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<tr>
<th>AGENDA</th>
<th>Presenter</th>
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<tr>
<td><strong>1. ANNOUNCEMENTS</strong></td>
<td>Chair</td>
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<td><strong>FOR ACTION</strong></td>
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<td><strong>2. APPROVAL OF THE AGENDA</strong></td>
<td>Chair</td>
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<td><strong>3. MINUTES (Open Session)</strong></td>
<td>Chair</td>
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<tr>
<td>3.1 Approval of the minutes of the June 18, 2008 meeting (Open Session) as circulated or amended</td>
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<td>3.2 Business arising - none</td>
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<td><strong>4. FROM FINANCE AND ADMINISTRATION AND HUMAN RESOURCES COMMITTEE</strong></td>
<td>Ctte. Chair</td>
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<td>4.1 University College Residence Students' Association Referendum</td>
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<td><strong>5. FROM AUDIT AND RISK MANAGEMENT COMMITTEE</strong></td>
<td>none</td>
<td>(Oral)</td>
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<td><strong>6. REPORT FROM THE PRESIDENT</strong></td>
<td>President</td>
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<td>7.1 Student Discipline Bylaw and Procedure</td>
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<td><strong>7. FROM SENATE</strong></td>
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<td>45</td>
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<tr>
<td>7.3 Report of the Senate Committee on Awards – Part B [dated May 13, 2008]</td>
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<tr>
<td>7.4 Report of the Senate Committee on Awards [dated May 28, 2008]</td>
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<tr>
<td>7.5 Proposal to Establish a Professorship in Jazz Performance</td>
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<td>7.6 Proposal to Establish a Professorship in Supply Chain Management</td>
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<td>7.7 Proposal to Establish a Professorship in Marketing</td>
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<td>7.8 Proposal for a Bachelor of Science (Honours) in Forensic Science</td>
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<td><strong>8. OTHER BUSINESS</strong></td>
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Minutes of the Meeting of the Board of Governors
Open Session
June 18, 2008

The meeting was held at 4:00 p.m. in Room 160, Extended Education Complex.

Present: T. Sargeant, Chair
J. Leclerc, Secretary
A. Berg P. Bovey R. Dhalla R. Eyford A. Glenn
E. Gordon G. Hatch J. Lederman H. Milan D. Ruth
R. Sigurdson M. Sitter J. Sopotiuk T. Strutt E. Szathmáry
M. Tripple S. Van Schie R. Zegalski

Assessors Present:
B. McKenzie (for T. Booth) J. Sealey

Officials Present:
T. Hay K. Inskip D. Jayas R. Kerr J. Keselman
D. McCallum G. Pasieka D. Sandham

Regrets:
J. Anderson A. Black E. Goldie S. Hennessey W. Norrie

1. Announcements

Mr. Sargeant welcomed Mr. Rennie Zegalski to the Board. Mr. Zegalski was elected by alumni to sit on the Board. Mr. Sargeant also congratulated Dr. Ruth on his re-election to the Board by members of Senate.

2. Minutes

2.1 Open Minutes – March 18, 2008

It was noted that in the second paragraph on page 2 in section 4.1, the third sentence should read: “Dr. Szathmáry responded by explaining how the SIP reallocated all positions and salaries back to central administration, with roughly 70% of the funds available for reallocation.”.

It was moved by Ms. Lederman and seconded by Dr. Ruth:

THAT the minutes of the May 20, 2008 Open Session meeting be approved as amended.

CARRIED
2.3 Business Arising - none

3. From Executive and Governance Committee - none

4. From Finance, Administration and Human Resources Committee - none

5. From Audit and Risk Management Committee

5.1 Annual Financial Report

Mr. Pasieka provided the Board with a presentation on the preparation of and highlights from the Annual Financial Report. Highlights included significant investments in capital assets such as the acquisition of Southwood Golf Course, the new Apotex Pharmacy Centre, the soccer complex, Aboriginal House and the St. John's College lecture theatre. He also noted that there was a surplus of $37,000 in operating funds. Additionally, the University has adopted new financial standards this year, moving long term investments from book value to fair market value.

Ms. Lederman asked what amount was considered material. Mr. Hay responded that materiality is set at $6.3 million for this year's statement.

Ms. Lederman asked how the endowment funds are tracked. Mr. Pasieka noted that there are over 9,000 individual accounts that are all coded and tracked in the new Aurora finance system.

Dr. Ruth asked if the surplus of $37,000 was comparable to last year. Mr. Pasieka confirmed it was.

It was moved by Ms. Van Schie and seconded by Ms. Lederman:

THAT the Board of Governors approve the Consolidated Financial Statements of the University of Manitoba for the year ending March 31, 2008. 

CARRIED

6. From Senate

6.1 Report of the Senate Committee on Awards

It was moved by Dr. Szathmáry and seconded by Ms. Hatch:

THAT the Board of Governors approve eleven new offers and fourteen amended offers, and the withdrawal of four offers, as set out in Appendix A, of the Report of the Senate Committee on Awards [dated April 14, 2008].

CARRIED

6.2 Proposal for a Bachelor of Human Ecology in Indigenous Wellness

Dr. Szathmáry presented the information regarding the proposal, noting that if the program was approved, it would not be implemented until the Vice-President (Academic) was sure that the funding to support the program was in place.
Mr. Dhalla asked how many programs were currently approved but not yet implemented. Dr. Szathmáry provided the Speech Therapy and Midwifery programs as examples, noting that it was not unusual for a program to be approved and not immediately implemented. Mr. Dhalla remarked that given the time and effort put into the proposals, it would be worth looking at changing the process.

It was moved by Dr. Szathmáry and seconded by Ms. Sitter:

THAT the Board of Governors approve the proposal for the Bachelor of Human Ecology in Indigenous Wellness [as recommended by Senate May 14, 2008].

CARRIED

7. Other Business - none

The Board of Governors received the following items for information:

8. From Senate

8.1 Centres for Healthcare Innovation, Oral-Systemic Health, and Global Public Health

8.2 Statement of Intent: Combined D.M.D. and Ph.D. in Dental Medicine and Health

9. Reports

9.1 Report of the President

Dr. Szathmáry invited Dr. Jayas, Associate Vice-President (Research) to give a presentation to the Board regarding the Centre of Excellence for Grain Crops.

Dr. Jayas noted that the Centre would encompass all aspects of research regarding grain crops and will involve many internal and external partners, including the provincial and federal governments. The fully integrated plan would break down the barriers between the University and the federal government, with the integration of management, personnel and physical infrastructure. The expected outcomes of the Centre would be to create a unique international showpiece that would develop new and improved food and bio-products. The benefits would include maintaining and enhancing Canada's position as a supplier of high quality grains and grain products, along with providing training and educational opportunities.

Dr. Szathmáry noted that the federal government had recently announced $150 million in funding for the project. The process began over three years ago, with the federal government finally announcing funding for 2 projects from over 70 initial proposals.

Dr. Ruth asked if the Centre would be operating in conjunction with the Richardson Centre for Functional Foods and Nutraceuticals. Dr. Jayas replied that it would be fully cross-functional, noting that the building for the Centre of Excellence would be built in the same area to create a single, integrated building.

Dr. Szathmáry continued with her report, highlighting the awarding of the Killam prize to Dr. Frank Hawthorne, Distinguished Professor of Geological Sciences. Dr. Szathmáry also discussed the exceptional gift from Dr. Desautels to the Marcel A. Desautels Faculty of Music
and noted that the generosity of Dr. Desautels and many other donors over the past twelve years has resulted in $396,941,140 in gifts to the University.

Dr. Szathmáry thanked the Senate and the Board of Governors, noting that it has been an enormous privilege to lead the University of Manitoba and to be part of the difference the University makes to the province of Manitoba.

9.2 Report of the UMSU President

Mr. Sopotiuk reported that he participated in a Canadian Federation of Students meeting held in Ottawa in late May with 300 student representatives from over 30 student unions across Canada. He also noted that UMSU would be having their annual retreat this month. Mr. Sopotiuk also thanked Dr. Szathmáry for her many years of service to the University.

On behalf of the Graduate Students Association, Mr. Glenn thanked Dr. Szathmáry for her dedication to the University and the community.

Mr. Sargeant remarked that it had been an honour and privilege to work with Dr. Szathmáry and thanked her for her service.

Motion to Move to Closed and Confidential Session

It was moved by Ms. Lederman and seconded by Dr. Ruth:

THAT the Board of Governors move into Closed and Confidential session. CARRIED

Motion to Adjourn

It was moved by Mr. Tripple:

THAT the meeting adjourn. CARRIED

____________________________________  ________________________________
Chair                                      University Secretary
AGENDA ITEM: University College Residence Students' Association Referendum

RECOMMENDED RESOLUTION:

THAT the Board of Governors approves a fee increase from $45 to $60 for the University College Residence Students' Association.

ACTION REQUESTED: X Approval  □ Discussion/Advice  □ Information

CONTEXT AND BACKGROUND:

On February 28, 2008, the University College Students' Association (UCRSA) held a referendum of its members to raise the UCRSA fees from $45 to $60. The vote was a success with 163 votes with a 68% majority. The UMSU Council approved the fee increase on April 17, 2008.

A letter from UMSU outlining the process and approval is attached.

RESOURCE REQUIREMENTS:


IMPLICATIONS:


ALTERNATIVES:


Routing to the Board of Governors:

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<tr>
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<td></td>
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<td>UMSU Council</td>
<td>April 17, 2008</td>
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<td>FAHR</td>
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<td>University Secretary</td>
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Submission prepared by: This must be the President, a Vice-President, or the University Secretary.

Attachments

- Letter from UMSU outlining the process
- UMSU Council Meeting Minutes approving fee increase
June 11, 2008

Dear Jeff,

On February 28, 2008, the University College Residence Students' Association (UCRSA) held a referendum of its members. The question was as follows:

"Do you agree to raise the UCRSA fees from $45 to $60?"

A total of 163 votes were cast in the referendum, 104 in favour and 59 opposed.

Fee requests for faculty councils must first be approved through the respective association or council, and are normally sent to UMSU Council for approval before sent to the Board of Governors.

On April 17th, 2008, the UMSU Council passed the following motion:

"Be it resolved that UMSU Council approve a fee increase from $45 to $60 for the University College Residence Students Association (UCRSA) as attached."

In light of the above approval, we respectfully request that a motion to increase the University College Residence Students' Association fee by $15 be sent through the appropriate bodies of the Board of Governors as soon as possible for approval.

Please do not hesitate to contact me if you have any questions or require further information. I have included a copy of the UMSU Council minutes where the fees were approved. Thank you for your assistance.

Sincerely,

Jonny Sopotiuk
President
University of Manitoba Students' Union
# UMSU COUNCIL MEETING

**Thursday, April 17, 6:00 pm**

UMSU Council Chambers - 176 Helen Glass

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<tr>
<th>Attending:</th>
<th>R. Heinrichs</th>
<th>M. Ostrow</th>
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<tr>
<td>G. Sran</td>
<td>R. Gotthilf</td>
<td>C. Dowd</td>
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<td>M. Einarson</td>
<td>M. McRae</td>
<td>L. Baillie</td>
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<td>A. Jonson</td>
<td>T. Green</td>
<td>J. Sopotiuk</td>
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<td>D. Draper</td>
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<td>J. Murawski</td>
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<td>T. Friesen</td>
<td>K. Pardhan</td>
<td>G. Schmidt</td>
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<td>C. Roos</td>
<td>M. Mou (P)</td>
<td>A. Cousins</td>
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<td>K. Martin</td>
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<th>Regrets:</th>
<th>K. Hearson</th>
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<td>A. Dykurski</td>
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<td>K. Kalra</td>
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<tr>
<th>Absent:</th>
<th>H. Vyas</th>
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<tr>
<td>C. Kuppers</td>
<td>C. Sommerfeld</td>
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<td>M. Soprovich</td>
<td>A. Kalra</td>
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<td>R. Stephanie</td>
<td>S. Baron</td>
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<td>V. Lee</td>
<td>M. McLean</td>
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<td>T. Bzura</td>
<td>R. Dourn</td>
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<td>D. Wang</td>
<td>E. Weeraathe</td>
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<td>J. Blab</td>
<td>A. Okaja</td>
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<tr>
<td>D. Childs</td>
<td>G. Saran</td>
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<td>C. Duong</td>
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<thead>
<tr>
<th>New Council:</th>
<th>L. Rajotte</th>
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<tr>
<td>R. Bruce-Nanakeain</td>
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<td>S. Rashid</td>
<td>T. Workman</td>
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<td>L. Foubert</td>
<td>J. Kort</td>
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<td>C. Asagvarda</td>
<td>D. Johnston</td>
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<td>H. Shepherd</td>
<td>T. Kelset</td>
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<td>C. Asselstine</td>
<td>H. Ahmed</td>
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<tr>
<td>A. Cousins</td>
<td>D. Courcelles</td>
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1. **Call to Order: 6:10 pm**

2. **Approval of the Agenda – Martin/Ostrow Carried**

3. **Approval of Minutes – Draper/Sran Carried**
4. **Unfinished business arising from the minutes of the previous Council** –

   - **MOTION**: Be it resolved that UMSU Council approve a fee increase from $45 to $60 for the University College Residence Students Association (UCRSA) as attached.

   *Justin Bouchard*, Co-Chair of University College Residence Student Association provided background on the attached motion to increase the fees and explained the factors that were considered by their Council to propose this increase.

**Questions:**

*Sran* wondered what the voter turnout was.

*Bouchard* advised that there were 163 voters with a 68% majority.

*Soprovich* was curious for the reason for the hike in fees.

*Bouchard* advised that this year they had more events and costs are going up for events as well as security costs have increased by $40 per event. Other councils have higher numbers that UCRSA and get a lot more money than their association.

**Motion carried**
AGENDA ITEM: The revised Student Discipline Bylaw and Procedures

RECOMMENDED RESOLUTION:

That the Board of Governors rescind the current Student Discipline Bylaw dated November 19, 1992, and approve the Student Discipline Bylaw and related Procedures as revised, effective January 1, 2009.

CONTEXT AND BACKGROUND:

The Bylaw was last reviewed by Senate, February 3, 1999, where a discussion occurred and suggested changes were made. The bylaw was referred back to the UDC for further consideration. The Bylaw was last amended by the Board of Governors at its meeting on 19 November 1992. Since that time, changes in policies such as the Respectful Work and Learning Environment necessitated changes to the process for student appeals to the UDC. In addition, other changes have been suggested to make the Bylaw more readable and understandable by both students and disciplinary authorities to ensure consistent application to disciplinary cases across the University.

The UDC met in August 2006, and again on January 25, 2007 to consider proposed revisions. The Bylaw and related procedures were recommended by Senate on March 21, 2007 to the Board of Governors.

The Bylaw and related procedures were then considered by the Board of Governors for approval. At that time a member of the Board of Governors raised concerns and requested an opportunity to submit amendments on behalf of UMSU. The Board of Governors referred the Bylaw to the University Discipline Committee to review the suggested amendments and make changes if appropriate.

The University Discipline Committee sought five volunteers from the Committee to create a working group of the UDC, two student members, two academic members and the Chair, to look at the 56 amendments submitted by UMSU and GSA. The working group met on February 28, March 20, April 10 and May 1, 2008, addressing each of the 56 suggested amendments. The working group presented their suggested changes, incorporating some of the UMSU/GSA amendments to a meeting to UDC on June 16, 2008. The Committee moved that the Student Discipline Bylaw and related Procedures be transmitted first to Senate for information and then to the Board of Governors for approval at their September 16, 2008 meeting.

Members of the UDC received a copy of the revised Bylaw and, following deliberations, approved the proposed Bylaw for consideration by Senate and the Board of Governors. A copy is attached for review.
The main objective in the proposed revisions is to make the Student Discipline Bylaw more user friendly, to incorporate practices of the UDC into the Bylaw, and to address challenges of administration of the Bylaw that have been observed by students, staff and faculty over the years. As part of the new Bylaw, a formal review of the Bylaw will occur at least once every ten years, ensuring periodic review and updating of the document.

Senate recommended that the Board of Governors approve the proposed Bylaw and related Procedures at its September 3, 2008 meeting.

RESOURCE REQUIREMENTS:

None

IMPLICATIONS:

Not Applicable

ALTERNATIVES:

Many different versions of the Student Discipline Bylaw and Procedures were discussed and considered, but the version that is before the Board of Governors is considered as best meeting the needs of both the University and students.

CONSULTATION:

The Bylaw was reviewed in 1998 by Senate, where suggestions were made and the document referred back to the UDC. The Bylaw has since been reviewed in great depth and revised, incorporating the suggested changes from Senate in 1999 and other suggestions from the many parties who had a chance to review the revised Bylaw. This Bylaw was reviewed by the Office of the Dean of Arts, the Office of the Dean of Science, the Dean of Graduate Studies, the Director of University 1, the Equity Services Investigative Officer, General Counsel, Legal Services, the Registrar, the Executive Director of Student Services, and the President and Vice-Presidents group, as well as the Chair and most recent past Chair of the UDC.
Board of Governors Submission

Routing to the Board of Governors:

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<td>University Discipline Committee</td>
<td>June 16, 2008</td>
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Submission prepared by: University Discipline Committee

Submission approved by: University Secretary

Attachments

Bylaw: Student Discipline
Procedures: Student Discipline
1.0 **Reason for Bylaw**

The Student Discipline Bylaw and related Procedures provide guidance to those individuals charged with administering disciplinary action ("Disciplinary Authority") while, at the same time, outlining the prohibited conduct and the right of appeal.

2.0 **Rule/Principle**

2.1 As members of the University Community, students have an obligation to act with academic integrity and in a fair and reasonable manner toward their peers, faculty, staff, administration and the physical property of the University. Academic integrity and personal conduct, both on-campus and off-campus in university-sanctioned activities, are critical elements in achieving these obligations.

2.2 Students will be subject to disciplinary action under this bylaw, for the following matters regardless of whether such behaviour is covered by other University governing documents; (bylaws, policies, procedures and regulations).

2.2.1 Academic dishonesty including, but not limited to:

(a) academic/scientific fraud;
(b) cheating on exams or tests;
(c) contravention of academic regulations;
(d) re-submitting own previous course work as new work;
(e) examination personation;
(f) inappropriate collaboration; and
(g) plagiarism (i.e., passing off the thoughts, writings and work of another person as one’s own).
2.2.2 Inappropriate behaviour including, but not limited to:
(a) abuse of computer privileges;
(b) alcohol and substance abuse;
(c) breach of residence hall regulations;
(d) disorderly, violent or threatening behaviour;
(e) false or misleading information made for any purpose including information in connection with:
   (i) application for admission;
   (ii) application for awards;
   (iii) medical certificates;
   (iv) letters of permission;
   (v) transfer of credits; and
   (vi) transcript/student records matters;
(f) harassment and unlawful discrimination;
(g) indecent exposure;
(h) theft;
(i) unprofessional conduct; and
(j) vandalism.

2.3 The specific jurisdiction for each of the Disciplinary Authorities is set out in “Table 1: Jurisdiction of Disciplinary Authorities” (“Table 1”) which follows this Bylaw. For the purposes of this document and the related Procedures document, references to Faculty/School will include University 1 and Dean/Director will include the Director of University 1.

2.4 The specific disciplinary actions available for each Disciplinary Authority are set out in “Table 2: Disciplinary Actions Available to Disciplinary Authorities” (“Table 2”) which follows this Bylaw.

2.5 Disciplinary Authorities having the closest connection with the particular alleged disciplinary matter are encouraged whenever possible and appropriate to resolve student disciplinary matters informally in the first instance.

2.6 Students who make complaints or appeals which are found by the Disciplinary Authority to be frivolous or made for an improper purpose, may be subject to disciplinary action.

2.7 If the disciplinary matter relates to a criminal offence, the Disciplinary Authority shall provide relevant information to Campus Security Services for potential follow-up by the appropriate policing authority.

2.8 Students have a right to appeal disciplinary actions made by a Disciplinary Authority excluding the decisions of the University Discipline Committee (“UDC”) which are final decisions.

2.9 Students are advised that the Disciplinary Authority to whom an appeal has been made may impose a more severe disciplinary action than previously recommended by a lower disciplinary body should the hearing panel, after reviewing the evidence presented by all parties, consider the original disciplinary action insufficient.

2.10 Students are afforded the right to representation when dealing with disciplinary matters in the first instance and with respect to appeals; and both are subject to the limitations set out in the related Procedures [See sections 2.10.3., 2.10.4 and 2.17.5].
2.11 No disciplinary action shall be implemented until the time for appeal has elapsed or until the Student has waived in writing the right to appeal, whichever occurs first. The only exceptions to this rule shall be:

(a) where the disciplinary action would be entered on the academic records of the Student, the Registrar shall be notified by the Disciplinary Authority implementing such disciplinary action, and shall not issue any academic transcripts until the appeal has been disposed of;

(b) where the disciplinary action relating to academic dishonesty or academic fraud may result in a change to the Student’s transcript, the Registrar shall be notified by the Disciplinary Authority implementing such disciplinary action, and shall not issue any transcripts until the appeal has been disposed of;

(c) where changes in the Student’s courses and/or program are directly related to the matter under disciplinary consideration, such changes shall not be permitted; and

(d) where the disciplinary action were not implemented, the safety of members of the University Community would be compromised.

2.12 Related Procedures are set out in the Governing Document entitled Procedures: Student Discipline.

3.0 Accountability

3.1 The University Secretary is responsible for advising the President that a formal review of this Bylaw is required.

3.2 The University Secretary is responsible for the communication, administration and interpretation of this Bylaw.

4.0 Secondary Documents

4.1 The Board of Governors may approve Regulations, Policies and Procedures which are secondary to and comply with this Bylaw.

