  | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | - |
| Operating Expenses |  | \$ 57,778 | \$ 57,778 | \$ 67,835 | \$ 10,057 | \$ 105,891 | \$ 38,056 | \$ 115,947 | \$ 10,056 | \$ | 102,357 |
| Student Support |  | \$ 56,000 | \$ 56,000 | \$ 168,000 | \$ 112,000 | \$ 296,000 | \$ 128,000 | \$ 440,000 | \$ 144,000 | \$ | 800,000 |
| Indirect Salary Expenses |  | \$ 2,430 | \$ 2,430 | \$ 2,552 | \$ 122 | \$ 2,679 | \$ 128 | \$ 2,813 | \$ 134 | \$ | 2,954 |
| Administrative Overhead |  | \$ 43,161 | \$ 43,161 | \$ 89,042 | \$ 45,881 | \$ 115,521 | \$ 26,480 | \$ 143,385 | \$ 27,863 | \$ | 196,688 |
|  |  |  | \$ |  | \$ |  | \$ |  | \$ | \$ | - |
|  |  |  | \$ |  | \$ |  | \$ |  | \$ | \$ | - |
| Total Expenditures (B) | \$ | \$ 435,262 | \$ 435,262 | \$ 872,266 | \$ 437,004 | \$ 1,092,171 | \$ 219,905 | \$ 1,302,828 | \$ 210,657 | \$ | 1,732,717 |



## SENATE PLANNING AND PRIORITY COMMITTEE (SPPC)

 New Program Approval - Financial Form
## FACULTY I SCHOOL Arts

PROGRAM Doctoral Training Program in Clinical Psychology

| 1. STAFFING REQUIREMENTS (FTE) | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
| :---: | :---: | :---: | :---: | :---: | :---: |
| New Academic Positions (FTE) (Appendix A) | 2.00 | 4.00 | 4.00 | 4.00 | 4.00 |
| New Professional and Support Positions (FTE) (Appendix A) | 0.50 | 0.50 | 0.50 | 0.50 | 0.50 |
| New Indirect Staff (FTE) (Appendix A) | - | - | - | - | - |
| Subtotal Staffing Requirements (FTE) | 2.50 | 4.50 | 4.50 | 4.50 | 4.50 |

## 2. PROGRAM COSTS

| New Academic Salaries (incl bpl) (Appendix A) | \$ | 243,000 | \$ | 510,300 | \$ | 535,815 | \$ | 562,606 | \$ | 590,736 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Existing Academic Salaries (incl bpl) (Appendix A) |  | - |  | - |  | - |  | - |  | - |
| New Professional/Support Salaries (incl bpl) (Appendix A) |  | 32,893 |  | 34,538 |  | 36,265 |  | 38,078 |  | 39,982 |
| Existing Professional/Support Salaries (incl bpl) (Appendix A) |  | - |  | - |  | - |  | - |  | - |
| Operating Expenses (Appendix B) |  | 57,778 |  | 67,835 |  | 105,891 |  | 115,947 |  | 102,357 |
| Student (Graduate/Undergraduate) Support (Appendix C) |  | 56,000 |  | 168,000 |  | 296,000 |  | 440,000 |  | 800,000 |
| Major Equipment (Appendix D) |  | - |  | - |  | - |  | - |  | - |
| Vehicles (Appendix D) |  | - |  | - |  | - |  | - |  | - |
| Renovations (Appendix D) |  | - |  | - |  | - |  | - |  | - |
| Furniture (Appendix D) |  | - |  | - |  | - |  | - |  | - |
| Other Capital (Appendix D) |  | - |  | - |  |  |  |  |  | - |
| Subtotal Direct Program Costs | \$ | 389,671 | \$ | 780,673 | \$ | 973,971 | \$ | 1,156,631 | \$ | 1,533,075 |

Indirect Program Costs

| New Indirect Salary Expenses (incl bpl) (Appendix A) | \$ | 2,430 | \$ | 2,552 | \$ | 2,679 | \$ | 2,813 | \$ | 2,954 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Existing Indirect Salary Expenses (incl bpl) (Appendix A) |  | - |  | - |  | - |  | - |  |  |
| Tax on Grant and Tuition Revenue |  | 4,194 |  | 10,974 |  | 18,124 |  | 27,722 |  | 43,381 |
| Administrative Overhead |  | 38,967 |  | 78,067 |  | 97,397 |  | 115,663 |  | 153,307 |
| Subtotal Indirect Program Costs | \$ | 45,591 | \$ | 91,593 | \$ | 118,200 | \$ | 146,198 | \$ | 199,642 |


| Total Program Costs (Direct \& Indirect) | \$ | 435,262 | \$ | 872,266 | \$ | 1,092,171 | \$ | 1,302,828 | \$ | 1,732,717 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |


| 3. ENROLMENT | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
| :---: | :---: | :---: | :---: | :---: | :---: |
| Expected Enrolment (headcount) | 4 | 12 | 20 | 28 | 48 |
| Expected Enrolment (credit hours) | - | - | - | - | - |


| 4. PROGRAM REVENUE ALLOCATED TO FACULTY/SCHOOL |  |  |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Operating Grant Revenue (see note) |  |  |  |  |  |  |  |  |  |  |
| Tuition Revenue (Appendix E) |  |  |  |  |  |  |  |  |  |  |
| - Credit Hour Based |  |  |  |  |  |  |  |  |  |  |
| Undergraduate |  | - |  | - |  | - |  | - |  | - |
| Graduate |  | 23,628 |  | 61,827 |  | 102,109 |  | 156,179 |  | 244,399 |
| - Program Based |  | - |  | - |  | - |  | - |  | - |
| - Program/Course Specific Fees |  | - |  | - |  | - |  | - |  | - |
| - Other Compulsory Student Fees |  | - |  | - |  | - |  | - |  | - |
| Other revenue |  | - |  | - |  | - |  | - |  | - |
| Total Program Revenue | \$ | 23,628 | \$ | 61,827 | \$ | 102,109 | \$ | 156,179 | \$ | 244,399 |


| 5. EXISTING RESOURCES |  |  |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| From Operations: |  |  |  |  |  |  |  |  |  |  |
| Academic Salaries (Appendix A) | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - |
| Professional and Support Salaries (Appendix A) |  | - |  | - |  | - |  | - |  | - |
| Indirect Salaries (Appendix A) |  | - |  | - |  | - |  | - |  | - |
| Current/prior years surplus (carryover) |  |  |  |  |  |  |  |  |  |  |
| From Other Sources: |  |  |  |  |  |  |  |  |  |  |
| Subtotal Existing Resources | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - |



Appendix A - Salary Expenses

## SENATE PLANNING AND PRIORITY COMMITTEE

## NEW PROGRAM APPROVAL PROCESS

| NEW | 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 | - |  | - | - |  | - | - |  | - | - |  | - | - |  | - |
| Assoc/Asst Professor or Senior Instructor | 2.00 |  | 200,000 | 4.00 |  | 420,000 | 4.00 |  | 441,000 | 4.00 |  | 463,050 | 4.00 |  | 486,203 |
| Lecturer/Instructor/Sessionals | - |  | - | - |  | - |  |  | - | - |  |  | - |  | - |
| Librarians | - |  | - | - |  | - | - |  | - | - |  | - | - |  | - |
| Teaching Assistants | - |  | - | - |  | - | - |  | - | - |  | - | - |  | - |
| Subtotal New Academic Salaries | 2.00 |  | 200,000 | 4.00 |  | 420,000 | 4.00 |  | 441,000 | 4.00 |  | 463,050 | 4.00 |  | 486,203 |
| Benefits and Pay Levy |  |  | 43,000 |  |  | 90,300 |  |  | 94,815 |  |  | 99,556 |  |  | 104,534 |
| Total New Academic Salaries (including BPL) | 2.00 | \$ | 243,000 | 4.00 | \$ | 510,300 | 4.00 | \$ | 535,815 | 4.00 | \$ | 562,606 | 4.00 | \$ | 590,736 |
| Professional and Support Staff |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| EMAPS | - | \$ | - | - | \$ | - | - | \$ | - | - | \$ | - | - | \$ | - |
| AESES | 0.50 |  | 27,073 | 0.50 |  | 28,426 | 0.50 |  | 29,847 | 0.50 |  | 31,340 | 0.50 |  | 32,907 |
| CUPE TA's | - |  | - | - |  | - | - |  | - | - |  | - | - |  | - |
| Subtotal New Professional and Support Staff | 0.50 |  | 27,073 | 0.50 |  | 28,426 | 0.50 |  | 29,847 | 0.50 |  | 31,340 | 0.50 |  | 32,907 |
| Benefits and Pay Levy |  |  | 5,821 |  |  | 6,112 |  |  | 6,417 |  |  | 6,738 |  |  | 7,075 |
| Total New Professional and Support Staff (incl. BPL) | 0.50 | \$ | 32,893 | 0.50 | \$ | 34,538 | 0.50 | \$ | 36,265 | 0.50 | \$ | 38,078 | 0.50 | \$ | 39,982 |
| Indirect Staff (Within your faculty/school) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| EMAPS | - | \$ | - | - | \$ | - | - | \$ | - | - | \$ | - | - | \$ | - |
| AESES | - | \$ | - | - |  | - | - |  | - | - |  | - | - |  | - |
| CUPE TA's | - |  | 2,000 | - |  | 2,100 | - |  | 2,205 | - |  | 2,315 | - |  | 2,431 |
| Subtotal New Indirect Staff | - |  | 2,000 | - |  | 2,100 | - |  | 2,205 | - |  | 2,315 | - |  | 2,431 |
| Benefits and Pay Levy |  |  | 430 |  |  | 452 |  |  | 474 |  |  | 498 |  |  | 523 |
| Total New Indirect Staff (including BPL) | - | \$ | 2,430 | - | \$ | 2,552 | - | \$ | 2,679 | - | \$ | 2,813 | - | \$ | 2,954 |
| Total New Staff |  | \$ | 278,323 |  | \$ | 547,389 |  | \$ | 574,759 |  | \$ | 603,497 |  | \$ | 633,671 |

Appendix A - Salary Expenses

## SENATE PLANNING AND PRIORITY COMMITTEE

NEW PROGRAM APPROVAL PROCESS


## App B - Operating Exp.

## Appendix B-Operating Expenses

## SENATE PLANNING AND PRIORITY COMMITTEE NEW PROGRAM APPROVAL PROCESS

|  | Direct Expenses | Year 1 |  | Year 2 |  | Year 3 |  | Year 4 |  | Year 5 |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 700BGT | Travel - Budget (includes costs for Indigenous/Northern practicum/clinic) | \$ | - | \$ | - | \$ | 28,000 | \$ | 28,000 | \$ | 28,000 |
| 701BGT | Hospitality - Budget (incudes all recruitment costs) | \$ | 8,900 | \$ | 8,900 | \$ | 8,900 | \$ | 8,900 | \$ | 400 |
| 704BGT | Printing and Duplicating - Budget | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - |
| 706BGT | Consumable Materials/Supplies Budget (includes new faculty computers) | \$ | 9,310 | \$ | 10,170 | \$ | 11,030 | \$ | 11,890 | \$ | 6,800 |
| 708BGT | Telecommunications - Budget | \$ | 339 | \$ | 339 | \$ | 339 | \$ | 339 | \$ | 339 |
| 710BGT | Other Expenses (Nonconsumble) Budget (includes new faculty office spa | \$ | 10,510 | \$ | 16,621 | \$ | 22,731 | \$ | 28,841 | \$ | 28,841 |
| 713BGT | Insurance - Budget | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - |
| 716BGT | Externally Contracted Serv - Budget (stipend for CHP practica) | \$ | 18,633 | \$ | 18,633 | \$ | 18,633 | \$ | 18,633 | \$ | 18,633 |
| 718BGT | Professional Fees - Budget (includes all new UMFA T \& E) | \$ | 3,086 | \$ | 6,172 | \$ | 9,258 | \$ | 12,344 | \$ | 12,344 |
| 740BGT | Repairs and Maintenance - Budget (inlcudes added material costs for PS | \$ | 7,000 | \$ | 7,000 | \$ | 7,000 | \$ | 7,000 | \$ | 7,000 |
|  | Subtotal Direct Operating | \$ | 57,778 | \$ | 67,835 | \$ | 105,891 | \$ | 115,947 | \$ | 102,357 |

App C - Student Supp

Appendix C - Student Support

## SENATE PLANNING AND PRIORITY COMMITTEE

 NEW PROGRAM APPROVAL PROCESS| Graduate / | raduate Support Expense | Year 1 |  | Year 2 |  | Year 3 |  | Year 4 |  | Year 5 |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 7700 | Scholarships | \$ | 56,000 | \$ | 168,000 | \$ | 296,000 | \$ | 440,000 | \$ | 800,000 |
| 7710 | Bursaries | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - |
| 7720 | Awards |  |  |  |  |  |  |  |  |  |  |


| Subtotal Operating | $\$$ | 56,000 | $\$$ | 168,000 | $\$$ | 296,000 | $\$$ | 440,000 | $\$$ | 800,000 |
| :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- |

App D-Capital

Appendix D-Capital Costs

SENATE PLANNING AND PRIORITY COMMITTEE
NEW PROGRAM APPROVAL PROCESS

|  | Year 1 |  |  |  |  | Year 2 |  |  |  |  | Year 3 |  |  |  |  | Year 4 |  |  |  |  | Year 5 |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Capital Item | QTY |  | Cost |  | otal | QTY | Uni | Cost |  | otal | QTY |  | Cost |  | otal | QTY |  | Cost |  | tal | QTY |  | Cost |  |  |
| Major Equipment | - | \$ | - | \$ | - | - | \$ | - | \$ | - | - | \$ | - | \$ | - | - | \$ | - | \$ | - | - | \$ | - | \$ | - |
| Vehicles | - | \$ | - | \$ | - | - | \$ | - | \$ | - | - | \$ | - | \$ | - | - | \$ | - | \$ | - | - | \$ | - | \$ | - |
| Renovations | - | \$ | - | \$ | - | - | \$ | - | \$ | - | - | \$ | - | \$ | - | - | \$ | - | \$ | - | - | \$ | - | \$ | - |
| Furniture | - | \$ | - | \$ | - | - | \$ | - | \$ | - | - | \$ | - | \$ | - | - | \$ | - | \$ | - | - | \$ | - | \$ | - |
| Other (list) |  |  |  |  | - |  |  |  |  | - |  |  |  |  | - |  |  |  |  | - |  |  |  |  | - |
| $\ldots$ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Subtotal Operating |  |  |  | \$ |  |  |  |  | \$ | - |  |  |  | \$ | - |  |  |  | \$ | - |  |  |  | \$ | - |

## SENATE PLANNING AND PRIORITY COMMITTEE NEW PROGRAM APPROVAL PROCESS

| 1. EXPECTED ENROLMENT | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
| :---: | :---: | :---: | :---: | :---: | :---: |
| Headcount |  |  |  |  |  |
| Undergraduate | - | - | - | - | - |
| Graduate Year 1 (MA) | 4 | 8 | 8 | 8 | 8 |
| Graduate Year 1 (PhD) |  |  | 4 | 8 | 8 |
| Graduate Year 2 (PhD) |  |  |  | 4 | 8 |
| Graduate (continuing only) |  | 4 | 8 | 8 | 24 |
| Credit Hours |  |  |  |  |  |
| Undergraduate | - | - | - | - | - |
| Graduate |  |  |  |  |  |


| 2. TUITION REVENUE GENERATED BY THE PROGRAM |  |  |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| - Credit Hour Based - (enter credit hour rate in yr 1) | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - |
| Undergraduate |  | - |  | - |  | - |  | - |  | - |
| Graduate |  | - |  | - |  | - |  | - |  | - |
| - Program Based - (enter annual program fee in yr 1) | \$ | 5,907 | \$ | 6,069 | \$ | 6,236 | \$ | 6,408 | \$ | 6,584 |
| Undergraduate |  | - |  | - |  | - |  | - |  | - |
| Graduate |  | 23,628 |  | 48,555 |  | 74,835 |  | 128,155 |  | 158,015 |
| Total Tuition Fees | \$ | 23,628 | \$ | 55,191 | \$ | 88,472 | \$ | 142,167 | \$ | 201,207 |
| - Continuing Fee - (enter annual continuing fee in yr 2) |  |  | \$ | 1,659 | \$ | 1,705 | \$ | 1,752 | \$ | 1,800 |
| Graduate |  | - |  | 6,636 |  | 13,637 |  | 14,012 |  | 43,192 |
| - Program/Course Specific Fees |  |  |  |  |  |  |  |  |  |  |
| Lab Fees - (enter amount in applicable years) |  |  |  |  |  |  |  |  |  |  |
| Field Trip Fees - (enter amount in applicable years) |  |  |  |  |  |  |  |  |  |  |
| (Fee description/rate ) |  |  |  |  |  |  |  |  |  |  |
| ..... (add as required)... |  |  |  |  |  |  |  |  |  |  |
| ..... (add as required)... |  |  |  |  |  |  |  |  |  |  |
| Total Program/Course Specific Fees | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - |
|  |  |  |  |  |  |  |  |  |  |  |
| TOTAL TUITION AND FEES GENERATED BY THE PROGRAM | \$ | 23,628 | \$ | 61,827 | \$ | 102,109 | \$ | 156,179 | \$ | 244,399 |


| 3. TUITION REVENUE ALLOCATED TO THE FACULTY |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: |
| - Credit Hour Based - Undergraduate (enter amount) |  |  |  |  |  |
| - Credit Hour Based - Graduate | - | - | - | - | - |
| - Program Based | - | - | - | - | - |
| - Program/Course Specific Fees | - | - | - | - | - |
| - Other Compulsory Student Fees (enter amount) |  |  |  |  |  |
| TOTAL TUITION REVENUE ALLOCATED TO THE FACULTY | \$ | \$ | \$ | \$ | \$ |

Faculty of Graduate Studies
500 University Centre Winnipeg, Manitoba Canada R3T 2N2
Telephone: (204) 474-7986
Graduate.studies@umanitoba.ca

March 14, 2023

To: Dr. Jason Leboe-McGowan, Acting Dean, Faculty of Arts
Dr. Dan Bailis, Department Head, Psychology
From: Dr. Kelley Main, Acting Dean, Faculty of Graduate Studies

Re: Graduate Program Expansions in the Department of Psychology

I am pleased to write a letter of support for the program expansion of the Clinical Psychology graduate programs in the Department of Psychology, Faculty of Arts. The program will have an increased intake of 8 students into the program over the current enrollment. The Clinical Psychology program has long had more applicants that it can admit, so there are no concerns in terms of the admission process as we already support many applications into the program (over 70 per year on average).

These graduate programs will allow the UM to increase the number of graduates that are serving Manitoban with their mental health needs. The Faculty of Graduate Studies can support this expanded program size. I was also gratified to see that the expansion request comes with a request for additional student funding for graduate students

If you require any additional information from me, please do not hesitate to let me know.

Sincerely,


Kelley Main

# University of Manitoba Libraries <br> Statement for Program Modification 

Faculty
Department
Program Name

Arts
Psychology
Clinical Psychology Training Program

The Libraries' collection can support this program, 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.
Many of the Libraries' electronic resources, including ebooks and journals, allow unlimited access and will therefore be able to accommodate the proposed increased enrolment of eight students. However, the Libraries' print collections and certain other electronic resources can only be made available to a small number of users at a time and may strain the Libraries ability to provide these resources to larger numbers of students. It is therefore recommended that faculty consult with the librarian to determine the access available to resources before assigning them to a class.

John Aryans
Liaison Librarian


Kristen Kruse
Coordinator, Collections Management

Afra Bolefski
Head, Social Sciences Division

Cha per Lira O'tara
Lisa Hanson O'Hara
Vice Provost (Libraries) \& University Librarian

March 10, 2023
Date

TO: Dan Bailis, Professor and Department Head, Department of Psychology, Faculty of Arts<br>FROM: Jeff Adams, University Registrar \& Executive Director, Enrolment Services<br>DATE: March 15, 2023<br>SUBJECT: Letter of support for admission increase

I am in support of the Department of Psychology's proposal to increase the number of students admitted to the doctoral program in Clinical Psychology from 6-9 students per year to 16 students per year.

I can confirm that I have no concerns from a student information system or classroom space perspective should the increase be approved.

Cc: Laurie Schnarr, Vice-Provost (Students)
Greg Smith, Vice-Provost (Academic Planning and Programs)
Cassandra Davidson, Academic Program Specialist
Jason Leboe-McGowan, Associate Dean (Academic Affairs), Faculty of Arts

## MANITO BA PSYCHOLOGICALSOCIETY SOCIETE DES PSYCHOLOG UES DU MANITOBA

P.O. Box 151 RPO Corydon Winnipeg, Manitoba R3M 357<br>Phone: (204) 488-7398<br>Website: www.mps.ca

March 13, 2023

Dr. Diane Hiebert-Murphy
Provost and Vice-President (Academic)
Room 208 Administration Building
66 Chancellor's Circle
University of Manitoba
Winnipeg, MB. R3T 2N2

Dear Dr. Hiebert-Murphy,
As the association interested in the promotion of psychological science and advancing the profession, we are very pleased to support the proposal presented by the Department of Psychology to expand the Clinical Psychology Training program. The Manitoba Psychological Society has been advocating for increasing the number of psychologists in Manitoba as well as improving access to the profession for many years. We know that increasing our capacity to train psychologists within the province is one very important part of the solution. Dr. Peachey's 2017 report, an analysis of the Manitoba Health system, stated that, "The role of doctoral clinical psychologists in the delivery of mental health services in Manitoba should be redefined and the number of practising psychologists targeted at the national average with funding through the public purse." We believe implementing this proposal will put us on the path to achieving this recommendation.

The COVID-19 pandemic has both increased the awareness and need for mental and behavioural health specialists. Clinical psychologists are an excellent investment for the healthcare system. They provide a high level of specialization in psychological assessment, diagnosis, and treatment. Training in evidence-based, cost-effective psychotherapies is a core competency of clinical psychology graduate training programs. We have not been able to adequately address Manitoban's needs for these services for a very long time and the need is only increasing each year. Our community members report to us that they are experiencing long waits to access psychologists' services with both our public and private practice members.

We support the University of Manitoba Psychology Department's proposal to increase training capacity of the Ph.D. program, develop a parallel Psy.D. program, and place focused efforts on benefiting people and communities that have been and continue to be marginalized and underserved. Providing training to increase appropriate and needed services to children, youth, and Indigenous communities is critical. In addition, we ask that consideration be given to include clinical psychology training in the areas of rural and behavioural health care. Embedding psychologists within primary care clinics across the province is an efficient and effective model of providing community-based mental and behavioural health service in an accessible way. This model has long been used in the United States and is currently being advanced in British Columbia.

We thank you for considering this proposal and ask that you consider moving forward on initial steps as quickly as possible. The public need is great, and psychologists would like to be a part of the solution to meet this need. We also need to replace our professional colleagues who will be reaching retirement age in the near future. It is our belief that implementing a staged approach, with immediate focus on expanding the existing doctoral training program, quickly followed by the development and implementation of a Psy.D. program, may be the most expedient way to expand the psychologist workforce.

Please feel free to let us know if we can be of any further service with this process.


Dr. Jo Ann Unger, C. Psych. President


Dr. Karen Deck, C. Psych. Executive Director

Manitoba Psychological Society is a non-profit organization of Manitoba psychologists. Our purpose is to further the use of psychology as a science and profession, in the service of human health, welfare, and quality of life. This includes advocating for the use of psychological knowledge within public policy and services for the public as well as for the advancement of psychological education, research and training.

# Max Rady College of Medicine Department of Clinical Health Psychology 

Phone: 204 787-5163 (admin)
Fax:204-787-3755
Email: lgraff@hsc.mb.ca

March 13, 2023

Dr. Dan Bailis
Professor and Head
Department of Psychology, Faculty of Arts
University of Manitoba
Dear Dr. Bailis:

## RE: UM Clinical Psychology Doctoral Training Program Expansion Proposal

Thank you for your update indicating that your department is putting forward a proposal to double the training seats for the clinical psychology doctoral training program. As Shared Health Provincial Medical Specialty Lead for Clinical Health Psychology (CHP) responsible for provincial psychology workforce needs and oversight, and with CHP being the largest employer of clinical psychologists in the province, I am delighted to see this moving forward and am pleased to provide my support for this plan.

As you know, we have had several discussions in recent years regarding the need for clinical psychologists in Manitoba. Recruitment, retention, and training expansion are the 3 critical elements that all need to work in tandem to address the shortages faced in the province.

As brief background, which I believe you are well aware, Manitoba has a shortage of psychologists, with less than half the national benchmark and the lowest rate in Canada (CIHI 2022: MB 20.2, Canada 52.9 per 100,000). National labour market projections identify a persisting shortage of psychologists, related to significant employment growth and a high proportion of the workforce over 60 ( 1 in 4; now highest among the health professions; CIHI 2022). Large-scale provincial reviews have identified the need to invest in the psychology workforce in Manitoba. In addition to recommending the expansion of doctoral psychologists to the national benchmark (Peachey, 2017; Virgo 2018), the Peachey report (MB whole health system review, 2017) identified the need to expand the psychology workforce in mental health, tertiary medical services, and primary care as an essential contributor to the health system sustainability plan. These psychologist workforce expansion needs were additionally identified in the health system transformation planning which has been underway over the past several years (Manitoba Clinical and Preventative Services Plan; CPSP; 2019).

The sustainability of the psychology workforce requires expanding UM training in both the graduate doctoral training program (pre-residency; Department of Psychology, Faculty of Arts) and the residency
training program (Department of Clinical Health Psychology, Max Ready College of Medicine, Ready Faculty of Health Sciences) to address replacement and expansion needs. Expansion is already underway in our CHP residency program, with an increase by $50 \%$ of positions since 2019 (from 8 to 12 annually) and an additional expansion request before government currently through a submission by Dean Nickerson, Max Ready College of Medicine, Faculty of Health Sciences.

The consideration to add a PsyD doctoral professional training stream alongside the current standard clinician-scientist PhD training stream is timely, and aligns well with recent national recommendations to strengthen training capacity for workforce needs (Canadian Psychological Association national training summit). This approach leverages the current doctoral training infrastructure, and with a shorter time to completion. The PsyD offers a more streamlined training approach (PsyD=clinician scholar; $\mathrm{PhD}=$ clinician-scientist), without compromising the depth of clinical training needed to ensure competency in diagnostic, treatment, consultation and treatment skills. As you are well aware, a PsyD training approach does not replace the need for PhD-trained clinical psychologists in the health workforce, as many psychologist positions rely on the PhD research training to provide leadership in treatment development and evaluation of outcomes to improve clinical care. However, it does allow a more streamlined training path, and I anticipate it will be very appealing to those whose career goal is primarily clinical care.

I also fully support the emphasis on training in child psychology and indigenous health as priorities for new faculty recruitment and to strengthen training opportunities. The need for child psychologists is quite dire in Manitoba, with other comparable jurisdictions in Canada having 3 to 4 times the doctoral child psychologists as we have available to the public in Manitoba. Further, indigenous health has been prioritized by Shared Health, the University of Manitoba, and through the CPSP, given concerning health disparities and poorer health outcomes across mental health and acute/chronic medical disease.

Finally, I would note, with CHP being the largest external practicum training site for clinical psychology doctoral students in your department, we look forward to working together on approaches to facilitate expanded advanced doctoral training placements given the planned significant increase in students.

Thank you for the opportunity to provide input and support.
Sincerely,


Lesley Graff PhD, C.Psych (she/her/elle)
Provincial Medical Specialty Lead- Clinical Health Psychology, Shared Health
Professor and Head, Department of Clinical Health Psychology
Max Ready College of Medicine, Ready Faculty of Health Sciences, University of Manitoba

## Comments of the Senate Planning and Priorities Committee RE: Request for Admission Target Increase, M.A. and Ph.D. in Psychology, Clinical Psychology, Faculty of Arts

The President referred a request from the Faculty of Arts, to increase admission in the Master of Arts and Doctor of Philosophy in Psychology, Clinical Psychology, to the Senate Planning and Priorities Committee for additional advice on any resource implications. The Faculty is requesting to increase the annual admission target from eight (8) to sixteen (16) spaces across the M.A. and Ph.D. programs in Psychology. The program is an integrated M.A. and Ph.D. program. Normally, students are admitted to the Ph.D. program after successfully completing the first two years of the M.A. in Psychology.

1) The SPPC supports the request, which will be put forward to the province together with requests from the Rady Faculty of Health Sciences to expand enrolment in other healthcare programs, as reported to Senate at its meeting of April $5^{\text {th }}$. As with these other requests, the request from the Faculty of Arts is being made in response to the provincial government's announcement in November 2022 of its health human resource action plan to retain, train, and recruit healthcare professionals. It is intended to address a significant need for mental health professionals in the province, including with expertise in the areas of Indigenous mental health and child and family psychology.
2) The Committee discussed that the request to increase the annual intake into the program by eight (8) students, to a total of sixteen (16) students per year, was determined based on the number of existing and requested positions for full-time research faculty in the Department of Psychology who can serve as graduate supervisors. The request for funding for four new faculty positions is based on faculty members' capacity to supervise an average of two graduate students given the type of supervision that is required in the program.
3) The Committee supports the Faculty's decision to request $\$ 800,000$ for graduate student support. The request recognizes that increasing enrolment in the program could draw resources from existing graduate fellowship programs at the University because students in the program are academically strong and are very competitive in student funding competitions.

Respectfully submitted,
Professor Derek Oliver, Chair
Senate Planning and Priorities Committee

| DATE: | April 18, 2023 |
| :--- | :--- |
| TO: | Jeff Leclerc, University Secretary |
| FROM: | Michael Benarroch, Ph.D. <br> President and Vice-Chancellor |
| RE: | Temporary Increase to Admission Target, Bachelor of Health Sciences (B.H.Sc.) <br> Program |

I attach a recommendation from Dr. Greg Smith, Vice-Provost (Academic Planning and Programs) for an increase to the admission target of the Bachelor of Health Sciences (B.H.Sc.) program for the 2024-25 academic year from 40 seats to 100 seats.

Under the Admission Targets Policy and Procedure, the President may approve changes to admission targets following consultation with the Dean/Director, Senate, and the Board of Governors, and subject to the provisions of the provincial Program of Study Regulations.

Accordingly, please place this item on the agenda for the April 24, 2023, SPPC meeting, the May 3, 2023, Senate Executive meeting and the May 17, 2023, Senate Meeting.

Cc: Diane Hiebert-Murphy, Provost and Vice-President (Academic)
Greg Smith, Vice-President (Academic Planning and Programs)
Laurie Schnarr, Vice-Provost (Students)
Peter Nickerson, Dean, Rady Faculty of Health Sciences, and Vice-Provost (Health Sciences)
Lanette Siragusa, Vice-Dean (Education), Rady Faculty of Health Sciences
Jeff Adams, Registrar and Executive Director, Enrolment Services
Randy Roller, Executive Director, OIA
Cassandra Davidson, Academic Program Specialist

## University of Manitoba

Date: April 12, 2023
To: Dr. Michael Benarroch, President and Vice-Chancellor
From: Dr. Greg Smith, Vice-Provost (Academic Planning and Programs)
Re: Request for Temporary Increase to Admission Targets, Bachelor of Health Sciences (B.H.Sc.)

Under the Admission Targets Policy and at the request of Dr. Peter Nickerson, Dean, Rady Faculty of Health Science and Vice-Provost (Health Sciences) please find attached a proposal to expand enrolment in the Bachelor of Health Sciences (B.H.Sc.) program by increasing the admission target from 40 seats to 100 seats.

The B.H.Sc. program is one of two programs making up the Interdisciplinary Health Program (IHP) - a joint initiative between the Rady Faculty of Health Sciences and the Faculty of Arts. Over the past years, student demand for the B.H.Sc. has steadily increased and now receives over 240 qualified applicants for 40 seats. The requested increase to 100 seats will help address some of the unmet demand. The proposed expansion will require additional instructional, and staff support across multiple units, namely the Faculty of Arts, Faculty of Science, Rady Faculty of Health Sciences and Max Rady College of Medicine, given the interdisciplinarity of coursework in the program. As such, the proposal also includes a request of new on-going funding from the province to support these activities.

Consistent with the Admission Targets Policy and Procedure, the President may approve changes to Admission Targets following consultation with the Dean/Director, Senate, and the Board of Governors, subject to the provisions of the provincial Programs of Study Regulation.

Please provide your advice concerning this matter to the Office of University Secretary by Monday, April 17,2023 , so that, if supported, the request may receive timely consideration by Senate and the Board of Governors.

Cc: Diane Hiebert-Murphy, Provost and Vice-President (Academic)
Laurie Schnarr, Vice-Provost (Students)
Peter Nickerson, Dean, Rady Faculty of Health Sciences, and Vice-Provost (Health Sciences)
Lanette Siragusa, Vice-Dean (Education), Rady Faculty of Health Sciences
Jeff Leclerc, University Secretary
Jeff Adams, Registrar and Executive Director, Enrolment Services
Randy Roller, Executive Director, OIA
Cassandra Davidson, Academic Program Specialist

## MEMORANDUM

DATE: April 11, 2023
TO: $\quad$ Dr. Michael Benarroch, President and Vice-Chancellor
FROM: Dr. Peter Nickerson, Dean \& Vice-Provost (Health Sciences)


SUBJECT: Bachelor of Health Sciences admissions expansion

The following documents outline the request for resources to increase admissions capacity for the Bachelor of Health Sciences (B.H.Sc.) administered and delivered by the Rady Faculty of Health Sciences.

Discussion and approval of this initiative was passed by the Interdisciplinary Health Program (IHP) Council that oversees the B.H.Sc. on August 5, 2022 and was passed by the Rady Faculty Executive Committee on August 23, 2022.

Economic Development and Training
Under The Advanced Education Administration Act
Universities and colleges requesting approval for a significant modification to a 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

1. Please complete the application below and submit one (1) electronic copy (.pdf format) each to the Vice-Provost (Academic Planning and Programs) and the Office of the University Secretary, (where indicated) along with the following supplemental documentation:
a. A cover letter justifying and summarizing the rationale behind the request for a significant modification and indicating the meeting date in which the proposal was reviewed by the Faculty/ College/School Council.
b. Letters of Support from internal and/or external stakeholders that were consulted as part of this proposal, if applicable.
c. Program financial form.
2. Note that internal approval of the proposed modification will vary depending on the type of modification (see SECTION C). Please work with the Provost's Office and the Office of the University Secretary in advance, in identifying the appropriate procedures and approval processes. In general, please note the following for each type of modification:
a. CHANGE OF SITE - may require Senate approval if the site requires modifications to admission and/or program requirements (e.g. new admission category).
b. CHANGE TO SEAT CAPACITY - please refer to the Admission Targets Policy and Procedures (). Internal approval rests with the President following consultation with Senate and the Board of Governors. Associated changes may also require Senate approval if there are modifications to admission and/or program requirements in support of the change.
c. CHANGE TO TIME-TO-COMPLETION - any addition to or reduction of hours to program requirements, requires Senate approval. For undergraduate programs, please refer to SCCCC Guidelines found at https://umanitoba.ca/governance/forms. For graduate programs, please contact FGS for approval process.
d. CHANGE TO APPROVED DELIVERY MODEL - please notify the Provost's Office of any significant changes to course or program delivery method.
e. CHANGE TO STATUS OF JOINT PROGRAM - depending on the significance of the changes resulting from the proposal, this will either require Senate approval as a program modification or will require the introduction of a new program. Please contact the Provost's Office with more details on how becoming a joint program or ceasing a joint program will impact the program.
f. CHANGE TO CREDENTIAL - requires approval by Senate.
g. CHANGES TO CAPITAL OR OPERATING RESOURCES REQUIRED - please notify the Provost's Office of any significant changes to course or program delivery that will require additional resources.
3. Please direct questions to Cassandra Davidson, Academic Programs Specialist, Office of the Provost and Vice-President (Academic) at Cassandra.Davidson@umanitoba.ca or 204.474.7847.

Updated August 2022

## SECTION A - PROPOSAL DETAILS

Institution: University of Manitoba (UM)
Applicable faculties/department with responsibility for the program:
Rady Faculty of Health Sciences and Faculty of Arts

If program is a joint program, list all participating institutions and the roles of each in delivering the proposed program:
Not applicable.
Program name: Bachelor of Health Sciences (B.H.Sc.)

Credential awarded: Bachelor of Health Sciences (B.H.Sc.)
Office Use Only
One-time funding $\qquad$
On-going funding: $\qquad$

Funding request: Total ongoing annual funding request of $\$ 1,397,818$
One-time capital funding of $\$ 156,000$

Proposed start date: Fall 2024 (Note: admission takes place in May 2024)

List any critical issues that may impact the start date of the program:
New faculty hires at the Instructor or Assistant Professor level are required by various units.

Institutional Program Code(s) (PSIS reporting number):

## B-1 Provide a general description of the significantly modified program and its objectives: (Include intended purpose,

 curriculum design, and highlight distinctive attributes)The Interdisciplinary Health Program (IHP) is a joint program between the Rady Faculty of Health Sciences (RFHS) and the Faculty of Arts. Courses offered by the Faculty of Science are also required in the B.H.Sc. and will require additional faculty hire in the Faculty of Science. Faculty members from the RFHS and Arts sit on the IHP Council that makes recommendations and approves academic content for the Bachelor of Health Sciences (B.H.Sc.). All program changes are approved by the IHP Council before submission to the Rady Faculty of Health Sciences Faculty Council (or Executive Council) and UM Senate.

The Rady Faculty of Health Sciences is solely responsible for IHP administration.
Curriculum design and distinctive attributes: The B.H.Sc. degree is a four-year interdisciplinary program that incorporates science, humanities and social science to provide students with an integrative perspective on health and wellness. The B.H.Sc. provides students with an interdisciplinary background and skill set that will contribute to their preparation for a future in health-related careers. This interdisciplinary skill set is seen as advantageous for students applying for education in professional health programs, health-related graduate studies, or in the health workforce.

The B.H.Sc. provides students with:

- A broad and comprehensive understanding of the biological and social factors that affect health, the needs of clients and the delivery of health services;
- A solid academic foundation in the biomedical and social health sciences; and,
- Cultural awareness and safe practices to interact with underrepresented groups.

For a comprehensive view of the B.H.Sc. curriculum, please see the B.H.Sc. Program Chart (Appendix A) and the B.H.Sc. Program Electives List (Appendix B) or visit our websites:

Program description: https://umanitoba.ca/explore/programs-of-study/health-sciences-bhsc
Detailed degree requirements: $\underline{h t t p s: / / c a t a l o g . u m a n i t o b a . c a / u n d e r g r a d u a t e-s t u d i e s / h e a l t h-s c i e n c e s / i n t e r d i s c i p l i n a r y-~}$ health-programs/health-studies-bhscl

## B-2 Describe how this program serves and advances the academic, cultural, social and economic needs and interests of students and the province:

Over the past several years, the significance of healthcare transformation has remained a high priority as efforts continue to meet system demands. With the impacts of a global pandemic, a changing workforce and an aging population, the B.H.Sc. program is well positioned to complement clinical providers across the province and contribute to government decision makers in a variety of valuable ways. As the only non-professional undergraduate program focusing exclusively on human health and wellness in the province, the IHP serves to meet the needs of learners and the province.

The core aspects of B.H.Sc. training encompass the biological and social determinants of health and wellness addressing the needs of all individuals, communities and populations including under-represented groups (e.g., Indigenous people of Manitoba). These are desirable interdisciplinary skills for students training for future positions in health-related fields. The B.H.Sc. serves and advances the academic needs of students and the province by providing a training platform to obtain interdisciplinary skills required by stakeholders in the health field.
B.H.Sc. students contribute to the social and economic needs of the province through direct entry into the work force or, after further training, in professional health delivery programs, and non-professional health research programs. Indeed, our graduates are qualified to apply to and have enrolled in professional health programs (e.g., Genetic Counselling, Master of Physician Assistants, Medicine, Nursing, Physiotherapy), graduate programs (e.g., Biochemistry \& Medical Genetics, Community Health Sciences, Master of Public Health), and directly into the private/public sector contributing to health delivery, education, research, and service.

In alignment with Manitoba's Skills, Talent and Knowledge Strategy increasing admissions to the B.H.Sc. will promote more students accessing and completing post-secondary education. Collectively, this program modification will create a deeper pool of individuals with training in the myriad aspects of health who will serve the Manitoba population.

## B-3 Describe the existing and anticipated post-secondary learning needs of students in Manitoba that this program addresses and responds to:

The B.H.Sc. meets the post-secondary learning needs of individuals in Manitoba seeking future careers in health-related fields. With transformation of healthcare needs, the IHP will continue to review, anticipate and deliver up-to-date health and wellness education.

The B.H.Sc. will continue to transform to meet the needs of students and the province by identifying and strengthening vulnerabilities or deficits in the curriculum to address current health needs. For example, the B.H.Sc. responded to the pandemic by incorporating aspects of the cause of pandemics and pandemic response into our curriculum in targeted courses (e.g., HEAL 4600 Integration of Health Determinants for Canada and the World). This will better prepare our graduates to respond to future health crises such as the COVID-19 pandemic. Recognizing ongoing needs in the health industry, the IHP is taking additional steps to help prepare IHP students to comprehend and respond to health needs through development of courses on: 1) the determinants of Indigenous health; 2) health economics; 3) health policy. These courses will be added to the curriculum with approvals from the appropriate University governance structures in the future. Course development will not affect the start date of the expansion plan.

Most recently, we surveyed the B.H.Sc. students and asked them "What attracted you to apply to the Bachelor of Health Sciences program instead of a different degree program at the University of Manitoba?". Their responses indicated that this was an excellent academic path to prepare them for a career in medicine, they appreciated our focus on human health and our interdisciplinary (holistic) approach to health education that was not available in other degrees offered by the UM or other academic centres in the province.

## B-4 Will the program be available for part-time study?

Yes. Students have 10 years to complete 120 credit hours of courses required for the B.H.Sc. degree.

## B-5 Is there a cooperative education, work placement, internship or practicum component?

No, the B.H.Sc. is not a formal cooperative program.
Students gain practical skills in their required laboratory courses (e.g., CHEM 1120, CHEM 2740), and will obtain additional hands-on skills once the new teaching laboratory is built. Students may have the opportunity to gain credit for practical work experiences through enrolment in an elective course, HEAL 4650 Selected Topics in Interdisciplinary Health, and many students have taken the opportunity to obtain practical skills by working on projects in research laboratories (e.g., "Investigating DNA methylation changes in different lung cancer cell types induced by prenatal cigarette smoke exposure"; "Occurrence and distribution of lilial (butylphenyl methylproprional) in engineered waste waters and toxicity to non-target organisms"; "Data acquisition and analysis for the WARM Hearts clinical trial), which complements the practical skills they develop from their undergraduate laboratory courses.

## C-2 Change to seat capacity

C-2.1 - List originally approved or currently offered seat capacity and proposed seat capacity.
UM Internal Note: seat capacity as defined by your admission target. If you are not aware of the target, please contact Enrolment Services.

Current seat capacity: 40 new students each year
Proposed seat capacity: 100 new students each year

C-2.2 - Provide rationale for this change. (Examples include changes in applications, enrolment and employer demand or alignment with the institution's strategic direction and priorities.)

UM Internal Note: please ensure to address the following in your response:

- Student demand for places - identify how the current admission levels and the proposed changes compare to the number of qualified applicants to the program.
- Demand for graduates - identify how the current admission levels and the proposed changes reflect market demand for graduates.
- Outline any economic, demographic and/or geographical shifts in the student population that may impact on, or be impacted by, the proposed change.
- Student success - comment on success of current students (progression, time-to-completion, etc.) and graduates of the program (where known).

Significant modification: The Rady Faculty of Health Sciences (RFHS), Interdisciplinary Health program (IHP) is applying to expand admission seats (enrolment) in the Bachelor of Health Sciences (B.H.Sc.) from our current 40 students per year to 100 new students per year. This was initiated due to significant increase in demand for entrance into the program. To help address potential deficits for learners that may be under-represented, we created a new admissions category for self-declared Indigenous learners which was approved by UM Senate on April 5, 2023 and will be implemented for the Fall 2024 admissions intake. This will expand admissions seats to $17.5 \%$ for Indigenous learners to reflect the Manitoba population more accurately.

Potential deficits in the national health system identified by the COVID-19 pandemic have highlighted a need for training more personnel with skills in health systems, health policy, health delivery, and health research. Fortunately, applications to the B.H.Sc. have increased significantly over the past several years. However, because of the current limit on admissions capacity ( 40 seats maximum), admission to the B.H.Sc. is competitive with high academic achieving "A" students unable to obtain admission for training in this vital area; our admissions acceptance rate for 2022 was $9.4 \%$. Increasing admissions positions for 100 new students per year will help meet demands for highly motivated individuals trained in health-related areas to enhance service, delivery, and research for the Manitoba population.

With their specialized knowledge in health sciences and transferability in skillsets, the B.H.Sc. graduates present a tremendous opportunity to support Manitoba's health system transformation through clinical and biomedical research, policy development, data analytics and advanced education. They also have capacity to contribute to improved client outcomes in other related government sectors such as:

- mental health and community wellness,
- community care for seniors and long-term care,
- justice,
- families,
- Indigenous Reconciliation and Northern Relations, and
- education and early childhood learning.

Ongoing collaboration with health workforce planning will ensure that B.H.Sc. student capacity remains well aligned with the overall system needs.

## B.H.Sc. application statistics and admissions criteria

Since 2015, applications to the B.H.Sc. have steadily increased:


* Reasons an applicant does not qualify: incomplete information, average too low, or missing pre-req course.

Admission criteria for direct entry include a minimum $85 \%$ average over the following, with no less than $60 \%$ in each course: English 40S, Applied Mathematics 40S or Pre-Calculus Mathematics 40S, Biology 40 S, and Chemistry 40S. A minimum grade point average (GPA) of 2.5 is acceptable for advanced entry admission. However, given the limited seat capacity for direct entry ( 30 seats) and advanced entry ( 10 seats), the actual cutoff for admission in 2022 was $95 \%$ for direct entry and a GPA of 4.0 for advanced entry. With only 40 seats, high academic achieving students ("A" students) are not being admitted into the B.H.Sc.. In order to accommodate this demand, the IHP is applying to increase admissions capacity for the B.H.Sc..

## Demand for B.H.Sc. Graduates

The educational goals of the B.H.Sc. are to produce graduates that have an understanding of the significance of health and wellness in a cultural context; the ability to gather, analyze, and interpret information in a clear and concise manner; and a willingness to learn new information and adapt to the ever-changing health field. As such, our graduates are qualified to apply to professional health programs (e.g., Genetic Counselling, Medicine, Masters of Physician Assistants, Nursing, Physiotherapy), graduate programs (e.g., Biochemistry \& Medical Genetics, Community Health Sciences, Environmental Health, Masters of Public Health), and directly into the private/public sector (e.g., policy analysts, research coordinators, addiction workers, community programmers and other services under the guidance of regulated professionals).

The following Tables provide information about where our graduates obtain employment or enroll in additional education.

IHP Graduate statistics

| Degree | 2016 | 2017 | $\mathbf{2 0 1 8}$ | $\mathbf{2 0 1 9}$ | $\mathbf{2 0 2 0}$ | $\mathbf{2 0 2 1}$ | $\mathbf{2 0 2 2}$ | Total |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Health Sciences | 4 | 5 | 3 | 9 | 19 | 28 | $\mathbf{2 2}$ | $\mathbf{9 0}$ |

## Alumni destination at graduation

|  | U of Manitoba* |
| :--- | :---: |
| MD or MD/PhD | $10 \%$ |
| Other health professions | $16 \%$ |
| Graduate School | $17 \%{ }^{* *}$ |
| Other professional school (e.g., law, <br> teaching, social work) | $14 \%$ |
| Employment | $31 \%$ |
| Other | $12 \%$ |

* U of Manitoba alumni survey data 2011-2021
** Does not include graduate level health professional students
(e.g., Masters of Physician Assistant)


## Alumni pursuing additional academic training at the University of Manitoba

| Academic Program | Number of <br> IHP alumni |
| :--- | :---: |
| Dental Hygiene | 2 |
| Education - early years | 2 |
| Education - senior years | 2 |
| Extended Education | 7 |
| Graduate Studies (MSc) | 5 |
| Graduate Studies (PhD) | 2 |
| Law | 1 |
| Medicine | 5 |
| Master of Environmental Health | 1 |
| Master of Occupational Therapy | 3 |
| Master of Physician Assistant | 1 |
| Master of Physiotherapy | 2 |
| Master of Public Health | 2 |
| Social Work - Concentrated | 3 |

## Alumni Public/Private Sector Careers

A sample of public/private sector careers for B.H.Sc. graduates includes Clinical Research Coordinator at the Children's Hospital Research Institute of Manitoba; Data Analyst at the First Nations Health and Social Secretariat of Manitoba; Jordan’s Principle Service Coordinator at Anishinaabe Abinojii Family Services; Family Service Worker at Child and Family Services of Central Manitoba; Mental Health Proctor at Winnipeg Regional Health Authority.

## Economic, demographic, and/or geographical shifts in student population

With increased admission seats there will be greater access to the B.H.Sc. program for everyone including underserved populations in Manitoba. The IHP has introduced a new admissions category for self-declared Indigenous learners to facilitate their access to the B.H.Sc., which will take effect in Fall 2024.

## c-2.3- Intake Information

Since 2015 when the administration of the IHP was transferred to the Rady Faculty of Health Sciences, intake steadily increased for the B.H.Sc. until the maximum intake of 40 new students per year was achieved in 2018 and has been maintained at 40 new seats filled per year until the present time.

| Year | Health Sciences |
| :---: | :---: |
| $2014-2015$ | 22 |
| $2015-2016^{*}$ | 23 |
| $2016-2017$ | 36 |
| $2017-2018$ | 74 |
| $2018-2019^{* *}$ | 118 |
| $2019-2020^{* *}$ | 137 |
| $2020-2021^{* *}$ | 140 |
| $2021-2022^{* *}$ | 138 |
| $2022-2023^{* *}$ | $144(+26$ inactive***) |

* Administration of the IHP transferred from the

Faculty of Human Ecology to the Rady Faculty of
Health Sciences May 2015.
** Enrolment restricted to 40 students per degree per
year.
*** May be inactive due to the pandemic or other change in life circumstances.

We are proposing to increase the annual admissions targets from 40 to 100 seats, with $17.5 \%$ of seats for selfdeclared Indigenous learners.

C-2.3 (a) - What is the projected enrolment for the first intake? 100 students

C-2.3 (b) - What is the maximum seat capacity (defined as first-year enrolment capacity)? Maximum seat capacity for first intake will be 100.

C-2.3 (c) - What is the anticipated date of maturity?
Fall 2024.
C-2.4 UM Requirement: Address the impact of the proposed change on access to post-secondary education of underrepresented groups. Identify any particular demographic experiencing special difficulties either in gaining admission to, or completing the requirements of, the program.

To date we have not received any information that any particular group finds it challenging to access the B.H.Sc.. However, given the systemic challenges for Indigenous groups in Canada, this challenge may not have been identified. Our statistics indicate that $9.4 \%$ of B.H.Sc. students have self-declared as Indigenous and $7.2 \%$ are international students. To address any unreported deficits for Indigenous applicants, the IHP created a new Indigenous admissions category which will take effect for the Fall 2024 intake. 17.5\% of admissions seats will be reserved for Indigenous applicants to the B.H.Sc. to reflect the Manitoba population. Indigenous learners will need to achieve the minimum entry requirements for our program. Any unfilled seats in this category will be allocated to the general pool. This was passed by the UM Senate on April 5, 2023.

D-1 Describe how this significant modification aligns with the strategic plans of your institution:
UM Internal Note: Comment on how the program addresses institutional and unit level strategic priorities and plans, including how Accessibility, Equity, Diversity, and Inclusion and Indigenous achievement have been considered in the development of the program.

## University of Manitoba's Strategic Plan

The IHP facilitates all strategic priorities but has the greatest contribution to Priority 1, Inspiring Minds through innovative and quality teaching. We do this by providing an innovative interdisciplinary educational framework relying on teaching excellence drawn from numerous faculties and academic units across the University. We have ensured that our core courses include Indigenous health content and in collaboration with representatives from Ongomiizwin - Indigenous Institute of Health and Healing we are in the process of reviewing current courses to see where additional Indigenous health content may be incorporated and delivered in a culturally respectful manner, as well as developing an additional core course that will focus on Determinants of Indigenous Health. The IHP has developed distance education for HEAL 2600 and HEAL 3600 (on-line course), which were identified by our students as a need to enhance their flexible learning environment. This also provides further options for students that are not on-site. As part of this application, additional departments at the RFHS that supply required courses for the B.H.Sc. will add additional courses sections (e.g., BGEN 2000, PHAC 3000) or develop a distance education course section (e.g., IMMU 2000, PHGY 1030) to meet the demand. We will continue to assess the need for and feasibility to migrate additional HEAL courses for distance education.

Enhancing Priority 3 (Creating Pathways to Indigenous achievement) has been addressed through defining a new admissions category specifically for Indigenous learners (approved by Senate on April 4, 2023).

## Rady Faculty of Health Sciences Strategic Plan

The strategic directions of the RFHS align with Priorities 1 and 3, specifically as it relates to Education and the Learner Experience. The RFHS is committed to sustaining and enhancing its educational programs and offering flexible learning opportunities to all of its learners, including working with Indigenous communities to support pipeline programs (such as the IHP) and ensuring a culturally safe learning environment. It is dedicated to providing an outstanding educational experience and delivering education and training opportunities that recognize learners' diverse career paths. As part of this process, the IHP is engaging leaders from the various professional health programs (e.g., genetic counselling, medicine, physician assistant program, physiotherapy) to identify needs and opportunities for undergraduate course development to better prepare IHP students for careers in these health delivery fields.
https://umanitoba.ca/health-sciences/sites/health-sciences/files/2020-11/rady-strategic-framework-web2016-2021.pdf
Priority 3 (Creating Pathways to Indigenous achievement) is exceedingly important given our diverse student and provincial population. As indicated, the IHP has ensured that our core courses include content pertinent to underserved populations, including the Indigenous people of Canada. In addition, there is a section of HEAL 1600 Health and Health Professions, offered to Indigenous learners through the ACCESS program:
https://umanitoba.ca/extended-education/programs-and-courses/pathways-degree-studies/access-program
The Rady Faculty of Health Sciences promotes and supports a community that embraces equity, diversity and inclusion, provides for equality of opportunity and recognizes the dignity of all people. These are key values to create an inclusive community for all. The Rady Faculty of Health Sciences takes responsibility to eliminate all forms of racism in the faculty, to promote safe work and learning environments free of racism and to intervene when witnessing any racism.

> https://umanitoba.ca/health-sciences/equity-diversity-inclusion

The Rady Faculty of Health Sciences acknowledges its location on Treaty 1 Territory and obligation to provide service to diverse Indigenous communities. We are committed to implementing the Calls to Action, and pledge to further the Principles of Reconciliation from the Truth and Reconciliation Commission of Canada. These efforts are detailed in the

Rady Faculty of Health Sciences Reconciliation Action Plan, led by Ongomiizwin, the Indigenous Institute of Health and Healing.

Ethnic security is a determinant of health that is taught as a fundamental aspect of the IHP education in our core course on determinants of health (HEAL 2600, HEAL 3600, HEAL 4600). Students also can learn about Indigenous perspectives through courses available as electives, including:

- INDG 2110 Introduction to Indigenous Community Development
- INDG 3240 Indigenous Medicine and Health
- FMLY 4606 A Social Justice Perspective on Indigenous Maternal and Child Health

Faculty and staff can learn about Indigenous perspectives through workshops, and from CATL (Centre for Advancement of Teaching and Learning) that offers teaching development workshops for faculty. For example, recently there was a workshop facilitated by an Indigenous leader on how curriculum can be interconnected with both Western and Indigenous perspectives.

## Canadian Institutes of Health Research (CIHR) Strategic Plan

## https://cihr-irsc.gc.ca/e/53026.html

The CIHR strategic plan dovetails with the IHP plan to train additional individuals to meet the health needs of the Manitoba and Canadian population. The CIHR specifies 5 strategic priorities to achieve their action plan: 1) Advance Research Excellence in All Its Diversity; 2) Strengthen Canadian Health Research Capacity; 3) Accelerate the SelfDetermination of Indigenous Peoples in Health Research; 4) Pursue Health Equity through Health Research; and 5) Integrate Evidence in Health Decisions. Increasing the number of admission seats in the B.H.Sc. will provide more holistically trained individuals that can contribute to each priority. Indeed, B.H.Sc. graduates are already contributing to these priorities as they are enrolled as graduate students in health research disciplines (e.g., Biochemistry and Medical Genetics; Community Health Sciences; Environmental Health; Masters of Public Health; Physiology \& Pathophysiology).

# D-2 Outline the internal approval process (i.e. committees, governing bodies) for approving this significant modification within your institution and indicate any dates of decision. (Governing Council, Board of Governors, Board of Regents, Senate, other) 

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

## UNIVERSITY OF MANITOBA:

| Approval by President | Date |
| :--- | :--- |
| Consultation with Senate: | - |
| Consultation with Board of Governors: | Additional Consultation (as needed): |
| Aetails: |  |

Final Decision: $\quad \mathrm{Y} \square \quad \mathrm{N} \square$

## D-3 Responsibility to consult

D-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:

The Interdisciplinary Health Program (IHP) is not subject to mandatory review or approval by organizations external to the institution.

D-3.2 What agencies, groups, or institutions have been consulted regarding the significant modification of this program?
UM Internal Note: the unit is required to consult with other academic units that offer courses used in the proposed program, to confirm availability of the courses (e.g., regularly scheduled, capacity limitations, program restrictions, etc.) and identify how use of the courses might affect quality of, access to, and resources associated with the courses and programs offered by those other units. Outline the consultation process with other academic and administrative units and append letters of support, as appropriate.

The interdisciplinary nature of the B.H.Sc. curriculum relies on participation from numerous Faculties and Departments at the UM. Planning an increase from 40 to 100 admission seats would have a significant impact on all units contributing to delivery of the B.H.Sc. curriculum. Therefore, the IHP consulted with the following administrative and academic units including:

- IHP Council
- Registrar and Deputy Registrar
- Libraries
- All Faculties and Departments that contribute to the curriculum (required and elective courses) for the B.H.Sc. including the Departments of:

Faculty of Agricultural and Food Sciences

- Food \& Human Nutritional Science

Faculty of Arts

- Economics
- Indigenous Studies
- Philosophy
- Psychology
- Sociology \& Criminology

Clayton H. Riddell Faculty of Environment Earth and Resources

- Environment and Geography

Max Rady College of Medicine

- Biochemistry and Medical Genetics
- Community Health Sciences
- Human Anatomy \& Cell Science
- Immunology
- Medical Microbiology and Infectious Diseases
- Pharmacology
- Physiology \& Pathophysiology

Faculty of Kinesiology and Recreation Management
College of Nursing
Faculty of Science

- Biology
- Chemistry
- Mathematics
- Microbiology
- Physics and Astronomy
- Statistics

Faculty of Social Work
Please see Faculty and Department Letters of Support (Appendix C).

D-3.3 How have students and faculty been informed of the intent to modify this program?
B.H.Sc. students were initially notified of the intention to increase enrolment through the student representatives that sit on the IHP Council. This matter has been a point of discussion for the last 2.5 years. B.H.Sc. students were notified by an email sent on June 10, 2022 and were invited to respond with questions and comments. Positive support was expressed by all students that responded. We have attached a letter of support from the B.H.Sc. student representative, who sits on the IHP Council and is an Executive Member of the IHP Student Association (Appendix C).

Faculties contributing to the B.H.Sc. curriculum were initially informed by email to key contacts in those faculties/departments (e.g., Heads, Associate Head - undergraduate). This was followed by sending these faculties/departments the Letters of Consultation/Support. The RFHS Dean, Vice Dean - Education and IHP Director also met with or made themselves available to meet with any faculty/department that provides required courses for the B.H.Sc.. Virtual meetings were held with the following departments: Biochemistry \& Medical Genetics, Chemistry, Human Anatomy \& Cell Sciences, Immunology, Medical Microbiology \& Infectious Diseases, Pharmacology \& Therapeutics, and Physiology \& Pathophysiology. Any issues identified were resolved during the meeting or in subsequent meetings/communication. Overall, there has been positive support to expand B.H.Sc. admissions.

D-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.)

There are no other non-professional undergraduate health education programs in Manitoba.
D-4.1 Describe any specific laddering, articulation and/or credit transfer options for Manitoban students that are anticipated to change as a result of the significant modification of this program:

No changes for specific laddering, articulation and/or credit transfer options for Manitoban students are required.

D-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.)

The IHP is part of the Coalition of Canadian Undergraduate Health Programs (CCUHP) formed in 2021. The CCUHP Mission is to create a forum for collaboration and information-sharing among academic leaders of non-professional undergraduate university health programs in Canada for the purposes of research, education, advocacy, and as a community of practice.

Members in CCUHP that have similar programs as the IHP B.H.Sc. include:

| Institution | Degree | Number of applications (2021) | Incoming First year Cohort Size | Total Program Size (2021) |
| :---: | :---: | :---: | :---: | :---: |
| U of Manitoba | Bachelor of Health Sciences (B.H.Sc.) | 403 | 40 total | B.H.Sc.:138 |
| U of Calgary | Bachelor of Health Sciences (Honours) | Not provided | 112 | 430 |
| Carleton University | Bachelor of Health Sciences (Honours) | 984 | 130 | 500 |
| Dalhousie University | Bachelor of Medical Sciences | 1239 | 120 | 390 |
| McMaster University | Bachelor of Health Sciences (Honours) | 6953 | 229 | 1000 |
| Ontario Tech University | Bachelor of Health Sciences (Honours) | 376 | Not provided | Not provided |
| Trent University | Bachelor of Science (Honours) | 478 | 43 | 136 |
| Queens University | Bachelor of Health Sciences (Honours) | 5500 | 440 | 761 |
| U of Waterloo | Bachelor of Health Sciences (Honours) | 2175 | 200 | 800 |
| Western University | Bachelor of Medical Sciences | Not provided | 1061 | 1100 |
| Wilfred Laurier University | Bachelor of Health Sciences (Honours) | 2025 | 281 | 761 |

D-5.1 Describe any specific laddering, articulation and/or credit transfer options for Manitoban students that are anticipated to change as a result of the significant modification of this program.

N/A

## D-6 Describe any changes in labour market demands in Manitoba for graduates of this Program as a result of this significant modification: <br> (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.)

Over the past several years, the significance of healthcare transformation has remained a high priority as efforts continue to meet system demands. With the impacts of a global pandemic, a changing workforce and an aging population, the B.H.Sc. program is well positioned to complement clinical providers across the province and contribute to government decision makers in a variety of valuable ways.

As Canada's population continues to age, the need for health services increases. Chronic diseases, disabilities, injuries and other health issues become more likely in later life. According to Statistics Canada, over the next 30 years, the number of persons aged 85 and older could triple from 861,000 to 2.7 million, and this "acceleration of the aging of the Canadian population puts additional pressure on health care and pension systems".

Statistics Canada: https://www150.statcan.gc.ca/n1/daily-quotidien/220427/dq220427a-eng.htm

According to the Canadian Occupational Projection System 2019-2028 projections, Health Occupations will increase from 1.6 million in 2022 to over 1.8 million by 2028, a net increase of over 200000 jobs.

> Government of Canada: https://open.canada.ca/data/en/dataset/e80851b8-de68-43bd-a85c-c72e1b3a3890/resource/da1135c5-a1df-4a07-a81e-de308ae6cce6?inner span=True

Graduates from the B.H.Sc. feed into this growing need for individuals with a health background and skills to contribute to health delivery, services, education, and research. As outlined in C2.2, our graduates use their degrees for further educational opportunities and to move into the public/private work force.

## D-7 If copies of any internal or peer evaluations with respect to the significant modification of this 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:

Evaluation was conducted through consultation with each faculty/department contributing to B.H.Sc. curriculum delivery. The main issue identified for most units was a potential need to open additional course sections to accommodate the increase in seats for the required courses in the B.H.Sc. curriculum (shown in the B.H.Sc. Program Chart, Appendix A). Course sections or existing courses developed as distance courses will be added as demand requires. For example, a new section of HEAL 3610 would not be required until 2024 when the increased number of students enter the third year of the program. Additional course sections will result in the need for additional Instructor, Assistant Professor and Librarian positions in order to meet demand for some courses (outlined in E-5 below). For example, additional sections of CHEM 1100, CHEM 1110, CHEM 1120, CHEM 2730, and CHEM 2740 constitute hiring a 1.0 FTE Instructor. Letters of support from Faculties and Departments detail their specific needs (Appendix C), and these needs have been incorporated into our request for new funding.

There is a need to create additional B.H.Sc. student study space that will be developed adjacent to the IHP office located in the Human Ecology building on the Fort Garry campus (detailed in E-6 below). There are existing study spaces on campus that students may access; however, creating this additional study space will be adjacent to classrooms and will help to decrease the overall study space deficit at the UM. It will also contribute to the excellent teaching environment that is one of the strategic priorities of the UM.

## D-8 Does this significant modification entail an increase to tuition, or the establishment of or increase to fees that apply to students in this program of study?

UM Internal Note: Comment on potential impact on student access to and affordability of education that may result from the change. Please ensure response references and provided context to the relevant sections of the financial form, as appropriate.

No

SECTION E - REQUIRED RESOURCES AND FINANCIAL IMPLICATIONS
E-1 If one-time or pilot funding is being requested to support the significant modification of this program of study, please identify the amount of funding being requested:
UM Internal Note: Please ensure response references and provided context to the relevant sections of the financial form, as appropriate

A one-time capital request $\$ 156,000$. This will be used to create student study space, along with modifications in existing classroom spaces to accommodate additional students and course sections.

## E-2 If ongoing funding is being requested to support the significant modification of this program of study, please identify the amount of funding being requested: <br> UM Internal Note: Please ensure response references and provided context to the relevant sections of the financial form, as appropriate

The total request for ongoing operating dollars to support the full expansion is $\$ 1,397,818$ per annum.

E-3 If new funding is not being requested, how will the significant modifications to the program be funded? (Include such information as: where reallocated funding will come from, and the implications of reallocating that funding on other programs/activities of the institution.)
UM Internal Note: Please ensure response references and provided context to the relevant sections of the financial form, as appropriate

N/A

## E-4 What are the resource implications to the institution in delivering the significantly modified program of study?

(Include such information as; budget, IT, library, laboratory, computer, space, practicum liability insurance, student services, etc) UM Internal Note: Identify how the proposed changes will impact on the quality of operations at both the unit level and institutional level (including impact on other affected units), where applicable. Comment on how units delivering service teaching in the program will be impacted by the proposed change. Append letters of support from impacted units. Please ensure response references and provided context to the relevant sections of the financial form, as appropriate

The B.H.Sc. program expansion will impact the operations of the faculties of Health Sciences, Science, Arts, and Agriculture. Provision for impacts to operating costs have been included for each faculty as it relates to general operating and consumable expenses, office setup for new FTE, along with repairs and maintenance resulting from the increased usage of lab and classroom space. No impacts on the quality of operations were identified by contributing units to in order to deliver the B.H.Sc. expanded curriculum.

Impacts on central university services, including specific expansion of Library staff, have been included within the Administrative Overhead budget.

E-5 Please describe new and existing staffing resources needed to provide this significantly modified program of
stud:.(Include reallocation of existing faculty, hiring of new faculty, administrative and support services and any other considerations.)
UM Internal Note: Identify how the proposed changes will impact on the quality of instruction at both the unit level and institutional level (including impact on other affected units), where applicable. Comment on how units delivering service teaching in the program will be impacted by the proposed change. Append letters of support from impacted units. The response should include position types, number of FTE, and approximate cost per position for both new and existing staff to provide context to the financial form, as appropriate.

No impacts on the quality of instruction were identified by contributing units in order to deliver of the BHSc curriculum. To accommodate the increase in students within the program, additional courses sections will need to be delivered, resulting in total additional need for 7.05 FTE teaching faculty, consisting of 3.25 FTE tenure track, and 3.8 FTE Instructor faculty members (see Letters of Support, Appendix C). Resources for the requested new FTEs will be to support units teaching in the program, including new supports for Faculty of Arts, Faculty of Science, and Rady Faculty of Health Sciences. For example, in the Rady Faculty of Health Sciences, we will recruit full FTE College of Medicine and IHP University of Manitoba Faculty Association (UMFA) positions that will be appointed in the College of Medicine. The units requiring this support include the Departments of Biochemistry and Medical Genetics, Community Health Sciences, Human Anatomy and Cell Science, Immunology, Medical Microbiology and Infectious Diseases, and Pharmacology and Therapeutics. These positions will be distributed as required based on annual programming needs.

For example, the IHP is asking for resources to hire a 1.0 FTE Instructor who would be expected to contribute time to teaching the following HEAL courses starting fall 2024. Please note this instructor will replace the duties of the sessional instructors and off-load teaching by Professors. Therefore, available resources will be used to pay 0.4 FTE of this position, and we are requesting resources for the remaining 0.6 FTE salary.

We are also asking for resources to hire an Instructor II ( 0.6 FTE IHP/0.4 FTE Biochemistry and Medical Genetics (BMG) - see BMG letter of support) who would be expected to contribute their time to teaching the following HEAL courses starting fall 2024.

The addition of 1.9 FTE support staff, along with funding for grader markers and teaching assistants have been included.
As a result, the total FTE to deliver the B.H.Sc. curriculum would increase from 11.1 FTE to 20.05 FTE upon full expansion.

| Bachelor of Health Sciences Program - Position Summary |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Current State | IHP | Medicine | Arts | Agriculture | Science | Total |
| Instructor/Professorial | 1.5 | 4 | 1 | 0.5 | 1 |  |
| Director | 0.1 |  |  |  |  |  |
| Administration | 3 |  |  |  |  |  |
|  | 4.6 | 4 | 1 | 0.5 | 1 | 11.10 |
| Additions (Expansion) |  |  |  |  |  |  |
| Instructor/Professorial (new) | 1.2 | 2.85 | 1 | 0 | 2 |  |
| Administration | 1 | 0.8 |  |  | 0.1 |  |
|  | 2.2 | 3.65 | 1 | 0 | 2.1 | 8.95 |
| Total Program Support | 6.8 | 7.65 | 2 | 0.5 | 3.1 | 20.05 |

## E-6 Please describe the effect of the significant modification of this program on existing capital infrastructure and equipment:

UM Internal Note: Identify how the proposed changes will impact on the quality of operations at both the unit level and institutional level (including impact on other affected units), where applicable. Comment on how units delivering service teaching in the program will be impacted by the proposed change. Append letters of support from impacted units. Please ensure response references and provides context to the relevant sections for the financial form, as appropriate.

No impact on the quality of operations were identified by any of the units contributing to delivery of the B.H.Sc. curriculum. There is dedicated IHP study space for 14 students, as well as open study space for an additional 35 students in the Human Ecology Building where the IHP offices are located. Additional open study space is available adjacent to the Human Ecology building in the Elizaeth Dafoe library and Machray Hall library, as well as the open study spaces located throughout the UM Fort Garry campus. The increased enrollment will have space impacts that will require a capital investment to meet demand for the $U$ of $M$ overall shortage of study space. There are changes being made to Libraries to increase study space; however, this will still leave the $U$ of $M$ in an overall shortage. In order to provide space for studying outside of libraries, we will update the hallway space outside of the IHP office to create more open study spaces for B.H.Sc. students. Class D estimate for this infrastructure project is $\$ 156,000$.

## SECTION F - SIGNATURES

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

## SUBMITTED BY:



For use by joint programs only:

## President:

Name:

Signature:

Date:

Vice-President/Academic:

Name:

Signature:

Date:

## SUBMIT COMPLETED FORM

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):

| $\square$ | Cover letter |
| :--- | :--- |
| $\square$ | Program of Study Financial Form |
| $\square$ | Any supporting documentation (reviews, letters of support, etc.) |

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

## Manitobas

## Economic Development and Training

## Post-Secondary Education and Labour Market Outcome

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.




| Revenue less Expenditures and Capital ( $\mathrm{A}-(\mathrm{B}+\mathrm{C}$ ) $)$ | \$ | - | \$ | (1,568,978) | \$ | (1,568,978) | \$ | (1,546,294) | \$ | 22,684 | \$ | (1,453,006) | \$ | 93,288 | \$ | (1,397,818) | \$ | 55,188 | \$ | $(1,397,818)$ |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Funding Request |  |  | \$ | $(1,568,978)$ |  |  | \$ | $(1,546,294)$ |  |  | \$ | $(1,453,006)$ |  |  |  | (1,397,818) |  |  |  |  |

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


| 5. EXISTING RESOURCES |  |  |  |  |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| From Operations: |  |  |  |  |  |  |  |  |  |  |  |  |
| Academic Salaries (Appendix A) | \$ | 1,139,838 | \$ | 1,179,732 | \$ | 1,221,022 | \$ | 1,263,758 | \$ | 1,307,990 | \$ | 1,353,769 |
| Professional and Support Salaries (Appendix A) | \$ | 223,100 | \$ | 230,909 | \$ | 238,991 | \$ | 247,355 | \$ | 256,013 | \$ | 264,973 |
| Indirect Salaries (Appendix A) |  | - |  | - |  | - |  | - |  | - |  | - |
| Other expenses |  | 75,167 |  | 76,482 |  | 77,821 |  | 79,182 |  | 80,568 |  | 81,978 |
| Current/prior years surplus (carryover) |  |  |  |  |  |  |  |  |  |  |  |  |
| From Other Sources: |  |  |  |  |  |  |  |  |  |  |  |  |
| Subtotal Existing Resources | \$ | 1,438,105 | \$ | 1,487,123 | \$ | 1,537,834 | \$ | 1,590,296 | \$ | 1,644,571 | \$ | 1,700,721 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6. Program shortfall (surplus) <br> (Program Costs -Program Revenue - Existing Resources) | \$ | - | \$ | 1,617,996 | \$ | 1,646,023 | \$ | 1,605,198 | \$ | 1,604,284 | \$ | 1,752,100 |
| Decrease / (Increase) to Existing Resources Funding |  |  |  | $(49,018)$ |  | $(99,729)$ |  | $(152,191)$ |  | $(206,466)$ |  | $(262,616)$ |
| Internal Funds Requested through Strategic Allocation |  |  |  |  |  |  |  |  |  |  |  |  |
| Funds Requested of the Provincial Government |  | - |  | $(1,568,978)$ |  | $(1,546,294)$ |  | (1,453,006) |  | $(1,397,818)$ |  | (1,397,818) |
| Net Program shortfall (surplus) | \$ | - | \$ | (0) | \$ | 0 | \$ | 0 | \$ | 0 | \$ | 91,666 |

Nathan Dueck $\begin{aligned} & \text { Digitally signed by Nathan Dueck } \\ & \text { Date: } 2023.04 .0609: 14: 58-05^{\prime} 00^{\prime}\end{aligned}$
Submitted by FacultylSchool Budget Officer (signature)

Reviewed by Graduate Studies Dean or Designate (signature)
Digitally signed by Mark Walc

Markwalc Mark Maic | Date: 2023.04.04 18:01:05 |
| :---: |
| $-050^{\prime}$ |
| 102 |

Reviewed by University Budget Officer (signature) 05'00'

Date

Date

Appendix A - Salary Expenses

## SENATE PLANNING AND PRIORITY COMMITTEE

 NEW PROGRAM APPROVAL PROCESS| NEW | Current |  |  | 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 |  | FTE | Total Salary |  |
| Excluded Academic Admin | - | \$ | - | - | \$ | - | - | \$ | - | - | \$ | - | - | \$ | - | - | \$ | - |
| Professor | - |  | - | - |  | - | - |  | - | - |  | - | - |  | - | - |  | - |
| Assoc/Asst Professor or Senior Instructor | - |  | - | 2.20 |  | 275,000 | 3.20 |  | 409,625 | 3.20 |  | 423,962 | 3.20 |  | 438,801 | 3.20 |  | 454,159 |
| Lecturer/Instructor/Sessionals | - |  |  | 3.60 |  | 450,000 | 3.85 |  | 497,000 | 3.85 |  | 514,395 | 3.85 |  | 532,399 | 3.85 |  | 551,033 |
| Librarians | - |  | - | - |  | - | - |  | - | - |  | - | - |  | - | - |  | - |
| Teaching Assistants | - |  |  | - |  | 42,280 | - |  | 47,800 | - |  | 49,473 | - |  | 51,204 | - |  | 52,996 |
| Subtotal New Academic Salaries | - |  | - | 5.80 |  | 767,280 | 7.05 |  | 954,425 | 7.05 |  | 987,830 | 7.05 |  | 1,022,404 | 7.05 |  | 1,058,188 |
| Benefits and Pay Levy |  |  | - |  |  | 153,456 |  |  | 190,885 |  |  | 197,566 |  |  | 204,481 |  |  | 211,638 |
| Total New Academic Salaries (including BPL) | - | \$ | - | 5.80 | \$ | 920,736 | 7.05 | \$ | 1,145,310 | 7.05 | \$ | 1,185,396 | 7.05 | \$ | 1,226,884 | 7.05 | \$ | 1,269,825 |
| Professional and Support Staff |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| EMAPS | - | \$ | - | - | \$ | - | - | \$ | - | - | \$ | - | - | \$ | - | - | \$ | - |
| AESES | - |  |  | 1.70 |  | 119,000 | 1.90 |  | 133,000 | 1.90 |  | 137,655 | 1.90 |  | 142,473 | 1.90 |  | 147,459 |
| CUPE TA's | - |  | - | - |  | - | - |  | - | - |  | - | - |  | - | - |  | - |
| Subtotal New Professional and Support Staff | - |  | - | 1.70 |  | 119,000 | 1.90 |  | 133,000 | 1.90 |  | 137,655 | 1.90 |  | 142,473 | 1.90 |  | 147,459 |
| Benefits and Pay Levy |  |  | - |  |  | 23,800 |  |  | 26,600 |  |  | 27,531 |  |  | 28,495 |  |  | 29,492 |
| Total New Professional and Support Staff (incl. BPL) | - | \$ | - | 1.70 | \$ | 142,800 | 1.90 | \$ | 159,600 | 1.90 | \$ | 165,186 | 1.90 | \$ | 170,968 | 1.90 | \$ | 176,951 |
| 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 |  | \$ | - |  | \$ | 1,063,536 |  | \$ | 1,304,910 |  | \$ | 1,350,582 |  | \$ | 1,397,852 |  | \$ | 1,446,777 |

Appendix A - Salary Expenses

## SENATE PLANNING AND PRIORITY COMMITTEE

## NEW PROGRAM APPROVAL PROCESS

| EXISTING (Within your faculty/school) | Current |  |  | 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 |  | FTE | Total Salary |  |
| Excluded Academic Admin | 0.10 | \$ | 7,091 | 0.10 | \$ | 7,339 | 0.10 | \$ | 7,596 | 0.10 | \$ | 7,862 | 0.10 | \$ | 8,137 | 0.10 | \$ | 8,422 |
| Professor | - |  | - | - |  | - | - |  | - | - |  | - | - |  | - | - |  | - |
| Assoc/Asst Professor or Senior Instructor | 8.00 |  | 872,949 | 8.00 |  | 903,502 | 8.00 |  | 935,125 | 8.00 |  | 967,854 | 8.00 |  | 1,001,729 | 8.00 |  | 1,036,789 |
| Lecturer/Instructor/Sessionals | - |  | 29,325 | - |  | 30,351 | - |  | 31,414 | - |  | 32,513 | - |  | 33,651 | - |  | 34,829 |
| Librarians | - |  | - | - |  | - | - |  | - | - |  | - | - |  | - | - |  | - |
| Teaching Assistants | - |  | 40,500 | - |  | 41,917 | - |  | 43,384 | - |  | 44,903 | - |  | 46,474 | - |  | 48,101 |
| Subtotal Existing Academic Salaries | 8.10 |  | 949,865 | 8.10 |  | 983,110 | 8.10 |  | 1,017,519 | 8.10 |  | 1,053,132 | 8.10 |  | 1,089,991 | 8.10 |  | 1,128,141 |
| Benefits and Pay Levy |  |  | 189,973 |  |  | 196,622 |  |  | 203,504 |  |  | 210,626 |  |  | 217,998 |  |  | 225,628 |
| Total Existing Academic Salaries (including BPL) | 8.10 | \$ | 1,139,838 | 8.10 | \$ | 1,179,732 | 8.10 | \$ | 1,221,022 | 8.10 | \$ | 1,263,758 | 8.10 | \$ | 1,307,990 | 8.10 | \$ | 1,353,769 |
| Professional and Support Staff |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| EMAPS | - | \$ | - | - | \$ | - | - | \$ | - | - | \$ | - | - | \$ | - | - | \$ | - |
| AESES | 3.00 | \$ | 185,917 | 3.00 | \$ | 192,424 | 3.00 |  | 199,159 | 3.00 |  | 206,130 | 3.00 |  | 213,344 | 3.00 |  | 220,811 |
| CUPE TA's | - |  | - | - |  | - | - |  | - | - |  | - | - |  | - | - |  | - |
| Subtotal Existing Professional and Support Staff | 3.00 |  | 185,917 | 3.00 |  | 192,424 | 3.00 |  | 199,159 | 3.00 |  | 206,130 | 3.00 |  | 213,344 | 3.00 |  | 220,811 |
| Benefits and Pay Levy |  |  | 37,183 |  |  | 38,485 |  |  | 39,832 |  |  | 41,226 |  |  | 42,669 |  |  | 44,162 |
| Total Existing Professional and Support Staff (incl. BPL) | 3.00 | \$ | 223,100 | 3.00 | \$ | 230,909 | 3.00 | \$ | 238,991 | 3.00 | \$ | 247,355 | 3.00 | \$ | 256,013 | 3.00 | \$ | 264,973 |
| Indirect Staff |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| EMAPS | - | \$ | - | - | \$ | - | - | \$ | - | - | \$ | - | - | \$ | - | - | \$ | - |
| AESES | - | \$ | - | - | \$ | - | - | \$ | - | - | \$ | - | - | \$ | - | - | \$ | - |
| CUPE TA's | - |  | - | - | \$ | - | - |  | - | - |  | - | - |  | - | - |  | - |
| Subtotal Existing Indirect Staff | - |  | - | - |  | - | - |  | - | - |  | - | - |  | - | - |  | - |
| Benefits and Pay Levy |  |  | - |  |  | - |  |  | - |  |  | - |  |  | - |  |  | - |
| Total Existing Indirect Staff (including BPL) | - | \$ | - | - | \$ | - | - | \$ | - | - | \$ | - | - | \$ | - | - | \$ | - |
| Total Existing Staff |  | \$ 1,362,938 |  | \$ 1,410,641 |  |  | \$ 1,460,013 |  |  | \$ 1,511,114 |  |  | \$ 1,564,003 |  |  |  | \$ | 1,618,743 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| GRAND TOTAL |  | \$ 1,362,938 |  |  | \$ | 2,474,177 |  | \$ | 2,764,923 |  |  |  |  | $\begin{aligned} & \hline \$ 2,861,695 \\ & \hline \hline \end{aligned}$ |  |  | \$ | 2,961,855 |  | \$ | 3,065,519 |

## App B-Operating Exp.

## Appendix B - Operating Expenses

## SENATE PLANNING AND PRIORITY COMMITTEE

## NEW PROGRAM APPROVAL PROCESS

|  | Direct Expenses | Current | 2024/25 |  | 2025/26 |  | 2026/27 |  | 2027/28 |  | 2028/29 |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 700BGT | Travel - Budget (includes visiting speakers, orientation, research day) |  | \$ | 15,000 | \$ | 15,000 | \$ | 15,000 | \$ | 15,000 | \$ | 15,000 |
| 701BGT | Hospitality - Budget |  | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - |
| 704BGT | Printing and Duplicating - Budget |  | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - |
| 706BGT | Consumable Materials/Supplies Budget (includes computers) |  | \$ | 60,000 | \$ | 70,000 | \$ | 70,000 | \$ | 70,000 | \$ | 70,000 |
| 708BGT | Telecommunications - Budget |  | \$ | 500 | \$ | 500 | \$ | 500 | \$ | 500 | \$ | 500 |
| 710BGT | Other Expenses (Nonconsumble) Budget |  | \$ | 50,000 | \$ | 54,000 | \$ | 54,000 | \$ | 54,000 | \$ | 54,000 |
| 713BGT | Insurance - Budget |  | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - |
| 716BGT | Externally Contracted Serv - Budget |  | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - |
| 718BGT | RFHS OH 10\% |  | \$ | 120,904 | \$ | 146,441 | \$ | 151,008 | \$ | 155,735 | \$ | 160,628 |
| 740BGT | Repairs and Maintenance - Budget |  | \$ | 20,000 | \$ | 20,000 | \$ | 20,000 | \$ | 20,000 | \$ | 20,000 |
| Various | Operating Expense Existing |  | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - |
|  |  |  |  | - |  | - |  | - |  | - |  | - |
|  | Subtotal Direct Operating | \$ | \$ | 266,404 | \$ | 305,941 | \$ | 310,508 | \$ | 315,235 | \$ | 320,128 |

App C - Student Supp

Appendix C - Student Support

## SENATE PLANNING AND PRIORITY COMMITTEE

 NEW PROGRAM APPROVAL PROCESS| Graduate / | raduate Sup | Year 1 |  | Year 2 |  | Year 3 |  | Year 4 |  | Year 5 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 7700 | Scholarships | \$ | - | \$ | - | \$ | - | \$ |  | \$ |
| 7710 | Bursaries | \$ | - | \$ | - | \$ | - | \$ | - | \$ |
| 7720 | Awards |  |  |  |  |  |  |  |  |  |

Subtotal Operating $\quad$|  |  | - | $\$$ | - | $\$$ | - | $\$$ | - |
| :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- |

App D - Capital

Appendix D - Capital Costs
SENATE PLANNING AND PRIORITY COMMITTEE
NEW PROGRAM APPROVAL PROCESS

|  | 2024/25 |  |  |  | 2025/26 |  |  |  |  | 2026/27 |  |  |  |  | 2027/28 |  |  |  |  | 2028/29 |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Capital Item | QTY | Unit Cost | Total |  | QTY | Unit Cost |  | Total |  | QTY | Unit Cost |  | Total |  | QTY | Unit Cost |  | Total |  | QTY | Unit Cost |  | Total |  |
| Major Equipment | - | \$ | \$ | - | - | \$ | - | \$ | - | - | \$ | - | \$ | - | - | \$ | - | \$ | - | - | \$ | - | \$ | - |
| Vehicles | - | \$ | \$ | - | - | \$ | - | \$ | - | - | \$ | - | \$ | - | - | \$ | - | \$ | - | - | \$ | - | \$ | - |
| Renovations | 1.00 | \$ 156,000 | \$ | 156,000 | - | \$ | - | \$ | - | - | \$ | - | \$ | - | - | \$ | - | \$ | - | - | \$ | - | \$ | - |
| Furniture | - | \$ | \$ | - | - | \$ | - | \$ | - | - | \$ | - | \$ | - | - | \$ | - | \$ | - | - | \$ | - | \$ | - |
| Other (list) |  |  |  | - |  |  |  |  | - |  |  |  |  | - |  |  |  |  | - |  |  |  |  | - |
| ... |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Subtotal Operating |  |  | \$ | 156,000 |  |  |  | \$ | - |  |  |  | \$ | - |  |  |  | \$ | - |  |  |  | \$ | - |

## SENATE PLANNING AND PRIORITY COMMITTEE

## NEW PROGRAM APPROVAL PROCESS

|  | 2023/24 | 2024/25 | 2025/26 | 2026/27 | 2027/28 | 2028/29 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1. EXPECTED ENROLMENT | Existing | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
| Headcount |  |  |  |  |  |  |
| Undergraduate | 140 | 200 | 270 | 330 | 370 | 370 |
| Graduate |  | - | - | - | - | - |
| Graduate (continuing only) |  | - | - | - | - | - |
| Credit Hours |  |  |  |  |  |  |
| Undergraduate | 4,200 | 6,000 | 8,100 | 9,900 | 11,100 | 11,100 |
| Graduate |  |  |  |  |  |  |


| 2. TUITION REVENUE GENERATED BY THE PROGRAM |  |  |  |  |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| - Credit Hour Based - (enter credit hour rate in yr 1) | \$ | 233 | \$ | 239 | \$ | 246 | \$ | 253 | \$ | 260 | \$ | 267 |
| Undergraduate |  | 978,684 |  | 1,436,568 |  | 1,992,700 |  | 2,502,499 |  | 2,882,992 |  | 2,962,275 |
| Graduate |  |  |  | - |  | - |  | - |  | - |  | - |
| - Program Based - (enter annual program fee in yr 1) |  |  | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - |
| Undergraduate |  |  |  |  |  |  |  |  |  |  |  |  |
| Graduate |  |  |  | - |  | - |  | - |  | - |  | - |
| - Continuing Fee - (enter annual continuing fee in yr 2) |  |  |  |  | \$ | - | \$ | - | \$ | - | \$ | - |
| Graduate |  |  |  | - |  | - |  | - |  | - |  | - |
| Total Tuition Fees | \$ | 978,684 | \$ | 1,436,568 | \$ | 1,992,700 | \$ | 2,502,499 | \$ | 2,882,992 | \$ | 2,962,275 |
| - Program/Course Specific Fees |  |  |  |  |  |  |  |  |  |  |  |  |
| Lab Fees - (enter amount in applicable years) |  |  |  | 7,344 |  | 12,240 |  | 12,240 |  | 12,240 |  | 12,240 |
| Field Trip Fees - (enter amount in applicable years) |  |  |  |  |  |  |  |  |  |  |  |  |
| - Other Compulsory Student Fees (enter amount) |  | 42,840 |  | 62,883 |  | 87,227 |  | 109,542 |  | 126,197 |  | 129,668 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| ..... (add as required)... |  |  |  |  |  |  |  |  |  |  |  |  |
| Total Program/Course Specific Fees | \$ | 42,840 | \$ | 70,227 | \$ | 99,467 | \$ | 121,782 | \$ | 138,437 | \$ | 141,908 |


| TOTAL TUITION AND FEES GENERATED BY THE PROGRAM | \$ | 1,021,524 | \$ | 1,506,795 | \$ | 2,092,166 |  | 2,624,281 | \$ | 3,021,430 |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |

## 3. TUITION REVENUE ALLOCATED TO THE FACULTY

| - Credit Hour Based - Undergraduate (enter amount) |  | 1,784,697 |  | 1,981,523 |  | 2,373,436 |  | 2,690,196 |  | 2,889,495 |  | 2,838,722 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| - Credit Hour Based - Graduate |  |  |  | - |  | - |  | - |  | - |  | - |
| - Program Based |  |  |  |  |  |  |  |  |  |  |  |  |
| - Continuing Fee (enter amount) |  |  |  |  |  |  |  |  |  |  |  |  |
| - Program/Course Specific Fees |  | - |  | 7,344 |  | 12,240 |  | 12,240 |  | 12,240 |  | 12,240 |
| - Other Compulsory Student Fees (enter amount) |  | 42,840 |  | 62,883 |  | 87,227 |  | 109,542 |  | 126,197 |  | 129,668 |
| TOTAL TUITION REVENUE ALLOCATED TO THE FACULTY | \$ | 1,827,537 | \$ | 2,051,750 | \$ | 2,472,903 | \$ | 2,811,979 | \$ | 3,027,932 | \$ | 2,980,630 |

# Appendix A - Bachelor of Health Sciences Program Chart 

## Health Sciences, B.H.Sc. Program Chart

Excerpted from the 2022-2023 Academic Calendar

## Degree Requirements

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

The Bachelor of Health Sciences (B.H.Sc.) Degree consists of 120 credit hours.

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

| Year 1 |  | Hours |
| :---: | :---: | :---: |
| BIOL 1410 | Anatomy of the Human Body | 3 |
| CHEM 1100 | Introductory Chemistry 1: Atomic and Molecular Structure and Energetics ${ }^{2}$ | 3 |
| CHEM 1110 | Introductory Chemistry 2: Interaction, Reactivity, and Chemical Properties ${ }^{2}$ | 3 |
| CHEM 1120 | Introduction to Chemistry Techniques ${ }^{2}$ | 3 |
| HEAL 1500 | Foundations of Human Biology $1^{3}$ | 3 |
| HEAL 1502 | Foundations of Human Biology $2^{3}$ | 3 |
| INDG 1220 | Indigenous Peoples in Canada, Part 1 | 3 |
| or INDG 1240 | or Indigenous Peoples in Canada, Part 2 |  |
| PSYC 1200 | Introduction to Psychology | 6 |
| or SOC 1000 | or Introduction to Sociology |  |
| STAT 1000 | Basic Statistical Analysis 1 | 3 |
| 3 credit hours of Free electives if SOC 1000 is taken |  |  |
|  | Hours | 30 |
| Year 2 |  |  |
| BGEN 2000 | Medical Cell Biology | 3 |
| CHEM 2730 | Elements of Biochemistry 1 | 3 |
| CHEM 2740 | Introduction to the Biochemistry Laboratory | 3 |
| HEAL 2600 | Integration of Health Determinants of Individuals | 3 |
| HNSC 1210 | Nutrition for Health and Changing Lifestyles | 3 |
| HNSC 2000 | Research Methods and Presentation ${ }^{4}$ | 3 |
| or PSYC 2250 | or Introduction to Psychological Research |  |
| IMMU 2000 | Fundamentals in Immunology | 3 |
| PHGY 1030 | Fundamentals of Medical Physiology | 6 |
| Select 3 credit hours of Free Electives |  | 3 |
|  | Hours | 30 |

Year 3
BGEN 3010 Genetics in Biomedicine ${ }^{5}$ ..... 3
FMLY 3750 Fundamentals of Health Promotion ..... 3
FMLY 3780 Introduction to the Development of Programs for Children and ..... 3or FMLY 3790 Familiesor Introduction to the Evaluation of Programs for Children andFamilies
HEAL 3000 Introduction to Social Epidemiology ..... 3
HEAL 3600 Integration of Health Determinants for Communities ..... 3
HEAL 3610 Mechanisms of Disease 1 ..... 3
PHAC 3000 Foundations of Pharmacology ..... 3
PHIL 2740 Ethics and Biomedicine ${ }^{6}$ ..... 3
3 credit hours of Free Electives ..... 3
3 credit hours of Program Electives ${ }^{7}$ ..... 3
Hours ..... 30
Year 4
ANAT 4010 Human Embryology ..... 3
HEAL 4600 Integration of Health Determinants for Canada and the World ..... 3
HEAL 4620 Health Sciences Capstone ..... 3
HEAL 4630 Mechanisms of Disease 2 ..... 3
PHAC 4030 Drugs in Human Disease I ..... 3
PHAC 4040 Drugs in Human Disease II ..... 3
6 credit hours of Program Electives ${ }^{7}$ ..... 6
6 credit hours of Free Electives ..... 6
Hours ..... 30
Total Hours ..... 120
${ }^{1}$ Equivalent courses offered through Université de Saint-Boniface may be used in lieu of the specified courses identified in the degree program chart.
${ }^{2}$ The former CHEM 1300 and the former CHEM 1310 may be used as course equivalents if completed prior to September 2021.
${ }^{3}$ BIOL 1020 and BIOL 1030 may be used as course equivalents if completed prior to September 2021.
${ }^{4}$ Students are advised that they must complete 3 credit hours from the Written English list within their first 60 credit hours, if they do not plan to take HNSC 2000.
${ }^{5}$ Students interested in applying to the MSc in Genetic Counselling must take BGEN 3022 and BGEN 3024 instead of BGEN 3010.
${ }^{6}$ PHIL 2290 (6) may be used in place of PHIL 2740 and will also satisfy the requirement of 3 credit hours of Free Electives.
${ }^{7}$ Of the 9 credit hours of program electives, 6 credit hours must be selected from the science elective list.

# Appendix B - Bachelor of Health Sciences List of Program Electives 



University of Manitoba

## Bachelor of Health Sciences Program Electives List

Excerpted from the 2022-2023 Academic Calendar
Please note, a course completed as a core requirement may not also be used as an elective. The new B.H.Sc. Electives List below would apply only to those students admitted to the B.H.Sc. degree program for the Fall of 2022. The existing list of IHP electives should be followed by students admitted to the B.H.Sc. prior to the Fall of 2022 and can be found here.

SCIENCE ELECTIVES

FACULTY OF AGRICULTURAL AND FOOD SCIENCES

| Course | Title | Hours |
| :---: | :---: | :---: |
| AGRI 2180 | Introductory Toxicology | 3 |
| FOOD 4150 | Food Microbiology 1 | 3 |
| HNSC 2130 | Nutrition Through the Life Cycle | 3 |
| CLAYTON H. RIDDELL FACULTY OF ENVIRONMENT EARTH AND RESOURCES |  |  |
| Course | Title | Hours |
| ENVR 2180 | Introductory Toxicology | 3 |

MAX RADY COLLEGE OF MEDICINE
Course Title Hours

BGEN 3022 Introduction to Human Genetics A 3
BGEN 3024 Introduction to Human Genetics B 3
FACULTY OF SCIENCE
Course Title Hours
BIOL 2380 Introductory Toxicology 3
BIOL $3290 \quad 3$
CHEM $2100 \quad 3$
Chemistry
Organic Chemistry 2: Foundations of Organic
Synthesis
CHEM 2122 Experimental Organic Chemistry 3
CHEM 2750 Elements of Biochemistry 2
MATH 1230 Differential Calculus 3
MATH 1500 Introduction to Calculus 3
MBIO 1220 Essentials of Microbiology 3
MBIO 2420 Introductory Virology 3
MBIO 2750 Elements of Biochemistry 2
PHYS 1020 General Physics 1 3
PHYS $1030 \quad$ General Physics 2
PHYS $1050 \quad 3$
PHYS $1070 \quad 3$
STAT 2000 Basic Statistical Analysis 2 3
STAT 3000 Applied Linear Statistical Models 3

## SOCIAL SCIENCE ELECTIVES

FACULTY OF ARTS
Course Title
ECON 1010
Title
Hours

ECON 1010 In
ECON 1210 Introduction to Canadian Economic Issues and Policies 3
ECON 3690 Economic Issues of Health Policy 3
ECON 3692 Economic Determinants of Health 3
INDG 1220 Indigenous Peoples in Canada, Part 13
INDG 1240 Indigenous Peoples in Canada, Part 2
INDG 2020 The Métis in Canada 3
INDG 2110 Introduction to Indigenous Community Development 3
INDG 3100 Indigenous Healing Ways 3
INDG 3240 Indigenous Medicine and Health 3
INDG 3330 Indigenous People, Science and the Environment 3
PSYC 2250 Introduction to Psychological Research 3
PSYC 2260 Introduction to Research Methods in Psychology 3
PSYC 2290 Child Development 3
PSYC 2360 Brain and Behaviour 3
PSYC 2440 Behaviour Modification Principles 3
PSYC 2490 Abnormal Psychology 3
PSYC 3070 Adult Development 3
PSYC 3130 Introduction to Health Psychology 3
PSYC 3150 Behaviour Modification Applications 3
PSYC 3310 Adolescent Development 3
SOC 1000 Introduction to Sociology 3
SOC 2330 Social Psychology in Sociological Perspective 3
SOC 2390 Social Organization 3
SOC 2460 The Family 3
SOC 2490 Sociology of Health and Illness 3
SOC 2620 The Sociology of Aging 3
SOC 3540 The Sociology of Health Care Systems 3
SOC 3660 Sociology of Mental Disorder 3
SOC $3770 \quad 3$
FACULTY OF KINESIOLOGY AND RECREATION MANAGEMENT

| Course | Title | Hours |
| :--- | :--- | ---: |
| KIN 2610 | Health and Physical Aspects of Aging | 3 |
| KPER 1200 | Physical Activity, Health and Wellness | 3 |
| REC 2650 | The Social Aspects of Aging | 3 |

RADY FACULTY OF HEALTH SCIENCES

Course
HEAL 1600
HEAL 4640
HEAL 4650

Title
Hours
Health and Health Professions 3
Mechanisms of Disease $3 \quad 6$
Selected Topics in Interdisciplinary Health 3

| Course | Title | Hours |
| :--- | :--- | ---: |
| NURS 2610 | Health and Physical Aspects of Aging | 3 |
| NURS 3330 | Women and Health | 3 |
| NURS 3400 | Men's Health: Concerns, Issues and Myths | 3 |
| NURS 4520 | Professional Foundations 5: Interprofessional and | 3 |
|  | Collaborative Practice |  |

## MAX RADY COLLEGE OF MEDICINE

Course
FMLY 1000
FMLY 1010
FMLY 1012
FMLY 1420
FMLY 2012
FMLY 2400
FMLY 2500
FMLY 2600
FMLY 2650
FMLY 2800
FMLY 3012
FMLY 3220
FMLY 3240
FMLY 3330
FMLY 3400
FMLY 3470
FMLY 3600
FMLY 3780
FMLY 3790
FMLY 3800
FMLY 3802
FMLY 3806
FMLY 4012
FMLY 4220
FMLY 4300
FMLY 4330
FMLY 4400
FMLY 4470
FMLY 4480
FMLY 4602
FMLY 4604
FMLY 4606
FMLY 4802

Title
Hours
Families in Contemporary Canadian Society 3
Human Development in the Family 3
Introduction to Social Development 3
Family Management Principles 3
Development, Conflict, and Displacement 3
Family Financial Health 3
Diversity and Families 3
Foundations of Childhood Developmental Health 3
The Social Aspects of Aging 3
Family Violence 3
Theories of Social Development 3
Death and the Family 3
Families in Later Years 3
Parenting and Developmental Health 3
Families as Consumers 3
Selected Studies in the Family I 3
Adolescents in Families and Society 3
Introduction to the Development of Programs for 3 Children and Families Introduction to the Evaluation of Programs for Children 3 and Families
Conflict Resolution in the Family 3
Intimate Partner Violence 3
Children, Violence and Rights 3
Social Development Policies 3
Aging and Risk in a Global Context 3
Field Experience 6
Management of Family Stress 3
Family Economics: Poverty and Wealth 3
Selected Studies in the Family II 3
Work and Family Issues 3
Family Relationships, Health and Well-being 3
Children in Adversity 3
A Social Justice Perspective on Indigenous Maternal 3 and Child Health
Family Violence Prevention

## FACULTY OF SOCIAL WORK

| Course | Title | Hours |
| :--- | :--- | ---: |
| SWRK 1310 | Introduction to Social Welfare Policy Analysis | 3 |
| SWRK 2650 | The Social Aspects of Aging | 3 |

Appendix C - Faculty and Departmental Letters of Support Letter of Support from BHSc student representative


University ofManitoba

All Faculties and Departments that contribute to the curriculum (required and elective courses) for the BHSc were consulted, including:

- Faculty of Agricultural and Food Sciences
o Food \& Human Nutritional Science
- Faculty of Arts
o Economics
o Indigenous Studies
o Philosophy
o Psychology
o Sociology and Criminology
- Clayton H. Riddell Faculty of Environment Earth and Resources
o Environment and Geography
- Rady Faculty of Health Sciences, College of Medicine
o Biochemistry and Medical Genetics
o Community Health Sciences
o Human Anatomy \& Cell Science
o Immunology
o Medical Microbiology and Infectious Diseases
o Pharmacology
o Physiology \& Pathophysiology
- Faculty of Kinesiology and Recreation Management
- College of Nursing
- Faculty of Science
o Biology
o Chemistry
o Mathematics
o Microbiology
o Physics and Astronomy
o Statistics
- Faculty of Social Work

The following units were also consulted:

- Community Health Students' Association
- Office of the Registrar and Enrolment Services
- University of Manitoba Libraries

Office of the Registrar and Enrolment Services

TO: Mark Nachtigal, Director, Interdisciplinary Health Program<br>FROM: Jeff Adams, University Registrar \& Executive Director, Enrolment Services<br>DATE: October 26, 2022<br>SUBJECT: Letter of support for admissions target increase

I am in full support of the Rady Faculty of Health Sciences' proposed admission target increase for the Bachelor of Health Sciences degree program from 40 seats to 100 seats effective for the fall 2023 intake. Significant demand for the program exists; increasing the number of students admitted to the program will help us attract more very qualified students to the University of Manitoba.

The increase in available seats could result in an increased number of applicants and I can confirm that this increase in workload can be accommodated by the Admissions Office. I can also confirm that the Registrar's Office can accommodate the additional students from a scheduling (timetabling, classroom, and exam) perspective. I should highlight that the addition of sections could result in the need to schedule classes throughout the day; however, this does not impact our ability to handle the additional work.

[^5]
## University of Manitoba Libraries

## Statement for Program Modification

UM Libraries

## Faculty

Program

Rady Faculty of Health Sciences<br>Interdisciplinary Health Program (IHP)

The Libraries' collection can support this program with additional resources described below.
Many of the Libraries' electronic resources, including ebooks and ejournals, allow unlimited access and will therefore be able to accommodate increased enrollment. However, the Libraries' print collections and certain other electronic resources can only be made available to a small number of users at a time and may strain the Libraries' ability to provide these resources to larger numbers of students. It is therefore recommended that faculty consult with the librarians at the Neil John Maclean Health Sciences Library to determine the access available to resources before assigning them to a class.

It is expected that the proposed change of adding 60 new seats will affect the Libraries' ability to continue to provide services and support such as research and teaching support and reference assistance. The increase in support required to meet the needs of the proposed increase and intake model will exceed the capacity of the current librarian cohort, and the Libraries will require additional budget funds to ensure that the program is fully supported by a librarian. The annual cost of a librarian is currently $\$ 115,318$ (Assistant rank) and $\$ 132,021$ (Associate rank). Furthermore, it is recommended that faculty keep the Max Rady College of Medicine librarian informed of any new areas of research and any assignments that would require library resources so that the librarian can determine if adequate resources exist or can acquire new resources, create new subject guides, and add any other supports in advance.

It is not expected that this change will affect the technical infrastructure, which allows the discovery and delivery of the Libraries' resources and services.

Sherri Vokey<br>Associate University Librarian<br>Academic Engagement



Les Moor
Associate University Librarian, Collections


October 6, 2022
Date

February 8, 2023

Dr. Mark Nachtigal
Director, Interdisciplinary Health program
Rady Faculty of Health Sciences

## Re: Support for application to increase admissions for the Bachelor of Health Sciences

Dear Dr. Nachtigal,
Meeting the needs of our Province for health education are a primary goal of the Max Rady College of Medicine. As such, I fully endorse the plan to increase admissions for the Bachelor of Health Sciences (BHSc) as this will be an important academic stream for students entering professional health programs, graduate studies, or the workforce. To meet the needs of your expanded program, required courses delivered by several departments in the College of Medicine will need to add additional course sections, which require additional faculty resources. These departments unanimously support increasing admissions and have identified teaching resources required to successfully offer these courses. Collectively, we will continue to deliver the BHSc to meet the demand on health service, delivery, and research for the province of Manitoba.

Yours sincerely,


Peter Nickerson, MD, FRCPC, FCAHS
Vice-Provost (Health Sciences) and Distinguished Professor
Dean, Rady Faculty of Health Sciences
Dean, Max Rady College of Medicine
University of Manitoba

February 22, 2023
Dr. Peter Nickerson, Vice-Provost (Health Sciences) and Dean
Max Rady College of Medicine
Rady Faculty of Health Sciences
University of Manitoba
Dear Dr. Nickerson,
The Faculty of Science supports an expansion of the current Bachelor of Health Sciences degree program from 40 to 100 students annually contingent on provision of additional human resources to the Faculty of Science as described below.

The Faculty of Science delivers several required courses as part of the Bachelor of Health Sciences degree. The courses are BIOL 1410 (Anatomy of the Human Body), CHEM 1100 (Introductory Chemistry 1: Atomic and Molecular Structure and Energetics), CHEM 1110 (Introductory Chemistry 2: Interaction, Reactivity, and Chemical Properties), CHEM 1120 (Introduction to Chemistry Techniques), STAT 1000 (Basic Statistical Analysis), CHEM 2730 (Elements of Biochemistry), CHEM 2740 (Introduction to the Biochemistry Laboratory). In addition to these required courses, the Faculty of Science also offers several courses as elective options for students enrolled in the Bachelor of Health Sciences degree program.

To accommodate the Bachelor of Health Sciences (BHSc) program expansion, the Faculty of Science will require one new full-time Instructor I in the Department of Chemistry to participate in teaching additional BHSc students in CHEM 1100, 1110, 1120, 2730, and 2740, as well as 0.1 FTE Administrative Assistant 3 and 0.1 FTE Lab Steward support. Given the intensive nature of these chemistry courses, 300 hours of Teaching Assistance (TAs) and 240 hours of Grader Marker time are also required annually. The Department of Biological Sciences will require one new full-time Assistant Professor to enable the department to devote additional instruction time to BIOL 1410. BIOL 1410 is a very high demand course (alongside BIOL 1412 Physiology of the Human Body) that services several health-related programs at the University of Manitoba, including the Bachelor of Health Sciences (BHSc) program, Human Nutritional Sciences, Nursing, Occupational Therapy, Physiotherapy, Medicine and Dentistry. Currently, Biological Sciences anatomy and physiology Instructors must also teach several upper-level courses outside of anatomy and physiology, often in areas where a research faculty member would be better suited as the primary instructor. The new Assistant Professor will contribute their expertise to these upper-year courses that are currently taught by anatomy and physiology Instructors. This will provide the time necessary for our anatomy and physiology Instructors to focus additional effort on meeting the increased demand for BIOL 1410.

Sincerely,


## Dr. Brian Mark

Dean, Faculty of Science
Professor, Department of Microbiology \&
Department of Biochemistry and Medical Genetics

Randall K. Jamieson, Ph.D. Associate Dean, Faculty of Arts<br>T: (204) 474-7837<br>E: randy.jamieson@umanitoba.ca

University orManitoba Faculty of Arts

DATE: January 19, 2023
TO: Mark Nachtigal, Director, Interdisciplinary Health Program
FROM: Randy Jamieson, Associate Dean (Special Projects), Faculty of Arts
Has m
SUBJECT: Bachelor of Health Sciences - Proposed Enrolment Expansion

The Faculty of Arts Dean's Office conditionally supports the expansion of the annual admissions target for the Interdisciplinary Health Program's Bachelor of Health Sciences from 40 new students per year to 100 new students per year.

When considering this and similar previous requests in isolation, our programs have tended to agree to support the addition of students to non-Arts degree programs, in a desire to support both students and the needs of other programs. The compounding effect on our programs to date, however, has resulted in significant pressure on our units to schedule and staff their courses, leading affected units to request new positions or to add extra sections for relevant courses. The addition of demands on our courses has also prompted affected units to make requests to reduce caps on class sizes or to adjust caps on enrolments for non-Arts students.

Faced with these cumulative pressures, Arts cannot continue to add students without sufficient long-term staffing to meet the additional demands on our courses. For this reason, our support for this program change is conditional on receiving continuing funding for a 1.0 FTE UMFA instructor position. Such additional instructional capacity will be necessary for us to properly accommodate the present request from the Interdisciplinary Health Program and similar requests from other units external to Arts.

May 11, 2022
RE: Letter of Support

This letter is on behalf of the Faculty of Agricultural and Food Sciences in support of the changes proposed to the Interdisciplinary Health program (IHP). The General Agriculture Department will be able to offer AGRI 2180 Introductory Toxicology (an elective course in the Interdisciplinary Health program) in the regular session on an ongoing basis, starting with Fall 2022, to accommodate the proposed increased enrolment in the Interdisciplinary Health program.

