

## UNIVERSITY OF MANITOBA PROCEDURE

<b>Procedure:</b>	<b>CO-CURRICULAR RECORD</b>
<b>Parent Policy:</b>	Co-Curricular Record Policy
<b>Effective Date:</b>	June 23, 2010
<b>Revised Date:</b>	September 1, 2013
<b>Review Date:</b>	September 1, 2023
<b>Approving Body:</b>	Senate
<b>Authority:</b>	
<b>Responsible Executive Officer:</b>	Provost and Vice-President (Academic)
<b>Delegate:</b>	Director, Student Life
<b>Contact:</b>	Director, Student Life
<b>Application:</b>	Students, staff and faculty

### Part I Reason for Procedure

- 1.1 To set out Procedures secondary to the Co-Curricular Record Policy to manage the facilitation, review, and criteria for activity recognition on the University of Manitoba Co-Curricular Record (CCR). The Co-Curricular Record Policy lists 6 categories that faculty, staff, UMSU, and GSA activities can apply for recognition under: governance, leadership, service-learning, foundational skill development, volunteerism and participation, and awards. This Procedural document outlines the membership of the Co-Curricular Record Review Committee, and the criteria required to receive approval to be listed as an official co-curricular activity.

### Part II Procedural Content

- 2.1 The Co-Curricular Record Review Committee shall approve applications for recognition and review all programs recognized on the CCR at the end of each term (December, April and August).
- 2.2 The Co-Curricular Record Review Committee shall consist of:
- (a) Director, Student Life (or designate)

- (b) University of Manitoba Registrar (or designate)
  - (c) Representative from the University of Manitoba Students' Union (UMSU)
  - (d) Representative from the University of Manitoba Graduate Students' Association (GSA)
  - (e) Representative from Student Counseling and Career Services
  - (f) Representative from the Council of Student Affairs
  - (g) Student Life Coordinator, Student Life
  - (h) Faculty representative
- 2.3 A supervising staff member, faculty member, UMSU representative, or GSA representative must verify student participation in order for the student to gain recognition on the CCR.
- 2.4 Prior to applying for recognition, staff, faculty, and students are encouraged to visit the CCR website for more information and support: <http://umanitoba.ca/student/studentlife/ccr.html>.
- 2.5 To be recognized under the category of Governance on the CCR, students must:
- (a) Be an active member of the University of Manitoba Board of Governors, Senate, Faculty Council, Department Council, Presidential Committees, Faculty/School Student Councils, UMSU Council, GSA Council, or their related standing, ad hoc and sub-committees. These committees should be in a position to inform or enact a decision.
  - (b) These committees should have defined learning outcomes for student members.
  - (c) The term "active" will be assessed by the chair or designated representative of the body concerned using the following guidelines:
    - (i) Attendance at 50% of the meetings in the academic year (unless the respective committee/council has higher attendance criteria); and
    - (ii) The body must convene at least once a year; and
    - (iii) The member must have contributed to the committee and participated in the committee process.
- 2.6 To be recognized under the category of Leadership on the CCR:

- (a) Leadership programs must be under the direction of a University of Manitoba Faculty, Department, administrative unit, UMSU, or GSA;
- (b) Leadership programs must not be for academic credit;
- (c) Programs must have defined learning outcomes;
- (d) Leadership programs must have stated learning outcomes for students. Students must be in a position of responsibility and be required to make decisions and take initiative;
- (e) Programs must demonstrate that students acquire and use leadership skills and provide opportunities for personal and professional development; and
- (f) If students receive monetary compensation for the position, the amount cannot be reflective of the amount of time the participants contribute to the program (e.g. small honorarium vs. an hourly wage).