5.0 Review

5.1 Formal Bylaw reviews will be conducted every ten (10) years.

5.2 In the interim, this Bylaw may be revised or rescinded if the Approving Body deems necessary.

5.3 If this Bylaw is revised or rescinded, all Secondary Documents will be reviewed as soon as reasonably possible in order to ensure that they:

(a) comply with the revised Bylaw; or
(b) are, in turn, rescinded.
6.0 **Effect on Previous Statements**

6.1 This Bylaw supersedes:
   
   (a) all previous Board/Senate Bylaws, Regulations, Rules, Policies and Procedures, and resolutions on the subject matter contained herein;
   
   (b) the previous Faculty/School Council Bylaw, Regulations, Procedures, and resolutions on the subject matter contained herein; and
   
   (c) Bylaw 27: Student Discipline Bylaw and Policy 1202 Student Discipline Bylaw.

7.0 **Cross References**

[Indicate names and numbers of other specific Governing Documents which should be cross referenced to this Governing Document. Include section # of other Governing Documents if appropriate.]

<table>
<thead>
<tr>
<th>Cross referenced to</th>
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<tbody>
<tr>
<td>(1) Procedures: Student Discipline</td>
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<td>(2) Policy: Respectful Work and Learning Environment</td>
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<td>(3) Procedures: Respectful Work and Learning Environment</td>
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<td>(4) Policy: Examination Regulations</td>
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<td>(5) Policy: Inappropriate and Disruptive Behaviour</td>
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<td>(6) Policy: Violent and Threatening Behaviour</td>
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<tr>
<td>(7) Procedures: Violent and Threatening Behaviour</td>
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# STUDENT DISCIPLINE BYLAW

## TABLE 1: JURISDICTION OF DISCIPLINARY AUTHORITIES

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<thead>
<tr>
<th>DISCIPLINARY AUTHORITY</th>
<th>Jurisdictional Areas: [If the disciplinary matter falls outside jurisdiction refer to the relevant Disciplinary Authority.]</th>
<th>Matters which may/shall be referred</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. ACADEMIC STAFF</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Dishonesty</td>
<td>None</td>
<td>Refer directly to Department Head or in the case of non-departmentalized units, to the Dean/Director or designate of Teaching Faculty</td>
</tr>
<tr>
<td>Inappropriate Behaviour</td>
<td>Disruption of an instructional or evaluative activity</td>
<td>Refer directly to Department Head or in the case of non-departmentalized units, Dean/Director or designate of the Faculty/School in which the student is registered</td>
</tr>
<tr>
<td>Harassment and Unlawful Discrimination</td>
<td>None</td>
<td>Refer the student directly to Department Head or in the case of non-departmentalized units, Dean/Director or designate of the Faculty/School in which the student is registered</td>
</tr>
<tr>
<td>2. DEPT. HEADS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Dishonesty</td>
<td>Over breach of departmental bylaws or regulations; student disciplinary matters uniquely affecting the department; matters involving undergraduate students relating to course work</td>
<td>May dispose of the matter after considering the information available and giving the student a reasonable opportunity to ask questions and offer an explanation, or may refer to the matter to the Dean or Director. Refer directly to Dean of Graduate Studies or designate</td>
</tr>
<tr>
<td>Inappropriate Behaviour</td>
<td>Over breach of departmental bylaws or regulations; student disciplinary matters uniquely affecting the department</td>
<td>May dispose of the matter after considering the information available and giving the student a reasonable opportunity to ask questions and offer an explanation, or may refer to the matter to the Dean or Director. Refer directly to Dean of Graduate Studies or designate</td>
</tr>
<tr>
<td>Harassment and Unlawful Discrimination</td>
<td>None</td>
<td>Refer the student directly to Dean/Director or designate of the Faculty/School in which the student is registered</td>
</tr>
</tbody>
</table>

1. All matters that affect the University generally or where an appropriate Disciplinary Authority can not be agreed upon, the disciplinary matter shall be referred to the President.

2. For the purpose of this document, references to Faculty/School will include University 1 and Dean/Director will include the Director of University 1.
### TABLE 1: JURISDICTION OF DISCIPLINARY AUTHORITIES

<table>
<thead>
<tr>
<th>DISCIPLINARY AUTHORITY</th>
<th>Jurisdictional Areas: [If the disciplinary matter falls outside jurisdiction refer to the relevant Disciplinary Authority.]</th>
<th>Undergraduate</th>
<th>Graduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEANS /DIRECTORS</td>
<td>(1) Over a breach of Faculty/School bylaws or regulations and over all other disciplinary matters uniquely affecting the Faculty/School which do not affect the University generally</td>
<td>Dispose of the matter after considering the information available and giving the student a reasonable opportunity to ask questions and offer an explanation</td>
<td>(1) Refer directly to Dean of Graduate Studies or designate</td>
</tr>
<tr>
<td></td>
<td>(2) If the disciplinary matter relates to a course other than a course offered by the Faculty/School in which the student is registered, the following procedures shall take place:</td>
<td></td>
<td>(2) Dispose of the matter after considering the information available and giving the student a reasonable opportunity to ask questions and offer an explanation</td>
</tr>
<tr>
<td></td>
<td>(a) The matter shall be referred directly to the Dean/Director of the Faculty/School offering the course.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(b) Where disciplinary action is found to be warranted, the appropriate disciplinary action shall be determined in consultation with the Dean/Director of the Faculty/School in which the Student is registered. No further disciplinary action may be imposed, except:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>i) as a result of an appeal by the Student; or</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>ii) in an instance where a student has been found to have committed repeated instances of academic dishonesty.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(3) Dean of the Faculty of Graduate Studies shall also have jurisdiction over all disciplinary matters involving false or misleading information supplied in connection with applications for admission to the Faculty of Graduate Studies. In such cases, the term “Student” shall include any person applying to be admitted to the Faculty of Graduate Studies of the University</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inappropriate Behaviour</td>
<td></td>
<td>(1) May dispose of the matter after considering the information available and giving the student a reasonable opportunity to ask questions and offer an explanation, or</td>
<td>Refer directly to Dean of Graduate Studies or designate</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(2) may refer the matter to the Dean/Director or designate of the Faculty of Registration</td>
<td></td>
</tr>
<tr>
<td>Harassment and Unlawful Discrimination</td>
<td>The Dean/Director or designate will serve as the Administrative Officer to take action when a complaint is received in this category from a student</td>
<td>If a student brings a complaint to the Dean/Director's or designate's attention, the Dean/Director or designate should contact an Equity Services Advisor to receive advice and assistance in handling the complaint</td>
<td>If a student brings a complaint to the Dean of Graduate Studies' or designate's attention, the Dean or designate should contact an Equity Services Advisor to receive advice and assistance in handling the complaint</td>
</tr>
</tbody>
</table>
# STUDENT DISCIPLINE BYLAW

## TABLE 1: JURISDICTION OF DISCIPLINARY AUTHORITIES

<table>
<thead>
<tr>
<th>DISCIPLINARY AUTHORITY</th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>4. DIRECTOR OF LIBRARIES</strong></td>
<td>Over a breach of library regulations and all other disciplinary matters occurring in and uniquely affecting a library which do not affect the University generally.</td>
<td>In situations involving mutilation or theft of library materials, the Director of Libraries may refer the case to the President. If in this case the President requests the Director of Libraries to act in the name of the President, the Director shall act with the President’s authority.</td>
</tr>
<tr>
<td>The Director of Libraries may delegate jurisdiction in whole or in part, absolutely or conditionally, to a library administrative officer in any library within the University and/or establish an ad hoc committee to hear and determine any disciplinary matter within the Director's jurisdiction or the jurisdiction of such administrative officer</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>5. REGISTRAR</strong></td>
<td>Over all disciplinary matters involving false or misleading information supplied in connection with registration with any unit of the University, or student's academic history/record, including but not limited to; letters of permission, transfer of credits and transcript matters</td>
<td></td>
</tr>
<tr>
<td><strong>6. EXECUTIVE DIRECTOR OF ENROLMENT SERVICES</strong></td>
<td>Over all disciplinary matters involving false or misleading information supplied in connection with applications for admission to Faculties/Schools except the Faculty of Graduate Studies. The Executive Director of Enrolment Services may delegate jurisdiction in whole or in part, absolutely or conditionally, to an ad hoc committee to hear and determine any disciplinary matter within the Executive Director’s jurisdiction</td>
<td>Disciplinary matters involving false or misleading information supplied in connection with application for admission to the Faculty of Graduate Studies shall be referred to the Dean of Graduate Studies</td>
</tr>
<tr>
<td><strong>7. ASSOCIATE VICE-PRESIDENT (Admin)</strong></td>
<td>Over all disciplinary matters occurring in and uniquely affecting the University Centre building, which do not affect the University generally.</td>
<td></td>
</tr>
<tr>
<td>The Associate Vice-President (Administration) may delegate jurisdiction in whole or in part, absolutely or conditionally, to an ad hoc committee to hear and determine any disciplinary matter within the Associate Vice-President (Administration)'s jurisdiction</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>8. PROVOST OF UNIVERSITY COLLEGE</strong></td>
<td>Over a breach of college rules by members and all disciplinary matters occurring in and uniquely affecting the College which do not affect the University generally. [This excludes the residence which is under the jurisdiction of the Director of Housing and Student Life.]</td>
<td></td>
</tr>
</tbody>
</table>
# STUDENT DISCIPLINE BYLAW

## TABLE 1: JURISDICTION OF DISCIPLINARY AUTHORITIES

<table>
<thead>
<tr>
<th>DISCIPLINARY AUTHORITY</th>
<th>JURISDICTION</th>
<th>Matters which may/shall be referred</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>9. EXECUTIVE DIRECTOR OF INFORMATION SYSTEMS &amp; TECHNOLOGY</strong></td>
<td>Over all abuses of computer privileges</td>
<td>Undergraduate</td>
</tr>
<tr>
<td><strong>10. DIRECTOR OF HOUSING AND STUDENT LIFE</strong></td>
<td>Over a breach of University residence rules and all other disciplinary matters which uniquely affect the proper administration of a University residence whether committed by residents, visitors, or others, and which do not affect the University generally. The Director may delegate jurisdiction in whole or in part, absolutely or conditionally, to an <em>ad hoc</em> committee to hear and determine any disciplinary matter within the Director's jurisdiction.</td>
<td>Undergraduate</td>
</tr>
<tr>
<td><strong>11. VICE-PROVOST (Student Affairs)</strong></td>
<td>Over all disciplinary matters relating to a breach of Policy: Inappropriate or Disruptive Student Behaviour</td>
<td>Undergraduate</td>
</tr>
<tr>
<td><strong>12. VICE-PRESIDENT (Admin)</strong></td>
<td>Over all disciplinary matters relating to a breach of Policy: Respectful Work and Learning Environment</td>
<td>Undergraduate</td>
</tr>
</tbody>
</table>
## TABLE 1: JURISDICTION OF DISCIPLINARY AUTHORITIES

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</tr>
</thead>
<tbody>
<tr>
<td><strong>13. PRESIDENT</strong></td>
<td>Over all disciplinary matters not specifically subject to the control of another disciplinary authority, including all disciplinary matters which affect the University generally and all disciplinary matters referred to the President from the following:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(a) Dean/Director where the matter may warrant a disciplinary action which is not available to the Deans/Directors, the matter shall be referred to the President for action.</td>
<td>Undergraduate</td>
</tr>
<tr>
<td></td>
<td>(b) Deans/Directors, where they fail to agree on an appropriate disciplinary action.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(c) Director of Libraries may refer the matter to the President in situations involving mutilation or theft of library materials.</td>
<td>Graduate</td>
</tr>
<tr>
<td></td>
<td>The President shall also have jurisdiction over the following:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(a) Where the President delegates jurisdiction, the delegate(s) shall not be directly connected with the Faculty/School in which the disciplinary matter arose.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(b) If a question arises as to which disciplinary authority should hear a particular case, the question shall be referred to the President for resolution.</td>
<td></td>
</tr>
</tbody>
</table>
# ST:UDENT DISCIPLINE BY-LAW

## TABLE 2: Disciplinary Actions and Disciplinary Authorities

<table>
<thead>
<tr>
<th>Disciplinary Authorities and Disciplinary Actions</th>
<th>Academic Staff</th>
<th>Dept. Heads</th>
<th>Deans, Directors or LDC</th>
<th>President</th>
<th>V.P. (Admin)</th>
<th>V.P. (Admin-Acad)</th>
<th>Registrar</th>
<th>Executive Director of Enrolment Services</th>
<th>Associate V.P. (Admin)</th>
<th>Director of Housing and Student Life</th>
<th>Executive Director of Information Systems &amp; Technology</th>
<th>Provost of University College</th>
<th>UDC 9</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Suspension from attendance for the balance of one meeting of instructional activity.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>2. Suspension from further attendance at classes in a particular course.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>3. Suspension from attendance at all or certain classes in a particular department.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>4. Suspension from attendance at all or certain classes in a particular faculty or school.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>5. Suspension from attendance at all or certain classes in the University.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>6. Suspension or expulsion from a particular course.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>7. Suspension or expulsion from all or certain courses in a particular department.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>8. Suspension or expulsion from a faculty or school or from all or certain courses therein.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>9. Suspension or expulsion from the University.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>10. Suspension of the processing of an application for admission in the year of application.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Disciplinary Authorities and Disciplinary Actions</td>
<td>Academic Staff</td>
<td>Dept. Head</td>
<td>Deans, Directors or LDC</td>
<td>President</td>
<td>Vice-President (Admin)</td>
<td>Vice-President (LRC)</td>
<td>Registrar</td>
<td>Executive Director of Enrolment Services</td>
<td>Associate Vice-President</td>
<td>Director of Housing and Student Life</td>
<td>Executive Director of Information Systems &amp; Technology</td>
<td>Provost of University College</td>
<td>UDC</td>
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<tr>
<td>-------------------------------------------------</td>
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</tr>
<tr>
<td>11 Suspension of the right to submit a future application for admission for a definite or indefinite period.</td>
<td>X² X X X</td>
<td></td>
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<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>12 Suspension/Expulsion from University College</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<td></td>
<td></td>
<td>X X</td>
</tr>
<tr>
<td>13 Suspension or expulsion from a University Residence</td>
<td></td>
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<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>14 Suspension or withdrawal of privileges in whole or part</td>
<td>X X X X X</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>X X</td>
</tr>
<tr>
<td>15 Levy a fine.</td>
<td>X X X X X</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>16 Ordering restitution to be made.</td>
<td>X X X X X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>17 Requiring that a written apology and/or retraction be made.</td>
<td>X X X X X</td>
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<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>18 Imposing developmental disciplinary actions including community service within the University Community and the participation in educational activities.</td>
<td>X X X X</td>
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<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>19 Issuing a reprimand</td>
<td>X X X X X</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>20 Ordering that a reprimand be recorded on the student's academic history/transcript for a period of up to 5 years.</td>
<td>X X X X</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
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<td>Dept. Head</td>
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<td>President</td>
<td>Vice-President (Admin)</td>
<td>Director of Libraries/Library Appeals Committee</td>
<td>Registrar</td>
<td>Executive Director of Enrolment Services</td>
<td>Associate Vice-President (Administration)</td>
<td>Director of Housing and Student Life</td>
<td>Executive Director of Information Systems &amp; Technology</td>
<td>Provost of University College</td>
<td>UDC</td>
</tr>
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</tr>
<tr>
<td>21 Restricting or prohibiting access to University property.</td>
<td>X²</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>22 Giving a particular grade on a course, paper, test, examination or other evaluative process because of academic dishonesty/academic fraud</td>
<td>X</td>
<td>X²</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>23 Suspending the assessment or enforcement of a penalty subject to conditions.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>24 Attaching conditions to any of the authorized actions prescribing future conduct.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>25 Suspending and restricting use of computer privileges provided by the University</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

1. This disciplinary action will not be for more than a week's balance of that particular Instructional Activity.
2. The Dean of the Faculty of Graduate Studies with respect to admission fraud or misconduct of a graduate student application for admission.
3. Only with respect to facilities under their jurisdiction.
4. Only as to overdue books in accordance with a pre-published scale of fines.
5. Only with respect to the Libraries.
6. Only with respect to University Centre.
7. Only with respect to the property of University College.
8. Only with respect to Director of Housing and Student Life for University Residences.
9. The UDC may, after finding that disciplinary action is warranted, implement any one or more disciplinary actions as set out in 2.9.
**PROCEDURES**

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### Approving Body:
- X Board of Governors
- □ Senate
- □ Administration (specify)

### Authority:
- X Bylaw [name and section #] Student Discipline
- □ Regulation [name and section #]
- □ Policy [name and section #]

### Implementation:
President delegated to University Secretary

### Contact:
University Secretary

### Applies to:
- □ Board of Governors members
- □ External Parties
- □ Senate members
- □ Faculty/School Councils
- X Students
- □ Department Councils
- □ Employees
- □ Specify applicable employee organizations
- □ Specify applicable external parties
- □ and employment groups

### 1.0 Reason for Procedures

To set out Procedures secondary to the Bylaw entitled "Student Discipline" in order to provide guidance to individuals charged with discipline authority and, at the same time, to outline the prohibited conduct and the right of appeal.

### 2.0 Procedures

#### 2.1 General

2.1.1 A student who is the subject of a disciplinary matter (the "Student") should be informed in writing as early as possible by the Disciplinary Authority dealing with the matter in the first instance that:

- (a) an investigation is proceeding, the nature of the matter being investigated, and that the Student may be subject to disciplinary action;
- (b) the Student may obtain a copy of the Student Discipline Bylaw and Procedures, which includes information on appeal procedures. This document is available from the Office of the University Secretary or the Office of Student Advocacy;
- (c) the Student has a right to appeal, if an appeal is available from the Disciplinary Authority who imposed the disciplinary action;
- (d) the Student may seek advice from the Office of Student Advocacy, University of Manitoba Students' Union, and Graduate Students' Association. It is the sole responsibility of the Student to determine the adequacy of the Student's representation.
2.1.2 If the disciplinary matter relates to a course other than a course offered by the Faculty/School in which the student is registered, the following procedures shall take place:

(a) the matter shall be referred directly to the Dean/Director of the Faculty/School offering the course; and
(b) where disciplinary action is found to be warranted the appropriate disciplinary action shall be determined in consultation with the Dean/Director of the Faculty/School in which the student is registered.

2.1.3 If the disciplinary matter involves two or more students and they should appeal the following shall take place:

(a) where possible, each student, shall have a separate hearing panel, with only the Chair being the same in both hearings; and
(b) the Respondents may bring in relevant information on the other student(s) as it pertains to the appeal. Every effort must be made to protect the identity of the other student(s).

2.1.4 Once a disciplinary action has been implemented, no further disciplinary action may be imposed except:

(a) as a result of an appeal by the student; or
(b) in an instance where a student has been found to have committed repeated instances of academic dishonesty. In such an instance the Dean/Director of Registration may impose further disciplinary action.

2.1.5 The failure of the Disciplinary Authority to comply with any or all of the requirements in 2.1.1 shall not affect the validity of further proceedings in connection with the disciplinary matter provided, however, such failure may be considered in further proceedings.

2.1.6 The first level disciplinary authority whose decision is being appealed may be referred to in this document as "the Respondent".

2.1.7 Students when appealing may be referred to in this document as "the Appellant".

2.2 Jurisdiction of Disciplinary Authorities

The Jurisdiction of Disciplinary Authorities is set out in Table 1 of Bylaw: Student Discipline.

2.3 Range of Possible Disciplinary Actions The Disciplinary Actions Available to Disciplinary Authorities are set out in Table 2 of Bylaw: Student Discipline.
2.4 Suspensions and Expulsions

2.4.1 Suspension means any withdrawal of one or more rights or privileges for a definite or indefinite period of time.

2.4.1.1 Students who have been suspended for a definite period of time shall upon the lifting of the suspension, have the rights or privileges suspended, automatically reinstated.

2.4.1.2 Suspension for an indefinite period of time shall be dealt with as follows:

(a) In the case of suspension for an indefinite time by the Executive Director of Enrolment Services, the suspension may be lifted by the Executive Director of Enrolment Services upon consideration at the written request of the Student, after consultation with the Dean/Director of the Faculty or School concerned.

(b) In the case of all other suspensions for an indefinite period of time, the suspension may be lifted by the Disciplinary Authority which imposed the suspension, upon consideration of the written request of the Student.

2.4.2 Expulsion means a withdrawal of all rights or privileges available to students for either a definite or indefinite period of time.

2.4.2.1 In the case of an expulsion for a definite period of time, upon expiration of such time, the Student, to be readmitted, must reapply for admission, through normal channels, to the appropriate authority having jurisdiction over admission.

2.4.2.2 In the case of a Student who has been expelled for an indefinite period of time the student may apply to the Disciplinary Authority that imposed the final penalty for a lifting of the expulsion. If the expulsion is lifted, the Student, in order to be readmitted, must reapply for admission, through normal channels, to the authority having jurisdiction over admission.

2.4.3 A Student may be suspended or expelled by a Disciplinary Authority from the following:

(a) a particular course;
(b) courses;
(c) a department;
(d) a Faculty/School;
(e) the University; or
(f) a Residence.

2.4.3.1 When a Student is suspended or expelled from the above list (excluding (f)) any academic credits earned by the Student at The University of Manitoba or at another academic institution in an equivalent or related area of study during the period of suspension or expulsion shall not be counted as credit toward any degree or program offered by a department, or a Faculty/School, from which
Faculty/School, or from whose courses, the Student has been suspended or expelled unless at the time of the imposition of the suspension or expulsion, the Disciplinary Authority stipulates otherwise.

2.4.4 Where a Disciplinary Authority has suspended or expelled the Student from the University, any academic credits earned by the Student at any academic institution during the period of suspension or expulsion shall not be counted as credit toward any degree or program offered by The University of Manitoba, unless at the time of the imposition of the suspension or expulsion, the Disciplinary Authority stipulates otherwise.

