AGENDA

I MATTERS TO BE CONSIDERED IN CLOSED SESSION

II MATTERS RECOMMENDED FOR CONCURRENCE WITHOUT DEBATE

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2. Report of the Senate Committee on Curriculum and Course Changes Page 29

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III MATTERS FORWARD FOR INFORMATION

IV REPORT OF THE PRESIDENT

V QUESTION PERIOD

Senators are reminded that questions shall normally be submitted in writing no later than 10:00 a.m. of the day preceding the meeting.

VI CONSIDERATION OF THE MINUTES OF THE MEETING OF DECEMBER 5, 2001

VII BUSINESS ARISING FROM THE MINUTES

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

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2. Report of the Senate Planning and Priorities Committee

The Chair will make an oral report on the Committee’s activities.
IX REPORTS OF OTHER COMMITTEES OF SENATE, FACULTY AND SCHOOL COUNCILS

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X ADDITIONAL BUSINESS

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XI ADJOURNMENT

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MEMORANDUM

Date: November 8, 2001

To: Ms. Bov Sawicki, Senate Secretary, 310 Administration Bldg.

From: Dr. Fernando de Toro, Dean, Faculty Council of Graduate Studies

Subject: Recommended Motion for Senate's consideration

At the November 8, 2001, meeting of the Faculty Council of Graduate Studies, the membership endorsed the following motion and requested that it be forwarded to Senate for its consideration:

THAT the new course proposals and course changes be approved and forward to Senate for Approval. (See attachment for listings)

Thank you for your attention in this matter.

jc

Comments of the Senate Executive Committee:

The Senate Executive Committee endorses the report to Senate.
Report of the Programs and Planning Committee of the Faculty of Graduate Studies on course proposals/modifications/deletions.

Preamble

The Programs and Planning Committee of the Faculty of Graduate Studies met on October 15, 2001 and made the following recommendation regarding the introduction and deletion of courses in the Faculty of Science.

Observations

1. There is one course to be introduced in the Department of Botany
2. The Faculty of Science approved the course change.
3. A statement of Library support accompanied the course introduction.
4. Reasons for the course change accompanies the course number and title, which are included below.

Recommendation

The Programs and Planning Committee of the Faculty of Graduate Studies recommends that the Faculty Council of Graduate Studies approve the course change as indicated below.

Course to be introduced: 001.7yy Data Collection and Microtechniques - Part I (3)

Reason for the introduction: Courses in advanced laboratory techniques are needed and will be of benefit to all graduate students.

Net Change: +3 Credit Hours

Endorsed by Faculty Council of Graduate Studies, November 8, 2001

Copies of the course proposal forms are available in the Faculty of Graduate Studies Office for review.
Preamble

The Programs and Planning Committee of the Faculty of Graduate Studies met on October 15, 2001 and made the following recommendation regarding course introductions and deletions in the Faculties of Human Ecology and Agricultural and Food Sciences.

Observations

1. There are 2 courses to be deleted in the Department of Foods and Nutrition.
2. There are 4 courses to be deleted in the Department of Animal Science.
3. There are 6 courses to be introduced and cross-listed in the Departments of Animal Science and Foods and Nutrition.
4. The deletion of courses in both departments coincides with the cross-listed course introductions in both departments.
5. The Faculties of Human Ecology and Agricultural and Food Sciences approved the course introductions and deletions.
6. Statements of Library support were included with the course proposals.
7. Reasons for the introductions accompany the course numbers and titles, which are included below.

Recommendation

The Programs and Planning Committee of the Faculty of Graduate Studies recommends that the Faculty Council of Graduate Studies approve the course changes as indicated below.

Courses to be deleted:  
030.715 Interrelationships in Human Nutrition (3)  
030.718 Lipids (3)  
035.717 Energy (3)  
035.732 Advanced Animal Metabolism (3)  
035.734 Mineral and Vitamin Metabolism (3)  
035.735 Protein Metabolism (3)

Reasons for deletions:  
Courses being replaced with an integrated set of courses in the Departments of Animal Science and Foods and Nutrition.

NOTE: Where xxx.7xa-xf and Dept of X are indicated, either 035.7xa-xf or 030.7xa-xf and Dept of Animal Science and Foods and Nutrition will be indicated.

Course to be introduced:  
030/035.7xa Protein Nutrition and Metabolism (1.5) Lectures and critical reviews will be used to discuss recent/significant research advances in the fields of protein nutrition and metabolism, pertinent to mammalian physiology. Also offered as XXX.7xa by the Department of X. Offered in 200x and alternate years thereafter.

Copies of the course proposal forms are available in the Faculty of Graduate Studies Office for review.
Report of the Programs and Planning Committee of the Faculty of Graduate Studies on course proposals/modifications/deletions.

Course to be introduced: 030/035.7xb Energy and Carbohydrate Nutrition and Metabolism (1.5) Lectures and critical reviews will be used to discuss recent/significant research advances in the field of energy/carbohydrate nutrition and metabolism, pertinent to mammalian physiology. Also offered as XXX.7xb by the Department of X. Offered in 200x and alternate years thereafter.

Course to be introduced: 030/035.7xc Lipid Nutrition and Metabolism (1.5) Lectures and critical reviews will be used to discuss recent/significant research advances in the field of lipid nutrition and metabolism, pertinent to mammalian physiology. Also offered as XXX.7xc by the Department of X. Offered in 200x and alternate years thereafter.

Course to be introduced: 030/035.7xd Vitamin Nutrition and Metabolism (1.5) Lectures and critical reviews will be used to discuss recent/significant research advances in the field of vitamin nutrition and metabolism, pertinent to mammalian physiology. Also offered as XXX.7xd by the Department of X. Offered in 200x and alternate years thereafter.

Course to be introduced: 030/035.7xe Mineral and Trace Element Nutrition and Metabolism (1.5) Lectures and critical reviews will be used to discuss recent/significant research advances in the field of mineral nutrition and metabolism, pertinent to mammalian physiology. Also offered as XXX.7xe by the Department of X. Offered in 200x and alternate years thereafter.

Course to be introduced: 030/035.7xf Phytochemical Nutrition and Metabolism (1.5) Lectures and critical reviews will be used to discuss recent/significant research advances in the field of phytochemical nutrition and metabolism, pertinent to mammalian physiology. Also offered as XXX.7xf by the Department of X. Offered in 200x and alternate years thereafter.

Reason for new courses: The courses will serve as a vehicle through which new concepts in each particular area can be explored.

Foods and Nutrition Net Change: +3 credit hours
Animal Science Net Change: -3 credit hours

Endorsed by Faculty Council of Graduate Studies, November 8, 2001

Copies of the course proposal forms are available in the Faculty of Graduate Studies Office for review.
Report of the Programs and Planning Committee of the Faculty of Graduate Studies on course proposals/ modifications/deletions.

Preamble

The Programs and Planning Committee of the Faculty of Graduate Studies met on October 15, 2001 and made the following recommendation regarding a course introduction in the Faculty of Education.

Observations

1. There is one course to be introduced in the Ph.D. in Education Program.
2. The Faculty of Education Council approved the course change.
3. A Statement of Library support was included with the course proposal.
4. Reasons for the course changes accompany the course number and title, which are included below.

Recommendation

The Programs and Planning Committee of the Faculty of Graduate Studies recommends that the Faculty Council of Graduate Studies approve the course change as indicated below.

Course to be introduced: 124.7L1 Language and Identity in Second Language Contexts (3)
An exploration of linguistic and cultural issues arising from the internationalization of English as a second language (ESL) teaching and learning, including current research of linguistic imperialism, linguistic human rights, cultural hybridization, sexual politics, and the feminization of speech. Prerequisite: 132.721 or permission of instructor.

Reason for new course: The course is to complement the present offerings in the Ph.D. program in Language and Literacy. This course serves to open the Language and Literacy program to students with a background in Teaching ESL.

Net Change: +3 Credit Hours

Endorsed by Faculty Council of Graduate Studies, November 8, 2001

Copies of the course proposal forms are available in the Faculty of Graduate Studies Office for review.
Preamble

The Programs and Planning Committee of the Faculty of Graduate Studies met on October 15, 2001 and made the following recommendation regarding a cross listed course introduction and deletion in the Faculties of Arts and Agricultural and Food Sciences.

Observations

1. There is 1 cross listed course to be deleted in the Departments of Economics and Agribusiness and Agricultural Economics.

2. There is 1 course to be introduced and cross listed in the Departments of Economics and Agribusiness and Agricultural Economics.

3. The Faculties of Arts and Agricultural and Food Sciences approved the course introductions and deletions.

4. A Statement of Library support was included with the course proposal.

5. Reasons for the changes accompany the course numbers and titles, which are included below.

Recommendation

The Programs and Planning Committee of the Faculty of Graduate Studies recommends that the Faculty Council of Graduate Studies approve the course changes as indicated below.

Courses to be deleted: 018.793 Economics of Agricultural Production (3) 061.713 Economics of Agricultural Production (3)

Reason for deletions: Courses being replaced with a course with current content.

Course to be introduced: 018/016.7xx Production Economics (3) Development of static microeconomic theories of the firm, functional forms, aggregation issues, productivity analysis, risk and uncertainty and in introduction to dynamics. The following are emphasized; a rigorous treatment of the models using duality; a critical understanding of the limitations and possibilities for generalizing the models; and relevance of the models for empirical research, especially in agriculture. Also offered as 018.7xx (016.7xx) by the Department of Economics (Agribusiness and Agricultural Economics). Students may not hold credit for both 018.7xx and 061.7xx or the former 018.793 or 061.713.

Reason for new course: The course reflects that the content does not relate solely to agricultural economic and the content is up to date.

Net Change: 0 credit hours

Endorsed by Faculty Council of Graduate Studies, November 8, 2001

Copies of the course proposal forms are available in the Faculty of Graduate Studies Office for review
Preamble
The Programs and Planning Committee of the Faculty of Graduate Studies met on October 15, 2001 and made the following recommendation regarding course changes in the Faculty of Agricultural and Food Sciences.

Observations
1. There are 6 courses to be deleted and 6 courses to be introduced in the Department Animal Science.
2. There are 3 courses to be deleted and 3 courses to be introduced in the Department of Food Science.
3. The Faculty of Agricultural and Food Sciences approved the course introductions and deletions.
4. Statements of Library support were included with the course proposals.
5. Reasons for the changes accompany the course numbers and titles, which are included below.

Recommendation
The Programs and Planning Committee of the Faculty of Graduate Studies recommends that the Faculty Council of Graduate Studies approve the course changes as indicated below.

ANIMAL SCIENCE

Courses to be deleted: 035.741 Advanced Animal Genetics (3) 035.742 Advanced Research Methods in Animal Science (3) 035.726 Methodology in Animal Science Research (3) 035.743 Special Problems in Animal Nutrition (3) 035.725 Special Problems in Animal Improvement (3) 035.731 Special Problems in Animal Physiology (3)

Reasons for deletions: Courses 741 and 742 were viewed to be redundant. The 4 other courses are having their titles modified and therefore require the deletion of the old courses and the introduction of 4 new ones.