We have confirmed that the anticipated demand for the course will allow us to adequately resource and staff the course.

Sincerely,


Jitendra Paliwal, Ph.D., P. Eng., FEC
Associate Dean (Graduate Programs) and Associate Dean (Academic)
Faculty of Agricultural \& Food Sciences
Professor (Biosystems Engineering), Price Faculty of Engineering
248B Agriculture Building
University of Manitoba

June 2, 2022

Dr. Mark Nachtigal, Director<br>Interdisciplinary Health Program<br>202 Human Ecology Building<br>35 Chancellor Circle<br>University of Manitoba

## RE: Letter of Support

This letter is being sent on behalf of the Faculty of Agricultural and Food Sciences in support of the expansion of the IHP Health Sciences degree program. The Department of Food and Human Nutritional Sciences will be able to accommodate the additional enrolment in HNSC 1210: Nutrition for Healthy and Changing Lifestyles and HNSC 2000: Research Methods and Presentation. To accommodate the increase in enrolment in HNSC 2000, the Department of Food and Human Nutritional Sciences will offer a second section. The current structure, with multiple sections of HNSC 1210, will allow us to easily accommodate an increase in enrolment. Additionally, spaces for IHP students in specific sections of HNSC 1210 can be reserved.

The Department of Food and Human Nutritional Sciences will also be able to accommodate the anticipated small increase in the elective courses FOOD 4150: Food Microbiology 1 and HNSC 2130: Nutrition Through the Life Cycle.

Sincerely,
Rellwal
Jitendra Paliwal, Ph.D., P.Eng., FEC
Associate Dean (Graduate Programs) and Associate Dean (Academic)
Faculty of Agricultural and Food Sciences
Professor (Biosystems Engineering), Price Faculty of Engineering

## Cc: Karen Borbridge, Academic Advisor/Program Coordinator, Interdisciplinary Health Program Dr. Cristina Rosell, Head, Department of Food and Human Nutritional Sciences

Dr. Mark Nachtigal<br>Director, Interdisciplinary Health Program<br>Letter of Support for the IHP Health Sciences degree program<br>Dear Dr. Nachtigal,

Economics has no concerns about the requested expansion of The Rady Faculty of Health Sciences (RFHS), Interdisciplinary Health program (IHP) by 60 new students.

The only impact on the Economics program would be through the electives listed below:
ECON 1010 Introduction to Microeconomic Principles
ECON 1210 Introduction to Canadian Economic Issues and Policies
ECON 3690 Economic Issues of Health Policy
ECON 3692 Economic Determinants of Health

It is uncertain how much an increase in the IHP program will increase demand for these courses, but it is most likely not going to be particularly significant. The first year courses have room for increased enrolment. The third year courses currently have substantial waitlists every term.

Best of luck with your request for program expansion.

Sincerely,
lan HudsOn $\begin{aligned} & \text { Digitally signed by lan Hudson } \\ & \text { Date: 2022.05.12 10:22:12 -05' } 00^{\prime}\end{aligned}$
Dr. Ian Hudson
Head
Department of Economics
University of Manitoba

215 Isbister Building Winnipeg, Manitoba Canada R3T 2N2 Telephone (204) 474-9266 Fax (204) 474-7657

June 2, 2022

To: Dr. Mark Nachtigal and Rady Faculty of Health Sciences,

As Acting Head of the Department of Indigenous Studies, I confirm that the Department of Indigenous Studies can accommodate increased enrolment to the Indigenous Studies courses INDG 1220, INDG 1240, INDG 3100, INDG 3240 and INDG 3330, that would come from the proposed expansion to the IHP program.

Thank you,


Niigaanwewidam James Sinclair
Professor \& Acting Head, Dept. of Indigenous Studies
Faculty of Arts Professorship in Indigenous Knowledge and Aesthetics 204 Isbister Building
The University of Manitoba, Wpg, MB, R3T 2N2
niigaan.sinclair@umanitoba.ca
office: (204) 474-7026
fax: (204) 474-7657

## DATE: June 6, 2022

TO: Dr. Mark Nachtigal, Director, Interdisciplinary Health Program
Karen Borbridge, Program Coordinator
FROM: Rhonda Martens, Head, Department of Philosophy
SUBJECT: Support for expanding enrolment in the Bachelor of Health Sciences

Dear Dr. Mark Nachtigal and Karen Borbridge,
I am writing to express the Department of Philosophy's support for the expansion of the Rady Faculty of Health Sciences BHSc from 40 new students per year to 100 new students per year. This will increase enrolment in Philosophy's PHIL 2740 Ethics and Biomedicine by up to 60 students per year and would require opening another section of this course. We have excellent instructors available who are qualified to teach PHIL 2740 Ethics and Biomedicine and would be willing to open another section as needed (subject to approval from the Faculty of Arts).

Sincerely,
Rhonda Martens
Rhonda Martens, Head, Department of Philosophy

May 11, 2022
To: Dr. Mark Nachtigal - Director, Interdisciplinary Health Program
The Psychology Department received a request to support the increased enrolment in the Bachelor of Health Sciences. Specifically, we were asked to assess the impact of this increased enrolment in the HBSc degree for the enrolment in PSYC 1200 (Introduction to Psychology) and PSYC 2250 (Introduction to Psychological Research). We will be able to accommodate the increased enrolment in the PSYC 1200 course. However, as indicated in our 2020 letter of support for allowing PSYC 2250 to be a pre-requisite course for FMLY 3780 and FAMLY 3790, we have concerns that an increase in demand for PSYC 2250 will pose a risk for some Psychology students who require the course for their general, advanced, co-op, or honours degree programs. Therefore, our support is provisional on our ability to maintain the enrolment of IHP students at the level we are already accommodating (i.e., 5 students/year).

Sincerely,
LL-masowan
Dr. Launa Leboe-McGowan
Acting Associate Head (Undergraduate)
Department of Psychology
University of Manitoba

May 5, 2022
To whom it may concern;

We have reviewed the details of the proposed expansion of enrolment in the Bachelor of Health Sciences (BHSC) program from 40 new students per year to 100 new students per year, and the Department of Sociology and Criminology has no objection to this request. The disciplines of Sociology and Criminology both emphasize the importance of recognizing, interrogating, and understanding the interrelationship of societies and social institutions with the health of their populations. From our perspective, courses in sociology will be a valuable complement to the education of Health Sciences students.

The Department of Sociology and Criminology does not foresee any serious issues resulting from the proposed expansion. We offer more than 1700 spaces in SOC 1000 each regular session (with 100-200 more in summer session and by Distance Education), so the additional students from your program should be accommodated fairly easily. The only caution I would offer is that our SOC 1000 courses do tend to fill to capacity quite regularly, and I also note that the upper-level courses listed in your expansion proposal are not necessarily offered every year.

Sincerely;


Frank Cormier
Department Head
(204) 474-6445

Frank.Cormier@umanitoba.ca

To Mark Nachtigal, Director of the Interdisciplinary Health Program
We have reviewed your request for consultation, and the Department of Environment and Geography is in support of the proposed expansion of enrolment in the Bachelor of Health Sciences (BHSc) program. We do not foresee any issues for our department resulting from the expansion.

All the best,


Mark Hanson, Ph.D.
Professor
Department Head, Environment and Geography mark.hanson@umanitoba.ca

June 3, 2022

Dr. Mark Nachtigal, Director
Interdisciplinary Health Program

Dear Dr. Nachtigal:

Thank you for your letter dated May 5, 2022, requesting support for an increased enrollment for the IHP program in the BHSc degree program. I have consulted with our Undergraduate Program Advisor, Karin Nowak-Bailey, and we have concluded this will not have any negative effects on the courses that students in the BHSc degree program may take as electives in the Faculty of Kinesiology and Recreation Management. We support your request for an increased enrollment for the BHSc degree program in the Rady Faculty of Health Sciences. We thank you for your request and consideration.

Sincerely,


Stephen M. Cornish
Associate Dean (Undergraduate Education)
Faculty of Kinesiology and Recreation Mangagement

# University of Manitoba <br> <br> Faculty of Social Work 

 <br> <br> Faculty of Social Work}

I write to support the increased enrolment of approximately 60 students into the BHSc degree program. The impact enrolment in the following Social Work courses as electives should be minimal. Historically, there were not many BHSc. students took the social work courses as electives. Also, the following affected courses have higher enrollment capacity that can absorb some non-social work students:

- SWRK 1200 Introduction to Canadian Social Welfare (being added Fall 2023)
- SWRK 1310 Introduction to Social Welfare Policy Analysis (being deleted starting Fall 2024)
- SWRK 2040 Social Welfare Policy: Analysis and Advocacy (being added Fall 2024)

For the SWRK 2650 The Social Aspects of Aging which is also chosen as an elective, it is an Option in Aging course jointly offered by a few academic units of the university. Social Work has not offered this course in the last two years.

Sincerely,


Maria Cheung, PhD, Professor
Associate Dean (Undergraduate)

[^6]March 28, 2023
Dr. Mark Nachtigal
Director, Interdisciplinary Health Program

## Re: Request to support the IHP's application to increase enrolment in the Bachelor of Health Sciences

Dear Mark,
Our Department supports IHPs plan to increase enrolment for the Bachelor of Health Sciences. We understand that 1) there will be an increase in the enrolment in our existing courses in the program, and 2) an additional section(s) of Medical Cell Biology BGEN 2000, Genetics in Biomedicine BGEN 3010, Mechanisms of Disease 1 HEAL 3610 and Mechanisms of Disease 2 HEAL 4630 will be required. I have outlined below the existing resources, together with new resources, needed to accommodate this increase, which includes 0.4 FTE Instructor and 0.2 FTE office staff. The basis of this request is outlined below.

BGEN 2000 is currently offered by Drs. Geoff Hicks and Jeff Wigle. They are willing to increase the size limit on their section from 40 to 100 students. The main change in workload is estimated to be 3 additional hours for each of these faculty members to respond to student inquiries. This time will come from the decrease in teaching load that these faculty members have experienced because of a change in our graduate student course requirements that have resulted in their graduate Developmental Biology course no longer being offered. However, not all students will be able to take this course at the time it is offered. Therefore, a second section would be offered as a distance course over the summer. New resources required include a 0.2 FTE of an Instructor II to deliver the distance section of this course. We will also require grader/marker time to assist Drs.
Hicks/Wigle in the marking of the mid-term and final exams for the 60 additional students ( $60 \times 1 \mathrm{hr}$ x $\$ 16.00 / \mathrm{hr}=\$ 960.00$ ).

BGEN3010 is currently coordinated by Dr. David Merz and the content is delivered by 8 faculty (Drs. David Merz, Jeffrey Wigle, Robert Beattie, Galen Wright, Britt Drögemöller, Mojgan Rastegar, Brad Doble, and Ms. Lexi Ciapala). Dr. Merz has agreed that we can increase the class size from 40 to 100 students as long as adequate grader/marker time is available as this course has 5 assignments, 2 mid-terms and a final exam. The workload of all of these faculty members will increase by approximately 2 hours as a result of increased exam marking time and questions from the students. This time will come from the research allocation of these faculty members. For the 60 additional students, we are requesting $2 \mathrm{hr} /$ student of grader/marker time ( $60 \times 3.0 \mathrm{hr} \times \$ 16.00 / \mathrm{hr}=\$ 2880$ ). Also, a second section will be offered as a distance course over the summer and will require $\mathbf{0 . 2}$ FTE of an Instructor II for delivery. In addition, our department recognizes that the increased enrolment could impact elective courses BGEN 3022 Introduction to Human Genetics A and BGEN 3024 Introduction to Human Genetics B that can be taken instead of BGEN 3010. We will be able to accommodate increased enrolment in these two courses as they will be offset by decreased enrollment in BGEN 3010.

HEAL3610 is a team taught course in which one of our faculty members, Dr. Kirk McManus, participates. Dr. McManus can accommodate an enrollment increase to 100 but for a second section an additional instructor will be required (see IHP request). HEAL4630 is a team taught course in which one of our faculty members, Dr. Tamra Werbowetski-Ogilvie, participates. Dr. Ogilvie can accommodate an enrollment increase to 100 but for a second section an additional instructor will be required (see IHP request). The additional time that Drs. McManus and Ogilvie spend answering questions and marking due (estimated 3 hours) to the increased enrollment will come from their research time.

As our role in undergraduate teaching has increased the office support has been stretched to the limit. Course sectioning forms, inquiries, changes in grade, extensions, new appointments, and coordination of uploading of lecture materials have greatly increased as our student enrolment has increased. We are requesting 0.2 FTE office staff to support this increase.

Please do not hesitate to contact me if additional information is required.
Sincerely


Barbara Triggs-Raine
Professor and Head

April 11, 2023

Dr. Mark Nachtigal
Professor and Director, Interdisciplinary Health Program (IHP)
Rady Faculty of Health Sciences
Dear Mark:

## RE: Expansion of enrolment for the Bachelor of Health Sciences degree, Interdisciplinary Health Program

Thank you for your email of March 28, 2023 requesting a new letter of support for the proposed enrolment expansion of the Bachelor of Health Sciences (BHSc) degree within the Interdisciplinary Health Program (IHP), RFHS. The Department of Community Health Sciences (CHS) remains supportive of the proposed enrolment expansion. We currently provide teaching resources for four required courses in the BHSc curriculum: HEAL 3000, FMLY 3750, and FMLY 3780 or FMLY 3790. In addition, Dr. Audrey Swift, Senior Instructor, CHS teaches HEAL 2600, HEAL 3600, HEAL 4600. (The HEAL 2600,3600 or 4600 courses are not factored into my request below, even though they are taught by a full-time CHS UMFA faculty member).

In order to meet the demands of increased admissions to the BHSc, CHS will require a 1.0 Probationary Tenure-track position. As enrolment expands, we will need to add at least one additional course section per year. The maximum enrolment that we take in each 3000 and 4000 level class is about 40 students. In addition to serving the BHSc degree, these four courses are required courses in the Bachelor of Health Studies program, and receive enrolment from undergraduate students across the University of Manitoba.

I am asking for 1.0 probationary tenure-track position to support the expanded BHSc degree program, rather than an Instructor, because of the benefits brought by teaching faculty who have active research programs. The external reviewers of the IHP program identified the need for the IHP curriculum to include research expertise. Specifically, "As Manitoba's only research intensive university, one would expect professors introduce their research expertise, at least in part, to the content and delivery of the undergraduate courses" (p. 8) (Undergraduate Academic Program Review, Interdisciplinary Health Program, RFHS, UM. External Review Report - May 2018).

Please let me know if you require additional information.
Best regards,

## SharonBruce

Sharon Bruce, PhD
Professor and Department Head
Community Health Sciences
Sharon.Bruce@umanitoba.ca

Dr. Sabine Hombach-Klonisch Professor \& Head
Dept. of Human Anatomy \& Cell
Science
130-745 Bannatyne Avenue
Winnipeg, Manitoba
Canada R3E 0J9
Fax: (204) 789-3920
Tel: (204) 789-3982

Winnipeg, March 28, 2023
To: Dr. Mark Nachtigal
Director, Interdisciplinary Health Program
Re: Request to support the IHP's application to increase enrolment in the Bachelor of Health Sciences

Dear Dr. Nachtigal,

The Department of Human Anatomy and Cell Science is fully committed to support the increased enrolment for the Bachelor of Health Sciences and the need to have an additional section of ANAT 4010-Human Embryology to which our department provides faculty teaching resources. Dr. Alexa Hryniuk is the course director for this new course and her teaching in the IHP program is a part of her expected teaching assignment. The prospective IHP expansion however requires additional teaching hours for ANAT 4010 as this course will need to be offered more than once. With other program expansions already in place for the fall 2023 the Department of Human Anatomy and Cell Science will not be able to entirely absorb these hours through involvement of other faculty members in the ANAT 4010 course. It also needs to be considered that the necessary commute to and from the Fort Garry Campuses for the in-person delivery of this course prevent Dr. Hryniuk from delivering other assigned teaching that would be scheduled on the Bannatyne campus closely before or after the ANAT 4010 course. Therefore, Dr. Hryniuk's increased teaching commitment towards the BHSc program expansion are affecting her teaching contribution to other programs at the RFHS. The Department of Human Anatomy and Cell Science will require a 0.25 FTE tenure-track faculty position at the level of Assistant Professor to accommodate the BHSC program expansion in the context of other teaching responsibilities at the Rady Faculty of Health Sciences.

In addition, we essentially require teaching assistants with subject expertise to facilitate small group case studies, tutorial assignments and marking short and long answer mid-term and final exams.

Teaching assistants would have the following teaching responsibility:

- 10 one hour tutorials as facilitators for small group case studies (10 hours per TA; 30 hours total)
- marking of 10 assignments that correspond to those tutorials. Assignments are completed in tutorial groups and there would be roughly 18 groups in the class. Each assignment would take approximately 20 minutes to grade ( 60 hours total for marking assignments)
- 18 student presentations as a marker. Students will be presenting a congenital condition in groups during class time at the end of the semester (4 hours per TA; 12 hours total)
- marking short and long answer mid-term and final exams. Total time per exam 50 hours (100 hours total for both exams to be spread between 3 teaching assistants)

To accommodate the IHP program expansion the department will also need additional admin resources at the level of 0.2 FTE administrative assistant to provide the following support:

- Knowledge of Banner, UM Learn, Excel, and Aurora.
- Working with the IHP staff to schedule courses.
- Setting up the SRI (Student rating of Instruction) for the department's courses on UM Learn and ensuring that it is completed. They will also provide support if instructors encounter difficulties with UM Learn.
- Overseeing Change of Grade form completion.
- Coordinating with the Registrar's Office to schedule final exams, submit exam data, complete the paperwork for deferrals, and set up the date and time for deferred exams. They should be familiar with the Final grades and Final exam policy in order to provide support to instructors.
- Updating the course outlines and ROASS in consultation with the course directors.

In conclusion, the department requires a 0.25 FTE tenure-track faculty position at the level of Assistant Professor to offer additional sections of the ANAT 4010 course. The department also requires a $\mathbf{0 . 2}$ RTE administrative support and $\mathbf{3}$ teaching assistants covering a total of 202 hours.

Sincerely,

## S. Hombach-Klonisch

Dr. Sabine Hombach-Klonisch
Professor \& Head
Dept. of Human Anatomy and Cell Science
Max Rady College of Medicine, Rady Faculty of Health Sciences
e-mail: Sabine.Hombach-Klonisch@umanitoba.ca

March 30, 2023

To: Dr. Mark Nachtigal, Director, Interdisciplinary Health Program

Re: Request to support the IHP's application to increase enrolment in the Bachelor of Health Sciences

Dear Dr. Nachtigal,

As requested, I'm writing to confirm our Department's support for the plan to increase student enrolment in the Bachelor of Health Science program. Specifically, we can commit the resources needed to provide an additional section of IMMU2000, which our department leads, and HEAL3610/HEAL4630 to which our Department provides teaching resources. I have consulted with our Faculty members involved in teaching/coordinating these courses and determined that the new resources required to accommodate these increases are a 0.3 FTE faculty (Assistant Prof) and $\mathbf{6 0}$ hours of grader-marker time. An estimated breakdown of new resources needed is provided below.

Our IMMU2000 course is coordinated by Dr. Jean-Eric Ghia and co-taught by Prs. Ghia, Uzonna, Murooka, Kung, Canter, Soussi-Gounni and myself. Increased enrollment will require both additional hours for responding to student enquiries and substantial time commitment to run a second course section in a distance education format. Drs Ghia and Uzonna also contribute to teaching and lab sessions in co-taught HEAL 3610 and HEAL4630 courses which will see increased enrollment and an additional course section. Dr. Ghia is willing to continue in an expanded undergraduate teaching role, with the time being taken from his roles in delivery of the existing Immunology NSc and PhD programs and from his research program. Dr Uzonna and myself hold administrative commitments and are unable to take on expanded undergraduate teaching roles. More junior faculty members Drs Murooka and Santer are extremely busy building worldclass research programs at the University while delivering the existing Immunology NSc and PhD programs, and cannot take on expanded undergraduate teaching. The key required resource to deliver our expanded contribution to the IHP program is a $\mathbf{0 . 3}$ FTE faculty position. A further budget for $\mathbf{6 0}$ hours of gradermarker time will allow us to increase the use of written evaluation rather than less-ideal multiple-choice methods.

In summary, we are pleased to support these program expansions and new educational options for students in Manitoba.

## Best regards,



Aaron Marshall
Professor and Head

March 30, 2023
Mark Nachtigal,
Director, Interdisciplinary Health Program
Associate Professor, Biochemistry and Human Genetics
Room 301 - Basic Medical Sciences Building
745 McDermot Avenue
University of Manitoba
Winnipeg, Manitoba R3E 0J9
Dear Dr. Nachtigal:
On behalf of the Department of Medical Microbiology and Infectious Diseases (MMID), it is my pleasure to provide this letter in strong support of the Interdisciplinary Health Program (IHP) plan to increase the enrolment for the Bachelor of Health Sciences (BHSc) program. MMID currently provides faculty teaching resources for several of the HEAL courses including:

- HEAL 1502 - Foundations of Human Biology 2-6 contact hours
- HEAL 3610 - Mechanisms of Disease 1 - 6 contact hours
- HEAL 4630 - Mechanisms of Disease 2 - 6 contact hours
- HEAL 4640 - Mechanisms of Diseases 3-12 contact hours

MMID council met on May $18^{\text {th }}, 2022$ and discussed the implications of the increased enrolment of the BHSc program and supported the expansion. The doubling of teaching time in required courses (HEAL 1502, HEAL 3610 and HEAL 4630) for the BHSc program expansion will require the addition of 0.2 FTE professor to MMID.

The BHSc program is a very important program to bring high quality students into the health sciences sector. Expansion of enrolment is desperately needed to meet student demand and MMID is supportive of the proposed increased enrolment and will do our part to provide the needed lectures.

Best regards,


Keith Fowke, PhD
Professor and Head, Dept of Medical Microbiology and Infectious Diseases

Dr. Mark Nachtigal

Director, Interdisciplinary Health Program
Rady Faculty of Health Sciences
202 Human Ecology Building
University of Manitoba

April 1, 2023

Dear Dr. Nachtigal (Mark),
I have reviewed the plan for expanded enrollment in the Interdisciplinary Health Program (IHP), Bachelor of Health Sciences. The expansion will require one additional section of each of PHAC 3000 (3), PHAC 4030 (3) and PHAC 4040 (3) per academic year. The Department of Pharmacology and Therapeutics (DPT) is required to provide all teaching resources for these additional 9 credit hours. DPT also contributes 0.6 credit hours of instruction to HEAL 3610 (3). A second HEAL 3610 section will also be added. Therefore, DPT will teach an additional 10.2 credit hours per year to meet the requirements of the proposed expansion.

To meet this need, DPT requires an additional 0.7 FTE at the rank of Instructor II. Our department is prepared to recruit, supervise and mentor this individual in partnership with the Department of Immunology, which requires an additional 0.3 FTE Instructor II for their role in the expanded IHP.

With the expansion of 60 new seats in the Bachelor of Health Sciences (total 100 BHSc students per year), the seat capacity for the DPT courses required to complete the BHSc degree will be exceeded. Please note, that PHAC 3000, PHAC 4030, PHAC 4040 and HEAL 3610 were only changed to required courses for the BHSc in 2021, thus the number of students enrolled in recent years primarily come from the Faculty of Science. Thus, to meet the needs of the current BHSc student contingent and the anticipated increase in BHSc students required to take these courses, DPT will be opening a new section for each of PHAC 3000, PHAC 4030, and PHAC 4040. We note that the IHP will be opening an additional section of HEAL 3610 for which a DPT faculty member currently teaches. In order to meet the upcoming and anticipated future demand, we require additional teaching resources that can be met by hiring a 0.7 FTE Instructor.

In addition, evaluation of students in PHAC 3000, PHAC 4030 and PHAC 4040 is achieved largely by written answer testing, three times per term for each section. The projected high volume of written responses will require participation of a Grader/Marker. At 1 hour per new student per 3 credit hours and $\$ 16$ per hour, the estimated per annum cost of this will be $\$ 2,880$.

Lastly, DPT will require resources for class scheduling, registration, exam scheduling and other administrative functions related to undergraduate students in the expanded IHP. For this, we will require addition of a 0.2 FTE Office Assistant 5.

DPT is supportive of the intent to expand the Bachelor of Health Sciences. We look forward to making our contribution to this important interdepartmental vision.

Sincerely,


Chris M. Anderson, PhD
Professor and Head
Department of Pharmacology and Therapeutics
Rady Faculty of Health Sciences

March 31st, 2023

To: Dr. Mark W. Nachtigal<br>Director, Interdisciplinary Health Program

## Re: Request to support the Interdisciplinary Health Program's application to increase enrolment in the undergraduate Bachelor of Health Sciences degree program

Dear Dr. Nachtigal (Mark),
Thank you for your letter outlining the Interdisciplinary Health Program's plan to apply to increase enrolment for the undergraduate Bachelor of Health Sciences (BHSc) degree program. We understand this will then require additional capacity for PHGY 1030 Fundamentals of Medical Physiology, HEAL 3610 Mechanisms of Disease 1 and HEAL 4630 Mechanisms of Disease 2, to which our Department offers and/or contributes.

As such, the Department of Physiology and Pathophysiology is fully committed to increasing capacity of PHGY 1030 ( 6 credit hours) sufficient to meet the proposed class size of Bachelor of Health Sciences students. This will be done by 1) ensuring there is suitable enrolment capacity with suitable seats reserved for students in the BHSc program 2) and offering an additional PHGY 1030 section, through distant education, which is proposed following consultation with the Rady Faculty of Health Sciences (RFHS) Education Office. In brief, this distance education section using pre-recorded lectures will be offered concurrently with the on-site offering of PHGY 1030, and will allow scheduling flexibility for BHSc (or other) students. Support for the recording of the lectures and creation of this distance education section is being provided (without fee) from the Office of Educational \& Faculty Development (Rady Faculty of Health Sciences). To meet the proposed increase in student enrolment, the course (Course Directors; Drs. Hryshko and West) and section coordinators as well as instructors (total of 12 faculty members from the Department) will: (1) increase their time to answer email inquiries by 1 hour in each week of delivering lectures; (2) make themselves available for a 1 hour interactive session with students at the end of each week following a lecture; and (3) make themselves available for a minimum 1 hour interactive session in advance of a section examination (in which they were an instructor). Note, these interactive sessions may involve more than one instructor if teaching is split between more than one instructor in any given week. Finally, it is anticipated that (4) Course Directors will require an additional 10 hours to deal with an increase in student-related issues such as deferred examinations, inquiries related to illness, coordinating student feedback or other issues arising. Our faculty members and the additional hours required to respond to the increased student inquiries/interaction as a result of the proposed increased enrolment are listed: Dr. Czubryt, 5 hours; Dr. Da Silva, 3 hours; Dr. Dixon, 7 hours; Dr. Eftekharpour, 9 hours; Dr. Fedirchuk, 15 hours; Dr. Halayko,

5 hours; Dr. Hryshko, 8 hours plus 5 hours as a Coordinator; Dr. Mizuno, 5 hours; Dr. Pascoe, 5 hours; Dr. Thompson, 7 hours; Dr. West, 3 hours plus 5 hours as a Coordinator; Dr. Xie, 3 hours and guest presentations by faculty, 7 hours). The additional hours required will be met by our faculty by reducing the equivalent time available for research in favour of time for teaching where this exceeds the Department-assigned percentage time for teaching. Also, as the distance education section will necessitate availability of on-line examinations, and written answers are an option in examinations for PHGY1030, the proposed increased enrolment would necessitate new funds required for a Grader/Marker to assist in workload of uploading/creation of the on-line examination and grading of written-answer sections. Specifically this corresponds to one Grader/Marker at an hourly rate of $\$ 16 /$ hour times the number of additional students (60) for the 6 credit hour PHGY1030 course, for a total of $\$ 1,920$. Please note, the Department will continue to seek advice and assistance from the RFHS Education Office, and they are aware of the additional supports available from the Centre for the Advancement of Teaching and Learning (CATL), and will seek their guidance as needed.

We will also continue to contribute to the delivery of HEAL 3610 ( 3 credit hours) and HEAL 4630 (3 credit hours). An additional section will be added to accommodate the proposed increased enrolment, requiring additional teaching hours including any interactive sessions or time made available to respond to student inquiries (in parentheses) for each faculty member delivering the course. Specifically, for HEAL 3610 this includes Dr. West (9 hours); includes 2 hours marking examinations. For HEAL 4630 this includes Dr. Doucette (11 hours), Dr. Eftekharpour (15 hours) and Dr. Karimi/Course Coordinator ( 22 hours); with an additional 6 hours mid-term and final examination preparation and invigilation, and 12 hours marking examinations. Again, it is expected that the additional teaching-related hours will result from reducing the equivalent time for research in favour of time for teaching, similar to PHGY 1030 above. However, we would encourage a request for additional Grader/Marker support to meet the resulting workload with regard to HEAL 3610 and 4630.

Finally, we have been informed that the Rady Faculty of Health Sciences/Max Rady College of Medicine will ensure that our Department is able to provide the needed Faculty resources to deliver the course(s) for the Bachelor of Health Sciences degree curriculum. This includes support (equivalent to 0.2 FTE, minimum OA3 level) for the additional administrative work load associated with the proposed increased enrolment. This is particularly important for the delivery of PHGY 1030, and specifically to provide administrative support to Course Coordinators and multiple faculty members in the coordinated delivery of on-site as well as new remote lectures, as well as timely communication with students.

In closing, we are excited by the planned increase in enrolment to the undergraduate BHSc degree program and our continuing participation.

## Sincerely

Peter A. Cattini
Professor \& Head, Department of Physiology \& Pathophysiology
Henry G. Friesen Chair in Endocrine \& Metabolic Disorders

June 2, 2022
To: Dr. Mark Nachtigal, Director, Interdisciplinary Health Program

Thank you for your letter informing the College of Nursing on the planned expansion to student enrolment in the Bachelor of Health Sciences program. You are increasing enrolment from an annual intake of 40 students to 100 students per year.

The Bachelor of Health Sciences program requires 15 credit hours of free electives, which includes the following courses in the College of Nursing as options.

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

NURS 2610 is offered on a rotating basis, and delivery alternates between the various colleges/faculties that participate in the Options in Aging program. NURS 3300, and 3400 are optional courses for nursing and are not offered on a regular basis. When offered, the College of Nursing will be able to support interested students from the BHSc.

NURS 4520 is a required course in the undergraduate nursing curriculum, and we have increased the seats to accommodate students outside of nursing to enroll. We will continue to accommodate any additional students and will monitor space requirements should this course become increasingly subscribed.

The College of Nursing supports the proposed expansion to the Bachelor of Health Sciences program and is confident that we will be able to accommodate students interested in taking electives in the Nursing department.

Sincerely,


Nicole Harder, RN, PhD, CHSE, CCSNE
Associate Professor \& Associate Dean, Undergraduate Nursing Programs
College of Nursing, Rady Faculty of Health Sciences


University
of Manitoba

# Department of Biological Sciences Faculty of Science 

Biological Sciences Building, University of Manitoba, 50 Sifton Rd, Winnipeg, MB, Canada. R3T 2N2

Tel: (204) 474-9730; Fax: (204) 474-7604

May $18^{\text {th }} 2022$
Dear Dr. Nachtigal,
We have reviewed your proposal to increase the enrollment to the Bachelor of Health Sciences (BHSc) program (IHP) from 40 to 100 students and the proposed changes in direct and advanced entry students. We appreciate that a number of courses in our department act as required courses for entry into the program. You should be aware that these courses (eg BIOL 1410 and 3290) are already heavily oversubscribed given they, in particular BIOL 1410, act as pre-requisite courses for a number of professional degree programs, and thus the additional intake to the BHSc program is unlikely to further impact the enrollment in these courses.
Sincerely,


Dr. W. Gary Anderson, Professor and Head, Department of Biological Sciences, University of Manitoba

## Department of Mathematics <br> May 20, 2022

To whom it may concern:
I am writing in support of the Rady Faculty of Health Sciences increasing the enrolment of their bachelor of Health Sciences by 60 seats. Recently, there have been spaces available in both MATH 1230 and MATH 1500. Last fall, there were 20 seats in MATH 1230 and over a hundred seats in MATH 1500. Moreover, MATH 1500 runs sections again in the Winter and Spring terms. We believe there would be sufficient space in MATH 1500 (or MATH 1230) to accommodate all students who wanted to chose that course as an option.

Sincerely,

## T2ECR

Michelle Davidson
Associate Head Undergrad
Department of Mathematics

# University of Manitoba 1 Department of Microbiology 

213 Buller Building
University of Manitoba
Winnipeg, Manitoba
Canada R3T 2N2
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Dr. Mark Nachtigal<br>Director, Interdisciplinary Health Program<br>Rady Faculty of Health Sciences<br>University of Manitoba

May 27, 2022

Dear Dr. Nachtigal:
The Department of Microbiology supports the proposed expansion of the Interdisciplinary Health Program (IHP) as indicated in your letter of May 5, 2022. Specifically, the addition of a several IHP students in a cohort of $1000+$ students a year should not have significant impact on MBIO 1220. The program expansion should not impact numbers in MBIO 2420, since Introduction to Virology requires both MBIO 1010 and BIOL 2520, neither of which are associated with the IHP program. Also, as it currently stands BIOL 2520 requires BIOL 1030 and MBIO 1010 requires BIOL 1020. Therefore, very few IHP students will have the prerequisites to take MBIO 2420. As concerns MBIO/CHEM 2750 (Elements of Biochemistry II), the IHP requires the prerequisite MBIO/CHEM 2740. This course does not have a laboratory component, so up to 60 students could be absorbed, with the provision of additional TA support or possibly an instructor for an additional section, depending on demand for the course from other programs. This part of our response should be coordinated with that from the Department of Chemistry as we offer this course jointly.

Please let us know if you need further information.

Sincerely,

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| :---: | :---: |
| Cour |  |

Deborah A. Court, PhD
Professor and Head
$\overline{\mathrm{A}}$

June 2, 2022
re: Expansion of IHP
Dear Dr. Nachtigal,
The Department of Physics and Astronomy supports the expansion of the Interdisciplinary Health Program. Our introductory courses PHYS 1020, 1030, 1050, and 1070 can be taken as electives by students in this program. We do not currently see large numbers of IHP students in these courses and would welcome more.

Sincerely,


Ruth Cameron,
Associate Head (Undergraduate)
Dept. of Physics and Astronomy
University of Manitoba
(204) 474-9378

Ruth.Cameron@umanitoba.ca

## University of Manitoba Department of Statistics



318 Machray Hall<br>186 Dysart Road<br>Winnipeg, Manitoba<br>Canada R3T2N2<br>204-474-9826<br>stats_dept@umanitoba.ca

June 3, 2022

## EST. 1877

Dr. Mark Nachtigal
Director, Interdisciplinary Health Program
Rady Faculty of Health Sciences
University of Manitoba

## Dear Dr. Nachtigal,

The Department of Statistics supports the request from the Interdisciplinary Health Program to increase student admissions to a maximum of 100 new students per year (from a previous maximum of 40 ).

Given the size of our STAT 1000 offerings, this increase of 60 additional students per year in your program is expected to have minimal impact on the demand for this course which is required in your program. There are typically seats remaining in our summer and distance offerings for the course, so the increase in demand should be accommodated without any major difficulties. The same is true for STAT 2000, which is an optional course in your program.

The situation with STAT 3000 is a little different, however, as this course is already under a lot of pressure and fills up to capacity every time it is offered. The fact that the course is optional in your program implies that the increase in admissions might have only a minor impact. In any case, we should be able to adapt if needed in the future, with no immediate need for a change in our offerings for the course.

Best regards,


Alexandra Leblanc
Associate Head (Undergraduate)
Department of Statistics
cc: Dr. Liqun Wang, Chair, Department of Statistics
Dr. Brian Mark, Dean, Faculty of Science
Dr. Sean McKenna, Associate Dean, Faculty of Science

To whom it may concern,

My name is Doris Goubran and I am graduating from the Bachelor of Health Sciences Program (BHSc) at the University of Manitoba (UM) in April, 2023. The BHSc is part of the Interdisciplinary Health Program (IHP) which is governed by the Rady Faculty of Health Sciences (RFHS). BHSc offers natural science courses, but the program's commitment to Indigenous health, social determinants of health, health promotion, social epidemiology, and mechanisms of disease is what truly makes the program unique. Currently, there are 40 new admission seats available in the BHSc program with 427 applicants in Fall 2022. The number of applicants is growing each year while the number of seats has remained the same since 2018. For direct entry students, a minimum high school average of $95.5 \%$ would be required to be competitive for the program. Similarly, Advanced Entry students (those transferring from another program such as U1) required a minimum GPA of 4.0 to gain entry into the program.

I am the BHSc student representative on the IHP Council and an Executive member of the IHP Student Association (called the Community Health Students Association). I am writing this letter on behalf of the BHSc students currently enrolled in the program to advocate for the expansion of admission seats for the BHSc program at UM. I recognize it is a privilege to continue my education at UM and I particularly recognize my privilege to be in the BHSc program. However, due to the small size and competitive nature of the program, there are students with academic excellence, diverse life experiences, and a passion for health care that are denied entry to the program each year. In particular, exceptionally resilient students who have faced barriers to achieving $95+\%$ in high school are disproportionately denied the opportunity to be part of the BHSc. We believe that allowing more people to enter the BHSc program would nurture a greater diversity of health care workers to serve Manitoba populations which is why my colleagues and I are seeking your support in funding and resources to expand the BHSc program.

This letter is not based on my opinions alone. To ensure that this request represents the students of our program, a survey was sent to all BHSc students. Students were asked, "What attracted you to apply to the Bachelor of Health Sciences program instead of a different degree program at the University of Manitoba?" The survey was filled by over 50 BHSc students with approximately 30 of the students in their first or second year while the rest were more than half way through their degree.

The most common response cited by $50 \%$ of students was that they believe the BHSc program would prepare them for medical school. Eighteen students said they were dedicated to human health and wanted the flexibility to choose various health care professions. Fifteen students cited they were attracted to program because of its holistic view of health citing words such as: scientific, social aspects, humanities, interdisciplinary, multidisciplinary, policy-making,
biomedical ethics, dynamic, and interrelationships with the community. A few students also cited that they were excited about the program's exposure to laboratory and/or research focus on health. These responses suggest that the BHSc program is attracting and nurturing students who already have a passion for medicine and/or a variety of health fields. With the RFHS desire to increase the number of seats in medical school, the physician assistant program, and their other health care faculties, it would be suitable to increase the seats in BHSc to allow more students to seamlessly transition to future health care programs or into graduate programs.

About a quarter of respondents said they preferred the BHSc over a traditional Bachelor of Science (BSc) because the BSc was too broad. Students in the BSc program are required to take a deep dive into natural science. Although we recognize the importance of natural sciences, many students felt that the emphasis on the natural sciences would take away their opportunity to have a holistic education in the social aspects of health. Students in the survey said that the BHSc was unique because the program covers the basic sciences, but has all the required courses in social sciences and human health that they wanted.

One student mentioned that UM's BHSc was the only BHSc in the region. Manitoba students who are passionate about pursuing a BHSc may be forced to move to another province if they are denied entry into the BHSc at UM. Manitoba needs more students who are passionate about health care and want to serve Manitoba populations. We want to avoid losing exceptional Manitoba students to other provinces. It is our obligation to expand and improve the program right here in our province.

In February 2023, I was invited to interview at the Max Rady College of Medicine. For the interview process, the Admissions team told us to prepare by reflecting on populations in Manitoba and their health care needs. While preparing for the interview, I realized I was being asked to reflect on the same health care challenges that I had become passionate about through the BHSc program. This experience made me certain that I would be comfortable at the medical school program at UM. I acknowledge my privilege to be part of the UM community and the BHSc program and I want to use my position to advocate for more students to have this opportunity. I hope you will consider our request to provide the funding and resources to expand the BHSc program.

Thank you for your consideration,

Doris Goubran

goubrand@myumanitoba.ca
2042937877

## Comments of the Senate Planning and Priorities Committee RE: Requests for Admission Target Increase, Bachelor of Health Sciences, Interdisciplinary Health Program, Rady Faculty of Health Sciences

The Committee received a request from the President for its advice on any resource implications to be considered regarding a request from the Interdisciplinary Health Program (IHP), Rady Faculty of Health Sciences, to increase the admission target for the Bachelor of Health Sciences (B.H.Sc.) program from 40 to 100 spaces, beginning in the 2024-2025 academic year.

1) The Committee noted that, because a significant portion of the revenue that would support the requested enrolment increase would derive from tuition fees, the President will need to be confident that student demand for the program, as described in the Faculty's request, will result in an additional 60 spaces being filled each year. It may also be important to understand whether the Faculty would have sufficient resources, including from tuition and other sources identified in the proposal, to cover the additional costs of the enrolment expansion, including for the number and types of new academic positions described in the request, if annual enrolment was to fall short of the target of 100 students. For example, could the Faculty support the expansion based on an annual enrolment of 80 students.
2) The Committee's view is that approval of the requested admission target increase for the B.H.Sc. program should be provisional based on the province allocating sufficient new funds to cover costs associated with the increase, as detailed in the proposal. The Committee observed that the Rady Faculty of Health Sciences receives a substantial subvention through the University's budget process, which is necessary to support the delivery of various healthcare programs that entail significant costs. If the Faculty continues to expand, including through the proposal to increase enrolment in the B.H.Sc. program, it should do so in a way that does not require a further commitment from the institution in the form of a larger proportionate subvention from the University Fund.
3) The IHP notes in its request to increase the admission target, that Senate recently (April 5, 2023) approved the introduction of an Indigenous Admissions Category for the B.H.Sc. program, including the allocation of 17.5 percent of the spaces in the program for students admitted under this category. Any unfilled spaces would be allocated to the General Admissions Category. Indigenous applicants will need to achieve the minimum admission requirements for the program. Increasing the admission target for the program would also increase the number of spaces available for Indigenous applicants.
The Committee observed that the request to increase the admission target for the program does not describe a strategy or request funds to create a structure to attract and prepare a larger number of Indigenous applicants, including to address academic barriers to admission, and to support their success following admission to the program. Committee members pointed to Mahkwa omushki kiim, Pathway to Indigenous Nursing Education (PINE), in the College of Nursing, as an example of the type of structure that can promote Indigenous student recruitment and achievement in a program.

Respectfully submitted,
Professor Derek Oliver, Chair
Senate Planning and Priorities Committee


RE: Temporary Increase to Admission Target, Pharm.D. Program

I attach a recommendation from Dr. Greg Smith, Vice-Provost (Academic Planning and Programs) for a one-time increase to the admission target of the Pharm.D. program for the 2023-2024 admissions cycle.

Under the Admission Targets Policy and Procedure, the President may approve changes to admission targets following consultation with the Dean/Director, Senate, and the Board of Governors.

Accordingly, please place this item on the agenda for the May 3, 2023, Senate Executive meeting and the May 17, 2023, Senate Meeting.

Cc: Diane Hiebert-Murphy, Provost and Vice-President (Academic)<br>Greg Smith, Vice-President (Academic Planning and Programs)<br>Laurie Schnarr, Vice-Provost (Students)<br>Peter Nickerson, Dean, Ready Faculty of Health Sciences, and Vice-Provost (Health Sciences) Lalitha Raman-Wilms, Dean, College of Pharmacy<br>Jeff Adams, Registrar and Executive Director, Enrolment Services<br>Randy Roller, Executive Director, OIA<br>Cassandra Davidson, Academic Program Specialist

Date: April 12, 2023
To: Dr. Michael Benarroch, President and Vice-Chancellor
From: Dr. Greg Smith, Vice-Provost (Academic Planning and Programs)
Re: Request for Temporary Increase to Admission Targets, Pharm.D. Program

Under the Admission Targets Policy and at the request of Dr. Lalitha Raman-Wilms, Dean, College of Pharmacy, please find attached a proposal for a one-time increase to the admission target of the Pharm.D. program for the 2023-24 admissions cycle from 55 students to 60 students.

Following admission of the first cohort into the Pharm.D. in 2019-20, the College has been unable to meet its annual admission quota of 55 students. To help address this deficiency, Senate approved revised admission requirements and the College received approval for a one-time increase from 55 students to 60 for the 2022-23 academic year. The increase for 2022-23 was successful; and as such, the College is requesting a second temporary increase to their admission target for the 2023-24 year to further offset the decrease in enrolment experienced since 2019-20. Current course capacity will be sufficient to accommodate the expansion, so no new resources are required.

Consistent with the Admission Targets Policy and Procedure, the President may approve changes to Admission Targets following consultation with the Dean/Director, Senate, and the Board of Governors.

Please provide your advice concerning this matter to the Office of the University Secretary by Wednesday, April 19, 2023, so that, if supported, the request may receive timely consideration by Senate and the Board of Governors.

Cc: Diane Hiebert-Murphy, Provost and Vice-President (Academic) Laurie Schnarr, Vice-Provost (Students)<br>Peter Nickerson, Dean, Rady Faculty of Health Sciences and Vice-Provost (Health Sciences) Lalitha Raman-Wilms, Dean, College of Pharmacy<br>Jeff Leclerc, University Secretary<br>Jeff Adams, Registrar and Executive Director, Enrolment Services<br>Randy Roller, Executive Director, OIA<br>Cassandra Davidson, Academic Program Specialist

## Memorandum

March 21, 2023

TO: Dr. Greg Smith, Vice Provost (Academic Planning and Programs)

FROM: Dr. Lalitha Raman-Wilms, Dean, College of Pharmacy, Rady Faculty of Health Sciences
SUBJECT: Temporary admission quota increase

The College of Pharmacy is requesting a temporary increase to our admission quota, from 55 to 60 students for the 2023-24 admissions cycle. Please see the attached proposal.

We confirmed via email on January 20, 2023, that the contributing departments (Human Anatomy and Cell Science; Pharmacology and Therapeutics; Biochemistry and Medical Genetics) in the Rady Faculty of Health Sciences are in support of the increase to 60 students.

Please let me know if you have any questions or require further information.
Thank you.

## Request

The College of Pharmacy is requesting a temporary increase to its admission quota, under the Admissions Target Policy, from the usual cohort of 55 students to 60 students for the 2023-24 admissions cycle.

## College of Pharmacy approval

This request was endorsed through College of Pharmacy Executive Council on Feb. 14, 2023.

## Rationale and background

This request is made due to a number of factors that have resulted in a decrease in the number of graduates anticipated in the next two years.

- The College transitioned the last B.Sc. (Pharm.) class accepted in 2018-19 to the new Pharm.D. program in Fall 2019; therefore, no new students were admitted for 2019-20. This created a gap year in admissions, resulting in no graduating class in 2022.
- Following the introduction of a new Pharm.D. program in 2019, applications to the program declined significantly in the first two application cycles due to several potential reasons (e.g. changes to admissions criteria, increase in tuition, longer time to earn the degree, etc.). As a result, 45 students were admitted in 2020-21 and 38 students in 2021-22.
- The Pharm.D. program has a rigorous curriculum that results in attrition of 2 to 4 students per class by the end of the program. This has also decreased the numbers of students currently enrolled in the program.

Additionally, we have been hearing from the pharmacy profession that they are concerned that the College is not graduating sufficient numbers of pharmacists to fill the open positions in the province.

To help offset the shortfall listed above, the College requested a temporary increase to its admission quota for 2022-23, of 5 places. While this was partially successful and achieved an admission cohort of 59, we are requesting a further increase from 55 to 60 places for the 202324 admissions cycle.

We believe that changes made to the admissions criteria beginning in the 2022-23 cycle, to align it with admission criteria of other pharmacy programs, has increased application numbers and we anticipate that this will continue, moving forward.

The College would like to thank the President for previously granting us a temporary increase of 60 places for the 2022-23 cycle. We believe that the province will benefit from an increase of 5 students (up to 60 total) in the upcoming year.

We are also attaching the proposal submitted in 2022 for information; please see the link below, starting on page 329.
https://umanitoba.ca/governance/sites/governance/files/2021-12/2022 0112 senateagenda.pdf

## Consultations

In considering this application there have been consultations with the College of Pharmacy Admissions \& Recruitment Committee, faculty and staff; and with contributing departments in the Rady Faculty of Health Sciences (in Human Anatomy, Pharmacology, and Biochemistry and Medical Genetics). Support letters for the increased enrollment were provided in the 2022-2023 submission (attached) which also indicated agreement beyond 2022-2023. We confirmed via email in February 2023 these three departments are still in support of the increased enrollment. As no additional course sections or resources will be required to accommodate this request, broader consultation across other areas in the University was not conducted.

Ready Faculty of Health Sciences

Max Rady College of Medicine
Dept. of Human Anatomy \& Cell Science

Dr. Sabine Hombach-Klonisch, Professor \& Head
Dept. of Human Anatomy \& Cell Science 130-745 Bannatyne Avenue Winnipeg, Manitoba Canada R3E 0J9
Fax: (204) 789-3920
Tel: (204) 789-3982
Sabine.Hombach-Klonisch@umanitoba.ca

September 28, 2021

To
Lavern M. Vercaigne, BSc (Charm), Pharm.D.
Professor and Associate Dean (Academic)
College of Pharmacy
Ready Faculty of Health Sciences
University of Manitoba
RE: PharmD Program increased enrolment

## Letter of Support

Dear Dr. Vercaigne,

Thank you for reaching out to the Department of Human Anatomy and Cell Science regarding the plan to increase student admission to the PharmD program. The department is aware of the request to increase admissions by five students for the 2022/2023 academic year for the College of Pharmacy as well as the potential for this increase to be in effect for an additional 2-3 years.

The department provides a required course (ANAT 1030) that all pharmacy students participate in during their first year in the PharmD program. I confirm that we have the resources in personnel and the learning material as well as space requirement to accommodate the five additional students in the ANAT 1030 course for the 2022/2023 academic year. I can also confirm that there is the potential to extend this accommodation for the subsequent 2-3 years should this be required for your program.

Altogether, the Department of Human Anatomy and Cell Science fully supports the upcoming changes.

Sincerely,

## S. Alombach-Klomisch

[^7]September 30, 2021
Lavern M. Vercaigne, BSc (Pharm), Pharm.D.
Professor and Associate Dean (Academic)
College of Pharmacy
Rady Faculty of Health Sciences
University of Manitoba
Dear Dr. Vercaigne,
I am pleased to support an enrollment increase in PHAC 2100 ( 6 cr ) from 55 to 60 students for the $2022 / 2023$ academic year. Our department will also support extension of this enrollment increase for up to 3 additional academic years beyond 2022/2023 should the College of Pharmacy find that to be a suitable course of action.

We are happy to be an active partner in the PharmD program.
Sincerely,


Chris M. Anderson, PhD
Professor and Head
Department of Pharmacology and Therapeutics

Lavern M. Vercaigne, BSc (Pharm), Pharm.D.
Professor and Associate Dean (Academic)
College of Pharmacy
Rady Faculty of Health Sciences
University of Manitoba

Dear Dr. Vercaigne,
On behalf of the Department of Biochemistry \& Medical Genetics I am pleased to indicate our support for a temporary increase in student enrollment in BGEN 2010, Applied Nutrition for Pharmacy Practice ( 2 cr ). We can readily accommodate an increase from 55 to 60 students for the 2022/2023 academic year and for 2-3 additional years should that be required.

Thank you for this opportunity to participate in the PharmD program.
Sincerely,


Barbara Triggs-Raine
Professor and Head

DATE:
TO:
FROM:

RE:
The Rady Faculty of Health Sciences has requested an increase in capacity for the following programs:

- Undergraduate Medical Education (UGME/MD) from 110 to 140 seats (Fall 2023);
- Master of Nursing - Nurse Practitioner (MN-NP) from 25 to 45 seats (Fall 2024);
- Master of Occupational Therapy (MOT) from 50 to 60 seats (Fall 2024);
- Master of Physical Therapy (MPT) from 50 to 60 seats (Fall 2024); and
- Master of Physician Assistant Studies (MPAS) from 15 to 30 seats (Fall 2024).

The proposals went for consultation to the Senate Planning and Priorities Committee on February 27, 2023, Senate on April 5, 2023, and the Board of Governors on March 28, 2023.

While no significant issues were raised in principle by the committees, concerns were raised with securing the requisite funding needed to complete the identified capital improvements, purchase equipment, and hire the new academic and support staff needed to support the expansions. Accordingly, implementation will only be approved following approval by the Province and securement of the additional provincial funding needed to support the expansions.

Under the Admission Targets Policy, the President approves changes to, and the introduction of, admission targets following consultation and discussion with the applicable dean or director, with Senate, and with the Board of Governors, subject to the provisions of the provincial Programs of Study Regulation.

In accordance with this policy, I approve the above increases, subject to approval by the Province and confirmation of the requested one-time and new on-going provincial funding needed to support the expansions.

Please proceed accordingly.

[^8]
## DATE: April 18, 2023

TO: Jeff Leclerc, University Secretary
FROM: Michael Benarroch, Ph.D. President and Vice-Chancellor


RE: Temporary Increase to Admission Targets, Fine Arts and Jazz Studies Programs

To address a decline in enrolment experienced during the COVID-19 pandemic, the Desautels Faculty of Music and the School of Art have requested a one-time increase to the undergraduate admission targets for the Bachelor of Jazz Studies and Bachelor of Fine Arts programs, respectively. The proposals were forwarded for consultation to the Board of Governors on March 28, 2023, and Senate on April 5, 2023. No major concerns were raised at either meeting.

Under the Admission Targets Policy, the President approves changes to, and the introduction of, admission targets following consultation and discussion with the applicable dean or director, with Senate, and with the Board of Governors.

Accordingly, I approve a one-time increase to the undergraduate admission target to the Bachelor of Jazz Studies program from 15 to 20 seats, and to the Bachelor of Fine Arts program from 100 seats to 120 seats for the 2023-24 academic year.

Thank-you.

[^9]
## 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 comply with the Student Awards Policy.

## Observations

At its meeting of April 4, 2023, the Senate Committee on Awards approved 10 new offers, 8 revised offers and 1 withdrawal as set out in the Report of the Senate Committee on Awards (April 4, 2023).

## Recommendations

On behalf of Senate, the Senate Committee on Awards recommends that the Board of Governors approve 10 new offers, 8 revised offers and 1 withdrawal as set out in the Report of the Senate Committee on Awards (April 4, 2023). These award decisions comply with the Student Awards Policy.

Respectfully submitted,

Dr Jared Carlberg
Chair, Senate Committee on Awards

# SENATE COMMITTEE ON AWARDS 

April 4, 2023

## 1. NEW OFFERS

## Christina and Harvey Queau Bursary

Through their estate, Christina and Harvey Queau established a bursary through The Winnipeg Foundation to support a first-year Manitoba resident pursuing higher education at the University of Manitoba. The Winnipeg Foundation will confirm the value of these awards annually. Each year, four bursaries at a value of $\$ 2,500$ each will be offered to undergraduate students who:
(1) have graduated from a Manitoba high school;
(2) are enrolled full-time (minimum $60 \%$ course load) in the first year of study in University 1 or any faculty, college, or school at the University of Manitoba with a direct entry option;
(3) have achieved either:
(a) as an entering student, the minimum admission requirements for University 1 or any faculty, college or school at the University of Manitoba with a direct entry option; or
(b) as a current student, a minimum degree grade point average of 2.5 ; and
(4) have demonstrated financial need on the standard University of Manitoba general bursary application form.

In the event that there are no students who meet all of the numbered criteria, the bursary will be offered to a student who meets criteria (2), (3) and (4).
The Associate Registrar and Director, Financial Aid \& Awards will 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.

## Dr. John R. Walker \& Dr. Vivienne C. Rowan CBT Institute of Manitoba Scholarship

The Cognitive Behaviour Institute of Manitoba established a scholarship fund through The Winnipeg Foundation to encourage and support graduate students at the University of Manitoba who are in the clinical psychology program. The Winnipeg Foundation will confirm the value of these awards annually. Each year, beginning in 2023-2024, one scholarship at a value of $\$ 2,000$ will be offered to a graduate student who:
(1) is enrolled full-time in the Faculty of Graduate Studies in a master's or Ph.D. in the Clinical Psychology program offered through the Department of Psychology;
(2) has the highest standing in Cognitive Behaviour Therapy (currently numbered PSYC 8430) (or equivalent); and
(3) has achieved a minimum grade point average of 3.5 based on the last 60 credit hours (or equivalent) of study.
In the event that there are no students who meet all of the numbered criteria, the scholarship will be offered to a student who meets criteria (1) and (3).
Ties are to be broken using the Degree Grade Point Average, calculated to the fourth decimal place.

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

## Elenore Haywood Lung Association Manitoba Convocation Prize

In honour of Elenore Haywood's retirement, the Lung Association of Manitoba established an endowment fund at the University of Manitoba with an initial gift of $\$ 25,000$ in 2022. Elly has been a mentor for both faculty and students for over 40 years teaching many courses in the program and excelled at teaching physical assessment. The purpose of this fund is to recognize the academic excellence of a graduating student in the College of Rehabilitation Sciences in the Respiratory Therapy program. The Lung Association of Manitoba welcomes additional gifts from alumni, reunion groups, faculty, staff, retirees and organizations to the endowment in order to provide sustainable funding for respiratory therapy students.
Each year, beginning in 2022-2023 academic year, one or more convocation prizes valued at $\$ 1,000$ will be offered to graduating students who:
(1) were enrolled full-time (minimum $80 \%$ course load) in the final year of the Respiratory Therapy program in the year in which the award is tenable;
(2) have achieved a minimum degree grade point average of 3.5 ; and
(3) have successfully completed the course Clinical Assessment in Respiratory Care (currently numbered RESP 2220) with the highest grade.
The selection committee will be the College of Rehabilitation Sciences Awards Committee.
This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate) and providing all reasonable efforts have been made to consult, the Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

## Faculty of Science Fellowship for Graduate Excellence

The Faculty of Science fellowship fund was established in 2008 through the support of multiple donors. The purpose of the fund is to provide financial support to graduate students pursuing research in the Faculty of Science. Each year, beginning in 2023-2024, the available annual income from the fund will be used to offer two or more scholarships to graduate students who:
(1) are registered in the Faculty of Graduate Studies at the University of Manitoba in either the master's or Ph.D. program offered through the Faculty of Science as full-time students (not including pre-masters or Occasional students);
(2) have either:
(a) as an entering student, achieved a minimum B average (3.0) in the last 60 credit hours (or equivalent) of their previous degree;
(b) as a current student, maintained a minimum degree grade point average of 3.0 ; and
(3) have demonstrated exceptional research potential (master's) or research achievement (doctoral).

In order to demonstrate how they meet criterion (3), candidates must submit the Faculty of Science Fellowship for Graduate Excellence application form.
Preference will be given to students who identify as agender, bigender/multigender, gender fluid, genderqueer, nonbinary, transgender, two-spirit, or woman. Students will have the opportunity to selfidentify on the application form in order to provide more opportunities to traditionally underrepresented genders in science.
The selection committee will have the discretion to determine the number and value of awards offered each year based on the available funds, as outlined in the criteria above. At least one award will be offered to a master's student and at least one award will be offered to a doctoral student each year.
The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Dean of the Faculty of Science (or designate) to name the selection committee.
This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate), and providing all reasonable efforts have been made to consult, the Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

## George and Valsa Daniels International Prize

George and Valsa Daniels established an endowment fund at The Winnipeg Foundation to provide a prize for students who pursue studies in any faculty, school or college at the University of Manitoba. The Winnipeg Foundation will report the available earnings from the fund to the University of Manitoba. Each year, beginning in 2023-2024, one prize valued at a minimum of $\$ 2,000$ will be offered to an undergraduate student who:
(1) is an international student;
(2) has graduated from a high school in Kerala, Tamil Nadu, Andhra Pradesh, Telangana, or Karnataka, India;
(3) is enrolled full-time (minimum $80 \%$ course load) in the final year of study in any undergraduate degree program offered by any faculty, school or college at the University of Manitoba with a direct entry option in the year in which the prize was tenable; and
(4) has achieved a minimum degree grade point average of 3.5 .

In the event that there are no students who meet all of the numbered criteria, the prize will be offered to a student who graduated from a high school in India and meets criteria (1), (3) and (4).

The Associate Registrar and Director, Financial Aid \& Awards will 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.

## Indigenous Student Summer Scholarship

The Faculty of Graduate Studies established an annually funded scholarship to offer the Indigenous Student Summer Scholarships beginning in 2023. The purpose of this award is to support Canadian Indigenous graduate students pursuing graduate degrees at the University of Manitoba. Each year,
beginning in 2023-2024, one or more scholarships valued at $\$ 1,000$ each will be offered to graduate students who:
(1) have self-declared as First Nations, Métis or Inuit people from Canada;
(2) are enrolled full-time in the Faculty of Graduate Studies in the summer term of any master's or doctoral program offered by any faculty, college or school at the University of Manitoba; and
(3) have achieved a minimum grade point average of 3.5 based on the last 60 credit hours (or equivalent) of study.
The selection committee has the discretion to determine the number of awards offered each year based on the available funds, as outlined in the criteria above.

The Vice Provost and the Dean of the Faculty of Graduate Studies (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.

## Jean and Witold Kinsner Scholarship

Jean and Witold Kinsner established an endowment fund with an initial gift of \$25,000 at the University of Manitoba in 2022. The purpose of the fund is to reward the academic achievements of undergraduate Indigenous students pursuing studies in Computer Engineering in the Price Faculty of Engineering. Each year, beginning in 2024-2025, the available annual income from the fund will be used to offer one or more scholarships to undergraduate students who:
(1) is a member of ENGAP;
(2) is enrolled full-time, as defined by ENGAP, in the second, third or fourth year of study in the Electrical or Computer Engineering program; and
(3) has achieved a minimum degree grade point average of 2.5 .

Preference will be given to ENGAP students majoring in Computer Engineering.
The selection committee will be the ENGAP Scholarships, Bursaries, and Awards Committee of the Price Faculty of Engineering.
This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate), and providing all reasonable efforts have been made to consult, the Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

## Natural Resources Institute's $50^{\text {th }}$ Anniversary Legacy Scholarship

An endowment fund has been established at the University of Manitoba in recognition of the Natural Resources Institute's $50^{\text {th }}$ anniversary. The purpose of the fund is to recognize the academic achievements of graduate students who are registered in a program delivered by the Natural Resources Institute. Each year, beginning in 2023-2024, the available annual income from the fund will be used to offer one scholarship to a graduate student who:
(1) is enrolled full-time in the Faculty of Graduate Studies in a master's or doctoral program delivered by the Natural Resources Institute, within the Clayton H. Riddell Faculty of Environment, Earth, and Resources;
(2) has completed either:
(a) if a master's student, at least 9 credit hours of course requirements in the Master's of Natural Resource Management; or
(b) if a doctoral student, at least 3 credit hours of doctoral course requirements in the doctoral program;
(3) has achieved a minimum grade point average of 3.5 based on the last 60 credit hours (or equivalent) of study; and
(4) has, in the opinion of the selection committee, demonstrated outstanding research ability or potential.

Applicants will be required to submit a written statement (maximum 500 words) describing their research or proposed research, and a current curriculum vitae.
The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Dean of the Clayton H. Riddell Faculty of Environment, Earth, and Resources (or designate) to name the selection committee for this award, which will include the Director of the Natural Resources Institute (or designate).
This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate), and providing all reasonable efforts have been made to consult, the Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

## NCLE Graduate Research Scholarship

The National Centre for Livestock and the Environment (NCLE) established an endowment fund at the University of Manitoba with an initial gift of $\$ 52,000$ in 2021. The purpose of the fund is to reward the academic achievements of graduate students pursuing studies in sustainability research in the Faculty of Agricultural and Food Sciences at the University of Manitoba.
Each year, beginning in 2023-2024, the available annual income from the fund will be used to offer one scholarship with a minimum value of $\$ 2,500$ to a graduate student who:
(1) is enrolled full-time in the Faculty of Graduate Studies in any Master of Science degree program delivered by a department in the Faculty of Agricultural and Food Sciences;
(2) has achieved a minimum grade point average of 3.25 based on the last 60 credit hours (or equivalent) of study;
(3) is pursuing or plans to undertake research in one or more of the defined NCLE research theme areas; and
(4) has demonstrated community involvement and/ or leadership abilities, while in the Faculty of Agricultural and Food Sciences and/ or prior to being admitted to the Master of Science degree program.

NCLE defined research theme areas include:
(i) One Health approaches to animal management: exploring how decisions about feeding, care, housing, and health can optimize productivity, environmental impact, animal well-being and quality of animal-sourced foods;
(ii) Livestock as a component in sustainable agroecosystem solutions management: developing and evaluating strategies to enhance the role of livestock in an integrated, sustainable food production system; and
(iii) Data-driven tools to improve industry sustainability: harnessing the power of big data to make better decisions - in farm management, regulation, land use planning and more.
The award will be renewable for one subsequent year, provided that the recipient:
(1) continues to be enrolled full-time in the Faculty of Graduate Studies in any Master of Science degree program delivered by a department in the Faculty of Agricultural and Food Sciences;
(2) has maintained a minimum grade point average of 3.25 (or equivalent) based on the last 60 credit hours of study; and
(3) has received a satisfactory progress report from their advisory committee which has been provided to the Faculty Awards Committee.
In years when a renewal of the award is made, no new award will be offered.
Applicants will be required to submit: (i) a description of the proposed research (maximum 500 words) and a statement of its practical applicability and relevance to one or more of NCLE research theme areas, (ii) information on their educational background, research experience, and community involvement and/or leadership experience, (iii) a copy of their current transcript, and (iv) a letter of reference from a graduate advisor or from a faculty member familiar with the student's research work.
The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Chair of the Faculty of Agricultural and Food Sciences Awards Committee 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.

## Peter Scouras Memorial Scholarship

Demitris Scouras, a former Bison's kicker and supporter of Bison Football, and the Scouras family, established an annually funded award in honour of Peter Scouras at the University of Manitoba in 2022. The purpose of the fund is to recognize a kicker or punter on the Bison Football team who demonstrates Peter's characteristics as a role model in their community. Each year, beginning in 2023-2024, one or more scholarships valued at a minimum of $\$ 1,500$ will be offered to an undergraduate student who:
(1) are eligible to compete in U SPORTS and is a member of the Bisons Football team as a kicker or punter;
(2) are enrolled full-time, as defined by U SPORTS, in any faculty, college, or school at the University of Manitoba; and
(3) in the opinion of the selection committee, have demonstrated integrity and leadership, and is a role model in their community.

Preference will be given to students who have previously received this award.
The selection committee will be named by the Athletic Director (or designate) and will include the Head Coach of the Bisons Football team (or designate).
This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate), and providing all reasonable efforts have been made to consult, the Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.
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.

## 2. AMENDMENTS

## A.G. Robinson Memorial Scholarship

The following amendments were made to the terms of reference for the A. G. Robinson Memorial Scholarship:

- The preamble was revised to:

In honour of the memory of A.G. Robinson, Professor (1953-1981), Head (1975-1981) and Professor Emeritus (1982-1992) of the Department of Entomology, his colleagues and friends established a scholarship fund at the University of Manitoba in 1994. The Manitoba Scholarship and Bursary Initiative has made a contribution to this fund. 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) is enrolled full-time in the Faculty of Graduate Studies in a master's or doctoral program offered by the Department of Entomology;
(2) has achieved a minimum grade point average of 3.5 based on the last 60 credit hours (or equivalent) of study;
(3) has not had a performance rating lower than 'satisfactory' on their most recent FGS Progress Report Form; and
(4) has received a high overall percentage grade in either:
(a) Advanced Entomology 1 (currently numbered ENTM 7150) for M.Sc. students; or
(b) Advanced Entomology (currently numbered ENTM 7220) for Ph.D. students.
- The paragraph following the numbered criteria was revised to:

In the event of a tie, the highest percentage grade in the research/grant proposal and oral presentation on the research/grant proposal assignments of the course will be used to break the tie. If no student is considered qualified for the scholarship, all of the income will be returned to the principal.

- The selection committee paragraph was revised to:

The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Chair of the Awards Committee of the Faculty of Agricultural and Food

Sciences (or designate) to name the selection committee for this award, which will include the course instructor (or designate) listed in criterion (4) and the Chair of the Entomology graduate program (or designate).

## Bert and Lee Friesen Graduate Scholarship in Chemistry

The following amendments were made to the terms of reference for Bert and Lee Friesen Graduate Scholarship in Chemistry:

- The preamble was revised to:

The Bert and Lee Friesen Foundation established an endowment fund at the University of Manitoba to provide scholarships to graduate students in Chemistry. The contribution has been matched by the Manitoba Scholarship and Bursary Initiative. Albert (Bert) D. Friesen is a graduate of the University of Manitoba (B.Sc. (Honours)/'69, M.Sc./'71, Ph.D./'82), received the University of Manitoba's Distinguished Alumni Award in 2003 and the Order of Manitoba in 2005. Each year, the available annual income from the fund will be used to offer two scholarships.

- The numbered criteria were revised to:

One scholarship at a minimum value of $\$ 14,000$ will be offered to a master's student who:
(1) is enrolled full-time in the Faculty of Graduate Studies in a master's program offered by the Department of Chemistry;
(2) has achieved a minimum grade point average of 3.5 based on the last 60 credit hours (or equivalent) of study; and
(3) has demonstrated exceptional research potential at either the undergraduate or graduate level.
In order to demonstrate how they meet criterion (3), applicants must submit: (i) a brief statement (maximum 250 words) describing their research; (ii) a copy of their current curriculum vitae; and (iii) two academic letters of reference.
The master's scholarship is renewable for 1 year, at the same value as the previous year, to students who transition to a doctoral program during the year they hold the award, provided that the recipient:
(a) is enrolled full-time in the Faculty of Graduate Studies in a doctoral program offered by the Department of Chemistry; and
(b) has achieved a minimum grade point average of 3.5 based on the last 60 credit hours (or equivalent) of study.
In years where funds are available, the master's scholarship will be valued at the same level as the University of Manitoba Graduate Fellowship (UMGF) master's level awards. At the time of writing, this is $\$ 14,000$.

One scholarship at a minimum value of $\$ 18,000$ will be offered to a doctoral student who:
(1) is enrolled full-time in the Faculty of Graduate Studies in any doctoral program offered by the Department of Chemistry;
(2) has achieved a minimum grade point average of 3.5 based on the last 60 credit hours (or equivalent) of study; and
(3) has demonstrated exceptional research achievement at the graduate level.

In order to demonstrate how they meet criterion (3), applicants must submit: (i) a brief statement (maximum 250 words) describing their research; (ii) a copy of their current curriculum vitae; and (iii) two academic letters of reference.
The doctoral scholarship is renewable for 1 year, at the same value as the previous year, provided that the recipient:
(a) is enrolled full-time in the Faculty of Graduate Studies in a doctoral program offered by the Department of Chemistry;
(b) has achieved a minimum grade point average of 3.5 based on the last 60 credit hours (or equivalent) of study: and
(c) has not been in the doctoral program longer than five years. For students that have transferred from the master's to the doctoral program this time includes the period they were enrolled as a master's student.
In years where funds are available, the doctoral scholarship will be valued at the same level as the University of Manitoba Graduate Fellowship (UMGF) doctoral level awards.
At the time of writing, this is $\$ 18,000$.

- The paragraph following the numbered criteria was revised to:

An additional non-renewable scholarship valued at $\$ 14,000$ will be offered to a master's student who meets the criteria outlined above if the remaining available annual income plus the unspent revenue from the fund exceeds $\$ 14,000$ in any given year. Alternatively, if the remaining available annual income plus the unspent revenue exceeds $\$ 18,000$ in any given year, an additional non-renewable scholarship at a value of $\$ 18,000$ will be offered to a doctoral student.

- The following paragraph was revised to:

The Bert and Lee Friesen Graduate Scholarship in Chemistry (master's and doctoral) may not be held with other awards of equal or greater value.

- The selection committee paragraph was revised to:

The selection committee has the discretion to determine the number and value of awards offered each year based on the available funds, as outlined in the criteria above.

## Jack MacDonell Scholarship for Research in Aging

The following amendments were made to the terms of reference for Jack MacDonell Scholarship for Research in Aging:

- The preamble was revised to:

The Jack MacDonell Scholarship for Research in Aging was established to encourage and stimulate graduate student interest in research activity in aging. Each year, the available annual income from the fund will be used to offer one or more scholarships to graduate students who:

- The numbered criteria were revised to:
(1) are enrolled full-time in the Faculty of Graduate Studies, in either the first or second year of any master's program, or are within the first four years of a doctoral program, and whose research focuses on aging;
(2) have achieved a minimum grade point average of 3.5 based on the last 60 credit hours (or equivalent) of study; and
(3) have demonstrated outstanding interest or commitment to research in aging.
- The paragraph following the numbered criteria was revised to:

In order to demonstrate how they meet criteria (3), applicants will be required to submit: (i) a description of the proposed research and a statement of its practical applicability and relevance to aging, (ii) information on their educational background and research experience, (iii) an unofficial transcript, and (iv) two letters of reference, one from the graduate advisor and one from another faculty member familiar with the student's research work. The referees must forward both letters directly to the Centre on Aging.

- The following paragraphs were revised to:

The recipient of the scholarship will be required to submit a copy of their thesis/dissertation when complete, acknowledging financial support. The stage in their career will be considered and students will be ranked according to academic record, research project, research experience, publications and presentations, and letters of support.
The recipient may only hold this award once in a specific degree program. The recipient cannot hold any major award valued at $\$ 10,000$ or greater in the year in which the award is tenable.

- The following paragraph was added:

The selection committee has the discretion to determine the number and value of awards offered each year based on the available funds, as outlined in the criteria above.

## Joseph and Sylvia Lavitt Award in Pharmacy

The following amendments were made to the terms of reference for Joseph and Sylvia Lavitt Award in Pharmacy:

- The preamble was revised to:

In honour of his parents, Mr. Joseph and Mrs. Sylvia Lavitt, Mr. Frank Lavitt (LL.B./'79) and his spouse, Ms Ahava Halpern, have established an endowment fund at the University of Manitoba with an initial gift of $\$ 25,000$ in 2010. The fund will be used to provide scholarships for students in the College of Pharmacy. Each year, the available annual income from the fund will be used to offer one scholarship to an undergraduate student who:

- The numbered criteria were revised to:
(1) is enrolled full-time (minimum 80\% course load) in the third year of the PharmD program in the College of Pharmacy; and
(2) has achieved a minimum degree grade point average of 3.0.
- The standard Board of Governors statement was updated.


## Marguerite Hulme Scholarship in Pharmacy

The following amendments were made to the terms of reference for Marguerite Hulme Scholarship in Pharmacy:

- The preamble was revised to:

In memory of his wife Marguerite, who graduated from Pharmacy at the University of Manitoba in 1940, Mr. G. Fred Hulme established an endowment fund of \$300,000 at the University of Manitoba to support a scholarship to encourage young women and men to enter the profession of Pharmacy. Each year, the available annual income from the fund will be used to offer one scholarship to an undergraduate student who:

- The numbered criteria were revised to:
(1) is a Canadian Citizen or Permanent Resident of Canada;
(2) is enrolled full-time (minimum 80\% course load) in the first year of study in College of Pharmacy at the University of Manitoba;
(3) has achieved a minimum adjusted-grade-point average of 4.0;
(4) has participated in student extra-curricular activities; and
(5) has demonstrated leadership potential.
- The renewable paragraphs were revied to:

The award is renewable for three years provided the recipient continues to:
(a) be enrolled full-time (minimum 80\% course load) in the next ensuing year of study in College of Pharmacy at the University of Manitoba;
(b) maintain a minimum degree grade-point average of 3.75;
(c) participate in student extra-curricular activities; and
(d) develop leadership qualities.

In the event that a recipient does not qualify for the renewal of this scholarship, another student who meets the above renewal criteria and is in the same year as the student who did not qualify will be offered the scholarship. Only four students can hold this scholarship each year.

- The following paragraph was removed:
*The state of the fund supporting this scholarship will be reviewed annually and, if the amount thereof should permit, the value of the award will be increased progressively, at the discretion of the University, for the second, third, and fourth years.
- The selection committee paragraph was revised to:

The selection committee will be the College of Pharmacy Professional Program Awards Committee.

- The standard Board of Governors statement was updated.


## Pharmacy Class of 2009 - Passion and Commitment Award

The following amendments were made to the terms of reference for Pharmacy Class of 2009 - Passion and Commitment Award:

- The numbered criteria were revised to:
(1) has successfully completed the requirements for the Doctor of Pharmacy (PharmD) degree program in the College of Pharmacy;
(2) has achieved a minimum degree grade point average of 3.0;
(3) has, through the course of their degree studies, a strong record of community service within the broader community, the College of Pharmacy, and /or the University.
- The selection committee paragraph was revised to:

The selection committee will be the College of Pharmacy Professional Program Awards Committee.

- The standard Board of Governors statement was updated.


## Statistical Association of Manitoba Bursary

The following amendments were made to the terms of reference for The Statistical Association of Manitoba Bursary:

- The preamble was revised to:

The Statistical Association of Manitoba (SAM) established a trust fund at the University of Manitoba in 1990, to offer an annual award to support students studying statistics. The Manitoba Scholarship and Bursary Initiative has made a contribution to this fund. Each year, beginning in 2023-2024, the available annual income from the fund will be used to offer one or more bursaries to undergraduate students who:

- The numbered criteria were revised to:
(1) are enrolled full-time (minimum 60\% course load) in any year of study in the Faculty of Science in any Statistics program or joint Statistics program (Major, Major Co-op, Honours, and Honours Co-op); and
(2) have achieved a minimum degree grade point average of 2.5; and
(3) have demonstrated financial need on the standard University of Manitoba general bursary application form.
- The paragraph following the numbered criteria was revised to:

The selection committee will have the discretion to determine the number and value of awards offered each year based on the available annual income from the fund and the level of financial need demonstrated by candidates for this bursary.

- The selection committee paragraph was revised to:

The Dean of the Faculty of Science (or designate) will ask the Head of the Department of Statistics (or designate) to name the selection committee for this award.

- The standard Board of Governors statement was added.


## University of Manitoba Three Minute Thesis (3MT ${ }^{\circledR}$ ) Competition Prizes

The following amendments were made to the terms of reference for the University of Manitoba Three Minute Thesis ( $3 \mathrm{MT} ®$ ) Competition Prizes:

- The preamble was revised to:

The Faculty of Graduate Studies offers annually funded prizes at the University of Manitoba to reward outstanding $3 M T^{\circledR}$ competitors. The $3 M T^{\circledR}$ competition recognizes graduate students' abilities to distill their research into a concise presentation utilizing one slide that does not exceed three minutes. The University of Manitoba Retiree's Association (UMRA) provides an annual contribution to the Faculty of Graduate Studies in support of a portion of these prizes.

Each year, one or more prizes will be offered to graduate students who:

- The numbered criteria were added:
(1) have successfully presented their ideas and research to a panel of judges, and are selected among the top competitors during the annual $3 M T^{\circledR}$ Final Competition in accordance with the rules and regulations of the competition.
- The paragraph following the numbered criteria was revised to:

Each year prior to the date of the competition, the Faculty of Graduate Studies will determine the number, category, and value of prizes to be offered.

- The selection committee paragraph was revised to:

The Dean of the Faculty of Graduate Studies (or designate) will name the selection committee for this award.

- The standard Board of Governors statement was added.


## 3. WITHDRAWALS

UMFA Scholarship for the Advancement of Labour Rights
At the donor's request.

## Preamble:

1. The terms of reference for the Senate Committee on Appeals (SCAP) are found on the web at: University of Manitoba - Senate Committee on Appeals (umanitoba.ca)
2. The Committee is charged to hear and determine appeals from:
a) decisions made by academic administrators involving Senate regulations in which Faculty or School Councils have no jurisdiction; and
b) appeals against decisions taken by Awards Selection Committees of Faculties and Schools.
3. The Committee is to report to Senate on the determination of all appeals submitted to it; and advise the Executive Committee of any Senate regulations affecting students which appear to be creating particular difficulties.

## Observations:

1. The Committee has received 10 new appeals since the last report to Senate in October 2022. These cases are summarized, along with the six open files previously reported, without compromising the confidentiality of the Appellant.

- An appeal was received against a decision by the College of Medicine. The grounds were failure of the Faculty/School or Dean/Director to follow procedures, failure of the Faculty/School or Dean/Director to follow the rules of natural justice, and failure of the Faculty/School or Dean/Director to reasonably consider all factors relevant to the decision being appealed. The appeal was denied.
- An appeal was received against a decision by the College of Dentistry. The grounds were failure of the Faculty/School or Dean/Director to follow procedures, failure of the Faculty/School or Dean/Director to follow the rules of natural justice, and failure of the Faculty/School or Dean/Director to reasonably consider all factors relevant to the decision being appealed. The appeal was denied.
- An appeal was received against a decision by the College of Dentistry. The grounds were failure of the Faculty/School or Dean/Director to follow procedures, failure of the Faculty/School or Dean/Director to follow the rules of natural justice, failure of the Faculty/School or Dean/Director to reasonably consider all factors relevant to the decision being appealed, and failure of Senate, the Faculty/School, or Dean/Director to comply with applicable legislation. The appeal was denied.
- An appeal was received against a decision by the Faculty of Arts. The grounds were failure of the Faculty/School or Dean/Director to follow procedures, failure of the Faculty/School or Dean/Director to follow the rules of natural justice, and failure of the Faculty/School or Dean/Director to reasonably consider all factors relevant to the decision being appealed. The committee determined that the Appellant did not have standing.
- An appeal was received against a decision by the Faculty of Engineering. The ground was failure of the Faculty/School or Dean/Director to reasonably consider all factors relevant to the decision being appealed. The committee determined there were insufficient grounds for the appeal to proceed to a hearing.
- An appeal was received against a decision by the Faculty of Science. The ground was failure of the Faculty/School or Dean/Director to reasonably consider all factors relevant to the decision being appealed. The committee determined there were insufficient grounds to proceed to a hearing.
- An appeal was received against a decision by the Faculty of Science. The ground was failure of the Faculty/School or Dean/Director to reasonably consider all factors relevant to the decision being appealed. The committee determined there were insufficient grounds for the appeal to proceed to a hearing.
- An appeal was received against a decision by the Faculty of Engineering. The ground was failure of the Faculty/School or Dean/Director to reasonably consider all factors relevant to the decision being appealed. The appeal was sent back to the Faculty.
- An appeal was received against a decision by the Faculty of Science. The ground was failure of the Faculty/School or Dean/Director to reasonably consider all factors relevant to the decision being appealed. The committee determined there were insufficient grounds for the appeal to proceed to a hearing.
- An appeal was received against a decision by the Faculty of Social Work. The grounds were failure of the Faculty/School or Dean/Director to follow the rules of natural justice and failure of the Faculty/School or Dean/Director to reasonably consider all factors relevant to the decision being appealed. The appeal was withdrawn.
- An appeal was received against a decision by the Faculty of Science. The ground was failure of the Faculty/School or Dean/Director to reasonably consider all factors relevant to the decision being appealed. The committee determined there were insufficient grounds for the appeal to proceed to a hearing.
- An appeal was received against a decision by the Rady College of Medicine. The grounds were failure of the Faculty/School or Dean/Director to follow procedures, failure of the Faculty/School or Dean/Director to follow the rules of natural justice, failure of the Faculty/School or Dean/Director to reasonably consider all factors relevant to the decision being appealed, that a Faculty/School/Senate governing document has become inapplicable through lapse of time or was unfairly applied, and failure of Senate, the Faculty/School, or Dean/Director to comply with applicable legislation. The appeal was denied.
- An appeal was received against a decision by the Price Faculty of Engineering. The ground was a failure of the Faculty/School or Dean/Director to reasonably consider all factors relevant to the decision being appealed. The appeal was sent back to the Faculty.
- An appeal was received against a decision by the Faculty of Science. The ground was failure of the Faculty/School or Dean/Director to reasonably consider all factors relevant to the decision being appealed. The committee determined there were insufficient grounds for the appeal to proceed to a hearing.

Currently the Committee has 2 open files.

## Report of the Senate Committee on Libraries RE: Advancing Open Access at the University of Manitoba

## Preamble:

1. The terms of reference for the Senate Committee Libraries (SCL) can be found at: https://umanitoba.ca/admin/governance/governing documents/governance/sen committ ees/505.html
2. At its meeting on January 16, 2023 the Senate Committee on Libraries received a report from the Sub-Committee on Advancing Open Access.

## Observations:

1. The establishment of the Sub-Committee on Open Access was approved by the Committee at a meeting on June 18, 2020. Senate was informed of the establishment of the Sub-Committee at its October 7, 2020 meeting.
2. The report of the Sub-Committee, Advancing Open Access at the University of Manitoba, includes preliminary recommendations at the institutional, faculty and individual level in areas of learning, teaching and student support, research, and tenure and promotion.
3. The Sub-Committee wishes to have the report distributed broadly, to generate discussions about open scholarship. The Committee agreed that discussion about open scholarship is important and that the report should be shared broadly.
4. The Committee suggested that the Vice-President Indigenous be given an opportunity to review the report and provide input prior to further distribution of the report. The Office of the Vice-President Indigenous has reviewed the report, and their suggestions have been incorporated.

Respectfully submitted,
Ms. Lisa O'Hara, Chair
Senate Committee on Libraries

# Advancing Open Access at the University of Manitoba 

Report of the Senate Committee on Libraries Sub-Committee on Advancing Open Access

Committee:
Lisa O'Hara, Chair, Libraries
Jordan Bass, Libraries
Kirstin Brink, Earth Sciences
William Dowie, University of Manitoba Graduate Students' Association (UMGSA)
Claire Herbert, Canadian Watershed Information Network
James Maiello, Music
Kirk McManus, Biochemistry \& Medical Genetics
Victoria Romero, University of Manitoba Students Union (UMSU)
Janet Rothney, Libraries
Marie Speare, Libraries
Genevieve Thompson, Nursing

The Sub-Committee acknowledges the work of the Libraries' Standing Committee on Open Scholarship (Andrea Szwacjer, Chair) and the Open Educational Resources Sub-Group (Janice Winkler, Chair) and former sub-committee member Kristin Smith (UMSU) in assisting with drafting this report. The Sub-Committee also thanks Cary Miller, Associate Vice-President (Indigenous), Scholarship, Research and Curriculum for providing commentary on the draft report.

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## Executive Summary

This is a guiding document for the purpose of advancing discussions about and uptake of open scholarship at the University of Manitoba; the sub-committee recognizes that further discussions and consultations will need to take place with stakeholders on and off campus, including Indigenous communities that we partner with on research. Although a fully supported open scholarship framework for the University of Manitoba (UM) requires a conscious culture change at all levels of the university, the transformative value to the university in all areas makes doing so well worth the effort. There are many benefits to be gained from such a change including expanding learning opportunities for students, promoting research excellence, expanding equity, diversity, inclusion, and accessibility at the university, as well as supporting values such as inclusive access, academic freedom, rights retention, and digital preservation; these are further enumerated in the body of the report. Preliminary recommendations to shift to an open scholarship culture include recommendations at the institutional, faculty, and individual level in the areas of:

## Learning, Teaching, and Student Support

## Recommendations/Goals for the Institution

- Include the adoption of Open Educational Resources (OER) in future strategic and operational planning.
- Identify consistent funding for OER.
- Advocate with the province for more funding directed to OER in institutions through Campus Manitoba or other means.


## Recommendations/Goals for Faculties

- Plan for a minimum of $50 \%$ of recommended introductory courses for U1 students as identified in the Academic Calendar to have OER as primary texts within 5 years of the release of this report.
- Support faculty members in the writing, adoption and adaptation of OER and recognize this as a significant contribution during promotion and tenure processes.
- Encourage review of OER as part of professional practice and recognize as a contribution during promotion and tenure process.


## Recommendations/Goals for Individuals

- Review OER as part of professional practice.
- When choosing texts for courses, consult the University of Manitoba Libraries (UML) OER by Discipline Guide and adopt or adapt an OER text.
- Recognize OER as legitimate scholarly work when serving on tenure and promotion committees.
- Promote and share OER with faculty and students.


## Research

Recommendations/Goals for the Institution

- Endorse, create, and fund a culture that recognizes and supports open scholarship including FAIR (findable, accessible, interoperable, reusable) principles (Wilkinson et al., 2016).
- Become a signatory to the Declaration for Open Research Assessment (DORA).
- President, Vice-Presidents, and Board of Governors support, advocate and participate actively in open scholarship efforts through U15, Tri-Agencies, CRKN, and other means.
- President and Vice-President Research and International (VPRI) advocate for more funding for open scholarship and transformative agreements nationally, including for university presses to publish OA materials.
- Encourage faculties and others to provide funding for OA publishing.
- Create and require compliance with an institutional Open Scholarship Policy.
- Support the Libraries in transforming scholarly publishing to a more open model through transformative agreements or future models.


## Recommendations/Goals for Faculties and Individuals

- Develop open scholarship policies that encompass FAIR (findable, accessible, interoperable, reusable) principles (Wilkinson et al., 2016) within faculties and departments.
- Outline best practices for open scholarship within faculties and departments.
- Develop a suite of, and support, open research tools appropriate to faculty or department.
- Provide funding for faculty members, students and postdoctoral researchers publishing in OA journals.
- Encourage no-fee OA publishing through MSpace and other repositories.
- Ensure that the tenure and promotion process and other institutional awards/recognition encourage and reward open scholarship.
- Include an open scholarship requirement for internal research funding opportunities (for example: publishing in an open access journal and/or depositing article in MSpace, making research data open).
- Broaden the acceptable and encouraged knowledge mobilization venues in the unit and or discipline; encourage making research and scholarship available outside of publishing in commercial journals.
- Encourage professional societies and their journals to adopt affordable OA policies.


## Tenure and Promotion

## Recommendations/Goals for the Institution

- Become a signatory to DORA.
- Recognize, accept, and promote scholarly contributions that are open.
- Ensure that engagement with open scholarship is recognized as equivalent to traditional means of knowledge dissemination for institutional awards and recognition.


## Recommendations/Goals for Faculties and Individuals

- Ensure that the tenure and promotion processes and other institutional awards/recognition encourage and reward open scholarship.
- Ensure that engagement with open scholarship is recognized as equivalent to traditional means of knowledge dissemination in the tenure and promotion process.
- Ensure that individual units develop strategies to encourage open scholarship.
- Broaden the acceptable knowledge mobilization venues in the unit and or discipline.
- Consider the value and impact of all research outputs using a broad range of measures including qualitative ones.


## Further Recommendations

The sub-committee recommends that this report be submitted to the Digital Strategies Project for consideration as part of that project, and to the strategic planning oversight committee for consideration as part of that process. Further, that this report be widely circulated to Senate, the Board of Governors, University of Manitoba Faculty Association (UMFA), University of Manitoba Graduate Students Association (UMGSA), University of Manitoba Students Union (UMSU), within faculties, and to other stakeholders for discussion and consideration of the recommendations. The sub-committee recommends that an Open Scholarship Costing Task Force, reporting to the Provost, should be established within one year of the release of this report to prioritize recommended actions and goals for the university and determine timelines, costs, and cost mitigations. The sub-committee also recommends that, within six months of the release of the report, faculties should develop action plans for open scholarship based on the recommendations for faculties considering factors and constraints within the discipline.

While costs are substantial, it must be recognised that some can be realized by shifting existing spending. As an example, OER development and uptake could be funded by adding a levy on student fees for OER support; while on the surface this represents an additional cost, students would realize significant savings in textbook costs. Similarly, although more difficult to achieve, funding for open publishing could be achieved through pooling funds that are normally spent on article processing charges (whether these are paid from research grants, travel \& expense accounts, or other sources) to achieve consistent savings across the university.

## Introduction

University of Manitoba (UM) faculty, students (undergraduate and graduate) and administrative staff are working more frequently with open access platforms, publishers, repositories, and resources to improve data acquisition and extend knowledge mobilization and awareness of the research being done at the University of Manitoba. At the same time, granting agencies are increasingly requiring that the products of funded research be made available online without charge to the public, increasing demand for support for open scholarship within the university.

At its meeting on June 18, 2020, the Senate Committee on Libraries created a sub-committee on advancing open access that was charged with creating a framework for open access (or open scholarship) at the University of Manitoba. The sub-committee members recognize that the overall trend in academia over the past two decades has been towards openness, and that the pandemic has accelerated this trend. In its work, the sub-committee considered elements of open access and open scholarship, as well as the commitments the university has made in its strategic plan, to make high-level recommendations for a cultural shift toward more openness in scholarly practices. This document is meant to begin discussions about and increase the adoption of open access and open scholarship at the University of Manitoba. The subcommittee members recognize that additional discussions and consultations will need to be held with stakeholders both on and off campus.

Open access is defined as a set of principles and a range of practices through which research outputs are distributed online, free of access charges or other barriers (Suber, 2015). More broadly, Parsons et al. (2022) define open scholarship as:


#### Abstract

...an umbrella term that refers to the endeavour to improve openness, integrity, social justice, diversity, equity, inclusivity and accessibility in all areas of scholarly activities. Open scholarship extends the more widely used terms open science and open research to include academic fields beyond the sciences and activities beyond academic research.


Open access and open scholarship are embedded in many of the commitments identified in the University's planning document "Our Shared Future: Building on our Strategic Plan" adopted by the university community in 2021. Open scholarship is an important component of research excellence, anti-racism, expanding learning opportunities for students, Indigenous achievement and engagement and helps to create a more accessible, equitable, diverse, and inclusive university.

In gathering information for the writing of this report, the sub-committee invited experts in open access and open scholarship including publishers, representatives from the Canadian Research Knowledge Network, Campus Manitoba, and librarians. The sub-committee also considered barriers to open access and open scholarship for researchers and distributed and analyzed a survey at the University of Manitoba to gauge awareness and use of open tools, including systems and services available at the university. This information is summarized in Appendices A-F, but the report itself is organized into 3 sections: 1) Learning, Teaching and Student Support; 2) Research; 3) Tenure and Promotion. Each section is organized with background information, a discussion of the value to and costs for the university, and recommendations from the committee for the institution, for faculties and for individuals, including faculty, students and staff. A list of acronyms and abbreviations used throughout the report is in Appendix H .

## Learning, Teaching, and Student Support

## Background

OER are the main open scholarship vehicle for learning, teaching, and student support at the University of Manitoba, and faculty and students are overwhelming interested in OER being used in their classes (as seen in the results of the survey conducted by the sub-committee found in Appendix F). Massive Online Open Courses (MOOCs) are often presented to general audiences as open scholarship but are often neither open nor scholarship so are not considered here. Academic rigour is intrinsic to the creation of OER as it is with all open scholarship.

In 2021, UMSU surveyed students and received over 1000 responses, with students identifying that their highest priority was adoption of OER, ranking it above more financial aid for students, enhancing online learning platforms, and more mental health supports.

Some statistics (gathered by UMSU):

- $86 \%$ of students at $U$ of $M$ have bought a required textbook for a course only to end up using less than $10 \%$ of that textbook.
- $20 \%$ of undergraduate students have opted to voluntarily withdraw or avoid enrolling in a desired course due to the associated cost of the learning materials for the course.
- The average cost per required textbook across the top 10 most popular introductory courses in terms of applicability across multiple degree programs is $\$ 143$.
- The estimated cost of required textbooks for an average first year student at the U of M taking a 30 -credit course load is $\$ 1700$.

Students' costs are significantly reduced even if they choose to print the OER.
The sub-committee held a discussion on OER with Campus Manitoba (see Appendix E) where the University of Manitoba was described as a leader in OER use and adoption in Manitoba, realizing $73 \%$ of the costs savings for post-secondary students in Manitoba.

## Value of Open Education Resources

Campus Manitoba described the value of adopting OER at the University of Manitoba as found in:

- Higher enrollment as costs for course materials are contained.
- Better prepared students as OER are available independent of ability to buy a costly textbook.
- Lower withdrawal rate because students are able to keep up with course content.
- OER adoption meets objectives in the Manitoba Skills, Talent and Knowledge Strategy (Government of Manitoba, n.d.) because of the ability to edit OER to needs of particular programs increasing quality of student learning and making course content more relevant to the immediate needs of the labour market.
- At UM, 6287 students have been impacted for a savings of $\$ 1.1$ million and 7 faculty members using OER, with 1 adaptation completed and 2 in progress in 2021. Increasing adoption leads to greater impact.


## Cost of Open Educational Resources

OER are "free" to students, but may require creation, adaptation, peer-review, and production, all of which take faculty time and therefore have a cost attached. Although many OER are available for adaptation for courses that exist at the university, there may not be one suitable for a particular course, or it may need to be adapted to fit the local context, or it may need extensive revision. Faculty release time from teaching is needed to perform these activities, and there may be additional costs in creating visuals and supplementary assessment or other material for the OER. Additionally, this may represent an additional burden to Indigenous faculty, Black and racialized faculty, those with disabilities, and those of marginalized or minoritized genders, sexual identities, religious and culture groups who are asked to contribute or comment on these materials which should be compensated.

Open Ed Manitoba and Campus Manitoba support locating and adopting OER by providing information on their website to locate an OER in specific subjects and support the adaption of OER with a step-by-step guide on their website. They also offer a $\$ 250$ honorarium for Manitoba faculty members who review OER. Finally, they provide PressBooks as a shared Manitoba platform for OER.

At the University of Manitoba, a campus wide OER Working Group was established with representation from across the university to facilitate OER use, adaptation, and creation. Subcommittee members discussed their lack of knowledge about OER and this was verified in the survey results found in Appendix F where lack of familiarity with OER emerged as a common theme.

In 2021-22 the UML received one-time funding that enabled the creation of a one-year librarian term position responsible for OER projects including creating a guide by discipline that is available on the UML website, acquiring a local PressBooks license, raising OER awareness across the university, and working with the Centre for the Advancement of Teaching and Learning (the Centre) on OER.

The UML continues to support OER and PressBooks; but the result of a lack of continuing funding is decreased support for OER and other library services. Similarly, as use of OER by faculty members increases, the same situation would be experienced in the Center as the needs for OER support result in decreased service in other areas if there is no matching increase in funding for these areas.

Therefore additional, continued funding is needed in the form of:

- Grants for release time from teaching similar to UM Scholarship of Teaching and Learning (SOTL) grants to support faculty members in creating or adapting OER;
- Funding to support the acquisition of visual resources for OER and/or the creation of supplementary materials;
- Stable funding with incremental increases as appropriate for an OER Librarian position to support faculty members in OER creation/adaption;
- Stable funding with incremental increases as appropriate for the Centre to support faculty members in OER creation;
- Stable funding to license and support PressBooks and to support faculty in using PressBooks.


## Recommended Actions/Goals

The sub-committee recommends the following actions be taken:

## Institutionally

- Include the adoption of OER in future strategic and operational planning.
- Identify stable funding for OER with incremental increases as appropriate.
- Advocate with the province for more funding directed to OER in institutions through Campus Manitoba or other means.
- Endorse the Driving OER Sustainability for Student Success (DOERS3) framework for OER in Tenure and Promotion.
- Present to units on the strategy, value, and process of OER.
- Promote OER to units.


## In Faculties

- Plan for a minimum of $50 \%$ of recommended introductory courses for U1 students as identified in the Academic Calendar to have OER as primary texts within 5 years of the release of this report.
- Support faculty members in the adoption and adaptation of OER and recognize this as a significant contribution during promotion and tenure processes.
- Encourage review of OER as part of professional practice and recognize as a contribution during promotion and tenure process.


## By Individuals

- Review OER as part of professional practice.
- When choosing texts for courses, consult the UML's OER by Discipline Guide and adopt or adapt an OER text.
- Recognize OER as legitimate scholarly work when serving on tenure and promotion committees.


## Research

## Background

Open research/scholarship practices, tools, and platforms are found throughout the research lifecycle. There are a variety of open source and commercial products on the market for openly sharing information including scholarly articles and monographs, datasets, lab books, code, music, and other products of the research process. However, there are costs attached to many of these platforms as well as concerns related to commercial vendors, authority, and ownership of the research itself.

Scholarly publishing is intrinsic to scholarship as a means of disseminating research and is particularly problematic. The current scholarly publishing model is collectively funded by universities in 3 ways: 1) researchers are paid by universities to carry out and publish research, often in the form of scholarly articles; 2) university libraries pay for a subscription to the journal where the research is published; and 3) researchers may pay article processing charges (APCs) to have the article published openly. Besides doing research, faculty members also support commercial publishing through peer-review and serve on the editorial boards of academic journals. There is no compensation from commercial publishers for researchers performing these tasks, although they are often recognized in tenure and promotion processes. Commercial vendors such as Elsevier, Clarivate, and others are posting record profits as the cost for academic journals rise on average 3-5\% per year.

Research, and the publishing of scholarly articles, is necessary to get tenure and be promoted, therefore researchers must publish and will choose to publish in the journal which is seen as having the most impact. Generally, access to scholarly articles is available only to those with a subscription to the journal or with access to a library holding a subscription. Alternatively, once an article is accepted to a journal, researchers may also choose to make their articles open to anyone, but this requires them to pay APCs to publish articles (\$6290/article to publish in Nature for example). There is no data on how much is paid by Canadian researchers in APCs since these are not paid centrally but from researchers' grants, expense accounts or other means. Scholarly publishing is further complicated by "predatory publishers" who operate as pay-topublish vendors under the guise of open access journals (see discussion in Appendix B).

Libraries in research institutions pay through subscriptions for access to the research performed in their institutions and published in scholarly journals. The Canadian Association of Research Libraries 2018-19 reported data shows that 31 Canadian higher education and research libraries collectively spent $\$ 362,913,423$ on materials with $77 \%$ being spent on subscriptions (Canadian Association of Research Libraries, 2022).

Another concern with the current scholarly publishing model is that as Tri-Agencies and other funders require researchers to publish their research data, commercial vendors see opportunities in providing platforms for that data. The same cycle where universities may pay multiple times in scholarly article publication is being recreated for scholarly data where profits are realized by commercial vendors and labour is performed at research institutions. Additionally, consolidation of publishers and vertical integration of data analytics services, data repositories, and other platforms by commercial vendors is a cause for concern, leaving researchers with fewer choices in making their research available, and less clarity on their rights retention when using commercial platforms.

Open scholarship, as an alternative, allows academic communities to control the platforms for research they produce and to protect the values of the academy such as inclusive access, academic freedom, rights retention, and digital preservation. Open scholarship includes a peerreview process within the platform as seen in the diagram below; open scholarship seeks to disrupt the economic model of scholarly publishing, while maintaining the intellectually rigorous peer review model.

The Committee recognizes the right of First Nations, Metis and Inuit Peoples to selfdetermination and the right to own, control, access, possess and protect research data created by and with their community (OCAP Principles are one such model). Data sovereignty takes precedent over all other open scholarship considerations.

There are open platforms and products to make the research process more open at every stage. Following is a diagram of the research cycle and opportunities for open scholarship:


It is beyond the purview of this sub-committee to make recommendations for particular open services or platforms at the UM, which may often be discipline-specific, but there are open options available for each of the products of research shown. Disrupting the current model and ensuring that the research output of the UM is available openly to all Manitobans and researchers around the world at the lowest possible cost, while at the same time ensuring that rights are retained by the researcher, is desired by researchers, the University, and funders.

Many universities have policies which provide a legal framework for open scholarship within the university. The sub-committee held a discussion with Joy Kirchener, of York University about their open access policy (see Appendix D) and a draft policy was created for the UM by the Libraries' Open Scholarship Standing Committee (see Appendix D1).

Value of Open Research
The subcommittee has noted that adopting open research at UM would provide value to the university because it:

- Allows communities being studied to have easy access to the results of the study.
- Gives the local community access to information that improves their knowledge on matters important to them, such as public health information and results of research conducted on community land.
- Recognizes the value of First Nations principles of ownership, control, access, and possession (OCAP).
- Allows UM scholarship to be used by communities around the world, building connections that might not otherwise be forged.
- Allows students who have graduated to continue to have access to cutting-edge research in the workplace to inform their professional practice.
- Results in higher citation counts as researchers in more institutions have access to articles, data and other products of research.
- Grants access and enables researchers to reuse data from other studies as appropriate.
- Allows UM researchers to access articles, data, code, and other information that might previously have been unavailable or behind a paywall.
- Provides alternatives to commercial products so researchers have choices in how to disseminate their research.
- Allows researchers to share the products of their research while retaining their rights.
- Fulfills some funders' mandates, particularly the Tri-Agencies', for making research openly available, including data, articles and other products resulting from the research.


## Cost of Open Research

The costs of creating an open research environment are found in providing platforms, systems, supports, and human resources that make the products of research openly available, as shown in the diagram above, rather than in the cost of commercial systems. There are existing platforms at the UM available to all researchers that address some aspects of the research cycle, but these systems are not well-known or well-used at UM as found in the survey the subcommittee conducted (see Appendix F).

In general, these systems and supports fall into the categories below.
Plan: Requirements for data management plans (DMPs) on specific grant applications by the Tri-Agencies in Canada has begun. The UM provides support in creating DMPs via a web-based DMP Assistant. UM also supports storage of research data through the Research Data Storage Finder.

Create: Data visualization provides another tool to support the dissemination of research in ways most suited to the target audience, which may be the community, other researchers or policy makers. Platforms such as the GIS Hub and Dataverse at UM Libraries provide this type of support.

Publish: Researchers are increasingly required to publish not just their results as a journal article, but also the data and research outputs (code etc.) used in the research. UML currently supports multiple tools such as MSpace, Dataverse and the Open Journal

System (OJS) to support the sharing of data and publications, including supplemental materials like presentations.


#### Abstract

Evaluation: Sharing improves researchers' traditional citation counts and supports credibility of the research by creating research outputs that are transparent and reproducible and therefore re-usable. Researchers are also increasingly being asked to show how their research is being viewed and used by the public and for policy and decision making. Tools like Altmetrics, which UML currently supports, provide a way to illustrate with qualitative data the "real world" impact and reach of the research being conducted.


There are also discipline-specific open tools that are available, and in some instances deposit in them may be required or desirable. The costs for these are often carried by the department, faculty, or the individual faculty member. For example, in the Rady Faculty of Health Sciences, clinical data is stored in the Secure Research Environment (SRE) and some faculties have their own licensed instance of GitLab. Other units such as the Manitoba Centre for Health Policy (MHCP) and the C.H.R. Faculty of Environment, Earth and Resources both provide not only tools for research but support their own discipline-specific data repositories which can be used by researchers and collaborators. There are, however, a number of costs associated with the technology and the human resources required to support these ecosystems (an example of these costs is found in Appendix G). The current total cost to the university of supporting open tools is unknown.

APCs for journals on commercial vendor platforms represent an additional cost for open publishing and the cost of APCs are seen as the biggest barrier to publishing in OA journals by researchers on the sub-committee (also seen in the survey results summarized in Appendix F). APC costs are not tracked at the University of Manitoba because they are often paid out of research grants or travel and expense accounts. At the same time, the UML pays for subscriptions to journals that may include articles by UM researchers who have already paid APCs, therefore UM pays twice for a research article. The UML is working through CRKN and others to negotiate transformational agreements (TAs) where both APCs and subscriptions are included in one price (see Appendix A for a discussion of CRKN's approach to TAs). However, there are concerns as the funds for the APC costs in TAs are outside the UML budget and, often, the UM budget as they are paid by researchers directly as stated above. Additionally, once the Libraries has signed one of these agreements, it is very difficult to cancel due to budget constraints because it will affect UM researchers' ability to publish in, as well as read, journals. The UML also negotiates discounts to APCs as part of their agreements with commercial vendors whenever possible. However, TAs have not changed the model, they have simply shifted the center of funding and are unsustainable for most libraries.

The sub-committee also looked at open monograph publishing which is very important in Arts \& Humanities (see Appendix C for a summary of the discussion with the University of Manitoba Press). Most university presses are self-funding and generally not-for-profit. Publishing open monographs affects the revenue stream by approximately $40 \%$ so funding from outside agencies or within institutions would be necessary to sustain university press open monograph publishing. A sustainable model for open monographs has yet to be developed.

Therefore, associated costs for open research are not straightforward, but might include:

- Stable funding with incremental increases as appropriate for or reallocation of human resources for increased data management planning support and article and data deposit.
- Stable funding with incremental increases as appropriate for internal tools to support open publishing (e.g. automatic harvesting of open access articles on commercial publisher sites).
- Stable funding with incremental increases as appropriate for human resources to support open publishing (e.g. ensuring affiliation information is correct, loading documents to MSpace)
- Reallocation/reimagining of funding to support transformative agreements (TAs) and payment of APCs or future alternatives to TAs within the UML acquisitions budget.
- Continued additional funding or reallocation of funds to support open practices in research within faculties and departments.
- Funding or priority shift for librarians to ensure that all faculty members at UM are aware of open alternatives to current practices.
- Continued additional funding for human resources to perform tasks associated with open research to ensure compliance with Tri-Agency and other funders (ex. curation and upload of data sets and setting permissions in DataVerse)


## Recommended Actions/Goals

The sub-committee recommends the following actions to advance open research at the UM:

## Institutionally

- Endorse, create, and fund a culture that recognizes and supports open scholarship including FAIR (findable, accessible, interoperable, reusable) principles (Wilkinson et al., 2016).
- Become a signatory to the Declaration for Open Research Assessment (DORA).
- President, Vice-Presidents, and Board of Governors support, advocate and participate actively in open scholarship efforts through U15, Tri-Agencies, CRKN, and other means.
- President and Vice-President Research and International (VPRI) advocate for more funding for open scholarship and transformative agreements nationally, including for university presses to publish OA materials.
- Encourage faculties and others to provide funding for OA publishing.
- Create and require compliance with an institutional Open Scholarship Policy.
- Support the Libraries in transforming scholarly publishing to a more open model through transformative agreements or future models.


## In Faculties/By Individuals

- Develop open scholarship policies that encompass FAIR (findable, accessible, interoperable, reusable) principles (Wilkinson et al., 2016) within faculties and departments.
- Outline best practices for open scholarship within faculties and departments.
- Develop a suite of, and support, open research tools appropriate to faculty or department.
- Provide funding for faculty members, students and postdoctoral researchers publishing in OA journals.
- Encourage no-fee OA publishing through MSpace and other repositories.
- Ensure that the tenure and promotion process and other institutional awards/recognition encourage and reward open scholarship.
- Include an open scholarship requirement for internal research funding opportunities (for example: publishing in an open access journal and/or depositing article in MSpace, making research data open).
- Broaden the acceptable and encouraged knowledge mobilization venues in the unit and or discipline; encourage making research and scholarship available outside of publishing in commercial journals.
- Encourage professional societies and their journals to adopt affordable OA policies.


## Tenure and Promotion

## Background

Research assessment encompasses considerations of value, recognition, and contribution to a field of study and the larger body of academic scholarship and global concerns. Traditional scholarship has established mechanisms of recognition, award and impact based on collectively understood modes of authority and authenticity. Commercial publishers have worked within this system to build and reinforce these traditions and norms of recognition, award, and impact. Consequently, many quantitative measures of impact and quality have become a product of the commercial publishing system. Even qualitative evaluations are reinforced by research products produced by authoritative bodies, largely supported by commercial publishers. Open scholarship challenges these norms by breaking the positive feedback loop of the imprimatur of authority granted by the commercial publisher and academe's understanding of quality. Post Plan S and the implementation of the Research Excellence Framework and its ilk in many European countries, many European academic institutions are in a re-evaluation phase of research assessment, understanding that traditional norms of evaluation no longer work due to the large-scale adoption of open scholarship.