2.4.5 Where the Student has been suspended or expelled from a Faculty/ School of the University, any other Faculty/School may refuse to register the Student for any course or courses or refuse to accept the Student as a transfer Student, provided that prior to such refusal, the other Faculty/School has:

(a) obtained and considered a written report from the Disciplinary Authority that implemented the suspension or expulsion, outlining the circumstances surrounding the disciplinary action; and
(b) provided the Student a copy of the report.

2.5 **Student Academic History/Transcript with regard to Disciplinary Actions**

2.5.1 Disciplinary actions implemented shall not ordinarily be recorded on the Student's academic history/transcript except in the following:

(a) if the Student is suspended or expelled under sections 6 to 9 of Table 2 inclusive; or
(b) a reprimand has been ordered recorded on a Student’s academic history/transcript under section 20 of Table 2.

2.5.2 A suspension shall appear on the Student's academic history/transcript until such time as the suspension period has elapsed, when it shall be removed upon the written request of the Student to the Registrar.

2.5.3 In the case of suspension for supplying false or misleading information in connection with an application for admission (see sections 10 and 11 of Table 2), any notation on the Student’s academic history/transcript may only be removed by the Registrar, for undergraduate students and the Dean, Faculty of Graduate Studies for graduate students upon the written order of the Disciplinary Authority that implemented the disciplinary action (see 2.4.2 of these Procedures).

2.5.4 An expulsion shall appear on the Student's academic history/transcript and may only be removed by the Registrar upon the written order of the Disciplinary Authority that implemented the disciplinary action.
2.5.5 Where a reprimand has been ordered to be recorded on the Student's academic history/transcript (see section 20 of Table 2), the reprimand shall be removed:

(a) following the elapse of the specified period of time, upon the written request of the Student to the Registrar; or

(b) earlier, upon a written order from the Disciplinary Authority that implemented the disciplinary action.

2.5.6 For the purposes of this document the term 'reprimand' is defined as "to convey stern disapproval to a person by means of recording of action on their student record and transcript".

2.6 Appeals

2.6.1 General

2.6.1.1 A Student has the right to appeal all disciplinary actions except those implemented by the University Discipline Committee or a hearing panel thereof.

2.6.1.2 A Disciplinary Authority to whom an appeal has been made may dispose of the matter in any way authorized to it under Table 1. The resulting disposition may be the same, more severe or less severe than the original disciplinary action and the Student shall be so informed of this possibility prior to the commencement of an appeal hearing.

2.6.1.3 Only the Student who has been the subject of disciplinary action has the right to appeal.

2.6.1.4 When an appeal is heard, a finding that disciplinary action is warranted shall not be implemented unless the Student has been invited to attend the hearing and, if in attendance, is permitted to ask questions and offer an explanation. Every reasonable attempt should be made to schedule the hearing at a time and place that permits the Student's participation.

2.6.1.5 The Student may appear in person and may be represented by another person in accordance with the provisions of Section 2.10.3, 2.10.4, and 2.17.5.

2.6.1.6 If the Appellant, Respondent or their respective representatives are unable to attend the hearing in person, the use of an electronic communication device, such as telephone, may be used with prior consent of the Chair, provided that such means enable all parties to clearly communicate. A request for such a meeting must be made at least one week in advance of the hearing date.
2.6.1.7 A representative designated in writing by the Student, subject to 2.10.3 and 2.17.5, may:

(a) attend any disciplinary hearing; and
(b) participate in any disciplinary hearing to the extent of asking questions of anyone in attendance and making submissions to any Disciplinary Authority, including the Local Discipline Committee (the "LDC").

2.7 Notices of Appeal/Disciplinary Authority Response to Appeal

2.7.1 If the Student wishes to appeal a disciplinary action, the Student must deliver the following documents (the "Notice of Appeal") to the appropriate persons or bodies as identified in 2.8 within ten (10) working days as of the date on the letter from the lower body, notifying the Student of the disciplinary action:

(a) copies of such written materials as the Student wishes considered in connection with the appeal; and
(b) copies of the letter indicating the lower level decision, if not a first level appeal.

2.7.2 The Student shall clearly indicate in the notice of appeal whether they are appealing the decision on:

(a) the finding of facts;
(b) the disposition determined by the disciplinary authority; or
(c) both (a) and (b).

2.7.3 The lower level appeal body Committees must send a copy of decision letter to next level of appeal body. If an appeal is not received by the next level appeal body by deadline set out in 2.7.1. then the disciplinary action against the student will be implemented.

2.7.4 The time for delivery of a Notice of Appeal may be extended by the person or body to whom the appeal is to be made, or by the Chair of UDC where the appeal is to the UDC. The disciplinary action implemented may be put on hold if the appeal body receiving the next level of appeal deems the lateness acceptable and grants the student permission to proceed with the appeal after deadline.

2.7.5 The Student and the designated representative of the Student shall receive the same notices of hearings held by a LDC and the UDC as the Respondents.

2.7.6 The Respondent will be given ten (10) business days to respond. If no response is received from the Respondent by the date requested by the Office coordinating the appeal, a hearing may be set. If the Respondent had not received permission for an extension, a written request must be submitted to the appropriate Chair to determine whether the Respondent's submission will be accepted.
2.8 Appeal Routes

2.8.1 If the Student wishes to appeal the disciplinary decision of a member of the academic staff (except for suspension from attendance for the balance of the meeting of one class), or the decision of a Department Head, the Notice of Appeal shall be delivered to the appropriate Dean/Director in the Faculty/School offering course(s), the Dean/Director in the Faculty/School of registration with a copy to the academic staff member/department head, as the case may be.

2.8.2 If a Student is appealing within a Faculty/School that does not have Department Heads, then the first level of decision will be the Dean/Director of that respective Faculty/School and the next level of appeal will be the Local Discipline Committee as set out in 2.8.3.

2.8.3 If the Student wishes to appeal the disciplinary decision of a Dean/Director, or the Director of Housing and Student Life, the Notice of Appeal shall be delivered to the appropriate LDC in care of the respective Dean/Director or the Director of Housing and Student Life.

2.8.4 If the Student wishes to appeal the disciplinary decision of the Director of Libraries (other than as a delegate of the President), a delegate of the Director, or an ad hoc committee appointed by the Director, the Notice of Appeal shall be delivered to the Chair of the Senate Committee on Libraries, with a copy to the person or ad hoc committee which made the initial disciplinary decision. Within ten (10) business days of receipt of the Notice of Appeal, the Chair of the Senate Committee on Libraries will appoint a Library Appeals Committee to hear the appeal.

2.8.5 If the Student wishes to appeal the disciplinary decision of any of the following disciplinary authorities, the Notice of Appeal shall be delivered to the UDC in care of the Secretary of the UDC (University Secretary):

(a) the decision of an LDC or the Library Appeals Committee;
(b) the decision of the Director of Admissions;
(c) the decision of the Dean of the Faculty of Graduate Studies in relation to fraudulent documents submitted for admission to the Faculty;
(d) the decision of the Executive Director of Enrolment Services or the Associate Vice-President (Administration) or an ad hoc committee appointed by either of these persons;
(e) the decision of the Executive Director of Information Services & Technology (IST);
(f) the Registrar;
(g) the Provost of University College;
(h) the decision of the Vice-President (Administration); or
(i) the decision of the President or delegate.

2.9 LOCAL DISCIPLINE COMMITTEE (LDC)

2.9.1 Each Faculty/School, and the University Residences under the jurisdiction of the Office of Housing and Student Life shall establish a standing or, from time to time, ad hoc committee to hear and determine disciplinary matters appealed to it by Students from a decision of the Dean/Director of a Faculty/School, or the Director of Housing and Student Life for the University Residences under the Office of Housing and Student Life's jurisdiction (hereinafter referred to as "the LDC").
2.9.2 In Faculties/Schools the LDC shall be composed of an equal number of academic staff and Students with a minimum of eight (8) members.

2.9.3 In the case of University Residences, the LDC shall be composed of an equal number of residence staff and Students with a minimum of eight (8) members. Members shall be appointed by the Director of Housing and Student Life with the advice of the appropriate Residence Students' Association.

2.9.4 The Chair shall be elected by and from the membership.

2.9.5 A quorum shall be half the members, with a minimum of four (4) members, ensuring at least one Student and one Faculty member are present.

2.9.6 The Chair shall only vote in the case of tie.

2.10 LDC Hearing Procedures

2.10.1 The Student shall be presumed to be innocent until the evidence presented indicates that, on the balance of probabilities disciplinary action is warranted. The LDC, in weighing the balance of probabilities, shall consider the severity of the alleged incident.

2.10.2 The hearing shall be by way of a trial de novo unless the appeal has been made only in relation to the severity of the disciplinary action imposed.

2.10.3 The Student may appear in person and be represented by an advocate from the office of Student Advocacy, a representative from the University of Manitoba Students' Union, a representative from the Graduate Students' Association, a member of the University community not receiving payment for appearing, or a member of the Student's immediate family. It is the student's sole responsibility to determine the adequacy of their representation.

2.10.4 If the Student wishes to have a lawyer present, the lawyer may only be a non-participating observer at hearings of the LDC, but may represent the Student at hearings of the UDC.

2.10.5 A Student who fails to attend a scheduled hearing may have their appeal considered on the basis of their written submission, verbal submission made by the Respondent, or Respondent's representative as required by the Committee, and the presentation of the Student's designated representative, if any.

2.10.5.1 In such a case, the Student shall be advised that the Committee has made a decision regarding the appeal, and that the Student has ten (10) business days to provide reasons for missing the hearing prior to the implementation of the decision. The Chair shall determine whether the hearing should be re-scheduled based on any submission from the Student. A reasonable attempt will be made to reconvene the same members should the hearing be re-scheduled.
2.10.6 The Student and the Student’s designated representative, if any, and the relevant Disciplinary Authority, shall be entitled to receive in writing, at least five (5) working days before the date set for the hearing, the information that has been submitted to the LDC hearing panel by both relevant parties in accordance with the Freedom of Information and Protection of Privacy Act (“FIPPA”) and the Personal Health Information Act (“PHIA”).

2.10.7 Hearings shall be in camera, unless the Student requests in writing at least 48 hours before the hearing that a hearing be open. If the hearing is open, reasonable seating for observers shall be provided, but observers may not participate in the proceedings.

2.10.8 Notwithstanding section 2.10.7, hearings related to discipline under Policy Respectful Work and Learning Environment (Personal Harassment, Sexual Harassment, and/or Human Rights Discrimination or Harassment) shall be closed.

2.10.9 The Student, or the Student’s representative, if any, and the relevant Disciplinary Authority shall have the right to challenge for cause any member of the LDC, the validity of the challenge to be judged by the remainder of the LDC. Such cause may include current teacher-student relationship, bias, or any factor likely to prejudice a fair hearing. Any person, who was directly involved in the original Disciplinary Action, either as a principal in the case or as a Disciplinary Authority, shall be automatically removed from any hearing panel regarding the appeal.

2.10.10 The Student, or the Student’s designated representative, if any, and the Respondent, or the Respondent’s representative, if any, may call witnesses and submit other evidence. The Student, the Student’s representative, if any, and the Respondent, or Respondent’s representative, if any, are responsible for arranging their own witnesses. If witnesses are to be called, a witness list must be provided by the Student or the Student’s representative, if any, in their original appeal package provided to the Chair and a witness list must be provided by the Respondent or the Respondent’s representative, if any, with their response to the appeal.

2.10.11 The Student shall not be required to testify, but if the Student elects to do so, then the Student may be cross-examined by the Respondent, or the Respondent’s representative, if any.

2.10.12 The Student or the Student’s designated representative, if any, and the Respondent, shall have the right to cross-examine witnesses.

2.10.13 Requests for adjournment shall be honoured within reason.

2.10.14 The LDC may consider confidential information from the University Health Service, Counselling Service, University Chaplains and other similar services which are submitted by these services to the LDC at the request of the Student. Such confidential information submitted to the LDC may only be used for the purpose of the appeal.
2.10.15 A decision to uphold or deny an appeal, in whole or in part, and a decision to take different disciplinary action, in whole or in part, requires a simple majority of LDC Committee members present and voting.

2.10.16 The results of the hearing shall be conveyed in writing, in a timely fashion, by the Chair of the LDC to the Student or the Student's designated representative, if any and to the Respondent or the Respondent's designated representative, as the case may be.

2.10.17 If, after hearing all the evidence, the LDC is satisfied on the evidence presented that the Student concerned has violated or committed an infraction of University regulations or policies through an act of commission or omission for which the Student ought to be disciplined, the LDC may dispose of the matter as set out in the column entitled “Deans, Directors or LDC” in Table 2.

2.11 UNIVERSITY DISCIPLINE COMMITTEE (UDC)

2.11.1 Jurisdiction

The UDC and the hearing panels thereof shall exercise Disciplinary Authority on behalf of the Board of Governors on all Students that are appealing a decision from the Disciplinary Authorities that are set out in section 2.8.5 of this document.

2.12 Composition

2.12.1 The UDC shall be composed of 19 members. The 19 shall include:
   a) eight academic staff nominated by the Senate Nominating Committee and appointed by the Board of Governors;
   b) seven students nominated by the Student Senate Caucus and appointed by the Board of Governors;
   c) the President of the University of Manitoba (or designate), as an ex-officio member;
   d) the President of the University of Manitoba Students' Union (or designate), as an ex-officio member;
   e) the President of the University of Manitoba Graduate Students' Association (or designate), as an ex-officio member; and
   f) the Chair appointed pursuant to section 2.12.4. The Chair shall only vote in the event of a tie.

2.12.1.1 Positions for which no nomination had been received from the Student Senate Caucus by September 15th shall be nominated by the Senate Nominating Committee.

2.12.2 The terms of office shall be three years for academic staff, and one year for students, from June 1 to May 31 (academic staff) and October 14, to October 13 (students). A member whose term of office has expired in any year shall continue in office until a successor has been appointed and shall be eligible for reappointment.

2.12.3 A quorum shall be nine (9) the members, where a minimum of one student and one academic are present.

2.12.4 The Chair shall be appointed by the Board of Governors for a three year term.
2.12.5 The Vice-Chair shall be elected from and by the members for a three year term.

2.13 Terms of Reference

2.13.1 To report annually to the President.

2.13.2 To establish procedures, consistent with this bylaw, for hearing panels.

2.13.3 To hear appeals, either as a committee of the whole or through a hearing panel, from decisions of disciplinary authorities.

2.13.4 To review the Student Discipline Bylaw and related Procedures periodically and, if necessary, to recommend changes to it.

2.14 UDC Hearing Panels

2.14.1 When a matter has been appealed to the UDC, the Chair shall either convene the UDC or convene a hearing panel thereof to hear the appeal.

2.14.2 When an appeal is received based on a fine or the amount ordered, the only decision from which an appeal is taken is the amount levied by way of fine or the amount ordered to be paid by way of restitution; then, if such fine or restitution does not exceed $500.00, the Chair may, at the Chair’s discretion, personally decide the matter, or may convene a hearing panel to hear the appeal.

2.14.3 A quorum shall be a minimum of four (4) members, ensuring at least one Student and one Faculty member are present including the Chair.

2.14.4 The Chair may vote only if there is a tie.

2.14.5 UDC members who have a conflict of interest in a particular case, or have a temporary work conflict, or are otherwise unable to sit, may disqualify themselves from hearing an appeal.

2.14.6 Notwithstanding the foregoing, the Chair of the UDC may, in a particular case, require that a larger hearing panel be convened to consider the matter, provided that such a larger hearing panel maintains the representation as set out in section 2.14.3.

2.14.7 The Chair of the UDC may use his/her discretion in determining whether an appeal will be accepted when the appeal is submitted past the deadline as set out in section 2.7.1 of these Procedures: Student Discipline.

2.14.8 The Chair of the UDC may use his/her discretion to reject an appeal if the appeal appears to be clearly outside the jurisdiction of the UDC, (i.e. matters not dealing with discipline nor related disciplinary actions taken by a lower appeal body).
2.14.9 A staff member from the Office of the University Secretary, will serve as Recording Secretary for the hearings.

2.14.10 All members of the UDC and/or Hearing Panel will keep all materials and information used for the appeal in strict confidence and surrender such materials to the Recording Secretary who will have the materials destroyed by way of confidential shredding.

2.15 **Responsibilities of Students submitting an appeal**

2.15.1 Students must submit **ALL** documentation they will rely on for their appeal and must include the following documentation:

(a) A completed and signed UDC appeal application form, with current mailing address and telephone numbers. The form is available at both the Office of Student Advocacy and the Office of the University Secretary.
(b) A copy of the letter from the last Disciplinary Authority (in most cases an LDC), regarding the last appeal indicating their decision.
(c) A copy of the materials submitted at last level of appeal if different from the materials submitted to the UDC.
(d) A letter to the Chair of the UDC clearly outlining the reason for the appeal and the remedy sought.
(e) All relevant documentation the Student will rely on as support for the appeal.
(f) A listing of all resources or witnesses the student wants in attendance at the UDC hearing and their relevance. [The scheduling of witnesses and resource people is the responsibility of the Student.]
(g) All the above documents must be filed within the time set out in section 2.7.1.

2.16 **Responsibilities of Respondents involved in an appeal**

2.16.1 Respondents must submit the following:

(a) A written response to the Student's appeal;
(b) **ALL** relevant documentation the Respondents will rely on as support for their position regarding the appeal; and
(c) A listing of all resource people or witnesses they want in attendance at the UDC hearing and their relevance. [The scheduling of witnesses and resource people is the responsibility of the Respondent.]
(d) All the above documents must be filed within the time set out in section 2.7.6.
2.17 **UDC Hearing Procedures**

2.17.1 The Student shall be presumed to be innocent until the evidence presented indicates that, on the balance of probabilities disciplinary action is warranted. The UDC, in weighing the balance of probabilities, shall consider the severity of the alleged incident.

2.17.2 The hearing before the UDC hearing panel shall be by way of a *trial de novo* unless the appeal has been made only in relation to the severity of the disciplinary action imposed.

2.17.3 After an appeal hearing has commenced, the appeal may be withdrawn by the appellant only with leave of the UDC hearing panel.

2.17.4 The Student may appear in person and may be represented by any other person in accordance with the provisions of 2.17.5.

2.17.5 The representative may be an advocate from the office of Student Advocacy, a representative from the University of Manitoba Student's Union, a representative from the Graduate Students' Association, a member of the university community not receiving payment for appearing, or of the Student's immediate family or a lawyer. It is the Student's sole responsibility to determine the adequacy of their representation.

2.17.6 A Student who fails to attend a scheduled hearing may have his/her appeal considered on the basis of their written submission, verbal submission made by the Respondent, or Respondent's representative as required by the Committee, and the presentation of the Student's designated representative, if any.

2.17.6.1 In such a case, the Student shall be advised that the Committee has made a decision regarding the appeal, and that the Student has ten (10) days to provide reasons for missing the hearing prior to the implementation of the decision. The Chair shall determine whether the hearing should be re-scheduled based on any submission from the Student. A reasonable attempt will be made to reconvene the same members should the hearing be re-scheduled.

2.17.7 If the Student intends to have a lawyer present at the hearing, the Student shall notify the Chair of the UDC at least seven (7) working days prior to the hearing. In that event, the UDC hearing panel may also retain the services of legal counsel. A rescheduling of the hearing may be required for all parties to retain legal Counsel.

2.17.8 A representative designated in writing by the Student, subject to 2.17.5 and 2.17.7, may:

(a) attend the disciplinary hearing; and
(b) participate in any disciplinary hearing to the extent of asking questions of anyone in attendance and making submissions to the UDC.

2.17.9 Hearings shall be *in camera* unless the Student requests in writing at least 48 hours before the hearing that a hearing be open. If the hearing is open, reasonable seating for observers shall be provided, but the observers may not participate in the proceedings.
2.17.10 Regardless of section 2.17.9, hearings related to discipline under Policy Respectful Work and Learning Environment (Personal Harassment, Sexual Harassment, and/or Human Rights Discrimination or Harassment) shall be closed.

2.17.11 The Student and the Student's designated representative, if any, and the relevant Disciplinary Authority shall be entitled to receive in writing, at least five (5) working days before the date set for the hearing, the information that has been submitted to the LDC hearing panel by both relevant parties in accordance with the Freedom of Information and Protection of Privacy Act ("FIPPA") and the Personal Health Information Act ("PHIA").

2.17.12 The Student, or the Student's representative, if any, and the relevant Disciplinary Authority shall have the right to challenge for cause any member of the UDC hearing panel, the validity of the challenge to be judged by the remainder of the UDC hearing panel if such a challenge is made at this time. Such cause may include current teacher-student relationship, bias, or any other factor likely to prejudice a fair hearing. Any person, who was directly involved in the original Disciplinary Action, either as a principal in the case or as a Disciplinary Authority, shall be automatically removed from any hearing panel regarding the appeal. The Office of the University Secretary after consultation with the Chair will make every reasonable attempt to address any concerns made prior to the hearing date regarding bias by either the Appellant or the Respondent.

2.17.13 The Student or the Student's designated representative, if any, and the Respondent, or the Respondent's representative, if any, shall have the right to cross-examine witnesses.

2.17.14 The Student shall not be required to give testimony but if the Student elects to do so, the Student may be cross-examined.

2.17.15 The Student, or the Student's representative, if any, and the relevant Respondent, or the Respondent's representative, if any, may call witnesses and submit other evidence. The Student, or the Student's representative, if any, and the relevant Respondent, or the Respondent's representative, if any, are responsible for arranging their own witnesses. If witnesses are to be called, a witness list must be provided by the Student or the Student's representative, if any, in their original appeal submission provided to the Chair and a witness list must be provided by the relevant Respondent, or the Respondent's representative, if any, with their response to the appeal.

