

# **BOARD OF GOVERNORS**

## **Tuesday, December 1, 2020 at 4:00 p.m.**

The material contained in this document is the Agenda for the next meeting of the Board of Governors.

### **By Zoom Webconference**

To join the meeting, click here:

<https://zoom.us/j/96167736836?pwd=b1V0SHc0bG9odW5keENvSmRTYVpEdz09>

Or Dial in: 204-272-7920

Meeting ID: 961 6773 6836

Passcode: 049813

## **OPEN SESSION**

Please email regrets to [shelley.foster@umanitoba.ca](mailto:shelley.foster@umanitoba.ca) no later than 9:00 a.m. the day of the meeting.

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**OFFICE OF THE UNIVERSITY SECRETARY**



**University  
of Manitoba**

# BOARD OF GOVERNORS OPEN SESSION

Tuesday, December 1, 2020 at 4:00 p.m.

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<u>AGENDA ITEM</u>		<u>Presenter</u>	<u>Page</u>	<u>Est. Time</u>
1.	ANNOUNCEMENTS			4:00 p.m.
2.	PRESENTATION			
2.1	The Path Forward: UM Response to the report on Sexual Violence, Harassment and Discrimination	N. Andrew	4	4:05 p.m.
<b><u>FOR ACTION</u></b>				
3.	APPROVAL OF THE AGENDA	Chair	2	4:20 p.m.
4.	MINUTES (OPEN)			
4.1	Approval of the Minutes of the September 29, 2020 OPEN Session as circulated or amended	Chair	13	4:20 p.m.
4.2	Business Arising - none	Chair		
5.	UNANIMOUS CONSENT AGENDA	Chair		4:25 p.m.
<i>If any member of the Board wants to ask a question, discuss or oppose an item that is marked for the consent agenda, the member can have an item removed from the consent agenda by contacting the Secretary of the Board prior to the meeting or by asking that it be removed before the Chair calls for a mover and seconder for the motion to approve or receive, by unanimous consent, the items listed.</i>				
<b><u>5.1</u></b>	<b><u>From Senate for approval</u></b>			
5.1.1	Closure of Centre for Research and Treatment of Atherosclerosis	M. Benarroch	23	(consent)
5.1.2	Reports of the Senate Committee on Awards	M. Benarroch	28	(consent)
	a) June 11, 2020			
	b) August 25, 2020			
	c) September 24, 2020			
<b><u>5.2</u></b>	<b><u>From Governance &amp; Nominating Committee for information</u></b>			
5.2.1	Code of Conduct Declaration Report	L. Hyde	57	(consent)
<b><u>5.3</u></b>	<b><u>From Senate for Information</u></b>			
5.3.1	2021-22 Academic Schedule	M. Benarroch	59	(consent)
5.3.2	Implementation of Bachelor of Science (Major) in Data Science	M. Benarroch	79	(consent)
5.3.3	Closure of Master of Science in Textile Sciences	M. Benarroch	82	(consent)

## **BOARD OF GOVERNORS OPEN SESSION**

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### **AGENDA ITEM**

### **Presenter**

### **Page**

### **Est. Time**

5.3.4	<i>Report to Senate Executive on the Review of the Summer Term Academic Schedule and Academic Schedule for 2021 Summer Term</i>	<i>M. Benarroch</i>	85	(consent)
5.3.5	<i>Extension of Suspension of Admissions to B.Sc.(Hons. and B.Sc.(Maj.) in Biotechnology, P.B.Dip. in Agrology, and Integrated B.Mus./B.Ed., President's Approval</i>	<i>M. Benarroch</i>	105	(consent)
5.3.6	<i>Changes to Admission Targets: Increase to Admission Target, Bachelor Kinesiology, and Suspension of Admissions to Bachelor of Human Ecology in Family Social Sciences, including the After-Degree Program</i>	<i>M. Benarroch</i>	107	(consent)

## **6. NEW BUSINESS**

6.1	Report from the President	M. Benarroch	110	4:30 p.m.
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## **7. FROM FINANCE, ADMINISTRATION, & HUMAN RESOURCES**

7.1	Amendments to the Governance Documents for the University of Manitoba Pension Plan (1993)	K. Lee	120	4:40 p.m.
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### **FOR DISCUSSION**

8.	Update on Implementation – Office of VP (Indigenous)	C. Cook	n/a	4:45 p.m.
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## **MOTION TO MOVE TO CLOSED & CONFIDENTIAL SESSION**



☐ Approval ☐ Discussion/Advice ☒ Information

**AGENDA ITEM:**

Path Forward Update – UM Response to the report on Sexual Violence, Harassment and Discrimination



**RECOMMENDED RESOLUTION:**

None. For information only.

**CONTEXT AND BACKGROUND:**

The report on Sexual Violence, Harassment and Discrimination was accepted in Fall 2019. The purpose of this submission is to update the BOG on the progress made in implementing the report's recommendations over the past year, priorities, and ongoing risks to implementation.

**ROUTING TO THE BOARD OF GOVERNORS:**

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Title</u>	<u>Date</u>
<input type="checkbox"/>	<input type="checkbox"/>		Acting Vice-President (Administration)	Nov. 16/20
<input type="checkbox"/>	<input type="checkbox"/>		President & Vice-Chancellor	Nov.16, 2020
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

**SUBMISSION PREPARED BY:** Blake Minaker, Improvement Specialist, CMaPS

**ATTACHMENTS:**

Path Forward Update BOG 1 Dec 2020.pptx (PowerPoint Presentation)

# Path Forward Update

Board of Governors

December 1, 2020



**University  
of Manitoba**

# Executive Summary

- Report and 43 recommendations accepted in Fall 2019
- Recommendations organized into 18 projects under 4 main workstreams:
  1. Training
  2. Policy & Procedure
  3. Continuous Improvement
  4. Strategic Planning.
- Project delivery led by workstream leads (VPs: Diane, Laurie, Darlene, Meaghan) who report to the Implementation Committee led by Naomi. Role of committee is to set priorities, monitor progress, and provide feedback
- 17 of 43 recommendations have been implemented. 10 further recommendations on on track to be implemented by end of FY2020
- Competing demands on workstream leads, resourcing challenges, and environmental factors affecting faculty and staff continue to be ongoing risks to target project completion for 2020.

# Responding to the Report

43 Recommendations



18 Projects



4 Streams of Work

# Projects by Workstream

## WS1: Training

- Create Collaborative Bringing in the Bystander (BITB) & Consent Culture Training Program (9)
- Procure & Implement a Sexual Assault Resistance Training Program (10)
- Create faculty learning toolkit and learning plans for Respectful Work & learning Environment (RWLE) (12)
- Develop & Implement Indigenous Culture and Talent Acquisition Training (13, 41)

## WS2: Policy & Procedure

- Align Existing Policies & Procedures with Report Recommendations (21-23, 27, 35-39)
- Prohibit intimate relationships between 'teaching staff' and students (18-20)
- Implement "Duty to Report" policy for leaders regarding disclosures of sexual violence (32)
- Create aligned Standard Operation Procedure between HR and OHRCM (42)

## WS3: Cont... Improvement

- Implement After Action Reports and Post-Investigation Review processes (11, 40)
- Implement annual renewal of COI and RWLE (26, 28)
- Expand Speak-Up Button Across University (15)
- Expand "Model of Escalating Behaviour" Across UM (16)
- Support Deans Monitoring and Stopping Inappropriate Behaviour (17)
- Review and improve the performance of the SVRC (29-31)

## WS4 : Strategic Planning

- Establish and Execute Equality, Diversity, and Inclusion (EDI) Policy/Plan (4-7)
- Lead Truth and Reconciliation Commission Action Plan Driven Conversations Campus-Wide (8)
- Lead development of best practices through collaboration with U15 (14)
- Conduct 5-year program review (43)

\*Recommendation number included in parentheses



# FY2020 Prioritization

## WS1: Training

- Create Collaborative Bringing in the Bystander (BITB) & Consent Culture Training Program (9)
- Procure & Implement a Sexual Assault Resistance Training Program (10)
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### Out of Scope

- Develop & Implement Indigenous Culture and Talent Acquisition Training (13, 41)

## WS2: Policy & Procedure

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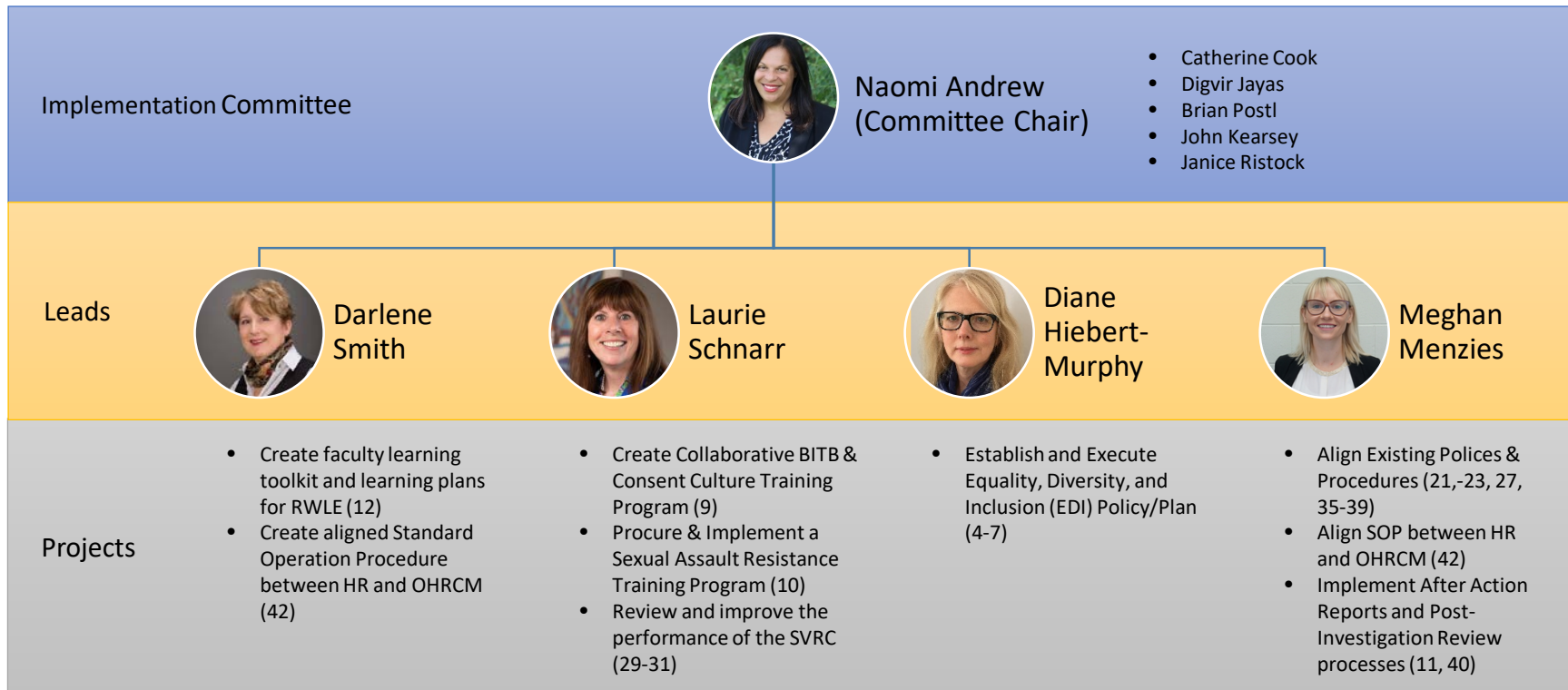
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# Governance

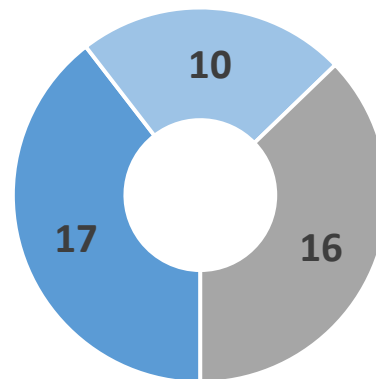


# FY2020 Progress

## Key Milestones

- Established governance model and completed high-level planning
- Implemented 17 recommendations to date
  - Launched Sexual Violence Resource Centre
  - Aligned existing policies & procedures with report recommendations
- 10 additional recommendations on track for completion

## Recommendation Status



■ Implemented   ■ In Progress   ■ Future Year

# Risks & Mitigation

Risk	Impact	Mitigation
Resourcing challenges	<ul style="list-style-type: none"><li>• Work slowdown</li><li>• Implementation delays</li></ul>	<ul style="list-style-type: none"><li>• Identified resourcing needs and securing commitments early</li><li>• Leveraging existing external consultant relationships to support data gathering and extra jurisdictional research</li></ul>
Faculty availability	<ul style="list-style-type: none"><li>• Low buy in</li><li>• Increased resistance</li><li>• Implementation delays</li></ul>	<ul style="list-style-type: none"><li>• Recommendations with heavy facilitation work targeted in later years</li></ul>
COVID-19 disruption	<ul style="list-style-type: none"><li>• Work stop-start</li><li>• Implementation delays</li></ul>	<ul style="list-style-type: none"><li>• Prioritized projects that can be completed in current operating environment</li></ul>



**Minutes of the OPEN Session of the  
Board of Governors  
Held by Web Conference on September 29, 2020 at 4:00 p.m.**

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**Present:** J. Lieberman, Chair  
J. Leclerc, Secretary

J. Anderson	C. Andrusiak	D. Archer	M. Benarroch	J. Dela Cruz
J. DeSouza-Huletey	L. Hyde	K. Lee	C. Loewen	L. Magnus
A. Mahon	T. Matthews	N. Murdock	K. Osiowy	S. Prentice
L. Reimer	K. Smith	J. Taylor		

**Regrets:** C. Onyebuchi S. Sekander

**Assessors:** J. Morrill S. Woloschuk

**Officials:** N. Andrew C. Cook S. Foster D. Jayas  
A. Konowalchuk L. McKinley G. Pasioka J. Ristock

**Guests:** L. Schnarr B. Usick

**1. ANNOUNCEMENTS**

The Chair announced that the provincial government has appointed five new Board members. He welcomed Juanita DeSouza-Huletey, Lynette Magnus, Carson Andrusiak, Daniella Archer, and Chibueze Onyebuchi. He explained that Ms. Andrusiak, Ms. Archer, and Mr. Onyebuchi are students replacing Mardi McNicholl, Kaitlyn Clarke, and Darius Hunter.

The Chair offered his congratulations on behalf of the Board to Mr. Osiowy and Ms. Lee on their reappointment to the Board and noted that Ms. Linden's term on the Board had ended. On behalf of the Board he thanked the outgoing Board members for their contributions to the Board and the University.

On behalf of the Board of Governors, the Chair congratulated Naomi Andrew on her new role and welcomed her to her first Board meeting in her new role as Acting Vice-President (Administration). He then offered congratulations to Paul Soubry Jr., Michael Nesbitt, and John Kearsey on having been selected to receive the Manitoba Philanthropy Award for 2020.

## **FOR ACTION**

### **2. APPROVAL OF THE AGENDA**

The Chair noted that the Investment Policy Statement for the University Investment Trust (UIT) was removed from the Unanimous Consent Agenda for discussion and would be dealt with under matters for approval from the Finance, Administration, and Human Resources Committee.

It was moved by Dr. Reimer and seconded by Ms. Lee:

**THAT the agenda for the September 29, 2020 meeting be approved as amended.**

**CARRIED**

### **3. MINUTES (Open) Session**

#### **3.1 Approval of the Minutes of the August 11, 2020 Open Session as circulated or amended**

It was moved by Dr. Reimer and seconded by Ms. Loewen:

**THAT the minutes of the August 11, 2020 Open session be approved as circulated.**

**CARRIED**

#### **3.2 Business Arising**

There was no business arising from the minutes.

### **4. UNANIMOUS CONSENT AGENDA**

The Chair reminded members that this part of the agenda is used to approve routine matters that are not controversial and do not normally generate much discussion and said that if any member of the Board wants to ask a question, discuss, or oppose an item on the consent agenda; they can request that in advance through the Secretary's Office or ask that it be removed before the Chair calls for a mover and seconder for the motion. He noted the removal of the Investment Policy Statement from the Consent Agenda for discussion, which would be discussed after item 6.1.

The Report of the Senate Committee on Awards [Dated June 11, 2020] was received for information.

## **FOR INFORMATION**

### **5. NEW BUSINESS**

## 5.1 Report from the President

Dr. Benarroch said since he prepared his written report, the COVID Recovery Steering Team was restructured and is now operational. He said the Committee, chaired by Todd Mondor, Deputy Provost, comprises four different teams:

- a. Academic, Chaired by Mark Torchia, Vice-Provost (Teaching & Learning);
- b. Research, chaired by Jay Doering, Associate Vice-President (Partnerships);
- c. Health and Safety, chaired by Marcia Anderson, Vice-Dean, Indigenous Health, Rady Faculty of Health Sciences; and
- d. Operations, chaired by Andrew Konowalchuk, Associate Vice-President (Administration).

Dr. Benarroch noted that membership of the steering committee and the four teams was expanded to include at least four faculty members and at least two students among the membership. He said he was pleased to see that 80 to 90 faculty members and students volunteer to serve on the committees.

President Benarroch confirmed that the for winter term classes will continue to be delivered remotely, with only a small number of in person classes. He explained that this decision was made early to provide some certainty on what lies ahead for students in the event they wish to withdraw from the winter term courses they planned to take, and to provide sufficient lead-time for instructors to prepare the classes. He noted that the federal government is not currently issuing visas to international students, as was reported in the Winnipeg Free Press, and he expects no movement from the federal government on that decision. Dr. Benarroch noted that labs would still be offered, the gym and open study spaces would remain open, as would St. John's and St. Paul's Colleges food services. He added that the Bookstore would be open for curbside pickup only.

The President stated that he met with Board members in small group meetings, and said that he enjoyed the less formal environment. He added that he has been doing listening meetings across campus. He said he spoke with major donors in these meetings and heard how pleased and excited they are about what the University is doing in terms of the Pandemic. He noted that he would also participate in the Alumni Association Annual General Meeting in the next week.

Dr. Benarroch informed the Board that he was asked to give a presentation to the Province's Treasury Board about the University's financial situation. He said he and his executive team submitted a transitional document in preparation for that meeting.

## 5.2 First Year Experience Initiatives – Fall 2020

The Chair welcomed Laurie Schnarr, Vice-Provost (Students), and Brandy Usick, Executive Director, Student Engagement & Academic Success, to present on the initiatives developed for first year students this fall.

Ms. Schnarr said she and Ms. Usick would provide a progress report on the approach that was planned for the First Year Experience in the virtual learning environment. She began with a video of returning students welcoming the first year students and offering advice, noting the diversity of the students as they were from both campuses, were both urban and rural, and came from a cross-section of academic programs.

Ms. Schnarr said she was pleased to see that 5000 first year students registered for classes this fall. She noted that the UM Commons was a gateway and a hub for students to access the array of resources available. She said they were very happy with the level of engagement with this website as a lot of new digital content was created for it that is timely and relevant to the challenges students are facing. A student communities page helped to let students know what opportunities they were for them and also communicated the importance of Indigenous knowledge and perspectives, enabling them to access the Indigenous Student Centre and the International Centre.

Ms. Usick spoke about UM Essentials, one of the programs created and launched for the First Year Experience which was designed to get students up to speed and connect them with upper level students. She said an online orientation program had been introduced in 2019 and this year's results show an improvement in both engagement and completion. She said that the online orientation session offered modules for engagement and connection and students were able to complete badges and a certificate over the eight weeks it was offered. She added that the discussion threads online were very active and turnout and engagement were good.

Ms. Usick said that Math Boot camp was also introduced this year, a three-week opportunity for students to connect. She said it was offered by the Department of Mathematics in the Faculty of Science to 474 students who registered. Also offered this year was Prep Week, which was five days of programming with 51 sessions delivered remotely. She said over 1500 students registered for multiple prep week sessions. Of the sessions offered, Ms. Usick said the most popular ones were skill-based workshops and faculty based sessions, and the feedback offered by students was positive, many noting that they felt prepared to learn at the University and others indicating a level of comfort and confidence in using online learning systems.

Ms. Schnarr stated that Welcome Day was attended by 2036 students and 1864 students participated in sessions delivered by First Year Centre academic advisors and Student orientation volunteers. She added that six concurrent sessions were offered. She noted that this was a great way to kick off the academic term.

Dr. Ristock thanked Ms. Schnarr and Ms. Usick for the presentation and thanked them for their creativity and innovation in developing a meaningful program for new students. She said the popularity and success of the program indicate that a number of these positive initiatives should continue beyond the COVID-19 pandemic to increase opportunities for students to engage.



Members of the Board were pleased with the success of the program, noting that it would be a great story to share with the University community. Dr. Benarroch stated that sharing the story with the Board is the start of promoting the innovation and success of the program. He said programs like this will supplement the normal work of the University, as it may be that many students are more comfortable participating remotely. He said the University would continue to get this message out.

On behalf of the Board, the Chair thanked Ms. Schnarr and Ms. Usick for their outstanding work and for the presentation.

### 5.3 Enrolment Update

Dr. Ristock spoke to the summary report on Fall term enrolment on page 52 of the meeting materials. She noted that the enrolment numbers were good news and were somewhat surprising. She said there had been uncertainty about what would happen with enrolment and a decline had been predicted, however there were positive increases in enrolment. She said that most classes were offered through remote on-line learning, and 30,888 students registered, the first time enrolment surpassed 30,000 students.

Dr. Ristock said increases were seen in both part-time and full-time student registrations, with an 18 percent increase for part-time students. On the other hand, she noted that new international undergraduate enrolment was down by 9.6 percent, and International graduate student registrations were down 36 percent. She noted said that the University will continue to monitor these numbers; in the meantime, more precise numbers would be available in a few weeks, which will help to determine the attrition rate.

Members of the Board noted that some individual faculties saw some decreases in enrolment, in the College of Medicine courses in particular. Dr. Ristock said she would look into why that is the case and would advise the Board accordingly.

One Board member asked why there is a discrepancy between what the President reported as a 2.7 percent increase, and the 3.7 percent jump seen in part-time students. In response, Dr. Ristock said exploring the enrolment patterns and the opportunities to engage with part-time students will come when the firm numbers are available from the Office of Institutional Analysis. Additionally, she said that surveys could be used to engage with students to determine their needs and the reasons for enrolling the way they did. Dr. Benarroch said it is likely that Dr. Ristock's data is correct. He added that the University needs to give more thought to its part-time students, who are often underemployed.

## **FOR APPROVAL**

### 6. FROM FINANCE, ADMINISTRATION, & HUMAN RESOURCES

## 6.1 Revision to the *Respectful Work and Learning Environment Policy* and the *Sexual Assault Policy*, and Related Procedure

Ms. Lee introduced this item, and asked Ms. Andrew to provide an overview of the review process. Ms. Andrew reviewed her slide presentation, highlighting the following:

- The legislation states that the policies are to be updated every four years and the university intends to continue the update process on a three-year cycle;
- The policy review goals include seeking and addressing community feedback received since the last review in September 2016, clarification of rights and responsibilities of community members, updating policies to reflect best practices in addressing and responding to prohibited conduct within our community, and ensuring compliance with legislation;
- the policy review committee began work on the review process in 2017 with broad representation from faculty, staff, and students;
- the community consultation process was undertaken between May 2018 and November 2018 through various feedback mechanisms;
- Feedback was sought from 28 different groups across the university and 124 unique responses were submitted through the feedback website and 260 community members participating in in-person sessions and town hall meetings; and
- The review committee undertook a 40-day consultation period in early 2019 and again in early 2020 after the path forward report was released.

Ms. Andrew reported the following key changes made to the policies as a result of the review:

- The words sexual harassment and sexual assault were removed from the *RWLE Policy*;
- The *Sexual Assault Policy* became the *Sexual Violence Policy*, addressing sexual harassment and sexual assault;
- The *RWLE and Sexual Assault Procedures* were renamed the *Disclosures and Complaints Procedure*, which is applicable to both the RWLE and SV policies;
- Documents are easier to understand for the University Community;
- The terms “disclosure”, “formal complaint”, “consent”, and “sexual violence” are clearly defined;
- More focus is placed on supports, resources, and protection from reprisals;

- Annual Reporting is now formalized'; and
- The Sexual Violence Policy has a clarified purpose and will now recognize the role of societal factors on sexual violence.

Regarding changes in procedure, Ms. Andrew said the informal resolution process and the interim measures have been more thoroughly explained, the emphasis has shifted to trauma-informed practice, cross-examinations are explicitly prohibited, there is no longer a limitation period for filing a complaint, and in cases where alcohol or substance abuse is involved there will be no disciplinary action. Additionally, confidentiality obligations and expectations have been clarified for Disclosures and at various stages of Formal Complaint. In rare cases, the University may disclose limited information where group, department, faculty impacted

Ms. Andrew noted the Path Forward Report was released in mid-2019 and since that time, a number of recommendations specific to policy were addressed by the Policy Review Committee. With respect to next steps, she said the message and materials would be distributed through staff and student emails, and online educational modules will be offered along with the distribution of information and linking sheets. She added that educational sessions will be provided for the university community.

Ms. Andrew noted that two recommendations from the Path Forward Report have not yet been integrated into the Plan, and Community consultations will be undertaken to assist the Path Forward Implementation Committee in proper implementation of those two recommendations.

Following the presentation, discussion ensued. Members of the Board commented that the policies are incredibly complicated. It was noted by the UMFA Assessor that UMFA has some concern that the Sexual Violence Response Centre is not at arms-length from the University, which may present a conflict because the University has a vested interest in the Centre. Other Board members noted some concern that the number of avenues available for disclosure may cause uncertainty in some individuals about the way to make a disclosure which may result in fragmented reporting and difficulty in seeing the whole picture of the degree of danger on campus.

The UMFA Assessor expressed concern that harassment and discrimination-free workplace language should be used throughout the documents, although "respectful" and "collegiality" are troublesome words to academic staff of the University. It was noted that Academic freedom is a right, but also a responsibility and the use of these terms may impose a chill on free expression.

Ms. Andrew said that UMFA's comments were taken into account as they do have valid concerns; however, there are also many other perspectives. She said that the multi-avenue disclosure option is a reflection of the "no wrong door" concept, as it acknowledges the need for people to have options so they can determine how and to whom they may make a disclosure.

She added that the Sexual Violence Response Centre will coordinate so as to minimize shuffling of those who disclose.

Ms. Andrew said the procedures will be released at the same time as the policies. She said the online modules are also being updated. Regarding the use of the terms “respectful” and “collegial”, she noted that she has discussed this with UMFA over many years. She said the importance of academic freedom is recognized in the documents and provisions for academic freedom prevailing are available if a conflict should arise.

Some members of the Board indicated their appreciation for the thorough consultations undertaken by the Review Committee, and the excellent documents that are the result. It was noted that communication and the rollout plan are very important with a comprehensive and detailed policy and procedure. Ms. Andrew said that the Office of Conflict and Human Rights will focus on a comprehensive communications strategy and will offer workshops and training.

A Board member asked whether the education is voluntary or is a requirement for University staff. Ms. Andrew said that some offices do require it, although there is not currently mandatory RWLE training on campus. Members of the Board commented that they look forward to hearing more about the education and training plan, because it is important that everyone is educated about the policies in order to assist when disclosures are made. Members of the Board encouraged the University to consider mandatory training. Ms. Andrew said the education is part of orientation and people received emails to remind them when they need to take the training. She added that her office is looking into this.

One Board member stated that the policies need to be managed well to get results, and culture may have to be taken into account. A comment was made that all leaders should have mandatory training and students need to know what their rights are, especially international students.

It was moved by Dr. Anderson and seconded by Dr. Reimer:

**THAT the Board of Governors approves the revisions to the *Respectful Work and Learning Environment Policy*, the revisions to the *Sexual Assault Policy*, and the revisions to the RWLE and Sexual Assault Procedure**

**CARRIED**

On behalf of the Board, the Chair thanked and congratulated Ms. Andrew and all of the team who worked on this.

## **6.2 Investment Policy statement**

Ms. Lee stated that the Finance committee had considered this at its meeting on November 5 and is recommending approval by the Board of Governors.

Mr. McKinley said the existing investment policy has been in place for many years and has served the University well. He said that AON, the trust and investment committee's investment consultant, sent a white paper with updated best practices and recommendations for what the University should think about in respect to the investment Policy Statement. The said the Statement guides the Committee and is provided to the University's investment managers. Mr. McKinley stated that he had developed a brand new statement, incorporating AON's recommendations and best practices and brought it to the Committee for discussion this fall. The resulting documents is presented to the Board today for approval. He noted that he has received positive feedback on the Statement. Once approved it will be posted on the University website and shared broadly.

