

Senate
Fort Garry Campus:
Senate Chamber
Room E3-262 Engineering Building

Bannatyne Campus:
Room A106 Chown Building

Wednesday, November 1, 2023
1:30 p.m.

A G E N D A

I MATTERS TO BE CONSIDERED IN CLOSED SESSION - none

II MATTERS RECOMMENDED FOR CONCURRENCE WITHOUT DEBATE

1. 2024-2025 Academic Schedule Page 4
2. Reports of the Faculty of Graduate Studies Executive
 Committee
 - a) RE: Department of Interior Design Page 28
 - b) RE: Department of Plant Science Page 31

III MATTERS FORWARDED FOR INFORMATION

1. Correspondence from President and Vice-Chancellor
 RE: Request to Extend Suspensions of Admissions to
 Bachelor of Science (Major) and Bachelor of Science (Honours)
 in Biotechnology, Faculty of Science (*for consultation*) Page 32
2. In Memoriam: Dr. Joseph Pear Page 41
3. Report of the Senate Committee on Awards
 [September 23, 2023] Page 43
4. Report of the Senate Committee on Medical Qualifications
 RE: Dr. Jorge Mascaro Page 48
5. Report of the Senate Committee on Appeals
 [September 25, 2023] Page 50
6. Items Approved by the Board of Governors
 [October 10, 2023] Page 52

IV REPORT OF THE PRESIDENT

V 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.

VI CONSIDERATION OF THE MINUTES OF THE MEETING OF OCTOBER 4, 2023

VII BUSINESS ARISING FROM THE MINUTES - none

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

1. Report of the Senate Executive Committee Page 55

Comments of the Senate Executive Committee will accompany the report on which they are made.

2. Report of the Senate Planning and Priorities Committee

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

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

1. Report of the Senate Committee on University Research RE: Proposal for a Chair in Potato Sustainability, Faculty of Agricultural and Food Sciences Page 56

2. Report of the Faculty Council of the Faculty of Graduate Studies RE: Proposal for a Graduate Micro-Diploma in Applied Health Services Research, Department of Community Health Sciences Page 64

a) Report of the Senate Planning and Priorities Committee Page 66

3. Report of the Senate Committee on Instruction and Evaluation RE: Academic Regulations, Undergraduate Medical Education Program, Max Rady College of Medicine Page 104

- **Deferred Examination Policy** (*repealed*)
- **Deferred Examination Guidelines** (*proposed*)
- **Repeat Clerkship Policy** (*revised*)

X **ADDITIONAL BUSINESS** - none

XI **ADJOURNMENT**

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



**University
of Manitoba**

Office of the Registrar and
Enrolment Services

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Winnipeg, Manitoba
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TO: Jeff Leclerc, University Secretary

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

DATE: October 10, 2023

SUBJECT: Proposed Academic Schedule for 2024-25

The attached proposed 2024-25 Academic Schedule has been updated based on changes in days and/or dates to conform to the 2024 and 2025 calendars and University Closure dates, along with revised information received from academic units. The proposed schedule has been reviewed by all Faculties, Colleges, and Schools. Some dates are still TBA as the information was not yet available. We will return the Academic Schedule to Senate in the near future to finalize the outstanding dates.

Comments of the Senate Executive Committee:
The Senate Executive Committee Endorses the
Report to Senate.

CC:

Laurie Schnarr, Vice-Provost (Students)

Shannon Coyston, Associate University Secretary (Senate)

2024-2025 Academic Schedule (updated October 7, 2023)

Admission application deadlines are found online at umanitoba.ca/student/admissions. Additional important date information for Faculty of Graduate Studies students is available at <https://umanitoba.ca/graduate-studies/student-experience/thesis-and-practicum/submit-your-thesis-or-practicum#thesis-submission-deadlines-and-requirements>

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

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Section 1: Dates for Fall/Winter Term

This section contains information for Fall and Winter Terms, including distance and online courses. See section 2 for Summer Term information, including information for distance and online courses offered over Summer Term.

1.1 Dates applicable to all U of M students:

1.1.1 University Closure

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

Canada Day	July 1, 2024
Terry Fox Day (Civic Holiday).....	Aug 5, 2024
Labour Day.....	Sept 2, 2024
National Day for Truth and Reconciliation.....	Sept 30, 2024
Thanksgiving Day.....	Oct 14, 2024
Remembrance Day.....	Nov 11, 2024
Winter Holiday.....	Dec 24, 2024 to Jan 2, 2025
Louis Riel Day.....	Feb 17, 2025
Good Friday.....	Apr 18, 2025
Victoria Day.....	May 19, 2025
Canada Day.....	July 1, 2025
Terry Fox Day (Civic Holiday).....	Aug 4, 2025

1.2 Dates applicable to most U of M students:

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

1.2.1 Orientation

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

Welcome Day Fall Term	Sept 3, 2024
Welcome Day Winter Term.....	Jan 3, 2025
Faculty of Architecture.....	TBD
Faculty of Kinesiology and Recreation Management.....	TBD

1.2.2 Start and End Dates

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

Fall Term..... Sept 4 to Dec 9, 2024
Winter Term.....Jan 6 to Apr 9, 2025
Winter/Summer Term spanning distance and online courses.....Jan 6 to July 3, 2025

1.2.3 Registration and Withdrawal Dates

Additional or differing dates exist for: Agriculture Diploma and other faculties, colleges and/or schools offering irregularly scheduled courses. Agriculture Diploma students should also see their respective section of the Academic Schedule; all others should also refer to the Class Schedule.

Regular Registration Period

Fall Term and Fall/Winter Term classes... ..Ends Sept 3, 2024
Winter Term classes and
Winter/Summer term spanning distance and online courses... .. Ends Jan 5, 2025

Registration Revision Period

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

Fall Term and Fall/Winter Term classes... ..Sept 4 to 18, 2024
Winter Term classes and
Winter/Summer term spanning distance and online courses... ..Jan 6 to 20, 2025

Last Date to Drop without Penalty

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

Fall Term.....Sept 17, 2024
Fall/Winter Term classes Part A... ..Sept 17, 2024
Fall/Winter Term classes Part B (VW recorded if dropped after Sept.17, 2024).....Jan 17, 2025
Winter Term classes and
Winter/Summer term spanning distance and online courses... .. Jan 17, 2025

Last Date to Register/Registration Revision Deadline

Fall Term and Fall/Winter Term classes... ..Sept 18, 2024
Winter Term classes and
Winter/Summer term spanning distance and online courses... .. Jan 20, 2025

Voluntary Withdrawal (VW) deadline

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

Fall Term classes.....	Nov 19, 2024
Fall/Winter Term spanning classes... ..	Jan 17, 2025
Winter Term classes.....	Mar 19, 2025
Winter/Summer Term spanning distance and online courses.....	May 15, 2025

1.2.4 Fee Deadlines

Fee Payment Deadline

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

Fall Term.....	October 2, 2024
Winter Term.....	February 5, 2025

***See Section 1.2.3 for the Last Day to Drop without Penalty**

1.2.5 Term Breaks

*Academic and administrative offices will be open during this period; no classes, tests or assignment due dates occur during this time. Additional or differing dates exist for: **Dental Hygiene, Dentistry, Education (B.Ed. only), Medicine, Occupational Therapy, Pharmacy, Physical Therapy, Physician Assistant Studies, and Respiratory Therapy.** Students in these programs should also see their respective section of the Academic Schedule.*

Fall Term Break The U of M will be closed Monday, Nov. 11 for Remembrance Day (see 1.1.1).Nov 12 to 15, 2024

Winter Term Break The U of M will be closed Monday Feb. 17 for Louis Riel Day (see 1.1.1).....Feb 18 to 21, 2025

1.2.6 Examination and Test Dates

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

Fall Term (includes tests and midterm exams for Fall/WinterTerm classes) Dec 11 to 21, 2024

Winter Term (includes final exams for Fall/WinterTerm classes).....Apr 11 to 25, 2025

(No examinations or tests will be held Apr.18, 2025)

1.2.7 Challenge for Credit

Challenge for Credit application deadline:

For classes offered Fall Term 2024
and spanning Fall/Winter 2024-2025.....Sept 18, 2024

For classes offered Winter Term 2025.....Jan 20, 2025

1.2.8 Final Grade Appeal Deadlines

For final grades received for Fall Term 2024 classes.....Jan 23, 2025
For final grades received for Winter Term 2025
and Fall 2024/Winter 2025 classes... June 9, 2025

1.2.9 Graduation and University Convocation

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

For students graduating Fall 2024:

Deadline to apply online to graduate for most Undergraduate students...July 25, 2024
Faculty of Graduate Studies Submission Deadline* August 27, 2024
Convocation Ceremony (Fort Garry Campus)... Oct 22 to 23, 2024
Convocation Ceremony (Bannatyne Campus) October 31, 2024

For students graduating February 2025:

Deadline to apply online to graduate for most Undergraduate students...September 17, 2024
Faculty of Graduate Studies Submission Deadline* January 2, 2025
Graduation date for students graduating in February... Feb 5, 2025
Convocation Ceremony (Fort Garry Campus)... TBD

For students graduating Spring 2025:

Deadline to apply online to graduate for most Undergraduate students...January 17, 2025
Faculty of Graduate Studies Submission Deadline* March 27, 2025
Convocation Ceremony –Bannatyne Campus... May 15, 2025
Convocation Ceremony – Fort Garry Campus...June 10 to 13, 2025
Convocation Ceremony – Université de Saint-Boniface..... June 16, 2025
Graduate Studies Submission Deadline for students graduating Fall 2025 August 21, 2025*
Annual Traditional Graduation Pow Wow in honour of Indigenous graduates...May 3, 2025

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

1.3 Dates applicable to Agriculture (Diploma):

1.3.1 Orientation TBD

1.3.2 Start and End Dates

Fall Term TBD
Experiential Learning..... TBD
(Subject to change)
Winter Term..... TBD
Experiential Learning..... TBD
(Subject to change)

1.3.3 Registration and Withdrawal Dates

Regular Registration Period

Fall Term and Fall/Winter Term classes... TBD
Winter Term classes..... TBD

Late Registration/Registration Revision Period

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

Fall Term and Fall/Winter Term classes... TBD
Winter Term classes..... TBD

Last Day to Drop without Penalty

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

Fall Term and Fall/Winter Term classes... TBD
Winter Term classes..... TBD

Last Date to Register/Registration Revision Deadline

Fall Term and Fall/Winter Term classes... TBD
Winter Term classes..... TBD

Voluntary (VW) Withdrawal deadline

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

Fall Term classes..... TBD
Winter Term and Fall/Winter Term classes... TBD

1.3.4 Examination and Test Dates

Fall Term (includes tests and midterm exams for Fall/Winter Term classes) TBD
Winter Term (includes final exams for Fall/Winter Term classes) TBD

1.4 Dates applicable to Applied Human Nutrition:

1.4.1 Orientation

Program Orientation. Sep 3 to 6, 2024

1.4.2 Start and End Dates

Fall Term. Sep 16 to Dec 20, 2024

Fall Fieldwork..... Begins Sep 9, 2024

Winter Term. Jan 3 to Apr 9, 2025

Winter Fieldwork..... Begins Jan 6, 2025

1.4.3 Term Breaks

Fall Term. N/A

Winter Term. See section 1.2.5

(Some students may need to complete fieldwork during the winter term break)

1.4.4 Examination and Test Dates

Fall Term. N/A

Winter Term. N/A

1.5 Dates applicable to Art (School of):

1.5.1 Important Dates

First Year Field Trip Dates TBD

1.6 Dates applicable to Dental Hygiene:

1.6.1 Start and End Dates

Year 2

Fall Term Classes Aug 19 to Nov 29, 2024
Fall Term Clinics Sep 3 to Dec 6, 2024
Winter Term Classes Jan 6 to Apr 4, 2025
Winter Term Clinics Jan 6 to Apr 4, 2025

Year 3

Fall Term Classes Aug 12 to Nov 29, 2024
Fall term Clinics Aug 28 to Dec 8, 2024
Winter Term Classes Jan 6 to Apr 4, 2025
Winter Term Clinics Jan 6 to Apr 11, 2025

1.6.2 Registration and Withdrawal Dates

Last Date to drop without Penalty

Year 2

Fall Term TBD
Winter Term TBD

Year 3

Fall Term TBD
Winter Term TBD

Voluntary Withdrawal Deadline

Year 2

Fall Term TBD
Winter Term TBD

Year 3

Fall Term	TBD
Winter Term.....	TBD

1.6.3 Term Breaks

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

Fall Term Break N/A

Winter Term Break..... See section 1.2.5

1.6.4 Examination and Test Dates

Year 2

Fall Term (includes tests and midterm exams for Fall/Winter Term classes)....	Dec 2 to 13, 2024
Winter Term.....	Apr 6 to 11, 2025

Year 3

Fall Term (includes tests and midterm exams for Fall/Winter Term classes)....	Dec 9 to 13, 2024
Winter Term.....	Apr 14 to 18, 2025

1.6.5 Convocation Ceremony – Bannatyne Campus

May 15, 2025

1.7 Dates applicable to Dentistry (including International Dentist Degree Program):

1.7.1 Start and End Dates

Years 1 and 2

Fall Term Classes	Aug 12 to Nov 29, 2024
Fall Term Clinics	Sep 3 to Nov 29, 2024
Winter Term Classes and Clinics...	Jan 6 to May 2, 2025

Year 3/IDDP 1 Classes and Clinics

Fall Term Classes.	Aug 6 to Nov 29, 2024
Fall Term Clinics	Sep 3 to Dec 6, 2024
Winter Term.....	Jan 6 to May 2, 2025

Year 4/IDDP 2 Classes and Clinics

Fall Term Classes.	Aug 6 to Nov 29, 2024
Fall Term Clinics	Sep 3 to Dec 6, 2024
Winter Term.....	Jan 6 to Apr 25, 2025

1.7.2 Term Breaks

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

Fall Term Break N/A

Winter Term Break..... See section 1.2.5

1.7.3 Registration and Withdrawal Dates

Last Date to drop without Penalty

Year 1

Fall Term TBD

Winter Term..... TBD

Year 2

Fall Term TBD

Winter Term..... TBD

Year 3

Fall Term TBD

Winter Term..... TBD

Year 4

Fall Term TBD

Winter Term..... TBD

Voluntary Withdrawal Deadline

Year 1

Fall Term TBD

Winter Term..... TBD

Year 2

Fall Term TBD

Winter Term..... TBD

Year 3

Fall Term TBD

Winter Term..... TBD

Year 4

Fall Term TBD

Winter Term..... TBD

1.7.4 Examination and Test Dates

Years 1, 2 and 3/IDDP 1

Fall Term (includes tests and midterm exams for Fall/Winter Term classes)...Dec 2 to 13, 2024

Winter Term May 5 to 16, 2025

Year 4/IDDP 2 (No examinations in winter term)

Fall Term (includes tests and midterm exams for Fall/Winter Term classes).....Dec 2 to 13, 2024

1.7.5 Convocation Ceremony – Bannatyne Campus

May 15, 2025

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

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

1.8.1 Orientation

August 30, 2024

1.8.2 Start and End Dates *Note: Practicum dates may vary by practicum placement.*

Fall Term

Practicum Block.....	Sep 3 to 6, 2024
Practicum Mondays.....	Sep 9, 16, 23, Oct 21, 28, 2024
Day Classes.....	Sep 10 to Nov 8, 2024
MTS PD Day	Oct 18, 2024
Program Day	Nov 4, 2024
Practicum Block.....	Nov 18 to Dec 16, 2024
Practicum Make-up Days (if required and assigned by faculty)	Dec 17 to 20, 2024

Winter Term

Program Day	Feb 3, 2025
Practicum Mondays.....	Jan 6, 13, 20, 27 Feb 10, 24, Mar 3, 10, 2025
Day Classes.....	Jan 7 to Mar 14, 2025
Practicum Block.....	Mar 17 to 21; Mar 31 to Apr 24, 2025
Practicum Make-up Days (if required and assigned by faculty)	Apr 25 to 30, 2025

1.8.3 Term Breaks

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

Fall Term Break *Note: Dates may vary by practicum placement* See section 1.2.5

Winter Term Break See section 1.2.5

Winter Practicum Break *Note: Dates may vary by school division and/or practicum placement.* Mar 24 to 28, 2025

1.8.4 Examination and Test Dates

Fall Term (as required) Nov 16, 2024

Winter Term (as required) Mar 15, 2025

1.9 Dates applicable to Management (Graduate Level):

1.9.1 Orientation (M.B.A., M.Fin., and M.S.C.M.)

TBD

1.9.2 Start and End Dates (M.B.A., M.Fin., and M.S.C.M.)

Fall Term TBD

Winter Term TBD

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

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

1.10.1 Orientation

Year 1 Aug 20 to 23, 2024
Year 3 TBD

1.10.2 Start and End Dates

Year 1

Fall Term Aug 26 to Dec 20, 2024
Winter Term.....Jan 6 to May 23, 2025
Rural Week May 26 to June 6, 2025

Year 2

Fall Term Aug 26 to Dec 20, 2024
Winter Term.....Jan 6 to June 6, 2025

Year 3

Fall Term..... TBD
Winter Term..... TBD

Year 4

Fall Term..... TBD
Winter Term..... TBD

1.10.3 Term Breaks

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

Year 1 & 2

Fall Term Break..... N/A
Winter Term Break..... Mar 17 to 21, 2025

Year 3 & 4

Fall & Winter Term Break TBD

1.10.4 Registration and Withdrawal Dates

Last Date to drop without Penalty

Year 1

Fall Term...TBD

Winter Term..... TBD

Year 2

Fall Term... TBD

Winter Term.....TBD

Voluntary Withdrawal Deadline

Year 1

Fall Term... TBD

Winter Term.....TBD

Year 2

Fall Term... TBD

Winter Term.....TBD

1.10.5 Convocation Ceremony – Bannatyne Campus

May 15, 2025

1.11 Dates applicable to Nursing:

1.11.1 Orientation

Fall Term	TBD
Winter Term	TBD
Summer Term.....	TBD
Midwifery	TBD

1.11.2 Registration and Withdrawal Dates

Last Date to drop without Penalty

Fall Term.	Sept 4, 2024
Winter Term.....	Jan 6, 2025

Voluntary Withdrawal Deadline (Nursing Practice 1 - 7)

Fall Term.	Nov 18, 2024
Winter Term.....	March 17, 2025

1.12 Dates applicable to Occupational Therapy:

1.12.1 Orientation

Year 1	Aug 26 to 27, 2024
Year 2	Aug 26, 2024

1.12.2 Start and End Dates

Year 1

Fall Term Classes	Aug 26 to Nov 15, 2024
Basic Fieldwork	Nov 18 to Dec 13, 2024
Winter Term Classes	Jan 6 to May 2, 2025

Year 2

Fall Term Classes	Aug 26 to Dec 13, 2024
Intermediate Fieldwork 2.....	Jan 6 to Feb 28, 2025
Winter Term Classes	Mar 10 to June 27, 2025

1.12.3 Term Breaks

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

Fall Term BreakN/A

Winter Term Break* Mar 3 to 7, 2025

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

1.12.4 Registration and Withdrawal Dates

Last Date to drop without Penalty

Year 1

Fall Term...TBD

Winter Term.....TBD

Year 2

Fall Term...TBD

Winter Term.....TBD

Voluntary Withdrawal Deadline

Year 1

Fall Term...TBD

Winter Term.....TBD

Year 2

Fall Term...TBD

Winter Term.....TBD

1.12.5 Convocation Ceremony – Bannatyne Campus

October 31, 2024

1.13 Dates applicable to Pharmacy:

1.13.1 Orientation

Year 1

Aug 26, 2024

1.13.2 Start and End Dates

Year 1

Fall Term Classes Aug 27 to Dec 9, 2024

Winter Term Classes Jan 6 to Apr 9, 2025

Year 2

Fall Term Classes Aug 26 to Dec 2, 2024

IPPE Community Rotation Jan 6 to 31, 2025

Winter Term Classes Feb 3 to May 9, 2025

Year 3

Fall Term Classes Sept 3 to Dec 9, 2024

Winter Term Classes Jan 6 to Apr 9, 2025

Year 4

Block 3 APPE Rotations Aug 26 to Oct 18, 2024

Block 3 Research Project Aug 26 to Dec 13, 2024

Block 4 APPE Rotations Oct 21 to Dec 13, 2024

Block 4 Research Project Jan 2 to Apr 17, 2025

Block 5 APPE Rotations Jan 2 to Feb 21, 2025

Block 6 APPE Rotations Feb 24 to Apr 17, 2025

1.13.3 Registration and Withdrawal Dates

Last Date to drop without Penalty

Year 1

Fall Term TBD

Winter Term TBD

Year 2

Fall Term TBD

Winter Term TBD

Year 3

Fall Term TBD

Winter Term TBD

Year 4 see course schedule

Voluntary Withdrawal Deadline

Year 1

Fall Term TBD

Winter Term TBD

1.13.4 Term Breaks

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

Year 1 & 3	See section 1.2.5
Year 2	
Fall	See section 1.2.5
Winter.....	Mar 17 to 21, 2025
Year 4	N/A

1.13.5 Examination and Test Dates

Year 1	
Fall Term Exams	Dec 10 to 20, 2024
Winter Term Exams.....	Apr 10 to 23, 2025
Year 2	
Fall Term Exams	Dec 3 to 16, 2024
Winter Term Exams.....	May 12 to 23, 2025
Year 3	
Fall Term Exams	Dec 10 to 20, 2024
Winter Term Exams.....	Apr 10 to 23, 2025

1.13.6 Convocation Ceremony – Bannatyne Campus	May 16, 2024
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1.14 Dates applicable to Physical Therapy:

1.14.1 Orientation	N/A
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1.14.2 Start and End Dates

Year 1	
Fall Term Classes	Aug 6 to Dec 20, 2024
Winter Term Classes	Jan 6 to Apr 4, 2025
	1x6 week placement block and 1x6 week academic block between
Clinical Education	Apr 7 to Aug 1, 2025
Year 2	
Fall Term Classes	Aug 6 to Sep 27, 2024
	2x6 week placements blocks between
Clinical Education	Sep 30 to Dec 20, 2024

Winter Term Classes	Jan 6 to Mar 28, 2025
	2x6 week placement blocks between
Clinical Education	Apr 7 to Aug 8, 2025

1.14.3 Registration and Withdrawal Dates

Last Date to drop without Penalty

Year 1

Fall Term	TBD
Winter Term.....	TBD

Year 2

Fall Term	TBD
Winter Term.....	TBD

Voluntary Withdrawal Deadline

Year 1

Fall Term	TBD
Winter Term.....	TBD

Year 2

Fall Term	TBD
Winter Term.....	TBD

1.14.4 Term Breaks

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

Fall Term Break.....	N/A
Winter Term Break (Year 2 only).....	Mar 31 to Apr 4, 2025

1.14.5 Convocation Ceremony – Bannatyne Campus

Oct 31, 2024

1.15 Dates applicable to Physician Assistant Studies

1.15.1 Orientation

Clinical Year	Aug 19 to 23, 2024
Academic Year.....	Aug 26 to Sept 3, 2024

1.15.2 Start and End Dates

Fall Term Academic Year.....	Sep 4 to Dec 6, 2024
Winter Term	Jan 6 to Apr 4, 2025
Fall Term Clinical Rotations	Aug 26 to Dec 20, 2024
Winter Term Clinical Year 2 Rotations	Jan 6 to Apr 25, 2025

1.15.3 Term Breaks

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

Fall Term Break	N/A
Winter Term Break.....	N/A

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1.15.4 Examination and Test Dates

Fall Term Dec 9 to 20, 2024
Winter Term..... Apr 7 to 17, 2024

1.15.5 Convocation Ceremony – Bannatyne Campus

Oct 31, 2024

1.16 Dates applicable to Respiratory Therapy:

1.16.1 Orientation

Year 1 Aug 29 to 30, 2024
Year 3 Aug 23, 2024

1.16.2 Start and End Dates

(Includes clinical placement and classes)

Year 1

Fall Term Sept 3 to Dec 20, 2024
Winter Term..... Jan 6 to May 9, 2025

Year 2

Fall Term Sept 3 to Dec 20, 2024
Winter Term..... Jan 6 to May 30, 2025
Winter Term Clinical Placement. June 2 to 30, 2025

Year 3

Fall Term Aug 26 to Dec 20, 2024
Fall Term Clinical Placement..... Starts Aug 26, 2024
Winter Term..... Jan 6 to May 30, 2025
Clinical Placement Jan 3 to May 30, 2025
Note: Year 3 is mostly Clinical Placement. The month of May involves academic activities such as simulation and exams.