Course to be introduced: 035.7aa Methodology in Agricultural and Food Sciences (3) The application of experimental techniques and procedures to agricultural and food sciences research. Recording, processing, interpretation, and critical appraisal of experimental data

Course to be introduced: 035.7ab Special Problems in Animal Nutrition (3) Students will be required to investigate and report on a nutrition problem in a species other than that of their thesis research. Projects may be avian, bovine, ovine, swine or laboratory animal species.

Course to be introduced: 035.7ac Special Topics in Animal Improvement (3) Assigned readings, papers and discussions specific problems in animal genetics. Analysis of original data may be required.

Copies of the course proposal forms are available in the Faculty of Graduate Studies Office for review.
Report of the Programs and Planning Committee of the Faculty of Graduate Studies on course proposals/modifications/deletions.

Course to be introduced: 035.7ad Special Topics in Animal Physiology (3) Students will investigate a minor research problem in an area of physiology other than that in which the major is being taken. Problems areas may include: digestion, environment, renal function or reproduction.

Reasons for the introductions: Modifications of course title required the deletion (of old courses) and introduction of these four courses.

Course to be introduced: 035.7xg Advanced Applied Animal Nutrition (3) An advanced study of the theoretical and applied aspects of monogastric and ruminant nutrition. A laboratory component will provide training in current techniques in feed analyses and computer modeling. Offered in 200x and alternate years thereafter.

Course to be introduced: 035.7xh Special Topics in Animal Behaviour and Welfare (3) Assigned readings, papers and discussions on specific issues in animal behaviour. A short behavioural experiment may be required.

Reason for the introduction: Grad Students in the field of animal behaviour will require a 700 level course in which advanced topics in animal behaviour and welfare can be discussed.

Net Change: 0 credit hours

FOOD SCIENCE

Courses to be deleted: 078.714 Food Microstructure (3) 078.717 Physical Biochemistry (3) 078.719 Advanced Food Science (3)

Reasons for deletions: The department is moving to align its graduate courses to the major expertise of the staff. Physical Biochem has not been offered in the recent past. Advanced Food Science has been unpopular since it was changed to an elective course.

Course to be introduced: 078.7xx Advanced Food Packaging (3) Advanced course for the principles; materials, design and development of packaging with emphasis on chemical and physical nature of packaging materials, food products and new technologies.

Reason for the introduction: Provides students with advanced knowledge in the science and technology of package development for various food commodities.

Course to be introduced: 078.7xy Advanced Meat Science (3) Builds on fundamental aspects of muscle biochemistry and function to explain how pre- and post-harvest technology affect meat quality and safety. Issues of current concern, their resolution as well as recent advances will be discussed. Prerequisite: Consent of instructor. Offered in 2003-4 and alternate years thereafter.

Copies of the course proposal forms are available in the Faculty of Graduate Studies Office for review.
Report of the Programs and Planning Committee of the Faculty of Graduate Studies on course proposals/modifications/deletions.

Reason for the introduction: This is part of a move to broaden the base of graduate course offerings in current areas of staff expertise in Food Science.

Course to be introduced: 078.7xz Food Rheology (3) Evaluation of the textural properties of foods provides critical information in the development of quality food products. This course deals with the principles and methodologies in food rheology and includes examination of the rheological properties of selected food systems.

Reason for the introduction: Part of a reorganization of grad courses in Food Science. The course replaces 78714 and is being introduced as there is a significant amount of research on food rheology underway in the department.

Net Change: 0 credit hours

Endorsed by Faculty Council of Graduate Studies, November 8, 2001

Copies of the course proposal forms are available in the Faculty of Graduate Studies Office for review.
Preamble

The Programs and Planning Committee of the Faculty of Graduate Studies met on October 15, 2001 and made the following recommendation regarding course changes in the Faculty of Arts.

Observations

1. There is one course to be introduced in the Department French, Spanish and Italian.
2. There are 3 courses to be introduced in the Department of History.
3. There are 2 courses to be deleted and 2 courses to be introduced in the Department of Linguistics
4. The Faculty of Arts approved the course introductions and deletions.
5. Statements of Library support were included with the course proposals.
6. Reasons for the changes accompany the course numbers and titles, which are included below.

Recommendation

The Programs and Planning Committee of the Faculty of Graduate Studies recommends that the Faculty Council of Graduate Studies approve the course changes as indicated below.

FRENCH, SPANISH AND ITALIAN

Course to be introduced: 044.6xx Italian Reading Test (0)
Reason for the Introduction: The test is for students who are required to have a reading knowledge of Italian

Net Change: 0 credit hours

HISTORY

Course to be introduced: 011.7xx England in the Long Eighteenth Century (6) Selected themes in the history of England's long eighteenth century from 1660-1840. Specific topics will vary from year to year but will generally include the transformation of political culture, the consequences of war, the question of national identities, the emergence of commercial society and the changes to social structure.

Reason for the introduction: There are currently no senior graduate courses in this area. The course will compliment other social and cultural history courses in Medieval, European and Early Canadian History.

Course to be introduced: 011.7xy Gender History in Canada (6) Explores the roles, images and experiences of masculinity and femininity in the past. Will familiarize students with the changing theoretical and historiographical terrain of gender history. It will draw on the international literature but focus on

Copies of the course proposal forms are available in the Faculty of Graduate Studies Office for review.
the history of gender in Canada, examining how historians analyse masculinity, femininity, the family, sexuality, politics, race/ethnicity, moral regulation, class, nation, and colonialism.

Reason for the introduction: There are currently no senior graduate courses dealing with gender history. The addition, exploring both the international and Canadian literature on gender history, reflects changing historical scholarship and responds to student interest.

Course to be introduced: 011.7yy Issues in Modern Asian History: Selected Topics (3) Content will vary. Emphasis will be on the analyses of important issues and recent developments in the history and historiography of modern Asia.

Reason for the introduction: There are currently no courses in this area and History has a new faculty member with expertise in the history of modern China.

Net Change: +15 credit hours

LINGUISTICS

Courses to be deleted: 126.754 Field Methods (3)
126.756 Morphology and Syntax (3)

Reason for the deletions: 126.754 is being replaced with a 6 credit hour course. 126.756 is having its title changed.

Course to be introduced: 126.7ab Field Methods (6) Provides practical experience in techniques for data collection, analysis and interpretation of original data, through guided work with a speaker of a language unfamiliar to students.

Reason for the introduction: Program requirements call for the student to complete 6 credit hours with the same language speaker. Currently, students take two sections of a 3 credit hour offering.

Course to be introduced: 126.7ac Syntax (3) Presents a theoretical approach to current issues in syntactic analysis, building and testing hypotheses about syntactic data.

Reason for the Introduction: Title Change. Morphology is not covered in the course.

Net Change: +3 credit hours

Endorsed by Faculty Council of Graduate Studies, November 8, 2001

Copies of the course proposal forms are available in the Faculty of Graduate Studies Office for review
Preamble

The Programs and Planning Committee of the Faculty of Graduate Studies received information regarding the deletion regarding the Faculty of Nursing and made the following recommendation.

Observations

1. There is one course to be deleted in the Interdepartmental category.
2. The Faculty of Nursing and the Faculty of Medicine approved the course change.
3. The course was taught by the Department of Physiology.
4. Reasons for the course change accompanies the course number and title, which are included below.

Recommendation

The Programs and Planning Committee of the Faculty of Graduate Studies recommends that the Faculty Council of Graduate Studies approve the course change as indicated below.

**Course to be deleted:** 036.725 Pathophysiological Applications

**Reason for the deletion:** A new course in Applied Physiology for nurses was introduced this year. This course is no longer required.

**Net Change:** - 3 Credit Hours

Endorsed by Faculty Council of Graduate Studies, November 8, 2001

Copies of the course proposal forms are available in the Faculty of Graduate Studies Office for review.
Report of the Senate Committee on Curriculum and Course Changes on a Proposal for Curriculum Revision in the Faculty of Human Ecology

Preamble

1. The terms of reference for the Senate Committee on Curriculum and Course Changes (SCCCC) are found in Section 8.21 of the Senate Handbook. SCCC is "to recommend to Senate on the introduction, modification or abolition of undergraduate programs, curricula or courses".

2. SCCC met on November 23, 2001 to consider a proposal for curriculum revision in the Department of Family Studies.

Observations

1. A curriculum review was initiated in the fall of 1999, with the goal of responding to recent developments, better integrating the Family Studies curriculum with University 1, and anticipating the emerging needs of families.

2. The new program will provide students with the opportunity to concentrate their academic program in at least one area identified by the department as a significant issue for contemporary families. Students will be required to select at least one of these areas as an "option" that will be identified on their transcripts. The options from which students will make their selection are: 1) Family, Housing and Community Studies; 2) Family Resource Management; 3) Child and Adolescent Development; 4) Family Violence and Conflict Resolution; and 5) Aging (this option will be fulfilled by completion of the Interfaculty Option in Aging).

3. Therefore, beyond the Faculty requirements, each graduate will have a broad base of required courses in Family Studies, and at least one option that contains 18 credit hours of focused study (including at least 9 credit hours from the department). If a student elects to take more than one option, 18 additional credit hours will be required; that is, no course can satisfy the requirements for two options.

4. The Minor in Management will be retained for all students, and the Child Studies Concentration is proposed to be eliminated.

5. The library has indicated that it has adequate resources to support the new courses.

6. Letters of support have been received from the following units: Science, Physical Education and Recreation Studies, Education, Asper School of Business, Nursing, Sociology, Psychology, Architecture, and Social Work.
Report of the Senate Committee on Curriculum and Course Changes on a Proposal for Curriculum Revision in the Faculty of Human Ecology
November 23, 2001

Recommendation

The Senate Committee on Curriculum and Course Changes recommends THAT Senate approve the proposed course and curriculum changes in the Department of Family Studies, as detailed below.

Respectfully submitted,

Professor B L Dronzek, Chair
Senate Committee on Curriculum and Course Changes

Courses to be deleted:

2002-03

062.172 Environments for Living          -3
062.210 Principles of Human Development 2 -3
062.374 Planning the Family Environment  -3

2003-04

062.209 Principles of Human Development 1 -3
062.330 Infant Development              -3
062.350 Practicum in Child Studies      -3
062.422 Family Dynamics and Human Development I -3
062.423 Family Dynamics and Human Development II -3
062.431 Research Methods in Family Studies I -3
062.432 Research Methods in Family Studies II -3
062.434 Human Sexuality                 -3
062.438 Qualitative Research Methods in Family Studies -3
062.473 Policy Factors in Family Housing -3

2004-05

062.375 Consumer Alternatives in Family Shelter -3
062.426 Theories of Human Development      -3
062.435 Perspectives on Parenting          -3
062.436 Practicum in Family Studies        -6
062.437 Exceptional Development: Behavioural and Social-Emotional Disorders -3
062.450 Exceptional Infant and Young Child -3
062.455 Practicum and Professional Issues: Infant Development and Care -6
Courses to be introduced:

2002-03

062.1HA  Families, Housing and Community: An Introductory Perspective  +3
An introduction to understanding housing and community for individuals and families; shelter outside mainstream; neighbourhoods and communities; links between well being and poverty, housing, community; some policy and program issues; various approaches used in studying this topic. Opportunity for some field experience. Not to be held with the former 062.172.