2.17.16 Requests for adjournment shall be honoured within reason.

2.17.17 The UDC may consider confidential information from the University Health Service, Counselling Service, University Chaplains and other similar services which are submitted by these services to the UDC at the request of the Student. Such confidential information submitted to the UDC may only be used for the purpose of the appeal and will be treated as other documentation submitted for the appeal hearing as set out in 2.14.10

2.17.18 Subject to paragraph 2.17.11, the Student, the Student's representative and the relevant Disciplinary Authority normally shall have the right to receive a copy of any university document that the UDC or hearing panel considers in relation to the appeal. The Chair of the Committee shall make the final determination on this matter.
2.17.19 A decision to uphold or deny an appeal, in whole or in part, and a decision to take different disciplinary action, in whole or in part, requires a simple majority.

2.17.20 Where the Student appeals the disposition of a harassment or human rights complaint and upon the written request of the Chair of the UDC, the Vice-President (Administration) shall forward to the UDC the report of the Investigation Officer for consideration in the disposition of the appeal. Such confidential information submitted to the UDC may only be used for the purpose of the appeal and will be treated as other documentation submitted for the appeal hearing as set out in 2.14.10

2.17.21 The Chair of the UDC or hearing panel shall, after a decision has been made, report the results of that decision in writing to:

(a) the Student or the designated representative of the Student, if any;
(b) the Respondent, or the Respondent's representative, if any, from whose decision the appeal has been heard;
(c) the Dean/Director of the Faculty/School involved; or the Associate Vice-President (Administration), the Director of Housing, and Student Life, Provost of University College, and the Director of IST as the case may be;
(d) the Registrar;
(e) the Vice-President (Administration); or
(f) any others as deemed relevant.

2.17.22 If, after hearing all the evidence, the UDC or the UDC hearing panel is satisfied on the evidence presented that the description of the circumstance of the disciplinary matter does not precisely describe the alleged conduct, the UDC or the UDC hearing panel may dispose of the matter as set out in column entitled “UDC” in Table 2.

2.18 Records of Disciplinary Actions

2.18.1 A permanent record of disciplinary actions taken under the ("Bylaw: Student Discipline" and "Procedures: Student Discipline"), shall be maintained in the Office of the University Secretary who may, at the request of an appropriate Disciplinary Authority, release the information to that authority for consideration when making a subsequent disciplinary decision.

2.19 ANNUAL REPORTS

2.19.1 The Annual Report of the UDC will contain all the disciplinary matters that have occurred on campus from September 1 to the following August 31 of each Calendar year.

2.19.2 Members of the academic staff and Department Heads, who have dealt with a disciplinary matter, shall report to the Dean/Director of the Faculty/School to which each student belongs, setting out the nature of the offence and particulars of the penalty and the student identification number if applicable. The student identification number is only used for administrative purposes to reduce the possibilities of errors in duplicate reporting and will not be included in the annual report.
2.19.3 Disciplinary authorities (Senior Administrators, Deans, Directors and Heads of Administrative Units), except members of the academic staff and department heads, shall report all disciplinary matters considered by or reported to them to the Chair of the UDC by October 1 of each year. The report shall contain the number of disciplinary matters referred to such person or body, the nature of the offences and particulars of the dispositions, and such further matters as may be required by the UDC.

2.19.4 The Recording Secretary of the UDC shall prepare and the Chair shall submit a report to the University President by December 1 in each year setting out both a summary of the reports submitted to the Chair of the UDC as well as particulars of the number, nature and disposition of cases appealed to the UDC.

2.19.5 Members of the University community, shall be kept informed of the nature and disposition of cases dealt with under this Bylaw as the Annual Report shall be presented to both the Senate and the Board of Governors annually. The names of students disciplined shall not normally be made public.

3.0 Accountability

3.1 The University Secretary is responsible for advising the President that a formal review of these Procedures is required.

3.2 The University Secretary is responsible for the communication, administration and interpretation of these Procedures.

4.0 Review

4.1 Formal Procedure reviews will be conducted every ten (10) years.

4.2 In the interim, this/these Procedures may be revised or rescinded if:

(a) the Approving Body deems necessary, (or the President, where the approving body is the Administration); or

(b) the relevant Bylaw, Regulation(s) or Policy is revised or rescinded.

5.0 Effect on Previous Statements

5.1 These Procedures supersede the following:

(a) all previous Board/Senate Procedures, and resolutions on the subject matter contained herein;

(b) all previous Administration Procedures, and resolutions on the subject matter contained herein;
(c) all previous Faculty/School Council Procedures stemming from the Faculty/School Council Bylaw and academic and admission Regulations and any resolutions on the subject matter contained herein; and
(d) Policy 1202: Student Discipline Bylaw and Bylaw 27: Student Discipline Bylaw.

6.0 Cross References

Indicate names and numbers of other specific Governing Documents which should be cross referenced to the Governing Document. Include section # of other Governing Document if appropriate

Cross referenced to
(1) Bylaw: Student Discipline
(2) Policy: Respectful Work and Learning Environment
(3) Procedures: Respectful Work and Learning Environment
(4) Policy: Examination Regulations
(5) Policy: Inappropriate and Disruptive Behaviour
(6) Policy: Violent and Threatening Behaviour
(7) Procedures: Violent and Threatening Behaviour
UNIVERSITY OF MANITOBA

Board of Governors Submission


RECOMMENDED RESOLUTION:

THAT the Board of Governors approve twelve new offers, seven amended offers, and the withdrawal of two offers, as set out in Appendix A of the Report of the Senate Committee on Awards – Part A [dated May 13, 2008].

Action Requested: ☒ Approval ☐ Discussion/Advice ☐ Information

CONTEXT AND BACKGROUND:

The Senate Committee on Awards met on May 13, 2008, to approve twelve new offers and seven amended offers, and the withdrawal of two offers, as set out in Appendix A of the Report of the Senate Committee on Awards.

RESOURCE REQUIREMENTS:

The Awards will be funded from the various sources of funding identified within the Report.

IMPLICATIONATIONS:

N/A

ALTERNATIVES:

N/A

CONSULTATION: [delete if not applicable]

All of these award decisions meet the published guidelines for awards as approved by Senate and were reported to Senate for information on June 25, 2008.
Board of Governors Submission

Routing to the Board of Governors:

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Submission prepared by: Senate

Submission approved by: University Secretary

Attachments

- Report of the Senate Committee on Awards – Part A
REPORT OF THE SENATE COMMITTEE ON AWARDS – PART A

Preamble

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

On behalf of Senate, to approve and inform Senate of all new offers and 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 the policy on the Non-Acceptance of Discriminatory Scholarships, Bursaries or Fellowships, such offers shall be submitted to Senate for approval. (Senate, April 5, 2000)

Observations

At its meeting of May 13, 2008, the Senate Committee on Awards approved twelve new offers and seven amended offers, and the withdrawal of two offers, as set out in Appendix A of the Report of the Senate Committee on Awards.

Recommendations

On behalf of Senate, the Senate Committee on Awards recommends that the Board of Governors approve twelve new offers and seven amended offers, and the withdrawal of two offers, as set out in Appendix A of the Report of the Senate Committee on Awards – Part A (dated May 13, 2008). These award decisions comply with the published guidelines of November 3, 1999, and are reported to Senate for information.

Respectfully submitted,

Dr. Rick Baydack
Chair, Senate Committee on Awards
Appendix A

MEETING OF THE SENATE COMMITTEE ON AWARDS
May 13, 2008

1. NEW OFFERS

B.A. Baryla Geography Graduate Student Travel Award

An endowment fund of $10,000 has been established at the University of Manitoba by Mr. B.A. Baryla (B.Sc./62). The fund will be used to support Geography graduate student travel in the Department of Environment and Geography. The available annual interest from the fund will be used to offer one travel award to a student who:

(1) is enrolled full-time in the Faculty of Graduate Studies in either the Master of Arts (Geography) or the Ph.D. (Geography) program delivered by the Department of Environment and Geography;

(2) will be attending a professional meeting or conference in order to present the results of his/her research (poster or oral presentation).

Candidates will be required to submit an abstract of their presentation and a copy of their registration with details of the meeting, including the date and location. The deadline to submit an application is January 15. The recipient will be selected by February 1. Funding must be used within the 12 month period following the date that the award recipient is announced. Recipients graduating within the 12 month period following the date of the award offer must use the funding no later than six months from the date of convocation.

Selection of the recipient will be based on the quality of the abstract submitted and proposed research to be presented and the potential value of the meeting to the student’s development.

To receive a disbursement from the award fund, the award recipient must submit receipts for travel, registration, hotel and/or food expenses (based on current UM per diem rates). Expenses will be reimbursed up to the maximum value of the recipient’s award.

The selection committee will be named by the Dean of the Faculty of Graduate Studies (or designate) and will include the Head of the Department of Environment and Geography (or designate).

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.

CD Howe Foundation Fellowships in Creative Writing and Oral Culture

The CD Howe Foundation has contributed $250,000 to establish an endowment fund at the University of Manitoba in support of the Centre for Creative Writing and Oral Culture. The Manitoba Scholarship and Bursary Initiative has made a contribution to the fund. The fund will be used to support students doing creative writing research projects and/or critical studies in oral culture. The available annual interest from the fund will be used to offer two fellowships of equal value to graduate students who:

(1) are enrolled full-time in the Faculty of Graduate Studies, in a Masters or Doctoral degree program;

(2) have achieved a minimum degree grade point average of 3.5 (or equivalent) based on the last 60 credit hours of study;

(3) are conducting thesis research in Creative Writing (producing an original work of literature) or on the critical study of oral cultures.

Students with lived experience of indigenous and other oral cultures are particularly encouraged to apply.
Candidates will be required to submit an application that will consist of a description of their proposed
or ongoing research (maximum 500 words), a current academic transcript(s), and two academic
letters of reference from professors at a post-secondary institution. The award is not automatically
renewable but previous recipients may reapply. Applications will be solicited in December, with a
submission deadline in January. The recipients will be announced by March.

Candidates will be assessed as follows: record of academic achievement (30%), research statement
(40%), letters of reference (30%).

Recipients may hold the CD Howe Foundation Fellowships in Creative Writing and Oral Culture
concurrently with any other awards, consistent with policies in the Faculty of Graduate Studies.

The selection committee will be named by the Dean of the Faculty of Graduate Studies (or designate)
and will include the Dean of the Faculty of Arts (or designate), and the Director of the Centre for
Creative Writing and Oral Culture.

Berdie and Irvin Cohen Scholarship in Medicine

Through an anonymous donation, an endowment fund has been established at the University of
Manitoba in memory of Berdie and Irvin Cohen. The Manitoba Scholarship and Bursary Initiative has
made a contribution to the fund. One scholarship, valued at $5,000, will be offered biennially to a
student who:

1. has been admitted to the first year of the Undergraduate Medical Education degree program
   in the Faculty of Medicine at the University of Manitoba;
2. is one of the ten highest ranked candidates as identified by the Admissions Committee under
   the leadership of the Associate Dean (Undergraduate Medical Education).

Final selection will be made at the discretion of the selection committee.

Upon completion of their first year of the Undergraduate Medical Education Program, recipients of the
Scholarship are asked to provide the donor with an introspective assessment of their first year of
study in the Faculty of Medicine. Recipients might comment upon particular experiences that led to a
decision to study medicine, their goals and objectives upon graduating from the program, and
whether these or any of their preconceptions about medicine have changed through the course of the
first year of study. A list of specific questions that might be addressed in the assessment will be
made available to recipients and is included in the administrative file for this award.

The selection committee will be named by the Dean of the Faculty of Medicine (or designate).

Human Anatomy and Cell Science Merit Award

The Department of Human Anatomy and Cell Science provides an annual allocation from the
Anatomical Research Fund (Fund 628018) to offer one or more matching prizes to graduate students
who:

1. are enrolled in the Faculty of Graduate Studies at the University of Manitoba, in either the
   M.Sc. or the Ph.D. in Human Anatomy and Cell Science;
2. have presented an award winning poster at (a) the CIHR Manitoba Graduate Student
   Research Poster Competition or (b) the CIHR National Student Research Poster
   Competition.

The selection committee will have the discretion to determine the number and value of individual
awards offered annually.

The selection committee will be named by the Dean of the Faculty of Graduate Studies (or designate)
and will include the Head of the Department of Human Anatomy and Cell Science (or designate).
International Centre for Students Exchange Awards

The International Centre for Students (ICS) and the Office of the Vice-President (Academic) and Provost provide funds, through the International Student Fund, to offer travel awards to University of Manitoba students who will participate in an approved exchange program. One or more awards, with a minimum value of $500, will be offered to undergraduate students who:

1. are registered in any Faculty or School at the University of Manitoba excepting University 1 and the Faculty of Graduate Studies;
2. normally will have completed at least 30 credit hours of study at the University of Manitoba;
3. have been accepted into the ICS Student Exchange Program or another exchange program approved by the selection committee;
4. will be registered full-time at a host institution outside of Canada for the duration of their exchange in the academic session in which the award is tenable;
5. have obtained, or will be obtaining, an approved Letter of Permission for the courses to be completed while on exchange to demonstrate that the courses will be credited toward their degree program;
6. have demonstrated that they require financial assistance in order to participate in the ICS Student Exchange Program or approved exchange program.

Preference may be given to students who have been accepted into the ICS Student Exchange Program and will be attending a University of Manitoba exchange partner institution. Preference may be given to those candidates who have demonstrated greater need for financial assistance.

The selection committee will have the discretion to determine the number and value of awards offered each year.

Candidates will be required to submit an application form that includes a budget of costs related to their participation in the ICS Student Exchange Program, or approved exchange program, and identifies other awards and/or grants that they have either applied for or obtained for their time on exchange that are equal to, or greater than, $500.

The selection committee will be named by, and will include, the Director of the International Centre for Students as chair.

Manrex Medication Delivery Bursary

Manrex Ltd., a Canadian Company specializing in medication delivery systems, offers an annual award at the University of Manitoba. One bursary valued at $1,000 will be offered to an undergraduate student who:

1. is enrolled full-time in the fourth year of study in the Faculty of Pharmacy;
2. has achieved a minimum degree grade point average of 2.0;
3. has demonstrated financial need on the standard University of Manitoba bursary application form;
4. provides a letter of intent explaining how he/she would best serve geriatric patients.

The selection committee will be the Awards Committee of the Faculty of Pharmacy.

Manrex Medication Delivery Nursing Bursary

Manrex Ltd., a Canadian Company specializing in medication delivery systems, offers an annual award for Nursing students at the University of Manitoba. One bursary valued at $1,000 will be offered to an undergraduate student who:
(1) is enrolled full-time in the fourth year of study in the Faculty of Nursing;
(2) has achieved a minimum degree grade point average of 2.5;
(3) has demonstrated financial need on the standard University of Manitoba bursary application form;
(4) provides a letter of intent explaining how he/she would best serve geriatric patients.
The selection committee will be named by the Dean of the Faculty of Nursing (or designate).

**Medicine Class of 1967 Bursary**

The Medicine Class of 1967 has established an endowment fund ($71,286) at the University of Manitoba to offer bursaries for students in the Faculty of Medicine. The available annual interest from the fund will be used to offer one or more bursaries to students who:

1. are enrolled full-time in any year of study in the Undergraduate Medical Education Program in the Faculty of Medicine and are in good standing;
2. have demonstrated financial need on the standard University of Manitoba bursary application form.

The selection committee will have the discretion to determine the number and value of bursaries offered each year.
The selection committee will be named by the Dean of the Faculty of Medicine (or designate).

**Medicine Class of 1982 Bursary**

The Medicine Class of 1982 has established an endowment fund ($50,000) at the University of Manitoba to offer bursaries for students in the Faculty of Medicine. The Manitoba Scholarship and Bursary Initiative has made a contribution to the fund. The available annual income from the fund will be used to offer one or more bursaries to students who:

3. are enrolled full-time in any year of study in the Undergraduate Medical Education Program in the Faculty of Medicine and are in good standing;
4. have demonstrated financial need on the standard University of Manitoba bursary application form.

The selection committee will have the discretion to determine the number and value of bursaries offered each year.
The selection committee will be named by the Dean of the Faculty of Medicine (or designate).

**Gutie and Misha Newman Bursary in Nursing**

Dr. Misha Newman (M.D./53) and Mrs. Gutie Newman have established an endowment fund at the University of Manitoba, with an initial gift of $7,200. The Manitoba Scholarship and Bursary Initiative has made a contribution to this fund. The available annual interest from the fund will be used to offer one bursary to an undergraduate student who:

1. is enrolled full-time in the Faculty of Nursing;
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 the Promotions and Awards Committee of the Faculty of Nursing.
**P. John Procter Entomology Bursary**

In memory of their father, Mr. (Percy) John Procter (M.Sc./61), Colleen Sliman and Peter Procter have established an endowment fund of $12,500 at the University of Manitoba to support graduate students in the Department of Entomology. The available annual interest from the fund will be used to offer one bursary to a student who:

1. is enrolled full-time in the Faculty of Graduate Studies in the M.Sc. in Entomology;
2. has achieved a minimum degree grade point average of 3.0;
3. has demonstrated financial need on the standard University of Manitoba bursary application form.

The selection committee shall be named by the Director of Financial Aid and Awards (or designate).

**Ranger Insurance Athletic Awards**

Ranger Insurance provides an annual gift of $2,000 to offer scholarships for members of the University of Manitoba Bison Football team and the Track and Field Team. The Manitoba Scholarship and Bursary Initiative has made a contribution to the Award. Two scholarships, valued at $2,000 each, will be offered to undergraduate students who:

1. are enrolled full-time in any Faculty or School at the University of Manitoba;
2. are continuing students who have achieved a minimum grade point average of 2.0 on a minimum of 18 credit hours in their previous year of study at the University of Manitoba or are entering students with a minimum average of 80 percent, or equivalent, on those high school courses used for admission to the University, or upon successful completion of 18 credit hours with a minimum GPA of 2.0;
3. have demonstrated athletic ability in the designated sport as determined by the selection committee;
4. have demonstrated involvement in community service activities.

One of the two scholarships will be offered to a member of the Bison Football team and one will be offered to a member of the Track and Field Team.

The selection committee will be named by the Dean of the Faculty of Kinesiology and Recreation Management.

(The terms of this award will be reviewed annually against the Canadian Interuniversity Sport (CIS) Criteria governing University Academic Scholarships with an Athletic component, currently numbered 50.10 in the CIS Operations Manual).

2. **Amendments**

**Berdie and Irvin Cohen Award in Peace and Conflict Studies**

At the request of the Faculty of Arts, the annual deadline to submit an application for the Berdie and Irvin Cohen Award in Peace and Conflict Studies has been changed from: October 31st to: January 31st. The date by which the recipient will be announced has been revised from: December 15th to: March 15th.

**Dr. Diane Biehl Bursary in Post Graduate Medical Education**

At the request of the Faculty of Medicine, a number of amendments have been made to the terms of reference for the Dr. Diane Biehl Bursary in Post Graduate Medical Education:
The type of award has been converted from: a bursary to: a scholarship. It has not been possible to offer the award since it was established in 2006. Given that students in the Postgraduate Medical Education Program receive a salary in their clinical roles, these students do not qualify for bursary assistance according to the standard criteria used by the University to assess financial need.

It follows that a requirement that candidates demonstrate financial need on the standard University of Manitoba bursary application form has been deleted and the name of the award has been changed to the Dr. Diane Biehl Research Award in Postgraduate Medical Education.

A number of editorial changes have been made.

Matthew Frost Award in Recreation Management and Community Development

At the request of the Faculty of Kinesiology and Recreation Management, the terms of reference for the Matthew Frost Award in Recreation Management and Community Development have been revised to open the award to students who are accepted to do an internship within Bison Sports. Previously, the Award was open to students accepted into an internship program offered by the Manitoba Moose, another professional sports franchise, or Sport Manitoba.

In the third paragraph, criterion (3) was revised to read:

[will be offered] to a student who has been accepted into an internship of at least three months duration offered by Sport Manitoba, Bison Sports, or any other equivalent internship and who, in the opinion of the Dean, shows greatest promise in pursuing a career in sport management.

GSA Innovation, Stewardship, and Excellence Awards

The terms of reference for the GSA Innovation, Stewardship, and Excellence Awards have been amended at the request of the Graduate Students' Association.

The name of the award has been changed to the Graduate Students' Association Awards.

The following sentence has been added to the opening paragraph, to describe the purpose of the Awards: "The Awards are designed to recognize the important contributions graduate students make to society through scholarship and community involvement."

The number and value of awards offered to Master's students has been changed from: one award with a value of $20,000 to: two awards valued at $12,000 each.

The value of the award offered to a Doctoral student has decreased from: $20,000 to: $16,000.

The number of awards offered to part-time graduate students has been increased from: one award with a value of $5,000 to: two awards valued at $5,000 each.

For each of these awards (for Master's students, Doctoral students, and part-time graduate students), criterion (3) has been revised

- from: "[who] has demonstrated evidence of innovative ideas, stewardship of community, and excellence in their program of study."
- to: "[who has/who have] contributed to society through scholarship and community."

Ensuing changes were made to the documentation that candidates must submit as part of their application. In particular, students will now be required to submit a letter to demonstrate how, through their dedication to scholarship and community, they have bridged academic...
theory and social practice in order to better serve our local, national, and/or international community.

- A statement was added to indicate that recipients of the Awards will be invited to present on their academic and community contributions at the Graduate Students' Association Seminar Series.
- Numerous editorial changes have been made.

**GSA Innovation, Stewardship, and Excellence Bursary**
The terms of reference for the GSA Innovation, Stewardship, and Excellence Bursary have been amended at the request of the Graduate Students' Association.

- The name of the award has been changed to the Graduate Students' Association Bursaries.
- In past years, a total of four bursaries valued at $5,000 each have been offered to graduate students. The revised terms specify that, "[once] the Graduate Students' Association Awards have been offered, any of the available annual income remaining will be used to offer bursaries valued at $5,000 each." (NB The Graduate Students’ Association Awards and the Graduate Students’ Association Bursaries supported by the income from the same endowment fund.)
- A statement has been added to indicate that the selection committee will have the discretion to determine the number of bursaries offered each year.
- A number of editorial changes have been made.