One Board member said that the way the University invests is important, and a fulsome discussion should take place at the Board level around how the document can and should go further in speaking to responsible investing. It was noted that the fossil fuel industry sector, an area in which the University has invested, is not performing well, due in part to the severe impacts of fossil fuels on the environment and the climate. Many institutions have committed to divestment of fossil fuel, though there are pragmatic, financial, economic, and science reasons that should be considered in determining how the University wants to invest going forward. Because the Investment Policy Statement is significant policy document, the Board should consider the need to consider the content of these investments.

Mr. McKinley noted that the University has signed on to a Charter in 2020 committing to address climate change through its investments. He added that there is now a committee on responsible investing that has broad representation and will hold its first meeting on Thursday. He said AON will attend to share their expertise in this area. He added that it will take some time to finalize a recommendation, likely a year or more. He added that the Committee is looking at this issue and considering ESG factors, even as the investment industry changes. He stated that divesting will be a Board of Governors discussion and decision.

One Board member expressed her option that the University should look quickly at adopting this document as an interim document, or adding a codicil stating will this will be addressed in a set timeline, as speedily as possible.

President Benarroch stated that this document is intended to provide a guide to the committee and the University, and can be passed for that purpose. The University could approve the statement now and ask that the board receive a report on the Committee's progress in six months.

A question arose about the Trust Investment committee. In response, Mr. McKinley said that there are no specific requirements for community members to have certain expertise, however, the Committee recruits people who have significant investment background and is also open to

other representation as well, and sometimes a human resource or legal expert is added. He noted that the Vice-President (Administration) appoints community members to the Committee, adding that it is important to have independent people on the Committee.

Members of the Board were in support of bringing this matter back to the Board for a comprehensive discussion due to its importance to students and to the environment. The Chair requested, and Mr. McKinley agreed, that a progress report be provided to the Board in six months. Mr. McKinley noted that the Committee is advisory to the Board of Governors and the responsible investing working group is a subcommittee of the Trust Investment Committee. A suggestion was made that there should be some Board of Governors representation on the working group.

Mr. McKinley requested direction from the Board on what was expected of the Committee and of the Report, noting that divesting is complicated and views are diverse.

The Chair said that Board members interested in serving on the working group should contact Mr. Leclerc.

A Board member requested information at the next Board meeting with a general comparison of how our returns have been compared to other Universities. Mr. McKinley committed to providing that report as well as a comparison of what is typical in investment trusts and endowments.

One board member commented that there are Committees that went through this statement in detail and it is important not to lose sight that a number of experts are involved in this process through the consultants, managers, and experts on the committees, so this statement has been reviewed extensively.

It was moved by Mr. Osiowy and seconded by Dr. Reimer:

**THAT the Board of Governors approve the new Investment Policy Statement that governs the investment and administration of the assets of the UIT, which is more commonly known as the Endowment Fund.**

**CARRIED**

The Chair thanked Mr. McKinley for his efforts, noting that this is a good policy to move forward with, as it will change as the ESG aspects are considered.

#### **MOTION TO MOVE TO CLOSED & CONFIDENTIAL SESSION**

It was moved by Dr. Anderson and seconded by Mr. Osiowy:

**THAT the meeting move into Closed and Confidential Session**

**CARRIED**

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Chair

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University Secretary

☒ Approval    ☐ Discussion/Advice    ☐ Information**AGENDA ITEM:**

Closure of Centre for Research and Treatment of Atherosclerosis

**RECOMMENDED RESOLUTION:**

**THAT the Board of Governors approve the closure of the Centre for Research and Treatment of Atherosclerosis, effective upon Board approval [as recommended by Senate, October 7, 2020].**

**CONTEXT AND BACKGROUND:**

- The procedures on *Research Centres, Institutes, and Groups* specify that the authority to establish research centres /institutes resides with the Board of Governors, normally on the recommendation of the Senate of the University.
- At its meeting on, September 10, 2020, the Senate Committee on University Research endorsed a recommendation from the Faculty Executive Council of the Rady Faculty of Health Sciences, to close the Centre for Research and Treatment of Atherosclerosis. The Faculty Executive Council had made its recommendation, based on a request from the Management Committee of the Centre, at a meeting on August 25, 2020.
- The Centre will be closed as it no longer has the financial resources required to support its mandate.

**RESOURCE REQUIREMENTS:**

N/A

**CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:**

N/A

**IMPLICATIONS:**

N/A

**ALTERNATIVES:**

N/A

**CONSULTATION:**

The proposal is forwarded to the Board of Governors by Senate following consideration by the Senate Committee on University Research and the Senate Executive Committee.

## Reviewed

By

Date

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Senate Committee on University Research	September 10, 2020
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Senate Executive Committee	September 23, 2020
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Senate	October 7, 2020
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		

University Secretary on behalf of Senate

Report of the Senate Committee on University Research RE Centre for Research and Treatment of Atherosclerosis (CRTA)



THE SENATE COMMITTEE ON UNIVERSITY RESEARCH  
REPORT ON THE  
**Center for Research and Treatment of Atherosclerosis (CRTA)**

**Preamble:**

1. The terms of reference for the Senate Committee on University Research (SCUR) can be found at:

[http://umanitoba.ca/admin/governance/governing\\_documents/governance/sen\\_committees/510.html](http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/510.html)

2. At its meeting on September 10<sup>th</sup>, 2020, SCUR received a report on the Centre for Research and Treatment of Atherosclerosis (CRTA).

3. The Policy for *Research Centres, Institutes and Groups* stipulates that the authority to establish research centres/institutes resides with the Board of Governors, normally on the recommendation of the Senate of the University. Proposals are transmitted from SCUR to the Chair of the Senate Planning and Priorities Committee to determine if SPPC review is required, and to Senate through its Executive Committee. Prior to their transmittal to SCUR, proposals for the establishment of research centres/institutes are normally supported by departmental and faculty councils, as appropriate.

4. Research Centres, Institutes and Groups are to be reviewed by SCUR on a periodic basis but not less than once every 5 years.

5. SCUR shall determine whether a formal, independent review committee should be struck to conduct a full review of the research centre/institute. If a full review of the research centre/institute is not warranted, in that it is clear that the research centre/institute either qualifies for continuation or that it does not, SCUR will recommend to Senate that the research centre/institute continue for a period of three to five years, or that it be terminated, without further review.

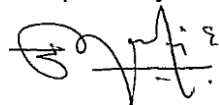
**Observations:**

1. On November 8, 2019 the management committee of the CRTA, comprised of Drs. Grant Hatch, Patrick Choy and David Mymin, decided to request dissolution of the CRTA due to financial viability.
2. The Rady Faculty of Health Sciences Faculty Executive Council met on August 25, 2020 and unanimously endorsed the motion to dissolve the CRTA.
3. An August 25<sup>th</sup>, 2020 memo from Dr. Brian Postl, Dean of the Rady Faculty of Health Sciences, has requested the initiation of Senate approval to dissolve of the CRTA.

**Recommendation:**

**THAT upon the recommendation of the Faculty Executive Council of the Rady Faculty of Health Sciences (August 25, 2020), the *Center for Research and Treatment of Atherosclerosis (CRTA)* be dissolved, effective November 4, 2020.**

Respectfully submitted,



Dr. Digvir Jayas,  
Vice-President, Research and International  
And Chair of the Senate Committee on University Research

## Memorandum

**Date:** Aug 25 2020

**To:** Mr. Jeff Leclerc, University Secretary



**From:** Dr. Brian Postl, Dean and Chair of the Rady Faculty of Health Sciences Faculty Executive Council

**Re:** Senate Approval for the endorsement to dissolve the Centre for Research and the Treatment of Atherosclerosis (CRTA)

---

The Rady Faculty of Health Sciences is requesting initiation of Senate approval to dissolve the Centre for Research and the Treatment of Atherosclerosis (CRTA)

The above motion was approved unanimously at the Rady Faculty of Health Sciences Faculty Executive Council meeting on August 25 2020.

Attached is one file in pdf format that includes this cover memo and related documents.

Please let me know if you require additional information or clarification.

**Copy:** Shannon Coyston

---

Brian Postal, MD, FRCPC

January 17, 2020

Dean, RFHS & Vice-Provost (Health Sciences)

Max Rady College of Medicine, University of Manitoba

260 Brodie Center-727 McDermot Ave.

Winnipeg, MB, Canada R3E 3P5

**Re: Dissolution of the Center for Research and Treatment of Atherosclerosis**

Dear Dr. Postl,

Please be advised that I am requesting the dissolution of the Center for Research and Treatment of Atherosclerosis (CRTA). On November 8, 2019 the management committee comprised of Drs. Grant Hatch, Patrick Choy and David Mymin met to discuss the future of the CRTA. At that meeting it was decided to request dissolution of the CRTA. After a successful run for over 20 years it was felt that the CRTA can no longer meet its mandate due to lack of financial resources. In 1999 the CRTA was established through a \$500,000 grant from the Federated Life Insurance Company of Canada and this was managed through the Heart and Stroke Foundation of Manitoba. Through this fund the CRTA was able to leverage funding from pharmaceutical companies, conduct cardiovascular risk factor clinics for the public, invite world class speakers to the University, and provide lipid research support for the University. The management committee remains proud of the fact that the CRTA never requested operating funding from the University during its history yet served the University in its capacity for over 20 years.

I attach the 2019 Annual Report for the CRTA that was submitted on November 13, 2019 to Dr. Digvir Jayas and our previous 5 year report submitted on May 19, 2015.

Sincerely,



Dr. Grant M. Hatch

Director, CRTA

Professor, Department of Pharmacology & Therapeutics

/gmh

Encl.

☒ Approval    ☐ Discussion/Advice    ☐ Information**AGENDA ITEM:**

Report of the Senate Committee on Awards [dated June 11, 2020]

**RECOMMENDED RESOLUTION:**

THAT the Board of Governors approve three new offers, two amended offers, and the withdrawal of four offers, as set out in Appendix A of the Report of the Senate Committee on Awards [dated June 11, 2020].

**CONTEXT AND BACKGROUND:**

At its meeting on June 11, 2020, the Senate Committee on Awards approved three new offers, two amended offers, and the withdrawal of four offers, as set out in Appendix A of the Report of the Senate Committee on Awards [dated June 11, 2020].

**RESOURCE REQUIREMENTS:**

The awards will be funded from the sources identified in the Report.

**CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:**

N/A

**IMPLICATIONS:**

N/A

**ALTERNATIVES:**

N/A

**CONSULTATION:**

These award decisions are consistent with the policy on *Student Awards*. They were reported to Senate for information on October 7, 2020.

## ROUTING TO THE BOARD OF GOVERNORS:

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Date</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Senate Committee on Awards</u>	<u>June 11, 2020</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Senate Executive Committee</u>	<u>September 23, 2020</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Senate</u>	<u>October 7, 2020</u>
<input type="checkbox"/>	<input type="checkbox"/>	<u></u>	<u></u>
<input type="checkbox"/>	<input type="checkbox"/>	<u></u>	<u></u>

**SUBMISSION PREPARED BY:** University Secretary on behalf of Senate

**ATTACHMENTS:**

Report of the Senate Committee on Awards [dated June 11, 2020]

## **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 revised offers of awards that comply with the Student Awards Policy.

### **Observations**

At its meeting of June 11, 2020, the Senate Committee on Awards approved 3 new offers, 2 revised offers, and the withdrawal of 4 awards as set out in the *Report of the Senate Committee on Awards (June 11, 2020)*.

### **Recommendations**

On behalf of Senate, the Senate Committee on Awards recommends that the Board of Governors approve 3 new offers, 2 revised offers, and the withdrawal of 4 awards as set out in the *Report of the Senate Committee on Awards (June 11, 2020)*. These award decisions comply with the Student Awards Policy.

Respectfully submitted,

Dr Jared Carlberg

Chair, Senate Committee on Awards

## SENATE COMMITTEE ON AWARDS

June 11, 2020

### 1. NEW OFFERS

#### **Norway House Cree Nation Community Health & Wellness Foundation Bursary**

Through the newly formed Norway House Cree Nation Health & Wellness Foundation, the Norway House Cree Nation Health Centre of Excellence established an annually funded bursary valued at \$6,000 per year for a period of four years. The purpose of this bursary fund is to financially support students who are members of the Norway House Cree Nation band who are in an undergraduate degree program in the Rady Faculty of Health Sciences at the University of Manitoba. When funds are available, the Manitoba Scholarship and Bursary Initiative may make a contribution to the award. Each year, beginning in 2020-2021 and ending in 2023-2024, two bursaries valued at \$3,000 each will be offered to two undergraduate students who:

- (1) have self-declared as First Nations, Métis or Inuit people from Canada;
- (2) have self-declared as a member of the Norway House Cree Nations band;
- (3) are enrolled full-time (minimum 60% course load) in any year of an undergraduate degree program offered by the following Faculty and Colleges at the University of Manitoba:
  - (a) Rady Faculty of Health Sciences Interdisciplinary Health Program;
  - (b) Max Rady College of Medicine;
  - (c) College of Rehabilitation Sciences;
  - (d) College of Pharmacy;
  - (e) College of Nursing; or
  - (f) Dr. Gerald Niznick College of Dentistry;
- (4) have either:
  - (a) if enrolled in any of the Interdisciplinary Health programs offered by the Rady Faculty of Health Sciences, have met the minimum entry requirements;
  - (b) if a continuing student, have achieved a minimum degree grade point average of 2.5, or
  - (c) if enrolled in the Max Rady College of Medicine, are in good standing; and
- (5) have demonstrated financial need on the standard University of Manitoba bursary application form.

In the event that there is only one student or no students who do not meet all of the above criteria, the bursary or bursaries will be given to a student or students who have graduated from a high school within the Province of Manitoba, and who meet criteria (1), (3), (4) and (5) above.

In the event that there is only one student or no students who not meet criteria (1), (3), (4), (5) and who have graduated from a high school within Manitoba as outlined in the paragraph directly above, the bursary or bursaries will be given to a student or students who have met criteria (1), (3), (4) and (5) above.

The Director of Financial Aid and Awards (or designate) will name the selection committee for this award.

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

### **Faculty of Education Indigenous Education Scholarship**

In response to the Truth and Reconciliation Calls to Action, the Faculty of Education established an endowment fund at the University of Manitoba with an initial gift of \$25,000 in 2019. Initially funded by the Faculty of Education's Endowment Fund, the purpose of the fund is to recognize the achievements of undergraduate students in the Faculty of Education at the University of Manitoba who are engaging in, and contributing to, Indigenous (First Nations, Inuit, and Métis) Education in Canada. Each year, beginning in 2021-2022, the available annual income from the fund will be used to offer one or more scholarships to undergraduate students who:

- (1) are enrolled part-time or full-time in any Bachelor of Education degree program offered by the Faculty of Education;
- (2) have achieved a minimum degree grade point average of 3.0;
- (3) have demonstrated a commitment, interest, and involvement in Indigenous Education in Canada by having a combination of two or more of the following:
  - (a) a teachable major or minor in Native Studies;
  - (b) a teachable major or minor in Heritage, Aboriginal (Indigenous) and International Languages, specifically Indigenous languages in Canada;
  - (c) a strong record of service work/volunteerism (e.g. school, local band or community, city, region, province);
  - (d) active involvement in organizations and/or schools that offer educational programming for Indigenous children and/or youth; and/or
  - (e) other outstanding achievements related to Indigenous Education.

In order to be considered for this scholarship, candidates must either:

- i. self-nominate by submitting (a) a current *curriculum vitae*, and (b) a written statement (maximum 500 words) which outlines how they meet criterion (3); or
- ii. be nominated by one of the following people with a letter of nomination and support:
  - a. a faculty member (professor or instructor);
  - b. practicum advisor (supervisor for the practicum);
  - c. teacher or school leader from their practicum school; or
  - d. a relevant individual who can speak directly to the student's experience.

Letters of nomination and support must demonstrate the student's commitment, interest, and involvement related to Indigenous Education. The nomination may include supporting material (e.g. lesson and learning plans, photos).

Each year the Faculty of Education will advertise the call for applications in March.

The selection committee will have the discretion to determine the number and value of awards offered in each year based on the available funds, as outlined in the criteria above.



The selection committee will be named by the Dean of the Faculty of Education (or designate) and may include a representative of the Faculty of Education's Indigenous scholars (or designate).

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

### **John M. Vail Memorial Scholarship**

Prof. John M. Vail established an endowment fund at the University of Manitoba with an initial gift of \$25,000 in 2019. The purpose of the fund is to reward the highest academic achievements of students who excel in math and science with an emphasis on physics, and who are pursuing studies in the Faculty of Science at the University of Manitoba. Each year, beginning in 2021-2022, the available annual income from the fund will be used to offer one scholarship to an undergraduate student who:

- (1) has graduated from Gordon Bell High School;
- (2) is enrolled full-time (minimum 80% course load) in the first year of study in the Faculty of Science via the Direct Entry option; and
- (3) of the students who meet (1) and (2) above, has achieved the highest combined standing in the following high school courses:
  - a. 40S Physics,
  - b. one 40S science course in either Chemistry or Biology, and
  - c. one 40S math course in either Applied or Pre-Calculus Math.

Gordon Bell High School will nominate one candidate each year. The nomination, along with any alternates, will be forwarded to the Financial Aid and Awards office at the University of Manitoba.

The Director of Financial Aid and Awards (or designate) will name the selection committee for this award.

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

## **2. AMENDMENTS**

### **Donald J. Forsyth Memorial Scholarship**

The following amendments were made to the terms of reference for the **Donald J. Forsyth Memorial Scholarship**:

- The preamble was revised to:

*In memory of Donald J. Forsyth, a 1936 graduate in Pharmacy from The University of Manitoba, Mrs. Z. Forsyth offers an annual scholarship to students in the Pharmacy degree program. Each*

*year, beginning in 1990-1991, the available annual income from the fund will be used to offer one scholarship to an undergraduate student who:*

- The numbered criteria was revised to:
  - (1) *is enrolled full-time (minimum 80% course load) in the third year of study in the degree program in the College of Pharmacy at the University of Manitoba;*
  - (2) *has achieved a minimum degree grade point average of 3.5; and*
  - (3) *has achieved high standing in the second year of the degree program in the College of Pharmacy.*
- The following paragraph was removed:

*If for any reason the winner does not register as required, then the scholarship will be awarded by reversion to the next qualified candidate.*
- The selection committee paragraph was revised to:

*The selection committee for this award will be the College of Pharmacy Professional Program Awards Committee.*
- The standard Board of Governors statement was added.

#### **Mary and Joe Zeal Prize**

The following amendments were made to the terms of reference for the **Mary and Joe Zeal Prize**:

- The preamble was revised to:

*In memorial tribute to Mary and Joe Zeal, a fund was established by members of their family circle to reward a student who demonstrates outstanding achievement in completing the requirements of the second year in the College of Pharmacy at the University of Manitoba. Each year, the available annual income from the fund will be used to offer one prize to an undergraduate student who:*
- The numbered criteria were revised to:
  - (1) *was enrolled full time (minimum 80% course load) in the second year in the Doctor of Pharmacy (PharmD) program in the College of Pharmacy in the year in which the award was tenable; and*
  - (2) *has achieved a minimum degree grade point average of 3.5;*
- The following paragraph was removed:

*This prize shall be awarded to a student who shows outstanding merit in completing the requirements of second year Pharmacy at The University of Manitoba.*
- The selection committee statement was revised to:

*The selection committee will be The College of Pharmacy Professional Program Awards Committee.*
- The standard Board of Governors statement was added.

### **3. WITHDRAWALS**

#### **Manitoba Association of Registered Respiratory Therapists Future Leader Prize**

At the request of the donor

#### **Merck Sharp & Dohme Scholarship**

At the request of the donor

#### **Merck Scholarship in Pharmacy**

At the request of the donor

#### **Pfizer Bursary/Scholarship**

At the request of the donor



☒ Approval    ☐ Discussion/Advice    ☐ Information

**AGENDA ITEM:**

Report of the Senate Committee on Awards [dated August 25, 2020]

**RECOMMENDED RESOLUTION:**

THAT the Board of Governors approve five new offers, eight amended offers, and the withdrawal of three offers, as set out in Appendix A of the Report of the Senate Committee on Awards [dated August 25, 2020].

**CONTEXT AND BACKGROUND:**

At its meeting on August 25, 2020, the Senate Committee on Awards approved five new offers, eight amended offers, and the withdrawal of three offers, as set out in Appendix A of the Report of the Senate Committee on Awards [dated August 25, 2020].

**RESOURCE REQUIREMENTS:**

The awards will be funded from the sources identified in the Report.

**CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:**

N/A

**IMPLICATIONS:**

N/A

**ALTERNATIVES:**

N/A

**CONSULTATION:**

These award decisions are consistent with the policy on *Student Awards*. They were reported to Senate for information on October 7, 2020.

**ROUTING TO THE BOARD OF GOVERNORS:**

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Date</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Senate Committee on Awards</u>	<u>August 25, 2020</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Senate Executive Committee</u>	<u>September 23, 2020</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Senate</u>	<u>October 7, 2020</u>
<input type="checkbox"/>	<input type="checkbox"/>	<u></u>	<u></u>
<input type="checkbox"/>	<input type="checkbox"/>	<u></u>	<u></u>

**SUBMISSION PREPARED BY:** University Secretary on behalf of Senate

**ATTACHMENTS:**

Report of the Senate Committee on Awards [dated August 25, 2020]
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## **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 revised offers of awards that comply with the Student Awards Policy.

### **Observations**

At its meeting of August 25, 2020, the Senate Committee on Awards approved 5 new offers, 8 revised offers, and the withdrawal of 3 awards as set out in the *Report of the Senate Committee on Awards (August 25, 2020)*.

### **Recommendations**

On behalf of Senate, the Senate Committee on Awards recommends that the Board of Governors approve 5 new offers, 8 revised offers, and the withdrawal of 3 awards as set out in the *Report of the Senate Committee on Awards (August 25, 2020)*. These award decisions comply with the Student Awards Policy.

Respectfully submitted,

Dr Jared Carlberg

Chair, Senate Committee on Awards

## SENATE COMMITTEE ON AWARDS

August 25, 2020

### 1. NEW OFFERS

#### **Asper/Paterson Master's in History Human Rights and Social Justice Scholarship**

A scholarship has been created by Gail Asper and Michael Paterson through The Winnipeg Foundation to support students who are studying history related to human rights and social justice. Each year, beginning in 2020-2021, one scholarship valued at \$7,500 will be offered to a graduate student who:

- (1) is enrolled full-time in the Faculty of Graduate Studies in the first or second year of study in the Joint Master's Program in the Department of History at the University of Manitoba;
- (2) has achieved a minimum grade point average of 3.0 based on the last 60 credit hours (or equivalent) of study; and
- (3) is conducting research related to human rights and social justice history.

Applicants will be required to submit: (i) a description of the proposed research on the history of human rights and social justice and a statement of its relevance to the history of human rights and social justice in Canada, (ii) a current *curriculum vitae*, and (iii) a copy of their transcript.

The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Joint Discipline Committee in the Department of History to name the selection committee for this award.

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. Any future modifications that may be necessary due to changed conditions will require complete consultation with the Winnipeg Foundation.

#### **Extended Education Access Student Bursary**

Extended Education established an endowment fund at the University of Manitoba in 2020. The purpose of the fund is to provide financial support to undergraduate students admitted to the University of Manitoba Access Program. Extended Education will make an additional gift of \$4,000 to offer three bursaries of equal value in 2020-2021. Each year, beginning in 2021-2022, the available annual income from the fund will be used to offer a minimum of three bursaries to undergraduate students who:

- (1) are enrolled full-time (minimum 60% course load) in any year of study in the University of Manitoba Access Program in Extended Education;
- (2) have either:
  - (a) as an entering student, met the minimum requirements for admission to University 1 or any faculty, college, or school with a Direct Entry option at the University of Manitoba; or
  - (b) as a continuing student, achieved a minimum degree grade point average of 2.0; and
- (3) have demonstrated financial need on the standard University of Manitoba bursary application form.

Beginning in 2021-2022, the selection committee will have the discretion to determine the number and value of awards offered each year based on the available funds, as outlined in the criteria above.

The Dean of Extended Education (or designate) will name the selection committee for this award.

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

### **Faculty of Social Work PhD Scholarship**

The Faculty of Social Work established an annually funded scholarship at the University of Manitoba in 2020. The purpose of this scholarship is to recognize the academic achievements of graduate students entering the Ph.D. program delivered by the Faculty of Social Work. Each year, beginning in 2020-2021, one or more bursaries valued at a minimum of \$5,000 each will be offered to graduate students who:

- (1) are enrolled full-time in the Faculty of Graduate Studies in the first year of study in the Ph.D. program delivered by the Faculty of Social Work; and
- (2) have achieved a minimum grade point average of 3.0 based on the last 60 credit hours (or equivalent) of study.

The selection committee will have the discretion to determine the number and value of awards with a minimum value of \$5,000 offered each year based on the available funds, as outlined in the criteria above.

The Faculty of Social Work will be responsible for contacting the Financial Aid and Awards office by no later than March 31 to confirm the available funds each year.

The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Dean of the Faculty of Social Work (or designate) to name the selection committee for this award.

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

### **The Leggett-Dowsett Bursary**

The Leggett and Dowsett families established an endowment fund at the University of Manitoba in 2018. The purpose of the fund is to support undergraduate students pursuing studies in geological sciences in the Clayton H. Riddell Faculty of Environment, Earth, and Resources. Each year, beginning in the 2020-2021, the available annual income from the fund will be used to offer one bursary to an undergraduate student who:

- (1) is enrolled full-time (minimum 60% course load) in any year of study in the Department of Geological Sciences in the Clayton H. Riddell Faculty of Environment, Earth, and Resources at the University of Manitoba;
- (2) has either:
  - (a) if a continuing student, achieved a minimum degree grade point average of 3.0, or
  - (b) if an entering student, has met the minimum direct entry admission requirements for the Clayton H. Riddell Faculty of Environment, Earth, and Resources; and
- (3) has demonstrated financial need on the standard University of Manitoba bursary application form.



The bursary is renewable, provided that the recipient:

- (a) continues into the next consecutive year of full-time study (minimum 60% course load) in the Department of Geological Sciences in the Clayton H. Riddell Faculty of Environment, Earth, and Resources;
- (b) maintains a degree grade point average of 3.5; and
- (c) demonstrates financial need on the standard University of Manitoba bursary application form.

If there are no eligible students in a given year, the bursary can be offered to any full-time student (minimum 60% course load) in any year of study in the Clayton H. Riddell Faculty of Environment, Earth, and Resources who meets criteria (2) and (3) above. If there is still no eligible candidate, the bursary will not be offered. Only one student per year can hold the Leggett-Dowsett Bursary.

The Dean of the Clayton H. Riddell Faculty of Environment, Earth, and Resources will name the selection committee for this award. The selection committee must include two representatives from the Department of Geological Sciences.

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

### **Western Grains Research Foundation Graduate Scholarship**

The Western Grains Research Foundation (WGRF) established an annually funded scholarship to recognize the academic achievements of graduate students in the Faculty of Agricultural and Food Sciences at the University of Manitoba who are pursuing research that fits within the WGRF research priority areas as posted on their website. The WGRF will make an initial contribution of \$100,000 in 2020, and will contribute up to \$100,000 for four subsequent years. Each year, beginning in 2020-2021 and ending in 2024-2025, a minimum of two and up to four scholarships with a minimum value of \$25,000 each will be offered to graduate students who:

- (1) are enrolled full-time in the Faculty of Graduate Studies in the first year of a Master's or Doctoral program delivered by a department in the Faculty of Agricultural and Food Sciences;
- (2) have achieved a minimum grade point average of 3.5 based on the last 60 credit hours (or equivalent) of study; and
- (3) have proposed to undertake thesis research in an area of crop research that fits within the WGRF research priority areas.

Candidates will be required to submit an application that will consist of: (a) a description of their proposed research project (maximum 500 words) and an explanation of how it fits within the WGRF research priority areas, (b) a current *curriculum vitae*, (c) current academic transcript(s), and (d) two academic letters of reference.

Recipients of the WGRF Graduate Scholarship will be required to submit a summary of their research and academic progress (maximum 500 words) to the WGRF by the end of each academic year during the tenure of the award.