This adoption includes the expansion of contribution modalities and incorporation of collaboration and reuse. OERs, data, including datasets and types of data (tabular, graphical etc.), new forms of expression due to digital expression such as software code, digital humanities, as well as less visible academic work such as peer review are all considered contribution modalities of open scholarship. Because reuse is a core value of open scholarship there is an inherent weighting of collaborative effort over that of the individual. The digital environment of scholarship and its ecosystem, built on relationships between persistent identifiers and platforms enable new measures and values of collaborations and their outputs. Other new forms of quantitative measures include alternative metrics (altmetrics) which draw on user data, public engagement through social media networks, and other similar indicators. Beyond a collective understanding of open scholarship, its principles and possibilities, together with the accompanying quantitative and qualitative considerations, each discipline/faculty and/or department will need to determine its own parameters and scale of quality and impact.

DORA addresses some of the issues identified.

## Recommended Actions/Goals

The sub-committee recommends the following actions to support open scholarship at the UM:

## Institutionally

- Become a signatory to DORA.
- Recognize, accept, and promote scholarly contributions that are open.
- Ensure that engagement with open scholarship is recognized as equivalent to traditional means of knowledge dissemination for institutional awards and recognition.
- In Faculties/By IndividualsEnsure that the tenure and promotion processes and other institutional awards/recognition encourage and reward open scholarship.
- Ensure that engagement with open scholarship is recognized as equivalent to traditional means of knowledge dissemination in the tenure and promotion process.
- Ensure that individual units develop strategies to encourage open scholarship.
- Broaden the acceptable knowledge mobilization venues in the unit and or discipline.
- Consider the value and impact of all research outputs using a broad range of measures including qualitative ones.


## Conclusion

The AOA sub-committee spent over a year examining evidence and discussing the implications to the UM community of adopting open scholarship and sees clear benefits for the institution, for faculty members, for students, and for other stakeholders in open scholarship. Although advancing open scholarship at the UM is a culture shift, open scholarship allows communities to connect whether they are communities within institutions, between institutions, or the institution and its local community. Open scholarship must be espoused at all levels of the institution to realize the benefits outlined in this report and summarized below since learning, teaching, and student support, research, and tenure and promotion are all inter-dependent in the same way that universities, faculty, students, and communities are inter-dependent.

The University will benefit from open scholarship by seeing wider dissemination of its research output which can lead to increased funding opportunities, more partnerships, higher rankings and greater community impact. Open scholarship will also demonstrate support for the principles of equity, diversity, and inclusion as well as academic freedom as open scholarship evens the playing field for researchers and consumers of research.

Faculty members will benefit from open scholarship through having greater freedom to publish in a wider range of knowledge mobilization venues that will be valued as part of the tenure and promotion process and in institutional awards and recognition, and their scholarship will be accessible by a much wider audience than through traditional scholarly publishing. This may increase the impact of their research and lead to more opportunities for partnerships and grants.

Students will benefit from open scholarship through lowered costs of educational materials and will have increased ability to participate in research and scholarship. Graduate students will have more opportunities to publish research openly at low or no cost, giving them valuable experience and building their publication record. Open publications allow them to disseminate their research more broadly reaching a wider audience, which in turn may lead to more opportunities for collaboration and grants.

Indigenous and other communities will have access to information that affects their communities, their health, and their environment. The First Nations OCAP principles can be incorporated into open scholarship allowing communities to control research by and about themselves and determine what is open and what is held by the community.

The AOA sub-committee makes the following recommendations to advance open scholarship to achieve these benefits:

## 1. Learning, Teaching and Student Support

The institution Include the adoption of OER in future strategic and operational planning, identify stable funding for OER with incremental increases as appropriate, advocate with the province for more funding directed to OER in institutions through Campus Manitoba or other means, endorse the Driving OER Sustainability for Student Success (DOERS3) framework for OER in Tenure and Promotion. The institution will also present to units on the strategy, value, and process of OER and promote OER to units.

Faculties plan for a minimum of $50 \%$ of recommended introductory courses for U1 students as identified in the Academic Calendar to have OER as primary texts within 5 years of the release of this report, support faculty members in the adoption and adaptation of OER and recognize this as a significant contribution during promotion and tenure process. Faculties will encourage review of OER as part of professional practice and recognize as a contribution during promotion and tenure process.

Individuals will review OER as part of professional practice. When choosing texts for courses, individuals consult the Libraries' OER by Discipline Guide and adopt or adapt an OER text and recognize OER as legitimate scholarly work when serving on tenure and promotion committees.

## 2. Research

The institution will endorse, create, and fund a culture that recognizes and supports open scholarship including FAIR principles and become a signatory to DORA. The President, VicePresidents, and Board of Governors will support, advocate and participate actively in open scholarship efforts through U15, Tri-Agencies, CRKN, and other means. The President and Vice-President Research and International (VPRI) will advocate for more funding for open scholarship and transformative agreements nationally, including for university presses to publish OA materials, encourage faculties and others to provide funding for OA publishing, create and require compliance with an institutional Open Scholarship Policy, support the Libraries in transforming scholarly publishing to a more open model through transformative agreements or future models.

Faculties and individuals will develop open scholarship policies that encompass FAIR (findable, accessible, interoperable, reusable) principles within faculties and departments, outline best practices for open scholarship within faculties and departments and develop a suite of, and support, open research tools appropriate to faculty or department.

Faculties and individuals will provide funding for faculty members, students and postdoctoral researchers publishing in OA journals, encourage no-fee OA publishing through MSpace and other repositories, and ensure that the tenure and promotion process and other institutional awards/recognition encourage and reward open scholarship. Faculties and individuals will include an open scholarship requirement for internal research funding opportunities, broaden the acceptable and encouraged knowledge mobilization venues in the unit and or discipline and encourage professional societies and their journals to adopt affordable OA policies.

## 3. Tenure and Promotion

The institution will become a signatory to DORA and recognize, accept, and promote scholarly contributions that are open.

Faculties and individuals will ensure that the tenure and promotion processes and other institutional awards/recognition encourage and reward open scholarship, broaden the acceptable knowledge mobilization venues in the unit and or discipline and consider the value and impact of all research outputs using a broad range of measures including qualitative ones.

# Appendix A: Presentation Summary - Transformational Vendor/Library Agreements 

Claire Appavoo, Executive Director, and Craig Olsvik, Senior Manager, Licensing and Member Services, from the Canadian Research Knowledge Network (CRKN) presented to the subcommittee on CRKN's OA strategy and transformative agreements. CRKN represents eightyone Canadian academic libraries in large-scale licensing and content acquisition, collaborates to expand and enrich the digital knowledge ecosystem in Canada and the world, advocates for fair and sustainable access to public research and content, supports digital infrastructure required to preserve and access critical Canadian content and mobilizes their membership to transform scholarly communications in Canada. Their strategic plan for 2019-2024 articulates three strategic goals:

- Transform scholarly communications
- Develop and foster partnerships
- Collaborative advocacy.

The speakers described multiple pathways to open access including partnership models such as those found with Coalition Publica, SCOAP, SCOSS, and PLOS, green open access (deposit in institutional repositories such as MSpace or disciplinary repositories such as arXiv.org), transformative agreements, lowering the cost of article processing charges (APCs) and reducing the cost of commercial subscription agreements.

A transformative agreement is defined in the ESAC Registry as "an umbrella term describing those agreements negotiated between institutions (libraries, national, and regional consortia) and publishers in which former subscription expenditures are repurposed to support open access publishing, thus transforming the business model underlying scholarly journal publishing, gradually and definitively shifting from one based on toll access (subscription) to one in which publishers are remunerated a fair price for their open access publishing services." Many countries are negotiating transformative agreements.

Almost half of Canadian researchers are publishing in Elsevier, SpringerNature and Wiley, with the vast majority of articles published in hybrid or subscription journals. Approximately $15 \%$ of Canadian research is published in OA journals. This means that most of Canadian research is only available behind a subscription pay-wall, leading to decreased discoverability and lower citation counts. Publishing in fully OA journals is expensive, and this is why CRKN is working on transformative agreements. When looking at possible TAs with publishers, CRKN considers the subscription cost, the publication output from member institutions or Canadian researchers, whether the publisher is for-profit or non-profit and whether a TA with the publisher has been successfully negotiated by other consortia. An example is the CRKN-Sage agreement, the first TA negotiated by CRKN. The legacy Sage license had been in place since 2007 and included a 40\% APC discount negotiated for the final years of the agreement, 2018-2020. The total cost across member institutions was US $\$ 5.3$ million. A TA was negotiated for 2021-2023 with APCs waived for all hybrid journal (where some content is OA) articles published by CRKN-affiliated corresponding authors, a $40 \%$ discount for gold OA journals (where all content is OA). The cost for this license was US $\$ 5.5$ million with 1 large institution joining accounting for the increase in cost) and 3\% cost increases in 2022 and 2023.

## Appendix B: Presentation Summary - Predatory Publishers

Janet Rothney presented a short refresher on Predatory Publishing to the subcommittee, to ensure all members had the same understanding of the relationship between predatory and open publishing.
"Predatory journals and publishers are entities that prioritize self-interest at the expense of scholarship and are characterized by false or misleading information, deviation from best editorial and publication practices, a lack of transparency, and/or the use of aggressive and indiscriminate solicitation practices." (Grudniewicz et al., 2019, p. 211)

Predatory publishers take advantage of the Open Access pay-to-publish model. Predatory publishers do not represent all Open Access publishers, but the two concepts have been conflated in some circles over the years. Predatory publishing impacts authors in a number of ways; financial exploitation, poor review and editing services if any are provided at all, poor findability and limited retraction or re-publishing opportunities; and reputation impacts for both authors and those who cite works that are later discovered to be predatory.

Predatory practices target uninformed researchers, especially graduate students and early professionals. Late career academics are also profiled, with offers of editorial board seats or even just having their names applied to boards they have not agreed to sit on, in order to give credit to a title. There is also the scenario of "highjacked" titles; a formerly legitimate title is sometimes purchased by a predatory publishing group who then transforms the journal into a predatory model - this can catch even well-informed researchers.

Some clues to predatory behaviour include;

- Unsolicited email invitations
- No presence in major databases
- Immediate article acceptance policies/practices
- Restrictive or unclear retraction policies
- False impact factor scores, ISSNs, or editorial boards
- Poor papers published in the past, or "empty" journal titles (having no previous issues or no articles listed in index)
- Title not included in OA directories like DOAJ (not a failsafe!)
- Low Article Processing Charge (APC) fees (also not a failsafe)

While the factors listed may be indicators of predatory behaviour, researchers must employ their best judgement. Consider also that some OA publications do not look as professional as a major-publisher title, because they are run by associations, who may not have the formatting or marketing expertise of a big publishing house. Some OA titles may not have a presence in major databases, if they are new or difficult to categorize. In the end, there is no definitive list of predatory or of legitimate publishers or titles.

The presentation concluded with a walk-through of how the presenter assessed titles for predatory practices, referencing the Think Check Submit Checklist and a recent UML training session.

## Appendix C: Presentation Summary - Monograph Publishing

Monographs are important scholarly outputs, particularly in the humanities and social sciences. Monograph publishing, in contrast to journal publishing, requires a longer time period for developing, publishing and marketing. Monograph publishing takes two to four years plus at least one year of marketing. The University of Manitoba Press gave a presentation to the Subcommittee on scholarly book publishing and open access. Costs to produce a monograph at the University of Manitoba Press range from \$27,000 to \$28,000. The University of Manitoba Press has published a few open access monographs. Open access books will impact the revenue stream as sales represent $40 \%$ of the revenue from the University of Manitoba Press. Digital and open access books can incorporate additional types of media beyond the traditional text with new software tools like Manifold and RavenSpace.

## Appendix D: Presentation Summary - York University Open Access Policy

Joy Kirchner, Dean of Libraries at York University presented to the sub-committee on their open access policy found at https://www.library.yorku.ca/web/research-learn/research/oapublishing/york-university-senate-policy-on-open-access/

Ms. Kirchner discussed the benefits of a policy for researchers, including providing a legal framework that supports author rights, enhanced visibility and impact of researchers' work and how OA policies help normalize OA practices across an institution. She described the benefits for institutions as collecting and preserving the institution's research output, increasing the visibility and accelerating the institution's research output/profile, and allowing for the use and re-use of an institution's research output in terms of indicators and metrics. She stated that evidence shows that effective policies can increase rates of deposit and accelerate adoption of OA.

In working towards an OA policy, Ms. Kirshner recommends completing an environmental scan of the campus, including understanding current attitudes and uptake of open access and determining where open access has particular traction. She noted that some faculties/schools/departments at York had adopted OA policies prior to an institutional policy being adopted.

Aligning with major university plans is important in working to implement a university OA policy. At York, an Open Access and Open Data Steering Committee was formed to engage in broad discussions with stakeholders to coordinate campus-wide education on OA and data management and to articulate a framework and coordinated service models to support faculty. It also worked to create a wider forum for discussion and consideration on changes to the system of scholarship, sustainability of current economic models of scholarship, access to publicly funded research, issues surrounding author rights in the digital age, and new scholarly distribution systems and other connected open movements.
(http://www.library.yorku.ca/web/open)
Discussions at York centered around discussions about benefits or issues faculty members saw arising from an OA policy, information about specific disciplines that might improve any policy or OA publishing initiatives at York and stories about successes and challenges arising from faculty members' personal experiences with OA. They were very clear that OA policy would not tell researchers where they can publish or provide a one-size-fits-all framework but would be designed to be adapted and built upon in line with discipline- and field-specific practices.

## Appendix D.1: Proposed Draft of OA Policy for the University of Manitoba

Note: the following is an excerpt from the draft (v2.1 April 2022) of which only the first two sections of the policy are included as these are the most substantive related to the topic of open access. The footnotes indicated in this appendix have not been included.

Part I<br>Reason for Policy

1.0 University of Manitoba is committed to research excellence, which includes making our research widely accessible while protecting the intellectual property rights of its authors and honouring our responsibilities to our Indigenous partners. This policy acknowledges:
1.1.1. The need to adopt, adapt to, and improve open access scholarship in keeping with institutional, provincial, national and global trends and initiatives.
1.1.2 Technological innovations continually offer new opportunities for both creation and dissemination of scholarship.
1.1.3. The principles of open access align with University values in building community and foster connections both locally and internationally, while increasing the visibility and access to research conducted at the University.
1.1.4. Freely sharing research with the public also reflects University of Manitoba's responsibility and commitment to provide access to research as a publicly funded institution.
1.2. In 2016, the Tri-Agency Open Access Policy on Publications was formally adopted by three major national research funding councils (the Medical Research Council of Canada (MRC, now the Canadian Institutes of Health Research, CIHR), the Social Sciences and Humanities Research Council of Canada (SSHRC) and the Natural Sciences and Engineering Research Council of Canada (NSERC)). The objective of the policy is to improve access to the results of Agency-funded research, and to increase the dissemination and exchange of research results; the mandate outlines the specific obligations of grant recipients to meet these objectives. The principles of open scholarship encapsulated by the Open Access Policy have been expanded with the Government of Canada's Roadmap for Open Science, Tri-Agency Statement of Principles on Digital Data Management and the Tri-Agency Research Data Management Policy. It is the policy of University of Manitoba to comply in full with Canadian federal granting agencies' requirements through this Policy on Open Access Scholarship.
1.3. The principles of open scholarship are inherent in the University commitment to the principles of accessibility, equity, diversity and inclusivity. Open scholarly work facilitates a diversity of contribution, enables attribution for new forms of work and voices, and activating global engagement of work not defined by or inhibited by commercial paywalls. These inherent qualities contribute to an organic fostering of connections between scholars and the wider community, inside and outside the University. It is conducive to the promotion and support of global initiatives such as citizen science and demonstrable in impactful worldwide benefits such as the development of the COVID-19 vaccine.

## Part II <br> Policy Content

2.0 Definitions. In the context of this policy, the following terms are defined as:
(a) Open Access refers to scholarly works that are created and/or provided in a digital medium via the Internet (online), free of charge, and free of most copyright and licensing restrictions (but still requires creator attribution).
(b) Scholarship is scholarly works that either contribute to or are the outcome of academic exploration and/or research. Typical outputs have been peer-reviewed and are presented as articles, books or book chapters, and conference papers, presentations, and posters. However, open scholarship principles expand beyond these typical outputs to include many others forms of works, including but not limited to, data and datasets (i.e., modular, tabular, graphical), images (i.e., produced by camera or other imaging instrumentation, artworks), sound (i.e., musical instrumentation or vocalization, interviews, presentations), software, coding and various written works (i.e., media commentary, reports, ephemeral writings).
(c) Open Repositories are electronic services designed to preserve and provide non-commercial access to scholarship. Access to individual works is governed by the author and/or depositors and, largely and by default, to provide a public unrestricted archive to these works. Repositories may be maintained by an institution for the benefit of its own authors and researchers, or be open to deposits from any researcher in a subject area, and governed by recognized, established, and emerging global standards ${ }^{1}$. such as those outlined in the TRUST principles and aggregators such as the Federated Research Data Repository (FRDR) Discovery, and OpenAIRE Explore.
2.1 Scope. This policy applies to scholarship and publications that are:
2.1.1 Subject to Tri-Agency funding and/or Legislation that requires scholarship to be made available open access.
2.1.2. Non Tri-Agency-funded scholarship and publications, except those that are subject to ethical, legal and other frameworks that restrict open access or, at the discretion of the

[^10]principal scholar, investigator and/or the research team, opts not to make the research/scholarship open access
2.2 Statement. As a publicly funded institution, the University of Manitoba is committed to ensuring the greatest possible scholarly and public access to the scholarship produced by the University community. In addition to securing the public benefit of such access, this policy is intended to serve the interests of researchers by promoting the greater reach and preservation of works and establishing norms and expectations around rights of authors and users in the context of rapidly changing technologies and publishing practices.
2.3 Academic Freedom. The University values and protects the academic freedom of its researchers. It is not the function of this policy to alter the rights or privileges of individuals as defined by collective agreements or University Policies.
2.4 Guidelines. The Senate Policy on Open Access Scholarship supports:

- The development and provision of resources to help faculty members benefit from the increased visibility of their scholarship resulting from open access;
- The deposit of scholarship in an open access digital repository.
- The researcher's individual choice on where they can publish, alongside supporting decisions that encourage free access; and
- Discipline- and field-specific conventions that encourage tailored choices regarding open access.

Faculty members are urged to enhance the visibility and preservation of all research-related outputs and the democratization of knowledge by making these types of works, or excerpts of these works, openly accessible.
2.5 Roles and Responsibilities. In accordance with its values and this policy, the University of Manitoba commits to make scholarship produced under its auspices available via open access. The commitment is realized by the collaboration of the University and its scholarly community through a conscious choice to participate in the process of making its scholarship available without access restrictions, when at all possible.

For greater specificity:

- The University of Manitoba continues to provide trusted open access repositories optimized for online discoverability, for preservation and dissemination of works produced by University of Manitoba faculty members, students and affiliated researchers, and provide the appropriate supports, including publishing, preservation and author rights consultation services, to enable its full utilization;
- Faculty members and other researchers affiliated with the University of Manitoba publish in an open access publication or deposit their scholarship in a trusted open access repository (see Footnote 1 for further description of methods to assess a repository for trustworthiness);
- Faculty members, staff and graduate students are encouraged to know their rights as authors/content creators, and to retain copyright of their scholarship when negotiating publication of their works. This includes understanding open access policies and procedures of their publisher. Such policies and procedures set out terms and conditions under which open access can be provided, such as: the version of a work; when the work can be made available; time delays after publication; and required credit statements or links to the original publication.

Under the direction of the University Librarian, University of Manitoba Libraries are charged with the responsibility of oversight of University repositories. Oversight includes the role of preservation and dissemination of scholarship submitted to the repository to assist the University scholars in meeting the open access policy and, if applicable, compliance with Tri-Agency open access requirements. The Libraries shall consult with the Vice-President of Research and Innovation Office as appropriate in fulfilling this role.

## Appendix E: Presentation Summary - Open Educational Resources

Campus Manitoba presented to the sub-committee on Open Educational Resources (OER), which are defined as "any type of educational materials that are in the public domain or introduced with an open license. The nature of these open materials means that anyone can legally and freely copy, use, adapt and re-share them. OERs range from textbooks to curricula, syllabi, lecture notes, assignments, tests, projects, audio, video and animation."

The ability to edit OER to needs of particular programs increases quality of student learning and makes course content more relevant to the immediate needs of the labour market (objectives in the MB government Skills, Talent and Knowledge Strategy). OER promote student savings, advanced pedagogy, tailoring info to the region, students being involved in adaption of learning resources, EDI. OER courses see a $29 \%$ reduction in withdrawals. British Columbia (BC) is the leader in OER, with 24.1 million in savings for textbooks comparted to MB's 1.6 million. BC is working on open homework resources and have aimed at high-enrollment, high-impact courses for OER. Saskatchewan sees $\$ 6.4$ million in student savings as the government supports faculty in development of OER.

In MB, there are 9600 students impacted through MB Open Textbook initiative (as reported to Campus Manitoba) averaging $\$ 1.6$ million in savings. Over 40 faculty members are contributing to OERs either adapting or adopting. In 2021 two adaptions were completed and three were in progress. At $U$ of $M 6287$ students have been impacted for a savings of $\$ 1.1$ million and 7 faculty members using OER, with 1 adaptation completed and 2 in progress. U of M faculty account for $73 \%$ of savings from OER in Manitoba demonstrating broad impact of OER use here. A computer science faculty member is leading Manitoba in OER adoption.

Some statistics (gathered by UMSU):

- $86 \%$ of students at $U$ of $M$ have sunk money into a required textbook for a course only to end up using less than $10 \%$ of that textbook
- $1 / 5$ undergraduate students have opted to voluntarily withdraw or avoid enrolling in a desired course due to the associated cost of learning materials for the course
- $\$ 143$ is the average cost per required textbook across the top 10 most popular intro courses in terms of applicability across multiple degree programs
- $\quad \$ 1700$ is the estimated cost of required textbooks for an average first year student at the $U$ of $M$ taking a 30-credit course load

Students costs are significantly reduced even if they choose to print the OER. Students at $U$ of M saw adoption of OER as their highest priority for UMSU in 2021, above more financial aid for students, enhancing online learning platforms and more mental health supports.

## Appendix F: Open Access Survey Analysis

Purpose: A survey was conducted to gather baseline information on Open Access (OA) experience and attitudes from across the University of Manitoba community.

Design: The survey was based on published OA surveys with local areas of concern added as a result of discussions with the AOA committee.

## Highlights from the Survey:

1. Broad representation of Professors, students and staff from across university faculties.
2. Responses from all demographics revealed that the university research community do not regularly deposit their data in open repositories.
3. MSpace, the university's institutional repository, is not being used as much as it possibly could to host open access publications from faculty and students.
4. Faculty and students were overwhelmingly interested in favor of Open Educational Resources (OERs) being used for education.
5. Article Processing Charges (APCs) continue to be a barrier to faculty and students publishing in gold-open access journals. APCs are typically paid by departmental funding, grant funds or by the authors themselves.
6. Survey respondents indicated that when they do deposit in open repositories, they would like to see that their publications are being noticed and having an impact.
7. Among the many potential supports for open access noted in the survey, funding to support APCs, assistance in preparing publications and data for deposit, and guidance for meeting funder and publishers open access requirements ranked highly with respondents.
8. Survey analysis revealed there are some immediate next steps to be taken in terms of promoting open access more directly to those faculties underrepresented in the survey, as well as better communication with faculty and students on the purpose and availability of MSpace, OJS, PressBooks and other open access platforms at the university.

## Appendix G: Example of Open Repository Costs

Approximate costs for managing a multi-disciplinary data repository - Canadian Watershed Information Network (CanWIN) at UM as of 2022

| Maintenance |  |
| :--- | :--- |
| Staff | $\$ 269,000.00$ |
| Platform maintenance, support and development | $\$ 124,000.00$ |
| Administration Curation and data documentation |  |
|  |  |
| Curation lifecycle per dataset | $\$ 1,440.00$ |
| Historical data curation per dataset | $\$ 2,275.00$ |
| Visualization |  |
| Integration of new datastream | $\$ 7,200.00$ |
| Creation of new data dashboard | $\$ 6,000.00$ |

## Appendix H: List of Abbreviations and Acronyms

| APCs | Article Processing Charge(s) |
| :---: | :---: |
| CRKN | Canadian Research Knowledge Network |
| Dataverse | An open source repository for research data. UM Dataverse is part of the Dataverse project conceived by Harvard University. |
| DMP | Data Management Plan |
| DOERS3 | Driving OER Sustainability for Student Success |
| DORA | Declaration for Open Research Assessment |
| EDI | Equity, Diversity and Inclusion |
| ESAC | Efficiency and Standards for Article Charges - an open community of information professionals that focuses on efficiency and standards for article processing fees. |
| FAIR <br> Principles | Guiding principles to make data Findable, Accessible, Interoperable, and Reusable. |
| GIS Hub | A platform to explore and download University of Manitoba's licensed geospatial data. |
| MSpace | The University of Manitoba Institutional Repository. MSpace is used to acquire, preserve and provide open access to the scholarly works of the University of Manitoba faculty and students. |
| OA | Open Access |
| OCAP | First Nations Ownership, Control, Access and Possession Principles |
| OER | Open Educational Resource(s) - Teaching and learning resources that are free to reuse, retain, revise, remix and redistribute. |
| OJS | Open Journal Systems - Open source software for publishing online journals. |
| Plan S | Open Access publishing plan supported by cOAlition S, an international consortium of researching funding organizations. |
| PLOS | PLOS is a nonprofit, Open Access publisher. |
| PressBooks | PressBooks is an authoring and publishing platform for books. |
| SCOAP | Sponsoring Consortium for Open Access Publishing in Particle Physics |
| SCOSS | Global Sustainability Coalition for Open Science Services |
| SOTL | Scholarship of Teaching of Learning |
| TAs | Transformational Agreements |
| Tri-Agencies | Three major national research funding councils: Canadian Institutes of Health Research (CIHR), Social Sciences and Humanities Research Council of Canada (SSHRC) and the National Sciences and Engineering Research Council of Canada (NSERC) |
| U15 | U15 Group of Canadian Research Universities |
| UM | University of Manitoba |
| UMFA | University of Manitoba Faculty Association |
| UMGSA | University of Manitoba Graduate Students Association |
| UML | University of Manitoba Libraries |
| UMSU | University of Manitoba Students' Union |


| VPRI | Vice-President (Research and International) |
| :--- | :--- |

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## Observations

I am writing to report a correction to a Dept. of Landscape Architecture course modification, LARC 7400 Landscape Topics (3), that was approved by Senate at its meeting on April 5, 2023. The error concerns the course description which, in error, read:

A critical examination of an individual topical study of relevance to contemporary landscape architecture. This course will lead to the completion of a practicum or thesis proposal. Course graded pass/fail.

The course description should have read:
A critical examination of an individual topical study of relevance to contemporary landscape architecture. Students may take the course more than once for credit if the sub-topic differs. Course graded pass/fail.

Respectfully submitted,
Dr. Kelley J. Main, Chair
Faculty Council of Graduate Studies
/ak

## MEMORANDUM

DATE: March 29, 2023
TO: $\quad$ Michael Benarroch, Chair of Senate
FROM: Jeff M. Leclerc, University Secretary
SUBJECT: APPROVAL OF MOTIONS


Board of Governors - March 28, 2023

On March 28, 2023 the Board of Governors approved the following motion:
THAT the Board of Governors approve, as recommended by Senate:
Reports of the Senate Committee on Awards (dated January 17 and February 21, 2023)

Copy: D. Hiebert-Murphy
N. Andrew
C. Cook
M. Pinto
V. Koldingnes
S. Coyston

JL/mw

## Report of the Senate Executive Committee

## Preamble

The Executive Committee of Senate held its regular monthly meeting on the above date.

## Observations

1. Speaker for the Executive Committee of Senate

Dean Jeff Taylor will be the Speaker for the Executive Committee for the May 2023 meeting of Senate.
2. Appointment of Vice-Chair, Senate Committee on Appeals

Professor Peter Blunden, who is a Vice-Chair of the Senate Committee on Appeals, will be on leave from July 1, 2023, to June 30, 2024. The Senate Executive Committee has appointed Professor Vanessa Swain (Health Sciences) to the position for a one-year term beginning on July 1, 2023.
3. Appointment of Vice-Chair, Senate Committee on Admission Appeals Professor Brenda Hann's term as Vice-Chair of the Senate Committee on Admission Appeals concluded on May 31, 2022. The vacancy was not filled for the 2022-2023 academic year. The Senate Executive Committee has appointed Professor Leisha Strachan (Kinesiology and Recreation Management) to the position for a three-year term ending May 31, 2026.
4. Vacancies on the Senate Committee on Nominations

The report of the University Secretary on the Senate Committee on Nominations (SCN) is attached (Appendix A). Members of the SCN are nominated by the Senate Executive Committee and elected by Senate. Senate Executive has made a recommendation on nominations for two of the four vacancies for academic staff and one of two vacancies for student members (see below). (Attachment I)
Vacancies for academic staff members remain for a representative from Health Sciences for a three-year term and for a representative from Agricultural and Food Sciences \& Environment, Earth, and Resources, for a one-year term. Nominations will be brought forward to an upcoming meeting of Senate. Interested Senators from the Rady Faculty of Health Sciences, the Faculty of Agricultural and Food Sciences, and the Clayton H. Riddell Faculty of Environment, Earth, and Resources are encouraged to reach out to the University Secretary.

One vacancy for a student member (one-year term) remains.

## 5. Comments of the Executive Committee of Senate

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

## Recommendation:

The Senate Executive Committee recommends:
THAT Senate approve the following nominations to the Senate Committee on Nominations:

- Professor Pamela Perkins (re-appointment) representing Arts and Professor Robert Biscontri (re-appointment) representing Management, Law, and Social Work, for three-year terms ending on May 31, 2026;
- Mr. Christopher Yendt (student member), for a one-year term ending on May 31, 2024.

Respectfully submitted,
Dr. Michael Benarroch, Chair
Senate Executive Committee
Terms of Reference

## Vacancies on the Senate Committee on Nominations

At the July 1977 meeting of Senate, Senate approved, without debate, area representations for the Senate Committee on Nominations. The representation was amended in July 1991 to include the Libraries, in June 2005 to include the Clayton H. Riddell Faculty of Environment, Earth and Resources, and in October 2014 to take into account the Rady Faculty of Health Sciences. In 2021, representation was added from the Office of the Vice-President (Indigenous) and the ViceProvost (Academic Affairs).

Members of the Senate Committee on Nominations are nominated by the Senate Executive Committee and elected by Senate.

The current membership is as follows:
Agricultural and Food Sciences \&

| Environment, Earth and Resources | Jitendra Paliwal*, Chair | 2024 |
| :--- | :--- | :--- |
| Architecture \& Engineering | Philip Ferguson | 2025 |
| Arts | Pam Perkins | 2023 |


| Education, Kinesiology and Recreation |  |  |
| :--- | :--- | :--- |
| Management \& Extended Education |  |  |
| Health Sciences (2) | Steven Passmore* | 2024 |
|  | Reg Urbanowski* | 2023 |
| Libraries \& Student Affairs | Silvia Alessi-Severini* | 2025 |
| Management, Law \& Social Work | Lori Giles-Smith | 2025 |
| Music \& School of Art | Robert Biscontri* | 2023 |
| Science | Colette Simonot-Maiello* | 2024 |
| Students (2) | Ute Köthe | 2024 |
|  | Oluwafolahanmi Ige | 2023 |
| Vice-President (Indigenous) or designate | Vacant Student Position | 2023 |
| Vice-Provost (Academic Affairs) or designate | Tracey Peter | ex-officio |$\quad$ ex-officio

[^11]The terms for Robert Biscontri, Pamela Perkins, and Reg Urbanowski will end on May 31, 2023. Consequently, replacements are required for the following areas for the term of June 1, 2023 to May 31, 2026:

Arts
Health Sciences
Management, Law, and Social Work.
Robert Biscontri and Pamela Perkins have both expressed their willingness and interest in serving on the Committee for another term. Reg Urbanowski's response was not received in time for this submission.

Additionally, Jitendra Paliwal will be on leave for the period of July 1, 2023 - June 30, 2024. A leave replacement is required for the area of Agricultural and Food Sciences and Environment, Earth and Resources for the period of July 1, 2023 - May 31, 2024 (or June 30, 2024 should Senate decide to reappoint Prof. Paliwal, who has expressed interest in serving another term on the Senate Committee on Nominations following the conclusion of his leave).

The composition of the Senate Committee on Nominations calls for ten members of the academic staff, the majority of whom are to be members of Senate. Since five of the remaining academic members currently on the Committee are Senators, or were Senators at the time of appointment, at least one of the replacements must be a member of Senate at the time of election to the Senate Committee on Nominations.

The term of Olufaolahanmi Ige as a student member will end on May 31, 2023 and there is currently one vacant student position. Consequently, two student replacements are required for the term of June 1, 2023 to May 31, 2024. The Graduate Students' Association has recommended Christopher Yendt for appointment.

# Report of the Faculty Council of the Faculty of Graduate Studies on Course, Program, 

 Supplementary Regulation, and Regulation Changes
## Preamble

1. The Faculty of Graduate Studies (FGS) has responsibility for all matters relating to the submission of graduate course, curriculum, program, supplementary regulation and regulation changes.
Recommendations for such are submitted by the Faculty Council of Graduate Studies for the approval of Senate.
2. The Faculty Council of Graduate Studies met on the above date to consider proposals from the Faculty of Graduate Studies.

## Observations

1. The Faculty of Graduate Studies proposes the 2023/24 Academic Guide.

Summary of Changes
Overall:

- The terms "normally"/ "generally" changed to "usually" to better align with EDI principles
- "Students can consult Student Accessibility Services if accommodations are required for coursework (see University's Accessibility Policy and Procedures" statement added in multiple places throughout Guide
- Removal of specific reference to "written" requests to align with EDI principles

Section: Preface/Definitions

- Duplicate paragraph removed (first instance appears right under "Academic Guide")
- Defining who the Faculty of Graduate Studies understands to be responsible for a graduate program in a department/unit. If there is a designated graduate chair (as identified on the FGS website) then they are the primary contact person for the graduate programs in their department/unit.
- Definition of Master's and Doctoral student added to clarify that a Master's student is considered a "student" for the duration of their program, whereas a doctoral student is considered a "Doctoral candidate" once they have successfully completed all required coursework, passed the candidacy examinations, and have an approved thesis proposal.

Section 1.1 Application, Admission, and Registration Policies

- 1.1.1: "International students must pay special attention to transcript requirements" removed; all requirements are built into Slate
- 1.1.7: The Intensive Academic English Program offered through the University's English Language Centre minimum requirement of a pass level 5 is equivalent to the AEPUCE score of a $65 \%$
- 1.1.10: Admission requirements clarified to state that GPA is calculated based on a 4.5 scale. Link to equivalency table added
- "Academic Staff members with faculty rank" covers professors, instructors and lecturers
- 1.2.3: Definition of "good academic standing" replicated from later section
- 1.2.5: process described to identify alternate advisor if advisor-student relationship deteriorates. If an advisor cannot be secured within one term, the student cannot remain in their program
- 1.3.2: Incomplete courses (I) section clarified
- 1.3.3: Continuing courses (CO) section clarified
- 1.4.1: transfer to part-time status clarified
- 1.4.3: Occasional Students section clarified. Occasional student defined and clarified vis-a-vis occasional course classification. Ability to transfer in OS credit hours to a later degree program clarified.

Section 2: Academic Performance - General

- 2.4: Performance in Coursework section re-organized; subheading for requirements for remedial action plans added; explicit statement added concerning remediation for Diploma and Micro-Diploma programs
- 2.8: Recent Senate-approved Graduate Focus in Disability Studies Concentration added to Guide Section 3: Pre-Master's
- 3.2: Information concerning deficiencies removed as it already appears in section 2.4


## Section 6: Master's

- 6.1: Pre-amble paragraph concerning supplementary regulations already appears at top of Academic Guide
- 6.3.6: clarifying that a time extension request should be sent to FGS at the beginning of the student's last term in program
- 6.3.6: Time extension requests require an explanation of the need for the extension and the goals to be met during the extension period as well as a timeline for meeting the stated goals. Future extensions will be considered only if there is evidence progress was made on the goals outlined in the previous extension request. If progress is not evident, the request must describe the circumstances that prevented progress on the identified goals. (same text added to PhD section)
- 6.4.3: process defined in the event that a student-advisor relationship deteriorates (same text added to PhD section)
- 6.4.3: text added: In department/units where the choice of thesis/practicum topic and thesis/practicum advisor are postponed after a student's entry into the program, the Department/Unit Head, within one (1) term, shall appoint a faculty member to advise the student in the interim period before the regular advisor is assigned or chosen (same text added to PhD section)
- 6.5.1: Conflicts of interest must be declared at the time they arise (on the part of faculty member and/or the student). All COIs are reported to the Vice President (Administration). Detail added with respect to when a COI cannot be mitigated
- 6.5.2: clarifying that under no circumstances are graduate students, Postdoctoral Fellows, and Research Assistants or Associates registered/employed at any institution to serve on graduate student advisory or examining committees
- 6.6.3: students are required to withdraw by virtue of the rating of the PR; less so with respect to the recommendation contained in the PR
- 6.7.1: Committee members must be able to evaluate the thesis/practicum in the chosen language (English, French, or other) (same text added to PhD section)
- 6.7.1.7: Clarity added with respect to the publication of the thesis/practicum in that the point of view of the text is that of the UM's, not necessarily that of the publisher's


## Section 7: Ph.D.

- Pre-amble paragraph concerning supplementary regulations already appears at top of Academic Guide
- 7.2.3: process defined in the event that a student-advisor relationship deteriorates
- 7.2.3: text added: In department/units where the choice of thesis/practicum topic and thesis/practicum advisor are postponed after a student's entry into the program, the Department/Unit Head, within one (1) term, shall appoint a faculty member to advise the student in the interim period before the regular advisor is assigned or chosen
- 7.5: Time extension requests require an explanation of the need for the extension and the goals to be met during the extension period as well as a timeline for meeting the stated goals. Future extensions will be considered only if there is evidence progress was made on the goals outlined in the previous extension request. If progress is not evident, the request must describe the circumstances that prevented progress on the identified goals.
- 7.9: No recordings will be permitted of the evaluation of the thesis proposal
- 7.10: Committee members must be able to evaluate the thesis in the chosen language (English, French, or other)
- 7.11.2: External examiner's role defined; external examiner may not be a Postdoctoral Fellow
- 7.11.4: Overall clarity and better organization of section with respect to process for submission of thesis through to written examination and oral examination; shift away from using the terms "distribution" and "defence"; clarity added in terms of the non-voting invited member's ability to provide feedback
- 7.12.1: A chair for the oral examination must be secured by the unit before FGS is informed of the details of the oral examination
- 7.13: Restriction of thesis may be for up to 2 years, with the possibility of requesting one additional year; thesis cannot be permanently restricted


## Section 8: Policy of Withholding Thesis Pending a Patent Application Content or Manuscript Submission

- As in 7.13 above: restriction of thesis may be for up to 2 years, with the possibility of requesting one additional year; thesis cannot be permanently restricted


## Section 9: Extension of Time to Complete Program of Study

- Clarity that a time extension request should be sent to FGS at the beginning of the student's last term in program
- Clarity around requirements for subsequent time extension requests


## Section 10: Leaves of Absence

- Distinction between leave of absence and time extension added; clarity around retroactive leave requests
- 10.2: Clarity added with respect to a leave of absence not aligning with the Banner academic term structure


## Section 11: Appeals

- Overall clarity added to section
- 11.1 Requests falling outside the scope of an appeals process are not appealable to a subsequent higher authority (e.g. a student who was required to withdraw some years ago who requests AWs from their coursework - the dean can decide based on a special request, but this decision is not appealable to the next higher authority; moreover, to mirror the Senate Committee on Appeals Policy 2.6 "..an appeal from the same appellant against the same decision will be heard only once")
- Definition of Academic Decisions added
- Definition of Appeal Hearing added
- Definition of Natural Justice added


## Appendix: Thesis/Practicum Types

- A1.4.1: Illustrative material must include copyright if it is secured from another source
- A2.0 Manuscript/Group Manuscript Style: a thesis/practicum may comprise a paper or collection of papers which are "suitable for submission for publication" rather than "which are, or are about to be, published"
- A2.0: "Thesis authorship for all papers must be acknowledged" added


## Recommendations

Faculty Council of Graduate Studies recommends THAT the proposal from the unit listed below be approved by Senate:

## Faculty of Graduate Studies

Respectfully submitted,
Dr. Kelley J. Main, Chair
Faculty Council of Graduate Studies
/ak

Comments of the Senate Executive Committee: The Senate Executive Committee Endorses the Report to Senate.

The Faculty of Graduate Studies Academic Guide contains all the rules and policies pertaining to the Faculty of Graduate Studies. Adherence to these rules is of utmost importance for the effective functioning/operation of programs and for guiding and monitoring the progress of students. The integrity of the process is at stake. The major goal of this guide is to prevent potential problems that may affect the completion of a student's program. It is the responsibility of students and the department/unit offering a graduate program to read and follow the policies contained herein.

All regulations as laid out in the Faculty of Graduate Studies Academic Guide are subject to revision by the appropriate bodies of the Faculty of Graduate Studies. This compendium is presented as the most recent set of regulations as a guideline for students and staff. Individual departments may have additional regulations that supplement these general regulations. All such supplementary procedures and regulations must be approved as specified by the By-Laws of the Faculty of Graduate Studies, be published and available to students, and kept on file in the Faculty of Graduate Studies Office.

## Preface

The Faculty of Graduate Studies is a pan-University faculty responsible for overseeing the administration of all graduate programs at The University of Manitoba. The Faculty of Graduate Studies Academic Guide contains all the rules and policies pertaining to the Faculty of Graduate Studies. These regulations apply to all graduate students in all programs in all academic units. Adherence to these rules is of utmost importance for the effective functioning/operation of programs and for guiding and monitoring the progress of students. It is the responsibility of students, members of the Faculty of Graduate Studies, and the department/unit offering a graduate program to read and follow the policies contained herein.

All regulations as laid out in the Faculty of Graduate Studies Academic Guide are subject to revision by the appropriate bodies of the Faculty of Graduate Studies. This compendium is presented as the most recent set of regulations as a guideline for students and staff. Individual departments/units may have additional regulations that supplement these general regulations. Supplementary procedures and regulations must be approved as specified by the By-Laws of the Faculty of Graduate-Studies, be published and available to students, and be kept on record by the Faculty of Graduate Studies Office. For those programs that are administered through a Faculty (as opposed to a Department) the term "Department" should be substituted by "Unit" within this document (i.e., Department Head becomes Unit Head.)

## Definitions

The "Dean, Faculty of Graduate Studies" shall be taken to mean the Dean, Faculty of Graduate Studies or designate.
"Unit" shall be taken to mean the academic unit where the graduate student is pursuing their studies. Generally, this is the department. For Faculty-based programs, the Dean or Director is the de facto Head of the unit. The term "unit" shall also include School(s) or College(s) of Faculties within the University. The Dean of the Faculty of Graduate Studies is the de facto Head of interdisciplinary programs administered by the Faculty of Graduate Studies. The Head of any unit may designate any of their responsibilities in this policy to another member of the unit (e.g., Graduate Chair). When that designation is made, the Graduate Chair will be the primary contact for the graduate program.
"Master's student" shall be taken to mean an individual pursuing a Master's degree. This individual is considered a student up until successful completion of their Master's degree, after which they are a graduate of the Master's program.
"Ph.D. candidate" or "doctoral candidate" shall be taken to mean an individual who is pursuing a Ph.D. degree and who has successfully completed all required coursework, passed the candidacy examinations, and has an approved thesis proposal. Prior to achieving these milestones, the individual is considered a "Ph.D. student" or "doctoral student."

### 1.1 Application, Admission, and Registration Policies

## Application and Admission Procedures

The application (and all required documentation) is to be submitted directly to the Faculty of Graduate Studies via the online application system. Applicants should contact the department/unit to which they are applying for the procedures and requirements which are specific to the program of application. Contact information for each department/unit can be found on the Graduate programs of study website.

### 1.1.1 Process

1. A completed official application for admission form must be submitted, together with the application fee and supporting documentation, to the Faculty of Graduate Studies, via the online application system. Applicants are required to submit the application and documentation to the Faculty of Graduate Studies in time to meet the application deadline in place for a particular department/unit. Deadlines vary depending on the program to which the applicant is applying and whether the applicant is domestic or international. Deadlines can be found by clicking the appropriate application program page on the Graduate programs of study website. Note: International students must pay special attention to transcript requirements (see application form for details).
2. Applications are subsequently reviewed by the unit offering the program which will decide whether the applicant meets the unit's criteria including, but not limited to, availability of advisors, space, and facilities. The unit Head will submit their

## recommended decisions (i.e., acceptance or rejection) to the Faculty of Graduate Studies. The unit should not notify applicants of their recommendations.

3. Notification of recommended/rejected applications is sent by the Head of the unit to the Faculty of Graduate Studies. Applications recommended for admission are checked to determine if they meet the Faculty of Graduate Studies' eligibility requirements. The Faculty of Graduate Studies then notifies applicants of their acceptance or rejection. Units should not be notifying applicants of their recommendation decisions.

### 1.1.2 Deadlines for Recommended Applications (from Departments/Units to the Faculty of Graduate Studies)

The following are the deadlines for receipt by the Faculty of Graduate Studies of recommendations from departments/units.

| Term | Start Date | Canadian/US | International |
| :--- | :--- | :--- | :--- |
| Fall | September | July 1 | April 1 |
| Winter | January | November 1 | August 1 |
| Summer | May | March 1 | December 1 |
| Application Deadlines |  |  |  |
| IMPORTANT-: |  |  |  |
| These are not unit-specific application deadlines. Prospective applicants must |  |  |  |
| consult the appropriate application program page on the Graduate programs of study website |  |  |  |

### 1.1.3 Application Fee

A $\$ 100.00$ (CDN) non-refundable fee must accompany an application for admission. The Physician Assistant Studies and Orthodontics and Dentofacial Orthopedics programs charge an additional fee of $\$ 25$ and $\$ 50$, respectively.

### 1.1.4 Transcripts

Unofficial copies of transcripts and final degree certificates are acceptable for initial assessment and provisional admission purposes for all attended degree programs. Upon admission to the Faculty of Graduate Studies, applicants must arrange for official transcripts from all postsecondary institutions attended to be sent to the Faculty of Graduate Studies, within one (1) month of the date on the admission letter. Applicants will be placed on hold, which prevents registration until all admission requirements have been submitted. All transcripts must arrive in sealed, university-stamped envelopes sent directly from the issuing institution(s) and be accompanied by official and literal English translations (Please refer to Transcripts:

International below). For international degrees or where the transcripts do or will not clearly state that a degree has been conferred, a copy of the official degree certificate is also required. Applicants who are unable to provide the required official documentation should contact the Faculty of Graduate Studies Admissions Office to identify possible accommodations to address the need for documentation within their specific circumstances.

### 1.1.5 Transcripts: International

Where academic records from a country other than Canada are produced in a language other than English, the applicant must arrange for the submission of official literal English translations of all records. To be official, original language documents and English translations must arrive together in envelopes which have been sealed and endorsed by the issuing institution. For international degrees, a copy of the official degree certificate is also required.

### 1.1.6 Transcripts: University of Manitoba

University of Manitoba students are not required to submit University of Manitoba transcripts.

### 1.1.7 Proficiency in English

The Faculty of Graduate Studies requires a passing, acceptable English Language Test score in order to offer admission. A successfully completed English Language Proficiency Test from the approved list is required of all applicants unless they have received a secondary school diploma and/or university degree from Canada or one of the countries listed on the English Language Proficiency Test Exemption List. In all cases, test scores older than two (2) years (from the time of completing the test) are invalid.

Thresholds required for successful completion are indicated in parentheses.

- Test of English as a Foreign Language (TOEFL) Internet based -iBT® (86; minimum score of 20 in each of reading, writing, listening and speaking categories). The "best score" will not be considered for admission. Only individual test scores will be used to meet the minimum requirements.
- International English Language Testing System (IELTS ${ }^{\text {TM }}$ ) (6.5 in the Academic Module)
- Intensive Academic English Program (IAEP) minimum score required: Pass Level 5/AEPUCE Academic English Program for University and College Entrance (AEPUCE) (65\%)
- PTE Academic ( $61 \%$ overall)


## Note:

Some units may require a specific test or test scores greater than those indicated above.
Students should check department/unit supplementary regulations for details.

Applicants holding secondary school diplomas and/or recognized university degrees from countries on the Faculty of Graduate Studies English Language exemption list are not required to submit an English Language Proficiency score. For more information please see our website.

### 1.1.8 Letters of Recommendation

Letters of Recommendation are to be completed via the online application system. Recommendation letters submitted via post or email are not accepted. Applicants are required to add their 'Recommendation Provider(s)' contact information so that each recommender is sent an automated email notification.

Generally, two (2) Letters of Recommendation must be submitted to the Faculty of Graduate Studies. The number of required recommendation letters for an application for admission is stated on the program's webpage which is available at this link. Units may have different requirements on the number of and content required in recommendation letters.

### 1.1.9 Admission Tests

Some $\ddagger$ departments/units require admissions tests, such as the Graduate Record Examination (GRE ${ }^{\circledR}$ ) or the Graduate Management Aptitude Test (GMAT ${ }^{\text {TM }}$ ). These requirements are listed in the department/unit's supplementary regulations. If required, the scores must be submitted at the time of application.

### 1.1.10 Entrance Requirements

The minimum standard for acceptance into any category in the Faculty of Graduate Studies is a 3.0 Grade Point Average (GPA) (or equivalent) out of 4.5 in the last two (2) years of full-time university study or last f 60 credit hourst. (GPA equivalency information available at this link: Graduate studies admission requirements | Faculty of Graduate Studies | University of Manitoba (umanitoba.ca))

Note: This is the minimum requirement of the Faculty of Graduate Studies and departments/units may have higher standards and additional criteria.

### 1.1.11 Eligibility of University of Manitoba Staff Members

A staff-member of the academic staff at The University of Manitoba with faculty rankat the rank of Assistant Professor and above or Instructor 1 and above, is not eligible to apply for admission to a graduate program in the department/unit in which the appointment is held.

### 1.2 Registration Procedures

### 1.2.1 Undergraduate Student Registration in Graduate Level Courses

Undergraduate students may be permitted to register in 7000-level courses or above on recommendation of the department/unit offering the graduate course, subject to the conditions listed below.

- Undergraduate students must obtain permission from the Department/Unit Head and course instructor before registering for a graduate course.
- Only undergraduate students completing an undergraduate degree at the University of Manitoba are eligible to enroll in a graduate course (i.e., undergraduate students from other institutions and those completing courses without registration in a degree program are ineligible for registration in graduate courses).
- Undergraduate students are not eligible for enrollment in any graduate course that is cross-listed with an undergraduate course, or that is scheduled to be taught at the same time and location as an undergraduate class.
- Undergraduate students will only be eligible to receive graduate-level credit for a course designated as 7000 -level or above if at least $75 \%$ of the students registered in the course are graduate students at the outset of the term.
- Undergraduate students who complete a graduate course are not guaranteed admission to a graduate program.


### 1.2.2 Initial Program Registration

On admission to a graduate program at the University of Manitoba, students may submit a formal request to the Faculty of Graduate Studies to apply any previously completed graduate courses toward their graduate program requirements, subject to the restrictions listed below.

- No more than $50 \%$ of the coursework required in a graduate program may be imported from credit hours completed during an undergraduate program.
- Only courses in which a C+ grade or higher, or the minimum grade required by the program to which the course would be applied, are eligible to be considered towards meeting the requirements of any graduate program.
- Any graduate course completed by an undergraduate student may subsequently be applied to a graduate program only if it has not been used toward completion of any other degree program.
- Any graduate course completed by an undergraduate student for which a passing grade has been obtained (i.e., C+ or higher) may not be repeated should the student later gain admission to a graduate program.
- Courses completed more than seven (7) years prior to the date of awarding a degree may not normallyusually be used for credit towards the degree (please refer to Lapse or Expiration of Credit of Courses).

All graduate students must initially register in the term indicated in their letter of acceptance as specified in the Academic Schedule of the Graduate Calendar. Any student not registering by the registration deadline for the term specified in their letter of offer will be required to reapply for admission; admission is not guaranteed if a student re-applies to the Faculty of Graduate Studies. In exceptional circumstances and with prior approval from the department/unit, students may defer registration for up to one (1) year following acceptance into the Faculty of Graduate Studies.

A student's program of study $\#$ programs must be approved by the Head of the major department/unit or designate. Approval to take courses from departments/units outside the major department/unit must be obtained from the outside department/unit.

A student may apply for admission/registration to two (2) concurrent programs. However, the The-approval or denial of admission and registration to two (2) concurrent programs rests with the Dean of the Faculty of Graduate Studies in consultation with the department(s)/unit(s) concerned. The request for registration to two (2) concurrent programs approval or denial-must be submitted to the Faculty of Graduate Studies on the "Concurrent Curriculum Permission" form prior to the student's initial admission/registration in either the secondary program. on the "Concurrent Curriculum Permission" form.

Where a student does register in two (2) concurrent programs, it is important to note that dual registration may affect funding eligibility, and that completing a graduate program as a parttime student will affect eligibility for The University of Manitoba Graduate Fellowship (UMGF) and may limit other funding possibilities.

### 1.2.3 Re-Registration

All students must re-register in all Fall, Winter and Summer terms of their program until a degree-student is eligible to graduateis obtained unless they are granted an official leave of absence that does not require registration (seethe Leaves of Absence-policy). Failure to reregister while in good academic standing will result in the student being discontinued from their graduate program and the notation 'Discontinued Graduate Program' placed on their academic record. Failure to re-register while not in good academic standing* will result in the student being withdrawn and the notation 'Required to Withdraw' placed on their academic record. A student who has been discontinued and would like to be considered for continuation in a program must apply for re-admission via the-anstandard online admission process. Applications received by the registration revision deadline will be processed for the upcoming term. Re-admission is not guaranteed.
*Good academic standing includes, but is not limited to, the regulations contained in sections Academic Performance and Performance Related to Coursework without exceeding the time permitted to complete a program.

The notation 'Discontinued Graduate Program' will be placed on the academic record of any graduate student who has failed to maintain continuous registration. Should a student be discontinued, but is in poor academic standing, the notation 'Required to Withdraw' will replace 'Discontinued Graduate Program'.

The re-registration requirement does not apply to occasional students, visiting students, PreMaster's students or students on an Exceptional or Parental Leave of Absence (please refer to "Leave of Absence").

### 1.2.4 Registration Revisions

Revisions to registration must be approved by the Department/Unit Head or designate and may be made during the designated periods as published in the Academic Schedule of the Graduate Academic Calendar.

Note: Graduate students are not permitted to withdraw from courses without written permission from their Department/Unit Head or designate on recommendation from their advisor/co-advisor (and/or advisory committee). The notation "Required to Withdraw" may be placed on the academic record of any graduate student who has withdrawn from courses without such approval.

### 1.2.5. Advisor-_Student Guidelines (ASG)

All students in thesis/practicum programs, together with their advisor/co-advisor, are required to discuss and complete the Advisor-Student Guidelines electronically as soon as possible after initial registration, prior to the commencement of any research, and no later than at the time of submission of the first Progress Report. The advisor, fco-advisor (if applicable), and the student are all required to approve the agreement. If the parties cannot agree on one or more component(s) of the Advisor Student Guidelines, the matter should be referred to the Department/Unit Head, Graduate Chair, or the Dean of the Faculty of Graduate Studies. If a student does not have an advisor/co-advisor at this time, the interim advisor* will be required to complete the ASG. A new ASG is to be completed if there is a change in advisor/co-advisor, a co-advisor is added mid-way through the student's program, or if a student transferschanges programs. Students must have an advisor through to the end of their program in programs requiring an advisor.

Should, during the student's program, the relationship between the student and advisor/coadvisor significantly deteriorate, the matter should be referred sequentially to the Department/Unit Graduate Chair, the Department/Unit Head, then to the Associate Dean working with the department/unit in the Faculty of Graduate Studies and finally the Dean of the Faculty of Graduate Studies. Students can also seek support from other offices including Student Advocacy and the Student Counselling Center.

> It is the responsibility of the department/unit offering the program in which the student is studying to arrange an alternate advisor/co-advisor if this is appropriate and necessary. Departments/Uunits who have difficulty finding an alternate advisor need to consult with the Associate Dean working with the department/unit in the Faculty of Graduate Studies for support to pursue all reasonable options given the theoretical and research expertise required of an advisor in relation to the thesis/practicum. If an advisor cannot be secured within one term, the student cannot remain in their program.

* In departments/units where the choice of thesis/practicum topic and thesis/practicum advisor are postponed after a student's entry into the program, the Department/Unit Head, within one (1) term, shall appoint a faculty member to advise the student in the interim period before the regular advisor is assigned or chosen. Students must have an advisor through to the end of their program in programs requiring an advisor.


### 1.2.6 Western Deans' Agreement

This agreement was established in 1974 as an expression of co-operation and mutual support among universities offering graduate programs in western Canada. Its primary purpose is the reciprocal enrichment of graduate programs throughout western Canada. This agreement is not intended to preclude other agreements between participating institutions. A list of the participating Universities can be found on the Western Canadian Deans of Graduate Studies website. University of Manitoba graduate students interested in participating can learn more about how to apply on the Registrar's Office website.

The Western Deans' Agreement normally usually provides an automatic tuition fee waiver for visiting students. Graduate students paying normal required tuition fees to their home institution will not pay tuition fees to the host institution.

Only degree level courses from recognized post-secondary institutions will be considered; courses that are part of certificate or diploma programs will not be approved.

Program fees are always to be paid to the home institution, regardless of coursework taken at another institution. Students may be required to pay student, activity, application, or other ancillary fees to the host institution, according to general policies in effect at the host institution. Wherever possible, these fees will also be waived.

Students will qualify for the fee waiver if they:

1. Present the "Authorization Form: Western Deans' Agreement" signed by the University of Manitoba graduate student's Department/Unit Head or advisor/coadvisor to the Faculty of Graduate Studies at least eight (8) weeks prior to the start of
the term of the course(s) at the host institution. The Dean of the Faculty of Graduate Studies (or designate) will review and sign the form and submit it to the participating Western Deans' institution at least six (6) weeks prior to the start of the term, specifying the course(s) to be taken for credit toward a graduate degree program at the student's home institution;
2. Are in good standing in a graduate program at the home institution;
3. Do not owe tuition and/or fees at the home institution.

Students must meet all requirements as prescribed by the host university's regulations, deadlines, class capacities, and course prerequisites.

Registration is possible in courses at both the graduate and undergraduate levels, and in credit courses offered through distance education or other means. To be eligible, courses must be an integral part of the applicant's graduate degree program. Fee waiver is not permitted for audit or non-credit courses.

Students must have the Authorization Form approved by the relevant Department/Unit Head and the Faculty of Graduate Studies at the host institution at least one (1) month prior to the commencement of the course(s) requested. The fee waiver is not available retroactively.

Students are subject to regulations of the home institution governing credit for the courses to be undertaken. As a condition of registration at the host institution, students will arrange for official transcripts from the host institution to be sent to the home institution confirming successful completion of courses selected.

Students must send confirmation of registration and notice of any change to the Registrar's Office of the home institution at the time of registration or course change is completed.

Students may not claim fee waivers under the terms of this Agreement for a period of more than three (3) terms in total.

Each institution has its own regulations regarding the maximum number of transfer credits permitted in a given degree program. A list of the participating Universities can be found on the Western Canadian Deans of Graduate Studies website.

### 1.2.7 Canadian University Graduate Transfer Agreement (CUGTA)

The CUGTA is to provide students in good standing enrolled in a graduate degree or diploma program at a Canadian Association of Graduate Studies (CAGS) member university the opportunity to avail themselves of courses offered at another member institution (host) for transfer credit to the program at their institution (home).

The CUGTA provides an application fee waiver for visiting students when applying through this agreement. Tuition fees are not automatically waived, it is up to the host institution whether tuition fees will be charged.

Program fees are always paid to the home institution, regardless of coursework taken at another institution. Students may be required to pay tuition, student, activity, application, or other ancillary fees to the host institution, according to general policies in effect at the host institution.

Only degree-level courses from recognized post-secondary institutions will be considered; courses that are part of certificate or diploma programs will not be approved.

Students must meet all requirements as prescribed by the host university's regulations, deadlines, class capacities, and course prerequisites.

Registration is possible in courses at both the graduate and undergraduate levels, and in credit courses offered through distance education or other means. To be eligible, courses must be an integral part of the applicant's graduate degree program.

Students must submit the CUGTA form to their home University at least eight (8) weeks prior to the start of classes.

Students must have the Authorization Form approved by the relevant Department/Unit Head and the Faculty of Graduate Studies at the host institution at least one (1) month prior to the commencement of the requested course(s).

Students are subject to the home institution's regulations concerning credit for the courses to be taken. As a condition of registration at the host institution, students will arrange for official transcripts from the host institution to be sent to the home institution confirming successful completion of course(s) selected.

Students must send confirmation of registration and notice of any changes to the home institution at the time of registration/registration revision is completed.

Each institution has its own regulations regarding the maximum number of transfer credits that are permitted in a given degree program.

Most but not all Canadian Universities that are a member of the Canadian Association for Graduate Studies participate in the CUGTA. Student must contact the host institution for information on whether they accept the CUGTA.

### 1.3 Course Classifications

### 1.3.1 General Classifications

Students who register themselves through Aurora Student Information System (Aurora Student) must have prior approval of the Department/Unit Head or designate. Students registering through Aurora Student should add only those courses that are a Major (Standard " S ") course in their program. Courses with Auxiliary " $X$ ", Audit " $A$ ", or Occasional " $O$ " status (see below) must be added by the department/unit.
" $X$ " Auxiliary course: Course is not a major requirement of the program but is required/recommended by the student's advisor/co-advisor. The student's advisor/co-advisor and Department/Unit Head must determine if there is a valid need for the registration in courses under the "X" classification. Extra courses that are not part of the Master's or Ph.D. program but which are specified and required/recommended by the student's advisor/coadvisor, may be classified as " $X$ " and the grade will not be included in the degree GPA which appears on the transcript. However, " $X$ " course grades may be used in the calculation of the GPA for continuation in the program and a minimum grade requirement may be required for " X " coursework by the department/unit. (Please consult the individual department's/unit's supplementary regulations.) Additionally, " $X$ " courses are used in the calculation of the GPA for the purposes of Admission and Awards (e.g., the University of Manitoba Graduate Fellowship (UMGF) and International Graduate Student Scholarship (IGSS)). A maximum of twelve (12) credit hours under the " $X$ " course classification is permitted while registered in a given program.
" $A$ " Audit course: Course is not taken for credit. No grade is recorded. Additional fees will be assessed.
" O " Occasional course: Course is not a requirement of the program. Additional fees will be assessed.

## Note:

- Students are not permitted to audit a course and take the same course for credit at a later date.
- Changes in course classifications are regarded as course/program changes and may not be made without approval (refer to Registration Revision) or after the deadline dates for course changes as indicated in the Academic Schedule of the Calendar.


### 1.3.2 Incomplete Courses

Students who are unable to complete the term work prescribed in a course may apply to the instructor on or before the end date for the term in which the course is offered (as set out in the Academic Schedule), prior to the end of lecturesclasses for consideration of an incomplete
grade classification of incomplete (designated as " "" on the student's record) and time extension for work completion. Even if the student is granted an incomplete grade("I") and an extension for assignment(s) the student will still need to write the final examination if one is scheduled for the course.

Taking into account the results of the final examination, the value of the term work completed, and the extent of the incomplete term work, the instructor will-shall calculate the temporary (incomplete) grade using a zero value for incomplete work. In no case will the satisfaction of the incomplete requirements result in a final grade that is lower than the incomplete grade recorded on the student's record. cause a grade to be lowered.

The following maximum extensions are allowed:

- Courses ending in April: August 1 of the same yearst for courses terminated in Aprit
- Courses ending between May and August: December 1 of the same yearst for courses terminated between May and August
- Courses ending in December: April 1 of the following yearst for courses terminated in December

If a final grade is not reported within one (1) month of the extension deadline, the letter "I" will be dropped, and the grade will remain as awarded (i..e., the incomplete grade will become the final grade). The student's opportunity to improve the grade will have lapsed. Please visit the Registrar's Office website for further information.

### 1.3.3 Continuing Courses (CO)

For those graduate level courses (6000, 7000, and 8000) which are being taken by students enrolled in the Faculty of Graduate Studies and which continue beyond the normal academic term, the instructor shall recommend that a grade classification of "CO" be used until such time as a final grade can be established. If the course is not completed by August 31, the student must re-register for the course(s).

In the absence of an assigned mark of "CO", the student may receive a mark of " F " in the course.

## Note:

With the exception of "GRAD" courses and established, ongoing departmental courses such as seminars, practica, etc., a "CO" will not normally usually not be permitted to persist longer than twelve (12) months. In exceptional circumstances, where a "CO" grade is requested for a longer term of up to twenty-four (24) second twelve (12)-months, at the time the CO grade is submitted, the instructor and Department/Unit Head must submit both the "CO" grade and also submit the "Recommendation for Continuing Status of a Course" form stating the reason for the "CO" and the deadline by which the course must be completed.

### 1.3.4 Cross-Listed Courses

Cross-listed courses are defined as multiple courses taught at the same time and in the same location.

The regulations below place limits on the extent to which cross-listed courses may be used to meet graduate program requirements.

1. In order to receive credit for any 7000 -level course that is cross-listed with a 3000-, 4000-, or 5000-level undergraduate course, the 7000-level course must have a distinct syllabus- and the course content and evaluation methods must be at the graduate-level.
2. Graduate students will not receive credit toward meeting program requirements for any 7000-level course cross-listed with a 1000- or 2000-level undergraduate course unless prior permission is granted by the Dean of the Faculty of Graduate Studies or designate.
3. Graduate students will not receive credit toward meeting program requirements for any 7000-level course cross-listed with a previously completed course.

### 1.4 Student Status/Categories of Students

### 1.4.1 Full-Time and Part-Time Students

Graduate students are admitted as full-time students automatically for all programs. Graduate student status is not determined by the number of credit hours taken per term, unless the student is admitted as Pre-Master's. Therefore, students who spend much of the time in a laboratory, in the field, or library engaged in research or writing a thesis/practicum, or who spend part of the academic year engaged in research elsewhere, are regarded as full-time students.

Requests to transfer from full-time to part-time statusStudent status should be determined by the student and advisor/co-advisor, and changes must be requested on the "Part-Time Status" form after discussion between the student and their advisor and co-advisor (if applicable). This discussion should address any potential impacts of requesting a change to status on the student's program of study (e.g., research and access to facilities, funding, etc.). The form must be approved by the Department/Unit Head or their designate and submitted to the Faculty of Graduate Studies. Declaration of full/part time status must be made prior to the end of the registration revision period in the Fall and/or Winter terms and within one (1) month of the start of the Summer term. Retroactive status changes will not be made.

A change to part-time status cannot be granted solely for financial circumstances. Students can request to move to part-time if they have been offered full-time employment or have medical, family or other circumstances that make it impossible to devote themselves to their graduate
program full-time. Retroactive status changes will not be made. Students are not permitted to change to part-time status more than once within their program unless under exceptional circumstances. Once a student declares as part-time, they may return to full-time status once, but cannot subsequently revert to part-time. Declaration of full/part time status must be made prior to the end of the registration revision period in the Fall and/or Winter terms and within one (1) month of the start of the Summer term.

Transferring to part-time status will affect a student's maximum time to complete degree requirements as follows:

- For every full year (12 months) that a Master's student is declared as part time, they will receive an additional four (4) months in time to complete their program.
$\bullet$
- -For every two (2) full years (24 months) a Master's student is declared as part time, they will receive an additional year ( 12 months) in time to complete their program.
$\bullet$
- -Master's students who declare part time status for less than one year (12 months) are not permitted any additional time to complete their program. Retroactive status changes will not be made.
$\bullet$
- For every two (2) full years ( 24 months) that a Ph.D. student is declared as part time, they will receive an additional four (4) months in time to complete their program.
- Ph.D. students who declare part time status for less than two (2) full years (24 months) are not permitted any additional time to complete their program. Retroactive status changes will not be made.


### 1.4.2 Pre-Master's Students

In specific cases where the academic background of the student is judged to be insufficient for the given program in a department/unit, the department/unit may recommend that the student be admitted to a Pre-Master's program of study. The Pre-Master's program is intended to bring the student's standing to approximately the level of an Honours graduate in the major department/unit, and to satisfy prerequisites for courses. See General Regulations: PreMaster's.

### 1.4.3 Occasional Students

An occasional student is a student who is not currently in a degree program at The University of Manitoba and is wishing to take graduate level courses. who is not in a graduate degree
program with no intention of applying them toward an advanced degree at The University of Manitoba is classified as an occasional student. Occasional students must apply via the regular FGS admission process (to the department/unit offering the course or majority of courses) and meet the same degree and grade point average entrance requirements as regular graduate students. Occasional studentsand must write final examinations in the courses taken (unless audited), but will not receive credit toward a degree. Occasional students are to take the courses as "occasional" (see section Course Classifications - General Classifications above). In special circumstances, an occasional student may apply for permissionto proceedto a degree program and, if admitted, may also apply to for transfer, for credit, of-courses previously taken in the ""_occasional""_ category for credit towards their degree program.

Occasional student status is not advised for international students due to study permit limitations. International students interested in becoming an occasional student should contact the Graduate Studies admissions office and University of Manitoba International Centre.

## Note:

1. Transfer of courses from the "occasional" category to a degree program is not automatic $\dot{L}_{2} \div$ a request for advance credit must be made within the first year of a degree program on the "Advance Credit - Transfer of Credit" form.
2. Fees paid by a student while registered as an occasional student are not transferable credited to a degree program at a later date.
3. Occasional students must register via their home unit/department. Registration as anin the occasional student eategoryis limited to a period of ean be for no more than one (1) academic year (September 1 - August 31). Students who wish to continue taking courses as an occasional student must reapply annually. without reapplication.
4. The majority of coursework per academic year must be taken at the graduate level while registered as an occasional student.
5. Students admitted as Occasional are required to upload proof of instructor permission fin their application for admission) to take the course(s) as Occasional.

### 1.4.4 Joint Master's (With the University of Winnipeg)

The University of Manitoba and the University of Winnipeg offer four (4) joint Master's programs: History, Religion, Public Administration, and Peace and Conflict Studies. The University of Manitoba, Faculty of Graduate Studies is responsible for the administration of the joint programs, and students must complete the regular University of Manitoba application and registration forms. Students taking Pre-Master's qualifying work for these programs register at the university where the courses are being taken.

### 1.4.5 Visiting Students

Visiting students are students who are registered at another institution who are taking one (1) or more courses at The University of Manitoba on a Letter of Permission from their home university. Visiting students must submit an online application, along with a $\$ 100.00$ (CDN) non-
refundable application fee, in addition to copies of transcripts from all institutions attended and a successfully completed English Language Proficiency Test from the approved list, if applicable. Students must provide a letter from their home department stating that they are in good academic standing and that they are permitted to take courses at multiple institutions.

Applications must be submitted to the Faculty of Graduate Studies a minimum of one (1) month prior to the start of the intended term of study.

## Note:

1. Fees paid by a student while registered as a visiting student are not transferable credited to a degree program at a later date.
2. Registration in the visiting student category can be for no more than one (1) academic year (September 1 - August 31) without reapplication.
3. The majority of coursework per academic year must be taken at the graduate level while registered as a visiting student.
4. Registration at two different universities on a Letter of Permission (Including Western Dean's and CUGTA) must have permission from the Dean of Graduate Studies. Students must provide a letter from their home department stating that they are in good academic standing and that they are permitted to take courses at multiple institutions.

## Section 2: Academic Performance - General

### 2.1 General Note

Students are responsible for ensuring that they meet all degree and program requirements. The advisor (and co-advisor, if applicable), advisory committee, and department/unit must also ensure that each student follows Faculty of Graduate Studies regulations, department/unit supplementary regulations, and meets all program requirements. The Faculty of Graduate Studies performs a final check of Faculty of Graduate Studies minimum requirements for each student just prior to graduation. Students are cautioned, therefore, to periodically check all regulations with respect to their degree requirements with their home department/unit first. Failure to meet all the requirements will render a student ineligible to graduate.
Departments/Units may make recommendations with respect to the regulations concerning minimum academic performance; however, enforcement of academic regulations rests with the Faculty of Graduate Studies. The following procedures apply to recommendations made by departments/units:

The department/unit is responsible for informing the Faculty of Graduate Studies when a student's performance is unsatisfactory in research or coursework and the department/unit must outline any recommended remedial action(s).

The department/unit must notify the student of the deficiency and of its recommendation.

If the department/unit does not recommend remediation, or if the student fails to satisfy any required remedial action, the student may be Required to Withdraw from the Faculty of Graduate Studies.

## Note:

When a graduate student is Required to Withdraw from a program of study, the notation on the academic record will be: "Required to Withdraw".

A student who has been Required to Withdraw from a graduate program may be permitted to apply for admission to another graduate program only if the application for admission is approved by the Dean of the Faculty of Graduate Studies.

Voluntary withdrawal from a program is only permitted if the student is in good academic standing. Good academic standing includes, but is not limited to, the regulations contained in sections Academic Performance and Performance Related to Coursework without exceeding the maximum-time permitted to complete a program.

Recommendations of departments/units may supersede student requests for voluntary withdrawal.

### 2.2 Bona Fide Academic Requirements (BFAR)

The following Bona Fide Academic Requirements (BFAR) represent the core academic requirements a graduate student must acquire in order to gain, and demonstrate acquisition of, essential knowledge and skills. Students must also meet additional requirements that may be specified for their program.

Students must meet requirements as outlined in both BFARs and Supplementary Regulation documents as approved by Senate.

Unless otherwise indicated, students may elect to complete any/all of the following requirements with or without appropriate and authorized assistive technology/aids. Students must consult Student Accessibility Services (SAS) regarding authorization for these procedures. Students may also refer to the University's Accessibility Policy and Procedures.
BFAR Statement
Student must successfully complete a co-
operative experience or practicum, if required by
their program.

| Student must successfully complete a | GRAD 7010 | GRAD 7010 |
| :---: | :---: | :---: |
| comprehensive exam, project, studio exhibition, | GRAD 7050 | GRAD 7050 |
| or equivalent, as required by their program and | GRAD 7090 | GRAD 7090 |
| determined by the assigned examining | GRAD 7200 | GRAD 7200 |
| committee. |  | Examining/Adjudication |

Student must produce a recorded/published Master's GRAD 7000GRAD 7000
thesis commensurate with degree being sought. Doctoral GRAD 8000 GRAD 8000
Student must successfully defend their thesis Master's GRAD 7000GRAD 7000
(where required), as determined by the assigned Doctoral GRAD 8000 GRAD 8000 examining committee, in real-time.

Student in doctoral program must complete a GRAD 8010 GRAD 8010 candidacy exam (or equivalent) as required by their program and determined by the assigned examining committee.

Student must demonstrate knowledge of the
GRAD 7500
GRAD 7500
University of Manitoba's policy on academic integrity, plagiarism, and cheating.

Student must conduct research in a safe and GRAD 7300 GRAD 7300 ethical manner, referring to their respective ethics board and supervisor(s) to ensure respect is maintained for: human dignity and/or animal welfare; vulnerable persons; informed consent; justice and diversity; confidentiality and privacy; beneficence and non-maleficence in the work that they conduct.

Student must complete coursework as required by their program.

## BFAR Requirements

Individual unit BFARs available on the Graduate Studies website.

### 2.3 Academic Performance

Student progress shall be reported at least annually, (but not to exceed once every four (4) months), to the Faculty of Graduate Studies on the "Progress Report" form. Performance that remains "Satisfactory" throughout the year does not need to be reported to the Faculty of Graduate Studies more than annually, but should remain on file in the department/unit. Students who fail to maintain satisfactory performance may be Required to Withdraw on the recommendation of the Graduate Chair and/or Department/Unit Head to the Dean of the Faculty of Graduate Studies on the "Progress Report" form. Students who receive two (2) consecutive "in need of improvement" or one (1) "unsatisfactory" rating will normally-usually be Required to Withdraw from the Faculty of Graduate Studies and the notation on the student record will be "Required to Withdraw".

### 2.4 Performance in Coursework

Students can consult Student Accessibility Services (SAS) if accommodations are required for coursework (see University's Accessibility Policy and Procedures).

A minimum degree grade point average (DGPA) of 3.0 with no grade below $C+$ must be maintained to continue in the Faculty of Graduate Studies. Departments/Units may specify, in their supplementary regulations, standards that are higher than those of the Faculty of Graduate Studies. Students who fail to maintain the specified grades or DGPA will be Required to Withdraw unless a department/unit recommends remedial action (subject to approval by the Dean of the Faculty of Graduate Studies).

## Requirements for Remedial Action Plans

A student may be permitted to remove deficiencies in grades by repeating the course or replacing it with an equivalent substitute course as determined by the student's department/unit. The form "Recommendation to Deal with Failed Grades of Low Degree GPA" must be submitted to the Faculty of Graduate Studies. In the event that a substitute course is used for remediation, the substituted course must be at the same or higher level as the failed course (e.g., at the graduate level for a failed graduate-level course). Each failed course may be repeated or replaced only once, to a maximum of six (6) credit hours of remediated coursework. If a course is repeated or replaced, the higher grade obtained will be used in the determination of the degree grade point average.

Students deficient in six (6) hours of credit or less with a grade of C, D, or F in a course or courses may be permitted, if the overall average is C or better, to take one (1) supplemental examination in each course (when permitted by the department/unit's supplementary regulations), to repeat the courses, or to take equivalent substitute courses.

Students receiving a grade of "C" or less in six (6)- or more credit hours of courses more a maximum total ofthansix (6) credit hours of any combination of courseswork are normally usually Required to Withdraw, unless otherwise stated in the department/unit's supplementary regulations. A student may also be permitted the opportunity to improve a low DGPA as determined by the Head/Graduate Chair of the student's department/unit through the registration and completion of additional course(s).

If a course is repeated or a supplemental examination is completed, the highest grade obtained in that course will be used in the determination of the degree GPA.

Students are normally usually expected to complete remedial action by the end of the subsequent term. If the course to be remediated is not offered in the next subsequent term, it should be taken when next offered.

Graduate students are not permitted to repeat a previously passed course, unless the department/unit recommends that course(s) be re-taken if they have lapsed or expired (refer to Master's Degree General Regulations and Doctor of Philosophy General Regulations).

## Note:

In exceptional circumstances, the department/unit may appeal to the Faculty of Graduate Studies for approval of remedial recommendation(s) falling outside those prescribed above.

Students in a Graduate Diploma or Micro-Diploma may be permitted to remediate up to a maximum of three (3) credit hours of failures. See Graduate Diploma and Micro-Diploma sections.

Supplemental exams are not permitted to students in the Master's or Ph.D. program, unless otherwise stated in the department/unit's supplementary regulations.

A summary of all actions taken administratively are to be reported to the Faculty of Graduate Studies Executive-Committee.
2.5 Mandatory Academic Integrity Course (GRAD 7500 or GRAD 7501)

All students, including those in a Pre-Master's program, are required to register for and complete GRAD 7500 Academic Integrity Tutorial ( 0 credit hours) within their first term of initial registration. Université de Saint-Boniface graduate students may choose to complete GRAD 7500 or the French-language equivalent, GRAD 7501.

Failure to complete this course will result in a registration hold and a grade of " $\mathrm{F} / \mathrm{NP}$ " being assigned to the course which may lead to being "Required to Withdraw" from the graduate program.

## Notes:

Students who have successfully completed GRAD 7500 in a previous program are not normally usually required to repeat the course upon entry to their new program so long as no more than one (1) term separates one program from another.
Students who have not completed GRAD 7500 or GRAD 7501 prior to embarking on a leave of absence must register in the course- upon their return to their program.
Visiting and Occasional students are not expected to complete GRAD 7500. For further information see GRAD 7500 FAQ.

### 2.6 Mandatory Research Integrity Online Course (GRAD 7300)

All students, including those in a Pre-Master's program, are required-recommended to register for and complete GRAD 7300 prior to applying to any ethics boards which are appropriate to the student's their proposed research; or within the first calendar year of their program student's first year, whichever comes first.
Failure to complete this course will result in a registration hold and a grade of " $\mathrm{F} / \mathrm{NP}$ " being assigned to the course which may lead to being "Required to Withdraw" from the graduate program.

## Notes:

Students who have successfully completed GRAD 7300 in a previous program are not normally usually required to repeat the course upon entry to their new program so long as no more than one (1) term separates one program from another.
Students who have not completed GRAD 7300 prior to embarking on a leave of absence must register in the course upon their return to their program.
Visiting and Occasional students are not expected to complete GRAD 7300. For further information see GRAD 7300 FAQ.

### 2.7 Graduate Focus on Aging Concentration

The Graduate Focus on Aging Concentration is available to any interested Master's or Doctoral student who is enrolled in the Faculty of Graduate Studies and whose graduate work focuses on is concentrated in aging. Graduate students who are not in a thesis/practicum-based program will be considered on a case-by-case basis and will require approval in advance by the Dean of the Faculty of Graduate Studies.

To be eligible, a "Student intention to receive the Graduate Focus on Aging Concentration" form must be submitted to the Faculty of Graduate Studies. Aaster's or Doctoral_Sstudents
must complete the requirements of the program to which they have been admitted and the requirements of the Graduate Focus on Aging Concentration.

The Graduate Focus on Aging Concentration requirements include:

1. Six (6) credit hours of graduate (7000-level or higher) courses that focus on aging and are approved by the student's Advisory Committee;
2. A thesis/practicum on an aging-related topic;
3. Having at least one advisory committee member who is officially affiliated with the Centre on Aging as a Research Affiliate; and
4. Participating in the annual Spring Research Symposium of the Centre on Aging at least once during their program of study as a poster presenter.

Graduate students may be able to attain their 6 credit hours of courses within the existing course requirements of their graduate program. Students must attain a minimum grade of C+ (or higher, if stipulated in the department/unit supplementary regulations), for the required 6 credit hours of aging courses.

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 easeby case basis and will require poprova in advan by the Deanof the Faculyof Graduate studies.Student progress in the Graduate Focus on Aging Concentration would normally-usually be discussed with the student's Advisory committee, and progress documented on the "Student Intention to receive the Graduate Focus on Aging Concentration" form which must accompany the Progress Report form submitted to the Faculty of Graduate Studies. The final Graduate Focus on Aging Concentration Completion form must be submitted no later than at leastone week prior to the FGS deadline for graduands to submit theses/practica and other reports.

### 2.8 Graduate Focus in Disability Studies Concentration

The Graduate Focus in Disability Studies Concentration is available to any interested Master's or Doctoral student who is enrolled in the Faculty of Graduate Studies. To be eligible, students must complete the requirements of the program to which they have been admitted and the requirements of the Graduate Focus in Disability Studies.

The concentration requires that students complete 6 or 9 credit hours of courses:

- DS 7020 History of Disability (3), and one of
- DS 7010 Disability Studies (6) or
- DS 7030 Evaluation and Application of Research Methods in Disability Studies (3)

> Graduate students may be able to attain the 6 or 9 credit hours of courses within the existing course requirements of their graduate program depending on the program supplementary regulations. This should be discussed with the student's Advisory committee. The finalGraduate Focus in Disability Studies Concentration Completion form must be submitted no later than one week prior to the FGS deadline for graduands to submit theses/practica and other reports.

## Section 3: General Regulations - Pre-Master's

### 3.1 Admission and Program Requirements

Graduates of bachelor's degree programs with a minimum Grade Point Average (GPA) of 3.0 on a 4.5 GPA scale (or equivalent) in the last two (2) previous years of full-time university study (60 credit hours) may be considered for admission to a Pre-Master's program. Departments/Units may specify higher or additional criteria. Admission to a Pre-Master's program does not guarantee future admission to a Master's program.

The purpose of the Pre-Master's program of study is to bring a student's background up to the equivalent of a required four (4)-year undergraduate degree and/or fulfill-provide deficiencies in-knowledge of a particular discipline. Departments/Units should assign to students, as part of their Pre-Master's program of study, an appropriate number of applicable upper level (3000 or 4000) undergraduate courses. These courses may not be transferred into a Master's program. Pre-Master's students are not normally usually allowed-permitted to register in 7000level courses or above, with the exception of GRAD 7300 and GRAD 7500 (or GRAD 7501), unless prior permission is granted by the Dean of the Faculty of Graduate Studies or designate. If permission is granted, students may take a maximum of three (3) credit hours at the 7000 level or above and these credit hours must be taken as Occasional ("O").

A Pre-Master's student may only transfer a maximum of three (3) credit hours at the 7000 level into a prospective Master's program of study.

### 3.2 Academic Performance

The Department/Unit Head is responsible for assigning the courses and monitoring the progress of each student.

A minimum degree grade point average of 3.0 with no grade below $C+$ must be maintained to continue in a Pre-Master's program. Students who fail to maintain this standing will be Required to Withdraw unless remedial action recommended by the department/unit (as described below) is approved by the Dean of the Faculty of Graduate Studies. Students can consult Student Accessibility Services (SAS) if accommodations are required for coursework (see University's Accessibility Policy and Procedures).

Students deficient in six (6) hours of credit or less may be permitted to write a supplemental examination (when offered in the department/unit's supplementary regulations) in courses in which a grade of $C$ or less was obtained.

Students deficient in six (6) hours of credit or less with a grade of $C, D$, or $F$ in a course or courses may be permitted, if the overall average is C or better, to write one (1) supplemental examination in each course (when permitted by the department/unit's supplementary regulations), to repeat the courses, or to take equivalent substitute courses.

A student may be permitted to remove deficiencies in grades by writing a supplemental examination or repeating courses only one (1) time for each course to a maximum of nine-(9) eredit hours of remedial coursework.

If a course is repeated or a supplemental examination is written, the highest grade obtained in that course will be used in the determination of the degree GPA.

The degree GPA is cumulative in a Pre-Master's program if more than one (1) year is required to complete the course requirements.

A summary of all action taken administratively is to be reported to the Faculty of Graduate Studies Executive Committee.

## Section 4: General Regulations - Micro-Diploma

### 4.1 Program Requirements

A Graduate Micro-Diploma is a short, flexible program of study focused on core knowledge in a field or interdisciplinary field of study at the graduate level. A Graduate Micro-Diploma consists of a minimum of six (6) credit hours to a maximum of nine (9) credit hours of coursework at the 7000-level or above. It may be stand alone and/or embedded in a graduate degree. A minimum of six (6) credit hours must be delivered by The University of Manitoba.

All students should consult department/unit supplementary regulations for specific details regarding a particular Graduate Micro-Diploma.

### 4.2 Admission

Students who are eligible to be considered for direct admission to a program of study leading to the Graduate Micro-Diploma include:

- Graduates of four (4)-year undergraduate degree programs (or equivalent as deemed by the Faculty of Graduate Studies) from:
o Canadian institutions empowered by law to grant degrees; or
o Colleges and universities outside Canada which are officially recognized by the Faculty of Graduate Studies.
- Graduates from first-cycle Bologna compliant degrees.
- Students who have completed a Pre-Master's program from:
o The University of Manitoba (see General Regulations - Pre-Master's); or
o Canadian institutions empowered by law to grant degrees; or
o Colleges and universities outside Canada which are officially recognized by The Faculty of Graduate Studies.

All students applying for a Graduate Micro-Diploma program must have attained a minimum GPA of 3.0 in the last two (2) previous years of full-time university study ( 60 credit hours). This includes those applying for direct admission and those entering from a Pre-Master's program. Students who meet the minimum requirements for admission to the Faculty of Graduate Studies are not guaranteed admission.

Note: This is the minimum requirement of the Faculty of Graduate Studies and departments/units may have higher standards and additional criteria.

### 4.3 Performance in Coursework

Students can consult Student Accessibility Services (SAS) if accommodations are required for coursework (see University's Accessibility Policy and Procedures).

A minimum degree grade point average (DGPA) of 3.0 with no grade below $C+$ must be maintained to continue in the Faculty of Graduate Studies. Departments/Units may specify, in their supplementary regulations, standards that are higher than those of the Faculty of Graduate Studies. Students who fail to maintain the specified grades or DGPA will be Required to Withdraw unless a department/unit recommends remedial action. Any such action must be approved by the Dean of the Faculty of Graduate Studies or designate.

## Requirements for Remedial Action Plan

A student may be permitted to remediate deficiencies in grades by repeating the course or replacing it with an equivalent substitute course as determined by the department/unit. In the event that a substitute course is used for remediation, the substituted course must be at the same or higher level as the failed course (e.g., at the graduate level for a failed graduate-level course). Each failed course may be repeated or replaced only once, to a maximum of three (3) credit hours of coursework. If a course is repeated or replaced, the highest grade obtained will
be used in the determination of the degree grade point average. Students receiving a grade of " $C$ " or less in more than three (3) credit hours of coursework are normallyusually Required to Withdraw from the Micro-Diploma, unless otherwise stated in the department/unit's supplementary regulations. A student may also be permitted the opportunity to improve a low DGPA as determined by the Graduate Chair of the student's department/unit through the registration and completion of additional course(s).

Students are normally usually expected to complete remedial action by the end of the subsequent term.

Graduate students are not permitted to repeat a previously passed course, unless the department/unit recommends that course(s) be re-taken if they have lapsed or expired (refer to Master's Degree General Regulations and Doctor of Philosophy General Regulations).

## Note:

In exceptional circumstances, the department/unit may appeal to the Faculty of Graduate Studies for approval of remedial recommendation(s) falling outside those prescribed above.

Supplemental exams are not permitted to students in the Graduate Micro-Diploma program, unless otherwise stated in the department/unit's supplementary regulations.

### 4.4 Time in Program

The expected time-to-completion for students in the Micro-Diploma program is one (1) academic year (i.e., three (3) consecutive terms). Micro-Diploma students are subject to the same re-registration requirements as all other graduate students.

### 4.5 Transfer Credit

Courses within a program of study may be taken elsewhere and transferred for credit at The University of Manitoba. All such courses:

- must be approved for transfer to the program of study by the department/unit and the Faculty of Graduate Studies before the student may register for them;
- are considered on an individual basis;
- cannot normallyusually be used for credit towards another degree;
- may not exceed three (3) credit hours of coursework required of the student's Graduate Micro-Diploma program at The University of Manitoba, so long as six (6) credit hours of the Graduate Micro-Diploma program is taken at the University of Manitoba.

Permission is granted in the form of a Letter of Permission which may be obtained by making an application to the Faculty of Graduate Studies; an original transcript and course equivalency must be provided.

### 4.6 Recognition for Credit

Graduate-level courses completed as part of a Graduate Micro-Diploma may be recognized toward a Graduate Diploma or graduate degree program (where appropriate) and subject to the Senate approved program regulations. Graduate Micro-Diplomas may be stackable or laddered (refer to definitions per the Certificate and Diploma Framework) into Graduate Diplomas or graduate degree programs in same or related fields of study.

## Section 5: General Regulations - Diploma

### 5.1 Program Requirements

A graduate diploma is a structured program of study focused on developing graduate-level knowledge in a field or interdisciplinary field of study. A graduate diploma consists of a minimum of twelve (12) credit hours to a maximum of eighteen (18) credit hours of coursework primarily at the 7000 -level or above. It is a stand-alone program. A minimum of $50 \%$ of the credit hours must be delivered by The University of Manitoba.

All students should consult department/unit supplementary regulations for specific details regarding a particular Graduate Diploma.

### 5.2 Admission

Students who are eligible to be considered for direct admission to a program of study leading to the diploma include:

- Graduates of four (4)-year undergraduate degree programs (or equivalent as deemed by the Faculty of Graduate Studies) from:
o Canadian institutions empowered by law to grant degrees; or
o Colleges and universities outside Canada which are officially recognized by the Faculty of Graduate Studies.
- Graduates from first-cycle Bologna compliant degrees.
- Students who have completed a Pre-Master's program from:
o The University of Manitoba (see General Regulations - Pre-Master's); or
o Canadian institutions empowered by law to grant degrees; or
o Colleges and universities outside Canada which are officially recognized by The Faculty of Graduate Studies.

All students applying for a diploma program must have attained a minimum GPA of 3.0 (or equivalent) in the last two (2) previous years of full-time university study ( 60 credit hours). This includes those applying for direct admission and those entering from a Pre-Master's program. Students who meet the minimum requirements for admission to the Faculty of Graduate Studies are not guaranteed admission.

Note: This is the minimum requirement of the Faculty of Graduate Studies and departments/units may have higher standards and additional criteria.

### 5.3 Performance in Coursework

Students can consult Student Accessibility Services (SAS) if accommodations are required for coursework (see University's Accessibility Policy and Procedures).

A minimum degree grade point average (DGPA) of 3.0 with no grade below $C+$ must be maintained to continue in the Faculty of Graduate Studies. Departments/Units may specify, in their supplementary regulations, standards that are higher than those of the Faculty of Graduate Studies. Students who fail to maintain the specified grades or DGPA will be Required to Withdraw unless a department/unit recommends remedial action. Any such action must be approved by the Dean of the Faculty of Graduate Studies.

A student may be permitted to remove deficiencies in grades by repeating the course or replacing it with an equivalent substitute course. In the event that a substitute course is used for remediation, the substituted course must be at the same or higher level as the failed course (e.g., at the graduate level for a failed graduate-level course). Each failed course may be repeated or replaced only once, to a maximum of three (3) credit hours of remediated coursework. If a course is repeated or replaced, the highest grade obtained will be used in the determination of the degree grade point average. Students receiving a grade of "C" or less in more than three (3) credit hours of coursework are normally usually Required to Withdraw, unless otherwise stated in the department/unit's supplementary regulations. A student may also be permitted the opportunity to improve a low DGPA as determined by the Graduate Chair of the student's department/unit through the registration and completion of additional course(s).

Students are normally usually expected to complete remedial action by the end of the subsequent term.

Graduate students are not permitted to repeat a previously passed course, unless the department/unit recommends that course(s) be re-taken if they have lapsed or expired (refer to Master's Degree General Regulations and Doctor of Philosophy General Regulations).

## Note:

In exceptional circumstances, the department/unit may appeal to the Faculty of Graduate Studies for approval of remedial recommendation(s) falling outside those prescribed above.

Supplemental exams are not permitted to students in the Graduate Diploma program, unless otherwise stated in the department/unit's supplementary regulations.

### 5.4 Time in Program

The expected time-to-completion for students in the Diploma program is the same as the Master's. The minimum time is equivalent to two (2) terms (8 months) and the maximum time allowed for the completion of the Diploma is four (4) years for students declared as full-time and six (6) years for students declared as part-time (see Student Status/Categories of Students for information on calculating maximum time for students). Diploma students are subject to the same re-registration requirements as all other graduate students.

### 5.5 Transfer Credit

Courses within a program of study may be taken elsewhere and transferred for credit at The University of Manitoba. All such courses:

- must be approved for transfer to the program of study by the department/unit and the Faculty of Graduate Studies before the student may register for them;
- are considered on an individual basis;
- cannot be used for credit towards another degree;
- may not exceed $50 \%$ of the credit hours of coursework required of the student's Graduate Diploma program at The University of Manitoba.

Permission is granted in the form of a Letter of Permission which may be obtained by making an application to the Faculty of Graduate Studies; an original transcript and course equivalency must be provided.

### 5.6 Recognition for Credit

Graduate-level courses completed as part of a Graduate Diploma may be recognized toward a graduate degree program (where appropriate) and subject to the Senate approved program regulations. Graduate Diplomas may be stackable or laddered (refer to definitions per the Certificate and Diploma Framework) into graduate degree programs in same or related fields of study.

## Section 6: Master's Degrees General Regulations

### 6.1 General

Although general regulations apply to all students, individual departments/units may have additional regulations that supplement these general regulations. All such supplementary regulations must be approved (as specified by the By-Laws of the Faculty of Graduate Studies), be published and available to students (please refer to the following link), and be kept on record in the Faculty of Graduate Studies. All students should consult department/unit supplementary regulations for specific details regarding admission, program requirements, progression, and completion. Individual departments/units may offer Master's programs in by one or more of the following formats:

- Thesis/practicum-based;
- Course-based;
- Comprehensive Exam;
- Project;
- Major research paper.


### 6.2 Admission

Students who are eligible to be considered for direct admission to a program of study leading to the Master's degree include:

- Graduates of four (4)-year undergraduate degree programs (or equivalent as deemed by the Faculty of Graduate Studies) from:
o Canadian institutions empowered by law to grant degrees; or
o Colleges and universities outside Canada which are officially recognized by the Faculty of Graduate Studies.
- Graduates from first-cycle Bologna compliant degrees.
- Students who have completed a Pre-Master's program from:
o The University of Manitoba (see General Regulations - Pre-Master's); or
o Canadian institutions empowered by law to grant degrees; or
o Colleges and universities outside Canada which are officially recognized by The Faculty of Graduate Studies.

All students applying for a Master's degree program must have attained a minimum GPA of 3.0 out of 4.5 (or equivalent) in the last two (2) years of full-time university study ( 60 credit hours). This includes those applying for direct admission and thosecourses completed as part ofentering from a Pre-Master's program. Students who meet the minimum requirements for admission to the Faculty of Graduate Studies are not guaranteed admission.

Note: This is the minimum requirement of the Faculty of Graduate Studies and departments/units may have higher standards and additional criteria.

### 6.3 Program Requirements

Ingeneral, sStudents must complete the requirements for one of the programs of study described below for the Master's degree. However, theSpecific requirements for individual programs of study areis determined by the department/unit offering the program-and may follow the department/unit's supplementary regulations. Some programs are subject to an external accrediting body. In such programs, the eCredit hours and course requirements of programs subject to an external accrediting body shall reflect the requirements of the appropriate accrediting body and shall be detailed in the program's supplementary regulations. department/unit's externalacerediting body. Students should refer to department/unit supplementary regulations.

Any single course cannot be used for credit toward more than one degree.

### 6.3.1 Thesis/Practicum Route

A minimum of twelve (12) credit hours of coursework, unless otherwise stated in the department's/unit's supplementary regulations, plus a thesis or practicum is required. The minimum must include at least six (6) credit hours at the 7000-level or above, with the balance of the coursework at the 3000-level or above. A maximum of twenty-four (24) credit hours of coursework is allowed unless the department's/unit's supplementary regulations indicate otherwise. The student must complete the thesis/practicum atthrough The University of Manitoba.

### 6.3.2 Course-based, Major Research Paper, Project or Comprehensive Examination Route

A minimum of twenty-four (24) credit hours of coursework is required. If the student is in the comprehensive examination route, a comprehensive examination(s) is required. The minimum must include at least eighteen (18) credit hours at the 7000-level or above with the balance of the coursework at the 3000 -level or above. A maximum of forty-eight (48) credit hours of coursework is allowed unless a department's/unit's supplementary regulations indicate otherwise. Refer to unit supplementary regulations concerning specific regulations on coursework, major research paper, project and/or comprehensive examination requirements.

### 6.3.3 Language Requirements

Some departments/units specify an additional language requirement for the Master's degree. Students should check department/unit supplementary regulations regarding this requirement.

### 6.3.4 Advance Credit

Advance credit for courses completed prior to admission to a Master's program will be considered on a case-by-case basis. The student's department/unit must make a request to the Faculty of Graduate Studies by completing the "Recommendation for Advance Credit-Transfer of Courses" form.

- Application for advance credit must be made within the first year of the program (see Lapse or Expiration of Credit of Courses).
- No more than $50 \%$ of the required coursework for the program can be achieved using advance credit.
- A course may not be used for credit toward more than one (1) degree.
- The student must register at The University of Manitoba for at least two (2) terms within a single academic year and must also complete all other program requirements at The University of Manitoba (or in the case of a Joint Master's Program student, at The University of Winnipeg).
- A Pre-Master's student may only transfer a maximum of 3 credit hours at the 7000 level taken as occasional into a prospective Master's program of study.

Regardless of the number of courses approved for which advance credit is granted, all students are required to pay all applicable program fees (i.e., program fees will not be pro-rated according to advance credit granted).

### 6.3.5 Transfer Credit

Courses within a program of study may be taken elsewhere and transferred for credit at The University of Manitoba. All such courses:

- must be approved for transfer to the program of study by the department/unit and the Faculty of Graduate Studies before the student may register for them;
- are considered on an individual basis;
- cannot be used for credit towards another degree;
- may not exceed $50 \%$ of the minimum credit hours of coursework required of the student's graduate program at The University of Manitoba.

Permission is granted in the form of a Letter of Permission which may be obtained by making an application to the Faculty of Graduate Studies; an official transcript and course equivalency must be provided.

### 6.3.6 Time in Program

The minimum time for students in the Master's program is equivalent to two (2) terms (8 months). Completion of most programs requires more than this and students should check department/unit supplementary regulations regarding specific requirements.

The maximum time allowed for the completion of the Master's degree is four (4) years for students declared as full-time and six (6) years for students declared as part-time (see Student Status/Categories of Students for information on calculating maximum time for students). Individual departments/units and/or programs may have specified minimum and maximum time limits.

Requests for extensions of time to complete the degree will be considered on an individual basis and must be submitted to the Dean of the Faculty of Graduate Studies using the "Time Extension Request" form. This form should be submitted at the beginning of the student's last term in program, at least three (3), but no more than four (4), months prior to expiration of the respective maximum time limit. Time extension requests require an explanation of the need for the extension and the goals to be met during the extension period as well as a timeline for meeting the stated goals. Future extensions will be considered only if there is evidence progress was made on the goals outlined in the previous extension request. If progress is not evident, the request must describe the circumstances that prevented progress on the identified goals. Extensions also must recognize the grad deadlines for the respective graduation period.

A student who has not completed the degree requirements within the maximum time limit or within the time limit of the extension will be Required to Withdraw from the Faculty of Graduate Studies and the notation on the student record will be "Required to Withdraw".

### 6.4 Student's Advisor and Co-Advisor

### 6.4.1 Student's Advisor

Each student should have an advisor upon entry into the program, and must have one assigned no later than one (1) term following initial registration. Advisors are required for thesis/practicum routes, but not usually course-based routes or some comprehensive exam routes. In department/units where the choice of thesis/practicum topic and thesis/practicum advisor are postponed after a student's entry into the program, the Department/Unit Head, within one (1) term, shall appoint a faculty member to advise the student in the interim period before the regular advisor is assigned or chosen. In all programs that require an advisor, sstudents must have an advisor through to the end of their programin programs requiring an advisor.

The advisor is responsible for supervising the student's graduate program. The advisor is the student's first point ofprimary contact at the University of Manitoba and must be familiar with the general policies and regulations of the Faculty of Graduate Studies as well as the specific supplementary regulations of their academic department/unit. In this capacity, the advisor assists the student in planning the graduate program and ensures that the student is aware of all graduate program requirements, degree regulations, and general regulations of the academic department/unit, the Faculty of Graduate Studies, the university, and external
funding agencies. The advisor provides counsel for all aspects of the graduate program, and stays informed of the student's scholarly activities and progress. The student's advisor also acts as a channel of communication to the student's advisory committee, the department/unit and the Faculty of Graduate Studies.

The advisor must:

- hold an appointment in the student's department/unit;
- be a member of the Faculty of Graduate Studies ${ }^{1}$;
- hold at least a Master's degree or equivalent ${ }^{2}$;
- be active in their field of research;
- have expertise in a discipline related to the student's program.
${ }^{1}$ See https://umanitoba.ca/graduate-studies/graduate-studies-administration for details.
${ }^{2}$ Equivalency will be approved by the Dean of the Faculty of Graduate Studies and determined on a case-by-case basis. The potential advisor's demonstrated research record and current research activities will be considered as part of the equivalency assessment. Note that M.D., D.M.D., Pharm.D. and J.D. are undergraduate degrees and are not equivalent to a Master's or Ph.D.

It is the responsibility of the Department/Unit Head to determine whether faculty members meet these criteria, and also to report to the Dean of the Faculty of Graduate Studies on equivalency as necessary. Any exceptions or special circumstances must be recommended by the Department/Unit Head and approved by the Dean of the Faculty of Graduate Studies who considers each case on an individual basis.

### 6.4.2 Student's Co-advisor

Upon approval of the Department/Unit Head, an advisor and a maximum of one (1) co-advisor may advise a student. The co-advisor must:

- be a member of the Faculty of Graduate Studies ${ }^{1}$;
- hold a Master's or equivalent ${ }^{2}$;
- be active in research;
- have expertise in a discipline related to the student's program;
${ }^{1}$ See https://umanitoba.ca/graduate-studies/graduate-studies-administration for details.
${ }^{2}$ Equivalency will be approved by the Dean of the Faculty of Graduate Studies and determined on a case-by-case basis and assessed by the potential co-advisor's demonstrated research
record and current research activities. Note that M.D., D.M.D., Pharm.D. and J.D. are undergraduate degrees and are not equivalent to a Master's or Ph.D.

The co-advisor may be identified either at the beginning of, or mid-way through, a student's program. In all instances, the Faculty of Graduate Studies must be informed of, and approve, the co-advisor arrangement. If a co-advisor is added midway through the student's program, a new Advisor_--Student Guidelines must be completed.

When an advisor and co-advisor are assigned, together they shall fulfill the role of the advisor (that is, neither shall fulfill any other advisory or examining committee membership requirements for that student). One (1) advisor must be identified as the primary advisor.; Both the advisor and $f$ co-advisor share a single vote in matters regarding student progress and performance. Both the advisor and co-advisor's signatures are required on all documents where the advisor's signature is required.

### 6.4.3. Student's Advisor/Co-advisor

A student who also holds an appointment at The University of Manitoba as a member of the academic staff with facultyt the rank-of Assistant Professor and above or Instructor 1 and above cannot have an advisor or co-advisor with an appointment in the same department/unit.

The advisor, co-advisor (if applicable) and student must discuss and complete the Faculty of Graduate Studies Advisor-Student Guidelines prior to the commencement of any research and no later than the submission of the first Progress Report for the student. If a student does not have an advisor/co-advisor, then the interim advisor* will be required to complete the AdvisorStudent Guidelines. The advisor/co-advisor and the student are required to approve the agreement. If the parties cannot agree on one or more component(s) of the Advisor_-Student Guidelines, the matter should be referred to the Department/Unit Head, Graduate Chair, or the Dean of the Faculty of Graduate Studies. A new Advisor-Student Guidelines is to be completed if there is a change in advisor/co-advisor or when a co-advisor is added mid-way through the student's program.

Should, during the student's program, the relationship between the student and advisor/coadvisor significantly deteriorate, the matter should be referred sequentially to the Department/Unit Graduate Chair, the Head of the department/unit, then to the Associate Dean working with the department/unit in the Faculty of Graduate Studies and finally the Dean of the Faculty of Graduate Studies for designate). Students can also seek support from other offices including, but not limited to, Student Advocacy \& Case Management and the Student Counselling Center.

It is the responsibility of the department/unit offering the program in which the student is studying to arrange an alternate advisor if this is appropriate and necessary. All students should consult department/unit supplementary regulations for specific details regarding advisor/co-
advisor requirements. Departments/units who have difficulty fiunding an alternate advisor need to consult with the Faculty of Graduate Studies' Associate Dean working with the department/unit the Faculty of Graduate Studies for support to pursue all reasonable options given the theoretical and research expertise required of an advisor in relation to the thesis/practicum. If an advisor cannot be secured within one term, the student cannot remain in their program.

* In department/units where the choice of thesis/practicum topic and thesis/practicum advisor are postponed after a student's entry into the program, the Department/Unit Head, within one (1) term, shall appoint a faculty member to advise the student in the interim period before the regular advisor is assigned or chosen.


### 6.5 Advisory Committee

### 6.5.1 Conflict of Interest

There are several circumstances that might lead to a real, perceived or potential Conflict of Interest (COI) in advisory and examining committees. A real COI could be present due to the existence of a (past or present) personal relationship that is romantic, sexual, marital, personal or familial. There is a potential for a perceived COI in cases of recent (within the last 5 years) collaboration among committee members, which may result in the perception of a lack of fairness or impartiality. These examples are not intended to be comprehensive, and are provided solely for illustration. The University of Manitoba Conflict of Interest Policy and Conflict of Interest Procedures as well as the Conflict of Interest Between Evaluators and Students due to Close Personal Relationships should also be consulted.

In addition to following the processes outlined in the above policies, COIs that exist within advisory and examining committees and proposed mitigation measures should-must be declared in writing to the Faculty of Graduate Studies to provide transparency to all relevant parties (including the student, committee members, unit leadership, and the Faculty of Graduate Studies) at the time they arise. All reported conflicts will be reviewed by the Dean of the Faculty of Graduate Studies (or designate) and reported to the Vice President (Administration). If the conflict is deemed sufficiently significant and cannot be mitigated, one or more committee members may need to be replaced or a new committee may need to be struckestablished. Committees should consider each year at the time of the progress report whether new conflicts of interest have arisen during the reporting period. since the prior year.

It is the student's role to inform the Faculty of Graduate Studies of any changes in their student registration or employment status that may be perceived as a COI. For example, if a student is hired as an Instructor or an Assistant Professor into any unit at the university, they are to address potential COIs.

### 6.5.2 Thesis/Practicum Route

Advisory committees are selected by the advisor/co-advisor in consultation with the student and should consist of individuals whose expertise is consistent with that necessary to provide additional advice and guidance to the student during their research program. The advisor/coadvisor is the Chair of the advisory committee.

The advisory committee must consist of a minimum of three (3) voting members (the advisor/co-advisor have a single vote), at least two (2) of whom must be members of the Faculty of Graduate Studies.

All examiners must be deemed qualified by the Department/Unit Head and be willing to serve. It is expected that advisory committee members will have a Master's degree or equivalent. Equivalency will be determined by the Dean of the Faculty of Graduate Studies or designate.

Individuals who are not a member of the Faculty of Graduate Studies, and who do not hold a Master's degree or equivalent, but who possess specific and extensive expertise and experience, such as professionals, artists, Knowledge Keepers or Elders, may serve on the advisory committee as a full voting member. No more than one such knowledge expert may serve on any individual advisory committee and must be nominated by the Department/Unit Head or Graduate Chair with a justification of their role and be approved by the Dean of the Faculty of Graduate Studies or designate.

Advisory committees may alternatively include one (1) non-voting invited member who has expertise in a related discipline but is not a member of the Faculty of Graduate Studies. Committees may include a Knowledge Expert or invited member, not both.

Under no circumstances are graduate students, Postd-Doctoral Ffellows, and Research Assistants or Associates registered/employed at any institution to serve on graduate student advisory or examining committees, regardless of whether or notif they hold a rank of Adjunct Professor.

The composition of, and any changes to, the advisory committee, including the advisor/coadvisor, must be approved by the Faculty of Graduate Studies.

Additional specifications, if any, regarding the advisory committee are found in the department/unit supplementary regulations and students should consult these regulations for specific requirements.