2.7 To be recognized under the category of Service-Learning on the CCR:

- (a) Programs must be under the direction of a University of Manitoba Faculty, Department, administrative unit, UMSU, or GSA;
- (b) Programs must not be for academic credit;
- (c) Programs must engage in reciprocal project work that impacts a community and is developed in consultation with a community partner;
- (d) Programs must include an orientation prior to program commencement that is of appropriate length compared to the duration and intensity of the Service-Learning Program. The orientation must address risk management information, health and safety considerations, and establish appropriate conduct expectations. Depending on the location of the program (e.g., another country) additional training may also be required;
- (e) Programs must include a personal reflection component that is of an appropriate duration and intensity to the Service-Learning Program; and
- (f) Programs must include post-program debriefs focused on the lessons learned, and implementation of knowledge acquired as a result of the program that is of appropriate intensity to the Service-Learning Program.

2.8 To be recognized under the category of Foundational Skill Development on the CCR:

- (a) Programs must be under the direction of a University of Manitoba Faculty, Department, administrative unit, UMSU, or GSA;

- (b) Programs must not be for academic credit;
- (c) Programs must have defined learning outcomes;
- (d) Programs must improve the student's personal and professional competencies and may benefit the University of Manitoba community; and
- (e) Programs must not be part of a course requirement.

2.9 To be recognized under the category of Volunteerism/Participation on the CCR:

- (a) Programs must be under the direction of a University of Manitoba Faculty, Department, administrative unit, UMSU, or GSA;
- (b) Programs must not be for academic credit;
- (c) Programs must have defined learning outcomes;
- (d) Students must commit a minimum of 10 hours to a program/activity;
- (e) Students must not receive monetary remuneration for participation;
- (f) Program must provide training/orientation in regards to skills required to fulfill the Volunteer/Participation program prior to program commencement; and
- (g) Program must contribute to the University community and/or the community at large through the student's commitment to the selected program.

2.10 To be recognized under the category of Awards on the CCR:

- (a) The award must not already be recognized on the University of Manitoba Transcript;
- (b) The criteria for the award must be provided to the Co-Curricular Record Review Committee;
- (c) CCR recognition will be given after the completion of all activities related to the award; and
- (d) The award must be:
  - (i) Received for contributions and achievements to programs under the direction of a University of Manitoba Faculty, Department, administrative unit, UMSU, or GSA; OR

- (ii) Received for the successful obtainment of a research and/or creative works award where a student needs to interpret, conduct research, develop, and present their work.
- 2.11 Co-Curricular Recognition will be provided through the UM Community Link portal.
- 2.12 The Co-Curricular Record Review Committee will provide a response to every application within two weeks of a formal review.
- 2.13 Activities that were not approved will be provided with recommendations and feedback to improve their future submission.
- 2.14 All approved activities will be directed to create a profile for their activity on UM Community Link, technical support will be provided by Student Life.
- 2.15 All programs must undergo a review within 3 years of the most current approval to ensure that:
  - (a) Each activity is still active; and
  - (b) Each activity still meets the criteria of the Co-Curricular Record Procedure document.

### **Part III Accountability**

- 3.1 The Office of Legal Counsel is responsible for advising the Vice-President (Academic) and Provost that a formal review of this Procedure is required.
- 3.2 The Director of Student Life is responsible for the implementation, administration and review of this Procedure.
- 3.3 Students, Staff and Faculty are responsible for complying with this Procedure.

### **Part IV Review**

- 4.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Procedure is September 1, 2023.
- 4.2 In the interim, this Procedure may be revised or repealed if:
  - (a) the Vice President (Academic) and Provost or the Approving Body deems it necessary or desirable to do so;
  - (b) the Procedure is no longer legislatively or statutorily compliant;

- (c) the Procedure is now in conflict with another Governing Document; and/or
- (d) the Parent Policy is revised or repealed.

**Part V**  
**Effect on Previous Statements**

- 5.1 This Procedure supersedes all of the following:
- (a) Student Recognition re: Committee Participation, March 9, 1976;
  - (b) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
  - (c) all previous Administration Governing Documents on the subject matter contained herein.

**Part VI**  
**Cross References**

- 6.1 This Procedure should be cross referenced to the following relevant Governing Documents, legislation and/or forms:
- (a) [Co-Curricular Record Policy](#)