

Special Meeting of Senate
Senate Chamber
Room E3-262 Engineering Building
THURSDAY, November 10, 2016
1:00 p.m.

AGENDA

- I **RECOMMENDATION TO REVISE THE 2016-2017 ACADEMIC
SCHEDULE DUE TO UMFA LABOUR ACTION** Page 2
 - a) **Report of the Senate Executive Committee** Page 17

- II **ADJOURNMENT**

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Scheduling Considerations to Respond to Strikes of Various Durations

November 9, 2016

Introduction

- This document was developed by the Academic Continuity Sub-Committee of the Operational Continuity Committee. It considers and makes recommendations on necessary revisions to the Academic Schedule to account for strikes of two, three, four or five weeks' duration and reflects additions made by the Senate Executive Committee at a meeting held November 9, 2016.
- Based on a strike lasting beyond November 15, and a minimum term of 36 teaching hours over 12 weeks, the Fall Term cannot be completed before the date of University Closure, December 23. This would result in the completion of classes and the writing of Final Examinations, for affected courses, in January. Winter Term would be delayed for courses scheduled in the standard term accordingly.

Hours of Instruction

- The normal term provides between 37.5 and 39 hours of teaching time in various time patterns and a minimum of 12 meeting times for once per week classes.
 - 50 minute classes taught on Monday, Wednesday and Friday (MWF)
 - 75 minute classes taught on Monday/Wednesday (MW)(Business), and on Tuesday/Thursday (TR)
 - 3 hours classes taught once per week on any day in the week.
- The Academic Sub-Committee of the Operational Continuity Committee recommends that a modified Academic Schedule attempt to provide a minimum of 36 hours of instruction and 12 meeting times for once per week classes.

Voluntary Withdrawal Deadline

- The deadline for Voluntary Withdrawal (VW) is normally set as day 48 of the Term.
- There is a need for certainty among students as to the VW date that will apply to both continuing classes and classes that have been interrupted by the UMFA strike.
- It is not possible to determine Day 48 of a modified term until the date of the resumption of classes is known.
- If approved by Senate, the VW Deadline for classes that continued during the strike would be December 1.
- The December 1 date will provide students in continuing classes with more time to think about dropping a class than would normally be the case. This extended time would compensate for the uncertainty as to whether a given class was continuing or not and the fact some students may not have crossed the line to attend classes.

- The new Voluntary Withdrawal Deadline for strike affected classes would be adjusted to the 48th day of a modified Fall Term.

Limited Access

- The Repeated Course policy (Senate, June 2016) was implemented in September 2016 with the Limited Access provision to take effect for the Fall Term 2017. The Academic Sub-Committee of the Operational Continuity Committee recommends that the effective date for the Limited Access provision be adjusted to the Winter Term 2018, to ensure that students who voluntarily withdraw from courses in the Fall Term 2016, perhaps as a result of uncertainty about their standing in a course as a result of the UMFA labour action, are not adversely affected. The revised effective date for Limited Access would also apply to completed courses.

Examination Schedule

- Exams are normally scheduled using three, three-hour periods per day, Monday to Saturday.
 - Using this model, exams are scheduled in a 10-day examination period.
- A compressed exam period would require four periods each day – two, two-hour periods and two, three-hour periods. Exams would also be offered on Sunday afternoon as needed.
 - Using this model, the exam period may be compressed to seven days, plus Sunday.
- Intensity of exam schedule
 - The Registrar’s Office considers as a hard scheduling constraint that students must not have three exams in a row.
 - The Registrar’s Office normally produces a schedule in which no, or very few, students have four exams in two days or five exams in three days.
 - In a compressed schedule we would still ensure that no students have three exams in a row, and would attempt to avoid students having three exams in one day.
 - Departments would be asked to limit final exams to two hours where possible in order to maximize scheduling options.
- Final Examinations for courses that continued during the strike should proceed in December as scheduled in order that students may be evaluated on a timely basis in relation to the completion of those classes.
 - A one-month or more gap between the last-class-day and the exam is not pedagogically sound.
- As classes for courses affected by the strike would also be held in December, some students will need to attend classes and prepare for and write final examinations in December.