### 6.5.3 Course-based, Major Research Paper, or Comprehensive Examination Route

Aormally Usually, advisory committees are not required in these routes; however, however, the department/unit may specify advisory committee requirements in their supplementary regulations.

### 6.6 Courses and Performance

### 6.6.1 Course or Program Changes

Students are not permitted to change their program of study, including withdrawal from individual courses, without the approval of their advisor/co-advisor (and/or advisory committee) and Department/Unit Head. Withdrawal from courses or changes of course category without such approval may result in the student being Required to Withdraw from the Faculty of Graduate Studies.

### 6.6.2 Lapse or Expiration of Credit of Courses

Courses completed more than seven (7) years prior to the date of awarding of a degree are considered to have lapsed and may not normallyusually be used for credit toward that degree. A department/unit may request an exception to this limit on behalf of the student. Such requests, which will be evaluated on a case-by-case basis, must be submitted via the Course Currency form and accompanied by supporting information including a detailed summary of the content of the course as taken initially and as offered most recently, and a detailed rationale explaining how the student has maintained knowledge of the course content. If FGS approves the course's currency, the approval will be valid for one (1) year. After one (1) year, an updated Course Currency form may be required.

Courses completed more than ten (10) years prior to the date of awarding of a degree are deemed expired and cannot be used for credit toward that degree.
In the event that coursework is no longer considered current or has expired, students must take additional coursework (as recommended by the Department/Unit Head, or designate, and as approved by the Dean of the Faculty of Graduate Studies) to meet the minimum credit hour requirements for their program. The department/unit may recommend that students re-take previously passed course(s) which have lapsed or expired.

### 6.6.3 Academic Performance

Student progress shall be reported at least annually (but no more than once every four (4) months) to the Faculty of Graduate Studies on the "Progress Report" form. Performance that
remains "Satisfactory" throughout the year does not need to be reported to the Faculty of Graduate Studies more than annually, but should remain on file in the department/unit. Students who fail to maintain satisfactory performance may be Required to Withdraw on the recommendation of the Graduate Chair and/or department/unit Head to the Dean of the Faculty of Graduate Studies on the "Progress Report" form. Students who receive two (2) consecutive "in need of improvement" or one (1) "unsatisfactory" rating will normally-usually be Required to Withdraw from the Faculty of Graduate Studies and the notation on the student record will be "Required to Withdraw".

### 6.6.4 Performance in Coursework

A minimum degree grade point average (DGPA) of 3.0 with no grade below C+ must be maintained to continue in the Faculty of Graduate Studies. Departments/units may specify, in their supplementary regulations, standards that are higher than those of the Faculty of Graduate Studies. Students who fail to maintain the specified grades or DGPA will be Required to Withdraw unless the department/unit recommends remedial action. Any such action must be approved by the Dean of the Faculty of Graduate Studies.

Students are normallyusually expected to complete remedial action by the end of the subsequent term.

### 6.6.5 Performance not Related to Coursework

In some departments/units and program routes, students are required to demonstrate satisfactory academic performance in areas not related to performance in courses (including, but not limited to, such as attendance at or participation in-course lectures, seminars andin laboratories and progress in research, thesis, or practicum). The specific nature of satisfactory academic performance is outlined in individual department/unit supplementary regulations and students should consult these supplementary regulations for specific requirements. Unsatisfactory performance must be reported to the Faculty of Graduate Studies on the "Progress Report" form. Students who fail to maintain satisfactory performance may be Required to Withdraw on the recommendation of the Department/Unit Head to the Dean of the Faculty of Graduate Studies.

### 6.7 Academic Requirements for Graduation

All students must:

- maintain a minimum degree grade point average (DGPA) of 3.0 with no grade below C+;
- complete GRAD 7500
- complete GRAD 7300
- meet the minimum and not exceed the maximum course requirements; and
- meet the minimum and not exceed the maximum time requirements for program completion and lapse and expiration of course credit-(interms of time in program and lapse or expiration of credit of courses).

Individual departments/units may have additional specific requirements for graduation and students should consult department/unit supplementary regulations for these specific requirements.

### 6.7.1 Thesis/Practicum Route

### 6.7.1.1 Thesis vs. Practicum

Students must demonstrate their mastery of the field and that they are fully conversant with the relevant literature through their thesis/practicum. The thesis/practicum will normally usually be written in English but may be written in French. Departmental/unit supplementary regulations may allow the thesis/practicum to be written in a language other than English or French. Committee members mustneed to be able to evaluate the thesis/practicum in the chosen language-of the thesis/practicum.

The thesis must be written according to a standard style acknowledged within the student's particular field of study and recommended by the department/unit, be lucid and well-written, and be reasonably free from errors of style and grammar (including typographical errors). Additional recommendations-requirements for-a thesis formatting are outlined in Appendix 1: Thesis/Practicum Types.

The thesis is developed under the mentorship of the advisor/co-advisor. Individual departments/units may have specific guidelines regarding the thesis proposal and its acceptance by the student's advisory committee and Department/Unit Head; students should consult department/unit supplementary regulations for specific requirements. Research must be approved by the appropriate Human Research Ethics Board or Animal Care Committee, if applicable, before the work has begun on the thesis research.

A practicum differs from the thesis in its emphasis on the application of theory, it is however similar in scope, span, and rigour. The practicum takes the form of an exercise in the practical application of knowledge and skill. It usually involves the careful definition of a problem, the application of appropriate knowledge and skills to the problem, and a report of the results in a manner suitable for evaluation by an examining committee. Individual departments/units have specific requirements for graduation and students should consult department/unit supplementary regulations for specific requirements. Research must be approved by the appropriate Human Research Ethics Board or Animal Care Committee, if applicable, before the work has begun on the practicum.

### 6.7.1.2 Examining Committee

The advisor/co-advisor will recommend an examining committee to the Department/Unit Head for approval, which shall then be reported to the Faculty of Graduate Studies on the "Master's Thesis/Practicum Title and Appointment of Examiners" form. This form must be approved by the Dean of the Faculty of Graduate Studies at least two (2) weeks prior to the distribution of the thesis to committee members for written examination.

Under Usuallynormal circumstances, the examining committee will be the same as the advisory committee unless otherwise stipulated in the department's/unit's supplementary regulations. The examining committee must consist of a minimum of three (3) members (including the advisor/co-advisor), at least two (2) of whom must be members of the Faculty of Graduate Studies. All examiners must be deemed qualified by the Department/Unit Head and be willing to serve. It is usually expected that, under normalcircumstances, examination committee members will have a Master-'s degree or equivalent. Knowledge Experts and invited members are exempt from this requirement. The composition of, and any changes to, the examining committee, including the advisor/co-advisor, must be approved by the Faculty of Graduate Studies. Individual departments/units establish specific requirements for examination and students should consult department/unit supplementary regulations for specific requirements.

Under no circumstances are graduate students, Postd-Doctoral Ffellows, and Research Assistants or Associates to serve on graduate student examining committees, regardless of if they hold a rank of Adjunct Professor.

## Written Examination

The Head of the department/unit arranges for the distribution of the thesis/practicum to the examiners for written examination. A student has the right to an examination of the thesis/practicum if they believe it is ready for examination. It is the department/unit's responsibility to advise the student of any risk involved should they decide to proceed against the department/unit's recommendation. It is the duty of all examiners to read the thesis/practicum and report on its merits according to the following categories:

- Acceptable, without modification or with minor revision(s); or
- Acceptable, subject to modification and/or revision(s); or
- Not acceptable.

If two or more examiners do not approve the thesis, then the student is deemed to have failed the distributionwritten examination. The failure must be reported to the Faculty of Graduate studies as "not approved" on the Master's Thesis/Practicum Final Report form.

Note that advisors and co-advisors share a single vote.

### 6.7.1.3 Oral Examination

For departments/units requiring students to pass an oral examination on the subject of the thesis/practicum and matters relating thereto, the format of the oral examination is described in the supplementary regulations of the department/unit. Students should consult these supplementary regulations for specific requirements. A student has the right to an examination of the thesis/practicum if they believe it is ready for examination. It is the department/unit's responsibility to advise the student of any risk involved should they decide to proceed against the department/unit's recommendation.

The oral examination should be completed within one (1) month of distribution of the reports onf the written thesis/practicum to the examining committee.

The oral examination may be held in-person, remotely, or using a hybrid model. Normally, Aall members of the examining committee should be present in real time at the examination. Under exceptional circumstances, and with the prior approval of the Dean of the Faculty of Graduate Studies, one (1) member may be absent from the proceedings and required to submit questions. No recordings will be permitted. Any in-person components of the oral examination must be held at either The University of Manitoba Fort Garry or Bannatyne campus, Université de Saint-Boniface, or the St. Boniface Hospital Albrechtsen Research Centre normallyusually during regular business hours.

The oral examination shall be open to all members of The University of Manitoba community except in exceptional cases. The oral examination may be closed, for example, when the results of the thesis/practicum research must be kept confidential for a period of time. In such cases, the examining committee and Department/Unit Head must request a closed examination to the Dean of the Faculty of Graduate Studies, who shall then decide that the final examination be closed to all but the examining committee. The Dean of the Faculty of Graduate Studies (or delegate) reserves the right to attend a closed examination.

The oral examination will normally usually be held in English, butEnglish but may be held in French. Departmental/Uunit supplementary regulations may allow the oral examination to be held in a language other than English or French.

Following completion of the examination of the thesis/practicum, examiners will determine the results of the oral examination and the written thesis/practicum.

The examiners will also determine the nature of and procedures for approval of any revisions that will be required prior to submission of the thesis/practicum to the Faculty of Graduate Studies (via MspaceMSpace). The advisor/co-advisor is normallyusually responsible for
ensuring that revisions are completed according to the instructions from the examining committee.

The final assessment of the examiners shall be reported to the Faculty of Graduate Studies as either "approved" or "not approved" on the Master's Thesis/Practicum Final Report form submitted by the advisor. Each examiner must sign the form. If two (2) or more examiners do not approve the thesis/practicum, the student is deemed to have failed the examination.

### 6.7.1.4 Failure

All failures must be reported to the Faculty of Graduate Studies at either the distributionwritten or oral defenceexamination stage. In the case of a failure of the thesis/practicum at the Master's level, the student may be allowed a second examination attempt. to defend the thesis a second time. In this case, a detailed written report will be prepared by the Chair of the examination committee and submitted to the Faculty of Graduate Studies, who will make the report available to the student, the student's advisor/co-advisor and the Department/Unit Head. Without this detailed report, the student may not defend the thesis the second timeundergo a second examination. The Department/Unit Head shall convene a meeting of the members of the examining committee and the student's advisor/co-advisor to decide how to bring the thesis to an acceptable scholarly standard and/or prepare for the second defenceexamination.

A student will be Required to Withdraw when the thesis/practicum has been rejected twice at the stage where:

- The examining committee reports on the merits of the written thesis/practicum;
- The oral examination; or
- A combination of both stages.


### 6.7.1.5 Style and Format

The thesis/practicum must be written according to a standard style acknowledged by a particular field of study (please refer to Appendix 1: Thesis/Practicum Types).

### 6.7.1.6 Submission of the Final Copy

Following the approval of the thesis/practicum by the examining committee via the "Master's Thesis/Practicum Final Report" form and the completion of any revisions required by that committee, the thesis/practicum must be submitted to the Faculty of Graduate Studies digitally through MSpace, the University's institutional repository.

### 6.7.1.7 Publication and Circulation of the Thesis/Practicum

Every graduate student registering in a thesis/practicum Master's program at The University of Manitoba shall be advised that, as a condition of being awarded the degree, they will be required to grant a licence of partial copyright to the University and to the Library and Archives Canada for any thesis or practicum submitted as part of their degree program.

Note: This licence makes the thesis/practicum available for further research only. Publication for commercial purposes remains the sole right of the author.

The "The Copyright Licence/Infringement" form must be completed in MSpace. This and other related regulations may give rise to important questions of law, and students may need additional legal advice on the copyright laws of Canada and/or other countries. Students who wish to obtain legal advice concerning their subsequent rights are advised to do so prior to signing the agreements. Signing of the licence agreements is usually done after the contents of the thesis/practicum have been delineated and the importance of copyright and/or patents fully understood and appreciated.

In The University of Manitoba's view, publication in the above manner should not preclude further publication of the thesis or practicum report or any part of it in a journal or in a book as this is a routine University requirement to contribute to open scholarship, and publication in MSpace attracts a different audience than a peer-reviewed and edited book or journal. In such cases, an acknowledgement that the work was originally part of a thesis/practicum at The University of Manitoba may be included in further published versions, and publication in MSpace must be disclosed to publishers during the submission process.

Publication in the above manner does not preclude further publication of the thesis of practicum report or any part of it in a journal or in a book. In such cases, an acknowledgement that the work was originally part of a thesis/practicum at The University of Manitoba should be included.

## Notes:

Patents -Refer to "Policy of Withholding Theses Pending Patent Applications" in this Guide.

Restriction of Thesis/Practicum for Publication - In exceptional cases, not covered by the regulation concerning patents, where adequate cause can be shown to delay publication, the student and advisor/co-advisor may request in writing that the Dean of the Faculty of Graduate Studies restrict access for a period up to two (2) years after submission of the digital version of a thesis or practicum to The University of Manitoba. The Dean shall determine for what period, if any, access will be restricted based on the request. One additional year of restriction can be requested if needed.

A thesis/practicum cannot be permanently restricted on the University's MSpace repository. It can only be restricted under the above embargo periods of two years plus one additional year.

Library and Archives Canada - Library and Archives Canada obtains a copy of the thesis via the University's MSpace repository.

### 6.7.2 Course-based, Major Research Paper, or Comprehensive Examination Route

Students must demonstrate their mastery of their field. The specific procedures for evaluation of this mastery are stated in individual department/unit supplementary regulations.

In those departments/units where comprehensive examinations are required, students should consult the department's/unit-_s supplementary regulations for specific requirements.

The results of the comprehensive examinations shall be submitted to the Faculty of Graduate Studies on the ""Report on Comprehensive Examination"-" form as either ""Pass-"", or ""Fail."", No student may attemptsit a comprehensive examinations more than twice. Any student who receives a ""Fail-", on the comprehensive examination twice will be Required to Withdraw from the Faculty of Graduate Studies.

### 6.8 Style and Format

The thesis/practicum must be written according to a standard style acknowledged by a particular field of study (please refer to Appendix 1: Thesis/Practicum Types).

### 6.9 Details for Submission of the Final Copy

Following the approval of the thesis/practicum by the examining committee via the "Master's Thesis/Practicum Final Report" form and the completion of any revisions required by that committee, the thesis/practicum must be submitted to the Faculty of Graduate Studies digitally through MSpace, the University's institutional repository. as follows:
One digital version submitted as an e thesis/practicum at the Mspace website; ""Copyright Licence Declaration/Infringement"", form (completed on MsSpace).

### 6.10 Publication and Circulation of Thesis/Practicum

Every graduate student registering in a thesis/practicum Master's program at The University of Manitoba shall be advised that, as a condition of being awarded the degree, they will be required to grant a licence of partial copyright to the University and to the Library and Archives Ganada for any thesis or practicum-submitted as part of their degree program.

Note: This licence makes the thesis/practicum available for further research only. Publication for commercial purposes remains the sole right of the author. The "The Copyright Licence/Infringement" form must be completed in MsSpace. This and other related regulations may give rise to important questions of law, and students may need
additional legal advice on the copyright laws of Canada and/or other countries. Students who wish to obtain legal advice concerning their subsequent rights are advised to do so prior to signing the agreements. Signing of the licence agreements is normally usually done after the contents of the thesis/practicum have been delineated and the importance of copyright and/or patents fully understood and appreciated.

Publication in the above manner does not preclude further publication of the the sis or practicum report or any part of it in a journal or in a book. In such cases, an acknowledgement that the work was originally part of a thesis/practicum at The University of Manitoba should be included.

## Notes:

Patents - Refer to "Policy of Withholding Theses Pending Patent Applications" in this Guide.

Restriction of Thesis/Practicum for Publication - In exceptional cases, not covered by the regulation concerning patents, where adequate cause can be shown to delay publication, the student and advisor/co-advisor may request in writing that the Dean of the Faculty- of Graduate Studies restrict access for a period up to one two (21) years after submission of the digital version of a thesis or practicum to The University of Manitoba. The Dean-shall determine for what period, if any, access will be restricted based on the request. One additional vear of festriction can be requested if needed.

A thesis/practicum cannot be permanently restricted on the University's MsSpace repository. It ean only be restricted under the above embargo periods of two vears plus one additional year.

Library-and-Archives-Canada-Library and Archives Canada-obtains-copy-of the thesis via the University's MsSpace repository.
6.811 Final Requirements and Deadlines for Graduation

The student will be recommended for the Master's degree providing that all degree requirements have been satisfied. In addition, the Faculty of Graduate Studies must receive:

For the Thesis/Practicum:

- the final report on the thesis/practicum; and
- the final (corrected and advisor-/advisory committee-approved) version of the thesis/practicum uploaded to MsSpace; and
- the Copyright Licence Declaration agreed to in MsSpace

For the Comprehensive Examination/M.Eng. project/Design Thesis:

- the final report form.

The final requirements of the degree must be submitted to the Faculty of Graduate Studies by the appropriate deadline. For those programs that do not have a GRAD course associated with their culminating exercise, the department/unit must forward a list of names of their potential graduands to the Faculty of Graduate Studies by the deadline published on the Faculty of Graduate Studies website.

## Section 7: Doctor of Philosophy General Regulations

The degree of Doctor of Philosophy (Ph.D.) is granted only upon evidence of general proficiency and of distinctive achievement in a special field. In particular, the candidate must demonstrate an ability for independent investigation, original research or creative scholarship. This is expected to be presented in a thesis with a degree of literary skill and by an oral examination wherein the candidate exhibits mastery of their field. The Ph.D. is a research degree and is not conferred by The University of Manitoba solely as a result of coursework study.

Although general regulations apply to all students, individual departments/units may have additional regulations that supplement these general regulations. All such supplementary regulations must be approved (as specified by the By-Laws of the Faculty of Graduate-Studies), be published and available to students (please refer to the website), and be-kept on record in the Faculty of Graduate-Studies. All students should consult department/unit supplementary regulations for specific details regarding admission, program requirements, progression, and completion.

### 7.1 Admission

### 7.1.1 General Criteria

Normally Usually, the completion of a Master's degree or equivalent from a recognized university and a cumulative GPA of 3.0 on a 4.5 scale (or equivalent) in the last two (2) years of full-time university study ( 60 credit hours) is the minimum requirement for admission to the Ph.D. program.

Note: This is the minimum requirement of the Faculty of Graduate Studies and departments/units may have higher standards and additional criteria. Students who meet the minimum requirements for admission to the Faculty of Graduate Studies are not guaranteed admission. Some departments/units require completion of a thesis-based Master's program prior to admission to a Ph.D. program.

### 7.1.2 Direct Admission from the Bachelor's Honours or Equivalent

With special recommendation of the department/unit, applicants without a Master's degree who have an honours Bachelor's degree or equivalent may be considered for entry to the Ph.D. program. These students must be outstanding in their academic background (GPA well above 3.0 in the last two (2) full years (60 credit hours) of undergraduate study).

Note: This is the minimum requirement of the Faculty of Graduate Studies and departments/units may have higher standards and additional criteria. Once admitted, these students must complete at least 24 credit hours of coursework $(-$ unless otherwise specified in the the individualdepartment's/unit's approved supplementary regulations) specify otherwise, and will be assessed Ph.D. program fees for three (3) years. A minimum of 18 credit hours at the 7000-level or higher is required. Any further coursework beyond the minimum 18 credit hours at the 7000 -level must be at the 3000 -level or above. A maximum of 48 credit hours of coursework is allowed toward the Ph.D. program.

Note: This is the minimum requirement of the Faculty of Graduate Studies and departments/units may have higher standards and additional criteria.

### 7.1.3 Transfer from the Master's to the Ph.D. Program

Students who have not completed a Master's program may transfer to the Ph.D. program within the same department/unit upon the recommendation by the Department/Unit Head to the Faculty of Graduate Studies. The recommendation should be made within four (4) terms from the start of the Master's program. Fees paid, coursework completed, and time spent in the Master's program will normallyusually be eredited-applied towards the Ph.D. program. Students must complete at least 24 credit hours of coursework unless the individual department/unit's approved supplementary regulations specify otherwise. A minimum of 18 credit hours at the 7000-level or higher is required. Any further coursework beyond the minimum 18 credit hours at the $7000-$ level must be at the 3000 -level or above. A maximum of 48 credit hours of coursework is allowed toward the Ph.D. program.

The request to transfer from a Master's to the Ph.D. program must be submitted to the Faculty of Graduate Studies via the Faculty's admission application at least one (1) month prior to the term for which the student intends to start the Ph.D. program. The applicant must indicate a request for transfer in their application.

The student will be admitted to a 3-year Ph.D. program and will pay a total of three years of program fees, including program (but not differential) fees paid in the Master's at the time of transfer. Students are cautioned that such transfers may impact-on the duration of The University of Manitoba Graduate Fellowship and may have implications for other funding.

Students who have previously completed a recognized Master's degree and are initially admitted and registered in a Master's program may transfer to the Ph.D. program within the same department/unit on the recommendation of the student's advisor/co-advisor and Department/Unit Head. Where a student holds a Master's degree that would be sufficient for
admission to the Ph.D. program, students must complete at least 12 credit hours of coursework, unless the individual department's/unit's approved supplementary regulations specify otherwise. The student will be admitted to a 2 -year Ph.D. program and will pay a total of two years of program fees, including program (but not differential) fees paid in the Master's at the time of transfer.

### 7.1.4 Provisional Admission to the Ph.D.

Students nearing the completion of the Master's degree may be accepted provisionally to the Ph.D. program for a 12-month period commencing with the first registration in the Ph.D. program. Further registration in the Ph.D. program is contingent upon completion of all requirements of the Master's degree within the 12 months. Students must maintain continuous registration in their Master's program until its completion. Students will require assistance from the department/unit and the Faculty of Graduate Studies to complete dual registration on the "Concurrent Curriculum Permission" form in the Master's and Ph.D. program simultaneously.

### 7.2 Student﹎﹎s Advisor, Co-advisor and Advisory Committee

### 7.2.1 Student́́s Advisor

Every Ph.D. student must have an advisor throughout their program, who is recommended to the Faculty of Graduate Studies by the Department/Unit Head. The advisor is responsible for supervising the student's graduate program. The advisor is the student's firstprimary point of contact at the University of Manitoba and must be familiar with the general policies and regulations of the Faculty of Graduate Studies as well as the specific supplementary regulations of their academic department/unit. In this capacity, the advisor assists the student in planning the graduate program and ensures that the student is aware of all graduate program requirements, degree regulations, and general regulations of the academic department/unit, the Faculty of Graduate Studies, the university, and external funding agencies. The advisor provides counsel for all aspects of the graduate program, and stays informed of the student-'s scholarly activities and progress. The student's advisor also acts as a channel of communication to the student's advisory committee, the department/unit and the Faculty of Graduate Studies.

The advisor must:

- hold an appointment in the student-_'s department/unit.
- be a member of the Faculty of Graduate Studies ${ }^{1}$;
- hold a Ph.D. or equivalent ${ }^{2}$;
- be active in their field of research; and
- have expertise in a discipline related to the student's program.
${ }^{1}$ See https://umanitoba.ca/graduate-studies/graduate-studies-administration for details.
${ }^{2}$ Equivalency will be approved by the Dean of the Faculty of Graduate Studies and determined on a case-by-case basis and assessed by the potential advisor's demonstrated research record and current research activities. Note that M.D., D.M.D., Pharm.D. and J.D. are undergraduate degrees and are not equivalent to a Ph.D.

Usually, the student and the advisor choose to work together by mutual agreement. In departments/units where the choice of thesis topic advisor is postponed for some time after entry into the program, the Head of the department/unit or designatethe selection committee shall appoint a faculty member to advise the student as to the rules and regulations and on program and course requirements. This interim period must not exceed eighteen (18) months after entry into the program before a permanent advisor is chosen.

### 7.2.2 Student:-'s Co-advisor

In special circumstances, upon approval of the Head of the department/unit, an advisor and a maximum of one (1) co-advisor may advise a student. The co-advisor must:

- be a member of the Faculty of Graduate Studies ${ }^{1}$;
- hold a Ph.D. or equivalent ${ }^{2}$;
- be active in research; and
- have expertise in a discipline related to the student's program.
${ }^{1}$ See https://umanitoba.ca/graduate-studies/graduate-studies-administration for details.
${ }^{2}$ Equivalency will be approved by the Dean of the Faculty of Graduate Studies and determined on a case-by-case basis and assessed by the potential co-advisor's demonstrated research record and current research activities. Note that M.D., D.M.D. and J.D. are undergraduate degrees and are not equivalent to a Ph.D.

The co-advisor may be identified either at the beginning of, or midway through, a student's program. In all instances, the Faculty of Graduate Studies must be informed of, and approve, the co-advisor arrangement. If a co-advisor is added midway through the student's program, a new Advisor-Student Guidelines must be completed. When an advisor and co-advisor are assigned, together they fulfill the role of the advisor (that is, neither fulfills any other advisory or examining committee membership requirements for that student). One (1) advisor must be identified as the primary advisor. The advisor and co-advisor share a single vote in matters regarding student progress and performance. Both the advisor and co-advisor's signatures are required on all documents where the advisor's signature is required.

### 7.2.3 Studentㄹ.'s Advisor/Co-advisor

A student who also holds an appointment at the University of Manitoba as a member of the academic staff with faculty t the rank of Assistant Professor and above or Instructor 1 and above cannot have an advisor or co-advisor with an appointment in the same department/unit.

The advisor, co-advisor (if applicable) and student must discuss and complete the Faculty of Graduate Studies Advisor-Student Guidelines prior to the commencement of any research and no later than the submission of the first Progress Report for the student. If a student does not have an advisor/co-advisor, the interim advisor* will be required to complete the Advisor_ Student Guidelines. If the parties cannot agree on any component(s) of the Advisor_-Student Guidelines, the matter should be referred to the Department/Unit Graduate Chair, the Department/Unit Head, or the Dean of the Faculty of Graduate Studies. A new Advisor-Student Guidelines is to be completed if there is a change in advisor/co-advisor or when a co-advisor is added midway through the student's program.

Should, during the student's program, the relationship between the student and advisor/coadvisor significantly deteriorate, the matter should be referred sequentially to the Department/Unit Graduate Chair, the Department/Unit Head, then to the Dean of the Faculty of Graduate Studies. It is the responsibility of the department/unit offering the program in which the student is studying to arrange an alternate advisor/co-advisor if this is appropriate and necessary.

Departments/units who have difficulty finding an alternate advisor need to consult with the Associate Dean working with the department/unit in the Faculty of Graduate Studies for support to pursue all reasonable options given the theoretical and research expertise required of an advisor in relation to the thesis/practicum. If an advisor cannot be secured within one term, the student cannot remain in their program.

* In departments/units where the choice of thesis/practicum topic and thesis/practicum advisor are postponed after a student's entry into the program, the Department/Unit Head, within one (1) term, shall appoint a faculty member to advise the student in the interim period before the regular advisor is assigned or chosen.

All students should consult department/unit supplementary regulations for specific details regarding advisor/co-advisor requirements.

### 7.2.4 Advisory Committee

The Department/Unit Head is responsible for recommending the advisory committee for each Ph.D. student. Advisory committees are selected by the advisor/co-advisor in consultation with the student and should consist of individuals whose expertise is consistent with that necessary to provide additional advice and guidance to the student during their program. The advisor/coadvisor is the Chair of the advisory committee

The advisory committee must consist of a minimum of three (3) voting members (including the advisor/co-advisor as a single member sharing a single vote), all of whom must be members of
the Faculty of Graduate Studies. It is expected that advisory committee members will have a Ph.D. degree or equivalent. Equivalency will be determined by the Dean of the Faculty of Graduate Studies or designate.

In addition, individuals who are not a member of the Faculty of Graduate Studies, and who do not hold a Ph.D. degree or equivalent, but who possess specific and extensive expertise and experience, such as professionals, artists, Knowledge Keepers or Elders, may serve on the advisory committee as a full voting member. No more than one such knowledge expert may serve on any individual advisory committee and must be nominated by the Department/Unit Head or Graduate Chair with a justification of their role and be approved by the Dean of the Faculty of Graduate Studies or designate. Advisory committees may alternatively include one (1) non-voting invited member who has expertise in a related discipline but is not a member of the Faculty of Graduate Studies. Committees may include a Knowledge Expert or invited member, not both.

Under no circumstances should graduate students, Post-Doctoral Fellows, and Research Assistants or Associates serve on graduate student advisory committees, regardless if they hold a rank of Adjunct Professor.

The composition of, and any changes to, the advisory committee, including the advisor/coadvisor, must be approved by the Faculty of Graduate Studies on the "Program of Study and Appointment of Advisory Committee" form.
Advisory committee meetings must be held at least annually and are not intended to take the place of meetings between the student and advisor/co-advisor which should occur with much greater frequency than the advisory committee meetings.

### 7.2.5 Conflict of Interest

There are several circumstances that might lead to a real, perceived or potential Conflict of Interest (COI) in advisory and examining committees. A real COI could be present due to the existence of a (past or present) personal relationship that is romantic, sexual, marital, personal or familial. There is a potential for a perceived COI in cases of recent (within the last 5 years) collaboration among committee members, which may result in the perception of a lack of fairness or impartiality. These examples are not intended to be comprehensive, and are provided solely for illustration. The University of Manitoba Conflict of Interest Policy and Conflict of Interest Procedures as well as the Conflict of Interest Between Evaluators and Students due to Close Personal Relationships should also be consulted.

In addition to following the processes outlined in the above policies, COIs that exist within advisory and examining committees and proposed mitigation should be declared in writing to
the Faculty of Graduate Studies to provide transparency to all relevant parties (including the student, committee members, unit leadership, and the Faculty of Graduate Studies) at the time they arise. All reported conflicts will be reviewed by the Dean of the Faculty of Graduate Studies (or designate) and reported to the Vice President (Administration). If the conflict is deemed sufficiently significant and cannot be mitigated, a new committee may need to be struck. Committees should consider each year at the time of the progress report whether new conflicts of interest have arisen since the prior year.

It is the student's role to inform FGS of any changes in their student registration or employment status that may be perceived as a COI. For example, if a student is hired as an Instructor or an Assistant Professor into any unit at the university, they are to inform FGS of their employment status change in order to have a dialogue to address potential COIs.

### 7.3 Program of Study

As soon as possible, but no later than 24 months after a student has commenced their program, the student's program of study should be registered with the Faculty of Graduate Studies on the "Program of Study and Appointment of Advisory Committee" form and should include:

- information about the minimum or expected time for completion of the degree;
- coursework to be taken along with course classification ("S", "X", "A" or "O");
- any additional language requirement;
- the research area in which the thesis will be written.

The approval of the student's advisor/co-advisor and the Head of the department/unit are sufficient for registration. The program of study, including withdrawal from individual courses and any subsequent changes, must be approved by the student's advisor/co-advisor, the advisory committee, and the Head or Graduate Chair of the department/unit. Withdrawal from courses or changes of course category without such approval may result in the student being Rrequired to Wwithdraw from the Faculty of Graduate Studies.

### 7.4 Program Requirements

All students must complete one of the following programs of study for the Ph.D. degree, unless otherwise specified in the approved department/unit supplementary regulations:

- Where admission to the Ph.D. is directly from a Master's degree, a minimum of 12 credit hours at the 7000--level or higher plus a thesis is required. Any further coursework beyond the minimum 12 credit hours at the 7000 -level must be at the 3000-level or above. A maximum of 24 credit hours of coursework is allowed toward the Ph.D. program. ${ }^{1}$
- Where admission to the Ph.D. is directly from an Honours Bachelor degree or equivalent, a minimum of 24 credit hours plus a thesis is required. The coursework must include a minimum of 18 credit hours at the 7000-level or higher with the balance of the coursework at the 3000-level or higher. A maximum of 48 credit hours of coursework is allowed toward the Ph.D. program program unless department's/unit's supplementary regulations indicate otherwise.


### 7.4.1 Language Requirements

Some departments/units specify a language requirement for the Ph.D. degree. Students are advised to consult department/unit supplementary regulations regarding this requirement.

### 7.4.2 Advance Credit

Advance credit for courses completed prior to admission to a Ph.D. program will be considered on a case-by-case basis. The student's department/unit makes the request to the Faculty of Graduate Studies by completing the "Advance Credit-Transfer of Courses" form.

- Application for advance credit must be made within the first year of the program (please refer to Lapse or Expiration of Credit of Courses)
- No more than $50 \%$ of the required coursework for the program can be achieved using advance credit.
- A course may not be used for credit toward more than one degree, diploma, microdiploma or certificate.
- The student must register at the University of Manitoba for at least two consecutive terms and must also complete the thesis and candidacy examination at The University of Manitoba. Regardless of the extent of advance credit received, all students are required to pay applicable program fees.


### 7.4.3 Transfer Credit

Courses within a program of study may be taken elsewhere and transferred for credit at the University of Manitoba. All such courses:

- must be approved for transfer to the program of study by the department/unit and the Faculty of Graduate Studies before the student may register for them;
- are considered on an individual basis;
- cannot be used for credit towards another degree, diploma, micro-diploma or certificate;
- may not exceed $50 \%$ of the minimum credit hours of coursework required of the student's graduate program at The University of Manitoba.

Permission is granted in the form of a Letter of Permission which may be obtained by making an application to the Registrar's Office; an official transcript, and course equivalency must be provided.

### 7.4.4 Lapse or Expiration of Credit of Courses

Courses completed more than seven (7) years prior to the date of awarding of a degree may not normally usually be used for credit toward that degree. A department/unit may request an exception to this limit on behalf of the student. Such requests, which will be evaluated on a case-by-case basis, must be submitted via the "Course Currency" form and accompanied by supporting information including a detailed summary of the content of the course as taken initially and as offered most recently, and a detailed rationale explaining how the student has maintained knowledge of the course content. If the Faculty of Graduate Studies approves the course's currency, the approval will be valid for one (1) year. After one (1) year, an updated "Course Currency" form may be required.

Courses completed more than ten (10) years prior to the date of awarding of a degree are deemed expired and cannot be used for credit toward that degree.

In the event that coursework is no longer considered current or has expired, students must take additional course-work (as recommended by the Department/Unit Head, or designate, and as approved by the Dean of the Faculty of Graduate Studies) to meet the minimum credit hour requirements for their program. The department/unit may recommend that students re-take previously passed course(s) which have lapsed or expired.

### 7.5 Time in Program

The minimum time requirement for the program of study for a Ph.D. degree will normally usually be two (2) years of study beyond the level of the Master's degree, or three (3) years beyond the level of a Bachelor's degree.

The maximum time allowed for the completion of the Ph.D. degree is six (6) years following initial registration in the Ph.D. program. For those students who transfer from the Master's to the Ph.D., years spent in the Master's program are counted as years in the Ph.D. program.

Ph.D. students who are declared as part-time will receive an additional four (4) months in time to complete their program for every two (2) years (24 months) they are declared as part time (see Student Status/Categories of Students) to a maximum of seven (7) years.

Requests for extensions of time to complete the degree will be considered en an individual basis and must be submitted-using the "Time Extension Request" form submitted to the Dean of the Faculty of Graduate Studies at the beginning of the student's last term in program, at least three (3), but no more than four (4), months prior to expiration of the respective maximum time limit. Time extension requests require an explanation of the need for the
extension and the goals to be met during the extension period as well as a timeline for meeting the stated goals. Future extensions will be considered only if there is evidence progress was made on the goals outlined in the previous extension request. If progress is not evident, the request must describe the circumstances that prevented progress on the identified goals. Extensions also must recognize the grad deadlines for the respective graduation period.

A student who has not completed the degree requirements within the time limit or within the time limit of any extension that has been granted (please refer to "Extension of Time to Complete Program of Study" and "Leaves of Absence") will be Required to Withdraw from the Faculty of Graduate Studies and the notation on the student record will be "Required to Withdraw".

### 7.6 Academic Performance

Student progress shall be reported at least annually (but no more than once every four (4) months) to the Faculty of Graduate Studies on the "Progress Report" form. Performance that remains "Satisfactory" throughout the year does not need to be reported to the Faculty of Graduate Studies more than annually, but should remain on file in the department/unit. Students who fail to maintain satisfactory performance may be Required to Withdraw on the recommendation of the Graduate Chair and/or Department/Unit Head to the Dean of the Faculty of Graduate Studies on the "Progress Report" form. Students who receive two (2) consecutive "in need of improvement" or one (1) "unsatisfactory" rating will normally_usually be Required to Withdraw from the Faculty of Graduate Studies and the notation on the student record will be "Required to Withdraw".

### 7.6.1 Performance in Coursework

A minimum degree grade point average (DGPA) of 3.0 with no grade below C+ must be maintained to continue in the Faculty of Graduate Studies. Departments/Units may specify, in their supplementary regulations, standards that are higher than those of the Faculty of Graduate Studies. Students who fail to maintain the specified grades or DGPA will be Required to Withdraw unless a department/unit recommends remedial action. Any such action must be approved by the Dean of the Faculty of Graduate Studies.

### 7.6.2 Performance Not Related to Coursework

Students may be Required to Withdraw from their Ph.D. program for reasons of unsatisfactory performance other than those related to failing grades. These include, but are not restricted to, unsatisfactory attendance and lack of progress in research and/or thesis preparation. Unsatisfactory performance must be reported to the Faculty of Graduate Studies on the "Progress Report" form. Students who fail to maintain satisfactory performance may be Required to Withdraw on the recommendation of the Department/Unit Head to the Dean of the Faculty of Graduate Studies.
Students are normally usually expected to complete remedial action by the end of the subsequent term.

### 7.7 Academic Requirements for Graduation

All students must:

- maintain a minimum degree grade point average (DGPA) of 3.0 with no grade below C+;
- complete GRAD 7500
- complete GRAD 7300
- complete the Candidacy Examination (GRAD 8010);
- meet the minimum and not exceed the maximum course requirements; and
- meet the minimum and not exceed the maximum time requirements (in terms of time in program and lapse or expiration of credit of courses).

Individual departments/units may have additional specific requirements for graduation and students should consult department/unit supplementary regulations for these specific requirements. A degree grade point average of 3.0 or greater is required in those courses that constitute the program of study for graduation from the Faculty of Graduate Studies.

### 7.8 Candidacy Examination

The candidacy examination is a requirement of the Faculty of Graduate Studies and, as such, cannot be waived under any circumstances. However, the format and content of the candidacy exam varies from department/unit to department/unit. The purpose of the candidacy exam in doctoral programs is to determine the student's competence in the discipline with respect to understanding and absorbing a broad spectrum of material, and then researching, identifying, analyzing, synthesizing, and communicating ideas about that material in depth.

At the time specified by the advisory committee, normally-usually within the first year after the completion of the Ph.D. program coursework, but in no case later than one year prior to expected graduation, the student must successfully complete the formal candidacy examination.

The examination is conducted according to a procedure established by the department/unit which is approved and documented in departmental/unit supplementary regulations. The department/unit supplementary regulations state the format and composition of the examination committee for the candidacy examination. The candidacy examination may be held virtually. If it is held in-person, it must be held at either The University of Manitoba Fort Garry or Bannatyne campus, or the St. Boniface Hospital Albrechtsen Research Centre Aormally usually during regular business hours. No recordings will be permitted.

This examination, which must be independent from the thesis proposal, may be oral, written, or both and may cover subjects relevant to the general area of the student's research. The
structure of the exam must be made known to the student well in advance of the exam. In the case where there is a required oral component, the student must participate in-person or virtually.

A "pass" decision of the examiners must be unanimous. Students must be provided with feedback on their performance and access to the reasons for the pass/fail.

The Dean of the Faculty of Graduate Studies must be informed of the results of the examination via the "Report on Ph.D. Candidacy Examination" form.
Any student who fails the candidacy examination twice will be Required to Withdraw from the Faculty of Graduate Studies and the notation on the student record will be "Required to Withdraw".

On successful completion of this examination, the student will be considered a candidate for the Ph.D. degree.

### 7.9 Thesis Proposal

Some departments/units have specific procedures in place for approval of thesis proposals and students are advised to refer to the specific department/unit supplementary regulations. The thesis proposal must be independent from the candidacy examination. No recordings will be permitted of the evaluation of the thesis proposal.

The proposed thesis research must be approved by the advisory committee and, if necessary, by the Human Research Ethics Board or Animal Care Committee before the work has begun on the thesis research or project.

### 7.10 Thesis

An essential feature of Ph.D. study is the candidate's demonstration of competence to complete a research project and present the findings. The thesis must constitute a distinct contribution to knowledge in the major field of study, and the research must be of sufficient merit to be, in the judgement of the examiners, acceptable for publication. The thesis will normallyusually be written in English but may be written in French. Departmental/Uunit supplementary regulations may allow the thesis_practicum-to be written in a language other than English or French.-Committee members mustneed to be able to evaluate the thesis/practicum in the chosen language. of the thesis/practicum.

The thesis must be written according to a standard style acknowledged within the candidate's particular field of study and recommended by the department/unit, be lucid and well-written,
and be reasonably free from errors of style and grammar (including typographical errors). Additional recommendations for a thesis are outlined in Appendix 1: Thesis/Practicum Types.

The final version of the thesis must be submitted by the candidate to the Faculty of Graduate Studies following the guidelines found on the Faculty's website.

### 7.11 Thesis Examination Procedures

The final examination for the Ph.D. degree proceeds in two (2) stages:

1. Examination of the candidate's thesis by the examining committee;
2. Oral examination of the candidate by all examiners on the subject of the thesis and any matters relating thereto.

### 7.11.1 Formation of the Examining Committee - University of Manitoba (Internal) Examiners

The candidate's advisor/co-advisor is considered to be a single voting member of the examining committee. All voting members of the advisory committee are expected to serve on the examining committee; any exceptions must be approved in advance by the Dean of the Faculty of Graduate Studies. All examiners must be members of the Faculty of Graduate Studies. It is expected that examining committee members will have a Ph.D. degree or equivalent. Equivalency will be determined by the Dean of the Faculty of Graduate Studies.

### 7.11.2 Formation of the Examining Committee - External Examiner

The candidate's advisor/co-advisor, in consultation with the advisory committee, will recommend the names of at least three (3) distinguished scholars from outside The University of Manitoba with particular experience in the field of the thesis research and significant Ph.D. student supervisory/examination experience to serve as the external examiner. The external examiner provides an impartial arm's-length assessment of whether the thesis meets the standard of a PhD. The recommendations must be made to the Dean (or designate) of the Faculty of Graduate Studies for approval online and must include:

- A CV of each of the prospective external examiners;
- A short justification for the nomination that addresses:-statement explaining:
o The rationale behind the recommendations;
o The prospective external examiners' qualifications (if not already explicit on the CV). This includes a current list of their scholarly publications and research activities and, importantly, their experience with Ph.D. student supervision/examination (e.g., Ph.D. students they have supervised to completion; Ph.D. students they are currently supervising; experience serving as external examiner for Ph.D. examining committees).

Advisors and/or departments/units must contact the prospective external examiners to obtain this information and determine if they are available to review the thesis prior to submitting the recommendations to the Faculty of Graduate Studies.

If any of the recommended examiners do not meet the criteria specified below, a detailed explanation should-must be included with the rationale for the recommendation.

The external examiner must:

- hold a Ph.D. (or equivalentif outside of North America);
- hold the rank of Associate Professor, Full Professor, Senior Scholar or Emeritus Professor (or the equivalent if outside North America) at a university, or have comparable expertise and standing if not a current faculty member at a university;
- have an established reputation in the area of the thesis research and be able to judge whether the thesis would be acceptable at an institution comparable to The University of Manitoba; and
- have a demonstrated record of supervising a significant number of Ph.D. students to completion, and significant recent experience with the supervision/examination of Ph.D. students.

The external examiner must not:

- have held any faculty appointment within the candidate's home department/unit at the University of Manitoba within the last 10 years;
- have acted as an external examiner for a student of the same Ph.D. advisor and/or co-advisor within the previous two (2) years;
- be a Ppost-doctoral Ffellow;
- have been associated with the candidate at any time or in any significant way in the past five (5) years, present or reasonably foreseeable future (as advisor/co-advisor, colleague, teacher, co-author of published material, family member etc.); or
- be associated with the candidate's advisor/co-advisor in any of the following ways:
o former student within the last ten (10) years;
o research advisor/co-advisor within the last ten (10) years;
o research collaborator within the last five (5) years;
o co-author of published material within the last five (5) years.
The Dean of the Faculty of Graduate Studies or designate will choose the external examiner from the list provided by the candidate's advisor/co-advisor or department/unit and will make the extend a formal invitation to the external examineselected examiner. The identity of the
selected examiner shall remain confidential until all reports on the thesis have been received. The Dean (or designate) of the Faculty of Graduate Studies shall ensure the anonymity of the external examiner until their report has been submitted.


### 7.11.3 Changes in the Examining Committee

The Dean of the Faculty of Graduate Studies must approve changes in the membership of the examining committee. No changes shall be made in the examining committee after the thesis is submitted to the Faculty of Graduate Studies.

### 7.11.4 DistributionSubmission of the Thesis for Examination

Ph.D. candidates must submit their thesis for distributionwritten examination electronically through the Faculty of Graduate Studies approved thesis distributionexamination process. Please refer to the website for pertinent instructions. It is the responsibility of the Faculty of Graduate Studies to distribute the electronic version of the thesis to all examiners once an external examiner has been secured. The Faculty of Graduate Studies shall ensure that the thesis is distributed to examiners as soon as possible after the submission of all required documentation. The Faculty of Graduate Studies website should be consulted regarding recommended dates by which theses must be submitted.

Once the thesis has been submitted to the Faculty of Graduate Studies, neither the candidate nor the advisor/co-advisor shall have any communication with the examining committee regarding the thesis. However, should the need arise, the examiners may contact the Dean of the Faculty of Graduate Studies to discuss any issues related to the thesis.

### 7.11.5 Responsibilities of the Examiners

Ingeneral, tithe examiners are responsible for:

- ensuring that the thesis and the candidate meet recognized scholarly standards for a Ph.D.;
- appraising the underlying assumptions, methodology, findings, and scholarly significance of the findings of the thesis;
- ensuring that the thesis is organized, presents data and uses accepted conventions for addressing the scholarly literature in an acceptable manner;
- evaluating that the candidate has the ability to present their findings orally and demonstrate their scholarship by responding to questions and defending the thesis.
Notes:

1. Any potential breach of academic integrity must be reported to the Dean of the Faculty of Graduate Studies.
2. Any potential breach of The University of Manitoba's Responsible Conduct of Research Policy must be reported to the Office of the Vice President (Research and International).
3. Submission of previously published, peer-reviewed material in the thesis does not preclude its critical examination, either as a written document being reviewed by examiners or at the thesis defenceoral examination.

### 7.11.6 ProcessWritten Examination

## EXAMIINATION OF THE WRITTEN THESIS

Support of the candidate's advisor/co-advisors, advisory committee, and department/unit is required before the thesis is eligible for examination. Such support must be provided to the Faculty of Graduate Studies through submission by the Department/Unit Head of a-via the completed "Approval to Proceed to Examination" form.- InBy completing the "Approval to Proceed to Examination" form:

- each member of the advisory committee verifies that they have read the complete version of the thesis and have provided the candidate with a detailed review and comments including any necessary revisions in content and formatting (see Appendix 1);
- the student verifies that they have received feedback from all members of the advisory committee and have taken the feedback into account in preparing the thesis and are ready and willing to have their thesis examined; and
- the department/unit verifies that the student's thesis has been reviewed by all members of the advisory committee and that the department/unit fully supports the thesis proceeding for examination.

The thesis will be eligible for examination if support for proceeding to the written examination is provided by the department/unit and examining committee, with no more than one (1) member of the advisory committee is-not in support, the department/unit is in support, and if an external examiner has been secured by the Faculty of Graduate Studies.

The Dean of the Faculty of Graduate Studies will request the examiners to give, within four (4) weeks of the distribution of the thesis to the examining committee, a detailed written-report onf the quality of the thesis. This is referred to as the "written examination" stage of the thesis examination process.

The examiners (including the knowledge expert, if applicable) will be asked to place the thesis into one of the following categories:

1. Pass: The thesis represents a distinct contribution to the candidate's field of research and is acceptable as it stands. Minor revisions to content, structure, or writing style may be required. The thesis may proceed to oral examination.
2. Pass: The thesis has merit and makes a contribution to the candidate's field; however, there are research-related concerns that have the potential to be addressed in the oral defenceexamination. The structure and writing style are acceptable or require only minor revisions. The thesis may proceed to oral examination.
3. Fail: The thesis has some merit, but is not acceptable in its current state and requires major revisions to one or more of its core components, such as research content, structure or writing style. The thesis should not proceed to oral examination.
4. Fail: The thesis is unacceptable with respect to its core components, such as research content, structure, and writing style. The thesis should not proceed to oral examination.

The candidate's advisor (and, if appropriate, co-advisor) may also submit a report. Invited members may submit a report; however, as they serve in a non-voting capacity, they are not to categorize the thesis (ti.e., evaluate its merit). there is noevaluation of the pass or failure of the thesis.

## Results

The Dean of the Faculty of Graduate Studies shall provide electronic copies of all reports to each of the advisor/co-advisor, internal examiners, knowledge expert or invited member-, and Department/Unit Head and/or Graduate Chair and Department/Unit contact-

If either the external examiner or two (2) or more internal examiners indicate a failure (i.e. ${ }_{2}$ places the thesis in categories 3 or 4 ), then the candidate fails the written examination and cannot proceed to the oral examination. Otherwise, the written examination is deemed a "Pass" and the candidate may proceed to the oral examination. The awarding of a passing grade by an internal or external examiner does not preclude them from assigning a failing grade at a subsequent stage in the examination process.

In the event of a first failure, the candidate will be permitted a second attempt at the written examination, consisting of the evaluation of the thesis allowed to have the thesis evaluated a second time, by the same examining committee. In someexceptional circumstances, a new external examiner willmay need to be secured before an additional attempt may proceed. In this case, When notice of a failed examination is received, the Department/Unit Head shall convene a meeting of the internal examiners of the examining committee and the student's advisor/co-advisor to decide how to bring the thesis to an acceptable scholarly standard. In normal circumstances, Usually, this will involve additional scholarly work and revisions to the written thesis that the Department/Unit Head will describe in writing to the advisor/co-advisor, the candidate, and the Dean of the Faculty of Graduate Studies. Without this written description, the thesis will not be distributed a second timeeligible for re-examination.

Support of the candidate's advisor/co-advisors, examining committee, and department/unit is required before the thesis is eligible for re-examination. Such support must be provided to the Faculty of Graduate Studies through submission by the Department/Unit Head of via a new completed "Approval to Proceed to Examination" form, accompanied by a detailed summary of the changes made to improve the thesis. The thesis will be eligible for second distributionreexamination only enceafter approval this is received by Faculty of Graduate Studies.

Two failures at any combination of written-review and/or oral examination stages will result in the candidate being withdrawn from the Faculty of Graduate Studies and the notation on the student record will be "Required to Withdraw".

## REPORTS

The Dean of the Faculty of Graduate Studies shall provide electronic copies of all reports to each of the advisor/co-advisor, internal examiners, knowledge expert or invited member and Department/Unit Head and/or Graduate Chair.

### 7.12 Oral Examination

Please consult the Faculty of Graduate Studies website for up-to-date and detailed guidelines for the conduct of Ph.D. Oral Examinations.

### 7.12.1 Scheduling

Departments/Units cannot proceed with scheduling the oral examination prior to receiving the approved internal and external examiners' reports from the Faculty of Graduate Studies. It is the responsibility of the Advisor and/or Department/Unit to contact the internal and external committee members to determine their availability and arrange a date for the examination.

The oral examination may be held in-person, remotely, or using a hybrid model. Any in-person participants must be hosted at either The University of Manitoba Fort Garry or Bannatyne campus or the St. Boniface Hospital Albrechtsen Research Centre, usually during regular business hours unless prior permission is granted by the Dean of FGS. It is the responsibility of the department/unit to provide the appropriate space and technology for their chosen delivery method(s) (i.e., room booking, ensuring that the chosen facilities meet minimum standards expected for a Ph.D. defenceoral examination, determining the meeting platform to be used). The Aadvisor or Ddepartment/Uunit must inform the Faculty of Graduate Studies of the following information no later than two (2) weeks (10 business-working days) prior to the date of the examination:

- Examination details:
- The date and time of the examination (Central time);
- The method of delivery (i.e., in-person, remote, or hybrid);
- The location and/or virtual meeting platform to be used; and
- Whether the external examiner and invited member (if applicable) will attend.
- Chair details:
- Full name;
- Email address;
- Department/Unit; and
- Method of attendance.

In addition, the candidate must submit biographical information/CV and an abstract, not to exceed 350 words, of the thesis to the Faculty of Graduate Studies at least two (2) weeks (10 working days) in advance of the date of the oral examination.

An eligible chair must be secured before the examination details listed above may be submitted to the Faculty of Graduate Studies. If the department/unit and/or advisor/co-advisor encounter difficulties in securing a chair, they should contact the Faculty of Graduate Studies for assistance. The department/unit or advisor(s) are strongly encouraged to contact prospective chairs to determine their availability to chair the examination. The method of delivery (i.e., inperson, virtual, or hybrid) must be disclosed to prospective chairs. Chairs should attend in the same manner as the candidate (e.g., for hybrid examinations, the chair should participate inperson only if the candidate also participates in-person). Prospective chairs must:

- Be members of the Faculty of Graduate Studies;
- Hold a rank of Assistant Professor or above; and
- Not hold an appointment, including nil-salaried appointments (e.g., Adjunct) in any unit represented by the advisor and co-advisor.


### 7.12.2 Attendance

The Dean of the Faculty of Graduate Studies or designate shall act as Chair of the examination committeeoral examination proceedings. The Faculty of Graduate Studies will provide the Chair with an electronic package of documents and forms one week before the examination is scheduled to take place.

The attendance of the external examiner at the candidate's oral examination is strongly encouraged. If the external examiner cannot participate, they will be asked to provide questions in advance. These questions will be read to the candidate at the defenceoral examination by the advisorChair.

It is expected that all internal members of the examining committee, including the Knowledge Expert (if applicable), be present in real time at the defenceoral examination. Under exceptional
circumstances, and with the prior approval of the Dean of the Faculty of Graduate Studies, one (1) member may be absent from the proceedings.

The candidate and advisor/co-advisor must be present in real time for the examination.

Normally Usually, the oral examination shall be open to all members of The University of Manitoba community and the general public. In exceptional cases the final oral examination may be closed; for example, when the results of the thesis research must be kept confidential for a period of time. In such cases, the examination committee and Department/Unit Head shall request prior approval in writing from the Dean of the Faculty of Graduate Studies. If approved, the final oral examination shall be closed to all but the examining committee and the Dean of the Faculty of Graduate Studies or designate.

Regardless of open or closed status and method of delivery, no recordings will be permitted.

### 7.12.3 Format of the Examination

The first part of the oral examination shall consist of an oral presentation by the candidate. This is followed by examination of the candidate by the examination committee (ił.e., a question-and-answer period). If time permits, the Chair, at their discretion, may allow questions from the Knowledge Expert orinvited member (if applicable) of the examining committee and then members of the audience.

### 7.12.4 Procedures for the Conduct of the Examination

The Chair should discuss the examination procedures with the examiners prior to the beginning of the formal examination.

The Chair will introduce the candidate and request them to give a concise ( 20 to 25 minute) oral presentation of the thesis to include a summary of the problem addressed, the results obtained, and the conclusions drawn from the study.

Following the presentation, the Chair will invite questions from each member of the examining committee, taking care to ensure that each examiner has approximately equal time for questions. The total time for questions by the examining committee must not exceed two (2) hours.

The Chair may exercise their discretion in allowing questions from the audience following completion of the formal examination. Once assuming the role of Chair, they forego the right to comment on the merits of the thesis regardless of whether they are an expert in the field.

### 7.12.5 Decision of the Committee

Following completion of the formal examination, the candidate, invited member (if applicable) of the examining committee and audience must leave the examination room or virtual meeting for the committee's in camera discussion and final evaluation. The decision of the examining committee will be based on the content of the thesis, the candidate_s ability to defend their work, and the candidate's ability to accurately respond to questions posed by the examining committee. The performance of the candidate at the oral examination may reveal problems of comprehension or explanation, and the examining committee may require revisions be made to the written thesis to address these problems prior to granting final approval. Each examiner is expected to comment on the candidate's performance and vote in favour of assigning either a pass or fail grade for the examination. Co-advisors share a single vote.

The judgement of the examiners shall be reported by the Chair to the Faculty of Graduate Studies in the qualitative terms "pass" or "fail" on the Final Examination of the Ph.D. Thesis Chair Report Form. Each examiner must also indicate their vote on the Final Examination of the Ph.D. Thesis Approval Form, which will be submitted to the Faculty by the Advisor once all required revisions have been made.

- Pass: the candidate has satisfactorily presented the thesis rationale, methodology, findings, and conclusions to the general satisfaction of the examining committee. Notwithstanding this, stylistic, grammatical, and content revisions to the thesis may be required. Normally Usually, the advisor/co-advisor is charged with ensuring that any revisions are satisfactorily completed. Under some circumstances, the entire examining committee may wish to ensure any required revisions are completed satisfactorily. Regardless, those examiners in agreement must indicate, by their signatures, concurrence with the passing grade.
- Fail: the candidate has failed to adequately orally present the thesis rationale, methodology, findings, and/or conclusions, or to satisfactorily respond to questions posed related to the thesis. Failure may also arise because of defects in conception, methodology, or context. Those examiners in agreement must indicate, by their signature, concurrence with the failing grade.

If either the external examiner or two (2) or more internal examiners indicate a failure, then the candidate fails the examination.

In the case of a first failure of the oral defenceexamination, the candidate will be allowed to undergo a second examination attemptdefend the thesis a second time, provided the thesis has not already received a failure at the written examination stage. In this case, the Department/Unit Head shall convene a meeting of the internal members of the examining committee and the student's advisor/co-advisor to decide how to bring the thesis to an acceptable scholarly standard and/or prepare for the second oral defenceexamination. In normalcircumstancesUsually, this maywill involve additional scholarly work which the

Department/Unit Head will describe, in writing, to the advisor/co-advisor, the candidate, and the Dean of the Faculty of Graduate Studies.

Approval from the candidate's advisor/co-advisor, advisory committee, and department/unit is required before the thesis is eligible for re-examination.Eligibility for re-examination must be provided-communicated to the Faculty of Graduate Studies through-via the submission by the Department/Unit Head of a new completed ""Approval to Proceed to Examination"-_ form, accompanied by a detailed summary of the changes made to improve the thesis, if any. Once all required materials are received, the summary of revisions and a copy of the revised thesis (if applicable) will be provided to the examining committee for review in anticipation of a second oral examination attempt. The thesis will be eligible for second distribution to internal and external examiners only once this is received by Faculty of Graduate Studies. Only then will the eandidate be eligible for a second oral defence.

Note: In some circumstances, the candidate may revise the written thesis. The revised thesis will be provided to the committee prior to the next oral defenceexamination. The revised written thesis shall not be re-examined (i.e., examiners are not to assign a category or provide a report on the revised thesis); however, further revisions can be recommended at the oral examination.

Gandidates whose thesis is failed twice at either the written review or the oral examination stage will be withdrawn from the Faculty of Graduate Studies and the notation on the student record will be "Required to Withdraw".

Two failures at any combination of written and/or oral examination stages will result in the candidate being withdrawn from the Faculty of Graduate Studies and the notation on the student record will be "Required to Withdraw".

### 7.13 Graduation

The candidate will be recommended for the Ph.D. degree providing that all degree requirements have been satisfied, and upon receipt by the Faculty of Graduate Studies:

- Passing the favourable-reports by the thesis examining committee;
- $\ddagger$ The completed Final Examination of the Ph.D. Thesis Chair Report and Approval forms; and
- 
- EThe final (corrected) version of the thesis uploaded digitally through MSpace, the University's institutional repository.
- to MSspace; and
- the Copyright Licence Declaration agreed to in MSpace.

The final requirements of the degree must be submitted to the Faculty of Graduate Studies by the appropriate deadline. The deadline for each graduation period is published on the Faculty of Graduate Studies website.

## Patents -Refer to "Policy of Withholding Theses Pending Patent Applications".

Restriction of Theses for Publication - In exceptional cases, not covered by the regulation concerning patents, where adequate cause can be shown to delay publication, the student and advisor/co-advisor may request in writing that the Dean of the Faculty of Graduate Studies restrict access for a period up to one-two (21) years after the submission of the digital version of a thesis to The University of Manitoba. The Dean shall determine for what period, if any, access will be restricted-based on the request. One additional year of restriction can be requested if needed.

A thesisfpracticum cannot be permanently restricted on the University's MSspace repository. It can only be restricted under the above embargo periods of two years plus one additional year.

Library and Archives Canada - Library and Archives Canada obtains a copy of the thesis via the University's MSspace repository.

### 7.14 Student Withdrawal

A student will be Required to Withdraw when the Ph.D. thesis has been rejected twice at the stage where:

1. The internal examining committee reports on the merits of the written thesis;
2. The external examiner reports on the merits of the written thesis;
3. The oral examination; or
4. A combination of any of these stages.

## Section 8: Policy of Withholding Thesis Pending a Patent Application Content or Manuscript Submission

In 1970, The University of Manitoba Board of Governors and Senate approved a policy on accepting research grants from outside agencies. This policy defined the right of agencies to defer release of information and thus ensure freedom of publications for research findings of University personnel. Occasionally, the University may also wish to restrict the release of a thesis pending patent application. For additional details, see The University of Manitoba Governing website.

This situation may arise in the two (2) circumstances defined below, both of which are governed by the same set of regulations:

1. Where a research project is known to contain patentable items as defined in the research contract, then it is the responsibility of the advisor/co-advisor to give written-information -of the restrictions on publication to the student prior to the start of the thesis research. If the student agrees to carry out the research, then the regulation given below will apply.
2. Where a patentable item is found during the course of research, then the advisor/coadvisor and the student may make application for patent rights through the University Patent Committee, and the following regulation will apply concerning the release of the thesis.

Regulations Concerning Release of a Thesis during Application and Negotiation for Patents
The Dean of the Faculty of Graduate Studies will receive the approved thesis. On written-joint request of the advisor/co-advisor and the student, the Dean will retain the thesis for a period up to onetwo (21) years. One additional year may be requested. Requests beyond one additional year may be made to the Dean in exceptional cases.

## Regulations Concerning Release of Thesis Pending Manuscript Submission

The Dean of the Faculty of Graduate Studies will receive the approved thesis. On written-joint request of the advisor and the student, the Dean will retain the thesis for a period up to one two (21) years.

In exceptional cases, not covered by the regulation concerning patents, where adequate causes can be shown to delay publication, the student and advisor/co-advisor may request in writing that the Dean of the Faculty of Graduate studies restrict access for a period up to ene-two (21) years after submission of the digital version of a thesis or practicum to The University of Manitoba. The Dean shall determine for what period, if any, access will be restricted based on the request. One additional year of restriction can be requested if needed. Requests beyond one additional year may be made to the Dean in exceptional cases.

A thesis/practicum cannot be permanently restricted on the University's MSspace repository. It can only be restricted under the above embargo periods of two years plus one additional year. -

## Section 9: Extension of Time to Complete Program of Study

All requests for extensions will normally be dealt with administratively and reported, in summary form, to the Executive Committee of Graduate Studies for information. The student must complete the ""דTime Extension Request"" form and submit it to their major department/unit for recommendation to the Faculty of Graduate Studies at the beginning of the student's last term in program, at least three (3), but no more than four (4), months-prior to expiration of the respective maximum time limit. Requests for an extension are reviewed by the Faculty of Graduate Studies on a case-by-case basis.

Requests for extension must be accompanied by a realistic detailed timeline that has been agreed to by the student and advisor/co-advisor and endorsed by the Department/Unit Head. The extension time requested must closely reflect the time required to complete the program.

The normalusual time granted for extensions is one to two termsfour (4) to eight (8) months on initial request. More than one (1) extension period may be granted, however If progress was not made on the outlined goals, the request mustneeds to describe the circumstances that prevented progressthe identified goals from being met. from being made_the total for all approved extensions will not normally exceed one (1) year. Requests for extensions must recognize the respective deadlines for the graduation period.

## Section 10: Leaves of Absence

A leave of absence request is a tool that can support students' to prospectively seek a regular, exceptional or a parental leave. Leave requests are to be made prior to the start of an academic semesterterm or, in exceptional circumstances, during the termsemester for which the leave is being requested. It is exceptionally rare that a leave for an already completed termsemester (i.e. $\bar{\prime}$ a leave that is retroactively dated) will be approved and this will only be done when circumstances are exceptional. The time extension policy is an alternate tool that supports students who have unexpected circumstances that have negatively impacted their progress to an extent that the student needs additional time to complete their academic program. Leaves do not extend course currency or expiration timelines.

## For International Graduate Students:

To determine how applying for a Leave of Absence may affect your immigration status with Immigration, Refugees and Citizenship Canada, please consult with an International Student Advisor at the International Centre prior to completing your ""Leave of Absence-"-" application with your department/unit.

### 10.1 Regular Leave

A regular leave is intended to allow students to meet responsibilities/plans related to family, travel or employment and circumstances not covered by the parental or exceptional leaves. At the student's request, the Department/Unit Head may recommend to the Dean of the Faculty of Graduate Studies that a student be granted a leave of absence for a period of time not to exceed one (1) year. While on a regular leave of absence, a student must not be actively engaged in their program of study or thesis/practicum research work. A student on a regular leave of absence is required to maintain continuous registration. A student on a regular leave of absence will not be assessed program fees, if any are owing, during the period of the leave; however, the appropriate continuing fee will be assessed. ${ }^{1}$ Any program fees deferred as a result of a regular leave will be assessed when the student returns from leave. A regular leave of absence status does not extend time limits to complete program of study as outlined in Faculty of Graduate Studies regulations.

Note: At the time of approval of an application for leave, the procedures for the return of the student to the department/unit at the completion of the leave must be stipulated.
${ }^{1}$ Program Fees: The continuing fee in effect at the time of the granting of the leave will be levied. However, if the student returns from leave in January, the normal tuition fee will be levied less the continuing fee already paid (as determined by the Registrar's Office).

All applications for Leaves of Absence must be submitted on the ""Leave of Absence-"_" form.

### 10.2 Exceptional Leave

In exceptional circumstances for medical or compassionate reasons (e.g. the need to care for an ailing family member), at the request of the student, the Head of the department/unit may recommend to the Dean of the Faculty of Graduate Studies that a student be granted an exceptional leave of absence for an initial period of time not to exceed one (1) year. Supplemental documentation must support the requested dates of the leave. Exceptional leave datesteaves must correspond with the start and end of (an) academic term(s). Students whose leave does not align with the academic term should consult with the Faculty of Graduate Studies Associate Dean overseeing the program for additional support. It is exceptionally rare that a leave for an already completed semesterterm (i.e. $\dot{\bar{\prime}}$ a leave that is retroactively dated) will be approved and this will only be done when circumstances are exceptional.

While on an exceptional leave of absence, a student is not permitted to be engaged in their program of study or thesis/practicum work, and would-is not be required to maintain continuous registration or pay tuition fees. In addition, the leave period would not be included in the time period allowed for the completion of the degree. This leave does not cover circumstances related to travel, employment or financial concerns.

Note: At the time of approval of an application for leave, the procedures for the return of the student to the department/unit at the completion of the leave must be stipulated.

### 10.2.1Fees

Program Fees: Students are not expected to pay fees for the term in which they have been granted an exceptional leave. Upon return from the exceptional leave, students will be assessed fees as determined by the Registrar's Office.

All applications for Leaves of Absence must be submitted on the ""Leave of Absence"-" form.

### 10.3 Parental Leave

A graduate student who is expecting a child or who has primary responsibility for the care of an infant or young child immediately following a birth or adoption of a child is eligible for parental leave. The request for a parental leave should be made through the department/unit, to the Faculty of Graduate Studies for a period of time normally-usually not to exceed one (1) year. Supplemental documentation must be submitted to support the requested dates of the leave. Parental leave dates must correspond with the start and end of (an) academic term(s). Students whose leave does not align with the academic term should consult with the Faculty of Graduate Studies Associate Dean overseeing the program for additional support. While on leave of absence for parental reasons, a student must not be actively engaged in their program of study or thesis/practicum work. The leave period is not included in the time period allowed for completion of the degree.

Note: At the time of approval of an application for leave, the procedures for the return of the student to the department/unit at the completion of the leave must be stipulated.

### 10.3.1Fees

Program Fees: Students are not expected to pay fees for the term(s) in which they have been granted a parental leave. Upon return from the parental leave students will be assessed fees as determined by the Registrar's Office.

All applications for Leaves of Absence must be submitted on the ""Leave of Absence-"_ form.

### 10.4 Awards and Leave of Absence

Students granted an exceptional leave will retain the full value of a University of Manitoba Graduate Fellowship or other award whose terms and conditions are established by the Faculty of Graduate Studies. Such an award will be suspended at the onset of the leave and reinstated at the termination of the leave period (4 to 12 months) provided that the student returns to full
time study at that time. Students granted an approved parental leave will have their UMFG extended for the time of the parental leave, not to exceed one year. The UMGF Award Holder's Guide is available on the Faculty of Graduate Studies website.
Note: Other awards will be paid according to the conditions established by the donor or granting agency.

### 10.5 Graduate Student Vacation Entitlement

Students are entitled to 21 calendar days of vacation over a twelve (12) month period.

- For the purposes of calculating vacation entitlement, the academic year means the period from September 1 to August 31.
- Vacation entitlement will be prorated for the portion of the year in which a student is registered.
- Any vacation time taken during an official closure of the University is not included as part of the 21 calendar day vacation entitlement. In addition, attendance at academic conferences shall not be considered vacation time.
- Student vacation requests should have minimal impact on the student-_s research, coursework, and other obligations to the University. Any requests provided ahead of time and within these guidelines will not be unreasonably denied.
- Should a conflict arise between a student-'s vacation request and a supervisor-'s expectations, the Department/Unit Head (or designate) shall make a final determination.


## Section 11: Appeals - Procedures and-Guidelines

### 11.1 General

Students who disagree with a decision have access to appeal routes as laid out by various Faculty of Graduate Studies and University of Manitoba appeal procedures. Student appeals may be limited by the scope of the inquiry available at each level and category of appeal, as well as by the time restrictions for submission of appeals. In all cases, students are encouraged to work with a Student Advocate and make use of other available supports as needed when considering and/or pursuing the appeals process.

A further limitation is that the Faculty of Graduate Studies rules and regulations, established to uphold the academic rigour of the University of Manitoba, are generally not subject to appeal unless an appeal route is otherwise stipulated. In situations where no formal appeal route is available, a student may make a written-request to the Dean of the Faculty of Graduate Studies.

Requests falling outside the scope of an appeal process are not appealable to a subsequent higher authority.

Students are referred to the appeals section of the University of Manitoba Governing Documents for further details.
For students registered in Joint Master_-_s Programs (University of Manitoba and University of Winnipeg), there is a different process for handling academic and disciplinary appeals cases than normally-is used for University of Manitoba students in regular programs (not Joint Programs). This process is outlined in the Joint Master-'s Program Governing RegulationsDocument.

### 11.2 Definitions

- "Academic Decisions" - decisions pertaining to student academic performance and/or progress in a program of study that are not disciplinary in nature.
- "Appellant" - the graduate student appealing a decision affecting the student's own admission to, academic standing in, awards from or disciplinary action by a department/unit or the Faculty of Graduate Studies;
- ""Appeal Hearing"" (or "Hearing") -- a meeting of the Appeal Panel, Appellant, and Respondent(s) that involves oral and/or written testimony and results in a decision on the outcome of the appeal.
- 
- "Appeal Panel" - a panelgroup convened from the members of the Faculty of Graduate Studies Appeals Committee-by the Executive Committee of the Faculty of Graduate Studies empowered to assess and issue decisions on deal with appeals stemming from decisions of departments/units or the Faculty of Graduate Studies, or individuals designated to make such decisions;
- "Respondent" - a representative of the Faculty of Graduate Studies designated by the Dean of the Faculty of Graduate Studies to represent the Faculty of Graduate Studies in an appeal response or hearing. In this document, "Respondent" may also refer to a "Co-respondent" invited by the Respondent to represent the department/unit unless otherwise noted.
- "Unit" - the department/unit-council, or appeal body, office, or administrative body (excluding the faculty of Graduate Studies) -whose decision is being appealed. This is understood to include decisions taken by individuals or committees acting in the name of the department/unit and also to the supplementary regulations pertinent to a department/unit's operation which have been approved by the Faculty of Graduate Studies;
- "Prespondent" a presentive of the Faculty of Graduate Studies designated by the D f F G G Sul

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Studies in a upealresponseor hearing.ln this doumen, "Responden" mayalse
efertoa "Co "espondent" invited by the Respondent to represent the
department/unit unless otherwise noted.
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### 11.3 Types of Appeal

Several areas of appeal are available to appellants:

- admission;
- academic;
- discipline;
- administration-other (e.g.s fee, term work and final grade appeals).

In all cases, appeals should be addressed to the Dean of the Faculty of Graduate Studies. Appeals of decisions made by the Dean will be referred to an Appeal Panel of the FGS Appeals Committee. A decision of the Faculty of Graduate Studies Appeal Panel is appealable only to the Senate Committee on Appeals or the University Discipline Committee, as appropriate. In all cases, an appellant shall have the option of being registered in, and undertaking the responsibilities of, their program, until such time as they have exhausted the university appeal process or the appellant decides not to appeal further, whichever comes first.

A flow chart of the University of Manitoba Appeals Processes is available at this link.

### 11.4 Admission Appeals

Please refer to University of Manitoba Governing Documents: Students: Policy: Admission Appeals Procedures and Guidelines.

### 11.5 Academic Appeals

Academic Appeals are appeals concerning academic decisions made by the department/unit and/or the Faculty of Graduate Studies.

### 11.5.1 Appeal Considerations

The Faculty of Graduate Studies will consider appeals:

- stemming from a decision of a department/unit on academic matters (e.g. first failure of a candidacy examination) only after they have been addressed dealt with by via the appropriate department/unit-level appeal process (if any), as is outlined in the department/unit supplementary regulations;
- stemming from a decision of the Faculty of Graduate Studies (e.g. Required to Withdraw) which may follow the recommendation ed action-of a department/unit.
- stemming from a negative decision from the Registrar's Office on a final grade or term work grade appeal.

In all cases, appeals should be addressed to the Dean of the Faculty of Graduate Studies.

A decision of the Appeal Panel is appealable only to the Senate Committee on Appeals.

### 11.5.2 Composition of an Appeal Panel

Faculty members or students are disqualified from participating on an Appeal Panel if they:

- hold any academic appointment in the department/unit in which the appellant is registered;
- are/were a student in the department/unit in which the appellant is registered;
- were, as an individual, or as a member of a committee or board, responsible for making the decision being appealed.

Note: All members of an Appeal Panel shall participate in all of the deliberations essential for the determination of the matter in dispute. If, in the course of hearing an appeal, a member is not present at the commencement of the hearing or a member cannot continue, the Panel may elect to proceed in the absence of that member. If more than one (1) member is not present at the commencement or cannot continue, the Appeal Panel must adjourn the proceedings.

### 11.5.3 Grounds for an Academic Appeal

It shall be the responsibility of the appellant to indicate clearly and specifically the grounds warranting consideration of the appeal and to provide all relevant information and documented evidence that should be considered in the adjudication of the appeal.

The Appeal Panel shall only consider an appeal if there is evidence that:

- the department/unit or the Faculty of Graduate Studies failed to follow the rules of natural justice*; ${ }_{-}^{\prime}$
- the department/unit or the Faculty of Graduate Studies failed to follow procedures;
- a department/unit or Faculty of Graduate Studies regulation has been unfairly or improperly applied, or has become inapplicable through lapse of time;
- there are documented mitigating circumstances (e.g. medical, compassionate);
- there is apparent conflict between a Senate Regulation, a Faculty of Graduate Studies policy and/or a department/unit regulation.


## *The Supreme Court of Canada defines "natural justice" in its simplest form as "fair play in action"; in other words, "natural justice" describes the fairness of procedures and how they are executed (as opposed to whether procedures were followed). In the context of academic decisions and appeals, this includes but is not limited to:

- the right of the appellant to know that a matter is under consideration and the nature of the matter being considered (e.g., academic performance, appeal);
- the right of the appellant to know what evidence has been given and what statements have been made affecting them;
- the right of the appellant to be heard (i.e., to be able to respond to any statements and decisions that may affect them);
- the decision must be based on evidence and communicated clearly; and
- the decision maker must be free of bias and there must be no perception of bias.


### 11.5.4 Appeal of a Faculty of Graduate Studies Decision

An complete appeal of decisions madeaction taken by any department/unit, committee, administrator (e.g., Associate Dean), or faculty member within the Faculty of Graduate Studies must be submitted in writing- by the appellant to the Dean of the Faculty of Graduate Studies within fifteen (15) working days of the date that the appellant was informed in writing- of the action to be appealed. This is considered a first-level appeal. The appellant will be informed of the outcome in writing.

### 11.5.5 Faculty of Graduate Studies Academic Appeals Process

### 11.5.5.1 SUBMISSION OF APPEAL PACKAGE

The Appellant must submit acompleten appeal package consisting of an appeal form, a letter clearly explaining their grounds for appeal, a copy of the letter of decision from the last action/previous appeal level, a copy of all the documentation submitted to the previous last appeal level, if not a first-level appeal, and any relevant supporting documentation to the Faculty of Graduate Studies within fifteen (15) working daysthe above timeframe. Incomplete appeals may not be considered.

Upon receipt of a formal appeal, the Dean of the Faculty of Graduate Studies may, at their discretion, consider the appeal or forward it to an Appeal Panel. If the Dean considers the appeal, the student shall be informed of the outcome in writing-. Otherwise, the appeal will be adjudicated by an Appeal Panel.

### 11.5.5.2 FACULTY OF GRADUATE STUDIES APPEALS COMMITTEE

The appellant may appeal the Dean's decision to the Faculty of Graduate Studies Appeals Committee within fifteen (15) working days of the date of the letter of decision. This is considered a second-level appeal.

An Appeal Panel will be struckcomposed of members of the Appeals Committee. The Appeal Panel will determine whether the appeal falls within their jurisdiction and, if so, whether the appellant has sufficiently substantiated their identified grounds for appeal to warrant proceeding to a Hearing., and a videoconference meeting set by the Faculty of Graduate Studies to determine whether the appellant has grounds to proceed to a Hearing. If the Appeal Panel determines that the appellant has not substantiated their grounds for appeal, the matter will not proceed to a Hhearing and the appellant and Dean of Graduate Studies will be notified in writing. If the Appeal Panel determines that the appellant has substantiated their grounds for appeal, the appellant and Dean of Graduate Studies will be notified and a Hearing scheduled.The Panel will notify the appellant and the Dean of Graduate Studies of their decision in writing If the Appeal Panel determines that the appellant has substantiated their grounds for appeal, the appellant and the Dean of Graduate Studies will be notified and a hearing will be scheduled.

If it is determined that the appeal will proceed to a hearing, the Appeal Panel may request additional information or request oral and/or written testimony from identified witnesses., of of its own volition, call additional witnesses.

### 11.5.5.3 Hearing Procedures

The Faculty of Graduate Studies shall inform the appropriate Department/Unit Head (or designate) of the nature of the appeal and request that they accompany the Faculty of Graduate Studies respondent as a co-respondent at the Hhearing. The co-respondent will be requested to provide a letter responding to the appeal no later than fifteen (15) business working days before the date of the Hhearing. The respondent will be requested to provide a letter addressed to the Chair of the Appeal Panel no later than ten (10) working days prior to the hearing.

The appellant shall be advised by the Dean of the Faculty of Graduate Studies of the right to appear in person and/or to be represented by a student advocate, a fellow student, or other full-time member of the University community not receiving payment for appearing or working for legal aid. It is highly encouraged that the student be represented by a student advocate. Students who require specific accommodations to participate in athe Hhearing should advise the Faculty of Graduate Studies when submitting their appeal or as soon as possible thereafter.

The appellant may be accompan80accompanied by $\ddagger$ the appellant wishes, one (1) support person (friend or member of their immediate family) and/or legal counsel, subject to the following:

- a lawyer may be present but only as-Accompanying individuals may only attend as silent observers (i.e., they cannot participate in the proceedings) $\dot{i}^{-}=$
- The Faculty of Graduate Studies must be notified of the appellant's intent to bring a support person to the Hearing at least ten (10) working days prior to the date of the Hearing;
- The Faculty of Graduate Studies must be notified of the appellant's intent to bring legal counsel to the Hearing at least twenty (20) working days prior to the date of the Hearing, and reserves the right to bring a representative from the University of Manitoba's Legal Counsel once this notice is received.
- Should an appellant's lawyer be present, so shall be a representative from the University of Manitoba's Legal Counsel. The Faculty of Graduate Studies must be notified of any persons accompanying the appellant at least ten (10) working days prior to the hearing, and at least twenty (20) working days prior to the hearing if a lawyer will be present.

The appellant, respondent, and appeal panel shall have the right to call witnesses to appear before the panel. Witnesses are to be made available for questioning only and will not be privy to the appeal documents or the hearing proceedings in which they are not involved. The appellant must indicate their witness request in their appeal letter. The respondent shall indicate their desire to invite a witness to the Chair of the Appeal Panel no later than five (5) business-working days after receiving notice that the appeal will proceed to a hearing. It is the responsibility of the party calling witnesses to ensure that the witnesses are informed of the date and time of the hearing.

The Faculty of Graduate Studies will notify the Appeal Panel, appellant, and respondent of the date, time, and location and/or virtual platform of the Hearing, and will provide these parties with a Hearing Package containing all documentation to be considered in the adjudication of the appeal All documentation that the Appeal Panel will consider shall be made available through the Faculty of Graduate Studies to both the appellant and the respondent at least one (1) week in advance of the hearing with notification of the specific time and location of the hearingscheduled Hearing date. No additional materials shouldare to be presented at the time of the hearing. In the case where a request is made to submit additional materials, the Chair may adjourn or postpone the hearing and allow no more than ten (10) working days for the other party to respond to the new materials.

Hearings shall be held in closed session unless at least one (1) party requests an open hearing and all parties involved in the proceedings agree to the request. During the hearing, the appellant or the respondent may request a change in the open or closed nature of the hearing,
at which time the Appeal Panel shall determine, in camera, whether to grant this request.its procedures.

The Appeal Panel shall convene prior to the arrival of the appellant (and/or representative) and the respondent to discuss the order of proceedings and questions raised by the appeal documents.

The order of proceedings is as follows:

- The appellant and/or representative will be invited to make an opening statement, followed by rounds of questioning by the Panel and then the respondent;
- The respondent will be invited to make an opening statement, followed by rounds of questioning by the Panel and then the appellant and/or representative;
- The Panel will have the opportunity to ask further questions of all parties;
- If applicable, witnesses will be called upon to enter the room individually. The Panel, appellant and/or representative and respondent will have the opportunity to ask questions;
- The appellant and/or representative and respondent will make closing statements. No new information is permitted to be presented at this time;
- The Panel will deliberate in camera (i.e. ${ }_{2}$ closed session).

All deliberations and determinations of disposition parts of the meeting required by the Appeat Panel to deliberate or determine the disposition of the appeat-shall be held in camera. Such deliberations shall consider take into accountall documentation provided by the appellant and respondent, as well as all testimonies heard during the hearing.

### 11.5.5.4 DISPOSITION

The Chair of the Appeal Panel shall inform the Dean of the Faculty of Graduate Studies in writing of the disposition of the appeal, the reasons for the decision, and any actions or recommendations resulting from the Panel's deliberations. that may result. The Dean of the Faculty of Graduate Studies shall, in turn, inform the appellant, their representative, and the department/unit in writing of the disposition of the appeal, the reasons for the decision and any actions or recommendations related theretothat may result. The appellant shall be informed of their right of appeal to the Senate Committee on Appeals, including relevant time limits. The Dean of the Faculty of Graduate Studies may inform the department/unit of any recommendations brought forward by the Appeal Panel.

### 11.5.6 Appeals to Senate

As per the University of Manitoba Governing Documents: Students: Policy: Appeals Procedures, appeals to the Senate Committee on Appeals shall be filed with the University Secretary within
twenty (20) working days after the mailing of the notice of decision from which the appeal is made.

### 11.6 Discipline Appeals

The specific jurisdiction of each of the Disciplinary Authorities is outlined in:

- Table 1: Jurisdiction of Disciplinary Authorities for Student Academic Misconduct
- Table 2: Jurisdiction of Disciplinary Authorities for Student Non-Academic Misconduct
- Table 3: Disciplinary Actions and Disciplinary Authorities If the appeal is from a decision of the Dean of the Faculty of Graduate Studies, the appeal must be submitted to the Dean of the Faculty of Graduate Studies who will submit it to the Faculty of Graduate Studies Local Discipline Committee (also commonly referred to as the "L.D.C.")

If the appeal is from a decision of the L.D.C., the appeal must be submitted to the Secretary of the University Discipline Committee (U.D.C.) who will provide the Dean of the Faculty of Graduate Studies with a copy.

### 11.6.1 Discipline Appeal Deadlines

If a student wishes to appeal a decision, the notice of appeal must be delivered in writing to the appropriate person(s) within ten (10) working days of the student being notified of the decision the student intends to appeal.

### 11.6.2 Appeal of Disciplinary Action

When the appeal is against a disciplinary decision made by the Faculty of Graduate Studies, the appeal routes and procedures as outlined in the following shall prevail: Student Discipline Appeal Procedure.
The student shall clearly indicate in the notice of appeal whether they are appealing the decision on:

1. the finding of facts;
2. the disposition determined by the disciplinary authority; or
3. both (1) and (2).

### 11.7 Other Appeals

### 11.7.1 Fee Appeals

Please refer to the Registrar's Office webpage on fee appeals. To initiate the Fee Appeal process, the student must complete a Fee Appeal form, available at the former link. For information about Fee Appeals, please visit the Registrar's Office online or in person at 400 University Centre.

### 11.7.28 Term Work Appeals

Students are encouraged to discuss matters relating to grading of term work with their instructor in the first instance. Further appeals of grades on academic term work shall be directed, by the appellant, to the department/unit responsible for the course within ten (10) working days after the grades for term work have been communicated to students. Following receipt of the appropriate appeal form and evidence of payment of the refundable appeal fee, the department/unit shall consider the appeal and provide a decision within fifteen (15) working days. Please refer to the Registrar-'s Office website for additional information. If the student has exhausted the term work appeals process through the Registrar's Office, the student may appeal to the Faculty of Graduate Studies via the academic appeals process. The Faculty of Graduate Studies will only consider the appeal based on procedural error.

### 11.7.39 Final Grade Appeals

Please refer to the Registrar-'s Office webpage on grade appeals. To initiate the Grade Appeal process, the student must complete a Grade Appeal form, available at the former link. For information about Grade Appeals, please visit the Registrar_-'s Office online or in person at 400 University Centre.
If the student has exhausted the final grade appeals process through the Registrar's Office, the student may appeal to the Faculty of Graduate Studies via the academic appeals process. The Faculty of Graduate Studies will only consider the appeal based on procedural error.

### 11.810 Assistance with Appeals

The Office of Student Advocacy \& Case Management, 520 University Centre, provides information and assistance to students regarding all appeal processes. It is strongly recommended that students contact the Office of Student Advocacy \& Case Management to assist them with any appeal they are considering.

## Appendix-1: Thesis/Practicum Types

A student/candidate may present a thesis/practicum in one of two acceptable formats:

- Regular style
- Manuscript/grouped manuscript style

The type of thesis/practicum must be approved by the advisory committee and comply with all regulations of the Faculty of Graduate Studies and any supplementary regulations of the department/unit.

## A1.0 Regular Style

## A1.1 Prefatory Pages

## A1.1.1 TITLE PAGE

The title page shouldmust contain the following information:

- the title of the thesis/practicum
- the name of the University
- the degree for which the thesis/practicum is submitted
- the name of the department/unit
- the full name of the author
- the copyright notation ©

The title must be a meaningful description of the content of the research. The author's name should be in full, identical to the name under which they are registered and be consistent on all other documents. A sample title page can be found on this link.

## A1.1.2 ABSTRACT

The abstract is expected to provide a concise, accurate account of the thesis/practicum. Recommended length is 350 words. An abstract should contain a statement of the problem, methods, results, and conclusions.

## A1.1.3 ACKNOWLEDGEMENTS

The content of this single page is left to the discretion of the author. For example, the page may make reference to the student/candidate's advisor/co-advisor and advisory committee, to other individuals who have provided invaluable assistance to the development of the thesis/practicum, and to sources of financial assistance or other support.

## A1.1.4 DEDICATION

A single page pertaining to a dedication is allowed.

## A1.1.5 TABLE OF CONTENTS

This must list and provide page references to all elements of the thesis/practicum. The numbering and formatting must be identical to the way the material appears in the text. Page numbers should be right justified. A sample table of contents can be found at this link.

## A1.1.6 LIST OF TABLES

This should immediately follow the Table of Contents and be of the same format. The list must include the number, name and page number of each table.

## A1.1.7 LIST OF FIGURES

This should immediately follow the List of Tables and be of the same format as the Table of Contents. The list must include the number, name and page number of each figure.

## A1.1.8 LIST OF COPYRIGHTED MATERIAL

On occasion, students/candidates include images, figures, photos and other materials from copyrighted sources. Students must ensure that they have authorization to use copyright protected materials in their thesis under a Copyright Act exemption or with direct permission from the copyright holder. A list of Copyrighted Material should follow the List of Figures and follow the same format as the Table of Contents. For further information on copyright please refer to the following link.

## A1.2 Format

## A1.2.1 Styles

The thesis/practicum should be written in a standard style manual that has been recommended by the department/unit. Manuals recommended by the Faculty of Graduate Studies include but are not limited to:

- American Psychological Association, Publication Manual of the American Psychological Association
- Kate L. Turabian, A Manual for Writers of Term Papers, Theses and Dissertations
- The Modern Language Association of America, MLA Handbook for Writers of Research Papers
- University of Chicago Press, The Chicago Manual of Style

Students should always use the latest edition available. If there is a conflict between the instructions in this guide and the style manual chosen, the former should be followed.

## A1.2.2 Spelling

Canadian, British or American spelling is acceptable, and one style must be used consistently throughout the document.

## A1.2.3 Format

The entire thesis/practicum must be in the same text font, style, and size.

## A1.2.4 Margins

The margins must be consistent throughout the thesis/practicum (including appendices, diagrams, maps, photographs, charts, tables, etc.).

## A1.2.5 Page Numbers

Each page of the thesis/practicum (including illustrative pages and appendices) must be numbered consecutively.

## A1.3 Footnotes, References and Appendices

Instructions in the style manual recommended by the department/unit should be followed. Regardless of which style manual is used, format selected must be consistent throughout the document.

## A1.4 Figures, Illustrations, Photographs and Design Drawings

## A1.4.1 Illustrative Material

All illustrative material must be consistent throughout the thesis/practicum. All figures, illustrations, photographs and drawings must be numbered consecutively in Arabic numerals and accompanied with a title. The material should appear as soon as possible after as it is mentioned in the text. All original materials should be of high quality, with sharp and clear images and copyright secured if from another source.

## A1.4.2 Layout of Tables and Figures

Each table and figure must have a number and title. The number and title should appear at the top or bottom of the table or figure as per style. The title of the table or figure should be as short as possible and indicate the major focus of the material within the table or figure.

## A1.5 Additional Materials

## A1.5.1 Consent and Access to Information Forms

Sample copies of consent forms that were used to obtain consent from participants to take part in the information gathering procedures for the thesis/practicum must be included in an Appendix. Any personal information including signatures, personal phone numbers and email addresses must be omitted from the submitted form to meet F.I.P.P.A. regulations. In some cases, approval from an agency, institution or corporation may have been required before the information gathering procedures could proceed. The original approval form for access should be retained by the student with a copy provided to the Faculty of Graduate Studies upon completion of the thesis/practicum.

## A1.5.2 Use of Copyrighted Material

If the thesis/practicum includes copyrighted material (such as images, figures or more than an insubstantial amount of another person's work pursuant to the Copyright Act), students must determine whether there is authorization for reuse of material under the Copyright Act or if permission must be obtained from the copyright holder. A Sample Permission Letter is available on the Copyright Office website. In some cases, copyright holders prefer to use their own permission forms and/or will provide their permission electronically. Note that obtaining permission may take a considerable amount of time and this must be taken into consideration when meeting a thesis/practicum submission deadline. A reference to written permission having been obtained should be included under the image or text. The original form(s) signed by the copyright holders should be retained by the student as they made need to refer to it from time to time in future.- These forms do not need to be provided to the University of Manitoba and should not be included within the student's thesis/practicum.

In some cases where permission is required the copyright holder cannot be located or the cost is prohibitive to use the text or image. In these situations, the text or image may have to be omitted from the thesis/practicum.

Subsequently, information on where the reader can locate the image or text should be included, such as the URL, title of book/journal, volume and issue number, page number, publisher, and date of publication. A description of the purpose or significance of the text or image should be provided.

For further information on copyright, see https://umanitoba.ca/copyright/

## A2.0 Manuscript/Grouped Manuscript Style

A thesis/practicum may comprise a paper or collection of papers, which are suitable for submission for publication, or are about to be, published. The number of papers that comprise
this style of thesis/practicum will be determined between the student and the advisory committee. The formatting of the thesis/practicum must be consistent throughout the thesis/practicum and the thesis/practicum cannot merely consist of several papers or articles contained within the one document.

Publication, or acceptance for publication, of research results prior to the presentation of the thesis/practicum does not supersede the evaluation of the work by the examination committee (i.e. ${ }_{2}$ does not guarantee that the thesis/practicum will be found acceptable). Advisors and eExaminers may specify revisions regardless of the publication status.

The thesis/practicum must follow the same prefatory information; spelling, formatting, margin requirements, page numbering; footnotes and appendices; figures, illustrations photographs and drawings; and, any additional material as those outlined above. There must be an introductory chapter to the entire thesis/practicum that precedes any of the papers. The papers must contribute toward the overall theme that represents the thesis/practicum work and must be smoothly integrated into the flow of the thesis/practicum to produce a unified document. This may require changes or additions to, and re-writing of, any work that has been previously published.

The introductory chapter must explain the connection between the different chapters. This provides a logical link of the integration of the information. Not including an explanation of how the chapters connect may compromise the ability of the examiners to evaluate the thesis/practicum and, accordingly, there may be subsequent consequences.

The thesis/practicum must contain a concluding chapter that includes a discussion on how the entirety of the thesis/practicum, with its findings, provides a distinct contribution to knowledge in the research area.

Thesis authorship for all papers must be acknowledged. In the case of multi-authored papers, the nature and extent of the student/candidate's contribution, and those of the other authors, must be explicitly specified in a section of the thesis/practicum entitled "Contributions of Authors".

## Preamble

1. The Faculty of Graduate Studies (FGS) has responsibility for all matters relating to the submission of graduate course, curriculum, program, supplementary regulation and regulation changes.
Recommendations for such are submitted by the Faculty Council of Graduate Studies for the approval of Senate.
2. The Faculty Council of Graduate Studies met on the above date to consider proposals from the Dept. of Biosystems Engineering.

## Observations

1. The Dept. of Biosystems Engineering proposes Ph.D. Graduate Specialization in Engineering Education Supplementary Regulation Changes.

The Graduate Specialization in Engineering Education concentration within the Ph.D. program has been available to students for just over two years now, and there have been some internal discussions about how to fine tune some elements of it. The unit proposes changes concerning course selection (as approved by the student's advisor), by expanding the options for course selection for the research methodology course and for the final 6 credit hours of 7000 level courses.

## Recommendations

Faculty Council of Graduate Studies recommends THAT the proposal from the unit listed below be approved by Senate:

## Dept. of Biosystems Engineering

Respectfully submitted,
Dr. Kelley J. Main, Chair
Faculty Council of Graduate Studies
/ak

Comments of the Senate Executive Committee:
The Senate Executive Committee Endorses the Report to Senate.

# University $\mid$ Faculty of Agricultural of Manitoba and Food Sciences 

Date January 23, 2023
To Dr. Stephen Kirkland, Associate Dean, Faculty of Graduate Studies
From Dr. Danny Mann, Professor \& Head, Department of Biosystems Engineering
Subject Proposed minor change to Graduate Specialization in Engineering Education (PhD)

A Graduate Specialization in Engineering Education (GSEE) within the PhD program in Biosystems Engineering was introduced in 2020. In the past two years, there have been five PhD students admitted into the GSEE concentration in Biosystems Engineering.

A meeting was held in December 2022 to debrief the GSEE program based on experiences over the first two years of its existence. The meeting involved the Department Head, Associate Head (Graduate), and three tenuretrack professors from the Price Faculty of Engineering's Centre for Engineering Professional Practice and Engineering Education (CEPPEE) who supervise doctoral students in the GSEE program. Arising from this discussion was a proposal to make two minor adjustments to the wording in the Supplemental Regulations to allow greater flexibility to GSEE students in selection of courses. The current and proposed wording are shown below.

| Current Wording | Proposed Wording |
| :---: | :---: |
| The Department of Biosystems Engineering offers a | The Department of Biosystems Engineering offers a |
| Graduate Specialization in Engineering Education (GSEE) | Graduate Specialization in Engineering Education (GSEE) |
| at the Doctoral level. The GSEE will require 12 credit | at the Doctoral level. The GSEE will require 12 credit |
| hours of coursework at the 7000 level and a thesis on an | hours of coursework at the 7000 level and a thesis on an |
| Engineering Education topic. The coursework requirements include: | Engineering Education topic. The coursework requirements include: |
| 1. The required seminar course ( 3 credit hours) (BIOE 7270 Advanced Seminar in Biosystems Engineering); | 1. The required seminar course ( 3 credit hours) (BIOE 7270 Advanced Seminar in Biosystems Engineering); |
| 2. One research methodologies course (3 credit hours) (either EDUA 7840 Qualitative Research Methods in Education or EDUA 7850 Design and Analysis of | 2. One research methodologies course ( 3 credit hours) at the 7000 level as approved by the student's supervisor; |
| Edueational Researeh) | 3. Two courses at the 7000 level ( 6 credit hours) approved by the student's supervisor, at least one of |
| 3. Two of the following three Engineering Education eourses (6 credit hours): ENG 7010 The Engineering | which must be an ENG 7000-level course (e.g., ENG 7010 The Engineering Design Process; ENG 7020 |
| Design Process; ENG 7030 The Discipline of | Topics in Engineering Practice; ENG 7030 The |
| Engineering Education; ENG 7040 Foundations of | Discipline of Engineering Education; ENG 7040 |
| Engineering Education Research | Foundations of Engineering Education Research). |

## Explanation:

The first change (bullet 2 above) allows greater flexibility in selection of a research methodologies course. The current wording specifies that a research methodologies course from the Faculty of Education must be taken. The proposed wording gives flexibility to the PhD student and their advisor to select any appropriate 7000-level research methodologies course.

The second change (bullet 3 above) allows greater flexibility in selection of the final 6 cr hr of the PhD program. The current wording requires that all 6 cr hr be taken from a list of only three 7000-level ENG courses. The proposed wording gives the PhD student and their advisor flexibility to select 7000 -level courses from other faculties that may be relevant to the student's specific research topic.

In summary, there is no change to the total credit hours or general composition of the GSEE concentration for PhD students. There is simply greater flexibility in selecting a research methodologies course and greater flexibility in selecting the final six credit hours of the program.

## Approvals:

1. The proposed changes to the PhD Graduate Specialization in Engineering Education were discussed and approved by Biosystems Engineering Department Council on December 21, 2022.
2. Approval from Agricultural \& Food Sciences Faculty Council was received on January 23, 2023.

### 7.2.5 Conflict of Interest

There are several circumstances that might lead to a real, perceived or potential Conflict of Interest (COI) in advisory and examining committees. A real COI could be present due to the existence of a (past or present) personal relationship that is romantic, sexual, marital, personal or familial. There is a potential for a perceived COI in cases of recent (within the last 5 years) collaboration among committee members, which may result in the perception of a lack of fairness or impartiality. These examples are not intended to be comprehensive, and are provided solely for illustration. The University of Manitoba Conflict of Interest Policy and Conflict of Interest Procedures as well as the Conflict of Interest Between Evaluators and Students due to Close Personal Relationships should also be consulted.

In addition to following the processes outlined in the above policies, COIs that exist within advisory and examining committees and proposed mitigation should be declared in writing to the Faculty of Graduate Studies to provide transparency to all relevant parties (including the student, committee members, unit leadership, and the Faculty of Graduate Studies). All reported conflicts will be reviewed by the Dean of the Faculty of Graduate Studies (or designate). If the conflict is deemed sufficiently significant and cannot be mitigated, a new committee may need to be struck.

### 7.3 Program of Study

As soon as possible, but no later than 24 months after a student has commenced their program, the student's program of study should be registered with the Faculty of Graduate Studies on the "Program of Study and Appointment of Advisory Committee" form and should include:

- information about the minimum or expected time for completion of the degree;
- coursework to be taken along with course classification ("S", "X", "A" or "O");
- any additional language requirement;
- the research area in which the thesis will be written.

The approval of the student's advisor/co-advisor and the Head of the department/unit are sufficient for registration. The program of study, including withdrawal from individual courses and any subsequent changes, must be approved by the student's advisor/co-advisor, the advisory committee, and the Head of the department/unit. Withdrawal from courses or changes of course category without such approval may result in the student being Required to Withdraw from the Faculty of Graduate Studies.

### 7.4 Program Requirements

All students must complete one of the following programs of study for the Ph.D. degree, unless otherwise specified in the approved department/unit supplementary regulations:

- Where admission to the Ph.D. is directly from a Master's degree, a minimum of 12 credit hours at the 7000 - level or higher plus a thesis is required. Any further coursework beyond the minimum 12 credit hours at the 7000-level must be at the 3000-level or above. A maximum of 24 credit hours of coursework is allowed toward the Ph.D. program. ${ }^{1}$
- Where admission to the Ph.D. is directly from an Honours Bachelor degree or equivalent, a minimum of 24 credit hours plus a thesis is required. The coursework must include a minimum of 18 credit hours at the 7000 -level or higher with the balance of the coursework at the 3000-level or higher. A maximum of 48 credit hours of coursework is allowed toward the Ph.D. program unless department/unit's supplementary regulations indicate otherwise.

Students are normally required to complete 12 credit hours of coursework, including the required seminar course (BIOE 7270, 3 credit hours), and a thesis. The remaining 9 credit hours at the 7000 level can be taken from any Department.

The Department of Biosystems Engineering offers a Graduate Specialization in Engineering Education (GSEE) at the Doctoral level. The GSEE will require 12 credit hours of coursework at the 7000 level and a thesis on an Engineering Education topic. The coursework requirements include:

1. The required seminar course (3 credit hours) (BIOE 7270 Advanced Seminar in Biosystems Engineering);

| 1 | 2. One research methodologies course (3 credit hours) at the 7000 level as approved by the student's supervisor; (either EDUA 7840 Qualitative Research Methods in Education or EDUA 7850 Design and Analysis of Educational Research) <br> 3. Two courses at the 7000 level ( 6 credit hours) approved by the student's supervisor, at least one of which must be an ENG 7000-level course (e.g., of the following three Engineering Education courses (6-credit hours): ENG 7010 The Engineering Design Process;; ENG 7020 Topics in Engineering Education Practice; ENG 7030 The Discipline of Engineering Education; ENG 7040 Foundations of Engineering Education Research. |
| :---: | :---: |
| 7.4.1 Language Requirements <br> Some departments/units specify a language requirement for the Ph.D. degree. Students are advised to consult department/unit supplementary regulations regarding this requirement. |  |
| 7.4.2 Advance Credit <br> Advance credit for courses completed prior to admission to a Ph.D. program will be considered on a case-by-case basis. The student's department/unit makes the request to the Faculty of Graduate Studies by completing the "Advance CreditTransfer of Courses" form. <br> - Application for advance credit must be made within the first year of the program (please refer to Lapse or Expiration of Credit of Courses) <br> - No more than $50 \%$ of the required coursework for the program can be achieved using advance credit. <br> - A course may not be used for credit toward more than one degree, diploma, micro-diploma or certificate. <br> - The student must register at the University of Manitoba for at least two consecutive terms and must also complete the thesis and candidacy examination at The University of Manitoba. Regardless of the extent of advance credit received, all students are required to pay applicable program fees. |  |
| 7.4.3 Transfer Credit <br> Courses within a program of study may be taken elsewhere and transferred for credit at the University of Manitoba. All such courses: <br> - must be approved for transfer to the program of study by the department/unit and the Faculty of Graduate Studies before the student may register for them; <br> - are considered on an individual basis; <br> - cannot be used for credit towards another degree, diploma, micro-diploma or certificate; <br> - may not exceed $50 \%$ of the minimum credit hours of coursework required of the student's graduate program at The University of Manitoba. |  |

## Report of the Faculty Council of the Faculty of Graduate Studies on Course, Program, Supplementary Regulation, and Regulation Changes

## Preamble

1. The Faculty of Graduate Studies (FGS) has responsibility for all matters relating to the submission of graduate course, curriculum, program, supplementary regulation and regulation changes.
Recommendations for such are submitted by the Faculty Council of Graduate Studies for the approval of Senate.
2. The Faculty Council of Graduate Studies met on the above date to consider proposals from the Dept. of Civil Engineering.

Observations

1. The Dept. of Civil Engineering proposes M.Sc. Supplementary Regulation Changes.

Civil Engineering is proposing to change the minimum number of credit hours in the M.Sc. from 18 credit hours to 12 credit hours with nine credit hours at the 7000 level or above. This is consistent with all of the other units in the Faculty of Engineering, which also required 12 credit hours for their Master's. The change aligns with the FGS minimum and is consistent with the U15. It is anticipated the changes will help with completion times, allow students more flexibility in terms of course selection, and allow more focus on research. The changes appear in section 6 of the supp regs and also affect the transfer from the Master's to the Ph.D. in section 7.

## Recommendations

Faculty Council of Graduate Studies recommends THAT the proposal from the unit listed below be approved by Senate:

Dept. of Civil Engineering

Respectfully submitted,
Dr. Kelley J. Main, Chair
Faculty Council of Graduate Studies
/ak

Comments of the Senate Executive Committee:
The Senate Executive Committee Endorses the Report to Senate.

January 26 ${ }^{\text {th }}, 2023$
To: Dr. Kelly Main, Acting Dean FGS, University of Manitoba

## Memo: Reducing MSc Coursework in Civil Engineering

Dear Dr. Main,
This memorandum is to notify you that the Department of Civil Engineering passed a motion to reduce the minimum coursework requirement in the M.Sc. program from 18 to 12 credit hours, with at least 9 credit hours taken at the 7000 level. A track changes copy of the supplemental regulations is also submitted with this memo. The motion passed with 12 affirmative votes and one negative vote in the Department Council meeting held on January 19 ${ }^{\text {th }}$, 2023. We have confirmed with our Associate Dean Research that no additional approval is required at the faculty/dean level.

The rationale for this change is as follows:

- This change complies with the FGS Academic Guide Regulations Guide, Clause 6.3.1.
- Harmonization/consistency with the other departments in Price Faculty of Engineering, which require 12 credit hours in their M.Sc. programs.
- The U15 average of the M.Sc. in Civil Engineering is 14 credit hours, with many universities requiring between 9 to 12 credit hours.
- The 18 credit hours requirement maybe difficult to achieve in some cases for students who want to take courses in a focused stream, e.g., students wanting to specialize in a stream without many course offerings, due to the small size of faculty members in this stream; the issue is more complicated for students transferring from M.Sc. to PhD needing to take 30 credit hours.
- The target time to completion for the M.Sc. program is 24 months, while the actual completion time for Civil Engineering is between 31 to 32 months. In the last (2016) review of our graduate program, comments were given about this difference. Therefore, we took this initiative to try to reduce this gap, or eliminate it, before the upcoming graduate review in 2026.
- M.Sc. students typically represent the largest proportion of graduate students in Civil Engineering (currently $43 \% \mathrm{MSc}, 39 \% \mathrm{PhD}, 18 \%$ MEng). This change will free up a considerable portion of their time for research activities, matching the strategic goal of M.Sc. training in Civil Engineering being a research degree that should involve adequate coursework, focused research training, and quality research outputs.

Sincerely,


Mohamed T. Bassuoni, Ph.D., P.Eng., FACI
Professor and Associate Head (Graduate)
Department of Civil Engineering; The University of Manitoba
Winnipeg R3T 5V6, Canada; Tel.: (204) 272-1512, E-mail: mohamed.bassuoni@umanitoba.ca

[^12]Any single course cannot be used for credit toward more than one degree.

### 6.3.1 Thesis/Practicum Route

Alminimum of twelve (12) credit hours of coursework, unless otherwise stated in the deppartment/unit's supplementary regulations, plus a thesis or practicum is required. The minimum must include at least six (6) credit hours at the 7000-level or above, with the balance of the coursework at the 3000-level or above. A maximum of twenty-four (24) credit hours of coursework is allowed unless the department/unit's supplementary regulations indicate otherwise. The student must complete the thesis/practicum at The University of Manitoba.
6.3.2 Course-based, Major Research Paper, Project or Comprehensive
Examination Route

A minimum of twenty-four (24) credit hours of coursework is required. If the student is in the comprehensive examination route, a comprehensive examination(s) is required. The minimum must include at least eighteen (18) credit hours at the 7000-level or above with the balance of the coursework at the 3000 -level or above. A maximum of fortyeight (48) credit hours of coursework is allowed unless a department/unit's supplementary regulations indicate otherwise. Refer to unit supplementary regulations concerning specific regulations on coursework, major research paper, project and/or comprehensive examination requirements.

### 6.3.3 Language Requirements

Some department/units specify an additional language requirement for the Master's degree. Students should check department/unit supplementary regulations regarding this requirement.

### 6.3.4 Advance Credit

Advance credit for courses completed prior to admission to a Master's program will be considered on a case-by-case basis. The student's department/unit must make a request to the Faculty of Graduate Studies by completing the "Recommendation for Advance Credit-Transfer of Courses" form.

- Application for advance credit must be made within the first year of the program (see Lapse or Expiration of Credit of Courses).
- No more than $50 \%$ of the required coursework for the program can be achieved using advance credit.
- A course may not be used for credit toward more than one degree
- The student must register at The University of Manitoba for at least two (2) terms within a single academic year and must also complete all other program requirements at The University of Manitoba (or in the case of a Joint Master's Program student, at The University of Winnipeg).
$\bullet$
- A Pre-Master's student may only transfer a maximum of 3 credit hours at the 7000 level taken as occasional into a prospective Master's program of study.

The M.Sc. is a research degree consisting of coursework and thesis. A minimum of 1812 credit hours of coursework shall be required with at least 129 credit hours at the 7000 level as approved by the student's advisory committee.

It is the department's policy that graduate students shall take at least 6 credit hours in their core area of research within Civil Engineering with no more than 6 credit hours of graduate level courses from one professor.

There is no Practicum route.
The minimum requirement for the M.Eng. degree is 30 credit hours, consisting of 24 credit hours of coursework (at least 18 of which should be at the 7000 level); plus an additional 6 credit hours for the course GRAD 7050, M.Eng. Project and Report. All of the coursework and the research project proposal must be approved by the student's advisor.