062.2HA  Families, Housing and Community: A Developmental Perspective  +3
Focus is on developmental issues for individuals, families and communities. Of particular interest is the interrelationship between facilitating community development and the developmental well-being of residents. Social, psychological, cultural and political components are considered. Pre-requisite: 062.1HA, or consent of instructor.

062.2CA  Foundations of Childhood Developmental Health  +3
This course examines implications of theory and research in child development for promoting developmental health. Laboratory component focuses on working with children and evaluating developmental progress. Pre-requisite: minimum grade of "C" in 062.101. Limited enrolment.

062.2VA  Family Violence  +3
A survey of the extent and nature of various forms of family violence across the life course. Topics include physical and sexual child abuse, sibling violence, partner violence, and elder abuse. Emphasis is on prevalence, incidence, causes, consequences and solutions. Pre-requisite: 062.101 or 114, or 017.120, or 077.120.

062.2XX  Multicultural Family Issues  +3
A focus on multicultural issues that affect family interaction in Canada, which is designed to prepare students for professional practice. Emphasizes dominant/minority family relationships, internal family dynamics of minority families, social policies directed toward creating and maintaining multiculturalism and diversity education for future professionals. Manitoba Aboriginal family life is accentuated. Pre-requisite: 062.114 or equivalent.

2003-04

062.3CB  Adolescents in Families & Society  +3
This course is designed to help students understand the nature of adolescent relationships with their families in communities. The application of theory and research on adolescent relationships to professional practice with families and communities is emphasized. Pre-requisite: 062.2CA or 209 or 210 or 330.
Advanced
An
time,
implications.

062.4VC  Work and Family issues  +3
An exploration of the interface between paid work and unpaid work and families in the Canadian and international contexts. Topics include demographic trends; parenting, child and elder care; management of work-family conflict; development of workplace solutions; and social policy implications. Pre-requisite: 062.207 and 84 credit hours.

062.4VC  Senior Seminar in Family Violence and Conflict Resolution  +3
Advanced study in the areas of family violence and/or conflict resolution. Special emphasis is placed upon current research and/or practice. Pre-requisite: at least one of 062.2VA or 062.3VB or consent of the instructor.

2004-05

062.3XX  Parenting and Developmental Health  +3
Examines parenting and its influence on developmental health, with consideration of change across time, the context in which parenting occurs, and the effect of the parent-child relationship on
developmental health. *Pre-requisites: 062.114 and completion of 54 credit hours.* Not to be held with the former 062.435.

062.4CD  *Risk and Resilience in Behavioural and Social Development*  
+3  
The development of behavioural and social difficulties are examined from a risk and resilience perspective. The interaction of factors at all levels of the human ecological system are considered in terms of their impact on increasing risk and/or building resilience in children and youth. *Pre-requisite: 062.2CA or 209 or 210 or 330.* Not to be held with the former 062.437.

062.4HC  *Families, Housing and Community: An Action Perspective*  
+3  
Examines relationships between families, housing and community; impact of communities on children; best practices for enhancing quality of life in communities; participatory processes for working with communities. Significant on-site learning. Emphasis on inner-city. *Pre-requisite:* 062.2HA or 062.3HB, or consent of instructor.

062.4XX  *Field Experience*  
+6  
Provide students with field experience in a supervised setting. The course consists of 120 hours of supervised work in an assigned setting and seminar time with peers and field experience coordinator. Grade is pass/fail. *Pre-requisite: 84 credit hours and consent of instructor.* Not to be held with the former 062.435 or 455 or 456 or 457.

**NET CHANGE IN CREDIT HOURS:**  
-24
Proposed Calendar Description

Applying knowledge from the social and physical sciences, students in Family Studies examine factors affecting human psychosocial health and well-being. They study human development from infancy to old age within the context of the family, the community, and the culture.

Students are required to choose at least one area, or option, in which to focus their studies. The name of their option will appear as a “Comment” on their transcripts. They may select from the following options: 1) Family, Housing and Community Studies, 2) Family Resource Management, 3) Child and Adolescent Development, 4) Family Violence and Conflict Resolution, 5) Aging.

In March of each year program planning sessions are provided to assist students in their selection of courses for subsequent years of study.

Students admitted in September 2002 or later

Course No. Courses to be taken by all Family Studies students Credit Hours

77.120 Introduction to Sociology 6
005.100 Basic Statistical Analysis 1 3

005.200 Basic Statistical Analysis 2 3

or

074.126 Introductory Computer Usage 1

or

any other Science Course

018.120 Principles of Economics 3-6

or

018.121 Introduction to Canadian Economic Issues and Policies

or

018.122 Introduction to Global and Environmental Economic Issues and Policies

028.103W Human Ecology Perspectives and Communication 3
028.205 Introduction to Research in Human Ecology 3
028.310 Communication for Professional Practice 3
028.408 Current Issues in Human Ecology 3
062.101 Human Development in the Family 3
062.114 Family Studies: Relationships 3
062.142 Family Management Principles 3
<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>062.1HA</td>
<td>Families, Housing and Community: An Introductory Perspective</td>
<td>3</td>
</tr>
<tr>
<td>062.207</td>
<td>Family Financial Management</td>
<td>3</td>
</tr>
<tr>
<td>062.2XX</td>
<td>Multicultural Family Issues</td>
<td>3</td>
</tr>
<tr>
<td>062.3PA</td>
<td>Introduction to Development of Programs for Children and Families</td>
<td>3</td>
</tr>
<tr>
<td>062.3PE</td>
<td>Introduction to the Evaluation of Programs for Children and Families</td>
<td>3</td>
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**Department/Faculty Electives**

24

**Outside Electives**

12-15

**Free Electives**

30

**NOTE**: If students choose 18.120, 12 credit hours of outside electives are required. If students choose 18.121 or 18.122, 15 credit hours of outside electives are required.

All courses listed in the general Family Studies section (above) are required. In addition, students must choose at least one area, or option, in which to focus their studies. In the following section, the courses required to fulfill each option are listed. They will partially meet department/faculty, outside and free elective requirements.

**NOTE**: Students may take more than one option. Each option must consist of 18 non-overlapping credit hours; that is, no course can satisfy the requirements of more than one option.

**Family, Housing and Community Studies Option**

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>062.2HA</td>
<td>Families, Housing and Community: A Development Perspective</td>
<td>3</td>
</tr>
<tr>
<td>062.3HB</td>
<td>Families, Housing and Community: A Policy Perspective</td>
<td>3</td>
</tr>
<tr>
<td>062.4HC</td>
<td>Families, Housing and Community: An Action Perspective</td>
<td>3</td>
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**at least one of:**

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Credits</th>
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<tbody>
<tr>
<td>062.2VA</td>
<td>Family Violence</td>
<td>3</td>
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<td>028.265</td>
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<td>062.324</td>
<td>Families in the Later Years</td>
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<td>062.345</td>
<td>Consumer Problems and Influences</td>
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<td>Conflict Resolution in the Family</td>
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<td>062.433</td>
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<td>062.445</td>
<td>Family Economic Resources and Functions</td>
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<td>062.4CD</td>
<td>Risk and Resilience in Behavioural and Social Development</td>
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<td>Urban and Local Politics</td>
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<td>Community and Organizational Theory</td>
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**Family Resource Management Option**

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<td>Family Economic Resources and Functions</td>
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<td>Human Resource Management</td>
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<td>Nutrition for Health and Changing Lifestyles</td>
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<td>Food, Nutrition and Health Policies</td>
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<td>Dynamics of the Fashion Industry</td>
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<td>Culture and the Individual</td>
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<td>Ecology, Technology and Society</td>
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<td>Fundamentals of Marketing</td>
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Child and Adolescent Development Option

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<td>Adolescents in Families and Societies</td>
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<td>062.4CD</td>
<td>Risk and Resilience in Behavioural and Social Development</td>
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<td>062.3CC</td>
<td>Developmental Health of Children and Youth</td>
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<td>062.3VB</td>
<td>Conflict Resolution in the Family</td>
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<td>Parenting and Developmental Health</td>
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<td>Management of Family Stress</td>
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<td>030.121</td>
<td>Nutrition for Health and Changing Lifestyles</td>
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<td>030.213</td>
<td>Nutrition through the Life Cycle</td>
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<td>Behaviour Modification Principles</td>
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Family Violence and Conflict Resolution Option

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<td>062.4VC</td>
<td>Senior Seminar in Family Violence and Conflict Resolution</td>
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<td>Criminology</td>
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<td>047.313</td>
<td>Contemporary Canadian Social Welfare</td>
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<td>062.3CC</td>
<td>Developmental Health of Children and Youth</td>
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<tr>
<td>077.370</td>
<td>Sociology of Law</td>
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Women, Crime and Social Justice

at least three credits from:

Management of Family Stress
Risk and Resilience in Behavioural and Social Development

Aging Option

This option is the Interfaculty Option in Aging, which can fulfill the requirement for an option within the Family Studies major.

Social Aspects of Aging
Health and Physical Aspects of Aging
Field Experience

at least three credits from:

Death and the Family
Families in the Later Years

at least three credits from:

Developmental Psychology from Adolescence to Old Age
Abnormal Psychology
Individual Differences
Memory
Death and Concepts of the Future
Selected Topics in Aging and Health
Aging Adult Development, Health and Fitness
Sociology of Health and Illness
The Sociology of Aging
Population Dynamics and Change
The Sociology of Health Care Systems
Leisure Services for the Aging

Students admitted prior to September 2002

See 2001-2002 Undergraduate Calendar.
Report of the Senate Committee on Awards respecting Awards

Preamble

The Senate Committee on Awards (SCOA) terms of reference include the following responsibility:

"On behalf of Senate, to approve and inform Senate of all new offers and amended offers of awards that meet the published guidelines presented to Senate on November 3, 1999, and as thereafter amended by Senate. Where, in the opinion of the Committee, acceptance is recommended for new offers and amended offers which do not meet the published guidelines or which otherwise appear to be discriminatory under Policy No. 419, such offers shall be submitted to Senate for approval." (Senate, April 5, 2000)

At its meeting on November 22, 2001, SCOA reviewed six new awards offers, eight award amendments, and one award withdrawal and reports as follows.

Observations

1. On behalf of Senate, the Senate Committee on Awards approved and recommends that the Board of Governors approve five new awards, eight award amendments and one award withdrawal as set out in Appendix “A” of the Report of the Senate Committee on Awards (dated November 29, 2001). These award decisions comply with the published guidelines of November 3, 1999, and are reported to Senate for information.