**Aron Katz Memorial Bursary**
A number of amendments have been made to the terms of reference for the Aron Katz Memorial Bursary.

- With the agreement of the donor, the trust fund that has supported this award has been converted to an endowment fund. The opening paragraph of the terms has been revised to reflect the change.
- At the request of the donor, the value of the bursary has been changed from: $650 to: "a value equal to the available annual interest from the fund or $7,000, whichever is less."
- Membership of the selection committee, which was formerly named by the Senate of the University, has been amended. The selection committee will now be named by the Dean of the Faculty of Medicine (or designate).
- Several editorial changes have been made.

**Manitoba Government Prize in Education**
Two amendments have been made to the terms of reference for the Manitoba Government Prize in Education.

- The name of the award has been changed to the Manitoba Government Prizes in Education.
- At the request of the donor, the value of the prize offered to the graduating student who has achieved the highest standing in the After-Degree Bachelor of Education Program has been increased from: $100 to: $250. The value of the prize for the graduating student who has achieved the highest standing in the Post Baccalaureate Diploma in Education will remain at $100.
• A statement has been added to identify the Academic Standing Committee of the Faculty of Education as the selection committee for the Prizes.
• Several editorial changes have been made.

3. Withdrawals

**Loriann Sawatsky Women’s Volleyball Scholarship**

**Michelle Sawatsky Women’s Volleyball Scholarship**

The *Loriann Sawatsky Women’s Volleyball Scholarship* and the *Michelle Sawatsky Women’s Volleyball Scholarship* have been withdrawn at the request of the Faculty of Kinesiology and Recreation Management. The annually funded awards have not been offered for a number of years.
AGENDA ITEM: Report of the Senate Committee on Awards – Part B [dated May 13, 2008]

RECOMMENDED RESOLUTION:

THAT the Board of Governors approve the establishment of the Manitoba Lotteries Corporation Lloyd LeVan Hall Memorial Scholarship and the Arun Sud Memorial Scholarship as set out in Appendix A of the Report of the Senate Committee on Awards – Part B [dated May 13, 2008].

ACTION REQUESTED: [ ] Approval [ ] Discussion/Advice [ ] Information

CONTEXT AND BACKGROUND:

The Senate Committee on Awards reviewed the application for two new award offers, "The Manitoba Lotteries Corporation Lloyd LeVan Hall Memorial Scholarship" and "The Arun Sud Memorial Scholarship" according to the Policy for Non-Acceptance of Discriminatory Scholarships, Bursaries or Fellowships. Letters of support for the Manitoba Lotteries Corporation Lloyd LeVan Hall Memorial Scholarship were received from Ms. Mali Storm, Director of the Aboriginal Student Centre and Dr. Glenn Feltham, Dean, I.H. Asper School of Business. A letter of support for the Arun Sud Memorial Scholarship was received from Ms. Carolyn Christie, Coordinator of Disability Services.

RESOURCE REQUIREMENTS:

The Awards will be funded from the various sources of funding identified within the Report.

IMPLIEDS:

N/A

ALTERNATIVES:

N/A

CONSULTATION: [delete if not applicable]

The establishment of these awards were approved by Senate on June 25, 2008.
Board of Governors Submission

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Submission prepared by: Senate

Submission approved by: University Secretary

Attachments

- Report of the Senate Committee on Awards – Part B
Appendix A
MEETING OF THE SENATE COMMITTEE ON AWARDS
May 13, 2008

1. NEW OFFERS

Manitoba Lotteries Corporation Lloyd LeVan Hall Memorial Scholarship
The Manitoba Lotteries Corporation offers an annual scholarship, to assist Aboriginal students pursuing post-secondary education in the I.H. Asper School of Business at the University of Manitoba. The Lloyd LeVan Hall Memorial Scholarship commemorates the extraordinary life and contributions of Lloyd LeVan Hall, who served as Vice-Chairperson of the Board of Directors for the Manitoba Lotteries Corporation from 2000 – 2007.

One scholarship, valued at $2,000, will be offered to an undergraduate student who:

1. is Aboriginal (Status, Non-Status, Métis, Inuit);
2. is a Canadian citizen;
3. is enrolled full-time, in the second, third, or fourth year of study, in the I.H. Asper School of Business;
4. has achieved a minimum degree grade point average of 3.0;
5. has demonstrated community involvement through volunteering.

Candidates must submit a statement (maximum 200 words) describing their contributions to the community through volunteering. Candidates who meet the criteria may be interviewed by the selection committee. The deadline to submit an application will be November 1st.

The selection committee will be named by the Dean of the I.H. Asper School of Business (or designate) and will include a representative of the Manitoba Lotteries Corporation.

Arun Sud Memorial Scholarship
The Sud family and their friends have established an endowment fund initially valued at $3,500 at the University of Manitoba. The available annual interest generated by the fund will be used to offer one scholarship to an undergraduate student who:

1. is enrolled part-time or full-time in any Faculty or School at the University of Manitoba;
2. has achieved a minimum cumulative grade point average of 3.5;
3. is registered with the office of Disability Services at the University of Manitoba;
4. has demonstrated extra-curricular involvement in the university or external community (e.g., community services, volunteering, music, drama, art, athletics, student government).

Preference will be given to students who have a long-term mental health disability.

Applicants will be required to submit an application form along with a statement (maximum one-page) outlining their extra-curricular involvements.

The selection committee will be named by the Director of the Office of Financial Aid and Awards (or designate) and will include the Coordinator of Disability Services.

(Attachments I and II)

(Attachment III)
The Asper School of Business is committed to growth in Aboriginal Business Education. During the regular academic session 2006-07, a total of 20 aboriginal students were studying in the Aboriginal Business Education Program of the ASB. This is only slightly more than 1% of our total student population of about 1600 full and part time students. Over the past five years, the percentage of students enrolled in ABEP relative to total number of students enrolled averaged 1.4%. As aboriginal people represent 14 % of Manitoba's total population, aboriginal students are under-represented at the Asper School of Business in comparison to the general population.

The LeVan Hall Memorial Scholarship will provide meaningful support to aboriginal students enrolled in the Bachelor of Commerce (Honours) program in the Asper School of Business. Given the Asper School's commitment to growth in Aboriginal Business Education, and given the under-representation of aboriginal students in the School, I strongly support the establishment of this scholarship.

Copy: Shannon Coyston, Awards Establishment Coordinator
      Margot Hamilton, Director of Development
April 15, 2008

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

Dear Dr. Baydack & Senate Committee;

Please accept this letter as formal support for the Manitoba Lotteries Corporation Lloyd LeVan Hall Memorial Scholarship designed to assist Aboriginal students in the Asper School of Business.

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. It is common knowledge that many Aboriginal peoples live in poverty and whereas a university education can help rectify this, most cannot afford to do so. It is commendable that the University of Manitoba would want to assist in rectifying this situation with the establishment of awards such as the one being proposed by the Manitoba Lotteries Corporation.

The number of Aboriginal students attending the University of Manitoba continues to increase and, I believe, is partially due to the financial assistance made available through programs and faculties. The Manitoba Lotteries Corporation Lloyd LeVan Hall Memorial Scholarship is an example of a community member wanting to assist with the academic success of Aboriginal commerce students. For many Aboriginal students, attending university requires moving away from home knowing there is little or no financial assistance available from their families should they need it.

I trust that the Senate committee will approve this bursary and others like it, in the hopes of increasing the recruitment and retention of Aboriginal students in the Asper School of Business.

In education, miigwech!

Kii-Storm
Director, Aboriginal Student Centre

Aboriginal Peoples comprise 15% of the Manitoba population
Aboriginal Peoples comprise 10% of the City of Winnipeg population
Aboriginal Peoples comprise 7% of the University of Manitoba population
4% of the Aboriginal population complete a university degree vs. 12.6% of the non-Aboriginal population.
There are 39 self-declared Aboriginal students in the Asper School of Business or 2.4% of the Faculty population (fall, 2007).

- Statistics are from the Government of Canada ‘Aboriginal Census 2006 Highlights’ and from Institutional Analysis ‘A Profile of Canadian Aboriginal Students at The University of Manitoba'.
October 29, 2007

Dr. Rick Baydack
Chair of the Senate Committee on Awards
c/o Ms. Shannon Coyston, Awards Establishment Coordinator
422 University Centre

Dear Dr. Baydack and the Senate Committee;

Please accept this letter as formal support for the proposed Arun Sud Memorial Scholarship. This scholarship would be used to support students with mental health disabilities who are enrolled at the University of Manitoba.

Students with mental health disabilities are the largest growing population within the Disability Services office. According to Statistics Canada, teenagers and young adults aged 15-24 experience the highest incidence of mental disorders of any age group in Canada. The Canadian Mental Health Association estimates that the “unemployment rate of persons with serious mental illness...has been commonly reported to range from 70-90%, depending on the severity of the disability”. In addition, from the 1997 review at Statistics Canada, people with disabilities are more than twice as likely to be living on low income as were adults without disabilities. Therefore, this particular group of students needs our support so that they may change their life circumstances.

The number of students registered at Disability Services (DS) has increased from 228 in 2001 to 802 in 2007 with the number of students with a mental health disability increasing from 7.5% to 28.4% of the DS population. This is a significant increase and shows that the University of Manitoba is committed to supporting our students. DS staff hear first hand of the challenges students with disabilities encounter when pursuing their academic studies and are keenly aware of the limited financial resources available.
One such story is of a student who was so disrupted by her mental health disability that she was unable to live independently. However, through perseverance and with the help of the appropriate resources, she is now living on her own and is working part-time on her Bachelor of Arts in Psychology, achieving excellent results.

The Arun Sud Memorial Scholarship will demonstrate the University’s commitment to support students with mental health disabilities.

Sincerely,

Carolyn Christie
Coordinator
Disability Services
AGENDA ITEM: Report of the Senate Committee on Awards [dated May 28, 2008]

RECOMMENDED RESOLUTION:

THAT the Board of Governors approve one new offer as set out in Appendix A of the Report of the Senate Committee on Awards [dated May 28, 2008].

Action Requested: ☑ Approval  ☐ Discussion/Advice  ☐ Information

CONTEXT AND BACKGROUND:

In an electronic poll conducted between May 23 and May 26, 2008, the Senate Committee on Awards approved one offer as set out in Appendix A of the Report of the Senate Committee on Awards [dated May 28, 2008].

RESOURCE REQUIREMENTS:

The Awards will be funded from the various sources of funding identified within the Report.

IMPLICATIONS:

N/A

ALTERNATIVES:

N/A

CONSULTATION: [delete if not applicable]

This award decision complies with the published guidelines of November 3, 1999, and was reported to Senate for information on June 25, 2008.
Board of Governors Submission

Routing to the Board of Governors:

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Submission prepared by: Senate

Submission approved by: University Secretary

Attachments

- Report of the Senate Committee on Awards
REPORT OF THE SENATE COMMITTEE ON AWARDS

Preamble

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

On behalf of Senate, to approve and inform Senate of all new offers and 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 the policy on the Non-Acceptance of Discriminatory Scholarships, Bursaries or Fellowships, such offers shall be submitted to Senate for approval. (Senate, April 5, 2000)

Observation

In an electronic poll conducted between May 23 and May 26, 2008, the Senate Committee on Awards approved one new offer, as set out in Appendix A of the Report of the Senate Committee on Awards (dated May 28, 2008).

Recommendation

On behalf of Senate, the Senate Committee on Awards recommends that the Board of Governors approve one new offer, as set out in Appendix A of the Report of the Senate Committee on Awards (dated May 26, 2008). This award decision complies with the published guidelines of November 3, 1999, and is reported to Senate for information.

Respectfully submitted,

Dr. Rick Baydack
Chair, Senate Committee on Awards
Appendix A

MEETING OF THE SENATE COMMITTEE ON AWARDS
May 28, 2008

1. NEW OFFER

Purohit Bursary in Pharmacy

Mr. Bachu Purohit has established an endowment fund at the University of Manitoba, with an initial gift of ($2,000), to offer bursaries for students in the Faculty of Pharmacy. The Manitoba Scholarship and Bursary Initiative has made a contribution to this fund. The available annual income will be used to offer one bursary to a student who:

(1) is enrolled full-time in the third year of study in the Faculty of Pharmacy;
(2) has achieved a minimum grade point average of 2.0;
(3) has demonstrated financial need on the standard University of Manitoba bursary application form.

The selection committee will be the Faculty of Pharmacy Awards Committee.
AGENDA ITEM: Proposal to Establish a Professorship in Jazz Performance

RECOMMENDED RESOLUTION:

THAT the Board of Governors approve the establishment of a Professorship in Jazz Performance.

Action Requested: X Approval  □ Discussion/Advice  □ Information

CONTEXT AND BACKGROUND:

The Marcel A. Desautels Faculty of Music is proposing a Professorship in Jazz Performance to assist in providing the necessary staff complement for the new Bachelor of Jazz Studies program. This September welcomes the first incoming students for the Bachelor of Jazz Studies program. By the time these students reach their third year, the goal is to have four additional FTEs in place.

The professorship will be a tenured or tenure-track appointment.

RESOURCE REQUIREMENTS:

The Professorship will be funded through a $1 million endowed gift from the Asper Foundation and an additional $200,000 in endowed funds from fundraising.

IMPLICATIONS:

N/A

ALTERNATIVES:

N/A

CONSULTATION: [delete if not applicable]

In accordance with the University’s policy on Chairs and Professorships, this proposal has been endorsed by the Dean of the Marcel A. Desautels Faculty of Music and the Vice-President (Academic) and Provost. As the professorship has no research component, it does not require endorsement from the Senate Committee on University Research.

This proposal was considered and endorsed by Senate on September 3, 2008.
# Board of Governors Submission

Routing to the Board of Governors:

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Submission prepared by: Senate

Submission approved by: University Secretary

Attachments

- Memo from Dr. Edmund Dawe, Dean, Marcel A. Desautels Faculty of Music proposing the professorship.
In accordance with Section 2.1 of the University Governance Policy on Chairs and Professorships, this memo is a proposal to establish a Professorship in Jazz Performance in the Marcel A. Desautels Faculty of Music.

a. Type of appointment: Professorship

b. The name of the Professorship: Professorship in Jazz Performance

c. Purpose and objectives of the Professorship: To assist in providing the necessary staffing complement for the new Bachelor of Jazz Studies program.

d. Relationship of the goals of the Professorship to those of the proposing unit: The Professorship is directly linked to the goal of establishing a nationally and internationally recognized comprehensive undergraduate degree program in Jazz Studies.

e. The method by which the Professorship will be funded: The Professorship will be funded through a $1 Million endowed gift from the Asper Foundation, and an additional $200,000 in endowed funds generated through a fundraising campaign. The annual balance needed to fund the Professorship will be provided through the Faculty of Music’s budget and/or unrestricted endowment funds.

f. The general and specific required academic qualifications of the candidates or nominees: The successful candidate must hold an advanced degree in jazz performance and/or the equivalent of professional experience as a nationally or internationally recognized jazz musician.
g. The term of the appointment: The Professorship would be a tenure-stream appointment.

h. Any other provisions unique to the Professorship: None

Sincerely,

[Signature]

Edmund Dawe, D.M.A.
Dean, Marcel A. Desautels Faculty of Music
AGENDA ITEM: Proposal to Establish a Professorship in Supply Chain Management

RECOMMENDED RESOLUTION:

THAT the Board of Governors approve the establishment of a Professorship in Supply Chain Management [as recommended by Senate on June 25, 2008].

ACTION REQUESTED: ☒ Approval  ☐ Discussion/Advice  ☐ Information

CONTEXT AND BACKGROUND:

The I.H. Asper School of Business is proposing the establishment of a Professorship in Supply Chain Management. The holder of the Professorship would provide leadership in issues of transportation and supply chain management both within the Asper School of Business and in the broader business community in Manitoba and Canada.

The term of the appointment would be on a three-year renewable basis.

RESOURCE REQUIREMENTS:

The professorship would be established with a $750,000 gift made to the University in 2006 by CN.

IMPLICATIONS:

N/A

ALTERNATIVES:

N/A

CONSULTATION:

In accordance with the University’s policy on Chairs and Professorships, this proposal has been endorsed by the Dean of the I.H. Asper School of Business, the Vice-President (Academic) and Provost, and the Senate Committee on University Research. This proposal was considered and endorsed by Senate on June 25, 2008.
Board of Governors Submission

Routing to the Board of Governors:

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Submission prepared by: Senate

Submission approved by: University Secretary

Attachments

- Proposal to Establish a Professorship in Supply Chain Management in the I.H. Asper School of Business as required under University of Manitoba Governance.
Proposal to Establish a Professorship in Supply Chain Management  
In  
The I.H. Asper School of Business  
As required under University of Manitoba Governance  

Type of Appointment:  
Professorship  

Name of Professorship:  
The Professorship in Supply Chain Management. A proposal to name the professorship has been submitted separately.  

Purpose of Professorship:  
The Professorship in Supply Chain Management will be held by an established academic in the Department of Supply Chain Management who is a leading expert in transportation, logistics and supply chain management. The holder of the Professorship in Supply Chain Management will be expected to provide leadership in issues in transportation, supply chain management within the Asper School of Business and in the broader business community in Manitoba as well as Canada. The Holder will encourage and stimulate research and programming in the Department of Supply Chain Management at the Asper School of Business and at the University of Manitoba. In addition, the holder of the Professorship will develop a research agenda and support graduate students.  

Funding:  
The Professorship will be established in recognition of a $750,000 gift made to the University in 2006 by CN. The funds have been placed in the University Investment Trust advised endowment account.  

Qualifications:  

1. To assure the necessary standing and ongoing importance of the Professorship, the incumbent to be selected should have enjoyed tenure at The University of Manitoba or another university and be well regarded in the selected field, for at least five years. He or she should have a proven record in their chosen specialization and should already have gained a significant reputation in academic circles and preferably beyond. The Professorship will be expected to perform at a high level of academic achievement. Some measures of such achievements will include:  
   • Peer reviewed publications  
   • Ability to attract grant funds from recognized academic funding sources, e.g. SSHRC, NSERC, etc.  

Comments of the Senate Executive Committee:  
The Senate Executive Committee endorses the report to Senate.
- Ability to attract research partners (both academic and industry) that provide both access and funding.
- Supervise graduate students at the PhD and M Sc level.

**Term of Appointment:**

The term of the appointment will be on a three-year renewable basis to provide flexibility and the capacity, over time, to adapt the work and focus of the professorship to the requirements of a dynamic environment.

**Selection Committee:**

Will consist of:

- The Dean of the I.H. Asper School of Business or his/her designate as Chair
- The Head of the Department of Supply Chain Management. In the event the Department Head is a candidate for the Professorship, the Dean will appoint another tenured academic staff member from the Department of Supply Chain Management to serve on the selection Committee.
- A representative of the donor, CN. This will give CN an opportunity to communicate to the Asper School of Business its views about candidates for the appointment or reappointment of the Professorship, recognizing that final decision remains with the university.

The selection and appointment of an individual to the Professorship will be conducted in accordance with normal University policy and/or the provisions of the relevant Collective Agreement. The appointee shall be a full-time employee of the University of Manitoba.

**Support for the Appointment**

An annual income generated by the endowment provided by CN, will provide a minimum of 20% of salary and benefits to support the activities of the Professorship. This income can be used to fund research and other projects and related travel and expenditures in support of promoting academic excellence in the field supply chain management. The remaining annual endowment income will support graduate fellowships in the Department of Supply Chain Management.

The fiscal year, for the purposes of the Professorship, will coincide with the University’s fiscal year. Any unspent income at the end of each fiscal year shall be reinvested into the principal of the endowment fund.

**Reporting and Acknowledgement**

The holder of the Professorship shall submit an annual report on his or her activities to the Dean and to CN by April 30th following each year the Professorship is held. If the professorship is named, the title “CN Professor of Supply Chain Management” shall
appear on business cards, stationary, and all other university publications and like materials relating to the holder. Any research and conference papers or other public communication published by the individual holding this Professorship will include this title.

The laws of Manitoba and Canada and the policies and by-laws of the University of Manitoba apply to this Agreement. In spite of any provision of this Agreement, the University shall, at all times, operate in accordance with academic processes approved by the University Senate, and the academic freedom of its faculty members shall be maintained to the fullest.

12 June 2008
AGENDA ITEM: Proposal to Establish a Professorship in Marketing

RECOMMENDED RESOLUTION:

THAT the Board of Governors approve the establishment of a Professorship in Marketing [as recommended by Senate on June 25, 2008].

Action Requested: ☑ Approval  □ Discussion/Advice  □ Information

CONTEXT AND BACKGROUND:

The I.H. Asper School of Business is proposing the establishment of a Professorship in Marketing. The holder of this Professorship would provide leadership in the introduction of marketing concepts into the undergraduate and graduate marketing curriculum, and would encourage and stimulate research and programming in marketing.

The term of appointment will be five-years and is renewable.

RESOURCE REQUIREMENTS:

The professorship is fully funded by a donation of $320,000 given by Nabisco Brands Inc. in 1985 which is now valued in excess of $2 million. $500,000 of unspent capital will be allocated to this Professorship.

IMPLICATIONS:

N/A

ALTERNATIVES:

N/A

CONSULTATION:

In accordance with the University’s policy on Chairs and Professorships, this proposal has been endorsed by the Dean of the I.H. Asper School of Business, the Vice-President (Academic) and Provost, and the Senate Committee on University Research.

This proposal was considered and endorsed by Senate on June 25, 2008.
Board of Governors Submission

Routing to the Board of Governors:

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Submission prepared by: Senate

Submission approved by: University Secretary

Attachments

- Proposal to Establish a Professorship in Marketing in the I.H. Asper School of Business as required under University of Manitoba Governance.
Proposal to Establish a Professorship in Marketing
In
The I.H. Asper School of Business
As required under University of Manitoba Governance

Type of Appointment:
Professorship

Name of Professorship:
Professorship in Marketing. A proposal to name the professorship will be submitted separately.