It is the department's policy that graduate students shall take at least 6 credit hours in their core area of research within Civil Engineering with no more than 6 credit hours of graduate level courses from one professor.

There is no Comprehensive Examination route. No additional language is required.

Page 21 of 58
Civil Engineering (M.Sc., M.Eng. \& Ph.D.) Supplementary Regulations approved \& effective Sept. 1, 2022

Although general regulations apply to all students, individual departments/units may have additional regulations that supplement these general regulations. All such supplementary regulations must be approved (as specified by the By-Laws of the Faculty of Graduate Studies), be published and available to students (please refer to the website), and be kept on record in the Faculty of Graduate Studies. All students should consult department/unit supplementary regulations for specific details regarding admission, program requirements, progression, and completion.

### 7.1 Admission

### 7.1.1 General criteria

Normally, the completion of a Master's degree or equivalent from a recognized university and a cumulative GPA of 3.0 (or equivalent) in the last two (2) years of fulltime university study ( 60 credit hours) is the minimum requirement for admission to the Ph.D. program.
Note: This is the minimum requirement of the Faculty of Graduate Studies and departments/units may have higher standards and additional criteria. Students who meet the minimum requirements for admission to the Faculty of Graduate Studies are not guaranteed admission. Some departments/units require completion of a thesisbased Master's program prior to admission to a Ph.D. program.

When considering an application to a graduate program in the department, it is preferable for the applicant to contact an academic advisor in the department who will recommend them for admission and provide supervision. The professors, their email addresses, and their research areas are provided on the department's website.

All students admitted to the graduate program must have an advisor identified at time of admission.

### 7.1.2 Direct Admission from the Bachelor's Honours or Equivalent

With special recommendation of the department/unit, applicants without a Master's degree who have an honours Bachelor's degree or equivalent may be considered for entry to the Ph.D. program. These students must be outstanding in their academic background (GPA well above 3.0 in the last two (2) full years ( 60 credit hours) of undergraduate study).
Note: This is the minimum requirement of the Faculty of Graduate Studies and departments/units may have higher standards and additional criteria. Once admitted, these students must complete at least 24 credit hours of coursework, unless the individual department/unit's approved supplementary regulations specify otherwise, and will be assessed Ph.D. fees for three (3) years. A minimum of 18 credit hours at the 7000-level or higher is required. Any further coursework beyond the minimum 18 credit hours at the 7000 -level must be at the 3000 -level or above. A maximum of 48 credit hours of coursework is allowed toward the Ph.D. program.

### 7.1.3 Transfer from the Master's to the Ph.D. Program

Students who have not completed a Master's program may transfer to the Ph.D. program within the same department/unit upon the recommendation by the Department/Unit Head to the Faculty of Graduate Studies. The recommendation should be made within four (4) terms from the start of the Master's program. Fees paid, coursework completed, and time spent in the Master's program will normally be crledited towards the Ph.D. program. Students must complete at least 24 credit hours of coursework unless the individual department/unit's approved supplementary regulations specify otherwise. A minimum of 18 credit hours at the 7000 -level or higher is required. Any further coursework beyond the minimum 18 credit hours at the $7 \phi 00$-level must be at the 3000 -level or above. A maximum of 48 credit hours of cфursework is allowed toward the Ph.D. program.
The request to transfer from a Master's to the Ph.D. program must be submitted to the Faculty of Graduate Studies via the Faculty's admission application at least one (1) month prior to the term for which the student intends to start the Ph.D. program. The applicant must indicate a request for transfer in their application.
The student will be admitted to a 3 -year Ph.D. program and will pay a total of three years of program fees, including program fees paid in the Master's at the time of transfer. Students are cautioned that such transfers may impact on the duration of The University of Manitoba Graduate Fellowship.

Students in a Master's program who have achieved an average GPA of 4.0 in their last 60 credit hours of undergraduate studies may be allowed to transfer to the PhD program without being required to write a Master's thesis provided they meet the following conditions:

[^13]Sfudents who have previously completed a recognized Master's degree and are inftially admitted and registered in a Master's program may transfer to the Ph.D. program within the same department/unit on the recommendation of the student's advisor/co-advisor and Department/Unit Head. Where a student holds a Master's degree that would be sufficient for admission to the Ph.D. program, students must complete at least 12 credit hours of coursework, unless the individual
department/unit's approved supplementary regulations specify otherwise. The student will be admitted to a 2 -year Ph.D. program and will pay a total of two years of program fees, including program fees paid in the Master's at the time of transfer.

### 7.1.4 Provisional Admission to the Ph.D.

Students nearing the completion of the Master's degree may be accepted provisionally to the Ph.D. program for a 12-month period commencing with the first registration in the Ph.D. program. Further registration in the Ph.D. program is contingent upon completion of all requirements of the Master's degree within the 12 months. Students must maintain continuous registration in their Master's program until its completion. Students will require assistance from the department/unit and the Faculty of Graduate Studies to complete dual registration on the "Concurrent Curriculum Permission" form in the Master's and Ph.D. program simultaneously.

### 7.2 Student's Advisor, Co-advisor and Advisory Committee

### 7.2.1 Student's Advisor

Every Ph.D. student must have an advisor throughout their program, who is recommended to the Faculty of Graduate Studies by the Department/Unit Head. The advisor is responsible for supervising the student's graduate program. The advisor is the student's first point of contact at the University of Manitoba and must be familiar with the general policies and regulations of the Faculty of Graduate Studies as well as the specific supplementary regulations of their academic department/unit. In this capacity, the advisor assists the student in planning the graduate program and ensures that the student is aware of all graduate program requirements, degree regulations, and general regulations of the academic department/unit, the Faculty of Graduate Studies, the university, and external funding agencies. The advisor provides counsel for all aspects of the graduate program, and stays informed of the student's scholarly activities and progress. The student's advisor also acts as a channel of communication to the student's advisory committee, the department/unit and the Faculty of Graduate Studies.

The advisor must:

- hold an appointment in the student's department/unit.
- be a member of the Faculty of Graduate Studies (see the FGS website for details);
- hold a Ph.D. or equivalent (see note below);
- be active in research; and
- have expertise in a discipline related to the student's program.

Equivalency will be approved by the Dean of the Faculty of Graduate Studies and determined on a case-by-case basis and assessed by the potential advisor's demonstrated research record and current research activities. Note that M.D., D.M.D., Pharm.D. and J.D. are undergraduate degrees and are not equivalent to a Ph.D.
Usually the student and the advisor choose to work together by mutual agreement. In departments/units where the choice of thesis topic advisor is postponed for some time after entry into the program, the Head of the department/unit or the selection committee shall appoint a faculty member to advise the student as to the rules and regulations and on program and course requirements. This interim period must not

The transfer must take place within 20 monthsfive terms of initial registration in the Master's program. Following transfer, all the requirements of the doctoral program apply, including the completion of an additional 12 credit hours at the 7000 level.

All students admitted to the graduate program must have an advisor identified at time of admission.

## Report of the Faculty Council of the Faculty of Graduate Studies on Course, Program, Supplementary Regulation, and Regulation Changes

## Preamble

1. The Faculty of Graduate Studies (FGS) has responsibility for all matters relating to the submission of graduate course, curriculum, program, supplementary regulation and regulation changes.
Recommendations for such are submitted by the Faculty Council of Graduate Studies for the approval of Senate.
2. The Faculty Council of Graduate Studies met on the above date to consider proposals from the Dept. of Curriculum, Teaching \& Learning.

## Observations

1. The Dept. of Curriculum, Teaching \& Learning proposes changes affecting the M.Ed., (5) new concentrations, (4) course modifications, (11) course deletions, (19) course introductions and supplementary regulations changes. The department requests that the changes be effective Fall 2023.

The Dept. of Curriculum, Teaching \& Learning proposes to replace one of its three concentrations, Studies in Curriculum, Teaching and Learning, with five named concentrations to make it more representative of the different areas of study that are currently embedded within that concentration:

1. ACE I Arts, Community, and Education;
2. Critical Perspectives in Curriculum, Teaching and Pedagogy;
3. Indigenous (First Nations/Métis/Inuit) Perspectives in Curriculum, Teaching and Learning
4. Studies in Mathematics Education and Science Education;
5. Studies in Contemplative, Holistic, and Integrative Education

All of the five concentrations require the same number of credit hours: 12 CH for the thesis route; 27 CH for the coursework route. The differences in coursework requirements are specified in the supplementary regulations.

The current Studies in Curriculum, Teaching and Learning in one concentration commits the department to provide programming for 12 specialization areas: Arts Education (Visual Arts, Drama and Music), Contemplative Studies in Education, Curriculum Studies, Educational Technology, First Nations/Metis/Inuit Education, Language and Literacy Curriculum, Mathematics Education, Physical Education/Health, Science Education, Second Language Education, Social Studies Education and Teacher Professional Learning and Development. Effectively reducing 12 concentrations to 5 will increase the clarity in the application process to graduate studies in Curriculum, Teaching and Learning; provide a more predictable rotation of graduate-level course offerings; increase the programming options for graduate students; and offer concentrations that clearly identify an area (or areas) of expertise and focus.

It is anticipated that there will be no change in student demand. The demand for the Studies in Curriculum, Teaching and Learning concentration will be divided roughly equally across all 5 concentrations (about 10-15 students enrolled in each of the five concentrations at any given term).

Students who were admitted to the Studies in Curriculum, Teaching and Learning concentration will complete their M.Ed. in this concentration and the department will continue to offer the courses associated with this concentration, after which the concentration will be ended.

The Faculty of Education's Graduate Program Committee, which has representatives from the Manitoba Association of School Superintendents, the Manitoba School Board Association, the Manitoba Teachers Society, and from current graduate students, approved the proposed concentrations.

The numerous course introductions will make up the core- and concentration-specific courses associated with the five concentrations. The course deletions consist of courses that haven't been offered in a long time or that the department doesn't have the capacity to offer. The course modifications entail small changes to course title, description and/or mutual exclusivity.

No new resources are requested to support the proposal.
Faculty of Education Faculty Council approved the proposal at its meeting of June 13, 2022.

## Course Modifications

EDUB 7130 Becoming Writers: Power, Place and Pedagogy in Teaching Writing
This course invites participants to engage in becoming stronger writers and more effective teachers, advocates, and researchers of writing. The course is designed with the premise that to become better teachers of writing (at any level), teachers must become writers themselves. This is an intensive and experiential course that affords opportunities to write; participate in writing groups; delve into professional literature in writing craft, research, theory and pedagogy; interact with guest speakers; explore thematic and social justice inquiries in writing, and design and lead a teaching demonstration. The course is open to all, regardless of prior writing experience. May not be held with EDUB 7142 or the former EDUB 7340 when titled "Writing Workshop: Writing for/as Human Rights" or the former EDUB 7350 when titled "Curriculum Development: Writing for/as Human Rights".

EDUB 7490 Theories of Teaching and Learning Mathematics
An examination of theories of teaching and learning mathematics in K-12 and post-secondary settings including the roles of curriculum and assessment in these theories.

EDUB 7500 Seminar in Science Education: Philosophical and Theoretical Foundations
3
An analysis of science education foundations, from epistemological and theoretical perspectives encountered in current research and historical and contemporary curriculum developments in this area. Emphasis will be given to Nature of Science (NOS), and discussions about the normative and cultural aspects of mainstream (Western) science grounded in current research and theory in science education.

EDUB 7550 Curriculum: Historical Perspectives and Contemporary Implications
Historical Developments of curriculum as a field of study and inquiry, including the philosophical, social, political, and cultural contexts of curriculum.

## Course Deletions

EDUB 7250 Theoretical Foundations of the Social Studies ..... -3
EDUB 7260 Theoretical Foundations of the Social Studies ..... -3
EDUB 7270 Culture, Citizenship and Curriculum ..... -3
EDUB 7280 Early Years Curriculum: Philosophical Traditions and Future Directions ..... -3
EDUB 7350 Independent Studies in Curriculum: Humanities and Social Sciences ..... -3
EDUB 7390 Curriculum in Vocational Education ..... -3
EDUB 7430 Trends in Vocational Education ..... -3
EDUB 7440 Seminar in Home Economics Education ..... -3

# EDUB 7480 Advanced Seminar in Mathematical Diagnosis and Remedy 

## Course Introductions

EDUB 7000 Contemporary Perspectives and Practices in Arts Education +3

A study of current and emerging perspectives and practices in arts education with an emphasis on recent theory and research as it relates to arts teaching and learning for social justice.

EDUB 7002 Curriculum Leadership through Community Art
+3
An exploration of curriculum leadership as a socially responsible problem-solving process and the role of community art in advancing democratic and holistic values in a variety of educational environments. Students will reflect upon related historic and contemporary curriculum movements, how these inform social change, and the implications for leadership that promotes democracy and social justice.

EDUB 7492 Recent Advances in Mathematics Education and Science Education +3
An examination of recent advances in theory, research, policy and practice in mathematics education and science education in settings within schools and beyond. Social, cultural, ethical, human rights and sustainability dimensions of recent advances in mathematics education and science education will be considered. Opportunities to explore commonalities and intersections between mathematics education and science education as well as recent advances unique to either mathematics education or science education will be provided.

EDUB 7494 Processes and Practices in Teaching and Learning Science +3
An analysis of science education instructional and learning perspectives encountered in current research and curriculum in this area. Emphasis will be given to current research in science instruction such as (but not exclusive to) argumentation, problem-based and project-based learning, technological design and problem solving, scientific inquiry in the laboratory, assessment and sustainability.

EDUB 7542 Contemporary Approaches to Curriculum Theorizing
+3
An overview of current approaches to curriculum theorizing including decolonial/post-colonial, queer, ecological, aesthetic, and feminist perspectives.

## EDUB 7544 Teacher Professional Development +3

The course explores selected aspects of teacher professional development and critically considers the various contexts, discourses, and approaches of teacher learning and professional development. May not be held with EDUB 7142 or EDUB 7340 when titled "Teacher Professional Development".

EDUB 7546 Curriculum Leadership +3

This course explores the meaning of curriculum leadership, related historic and contemporary curriculum movements, how these inform and relate to social change, and the implications for leadership that promotes democracy and social justice. May not be held with EDUB 7142 when titled "Curriculum Leadership".

EDUB 7548 Critical Perspectives of Identities of Children and Youth
+3
This course will explore historical, reconceptualist and postmodern theories of children and childhood. Students will critically consider the ways in which children and youth have been constructed over time; including the historical, political and epistemological influences and implications of these constructions, and the educational, political and methodological effects of particular constructions of identity.

A course tracing the theoretical lineage of critical theory, including the historical context and reception of authors associated with the Frankfurt School; and an exploration of the ways in which critical theory has changed over time, its application in education and pedagogy, and contemporary education contexts, practices, and theories. May not be held with EDUB 7142 when titled "Critical Theory in Education".

## EDUB 7700 Contemplative, Holistic, and Integrative Education: The Self

This course provides opportunities to study historical and contemporary theories and accompanying practices of self-awareness, self-knowledge, and self-development within and across the fields of contemplative, holistic, and integrative education.

## EDUB 7710 Contemplative, Holistic, and Integrative Education: The Social, Cultural, and Ecological

This course provides opportunities to study how historical and contemporary theories and accompanying practices of contemplative, holistic, and integrative education impact social, cultural, and ecological life.

## EDUB 7720 Approaches to Contemplative, Holistic, and Integrative Curriculum and Pedagogy

This course provides opportunities to study historical and contemporary approaches to curriculum, teaching and learning within and across the fields of contemplative, holistic, and integrative approaches to education.

## EDUB 7730 Being an Educator in Contemplative, Holistic, and Integrative Education +3

This course provides opportunities to study historical and contemporary approaches to being an educator within and across the fields of contemplative, holistic, and integrative approaches to education.

## EDUB 7740 Recent Topics in Research in Contemplative, Holistic, and Integrative Education

 +3This course provides opportunities for advanced studies in contemplative, holistic, and integrative education. The specific topics will vary to reflect changing and emerging priorities, trends, and interests in the field of studies. Students can earn multiple credits for this course only when the topic subtitle is different.

EDUB 7750 Seminar in Studies in Contemplative, Holistic, and Integrative Education
This seminar course provides opportunities to study selected theories in and approaches to contemplative, holistic, and integrative education. The course will provide an overview of and provocations for thinking about contemplative, holistic, and integrative approaches to education through relevant readings, seminar discussions, and inquiry.

## EDUB 7900 Critical Examination of Reconciliation in and through Education

In this course, participants will critically examine the historical, social, cultural, political, and ethical contexts for (re-)conciliation in Canada, and the role that education can and should play in this journey. Participants will engage with a range of theories to understand those contexts, the role of education in (re-)conciliation, and participants' implication in such endeavours. May not be held with EDUB 5220 or EDUB 7142 when titled "Critical Examination of Reconciliation in and through Education".

EDUB 7910 Seminar in Indigenous (First Nations, Métis, Inuit) Education
This seminar course provides opportunities to study different theories in and approaches to Indigenous (First Nations, Métis, Inuit) education.

EDUB 7930 Indigenous (First Nations, Métis and Inuit) Ways of Knowing in/for Curriculum,
Teaching and Learning
This course will examine Indigenous (First Nations/Metis/Inuit) knowledge, heritage, consciousness, and traditions and their use in education. Students will have the opportunity to study traditions, knowledges, practices and other cultural activities, and their potential incorporation into and/or confluence with
curriculum, teaching, and learning. May not be held with EDUB 7142 where the title is "Indigenous Ways of Knowing in/for Curriculum, Teaching and Learning".

## EDUB 7950 Indigenous Storytelling, Narrative and Storywork as Pedagogy

An exploration of Indigenous (First Nations, Metis, and Inuit) storytelling, narratives, and storywork in/as Indigenous pedagogy within curriculum, teaching and learning. The relationships between oral and written traditions, and the use of Indigenous literary-texts within a range of topic areas will be reviewed. May not be held with EDUB 7142 where the title is "Indigenous Storytelling, Narrative and Storywork as Pedagogy".

NET CREDIT HOUR CHANGE 0

## Recommendations

Faculty Council of Graduate Studies recommends THAT the proposal from the unit listed below be approved by Senate:

Dept. of Curriculum, Teaching \& Learning

Respectfully submitted,
Dr. Kelley J. Main, Chair
Faculty Council of Graduate Studies
/ak

Comments of the Senate Executive Committee:
The Senate Executive Committee Endorses the Report to Senate.

Associate Dean - Graduate Programs \& Research (ADGR)
203 Education Building
Winnipeg MB Canada R3T 2N2
Email adgr.education@umanitoba.ca

## Memo

DATE: March 31, 2023
TO: Dr. Kelley Main (Acting Dean, Faculty of Graduate Studies) \& Chair of FGS Faculty Council

CC: Dr. Charlotte Enns (Acting Dean, Faculty of Education)
Dr. Greg Smith (Vice-President, Academic)
Dr. Lilian Pozzer (Acting Department Head, Curriculum, Teaching and Learning)
RE: Proposed Revisions to the M.Ed. Concentrations in Curriculum, Teaching, and Learning (CTL)

This memo is being provided to FGS Faculty Council to provide context and a response to the External Review Report for the 2023 Academic Program Review. In their report, the external reviewers made a recommendation that the Faculty of Education "pause" the proceedings to approve the revised Concentrations in the Department of Curriculum, Teaching and Learning. Specifically, the External Reviewers stated, "We suggest that the recent application to delete three concentrations and replace with five within the CTL department was premature and may actually contribute to further division. We suggest that this application be paused until the Faculty has the opportunity for whole faculty discussion and planning as proposed in the 2022-2023 Strategic Plan" (p. 20)

The Reviewers' recommendation appears to be based on some misinterpretations of information which this memo aims to clarify. Specifically, the CTL program revision aims to add five concentrations which will replace the current 12 specializations within the concentration called Studies in CTL.

## BACKGROUND:

The Faculty of Education hosts two departments, each of which offers a number of Master's concentrations organized as follows:

| $\begin{aligned} & \overline{\widetilde{0}} \\ & \text { I } \\ & \text { I } \\ & \stackrel{0}{0} \end{aligned}$ | Department of Educational <br> Administration, <br> Foundations and <br> Psychology (EAFP) | Department of Curriculum, Teaching and Learning (CTL) <br> CURRENT: | Department of Curriculum, Teaching and Learning (CTL) PROPOSED: |
| :---: | :---: | :---: | :---: |
|  | 1) Educational administration <br> 2) Inclusive education <br> 3) Counselling and psychology <br> 4) Adult \& post-secondary education <br> 5) Cross-cultural, sociological and philosophical foundations in education | 1) Second Language Education <br> 2) Language and Literacy <br> 3) Studies in CTL <br> *with 12 specializations: <br> Teacher Professional Learning and Development; <br> First Nations/Metis/Inuit Education; Contemplative Studies in Education; <br> Curriculum Studies; Arts Education (Visual Art, Drama and Music); <br> Educational Technology; Language and Literacy Curriculum; Mathematics Education; Physical Education/Health; Science Education; Second Language Education; Social Studies Education | 1) Second Language Educatio <br> 2) Language and Literacy <br> 3) $\mathrm{ACE} \mid$ Arts, Community, and Education; <br> 4) Critical Perspectives in Curriculum, Teaching and Pedagogy; <br> 5) Indigenous (First Nations/Métis/Inuit) Perspectives in Curriculum, Teaching and Learning <br> 6) Studies in Mathematics Education and Science Education; <br> 7) Studies in Contemplative, Holistic, and Integrative Education |

The proposed revision of the CTL Master's program will discontinue only the Studies in CTL concentration, not all three current concentrations (as erroneously stated in the reviewers' recommendation). The proposed revision will discontinue the current Studies in CTL concentration and its twelve specializations and replace it with five clustered and streamlined concentrations.

This proposal was carefully developed through an extensive and lengthy collaborative, department-wide process that included professors and instructors from the department, and was approved, in accordance with the governance processes and structures of the Faculty of Education ${ }^{1}$.

Proposed Concentration Development Process - In the first phase, a collaborative, internal CTL M.Ed. program review process began in the Fall of 2020, after numerous consultations with faculty members. The initial process was led by a cross-concentration working group of seven faculty members representing all three MEd concentrations, from various professorial ranks. It was chaired by the CTL Department Head. This cross-concentration working group developed a series of department-wide strategic planning sessions. The Department Head also hired an external facilitator who led a departmental retreat and four subsequent 2-hour planning sessions in which a
vision for the department was drafted and the revisioning of the M.Ed. programs was initiated. These meetings were well attended and highly collaborative.. Department members had an opportunity to speak in small groups and large group conversational formats.

In the second phase, department members associated with the Studies in CTL concentration continued to meet to develop the new concentrations, taking into close consideration the vision drafted during the previous revisioning meetings. Collaboratively, the five new concentrations were delineated, and faculty members organized themselves into respective concentrations, with some faculty participating in more than one concentration subgroup. The "leads" for each of the new concentrations met regularly during this time as well. While revision of the CTL Master's program was the primary goal, the process fostered substantial community- and capacity-building among department members, including providing recently hired faculty members the opportunity to take leadership roles. This was a unifying, collaborative, and highly collegial process. Overall, the process has entailed over three years of intensive intellectual, curricular, pedagogical, and relational work involving over 15 faculty members in the CTL Department and countless hours of negotiations and deliberations. Throughout the process, the Associate Dean Graduate \& Research and the Department Head consulted with University policy to ensure change processes were followed and documents were prepared appropriately.

## BENEFITS OF PROPOSED CONCENTRATIONS TO STUDENTS AND FACULTY:

1) More streamlined and consistent course rotation/offerings at the $\mathbf{7 0 0 0}$ level: Having 12 specializations, with limited course offerings meant that there was not a cogent program of study in any of the 12 specializations. Offering five M.Ed. concentrations instead of 12 specializations allows us to create a more consistent rotation of course offerings within the number of courses allocated to the department. This streamlined organization allows for a predetermined rotation, greater certainty in students' programs, improved timeliness of completion, and less reliance on Student Initiated Courses (SIC) taught be faculty.

Moreover, the specific concentrations will now appear on students' transcripts, which more accurately reflects students' mastery in an area of study, rather than the overarching "Master's in Curriculum, Teaching and Learning" which is what is currently noted. This more specific designation on student transcripts will be helpful for graduates seeking particular employment opportunities.
2) More equitable distribution of resources in the department: The 12 specializations within Studies in CTL no longer reflect current faculty's expertise and interests, and in fact, some of these specializations have been closed to admissions over the past few years (e.g., Educational Technology and Physical Education/Health) or repeat areas in our other concentrations (e.g., Second Language Education). The existing situation has created inequities in the department. Since a limited number of graduate courses could be offered, with 12 specializations in some years no students could be admitted in some areas. This has resulted in some faculty members having fewer opportunities than their colleagues to teach graduate courses. Moreover, the CTL concentration had a large group of faculty members ( 15 members in one concentration as opposed to 3 to 5 in other two MEd concentrations in the department) and were expected to make collective decisions regarding MEd admissions and graduate course offerings under the fragmented Studies in CTL umbrella.

The proposed structure of the Master of Education programs in CTL will resolve these issues by creating a more cohesive program of studies, where all members of the department of CTL have more equitable opportunity to teach graduate courses and to advise graduate students. The collaboratively designed and streamlined concentrations reflect the expertise of faculty, emerging areas of study, and align with the collective vision of the department (which emerged from the revisioning process), while still allowing for cross-concentration and interdisciplinary collaborations. For example, some faculty members will contribute to more than one concentration as part of their teaching; and the proposed new concentrations have provisions to allow students to register for 5000-level electives and 7000-level courses within both the CTL department and the EAFP department. Furthermore, replacing 12 areas of specialization with five concentrations more equitably distributes course allocations as well as teaching and advising capacity in the department.
3) Improved visibility and information about our programs: Prospective students searching for information about the MEd programs in the department must navigate through 12 specializations in the Studies in CTL concentration, with inconsistent course offerings, making it more difficult to understand the Studies in CTL "focus" and find their area of interest in our faculty and university materials (e.g., the Academic Calendar and the department website). Moreover, the number of domestic applications to Studies in CTL has drastically dropped in recent years.

The proposed revision will make overt to students the different concentrations that can be chosen upon admission, allowing for better enrollment management, identifiability of advisors, course rotations, and cohesion of programming.
4) Programs that are more reflective of and responsive to the field: The vagueness of the current Studies in CTL, on one hand, and the over-compartmentalization of the 12 specializations within it, on the other hand, has resulted in a program that no longer reflects the needs and directions of the educational field of scholarship and practice. The proposed five concentrations reflect the structures of other M.Ed. programs across Canada, which are organized by curriculum focus (e.g., Mathematics Education and Science Education). In addition, the concentration in Indigenous (First Nations, Métis, Inuit) Perspectives in Curriculum, Teaching and Learning is only the third Indigenous-focused Masters on campus (in addition to the M.A. Indigenous Studies and the Master of Social Work-Indigenous Knowledges) and is reflective of a growing and necessary trend across Canadian faculties of education to create programs specific to Indigenous knowledge and perspectives, as well as of our Faculty's and University's efforts to enhance Indigenous programs, increase Indigenous student enrollment, and improve overall students' experiences. The concentration in Studies in Contemplative, Holistic, and Integrative Education is on the cutting edge of teaching and research in the field and is unique in the country and a rare offering internationally. The Arts, Community and Education concentration emphasizes arts-based methodologies as opportunities for social justice engagement and action with and in the community, creating spaces for interdisciplinary academic work and scholarship. The Studies in Mathematics Education and Science Education concentration reflects the global concerns with STEM education and the need to teach these subjects in an integrated manner that is keenly aware of and focused on eco-social justice and sustainable practices. Finally, the Critical Perspectives in Curriculum, Teaching and Pedagogy concentration provides revised and refreshed coursework reflective of current curriculum theorizing.

It is for these reasons that I would like to proceed with the proposed revision to the CTL concentrations as presented and previously approved.
${ }^{1}$ Faculty of Education and Faculty of Graduate Studies Approvals to date:
a) CTL Department Council: September 12, 2023
b) Faculty of Education, Graduate Programs Committee (comprised of faculty members from across both departments): September 12, 2022
c) Faculty of Education Faculty Council (comprised of all faculty members): September 26, 2022
d) Faculty of Graduate Studies, Programs Committee: December 1, 2022
e) Faculty of Graduate Studies, Executive Committee: January 25, 2023

April 2, 2023

To the Faculty of Education, members of the Faculty of Graduate Studies, and all other levels of University Administration:

On behalf of the majority of the Department of Indigenous Studies and our faculty members, please accept this letter as our response to the Faculty of Education's proposed concentration in Indigenous (First Nations/Métis/Inuit) Perspectives in Curriculum, Teaching and Learning as part of their M.Ed. program.

We realize this letter comes late in the process for this important program; however we were only made aware of its curricular tenets late in the process so we write this letter in the spirit of collegiality and supporting responsible and ethical Indigenous scholarship on campus. In initiating this communication, we have also learned that presently FGS does not require Indigenous-specific programs to officially communicate with other Indigenous-specific units and file a request for support at the graduate level. While this hopefully will change in the future (the office of VP Indigenous has been in touch with the Dean of Faculty of Graduate studies and has asked for a change in this process), our department feels it is imperative that other units work with the Department of Indigenous Studies to realize the full potential of activating shared areas of research and teaching. As many new Indigenous content and Indigenous scholars are excitingly moving into faculties that have previously not included Indigenous knowledge systems, we believe relationality and collegial partnership is not only an Indigenous value but a "best practice" when working with Indigenous knowledge.

Since 1975 we have been an institutional home and refuge for the establishment and proliferation of Indigenous knowledge systems at the University of Manitoba. Since then, we have developed a graduate program and many of our Indigenous Studies graduates have now gone on to teach in various disciplines, both inside and outside of Indigenous Studies, and, importantly, in Faculties of Education across the country. That is, the disciplinary knowledges that have been produced out of Indigenous Studies units, globally, have come to inform Educational fields of knowledge production and - among many - Indigenous Education has become an area of specialization. Cross-disciplinary engagement has been a place for growth and collaboration as we all move forward towards goals of re-educating the university and the broader society that we live in about Indigenous sovereignty, decolonization, and reconciliation.

In the past, units have consulted us to collaborate. The Department of History shares numerous cross-listed courses, as does the Department of Women's and Gender Studies. At the same time, with the present wave of Indigenization that sweeps the University campus, some
colleagues in Indigenous Studies have been asked to share syllabi so that faculty in other units might teach courses similarly and with a great deal of curricular overlap.
A concern in Indigenous Studies across the country and at the University of Manitoba has been that Indigenous knowledge is being offered in other disciplines without the participation and breadth of scholarship specializing in Indigenous Studies. This sometimes results in students learning fragments of Indigenous knowledges but not in the primary area on campus where Indigenous knowledge centres research, teaching, and service. This is one of many reasons why it is of paramount importance that the Department of Indigenous Studies participate in the creation of Indigenous-centred course development and even delivery-like the training provided in the Summer Institute on Literacy in Indigenous Content.

We want to be clear that we support and benefit from the continued proliferation and infusion of Indigenous knowledges and scholars in to extant fields and disciplines; however, we also have concerns with the duplication of pedagogy in these spaces and the overall colonial restructuring of Indigenous knowledges that can occur when there does not exist a critical mass of scholars trained in Indigenous Studies whose expertise considers not just the pedagogical consumption of Indigenous knowledges, but their very production and associated effects.

There have been several excellent suggestions in our departmental discussions for sharing syllabi, collegial knowledge production, and pedagogical sharing surrounding Indigenous knowledge and we are happy to share these with colleagues who are proposing the stream in question in Education. We can provide the detailed concerns department members have brought up during our conversations if it would be helpful for Education's internal process. But, in short order, two faculty members have highlighted substantial duplication of two separate courses in our department (INDG 2140 and INDG 2430) down to assigned readings, course topics, and pedagogy. Another faculty member has also noted that EDUB 7930 is a substantial duplication of an existing course in our department, INDG 4230, which Education students often enrol in. While our courses are not graduate courses, we do think it is cause for concern that our undergraduate courses do similar things to graduate courses meant to engage Indigenous knowledges.

The general feeling is that both of the courses below show so much overlap with two of our department's courses that any student who enrols in both may feel they are experiencing the same course. Therefore, our department proposes that these courses, if they are to be approved, include course title changes. EDUB 7xxx: Indigenous Knowing \& Curriculum (we propose this course be titled: "Knowing and Curriculum in Indigenous Education"):

- Significantly duplicates INDG 4230: Traditional Knowledge and Indigenous Studies Research
- Significantly duplicates INDG 7230: Methodology and Research Issues in Indigenous Studies
- EDUB 7xxx: Indigenous Ed. Storytelling \& Pedagogy (we propose this course be titled: "Storytelling \& Pedagogy in Indigenous Education"):
- Significantly duplicates INDG 2140: Indigenous Literatures in Canada

We had considered whether these courses should be listed as "mutually exclusive" to ones in our department (meaning students can take either one or the other, but not receive credit for both courses), however, we ultimately feel that this will just result in negative consequences for students who either do their undergraduate degrees in Indigenous Studies before going on to an M.Ed, or M.Ed students who wish to take courses in our department as electives. Of course, given this, it might prompt discussions in Education, and at FGS more broadly, whether two courses that significantly duplicate existing courses on campus are necessary, and whether this would negatively impact Education students who may be wanting to take elective credits in Indigenous Studies. We often have students from Education enrolled in our INDG 4230 and INDG 7230 methodology course.

We support the introduction of the Faculty of Education's proposed concentration in Indigenous (First Nations/Métis/Inuit) Perspectives in Curriculum, Teaching and Learning as part of their M.Ed. program with the requested changes noted above. We look forward to ongoing discussions, changes to future consultation processes, and cross-disciplinary engagement and program building.

Sincerely and gn behalf of members of the Department,


Niigaan Sinclair
Professor \& Acting Head, Department of Indigenous Studies, University of Manitoba

Associate Dean - Graduate Programs \& Research (ADGR)<br>203 Education Building<br>Winnipeg MB Canada R3T 2N2<br>Email adgr.education@umanitoba.ca

## Memo

DATE: April 5, 2023
TO: Dr. Kelley Main (Acting Dean, Faculty of Graduate Studies) \& Chair of FGS Faculty Council

FROM: Dr. Melanie Janzen (Associate Dean, Graduate Programs and Research) \& Dr. Frank Deer (Associate Dean, Indigenous Education)

CC: Dr. Niigaan Sinclair (Acting Department Head, Indigenous Studies) \& Dr. David Parent (Graduate Chair, Indigenous Studies)

RE: Consultation on the Proposed Course in Curriculum, Teaching, and Learning (CTL)

This memo is in response to the outcome of the consultation with Indigenous Studies regarding the courses being proposed by the Department of Curriculum, Teaching and Learning (CTL) which are included in the proposed MEd concentration in Indigenous (First Nations/Métis/Inuit) Perspectives in Curriculum, Teaching and Learning.

## BACKGROUND:

The Department of Curriculum, Teaching and Learning has proposed a new concentration in Indigenous (First Nations/Métis/Inuit) Perspectives in Curriculum, Teaching and Learning. If approved, this concentration would be one of only three other Indigenous-focused Master programs at the UM (the two others being, Master of Arts in Indigenous Studies and Master of Social Work in Indigenous Knowledges). The proposed concentration was developed in response to ever-increasing demand from educators and educational leaders in Manitoba; the UM's strategic prioritization of Indigenous students and programs; and the Faculty's Reconciliation Action Plan and our commitment to the development of programs for teachers that reflect Indigenous education in curriculum, teaching and pedagogical approaches.

The Indigenous faculty who developed this concentration and the courses within it have an expertise in Indigenous education specifically as it relates to curriculum, teaching and pedagogy and within kindergarten to grade 12 educational settings. The concentration and courses were also reviewed by our Faculty's Indigenous Advisory Council, comprised of members from Manitoba's Indigenous education community, including: Frank Deer (Associate Dean, Indigenous Education), Amy Farrell (Associate Professor, Indigenous Education, Curriculum, Teaching and Learning), Lucy Fowler (Associate Professor, Indigenous Education, Educational Administration, Foundations, and Psychology), Helen Robinson-Settee (Director, Indigenous Inclusive Directorate of Manitoba Education), Sean Oliver (Indigenous Education Consultant, Louis Riel School

Division), Amy Carpenter (Indigenous PhD Student Representative), and Emily Antonio (Indigenous Undergraduate Student Representative). The concentration and its courses were approved as per the faculties of Education and Graduate Studies governance structures. ${ }^{1}$

## CONSULTATION AND RESPONSE:

We are grateful to the Department of Indigenous Studies for their time and interest in our Faculty's programs and courses and appreciate their general support of the Faculty's proposed concentration in Indigenous (First Nations/Métis/Inuit) Perspectives in Curriculum, Teaching and Learning. We also appreciate their comments about consultation processes. Their feedback focused on the readings in two courses in particular:

- EDUB 7930 Indigenous (First Nations/Metis/Inuit) Ways of Knowing in/for Curriculum, Teaching and Learning
- EDUB 7950 Indigenous Storytelling, Narrative and Storywork as Pedagogy

The concerns raised about the proposed courses were about the potential content overlap with existing undergraduate courses in the Department of Indigenous Studies. Although there are similar assigned readings between the courses proposed by our Faculty and the existing courses being offered in Indigenous Studies, there are two key differences between these courses:

1) The courses in the Faculty of Education enlist understandings of Indigenous knowledge and perspectives (as represented in the readings) with the aim of engaging such knowledge(s) with curriculum (including curriculum theorizing and curriculum development) and how these inform pedagogy (i.e., how these notions are enlivened in classrooms, with students, and in particular contexts). In other words, our Faculty's focus is teaching how Indigenous knowledges and perspectives are (and can be) taken up in existing curriculum, how classroom curriculum might be reimagined, and how Indigenous knowledges and perspectives inform teaching practices and pedagogical approaches. Additionally, the pedagogical approaches used by the Indigenous faculty who teach these courses represent an important dimension of the teaching and learning experience, including how educational practices might enlist Indigenous knowledges and perspectives.
2) Although the readings may be similar in the proposed graduate courses to existing undergraduate courses, the graduate level expectations for students are higher and more particular, including depth of classroom discussion fostered in a seminar setting; student expectations for articulating and extending understandings; quality and complexity of understanding as evidenced in course assignments; and application of readings, lectures and classroom discussions to particular educational contexts. The graduate students in these courses have Bachelor of Education degrees and have been practicing teachers for at least two years (as per our admission requirements), meaning they are often educational leaders, curriculum developers, and educational consultants who are seeking particular understandings of how to apply Indigenous knowledges and perspectives in their particular settings. If our students have encountered similar readings in an undergraduate degree, engaging with these readings again in their graduate work will be a different experience because the expectations include high levels of intellectual and practical engagements with the readings, with other graduate students, in light of other educational theories, and within particular educational context.

In short, the Faculty of Education's proposed graduate courses are focused on Indigenous perspectives in/for educational contexts and for graduate students who work in those contexts. Therefore, it is our contention that although there is some overlap in the course readings the differing purposes, levels, programs, and student contexts will result in a different experience for students.
${ }^{1}$ Faculty of Education and Faculty of Graduate Studies Approvals to date:

- CTL Department Council - September 12, 2022
- Graduate Programs Committee - September 26, 2022
- Education Faculty Council - September 26, 2022
- Faculty of Graduate Studies, Programs Committee - December 5, 2022
- Faculty of Graduate Studies, Executive Committee - January 25, 2023


## SECTION 6: General Regulations: Master's

### 6.1 General

Although general regulations apply to all students, individual departments/units may have additional regulations that supplement these general regulations. All such supplementary regulations must be approved (as specified by the By-Laws of the Faculty of Graduate Studies), be published and available to students (please refer to the following link), and be kept on record in the Faculty of Graduate Studies. All students should consult department/unit supplementary regulations for specific details regarding admission, program requirements, progression, and completion.

Individual departments/units may offer Master's programs by one or more of the following:

- Thesis/practicum-based;
- Course-based;
- Comprehensive Exam;
- Project;
- Major research paper.


### 6.2 Admission

Students who are eligible to be considered for direct admission to a program of study leading to the Master's degree include:

- Graduates of four (4)-year undergraduate degree programs (or equivalent as deemed by the Faculty of Graduate Studies) from:
- Canadian institutions empowered by law to grant degrees; or
- Colleges and universities outside Canada which are officially recognized by the Faculty of Graduate Studies.
- Graduates from first-cycle Bologna compliant degrees.
- Students who have completed a Pre-Master's program from:
- The University of Manitoba (see General Regulations - Pre-Master's); or
- Canadian institutions empowered by law to grant degrees; or
- Colleges and universities outside Canada which are officially recognized by The Faculty of Graduate Studies.

All students applying for a Master's degree program must have attained a minimum GPA of 3.0 (or equivalent) in the last two (2) years of full-time university study (60 credit hours). This includes those applying for direct admission and those entering from a Pre-Master's program. Students who meet the minimum requirements for admission to the Faculty of Graduate Studies are not guaranteed admission.
Note: This is the minimum requirement of the Faculty of Graduate Studies and departments/units may have higher standards and additional criteria.

## Applicants must possess:

- For specializationsthe concentrations: Language and Literacy, and Studies in Curriculum Teaching and Learning, Critical Perspectives in Curriculum, Teaching and Pedagogy, Indigenous (First Nations/Métis/Inuit Pespectives in Curriculum, Teaching and Learning: a four-year Bachelor of Education degree, or a two-year After Degree Bachelor of Education, or a three-year undergraduate degree which includes teacher training, plus a Post-Baccalaureate Diploma in Education (PBDE) with a minimum of 18 credit hours at the 5000 level.
- For the concentrations Second Language Education, ACE Arts, Community, and Education, Studies in Mathematics Education and Science Education, and Studies in Contemplative, Holistic, and Integrative Education : specialization, an acceptable fouryear equivalent undergraduate degree from an academic institution recognized by the Faculty of Graduate Studies, or a three-year undergraduate degree, plus a a Post-Baccalaureate Diploma in Education (PBDE) which includes at least 18 credit hours at the 5000 level.
- A grade point average of 3.0 or better in the last 60 credit hours of university coursework;
- Normally two years of relevant work experience.
- Appropriate academic and/or professional background for the program area and concentration.
- Applicants may be required to take additional courses within their programs to enhance relevant professional and/or academic experience.

| 1 | Individuals who graduate from the Certificate in Adult and Continuing Education (CACE), from the University of Manitoba, must complete the following courses: <br> - EDUA 1560 Adult Learning and Development (3 credit hours) <br> - EDUA 1570 Foundations of Adult Education (3 credit hours) <br> - EDUA 1580 Program Planning in Adult Education (3 credit hours) <br> - EDUA 1590 Facilitating Adult Education (3 credit hours); and <br> - an additional 100 credit hours of elective credit through courses, seminars, and workshops. <br> The Faculty of Graduate Studies recognizes a complete CACE program as 15 credit hours towards the admission requirements for the M.Ed.; that is, giving 12 credit hours for the four core courses completed with a grade of ' B ' or better and 3 credit hours (non-assessable) for the 100 hours of elective study. <br> Individuals with a three-year undergraduate degree and the four courses listed above must complete an additional 12 credit hours of senior level courses (i.e.: 5000 level - Post-Baccalaureate Diploma in Education (PBDE) courses, 1000 or 2000 level B.Ed. courses, or courses at the 3000 level or above in other faculties) to have the 24 credit hours that are the minimal requirements for satisfying the "honours degree or equivalent" admission requirement. Those with the completed CACE would require an additional 9 credit hours of senior level courses. <br> Admission committees are comprised of faculty members representing program specializationsconcentrations. The Department Head in consultation with admission committees reviews applications and makes recommendations to the Faculty of Graduate Studies for admission. |
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| 6.3 Program Requirements <br> In general, students must complete one of the programs of study described below for the Master's degree. However, the program of study is determined by the department/unit and may follow the department/unit's supplementary regulations. Some programs are subject to an external accrediting body. In such programs, the credit hours and course requirements shall reflect the requirements of the department/unit's external accrediting body. Students should refer to department/unit supplementary regulations. <br> Any single course cannot be used for credit toward more than one degree. |  |
| 6.3.1 Thesis/Practicum Route <br> A minimum of twelve (12) credit hours of coursework, unless otherwise stated in the department/unit's supplementary regulations, plus a thesis or practicum is required. The minimum must include at least six (6) credit hours at the 7000-level or above, with the balance of the coursework at the 3000-level or above. A maximum of twenty-four (24) | Note: The number of credit hours required in the M.Ed. Program (Thesis Route) differ from that required by Faculty of Graduate Studies. <br> The Coursework and Thesis Route |

credit hours of coursework is allowed unless the department/unit's supplementary regulations indicate otherwise. The student must complete the thesis/practicum at The University of Manitoba.

## (Thesis-Based)

Typically students complete a set of core courses, research courses, and some courses that along with the thesis constitute a concentration. In the event that one or more core courses are not available by way of course cancellation, enrolment capacity, or timetabling before a student is expected to finish their program, the student may complete one or more comparable 3 credit hour courses with permission of their advisor and the Department Head. Permission must be obtained before beginning the course(s). The Department will notify the Faculty of Graduate Studies when core course substitutions are made in a student's program.

## Coursework

All programs consist of a minimum of 18 credit hours of coursework. At least 12 credit hours must be at the 7000 level or equivalent. The remaining 6 credit hours may be at the 5000 level or above in the Faculty of Education, and/or at the 3000 level or above in other Faculties.

## Required Research Courses (6 credit hours) <br> EDUA 7830 Engaging with Educational Research5800 Introduction to Educationat

 Research (3 credit hours), or its equivalent, is a requirement of all M.Ed. programs in the Faculty of Education. In addition, thesis-based students must take 3 credit hours of research methods at the 7000 level in Education. In special circumstances research courses at the 3000 level or above in other Faculties may be approved as an appropriate alternative to this requirement.
## Specific Course Requirements

In addition to the two 3 credit hour research courses, specific course requirements for each program area/ specializationconcentration are as follows:

## ACE Arts, Community and Education

 ConcentrationCore Courses (6 credit hours):

- EDUB 7030 The Arts in Education (3)
- EDUB 7570 Contemporary Perspectives and Practices in Arts Education (3)

Concentration Courses (6 credit hours):
Students select a total of 6-credit hours of coursework at the 7000-level deemed to be relevant to the concentration as determined and approved by the advisor and the Department head.

## Critical Perspectives in Curriculum, Teaching

 and Pedagogy Concentration

EDUB 7950 Indigenous Storytelling,

- Narrative and Storywork as Pedagogy (3)
Any 7000-level course offered in the
Department of Curriculum, Teaching, and
Learning deemed to be relevant to the
concentration as determined and
approved by the advisor and the
Department head.
Studies in Contemplative, Holistic, and Integrative Education Concentration

Core Courses (12 credit hours): In consultation with their advisor, students select a total of 12 credit hours of coursework from the following list:

- EDUB 7700 Contemplative, Holistic, and Integrative Education: The Self (3)
- EDUB 7710 Contemplative, Holistic, and Integrative Education: The Social, Cultural, and Ecological (3)
- EDUB 7720 Approaches to

Contemplative, Holistic, and Integrative Curriculum and Pedagogy (3)

- EDUB 7730 Being an Educator in Contemplative, Holistic, and Integrative Education (3)
- EDUB 7740 Recent Topics in Research in Contemplative, Holistic, and Integrative Education (3)


## Studies in Curriculum, Teaching and Learning Concentration

Studies in CTL General Core Courses (6 credit hours):
From the list below, students select a total of 6 credit hours of 7000 level coursework in consultation with their advisor.

- EDUB 7142 Special Topics in Curriculum Teaching and Learning (3-credit hours) in general curriculum.
- EDUB 7330 Inquiry in Curriculum and Instruction (3-credits)
- EDUB 7420 Study of Teaching (3-credit hours)
- EDUB 7550 Historical \& Contemporary Approaches to Curriculum (3-credit hours)
- EDUB 7560 Theory \& Practice of Curriculum Design and Development (3 credit hours)

Concentration: (6 credit hours)
Students select a total of 6 credit hours of 7000 level coursework or a combination of 3 credit hours of 7000 level and 3 credit hours of 5000 level


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| 6.3.2 Course-based, Major Research Paper, Project or Comprehensive <br> Examination Route |

A minimum of twenty-four (24) credit hours of coursework is required. If the student is in the comprehensive examination route, a comprehensive examination(s) is required. The minimum must include at least eighteen (18) credit hours at the 7000-level or above with the balance of the coursework at the 3000 -level or above. A maximum of fortyeight (48) credit hours of coursework is allowed unless a department/unit's supplementary regulations indicate otherwise. Refer to unit supplementary regulations concerning specific regulations on coursework, major research paper, project and/or comprehensive examination requirements.
*Advisors may decide that EDUB 5580 is a necessary component for the programs of students who have minimal second/foreign language teaching experience or for other reasons. This course will be added to a student's program as an auxiliary course above and beyond the minimum 18 credit hours.

Note: The number of credit hours required in the M.Ed. Program (CourseBased/Comprehensive Route) differs from that required by Faculty of Graduate Studies.

## Coursework and Comprehensive Examination

 Route (Course-Based)Typically students complete a set of core courses, a research course, and a set of concentration courses in this program route. The culminating activity is a comprehensive exam which can take a variety of forms.

In the event that one or more core courses are not available by way of course cancellation, enrolment capacity, or timetabling before a student is expected to finish their program, the student may complete one or more comparable 3 credit hour courses with the permission of their advisor and the Department Head. Permission must be obtained before beginning the course(s). The Department will notify the Faculty of Graduate Studies when core course substitutions are made in a student's program.

## Coursework

The course-based route to the M.Ed. in the Department of Curriculum, Teaching and Learning involves a minimum of 30 credit hours of approved courses. At least 18 credit hours must be at the 7000 level; the remaining 12 credits may be at the 5000 level or above in the Faculty of Education and/or at the 3000 level or above in other Faculties.

## Required Research Course

EDUA 7830 Engaging with Educational Research5800 Introduction to Educational Research (3-credit hours) or its equivalent, is a requirement of all M.Ed. programs in the Department.

In addition, all students must complete 9 credit hours of core courses and 18 credit hours of concentration.

## The Capstone Course Option

Course-based route students have the option of including a capstone course [EDUB 7540 Final Seminar in Curriculum, Teaching and Learning (3 credit hours)] as part of their 30 credit hours of required coursework. Normally, the capstone



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Regardless of the number of courses approved for which advance credit is granted, all students are required to pay all applicable program fees (i.e., program fees will not be pro-rated according to advance credit granted).

### 6.3.5 Transfer Credit

Courses within a program of study may be taken elsewhere and transferred for credit at The University of Manitoba. All such courses:

- must be approved for transfer to the program of study by the department/unit and the Faculty of Graduate Studies before the student may register for them;
- are considered on an individual basis;
- cannot be used for credit towards another degree;
- may not exceed $50 \%$ of the minimum credit hours of coursework required of the student's graduate program at The University of Manitoba.

Permission is granted in the form of a Letter of Permission which may be obtained by making an application to the Registrar's Office; an official transcript and course equivalency must be provided.

### 6.3.6 Time in Program

The minimum time for students in the Master's program is equivalent to two (2) terms ( 8 months). Completion of most programs requires more than this and students should check department/unit supplementary regulations regarding specific requirements.

The maximum time allowed for the completion of the Master's degree is four (4) years for students declared as full-time and six (6) years for students declared as part-time (see Student Status/Categories of Students for information on calculating maximum time for students). Individual departments/units and/or programs may have specified minimum and maximum time limits.

Requests for extensions of time to complete the degree will be considered on an individual basis and must be submitted to the Dean of the Faculty of Graduate Studies using the "Time Extension Request" form at least three (3), but no more than four (4), months prior to expiration of the respective maximum time limit.

A student who has not completed the degree requirements within the time limit or within the time limit of the extension will be Required to Withdraw from the Faculty of Graduate Studies and the notation on the student record will be "Required to Withdraw".

### 6.4 Student's Advisor and Co-Advisor

### 6.4.1 Student's Advisor

Each student should have an advisor upon entry into the program, and must have one assigned no later than one (1) term following initial registration. Advisors are required for thesis/practicum routes, but not usually course-based routes or some comprehensive exam routes. In department/units where the choice of thesis/practicum tolpic and thesis/practicum advisor are postponed after a student's entry into the program, the Department/Unit Head, within one (1) term, shall appoint a faculty member to advise the student in the interim period before the regular advisor is assigned or chosen. Students must have an advisor through to the end of their program in programs requiring an advisor.

The advisor is responsible for supervising the student's graduate program. The advisor is the student's first point of contact at the University of Manitoba and must be familiar with the general policies and regulations of the Faculty of Graduate Studies as well as the specific supplementary regulations of their academic department/unit. In this capacity, the advisor assists the student in planning the graduate program and ensures that the student is aware of all graduate program requirements, degree

The Program Advisor: All Master's students in either Thesis or Comprehensive Route are assigned a Program Advisor on admission into the program. While new students will be asked about their preference for an advisor, the actual appointment will be made by the Department Head in consultation with professors within the program specializationconcentration and individual faculty members requested by the student. The Program Advisor's role is to guide the student through his or her program. This includes:

- assisting students in the initial months of their program with their academic questions;
- assisting them with deciding between the thesis-based and course-based routes;
- drawing up a program of study prior to beginning coursework that meets program requirements and is approved by the
completing the exam. The comprehensive exam is normally completed during the term following the term in which the student's coursework has been completed. However, in consultation with their Advisor, students may register for the comprehensive examination in the same term that they are completing their coursework.


## Comprehensive Examining Committee

The Comprehensive Examining Committee will at a minimum consist of the advisor and one other member of the Faculty of Graduate Studies familiar with the student's program specializationconcentration. The maximum size of the committee will be three members. A threemember committee may include a member from another unit at the university or a colleague from the field familiar with the student's program specializationconcentration. The third member must be willing to serve and deemed qualified for the assignment by the Department Head and Advisor. At least two examiners must be members of the Faculty of Graduate Studies.

## Final Approval of the Written Component of the Comprehensive Examination

Each member of the Comprehensive Examining Committee will read/review the exam independently, and normally within three weeks of receiving the exam, provide written feedback, and recommend a Pass or Fail grade. Examiners may agree to a grade of "Pass Subject to Minor Modifications". In this situation a student will be allowed a maximum of two weeks to make the minor changes specified by the examiners and resubmit the revisions - this will not constitute a rewrite. On all committees a Pass grade must be agreed upon by all members of the committee. In the case of a failing grade, the student will be given the opportunity to take the comprehensive examination a second time, in which case a second culminating project will be negotiated. Any student who fails the comprehensive examination twice will be required to withdraw from the Faculty of Graduate Studies.

The Oral Presentation of the Comprehensive Examination
At the discretion of the Examining Committee, the comprehensive examination process may involve an oral component. Where it is a part of the assessment process, the oral component consists of a 20 minute summary presentation of the work by the candidate, followed by a 30 minute questiondiscussion period with the examiners. The examiners will take into account the student's presentation in their final assessments. The student will be asked to leave the room while the

## Preamble

1. The Faculty of Graduate Studies (FGS) has responsibility for all matters relating to the submission of graduate course, curriculum, program, supplementary regulation and regulation changes.
Recommendations for such are submitted by the Faculty Council of Graduate Studies for the approval of Senate.
2. The Faculty Council of Graduate Studies met on the above date to consider proposals from the Faculty of Social Work.

## Observations

1. The Faculty of Social Work proposes (1) Course Introduction: SWRK 8200; (10) Course Modifications: SWRK 7710, 7720, 7730, 7740, 7760, 7770, 7780, 7790, 7810, 7820; MSW-IK \& Ph.D. Supplementary Regulation Changes.

Social Work is proposing changes to some current courses offered in the MSW Indigenous Knowledges program and the addition of one additional required course in the Ph.D. One of the MSW-IK changes is to rename SWRK 7810 from "Anti-Colonial Social Work" to "Indigenous Ways of Assessment and Evaluation" and to correctly identify the content that is covered in the course. The second change is to add prerequisites to some of the courses to ensure that students have acquired the necessary content to be successful in subsequent courses if they take longer to complete their degree. SWRK 8200 is being added to the Ph.D. to provide a foundation for the global Indigenization and decolonization focus of the program. Total credit hours in the Ph.D. remains at 24. SWRK 8200 will be a requirement of the 9 CH of specialization-focus coursework. A final change is the suspension of the Ph.D. admission requirement that applicants must have potential advisor secured before they apply to the program.

The Faculty of Social Work Faculty Council approved the introduction of SWRK 8200 at its meeting of May 28, 2021; the MSW-IK changes at its meeting of December 8, 2022; and the Ph.D. admission changes at its meeting of January 27, 2023.

## Course Introduction

## SWRK 8200 Indigenizing and Decolonizing the Global Academy: Social Work Education and Practice

This Seminar will provide a context for understanding the connections between colonization, education and Indigenous peoples around the world. It is designed to engage students in a deeper, critical and fuller discussion and understanding of the world (ontology) and beliefs about knowledge (epistemology), and values (axiology) with regards to Indigenization, colonization and decolonization of the academy of social work.

## Course Modifications

This course will set a foundation for understanding historical perspectives of Indigenous knowledges in relation to social work. Raise awareness of traditional and spiritual; connections to languages, families, communities, nations, and lands to establish an understanding of "relationship" in Indigenous ways of being. Students will be graded on a pass/fail basis. Prerequisite: SWRK 7700 (pass).

## SWRK 7720 Critical Theory and Indigenous Peoples

This course will review critical social theories with primary focus on colonialism and social justice, in relation to social work. Anti-colonialism, anti-oppressive approaches, feminist approaches and other critical perspectives, in relation to Indigenous Peoples, will be examined from Indigenous perspectives. May not hold with SWRK 7600. Mutually Exclusive: SWRK 7600. Prerequisite: SWRK 7700 (pass).

## SWRK 7730 Indigenous Research Methodologies and Knowledge Development

This course will examine research epistemologies and methodologies based in Indigenous ontologies and social experiences in the context of social work research with Indigenous Peoples. The course will present the influences of colonization, Indigenism, and decolonization on knowledge development. Prerequisite: SWRK 7700 (pass).

SWRK 7740 Indigenous Peoples, Identity, and Social Work 3

This course will give students an understanding of how they see themselves and how their relationships at individual, family, clan, community, and nation levels contribute to identity development. It deepens understanding of how people view themselves and react in contemporary contexts. Students will be graded on a pass/fail basis. Prerequisite: SWRK 7700 (pass).

SWRK 7760 Project/Thesis Seminar 1
This course will focus on initiating knowledge development in practice settings. Students will learn to apply Indigenous and critical social work epistemological and methodological concepts by finalizing their project/thesis proposal and beginning their projects. Students will be graded on a pass/fail basis. Prerequisite: SWRK 7730 (C+).

## SWRK 7770 Social Challenges and Indigenous Helping Practices

This course will teach students how Indigenous Elders, traditional teachers and /or medicine people identify, interpret and meet current social challenges. The course looks at how positive identities and relationships are fostered through traditional Indigenous helping practices and how they currently inform social work. Students will be graded on a pass/fail basis. Prerequisite: SWRK 7740 (pass).

## SWRK 7780 Indigenism

This course will focus on Indigenous knowledges shared through group participation in Indigenous helping practices. It looks at how these practices could be supported by social workers in communities and organizations for people facing social challenges. Students will be graded on a pass/fail basis. Prerequisite: SWRK 7770 (pass).

## SWRK 7790 Project/Thesis Seminar 2

This course will continue to guide students on their application/research of Indigenous practice knowledges in their chosen projects/theses and to ensure the student is actively implementing the projects/theses as outlined in their approved proposals. Students will be graded on a pass/fail basis. Prerequisite: SWRK 7760 (pass).

This course will focus on design and participation in community service and research projects. This course will challenge the student to include reflection, application, and evaluation of critical social work knowledge and research on how the student project (s) and/or action(s) contribute to development of anticolonialism, social justice, and Indigenism.

## SWRK 7820 Project Seminar 3

 3Students in this course will complete their major projects. Students will also complete a written paper and oral presentation addressing their respective projects. Prerequisite: SWRK 7790 (pass).

## Recommendations

## Faculty Council of Graduate Studies recommends THAT the proposal from the unit listed below be approved by Senate:

## Faculty of Social Work

Respectfully submitted,
Dr. Kelley J. Main, Chair
Faculty Council of Graduate Studies
/ak

|  | Students admitted to the MSW-IK program concentrate their studies in Indigenous knowledges, practices, and ways of being. Courses in the MSW-IK program will be offered in Fall, Winter, and Summer terms. It is expected that the program will require 12 to 18 months of full-time study. Students who choose the thesis option may require more time depending on the nature of their research. Students must complete 30 credit hours coursework in the project option and 27 credit hours in the thesis option. All courses are at the 7000 level. Course descriptions are provided in the Graduate Calendar. <br> - SWRK 7700 Grounding Our Foundation in Indigenous Knowledges and Social Work (3 CH ); <br> - SWRK 7710 Remembering Our Histories (3 CH); <br> - SWRK 7720 Critical Theory and Indigenous Peoples (3 CH); <br> - SWRK 7730 Indigenous Research Methodologies and Knowledge Development (3 CH ); <br> - SWRK 7740 Indigenous Peoples, Identity, and Social Work (3 CH); <br> - SWRK 7750 Indigeneity, Power, Privilege, and Social Work (3 CH); <br> - SWRK 7760 Project/Thesis Seminar (0 CH); <br> - SWRK 7770 Social Challenges and Indigenous Helping Practices (3 CH); <br> - SWRK 7780 Social Work, Social Challenges, and Indigenous Peoples (3 CH); <br> - SWRK 7790 Project/Thesis Seminar $2(0 \mathrm{CH})$; <br> - SWRK 7800 Indigenism (3 CH); <br> - SWRK 7810 Anti-Colonial Social Work Indigenous Ways of Assessment and Evaluation (3 CH). <br> Students in the project option must complete SWRK 7820 Project Seminar 3 (3 CH). Students in the thesis option must complete GRAD 7000 Master's Thesis $(0 \mathrm{CH})$. |
| :---: | :---: |
| 6.3.2 Course-based, Major Research Paper, Project or Comprehensive Examination Route <br> A minimum of twenty-four (24) credit hours of coursework is required. If the student is in the comprehensive examination route, a comprehensive examination(s) is required. The minimum must include at least eighteen (18) credit hours at the 7000-level or above with the balance of the coursework at the 3000-level or above. A maximum of fortyeight (48) credit hours of coursework is allowed unless a department/unit's supplementary regulations indicate otherwise. Refer to unit supplementary regulations concerning specific regulations on coursework, major research paper, project and/or comprehensive examination requirements. | The credit hour requirement for the course-based option in the MSW Program is 27 credit hours and 30 credit hours for the MSW-IK Program. |
| 6.3.3 Language Requirements | Social Work does not have a foreign language requirement. |

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Patents -Refer to "Policy of Withholding Theses Pending Patent Applications" in this Guide.

Restriction of Thesis/Practicum for Publication - In exceptional cases, not covered by the regulation concerning patents, where adequate cause can be shown to delay publication, the student and advisor/co-advisor may request in writing that the Dean of the Faculty of Graduate Studies restrict access for a period up to one (1) year after submission of the digital version of a thesis or practicum to The University of Manitoba. The Dean shall determine for what period, if any, access will be restricted.

Library and Archives Canada - Library and Archives Canada obtains a copy of the thesis via the University's MSpace repository.

### 6.11 Final Requirements and Deadlines for Graduation

The student will be recommended for the Master's degree providing that all degree requirements have been satisfied. In addition, the Faculty of Graduate Studies must receive:

- For the Thesis/Practicum:
- the final report on the thesis/practicum; and
- the final (corrected and advisor-/advisory committee-approved) version of the thesis/practicum uploaded to MSpace; and
- the Copyright Licence Declaration agreed to in MSpace
- For the Comprehensive Examination/M.Eng project/Design Thesis:
- the final report form

The final requirements of the degree must be submitted to the Faculty of Graduate Studies by the appropriate deadline. For those programs that do not have a GRAD course associated with their culminating exercise, the department/unit must forward a list of names of their potential graduands to the Faculty of Graduate Studies by the deadline published on the Faculty of Graduate Studies website.

## SECTION 7: Doctor of Philosophy General Regulations

The degree of Doctor of Philosophy (Ph.D.) is granted only upon evidence of general proficiency and distinctive achievement in a special field. In particular, the candidate must demonstrate an ability for independent investigation, original research or creative scholarship. This is expected to be presented in a thesis with a degree of literary skill and by an oral examination wherein the candidate exhibits mastery of their field. The Ph.D. is a research degree and is not conferred by The University of Manitoba solely as a result of coursework study.
Although general regulations apply to all students, individual departments/units may have additional regulations that supplement these general regulations. All such supplementary regulations must be approved (as specified by the By-Laws of the Faculty of Graduate Studies), be published and available to students (please refer to the website), and be kept on record in the Faculty of Graduate Studies. All students should consult department/unit supplementary regulations for specific details regarding admission, program requirements, progression, and completion.

### 7.1 Admission

### 7.1.1 General criteria

Normally, the completion of a Master's degree or equivalent from a recognized university and a cumulative GPA of 3.0 (or equivalent) in the last two (2) years of fulltime university study ( 60 credit hours) is the minimum requirement for admission to the Ph.D. program.

Note: This is the minimum requirement of the Faculty of Graduate Studies and departments/units may have higher standards and additional criteria. Students who meet the minimum requirements for admission to the Faculty of Graduate Studies are

## Ph.D. Program:

## Eligibility Requirements:

Master of Social Work degree, or equivalent, from an accredited degree-granting university, with a minimum grade point average of 3.0 (B) (as defined by the University of Manitoba) at the point of application.

Minimum research competency in both qualitative and quantitative methods equivalent to the level

| not guaranteed admission. Some departments/units require completion of a thesisbased Master's program prior to admission to a Ph.D. program. | required for the Masters of Social Work degree from the University of Manitoba, with a minimum grade of 3.0 (B) within the last 10 years. A student not meeting this entrance requirement can be recommended for conditional admission with the stipulation that the student take the necessary course or courses. The course or courses will be an additional requirement beyond the 24 credit hours required for the program. <br> Evidence of educational and professional experience that will indicate a capacity to undertake research-oriented post-graduate work. Applicants will be asked to submit a curriculum vitae. <br> The candidate is required to submit a two page summary of their proposal for the PhD program which includes: <br> 1. Rationale for the proposed research <br> 2. Research questions <br> 3. A concise literature review of the topic <br> 4. Proposed methodology for the research <br> 5. Outline a plan to complete the research <br> The proposal should be clear enough that a potential faculty advisor can be identified-and, in addition, the applicant must present a letter (email confirmation is acceptable) of an agreement with a proposed advisor who agrees to serve as the advisor. <br> Selection of students for admission is based on the recommendations of a Selection Committee of a minimum of three persons appointed by the Ph.D. Program Committee (for composition of this committee, please refer to the Faculty of Social Work) to evaluate each applicant's qualifications and report on his/her/their suitability for Ph.D. studies. Annually, the Selection Committee will invite faculty members to provide their availability to act as advisors and the research areas in which they are willing to accept potential applicants as advisees. It is the responsibility of the selection committee to ensure that the faculty contains the expertise to adequately supervise the admitted students. Acceptance is subject to approval by the Ph.D. Program Committee and the Graduate Program Committee; however, the Graduate Program Committee may delegate this responsibility to the Ph.D. Program Committee. Selection decisions made by the Faculty of Social Work are presented as recommendations that must be approved by the Faculty of Graduate Studies. |
| :---: | :---: |
| 7.1.2 Direct Admission from the Bachelor's Honours or Equivalent |  |

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| Students may apply to change their area of specialization through submitting to the Ph.D. Program Committee evidence of an agreement with an advisor with expertise in the proposed new area of specialization, recommending the members of an advisory committee, preparing a statement as to how the new area of specialization relates to her/his goals in taking the program, preparing a statement describing the proposed new specialization, preparing a recommended program of individualized courses, and preparing a statement of proposed thesis research. This should be done in consultation with the proposed advisor. Changes in area of specialization can be made only after the approval of the Ph.D. Program Committee. If the proposed change is approved, a revised Ph.D. Program of Study and Appointment of Advisory Committee form must be completed and submitted to the Faculty of Graduate Studies. |
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### 7.4 Program Requirements

All students must complete one of the following programs of study for the Ph.D. degree, unless otherwise specified in the approved department/unit supplementary regulations:

- Where admission to the Ph.D. is directly from a Master's degree, a minimum of 12 credit hours at the 7000- level or higher plus a thesis is required. Any further coursework beyond the minimum 12 credit hours at the 7000 -level
| must be at the 3000-level or above. A maximum of 24 credit hours of coursework is allowed toward the Ph.D. program. ${ }^{1}$
- Where admission to the Ph.D. is directly from an Honours Bachelor degree or equivalent, a minimum of 24 credit hours plus a thesis is required. The coursework must include a minimum of 18 credit hours at the 7000 -level or higher with the balance of the coursework at the 3000 -level or higher. A maximum of 48 credit hours of coursework is allowed toward the Ph.D. program unless department/unit's supplementary regulations indicate otherwise.

Students must complete 24 credit hours of approved courses at the 7000 level or higher.

## Course requirements include:

- SWRK 8010 Perspectives on Knowledge for Social Work (3 CH);
- SWRK 8100 Social Work Past and Present: Trends, Institutions and Practices (3 CH);
- 
- Research Courses (9 CH);
- Specialization-Focused Courses, including SWRK 8200 Indigenizing and Decolonizing the Global Academy ( 3 CH ) and $(9 \underline{\mathrm{CH}}$ - of additional courses).

Courses selected by the student in consultation with her or his advisory committee serve to establish expertise in a particular area of specialization defined as a field of policy, theory, practice or practice method. The main criterion for selection is the appropriateness of the methodologies covered in selected courses for the area of specialization being pursued. It is strongly recommended that courses focusing on both quantitative and qualitative methodologies be included. The course selection must be approved by the Ph.D. Program Committee.

### 7.4.1 Language Requirements

Some departments/units specify a language requirement for the Ph.D. degree. Students are advised to consult department/unit supplementary regulations regarding this requirement.

## Preamble

1. The Faculty of Graduate Studies (FGS) has responsibility for all matters relating to the submission of graduate course, curriculum, program, supplementary regulation and regulation changes.
Recommendations for such are submitted by the Faculty Council of Graduate Studies for the approval of Senate.
2. The Faculty Council of Graduate Studies met on the above date to consider proposals from the Asper School of Business.

Observations

1. The Asper School of Business proposes a Concurrent JD/MBA.

The Asper School of Business in conjunction with the Faculty of Law are proposing the introduction of a concurrent JD/MBA program. The proposal is not a new program, but rather a combining of two degrees: the Master of Business Administration and Juris Doctor. This concurrent option will allow students to complete two degrees in four years, rather than in five years to complete the two degrees consecutively. Students will graduate with the required qualifications to earn a complete JD and a complete MBA in one year less than they would if they had done the degrees separately. The JD degree requires students to take 92 credit hours of courses and the MBA degree requires 60 credit hours of courses. The proposal allows students to earn both degrees by taking 131 credit hours of courses through a selection of Law and Asper School courses to count towards both degrees and thereby meet the requirements of both. Over the four years students pursue their concurrent JD/MBA degrees, students will alternate courses in Law and then the MBA: Year 1 (Law core courses), Year 2 (MBA core courses), Year 3 (mix of core and elective Law courses) and Year 4 (mix of core and elective MBA courses). It doesn't require any new courses to be offered, or new faculty or staff to be hired, so it's expected to be largely resource-neutral and the intended launch date of this offering is September 2024.

## Recommendations

Faculty Council of Graduate Studies recommends THAT the proposal from the unit listed below be approved by Senate:

## Asper School of Business

Respectfully submitted,
Dr. Kelley J. Main, Chair
Faculty Council of Graduate Studies

Comments of the Senate Executive Committee:
The Senate Executive Committee Endorses the Report to Senate.

## Report of the Senate Committee on Curriculum and Course Changes on a proposal for Concurrent Juris Doctor /Master of Business Administration Degrees, Faculty of Law and Faculty of Management (Asper School of Business)

## Preamble:

1. The terms of reference for the Senate Committee on Curriculum and Course Changes (SCCCC) are available on the University Governance website. The SCCCC is "to recommend to Senate on the introduction, modification or abolition of undergraduate programs, curricula or courses."
2. At its meeting on March 17, 2023, the SCCCC considered a proposal from the Faculty of Law and the Faculty of Management (Asper School of Business) for the Concurrent Juris Doctor / Master of Business Administration Degrees, that would permit students to concurrently complete the requirements for both degrees. For this to be feasible, modifications will be made to the course requirements for both degrees, for students who want to pursue this opportunity. The SCCCC was primarily concerned with proposed modifications to the J.D. degree in its review of the proposal. The Faculty Council of the Faculty of Graduate Studies reviewed proposed modifications to the M.B.A. degree at its meeting on April 11, 2023. It has provided a separate report to Senate on modifications to the M.B.A. degree.
3. The Faculty Council of the Faculty of Law endorsed the proposal at its meeting on June 3, 2021. The Faculty Council of the Faculty of Management endorsed the proposal on December 2, 2022.

## Observations:

1. The proposal for concurrent J.D. / M.B.A. degrees would establish a pathway for students to complete both credentials in a shorter timeframe than if they were to complete the degrees consecutively, reducing the number of years of study to four years from five. To make this feasible, the requirements for each degree will be modified, for students pursuing this pathway, including to permit students to use 21 credit hours of specified courses in accounting, finance, and law, for credit toward the requirements for both degrees. Overall, students would be required to complete 131 credit hours toward both degrees, including 53 credit hours of Law core courses, 30 credit hours of Law elective courses, 30 credit hours of M.B.A. core courses, and 18 credit hours of M.B.A. elective courses.
Courses requirements for the J.D. and M.B.A. degrees would be completed in alternate years over the four years that would be needed to complete the concurrent degrees. Normally, students would complete in the first year, Law core courses; in the second year, M.B.A. core courses; in the third year, Law core and elective courses; in the fourth year, Law and M.B.A. elective courses.
2. The Faculty of Law is proposing modifications to the Juris Doctor degree, for students who pursue the Concurrent Juris Doctor / Master of Business Degrees, as set out in the attachment to the Report. Students would continue to be required to complete 92 credit hours toward the degree. The requirements for Year 1 and Year 2 would be the same as those for the regular J.D. degree with the exception that students would complete 9
credit hours of 7000- level accounting and finance courses (ACC 7010 Accounting Fundamentals, ACC 7020 Managerial Accounting, FIN 7000 Managerial Economics, FIN 7020 Corporate Finance). These "enhanced credits," which have been endorsed by the Federation of Law Societies of Canada as acceptable for credit toward the degree, would be completed in place of a requirement for 9 credit hours of electives from List A or List B in the regular J.D. degree. In Year 3, the requirement in the standard J.D. degree for 30 credit hours of electives from List A, B, and/or C, would be replaced by a requirement for 30 credit hours from a specified list of Law electives, that have been assessed as acceptable for concurrent credit toward the M.B.A. degree.
3. Students who wish to pursue the concurrent J.D. / M.B.A. degrees must qualify for admission and would be admitted separately to both programs. Students would initially be admitted to the J.D. program and would have up to the end of Year 2 in that program to seek and gain admission to the M.B.A. degree.
4. The concurrent J.D. / M.B.A. degrees will be of interest to law students who wish to specialize in legal aspects pertaining to the management of a business and to business students who wish to acquired knowledge of commercial law. The proposal also responds to demand from the marketplace for graduates with a combined skillsets in the areas of corporate law and business. Ten of the U15 Group of Canadian Research Universities offer combined J.D. / M.B.A. programs. The University of Manitoba is the only U15 university in western Canada that does not currently offer this option.
5. Anticipated enrolment in the Concurrent J.D. / M.B.A. degrees is three to eight students annually. At the March $17^{\text {th }}$ SCCCC meeting, representatives of the Faculty of Law indicated the annual enrolment is expected to be three to four students. The first cohort of students would be admitted to the J.D. program in the 2024 Fall Term.
6. The Faculties would not require additional resources to offer students the opportunity to pursue the concurrent J.D. / M.B.A. degrees. No new teaching resources will be required, because the courses required are already offered and the number of students who will pursue this option each year will be small. The Faculty of Law has committed to supporting the minimal administrative activities and coordination that are anticipated with income from exiting Faculty endowments. Given the small number of students, the additional administrative workload can be carried out by existing staff. The Faculty of Law has indicated it will include the cost of 0.20 FTE additional administrative staff time as part of its annual budgeting, but it will not be necessary to hire an additional staff member.
7. With respect to ongoing coordination between the two Faculties, representatives of the Faculty of Law indicated at the meeting that an advisory group might be established, with representation from both the Faculty of Law and the Asper School of Business, to provide oversight of the program.
8. The University Registrar and Executive Director, Enrolment Services, has confirmed the Office of the Registrar and Enrolment Services will be able to manage associated processes required to implement the proposal.

## Recommendation:

The Senate Committee on Curriculum and Course Changes recommends:
THAT Senate approve modifications to the Juris Doctor curriculum, for students who will pursue the concurrent Juris Doctor / Master of Business Administration degrees proposed by the Faculty of Law and the Faculty of Management (Asper School of Business), effective for the 2024 Fall Term.

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

## Report of the Senate Committee on Instruction and Evaluation RE: Proposed Progression Rules for Concurrent Program, Juris Doctor, Faculty of Law

## Preamble:

1. The terms of reference for the Senate Committee on Instruction and Evaluation (SCIE) can be found at:
https://www.umanitoba.ca/governance/sites/governance/files/202109/Senate Committee on Instruction and Evaluation Terms of Reference.pdf
2. At its meeting on March 16, 2023 SCIE considered a proposal from the Faculty of Law regarding progression rules for students completing the Juris Doctor program while enrolled in concurrent degree programs.

## Observations:

1. The Faculty of Law and the Asper School of Business are proposing to establish a JDMBA Concurrent Program.
2. Students enrolled in concurrent degree programs would be governed by the academic regulations of the Faculty of Law while completing their Juris Doctor requirements.
3. Students would be permitted to use up to nine enhanced credit hours from the other program to fulfill the Juris Doctor requirement for that concurrent program.
4. Law would defer to the processes, findings and penalties of the concurrent program where the appeal or academic or non-academic misconduct occurs in the concurrent program.
5. Students would be permitted eight years for the completion of any concurrent degree program.
6. JD/MBA students who become ineligible to complete the JD program may be eligible to complete the MBA. Such students must consult the supplemental regulations for the MBA program and consult with an MBA student advisory.

## Recommendation

The Senate Committee on Instruction and Evaluation recommends:
THAT Senate approve the progression rules for the JD Program for Concurrent Degree Programs upon Senate approval of the JD-MBA program.

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


## PROPOSAL

## CONCURRENT JD/MBA DEGREES PROGRAM

Representing Faculty of Law:
Dr. Richard Jochelson, Dean
Dr. Laura Reimer, Academic Program Development

Representing Asper School of Business:
Dr. Suzanne Gagnon, Associate Dean
Dr. Bruno Silvestre, Dean
Ms. Ilka Cudmore, Senior Administrator, Graduate Programs

The Faculty of Law and the Asper School of Business hereby propose a path toward completion of the JD and MBA degrees which will allow students to complete the Juris Doctor (JD) and Master of Business Administration (MBA) degree programs concurrently. This is not a joint degree.

Students will graduate with the required qualifications to earn a complete JD and a complete MBA in one year less than they would if they pursued the degrees separately. The JD program normally takes full time students three years to complete. The MBA program is a two-year program (although it can be completed in one year, most students take two or more years). With the proposed 131 credit hours needed to obtain both degrees, students would be able to complete both degrees in four years. Therefore, the concurrent JD/MBA will allow most students to complete the two degrees concurrently in less time than if they were to pursue both degrees consecutively.

The JD degree requires students take 92 credit hours of courses and the MBA degree requires 60 credit hours. We propose that students earn both degrees by taking 131 credit hours of courses through having a selection of Law/Asper courses count toward both degrees and thereby meet the requirements for both. After reviewing the individual degree learning outcomes of both programs, we were able to identify a selection of courses in the two programs with overlapping learning objectives to count towards both the JD and MBA degrees. If one were to do both degrees independently, the degrees require a total of 152 credit hours.

As the JD/MBA is concurrent completion of two existing degrees and not a new program, applicants must satisfy the admission requirements of both programs and will be admitted to both programs independently in a staggered admission process. Upon meeting all the requirements, students will graduate with both a JD and an MBA degree with full qualifications for both. If during the program a student chooses to withdraw from the concurrent registration and pursue only one of the two degrees, they must satisfy the requirements of the chosen degree program. However, our market research indicates that students enrolled in Canadian JD and MBA programs do complete the concurrent degrees and do not defer to the completion of just one.

Over the four years, students pursing the concurrent JD/MBA degrees will alternate courses in Law and MBA as follows. Students will take required (core) Law courses in Year 1, required (core) MBA courses in Year 2, a mix of required and elective courses in Law in Year 3, and the remaining elective courses in Law and the MBA program in Year 4. This would be the curriculum path for most students. However, both programs can be flexible to allow specific students whose personal circumstances may require, to take an alternative path; with a potential impact on fees (primarily they will pay Continuing Fees) for students confronting this exception.

The fee structure for the JD/MBA is the same as it would be to take the two degrees nonconcurrently. However, non-tuition fees will only be charged once, each capping at the maximum yearly rate for each year of the concurrent JD/MBA. That is that both the undergraduate (UMSU)
and graduate (UMGSA) Student Organization fees including health, dental, legal protection, and U-Pass fees will be assessed in full, along with the suite of University of Manitoba Ancillary Fees. Both the Law Flat Fee and the Management Endowment fees will be assessed to the JD/MBA students for each term they are enrolled in the concurrent JD/MBA. The JD program assesses the full 3 -year JD program fee, and the MBA program assesses the full 60 credit hours of MBA program fees.

As the concurrent JD/MBA will not require any new courses to be offered or faculty/staff to be hired, it is expected to be largely resource neutral. There will be minimal administration and coordination required, which will be provided primarily by Law through endowment provisions currently within the budgetary allocations of Law. According to the University Registrar's Office, student registration will be completed manually.

Applicants interested in concurrently completing the JD and MBA degrees will apply to the Faculty of Law for their first year (meeting the current Faculty of Law application deadlines) and will then apply to the MBA by March 1 (international applicants) / May 1 (domestic applicants) of Law Year 1 for admission to the MBA, which they would begin in Year 2 of their studies (fall term). Students may apply to complete the MBA concurrently with the JD up to the end of the $2^{\text {nd }}$ year in Law studies but no later.

The intended launch date for this concurrent offering is September 1, 2024. That is, the first cohort of concurrent JD and MBA students would begin the combined program in the Fall 2024, starting year 1 in the Faculty of Law. This will require that the university begin accepting and processing applications for admission to the JD in late 2023, in which students will be given an option when completing their Law application to indicate that they would like to complete the concurrent JD and MBA. Students will have a staggered admission process, with admission to Law first, and then application and admission to the MBA during their first year in Law (for fall 2025).

## MOTIVATION FOR OFFERING A CONCURRENT JD/MBA DEGREES OPTION

There has been growing demand among JD students for business education, as well as demand for the combined skillset in the marketplace. The concurrent JD/MBA is designed to meet the demands of both Law and Business students seeking to acquire both skillsets and both qualifications for their career plans. Law and business are complementary disciplines. To be successful, business leaders require legal acumen and knowledge of commercial law. Similarly, lawyers specializing in corporate law or planning to run their own law practice can greatly benefit from business education. As the only university in Manitoba to offer the JD and the MBA programs, it makes sense for the University of Manitoba to further serve our market needs and student goals through the provision of a concurrent JD/MBA.

Combined JD/MBA programs are currently offered at ten of Canada's U15 universities. The University of Manitoba is the only U15 University in western Canada that does not currently offer this option. Both the Asper School of Business and the Faculty of Law at the University of

[^14]Manitoba are keen to meet the demand in the Manitoba marketplace. The concurrent JD/MBA will further distinguish the University of Manitoba and provide greater professional options for our potential students and more fully serve our respective academic and professional communities, while responding to current trends for JD/MBA formal education.

## THE JD/MBA TARGET MARKET

The JD/MBA concurrent option is designed for students who envision a career in those areas where business and law intersect. It is particularly attractive to law students who wish to specialize in the legal aspects pertaining to the management of a business. Likewise, knowledge of commercial law and the additional legal training acquired through the study of a JD is desirable for a growing range of business careers.

The University of Manitoba draws from a distinct Canadian market and continues to draw an increasing number of international graduate students from around the globe. For Manitoba's Indigenous students, working professionals, and international students seeking the concurrent JD/MBA degrees, the one-year reduced timeline is particularly appealing. Geographically, the proposed concurrent program would fill a void; the closest JD/MBA programs are quite distant the University of Saskatchewan to the west and the University of Toronto to the east. There are currently no online concurrent JD/MBA programs in Canada. The University of Manitoba concurrent JD/MBA degrees will thus draw on students from a broad region, including rural and northern Manitoba, and western and north-western Ontario, while remaining attractive to those students and working professionals living in or around Winnipeg who recognize the value of the combined program. With the possibility of a concurrent JD/MBA, students who are already enrolled in the JD or MBA program may wish to obtain the other degree as well, and so are additional potential candidates. Notably, other Canadian universities offering a JD/MBA report a very high completion rate. As above, that students stay with concurrent or combined programs and graduate with both degrees is supported in our market research.

The established programs in other U15 universities indicate that the JD/MBA serves a niche market, one in which we are well-positioned to participate. Students in JD and MBA programs typically have Bachelor's degrees (required for MBA outside of special category), tend to be more mature, financially able to afford professional education, and have work experience. In many ways, this explains the high completion rates. In general, applicants in the JD target market are likely candidates for the MBA, and vice versa. However, given that a significant proportion of full time MBA students are international students, and most JD students are domestic students, interest in the concurrent JD/MBA is likely to be greater among students primarily or initially interested in the JD rather than the reverse. The concurrent JD/MBA degrees are not intended for people who have already completed one degree, and cannot accommodate students intheir final year of JD or MBA studies due to professional licensing restrictions.

## THE JD/MBA CONCURRENT CURRICULUM

The JD/MBA concurrent curriculum meets the requirements for both degrees over four years. The first year will be Law core courses, second year will be MBA core courses, the third year is expected to be Law courses, and the final year will most often be one term of Law courses, and one term MBA courses, to a total of 131 credit hours. Students will be registered concurrently in both programs as of the start of Year 2 and re-registered each year, manually. Law will hold seats for the concurrent students while they are enrolled in MBA courses.

The JD/MBA concurrent degrees require students to earn 131 credit hours, which is 21 credit hours fewer than what would be required if each degree were taken separately. Importantly, the curriculum we are proposing meets the minimum requirements for a fully qualified JD and a fully qualified MBA. This is possible for two reasons: some electives count toward the requirements of both degrees; and the Federation of Law Societies of Canada (FLSC), the licensing body for legal education, allows for fewer Law credit hours provided the hours are earned in a concurrent degree such as our proposed JD/MBA. More specifically, this means that students will take 31 credit hours of Law and Business courses that will count toward both degrees. While the presumptive credit hour requirement for a recognized JD is established by the FLSC at 90 credit hours, the FLSC permits qualifying combined programs to reduce the number of law specific credits required by up to 10 credit hours, to a minimum of 80 credit hours, on the condition that these credits are replaced by credits from a concurrent other degree that enhances the study of law in some respect ("Enhanced Credits"). This permits the contemplated modest reduction in the number of law credits that the Law Faculty would otherwise require (in line with the FLSC's requirement) for students to complete the JD with 83 credit hours when the JD is completed as a part of the proposed concurrent JD/MBA. Note that on April 29, 2022, the FLSC supported and endorsed our proposal as meeting their requirements for a combined degree. Importantly, the corresponding number of Enhanced Credits are earned through MBA core courses or electives.

Law currently requires JD students to take 53 credit hours of core courses (Appendix 1). Asper requires MBA students to take 30 credit hours of core courses (Appendix 2). Students will have to take all mandatory core courses from Law and from the Asper MBA program for a total of 83 credit hours. The remaining 48 credit hours will be a combination of carefully cultivated Law and MBA elective courses, as explained below.

Core and elective courses were rigorously examined to determine how degree requirements might be met in the concurrent JD/MBA degrees. Upon reviewing Asper's MBA electives and core courses, the Faculty of Law determined that at least three of Asper's core courses (worth a total of 9 credit hours) qualify as Enhanced Credits under the terms of the FLSC's criteria for assessing combined degree programs (Appendix 3). As noted above, these enhanced credit courses are required under the FLSC's criteria for approving degree programs. The Asper School of Business reviewed Law's JD electives and approved eleven courses (from which 12 credit hours will be selected) to count toward the MBA (Appendix 4).

Figure 1 summarizes the Law and MBA credit hour components of the JD/MBA:

Figure 1: Law and MBA core and elective courses


Students will take 48 credit hours of MBA courses. Students will also take a combined total of 83 Law credit hours as core courses and electives to satisfy the presumptive minimum of 80 credit hours that the Federation of Law Societies requires. Note that the balance of core courses and electives within the 83 Law credit hours is subject to change from time to time in accordance with changing credentialing requirements from the FLSC and changes to the JD curriculum made by Law. The 53 core credit hours in Law accommodates the mandatory Indigenous content course. At all times, however, the concurrent JD/MBA will meet all JD requirements. In addition, 12 credit hours must be from those Law courses approved by the Asper School for counting toward the MBA degree, for a total of 60 credit hours - the number of credits required for the MBA degree, independent of the JD. In this way, JD/MBA students satisfy the credit-hour requirements of both programs.

Both the Faculty of Law and the Asper MBA have mechanisms in place through their student advisory offices to monitor any students who may need additional support, particularly in terms of academic performance. If circumstances require a student to change their status from full time to part time, there will be fee implications, particularly in terms of Continuing Fees and the Ancillary Fees charged to all students by the University by term or annually, as applicable.

As per Faculty standards, students completing the JD and MBA degrees concurrently must maintain a $\mathrm{C}+$ minimum grade on all courses for credit in the MBA (including the 12 credits they will complete in Law for MBA credit) and must maintain a degree GPA in the MBA of 3.00. For the Law degree, they must maintain a C minimum GPA for JD credit courses.

Progression through the JD/MBA will be guided by the Progression Rules of both the JD program and the MBA program. This means that for the purposes of the MBA degree, student progress will be guided by the regulations of the Faculty of Graduate Studies of the University of Manitoba, and the Supplemental Regulations of the Asper School of Business Stu Clark Graduate School. Progression for students enrolled in the Faculty of Law courses will be guided by the faculty Progression Rules. These rules and regulations clearly outline that students taking electives in both Law and the MBA program are subject to the rules, academic performance requirements, and disciplinary structures of the faculty in which each course originates

The typical student journey through the JD/MBA would be as follows:
(Year 0) Apply to Law by December 1 to be considered for Year 1 of JD/MBA studies

- Indicate interest with checkbox on application
- (Applicable application fees)
(Year 1) September of following year: Law core courses
- Apply to the MBA by May 1 of that academic year ( applicable application fees) to be considered for entry into JD/MBA Year 2
(Year 2) MBA core courses
(Year 3) Law elective courses
(Year 4) One Term Law courses/One Term MBA courses


## DURATION OF THE CONCURRENT JD/MBA DEGREES

Students must complete the requirements for both the JD and MBA degrees within 8 (eight) years, which is completely feasible based on the requirements of the contributing degree programs. The JD is a 3 -year full-time program that must be completed in 6 years, with most students taking 3 years (maximum time to earn the JD is normally 6 years). The full-time MBA is a 2 -year program that can be completed in 1 to 6 years, with most students taking 2 or more years. If one were to pursue both degrees consecutively, full time enrolment would take most students about 5 years. In this proposal, we offer that students may obtain both the JD and MBA degrees in 4 years (with up to 8 years to complete). Students in the JD program currently complete 92 CH in three years. The proposed concurrent JD/MBA degrees will require 131. One additional year is sufficient to obtain the additional 39 CH through the interleaving of the existing degree programs. In this way, students can meet the required qualifications to earn a complete JD and a complete MBA concurrently rather than consecutively.

As all MBA courses can be taken in the evenings/weekends, the schedule will not interfere with any students who work during the day. Furthermore, many MBA courses are offered during the summer terms. Therefore, it is possible for any students wishing to accelerate their JD/MBA to do so by taking summer MBA courses. Two MBA core courses are also currently offered only in the summer (ACC 7020 and MIS 7120) and will have to be taken then. However, summer is also the time when JD students tend to obtain summer employment with law firms and is an
important restorative recreational time for Manitobans. As such, the number of concurrent JD/MBA students likely to take MBA courses other than core ACC 7020 and MIS 7120 in the summer is expected to be small. Notably, students who do enroll in summer courses will not be charged Continuing Fees by the University for the summer term.

## JD AND MBA ADMISSION REQUIREMENTS

Students must meet the admission requirements and follow the entrance processes of both the University of Manitoba Faculty of Law and the Asper School of Business MBA. This means that in addition to meeting the entrance requirements, including satisfactory academic standing for admission to the University of Manitoba, JD/MBA applicants must complete two pre-tests, the Law School Admissions Test (LSAT), and the Graduate Management Admission Test (GMAT) (or equivalent). International student applicants will require study permits as mandated by the government of Canada. Note that the MBA has two potential entry points (Fall and Winter), but the concurrent JD/MBA entry will only be Fall due to synchronized programming with Law.

The Office of the University Registrar and Enrolment Services and the Faculty of Graduate Studies at the University of Manitoba have indicated that the staggered application makes sense and is easier to administer among their systems. Therefore, we are recommending a two-stage start. For example, students would commence Law (JD/MBA Year 1) during their first Fall Term, and then apply to commence the MBA (JD/MBA Year 2) for their second Fall Term. Note that students may apply to pursue the concurrent degrees JD/MBA no later than 2 years into the JD program. That is, Law students currently enrolled in the JD or MBA programs will have the option to also pursue the- MBA concurrently (if they are not more than 2 years into the JD). It is recognized that such students may not be following the order of the courses exactly as shown in the curriculum flowchart, and both programs will be flexible to accommodate them. However, no waivers will be offered on the courses required for the concurrent JD/MBA degrees in the event they have already completed Law or MBA courses that are not in the approved concurrent JD/MBA curriculum. Transfer credit will be given only for those courses that are part of the concurrent JD/MBA curriculum.

JD/MBA students will first be admitted to the JD program after meeting the application criteria; an expression of interest in the concurrent MBA will be indicated through a checkbox on their JD application. Students will then apply to the Asper MBA program during their first year of Law and no later than the second year of Law studies.

The Faculty of Graduate Studies and Enrolment Services have confirmed that both the JD and MBA application forms may be modified to include a checkbox for applicants to indicate they are interested in the concurrent JD/MBA option. JD and MBA concurrent candidates will apply to the Faculty of Law first for their first year, and as the documentation requirements for the JD and MBA programs are different, they would have to submit the documents required by both
programs along with their application to each program. The Undergraduate Admissions Office has confirmed that they can provide and track the proposed checkboxes.

We surveyed the landscape regarding admission requirements and learned that some Canadian JD/MBA programs waive certain admission requirements for one program if the requirements of the other are met. For example, the University of Toronto's JD/MBA program waives the GMAT requirement for those students admitted to the Law program; others waive the work experience requirement. However, we are reluctant to waive admission requirements due to the possibility of a concurrent JD/MBA student wanting to withdraw from one of the degree programs to pursue only one of the two degrees, for which they may then be ineligible.

In the event that a concurrent JD/MBA student decides to pursue only one of the two degrees through personal choice or disqualification through academic performance, they must satisfy all the requirements of that degree. In accordance with licensing requirements, the Faculty of Law does not currently allow students to take courses outside the faculty, and so any MBA electives completed as part of the concurrent JD/MBA would be ineligible for completion of the JD should the student withdraw from the MBA. That is, the Federation of Law Societies of Canada would not permit a transfer of completed MBA electives toward a JD should a student decide to withdraw from the JD/MBA and pursue only a JD degree.

However, a student who opts out of the concurrent JD/MBA to pursue only a JD after having completed the 30 credit hours of core courses required by the MBA, can receive a dispensation from the FLSC restriction of no law courses outside the Faculty of Law (above) if they earned the 9 credit hours of Enhanced Credits (See Appendix 3) identified in the MBA core courses that counted towards the JD degree.

A student who opts out of the concurrent JD/MBA to pursue only an MBA will be able to count up to 12 credits of Law electives taken prior to the student's withdrawal from the concurrent Law program (from the Asper approved list in Appendix 4) toward the MBA degree. It is important to note that MBA students only have access to Law courses if they are in the concurrent JD/MBA degrees program. Law courses are closed to regular MBA students and to any other students not in Law.
There will be no Admissions Committee for the concurrent JD/MBA as it would be redundant. As stated, prospective students must meet the admission requirements of both the JD and the MBA programs separately.

## CONCURRENT JD/MBA DEGREES REQUIREMENTS

All students in the concurrent JD/MBA will have to satisfy the degree requirements of each program separately. The Supplemental Regulations of the MBA program and the Policies and Procedures of the Faculty of Law will apply to students in each respective degree during their tenure in said degree program.

JD degree requirements will include the mandatory Indigenous course requirements and does not change Law's total 53 core credits and 30 elective credits.

## JD/MBA CONCURRENT TUITION AND OTHER FEES

The tuition fees for the concurrent JD and MBA degrees will be assessed separately, based on each program's current model. Law charges block fees for the JD and the Asper School of Business charges fees per course credit for the MBA. Students completing the two degrees concurrently will pay full Law program fees and the full 60 credit hours of course fees in the MBA, as is the case with all other UM students pursing two degrees concurrently. MBA students will be assessed a continuing fee in any term where they have no MBA or Law registration. All other University of Manitoba Ancillary Fees will be charged normally, as confirmed by the Associate Registrar.

Concurrent JD and MBA students will be eligible for merit-based scholarships of each program independent of the other. For need-based financial aid, coordination between both Faculties will be undertaken in making the bursary allocations, if any, in order to serve the greatest number of deserving students.

## RESOURCE IMPLICATIONS OF THE CONCURRENT JD/MBA

The concurrent pursuit of the JD and MBA degrees will be resource neutral. We anticipate cohorts of 3-8 students annually, based on the enrolment patterns of other JD/MBA programs among Canada's U15 Universities. The interleaving of two existing programs means that no new courses will need to be offered by either Faculty, and no new teaching faculty will need to be hired. All course offerings align with current offerings, so that no additional classroom or physical space will be required either.

As the number of concurrent JD/MBA students is anticipated to be relatively low, the additional workload on administrative support staff is calculated to be $1 / 5$ of an administrative staff member's time. Law will cost out the additional administrative staff time required as part of annual budgeting; however, no additional support staff will need to be hired.

The Faculty of Law has donor funding that supports any required additional student support and will support those students when needs arise.

Since the concurrent JD/MBA curriculum draws upon existing courses in both faculties, the E.K. Williams Law Library, the collection of the Albert D. Cohen Management Library and other library resources of the Asper School of Business are accessible and well-equipped to serve the respective students. Library staff confirmed that no additional library or computing resources will be required to commence the concurrent JD/MBA degrees offering.

Although we have been consulting and conferring across the university and within our units throughout the development this proposal, our next step will be to present this to the ViceProvost (Integrated Planning \& Academic Programs) and Dean of the Faculty of Graduate Studies. Based on the feedback, any required changes will be made.

The proposal was approved by Law Faculty Council as recommended by the Academic Affairs Committee on June 3, 2021, and any material changes that impacted the Unit were sent to LFC for ratification as needed by the end of November 2022.

In the Asper School, the proposal required the endorsement of the Professional Graduate Programs Committee and Faculty Council. It went to the PGPC in early November, and to Faculty Council in the last week of November where it was unanimously endorsed.

Subsequently, the JD/MBA proposal requires approval from all undergraduate and graduate university committees that oversee program changes. We anticipate it will have to be supported by the relevant Senate Committees-(for modifications to the JD) and by the Faculty Council of FGS (for modifications to the MBA). Following endorsement by these committees, the proposal will have to be approved by Senate Executive and then by Senate.

External to the university, we can report that on April 29, 2022 the Federation of Law Societies of Canada (FLSC) confirmed by letter that this proposed concurrent JD/MBA fits within their framework of combined degrees with enhanced credit, as a credentialed pathway to legal practice.

## APPENDIX 1

JD PROGRAM - CORE COURSES (53 CH)* **
To be taken in Year 1 of the combined JD/MBA:
LAW 1102 Contracts ..... 5
LAW 1140 Criminal Law and Procedure ..... 5
LAW 1460 Constitutional Law ..... 5
LAW 1480 Torts and Compensation Systems ..... 5
LAW 1500 Property ..... 5
LAW 1530 Legal System ..... 2
LAW 1540 Legal Methods ..... 5
To be taken in Years 3 and 4:
LAW 2020 The Legal Profession and Professional Responsibility ..... 3
LAW 2602 Evidence ..... 3
LAW 2650 Introduction to Advocacy ..... 3
LAW 2680 Legal Negotiation ..... 3
LAW 2690 Corporations 1 ..... 3
LAW 3290 Indigenous Methodologies and Perspectives ..... 3
LAW 3530 Administrative Law ..... 3

[^15]
## APPENDIX 2

## MBA CORE COURSES (30 CH)*

## To be taken in Year 2 of combined JD/MBA:

Credit Hours
MSCI 5110 Basic Quantitative Analysis for ManagementMIS 5120 Spreadsheet Skills for ManagementIDM 5120 Career Development Seminar 1
GMGT 7200 Critical and Creative Thinking1 (Auxiliary)**1 (Auxiliary)**1 (Auxiliary)**1.5
IDM 7130 Contemporary Themes in Business ..... 1.5
ACC 7010 Accounting Fundamentals ..... 3
FIN 7000 Managerial Economics ..... 1.5
FIN 7020 Corporate Finance ..... 3
GMGT 7220 Managing People in Organizations ..... 3
OPM 7120 Operations and Supply Chain Management ..... 3
MKT 7010 Marketing Management ..... 3
ACC 7020 Managerial Accounting ..... 1.5
MIS 7120 Management Information Systems ..... 1.5
IDM 7120 Executive Leadership and Responsibilities ..... 3
IDM 7510 Strategic Leadership and Managing Change ..... 1.5
GMGT 7210 Strategy (capstone course) ..... 3
*Course requirements are subject to change in accordance with accreditation requirements and changes to mandatory requirements within the MBA degree enacted by the University Senate.

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## APPENDIX 3

## MBA CORE COURSES DETERMINED BY LAW TO SATISFY THE FLSC'S ENHANCED CREDIT REQUIREMENT FOR CONCURRENT DEGREES*

ACC 7010 Accounting Fundamentals ..... 3
FIN 7000 Managerial Economics ..... 1.5
FIN 7020 Corporate Finance ..... 3
ACC 7020 Managerial Accounting ..... 1.5
TOTAL ..... 9
*The courses from the MBA listed above are those that at a minimum have been determined by Law to satisfy the FLSC's definition of an enhanced credit course as per their criteria for the approval of concurrent programs. The Desautels Advisory Committee/ Business Program Advisory Committee (DAC) in the Law Faculty will review the above listed courses annually to confirm whether they continue to satisfy the FLSC's enhanced criteria, and will amend the list, accordingly, as required by the FLSC, as well as add other and further courses from the MBA's list of core courses and electives that are determined to satisfy the enhanced credit criteria. Such amendments will need to be approved through the University Senate; Law and Asper will consult as part of the Senate process. The Associate Dean, Professional Graduate Programs and Executive Education (Business) will provide notice to the Law Faculty of changes to the above listed courses and the MBA degrees other mandatory or core courses that may impact the satisfaction of the FLSC's enhanced credit requirement for the JD/MBA.

## APPENDIX 4

## LAW ELECTIVE COURSES APPROVED FOR MBA BY ASPER SCHOOL OF BUSINESS

Twelve credits to be taken from the following, inYears 3 and 4:
Credit Hours
LAW 3014 International Trade Law ..... 3
LAW 3022 Insurance Law ..... 3
LAW 3026 Trademarks and Patents ..... 3
LAW 3028 Copyright Law ..... 3
LAW 3050 Commercial Law ..... 3
LAW 3330 Employment Law ..... 3
LAW 3392 Securities Law ..... 3
LAW 3510 Corporate Taxation ..... 3
LAW 3770 Labour-Management Relations ..... 3
LAW 3980** Current Legal Problems B ..... 3
*The list of elective courses from Law approved for credit towards completion of the MBA is subject to change from time to time as course offerings change and as agreed to by the DAC in the Law Faculty and the Associate Dean, Professional Graduate Programs and Executive Education (Business), and approved by Senate.
** This course may be completed two times for credit when it is taught as 'Bankruptcy and Insolvency' or 'Tainted Finance.'

# Juris Doctor/Master of Business Administration Concurrent Degrees Program 

(There is currently no Academic Calendar Content to modify/strike though. This is new content and so is bolded. This has been developed by both Law and Business and so we anticipate it will be printed in the Academic Calendar in both programs.)

The University of Manitoba offers students the opportunity to complete the curriculum requirements for both a Juris Doctor (JD) and a Master of Business Administration (MBA) concurrently, over four years rather than five years if taking the two programs consecutively.

## Eligibility and application process:

To be eligible for the concurrent JD/MBA degrees program, students must meet the entrance requirements of the JD (Faculty of Law) and the MBA (Asper School of Business Stu Clark Graduate School). JD/MBA students will apply initially to the JD program; an expression of interest in the concurrent JD/MBA degrees program will be indicated through a checkbox on their JD application. Students will then apply to the Asper MBA program during their first year of Law studies, by the published deadline.

Progression in the concurrent JD/MBA degrees program:
To continue in the concurrent JD/MBA program, a student must maintain the Degree Grade Point Average of each program and is subject to the rules and regulations of the Faculty of Law while in Law courses, and the rules and regulations of the MBA program while in MBA courses.

To complete the concurrent JD/MBA degrees, a student will earn 131 credit hours over four years, comprising 83 credits hours of Law courses ( 53 core CH and 30 CH electives), and 48 credit hours of MBA courses ( 30 core CH and 12 CH electives). The first year will consist of Law core courses, the second year of MBA core courses, the third year is expected to be Law courses, and the final year will most often be one term of Law courses, and one term MBA courses, to a total of 131 credit hours.

The typical journey to achieve the concurrent JD/MBA degrees would be as follows:
(Year 0) Apply to Law by December 1 to be considered for Year 1 of JD/MBA studies

- Indicate interest in the concurrent degrees program with checkbox on application
- (applicable application fee)
(Year 1) September of following year: Law core courses
- Apply to the MBA by May 1 of that academic year (applicable application fee) to be considered for entry into JD/MBA Year 2
(Year 2) MBA core courses
(Year 3) Law elective courses
(Year 4) One Term Law courses/One Term MBA courses


## JD Degree Requirements for students completing the Concurrent JD/MBA Degrees

JD Year 1 Hours
LAW 1102 Contracts ..... 5
LAW 1140 Criminal Law and Procedure ..... 5
LAW 1460 Constitutional Law ..... 5
LAW 1480 Torts and Compensation Systems ..... 5
LAW 1500 Property ..... 5
LAW 1530 Legal System ..... 2
LAW 1540 Legal Methods ..... 5
Total ..... 32
JD Year 2*
Hours
LAW 2020 Legal Profession and Professional Responsibility ..... 3
LAW 2602 Evidence ..... 3
LAW 2650 Introduction to Advocacy ..... 3
LAW 2690 Corporations 1 ..... 3
LAW 2680 Legal Negotiation ..... 3
LAW 3290 Indigenous Methodologies and Perspectives ..... 3
LAW 3530 Administrative Law ..... 3
Total ..... 21
*Courses ACC 7010, ACC 7020, FIN 7000, FIN 7020 will be completed in the MBA program and counted as 9 credit hours of electives for the Juris Doctor degree, for students completing the Concurrent JD/MBA.

## Year 3

Select 30 credit hours from:
LAW 3014 International Trade Law ..... 3
LAW 3022 Insurance Law ..... 3
LAW 3026 Trademarks and Patents ..... 3
LAW 3028 Copyright Law ..... 3
LAW 3050 Commercial Law ..... 3
LAW 3330 Employment Law ..... 3
LAW 3392 Securities ..... 3
LAW 3510 Corporate Taxation ..... 3
LAW 3770 Labour-Management Relations ..... 3
LAW 3980* Current Legal Problems B ..... 3
Total ..... 30

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## Academic Regulations for the JD Program for Concurrent Degree Programs

## JD Progression Rules- Concurrent Programs

1. Students enrolled in concurrent degree programs are governed by the academic regulations of the Faculty of Law while completing their JD requirements.
2. Up to 9 enhanced credit hours from the other program may be used as fulfillment of the JD requirement for that concurrent program.
3. In cases of appeals, or academic or non-academic misconduct occurring in a concurrent program, and the allegation occurs in the other program, Law will defer to the processes, findings, and penalties of the other program.
4. The maximum normal time to completion of program for any concurrent degree will be 8 (eight) years.
5. JD/MBA students who become ineligible to complete the JD of the concurrent JD/MBA may be eligible to complete the MBA and must consult the supplemental regulations of the University of Manitoba MBA program and confer with an MBA advisor.
applicant is domestic or international. Deadlines can be found by clicking the appropriate application program page on the Graduate programs of study website.

Note: International students must pay special attention to transcript requirements (see application form for details).
1.1.1 (b) Applications are subsequently reviewed by the unit offering the program which will decide whether the applicant meets the unit's criteria including, but not limited to, availability of advisors, space, and facilities.
1.1.1 (c) Notification of recommended/rejected applications is sent by the Head of the unit to the Faculty of Graduate Studies. Applications recommended for admission are checked to determine if they meet the Faculty of Graduate Studies' eligibility requirements. The Faculty of Graduate Studies then notifies applicants of their acceptance or rejection.

### 1.1.2 Deadlines for Recommended Applications (from Departments/Units to the Faculty of Graduate Studies)

The following are the deadlines for receipt by the Faculty of Graduate Studies of recommendations from departments/units.

| Term | Start Date | Canadian/US | International |
| :--- | :--- | :--- | :--- |
| Fall | September | July 1 | April 1 |
| Winter | January | November 1 | August 1 |
| Summer | May | March 1 | December 1 |

IMPORTANT: These are not unit-specific application deadlines. Prospective applicants must consult the appropriate application program page on the Graduate programs of study website.
|

## MBA

For upcoming application deadlines, please consult the Graduate Program Page:
https://umanitoba.ca/explore/programs-of-study/business-administration-mba

Asper School of Business MBA applications are accepted on a rolling basis, reviewed and considered by the Asper School of Business MBA Admissions Committee upon receipt.

## Occasional

For upcoming application deadlines, please consult the Graduate Program Page: https://umanitoba.ca/graduate-studies/graduate-student-admissions/requirements/occasionalstudents

JD/MBA Concurrent Degrees Program

Applicants interested in concurrently completing
the JD and MBA degrees are to apply to the
Faculty of Law (meeting the current Faculty of Law application deadlines) for their first year, and then apply to the MBA by March 1 (international applicants) / May 1 (domestic applicants) of year 1 of the JD for admission to the MBA in year 2 (fall term) of their concurrent program studies. At the latest, students can apply to complete the MBA concurrently with a JD up to the end of the $2^{\text {nd }}$ year in Law.

