

Senate Orientation

September 10, 2020



**University
of Manitoba**

AGENDA

1. Governance System
2. Guiding Statements
3. Senate Organization
4. Responsibilities of Senators and Members of Senate Committees
5. Office of the University Secretary

THE UNIVERSITY OF MANITOBA ACT

- Governing Legislation
- Enabling Legislation
- Provides for a system of Bicameral Governance

BICAMERAL GOVERNANCE

Decisions should be made by
those best equipped to make them

Board of Governors
(Corporate Body)

Senate
(Academic Body)

COLLEGIAL GOVERNANCE

- Recognizes that expertise resides throughout the organization
- Enables the voice of the academy to be heard and to make decisions on certain matters, particularly around curricular and academic matters
- Requires civility, respect, and the engagement of many
- It is about collaborating, listening, and working together
- To make collegial governance work, structures must be in place, with delegated roles and responsibilities. To this end, Senate creates faculty and school councils and faculty and school councils create department councils.

GUIDING STATEMENTS

- Mission
- Vision
- Values
- Strategic Institutional Priorities
 - Approved by the Senate and the Board as part of the *Taking Our Place: UM Strategic Plan, 2015-2020*
 - provide focus to proposed initiatives and direction
 - A new strategic planning process is planned and will involve broad community engagement including with Senate

GUIDING STATEMENTS: MISSION

To create, preserve, communicate and apply knowledge, contributing to the cultural, social and economic well-being of the people of Manitoba, Canada and the world.

GUIDING STATEMENTS: VISION

To take our place among leading universities through a commitment to transformative research and scholarship and innovative teaching and learning, uniquely strengthened by Indigenous knowledge and perspectives.

GUIDING STATEMENTS: VALUES

- *Academic Freedom*
- *Accountability*
- *Collegiality*
- *Equity and Inclusion*
- *Excellence*
- *Innovation*
- *Integrity*
- *Respect*
- *Sustainability*

STRATEGIC PLANNING FRAMEWORK

- *Taking Our Place: University of Manitoba Strategic Plan, 2015 – 2020*
- The current strategic planning framework was endorsed as a planning document by the Senate and the Board of Governors in 2014.
- The final report on *Taking Our Place* was presented to Senate in June, 2020.

STRATEGIC PLANNING FRAMEWORK

STRATEGIC PRIORITIES

- ***Inspiring Minds*** through innovative and quality teaching
- ***Driving Discovery*** through research excellence
- ***Opening Pathways*** to Indigenous achievement
- ***Building Community*** that creates an outstanding learning and working environment
- ***Forging Connections*** to foster high impact community engagement

JURISDICTIONS OF THE BOARD AND SENATE

- In keeping with the bicameral structure of governance at the University, *The University of Manitoba Act* sets the powers and jurisdictions of the Board of Governors and Senate.
- While *The Act* sets out the Board and the Senate as the ultimate jurisdiction, day-to-day administration of many issues is handled at the unit level.
- A complete jurisdiction chart is available at <http://www.umanitoba.ca/admin/governance/jurisdiction/index.html>.

Bicameral Governance

Jurisdiction: Senate and Board of Governors

Powers	Senate Academic Body	Board of Governors Governing Body
Teaching	<ul style="list-style-type: none"> •Determine procedures/policy. •Determine academic term dates. 	
Examinations	<ul style="list-style-type: none"> •Determine conditions on which candidates shall be received for examinations. •Appoint examiners. •Determine the conduct/results of examinations. 	
Degrees (includes honorary degrees, diplomas and certificates)	<ul style="list-style-type: none"> •Determine 	

Powers	Senate Academic Body	Board of Governors Governing Body
Conditions of matriculation, entrance and standing	<ul style="list-style-type: none"> •Determine 	
Courses	<ul style="list-style-type: none"> •Determine courses of study. •Determine locations where courses are taught. •Encourage/develop extension activities and correspondence courses. •Recognize courses of study given by unaffiliated Manitoba colleges/universities. 	

