

Senate
via Zoom audio conference
WEDNESDAY, November 3, 2021
1:30 p.m.

A G E N D A

I MATTERS TO BE CONSIDERED IN CLOSED SESSION - none

II MATTERS RECOMMENDED FOR CONCURRENCE WITHOUT DEBATE

1. **Proposed 2022-2023 Academic Schedule** Page 4
2. **Proposal for a Micro-Certificate in Artificial Intelligence: Machine Learning Solutions, Division of Extended Education** Page 27

III MATTERS FORWARDED FOR INFORMATION

1. **Report of the Senate Committee on Awards [September 23, 2021]** Page 45
2. **In Memoriam: Dr. Alvin Wexler** Page 51
3. **Correspondence from Provost and Vice-President (Academic)**
 - a) **RE: Closure of Master of Science in Family Social Sciences** Page 52
 - b) **RE: Implementation of Articulation Agreement, University of Manitoba, B.Sc. Degrees in Engineering – UCSI College, American Degree Transfer Program** Page 54
4. **Items Approved by the Board of Governors [October 4, 2021]** Page 55

IV REPORT OF THE PRESIDENT

1. **Consultation: Search for a Vice-President (Research and International)** Page 56

V QUESTION PERIOD

Senators are reminded that questions related to matters not on the agenda shall normally be submitted in writing to the University Secretary no later than 10:00 a.m. of the Monday preceding the meeting.

Senators are reminded that questions pertaining to items on the agenda can be asked during the Senate meeting and do not require submission in advance.

VI CONSIDERATION OF THE MINUTES OF THE MEETING OF OCTOBER 6, 2021

VII	<u>BUSINESS ARISING FROM THE MINUTES</u> - none	
VIII	<u>REPORTS OF THE SENATE EXECUTIVE COMMITTEE AND THE SENATE PLANNING AND PRIORITIES COMMITTEE</u>	
1.	<u>Report of the Senate Executive Committee</u>	Page 57
	Comments of the Senate Executive Committee will accompany the report on which they are made.	
2.	<u>Report of the Senate Planning and Priorities Committee</u>	
	The Chair will make an oral report of the Committee's activities.	
IX	<u>REPORTS OF OTHER COMMITTEES OF SENATE, FACULTY AND SCHOOL COUNCILS</u>	
1.	<u>Report of the Faculty Council of the Faculty of Arts RE: Name Change for Department of Native Studies</u>	Page 60
2.	<u>Report of the Faculty Council of the Clayton H. Riddell Faculty of Environment, Earth, and Resources RE: Changes to Credential, B.Sc.G.Sc. to B.Sc., and to Program Names, General Degree and Minor in Geological Sciences</u>	Page 62
3.	<u>Reports of the Senate Committee on Instruction and Evaluation</u>	
a)	<u>RE: Faculty of Arts Academic Regulations</u>	
	<u>(i) Basic Regulations for Micro-Diploma Programs</u>	Page 76
	• Comments of the Senate Executive Committee	Page 77
	<u>(ii) Revised Honours and Residency Requirements</u>	Page 81
b)	<u>RE: Self-Declaration for Brief and Temporary Absences, Proposed Policy and Procedure</u>	Page 89
4.	<u>Report of the Senate Committee on Nominations</u>	Page 106
5.	<u>Reports of Senate Committee on University Research</u>	
a)	<u>RE: Revisions to Animal Care and Use Policy</u>	Page 111
b)	<u>RE: Revisions to Terms of Reference for the Evelyn Wyrzykowski Research Chair in Cardiology</u>	Page 118

X **ADDITIONAL BUSINESS**

1. **Revisions to Election of the Chancellor Policy**

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XI **ADJOURNMENT**

Please send to shannon.coyston@umanitoba.ca.



**University
of Manitoba**

Office of the Registrar and
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TO: Jeff Leclerc, University Secretary

FROM: Jeff Adams, University Registrar and Executive Director, Enrolment Services

DATE: October 6, 2021

SUBJECT: Proposed Academic Schedule for 2022-23

The attached proposed 2022-23 Academic Schedule has been updated based on changes in days and/or dates to conform to the 2022 and 2023 calendars and University Closure dates, along with revised information received from academic units. The proposed schedule has been reviewed by all Faculties, Colleges and Schools. Please note the following:

1. Labour Day in 2022 is September 5; New Student Orientation will take place on Tuesday, September 6 (see Section 1.2.1). Fall Term classes in most faculties, colleges and schools will begin on Wednesday, September 7 and end on Monday, December 12 (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 September 20. The last day to register for a Fall Term or Fall/Winter term spanning course is September 21.
3. There are three statutory holidays in the 2022 Fall Term: The National Day for Truth and Reconciliation on September 30, Thanksgiving Day on October 10, and Remembrance Day on November 11 (see Section 1.1.1).
4. The Fall Term Break, for most students, is November 7 to November 10 (see Section 1.2.5).
5. There are 62 days available for instruction in Fall Term.
6. The 2022 December Examination Period will be from December 13 through December 23 (see Section 1.2.6).
7. The university will re-open after the Winter Holiday on January 4, 2023. Winter Term classes for most faculties, colleges and schools will commence on January 9, 2023, and end on April 12. (see Section 1.2.2).
8. The last day to drop a Winter Term course without academic or financial penalty is January 20, 2023. The last day to register for a Winter Term course is January 23.
9. There are two statutory holidays in the 2023 Winter Term: Louis Riel Day on February 20,

and Good Friday on April 7.

10. Winter Term Break in 2023 is February 21 to February 24 (see Section 1.2.5).
11. There are 62 days available for instruction in Winter Term.
12. The 2023 April Examination period will be from April 14 through April 28 (see Section 1.2.6).
13. The deadline for Voluntary Withdrawal is the 48th teaching day of the term for single term courses. In 2022-23 these dates are November 22 for Fall Term courses and March 22 for Winter Term courses (see Section 1.2.3).
Note: Faculties, colleges and schools offering courses with irregular schedules and withdrawal dates must ensure these are well publicized to students.
14. The Voluntary Withdrawal deadline for Fall/Winter term spanning classes is Friday, January 20. The Voluntary Withdrawal deadline for Winter/Summer term spanning distance and online courses is May 11 (see Section 1.2.3).
15. Summer Term (see Section 2) includes four standard parts of term (see Section 2.1.1). Courses may be offered outside of the standard parts of terms by exception. These include courses offered to a specific student population, field and travel-based study, intensive institutes.
 - a. May-June 3 credit hour courses begin May 8 and end June 15
 - b. July-August 3 credit hour courses begin July 3 and end August 11
 - c. May-August 3 and 6 credit hour courses begin May 8 and end August 11
16. Add/drop dates and Voluntary Withdrawal dates vary by part of term as listed (Section 2.1.2).
17. Final Examinations for May-June courses will be held June 19 – 24. Final Examination for July-August and May-August courses will be held August 14 – 19. (see Section 2.1.4)
18. The Summer Term break week is June 26 to June 30. No classes or examinations to be held for students, except in irregularly scheduled courses.
19. There are three statutory holidays in the 2022 Summer Term: Victoria Day on May 22, Canada Day (observed) on July 3, and Terry Fox Day on August 7. Classes normally held on Monday, May 22 may be held on Friday, May 26. Classes normally held on Monday July 3 may be held on Friday, July 7. Classes normally held on Monday, August 7 may be held on Friday, August 11.
20. Convocation ceremonies (see Section 1.2.9) will be held as follows:

a. Fall Convocation (Fort Garry Campus)	October 18 - 20, 2022
b. Fall Convocation (Bannatyne Campus)	October 27, 2022
c. Agriculture Diploma Convocation	May 12, 2023
d. Spring Convocation (Bannatyne Campus)	May 18, 2023
e. Spring Convocation (Fort Garry Campus)	June 1-2, 5-6, 2023
f. Université de Saint-Boniface Convocation	June 12, 2023

In addition to Convocation ceremonies, the Annual Traditional Graduation Pow Wow in honour of Indigenous students will be held on Saturday, May 6, 2023.

21. Presented as Information: Deadlines to apply for graduation (Section 1.2.9).

CC:

Laurie Schnarr, Vice-Provost (Students)

Shannon Coyston, Associate University Secretary (Senate)

Comments of the Senate Executive Committee:

The Senate Executive Committee Endorses the Report to Senate.



2022-2023 Academic Schedule (updated **October 2, 2021**)

Admission application deadlines are found online at umanitoba.ca/student/admissions. Additional important date information for Faculty of Graduate Studies students is available at <https://umanitoba.ca/graduate-studies/student-experience/thesis-and-practicum/submit-your-thesis-or-practicum>.

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

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Section 1: Dates for Fall/Winter Session

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, 2022
Terry Fox Day (Civic Holiday)	Aug 1, 2022
Labour Day	Sept 5, 2022
National Truth and Reconciliation Day	Sept 30, 2022
Thanksgiving Day	Oct 10, 2022
Remembrance Day	Nov 11, 2022
Winter Holiday	Dec 24, 2022 to Jan 3, 2023
Louis Riel Day	Feb 20, 2023
Good Friday	Apr 7, 2023
Victoria Day	May 22, 2023
Canada Day (observed)	July 3, 2023
Terry Fox Day (Civic Holiday)	Aug 7, 2023

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), Business Administration and Finance (MBA and MFin), Dental Hygiene, Dentistry (includes IDDP), Education (B.Ed. only), Medicine (excludes Family Social Sciences), Nursing, Occupational Therapy, Pharmacy, Physical Therapy, Physician Assistant, Respiratory Therapy, and Social Work.** Students in these programs should also see their respective section of the Academic Schedule.

1.2.1 Orientation

Additional or differing dates exist for: Agriculture Diploma, Architecture, Art, MBA, IDDP (Dentistry), Education (B.Ed. only), Medicine, Nursing, Occupational Therapy, Physical Therapy, and Respiratory Therapy, and Social Work. Students in these programs should also see their respective section of the Academic Schedule.

New Student Orientation

Fall Term, Fort Garry Campus	Sept 6, 2022
Winter Term, Fort Garry Campus	Jan 6, 2023

Faculty of Arts, Faculty of Agricultural & Food Sciences, Faculty of Engineering, Faculty of Environment, Earth, & Resources Faculty of Management, Faculty of Music, Faculty of Science, School of Art, Interdisciplinary Health Programs

Sept 6, 2022

Faculty of Law

Sept 6 to 7, 2022

1.2.2 Start and End Dates

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

Fall Term

Sept. 7 to Dec 12, 2022

Winter Term

No classes, examinations or tests will be held Apr. 7, 2023.

Jan. 9 to Apr. 12, 2023

Winter/Summer Term spanning distance and online courses

Jan. 9 to July 6, 2023

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 (http://umanitoba.ca/registrar/fees/irregular_refund_vw_deadlines.html), or the Class Schedule.

Regular Registration Period

Fall Term and Fall/WinterTerm classes

Ends Sept 6, 2022

Winter Term classes and

Winter/Summer term spanning distance and online courses

Ends Jan 8, 2023

Limited Access Term Expiry Dates (To be determined by the Registrar's Office in accordance with the Registration Schedule)

Fall Term and Fall/WinterTerm classes

TBD

Winter Term classes and

Winter/Summer term spanning distance and online courses

TBD

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/WinterTerm classes

Sept 7 to 21, 2022

Winter Term classes and

Winter/Summer term spanning distance and online courses

Jan 9 to 23, 2023

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 20, 2022

Fall/Winter Term classes Part A

Sept 20, 2022

Fall/Winter Term classes Part B (VW recorded if dropped after Sept. 20, 2022)

Jan 20, 2023

Winter Term classes and

Winter/Summer term spanning distance and online courses

Jan 20, 2023

Last Date to Register/Registration Revision Deadline

Fall Term and Fall/WinterTerm classes

Sept 21, 2022

Winter Term classes and

Winter/Summer term spanning distance and online courses

Jan 23, 2023

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, 2022
Fall/Winter Term spanning classes	Jan 20, 2023
Winter Term classes	Mar 22, 2023
Winter/Summer Term spanning distance and online courses	May 11, 2023

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	Oct 5, 2022
Winter Term	Feb 7, 2023

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: Agriculture Diploma, MBA and MFin, Dental Hygiene, Dentistry, Education (B.Ed. only), Medicine (M.D. only), Occupational Therapy, Pharmacy (Year 4), Physical Therapy, Physician Assistant, and Respiratory Therapy. Students in these programs should also see their respective section of the Academic Schedule.

Fall Term Break <i>The UofM will be closed Friday Nov. 11 for Remembrance Day (see 1.1.1).</i>	Nov 7 to 10, 2022
Winter Term Break <i>The UofM will be closed Monday Feb. 20 for Louis Riel Day (see 1.1.1).</i>	Feb 21 to 24, 2023

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 13 to 23, 2022
Winter Term (includes final exams for Fall/Winter Term classes) <i>No classes, examinations or tests will be held Apr. 7, 2023.</i>	Apr 14 to 28, 2023

1.2.7 Challenge for Credit

Challenge for Credit application deadline:

For classes offered Fall Term 2022 and spanning Fall/Winter 2022-2023	Sept 21, 2022
For classes offered Winter Term 2023	Jan 23, 2023

1.2.8 Final Grade Appeal Deadlines Final Grade Appeal Deadlines

For final grades received for Fall Term 2022 classes	Jan 24, 2023
For final grades received for Winter Term 2023 and Fall 2022/Winter 2023 classes	June 12, 2023

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 2022:

Deadline to apply online to graduate <i>formost Undergraduate students</i>	July 31, 2022
Faculty of Graduate Studies Submission Deadline*	Aug 25, 2022
Convocation Ceremony – Fort Garry Campus	Oct 18 to 20, 2022
Convocation Ceremony – Bannatyne Campus	October 27, 2022

For students graduating February 2023:

Deadline to apply online to graduate <i>formost Undergraduate students</i>	Nov 21, 2022
Faculty of Graduate Studies Submission Deadline*	Jan 4, 2023
Graduation date for students graduating in February	Feb 1, 2023
Convocation Ceremony (Fort Garry Campus)	June 1-2, 5 - 6, 2023

For students graduating Spring 2023:

Deadline to apply online to graduate <i>formost Undergraduate students</i>	March 22, 2023
Faculty of Graduate Studies Submission Deadline*	March 30, 2023
Convocation Ceremony – Agriculture Diploma	May 12, 2023
Convocation Ceremony – Bannatyne Campus	May 18, 2023
Convocation Ceremony – Fort Garry Campus	June 1-2, 5 - 6, 2023
Convocation Ceremony – Université de Saint-Boniface	June 12, 2023
Graduate Studies Submission Deadline* for students graduating Fall 2023	Aug 24, 2023

Annual Traditional Graduation Pow Wow in honour of Indigenous graduates May 6, 2023

* 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.

1.3 Dates applicable to Agriculture Diploma:

1.3.1 Orientation

Sept 7, 2022 (Morning)

Sept 8, 2022 (Morning)

Sept 9, 2022 (All Day)

1.3.2 Start and End Dates

Fall Term

Sept 12 to Dec 9, 2022

Experiential Learning

Oct 11 to 14, 2022 (Subject to change)

Winter Term

Jan 9 to Apr 6, 2023

Experiential Learning

Jan 19, 23 to 25, 2023

(Subject to change)

1.3.3 Registration and Withdrawal Dates

Regular Registration Period

Fall Term and Fall/Winter Term classes

Ends Sept 11, 2022

Winter Term classes

End Jan 8, 2023

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 12 to 27, 2022

Winter Term classes

Jan 9 to Jan 24, 2023

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 26, 2022

Winter Term classes

Jan 23, 2023

Last Date to Register/Registration Revision Deadline

Fall Term and Fall/Winter Term classes

Sept 27, 2022

Winter Term classes

Jan 24, 2023

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 21, 2022

Winter Term and Fall/Winter Term classes

Mar 17, 2023

1.3.4 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

See section 1.2.5

Winter Term Break

See section 1.2.5

1.3.5 Examination and Test Dates

Fall Term (includes tests and midterm exams for Fall/Winter Term classes)

Dec 12 to 22, 2022

Winter Term (includes final exams for Fall/Winter Term classes)

Apr 10 to 19, 2023

1.3.6 Convocation Ceremony - Agriculture

May 12, 2023

1.4 Dates applicable to Architecture

1.4.1 Important Dates (Mandatory for all ED2 Students)

Orientation

Aug 26, 2022 (subject to change)

1.5 Dates applicable to Art (School of):

1.5.1 Important Dates

First Year Field Trip

TBA

1.6 Dates applicable to Dental Hygiene:

1.6.1 Start and End Dates

Year 2

Fall Term Classes

Aug 15 to Nov 25 (classes), Dec 2 (clinics), 2022

Winter Term Classes

Jan 3 to Mar 31, 2023

Year 3

Fall Term Classes

Aug 8 to Nov 25 (classes), Dec 9 (clinics), 2022

Winter Term Classes

Jan 3 to Mar 31 (classes), Apr 6 (clinics), 2023

1.6.2 Registration and Withdrawal Dates

Last Date to Drop without Penalty

Year 2

Fall Term

Aug 29, 2022

Winter Term

Jan 23, 2023

Year 3

Fall Term

Sep 6, 2022

Winter Term

Jan 30, 2023

Voluntary Withdrawal (VW) deadline**Year 2**

Fall Term	Nov 7, 2022
Winter Term	Mar 6, 2023

Year 3

Fall Term	Oct 31, 2022
Winter Term	Mar 13, 2023

1.6.3 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 27 to Mar 3, 2023

1.6.4 Examination and Test Dates**Year 2**

Fall Term (includes tests and midterm exams for Fall/Winter Term classes)	Dec 5 to 16, 2022
Winter Term	Apr 3 to 6, 2023

Year 3

Fall Term (includes tests and midterm exams for Fall/Winter Term classes)	Dec 12 to 16, 2022
Winter Term	Apr 10 to 14, 2023

1.6.5 Convocation Ceremony – Bannatyne Campus	May 18, 2023
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1.7 Dates applicable to Dentistry (including International Dentist Degree Program):

Years 1 and 2 Classes and Clinics

Fall Term	Aug 8 to Nov 25, 2022
Winter Term	Jan 3 to Apr 28, 2023

Year 3/IDDP 1 Classes and Clinics

Fall Term	Aug 2 to Nov 25 (classes) & Dec 3 (clinics), 2022
Winter Term	Jan 3 to Apr 28, 2023

Year 4/IDDP 2 Classes and Clinics

Fall Term	Aug 2 to Dec 2, 2022 (classes & clinics)
Winter Term	Jan 3 to Apr 21, 2023

1.7.2 Registration and Withdrawal Dates

Last Date to Drop without Penalty

Years 1 & 2

Fall Term

Aug 29, 2022

Winter Term

Jan 30, 2023

Years 3 & 4

Fall Term

Aug 22, 2022

Winter Term

Jan 30, 2023

Voluntary Withdrawal (VW) deadline

Years 1, 2, & 3

Fall Term

Oct 31, 2022

Winter Term

Mar 27, 2023

Year 4

Fall Term

Oct 31, 2022

Winter Term

Mar 20, 2023

1.7.3 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 27 to Mar 3, 2023

1.7.4 Examination and Test Dates

Years 1, 2 and 3/IDDP 1

Fall Term (includes tests and midterm exams for Fall/WinterTerm classes)

Dec 5 to 16, 2022

Winter Term

May 1 to 12, 2023

Year 4/IDDP 2

Fall Term (includes tests and midterm exams for Fall/Winter Term classes)

Dec 12 to 16, 2022

Winter Term

Jan 9 to 13, 2023

1.7.5 Convocation Ceremony – Bannatyne Campus

May 18, 2023

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.

1.8.1 Orientation

All students

Sept 6, 2022

1.8.2 Start and End Dates

Note: Practicum dates may vary by practicum placement.