### 1.1.3 Application Fee

A $\$ 100.00$ (CDN) non-refundable fee must accompany an application for admission. The Physician Assistant Studies and Orthodontics programs charge an additional fee of $\$ 25$ and $\$ 50$, respectively.

### 1.1.4 Transcripts

Unofficial copies of transcripts and final degree certificates are acceptable for initial assessment and provisional admission purposes. Upon admission to the Faculty of Graduate Studies, applicants must arrange for official transcripts from all postsecondary institutions attended to be sent to the Faculty of Graduate Studies, within one (1) month of the date on the admission letter. Applicants will be placed on hold, which prevents registration until all admission requirements have been submitted. All

- No more than $50 \%$ of the coursework required in a graduate program may be imported from credit hours completed during an undergraduate program.
- Only courses in which a C+ grade or higher, or the minimum grade required by the program to which the course would be applied, are eligible to be considered towards meeting the requirements of any graduate program.
- Any graduate course completed by an undergraduate student may subsequently be applied to a graduate program only if it has not been used toward completion of any other degree program.
- Any graduate course completed by an undergraduate student for which a passing grade has been obtained (i.e., C+ or higher) may not be repeated should the student later gain admission to a graduate program.
- Courses completed more than seven (7) years prior to the date of awarding a degree may not normally be used for credit towards the degree (please refer to Lapse or Expiration of Credit of Courses).


## All graduate students must initially register in the term indicated in their letter

 of acceptance as specified in the Academic Schedule of the GraduateCalendar. Any student not registering by the registration deadline for the term specified in their letter of offer will be required to re-apply for admission; admission is not guaranteed if a student re-applies to the Faculty of Graduate Studies. In exceptional circumstances and with prior approval from the department/unit, students may defer registration for up to one (1) year following acceptance into the Faculty of Graduate Studies.
All programs must be approved by the Head of the major department/unit or designate. Approval to take courses from departments/units outside the major department/unit must be obtained from the outside department/unit.
The approval or denial of admission and registration to two (2) concurrent programs rests with the Dean of the Faculty of Graduate Studies in consultation with the department/unit concerned. The request for approval or denial must be submitted to the Faculty of Graduate Studies prior to the student's admission/registration on the "Concurrent Curriculum Permission" form.
Where a student does register in two (2) programs, it is important to note that dual registration may affect funding, and that completing a graduate program as a part-time student will affect eligibility for The University of Manitoba Graduate Fellowship (UMGF) and may limit other funding possibilities.

### 1.2.3 Re-Registration

All students must re-register in all Fall, Winter and Summer terms of their program until a degree is obtained. Failure to re-register will result in the student being discontinued from their graduate program. A student who has been discontinued and would like to be considered for continuation in a program must apply for readmission via the standard online admission process. Re-admission is not guaranteed.

The notation 'Discontinued Graduate Program' will be placed on the academic record of any graduate student who has failed to maintain continuous registration. Should a student be discontinued, but is in poor academic standing, the notation 'Required to Withdraw' will replace 'Discontinued Graduate Program'.
The re-registration requirement does not apply to occasional students, visiting students, Pre-Master's students or students on an Exceptional or Parental Leave of Absence (please refer to "Leave of Absence").

### 1.2.4 Registration Revisions

Registration in the Individual Interdisciplinary Studies concentration must be approved by the MBA Program Committee or Committee designate(s). A student will declare a concentration or theme by the last term in the program.

A student concurrently completing the JD and MBA degrees will register for Law courses with staff in the Faculty of Law and for MBA courses with staff in the Asper School of Business Graduate Program Office.

The Asper School of Business Graduate Program Office administers MBA re-registration.

It is the responsibility of each student to ensure that they are registered for courses and have paid all relevant fees to avoid being discontinued from the program. It is the responsibility of the Graduate Program Manager to facilitate the student's registration process and to update the student's records as required.

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I.H. Asper School of Business (MBA) Supplementary Regulations approved \& effective Sept. 1, 2022

FGS Supplementary Regulations template updated May 2022

|  | Admission oversight and applicant review is the <br> responsibility of the MBA Admissions Committee, <br> a sub-committee of the Professional Graduate <br> Programs Committee. This committee reviews <br> complete applications and recommends admission <br> or rejection of candidates to the Faculty of <br> Graduate Studies. |
| :--- | :--- |

A minimum of twenty-four (24) credit hours of coursework is required. If the student is in the comprehensive examination route, a comprehensive examination(s) is required. The minimum must include at least eighteen (18) credit hours at the 7000-level or above with the balance of the coursework at the 3000-level or above. A maximum of fortyeight (48) credit hours of coursework is allowed unless a department/unit's supplementary regulations indicate otherwise. Refer to unit supplementary regulations concerning specific regulations on coursework, major research paper, project and/or comprehensive examination requirements.

The Asper School of Business MBA is a 60 credit hour program, with 30 credit hours of mandatory leadership and management courses, and 30 credit hours of electives. All students must complete a minimum of 18 credit hours of coursework at the 7000-level. The core of the program provides a common business leadership and managerial base for all students. All core courses are required, unless exemption, advance standing, or course substitution is granted.

Exemption may be granted for graduates of a recognized B.Comm. (Hons.) or MBA program (or for students who hold a four year undergraduate degree and are transferring to the Asper School of Business from another recognized MBA degree program.

Advanced standing is granted only for equivalent graduate level courses from universities recognized by the Faculty of Graduate Studies.

Course substitutions are used in cases when the core course is redundant because the student has prior academic or professional education in that body of knowledge. In those cases, students are required to take an advanced level elective of 3000 level or higher in the same area as the substituted core course.

Unless exemptions are granted, the following core courses (30 credit hours) are required:

Business Foundations ( 24 credit hours):

1. GMGT 7200 Critical and Creative Thinking ( 1.5 credit hours)
2. ACC 7010 Accounting Fundamentals (3 credit hours)
3. FIN 7000 Managerial Economics ( 1.5 credit hours)
4. FIN 7020 Corporate Finance (3 credit hours)
5. GMGT 7220 Managing People in Organizations (3 credit hours)
6. OPM 7120 Operations and Supply Chain Management (3 credit hours)
7. MKT 7010 Marketing Management ( 3 credit hours)
8. ACC 7020 Managerial Accounting (1.5 credit hours)
9. MIS 7120 Management Information Systems ( 1.5 credit hours)
10. GMGT 7210 Strategy (3 credit hours; capstone course)

Leadership ( 4.5 credit hours):
11. IDM 7120 Executive Leadership and Responsibility (3 credit hours)

## 12. IDM 7510 /strategic Leadership and Managing Change ( 1.5 credit hours)

Business Themes (1.5 credit hours):
13. IDM 7130 Contemporary Themes in Business ( 1.5 credit hours)

Beyond the core courses, students can choose one of the following concentrations or themes:

## a. Financial Analyst

This concentration requires 22.5 ch consisting of the following courses:

FIN 7080 International Finance (3 ch)
FIN 7180 Alternative Markets and Instruments
(1.5 ch)

FIN 7140 Financial Modelling (3 ch)
FIN 7180 Behavioural Finance (3 ch)
FIN 7152 Investment Policy (3 ch)
FIN 7010 Professional Financial Ethics (3 ch)
FIN 7190 Fixed Income Securities ( 3 ch )
FIN 7192 Portfolio Management (3 ch)
The remaining 7.5 ch will be made up of MBA electives.
b. Finance
c. Leadership and Organizations
d. Supply Chain Management
e. General Management
f. Marketing
g. Health Administration (restrictions exist)
h. Managing Public Enterprises (joint program with MPA program)
i. Individual Interdisciplinary studies (a management-themed, cohesive, selfdesigned grouping of graduate courses from outside the Asper School of Business package to be approved by the Professional Graduate Programs Committee).
j. Entrepreneurship and Innovation
k. International and Emerging Markets
I. Sustainability

Students may choose to take additional courses for credit in the Asper School of Business MBA by taking up to a maximum of 12 extra credit hours of courses (for a maximum total of 72 credit hours). All additional courses will count in the degree grade point average and any failure will count as a failure in the program (unless taken as an occasional student [i.e.: not for credit]).

Students may complete a maximum of 2 ( 6 credit hours total) consulting Industry Projects (listed under course number IDM 7090) for general elective credit in the MBA program.

MBA students are permitted to take up to a maximum of 12 credit hours of undergraduate courses for MBA credit. These courses are to be at the 3000 or 4000 level.

Students concurrently completing the JD/MBA are permitted to take courses in Law at the 2000/3000 level toward the MBA requirements.

From time to time, MBA students request permission to take certain undergraduate elective courses for MBA credit. They normally choose specific elective courses which are requirements for professional designations they are pursuing, courses of particular relevance to their career, or courses of special interest that are not offered in the MBA program. These courses tend to be in the areas of accounting, agribusiness, and commercial law. Students wishing to take courses offered in academic department/units at the University of Manitoba that are outside of the Asper School of Business, or Asper School of Business courses that are not listed below, will require Professional Graduate Programs Committee approval.

The following courses have been specifically approved by the MBA Committee for MBA core or elective credit. Students wishing to take 3000/4000 level courses will not be required to seek special permission individually from the Professional Graduate Programs Committee, but will need permission from the Department Head of each area. If at any time the same elective course is offered in the MBA program, students will be expected to complete it at the MBA level (unless approved by the Professional Graduate Programs Committee in special circumstances).

Faculty of Agriculture:

- ABIZ 3120 Futures Markets (3)
- ABIZ 3560 Agribusiness Portfolio Management (3)


## Department of Accounting and Finance (Asper

 School of Business):- ACC 3030 Advanced Accounting (if student has prerequisite) (3)
- ACC 3040 Cost Accounting (if student has prerequisite) (3)
- ACC 3080 Canadian Income Taxation (if student has prerequisite) (3)

Department of Business Administration (Asper School of Business):


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### 6.3.3 Language Requirements

Some department/units specify an additional language requirement for the Master's degree. Students should check department/unit supplementary regulations regarding this requirement.

### 6.3.4 Advance Credit

Advance credit for courses completed prior to admission to a Master's program will be considered on a case-by-case basis. The student's department/unit must make a request to the Faculty of Graduate Studies by completing the "Recommendation for Advance Credit-Transfer of Courses" form.

- Application for advance credit must be made within the first year of the program (see Lapse or Expiration of Credit of Courses).
- No more than $50 \%$ of the required coursework for the program can be achieved using advance credit.
- A course may not be used for credit toward more than one degree
- The student must register at The University of Manitoba for at least two (2) terms within a single academic year and must also complete all other program requirements at The University of Manitoba (or in the case of a Joint Master's Program student, at The University of Winnipeg).
- 
- A Pre-Master's student may only transfer a maximum of 3 credit hours at the 7000 level taken as occasional into a prospective Master's program of study.

Regardless of the number of courses approved for which advance credit is granted, all students are required to pay all applicable program fees (i.e., program fees will not be pro-rated according to advance credit granted).

Advance credit and course exemptions are permitted in the MBA program.

## 1. General criteria for Asper School of Business MBA exemptions:

- Exemptions are granted to individuals holding at least a 3 year bachelor university degree;
- When an exemption is based on completed undergraduate degree level courses, two or more (see list in point 8 below) courses in the specific discipline (as the Asper course for which exemption is sought) are required to be considered for one core MBA course exemption;
- A minimum grade of "B" or equivalent is required on each of the two courses required for the exemption;
- At least one of the required courses (see below) must have been completed within 5 years prior to the start of the Asper MBA program (see exception in the professional designation section below, point 6);
- Any course previously taken can only be applied/counted/considered towards a single course exemption;
should check department/unit supplementary regulations regarding specific requirements.

The maximum time allowed for the completion of the Master's degree is four (4) years for students declared as full-time and six (6) years for students declared as part-time (see Student Status/Categories of Students for information on calculating maximum time for students). Individual departments/units and/or programs may have specified minimum and maximum time limits.
Requests for extensions of time to complete the degree will be considered on an individual basis and must be submitted to the Dean of the Faculty of Graduate Studies using the "Time Extension Request" form at least three (3), but no more than four (4), months prior to expiration of the respective maximum time limit.

A student who has not completed the degree requirements within the time limit or within the time limit of the extension will be Required to Withdraw from the Faculty of Graduate Studies and the notation on the student record will be "Required to Withdraw".

### 6.4 Student's Advisor and Co-Advisor

### 6.4.1 Student's Advisor

Each student should have an advisor upon entry into the program, and must have one assigned no later than one (1) term following initial registration. Advisors are required for thesis/practicum routes, but not usually course-based routes or some comprehensive exam routes. In department/units where the choice of thesis/practicum topic and thesis/practicum advisor are postponed after a student's entry into the program, the Department/Unit Head, within one (1) term, shall appoint a faculty member to advise the student in the interim period before the regular advisor is assigned or chosen. Students must have an advisor through to the end of their program in programs requiring an advisor.

The advisor is responsible for supervising the student's graduate program. The advisor is the student's first point of contact at the University of Manitoba and must be familiar with the general policies and regulations of the Faculty of Graduate Studies as well as the specific supplementary regulations of their academic department/unit. In this capacity, the advisor assists the student in planning the graduate program and ensures that the student is aware of all graduate program requirements, degree regulations, and general regulations of the academic department/unit, the Faculty of Graduate Studies, the university, and external funding agencies. The advisor provides counsel for all aspects of the graduate program, and stays informed of the student's scholarly activities and progress. The student's advisor also acts as a channel of communication to the student's advisory committee, the department/unit and the Faculty of Graduate Studies.

The advisor must:

- hold an appointment in the student's department/unit;
- be a member of the Faculty of Graduate Studies (see the FGS website for details);
- hold at least a Master's degree or equivalent (see note below);
- be active in their field;
- have expertise in a discipline related to the student's program.


## Note

Equivalency will be approved by the Dean of the Faculty of Graduate Studies and determined on a case-by-case basis. The potential advisor's demonstrated research record and current research activities will be considered as part of the equivalency
by the MBA Graduate Program Chair (Associate Dean) or designate.

All MBA students have a maximum time in the program of 6 years (unless granted an Exceptional or Parental leave) or 8 years if pursuing the JD/MBA degrees concurrently.

As a course-based Master's program, students do not have individual advisors. The MBA Graduate Program Chair (Associate Dean) and the Graduate Program Manager provide program advice to, and oversight for all students.

Additional specifications, if any, regarding the advisory committee are found in the department/unit supplementary regulations and students should consult these regulations for specific requirements.
6.5.3 Course-based, Major Research Paper, or Comprehensive Examination Route

Normally, advisory committees are not required in these routes; however, the department/unit may specify advisory committee requirements in their supplementary regulations.

### 6.6 Courses and Performance 6.6.1 Course or Program Changes

Students are not permitted to change their program of study, including withdrawal from individual courses, without the approval of their advisor/co-advisor (and/or advisory committee) and Department/Unit Head. Withdrawal from courses or changes of course category without such approval may result in the student being Required to Withdraw from the Faculty of Graduate Studies.

### 6.6.2 Lapse or Expiration of Credit of Courses

Courses completed more than seven (7) years prior to the date of awarding of a degree may not normally be used for credit toward that degree. A department/unit may request an exception to this limit on behalf of the student. Such requests, which will be evaluated on a case-by-case basis, must be submitted via the Course Currency form and accompanied by supporting information including a detailed summary of the content of the course as taken initially and as offered most recently, and a detailed rationale explaining how the student has maintained knowledge of the course content. If FGS approves the course's currency, the approval will be valid for one (1) year. After one (1) year, an updated Course Currency form may be required.

Courses completed more than ten (10) years prior to the date of awarding of a degree are deemed expired and cannot be used for credit toward that degree.
In the event that coursework is no longer considered current or has expired, students must take additional coursework (as recommended by the Department/Unit Head, or designate, and as approved by the Dean of the Faculty of Graduate Studies) to meet the minimum credit hour requirements for their program. The department/unit may recommend that students re-take previously passed course(s) which have lapsed or expired.

Course change requests (including Law electives
approved for students enrolled in the JD/MBA concurrent degrees) must be submitted to the
Asper School of Business MBA Graduate Program Office. The Graduate Program Manager will ensure that individual student progress is regularly monitored and updated, and will provide advice concerning any course change requests. In a situation where student difficulties are apparent, the Graduate Program Manager will advise the MBA Graduate Program Chair (Associate Dean) and the responsible Department Head(s), and provide recommendations to the Faculty of Graduate Studies as appropriate.

Student appeals pertaining to the Faculty of Graduate Studies regulations or MBA Supplementary Regulations must be made in writing and forwarded to the -Professional Graduate Programs Committee Chair for committee consideration and, where applicable, action and/or forwarding. Some situations may require that appeals be filed directly with the Dean of the Faculty of Graduate Studies. Information on appeals can be found on the website of the Faculty of Graduate Studies.

|  | Privileges via the Registrar's Office and pay the <br> accompanying fee. |
| :--- | :--- |
| Students with a cumulative degree grade point <br> average of 3.75 or higher at graduation are eligible |  |
| for inclusion on the Asper School of Business |  |
| MBA Dean's Honour Roll of Graduates for the |  |
| calendar year in which they graduate. |  |

## Report of the Senate Committee on Curriculum and Course Changes on a proposal for Micro-Diploma in Mythology and Folktale, Department of Classics, Faculty of Arts

## Preamble:

1. The terms of reference for the Senate Committee on Curriculum and Course Changes (SCCCC) are available on the University Governance website. The SCCCC is "to recommend to Senate on the introduction, modification or abolition of undergraduate programs, curricula or courses."
2. At its meeting on March 13, 2023, the SCCCC considered a proposal from the Department of Classics, Faculty of Arts, to establish a Micro-Diploma in Mythology and Folktale.
3. The Faculty Council of the Faculty of Arts endorsed the proposal at its meeting on February 7, 2023. The Senate Planning and Priorities Committee also considered the proposal at its meeting on March 27, 2023.

## Observations:

1. The proposed Micro-Dip. in Mythology and Folktale would require four (4) courses totalling 12 credit hours, to be chosen from a list of eligible courses offered by the Departments of Classics, German and Slavic Studies, Icelandic Language and Literature, and Religion, as detailed in the proposal.
2. The objective of the Micro-Diploma would be to offer students the opportunity to undertake historical and cross-cultural study of mythology and folktale and would encourage interdisciplinary and comparative study of these topics.
A secondary objective is to increase interest and enrolment in the specific Classics, German, Icelandic, Religion, and Ukrainian courses used in the program, which might encourage some students to pursue a Double Major or Minor in one of these disciplines.
3. Additionally, the Department has identified learning outcomes for the Micro-Diploma, including to: (i) articulate similarities and differences between myths and folktale across time and cultures, to demonstrate cross-cultural competency; (ii) analyse multi-faceted connections between belief and storytelling, which are central pillars of identity and community; (iii) situate mythology and folktale within the broader cultural process of storytelling and narrative; (iv) appreciate diverse ways communities within Canada and elsewhere develop distinctive forms of expression that can foster distinct identities, create barriers and bridges of cultural exchange; (v) assess critically the ways in which myth and folktale influence modern culture and understand why modern media continues to draw upon myth and folktale.
4. The Micro-Diploma would be open to students enrolled in a degree program at the University who are in good academic standing in their program and to students not enrolled in a degree program, who meet the entrance requirements outlined in section 7 of the proposal.
5. Projected annual enrolment in the Micro-Diploma is ten (10) students. The maximum capacity would be twenty (20) students per year.
6. No new courses are proposed as part of the proposal. The curriculum would include existing courses offered by the Department of Classics and the Departments of German and Slavic Studies, Icelandic Language and Literature, and Religion. Documentation included with the proposal provided to the Senate Committees that reviewed it demonstrates the support of these other Departments for the use of their courses in the program.

## Recommendation:

The Senate Committee on Curriculum and Course Changes recommends:
THAT Senate approve and recommend to the Board of Governors that it approve a proposal to establish a Micro-Diploma in Mythology and Folktale, in the Department of Classics, Faculty of Arts, effective for the 2023 Fall Term.

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

## Report of the Senate Planning and Priorities Committee on a proposal for a MicroDiploma in Mythology and Folktale, Department of Classics, Faculty of Arts

## Preamble:

1. The terms of reference of the Senate Planning and Priorities Committee (SPPC), which are found on the University Governance website, charge SPPC with making recommendations to Senate regarding proposed academic programs.
2. The definition of a Micro-Diploma, at the University of Manitoba, is found in the Certificate and Diploma Framework (Senate, February 3, 2021).
3. At its meeting on March 27, 2023, the SPPC considered a proposal from the Department of Classics, Faculty of Arts, to establish a Micro-Diploma in Mythology and Folktale. The proposal was endorsed by the Faculty Council of the Faculty of Arts at its meeting on February 7, 2023.

## Observations:

1. The proposed Micro-Dip. in Mythology and Folktale would require four (4) courses totalling 12 credit hours, to be chosen from a list of eligible courses offered by the Departments of Classics, German and Slavic Studies, Icelandic Language and Literature, and Religion, as detailed in the proposal.
2. The objective of the Micro-Diploma would be to offer students the opportunity to undertake historical and cross-cultural study of mythology and folktale and would encourage interdisciplinary and comparative study of these topics.
A secondary objective is to increase interest and enrolment in the specific Classics, German, Icelandic, Religion, and Ukrainian courses used in the program, which might encourage some students to pursue a Double Major or Minor in one of these disciplines.
3. Projected annual enrolment in the program is ten (10) students. The maximum capacity would be twenty (20) students per year.
4. The Micro-Diploma would be open to students enrolled in a degree program at the University who are in good academic standing in their program and to students not enrolled in a degree program, who meet the entrance requirements outlined in section 7 of the proposal.
5. No new teaching or staff resources would be required to offer the program. Courses that could be completed toward the Micro-Diploma are existing courses offered by the Department of Classics and the Departments of German and Slavic Studies, Icelandic Language and Literature, and Religion. Documentation included with the proposal provided to the Senate Committees that reviewed it demonstrates the support of these other Departments for the use of their courses in the program. The Department anticipates the only additional costs would be for advertising the program within the University, which it can do within its budget.
6. The University of Manitoba Libraries indicated its collection can support the proposed Micro-Diploma program without additional resources.
7. The University Registrar and Executive Director, Enrolment Services confirmed the Office of the Registrar and Enrolment Services has no operational concerns with respect to matters related to either admissions or registration.

## 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 Micro-Diploma in Mythology and Folktale. The Senate Committee on Planning and Priorities recommends that the Provost and VicePresident (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 Derek Oliver, Chair
Senate Planning and Priorities Committee
$\underset{\text { of Manitoba }}{\text { University }}$
Proposal for New Academic Program: Micro-diploma of Manitoba

Please complete the form below and append supporting documents, as appropriate. Electronic copies of the completed proposals are to be submitted to the Office of the University Secretary and the Vice-Provost (Academic Planning and Programs) following endorsement of the proposal by the appropriate Faculty/ College/School/Division Council.

It is strongly advised that units initially discuss the proposed program with the Vice-Provost (Academic Planning and Programs) for undergraduate-level Micro-Diplomas or with the Dean of the Faculty of Graduate Studies for graduate-level Micro-diplomas prior to completion and submission of the proposal form. Please refer to the UM Certificate and Diploma Framework detailing the requirements for Micro-diploma programming.

## Section A: Proposing Unit

Faculty/School/College/Division: Arts
Department (where applicable): Classics
Contact, Name and Title: James T. Chlup
Contact Email: james.chlup@umanitoba.ca

## Section B: Program Overview

1. Program Type: Micro-diploma $\boxtimes \quad$ Graduate Micro-diploma

This program will be available as a (check all that apply):

## Stand-alone program

## Embedded program $\boxtimes$

May be taken concurrently and used for credit within a UM degree program, subject to the program regulations of the degree in which the credit will be recognised.
2. Program Name (30 characters): Micro-diploma in Mythology and Folktale
3. Program length (credit hours): 12
4. Proposed start term: Fall 2023

## Section C: Program Requirements

5. Description and Intended Outcomes of the Program

This Micro-diploma offers the student the opportunity to undertake historical and cross-cultural study of mythology and folktale utilising existing courses from the Departments of Classics, German and Slavic, Icelandic, and Religion. While mythology and folktale are intrinsically fascinating subjects in their own right (and at this University prove popular as courses within programmes and electives), they provide insight into how a culture negotiates important topics about the world around them. This qualification would fill in a gap in Arts' programmes: many universities in North America include degree options (including graduate degrees) in mythology and/ or folktale. More generally, the Micro-diploma encourages interdisciplinary and comparative study by formally recognising a student's engagement in complementary academic subjects in addition to their Major and/ or Minor.

Upon completion of this Micro-diploma, the student will be able to, inter alia:
-Articulate the similarities and differences between myths and folktale across time and cultures, and thus demonstrate cross-cultural competency;
-Analyse the multi-faceted connections between belief and storytelling, central pillars of identity and community;
-Situate mythology and folktale within the broader cultural process of storytelling and narrative; -Appreciate the diverse ways communities (with)in Canada and elsewhere develop distinctive forms of expression that can foster distinct identities, create barriers and bridges of cultural exchange; and
-Assess critically the ways in which myth and folktale influences modern culture and understand why modern media continues to draw upon myth and folktale.

## 6. Program Structure

a) Coursework

The student takes 12 credits (four courses) from the following list:
CLAS 1520 Greek and Roman Mythology
GRMN 2510 German Fairy Tales from the Brothers Grimm to Hollywood
ICEL 2400 Icelandic Folktales in a European Context
ICEL 3320 Norse Mythology
RLGN 2072 Storytelling and Religion
RLGN 3102 Myth and Mythmaking: Narrative, Ideology, Scholarship
UKRN 2200 Ukrainian Myths, Rites, and Rituals
CLAS 2500 Aspects of Classical Culture and Languages*
CLAS 3710 Aspects of Classical Culture 1*
UKRN 2600 Special Topics in Ukrainian Studies**
All courses are currently in the academic calendar.
Students may complete the Micro-diploma by completing the courses within four years. There is not required order for the courses.

Courses marked * and ** will only count when the topic of the course pertains to myth. For example, the Department of Classics ( ${ }^{*}$ ) uses its CLAS 2500 and 3710 courses to offer a mythcentred course: past examples include 'Multi-Media Orpheus' (Fall 2020) and 'Myth and Theory'
(Winter 2021), and 'The Myth of Oedipus from Antiquity to Modernity’ (Winter 2020 and Fall 2022). There is normally one mythology-centred course with one of these course numbers each year. The Department of German and Slavic (**) sometimes uses this course number for an occasional course 'Ukrainian Folk and Magic Tales'. Given the expected enrollment for this Micro-diploma, confirming the eligibility of special topics will be easy and will be undertaken by the Department of Classics.

## b) Experiential Learning or Work-Integrated Learning Opportunities

While the Centre for Creative Writing and Oral Culture does not offer academic courses, they often will have educational opportunities that relate to the theme of orality-an important topic in the study of mythology and folktale. Such activities (normally in the form of lectures or workshops) will be advertised to students, but attendance or participation are not required. These should be considered additional learning opportunities.

## c) Academic Regulations

This Micro-diploma follows the regulations of the Faculty of Arts.

Academic performance requirements:
In order to graduate, students must obtain a minimum C average on all courses required in the Micro-diploma program with no grade lower than a D.

## Maximum time-to-completion:

Students have four years after declaring their intent to complete a Micro Diploma to complete the Micro-diploma program.

## 7. Entrance Requirements

Students may enter this Micro-diploma in two different ways:

1. By declaring their intention to complete a Micro Diploma as a current student in good academic standing within any degree program at the University of Manitoba. The specific entrance criteria are: good academic standing in any current degree or diploma program at the University of Manitoba; or
2. For students not currently enrolled at the University of Manitoba, admission to a Faculty of Arts Micro Diploma program occurs by way of an application to the Faculty of Arts.

Students with fewer than 24 credit hours of Post-Secondary course work completed seeking admission to the Micro Diploma in Workplace Health and Safety:

- must be proficient in English (visit http://umanitoba.ca/student/admissions/international/english/index.html);
AND, EITHER:
- must have graduated from high school with at least 5 full credits at the Grade 12 level in courses designated $S, G$, or $U$ and must have achieved a minimum average of $70 \%$ over the following, with no less than $60 \%$ in each of:
o English 40S
o Mathematics 40S
o Two academic 40S courses;
OR,
- must meet the Mature Applicant Category Criteria that follows:
o 21 years of age or older by September 30 for classes starting in September, January 31 for classes starting in January, May 1 for classes starting in May, and July 1 for classes starting in July
o Must not meet the regular academic requirements of the applicable program, must have limited experience at college or university (fewer than 24 credit hours), and must be a Canadian citizen or Permanent Resident.

Students with 24 or more credit hours of Post-Secondary course work completed seeking admission to the Micro Diploma:

- must have completed a minimum of 24 credit hours of coursework at a recognized college or university with a minimum cumulative grade point average (CGPA) of 2.0 (C) or better;

OR
must be admitted on the Dean's recommendation. [Students who have completed the minimum 24 credit hours of coursework, and do not meet the minimum 2.0 CGPA, may be considered on an individual basis for admission on the Recommendation of the Dean. A minimum 2.0 grade point average (GPA) on the best 24 credit hours of coursework that would be acceptable for credit (transferable) in the Bachelor of Arts General degree Program is required to receive consideration for admission on the Dean's recommendation].

## 8. Recognition for Credit

A student who completes the Micro-diploma will receive a notation on their transcript.
A student may also use these courses as part of requirements for a Major or Minor in Classics, German, Icelandic, or Religion as appropriate.
A student from another Faculty should consult their home unit to determine whether courses taken in the Micro-diploma can count towards other options.

## 9. Mode of Delivery

This program is available: In-person $\square \quad$ On-line $\square \quad$ Combination:
The mode of delivery will be in-person. One course-CLAS 1520: Greek and Roman Mythology-also exists in an online format (with one section in each of the Fall and Winter

Terms), which will provide some additional flexibility for students. Some of the courses recur during Summer Session also.

## Section D: Program Development and Demand

## 10. Alignment with Strategic Direction and Priorities

Nurturing inter-cultural competency is a clear desideratum for the province and the country, which the University can play a role as the largest post-secondary institution in the province: this Micro Diploma encourages this through study of an important aspect of past and present cultures. The University's most recent strategic plan indicates the importance of maintaining the liberal arts. The Micro-diploma allows the University to showcase the diversity of the Faculty's disciplines and demonstrate how they can complement each other to provide students with rigorous academic preparation.

## 11. Student Demand for Program

a. Outline expected student demand and interest in the program.

One anticipates this additional credential will interest students seeking a major or a minor in one of the disciplines participating. The persistent interest in CLAS 1520 (taken by approximately 400 students per year, normally half of whom are in their first year) may serve to generate demand for the credential. It is anticipated that each course will advertise the Micro-diploma.
b. What is the expected enrolment in the program? 10 students per year
c. What is the maximum capacity, if applicable? 20 students per year

## 12. Community and Industry Need

The Humanities produces graduates with 'deep skills' that provide them with the ability to undertake successfully a wide range of professions. The Micro-diploma provides an additional opportunity to practise these skills across academic disciplines.

## 13. Internal Consultation

The unit has held discussions with, and secured letters of support from, all participating departments (German and Slavic, Icelandic, and Religion).

## Section E: Resource Requirements

## 14. Summary of Program Costs

There are no anticipated additional costs for this programme in terms of staffing, infrastructure, or library resources. The Department of Classics anticipates that it will be able to bear the marginal costs of advertising the Micro-diploma.

## 15. Summary of Program Funding

This Micro-diploma utilises existing resources (courses, faculty, and support staff) only. The only expected additional costs for the Micro-diploma will be advertising it internally within the University. These costs will be minimal, which the Department of Classics budget can cover.

## 16. Library Resources

Please see attached letter of support.

## 17. SPPC Statement on Resource Implications

Complete and append the Senate Planning and Priorities Committee (SPPC) Statement on Resource Implications form at https://umanitoba.ca/governance/forms\#senate-committee-forms.

## Section F: Appendices

As appropriate, please append the following:
i) Course introduction/change forms.
ii) For graduate-level Micro-diplomas, revised supplemental regulations and BFARS.
iii) Internal letters of support (see SCCCC Consultation form at https://umanitoba.ca/governance/forms), including a letter of support from the Registrar and Executive Director of Enrolment Services and the Libraries.
iv) External letters of support.
v) SPPC Statement on Resource Implications
(https://umanitoba.ca/governance/forms\#senate-committee-forms)

## Department of Classics

- Department of Classics proposes the Introduction of a Micro-Diploma in Mythology and Folktale.


## Added Material

Deleted Material

## Classics

Head: James Chlup
General Office: 364 University College
Telephone: 2044749502
E-mail: classics@umanitoba.ca
Website: umanitoba.ca/classics

## Program Information

Classics programs focus on the languages, literature and material cultures of ancient Greece and Rome. The two cultures are considered for their formative role at the beginnings of western civilization and for their continuing influence on modern civilization. Although courses, and entire programs, are available to students without any Latin or Greek, those intending to pursue specialist studies in any field of classical studies are urged to begin study of the languages as early as possible. The department, through academic staff members with expertise in art history and archaeology, offers a variety of opportunities for travel courses and fieldwork overseas.
The Department of Classics offers Major and Minor (Concentration) programs in Classical Studies, Greek, and Latin.

## Classical Studies

For entry, continuation and graduation requirements for the General Degree, Advanced Degree and Honours Degree, see: Basic Faculty Regulations for the B.A. General, Advanced and Honours Degree Programs.

## Major Program

For entry to the Major, the prerequisite is a grade of "C" or better in six credit hours in Classical Studies (CLAS), Greek (GRK) or Latin (LATN) or six credit hours from List A below.

A minimum "C" average in all courses that comprise the Major is required to graduate including the higher grade of repeated courses and excluding failed courses.

## Minor (Concentration) Program

For entry to the Minor (Concentration), the prerequisite is a grade of "C" or better in both CLAS 1270 and CLAS 1280, or written permission of the department head. Greek
For entry, continuation and graduation requirements for the General Degree, Advanced Degree and Honours Degree, see: Basic Faculty Regulations for the B.A. General, Advanced and Honours Degree Programs.

## Major Program

For entry to the Major, the prerequisite is a grade of " C " or better in both GRK 1010 and GRK 1020, or written consent of the department head. A minimum "C" average in all courses that comprise the Major is required to graduate including the higher grade of repeated courses and excluding failed courses.

## Minor (Concentration) Program

For entry to the Minor (Concentration), the prerequisite is a grade of "C" or better in both GRK 1010 and GRK 1020, or written consent of the department head. Latin
For entry, continuation and graduation requirements for the General Degree, Advanced Degree and Honours Degree, see: Basic Faculty Regulations for the B.A. General, Advanced and Honours Degree Programs.

## Major Program

For entry to the Major, the prerequisite is a grade of "C" or better in both LATN 1080 and LATN 1090, or written consent of the department head.
A minimum "C" average in all courses that comprise the Major is required to graduate including the higher grade of repeated courses and excluding failed courses.

## Minor (Concentration) Program

For entry to the Minor (Concentration), the prerequisite is a grade of "C" or better in both LATN 1080 and LATN 1090, or written consent of the department head.

## Micro-Diploma in Mythology and Folktale

The Department of Classics offers a Micro-Diploma in Mythology and Folktale. Students who successfully complete 12 credit hours from the approved list of courses can qualify this credential.

## Approved List of Courses

CLAS 1520 Greek and Roman Mythology
GRMN 2510 German Fairy Tales from the Brothers Grimm to Hollywood
ICEL 2400 Icelandic Folktales in a European Context
ICEL 3320 Norse Mythology
RLGN 2072 Storytelling and Religion
RLGN 3102 Myth and Mythmaking: Narrative, Ideology, Scholarship
UKRN 2200 Ukrainian Myths, Rites, and Rituals

CLAS 2500 Aspects of Classical Culture and Languages ${ }^{1}$
CLAS 3710 Aspects of Classical Culture $1^{1}$
UKRN 2600 Special Topics in Ukrainian Studies ${ }^{1}$

## Notes:

1. These courses will only count when the topic of the course pertains to myth, as approved by the Classics Department Head.

Faculty of Arts students may use courses completed in the Micro-Diploma toward the completion of their Bachelor of Arts Degree and alternatively, courses that are used for degree completion can also be used to satisfy the Micro-Diploma. This program is open to students in good standing from other University of Manitoba Faculties and Schools whose academic requirements and regulations for their programs allow for entry to this program. Students from other Faculties or Schools interested in the Mythology and Folktale Micro-Diploma should confirm with their home unit how these courses may be used toward their degree program.

This program is also open to individuals who are not currently students at the University of Manitoba. Whether you are a current $U$ of $M$ student or you are new to the U of M, entry to Faculty of Arts Micro-Diploma programs requires an application for Admission to the specific Micro-Diploma program. Admission requirements for Faculty of Arts Micro-Diplomas can be found in the Faculty Academic Regulations Section of the Undergraduate Calendar.

Interested students should familiarize themselves with the Basic Faculty Regulations for the Faculty of Arts Micro-Diploma Programs, also found in the Faculty Academic Regulations section of the Undergraduate Calendar.

# Report of the Senate Committee on Curriculum and Course Changes on a proposal for Micro-Diploma in Introduction to German Language, Life, and Culture, Department of German and Slavic Studies, Faculty of Arts 

## Preamble:

1. The terms of reference for the Senate Committee on Curriculum and Course Changes (SCCCC) are available on the University Governance website. The SCCCC is "to recommend to Senate on the introduction, modification or abolition of undergraduate programs, curricula or courses."
2. At its meeting on March 13, 2023, the SCCCC considered a proposal from the Department of German and Slavic Studies, Faculty of Arts, to establish a Micro-Diploma in German Language, Life, and Culture.
3. The Faculty Council of the Faculty of Arts endorsed the proposal at its meeting on February 7, 2023. The Senate Planning and Priorities Committee also considered the proposal at its meeting on March 27, 2023.

## Observations:

1. The proposed Micro-Dip. in Introduction to German Language, Life, and Culture would require three (3) courses totalling 9 credit hours, including GRMN 1122 Introductory German 1 (A), GRMN 1124 Introductory German 2 (A), and GRMN 2110 Discovering German Life and Culture (C).
2. The objective for the Micro-Diploma would be to provide students with an introduction to German language, life, and culture; one of the most important languages, cultures, and countries world-wide.
Secondary objectives are to increase interest and enrolment in German courses and programs offered through the Department, including General, Advanced Major, and Honours degrees, and the Minor in German, and to promote student interest in international exchange programs in the German-speaking world.
3. The Department has identified several learning outcomes for the Micro-Diploma, including to: (i) have completed the A1 level of the Common European Framework of Reference for Languages; (ii) articulate the similarities and differences between Canadian and German Society; (iii) appreciate the cultural diversity of Germany in the $21^{\text {st }}$ century and critically reflect on challenges facing Germany and its global partners.
4. Considering that Germany is Canada's sixth largest trading partner, the program would address community and industry needs for individuals with training in German language and culture.
5. The Micro-Diploma would be open to students enrolled in a degree program at the University who are in good academic standing in their program and to students not enrolled in a degree program, who meet the entrance requirements outlined in section 10 of the proposal.
6. The Micro-Diploma would be in a concentrated timeframe, in the form of a summer institute, during the Summer Term, which might be particularly attractive for students who are not enrolled in a degree program or for degree students who are not pursuing a
degree in German. Students would also have the option to complete the courses required for the Micro-Diploma during the Fall and Winter Terms.
7. Projected annual enrolment in the program is ten (10) students. The maximum capacity would be thirty-five (35) students per year.
8. No new courses are proposed as part of the proposal. The curriculum would include existing courses offered by the Department of German and Slavic Studies.

## Recommendation:

The Senate Committee on Curriculum and Course Changes recommends:
THAT Senate approve and recommend to the Board of Governors that it approve a proposal to establish a Micro-Diploma in Introduction to German Language, Life, and Culture, in the Department of German and Slavic Studies, Faculty of Arts, effective for the 2023 Summer Term.

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

Comments of the Senate Executive Committee:
The Senate Executive Committee Endorses the Report to Senate.

## Report of the Senate Planning and Priorities Committee on a proposal for a MicroDiploma in Introduction to German Language, Life, and Culture, Department of German and Slavic Studies, Faculty of Arts

## Preamble:

1. The terms of reference of the Senate Planning and Priorities Committee (SPPC), which are found on the University Governance website, charge SPPC with making recommendations to Senate regarding proposed academic programs.
2. The definition of a Micro-Diploma, at the University of Manitoba, is found in the Certificate and Diploma Framework (Senate, February 3, 2021).
3. At its meeting on March 27, 2023, the SPPC considered a proposal from the Department of German and Slavic Studies, Faculty of Arts, to establish a Micro-Diploma in Introduction to German Language, Life, and Culture. The proposal was endorsed by the Faculty Council of the Faculty of Arts at its meeting on February 7, 2023.

## Observations:

1. The proposed Micro-Dip. in Introduction to German Language, Life, and Culture would require three (3) courses totalling 9 credit hours, including GRMN 1122 Introductory German 1 (A), GRMN 1124 Introductory German 2 (A), and GRMN 2110 Discovering German Life and Culture (C).
2. The objective for the Micro-Diploma would be to provide students with an introduction to German language, life, and culture; one of the most important languages, cultures, and countries world-wide.
Secondary objectives are to increase interest and enrolment in German courses and programs offered through the Department, including General, Advanced Major, and Honours degrees, and the Minor in German, and to promote student interest in international exchange programs in the German-speaking world.
3. Projected annual enrolment in the program is ten (10) students. The maximum capacity would be thirty-five (35) students per year.
4. The Micro-Diploma would be open to students enrolled in a degree program at the University who are in good academic standing in their program and to students not enrolled in a degree program, who meet the entrance requirements outlined in section 10 of the proposal.
5. No new teaching or staff resources would be required to offer the program, which would make use of existing courses that are regularly offered and taught on load by faculty in the Department. Also, costs associated with creating University of Trier videos and other teaching materials for students in the language courses have been considered in the Department's budget and will be covered using existing resources.
6. The University of Manitoba Libraries indicated its collection can support the proposed Micro-Diploma program.
7. The University Registrar and Executive Director, Enrolment Services confirmed the Office of the Registrar and Enrolment Services has no operational concerns with respect to matters related to either admissions or registration.

## 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 Micro-Diploma in Introduction to German Language, Life, and Culture. 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 Derek Oliver, Chair
Senate Planning and Priorities Committee

Please complete the form below and append supporting documents, as appropriate. Electronic copies of the completed proposals are to be submitted to the Office of the University Secretary and the Deputy Provost (Academic Planning and Programs) following endorsement of the proposal by the appropriate Faculty/ College/School/Division Council.

It is advised that units initially discuss the proposed program with the Deputy Provost (Academic Planning and Programs) for undergraduate-level Micro-diplomas or with the Dean of the Faculty of Graduate Studies for graduate-level Micro-Diplomas prior to completion and submission of the proposal form. Please refer to the UM Certificate and Diploma Framework detailing the requirements for micro-diploma programming.

## Section A: Proposing Unit

Faculty/School/College/Division: Faculty of Arts
Department (where applicable): German and Slavic Studies
Contact, Name and Title: Dr. Stephan Jaeger (Department Head); Dr. Lars Richter (CPAC Representative)

## Contact Email: Stephan.Jaeger@umanitoba.ca ; Lars.Richter@umanitoba.ca

## Section B: Program Overview

1. Program Type: Micro-diploma $\boxtimes \quad$ Graduate Micro-diploma
2. Program Name: Introduction to German Language, Life, and Culture
3. Credential Awarded: Micro-Diploma in Introduction to German Language, Life, and Culture
4. Program Length (contact hours): 9 Credit Hours
5. Proposed Start Date: Summer 2023

Section C: Program Description and Delivery
6. Description of Program

The Micro-diploma will combine six credit hours of Introductory German (GRMN 1122 and GRMN 1124 or the former GRMN 1120) with an introduction to German culture and society (GRMN 2110 Discovering German Life and Culture), taught in English. GRMN 2110 is designed to match, to the extent this is possible, the topics covered in GRMN 1122/1124 (e.g., food, living situations, migration etc.). Ideally, students enrolled in the language course will also take the culture course and vice versa; however, this is not required to complete the Micro Diploma (see details below). Guest speakers from the German community in Winnipeg will be invited to the culture course to introduce students to this vibrant community. Students from the University of Trier, one of our partner universities, will prepare authentic videos and other teaching materials for the students enrolled in the language course, thus fostering transatlantic communication and learning.

## 7. Intended Outcomes

Upon completion of the Micro-diploma, students will

- Have completed the A1 level of the Common European Framework of Reference for Languages;
- Articulate the similarities and differences between Canadian and German society;
- Appreciate the cultural diversity of Germany in the $21^{\text {st }}$ century and critically reflect on challenges Germany and its global partners are facing.


## 8. Program Structure

a) Coursework

Students take 9 credit hours (three courses*) to complete the Micro-diploma:

- GRMN 1122 Introductory German 1 (A)
- GRMN 1124 Introductory German 2 (A)
- GRMN 2110 Discovering German Life and Culture (C)
* The two three credit hours courses GRMN 1122 Introductory German 1 and GRMN 1124 Introductory German 2 used to be a single six credit hour course, GRMN 1120 Beginning German. The new course numbers are currently being introduced for September 2023 and GRMN 1120 deleted in the process, but do not appear in the Academic Calendar at the time of writing this proposal. Students can substitute GRMN 1122 and GRMN 1124 with GRMN 1120.
All courses are currently (or will be shortly) in the Academic Calendar. Students may complete the Micro-diploma by completing the courses listed above within four years.
b) Experiential Learning or Work-Integrated Learning Opportunities

The teaching method of both courses emphasizes experiential, immersive and reflective learning. in and beyond the classroom, using / integrating remote learning platforms and technologies. The intended guest presentations by members of the German-Canadian community in Manitoba as well as student peers and other representatives from German-speaking countries (including students at our partner institution in Trier) will
expose students to first-hand experiences of living in Germany and living as a German in Canada respectively, and hopefully trigger the interest of students to continue studying German language and culture, as well as to participate in exchange programs to Germany.

## 9. Academic Regulations

The Faculty of Arts has established Faculty-wide regulations for Arts Micro-diploma programs. They are:

1. Minimum Credit Hours: Faculty of Arts Micro-diplomas consist of 9-18 credit hours at the undergraduate level, which may include other types of instructional or learning opportunities such as professional development or work-integrated learning experiences.
2. Time to completion: Students have four years after declaring their intent to complete a Micro-diploma to complete the Micro-diploma program.
3. Minimum Credit Hour Load: There are no minimum term credit hour load requirements for students in the Micro-diploma programs.
4. Minimum Grades Required: In order to graduate, students must obtain a minimum C average on all courses required in the Micro-diploma program with no grade lower than a D.
5. Residency Requirements: All courses required in any Faculty of Arts Micro-diploma program must be taught by the University of Manitoba. Students cannot transfer external credit for use toward a Faculty of Arts Micro-diploma.
6. Credit Transfer to Degree Programs: Degree level courses completed as part of a Micro-diploma can be used toward the completion of any of the Bachelor of Arts degree programs. Likewise, courses completed as part of the Bachelor of Arts Degree programs can also be used toward the completion of a Faculty of Arts Micro-diploma.
7. Students are responsible for meeting all course prerequisites of courses required in the Micro-diploma programs and for following all application and registration deadlines

Does the program allow part-time study: $\quad$ Yes $\boxtimes \quad$ No $\square$

## 10. Entrance Requirements

Students may enter a Faculty of Arts Micro-diploma program in two different ways:

1. By declaring their intention to complete a Micro-diploma as a current student in good academic standing within any degree program at the University of Manitoba. The specific entrance criteria are: good academic standing in any current degree or diploma program at the University of Manitoba. or
2. For students not currently enrolled at the University of Manitoba, admission to a Faculty of Arts Micro-diploma program occurs by way of an application to the Faculty of Arts.

Students with fewer than 24 credit hours of Post-Secondary course work completed seeking admission to the Micro-diploma in Introduction to German Language, Life, and Culture:

- must be proficient in English (visit http://umanitoba.ca/student/admissions/international/english/index.html);
AND, EITHER:
- must have graduated from high school with at least 5 full credits at the Grade 12 level in courses designated $S$, $G$, or $U$ and must have achieved a minimum average of $70 \%$ over the following, with no less than $60 \%$ in each of:
- English 40S
- Mathematics 40S
o Two academic 40S courses;
OR,
- must meet the Mature Applicant Category Criteria that follows:
o 21 years of age or older by September 30 for classes starting in September, January 31 for classes starting in January, May 1 for classes starting in May, and July 1 for classes starting in July
o Must not meet the regular academic requirements of the applicable program, must have limited experience at college or university (fewer than 24 credit hours), and must be a Canadian citizen or Permanent Resident.

Students with 24 or more credit hours of Post-Secondary course work completed seeking admission to the Micro-diploma in Introduction to German Language, Life, and Culture:

- must have completed a minimum of 24 credit hours of coursework at a recognized college or university with a minimum cumulative grade point average (CGPA) of 2.0 (C) or better;

OR
must be admitted on the Dean's recommendation. [Students who have completed the minimum 24 credit hours of coursework, and do not meet the minimum 2.0 CGPA, may be considered on an individual basis for admission on the Recommendation of the Dean. A minimum 2.0 grade point average (GPA) on the best 24 credit hours of coursework that would be acceptable for credit (transferable) in the Bachelor of Arts General degree Program is required to receive consideration for admission on the Dean's recommendation].

## 11. Recognition for Credit ${ }^{1}$

A student who completes the Micro-diploma will receive a notation on their transcript and a letter recognizing their accomplishment from the Dean of the Faculty of Arts. The courses can also be used to fulfill requirements for all other German degree programs and may also be used to satisfy degree requirements in other Bachelor of Arts Degrees/Programs as well as degrees offered by other Faculties at the $U$ of $M$. Students should consult with Advising staff in their home unit to discuss how these courses will (or will not) fit into their program.

## 12. Mode of Delivery

This program is available: In-person $\boxtimes \quad$ On-line $\square \quad$ Combination:

## Section D: Program Development and Demand

## 13. Alignment with Strategic Direction and Priorities

Intercultural competency and literacy lie at the heart of the work of the Department of German and Slavic Studies. As the province's largest public university, the University of Manitoba has an important part to play in fostering intercultural competency which this Micro-diploma provides. It will also allow students to advance their skills within the liberal arts which are transferable to the labor market. The Micro-diploma highlights student experience by creating an intense immersive and experiential setting that also enhances internationalization, increases student mobility, and leads to a stronger engagement with community in the sense of "building community that creates an outstanding learning and working environment" and "forging connections to foster high impact community engagement."

[^18]
## 14. Student Demand for Program

## a. Outline expected student demand and interest in the program.

It is expected that the Micro-diploma will be very attractive to students across disciplines and faculties. It will give them a comprehensive introduction in one of the most important languages, cultures, and countries world-wide. It will offer students the opportunity of experiential learning (see 8b above) that they can only have in the concentrated form of the summer institute. On a practical level, the Micro-diploma offers students the opportunity to receive nine credit hours in Introductory German \& German Culture without having to commit to an entire summer or eight months in Fall/Winter of course work, thus speeding up their time to completion of their program. Students who choose to complete the Microdiploma through Fall and Winter coursework instead of the summer institute will have an opportunity to present their intercultural and international skills through acquiring the Microdiploma over time on top of their degree program.

Students can be enticed to continue their German Studies with further courses or in German degree programs (Minor, General, Advanced and Honours Major including the Coop programs for the Advanced Major and Single Honours). Students across campus can more quickly advance to a higher level of German and participate in the numerous exchange, travel, and work programs in the German-speaking world, offered to a multitude of disciplines, strongly enhancing student mobility and internationalization. The unique combination of language course and culture-focused content as well as the intended guest speakers and the collaboration with students at the University of Trier will also be of interest to students. If they do not choose to do further German courses, they will have gained a solid basis in the German language and intercultural skills, enhancing the way how they can present themselves as global citizens for their further studies and career path.
b. What is the expected enrolment in the program?

10
c. What is the maximum capacity, if applicable? (Defined as first-year enrolment capacity.)

35

## 15. Community and Industry Need

According to the Canadian German Chamber of Industry and Commerce, Germany is Canada's sixth largest trading partner. The Canada-Germany Hydrogen Alliance from August 2022 is only the most recent bilateral agreement between the two countries that illustrates that the historically strong ties between Canada and Germany will only grow stronger in the future. In light of this, there is a strong community and industry for students who have been thoroughly trained in German language and culture.

## 16. Internal Consultation

The Department of German and Slavic Studies has thoroughly discussed the proposed Microdiploma during departmental meetings. The Micro-diploma has also been discussed with representatives from the Faculty of Arts (Greg Smith, Heidi Marx, Jennifer Riddell, and Greg Sobie).

## 17. External Consultation

Not applicable.
Section E: Resource Requirements

## 18. Projected costs

There are no additional costs attached to this Micro-diploma in terms of staffing, infrastructure, or library resources.

## 19. Program Funding

The Micro-diploma will be funded through tuition revenue to the Faculty of Arts. See point 18.

## Section G: Appendices

## GRMN 1122 Introductory German 1 (A) 3 cr

Three hours of lectures, plus one hour of language lab per week. The course is intended for students with little or no previous knowledge of German. Basic grammar is included, but emphasis is placed on the development of broad reading and speaking skills. Reaches the A1.1 level of the Common European Framework of Reference for Languages. Students may not hold credit for GRMN 1122 and any of: GRMN 1123, GRMN 1125, GRMN 1120, and GRMN 1121. Students with Grade 12 German or its equivalent may not normally take the course for credit. Not open to students who have previously obtained credit for GRMN 2102, GRMN 2104, GRMN 2103, GRMN 2105 or the former GRMN 2100 or GRMN 2101.

## GRMN 1124 Introductory German 2 (A) 3 cr

Three hours of lectures, plus one hour of language lab per week. This course is a continuation of GRMN 1122 and intended for students with some basic knowledge of German. Basic grammar is included, but emphasis is placed on the development of broad reading and speaking skills. Reaches the A1.2 level of the Common European Framework of Reference for Languages. Students may not hold credit for GRMN 1124 and any of: the former GRMN 1120, GRMN 1121, and GRMN 1125. Students with Grade 12 German or its equivalent may not normally take the course for credit. Not open to students who have previously obtained credit for GRMN 2102, GRMN 2104, GRMN 2103, GRMN 2105 or the former GRMN 2100 or GRMN 2101.

## GRMN 1120 Beginning German (A) 6 cr

(Lab required) Three hours of lectures, plus one hour of language lab or conversation class per week. The course is intended for students with little or no previous knowledge of German. Basic grammar is included, but emphasis is placed on the development of broad reading and speaking skills. Satisfactory completion of this course enables students to proceed to GRMN 2100 or GRMN 2103. Students may not hold credit for GRMN 1120 and any of: GRMN 1123 or GRMN 1125 or the former GRMN 1121. Students with Grade 12 German or its equivalent may not normally take the course for credit. Not open to students who have previously obtained credit for GRMN 2100 or GRMN 2103 or GRMN 2105 or the former GRMN 2101.

## GRMN 2110 Discovering German Life and Culture (C) 3 cr

Language of instruction: English. An introduction to German life and culture with an emphasis on experiential and reflective learning. The course will cover topics like popular music, film, memory culture, multiculturalism, environmentalism, food, and family structures in Germany. These topics will be addressed through the analysis of, among others, short texts, songs, movies, and graphic novels. Involvement of the German-Canadian community in Manitoba and of presenters from German-speaking countries is an integral part of this course.

## German and Slavic Studies

- German and Slavic Studies proposes the introduction of a Micro-diploma in Introduction to German Language, Life, and Culture.


## Added Material

Deleted Material

## German and Slavic Studies

Head: Stephan Jaeger
Campus Address/General Office: 328 Fletcher Argue Building
Telephone: 2044749370
Email Address: german slavic@umanitoba.ca
Website: umanitoba.ca/german and slavic/

## Program Information

This department's program covers two European cultural and language groups. German is the official language of five European countries and an understanding of German language and culture is essential to any understanding of European history. Courses are offered in German language, literature and culture. In Slavic Studies, the department offers language, literature and culture courses in Russian, Ukrainian and Polish - the three largest Slavic language groups. The Slavic countries of Eastern Europe exert an important influence on international affairs. In Canada, immigration from both German and Slavic language groups has contributed greatly to the country's cultural mosaic. The department also offers language courses in Hungarian.

## German

## German Program Information

For entry, continuation and graduation requirements for the General Degree and Honours Degree, see: Basic Faculty Regulations for the B.A. General, Advanced and Honours Degree Programs.

## Major Program

For entry to the Major, the prerequisite is a grade of " C " or better in 6 credit hours in German courses at any level.

A minimum " C " average in all courses that comprise the Major is required to graduate, including the higher grade of repeated courses and excluding failed courses.

## Minor (Concentration) Program

For entry to the Minor (Concentration), the prerequisite is a grade of " C " or better in 6 credit hours in German.

## Honours Program

For entry to the Honours program, see: Basic Faculty Regulations for the B.A. General, Advanced and Honours Degree Programs.

## Co-operative Education Options

Students interested in alternating employment terms and academic terms as part of a program in German may apply to enter one of the Co-operative Education options. The course and grade requirements for entry to this option are the same as those required for entry to the regular four-year Single Advanced Major and Single Honours programs. Students should refer to the general faculty regulations for Cooperative Options.

Other
German courses are arranged into categories as follows:

- Category A: Language courses
- Category B: Literature, Culture and Applied Linguistics courses conducted in German
- Category C: Literature, Culture and Applied Linguistics courses conducted in English

Micro-diploma in Introduction to German Language, Life, and Culture
The Department of German and Slavic Studies offers a Micro-diploma in Introduction to German Language, Life, and Culture. Students who successfully complete: GRMN 1122 Introductory German 1 (A), GRMN 1124 Introductory German 2 (A), GRMN 2110 Discovering German Life and Culture (C) can qualify for this credential.

Faculty of Arts students may use courses completed in the Micro-diploma toward the completion of their Bachelor of Arts Degree and alternatively, courses that are used for degree completion can also be used to satisfy the Micro-diploma.

This program is open to students in good standing from other University of Manitoba Faculties and Schools whose academic requirements and regulations for their programs allow for entry to this program. Students from other Faculties or Schools interested in the Introduction to German Language, Life, and Culture

Micro-diploma should confirm with their home unit how these courses may be used toward their degree program.

This program is also open to individuals who are not currently students at the University of Manitoba.

Whether you are a current $U$ of $M$ student or you are new to the $U$ of $M$, entry to Faculty of Arts Micro-diploma programs requires an application for Admission to the specific Micro-diploma program. Admission requirements for Faculty of Arts Micro-diplomas can be found in the Faculty Academic Regulations Section of the Undergraduate Calendar.

Interested students should familiarize themselves with the Basic Faculty Regulations for the Faculty of Arts Micro-diploma Programs, also found in the Faculty Academic Regulations section of the Undergraduate Calendar.

April 17, 2023
Dr. Greg Smith
Vice Provost (Academic Planning \& Priorities)
Dear Dr. Smith,
Please find accompanying this letter our application and supporting materials for a new curricular initiative in the Desautels Faculty of Music (DFOM) - a Micro-Certificate in Songmaking. This program was thoroughly discussed by the DFOM's Undergraduate Program committee, who on April 5, 2023 recommended the proposal be forwarded to the DFOM Faculty Council for voting. I can confirm that on April 17, 2023, DFOM Council approved this proposal through an e-vote.

As a cost-recovery program, I can confirm this proposal requires no additional DFOM resources to implement iteither within the DFOM or the Eckhardt-Gramatté Music Library-apart from one teaching release for a full-time faculty member to coordinate some of the program's infrastructure and for a small portion of administrative support to assist this faculty member.

The rationale and key points underlying this Micro-Certificate proposal are provided in the enclosed documents. Further, a statement of support from the Eckhardt-Gramatté Music Library is also included.

Please do not hesitate to contact me if you require any further information or clarification on any point.
Thank you for your consideration with this submission.
Sincerely,
Eduand fulcaush:

Edward Jurkowski, Ph.D.
Dean, Desautels Faculty of Music
University of Manitoba

Please complete the form below and append supporting documents, as appropriate. Electronic copies of the completed proposals are to be submitted to the Office of the University Secretary and the Deputy Provost (Academic Planning and Programs) following endorsement of the proposal by the appropriate Faculty/ College/School/Division Council.

It is advised that the unit initially discuss the proposed new program with the Deputy Provost (Academic Planning and Programs) prior to completion and submission of the proposal form. Please refer to the UM Certificate and Diploma Framework detailing the requirements for certificate and micro-certificate programming.

## Section A: Proposing Unit

Faculty/School/College/Division: Desautels Faculty of Music
Department (where applicable): n/a
Contact, Name and Title: Laura Loewen, Associate Dean (undergraduate programs), Professor of Collaborative Piano/Vocal Coach

Contact Email: laura.Ioewen@umanitoba.ca
Section B: Program Overview

1. Program Type: Micro-certificate $\boxtimes \quad$ Certificate
2. Program Name (30 characters): Micro-Certificate in Songmaking
3. Credential Awarded: Micro-Certificate
4. Program Length (contact hours): 90 instructional contact hours
5. Proposed start term: Fall 2023

# Section C: Program Description and Delivery 

## 6. Description of Program

Provide a general overview of the program, including the purpose and objectives and how it will benefit students

The Micro-Certificate in Songmaking (MCS) is a program focused on writing, recording, producing, and promoting songs in multiple popular genres. Students will be mentored by music industry professionals in Songwriting, Music Production, and the Music Business.

Several programs offer a variety of professional development workshops to the music community in Manitoba. Mid Ocean School of Media Arts (MOSMA) offers a one-year Diploma Program in Audio Arts for those who want to enter the Audio Production Industry. They also offer short classes (6 hours in length) for students interested in home production or for those who want to prepare for the Mid-Ocean Diploma.
Manitoba Music (MBMusic) supports over 750 Manitoba-based musical artists by offering Professional Development and Resources on a diverse range of topics, and provides information, education, communication, advocacy, industry development, and networking opportunities for their professional development.

Although some of the topics in the MCS are covered by the workshops and programs listed above, it differs from them in important ways and fulfills a vital need in the community. The MCS will serve songwriters and performers who want a more structured and intensive program than what is offered by the short classes at MOSMA or the programming at MBMusic, filling in the educational space between these short courses and the more extensive Diploma Program at MOSMA. If students currently want to get this level of training, they need to leave the province to study at colleges such as Humber College or Seneca College, both located in Toronto, Ontario.

The MCS is more holistic than the offerings listed above because the training it offers is multi-faceted, supporting musical and technical growth in multiple areas. The training programs at Mid Ocean are designed for people who want to enter the Audio Production Industry, and each workshop at MBMusic focuses on one topic. Reflecting the educational mandate of the University and the philosophy of the Desautels Faculty of Music (DFOM), the MCS will be process-oriented, offering students foundational skills and approaches in multiple areas.

Our potential students will be community musicians, high school graduates, and students currently enrolled in other Faculties at the U of M . These students, many of them singersongwriters and members of bands and other performing groups, are not currently engaged in our course offerings. Providing mentorship for these musicians benefits the local community; concomitantly, it allows the DFOM to connect with this wide-ranging creative community.

Given the present curricular focus of the DFOM, these musicians have not been part of our student body, and many of the community musicians are not current University students. The current requirement of fulfilling U1 entrance requirements to enter the Microcertificate may likely act as a barrier for these students. We wish to open up the entrance requirements for the MCS to include anyone over the age of 18, providing these young adults with a chance to explore our offerings and experience post- secondary education. Students over the age of 21 would be able to enter the course using Mature student status under the current entrance requirements, but we believe that it is essential to lower the barriers for those students between the ages of 18 and 21 . Opening up the MCS in this
way allows for a more diverse group of students, resulting in wide-ranging conversations and musical discovery, important parts of our vision for the program.

## 7. Intended Outcomes

Outline the intended outcomes, learning and otherwise, for the program.
Students in the MCS will learn foundational skills in Songwriting, Basic Computer Programs, Audio Production, and the Music Business, from Industry Professionals. In the Songwriting Lab, they will break into small groups to work through the songs created in the Songwriting class, creating arrangements inspired by input from the members of their small group. Through these experiences, they will develop the skills to grow in their musicmaking in bands or as songwriters while gaining insights into navigating the music business. They will develop an extended network of musicians and mentors through the students and instructors in these classes.

The MCS creates an opportunity for the DFOM to support and engage with the larger music community in new ways. Through the MCS we will reach out to musicians who are not currently engaged in our course offerings or who are not interested in a formal University education.

## 8. Program Structure

a) Coursework

List all courses used in the curriculum, including required and elective and existing and proposed courses. Include: the subject code, course number, course description and grade mode (i.e. letter grade or pass/fail) for each course. Identify proposed courses as "new." Outline how students are to progress through the program. Comment on any pre-requisite requirements, where applicable.

| Course <br> number | Grade <br> mode | Course name | Course <br> description | Course <br> description | Course <br> description | Course <br> length | Pre- or <br> Corequisites |
| :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- |
| MUSC <br> 0100 | P/F | Songwriting | New <br> course | Fall term | Required | 18 <br> hours |  |
| MUSC <br> 0102 | P/F | Songwriting <br> Lab 1 | New <br> course | Fall term | Required | 9 <br> hours | MUSC 0100 <br> is a Pre- or <br> corequisite |
| MUSC <br> 0104 | P/F | Music <br> Production 1 | New <br> course | Fall term | Required | 18 <br> hours |  |
| MUSC <br> 0106 | P/F | Business of <br> Music | New <br> course | Winter <br> term | Required | 18 <br> hours |  |
| MUSC <br> 0108 | P/F | Music <br> Production 2 | New <br> course | Winter <br> term | Required | 18 <br> hours | MUSC 0104 <br> is a <br> Prerequisite |
| MUSC <br> 0110 | P/F | Songwriting <br> Lab 2 | New <br> Course | Winter <br> term | Required | 9 <br> hours | MUSC 0100 <br> is a <br> Prerequisite |

b) Experiential Learning or Work-Integrated Learning Opportunities

Where applicable, briefly describe any experiential learning or work-integrated-learning opportunities within the program.

All courses in the MCS are grounded in experiential learning. See below for short descriptions of the experiential learning opportunities:

MUSC 0100 Songwriting (Weekly 3 hour class for 6 weeks) Fall term Fundamentals of songwriting explored through writing with various constraints and prompts, collaborative songwriting sessions, and a wide range of approaches to the craft.

MUSC 0102 Songwriting Lab 1 (Weekly 1.5 hour class for six weeks) Fall term The collaborative performance encouraged in the songwriting class will be explored in this weekly group class. Students will gain the experience of writing collaboratively, working in an ensemble setting, and refining a demo performance. Students will practice writing to prompts and with constraints, writing in different voices, and to
publishing briefs. Vocal production and performance coaching, reflective of the studio experience, will also be part of the lab.

Pre- or corequisite: MUSC 0100 or Instructor permission
MUSC 0104 Music Production 1 (Weekly 3-hour class for 6 weeks) Fall term Learn the fundamentals of industry-standard software for the purposes of composing and recording music. Our focus on the Digital Audio Workstation (DAW) as the centre of the songwriting, song sharing, and demo recording process is very suitable for the workflow of professional songwriters. Introduction to software will include Ableton Live, cubase, Logic, Reaper, and others. The course will enable students to record their own music, creating demos and recordings that can be used as a basis for further career development. Laptop or tablet required.

MUSC 0106 Business of Music (Weekly 3-hour class for 6 weeks) Winter term Exploration of music business basics, focusing on the skills needed to manage and promote one's own music. Entrepreneurship, project management, online marketing, event promotion, licensing and copyright, grant writing, accounting, agreements and contracts, and team building are some of the music business topics covered. This course will also focus on the business of music publishing, with additional content on managing projects and releasing and marketing music. It will introduce performers to the music industry essentials needed to support their creative endeavours.

MUSC 0108 Music Production 2 (Weekly 3-hour class for 6 weeks) Winter term Focus on arrangement, production and live audio set-ups, building on the software exploration undertaken in Music Production 1. Students will learn how to set up their own recording environment, use a recording studio, and work with video. Students will receive a strong understanding of how to use song arrangements/production techniques to help convey the intention behind the composition. Sound mixing and logistics of sound for recording and live performances will also be included. Laptop or tablet required.

Prerequisite: MUSC 0104 or Instructor permission
MUSC 0110 Songwriting Lab 2 (Weekly 1.5-hour class for 6 weeks) Winter term The collaborative performance encouraged in the songwriting class will be explored in this weekly group class. Students will gain the experience of writing collaboratively, working in an ensemble setting, and refining a demo performance. Students will practice writing to prompts and with constraints, writing in different voices, and to publishing briefs. Vocal production and performance coaching, reflective of the studio experience, will also be part of the lab.

Prerequisite: MUSC 0100 or Instructor permission
c) Other

Where applicable, detail any other component of the proposed program, including any contributions to contact instructional hours by industry or community partners. Refer to the Certificate and Diploma Framework for requirements around UM Delivered Content.

All instructors will be hired by the DFOM.

## 9. Academic Regulations

General academic regulations for certificates and micro-certificates can be found under the Certificate and Diploma Framework; the respective Faculty/College/School academic program regulations; and general academic regulations of the institution. Where different, please indicate the following for the proposed program:

## a) Academic performance requirements:

The grading mode for all courses in the MCS will be P/F.
Students will be required to pass each Pre-requisite course or receive instructor permission to progress through the Micro-Certificate.

If a student fails a course, they will be permitted to register for the course again. Students will not be permitted to register for a course more than twice without the permission of the Dean.

In all courses, students will be allowed to withdraw without penalty after the first class meeting, and the VW deadline will occur after the 4th class.
b) Maximum time-to-completion:

Maximum time-to-completion in academic years or terms.
Four (4) academic years

## 10. Entrance Requirements

For certificates and micro-certificates, the minimum entrance requirements are defined as:
a) for students not enrolled in a degree program at the University of Manitoba, must meet the direct entry or advanced entry entrance requirements for a program at UM (e.g., U1/ First Year requirements);
b) for students currently enrolled in a degree program at UM, must be in good academic standing within their current program of study.

Students must be 18 years of age or older to enroll in the MCS. We will accept them on a first-come first-served basis, up to a maximum of 18 students.

## 11. Recognition for Credit ${ }^{1}$

Outline how completion of this program may be recognized and used to satisfy requirements in other programs. Describe whether the program is stackable or whether it can be laddered into other programs ${ }^{2}$. Append letters of support, as appropriate. See SCCCC Consultation form at https://umanitoba.ca/governance/forms.

No laddering opportunities have been identified at this point, though this may be considered in the future.

## 12. Mode of Delivery

This program is available: In-person $\square \quad$ On-line $\square \quad$ Combination: X $\square$

## Section D: Program Development and Demand

## 13. Alignment with Strategic Direction and Priorities

Comment on how the program addresses institutional and unit level strategic priorities and plans, including how Accessibility, Equity, Diversity, and Inclusion and Indigenous achievement have been considered in the development of the program.

This program addresses multiple elements of the University's strategic plan and the Unit's work towards EDI and accessibility. Because of the diverse music and skills covered in these courses, the instructors, all recommended to us by MBMusic, will bring new insights and perspectives to the DFOM. Through the MCS, we will reach out to musicians who are not currently engaged in our course offerings or who are not interested in a formal University education. As a result, we anticipate that the MCS will appeal to a large, diverse group of potential students.

We are improving accessibility to DFOM offerings through this micro-certificate. Because each course is relatively short and will be scheduled on evenings or weekends, students whose schedules or commitments make full-time studies impossible will be able to access the course.

We will use a variety of delivery modes, opening up the existing resources of the DFOM to a large and diverse community. MBMusic has been very supportive of the micro-certificate; their advice about instructors and course planning has been invaluable. This relationship creates a new community partner for the DFOM.
This program addresses these specific elements of the University strategic plan:

[^19]- Provide students with flexible learning opportunities using a variety of delivery modes that make the best use of available classroom and online learning technologies and resources.
- Increase opportunities for experiential learning.
- Increase student, staff, faculty and leadership diversity that reflects society, especially with respect to the inclusion of women, Indigenous peoples, people with disabilities, gender and sexual minorities, and racialized minorities.
- Establish, strengthen, and support meaningful connections between the University community and the wider community in Manitoba.
- Ensure the University is seen as an open resource for members of the community, offering space and opportunity to pursue education, recreation, arts and music, and sporting interests.


## 14. Student Demand for Program

a. Outline expected student demand and interest in the program.

The MCS is designed for aspiring singer/songwriters, though its courses will also apply to those interested in further developing their compositional skills for video games and film scores. Students are likely to come from three different areas - high-school graduates who want to pursue pop music training but don't want to enter the current programs offered by the University, pop musicians already active on the local scene but looking for further mentoring, and current University students who are interested in developing their pop music skills. High school programs at St. John's Ravenscourt and Seven Oaks, already active in composition and audio recording programs, are one indicator of the interest in the community. Another indicator is the demand that MBMusic faces for their short-term training programs. They are happy to funnel students our way for more intense training in conjunction with their programs.
b. What is the expected enrolment in the program?

A minimum of 8 to a maximum of 18 students

## c. What is the maximum capacity, if applicable?

18 students

## 15. Community and Industry Need

Describe the current community and/or industry need for the program. Outline any consultation with community partners, industry partners, and other external stakeholders in the development of this program. If external feedback was not sought, comment on why. Append letters of support, as appropriate.

There is a profound need for programs like the MCS in our community. MBMusic, which presently works with 750 pop musicians in the province, has been trying to deepen their educational influence for some time now, and are very excited to collaborate with us in developing a program that addresses the training and mentorship needs in our community. At present, aspiring singer/songwriters have to either participate in MBMusic's short-term offerings or leave the community to enter training programs in other provinces. Our program is intense and focussed, drawing on the teaching and mentoring skills of local Music Industry professionals. Both the University community and the local Music Industry community will benefit from this collaboration. This program will allow the University to reach students that are not served by our current programs, and MBMusic will be able to further develop its mission. The quality of our instructors, all of whom are leading Music Industry professionals, along with the very reasonable tuition, will make the SMC very attractive to the local student community.
We have appended a letter of support from Manitoba Music.

## 16. Internal Consultation

Outline the results of internal consultations, including, (i) faculty, staff, and students within the unit; (ii) relevant academic units in respect to use of courses and/or recognition of credit; (iii) the libraries to determine resource needs; (iv) the Office of the Registrar and Enrolment Services to determine system needs; and ( v ) other units in relation to resource needs, as appropriate. Append a letter of support from the Registrar and Executive Director of Enrolment Services. Append additional letters of support, as appropriate.

We created a Sub-committee of the Desautels Undergraduate Program Committee (UPC) to develop this proposal. They reported regularly to the UPC for feedback. The UPC approved the proposal at its meeting on March 13, 2023. The proposal was reviewed at our Faculty Council meeting on March 27, 2023, and approved through an e-vote on April 17, 2023.

We consulted with Music Librarian Katherine Penner and have appended a letter of support from the libraries.

We consulted with Vice-Provost Greg Smith and Academic Program Specialist Cassandra Davidson and have appended a letter of support from the Office of the Registrar and Enrolment Services.

## 17. On-going Review and Quality Assurance

Outline unit level plans for on-going review of program. Plans will include incorporating feedback from students, instructors, community and faculty partners, and other stakeholders.

There will be an annual review of the proposed program for a three- (3)-year period, following which the program will be reviewed every five (5) years. The review will incorporate solicited feedback from students, faculty, and community partners.

## Section E: Resource Requirements

## 18. Program Costs

For each of the sections below, outline the resource requirements, new and existing, for the program in respect to staffing requirements, capital costs, and operating costs, including consideration of any impact on other academic units providing coursework in support of the program. Units should consult with their Dean's /Director's Office, including the unit-level Financial/Business Manager, and the Financial Planning Office when addressing the below

## a. Staffing Requirements

Comment on the staffing requirements to deliver the program, including instructional, administrative, or advising requirements. Indicate whether any new staffing resources are required to deliver the program.

All instructors will be music industry professionals, hired to teach specific courses on an hourly basis. The Prep Division of the DFOM will be in charge of hiring the instructors and will process all payments. A member of the DFOM faculty will be the Micro-Certificate coordinator and will receive teaching load credit for coordinating the program.

## b. Infrastructure/Equipment/IT Requirements

Comment on how the proposed program will impact on the use of current infrastructure, equipment, and IT resources, including student systems.

The computer labs and classroom identified for these courses are minimally used in the targeted times these courses will be offered.

## c. Library Resources

If the program requires new courses or courses that are not offered on a regular basis, comment on the adequacy of existing library resources. Append a letter of support from the Libraries.

We consulted with Music Librarian Katherine Penner and have attached a letter of support from her.

## d. Other Resources

Outline any other resources required for on-going delivery of the program. This could include, but is not limited to, costs associated with supplies and administrative costs, travel costs, and/or marketing costs.

- Administrative support from Preparatory Studies
- Infrastructure (classrooms, computer lab, tech support, marketing) all provided from current DFOM resources.


## 19. Program Funding

Direct costs incurred in the delivery of non-degree certificate-level programming are normally recovered through a cost-recover model. Outline how the program will be funded and identify the revenue source(s) (e.g. tuition, laboratory fees, other fees, etc.) that will be used.

## i. Course Fees

Detail proposed course fees associated with the program and provide a rational for the proposed fee rates.

| MUSC <br> 0100 | Songwriting | 18 hours | $\$ 600$ |
| :--- | :--- | :--- | :--- |
| MUSC <br> 0102 | Songwriting <br> Lab 1 | 9 hours | $\$ 300$ |
| MUSC <br> 0104 | Music <br> Production 1 | 18 hours | $\$ 600$ |
| MUSC <br> 0106 | Business of <br> Music 1 | 18 hours | $\$ 600$ |
| MUSC <br> 0108 | Music <br> Production 2 | 18 hours | $\$ 600$ |
| MUSC <br> 0110 | Songwriting <br> Lab 2 | 9 hours | $\$ 300$ |

These course fees make us competitive with community offerings.

## b. Other Funding Sources

Outline any other funding sources in support of program delivery.
None-all cost recovery

## Course descriptions, Micro-Certificate in Songmaking

MUSC 0100 Songwriting (Weekly 3 hour class for 6 weeks) Fall term
Fundamentals of songwriting explored through writing with various constraints and prompts, collaborative songwriting sessions, and a wide range of approaches to the craft. Analysis and songwritingtheorywillbe partoftheclass, alongwithafocus onlyrics. Studentswill gainthe tools needed to refine their songwriting craft. The varied songwriting styles of participants will naturally lead to a diverse range of pop genres and collaborative performance will be encouraged.

MUSC 0102 Songwriting Lab 1 (Weekly 1.5 hour class for six weeks) Fall term
The collaborative performance encouraged in the songwriting classwill beexplored inthis weekly group class. Students will gain the experience of writing collaboratively, working in an ensemble setting, and refining a demo performance. Students will practice writing to prompts and with constraints, writing in different voices, and to publishing briefs. This approach draws on the real world experience of professional songwriting and demoing while allowing for peer- to-peer and instructor learning. Vocal production and performance coaching, reflective of the studio experience, will also be part of the lab.

Co- or prerequisite: MUSC 0100 or Instructor Permission
MUSC 0104 Music Production 1 (Weekly 3 hour class for 6 weeks) Fall term
Learnthefundamentals of industrystandard softwareforthepurposes of composing and recording music. Ourfocus on the Digital Audio Workstation (DAW) as the centre of the songwriting, songsharing, anddemorecording processisverysuitablefortheworkflowof professional songwriters. Introduction to software will include Ableton Live, cubase, Logic, Reaper, and others. The course will include an introduction to additional online resources to supplementstudents'learning. Thecoursewillenablestudentstorecordtheirownmusic, creating demos and recordings that can be used as a basis for further career development.

MUSC 0106 Business of Music (Weekly 3 hour class for 6 weeks) Winter term
Exploration ofmusicbusinessbasics,focusingontheskillsneededtomanageand promote one's own music. Entrepreneurship, project management, online marketing, event promotion, licensing and copyright, grant writing, accounting, agreements and contracts, and team building are some of the music business topics covered. This course will focus on the business of music publishing, with additional content on managing projects and releasing and marketing music. It will introduce performers tothe music industry essentials needed to support theircreative endeavours.

MUSC 0108 Music Production 2 (Weekly 3 hour class for 6 weeks) Winter term

Focus on arrangement, production and live audio set-ups, building on the software exploration undertaken in Music Recording 1. Students will learn how to set up their own recording environment, use a recording studio, and work with video. Students will receive a strong understandingofhowtouse songarrangements/productiontechniquestohelpconveythe intention behindthe composition. Soundmixing andlogistics of sound forrecording andlive performances will also be included. These valuable tools will further enable students to pursue their music careers with songwriting, recording, video and live performances. Laptop or tablet required.

Prerequisite: MUSC 0104 or Instructor Permission
MUSC 0110 Songwriting Lab 2 (Weekly 1.5 hour class for six weeks) Winter term
The collaborative performance encouraged inthe songwriting class willbeexplored inthis weekly group class. Students will gain the experience of writing collaboratively, working in an ensemble setting, and refining a demo performance. Students will practice writing to prompts and with constraints, writing in different voices, and to publishing briefs. This approach draws ontherealworld experience ofprofessionalsongwriting anddemoingandwhileallowingfor peer-to-peer and instructor learning. Vocal production and performance coaching, reflective of the studio experience, will also be part of the lab.

Prerequisite:MUSC 0100 or Instructor Permission

## University of Manitoba Libraries

## Statement for New Program

Faculty<br>Program Name<br>Desautels Faculty of Music<br>Micro-Certificate: Songwriting

The Libraries' collection can support this new program, 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.
According to the information provided by the Faculty of Music, this program will endeavour to use open resources in its coursework. Although the Libraries have limited print resources in the subject area, the library has a number of electronic works to support students in this program.

Katherine J. Penner
Music Librarian

Kirsten Manse
Kristen Kruse

Coordinator, Collections Management

March 7, 2023
Date

Liv Valmestad
Head, Arts \& Humanities Division


Vice Provost (Libraries) \& University Librarian

DATE: April 17,2023

SUBJECT: Letter of support for Songmaker Micro-Certificate

I am in support of the introduction of the Songmaker Micro-Certificate in the Desautels Faculty of Music.

I have no concerns from a classroom space or registration perspective. From an admissions perspective I would like to point out that this program does not align with the admissions criteria outlined in the taxonomy; however, if approved by Senate the admission requirements could be implemented.

Cc: Laurie Schnarr, Vice-Provost (Students)
Erin Stone, Deputy Registrar and Director of Admissions Gayle Gordon, Associate Registrar and Director of Systems

March 10, 2023
Re: Support for the Songmaker Micro-Certificate in popular music songwriting
To whom it may concern:
I'm am writing to confirm Manitoba Music's support for the University of Manitoba, Faculty of Music micro-certificate in popular music songwriting, the Songmaker program.

Manitoba Music is a member-based, not-for-profit industry association based in Winnipeg, representing 700 members in all facets of the music industry. Through our programs and services, we nurture, develop and promote the growth and sustainability of the Manitoba music industry. Over the past 20 years, we have provided professional development and training for musicians and music companies, led export missions to markets around the world, and promoted the local music scene at home and abroad.

Manitoba Music delivers ongoing professional development and training aimed at independent music industry professionals and artists in Manitoba. Through presentations, workshops, incubators, residencies, mentor meetings, and youth outreach, our training addresses relevant topics for independent artists and music industry companies including creative, technical, business and administrative professional development. Currently, Manitoba does not have a structure music business or popular music program at the post-secondary level.

We believe there is an opportunity in the market for a program that would serve musicians not entering a conservatory or jazz course of study, but with skills and experience in songwriting and performing, looking for training that is more structured and intensive than we provide. The Songmaker proposal addresses that gap in the current landscape of music education as a structured, accessible, and affordable course of study in songwriting and music business.

We're happy to support and partner on this program as it moves towards becoming a reality. We believe it will be impactful for our music community.

Manitoba has an incredibly strong music community and a developing base of professional artists and songwriters. As the sector grows both in size and professionalism, this program is well timed to contribute to that growth.

Please feel free to contact me with any questions at sean@manitobammusic.com or 204-294-2220.

Sincerely,


[^20]
## MCS budget

## EXPENSES

| InstructorFee-MUSC 0100 | 18 hours @ $\$ 80+2$ hours prep |
| :--- | ---: |
| InstructorFee-MUSC 0102 | 9 hours @ $\$ 80+2$ hours prep |
| InstructorFee-MUSC 0104 | 18 hours @ $\$ 80+2$ hours prep |
| InstructorFee-MUSC 0106 | 18 hours @ $\$ 80+2$ hours prep |
| InstructorFee-MUSC 0108 | 18 hours @ $\$ 80+2$ hours prep |
| InstructorFee-MUSC 0110 | 9 hours @ $\$ 80+2$ hours prep |
| Co ordinators | $\$ 880$ |
| Administrative Expenses | $\$ 1,600$ |
| 1 Bursury-EDI @ $\$ 3000$ per student | $\$ 1,600$ |
|  | $\$ 1,600$ |
| TOTAL EXPENSES | $\$ 880$ |

INCOME (\$600/18 hour course, \$300/9 hour course)
Registration Fee 8 students @ \$100 \$800
Tuition from 8 SMC students @ \$3000 \$24,000
TOTAL INCOME \$24,800

## Report of the Senate Committee on Admissions concerning a proposal from the Faculty of Law to modify the admission requirements for the Juris Doctor degree program (2023.02.23)

## 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 Faculty of Law is proposing to modify the admission requirements for the Juris Doctor degree program. The faculty is proposing the introduction of a mandatory interview component to the Canadian Indigenous admission category.
3. The proposal was approved by the Law Faculty Council on November $29^{\text {th }}, 2022$ and was endorsed by SCADM on February $23^{\text {rd }}, 2023$.

## Observations:

1. The individual consideration category in the faculty is available to potential applicants who are 26 years of age and older; often applicants in this category have faced barriers to their education. This category currently has an interview component as part of the application process.
2. An interview will provide applicants to the program with the opportunity to expand on their written personal statement. This will provide them with the forum to elaborate on their connections with Indigenous communities.
3. Applicants will have the option of attending the interview either virtually or in-person.

## Recommendation:

The Senate Committee on Admissions recommends that the proposal to modify the admission requirements for the Juris Doctor degree program be approved effective for the Fall 2024 intake.

Respectfully submitted
Laurie Schnarr, Chair, Senate Committee on Admissions

## Faculty of Law

TO: Laurie Schnarr, Chair, SCADM

FROM: Dr. Richard Jochelson, Dean, Faculty of Law
Dr. Jennifer Schulz, Associate Dean (Academic), Faculty of Law
DATE: February 23, 2023
SUBJECT: Proposed Change to Admission Requirement for Canadian Indigenous Category - Revised

## Dear Ms. Schnarr,

On November 29, 2022 the Law Faculty Council passed a motion to change to the procedure for the Canadian Indigenous Category admission requirement to include an interview component, to ensure that the Faculty is both promoting diverse and inclusive legal education to combat systemic racism, while also maintaining the high standards of the degree program. The Faculty wishes to ensure that successful Indigenous applicants have meaningful connections with Indigenous communities and to limit situations in which students may be admitted to the Faculty but be unprepared for the level of work required.

The Faculty of Law would like to have this change implemented in time for the September 2024 student intake process.

Attached please find the relevant documents for consideration by the Senate Committee on Admissions.

Thank you for your consideration.


Dr. Jennifer L. Schulz
Associate Dean (Academic)

## Section I - Description of the change

The Faculty seeks a change to the procedure for the Canadian Indigenous Admissions Category to include an interview component. Given the distance from many Indigenous communities to Winnipeg, in order to have a larger pool of applicants, any applicants selected for interviews who live outside of Winnipeg should be permitted to attend interviews virtually.

The Faculty is committed to combatting systemic racism, including promoting diverse and inclusive legal education. The Faculty wishes to ensure that all admitted applicants not only receive a high-quality legal education, but are able to complete their studies despite the barriers to education Indigenous students may have faced in the past.

Similarly, the Individual Consideration Category is primarily meant for applicants aged 26 and older, and applicants who have faced significant barriers to their education. Both categories are meant to provide a path to legal education for those students who may not have had such a path due to significant obstacles.

However, the current admission process for the Individual Consideration Category includes an interview before the Individual Consideration Admissions Committee, while the Canadian Indigenous Category does not. There are several reasons for the interview. The Faculty hopes for Indigenous applicants who have meaningful connections with their Indigenous communities. The connections are somewhat reflected in the required personal statement; however, the word limit on the personal statement restricts the level of detail necessary to make such a determination. As a result, the Faculty submits that an interview component will allow the Canadian Indigenous Admissions Committee to ensure that applicants granted admission under the Canadian Indigenous Category have meaningful connections to their community, in order to adhere to the Guidelines outlined in the Applicant Information Bulletin.

Additionally, the Faculty wishes to ensure that applicants will be successful in completing their studies. While numerous supports are in place for Indigenous students admitted to the Faculty (including the proposed creation of an Indigenous Law Centre Summer Program), it is important that no students are "set up for failure" by being admitted to the program if it appears that they will ultimately be unable to meet the requirements of a Juris Doctor degree. The interview component of the Canadian Indigenous Category is an important part of this determination, as it allows the Canadian Indigenous to satisfy itself that the applicant will be capable of completing the program.

The current requirement reads as follows:

## CANADIAN INDIGENOUS CATEGORY

The University of Manitoba Faculty of Law is concerned about systemic racism within the legal system and in particular the disproportionate impacts on Indigenous peoples. As part of promoting diverse and inclusive legal education, the Canadian Indigenous Category considers applications of Indigenous peoples in Canada (Métis, First Nations and Inuit) in a more holistic fashion.

## Category Requirements:

- Minimum of 60 credit hours (or 30 if $26+$ years) of university degree level study
- LSAT score
- Personal Statement
- Résumé
- Three (3) Recommendation Letters

The Faculty of Law wishes to make the requested changes for a number of reasons. There are similarities in both the process and the objectives of the Individual Consideration and Canadian Indigenous Categories. The Faculty submits that adding an interview component that is structured to respect Indigenous teachings and cultures is a warranted and positive change.

The Faculty also believes this process would be strengthened with the creation of an Indigenous Admissions Committee, with corresponding screening committees, specifically for the Canadian Indigenous Category, to ensure that those responsible for admitting students under the Canadian Indigenous Category will have an understanding of the barriers faced by the applicants.

Similarly, the Faculty seeks to create an interview environment designed to be less formal than the interviews conducted in the Individual Consideration Category, to ensure the comfort of prospective students who may not be familiar with more formal interview processes. Finally, the Faculty wishes to ensure that the admission process is accessible to applicants in more remote areas, and in this vein, will allow virtual interviews for applicants to the Canadian Indigenous Category residing outside of Winnipeg.

The Faculty of Law proposes this modification in time for the September 2024 student intake.

## Section II - Consultation with Other Faculties

The proposed change to the admission requirements would not have any effect on other faculties. Applicants are not required to take any new courses in other faculties to be admitted to the program. As such, the Faculty submits that consultation with other faculties is not necessary.

## Section III - Recommendation

SCADM is asked to endorse changes to the admission requirements for the Canadian Indigenous Category to include an interview.

## Report of the Senate Committee on Admissions concerning a proposal from the Faculty of Education to modify the language used in the admission requirements for the Bachelor of Education degree program (2023.04.18)

## Preamble:

1. The terms of reference for this committee can be found at: http://umanitoba.ca/admin/ governance/governing_documents/governance/sen_committees/490.htm.
2. The Faculty of Education is proposing to replace all references to "Native Studies" subject areas in the teachable major/minor in the Bachelor of Education program with "Indigenous Studies".
3. The proposal was approved by the Faculty of Education Council on October $31^{\text {st }}, 2022$, and was endorsed by SCADM on April 18 ${ }^{\text {th }}, 2023$.

## Observations:

1. This change will ensure that the language used is consistent with the changes that have been made in the Department of Indigenous Studies.
2. This language will apply to all courses completed and used towards a teachable major, minor, and breadth coursework.

## Recommendation:

The Senate Committee on Admissions recommends that the proposal to modify the language used in the admission requirements for the Bachelor of Education degree program be approved effective for the fall 2024 intake.

Respectfully submitted
Laurie Schnarr, Chair, Senate Committee on Admissions

## Report of the Senate Committee on Admissions concerning a proposal from the Faculty of Education to modify the admission requirements for the Bachelor of Education degree program (2023.04.18)

## Preamble:

1. The terms of reference for this committee can be found at: http://umanitoba.ca/admin/ governance/governing_documents/governance/sen_committees/490.htm.
2. The Faculty of Education is proposing to remove the writing skills assessment as a component of the admissions process for the Bachelor of Education program.
3. The proposal was approved by the Faculty of Education Council on November $21^{\text {st }}, 2022$, and was endorsed by SCADM on April 18 ${ }^{\text {th }}$, 2023.

## Observations:

1. The writing skills assessment was suspended during the COVID pandemic.
2. Since the pandemic, the faculty has reviewed how students who were admitted without this assessment have been progressing and they have indicated that there has been no change in academic performance.
3. Supports are available for students in the faculty who experience difficulty with written communication.

## Recommendation:

The Senate Committee on Admissions recommends that the proposal to modify the admission requirements for the Bachelor of Education degree program be approved effective for the fall 2024 intake.

Respectfully submitted
Laurie Schnarr, Chair, Senate Committee on Admissions

Comments of the Senate Executive Committee:
The Senate Executive Committee Endorses the Report to Senate.

## PROPOSAL 1

## Section I- Description of the change

Change Being Proposed and Current Regulation:
The Faculty of Education is proposing amending the language currently used for the subject area of Native Studies to Indigenous Studies effective Fall 2024. This change relates to courses completed towards a teachable major, minor and breadth coursework as applicable.

Background Information and Rationale:

This change is consistent with those made by the Department of Indigenous Studies (formerly Native Studies) where all courses previously identified as Native Studies (NATV) have been changed to Indigenous Studies (INDG).

## Section II - Consultation with other Faculties

Consultation with other faculties is not required.

## Section III - Recommendation

The Faculty of Education recommends that SCADM approve the name change for the teachable subject area of Native Studies to Indigenous Studies as it relates to the teachable major, minor and breadth component for admission requirements to the Bachelor of Education Program, further that the change become effective Fall, 2024.

## PROPOSAL 2

## Section I- Description of the change

## Change Being Proposed and Current Regulation:

The Faculty of Education is proposing amending its admission criteria to the Bachelor of Education Program by removing the Writing Skills component effective Fall 2024.

## Background Information and Rationale:

Currently, the Faculty admits applicants based on a composite score for the Stream or Major/Minor. The composite score is comprised of the adjusted grade point average calculated on the most recent 30 credit hours of coursework weighted at $45 \%$ (completed as of February $1^{\text {st }}$ ) plus the writing skills score weighted at $20 \%$ as noted in the table below.

During the COVID pandemic the writing skills component was suspended. The faculty has reviewed the progression of admitted students during these suspension years and noted that there has been no difference in academic performance and therefore sees no justification to maintaining this requirement. In addition, any student who experiences difficulty with written communication is provided with supports in the Faculty and at the University to help them further develop the writing skills needed for this professional program. Thus, there is no justification for continuing to require the writing skills component in the admissions process.

If the proposed change is approved by SCADM, it would mean that applicants who have taken the courses required to meet the major, minor and breadth requirements for admission will be admitted based on grade point average and in keeping with the Faculty of Education Diversity Admission Policy. The Faculty of Education will be undertaking a full review of its' admission criteria for the Bachelor of Education Program over the next few years.

| Current Admission Criteria |  |  | Proposed Admission Criteria |  |
| :--- | :--- | :--- | :--- | :---: |
| Admission by Composite Score | Admission by Adjusted GPA Only |  |  |  |
| Adjusted Grade Point <br> Average | 45 points | Adjusted Grade Point <br> Average | $100 \%$ |  |
| Written Skills | 20 points | Three References | Not scored |  |
| Three References | Not scored | Total: | $100 \%$ |  |
| Total: | 65 points |  |  |  |

## Section II - Consultation with other Faculties

Consultation with other faculties is not required.

## Section III - Recommendation

The Faculty of Education recommends that SCADM approve the deletion of the written skills portion of the Bachelor of education admission criteria effective Fall 2024.

## Preamble

Since last reporting to Senate, the Committee on Honorary Degrees considered revisions to the Honorary Degree Policy.

## Observations:

1. The Committee undertook a review of the Policy following discussions at recent meetings of Senate and the Committee. The proposed revisions to the policy update language within the document to be more explicit in aligning the criteria for honorary degrees with the University of Manitoba's values of equity, diversity, inclusion, and Indigenous Excellence.
2. The proposed revisions also outline a process should the University ever need to revoke an Honorary Degree. The Committee felt that it was important to have a process documented clearly within the Policy.
3. As part of the review, proposed revisions to the wording of several sections of the Policy are also recommended to update the language and provide greater clarity. A track changes copy of the Policy is appended to this report.

## Recommendation:

That Senate approves revisions to the Honorary Degree Policy, as recommended by the Senate Committee on Honorary Degrees.

Respectfully submitted,
Chancellor Anne Mahon, Chair
Senate Committee on Honorary Degrees
Terms of Reference: https://umanitoba.ca/governance/sites/governance/files/2021-
09/Senate Committee on Honorary Degrees Terms of Reference.pdf

Comments of the Senate Executive Committee:
The Senate Executive Committee Endorses the Report to Senate.

## UNIVERSITY OF MANITOBA POLICY

| Policy: | HONORARY DEGREES |
| :--- | :--- |
| Effective Date: | October 4, 1975 |
| Revised Date: | January 7, 2015 |
| Review Date: | January 7, 2025 |
| Approving Body: | Senate |
| Authority: | The University of Manitoba Act, section 34(1)(b) |
| Responsible Executive <br> Officer: | President |
| Delegate: | University Secretary |
| Contact: | University Secretary |
| Application: | Senate Members; All Staff; University Community |

## Reason for Policy

1.1

To provide a process for the nomination, approval, selection ${ }_{2}$-and awarding, and revocation of honorary degrees at the University of Manitoba.

## Policy Content

2.1

Purpose and Criteria
2.2

The honorary degree is the highest honour the University of Manitoba can confer upon an individual.

Honorary degrees shall be awarded to individuals who:
(a) demonstrate distinguished achievement and/or have offered outstanding service at the local, provincial, national, or international levels in all fields of endeavor, including:
(i) leading academics in all disciplines and creative minds in arts and performance;
(ii) public intellectuals and opinion makers;
(iii) visionary leaders and exemplary public figures; and
(iv) champions of Indigenous achievement and reconciliation, Black excellence, anti-ableism and accessibility and the advancement and promotion of equity and social justice; and
(v) community leadbuilders, humanitarians and philanthropists;
(iv)(i) champions of Indigonous achiovement and reconciliation, Black excellence, and the advancement and promotion of equity and social ustico;
(b) will serve as role models and inspiration to our graduating students;
(c) Distinguished achievement is achievement that is widely recognized within relevant communities, by peers in the field of endeavor and the public;
(d) Outstanding service is service that is widely recognizable within relevant communities and by the public, sustained over a significant period of time, and has meaningful impact on the local, provincial, national, or international community, and is valued by impacted communities.

Both the recipient and the University should be honored through the awarding of the honorary degree.

## General

Senate establishes and maintains a reserve list of approved candidates for honorary degrees to be awarded as the occasion demands. The President selects from this list the candidate(s) for each regular convocation:
(a) Honorary degrees may be conferred at each session of Convocation. The decision of the number of honorary degrees to be awarded at any given session of Convocation shall rest with the President;
(b) Additional Honorary Degrees may be awarded at Special Convocation ceremonies if it is deemed appropriate to do so for particular reasons;
(c) The President assigns hosts to those who are to receive honorary degrees;
(d) The University normally shall not offer an honorary degree to anyone who is not in a position to accept the degree in person. An honorary degree may be conferred in absentia for cause;
(e) Posthumous honorary degrees shall not normally be offered. Posthumous honorary degrees may be awarded in a case where a confirmed honorary
degree recipient passes away before the Convocation ceremony at which the honorary degree was to be conferred.
(f) The University normally shall not offer an honorary degree to any individual currently holding elected office at any level of Canadian government;
(g) Members of the Board of Governors and the Senate are not eligible to receive an honorary degree during their term on the Board or the Senate. Nominations of former members shall not normally be considered until two years have passed from the end of their term on the Board or Senate;
(h) Members of the staff of the University are not normally eligible to receive honorary degrees, unless under exceptional circumstances. Retired members of the staff of the University shall not normally be considered for an honorary degree as other awards more appropriately recognize the contributions of staff. A retired staff member may be considered for an honorary degree three years after retirement, if they meet the criteria for an honorary degree for significant contributions made above and beyond their work at the University;
(i) Recipients of other University-level awards (Peter. D. Curry Chancellor's Award, Distinguished Service Award, Alumni Awards) may be considered for honorary degrees, provided a reasonable amount of time has passed since the presentation of the other award and they clearly meet the criteria for an honorary degree;
(j) Members of the Board of Governors, Senate and the University Community are solicited at least once a year for nominations. In addition, the Committee may consider nominations received from members of constituencies outside the University.

### 2.5 Types of Degree

The University may confer the following honorary degrees:
(a) Doctor of Laws (honoris causa) (LL.D.) awarded for outstanding service as visionary leaders, exemplary public figures, community leadbuilders, humanitarians and philanthropists.
(b) Doctor of Letters (honoris causa) (D.Litt.) awarded for distinguished achievement in scholarship in the social sciences and humanities and for creative works in the arts and performance.
(c) Doctor of Science (honoris causa) (D.Sc.) awarded for distinguished achievement in scholarship in the pure and applied sciences."

## Guidelines for Nominations

The following information shall be provided when recommending candidates for an honorary degree:
(a) Name of candidate;
(b) Address and telephone;
(d) Curriculum vitae containing such details as:
(i) Place of birth;
(ii) Education;
(iii) Field of endeavor;
(iv) A short description of publications, if any;
(v) Special awards;
(vi) Distinguished service;
(e) Contribution of special accomplishments, community engagement and impact on which the recommendation is made;
(f) Other information which the nominator feels may be pertinent;
(g) Three letters in support of the nomination;
(h) A short, 200 biographical sketch of the nominee;
(i) Degree recommended (LL.D., D.Litt., D.Sc.).

Recommendations for honorary degrees are to be submitted to_Tthe University Secretary, care of the Office of the University Secretary,Room 312 Administration Building..

In addition to nominations received, the Committee may gather information and recommend candidates to Senate directly.

Revocation of Honorary Degrees
Both the recipient and the University should be honored through the awarding of the honorary degree. Should the actions or conduct of a living honorary degree recipient conflict with the values of the University, the Senate may revoke an honorary degree, by means of the following process:

## a) Upon recommendation of the President, the Senate Committee on Honorary

 Degrees may:i) determine, in a closed session meeting:
a. that the actions or conduct of a living honorary degree recipient is materially immoral or unethical in nature;
b. if such person has displayed a lack of integrity that would cause the University significant embarrassment;
in making this determination, the Committee may at its option, strike an ad hoc sub-committee to provide advice to the Committee.
ii) recommend to a closed session of Senate that the honorary degree be revoked. The decision to withdraw a naming shall be determined by the Senate in closed session in a secret ballot vote.
b) Any decision of Senate to revoke an honorary degree shall be communicated publicly.

## Authority to Approve Procedures

The President may approve Procedures, if applicable, which are secondary to and comply with this Policy.

## Accountability

The Office of Legal Counsel is responsible for advising the President that a formal review of this Policy is required.

The University Secretary is responsible for the implementation, administration and review of this Policy.

Senate members, Staff and the University Community are responsible for complying with this Policy. scheduled review date for this Policy is January 7, 2025.

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.

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
7.1
(b) are in turn repealed.

## Effect on Previous Statements

This Policy supersedes all of the following:
(a) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
(b) all previous Administration Governing Documents on the subject matter contained herein.

## Cross References

This Policy should be cross referenced to the following relevant Governing Documents, legislation and/or forms:
(a) Procedure: Recommending Candidates for Honorary Degrees;
(b) Honorary Degree Nomination Form; and
(c) Honorary Degree Recipients.

# Report of the Senate Committee on Instruction and Evaluation RE: Modification of Breadth Requirement, Bachelor of Arts, Faculty of Arts 

## Preamble:

1. The terms of reference for the Senate Committee on Instruction and Evaluation (SCIE) can be found at:
https://www.umanitoba.ca/governance/sites/governance/files/2021-
09/Senate Committee on Instruction and Evaluation Terms of Reference.pdf
2. At its meeting on March 16, 2023 SCIE considered a proposal from the Faculty of Arts to modify the breadth requirement for the Bachelor of Arts General, Advanced, and Honours degrees.
3. The proposal was endorsed by the Arts Faculty Council on February 7, 2023.

## Observations:

1. Currently the Faculty requires undergraduate students to complete six credit hours from five different subject fields. The Faculty is proposing to change the breadth requirement to three credit hours from five different Faculty of Arts subject fields.
2. When the current regulation was created, most courses were six credit hours. Now, course offerings are primarily three credit hour courses. Requiring students to take three credit hours from five different Faculty of Arts subject fields would still allow students to gain the intellectual breadth required, while better aligning with current course offerings.
3. Requiring that the five different subject fields be from the Faculty of Arts would allow the Faculty of Arts to monitor and maintain the high standards of the Bachelor of Arts degrees. Students would still be able to complete up to a third of their coursework outside of the Faculty.
4. A review of a random sampling of Faculty of Arts graduates showed that students have typically completed courses from 10 or more subject fields, which exceeds the breadth requirements.
5. The Faculty does intend to review the breadth requirement after three years.
6. This change would result in modifications to the following regulations:
a) Basic Faculty Regulations for the B.A. General, Advanced and Honours Degree Programs
b) Requirements for Continuing in the B.A. General Degree Program
c) Ten Faculty Requirements for Graduating with a B.A. General Degree
d) Ten Faculty Requirements for Graduating with a B.A. Advanced Degree
e) Four Faculty Requirements for Graduating with a B.A. Honours Degree
f) Bachelor of Arts Degree Program Requirements Summary
i) General Degree Program - Requirement 9: General Requirements
ii) Advanced Degree Program - Requirement 9: General Requirements
iii) Honours Degree Program - Requirement 9: General Requirements
g) Five Faculty of Arts Subject Field Requirement and Humanities/Social Science/Indigenous Content/Science Requirements
h) Eight Faculty Requirements for Graduating with a B.A.I.S. Degree
7. Some editorial changes would also be made throughout the regulations.

## Recommendation

The Senate Committee on Instruction and Evaluation recommends:
THAT Senate approve the modification of Breadth Requirements, Bachelor of Arts, Faculty of Arts, effective September 1, 2023.

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

## Faculty of Arts

$3^{\text {rd }}$ Floor Fletcher Argue Bldg. Winnipeg, Manitoba Canada

January 30, 2023

TO: Jeff Taylor, Dean, and Chair - Faculty of Arts Council
FROM: Jason Leboe-McGowan, Chair Academic Regulations Policy committee ((ARPC))
SUBJECT: Report of the Faculty of Arts Academic Regulations Policy Committee (ARPC)

Modification of the Faculty of Arts Degree Breadth Requirement

The terms of reference of the above committee stipulate that it shall recommend to Faculty Council, through the Arts Executive Committee, proposals related to undergraduate regulations,/admissions, Faculty of Arts degree programs (General, Advanced, BAIS, and Honours), examinations, grading system, required performance levels, and all requirements for receiving degrees.

The Faculty of Arts Academic Regulations Policy Committee recently approved a proposal that requires Faculty Council consideration / approval. In addition to Faculty Council approval, this proposal also requires the subsequent approval of Senate Committees and Senate.

On November 21, 2022 the Faculty of Arts ARPC approved the following motion to:

Recommend to Faculty Council the Modification of the Faculty of Arts section of the calendar to modify the B.A. Honours, Advanced, General, and Integrated Studies Degree Breadth requirements.

Subsequently, on January 24, 2023, Faculty of Arts Executive passed a similar motion recommending the proposed changes to Faculty Council.

Please forward this information, along with the materials that follow, to Faculty of Arts Council for their consideration / approval.

# University of Manitoba <br> Faculty of Arts <br> Academic Regulations Policy Committee 

## Proposal to Modify the Bachelor of Arts Breadth Requirements

## Background:

The current General, Advanced, and Honours Degree breadth requirements state that students must complete a minimum of 6 credit hours from at least 5 different subject areas offered University wide. This regulation was created when nearly all courses were 6 credit hour courses. The intent of Bachelor of Arts "Breadth Requirement" is to ensure that students gain a broad understanding of subject matter while completing their Bachelor of Arts degrees.

## Observations and Rationale:

The Faculty of Arts proposes modifying the current Arts Breadth Requirement from:

- Completion of 6 credit hours from 5 different subject fields
to
- Completion of 3 credit hours from 5 different Faculty of Arts subject fields

The 6 credit hour courses that were commonplace in the $20^{\text {th }}$ century have, in most cases, been replaced by 3 -credit hour offerings. The Faculty of Arts strongly believes that there is ample breadth in its current complement of courses to achieve the goal of ensuring graduates have experienced a wide variety of course content. The requirement that students must complete 3 credit hours in five subject areas in the Faculty of Arts is also in keeping with the spirit that students earning a B.A. not only have intellectual breadth but have intellectual breadth in the content areas of the degree that they have earned. Requiring the breadth criteria to be met through the completion of Faculty of Arts courses allows the Faculty of Arts to monitor academic rigour and to maintain the high standards of the Bachelor of Arts degrees.

The Faculty of Arts will continue to provide students with a great deal of flexibility when it comes to completing courses from outside of the Faculty of Arts. Students in all of our programs will continue to be able to take many courses from outside of the Faculty of Arts. To be specific:

- students in the 90 credit hour B.A. General Degree will continue to be permitted to complete as many as 30 credit hours from outside of Arts,
- students in the 120 credit hour B.A. Advanced Degree will continue to be able to complete as many as 39 credit hours from outside of the Faculty of Arts, and
- students in the Honours degree will continue to be able to complete 30 (or more) credit hours from outside the Faculty of Arts.

In comparison, students in other Faculties are, in many examples, limited to 12 or fewer credit hours from outside of their faculties.

The modification of the current regulation will not limit the number of credit hours a student may choose to select from any particular breadth area. In other words, students can continue to complete more than 3 credit hours from subject areas they are interested in.

During each grad processing / checking cycle (3 times per year), Arts Advisors must regularly deliver the "ineligible to graduate" message to several students who have not met the current Faculty of Arts breadth requirement. In nearly all of these instances, the "ineligible" students have completed coursework from many more than 5 subject areas. A review of a random sampling of Arts grads reveals that Arts students have typically completed coursework from more than 10 subject fields by the end of their degree. It is very difficult to rationalize the enforcement of our current breadth requirement when most students have completed coursework from 10 or 11 different subject fields.

