

Special Meeting of Senate
Senate Chamber
Room E3-262 Engineering Building
**** or remotely via BlueJeans****
MONDAY, March 16, 2020
9:00 a.m.

ADDENDUM TO AGENDA

III ADDITIONAL BUSINESS

1. **Correspondence from Provost and Vice-President (Academic)** Page 2
RE: Adjustments to Academic Policies

**** Senators may choose to participate remotely via BlueJeans. Click [here](#) to access the BlueJeans audio call and follow instructions provided in the emailed notice of meeting. ****

Please call regrets to 204-474-6892 or send to shannon.coyston@umanitoba.ca.

Date: March 15, 2020
To: Members of Senate
From: Janice Ristock, Provost and Vice-President (Academic)
Subject: Adjustments to Academic Policies

As we work through the contingencies required to address the COVID-19 situation and the resulting adjustments needed to our academic operations, I am writing to request two specific actions from Senate:

1. To suspend section 2.6 of the Voluntary Withdrawal policy for the winter 2020 term, and authorize the Provost to amend the Voluntary Withdrawal date for this term. Section 2.6 reads:
2.6 Students may withdraw from a course(s) without academic penalty during the Voluntary Withdrawal Period, which begins at the end of the Registration Revision Period and ends on the VW deadline, as follows:
 - a) The 48th teaching day for courses taught over a single Term;
 - b) The end of the Registration Revision Period of the second Term for courses taught over two or more Terms;
 - c) A date calculated using a pro-rated number of teaching days for Summer Term or other Irregularly Scheduled Courses, as published yearly in the Calendar.
2. For information. To discuss my decision to suspend the following sections of the ROASS Procedure, effective immediately and for the remainder of the winter term. This suspension is to facilitate adjustments to courses and evaluation method by Faculties, Colleges, and Schools. The relevant sections are:

Section 2.8 Changes to Course Outline and Timing Requirements

Academic Staff who wish to make changes to the method of evaluation or format of assignments in the course outline after it has been distributed to the class shall proceed as follows: (a) Academic Staff shall, in a timely fashion: (i) Discuss the proposed changes (e.g. in the class and/or through UM Learn) and encourage Students to provide feedback to the Academic Staff if there are any issues with the proposed changes; (ii) Provide the revised outline to the Academic Administrator of the Unit; and (iii) Confirm the changes in writing by providing the revised course outline to every Student registered in the course within the first week following the change, either through a paper copy and via the University's student information system (Aurora, UM Learn, or such other University information system as may be approved by University administration from time to time). (b) In circumstances where weighting of assignments is changed retroactively, a Student who wishes to be graded according to the original course outline must advise the Academic Staff within at least five (5)

Working Days of receiving the revised outline, failing which the Student will be graded according to the revised outline. Academic Staff shall advise Students of the deadline when they provide the revised outline.

Section 2.9 (f) Interactions with Students.

In their interactions with Students, Academic Staff shall:

- (f) provide early evaluative feedback as specified in the course outline

Section 2.12 Evaluation.

Academic Staff shall adhere to the relevant Senate-approved policy regarding professor-course evaluation.

More recommendations will be surely coming forward to the Senate Executive from the Academic Planning Sub-Committee in the days and weeks to come, but these adjustments will allow for us to move forward in these areas immediately. Our goal in all our work is to complete the term, albeit by alternative means, while ensuring fairness to students.