1.16.3 Term Breaks

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

Fall Term Break..... N/A

Winter Term Break

Year 1 & 2 See section 1.2.5
Year 3 N/A

1.16.4 Registration and Withdrawal Dates

Last Date to drop without Penalty

Year 1

Fall Term...TBD
Winter Term... TBD

Year 2

Fall Term...TBD
Winter Term...TBD

Year 3

Fall Term...TBD
Winter Term...TBD

Voluntary Withdrawal Deadline

Year 1

Fall Term...TBD
Winter Term... TBD

Year 2

Fall Term...TBD
Winter Term... TBD

Year 3

Fall Term...TBD
Winter Term...TBD

1.16.5 Convocation Ceremony – Bannatyne Campus

Oct 31, 2024

1.17 Dates applicable to Social Work:

1.17.1 Orientation

Fort Garry, Inner City

Field Instruction OrientationSept 3, 2024

1.17.2 Start and End Dates

Field Instruction

Fall Term Sept 3 to Dec 13, 2024

Winter Term.....Jan 6 to Apr 18, 2025

Section 2: Dates for Summer Term

2.1.1 Start and End Dates (generally Monday to Thursday classes)

Classes on Monday, May 19th will be made up on Friday, May 23th

Classes on Tuesday, July 1st will be made up on Friday, July 4th

Classes on Monday, August 4th will be made up on Friday, August 8th

May – August courses will have no classes scheduled Monday, June 16th to Friday, June 27th.

May – June.....	May 5 to June 13, 2025	6 hours instruction/week
July – August.....	June 30 to August 8, 2025	6 hours instruction/week
May – August 3 credits.....	May 5 to August 8, 2025	3 hours instruction/week
May – August 6 credits.....	May 5 to August 8, 2025	6 hours instruction/week

2.1.2 Registration and Withdrawal Dates

Regular Registration Period

Registration start dates are to be determined by the Registrar's Office.

May – June... ..Ends May 4, 2025

July – August.....Ends June 29, 2025

May – August 3 credits.....Ends May 4, 2025

May – August 6 credits.....Ends May 4, 2025

Late Registration/Registration Revision Period

Students may use this period of time to make changes to their selected courses or class schedule.

May – June.....	May 5 to May 8, 2025
July – August.....	June 30 to July 4, 2025
May – August 3 credits.....	May 5 to May 15, 2025
May – August 6 credits.....	May 5 to May 8, 2025

Last Date to Drop without Penalty

Last date to drop and have course excluded from transcripts; VWs will be recorded on transcripts for courses dropped after this date. There will be no refunds for courses dropped after this date.

May – June.....	May 8, 2025
July – August.....	July 4, 2025
May – August 3 credits.....	May 15, 2025
May – August 6 credits.....	May 8, 2025

Voluntary Withdrawal (VW) deadline

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

May – June.....	June 3, 2025
July – August.....	July 29, 2025
May – August 3 credits.....	July 17, 2025
May – August 6 credits.....	July 17, 2025

2.1.3 Fee Deadlines**Fee Payment Deadlines**

May – June.....	May 21, 2025
May – August 3 credits.....	May 21, 2025
May – August 6 credits.....	May 21, 2025
July – August.....	July 16, 2025

*A financial penalty will be assessed on accounts with an outstanding balance after this date.
(determined by Financial Services)*

2.1.4 Examination and Test Dates

Students are reminded that they must remain available until all examination and test obligations have been fulfilled.

May – June.....	June 16 to 21, 2025
July – August.....	Aug 11 to 16, 2025
May – August 3 credits.....	Aug 11 to 16, 2025
May – August 6 credits.....	Aug 11 to 16, 2025

2.1.5 Challenge for Credit

Challenge for Credit application deadline

For classes offered Summer Term 2025... Apr 25, 2025

2.1.6 Other Summer Term Start and End Dates

Applied Human Nutrition

Summer Term May 5 to July 18, 2025

Dentistry

IDDP Intersession May 5 to June 27, 2025 (TBC)

Music

2-week courses are offered in July and August (Dates TBD)

Nursing

Last day to add or drop classes without penalty. May 5, 2025

Voluntary withdrawal deadline for Nursing Practice 1-7..... July 14, 2025

Summer Break..... June 16 to 21, 2025

Occupational Therapy

Year 1 Intermediate Fieldwork 1..... May 5 to June 27, 2025

Flexible start and end dates between

Year 2 Advanced Fieldwork..... June 30 to Sept 19, 2025

Pharmacy

Year 2 IPPE Hospital Rotation (1 block per student)

Block 1..... June 2 to 27, 2025

Block 2..... June 30 to Jul 25, 2025

Block 3..... July 21 to Aug 15, 2025

Year 4

Block 1 APPE Rotations May 6 to June 28, 2024*
May 5 to June 27, 2025**

Block 1 Research Project May 6 to Aug 23, 2024*
TBD**

Block 2 APPE Rotations Jul 2 to Aug 23, 2024*
June 30 to Aug 22, 2025**

Block 2 Research Project Jul 2 to Oct 18, 2024*
TBD**

*For Year 4 students graduating in May 2025 **For
Year 4 students graduating in May 2026

Physician Assistant Studies (Mandatory Term)

Academic Year... Apr 28 to July 18, 2025

Exams..... July 21 to 18, 2025

Clinical Year Apr 28 to Aug 22, 2025

Science

May offer fieldtrip courses that have different dates

Social Work

Summer Field Work. May 5 to Aug 15, 2025

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

Preamble

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

Observations

1. The **Dept. of Interior Design** proposes three course modifications (IDES 7000, 7250, 7290). The course title for IDES 7290 prompts an update to the Master of Interior Design supplementary regulations.

IDES 7000: The course description must be updated to reflect the course content and learning objectives. As a second-year course, the students are further in the practicum or thesis process than initially anticipated. Therefore, the course content has shifted from helping students identify a topic to more advanced topics such as research methods, working with advisors, and making connections between literature reviews and design development. This course aims to assist students in making meaningful progress in their practicum or thesis projects.

IDES 7250: The department would like to change the name from "Professionalism and Practice" to "Professional Practice" to better align with the vocabulary used in its professional accreditation standards. The department also proposes minimal changes to the course description to update the content and language.

IDES 7290: The course description must be updated to address students' needs and current course delivery. For example, the min. job placement is 5-weeks, however many students choose to work for longer periods. The department has removed the co-requisites and replaced them with the recommendation: "Students should take this course after completing the First Professional MID Year One. Exceptions are possible with approval by the instructor or department head." This change allows more flexibility in the sequencing of the courses, especially for the students who join the program after working in the field. The course title is also updated to read "Work Experience" rather than "Work Experience Program" to align with University taxonomy.

Course Modifications

IDES 7000 Graduate Seminar

3

A seminar course meant to encourage progress on students' practicum or thesis. This course utilizes a variety of theoretical, conceptual, practical, methodological, and logistical exercises, lectures, and seminars to assist students in making meaningful progress on their practicum or thesis project. Advancement of academic writing and critical thinking is expected in this course. Course graded pass/fail.

Introduction to the profession and practice of Interior Design, including but not limited to types of practice, regulating bodies, education, career development, ethics, professional and social responsibilities, and examination and critique of practice, projects, and current design issues.

IDES 7290 Work Experience**0**

The Work Experience provides 175 hours of practical experience over five weeks in the interior design profession. Knowledge and skills in job search techniques are applied, while experience in the workplace informs expectations of practice and contributes to successful work transition upon graduation. Students should take this course after completing the First Professional MID Year One. Exceptions are possible with approval by the instructor or department head. Course graded pass/fail.

NET CREDIT HOUR CHANGE**0****Recommendations**

The Executive Committee recommends THAT: the course change(s) from the unit listed below be approved by Senate:

Dept. of Interior Design

Respectfully submitted,

Dr. Kelley Main, Chair
Faculty of Graduate Studies Executive Committee

Comments of the Senate Executive Committee:
The Senate Executive Committee Endorses the
Report to Senate.

Required Core Courses First-professional program:

Year 1

IDES 7180 Theory Seminar 1 –3 credit hours
 IDES 7200 Masters Studio 1 – 6 credit hours
 IDES 7210 Masters Studio 2 – 6 credit hours
 IDES 7240 Sensory Technology 5 – 3 credit hours
 IDES 7280 Advanced Topics in Contemporary Design – 3 credits
 IDES 7290 Work Experience ~~Program~~ – 0 credits
 IDES 7170 Design Research Methods - 3 credit hours

Year 2

IDES 7000 Graduate Seminar - 3 credit hours
 IDES 7190 Theory Seminar 2 –3 credit hours
 IDES 7220 Masters Studio 3 – 6 credit hours
 IDES 7230 Sensory Technology 4 – 3 credit hours
 IDES 7250 Professionalism & Practice – 3 credits

Electives – 3000 level and above – 6 credit hours

GRAD 7030 Practicum

Required Core Courses Post-professional program:

IDES 7170 Design Research Methods – 3 credit hours
 IDES 7180 Theory Seminar 1 – 3 credit hours
 IDES 7190 Theory Seminar 2 – 3 credit hours
 IDES 7280 Advanced Topics in Contemporary Design - 3 credit hours

Electives – 3000 level and above – 9 credit hours

GRAD 7000 Thesis

Optional Co-op

Students may apply to the Faculty of Architecture's Cooperative Education/Integrated Work program (Co-op/I) graduate option. Students must complete a minimum of two and maximum of three four-month work terms to have the Co-op/I option acknowledged on their graduation parchment. For each work term, students must enroll in the appropriate course; ARCG 7150 Work Term 1 and, subsequently, ARCG 7250 and/or ARCG 7350. Each course requires submission of a written report and portfolio covering the work completed for the professional assignment. Work term courses are

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

Preamble

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

Observations

1. The **Dept. of Plant Science** proposes the deletion of one course, PLNT 7670. Parts of this course are currently covered in PLNT 7164 Genetic Mapping in Plants and PLNT 7170 Advanced Plant Breeding. The deletion will provide the opportunity to develop a new graduate course in the department.

Course Deletion

PLNT 7670 Quantitative Genetics and Plant Breeding -3

NET CREDIT HOUR CHANGE -3

Recommendations

The Executive Committee recommends **THAT: the course change(s) from the unit listed below be approved by Senate:**

Dept. of Plant Science

Respectfully submitted,

Dr. Kelley Main, Chair
Faculty of Graduate Studies Executive Committee

Comments of the Senate Executive Committee:
The Senate Executive Committee Endorses the Report to Senate.



**University
of Manitoba** | Office of the President

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University of Manitoba
Winnipeg, MB
Canada R3T 2N2
T: 204-474-9345
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president@umanitoba.ca

DATE: October 10, 2023

TO: Jeff Leclerc, University Secretary

FROM: Michael Benarroch, Ph.D.
President and Vice-Chancellor

RE: Request to Extend Suspension of Intake to Program

I attach a recommendation from Dr. Greg Smith, Vice-Provost (Academic Planning and Programs) to further extend the suspension of intake to the following program:

- Bachelor of Science, Honours and Major in Biotechnology (Including Co-op)

Under the Admission Targets Policy, the President may suspend admissions to a program following consultation and discussion with the applicable unit's dean or director, with Senate, and with the Board of Governors, subject to the provisions of the provincial Programs of Study Regulation.

Accordingly, please place this item on the agenda for the November 1, 2023, Senate Meeting and the December 5, 2023, meeting of the Board of Governors.

Cc: Diane Hiebert-Murphy, Provost and Vice-President (Academic)
Greg Smith, Vice-Provost (Academic Planning and Programs)
Laurie Schnarr, Vice-Provost (Students)
Brian Mark, Dean, Faculty of Science
Randy Roller, Executive Director OIA
Jeff Adams, Registrar and Executive Director, Enrolment Services
Jennifer Marchant, Academic Program Specialist



**University
of Manitoba**

Office of the Provost and Vice-President (Academic)

208 Administration Building
66 Chancellors Circle
Winnipeg, Manitoba
Canada R3T 2N2
Telephone (204) 474-8888
Fax (204) 275-1160

Date: September 28, 2023

To: Dr. Michael Benarroch, President and Vice-Chancellor

From: Dr. Greg Smith, Vice-Provost (Academic Planning and Programs)

Re: Request to Extend Suspension of Intake, B. Sc. Honours and Major in Biotechnology

Under the Admission Targets Policy and at the request of Dr. Sean McKenna, Associate Dean, Programs, Faculty of Science, please find attached a proposal to extend the suspension of intake into the Bachelor of Science, Honours and Major, in Biotechnology for an additional 2 years.

Intake to the program has been suspended since September 2018 in response to several concerns related to program delivery, including the lack of current expertise required to effectively deliver course requirements, the lack of current differentiation between the Biotechnology program and the Biochemistry program, and including the low demand from students for the program. The Faculty is requesting that admissions be suspended until such time as all students have had a reasonable opportunity to complete the program.

Consistent with the Admission Targets Policy and Procedure, the President may suspend admissions to a program following consultation with the Dean/Director, Senate, and the Board of Governors. If considered favourable, the proposal will be forwarded to the province for their review and approval under the provincial Program of Study Regulation.

Please provide your advice concerning this matter to the Office of University Secretary by Wednesday, October 4th, 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)
Brian Mark, Dean, Faculty of Science
Jeff Leclerc, University Secretary
Jeff Adams, Registrar and Executive Director, Enrolment Services
Randy Roller, Executive Director, OIA
Jennifer Marchant, Academic Program Specialist

September 6, 2023

Dr. Greg Smith
Vice-Provost (Academic Planning and Programs)
Attention: Jennifer Marchant, Academic Programs Specialist

Re: B.Sc. Honours and Major in Biotechnology – continued cessation application

Dear Dr. Smith,

Please find attached the Faculty of Science's request to continue the temporary cessation of the B.Sc. Honours and Major in Biotechnology including Co-op programs. In 2018 the Faculty of Science suspended admissions to these programs. In 2021 the Faculty of Science officially requested a temporary cessation of the programs, and we would like to extend this as there are a few remaining students (3 or less) working towards completing a degree in Biotechnology. The Temporary Cessation application was presented to Faculty Council on August 31, 2023, and there were no concerns raised by members.

Please contact me if you have any questions or concerns.

Sincerely,

Sean McKenna Digitally signed by Sean
McKenna
Date: 2023.09.06 15:35:42 -05'00'

Dr. Sean McKenna
Associate Dean - Programs, Faculty of Science

Cc: Dr. Brian Mark, Dean Faculty of Science

TEMPORARY CESSATION OF A PROGRAM OF STUDY

Under The Advanced Education Administration Act

Universities and colleges requesting approval for the **temporary cessation** of a program of study from Advanced 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 refer to the Senate Policy and Procedures on Admission Targets (available online at: http://umanitoba.ca/admin/governance/governing_documents/academic/admission_targets.html).
2. Please complete the application below and submit with it the following supplemental documentation, to the Vice-Provost (Academic Planning and Programs):
 - a. A cover letter justifying and summarizing the rationale behind the request for suspension of admissions (as outlined in section 2.3 on the Admission Targets Procedures) and indicating the meeting date in which the proposal was reviewed by the Faculty/College/School Council.
 - b. Letters of support from internal stakeholders that were consulted as part of this proposal.
 - c. Enrolment and graduation trends for the past five years and forecasted trends for the next three to five years.
3. Please direct questions to Cassandra Davidson, Academic Programs Specialist, at Cassandra.Davidson@umanitoba.ca in the Office of the Provost & Vice-President (Academic).

Updated April 2023

SECTION A – PROPOSAL DETAILS

Institution: **University of Manitoba**

Applicable faculties/department with responsibility for the program: Faculty of Science, Department of Chemistry, Department of Microbiology

If program is a joint program, list all participating institutions and the roles of each in delivering the program to be temporarily ceased:

This is a joint program within the Faculty of Science, managed by the departments of Chemistry and Microbiology. No other institutions are affected.

Program name: Biotechnology

Credential awarded: B.Sc. Hons in Biotechnology, B.Sc. Major in Biotechnology (co-op options available in both)

Proposed start date for temporary cessation: This is a request to extend the temporary cessation which was previously granted in fall 2021.

Office Use Only

One-time funding: _____

On-going funding: _____

SECTION B – PROGRAM DESCRIPTION AND DELIVERY

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

Biotechnology is the application of the principles of chemistry, biochemistry and microbiology to the development of new technologies. The Department of Microbiology and the Department of Chemistry share in the teaching and administration of the program. The Honours and Major co-operative work-study programs provide experience in government, private sector and research laboratories.

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

The Biotechnology programs are 4-year programs (120 credit hours) and the co-operative option normally requires 5 years to complete because of the 3 cooperative work terms.

B-3 Describe the mode of delivery for this program:

The delivery mode for the program is typically in-class lectures and laboratories. For those in the Co-operative option, there are three paid co-operative work terms. There are no courses that are specific to the biotechnology programs, other than the course BTEC 4000 (Research Project in Biotechnology, which is only required by Honours students, non-Co-op).

SECTION C – INFORMATION REGARDING TEMPORARY CESSATION DEVELOPMENT PHASE

C-1 Identify and provide a detailed description of the rationale for the temporary cessation of this program of study: *(Such as changes in applications, enrolment, employer demand.)*

The main reasons for cessation: 1) Lack of expertise, courses, and interaction/integration with Agriculture and Engineering programs, 2) Lack of differentiation from existing biochemistry programs offered by the Faculty of Science, and 3) low enrollment in the program, 4) Major changes in Chemistry and Microbiology courses which affect the Biotechnology programs.

C-2 Describe the expected outcome of the temporary cessation of this program and the timeframe of the temporary cessation process:

Admission to the program was suspended in fall 2018 and there are still a small number of students working on completing the degree. We would like to extend the temporary cessation that was granted in fall 2021, until all students in the program have had a reasonable opportunity to complete the degree.

C-3 Outline the internal approval process (i.e. committees, governing bodies) for approving the temporary cessation of this program of study within your institution and indicate any dates of decision. *(Governing Council, Board of Governors, Board of Regents, Senate, other)*

As this is a continuation of a previous cessation that has been through the full faculty and university process, we have provided an update on the status of the program to the Faculty of Science Committee on Courses and Programs, the Faculty of Science Executive Committee, and to the Faculty of Science Faculty Council.

UM INTERNAL REQUIREMENTS: dates will be inserted by the Provost's Office prior to submission to government. Please note the date in which the proposal was reviewed by the Faculty/College/School Council in the cover memo accompanying the proposal.

UNIVERSITY OF MANITOBA:

Approval by President

Date _____

Consultation with Senate: _____

Consultation with Board of Governors: _____

Additional Consultation (*as needed*): _____

Details:

Final Decision: Y ☐ N ☐

C-4 Responsibility to consult

C-4.1 What agencies, groups, or institutions have been consulted regarding the temporary cessation of this program?

UM Internal Note: the unit is required to consult with other academic units that offer courses used in the program, to confirm impact on the courses (e.g., regularly scheduled, capacity limitations, program restrictions, etc.) and identify how any change 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.

In 2021 we contacted various employers to inform them of this temporary cessation. In 2021 the intent was for the cessation to result in a termination of the program, therefore with this request to continue the cessation, no additional consultations have been made.

C-4-2 How have students and faculty been informed of the intent to temporarily cease this program?

In 2021 members in the Departments of Chemistry and Microbiology were informed through department council meetings. Students were informed through student town hall meetings and through the Science Student Association (SSA). The University of Manitoba academic calendar has since been updated by removing the Biotechnology charts from the calendar and a reference made for students in the program to consult a previous version of the calendar or a Faculty of Science academic advisor.

C-5 Describe the impact that the temporary cessation of this program may have on the labour market in Manitoba:

Based on anecdotal evidence, employers are stating that they are not specifically hiring biotechnology students because they are in the biotechnology program. Instead, they are hiring based on skill sets of students that are currently being developed in courses that are required in the current Biotechnology program but also required by students in similar programs such as Genetics, Microbiology and Biochemistry.

SECTION D – SYSTEM IMPACTS

D-1 Describe how the temporary cessation of this program will affect any specific laddering, articulation and/or credit transfer options for students in Manitoba and Canada:

Not applicable, as the program is not involved in any articulation agreements. Due to the degree of overlap between the courses in the program, students can transfer to a subset of related degree programs in the Faculty of Science at the University of Manitoba with ease. To transfer to other programs at the University of Manitoba, or other institutions in Manitoba and Canada, the same regulations would apply as for students in other programs.

D-2 Describe how the temporary cessation of this program may affect the academic, cultural, social and economic needs and interests of students and the province:

We do not believe that there will be any effect because all but one course taken by students in the biotechnology program are not specific to the biotechnology program.