2. The Senate Committee on Awards also considered the award set out in Appendix “B” of this report, which does not meet the said published guidelines, or which otherwise appears to be discriminatory under Policy 419 on Non-Acception of Discriminatory Scholarships, Bursaries or Fellowships, and recommends approval.

Of particular note is:

(a) Wiciwawin Aboriginal Alumni Emergency Bursary - letter of support from the Aboriginal Student Centre accompanies the award terms.

Recommendation


Respectfully submitted,

Ewa Morphy

Comments of the Senate Executive Committee:

The Senate Executive Committee endorses the report to Senate.

Professor R. Baydack, Chair
Senate Committee on Awards
OFFERS

LAMBDA FOUNDATION FOR EXCELLENCE - LES MCAFEE MEMORIAL AWARD

Mr. Christian Landry has made a testamentary gift through the Lambda Foundation for Excellence to the University of Manitoba to support an annual award in memory of Mr. Les McAfee. The Lambda Foundation for Excellence is a federally incorporated non-profit group. It grants awards designed to promote national recognition of individuals or groups, who through their achievements build bridges of understanding of gays and lesbians with other equality seeking groups, and Canadian society at large. Mr. Landry, a long-time civil servant in Ottawa and an activist for all human rights, has been recognized as a Founder of the Lambda Foundation for Excellence fund through his gift of $15,000. The gift commemorates Les McAfee, a member of the Progressive Conservative Party in both Saskatchewan and Manitoba. While with the Party, Mr. McAfee worked with Bert Cadieu, MP, and as Executive Assistant to the Minister of Mines and Natural Resources in Manitoba. In 1979, he became Special Advisor to Hon. David MacDonald, in Ottawa. As an activist, Les was a founder and first President of EGALE (Equality for Gays and Lesbians Everywhere) and a consummate fund-raiser for Pink Triangle Services (PTS) and many gay and lesbian causes. He served as a general project manager of the Canadian Tribute to Human Rights. In 1989, he received the Gay Community Award, and in 1995, posthumously, he received the Lambda Foundation Human Rights Award.

The fund in Les McAfee’s memory shall provide an annual award valued at the available annual income, which shall be offered at the University of Manitoba (starting in 2002, will first be valued at $750) to a undergraduate or graduate student who:

1. is enrolled full-time in any Faculty or School at the University of Manitoba;

2. has achieved a minimum cumulative grade point average of 3.0 (or equivalent) on all courses completed to date (both at the undergraduate and graduate levels, if applicable);

3. is conducting or has proposed to conduct research relating to gay and lesbian people, their community, their values, their achievements, their art and their sports, or on policy and human rights issues that affect them.

Each applicant will be judged on a combination of academic standing, the relevance of the topic of research to the gay and lesbian community and on the letter of recommendation received with the application. The applicants will be judged without discrimination on the basis of sexual orientation, gender, race, religion, or disability, consistent with the Canadian Charter of Rights and Freedoms. Preference in selection shall be given to student researchers who have published their research or who have been accepted for publication.

Eligible applicants will be asked to submit an application package consisting of a curriculum vitae, a current transcript, a copy of the research proposal, and a letter of recommendation from the Head of the Department (or designate) in which the applicant is registered. Application will
be made to the Office of Financial Aid and Awards. The recipient will be invited to a public award ceremony by the Lambda Foundation.

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 and the Lambda Foundation for Excellence shall be consulted on changes when possible.

The selection committee shall be named by the Director of Enrolment Services. The Executive Director of the Lambda Foundation for Excellence shall be invited to sit on the committee (if available).

C.P. LOEWEN FAMILY FOUNDATION AWARDS IN PHYSICS

The C.P. Loewen Family Foundation has created an endowment fund in support of students in the Department of Physics at the University of Manitoba. The Manitoba Scholarship and Bursary Initiative has also made a contribution to this fund. The C.P. Loewen Family Foundation was established in 1973 by C.P. Loewen, an entrepreneur in Steinbach who founded Loewen Windows, a Steinbach, Manitoba-based manufacturer of wood-frame windows. The firm is owned by four of the six children of C.P. Loewen, including Clyde Loewen and Stuart Loewen, both of whom majored in Physics at the University of Manitoba. The four shareholders of Loewen Windows are also the Directors of the C.P. Loewen Family Foundation. They have continued to develop the Foundation and its primary areas of concern now include education, faith, environment, tolerance and respect, alleviation of poverty, and community building in regions in which Loewen Windows employees live and work. Enhancing and supporting education has been a primary goal of the Foundation from its inception and the Foundation Directors are pleased to have an opportunity to support the Faculty and the University that played a formative role in their lives.

From the available annual income from this fund, two awards shall be offered annually (starting in the year 2002).

One award, valued at half of the available annual income from the fund, shall be called the C.P. Loewen Family Foundation Scholarship in Physics and shall be offered to the undergraduate student who:

1. has completed at least one year of full-time study at the University of Manitoba;
2. has achieved a minimum cumulative grade point average of 3.5;
3. enters the Honours or Major program in the Department of Physics in the Faculty of Science at the University of Manitoba in the year in which this scholarship is tenable;
4. has the highest academic standing among all eligible students at the time of entry to the Honours or Major Physics program.
The second award, valued at half of the available annual income from the fund, shall be called the C.P. Loewen Family Foundation Bursary* in Physics and shall be offered to an undergraduate student who:

1. is enrolled full-time in an Honours or Major program in the Department of Physics at the University of Manitoba;
2. has achieved a minimum cumulative grade point average of 3.0;
3. has demonstrated financial need on the standard University of Manitoba bursary application form.

*NOTE - In case no eligible applicants come forward for this bursary, the bursary shall be offered as a scholarship to the student entering the Honours or Major program in Physics with second highest standing.

The selection committee shall be named by the Head of the Department of Physics.

**ICS STUDENT EXCHANGE SCHOLARSHIP**

Through the gifts of staff and friends of the University, an endowment fund has been established to provide scholarships to our students who are participating in study-abroad programs through the University of Manitoba's International Centre for Students (ICS). Additional contributions to the fund are invited and much appreciated. Scholarships will first be offered when the fund generates a minimum of $500 in interest in any given year. Each scholarship shall be valued at no less than $500 and award values may be increased when the earnings on the fund permit. These scholarships shall be offered to undergraduate students who:

1. have been accepted into the International Centre for Students Student Exchange Program at a University outside of Canada and the United States, having gone through a rigorous evaluation process which takes into account academic standing and academic letters of reference;
2. will be enrolled in the third or fourth year of their current degree program at the time the exchange begins;
3. have presented an approved Letter of Permission for the courses they wish to pursue while on exchange, demonstrating that these courses will be credited toward their current degree;
4. have been ranked by the exchange selection committee at the top of the list of applicants.

All other criteria being equal, preference in selection may be given to applicants who have demonstrated the highest financial need among the group selected for exchange.
SENATE COMMITTEE ON AWARDS REPORT TO SENATE - NOVEMBER 29, 2001

The award selection committee shall be named by the Coordinator of the International Centre for Students Student Exchange Program (who will serve as a non-voting Chair).

**ARTHUR J. CARLSON BURSARY**

Through a testamentary gift from Professor Arthur Carlson, a past Professor in the Department of Civil and Geological Engineering, an endowment fund has been established at the University of Manitoba.

The available annual income from this fund shall provide a bursary to an undergraduate student who:

(1) is enrolled full-time in the Department of Civil Engineering in the Faculty of Engineering at the University of Manitoba;

(2) has achieved a minimum cumulative grade point average of 2.5;

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

The selection committee shall be named by the Dean of the Faculty of Engineering.

**ROSE AND MARION WRIGHT MEMORIAL BURSARY**

Through a testamentary gift from Ms. Margaret Rose Wright, an endowment fund has been established at the University of Manitoba. The purpose of this fund is to provide bursary assistance to students in the Faculty of Social Work. The available annual income from the fund shall provide bursaries, the number and value of which shall be determined each year by the selection committee, to students who:

(1) are residents of northern Manitoba (north of the 53rd parallel);

(2) are enrolled full- or part-time in the Bachelor of Social Work program (in the Northern Program) or in the Master of Social Work program, with research and practicum work being done in the Northern Program;

(3) have achieved a minimum cumulative grade point average of 2.5 on all courses completed to date;

(4) indicate an intent to work in northern communities following graduation;

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

The selection committee shall be named by the Dean of the Faculty of Social Work.
AMENDMENTS

DR. EDWARD JOHN BENNETT MEDICAL SCHOLARSHIP

The terms of reference for these awards are to be amended. Firstly, the terms will indicate that the foundation holding the funds to support this award will forward the monies to the University each year to disburse to the recipients (previously, the terms stated that the awards would be made directly to the recipients by the trustee). Secondly, the award values are to be amended. Previously, the awards were valued at $1,000. Now, each award is valued at $5,000 or 50% of the tuition in a given year in the Faculty of Medicine, whichever is greater. In addition, the awards will now be called the Dr. Edward John Bennett Entrance Scholarships in Medicine. Finally, a few portions of the current terms are to be deleted, as those specific guidelines no longer apply to the administration of this award. Namely, the portion to be removed comprises the latter half of the second criterion of the award which refers to the value of the award increasing in future years. The University of Manitoba shall be notified by the trustees of this foundation when such increases are to occur.

ROBERT A. KENNEDY BURSARY AND SCHOLARSHIP

Upon request from the donor of these awards, their names are to be amended to the Robert Alan Kennedy Bursary and Scholarship.

THE CHANCELLOR'S PRIZE

As the fund supporting this award allows for an award substantially larger than the set $250, the terms will now state that the award will be valued at the available annual income from the fund.

ALLEN MEDAL IN PHYSICS

As the fund supporting this medal provides enough interest each year to cover the cost of the medal as well as an increased cash award (previously valued at $75), the terms will now allow for the award value to increase, with the first charge against available annual income always being the cost of the production of the medal.

LARA ONALEE NAGLER MEMORIAL AWARD
("LARA'S LEGACY")

The terms of reference for this award are to be amended, as requested by the donor of the award. Rather than being valued at the available annual income from the fund, this award will be valued at $1000. This will allow the fund supporting the award to grow more rapidly and will allow for a second annual award to be available sooner.
TD BANK FINANCIAL GROUP BURSARY

The TD Bank Financial Group has increased their annual commitment to this new bursary program. As set out in the original terms, the total awards were to be valued at $50,000 a year for 5 years, starting in the winter of 2001-2002. Now, starting in the winter of 2001-2002, the total awards will be valued at $102,000 a year for 5 years.

P.E.O. SISTERHOOD BURSARY

The value of this annual bursary supported by the Philanthropic and Educational Organization is increasing, from the previous $500 to $750, effective in the winter of 2001/2002.