- A plan must be in place that deals with potential conflicts between ongoing classes and scheduled examinations.
- This may include allowing students deferred examinations or alternate writing times within the exam period.
- The examination period will be scheduled over seven or eight days in January, following the end of the modified Fall Term class schedule.

Distance and Online Exams

Exams held at remote sites

- If the strike continues for six to ten workdays, the term would be extended so that last day of classes would be December 23, 2016. The exam period will need to be moved to the Winter term, approximately January 23-27, 2017.
- In the case of a strike that continues for eleven to fifteen workdays, the term would be extended so that last day of classes would be January 6, 2017. The exam period would be rescheduled to approximately January 30-February 3, 2017.
- Other considerations:
 - A one-month gap between last-class-day and exam is not pedagogically sound.
 - Students may not be in the same location or have availability as in December exam (for instance, military students may be deployed).
 - Added challenges allocating invigilation space once invigilation centre classes resume.
- To close the gap on exam scheduling, an on-line exam process could be considered. (This has been piloted for midterm exams and has proven to be achievable.) It is likely we could reduce the last-class-day to exam difference to less than two weeks. A preferred supplier of on-line invigilation services has been identified. Total cost would be approximately \$10,000, which would be partially (\$2,500) offset by the elimination of almost all invigilation centre and exam delivery costs. Students would be supplied with a webcam, where necessary. The on-line invigilation supplier requires 45 days notice from signed contract to exam invigilation.

Days of University Closure

- The University is closed from Friday, December 23, 2016 to Monday, January 2, 2017 inclusive.
- This seven working day closure is accounted for by:
 - Floating Holiday
 - Christmas Day
 - Boxing Day
 - New Years Day
 - Three vacation entitlement days

Time for marking of exams, processing grades, etc.

- Instructors are normally provided at least four working days for marking of final exams and submission of final grades.
- The Registrar's Office requires two days to process grades and produce reports to support assessments.
- Deans/Directors are normally provided with six to seven working days to finalize assessments and administer prerequisite dependent registrations.
- There will be insufficient time between the availability of Fall Term grades and the February meeting of Senate at which graduates would normally be approved.
- February graduates will be approved by the Chair and Vice-Chair of Senate, on behalf of Senate, consistent with the Senate resolution of December 6, 2006.
- This is also true for masters and doctoral graduates for whom a thesis defense had been postponed due to the strike.

Delayed start of Winter Term

- In the event that Fall Term must be completed in January, the Winter Term schedule will need to be adjusted accordingly with the goal of completing the term in April before the beginning of the Summer Session.
- The impact of an extension of Fall Term into January on students with respect to study permits, employment obligations, enrolment verifications, student loans, etc., will need to be considered.
- The Winter Term schedule will need to be adjusted accordingly with the goal of completing the term in April/May before the beginning of the Summer Session and before student depart for Co-op Work Terms, Clinical Placements, and summer employment.
- In the case of a three-week strike, the Winter Term Break in February will be maintained. If the strike goes beyond this, the Winter Term Break will be cancelled.

Modified Term Schedules

- The following modifications apply to the standard schedule. Faculties, Colleges and Schools that have a unique schedule for their programs must develop modification that is suitable to the needs of their programs. Such modifications shall be submitted to Senate Executive Committee for approval.
- Classes that continued during the UMFA strike would be completed according to the previously approved Academic Schedule.

Recommendations

- 1. That Senate adjust the effective date for the Limited Access provision to Winter Term 2018.**
- 2. That Senate approve the following, as outlined below:**
 - The Modified Fall and Winter Terms Assuming a Two-Week Strike (resume classes by November 15)**
 - The Modified Fall and Winter Terms Assuming a Three-Week Strike (resume classes November 16-21)**
 - The Modified Fall and Winter Terms Assuming a Four-Week Strike (resume classes November 22-28)**
 - The Modified Fall and Winter Terms Assuming a Five-Week Strike (resume classes November 29-December 5).**
- 3. That student requests for incomplete or continuing grade/course status be sympathetically considered, wherever appropriate, and that such requests not be unreasonably denied.**
- 4. That students be permitted to request deferred examinations and that such requests not be unreasonably denied.**
- 5. That academic unit heads and academic staff ensure that students who chose to not cross the picket lines are reasonably accommodated with respect to any missed material, assignments or tests.**
- 6. That the Senate Executive Committee, in accordance with its normal powers “to deal with contingencies that arise between meetings of Senate” is empowered to make any further revisions to the Academic Schedule required to complete the Fall and Winter terms, including any unit or program specific changes requested by Faculties, Colleges and Schools, and to report thereon to Senate.**