SECTION E – STUDENT IMPACTS

E-1 Provide a program completion plan for students currently enrolled in the program that is being temporarily ceased:

Courses in the biotechnology program are delivered by other units. Some of these units have recently undergone a curriculum revision process. Despite admission to the Biotechnology programs being suspended in fall 2018, the program charts have been updated to reflect the changes in the other units. Students are able to view these changes in previous versions of the academic calendar. Additionally, Faculty of Science academic advisors are working actively with students attempting to complete the degree to ensure that they are fulfilling the requirements.

Year 1 N/A – Students do not enter the biotechnology program until they have completed one year of study.

Years 2-4 Students will follow existing program requirements.

E-2 Will previous graduates of this temporarily ceased program be negatively affected by the temporary cessation of this program?

Based on anecdotal evidence, employers are stating that they are not specifically hiring biotechnology students because they are in the biotechnology program. Instead, they are hiring based on skill sets of students that are currently being developed in courses that are required in the current Biotechnology program but also required by students in similar programs such as Genetics, Microbiology and Biochemistry.

E-3 What was the maximum seat capacity of the program that is being temporarily ceased?

There is currently no limit on the capacity.

E-4 What was the enrolment and graduation rate for this program over the past 5 years?

UM Requirement: include a table of enrolment and graduation trends for the past five years and any forecasted trends for the next three to five years.

Year	Major (Full-time)	Major (Part-time)	Honours (Full-time)	Honours (Part-time)	Total students	# of graduates
2019	7	2	1	1	11	3
2020	4	1	0	0	5	4
2021	1	1	0	0	2	3
2022	1	1	0	0	2	0
2023	1	2	0	0	3	0

SECTION F – FINANCIAL REALLOCATION**F-1 What portion of ongoing funding is allocated to this program?**

There is no funding allocated to this program.

F-2 Please provide a detailed description of how these funds will be reallocated during the temporary cessation of this program:

Not applicable.

SECTION G – FINANCIAL REALLOCATION

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

SUBMITTED BY:

President:

Name:

Signature:

Date:

Vice-President/Academic:

Name:

Signature:

Date:

For use by joint programs only:

President:

Name:

Signature:

Date:

Vice-President/Academic:

Name:

Signature:

Date:

SUBMIT COMPLETED FORM

PROVOST'S OFFICE ONLY Once completed and signed, please submit this application form to the Post-Secondary Institutions Branch at psi@gov.mb.ca with the following attachments (double-click to engage check box):

☐

Cover letter

☐

Any supporting documentation (*reviews, letters of support, etc.*)

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

Post-Secondary Institutions Branch
Advanced Education and Training
400-800 Portage Avenue Winnipeg MB R3C 0C4
(204) 945-1835
psi@gov.mb.ca

In Memoriam: Dr. Joseph Pear

October 12, 2023

Today, and on behalf of the Department of Psychology, I would like to speak in praise and in fond, loving memory of our colleague, Dr. Joseph Pear, who passed away on December 29, 2022. Joe will be honoured again in November as the recipient of a Professor Emeritus appointment, the result of a nomination that Arts Faculty Council supported at this time last year. My last conversations with Joe were all about this nomination, which he so appreciated, and which was deeply important to him. I am very humbled and honoured to be able to include the confirmation of this appointment in my remembrance of him today. I am also grateful to Fran Falzarano, Joe's wife, for sharing her memories of Joe with me.

Joe was born in Chicago, Illinois. Both his parents were US Army medical personnel: His father an MD with the rank of Major, and his mother an RN with the rank of Lieutenant. They were transferred to Walter Reed Hospital in Bethesda, Maryland, shortly after Joe was born and served there during the Second World War. So, he and his brother David William (Bill) Pear grew up in nearby Silver Springs, Maryland. Joe was President of his high school chess club and played in the band. In another formative experience, as an undergraduate at the University of Maryland, he also had a course with the behavioural psychologist Joseph Brady, who trained Ham the chimpanzee – the first great ape launched into space in 1961 – paving the way for John Glenn's orbiting of the Earth in 1962.

Joe joined our department as a faculty member in August 1966, after receiving his BS degree from the University of Maryland in 1961, and his MA and PhD from the Ohio State University in 1964 and 1966. Between his undergraduate and graduate years, he also enlisted in the Army, completing his Reserve Officers' Training Corps service at Ohio State. He was in Canada for the Vietnam war years and would have liked for his brother to come here, but Bill became a Lieutenant and Green Beret commander, making Joe the only member of his family not to exceed the rank of Private First Class. He retained, however, lifelong good posture from his military experience, and strong legs for long walks with his dog.

As a person and a colleague, Joe was gentle, kind, patient, and empathetic; someone who would go out of his way to support others. His students remember these qualities equally with his keen intellect, insights, and ability to foster scientific understanding and develop career skills in them. His strong legacy of student and community support can be seen in his service contributions as Associate Head (Graduate) in Psychology for over 5 years. He also founded the Behaviour Modification Unit at St. Amant, and he initiated a partnership between Psychology and St. Amant that continues to this day and currently supports a faculty position.

As a teacher, Joe was known in our department for his incredible supervision of honours and graduate students. In records our department has kept only since 1986 (or about half the length of his career), Joe supervised an astonishing 19 Ph.D., 23 M.A., and 59 honours students to completion. He also developed a unique, behaviourally-based online teaching program – the Computer-aided Personalized System of Instruction (CAPSI) – long before many other such programs existed. CAPSI has been used to teach courses at the University of Manitoba as well as in Australia, Brazil, the US, and elsewhere in Canada, and it has recently been adapted to deliver online chronic pain therapy at Deer Lodge Hospital and the Health Sciences Centre. I often reflect on how successfully Joe's CAPSI system fostered engagement of students with themselves (through goal setting and mastery exercises) and with each other (through peer reviewing), rather than with the technology or what was happening on the computer screen.

As a scholar, Joe stood out for his wide range of expertise, which spanned multiple areas of psychology, history and systems of thought in psychology, basic and applied research, and human and animal research. His scholarly achievements included 3 books (with one in its 12th edition), more than 80 peer-reviewed publications, and many invited and refereed conference presentations. He was twice elected as a Fellow of the American Psychological Association, in Division 25 (Behavior Analysis) and Division 6 (Behavioral Neuroscience and Comparative Psychology), among many other honours he received. From a chance meeting at the St. Vital Mall, Joe's relationship with Fran also got a boost when she, a teacher, offered to proofread one of his books. He said she could but would find no errors. So, they made a deal that he would buy her dinner for each error she found. Many dinners ensued from just the first 9 pages, which became a long and successful partnership in writing and teaching as well.

In over 56 years as a faculty member in our department, Joe did it all in teaching, research, and service, and he grasped the whole of psychology in a way we will not soon see again. Our loss of Joe is heavy, but we celebrate his life and his strong and enduring legacy of contributions to Manitoba and the world.

Dan Bailis
Professor
Department of Psychology

REPORT OF THE SENATE COMMITTEE ON AWARDS

Preamble

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

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 September 19, 2023, the Senate Committee on Awards approved 1 new offer, 6 revised offers and 6 withdrawals as set out in the *Report of the Senate Committee on Awards (September 19, 2023)*.

Recommendations

On behalf of Senate, the Senate Committee on Awards recommends that the Board of Governors approve 1 new offer, 6 revised offers and 6 withdrawals as set out in the *Report of the Senate Committee on Awards (September 19, 2023)*. These award decisions comply with the Student Awards Policy.

Respectfully submitted,

Dr Glen Clark

Acting Chair, Senate Committee on Awards

SENATE COMMITTEE ON AWARDS

September 19, 2023

1. NEW OFFERS

CBS Bio Platforms Inc. Graduate Scholarship in Nutritional Biochemistry

CBS Bio Platforms Inc. established an annually funded scholarship at the University of Manitoba in 2023. The purpose of the scholarship is to recognize the academic achievements of graduate students studying Nutritional Biochemistry in the Department of Animal Science. Each year, beginning in 2024-2025 and ending in 2026-2027 one scholarship at a value of \$2,500 will be offered to a graduate student who:

- (1) is enrolled full-time in the Faculty of Graduate Studies in any graduate program offered by the Department of Animal Science;
- (2) has achieved a minimum grade point average of 3.5 in the last 60 credit hours (or equivalent) of study; and
- (3) has demonstrated outstanding interest in or commitment to research in the area of Nutritional Biochemistry.

In order to demonstrate how candidates meet criterion (3), they must submit a research statement describing its practical applicability and relevance to the field of nutritional biochemistry (maximum 500 words), their curriculum vitae, and one letter of reference from their thesis supervisor or from a faculty member familiar with the candidate's research.

A candidate may only hold this award once within their degree program.

If in the opinion of the selection committee, there are no suitable applicants, the committee has the choice to give the award to a student in the Faculty of Agricultural and Food Sciences with a similar scope of research or hold over any unspent revenue to offer the award the following year.

The Dean of the Faculty of Graduate Studies (or designate) will ask the Dean of the Faculty of Agricultural and Food Sciences to name the selection committee for this award and will include a representative from CBS Bio Platforms Inc.

This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate), and providing all reasonable efforts have been made to consult, the Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

2. AMENDMENTS

Baldur Stefansson Bursary

The following amendments were made to the terms of reference for the Baldur Stefansson Bursary:

- The preamble was revised to:

In honour of Dr. Baldur Stefansson's contributions to the people of Canada and the world through his outstanding research and leadership in the development of canola, the Canada

Iceland Foundation established an annually funded bursary in 1992. The purpose of the fund is to provide financial support to a student in the Faculty of Agricultural and Food Sciences. Each year, the available annual income from the fund will be used to offer one bursary to an undergraduate student who:

- The numbered criteria were revised to:
 - (1) is enrolled full-time (minimum 60% course load) in the third or fourth year of the Agronomy, Plant Biotechnology, or Agroecology degree program in the Faculty of Agricultural and Food Sciences;*
 - (2) has achieved a minimum degree grade point average of 2.5; and*
 - (3) has demonstrated a financial need on the standard University of Manitoba general bursary application form.*
- The selection committee paragraph was revised to:

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

Douglas L. Campbell Graduate Fellowship

The following amendments were made to the terms of reference for the Douglas L. Campbell Graduate Fellowship:

- The preamble was revised to:

Family, friends and colleagues of the late Honorable Douglas L. Campbell, the former Premier of the Province of Manitoba, established an endowment fund to support graduate students at the University of Manitoba in the Faculty of Agricultural and Food Sciences in honour of Mr. Campbell's lifelong interest in agriculture. Each year, 50% of the available annual income from the fund will be used to offer one fellowship 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 thesis program offered in the Faculty of Agricultural and Food Sciences;*
 - (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 completed the Douglas L. Campbell Graduate Fellowship application form.*
- The renewal paragraphs were revised to:

The other 50% of the available annual income will be used to offer a renewable fellowship, for one year in the case of master's students or two years in the case doctoral students, provided the student continues to meet criteria (1) and (2) above, and has completed a satisfactory progress report in the opinion of the selection committee. Only two students can hold this award in any given year.
- The selection committee paragraph was revised to:

The Dean of the Faculty of Graduate Studies (or designate) will ask the Dean of the Faculty of Agricultural and Food Sciences (or designate) to name the selection committee for this award.
- The standard Board of Governors statement was added.

John M. Vail Scholarship

The following amendments were made to the terms of reference for the John M. Vail Scholarship:

- The selection committee paragraph was revised to:
The Associate Registrar and Director, Financial Aid & Awards (or designate) will name the selection committee for this award.

Lawrence and Margaret Fung Bursary in Electrical Engineering

The following amendments were made to the terms of reference for the Lawrence and Margaret Fung Bursary in Electrical Engineering:

- The preamble was revised to:
Mr. Lawrence Kitman Fung (B.Sc., E.E./'70) and Mrs. Margaret Laiping Fung established an endowment fund at the University of Manitoba in 2007, to support undergraduate students with financial need. The Manitoba Scholarship and Bursary Initiative has made a contribution to this fund. Each year, the available annual income from the fund will be used to offer two bursaries of equal value to undergraduate students who:
- The numbered criteria were revised to:
 - (1) *are enrolled full-time (minimum 60% course load) in the Bachelor of Science Electrical Engineering degree program in the Price Faculty of Engineering;*
 - (2) *have achieved a minimum degree grade point average of 2.0;*
 - (3) *have demonstrated community involvement through meaningful volunteer activities; and*
 - (4) *have demonstrated financial need on the standard University of Manitoba general bursary application form.*
- The selection committee paragraph was revised to:
The selection committee will be the Undergraduate Scholarships, Bursaries, and Awards Committee of the Price Faculty of Engineering.
- The standard Board of Governors statement was added.

Ralph G. Stanton Scholarship

The following amendments were made to the terms of reference for the Ralph G. Stanton Scholarship:

- The preamble was revised to:
An endowment fund has been established at the University of Manitoba in honour of Dr. Ralph G. Stanton, the founder of the university's Department of Computer Science. The purpose of the fund is to reward the academic achievements of female undergraduate students pursuing studies in the Computer Science Co-op Program. Each year, beginning in 2019-2020, the available annual income from the fund will be used to offer one or more scholarships to female undergraduate students who:
- The numbered criteria were revised to:
 - (1) *are enrolled full-time (minimum 80% course load) in the third or fourth year of study in the Computer Science Program in the Faculty of Science;*
 - (2) *have achieved a minimum degree grade point average of 3.0; and*

(3) are enrolled in the Science Co-op Program.

- 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 funds, as outlined in the criteria above.

3. WITHDRAWALS

Dr. George A. Brass Teaching Fund

At the request of the donor.

Edna and Carl Bjarnason Bursary

At the request of the donor.

Manitoba Ag Days Scholarship in the Faculty of Agricultural and Food Sciences

At the request of the donor.

Manitoba Ag Days Convocation Prize in the School of Agriculture

At the request of the donor.

Prix de l'Association des professeurs du College universitaire de Saint-Boniface

At the request of the donor.

Prix du depute a l'Assemblee legislative

At the request of the donor.

September 24, 2023

Mr. Jeff Leclerc, University Secretary
Office of the University Secretary
314C Administration Building

**Re: Application for Approval under Subsection 181 of the Regulated Health Professions Act –
Dr. Jorge Mascaro**

Dear Colleagues:

The Senate Committee on Medical Qualifications met on September 20, 2023 to consider the application from the Department of Surgery, Max Rady College of Medicine, Rady Faculty of Health Sciences, to grant Dr. Jorge Mascaro a certificate under the academic seal of the University for medical practice in cardiovascular surgery. Dr. Mascaro's Curriculum Vitae and letters of support and reference are enclosed.

The Department of Surgery is recruiting Dr. Mascaro to lead the Cardiovascular Surgery Program. Following the departure of the previous Section Head, a national search for a new head, with requisite skills and experience, did not identify a Canadian candidate who met the requirements. Dr. Mascaro was chosen from an international search. The Department of Surgery has formally interviewed him, assessed his skills and reviewed his references. Dr. Jacobsohn, a member of the SCMQ, participated in this process.

Dr. Mascaro graduated with his medical degree from the University of Chile Medical School in 1984 and completed specialty training in Chile and in the UK. From 1996 to 2004 he was a consultant cardiothoracic surgeon, Head of the Cardiothoracic Transplant Unit, and Assistant Professor of Surgery, University of Chile Medical School. Since 2004 he has been a consultant cardiothoracic surgeon, Director of Heart and Lung Transplantation Program (2011-present), and Head of Aorto-valvular Surgery (2012-present) at the Queen Elizabeth Hospital, Birmingham, with an adjunct appointment at the University of Birmingham, School of Medicine and Dental Health.

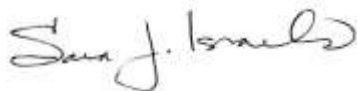
Dr. Mascaro is an expert surgeon and leader in his field. He specializes in aortic surgery, in which he has an excellent national and international reputation. His colleagues consider him a thoughtful decision maker and technically gifted individual with strong leadership skills. He has a sustained record of mentorship of senior trainees and junior colleagues.

Having reviewed his application and letters of support, the Senate Committee on Medical Qualifications recommends this application for the use of Subsection 181 of the Registered Health Professions Act pertaining to licensure for academic faculty. The Head of the Department of Surgery,

and the Senate Committee on Medical Qualifications agree that Dr. Mascaro's academic and clinical expertise will be highly beneficial to the cardiovascular surgery program. He will be appointed to a GFT position in the Department of Surgery with 40% of his duties assigned to academic service and education.

The Senate Committee on Medical Qualifications requests that you communicate our approval of this application to grant Dr. Mascaro a certificate under the academic seal of the University to the College of Physicians and Surgeons of Manitoba for medical practice in cardiovascular surgery.

Sincerely,



Sara J. Israels, MD FRCPC
Associate Dean, Academic Affairs, Max Rady College of Medicine
Rady Faculty of Health Sciences
Chair, Senate Committee on Medical Qualifications

cc: Dr. Ed Buchel, Professor and Head, Department of Surgery, Max Rady College of Medicine
Dr. Peter Nickerson, Dean, Max Rady College of Medicine, Vice Provost, Rady Faculty of Health Sciences
Dr. Anna Ziomek, Registrar, College of Physicians & Surgeons of Manitoba

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 \(umanitoba.ca\)](http://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 11 new appeals since the last report to Senate in April 2023. These cases are summarized, along with the two open files previously reported, without compromising the confidentiality of the Appellant.
 - An appeal was received against a decision by the Price Faculty of Engineering. 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 denied.
 - 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 granted.
 - An appeal was received against a decision by the Faculty of Science. The grounds were failure of the Faculty/School or Dean/Director to reasonably consider all factors relevant to the decision being appealed. The committee determined that 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 grounds were failure of the Faculty/School or Dean/Director to reasonably consider all factors relevant to the decision being appealed. The committee determined that there were insufficient grounds for the appeal to proceed to a hearing.
 - An appeal was received against a decision by the Faculty of Graduate Studies. The grounds were failure of the Faculty/School or Dean/Director to reasonably consider all factors relevant to the decision being appealed. The committee determined that there were insufficient grounds for the appeal to proceed to a hearing.
 - An appeal was received against a decision by the College of Pharmacy. The grounds were failure of the Faculty/School or Dean/Director to reasonably consider all factors relevant to the decision being appealed. The committee determined that there were insufficient grounds for the appeal to proceed to a hearing.

- An appeal was received against a decision by the Max 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, and failure of the Faculty/School or Dean/Director to reasonably consider all factors relevant to the decision being appealed. The committee determined that there were sufficient grounds for the appeal to proceed to a hearing, however, the appeal was not heard as the matter was resolved prior to a hearing.
- An appeal was received against a decision by the Faculty of Science. The grounds were failure of the Faculty/School or Dean/Director to reasonably consider all factors relevant to the decision being appealed. The committee determined that there were insufficient grounds for the appeal to proceed to a hearing.
- An appeal was received against a decision by the Price Faculty of Engineering. The grounds were failure of the Faculty/School or Dean/Director to reasonably consider all factors relevant to the decision being appealed. The committee determined that there were insufficient grounds for the appeal to proceed to a hearing.
- An appeal was received against a decision by the Price Faculty of Engineering. 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 committee determined that there were insufficient grounds for the appeal to proceed to a hearing.
- An appeal was received against a decision by the Price Faculty of Engineering. The grounds were failure of the Faculty/School or Dean/Director to reasonably consider all factors relevant to the decision being appealed. The committee determined that there were insufficient grounds for the appeal to proceed to a hearing.

Currently the Committee has two open files.

Respectfully submitted,
Dr. Derek Oliver, Chair
Senate Committee on Appeals




UM

Office of the University Secretary

312 Administration Building
Winnipeg, Manitoba
Canada R3T 2N2
T: 204-474-9593
F: 204-474-7511

MEMORANDUM

DATE: October 11, 2023
TO: Michael Benarroch, Chair of Senate
FROM: Jeff M. Leclerc, University Secretary 
SUBJECT: ***APPROVAL OF MOTIONS***
Board of Governors – October 10, 2023

On October 10, 2023 the Board of Governors approved the following motion:

THAT, the Board of Governors approve:

- Reports of the Senate Committee on Awards (dated June 6 and August 22, 2023)

Copy: D. Hiebert-Murphy
N. Andrew
C. Cook
M. Pinto
V. Koldingnes
S. Coyston

JL/mw




UM

Office of the University Secretary

312 Administration Building
Winnipeg, Manitoba
Canada R3T 2N2
T: 204-474-9593
F: 204-474-7511

MEMORANDUM

DATE: October 11, 2023
TO: Michael Benarroch, Chair of Senate
FROM: Jeff M. Leclerc, University Secretary 
SUBJECT: ***APPROVAL OF MOTION***
Board of Governors – October 10, 2023

On October 10, 2023 the Board of Governors approved the following motion:

THAT, the Board of Governors approve [subject to Senate approval, October 4, 2023]:

- Closure of the Bachelor of Science (Pharmacy), College of Pharmacy, Rady Faculty of Health Sciences

Copy: L. Raman-Wilms
P. Nickerson
S. Coyston

JL/mw



UM

Office of the University Secretary

312 Administration Building
Winnipeg, Manitoba
Canada R3T 2N2
T: 204-474-9593
F: 204-474-7511

MEMORANDUM

DATE: October 11, 2023
TO: Michael Benarroch, Chair of Senate
FROM: Jeff M. Leclerc, University Secretary
SUBJECT: ***APPROVAL OF MOTION***
Board of Governors – October 10, 2023

On October 10, 2023 the Board of Governors approved the following motion:

THAT, the Board of Governors approve [subject to Senate approval, October 4, 2023]:

- Research Professorships in the Department of Radiology, Max Rady College of Medicine:
 - Professorship in Radiology Research
 - Professorship in Diagnostic Radiology Research
 - Professorship in Interventional Radiology Research

Copy: P. Nickerson
M. Pinto
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

Professor Shauna Ferris will be the Speaker for the Executive Committee for the November 1, 2023, meeting of Senate.

2. Comments of the Executive Committee of Senate

Other comments of the Executive Committee accompany the report on which they are made.

Respectfully submitted,

Dr. Michael Benarroch, Chair
Senate Executive Committee
[Terms of Reference](#)




Office of the Vice-President
(Research and International)

110/111 Administration Building
66 Chancellors Circle
Winnipeg, Manitoba R3T 2N2
T: 204 474 6915
FL 204 261 1318
vpri@umanitoba.ca

MEMORANDUM

Date: June 15, 2023

To: Shannon Coyston
Office of the University Secretary

From: B. Mario Pinto, Vice-President (Research and International) 

Re: **Proposal to establish a Research Chair in Potato Sustainability**

On behalf of Dr. B. Mario Pinto, Chair of the Senate Committee on University Research (SCUR), please note that a motion was made at the May 25, 2023 SCUR meeting as follows:

THAT the Senate Committee on University Research (SCUR) approve the **Proposal to establish a Research Chair in Potato Sustainability** and be put up for recommendation at the following Senate meeting.