TAMARA KUCEY MEMORIAL SCHOLARSHIP

The terms of reference for these two awards are to be amended. Previously, two awards were offered each year, one of $200 to a student in second year Interior Design and one at $600 to a student in third year Interior Design. As the Interior Design professional degree program is now offered as a Masters program, the donors of this award wish to now offer only one award valued at $1000 to be offered to a student with the following qualifications:

(1) has completed a Bachelor of Environmental Design at the University of Manitoba with a cumulative grade point average of at least 3.0;

(2) enrolls full-time in the first year of study in the Professional Master of Interior Design program at the University of Manitoba;

(3) has demonstrated great talent and innovation in the field of Interior Design through works completed at the undergraduate level.

WITHDRAWAL

CARPATHIA CREDIT UNION LTD. SCHOLARSHIP IN UKRAINIAN STUDIES

Upon request from the donors of this award, it is to be withdrawn effective immediately.
OFFER

WICIWAWIN ABORIGINAL ALUMNI EMERGENCY BURSARY

The Wiciwawin (pronounced "wee-chi-way-win", a Cree word meaning "a gift that is given by many") Aboriginal Alumni Emergency Bursary fund has been established at the University of Manitoba by a number of donors, many of whom are Aboriginal alumni of the University of Manitoba and many of whom are staff members of the University. The purpose of this fund is to provide immediate emergency bursaries to Aboriginal students under unexpected financial strain.

Students who are to benefit from this fund must:

(1) be Aboriginal - defined as Métis, Inuit, First Nation people, status and non-status;

(2) be enrolled in any Faculty or School at the University of Manitoba, full- or part-time, as an undergraduate student;

(3) have a minimum cumulative grade point average of 2.0 (or equivalent);

(4) have outlined their emergency situation during an interview with a member of the Financial Aid and Awards office.

Preference in selection may be given to students who are full-time students, are from a northern or remote community, those who live on their own in Winnipeg, and those who report an affiliation with an Aboriginal community group or organization.

This fund is endowed. Only the available annual income from the fund may be used to support the bursaries. Initially, the maximum bursary value will be $100. At a time when the fund is generating more than $500 a year in interest, the value of the individual bursaries shall be reviewed.

The selection of eligible student recipients shall accord with the guidelines established from time to time for the University of Manitoba's student emergency bursary funds.
October 29, 2001

Dr. Rick Baydack
Chair of the Senate Committee on Awards
C/o Ms. Ewa Morphy
Awards Establishment Coordinator
417 University Centre

Dear Dr. Baydack & Senate Committee:

Please accept this letter as formal support for the Wiciwawin: Aboriginal Alumni Emergency Bursary which was launched at the Aboriginal Alumni Reunion on May 4, 2001. The reason behind the development of the bursary was a way for Alumni to financially support current and future Aboriginal students. It was noted by many of the participants at the reunion of the growing difficulties Aboriginal students' encounter, especially the financial difficulties that are faced while living in the city. Although the number of Aboriginal students continues to grow we are still vastly underrepresented at the University of Manitoba (see below).

As the Director of the Aboriginal Student Centre, I can verify that financial strain is the leading cause for Aboriginal students leaving school before graduation. The Aboriginal staff on campus set up this fund in order to contribute regularly, and to help retain students who experience financial crisis. The Aboriginal Alumni, in support of this bursary, also contributed to this fund at the reunion and we hope to continue to make this available for future contributions. The Aboriginal Student Association is in the process of developing a database of the Aboriginal Alumni in order to create networking possibilities. A portion of the membership cost will be going to this bursary and have assured us that they will promote and encourage future donations.

It is our hope that, with Senate approval, the Wiciwawin bursary can be a tool for us to support our youth in times of financial need. It is also hoped that this bursary will serve as an opportunity for many others who have expressed a desire to contribute to the University of Manitoba, via support for Aboriginal students. On behalf of the Reunion Committee we thank you in advance for your continued support to the Aboriginal student retention efforts offered at the University of Manitoba.

In education, mee-gwetch!

Kali Storm
Director, Aboriginal Student Centre

Manitoba*: Aboriginal Peoples comprise 11.7% of the Manitoba population (the highest in Canada!)

General Population: 1,100,295 Aboriginal (Status, non-Status, Metis, Inuit) 128,685

University of Manitoba (1999): Aboriginal Peoples comprise 6.7% of the University of Manitoba population

General Population: ~21,000** Aboriginal (Status, non-Status, Metis, Inuit) ~1200***

* 1996 statistics from Stats Canada.
** 1999 statistics provided by the University of Manitoba Institutional Analysis.
*** Based on statistics provided by the Department of Indian and Northern Affairs, First Nation Communities, Manitoba Metis Federation, Aboriginal Student Centre and Aboriginal Student Association.
Report of the Senate Executive Committee

Preamble

1. The terms of reference for the Senate Executive Committee are found in Section 7.2 of the Senate Handbook.

2. The Senate Executive Committee held its regular monthly meeting on December 12, 2001.

Observations

1. Speaker for the Senate Executive Committee

Professor Tony Secco will be the Speaker for the Executive Committee for the January meeting of Senate.

2. Comments of the Senate Executive Committee

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

Respectfully submitted,

Dr E J E Szathmáry, Chair
Senate Executive Committee

/sgp
Report of the Senate Committee on Rules and Procedures

Preamble

The Committee on Rules and Procedures has as one of its responsibilities the review of proposed amendments to Senate Governing Documents. Correspondence was received from the Senate Committee on Animal Care requesting an amendment to their Terms of Reference. This proposal was circulated to members of the Committee on Rules and Procedures.

Terms of Reference of the Committee on Rules and Procedures are found on page 10.22 of the Senate Handbook (Revised 1992).

Observation

The major change was to add the Veterinarian at the St. Boniface General Hospital Research Centre as an ex-officio member of the Senate Committee on Animal Care.

Recommendation

The Senate Committee on Rules and Procedures recommends that Senate approve the amendment to the Senate Committee on Animal Care Terms of Reference.

Respectfully submitted,

Dr. T. Secco, Chair
Senate Committee on Rules and Procedures

Comments of the Senate Executive Committee:

The Senate Executive Committee endorses the report to Senate.
Report of the Senate Committee on Instruction and Evaluation

Preamble

1. The terms of reference for the Senate Committee on Instruction and Evaluation (SCIE) are found in Section 8.26 of the Senate Handbook.

2. The Committee met on December 10th to consider a number of proposals from various units.

Observations

1. Continuing Education Division

The Continuing Education Division is proposing the establishment of a Dean's Honour List for the First Nation Community Wellness Diploma as a way to acknowledge and encourage academic excellence. The diploma consists of 60 required credit hours delivered in a community-based format over 24 months. As cohorts may begin the program at different times during the academic year, the usual definition of this designation is problematic. Usually, the designation is defined as the achievement of a minimum grade point average (GPA) (typically 3.5) while registered in a minimum number of credit hours (typically 24) in a regular session. The Continuing Education Division is recommending that for this diploma program the Dean's Honour List include students who achieve a minimum GPA of 3.5 while registered in either the first 30 credit hours or the final 30 credit hours of the program completed within the planned cohort schedule.

2. Student Records Office

At the end of each term, faculties and schools submit grades to the Student Records Office. The grades are loaded to the records system, but are not made available to students until a fixed date, a few days after the deadline for grade submissions. The 21-day period for grade appeals begins on the day of official release. Though this system has worked well, it has two drawbacks. First, students whose grades are in early must either consult instructors’ postings or wait until the official release date. Second, students have raised confidentiality concerns about instructors’ postings, which are organized by student number. If a student’s student number becomes known, other students have access to her/his grades through the postings.

The Student Records Office is now proposing that grades be released on the telephone and via the Web as they are submitted by faculties and schools. Accordingly, instructors will no longer post grades unless specific exemptions are granted by the Director of the Student Records Office. Students will have access only to their own grade via a personal identification number.

The grade appeal deadline will be established in the Academic Schedule to replace the 21-day period.
Where a department or faculty cannot meet a grade submission deadline, the Student Records Office will attempt to accommodate them where feasible.

3. **Faculty of Engineering**

The present statement in the *Undergraduate Calendar* with respect to deferred examinations in the Faculty of Engineering states: "Regulations governing deferred examinations are described in the chapter, *General Academic Regulations and Requirements, of this Calendar.*" The Faculty is proposing that the statement be changed to explicitly spell out the regulation in this section of the *Calendar*.

4. **Faculty of Nursing**

**Academic Probation Policy: Baccalaureate Nursing Program**

The current probation policy in the Faculty of Nursing states students in first year will be placed on probation if their cumulative grade point average (CGPA) is below 2.0, and students in second, third and fourth year will be placed on probationary status if their CGPA is below 2.5. Probationary status is only calculated at the end of regular session (April). Students may not proceed to the next year when placed on probation. Nursing Summer Term (NST) traditionally begins each year at the beginning of May. Grades received from the Student Records Office are compiled in mid-May and CGPAs calculated. Students can begin NST without formally knowing if their CGPA is below 2.5.

Students who have not achieved the required CGPA of 2.5 will not be identified before NST begins. Therefore students may be attending classes in NST and be 2-3 weeks into the term when they are notified of their probationary status. Students may write a letter to the Associate Dean requesting special permission to proceed to NST. If the student is allowed to proceed in NST, the student can request review of academic progress if course work taken during NST has the potential to change the probationary status. Therefore, the student may be allowed to proceed to NST, raise their CGPA by the end of NST and be taken off probation before proceeding to regular session.

**Inclusion of External Grades for Degree with Distinction**

In September of 1999, Senate approved a recommendation that all grades, including transfer credit grades, will be included in the calculation of a student’s cumulative grade point average (CGPA). Each unit was asked to revise their regulations regarding the inclusion of external grades for the calculation of Dean’s Honour Lists, University Program Gold Medals and Awards. The Faculty of Nursing approved the inclusion of external grades for the calculation of awards, probation and suspension in October of 1999.

The Degree with Distinction is considered an award. Therefore the Faculty of Nursing has included transfer of credit grades when determining eligibility for this award. The *Undergraduate Calendar* needs to be revised to reflect this policy change.
Recommendations

The Senate Committee on Instruction and Evaluation recommends:

1. **Continuing Education Division**

   THAT Senate approve the establishment of a Dean's Honour List for the First Nation Community Wellness Diploma, and that it include students who achieve a minimum GPA of 3.5 while registered in either the first 30 credit hours or the final 30 credit hours of the program completed within the planned cohort schedule.

2. **Student Records Office**

   THAT Senate approve the proposed changes to Section C 1a, c and d, and 5a of policy 1305 *Examination Regulations* as set out in Appendix "A" attached.

3. **Faculty of Engineering**

   THAT Senate approve the following for inclusion in the *Undergraduate Calendar*, section 4.10 *Deferred Examinations* of the Faculty of Engineering: "Deferred Examinations (see chapter *General Academic Regulations and Requirements* of this Calendar for details) are normally scheduled to take place within 30 working days from the end of the examination series from which the examination was deferred. The date of the deferred examination for a particular course will be set by the Dean's Office no later than January 15, May 15 or July 7, and in consultation with the instructor."