Powers	Senate Academic Body	Board of Governors Governing Body
Programs: establish, modify or abolish	<ul style="list-style-type: none"> •Recommend 	<ul style="list-style-type: none"> • Approve Subject to: <ol style="list-style-type: none"> 1. Government approval 2. Implementation approval by V.P. (Academic) and Provost
Academic Awards*: establish, modify or abolish *Bursaries, fellowships, scholarships and prizes	<ul style="list-style-type: none"> •Recommend to BOG •Make rules and regulations re academic awards. 	<ul style="list-style-type: none"> •Approve
Faculties, schools, institutes, departments, chairs, lectureships establish, modify, or abolish	<ul style="list-style-type: none"> •Recommend 	<ul style="list-style-type: none"> •Approve

Powers	Senate Academic Body	Board of Governors Governing Body
Colleges (incl. Affiliated colleges): establish, modify, or abolish	Recommend	May designate as an associated college any incorporated college with which the University enters into such an agreement
Libraries: management and conduct of libraries	Make rules and regulations recommend agreement for the management and conduct of the libraries	
Calendars	Prepare calendar for publication	
Faculty/School Council (and other bodies)	Establish and delegate powers	

Powers	Senate Academic Body	Board of Governors Governing Body
Appeals	<ul style="list-style-type: none"> •Hear appeals from decisions of Faculty/School Councils ie. Academic and Admissions 	<ul style="list-style-type: none"> •Disciplinary jurisdiction over students. •May hear appeals of administrative decisions (if there are not other Board approved appeal mechanisms)
Budget	<ul style="list-style-type: none"> •Recommend on budget policies 	<ul style="list-style-type: none"> •Establish budget policies. •Approve final budget.
Building	<ul style="list-style-type: none"> •Recommend on building program 	<ul style="list-style-type: none"> •Approve building construction

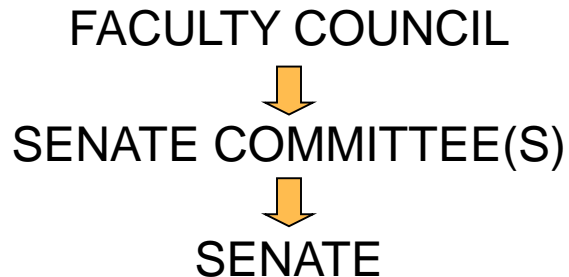
Powers	Senate Academic Body	Board of Governors Governing Body
Staff	Recommend on procedures re academic staff matters (now done largely through collective agreement)	Appoint staff. Determine relevant matters.
Contracts for joint instruction/examination of other organizations' students	Recommend	Provide for such contracts
Fees/charges		Set
Investments		Ensure investment of university money
Property		Buy/receive/sell/mortgage or lease
Vehicles		Make regulations

PROCESS OF APPROVAL

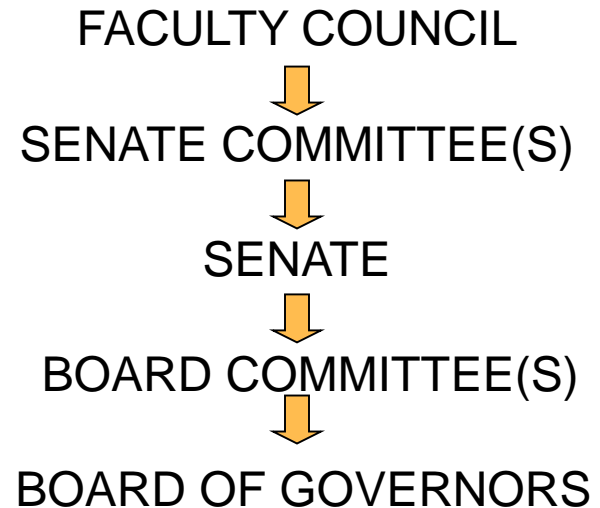
- By the Senate
- By the Board of Governors