Modified Fall Term - Assuming Two-Week Strike (resume classes November 15)

	Strike Interrupted Classes	Continuing Classes
Classes Resume	November 15	n/a
Voluntary Withdrawal Deadline	December 1 (Day 48)	December 1 (Day 57) (Normal Deadline November 18 – Day 48)
Classes End	December 22	December 9
Examination Period*	January 4 - 11	December 12 – 22
Final Grades Due	January 17	January 9*

Modified Term would provide 63 total teaching days (normal term 63):

Monday/Wednesday/Friday classes	37 teaching hours (37)
Monday/Wednesday	37.5 teaching hours (37.5)
Tuesday/Thursday	39 teaching hours (39)
Monday	12 days (12)
Tuesday	13 days (13)
Wednesday	13 days (13)
Thursday	13 days (13)
Friday	12 days (12)

*Final Examinations

- **December Examination Period** for continuing classes to proceed as scheduled.
- It is recommended that December exams be held as scheduled in order to allow for timely completion of continuing classes.
 - Some students will have conflicts between December exams and classes.
- **Condensed Examination Period in January** would comprise:
 - 7 days (including Saturday) with four exam periods scheduled each day

- 2 two hour periods; 2 three hour periods each day
Sunday afternoon exams to be scheduled if necessary.
- January exams for all classes would create a long gap between the end of the course and the writing of the exam.
- **Remote exams for Distance and Online courses** to proceed as scheduled in December for continuing classes. Remote exams for classes interrupted by the strike would be re-scheduled to the week of January 23.

Modified Winter Term - Assuming Two-Week Strike (resume classes before November 15)

Classes Begin	January 16
Registration Revision Deadline	January 27
Mid Term Break	February 20 - 24
Voluntary Withdrawal Deadline	March 29
Classes End	April 21
Examination Period*	April 22 – 29
Final Grades Due	May 5
Senate approval of Grads	May 17
Convocation	June 5 - 9

Modified Term would provide 64 total teaching days (normal term 63):

Monday/Wednesday/Friday classes	38 teaching hours (38)
Monday/Wednesday	39 teaching hours (37.5)
Tuesday/Thursday	39 teaching hours (37.5)
Monday	13 days (12)
Tuesday	13 days (12)
Wednesday	13 days (13)
Thursday	13 days (13)
Friday	12 days (13)

***Condensed Examination Period** would comprise:

- 7 days (including Saturday) with four exam periods scheduled each day
 - 2 two hour periods; 2 three hour periods each day

- Sunday afternoon exams to be scheduled if necessary.

Co-op Work Terms

- Co-op Work Term placements may begin as scheduled for students who completed fall Term classes in December.
- Placements may be delayed for students who complete Fall Term classes in January.

Summer Session Commences May 1

Winter Term Grades will not be available until after the May Revision Deadlines

Modified Fall Term - Assuming a Three-Week Strike (resume classes November 16th – 21st)

	Strike Interrupted Classes	Continuing Classes
Classes Resume	November 21	n/a
Voluntary Withdrawal Deadline	December 7 (Day 48)	December 1 (Day 57) (Normal Deadline November 18 – Day 48))
Classes End	January 6	December 9
Examination Period*	January 9 - 17	December 12 – 22
Final Grades Dues	January 23	January 9
Senate approval of graduates	Special approval by President and Provost	

Modified Term would provide 63 total teaching days (normal term 63):

Monday/Wednesday/Friday classes	37 teaching hours (37)
Monday/Wednesday	38 teaching hours (37.5)
Tuesday/Thursday	39 teaching hours (39)
Monday	12 days (12)
Tuesday	13 days (13)
Wednesday	13 days (13)
Thursday	13 days (13)
Friday	12 days (12)

***Final Examinations**

- **December Examination Period** for continuing classes to proceed as scheduled.
 - It is recommended that December exams be held as scheduled in order to allow for timely completion of continuing classes.
 - Some students will have conflicts between December exams and classes.