The Scholarship is renewable for either one subsequent year for Master's students or two subsequent years for Doctoral students, provided that they continue to be enrolled full-time in the Faculty of Graduate

Studies in a Master's or Doctoral program delivered by a department in the Faculty of Agricultural and Food Sciences, continue to meet criteria (2) and (3) above, and have submitted a satisfactory progress report to their supervisory committee

In the event that a recipient does not qualify for renewal of the award, the selection committee may offer the scholarship to a new recipient who meets the selection criteria. No more than four students can hold this scholarship in a given year.

The selection committee will have the discretion to determine the number and value of awards offered in each year based on the available funds, as outlined in the criteria above.

The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Faculty of Agricultural and Food Sciences Awards Committee to serve as the selection committee for this award.

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

## 2. AMENDMENTS

### AESES Scholarship

The following amendments were made to the terms of reference for the **AESES Scholarship**:

- The title was changed to the ***AESES Bursary***.
- The preamble was revised to:  
*The Association of Employees Supporting Education Services (AESES) will provide seven annual bursaries valued at \$1,000 each to the dependent children of its membership. Each year, one bursary will be awarded to one undergraduate student from each of the following groupings:*
- The numbered criteria was revised to:
  - (1) *University 1;*
  - (2) *Faculty of Arts;*
  - (3) *Faculty of Science;*
  - (4) *Faculty of Education, Price Faculty of Engineering, or Desautels Faculty of Music;*
  - (5) *Asper School of Business, Clayton H. Riddell Faculty of Environment, Earth, and Resources, or Faculty of Law;*
  - (6) *Faculty of Agricultural and Food Sciences, Faculty of Architecture, School of Art, Faculty of Kinesiology and Recreation Management, or Faculty of Social Work;*
  - (7) *Rady Faculty of Health Sciences.*
- Additional numbered criteria was revised to:  
*Each year, the bursaries will be offered to undergraduate students who:*
  - (1) *are a dependent child\* of a current regular, retired, or deceased AESES member\*\*;*
  - (2) *are enrolled full-time (minimum 60% course load) in any year of study in one of the groups listed above at the University of Manitoba;*

- (3) *have either:*
  - (a) *as entering students, achieved the required minimum entrance requirements based on those courses used for admission to the University;*
  - (b) *as continuing students, achieved a minimum grade point average of 2.0; or*
  - (c) *as students in the Undergraduate Medical Education Program, are in good standing; and*
- (4) *have demonstrated the highest financial need on the standard University of Manitoba bursary application form.*
- The selection committee paragraph was revised to:  
*The Director of Financial Aid and Awards (or designate) will name the selection committee for this award.*
- The standard Board of Governors statement was added.
- The following paragraphs were revised to:  
*\*As defined by AESES, dependent children refers to any unmarried natural child, adopted child or step-child, including any child for whom the member has been appointed legal guardian, who is chiefly dependent on the member for support and maintenance, up to 25 years of age. NOTE: A student who turns 25 years of age prior to the academic year in which the scholarship is tenable will not be eligible.*  
*\*\*Those members who have signed an AESES Membership Application. Financial Aid and Awards will confirm membership with AESES as part of the selection process.*

### **Caroline A. Cope Award for Excellence in Oncology Research**

The following amendments were made to the terms of reference for the **Caroline A. Cope Award for Excellence in Oncology Research**:

- The preamble was revised to:  
*An endowment fund was established at the University of Manitoba through a bequest from Ms. Caroline A. Cope to support students demonstrating excellence in cancer research. Each year, the available annual income from the fund will be used to provide one or more scholarships to graduate or postgraduate students who:*
- The numbered criteria was revised to:
  - (1) *is enrolled as either:*
    - (i) *full-time in the Faculty of Graduate Studies in a Masters or Doctoral program delivered by a department in the Max Rady College of Medicine; or*
    - (ii) *full-time in the Postgraduate Medical Education Program, either as a resident or as a fellow, in good standing;*
  - (2) *have achieved either:*
    - (i) *as a graduate student, a minimum cumulative grade point average of 3.5 (or equivalent) in the graduate program;*
    - (ii) *as a Post Graduate Medical Education student, is in good standing.*
  - (3) *have demonstrated research excellence in the area of oncology.*

- The selection committee paragraph was revised to:

*The selection committee will have the discretion to determine the number and value of scholarships offered each year as outlined above, based on the available annual income.*

*The selection committee will be the Major Awards Committee of the Max Rady College of Medicine. Any graduate student recipients named to receive the scholarship under category (1)(i) above will be reported through the Dean of the Faculty of Graduate Studies.*

- The standard Board of Governors statement was updated.

### **Charles Biesick Memorial Award**

The following amendments were made to the terms of reference for the **Charles Biesick Memorial Award**:

- Criterion 1 was changed to:

*is enrolled full-time (minimum 60% course load) in the second year of study or higher in a general major, advanced major, or minor program in Labour Studies;*

### **Clara Kemila Anderson Memorial Award**

The following amendments were made to the terms of reference for the **Clara Kemila Anderson Memorial Award**:

- The preamble was revised to:

*In memory of Clara Kemila Anderson (B.A./'63, B.S.W./'65, M.S.W./'66), who was Lady Stick of Social Work in 1965-66, her husband, Mr. Peter D. Anderson, established an endowment fund at the University of Manitoba in 1982. The purpose of this scholarship is to reward the academic achievement of students in Social Work. Each year 50% of the annual available income from the fund will be used to offer one scholarship to a graduate student who:*

- The numbered criteria was revised to:

*(1) is enrolled full-time in the first year of study in the Faculty of Graduate Studies in any Master's program offered by the Faculty of Social Work;*

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

*(3) has obtained the highest admission score to any of the Master's programs offered by the Faculty of Social Work.*

- Additional criteria was revised to:

*Each year, the remaining 50% of the annual available income from the fund will be used to offer one prize to a graduate student who:*

*(1) was enrolled full-time in the Faculty of Graduate Studies in any Master's program offered by the Faculty of Social Work in the year in which the award was tenable;*

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

*(3) who, in the opinion of the selection committee, has either written the most promising thesis or has achieved the highest standing in the course-based route of the Master's program.*

- The selection committee paragraph was revised to:  
*The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Dean of the Faculty of Social Work (or designate) to name the selection committee for this award.*
- The standard Board of Governors statement was updated.

### **Lila MacDonald Goodspeed Centenary Bursary**

The following amendments were made to the terms of reference for the **Lila MacDonald Goodspeed Centenary Bursary**:

- The name of the award was changed to:  
***Lila MacDonald Goodspeed Everett Centenary Bursary***
- The preamble was revised to:  
*In recognition of the 100<sup>th</sup> anniversary of the former Faculty of Human Ecology, Mrs. Lila MacDonald Goodspeed Everett (B.Sc.H.Ec./'64, Cert. Ed./'68, B.Ed./'79) established an endowment fund at the University of Manitoba with an initial gift of \$5,120, in 2010. The Manitoba Scholarship and Bursary Initiative has made a contribution to the fund. Each year, the available annual interest from the fund will be used to offer one bursary to an undergraduate student who:*
- The numbered criteria were revised to:
  - (1) is enrolled full-time in the second, third or fourth year of study in the Human Nutritional Sciences degree program in the Faculty of Agricultural and Food Sciences;*
  - (2) has achieved a minimum degree grade point average of 2.5;*
  - (3) has demonstrated leadership through involvement in volunteer work;*
  - (4) has demonstrated financial need on the standard University of Manitoba bursary application form.*
- The selection committee paragraph was revised to:  
*The selection committee will be the Faculty of Agricultural and Food Sciences Awards Committee.*
- The Standard Board of Governors statement was updated

### **MMCF – Jack Wilt Travel Award**

The following amendments were made to the terms of reference for the **MMCF – Jack Wilt Travel Award**:

- The preamble was revised to:  
*Through gifts received from friends and family of Dr. John Charles (Jack) Wilt, as well as from medical institutions and medical conferences, the Manitoba Medical College Foundation (MMCF) has established the MMCF – Jack Wilt Travel Award at The Winnipeg Foundation. Dr. John Charles (Jack) Wilt was born in 1920 and passed away in 1989. He graduated from the University of Manitoba in 1954 with an MD. The purpose of the fund is to provide travel awards for postgraduate students at the University of Manitoba. Each year, The Winnipeg Foundation will report the available earnings from the fund to Financial Aid and Awards at the*

*University of Manitoba. The available earnings from the fund will be used to offer one travel award to a student who:*

- The numbered criteria were revised to:
  - (1) is enrolled in either:*
    - (a) the Postgraduate Medical Education program in the Department of Medical Microbiology in the Max Rady College of Medicine; or*
    - (b) the Adult or Pediatric Infectious Disease residency training program in the Max Rady College of Medicine;*
  - (2) is in good standing; and*
  - (3) will be attending a professional meeting or conference in order to present the results of his/her research (poster or oral presentation).*
- The paragraph after the numbered criteria was revised to:

*Evidence documenting the acceptance of a paper or poster presentation should be included with the request for funding. The intention of this award is to assist students with travel expenses for conference travel up to the available annual income generated by this fund.*
- The selection committee paragraph was revised to:

*The selection committee will be named by the Dean of the Max Rady College of Medicine (or designate) and will include the Head of the Department of Medical Microbiology and Infectious Diseases (or designate).*
- The Standard Board of Governors statement was added.

### **Slusman Family Scholarship**

The following amendments were made to the terms of reference for the **Slusman Family Scholarship**:

- The preamble was revised to:

*Through a \$25,000 bequest, Ms. Molly Slusman established an endowment fund at the University of Manitoba in 2000. The purpose of this fund is to recognize the academic achievement of undergraduate students who are pursuing studies at the University of Manitoba. Each year, the available annual income from the fund will be used to offer scholarships valued at \$1,000 each to undergraduate students who:*
- The numbered criteria was revised to:
  - (1) are enrolled full-time (minimum 80% course load) in any year of study in University 1 or any faculty, college, or school with a Direct Entry option at the University of Manitoba; and*
  - (2) have either:*
    - (a) as an entering student, achieved a minimum average of 85% on the best five courses considered for the University of Manitoba General Entrance Scholarship Program; or*
    - (b) as a continuing student, achieved a minimum degree grade point average of 3.0.*
- The following paragraph was added:

*The selection committee will have the discretion to determine the number of awards offered each year based on the available funds, as outlined in the criteria above.*
- The selection committee paragraph was revised to:

*The Director of Financial Aid and Awards (or designate) will name the selection committee for this award.*

- The standard Board of Governors statement was added.

### **Theresa Sullivan Prize for Professionalism and Professional Reasoning Skills**

The following amendments were made to the terms of reference for the **Theresa Sullivan Prize for Professionalism and Professional Reasoning Skills**:

- The preamble was revised to:

*In memory of Theresa Sullivan, her family, friends, and students established the Theresa Sullivan Prize for Professionalism and Professional Reasoning Skills. The purpose of the prize is to recognize a graduate student (or students sharing a fieldwork placement) who have demonstrated excellence in the components of the Master of Occupational Therapy program that focus on professionalism and professional reasoning. Each year, beginning in 2019-2020, the available annual income will be used to offer one or more prizes of equal value to graduating students who:*

- The numbered criteria was revised to:

- (1) *were enrolled full-time in the Faculty of Graduate Studies in the Master of Occupational Therapy program in the College of Rehabilitation Sciences at the University of Manitoba in the year in which the award was tenable;*
- (2) *have achieved a minimum degree grade point average of 3.5;*
- (3) *have been nominated by a fieldwork educator of Advanced Fieldwork (currently numbered OT 7800) for excellence in professionalism and professional reasoning; and*
- (4) *have attained a B+ or above in the course Professionalism and Enabling Occupation (currently numbered OT 6142).*

## **3. WITHDRAWALS**

### **Schwartz Reisman Scholars Program**

At the request of the donor

### **Nutrien Ltd. Indigenous Student Bursaries in Agriculture**

At the request of the donor

### **Western Grains Research Foundation Endowment Fund Graduate Scholarship**

At the request of the donor



☒ Approval ☐ Discussion/Advice ☐ Information

**AGENDA ITEM:**

Report of the Senate Committee on Awards [dated September 24, 2020]

**RECOMMENDED RESOLUTION:**

THAT the Board of Governors approve four new offers, five amended offers, and the withdrawal of two offers, as set out in Appendix A of the Report of the Senate Committee on Awards [dated September 24, 2020].

**CONTEXT AND BACKGROUND:**

At its meeting on September 24, 2020, the Senate Committee on Awards approved four new offers, five amended offers, and the withdrawal of two offers, as set out in Appendix A of the Report of the Senate Committee on Awards [dated September 24, 2020].

**RESOURCE REQUIREMENTS:**

The awards will be funded from the sources identified in the Report.

**CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:**

N/A

**IMPLICATIONS:**

N/A

**ALTERNATIVES:**

N/A

**CONSULTATION:**

These award decisions are consistent with the policy on *Student Awards*. They were reported to Senate, for information, on November 4, 2020.



## ROUTING TO THE BOARD OF GOVERNORS:

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Date</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Senate Committee on Awards</u>	<u>September 24, 2020</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Senate Executive Committee</u>	<u>October 21, 2020</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Senate</u>	<u>November 4, 2020</u>
<input type="checkbox"/>	<input type="checkbox"/>	<u></u>	<u></u>
<input type="checkbox"/>	<input type="checkbox"/>	<u></u>	<u></u>

**SUBMISSION PREPARED BY:** University Secretary on behalf of Senate

**ATTACHMENTS:**

Report of the Senate Committee on Awards [dated September 24, 2020]

## **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 revised offers of awards that comply with the Student Awards Policy.

### **Observations**

At its meeting of September 24, 2020, the Senate Committee on Awards approved 4 new offers, 5 revised offers, and the withdrawal of 2 awards as set out in the *Report of the Senate Committee on Awards (September 24, 2020)*.

### **Recommendations**

On behalf of Senate, the Senate Committee on Awards recommends that the Board of Governors approve 4 new offers, 5 revised offers, and the withdrawal of 2 awards as set out in the *Report of the Senate Committee on Awards (September 24, 2020)*. These award decisions comply with the Student Awards Policy.

Respectfully submitted,

Dr Jared Carlberg

Chair, Senate Committee on Awards

## **SENATE COMMITTEE ON AWARDS**

**September 24, 2020**

### **1. NEW OFFERS**

#### **The D. Bruce Cook Scholarship**

In memory of her husband, D. Bruce Cook, Janet Cook established an annually funded scholarship at the University of Manitoba with a one-time gift of \$250,000. The purpose of the fund is to provide support and to reward the academic achievements of students in the I.H. Asper School of Business. Each year, beginning in 2021-2022 and ending in 2024-2025, three scholarships valued at \$20,000 each will be offered to undergraduate student(s) who:

- (1) are Canadian citizens or Permanent Residents;
- (2) have been admitted to the I.H. Asper School of Business via the Direct Entry Option and are enrolled full-time (minimum 80% course load) in their first year of study in the Bachelor of Commerce (Hons.) program;
- (3) have graduated from a high school in Manitoba; and
- (4) have an interest in entrepreneurship.

Candidates will be required to submit a statement (maximum 250 words) describing how they meet criterion (4).

Preference will be given to students who have graduated from a high school in Northern Manitoba. For the purposes of this award, Northern Manitoba will be defined as north of the 53<sup>rd</sup> parallel.

The scholarship is renewable in each of the second, third, and fourth years of study provided that the recipient:

- (i) is enrolled full-time (minimum 80% course load) in the I.H. Asper School of Business in the Bachelor of Commerce (Hons.) program; and
- (ii) has achieved a minimum degree grade point average of 3.0.

In the event that a recipient does not qualify for continuation of the scholarship, the scholarship may be offered to the next qualified student in the same year of study, either as a renewable scholarship for a student in the second or third year of study, or as a one-time scholarship for a student in the fourth year of study, provided that the student meets the renewal criteria (i) and (ii) and criteria (1), (3), and (4) listed above. Only three D. Bruce Cook Scholarships will be offered in any given year.

The Dean of the I.H. Asper School of Business (or designate) will name the selection committee for this award.

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

### **Dr. Michael Matthews Prize in Composition**

Dr. Michael Matthews established an endowment fund at the University of Manitoba with an initial gift of \$100,000 in 2020. The purpose of the fund is to reward the outstanding achievement of graduate students focusing on Composition in the Desautels Faculty of Music. Each year, beginning in 2022-2023, the available annual income from the fund will be used to offer one prize to a graduate student who:

- (1) was enrolled full-time in the Faculty of Graduate Studies in the Master of Music in Composition offered by the Desautels Faculty of Music in the year in which the award was tenable;
- (2) has achieved a minimum grade point average of 3.5 based on the last 60 credit hours (or equivalent) of study; and
- (3) in the opinion of the selection committee, has demonstrated outstanding skill and promise in Composition.

In the event that there is no eligible graduate student who meets all of the criteria outlined above, the prize will be offered to an undergraduate student who:

- (i) was enrolled full-time (minimum 80% course load) in a Bachelor of Music in Composition offered by the Desautels Faculty of Music in the year in which the award was tenable;
- (ii) has achieved a minimum degree grade point average of 3.0; and
- (iii) in the opinion of the selection committee, has demonstrated outstanding skill and promise in Composition.

Candidates will be required to submit an original composition with a minimum length of fifteen minutes.

In the event of a tie, the selection committee will have the discretion to split the award among the deserving candidates.

The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Dean of the Desautels Faculty of Music (or designate) to name the selection committee for this award, which will include the Dean, two full-time composition faculty members, and one sessional instructor in composition.

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

### **Ethel Louise (Armstrong) and John Esterbrook Botterell Bursary in Medicine**

From the bequest of Dr. Edmund Henry Botterell and from family donations, a fund of \$98,000 was established at the University of Manitoba to “advance the academic enrichment of medical students” through the Ethel Louise (Armstrong) and John Esterbrook Botterell Scholarship in Medicine. The Manitoba Scholarship and Bursary Initiative made a contribution to this fund. In 2019, additional gifts were made by the daughters of Dr. Botterell, Daphne Payne and Jocelyn Allen, to create the Ethel Louise (Armstrong) and John Esterbrook Botterell Bursary in Medicine. Each year, one-third of the available annual income from the fund will be used to offer one bursary to a student who:

- (1) is a Manitoba resident;
- (2) is enrolled full-time in the fourth year of the Undergraduate Medical Education program in the Max Rady College of Medicine at the University of Manitoba;
- (3) is in good standing; and

(4) has demonstrated financial need on the standard University of Manitoba bursary application form. The Dean of the Max Rady College of Medicine (or designate) will name the selection committee for this award.

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

### **Michael Lehner Memorial Scholarship**

A scholarship fund was created through The Winnipeg Foundation by the family of Michael Lehner. This Scholarship will be used to reward the academic achievements of students in the Asper School of Business in honour of Michael, who had a very entrepreneurial spirit and enjoyed volunteering with many community organizations in the City of Winnipeg. The Winnipeg Foundation will confirm the value of these awards annually. In each year when the award is offered, one scholarship will be offered to an undergraduate student who:

- (1) is enrolled full-time (minimum 80% course load) in the Bachelor of Commerce Honours degree program offered by the I.H. Asper School of Business at the University of Manitoba;
- (2) has achieved a minimum degree grade point average of 3.5; and
- (3) has demonstrated entrepreneurial spirit and has been involved in the community through volunteering.

Candidates will be required to provide information indicating how they meet criterion (3) by completing the I.H. Asper School of Business General Award Online Application.

The selection committee will be named by the Dean of the I.H. Asper School of Business (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. Any future modifications that may be necessary due to changed conditions will require complete consultation with the Winnipeg Foundation.

## **2. AMENDMENTS**

### **Ethel Louise (Armstrong) and John Esterbrook Botterell Scholarship in Medicine**

The following amendments were made to the terms of reference for the **Ethel Louise (Armstrong) and John Esterbrook Botterell Scholarship in Medicine**:

- The preamble was revised to:

*From the bequest of Dr. Edmund Henry Botterell and from family donations, a fund of \$98,000 was established at the University of Manitoba to “advance the academic enrichment of medical students.” The Manitoba Scholarship and Bursary Initiative made a contribution to this fund. In 2019, additional gifts were made by the daughters of Dr. Botterell, Daphne Payne and Jocelyn Allen to create the Ethel Louise (Armstrong) and John Esterbrook Botterell Bursary in Medicine in addition to this scholarship. Each year, two-thirds of the available annual income from the fund will be used to offer two scholarships of equal value to students who:*

- The following numbered criteria was removed:

*Each year, one additional scholarship (Award #27292) will be offered to the student who:*

- (1) is a Manitoba resident;*
- (2) was in good standing in the previous year of the Undergraduate Medical Education degree program.*
- (3) is enrolled in the fourth year of the Undergraduate Medical Education degree program in the Max Rady College of Medicine;*

### **Harry Seidler and John Russell Recruitment Award in Architecture**

The following amendments were made to the terms of reference for the **Caroline A. Cope Award for Excellence in Oncology Research**:

- The award name was revised to: *Harry Seidler and John Russell Recruitment Scholarship in Architecture*
- The preamble was revised to:  
*Penelope Seidler established an endowment fund at the University of Manitoba in 2009 in celebration of the life work of Dr. Harry Seidler and his mentor, Dean John Russell, and their commitment to design and society. The Manitoba Scholarship and Bursary Initiative has made a contribution to the fund. The fund will be used to offer the Harry Seidler and John Russell Recruitment Scholarship in Architecture. Each year, the available annual income from the fund will be used to offer one or more scholarships to graduate students who:*
- The numbered criteria were revised to:  
*(1) are enrolled full-time in the Faculty of Graduate Studies, in the first year of the Master of Architecture degree program; and*  
*(2) have achieved a minimum grade point average of 3.5 based on the last 60 credit hours (or equivalent) of study.*
- The second paragraph was revised to:  
*The selection committee will have the discretion to determine the number and value of scholarships awarded each year, based on the annual income, as outlined above.*
  - The standard Board of Governors statement was updated.

### **Sanofi-Aventis Award In Law & Ethics**

The following amendments were made to the terms of reference for the **Sanofi-Aventis Award In Law & Ethics**:

- The award name was revised to: *Sanofi-Aventis Prize In Applied Professional Practice*
- The preamble was revised to:  
*Sanofi-Aventis offers an annually funded prize to reward students in the College of Pharmacy at the University of Manitoba. Each year one prize valued at \$200 will be offered to an undergraduate student who:*
- The numbered criteria were revised to:  
*(1) was enrolled full-time (minimum 80% course load) in the degree program in the College of Pharmacy at the University of Manitoba in the year in which the award was tenable;*

- (2) *has achieved a minimum degree grade point average of 3.5; and*
- (3) *has obtained the highest standing in the Applied Professional Practice course (currently numbered PHMD 3012)*
- The tie breaking paragraph was added:  
*Ties are to be broken using the following criteria, in priority sequence: (i) the Degree Grade Point Average, calculated to the fourth decimal place; (ii) the higher proportion of A+ and A grades in a total program; (iii) the highest number of credit hours completed in the degree program; (iv) the greater proportion of senior- or advanced-level courses in the total program.*
- The selection committee paragraph was revised to:  
*The selection committee for this award will be the College of Pharmacy Professional Program Awards Committee.*
- The standard Board of Governors statement was added

### **Steve and Cary Denby Scholarship in Music Education**

The following amendments were made to the terms of reference for the **Steve and Cary Denby Scholarship in Music Education**:

- The preamble was revised to:  
*The Bison Men's Chorus provides an annual contribution of \$1,000 to offer a scholarship for students enrolled in the Bachelor of Music (Music Education) / Bachelor of Education program in the Desautels Faculty of Music at the University of Manitoba. The donor has agreed to fund the scholarship for a term of ten years. Each year, beginning in 2011-2012, one scholarship will be offered to an undergraduate student who:*
- The numbered criteria was revised to:
  - (1) *is enrolled full-time in the third or fourth year of the Bachelor of Music (Music Education) / Bachelor of Education program;*
  - (2) *has achieved a minimum degree grade point average of 3.5; and*
  - (3) *in the opinion of the selection committee, has demonstrated a special aptitude in choral music.*
- The following paragraph was revised to:  
*A recipient of the Steve and Cary Denby Scholarship in Music Education may not hold the Scholarship more than once.*
- The selection committee paragraph was revised to:  
*The selection committee will be named by the Dean of the Desautels Faculty of Music (or designate).*
- The standard Board of Governors statement was added.

### **The Canadian Medical Association's 150<sup>th</sup> Anniversary Bursary**

The following amendments were made to the terms of reference for the **The Canadian Medical Association's 150<sup>th</sup> Anniversary Bursary**:

- The preamble was revised to:

*The Canadian Medical Association Foundation will make an annual contribution to the University of Manitoba for a five-year term to offer The Canadian Medical Association's Anniversary Bursary. The purpose of the bursary is to support undergraduate medical students pursuing studies in the Max Rady College of Medicine at the University of Manitoba.*

*Each year, beginning in 2017-2018 and ending in 2019-2020, one bursary valued at \$8,500 will be offered to an undergraduate student who:*

- The following criteria was added:

*Each year, beginning in 2020-2021 and ending 2021-2022, the Canadian Medical Association Foundation will contribute \$20,000 each year to offer bursaries to undergraduate students who:*

- (1) are enrolled full-time in the Undergraduate Medical Education program in the Max Rady College of Medicine at the University of Manitoba, and are in good standing;*
- (2) are Canadian citizens, Permanent Residents or people with the protected/refugee status; and*
- (3) have demonstrated financial need on the standard University of Manitoba bursary application form.*

*Preference will be given to students who are members of the Canadian Medical Association. The selection committee will have the discretion to determine the number and value of awards offered each year based on the available funds, as outlined in the criteria above.*

- The following sentence was removed:

*The donor will contact the Financial Aid and Awards office by no later than March 31 in any year this award will not be offered.*

### **3. WITHDRAWALS**

#### **Canadian Medical Foundation Medical Student Bursary**

At the request of the donor

#### **Nettie Thiessen Bursary**

At the request of the donor





☐ Approval    ☐ Discussion/Advice    ☒ Information

---

**AGENDA ITEM: Report on the Code of Conduct Declarations for 2020-2021**

**RECOMMENDED RESOLUTION:**

None. For information.

**CONTEXT AND BACKGROUND:**

On an annual basis, each member of the Board of Governors is required to provide a signed copy of the Code of Conduct and Conflict of Interest declaration. Members were contacted in early August 2020 with a request to review the code of conduct and the conflict of interest declaration. They were asked to provide information of any changes that may have occurred over the previous year, and to sign an updated declaration. All Board of Governors members and external committee members submitted a conflict of interest declaration and disclosure form. These are retained on file in the Office of the University Secretary. The Governance and Nominating Committee reviewed a summary report of all real or potential conflicts of interest that were disclosed. The summary report has been signed off by the Board Chair and the Chair of the Governance and Nominating Committee.

This is a long-standing practice, however the process was strengthened in response to a recommendation made as part of the Office of the Auditor General's Report on the Oversight of the Governance of Post-Secondary Institutions in Manitoba.

**ROUTING TO THE BOARD OF GOVERNORS:**

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Title</u>	<u>Date</u>
<input type="checkbox"/>	<input type="checkbox"/>	<u>Governance &amp; Nominating</u>	<u></u>	<u>Nov. 5, 2020</u>
<input type="checkbox"/>	<input type="checkbox"/>	<u></u>	<u></u>	<u></u>
<input type="checkbox"/>	<input type="checkbox"/>	<u></u>	<u></u>	<u></u>
<input type="checkbox"/>	<input type="checkbox"/>	<u></u>	<u></u>	<u></u>
<input type="checkbox"/>	<input type="checkbox"/>	<u></u>	<u></u>	<u></u>

**SUBMISSION PREPARED BY:** Shelley Foster, Associate University Secretary (Board of Governors)

Attachments: 2020/2021 Conflict of Interest Declaration Renewal Report



☐ Approval ☐ Discussion/Advice ☒ Information

**AGENDA ITEM:**

Academic Schedule for 2021 - 2022

**RECOMMENDED RESOLUTION:**

For information only.

**CONTEXT AND BACKGROUND:**

The 2021 - 2022 Academic Schedule was prepared by the Registrar and reviewed by all faculties, colleges, and schools. It was approved by Senate at its meeting on November 4, 2020.

**RESOURCE REQUIREMENTS:**

N/A

**CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:**

N/A

**IMPLICATIONS:**

N/A

**ALTERNATIVES:**

N/A

**CONSULTATION:**

The 2021 - 2022 Academic Schedule was reviewed by all faculties, colleges, and schools and was approved by Senate at its meeting on November 4, 2020.