Please include this report and recommendation on the next Senate agenda. Please feel free to contact me should you require any further information.

Thank you.

September 12, 2023

Report of the Senate Committee on University Research Re: Proposal to Establish a Research Chair in Potato Sustainability

Preamble:

1. The terms of reference of the Senate Committee on University Research (*SCUR*), can be found at:
2. At its meeting on **May 25, 2023**, SCUR received for review, a proposal to establish a Research Chair in **Potato Sustainability**.
3. The University of Manitoba Policy for Chairs and Professorships specifies (section 2.14) "In the case of proposals for Chairs and Professorships that are primarily intended to enhance the Universities research programs, the Senate Committee on University Research shall recommend to Senate."

Observations:

1. **The Faculty of Agricultural and Food Sciences** has proposed a **Research Chair in Potato Sustainability Research**.
2. The purpose of the Research Chair is to become a North American leader in cutting-edge potato research, training, and extension to support a thriving and resilient potato industry in Manitoba and beyond.
3. The Chair will be created from a \$1,500,000 investment by a consortium of potato industry stakeholders. The UM donor relations office facilitated the fundraising campaign.

Recommendation:

The Senate Committee on University Research recommends **THAT: the Research Chair in Potato Sustainability be approved by Senate.**

Respectfully submitted,



B. Mario Pinto, Chair
Senate Committee on University Research

Comments of the Senate Executive Committee:
The Senate Executive Committee Endorses the Report to Senate.



**University
of Manitoba**

Office of Provost and Vice-President (Academic)

208 Administration Building
Winnipeg, Manitoba
Canada R3T 2N2
Telephone (204) 480-1408
Fax (204) 275-1160

Date: May 12, 2023

To: B. Mario Pinto, Vice-President (Research and International)

From: Diane Hiebert-Murphy, Provost and Vice-President (Academic)

Re: Proposal to Create a Chair in Potato Sustainability

On behalf of the Department of Plant Science, Faculty of Agricultural and Food Sciences, Dr. Martin Scanlon has submitted a proposal to create a Chair in Potato Sustainability. This Chair aligns with the priorities of the Department, the Faculty, and the University and will be a North American leader in cutting-edge potato research and training, and support a thriving and resilient potato industry in Manitoba and beyond.

The policy on Chairs and Professorships specifies that:

- (1) Chairs are established to advance the University's academic goals and objectives;
- (2) Chairs be funded by way of an endowment or through annual expendable gifts for at least five years, or by a combination of endowment and annual expendable gifts;
- (3) Chairs shall normally be attached to a department, faculty, school, college, centre or institute and the goals of the Professorship shall be consistent with that unit;
- (4) The establishment of a Chair normally shall not be tied to the appointment of a particular person;
- (5) Individuals appointed to the Chair shall normally have the academic qualifications commensurate with an appointment at the rank of Assistant Professor, Associate Professor, or Professor; and
- (6) The initial term of the appointment of the Chair shall be 3 to 5 years, and if renewal is permitted, such renewal shall be subject to a successful performance review and the availability of funds.

The proposed Chair satisfies the above requirements. Funding will be provided by a consortium of potato industry stakeholders, in the amount of \$1,500,000.

I support this proposal from the Faculty of Agricultural and Food Sciences and request that you present it to the Senate Committee on University Research for consideration and recommendation to Senate and, in turn, the Board of Governors.

If you have any questions or concerns, I would be pleased to meet with you.



MEMORANDUM

Date: May 11, 2023
To: Dr. Mario Pinto, Chair, Senate Committee on University Research
From: Dr. Martin Scanlon, Dean, Faculty of Agricultural and Food Sciences
Subject: **FAFS Research Chair in Potato Sustainability**

Enclosed is a proposal outlining the establishment of a Research Chair in “Potato Sustainability” in the Department of Plant Science in the Faculty of Agricultural and Food Sciences.

On May 5, 2023, UMFA members of the Department of Plant Science participated in an 18.B.2.1 meeting to discuss the establishment of this Research Chair. Members were in support of its establishment.

On May 10, 2023, members of the Faculty of Agricultural and Food Sciences Council voted unanimously in favour of approving the establishment of a Research Chair in “Potato Sustainability” in the Department of Plant Science.

Dr. Tracey Peter, Vice-Provost (Academic Affairs) and Dr. Annemieke Farenhorst, Associate Vice-President (Research) have also reviewed and approved the proposal to proceed to the Chair of the Senate Committee on University Research for review by the committee who meets on May 25, 2023.

PROPOSAL TO ESTABLISH THE RESEARCH CHAIR IN POTATO SUSTAINABILITY AT THE UNIVERSITY OF MANITOBA

EXECUTIVE SUMMARY

Consistent with the University of Manitoba Chairs and Professorships Policy/Chairs and Professorships Procedure (effective: Jan 27, 2009; revised: November 25, 2014), the Faculty of Agricultural and Food Sciences is presenting this proposal to seek approval for the establishment of the Research Chair in Potato Sustainability. The University of Manitoba Research Chair in Potato Sustainability will be appointed in the Department of Plant Science for a duration of five years with their annual time allocation consisting of research (55%), service (including community engagement) (25%), and teaching (20%).

TYPE OF APPOINTMENT: Chair

NAME OF THE CHAIR: The University of Manitoba Research Chair in Potato Sustainability

PURPOSE AND OBJECTIVES OF THE CHAIR

The UM Research Chair in Potato Sustainability will be a North American leader in cutting-edge potato research, training, and extension to support a thriving and resilient potato industry in Manitoba and beyond. The Chair will allow the Department of Plant Science and the Faculty of Agricultural and Food Sciences to:

- Develop a research program on Sustainable Potato Production Systems. Research will focus on agronomy, soil health, disease and pest management, and the integration of these disciplines in both field production and storage management.
- Conduct innovative, collaborative, and applied research to address production challenges and sustainability goals identified by the potato sector.
- Identify current and potential production issues and investigate alternative management strategies (chemical and non-chemical approaches).
- Emphasize student training to prepare undergraduate and graduate students for the job market with skills applicable to the potato industry.
- Improve the efficiency and productivity of potato cropping systems (yield, disease control, quality, storability, environmental footprint, and profitability)

RELATIONSHIP OF THE GOALS OF THE CHAIR TO THOSE OF THE PROPOSING UNIT

The Chair will hold an Assistant or Associate Professor Rank in the Department of Plant Science, Faculty of Agricultural and Food Sciences (FAFS). FAFS is investing heavily in an effort to grow and modernize its agronomic research and training capacity. Since 2020, two new producer and industry-supported Chairs were established: (1) the NSERC Industrial Research Chair in 4R Nutrient Management; (2) the Integrated Crop Protection Chair. Crop and soil research teams have been renewed by the addition of eleven new tenure-track faculty positions over three years (2020-22). Numerous other initiatives support the sustainable development of agricultural resources and foster an expanded knowledge-driven agricultural economy. For example, through a \$2.5M investment by Prairies Economic Development Canada and a \$2.84M investment by the Western Grains Research Foundation, FAFS is integrating digital agriculture suites and monitoring systems

into long-term field sites and research farms, and validating the latest agricultural technologies for multiscale decision-making and precision farming in a variety of Western Canadian crop production systems. The Faculty is also home to the Ian N. Morrison Research Farm, a 406-acre facility located in Carman, MB; the Glenlea Research Station, which includes plot lands for the Long-Term Manure & Crop Management Field Laboratory and the Trace Gas Manitoba Greenhouse Gas Field Emission Site; and greenhouse and controlled environment facilities to carry out physiological, agronomic, pathology and genetic research.

The potato sector is an important part of Canadian agriculture, representing the fifth largest primary agriculture crop in Canada. With a farm gate value of over \$1.3 billion (2018), potatoes are the largest vegetable crop in Canada. Potatoes are the fourth most valuable crop in Manitoba, following canola, wheat, and soybean (based on farm gate value). Most potatoes produced in Manitoba are for processing, though fresh and seed potatoes are also grown. Research and innovation are key to enable this sector to thrive and improve its sustainability. In the 2022 Manitoba Potato Science and Technology Strategy, potato sector stakeholders presented a bold vision statement: *“Make Manitoba Canada’s leader in potato research and innovation”*. Following extensive consultation, the key priority areas identified in the Manitoba Strategy were soil productivity, fertility, and health; irrigation and water management; disease and pest management; variety evaluation and management; and storage. One of the primary recommendations in the report was to enhance the research and training capacity at the University of Manitoba in areas including agronomy, soils, potato quality, and sustainability, to help make this vision a reality.

The University of Manitoba is a key stakeholder in the potato sector with a successful track record in agronomic sciences, plant pathology, storage and processing (with over 160 journal publications on potatoes). Current and past research and extension activities in potatoes by UM researchers include, (1) irrigation and drainage research for sustainable potato production and water conservation; (2) field research into reducing nitrogen losses from potato production and improving nitrogen use efficiency; (3) research on potato disease and pest management; (4) digital agriculture tools for monitoring variability in potato stress; and (5) effect of food processing on potato quality parameters. The presence of a Research Chair is an important signal to the academic community, governments, and granting bodies that the UM is deeply committed to potato research. The Research Chair will create more training and capacity-building opportunities for graduate and undergraduate students, offering them avenues to focus on potato research and extension work. This will help Manitoba’s potato industry by ensuring an exceptional talent pool for the long term. The UM will become a school of choice for future potato farmers and young researchers with an interest in potatoes.

The Research Chair in Potato Sustainability will ensure the University remains a recognized leader in agronomic sciences and crop productions system, supporting each of the four pillars identified in the Faculty’s 2022-2027 Strategic Research Plan: promoting sustainable, resilient, fair, diverse & healthy, and technologically advanced agri-food systems. FAFS is actively working with Manitoba Agriculture to highlight research efforts by dedicating a significant portion of a provincial enabling grant to foster knowledge translation and mobilization activities. FAFS recently founded the MAKE – Manitoba Agriculture and Food Knowledge Exchange – knowledge translation platform at

www.MAKEmanitoba.ca to share how FAFS research is shaping agriculture and food production, through content in lay and social media formats with producers and consumers. It is expected that the Chair will play a significant role in knowledge exchange through such initiatives, particularly as it applies to sustainable potato production.

The Faculty of Agricultural and Food Sciences is strongly committed to engagement with Indigenous communities – where we listen to Indigenous knowledge (particularly residing with Indigenous knowledge holders and elders), where we empower and support Indigenous perspectives, and where we enter into a new knowledge-sharing relationship with Indigenous people. The chair program in potato sustainability will build on significant partnerships fostered through FAFS and Indigenous communities in our region. Our Indigenous scholars will provide guidance to the Chair to ensure the inclusion of Indigenous worldviews, knowledge systems, teachings, values, and oral traditions around environmental sustainability and arable land usage within the training, research, and knowledge translation activities of the program.

METHOD BY WHICH THE CHAIR WILL BE FUNDED

The Chair will be created from a \$1,500,000 investment by a consortium of potato industry stakeholders. The UM donor relations office facilitated the fundraising campaign, which included growers, processors, potato marketers, sector suppliers, and service providers. In each of the five years that this investment will support the Chair program, the annual commitment of \$300,000 will be used to cover the salary and benefits of the Chair, salary and benefits of a Research Associate, graduate and undergraduate student stipends, materials and supplies, technician time, organization of an annual stakeholder engagement event, conference travel and knowledge dissemination. The Chair will be expected to leverage the investment by seeking additional support through national funding programs (i.e. NSERC Alliance, NSERC Discovery, Mitacs) and provincial funding programs (i.e. Sustainable Canadian Agricultural Partnership).

GENERAL AND SPECIFIC REQUIRED ACADEMIC QUALIFICATIONS FOR CHAIR CANDIDATES

The UM Research Chair in Potato Sustainability shall have the following preferred qualifications:

- A PhD in agronomic sciences (i.e. plant science, soil science), or related fields.
- Academic qualifications commensurate with an appointment at the rank of Assistant or Associate Professor.
- A proven track record to lead an externally-funded research program in potato sustainability with a strong knowledge-translation component.
- Experience in industry consultation and engagement.
- An ability to train highly qualified personnel, undergraduate and graduate students on subject matters related to sustainable potato production.
- An ally of Equity, Diversity and Inclusion (EDI) as it applies to high quality research output, student training and collegiality.

TERM OF THE APPOINTMENT

The UM Research Chair in Potato Sustainability will be conferred for a five-year term with required annual reporting to an Advisory Committee, which will include representatives from key sector

stakeholders (KPPA, Peak of the Market, J.R. Simplot, McCain Foods). If the Chair position is vacated before the five-year term is complete, the position will be refilled. If appointment renewal is supported, the Department head will be responsible for initiating and coordinating a timely re-appointment review process.

An academic search will be conducted to appoint the UM Research Chair in Potato Sustainability. The proposed Selection Committee shall include:

- Chair and non-voting member: Associate Dean Research, Faculty of Agricultural and Food Sciences (appointed by the Dean)
- Voting members:
 - Three faculty members (selected from a list of five (5) faculty members nominated by the Plant Science Departmental Council, and appointed by the Dean)*
 - Two external members from potato industry stakeholders, appointed by the Dean
 - One (1) graduate student nominated by the Plant Science Departmental Council

**The UM-UMFA Collective Agreement article 18.B.2.2.6 stipulates that: “There shall be at least two (2) persons of each gender on the committee wherever possible although there shall always be at least one (1) person of each gender, exclusive of any student participation.” We will adhere to this article that refers “each gender” to mean a man or woman; however, there are other gender identities that are not stipulated.*

The Chair will consult annually with an Advisory Committee consisting of the Faculty’s Associate Dean Research, Department Head of Plant Science, academic experts from the University of Manitoba, and two representatives from key industry stakeholders. The Advisory Committee will help facilitate the knowledge translation activities of the Chair’s Program with sector stakeholders, as outlined in the Manitoba Potato Science and Technology Strategy.

Upon completion of the 5-year Research Chair program, the Faculty of Agricultural and Food Sciences will continue to fund the salary and benefits associated with the position, without the position being designated as a Chair.

OTHER PROVISIONS UNIQUE TO THE CHAIR

- 1) The selection and appointment of an individual to the proposed Chair, and the duties and responsibilities of the Chair, will be in accordance with the University Policy and Procedure on Chairs and Professorships.
- 2) In accordance with University Policy, the annual performance of the appointed Chair will also be reviewed by the Department Head of Plant Science in a similar manner as for other faculty members, but with the distribution of work duties being research (55%), service (including community engagement) (25%), and teaching (20%).
- 3) The Chair will acknowledge in research publications and communications that they hold the UM Research Chair in Potato Sustainability.
- 4) During the first year of the appointment, the Chair will give a public lecture, which will be coordinated by the Department Plant Science.

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 a proposal from the Dept. of Community Health Sciences.

Observations

1. The **Dept. of Community Health Sciences** proposes a Graduate Micro Diploma in Applied Health Services Research for the Manitoba Training Program in Health Services Research (MTP-HSR). One (1) course introduction, CHSC 7900, accompanies this proposal.

MTP-HSR is an existing health services research training program housed in the Department of Community Health Sciences, Rady Faculty of Health Sciences. The program accepts annually, on a competitive basis, 5-8 qualified M.Sc. and Ph.D. students who are completing a thesis-based graduate degree at the University of Manitoba focusing on health services research. By way of this application, the department requests that MTP-HSR students receive, in addition to their graduate degree, a graduate micro diploma in Applied Health Services Research. The micro diploma is thus defined as a 'stackable' program; in addition to completing their 'home discipline' graduate program requirements, the MTP-HSR requires that students complete each of:

- i. CHSC 7730 Topics in Health Services Research (3) (spanned across the entire academic year, offered only to MTP-HSR students);
- ii. CHSC 7320 Organization and Finance of the Canadian Health Care System (3); and
- iii. CHSC 7900 Manitoba Training Program Field Placement Complete. This is a 10-week full-time equivalent field placement experience – usually but not exclusively conducted in the summer term – with a Manitoba-based healthcare agency (e.g., Manitoba Health, Shared Health). As part of their graduate micro-diploma, future MTP-HSR students will complete this placement as a 0-credit hour pass/fail course.

The proposal was approved by the Dept. of Community Health Sciences council on January 12, 2023.

Course Introduction

CHSC 7900 Manitoba Training Program Field Placement

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The aim of the Manitoba Training Program (MTP) field placement is to highlight the relationship between learning and application of health services research principles and practise through the integration of coursework with supervised fieldwork undertaken in local and provincial public health settings. University of Manitoba Students accepted into the Manitoba Training Program are eligible to register for this course; instructor permission is required. Pre-requisite: CHSC 7730 and CHSC 7320. Graded Pass/Fail.

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

/ak

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 Graduate Micro-Diploma in Applied Health Services Research, Department of Community Health Sciences

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 graduate Micro-Diploma, at the University of Manitoba, is found in the [Certificate and Diploma Framework](#) (Senate, February 3, 2021).
3. At its meeting on August 28, 2023, the SPPC considered a proposal from the Department of Community Health Sciences, to establish a Micro-Diploma in Applied Health Services Research. The proposal was endorsed by the Faculty Council of the Faculty of Graduate Studies at its meeting on May 15, 2023.
4. The Manitoba Training Program in Health Services Research (MTP-HSR) program is an applied, interdisciplinary training program for graduate students across the University who have an interest in health services research. The program, which is currently funded by Manitoba Health, has been offered through the Department of Community Health Sciences, Max Rady College of Medicine, since 2001. The Department is proposing that the program be established as a graduate Micro-diploma, so students who complete the program will receive recognition for a Senate-approved credential.

Observations:

1. The proposed Micro-Dip. in Applied Health Services Research would require students to complete three courses totalling 6 credit hours, including, CHSC 7320 Organization and Financing of the Canadian Health Care System (3 cr), CHSC 7730 Topics in Health Services Research (3 cr), and CHSC 7900 Manitoba Training Program Field Placement (0 cr), a ten-week field placement experience completed in the Summer Term at a Manitoba-based healthcare agency.
2. The academic objectives for the Micro-Diploma would be to:
 - provide students with theoretically-informed and practice-based applied health services research training, as requisites for creating research evidence to more effectively guide priority health reform initiatives in Manitoba and abroad;
 - strengthen the collaborative relationship between students and healthcare stakeholders through various activities so that: a) students better understand the types of evidence required to effectively guide healthcare reform, and b) healthcare stakeholders further see the value of using evidence both when planning for and evaluating the success of reform strategies;
 - foster meaningful interactions between diverse graduate students who are interested in applied health services research, enabling them to understand the value of different methodological designs and approaches.
3. The program would prepare students for careers as academic researchers, clinician scientists, and healthcare planners, by providing training integrated knowledge translation approaches and implementation science methodologies.

4. The Micro-Diploma would be open to students enrolled in the Faculty of Graduate Studies, in a thesis-based Master of Science or Doctor of Philosophy degree program focussed on health services research, as defined by the Canadian Institutes of Health Research (CIHR). Entrance to the program would be competitive, based on the adjudication and selection process set out in section 7 of the program proposal.
5. Projected annual enrolment in the program is five to eight students. The maximum enrolment capacity would be eight students per year. In the past ten years, the number of applicants has ranged from fifteen to thirty-nine, which shows there is demand for the program.
6. Consistent with the Faculty of Graduate Studies' regulations, as set out in the *Academic Guide*, students would have a maximum of one academic year (three consecutive terms), to complete the program. Under exceptional circumstances, however, CHSC 7730 Topics in Health Services Research may be taken in the subsequent academic year and CHSC 7900 Manitoba Training Program Field Placement may be delayed by one calendar year.
7. No additional resources, including teaching and staff resources, would be required to offer the program. Two of three courses to be used in the curriculum are existing courses offered by the Department. Pending approval and implementation of the Micro-diploma, the Department would need to introduce only one 0-credit hour course (CHSC 7900). Resources to support the program include an annual contribution (\$151,000) from Manitoba Health, based on a five-year contract ending March 31, 2026, existing operating funds in the Department, and in-kind contributions from various agencies that support student placements, including preceptors. Funds provided by Manitoba Health are used to cover the salary for a Program Coordinator and graduate student stipends for five students. The Program Director's salary and some administrative costs are covered using the Department's operating funds.
8. The Department has indicated that, if funding from Manitoba Health was suspended, it would request that admissions to the Micro-diploma be suspended.
9. The University of Manitoba Libraries indicated its collection can support the proposed Micro-Diploma program without additional resources.
10. The University Registrar and Executive Director, Enrolment Services confirmed the Office of the Registrar and Enrolment Services has no system or operational-related concerns with administering the proposed Micro-Diploma. The Undergraduate Admissions Office would not be involved in the implementation. The admissions process would be facilitated by the Department and the Faculty of Graduate Studies.

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 Applied Health Services Research, in the Department of Community Health Sciences. The Senate Committee on Planning and Priorities recommends that the Provost and Vice-President (Academic) not implement the program until satisfied that there would be sufficient space and sufficient funding to support the ongoing operation of the program.

Respectfully submitted,
Professor Derek Oliver, Chair, Senate Planning and Priorities Committee



**University
of Manitoba**

March 28, 2023

To: Kelley J. Main, PhD.
Dean (Acting), Faculty of Graduate Studies

From: Malcolm Doupe, PhD
Director, Manitoba Training Program in Health Services Research (MTP-HSR)

Re: Application for MTP-HSR to receive a graduate micro-diploma in health services research

Dear Dr Main;

Thank-you and Dr Duhamel for your collective insights and expertise in helping us to prepare this graduate micro-diploma application. I have attached the following documents for consideration at the Faculty of Graduate Studies Programs and Guidelines Committee meeting scheduled for Monday April 3, 2023:

- 1) The completed graduate micro-diploma application. This document summarizes the MTP-HSR history and goals, discusses program structure and content, and explains how activities align with the University of Manitoba strategies directions and priorities.
- 2) A list of (N=20) appendixes referenced in this application. These documents illustrate various structures and processes that guide MTP-HSR program delivery, demonstrate how infrastructures housed with the Department of Community Health Sciences support program content, provide various internal and external letters demonstrating support for and value of the program, and present various requisite additional required documents (e.g., program-specific supplemental regulations for Community Health Sciences, statement of resources implications for SPCC).