Purpose of Professorship:
The holder of the Professorship in Marketing will provide leadership in the introduction of marketing concepts into the undergraduate and graduate marketing curriculum; and will encourage and stimulate research and programming in marketing at the Asper School of Business and at the University of Manitoba. In addition, the Professorship in Marketing will develop a research agenda and, where applicable, support graduate students.

Funding:
The Professorship will be established in recognition of a $320,000 gift made to the University in 1985 by Nabisco Brands Inc. The funds have been placed in the University Investment Trust advised endowment account. As of March 31, 2008, the total market value is in excess of $2 million ($2,063,587). $500,000 of unspent capital will be allocated to the Professorship.

Qualifications:
The Professorship in Marketing will be used to appoint, within the Faculty, a business educator who:

1) is a senior academic in the midst of a distinguished teaching and research career who can provide intellectual leadership in some specialization within the field of Marketing. This individual may be either a new or existing faculty member at the full or associate professor level.

2) is at the forefront of his/her field in Marketing.

3) has demonstrated a high level of performance in their teaching and research activities and has a well established reputation for research and publication.

Comments of the Senate Executive Committee:
The Senate Executive Committee endorses the report to Senate.
4) is prepared to devote his or her efforts to furthering research and teaching activities in the School with special emphasis on the Canadian context.

The appointee is not eligible to hold a F. Ross Johnson Fellowship while a holder of the Professorship.

**Term of Appointment:**

The term of the appointment will be on a five-year renewable basis.

**Selection Committee:**

Will consist of:

- The Dean of the I.H. Asper School of Business or his/her designate as Chair
- The Head of the Department of Marketing
- A marketing professor from a university outside of Manitoba.

The selection and appointment of an individual to the Professorship will be conducted in accordance with normal University policy and/or the provisions of the relevant Collective Agreement. The appointee shall be a full-time employee of the University of Manitoba.

**Support for the Appointment**

An annual income generated by the endowment provided by Nabisco Brands Inc., will be available to support the activities of the Professorship in Marketing. This income can be used to fund research and other projects and related travel and expenditures in support of promoting academic excellence in the field on Marketing, including the stipends of scholarly assistants. The holder may receive up to half the annual income in the form of a stipend.

The fiscal year, for the purposes of the Professorship, will coincide with the University’s fiscal year. Any unspent income at the end of each fiscal year shall be reinvested into the principal of the endowment fund.

**Reporting and Acknowledgement**

The holder of the Professorship shall submit an annual report on his or her activities to the Dean by April 30th following each year the Professorship is held. If the professorship is named, the title “F. Ross Johnson Professor of Marketing” shall appear on business cards, stationary, and all other university publications and like materials relating to the holder. Any research and conference papers or other public communication published by the individual holding this Professorship will include this title.

The laws of Manitoba and Canada and the policies and by-laws of the University of Manitoba apply to this Agreement. In spite of any provision of this Agreement, the University shall, at all times, operate in accordance with academic processes approved by
the University Senate, and the academic freedom of its faculty members shall be maintained to the fullest.

REVISED: 06 May 2008
AGENDA ITEM: Proposal for a Bachelor of Science (Honours) in Forensic Science

RECOMMENDED RESOLUTION:

THAT the Board of Governors approve the proposal for the Bachelor of Science (Honours) in Forensic Science [as recommended by Senate June 25, 2008].

Action Requested: X Approval  □ Discussion/Advice  □ Information

CONTEXT AND BACKGROUND:

All new programs require approval of the Board of Governors prior to being submitted to the Council on Post-Secondary Education (COPSE).

This program will provide students with a strong background in basic sciences while providing specialized training in gathering and analysis of evidence and presentation of such evidence in court. The program, while based in forensic science, has a significant interdisciplinary component. It is an honours program where students can choose a theme of study based on interest and abilities. The number of jobs in this field is increasing greatly.

The large number of programs in other countries speaks to the strong interest and student demand. This program differs from many of these programs in that it offers a strong science background which not only prepares students for discipline specific careers, but will also allow students to continue their education through graduate or professional studies. This will be the first B.Sc.(Honours) Forensic Science Program in Western Canada and the only program with training in Geoscience thus enabling the University to “differentiate itself from other Western Canadian Universities by carving out areas that are recognized as centres of regional research excellence.”

This program will bring respect to the University for providing an innovative interdisciplinary approach and attract top researchers and students. It will attract students from western Canada, northwestern Ontario and the northern United States and its uniqueness will likely attract students from across Canada. This program is targeted to undergraduate students interested in pursuing a highly rigorous, predominantly science-based degree in one of the four streams of forensic science — biology, chemistry, toxicology and the physical sciences.
**RESOURCE REQUIREMENTS:**

Enrolment in this program will be limited by laboratory and crime scene facilities, along with availability of equipment. An estimated maximum of 30-40 students per year can be readily accommodated with existing and proposed facilities. There is a substantial resource requirement including lab equipment, faculty and crime scene facilities.

New resources required (see page 25 of attachment) include:

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**TOTAL one time start-up Costs (not including salaries): $826,000**

**Yearly Costs including salaries (once program is fully operational): $500,900**

It is assumed that 35% of yearly program costs will be accrued through tuition.

**IMPLICATIONS:**

By building on local research strengths (analytical chemistry, molecular biology, geological sciences) and ties with local experts (RCMP, Winnipeg Police and Fire Department, Chief Medical Examiner) the University of Manitoba is well positioned to provide the preeminent Forensic Science Program in Canada. This program represents the first honours program in this field in western Canada, all others are located in Ontario.

**ALTERNATIVES:**

N/A

**CONSULTATION:** [delete if not applicable]

Representatives from the RCMP Forensic Laboratory Service, City of Winnipeg Police Forensic Identification Units, Medical Examiners Office and clinical laboratories were consulted from the outset of the program development. In addition, other faculties at the University of Manitoba were consulted.
Board of Governors Submission

Routing to the Board of Governors:

<table>
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<th>Reviewed</th>
<th>Recommended</th>
<th>By</th>
<th>Date</th>
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<tbody>
<tr>
<td>x</td>
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<td>April 9, 2008</td>
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<td>June 11, 2008</td>
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<td>Senate</td>
<td>June 25, 2008</td>
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Submission prepared by: 

Senate

Submission approved by: University Secretary.

Attachments

- Report of the Senate Committee on Curriculum and Course Changes [dated April 9, 2008]
- Report of the Senate Planning & Priorities Committee [dated May 26, 2008]
- Program Proposal document
April 9, 2008

Report of the Senate Committee on Curriculum and Course Changes on a Proposal to Introduce a Bachelor of Science (Honours) in Forensic Science Degree

Preamble

1. The terms of reference for the Senate Committee on Curriculum and Course Changes (SCCCC) are found on the website at: http://www.umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/497.htm.

2. The Senate Committee on Curriculum and Course Changes considered a proposal to introduce a Bachelor of Science (Honours) in Forensic Science Degree at its meeting on April 9, 2008.

Observations

1. This program will provide students with a strong basic science background and specialization in Forensic Chemistry, Toxicology, Biology or Physical Evidence. The majority of courses are delivered by the Faculty of Science with some required courses from the Faculties of Arts, Agricultural and Foods Sciences and the Clayton H. Riddell Faculty of the Environment, Earth and Resources.

2. Core courses in crime scene investigation will be co-taught by university instructors and forensic specialists from, for example, RCMP Forensic Laboratory Services, Winnipeg Police Forensic Identification Unit and the Chief Medical Examiner’s Office.

3. Each of the four streams is designed to provide graduates with the training required to pursue a career in the given scientific discipline, forensic-based or not, to seamlessly enter a graduate program, forensic-based or not, or to enter professional degree programs (e.g. medicine, dentistry, pharmacy, law, education).

4. No comparable programs exist in Manitoba. Within Canada, an Honours B.Sc. offered by the University of Manitoba will draw students from western Canada, northwestern Ontario and the northern United States but its uniqueness will likely attract students from across Canada.

5. Predicted enrolment is 30 students per year.

6. Letters of support and external evaluations have been received from the Office of the Chief Medical Examiner, Winnipeg RCMP Forensic Laboratory Services, Winnipeg Police Services, Manitoba Museum, the Faculties of Arts, Agricultural and Food Sciences, Dentistry, Engineering, Human Ecology, Law, Medicine, Nursing, Pharmacy, Architecture, School of Art, Asper School of Business, Clayton H. Riddell Faculty of Environment, Earth and Resources. Representatives from the following departments have been involved in the development of this proposal: Psychology, Anthropology, Sociology and Entomology, in addition to all departments in the Faculty of Science.
7. The proposed curriculum was based on the Forensic Science Education Programs Accreditation Commission (FEPAC) set up by the American Academy of Forensic Sciences.

8. The Faculty is proposing the introduction of eight new courses: FORS 3XXX Introductory Forensic Investigation (3), FORS 3XXY Forensic Evidence/Expert Witness (3), FORS 3XXZ Advanced Forensic Identification (3), FORS 4XXX Forensic Science Research Project (6), FORS 4XXY Forensic Biology (3), FORS 4XXZ Forensic Toxicology (3), FORS 4XYY Forensic Chemistry (3), and FORS 4XYZ Forensic Physics (3).

Recommendation

The Senate Committee on Curriculum and Course Changes recommends THAT:

Senate approve and recommend to the Board of Governors, the proposal to introduce a Bachelor of Science (Honours) Degree in Forensic Science.

Respectfully submitted,

Professor H. Frankel, Acting Chair
Senate Committee on Curriculum and Course Changes

Faculty of Science

Course introductions:

FORS 3XXX Introductory Forensic Investigation Cr.Hrs. 3 (Lab Required) +3
This is the first practical introduction to the crime scene. The theory and practice of the following will be covered: crime scene protocols, management, reconstruction, and record keeping; image collection, storage and enhancement; chain of custody; preservation of evidence. Registration restricted to Honours Forensic Science students. Prerequisites: FORS 2000 (B), CHEM 2470 (B), CHEM 2210 (B), and MBIO/ CHEM 2360(B).

FORS 3XXY Forensic Evidence/Expert Witness Cr.Hrs. 3 (Lab Required) +3
This course explores the role of the Forensic Scientist in providing information in the context of the Canadian legal system. Rules and procedures governing the collection and admissibility of evidence will be covered along with the reliability of evidence. Students will receive practical instruction via mock court presentations and preparation of court reports. Registration restricted to Honours Forensic Science students. Prerequisites: FORS 3XXX (B).

FORS 3XXZ Advanced Forensic Identification Cr.Hrs. 3 (Lab Required) +3
This course focuses on the in depth study of the practical aspects of criminal investigations. Students will build on the basic search and collection skills acquired in FORS 3XXX Introductory Forensic Investigation and court report writing and presentation skills acquired in FORS 3XXY Forensic Evidence and the Expert Witness. Various types of crime scenes will be used for the search, collection, and basic analysis of evidence. Analyses will be used to prepare court
reports and/or presented in mock court settings. Registration restricted to Honours Forensic Science students. Prerequisites: FORS 3XXY (B), CHEM 3590 (B), GEOL 2060, and SOIL 4130.

FORS 4XXX Forensic Science Research Project Cr.Hrs. 6 (Lab Required) +6
Students carry out independent forensic science based research in their area of interest under the supervision of a faculty member or an external forensic professional. Results will be presented as an interim oral report and a written journal style paper. Registration restricted to Year 4 Honours Forensic Science students. Prerequisite: FORS 3XXZ (B).

FORS 4XXY Forensic Biology Cr.Hrs. 3 (Lab Required) +3
The recovery and analysis of body fluids and other biological specimens will be the main focus of this course. Analyses include identification and comparison of genetic markers, genotyping, immunological testing, biomolecule identification, blood grouping, plant and insect identification. DNA databanks will be used and DNA profiling examined. Basic forensic pathology will be covered as pertaining to the cause, manner and time of death. The use of biological analyses as evidence in a courtroom will be examined Prerequisites: FORS 3XXZ (B), BOTN 2460 (B), CHEM/MBIO 2370 (B), and MBIO 3410 (B) or consent of instructor.

FORS 4XXZ Forensic Toxicology Cr.Hrs. 3 (Lab Required) +3
The role of the Forensic Toxicologist in criminal and death investigation will be studied. Emphasis will be placed on the sue of analytical and chemical procedures for the detection of drugs and poisons from body fluids and tissues. Prerequisites: FORS 3XXZ (B), CHEM 2220 (B), and ZOOL 2180 (B) or consent of instructor.

FORS 4XYY Forensic Chemistry Cr.Hrs. 3 (Lab Required) +3
Analysis of various forms of forensic evidence using instrumental and analytical chemistry techniques. Biological and physical evidence will be examined including human remains, paint, fibres, fire and explosion remains, etc. Prerequisites: FORS 3XXZ (B), CHEM 3590 (B) or consent of instructor.

FORS 4XYZ Forensic Physics Cr.Hrs. 3 (Lab Required) +3
This course introduces the student to forensic applications of physics, via the study of selected topics. Students will study the physics behind investigative methods used to gather evidence and reconstruct crime events. Prerequisites: FORS 3XXZ (B), PHYS 2650 (B), PHYS 3670 (B) or consent of instructor.

/mb
Report of the Senate Planning and Priorities Committee on the proposal to introduce a Bachelor of Science (Honours) in Forensic Science Program

Preamble

1. The terms of reference of the Senate Planning and Priorities Committee (SPPC) are found on the website at: http://www.umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/508.htm, wherein SPPC is charged with making recommendations to Senate regarding proposed academic programs.

2. The Faculty of Science has approved its proposed Bachelor of Science (Honours) in Forensic Science Program and it recommends that Senate approve this new degree program.

Observations

1. The proposed program seeks to provide an interdisciplinary degree program in Forensic Science which would provide students with a strong basic science background and possible specializations in Forensic Chemistry, Toxicology, Biology and Physical Evidence. While the majority of the courses are delivered by the Faculty of Science, the program will also include required courses from the Faculty of Arts, Faculty of Agricultural and Food Sciences, and the Clayton H. Riddell Faculty of the Environment, Earth, and Resources.

2. The program is being proposed to meet the increasing need for well trained scientists to work in areas of Forensic Biology (DNA analyses), Chemistry (trace evidence) and Toxicology (Drug, Alcohol, etc.). The proposal indicates that potential employers would be laboratories such as RCMP Forensic Laboratory Services, police services (forensic identification units, fire investigation units), medical examiners and coroner’s offices, insurance investigation units, and government agencies such as immigration and customs. The technologists in all of these areas require a minimum of a B.Sc. Honours in a related discipline.

3. The committee noted that the Program will require a significant amount of new resources to fully implement the proposed program. This would include 3 FTE academic positions, 5 sessional instructors, 1 lab steward 2, 0.5 office assistant, 23 teaching assistanceships, for total staff costs $381,000 with a one time start up staff cost of $200,000. In addition the proposed program would require a $90,000 of one time funding to develop a crime scene house and a crime scene garage with an annual maintenance fee of $5,000. Finally, the proposed program would require $391,500 for new equipment and $50,000 for annual replacement and maintenance of equipment. The total one time start up costs for the program would be $826,000 and the annual on going baseline cost for the program would be $500,900.
4. The committee noted that the Director of Libraries has indicated that the Libraries' collections could support the proposed new program with the following additions: an additional expenditure of $6800 to fortify its monograph collection; an additional annual maintenance cost of $400 per year for an e-subscription to the Journal of Forensic Sciences and up to $1500 per year for continued monograph additions.

5. The committee noted that the proposed program will require a significant amount of additional laboratory space to implement the program as proposed. It was assured by the Faculty of Science that space would be made available as part of the additional laboratory space which will be allocated to the Faculty of Science as part of "Project Domino".

6. The committee noted letters of support for the proposed program were received from many Faculties including the Faculties of Arts, Architecture, Agricultural and Food Sciences, the Clayton H. Riddell Faculty of the Environment, Earth, and Resources, Dentistry, Education, Engineering, Fine Arts, Law, Medicine, and Nursing.

**Recommendations:**

The SPPC recommends THAT:

Senate approve and recommend to the Board of Governors that it approve the proposed Bachelor of Science (Honours) in Forensic Science Program. The Senate Planning and Priorities Committee recommends that the Vice-President (Academic) not implement the program until he is satisfied that there would be sufficient space and sufficient new funding to support the ongoing operation of the program.

Respectfully submitted,

Norman R. Hunter, Chair
Senate Planning and Priorities Committee
Proposal for a Bachelor of Science (Honours) in Forensic Science

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Comments of the Senate Executive Committee:
The Senate Executive Committee endorses
the report to Senate.
SECTION I: Program Description:

1.1 Description of the program as it would appear in a catalogue:

Forensic Science is the impartial, analytical study of evidence collected from a crime scene for use in legal investigations. Forensic Science is multidisciplinary, based largely on biological, chemical and physical sciences; however, also drawing from mathematical sciences, geological sciences, soil sciences and social sciences such as anthropology and sociology (criminology). The Forensic Scientist is first and foremost a scientist receiving a strong background in the basic sciences but will also receive specialized training in gathering and analysis of evidence and presentation of such evidence in the court of law.

The Bachelor of Science (Honours) in Forensic Science will provide students with a strong basic science background and specialization in Forensic Chemistry (Trace Analysis), Forensic Toxicology (including Controlled Substances), Forensics Biology (primarily DNA analysis) or Forensic Physical Evidence (e.g. Firearms, Impressions). Although the majority of courses are delivered by the Faculty of Science, courses from the Faculty of Arts, Faculty of Agricultural and Food Sciences, and the Clayton H. Riddell Faculty of the Environment, Earth and Resources are required.

1.2 Program educational objectives and learning outcomes:

The University of Manitoba is well positioned to offer a high quality, interdisciplinary program with streams in the key forensic science areas. A Bachelor of Science Honours program will provide the rigor of an Honours program to the best and the brightest students with the ability to excel in analytical scientific study and critical thinking, and be able to correlate information from a variety of sources and clearly present their findings in court.

Students will take a common core of 1000, 2000, 3000 and 4000 level required science and social science courses. Specialization in the traditional streams, as defined by the American Academy of Forensic Sciences (AAFS, see Appendix 4), include Forensic Biology, Forensic Chemistry (Trace Elements), Forensic Toxicology (Controlled Substances), or Forensic Physical Evidence (Firearms/Impression Evidence) and begins after students have built a solid basic science background from the core 1000 and 2000 level courses. The first year resembles a typical first year science program including introductory biology, chemistry, physics and math. The core includes all University 1 required elements. Students will be required to take 5 core forensic science courses, including FORS 2XXX (Introductory Forensic Science) which is designed a W (writing) course. The core forensic science courses must be taken in sequence. Introductory Forensic Science is followed by 3 intensive practical courses, where students will learn the theory and practice of sample collection and identification, and communication skills specific to forensics. A mock Crime Scene will be used for instruction and testing. Mock trials will allow students to practice and be tested on presenting evidence in court. The last forensic science core course is an independent Honours Research Project course to be taken in the final year of the program under the supervision of either faculty members doing forensic science research or forensic science specialists in the field. In addition to the core courses, students will be required to take stream specific courses, including specifically designed forensics courses, and a short but comprehensive list of suitable electives.

Core courses in crime scene investigation will be co-taught by university instructors and forensic specialists from, for example, RCMP Forensic Laboratory Services, Winnipeg Police Forensic
Identification Unit and the Chief Medical Examiner's Office. Students will not only develop laboratory skills but also oral and written communication skills. Each stream is designed to provide graduating students with the training required to pursue a career in the given scientific discipline, forensic-based or not, to seamlessly enter a graduate program, forensic-based or not, or to enter professional degree programs (e.g., medicine, dentistry, pharmacy, law, education). With this in mind, each stream is designed with limited room for electives, with the rationale of providing graduating students with the essential tools required for this profession. The aim is not only to "train" forensic scientists but to give the exceptional scientifically gifted student the flexibility to continue in the field of forensics or apply their knowledge to other aspects of their given discipline.

1.3 Program Requirements:

1.3.1 Admission Requirements:
Students must meet the Faculty of Science requirements for entry into an Honours Program; a Degree GPA (DGPA) of not less than 2.5 on all courses completed at the end of Year 1 (minimum 24 credit hours). Also, students must have a minimum grade of B in BIOL 1030, CHEM 1310, PHYS 1070 and MATH 1700 and a minimum grade of C+ in BIOL 1020, CHEM 1300, MATH 1500, PHYS 1020 or PHYS 1050 and SOC 1200. Existing university repeat rules will be followed.