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Date</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Senate Executive	October 21, 2020
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Senate	November 4, 2020
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		

**SUBMISSION PREPARED BY:** University Secretary on behalf of Senate

**ATTACHMENTS:**

2021 – 2022 Academic Schedule

# MEMO

## REGISTRAR'S OFFICE

Room 400 UMSU University Centre

PH: 204 474-9425



**University  
of Manitoba**

**Date:** October 8, 2020

**Memo To:** Senate

**From:** Neil Marnoch, Registrar

**Re:** **Proposed 2021-2022 Academic Schedule**

---

The attached proposed 2021-2022 Academic Schedule has been updated based on changes in days and/or dates to conform to the 2021 and 2022 calendars and University Closure dates, along with revised information received from academic units. The schedule is presented for the 2021-2022 academic year and includes dates for Fall, Winter and Summer Terms. The proposed schedule has been reviewed by all Faculties, Colleges and Schools. Please note the following:

1. Labour Day in 2021 is September 6; New Student Orientation will take place on Tuesday, September 7 (see Section 1.2.1). Fall Term classes in most faculties, colleges and schools will begin on Wednesday, September 8 and end on Friday, December 10 (see Section 1.2.2).
2. The last day to drop a Fall Term or Fall/Winter term spanning course without academic or financial penalty is Tuesday, September 21. The last day to register for a Fall Term or Fall/Winter term spanning course is Wednesday, September 22.
3. There are two statutory holidays in the 2021 Fall Term: Thanksgiving Day, Monday, October 11 and Remembrance Day, Thursday, November 11 (see Section 1.1.1).
4. The Fall Term Break, for most students, is Monday, November 8 to Friday, November 12 (see Section 1.2.5).
5. There are 62 days available for instruction in Fall Term.
6. The 2021 December Examination Period will be from Saturday, December 11 through Thursday, December 23 (see Section 1.2.6).
7. The university will re-open after the Winter Holiday on Wednesday, January 5, 2022. Winter Term classes for most faculties, colleges and schools will commence on Monday, January 10, 2022, and end on Tuesday, April 12. (see Section 1.2.2).
8. The last day to drop a Winter Term course without academic or financial penalty is Friday, January 21, 2022. The last day to register for a Winter Term course is Monday, January 24.
9. There are two statutory holidays in the 2022 Winter Term: Louis Riel Day on Monday, February 21 and Good Friday on April 15 (during the Final Examination Period).

- In addition to Convocation ceremonies, the Annual Traditional Graduation Pow Wow in honour of Indigenous students will be held on Saturday, May 7, 2022.

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## 2021-2022 Academic Schedule (updated October 6, 2020)

Admission application deadlines are found online at [umanitoba.ca/studentadmissions](http://umanitoba.ca/studentadmissions). Additional important date information for Faculty of Graduate Studies students is available at [umanitoba.ca/faculties/graduate\\_studies/deadlines](http://umanitoba.ca/faculties/graduate_studies/deadlines).

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

<b>Section 1: Dates for Fall/Winter Term.....</b>	<b>2</b>
<b>1.1 Dates applicable to all U of M students .....</b>	<b>2</b>
<b>1.2 Dates applicable to most U of M students .....</b>	<b>2</b>
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1.2.2 Start and End Dates .....	3
1.2.3 Registration and Withdrawal Dates .....	3
1.2.4 Fee Deadlines .....	4
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<b>1.3 Dates applicable to Agriculture Diploma .....</b>	<b>6</b>
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<b>1.10 Dates applicable to Medicine (excludes Family Social Sciences) .....</b>	<b>10</b>
<b>1.11 Dates applicable to Nursing .....</b>	<b>11</b>
<b>1.12 Dates applicable to Occupational Therapy .....</b>	<b>11</b>
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<b>Section 2: Dates for Summer Term .....</b>	<b>15</b>

## Section 1: Dates for Fall/Winter Term

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

---

### 1.1 Dates applicable to all U of M students:

#### 1.1.1 University Closure

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

Canada Day.....	July 1, 2021
Terry Fox Day (Civic Holiday).....	Aug 2, 2021
Labour Day.....	Sept 6, 2021
Thanksgiving Day.....	Oct 11, 2021
Remembrance Day.....	Nov 11, 2021
Winter Holiday.....	Dec 24, 2021 to Jan 4, 2022
Louis Riel Day.....	Feb 21, 2022
Good Friday.....	Apr 15, 2022
Victoria Day.....	May 23, 2022
Canada Day.....	July 1, 2022
Terry Fox Day (Civic Holiday).....	Aug 1, 2022

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### 1.2 Dates applicable to most U of M students:

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

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#### 1.2.1 Orientation

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

UM Essentials (online orientation).....	July – Sept 7, 2021
Prep Week.....	Aug 30 – Sept 3, 2021
Welcome Day Fall Term.....	Sept 7, 2021
Faculty of Agricultural & Food Sciences, Faculty of Arts, School of Art, Faculty of Environment, Earth, & Resources, Faculty of Music, Faculty of Science, Faculty of Social Work, Interdisciplinary Health Program.....	Sept 7, 2021
Faculty of Law First Year Orientation.....	Sept 1 to 3, 2021
Welcome Day Winter Term.....	Jan 6, 2022



## 1.2.2 Start and End Dates

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

Fall Term.....Sept 8 to Dec 10, 2021  
Winter Term (No classes, examinations or tests will be held Apr.15, 2022).....Jan 10 to Apr 12, 2022  
Winter/Summer Term spanning distance and online courses.....Jan 10 to July 8, 2022

---

## 1.2.3 Registration and Withdrawal Dates

*Additional or differing dates exist for: Agriculture Diploma and other faculties, colleges and/or schools offering irregularly scheduled courses. Agriculture Diploma students should also see their respective section of the Academic Schedule; all others should also refer to either the 'Irregular Refund and Voluntary Withdrawal Deadline' information posted on the Registrar's Office website ([https://intranet.umanitoba.ca/student/records/media/Calculate\\_Refund\\_and\\_Withdrawal\\_Dates\\_for\\_Irregular\\_Courses.pdf](https://intranet.umanitoba.ca/student/records/media/Calculate_Refund_and_Withdrawal_Dates_for_Irregular_Courses.pdf)), or the Class Schedule.*

### Regular Registration Period

Fall Term and Fall/Winter Term classes.....Ends Sept 7, 2021  
Winter Term classes and  
Winter/Summer term spanning distance and online courses.....Ends Jan 9, 2022

### Registration Revision Period

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

Fall Term and Fall/Winter Term classes.....Sept 8 to 22, 2021  
Winter Term classes and  
Winter/Summer term spanning distance and online courses.....Jan 10 to 24, 2022

### Last Date to Drop without Penalty

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

Fall Term.....Sept 21, 2021  
Fall/Winter Term classes Part A.....Sept 21, 2021  
Fall/Winter Term classes Part B (VW recorded if dropped after Sept. 21, 2021).....Jan 21, 2022  
Winter Term classes and  
Winter/Summer term spanning distance and online courses.....Jan 21, 2022

### Last Date to Register/Registration Revision Deadline

Fall Term and Fall/Winter Term classes.....Sept 22, 2021  
Winter Term classes and  
Winter/Summer term spanning distance and online courses.....Jan 24, 2022

### Voluntary Withdrawal (VW) deadline

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

Fall Term classes.....	Nov 22, 2021
Fall/Winter Term spanning classes.....	Jan 21, 2022
Winter Term classes.....	Mar 23, 2022
Winter/Summer Term spanning distance and online courses.....	May 12, 2022

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## 1.2.4 Fee Deadlines

### Fee Payment Deadline

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

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

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

---

## 1.2.5 Term Breaks

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

**Fall Term Break** The U of M will be closed Thursday, Nov. 11 for Remembrance Day (see 1.1.1). Nov 8 to 12, 2021

**Winter Term Break** The U of M will be closed Monday Feb. 21 for Louis Riel Day (see 1.1.1).....Feb 22 to 25, 2022

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## 1.2.6 Examination and Test Dates

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

Fall Term (includes tests and midterm exams for Fall/Winter Term classes).....Dec 11 to 23, 2021

Winter Term (includes final exams for Fall/Winter Term classes).....Apr 18 to 29, 2022

*No classes, examinations or tests will be held Apr. 15, 2022.*

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## 1.2.7 Challenge for Credit

### Challenge for Credit application deadline:

For classes offered Fall Term 2021 and spanning Fall/Winter 2021-2022.....	Sept 22, 2021
For classes offered Winter Term 2022.....	Jan 24, 2022

## 1.2.8 Final Grade Appeal Deadlines

For final grades received for Fall Term 2021 classes.....Jan 25, 2022  
For final grades received for Winter Term 2022  
and Fall 2021/Winter 2022 classes.....June 13, 2022

---

## 1.2.9 Graduation and University Convocation

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

### **For students graduating Fall 2021:**

Deadline to apply online to graduate for most Undergraduate students...July 30, 2021  
Faculty of Graduate Studies Submission Deadline\* .....Aug 26, 2021  
Convocation Ceremony (Fort Garry Campus).....Oct 19 to 21, 2021  
Convocation Ceremony (Bannatyne Campus).....October 28, 2021

### **For students graduating February 2022:**

Deadline to apply online to graduate for most Undergraduate students...Sept 21, 2021  
Faculty of Graduate Studies Submission Deadline\* .....Jan 6, 2022  
Graduation date for students graduating in February.....Feb 2, 2022  
Convocation Ceremony (Fort Garry Campus).....June 2 to 7, 2022

### **For students graduating Spring 2022:**

Deadline to apply online to graduate for most Undergraduate students...Jan 21, 2022  
Faculty of Graduate Studies Submission Deadline\* .....March 31, 2022  
Convocation Ceremony –Agriculture Diploma.....May 6, 2022  
Convocation Ceremony –Bannatyne Campus.....May 19, 2022  
Convocation Ceremony – Fort Garry Campus.....June 2 to 7, 2022  
Convocation Ceremony – Université de Saint-Boniface.....June 13, 2022  
Graduate Studies Submission Deadline\* for students graduating Fall 2022.....Aug 25, 2022  
**Annual Traditional Graduation Pow Wow in honour of Indigenous graduates...**May 7, 2022

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

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### 1.3 Dates applicable to Agriculture Diploma:

**1.3.1 Orientation** Sept 10, 2021

#### 1.3.2 Start and End Dates

**Fall Term**.....Sept 13 to Dec 10, 2021  
**Experiential Learning**.....Oct 12 to 15, 2021  
(Subject to change)

**Winter Term**.....Jan 6 to Apr 6, 2022  
**Experiential Learning**.....Jan 20 to 26, 2022  
(Subject to change)

#### 1.3.3 Registration and Withdrawal Dates

##### Regular Registration Period

Fall Term and Fall/Winter Term classes.....Ends Sept 12, 2021  
Winter Term classes.....Ends Jan 5, 2022

##### Late Registration/Registration Revision Period

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

Fall Term and Fall/Winter Term classes.....Sept 13 to Sept 29, 2021  
Winter Term classes.....Jan 6 to Jan 31, 2022

##### Last Day to Drop without Penalty

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

Fall Term and Fall/Winter Term classes.....Sept 28, 2021  
Winter Term classes.....Jan 28, 2022

##### Last Date to Register/Registration Revision Deadline

Fall Term and Fall/Winter Term classes.....Sept 29, 2021  
Winter Term classes.....Jan 31, 2022

##### Voluntary (VW) Withdrawal deadline

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

Fall Term classes.....Nov 22, 2021  
Winter Term and Fall/Winter Term classes.....Mar 17, 2022

#### 1.3.3 Examination and Test Dates

Fall Term (includes tests and midterm exams for Fall/Winter Term classes).....Dec 11 to 20, 2021  
Winter Term (includes final exams for Fall/Winter Term classes).....Apr 7 to 19, 2022  
*No classes, examinations or tests will be held Apr. 15, 2022.*

**1.3.4 Convocation Ceremony - Agriculture** May 6, 2022

---

## 1.4 Dates applicable to Architecture

### 1.4.1 Important Dates (Mandatory for all ED2 Students)

Orientation.....	Aug 20, 2021 (subject to change)
Pre-term EVDS 2100.....	Aug 23, 2021 (subject to change)

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## 1.5 Dates applicable to Art (School of):

### 1.5.1 Important Dates

First Year Field Trip.....	October 2021, Dates TBD
Pre-registration Orientation.....	June 22, 2021

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## 1.6 Dates applicable to Dental Hygiene:

### 1.6.1 Start and End Dates

#### Year 2

Fall Term Classes.....	Aug 16 to Nov 26, 2021
Winter Term Classes.....	Jan 5 to Apr 1, 2022

#### Year 3

Fall Term Classes.....	Aug 9 to Nov 26, 2021
Winter Term Classes.....	Jan 5 to Apr 1, 2022

### 1.6.2 Term Breaks

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

Fall Term Break.....	N/A
Winter Term Break.....	Feb 28 to Mar 4, 2022

### 1.6.3 Examination and Test Dates

#### Year 2

Fall Term (includes tests and midterm exams for Fall/Winter Term classes)....Nov 29 to Dec 10, 2021  
Winter Term.....Apr 4 to 8, 2022

#### Year 3

Fall Term (includes tests and midterm exams for Fall/Winter Term classes)....Dec 6 to 10, 2021  
Winter Term.....Apr 11 to 14, 2022

### 1.6.4 Convocation Ceremony – Bannatyne Campus

May 19, 2022

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

### 1.7.1 Start and End Dates

#### Years 1 and 2 Classes and Clinics

Fall Term.....Aug 9 to Nov 26, 2021  
Winter Term.....Jan 5 to Apr 29, 2022

#### Year 3/IDDP 1 Classes and Clinics

Fall Term.....Aug 3 to Nov 26 (classes) &  
Dec 3 (clinics), 2021  
Winter Term.....Jan 5 to Apr 29, 2022

#### Year 4/IDDP 2 Classes and Clinics

Fall Term.....Aug 3 to Dec 3, 2021 (classes &  
clinics)  
Winter Term.....Jan 5 to Apr 22, 2022

### 1.7.2 Term Breaks

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

Fall Term Break.....N/A

Winter Term Break.....Feb 28 to Mar 4, 2022

### 1.7.3 Examination and Test Dates

#### Years 1, 2 and 3/IDDP 1

Fall Term (includes tests and midterm exams for Fall/Winter Term classes)...Nov 29 to Dec 10, 2021  
Winter Term.....May 2 to 13, 2022

#### Year 4/IDDP 2

Fall Term (includes tests and midterm exams for Fall/Winter Term classes)....Dec 6 to 10, 2021  
Winter Term.....Jan 9 to 14, 2022

### 1.7.4 Convocation Ceremony – Bannatyne Campus

May 19, 2022

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

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

**\*All dates are tentative and dependent on decisions made by the Province regarding K – 12 schools during and post-pandemic.**

### 1.8.1 Orientation

Year 1.....	Sept 7, 2021
Year 2/Integrated 5.....	Sept 13, 2021

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

#### Fall Term

Practicum Block.....	Sept 7 to 10, 2021
Practicum Mondays.....	Sept 13, 27, Oct 25, Nov 1, 2021
Day Classes.....	Sept 14 to Nov 9, 2021
MTS PD Day.....	Oct 22, 2021
Practicum Block.....	Nov 15 to Dec 14, 2021

#### Winter Term

Day Classes.....	Jan 11 to Mar 18, 2022
Practicum Mondays.....	Jan 10, 17, 24, 31, Feb 7, 14, 28, Mar 7, 14, 2022
Practicum Block.....	Mar 21 to 25; Apr 4 to 25, 2022

### 1.8.3 Term Breaks

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

**Fall Term Break** *Note: Dates may vary by practicum placement.*.....Nov 10 to 12, 2021

**Winter Term Break**.....See section 1.2.5

**Winter Practicum Break** *Note: Dates may vary by school division and/or practicum placement.* Mar 28 to Apr 1, 2022

### 1.8.4 Examination and Test Dates

Fall Term (as required).....	Nov 6, 2021
Winter Term (as required).....	Mar 19, 2022

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## 1.9 Dates applicable to Management:

### 1.9.1 Orientation

Fall Term (M. Business Administration and M. Finance)	Early August
Fall Term (MSc and PhD)	Late August - TBD

### 1.9.2 Start and End Dates (M. Business Administration and M. Finance)

Fall Term.....Aug 9 to Dec 23, 2021  
Winter Term.....Jan 5 to Apr 29, 2022

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

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

#### 1.10.1 Orientation

Year 1.....Aug 17 to 20, 2021  
Year 3.....August 16, 2021

#### 1.10.2 Start and End Dates

##### Year 1

Fall Term.....Aug 23 to Dec 17, 2021  
Winter Term.....Jan 3 to May 27, 2022  
Rural Week.....May 23 to 27, 2022

##### Year 2

Fall Term.....Aug 23 to Dec 17, 2021  
Winter Term.....Jan 3 to May 20, 2022

##### Year 3

Fall Term.....Aug 16 to Dec 17, 2021  
Winter Term.....Jan 3 to May 27, 2022

##### Year 4

Fall Term.....Aug 16 to Dec 17, 2021  
Winter Term.....Jan 3 to May 20, 2022

#### 1.10.3 Term Breaks

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

##### Year 1 & 2

Fall Term Break.....N/A  
Winter Term Break.....Mar 14 to 18, 2022

##### Year 3 & 4

Fall & Winter Term Break N/A

#### 1.10.4 Examination and Test Dates

N/A

#### 1.10.5 Convocation Ceremony – Bannatyne Campus

May 19, 2022

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## 1.11 Dates applicable to Nursing:

### 1.11.1 Orientation

Fall Term.....Aug 31 to Sept 2, 2021

Winter Term.....Dec 20 to 22, 2021

### 1.11.2 Start and End Dates

#### Nursing Practice

Fall Term Practicum.....N/A

NURS 4580 Senior Practicum.....Jan 10 to Apr 8, 2022

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## 1.12 Dates applicable to Occupational Therapy:

### 1.12.1 Orientation

Year 1.....Aug 23 & 24, 2021

Year 2.....Aug 23, 2021

### 1.12.2 Start and End Dates

#### Year 1

Fall Term Classes.....Aug 25 to Nov 19, 2021

Basic Fieldwork.....Nov 22 to Dec 17, 2021

Winter Term Classes.....Jan 5 to Apr 29, 2022

Intermediate Fieldwork 1.....May 2 to June 24, 2022

#### Year 2

Fall Term Classes.....Aug 24 to Dec 17, 2021

Intermediate Fieldwork 2.....Jan 3 to Feb 25, 2022

Winter Term Classes.....Mar 7 to June 17, 2022

*Flexible start and end dates between*

Advanced Fieldwork.....June 20 to Sept 16, 2022

### 1.12.3 Term Breaks

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

Fall Term Break.....N/A

Winter Term Break.....Feb 28 to Mar 4, 2022

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

### 1.12.4 Convocation Ceremony – Bannatyne Campus

October 28, 2021

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## **1.13 Dates applicable to Pharmacy:**

### **1.13.1 Orientation**

Year 1

Aug 30, 2021

### **1.13.2 Start and End Dates**

**Year 1**

Fall Term Classes.....Aug 30 to Dec 10, 2021

Winter Term Classes.....Jan 10 to Apr 13, 2022

**Year 2**

Fall Term Classes.....Aug 30 to Dec 3, 2021

IPPE Community.....Jan 4 to 28, 2022

Winter Term Classes.....Jan 31 to May 6, 2022

**Year 3**

Fall Term Classes.....Sept 7 to Dec 10, 2021

Winter Term Classes.....Jan 10 to Apr 13, 2022

### **1.13.3 Term Breaks**

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

**Year 1 & 3**

See section 1.2.5

**Year 2**

Fall.....See section 1.2.5

Winter.....Mar 21 to 25, 2022

### **1.13.4 Examination and Test Dates**

**Year 1**

Fall Term Exams.....Dec 13 to 23, 2021

Winter Term Exams.....See section 1.2.6

**Year 2**

Fall Term Exams.....Dec 6 to 17, 2021

Winter Term Exams.....May 9 to 20, 2022

**Year 3**

Fall Term Exams.....Dec 13 to 23, 2021

Winter Term Exams.....See section 1.2.6

### **1.13.5 Convocation Ceremony – Bannatyne Campus**

May 19, 2022

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## 1.14 Dates applicable to Physical Therapy:

### 1.14.1 Orientation

N/A

### 1.14.2 Start and End Dates

#### Year 1

Fall Term Classes.....	Aug 9 to Dec 23, 2021
Winter Term Classes.....	Jan 5 to Mar 25, 2022
	2x6 week placement between
Clinical Placement.....	Apr 4 to Aug 5, 2022

#### Year 2

Fall Term Classes.....	Aug 9 to Oct 15, 2021
	1x5 week placement block
	+ 1x5 week research block between
Clinical Placement.....	Oct 18 to Dec 23, 2021
Winter Term Classes.....	Jan 5 to Mar 25, 2022
	2x6 week placements between
Clinical Placement.....	Apr 4 to Aug 5, 2022

### 1.14.3 Term Breaks

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

Fall Term Break.....N/A

Winter Term Break.....Mar 28 to Apr 1, 2022

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

### 1.14.4 Convocation Ceremony – Bannatyne Campus

Oct 28, 2021

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## 1.15 Dates applicable to Physician Assistant Studies

### 1.15.1 Orientation

Year 1.....	Aug 30 to Sept 3, 2021
Clinical Year 2 Orientation.....	Aug 23 to Sept 10, 2022

### 1.15.2 Start and End Dates

Fall Term.....	See section 1.2.2 (subject to change)
Winter Term.....	See section 1.2.2 (subject to change)
Fall Term Clinical Year 2 Rotations.....	Starts Sept 13, 2021
Winter Term Clinical Year 2 Rotations.....	Cont'd Jan 3, 2022

### 1.15.3 Convocation Ceremony – Bannatyne Campus

Oct 28, 2021

## 1.16 Dates applicable to Respiratory Therapy:

### 1.16.1 Orientation

Year 1.....	Sept 2 & 3, 2021
Year 3.....	Aug 19, 2021

### 1.16.2 Start and End Dates

(Includes clinical placement and classes)

#### Year 1

Fall Term.....	Sept 7 to Dec 17, 2021
Winter Term.....	Jan 5 to Apr 22, 2022
Winter Term Clinical Placement.....	May 2 to 27, 2022

#### Year 2

Fall Term.....	Sept 7 to Dec 17, 2021
Winter Term.....	Jan 5 to May 27, 2022
Winter Term Clinical Placement.....	May 30 to June 24, 2022

#### Year 3

Fall Term.....	Aug 16 to Dec 17, 2021
Winter Term.....	Jan 3 to May 27, 2022
Clinical Placement.....	Aug 23, 2021 to Apr 26, 2022

*Note: Year 3 is mostly Clinical Placement. The month of May involves academic activities such as simulation and exams.*

### 1.16.3 Term Breaks

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

Fall Term Break.....	N/A
Winter Term Break.....	See section 1.2.5

### 1.16.4 Convocation Ceremony – Bannatyne Campus

Oct 28, 2021

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## 1.17 Dates applicable to Social Work:

### 1.17.1 Orientation

Fort Garry, Inner City

Field Instruction Orientation.....	Sept 7, 2021
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### 1.17.2 Start and End Dates

#### Field Instruction\*

Fall Term.....	Sept 7 to Dec 17, 2021
Winter Term.....	Jan 10 to Apr 22, 2022

\*Note: Some students may need to complete fieldwork during the fall and/or winter term breaks.

## Section 2: Dates for Summer Term

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

Classes on Monday, May 23<sup>th</sup> will be made up on Friday, May 27<sup>th</sup>

Classes on Monday, August 1<sup>st</sup> will be made up on Friday, August 5<sup>th</sup>

May – June.....	May 9 to June 16, 2022	6 hours instruction/week
July – August.....	July 4 to August 11, 2022	6 hours instruction/week
May – August 3 credits.....	May 9 to August 11, 2022	3 hours instruction/week
May – August 6 credits.....	May 9 to August 11, 2022	6 hours instruction/week

### 2.1.2 Registration and Withdrawal Dates

#### Regular Registration Period

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

May – June.....	Ends May 8, 2022
July – August.....	Ends July 3, 2022
May – August 3 credits.....	Ends, May 8, 2022
May – August 6 credits.....	Ends May 8, 2022

#### Late Registration/Registration Revision Period

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

May – June.....	May 9 to May 12, 2022
July – August.....	July 4 to July 7, 2022
May – August 3 credits.....	May 9 to May 19, 2022
May – August 6 credits.....	May 9 to May 12, 2022

#### Last Date to Drop without Penalty

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

May – June.....	May 12, 2022
July – August.....	July 7, 2022
May – August 3 credits.....	May 19, 2022
May – August 6 credits.....	May 12, 2022

#### Voluntary Withdrawal (VW) deadline

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

May – June.....	June 7, 2022
July – August.....	August 2, 2022
May – August 3 credits.....	July 21, 2022
May – August 6 credits.....	July 21, 2022

### 2.1.3 Fee Deadlines

#### Fee Payment Deadlines

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

### 2.1.4 Examination and Test Dates

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

May – June.....June 20 to 25, 2022  
July – August.....August 15 to 20, 2022  
May – August 3 credits.....August 15 to 20, 2022  
May – August 6 credits.....August 15 to 20, 2022

### 2.1.5 Other Summer Term Start and End Dates

**Business Administration (M.B.A.)** Last week of April to Aug. 30, 2022 (multiple courses)

#### Dentistry

IDDP Program, Year 1 May 9 to June 30, 2022

#### Medicine

Year 3.....May 30 to Sept 2, 2022  
Year 3 Summer Break.....Jul 18 to 29, 2022  
B.Sc. (Med.) Year 1.....TBD  
B.Sc. (Med.) Year 2.....TBD

#### Nursing

Year 4 NURS 4580 Senior Practicum TBD

#### Occupational Therapy

Year 1 Intermediate Fieldwork.....May 2 to June 24, 2022  
Year 2 Advanced Fieldwork.....June 20 to Sept 16, 2022 (flexible start and end dates)

#### Pharmacy

Year 2 IPPE Hospital Rotation.....4 week block completed between May 30 to Aug 26, 2022  
Year 4.....8 week blocks completed between May 2 to Aug 26, 2022

#### Physician Assistant Studies

Summer Term April 25 to July 22, 2022



☐ Approval ☐ Discussion/Advice ☒ Information

**AGENDA ITEM:**

Implementation of Bachelor of Science (Major) in Data Science

**RECOMMENDED RESOLUTION:**

For information only.

**CONTEXT AND BACKGROUND:**

- The Bachelor of Science (Major) in Data Science, including the Co-operative Education Option, was approved by the Board of Governors at its meeting on March 24, 2020. The University received notification on June 22, 2020, that the program had been approved by Manitoba Economic Development and Training.
- The Provost and Vice-President (Academic) has authorized implementation of the program effective for the Fall 2021.

**RESOURCE REQUIREMENTS:**

- The program will be funded through the reallocation of existing resources and tuition revenue. No additional financial support will be allocated in support of the implementation.
- Tuition for courses introduced in support of the program will be based on the per credit hour undergraduate tuition rate for the Faculty of Science.
- The maximum seat capacity for the program, defined as first year enrolment, is 100 students.

**CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:**

N/A

**IMPLICATIONS:**

N/A

**ALTERNATIVES:**

N/A

**CONSULTATION:**

N/A

## ROUTING TO THE BOARD OF GOVERNORS:

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Date</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Senate Executive	September 23, 2020
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Senate	October 7, 2020
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		

**SUBMISSION PREPARED BY:** University Secretary on behalf of Senate

**ATTACHMENTS:**

- Correspondence from Assistant Deputy Minister, Manitoba Economic Development and Training [dated June 22, 2020]





## Economic Development and Training

Assistant Deputy Minister, Advanced Education and Skills  
405 – 800 Portage Avenue, Winnipeg, Manitoba, Canada R3G 0N4  
T 204-945-3047 F 204-948-1557  
www.manitoba.ca

June 22, 2020

Dr. David Barnard  
President and Vice-Chancellor  
University of Manitoba  
Email: president@umanitoba.ca

Dear Dr. Barnard:

I am pleased to advise that Economic Development and Training has approved University of Manitoba's proposal to establish a new Data Science program, as submitted.

I read with interest that the program strongly aligns to labour market need and has the support of major employers in Manitoba. I trust the proposed program will play a key role in nurturing much needed data science talents in the province. I appreciate the University of Manitoba's continued efforts to enhance its programs to ensure positive student outcomes and labour market alignment.