Fall Term

Practicum Block

Sept 7 to 9, 2022

Practicum Mondays

Sept 12, 26; Oct 24, 31, 2022

MTS PD Day

Oct 21, 2022

Day Classes

Sept 13 to Nov 9, 2022

Practicum Block

Nov 14 to Dec 13, 2022

Winter Term

Day Classes

Jan 10 to Mar 17, 2023

Practicum Mondays

Jan 9, 16, 23, 30; Feb 6, 13, 27;
March 6, 13, 2023

Practicum Block

Mar 20 to 24; Apr 3 to 26, 2023

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 11, 2022

Winter Term Break

see section 1.2.5

Winter Practicum Break *Note: Dates may vary by school division and/or practicum placement.*

Mar 27 to 31, 2023

1.8.4 Examination and Test Dates

Fall Term (as required)

Nov 5, 2022

Winter Term (as required)

Mar 18, 2023

1.9 Dates applicable to Management (Graduate Programs)

1.9.1 Orientation

Fall Term (all programs)

Early August 2022 -TBD

1.9.2 Start and End Dates

Fall Term (M.B.A., M.Fin., and M.S.C.M.) Irregular Start Early Aug. to Dec 9, 2022

Winter Term (M.B.A., M.Fin., and M.S.C.M.) Irregular Start Early Jan to Apr 12, 2023

Fall and Winter Term (M.Sc. and Ph.D.) See Section 1.2.2

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 23 to 26, 2022

1.10.2 Start and End Dates

Year 1

Fall Term

Aug 29 to Dec 22, 2022

Winter Term

Jan 9 to June 2, 2023

Rural Week

May 29 to June 2, 2023

Year 2

Fall Term

Aug 29 to Dec 22, 2022

Winter Term

Jan 9 to May 26, 2023

Year 3

Fall Term

Aug 22 to Dec 16, 2022

Winter Term

Jan 3 to May 14, 2023

Year 4

Fall Term

Aug 22 to Dec 16, 2022

Winter Term

Jan 3 to May 14, 2023

1.10.3 Registration and Withdrawal Dates

Last Date to Drop without Penalty

Year 1 Fall Term	Sep 19, 2022
Year 2 Fall Term	Sep 19, 2022
Year 3 Fall Term	Sep 12, 2022
Year 4 Fall Term	Sep 12, 2022
Year 1 Winter Term	Jan 30, 2023
Year 2 Winter Term	Jan 30, 2023
Year 3 Winter Term	Jan 24, 2023
Year 4 Winter Term	Jan 24, 2023

Voluntary Withdrawal (VW) Deadline

Year 1 Fall Term	Nov 21, 2022
Year 2 Fall Term	Nov 21, 2022
Year 3 Fall Term	Nov 14, 2023
Year 4 Fall Term	Nov 14, 2023
Year 1 Winter Term	Apr 17, 2023
Year 2 Winter Term	Apr 10, 2023
Year 3 Winter Term	Apr 4, 2023
Year 4 Winter Term	Apr 4, 2023

1.10.4 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 20 to 24, 2023

Year 3 & 4 Fall & Winter Term Break

N/A

1.10.5 Examination and Test Dates

N/A

1.10.6 Convocation Ceremony – Bannatyne Campus

May 18, 2023

1.11 Dates applicable to Nursing:

1.11.1 Orientation

Fall Term	Aug 30 to 31, 2022
Winter Term	Dec 20 to 21, 2022

1.12 Dates applicable to Occupational Therapy:

1.12.1 Orientation

Year 1	Aug 22 & 23, 2022
Year 2	Aug 22, 2022

1.12.2 Start and End Dates

Year 1

Fall Term	Aug 22 to Nov 18, 2022
Basic Fieldwork	Nov 21 to Dec 16, 2022
Winter Term Classes	Jan 5 to May 5, 2023
Intermediate Fieldwork 1	May 8 to June 30, 2023

Year 2

Fall Term Classes	Aug 22 to Dec 16, 2022
Intermediate Fieldwork 2	Jan 2 to Feb 24, 2023
Winter Term Classes	Mar 6 to June 23, 2023
	<i>flexible start and end dates between</i>
Advanced Fieldwork	June 26 to Sept 15, 2023

1.12.3 Registration and Withdrawal Dates

Last Date to Drop without Penalty

Year 1 Fall Term	Sept 6, 2022
Year 2 Fall Term	Sept 6, 2022
Year 1 Winter Term	Jan 24, 2023
Year 2 Winter Term	Mar 20, 2023

Voluntary Withdrawal (VW) Deadline

Year 1 Fall Term	Oct 24, 2022
Year 2 Fall Term	Nov 14, 2022
Year 1 Winter Term	Apr 4, 2023
Year 2 Winter Term	May 29, 2023

1.12.4 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	Oct 10 to 14, 2022
Winter Term Break	Feb 27 to Mar 3, 2023

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

1.12.5 Convocation Ceremony – Bannatyne Campus

October 27, 2022

1.13 Dates applicable to Pharmacy:

1.13.1 Orientation

Year 1	Aug 29, 2022
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1.13.2 Start and End Dates

Year 1

Fall Term Classes	Aug 29 to Dec 9, 2022
Winter Term Classes	Jan 9 to April 14, 2023

Year 2

Fall Term Classes	Aug 29 to Dec 5, 2022
IPPE Community	Jan 3 to 27, 2023
Winter Term Classes	Jan 30 to May 5, 2023

Year 3 Fall Term Classes

Sept 6 to Dec 9, 2022

Winter Term Classes	Jan 9 to April 14, 2023
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Year 4 Practicum Block 1

May 9 to June 30, 2022

Practicum Block 2	July 4 to Aug 26, 2022
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Practicum Block 3	Aug 29 to Oct 21, 2022
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Practicum Block 4	Oct 24 to Dec 16, 2022
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Practicum Block 5	Jan 3 to Feb 24, 2023
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Practicum Block 6	Feb 27 to Apr 21, 2023
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1.13.3 Registration and Withdrawal Dates

Last Date to Drop without Penalty

Years 1 & 3 Fall Term	Sept 20, 2022
Year 2 Fall Term	Sept 12, 2022
Years 1 & 3 Winter Term	Jan 23, 2023
Year 2 Winter Term	Feb 13, 2023
Year 4	By Course

Voluntary Withdrawal (VW) Deadline

Years 1 & 3 Fall Term	Nov 22, 2022
Year 2 Fall Term	Nov 14, 2022
Year 1 & 3 Winter Term	Mar 27, 2023
Year 2 Winter Term	Apr 17, 2023
Year 4	By Course

1.13.4 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	March 20 to 24, 2023
Year 4	n/a

1.13.5 Examination and Test Dates

Year 1 & 3	
Fall Term Exams	see section 1.2.6
Winter Term Exams	April 17 to 28, 2023
Year 2	
Fall Term Exams	Dec 6 to 16, 2022
Winter Term Exams	May 8 to 19, 2023
Year 4	
Fall Term Exams	n/a
Winter Term Exams	n/a

1.13.6 Convocation Ceremony –Bannatyne Campus

May 18, 2023

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 2 to Dec 22, 2022
Winter Term Classes	Jan 3 to Mar 24, 2023
Clinical Placement	2x6 week placement between Apr 3 to Aug 4, 2023
Year 2	
Fall Term Classes	Aug 2 to Sep 29, 2022
Clinical Placement	2x6 week placements between Oct 3 to Dec 22, 2022
Winter Term Classes	Jan 3 to Mar 24, 2023
Clinical Placement	2x6 week placements between Apr 3 to Aug 4, 2023

1.14.3 Registration and Withdrawal Dates

Last Date to Drop without Penalty	
Year 1 Fall Term	Aug 28, 2022
Year 2 Fall Term	Aug 28, 2022
Year 1 Winter Term	Jan 15, 2023
Year 2 Winter Term	Jan 15, 2023
Voluntary Withdrawal (VW) Deadline	
Year 1 Fall Term	Nov 14, 2022
Year 2 Fall Term	Sep 12, 2022
Year 1 Winter Term	Feb 27, 2023
Year 2 Winter Term	Feb 27, 2023

1.14.4 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 27 to 31, 2023

1.14.5 Convocation Ceremony – Bannatyne Campus

October 27, 2022

1.15 Dates applicable to Physician Assistant Studies

1.15.1 Orientation

Year 1	Aug 29 to Sept 6, 2022
Clinical Year 2 Orientation	Aug 22 to 26, 2022

1.15.2 Start and End Dates

Fall Term	See section 1.2.2
Winter Term	Jan 4 to Apr 7, 2023
Fall Term Clinical Year 2 Rotations	Aug 29 to Dec 16, 2022
Winter Term Clinical Year 2 Rotations	Jan 2 to Apr 23, 2023

1.15.3 Term Breaks

Fall Term – Year 1	N/A
Winter Term – Year 1	See section 1.2.5

1.15.4 Examination and Test Dates

Fall Term – Year 1	Dec 12 to 16, 2022
Winter Term – Year 1	April 10 to 14, 2023

1.15.5 Convocation Ceremony – Bannatyne Campus

October 27, 2022

1.16 Dates applicable to Respiratory Therapy:

1.16.1 Orientation

Year 1	Sep 1 to 2, 2022
Year 3	Aug 18, 2022

1.16.2 Start and End Dates

(Includes clinical placement and classes)

Year 1

Fall Term	Sep 6 to Dec 16, 2022
Winter Term	Jan 4 to Apr 21, 2023
Winter Term Clinical Placement	May 1 to 26, 2023

Year 2

Fall Term	Sep 6 to Dec 16, 2022
Winter Term	Jan 4 to May 26, 2023
Winter Term Clinical Placement	May 29 to Jun 23, 2023

Year 3

Fall Term	Aug 18 to Dec 16, 2022
Winter Term	Jan 3 to May 26, 2023

1.16.3 Registration and Withdrawal Dates

Last Date to Drop without Penalty

Years 1 & 2 Fall Term	Sept 20, 2022
Year 3 Fall Term	Sept 6, 2022
Year 1 Winter Term	Jan 25, 2023
Year 2 Winter Term	Feb 1, 2023
Year 3 Winter Term	Jan 25, 2023

Voluntary Withdrawal (VW) Deadline

Years 1 & 2 Fall Term	Nov 22, 2022
Year 3 Fall Term	Nov 15, 2022
Year 1 Winter Term	Apr 12, 2023
Year 2 Winter Term	May 3, 2023
Year 3 Winter Term	Apr 11, 2023

1.16.4 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

1.16.5 Convocation Ceremony – Bannatyne Campus	October 27, 2022
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1.17 Dates applicable to Social Work:

1.17.1 Orientation

Fort Garry, Inner City
Field Instruction Orientation

See section 1.2.1

1.17.2 Start and End Dates

Field Instruction*

Fall Term

Sept 6 to Dec 16, 2022

Winter Term

Jan 9 to Apr 21, 2023

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

Dates for Summer 2023

Section 2: Dates for Summer Term

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

Classes on Monday, May 22th will be made up on Friday, May 26th

Classes on Monday, July 3rd will be made up on Friday, July 7th

Classes on Monday, August 7st will be made up on Friday, August 11th

May – August courses will have no classes scheduled Monday, June 19th to Friday, June 30th.

May – June.....	May 8 to June 15, 2023	6 hours instruction/week
July – August.....	July 3 to August 11, 2023	6 hours instruction/week
May – August 3 credits.....	May 8 to August 11, 2023	3 hours instruction/week
May – August 6 credits.....	May 8 to August 11, 2023	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 7, 2023
July – August.....	Ends July 2, 2023
May – August 3 credits.....	Ends, May 7, 2023
May – August 6 credits.....	Ends May 7, 2023

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 8 to May 11, 2023
July – August.....	July 3 to July 7, 2023
May – August 3 credits.....	May 8 to May 18, 2023
May – August 6 credits.....	May 8 to May 11, 2023

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 11, 2023
July – August.....	July 7, 2023
May – August 3 credits.....	May 18, 2023
May – August 6 credits.....	May 11, 2023

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, 2023
July – August.....	July 27, 2023
May – August 3 credits.....	July 11, 2023

May – August 6 credits.....July 11, 2023

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 19 to 24, 2023
July – August.....August 14 to 19, 2023
May – August 3 credits.....August 14 to 19, 2023
May – August 6 credits.....August 14 to 19, 2023

2.1.5 Challenge for Credit

Challenge for Credit application deadline:

For classes offered Summer Term 2023

April 28, 2023

2.1.6 Other Summer Term Start and End Date

Dentistry IDDP Program, Year 1

May 8 to June 30, 2023

Management

Irregular dates Apr to Aug, 2023

Medicine

Year 3

May 15 to Sept 24, 2023

Year 3 Summer Break

Jul 29 to Aug 13, 2023

Pharmacy

Year 2 IPPE Hospital Rotation

4 week block completed between June 5 to Aug 18, 2023

Physician Assistant Studies

Year 1 Summer Term

Apr 24 to Jul 14, 2023

Year 1 Summer Exams

Jul 17 to 21, 2023

Year 2 Clinical Rotations and Final Activities

Apr 24 to Aug 16, 2023

Memo

Date: September 29, 2021

To: Shannon Coyston, Associate University Secretary (Senate)

From: David Mandzuk, Acting Dean, Extended Education



Re: Proposal for a Micro-Certificate in Artificial Intelligence: Machine Learning Solutions

I am pleased to advise that at a meeting held earlier today, Extended Education's Council approved a proposal for a Micro-Certificate in Artificial Intelligence: Machine Learning Solutions.

As you are aware, this programming was previously brought before Extended Education's Council, and approved as a Letter of Accomplishment in February 2020. After the approval of the Certificate and Diploma Framework, and in consultation with your office, the programming was reconsidered as a micro-certificate.

The proposal is attached for your review. We are submitting it with a request that it may be recommended as a matter for concurrence without debate at the November 3, 2021 meeting of Senate. We are anticipating our initial offering of the programming in Winter 2022 term.

Thank you very much.

Comments of the Senate Executive Committee:
The Senate Executive Committee Endorses the
Report to Senate.



Proposal for New Certificate/Micro-Certificate Program

Please complete the form below and append supporting documents, as appropriate. Electronic copies of the completed proposals are to be submitted to the Office of the University Secretary and the Deputy Provost (Academic Planning and Programs) following endorsement of the proposal by the appropriate Faculty/College/School/Division Council.

It is advised that the unit initially discuss the proposed new program with the Deputy Provost (Academic Planning and Programs) prior to completion and submission of the proposal form. Please refer to the [UM Certificate and Diploma Framework](#) detailing the requirements for certificate and micro-certificate programming.

Section A: Proposing Unit

Faculty/School/College/Division: Extended Education

Department (where applicable):

Contact, Name and Title: Office of the Dean, Extended Education

Contact Email: Marion.DeJong@umanitoba.ca

Section B: Program Overview

- 1. Program Type:** Micro-certificate ☒ Certificate ☐
- 2. Program Name:** Artificial Intelligence: Machine Learning Solutions
- 3. Credential Awarded:** Micro-Certificate
- 4. Program Length (contact hours):** 96 contact hours
- 5. Proposed Start Date:** January 2022

Section C: Program Description and Delivery

6. Description of Program

(Provide a general overview of the program, its objectives, and the intended purpose of the program.)

The programming facilitates the expansion of Extended Education's portfolio into the rapidly growing field of artificial intelligence (AI), with emphasis on the subfield of machine learning (ML).¹ The programming is intended to provide practitioners (technical specialists) with foundational and practical knowledge of how to leverage artificial intelligence and machine learning towards devising and implementing technical solutions for their organization or business.

7. Intended Outcomes

(Outline the expected outcomes of the program and how it will benefit students.)

The programming objectives are to:

- outline fundamental and emerging concepts in AI and ML, and provide an advanced overview of the field;
- provide knowledge of frameworks and approaches for formulating and implementing ML solutions to organizational and business challenges; and,
- explore the ethical, security, and risk management dimensions of AI and ML.

8. Program Structure

a) Coursework

(Provide a list of courses, including elective courses, required to complete the program. Outline how students are to progress through the program. Indicate whether proposed coursework is currently offered or new, noting any pre-requisite details where applicable. Append course details, including a list of all course descriptions for existing and proposed courses, and course introduction forms for proposed new courses.)

The programming consists of 3 new courses:

Course Name	Contact Hrs
Introduction to Artificial Intelligence and Machine Learning (EEAS 0120)	36
Machine Learning Algorithms and Frameworks (EEAS 0122)	36
Developing Machine Learning Solutions (EEAS 0124)	24
Total	96

b) Experiential Learning or Work-Integrated Learning Opportunities

(Where applicable, briefly describe any experiential learning or work-integrated-learning opportunities within the program.)

¹ While AI is a very broad term that refers to machines carrying out functions normally associated with the human brain, ML is an AI subfield wherein machines simulate learning from the environment from data provided. The proposed program introduces AI with emphasis on ML because of the wide-ranging applications of this particular subfield.

No experiential learning or work-integrated learning opportunities have been identified in advance, though this may be considered in the future.

c) Other

(Detail any other component of the proposed program, including any contributions to contact instructional hours by industry or community partners. Refer to the [Certificate and Diploma Framework](#) for requirements around UM Delivered Content.)

N/A

9. Academic Regulations

(Detail any new academic regulations for the program that are not addressed in existing Faculty/School/College/Division regulations.)

Does the program allow part-time study: Yes ☒ No ☐

10. Entrance Requirements

(Detail program specific entrance requirements for the program that are in addition to the minimum university entrance requirements. Minimum entrance requirements are (i) the unit's direct entry or advance entry requirements for applicants not enrolled in a degree program at UM; or (ii) for students currently enrolled in a degree program, to be in good academic standing within their current program.)

There are no specific eligibility requirements for admission to the programming; however, the following prerequisite knowledge and education and/or experience is strongly recommended:

- basic coding knowledge and experience (with understanding of Python, R, Java, JavaScript, C++, C#, or other relevant language as a valuable asset); and,
- postsecondary education in a relevant field, such as math, computer science, statistics, data science, computer engineering OR a combination of relevant industry experience and skills.

11. Recognition for Credit²

(Outline how completion of this program may be recognized and used to satisfy requirements in other programs. Describe whether the program is stackable or whether it can be laddered into other programs¹. Append letters of support, as appropriate. See *Request for Support* form at <https://umanitoba.ca/governance/forms/>.)

No laddering opportunities have been identified in advance, though this may be considered in the future. This programming does not currently accommodate transfer credit arrangements, though courses can be assessed for transfer and/or elective credit within programs.

12. Mode of Delivery

² Credit recognition of a micro-credential in another program is subject to Senate approved program regulations. Units are encouraged to review degree requirements and regulations and submit any necessary revisions concurrent with the program proposal.

This program is available: In-person ☐ On-line ☐ Combination: ☒

This program may be delivered in online, classroom, and/or blended modes. All courses will be developed for complete online delivery. The online version of the courses can be used to support a technology infused classroom-based delivery or blended delivery. The development of the courses in online mode will serve to strengthen other modes of delivery.

Decisions regarding actual delivery mode in any offering of the program and courses will be based primarily on the mode that is most appropriate and effective within a particular delivery context and will consider factors such as the:

- preferences and requisite skills and tools of the students; and,
- most advantageous business arrangement for the University.

The relative efficacy of the various delivery modes will be monitored to ensure that they produce comparable accessibility, experiences, and results for learners.

Section D: Program Development and Demand

13. Alignment with Strategic Direction and Priorities

(Comment on how the program fits within unit level and institutional strategic priorities and plans.)

13.1 UM Strategic Plan 2015 – 2020

This programming aligns with several UM strategic priorities, including:

- forging connections to foster high impact community engagement; and,
- creating pathways to Indigenous achievement.

To summarize the nature of these alignments, the proposed programming will:

- build relationships with organizations in the technology sector and beyond, as a result of the broadly-applicable and cutting-edge subject area; and,
- advance Indigenous achievement and Indigenization by incorporating the perspectives and knowledge of Indigenous peoples.

13.2 Creating Pathways to Indigenous Achievement

This programming aligns with the UM strategic priority of creating pathways to Indigenous achievement by incorporating the perspectives and knowledge of Indigenous peoples, particularly with respect to the ethics and application of AI and ML technologies.

This could include, but is not limited to, the following:

- Indigenous perspectives as related to human-technology interaction (e.g., drawing upon Indigenous frameworks that share similarities in how they consider non-human relations³);
- ethical implications of AI advancement in relation to remote or marginalized communities, as well as the environment (e.g., consideration of the materials that go into supercomputers that support AI and where they come from; value of AI for Indigenous communities, such as how data could be used towards promoting desirable agricultural and health outcomes); and,

³ This statement emerges from: Lewis, J. E., Arista, N., Pechawis, A., & Kite, S. (2018). Making Kin with the Machines. *Journal of Design and Science*, <https://doi.org/10.21428/bfafd97b>

- Indigenous methodologies that can be applied to AI (e.g., as relates to acknowledgement of bias; reciprocity to data sets and knowing where data comes from; translating Indigenous protocols related to how to build things ethically into protocols related to AI).

In this manner, ethics of AI and ML adoption are considered from different perspectives, and extend to considerations of sustainability and social responsibility.

14. Student Demand for Program

a. Outline expected student demand and interest in the program.

Market research into the needs of industry in the area of AI involved iterative rounds of desk research and consultation to gradually narrow the scope of the exploration within the very broad field of AI, and to determine programming needs that Extended Education would be well-suited to respond to.

From this, the target audience was identified as:

- software developers, programmers, and/or software engineers;
- data analysts, data engineers, data scientists, and/or statisticians; and,
- recent post-secondary graduates in related fields who are interested in gaining new knowledge and skills in ML.

The audience may include individuals seeking new employment which requires the knowledge and skills in ML, as well as those who are pursuing on-the-job up-skilling and career advancement.

The audience extends beyond the technology sector to also include participants from the areas of manufacturing, print industry, agriculture, bioscience, hospitality and tourism, and retail, and potentially other areas, who would be described as early adopters or the early majority.⁴

While there is no specific NOC for ML-related positions, the following national and provincial information on relevant NOCs⁵ is helpful to provide a broad sense of the audience size:

NOC	National outlook	Manitoba Outlook	2016 Employment
2173 - Software engineers and designers	Shortage	Good	51,800
2174 - Computer programmers and interactive media developers	Shortage	Good	151,900

While Manitoba is not generally regarded as a leading-edge player in the AI landscape nationally, there are a significant and growing number of activities and advancements in this area which lend increasing credibility to the province in terms of AI adoption.

⁴ From <https://www.investopedia.com/terms/e/early-majority.asp>: The early majority is the first sizable segment of a population to adopt an innovative technology. The early majority tends to be roughly 34% of the population, and will adopt a new product after seeing it used successfully by either "innovators" or "early adopters" that they know personally

⁵ <https://www.jobbank.gc.ca/>

b. What is the expected enrolment in the program?

Enrolment projections for the program are as follows:

Year	Course Contact Hour	Sections	Projected Enrolment
1	36	1	25
	24	1	25
	36	1	25
2	36	1	32
	24	1	32
	36	1	32
3	36	1	32
	24	1	32
	36	1	32
4	36	1	32
	24	1	32
	36	1	32
5	36	1	32
	24	1	32
	36	1	32
Total			459

c. What is the maximum capacity, if applicable? (Defined as first-year enrolment capacity.)

N/A

15. Community and Industry Need

(Describe the current community and/or industry need for the program. Identify any community and/or industry partners involved in course delivery or program development, where applicable.)

Both consultation and desk research highlighted many benefits of AI and ML utilization for organizations, for example, as relates to customer service (e.g., prediction of purchasing behaviour), competitive advantage (e.g., product differentiation), higher efficiencies and increased productivity (e.g., ML-driven agricultural seeding plans), and technology-assisted planning (e.g., road construction planning). These benefits span multiple sectors, with several industries identified as current or very likely early adopters, including agriculture, construction, various industries with customer service-based emphases, and government, to name a few.

When executives pursue initiatives that leverage AI and ML within their organizations, there is an accompanying need to employ practitioners (technical specialists) with the necessary knowledge and skills to implement ML solutions. Indeed, labour market demand for specialists in AI and ML is high and continues to rise. US-based and global surveys of executives and business leaders revealed strong perceptions of the power of AI adoption to significantly change businesses within five years.^{6 7} However, in Canada and internationally, business leaders have

⁶ <http://business-review.eu/tech/deloitte-42-pct-of-us-executives-believe-ai-will-be-of-critical-importance-within-2-years-188306>

⁷ <https://www.pwc.de/de/ceosurvey2019/pwc-22nd-annual-global-ceo-survey-report.pdf>

expressed that demand for AI talent is high, though lack of talent is a significant barrier to adoption.^{8 9 10} Also, reflecting this, LinkedIn names AI among the 10 most in-demand skills of 2019¹¹ with this demand growing rapidly¹² and the designations *shortage* and *good* are used to describe national and provincial employment outlooks, respectively, for relevant National Occupation Categories (NOCs).^{13 14}

16. Internal Consultation

(Outline the results of internal consultations, including (i) relevant departments/faculties/colleges/school in respect to use of courses and/or recognition of credit; (ii) the libraries to determine resource needs; (iii) the Office of the Registrar and Enrolment Services to determine system needs; and (iv) other units in relation to resource needs, as appropriate. Append letters of support, as appropriate. See *Request for Support* form at <https://umanitoba.ca/governance/forms>)

How have faculty, staff and students within the unit been consulted as part of the process?