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<tr>
<th>Courses Required for Admission:</th>
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<tr>
<td>BIOL 1020 Biology 1: Principles and Themes</td>
<td>3</td>
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<tr>
<td>BIOL 1030 Biology 2: Biological Diversity, Function and Interactions</td>
<td>3</td>
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<tr>
<td>CHEM 1300 Chemistry: Structure and Modeling</td>
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</tr>
<tr>
<td>CHEM 1310 Chemistry: Introduction to Physical Chemistry</td>
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</tr>
<tr>
<td>MATH 1500 Introduction to Calculus (M requirement)</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1700 Calculus 2 (M requirement)</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 1020 or 1050 General Physics 1/Physics 1: Mechanics</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 1070 Physics 2: Waves and Modern Physics</td>
<td>3</td>
</tr>
<tr>
<td>SOC 1200 Introduction to Sociology</td>
<td>6</td>
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</tbody>
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1.3.2 Continuation and Graduation Requirements:
Once accepted, Faculty of Science Academic Regulations for Honours Programs will apply. Students must maintain a DGPA \( \geq 3.0 \) and a minimum grade of "B" on all Common Core Courses and "C+" on all Stream Specific Courses, including electives, in all terms. A minimum of 9 credit hours per term are required. No more than 15 credit hours of F's can be accumulated, regardless if the course has been repeated and a higher grade achieved. Core Forensics courses must be taken in sequence and the 4th year Honours Research project course must be taken in the final year of the program. A Degree GPA \( \geq 3.0 \) is required for graduation. Students who do not meet these minimum requirements will be required to withdraw from the program and will normally be eligible to enter the 3 Year General B. Sc Program or a 4 year Major Program in the most appropriate discipline (e.g., Chemistry, Physics, Biological Sciences, Microbiology, Geological Sciences).
Common Core Courses - required for all streams

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<td>GEOL 1340</td>
<td>The Dynamic Earth</td>
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<td>STAT 1000</td>
<td>Basic Statistical Analysis I</td>
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<td>CHEM 2210</td>
<td>Organic Chemistry I: Structure and Function</td>
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<td>CHEM/MBIO 2360</td>
<td>Biochemistry I: Biomolecules and Metabolic Energy</td>
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<td>CHEM 2470</td>
<td>Introductory Analytical Chemistry</td>
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<td>*FORS 2XXX W</td>
<td>Introductory Forensic Science</td>
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<tr>
<td>GEOL 2060</td>
<td>Introduction to Geophysics</td>
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<td>PHYS 2260</td>
<td>Optics</td>
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<td>SOC 2510</td>
<td>Criminology</td>
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<td>SOC 2610</td>
<td>Sociology of Criminal Justice and Corrections</td>
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<td>CHEM 3590</td>
<td>Instrumental Analysis</td>
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<td>SOIL 4130</td>
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Stream Specific Required Courses:

a. Forensic Biology (Molecular Biology)

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<td>Biochemistry 2: Catabolism, Synthesis and Pathways</td>
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<td>MBIO 2100</td>
<td>General Microbiology A</td>
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<td>ZOOL 2280</td>
<td>Cell Biology</td>
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<td>MBIO 3410</td>
<td>Molecular Biology</td>
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<td>*FORS 4XXY</td>
<td>Forensic Biology</td>
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120 Total

b. Forensic Chemistry (Trace Analysis)

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<td>Organic Chemistry II: Reactivity and Synthesis</td>
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<td>CHEM 2280</td>
<td>Physical Chemistry</td>
<td>3</td>
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<tr>
<td>CHEM/MBIO 2370</td>
<td>Biochemistry 2: Catabolism, Synthesis and Pathways</td>
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<td>CHEM 2380</td>
<td>Chemistry of Main Group Elements</td>
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<td>CHEM 3370</td>
<td>Symmetry, Spectroscopy and Structure</td>
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<td>CHEM 4590</td>
<td>Bioanalytical Methods</td>
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<td>*FORS 4XXY</td>
<td>Forensic Chemistry</td>
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<td>*FORS/GEOL 4XZZ Forensic Geoscience</td>
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120 Total
c. Forensic Toxicology (Controlled Substances)
CHEM 2220 Organic Chemistry II: Reactivity and Synthesis 3
CHEM 2280 Physical Chemistry 3
CHEM/MBIO 2370 Biochemistry 2: Catabolism, Synthesis and Pathways 3
CHEM 2380 Chemistry of Main Group Elements 3
MBIO 2100 General Microbiology A 3
ZOOL 2180 Introductory Toxicology 3
*FORS 4XXZ Forensic Toxicology 3
*FORS 4XYY Forensic Chemistry 3
**Electives 15

120 Total

d. Forensic Physical Evidence (Firearms/Impression Evidence etc.)
CHEM 2280 Physical Chemistry 3
PHYS 2390 Theoretical Physics 1 3
PHYS 2490 Theoretical Physics 2 3
PHYS 2600 Electromagnetic Field Theory 3
PHYS 2650 Classical Mechanics 3
PHYS 3670 Classical Thermodynamics 3
*FORS 4XXY Forensic Chemistry 3
*FORS 4XYZ Forensic Physics 3
**Electives 15

120 Total

*FORS = New Courses
** Electives – minimum of 9 Cr. Hrs at the 3000/4000 level. See list of acceptable electives.

Electives (minimum of 9 Cr. Hrs. at the 3000/4000 level):
ANTH 2820 Human Osteology
ANTH 2860 Human Population Biology
ANTH 2890 Evolution and Human Diversity
ANTH 3730 Forensic Anthropology (Human skeletal remains)
BOTN 2010 Plant Structure and Function 1
BOTN 3190 Plant Anatomy
BOTN 3460 Genetics 2
BOTN 4460 Molecular Biology for Plants and Fungi
CHEM 2220 Organic Chemistry II: Reactivity and Synthesis
CHEM 2280 Physical Chemistry
CHEM 2290 Chemical Energetics and Dynamics
CHEM/MBIO 2370 Biochemistry 2: Catabolism, Synthesis and Pathways
CHEM 2380 Chemistry of Main group Elements
CHEM 3370 Symmetry, Spectroscopy and Structure
CHEM 3380 Inorganic Chemistry
CHEM 4590 Bioanalytical Methods
CHEM 4600 Advanced Chemistry Techniques
CHEM 4620 Biochemistry of Nucleic Acids
CHEM 4630 Biochemistry of Proteins
CHEM 4670  Drug Design and Drug Delivery
ENTM 2050  Introductory Entomology
ENVR 3300  Methods in Ecotoxicology
ENVR 4180  Ecotoxicological Risk Characterization
FMLY 2800  Family Violence
*FORS 4XXY  Forensic Biology
*FORS 4XXZ  Forensic Toxicology
*FORS 4XYY  Forensic Chemistry
*FORS 4XYZ  Forensic Physics
*FORS/GEOL 4XXZ Forensic Geoscience
GEOL 2530  Introductory Seismology, Petrology and Stratigraphy
GEOL 3740  Exploration Seismology
GEOL 3810  Applied Geophysics
GEOL 4280  Instrumental Methods in Geology
MBIO 2100  Microbiology A
MBIO 2110  Microbiology B
MBIO 3010  Microbial Mechanisms of Disease
MBIO 3410  Molecular Biology
MBIO 4010  Immunology
MBIO 4570  Recombinant DNA Technology
PHYS 2390  Theoretical Physics 1
PHYS 2490  Theoretical Physics 2
PHYS 2600  Electromagnetic Field Theory
PHYS 2610  Circuit Theory and Electronics
PHYS 2650  Classical Mechanics
PHYS 3220  Medical Physics and Physiological Measurement
PHYS 3670  Classical Thermodynamics
PHYS 4520  Solid State Physics
PLNT 3140  Introductory Cytogenetics
SOIL 3600  Soils and Landscapes in Our Environment
STAT 2400  Introduction to Probability
STDO 1200  Fundamentals of Drawing
STDO 1220  Basic Design
STDO 1260  Drawing for Non-Majors
ZOOL 2180  Introductory Toxicology
ZOOL 2530  Human Physiology 1
ZOOL 2540  Human Physiology 2
ZOOL 3060  Comparative Animal Histology
ZOOL 4140  Microtechnique
ZOOL 4840  Environmental Toxicology
1.4 Program fit with institutional mission and planning priorities:

1.4.1 University of Manitoba Priorities:


1. **Provide access to an exceptional education.** We have designed an innovative high quality interdisciplinary program that emphasizes problem-based learning. This interdisciplinary program draws from expertise in the Faculties of Agricultural and Food Sciences, Arts, Science and the Clayton Riddell Faculty of the Environment, Earth and Resources. Other faculties and schools have voiced interest in either participating in teaching, mentoring research project students or developing forensic streams or minors. The basis of the program is derived from the core curriculum specified by the American accrediting organization, EiEPAC, and was carefully designed as an Honours program allowing for the seamless progression in graduate or professional programs. Forensic Science is a problem based discipline and students will receive the highest quality instruction from university personnel and local forensic specialists.

2. **Attract and retain the best.** This exciting new program will attract students not only from Winnipeg and Manitoba but across the Western Provinces, Northwestern Ontario and our neighbouring States. This will be the first Forensic Science Honours program in Western Canada. Grade based admission and rigorous continuation requirements will attract the best and the brightest students who are looking for a high quality science based education in an emerging field. Likewise, being only one of a very few programs in Canada, we will be able to attract the best and the brightest new faculty members with expertise in this emerging field.

3. **Be a centre for research and graduate education that makes a difference to our Province, our Nation, and our World.** We will be bringing together faculty members from a wide range of disciplines to develop and deliver the new forensic science courses and mentor Honours project students. New faculty members trained in a variety of forensic science specialties will be hired (Program Director, stream specific course instructors). This will de facto bring new research expertise into the university which will naturally foster new research directions across many faculties and stimulate innovative collaborations and funding opportunities. One can easily extrapolate a successful undergraduate program into new graduate programs, or streams within existing graduate programs.

4. **Provide the human, physical and technological infrastructure necessary for learning and research.** State-of-the-art equipped analytical and molecular biological laboratories are essential for the successful training of forensic scientists. The Manitoba Chemical Analysis Laboratory (MCAL), housed in the Department of Chemistry, funded in part by the Western Economic Diversification, will be used to provide the analytical training for students in this program. Funding for an equally sophisticated molecular biology laboratory will be required for this program. As currently exists with MCAL, new facilities will be available to the benefit of students and researchers from other units and programs.

5. **Be a centre of our community: On Manitoba.** This has been easily addressed in all of the above points. In particular, this will be the first B. Sc Honours Forensic Science Program in Western Canada and the only program with training in Geoscience, and thus will "enable the University of Manitoba to differentiate itself from other Western Canadian Universities by carving out areas that are recognized as centres of regional research excellence." This program will bring respect to the University for providing an innovative interdisciplinary approach and attract top researchers and students.
1.4.2 **Faculty of Science Priorities:**
The proposed B.Sc. Honours in Forensic Science satisfies all nine Strategic Priorities of the Faculty of Science, as outlined in the 2007 Faculty of Science Interim Integrated Plan: An Agenda for Excellence, Innovation and Renewal. Notable priorities include:

a. Create a pervasive atmosphere that fosters innovation and experimentation with new programs and program options. Develop modern, innovative and excellent undergraduate programs and program options. Build a reputation for innovation.

b. Ensure that our courses, especially at first year, are as good as they can be, and are delivered as well as resources permit.

c. Embrace and respond to evolving needs of our society and our students.

d. Promote ourselves as the place for excellent and innovative students, academic programs, and research, one that offers students a breadth of options that few other in Canada can.

e. Recruit and retain the best: staff, graduate and undergraduate students.

f. Maintain undergraduate student numbers, and grow our graduate programs.

The fit with these priorities has already been addressed above. This will be a new, innovative program that will attract the best and the brightest students and faculty. New research directions and graduate programs will follow as a natural progression. This program has the potential to become the showcase for the Faculty and the University.

1.5 **Comparison to existing programs:**

No comparable programs currently exist in the Province of Manitoba. Presently there are eight Canadian institutions that offer forensic science programs. The other four year university degrees (Honours and/or Majors) similar to that described in this proposal are offered by five Ontario universities: University of Toronto-Mississauga, University of Windsor, Trent University, University of Ontario Institute of Technology (UOIT) and Laurentian University, with Laurentian being the geographically closest to Winnipeg. Post-degree or technical college/university joint programs are offered by the remaining institutions (Saint Mary's University, Mount Royal College and British Columbia Institute of Technology). Over 200 programs exist in the US; the geographically closest being a social science focused program at the University of North Dakota. In the United Kingdom over 400 institutions provide some sort of forensic science training. Forensic Science is also popular in Australia, with programs in almost all of the major universities and more than double the number in Canada.

The large number of programs in other countries speaks to the strong interest and student demand. The majority of existing programs do not have a strong scientific framework. In the US, the American Academy of Forensic Sciences (AAFS) has set up the Forensic Science Education Programs Accreditation Commission (FEPAC) to review and grant accreditation to programs following a prescribed curriculum. We used the FEPAC model curriculum as the basis of our program to ensure rigor and to have a recognized program in place in anticipation of a future Canadian accreditation process. Currently Canadian programs are not required to undergo an accreditation, however, there is a strong indication in the Canadian community that this will not be far off.

Within Canada, an Honours B.Sc. offered by the University of Manitoba will draw students from our nearest neighbours, Western Canada, Northwestern Ontario and the Northern United States but its uniqueness will likely attract student from across Canada. Our program is the only one offering the FEPAC based streams and curricula. In addition, our program is the only one recognizing the new forensic field of isotope tracing and the importance of ground surface/soil-based evidence in forensic investigation. By building on local research strengths (analytical chemistry, molecular biology, geological sciences) and ties with local experts (RCMP, Winnipeg Police and Fire Department, Chief Medical Examiner) the University of Manitoba is well positioned to provide the preeminent Forensic Science Program in Canada.
SECTION II: Market Need and Market Demand for the Program

2.1 Local or provincial market needs for graduates:

The need for well trained scientists working in various forensic fields has been increasing over the past 10 years, particularly in the areas of Forensic Biology (i.e. DNA analyses), Chemistry (trace evidence) and Toxicology. For example, the increased need for DNA analyses has forced RCMP and Police units to have samples processed by private laboratories to reduce the backlog and increase the turn around time for results. In addition, this program not only prepares graduates for a career in forensic science but also prepares them for discipline specific careers, graduate school and for entry into professional degree programs. Graduates will receive a solid background in the core sciences plus enhanced training in Chemistry, Physics or Biological Sciences, depending on the chosen stream. Depending on choice of stream and electives, students will have the required courses for application into professional programs such as medicine, dentistry, pharmacy, or law. In addition, all streams are specifically designed to contain the essential requirements for seamless entry into the stream specific graduate programs. Potential employers include forensic laboratories such as the RCMP Forensic Laboratory Services, police services (Forensic Identification Units), fire investigation units, medical examiner or coroners’ offices, insurance investigation units, and government agencies (e.g. immigration, customs and excise). Technologists in all of these areas require, as a minimum, a B.Sc. Honours in a related discipline.

2.2 Probable employment destinations:

There are many potential employers for students graduating from the proposed program. Although some employers are specific forensic science laboratories the majority of employers require employees with substantial training in analytical sciences. Graduates will also be suitable for positions in biotechnology and pharmaceutical sectors along with institute or university based research facilities. Within the Province of Manitoba, potential employers include: RCMP Forensic Laboratory Services, City of Winnipeg Police Forensic Identification Units, various hospital clinical labs (e.g. Health Sciences Centre, St. Boniface General Hospital), pharmaceutical/biotechnology companies (e.g. Biovail, Cangene, Apotex), any lab where analytical and quality control expertise required (Envirotest, Vita Health, Maple Leaf Pork, etc.), National Microbiology Laboratory and the National Research Council Institute for Biodiagnostics. Graduates will also be employable in similar industries, agencies and laboratories across Canada. In some workplaces graduates will require additional training and credentials (e.g. RCMP, Police) obtained prior to or during initial employment.

Employment will not be limited to Canada but will include the US, UK and Australia. The program was specifically designed following model curricula outlined by the American Association of Forensic Sciences (AAFS) Forensic Science Education Programs Accreditation Commission (FEPAC) to ensure graduates will be employable abroad. For example, there were 78 employment positions listed on the AAFS website and 105 positions on the Australian employment website (www.seek.com.au) on November 30, 2007, requiring all levels of forensic science training (B. Sc to PhD).

2.3 Consultation with relevant groups/agencies:

From the outset representatives from the RCMP Forensic Laboratory Service, City of Winnipeg Police Forensic Identification Units, Medical Examiners Office and clinical laboratories were consulted. Their input was factored into the program development and many played a key role in crafting the new forensic science courses. The overwhelming consensus was that graduates must have a strong scientific background with particular emphasis on analytical and communication skills. The ideal employee must have at a minimum a B. Sc. Honours degree.
2.4 **Fit with provincial economic, social and cultural priorities:**

Along with the obvious fit with the 2005 Action Strategy for Economic Growth priorities of “education first” and “building through research and innovation”, a Forensic Science Program, as we have proposed, targets several of the key areas of the Manitoba 2006 Action Strategy “Reaching Beyond our Borders”. Of these, two are well represented by the proposed program: 1. encouraging research and development in life sciences; 2. supporting the attraction of more international students through innovative projects. Student and professors participating in the Forensic Biology Stream will be involved in life science focused research including, for example, molecular biology, pathology, odontology, and entomology. The Forensic Science Program is specifically designed using FEPAC standards to provide students a suitable background to study in universities outside of Canada and will attract students from particularly the US, Australia and Britain. The 4th year research project course will stimulate research in all aspects of forensics, to be pursued at the University of Manitoba or any appropriate university and in any forensic facility across Canada or abroad. The Faculty of Science, in conjunction with the International Student Centre, will encourage foreign students with suitable training to pursue part of their degrees as exchange students. Presently the University has exchange agreements with many universities. Our specific interest lies with Deakin University, Flinders University and Griffith University, all Australian universities with comparable Forensic Science programs. Thus this new program will stimulate research in not only the life sciences but all sciences, and attract international students.

2.5 **Potential for job creation and research and development:**

The time is perfect for bright entrepreneurial graduates to develop analytical laboratory based companies to service the needs of RCMP and police investigations. Presently the RCMP Forensic Laboratory Service does not have adequate facilities and personnel to process all the urgently required forensic samples and are sending samples to private labs for processing. There are very few such labs equipped to perform proper analyses. One could easily project that in the near future private labs will be utilized for most routine analyses and graduates of our program will have the ideal training to manage and staff these companies.

New directions in research will naturally follow once this program has begun. New faculty members will have to be hired to teach the forensic specific courses. As Assistant/Associate Professors a major portion of their duties will be research based. Given the interdisciplinary nature of the field there will be great incentive to form interfaculty collaborations plus collaborations with other like-minded researchers across Canada and abroad. Discussions and correspondence with other faculties have already stirred interest in joint programs or minors in such areas as Forensic Art /New Media, or Family Studies. Forensic studies are far reaching. Initially new directions in research can be piloted by encouraging members from all relevant units to mentor senior Forensic Science Research Project students. Successful student projects in new areas of research can lead to the development of new research programs. National funding agencies are rapidly moving towards funding interdisciplinary and collaborative research (e.g. Collaborative Health Research Council) and will be one source of new monies to the University and Province.

**SECTION III: Student demand for the program**

3.1 **Students the program will serve:**

This program is targeted to undergraduate students interested in pursuing a highly rigorous, predominantly science-based degree in one of the four streams of forensic science – biology, chemistry, toxicology and the physical sciences. The admission process is highly competitive and the continuation requirements require students to maintain a high standard. The target student must be interested in the analytical sciences but also must be willing to develop exceptional communication skills. Four streams
in very distinct science areas will attract students from a variety of backgrounds and interests ranging from the biological to the physical sciences. Besides training forensic scientists, the program is designed such that students wanting to pair their first degree in Forensic Science with a professional degree in Medicine, Dentistry or Pharmacy will have, depending on electives selected, the entrance requirements for each of these programs. The program is also designed for the seamless entry into graduate programs in Forensic Science or any of the stream areas (chemistry, physics, microbiology, biology, geological sciences).

3.2 **Existing program offerings in Manitoba:**
No equivalent programs exist within the province.

3.3 **Evidence of student interest and demand for program:**
There is an obvious interest in Forensic Science among Manitoba High School students. Individuals staffing Faculty of Science career fair booths are routinely asked about programs in forensic science. This interest is undeniably linked to popular fiction media, however, recent legal cases described by news media have emphasized the increasing demand for highly skilled forensic scientists.

3.4 **Projected enrolments:**
Enrolment in this program will be limited by laboratory and crime scene facilities, along with availability of equipment. An estimated maximum of 30-40 students per year can be readily accommodated with existing and proposed facilities. This number may increase dependent on student demand and availability of resources.

3.5 **Existing programs projected to lose enrolment to this program:**
This program will most likely draw exceptional students who would normally be pursuing a 3 Yr. General B. Sc. with a goal of entering a professional program (e.g. medicine, dentistry, pharmacy). A few students from any of the Majors or Honours B. Sc. Programs in Chemistry, Physics, Microbiology, Genetics, Biochemistry or Biotechnology will opt for the Forensic Science Program. This was anticipated when drafting the program and in as such each stream has the rigor and, for the most part, the content of existing Honours programs in Chemistry/Biochemistry/Biotechnology, Physics and Microbiology/Genetics.

3.6 **Proposed growth limits and minimum enrolments:**
The maximum of 30-40 students is based on existing laboratory space and controlled access to essential analytical equipment. To increase enrolment beyond that level substantial additional resources will be required. At present we do not anticipate concerns for declining enrolment. All existing Canadian programs have competitive admission processes and capped enrolments, resulting in a high demand for spaces in comparable programs across the country.

3.7 **Projected number of graduates and program majors for the first 3 to 5 years:**
A maximum of 30 students will graduate from the program per year; the minimum will depend on attrition and the number of students taking less than a full course load.

3.8 **Participation and success by under-represented groups:**
Existing Faculty of Science recruitment (e.g. Let’s Talk Science, W.I.S.E.) and retention programs (e.g. Access sections of introductory courses) and processes (e.g. exceptional Student Advising staff) will extend to this program. All laboratories are wheel-chair accessible and any new facilities will be constructed to include physical accessibility.
3.9 **Availability to part-time learners:**

Students are admitted into an Honours program after completing 24-30 credit hrs of required University 1 courses. Prior to admission students may choose part-time study however the Faculty of Science requires that all students in Honours programs complete a minimum of 9 credit hrs per registration term.