During the COVID-19 pandemic period, when institutions are being asked to adjust programs based on an ever-changing environment, it is important to note that an approval of a proposal does not obligate a university or college to implement the change. Approval of a proposal is valid for three years from the effective date of the approval. Institutions retain the ability to implement at their discretion during that period. If the institution fails to implement the proposed change in that time, it must resubmit the proposal for the intended change.

Should you have any questions regarding this approval, please contact Ms Sonya Penner, Executive Director of Post-Secondary Education and Labour Market Outcomes at 204-945-1839 or at Sonya.Penner@gov.mb.ca.

Sincerely,

Colleen Kachulak

- c. Ms Sonya Penner, Executive Director, Post-Secondary Education and Labour Market Outcomes, Economic Development and Training  
Dr. Todd Mondor, Deputy Provost (Academic Planning and Programs), University of Manitoba



☐ Approval ☐ Discussion/Advice ☒ Information

**AGENDA ITEM:**

Closure of Master of Science in Textile Sciences

**RECOMMENDED RESOLUTION:**

For information only.

**CONTEXT AND BACKGROUND:**

The closure of the Master of Science in Textile Sciences was approved by the Board of Governors at its meeting of March 24, 2020. The University received notification on October 7, 2019 that Manitoba Economic Development and Training had approved the University's request to close the program.

As there are no students enrolled in the program, the Provost and Vice-President (Academic) has authorized the closure of the program effective September 1, 2020.

**RESOURCE REQUIREMENTS:**

N/A

**CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:**

N/A

**IMPLICATIONS:**

N/A

**ALTERNATIVES:**

N/A

**CONSULTATION:**

N/A

## ROUTING TO THE BOARD OF GOVERNORS:

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Date</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Senate Executive	September 23, 2020
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Senate	October 7, 2020
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		

**SUBMISSION PREPARED BY:** University Secretary on behalf of Senate

**ATTACHMENTS:**

- Correspondence from Assistant Deputy Minister, Manitoba Economic Development and Training [dated June 22, 2020]



## **Economic Development and Training**

Assistant Deputy Minister, Advanced Education and Skills  
405 – 800 Portage Avenue, Winnipeg, Manitoba, Canada R3G 0N4  
T 204-945-3047 F 204-948-1557  
www.manitoba.ca

June 22, 2020

Dr. David Barnard  
President and Vice-Chancellor  
University of Manitoba  
president@umanitoba.ca

Dear Dr. Barnard:

I am pleased to advise that Economic Development and Training has approved the University of Manitoba's proposal to permanently cease the Master of Science in Textile Sciences program, as submitted.

It is understood that the program no longer serves the needs of students and the labour market. It is also understood that enrolment in the program has been ceased since 2015, and that remaining students in the program have completed their degree requirements and graduated. I appreciate the University's proactive and ongoing commitment to provide students with excellent education that is aligned with the labour market needs of business and industry.

Should you have any questions regarding this approval, please contact Ms Sonya Penner, Executive Director of Post-Secondary Education and Labour Market Outcomes at 204-945-1839 or at Sonya.Penner@gov.mb.ca.

Sincerely,

Colleen Kachulak

- c. Sonya Penner, Executive Director, Post-Secondary Education and Labour Market Outcomes, Economic Development and Training  
Dr. Todd Mondor, Deputy Provost (Academic Planning and Programs), University of Manitoba

**AGENDA ITEM:**

*Report to Senate Executive on the Review of the Summer Term Academic Schedule and Academic Schedule for 2021 Summer Term*

**RECOMMENDED RESOLUTION:**

For information.

**CONTEXT AND BACKGROUND:**

In January 2017, the Senate Executive Committee endorsed a framework for a review of the Academic Schedule.<sup>1</sup> The review of the Fall and Winter Term Academic Schedule led to discussions about current practices for teaching in the Summer Term, the purpose of offering courses in the Summer Term, and teaching timelines. The context for the review was increasing activity in the Summer Term, as demonstrated by the number of credit hours taught, the number of students enrolled, which was about 40 percent of enrolment in the Fall and Winter Terms, and increasing course loads, with about 60 percent of students registered for more than 3 credit hours and an average course load of 6 credit hours. The Summer Term included sixteen parts of term, which created conflicts for students, given increased enrolment in recent years, and led to questions about the quality of the students' experience.

The scope and areas of consideration of the review of the Summer Term Academic Schedule were:

- purpose and use of Summer Term
- unique opportunities in Summer Term
- number and duration of Summer Parts of Term
- standard versus non-standard (program specific) scheduling
- Winter-Summer Term for spanned Distance and Online courses
- Final Examination schedule
- Registration Revision period

The goals for restructuring the Summer Term were to:

- provide an outstanding student experience
- create a structure that ensures a learning experience comparable to the Fall and Winter Terms
- ensure an appropriate and similar number of course contact hours
- allow sufficient time for a final examination period, with few or no exam conflicts
- continue to allow for the compression of courses in the Summer Term
- reduce complexity by simplifying the schedule, including by reducing the number of parts of term, to reduce the potential for conflicts
- provide appropriate time between parts of term, for marking, submission of final grades, and prerequisite checking

The Registrar's Office developed the Academic Schedule for the 2021 Summer Term based on the recommendations made in the *Report to the Senate Executive on the Summer Term Academic Schedule*.

Both the *Report*, including the recommendations therein, and the Academic Schedule for the 2021 Summer Term were approved by Senate at its meeting on October 7, 2020.

<sup>1</sup>The Board of Governors received the *Report on the Review of the Academic Schedule* at its meeting on November 21, 2017.

**RESOURCE REQUIREMENTS:**

N/A

**CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:**

N/A

**IMPLICATIONS:**

The main recommendations of the review committee were to:

- reduce complexity but still allow 'compression'
- equate contact hours regardless of term (36 – 37.5 hrs)
- improve time for student learning, assigned readings, exams, etc.
- reduce conflicts by establishing a dedicated exam period
- increase time for marking, grade processing, prerequisite checking, etc.
- establish a basic structure: two six-week terms separated by an examination and break period
- 3 credit hour courses may be taught in one six-week term or over 12 weeks
- 6 credit hour courses are to be offered over a twelve-week term
- on campus day and evening courses and courses offered by Distance and Online to follow the same schedules
- permit exceptions for field-based and travel study courses, institutes and programs with unique scheduling requirements

The revised structure for the Summer Term Academic Schedule includes:

- two six-week terms (May/June and July/August, 36 contact hours) for 3 credit hour course offerings, which would be separated by two weeks, including one for final examinations and a one-week break. The second six-week term will be followed by a one-week period for final examinations of submission of final papers;
- two twelve-week terms (May/August 1, 72 contact hours; and May/August 2, 36 contact hours), for 6- and 3-credit hour course offerings, respectively, with a class break in the last two weeks of June;
- a Full Summer Term (May 1 – August 31), for non-instructional (administrative) courses;
- a Summer Irregular Term, to administer short courses, institutes, field courses, travel study, etc., to be scheduled in May/June and July/August. The Registrar's Office will develop guidelines to inform decisions on requests from instructors to offer particular courses in an irregular term.

The committee did not reach a conclusion regarding the offering of Distance and Online Education courses in the January to July (Winter/Summer) time period. Changes affecting these offerings require further consideration and consultation with the departments who offer courses in this manner.

**ALTERNATIVES:**

N/A

**CONSULTATION:**

Both the *Report to Senate Executive on the Review of the Summer Term Academic Schedule*, and the recommendations therein, and the Academic Schedule for the 2021 Summer Term were reviewed and endorsed by the Senate Executive Committee at its meeting on September 23, 2020, and were approved by Senate on October 7, 2020. The Report was informed by feedback received on a UM Today article directed to faculty, staff, and students, that presented the concept and through town hall presentations in January 2020.

## ROUTING TO THE BOARD OF GOVERNORS:

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Date</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Senate Executive	September 23, 2020
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Senate	October 7, 2020
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		

**SUBMISSION PREPARED BY:** University Secretary on behalf of Senate

**ATTACHMENTS:**

- *Report to Senate Executive on the Review of the Summer Term Academic Schedule* (Attachment I)
- *Academic Schedule for the 2021 Summer Term* (Attachment II)

## SUMMER TERM ACADEMIC SCHEDULE REVIEW: SUMMARY OF PROCESS AND RECOMMENDATIONS

*Note: A comprehensive report is appended to this summary document.*

### Consultation

- review committee comprised of faculty and staff representatives from across campus met several times throughout 2019 and 2020
- recommended summer term model presented to Deans Council in October 2019.
- an invitation to the UofM community to submit opinions and feedback to the committee issued through UM Today in November 2019
- the UofM community invited to a Town hall presentation in January 2020
- review committee reviewed feedback from university community, Deans and Directors and recommended a schedule to be presented to Senate Executive

### Goals

- provide an outstanding student experience
- establish a structure that ensures learning experience comparable to the fall and winter terms
- ensure an appropriate number of contact hours
- maintain sufficient time for the final examination period
- simplify the schedule and reduce the potential for conflicts
- provide appropriate time for marking and submission of final grades and prerequisite checking
- consider academic schedules used at peer institutions

### Main Recommendations

- reduce complexity but still allow 'compression'
- equate contact hours regardless of term (36–37.5 hrs)
- Improve time for student learning, assigned readings, exams, etc.
- reduce conflicts by establishing a dedicated exam period
- increase time for marking, grade processing, prerequisite checking, etc.
- basic structure: two 6-week terms separated by an exam & break period
- 3 credit hour courses may be taught in one 6 week term or over 12 weeks
- 6 credit hour courses are to be offered over a 12 week term
- on campus day and evening courses and courses offered by Distance and Online to follow the same schedules
- permit exceptions for field-based and travel study courses, institutes and programs with unique scheduling requirements



# Report to Senate Executive on the Review of the Summer Term Academic Schedule

## INTRODUCTION

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### **Background**

The 2017 review of the Fall and Winter Term academic schedule prompted discussions about current practices with regard to teaching during the summer months, particularly with respect to the purpose of teaching in the Summer Term and the current teaching timelines. Recently, responsibility for the administration of Summer Term has been de-centralized, passing from the Summer Session Office in Extended Education to the academic units and the Registrar's Office.

### **Guiding Principles in development of the Summer Term Academic Schedule**

- Contact hours required to deliver the full course curriculum in a variety of teaching modalities.
- Optimal time afforded to students for learning, discovery, study, and completion of projects, assignments, lab work, and term papers.
- Flexibility to allow students an opportunity to take courses in addition to being able to take a break or to work and save for the school year.

### **Scope of the Review**

- The purpose of Summer Term course offerings: Is this a time to get ahead or catch up? Should Summer Term continue to include reduced courses offerings? Or should Summer Term course offerings be in balance with those of Fall and Winter Terms?
- Are there opportunities for study in the Summer Term, such as field and travel study, that are not possible in the Fall and Winter Terms?
- Standard and Non-Standard Schedules: What are the criteria used to determine programs that must follow the standard schedule and the need for program specific schedules?
- Number and duration of Summer Parts of Term. Start and end dates of the Fall and Winter Terms. Should the current condensed class schedule continue? How many days/weeks are required to deliver the curriculum and to learn effectively? Is this subject dependent?
- Should the current Winter – Summer Term for spanned Distance and Online courses continue?
- Examination Periods: How should examinations be scheduled in the Summer Term?
- Registration Revision Period: Last day to register for a class? Last day to drop classes without penalty?

### **Membership of the Review Committee**

Senate Executive approved the makeup of the Review Committee that included broad representation from the university community, including representation from the Provost, Associate Deans, faculty members, students and administrative and advising staff. Specific members were appointed by the Provost.

Membership on the Review Committee was as follows:

Jelynn Dela Cruz	Vice President (Student Life), UMSU
Carl Neumann	President, Graduate Student's Association
Steven Lecce	Associate Dean, Arts
Ben Li	Associate Dean, Science
Michael Czubryt	Associate Dean, Grad Studies; Professor, Health Sciences
David Stangeland	Associate Dean, Asper School of Business
Tracey Peter	Professor and Associate Department Head, Sociology, Arts
Kristina Hunter	Senior Instructor, Environment, Earth, and Resources
Jenna Tichon	Instructor, Science
Neil Marnoch	Registrar
Valerie Shantz	Director, Integrated Planning, Office of the Provost
Laura Bean	Undergraduate Program, Asper School of Business
Taylor Friesen	Academic Advisor, Agricultural and Food Sciences
J.P. Burak	International Program, Engineering
Ali Wood-Warren	First Year Centre Coordinator
Melissa Kowalchuk	Registrar's Office
Todd Mondor	Deputy Provost, Committee Chair

## REVIEW OF SCHEDULING FACTORS, CONSTRAINTS AND IMPACTS

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The committee met four times between March 2019 and February 2020. The committee discussed current scheduling practices and constraints at the University of Manitoba, and reviewed scheduling practices of several Canadian universities, with particular attention to other Manitoba institutions and the U15 (Appendix 1).

Review of UM student and course data and scheduling practices at other universities resulted in the development of a basic approach and a scheduling model, as described in this report.

Key findings and recommendations were presented and reviewed at Dean's Council and received unanimous approval. The concept was presented to the university community with a request for feedback through a UM Today article directed to faculty, staff and students. A wide range of responses were received. Town hall presentations held in January 2020 offered an opportunity for community members to hear additional details and provide further feedback and engage in dialog. The review committee met in February 2020 to review email feedback and comments and discussion at the town hall presentation. The committee unanimously agreed to move forward with the proposal.

### **Areas of consideration**

#### **1. Purpose and use of Summer Term**

Summer Term is traditionally a time for students to make up for unsuccessful course attempts, to register in courses they were unable to complete in Fall and Winter Term, and to accelerate their study or to get a head start on their next year. Some cooperative education programs have also considered the Summer Term as one of three equal terms in the academic year, with students alternating between work terms and academic terms.

Students also increasingly enrol in the Summer Term as a way to balance their credit loads by taking lighter course loads in Fall and Winter and increasing their course load in Summer Term to stay on track for completion of their programs. Although average credit loads in Summer Term are lower than for Fall and Winter Terms, 60% of students enrol in more than one course. International students rely more heavily on Summer Term, making up 24% of Summer Term undergraduate enrolment vs. 17% in Fall and Winter Terms.

#### **2. Unique opportunities in Summer Term**

Summer Term presents unique opportunities for field and travel-based study that are not available in the Fall and Winter Terms. Several courses are offered in the Summer Term that take advantage of the ability to study outdoor environments, many of which are in remote locations.

**3. Number and duration of Summer Parts of Term**

Start and end dates of courses offered in Summer Term have become increasingly complex, with the number of parts of terms growing to 16. See appendix 2. Several parts of terms overlap and create confusion and potential scheduling conflicts for students. Based on how courses have been scheduled, there is an apparent lack of agreement across disciplines on the optimal schedule. Additional parts of term have been added to address a concern that the standard schedule is too condensed and does not provide sufficient time for effective learning.

**4. Standard vs non-standard scheduling**

In addition to the growing number of 'standard' parts of term, several departments offer courses in a non-standard timeframe. The committee examined the types of courses that are scheduled outside the defined parts of terms and the rationale for scheduling in this manner. Many of the non-standard courses are field and travel based study courses. Other courses include short term institutes, intensive music courses that include one on one instruction, and courses timed to meet the needs of a specific target population (e.g. Post Baccalaureate Diploma in Education students).

**5. Winter-Summer Distance and Online courses**

A small number of 6 credit hour courses are taught in a term that spans Winter and Summer Terms, with courses being taught in a January to July time period by Distance and Online delivery. The committee discussed the complexities involved in supporting this manner and timing of delivery and considered if this is a necessary scheduling practice.

**6. Final Examinations**

Current practice is to schedule final examinations on the two days immediately following the last class. This practice leaves very little preparation time for students and creates conflicts as the exams may be scheduled at a time when students have other classes that follow a different time schedule.

**7. Registration Revision Period**

The review of the Fall-Winter academic schedule resulted in the introduction of staggered drop and add registration dates. The committee discussed whether this practice is appropriate for the Summer Term given the quicker pace of the term.

## **Observations**

- Committee members agreed that courses offered in the 3 ½ week parts of term are too condensed and do not offer an equitable learning experience for students who take the same courses in Fall and Winter. This was illustrated in the feedback received by the community from students and instructors. Some instructors indicated that they had to adjust the content and assignments of the course in order to complete the course within the condensed time frame.

- Committee members agreed that even in cases in which the lecture material can be covered, there is very little time for students to complete outside readings, to digest and analyze, and to complete assignments that would make the courses comparable to courses taught in the Fall and Winter.
- The timetable has become overly complex as some departments have responded to concerns about the pace of the courses and have developed new parts of terms that are of a longer duration. There are currently 16 parts of term.
- Evening courses and courses offered by Distance and Online follow different schedules than courses offered on campus during the day. The committee agreed that such courses could be scheduled using the same dates and durations as courses taught on campus during the day, to provide greater alignment of courses offered in the summer months.
- Computer Science courses offered in the summer are taught during the day, but follow dates set for the Evening courses. This is in order to offer summer courses in the same time range as Fall and Winter courses. i.e. over 12 weeks.
- Another scheduling anomaly is the Winter-Summer term spanning 6 credit hour courses offered through Distance and Online delivery. The committee observed that very few courses are offered in this format. In Winter-Summer 2020, six courses were offered in this format, including two Education courses and four Arts courses. Just over 300 students registered in these courses. These offerings require a high level of administration for relatively few students, due to the need for a specialized registration process
- Because of the overlapping of different parts of term, student schedules may result in conflicts between classes and exams, and further complicate scheduling. This impacts instructors and administrative staff and affects students' choice of courses.
- The committee also observed that under the present scheduling, there is little time between the final exam and the beginning of the next part of term. In some cases, this may mean students are starting a course before knowing their grade in a prerequisite course.
- The committee acknowledged that, although there is a need for a more standardized and simplified schedule, there are several situations in which non-standard scheduling is appropriate; such as field courses, travel study, institutes and courses aimed at student cohorts with specific scheduling constraints.

## **Proposed Summer Term Schedule**

Based on this discussion, the following principles were established and a proposed scheduling model was developed.

### **Principles**

- Reduce variations of course offerings, while providing students with the ability to take courses in early May/June and/or July/August timeframes.
- Potential for completion of up to 15 credit hours in Summer Term
  - Facilitate Co-op Academic Terms and students who choose to focus their study in Summer Term
- 36 – 37.5 Contact hours per 3 credit hour course (to be consistent with Fall/Winter courses) to

allow sufficient teaching time to deliver the curriculum.

- Ensure sufficient time for student learning, analysis of information, and completion of assigned readings and assignments.
- Sufficient days/weeks for laboratory and studio-based learning and completion of projects.
- Dedicated exam period
- Sufficient time for marking, grade processing, prerequisite checking, etc.

### **Proposed Schedule**

#### **May/June**

- 3 credit hour courses (including 3 credit hour Distance and Online courses)
- 6 weeks commencing 2<sup>nd</sup> Monday in May.
- 36 contact hours
- Day Classes 1.5 Hrs per day x 4 days per week (Monday – Thursday)
  - Hold make up class on Friday for Monday Holiday
- Evening Classes 3 Hrs per evening x 2 days per week (Monday/Wednesday or Tuesday/Thursday)
  - Hold make up class on Monday following the last week of classes to make up for Holiday Monday
- Add/Drop Date at end of first week of classes (after 6 class hours)
- Exams held in week following last class.

#### **July/August**

- 3 credit hour courses (including 3 credit hour Distance and Online courses)
- 6 weeks commencing first week of July.
- 36 contact hours
- Day Classes 1.5 Hrs per day x 4 days per week (Monday – Thursday)
  - Hold make up class on Friday for Monday Holiday
- Evening Classes 3 Hrs per evening x 2 days per week
  - Hold make up class on Monday following the last week of classes to make up for Holiday Monday
- Add/Drop Date at end of first week of classes (after 6 class hours)
  - May/June course grades available prior to this date
- Exams held in week following last class.

#### **May/August**

- 6 credit hour courses (including 6 credit hour Distance and Online courses)
- 12 weeks commencing 2<sup>nd</sup> Monday in May.
- 72 contact hours
- Classes 1.5 Hrs per day x 4 days per week (Monday – Thursday)
  - Hold make up class on Friday for Monday Holiday

- Add/Drop Date at end of first week of classes (after 6 class hours)
- Two week break in June may be used for Mid-Term Test, time to complete readings and assignments.
- Exams held in week following last class.

### **Full Summer Term**

- May 1 – Aug 31
- Intended to administer non-instructional (administrative) courses.
  - E.g. Graduate Studies Re-Reg Terms

### **Summer Irregular**

- To administer short courses, institutes, field courses, travel study, etc.
- May/June & July/August
- Registrar's Office to review and recommend

This model results in a full summer of courses running from early May to mid to late August. The schedule is structured to provide time for teaching and learning, marking and assessments. Breaks are scheduled between the end of Winter Term and the start of Summer Term, as well as between the first and second parts of Summer Term, and between Summer Term and the beginning of Fall Term. It is anticipated there will be one week between the end of exams and the start of the next term of classes. This provides some break time for students between classes and time for marking and marks processing to be completed before the add/drop date of the next term. There is at least a two week break between the end of last Summer Term examinations and the beginning of the Fall Term.

One feature of the scheduling model is that the 3 credit hour and 6 credit hour courses follow the same date ranges. This means there are no classes scheduled for 6 credit hour classes during the May/June exam period or the following 'break week' in order to provide needed break time for students and instructors between the 3 credit hour courses. This two-week break between classes in 6 credit hours may be used as downtime, for writing mid-term tests or may also be used by students to complete reading, research and major assignments.

The model also allows for administration of irregularly scheduled courses and administrative courses, such as the Graduate Studies re-Reg course.

The committee did not reach a conclusion regarding the offering of Distance and Online Education courses in the January to July (Winter/Summer) time period. Changes affecting these offerings require further consideration and consultation with the departments who offer courses in this manner.

### **Community Feedback**

Key findings and recommendations were presented and reviewed at Dean's Council and received unanimous approval. The concept was presented to the university community with a request for feedback through a UM Today article directed to faculty, staff and students. A wide range of responses were received. Town hall presentations held in January 2020 offered an opportunity to community members to hear additional details, provide further feedback and engage in dialog with members of the review committee.

A number of Students, instructors and staff spoke in favour of the proposal, noting that the pace of courses expected in the Summer Term under the current format is not conducive to effective learning. It was noted that academic advisors often recommend to students that they not take summer courses for this reason. Several administrative staff were in favour of the fact the model removed much of the complexity that exists in the current schedule, with several different schedules for on campus courses and separate schedules for courses taught in the evening and online.

Some concerns were expressed by a small number of instructors that students will not have sufficient break time between terms and that sessional instructors will need to teach 12 months a year in order to meet teaching load requirements. Students did not share the same concerns about a lack of break time between terms. Some instructors felt that the loss of the accelerated 3 ½ week 3 credit hour and 7 week 6 credit hour courses meant that students will lose the ability to work and earn money to fund their education. Others pointed out that the July-August period is used by many faculty members for research or time to spend with family and there would be difficulty finding instructors who will to teaching this period.

Concern was also expressed by instructors and students from areas that schedule outside the standard schedule and wished to ensure that this option would still exist under the new format. One department pointed out that courses in their area have been historically taught over the full summer period, so as to mirror the schedules of Fall and Winter and asked if this would be an option or would be considered irregularly scheduled courses that require approval and special setup.

## **Review of Feedback**

The Review Committee reconvened in February 2020 to review issues that were raised in both the Town Hall meetings and in the online feedback.

The committee discussed again the relative merits and challenges of offering courses in a 3 ½ week term and agreed that courses should not be offered in this manner. UMSU stated that students support this model, and added that many students are not in favor of taking summer term courses in the way it is offered now. It was felt that if student feel they need to take a break from school for downtime or to earn income, they will limit their enrolment accordingly. With respect to meeting the needs of students who must balance work and summer courses, it was suggested that more courses may be offered in the evening.

It should be noted that the proposed model is already a condensed model of teaching and learning, as most courses will be offered in half the time afforded in Fall and Winter. The current practice of even further compression does not allow for an equitable learning experience.

The new model offers streamlined organization of courses and appropriate scheduling for instructors teaching the summer term courses. It was acknowledged that there is no perfect solution and ideal model. The committee respects and is taking into consideration the comments from the Town Hall and the online feedback; however, in the current 16 parts of term, timetabling is in disarray with overlapping courses, conflicting exam times and not enough time for marking, which causes more stress for both instructors and students. As we know, students are taking more than one course over the summer. Advisors do not recommend taking courses in summer, due to course and exam overlap. With this



change in scheduling, there will be a need for academic units to review their course offerings in all three terms – Fall, Winter and Summer - to ensure alignment and that the needs of students are met.

This proposal allows exceptions and some flexibility. We will work to develop specific criteria and a template for exceptions such as field based courses, travel study, and courses scheduled to meet the needs of a specific target population.

The committee unanimously agreed to move the proposal forward with one revision – to add an option to offer 3 credit hour courses over the full summer period (over 12 weeks of study). The committee agreed that this should be included as a standard scheduling option as it meets the scheduling principles and provides more time for teaching and learning. This option would match the teaching schedule of Fall and Winter courses.

The following part of term was added to the proposal:

#### **May/August 2**

- 3 credit hour courses (including 3 credit hour Distance and Online courses)
- 12 weeks commencing 2<sup>nd</sup> Monday in May.
- 36 contact hours
- Classes 1.5 Hrs per day x 2 days per week (Monday/Wednesday or Tuesday/Thursday)
  - Hold make up class on Friday for Monday Holiday
- Add/Drop Date at end of first week of classes (after 6 class hours)
- Two week break in June may be used for Mid-Term Test, time to complete readings and assignments.
- Exams held in week following last class.

### **Conclusions**

The Review Committee unanimously agreed to forward the proposal to Senate for consideration. The proposed model allows for offering courses on the following schedules:

#### **May/June**

- 6 weeks commencing 2<sup>nd</sup> Monday in May.
- 3 credit hour courses
- Includes 3 credit hour Evening courses and Distance & Online courses
- 36 contact hours

#### **July/August**

- 6 weeks commencing 1<sup>st</sup> week of July
- 3 credit hour courses
- Includes 3 credit hour Evening courses and Distance & Online courses
- 36 contact hours

**May/August 1**

- 12 weeks commencing 2<sup>nd</sup> Monday in May.
  - 6 weeks in May/June; 6 weeks in July/August
  - Class break last 2 weeks of June.
- 6 credit hour courses
- Includes 6 credit hour Evening courses and Distance & Online courses
- 72 contact hours

**May/August 2**

- 12 weeks commencing 2<sup>nd</sup> Monday in May.
  - 6 weeks in May/June; 6 weeks in July/August
  - Class break last 2 weeks of June.
- 3 credit hour courses
- Includes 3 credit hour Evening courses and Distance & Online courses
- 36 contact hours

**Full Summer Term**

- May 1 – Aug 31
- Intended to administer non-instructional (administrative) courses.
  - E.g. Graduate Studies Re-Reg Terms

**Summer Irregular**

- To administer short courses, institutes, field courses, travel study, etc.
- May/June & July/August
- Criteria for exceptions includes: Field-based study, Travel Study, institutes, courses directed at student cohorts with unique scheduling considerations. To be scheduled in consultation with the Registrar's Office.