PROCESS OF APPROVAL: ITEMS CONSIDERED BY SENATE

SENATE APPROVAL

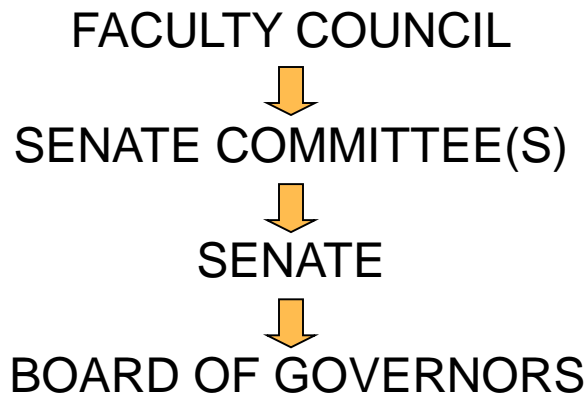


SENATE RECOMMENDATION TO BOARD

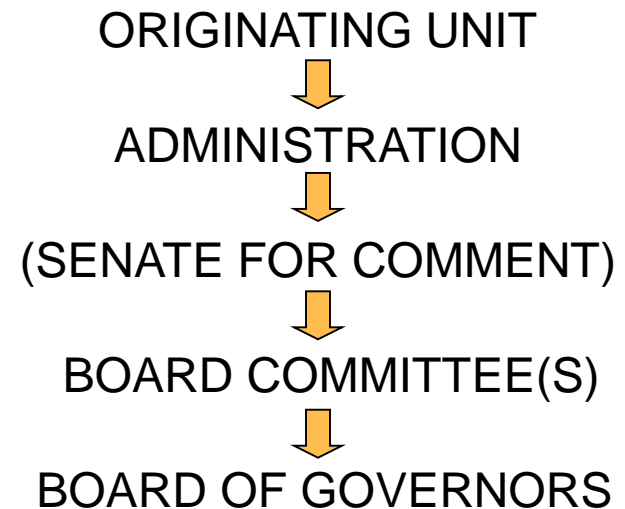


PROCESS OF APPROVAL: ITEMS CONSIDERED BY THE BOARD

ACADEMIC APPROVAL



OTHER MATTERS



RESOURCE ALLOCATION PROCESS

- Board jurisdiction
- Senate provides commentary through the Senate Planning and Priorities Committee (SPPC) on Estimates and Budget Drafts through representation on the President's Budget Advisory Committee (BAC)

NEW ACADEMIC PROGRAM APPROVALS

- Faculty/College/School level
- Senate level
- Board of Governors level
- Provincial Government level

SENATE ORGANIZATION

SENATE: THE CENTRE OF COLLEGIAL ACADEMIC GOVERNANCE

- The Senate is the place where the University defines itself as an institution of higher learning
- Representative, democratic, deliberative, and evolving

SENATE ORGANIZATION

- *The University of Manitoba Act* prescribes the membership of Senate as follows:
 - *Ex officio* members
 - Elected members
 - Appointed members
- Senate also has a provision for Assessor members

EX OFFICIO MEMBERS

- President (as Chair)
- Chancellor
- Vice-Presidents of University
- Dean of each Faculty of the University
- Director of each School of the University
- Director of Extension (i.e. Dean, Extended Education Division)
- Director of Libraries
- Director of Student Affairs (i.e. Vice-Provost (Student Affairs))
- Head/Dean of each constituent or member College
- Vice-Deans of Arts and Science (not currently in place)
- Head of each affiliated College
- Deputy Minister of Education and Advanced Learning, or designate

ELECTED MEMBERS

- The persons elected from Faculty and School Councils
- 28 persons elected by, and from, the students of the University and, in addition, the President of the University of Manitoba Students' Union (UMSU).