4. **Faculty of Nursing**

   **Academic Probation Policy: Baccalaureate Nursing Program**

   THAT Senate approve the following addition to the Academic Probation Policy of the Baccalaureate Nursing Program: "Students will be required to withdraw from Nursing Summer Term (NST) if their cumulative GPA does not meet the year requirement at the end of the regular session."

   **Inclusion of External Grades for Degree with Distinction**

   THAT Senate approve the following for inclusion in the *Undergraduate Calendar*:

   "Baccalaureate Nursing Program"

   Students must obtain a Cumulative Grade Point Average (CGPA) of 3.8 and above based on the last 67 credit hours of course work, to be eligible for Degree with Distinction.
"Baccalaureate Program for Registered Nurses

Students must obtain a Cumulative Grade Point Average (CGPA) of 3.8 and above based in their program of study, to be eligible for Degree with Distinction."

Respectfully submitted,

Dr W Dahlgren, Acting Chair
Senate Committee on Instruction and Evaluation

/sgp

Comments of the Senate Executive Committee:
The Senate Executive Committee endorses the report to Senate.
C. GRADES

1. Final Grades
   a) Departments are required, subject to faculty/school regulations, to establish a procedure for the review and approval of final grades prior to submission to the Director of Student Records.
   b) All final grades must be submitted in accordance with the instructions received from the Director of Student Records.
   c) Final grades will be released to students by the Student Records Office as they are submitted by faculties and schools, except where other arrangements have been made between the Dean or Director and the Director of Student Records.
   d) To protect confidentiality, instructors may not post final grades in any form without permission of the Director of Student Records.

5. Appeal of Final Grades
   a) A candidate may enter an appeal, through the Student Records Office, for assessment of one or more grades during the twenty-one (21) day appeal period specified in the Academic Schedule. Applications must be made on a prescribed form obtainable from the Student Records Office. On payment of the prescribed fee, such appeals shall be forwarded to the Head of the Department in which the course is offered.
   b) Examination scripts are to be held by the teaching unit responsible for the course until six months after the expiration of the appeal period. In individual cases where appeals have been initiated, the holding period will be extended accordingly.
   c) Each department, school or faculty is responsible for arranging the proper processing of the appeals, and shall report the results of appeals to the Student Records Office.
   d) Normally the re-evaluation of a grade shall be undertaken by the instructor(s) responsible for the particular course(section) in consultation with at least one other instructor - in the same or related subject area - who shall independently assess the script and/or other relevant materials.
   e) In the event that the appealed grade has been awarded on the basis of an examination only, the entire script will be re-read. Except as noted below, where the grade has been awarded on the basis of an examination in combination with term work, the examination script will be re-read and term mark calculation reviewed. In the case of grades awarded solely on the basis of term work, the calculation will be reviewed. In instances where term work has not been returned to students before the last day of classes, that term work shall also be re-read.
   f) Grades subject to appeal may not be lowered.
   g) In cases where appeals have resulted in a change of grade, the application fee will be refunded to the student.
   h) Teaching units shall be responsible for arranging to destroy examination scripts held by them in accordance with section (b) above, ensuring in the process, the confidentiality of the document.
   i) The result of an appeal must be submitted to the Student Records Office within 30 days of the deadline for the student to submit the appeal being considered. In the event this deadline cannot be met, the department must notify the Student Records Office with reasons for the delay. In no case shall an appeal be delayed longer than 60 days.
The University of Manitoba
Policy: 1305
Recommended Changes

C. GRADES

1. Final Grades

a) Departments are required, subject to faculty/school regulations, to establish a procedure for the
review and approval of final grades prior to submission to the Director of Student Records.
b) All final grades must be submitted in accordance with the instructions received from the
Director of Student Records.
c) Final grades may only be released in accordance with the procedure established by each faculty
or school. In all cases confidentiality regarding the names of the candidates shall be maintained.
d) Faculties and schools must post grades (identifying students by student number only) as soon
as the grades have been approved by the Faculty/School/Department (as appropriate) and have
been submitted to will be released to students by the Student Records Office as they are submitted
by faculties and schools, except where alternate arrangements have been made between the Dean
or Director and the Director of Student Records.
d) To protect confidentiality, instructors may not post final grades in any form.

5. Appeal of Final Grades

a) A candidate may enter an appeal, through the Student Records Office, for assessment of one
or more grades following the posting of grades by the Faculty/School/Department, but in no
instance later than during the twenty-one (21) days following day appeal period specified in the
release of grades by the Student Records Office. Applications must be made
on a prescribed form obtainable from the Student Records Office. On payment of the prescribed
fee, such appeals shall be forwarded to the Head of the Department in which the course is offered.
December 5, 2001,

members of the Senate
and
members of the Board of Governors,
University of Manitoba.

Re: Joint Senate and Board Review to Determine the Continuation of a Single University Secretariat

Enclosed please find the report (plus attachments) from the above joint committee. Committee members were Dr. Judy Anderson (chair), Dr. Juliette Cooper, Mr. Ron Black, and Mr. Paul Soubry.

The committee anticipates it will be disbanded with the approval of this report.

Yours sincerely

Dr. Judy L. Anderson (chair)

cc: committee members
Attachments

Comments of the Senate Executive Committee:

The Senate Executive Committee endorses the report to Senate.
Report of the Ad Hoc Joint Senate and Board Review Committee to Determine the Continuation of a Single University Secretariat

Background:

As a result of the Task Force Report Building on Strengths, the separate Secretariats of the Senate and the Board of Governors were merged into one Secretariat (now the office of the University Secretary) on January 1, 1999. As a condition of the merger, a motion (September 2, 1998) from the Senate stated that "within 3 years... Board and Senate representatives will participate in a Board-Senate Committee to review the effectiveness with which the University Secretariat supports the work of the Senate and the Board of Governors." The Secretariat also serves the office of the University Chancellor, and acts as liaison for students.

Review Procedures:

1. The review committee (elected September-October 2001) consisted of two members elected from the Senate (Dr. Judy Anderson, Dr. Juliette Cooper) and two members elected from the Board of Governors (Mr. Ron Black, Mr. Paul Soubry), each having served both before and since the merger of Senate and Board of Governors Secretariats.

   The committee had the mandate to review the effectiveness of the Office of the University Secretariat in serving and supporting the work of the Senate and the Board of Governors, in the context of assessing the accomplishments of the Office. The review was limited to a comparison of the effectiveness of service and support (i.e. the "quality" of service) prior and subsequent to the merger of the two Secretariats of the Senate and Board into one Office of the University Secretary.

2. The following documents were collected to inform the review process.
   - statement of the mandate for the committee
   - relevant discussion from the Task Force Report Building on Strengths, on merging the Senate and Board of Governors Secretariats, plus recommendation #65
   - excerpted minutes of Senate (July 8, 1998; Sept 2, 1998) and Board of Governors (June 25, 1998) relevant to merging the two Secretariats of Senate and the Board of Governors
   - position description of Professor E. Anderson (November 9, 1987) and Mr. R. Raeburn (December 16, 1987), previous Secretaries to the Senate and Board of Governors, respectively
   - current position description of the University Secretary (October 28, 1998)
   - organization chart, Office of the University Secretary (August 2001) [appendix 1]
   - management chart of the Office of the University Secretary (August 13, 2001), including a summary of duties of support staff [appendix 2]
   - summary of goals and accomplishments of the Office of the University Secretary (January 1, 1999-October 31, 2001) in support of the governance of the University of Manitoba [appendix 3].
3. The committee solicited by letter [appendix -]. input from the Chairs and committees that are supported by the Office of the University Secretary, plus additional input as follows, with special attention to individuals whose term overlapped the merger of the two Secretariats into a single or merged Secretariat.

- members of the Senate Executive Committee including the Chair
- Chairs of four committees of Senate: Planning and Priorities, Appeals, Curriculum and Course Change, Rules and Procedures
- Chairs of three committees of the Board of Governors: Finance and Administration, Employee Relations and Benefits, Academic Affairs
- Former Chancellor Mauro
- President of the University of Manitoba Students’ Union
- individuals identified from the 1998 minutes of the Senate and Board of Governors who had expressed concerns regarding the plan to merge the two Secretariats

Observations:

1. The role of the single University Secretary encompasses roles of both the previous Senate and Board Secretaries. This role includes secretarial, administrative and advisory services. The Secretariat provides a repository for information and data on all academic and Board matters including policies and other actions of Senate and the Board of Governors. Since the merger, a comprehensive computer-based index is maintained, and policies and procedures appear on the website of the University of Manitoba.

Duties include researching, compiling and relaying information, interpreting policies and procedures, and providing advice on strategies to implement actions of Senate and Board. Duties also include guiding jurisdiction, strategy, policy and process, and monitoring issues for referral to appropriate committees of the Senate and Board. Information and records are maintained in compliance with the Freedom of Information and Protection of Privacy Act. In addition, the Secretariat administers meetings, coordinates elections, brings external issues to the notice of the Senate and Board, advises students on matters relating to reporting final appeals and discipline of students, acts as liaison to student organizations (University of Manitoba Students’ Union, Graduate Students’ Association) and reports on activities of Senate and Board.

The committee noted that the University Secretary is responsible to the entire university community for the provision of timely, accurate, and objective information, advice, interpretation and application of policy by the Senate and Board and their respective committees. The University Secretary also helps the Chairs of the Senate and Board and their committees to anticipate substantive or procedural difficulties and recommends ways in which the difficulties may be avoided. While the Chair of Senate is also the President and chief executive officer of the University, she also has the administrative responsibility for the Secretariat service toward functions of the Senate and Board. The precise record-keeping, accountability and transparency of the Secretariat functions contribute to the overall governance of the University of Manitoba.

The committee noted that the Chairs of the Senate and the Board of Governors rely on advice and strategy from the University Secretary and the Office of the Secretariat to ensure appropriate parallel functions in a bicameral system of governance. It also recognized that staff comportment.
experience and capabilities in administration of the Office of the Secretariat contribute to the effective working relationships of the Senate and the Board. The legal aspects to the functions of both the Senate and the Board of Governors may not always be immediately apparent and are reflected in the proceedings of both bodies.

2. The accomplishments of the Office of the University Secretary since the two Secretariats were merged in January 1, 1999 have had broad impact on administration effectiveness (and also the efficiencies) of the Senate and Board, and most recently on the election of a new Chancellor at the University of Manitoba. The impact began with the physical merging and relocation of the Secretariat office, organization and archiving files of the Senate and Board and a thorough review of Secretariat budgets important to reconciling the merged functions. The merger process was carried out by the newly-appointed University Secretary.