The Faculty of Science is also pursuing undergraduate programming and emerging research objectives in this area, and has expressed interest in collaborating with Extended Education on this programming. A Faculty of Science Assistant Professor has consulted for Extended Education on the design of the program's courses. The full nature of this collaboration is yet to be determined, and could involve joint consideration of how to position and promote our respective programs.

Libraries have been consulted and a letter of support for the program has been provided (see Appendix III).

Information Services and Technology (IST) has been consulted and a letter of support for the program has been provided (see Appendix III).

17. External Consultation

(Outline any consultations with community and industry partners, and other external stakeholders in the development of this program. Append letters of support, as appropriate.)

The consultation sample was designed to cover government, non-profit organizations, and private companies based in Winnipeg. This consultation included collaborative work with three experts with subject matter expertise and local and multinational connections who were contracted by Extended Education as Program Consultants. In total 29 individuals were engaged in iterative phases of consultation via a combination of face-to-face, telephone interviews, and surveys. Consultation also extended to Indigenous experts with relevant insights into the technology sector and connections between Indigenous perspectives and AI.

Consultation shed more light on the educational needs of the practitioner-level specialists who support implementation of organizational AI and ML initiatives. The challenge of AI information overload was discussed as a barrier, rendering it difficult for practitioners to know where or how to start. The value of contrasting the traditional software development project with those that leverage ML, while also addressing confusion over

⁸ AI race https://assets.ey.com/content/dam/ey-sites/ey-com/en_gl/news/2019/05/ey-the-ai-race-barriers-opportunities-and-optimism.pdf

⁹ The Effects of Advanced Technologies on Canadian SBOs <https://www.startupcan.ca/wp-content/uploads/2017/11/Report-4-The-Effects-of-Advanced-Technologies-on-Canadian-SBOs-2.pdf>

¹⁰ Global AI Talent Pool Report 2018 <http://www.jfgagne.ai/talent>

¹¹ <https://ca.finance.yahoo.com/news/10-most-demand-skills-2019-153000910.html>

¹² <https://economicgraph.linkedin.com/research/linkedin-2018-emerging-jobs-report>

¹³ <https://www.jobbank.gc.ca/marketreport/summary-occupation/5479/ca>

¹⁴ <https://www.jobbank.gc.ca/marketreport/outlook-occupation/22544/ca>

different platforms and frameworks, was also highlighted. Overall, experts who were consulted expressed that there is a need for a university-level practitioner-focused program which emphasizes ML and provides an optimal blend of foundational content and skills, with a strong applied emphasis.

18. On-going Review and Quality Assurance

(Outline unit level plans for on-going review of program. Plans will include incorporating feedback from students, instructors, community and faculty partners, and other stakeholders.)

18.1 Program Evaluation (Operational Durability)

The program will be evaluated by the delivery areas in coordination with Design & Production, on a regular basis with some sample performance indicators including enrolment rate, success rate, participant satisfaction, and overall sustainability.

18.2 Program Review (Academic and Content Review)

The programming will be reviewed on a regular basis by the Division's Program Review Committee (PRC). The longest cycle of duration without review would normally be 5 years; however, PRC will be consulted to determine specifics and the rapidly-changing nature of the field may warrant more frequent review.

Section E: Resource Requirements

19. Projected costs and revenues.

(For each of the sections below, outline the resource requirements for the program. Note that some units may require completion of a program budget/financial form. If required, please append details to the proposal.)

a. Staffing Requirements

(Comment on the staffing requirements to deliver the program, including instructional, administrative, or advising requirements. Indicate whether any new staffing resources are required to deliver the program.)

i) Teaching Personnel

All instructors will have a relevant combination of education and expertise and, as much as possible, will bring diverse perspectives in the content area.

ii) Training

The Division is the primary provider for programming orientation and professional development for instructors. Additional learning (UM Learn and other courses, workshops and seminars) may also be available to instructors through the UM Centre for the Advancement of Teaching and Learning (The Centre).

iii) Instructional Media

Instructors and students will require access to UM Learn and its support network. The need for additional online resources, may be required and will be determined in the course design process.

iv) Counselling and Advising

The normal counselling and advising type of resources provided by Extended Education will be available to participants of this programming.

v) Additional Resources

Delivery of this programming does not require additional resources.

b. Infrastructure/Equipment/IT Requirements

(Comment on how the proposed program will impact on the use of current infrastructure, equipment, and IT resources, including student systems.)

The new courses proposed are not expected to require any additional IST resourcing, infrastructure, planning or additional services above and beyond what we are currently utilizing from IST.

c. Library Resources

(If the program requires new courses or courses that are not offered on a regular basis, comment on the adequacy of existing library resources. Append a letter of support from the Libraries.)

UM Libraries have been consulted and a letter of support for the program has been provided. Libraries' collection can support this program as described in the documents provided. See Appendix III for letter of support.

d. Other Resources

(Outline any other resources required for on-going delivery of the program. This could include, but is not limited to, costs associated with supplies and administrative costs, travel costs, and/or marketing costs.)

Delivery of this programming does not require additional resources.

e. Program Funding

(Direct costs incurred in the delivery of non-degree certificate-level programming are normally recovered through a cost-recovery model. Outline below the primary sources of funding for the proposed program.)

i. Course Fees

(Detail proposed course fees associated with the program and provide a rational for the proposed fee rates.)

Program Fees (2022)

Program application fee	\$100
36 contact hour course	\$620
36 contact hour course	\$620
24 contact hour course	\$410
Total	\$1,750

The non-degree tuition/fees are consistent with the planning parameters for undergraduate students.

ii. **Other Funding Sources**

(Outline any other funding sources in support of program delivery.)

N/A

Section F: Approvals

(Certificates and micro-certificates require Senate approval under concurrence without debate following endorsement by the Faculty/School/Division Council. Please list committee/governing body approvals and dates below, as applicable.)

Unit Level Approvals

Committee/Governing Body	Approval Date
Program Review Committee	August 16, 2021
Extended Education Council	September 29, 2021

Institutional Approvals

Approval Date:

Senate Executive

October 20, 2021

Senate

Provost and Vice-President (Academic)*

(*final approval to implement)

Section G: Appendices

As appropriate, please append the following:

- i) List of courses with descriptions

Appendix (i) Program Structure

Introduction to Artificial Intelligence and Machine Learning (EEAS 0120) 36 contact hrs	
Description	AI is moving forward in several distinct areas, such as computer vision, natural language processing, robotics, and automated speech recognition. Participants will learn the differences between these applications and how advances in these areas can be employed to solve a range of real-world business and organizational problems. In addition, participants will understand and explore ethics, social impact, and responsibility of building AI solutions by learning how to keep AI safe from adversaries, detecting and protecting against the unintended consequences of AI, addressing and preventing AI bias, safeguarding against mistakes made by AI, and approaching human-AI interactions with a critical lens.
Learning Outcomes	<p>Upon completion of this course, students will:</p> <ul style="list-style-type: none"> • understand the various applications of AI and recognize their value and limitations in addressing real-world problems; • differentiate the four types of ML (supervised, semi-supervised, unsupervised, and reinforced); • understand the importance of security and risk management of AI and ML solutions and the impact of unintended consequences; • investigate broad societal implications of AI and ML and understand their social impact and influence; • evaluate the effects of AI bias; and, • investigate accountability structures of AI and ML systems and justify regulations that safeguard against misuse.
Machine Learning Algorithms and Frameworks (EEAS 0122) 36 contact hrs	
Description	Students will receive an introduction to common machine learning (ML) algorithms and how each supports different learning types in AI fields. Additionally, there is a growing body of ML frameworks and engines available to practitioners. Participants will gain a broad understanding of commonly available frameworks and engines used to design, implement, test, and deploy ML solutions on various digital platforms, and learn how to choose how to apply them in real-world and workplace situations.
Learning Outcomes	<p>Upon completion of this course, students will:</p> <ul style="list-style-type: none"> • compare several ML algorithms and justify their use in solving various problems; • apply heuristic derivation, dimensionality reduction, and gradient boosting algorithms; • attribute clustering and classification to various problems; and, • understand various ML engines and frameworks and how to apply the most appropriate one(s) for a given situation.


Developing Machine Learning Solutions (EEAS 0124) 24 contact hrs	
Description	Projects that involve machine learning (ML) need to consider more factors than traditional software development projects. Participants will learn the major stages of ML product development (e.g., data collection, data preparation, development, model construction, model deployment, and model evaluation) and the different roles and skills required at each stage. Participants will also explore how AI is transforming business, the economy, and society as a whole, and the professional opportunities that may result.
Learning Outcomes	<p>Upon completion of this course, students will:</p> <ul style="list-style-type: none"> • understand product development methodologies and apply them to ML projects; • investigate how design thinking and an Agile mindset can accelerate ML projects in real-world contexts; • understand the end-to-end process of building ML models by posing the right questions to create an effective software development life cycle; • explore how AI can reshape business, economies, and society as a whole, as well as conceive of implications and opportunities that could result in such dramatic change; and, • investigate the professional opportunities that may result from AI's transformation of businesses, the economy, and society as a whole.

In section 1.7.2, several examples of how Indigenous perspectives can relate to AI and ML were listed, including as relates to human-technology interaction, ethical implications of AI advancement, and methodologies used when AI is adopted. As such, during the design phase of the course it will be determined how to best weave relevant Indigenous perspectives across the course's topics in meaningful ways, in consultation with Indigenous expertise.

ii) Course introduction forms for proposed new courses.

N/A

iii) Internal letters of support (See *Request for Support* form at <https://umanitoba.ca/governance/forms>), including letter of support from Libraries.

	Information Services And Technology	Mario Lebar, CIO Office 107C Administration Building Winnipeg, Manitoba Canada R3T 2N2 Tel: (204) 474-8668
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June 14, 2021

The University of Manitoba Information Services and Technology
Statement of Support

Faculty: Extended Education

Micro-Certificate in Artificial Intelligence: Machine Learning Solutions

Extended Education is proposing a Micro-Certificate in Artificial Intelligence: Machine Learning Solutions, which includes 3 new courses:

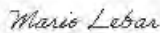
Course Name	Contact Hrs.
Introduction to Artificial Intelligence and Machine Learning	36
Machine Learning Algorithms and Frameworks	36
Developing Machine Learning Solutions	24
Total	96

Information Services and Technology can support this new program, as it was described in the documents provided and as described by the requesting area.

It is not expected that this proposed new program will affect Information Services and Technology's ability to continue to provide services such as:

- Service Desk first point of contact for request fulfillment and incident resolution for faculty and students,
- Endpoint Service & Support for the faculty's computers and devices,
- classroom audio visual support for faculty,
- access to university wide applications,
- application maintenance and,
- core infrastructure services such as email, communications infrastructure and network services,

Continued support of these services by Information Service and Technology is not expected to cause unusual or intolerable stress on IST's technical infrastructure or resources as a result of the new programs.

Mario Lebar Chief Information Officer	Date:
	June 14, 2021

University of Manitoba Libraries
Statement for New Program



Faculty Extended Education
Program Name Artificial Intelligence: Machine Learning Solutions

The Libraries' collection can support this new program, as it was described in the documents provided.

It is not expected that this proposed change will affect the Libraries' ability to continue to provide services such as research and teaching support, reference assistance, document delivery, and the technical infrastructure which allows the discovery and delivery of the Libraries' resources and services.

The Libraries already supports teaching and research in artificial intelligence and machine learning for the Department of Computer Science, and these existing resources will support the AI/ML micro-certificate program proposed by Extended Ed.

Ryan Schultz
Liaison Librarian, Computer Science

Marie Speare
Acting Head, Sciences Division



Kristen Kruse
Coordinator, Collections Management



Lisa Hanson O'Hara
Vice Provost (Libraries) & University Librarian

July 28, 2021

Date

(iv) External letters of support





Sept.16, 2021

We are pleased to provide a letter of support for the proposed Artificial Intelligence: Machine Learning Solutions program.

Increasingly, machine learning and artificial intelligence is being incorporated into innovative solutions to solve complex business problems. Innovations enabled by these intelligent technologies create new possibilities for advancement, productivity, sustainability, and global competitive advantage across almost every industry. The growth witnessed in this industry is attributed to the ongoing technological advancements in the field of natural language processing, machine learning, and analytical tools.

This has resulted in a very high demand for businesses to incorporate and innovate intelligent systems into their solutions, by employing skilled technologists with a strong understanding of the theoretical and practical aspects of machine learning.

By introducing the Artificial Intelligence: Machine Learning Solutions program, technical professionals will be well equipped with the foundational and practical knowledge needed to incorporate machine learning strategies successfully. This program may be especially important in Manitoba, where acquiring and retaining skilled technical professionals in this area with this breadth of knowledge can be challenging.

Skip the Dishes strongly supports the University of Manitoba: Extended Education Department in the development of this important programming initiative.

Richard Thomas
Senior Technology Manager

SKIP THE DISHES
#410 - 242 Hargrave Street
Winnipeg, MB R3C 0T8
skipthedishes.com



admin@techmanitoba.ca
167 Lombard Avenue #500
Winnipeg, Manitoba
R3B 0V3

Extended Education
University of Manitoba

September 16, 2021

To whom it may concern,

Supporting the growth of our tech talent pool and retaining this talent within Manitoba is a strategic priority for Tech Manitoba. Having reviewed the proposal for Extended Education's Artificial Intelligence: Machine Learning Solutions program, I would like to provide this letter expressing our association's support of the program.

Having recently consulted extensively with our members, who employ over 10,000 Manitobans in the ICT sector, government and ecosystem partners, the topic of how to build capacity for technical skills that will support the ongoing digitization of our world, and support the prosperity of our province was the primary topic identified during these discussions.

With the increasing reliance of AI across sectors, and the shortage of local talent to support this work, it's important for students to gain an advanced overview of the fundamentals of Machine Learning concepts and familiarize themselves with the variety of tools and frameworks that are currently available.

I have reviewed the proposed program's structure and proposed learning outcomes and believe this program will not only be relevant to Manitobans, but across Canada as well.

In summary, Tech Manitoba supports this new Extended Education program and we look forward to its launch.

Sincerely,

A handwritten signature in black ink that reads "Kelly Fournel".

Kelly Fournel
CEO, Tech Manitoba

iv) Program budget form, if applicable.

N/A

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 23, 2021, the Senate Committee on Awards approved 3 new offers, 4 revised offers and 1 withdrawal as set out in the *Report of the Senate Committee on Awards (September 23, 2021)*.

Recommendations

On behalf of Senate, the Senate Committee on Awards recommends that the Board of Governors approve 3 new offers, 4 revised offers and 1 withdrawal as set out in the *Report of the Senate Committee on Awards (September 23, 2021)*. These award decisions comply with the Student Awards Policy.

Respectfully submitted,

Dr Jared Carlberg

Chair, Senate Committee on Awards

SENATE COMMITTEE ON AWARDS

September 23, 2021

1. NEW OFFERS

Asper MBA Convocation Prize

The Asper School of Business will use a portion of the tuition fee revenues in the Asper MBA program at the University of Manitoba to offer convocation prizes to students in the Asper MBA program. Each year when funds are available, beginning in the 2021-2022 academic year, one or more prizes will be offered to graduating Asper MBA students who:

- (1) were enrolled full-time in the Faculty of Graduate Studies in the Asper MBA program in the Asper School of Business in the year in which the award was tenable;
- (2) have successfully completed the requirements for the Asper MBA program;
- (3) have achieved a minimum degree grade point average of 3.5; and
- (4) do not have any record of academic or other misconduct on their current academic transcript.

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

The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Asper School of Business Associate Dean in charge of the MBA program (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.

Asper Master of Supply Chain Management Student Bursary

The Master of Supply Chain Management program in the Asper School of Business at the University of Manitoba will provide annual bursaries to support its graduate students. Each year, beginning in 2021-2022, 5% of the tuition fees assessed from the Master of Supply Chain Management program will be used to provide annual bursaries to graduate students who:

- (1) are enrolled part-time or full-time in the Faculty of Graduate Studies in the Master of Supply Chain Management offered by the Asper School of Business;
- (2) have either:
 - (a) as entering students, been successfully admitted to the Asper School of Business Master of Supply Chain Management program, or
 - (b) as continuing students, achieved a minimum degree grade point average of 3.0 in the Asper School of Business Master of Supply Chain Management program and are currently in good academic standing;
- (3) do not have any academic or other misconduct on their current transcript; and
- (4) have demonstrated financial need on the standard University of Manitoba bursary application form.

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

The selection committee will be named by the Associate Dean (Professional Programs) at the Asper School of Business in charge of the Master of Supply Chain Management program (or designate).

This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such agreements 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, and because of changed conditions, it becomes necessary to do so. Such modifications shall conform as closely as possible to the expressed intentions of the donor in establishing the award.

The Enterprise Holdings ROAD Forward Bursary

Enterprise Holdings, through their ROAD Forward program, established a \$25,000 endowment fund at the University of Manitoba. The purpose of this fund is to support Indigenous students with financial need who are entering their final year of their degree program in the Asper School of Business at the University of Manitoba. Each year, beginning in 2022-2023, the available annual income from the fund will be used to offer one bursary to an undergraduate student who:

- (1) has self-declared as a First Nations, Métis, or Inuit person from Canada;
- (2) is enrolled full-time (minimum 60% course load) in the final year of study in any undergraduate degree program in the Asper School of Business;
- (3) has achieved a minimum degree grade point average of 2.0; and
- (4) has demonstrated financial need on the standard University of Manitoba bursary application form.

The selection committee for this award will be named by the Dean of the Asper School of Business (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.

2. AMENDMENTS

Asper MBA Scholarship

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

- The preamble was revised to:
Beginning in 2019-2020 , a portion of the tuition fee revenues in the Asper MBA program in the Asper School of Business at the University of Manitoba will be used to offer scholarships to students in the Asper MBA program. Each year, when funds are available, one or more scholarships will be offered to graduate students who:
- The numbered criteria were revised to:

- (1) *are enrolled as full- or part-time students in the Faculty of Graduate Studies in the Asper MBA program in the Asper School of Business;*
- (2) *have completed at least 24 credit hours in the Asper MBA program, and have successfully completed FIN 7000, FIN 7020, and ACC 7010 prior to the award offer;*
- (3) *have achieved a minimum degree grade point average of at least 3.5; and*
- (4) *do not have any record of academic or other misconduct on their current academic transcript.*
- The second set of numbered criteria was revised to:
 - (1) *were enrolled full-time in the Asper School of Business in the year in which the award was tenable;*
 - (2) *have successfully completed the requirements for the Bachelor of Commerce (Honours) program in the Asper School of Business with a major in either finance or accounting; and*
 - (3) *achieved a minimum degree grade point average of 3.0.*
- The second paragraph was revised to:

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

An individual may only hold the Asper MBA Scholarship once in their lifetime.

Asper MBA Student Bursary

The following amendments were made to the terms of reference for the **Asper MBA Student Bursary**:

- The preamble was revised to:

Beginning with the 2011-2012 academic session, one-quarter of the incremental tuition fees collected as a result of fee increases for the 2011-2012 and 2012-2013 academic sessions, for students admitted to the Asper MBA program in August 2010 and later (approved by the Board of Governors June 21, 2011), will be used to provide bursary assistance to students in the Asper MBA Program at the University of Manitoba. The bursaries will be offered to graduate students who:
- The numbered criteria were revised to:
 - (1) *are enrolled full-or part-time in the Faculty of Graduate Studies, in the Asper MBA program;*
 - (2) *have either:*
 - (a) *as entering students, successfully been admitted to the Asper MBA program, or*
 - (b) *as continuing students, achieved a minimum degree grade point average of 3.0 in the program;*
 - (3) *have demonstrated financial need on the standard University of Manitoba bursary application form; and*
 - (4) *do not have any record of academic or other misconduct on their current academic transcript.*

- The third paragraph was revised to:
Each year, beginning in the 2020-2021 academic year, one first-place prize valued at \$500, and one runner-up prize of a \$500 CPA tuition voucher will be offered to graduating undergraduate students who:*
- The second set of numbered criteria was revised to:
(1) were enrolled full-time in the Asper School of Business in the year in which the award was tenable;
(2) have successfully completed the requirements for the Bachelor of Commerce (Honours) program in the Asper School of Business with a major in either finance or accounting; and
(3) achieved a minimum degree grade point average of 3.0.
- The third paragraph was revised to:
The selection committee will have the discretion to determine the number and value of awards offered each year as outlined above, based on the available revenue.
- The standard Board of Governors statement was added

Asper Master of Finance Student Bursary

The following amendments were made to the terms of reference for the **Asper Master of Finance Student Bursary**:

- The numbered criteria were revised to:
(1) are enrolled part-time or full-time in the Faculty of Graduate Studies in the Asper School of Business Master of Finance program;
(2) have either:
(a) as entering students, been successfully admitted to the Asper School of Business Master of Finance program, or
(b) as continuing students, achieved a minimum degree grade point average of 3.0 in the Asper School of Business Master of Finance program;
(3) have demonstrated financial need on the standard University of Manitoba bursary application form; and
(4) do not have any record of academic or other misconduct on their current academic transcript.
- The second paragraph was revised to:
The selection committee will have the discretion to determine the number and value of awards offered each year as outlined above based on the available annual income.

Martin and Ada Berney Scholarship

The following amendments were made to the terms of reference for the **Martin and Ada Berney Scholarship**:

- The preamble was revised to:
Martin and Ada Berney established an endowment fund at the University of Manitoba with a testamentary gift of \$80,000 in 2012. The purpose of the fund is to reward the academic achievements of students enrolled at the University of Manitoba. Each year, beginning in 2013-

2014, the annual income from the fund will be used to offer one or more scholarships to undergraduate students who:

- The numbered criteria were revised to:
 - (1) *are enrolled full-time or part-time in any year of study in University 1 or any faculty, college, or school at the University of Manitoba; and*
 - (2) *have either:*
 - (a) *as entering students, achieved a minimum average of 85% on the best five courses considered for the University of Manitoba General Entrance Scholarship Program; or*
 - (b) *as continuing students, achieved a minimum degree grade point average of 3.5.*
- The following paragraph was added:

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 selection committee paragraph was revised to:

The Associate Registrar & Director of Financial Aid and Awards will name the selection committee for this award.
- The standard Board of Governors statement was added.

3. WITHDRAWALS

James C. Thomas Fellowship in Landscape Planning

At the request of the donor.

In Memoriam – Dr. Alvin Wexler

It is with sadness that we record the passing of one of our colleagues, Emeritus Professor Alvin Wexler.