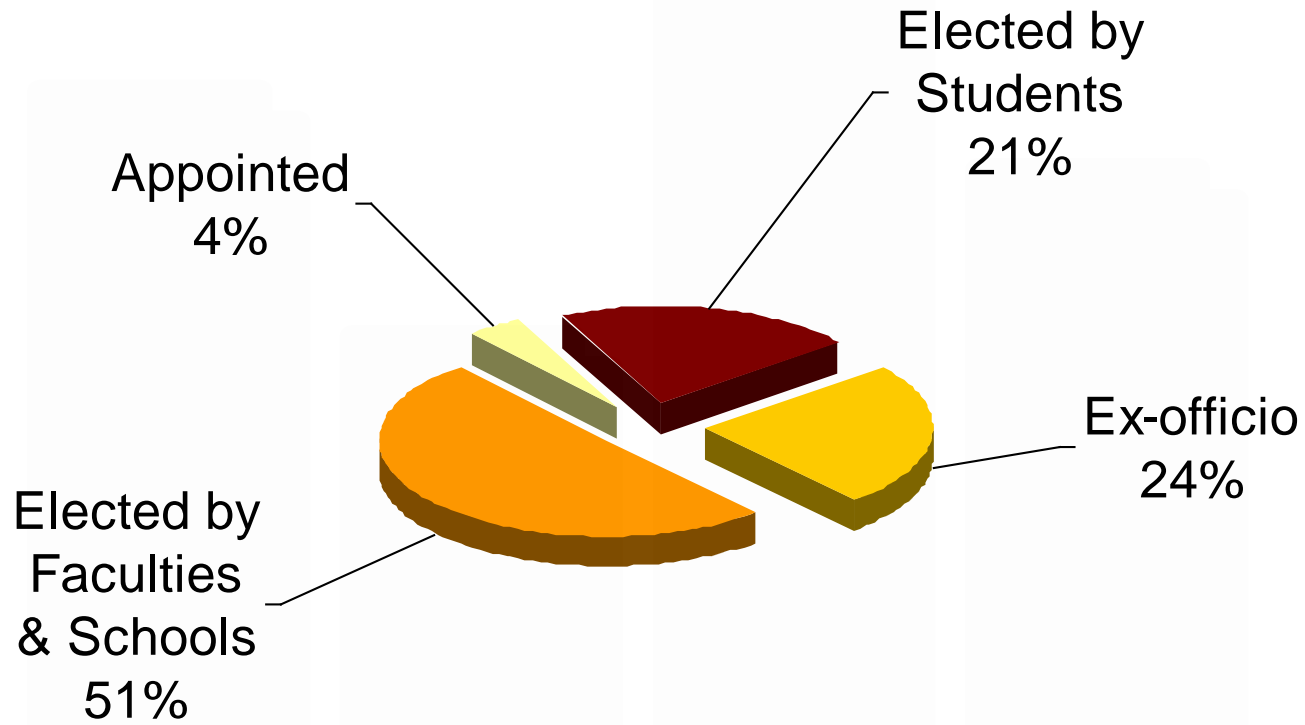
APPOINTED MEMBERS

- Two persons appointed by the Board from amongst its members other than those who are otherwise members of Senate
- Two members of the Board of Directors of the Alumni Association appointed by that Board
- Members-at-large appointed under s.27(4) of *The Act*

ASSESSORS

- Although not provided for in *The Act*, Senate from time-to-time by resolution may provide for Assessor members to Senate.
- Assessors are permitted to participate fully in the deliberations of Senate but may not make, second or amend motions and may not vote.

COMPOSITION OF SENATE



SENATE MEETINGS

- A schedule of meetings is produced at least one year in advance and can be found on the University Governance website.
- Special meetings of Senate may be called by the Chair of Senate, by a motion of Senate or Senate Executive, or by the written request of 12 members of Senate.
- The rules governing meetings of Senate provide for the procedures which govern Senate meetings. Of note is that quorum for Senate is 40 members from October to May and 25 members in the summer. Full members of Senate vote on motions by a show of hands, and questions are usually decided by a majority of votes.

SENATE MEETINGS

- Reports of the Senate Committee on Honorary Degrees are considered in Closed Session. Only Senate members and Assessors may attend.
- Visitors may attend the Open Session of Senate but should confirm their attendance in advance with the Office of the University Secretary.