**SECTION IV: Faculty Requirements**

4.1 **Current Faculty who will teach in the program:**

Listed below are Instructors of existing courses required for Admission into the program, Core and Stream Specific courses, as determined by the 2007-08 course offerings:

<table>
<thead>
<tr>
<th>Current Instructors</th>
<th>Discipline</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annemieke Farenhorst</td>
<td>soil science</td>
<td>Associate Professor</td>
</tr>
<tr>
<td>Harry W. Duckworth</td>
<td>biochemistry</td>
<td>Professor</td>
</tr>
<tr>
<td>Brian L. Mark</td>
<td>biochemistry</td>
<td>Assistant Professor</td>
</tr>
<tr>
<td>Peter C. Loewen</td>
<td>biochemistry</td>
<td>Professor</td>
</tr>
<tr>
<td>Joerg Stetefeld</td>
<td>biochemistry</td>
<td>Assistant Professor</td>
</tr>
<tr>
<td>Karen Y. Sereda</td>
<td>biology</td>
<td>Sessional Instructor</td>
</tr>
<tr>
<td>Michael J. Sumner</td>
<td>botany</td>
<td>Associate Professor</td>
</tr>
<tr>
<td>Steven Whyard</td>
<td>cell biology</td>
<td>Assistant Professor</td>
</tr>
<tr>
<td>Tammy L. Welshman</td>
<td>chemistry</td>
<td>Sessional Instructor</td>
</tr>
<tr>
<td>Elena Smirnova</td>
<td>chemistry</td>
<td>Senior Instructor</td>
</tr>
<tr>
<td>James Xidos</td>
<td>chemistry</td>
<td>Instructor II</td>
</tr>
<tr>
<td>Philip G. Hultin</td>
<td>chemistry</td>
<td>Professor</td>
</tr>
<tr>
<td>Krystyna Koczanski</td>
<td>chemistry</td>
<td>Instructor II</td>
</tr>
<tr>
<td>John M. Cullen</td>
<td>chemistry</td>
<td>Associate Professor</td>
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<tr>
<td>Francois Gauvin</td>
<td>chemistry</td>
<td>Instructor II</td>
</tr>
<tr>
<td>Peter H. Budzelaar</td>
<td>chemistry</td>
<td>Associate Professor</td>
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<tr>
<td>John Sorensen</td>
<td>chemistry</td>
<td>Assistant Professor</td>
</tr>
<tr>
<td>Norman R. Hunter</td>
<td>chemistry</td>
<td>Professor</td>
</tr>
<tr>
<td>Torsten Hegmann</td>
<td>chemistry</td>
<td>Assistant Professor</td>
</tr>
<tr>
<td>Jennifer Van Wijngaarden</td>
<td>chemistry</td>
<td>Assistant Professor</td>
</tr>
<tr>
<td>Mario Bieringer</td>
<td>chemistry</td>
<td>Assistant Professor</td>
</tr>
<tr>
<td>Kathleen M. Gough</td>
<td>chemistry</td>
<td>Professor</td>
</tr>
<tr>
<td>Helene Perreault</td>
<td>chemistry</td>
<td>Professor</td>
</tr>
<tr>
<td>Michael S. Freund</td>
<td>chemistry</td>
<td>Professor</td>
</tr>
<tr>
<td>Feiyue Wang</td>
<td>environmental chemistry</td>
<td>Associate Professor</td>
</tr>
<tr>
<td>L. G. Goldsborough</td>
<td>biological science</td>
<td>Associate Professor</td>
</tr>
<tr>
<td>Mark L. Hanson</td>
<td>environmental science</td>
<td>Assistant Professor</td>
</tr>
<tr>
<td>Karen J. Ferreira</td>
<td>geology</td>
<td>Sessional Lecturer</td>
</tr>
<tr>
<td>Robert J. Elias</td>
<td>geology</td>
<td>Professor</td>
</tr>
<tr>
<td>William S. Mandziuk</td>
<td>geology</td>
<td>Instructor</td>
</tr>
<tr>
<td>Anton Chakhmouradian</td>
<td>geology</td>
<td>Associate Professor</td>
</tr>
<tr>
<td>Andrew Frederiksen</td>
<td>geology</td>
<td>Assistant Professor</td>
</tr>
<tr>
<td>Darja D. Kalajdziavska</td>
<td>mathematics</td>
<td>Sessional Instructor</td>
</tr>
<tr>
<td>Margaret L. Young</td>
<td>mathematics</td>
<td>Sessional Instructor</td>
</tr>
</tbody>
</table>
4.2 Additional Faculty and Staff Required:

4.2.1 Faculty

a. **Program Director** – One (1) FTE Assistant or Associate (preferable) Professor with PhD and/or PDF in any Forensic Science related discipline to set up and co-ordinate the program and all core forensics courses, deliver lectures in core and stream specific courses as required, mentor research project students, develop a new graduate course in area of research expertise, and maintain a forensic science based research program. To be hired in advance of the first offering of the 3000 level Forensic Science Core courses, no later than April 1, 2009, to set up the new courses and begin teaching in the 2009-2010 Session.

b. **Core Course Instructors** – 0.5 FTE Senior Instructor and two (2) Sessional Instructors to deliver substantial segments of the four (4) Core Forensic Science courses. Sessionals may be existing faculty members or external forensic experts. The Instructor will have a minimum of a Ph.D. in some aspect of Forensic Science with experience in crime scene investigation and evidence collection and analysis. She/he will be responsible for the initial set up and subsequent delivery of the laboratory component and for providing some lectures in core and stream specific courses as required. The Instructor will be hired in advance of the first offering of the 3000 level Forensic Science Core courses, no later than April 1, 2009, to set up the new courses and beginning teaching in the 2009 – 2010 Session.

c. **Stream Specific Course Instructors** – One (1) FTE Assistant Professor with PhD and/or PDF in any Forensic Science, to deliver two of stream specific courses and one core course, deliver lectures in other core and stream specific courses as required, mentor research project students, develop a new graduate course in area of research expertise, and maintain a forensic science based research program. To be hired no later than July 1, 2010 to begin teaching in 2010-2011 Session.

- Equivalent to three (3) Sessional Instructors to deliver stream specific courses. Sessionals may be existing faculty members or external forensic experts.
- **0.5 FTE Senior Instructor** responsible for the laboratory components of the stream specific courses. The Instructor will have a minimum of a Ph.D. in some aspect of Forensic Science with experience in crime scene investigation, evidence collection and advanced
analytical skills in all forensic analyses (DNA, trace elements, controlled substances) to be able to direct advanced laboratories. This will be the same Instructor running the core course laboratories.

4.2.2. Additional Staff:
- **One FTE Laboratory Steward** for laboratory preparation.
- **5-7 Grader/Markers** for W course FORS 2XXX Introductory Forensic Science based on 1 Grader/Marker per 30 students, dependant on enrolment.
- **16 Teaching Assistants** for all laboratory courses (Two per course)
- **0.5 FTE Office Assistant 3**

**Note:** Faculty of Science Student Advisors will be responsible for advising prospective and continuing students. Honours Programs will be approved by the Head of the Department of Chemistry or his designate, which then will be processed through the Faculty of Science.

**Total New Faculty and Staff:**
1 FTE Associate Professor (Program Director)
1 FTE Assistant Professor
1 FTE Senior Instructor
5 Sessional Instructors
1 FTE Laboratory Steward
5-7 Grader/Markers
16 Laboratory TAs.
0.5 FTE Office Assistant 3

**SECTION V: Cooperative Agreements**

5.1 **Cooperative agreements with other institutions/organizations:**
We have agreements from a variety of external forensic experts to deliver lectures in core and stream specific courses and mentor research project students (see Appendix 1 – Letters of Support). The actual details will be finalized prior to the term in which each course will be delivered. This will change from year to year depending on the availability of individuals.

The University of Manitoba has formal Student Exchange agreements with Deakin, Flinders and Griffith Universities in Australia, all of which have comparable undergraduate Forensic Science Programs. We will encourage student movement between the University of Manitoba and these universities.

5.2 **Transfer Credit:**
Block and transfer credit will be readily accepted from all existing Canadian programs and American Academy of Forensic Scientists (AAFS) Forensic Education Programs Accreditation Commission (FEPAC) accredited US programs (and UK and Australian equivalents). Specific courses will be assessed by appropriate members of the Faculty of Science following existing procedures.

5.3 **Internship/Practicum components of the program:**
All existing courses and new Forensic Science courses cover both theoretical and practical aspects of the given topic. All students in this program will be required to take a 6 credit hour 4th Year Honours Research Project Course where they will be expected to partake in *bona fide* laboratory based, forensic focused research projects. These placements will be in university research laboratories, or off
campus locations such as RCMP, Police or Medical Examiner (Coroner) Forensic Laboratory Services in Winnipeg and abroad (Canada, US, UK and Australia). The feasibility of a Cooperative Option will be examined once the program is in full operation and suitable work placements have been identified. The existing Faculty of Science Cooperative model will be then implemented. Successful Cooperative Options are presently in place for the majority of Faculty of Science Majors and Honours Programs.

5.4 Credit for prior experiential learning:
Students who have been employed in Forensic Laboratories or received Post-Secondary Training from recognized Forensic Science Programs within Canada and abroad (e.g. US, UK and Australia) may be granted credit for the appropriate courses in the University of Manitoba program. This will be assessed on a case by case basis by the appropriate personnel in a similar manner to existing University of Manitoba Faculty of Science Transfer Credit processes.

SECTION VI: Learning Technologies
6.1 Use of modern learning technologies:
The method of instruction will be at the discretion of individual course instructors. Instructors of existing courses use a variety of classroom teaching technologies such as Power Point, video, internet and audience response units (iClickers). New courses will have state-of-the art laboratory facilities, some which already exist in MCAL. Existing laboratories facilities are being upgraded with funding coming from the newly implemented laboratory fees.

SECTION VII: Resource Requirements
7.1 Library Resources:
An initial expenditure is required to fortify the monograph collection ($6800). Annual maintenance costs include $400/yr for an e-subscription of the Journal of Forensic Sciences and up to $1500/yr for continued monograph additions. See Appendix 2 for the statement from the Head of the Sciences and Technology Library.

7.2 Computer Facilities:
Existing computer facilities are adequate to support this new program. See Appendix 3 for the statement from the Executive Director of Information Services and Technologies.

7.3 Use of existing facilities and equipment:
7.3.1 Existing Facilities:
With the exception of FORS 2XXX Introductory Forensic Science, which we predict will have a high enrolment, for all other courses, both lecture and laboratory, it is anticipated that 30-40 students will register per year. Even with projected overlaps from student in two consecutive years, this is a small enough number to have no impact on the use of the below described existing space.

a. All lectures for new courses will take place in existing classrooms.

b. Room 306 Parker (Laboratory) will be used for laboratory sample preparation, simple analyses and microscopic analyses for all new core Forensic Science courses, Forensic Chemistry and Forensic Toxicology.

c. Room 318 Parker (Laboratory) will be used for all high level analytical analyses for the new core courses, Forensic Chemistry and Forensic Toxicology.

d. Rooms 201/204 Buller (Laboratory) will be used for the laboratory component of Forensic Biology and all DNA analyses as required for the core courses.

e. Existing space in the Allen Building will be used for the laboratory component of Forensic Physics.
f. Existing space in the Wallace Building will be used for the laboratory component of Forensic Geoscience.

g. Presently unoccupied 126 Machray Hall may be converted into indoor Crime Scene facilities and video surveillance control rooms. Ideally a stand alone structure such as a small house, cabin or trailer, and garage on a plot of land suitable for both indoor and outdoors crime scene training is preferred.

h. Glenlea may be the site of outdoor Crime Scene facilities in lieu of that described above.

i. Existing office space will be utilized for the Program Director, Assistant Professors, and Instructors. Temporary offices for Sessional Instructors will be allocated from existing rooms. Sessional Instructors may be required to share office space.

7.3.2 Existing Equipment:
The recently purchased equipment in MCAL (Manitoba Chemistry Analysis Laboratory) will be heavily used by students in the Forensic Science Program. Existing large scale equipment such as centrifuges, freezers, incubators, etc. will be used along with small general use equipment and glassware. No additional preparation facilities such as autoclaves, dishwashers, etc. will be required; existing facilities will suffice. The additional 30 students per year will not make a significant impact on what presently exists.

7.4 Additional Facilities and Equipment Required:
Crime Scene Facilities:
- equivalent to a one bedroom house, including bathroom, kitchen, living room and bedroom (approximate 1000 sq. ft. ATCO) trailer or pre-fabricated cabin - $75,000
- equivalent to a two-car garage - $15,000
- used vehicles – donations with tax receipt to donor - $250-500/vehicle
- furnishings – donations as above or purchase new or used
  - one time cost for furniture - $5000
- supplies: chemicals, disposable garments, sampling equipment, etc - $20,000/yr
- surveillance equipment for use during training and examinations - $5000
- 15 digital cameras - $300 x 15 = $4500
- replacement of furnishings, equipment, cameras - $5000/yr

Laboratory Equipment:
- 30 stereomicroscopes - $1500 x 30 = $45,000
- One comparison microscope - $80,000
- 15 compound microscopes - $1000 x 15 = $15,000
- One polarized microscope - $5000
- One large forensic light source - $15,000
- One ground penetrating radar system - $40,000
- One magnetometer - $17,000
- Equipment for conductivity surveys - $8,000
- DNA sequencer - $100,000
- 4 PCR Thermocyclers - $7500 x 4 = $30,000
- One Gel-Doc System - $24,000
- 4 microcentrifuges - $2000 x 4 = $8000
- 10 sets of pipettemen - $2000 x 10 = $20,000
- 4 vertical electrophoresis units - $1000 x 4 = $4000
- 4 horizontal electrophoresis units - $500 x 4 = $2000
- 4 multi-voltage power supply units - $2000 x 4 = $8000
- Miscellaneous general use equipment - $20,000
- replacement of heavy use equipment (pipettemen, microcentrifuges, electrophoresis units, glassware, general lab equipment) - $30,000/yr

SECTION VIII: Financial Considerations

8.1 New Resources Required:

**Faculty and Staff:**

- One FTE Associate Professor salary $75,000
- Research Start-Up Funds $100,000
- One FTE Assistant Professor salary $70,000
- Research Start-Up Funds $100,000
- One FTE Senior Instructor salary $66,000
- Five Sessional Instructor salaries $35,000
- One FTE Lab Steward 2 salary $33,000
- 0.5 FTE Office Assistant 3 $18,000
- 23 Teaching Assistants salaries (including Grader/Markers) $26,000
- Staff Benefits (20%) $58,000
- **Total Yearly Salary Costs** $381,000
- One time only (start-up) costs $200,000

**Facilities:**

- Crime scene house $75,000
- Crime scene garage $15,000
- Cleaning and maintenance/yr $5000
- **Total Facilities Start-up Cost** $90,000
- Yearly maintenance costs $5000

**Equipment:**

- Crime scene house furnishings initial $5000
- Replacement/yr $2000
- Crime scene vehicle(s) $1000
- Crime scene surveillance equipment $5000
- Major Laboratory Equipment $421,000
- Minor Laboratory Equipment $24,500
- Maintenance and Replacement/yr $31,000
- **Total Equipment Start-up Costs** $391,500
- Yearly maintenance costs $33,000
- Replacement costs for major equipment per year banked over 10 years ($300,000) $30,000

**Laboratory Supplies:**

- Molecular biological supplies/yr $10,000
- Chemical supplies/yr $10,000
- General lab disposables $10,000
Crime Scene supplies $20,000
Total Yearly costs $50,000

Library:
One time start-up $6800
Yearly maintenance $1900

Total One Time Start-up Costs (not including salaries): $826,000
Yearly Costs including salaries (once program fully operational): $500,900

Note: Courses will be phased in over a 3 year period, beginning with FORS 2XXX in 2008. Costs attributed to new hires, equipment and supplies will follow accordingly.

8.2 Reallocation of existing funds/new funds required:
This is a new program requiring expertise not currently available at the University of Manitoba. For this to be an effective high quality program new incremental baseline salaries will be required for faculty and staff as indicated. In addition, all facilities, equipment and supplies as listed require new funds and can not be supported by the Faculty.

8.3 Projected tuition revenue:
Assuming the program attracts 15 new students per year to the University of Manitoba, not including International Students, and these students are taking on average 8 Science courses per year, in four years the yearly tuition revenue for students in all four years of the program will be:

15 x 8 x $369 x 4 (not including lab fees) = $177,120/yr

Yearly Program costs:
Salaries and benefits: $360,800
Equipment, supplies, maintenance: $119,900
Total $500,900

35% of Yearly Program Costs Accrued through Tuition

Tuition Revenue would increase drastically depending upon the number of new students recruited, particularly if there is a large cohort of International students.

8.4 Enrolment Impact on overall tuition fees:
Although the calculation above were made using only the ‘new’ Forensic Science courses, enrolment will increase in formerly undersubscribed Faculty of Science Courses (e.g. Chemistry and Physics courses). The Faculties of Arts, Agriculture and Food Science and the Clayton H. Riddell Faculty of the Environment, Earth and Resources will also benefit by this program. Each of these faculties will find enrolments increase by 30-40 students per year in the required courses and by at least 10 per year in the stream specific and elective courses. The main point is that although the “new” tuition revenues do not come close to covering the yearly costs, the benefits will be felt across the university. In addition, as the program matures Forensic Science Streams will be developed for other students in Faculty of Science, (e.g. Forensic Botany in the Department of Biological Science and Forensic Computing in the Department of Computer Science) and Forensic Science Minors will be designed for
students from other Faculties (e.g. Forensic Psychology, Forensic Art, Forensic Nursing, Forensic Engineering).

8.5 Program funding and enrolment decreases:
The Forensic Science Program is based first and foremost on a strong science background. All of the equipment purchased for the new forensic courses is standard equipment that can be used for existing programs. New staff, at all levels, will de facto have the skills and expertise to be assimilated into existing departments and programs. If, for whatever reason, this new program does not succeed to attract students, the core forensic courses will be opened up to students who are not in the Honours Forensic Science Program but have the correct prerequisites and if necessary, the less popular stream(s) will not be offered. In addition, the Crime Scene facilities can be leased out for use for Field Schools for training police officers (who now travel to Ontario for their training) and summer camps for High School students (as is done at UOIT). Summer camps will also function as a recruiting tool.

SECTION IX: Program Consultations and Evaluations:

9.1 Consultations:
From the onset members from the Forensic Science profession were consulted on several occasions regarding program structure, program outcomes and specific forensic science course offerings. Those consulted were as follows:

Dr. Thambirajah Balachandra – Chief Medical Examiner
Ms. Johanna Abbott – Director, Office of the Chief Medical Examiner
Mr. Wayne Greenlay – General Manager, Winnipeg RCMP Forensic Laboratory Services
Ms. Shirley Treacy – Forensic Toxicologist, Winnipeg RCMP Forensic Laboratory Services
Dr. Robert Meatherall – Clinical Toxicologist, St. Boniface General Hospital
Sgt. Bob Russell – Forensic Identification Section, Winnipeg Police Service
Sgt. Frank Weiss - Forensic Identification Section, Winnipeg Police Service
Sgt. Bob Green - Forensic Identification Section, Winnipeg Police Service
Staff Sgt. Bill Hasenpflug - Forensic Ident. Section, Winnipeg Police Service
Mr. Scott Young – Science Director, Manitoba Museum
Dr. Scott Fairgrieve - Chair, Department of Forensic Science, Laurentian University
Dr. Shari Forbes – Director, Forensic Science Programs, UOIT
Dr. Mark Sandercock - Manager, Edmonton RCMP Forensic Laboratory Service

Representatives from each department of the Faculty of Science, the Associate Dean of Arts Dr. Linda Wilson, Drs. Jason Leboe (Psychology), Robert Hoffa (Anthropology), Frank Cormier (Sociology), and Terry Galloway (Entomology) have been part of ongoing discussions. Ideas, comments, suggestions from all of the above individuals were taken into consideration when preparing this proposal. Dr. Shari Forbes, UOIT, visited the Faculty of Science on April 26 and 27, 2007. She met with key individuals and gave her advice on the program.

The draft proposal and program map were circulated to all Faculties and Schools at the University of Manitoba. Input from interested Faculties was used to prepare the formal proposal. All statements of support are found in Appendix 1.

9.2 Evaluation of proposed program:
The program was evaluated by the following directors of similar programs and field experts. Statements are found in Appendix 1:
The proposed program was based on the FEPAC model curriculum (Appendix 4). Program structure and content was developed after analyzing existing B.Sc. programs offered by various Canadian Universities. See Appendix 4 for a list of websites for these programs.

9.3 Procedures for institutional evaluation:

On going program evaluation will follow standard practice used in the Faculty of Science. Any modifications to the program will be proposed by the Forensic Science Program Committee (see 9.3.1) and presented to the Faculty of Science Committee on Courses. The Faculty of Science Committee on Courses reviews all course and program changes and makes recommendations to the Faculty of Science Executive followed by approval by the Faculty Council. The University of Manitoba Senate Committee on Curriculum and Course Changes reviews all program changes and makes recommendations to Senate Executive and ultimately Senate.

9.3.1 Forensic Science Program Committee

The Program Committee will consist of:

a) the Forensic Science Program Director, who functions as Committee Chair
b) one faculty member from each of the Faculty of Science Departments of Chemistry, Physics, and Microbiology (ideally but not necessarily the instructors of the Forensic Biology, Chemistry, Physics and Toxicology courses)
c) one faculty member from the Department of Geological Sciences, Clayton H. Riddell Faculty of Environment, Earth and Resources, (ideally but not necessarily the instructor of Forensic Geoscience)
d) one member of the Forensic Science local community (ideally but not necessarily an instructor in the program)
e) an administrative assistant/student advisor acting as resource person (non-voting)

The committee will meet as required, to review the program, add/delete courses, develop new courses and make any other changes as the program evolves. This committee will regularly seek consultation from other faculties (specifically but not exclusively, the Faculty of Arts and the Faculty of Agriculture and Food Science) and local members of the forensic science profession (RCMP, Winnipeg Police, Fire Department, Chief Medical Examiner) to assess forensic course content and general program effectiveness.

See Appendix 5 for Terms of Reference for the Forensic Science Program Committee.