The Secretariat also has tracked information flow for members of the Senate and Board (e.g. undergraduate and graduate program approval processes, committee decisions), updated many governance documents (policies and procedures, Senate Handbook and Board Bylaws on a new governance website of the University), provided guidance for Calendar revisions, managed electronic records kept now in a centralized filing system (ongoing). The Secretariat is now compiling databases on the people in Senate and Board and respective committees, records of meetings, appeals decisions, programs and courses, and governing documents (including many templates). The Secretariat organizes information to serve the Senate and Board, and conducts separate orientation sessions for new Senators and new Board members. Projected increases in effective service and support of the University through the planned databases will help to ensure continuity in the Secretariat. The plans therefore anticipate future needs for a retrievable institutional memory and accommodate the predictable need to deal with the succession of personnel having broad expertise within the Secretariat and committees of the Senate and Board.

3. Positive input was provided to the review committee by a large majority of verbal and written comment. Committees of the Senate and Board typically operate in a timely and effective manner, even under time constraints during heavy demands on the Secretariat. Procedures were established that recognize the requisite skills appropriate to each committee, knowledge of which fosters appropriate continuity during renewal of committee members. Service in support of Senate and Board activities, provided by the same complement of six staff members in the merged Secretariat as in the previous two Secretariats, has increased since the merger. That increase occurred in addition to the ongoing improvements to budgetary, administrative and recording functions of the Secretariat. The quality of the Secretariat service is high. The University Secretary recently received the UTS/UMSU Certificate of Appreciation in Recognition of Outstanding Dedication to the Students of the University of Manitoba, for her service to Students in 2000 - 2001. Contact with the office of the Minister of Education and the public, where applicable, has continued to improve.

4. Specific concerns noted prior to the merger dealt primarily with potential for conflict of interest between support of the Senate (academic issues) and the Board of Governors (budget and administration issues). There were no comments received by the review committee regarding that conflict of interest. Issues of workload were outside the mandate of the review.
In summary, the Office of the University Secretariat has effectively served the ongoing activities of the Senate and the Board of Governors since the merging of two original Secretariats. The accomplishments of the University Secretary and the Secretariat have additionally streamlined communication and the acquisition, storage, retrieval and relay of information for members of the Senate and Board, and within the university community. Development of databases and templates should foster the mission and guide future vision of the University of Manitoba.

Recommendations:
The Ad Hoc Joint Senate and Board Review Committee recommends:

1. continuation of the single University Secretariat, and
2. continuation of planning by the Secretariat to continue to establish an effective institutional memory.

Respectfully submitted

Dr. Judy E. Anderson, Chair

Attachments
cc: committee members
OFFICE ORGANIZATION
OFFICE OF THE UNIVERSITY SECRETARY
UNIVERSITY OF MANITOBA
August, 2001

BOARD OF GOVERNORS

CHAIR BOG
(Mr. Paul Soubry)

SENATE

CHAIR SENATE
(Dr. Emoke J.E. Szathmary
President & Vice-Chancellor)

UNIVERSITY SECRETARY
(Beverly M.M. Sawicki)

GOVERNANCE SPECIALIST
(Lucy Shore)

ACADEMIC SPECIALIST
(Shirley Plett)

POLICY SPECIALIST
(Michelle Martin-Strong)

OFFICE MANAGER
(Betty Borsboom)

CONF. SECRETARY/RECEPTIONIST
(Lesley Jouan)
**ACCOMPLISHMENTS**

**OFFICE OF THE UNIVERSITY SECRETARY**

**THE UNIVERSITY OF MANITOBA**

January 1, 1999 - October 31, 2001

<table>
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<tr>
<th>ADMINISTRATIVE (Impacted on Board, Senate, and University Community)</th>
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<tr>
<th><strong>January 1, 1999 - October 31, 2001</strong></th>
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<tr>
<td><strong>THE UNIVERSITY OF MANITOBA</strong></td>
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<td><strong>OFFICE OF THE UNIVERSITY SECRETARY</strong></td>
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<td><strong>ACCOMPLISHMENTS</strong></td>
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These accomplishments are in addition to the ongoing work of the Office of the University Secretary in support of the governance of the University of Manitoba.
<table>
<thead>
<tr>
<th>Calendar</th>
<th>Implementation Work</th>
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<tbody>
<tr>
<td>1.</td>
<td>Updated the bylaws, policies and procedures on the University website.</td>
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<td>2.</td>
<td>Revised Senate Handbook and posted it on the University website so that all senators had access to Senate rules and the laws of reference of Senate committees.</td>
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<td>3.</td>
<td>Development of a revised system for university bylaws/policies/procedures. Oversee the related implementation work.</td>
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<th>Governing Documents</th>
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<td>Appeals in 2000 (including two sexual harassment appeals).</td>
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<td>Appealed, assumed responsibility for Senate appeals committee, advising committees. The number of appeals (excluding the 4 appeals filed in 1999) has increased in each of the last two years.</td>
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<th>1999/2000</th>
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<tr>
<td>Appeals, assumed responsibility for all student final appeals processing and support to final appeals committees (implied on Board, Senate, and University Community).</td>
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Developed a governance website on the University server on August 29, 2001, which includes the following:

- Agendas of open sessions of the Board and Senate (normally posted the day following the meeting)
- Minutes from open sessions of the Board and Senate (posted the Friday prior to meeting dates)
- Listing of Board and Senate governance committees
- Listing of Board and Senate members
- Schedule of Board and Senate meetings
- Board and Senate jurisdiction
- Chancellor
- Announcements
- Bylaws
- Forms
- Policies and Procedures
- Senate Handbook

Notices about the website were sent to members of Senate and the Board. This is an ongoing project as we refine the website.

Further work on this goal ties in with the database development, website, and long term storage goals.

Updated high speed scanner, CD burner, software.

Investigated electronic record keeping.

Developed high speed scanner, CD burner, software.

As of August 29, 2001, we hired a staff member who is knowledgeable with the use of the equipment.

Records (Electronic Storage)

- Further work on this goal lies in with the database development, website, and long term storage goals.
- As of August 29, 2001, we hired a staff member who is knowledgeable with the use of the equipment.
- Updated high speed scanner, CD burner, software.
- Investigated electronic record keeping.
- Developed high speed scanner, CD burner, software.
- As of August 29, 2001, we hired a staff member who is knowledgeable with the use of the equipment.

Electronic Storage

- Further work on this goal lies in with the database development, website, and long term storage goals.
- As of August 29, 2001, we hired a staff member who is knowledgeable with the use of the equipment.
- Updated high speed scanner, CD burner, software.
- Investigated electronic record keeping.
- Developed high speed scanner, CD burner, software.
- As of August 29, 2001, we hired a staff member who is knowledgeable with the use of the equipment.

Records Management (Electronic Storage)

- Further work on this goal lies in with the database development, website, and long term storage goals.
- As of August 29, 2001, we hired a staff member who is knowledgeable with the use of the equipment.
- Updated high speed scanner, CD burner, software.
- Investigated electronic record keeping.
- Developed high speed scanner, CD burner, software.
- As of August 29, 2001, we hired a staff member who is knowledgeable with the use of the equipment.

Records Management

- Further work on this goal lies in with the database development, website, and long term storage goals.
- As of August 29, 2001, we hired a staff member who is knowledgeable with the use of the equipment.
- Updated high speed scanner, CD burner, software.
- Investigated electronic record keeping.
- Developed high speed scanner, CD burner, software.
- As of August 29, 2001, we hired a staff member who is knowledgeable with the use of the equipment.

Records Management

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- Investigated electronic record keeping.
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Records Management

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- Investigated electronic record keeping.
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Records Management

- Further work on this goal lies in with the database development, website, and long term storage goals.
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- Updated high speed scanner, CD burner, software.
- Investigated electronic record keeping.
- Developed high speed scanner, CD burner, software.
- As of August 29, 2001, we hired a staff member who is knowledgeable with the use of the equipment.
Records Management (Database)

- Identified need for 5 databases namely:
  1. Database of „People“ Information (Board and Senate Members, committees, etc.). The structure and fields for this database have been identified; IST will commence programming once the people database has been completed.
  2. Database of governing documents (Bylaws, Regulations, Policies and Procedures). The structure and fields for this database have been identified; IST will commence work on programming this database upon completion of the people database. These include the historical information in relation to approvals, reviews, and revisions/editions/revisions of these documents. IST will commence work on programming these databases once the people database has been completed.
  3. Database of records (based on minutes and agenda materials of the Board and Senate). The Board of Governors document submission sheets will provide the structure for this database; refinement of fields is under discussion with IST. IST will commence programming this database once the governing documents have been identified (fields will include historical information in relation to approvals, reviews, and revisions of these documents). The structure and fields for this database have been identified; IST will commence work on programming this database upon completion of the people database.
  4. Database of all Appeals Committee decisions. The Office has identified a need for a database. IST will commence programming upon completion of the first three databases.
  5. Database of Programs and Courses. The Office has identified a need for a Programs and Courses database. IST is in the process of programming this database in January 2002. Preliminary discussions have occurred.

Secretariat (Integration of existing files within the new centralized filing system is complete. Work is ongoing.)

1. Developed a plan for the structure of a new centralized filing system for the Office of the University on Board and Senate filing systems and governance filing systems at other universities.
2. Reviewed structure of Board and Senate filing systems and governance filing systems at other universities.

2000/2001

ADMINISTRATIVE (Impact on Board, Senate, and University Community)
1. Reviewed the existing Board bylaws, regulations, policies and procedures, and the Senate rules contained in the Senate Handbook. These documents were then grouped within new subject categories. A preliminary status report was made to the President and Vice-Presidents in 2000.

2. In August 2001, the following work was completed: completion of the proposed Governing Documents System; and a recordkeeping form.

3. Further refinement was done on the subject categories (i.e., subject headings and subheadings were identified); additional proposed documents were identified, and a taxonomy of governing documents and further specific instructions for drafting of governing documents and further specific instructions for each governing document template.

4. A proposal is nearing completion and endorsement of the proposed Governing Documents System will be sought from the President and Vice-President, the Board of Governors, and Senate.