SENATE AGENDAS

- Senate agendas are available the week prior to Senate meetings. An email will be sent to members advising when the materials are available online on the University Governance webpage.

http://umanitoba.ca/admin/governance/senate/agendas/2010_2019_senate_agendas_index.html

and

http://umanitoba.ca/admin/governance/senate/agendas/2020_2029_senate_agendas_index_page.html

SENATE ORDER OF BUSINESS⁽¹⁾

- I. Matters to be considered in Closed Session
- II. Matters recommended for concurrence without debate
- III. Matters forwarded for information
- IV. Report of the President
- V. Question Period
- VI. Consideration of the minutes of the previous meeting
- VII. Business Arising from the minutes

SENATE ORDER OF BUSINESS⁽²⁾

- VIII. Reports of the Senate Executive Committee and the Senate Planning and Priorities Committee
- IX. Reports of other Committees of Senate, Faculty and School Councils
- X. Additional Business
- XI. Adjournment

SENATE COMMITTEES

- Senate has established standing committees to review proposals in detail and make recommendations to Senate.
- Senate Committees include Senators as well as faculty, students, and administrative staff who are not members of Senate.
- The work of Senate would not be possible without the work of these committees.
- Committees meet regularly in some cases or at the call of the Chair in others.
- The deliberations and agendas for Senate Committees are confidential. Committees' reports and recommendations become public once submitted to Senate for consideration.

SENATE COMMITTEES

Senate has delegated responsibility for various matters to its standing committees:

- | | |
|--|--|
| <ul style="list-style-type: none">• Senate Executive Committee• Senate Committee on Academic Accommodation Appeals• Senate Committee on Academic Computing• Senate Committee on Academic Dress• Senate Committee on Academic Freedom• Senate Committee on Academic Review• Senate Committee on Admissions• Senate Committee on Admission Appeals• Senate Committee Appeals• Senate Committee on Approved Teaching Centres• Senate Committee on Awards• Senate Committee on the Calendar | <ul style="list-style-type: none">• Senate Committee on Curriculum and Course Changes• Senate Committee on Honorary Degrees• Senate Committee on Instruction and Evaluation• Joint Senate Committee on Joint Master's Programs• Joint Senates Appeals Committee• Senate Committee on the Libraries• Senate Committee on Medical Qualifications• Senate Committee on Nominations• Senate Planning and Priorities Committee• Senate Committee on Rules and Procedures• Senate Committee on University Research |
|--|--|

RESPONSIBILITIES OF SENATORS

BEST INTERESTS OF THE UNIVERSITY AS A WHOLE

- Governance is about trust. Governors are entrusted to oversee and sustain the organization.
- Governors must enter and make decisions that are best for the interests of the University and consistent with the mission and vision for the institution.
- While our governing bodies comprise members from many areas, they are not constituent assemblies.
- Governors at all levels must move from the “what’s in it for me or my area” questions to the “what’s good for the Faculty and University” questions.
- The University’s guiding statements can help keep us focussed in the right direction.