- **Condensed Examination Period in January** would comprise:
 - 7 or 8 days (including Saturday) with four exam periods scheduled each day
 - 2 two hour periods; 2 three hour periods each day
 - Sunday afternoon exams to be scheduled if necessary.
- **Remote exams for Distance and Online courses** to proceed as scheduled in December for continuing classes. Remote exams for classes interrupted by the strike would be re-scheduled to the week of January 23.

Modified Winter Term - Assuming a Three-Week Strike (resume classes November 16th – 21st)

Modified Winter Term applicable to all classes following the standard term

Classes Begin	January 18
Registration Revision Deadline	January 31
Mid Term Break	Feb 21 - 24
Voluntary Withdrawal Deadline	March 31
Summer Session Registration	April 3
Classes End	April 21
Examination Period*	April 22 – 29
Final Grades Due	May 5
Senate approval of Graduates	May 17
Convocation	June 5 - 9

Modified Term would provide 62 total teaching days (normal term 63):

Monday/Wednesday/Friday classes	37 teaching hours (38)
Monday/Wednesday	38 teaching hours (37.5)
Tuesday/Thursday	38 teaching hours (37.5)
Monday	12 days (12)
Tuesday	13 days (12)
Wednesday	13 days (13)
Thursday	13 days (13)
Friday	12 days (12)

Posting of Grades Jan 24 – Revision Deadline January 31

- Students may be withdrawn from courses after Revision Deadline

Summer Session Commences May 1

- Winter Term Grades will not be available until after the May Revision Deadlines

Modified Fall Term - Assuming a Four-Week Strike (resume classes November 22nd – 28th)

	Strike Interrupted Classes	Continuing Classes
Classes Resume	November 28	n/a
Voluntary Withdrawal Deadline	December 14 (Day 48)	December 1 (Day 57) (Normal Deadline November 18 – Day 48))
Classes End	January 13	December 9
Examination Period*	January 14 - 21	December 12 – 22
Final Grades Dues	January 26	January 9
Senate approval of graduates	Special approval by President and Provost	

Modified Term would provide 63 total teaching days (normal term 63):

Monday/Wednesday/Friday classes	37 teaching hours (37)
Monday/Wednesday	38 teaching hours (37.5)
Tuesday/Thursday	39 teaching hours (39)
Monday	12 days (12)
Tuesday	13 days (13)
Wednesday	13 days (13)
Thursday	13 days (13)
Friday	12 days (12)

***Final Examinations**

- **December Examination Period** for continuing classes to proceed as scheduled.
- **Condensed Examination Period in January** would comprise:
 - 7 days (including Saturdays) with four exam periods scheduled each day
 - 2 two hour periods; 2 three hour periods each day
 - Sunday afternoon exams to be scheduled if necessary.

Modified Winter Term - Assuming a Four-Week Strike (resume classes November 22nd – 28th)

Modified Winter Term applicable to all classes following the standard term

Classes Begin	January 23
Registration Revision Deadline	February 3
Mid Term Break	Cancelled
Voluntary Withdrawal Deadline	March 30
Summer Session Registration	April 3
Classes End	April 21
Examination Period*	April 22 – 29
Final Grades Due	May 5
Senate approval of Graduates	May 17
Convocation	June 5 - 9

Modified Term would provide 63 total teaching days (normal term 63):

Monday/Wednesday/Friday classes	37 teaching hours (38)
Monday/Wednesday	38 teaching hours (37.5)
Tuesday/Thursday	39 teaching hours (37.5)
Monday	12 days (12)
Tuesday	13 days (12)
Wednesday	13 days (13)
Thursday	13 days (13)
Friday	12 days (13)

*** Posting of Grades Jan 26 – Revision Deadline February 3**

- Students may be withdrawn from courses after Revision Deadline

Summer Session Commences May 1

- Winter Term Grades will not be available until after the May Revision Deadlines