In 1958, Al graduated with a BSc (Electrical Engineering) from our faculty. His performance as an undergraduate secured him an Athlone Fellowship, and his studies took him to Imperial College (London) where he completed his Ph.D. and DIC in 1966. His doctoral thesis focussed on the numerical analysis of electromagnetic fields, and pioneered the modal analysis of waveguide discontinuities, a theme that he developed to considerable maturity during the course of his career. His landmark 1967 paper on this subject is, to this day, attracting consistent citations as the foundation for current work.

Returning to Winnipeg for the commencement of Fall term in 1966, Al re-joined our department as a postdoc and, a year later, became an Assistant Professor in what is now the Department of Electrical and Computer Engineering. Al was not just a researcher, but a builder within our academic community. During his early time at the University of Manitoba, Al was one of a group of professors that formed a Union that, within a year, became UMFA as we know it today. Al served his local professional community as a board and executive member of UMFA, and the global technical community through his service to the IEEE Microwave Theory and Technical Society. It is no surprise that he was in the core of a group of energetic faculty members that developed the graduate program in our department. In 1970 one of Al's students, Marcel Beaubien, became our first PhD graduate. Over 50 years later, their first paper together is still frequently cited.

Throughout his career, Al's research focussed on computational electromagnetics and this area of endeavour underpins a number of our departmental strengths today. Al's research in the area of finite elements for electromagnetic problems was ground-breaking. Recent months show citations of this work that point to the foundational impact of the contribution. Al introduced the undergraduate and graduate classes on numerical methods into our department curriculum - several of our current ECE Faculty members have fond memories of the courses they took from him. Al's entrepreneurship was another key aspect of his research culture. He incorporated several successful companies based on the research output of his group, and several of his graduate students also founded successful Canadian companies. Al's primary company, Quantic Laboratories, was founded in 1983 and generated significant interest – Al's employees were always in receipt of tempting offers from very large competitors.

Following his retirement in December 1993, he was accorded the title Professor Emeritus in recognition of his many scholarly contributions. Al's entrepreneurial drive was undiminished and, 10-15 years post retirement, colleagues would be discussing recent visits from Al, who was keenly canvassing collaborative research opportunities and new projects. His transformative legacy was not just the development of numerical and computational techniques, he was instrumental in guiding their incorporation into several current commercial software packages, tools that are commonly used internationally for the design of microwave components. As one of my colleagues aptly put it – “he developed the platform, others anchored it”.

Dr. Wexler passed away on Saturday 25th September 2021, and a graveside service was conducted on Monday 27th September. He is survived by his wife Rayna, their son and daughter, as well as his three siblings.



Office of Provost and Vice-President (Academic)

208 Administration Building
Winnipeg, Manitoba
Canada R3T 2N2
Telephone (204) 480-1408
Fax (204) 275-1160

Date: September 20, 2021

To: Dr. Brian Postl, Dean, Max Rady College of Medicine
Dr. Kelley Main, Acting Dean, Faculty of Graduate Studies

From: Dr. Diane Hiebert-Murphy, Provost and Vice-President (Academic)

Re: Notification – Closure of the Master of Science in Family Social Sciences

Please find attached the Manitoba Advanced Education, Skills & Immigration's approval of the UM proposal to permanently close the Master of Science in Family Social Sciences ('MSc FSS'). This decision follows Senate's and the Board of Governor's approval on June 16, 2021 and June 22, 2021, respectively, to close the program.

The closure of the MSc FSS addresses a redundancy in program offerings resulting from the merger of the Department of Family Social Sciences in the former Faculty of Human Ecology, and the Department of Community Health Sciences in the Max Rady College of Medicine. New students are admitted the Master of Science in Community Health Sciences where they continue to get training and access to discipline expertise as under the MSc FSS.

As there are currently no students enrolled in the program, the closure of the program is effective **September 1, 2021**.

Thank you to everyone involved in the process.

Cc.: Dr. Michael Benarroch, President and Vice-Chancellor
Dr. Todd Mondor, Deputy Vice-Provost (Academic Planning and Programs)
Dr. Sharon Bruce, Head, Department of Community Health Sciences
Mr. Jeff Leclerc, University Secretary
Mr. Jeff Adams, Registrar and Executive Director, Enrolment Services
Mr. Randy Roller, Executive Director, OIA
Ms. Cassandra Davidson, Academic Programs Specialist



Advanced Education, Skills & Immigration

Office of the Deputy Minister

Room 160

Legislative Building

Winnipeg MB R3C 0V8

September 13, 2021

Dr. Michael Benarroch
President and Vice-Chancellor
University of Manitoba
president@umanitoba.ca

Dear Dr. Benarroch:

I am advising that the Department of Advanced Education, Skills and Immigration has reviewed and approved the University of Manitoba's proposal for the permanent cessation of the Master of Science (Family Social Sciences) program effective immediately, as submitted.

It is my understanding that the program is redundant and, with the merger of the departments of Family Social Sciences and Community Health Sciences, the Master of Science (Community Health Sciences) now serves the needs of students and the labour market. I also understand that admission to the program has been ceased since 2014 and that remaining students in the program have completed their degree requirements and graduated. I appreciate the University's ongoing commitment to provide students with excellent education that is aligned with the labour market needs.

Should you have any questions, please contact Mr. Grant Prairie, Director of Universities, at 204-945-8564 or at Grant.Prairie@gov.mb.ca.

Sincerely,

Tracey Maconachie

- c. Dr. Todd Mondor, Deputy Provost (Academic Planning and Programs), University of Manitoba
- Agnes Wittmann, Director of Post-Secondary Institutions, Advanced Education, Skills and Immigration
- Grant Prairie, Director of Universities, Advanced Education, Skills and Immigration



**University
of Manitoba**

Office of Provost and Vice-President (Academic)

208 Administration Building
Winnipeg, Manitoba
Canada R3T 2N2
Telephone (204) 480-1408
Fax (204) 275-1160

Date: September 22, 2021
To: Dr. Marcia Friesen, Dean, Price Faculty of Engineering
From: Dr. Diane Hiebert-Murphy, Provost and Vice-President (Academic)
Re: Implementation of UM – UCSI College Articulation Agreement

Both partners have now signed the formal legal articulation agreement between UCSI College (American Degree Transfer program) and the University of Manitoba (Bachelor of Engineering programs in Biosystems Engineering, Civil Engineering, Computer Engineering, Electrical Engineering and Mechanical Engineering). Accordingly, I am pleased to approve the implementation of this articulation agreement effective July 14th, 2021 with a first UM intake for Fall 2022.

The agreement has been approved by Senate for a term of five (5) years. Looking forward, it would be appropriate to commence review of the agreement for no later than May 2026 to facilitate a review and, if appropriate, formal approval of the articulation for Fall 2027, should that be the wish of the Faculty.

On behalf of the University of Manitoba, I extend my congratulations to all those who have worked hard to implement this agreement. Please inform our office should any difficulties arise in finalizing the details.


Cc.: Todd Mondor, Deputy Provost (Academic Planning and Programs)
Jay Doering, Associate Vice-President (Partnerships)
Janesca Kydd, General Counsel
Karen Dow, Associate Dean (Undergraduate Programs), Price Faculty of Engineering
Jeff Leclerc, University Secretary
Jeff Adams, Registrar and Executive Director of Enrolment Services
Randy Roller, Executive Director, Institutional Analysis
Kenni Fung, International Partnership Officer
Cassandra Davidson, Academic Programs Specialist



MEMORANDUM

DATE: October 5, 2021

TO: Michael Benarroch, President & Vice-Chancellor, Chair of Senate

FROM: Jeff M. Leclerc, University Secretary 

SUBJECT: ***APPROVAL OF MOTION***
Board of Governors – October 4, 2021

On October 4, 2021, the Board of Governors, approved the following motion:

THAT the Board of Governors approve five new offers, six amended offers, and the withdrawal of two Offers, as set out in the Report of the Senate Committee on Awards [dated August 24, 2021].

The Board of Governors received for information the following:

- *Report of the Senate Committee on Awards [dated June 10, 2021] (approved August 31, 2021 by Executive)*

Copy: D. Hiebert-Murphy
N. Andrew
C. Cook
D. Jayas
J. Kearsey
S. Coyston

JL/sf



**University
of Manitoba**

Office of the President

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Room 202 Administration Bldg.
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Winnipeg, MB
Canada R3T 2N2
T: 204-474-9345
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president@umanitoba.ca

DATE: October 26, 2021

TO: Jeff Leclerc, University Secretary

FROM: Michael Benarroch, Ph.D.
President and Vice-Chancellor

RE: Search for a Vice-President (Research and International)

The Presidential Advisory Committee for the Search for a Vice-President (Research and International) has begun its work and is seeking feedback from members of the University of Manitoba community to inform the search.

A questionnaire has been released to the community requesting input on the following questions:

1. What opportunities, issues, and challenges will await the Vice-President (Research and International)?
2. What qualities and experience should the Vice-President (Research and International) possess?

I would like Senate members to have an opportunity to engage directly in a discussion on these questions at its meeting on November 3, 2021 and would ask that a consultation session be included on the agenda.

Thank you.

Report of the Senate Executive Committee

Preamble

The Executive Committee of Senate held its regular monthly meeting on the above date.

Observations

1. **Speaker for the Executive Committee of Senate**

Professor Michelle Faubert will be the Speaker for the Executive Committee for the November 2021 meeting of Senate.

2. **Vacancies on the Senate Committee on Nominations** (Attachment I)

Members of the Senate Committee of Nominations are nominated by the Senate Executive Committee and elected by Senate. Senate Executive has made a recommendation on nominations for two vacancies for student members (see below).

3. **Comments of the Executive Committee of Senate**

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

Recommendation

The Senate Executive Committee recommends:

THAT the nomination of Kimberly Nicolasora and Stefan Urbano (student members) to the Senate Committee on Nominations be approved by Senate, for terms commencing upon Senate approval and ending May 31, 2022.

Respectfully submitted,

Dr. Michael Benarroch, Chair
Senate Executive Committee
[Terms of Reference](#)

Vacancies on the Senate Committee on Nominations

At the July 1977 meeting of Senate, Senate approved, without debate, area representations for the Senate Committee on Nominations. The representation was amended in July 1991 to include the Libraries, in June 2005 to include the Clayton H. Riddell Faculty of Environment, Earth and Resources, and in October 2014 to take into account the Rady Faculty of Health Sciences. It was further amended in 2021 to include the Vice-President (Indigenous) and Vice-Provost (Academic Affairs) and given an explicit mandate to consider equity, diversity and inclusion across Senate Committees.

Members of the Senate Committee on Nominations are nominated by the Senate Executive Committee, and elected by Senate.

The current membership is as follows:

Agricultural and Food Sciences & Environment, Earth and Resources	Jitendra Paliwal*	2024
Architecture & Engineering	Witold Kinsner*	2022
Arts	Pam Perkins	2020
Education, Kinesiology and Recreation Management & Extended Education	Steven Passmore*	2024
Health Sciences (2)	Reg Urbanowski*	2023
	Marie Edwards	2022
Libraries & Student Affairs	Lori Giles-Smith <i>l/r Hal Loewen</i>	2022
Management, Law & Social Work	Robert Biscontri*	2023
Music & School of Art	Colette Simonot-Maiello* <i>l/r Victoria Sparks*</i>	2024
Science	Jenniver van Wijngaarden	2024
Students (2)	Vacant	2022
	Vacant	2022
Vice-President (Indigenous)	Catherine Cook	<i>ex-officio</i>
Vice-Provost (Academic Affairs)	Tracey Peter	<i>ex-officio</i>

* denotes member of Senate presently or at time of appointment

The composition of the Senate Committee on Nominations calls for ten members of the academic staff, the majority of whom are to be members of Senate. Currently, the Committee has 6 members currently on Senate, or who were Senators at the time of appointment.

Additionally, the Committee has two student representatives, whose seats are currently vacant. Names have been received from Student Senate Caucus and the University of Manitoba Graduate Students Association for consideration by Senate Executive for a term commencing immediately upon Senate approval and ending May 31, 2022.

Kimberly Nicolasora (Undergraduate, Management) and Stefan Urbano (Undergraduate, Health Sciences) have been recommended to fill these vacancies.



Dean of Arts
310 Fletcher Argue Bldg.
Winnipeg, Manitoba
Canada R3T 5V4
T: 204 474 9271
jeff.taylor@umanitoba.ca

September 17, 2021

To: Jeff Leclerc, University Secretary

From: Jeff Taylor, Dean of Arts

A handwritten signature in black ink, appearing to be "J. Taylor".

Subject: Items for Senate Approval

The attached department name change for the Department of Native Studies was approved by Faculty Council on September 1, 2021.

Please forward to the appropriate Senate Committees for approval. Should you have any questions regarding these items, please contact either myself, or Niigaan Sinclair, Acting Head of the Department of Native Studies.

Thank you

Cc: Niigaan Sinclair
Greg Sobie

Comments of the Senate Executive Committee:
The Senate Executive Committee Endorses the Report to Senate.



Department of Native Studies

215 Isbister Building
University of Manitoba
Winnipeg, Manitoba
Canada R3T 2N2
Telephone (204) 474-9266
Email Native_Studies@umanitoba.ca

DATE: April 1, 2021
TO: Jeff Taylor, Dean, Faculty of Arts
FROM: Cary Miller, Head, Department of Native Studies
SUBJECT: *Request for Departmental Name Change*

A handwritten signature in cursive script, reading 'Cary Miller'.

The Department of Native Studies Department Council met on October 22, 2020 and voted in favour of a motion to change our department name from the Department of Native Studies to Indigenous Studies, and to change our course prefix to INDG.

This new name reflects ongoing commitments the department has led in changing terminology used in our course listings from Native to Indigenous, as well as to reflect the internationalization of the Native Studies as a sub-field of the discipline of Indigenous Studies as being in conversation with associated fields such as Māori Studies, Hawai'ian Studies, and Native American Studies, amongst many others, that seek to bring into global discussion shared experiences of Indigenous locality.

We ask that you forward this request to Faculty Council for consideration.



**University
of Manitoba**

Clayton H. Riddell Faculty of
Environment, Earth, and Resources

440 Wallace Bldg.
Winnipeg, MB
R3T 2N2
T: 204 474 7252
F: 204 275 3147
Riddell.Faculty@umanitoba.ca

Inter-Departmental Correspondence

DATE: October 1, 2021

TO: Shannon Coyston, Associate University Secretary (Senate)

FROM: Dr. Stephan Pflugmacher Lima, Dean

RE: Undergraduate Curriculum Committee's Proposed Course Changes.

The Undergraduate Curriculum Committee's Report of Proposed Course Changes put forward and approved by our Undergraduate Curriculum committee on June 21st, 2021 and sent forward on September 8, 2021 have been endorsed by the Riddell Faculty Council on September 27th. Including the following details as requested:

- The proposal to change the B.Sc.G.Sc. credential to a B.Sc. was endorsed by Faculty Council on September 27th, 2021 (and by Department council (Earth Sciences) on May 25th, 2021).
- The related proposal to change the names of programs for the General degree and the Minor in Geological Sciences to "Earth Sciences," was endorsed by Faculty Council on September 27th, 2021.
- * Program Proposal: Environmental Geosciences was endorsed by Faculty Council on September 27th, 2021 (and by Department council (Earth Sciences) on May 25th, 2021).

Dr Stephan Pflugmacher Lima

*[*Secretary's note: The program proposal is not included here. It will be brought forward to a future Senate meeting following review by the relevant Senate Committees.]*

Comments of the Senate Executive Committee:
The Senate Executive Committee Endorses the
Report to Senate.

SIGNIFICANT MODIFICATION TO A PROGRAM OF STUDY

Under The Advanced Education Administration Act

Universities and colleges requesting approval for a **significant modification** to a program of study from Education and Training must apply using this application form. This form reflects the requirements set out in the Programs of Study Regulation (MR 134/2015) under The Advanced Education Administration Act.

UM INTERNAL REQUIREMENTS

1. Please complete the application below and submit one (1) electronic copy (.pdf format) each to the Deputy Provost (Academic Planning and Programs) and the Office of the University Secretary, (where indicated) along with the following supplemental documentation:
 - a. A cover letter justifying and summarizing the rationale behind the request for a significant modification.
 - b. Letters of support from internal and/or external stakeholders that were consulted as part of this proposal, if applicable.
2. Note that internal approval of the proposed modification will vary depending on the type of modification (see SECTION C). Please work with the Provost's Office and the Office of the University Secretary in advance, in identifying the appropriate procedures and approval processes. In general, please note the following for each type of modification:
 - a. **CHANGE OF SITE** – may require Senate approval if the site requires modifications to admission and/or program requirements (e.g. new admission category).
 - b. **CHANGE TO SEAT CAPACITY** – please refer to the Admission Targets Policy and Procedures (http://umanitoba.ca/admin/governance/governing_documents/academic/admission_targets.html). Changes may also require Senate approval if there are modifications to admission and/or program requirements.
 - c. **CHANGE TO TIME-TO-COMPLETION** – any addition to or reduction of hours to program requirements, requires Senate approval. For undergraduate programs, please refer to SCCCC Guidelines found at - <http://umanitoba.ca/admin/governance/forms/index.html>. For graduate programs, please contact FGS for approval process.
 - d. **CHANGE TO APPROVED DELIVERY MODEL** – please notify the Provost's Office of any significant changes to course or program delivery method.
 - e. **CHANGE TO STATUS OF JOINT PROGRAM** – depending on the significance of the changes resulting from the proposal, this will either require Senate approval as a program modification or will require the introduction of a new program. Please contact the Provost's Office with more details on how becoming a joint program or ceasing a joint program will impact the program.
 - f. **CHANGE TO CREDENTIAL** – requires Senate approval, with report to the Board of Governors.
 - g. **CHANGES TO CAPITAL OR OPERATING RESOURCES REQUIRED** -
3. Please direct questions to Cassandra Davidson, Academic Programs Specialist, Office of the Provost and Vice-President (Academic) at Cassandra.Davidson@umanitoba.ca or 204.474.7847.

SECTION A – PROPOSAL DETAILS

Institution: **UNIVERSITY OF MANITOBA**

Applicable faculties/department with responsibility for the program:

Clayton H. Riddell Faculty of Environment, Earth, and Resources

If program is a joint program, list all participating institutions and the roles of each in delivering the proposed program:

Not a joint program

Program name: Geological Sciences; Geology; Geophysics

Credential awarded: B.Sc. Geological Sciences; General, Major and Honours

Funding request: None

Office Use Only

One-time funding: _____

On-going funding: _____

Proposed start date: [Click here to enter a date.](#)

List any critical issues that may impact the start date of the program: None

Institutional Program Code(s) (PSIS reporting number):

SECTION B – PROGRAM DESCRIPTION AND DELIVERY

B-1 Provide a general description of the significantly modified program and its objectives: *(Include intended purpose, curriculum design, and highlight distinctive attributes)*

This is a request to change the name of the credential. No modifications have been made to the program.

The objective of the Major and Honours programs is to provide the breadth and depth in geoscience necessary to meet the standards set for professional practice in Canada (Canadian Council of Professional Geoscientists). Provided they meet the academic criteria for entry, students planning a career in geoscience will therefore select one of: Honours Geology or Major Geology (or Honours Geophysics or Major Geophysics). Though either Honours or Major program provide a solid course foundation for graduate studies, the Honours program includes a senior year thesis which prepares the student for the type of research/thesis typical of a Master's program.

B-2 Describe how this program serves and advances the academic, cultural, social and economic needs and interests of students and the province:

The Department of Earth Sciences at the University of Manitoba is the oldest geoscience academic unit in western Canada. The undergraduate program in the Department of Earth Sciences is focused on Earth materials and Earth processes, but is also wide-ranging, reflecting the diverse interests of our faculty members. Our major strengths are rooted in our research capacity to undertake seminal research in the geosciences. Our undergraduate courses contribute to our understanding of Earth's history and current and past Earth processes, and have important applications in the areas of resource extraction, mineral processing and environmental problems. Our alumni work in the private sector (e.g., oil and mineral exploration industry), government (e.g., Manitoba Geological Survey), and academic sectors (e.g., Universities). In addition, we have one of the best instrumental facilities in the country.

The Department of Earth Sciences offers B.Sc. programs in geology and geophysics. There are currently three programs leading to a Bachelor of Science degree: (1) an Honours program that includes a thesis, (2) a Major program that involves a technical report, and (3) a three-year General program in Geological Sciences that gives students a basic understanding of the discipline. Although the nature and emphasis of these programs have undergone considerable change since their inception, the overall objective has remained constant: to provide an intellectual environment and resources to prepare qualified students for careers in the geological sciences in universities, industry, and governmental agencies. Specifically, the objective of the Major and Honours programs is to provide the breadth and depth in geoscience necessary to meet the standards set for professional practice in Canada (Canadian Council of Professional Geoscientists). The General program is not intended for those students who seek a professional career in the geosciences. Rather it is a useful consideration for students planning to complete the Bachelor of Education program or other programs which require an undergraduate degree for admission (e.g., technical programs like Red River College's GIS program, professional programs like Law).

B-3 Describe the existing and anticipated post-secondary learning needs of students in Manitoba that this program addresses and responds to:

A pressing need remains to deliver equitable outcomes between the resource use that underpins society and environmental impacts. Students graduate often with strong feelings about the environment but with limited quantitative knowledge of the constraints that underpin our reality. The program is designed to give students a practical and quantitative-based program that realistically deals with these issues. Having graduated from this program, their toolkit will have embedded solutions and skills that will make them eminently employable.

B-4 Will the program be available for part-time study?

Yes

B-5 Is there a cooperative education, work placement, internship or practicum component?

No formal program is planned at this time. Geology and geophysics students typically find summer work opportunities in their field.

SECTION C – MODIFICATION TYP

Complete the appropriate section(s) as indicated below depending on the approved characteristic(s) being modified.

C-6 Change to the credential conferred.

6-1 - Current credential / program name:

Degree/Credential	Major
Bachelor of Science Geological Sciences (General)	Geological Sciences
Bachelor of Science Geological Sciences (Major)	Geology
Bachelor of Science Geological Sciences (Honours)	Geology
Bachelor of Science Geological Sciences (Major)	Geophysics
Bachelor of Science Geological Sciences (Honours)	Geophysics

6-2 - Proposed credential / program name:

Degree/Credential	Major
Bachelor of Science (General)	Earth Sciences
Bachelor of Science (Major)	Geology
Bachelor of Science (Honours)	Geology
Bachelor of Science (Major)	Geophysics
Bachelor of Science (Honours)	Geophysics

6-3 - Describe any associated changes to the curriculum:

There are no associated changes to the curriculum.