Finally, Arts has experience with students graduating with a minimum of 3 credit hours from 5 subject areas in the BAIS (Bachelor of Arts Integrated Studies) degree. When the BAIS degree was introduced, the breadth requirement was adjusted to "three credit hours from a minimum of five different subject areas." This adjustment was based on the understanding that most courses in the modern era are three credit hours (not six credit hours as they had been in the previous era) and that most students typically complete coursework in more than five subject fields.

## Recommendation:

The Faculty of Arts recommends modifying the current breadth requirement as follows:

Added Material
Deleted Material

Basic Faculty Regulations for the B.A. General, Advanced and Honours Degree Programs
Students are encouraged, prior to reading the faculty regulations which follow, to review the, GeneralAcademic Regulations, in the Academic Calendar.

It is highly recommended that all first-year students entering the Faculty of Arts to pursue pursuing a Bachelor of Arts General, Advanced or Honours Degree complete six credit hours in each of five different subject fields within the first 30 credit hours. If possible, they should include among those courses in the subject fields in which they will probably plan to specialize in. because Future choices course selection may be limited by their initial choice of courses. Also,
s_Students must meet a specific subject field requirements to qualify for entrance to both the Advanced and Honours the different Faculty of Arts programs (Majors and Minors).
Information on first year course requirements can be found in the program charts located in the Department and Program specific sections of the Academic Calendar.

Honours courses may be taken by students in the General-or Advanced Major programs with the written consent of the department head or program coordinator.

## GENERAL DEGREE PROGRAM

## Its General Purpose

The General Degree ...

Requirements for Continuing in the B.A. General Degree Program

1. By the time students complete 60 credit hours, they should have si* at least three credit hours in each of five different Arts subject fields and must have declared a Major and Minor. Students who have not declared a Major or Minor by the time 60 credit hours
of coursework have been completed, will not be able to continue registration until a Major/Minor is declared.
2. Students admitted to the Faculty of Arts, must-by the time they have completed 60 credit hours, must have successfully completed or be registered for at least three credit hours in a course with significant content in written English and at least three credit hours in a course in mathematics (Please refer to the General Academic Regulations; Approved Written English and Mathematics courses).
3. Students must meet the minimum performance level.

## Ten Faculty Requirements for Graduating with a B.A. General Degree

1. A student must successfully complete a minimum of 90 credit hours of courses acceptable for credit in the Faculty of Arts (see Courses Acceptable for Credit in the Faculty of Arts) with a "C" average or better on the courses that contribute to satisfying all of the B.A. General Degree requirements.

The minimum 90 credit hours of passed coursework must also include the remaining nine faculty requirements:
2. At least six credit hours from subject fields designated Humanities, at least six credit hours from subject fields designated Social Science, at least six credit hours from the list of courses that satisfy the Science requirement, and at least three credit hours from the list of courses that satisfy the Indigenous Content requirement.
3. At least six three credit hours completed in each of five different Faculty of Arts subject fields (as listed under Five Faculty of Arts subject Field Requirement and Humanities/Social Science/Science Requirement). A subject field may also satisfy other Bachelor of Arts Degree requirements such as Humanities, or Social Sciences, or Sciences, or Indigenous Content, or Mathematics, or Written English.

## ADVANCED DEGREE PROGRAM

## Its General Purpose

This program is intended ...

Ten Faculty Requirements for Graduating with a B.A. Advanced Degree

1. A student must successfully complete a minimum of 120 credit hours from among the courses acceptable for credit in the Faculty of Arts, with a "C" average or better on the courses that contribute to satisfying all of the B.A. Advanced Degree requirements.

The minimum 120 credit hours of passed coursework must include the remaining nine faculty requirements:
2. At least six credit hours from subject fields designated Humanities, at least six credit hours from subject fields designated Social Science, at least six credit hours from the list of courses that satisfy the Science requirement, and at least three credit hours from the list of courses that satisfy the Indigenous Content requirement.
3. At least six three credit hours completed in each of five different Faculty of Arts subject fields. A subject field may also satisfy other Bachelor of Arts requirements such as Humanities, or Social Sciences, or Sciences, or Indigenous Content, or Mathematics, or Written English.

## HONOURS DEGREE PROGRAM

## Its General Purpose

This program is designed to ...

## Four Faculty Requirements for Graduating with a B.A. Honours Degree

It should be noted that not every department has an Honours Degree program. For specific information on available Honours programs, please consult the specific listing for the relevant department.

Note: Students in an Honours Degree program who satisfy the requirements for a Minor (in accordance with the Minor requirements listed under the B.A. General Degree, may request to have the Minor recorded on their transcript. These students must come to the Faculty of Arts General Office to formally declare their intention to have their Minor recorded on their transcript.

1. The minimum number of credit hours which a student must successfully complete in order to receive an Honours Degree is 120. Information on the specific course requirements are found under each department.
2. In order to graduate, a student in the B.A. Honours Degree program must satisfy the University of Manitoba residency requirements and attain a minimum degree grade point average of 3.0.
3. Included among the courses presented for graduation there must be at least six three credit hours completed in each of five different Faculty of Arts subject fields.
4. Among the courses presented for graduation there must be at least six credit hours from subject fields designated Humanities, at least six credit hours from subject fields designated Social Science, at least six credit hours from the list of courses that satisfy the Bachelor of Arts Science requirement, and at least three credit hours from the list of courses that satisfy the Indigenous Content requirement.

## BACHELOR OF ARTS DEGREE PROGRAM REQUIREMENTS SUMMARY

## General Degree Program (90 Credit Hours)

Requirement 1: Major(s) or Honours

- Minimum 30 credit hours
- Minimum average of "C" on all courses taken for purposes of satisfying the Major

Requirement 2: Minor

- Minimum 18 credit hours; except when Major is Global Political Economy or for students in a Double General Major Program

Requirement 3: Options

- Minimum 30 credit hours outside student's chosen Major(s) and Minor
- Minimum 12 credit hours from the Major and/or Minor or other subjects
- Within the above requirements, students must also satisfy the following requirements. Note: a course may satisfy more than one requirement

Requirement 4: Written English and Math

- Written English and Math Requirement (minimum 3 credit hours in each)

Requirement 5: Humanities Requirement

- 6 credit hours from subjects identified as Humanities

Requirement 6: Social Science Requirement

- 6 credit hours from subjects identified as Social Sciences

Requirement 7: Science Requirement

- 6 credit hours of coursework that satisfies the Science requirement

Requirement 8: Indigenous Content Requirement

- 3 credit hours of coursework that satisfies the Indigenous Content requirement

Requirement 9: General Requirements

- 60 credit hours of courses must be taken from courses taught by the Faculty of Arts (may include 24 credit hours of Mathematics or Art History courses)
- 30 credit hours must be at the 2000 level or higher
- $6 \underline{\mathbf{3}}$ credit hours (cr. hrs.) in each of 5 Faculty of Arts subject fields (e.g., $6 \underline{\mathbf{3}} \mathrm{cr}$. hrs. Psychology, $6 \underline{\mathbf{3}} \mathrm{cr}$. hrs. Economics, $6 \underline{\mathbf{3}} \mathrm{cr}$. hrs. Computer Science English, $\boldsymbol{6} \underline{\mathbf{3}} \mathrm{cr}$. hrs. French, $\boldsymbol{6} \underline{\mathbf{3}} \mathrm{cr}$. hrs. Women's and Gender Studies)

Requirement 10: Residency Requirements

- Degree: 48 credit hours or the final 30 credit hours must be taken at the University of Manitoba
- Major(s): 18 credit hours at the University of Manitoba

Requirement 11: Graduating Grade Point Average (GPA)

- Minimum average of "C" on 90 credit hours of passed coursework offered for degree credit


## Advanced Degree Program (120 Credit Hours)

Requirement 1: Major(s) or Honours

- Single Advanced Major: minimum 48 credit hours (some departments require more)
- Double Advanced Major: minimum 42 credit hours
- Minimum average of "C" on all courses taken for purposes of satisfying the Major

Requirement 2: Minor

- minimum 18 credit hours; except when Major is Global Political Economy or for students in a Double Advanced Major Program


## Requirement 3: Options

- Single Advanced Major: minimum 42 credit hours outside student's chosen Major and Minor
- Single Advanced Major: minimum 12 credit hours from the Major and/or Minor or other subjects
- Double Advanced Major: minimum 36 credit hours outside student's chosen Majors
- Within the above requirements, students must also satisfy the following requirements. Note: a course may satisfy more than one requirement

Requirement 4: Written English and Math

- Written English and Math Requirement (minimum 3 credit hours in each)


## Requirement 5: Humanities Requirement

- 6 credit hours from subjects identified as Humanities

Requirement 6: Social Science Requirement

- 6 credit hours from subjects identified as Social Sciences

Requirement 7: Science Requirement

- 6 credit hours of coursework that satisfies the Science requirement

Requirement 8: Indigenous Content Requirement

- 3 credit hours of coursework that satisfies the Indigenous Content requirement


## Requirement 9: General Requirements

- 81 credit hours of courses must be taken from courses taught by the Faculty of Arts (may include 36 credit hours of Mathematics or Art History courses)
- 42 credit hours must be at the 2000 level or higher
- $6 \underline{\mathbf{3}}$ credit hours (cr. hrs.) in each of 5 Faculty of Arts subject fields (e.g., $6 \underline{\mathbf{3}}$ cr. hrs. Psychology, $6 \underline{\mathbf{3}} \mathrm{cr}$. hrs. Economics, $6 \underline{\mathbf{3}} \mathrm{cr}$. hrs. Computer Science English, $6 \underline{\mathbf{3}} \mathrm{cr}$. hrs. French, $6 \underline{\mathbf{3}} \mathrm{cr}$. hrs. Women's and Gender Studies)

Requirement 10: Residency Requirements

- Degree: 60 credit hours must be taken at the University of Manitoba
- Single Advanced Major:
o 30 credit hours at the University of Manitoba on a Single Advanced Major requiring 48 to 57 credit hours; or
o 36 credit hours at the University of Manitoba on a Single Advanced Major requiring more than 57 credit hours
- Double Advanced Major: 27 credit hours at the University of Manitoba on a Double Advanced Major requiring 42 credit hours


## Requirement 11: Graduating Grade Point Average (GPA)

- Minimum "C" average on 120 credit hours of passed coursework offered for degree credit


## Honours Degree Program (120 Credit Hours)

Requirement 1: Major(s)or Honours

- Single Honours: varies by Honours subject field
- Double Honours: varies by Honours subject field(s)

Requirement 2: Minor

- Optional Minor


## Requirement 3: Options

- Single Honours: ancillary options: minimum 24 to 36 credit hours
- Double Honours: ancillary options: minimum 6 credit hours
- Within the above 3 requirements, students must also satisfy the following requirements. Note: a course may satisfy more than one requirement.

Requirement 4: Written English and Math

- Written English and Math Requirement (minimum 3 credit hours in each)

Requirement 5: Humanities Requirement

- 6 credit hours from subjects identified as Humanities


## Requirement 6: Social Science Requirement

- 6 credit hours from subjects identified as Social Sciences


## Requirement 7: Science Requirement

- 6 credit hours of coursework that satisfies the Science requirement

Requirement 8: Indigenous Content Requirement

- 3 credit hours of coursework that satisfies the Indigenous Content requirement

Requirement 9: General Requirements

- $6 \underline{\mathbf{3}}$ credit hours (cr. hrs.) in each of 5 Faculty of Arts subject fields (e.g., $\boldsymbol{6} \underline{\mathbf{3}}$ cr. hrs. Psychology, $6 \underline{\mathbf{3}} \mathrm{cr}$. hrs. Economics, $6 \underline{\mathbf{3}} \mathrm{cr}$. hrs. Computer Science English, $6 \underline{\mathbf{3}} \mathrm{cr}$. hrs. French, $\boldsymbol{6} \underline{\mathbf{3}} \mathrm{cr}$. hrs. Women's and Gender Studies)

Requirement 10: Residency Requirements

- Degree: 60 credit hours must be taken at the University of Manitoba
- Honours subject(s)
- 33 credit hours at the University of Manitoba on single Honours requiring 54 to 69 credit hours; or
o 39 credit hours at the University of Manitoba on single Honours requiring more than 69 credit hours; or
- 24 credit hours at the University of Manitoba on Double or Joint Honours requiring 42 to 45 credit hours; or
o 21 credit hours at the University of Manitoba on Double or Joint Honours requiring less than 42 credit hours; or
o 33 credit hours at the University of Manitoba on Double or Joint Honours requiring more than 45 credit hours

Requirement 11: Graduating Grade Point Average (GPA)

- Minimum 3.00 degree grade point average on total passed credit hours offered for degree credit

Additional Faculty Regulations and Policies Applicable to All Degree Programs in the Faculty of Arts

## FIVE FACULTY OF ARTS SUBJECT FIELD REQUIREMENT AND HUMANITIES / SOCIAL SCIENCE / INDIGENOUS CONTENT / SCIENCE REQUIREMENT

## Recognized Five Faculty of Arts Subject Fields

Faculties and Schools The Faculty of Arts offers a number of courses covering a variety of subjects in the Humanities and Social Sciences. To satisfy the Faculty of Arts subject field requirement for any B.A. Degree (with the exception of the B.A. Integrated Studies) a student must complete $\mathbf{6} \underline{\mathbf{3}}$ credit hours in each of 5 different course subjects offered by the Faculty of Arts. For example: $6 \underline{\mathbf{3}}$ credit hours in Psychology, plus $6 \underline{\mathbf{3}}$ credit hours in German, plus $6 \underline{\mathbf{3}}$ credit hours in Economics Mathematies, plus $6 \underline{\mathbf{3}}$ credit hours in Sociology Ausic, plus $\underline{6}$ credit hours in History Biological Sciences. Students in the B.A. Integrated Studies Degree Program must complete 3 credit hours in each of 5 different course subjects.

## Eight Faculty Requirements for Graduating with a B.A.I.S. Degree

1. A student must successfully complete a minimum of 90 credit hours of coursework acceptable for credit in the Faculty of Arts with a "C" or better average on the courses used to satisfy the requirements of the B.A.I.S.

The minimum 90 credit hours of passed coursework must include the remaining seven faculty requirements:
2. At least six credit hours from subject fields designated Humanities, at least six credit hours from subject fields designated Social Science, at least six credit hours from the list of courses that satisfy the Science requirement, and at least three credit hours from the list of courses that satisfy the Indigenous Content requirement.
3. At least three credit hours completed in each of five different Faculty of Arts subject fields. In addition, a subject field may also satisfy other B.A.I.S requirements such as Humanities, or Social Sciences, or Sciences, or Indigenous Content, or Mathematics, or Written English.
4. Concentration: 18 credit hours which constitute a Concentration in one of the subject fields approved by the Faculty of Arts or by other Faculties and Schools. A Concentration may be declared once the prerequisite has been satisfied. A student who has 18 credit hours in more than one subject field can declare only one of them as a Concentration. No course can be used to satisfy both a Foundation requirement and the Concentration requirement. A student who has completed the requirements for a second Concentration may apply at the Faculty of Arts General Office to have the second Concentration recorded on their transcript.
5. At least 51 credit hours of options which are taken and successfully completed in subject fields outside the Foundation and Concentration courses.
6. At least 30 credit hours that have been taught by the Faculty of Arts (may include up to 12 credit hours from the Department of Mathematics or Art History courses considered as Humanities) or which have been accepted on transfer as equivalent to courses taught by the Faculty of Arts.
7. At least 15 credit hours numbered at or above the 2000 level plus 6 credit hours at or above the 3000 level.
8. Residency Requirement: A student in the B.A. Integrated Studies degree program must complete University of Manitoba residency requirements.

## Report of the Senate Committee on Instruction and Evaluation RE: Revised Regulations on Supplemental Examinations, Dr. Gerald Niznick College of Dentistry

## Preamble:

1. The terms of reference for the Senate Committee on Instruction and Evaluation (SCIE) can be found at:
https://www.umanitoba.ca/governance/sites/governance/files/202109/Senate Committee on Instruction and Evaluation Terms of Reference.pdf
2. At its meeting on March 16, 2023 SCIE considered a proposal from the Dr. Gerald Niznick College of Dentistry to revise its regulations on Supplemental Examinations.

## Observations:

1. The College wishes to revise their regulations to clarify their current practice regarding supplemental examinations.
2. The College does require students with any failures to obtain a minimum sessional (Fall and Winter terms) grade point average of 2.0 to be eligible for supplemental examination privileges. This is reflected in the regulation statement "If a student has any failures they must have a minimum sessional (combined fall \& winter GPA) grade point average of 2.0, including the failure(s), in order to qualify for supplemental privileges."
3. This requirement is less clear in relation to the specific statement regarding students in the first, third and fourth year, and the specific statement regarding students in the second year, in the preceding paragraphs.
4. The College is proposing the following wording to clarify the supplemental examination eligibility requirements for students in the first, third and fourth year:

A student in first, third or fourth year who has failed in not more than two courses, at the regular final examinations of any year, or who fails to obtain a sessional and who has achieved a minimum sessional (combined fall \& winter GPA) grade point average of 2.0 for all courses taken by them, may, at the discretion of Dental College Council, be awarded the privilege of one or two supplemental
examinations.
5. The College is proposing the following wording to clarify the supplemental examination eligibility requirements for students in the second year:

A student in second year who has failed in not more than three courses, or who failed to obtain a sessional and who has achieved a minimum sessional (combined fall \& winter GPA) grade point average of 2.0 for all courses taken by them, may, at the discretion of Dental College Council, be awarded the privilege of one, two or three supplemental examinations.

## Recommendation

The Senate Committee on Instruction and Evaluation recommends:
THAT Senate approve the revisions to the regulations on Supplemental Examinations, Dr. Gerald Niznick College of Dentistry, effective August 1, 2023.

Respectfully submitted,
Dean Reg Urbanowski, Acting-Chair Senate Committee on Instruction and Evaluation

# Rady Faculty of Health Sciences 

# University of Manitoba 

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March 27, 2023

Marcia Yoshida
Student Appeals and Academic Governance Officer
Office of the University Secretary
University of Manitoba

Dear Ms. Yoshida,
A lack of clarity of wording exists within the University of Manitoba Academic Calendar as it relates to the Dr. Gerald Niznick College of Dentistry entry pertaining to Supplemental Examinations (page 636 of the on-line PDF of the 2022-23 Academic Calendar). Approval of the attached wording changes by the Senate Committee on Instruction and Evaluation (SCIE) is requested.

The College of Dentistry has long required a student with course failures to achieve a minimum 2.0 grade point average in order to qualify for supplemental examination privilege consideration by Dental College Council. This is correctly stated in the Calendar paragraph:
"If a student has any failures they must have a minimum sessional (combined fall \& winter GPA) grade point average of 2.0, including the failure(s), in order to qualify for supplemental privileges."

However, preceding paragraphs do not acknowledge the requirement for a minimum 2.0 grade point average when failure(s) occur, and state:
"A student in first, third or fourth year who has failed in not more than two courses, at the regular final examinations of any year, or who fails to obtain a sessional (combined fall \& winter GPA) grade point average of 2.0 for all courses taken by them, may, at the discretion of Dental College Council, be awarded the privilege of one or two supplemental examinations."
and
"A student in second year who has failed in not more than three courses, or who failed to obtain a sessional (combined fall \& winter GPA) grade point average of 2.0 for all courses taken by them, may, at the discretion of Dental College Council, be awarded the privilege of one, two or three supplemental examinations."

On March 23, 2023, Dental College Council Executive approved the following proposed changes to the wording of the two paragraphs:
"A student in first, third or fourth year who has failed in not more than two courses, and who has achieved a minimum sessional (combined fall \& winter GPA) grade point average of 2.0
for all courses taken by them, may, at the discretion of Dental College Council, be awarded the privilege of one or two supplemental examinations.
and
"A student in second year who has failed in not more than three courses, and who has achieved a minimum sessional (combined fall \& winter GPA) grade point average of 2.0 for all courses taken by them, may, at the discretion of Dental College Council, be awarded the privilege of one, two or three supplemental examinations."

The Calendar correctly states that those students who have no failures but have not achieved a minimum 2.0 grade point average may qualify for supplemental examination privilege consideration by Dental College Council:
"If a student has no failures but fails to obtain a minimum sessional (combined fall \& winter GPA) grade point average of 2.0 , that student may be eligible for supplemental privileges."

Attached is the:

- current 2022-23 Calendar regulation with proposed changes indicated using strikeouts to show where text would be removed and bold font to show where wording is to be added, and
- a clean copy of the revised regulation.

Please do not hesitate to contact me if any questions arise.
Dr. John Perry, Associate Dean (Academic), will be available to attend the next SCIE meeting to speak to these changes, if required.

Thank you for this consideration.
Kindest Regards,


Anastasia Kelekis-Cholakis, BA, DMD, Dip. Perio, FRCD(C),
Dean, Dr. Gerald Niznick College of Dentistry

A student who is unable to complete the quantitative clinical requirements in a course by the end of the academic year may apply for an incomplete grade classification ["I (F)"] and extension of time. Details of this application procedure can be obtained from the College.

## Supplemental Examinations

A "Supplemental Examination" is an examination which may be offered as a privilege to a student who has failed a course or failed to achieve a satisfactory result. Such examinations are offered in order to grant the student an opportunity to rectify the inadequacy without repeating the course.

Information on Supplemental Examinations can be found in the, General Academic Regulations (p. 118).

The following information regarding the policy of supplemental examination privilege is specific to the Dr. Gerlad Niznick College of Dentistry:

Supplemental examinations are permitted for all courses except those in which remediation is not realistically feasible (pre-clinical and/or clinical courses are not eligible for supplemental examination).

The student will be notified in a letter from the Dean's Office if they are granted this examination privilege by Dental College Council. A student who is granted supplemental privileges is obliged to sit the examination at the soonest opportunity prior to the start of the next academic session.

The student must contact their Course Coordinator within 14 days of the date the notification letter from the Dean's Office to schedule a date to write their supplemental examination.

A student in first, third or fourth year who has failed in not more than two courses, at the regular finalexaminations of any year, or whofailsto obtain sessionat and who has achieved a minimum
sessional (combined fall \& winter GPA) grade point average of 2.0 for all courses taken by them, may, at the discretion of Dental College Council, be awarded the privilege of one or two supplemental examinations.

A student in second year who has failed in not more than three courses, or who failed to obtain a sessionat and who has achieved a
minimum sessional (combined fall \& winter GPA) grade point average of 2.0 for all courses taken by them, may, at the discretion of Dental College Council, be awarded the privilege of one, two or three supplemental examinations.

If a student has any failures they must have a minimum sessional (combined fall \& winter GPA) grade point average of 2.0 , including the failure(s), in order to qualify for supplemental privileges.

If a student has no failures but fails to obtain a minimum sessional (combined fall \& winter GPA) grade point average of 2.0 , that student may be eligible for supplemental privileges.

When students are allowed to write supplemental examinations for the purpose of raising their sessional (combined fall \& winter GPA) grade point average to the minimum standard of 2.0, Dental College Council will specify the courses in which the student may write supplemental examinations. For the purpose of calculating such a student's cumulative grade point average, grade points attained in supplemental examinations will replace the grade points previously attained in the same course. Students are normally required to carry a full-time program in order to be eligible for supplemental privileges.

The passing grade in supplemental examinations is " $C$ " in each course. A student failing a supplemental examination will be considered to have failed the year. A student may only write a supplemental once in any course; otherwise the course must be repeated.

## Honours and Awards

Dean's Honour List: awarded to students in each year of the dental program who have achieved a minimum sessional (fall \& winter term combined) G.P.A. of 3.8.

To qualify for Graduation with Honours, a candidate for the D.M.D. degree must qualify for the Dean's Honour List in both third and fourth year.

A student who repeats a year at their own request, i.e., not at the request of Dental College Council, is not eligible for the Dean's Honour List or to receive any awards for the work in that repeated year.

The following policy applies to the eligibility of part-time students for academic awards: in allocating any award, the only academic performance of a student to be considered is that attained during the year(s) for which the award is made. Therefore, a part-time student is not eligible for any purely academic award, other than one in an individual course. However, a part-time student who is carrying 80 per cent or more of the normal course load for the year is eligible for any award where conditions other than academic merit apply, and further, subject to the provisions set forth above, any part-time student is eligible for any award in the individual courses taken in the year for which the award is made.

## E-Mail Accounts

All students are expected to have an e-mail account with the University of Manitoba and check it regularly. The Dr. Gerald Niznick College of Dentistry does not support communications with its students through external e-mail addresses.

## Financial Aid

A number of loan and bursary funds are available to dental students. Applications and further information are available through the University of Manitoba's Financial Aid and Awards Office. (https://umanitoba.ca/ financial-aid-and-awards/)

## Registration Exceptions

Upon receipt of initial (and annually thereafter) Criminal Record (including Vulnerable Sector Screening), Adult Abuse Registry Check and Child Abuse Registry Check, the Dr. Gerald Niznick College of Dentistry completes registration for all students in their courses.

Students who have a failing grade/s registered against them and/or have other outstanding academic matters (i.e. deferred or supplemental examinations, modified program, etc.) in regards to the previous academic session will not be registered in the next ensuing academic session until all outstanding matters have been cleared. Students who fall into this category should contact the student advisor for further information.

A student advisor (Susan.Petras@umanitoba.ca) is available in D113 Dental Building or by calling (204) 789-3484.

## Dental Medicine, D.M.D.

## Bachelor of Science in Dentistry

In addition to the basic professional degree, the college offers the Bachelor of Science in Dentistry degree to interested dental students wishing to undertake research during their undergraduate program. The program is designed to assure that participation in it will not interfere

# Report of the Senate Committee on Instruction and Evaluation RE: Proposed and Revised Academic Regulations, Bachelor of Science, Faculty of Science 

## Preamble:

1. The terms of reference for the Senate Committee on Instruction and Evaluation (SCIE) can be found at:
https://www.umanitoba.ca/governance/sites/governance/files/2021-
09/Senate Committee on Instruction and Evaluation Terms of Reference.pdf
2. At its meeting on March 16, 2023 SCIE considered a proposal from the Faculty of Science concerning the following:
a) Revision of the Bachelor of Science (Major) Degree Academic Regulations
b) Revision of the Deferred Examinations Regulations
c) Introduction of a Supplemental Examination Regulation
3. The proposal was endorsed by the Faculty of Science Faculty Council on February 3, 2023.

## Observations:

1. The Faculty is proposing to revise the Bachelor of Science (Major) Degree Academic Regulations to reflect that the Bachelor of Science (Major) in Computer Science requires a minimum Degree Grade Point Average of 2.5 for its entry, continuation and graduation requirements.
2. The Faculty is proposing to update its Deferred Examinations regulations to align with the University's Self Declaration for Brief or Temporary Absence policy and procedure.
3. The Faculty is proposing to introduce a Supplemental Examinations regulation, indicating that supplemental examinations are not permitted in Faculty of Science courses.

## Recommendation

The Senate Committee on Instruction and Evaluation recommends:
THAT Senate approve the following academic regulations, Faculty of Science, effective September 1, 2023:

- Revision of the Bachelor of Science (Major) Degree Academic Regulations
- Revision of the Deferred Examinations Regulations
- Introduction of a Supplemental Examination Regulation

Respectfully submitted,
Comments of the Senate Executive Committee:
The Senate Executive Committee Endorses the Report to Senate.

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

## B.Sc. (Major) Degree Academic Regulations

Faculty of Science Direct Entry students are admitted to a 4-Year undeclared Major program. While in the undeclared Major, students will take courses to allow them to declare a specific Major or enter an Honours program. To declare a specific Major or enter an Honours program students will need to satisfy the entry requirements as outlined in each program in the Faculty of Science.

Following the completion of 24-30 credit hours students will declare their Major program, or enter the Honours program, or they may choose to enter the 3-Year B.Sc. General degree. Students who do not qualify for a specific Major or Honours program will be required to move into the 3-Year B.Sc. General degree. Students who wish to be in a Major or Honours program but did not qualify can complete the outstanding requirements while in the B.Sc. General degree program and enter the program upon completion of the requirements.

Students must complete the university written English and Mathematics requirements as described in the General Academic Regulations.

## B.SC. (MAJOR) FOUR-YEAR DEGREE

The four-year Major programs provide in-depth study in a specific discipline and enable graduates to function competently in a career in their chosen subject area.

While this program is not intended for students pursuing graduate studies, most programs allow students to do so with a minimum of difficulty.

The four-year Major program may be pursued on a part-time basis, although it must be recognized that under those conditions students would require more than four years to complete degree requirements.

## B.SC. (MAJOR) ACADEMIC REGULATIONS

To qualify for the degree Bachelor of Science (Major), a student must complete 120 credit hours or more, with minimum grades of "C" on Major Program Specific courses (as specified by the department), "D" or better on the remaining courses, and a minimum Degree Grade Point Average of $2.00 \underline{\mathbf{( 2 . 5} \text { for }}$ Computer Science).

Program Specific courses are those identified by the department as being core to the given degree. Please refer to the specific departments for clarification.

At least six credit hours must be taken from outside the Faculty of Science. Students admitted to a Major program must complete six credit hours of courses from the Faculty of Arts. Students in the Major degree programs may take a maximum of 36 credit hours from outside the Faculty of Science.

## B.SC. (MAJOR) ENTRANCE REQUIREMENTS

To enter a specific four-year Major program, a student must have completed a minimum of 24 credit hours, and must normally have achieved a minimum grade of "C + " in at least one introductory course designated by the department(s). One of the entry routes to the Physics \& Astronomy Major program, has a more rigorous entry requirement than listed above; please see the calendar entry for more details.

Any student who, prior to being admitted to a four-year Major program that has completed more than 30 credit hours will be allowed to apply those excess credit hours which meet the specifications of the program to the four year Major program.

Students must attain a Degree Grade Point Average of at least 2.00 ( $\mathbf{2 . 5}$ for entry to Computer Science) regardless of the point of entry, and must meet continuation requirements as outlined below.

## B.SC. (MAJOR) CONTINUATION REQUIREMENTS

To continue in the program, a student must maintain a Degree Grade Point Average of $2.00 \mathbf{( 2 . 5} \mathbf{f o r}$ Computer Science) at each point of assessment. Students who do not meet this minimum will be required to withdraw from the Major program.

There is no minimum term course load requirement for the Major program.

## Failed Courses

Any student that exceeds 18 credit hours of failing grades after entering a Major program will be required to withdraw from that program. Students are also subject to the academic assessment policy, Regulations Applicable to all Programs.

A student will be required to repeat those failed courses specified as required courses for the program; however, a student may substitute a new course for any elective course failed.

Major students reverting to the B.Sc. General program must fulfil all academic requirements of that degree.

Deferred Examinations
Students unable to write a final examination because of illness, disability, or for compassionate reasons, must file an application in with the Faculty of Science general office for a deferred examination. The application must be filed within 48 hours of the missed examination. In a case where more than one examination is missed, students must apply within 48 hours of the scheduled date of the last exam. Appropriate documentation must be provided, which may include the "Self-Declaration Form for Brief or Temporary Absence" that verifies that the incapacity existed at the time the examination was to be written. Students may be asked to provide additional documentation. Deferred exam requests should not be submitted in advance of a scheduled exam, except in the instances outlined below.

Students unable to write an examination due to a known condition, such as participation in an interuniversity, provincial, inter-provincial, national or international scholastic or athletic event, religious obligations, or medical condition, should normally file the deferred examination application twenty (20) working days in advance of the scheduled examination. Vacation or holiday plans are not acceptable grounds for the granting of a deferred examination.

A deferred examination is offered in a manner prescribed by the head of the department concerned. This would normally be written within 30 working days of the last examination in that series. Any other consideration would be determined by the department head.

Students requesting deferred examinations on the grounds that the examinations conflict with vacation or holiday plans shall not be granted deferrals.

A deferred examination is not granted to a student who has written the final examination.

Further information related to deferred exams is available in the University of Manitoba Deferred and Supplemental Examinations Procedures.

Deferred examinations that need to be re-deferred, and/or requests where a student is seeking a deferral in a third examination series (i.e. Fall 2008, Winter 2009, Winter 2010-any course) must be approved by the Faculty of Science Committee on Student Standing. Students must appeal, in writing, to the Committee on-Student Standing and provide precise documentation that outlines why a deferral request should be granted in their case.

## Supplemental Examinations

Supplemental Examinations are not permitted in Faculty of Science courses.

# Report of the Senate Committee on Instruction and Evaluation RE: Revised Academic Regulations, Bachelor of Social Work, Faculty of Social Work 

## Preamble:

1. The terms of reference for the Senate Committee on Instruction and Evaluation (SCIE) can be found at:
https://www.umanitoba.ca/governance/sites/governance/files/2021-
09/Senate Committee on Instruction and Evaluation Terms of Reference.pdf
2. At its meeting on April 13, 2023 SCIE considered a proposal from the Faculty of Social Work to revise the academic regulations for the Bachelor of Social Work.
3. The proposal was endorsed by the Faculty of Social Work Faculty Council on March 24, 2023.

## Observations:

1. Coursework requirements would be revised throughout the academic regulations to align with recent curriculum changes.
2. Special Students and students enrolled in other faculties, colleges or schools would be limited to completion of 15 credit hours of required social work courses.
3. The statement "All students are asked to note that some academic policies and regulations are up for review and subject to change." would be removed from the regulations.
4. Scholastic Progress regulations would be revised as follows:
a) Currently, decisions about a student's scholastic progress for students who transfer in 51 to 60 credit hours are made upon completion of the initial 15 credit hours as a Faculty of Social Work student. This would be revised to students who transfer 48 to 60 credit hours.
b) Currently, students are not permitted to repeat a required or elective course or substitute an elective course for another unless approved by the Committee on Academic Standings. The Faculty is proposing that delivery sites be authorized to approve requests for permission to repeat or replace social work courses and nonsocial work electives where students are in good academic standing and within the first 30 credit hours of the program.
c) The Faculty is proposing that required non-social work courses be valid for 10 years.
d) The Faculty is proposing that students who wish to re-enter the Faculty after the time limit for program completion has expired and have 9 credit hours or less can request
approval and may be granted an extra year to complete the program. Students who have more than 9 credit hours remaining and have reached their time limit must reapply for admission to the Faculty. This regulation would remain in place until the start of the Fall 2028 term. Applications must be approved no later than the June 2028 meeting of the Academic Standings Committee.
5. The regulations on Distance Courses Open to Fort Garry, Inner City and Northern Social Work Students would be revised as follows:
a) The current maximum of six credit hours of required course work by Distance Delivery would apply to students admitted in Fall 2023 or later. Students admitted prior to Fall 2023 would have the six-credit hour Distance Delivery maximum waived for SWRK 2090, SWRK 2110, SWRK 4200, SWRK 4210, SWRK 4220 and SWRK 4300. Students admitted prior to Fall 2023 would be permitted to take these Distance Delivery courses if the course they wish to complete is not offered at the site to which they belong. The waiving of the six-credit hour limit for students admitted prior to Fall 2023 would be in effect until Fall 2028.
6. Regulations on Opting into Field and Practices of the Two-Year Plan would be removed from the academic regulations.
7. Procedures would be added to the regulations on Courses Open to Challenge for Credit.
8. Requirements of Graduation would be revised as follows:
a) Students would be required to successfully complete 75 credit hours of required social work courses, increased from 72.
b) Students would be required to complete 48 credit hours of non-social work electives, decreased from 51.
9. Editorial changes would be made throughout.

## Recommendation

The Senate Committee on Instruction and Evaluation recommends:
THAT Senate approve the revised academic regulations, Bachelor of Social Work, Faculty of Social Work, effective September 1, 2023.

Respectfully submitted,
Dean Reg Urbanowski, Acting-Chair
Senate Committee on Instruction and Evaluation

Comments of the Senate Executive Committee:
The Senate Executive Committee Endorses the Report to Senate.

# Faculty Academic Regulations 

## SPECIAL STUDENT ADMISSION \& STUDENTS ENROLLED IN OTHER FACULTIES/SCHOOLS

## Special Student Admission

A Special Student in Social Work is one who wishes to take undergraduate Social Work courses with no intentions of proceeding to a B.S.W. degree at the present time. In addition, the student is not currently registered at any other university. Students seeking admission as Special Students may request information from the Faculty of Social Work, 521 Tier Building; telephone (204) 474 7050. Criteria for admission are:

- Successful completion of a minimum of 30 credit hours of university level courses which are acceptable to the University of Manitoba; and
- Adjusted Grade Point Average of 2.5 (C+).

Students are reminded they must apply online and submit an official transcript (one bearing the university seal) along with the application form available on the University of Manitoba website. An application fee applies. Once admitted as a Special Student, students will:

- Be limited to completion of nine-fifteen credit hours of required social work courses plus SWRK 1310 and SWRK 2080.
- Be prohibited from registering for courses until August (refer to Aurora Student for specific dates).
- Have all courses classified as "SS," which means that grades for these courses may not generate a Grade Point Average.


## Students Enrolled in other Faculties/Colleges/Schools

Students currently enrolled in other faculties, colleges or schools at the University of Manitoba may register for Social Work courses provided they have completed a minimum of 30 credit hours of university study and achieved a minimum Cumulative Grade Point Average of 2.5. These students will also be limited to completion of SWRK 1310 and SWRK 2080 plus ninefifteen credit hours of required social work courses.
Courses available to Special Students and students enrolled in other faculties, colleges and schools at the University of Manitoba:

Required Social Work Courses:

| SWRK 1200 | Introduction to Canadian Social Welfare |
| :---: | :---: |
| SWRK 1220 | Social Justice, Diversity, and Human Rights |
| SWRK 1230 | Community Health and Well-Being: Imagination for Social Work Practice |
| SWKR 1240 | Social Work and Professional Identity |
| SWRK 2030 | Communication and Relational Skills in Social Work |
| SWRK 2040* | Social Welfare Policy Analysis and Advocacy |
| Elective Soci | Work Courses*: |
| SWRK 4252 | Violence in Families: Direct Practice Interventions in Primary Helping Systems |
| SWRK 4254 | Substance Use, Mental Health, and Social Work |
| SWRK 4256 | Trauma-Focused Social Work Practice: Legacies, Development, PostTraumatic Growth |
| SWRK 4258 | Loss, Grief. Bereavement and Social Work |
| SWRK 4262 | Homelessness and the Housing Continuum: Ethics of Caring, and Community Development |
| SWRK 4264 | Critical and Emergent Practice of Child Welfare |
| SWRK 4266 | Introduction to Social Work Practice with Groups |
| SWRK 4268 | Creativity and Arts-Based Methods for Social Work |
| SWRK 4272 | Mindfulness and Contemporary Contemplative Practices in Social Work: Cultivating Practice |
| SWRK 4274 | Wholistic Indigenous Land-Based Practices for Social and Environmental Justice |


| SWRK 4276 | Community Building: Social Work Skills for Outreach, Networking and Connecting |
| :---: | :---: |
| SWRK 4278 | Building Knowledge in Social Work: Research Methodologies and Practices |
| SWRK 4280 | Social Work Practice with Mandated/Justice-Involved Populations |
| SWRK 4282 | Social Work Practice With Older Adults |
| SWRK 4284 | Disability and Accessibility-Rights, Policies, and Communities |
| SWRK 4286 | Mino Shkaabis with First Nations Metis Inuit Children Youth and Families |
| SWRK 4288 | Mino Pimatisiwin in Northern Rural and Isolated Communities Focusing on Treaties 5 and 10 |
| SWRK 4290 | Inner City Social Work Practice |
| SWRK 4292 | Violence in Families: The Practice of Policy Development |
| SWRK 4294 | International Social Work and Global Migration |
| SWRK 4296 | Diversity in Aging: Theory and Practice |
| SWRK 4298 | Poverty and Inequality: Policy and Social Work Practice |
| SWRK 4310 | Disaster, Risk Reduction and Resiliency: International Social Work Perspectives |

Note: Special and non-Social Work students are required to abide by the same pre-/corequisite policy that applies to B.S.W. Students with the exception of SWRK 2040 and the Social Work Elective courses, which require Special and non-Social Work students to have completed 54 Credit Hours as well as permission from the instructor to register.

## Faculty Academic Regulations

Limited Access (see University Policy and Procedures-Limited Access section 2.5 will not affect registration for the 2022-2023 (including Summer Term 2023).

The provisions of the General Academic Regulations, and the University Policies and Procedures, apply to all students. In addition, the Faculty of Social Work has regulations and requirements, published below, that apply specifically to its students.
All students are asked to note that some academic policies and regulations are under review and are subject to change.

## PREREQUISITE AND CO-REQUISITE POLICY

The faculty has established a set of pre-/co-requisite requirements to assist students in planning their program of study. All students must abide by the pre- and corequisite requirements for all courses. Any exceptions to the pre- and corequisite policy MUST be approved by the Committee on Academic Standings prior to course registration.

If a student successfully completes a course for which a pre/co-requisite requirement has not been satisfied, this course will not be considered applicable to their BSW program.

## RESIDENCE REQUIREMENTS FOR A DEGREE PROGRAM

The general university residence requirement applies to the Faculty of Social Work.

## SCHOLASTIC PROGRESS

Except in circumstances covered in the official regulations referred to below, clear standing in the faculty requires the Degree Grade Point Average of $2.5(\mathrm{C}+)$ at the end of each term. A minimum grade of $2.0(\mathrm{C})$ is required for all Social Work courses. The passing grades for electives taken in other faculties, colleges or schools are those required by the faculties, colleges or schools concerned. Complete statements of the regulations governing scholastic progress in the Faculty of Social Work are published in the B.S.W. Student Handbook. Students wishing to do so may consult the policy governing scholastic progress as written in the B.S.W. Student Handbook with the Chair of the Committee on Academic Standings, or the Dean. In the event of any question or dispute, this set of regulations shall be considered the official version. Directors of offcampus programs and the Student Services and Admissions/ Advising Office at Fort Garry Campus will advise students on issues concerning scholastic progress.

1. The Scholastic Progress document listed in the BSW Student Handbook is intended to be a supplement to the University of Manitoba Undergraduate Academic Calendar. Should discrepancies exist between the information presented in the BSW Student Handbook and the Undergraduate Calendar, the latter shall prevail.
2. Decisions about a student's scholastic progress or required withdrawal on academic grounds are made by the Committee on Academic Standings of the Faculty of Social Work acting on behalf of the Faculty Council. These decisions are made after a student has completed 30 credit hours of
coursework as a Faculty of Social Work student. For students that transfer in 51.48 to 60 credit hours, decisions will be made upon the completion of the initial 15 credit hours as a Faculty of Social Work student.
3. A student's degree grade point average (DGPA) will be calculated and recorded after each academic term in which the student registers.
4. Clear academic standing is required to continue in the Faculty of Social Work. Clear academic standing is attained by meeting all of the following requirements:
a. A minimum grade of "C" (2.0) in all social work courses and a minimum grade of "D" in non-social work elective courses.
b. A minimum average of " $\mathrm{C}+$ " in all courses taken prior to each review (DGPA a minimum of 2.5).
5. Permission of the Committee on Academic Standings is required to alter any pre-requisite or co-requisite requirements, for exceptional circumstances. Violation of pre/co-requisite policy will result in withdrawing a student from the course to which pre/co-requisite has not been completed.
6. A student who has not attained clear academic standing as defined by Section 4 above will have their academic status reviewed by the Committee on Academic Standings:
a. A student who passes all courses, but whose DGPA is less than 2.5 minimum may be permitted to proceed on probation for one academic period (as determined by Committee on Academic Standings) unless the DGPA is less than 2.0. To clear probation, a student must raise their DGPA to 2.5 by the end of the probationary period. A student may not be permitted to proceed in the concentrated program if they are on probationary status.
b. A student who passes all courses, but whose DGPA is less than 2.0 may be required to withdraw from the Faculty of Social Work. The Committee on Academic Standings will take into consideration:
i. Performance in pass/fail courses;
ii. Use of academic and personal supports in the program; and
iii. Life circumstances affecting academic performance.
iv. Students in ACCESS programs (ICSWP and Northern BSW program) and cohorts.
c. A student who fails a non-social work course is subject to the regulations for supplemental privileges of the department concerned. Students should note, nonetheless, that all non-social work elective requirements must be completed.
d. A student who fails to meet the required standard (as per Field Evaluation Form) in Field Instruction may be allowed an extension/addendum, or may be required to repeat, or may be required to withdraw.
e. Unless approved by the Committee on Academic Standings, a student shall not be permitted to alter the co-requisite requirement for Field Instruction and Practices. Appeals notwithstanding, a student must have obtained a clear standing in Field Instruction 1 (SWRK 3150SWRK 3240) and 61.5 credit hours of Practices Integrative Practice Seminar for Field Instruction 1 (SWRK 4200SWRK 3220), (including DGPA of 2.5 minimum) or permission of the Committee on Academic Standings in order to proceed to Field Instruction 2 (SWRK 4120SWRK 4350) and an additional 61.5 credit hours of Practices-Integrative Practice Seminar for Field Instruction 2 (SWRK 4300SWRK 4240).
f. No social work course where a final grade is achieved may be repeated more than once.
g. A student with a failing grade in more than two courses shall be required to withdraw from the Faculty of Social Work.
h. All students must complete within the first 60 credit hours, three credit hours in written English and three credit hours in Mathematics as part of the BSW degree requirements. Students who have not completed their Mathematics or Written English Requirements within the first 60 credit hours will be placed on hold and be required to speak to their Academic Advisor.
i. Unless approved by the Committee on Academic Standings, a student shall not be permitted to repeat a required or elective course or substitute an elective course for another. Delivery sites are authorized to approve requests for permission to repeat/replace social work courses and non-social work electives, in cases where students are in good academic standing and within the first 30 credit hours of the program. Unless approved by the Committee on Academic Standings, a student shall not be permitted to repeat a required or elective course or substitute an elective course for another.

In making a decision, the Committee on Academic Standings will take into account the overall academic performance of the student, recommendations of the student's instructors, and any particular circumstances of the student's situation which it deems to be relevant.
7. Subject to the provisions of \# 6 above, failure to attain clear academic standing, or to clear probationary status, are grounds upon which a student
shall be required to withdraw from the Faculty of Social Work. When a student is to be considered for a requirement to withdraw subject to the provisions of \# 6, the student shall be notified by mail of the date, time and place for the Committee on Academic Standings review meeting. The student shall receive a minimum of ten (10) working days' notice of the meeting date. They may present oral and/or written submissions at such a meeting and may bring an advocate to speak on their behalf. The Chair of the Committee on Academic Standings shall be notified prior to the meeting if the student intends to appear before the Committee.
8. Students must complete all their social work courses and non-social work electives within nine (9) years. Requests for extensions to go beyond the nineyear limit must be submitted to the Committee on Academic Standings for their assessment and possible approval prior to the time limit expiry date. The maximum time limit for an extension is two years. The Committee shall also determine which, if any, courses previously completed shall need to be repeated or replaced.
9. Along with provisions in \#8 above, Social Work subject courses in the BSW program are valid for 9 years counting from when the student completed the course, including courses taken prior to admission. If a Social Work course expires while the student is still in the Faculty of Social Work, they will be required to repeat the course to fulfil the BSW degree requirements. Required non-Social Work elective courses (ie. FMLY 1010/PSYC 1200; INDG 1200/INDG 1220 \& INDG 1240; WOMN 1600) are valid for 10 years counting from when the student completed the course.
10. Students in clear academic standing who plan to re-register should ordinarily indicate their intention to do so by the deadline for applications for admission prior to the session in which they intend to register.
a. Students in clear academic standing who withdraw from the BSW Program for less than two calendar years and are within their nineyear limit may re-register by applying to the Program Site (Fort Garry, Inner CitySocial Work Program, Thompson-Northern or Distance Delivery) of the Faculty of Social Work.
b. Students in clear academic standing seeking to continue their BSW Program after a two calendar year, or more, absence, but within their nine-year limit and who have not registered with another faculty or institute during their absence, must submit a written request to the Committee on Academic Standings for re-entry.
c. Students wishing to re-enter the Faculty who have exceeded their nine-year limit, or who have registered in another faculty or institute during their absence must re-apply for admission to the Faculty through normal application procedures.
11. Students may ask the Committee on Academic Standings for reconsideration of any Standings decision, except the requirement to withdraw on academic grounds. Reconsideration requests should normally be received in writing by the Chair of the Committee of Academic Standings within ten working days of notification of a decision. Students who request a reconsideration shall be informed of the date, time and place of a reconsideration meeting. They may present oral and/or written submissions at such a meeting, and bring an advocate to speak on their behalf. All decisions of the Committee may be appealed to the Senate Committee on Appeals.
12. Notwithstanding the above regulations, students are reminded that the Senate has granted to the Councils of each professional Faculty the right to require any student to withdraw from the program for which they are enrolled. A full statement of the conditions governing this right is found in the following section on Requirement to Withdraw Criteria and Procedures.
13. A student who has been required to withdraw on academic grounds and who wishes to re-enter the Faculty must request reinstatement from the Committee on Academic Standings. The following will apply in such cases:
a. The applicant will be expected to demonstrate that they will now be able to meet the academic requirements of the program.
b. No application for reinstatement will be considered before a minimum period of 2 years has elapsed from the effective date of the required withdrawal to the effective date of the requested reinstatement.
c. If the student is reinstated after the time limit for program completion has expired, the Committee shall determine which, if any, courses previously completed shall be repeated or replaced.
14. Students wishing to re-enter the Faculty who have registered in another faculty or institute during their absence must re-apply for admission to the Faculty through normal application procedures. A student required to withdraw as a result of proceedings under the provisions of the Professional Unsuitability ByLaw, or the Student Discipline By-Law, will not normally be reinstated to the Faculty. Exceptional requests may be directed to the Dean of the Faculty.
14.15. Students wishing to re-enter the Faculty after the time limit for program completion has expired and have 9 credit hours or fewer remaining in their program can seek approval by the Committee and may be granted an extra year to complete the program. Students who have more than 9 credit hours remaining to complete their program and have reached their time limit for the program must re-apply for admission to the Faculty through the normal application procedures. This policy will be in place up until the start of Fall 2028 term. Applications must be approved by the Academic Standings Committee no later than the June 2028 meeting.
15.16. As per the co-requisite policy of the Faculty, when a student withdraws from a Field Instruction course
(SWRK 3150SWRK 3240, SWRK 4120SWRK 4350) the Faculty will automatically withdraw the student from the co-requisite course (Field Focus Integrative Practice Seminar for Field Instruction

- SWRK 4200SWRK 3220, SWRK 4300SWRK 4240). Additionally, when a student withdraws from a Integrative Practice Seminar for Field InstructionField Focus course (SWRK 4200SWRK 3220, SWRK 4300SWRK 4240), the Faculty will automatically withdraw the student from the co-requisite course (Field Instruction - SWRK 3150 SWRK 3240, SWRK 4120SWRK 4350).
16.17. The Faculty's policy concerning voluntary withdrawal from courses is identical to that found in the general regulations for the University, with the exception of co-requisite courses. Students are allowed one voluntary withdrawal from SWRK 3150 SWRK 3240 and one voluntary withdrawal from SWRK 4120SWRK 4350.
17.18. BSW students who are enrolled in the Fort Garry campus, Inner City Social Work Program and Northern Social Work Program may take up to 6 credit hours of online Social Work courses by Distance Delivery. A student requesting to take more than 6 credit hours of distance delivery courses will require approval of the Associate Dean Undergraduate.
18.19. As a requirement by the Social Work accreditation standards provided by the Canadian Association of Social Work Education (CASWE), a minimum of $40 \%$ of BSW degree requirements must be non-social work courses. A minimum of 48 credit hours of non-social work courses must make up the elective requirement of the BSW degree in order to graduate from the program.


## PROFESSIONAL UNSUITABILITY BYLAW

The Senate has approved a bylaw granting authority to the faculty to require a student to withdraw for reasons of professional unsuitability (see University Policy and Procedures- Student Discipline Bylaw). The bylaw is published in the B.S.W. Student Handbook. Students are reminded of their obligation to be familiar with all regulations governing their continued progress in the program.

## DEAN'S HONOUR LIST

BSW student eligibility for the Dean's Honour List is considered on a term by term basis. To qualify for the Dean's Honour List a student must:

- Have completed a minimum of 9 credit hours in the term under consideration, of which a minimum of 6 credit hours must be with a standard grade. and
- Have achieved a minimum Term GPA of 3.6

Pass/Fail courses are included in the credit hour count.

## APPEAL OF GRADES

The general university policy for appeal of assigned grades applies to the Faculty of Social Work.

## Final Examinations \& Final Grades Policy

The Faculty Council has established the Academic Standing Appeals Committee to deal with these matters.

## DISTANCE COURSES OPEN TO FORT GARRY, INNER CITY AND NORTHERN SOCIAL WORK STUDENTS

Fort Garry, Inner City, and Northern BSW students admitted in Fall 2023 and forward may obtain up to a maximum of 6 credit hours of required social work courses by Distance Delivery. A student requesting to take more than 6 credit hours requires the approval of the Associate Dean (Undergraduate). Students admitted prior to Fall 2023 will have the 6 credit hour limit waived for the following Distance Delivery courses: SWRK 2090, SWRK 2110, SWRK 4200, SWRK 4210, SWRK 4220, and SWRK 4300. Students admitted prior to Fall 2023 can take these Distance Delivery courses if the course they wish to complete is not being offered at the site to which they belong. The waiving of the 6 credit hour limit for students admitted prior to Fall 2023 will be in effect until Fall 2028.

## OPTING INTO FIELD AND PRACTICES OF THE TWO-YEAR PLAN

Students may apply for "opt-in" by fulfilling the following conditions:

- Consult with and submit written request for "Opt-in" to the Coordinator of Student Services and Admission/Advising Office and Field Coordinator no tater than February 1.
- Successfully complete all Social Work courses required by the end of Winter term prior to opt-in year (except for SWRK 4210, SWRK 4200, SWRK 4300, SWRK 3150 and SWRK 4120) and
- Successfully complete-all elective courses (including written English and mathematics requirements) by the end of the Winter term prior to opt-in year.
- Achieve a minimum Degree Grade Point Average of 3.00 at point of opting in.
- Final approval to opt-in is also based on faculty resources: space availability in SWRK 4210 and SWRK 4220 during Summer Session; space availability in SWRK 4200 and SWRK 4300 courses in Fall and Winter terms; and the availability of concentrated field placements.


## COURSES OPEN TO CHALLENGE FOR CREDIT

The Faculty of Social Work accommodates those students who are qualified and who can demonstrate acceptable knowledge and skill, by allowing them to challenge certain Social Work courses. They are:

| Course | Title | Hours |
| :---: | :---: | :---: |
| SWRK 2080 SWRK 1200 | Interpersonal | 3 |
|  | Communication |  |
|  | SkillsIntroduction |  |
|  | to Canadian Social |  |
|  | Welfare |  |
| SWRK 2030SWRK 3100 | Communication | 33 |
|  | and Relational |  |
|  | Skills in Social |  |
|  | WorkSystematic |  |
|  | Inquiry in Social |  |
|  | Work |  |
| SWRK 3130 SWRK 3100 | Contemporary | 33 |
|  | Ganadian Social |  |
|  | WelfareSystematic |  |
|  | Inquiry in Social |  |
|  | Work |  |

## PROCEDURES

1. A student must consult with an instructor teaching the course to determine course content and general expectations of a challenge for credit. In this regard, the instructor shall provide the student with a course outline, and the date, time, and place for the Challenge Credit Examination. Where an examination is not the basis for any or part of the evaluation, the instructor shall provide the student in writing with the required assignment(s), due date(s) and weighting of each assignment where applicable.
2. If a student is confident in proceeding with the Challenge for Credit, the student will notify the instructor and their Academic Advisor who will complete the registration for the student. Registration deadlines and examination periods are listed in the Academic Schedule of the current University of Manitoba General Calendar. An instructor may not refuse a student Challenge for Credit. Students wishing to challenge shall be required to register and pay the specified fees no less than 45 days prior to the period of examination. The time limit may be waived for incoming students with the consent of the faculty.
3. The minimum passing grade for a challenge for credit is $C$ (2.0), in the case of PASS/FAIL courses, a "PASS".
4. Once the examination or assessment has been administered, the result will be entered on the student's academic record as a final grade. The student may not choose whether or not the result will be recorded. A failure in a Challenge for Credit examination
will be reported to the Committee of Academic Standing who shall determine appropriate action
Information on the procedures and limitations for a challenge is available in the B.S.W. Student Handbook. The dates at which courses may be challenged are given in the academic schedule of the Undergraduate Calendar.

## CREDIT FOR SOCIAL WORK COURSES TAKEN AT OTHER UNIVERSITIES

The Faculty of Social Work supports the principle of granting credit for social work courses taken within the last nine years in accredited programs leading to professional social work qualification. Equivalency shall not be granted
for SWRK 3150 SWRK 3240 or SWRK 4120 SWRK 4350. The Faculty of Social Work will not entertain requests for consideration for equivalency transfer for the SWRK 4200 SWRK 3220 or SWRK 3240 which is a co-requisite to SWRK 3150 -3240and/or SWRK 4120SWRK 4350. For more information on granting credits for social work courses please refer to the B.S.W. Student Handbook for more details.

## Program and Graduation Requirements

## GENERAL INFORMATION

When planning your workload, allow approximately two hours of study/reading time for each hour of class time. It is also advisable to schedule a time to use the library. The faculty will offer as many evening courses as possible each year; however, some courses may only be available during the daytime.

## FIELD INSTRUCTION

Field instruction provides students with an opportunity to engage, as beginning practitioners, in the processes of social work assessment, planning, intervention, evaluation and integration of theory from classroom course work to placement setting. Students complete their field placement requirements in a variety of programs and agencies. Possible field placement sites may include school settings, government policy departments, correctional services, child and family services, immigrant and refugee services, and health care services and other settings.

Students must successfully complete the following pre-requisite course requirements and be in the appropriate year of their degree plan to be eligible to register for Field Instruction:

Title

| urse | Title | Hours |
| :---: | :---: | :---: |
| $\text { SWRK } 2080$ | Interpersonal Communication SkillsMitakuye Oyasin We are All Related | 3 |
| $\text { SWRK } 2090$ | Human Behaviour and Social Work PracticeSocial Justice, Diversity, and Human Rights | 63 |
|  | Introduction to Social Work PracticeCommunity Health and Well-Being: Imagination for Social Work Practice | 3 |
| SWRK 1240 | Social Work and Professional Identity |  |
| SWRK 1250 | Human Behaviour, Family and Community WellBeing: Theory and Practice | $\underline{3}$ |
| SWRK 2010 | Indigenization and Decolonization in Social Work | 3 |
| SWRK 2030 | Communication and Relational Skills in Social Work | 3 |
| Course List |  |  |
| The annual deadline for Field Applications: February 1 |  |  |
| Students wishing to divert from their degree plan should consult with their Academic Advisor and/or the Coordinator of Student Services and Admissions/Advising Office before February 1, of the Academic year they wish to pursue Field Instruction. |  |  |

All B.S.W. students are required to complete two field placement requirements:
Course Title Hours
SWRK 3150SWRK 3240Field Instruction 1 ..... $12 \underline{6}$
Co-requisite course:
SWRK 4200SWRK 3220Field Focus of Social Work Practice Integrative ..... 1.5
Practice Seminar for Field Instruction 1
SWRK 4120SWRK 4350Field Instruction 2 ..... 126
Co-requisite course:
SWRK 4300SWRK 4240Field Focus of Social Work Practice 2 Integrative1.5
Practice Seminar for Field Instruction 2
Course List-Co-requisite: A course that must be completed in the same term as a second course.This applies to SWRK 3150 SWRK 3240and SWRK 4200 SWRK 3220 as wellas SWRK 4120 SWRK 4350 and SWRK 4300 SWRK 4240 . SWRK 3150 SWRK 3240, SWRK3220, SWRK 4350 and SWRK 4120 SWRK 4240 isare graded on a PASS/FAIL basis. TheField Focus of Social Work Practice course (SWRK 4200/SWRK 4300) selected shouldcorrespond as closely as possible to the Field Placement's area of practice.

University-appointed, agency-based Field Instructors who have knowledge, skills, and expertise in social work practice provide Field Instruction.

Faculty Field Liaisons are also appointed and available to provide support to Students and Field Instructors throughout the academic session.

Students must demonstrate readiness for practice during the process of securing a placement.

The Field Coordinator is the Instructor of Record for SWRK 3150 SWRK 3240, SWRK 3220, SWRK 4350 and SWRK 4120 SWRK 4240.
Students seeking field placement in a health-related setting are expected to comply with the immunization policies of the designated Health Authority in their region or community area.

All students must meet all agency-specific requirements prior to commencing field placement, such as; Child Abuse Registry Checks, Vulnerable Sector Record Checks and Criminal Record Checks, or others as determined and specified by the respective field agency. Please note students will be responsible for any additional fees associated with the above requirements.

If concerns are raised regarding a student's behaviour, judgment or practice, and/or if the student demonstrates difficulty in their attempts to attain confirmation of field resulting from their performance in the field interview process: the Field Coordinator and Associate Dean of Undergraduate Programs will determine what additional steps may be taken to resolve this matter, or may determine the student is unprepared for meeting the requirements of field placement at this time.

Students are expected to demonstrate initiative and participate actively in all aspects of field placement. If a student is unable to attend field placement due to illness or agency closure, they must make up the field hours for that particular day.

Students will fulfil 780 contact hours in two field courses (SWRK 3240 and SWRK 4350) with 6 credit hours respectively. This means each field placement will consist of 390 contact hours. Students will also be required to attend regularly scheduled Integrative Seminars (SWRK 3220 \& SWRK 4240) during their field placement. Examples of how field and seminars may be scheduled can be found in the tables below.

| SUMMER / CONCENTRATED / ACCELERATED |  | SEMINARS |
| :---: | :---: | :---: |
| Weeks in Field | Weeks in Field | Seminars Held |
| 1-30 hours | 2-26 hours | Week 2 @ 3 hours |
| 3-30 hours | 4-26 hours | Week 4 @ 3 hours |
| 5-30 hours | 6-26 hours | Week 6 @ 3 hours |
| 7-30 hours | 8-26 hours | Week8@3 hours |
| 9-30 hours | 10-26 hours | Week 10 @ 3 hours |
| 11-30 hours | 12-26 hours | Week 12 @ 3 hours |
| 13-30 hours | 14-24 hours | Week 14 @ 3 hours |


| REGULAR STREAM | SEMINARS |
| :---: | :---: |
| Fall Session <br> 14 weeks (195 hours) | $\begin{aligned} & \text { September - Seminar } 1 \text { (3 hours) } \\ & \text { October - Seminar } 2 \text { (3 hours) } \\ & \text { November - Seminar } 3 \text { (3 hours) } \end{aligned}$ |
| Winter Session <br> 14 weeks (195 hours) | January - Seminar 4 (3 hours) <br> $\frac{\text { February - Seminar } 5 \text { (3 hours) }}{\text { March }- \text { Seminar } 6 \text { ( } 3 \text { hours) }}$ <br> April - Seminar 7 ( 3 hours) |

Students are permitted one voluntary withdrawal from the course SWRK 3150 SWRK 3240 and one voluntary withdrawal from the course SWRK 4120SWRK 4350. If a student withdraws from SWRK 3150SWRK 3240, they must withdraw from the co-requisite SWRK 4200 SWRK 3220 and if a student withdraws from SWRK 4120SWRK 4350, they must withdraw from co-requisite SWRK 43004240 . A student with more than one voluntary withdrawal
from SWRK 3150 SWRK 3240 or SWRK 4120 SWRK 4350 shall be required to withdraw from the Faculty.
If a student fails either SWRK 3150 SWRK 3240 course or SWRK 4200 SWRK 3220 course, they cannot
take SWRK 4120 SWRK 4350 or SWRK 4300 SWRK 4240 until
both SWRK 3150 SWRK 3240/SWRK 4200 SWRK 3220 requirements are met. Students need to complete both SWRK 3150 SWRK 3240 and SWRK 4200 SWRK 3220 to proceed to SWRK 4120 SWRK 4350 and SWRK 4300 SWRK 4240. In Accelerated
Field/Concentrated Field, if a student fails SWRK 3150 SWRK 3240 or SWRK 3220 in the Fall Term, they are permitted to continue their SWRK 4200 course through to the end of Winter term. As a result of failing SWRK 3150, in January, you are required to withdraw from both SWRK 4120 SWRK 4350 and SWRK 4300 SWRK 4240 and will be placed into the regular BSW stream. Students interested in taking their placement at their place of employment should consult the BSW Handbook for more details on the policy and procedure.

## Prior Learning Assessment and Recognition (PLAR)

SWRK 3152SWRK 3250
PLAR is an option available to any BSW student, regardless of program delivery method.
Any BSW student who has two or more years of Social Work employment experience in the past 5 years may choose to apply for eligibility to register for SWRK 3152 SWRK 3250 PLAR, in lieu of their first field placement requirement. For more information on how to apply or explore PLAR, please see the website.
The annual deadline to apply for PLAR: December 1 Students enrolled in PLAR are required to complete:

Co-requisite course:
SWRK 4200

## Field Focus of Social Work Practice

Course List
To connect with the Field Education Program Team specific to your program, please see the website.

## Fort Garry Campus and Inner City Social Work ProgramSites

Prior to applying for field placement, students are expected to participate in the Everything you wanted to know about Field workshop and The Resumé and Interview Preparation workshop offered at Fort Garry and Inner City programs prior to Field Information Day. Students are required to e-mail a completed Field Application form, along with an updated résumé, on or before Feb. 1 to the Field Program Assistant. Please refer to the Field Education Program section of the website for more information.

Most Field Placement agencies will require that the student participate in an interview process and will indicate to the Field Coordinator acceptance for Field Placement.

Upon receipt of the student's completed Field Application Form, new users to the Intern Placement Tracking (IPT) program will receive a temporary password, user name and an IPT Student Manual. In IPT, students are required to identify up to eight agency preferences for placement, due on or before March 1st. Field placements will not be secured for students who do not submit their request, along with all required documentation, by the aforementioned deadline dates.

The Field Coordinator is responsible for securing a reasonable Field Placement. Please note, student placement in a field setting is not guaranteed based on completion of pre-requisite courses and/or submission of a Field Application Form. Please note: Fort Garry Campus and Inner City Social Work Program-site Students are not to contact field placement agencies or prospective Field Instructors directly.
The Field Coordinator or Field Program Assistant refers students eligible for field to an appropriate field placement agency for consideration of an interview. While efforts will be made to consider a student's field focus area of interest, there is no guarantee of a student being placed in one of her/histheir identified agency preferences. The final authority for field placement referral and confirmation rests with the Field Coordinator. Decisions may be based on the availability of agency openings as well as the educational needs of the student. Students who are offered a field placement will receive confirmation of the placement by e-mail.

All Fort Garry and Inner City students registered in the Fall/Winter term Field Instruction courses (SWRK 3150 SWRK 3240 and SWRK 4120SWRK 4350) are required to attend field orientation on the first Tuesday of September. As attendance at field orientation is mandatory, regular classes are not scheduled on the first Tuesday in September. Students requiring additional information may contact the Field Program Assistant at 204-474-6171 or the Field Coordinator at 204-474-8767.

## Fort Garry Campus - Regular 3 year Program

Students registered in SWRK 3150 SWRK 3240 or SWRK 4120 SWRK 4350 attend field placement two days per week (15 hours) during Fall/Winter terms. Students require a minimum Degree Grade Point Average (D.G.P.A.) of 2.5 to be eligible for field.

## Fort Garry Campus - Concentrated Program

Students attend field placement four days per week ( 30 hours) during Fall/Winter terms for a total of 780840 hours, participating in one field placement only. Students contemplating switching to a concentrated field placement are required to have maintained a minimum Degree Grade Point Average (D.G.P.A.) of 3.0. Students should make themselves aware of eligibility requirements of the Concentrated Program and contact the Coordinator of Student Services and Admissions/Advising Office for confirmation of their eligibility no later than February 1.

Inner City Social Work ProgramSite
Students registered in SWRK 3150 SWRK 3240 or SWRK 4120 SWRK 3250 attend field placement two days per week ( 15 hours) during Fall/Winter terms. Students require a minimum Degree Grade Point Average (D.G.P.A.) of 2.5 to be eligible for field.

## Inner City Social Work Program-Site - Accelerated Field

Students who have completed 75 credit hours including required pre-requisites and have maintained a minimum Degree Grade Point Average (D.G.P.A.) of 3.0 are eligible to apply for the ICSWP Accelerated Field. Students attend field placement four days per week ( 30 hours) during Fall/Winter Terms for a total of $840-780$ hours, participating in one field placement only. Inner City Social Work Program_site (ICSWP) students interested in pursuing Accelerated Field are encouraged to consult with their Academic Advisor to confirm eligibility and receive guidance on the procedure. Students wishing to do an Accelerated Field must submit a written request to the Director of ICSWPInner City Social Work site. If approved, written documentation from the Director can be attached to the student's Field Request Form, February 1.

Students eligible for the ICSWP-Inner City Social Work Accelerated Field undertake Field Instruction I (SWRK 3150SWRK 3240) and Field Instruction 2 (SWRK 4120SWRK 4350) at one field placement between September and April. Students approved to take Accelerated Field must also register for two co-requisite Field/Focus of Social Work

## Practice (SWRK 4200 and SWRK 4300) coursesIntegrative Practice Seminar for Field

 Instruction 1 \& 2 (SWRK 3220 \& SWRK 4240).Fort Garry Campus and Inner City Social Work Program-Site Summer
Term SWRK 4120 SWRK 4350 (May-August)
Summer field placements are an opportunity for BSW students from Fort Garry Campus and ICSWP-Inner City Social Work to complete SWRK 4120 SWRK 4350 over a shorter period than the regular Fall/Winter academic session. It is an exception to the usual mode of field education at the BSW level. It is offered for the convenience of students and when resources permit it. Please note: SWRK 3150 SWRK 3240 is not offered in summer session.
Students require a minimum Degree Grade Point Average (D.G.P.A.) of 3.0 to be eligible to apply for Summer Field. Students in SWRK 4120 SWRK 4350 in the summer term must register for the co-requisite course SWRK 4300 SWRK 4240.
Students who have previously received a grade of fail in SWRK 3150 SWRK 3240 are not eligible to take SWRK 4120 SWRK 4350 in summer session. Students who have previously failed SWRK 4120 SWRK 4350 and have been given the opportunity to repeat it are not eligible to repeat SWRK 4120 SWRK 4350 in summer session.

## Fort Garry Campus and Inner City Social Work Program _Sites

Please refer to the BSW Handbook for more details pertaining to Field Instruction Taken at Place of Employment[1]

Northern ProgramSite Students work closely with the Field Coordinator in preparing for and securing an appropriate field placement. Please note a student placement in a field setting is not guaranteed based on completion of pre-requisite courses.

## 3rd Year Students complete SWRK 3150 SWRK 3240

Students are required to complete 411460 hours including 420390 hours in field placement and $\underline{2140}$ hours of integrated seminar. Students approved as eligible for field require a minimum Degree Grade Point Average (D.G.P.A.) of 2.5.

## 4th Year Students complete SWRK 4120SWRK 4350

Students are required to complete 460-411 hours including 390420 hours in field placement and $\underline{2140}$ hours of integrated seminar. Students approved as eligible for field require a minimum Degree Grade Point Average (D.G.P.A.) of 2.5.

Students requiring additional information may contact the Field Coordinator at 204-6771456.

## Distance Delivery ProgramSite

The student is responsible for securing their own Field Placements and need to follow the guidelines for securing Field Placements as per the website:

- Fall/Winter Term (September to April):

Students must attend a Field Preparation web conference offered throughout the months of September to January and submit a completed Field Application Form by February 1st. Students approved as eligible for field require a minimum Degree Grade Point Average (D.G.P.A.) of 2.5. Students will be required to complete a Field Preparation module outlining guidelines and procedures for applying and securing placements across Canada.

Students registered in SWRK 3150 SWRK 3240 or SWRK 4120 SWRK 4350 in Fall/Winter terms (September to April - 28 weeks) attend field placement two days or 15 hours per week for a total of $420-390$ hours. Students who are approved for Field must also register for the co-requisite Field Focus of Social Work Practice-Integrative Practice Seminar for Field Instruction 1 or 2 (SWRK 4200SWRK 3220 or SWRK 4300SWRK 4240) course.

- Summer Term (May to August):

Students must attend a Field Preparation web conference offered throughout the months of September to January and must submit a completed Field Application Form by February 1. Students require a minimum Degree Grade Point Average (D.G.P.A.) of 3.0 to be eligible to apply and will be required to complete a Field Preparation module outing guidelines and procedures for applying and securing placements across Canada.

Students registered in SWRK 3150 SWRK 3240 or SWRK 4120 SWRK 4350 in the Summer term (May to August-14 weeks) attend field placement four days or 30 hours-per week for a total of 420-390 hours. Students who are approved for Field must also register for the co-requisite Integrative Practice Seminar for Field Instruction 1 or 2Field Focus of Social Work Practice (SWRK 4200 SWRK 3220 or SWRK 4300SWRK 4240) course.

- Accelerated Field Fall/Winter Term (September to April)

Field Instruction 1 (SWRK 3150SWRK 3240) and Field Instruction 2 (SWRK 4120SWRK 4350)

- Students who have completed 75 credit hours including required pre-requisites and have maintained a minimum Degree Grade Point Average (D.G.P.A.) of 3.0 are eligible to apply for Accelerated Field. Students complete SWRK 3150 SWRK 3240 September - December followed by SWRK 4120 SWRK 4350 January - April. Students registered in Accelerated Field Instruction attend field placement four days or 30 hours-per week for a total of $840-780$ hours by end of term in April.

Students who are approved to take Accelerated Field must also register for two co-requisite Integrative Practice Seminar for Field Instruction 1 or 2 Field Focus of Social Work Practice-(SWRK 4200 SWRK 3220 and SWRK 4300SWRK 4240) courses.
All students registered in Distance Delivery Field Instruction courses (SWRK 3150-3240 and SWRK 41204350 ) are required to complete several Field Instruction Modules and participate in a one-hour web conference prior to entering field placement. Completion of the Field Instruction Modules and attendance at Field Instruction Web Conference is mandatory.

Students requiring information may contact the Distance Delivery Field Assistant at 204-474-9537or the Distance Delivery Field Coordinator at 204-474-8316

Field placements will not be approved for students who do not submit the completed Field Application Form by the deadline date. Final approval for field placement rests with the Distance Delivery Field Coordinator. Decisions may be based on the availability of agency openings as well as the educational needs of students.

## REQUIREMENTS FOR GRADUATION

Eligibility for graduation is contingent upon:

- The successful completion of $7 Z \underline{5}$ credit hours of required Social Work courses; successful completion means attaining a minimum grade of "C" in all Social Work courses and a minimum Degree Grade Point Average (D.G.P.A.) of 2.50 (C+).
- As a requirement by the Social Work accreditation standards provided by the Canadian Association of Social Work Education (CASWE), a minimum of $40 \%$ of BSW degree requirements must be non-social work courses. A minimum of 48 credit hours of non-social work courses must make up the elective requirement of the BSW degree in order to graduate from the program.
- The successful completion of 4851 credit hours of non-Social Work electives. Students admitted after 1997/98, are required to successfully complete three credit hours of written English and three credit hours of Mathematics within the first 60 credit hours of their programs. The passing grades for electives taken in other faculties, colleges or schools are those required by the faculties, colleges or schools concerned. A minimum of "C" must be attained in Social Work electives. The minimum Degree Grade Point Average (D.G.P.A.) required for graduation is also $2.50(\mathrm{C}+\mathrm{)}$.
- Total credit hours required for a B.S.W. are 123 ( 4851 credit hours of non-Social Work electives $+7 \underline{5} z$ credit hours of required Social Work courses)


## STUDENT RESPONSIBILITIES

It is the student's responsibility to be familiar with all the requirements of the B.S.W. degree, to ensure compliance with degree program requirements, including prerequisite requirements, and to understand all relevant regulations, policies and practices. The final completion of degree requirements is the student's responsibility.

# Report of the Senate Committee on Instruction and Evaluation RE: English Language Proficiency Requirement, École de travail social, Université de Saint-Boniface 

## Preamble:

1. The terms of reference for the Senate Committee on Instruction and Evaluation (SCIE) can be found at:
https://www.umanitoba.ca/governance/sites/governance/files/2021-
09/Senate Committee on Instruction and Evaluation Terms of Reference.pdf
2. At its meeting on March 16, 2023 SCIE considered a proposal from the École de travail social, Université de Saint-Boniface to establish an English Language Proficiency Requirement.

## Observations:

1. Currently, admission to the Baccalauréat en travail social does include an Englishlanguage requirement. The École de travail social is proposing that in addition to the English-language admission requirement, students would also be required to complete an English Language Proficiency Test administered by the Université de SaintBoniface's Service de perfectionnement linguistique.
2. Students would be required to complete the English Language Proficiency Test prior to registering for the first year of study in the Baccalauréat en travail social program.
3. The English Language Proficiency Test would be used to develop personalized recommendations for improving English-language competency to enable students to better prepare for practicum placements and professional practice upon graduation, which often requires communicating in English.
4. While students are required to meet an English-language requirement for admission, as students are taught in French and may live in a French community, there may not be many opportunities to retain their English-language ability after meeting the initial language requirements. Following the recommendations resulting from the English Language Proficiency Test would be optional but would provide an opportunity to have an informed discussion with students about resources for retaining their Englishlanguage skills.

## Recommendation

The Senate Committee on Instruction and Evaluation recommends:
THAT Senate approve the establishment of an English Language Requirement, École de travail social, Université de Saint-Boniface, effective September 1, 2023.

Comments of the Senate Executive Committee:
The Senate Executive Committee Endorses the Report to Senate.

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

# École de travail social <br> Introduction of an English language proficiency test for students admitted to the Baccalauréat en travail social 

## Executive summary

February 24, 2023

The Baccalauréat en travail social (BTS) has always had, and continues to have, an English-language admission requirement that can be met by various means. The École de travail social nevertheless proposes that all newly admitted students be required to take the English Language Proficiency Test administered by the University's Service de perfectionnement linguistique. The test comprises assessments of both written and oral proficiency in English. According to the École's proposal, taking the test would be a requirement for enrollment in first-year BTS courses.

On the basis of these tests, the École proposes to recommend to each student a personalized, optional plan for improving their English-language competency over the course of their BTS studies. The purpose of the individualized plans would be to enable students, if they so wish, to better prepare for their practicum placements, as well as for professional integration following graduation. The plans could include courses, tutorials, community activities, etc.

## CECP <br> Formulation de proposition

QUE le Comité d'étude des cours et des programmes accepte la proposition
de modifier l'annuaire selon les changements en annexe, les ajouts sont en surbrillance jaune et les suppressions sont rayées. (voir le document annexé)

Justification :
L'École de travail social souhaite ajouter l'exigence suivante au processus d'admission. Il est à noter que cette nouvelle exigence n'est pas un critère d'admission, mais bien une évaluation qui permettra de mieux informer et outiller les personnes étudiantes. Ce Test aura lieu chaque année au courant du mois de juillet-août, avant l'inscription.

## English Language Proficiency Test :

Une fois admis à l'École de travail social, mais avant l'inscription à la première année d'étude en travail social, la participation au English Language Proficiency Test du Service de perfectionnement linguistique (SPL) est exigée pour toute personne admise à l'École de travail social.

À partir de ce Test en anglais, l'École de travail social pourra établir avec la personne étudiante un plan de perfectionnement qui s'étend pendant toute la durée de sa formation afin qu'elle puisse se perfectionner de façon à possiblement améliorer l'intégration en milieu de stage et en milieu professionnel. Le plan pourrait inclure un ou plusieurs éléments suivants: cours universitaires, tutorat, activités communautaires, etc. L'École de travail social se réserve le droit d'accepter d'autres parcours de perfectionnement.

L'École de travail social impose des exigences linguistiques en anglais aux personnes étudiantes de son programme en raison de l'importance que revêt cette langue tant à l'oral qu'à l'écrit dans la profession de travail social. Bien que le programme du Baccalauréat en travail social soit offert en français, certaines ressources pourraient être en anglais et la majorité des organismes dans lesquels se déroulent les stages sont anglais. Comme la langue constitue un véhicule de communication professionnelle, peu importe la discipline du travail social, il est essentiel que les personnes finissantes de l'École de travail social puissent s'exprimer clairement et correctement en anglais.

## Modifications à l'annuaire

### 2.0 Admission

Il n'y a pas d'admission directe au programme de B.T.S.

### 2.1 Admission après Université 1

Le programme de baccalauréat en travail social est accessible à toute personne désireuse de poursuivre en français une formation professionnelle de premier cycle en travail social à l'USB.

Veuillez noter que les cours réussis dans le cadre d'Université 1 seront crédités comme exigence des 123 crédits du grade de B.T.S.

Pour être admis au programme, il faut :

- avoir obtenu au moins 30 crédits universitaires avec une moyenne cumulative minimale de 2,5; OU
- avoir une moyenne ajustée de 2,50 . La moyenne ajustée est calculée pour tenir compte des cours académiques les plus récents et pour permettre certaines éliminations des notes les plus basses parmi ces cours. Seulement les 60 crédits les plus récents, jugés acceptables par l'Université de Saint-Boniface, seront calculés dans la moyenne cumulative. Si une étudiante ou un étudiant a complété entre 36 à 59 crédits universitaires, 6 crédits de cours avec notes les plus basses seront éliminés dans le calcul de sa moyenne ajustée. Si une étudiante ou un étudiant ayant complété plus de 60 crédits universitaires, la moyenne ajustée sera calculée sur les plus récents 60 crédits universitaires complétées, moins douze (12) crédits de cours avec notes les plus basses. Dans le calcul de la moyenne ajusté, tous les cours qui ont reçu une note finale sont considérés comme des cours universitaires terminés, y compris les cours échoués et les cours répétés. Les exceptions à cette règle sont les suivantes : les cours notés « Réussite/Échec » ou «Satisfaisant », et les cours qui ont été évalués et décernés en tant que crédit universitaire de l'un ou l'autre des programmes de stages avancés ou du Baccalauréat International. Ceux-ci sont exclus à la fois de la moyenne ajustée et à partir du plus récent nombre de 60 heures de crédit. Les cours complétés à temps plein ou à temps partiel, dans tous les programmes de premier cycle et d'études supérieures, et pendant les trimestres d'automne, d'hiver et d'été (sauf pour les travaux effectués après la période d'examen d'avril de l'année de candidature) seront inclus dans le calcul de la moyenne ajustée.
- avoir complété les cours PSYC 1211 et PSYC 1221 avec une note minimale de C;
- avoir complété les cours SOC 1211 et SOC 1221 avec la movenne minimale requise dans le programme de sociologie ;
- avoir les crédits nécessaires pour satisfaire aux exigences du profil linguistique en anglais selon les critères ci-dessous:
- avoir réussi le cours Anglais $40 S$ d'une école secondaire du Manitoba ou l'équivalent au Canada;
- avolr réussi avec une note minimale de 4 le cours Anglais A - niveau supérieur du Baccalauréat International;
- avoir réussi avec une note minimale de 4 le cours English Language and Composition ou English Literature and Composition du programme Advanced Placement offert par le College Board;
- avoir réussi le cours Anglais langue seconde II - ENGL 1071 avec une note minimale de B (70\%);
- avoir obtenu le niveau d'exemption au profil linguistique en anglais de P'Université de Saint-Boniface;
- avoir obtenu le seuil minimal à un test d'anglais normalisé accepté par l'Université de Saint-Boniface (voir la section Tests d'anglais normalisé sous la rubrique Futurs étudiants), Les résultats du test normalisé en anglais seront considérés durant une période de deux (2) and après la date d'examen.
- avoir complété 6 crédits de français parmi les cours suivant (selon les résultats du profil linguistique):
- FRAN 1007
- FRAN 1009
- FRAN 1021
- FRAN 1111
- FRAN 1091*
*FRAN 1091 est un préalable au cours SWRK 3151 et SWRK 3153 et doit être complété dans les premiers 60 crédits du programme.
- avoir complété 3 crédits en mathématiques;
- monter un dossier de candidature et le déposer au Registrariat avant la date limite de remise de documentation (voir icône lien externe ustboniface.ca/admission). Les directives précises pour constituer le dossier sont envoyées par le Registrariat avec P'accusé réception de la demande d'admission. Ce dossier doit inclure:
- un texte de présentation,
- une lettre de recommandation et
- un curriculum vitæ récent;
- un dossier judiciaire (consultez section 2.4 ci-dessous)
o participer à une rencontre en groupe. Une présentation au sujet du travail social et une étude de cas feront partie de cette rencontre;
- participer à une entrevue individuelle devant un comité composé d'un ou deux professeurs de lécole de travail social et d'un ou deux professionnels de la communauté, L'entrevue permet de mieux connaitre la candidate ou le candidat, d'explorer son potentiel à exercer la profession de manière compétente et de répondre à ses questions. Les candidates et les candidats retenus sont habituellement convoqués au début du mois d'avril.

English Language Proficiency Test :

Une fois admis à l'École de travail social, mais avant l'inscription à la première année d'étude en travail social, la participation au English Language Proficiency Test du Service de perfectionnement linguistique (SPL) est exigée pour toute personne admise à l'École de travail social.

À partlr de ce Test en anglais, l'École de travail social pourra établir avec la personne étudiante un plan de perfectionnement qui s'étend pendant toute la durée de sa formation afin qu'elle puisse se perfectionner de façon à possiblement améliorer l'intégration en milieu de stage et en milieu professionnel. Le plan pourrait inclure un ou plusieurs éléments suivants: cours universitaires, tutorat, activités communautaires, etc. L'École de travail social se réserve le droit d'accepter d'autres parcours de perfectionnement.

L'École de travail social impose des exigences linguistiques en anglais aux personnes étudiantes de son programme en raison de l'importance que revêt cette langue tant à l'oral qu'à l'écrit dans la profession de travail social. Bien que le programme du Baccalauréat en travail social solt offert en français, certaines ressources pourraient être en anglais et la majorité des organismes dans lesquels se déroulent les stages sont anglais. Comme la langue constitue un véhicule de communication professionnelle, peu importe la discipline du travail social, il est essentiel que les personnes finissantes de l'École de travail social puissent s'exprimer clairement et correctement en anglais.

# THE SENATE COMMITTEE ON UNIVERSITY RESEARCH REPORT ON THE REVIEW OF THE CENTER ON AGING 

## Preamble:

1. The Policy for Research Centres, Institutes and Groups, stipulates that all research centres/institutions be reviewed by the Senate Committee on University Research (SCUR) on a periodic basis but not less than once every 5 years. Accordingly, and following the approval by Senate of this Policy, the Senate Committee on University Research established a schedule for the review of all research centres/institutes.
2. On the basis of this report as well as a review of annual reports, SCUR shall determine whether a formal, independent review committee should be struck to conduct a full review of the research centre/institute. If a full review of the research centre/institute is not warranted, in that it is clear that the research centre/institute either qualifies for continuation or that it does not, SCUR will recommend to Senate that the research centre/institute continue for a period of three to five years, or that it be terminated, without further review. Any legal agreements that affect the status of the research centre/institute must be taken into consideration in the formal recommendation.

## Observations:

1. The review process followed that which is outlined in section 2.9 of Policy, and involved a review of annual reports of the Centre on Aging as well as a report prepared by the centre director which contained:
a. a description of how and why the Centre on Aging has achieved or revised its original objectives; a detailed listing of its research and training accomplishments; a current membership list; and a detailed financial statement.
b. a five-year plan which identifies future research directions and development strategies.
c. letters indicating continued support for the Centre from appropriate department heads and the faculty dean; and
d. the names of individuals who could provide external assessments of the research centre/institute.
2. At the March 16,2023 , meeting of SCUR it was recommended and approved that a full review of the research centre was not warranted and that the Centre on Aging should continue for a five-year period.

## Recommendation:

On behalf of the Senate Committee on University Research, I am recommending to Senate:
That the Centre on Aging continue for a five-year period, beginning September 3, 2023, through August 31, 2028

Respectfully submitted,

Comments of the Senate Executive Committee:
The Senate Executive Committee Endorses the Report to Senate.
B. Mario Pinto

Vice-President (Research) and International 756
Chair, Senate Committee on University Research

# Centre on Aging Review of activities for 2017-2022 



Report submitted to Senate
Committee on University Research

Centre on Aging

## SECTION 1: GENERAL BACKGROUND

### 1.1 Centre on Aging history

1.1.1 The Centre on Aging at the University of Manitoba was established on July 1, 1982 funded by the Social Sciences and Humanities Research Council of Canada's (SSHRC) experimental program of research centres, focused on population aging.
1.1.2 In 1990, the Centre was approved as a Type 2 Research Centre. In July 1990, the Centre was reorganized to become a University-wide research centre reporting to the President through the VicePresident (Research and International). The reason for this reorganization was to facilitate efforts to expand the role of the Centre in conducting, encouraging, stimulating and disseminating research in aging throughout the University.

Dr. Michelle Porter is serving her second term as Centre Director, from July 1, 2020-June 30, 2025. Dr. Neena Chappell served as the Centre's founding Director from 1982-1990; followed by Dr. Laurel Strain (1990-2003); and Dr. Verena Menec (2004-2009, 2010-2014).

Over the past 40 years, the Centre's strategic directions have assisted in the development of and support for high-quality research programs and initiatives, helped build research capacity and interdisciplinary research in the field of aging, and fostered the dissemination, transfer, and translation of research findings into policies, interventions, services and products. See "Appendix IA: Publications" for a list of some influential papers. Support for faculty members over the past 40 years has included seed grants; research fellowships to provide teaching release time or funding for research assistants/assistance; funding for summer students; and faculty-graduate student collaborative research grants; and, many opportunities for knowledge exchange with partners, practitioners, and older people. Direct support to students has included student scholarships/ fellowships; opportunities to collaborate on research papers and posters; travel to conferences to present research; hiring of students as research assistants; and a variety of training opportunities like the Students Targeting Aging Research Group (STAR). Centre Research Affiliates have received funding from every major research funding program/agency in Canada. Affiliates collaborate with each other, with researchers at other universities, organizations, and agencies, both nationally and internationally. The Centre has established a national and international reputation for rigorous, scientific research excellence in aging, as evidenced by awards and attaining Fellow status.
1.1.3 The Centre on Aging is located at 338 Isbister Building (Fort Garry Campus).

### 1.2 Advisory Board and funding

### 1.2.1 Advisory Board

The Advisory Board is comprised of individuals recommended by the Director to the Vice-President (Research and International). Membership includes: the Vice-President (Research and International) or delegate; the Centre on Aging Director, a geriatrician, six academic staff who are Research Affiliates of the Centre from the University of Manitoba and at least one Research Affiliate who comes from another Manitoba university; two persons from the municipal, provincial and/or federal governments; two persons from the non-governmental community sector or members-at-large; two student representatives from the Students Targeting Aging Research group (1 undergraduate and 1 graduate); and, one post-doctoral representative.
The term of tenure for individual board members (i.e., not positions) is three years, for no more than two consecutive terms. Terms for student representatives and the post-doctoral representative is for one year, (renewable for two consecutive terms), where applicable.

Responsibilities of the Board include, but are not limited to providing ongoing advice and guidance to the Director and providing liaison with the community. See "Section 6: Current membership" for the list of past Advisory Board members during the reporting period.

| Board member | Affiliation | Term(s) |
| :--- | :--- | :--- |
| Michelle Porter | Director, Centre on Aging | July 1, 2015-June 30, 2020 <br> July 1, 2020-June 30, 2025 |
| Annemieke Farenhorst | Associate Vice-President (Research) | Ex-officio <br> As of September 1, 2021 |
| Mary Shariff | Robson Hall, Faculty of Law <br> UM Research Affiliate, *Advisory Board Chair | March 1, 2018-February 28, 2022 <br> *March 1, 2022-February 28, 2025 |
| Heather Campbell-Enns | Canadian Mennonite University <br> Non UM Research Affiliate | April 1, 2022-March 31, 2025 |

## *Denotes Advisory Board Chair appointment

### 1.2.2 Funding sources

The Centre uses a variety of funding types to achieve its goals. Operating funds of $\$ 212,004$ (2021-2022) and capitalized revenue from an endowment fund $(\$ 48,000)$ annually provide funds for: general operations of the Centre (e.g., two full-time staff, part-time student assistance, office equipment, etc.); the Director's stipend and teaching release; a research fellowship for a Research Affiliate; student research training activities; Careers in Aging Week; Students Targeting Aging Research (STAR) group activities; travel to conferences to promote the Centre's affiliates and academic programs at the University of Manitoba (e.g., Option in Aging and Graduate Focus on Aging Concentration); and, most expenses towards organizing and promoting events (e.g., the speaker series, annual Spring Research Symposium). See "Appendix III: Financial statements" for more details. Funds from external sources are used for research projects coordinated by Centre staff and the Director (e.g., Tri-Council funds, Riverview Health Centre Foundation, Mitacs, University of Manitoba internal funding programs (e.g., UCRP, URGP, UIPPSF); for amounts see "Appendix II: Funds received". Major outreach activities that require travel across the province and other substantial expenses (e.g., invited keynote speakers) are funded by a variety of sources (e.g., Seniors and Healthy Aging Branch (\$107,000 for 5 years), New Horizons for Seniors Program (\$21,734 and \$25,000), Winnipeg Foundation \$30,000)).

It should also be noted that expenditures during the pandemic (2020-2022) were significantly less due to no in-person events (e.g., no room rental, food, photographer, poster boards, less audio-visual expenses, etc.).

## SECTION 2: MISSION AND OBJECTIVES (AS REVISED IN 2022)

### 2.1 Mission statement and objectives

## Mission

The Centre with its partners generates, supports, and promotes interdisciplinary research on aging at Manitoba universities to improve the lives of older adults, their family, caregivers, and communities.

## Objectives (reference is given in sections of the report where objectives have been met)

## Goal 1: Rigorous Research

- Objective 1.1: to generate and facilitate rigorous basic, applied, and translational research in order to add to the body of knowledge in aging (See "Section 3: Research accomplishments"and "Section 5: Research dissemination and service" of report).

Goal 2: Knowledge Mobilization

- Objective 2.1: to promote, disseminate, and mobilize knowledge related to aging in order to influence practice and policy (See "Section 5: Research dissemination and service" of report).
- Objective 2.2: to support opportunities for extended and informal education and training in aging.


## Goal 3: High-Quality Training in Aging

- Objective 3.1: to promote and support undergraduate and graduate education, training and networking in the area of aging (See "Section 4: Training accomplishments" of report).
- Objective 3.2: to create research training opportunities for students in aging (See "Section 4: Training accomplishments" of report).


## Goal 4: Effective Partnerships

- Objective 4.1: to foster relationships and/or partnerships with local, national, and international organizations (See "Section 6: Current membership" and "Section 7: Five year plan" of report).
- Objective 4.2: to promote and facilitate an Age-Friendly University at the University of Manitoba (See "Section 5: Research dissemination and service" and "Section 7: Five year plan" of report).


### 2.2 How have objectives been achieved?

See above for Sections for where these objectives have been met.

### 2.3 Changes to the objectives

As part of the Centre on Aging's strategic planning process, the Centre's objectives, goals, and values were reviewed in Fall 2022. Minor revisions were made to the objectives with the resulting objectives being shown above. (See "Section 7: Five year plan" for more details on the planning process).

## SECTION 3: RESEARCH ACCOMPLISHMENTS

### 3.1 Publications/Presentations

### 3.1.1 Publications

A total of 606 documents were published related to aging by Research Affiliates, between the reporting period of July 1, 2017 and June 30, 2022: including journal articles and book chapters (see "Appendix IA: Publications" for a complete listing of Research Affiliate publications).

### 3.1.2 Presentations

A total of 851 conference presentations were made by the Centre's Director, Staff and Research Affiliates during the reporting period (see "Appendix IB: Presentations" for complete listing).

### 3.2 Funds received

- The Centre's Research Affiliates continue to receive funding from all major and national granting agencies including SSHRC; CIHR; NSERC; NCI; CRC; CFI; Health Canada; and New Horizons for Seniors Program; and provincial and local agencies: Research Manitoba; WRHA; and Manitoba Health.
- Approximately $\$ 82,778,245$ in aging related funding has been received between 2017 and 2022 from tricouncil (includes multi-year grants that may start during the reporting period), Director and Centre on Aging funding from all sources. See "Appendix II: Funds received" received for details.
- Three Research Affiliates have been recognized nationally as currently holding Canada Research Chairs: Dr. Kathryn Sibley (Tier 2; Renewed: 2021-05-01) holds a Chair in Integrated Knowledge Translation in Rehabilitation Sciences. Dr. Rachel Herron (Tier 2: 2018-07-01), holds a Chair in Rural and Remote Mental Health. Dr. Robert Mizzi (Tier 2: 2020-09-01) holds a Chair in Queer, Community and Diversity Education. Dr. Grant Hatch held the Canada Research Chair in Molecular Cardiolipin Metabolism (Tier I: 2006-13; 2013-20). Dr. Zahra Moussavi held the Canada Research Chair in Biomedical Engineering (Tier II: July 2009-June 2019).
- Research Affiliates hold Endowed and Sponsored Research Chairs: Dr. Gayle Halas holds a Rady Chair in Interprofessional Collaborative Practice; Dr. Marcia Friesen (former Affiliate to 2021) held an NSERC Chair in Design Engineering for Sustainable Development and Enhanced Design Integration.


### 3.3 Research collaboration initiatives

- From May 2016-March 2021, Michelle Porter (PI), Laura Funk, Lorna Guse, Christine Kelly, I fan Kuo, Shauna Mallory-Hill, and Kerstin Roger received funding from Riverview Health Centre Foundation to evaluate the effect of renovations of a dementia care unit on residents, family, and staff. Partial matching funds were received from Mitacs to support students and a post-doctoral fellow to work on the research project.
- In 2017, Michelle Porter (PI); Ruth Barclay, Verena Menec, Richard Milgrom, Jacquie Ripat, Kathryn Sibley, Sandra Webber (University of Manitoba, (Co-I)); and Gina Sylvestre (University of Winnipeg (Co-I)) were approved for funding from the University Collaborative Research Program for their project, Manitoba Our Voice Initiative (MOVI)—A citizen science project with older adults. Using an approach developed by Stanford University-the Our Voice Framework Initiative, the project used the Discovery Tool app to study the age-friendliness of different environments (UM, Winnipeg neighbourhoods).
- The Centre on Aging provided small grants for research teams in 2019-2020 and 2020-2021. The first research team small grant went to Chirstine Leong (PI), Lalitha Raman-Wilms, Alexander Singer, Karen Appel, Teresa Cavett, Phil St. John, Ruby Grymonpre, Jamie Falk, Diana McMillan, Leanne Kosowan, and Lisa Labine for their project entitled, Polypharmacy and de-prescribing among community-dwelling adults 65 years and older. The second research team small grant went to Ruth Barclay (PI), Nancy Salbach, Jacquie Ripat, Sandra Webber, Shaelyn Strachan, Gina Sylvestre (University of Winnipeg), Hal Loewen, Connie Newman (Manitoba Association of Senior Communities), Sue MacKenzie (Active Aging Manitoba), Olayinka Akinrolie (graduate student), and Becky Schorr (graduate student) for their project entitled, Developing the 'Winter-Walk' team and determining research priorities.
- In September 2019, Michelle Porter (PI) partnered with A \& O: Support Services for Older Adults to receive funding from the Winnipeg Foundation to develop a model for homesharing in Winnipeg. See "Appendix IC: Events" and "Appendix IG: Media" for more details.
- The Centre hosted various workshops and consultations related to aging with Research Affiliates attending. These workshops not only allow for specific goals to be met, that might not be related to research, but allow for Research Affiliates from various units to meet and learn about their backgrounds, expertise and interests.
- Supported individuals (includes Research Affiliates) and organizations to partner on research projects or provide other support (letters of support or support in-kind).


### 3.4 Research Promotion

The Centre on Aging's primary mode of dissemination is our Web site: umanitoba.ca/centre-on-aging, which is accessible to anyone with an interest in learning about Manitoba aging related research. We also highlight ongoing research for recruiting participants as well as published research on our Twitter page (https://twitter. com/UM coaging).
A major means of highlighting research of our Research Affiliates is through events hosted/co-hosted by the Centre on Aging. A full description of the sessions can be found in "Appendix IC: Events".

| 2017-2022 | Speaker Series (renamed from Research Seminar Series in 2019) <br> 28 presentations were made by 25 Research Affiliates and 4 invited presenters. <br> Presentations open to the academic and general community to attend. Presentations are <br> held between October to March. Before the pandemic, some of these were held at public <br> libraries. During the pandemic, these have been offered virtually. |
| :--- | :--- |
| 2017-2022 | Annual Spring Research Symposium held on Bannatyne Campus. Virtual Symposiums were <br> held from 2020-2022. |
| $\mathbf{2 0 1 9}$ | Aging and Technology networking event in partnership with Aging 2.0 |
| $\mathbf{2 0 1 9}$ | Assisted with organizing a Café Scientifique on Resourceful and resilient: Supporting <br> today's caregivers |
| $\mathbf{2 0 2 1}$ | Assisted with organizing a Café Scientifique on Designing better long-term care facilities |
|  | Office of the Federal Minister of Seniors to help facilitate the funding announcement for the <br> New Horizons for Seniors Program on May 16 |

See "Appendix IC: Events" and "Appendix IG: Media" for more details

### 3.4.1 Award recipients and committee members

The Centre on Aging offers an annual Research Fellowship valued at $\$ 11,000$ to full time UM faculty and awarded four Research Fellowships (total awarded from 2017-2022: \$28,720.00) to Drs. Arran Caza, Kristin Reynolds, Meaghan Jones, and Frederick A. Zeiler. Dr. Porter chairs the adjudication committee made up of Research Affiliates. Twelve affiliates sat on the adjudication committee. See "Appendix IF: Research Fellowship and student award recipients" for full list.
In 2020, the Centre on Aging formed a Standing Awards Committee that nominates Research Affiliates for gerontology/geriatric awards that recognizes an individual for their contributions to aging research. Committee members include Drs. Michelle Porter, Hai Luo, Cara Brown, Rakit Eskicioglu, and Dan Sitar. Three successful nominations were made:

- Dr. Verena Menec was named the recipient for the Distinguished Member of the Canadian Association on Gerontology (2020)
- Dr. Judith Chipperfield was awarded the Canadian Association on Gerontology (CAG) Award for Contribution to Gerontology (2021) at their annual conference.
- Dr. Philip St. John was recognized as a Fellow of the Gerontological Society of America (GSA) in 2021 at the GSA's annual conference.


## SECTION 4: TRAINING ACCOMPLISHMENTS

### 4.1 Student training

Centre Research Affiliates (60) have reported supervising, mentoring, and training students and post-doctoral fellows in the aging related areas from undergraduate to post-graduate levels:

| Undergraduate <br> advisor | Graduate advisor | Post-doctoral <br> supervisor | *Project advisor <br> and trainees | Committee <br> member | Research <br> Assistants hired |
| :---: | :---: | :---: | :---: | :---: | :---: |
| 23 | 126 | 25 | 59 | 115 | 50 |

*Research Affiliate served as advisor for a major class project, trained students through the Undergraduate Research Award, MITACS internship, etc. See "Appendix IE: Student and post-doctoral trainees" and "Appendix IV: Letters of support".

### 4.2 Unique training situations

The Centre on Aging has taken an active role in supporting individual students and post-doctoral fellows/research associates from across the University through employment, networking, scholarship and direct training opportunities to learn more about aging and research on aging.

- The Centre has annually adjudicated four scholarships to students (Centre on Aging Betty Havens Memorial Graduate Fellowship; Jack MacDonell Scholarship for Research in Aging; Esther and Samuel Milmot Scholarship; and Barbara Jean Payne Memorial Award in Social Gerontology) pursuing studies in aging at the University of Manitoba. (See "Appendix IF: Research Fellowship and student award recipients"):
- Continued to adjudicate scholarships for the Alzheimer Society of Manitoba, 2017-2022
- Took on the adjudication of a new annual University of Manitoba Retirees Association (UMRA) scholarship for UM graduate students, focusing on human aging (\$1000) in Fall 2021.
- In the falls of 2020-2022, showcased recipients of the four Centre on Aging awards, Alzheimer Society awards, University of Manitoba Retirees Association, and other students interested in aging research at a virtual event where they presented their research and had an opportunity to discuss it with attendees.
- The Centre continues to maintain a student email list of students interested in the field of aging ( $\mathrm{n}=110$ ).
- Provided students with two opportunities to add to the Co-curricular record: Volunteerism and participation credit (upon completing 10 approved hours). The Knowledge development in aging credit was added in 2022 (See "Appendix V: Student training").
- Hosted a workshop on Teaching older adults in university courses, held on May 18, 2022. The workshop included presentation by affiliates Drs. Roisin Cossar and Nancy Newall; Dr. Bill Kops; and Dr. Daniel MacLeod.


## Option in Aging administration

In 2019, the Option in Aging Management Committee was disbanded. After a series of meetings, Centre Director Dr. Michelle Porter was designated as Chair of the new Option in Aging advisory committee. The new advisory committee includes decisions makers (Deans or their designates) and aging content experts from the five participating faculties. As part of the Option in Aging, an Indigenous Aging Working Group was formed .

## Graduate Specialization in Aging/ Graduate Focus on Aging Concentration

Through discussions with Dr. Todd Mondor, then Dean of the Faculty of Graduate Studies (FGS), a process was started to move forward to create an official aging credential at the graduate level at UM. Dr. Michelle Porter worked in collaboration with FGS to create the Graduate Focus on Aging Concentration (GFAC), which was approved by Senate and was officially launched in Fall 2020 by FGS. The GFAC is administered by FGS, with support from the Centre on Aging, with the first eligible recipients receiving the GFAC in February 2021. (See "Appendix V: Student training").

## Students Targeting Aging Research (STAR) group

The Centre continues to host the Students Targeting Aging Research (STAR) group, which is open to both undergraduate and graduate students. Students have attended 41 meetings, where 334 students have heard from Centre Affiliates about their research in aging; community members and senior serving organizational staff who speak about their own work with older persons and support provided within the community; peer presentations, and took part in networking activities (See "Appendix V: Student training").

## STAR research project

Three of the current and past STAR co-leads (Megan Campbell, Courtney Addison, Lisette Dansereau) conducted a research project on student participation in the STAR group. Dr. Porter served as the supervisor for the student-led project. The findings were provided to participants in a study summary and an open access peer-reviewed journal article was published in Fall 2022. (See "Appendix V: Student training").

## Summer Research Training Institute (SRTI)

The Centre on Aging has partnered with the College of Nursing, Faculty of Kinesiology and Recreation Management, and Faculty of Education to annually offer the Summer Research Training Institute (SRTI). The SRTI offers a variety of workshops designed to provide introductory research skills and knowledge for students, research assistants, research staff, and faculty members, with 95 workshops held in the past five years (*Note: SRTI was suspended in 2020 due to the pandemic). Free workshops are open to any Centre on Aging Research Affiliate or their students and research staff. Associate Director Nicole Dunn, has taught two workshops, served as the Centre on Aging representative and has been coordinating the SRTI since 2016.

## Indigenous student summer internship

In 2019, the Centre applied for and was successful in hosting a student through the Indigenous student summer internship. Mackenzie Chartrand conducted a global environmental scan of Indigenous curriculum as it relates to aging.

## Employment

- During the 5-year period between 2017-2018, 2021-2022, the Centre on Aging hired 20 students and 3 postdoctoral fellows to work on various research projects. In addition to research project funding, funding or support for some positions came from Canada Summer Jobs (5 positions), Mitacs Accelerate program (7 positions), WorkStudy Program (3 positions), and Science Co-op Program (1 position).
- Three students were hired to work on the Riverview Health Centre project in 2017 and four students were hired to work on the project in 2019. These students were funded by the Mitacs Accelerate program. One student from Mexico also received training on the project through the Mitacs Globalink program.
- During the spring/summers of 2018, 2020, and 2021, one undergraduate student was hired each year to update the Centre's Facts on Aging in Manitoba series, with assistance of the Canada Summer Jobs program. In 2022, one student was hired in the Science Coop Program in 2022 to also update the Facts series. The Centre hired a total of three Undergraduate students funded with assistance from the University's Work-Study program in the fall of 2019, summer of 2020, and fall of 2020. Through their employment with the Centre, students were exposed to gerontology research, and were able to meet and engage with peers, researchers, and community members in the field of aging.


## Development activities related to a Micro-diploma in aging

To broaden the opportunity for more learners, Option in Aging advisory committee members have discussed the development of micro-credentials in aging for undergraduate students. The Faculty of Kinesiology and Recreation Management has agreed to develop a micro-diploma, with development activities happening in 2022-2023.

## African Student Group

For a short time, the Centre on Aging facilitated this student group and assisted with coordinating a presentation to the Stakeholder Group on Ageing Africa 1st Regional Conference on Ageing. Students presented on social support and protection of older adults in five regions of Africa and compared that to Canada as well as provided recommendations for moving policy forward in Africa.

## SECTION 5: RESEARCH DISSEMINATION AND SERVICE

### 5.1 Research dissemination

- Organized and hosted five annual Spring Research Symposiums (2017-2022) and two Symposium workshops (2018-2019). (see "Appendix IC: Events" for more details).
- Organized 28 Speaker Series with 25 Research Affiliates, 2-invited speakers from the UM, 1-from the University of Groningen, 2-from the Manitoba Law Reform Commission; and attracted 958 attendees (see "Appendix IC: Events" for more details).
- Three Café Scientifiques (see "Appendix IC: Events").
- Co-hosted the Aging and Technology networking event on June 19, 2019 in partnership with Aging 2.0. Research Affiliate, Dr. Amine Choukou served as event co-organizer with over 60 people attending. The event included a technology showcase from industry representatives and presentations by Centre Research Affiliates conducting research with a technology component: Drs. Amine Choukou, Zahra Moussavi, and James Young.
- Produced 4 annual issues (2017-2021) of the Centre's Newsletter. (See "Appendix ID: Centre on Aging reports".
- Continued to update the online Facts on Aging series based on Statistics Canada release dates and census updates. This Facts on Aging webpage provides information specifically about older adults in Manitoba through graphs/ figures, tables as well as PowerPoint slides for anyone who would like to use the information.


### 5.1.2 Conferences and larger events hosted by the Centre on Aging

- The Centre was the local host for the 46th Annual Scientific \& Educational Meeting of the Canadian Association on Gerontology (CAG), October 19-21, 2017. Over 500 attended who were local, national, and international.
- As part of CAG's conference, the Centre hosted a pre-conference workshop on the WHO Global Strategy \& Action Plan on Aging: Facilitating a National Conversation and received funding from SSHRC. Over 100 people registered for the workshop and a report was created for attendees.
- In May 2022, the Centre was selected by the Office of the Federal Minister of Seniors to help facilitate the funding announcement for the New Horizons for Seniors Program at the UM, of which Dr. Porter's project was awarded funding. The Honourable Kamal Khera was in attendance to make the announcement on May 16, which was streamed on https://facebook.com/SeniorsinCanada.