Modified Fall Term - Assuming a Five-Week Strike (resume classes November 29th – December 5th)

	Strike Interrupted Classes	Continuing Classes
Classes Resume	December 5	n/a
Voluntary Withdrawal Deadline	December 21 (Day 48)	December 1 (Day 57) (Normal Deadline November 18 – Day 48))
Classes End	January 20	December 9
Examination Period*	January 21 - 28	December 12 – 22
Final Grades Dues	February 2	January 9
Senate approval of graduates	Special approval by President and Provost	

Modified Term would provide 63 total teaching days (normal term 63):

Monday/Wednesday/Friday classes	37 teaching hours (37)
Monday/Wednesday	38 teaching hours (37.5)
Tuesday/Thursday	39 teaching hours (39)
Monday	12 days (12)
Tuesday	13 days (13)
Wednesday	13 days (13)
Thursday	13 days (13)
Friday	12 days (12)

***Final Examinations**

- **December Examination Period** for continuing classes to proceed as scheduled.
- **Condensed Examination Period in January** would comprise:
 - 7 days (including Saturdays) with four exam periods scheduled each day
 - 2 two hour periods; 2 three hour periods each day
 - Sunday afternoon exams to be scheduled if necessary.

Modified Winter Term - Assuming a Five-Week Strike (resume classes November 29th – December 5th)

Modified Winter Term applicable to all classes following the standard term

Classes Begin	January 30
Registration Revision Deadline	February 10
Mid Term Break	Cancelled
Voluntary Withdrawal Deadline	April 6
Summer Session Registration	April 10
Classes End	April 28
Examination Period*	April 29 – May 6
Final Grades Due	May 11
Senate approval of Graduates	May 24 (17)
Convocation	June 5 - 9

Modified Term would provide 63 total teaching days (normal term 63):

Monday/Wednesday/Friday classes	37 teaching hours (38)
Monday/Wednesday	38 teaching hours (37.5)
Tuesday/Thursday	39 teaching hours (37.5)
Monday	12 days (12)
Tuesday	13 days (12)
Wednesday	13 days (13)
Thursday	13 days (13)
Friday	12 days (13)

*** Posting of Grades Feb 3 – Revision Deadline February 10**

- Students may be withdrawn from courses after Revision Deadline

Summer Session Commences May 8

- Winter Term Grades will not be available until after the May Revision Deadlines

Report of the Senate Executive Committee

Preamble

A Special Meeting of the Executive Committee of Senate was held on the above date.

Observations

1. Speaker for the Executive Committee of Senate

Professor Archie McNicol will be the Speaker for the Executive Committee at a Special Meeting of Senate, on November 10th.

2. Recommendation to Revise the 2016 – 2017 Academic Schedule due to UMFA Labour Action

Senate Executive considered a recommendation from the Academic Sub-Committee of the Operational Continuity Committee to revise the 2016 – 2017 Academic Schedule due to the UMFA labour action. The proposal outlines modifications to important dates for the standard Fall and Winter Term, with different scenarios, assuming a two-, three-, four-, and five-week strike.

Senate Executive endorsed proposed revisions to the 2016-2017 Academic Schedule due to the UMFA Labour Action.

The recommendation to Senate takes into account Senate Executive's observations that:

- student requests for a grade classification of incomplete (I) or continuing (CO), at the end of the Fall Term, should not be unreasonably denied but should be considered sympathetically and accommodated wherever possible;
- students be permitted to request deferred examinations and that such requests not be unreasonably denied;
- academic unit heads and academic staff ensure that students who elected not to cross the picket lines are reasonably accommodated with respect to any missed material, assignments, or tests;
- the Senate Executive Committee, in accordance with its normal powers "to deal with contingencies that arise between meetings of Senate" is empowered to make any further revisions to the 2016 – 2017 Academic Schedule required to complete the Fall and Winter Terms, including any unit- or program-specific changes requested by Faculties, Colleges, and Schools, and report thereon to Senate.

Respectfully submitted,

Dr. David Barnard, Chair
Senate Executive Committee
Terms of Reference:

http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/477.htm