6-4 - Provide a rationale for credential change:

We have changed the Department name from Geological Sciences to Earth Sciences. The present description is awkward as associations with geology appear several times in the credential. In addition, the credential change is more succinct and easily identifies the field of specialisation.

D-1 Describe how this significant modification aligns with the strategic plans of your institution:

Within the core strategic research areas at the University of Manitoba, fundamental research on **Sustainable Systems for Resilient Communities** has been identified as cross-cutting research theme: Research in this area is crucial to the future of Manitoba and Canada in the context of changing climate and increasing resource scarcity. University researchers examine questions of sustainability with three main foci: economic, social or equity-based, and environmental - each with unique perspectives, along with key overlaps that allow for interdisciplinary investigations. The Earth Sciences programs align well with these foci and with three of the eight core research themes identified at the University of Manitoba:

Arctic System Science and Technology. Researchers bring a holistic perspective to research which increasingly emphasizes the interconnectivity of the natural environment, resource development, people, and policy in the Canadian and circumpolar Arctic, as well as teleconnections to temperate regions on the Earth. Increasing political and economic interest in the Arctic, including the rapid expansion of development and resource extraction, demands such an integrated research vision that takes into account both the human and natural environments.

High Performance Materials, Structures and Processes. Materials and materials processing are major components of the Canadian manufacturing sector, contributing half of the business research and development to its economy. Innovative infrastructure at the University allows for fundamental research into mineral structures and complex chemical reactions at a molecular level.

Sustainable Water Management Systems. Management of water quantity and quality at the regional-, watershed-, and farm-scales is contributing to the long-term sustainability of our land, rivers, and lakes. Sustainable water management practices draw on research addressing the interface of land and water, river ice engineering, turbulence, fluid movement and dynamics, building design as well as the hydrologic, biological and atmospheric sciences.

Moreover, **Arctic System Science and Climate Change** is one of the three signature areas (established areas of excellence).

D-2 Outline the internal approval process (i.e. committees, governing bodies) for approving this significant modification within your institution and indicate any dates of decision. *(Governing Council, Board of Governors, Board of Regents, Senate, other)*

Decision-Making body: **Faculty Council**

Decision:

Date:

Decision-Making body: **Senate**

Decision:

Date:

Decision-Making body: **Board of Governors (for information)**

Decision:

Date:

D-3 Responsibility to consult

D-3.1 If this program subject to mandatory review or approval by organizations external to the institution (*such as regulatory bodies, Apprenticeship Manitoba, etc.*), please describe any consultation processes and provide copies of reports or letter from these organizations providing support:

Not applicable

D-3.2 What agencies, groups, or institutions have been consulted regarding the significant modification of this program?

D-3.3 How have students and faculty been informed of the intent to modify this program?

Initial consultation was with student representatives, both graduate and undergraduate, and some faculty of the Department of Earth Sciences. These initial consultations were followed up by meetings on a one-to-one basis and in groups between the Department Head and students. In addition, individual meetings over a year with some Faculty members provided the background knowledge.

Credential modifications were discussed at Departmental Council (May 2021) and Faculty Council in (September 2021). Modifications were approved at each meeting.

D-4 List any similar programs offered in Manitoba: (*Provide such information as institution, programs, and credentials offered in addition to any impacts on these programs, explain rationale for duplication.*)

University of Brandon offers a Geology degree program. There will be no impact as a result of the credential change.

D-4.1 Describe any specific laddering, articulation and/or credit transfer options for Manitoban students that are anticipated to change as a result of the significant modification of this program:

Students in college and universities in the Province would be considered for credit transfers as they currently are for any other program in the Faculty. Individual courses are assessed by departments for transferability.

D-5 List any similar programs offered in Canada: (*Provide such information as institution, programs, and credentials offered in addition to any impacts on these programs, explain rationale for duplication.*)

Almost all tertiary institutions in Canada offer similar programs.

D-5.1 Describe any specific laddering, articulation and/or credit transfer options for Manitoban students that are anticipated to change as a result of the significant modification of this program.

Students in Canadian universities or colleges would be considered for credit transfers as they currently are for any other program in the Clayton H. Riddell Faculty of Environment, Earth, and Resources. Individual courses are assessed by departments for transferability.

D-6 Describe any changes in labour market demands in Manitoba for graduates of this Program as a result of this significant modification:

(Provide such information as probable employment destinations or further educational opportunities available to graduates of this new program of study. Attach any formal reports such as those from Associations, Statistics Canada, Sector Councils, Industry or Regulators.)

The credential name change will not impact employment opportunities as the specialty is already stated in the parchment. For example: Bachelor of Science in Geological Sciences – Major Geology will change to Bachelor of Science – Major Geology.

D-7 If copies of any internal or peer evaluations with respect to the significant modification of this program of study are being provided with this proposal, please indicated how any issues identified by these evaluations have been addressed and attach any relevant documents as available:

Not applicable

D-8 Does this significant modification entail an increase to tuition, or the establishment of or increase to fees that apply to students in this program of study?

The credential change does not entail increases to tuition fees, or increase to fees to students in the program.

SECTION E – REQUIRED RESOURCES AND FINANCIAL IMPLICATIONS

E-1 If one-time or pilot funding is being requested to support the significant modification of this program of study, please identify the amount of funding being requested:

Not applicable

E-2 If ongoing funding is being requested to support the significant modification of this program of study, please identify the amount of funding being requested:

Not applicable

E-3 If new funding is not being requested, how will the significant modifications to the program be funded? *(Include such information as: where reallocated funding will come from, and the implications of reallocating that funding on other programs/activities of the institution.)*

Not applicable

E-4 What are the resource implications to the institution in delivering the significantly modified program of study? *(Include such information as; budget, IT, library, laboratory, computer, space, practicum liability insurance, student services, etc)*

Not applicable

E-5 Please describe new and existing staffing resources needed to provide this significantly modified program of stud.:*(Include reallocation of existing faculty, hiring of new faculty, administrative and support services and any other considerations.)*

Not applicable

E-6 Please describe the effect of the significant modification of this program on existing capital infrastructure and equipment:

Not applicable

SECTION F – SIGNATURES

(A second signature section is provided for joint programs only)

SUBMITTED BY:

President:

Name:

Signature:

Date: Click here to enter a date.

Vice-President/Academic:

Name:

Signature:

Date: Click here to enter a date.

For use by joint programs only:

President:

Name:

Signature:

Date: Click here to enter a date.

Vice-President/Academic:

Name:

Signature:

Date: Click here to enter a date.

SUBMIT COMPLETED FORM

Once completed and signed, please submit this application form to Post-Secondary Education and Labour Market Outcomes at PSE-LMO@gov.mb.ca with the following attachments (*double-click to engage check box*):

☐

Cover letter

☐

Program of Study Financial Form

☐

Any supporting documentation (*reviews, letters of support, etc.*)

If you have any questions or require further information, please contact:

Post-Secondary Education and Labour Market Outcomes

Manitoba Education and Training

400-800 Portage Avenue Winnipeg MB R3C 0C4

(204) 945-1833

PSE-LMO@gov.mb.ca



UNDERGRADUATE PROGRAM MODIFICATION SCCCC Fall 2021/Spring 2022

See the [Guidelines for Completion of Undergraduate/Certificate Course and Curriculum Changes](#).

SECTION A

Faculty/College/School: Environment, Earth, and Resources

Department or Program: Geological Sciences (007)

Program (i.e. credential and discipline): General, Minor

Changes Take Effect: Fall 2022

SECTION B – DESCRIPTION OF PROGRAM MODIFICATION

Provide a brief description of the proposed program modification. Limit – 200 words.

The Department of Geological Sciences has recently changed its name to Department of Earth Sciences to reflect both the breadth of research and teaching as well as the developing synergies between the diverse groups within the Faculty of Environment, Earth, and Resources. The three-year Geological Sciences General program (comprising 90 credit hours) is designed to give students a basic understanding of the discipline in combination with a concentration of courses in a second subject area. The General Program is intended for those students who do not seek a career in the geosciences rather, it is a useful consideration for students planning to enter the Bachelor of Education program or other programs that require an undergraduate degree for admission. The minor program requires a minimum of 18, GEOL credit hours while the General requires a minimum of 30, GEOL credit hours. Considering that the number of required Geology courses is a small fraction of the total, we believe its more appropriate to rename the Minor and General Major from Geological Sciences to Earth Sciences.

SECTION C – RATIONALE

☐

Responds to a recommendation in an external undergraduate program review.

Provide a brief rationale for the program modification in the space provided.

The programs have not been modified

SECTION D – ACADEMIC CALENDAR CONTENT

Attach a revised program description, including program charts and any other Academic Calendar content that would require updates to reflect course and curriculum changes. Beginning with the program description as it appears in the current Academic Calendar, clearly indicate proposed changes using strikethrough font (e.g. ~~strikethrough~~) to indicate content that is to be deleted and **bold font** to indicate content that is to be added.

SECTION E – STATEMENT OF ADDITIONAL COSTS, WORKLOAD, AND/OR SUPPLIES

See the *Guidelines* for instructions on how to complete this section of the form. Indicate where not applicable.

There are no additional costs, workload and or supplies.

SECTION F – CONSULTATION WITH OTHER UNITS THAT MIGHT BE AFFECTED BY CHANGES

See the *Guidelines* for instructions on how to complete this section of the form.

- ☒ This program modification leads to changes in programs in other units. *Requests for Statement of Support Forms are required.*

In the space provided, list all programs that are affected, including those in other departments, faculties, colleges, or schools. Be as specific as possible.

Faculty of Agricultural and Food Sciences, Faculty of Arts, Faculty of Engineering, Rady Faculty of Health Sciences – Interdisciplinary Health Programs (IHP), Faculty of Kinesiology and Recreation Management, Department of Community Health Sciences (in respect to the undergraduate program in Family Social Sciences), Faculty of Music, Faculty of Science

SECTION G – SUPPORTING DOCUMENTATION ATTACHED

See the *Guidelines* for information on required supporting documentation. *Attach documents in the following order.*

- ☐ Executive summary (required only for significant program modifications)
- ☐ Transition plan (required for significant program modifications)
- ☐ Current and revised Academic Calendar content, including program descriptions and charts (required)
- ☐ SPPC Program Proposal Budget Form
- ☒ Request for Statement of Support Forms and responses received

SECTION H – SIGNATURES

Department Approval: _____

Type Name	Signature	Date
-----------	-----------	------

Faculty/College/School Approval:

Type Name	Signature	Date
-----------	-----------	------



June 11, 2021

Dear Dr. Frederiksen:

Engineers Geoscientists Manitoba is pleased to endorse the name changes requested by the Department of Geological Sciences including the name change to the Department of Earth Sciences. We agree that the new names are clearer and more succinct than the old names. Also, differentiating the 'General' degree from the Honours and Majors degree is a good idea, because the General degree would normally NOT be able to meet the Canadian Geoscience Knowledge Standard threshold, unlike the Honours or the Majors degree.

Please contact me if you require any additional information from Engineers Geoscientists Manitoba.

Sincerely,

A handwritten signature in black ink, appearing to read "Sharon Sankar".

Sharon Sankar, P.Eng., P.E.
Director of Admissions, Engineers Geoscientists Manitoba

September 16, 2021

Report of the Senate Committee on Instruction and Evaluation RE: Proposed Academic Regulations, Micro Diploma, Faculty of Arts

Preamble:

1. The terms of reference for the Senate Committee on Instruction and Evaluation (SCIE) can be found at:
http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/502.html.
2. At its meeting on September 16, 2021 the committee considered a proposal from the Faculty of Arts to establish academic regulations for its Micro Diploma programs.

Observations:

1. The Faculty is proposing general academic regulations for Faculty of Arts Micro Diploma programs, including those listed below:
 - a) Entrance criteria
 - b) Minimum Credit Hours
 - c) Time to completion
 - d) Minimum Credit Hour Load
 - e) Minimum Grades Required
 - f) Residency Requirements
 - g) Credit Transfer to Degree Programs
 - h) A requirement that students meet all course prerequisites and follow all application and registration deadlines.

Recommendation

The Senate Committee on Instruction and Evaluation recommends:

THAT Senate approve the proposed academic regulations for Micro Diplomas, Faculty of Arts, effective September 1, 2022.

Respectfully submitted,

Dr. Mark Torchia, Chair
Senate Committee on Instruction and Evaluation

October 20, 2021

Comments of the Senate Executive Committee RE: Report of the Senate Committee on Instruction and Evaluation RE: Basic Regulations for Micro-Diploma Programs, Faculty of Arts

The Senate Executive received the Report of the Senate Committee on Instruction and Evaluation (SCIE) regarding a proposal to establish basic regulations for any Micro-Diploma program that might be offered by the Faculty of Arts. Consistent with normal practice, the SCIE recommended that the regulations take effect for the Fall Term of the next academic year (September 1, 2022). As the Faculty of Arts has also brought forward a proposal to establish a Micro-Diploma in Workplace Health and Safety, which will be brought to Senate in due course and which the Faculty hopes will be implemented in January 2022, the Senate Executive Committee is recommending that Senate approve the Report of SCIE, effective for the 2022 Winter Term.

Respectfully submitted,

Dr. M. Benarroch, Chair
Senate Executive Committee



Dean's Office
3rd Floor Fletcher Argue Building
Winnipeg, Manitoba
Canada R3T 5V5
Telephone (204) 474-9100
Fax (204) 474-7590

September 3, 2021

To: M. Yoshida, Office of the University Secretary

From: Jeff Taylor, Dean, Faculty of Arts

Subject: Basic Faculty of Arts Regulations for Micro Diplomas

The proposal that follows was approved by Faculty of Arts Council at its September 1, 2021 meeting. Please forward this proposal to the appropriate Senate Committee(s) for consideration.

Enclosures

cc: J. Leboe-McGowan, Chair, ARPC
G. Sobie, ARPC Secretary

University of Manitoba
Faculty of Arts
Academic Regulations Policy Committee

Basic Faculty of Arts Regulations Micro Diploma

In late 2020 a University of Manitoba ad hoc committee updated the U of M non-degree taxonomy framework. As part of this work a new category, “Micro Diploma” was introduced and defined as:

- A structured program of study focused on core knowledge in a field or interdisciplinary field of study. 9-18 credit hours at the undergraduate level, which may include other types of instructional or learning opportunities such as professional development or work-integrated learning experiences.
- The program may be stand-alone or embedded in an undergraduate degree and may be laddered into diplomas, post-baccalaureate diplomas or undergraduate degree programs in same or related fields of study.
- Required review of proposal(s) by Provost and Vice-President (Academic).
- Approval of program by Faculty/Division Council; Senate upon recommendation of Standing Committees, BOG, and Province, as required.
- Minimum university entrance requirements for admission.
- Learners are categorized as Students and coursework appears on student transcripts.
- Students are formally evaluated.

In order to align with the ad hoc committee’s definition of “Micro Diploma” and to prepare for the introduction and offering of the first Faculty of Arts Micro Diploma (Workplace Health and Safety being introduced by the Labour Studies Program – Appendix A) the Faculty of Arts proposes the introduction of the following Basic Faculty regulations for students who wish to complete a Micro Diploma program offered by the Faculty of Arts.

Faculty of Arts Micro Diplomas

Entrance or Admission to the Faculty of Arts Micro Diploma programs

Students may enter a Faculty of Arts Micro Diploma program in two different ways:

1. By declaring their intention to complete a Micro Diploma as a current student in good academic standing within any degree program at the University of Manitoba. The specific entrance criteria are: good academic standing in any current degree or diploma program at the University of Manitoba.

or

2. For students not currently enrolled at the University of Manitoba, admission to a Faculty of Arts Micro Diploma program occurs by way of an application to the Faculty of Arts. Students must meet either the Direct entry or Advanced entry requirements as outlined in the Faculty of Arts Admissions bulletin.

Basic Faculty Regulations for the Faculty of Arts Micro Diploma Programs

Specific course requirements for the different Micro Diplomas can be found in each section of the calendar of the Unit offering the Micro Diploma. In addition to the course requirements listed in the calendar, the following basic faculty regulations apply to all Micro Diploma programs:

1. **Minimum Credit Hours:** Faculty of Arts Micro Diplomas consist of 9-18 credit hours at the undergraduate level, which may include other types of instructional or learning opportunities such as professional development or work-integrated learning experiences.
2. **Time to completion:** Students have four years after declaring their intent to complete a Micro Diploma to complete the Micro Diploma program.
3. **Minimum Credit Hour Load:** There are no minimum term credit hour load requirements for students in the Micro Diploma programs.
4. **Minimum Grades Required:** In order to graduate, students must obtain a minimum C average on all courses required in the Micro Diploma program with no grade lower than a D.
5. **Residency Requirements:** All courses required in any Faculty of Arts Micro Diploma program must be taught by the University of Manitoba. Students cannot transfer external credit for use toward a Faculty of Arts Micro Diploma.
6. **Credit Transfer to Degree Programs:** Degree level courses completed as part of a Micro Diploma can be used toward the completion of any of the Bachelor of Arts degree programs. Likewise, courses completed as part of the Bachelor of Arts Degree programs can also be used toward the completion of a Faculty of Arts Micro Diploma.
7. Students are responsible for meeting all course prerequisites of courses required in the Micro Diploma programs and for following all application and registration deadlines.

Report of the Senate Committee on Instruction and Evaluation RE: Modification of Honours and Residency Requirements, Faculty of Arts

Preamble:

1. The terms of reference for the Senate Committee on Instruction and Evaluation (SCIE) can be found at:
http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/502.html.
2. At its meeting on September 16, 2021 the committee considered a proposal from the Faculty of Arts regarding modification of its Bachelor of Arts Honours and Residency requirements.

Observations:

1. At its November 4, 2020 meeting, Senate approved a proposal from the Faculty of Arts to modify its entrance, continuation and graduation requirements to align with the Grade Point Average Policy. Included in this proposal was a modification to add the word “minimum” to the credit hour requirements of the Bachelor of Arts General Degree, the Bachelor of Arts Single Advanced Major Degree, and the Bachelor of Arts Integrated Studies.
2. The Faculty of Arts is proposing modifications to its Bachelor of Arts Honours degree requirements and to its Residency Requirements to align with the previously made changes to the programs noted above.
3. These proposed changes would allow students greater flexibility, as students who complete more than 90 or 120 credit hours would be able to use the additional credit hours to meet other requirements of their degree.
4. Bachelor of Arts Honours Degree Requirements
 - a) Currently students are required to complete 120 credit hours to receive the Bachelor of Arts Honours degree. The Faculty is proposing to change this requirement to a minimum of 120 credit hours.
5. Residency Requirements
 - a) Bachelor of Arts General Degree
 - i) Currently the residency requirement of the Bachelor of Arts General Degree program refers to the number of credit hours required to complete the degree. The Faculty is proposing to add the word “minimum” to this credit hour requirement.
 - b) Bachelor of Arts Advanced Degree

- i) Currently the residency requirement of the Bachelor of Arts Advanced Degree program refers to the number of credit hours required to complete the degree. The Faculty is proposing to add the word “minimum” to this credit hour requirement.
 - ii) The Faculty is proposing to add the qualifier “at least” to the residency requirements of the Singled Advanced Major and Double Advanced Major.
- c) Bachelor of Arts Honours Degree
- i) Currently the residency requirement of the Bachelor of Arts Honours Degree program refers to the number of credit hours required to complete the various degree options. The Faculty is proposing to add the qualifier “a minimum of” to these credit hour requirements.
 - ii) Each of the Bachelor of Arts Honours Degree options require a certain number of credit hours to be completed at the University of Manitoba. The Faculty is proposing to add the qualifier “at least” to these residency requirements.
 - iii) To meet the Honours subject requirements, students are required to complete a certain number of credit hours in the subject area. The Faculty is proposing to add the qualifier “at least” to these subject area credit hour requirements.
- d) Bachelor of Arts Integrated Studies Degree
- i) Currently the residency requirement of the Bachelor of Arts Integrated Studies Degree program refers to the number of credit hours required to complete the degree. The Faculty is proposing to add the word “minimum” to this credit hour requirement.
- e) Residency Requirement - Université de Saint-Boniface
- i) Currently the residency requirement for students transferring from the Université de Saint-Boniface refers to the number of credit hours required to complete the various Bachelor of Arts Honours Degree options. The Faculty is proposing to add the qualifier “a minimum of” to these credit hour requirements.

Recommendation

The Senate Committee on Instruction and Evaluation recommends:

THAT Senate approve the proposed modifications to the Bachelor of Arts Honours and Residency Requirements, Faculty of Arts, effective September 1, 2022.

Comments of the Senate Executive Committee:
The Senate Executive Committee Endorses the Report to Senate.

Respectfully submitted,

Dr. Mark Torchia, Chair
Senate Committee on Instruction and Evaluation



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Canada R3T 5V5
Telephone (204) 474-9100
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September 3, 2021

To: M. Yoshida, Office of the University Secretary

From: Jeff Taylor, Dean, Faculty of Arts

Subject: Faculty of Arts Honours and Residency Requirements - modification

The proposal that follows was approved by Faculty of Arts Council at its September 1, 2021 meeting. Please forward this proposal to the appropriate Senate Committee(s) for consideration.

Enclosures

cc: J. Leboe-McGowan, Chair, ARPC
G. Sobie, ARPC Secretary

University of Manitoba
Faculty of Arts
Academic Regulations Policy Committee

B.A. Honours Regulations and Residency Requirements

Background:

At the June 2020 meeting of the Faculty of Arts Academic Regulations Policy Committee meeting, a proposal to align the Faculty of Arts calendar wording with the U of M GPA policy was passed. As part of that proposal, in the “Faculty Requirements for Graduating with a Bachelor of Arts General / Advanced Major / Integrated Studies” section(s), the word “minimum” was added in front of the credit hour requirements of the BA General Degree, the BA Single Advanced Major Degree, and the BAIS.

Up until the approval of this proposal, strictly speaking students had to successfully complete either 90 or 120 credit hours (depending on the degree) and in doing so they also needed to satisfy all of the basic faculty graduation requirements within those 90 or 120 credit hours. Adding the word “minimum” to this regulation ensures that students who complete more than 90 or 120 credit hours are able to use the courses taken in excess of the minimum number of credit hours to satisfy other requirements of their degree (i.e., Humanities, Social Sciences, science requirement, ICR, W, M, etc.).

This proposal was approved at the November 2020 meeting of Senate.

Rationale for this Proposal:

It has recently come to our attention that when this proposal was approved last year, the Honours Degree requirements and the Bachelor of Arts Residency requirements did not get updated with the word “minimum” at the same time.