### 5.2 Provision of service

- Maintained membership on various committees/boards at the request of government and community organizations such as Manitoba Seniors Coalition, Active Aging in Manitoba (AAIM), Transportation Options Network for Seniors (TONS), and Manitoba Strategic Framework for Alzheimer's Disease and Related Dementias-Development \& Implementation Advisory Committee (DIAC).
- Continued to publish an e-newsletter "Biweekly Updates," which includes Centre activities and gerontology related items including funding opportunities; research conferences and public lectures. The updates reach over 500 people at the UM, practitioners, clinicians, government, community organizations, and older adults.
- Provided gerontology information and opportunities to UM students regarding presentations, funding, calls for papers, and employment opportunities via the Students Targeting Aging Research (STAR) mailing list.
- Since 2004, have continued to maintain an electronic research database (subject pool) for use by Research Affiliates and Graduate Students, which was accessed by five researchers and their students in 2017-2022.
- The Centre assists with recruitment of research participants beyond the database by using a variety of channels.
- In July 2019, the Centre on Aging joined twitter, which is now our sole social media communication method. The Centre has over 560 followers and actively shares aging related information.
- Beginning in 2020, the Centre incorporated a Careers in Aging information event as part of a class in the Option in Aging. Through the Centre's initiative, 289 students have been introduced to 14 organizations and programs that support older people in the community.
- Responded to information requests from the community and media requests (See "Appendix IG: Media" for print media listings).
- The Centre has engaged in facilitating technology and aging research through multiple mechanisms. This has also included assisting a community partner with establishing and implementing a chapter of Aging2.0 in Winnipeg.


### 5.3 Centre on Aging's impact on programs and policies

- Centre Director, Dr. Michelle Porter continues to Chair the Age-Friendly University committee, which includes interested

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partners from across the UM that are working to make the UM more age-friendly based on the 10 Age-Friendly University principles. See "Appendix IH: Annual Reports of the Age-Friendly Universtity Committee" for more information.

- The Centre on Aging has provided funding and assistance for the development of a Micro-Certificate in Facilitating Older Adult Learning. The micro-certificate was approved in June 2022 by Senate and will be launched in Winter 2023. The Centre will provide support by advertising the micro-certificate through its various communications channels.
- In August 2020, the Centre on Aging received funding from the New Horizons for Seniors Program to assist personal care homes (PCH) in Manitoba with recreation and leisure for residents who have been isolated due to the pandemic. With this funding, two students were hired to develop resources for staff at four Manitoba PCH to reduce social isolation for residents. Between November 2020-March 2021, we distributed ten newsletters that included virtual resources such as links to videos and live-streamed events, technology skills to assist recreation staff with connecting residents with loved ones, and paper-based activities that residents could use while isolated in their rooms. An environmental scan was also developed with lists of virtual resources for recreation staff that is posted on Recreation Manitoba's website for all recreation staff in Manitoba. Additionally, Google Nest Hubs devices were distributed to 80 personal care homes/supportive housing residences across the province as a method of communication and entertainment for residents and staff.
- In September 2021, the Centre on Aging in partnership with A\&O: Support Services to Older Adults received funding from The Winnipeg Foundation to develop a model for homesharing in Winnipeg.


## HUMA testimony

Dr. Porter presented and answered questions on the Impact of COVID-19 on Seniors to the HUMA Committee (Standing Committee on Human Resources, Skills and Social Development and the Status of Persons with Disabilities) of the Government of Canada, Meeting Number 37, June 1, 2021.

## Manitoba's seniors strategy

In May 2022, the Manitoba government embarked on a consultation process to develop a plan for aging well in Manitoba. Dr. Porter engaged in conversations with government officials about the possibility of the Centre on Aging providing direct input, beyond the mechanisms of an in-person consultation and surveys. Centre Research Affiliate were invited to provide expert advice to the government regarding policies, services or programming by submitting information briefs on aging specific topics. See thank you letter in "Appendix ID: Centre on Aging reports". Briefs received were then submitted as a package to the Province.

## Manitoba Law Reform Commission consultation paper

Drs. Shariff and Porter submitted a proposal to the Manitoba Law Reform Commission to study possible new legislation related to neglect and abuse of older people in Manitoba. This proposal was accepted and since then the Commission has been researching the situation and making recommendations. The Commission presented at the Centre's Speaker Series, discussing their report, Elder Abuse and Neglect in Manitoba. Centre Research Affiliates, Drs. Mary Shariff, Michelle Porter, and Kerstin Roger, serve as members of the Elder Abuse Project Advisory Committee and assisted with the development of the report.

## LTC National Standards

On October 7, 2021 the Centre on Aging hosted a consultation workshop related to the development of the Health Standards Organization (HSO) new National Long-Term Care Services Standards. Participant responses were shared with the HSO committee. On March 18, 2022 the Centre on Aging hosted a second informal session on providing input on the draft Canadian standards (HSO and Canadian Standards Association (CSA)) for long-term care.

## Coalition for Healthy Aging in Manitoba

The Coalition for Healthy Aging in Manitoba (CHAM) began as a standalone coalition in 2016 to champion the vision outlined in the World Health Organization's (WHO) Global Strategy and Action Plan on Ageing and Health; a vision that includes: creating age-friendly environments; better aligning health and long term care systems to the needs of older people; and, improving monitoring, measurement and research on healthy aging. CHAM consultations and reports were shared with many organizations including Shared Health as well as the new Ministry of Seniors and Long-term Care.

## Federal, Provincial and Territorial (FPT) Ministers Responsible for Seniors

The Centre was quoted in the Federal, Provincial and Territorial (FPT) Ministers Responsible for Seniors report The Future of Aging in Canada Virtual Symposium: What we heard that "research and data on ageism is limited."

## SECTION 6: CURRENT MEMBERSHIP

### 6.1 Membership

### 6.1.1 Research affiliates 2017-2022

| Research Affiliate | Rady Faculty of Health Sciences, Pharmacology and Therapeutics |
| :--- | :--- |
| Benedict Albensi | Rady Faculty of Health Sciences, Surgery, Anesthesia \& Physiology and Physiology |
| \& Pathophysiology |  |


| Research Affiliate | Department/Faculty |
| :---: | :---: |
| Grant Hatch | Rady Faculty of Health Sciences, Pharmacology and Therapeutics |
| Nicole Haverstock | Rady Faculty of Health Sciences, Clinical Psychology |
| Pamela Hawranik | Athabasca University |
| Tuula Heinonen | Faculty of Social Work |
| Rachel Herron | Faculty of Science, Geography, Brandon University |
| Randall Jamieson | Faculty of Arts, Psychology |
| Meaghan Jones | Rady Faculty of Health Sciences, Biochemistry and Medical Genetics |
| Christine Kelly | Rady Faculty of Health Sciences, Community Health Sciences |
| Debbie Kelly | Faculty of Arts, Psychology |
| Lesley Koven | Rady Faculty of Health Sciences, Clinical Psychology |
| Richard Kruk | Faculty of Arts, Psychology |
| I Fan Kuo | Rady Faculty of Health Sciences, College of Pharmacy |
| Celine Latulipe | Faculty of Science, Computer Sciences |
| Jason Leboe-McGowan | Faculty of Arts, Psychology |
| Christina Lengyel | Faculty of Agricultural and Food Sciences, Human Nutritional Sciences |
| Christine Leong | Rady Faculty of Health Sciences, College of Pharmacy |
| Michelle Lobchuk | Rady Faculty of Health Sciences, College of Nursing |
| Hai Luo | Faculty of Social Work |
| Corey Mackenzie | Faculty of Arts, Psychology |
| Shauna Mallory-Hill | Faculty of Architecture, Interior Design |
| Danny Mann | Price Faculty of Engineering, Biosystems Engineering |
| Jonathan Marotta | Faculty of Arts, Psychology |
| Abdullah Maruf | Rady Faculty of Health Sciences, College of Pharmacy |
| Robert McLeod | Price Faculty of Engineering, Computer and Electrical Engineering |
| Verena Menec | Rady Faculty of Health Sciences, Community Health Sciences |
| Richard Milgrom | Faculty of Architecture, City Planning |
| Colleen Millikin | Clinical Health Psychology, College of Medicine |
| Robert Mizzi | Faculty of Education, Educational Administration, Foundations, and Psychology |
| Janine Montgomery | Faculty of Arts, Psychology |
| Elaine Mordoch | Rady Faculty of Health Sciences, College of Nursing |
| Zahra Moussavi | Price Faculty of Engineering, Electrical and Computer Engineering |
| Nancy Newall | Faculty of Arts, Psychology, Brandon University |
| Verna Pangman | Rady Faculty of Health Sciences, College of Nursing |
| Jason Peeler | Rady Faculty of Health Sciences, Anatomy \& Cell Science, Medicine |
| Jamie Penner | Rady Faculty of Health Sciences, College of Nursing |
| Michelle Porter | Faculty of Kinesiology and Recreation Management |
| Frances Racher | Faculty of Health Studies, Brandon University |
| Lalitha Raman-Wilms | Rady Faculty of Health Sciences, College of Pharmacy |
| Elizabeth Ready | Faculty of Kinesiology and Recreation Management |
| Kristin Reynolds | Faculty of Arts, Psychology |
| Jacquie Ripat | Rady Faculty of Health Sciences, College of Rehabilitation Sciences |
| Lesley Ritchie | Rady Faculty of Health Sciences, Clinical Health Psychology |


| Research Affiliate | $\quad$ Repartment/Faculty Faculty of Health Sciences, Community Health Sciences |
| :--- | :--- |
| Kerstin Roger | Faculty of Kinesiology and Recreation Management |
| Ayesha Saleem | Rady Faculty of Health Sciences, College of Nursing |
| Jo-Ann Sawatzky | Faculty of Science, Chemistry |
| Frank Schweizer | Faculty of Arts, Sociology and Criminology |
| Alexander Segall | Faculty of Law |
| Mary Shariff | Rady Faculty of Health Sciences, Community Health Sciences |
| Shahin Shooshtari | Rady Faculty of Health Sciences, Community Health Sciences |
| Kathryn Sibley | Faculty of Kinesiology and Recreation Management |
| Veronica Silva | Raculty of Kinesiology and Recreation Management |
| Jonathan Singer | Asper School of Business, Marketing |
| Daniel Sitar | Clayton H. Riddell Faculty of Environment, Earth, and Resources, Geography |
| Malcolm Smith | Rady Faculty of Health Sciences, Internal Medicine |
| Geoffrey Smith | Rady Faculty of Health Sciences, College of Pharmacy |
| Philip St. John | Faculty of Kinesiology and Recreation Management |
| Jillian Stobart | Faculty of Agricultural and Food Sciences, Human Nutritional Sciences |
| Shaelyn Strachan | Department of Geography, University of Winnipeg |
| Miyoung Suh | Rady Faculty of Health Sciences, Community Health Sciences |
| Gina Sylvestre | Faculty of Social Work |
| Robert Tate | Faculty of Social Work |
| Laura Taylor | Rady Faculty of Health Sciences, College of Nursing |
| Sharon Taylor-Henley | Faculty of Science, Biological Sciences |
| Genevieve Thompson | Faculty of Kinesiology and Recreation Management |
| Jason Treberg | Rady Faculty of Health Sciences, College of Medical Rehabilitation |
| Rodrigo Villar | Faculty of Social Work |
| Sandra Webber | Faculty of Science, Computer Science |
| Michael Yellow Bird | Rady Faculty of Health Sciences, Section of Neurosurgery, Surgery |
| James Young | Clinical Services, Winnipeg Regional Health Authority |
| Frederick Zeiler |  |
| Michael Zhang |  |

### 6.1.2 Advisory Board past members: 2017-2022

*With the dissolution of the province's Seniors and Healthy Aging Secretariat (SHAS), the membership in the Centre's on Aging's Terms of Reference was adjusted to reflect this change, as the Executive Director of SHAS sat as an exofficio member.

| Name | Address | Term(s) |
| :---: | :---: | :---: |
| Courtney Addison | Faculty of Kinesiology and Recreation Management Graduate student representative | September 1, 2020-August 31, 2021 |
| Sue Bishop | *Advisory Board Chair Community representative | March 1, 2013-August 31, 2016 *September 1, 2016-August 31, 2019 |
| Roisin Cossar | UM Research Affiliate History | September 1, 2018-August 31, 2021 |
| Lorraine Dacombe Dewar | Executive Director, Continuing Care, Manitoba Health Government of Manitoba representative | Ex-officio <br> January 1, 2013-May 30, 2018 |
| Jeanette Edwards | Strategic lead for Community Health, Quality and Learning, Shared Health Government of Manitoba representative | September 1, 2018-January 2021 |
| Gary Glavin | Associate Vice-President (Research and International) | Ex-officio <br> Ended on June 30, 2021 |
| Lorna Guse | Undergraduate Option in Aging Chair, Management Committee | Ex-officio <br> Ended on June 30, 2018 |
| Tuula Heinonen | UM Research Affiliate Faculty of Social Work | July 1, 2012-August 31, 2018 |
| Christina Lengyel | Human Nutritional Sciences, Faculty of Agriculture <br> UM Research Affiliate | Sept 1, 2013-August 31, 2019 |
| Nancy Newall | Department of Psychology, Faculty of Science, Brandon University Non UM Research Affiliate | June 1, 2016-March 31, 2022 |
| Connie Newman | Manitoba Association of Senior Centres Community representative | March 1, 2016-February 28, 2022 |
| Kerstin Roger | Undergraduate Option in Aging Chair, Management Committee | (ex-officio) <br> July 1, 2018-September 30, 2019 |
| Michael Routledge | Regional Medical Officers of Health, Southern RHA Province of Manitoba Government of Manitoba representative | June 1, 2016-May 31, 2019 |
| Nicole Sawatzky | Pembina Community Resource Council Community representative | October 1, 2020-September 1, 2022 |
| Shahin Shooshtari | Community Health Sciences UM Research Affiliate | September 1, 2013-August 31, 2019 |
| Gina Sylvestre | University of Winnipeg Non UM Research Affiliate | September 1, 2013-August 31, 2019 |
| Robert Tate | Department of Community Health Sciences <br> UM Research Affiliate | September 1, 2018-August 31, 2021 |
| Bob Thompson | *Advisory Board Chair Community representative | March 1, 2019-January 31, 2022 |


| Name | Address |  |  |
| :--- | :--- | :--- | :--- |
| Laurie Unrau | Executive Director, Seniors and Healthy | Ex-officio |  |
|  | Aging/Protection for Persons in Care <br> Office, Manitoba Health, Seniors and | July 1, 2015-February 2019 |  |
|  | Active Living <br> Government of Manitoba representative |  |  |
| Cornelia van Ineveld | Max Rady College of Medicine, <br> Department of Internal Medicine <br> Geriatrician | September 1, 2015-August 31, 2021 |  |
|  |  |  |  |

*Denotes Advisory Board Chair appointment

### 6.2 Director and reporting structure

Dr. Michelle Porter, Professor, Faculty of Kinesiology and Recreation Management, was first appointed as Director of the Centre on Aging, July 1, 2015-June 30, 2020 for a five year period. She was renewed for a second term (July 1, 2020-June 30, 2025). Dr. Porter reports to the Vice-President (Research and International). See Figure 1 below.

The responsibilities of the Director include, but are not limited to ensuring that the general objectives of the Centre are met; conducting and facilitating research in the field of aging; generating research and contract research proposals; providing assistance to other faculty members in the generation of research proposals; ensuring the organization of conferences, seminars, lectures, etc.; liaising with various University departments and centres; administering and allocating Centre funds; and sitting on all committees, or appointing designates to do so.

Figure 1: Centre on Aging organization chart


## SECTION 7: FIVE YEAR PLAN

### 7.1 Strategic Plan

### 7.1.1 Future direction and development strategies

## I Centre on Aging 5-Year Strategic Plan: 2023/24-2028/29

## Strategic Planning Process

Before proceeding to planning for the next five years, it was decided that our process would not be as extensive as compared to planning that was done in 2016-2017. The last planning session occurred shortly after the new Director started. At this point there are only a couple of years remaining in the current director's second term. Of note, since almost half of the reporting period occurred during the pandemic many adaptations were made to adjust to the circumstances (remote work and virtual events) as well as the emerging priorities, given that older people were affected in so many ways directly and indirectly. The formal strategic planning process began in May 2022.

## Phase 1: SWOT (Strengths, Weaknesses, Opportunities, Threats)

Centre staff assessed each of the SWOT areas in May 2022. Listed are some notable opportunities:

- the new Ministry of Seniors and Long-term Care (established in January 2022),
- the announcement that a strategy related to older people was to be developed by the new Ministry,
- the possibilities of reaching a different, more geographically dispersed and possibly larger audience for some events (workshops, presentations, STAR meetings) as well as research data collection due to virtual delivery.


## Phase 2: Surveys

At the end of September 2022, online surveys were conducted with our Research Affiliates and selected stakeholders (i.e., students, Centre on Aging Advisory Board members). Surveys covered five topics: grants and research support, teaching/training and students, communication, networking and miscellaneous, and research seminars. In addition to this consultation, the student co-leads of STAR had recently done research on the STAR group and how to improve it, as mentioned above.

What we heard from Research Affiliates is that most found our assistance with recruiting research participants (via email/social media outreach, participant database and Centre website) to be important or very important. Likewise, they appreciated the Facts on Aging resources on our website. While a few found the information that has been migrated to the Intranet to be helpful, most indicated that they had not accessed the Centre Intranet, and one went so far as to say that they find the Intranet generally difficult to use, unrelated to the Centre.

One important area of questioning for the student survey was to find out their level of interest in new workshops directly related to aging and research. Almost all indicated that they would be interested, and a few gave several examples of topics they would be interested in taking. More information is shared below regarding a new Centre activity.

## Phase 3: Mandate Review

In October 2022, the Centre's Advisory Board reviewed the Centre's mandate (vision, mission, values, goals) to ensure it continues to reflect an appropriate mandate and direction for the Centre. Minor revisions were finalized at an October 2022 meeting. For the finalized mandate, see "Section 2: Mission and objectives (as revised in 2022)".

## Phase 4: Plan Development

Centre staff developed new initiatives and made decisions on which activities to continue under each of the goals of the Centre.

## Generate and facilitate rigorous basic, applied, and translational research in order to add to the body of knowledge in aging

- Profile Research Affiliates (e.g., new research funding) on webpage, social media and bi-weekly update. Continue to explore new ways to ensure that Research Affiliates are discoverable internally and externally (e.g., other researchers and community partners) using the new website template, to foster research collaboration.
- Provide assistance with recruiting participants (website, email updates, possible participant database).
- Provide funding for an annual Research Fellowship competition, which prioritizes new researchers or those who are new to aging research. This competition is also broadly advertised so it enables more researchers from the University to learn about the Centre on Aging.
- Continue with the newly developed awards committee which works to nominate Research Affiliates for career and research awards, and hence increases their prestige as well as the Centre's, and therefore could enhance future opportunities for funding, etc.
- Continue to conduct research internally with Centre staff and relevant Research Affiliates and partners on timely topics such as Age-friendly University, combatting ageism and other human rights issues related to aging (e.g., healthcare access in long-term care).


## Promote, disseminate, and mobilize knowledge related to aging in order to influence practice and policy

- Use research databases (e.g., Scopus) for highlighting publications of Research Affiliates on social media as well as our website.
- Continue with workshops, Café Scientifiques, speaker series, Spring Research Symposium (SRS), etc.
- Continue to share important updates regarding aging in our bi-weekly update as well as social media.
- Continue to update resources on Centre's Intranet which could be of assistance to anyone at UM and particularly those who are teaching aging-related courses. Consider offering additional workshops on how to use the Centre's Intranet.
- Publish central articles from Centre research as Open Access to ensure that a wide audience is able to access the publications.
- Continue to work with the Ministry of Seniors and Long-term Care by sharing pertinent research as well as engaging in consultation activities and providing briefing documents. See "Appendix ID: Centre on Aging reports"
- Continue to be a part of the Manitoba Seniors Coalition where knowledge exchange happens on a regular basis.
- Continue to update the Facts on Aging Series.


## Support opportunities for extended and informal education and training in aging.

- Continue to provide certificates for professionals attending Spring Research Symposium to use for continuing education credits, etc.
- Continue to offer events to a wide audience of researchers, students, those working with older people in a variety of capacities and older people themselves (workshops, consultations, Speaker Series, Student Awards event, Spring Research Symposium, etc.).
- *Build upon the creation of the micro-certificate in Facilitating Older Adult Learning and the survey that was conducted in 2022 to develop education/training opportunities (e.g., workshops or on-demand courses) for individuals in the community. Work with potential partners like Extended Education to provide formal recognition for these opportunities through options like letters of participation/accomplishment or micro-certificates according to the relatively new Certificate and Diploma Framework. From the survey there were several different employment groups represented and dozens of potential topics suitable for short-term learning opportunities. It was clear that participants of the survey were interested in formal recognition for continuing education credit purposes, but many work in fields with low pay (e.g., long-term care), so many do not have the funds to pay large amounts for these learning opportunities. Possible sponsors could be sought to help alleviate cost burdens and make the learning more accessible.


## Promote and support undergraduate and graduate education, training and networking in the area of aging

- Continue to lead a working group related to Indigenous aging and explore opportunities to provide bridges between researchers, instructors and communities. The ultimate goals of this work will be to ensure that there is appropriate curriculum at the UM regarding aging in Indigenous communities, as well as facilitate research on Indigenous aging.
- Continue to promote research opportunities with Research Affiliates for possible graduate students or postdoctoral fellows (by attending gerontology conferences) as well as letting undergraduate students know about Undergraduate Student Research Award opportunities related to aging.


## Create research training opportunities for students in aging

- Adjudication of scholarships for students.
- Continue to provide aging content to the Summer Research Training Institute while decreasing involvement in the overall organization of the Institute with the other partners.
- Continue to facilitate the student group - STAR.
- Continue to assist in the Faculty of Graduate Studies offering of the Graduate Focus on Aging concentration.
- Continue to chair the Option in Aging Advisory Committee.
- Continue to have events related to careers in aging.
- *Work with Faculty of Kinesiology and Recreation Management (FKRM) and the Option in Aging to finalize the development and implementation of the proposed UM micro-diploma Introduction to Aging. This micro-diploma will require 9 credit hours and will be available to any undergraduate student at UM regardless of their unit, as well as anyone outside of the UM as well who meets UM entrance criteria.
- *Create a new series of workshops related to a variety of topics on aging and research. Research Affiliates as well as post-doctoral fellows and senior graduate students might lead these workshops. For undergraduate and graduate students, these workshops can lead to the CCR in Knowledge development in aging.


## Foster relationships and/or partnerships with local, national, and international organizations

- Continue to actively contribute to the provincial aging field. This includes being part of the Manitoba Seniors Coalition and regularly engaging with the new Ministry of Seniors and Long-term Care. These will be particularly important activities as the strategy regarding aging well in Manitoba will be released in 2023 for implementation in the next three to five years.
- Continue to be a member of the International Federation on Ageing and Academy for Gerontology in Higher Education.
- Continue to actively engage with the Centres Directors group facilitated by the Canadian Institutes of Health Research - Institute of Aging.
- Continue to be part of the Centres Directors Interest Group of the Gerontological Society of America.
- Continue to be part of the Age-friendly University Global Network.
- Continue to engage with other aging research networks in Canada.
- Promote and facilitate an Age-Friendly University at the University of Manitoba
- Continue to Chair the Age-friendly University Committee.
- Assist other UM units with being more age-friendly and age inclusive, and build capacity in these areas.
- Take the lead on targeted initiatives as a Centre that both contribute to the UM's age-friendliness as well as can add to the research literature related to age-friendly and age-inclusive higher education (e.g., Senior Scholar / Professor Emeritus project).


## Future planning

Centre on Aging staff will review the 5-year strategic plan on an annual basis to ensure relevancy given current events, financial situation, and human resources. New planning will occur when a new Director is in place.

### 7.2 Budget

The Centre will continue to use a variety of funding types to achieve its goals. Funding primarily consists of Operating funds as well as capitalized revenue from an endowment fund. See information in "1.2.2 Funding sources". External funding will be sought for research and other projects as appropriate.
For information on how the Centre's funding has been distributed during the last five years and will continue to be over the next five years, please see "Appendix III: Financial statements". Of note, in addition to funding all the activities described above, the Centre has spent funds to ensure that our office space is more accessible physically (automatic door opener, doorknobs, etc.).

| Initial operating | March 31/18 <br> funds | March 31/19 | March 31/20 <br> actual (\$) | March 31/21 <br> actual (\$) | March 31/22 <br> actual (\$) |
| :--- | :---: | :---: | :---: | :---: | :---: |
| Operating <br> funding from the | 193,270 | 204,124 | 212,098 | 203,524 | 212,004 |
| University |  |  |  |  |  |
| Interest from our <br> endowment fund | 60,504 | 48,000 | 48,000 | 48,000 | 0 |
| Total funding | 253,774 | $\mathbf{2 5 2 , 1 2 4}$ | $\mathbf{2 6 0 , 0 9 8}$ | $\mathbf{2 5 1 , 5 2 4}$ | $\mathbf{2 1 2 , 0 0 4}$ |

Operating funds include any carryover from the previous fiscal year which helps to support our operating costs during years where research support is unknown or there are unsuccessful applications for additional funding.

| Operating offset <br> income | March 31/18 <br> actual (\$) | March 31/19 <br> actual (\$) | March 31/20 <br> actual (\$) | March 31/21 <br> actual (\$) | March 31/22 <br> actual (\$) |
| :--- | :---: | :---: | :---: | :---: | :---: |
| Income funded budget <br> External | 2,043 | 1,100 | 3,540 | 0 | 0 |
| Internal | 0 | 0 | 0 | 750 | 0 |
| Federal contract | 2,640 | 1,340 | 0 | 2,856 | 2,412 |
| Carryover | $(45)$ | 31,408 | 5,950 | 10,569 | 18,541 |
| Total other <br> income | $\mathbf{4 , 6 3 8}$ | $\mathbf{3 3 , 8 4 8}$ | $\mathbf{9 , 4 9 0}$ | $\mathbf{1 4 , 1 7 5}$ | $\mathbf{2 0 , 9 5 3}$ |


| Operating expenditures | March 31/18 actual (\$) | March 31/19 actual (\$) | March 31/20 actual (\$) | March 31/21 <br> actual (\$) | March 31/22 <br> actual (\$) |
| :---: | :---: | :---: | :---: | :---: | :---: |
| Salaries |  |  |  |  |  |
| Academic | 33,900 | 94,920 | 93,003 | 101,883 | 81,689 |
| Teaching release | 17,000 | 17,000 | 17,000 | 17,000 | 20,000 |
| Student wages, scholarships, etc. | 6,342 | 10,899 | 9,331 | 10,844 | 5,200 |
| Support | 107,410 | 78,967 | 60,046 | 64,701 | 61,554 |
| Staff benefits | 23,126 | 28,322 | 27,646 | 26,452 | 26,324 |
| Payroll levy | 2,946 | 3,974 | 3,535 | 3,840 | 3,195 |
| Non-salary expenditures | 35,036 | 43,482 | 30,430 | 7,975 | 15,009 |
| Funds transferred out | 9,516 | 2,458 | 19,820 | 18,163 | 2,493 |
| Funds transferred in | $(8,273)$ | 0 | $(1,792)$ | $(3,700)$ | $(12,100)$ |
| Balance at year end | 31,408 | 5,949 | 10,569 | 18,541 | 29,594 |


| Operating carryover <br> as of: | March 31/18 <br> actual (\$) | March 31/19 <br> actual (\$) | March 31/20 <br> actual (\$) | March 31/21 <br> actual (\$) | March 31/22 <br> actual (\$) |
| :--- | :---: | :---: | :---: | :---: | :---: |
| Allocated sales and <br> services | $(45)$ | 31,408 | 5,950 | 10,569 | 18,541 |
| Allocated basic | $(45)$ | 31,408 | 5,950 | 10,569 | 18,541 |
| Subtotal of available <br> carryover | 31,453 | $(25,458)$ | 4,619 | 7,972 | 11,053 |
| Unallocated basic 31,408 5,950 10,569 18,541 | 29,594 |  |  |  |  |
| Balance |  |  |  |  |  |
| Indirect cost of <br> research carryover |  | 5,950 | 10,569 | 18,541 | 29,594 |
| Total accumulated <br> carryover | 31,408 |  |  |  |  |

"* Carryover allocations are made in the following fiscal year
Sales \& Service/Third Party/Special Project: Carryover funds derived from sales and service income, start-up research, endowment transfers, overhead, pooled travel allocations and other special project allocations. In these cases $100 \%$ has been allocated to Faculty/Units

Allocated Basic: Percentage of carryover funds from standard University Operations.
Unallocated Basic: Balance of carryover funds credited to the Faculty/Unit but not distributed at this time."

| Baseline FTE staffing <br> per budget book | March 31/18 <br> actual (\$) | March 31/19 <br> actual $(\$)$ | March 31/20 <br> actual (\$) | March 31/21 <br> actual $(\$)$ | March 31/22 <br> actual (\$) |
| :---: | :---: | :---: | :---: | :---: | :---: |
| Academic | 2.86 | 2.86 | 2.86 | 2.29 | 2.00 |
| Other instruction | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Support | 2.00 | 2.00 | 1.00 | 1.00 | 1.00 |
| Students | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Total | 5.86 | 5.86 | 4.86 | 4.29 | 4.00 |

Figures 2-4 show a visual display of the publication areas by Centre on Aging Research Affiliate. The subject areas showcases the diversity of aging related research conducted by Centre Affiliates.

Figure 2: Subject areas of publications of Centre on Aging Research Affiliate list from January 2023. Publications emanate from 2017 to 2021 for the selected Research Affiliates.


Figure 3: Subject areas of publications from the above described group with a focus on the Medicine publications.


Figure 4: Subject areas of publications with a focus on the Social Science publications.


# THE SENATE COMMITTEE ON UNIVERSITY RESEARCH REPORT ON THE REVIEW OF THE WINNIPEG INSTITUTE ON THEORETCAL PHYSICS 

## Preamble:

1. The Policy for Research Centres, Institutes and Groups, stipulates that all research centres/institutions be reviewed by the Senate Committee on University Research (SCUR) on a periodic basis but not less than once every 5 years. Accordingly, and following the approval by Senate of this Policy, the Senate Committee on University Research established a schedule for the review of all research centres/institutes.
2. On the basis of this report as well as a review of annual reports, SCUR shall determine whether a formal, independent review committee should be struck to conduct a full review of the research centre/institute. If a full review of the research centre/institute is not warranted, in that it is clear that the research centre/institute either qualifies for continuation or that it does not, SCUR will recommend to Senate that the research centre/institute continue for a period of three to five years, or that it be terminated, without further review. Any legal agreements that affect the status of the research centre/institute must be taken into consideration in the formal recommendation.

## Observations:

1. The review process followed that which is outlined in section 2.9 of the Procedure, and involved a review of annual reports of the Winnipeg Institute on Theoretical Physics as well as a report prepared by the centre director which contained:
a. a description of how and why the Winnipeg Institutes on Theoretical Physics (WITP) has achieved or revised its original objectives; a detailed listing of its research and training accomplishments; a current membership list; and a detailed financial statement.
b. a five-year plan which identifies future research directions and development strategies.
c. letters indicating continued support for the Centre from appropriate department heads and the faculty dean; and
d. the names of individuals who could provide external assessments on the research centre/institute.
2. At the March 16, 2023, meeting of SCUR it was recommended and approved that a full review of the research centre was not warranted and that the Winnipeg Institute of Theoretical Physics should continue for a five-year period.

## Recommendation:

On behalf of the Senate Committee on University Research, I am recommending to Senate:
That the Winnipeg Institute of Theoretical Physics continue for a five-year period, beginning September 3, 2023, through August 31, 2028

Respectfully submitted,

B. Mario Pinto

Vice-President (Research) and International
Chair, Senate Committee on University Research

Comments of the Senate Executive Committee:
The Senate Executive Committee Endorses the Report to Senate.

# The Winnipeg Institute for Theoretical Physics 

2023 Review



February 2023

## 1 General Background

### 1.1 History

The Winnipeg Institute for Theoretical Physics (WITP) is a type III research Institute and is a joint Institute between the University of Manitoba (UM) and the University of Winnipeg (UW) with support by Brandon University. The past year was the 32nd year of the Institute's existence. The community of theoretical physicists in Manitoba was growing in the late 1980s, and the Institute was created in 1990 to support theoretical physics research in Manitoba. The purpose of the Institute was to increase the cooperation and collaboration between the theoretical physicists in Manitoba, thereby strengthening the community, and to initiate and sustain research collaborations between members of the Institute and first class researchers from all over the world. The WITP is one of several local research institutes in Canada which serves this purpose and is the only institute focused on theoretical sciences in the Canadian Prairies; other local institutes in Canada include e.g. the Pacific Institute for Theoretical Physics (PITP) based in Vancouver, and - as a larger structure - the Centre de Recherche Mathematique (CRM) based in Montreal. The activities of the WITP help to expose the graduate students of its Members to different people and ideas, through seminars, lecture series, and summer schools, thereby increasing the quality of training provided, and in the long term also attracting further high quality students from Canada and abroad. The long-term success of the WITP in achieving these goals as well as a strong community of theoretical physicists in the province provide a strong reason for its continued existence as a research institute. The Institute is located in the physics departments of UM and UW but has no physical facilities independent of those departments. Secretarial services, such as sending out notices of seminars, meetings, letters of invitation to visitors, applications for funding, etc., are shared by the secretaries of the physics departments at both Universities. The physics departments of the two Universities have agreed to provide office space for visitors.

### 1.2 Membership and Administrative Structure

The Members of the Institute fall into four categories:

- Permanent Members (referred to as Members) include all theoretical physicists and some mathematicians on the faculty of either UM or UW as well as Brandon University. These include Senior Scholars.
- Associate Members include all postdoctoral fellows, research associates, and long term visitors (12 months or longer) to the Institute.
- Student Members include all graduate students supervised by Permanent Members as well as summer undergraduate research students.
- Visitors include all short term visitors (less than 12 months) for the duration of their stay.

Executive The Executive consists of a Director, a Past-Director, and a Director-Elect. The DirectorElect is elected from the Permanent Members by the Policy Committee. There is at least one representative from each of the two Universities (UM and UW) on the Executive at all times. The Executive spends less than $10 \%$ of their time with the administrative aspects of the Institute. The duties of the executive are as follows:

- Director (term is typically two years)
- chair Policy Committee meetings
- budget preparation and control
- report to and interact with administrators at both Universities
- receive applications in writing for funding
- approve (in consultation with the Executive) applications of $\$ 1,000$ or less
- assist Past-Director with preparation of Annual Report
- submit applications for funding on behalf of the Institute to the Universities and external funding agencies, as required
- assume office as Past-Director in the following term
- Past-Director
- prepare Annual Report
- advise Director
- assume responsibilities of Director if required
- Director-Elect
- organize seminar series
- assist Director in budget preparation
- fill in as Director if Director and Past-Director unavailable
- assume office as Director in the following term

Policy Committee This committee consists of all Permanent Members. Its duties include:

- election of Director-elect
- approve expenditure of more than $\$ 1,000$
- elect new Permanent Members as appropriate
- decide on direction and policy of Institute
- plan and approve future programs, workshops, long-term visitors

Funding Sources The purpose and the activities of the Institute are designed to ensure that virtually all funds go directly towards research, in the form of visitors, seminars, workshops, and summer schools. The structure of the Institute is such that it does not incur or depend on any fixed annual cost. Since the Institute is a collection of theorists, we have no expensive equipment to maintain or technicians to employ. There are virtually no direct infrastructure costs. Funding for the Institute originally came from seed money from both the University of Manitoba $(\$ 40,000)$ and the University of Winnipeg $(\$ 25,000)$ as well as a grant of $\$ 1,000$ from Brandon University. More recently, for 2018-2022 the Faculty of Science at UM committed $\$ 15,000$, the Faculty of Science at UW committed $\$ 10,000$, while Brandon University committed $\$ 5,000$ to the WITP.

For the coming five years, 2023-2027, the Faculty of Science at UM has committed $\$ 15,000$, UW has committed $\$ 10,000$, and Brandon University has increased their commitment to $\$ 10,000$ to the WITP.

In addition to the supporting funds indicated above, it should be pointed out that the members of the Institute use their individual NSERC discovery grants to subsidize Institute activities. This substantial commitment of NSERC grant funds is typically greater than the sum of other WITP expenditures in a given fiscal year. Funding at a level commensurate with the large number of members and students it serves, is essential for a successful future of the WITP.

### 1.3 Impact of COVID-19

As has been the case for the majority of academic organizations, the COVID-19 pandemic presented many challenges to the normal operation of the WITP. Historically, most of the Institute's activity took the form of in-person seminars with both local and visiting speakers along with a "flagship" symposium each summer. In 2017, we expanded the symposium to a two-day summer school including invited external speakers; we had hoped to run a similar larger event in 2020.

Clearly, WITP could not run the same types of activities. Starting in spring 2020, WITP pivoted to online seminars; beginning in 2021, we offered speakers "virtual visits" including additional zoom meetings with WITP members. We also held our annual symposium online in 2020 and 2021. These online talks had some advantages, specifically allowing us to invite a larger number and variety of external speakers. Indeed, WITP hosted almost twice as many seminars in 2020 and 2021 compared to the two previous years.

The summer of 2022 brought a return to in-person activities at WITP with two visitors and a very well-attended symposium at the UWinnipeg campus. While participation showed a strong appetite for in-person activities, especially among students, we held these events in hybrid format. We recognize that many may still be more comfortable with online participation; furthermore, the geographically dispersed membership of WITP (including a significant contingent in the west of the province) is very well-suited to online participation. The current ubiquity of teleconferencing software and adapted classrooms is a great benefit to WITP in this sense.

## 2 Mission and Objectives

### 2.1 Original Objectives

In the original proposal for the creation of WITP, the objectives were

1. Enhance research output
2. Increase visibility nationally and internationally
3. Increase cooperation and collaboration amongst researchers
4. Enhance facilities for training of highly qualified research personnel, such as graduate students and postdoctoral fellows
5. Enhance the ability of Members to attract external research support

Also in the proposal, the specific activities and functions of the Institute

- Facilitate long-term scientific visitors
- Bring in seminar speakers on a variety of hot topics
- Organize workshops, conferences of topics on interest to members

Note that "facilities" for HQP training, objective 4., refers to the intellectual environment and level of scientific activity, which directly contributes to the ability of Institute members to train HQP in an effective manner.

### 2.2 Achievement of Objectives

The WITP has carried out the above mandate by encouraging collaboration between members of the Institute and by financially supporting workshops, visiting colloquium speakers, short- and long-term visits by research collaborators of international standing, and an annual summer school or summer workshop for our summer and graduate students.

The Institute has produced annual reports summarizing the activities, which are available at http:// www2.physics.umanitoba.ca/u/witp/reports.html Details of how these objectives have been achieved are given in the sections listed below (objectives are identified in order as given above):

1. See sections 3.1, 3.4, 5.1, and appendix I.1.
2. See sections 3.4, 5.2, and appendices I. 2 and I.3.
3. See sections 3.3, 3.4, and appendices I. 2 and I.3.
4. See sections $3.3,3.4,4.1,4.2,5.2,6.1$, and appendix I.4.
5. See section 3.2 and appendix II.

The WITP's strategies to achieve its objectives over the next five years are given in sections 7.1 and 7.2.

### 2.3 Changes to Objectives

The WITP objectives, in general, have not changed. An important addition to our activities, however, has been the annual summer school/workshop which offers our students the possibility to present their own research. Furthermore, we have invited lecturers of international standing to present topics at the forefront of theoretical physics research at the annual summer school/workshop. In addition to faculty members of the Physics departments of the participating universities we have in recent times also added faculty members from the Mathematics department at UM and are anticipating that interdisciplinary research will play an even more important role within the WITP in the future.

## 3 Research Accomplishments

### 3.1 Publications \& Presentations

According to its mandate, the WITP exists to enhance the research of its individual Members in theoretical physics. Therefore, there is no distinction between Institute research and the research of individual members. The work of WITP Members has been extremely productive, representing the high activity level of theoretical physics in Manitoba, which spans many disciplines in physics, including string theory, gravitational physics, condensed matter physics, mesoscopic physics, quantum optics, particle physics, astrophysics, and mathematical physics. In the five year period 2018 through 2022, WITP members have authored 283 refereed journal articles. Many of these publications have involved WITP Student Members as co-authors, and several are published in prestigious journals, such as Nature, Physical Review Letters, and the Astrophysical Journal.

In addition, the WITP Permanent Members have given over 100 scientific presentations, including invited and contributed conference presentations, and colloquia at physics departments. These presentations at locations throughout the world have served to increase the visibility of theoretical research in Manitoba.

### 3.2 Funds Received

The most important source of funding for WITP events comes from its Members; the Members use their individual research grants to subsidize WITP activities. The members from the three universities draw upon more than $\$ 785,000$ of individual NSERC Research Grants in the 2021-22 fiscal year alone (a detailed listing is given in appendix II). It is worth noting that, since theoretical physics requires only minor equipment costs (such as computing), this figure represents a very successful level of funding. These funds have a significant fortifying effect on the level of activities in which we are able to engage. The financial contribution of the members associated with the expenses of visiting guest theorists and supports the activities and goals of the Institute but does not appear in the WITP budget. Since the cost of a single visitor typically exceeds $\$ 1000$ even for a short three-day visit, the contributions of WITP members to the visitor program is generally greater than other WITP expenditures.

For the five-year period 2018-19 to 2022-23, the University of Winnipeg has committed $\$ 2000$ per annum and the University of Manitoba has committed $\$ 3000$ per annum. Brandon University contributed $\$ 1000$ in 2018-19. For the fiscal years 2023-2027, the WITP has received commitments from UW and UM to continue the previous level of funding, $\$ 2000$ and $\$ 3000$ per annum respectively, and Brandon University has increased their funding level to of $\$ 2000$ per annum.

A small fraction of these funds will be used for the WITP visitor program, specifically providing partial support for visits that individual Members are unable to fund entirely from their own research grants or to extend the term of a visit. This is an important means by which the WITP promotes research collaboration (see below). The majority of funds in the WITP budget will be used for activities outside the usual purview of individual research grants, such as the WITP Student Symposium and Summer School (see section 4.2 and appendix I.4), conference support, and public outreach.

The Institute has neither endowment nor trust fund support. The Institute has no significant space requirements nor independent physical facilities. Since it is a collection of theorists, there is no expensive equipment or infrastructure to support.The occasional long term visitor requires a desk, but these needs have been accommodated by the space available to the physics departments at the member Universities. The host departments also supply occasional secretarial support such as that required for the preparation of seminar notices and research papers.

### 3.3 Initiatives Promoting Research Collaboration

Institute activities are designed to create a congenial atmosphere for discussion of topics in theoretical physics of interest to the WITP membership. As such, they have fostered collaboration in research. For example, the WITP supports short- and long-term visitors to Winnipeg. These visits generally led to or were a consequence of collaborations between the visitors and at least one member of the WITP. Being able to meet in person provided an enhanced opportunity for collaboration - through informal discussions over lunch, coffee, in the hallway, that are missed when collaboration is done via formal scheduled Zoom meetings or by email. More generally, WITP research seminars have helped encourage numerous undergraduate students to join research collaborations (and continue in graduate education, in some cases). The seminars also enabled WITP members to learn about the research programs of the WITP members hosting the visitors, thereby fostering discussion and potential collaboration. See appendices I. 2 and I. 3 for a complete list of seminars and visitors. The physics departments at both UM and UW have committed to provide office space for WITP visitors, and individual Members make a substantial contribution to visitor funding from their grants.

### 3.4 Research Promotion

Per its mandate, the WITP undertook the following main initiatives in recent years to promote research: Hosting visitors, conducting a research seminar series, organizing Summer Schools, supporting the CAP PhD thesis prize (Division of Theoretical Physics), and sponsoring conferences, both in Manitoba and elsewhere in the country. The visitor and seminar programs serve similar purposes in promoting a stimulating environment for research. For one, they provide members with insight into theoretical physics research outside their current interests and breadth to the education of our trainees, including grad students and postdocs. In addition, they help members keep abreast of current research worldwide and generate discussions needed to sustain strong research. It is very important to note that there is no other forum for technical presentations on theoretical physics in Manitoba. The WITP seminars are therefore critically important in exposing graduate student and postdoctoral trainees to current research, which in turn makes them more attractive for future employment in physics. Please see appendices I. 2 and I. 3 for a complete list of seminars and visitors over the 5-year period 2018-2022.

For relatively small amounts of money contributed to national conferences, we were able to broadly advertise the existence of the WITP across Canada and, through foreign conference participants, internationally as well. This increased "global presence" has been extremely beneficial to the overall research environment leading to increased interest from researchers and graduate students outside the province. The Theory Canada conferences have been particularly useful in this regard since they brought together theorists in diverse fields from all over Canada to present their research. In the last 5 years, WITP has contributed to Theory Canada in 2018 and 2019 (this conference series has not yet resumed after the initial pandemic cancellation). At the national and international level, WITP also supported a plenary lecture in theoretical cosmology at the Canadian Association of Physicists Congress in 2019 and an on-line conference "Applications of Quantum Information Theory in QFT and Cosmology" (hosted by the University of Lethbridge) in 2021; the latter had significant international participation. Even more significant was the impact of conferences that were held here in Manitoba. WITP sponsored the 2018 "Physics at the Nanoscale" workshop in honour of former member (and Canada Research Chair) Tapash Chakraborty and has made a substantial contribution to the Women in Physics Canada conference scheduled for summer 2023 at UManitoba (originally scheduled for 2020). Such events bring experts on various subjects to Manitoba from all over the world. This invariably leads to collaborations and raises the profile of theoretical physics at all three member Universities.

Furthermore, the WITP sponsors the P.R. Wallace PhD thesis prize together with the Division for

Theoretical Physics of the Canadian Association of Physicists. (Wallace was a leading Canadian theoretical physicist in the 20th century.) In addition to financial sponsorship, the WITP Past Director normally serves on the judging committee for the prize. This prize greatly enhances the visibility of theoretical physics in Manitoba and has even helped with faculty recruitment: the current WITP Director is a former Wallace Prize winner!

## 4 Training Accomplishments

### 4.1 Summary of Trainees

The faculty members of WITP are active in research and in the training of highly qualified personnel (research associates, postdoctoral fellows, graduate students, and undergraduate research students). The following table shows the numbers of HQP associated with WITP in the past five years.

|  |  <br> Postdoctoral Fellows | Graduate <br> Students | Undergraduate <br> Students |
| :---: | :---: | :---: | :---: |
| 2018 | 15 | 38 | 20 |
| 2019 | 16 | 43 | 21 |
| 2020 | 7 | 25 | 37 |
| 2021 | 10 | 21 | 20 |
| 2022 | 4 | 22 | 21 |

### 4.2 Unique Training Situations

Since the WITP includes all theoretical physicists in the province of Manitoba and includes experts in a broad range of subjects, it presents a few unique opportunities for our HQP. For instance, the WITP's seminar series (see sections 3.3, 3.4) exposes HQP trainees to topics outside their own specialization and to research in the broader physics community.

In addition, the WITP is itself large enough to provide extra training opportunities for our students. The Student Symposia and Summer Schools-typically held in August-have been a great success, giving our graduate and undergraduate students the experience of presenting their research in a conference-like setting with world-leading experts in the field in the auditorium. Furthermore, it provides the students, and the WITP, an opportunity to showcase the world-class research in theoretical physics that is being undertaken in Manitoba. More information on Symposia since 2018 is found in Appendix I.4.

The WITP also provides training opportunities for HQP through its support of regional and national conferences. Specifically, in addition to funding provided from the Member's grants, the WITP's contributions towards the conferences in many cases leverage significantly more travel funds for our students and postdoctoral fellows to attend these events.

## 5 Research Dissemination \& Service

### 5.1 Research Dissemination

We re-emphasize that the WITP exists to support and enhance the research programs of its Members, so there is no distinction between Institute research and the research of individual Members. As can be seen from the list of research accomplishments in this review submission and previous WITP reports, the theoretical physics community in Manitoba is extremely strong and productive. The research, which encompasses many different areas of theoretical physics, was disseminated primarily through refereed research publications in the top journals in the respective fields (while these vary somewhat from field to field, they generally include the Physical Review series of journals, which is well-represented in our Members' publications). As well, members have given talks, both invited and contributed, at national and international conferences. These in turn have led to published contributions in conference proceedings. Members also disseminate their research through technical seminars presented at universities and other research facilities throughout Canada and around the world. For more details, see section 3.1 above and appendix I.1.

### 5.2 Service

The WITP provides service to the physics community in Manitoba and throughout Canada. By sponsoring visitors and seminars within Manitoba, the WITP has substantially enhanced the research and learning environment of undergraduate and graduate students in the province. In addition, the WITP serves the Canadian physics community by providing (modest) financial support to several national theoretical physics conferences, which simultaneously promotes the Manitoba theoretical physics community at a national level.

In 2018-2022, these included

- Applications of Quantum Information in QFT and Cosmology 2021, held online by University of Lethbridge. WITP provided $\$ 500$ support of which $\$ 400$ was refunded due to lower than anticipated costs.
- Women in Physics Canada 2023, to be held at the University of Manitoba. WITP will fund two theory speakers for a total amount of $\$ 2500$. WITP made this funding commitment in early 2020 because the conference was originally planned for summer 2020 and postponed due to the pandemic.
- Canadian Association of Physicists Congress 2019, held at Simon Fraser University (BC) in June 2019 (\$300). WITP funds supported the plenary lecture by Professor Cora Dvorkin of Harvard University.
- Theory Canada 14 held in May-June 2019 at the University of British Columbia and TRIUMF (\$500) in support of student attendance. Theory Canada is the leading national conference for theoretical physics.
- Theory Canada 13 held in June 2018 at St. Francis Xavier University (\$500).

Going back to 2008, these have included

- Graphene Canada Conference, Banff, AB, 2008 (\$500).
- Theory Canada IV, CRM, Montréal, QC, 2008 (\$480).
- Theory Canada V, UNB, Fredericton, NB, 2009 (\$517.39).
- Canadian Conference on General Relativity and Relativistic Astrophysics, Calgary, AB, 2009 (\$200).
- Canadian Prairie Theoretical Physics Network meeting, Lethbridge, AB, $2010(\$ 1,000)$.
- Theory Canada VII, Lethbridge, AB, 2012 (\$400).
- Theory Canada IX, Waterloo, ON, 2014 (\$500).
- 15th Canadian Conference on General Relativity and Relativistic Astrophysics, U of Winnipeg, 2014, organized by WITP members: A. Frey, R. Danos,G. Kunstatter, and D. Vincent $(\$ 2,000)$.
- CASCA 2016: the annual meeting of the Canadian Astronomical Society which was held in Winnipeg (May 30- June 2, 2016) and organized by WITP members from U of M and UW $(\$ 2,000)$.
- 16th Canadian Conference on General Relativity and Relativistic Astrophysics, SFU (July 6-8, 2016). G. Kunstatter and A. Frey were members of the organizing committee ( $\$ 500$ ).

These conferences are an important means for the Canadian theoretical physics community to exchange ideas and disseminate results. By providing funding, the WITP helps stimulate theoretical physics work in Manitoba and throughout Canada. In addition, these conferences provide an opportunity for WITP students to gain experience presenting their results to an audience of peers and senior researchers in a professional setting. They are also exposed to cutting-edge research, improving their education. In light of this, the WITP often specifies that its funds support student travel to conferences. As an ancillary benefit of this service, WITP conference support increases the visibility of theoretical physics in Manitoba, which helps to attract graduate students to the province.

The WITP also likes to invite prominent physicists to provide a series of public lectures. On March 23 2023, a WITP public lecture will be given at UW by Sylvester James Gates, Jr., Clark Leadership Chair in Science, University of Maryland, past President of the National Society of Black Physicists and past President of the American Physical Society. In addition to the aims mentioned above, this public lecture will also serve to reach out to historically underrepresented groups - those who do not often see themselves reflected in the Physics and STEM communities, and highlight to them the fantastic work being done by members of their own communities.

This builds on the past success of WITP public lectures: 1) The WITP co-sponsored a public lecture in 2014 with the 15th Canadian Conference on General Relativity and Relativistic Astrophysics, which was held in Eckhardt-Gramatte Hall at the University of Winnipeg. The lecture, titled "Higgs Bang" was presented by Neil Turok, the Director and Niels Bohr Chair of the Perimeter Institute and the 2013 CBC Massey Lecturer. This was a rare event for Winnipegers to see one of the leading minds of cosmology, and close to 200 people attended. 2) As part of the CASCA 2016 conference, co-sponsored by the WITP, the winner of the 2015 Nobel Prize in Physics, Dr. Art McDonald gave a public lecture 'The Sudbury Neutrino Observatory: Observing the Sun from 2 km Underground', on June, 1, 2016.

### 5.3 Impact on Programs and Policies

The WITP's mandate is to enhance the research of its Members, raise the visibility of theoretical physics research in Manitoba, and improve the training of highly qualified personnel in theoretical physics. As such, the WITP has not attempted to change the policies of other institutions.

## 6 Current Membership

### 6.1 List of Members

Following is a list of the WITP membership as of Jan. 2023. Members are affiliated with the physics departments (or, in some cases, the mathematics departments) of their home universities.

## Permanent (Faculty) Members

- M.E. Alexander ${ }^{2}$, Ph.D. (Manchester University, UK)
- P.G. Blunden ${ }^{1}$, Ph.D. (Queen's) [Director, 93-94]
- M.E. Carrington ${ }^{3}$, Ph.D. (SUNY, Stony Brook)
- J. D. Fiege ${ }^{1}$, Ph.D. (McMaster)
- A.R. Frey ${ }^{2}$ Ph.D. (UCSB) [Director, 13-14, 19-21]
- T.D. Fugleberg ${ }^{3}$, Ph.D. (UBC)
- D. Krepski ${ }^{1}$, Ph.D. (Toronto)
- E. McDonough ${ }^{2}$, Ph.D. (McGill)
- S. Plosker ${ }^{3}$, Ph.D. (Guelph)
- A. Prymak ${ }^{1}$, Ph.D. (Kyiv National Taras Schevchenko)
- S. Safi-Harb ${ }^{1}$, Ph.D. (Wisconsin-Madison)
- E. Schippers ${ }^{1}$, Ph.D. (Toronto)
- A. Shalchi ${ }^{1}$, Ph.D. (Ruhr-Universität Bochum)
- K.M. Shamseddine ${ }^{1}$, Ph.D. (Michigan State) [Director, 15-16]
- K. Shiells ${ }^{1}$, Ph.D. (University of Manitoba)
- J. Sirker ${ }^{1}$, Ph.D. (Universität Dortmund) [Director, 17-18]
- R. Stamps ${ }^{1}$, Ph.D. (Colorado State University)
- D.W. Vincent ${ }^{2}$, Ph.D. (Toronto) [Director, 94-95]
- J.G. Williams ${ }^{3}$, Ph.D. (Birmingham) [Director, 96-97]

[^21]
## Senior Scholars

- G. Kunstatter ${ }^{2}$, Ph.D. (Toronto) [Director, 91-92, 09-12]
- P.D. Loly ${ }^{1}$, Ph.D. (London) [Director, Fall 99, 00-01]
- C. O'Dea ${ }^{1}$, Ph.D. (Massachusetts)
- M. Whitmore ${ }^{1}$, Ph.D. (McMaster)
- B.W. Southern ${ }^{1}$, Ph.D. (McMaster) [Director, 90-91, 07-09]
- J.P. Svenne ${ }^{1}$, Ph.D. (M.I.T.) [Director, 95-96]
- G.C. Tabisz ${ }^{1}$, Ph.D. (Toronto)
- J.M. Vail ${ }^{1}$, Ph.D. (Brandeis) [Director, 98-99]

Associate Members Postdoctoral Fellows

- A. Chatterjee (Safi-Harb)
- S. Moein (Plosker with N. Johnson, Mt Allison)
- A. Mukherjee (Carrington and Kunstatter)
- R. Alves Pimenta (Sirker)

Graduate Students Note: The following individuals registered as WITP student members and completed consent forms for their information to be published in this report. This is not a complete list of graduate trainees of the WITP. Supervisors are listed in parentheses.

- H. Monterde (Plosker)
- R. Begum Popy (Stamps)
- K. Au (Fiege)
- N. Agarwal (Frey)
- C. Duggal (O'Dea)
- B. Meggison (Carrington and Frey)
- V. Arendt (Shalchi)
- M. Singha (O'Dea with S. Baum, Manitoba)
- K. Monkman (Sirker)
- A. Urichuk (Sirker)
- Z. Arif (Shiells)

Undergraduate Research Students 2021-22 Note: The following individuals complete consented forms their information to be published in this report. This is not a complete listing of undergraduate trainees of the WITP. Supervisors are listed in parentheses.

- P. Singh (Frey)
- G. Payeur (McDonough)
- J. Yang (Frey)
- A. Rossi (McDonough)
- S. Heiland (Safi-Harb)
- B. Man (Safi-Harb)
- I. Sander (Safi-Harb)
- N. Doerksen (Safi-Harb)
- B. Friesen (Carrington)
- J. Elder (Fugleberg)
- T. Friesen (Carrington)


### 6.2 Reporting Structure

The WITP Executive Committee at January 1, 2022 consisted of A. R. Frey (UWinnipeg) as the Director, E. McDonough (UWinnipeg) as Dierector-Elect, and P. Blunden (UManitoba) in the capacity of PastDirector. Starting January 1, 2023, the Director is E. McDonough (UWinnipeg), Director-Elect is K. Shiells (UManitoba), and Past Director is A. Frey (UWinnipeg). The Executive normally spends less than $5 \%$ of its time with the administrative aspects of the Institute, and the Director reports directly to the Deans of Science at the University of Manitoba and the University of Winnipeg.

## 7 Five-Year Plan

### 7.1 Future Research Direction and Development Strategies

Rather than following a fixed research direction, the WITP's mandate is to provide a supportive and stimulating environment for its Members to pursue their own research programs within theoretical physics. In order to provide this support, the WITP will maintain and improve its core activities (discussed separately below).

Key Activity I: Student Symposium and Summer School The WITP annual Summer Student Symposium was initiated in 2012, and since then has become a flagship activity of the WITP. This was a one-day meeting of WITP Members which gave WITP Student Members, especially undergraduate students, the opportunity to present their research in a conference-style talk but a more relaxed setting. As discussed above, this is a necessary skill that requires practice. In addition to giving students the opportunity to give technical presentations, the Student Symposium allows the Permanent Members, through their students, to share their work with the rest of the WITP, promoting collaboration. Since then, we have organized a summer symposium for our students every year. More information on the previous five summer schools is given in appendix I.4.

In 2017 the symposium was expanded into a summer school with internationally renowned experts in condensed matter theory (Ian Affleck, UBC, FRSC, FRS London and Onsager prize recipient of the American Physical Society), string theory (Keshav Dasgupta, McGill), cosmology (Scott Watson, Syracuse), mathematical physics (Jose Aguayo, Concepcion, Chile), and quantum optics (Fabian Grusdt, Harvard). The response to the 2017 summer school, held at UM, was uniformly enthusiastic with more than 40 participants. The WITP is planning a similar event for summer 2023, and we expect a comparable level of enthusiasm and success.

These annual events will rotate among UW, UM, and Brandon University. The amount listed in the budget allows the WITP to cover the costs for invited lecturers, as well as coffee and lunch for the participants.

Key Activity II: Regular Programming In order to foster a vibrant community and a stimulating environment for WITP members to do their research, train HQP, and to facilitate HQP recruitment, the WITP will maintain an active schedule of regular programming, via WITP seminars and WITP research visitors.

## - Visitors

A key function of the WITP has always been an active in-person visitor program to support collaboration with physicists outside Manitoba. In addition to promoting collaboration, the visitor program provides a source of speakers for WITP seminars; having external speakers is important in maintaining a vital research community and is crucial for exposing theoretical physics students to cutting-edge research in theoretical physics beyond Manitoba.
These visits are primarily funded by Member grants with office space provided by the Physics Departments at UM and UW when required, and the WITP will continue to encourage Members to invite their visitors to give a technical seminar as part of the WITP seminar program. In addition, the WITP will use its funds when available to extend visitor stays and to allow Members to invite visitors when the cost is prohibitive for their own individual grant. These measures will allow the WITP to maintain and increase what is already a successful program.

In the years before COVID-19, the in-person visitor program was one of the WITP's major activities. For example, in the period 2013-2017, the WITP had five to seven visitors per year, including several who stayed for a week or longer. During COVID, the WITP was forced to adopt a 'virtual' visitor program, as documented in Appendix I.3. Going forward, we seek to reinvigorate the community through a robust WITP visitor program, at or exceeding the pre-COVID levels.

## - Seminars

WITP seminars are the primary activity by which the WITP promotes a congenial atmosphere for theoretical physics research and collaboration among Members; a lively discussion of current developments in physics is an important stimulus to theoretical physics research. The existence of an active seminar series is a helpful recruiting point for new faculty hires, and the WITP provides the only forum for technical seminars on theoretical physics in Manitoba. WITP seminars are a vital resource for increasing the breadth of education of theoretical physics students and postdoctoral fellows, especially on current topics in physics, and they represent one means of knowledge transfer within the WITP. Many WITP visitors are willing to speak in the seminar series, so there is a strong synergy between the two Institute activities. WITP seminars have virtually no associated cost; the Physics Departments at UM and UW provide both space and advertising. The seminars for the past five years are listed in appendix I.2.
The COVID era saw a transition from in-person to virtual WITP seminars. As COVID restrictions have loosened, the seminars have transitioned to hybrid format. The hybrid seminar format provides tremendous flexibility and inclusivity, e.g., Brandon University WITP members can join a UM WITP seminar remotely, or vice versa. We may continue some on-line only seminars as a way to hear from a greater number of international researchers at low cost.

Key Activity III: Outreach Program A new WITP initiative for the years 2023-2027 will be the development and deployment of an outreach program, including outreach that specifically targets Aboriginal peoples. The format will be WITP student member presentations, developed in partnership with WITP faculty members, delivered to high school students. Similar to our 2023 Public Lecture by Dr. Gates, this will serve to not only share knowledge but also to bring new people into the science community. With a robust base of students and faculty across the province of Manitoba, the WITP is particularly well suited to this task. The outreach program is also nearly cost-free, making it an easy target for growth of the WITP activities.

Key Activity IV: Public Lectures The WITP has a long history of bringing pre-eminent physicists to Manitoba to deliver a public lecture. Given budgetary considerations, this is only possible every few years. Past speakers include Dr. Neil Turok, the Director and Niels Bohr Chair of the Perimeter Institute and the 2013 CBC Massey Lecturer, and Dr. Art McDonald the 2015 Nobel Prize winner in Physics.

These events have been extremely successful and at the envisioned increased funding level we are planning to hold such public lectures more regularly. These talks by prominent visiting scientists would not only increase the profile of the WITP in Winnipeg (and Brandon if funding and schedule allow) but also provide WITP members the opportunity to consult with leading minds.

On March 23 2023, a WITP public lecture will be given at UW by Sylvester James Gates, Jr., Clark Leadership Chair in Science, University of Maryland, past President of the National Society of Black Physicists and past President of the American Physical Society. In addition to the aims mentioned above, this public lecture will also serve to reach out to historically underrepresented groups - those who do not see themselves reflected in the Physics and STEM communities, and highlight to them the fantastic work being done by members of their own communities.

Key Activity V: Conference Support The WITP has a long history of supporting conferences in Canada. For relatively small amounts of money contributed to national conferences in theoretical physics, the WITP is able to advertise its existence broadly across Canada and, through foreign conference participants, internationally as well. This increased visibility has been extremely beneficial to the overall research environment leading to increased interest from researchers and prospective graduate students outside the province. This promotes collaboration between WITP Members and other researchers as well as graduate student recruitment. The Theory Canada series of conferences have proven especially beneficial since they have become the main meeting of Canadian theoretical physicists and bring together theorists to present research in diverse fields. As a result, the WITP plans to provide financial support for the Theory Canada conference next year and also in the future.

The WITP will also support national and international theoretical physics conferences which are held in Manitoba. Most recently, the WITP provided $\$ 2500$ to the Women in Physics conference, to be held at UM in July 2023. WITP has also contributed to the Canadian dues in the Asia-Pacific Centre for Theoretical Physics for two years; APCTP not only hosts meetings on-site in South Korea but also provides substantial funding for meetings in member nations, including Canada (and hopefully soon in Manitoba). These events bring a large number of experts from around Canada and the world to Manitoba and improve the profile of theoretical physics research in the province. Informal discussions with colleagues throughout the conference leads to collaborations, the large number of visitors allows WITP students to meet leading international scientists and to gain exposure to a wide variety of research, and the formal conference activities allow local researchers an opportunity to disseminate research to a wide audience.

Miscellaneous Activities The WITP has taken a few additional steps to increase its profile within Canada. One important element has been the co-sponsoring of the yearly P.R. Wallace PhD thesis award by the Division of Theoretical Physics of the Canadian Association of Physicists (CAP). The prize not only increases the visibility of the WITP but is also a good recruitment tool for graduate students and Postdocs. Normally, the WITP Past Director serves as one judge of this competition.

Growth The WITP membership includes all of the theoretical physicists in the province. Hence its growth relies upon the Associate and Student Members that it can attract (i.e. graduate students, postdoctoral fellows, and research associates), along with occasional new faculty hires. The number and quality of these Associate and Student Members is dependent on the Institute being able to create a positive research atmosphere. This in turn depends strongly upon the level of funding that the Institute receives. In view of its overall research productivity, in terms of published papers and supervised graduate students, and the demonstrated ability to attract excellent visiting scientists, the Institute is achieving its goals, and the five-year plan presented above will continue and improve upon the WITP's ability to attract new Associate and Student Members.

There are two other potential areas of growth. One is identifying new Permanent Members at UM, UW, and Brandon University among current faculty members in related fields. For example, experimental physicists who work closely with theorists may be candidate members, as may mathematicians whose research is closely related to mathematical physics. The other potential avenue is at the institutional level. Specifically, the WITP has indicated its interest in formalizing its relationship with Brandon University by becoming an official institute of that university (making it an official institute of all three major universities in the province). We hope to have productive conversations with Brandon University administrators on this matter.

We would like to note that the WITP is already an interdisciplinary Research Centre including scientists from Physics and Mathematics Departments. As part of the five year plan, we want to grow our membership among colleagues in mathematics who work in fields which intersect with theoretical physics. We also want
to explore possibilities to work more closely with the Pacific Institute for the Mathematical Sciences (PIMS) which UM has joined in 2015.

### 7.2 Budget

The WITP does not incur or depend on any fixed annual cost. Further, the purpose and the activities of the Institute are designed to ensure that virtually all funds go directly towards research, in the form of visitors, seminars, summer schools, etc. Since the WITP is a collection of theorists, we have no expensive equipment to maintain or technicians to employ, and there are virtually no no direct infrastructure costs. This allows the WITP to tailor its operations to match the level of funding it receives. However, in order for the WITP to create visibility for the theoretical physics community in Manitoba and in order to provide adequate training for our HQP, a certain minimum funding level is required as outlined below.

The following represents a minimal budget for WITP activities in the five-year period from 2023 to 2027. It is important to note that the most costly WITP activity, the visitor program, is primarily funded by Member research grants (over $\$ 700,000$ as of 2016-2017) , and those funds are not included in the proposed budget. The following expenditures are for activities that fall outside the usual purview of a research grant and which are more properly and efficiently organized as a collective. In addition, a small fraction of WITP funding will be used to supplement the visitor program by providing partial funding to extend the stay of some visitors or to make it possible for Members to extend an invitation.

- Summer School and Summer Symposium for student researchers: $\$ 2500$

One of the most important tasks of the WITP is to provide support in the adequate training of HQP. Contrary to other areas in physics such as nuclear physics, there are no large national labs or large research collaborations where students would be exposed to broader cutting-edge research outside of what is done in the group of their supervisor. Furthermore, the percentage of faculty members working in theoretical physics is-at least at UM-much smaller than at most other U15 universities and also much smaller than the international average. This leads to a relative lack of advanced courses in theoretical physics. The WITP plays an important role in filling this gap by bringing together students from all three Manitoban universities. The annual summer school/summer symposium, in particular, provides lectures by world-leading scientists and the opportunity for our students to present their research to a larger community.

- Regular Programming: $\$ 2000$

Support for other WITP visitors and colloquia: $\$ 2000$
The WITP visitor program is primarily funded by Members; this funding is to allow visits that individual Members may not otherwise be able to afford or to increase the length of time that visitors can stay in Manitoba.

- Public Lectures: $\$ 500$

A year contribution of $\$ 500$ towards a every-three-years public lecture expense of $\$ 1500$.

- Conference support: $\$ 1000$

Advertises theoretical physics in Manitoba throughout Canada, promotes research collaborations and dissemination of results, provides opportunity to recruit graduate students

- Theory Canada conferences: \$500 Main annual conference for Canadian theoretical physics
- National \& international conferences held in Manitoba and surrounding region: $\$ 500$ Average annual amount
- DTP/WITP PhD Thesis Prize: $\$ 500$

The WITP is sponsoring a thesis prize in theoretical physics together with the Division of Theoretical Physics (DTP) of the Canadian Association of Physicists (CAP). This sponsorship increases the visibility of the WITP and is also a recruiting tool to attract students and Postdocs to Manitoba.

- Outreach program: $\$ 500$

The WITP outreach program will be comprised of student-delivered talks that target high school students and in particular Aboriginal peoples, including on reserves. The WITP will reimburse student member expenses incurred travelling to give these talks, at an expected level of $\$ 50$ a talk.

Total: $\$ 7000$ per annum
For the coming five years, 2023-2027, the Faculties of Science at UM and UW have continued their commitment of $\$ 3000$ and $\$ 2000$ per annum respectively, and Brandon University has increased their commitment to $\$ 2000$ per annum to the WITP. Thus the WITP budget falls within the funds committed to the WITP for the next five years.

In addition, the WITP is pursuing additional funding opportunities. Any funding shortfalls will be made up by distributed reductions in conference support and a reduction to the number of public lectures, followed by cuts to the Institute support for visitors and miscellaneous expenses.

## II Funds Received

In addition to funds committed to the WITP by the University of Manitoba, the University of Winnipeg, and Brandon University, it should be pointed out that the members of the Institute use their individual NSERC Discovery Grants to subsidize Institute activities. The members from the three universities received more than $\$ 785,000$ of individual NSERC Research Grants in the 2021-22 fiscal year. These funds have a significant fortifying effect on the level of activities in which we are able to engage. The financial contribution of the members associated with the expenses of visiting guest theorists, supports the activities and goals of the Institute, but does not appear in the budget data shown above. Please note that these numbers do not include additional grants awarded to new WITP Permanent Members in the 2022 or 2023 NSERC competitions.

The funds received by non-retired individual members are summarized in the table below. NSERC is the National Science and Engineering Resource Council of Canada, DG represents the Discovery Grant program, and CRC is the Canada Research Chairs program. SAP indicates the subatomic physics envelope of NSERC.

| Member | Source \& Type | 2021-22 Amount |
| :--- | :--- | :--- |
| M.E. Carrington | NSERC DG (SAP) | $\$ 40,000$ |
| J.D. Fiege | NSERC DG | $\$ 42,000$ |
| A.R. Frey | NSERC DG (SAP) | $\$ 40,000$ |
| D. Krepski | NSERC DG | $\$ 26,000$ |
| G. Kunstatter | NSERC DG | $\$ 34,000$ |
| C. O'Dea | NSERC DG | $\$ 33,000$ |
| S. Plosker | NSERC DG | $\$ 19,000$ |
|  | NSERC CRC II | $\$ 120,000$ |
| A. Prymak | NSERC DG | $\$ 18,000$ |
| S. Safi-Harb | NSERC DG | $\$ 50,000$ |
|  | NSERC CRC I | $\$ 200,000$ |
| E. Schippers | NSERC DG | $\$ 18,000$ |
| A. Shalchi | NSERC DG | $\$ 33,000$ |
| K. Shamseddine | NSERC DG | $\$ 28,000$ |
| J. Sirker | NSERC DG | $\$ 34,000$ |
| R. Stamps | NSERC DG | $\$ 50,000$ |

## III Financial Statements

The WITP has three financial accounts, one maintained at the University of Winnipeg and two at the University of Manitoba, with the secon UM account corresponding to the BU contributions. For the fiscal years 2018-2022, the financial commitments from BU, UW, and UM, were $\$ 1000$, $\$ 2000$, and $\$ 3000$ respectively. Due to covid restrictions and shift to virtual visitors, there is a significant funds remaining in the accounts: $\$ 8265.00$ at UW, $\$ 5,103$ and $\$ 481.00$ at UM. These funds, left over from the COVID era, will be used to fund the March 232023 public lecture and 2023 summer school expenses.

For the coming five years, 2023-2027, the Faculties of Science at UM and UW have continued their commitment to $\$ 3000$ and $\$ 2000$ per annum respectively, and Brandon University has increased their commitment to $\$ 2000$ per annum to the WITP. A budget table for the fiscal years $2023-2027$ is given below.

WITP Yearly Budget Fiscal Years 2023-2027

| Budget Item | Annual Amount |
| :--- | :--- |
| Summer School and Symposium | $\$ 2500$ |
| Regular Programming (visitors and colloquia) | $\$ 2000$ |
| Public Lecture (every three years) | $\$ 1500$ |
| Conference Support | $\$ 1000$ |
| DTP/WITP PhD Thesis Prize | $\$ 500$ |
| Outreach Program | $\$ 500$ |
| Total Expenses | $\$ 7000$ |

Figure 6: WITP Budget for fiscal years 2023-2027. The annual budget is $\$ 7000$, contributed by UM (\$3000), UW (\$2000), and BU (\$2000).

## Preamble

The terms of reference for the Senate Committee on Nominations may be found on the University Governance website at:
https://umanitoba.ca/governance/sites/governance/files/2021-09/Senate Committee on Nominations Terms of Reference.pdf
The Committee met on May 2, 2023 to consider nominations to fill vacancies on the standing committees of Senate.

## Observation

Listed below are Senate committees with vacancies to be filled, along with the names of the nominees being proposed, their faculty/school, and the expiry date of their terms. Unless otherwise stated, all terms begin on June 1, 2023.

Following the list is the membership list for each of those committees, including the names of the nominees, which have been highlighted.

## Recommendations

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

| COMMITTEE | NOMINEE(S) | $\begin{aligned} & \text { FACULTYI } \\ & \text { SCHOOOL } \end{aligned}$ | TERM END DATE |
| :---: | :---: | :---: | :---: |
| Senate Committee on Academic Accommodation Appeals | Carrie Madden (R)* | Science | 2026.05.31 |
|  | Richard Jochelson (R) (S)** | Law | 2026.05.31 |
|  | Elizabeth Troutt (R) | Arts | 2026.05.31 |
|  | Lisa Engel | Health Sciences | 2026.05.31 |
| Senate Committee on Academic Computing | Marcia Friesen (S) | Engineering | 2024.05.31 |
|  | $\begin{aligned} & \text { Peter Eck (S) } \\ & \text { (Term Begins 2023.07.01) } \end{aligned}$ | Agricultural \& Food Sciences | 2023.12.31 |
| Senate Committee on Academic Freedom | Nathan Greidanus (S) | Management | 2026.05.31 |
|  | Merli Tamtik | Education | 2026.05.31 |
|  | Uche Nwankwo (S) (student) | Graduate Studies | 2024.05.31 |
| Senate Committee on Academic Review | Hanieh Rezasoltani (S) (student) | Graduate Studies | 2024.05.31 |
| Senate Committee on Admissions | Ed Jurkowski (R) (S) | Music | 2026.05.31 |
|  | Robert Biscontri (R) (S) | Management | 2026.05.31 |
|  | Stephanie Nunes <br> (On leave 2022.07.07-2023.01.05) | Health Sciences | 2026.05.31 |
|  | Hai Luo (S) | Social Work | 2026.05.31 |
|  | Ricardo Ferreira Louro Silva <br> (Term begins 2023.07.01) | Environment, Earth \& Resources | 2023.12.31 |
|  | Armin Aghajani (S) (student) | Graduate Studies | 2024.05.31 |
| Senate Committee on Admission Appeals | Subbu Sivaramakrishnan (R) | Management | 2026.05.31 |
|  | Christine Mayor | Social Work | 2026.05.31 |
|  | Khaled Zohni <br> (Term begins 2023.07.01) | Health Sciences | 2024.05.31 |
| Senate Committee on Appeals | Hai Luo (S) <br> (Term Begins 2023.07.01) | Social Work | 2024.05.31 |
|  | $\begin{aligned} & \text { Rod Lastra (R) (S) } \\ & \quad \text { (Term Begins 2023.07.01) } \end{aligned}$ | Extended Education | 2024.06.30 |
|  | Robert Biscontri (R) (S) | Management | 2026.05.31 |
|  | Noriko Boorberg | Health Sciences | 2026.05.31 |
|  | Uche Nwankwo (R) (S) (student) | Graduate Studies | 2024.05.31 |


|  | Armin Aghajani (S) (student) | Graduate Studies | 2024.05.31 |
| :---: | :---: | :---: | :---: |
| Senate Committee on Awards | Mazdak Khajehpour | Science | 2026.05.31 |
|  | Marcia McKenzie | Extended Education | 2026.05.31 |
|  | Hanieh Rezasoltani (S) (student) | Graduate Studies | 2024.05.31 |
| Senate Committee on Curriculum and Course Changes | Trina Arnold <br> (Term begins 2023.07.01) | Health Sciences | 2023.12.31 |
|  | Sean McKenna (R) | Science | 2026.05.31 |
|  | Jason Peeler (S) | Health Sciences | 2026.05.31 |
|  | Armin Aghajani (S) (student) | Graduate Studies | 2024.05.31 |
| Senate Committee on Honorary Degrees | Jeremy Patzer (S) | Arts | 2026.05.31 |
| Senate Committee on Instruction and Evaluation | Ankit Doshi (Term begins 2023.07.01) | Science | 2024.06.30 |
|  | Armin Aghajani (S) (student) | Graduate Studies | 2024.05.31 |
| Joint Senate Committee on Masters Programs | Susan Prentice (S) | Arts | 2026.05.31 |
| Senate Committee on Libraries | Michael Yellow Bird (R) (S) | Social Work | 2026.05.31 |
|  | Kirstin Brink | Environment, Earth \& Resources | 2026.05.31 |
|  | Uche Nwankwo (S) (student) | Graduate Studies | 2025.05.31 |
| Senate Committee on Medical Qualifications | BJ Hancock (R) | Health Sciences | 2026.05.31 |
| Senate Planning and Priorities Committee | Mark Gabbert (R) | Arts | 2027.05.31 |
| Senate Committee on Rules and Procedures | Richard Jochelson (S) | Law | 2024.05.31 |
|  | John Anderson (R) (S) | Science | 2026.05.31 |
|  | Reg Urbanowski (R) (S) | Health Sciences | 2026.05.31 |
| Senate Committee on University Research | David Watt <br> (Term Begins 2023.07.01) | Arts | 2023.12.31 |
|  | Afshin Raouf <br> (Term Begins 2023.07.01) | Health Sciences | 2025.05.31 |
|  | Brian Mark (S) | Science | 2026.05.31 |
|  | Dawn Sutherland | Education | 2026.05.31 |
|  | Shawn Clark (S) | Engineering | 2026.05.31 |


|  | Michelle Porter | Kinesiology \& Rec. Mgmt | 2026.05 .31 |
| :--- | :--- | :--- | :--- |
|  | Uche Nwankwo (S) (student) | Graduate Studies | 2024.05 .31 |

* (R) indicates re-appointment.
** $(\mathrm{S})$ indicates a member of Senate at time of appointment/re-appointment

Respectfully submitted,

Professor J. Paliwal, Chair
Senate Committee on Nominations

SENATE COMMITTEE ON ACADEMIC ACCOMMODATION APPEALS
last updated May 8, 2023

| Composition | Incumbents | Faculty/School | Term |
| :---: | :---: | :---: | :---: |
| Chair, appointed by the President | Robert Hoppa | Arts | 2024.05.31 |
| Vice-Chair, elected by and from the academic staff members | TBD |  |  |
| Ten members of the academic staff appointed by Senate | Nancy Hansen | Education | 2024.05.31 |
|  | Krystyna Koczanski | Science | 2024.05.31 |
|  | Christine Kelly | Health Sciences | 2024.05.31 |
|  | Trina Arnold | Health Sciences | 2024.05.31 |
|  | Cary Miller | Vice-President (Indigenous) | 2024.05.31 |
|  | Carrie Madden | Science | 2026.05.31 |
|  | Richard Jochelson (S) | Law | 2026.05.31 |
|  | Elizabeth Troutt | Arts | 2026.05.31 |
|  | Lisa Engel | Health Sciences | 2026.05.31 |
|  | TBD |  | 2026.05.31 |
| Two students appointed by Senate | TBD |  | 2024.05.31 |
|  | TBD |  | 2024.05.31 |
| Resource: Marcia Yoshida $\quad 474-6166$ <br> Terms of Office: three-year terms; students = one-year terms |  |  |  |

## SENATE COMMITTEE ON ACADEMIC COMPUTING

last updated May 8, 2023

| Composition | Incumbents | Faculty/School | Term |
| :---: | :---: | :---: | :---: |
| Provost and Vice-President (Academic) (or designate), Chair | Mark Torchia, designate |  | Ex-officio |
| Vice-President (Research and International)(or designate) | Annemieke Farenhorst, designate |  | Ex-officio |
| CIO, Information Services and Technology (or designate) | Mario Lebar, designate K-L Holter |  | Ex-officio |
| University Librarian (or designate) | Lisa O'Hara, designate Wei Xuan |  | Ex-officio |
| Manager, Learning Management Systems | Sol Chu |  | Ex-officio |
| Two Deans of Faculties or Colleges or Directors of Schools | Marcia Friesen | Engineering | 2024.05.31 |
|  | Lalitha Raman-Wilms | Health Sciences | 2025.05.31 |
| Six members of the academic staff (including at least one from the Bannatyne campus) | Peter Eck (S) <br> I/r for Franklin Bristow | Agricultural \& Food Sciences <br> Science | $\begin{gathered} 2023.12 .31 \\ 2024.05 .31 \end{gathered}$ |
|  | James Gilchrist | Health Sciences | 2024.05.31 |
|  | Ian Jeffrey | Engineering | 2024.05.31 |
|  | Kari Kumar | Extended Education | 2025.05.31 |
|  | C. Michael Sampson | Arts | 2025.05.31 |
|  | Chase Figley (S) | Health Sciences | 2025.05.31 |
| Four Students (two grads, two undergrads) | Vacant |  | 2024.05.31 |
|  | Vacant |  | 2024.05.31 |
|  | Uche Nwankwo | Graduate Studies | 2024.05.31 |
|  | Kevin Oliver | Graduate Studies | 2024.05.31 |
| Resource: Laura | Orsak-Williams 474-8174 |  |  |
| Resource (technical): Gilbe | $\begin{array}{ll}\text { Gilbert Detillieux } \\ \text { Lynette Phyfe } & 474 \\ \end{array}$ | 474-8161 |  |
| Resource: <br> Lynet |  |  |  |
| Terms of Office: three- | three-year terms; students = two-year terms |  |  |

SENATE COMMITTEE ON ACADEMIC FREEDOM
last updated May 8, 2023

| Composition | Incumbents | Faculty/School | Term |
| :---: | :---: | :---: | :---: |
| Five members of academic staff, at least three of whom shall be Senators. At least one of the five shall be from among those excluded from collective bargaining units | Jeffrey Taylor (S) (Excl) | Arts | 2024.05.31 |
|  | Fenton Litwiller | Kinesiology \& Rec Mgmt. | 2024.05.31 |
|  | Donna Martin (S) | Health Sciences | 2025.05.31 |
|  | Nathan Greidanus (S) | Management | 2026.05.31 |
|  | Merli Tamtik | Education | 2026.05.31 |
| Two students, at least one of whom shall be a student Senator | Uche Nwankwo (S) | Graduate Studies | 2024.05.31 |
|  | TBD |  | 2024.05.31 |
| Resource: Shannon Coyston $\quad 474-6892$ <br> Terms of Office: three-year terms; students = one-year terms |  |  |  |

last updated May 8, 2023

| Composition | Incumbents | Faculty/School | Term |
| :--- | :--- | :--- | :--- |
| Provost and Vice-President <br> (Academic)(or designate), Chair | Greg Smith, Designate |  | Ex-officio |
| Vice-Provost (Academic Planning <br> and Programs) (or designate) | Mark Torchia, designate |  | Ex-officio |
| Dean, Faculty of Graduate Studies <br> (or designate) | Kelley Main, <br> designate Stephen Kirkland |  | Ex-officio |
| Two members of Senate holding <br> the rank of Dean of a Faculty or <br> College, Director of a School or <br> Head of a Department* | Netha Dyck (S) (Dean) | Health Sciences | 2024.05 .31 |
|  | Jila Ghomeshi (DH) (S) | Arts | 2025.05 .31 |
| Two students who are members of <br> Senate | Hanieh Rezasoltani (S) | Graduate Studies | 2024.05 .31 |
|  | TBD |  | 2024.05 .31 |
| Three members of the academic <br> staff, at least one of whom shall be <br> a member of Senate* | Shawn Clark (S) | Sean Mckenna | Engineering |
|  | Roisin Cossar | Science | 2024.05 .31 |
|  | Arts | 2025.05 .31 |  |

[^22]SENATE COMMITTEE ON ADMISSIONS
last updated May 8, 2023

| Composition | Incumbents | Faculty/School | Term |
| :---: | :---: | :---: | :---: |
| Provost and Vice-President (Academic) (or designate), Chair | Laurie Schnarr, designate |  | Ex-officio |
| Vice-Provost (Students) (or designate) | Erin Stone, designate |  | Ex-officio |
| University Registrar and Executive Director of Enrolment Services | Jeff Adams |  | Ex-officio |
| Dean, Faculty of Arts (or designate) | Jason Leboe-McGowan, designate |  | Ex-officio |
| Dean, Faculty of Science (or designate) | Sean McKenna, designate Peter Loewen (alternate) |  | Ex-officio |
| Dean, Rady Faculty of Health Sciences (or designate) | Peter Nickerson, designate Sara Goulet |  | Ex-officio |
| Two Deans of Faculties or Directors of Schools from faculties or schools other than the Faculties of Arts, Science or Health Sciences | Mira Locher (S) | Architecture | 2024.05.31 |
|  | Ed Jurkowski (S) | Music | 2026.05.31 |
| Six members of the academic staff, at least three shall be Senators, with no two from the same faculty or school | Mojgan Rastegar (S) | Health Sciences (Medicine | 2024.05.31 |
|  | Sarah Teetzel | Kinesiology \& Recreation Management | 2024.05.31 |
|  | Dana Medoro (S) | Arts | 2025.05.31 |
|  | Robert Biscontri (S) | Management | 2026.05.31 |
|  | Ricardo Ferreira Louro Silva I/r for Stephanie Nunes | Environment, Earth \& Resources Health Sciences (Nursing) | $\begin{gathered} 2023.12 .31 \\ 2026.05 .31 \end{gathered}$ |
|  | Hai Luo (S) | Social Work | 2026.05.31 |
| Three students | TBD |  | 2024.05.31 |
|  | TBD |  | 2024.05.31 |
|  | Armin Aghajani (S) | Graduate Studies | 2024.05.31 |
| Deputy Minister of Economic Development and Training (or designate) | DECLINED |  | Ex-officio |
| One Counsellor from a High School to be nominated by the Manitoba School Counsellors' Association | TBA | TBA | 2024.05.31 |
| Resource: Olga Kuznetsova $\quad 474-8820$ <br> Three-year terms; students $=$ one-year terms |  |  |  |

## SENATE COMMITTEE ON ADMISSION APPEALS

last updated May 8, 2023

| Composition | Incumbents | Faculty/School | Term |
| :---: | :---: | :---: | :---: |
| One member holding academic appointment in the University appointed as Chair of the Committee for a three year term by the Senate Executive Committee* | Derek Oliver | Engineering | 2024.05.31 |
| One member holding academic appointment in the University appointed as Vice-Chair of the Committee for a three year term by the Senate Executive <br> Committee.* The Vice-Chair shall not be from the same Faculty/School/College as the Chair | Leisha Strachan | Kinesiology \& Recreation Management | 2026.05.31 |
| Eight members with broad representation across Faculties/Schools/Colleges holding academic appointments in the University | Khaled Zohni I/r for Ryan Cardwell | Health Sciences <br> Agricultural \& Food Sciences | 2024.05.31 |
|  | Leisha Strachan | Kinesiology \& Recreation Management | 2024.05.31 |
|  | Lucas Tromly | Arts | 2024.05.31 |
|  | James Young | Science | 2025.05.31 |
|  | Trina Arnold I/r for Patricia Thille | Health Sciences Health Sciences | $\begin{aligned} & 2023.06 .30 \\ & 2025.05 .31 \end{aligned}$ |
|  | Subbu Sivaramakrishnan | Management | 2026.05.31 |
|  | Christine Mayor | Social Work | 2026.05.31 |
|  | TBD |  | 2026.05.31 |
| Two students | TBD |  | 2024.05.31 |
|  | TBD |  | 2024.05.31 |
| President of UMSU (or designate) | Liam Pittman, designate |  | Ex-officio |
| Deputy Registrar and Director of Admissions (non-voting) | Erin Stone |  | Ex-officio |
| Resource: Marcia Yoshida $\quad 474-6166$ <br> Terms of Office: three-year terms; students $=$ one-year terms |  |  |  |

[^23]
## SENATE COMMITTEE ON APPEALS

last updated May 8, 2023

| Composition | Incumbents | Faculty/School | Term |
| :---: | :---: | :---: | :---: |
| One academic member appointed as Chair by Senate Executive | Derek Oliver | Engineering | 2025.05.31 |
| Two elected academic members appointed as ViceChairs by Senate Executive (not from same faculty/school as Chair or each other) | Vanessa Swain (I/r for Peter Blunden) | Health Sciences (Science) | 2024.06.30 |
|  | Melanie Soderstrom | Arts | 2025.05.31 |
| Three members from among Deans of Faculties or Colleges and Directors of Schools appointed by the President | Lalitha Raman-Wilms | Health Sciences | 2025.05.31 |
|  | Martin Scanlon | Agricultural \& Food Sciences | 2025.05.31 |
|  | TBD |  | 2026.05.31 |
| Five academic members of Senate | Hai Luo (S) I/r for Peter Blunden (S) | Social Work Science | 2024.05.31 |
|  | Michael Campbell (S) | Environment, Earth \& Resources | 2025.05.31 |
|  | Rod Lastra (S) I/r for Jitendra Paliwal (S) | Extended Education Agricultural \& Food Sciences | $\begin{gathered} 2024.06 .30 \\ 2025.05 .31 \\ \hline \end{gathered}$ |
|  | Derek Oliver (S) | Engineering | 2025.05.31 |
|  | Robert Biscontri (S) | Management | 2026.05.31 |
| Six academic members | Vanessa Swain | Health Sciences | 2024.05.31 |
|  | Tracey Bone (S) | Social Work | 2024.05.31 |
|  | Nicholas Harland | Science | 2025.05.31 |
|  | Melanie Soderstrom | Arts | 2025.05.31 |
|  | Lisa Landrum | Architecture | 2025.05.31 |
|  | Noriko Boorberg | Health Sciences | 2026.05.31 |
| President of UMSU (or desig.) | Christine Yasay, designate | Vice-President (Student Life) | Ex-officio |
| Six students (four undergrads from different Faculties or Schools, and two grads) | TBD |  | 2023.05.31 |
|  | TBD |  | 2023.05.31 |
|  | TBD |  | 2023.05.31 |
|  | TBD |  | 2023.05.31 |
|  | Uche Nwankwo | Graduate Studies | 2024.05.31 |
|  | Armin Aghajani | Graduate Studies | 2024.05.31 |
| One member of USB | Jules Rocque |  | 2023.05.31 |
| One student of USB | Vacant |  | 2023.05.31 |
| Resource: Marcia Yoshida $\quad 474-6166$ <br> Terms of Office: three-year terms; students $=$ one-year terms |  |  |  |

SENATE COMMITTEE ON AWARDS
last updated May 8, 2023

| Composition | Incumbents | Faculty/School | Term |
| :---: | :---: | :---: | :---: |
| Six members of the academic staff, at least one shall be a Senator; at least one from Arts and one from Science; and at least two from professional faculties/schools | Glenn Clark (S) | Arts | 2024.05.31 |
|  | Jared Carlberg, Chair | Agricultural \& Food Sciences | 2025.05.31 |
|  | Karen Kampen | Arts | 2025.05.31 |
|  | TBD |  | 2025.05.31 |
|  | Mazdak Khajehpour | Science | 2026.05.31 |
|  | Marcia McKenzie | Extended Education | 2026.05.31 |
| Two students (one graduate and one undergraduate) | TBD |  | 2024.05.31 |
|  | Hanieh Rezaoltani (S) | Graduate Studies | 2024.05.31 |
| Vice-Provost (Graduate Education) and Dean, Faculty of Graduate Studies (or designate) | Todd Duhamel, designate |  | Ex-officio |
| Associate Registrar and Director of Financial Aid and Awards (or delegate) | Jane Lastra, designate Lesli Lucas-Aseltine |  | Ex-officio |
| Associate Vice-President (Alumni \& Donor Relations) (or delegate) | Laura Asher, designate |  | Ex-officio (non-voting) |
| University Registrar and Executive Director of Enrolment Services (or delegate) | Jeff Adams |  | Ex-officio (non-voting) |
| Up to three Awards Establishment Coordinators and one Awards Selection Coordinator from Financial Aid and Awards | Thao Ha |  | Non-voting |
|  | Mabelle Magsino |  | Non-voting |
|  | Linnea Taylor |  | Non-voting |
|  | Lesli Lucas-Aseltine |  | Non-voting |
| Resource: Linnea Taylor $\quad 474-9261$ <br> Terms of Office: three-year terms; students = one-year terms |  |  |  |

# SENATE COMMITTEE ON CURRICULUM AND COURSE CHANGES 

last updated May 8, 2023

| Composition | Incumbents | Faculty/School | Term |
| :---: | :---: | :---: | :---: |
| Seven members of the academic staff | Dean McNeill, Chair | Engineering | 2024.05.31 |
|  | Dawn Sutherland | Education | 2024.05.31 |
|  | Randy Jamieson I/r for Heidi Marx | Arts <br> Arts | $\begin{aligned} & 2023.06 .30 \\ & 2025.05 .31 \end{aligned}$ |
|  | Trina Arnold <br> I/r for Sarah Teetzel (S), Vice-Chair | Health Sciences <br> Kinesiology \& Rec Mgmt. | $\begin{gathered} 2023.12 .31 \\ 2025.05 .31 \end{gathered}$ |
|  | Joanne Hamilton | Health Sciences | 2025.05.31 |
|  | Sean McKenna | Science | 2026.05.31 |
|  | Jason Peeler | Health Sciences | 2026.05.31 |
| Three students | TBD |  | 2024.05.31 |
|  | TBD |  | 2024.05.31 |
|  | Armin Aghajani | Graduate Studies | 2024.05.31 |
| One representative from the Université de Saint-Boniface named by the Recteur | Peter Dorrington |  | Ex-officio |
| One librarian named by the University Librarian | Kristen Kruse |  | Ex-officio |
| Vice-Provost (Academic Planning and Programs) (and/or delegate) | Greg Smith <br> Cassandra Davidson (delegate) |  | Ex-officio (non-voting) |
| Vice-President (Indigenous) (or delegate) | Catherine Cook, designate Cary Miller |  | Ex-officio (non-voting) |
| University Registrar and Executive Director of Enrolment Services (or delegate) | Sharon Bannatyne, designate |  | Ex-officio (non-voting) |
| Resource: Shannon Coyston <br> Terms of Office: <br> three-year terms; students $=$ one-year terms  |  |  |  |

last updated May 8, 2023

| Composition | Incumbents | Faculty/School | Term |
| :---: | :---: | :---: | :---: |
| Chancellor, Chair | Anne Mahon |  | Ex-officio |
| President, Vice-Chair | Michael Benarroch |  | Ex-officio |
| President, UMSU | Tracy Karuhogo |  | Ex-officio |
| President, Alumni Association | Jessica Carvell |  | Ex-officio |
| Five academic members from Senate including at least one Indigenous Senator | Christopher Adams (S) | St. Paul's College | 2024.05.31 |
|  | James Blatz (S) | Engineering | 2025.05.31 |
|  | Kelley Main (S) | Management | 2025.05.31 |
|  | Tracey Bone (S) | Social Work | 2025.05.31 |
|  | Jeremy Patzer (S) | Arts | 2026.05.31 |
| One representative of the community-at-large to be appointed by the Chancellor | Diane Roussin |  | 2024.05.31 |
| Resource: Melissa Watson <br> Terms of Office: three-year terms | 474-9593 |  |  |

SENATE COMMITTEE ON INSTRUCTION AND EVALUATION
last updated May 8, 2023

| Composition | Incumbents | Faculty/School | Term |
| :---: | :---: | :---: | :---: |
| Provost and Vice-President (Academic) (or designate), Chair | Mark Torchia, designate |  | Ex-officio |
| Seven members of the academic staff, at least one of whom shall be a Senator and at least one should be teaching courses in University 1. The seven shall include one Dean or Director, at least one from each of Arts and Science, and at least two from other faculties/schools (one shall be from the Bannatyne Campus) | Reg Urbanowski (S) (Dean) | Health Sciences | 2024.05.31 |
|  | Trina Arnold | Health Sciences | 2024.05.31 |
|  | Elizabeth Troutt | Arts | 2024.05.31 |
|  | Erik Thomson | Arts | 2025.05.31 |
|  | Ankit Doshi <br> I/r for Jitendra Paliwal (S) | Science <br> Agricultural \& Food Sciences | $\begin{gathered} 2024.06 .30 \\ 2025.05 .31 \end{gathered}$ |
|  | Ute Kothe | Science | 2025.05.31 |
|  | Erin Keating | Arts | 2025.05.31 |
| Four students, at least one graduate student | TBD |  | 2024.05.31 |
|  | TBD |  | 2024.05.31 |
|  | TBD |  | 2024.05.31 |
|  | Armin Aghajani (S) | Graduate Studies | 2023.05.31 |
| UMSU President or Vice-President | Tracy Karuhogo (President) |  | Ex-officio (non-voting) |
| Dean or Associate Dean, Graduate Studies | Todd Duhamel |  | Ex-officio (non-voting) |
| Executive Director, Centre for the Advancement of Teaching and Learning (or designate) | Erica Jung, Designate |  | Ex-officio (non-voting) |
| University Registrar or Associate Registrar (or designate) | Jeff Adams, designate Sharon Bannatyne |  | Ex-officio (non-voting) |
| Director, Student Advocacy (or designate) | Heather Morris, designate Matthew Carvell |  | Ex-officio (non-voting) |
| Resource: Marcia Yoshida $\quad 474-6166$ <br> Terms of Office: three-year terms; students $=$ one-year terms |  |  |  |

## JOINT SENATE COMMITTEE ON MASTER'S PROGRAMS

last updated May 8, 2023

| Composition | Incumbents | Faculty/School | Term |
| :---: | :---: | :---: | :---: |
| Three members of the academic staff, of whom one shall be from outside the departments or disciplines participating in JMPs, and the Dean of the Faculty of Graduate Studies (or designate) [University of Manitoba] | Dawn Sutherland, designate | Graduate Studies | Ex-officio |
|  | Sean Byrne | Graduate Studies | 2025.05.31 |
|  | Richard Jochelson (S) | Law | 2025.05.31 |
|  | Susan Prentice (S) | Arts | 2026.05.31 |
| Three members of the academic staff, of whom one shall be from outside the departments or disciplines participating in JMPs, and the Dean of the Faculty of Graduate Studies (or designate) [University of Winnipeg] | Manish Pandey | Graduate Studies | Ex-officio |
|  | Laura Forsythe | Education | 2024.06.30 |
|  | Carlos Colorado | Religion | 2025.06.30 |
|  | Darlene Abreu-Ferreira | History | 2026.06.30 |
| Chair to be named by the Presidents of the UofM and UofW, with a tie-casting vote only | Royce Koop | Arts | 2024.05.31 |
| One graduate student enrolled in the JMP to be proposed by the GSA and approved by $U$ of $M$ Senate | Leigh Anne Caron | Graduate Studies | 2023.05.31 |
| One graduate student enrolled in the JMP to be proposed by the Chairs of the JMP and approved by $U$ of $W$ Senate | Megan Lindell | Graduate Studies | 2023.05.31 |
| Resource: Kent Suss <br> Andrea Kailer <br> Terms of Office: three-year ter | $\begin{gathered} \mathrm{U} \text { of } \mathrm{W} \\ \mathrm{U} \text { of } \mathrm{M} \end{gathered}$ |  |  |

* Normally, each JMP will be represented on the JSC. Should a JMP not be represented on the committee, the Chair of the JMP, or his/her designate, will be invited to attend as a guest member.
** There will normally be a balance of UW and UM faculty members on the JSC.


## SENATE COMMITTEE ON LIBRARIES

last updated May 8, 2023


## SENATE COMMITTEE ON MEDICAL QUALIFICATIONS

Last updated May 8, 2023

| Composition | Incumbents | Faculty/School | Term |  |
| :--- | :--- | :--- | :---: | :---: |
| Dean, Max Rady College of <br> Medicine (or designate), Chair | Peter Nickerson, <br> designate Sara Israels | Health Sciences | Ex-officio |  |
| Provost and Vice-President <br> (Academic) (or designate) | Diane Hiebert-Murphy |  | Ex-officio |  |
| Three academic members from <br> the Max Rady College of <br> Medicine | Phil St. John | Eric Jacobsohn | Health Sciences |  |
|  | BJ Hancock | Health Sciences | 2024.05 .31 |  |
|  | Anna Ziomek | Registrar/CEO, <br> College of Physicians <br> and Surgeons | 2024.05 .31 |  |
| Resource: <br> Terms of Office: |  |  |  |  |

SENATE PLANNING AND PRIORITIES COMMITTEE
last updated May 8, 2023

| Composition | Incumbents | Faculty/School | Term |
| :---: | :---: | :---: | :---: |
| Provost and Vice-President (Academic) (or designate) | Mark Torchia, designate |  | Ex-officio |
| Vice-President (Administration) (or designate) | Mario Lebar, designate |  | Ex-officio |
| Vice-President (Research and International) (or designate) | Annemieke Farenhorst, designate |  | Ex-officio |
| Ten members of academic staff (excluding Deans, Directors and Associate/Assistant Deans or Directors), three must be members of Senate, and one must be from Bannatyne campus | Gary Anderson | Science | 2024.05.31 |
|  | Orvie Dingwall | Libraries | 2024.05.31 |
|  | Cary Miller, Vice-Chair | Arts | 2025.05.31 |
|  | Mojgan Rastegar | Health Sciences | 2025.05.31 |
|  | Colette Simonot-Maiello | Music | 2025.05.31 |
|  | Derek Oliver (S), Chair | Engineering | 2026.05.31 |
|  | Julien Arino (S) | Science | 2026.05.31 |
|  | Udaya Annakkage | Engineering | 2026.05.31 |
|  | Mark Gabbert | Arts | 2027.05.31 |
|  | TBD |  |  |
| Three students, one graduate, one undergraduate and the President of UMSU or designate | Emily Kalo (S) | Science | 2024.05.31 |
|  | Phoenix Nakagawa | Graduate Studies | 2024.05.31 |
|  | Vaibhav Varma | UMSU | 2024.04.30 |
| President | Greg Smith, designate |  | Ex-officio |
| Vice-Provost (Students) | Laurie Schnarr |  | Ex-officio |
| Resource: Shannon Coyston $\quad 474-6892$ <br> Terms of Office: four-year terms; students = two-year terms |  |  |  |

last updated May 8, 2023

| Composition | Incumbents | Faculty/School | Term |
| :--- | :--- | :--- | :---: |
| Four members of the academic <br> staff who, at time of <br> appointment/re-appointment, <br> are members of Senate | Richard Jochelson (S) | Law | 2024.05 .31 |
|  | Jeffrey Taylor (S), Chair | Arts | 2025.05 .31 |
|  | John Anderson (S) | Science | 2026.05 .31 |
| One student who, at time of <br> appointment/re-appointment, is <br> a member of Senate | Health Sciences | 2026.05 .31 |  |
| Resource: <br> Terms of Office: |  | 2024.05 .31 |  |

SENATE COMMITTEE ON UNIVERSITY RESEARCH
last updated May 8, 2023

| Composition | Incumbents | Faculty/School | Term |
| :---: | :---: | :---: | :---: |
| Vice-President (Research and International), Chair | Mario Pinto |  | Ex-officio |
| President | Michael Benarroch |  | Ex-officio |
| Provost and Vice-President (Academic) | Tracey Peter, designate |  | Ex-officio |
| Associate Vice-President (Research) <br> Associate Vice-President (Partnerships) | Annemieke Farenhorst <br> Hans-Joachim Weiden |  | Ex-officio |
| Dean, Faculty of Graduate Studies | Kelley Main |  | Ex-officio |
| Research Grants Officer | Kerrie Hayes, Director of Research Contracts |  | Ex-officio (non-voting) |
| Four Deans or Directors representing a range of research activities | Josée Lavoie (S) | Health Sciences | 2024.05.31 |
|  | Stephan Pflugmacher Lima | Environment, Earth \& Resources | 2024.05.31 |
|  | Martin Scanlon | Agricultural \& Food Sciences | 2025.05.31 |
|  | Brian Mark | Science | 2026.05.31 |
| Eight faculty members actively engaged in research and representing a range of research activities, at least two of whom are from the Bannatyne Campus | David Herbert <br> I/r for Samar Safi-Harb | Science Science | $\begin{gathered} 2023.06 .30 \\ 2024.05 .31 \end{gathered}$ |
|  | David Watt <br> I/r for Warren Cariou | Arts Arts | $\begin{gathered} 2023.12 .31 \\ 2024.05 .31 \\ \hline \end{gathered}$ |
|  | Jason Leboe-McGowan | Arts | 2025.05.31 |
|  | Andrew Halayko | Health Sciences | 2025.05.31 |
|  | Afshin Raouf | Health Sciences | 2025.05.31 |
|  | Dawn Sutherland | Education | 2026.05.31 |
|  | Shawn Clark (S) | Engineering | 2026.05.31 |
|  | Michelle Porter | Kinesiology \& Recreation Management | 2026.05.31 |
| Two graduate students selected by GSA | Uche Nwankwo | Graduate Studies | 2024.05.31 |
|  | Vacant | Graduate Studies | 2025.05.31 |
| Resource: Sharmaine Gagnon 474-7952 <br> Terms of Office: <br> three-year terms; students = two-year terms |  |  |  |


[^0]:    (i) M.A. and Ph.D. in Psychology, Clinical Psychology, Faculty of Arts

[^1]:    ${ }^{1}$ Students are recommended required to complete these requirements courses in the first 60 credit hours of their program.

[^2]:    1 Students are strongly advised to take MATH 1220, MATH 1230 and MATH 1232.

[^3]:    1 For both the Economics and Econometrics Stream and the Economics and Society Stream

[^4]:    D-2 Outline the internal approval process (i.e. committees, governing bodies) for approving this significant modification within your institution and indicate any dates of decision. (Governing Council, Board of Governors, Board of Regents, Senate, other)

[^5]:    Cc: Laurie Schnarr, Vice-Provost (Students)
    Erin Stone, Deputy Registrar and Director, Admissions

[^6]:    cc: Karen Borbridge, Program Coordinator, Interdisciplinary Health Program

[^7]:    Dr. Sabine Hombach-Klonisch
    Professor \& Head
    Dept. of Human Anatomy and Cell Science
    Tel: (204) 789-3982
    e-mail: Sabine.Hombach-Klonisch@umanitoba.ca

[^8]:    Cc: Diane Hiebert-Murphy, Provost and Vice-President (Academic) Greg Smith, Vice-Provost (Academic Planning and Programs) Laurie Schnarr, Vice-Provost (Students)
    Peter Nickerson, Dean, Max Rady College of Medicine, Dean, Rady Faculty of Health Sciences and ViceProvost (Health Sciences)
    Netha Dyck, Dean, College of Nursing
    Reg Urbanowski, Dean, College of Rehabilitation Sciences
    Kelley Main, Acting Dean, Faculty of Graduate Studies
    Jeff Adams, Registrar and Executive Director, Enrolment Services
    Shelley Hopkins, Executive Director, Financial Planning
    Randy Roller, Executive Director, Office of Institutional Analysis
    Cassandra Davidson, Academic Programs Specialist

[^9]:    Cc: Diane Hiebert-Murphy, Provost and Vice-President (Academic)
    Greg Smith, Vice-Provost (Academic Planning and Programs)
    Laurie Schnarr, Vice-Provost (Students)
    Edward Jurkowski, Dean, Desautels Faculty of Music and Director, School of Art
    Jeff Adams, Registrar and Executive Director, Enrolment Services
    Shelley Hopkins, Executive Director, Financial Planning
    Randy Roller, Executive Director, OIA
    Cassandra Davidson, Academic Program Specialist

[^10]:    ${ }^{1}$ Although standards and indicators of quality are evolving rapidly, as of 2022 some commonly accepted global sources include the TRUST principles (https://doi.org/10.1038/s41597-020-0486-7) and aggregators such as the Federated Research Data Repository (FRDR) Discovery (https://www.frdrdfdr.ca/repo/) , and OpenAIRE Explore (https://explore.openaire.eu).

[^11]:    * denotes member of Senate presently or at time of appointment

[^12]:    Copy : Dr. Shawn Clark (Head, Civil Engineering)
    Ms. Jennifer Merrell (Graduate Student Advisor, Civil Engineering)

[^13]:    a) Completion of 6 graduate courses ( 18 credits) with a grade of $A$ or better in each; Completion of a minimum of four courses ( 12 credits): at least 9 credit hours at the 7000 level and the balance at the 3000 level or above, with a grade of A or better in each;
    a)
    a)b) Satisfactory progress in the research program;
    b)c) Written recommendation from the supervisor, the thesis advisory committee and a selection committee (appointed by the Head);
    e)d) Approval by the department and the Faculty of Graduate Studies.

[^14]:    Pag e | 2

[^15]:    *Mandatory course requirements are subject to change in accordance with credentialling requirements set by the Federation of Law Societies of Canada and changes to mandatory requirements within the JD degree enacted by the University Senate.

[^16]:    ** These courses are mandatory but do not count toward the total 30 Core Credit Hours required for the MBA. They are graded Pass/Fail.

[^17]:    * LAW 3980 may be completed two times for credit when it is taught as "Bankruptcy and Insolvency" or as "Tainted Finance."

[^18]:    ${ }^{1}$ Credit recognition of a micro-credential in another program is subject to Senate approved program regulations. Units are encouraged to review degree requirements and regulations and submit any necessary revisions concurrent with the program proposal.

[^19]:    ${ }^{1}$ Credit recognition of a certificate-level program in another program is subject to Senate approved program regulations. Units are encouraged to review degree requirements and regulations and submit any necessary revisions concurrent with the program proposal.
    ${ }^{2}$ Stackablecredentials are credentials that are modular in nature, and when combined with others, result in the awarding of a larger credential; laddering of credentials is when one credential articulates into another resulting in students receiving established credit within the program, shortening the path to program completion.

[^20]:    Sean McManus
    Executive Director, Manitoba Music

[^21]:    ${ }^{1}$ University of Manitoba
    ${ }^{2}$ University of Winnipeg
    ${ }^{3}$ Brandon University
    ${ }^{4}$ Home Institution: TRIUMF

[^22]:    * Of the committee members elected from these two categories, at least one shall be from the Bannatyne campus

[^23]:    * the Chair and Vice-Chair shall not be members of a Faculty/School/College admission selection committee