I look forward to attending the Programs and Guidelines Committee meeting on April 3 for further discussion and clarifications.

Submitted Respectfully;

Malcolm B. Doupe, PhD
Associate Professor, Departments of Community Health Sciences, Emergency Medicine
Max Rady College of Medicine, Rady Faculty of Health Sciences, University of Manitoba



Proposal for New Academic Program: Micro-Diploma

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: Faculty of Health Sciences

Department (where applicable): Community Health Sciences

Contact, Name and Title:

Dr. Malcolm Doupe. Director, Manitoba Training Program in Health Services Research

Dr. Sharon Bruce. Department Head, Community Health Sciences

Contact Email:

malcolmbray.doupe@umanitoba.ca

sharon.bruce@umanitoba.ca

Section B: Program Overview

1. **Program Type:** Micro-diploma ☐ Graduate Micro-diploma ☒

This program will be available as a (check all that apply):

Stand-alone program ☐

Embedded program ☒

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): Applied Health Services Research
3. **Program length** (credit hours): 6 credit hours.
4. **Proposed start term:** Fall 2023

Section C: Program Requirements

5. Description and Intended Outcomes of the Program

Provide a general overview of the program, including the purpose and objectives, and the intended outcomes of the program. Outline expected learning outcomes and how it will benefit students.

Program History

The Manitoba Training Program in Health Services Research (MTP-HSR) has operated at the University of Manitoba for 20 years. Along with select other Western Canadian universities, MTP-HSR was originally part of the Western Regional Training Centre funded by the Canadian Foundation of Healthcare Improvement (2001 to 2011) and CIHR (Strategic Training Initiative in Health Research [STIHR], 2009-2015). Manitoba Health has funded MTP-HSR since 2011, initially by providing matched funding to support CIHR-STIHR, and as our sole funder since 2015. As part of the newly formulated Manitoba Learning Health System Network housed within the Max Rady College of Medicine¹, in 2021 MTP-HSR received from Manitoba Health a five-year contract enabling us to extend and expand program activities until March 31, 2026.

Program Overview

MTP-HSR is a health services research training program housed in the Department of Community Health Sciences, Rady Faculty of Health Sciences, University of Manitoba. The program accepts annually, on a competitive basis, 5-8 qualified MSc and PhD students who are completing a thesis-based graduate degree at the University of Manitoba focusing on health services research². MTP-HSR is defined as a 'stackable' program; in addition to completing their 'home discipline' graduate training requirements, MTP-HSR requires that students:

- i. Complete each of CHSC 7730 (Topics in Health Services Research; this is a 3-credit hour course spanned across the entire academic year, offered only to MTP-HSR students) and CHSC 7320 (Organization and Finance of the Canadian Health Care System, 3 credit hours)³, and;
- ii. Complete a 10-week full-time equivalent field placement experience – usually but not exclusively conducted in the summer term – with a Manitoba-based healthcare agency (e.g., Manitoba Health, Shared Health). As part of their graduate micro-diploma, future MTP-HSR students will complete this placement as a 0-credit hour pass/fail University of Manitoba course [CHSC 7900 Manitoba Training Program Field Placement] (see Section 6).

¹ Other pillars of this network include the Centre for Healthcare Innovation (CHI), Manitoba Centre for Health Policy (MCHP), and Supporting Older Adult Healthcare Reform through Research (SOARR). The goal of MLHSN is to provide rigorous, credible, and timely evidence to support health services innovation, decision-making, and evaluation in Manitoba. MLHSN pillars collectively provide access to a critical mass of expert health services researchers who have established partnerships with various Manitoba government departments and service delivery organizations.

² MTP-HSR uses the CIHR definition of health services research. See <https://cihr-irsc.gc.ca/e/48809.html>.

³ Students who are required to take elective courses as part of their 'home' graduate degree may embed MTP-HSR courses into their degree. Other students may, with approval from their academic advisor, complete the MTP-HSR courses above and beyond those required by their 'home' graduate degree.

Program Objectives and Goals

The MTP-HSR Program Director is Dr. Malcolm Doupe (2009-ongoing). Program activities are guided by input from an Executive Advisory Board and an external review co-commissioned from Manitoba Health and the Dean, Max Rady College of Medicine⁴. Our **Program Objectives** are to (1) become a nationally recognized and emulated applied health services research training program that instructs graduate students how to bridge the gap between research evidence and healthcare practice; and (2) lead, through student training in Manitoba, the development of a learning health system characterized by strong researcher-stakeholder partnerships that collectively have the skill to create evidence-based, meaningful, and sustained reform practices. These objectives are achieved by developing (1) student expertise about strategies to incorporate research-informed evidence into healthcare reform processes, and (2) meaningful partnerships between students and healthcare stakeholders, supporting both parties to bridge more effectively the transactional space between research knowledge and healthcare reform.

MTP-HSR has the following **program goals**:

- i. Attract a diverse group of highly skilled University of Manitoba graduate students into the program, by providing these future professionals with a provincially and nationally competitive financial stipend;
- ii. Provide these students with both theoretically-informed and practice-based applied health services research training, as requisites for creating research evidence to more effectively guide priority health care reform initiatives in Manitoba and abroad;
- iii. Strengthen the collaborative relationship between students and healthcare stakeholders through various activities so that: a) students better understand the types of evidence required to effectively guide healthcare reform, and b) healthcare stakeholders further see the value of using evidence both when planning for and evaluating the success of reform strategies; and,
- iv. Foster meaningful interactions between diverse graduate students who are interested in applied health services research, enabling them to understand the value of different methodological designs and approaches.

Intended Outcomes

MTP-HSR trains 5-8 University of Manitoba graduate students annually and provides these individuals with unique and specialized knowledge about integrated knowledge translation approaches and implementation science techniques. Student who complete this program have a unique platform of research skills for use in their future careers as academic researchers, clinician scientists, or healthcare planners.

Student evaluations of MTP-HSR are overwhelmingly positive (see **Appendix 1**), and many of our graduates are employed in healthcare agencies or work in affiliated University positions (**Appendix 2**). Over time, these individuals will continue to formulate an important network that helps to ensure research evidence is more meaningfully incorporated into healthcare transformation.

Presently, MTP-HSR students do not receive any type of formal recognition from UM for completing this

⁴ The EAB is chaired by Dr. Lisa Lix (Associate Department Head of CHS) with membership from across the University of Manitoba (Dr. Netha Dyck, Dean, College of Nursing; Dr. Lalitha Raman-Wilms, Dean, College of Pharmacy; Dr. Nathan Nickel, Director, Manitoba Centre for Health Policy; Dr. Todd Duhamel, Associate Dean, Faculty of Graduate Studies), Manitoba Health (Ms. Barb Wasilewski, Assistant Deputy Minister, Health Policy and Planning; Ms. Cheryl Osborne, Director, Health Policy and Planning; Ms. Janie Peterson Watt, Senior Policy Analyst, Health Policy and Planning), and Shared Health (replacement for Lanette Siragusa, Chief Nursing Officer, to be determined). See section 12 for more details. Our last external review (2017) was conducted by Drs. Stephen Bornstein (Memorial University) and Michael Hillmer (Ontario Ministry of Health and Long-Term Care) (Appendix 19).

program. ***By way of this application, we are requesting that MTP-HSR students receive, in addition to their graduate degree awarded on their University of Manitoba transcript, a graduate micro-diploma in applied health services research.*** While operated through the Rady College of Medicine (Department of Community Health Sciences), we recognize that this formalized program would now be offered through the Faculty of Graduate Studies as a credential program at the University of Manitoba.

6. 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. Identify proposed courses as "new." Append associated course change forms, as appropriate. Outline how students are to progress through the program. Comment on any pre-requisite requirements, where applicable.

In the graduate micro-diploma, MTP-HSR students will be required to complete three University of Manitoba courses with a total of six credit hours. These consist of:

- i) Two established University of Manitoba graduate training courses that MTP-HSR students currently take (CHSC 7730, Topics in Health Services Research; CHSC 7320, Organization and Finance of the Canadian Health Care System) totalling six credit hours. CHSC 7730 is spanned across the entire academic year, and CHSC 7320 is offered in the winter academic term. The full course outline for each course is provided in **Appendix 3**. See the following:

A) Given that only MTP-HSR participants can register in CHSC 7730 and that this course provides core program content (e.g., theory- and practice-based content as described in subsequent text, plus placement planning and attendance at various iKT events), students must successfully complete this course in the year they are accepted into MTP-HSR, with no exceptions permitted. Those who have previously taken CHSC 7730 are not eligible to participate in the program a second time⁵.

B) Students who have successfully completed CHSC 7320 in the previous five years are not required to take this or an alternate graduate course as part of MTP-HSR. To receive the micro-diploma in MTP-HSR, students who have not previously completed CHSC 7320 must do so in the year they are accepted into the program. These students, under exceptional circumstances, may be permitted to take this course in the following academic year, with written recommendation made by the Program Director followed by written approval by the Faculty of Graduate Studies Association Dean (see section 6C – academic regulations – for more detail)⁶.

- ii) One new course, which is CHSC 7900; Manitoba Training Program Field Placement (0 credit hours, assessed as pass/fail). Students have traditionally completed a program field placement; CHSC 7900 retains the core placement activities and refines the placement evaluation process so that a formal assessment process is implemented. All components of the placement planning, implementation, and evaluation process are described in section 6B (Experiential Learning or Work-Integrated Learning Opportunities). We have also completed the “proposal for the course introduction form” enabling the MTP-HSR Field Placement to be officially designated as a University

⁵ This could happen if a student completed MTP-HSR training as an MSc Student and re-applied to MTP-HSR as a PhD student. Students are only allowed to take MTP-HSR once as a University of Manitoba graduate student.

⁶ The distinction between CHSC 7730 and CHSC 7320 is justified given that (a) CHSC 7730 provides core course (e.g., implementation science and measurement theory) and program-level (e.g., placement planning and networking activities) content as described above, while CHSC 7320 ensures that MTP-HSR participants have current knowledge about healthcare history, structure, and reform; (b) Students receive nationally competitive stipends to participate in MTP-HSR. Accepting students into MTP-HSR who have previously taken both CHSC 7730 and CHSC 7320 (and hence not requiring to take them again) would, in essence, be giving them a stipend without requiring any program participation; (c) The University of Manitoba does not allow students to obtain credit twice for a given course. MTP-HSR course requirements comply with this regulation.

of Manitoba pass/fail course. A copy of the form and course outline is included in **Appendix 4 and 5, respectively**.

MTP-HSR field placements typically occur from May to September. Students will receive their pass/fail grade at the end of the placement. Students, under exceptional circumstances, may be permitted to complete their placement at a later time. This would occur with written recommendation made by the Program Director followed by written approval by the Faculty of Graduate Studies Association Dean (see section 6C – academic regulations – for more detail).

In summary and with caveats provided in the preceding text, MTP-HSR students must complete each of CHSC 7730, CHSC 7320, and CHSC 7900 to receive the micro-diploma. The description of each course is provided in the following table.

MTP-HSR Course Requirement Descriptions, as Presented in the UM Course Calendar

Required Course	Course Description
CHSC 7730, Topics in Health Services Research	This course will expose students to select health services research topics that are particularly relevant in Manitoba and Canada. Students are expected to actively engage in seminars led by health services researchers and decision-makers, and also provide informative presentations in their own area of research. Students will also gain knowledge about various communication and knowledge translation strategies. All students require instructor permission. Co/Prerequisite: CHSC 7320
CHSC 7320, Organization and Finance of the Canadian Health Care System	The purpose of this course is to help students develop the knowledge and skills to understand and improve Canadian healthcare. The course provides an introduction to the way the Canadian health system is organized and financed; covers key policy issues and controversies; and examines the challenge of change. Prerequisite: Students outside CHS require instructor permission.
CHSC 7900, Manitoba Training Program Field Placement (NEW)	<p>The aim of the Manitoba Training Program (MTP) field placement is to highlight the relationship between learning and application of health services research principles and practise through the integration of coursework with supervised fieldwork undertaken in local and provincial public health settings. University of Manitoba Students accepted into the Manitoba Training Program are eligible to register for this course; instructor permission is required. Pre-requisite: CHSC 7730 and CHSC 7320. Graded Pass/Fail.</p> <p>Students will actively engage in a supervised health services fieldwork placement, and in doing so will demonstrate their ability to (1) apply the principles learned in CHSC 7730 (e.g., using evidence to guide care reform) in a 'real-world' healthcare setting; and (2) develop meaningful partnerships with healthcare stakeholders in ways that help to facilitate future employment opportunities. The placement is designed for MTP-HSR students who may not have extensive applied health services research experience, or for MTP-HSR students seeking this experience in a healthcare setting that is different from their primary professional background. Placement-specific objectives and activities will be set through iterative discussions involving the MTP-HSR Director, host agency field placement preceptor, and student. These must be agreed up in writing prior to commencing the placement. Each placement will be planned with consideration of the student's career interests and the needs of the placement agency. The duration of each field placement is approximately 10 weeks full time equivalent and must be completed within 20 weeks of the placement start date. The placement will be evaluated on a pass/fail basis.</p>

	Pre-Requisites: This course is designed for students who have (1) been formally accepted into the MTP-HSR program, and who are (2) enrolled in CHSC 7730. Registration for the MTP-HSR placement requires written permission from the MTP-HSR Director.
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b) Experiential Learning or Work-Integrated Learning Opportunities

Where applicable, briefly describe any experiential learning or work-integrated-learning opportunities within the program.

Student Placements. Work-integrated placements comprise a major learning opportunity for students, and in general (i) enable students to apply, in an abbreviated format, the academic lessons learned in an applied healthcare setting; (ii) help students begin to develop rich networks with healthcare planners and providers, and; (iii) showcase to healthcare stakeholders the value of MTP-HSR, and more generally the value of using research evidence during all stages of healthcare planning, delivery, and evaluation.

A list of the past student placement activities and their products is provided in **Appendix 6**. While students have input into their placement activities, the MTP-HSR Program Director is ultimately responsible for finding placement agencies, developing placement details, and for evaluating the student at the placement conclusion. The following activities are used to guide the placement process.

Student-preceptor Co-Presentations in CHSC 7730. Students are matched with placement preceptors⁷ in the fall of each academic year. The last seminar session in the fall term is reserved for students and preceptors to meet, review the goal of MTP-HSR placements, discuss student and preceptor roles, and discuss next steps with timelines. Each student is required to meet 2-3 times with their preceptor in the winter term to discuss and refine possible placement ideas, supported by the MT-HSR Program Director as needed. As one of their assignments in CHSC 7730, students are required to present a final placement idea emulating from these discussions, emphasizing (a) the rationale for the placement (e.g., how it aligns with agency goals) (b) the ways in which the student will summarize existing and/or develop new evidence during the placement, and (c) anticipated products and their potential value.

Placement Plan. This plan extends naturally from the aforementioned student presentation. Students, MTP-HSR program staff, and preceptors collaborate iteratively in late April / early May to complete the MTP-HSR placement plan document (**Appendix 7**). This document provides detailed information on factors like a) specific student activities and the approximate time required to complete each, b) outputs expected from the placement, and c) work particulars (e.g., start and end dates, hours of the week worked, pay rate, access to working space and equipment). Preceptors must also document how they will provide student networking opportunities (e.g., ensuring that the student participates regularly in team meetings), and create contingency plans if a given activity takes longer than anticipated due to unforeseen circumstances. Each placement is planned to last about 10 weeks equivalent full time and must be completed within 20 weeks of the student start date (early May) if they are conducted part-time. Each student's final placement plan is signed by the student, the placement preceptor, and the MTP-HSR Program Director.

Placement Monitoring. The MTP-HSR Program Coordinator connects with each student and her/his preceptor two-three times during the placement process. A monitoring form (**Appendix 8**) is used in each meeting to help monitor progress, to ensure that the student-preceptor 'fit' is positive, and to help proactively resolve any challenges that exist. The first meeting with the preceptor typically occurs in the first two weeks to ensure that the student has received a proper orientation, has a workspace assigned to them, and has all payroll forms completed. This helps to ensure that the student has the appropriate

⁷ Placements are developed jointly through meetings and discussions with the MTP-HSR Director, Manitoba Health, and other healthcare agencies, by iteratively discussing agency needs (e.g., for knowledge and evidence to guide reform) and capacity (resources to support the placement including preceptor experience and time) along with student experience and skill. As the MTP-HSR funder, Manitoba Health has several experienced placement preceptors who are available to offer advice and input (e.g., during the first student-preceptor co-presentations in CHSC 7730) to those with less experience in this area.

supports and resources needed to successfully complete the placement.

Placement Evaluation. At the end of the placement, information from the monitoring form, placement preceptor (**Appendix 9**) and student (**Appendix 10**) are collected to help formally evaluate the student. As part of the micro-diploma process, the MTP-HSR Program Director will use this information to provide each student with a pass/fail grade guided by the following criteria:

- i. Attendance, overall participation and level of professionalism, and;
- ii. The extent to which the student
 - a. demonstrated self-learning;
 - b. understood the structures/policies/function of the agency;
 - c. actively engaged in networking and participated as an effective team member;
 - d. made constructive suggestions and accepted constructive criticism, and;
 - e. achieved the goals as set form in the placement plan, and noted barriers (e.g., non-responses from the healthcare sector) that were beyond the student's control.

c) Academic Regulations

General academic regulations for micro-diplomas 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 micro-diploma:

Academic performance requirements and maximum time to completion is the same as stated for UM

Academic performance requirements:

Minimum course grades and overall GPA required for progression and graduation.

To receive the micro-diploma in MTP-HSR, students must complete with letter grade of 'C+' or higher in CHSC 7320 and 7730; and (b) receive a grade of 'pass' in CHSC 7900 (Manitoba Training Program Field Placement).

Maximum time-to-completion:

Maximum time-to-completion in academic years or terms.

To receive the graduate micro-diploma, students must complete:

- i. CHSC 7730 in the academic year they are accepted into MTP-HSR.
- ii. CHSC 7320 in the academic year they are accepted into MTP-HSR. Under exceptional circumstances (e.g., if this course schedule conflicts with a core course from the student's home discipline), CHSC 7320 may be taken in the subsequent academic year, with written recommendation made by the Program Director followed by written approval by the Faculty of Graduate Studies Association Dean.
- iii. CHSC 7900 in the fall term following their MTP-HSR academic year (e.g., November 1, 2024 for students accepted into the 2023/24 program). Under exceptional circumstances (e.g., where placements are delayed due to unforeseen challenges with placement agencies), this course may be delayed by one calendar year (i.e., completed by November 1, 2025), with written recommendation made by the Program Director followed by written approval by the Faculty of Graduate Studies Association Dean.

*For graduate-level micro-diplomas, [append revised supplemental regulations and BFARS](#).

Please see **Appendix 11** for additions to the CHS supplemental regulations.

7. Entrance Requirements

For undergraduate-level diplomas, [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.

For graduate-level diplomas, entrance requirements are the minimum Faculty of Graduate Studies entrance requirements.

List any additional program specific entrance requirements, including any pre-requisite requirements.

MTP-HSR students must be enrolled in a thesis-based MSc or PhD program at the University of Manitoba. Applications are currently available online and consist of an application form, copies of current post-secondary transcripts, and two letters of reference. While the traditional MTP-HSR student application form is provided in **Appendix 12**, through discussions with Dr. Kelley Main we understand that future students will apply to the program directly to FGS, who will in turn review students to ensure they meet basic eligibility requirements. Student applications will then be provided to the MTP-HSR adjudication committee; members of this committee will review and recommend to FGS the students to be accepted into the program.

Student adjudication for admission into MTP-HSR occurs in two stages.

Stage One consists of a review of each student's submitted application, with the goal of short-listing potential applications. The criteria used to evaluate written applications is provided in **Appendix 13**. Adjudication committee members review and evaluate each application in advance of an adjudication committee meeting. The adjudication committee is comprised, at minimum, of the MTP-HSR Program Director, three University of Manitoba faculty members (e.g., from Nursing, Pharmacy, Community Health Sciences), two representatives from Manitoba Health, and a student representative from Community Health Sciences (non-voting member).

Stage Two of the admission process consists of an interview with each shortlisted (from stage 1) student. This interview committee is comprised of the MTP-HSR Program Director, at least one other University of Manitoba faculty member, and a representative from Manitoba Health. A sample of the MTP-HSR Interview Questions and Assessment template is provided in **Appendix 14**. Based on this, the Program Director will recommend to FGS the students to be accepted into the program.

8. Recognition for Credit⁸

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 programs⁹. Append letters of support, as appropriate. See *SCCCC Consultation form* at <https://umanitoba.ca/governance/forms>.

MTP-HSR is proposed as a modular training program that is stackable with students' original graduate degree. Three additional points of information are provided:

- 1) MTP-HSR only accepts students who have already been accepted officially into their 'home' graduate training degree (as evidenced from the student transcript or admission letter). Students must also be formally enrolled in their graduate degree program for the entire academic year of MTP-HSR training (e.g., students who withdraw from their 'home' graduate training program prior to completion must also withdraw from MTP-HSR).

⁸ 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.

⁹ Stackable credentials 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.

- 2) While students have the option of embedding MTP-HSR course work into their 'home' graduate training program (e.g., counting CHSC 7300, CHSC 7320, and CHSC 7900 as elective courses), this is not always possible (e.g., if students have already completed their elective course requirement). As part of our current adjudication process, we ensure that each accepted student and their academic advisor is made aware of the MTP-HSR program requirements and expectations (see **Appendix 15**). Through discussions with Dr. Kelley Main we have agreed to amend this process as follows, pending acceptance of the micro-diploma application:
 - (a) Based on the recommendation of the MTP-HSR Program Director, FGS will notify students who are accepted into MTP-HSR.
 - (b) Once notified, MTP-HSR Program Staff will contact the student and their advisor (using the form letter provided in Appendix 15) to ensure that all parties are aware of program requirements and funding amounts / regulations, and to clarify if MTP-HSR courses are being embedded into the student's 'home' graduate degree (i.e., serving as elective courses), or if these courses will be taken above and beyond those required by their 'home' graduate degree.
 - (c) Historically, some students opt out of the program after receiving their acceptance letter (e.g., if they are not willing to complete the placement or decide to transfer institutions). In this instance we will ask students to correspond directly with MTP-HSR Program Staff, who will in turn notify FGS.
- 3) Excepting MTP-HSR coursework (Section 6), a student's performance in MTP-HSR is not intended to be used as part of their annual progress report completed with their academic advisor. Likewise, a student's performance in their home training program will not be considered when judging their performance in MTP-HSR.

9. Mode of Delivery

This program is available: In-person ☐ On-line ☐ Combination: ☒

MTP-HSR will be offered using a combination of in-person and virtual sessions.