The Faculty of Arts proposes the addition of wording to indicate that students need a minimum number of hours to complete the Bachelor of Arts degree requirements and the Faculty of Arts residency requirements.

The addition of this wording will reflect the common practice for checking Bachelor of Arts degree requirements.

Added Material

~~Deleted Material~~

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Four Faculty Requirements for Graduating with a B.A. Honours Degree

It should be noted that not every department has an Honours Degree program. For specific information on available Honours programs, please consult the specific listing for the relevant department.

Note: Students in an Honours Degree program who satisfy the requirements for a Minor (in accordance with the Minor requirements listed under the B.A. General Degree, may request to have the Minor recorded on their transcript. These students must come to the Faculty of Arts General Office to formally declare their intention to have their Minor recorded on their transcript.

1. The minimum number of credit hours which a student must successfully complete in order to receive an Honours Degree is 120. Information on the specific course requirements are found under each department.
2. In order to graduate, a student in the B.A. Honours Degree program must satisfy the University of Manitoba residency requirements and attain a minimum degree grade point average of 3.0.
3. Included among the courses presented for graduation there must be at least six credit hours completed in each of five different subject fields.
4. Among the courses presented for graduation there must be at least six credit hours from subject fields designated Humanities, at least six credit hours from subject fields designated Social Science, at least six credit hours from the list of courses that satisfy the Bachelor of Arts Science requirement, and at least three credit hours from the list of courses that satisfy the Indigenous Content requirement.

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RESIDENCY REQUIREMENT

Each of the four undergraduate degree programs has a residency requirement which requires that a minimum number of credit hours must be taken at the University of Manitoba itself in order to qualify for the degree. Students admitted to the Faculty of Arts B.A. General, Advanced and Honours Degree Programs will also be required to satisfy a residency requirement on the Major(s), Advanced Major(s) or Honours subject(s) in addition to the residency requirement on the degree. Similarly students admitted to the B.A. Integrated Studies Degree Program will be required to satisfy a residency requirement on the Concentration in addition to a residency requirement on the degree.

B.A. General Degree

1. Degree: There are two ways in which the Residency Requirement for the B.A. General Degree may be satisfied: either by successfully completing at the University of Manitoba no fewer than 48 credit hours of the required minimum 90 credit hours (these 48 credit hours may be taken at various points in the student's career); or by successfully completing at the University of Manitoba itself no fewer than the last 30 credit hours of the required minimum 90 credit hours.
2. Major: A minimum of 18 credit hours of the 30 credit hours required for the Major must be successfully completed at the University of Manitoba or through an approved University of Manitoba Exchange Program.

B.A. Advanced Degree

1. Degree: To receive the B.A. Advanced Degree, the student must successfully complete at least 60 credit hours of the required minimum 120 credit hours at the University of Manitoba.
2. Single and Double Advanced Majors: Students must successfully complete at the University of Manitoba or through an approved University of Manitoba exchange program the hours of coursework in their Major program as noted below:
 - In a Single Advanced Major requiring 48 to 57 credit hours, at least 30 credit hours must be completed at the University of Manitoba or through an approved University of Manitoba Exchange Program.
 - In a Single Advanced Major requiring more than 57 credit hours, at least 36 credit hours must be completed at the University of Manitoba or through an approved University of Manitoba Exchange Program.
 - In a Double Advanced Major requiring 42 credit hours, at least 27 credit hours must be completed at the University of Manitoba or through an approved University of Manitoba Exchange Program.

B.A. Honours Degree

1. Degree: In order to graduate with a B.A. Honours Degree, students must take and successfully complete the hours of coursework offered by the University of Manitoba as noted below:
 - In Honours programs requiring a minimum of 108 credit hours, at least 48 credit hours must be from acceptable courses offered by the University of Manitoba;
 - In Honours programs requiring a minimum of 114 credit hours, at least 54 credit hours must be from acceptable courses offered by the University of Manitoba;
 - In Honours programs requiring a minimum of 120 credit hours, at least 60 credit hours must be from acceptable courses offered by the University of Manitoba.

Note: Effective September 2015, all Honours programs will require a minimum of 120 credit hours.

2. Honours Subject(s): Students must successfully complete at the University of Manitoba or through an approved University of Manitoba exchange program the hours of coursework in their Honours subject(s) as noted below:
 - In a single Honours subject requiring 54 to 69 credit hours, at least 33 credit hours must be completed in the Honours subject.
 - In a single Honours subject requiring more than 69 credit hours, at least 39 credit hours must be completed in the Honours subject.
 - In a double or joint Honours subject requiring 42 to 45 credit hours in one Honours subject, at least 24 credit hours must be completed in that Honours subject.
 - In a double or joint Honours subject requiring less than 42 credit hours in one Honours subject, at least 21 credit hours must be completed in that Honours subject.
 - In a double or joint Honours subject requiring more than 45 credit hours in one Honours subject, at least 33 credit hours must be completed in that Honours subject.

3. Once admitted to an Honours program, students are expected to take all their courses at the University of Manitoba. For information on exceptions to this requirement, the student should consult the Faculty of Arts General Office.

B.A. Integrated Studies Degree

1. Degree: To receive the B.A. Integrated Studies Degree, the student must successfully complete at the University of Manitoba no fewer than 36 credit hours of the required minimum 90 credit hours (these 36 credit hours may be taken at various points in the student's career).
2. Concentration(s): A minimum of 9 credit hours of the 18 credit hours required for the Concentration must be successfully completed at the University of Manitoba or through an approved University of Manitoba Exchange Program.

Residency Requirement Université de Saint-Boniface

In order to satisfy the University of Manitoba, Faculty of Arts residency requirement, students who transfer from Université de Saint-Boniface must complete the following minimum hours at the Fort Garry Campus.

1. In order to receive the B.A. (General) or (Advanced) Degree, the student must successfully complete at least 30 credit hours at the Fort Garry campus.
2. In order to receive the B.A. (Honours) Degree, the student must successfully complete the hours of coursework offered at the Fort Garry campus as noted below:
 - In Honours programs requiring a minimum of 108 credit hours, 24 credit hours of acceptable coursework must be completed at the Fort Garry campus.
 - In Honours programs requiring a minimum of 114 credit hours, 24 credit hours of acceptable coursework must be completed at the Fort Garry campus.
 - In Honours programs requiring a minimum of 120 credit hours, 30 credit hours of acceptable coursework must be completed at the Fort Garry campus.

Note: Effective 2015, all Honours programs will require a minimum of 120 credit hours.

Report of the Senate Committee on Instruction and Evaluation RE: Proposed Policy and Procedure on Self-Declaration for Brief and Temporary Absences

Preamble:

1. The terms of reference for the Senate Committee on Instruction and Evaluation (SCIE) can be found at:
http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/502.html.
2. At its meeting on September 16, 2021 the committee considered a proposal regarding establishing a policy and procedure for the Self-Declaration for Brief and Temporary Absences.

Observations:

1. The University does not currently have a policy regarding the documentation required from a student making requests for academic considerations within a course, which may result in inconsistent requirements across faculties.
2. In 2010 the Senate Deferred Exam Review Subcommittee was struck to review procedures regarding documentation and reported that the need for medical documentation resulted in a strain on the resources that provide this documentation. This subcommittee also determined that most deferral requests were legitimate, and that supporting documentation was not required.
3. Some institutions have moved to a self-declaration model for students who are requesting short term academic considerations.
4. The College of Nursing participated in a pilot project and continue to use the self-declaration model.
5. At a special meeting on March 18, 2020, Senate Executive approved on behalf of Senate that students not be required to provide medical notes in support of absences from class activities or requirements and from evaluations including final exams.
6. The proposed policy and procedure would only change the documentation required to make a request and would not impact the process by which a student would make a request of an Instructor.
7. The purpose of the policy would be "To allow students to provide a self-declaration form in lieu of a medical note (or other documentation) when a student is unable to complete a scheduled test, assignment or exam, due to a brief absence caused by Extenuating Circumstances."
8. The policy would not override any other University wide policies or procedures, or any faculty or program specific academic regulations.
9. Further documentation could be requested of a student, if required.

10. The procedure outlines the responsibilities of the student as well as of University staff or faculty.
11. Defined terms include Bona Fide Academic Requirements (BFARs), Extenuating Circumstances, and Good Faith. Extenuating Circumstances are defined as “a situation outside of a student’s control such as a medical event or condition, that temporarily affects their ability to fulfill their academic obligations and requirements. A scheduled vacation or holiday is not an extenuating circumstance.” Other types of absences could include “Religious Observance, or participation in an inter-university, provincial, inter-provincial, national or international scholastic or athletic event. Students are recommended to consult with their Program/Faculty/College for approved events.”

Recommendation

The Senate Committee on Instruction and Evaluation recommends:

THAT Senate approve the proposed policy and procedure for the Self-Declaration for Brief and Temporary Absences, effective September 1, 2022.

Respectfully submitted,

Dr. Mark Torchia, Chair
Senate Committee on Instruction and Evaluation

Comments of the Senate Executive Committee:
The Senate Executive Committee Endorses the Report to Senate.



**University
of Manitoba**

Office of the Provost
and Vice-President (Academic)

208 Administration Building
Winnipeg, Manitoba
Canada R3T 2N2
Telephone (204) 480-1408
Fax (204) 275-1160

DATE: September 3, 2021

TO: Senate Committee on Instruction and Evaluation, c/o Marcia Yoshida

CC: Diane Hiebert-Murphy, Provost and Vice-President (Academic)
Don Stewart, Executive Director, Student Support

FROM: Laurie Schnarr, Vice-Provost (Students) & Heather Morris, Director,
Student Advocacy and Case Management

RE: Proposed Policy and Procedure:
Self-Declaration for Brief and Temporary Student Absences

We are submitting the attached proposed new policy and procedure for review- "Self-Declaration for Brief and Temporary Student Absences".

Background

In 2010, the Senate Deferred Exam Review Subcommittee was struck to review procedures around documentation. This committee reported that the requirement to provide documentation was resulting in an unnecessary strain on various resources - medical and counselling offices, students, and advising staff. The committee deemed that most deferrals are considered legitimate and supporting documentation is not necessary. In addition, medical notes are often documenting an individual's self-report of a prior illness.

In 2015 the Medical Documentation Working Group was convened and completed an environmental scan regarding procedures used across faculties for student requests of deferrals and extensions. Faculties included Arts, Architecture, Dentistry, Environment, Nursing, Kin and Rec, Law, Pharmacy, and U1. There was much variation and inconsistency in how these requests were handled, ranging from no formalized procedures to Faculty-created guidelines in place, with a range of forms and processes.

Other stakeholders were approached to provide feedback and were in favour of the removal of medical notes for short-term absences. These stakeholders included Student

Accessibility Services, University Health Service, Advisor Exchange, Student Advocacy, and Student Counselling Centre.

In 2016 the Medical Documentation Working Group reported the results of the environmental scan and stakeholder consultation to Associate Deans Undergraduate, who recommended moving the process forward to draft procedures and a presentation to SCIE.

The Medical Documentation Working Group membership consists of Heather Morris (Director, Student Advocacy and Case Management), Don Stewart (Executive Director, Student Support), Marie Edwards (previously Associate Dean, College of Nursing), the Associate Dean, Faculty of Arts (Jason Leboe-McGowan/Heidi Marx), the Registrar's Office (Neil Marnoch/Sharon Bannatyne), and Kasey Morgan, Faculty of Graduate Studies.

Rationale

Currently, UM does not have a policy governing the process for academic considerations within courses, which creates individualized requirements, processes, and decisions that may not be consistent for students across faculties.

For brief or temporary absences affecting academic/course obligations, several universities across Canada have moved to a 'self-declaration' model in which students complete a 'self-declaration of extenuating circumstance' document to obtain short-term academic considerations. This includes University of Alberta, Queens University, and Dalhousie University.

The College of Nursing piloted this model in Fall 2017 and has continued to use it because it was a successful initiative. In addition to making the process more manageable administratively, it allows the College to identify patterns of repeated self-declarations, which serve as advising opportunities with the students. This includes making referrals to other supports if their circumstances warrant a broader academic arrangement or accommodation than just brief or temporary absences. For example, students could be referred to Student Accessibility Services.

This proposed policy is an opportunity for all Faculties/Colleges/Schools at UM to move to one model. If approved, the policy and form could also be used for other non-medical circumstances in which it is difficult or not possible for a student to obtain a formal, official document (such as international documentation).

Senate temporarily suspended the requirement for students to provide medical documentation for deferrals and extensions of term work in March 2020, and this process has been working well since then.

Faculty members are already making arrangements for extensions and deferred tests or quizzes for students, and prior to 2020, had been accepting documentation that students provide. This policy does not change what instructors are doing. It changes the document that they are receiving from students to support their requests.

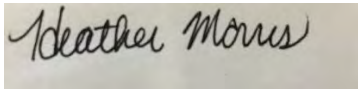
Please find attached, the proposed draft Policy and Procedure documents for review, along with the Self-Declaration form.

Thank you for your consideration.

Yours truly,

A handwritten signature in black ink, appearing to read "L. Schnarr", with a long horizontal flourish extending to the right.

Laurie Schnarr
Vice-Provost (Students)

A handwritten signature in black ink, appearing to read "Heather Morris", written in a cursive style.

Heather Morris

Director, Student Advocacy & Case Management

UNIVERSITY OF MANITOBA POLICY

Policy:	Self-Declaration for Brief and Temporary Student Absences
Effective Date:	To be entered by Office of Legal Counsel
Revised Date:	To be entered by Office of Legal Counsel
Review Date:	To be entered by Office of Legal Counsel
Approving Body:	Senate
Authority:	<i>University of Manitoba Act</i> , Section 34(1)
Responsible Executive Officer:	Provost and Vice-President Academic
Delegate: (If applicable)	Vice-Provost (Students)
Contact:	Executive Director, Student Support
Application:	Students, Academic Staff, and Academic Advisors

Reason for Policy

- 1.1 To allow students to provide a self-declaration form in lieu of a medical note (or other documentation) when a student is unable to complete a scheduled test, assignment or exam, due to a brief absence caused by Extenuating Circumstances.
- 1.2 To minimize costs to students and unnecessary use of public health resources for the purpose of obtaining a 'medical note'.

Policy Content

Definitions

- 2.1 The following terms are defined for the purpose of this Policy and the Procedure:
- (a) **Bona Fide Academic Requirements (BFARs):** are the core academic requirements a graduate student must acquire in order to gain, and demonstrate acquisition of, essential knowledge and skills.
 - (b) **Extenuating Circumstances:** a situation outside of a student's control such as a medical event or condition, that temporarily affects their ability to fulfill their academic obligations and requirements. A scheduled vacation or holiday is not an extenuating circumstance.
 - (i) **Other brief and temporary circumstances may include:** Religious Observance, or participation in an inter-university, provincial, inter-provincial, national or international scholastic or athletic event. Students are recommended to consult with their Program/Faculty/College for approved events.
 - (c) **Good Faith:** means acting under an honest belief or purpose, engaging in a faithful performance of responsibilities, with an absence of fraudulent intent. University community members must not lie or otherwise knowingly mislead each other about matters directly linked to this Policy and Procedure.
 - (d) **University:** means the University of Manitoba

Commitments and Objectives

- 2.2 The University recognizes that students may have Extenuating Circumstances that temporarily affect their ability to fulfill their academic obligations and requirements. Any academic arrangement offered to a student must not compromise the learning objectives, essential skills and abilities, or Bone Fide Academic Requirements of the course or program.
- 2.3 This policy only governs the process by which academic considerations are made, it does not change or over-ride academic requirements as stated in course outlines, program policies, and University governing documents (e.g., ROASS).
- 2.4 The institutional response to requests for academic consideration due to Extenuating Circumstances is based on the principle of Good Faith. University staff and faculty members are to assume that student circumstances and documented requests are legitimate unless there is compelling evidence to suggest otherwise. Similarly, students are to assume that University staff and faculty members will provide academic considerations that they deem to be reasonable and in the best

interest of the student, taking into account academic progress, essential skills and abilities, and Bona Fide Academic Requirements.

- 2.5 Privacy and confidentiality are to be respected, protected and maintained throughout the academic consideration process. Students should not be required to disclose specific details to instructors regarding the circumstances resulting in their request for academic consideration.
- 2.6 The University is committed to responding to students in a fair and consistent manner; however, academic considerations may be individualized due to the nature of each student's specific circumstances, and differing program requirements.
- 2.7 Academic units may request further documentation in cases in which a student has made multiple requests for temporary absences. Medical documentation is required for longer term absences as required by the Authorized Withdrawal Policy and Procedure, faculty-specific Leaves of Absence policies (if applicable), or when requesting accommodations under the Accessibility Policy and Procedure.
- 2.8 The use of this Policy or its Procedures to provide false or misleading information constitutes academic misconduct and students will be subject to the University's Student Discipline By-Law.

Accountability

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

Authority to Approve Procedures

- 4.1 The Provost and Vice-President Academic may approve Procedures, if applicable, which are secondary to and comply with this Policy.

Review

- 5.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Policy is [Click here to enter a date](#).
- 5.2 In the interim, this Policy may be revised or repealed if:
- (a) the Provost and Vice-President Academic or the Senate deems it necessary or desirable to do so;
 - (b) the Policy is no longer legislatively or statutorily compliant; and/or
 - (c) the Policy is now in conflict with another Governing Document.
- 5.3 If this Policy is revised or repealed all Secondary Documents, if applicable, shall be reviewed as soon as possible in order that they:
- (a) comply with the revised Policy; or
 - (b) are in turn repealed.

Effect on Previous Statements

- 6.1 This Policy supersedes all of the following:
- (a) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
 - (b) all previous Administration Governing Documents on the subject matter contained herein.

Cross References

- 7.1 This Policy should be cross referenced to the following relevant Governing Documents, legislation and/or forms:
- (a) [Student Discipline By-Law](#)
 - (b) [Deferred and Supplemental Examination Procedures](#)
 - (c) [Accessibility Policy and Procedure](#)
 - (d) [Authorized Withdrawal Policy](#) and Procedure

- (e) [Responsibilities of Academic Staff with Regard to Students](#) (ROASS)
- (f) [Records Management Policy](#)

UNIVERSITY OF MANITOBA PROCEDURE

Procedure:	Self-Declaration for Brief and Temporary Student Absences
Parent Policy:	Brief and Temporary Student Absences
Effective Date:	To be entered by Office of Legal Counsel
Revised Date:	To be entered by Office of Legal Counsel
Review Date:	To be entered by Office of Legal Counsel
Approving Body:	Senate
Authority:	<i>University of Manitoba Act</i> , section 34(1)
Responsible Executive Officer:	Provost and Vice-President Academic
Delegate: (If applicable)	Vice-Provost (Students)
Contact:	Executive Director, Student Support
Application:	Students, Academic Staff and Academic Advisors

Part I Reason for Procedure

- 1.1 To create fairness and consistency across courses, Programs, Departments, and Faculties when considering arrangements for academic work when students are temporarily unable to meet obligations on a particular date or by a given deadline, due to Extenuating Circumstances.
 - (a) Establish the use of a “Self-Declaration Form for Brief or Temporary Absence” for students to submit when requesting academic consideration due to a brief or temporary absence affecting their academic obligations.
 - (i) Identify key responsibilities for students and for university staff and faculty members to implement the Policy and these Procedures.

Part II Procedural Content

Definitions

2.1 The following terms are defined for the purpose of the Policy and this Procedure:

- (a) **Bona Fide Academic Requirements (BFARs):** are the core academic requirements a graduate student must acquire in order to gain, and demonstrate acquisition of, essential knowledge and skills.
- (b) **Extenuating Circumstances:** a situation outside of a student's control such as a medical event or condition, that temporarily affects their ability to fulfill their academic obligations and requirements. A scheduled vacation or holiday is not an extenuating circumstance.
 - (i) **Other brief and temporary circumstances may include:** Religious Observance, or participation in an inter-university, provincial, inter-provincial, national or international scholastic or athletic event. Students are recommended to consult with their Program/Faculty/College for approved events.
- (c) **Good Faith:** means acting under an honest belief or purpose, engaging in a faithful performance of responsibilities, with an absence of fraudulent intent. University community members must not lie or otherwise knowingly mislead each other about matters directly linked to this Policy and Procedure.
- (d) **University:** means The University of Manitoba.

Implementation and Responsibilities

2.2 Responsibilities of Students:

- (a) For Term Work, notify the instructor as soon as possible (or according to timelines listed in the course outline or Faculty regulations for excused absences) but no later than 48 hours after the end of a brief or temporary absence, if due to extenuating circumstances you:
 - (i) will be absent;
 - (ii) were absent and must make up the time;
 - (iii) will be unable to complete any portion of the course work;
 - (iv) will be unable to complete course work on time; or
 - (v) were unable to submit course work on time.

- (b) For Final Exams scheduled during the official final exam period set by the Office of the Registrar and Enrollment Services, contact an academic advisor in your faculty of registration according to the [Deferred and Supplemental Exams Procedures](#).
- (c) Complete and submit a “Self-Declaration Form for Brief or Temporary Absence” to the appropriate staff/office. Although students can submit a medical document, this form is the recommended documentation for this process.
- (d) Submit additional documentation if requested.
- (e) Locate and familiarize yourself with the relevant course/placement/faculty procedures (e.g., course outline, faculty handbook, etc.).
- (f) Complete and submit academic work or write a deferred quiz/test as per the academic consideration granted (or in the case of a deferred final examination, write the exam at the scheduled date and time).

2.3 Responsibilities of University Staff and Faculty Members:

- (a) Familiarize themselves with this Policy and related procedures, as well as Departmental/Faculty/College/School policies and procedures.
- (b) Recognize the University’s Good Faith approach when responding to requests for academic consideration.
- (c) Accept documentation from students (e.g., Self-Declaration for Brief or Temporary Absence Form) and maintain in accordance with the University Records Management policy. Faculty members can consult with their Academic Unit if they have concerns regarding a student’s request.
- (d) Privacy and confidentiality are to be respected, protected and maintained throughout the academic consideration process. Students should not be required to disclose specific details to instructors regarding the circumstances resulting in their request for academic consideration.
- (e) Communicate and work with the student to determine appropriate academic considerations.
- (f) If needed, Faculty members may consult with Student Accessibility Services and/or Academic Units, for clarification on how to facilitate academic consideration arrangements.
- (g) Assure students experiencing extenuating circumstances that reasonable academic consideration will be implemented, as appropriate, while ensuring learning objectives, essential skills and ability requirements, and Bona Fide Academic Requirements are met.