RESPONSIBILITIES OF SENATORS

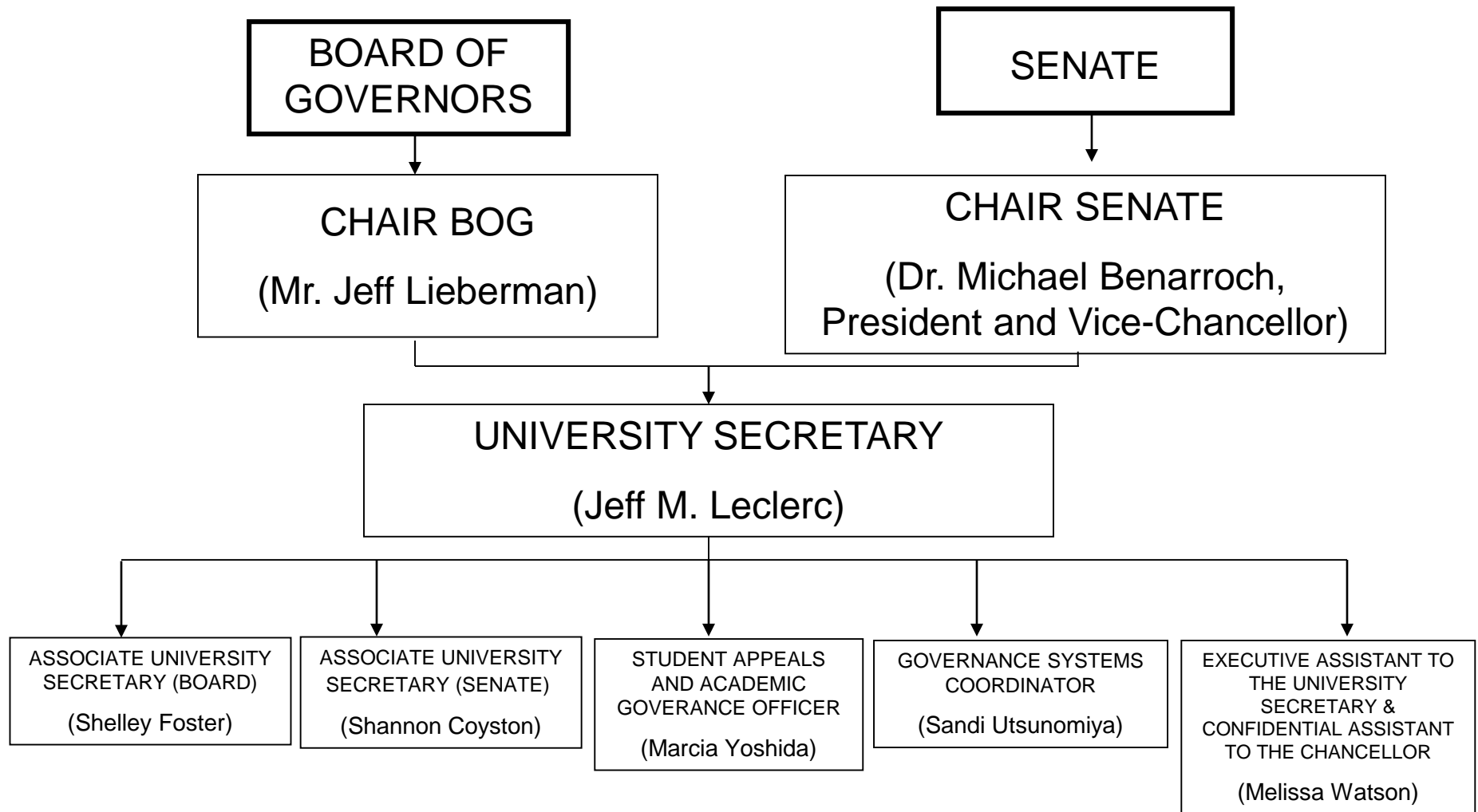
- Prepare for Senate meetings and review agenda
- Attend Senate and Committee meetings
- Participate in Senate business
- Think Local – Think Global
- Respect Senate decisions
- Maintain confidentiality
- Questions can be directed to the University Secretary
 - Questions you want to raise during Question Period at Senate must be received prior to 10 a.m. on the Friday preceding the Senate meeting.

RESPONSIBILITIES OF SENATE COMMITTEE MEMBERS

- Prepare for Senate Committee meetings and review agenda
 - Allocate sufficient time to read and critically review agenda items
 - Review relevant University policies and procedures and/or the appropriate sections of the Academic Calendar
- Attend meetings and participate in Committee business
 - Ask questions and engage in discussions
- Make decisions in the best interest of the University
- Maintain confidentiality
 - Agenda items are confidential until such time as they appear on a Senate agenda
- Questions can be directed to the Office of the University Secretary and/or the Resource/Secretary for the Committee

SUPPORTING UNIVERSITY GOVERNANCE

OFFICE ORGANIZATION OFFICE OF THE UNIVERSITY SECRETARY



SUPPORTING UNIVERSITY GOVERNANCE

- Office of the University Secretary
- Room 312 Administration Building
- Phone: (204) 474-9593
- University Governance webpage:
<http://umanitoba.ca/admin/governance/index.html>

QUESTIONS?



**University
of Manitoba**