Section D: Program Development and Demand

10. 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.

The Manitoba Training Program in Health Services Research (MTP-HSR) is a collaborative training centre in the Department of Community Health Sciences, Rady Faculty of Health Sciences, University of Manitoba. The program supports qualified graduate students pursuing health services research training with a financial stipend, and helps them to understand the intricate relationship between research evidence production and health care reform. Our **mission** is to help lead, through student training, the development of a learning health system in Manitoba, characterized by strong researcher-stakeholder partnerships that collectively have the skill to create evidence-informed, meaningful, and sustainable reform strategies. **Core values** that we embrace include (i) developing productive student-researcher and healthcare stakeholder partnerships, and (ii) understanding ways to incorporate highly rigorous research evidence into all phases (e.g., planning, enactment, ongoing evaluation) of the healthcare reform process.

The MTP-HSR mission, our core values and training activities were developed to embrace and help enact the University of Manitoba Mission to 'create, preserve, communicate and apply knowledge, contributing to the cultural, social and economic well-being of the people of Manitoba, Canada and the world'. Similarly, the Rady Faculty of Health Sciences conducts activities that 'plan for the development and delivery of health care services and to help improve health status and service delivery to the Province of Manitoba and the wider community'. Community Health Sciences - where MTP-HSR is imbedded -

provides multidisciplinary training in a range of fields in public health and preventive medicine, at levels ranging from undergraduate to PhD. Given these synergies, we are committed to ensuring that MTP-HSR benefits all graduate students at the University of Manitoba interested in health services research. Providing these students with a micro-diploma is an essential step to recognize students for their commitment to health services research.

Every effort is made to ensure that student recruitment occurs using fair and equitable processes (e.g., the program is advertised using Instagram takeovers through the official University of Manitoba student account), and our website (<https://umanitoba.ca/medicine/departments-community-health-sciences/manitoba-training-program-health-services-research>) is accessible in accordance with UM requirements for website structure and content. While acceptance into MTP-HSR is competitive and based on student merit, final student selection is also influenced with consideration that diversity exists across (i) academic discipline and student research approaches and topics, and (ii) program level (MSc versus PhD). Every effort is made to ensure that accepted students are exposed to the importance of conducting healthcare reform for especially vulnerable people (e.g., people residing in rural and remote geographies, those with longstanding mental health challenges), and one program seminar is typically dedicated to a guest speaker with expertise in Indigenous health and the Indigenous approach to gathering knowledge. Reflecting these principles, our Executive Advisory Board is comprised of members that reflect key and diverse healthcare disciplines (e.g., Pharmacy, Nursing, Community Health Sciences), perspectives, and research approaches.

11. Student Demand for Program

a. Outline expected student demand and interest in the program.

As shown in **Table 1**, 288 graduate students from 25 University of Manitoba faculties and departments have applied to MTP-HSR since 2011. This number of applications has grown considerably in recent years (e.g., 39 students applied to the 2021/22 program), given our improved student recruitment strategies¹⁰. Acceptance into this program has therefore become increasingly competitive. In total, 65 students have been accepted into the program since 2011 (**Table 2**). Depending on the year, about two-thirds of these students come from Community Health Sciences, with the remainder coming from diverse disciplines, such as Social Work, Nursing, Medical Rehabilitation, Pharmacy, and Disability Studies. About one-third of accepted MTP-HSR students are in PhD programs.

Table 1: Number of Students Who Have Applied to MTP-HSR by Academic Year, Overall and by Academic Discipline

Department or College	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	All Years Combined
Applied Health Sciences		2		1	1	2	1	1				8
Biomedical Engineering					1		3				1	5
Community Health Sciences	9	8	21	13	26	21	14	19	23	7	12	173
Disabilities Studies	1					2	2			3		8
Economics		1	1					1			4	7
Electrical & Computer Engineering	1						1					2

¹⁰ The MTP-HSR Program Coordinator actively reaches out to a wide range of eligible students from across the University of Manitoba. These recruitment strategies commence in the fall of each academic year and include (a) Instagram takeovers through the official University of Manitoba student account (@umstudent) (b) continually updating and refining the MTP-HSR website, (c) meeting with Graduate Program Department Heads to co-plan student recruitment and academic advisor awareness strategies, and (d) providing in-person presentations to undergraduate students who are considering graduate training.

Environment/Geography	3											3
Enviro/Earth & Resources	1											1
Family Social Sciences	1	1		1								3
Human Nutritional Sciences	1	1					2				2	6
Interdisciplinary Graduate Studies								1				1
Medical Rehabilitation			1			1				2	7	11
Microbiology											1	1
Oral biology											1	1
Mechanical & Manufacturing Engineering	1	3	1									5
Physiology											2	2
Medical Microbiology	5	1										6
Nursing		1				3		1	4	2	4	15
Pharmacy								3	3	1	5	12
Political Studies						1						1
Philosophy						1						1
Psychology		3					1		1			5
Public Administration	1											1
Social Work						4			1			5
Sociology						2		1				3
Textile Sciences	2											2
Total Students	26	21	24	15	28	37	24	27	32	15	39	288
%CHS	35%	38%	88%	87%	93%	57%	58%	70%	79%	47%	31%	58%

Table 2. Number of Students Accepted in MTP-HSR by Academic Year, Discipline, and Degree Program (Master's or PhD)

Department or College	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	All Years Combined
Applied Health Sciences		1										1
Community Health Sciences	2	5	7	5	6	4	8	3	3	4	3	50
Disabilities Studies	1					1						2
Economics		1	1									2
Environment /Geography	1											1

Human Nutritional Sciences		1					1					2
Kinesiology and Recreation Mgt										1	2	3
Mechanical Engineering	1											1
Nursing						2			2	1	1	6
Pharmacy								1	1			2
Social Work						1		1				2
Sociology						1		1			1	3
Total Students	5	8	8	5	6	9	9	6	6	6	7	75
% PhD	0%	38%	50%	40%	33%	20%	44%	40%	33%	33%	32%	33%
%CHS	40%	63%	88%	100%	100%	40%	89%	60%	50%	67%	50%	70%

b. What is the expected enrolment in the program?

Between five and eight students may be accepted into the program annually. This number depends on the quality of the student applications, and available program funds¹¹.

c. What is the maximum capacity, if applicable?

Defined as first-year enrolment capacity.

The maximum intake of students is eight per year.

12. 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.

MTP-HSR maintains strong partnerships with healthcare stakeholders and key personnel from Manitoba Health, Shared Health, the Winnipeg Regional Health Authority, and rural-based healthcare organizations in Manitoba. Partnerships with these organizations are crucial to continuing program success, and in any given year we engage actively with our community partners in the following ways.

- 1) Executive Advisory Board. Through quarterly meetings, the MTP-HSR Executive Advisory Board advises MTP-HSR in its strategic directions and includes representatives from the University of Manitoba (Community Health Sciences, Nursing, Pharmacy, Faculty of Graduate Studies), Manitoba Health, and Shared Health. The terms of reference for this board are provided in **Appendix 16**. This board is chaired by Dr. Lisa Lix, Associate Department Head of

¹¹ Manitoba Health provides a set budget (151K annually) for MTP-HSR, and in most years between one and three of our accepted students receive an additional stipend enables us to recruit additional students. We can recruit a minimum number of five students annually using Manitoba Health funds and using carry-over funds have been able to recruit up to eight students in some years. Please refer to section 15 of this document for additional budget information.

Community Health Sciences.

- 2) Student Admissions. See **Appendix 13**. Two non-voting members from Manitoba Health help to assess student applications.
- 3) Seminar and Placement Activities. MTP-HSR develops rich partnerships between students and healthcare stakeholders, through co-presentations in CHSC 7730 and when planning and enacting placements. Using the 2020/21 academic year as an example, MTP-HSR students interact with about 30 stakeholders from a variety of sectors and settings (see **Appendix 17**).

Reflecting these partnerships, we have attached to this application several letters of support (**Appendix 18**) including one from Ms. Barb Wasilewski; Assistant Deputy Minister, Manitoba Health.

13. 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. See *SCCCC Consultation form* at <https://umanitoba.ca/governance/forms>.

Please see the following information:

- 1) Dr. Lisa Lix tabled this application for faculty and staff input and discussion at a Community Health Sciences Department Council Meeting (January 13, 2023). During this meeting Dr. Lix provided a motion to proceed with the MTP-HSR graduate micro-diploma application enabling program graduates to receive, in addition to their graduate degree awarded on their University of Manitoba transcript, a graduate micro-diploma in applied health services research. This motion was seconded by Dr. Nathan Nickel (Director, Manitoba Centre for Health Policy) and unanimously approved by Community Health Sciences faculty members.
- 2) The following key University of Manitoba stakeholders and partners have provided letters in support of this application (**Appendix 18**), demonstrating the extensive internal consultation accompanying this report.
 - a. In his letter of support, Dr. Peter Nickerson (Dean and Vice-Provost, Rady Faculty of Health Sciences) has outlined the extensive internal and external consultations that have occurred to create the Manitoba Learning Health System Network, of which MTP-HSR has the predominant student training role.
 - b. Dr. Lisa Lix (Associate Department Head of Community Health Sciences) is Chair of the MTP-HSR Executive Advisory Board. As part of the application process, Dr. Lix met with (1) EAB members to review and approve draft versions of this application; and (2) Dr. Kelley Main (Dean, Faculty of Graduate Studies) to provide input and clarity on various aspects of this application, helping to ensure that our proposal aligns with key facets of the broader University community.
 - c. University of Manitoba members of the MTP-HSR EAB include Dr. Netha Dyck (Dean, Faculty of Nursing), Dr. Lalitha Raman-Wilms (Dean, Faculty of Pharmacy), and Dr. Todd Duhamel (Associate Dean, Faculty of Graduate Studies). These individuals have provided ongoing valuable input and direction into MTP-HSR for several years. Letters of support are provided by Drs. Dyck and Raman-Wilms.
- 3) At the request of Dr. Brian Postl (Former Dean and Vice-Provost of the Rady Faculty of Health Sciences) and Ms Karen Herd (Deputy Minister of Health), in 2017 Drs. Stephen Bornstein (Memorial University) and Michael Hillmer (Ontario Ministry of Health and Long-Term Care) conducted an external review of MTP-HSR. Interviews were conducted with MTP-HSR staff, EAB

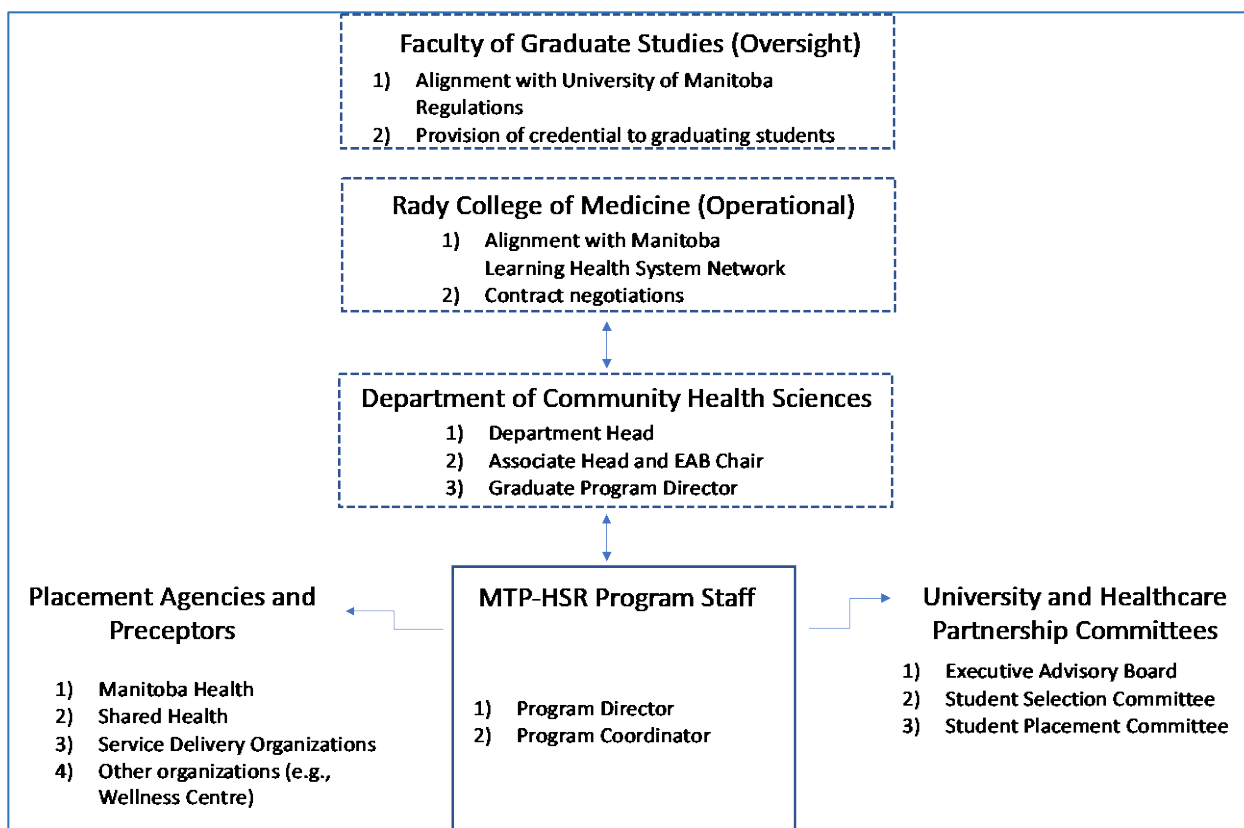
members, UM academic advisors to past and present MTP-HSR students, past and present students, and various healthcare system personnel (e.g., ADMs, placement preceptors). As outlined in **Appendix 19** (External Review Report), Drs Bornstein and Hillmer reported “consistent assertions of the value the program brings to the Manitoba healthcare system, the importance of the real-world experience gained, and the ongoing need for the skills and networks produced through the program”.

Section E: Resource Requirements

14. Summary of Program Costs

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.

MTP-HSR operates within the Max Rady College of Medicine, Department of Community Health Sciences. An operational organizational chart is provided in the following table. Further details about program organization and responsibilities are provided in the following text.



1) No new staffing resources are required as part of this application.

The MTP-HSR Program Director is Dr. Malcolm Doupe. Doupe is an Associate Professor in Community Health Sciences and a Senior Research Scientist at Manitoba Centre for Health Policy. He has functioned as MTP-HSR Director since 2009, and is responsible for securing program contracts and budgets (e.g., from Manitoba Health), developing and implementing all program content, and program evaluation. Doupe is supported by (a) Dr. Sharon Bruce, Head of Community Health Sciences, (b) Dr.

Lisa Lix, Associate Head of Community Health Sciences and Chair of the MTP-HSR Executive Advisory Board, and (c) Dr. Michelle Driedger, Graduate Program Director, Community Health Sciences. These individuals collaborate with Dr. Doupe to ensure that the program operates effectively and in coordination with the Department of Community Health Sciences. Dr. Peter Nickerson (Dean and Vice-Provost, Rady Faculty of Health Sciences) supports Dr. Doupe during contract negotiations. Note that we have collaborated extensively with Dr. Kelley Main (Faculty of Graduate Studies), who has indicated that it is feasible to suspend the micro-diploma if program funding is suspended.

MTP-HSR is supported by a full-time Program Coordinator. This position is paid by program money provided by Manitoba Health and supports Dr. Doupe in all day-to-day aspects of program delivery, especially as it relates to program advertisement and recruitment, coordinating student admission processes and meetings, coordinating guest speaker sessions in CHSC 7730, organization student-stakeholder meetings, managing the day-to-day aspects of student placement planning and delivery, writing communications and reports, and budget management.

Several University and Healthcare Partnership Committees exist to support the program. The role and makeup of these committees are discussed elsewhere in this document and include (i) an Executive Advisory Board (Section 12 and Appendix 16), (ii) a Student Selection Committee (Section 7 and Appendixes 12-14), and (iii) a Student Placement Committee (Section 6B).

2) Infrastructure for the micro-diploma is already in place; additional resources and support are not needed. See the following text for an explanation.

- a. All support from Community Health Sciences and engagement by our various University/Healthcare partnership Committee is provided in-kind.
- b. All placement support (e.g., agency preceptor time) is provided in-kind.
- c. As Program Director, Dr. Doupe's salary is paid through the University of Manitoba.
- d. The Program Coordinator Salary is paid through MTP-HSR contract with Manitoba Health.
- e. CHSC 7730 and CHSC 7320 are registered with the University of Manitoba. All aspects of the course (e.g., student registration using Aurora, grading) occur as per University of Manitoba procedures. Course material is provided to students using UM Learn.
- f. In addition to MTP-HSR Program Coordinator position, additional support to monitor budgets is provided through CHS, as needed.
- g. The MTP-HSR website is managed by the University of Manitoba. This website positions MTP-HSR as a student training program managed by CHS. See the following URL:
<https://umanitoba.ca/medicine/departments-community-health-sciences/manitoba-training-program-health-services-research>.

15. Summary of Program Funding

Outline how the program will be funded and indicate whether new funds are required. If new funding is required, please contact the Vice-Provost (Academic Planning and Programs) for more information. If additional revenue will be required to support the program but the Faculty/College/School is not requesting any new funding, identify the revenue source(s) (e.g. tuition, laboratory fees, other fees, etc.) that will be used.

No new funds are required for this program. An overview of the MTP-HSR annual budget is provided in **Table 3**. Please see the following text for additional information.

- 1) MTP-HSR is funded by Manitoba Health. From 2021 through 2026, Manitoba Health has agreed to fund MTP-HSR \$151,000 annually. As per Table 3, these funds allow MTP-HSR to accept a minimum of five students into the MTP-HSR program annually. Note that we have collaborated

extensively with Dr Kelley Main (Faculty of Graduate Studies), who has indicated that it is feasible to suspend the micro-diploma if program funding is suspended.

- 2) Several additional sources of revenue exist, enabling us to recruit additional students in some years. This is explained as follows:
 - a. Students accepted into MTP-HSR are regularly awarded with additional scholarships (e.g., from Research Manitoba, CIHR) in which case MTP-HSR provides top-up funds. This occurs, on average, for about two students annually, in which case MTP-HSR allocates about \$8,000 in top-up to these students. Unspent funds are used to recruit at least one additional student into MTP-HSR.
 - b. MTP-HSR has, on occasion, been approached to provide student training as a part of peer-reviewed operating grants submitted by UM researchers. Operating funds from successful grants can be transferred to MTP-HSR for the purposes of recruiting an additional student, subject to the student meeting all adjudication criteria as explained in Section 10.
- 3) In addition to the budgetary expenses outlined in Table 3, students are also paid roughly \$22.50/hour as an employee of their placement agency. This amounts to about (22.50*35 hours/week*10weeks, plus benefits) \$9,000 per student placement. This amount is paid directly by the placement agency (i.e., not through program funds).

Table 3. Estimated Annual Operating Budget for MTP-HSR, 2021-2026

Annual Revenue	\$151,000
Estimated Expenses	
Program Coordinator (OA5, Step 1)*	\$34,000
Benefits (23%)	\$7,820
General Supplies	\$3,000
Student Stipends (based on 3 MSc students @ \$17,850 each, 2 PhD students at \$22,500 each)	\$98,550
Student Travel (CASHPR, \$1,500 each)	\$7,500
TOTAL Expenses	\$150,870
BALANCE	\$130

* This is currently a full-time position with Dr. Doupe as MTP Director. Doupe pays for about 25% of this position (~\$10,000) annually to help support his research program. Doupe has funds to support this position until 2026. Without these additional funds, this would become a 0.75FTE position.

16. 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 have provided a letter of support from Lisa Hanson O'Hara (Vice Provost Libraries and University Librarian) indicating support for the program (**Appendix 18**).

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>.

Please see the completed and signed form (**Appendix 20**)

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>)

We have attached the following appendices to this document, amalgamated into one PDF.

- Appendix 1 Testimonials from Select MTP-HSR Graduates
- Appendix 2 MTP-HSR Students from 2011-2018; Where are they now?
- Appendix 3 CHSC 7720 and CHSC 7730 Course Outlines
- Appendix 4 CHSC 7900 Field Placement Course Introduction Form
- Appendix 5 CHSC 7900 Course Outline
- Appendix 6 Past MTP-HSR Student Placements with Outcomes
- Appendix 7 MTP-HSR Placement Planning Template
- Appendix 8 Initial and Mid-point Placement Appraisal Questions
- Appendix 9 Preceptor Final Appraisal Placement Template Questions
- Appendix 10 Student Final Placement Appraisal Template Questions
- Appendix 11 Amendments to the CHS Supplemental Regulations
- Appendix 12 MTP-HSR Student Application Form
- Appendix 13 MTP-HSR Student Adjudication Criteria and Guidelines
- Appendix 14 MTP-HSR Student Interview Questions and Assessment Template
- Appendix 15 Template Declaration of Acceptance letter
- Appendix 16 MTP-HSR Executive Advisory Board, Terms of Reference
- Appendix 17 MTP-HSR Student-Stakeholder Interactions, 2020-2021
- Appendix 18 Internal and External Letters of Support
- Appendix 19 MTP-HSR External Review, 2017
- Appendix 20 SPPC Statement of Resource Implications

Appendix 1 – Testimonials from Select MTP Graduates

The Manitoba Training Program (MTP) was a great experience, which has broadened my understanding about the system within which health policy decisions are made. This program provided me with the opportunity to network and engage with inter-regional leaders and health policy decision-makers, which was invaluable! The knowledge that I gained through the MTP was beyond what I could have learnt from the literature, and from taking other courses. I highly recommend that students apply to participate in the MTP, because this is a rewarding opportunity!

- **Vicki Charski, RN, MN, PhD (student) Nursing, 2019-2020**

Participating in MTP in the first year of my MSc program was a wonderful experience! I feel that my knowledge of our health system and how to effectively conduct health research was vastly broadened, and the conversations and ideas shared in our seminars will be invaluable in my future research and career. I've made great connections, both with other students in the program and through my placement, and the chance to learn from Dr. Doupe and from our numerous guest speakers was very helpful. I really enjoyed my placement at MHSAL, it provided me with experience working in a government department and learning about health system planning, and I was lucky to work with a fantastic group of people! I would strongly recommend applying to MTP to any students in Community Health Sciences!

- **Emily Brownell, MSc (student), Community Health Sciences, 2019-2020**

The Manitoba Training Program (MTP) for Health Services Research provided me with invaluable experience and network connections that will support my research during my doctoral studies and beyond. Improving the quality of healthcare is an area I am passionate about. Through the MTP seminars and my internship with Shared Health, I have been able to strengthen my knowledge and skills to more closely align research evidence with healthcare innovation in order to make meaningful change in the healthcare system. I highly recommend the MTP program to graduate students interested in learning how to apply their research to practice and support improvement of our health system.