Part III Accountability

- 3.1 The Office of Legal Counsel is responsible for advising the Provost and Vice-President Academic that a formal review of this Procedure is required.
- 3.2 The Vice-Provost (Students) is responsible for the implementation, administration and review of this Procedure.
- 3.3 Students, Academic Advisors, and Academic Staff 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 [Click here to enter a date](#).
- 4.2 In the interim, this Procedure may be revised or repealed if:
 - (a) the Provost and Vice-President Academic or Senate 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) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
 - (b) 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) [Student Discipline By-Law](#)
- (b) [Deferred and Supplemental Examination Procedures](#)
- (c) [Accessibility Policy and Procedure](#)
- (d) [Authorized Withdrawal Policy](#) and Procedure
- (e) [Responsibilities of Academic Staff with Regard to Students](#) (ROASS)
- (f) [Records Management Policy](#)



Self-Declaration Form for Brief or Temporary Absence

This self-declaration is in place of a sick note/supporting documentation, as per the Self-Declaration for Brief and Temporary Student Absences Policy. No additional documentation is required.

Student name: _____

Student number: _____

Student U of M email address: _____

Date(s) of brief absence: _____

Section 1: Nature of Extenuating Circumstance

- Health condition or injury
- Compassionate/Personal
- Bereavement
- Participation in University athletic/scholastic event*
- Religious Observance
- Other

*Students are recommended to consult program or faculty regulations for approved events for excused absences.

Section 2: Academic Requirements needing consideration

- Attendance/participation marks
- Written assignment
- Quiz/Test
- Mid-term exam
- Group work
- Lab/tutorial/seminar
- Placement/fieldwork/clinical
- Oral presentation
- Final exam
- Other: _____

Section 3: Self Declaration of Brief Absence

I am submitting this self-declaration as a request made in good faith for academic consideration, for a maximum of 72 hours, at which point I expect to resume all academic obligations: _____ (initial)



I declare that I am unable to complete the above academic requirement due to an extenuating circumstance as outlined in Section 1 which is limiting or will limit my ability to complete academic requirements.

I understand that it is my responsibility to submit this form as soon as the need is apparent (in accordance with timelines in the course outline and/or Faculty Regulations) but no later than 48 hours after the end of my brief absence, and to follow-up with my instructor(s) about missed academic requirements.

Note: If the 48 hour timeframe falls on a weekend/University closure, the form can be submitted by the next business day.

I understand that providing any false or misleading information, or using this form to inappropriately delay or avoid fulfilling academic requirements, constitutes academic misconduct and a breach of academic integrity as outlined in the [University of Manitoba Student Discipline By-Law](#).

Student Signature: _____

(Note: submitting this form electronically from a U of M email account will be accepted in lieu of a signature)

Date: _____

Notice Regarding Collection, Use, and Disclosure of Personal Information and Personal Health Information by the University

Your personal information and personal health information (“information”) is being collected under the authority of *The University of Manitoba Act*. The information you provide will be used by the University for the purpose of determining your eligibility to receive academic consideration(s), and for communication. Your information will not be used or disclosed for other purposes, unless permitted by *The Personal Health Information Act* (PHIA) or *The Freedom of Information and Protection of Privacy Act* (FIPPA). If you have any questions about the collection of your information, contact the Access & Privacy Office (tel. 204-474-9462), 233 Elizabeth Dafoe Library, University of Manitoba, Winnipeg, MB, R3T 2N2.

October 7, 2021

Report of the Senate Committee on Nominations

Preamble

The terms of reference for the Senate Committee on Nominations may be found on the University Governance website at: <https://umanitoba.ca/governance/senate/committees#standing-committees-of-senate>

The Committee met electronically from October 4-6 to consider nominations to fill vacancies on the standing committees of Senate.

Observation

Listed below are Senate committees with vacancies to be filled, along with the names of the nominees being proposed, their faculty/school, and the expiry date of their terms. Unless otherwise stated, all terms begin on June 1, 2021.

Following the list is the membership list for each of those committees, including the names of the nominees, which have been highlighted.

Recommendations

The Committee recommends to Senate the following list of faculty and student nominees:

COMMITTEE	NOMINEE(S)	FACULTY/ SCHOOL	TERM END DATE
Senate Committee on Academic Computing	Jordan Beck (student)	Graduate Studies	2023.05.31
Senate Committee on Appeals	Shantanu Debbarman (student)	Graduate Studies	2022.05.31
Senate Committee on Instruction and Evaluation	Elizabeth Troutt (R)*	Arts	2024.05.31
	Anna McGregor (student)	Graduate Studies	2022.05.31
Senate Planning and Priorities Committee	Fowzia Ahmed (student)	Graduate Studies	2022.05.31

* (R) indicates a re-appointment of a Committee member whose term has expired.

Respectfully submitted,

Professor M. Edwards, Chair
Senate Committee on Nominations

Comments of the Senate Executive Committee:
The Senate Executive Committee Endorses the Report to Senate.

SENATE COMMITTEE ON ACADEMIC COMPUTING

last updated April 22, 2021

Composition	Incumbents	Faculty/School	Term
Provost and Vice-President (Academic) (or designate), Chair	Mark Torchia, designate		<i>Ex-officio</i>
Vice-President (Research and International)(or designate)	Jay Doering, designate		<i>Ex-officio</i>
CIO, Information Services and Technology (or designate)	Mario Lebar, designate K-L Holter		<i>Ex-officio</i>
University Librarian (or designate)	Lisa O'Hara, designate Les Moor		<i>Ex-officio</i>
Manager, Learning Management Systems	Sol Chu		<i>Ex-officio</i>
Two Deans of Faculties or Colleges or Directors of Schools	Reg Urbanowski	Health Sciences	2022.05.31
	Martin Scanlon	Agricultural and Food Sciences	2024.05.31
Six members of the academic staff (including at least one from the Bannatyne campus)	Kari Kumar	Extended Education	2022.05.31
	Neil McArthur	Arts	2022.05.31
	David Walker	Environment, Earth, and Resources	2022.05.31
	Franklin Bristow	Science	2024.05.31
	James Gilchrist	Health Sciences	2024.05.31
	Ian Jeffrey	Engineering	2024.05.31
Four Students (two grads, two undergrads)	Alexandre Morakis	Management	2022.05.31
	Jessica Ritchie	Health Sciences	2022.05.31
	A.K.M. Monsurul Alam	Graduate Studies	2022.05.31
	Jordan Beck	Graduate Studies	2022.05.31
Resource: Laura Orsak-Williams 474-8174 Resource (technical): Gilbert Detillieux 474-8161 Resource: Lynette Phye 474-8013 Terms of Office: three-year terms; students = two-year terms			

SENATE COMMITTEE ON APPEALS

last updated June 30, 2021

Composition	Incumbents	Faculty/School	Term
One academic member appointed as Chair by Senate Executive	Charlotte Enns	Education	2022.05.31
Two elected academic members appointed as Vice-Chairs by Senate Executive (not from same faculty/school as Chair or each other)	Peter Blunden	Science	2022.05.31
	Derek Oliver	Engineering	2022.05.31
Three members from among Deans of Faculties or Colleges and Directors of Schools appointed by the President	Lalitha Raman-Wilms	Health Sciences	2022.05.31
	Martin Scanlon	Agricultural & Food Sciences	2022.05.31
	Douglas Brown	Kinesiology & Rec. Mgt.	2023.05.31
Five academic members of Senate	Lisa Landrum (S)	Architecture	2022.05.31
	Derek Oliver (S)	Engineering	2022.05.31
	Jitendra Paliwal (S)	Agricultural & Food Sciences	2022.05.31
	Robert Biscontri (S)	Management	2023.05.31
	Peter Blunden (S)	Science	2024.05.31
Six academic members	Michael Campbell	Environment Earth & Res.	2022.05.31
	Nicholas Harland	Science	2022.05.31
	Melanie Glenwright <i>/r for Melanie Soderstrom</i>	Arts <i>Arts</i>	2022.05.31
	Rod Lastra	Extended Education	2023.05.31
	Vanessa Swain	Health Sciences	2024.05.31
	Tracey Bone (S)	Social Work	2024.05.31
President of UMSU (or desig.)	Brendan Scott		<i>Ex-officio</i>
Six students (four undergrads from different Faculties or Schools, and two grads)	Serena Phillips (S)	Science	2022.05.31
	Mira Villegas (S)	Health Sciences	2022.05.31
	Matthew Koldon (S)	Environment, Earth & Res.	2022.05.31
	Allison Kilgour (S)	Law	2022.05.31
	Golnaz Shirzadi	Graduate Studies	2022.05.31
	Shantanu Debbarman	Graduate Studies	2022.05.31
One member of USB	Jules Rocque		2023.05.31
One student of USB			
Resource: Marcia Yoshida 474-6166 Terms of Office: three-year terms; students = one-year terms			

SENATE COMMITTEE ON INSTRUCTION AND EVALUATION

last updated September 1, 2021

Composition	Incumbents	Faculty/School	Term
Provost and Vice-President (Academic) (or designate), Chair	Mark Torchia, designate		<i>Ex-officio</i>
Seven members of the academic staff, at least one of whom shall be a Senator and at least one should be teaching courses in University 1. The seven shall include one Dean or Director, at least one from each of Arts and Science, and at least two from other faculties/schools (one shall be from the Bannatyne Campus)	Nicholas Harland	Science	2022.05.31
	Krystyna Koczanski	Science	2022.05.31
	Lukas Neville	Management	2022.05.31
	Vanessa Warne	Arts	2022.05.31
	Reg Urbanowski (S) (Dean)	Health Sciences	2024.05.31
	Trina Arnold	Health Sciences	2024.05.31
	Elizabeth Troutt	Arts	2024.05.31
Four students, at least one graduate student	Allison Kilgour (S)	Law	2022.05.31
	Zlata Odribets (S)	Arts	2022.05.31
	Monsurul Alam (S)	Graduate Studies	2022.05.31
	Anna McGregor	Graduate Studies	2022.05.31
UMSU President or Vice-President	Emily Kalo (Vice-President, Advocacy)		<i>Ex-officio (non-voting)</i>
Dean or Associate Dean, Graduate Studies	Todd Duhamel		<i>Ex-officio (non-voting)</i>
Executive Director, Centre for the Advancement of Teaching and Learning (or designate)	Mark Torchia		<i>Ex-officio (non-voting)</i>
University Registrar or Associate Registrar (or designate)	Jeff Adams, designate Sharon Bannatyne		<i>Ex-officio (non-voting)</i>
Director, Student Advocacy (or designate)	Heather Morris, designate Matthew Carvell		<i>Ex-officio (non-voting)</i>
Resource: Marcia Yoshida 474-6166 Terms of Office: three-year terms; students = one-year terms			

SENATE PLANNING AND PRIORITIES COMMITTEE

last updated June 30, 2021

Composition	Incumbents	Faculty/School	Term
Provost and Vice-President (Academic) (or designate)	Mark Torchia, designate		<i>Ex-officio</i>
Vice-President (Administration) (or designate)	Mario Lebar, designate		<i>Ex-officio</i>
Vice-President (Research and International) (or designate)	Jay Doering, designate		<i>Ex-officio</i>
Ten members of academic staff (excluding Deans, Directors and Associate/Assistant Deans or Directors), three must be members of Senate, and one must be from Bannatyne campus	Myrle Ballard (S)	Science	2022.05.31
	Derek Oliver (S)	Engineering	2022.05.31
	David Watt (S), Chair	Arts	2022.05.31
	Mark Gabbert	Arts	2023.05.31
	Karine Levasseur	Arts	2023.05.31
	Gary Anderson	Science	2024.05.31
	Orvie Dingwall	Libraries	2024.05.31
	Cary Miller	Arts	2025.05.31
	Mojgan Rastegar (S)	Health Sciences	2025.05.31
	<i>John Sorensen</i> <i>l/r for Colette Simonot-Maiello (S)</i>	<i>Science</i> <i>Music</i>	2021.12.31 2025.05.31
Three students, one graduate, one undergraduate and the President of UMSU or designate	Kristin Smith	Arts	2022.05.31
	Fowzia Ahmed	Graduate Studies	2022.05.31
	Brendan Scott	UMSU	2022.04.30
President	Todd Mondor, designate		<i>Ex-officio</i>
Vice-Provost (Students)	Laurie Schnarr		<i>Ex-officio</i>
Resource: Shannon Coyston 474-6892 Terms of Office: four-year terms; students = two-year terms			

September 23, 2021

Report of the Senate Committee on University Research Re: Proposal to revise the Animal Care and Use policy

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
2. At its meeting on September 16, 2021, SCUR received for review, a proposal to revise the the Animal Care and Use policy.

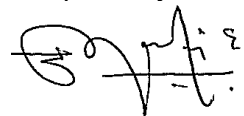
Observations:

1. Richard Hodges, Animal Care Director, and Tracy Van Osch, Animal Care Coordinator, proposed the revisions to the Animal Care and Use policy in June 2021.
2. The Office of Legal Counsel reviewed and gave input to the proposed policy revisions in August 2021.
3. The revisions provide better clarity for personnel involved with the use of animals in research and teaching by improving definitions. Specifically, detailed definitions of “Abbreviated Protocol for Minimal Animal Involvement”, “Animal Care Coordinator”, “Collaborator and Collaborative Project”, “Off-site Housing”, and “Research Personnel” were added. The format of the policy was also updated to align with Governing Document template.

Recommendation:

The Senate Committee on University Research recommends THAT the revisions to the Animal Care and Use policy be approved.

Respectfully submitted,



Digvir Jayas, Chair
Senate Committee on University Research

Comments of the Senate Executive Committee:
The Senate Executive Committee Endorses the Report to Senate.

UNIVERSITY OF MANITOBA POLICY

Policy:	ANIMAL CARE AND USE
Effective Date:	December 7, 2011
Revised Date:	August 1, 2019
Review Date:	To be entered by Office of Legal Counsel
Approving Body:	Senate
Authority:	Vice-President (Research and International) and Senate Committee on University Research
Responsible Executive Officer:	Vice-President (Research and International))
Delegate:	Associate Vice-President (Research)
Contact:	Animal Care Coordinator
Application:	Faculty/School Councils, Student and other trainees, External Parties, Employees who use Animals in research, teaching and/or testing

Part I Reason for Policy

- 1.1 To affirm the University of Manitoba's commitment to maintaining high standards of Animal care and use in Animal-based research, teaching or testing, and to set out the principles under which Animal care and use will be governed at the University of Manitoba.
- 1.2 To ensure adherence to the Applicable Requirements, as hereinafter set out, including without limitation to the policies and guidelines of the Canadian Council on Animal Care (CCAC).

Part II Policy Content

Definitions

- 2.1 The following terms have the following defined meaning for the purpose of this Policy and its Procedures:

- (a) **Abbreviated Protocol for Minimal Animal Involvement** means a document submitted by an Animal User for consideration by a subcommittee of the Animal Care Committee (ACC), and containing a brief description of the study which allows for confirmation of minimal Animal use.
- (b) **Academic Staff Member** means:
 - (i) Animal Users who are academic staff members with faculty rank in a department holding full-time academic appointments, reduced appointments, or half-time appointments at the rank of instructor I, instructor II, senior instructor, lecturer, assistant professor, associate professor, professor, professor emeritus or senior scholar.
 - (ii) Animal Users holding nil-salaried appointments at the University of Manitoba (i.e., adjunct professorships and visiting scholars).
- (c) **Affiliated Entity** means organizations which have formal agreements with the University to conduct collaborative research.
- (d) **Animal** means living vertebrates and cephalopods.
- (e) **Animal Care Coordinator** means an employee occupying the role of Animal Care Coordinator, reporting to the Associate Vice-President (Research).
- (f) **Animal Care Facilities Staff** means personnel working with Animals in Facilities with their primary responsibility being Animal husbandry and/or Facility functioning.
- (g) **Animal Holding Facility** means a facility in which Animals are held and used by Animal Users where such facilities are owned and/or operated by either the University or an Affiliated Entity. Here in after referred to as "Facility".
- (h) **Animal User** means any person affiliated with the University who uses Animals in research, teaching, or testing at the University or elsewhere; and, any organization or person, not necessarily affiliated with the University, using Animals in research, teaching, or testing while on University premises or using University Facilities, equipment or resources.
- (i) **Applicable Requirements** means in relation to the care and use of Animals, any government legislation and/or regulations; professional and ethical codes; guidelines and standards to which the University adheres , including, among others, guidelines, standards and/or regulations by, or of:
 - (i) the CCAC;
 - (ii) the Canadian Association of Laboratory Animal Medicine;

- (iii) the Canadian Veterinary Medical Association;
 - (iv) the Manitoba Veterinary Medical Association;
 - (v) the Animal Care Committees (the “ACC”); and
 - (vi) the Committee on Animal Care (the “CAC”).
- (j) **Category of Invasiveness or COI** means the categories defined by the Canadian Council on Animal Care (CCAC) describing the invasiveness of the procedures used on a live Animal. Invasiveness is based on the degree and duration of pain or physical distress associated with the procedure.
- (k) **CCAC** means the Canadian Council on Animal Care.
- (l) **Collaborator and Collaborative Project** means Animal Users who share expertise, facilities, equipment, or financial support in order to complete animal research, teaching, or testing as described in an approved Protocol.
- (m) **Off-site Housing** means locations (other than the Facilities) in which Animals for use are housed.
- (n) **Principal Investigator or PI** means Academic Staff Members engaged in animal research, teaching or testing (current, past or proposed); animal care facilities staff; and Veterinary Services Staff who are responsible for breeding, maintenance and service provision protocols.
- (o) **Protocol** means the “Animal Use Protocol Form”, which is submitted by a Principal Investigator for consideration by the ACC, and contains a detailed description of the rationale of the study, describes the treatments and procedures to be performed on live Animals, and the experience and training of the Animal User.
- (p) **Research Personnel** refers to personnel, other than the Principal Investigator (PI), identified on the Protocol. Such persons may include co-investigators (if not also identified as a PI for the project), collaborators, post-doctoral fellows, research associates, technicians or students.
- (q) **Veterinary Services Staff** means individuals reporting to the Director, Animal Care and Use Program (DACUP), who normally include, veterinarians, animal health technician practitioners, laboratory animal training co-ordinator and the post-approval monitoring/education technicians.

2.2 Any references in the singular form shall be deemed to include the plural form where the meaning of a section so requires. In addition, any references to legislation/policies/regulations/guidelines, documents, committees or organizations shall be deemed to include successor or substitute form of

legislation/policies/regulations/guidelines, documents, committees or organization.

Policy Statements Under Which Use Will be Governed

- 2.3 The use of Animals in research, teaching or testing is a privilege and can be undertaken only when a justifiable need is established by the Animal User to the ACC.
- 2.4 All care and use of Animals must follow Applicable Requirements.
- 2.5 Implementing and adhering to Applicable Requirements concerning the proper care and use of Animals in research, teaching or testing is an institutional responsibility shared by University Administration, including central, faculty and departmental administration; specially appointed committees; the DACUP; Veterinary Services Staff, Directors of Facilities; and Animal Users.
- 2.6 Before a project involving the use of Animals for research, teaching or testing is initiated or Animals are acquired, a Protocol must be submitted by the Animal User for approval by the appropriate ACC.
- 2.7 To ensure Animal Users are competent and thoroughly familiar with the Applicable Requirements, they must participate in education and training provided and stipulated by the University.
- 2.8 The University considers improper care and use of Animals in research, teaching or testing to be a serious offence, subject to severe penalties, including but not limited to, the withdrawal of Animal use privileges and/or disciplinary action.
- 2.9 To give effect to this policy, the University shall establish procedures and committees.

Part III Accountability

- 3.1 The Office of Legal Counsel is responsible for advising the Responsible Executive Officers that a formal review of this Policy is required.
- 3.2 The Vice-President (Research and International), Vice-President (Administration), Vice-President (Academic) and Provost is responsible for the implementation, administration and review of this Policy. Such responsibility is hereby delegated to the Associate Vice-President (Research).

- 3.3 Faculty/School Councils, Student and other trainees, External Parties, and Employees who use Animals in research, teaching and/or testing are responsible for complying with this Policy.

Part IV Authority to Approve Procedures

- 4.1 The Vice-President (Research and International), in consultation with the Senate Committee on University Research, may approve Procedures, if applicable, which are secondary to and comply with this Policy.

Part V Review

- 5.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Policy is March 31 2029.
- 5.2 In the interim, this Policy may be revised or repealed if:
- (a) the Responsible Executive Officers or the Approving Body deems it necessary or desirable to do so;
 - (b) the Policy is no longer legislatively or statutorily compliant; and/or
 - (c) the Policy is now in conflict with another Governing Document.
- 5.3 If this Policy is revised or repealed all Secondary Documents, if applicable, shall be reviewed as soon as possible in order that they:
- (a) comply with the revised Policy; or
 - (b) are in turn repealed.

Part VI Effect on Previous Statements

- 6.1 This Policy supersedes all of the following:
- (a) Animal Care and Use Policy, revised July 2, 2013 (previous versions revised December 3, 2008 and June 2, 1999);
 - (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 VII
Cross References

7.1 This Policy should be cross referenced to the following relevant Governing Documents, legislation and/or forms:

- (a) Animal Care and Use Procedure

September 17, 2021

Report of the Senate Committee on University Research Re: Proposal to revise the Terms of Reference of the Evelyn Wyrzykowski Research Chair in Cardiology

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
2. At its meeting on September 16, 2021, SCUR received for review, a proposal to revise the Terms of Reference for the Evelyn Wyrzykowski Research Chair in Cardiology.
3. The University of Manitoba Policy for Chairs and Professorships specifies (section 2.14) "In the case of proposals for Chairs and Professorships that are primarily intended to enhance the University's research programs, the Senate Committee on University Research shall recommend to Senate."

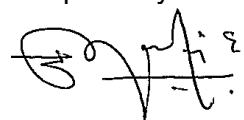
Observations:

1. The Rady Faculty of Health Sciences has proposed a revision to the Terms of Reference of the Evelyn Wyrzykowski Research Chair in Cardiology.
2. The revisions include updating language to reflect changes in the Rady Faculty of Health Sciences; removing references to the St. Boniface Hospital and Research Foundation, who have withdrawn from this joint venture; the method of funding; and the qualifications of the chairholder.
3. The Chair will be funded by an endowment fund established by the Department of Pediatrics and matched by a donation from the Winnipeg Rh Institute Foundation and a transfer from the Robert Wallace Cameron Fund.

Recommendation:

The Senate Committee on University Research recommends THAT the revised Terms of Reference for the Evelyn Wyrzykowski Research Chair in Cardiology be approved.