## Appendix 1

### Summer Term Schedules at U15 and Mb Universities

University		Summer Term Starts	Term Ends	Length of Term(s)
MB	<a href="#">Manitoba</a>	Mon May 6	Wed Aug 21	4, 6, 8, 16 weeks
	<a href="#">Winnipeg</a>	Mon May 6 Wed Jun 5 Wed Jun 19	Mon Jun 3/17 Wed Jul 3 Wed Jul 31	4, 6, 8, 12 weeks
	<a href="#">Brandon</a>	Mon May 6/ Mon Jun 3 Tues Jul 2/ Mon Jul 29	Mon May 27/ Thurs Jun 20 Mon Jul 22/ Mon Aug 19	3 or 6 weeks (spring, summer)
U15	<a href="#">Alberta</a>	Mon May 6/ Wed Jun 12 Mon Jul 11/ Thurs Aug 1	Fri May 24/ Wed Jun 12 Fri Jul 26/ Wed Aug 14	3 or 6 weeks (spring, summer)
	<a href="#">British Columbia</a>	Mon May 6 Tues Jul 2	Thurs Jun 20 Tues Aug 13	28 teaching days (spring, summer)
	<a href="#">Calgary</a>	Mon May 6 Tues Jul 2	Fri Jun 17/ Thurs Aug 13 Tues Aug 13	6 or 14 weeks (spring, summer, spring/summer)
	<a href="#">Dalhousie</a>	Mon May 6 Thurs May 30 Tues Jul 2 Thurs Jul 25	Tues May 28/ Fri Jun 24/ Tues Jul 30 Thurs Jun 20/ Fri Aug 23 Tues Jul 23/ Tues Aug 20 Fri Aug 16	3, 7, 12 weeks
	<a href="#">Laval</a>	Mon May 6 Mon Jul 8	Fri Jun 21/ Fri Aug 16	6 weeks (spring, summer)
	<a href="#">McGill</a>	Wed May 1/ Tues Jun 4/ Mon Jul 8	Mon Jun 5/ Fri Jul 7/ Mon Aug 7	5 weeks (May, June, July sessions)
	<a href="#">McMaster</a>	Mon May 6 Mon Jun 24	Fri June 21/ Fri Aug 9 Fri Aug 9	34-68 days (spring, summer, spring/summer)
	<a href="#">Montreal</a>	Wed May 1	Fri Jun 21/ Thurs Aug 15	7 or 14 weeks (summer trimester: intensive and regular sessions)
	<a href="#">Ottawa</a>	Wed May 1 Mon Jun 17 Mon Jul 15	Tues Jun 11 (session B) / Tues Jul 23 (A) Fri Jul 26 (C) Mon Aug 26 (D)	6 or 12 weeks (sessions A-D)
	<a href="#">Queen's</a>	Wed May 1 Tues Jul 2	Mon June 17/ Fri Aug 2 Sat Aug 12	6 or 12 weeks (May-Jun/Jul, Jul-Aug)

<a href="#">Saskatchewan</a>	Wed May 8 Mon Jun 3 Thurs Jun 27 Tues Jul 23	Wed May 29 (q1) or Fri Jun 21 (spring) Fri Jun 21 (q2) Thurs Jul 18 (q3) or Tues Aug 13 (summer) Tues Aug 13 (q4)	3-6 weeks (spring/summer terms [2mo]; quarter 1, 2 [1mo])
<a href="#">Toronto</a>	Mon May 6 (f, y sections) Tues Jul 2 (s sections)	Fri Jun 14 (f) Mon Aug 12 (s, y)	6 or 12 weeks (f, s, y sections)
<a href="#">Waterloo</a>	Mon May 6	Tues Jul 30	12 weeks (spring term)
<a href="#">Western</a>	Mon May 6 (summer evening)/13 (intersession) Jun 3 (intersession) / 17 (summer evening) Mon Jul 8 (summer day)	Tues Jun 21 (intersession) Fri Jul 26 (summer evening) Fri Aug 16 (summer day)	6 or 12 weeks (intersession, summer day or evening)

## Appendix 2

### Current UM Summer Term Parts of Terms

Summer Session	Course Dates	Exam Dates
May Day	May 6 to 29	May 31 & June 1
May/June Day	May 6 to June 25	June 27 & 28
May-June Expanded	May 6 to June 25	June 27 & 28
May/June Evening	May 6 to June 20	June 21 & 22
May-Aug Evening	May 6 to Aug 8	Aug 9 & 10
May-June Irregular Dates	Apr 1 to Aug 30	By course
June Day	June 3 to 25	June 27 & 28
June-August Evening	June 24 to Aug 8	Aug 9 & 10
July Day	July 2 to 24	July 26
July/August Day	July 2 to Aug 21	Aug 23 & 24
July-August Irregular Dates	July 1 to Aug 30	By course
July-August Expanded	July 2 to Aug 21	Aug 23 & 24
August Day	July 29 to Aug 21	Aug 23 & 24
Dist Ed Winter/Summer (Part B)	Apr 15 to Jul 6	July 3 to 6
Distance Education Summer	May 6 to Aug 2	Aug 6 to 13
Summer Non-degree Irregular	Apr 1 - Aug 23	By course

**Proposed UM Summer Term Parts of Terms**

<b>Summer Session</b>	<b>Course Dates</b>	<b>Exam Dates</b>
<b>May/June</b>	May 10 to June 17	June 21 to June 24
<b>July/August</b>	July 5 to August 12	August 16 to 19
<b>May/August 1</b>	May 10 to August12	August 16 to 19
<b>May/August 2</b>	May 10 to August12	August 16 to 19
<b>Full Summer Term</b>	May 1 to August 31	By course
<b>Summer Irregular 1</b>	May 1 to June 30	By course
<b>Summer Irregular 2</b>	July 1 to August 31	By course



updated Sept. 9, 2020

## 2.1 Summer Term 2021 Academic Schedule

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

Classes on Monday, May 24<sup>th</sup> will be made up on Friday, May 28<sup>th</sup>

Classes on Monday, August 3<sup>rd</sup> will be made up on Friday, August 7<sup>th</sup>

May – June	May 10 to June 17, 2021	6 hours instruction/week
July – August	July 5 to August 12, 2021	6 hours instruction/week
May – August 1 (6 credits)	May 10 to August 12, 2021	6 hours instruction/week
May – August 2 (3 credits)	May 10 to August 12, 2021	3 hours instruction/week

### 2.2.2 Registration and Withdrawal Dates

#### Regular Registration Period

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

May – June	ends May 10, 2021
July – August	ends July 5, 2021
May – August 1 (6 credits)	ends May 10, 2021
May – August 2 (3 credits)	ends, May 10, 2021

#### Late Registration/Registration Revision Period

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

May – June	May 10 to May 13, 2021
July – August	July 5 to July 8, 2021
May – August 1 (6 credits)	May 10 to May 13, 2021
May – August 2 (3 credits)	May 10 to May 20, 2021

#### Last Date to Drop without Penalty

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

May – June	May 13, 2021
July – August	July 8, 2021
May – August 1 (6 credits)	May 13, 2021
May – August 2 (3 credits)	May 20, 2021

**Voluntary Withdrawal (VW) deadline**

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

May – June	June 1, 2021
July – August	August 3, 2021
May – August 1 (6 credits)	July 22, 2021
May – August 2 (3 credits)	July 22, 2021

**2.1.3 Fee Deadlines****Fee Payment Deadlines**

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

**2.1.4 Examination and Test Dates**

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

May – June	June 21 to 24, 2021
July – August	August 16 to 19, 2021
May – August 1 (6 credits)	August 16 to 19, 2021
May – August 2 (3 credits)	August 16 to 19, 2021

**2.1.5 Other Summer Term Start and End Dates**

<b>Business Administration (M.B.A.)</b>	May 1 to Aug. 30, 2021 (multiple courses)
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<b>Dentistry</b> IDDP Program, Year 1	May 3 to June 25, 2021
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<b>Medicine</b> Year 3 Year 3 Summer Break B.Sc. (Med.) Year 1 B.Sc.(Med.) Year 2	May 31 to July 9, 2021 Jul 12 to 23, 2021 TBD TBD
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<b>Music</b> Summer Term	July 6 to 31, 2021
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<b>Nursing</b> Year 4 NURS 4580 Senior Practicum	May 10, 2021
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<b>Occupational Therapy</b> Year 2 Advanced Fieldwork	June 28 to Sept 10, 2021 (flexible start and end dates)
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**Pharmacy**

IPPE Hospital

4 week block completed between May 31 to Aug 27, 2021

**Physician Assistant Studies**

Summer Term

April 26 to July 23, 2021

**Respiratory Therapy**

RESP 1460, RESP 2390

May 3 to 28, 2021

RESP 2380

May 30 – June 25, 2021



☐ Approval   ☐ Discussion/Advice   ☒ Information**AGENDA ITEM:**

Extension of Suspension of Admissions to B.Sc.(Hons.) and B.Sc.(Maj.) in Biotechnology, P.B.Dip. in Agrology, and Integrated B.Mus./B.Ed., President's Approval

**RECOMMENDED RESOLUTION:**

For information.

**CONTEXT AND BACKGROUND:**

- The Board policy on *Admission Targets* specifies that it is the President who has authority to approve changes to, or the introduction of, admission targets following consultation and discussion with the dean or director, with Senate and with the Board of Governors, subject to the provisions of the provincial Programs of Study Regulation.
- The President has approved a request from the Deputy Provost (Academic Planning and Programs), to extend the temporary suspension of admissions to the following programs, for one year. The President previously consulted Senate (June 24, 2020) and the Board (June 23, 2020) concerning the request. Neither body had identified any concerns.
  - Bachelor of Science (Honours) and Bachelor of Science (Major) in Biotechnology
  - Post-baccalaureate Diploma in Agrology (Internationally Educated Agrologists Program)
  - Integrated Bachelor of Music / Bachelor of Education Degree
- The President also approved a request to extend the temporary suspension of admissions to the Post-baccalaureate Certificate in Applied Leadership for one year. Consultation with the Board was not required, as non-degree programs offered by the Division on a cost-recovery basis do not require Board approval.

**RESOURCE REQUIREMENTS:**

N/A

**CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:**

N/A

**IMPLICATIONS:**

- Temporary suspension of admissions to the B.Sc.(Hons.) and B.Sc.(Maj.) in Biotechnology would not adversely affect students currently enrolled the programs, who would be able to complete the program requirements.
- There are no students currently enrolled in the P.B.Dip. in Agrology or the Integrated B.Mus./B.Ed. programs.

**CONSULTATION:**

The President's decision, to extend the suspension of admissions to the programs, was communicated to Senate at its meeting on October 7, 2020.

## Reviewed

Recommended

By

Date

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Senate Executive  
Committee

September 23, 2020

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Senate

October 7, 2020

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**ATTACHMENTS:**

University Secretary on behalf of Senate

None.

☐ Approval   ☐ Discussion/Advice   ☒ Information**AGENDA ITEM:**

Changes to Admission Targets: Increase to Admission Target, Bachelor Kinesiology, and Suspension of Admissions to Bachelor of Human Ecology in Family Social Sciences, including the After-Degree Program

**RECOMMENDED RESOLUTION:**

For information.

**CONTEXT AND BACKGROUND:**

The Board policy on *Admission Targets* specifies that it is the President who has authority to approve changes to, or the introduction of, admission targets following consultation and discussion with the dean or director, with Senate and with the Board of Governors, subject to the provisions of the provincial Programs of Study Regulation.

The President consulted the Board of Governors on a request to increase admissions to the Bachelor of Kinesiology program, at its meeting on February 3, 2020. The President's decision to approve the request was reported to the Board on June 23, 2020.

On June 22, 2020, the University received notice that Manitoba Economic Development and Training had approved the University's request to increase admissions to the program, from 65 to 100 seats. The Provost and Vice-President (Academic) has confirmed that the change will take effect for the Fall 2021 intake.

The President consulted the Board of Governors on a request for a temporary suspension of admissions to the Bachelor of Human Ecology in Family Social Sciences, including the After-Degree program, at its meeting on March 24, 2020. The President's decision to approve the request was reported to the Board on June 23, 2020.

On June 22, 2020, the University received notice that Manitoba Economic Development and Training had approved the University's request to temporarily suspend admissions to these programs, for a two-year period. The Deputy Provost (Academic Planning and Programs) has confirmed that admissions will be suspended for the 2021/2022 and 2022/2023 academic years, with a review of the status of the programs to begin no later than February 1, 2022.

**RESOURCE REQUIREMENTS:**

Any resources required to accommodate the increased enrolment in the B.Kin. program will be addressed within existing resources of the Faculty of Kinesiology and Recreation Management. No additional financial support will be allocated in support of this implementation.

**CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:**

N/A

**IMPLICATIONS:**

The increased admission target for the B.Kin. degree responds to increased demand from students and demand for graduates, as reflected in the Province of Manitoba Occupational Forecasts, which shows increasing demand for graduates through 2024.

The extension to the temporary suspension of admissions to the B.H.Ecol. in Family Social Sciences, including the After-Degree, will allow the Rady Faculty of Health Sciences to continue to promote the recently revised B.H.St. degree to potential students with an interest in family social sciences and, where appropriate, will facilitate the transfer of students remaining in the B.H.Ecol. in Family Social Sciences into the B.H.St. program.

A request to formally close the B.H.Ecol. in Family Social Sciences, including the After-Degree program, will be brought forward in future, with an estimated timeline for 2028, after students currently enrolled had completed their programs.

**CONSULTATION:**

N/A

## Reviewed

Recommended

By

Date

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Senate Executive  
Committee

September 23, 2020

☐

Senate

October 7, 2020

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University Secretary on behalf of Senate

## None.

## **PRESIDENT'S REPORT: December 1, 2020**

### **GENERAL**

Through the fall, extensive outreach continued via virtual meetings between the President and donors, community leaders, alumni and government partners via virtual meetings to discuss priorities for UM. Some key meetings include Premier Brian Pallister, several provincial Cabinet ministers, the Honourable Jim Carr, Special Representative for the Prairies, Grand Chief Arlen Dumas from the Assembly of Manitoba Chiefs, Sean Barr, Assistant Deputy Minister of Western Diversification (WD) and Kristina Braun, Senior Advisor, Manitoba, Western Canada Growth Strategy, WD, Manitoba Metis Federation President David Chartrand, Mayor Brian Bowman, and Tracey Maconachie, Deputy Minister of Economic Development and Training.

Similarly, outreach took place within the university as well, with the President and Provost and Vice-President (Academic) attending meetings of faculty and college councils. As of the end of November, meetings have taken place with 10 councils and the remainder are scheduled to take place within the next few months.

The University signed on to the Collaborative Procurement Initiative with the Government of Manitoba and other public sector entities to leverage collective buying power. The first three formal categories that the University will be participating in are Office Supplies, Fleet and Freight. The University is currently participating in the Fleet Category, valued at \$800,000 annually, for the University, but is \$121 million annually for the collaborative group, exemplifying the volume buying power potential of a collaborative buying group.

In October, the Manitoba Industry-Academia Partnership (MI-AP) hosted the first AIMday™ Digital Agriculture event virtually. MI-AP is a partnership with Red River College, the University of Winnipeg and Business Council Manitoba, supported by a grant from Western Economic Diversification, to drive industry investment in specific collaboration projects that provide significant economic benefits. The first AIMDay was attended by seventy individuals and is the first step in a process that is expected to lead to joint research projects that will address specific industry needs. The event generated eight new partnerships which companies and scientists are now exploring further to expand the boundaries of knowledge and create economic advantages.

The announcement that the entire province is moving to the critical/red level on the #RestartMB Pandemic Response System, effective Thursday, November 12, resulted in some changes at UM to protect the health and safety of the UM community, while continuing to ensure students' ability to complete their approved in-person activities, and faculty members' ability to conduct essential research. These include instruction that all work that can be done remotely, must be; the wearing of 3-ply, disposable masks on campus for all academic and research activities; a reduction to the maximum number of employees on campus to 20%; the cancellation or postponement of all in-person discretionary activities until at least January 2021; the closure of all UM sport and recreation facilities; and the closure of all but absolutely essential common spaces and lunch spaces.

A drive-up COVID-19 testing site opened on the Fort Garry campus on November 8, 2020, at the Smartpark Event Centre in the UM Smartpark Research and Technology Park. The site is open from 7:00 a.m. to 7:00 p.m. daily.

## ACADEMIC MATTERS

- The Bruce D. Campbell Farm and Food Discovery Centre offered digital resources in celebration of Farm and Food Awareness Week in September. Although on-site visits were limited and have now temporarily ceased, a collection of hands-on activities, recipes, virtual tours, videos and other materials have been compiled to enable at-home learners and anyone interested in agriculture and food educational resources.
- The Faculty of Education recently hosted the first of their virtual lecture in the Dean's Distinguished Lecture Series, which is this academic year focus on Truth and Reconciliation. The first lecture *Institutional Racism and the Implications for Faculties of Education* featured Jerome Cranston, Professor and Dean of Education at the University of Regina and internationally recognized scholar in educational leadership.
- The Stu Clark Centre for Entrepreneurship (SCCE) recently held the first virtual business plan pitch competition. This core entrepreneurial course and pitch competition provides UM students a unique experiential learning opportunity; beginning with idea creation, through pitch development, and concluding with a real-life Dragon's Den format with students pitching in front of an audience (virtual) while fielding tough questions. Forty-nine cross-faculty teams representing 250 students from various faculties including; Agriculture, Arts, Engineering, Fine Arts, Kinesiology, Science and Asper recorded their two-minute virtual pitches. One team would be chosen to compete as a finalist in the live virtual pitch completion.
- As a response to concerns at Canadian business schools related to issues concerning Equity, Diversity and Inclusion (EDI) the Asper School of Business has formed an EDI taskforce, which aims at proactively addressing discrimination. Through the EDI task force, the School endeavors to foster a more inclusive learning environment for every single student that attends and/or interacts with the Asper School of Business. A series of workshops were launched designed to promote equal opportunity practices.
- Two faculty members from the Rady Faculty of Health Sciences have been elected to the Royal Society of Canada (RSC), the nation's most esteemed association of scholars and scientists. Dr. Joan Durrant, Community Health Sciences, was named a Fellow of the RSC. Durrant and Dr. Marcelo Urquia, Community Health Sciences and Canada Research Chair in population health, was elected to the RSC's College of New Scholars, Artists and Scientists.
- Dr. Brent Schacter, professor emeritus, internal medicine, will be inducted as a Fellow of the Canadian Academy of Health Sciences. It is one of the highest honours in the academic community.
- Dr. Verena Menec, Community Health Sciences, has been named a Distinguished Member of the Canadian Association on Gerontology, recognizing her dedication to improving the lives of older Canadians.
- Camerata Nova (a popular Winnipeg choral ensemble that is largely composed of Desautels alumni, professors, and staff) has done a series of remote video recordings, beginning with an Indigenous

take on Iron Maiden's "Run to the Hills." A follow-up article later this year will release their recording of new Indigenous works by Desautels alumnus and composer Andrew Balfour.

- It was recently announced that UM alumnus Henry Bruce Chown [MD/22] is one of six groundbreaking physicians and researchers who were celebrated in a new set of commemorative Canada Post stamps. Dr. Chown, a renowned researcher and UM professor who lived from 1893 to 1986, is internationally recognized for leading the way in eliminating rhesus (Rh) disease, which was once a major cause of newborn deaths.
- Jonathan Rosset, recent Plant Science MSc graduate, and Nikki Hawrylyshen, Food and Human Nutritional Sciences PhD student, were selected to receive the North American Colleges and Teachers of Agriculture (NACTA) Graduate Student Teaching Award of Merit. These awards are given annually to individuals who excel in teaching an agricultural discipline.
- Adam Lakusta, law student, was the winner of the Canadian Bar Association Intellectual Property essay competition. The paper, titled *Reforming Canada's intellectual property laws: The slow path to reconciliation* examines to what extent Canada's intellectual property law protect Indigenous Traditional Knowledge in relation to its international obligations, domestic laws, and compares it with two other nations' examples.

## RESEARCH MATTERS

- At this time, research at the University of Manitoba (UM) is continuing remotely to the extent possible. UM has developed a phased approach to the recovery, cautiously resuming critical research and essential activities on our campuses, while ensuring a strong focus on health and safety. We are currently in Phase 3: September 1 to December 31 (Fall Term). Details on the phased approach for the campus can be found on the webpage COVID-19 UM Recovery: Resources and Updates. Details on the guiding principles, process for requesting access and preventative measures are available in the updated Researcher FAQs section of the COVID-19 webpage.
- Professor Emeritus Dr. Brent Schacter (Internal Medicine) was elected as a Fellow by the Canadian Academy of Health Sciences (CAHS). Schacter is a member of the Department of Medical Oncology and Hematology at CancerCare Manitoba. Induction into the CAHS is considered one of the highest honours within Canada's academic community. Fellows are chosen by their peers based on their demonstrated leadership, creativity, distinctive competencies and commitment to advancing academic health sciences.

Schacter [BSc/65, MD(Hons)/65] has made monumental contributions to the fields of cancer and blood disorder research. Among his many achievements, while he was the Principal Investigator of the Canadian Tumour Repository Network (CTRNet), he launched a certification program that changed operating practices for biobanks—facilities that store biological materials for later research. He developed international quality assurance standards for the evolving field of biobanks that have been adopted around the world, much to the benefit of biomedical research. It was a herculean task



to work with partners around the world, past language barriers, to ensure the rules were unambiguous.

- Dr. Mario Tenuta (Soil Science) has been named the Natural Sciences and Engineering Research Council of Canada (NSERC) Industrial Research Chair in 4R Nutrient Stewardship, with combined funding of \$2,930,000 over five years. The chair is awarded in partnership with NSERC, the Western Grains Research Foundation, Fertilizer Canada and UM.

Tenuta's research will advance 4R nutrient stewardship, an innovative approach developed with the fertilizer industry, to apply the 'Right fertilizer at the Right rate, at the Right time and in the Right place,' to enhance production goals, farm profitability and environmental sustainability.

With the funding from this chair, Tenuta will be at the forefront of nutrient stewardship research and training and will offer guidance in 4R practice implementation to advance Canada as a leader in 4R nutrient stewardship. The knowledge and infrastructure capacity created will enrich industry and research collaborations, to serve as a critical expertise hub to advance Nitrous use efficiency and environmental health.

- The 2020/21 series of online Café Scientifiques kicked off with three topics in October and November: Designing Better Long-Term Care Facilities, Parenting During the Pandemic and Eating the Whole Grains in Canada's Food Guide. There will be six Cafes beginning in January 2021, one each month until June 2021. To view the recorded sessions or watch them live, visit [umanitoba.ca/cafescientifique](http://umanitoba.ca/cafescientifique).
- The annual Undergraduate Research Poster Competition took place online from October 27 thru 29. Sixty-three undergraduate researchers presented their projects orally in self-recorded Youtube videos, with their poster .pdfs available for viewing. Fifteen students took home 1st, 2nd and 3rd place cash prizes in the five categories of: applied sciences, creative works, health sciences, natural sciences, and social sciences and humanities. The competition is sponsored by the office of the Vice-President (Research and International).
- Four researchers, working with partner organizations, received a total of \$249,601 in grant funding for COVID-19 related research projects:

PI	Sponsor	Title	Awarded
Chesser, Stephanie; Porter, Michelle (Kinesiology and Recreation Management)	SSHRC COVID-19 Partnership Engage Grant	Partnering to explore COVID-19 public messaging and its impact on internalized ageism among older people	\$24,821
Nixon, Kendra (Social Work)	SSHRC COVID-19 Partnership Engage Grant	COVID-19 and the experiences of IPV survivors and service providers	\$24,780
Souleymanov, Rusty (Social Work)	CIHR COVID-19 Mental Health and Substance	Mental health, substance use, and service needs, access, and delivery among two-	\$175,000

	Use Service Needs and Delivery	spirit, gay, bisexual, queer, and other men who have sex with men in Manitoba	
Woodgate, Roberta (Nursing)	SSHRC COVID-19 Partnership Engage Grant	Finding solutions for the challenges faced by young workers in the COVID-19 era	\$25,000

- Thirty-three investigators received a total of \$11,358,110 in grant funding for 63 projects from a variety of sponsors. Those projects receiving more than \$25,000 are:

PI	Sponsor	Title	Awarded
Austin-Smith, Brenda (English, Film, and Theatre)	Canadian Association of University Teachers	True to the spirit: Adaptation, Sound, Frames, Feeling	\$40,333
Ballard, Myrle (Chemistry)	CIHR Project Grant	Ki thagi daba wanawug unji udu kiwangk: Promoting health and mitigating trauma after the flood and permanent displacement of Lake St Martin First Nation community	\$100,000
Bandara, Nandika (Food and Human Nutritional Sciences)	NSERC Discovery Grant	Innovations in protein-lipid conjugation and novel technologies for developing protein-based nanodelivery systems to improve the delivery mechanism, efficacy, and bioavailability of bioactives	\$123,840
Bandara, Nandika (Food and Human Nutritional Sciences)	SSHRC - New Frontiers Research Fund Exploration	Renewable feather keratin based advanced functional materials: nano-reinforced, biomimetically modified keratin polymer blends as wound healing material	\$233,168
Cattani, Douglas (Plant Science)	Mitacs Accelerate	Perennial grain for fall grazing of beef cattle	\$60,000
Chochinov, Harvey (Psychiatry)	Research Manitoba - COVID-19 Rapid Response Grant	Death, dying and dignity in the time of the COVID-19 pandemic	\$235,676
Court, Deborah (Microbiology)	Mitacs Accelerate	Optimization of bacteriophage production for use in treatment and prevention of bacterial diseases in swine	\$60,000
Eltonsy, Sherif (Pharmacy)	Health Sciences Centre Foundation	Antiepileptics safety during pregnancy	\$70,000
Franca, Rodrigo (Restorative Dentistry)	Mitacs Accelerate Entrepreneur	Custom root-analogue dental implant manufactured by direct metal laser forming	\$90,000
Funk, Laura (Sociology)	University of Victoria	Tackling the home care challenge: A mixed methods study of publicly funded home care services in 4 Canadian cities	\$80,000

Jackson, Michael F. (Pharmacology and Therapeutics)	CIHR Project Grant	Interplay of neuroinflammation and synaptic plasticity in neurodegeneration	\$1,158,976
Jones, Meaghan (Biochemistry and Medical Genetics)	CHIRM Operating Grant: New Investigator Grants in Maternal, Reproductive, Child and Youth Health	Epigenetic changes linking prenatal exposure to tobacco or cannabis smoke with asthma risk	\$35,000
Kazem Moussavi, Zahra (Electrical and Computer Engineering)	Mitacs Accelerate Entrepreneur	Fast awake OSA screening and characterization using anthropometric and sound features	\$75,000
Ko, Ji Hyun (Human Anatomy and Cell Science)	Parkinson Society Canada	Stimulating the caudate nucleus to improve cognitive performance in Parkinson's Disease	\$100,000
Leung, Carson (Computer Science)	Mitacs Accelerate	Arctic research foundation UX/UI searchable database	\$45,000
Maghoul, Pooneh (Civil Engineering)	Mitacs Accelerate	Ultrasonic characterization of permafrost using an integrated machine learning poromechanical technique	\$90,000
Maghoul, Pooneh (Civil Engineering)	Mitacs Accelerate	Risk assessment of riverbank stability subjected to construction induced vibrations	\$90,000
Maghoul, Pooneh (Civil Engineering)	Mitacs Accelerate	Advanced coupled geomechanical tool for design and performance analysis of infrastructure affected by frost action	\$180,000
Maghoul, Pooneh (Civil Engineering)	Mitacs Accelerate	An AI-based climate impact assessment framework for infrastructure in northern Canada	\$90,000
McLachlan, Stephane (Environment & Geography)	Mitacs Accelerate Fellowship (COVID-IPDF)	Kitatipithitamak mithwayawin: Indigenous-led countermeasures to Coronavirus (COVID-19) and other pandemics then, now, and into the future	\$180,000
Mezghani, Amine (Electrical and Computer Engineering)	Futurewei Technologies Inc.	Metasurface-based wireless communication	\$76,392
Mishra, Suresh (Internal Medicine)	CIHR Project Grant	Exploring the role of a mitochondrial protein prohibition in leydig cell steroidogenesis	\$508,725
Nickerson, Peter (Internal Medicine)	National Institutes of Health (NIH)	Biomarker guided CNI substitution in kidney transplantation	\$273,306
Ogilvie, Tamra (Biochemistry and Medical Genetics)	CIHR Project Grant	Novel therapeutic targets for group 3 medulloblastoma stem cells	\$1,208,700
Pelka, Peter (Microbiology)	CIHR Project Grant	Molecular mechanisms of adenovirus pathogenicity and host immune evasion	\$849,150

Pelka, Peter (Microbiology)	Mitacs Accelerate	High throughput rapid detection of infectious diseases such as COVID-19.	\$60,000
Pelka, Peter (Microbiology)	Mitacs Accelerate	Broad spectrum CoV therapeutic; rhACE2 Immunoadhesin to treat COVID19	\$45,000
Righolt, Christiaan (Community Health Sciences)	CIHR - ICR / Cancer Research Society Partnership - Research Grants	Use of glycogen synthase kinase-3 $\beta$ inhibitors (GSK3Is) and prostate cancer risk and prognosis	\$60,000
Rimmer, Emily (Internal Medicine)	CIHR Project Grant	Therapeutic plasma exchange in septic shock: A pilot study	\$100,000
Saleem, Ayesha (Kinesiology and Recreation Management)	CHRM - postdoctoral fellowship	Extracellular vesicles in breast milk and the developmental origins of asthma	\$44,100
Schroth, Robert (Preventive Dental Sciences)	CIHR Project Grant	Working together to implement novel, culturally informed early childhood oral health interventions for young First Nations and Metis children in Manitoba	\$1,472,626
Schweizer, Frank (Chemistry)	CIHR Project Grant	Rescuing beta-lactam antibiotic/beta-lactamase inhibitor combinations from resistance against multidrug-resistant Gram-negative bacteria	\$654,075
Shafai, Cyrus (Electrical and Computer Engineering)	Function Four	Smart hive technologies	\$30,019
Shafai, Cyrus (Electrical and Computer Engineering)	Mitacs Accelerate	High throughput Rapid Detection of Infectious Diseases such as COVID-19	\$90,000
Soussi Gounni, Abdelilah (Immunology)	CIHR Project Grant	The impact of epithelial cell derived semaphorin3E on airway remodeling in allergic asthma	\$757,350
St John, Philip (Internal Medicine)	CIHR Project Grant	Characterization of frailty in older men	\$206,550
Stewart, Ronald (Environment & Geography)	University of Saskatchewan	Climate-related precipitation extremes	\$28,000
Tachie, Mark (Mechanical Engineering)	NSERC Alliance Grant	Effects of submergence ratio and under surface roughness on flow separation beneath simulated ice covers	\$25,448
Thompson, Peter (Physiology & Pathophysiology)	CHRM	Pancreatic Beta cell senescence and extracellular vesicles in Type 1 Diabetes	\$75,000
Urbanowski, Reginald (College of Rehabilitation Sciences)	Research Manitoba	Telepresence robot for people with dementia	\$360,000

Woodgate, Roberta (Nursing)	CIHR Project Grant	Abinoonjees Nikanenim: Delivering mental health services to youth living in Island Lake Anishininew Nations	\$1,296,676
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## ADMINISTRATIVE MATTERS

- The Office of Sustainability (OOS) has launched the Waste Reduction and Management Survey to ensure that students, staff and faculty can provide feedback on the goals of the Waste Reduction and Management Plan. With the support of the Sustainability Committee and Operations and Maintenance, a list of main goals reflecting current and future work regarding waste was created. A UM Waste Survey is ongoing from November 2 – 20, and collected 186 responses the first day.
- Through the Organics Collection Program, the university has collected 32,167 kilograms of organic waste since June of 2019, equivalent to removing 44,000 kilograms of CO<sub>2</sub> from the air; driving 175,709 fewer kilometres; and planting 728 tree seedlings and having them grow for 10 years.
- The University Re-Shop is moving to an online platform that will make surplus furniture and equipment more readily available for departments in need. The online platform will feature pictures, locations and descriptions of the objects available, and reduces the number of new items purchased as a University, the amount of waste being sent to landfill and creates a more efficient use of resources on campus. The online platform is available at [reshop.umanitoba.ca](http://reshop.umanitoba.ca).
- On September 29, 2020, the University's Board of Governors approved updates to the Respectful Work and Learning Environment (RWLE) and Sexual Violence (SV) Policies, as well as their shared Procedure (the *Disclosures and Complaints Procedure*). This approval confirms the work undertaken by the RWLE & SA Policy Advisory Committee over the past three years, including significant consultation with a large number of community stakeholder groups. Changes to policy include the impacts of intersectionality, the importance of a trauma-informed approach, more detailed information regarding interim measures, and a more robust commitment to informal resolution including mediation or restorative programs. Roll-out and delivery of new educational content regarding policy changes are ongoing.
- In August of 2019, the UM released the *Responding to Sexual Violence, Harassment and Discrimination at the University of Manitoba: A Path Forward Report* (Path Forward Report), which outlined 43 Recommendations on how the University could take action on the prevention, response, and consequences of sexual violence within its community. The UM has committed to implementing all 43 Recommendations. To date, 17 out of the 43 (40%) have been successfully implemented. An additional 10 Recommendations are on track to be implemented by the end of the fiscal year, bringing the implementation rate to 63%. Work is ongoing for the remaining 16 Recommendations, a number which will require significant community and stakeholder consultations.