- **Sarah Filiatreault, RN, MN, PhD (student) Community Health Sciences 2019-2020**

"I can confidently say the Manitoba Training Program (MTP) for Health Services Research has broadened my graduate experience. Participating in the MTP allowed me to connect and engage with decision-makers and clinicians in my area of research interest, and most importantly, taught me to critically think about bridging the gap between research and practice through the seminar and work placement at Shared Health. I strongly recommend the MTP to health research students hoping to learn more about how they can apply their research to practice, and also looking for an opportunity to use their research skills in a real-world setting. I sincerely appreciate everything the program allowed me to experience and taught me over the year!"

- **Janelle Boram Lee, MSc. Community Health Sciences 2018-2019**

"The gap between evidence and practice was something I encountered many times while working in health care and has been central to my interest in health research. Participating in the Manitoba Training Program (MTP) gave me a first-hand look into how decision-makers incorporate evidence into policies that directly affect patients and health care providers, and also impact greater society. My field placement at Manitoba Health was perfectly tailored to my pharmacy background but also challenged

me to think differently about health policy. One of the most valuable components of the MTP was building partnerships with evidence-users by incorporating stakeholder feedback into a research proposal. Knowing stakeholders are interested and invested in my research gives me renewed enthusiasm for my PhD training in evidence-making. I am confident my experience in the MTP has helped prepare me for a future career, whether as an evidence-maker or evidence-user!"

- **Donica Janzen, PhD. Pharmacy 2018-2019**

"I really liked the MTP program - the engaging classes, the connections to leaders in the field, the CAHSPR conference - all these elements have been thought-provoking and career-propelling. My placement in MHSAL has been fulfilling work, and something I couldn't have done on my own. The placement is carrying me into future work perspectives which is exciting and empowering. When I think back to before the program I realize how far I've been ushered, and I am grateful for the privilege and opportunities. Highly recommended!"

- **Lindsay Allen, MSc. Community Health Sciences 2018-2019**

"Participating in the Manitoba Training Program proved to be a valuable learning experience, and a highlight of my graduate program. Coming from Sociology, it was fascinating to reconceptualize my theoretical knowledge of the health care system in an applied way that would be useful to policy-makers. I enjoyed the guest speakers that came regularly to Dr. Doupe's seminar, as they gave greater insights for the needs of research in policy. Through the MTP placement, I gained valuable experience working for Manitoba Health, Seniors and Active Living, and was able to try my hand at policy-writing. MTP provided many networking opportunities to connect with others in the field who share common research interests and have a passion for health care improvement. I highly recommend the Manitoba Training Program for anyone conducting health research!"

- **Kaitlyn Obedzinski Kuryk, PhD. Sociology 2018-2019**

"Participating in the Manitoba Training Program provided me with valuable experience and knowledge that would have otherwise been missing from my graduate education. Seminars with key decisions makers allowed us to critically think and gain vital insight into the issues within our health system. In addition, the hands-on work experience allowed us to understand the real-world challenges faced by policy-makers and how we, as researchers, can address them. I believe the skills this program develops within students are vital to every health researcher, new or established and am extremely grateful for the opportunity I was given. Thank you for the experience!"

- **Ryan Bamforth, MSc. Community Health Sciences 2018-2019**

"Participating in the MTP has been a highlight of my graduate degree. The course was an invaluable lesson in connecting my research area to the practical solutions required for today's health care system. My placement at MHSAL was an incredible opportunity to put my academic learning into practice while growing my professional network. Thank you Malcolm and Naatasha for your support!"

- **Shannon Struck, MSc. Community Health Sciences 2017-2018**

"The Manitoba Training Program offered the perfect combination of course work, professional network building, and real-world work experience. I was fortunate to have a work placement that had me involved in the legalization of cannabis, a once in a lifetime experience! My contributions were highly

valued by my supervisors, and I learned so much about the realities of working for government. Thank you for this experience!"

- **Michael Paille, MSc. Community Health Sciences 2017-2018**

"Being a part of the Manitoba Training Program was an extremely valuable part of my graduate school experience. Dr. Doupe's seminars challenged us to think about research in a new way and I came away from the program with a better understanding of how to adapt my research to fit the needs of policy-makers. I would very highly recommend MTP to any graduate student who intends to go on to a career in health services research or as a health policy-maker."

- **Megan Campbell, MSc. Community Health Sciences 2017-2018**

"In grad school sometimes academic opportunities and experiences are many, however fewer opportunities arise to explore how we can apply our skills and knowledge outside of academia. The Manitoba Training Program seminar challenged us to think of the programmatic and policy implications of our research (the "so what") and learn from and network with key decision makers in our province. The program provided an outlook and experience in the intersections of academia, policy, government, and programs. Enrolled in a thesis-based graduate program, the placement provided a rare on-the-ground experience outside of academia and an important opportunity to build relationships with key health services actors in our province. The Manitoba Training Program was a valuable experience to ensure the applicability and relevance of research for decision makers and grassroots initiatives but also for those who choose to pursue a career outside of academia."

- **Janique Fortier, MSc. Community Health Sciences 2015-2016**

"I was a participant in the Manitoba Training Program for Health Services Research (formerly known as the Western Regional Training Program for Health Services Research) during the 2015-2016 school year. I was grateful to be accepted to this program, and found it to be an enriching part of my graduate school experience. I did not find the required course load to be unmanageable, and I thought the Topics in Health Research course was interesting and engaging. The Topics in Health Research course environment encouraged participation from all students, and provided an opportunity to learn from, and discuss pressing healthcare issues with decision-makers in the Manitoba health system. Overall, my favourite part of MTP was the field placement. I was fortunate as Dr. Doupe worked very hard to find a placement for me based on my expressed areas of interest. I spent the summer working at the WRHA, writing a program review of BridgeCare clinic - Winnipeg's only primary care clinic that exclusively serves recently resettled refugees. During my time at the WRHA, I had considerate support from the Primary Care director, and from my co-workers. I found the work to be interesting, and felt like my contribution during my placement was valued. I would recommend this program to anyone who is pursuing graduate school in an area related to health services!"

- **Jamie Gillies-Podgorecki, MSc. Community Health Sciences 2015-2016**

"I found the Manitoba Training Program to be an invaluable learning opportunity. The program integrated several methods of learning such as courses, workshops, and a work placement. This allowed me to apply class room knowledge to real-world scenarios. Understanding how health services research can influence programs and policies has been instrumental in furthering my own research. I highly

recommend the Manitoba Training Program for future students hoping to engage in health services research. “

- **Iresha Ratnayake, MSc. Community Health Sciences 2014-2015**

“As a “mature” student going to school full-time wasn’t an option to me without the funding I received through the program. Part of the MSc experience is to network and to “be” and learn with others. This funding allowed me to experience and to be part of the “health research community.” As a healthcare provider myself, I work with like-minded individuals. As such, we do and think, for the most part, the same. Through the funding of the program I have met people who will forever change my attitude, approach and opinion on health and health research. That experience, although intangible, is and forever will be invaluable to me.”

- **Deanna Mackay, 2013-2014**

“I am a full time Master’s student in the Department of Community Health Sciences at the University of Manitoba. Over the last year, I had the privilege of being a part of the WRTC program. The WRTC program provided me with valuable skills in health services research and numerous opportunities to engage with local policymakers and government stakeholders. My WRTC field placement experience enabled me to understand better the relation between research and policy decisions and allowed me to capitalize on key networking experiences that are a part of WRTC placements. Overall, the WRTC has provided me with the opportunity to interact and work with other researchers and decision-makers in various areas of health services research and has enabled me to integrate my academic learnings into the health care policy environment. The opportunity to be a part of the WRTC program was invaluable and the knowledge I have gained as a result of this program has been instrumental in developing my skills as a health services researcher. I would highly recommend the WRTC program to students interested in health services research and will be forever grateful that I was selected for this exceptionally valuable opportunity!”

- **Shauna Zinnick, 2012-2013**

“I am a full time Master’s student in the graduate program in the Faculty of Nursing at the University of Manitoba. Over the last year, I have gained tremendous knowledge in the area of health policy research. Through opportunities made possible from the WRTC, I have been extremely fortunate to be involved in activities that have been instrumental in developing my skills as a researcher, especially within the area of healthcare policy research. The WRTC program has provided valuable opportunities to meet and converse with high level government policy makers across Western Canada and to network with expert researchers across Canada in the field of health services policy research. Additionally, the program has facilitated future collaborative relationships among students and other researchers. My experience with the WRTC has been exceptionally beneficial to my graduate student experience and has far exceeded my expectations of the program. The support, assistance and guidance given to the students in this program by the WRTC management team and staff have been outstanding! I am extremely fortunate to have been selected as an affiliate student and I will be forever grateful for this opportunity!”

- **Lisa Merrill, 2008-2010**

Supplementary Regulations Faculty of Graduate Studies (FGS)

Name of Unit/Program:
Community Health Sciences (M.P.H., M.Sc. & Ph.D.)

FGS Academic Guide Regulation 2022/23	Supplementary Regulation
<p>SECTION 4: General Regulations: Micro-Diploma</p> <p>4.1 Program Requirements</p> <p>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.</p> <p>All students should consult department/unit supplementary regulations for specific details regarding a particular Graduate Micro-Diploma.</p> <p>4.2 Admission</p> <p>Students who are eligible to be considered for direct admission to a program of study leading to the Graduate Micro-Diploma include:</p> <ul style="list-style-type: none"> • Graduates of four (4)-year undergraduate degree programs (or equivalent as deemed by the Faculty of Graduate Studies) from: <ul style="list-style-type: none"> ○ 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: <ul style="list-style-type: none"> ○ The University of Manitoba (see Section 3: <u>General Regulations - Pre-Master's</u>); 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. <p>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.</p> <p>Note: This is the minimum requirement of the Faculty of Graduate Studies and departments/units may have higher standards and additional criteria.</p>	<p>Students accepted into the Manitoba Training Program in Health Services Research (MTP-HSR) are required to enroll in three core required courses.</p> <ol style="list-style-type: none"> 1. CHSC 7730, Topics in Health Services Research 2. CHSC 7320, Organization and Finance of the Canadian Health Care System 3. CHSC 7900, Manitoba Training Program Field Placement <p>MTP-HSR students must be enrolled in a thesis-based Master's or PhD program at the University of Manitoba. MTP-HSR only accepts students who have already been accepted officially into their 'home' graduate training degree. The following criteria also apply:</p> <ol style="list-style-type: none"> 1) Students may apply to MTP-HSR without formal acceptance into their 'home' academic program, but in this instance will be accepted into MTP-HSR conditional on acceptance into their home graduate degree program (i.e., acceptance into the student's "home" discipline takes priority and is a requirement for formal acceptance into MTP-HSR). 2) Students must also be formally enrolled in their graduate degree program for the entire year of MTP-HSR training (e.g., students who withdraw from their 'home' graduate training program prior to completion must also withdraw from MTP-HSR). <p>The MTP-HSR application (and all required documentation including two letters of recommendation) should be submitted directly to the University of Manitoba Faculty of Graduate Studies. Applicants should contact the MTP-HSR program coordinator (MTP@umanitoba.ca) for any questions related to their application.</p> <p>Process:</p>

	<ul style="list-style-type: none"> a) A completed official application for admission must be submitted together with the supporting documents to FGS by the deadline specified on the MTP-HSR website (https://umanitoba.ca/medicine/departments-community-health-sciences/manitoba-training-program-health-services-research). FGS will provide a copy of all submitted applications to MTP-HSR program staff for adjudication. b) Applications are subsequently reviewed by an adjudication committee chaired by the Program Director, which will decide whether the applicant meets the program's criteria, including but not limited to availability of funding and the applicant pool. c) An interview invite is sent to recommended applicants by the Program Director and Program Coordinator. Applicants are interviewed to determine if they meet MTP-HSR eligibility requirements. d) The Program Director recommends to the Associate Director of FGS accepted students, who in turn notifies these students of their acceptance. MTP-HSR program staff follow-up with students to clarify program expectations and funding amounts as specified on the MTP-HSR website (https://umanitoba.ca/medicine/departments-community-health-sciences/manitoba-training-program-health-services-research).
<p>4.3 Performance in Coursework</p> <p>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.</p> <p>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 normally Required to Withdraw from the Micro-Diploma, unless otherwise stated in the department/unit's</p>	<p>Once accepted into MTP-HSR, students must take CHSC 7320 and 7730 during their year of MTP-HSR training, and no substitute courses are permitted. Students who have previously taken CHSC 7730 are not eligible to participate in the program. Students who have successfully completed (i.e., grade of C+ or higher) CHSC 7320 in the previous five years are not required to take this or an alternate graduate course as part of their MTP-HSR training. To receive the micro-diploma in MTP-HSR, students must complete with letter grade of 'C+' or higher (a) in CHSC 7320 and 7730 during the year they are accepted into the program; and (b) receive a grade of 'pass' in CHSC 7900</p>

<p>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).</p> <p>Students are normally expected to complete remedial action by the end of the subsequent term.</p> <p>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 <u>Master's Degree General Regulations</u> and <u>Doctor of Philosophy General Regulations</u>).</p> <p>Note:</p> <p>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.</p> <p>Supplemental exams are not permitted to students in the Graduate Micro-Diploma program, unless otherwise stated in the department/unit's supplementary regulations.</p>	<p>(Manitoba Training Program Field Placement).</p> <p>Under exceptional circumstances (e.g., if the course schedule conflicts with a core course from the student's home discipline), CHSC 7730 may be taken in the subsequent academic year, with written recommendation made by the Program Director followed by written approval by the Faculty of Graduate Studies Association Dean. In this instance awarding of the micro-diploma is conditional that the student successfully completes CHSC 7730 (letter grade of C+ or higher).</p> <p>Under exceptional circumstances (e.g., where placements are delayed due to unforeseen challenges with placement agencies), CHSC 7900 may be delayed by one calendar year with written recommendation made by the Program Director followed by written approval by the Faculty of Graduate Studies Associate Dean.</p>
<p>4.4 Time in Program</p> <p>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.</p>	<p>All accepted students must register in the term indicated in their letter of acceptance as specific in the Academic Schedule of the Graduate Calendar.</p> <p>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 MTP-HSR. In exceptional circumstances (e.g., student maternity leave) and with prior approval from the Program Director, a student may defer registration for up to one (1) term pending written approval by FGS.</p>
<p>4.5 Transfer Credit</p> <p>Courses within a program of study may be taken elsewhere and transferred for credit at The University of Manitoba. All such courses:</p> <ul style="list-style-type: none"> • 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 normally 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 	

Manitoba Training Program for Health Services Research

Executive Advisory Board Terms of Reference

Role of the Manitoba Training Program for Health Services Research

The Manitoba Training Program for Health Services Research is a collaborative training centre in the Department of Community Health Sciences, Rady Faculty of Health Sciences, University of Manitoba. This innovative program is designed to train applied health services researchers across disciplines, sectors, and institutions, and equip them to respond to the research needs of a wide range of health-care policy makers.

The objectives of the Manitoba Training Program are to support qualified graduate students pursuing health services research training with a financial stipend, to provide these students with applied health services research training opportunities, and to expose students to the interface of health services delivery and evidence.

Mandate:

The Advisory Board acts in an advisory capacity to the MTP-HSR Director, with respect to the overall activities of MTP. This includes:

- Assist in the development of MTP-HSR Strategic Plan and the establishment of student educational priorities, to provide input and support for further establishing this program in the university environment;
- Advise and assist with efforts directed toward student recruitment, training, and support;
- Ensure that the program objectives and activities continue to align with the University and Broader healthcare sector communities;
- Advocate for long term sustainability of the Manitoba Training Program;
- Provide input on MTP-HSR performance metrics, and assist in the annual evaluation of the program's performance which may include receiving and reviewing an Annual Report and financial statements;
- Any other matter which may be referred to the Advisory Board by the UM Director.
- Be available for consultation with the UM Director on an ad hoc basis;

Meetings:

To be held twice annually at the call of the MTP-HSR Director.

Membership of the MTP-HSR Advisory Board

Current Membership:

Dr. Malcolm Doupe; Director, Manitoba Training Program in Health Services Research

Dr. Lisa Lix; Professor and Associate Department Head, Department of Community Health Sciences (EAB Chair)

Ms. Barb Wasilewski; Assistant Deputy Minister, Health Policy and Planning, Manitoba Health

Ms. Cheryl Osborne; Director, Planning and Knowledge Management Branch, Health Policy and Planning Division, Manitoba Health

Ms. Janie Peterson Watt; Senior Policy Analyst, Planning & Knowledge Management, Manitoba Health

Ms. Lanette Siragusa, Vice-dean, Education, Rady Provincial Lead, Health System Integration, Quality/Chief Nursing Officer, Shared Health

Dr. Todd Duhamel, Associate Dean, Faculty of Graduate Studies

Dr. Lalitha Raman-Wilms, Dean, College of Pharmacy

Dr. Netha Dyck, Dean, College of Nursing

Dr. Nathan Nickel; Director, Manitoba Centre for Health Policy

Ms. Carly Leggett; Interim Executive Director, Manager | Knowledge Translation, George & Fay Yee Centre for Healthcare Innovation



Health Policy and Planning Division
300 Carlton Street, Winnipeg, Manitoba, Canada R3B 3M9
www.manitoba.ca/health

February 10, 2023

Faculty of Graduate Studies, University of Manitoba
500 UMSU University Centre
65 Chancellors Circle
Winnipeg MB R3T 2N2

Dear Faculty of Graduate Studies:

Re: Manitoba Training Program Micro-Diploma Proposal

Please accept this letter as support from Manitoba Health (MH) for the Manitoba Training Program micro-diploma proposal. MH has funded and actively partnered with the Manitoba Training Program (MTP) for Health Services Research since 2011. MH is committed to MTP and actively participates in the program during student recruitment and adjudication processes, by guest lecturing in the MTP Seminar Series (CHSC 7730), by providing strategic direction as members on the MTP Executive Advisory Board and by coordinating 10-week field training work placements for between four and seven students annually. MH has committed to funding MTP until March 31, 2026.

A major objective of MTP is to create productive partnerships between policy-informed student researchers and academically informed policy makers. To help achieve this objective, MH supports, by hosting students directly or by facilitating opportunities at other healthcare agencies, MTP students to complete 10-week full-time equivalent work placements. In our experience, MTP placements successfully contribute to students' understanding of healthcare system operations and demonstrates the many ways in which research evidence can be more meaningfully incorporated into healthcare transformation processes.

There is value in having people with health services research expertise embedded in the healthcare system and conversely, of exposing student researchers to the complexities of healthcare decisions. MTP is designed to produce individuals who have these important skill sets and knowledge base. Currently, there are sixteen past MTP trainees working in Manitoba's healthcare system, helping to support an evidence-informed and evaluated system.

Providing University of Manitoba students with an MTP micro-diploma will benefit students and will establish MTP as setting national and international standards in health services research training. MH supports the proposal for MTP students to receive a micro-diploma in health services research at the University of Manitoba.

Sincerely,

Barb Wasilewski, BN MBA CCMP PMP
Assistant Deputy Minister

c. Cheryl Osborne, Director, Planning and Knowledge Management Branch



January 18, 2023

RE: Letter of Support to Accompany the Manitoba Training Program Micro-Diploma Proposal

The University of Manitoba Rady Faculty of Health Sciences integrates health educators, experts and researchers across the disciplines of Dentistry, Dental Hygiene, Medicine, Nursing, Pharmacy and Rehabilitation Sciences; and provides rich and diverse educational and training experiences at the undergraduate and graduate level. Our Faculty emphasizes the values of inter-disciplinary research and inter-professional training to students in the health professions.

The Rady Faculty of Health Sciences has played a key role in developing, refining, and sustaining the Manitoba Training Program in Health Services Research. This program helps University of Manitoba graduate students to understand the complexities of healthcare policy development and implementation, in ways that enable them to conduct more impactful and contextualized research intended to help guide and evaluate healthcare reform. Led by our Faculty, in 2021 Manitoba Health agreed to fund for five years the Manitoba Learning Health System Network (MLHSN), which is a tri-party collaboration between MTP, the Centre for Healthcare Innovation, and a research program called Translating Research in Elder Care Manitoba (TREC-MB). Cross program pollination is an important component of MLHSN, of which MTP plays a central student training role. Providing students with a micro-diploma is of tremendous benefit to MTP graduates, provides ongoing structure to the newly developed MLHSN, and helps to further develop productive linkages between our University and the community in which we thrive.

As Dean of the Rady Faculty of Health Sciences, I strongly support this proposal for the Manitoba Training Program micro-diploma, which will benefit both students and professionals alike.

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

January 20, 2023

RE: Letter in Support of the Manitoba Training Program Micro-Diploma Proposal

As Associate Head for the Department of Community Health Sciences and Chair of the Manitoba Training Program Executive Advisory Board, University of Manitoba, I am extremely pleased to write this letter of support for Dr. Malcolm Doupe's proposal to initiate the Manitoba Training Program Micro-Diploma. The proposed Micro-Diploma provides a great opportunity for University of Manitoba students to be recognized for their specialized skills in health services research upon completion of the Manitoba Training Program.

The Manitoba Training Program provides University of Manitoba graduate students with academic coursework, knowledge translation training, and work placements that benefit their ability to conduct policy-relevant health services research in complex healthcare settings. Providing students with a micro-diploma formalizes the Training Program, recognizes students for their achievement and skill development at the University of Manitoba, and aids in raising the profile of the Manitoba Training Program both nationally and internationally.

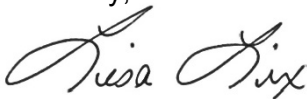
The Department of Community Health Sciences has played a key role in administering the Manitoba Training Program since 2001. Through this letter of support, I acknowledge the ongoing roles and responsibilities I will fulfill as Chair of the Executive Advisory Board for the Program. These include advising the Director to assist in:

- a. Refining the strategic plan and establishing student educational priorities, ensuring that they continue to align with the University of Manitoba, Max Rady College of Medicine, and Community Health Sciences missions;
- b. Advising on efforts to support equitable student recruitment, training and support;
- c. Advocating for continued long-term program sustainability; and
- d. Refining short- and longer-term MTP performance metrics.

I make myself available for consult with the Director as needed.

I strongly support Dr. Doupe's proposal for the Manitoba Training Program Micro-Diploma, which will benefit both students and the healthcare environment in Manitoba and beyond.