<table>
<thead>
<tr>
<th>ADMINISTRATIVE (Impact on Board, Senate, and University Community)</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Governing Documents.</td>
<td></td>
</tr>
<tr>
<td>Recreation of the existing Board bylaws, regulations, policies and procedures, and the Senate rules contained in the Senate Handbook. These documents were then grouped within new subject categories. A preliminary status report was made to the President and Vice-Presidents in 2000.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Structure and fields for a governing documents database were developed (see 2000-2001 Records Management Database).</th>
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</thead>
<tbody>
<tr>
<td>2000/2001</td>
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<tr>
<td>Full-time staff appointments were revised. Part-time staff appointments listings were discontinued.</td>
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<tr>
<td>Worker will Government to ensure Government appointments have skill sets which will assist the Board</td>
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<tr>
<td>Meetings between Board meetings)</td>
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<tr>
<td>(a) Reduction in executive committee meetings from 12 per year to 6 per year (Executive meetings are held in the</td>
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<tr>
<td>(b) Reduction in board meetings from 10 per year to 6 per year</td>
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<td>(c) In lieu of a regular basis</td>
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<tr>
<td>(d) Change in external relations committee terms of reference so that all meetings when materials are received to be</td>
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<tr>
<td>(e) no board related meetings in July</td>
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<tr>
<td>Reviewed board committees and meetings of the board and its committees. Resulting in:</td>
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<td>distinguishable</td>
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<tr>
<td>(a) Board is clear on when material is submitted for action, notification or information</td>
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</tr>
<tr>
<td>(b) Open Session, Closed Session, and Closed Session (Reporting) materials are separate and easily</td>
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</tr>
<tr>
<td>Changed format for agendas so that:</td>
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<tr>
<td>Reviewing all materials and the related applications</td>
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<tr>
<td>(a) The submission documents also provide a complete history in the University Secretarial files respecting the</td>
<td></td>
</tr>
<tr>
<td>(b) The board can readily see what committees/divisions have previously reviewed the materials and whether they</td>
<td></td>
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<tr>
<td>(c) The board has an executive summary of the related materials</td>
<td></td>
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<tr>
<td>(d) The board is able to quickly determine whether they are being requested to take action, and what action is being</td>
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<tr>
<td>(e) The subject identification headings lists/Board members know at a glance the topic, and will be used for database</td>
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<tr>
<td>Submission documents have the following purposes:</td>
<td></td>
</tr>
<tr>
<td>Developed and instituted board of Governors submission documents to assist board in reviewing material. The</td>
<td></td>
</tr>
<tr>
<td>Suggested further changes.</td>
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</tr>
<tr>
<td>Revised board bylaws and made arrangements for IS to put the revised bylaws on the University’s website</td>
<td></td>
</tr>
</tbody>
</table>

**Board of Governors**
<table>
<thead>
<tr>
<th>University Secretary</th>
<th>Student Records and the final level of appeal is an appeals committee consisting of the Vice-Provost (Student Affairs) and the Director of Student Records. Together with Director of Student Records, formalized a process for fee appeals. The first level of appeal is the Director of the Appeals Committee.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>discipline statistics will be more easily available from 1999 forward.</td>
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<tr>
<td></td>
<td>b) discipline statistics will be more easily available from 1999 forward, including the &quot;tabloid-like&quot; nature of the report.</td>
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<tr>
<td></td>
<td>The benefits of the redesign are:</td>
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<tr>
<td></td>
<td>a) replacing the &quot;tabloid-like&quot; nature of the report has made it easier for readers to discern discipline decisions and the treatment of comparable incidents;</td>
</tr>
<tr>
<td></td>
<td>b) discipline statistics will be more easily available from 1999 forward.</td>
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<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>Redesigned the UDC Yearly Student Discipline Report and provided a &quot;template&quot; to deans/directors to make their reporting easier.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Together with the Director of Student Records, formalized a process for fee appeals. The first level of appeal is the Director of Student Records.</td>
</tr>
<tr>
<td>requirements that the Board approve the University's financial statements prior to August 31 of each year.</td>
</tr>
<tr>
<td>Established guidelines for use of University emblems (academic seal, corporate seal, crest and coat of arms).</td>
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<tr>
<td>including relevant legislative provisions and past appointments made by the Board to each outside board/committee.</td>
</tr>
<tr>
<td>Information on all outside boards committees to which the Board makes appointments was compiled in one central area.</td>
</tr>
</tbody>
</table>
Instituted/maintained the following professional development initiatives for Board and Senate:

- orientation
- succession planning
- consult with Committee Chairs to identify skill sets needed to fill committee vacancies

The Board of Governors Orientation Manual was updated for both the 2000 and 2001 Board Orientations.

2000/2001
This issue, The Committee then reported to the Board of Governors. The need for the Board of Governors was created by a request for a new committee to conduct a hearing into the development of a new University Human Resources program. The Board of Governors has requested that the new committee be established by a new Chair, a new Vice-Chair, and new Board members.

The issues that were discussed include the need for a new University Human Resources program, the need for a new Board of Governors, and the need for a new Chair for the new Board of Governors.

The Board of Governors decided to establish a new University Human Resources program, which will be led by the new Chair and Vice-Chair, and will include new Board members. The new program will be designed to provide the University with the resources it needs to support its strategic goals, and will be reviewed by the Board of Governors on a regular basis.

The new Board of Governors will be responsible for the development of the new University Human Resources program, and will be supported by the new Chair and Vice-Chair. The new Board of Governors will be responsible for the approval of the new program, and will be accountable to the University for its performance.

The new Board of Governors will be responsible for the development of a new University Human Resources program, which will be designed to support the University's strategic goals. The new program will be reviewed by the Board of Governors on a regular basis, and will be accountable to the University for its performance.
The report format initiated in 1999 enabled the introduction in 2000 of graphs showing statistics in each student discipline category. While a two-year accumulation of data is not yet informative, the graphs will become more meaningful in future.
a) all recommendations were approved by Senate, save recommendations in relation to the Academic Review Committee which were referred back for further consideration.

b) 1 committee was disbanded and 2 committees were combined for a net reduction of 31 members.

c) all committee members were required to review committee membership and vacancies, and material provided to the Committee.

d) the identification of committee memberships and vacancies, and material provided to the Committee.

Together with the former Secretary of Senate, reviewed all Senate Committees and made recommendations to the Senate Committee.

1999/2000
<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
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<tbody>
<tr>
<td>1999/2000</td>
<td>Established and maintained an ongoing list of members on Senate Committees.</td>
</tr>
<tr>
<td>2000/2001</td>
<td>Senate Orientation session will be held on September 5, 2001.</td>
</tr>
<tr>
<td>2001</td>
<td>Revised, and the agenda was revised to include presentations by the President and Vice-President. The second Senate Orientation session was held in September, 2000.Senate Orientation will now occur annually. In 2001, the Senate Orientation manual was developed and the first Senate Orientation session was held.</td>
</tr>
<tr>
<td>2000</td>
<td>Did the necessary work so that Senate could approve the principle of selection of support staff to Senate.</td>
</tr>
<tr>
<td>2001</td>
<td>Revised the Senate Handbook, which will be included in the University's directory when templates are initialized.</td>
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<tr>
<td>2001</td>
<td>Did the necessary research on the history of student representation on Senate, including the current distribution of student members by faculty/school to enable the Committee on Rules and Procedures to complete its tasks.</td>
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<tr>
<td>2001</td>
<td>Assisted in developing a process for discontinuance of programs.</td>
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<tr>
<td>2001</td>
<td>Assisted in developing procedures for the preparation of and review by SPPC of Centre proposals and space.</td>
</tr>
<tr>
<td>2001</td>
<td>Assisted in streamlining procedures for the Senate Committee on Curriculum and Course Changes.</td>
</tr>
<tr>
<td>2001</td>
<td>Assisted in developing a process for discontinuance of programs.</td>
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<tr>
<td>2001</td>
<td>Chair of Senate on a regular basis.</td>
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<tr>
<td>2001</td>
<td>Etablirés et maintenus en anglais l'analyse des membres de comités du Sénat. This list is also provided to the Senate.</td>
</tr>
</tbody>
</table>
Continued work on the proposal development of course changes.

Future succession planning will take place on a more formal basis with the development and implementation of a template for Senate Committee Chairs in March 2002.

A template was developed for the reporting of awards approved by the Senate Committee on Awards and requests for forwarding Senate Committee reports to the General Calendar upon approval.

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2000/2001

SENATE
The inventory is currently underway. Academic Regalia at the University of Minnesota by Requesting Funds from the President. Funds were approved and facilitated a suggestion by members of the Senate Committee on Academic Dress for a Provisional Inventory of

| Further work may be done to develop guidelines for the Committee in carrying out its other duties. |
| Nomination is issued in September 2000. |
| Developed a Nomination Form for Honorary Degree Nomination. This form will be used when the Call for |
| Developed Senate Committee on Honorary Degrees Guidelines for the General Conduct of its Meetings and for the |
| S:\University\secretarial\office management\general\generaloffice_summary_00-01\wpd |
CHANCELLOR 2000/2001

Coordinated the establishment and work of the Ad hoc Committee of the Committee of Election, and of the Ad hoc Committee for Initial "Orientation" of the President and University.

Secretary then met with Chancellor for Initial " Orientation" and defined the role of the Chancellor in consultation with the President. The President and University reviewed and defined the role of the Chancellor in consultation with the President.

Chairman of the Ad hoc Committee will be asked to meet again to complete its recommendations for the nomination process. The Ad hoc Committee will be asked to meet again to complete its recommendations for the nomination process.

A new Chancellor was elected on April 3, 2001 for a three year term commencing June 1, 2001.
November 7, 2001

FIELD(1)

Dear FIELD(2):

Re: ad hoc Joint Senate and Board Review Committee to Determine the Continuation of a Single University Secretariat

The above committee consists of two members elected by the Board of Governors (Mr. Paul Soubry, Mr. Ron Black) and two members elected by Senate (Dr. Juliette Cooper, Dr. Judy Anderson). The committee was established to review the effectiveness of the Office of the University Secretary.

The background of this committee is that as a result of the Task Force Report Building on Strengths the separate Secretariats of the Senate and the Board of Governors were merged into one Secretariat (now the Office of the University Secretary) on January 1, 1999. At the same time a motion from the Senate was passed stating that "within 3 years ... Board and Senate representatives will participate in a Board-Senate Committee to review the effectiveness with which the University Secretariat supports the work of the Senate and the Board of Governors". In addition, the Secretariat also serves the Office of the University Chancellor, and acts as liaison for the students.

We are tasked to prepare a report for Senate and the Board of Governors. Specifically, we will review first, the accomplishments of the University Secretary between January 1, 1999 (the date of the merger of Secretariats for each of the Senate and Board of Governors) and the present date.

In accordance with our mandate, this letter is written to request your input into the second part of our review. We need to determine whether the Office of the University Secretary has effectively supported the work of the Senate and the Board of Governors. This letter is addressed to you because of your relevant interactions with the Secretariat overlapping the merger, from your role in the University of Manitoba or your position on the Senate or the Board of Governors. We therefore pose the following question:
Is the service/support that you receive from the University Secretariat, now that it is merged, adequate and effective, compared to the service received when there were two separate Secretariats for the Board of Governors and the Senate?

Please address your reply to this question, and briefly state concerns or comments specific to your own interactions with the Secretariat Office. The replies and comments will be compiled by the committee in performing the review. Please submit your reply and comments by letter sent by post or e-mail by November 19th at the latest. The letter may be sent to the following address:

Dr. Judy Anderson  
Department of Human Anatomy and Cell Science  
University of Manitoba  
730 William Avenue  
Winnipeg, Manitoba R3E 0W3  
janders@ms.umanitoba.ca

Please note that in the absence of your reply by November 19th, it will be presumed you are satisfied with the current effectiveness of the Secretariat in comparison to performance prior to the merger.

Please note that while this letter originates from the Office of the University Secretary, your reply will be returned to the committee.

The comments you provide are important to the review and will be compiled in our report. Thank you in advance for the perspective of your office in giving that feedback.

Yours sincerely,

Dr. Judy E. Anderson  
Review Committee Chair

JEAlbb