- On October 15, 2020, the Supreme Court of Canada granted leave to appeal from the Federal Court of Appeal's decision matter to both Access Copyright and York University. The Federal Court of Appeal held that the Access Copyright tariffs set by the Copyright Board were not mandatory, but also that York's Fair Dealing guidelines (which are similar to those used across the Canadian post-secondary sector, including at the University of Manitoba) were not fair. A number of library and educational organizations are expected to seek leave to intervene in this appeal. It will likely be at minimum a year before the Supreme Court hears and renders its decision which will finally determine these issues which have been before the court since 2013.
- Learning & Organizational Development (LOD) launched five new staff development workshops in September and October: Introduction to Human Resources; HR Systems; Hiring & Onboarding; HR Governing Documents; and Retirements & Resignations. Developed in partnership with subject matter experts throughout Human Resources, and offered as part of the new UM Human Resources Essentials Program (UMHREP) certificate, these workshops provide essential knowledge to support staff with human resource responsibilities with 47 employees participating in the program as of September, 2020.

## EXTERNAL RELATIONS

- Communications support around the safe return to campus and virtual learning is ongoing. New information is being actively communicated through the UM COVID website, UM news and social media channels, and using a variety of tools including videos, newsletters, emails, and digital and print signage. A new UM COVID case status page has been added to the UM COVID website, providing regular updates regarding the current status of confirmed COVID-19 cases on UM campuses.
- In the current reporting period, UM students, faculty and staff members have received media coverage in 4,700 print and online stories, and 2,600 broadcast news stories from outlets across the world. Over the last month, a CTV story about UM's work on a vaccine trial reached almost 15 million viewers, and another CTV report about UM researchers working to protect older adults during the pandemic reached almost 11 million readers. UM researchers also earned international press for their study on pregnancy and diabetes that was picked up by a number of outlets including the New York Times.
- Funds raised year-over-year are down approximately 60%. The culmination of the Front and Centre Campaign impacts this as many donors are still in their current pledge, however this is primarily a result of the worldwide impact of the pandemic on fundraising. We are putting plans in place in order to mitigate some of this shortfall and ensure we are continuing to raise funds for essential UM projects.
- We released the first-ever digital only edition of UM Today: The Magazine on September 29 with the announcement of the 2020 Distinguished Alumni Award recipients. The 2020 recipients include:
  - Lifetime Achievement: Dr. Judith Bartlett [MD/87, MSc/04]
  - Professional Achievement: Dr. Gigi Osler [MD/92, BSc(Med)/92]

- Professional Achievement: Chris Couture [BComm(Hons)/83, CA/86]
  - Professional Achievement: Kimberly Prost [LLB/81]
  - Community Service: Doneta Brotchie [BComm9Hons)/73]
  - Community Service: Barb Gamey [ExtEd/90]
  - Community Service: Kimberley Levasseur Puhach [ExtEd/11]
  - Outstanding Young Alumni: Taylor Morriseau [BSc(Hons)/17]
  - Outstanding Young Alumni: Josh Morry [BComm(Hons)/13, JD/16]
- On September 30, the Alumni Association virtual AGM was held with over 160 alumni from around the world in attendance – the highest attendance on record. Guest speakers included Her Honour, the Honourable Janice C. Filmon, the Lieutenant Governor of Manitoba, and President and Vice-Chancellor Michael Benarroch. The meeting was emceed by Alumni Association board chair, Peter Wheatley. Included in the AGM programming was a short, facilitated discussion with six alumni who shared what life has been like in their communities over these past number of months and their favourite UM memories.
  - A scholarship has been established in honour of Dr. Forough Khadem, a UM alumna who died on the Ukraine International Airlines flight PS752 plane crash in January. Her fiancé, Kourosh Doustshenas, and her family made a gift of \$100,000 to honour her memory and celebrate her passion for science and mentorship. The story was also featured in UM Today and attracted high readership and additional giving to the fund. The scholarship fund has almost reached the \$200,000 goal.
  - On October 14, the Fall 2020 Virtual Learning for Life eight-week series was launched. This program is sponsored by our affinity partner, iA Financial and follows the successful Spring 2020 series which attracted more than 1,000 alumni and friends over the nine lectures. Many thanks to the UM faculty who share their research with our alumni community through these sessions.
  - As part of the UM Alumni Book Club sponsored by the Alumni Association and hosted by Chancellor Anne Mahon, we began our third book this month – Gil Adamson’s Ridgerunner – selected by book club members and also shortlisted for the 2020 Scotiabank Giller Prize. More than 600 alumni and friends from around the world have joined the book club.
  - Migration of web content to the newly designed umanitoba.ca continues, targeting an early 2021 completion. Preparations also continue for the UM Intranet launch expected to take place in early 2021.

**AGENDA ITEM:            Amendments to the Governance Documents for the University of Manitoba Pension Plan (1993)**

Amendments to the Governance Documents for the University of Manitoba Pension Plan (1993)

**RECOMMENDED RESOLUTION:**

**THAT the Board of Governors approve the amendments to the University of Manitoba Pension Plan (1993) (Plan) Governance Document.**

**CONTEXT AND BACKGROUND:**

The current governance structure came into effect following amendments to the Pension Benefits Act and associated regulations May 31, 2011. This represented a significant change from previous governance structures. The Governance Subcommittee completed a comprehensive review of the Governance Document in 2017 with input from external legal counsel. The Board of Governors approved the amended Governance Document June 27, 2017. In accordance with the Governance Document, a review is done at least once every three years. In its review of the Governance Document, the Governance Subcommittee with assistance from the Office of Legal Counsel proposed amended wording in respect of externally appointed committee members, signing authority and pension election provisions. The Pension Committee recommended the amendments at its October 6, 2020 meeting for approval by the Board of Governors. Attachments include the Proposed Governance Document Amendments and a clean version of the amended Governance Document. A description of the amendments follows:

**Externally Appointed Members (Articles 4.14, 4.15)**

Articles 4.14 and 4.15 were amended to clarify that only Pension Committee or Subcommittee members who are connected to the University of Manitoba such as staff, faculty, or a retired member receive compensation in some form from the University (salary or a pension) are not entitled to compensation from the Plan. Further, Article 4.15 was added specifically to address committee members coming from outside of the University of Manitoba community that bring a particular expertise that the Pension Committee views as necessary in providing governance oversight. The Pension Committee believes in order to attract experienced professionals some compensation or stipend is necessary.

**Signing Authority (Articles 11.1 (a), (b), (c) and 17.1)**

The sections were revised so that a single Pension Committee Officer is authorized to sign all agreements, contracts, and other documents on behalf of the Pension Committee. The Chair shall execute all documents. In the absence of the Chair, the Vice-Chair, and in the absence of both the Chair and Vice-Chair, the Secretary.



### Pension Election Provisions (Articles 7.5, 7.6 and 8.1)

The text in the current Governance Document does not contemplate the possibility that less than two active members would submit their names to be nominated candidates for the two active voting representatives on the Pension Committee. The text also does not contemplate the possibility that no retired members in receipt of a pension from the Plan would submit their name to be a nominated candidate for the non-active voting representative on the Pension Committee.

The amended wording in the revised Articles specifies, in the absence of at least two nominated candidates for the active voting representatives or one nominated candidate for the non-active voting representative, that the Board of Governors shall appoint an active member(s) or a non-active member as required for a standard three-year term.

### **RESOURCE REQUIREMENTS:**

No additional resources are required to implement this change.

### **CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:**

Fulfilling or surpassing the governance requirements as found in the Pension Benefits Act and its regulations supports the University in the offering of a competitive and sustainable pension plan (University of Manitoba Pension Plan (1993)) to employees is essential to meet the recruitment and retention objectives for the University.

### **IMPLICATIONS:**

These proposed changes are in line with good governance practice and the Pension Benefits Act Regulation.

Articles 10 and 18 on "Amendments" state that the Governance Document shall be reviewed at least once every three years.




### **ALTERNATIVES:**

N/A

### **CONSULTATION:**

These proposed amendments have been reviewed and discussed by the Office of Legal Counsel, the Governance Subcommittee and the Pension Committee.

**ROUTING TO THE BOARD OF GOVERNORS:**

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<u>Associate VP (HR)</u>	<u>Oct 30/2020</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<u>Acting Vice-President (Admin)</u>	<u>Oct 30, 2020</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<u>President &amp; Vice-chancellor</u>	<u>Nov. 2, 2020</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>FAHR</u>		<u>Nov. 19/20</u>
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

**SUBMISSION PREPARED BY:** Bernard Gold

**ATTACHMENTS:**

Proposed Governance Document Amendments FINAL Governance Document Revisions October 2020 (clean)
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**The University of Manitoba Pension Plan (1993)**  
**Proposed Governance Document Amendments**

Article	Previous Version Showing Changes	New
4.14	4.14 <del>Committee members are not entitled to any benefit from the Plan other than pension benefits, ancillary benefits, a refund of contributions, and fees and expenses related to the administration of the Plan and permitted by law or provided for in the Plan.</del>	4.14 Committee Members who are plan members or who are connected to the University of Manitoba as staff, faculty, or retired members who are eligible as non-active voting representatives, are not entitled to any benefit from the Plan other than pension benefits, ancillary benefits, a refund of contributions and fees and expenses related to the administration of the Plan and permitted by law or provided for in the Plan.
4.15	No article	4.15 The Pension Committee may from time to time name as members to the Committee, or a subcommittee, individuals external to the University of Manitoba who have particular expertise that may be of use to the Committee or subcommittee. These Committee members may receive a stipend for their participation, as they are ineligible to participate in the Plan or receive those benefits outlined at 4.14.
7.5	7.5 <del>In the event that no person is elected by the active members within a reasonable time, the Board shall appoint at least one active member to the Committee as a voting member until an election is held.</del>	7.5 In the event that no person is nominated pursuant to Article 7.2(b), or elected by the active members within a reasonable time, the Board shall appoint at least one active member to the Committee as a voting member for a three-year term until the next election is held.
7.6	7.6 <del>In the event that no person is elected by the non active members within a reasonable time, the Board shall appoint at least one non active member to the Committee as a voting member until an election is held.</del>	7.6 In the event that no person is nominated pursuant to Article 7.3(b), or elected by the non-active members within a reasonable time, the Board shall appoint at least one non-active member to the Committee as a voting member for a three-year term until the next election is held.
8.1	8.1 <del>The term of a person elected as a Committee Member shall be three years. A person elected as a Committee Member is</del>	8.1 The term of a person elected or appointed as a Committee Member pursuant to Article 7 shall be three years. A person elected or appointed pursuant to Article 7.5 or 7.6 as

	<del>eligible for re-election, subject to a maximum of three consecutive three-year terms.</del>	a Committee Member is eligible for re-election, subject to a maximum of three consecutive three-year terms.
11.1 (a)	<p>11.1 The Committee shall have the following Officers: Chairperson, Vice-Chairperson, and Secretary. The Committee, by majority vote, shall every two years, or as often as may be required, elect Committee Members to act as Chairperson, Vice-Chairperson and Secretary:</p> <p>(a) CHAIRPERSON: The Chairperson (Chair) shall be elected for a term of two years. The Chair will preside at all Committee meetings. The Chair shall have general supervision over the affairs and administration of the Committee. The Chair shall be responsible for the authoritative statements of Committee policy in all matters coming to his attention. He shall be responsible for all public relations matters concerning the Committee and shall represent the Committee at all official functions and have the authority to designate the Vice-Chairperson to act in his behalf should the Chair be unable to present himself.</p> <p><del>The Chair or the Vice-Chair along with the Secretary shall execute all documents on behalf of the Committee.</del></p>	<p>11.1 The Committee shall have the following Officers: Chairperson, Vice-Chairperson, and Secretary. The Committee, by majority vote, shall every two years, or as often as may be required, elect Committee Members to act as Chairperson, Vice-Chairperson and Secretary:</p> <p>(a) CHAIRPERSON: The Chairperson (Chair) shall be elected for a term of two years. The Chair will preside at all Committee meetings. The Chair shall have general supervision over the affairs and administration of the Committee. The Chair shall be responsible for the authoritative statements of Committee policy in all matters coming to his attention. He shall be responsible for all public relations matters concerning the Committee and shall represent the Committee at all official functions and have the authority to designate the Vice-Chairperson to act in his behalf should the Chair be unable to present himself.</p> <p>The Chair shall execute all documents on behalf of the Committee. In the absence of the Chair, the Vice-Chair may execute documents on behalf of the Committee. In the absence of both the Chair and the Vice-Chair, the Secretary may execute documents on behalf of the Committee.</p>
11.1 (b)	<p>(b) VICE-CHAIRPERSON: The Vice-Chairperson ("Vice-Chair") shall be elected for a term of two years.</p> <p>The Vice-Chair will carry out any duties requested of him by the Chair. The Vice-Chair will assume the duties of the Chair on his resignation, death, or disability until the next Chair is named.</p>	<p>(b) VICE-CHAIRPERSON: The Vice-Chairperson ("Vice-Chair") shall be elected for a term of two years.</p> <p>The Vice-Chair will carry out any duties requested of him by the Chair. The Vice-Chair will assume the duties of the Chair on his resignation, death, or disability until the next Chair is named.</p> <p>In the absence of the Chair and the Vice-Chair, the Secretary may execute documents on behalf of the Committee.</p>

	<p>In the absence of the Chair and the Vice-Chair, the Secretary may execute documents on behalf of the Committee.</p> <p><del>In the absence of the Chair, the Vice Chair along with the Secretary may execute documents on behalf of the Committee.</del></p>	
11.1 (c)	<p>(c) SECRETARY: The Secretary shall be elected for a term of two years.</p> <p>It shall be a duty of the Secretary to create and maintain, in a readily accessible format, the records of the Committee, including, but not limited to: minutes of Committee meetings; Committee correspondence; Plan membership lists; copies of Committee reports, statements and other publications; information booklets; copies of the Plan, Plan Documents and supporting documents; copies of applicable pension legislation; current contact information of Committee Members; and all key decisions made by the Committee.</p> <p>Without limiting the generality of the foregoing:</p> <ul style="list-style-type: none"> <li>(i) It shall be a duty of the Secretary to cause minutes of each Committee meeting to be recorded and copies of those minutes to be circulated to each Committee Member, either in paper or electronic form, within fourteen days of the meeting taking place. The Secretary shall ensure that copies of all minutes are retained in a format capable of production;</li> <li>(ii) The Secretary shall prepare correspondence relating to the</li> </ul>	<p>(c) SECRETARY: The Secretary shall be elected for a term of two years.</p> <p>It shall be a duty of the Secretary to create and maintain, in a readily accessible format, the records of the Committee, including, but not limited to: minutes of Committee meetings; Committee correspondence; Plan membership lists; copies of Committee reports, statements and other publications; information booklets; copies of the Plan, Plan Documents and supporting documents; copies of applicable pension legislation; current contact information of Committee Members; and all key decisions made by the Committee.</p> <p>Without limiting the generality of the foregoing:</p> <ul style="list-style-type: none"> <li>(i) It shall be a duty of the Secretary to cause minutes of each Committee meeting to be recorded and copies of those minutes to be circulated to each Committee Member, either in paper or electronic form, within fourteen days of the meeting taking place. The Secretary shall ensure that copies of all minutes are retained in a format capable of production;</li> <li>(ii) The Secretary shall prepare correspondence relating to the Committee and shall issues notices of all meetings in accordance with Article 11 herein;</li> <li>(iii) The Secretary will be responsible for keeping a current record of Plan Members, and shall provide</li> </ul>

	<p>Committee and shall issues notices of all meetings in accordance with Article 11 herein;</p> <p>(iii) The Secretary will be responsible for keeping a current record of Plan Members, and shall provide such record to Committee Members, the Board or the University when so requested;</p> <p><del>(iv) In the absence of the Chair, the Secretary along with the Vice-Chair may execute documents on behalf of the Committee.</del></p>	<p>such record to Committee Members, the Board or the University when so requested;</p> <p>In the absence of the Chair and Vice-Chair, the Secretary may execute documents on behalf of the Committee.</p>
17.1	<p><del>17.1 All agreements, contracts and other documents requiring approval from the Pension Committee must be executed by the Chair, or in their absence, both the Vice Chair and Secretary.</del></p>	<p>17.1 All agreements, contracts, and other documents requiring approval from the Pension Committee must be executed by the Chair. In the absence of the Chair, the Vice-Chair may execute documents on behalf of the Committee. In the absence of both the Chair and the Vice-Chair, the Secretary may execute documents on behalf of the Committee.</p>

**The University of Manitoba Pension Plan (1993) Governance Document**

Part 1: Governance Provision (approved by the University of Manitoba as the Plan Sponsor)

Part 2: Pension Committee Rules and Procedures (approved by the Pension Committee as Administrator)

Effective <INSERT DATE HERE>

THIS IS A CERTIFIED COPY OF THE UNIVERSITY OF MANITOBA PENSION PLAN  
(1993) GOVERNANCE DOCUMENT

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[Name and signature of  
Chair of Pension Committee]

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## **Preamble**

The University of Manitoba Pension Plan (1993) is a Plan, established by the University of Manitoba, in compliance with *The Pension Benefits Act*, C.C.S.M., c. P32 and its associated regulations.

The provisions of the plan are provided for in the Plan Document, as approved and amended from time to time by the Board of Governors of the University. This document, in two parts, is established to govern and assist the Committee in discharging its legal obligations and duties as Administrator with respect to the 1993 Plan.

The first part of this Governance Document is Part 1: Governance Provisions (approved by the University of Manitoba as the Plan Sponsor) as provided for in section 3.12 of the Pension Benefits Regulation.

The second part of this Governance Document is Part 2: Pension Committee Rules and Procedures, (approved by the Pension Committee as Administrator) as provided for in section 3.17 of the Pension Benefits Regulation.

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## **PART 1 - Governance Provisions (as approved by the Pension Committee as Administrator)**

### **ARTICLE 1 - Application and Purpose**

- 1.1 This Governance Document applies to the University of Manitoba Pension Plan (1993). The Plan was established for employees of The University of Manitoba (“the University”), effective January 1, 1993 (the “Plan”), through its adoption by the Board of Governors (the “Board”) of the University. The primary purpose of the Plan is to provide benefits from the Pension Fund to Members upon retirement, death and/or termination. The Plan is registered under *The Pension Benefits Act* (Manitoba) (the “PBA” or the “Act”) and under the *Income Tax Act* (Canada) (the “ITA”).
- 1.2 This Governance Document is supplementary to the Plan and supporting documents, as defined in the Pension Benefits Regulation, Man. Reg. 39/2010 (the “Regulation”).
- 1.3 This Governance Document is intended to summarize and explain the roles and responsibilities of the Pension Committee (or “Committee”), in its capacity both as the Pension Committee and Administrator for the Plan, but does not in any way supersede, vary or otherwise alter the Plan Documents or any applicable legislation. In the event of any conflict between this Governance Document and the Plan Documents, the Plan Documents shall prevail (unless they provide otherwise). In the event of any conflict between this Governance Document, the Plan Documents, or any other supplementary documents and the provisions of the Act, the provisions of the Act shall prevail.
- 1.4 For the purposes of words or phrases not defined in this Governance Document, such terms shall have the meanings ascribed to them in the Plan Documents and the Act.
- 1.5 In this Governance Document, words importing the singular include the plural and vice versa, and words importing gender include all genders. Reference to an Article means an Article in this Governance Document unless otherwise stated. The headings of this Governance Document are for convenience or reference only and are not to in any way affect the construction or interpretation of this Governance Document.

### **ARTICLE 2 - Role of Committee**

- 2.1 The Committee shall, with respect to the Plan, act as both Pension Committee and as “Administrator”, as those entities are described in the Act and regulations. The Committee has the rights, powers, and obligations necessary for the Committee to administer the Plan in accordance with the Act and regulations.
- 2.2 The overall purposes of the Committee include:
  - (a) monitoring the operation of the Plan;
  - (b) taking responsibility for the Plan’s administration;
  - (c) ensuring that the Plan is in compliance with all applicable legislation; and

- (d) acting in an advisory capacity to the Board, making recommendations as required.

### **ARTICLE 3 - Duties and Responsibilities**

3.1 The Committee's duties and responsibilities in relation to the Plan, shall include, but are not restricted to, the following:

#### Service providers

- (a) Evaluate and select Custodial Trustees, Investment Managers, Actuaries and Fund Holders;
- (b) Evaluate and select the administrative service provider, auditors, consultants, performance measurement providers and any external sources as may be required for the proper management and operation of the Plan;
- (c) Negotiate contracts with and delegate duties to the parties specified in (a) and (b) above ("Service Providers"), where appropriate and as required ("Service Agreements");
- (d) Establish measures and/or other clear standards against which performance of Service Providers and the Administrative Service Provider under the Pension Plan Administrative Services Agreement (the "Administrative Service Provider") is to be evaluated, and monitor performance against such measures on a regular and ongoing basis, seeking independent professional advice if necessary for proper evaluation;
- (e) Establish procedures for following-up with Service Providers and the Administrative Service Provider, and for taking action to correct inadequate performance, if applicable;
- (f) Ensure those parties specified in (a) and (b) above, contracted by the Committee, are compensated with payments from the Pension Fund only in an amount that represents the usual and reasonable fees and expenses for the services actually provided in respect of the Plan;

#### Investment, Pension Fund

- (g) Maintain the Statement of Investment Policies and Procedures (the "SIP"), review and confirm or update the SIP at least once each year, and provide copies of it to those persons so entitled by law;
- (h) Establish policies regarding investment philosophies, guidelines and objectives;
- (i) Establish economic assumptions, including, but not limited to, salary increases and interest discount rates, as required for actuarial valuations of the Plan, based upon the recommendation of the Plan Actuary;

- (j) Review actuarial valuations of the Plan and make relevant recommendations to the Board where appropriate;
- (k) Where appropriate, have an Actuary review any proposed submission to the Board;
- (l) Review, evaluate and recommend pension benefit changes as required;
- (m) Monitor maintenance and investment of Plan assets, ensuring that they are invested in accordance with applicable pension legislation;
- (n) Maintain a record of all investments held in the Pension Fund;
- (o) Complete an actuarial valuation of the Pension Fund not less than once every three years and in accordance with applicable law;
- (p) Invest the assets of the Plan Fund and for that purpose, select one or more Investment Managers;
- (q) Provide information to the Investment Manager(s) as required or requested;

#### Review, reporting

- (r) Report to the Board annually and at such other times as the Board may require;
- (s) Evaluate and make improvements with respect to the administration of the Plan, including recommendations regarding administrative service changes;
- (t) Establish a method for self-assessment, to be carried out on a regular and continuing basis, seeking independent professional advice if appropriate;
- (u) Review, evaluate and make recommendations to the Board regarding amendments to the Plan, Plan Documents, and any other matters required under applicable pension legislation and regulations;
- (v) Review financial, actuarial and administrative aspects of the Plan at least once every year;
- (w) Prepare statistics and other information (financial, actuarial, administrative) in the form of an Annual Report to the Board on the performance of the Pension Fund, which Annual Report shall include the audited financial statements of the Pension Fund;
- (x) Prepare an in-depth review of the Pension Fund as required or as requested by the Board;

### Committee governance

- (y) Prepare agenda and materials for meetings of the Committee;
- (z) Interpret the Plan and resolve disputes over its interpretation and application;
- (aa) Ensure that there are processes in place for the Committee to have timely access to information regarding the Plan which is complete, current and accurate, and which is required to enable it to perform its responsibilities effectively;
- (bb) Ensure that a Code of Conduct for Committee Members, Service Providers, the Administrative Service Provider and any other agents of the Committee is established and brought to the attention of those parties;
- (cc) Develop and implement necessary and appropriate risk management practices, which may include the development of policies to deal with:
  - (i) actuarial studies;
  - (ii) documentation and record keeping;
  - (iii) costing;
  - (iv) funding and fund investment;
  - (v) expense control and fees;
  - (vi) collections;
  - (vii) benefits administration;
  - (viii) outsourcing;
  - (ix) compliance;
  - (x) complaints;
  - (xi) conflicts of interest (see Article 4 below); and
  - (xii) communication;
- (dd) Ensure that Committee Members have, or receive, appropriate training and/or education to fulfill their responsibilities with respect to the administration of the Plan;

### Plan Members

- (ee) Ensure preparation and distribution of communication packages to Plan Members, including those required by law or by the provisions of the Plan;

- (ff) Maintain a current list of Plan Members;
- (gg) Respond to Member inquiries that cannot be addressed by the Plan's Administrative Service Provider and/or the Service Providers;
- (hh) Respond to requests from Plan Members for the provision of Plan-related documentation;
- (ii) Monitor Plan Members' settlement options;
- (jj) Promote awareness and understanding of the Plan among Members and potential members;
- (kk) Permit Members (or agents of Members, so designated and authorized in writing) to inspect and make extracts from the Plan or any Plan Documents;
- (ll) Establish and review overall strategies for communications with Plan Members;
- (mm) Ensure that Member contributions are made as required by the Plan, and that benefits are paid accurately and on a timely basis;

#### Legislative requirements

- (nn) Prepare appropriate government filings relating to the information return and other filings under the PBA and any Plan amendments,
- (oo) Administer the Plan in compliance with applicable pension legislation, including, but not limited to, the PBA and associated regulations, the ITA, *The Family Property Act*, C.C.S.M. c. F25 (the "FPA"), *The Garnishment Act*, C.C.S.M. c. G20 (the "Garnishment Act") and associated regulations, and Canada Revenue Agency Rules, and, without limiting the generality of the foregoing:
  - (i) Ensure that the Plan meets the tests for solvency as described in the PBA and its regulations;
  - (ii) Ensure that the Plan is administered in compliance with the locking in provisions of the applicable pension legislation;
  - (iii) Ensure that transfers and withdrawals are done in compliance with the PBA and its regulations;
  - (iv) Ensure that the pension and pension benefit credits are divided in accordance with the PBA and its regulations as well as other applicable law after a relationship breakdown;
  - (v) Ensure that, if the Plan is terminated, it is wound up in accordance with the PBA and its regulations;

- (vi) Ensure that the Pension Fund is held in accordance with section 3.19 of the Pension Benefits Regulation;
- (vii) Ensure that Plan Members (or other designated individuals) receive the necessary statements to which they are entitled by law on an annual basis and upon termination of active membership status, retirement, or death;
- (viii) Ensure the protection of money in or payable under the Plan from execution, seizure, attachment, assignment or charge, except as permitted by law.