Respectfully submitted,



Digvir Jayas, Chair
Senate Committee on University Research

Comments of the Senate Executive Committee:
The Senate Executive Committee Endorses the Report to Senate.

Date: September 7, 2021

To: Digvir Jayas, Vice-President (Research and International)

From: Diane Hiebert-Murphy, Provost and Vice-President (Academic) *Diane Hiebert-Murphy*

Re: Proposal to Revise the Evelyn Wyrzykowski Research Chair in Cardiology

On behalf of the Max Rady College of Medicine, Rady Faculty of Health Sciences, Dr. Peter Nickerson has submitted a proposal to revise the terms of the Evelyn Wyrzykowski Research Chair in Cardiology, initially approved by Senate in June, 2016. This Chair continues to align with the priorities of the Department of Internal Medicine, the College, the Faculty, and the University and will support research in the area of clinical cardiology and translational research.

The proposed revisions include:

- Updating the language in the Terms of Reference to reflect changes in the Rady Faculty of Health Sciences,
- Removing references to the St. Boniface Hospital and Research Foundation, who have withdrawn from this joint venture,
- Revising the method of funding the Chair, and
- Updating the qualifications of the chairholder.

The policy on Chairs and Professorships specifies that:

- (1) Chairs are established to advance the University's academic goals and objectives;
- (2) Chairs be funded by way of an endowment or through annual expendable gifts for at least five years, or by a combination of endowment and annual expendable gifts;
- (3) Chairs shall normally be attached to a department, faculty, school, college, centre or institute and the goals of the Chair shall be consistent with that unit;
- (4) The establishment of a Chair normally shall not be tied to the appointment of a particular person;
- (5) Individuals appointed to the Chair shall normally have the academic qualifications commensurate with an appointment at the rank of Assistant Professor, Associate Professor, or Professor; and
- (6) The initial term of the appointment of the Chair shall be 3 to 5 years, and if renewal is permitted, such renewal shall be subject to a successful performance review and the availability of funds.

The revised Chair proposal satisfies the above requirements. Funding for the Chair will now be derived from the original capital contributions (currently valued at \$1,502,427) together

with additional contributions from the Department of Internal Medicine and the University of Manitoba for a total of \$3,000,000.

I support this proposal from the Rady Faculty of Health Sciences and request that you present it to the Senate Committee on University Research for consideration and recommendation to Senate and, in turn, the Board of Governors.

If you have any questions or concerns, I would be pleased to meet with you.

**PROPOSAL TO REVISE THE TERMS OF REFERENCE FOR THE
EVELYN WYRZYKOWSKI RESEARCH CHAIR IN CARDIOLOGY
AT THE UNIVERSITY OF MANITOBA**

EXECUTIVE SUMMARY:

In accordance with the procedures and mechanisms for establishing Chairs at the University of Manitoba, the following is presented:

TYPE OF APPOINTMENT: Chair

NAME OF CHAIR: Evelyn Wyrzykowski Research Chair in Cardiology

PURPOSE AND OBJECTIVES OF CHAIR:

The University of Manitoba's Endowed Evelyn Wyrzykowski Research Chair in Cardiology will provide research leadership, scholarship, and mentorship in cardiology at the University of Manitoba.

The specific objectives include:

- To promote a program in clinical cardiovascular research and/or translational research;
- To recruit/retain an experienced leader with demonstrated expertise in cardiovascular medicine and a proven track record in related research;
- To enhance the competitiveness of the University of Manitoba Department of Internal Medicine at national and international peer reviewed funding agencies such as CIHR, NIH and the Heart and Stroke Foundation of Canada;
- The establishment and sustenance of critical intramural and extramural links and collaborations that serve to promote research at the University of Manitoba;
- To provide mentorship and opportunities for young investigators embarking on careers focused on cardiology, cardiovascular medicine, cardiac surgery, cardiac critical care, cardiac anesthesia, cardiovascular imaging and translational research in cardiovascular physiology;
- To pursue research topics that will lead to improved health for individuals with a variety of cardiovascular diseases, and to ensure that high quality, timely care is available for Manitobans.

RELATIONSHIP TO THE PROPOSING UNIT:

The Department of Internal Medicine in the Max Rady College of Medicine, Rady Faculty of Health Sciences houses the academic and research activity relating to adult cardiology. The proximity of the Bergen Centre Cardiac Unit to the St. Boniface Research Centre and the Asper Clinical Research Institute is ideal. The success of the basic science work at the St. Boniface Research Group will allow clinical cardiology research at the University of Manitoba to also become a world leader in both clinical research and translational research. The proposed Chair would serve to enhance research activity in cardiovascular medicine, in doing so, the overall research profile of the Department of Internal Medicine and the Rady Faculty of Health Sciences.

The Chair will support an individual Clinician-Scientist by providing at least 20% salary support plus operating funds to pursue independent research in cardiovascular medicine. This support will allow the recipient to maximize his/her research activity and effectiveness, as well as lead research activity in the Faculty in this strategically important area.

THE METHOD BY WHICH THE CHAIR WILL BE FUNDED:

The Department of Internal Medicine and the University of Manitoba have agreed to commit to fund \$3,000,000 towards the endowed chair. The Evelyn Wryzykowski Research Chair in Cardiology holds a current balance of \$1,502,427 in original capital contributions primarily from the Department of Internal Medicine along with smaller external gifts. The full capital commitment will be met with the above original contributions along with accrued interest, market appreciation and an additional contribution from the Department of Internal Medicine.

GENERAL AND SPECIFIC REQUIREMENTS FOR THE CHAIR:

In accordance with the Procedures and Mechanisms for establishing Chairs at the University of Manitoba, individuals appointed to the Endowed Evelyn Wryzykowski Research Chair in Cardiology shall have the following qualifications:

- Canadian Citizen or permanent resident;
- M.D. (Royal College certified in Internal Medicine and Endocrinology);
- Holding a current academic appointment at the rank of Assistant, Associate or Full Professor;
- History of excellence in research as evidenced in high quality research output, successful and promising research projects and programs, and significant contributions to the academic and clinical community at the local, national and/or international level;
- History of mentoring junior colleagues and investigators;
- History of effective and productive collaboration with intramural and extramural investigators and institutions.

TERM OF APPOINTMENT:

- The initial term of the appointment will be for five years, and on the recommendation of the Department Head of Internal Medicine in consultation with the Section Head of Cardiology.
- The incumbent will provide a brief annual progress report. At year two, there will be a performance review by the Department of Internal Medicine Research and Faculty Development Review Committee.
- The renewal of the appointment for an additional term(s) will be subject to a successful review of the incumbent's performance within the context of the Rady Faculty of Health Sciences's research strategy; such a review to be carried out during the fourth year of the term. The review will be performed by the Department of Internal Medicine Research and Faculty Development Review Committee.

A successful performance review will provide evidence of the following:

Program of Research, Scholarly Work and Creative Activities

The Chair holder is developing or has an established program either individually and/or as a team. There is evidence of leadership.

Knowledge Generation/Communication

1. **Publications** – There is evidence of sustained dissemination of new knowledge that is directed towards the academic and/or healthcare community.
2. **Presentations** – There is evidence of communication of research findings to the academic, professional, or stakeholder community on a regular basis.

Funding

1. **Operating** – There is evidence that the Chair holder plays a leading role in successful applications to competitive funding organizations individually or as a member of a team.
2. **Student Funding** – The Chair holder is expected to assist research trainees under their supervision with funding applications.

Student Supervision

The Chair holder is expected to be involved in successful supervision of research trainees.

OTHER PROVISIONS:

- 1) The selection and appointment of an individual to the proposed Chair shall be conducted in accordance with the University Policy and Procedures on Chairs and Professorships.
- 2) The duties and responsibilities of the individual appointed to the proposed Chair will be in accordance with the University Policy and Procedures on Chairs and Professorships.
- 3) The incumbent will acknowledge that she or he holds the Chair at the University of Manitoba in all publications, lectures, and any other activity supported by the fund.
- 4) The incumbent may have a cross appointment to an applicable Department for the purpose of graduate training. The incumbent will participate in an appropriate amount of teaching activity, including for undergraduate and post-graduate trainees and graduate students, where appropriate.

**PROPOSAL TO REVISE THE TERMS OF REFERENCE FOR THE
EVELYN WYRZYKOWSKI RESEARCH CHAIR IN CARDIOLOGY
AT THE UNIVERSITY OF MANITOBA**

EXECUTIVE SUMMARY:

In accordance with the procedures and mechanisms for establishing Chairs at the University of Manitoba, the following is presented:

TYPE OF APPOINTMENT: Chair

NAME OF CHAIR: ~~Endowed~~ Evelyn Wyrzykowski Research Chair in Cardiology

PURPOSE AND OBJECTIVES OF CHAIR:

The University of Manitoba's Endowed Evelyn Wyrzykowski Research Chair in Cardiology will provide research leadership, scholarship, and mentorship in cardiology at the University of Manitoba.

The specific objectives include:

- To promote a program in clinical cardiovascular research and/or translational research;
- To ~~create the opportunity to~~ recruit/retain an experienced leader with demonstrated expertise in cardiovascular medicine and a proven track record in related research. ~~The support of an endowed chair would afford such an individual with the time and necessary support to fully devote his/her efforts to achieve the proscribed objectives.;~~
- ~~To e~~Enhance the competitiveness of the University ~~Of~~ Manitoba Department ~~Of~~ Internal Medicine at national and international peer reviewed funding agencies such as CIHR, NIH and the Heart and Stroke Foundation of Canada.;
- The establishment and sustenance of critical intramural and extramural links and collaborations that serve to promote research at the University of Manitoba.;
- ~~To provide the provision of~~ mentorship and opportunities for young investigators embarking on careers focused on cardiology, cardiovascular medicine, cardiac surgery, cardiac critical care, cardiac anaesthesia, cardiovascular imaging and translational research in cardiovascular physiology.;
- ~~The pursuit~~To pursue ~~of~~ research topics that will lead to ~~cures or~~ improved health for individuals with a variety of cardiovascular ~~diseases~~, and to ensure that high quality, timely care is available for Manitobans.;

RELATIONSHIP TO THE PROPOSING UNIT:

The Department of Internal Medicine in the Max Rady College of Medicine, Rady Faculty of Health Sciences houses the academic and research activity relating to adult ~~The Rady Faculty of Health Sciences Medicine and the Department of Internal Medicine at the University of Manitoba have a major academic commitment to achieving the highest level of excellence in cardiology research.~~ The proximity of the Bergen Centre Cardiac Unit to the St. Boniface Research Centre and the Asper Clinical Research Institute is ideal. The success of the basic science work at the St. Boniface Research Group will allow clinical cardiology research at

the University of Manitoba to also become a world leader in both clinical research and translational research. The proposed Chair would serve to enhance research activity in cardiovascular medicine, in doing so, the overall research profile of the Department of ~~I~~Internal Medicine and the ~~Rady~~Faculty of ~~Health Sciences~~Medicine.

The Chair will support an individual Clinician-Scientist by providing at least 20% salary support ~~and plus~~ operating funds to pursue independent research in cardiovascular medicine. This support will allow the recipient to maximize his/her research activity and effectiveness, as well as lead research activity in the Faculty in this strategically important area. ~~Excellence of the candidate will be the first priority.~~

THE METHOD BY WHICH THE CHAIR WILL BE FUNDED:

FUNDING METHOD:

~~The St. Boniface Hospital and Research Foundation with t~~The Department of Internal Medicine ~~and the~~ University of Manitoba have agreed ~~to~~ commit to ~~fund~~ \$3,000,000 towards the endowed ~~chair~~. ~~The Department of Internal Medicine has already committed~~ The Evelyn Wryzykowski Research Chair in Cardiology holds a current balance of \$1,502,427 in original capital contributions primarily from the Department of Internal Medicine along with smaller external gifts. The full capital commitment will be met with the above original contributions along with accrued interest, market appreciation and an additional contribution from the Department of Internal Medicine. \$1,000,000 in recognition of ~~their commitment to support academic research in the Department. The St. Boniface Hospital and Research Foundation Inc. will contribute \$1,500,000. It is anticipated that funding of the Chair will be from the interest accrued on this endowment.~~

~~The revenue generated from this fund will support a portion of salary for the appointee as well as an appropriate level of unrestricted research support for the Chair in the form of operating funds. In addition, opportunities to leverage these funds will be explored through programs offered by CHiR.~~The Chair will fund at least 20% of the salary plus research support.

GENERAL AND SPECIFIC REQUIREMENTS FOR THE CHAIR:

In accordance with the Procedures and Mechanisms for establishing Chairs at the University of Manitoba, individual-s appointed to the Endowed Evelyn Wyrzykowski Research Chair in Cardiology shall have the following qualifications:

- Canadian Citizen or permanent resident;
- M.D. (Royal College certified in Internal Medicine and Endocrinology);
- Holding a current academic appointment at the rank of Assistant, Associate or Full Professor;
- History of excellence in research as evidenced in high quality research output, successful and promising research projects and programs, and significant contributions to the academic and clinical community at the local, national and/or international level;
- History of mentoring junior colleagues and investigators;

- History of effective and productive collaboration with intramural and extramural investigators and institutions.
 - ~~Canadian citizen or permanent resident.~~
 - ~~MD~~
 - ~~Royal College certified in Cardiology or equivalent~~
 - ~~Holding a current academic appointment at the rank of Professor.~~
 - ~~History of excellence in research as evidenced by a strong publication record in high impact journals and acquisition of national or international peer reviewed grants and contracts.~~
 - ~~History of mentoring junior colleagues and investigators.~~
 - ~~History of effective and productive collaboration with intramural and extramural investigators and institutions.~~

TERM OF APPOINTMENT:

- The initial term of the appointment will be for five years, and on the recommendation of the Department Head of Internal Medicine in consultation with the Section Head of Cardiology.
- The incumbent will provide a brief annual progress report. At year two, there will be a performance review by the Department of Internal Medicine Research and Faculty Development Review Committee.
- The renewal of the appointment for an additional ~~term(s)~~ will ~~be subject to~~ a successful review of the incumbent's performance within the context of the Rady Faculty of Health Sciences~~Medicine~~'s research strategy; such a review to be carried out during the fourth year of the term. The review will be performed by the Department of Internal Medicine Research and Faculty Development Review Committee.

A successful performance review will provide evidence of the following:

Program of Research, Scholarly Work and Creative Activities

The Professorship Chair holder is developing or has an established program either individually and/or as a team. There is evidence of leadership.

Knowledge Generation/Communication

1. **Publications** – There is evidence of sustained dissemination of new knowledge that is directed towards the academic and/or healthcare community.
2. **Presentations** – There is evidence of communication of research findings to the academic, professional, or stakeholder community on a regular basis.

Funding

1. **Operating** – There is evidence that the Professorship Chair holder plays a leading role in successful applications to competitive funding organizations individually or as a member of a team.
2. **Student Funding** – The Professorship Chair holder is expected to assist research trainees under their supervision with funding applications.

Student Supervision

The ~~Professorship~~Chair holder is expected to be involved in successful supervision of research trainees.

OTHER PROVISIONS:

- 1) The selection and appointment of an individual to the proposed ~~Chair~~Professorship shall be conducted in accordance with the University Policy and Procedures on Chairs and Professorships.
- 2) The duties and responsibilities of the individual appointed to the proposed ~~Chair~~Professorship will be in accordance with the University Policy and Procedures on Chairs and Professorships.
- 3) The incumbent will acknowledge that she or he holds the ~~Chair~~Professorship at the University of Manitoba in all publications, lectures, and any other activity supported by the fund.
- 4) The incumbent may have a cross appointment to an applicable Department for the purpose of graduate training. The incumbent will participate in an appropriate amount of teaching activity, including for undergraduate and post-graduate trainees and graduate students, where appropriate.



Office of the
University Secretary

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Date: October 7, 2021

To: Members of Senate
Members of the Board of Governors

From: Jeff M. Leclerc, University Secretary

Subject: Updates to the *Election of the Chancellor Policy*

The current term of the Chancellor runs to May 31, 2022. By way of background, the Chancellor is elected by the Committee of Election, which is a joint session of the Board of Governors and Senate convened for that purpose. Under the *Election of the Chancellor* policy, a Chancellor Search Committee will be formed to make a recommendation to the Committee of Election. This process has been in place since 2011.

As I have been preparing a timeline for the Chancellor election process that will occur in early 2022, I have become aware of a gap in the Policy that I respectfully recommend that Senate and the Board consider addressing through an amendment to the policy. As it currently stands, there is no provision to allow the Chancellor Search Committee to evaluate an incumbent Chancellor and recommend reappointment. I have reviewed like policies at other institutions and recommend that the policy be amended to lay out the process by which the Chancellor Search Committee will review and evaluate the incumbent Chancellor and make a recommendation to the Committee of Election.

Should this amendment be approved, the upcoming Chancellor Election process would be run in early-2022 in this manner.

Thank you for your consideration of this proposal.

c.c. Ms. Laurel Hyde, Chair, Board of Governors
Dr. Michael Benarroch, Chair, Senate

Comments of the Senate Executive Committee:
The Senate Executive Committee Endorses the Report to Senate.

umanitoba.ca/governance

UNIVERSITY OF MANITOBA POLICY

Policy:	ELECTION OF THE CHANCELLOR
Effective Date:	January 25, 2011
Revised Date:	June 26, 2018
Review Date:	June 26, 2028
Approving Body:	Board of Governors and Senate
Authority:	<i>The University of Manitoba Act</i> Section 46-50
Responsible Executive Officer:	University Secretary
Delegate:	
Contact:	University Secretary
Application:	Board of Governors members; Senate members; Members of the University Community

Part I Reason for Policy

- 1.1 To provide for the election of the Chancellor in a manner consistent with the provisions of *The University of Manitoba Act*, C.C.S.M. c.u60.

Part II Policy Content

- 2.1 *The University of Manitoba Act* states that the Chancellor shall be elected by the Committee of Election. The Committee of Election is a joint session of the voting members of the Board of Governors and the Senate. The Committee of Election is chaired by the Chair of the Board of Governors. The University Secretary, as Secretary of Senate, serves as the Secretary of the Committee of Election.
- 2.2 The Chancellor shall be elected by the Committee of Election following a recommendation of the Chancellor Search Committee.

Chancellor Search Committee

2.3 The Chancellor Search Committee shall consist of:

- (a) The Chair of the Board of Governors (as Chair);
- (b) The President;
- (c) The Vice-President (External);
- (d) Three (3) members of Senate who are not students, elected by Senate;
- (e) Two (2) members of the Board of Governors (in addition to the Chair), elected by the Board;
- (f) Two (2) students, one undergraduate and one graduate, elected by Senate;
- (g) Two (2) members of the University of Manitoba Alumni Association, nominated by the Alumni Association; and
- (h) The University Secretary, as Secretary (non-voting)

2.4 The Terms of Reference of the Chancellor Search Committee are:

- (a) To solicit nominations for the office of Chancellor from members of the University Community if required. In such cases, the nomination period shall be of at least four (4) weeks duration and the call for nominations made widely. In the case where the incumbent Chancellor is willing to be re-appointed, the Search Committee will first consider whether the Chancellor should be recommended for re-appointment;
- (b) To review nominations for the office of Chancellor;
- ~~(c) To assess the suitability of candidates for the office of Chancellor against the description of the role of Chancellor as outlined in the Chancellor Bylaw;~~
- ~~(c)~~
- (d) To prepare a Report to the Committee of Election on the number of nominations received for Chancellor, including the one recommended candidate for Chancellor with supporting documentation.

2.5 The Chancellor Search Committee shall have the option to:

- (a) Obtain or ask nominators to obtain supplemental biographical or other information about the nominees;

- (b) Meet with individual nominees to discuss the nature of the position, and obtain additional information that would be of assistance to the Committee of Election.

2.6 Prior to submitting the Report to the Committee of Election, the Chancellor Search Committee shall determine the willingness of the recommended candidate to stand as Chancellor.

2.62.7 If the current Chancellor is eligible for and agreeable to reappointment, the Chancellor Search Committee will consider if they should be reappointed. If the recommendation of the Committee is for reappointment, such a recommendation shall be made to the Committee of Election for approval. In the event of a negative recommendation, the Chancellor would be informed and a selection process commenced.

2.72.8 The deliberations of the Chancellor Search Committee shall be confidential.

Meetings of the Committee of Election

2.82.9 Meetings of the Committee of Election require fourteen (14) days written notice to all voting members of the Committee. An electronic message shall be considered sufficient written notice.

2.92.10 Meetings of the Committee of Election shall be held in closed session.

2.102.11 The election shall be by secret ballot following the presentation of the report of the Chancellor Search Committee.

2.112.12 To be elected, a candidate must receive support from a majority of those members present and voting.

2.122.13 The Chair of the Committee of Election shall ask the successful candidate to serve.

2.132.14 The name of the successful candidate shall be held in confidence until a public announcement is made by the University.

2.142.15 In the event that the candidate recommended to the Committee of Election by the Chancellor Search Committee does not receive a majority of the votes cast, the nomination, and any comments shall be referred back to the Chancellor Search Committee for further review and deliberations. The Chancellor Search Committee shall make another recommendation to the Committee of Election within thirty (30) days. This recommendation may be for the same candidate with additional information, or for a new candidate.

Part III Accountability

- 3.1 The Office of Legal Counsel is responsible for advising the University Secretary that a formal review of this Policy is required.
- 3.2 The University Secretary is responsible for the implementation, administration and review of this Policy.
- 3.3 Board of Governors members, Senate members and members of the University Community are responsible for complying with this Policy.

Part IV Authority to Approve Procedures

- 4.1 The Approving Bodies may approve Procedures, if applicable, which are secondary to and comply with this Policy.

Part V Review

- 5.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Policy is June 26, 2028.
- 5.2 In the interim, this Policy may be revised or repealed if:
 - (a) the University Secretary or Approving Bodies deems it necessary or desirable to do so;
 - (b) the Policy is no longer legislatively or statutorily compliant; and/or
 - (c) the Policy is now in conflict with another Governing Document.
- 5.3 If this Policy is revised or repealed, all Secondary Documents will be reviewed as soon as reasonably possible in order to ensure that they:
 - (a) comply with the revised Policy; or
 - (b) are in turn repealed.

Part VI Effect on Previous Statements

- 6.1 This Policy supersedes all of the following:

- (a) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
- (b) all previous Administration Governing Documents on the subject matter contained herein.

Part VII

Cross References

7.1 This Policy should be cross referenced to the following relevant Governing Documents, legislation and/or forms:

- (a) [The Chancellor Policy](#)