Sincerely,



Lisa Lix, PhD P.Stat
Associate Head & Professor
Tier I Canada Research Chair
Chair, Manitoba Training Program Executive Advisory Board

January 18, 2023

Dr. Malcolm B. Doupe
Associate Professor, Departments of Community Health Sciences, Emergency Medicine
Max Rady College of Medicine, Rady Faculty of Health Sciences
University of Manitoba
408-727 McDermot Avenue
Winnipeg, Manitoba R3E 3P5

Dear Dr. Doupe,

Re: Letter in Support of the Manitoba Training Program Micro-Diploma Proposal

As Dean of the College of Nursing at the University of Manitoba, I am very pleased to provide a letter of strong support for the value of the Manitoba Training Program (MTP), and for graduate students to receive a University of Manitoba micro-diploma upon completing this program. The MTP provides MSc and PhD students with specialized education in health services research above and beyond what they would normally receive in our graduate degree program.

Since 2016, eighteen Nursing graduate students have applied to MTP, of which eight have been accepted. These students have gained significant health services research expertise and experience by participating in MTP.

The College of Nursing strongly supports the MTP. Through academic coursework, knowledge translation education, and a work placement, our students have received valued and specialized education in health services research that aligns exceptionally well with and builds upon the knowledge they gain in our graduate nursing programs. The College of Nursing will continue to actively support MTP by (1) assisting with student recruitment and adjudication processes, (2) providing strategic direction through the MTP Executive Advisory Board, and (3) continuing to advocate for long-term program sustainability and expansion.

The MTP provides unique and valuable specialized education to our graduate students. We strongly support the long-term growth and development of this program at the University of Manitoba, and for MTP students to receive a micro-diploma in health services research upon completing program requirements.

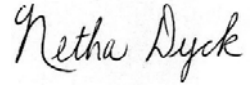
The College of Nursing understands that the Manitoba Training Program for Health Services Research students must complete the following training activities in addition to the requirements of their respective graduate programs:

- Enroll for credit in the MTP seminar series CHSC 7730 (Topics in Health Services Research);
- Enroll for credit in CHSC 7320 (Organization and Finance of the Canadian Health Care System) and

- Complete a 10-week (full-time equivalent not to exceed 20 weeks in total) Manitoba-based work experience practicum and receive a grade of 'pass' during this activity.

The College of Nursing strongly supports this new program. Providing MTP with a micro-diploma will not impact any College of Nursing resources.

Sincerely,

A handwritten signature in black ink that reads "Netha Dyck". The signature is written in a cursive, flowing style.

Dr. Netha Dyck, RN, EdD, CHE, I-FCNEI, I-FCAN
Dean, College of Nursing, Rady Faculty of Health Sciences



UM

Rady Faculty of
Health Sciences

Dean's Office
College of Pharmacy
Room 143, Apotex Centre
750 McDermot Avenue
Winnipeg, Manitoba, Canada
R3E 0T5
T: 204 474-9306
F: 204 789-3744
Dean.PHM@umanitoba.ca

January 19, 2023

Dr. Malcolm B. Doupe, PhD
Associate Professor,
Departments of Community Health Sciences, Emergency Medicine
Max Rady College of Medicine
Rady Faculty of Health Sciences
University of Manitoba
408-727 McDermot Avenue
Winnipeg, Manitoba
R3E 3P5

Dear Dr. Doupe:

RE: Letter in Support of the Manitoba Training Program Micro-Diploma Proposal

Please accept this letter as strong support for the value of the Manitoba Training Program (MTP), and for graduate students to receive a University of Manitoba micro-diploma upon completing this program. MTP provides MSc and PhD students with specialized training in health services research that is above and beyond what they would normally receive within our graduate degree program. In the last few years, thirteen Pharmacy graduate students have applied to MTP, of which three have been accepted and two have already completed the program. These students have gained significant health services research expertise and experience by participating in the MTP.

The College of Pharmacy strongly supports the MTP. Through academic coursework, knowledge translation training, and a work placement, our students have received valued and specialized training in health services research that aligns exceptionally well with and builds upon the knowledge they gain in our graduate programs. The College of Pharmacy will continue to actively support MTP by (1) assisting with student recruitment and adjudication processes, (2) providing strategic direction through the MTP Executive Advisory Board, and (3) continuing to advocate for long-term program sustainability and expansion.

MTP provides unique and valuable specialized training to our graduate students. We strongly support the long-term growth and development of this program at the University of Manitoba, and for MTP students to receive a micro-diploma in health services research upon completing program requirements.

The College of Pharmacy understands that the Manitoba Training Program for Health Services Research (MTP) students must complete the following training activities in addition to the requirements of their respective graduate programs:

- Enroll for credit in the MTP seminar series CHSC 7730 (Topics in Health Services Research);
- Enroll for credit in CHSC 7320 (Organization and Finance of the Canadian Health Care System), and;
- Complete a 10-week (full-time equivalent not to exceed 20 weeks in total) Manitoba based work experience practicum and receive a grade of 'pass' during this activity.

The College of Pharmacy strongly supports this new program. We don't anticipate that providing MTP with a micro-diploma will impact any College of Pharmacy resources.

Sincerely,



Lalitha Raman-Wilms, BSc(Phm), PharmD, FCSHP
Dean and Professor,
College of Pharmacy,
Rady Faculty of Health Sciences

University of Manitoba Libraries



Statement for New Program

Faculty	Max Rady College of Medicine
Department	Community Health Sciences
Program Name	The Manitoba Training Program in Health Services Research (MTP-HSR) (Micro-Diploma)

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.

Please advise the liaison librarian about any future changes to the special topics discussed so that they have an opportunity to assess the collection's coverage of new topics.

Janice Linton
Indigenous Health Liaison Librarian

Mê-Linh Le
Acting Head, Health Sciences Division



Kristen Kruse
Coordinator, Collections Management



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January 25, 2023

Date



**University
of Manitoba**

Office of the Registrar and
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TO: Kelly Main, Dean, Faculty of Graduate Studies
Malcolm Doupe, Associate Professor, Department of Community Health Sciences

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

DATE: September 12, 2023

SUBJECT: Letter of support for the Micro Diploma in Applied Health Services Research

We have reviewed this proposal and have no system or operational-related concerns with administering the Micro Diploma in Applied Health Services Research. The Undergraduate admissions Office will not be involved in this implementation; the admissions process will be facilitated by the department and the Faculty of Graduate Studies.

Cc: Laurie Schnarr, Vice-Provost (Students)
Shannon Coyston, Associate University Secretary (Senate)

Report of the Senate Committee on Instruction and Evaluation RE: Academic Regulations, Undergraduate Medical Education, Max Rady College of Medicine

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 September 14, 2023 SCIE considered a proposal from the Max Rady College of Medicine to repeal its Undergraduate Medical Education Deferred Examination Policy, establish Deferred Examination Guidelines and revise its Repeat Clerkship Policy.
3. The proposals were endorsed at the College's Executive Council meeting on August 15, 2023.

Observations:

Repeal of the Deferred Examination Policy

1. The Committee considered a proposal to revise the Deferred Examination Policy at a meeting on November 17, 2022. At that time, the committee provided extensive feedback, including noting that the policy did not align with the University's policy and procedure on *Self-Declaration for Brief or Temporary Student Absences*.
2. Repealing the Deferred Examination Policy and relying on a set of guidelines to provide the context would better align with the University's existing policies and procedures.

Deferred Examination Guidelines

1. The UGME's Deferred Examination Guidelines have not previously been approved by Senate.
2. The guidelines would provide additional context for use with the University's *Deferred and Supplemental Examinations* procedure.
3. Students seeking a deferred examination would apply to the Associate Dean of Student Affairs, who would inform the student of the decision within five working days of the application.
4. The guidelines would apply to any type of examination, including mid-term examinations.

5. The timelines to apply for a deferred examination would be consistent with those included in the University's *Deferred and Supplemental Examinations* procedure.
6. The treatment of deferred midterm examinations would vary depending on the type of course and the weight of the midterm examinations.
7. Clerkship examinations would not be rescheduled during Clerkship rotations.
8. The guidelines provide instructions to the Associate Dean of Student Affairs in handling requests for deferred assignments.
9. When an examination is deferred, all uncompleted examinations on that same date must also be deferred.
10. The examination period is the entire academic year, as examinations occur on an ongoing basis throughout the year. Deferred examinations would normally take place in the summer months, with the exception of CV1 and RS1, which would take place on the first day the University re-opens after the Winter Break.
11. Students who defer any six-station OSCE examination would be scheduled for an eight-station deferred examination to take place in June and would be required to pass five of eight stations to pass the Clinical Skills course.

Revised Repeat Clerkship Policy

1. The following definitions would be updated by removing reference to examinations which do not apply to clerkship:
 - a) Course/Module
 - b) National Board of Medical Examiners (NBME) Exam
 - c) Objective Structured Clinical Examination (OSCE-type) would be removed.
 - d) Comprehensive Clinical Exam (CCE)
 - e) Licentiate of the Medical Council of Canada (LMCC)
2. Editorial changes would be made throughout the policy.

Recommendation

The Senate Committee on Instruction and Evaluation recommends:

THAT Senate approve the following academic regulations, Undergraduate Medical Education Program, Max Rady College of Medicine, effective August 1, 2024:

- **Repeal of the Deferred Examination Policy**
- **Establish Deferred Examination Guidelines**

- **Revised Repeat Clerkship Policy**

Respectfully submitted,

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

Comments of the Senate Executive Committee:
The Senate Executive Committee Endorses the
Report to Senate.

Max Rady College of Medicine Undergraduate Medical Education Guideline

Name:	Deferred Examination Guideline
Application/Scope:	Year I to Year IV Undergraduate Medical Education Students
Approved (Date):	Pending
Next Review Date:	April 2028
Revised (Date):	April 2023
Approved By:	Senate

1. The procedures for Deferred and Supplemental Examinations are defined by the University of Manitoba (UM). This document provides specific guidelines to address student requests for examination deferrals within the Max Rady College of Medicine.
2. Students in Undergraduate Medical Education (UGME) seeking to defer an examination for any type of examination, including mid-terms, must apply to the Associate Dean of Student Affairs or their designate in advance of the examination. As per the UM procedure:
 - In the event of emergency circumstances, a student can request a deferral of the examination up to 48 hours after the exam start time, provided the student has not submitted the examination as completed.
 - Students may apply for an examination deferral due to a known condition, such as participation in an inter-university, provincial, inter-provincial, national or international scholastic or athletic event; religious obligations; or a medical condition, they must file an application (20) working days prior to the scheduled examination.
 - Students who become ill or receive word of a family emergency during the examination and are unable to continue must inform the Chief Invigilator immediately and follow the steps in the UM procedure. Submitted exams are not eligible for retroactive deferrals.
3. The Associate Dean of Student Affairs will inform the student within five working days of the deferral application of the decision respecting the examination deferral. For more than two examination deferrals in one academic year, the Associate Dean of Student Affairs has the option to review the deferral request with the Progress Committee.
4. Supporting documentation is required for examination deferrals. For the first two deferrals of the year, the Self-Declaration for Brief or Temporary Absences Form is acceptable. Appropriate supporting documentation is required within five working days following the date of the scheduled examination and may be used to provide students with appropriate support.
5. For modular courses, any deferral of a midterm examination will result in a final examination that will be worth 100%, less the value of any assignments in that course, which would still be required.
6. For Pre-Clerkship longitudinal courses:
 - Those with only two examinations (PH1, PH2, PF1) will be treated as above.
 - Those with more than two examinations (CR1, CR2, PF2, CS1, CS2):
 - i. Where the weight of the deferrals exceeds 40% of the course, those students will be treated as above.

- ii. Where the weight of the deferrals is below 40% of the course, the student's mark will come proportionately from the remaining assessed components. These students will not sit a deferred examination. For example, the mark in PF2 consists of 15% for assignments, plus 85% for 8 examinations (i.e. each examination is worth 10.625%). For a student who defers one examination, the course mark will consist of 15% for assignments, plus 85% for 7 exams (i.e. each examination is worth 12.143%).
 - iii. In the case of CS1 and CS2, the student's grades will be based on a minimum of eight stations.
- 7. Clerkship examinations (NBMEs) will not be rescheduled during Clerkship rotations.
- 8. For assignments (e.g., written assignment, video assignment), a deferral due date will be set by the Associate Dean of Student Affairs in consultation with the appropriate Course Director. When the assignment involves group work, the group work component will be waived at the discretion of the Associate Dean of Student Affairs and the other components of the assignment grade adjusted proportionately.
- 9. When examinations are scheduled on the same date, all uncompleted examinations for that date must be deferred. It is not allowable to defer one examination on a date and write the other examinations scheduled for the same date.
- 10. If a student is denied a deferral of an examination and subsequently fails that examination, the student can request an appeal according to the UGME Appeals policy.
- 11. For the Max Rady College of Medicine, the examination period is the entire academic year. Examinations occur on an ongoing basis during courses throughout the year. Deferred examinations will normally be completed during the summer months, with the exception of CV1 and RS1 which will normally take place on the first day the UM is open following the Winter Break.
- 12. For students who defer any 6-station OSCE exams, they will be scheduled for an 8-station deferred OSCE exam normally in June and must pass 5 out of the 8 stations to pass the Clinical Skills course.

References

- 1. University of Manitoba – Deferred and Supplemental Examinations Procedures
- 2. UGME Policy – Examination Conduct
- 3. UGME Policy – Supplemental Examination
- 4. UGME Policy – Promotion and Failure
- 5. UGM Policy Student Appeals



Max Rady College of Medicine Undergraduate Medical Education Policy

Policy Name:	Repeat Clerkship
Application/Scope:	Undergraduate Medical Education Students
Approved (Date):	May 2018 PENDING
Review Date:	May 2023 PENDING
Revised (Date):	May 2020 April 2023
Approved By:	Senate

1.0 PURPOSE

Undergraduate Medical Education (UGME) students who fail Clerkship for the first time are required to repeat it. This policy describes the terms of such a repeat Clerkship.

2.0 DEFINITIONS

2.1 **Clerkship** – Year ~~3^{III}~~ and Year ~~4^{IV}~~ of the UGME program.

2.2 **Course/~~Module~~** – ~~A course/module is a course of study or~~ An educational unit, which covers a series of interrelated topics and is studied for a given period which ~~taken together with other such completed modules or courses~~ counts towards the completion of the M.D degree. ~~The UGME curriculum consists of seven (7) modules and six (6) longitudinal courses occurring over a four (4) year period.~~

2.3 **Final Examination** – A summative multiple choice and/or short answer examination at the end of a Pre-Clerkship Course/Module. No rounding of scores will take place.

2.4 **National Board of Medical Examiners (NBME) Exam** – A multiple-choice examination developed by the NBME that is administered at the end of the Surgery, Internal Medicine, Obstetrics/Gynecology and Reproductive Sciences, Pediatrics, Family Medicine, and Psychiatry clinical rotations at the Clerkship level of the UGME program. ~~For students who write their NBME exam prior to May 19, 2020, attaining a mark at the 11th percentile or higher is considered a pass. For students who write their NBME exams on May 19, 2020, and thereafter, the~~ NBME will recommend a pass mark as an equated percent correct score, and the UGME program will determine the pass mark every September, based on this recommendation.

~~2.5 **Objective Structured Clinical Examination (OSCE-type)** – an examination used to assess the clinical skills of students.~~

~~2.6 A pass mark will be set for each station using the borderline regression model, which is informed by a comparison of the global rating score to each student's congregate score for the station. The student's pass or fail status for a case will be decided by their congregate score in each case individually. Students will be required to pass a minimum of eight of twelve OSCE stations to pass the Med 1 and Med 2 Clinical Skills courses.~~

~~2.7 The Remedial Examinations for the Med 1 and Med 2 Clinical Skills courses will consist of eight stations. The passing grade will be determined using aggregate data from all eight OSCE stations,~~



~~using the borderline regression model. This grade will be the passing grade for each station in the remedial exam. Students will be required to pass a minimum of five of eight OSCE stations to pass their remedial OSCE.~~

2.82.5 Comprehensive Clinical Exam (CCE) – An objective structured clinical-type examination used to assess the clinical skills of students in Clerkship. The Remedial Examinations for Med ~~IV~~ CCE will consist of eight stations.

~~A pass mark will be set for each station using the borderline regression model, which is informed by the comparison of the global rating score to each student's congregate score for the station. The student's pass or fail status for a case will be decided by the congregate score in each case individually. Students will be required to pass a minimum of five of eight OSCE stations to pass the CCE.~~

~~The Remedial Examinations for Med IV CCE will consist of eight stations. The passing grade will be determined using aggregate data from all eight OSCE stations, using the borderline regression model. This grade will be the passing grade for each station in the remedial CCE. Students will be required to pass a minimum of five of eight OSCE stations to pass their remedial CCE.~~

2.92.6 Rotation – A unit of clinical work in Clerkship.

2.102.7 Final In-Training Evaluation Report (FITER) – A comprehensive summary of student performance as a necessary component of their Clerkship training to ensure that students acquire the full range of competencies (knowledge, skills and attitudes) required of a physician. This is electronically distributed at the start of each rotation and must be completed and submitted electronically at the end of the rotation. This must include a narrative description of medical student performance.

2.112.8 Clerkship Student Evaluation Committee (CSEC) – responsible for the development and approval of assessment policies and rules; management and administration of examination questions; and the review and evaluation of results and recommendations to the Progress Committee for approval.

2.122.9 Progress Committee - The overseeing body for student assessments in the Undergraduate Medical Education program. The Progress Committee assists in the design of a cohesive plan and standardized process for student assessment that follows the principles of the curriculum. Responsibilities include ensuring continuity of student monitoring, the direction of student remediation, and the development of terms for promotion and failure at all stages of the curriculum.

2.132.10 Advanced Cardiac Life Support Course (ACLS) – The ACLS course is a mandatory part of clinical Clerkship and is used to prepare students for the Medical Council of Canada Qualifying Examination.

2.142.11 Licentiate of the Medical Council of Canada (LMCC) ~~Refresher~~ Review Course – A course designed to prepare students for upcoming Medical Council of Canada Qualifying Exams.

2.152.12 Elective – A course of clinical study selected according to a student's interest.

2.162.13 Transition to Residency Selective - A course of clinical and/or non-clinical study that students rank from a prescribed list provided to them by UGME.

3.0 POLICY STATEMENTS

3.1 A student who fails the Clerkship program for the first time be it because of failure of clinical



assessments, examinations, or remediation, immediately ceases the program and will be required to repeat the Clerkship program.

- 3.2 The repeat Clerkship will commence as soon as is logistically feasible in the schedule.
- 3.3 The repeat Clerkship will consist of the following:
 - 3.3.1 Six (6) week rotations in each of Internal Medicine, Surgery, Pediatrics, Family Medicine, Psychiatry, and Obstetrics/ Gynecology.
 - 3.3.2 If the failure occurred before the completion of the Medicine Selective, Musculoskeletal Rotation, Emergency Medicine Rotation, Anesthesia Rotation, Population Health Course, Professionalism Course, TTR Selectives, or Evidence-Based Medicine Practice Course, then these will be required components of the repeat of clerkship.
 - 3.3.3 Fourteen (14) weeks of Electives; this requirement may be reduced by the number of successful Electives weeks previously completed.
 - 3.3.4 The ACLS Course (0.5 weeks) and the LMCC Refresher Course (4.5 weeks), if not already completed.
- 3.4 The student will be granted three (3) weeks for CARMs interviews, two (2) weeks in August and two (2) weeks in December for vacation if the repeat clerkship coincides with those dates.
- 3.5 The student must satisfactorily meet all clinical assessments and examinations regardless of whether they had been passed previously. This includes the CCE and Remedial Rotations (as appropriate).
- 3.6 The terms of the repeat of Clerkship for a ~~particular~~ student will be submitted to the Progress Committee for review and final approval.
- 3.7 The terms for the failure of the repeat of Clerkship are the same as listed in the policy statement of the Promotion and Failure Policy.
- 3.8 A student who fails the repeat of Clerkship is required to withdraw from the Max Rady College of Medicine program.
- 3.9 This policy will be reviewed every five years following the approval date.

4.0 PROCEDURES

RESPONSIBILITIES OF THE STUDENT

- 4.1. The student will meet with the Associate Dean of UGME, and the Associate Dean of Student Affairs, UGME to discuss reasons for failure before beginning to repeat Clerkship.
- 4.2. Upon receipt of notification of failure of Clerkship, the student will liaise with the Administrator, Clerkship regarding scheduling the repeat of Clerkship.

RESPONSIBILITY OF THE CHAIR OF THE CURRICULUM STUDENT EVALUATION COMMITTEE



- 4.3. The Chair of CSEC will bring all information about the conduct of assessment within Clerkship to the Progress Committee for discussion and approval when necessary.

RESPONSIBILITY OF THE CHAIR OF THE PROGRESS COMMITTEE

- 4.4. The Chair of the Progress Committee will present the information to the Progress Committee, to determine whether a student has passed or failed the Clerkship program based on the cumulative performance of the student on all evaluation criteria.

RESPONSIBILITY OF THE ASSOCIATE DEAN OF STUDENT AFFAIRS

- 4.5. Meet with the student and Associate Dean of UGME to discuss reasons for the failure of Clerkship and the plan to repeat Clerkship.

RESPONSIBILITY OF THE ASSOCIATE DEAN OF UGME

- 4.6. Meet with the student and Associate Dean of Student Affairs to discuss reasons for the failure of Clerkship and to plan for the repeat of Clerkship.
- 4.7. Compose a letter to the student advising terms for the repeat of Clerkship.

RESPONSIBILITY OF THE ADMINISTRATOR, CLERKSHIP

- 4.8. Liaise with departments to determine the schedule for the student to repeat Clerkship.
- 4.9. Communicate the new schedule to the student.

RESPONSIBILITY OF THE ADMINISTRATOR, CLERKSHIP EVALUATIONS

- 4.10. The Administrator of Evaluations Clerkship will track student performance on evaluation criteria integral to the Clerkship program. Tracking of longitudinal assessment data will be reported to the CSEC.
- 4.11. Inform the Administrator of Enrollment of student progress on the repeat Clerkship.

RESPONSIBILITY OF THE ADMINISTRATOR OF ENROLLMENT

- 4.12. Include students who pass the repeat of the Clerkship program on the spring or fall graduation listing, depending on the time of the year that they completed all the requirements for the Clerkship program and filed for graduation.

5.0 REFERENCES

- 5.1. UGME Policy and Procedures – Promotion and Failure Policy

6.0 POLICY CONTACT

Clerkship Program Administrator
Clerkship Evaluations Administrator
Associate Dean of UGME