#### **ARTICLE 4 - Fiduciary duties and responsibilities, degree of care**

- 4.1 Committee Members owe a duty of care to Members of the Plan. In their fiduciary capacity, Committee Members shall comply with all requirements of applicable pension laws, including the PBA, Regulation and the ITA.
  - 4.2 Committee Members shall act honestly and in good faith in carrying out their duties and responsibilities with respect to the Plan, and shall exercise the degree of care, diligence and skill in the administration of the Plan and in the administration and investment of the Pension Fund that a person of ordinary prudence would exercise in dealing with the property of another person. Notwithstanding the foregoing, the Committee shall use in the administration of the Plan and the administration and investment of the Pension Fund all relevant knowledge and skill that the Committee possesses or by reason of its profession business or calling ought to possess.
  - 4.3 Each member of the Committee has a duty of care to:
    - (a) act exclusively for the benefit of the Plan and the Pension Fund and its beneficiaries, and never in the Committee Member's own interest and not knowingly permit his interest to conflict with his duties and powers in respect of the Plan and the Pension Fund;
    - (b) actively carry out those duties and responsibilities assigned to the Committee and perform them with complete integrity, and
    - (c) act impartially between beneficiaries and/or classes of beneficiaries under the Plan.
  - 4.4 Members of the Committee shall not be in a position of conflict simply due to the fact that the Committee Member has a personal interest in the Plan.
  - 4.5 Every member of the Committee shall immediately notify all other Committee Members in writing of any interest the member has in any enterprise that may cause the Committee Member's personal interest to conflict with the duties of that Member's office, and of any rights, other than those arising from the Plan, that the Committee Member may have in, or may invoke against, the Pension Fund, and in such case, the notification shall specify the nature and value of such rights.
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- 4.6 When so required, every Committee Member shall interpret and apply the Plan reasonably, in a fashion consistent with the University's intentions in establishing the Plan, and in such a manner that legitimate competing interests are balanced fairly and equitably.
- 4.7 Committee Members shall exercise their discretion and powers in a manner that is honest, candid, prudent, careful, attentive, impartial, reasonable, and in good faith, and shall take only and all relevant facts into account before making a decision with respect to the administration of the Plan.
- 4.8 Committee Members have a duty of confidentiality to beneficiaries with respect to information regarding those beneficiaries' interests with respect to the Plan and other personal information. The Committee shall ensure that appropriate safeguards are in place to protect information regarding beneficiaries. If the Committee expects that personal or other confidential information about a beneficiary will be provided to a Service Provider or another agent in the course of the Plan's effective operation and administration, the Committee shall ensure that beneficiaries are aware that such information may be so disclosed. The Committee's obligation shall extend to an obligation to ensure that Service Providers and agents also take appropriate measures to safeguard beneficiary information. In addition to the Committee's fiduciary duty of confidence, the Committee should also ensure that beneficiary information is dealt with in accordance with the provisions of *The Freedom of Information and Protection of Privacy Act*, C.C.S.M. c. F175 and any other applicable privacy legislation.
- 4.9 The Committee has a duty to disclose material information sufficient for a beneficiary of the Plan to make a fully informed decision, and a responsibility to ensure that such information is truthful and accurate at the time disclosure is made.
- 4.10 If it comes to light that a previous decision of the Committee regarding the administration of the Plan may have been incorrect, Committee Members have a responsibility to revisit and, if necessary, reverse or change that earlier decision.
- 4.11 The Committee may, where it is reasonable and prudent in the circumstances to do so, employ or appoint one or more agents to carry out any act required to be done in the satisfaction of the Committee's duties as Administrator. The Committee shall personally select such agents, and must be satisfied of the agent's suitability to perform the task for which the agent is employed or appointed. The Committee shall supervise the agent in such a manner as is reasonable and prudent. An agent of the Committee is not entitled to payment from the Pension Fund other than the usual and reasonable fees and expenses for the services provided by the agent in respect of the Plan. An agent shall be held to the same standard of care and conduct required of the Committee, as set out herein.
- 4.12 The Committee has an obligation to mitigate any loss to the Pension Fund caused by the wrongdoing of those entities whose services are engaged by the Committee for the proper management and operation of the Plan. In some circumstances, this may require the Committee to commence legal action against a Service Provider on behalf of Plan Members.
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- 4.13 Where the Committee is in doubt regarding its obligations under the Plan or applicable legislation, the Committee may seek judicial direction, the direction of a third-party adjudicator or the advice of other professionals.
- 4.14 Committee Members who are plan members or who are connected to the University of Manitoba as staff, faculty, or retired members who are eligible as non-active voting representatives, are not entitled to any benefit from the Plan other than pension benefits, ancillary benefits, a refund of contributions and fees and expenses related to the administration of the Plan and permitted by law or provided for in the Plan.
- 4.15 The Pension Committee may from time to time name as members to the Committee, or a subcommittee, individuals external to the University of Manitoba who have particular expertise that may be of use to the Committee or subcommittee. These Committee members may receive a stipend for their participation, as they are ineligible to participate in the Plan or receive those benefits outlined at 4.14.

#### **ARTICLE 5 - Day to day administration excluded**

- 5.1 While the Committee will oversee and assume ultimate responsibility for the Plan, the Committee's duties and responsibilities shall not extend to the day-to-day administration of the Plan, which duties and responsibilities shall be the responsibility of the Administrative Service Provider, as more specifically set out in the Pension Plan Administrative Services Agreement between the Committee and the University as Administrative Service Provider.

#### **ARTICLE 6 - Committee Membership**

- 6.1 The Committee shall be comprised of the following persons:
- (a) Two voting members elected or appointed in accordance with Article 7 to represent all active Plan members ("Active Voting Representative");
  - (b) One voting member elected or appointed in accordance with Article 7 to represent all non-active Plan members and other beneficiaries ("Non-Active Voting Representative");
  - (c) The Board shall appoint:
    - (i) a number of individuals equal to the total number of individuals elected or appointed as Active and Non-Active Voting Representatives;
    - (ii) at least one additional individual, to be chosen at the Board's discretion; and
    - (iii) those three individuals holding the offices of:
      - (A) Vice-President (Administration);
      - (B) Associate Vice-President (Human Resources); and
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(C) Comptroller;

all of whom shall be voting members of the Committee;

(d) The Committee may also include:

- (i) one non-voting member, elected by and representing active Plan members (“Active Non-Voting Representative”); and
- (ii) one non-voting member, elected by and representing non-active Plan members (“Non-Active Non-Voting Representative”).

#### **ARTICLE 7 - Elections and Appointments of Active and Non-Active Representatives**

- 7.1 Unless otherwise required by law or provided for in this Governance Document, the filling of any vacant Active or Non-Active Representative position, whether Voting or Non-Voting, shall be done by election, pursuant to 7.2 and 7.3.
- 7.2 The election of any Active Representative, voting or non-voting, as identified at 6.1(a) and 6.1(d)(i), shall be as follows:
- (a) The election shall be conducted by the casting of ballots at a specified location or locations. On or before May 31, 2011, and every three (3) years thereafter, the University shall provide written notice to all active members of the nomination and election process for the Active Representatives of the Committee.
  - (b) The nomination process shall, for a period of not more than thirty (30) days, as determined by the University, and specified in the notice (the “Nomination Period”), allow every active member, whether unionized or non-unionized, to nominate a person for every vacant Active Representative position. Following the end of the Nomination Period, the University shall provide written notice to all active members, of those persons properly nominated as an Active Representative, and of the voting process.
  - (c) The voting process shall, for a period of not more than thirty (30) days, as determined by the University and specified in the written notice, (the “Election Period”), allow each active member to cast one secret ballot for each vacant position of Active Representative at a location (or locations) specified in the written notice. Such a location (or locations) shall include voting by electronic means. Within thirty (30) days after the end of the Election Period, the University shall notify active members of the persons elected as Active Representatives, which shall be determined by a majority of votes properly cast. In the event that two (2) or more nominees for one position of Active Representative receive an equal number of votes, that is greater than the number of votes received by any other nominee, then the name of each such nominee shall be placed in a container and the elected Active Representative for that position shall be the nominee whose name is drawn by a person designated by the University who is not a nominee.
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- (d) Any or all written notices that must be provided to active members may be provided by the posting of such notices in one or more areas of the workplace regularly accessed by active members who regularly work at the University's facilities.
- (e) The first persons elected to fill the positions of Active Representatives shall commence their term no later than September 28, 2011.

7.3 The election of any Non-Active Representative, voting or non-voting, as identified at 6.1(b) and 6.1(d)(ii), shall be as follows:

- (a) The election shall be conducted by mail. On or before May 31, 2011, and every three (3) years thereafter, the University shall provide written notice to all non-active members and other beneficiaries of the Plan of the nomination and election process for the Non-Active Representative.
- (b) The nomination process shall, for a period of not more than thirty (30) days, as determined by the University, and specified in the notice (the "Non-Active Representative Nomination Period"), allow every non-active member and other beneficiary to nominate a person for each vacant Non-Active Representative position. Following the end of the Non-Active Representative Nomination Period, the University shall provide written notice to all non-active Plan members and other beneficiaries of those persons properly nominated as a Non-Active Representative, and of the voting process.
- (c) The voting process shall, for a period of not more than thirty (30) days, as determined by the University and specified in the written notice (the "Non-Active Representative Election Period"), allow every non-active member and other beneficiary to cast one secret ballot for each vacant position by mail to an address specified in the written notice. Within thirty (30) days after the end of the Non-Active Representative Election Period, the University shall notify all non-active members of the persons elected as Non-Active Representatives, which shall be determined by a majority of votes properly cast. Any votes not received at the address specified in the written notice within two (2) weeks of the end of the Non-Active Representative Election Period shall not be counted in the vote. In the event of an existing, pending or threatened mail strike, the University shall require and permit votes to be cast by some other method.
- (d) In the event that two (2) or more nominees for one position of Non-Active Representative receive an equal number of votes, that is greater than the number of votes received by any other nominee, then the name of each such nominee shall be placed in a container and the elected Non-Active Representative shall be the nominee whose name is drawn by a person designated by the University who is not a nominee.
- (e) The first person elected to fill a position of Non-Active Representative shall commence his term no later than September 28, 2011.

7.4 Notwithstanding any of the foregoing provisions:

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- (a) If a majority of active members are represented by a union as defined in *The Labour Relations Act* (Manitoba), the executive of that union may, as an alternative to an election described at 7.2, appoint one active member as Active Voting Representative.
  - (b) If a majority of non-active members are represented by an association, the executive of that association may, as an alternative to an election described at 7.3, appoint one non-active member as Non-Active Voting Representative.
- 7.5 In the event that no person is nominated pursuant to Article 7.2(b), or elected by the active members within a reasonable time, the Board shall appoint at least one active member to the Committee as a voting member for a three-year term until the next election is held.
- 7.6 In the event that no person is nominated pursuant to Article 7.3(b), or elected by the non-active members within a reasonable time, the Board shall appoint at least one non-active member to the Committee as a voting member for a three-year term until the next election is held.
- 7.7 Notwithstanding any of the foregoing provisions, the election or appointment of individuals to Committee Membership shall be done in full compliance with the requirements of the Regulation, as more particularly set out in sections 3.13 and 3.14 therein.

## **ARTICLE 8 - Term as Committee Member**

- 8.1 The term of a person elected or appointed as a Committee Member pursuant to Article 7 shall be three years. A person elected or appointed pursuant to Article 7.5 or 7.6 as a Committee Member is eligible for re-election, subject to a maximum of three consecutive three-year terms.
- 8.2 The term of a person appointed as a Committee Member pursuant to Article 6(1)(c)(iii) shall be for as long as they hold that office with the University.
- 8.3 The term of a person appointed as a Committee Member pursuant to Articles 6(c)(i) and (ii) and (d) shall be three years. A person appointed as a Committee Member pursuant to Articles 6(c)(i) and (ii) and (d) is eligible for re-appointment, subject to a maximum of three consecutive three-year terms.
- 8.4 A Committee Member continues to hold his office as such after the end of his term until he is re-elected or re-appointed, subject to the term limits under Articles 8.1 and 8.3, or until his a successor is elected or appointed.
- 8.5 If a vacancy arises on the Pension Committee prior to the expiry of the applicable Committee Member's term, the vacancy must be filled for the balance of an unexpired term within 120 days after it arises unless the balance of the unexpired term is less than 120 days. In the event the vacancy is for an Active or Non-Active Representative, such an individual shall be elected or appointed in accordance with the provisions of Article 7. In the event the vacancy is for a Board-appointed position as contemplated at Article 6.1(c),
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the vacancy shall be filled by an appointment of the Board. Any election or appointment under this section shall be carried out or made within 120 days after the vacancy arises.

#### **ARTICLE 9 - Protection of Members**

- 9.1 The Committee may make recommendations to the Board to amend the Plan or to adopt a Policy or Policies to provide for the limitation of liability of Committee Members for any loss, damage or misfortune whatsoever, which shall happen in the execution of his duties as a Committee Member, unless occasioned by his own willful neglect or fault.
- 9.2 Except in respect of an action by or on behalf of the University to procure a judgment in its favour, the University shall indemnify and save harmless each Committee Member against all losses, liabilities and costs reasonably incurred by the Committee Member in respect of any action or proceeding to which the Committee Member is made a party by reason of being or having been a member of the Committee, provided that the Committee Member has acted honestly and in good faith.

#### **ARTICLE 10 - Amendments**

- 10.1 The provisions of Part 1 of this Governance Document shall be reviewed at least once every three years and the Committee may make recommendations to the Board to replace or amend, or adopt new provisions. The Board shall have the authority to replace or amend these provisions from time to time as it deems appropriate.

### **PART 2 – Pension Committee Rules and Procedures (approved by the Pension Committee as Administrator)**

#### **ARTICLE 11 - Officers**

- 11.1 The Committee shall have the following Officers: Chairperson, Vice-Chairperson, and Secretary. The Committee, by majority vote, shall every two years, or as often as may be required, elect Committee Members to act as Chairperson, Vice-Chairperson and Secretary:

- (a) **CHAIRPERSON:** The Chairperson (Chair) shall be elected for a term of two years.

The Chair will preside at all Committee meetings. The Chair shall have general supervision over the affairs and administration of the Committee. The Chair shall be responsible for the authoritative statements of Committee policy in all matters coming to his attention. He shall be responsible for all public relations matters concerning the Committee and shall represent the Committee at all official functions and have the authority to designate the Vice-Chairperson to act in his behalf should the Chair be unable to present himself.

The Chair shall execute all documents on behalf of the Committee. In the absence of the Chair, the Vice-Chair may execute documents on behalf of the Committee.

In the absence of both the Chair and the Vice-Chair, the Secretary may execute documents on behalf of the Committee.

The Chair shall be primarily responsible for:

- (i) all communications on behalf of the Committee with outside bodies, including Custodial Trustees or any agents retained or appointed in connection with the Plan;
- (ii) all dealings with the Board with respect to the Committee's duties and obligations as described in this Governance Document, the Plan Documents and applicable pension legislation, including the provision to the Board of the Committee's reviews, recommendations, concerns and reports; and
- (iii) facilitating communication between the Committee and the Board.

The Chair or Vice-Chair, if so designated by the Chair, shall be an ex officio member of all Subcommittees of the Pension Committee, as described at Article 11.7 herein.

- (b) **VICE-CHAIRPERSON:** The Vice-Chairperson ("Vice-Chair") shall be elected for a term of two years.

The Vice-Chair will carry out any duties requested of him by the Chair. The Vice-Chair will assume the duties of the Chair on his resignation, death, or disability until the next Chair is named.

In the absence of the Chair and the Vice-Chair, the Secretary may execute documents on behalf of the Committee.

- (c) **SECRETARY:** The Secretary shall be elected for a term of two years.

It shall be a duty of the Secretary to create and maintain, in a readily accessible format, the records of the Committee, including, but not limited to: minutes of Committee meetings; Committee correspondence; Plan membership lists; copies of Committee reports, statements and other publications; information booklets; copies of the Plan, Plan Documents and supporting documents; copies of applicable pension legislation; current contact information of Committee Members; and all key decisions made by the Committee.

Without limiting the generality of the foregoing:

- (i) It shall be a duty of the Secretary to cause minutes of each Committee meeting to be recorded and copies of those minutes to be circulated to each Committee Member, either in paper or electronic form, within fourteen days of the meeting taking place. The Secretary shall ensure that copies of all minutes are retained in a format capable of production;

- (ii) The Secretary shall prepare correspondence relating to the Committee and shall issues notices of all meetings in accordance with Article 11 herein;
- (iii) The Secretary will be responsible for keeping a current record of Plan Members, and shall provide such record to Committee Members, the Board or the University when so requested;

In the absence of the Chair and Vice-Chair, the Secretary may execute documents on behalf of the Committee.

- 11.2 The Chair, Vice-Chair and Secretary shall also have whatever additional powers and duties the Committee may from time to time agree upon or as the Committee may specify, subject to the provisions of the Plan Documents and any applicable legislation.
- 11.3 If an individual's term as an elected Committee Member expires prior to that individual's elected term as Officer, a Committee meeting shall be held within 120 days of when that individual ceases to be a Committee Member for the purposes of electing a new individual to that Officer position.
- 11.4 If any Officer is unable to perform his functions or discharge his duties as Officer, a meeting shall be held within 120 days of when that individual ceases to be able to perform his functions or discharge his duties, for the purposes of electing a new individual to that Officer position.
- 11.5 The Committee, in its discretion and by way of written resolution signed by all other Committee Members, may remove an individual from Office, effective immediately, without prejudice to such individual's rights as a Committee Member, and provided that a meeting shall be held within 120 days of when that individual is removed from Office for the purposes of electing a new individual to that Office.
- 11.6 The Committee, from time to time, and subject to the provisions of any applicable legislation, may vary, add or limit the powers and duties of any officer of the Committee.
- 11.7 The Committee may designate and appoint any number of Subcommittees and delegate to such Subcommittees such powers and duties as may be reasonably thought fit, subject to the Act, Regulation and the terms of the Plan. Unless otherwise determined by the Committee, each Subcommittee shall have the power to:
  - (a) fix its quorum at not less than the majority of its Members;
  - (b) elect a Chairperson; and
  - (c) regulate its procedure.



## **ARTICLE 12 - Committee Meetings**

- 12.1 The Committee shall meet at least four times annually, at such times and places within Manitoba as the Committee decides. The Committee may convene such further meetings as may be required.
- 12.2 At any meeting of the Committee, a quorum shall be a majority of the Members entitled to vote thereat.
- 12.3 Any decisions of the Committee, unless otherwise provided in this Governance Document, shall be by a majority vote of a quorum at any meeting of the Committee. Voting shall be conducted, in normal circumstances, by a show of hands. The Chair, or Vice-Chair in the Chair's absence, may require a blind vote should he deem it appropriate in the circumstances. In the case of an equality of votes, the Chair of the meeting, or in his absence the Vice-Chair, shall have the casting or deciding vote.
- 12.4 Notwithstanding 12.3, a decision of the Committee may also be made by a resolution in writing signed by all Committee Members.
- 12.5 A Committee meeting may be convened on at least fourteen days written notice by the Chair or any two Committee Members or by the Secretary on the direction or authorization of the Chair or any two Committee Members. Such notice shall specify the date, time, and place of meeting and shall set out an agenda identifying the business to be conducted at the meeting, notwithstanding that any matter within the jurisdiction of the Committee not so included in the agenda may, with consent by majority vote of a quorum at the meeting, be considered and determined at the meeting. Such notice shall be provided to all Committee Members by mail (regular or registered), fax, email, or any other written form of delivery that would, in normal circumstances, ensure that Members are provided with the notice within the prescribed time.
- 12.6 Where, in the opinion of the Chair or any two Committee Members, a matter of urgency has arisen which necessitates the holding of a meeting on less notice as prescribed by 12.5, or where notice in the prescribed form is not practicable, notice may be given at least forty-eight hours prior to the intended meeting and may be communicated orally.
- 12.7 A meeting of the Committee may be held and duly constituted at any time without any notice if all the Committee Members are present or, if any be absent, those absent have waived notice or signified their consent in writing to the meeting being held in their absence.
- 12.8 If a Committee meeting is adjourned for less than 30 days, it shall not be necessary to give notice of the adjourned meeting, other than by announcement at the earliest meeting that is adjourned. If a Committee meeting is adjourned by one or more adjournments for an aggregate of thirty days or more, notice of the adjourned meeting shall be given as for an original meeting.
- 12.9 If all Committee Members (except for those members who have waived notice or signified their consent in writing to the meeting being held in their absence) consent, a Committee
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Member may participate in a Committee meeting by telephone or such other means as permit all persons participating in the meeting to hear each other, and a Committee Member participating in a meeting by such means is deemed to be present at the meeting. Any such consent shall be effective whether given before or after the meeting to which it relates and may be given with respect to all Committee meetings while a Committee Member holds office.

### **ARTICLE 13 - Submissions and recommendations to the Board**

- 13.1 The Committee shall, in accordance with the more detailed provisions herein, be responsible for preparing statements and other submissions to the Board regarding the operation, administration and performance of the Plan and Plan Fund. The Committee shall also be responsible for making recommendations to the Board respecting amendments to the Plan.
- 13.2 Any proposed statements, submissions, opinions or recommendations (collectively, “Submissions”) to the Board shall be developed by the Secretary based on the discussions and recommendations of the Committee. Prior to transmittal to the Board, the Secretary and the Chair shall agree on the contents of the Submission. The Chair or Secretary may elect to consult with the Committee with respect to any Submission. Copies of all Submissions to the Board shall be provided to members of the Committee.
- 13.3 The Chair shall be responsible for fielding any inquiries from the Board arising out of any presented Submission. The Chair shall ensure that all Committee Members are kept apprised of the dialogue between the Chair and the Board arising out of a Submission, and shall ensure that all inquiries of the Board are responded to in a timely fashion, and only after whatever consultation is necessary (either with other Committee Members, with external Service Providers or the Administrative Service Provider) in the circumstances for the Chair to give a reasonably well informed answer.
- 13.4 Notwithstanding any of the foregoing, any and all Submissions to the Board shall be made in accordance with any procedures established and followed by the Board for receiving such statements, submissions, opinions and recommendations.

### **ARTICLE 14 - Transactions with related parties**

- 14.1 A “related party” is defined to mean:
    - (a) A person who is a member of the Pension Committee, including any officer, director or employee of the Pension Committee;
    - (b) a person responsible for holding or investing Plan assets, including any officer, director, or employee of such person;
    - (c) an association or a union representing employees of the University, including any officer, director, or employee of such association or union;
    - (d) the University, including any officer, director, or employee thereof;
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- (e) a member of the Plan;
- (f) the spouse or common-law partner or child of a person named at any of paragraphs (a) - (e);
- (g) a corporation that is directly or indirectly controlled by a person named at any of paragraphs (a) - (f);
- (h) an entity in which a person referred to in paragraph (a) or (d), or the spouse or common-law partner or child of such a person, has a substantial investment; or
- (i) an entity that holds a substantial investment in the University.

Related party does not include a federal or provincial government or a federal or provincial government agency, or a bank, trust company or other financial institution that holds the assets of the Plan.

The Committee, on behalf of the Plan, may not enter into a transaction with a related party unless:

- (a) the transaction is required for operation or administration of the Plan and if:
  - (i) it is under terms and conditions that are not less favourable to the Plan than market terms and conditions; and
  - (ii) it does not involve the making of loans to, or investments in, the related party;
- (b) the transaction is an investment:
  - (i) in an investment fund or a segregated fund that is open to investors other than the Committee and its affiliates and that complies with the 10% rule and 30% rule under Sections 9 and 11 of Schedule III to the Pension Benefits Standards Regulations, 1985;
  - (ii) in securities issued or fully guaranteed by the Government of Canada or a provincial government, or an agency of either one;
  - (iii) in a fund composed of mortgage-backed securities that are fully guaranteed by the Government of Canada or a provincial government, or an agency of either one;
  - (iv) in a fund that replicates the composition of a widely recognized index of a broad class of securities traded at a marketplace;
  - (v) in an unallocated general fund of a person authorized to carry on a life insurance business in Canada, or

- (vi) that involves the purchase of a contract or agreement in which the return is linked to the performance of a widely recognized index of a broad class of securities traded at a marketplace; or
- (c) the combined value of all transactions with the same related party is nominal or the transaction(s) is immaterial to the Plan.

Transactions less than 0.5% of the market value of the Fund are considered nominal.

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## **ARTICLE 15 - Liability and insurance**

- 15.1 The Committee, in its administration of the Plan, acts as a trustee for and in a fiduciary capacity to beneficiaries. The Committee shall secure, for Committee Members, trustee and fiduciary liability insurance in such amount as it shall from time to time deem to be adequate, and the costs of such insurance shall be paid from the Pension Fund.

## **ARTICLE 16 - Administrative expenses**

- 16.1 Fees and expenses incurred by the Committee in the administration of the Plan are to be paid from the Pension Fund, provided that:
- (a) the fee or expense in question is or was reasonably necessary for the proper administration of the Plan;
  - (b) the magnitude of the fee or expense in question is reasonable.
- 16.2 Without limiting the generality of the foregoing, and subject to the overriding requirement of reasonableness, the following administrative fees or expenses shall be paid from the Pension Fund:
- (a) actuarial fees incurred for the preparation and filing of those documents required by law, and actuarial fees incurred in relation to the provision of advice or services reasonably necessary for the proper administration of the Plan;
  - (b) the costs of continuing education for Committee Members, provided that such education is necessary to achieve or maintain the skills, knowledge and expertise for the proper administration and operation of the Plan;
  - (c) legal fees and costs incurred in obtaining legal advice for the proper administration of the Plan;
  - (d) audit fees; and
  - (e) fees or expenses owed to agents pursuant to the terms of service agreements including the Pension Plan Administrative Services Agreement.

## **ARTICLE 17 - Signing authority**

- 17.1 All agreements, contracts, and other documents requiring approval from the Pension Committee must be executed by the Chair. In the absence of the Chair, the Vice-Chair may execute documents on behalf of the Committee. In the absence of both the Chair and the Vice-Chair, the Secretary may execute documents on behalf of the Committee.

## **ARTICLE 18 - Amendments**

- 18.1 The provisions of Part 2 of this Governance Document shall be reviewed at least once every three years and the Committee may replace or amend, or adopt new provisions. The Committee shall have the authority to replace or amend these provisions from time to time as it deems appropriate.

## **ARTICLE 19 - Compensation for Members**

- 19.1 The Committee may make recommendations to the Board to amend the Plan or supporting documents or to adopt a policy to provide for:
- (a) payment from the Pension Fund to Committee Members for attendance at meetings or for the performance of other duties as members, at any time beyond regular work hours, for which the member would otherwise be paid by the University;
  - (b) payment of reimbursement from the Pension Fund to a member for expenses reasonably incurred by the member in carrying out his duties as a Committee Member.
- 19.2 A Committee Member who is also an active Plan Member is entitled to take time off from his regular work duties, without loss of pay or other benefits, in order to carry out his or her duties on the Committee.