

Senate
Senate Chamber
Room E3-262 Engineering Building
WEDNESDAY, January 8, 2014
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

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|----|--|--------|
| 1. | Report of the Executive Committee of the Faculty of Graduate Studies on Course and Curriculum Changes
RE: Faculty of Education, Université de Saint-Boniface and the Department of Environment and Geography
<u>[November 7, 2013]</u> | Page 3 |
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III MATTERS FORWARDED FOR INFORMATION

- | | | |
|----|---|---------|
| 1. | Report of the Senate Committee on Awards
<u>[November 19, 2013]</u> | Page 5 |
| 2. | Annual Report on the Operations of the International College of Manitoba, September 2012 to August 2013 | Page 13 |
| 3. | Items Approved by the Board of Governors,
<u>on November 26, 2013</u> | Page 30 |
| 4. | <u>Suspension of Admissions in Three Human Ecology Programs</u> | Page 31 |

IV REPORT OF THE PRESIDENT

V QUESTION PERIOD

Senators are reminded that questions shall normally be submitted in writing to the University Secretary no later than 10:00 a.m. of the day preceding the meeting.

VI CONSIDERATION OF THE MINUTES OF THE MEETING OF DECEMBER 4, 2013

VII BUSINESS ARISING FROM THE MINUTES - none

VIII REPORTS OF THE SENATE EXECUTIVE COMMITTEE AND THE SENATE PLANNING AND PRIORITIES COMMITTEE

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| 1. | <u>Report of the Senate Executive Committee</u> | Page 32 |
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2. **Report of the Senate
Planning and Priorities Committee**

The Chair will make an oral report of the Committee's activities.

IX **REPORTS OF OTHER COMMITTEES OF SENATE,
FACULTY AND SCHOOL COUNCILS**

1. **Reports of the Senate Committee on Instruction and
Evaluation**

- | | | |
|----|---|---------|
| a) | <u>Revised Regulations for Academic Evaluation of
Undergraduate Student Course Work, Faculty of Arts</u> | Page 33 |
| b) | <u>Proposal for a Règlement sur l'inaptitude
professionnelle pour les étudiants et étudiantes
à la Faculté d'éducation, Université de Saint-Boniface</u> | Page 55 |

2. **Report of the Senate Committee on Nominations** Page 68

X **ADDITIONAL BUSINESS** - none

XI **ADJOURNMENT**

Please call regrets to 474-6892 or send to shannon.coyston@umanitoba.ca.

Report of the Executive Committee of the Faculty of Graduate Studies on Course and Curriculum Changes

Preamble

1. The Faculty of Graduate Studies has responsibility for all matters relating to the submission of graduate course, curriculum and program changes. Recommendations for new programs or changes are submitted by the Faculty Council of Graduate Studies for the approval of Senate.
2. In October 2007, the Faculty of Graduate Studies approved a process of *Streamlining Course Introductions, Modifications, & Deletions* which allows the Executive Committee to approve these changes in lieu of Faculty Council when the courses are not associated with a new program or program changes.
3. The Faculty of Graduate Studies Executive Committee met on the above date to consider proposals from the Faculty of Education (Université de Saint-Boniface) and Dept. of Environment & Geography.

Observations

1. The **Faculty of Education, Université de Saint-Boniface** proposes the introduction of one (1) course to fulfill a need to educate counselors who work with clients from diverse, intercultural backgrounds, reflective of the Canadian population 'mosaic.' The Faculty of Education (UM) supports this course proposal.

Course Introduction

EDUA 7561 Counselling et diversité en milieu scolaire

3

Étude des enjeux de la diversité pour la pratique en counselling en contexte scolaire. Analyse des considérations éthiques, théoriques et pratiques de la diversité qui influencent la nature et l'efficacité du counselling auprès d'une clientèle issue de divers milieux. On ne peut pas se faire créditer EDUA 7561 et EDUA 7560.

NET CREDIT HOUR CHANGE

+3

2. The **Dept. of Environment & Geography** proposes the introduction of one (1) course to fill a gap in the department's course offerings in storms and mesoscale phenomena, and to satisfy student demand in this area. The course is cross-listed with a fourth year undergraduate course; however, the demands of a graduate student in this course exceed those of an undergraduate.

Course Introduction

GEOG 7780 Storms-Mesoscale

3

This course focuses on a range of storms, and mesoscale phenomena in the summer and winter. These include thunderstorms, tornadoes, squall lines, lightening, low level jets, gust fronts, blizzards, freezing rain, orographic storm, and polar lows. The emphasis is on the physical mechanisms leading to these events and it also examines how they may change in our warming climate. This course cannot be held for credit with GEOG 4780.

NET CREDIT HOUR CHANGE

+3

Recommendations

The Executive Committee recommends THAT: the course changes from the units listed below be approved by Senate:

Faculty of Education, Université de Saint-Boniface
Dept. of Environment & Geography

Respectfully submitted,

Dr. John (Jay) Doering, Chair
Faculty of Graduate Studies Executive Committee

/ak

REPORT OF THE SENATE COMMITTEE ON AWARDS

Preamble

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

On behalf of Senate, to approve and inform Senate of all new offers and amended offers of awards that meet the published guidelines presented to Senate on November 3, 1999, and as thereafter amended by Senate. Where, in the opinion of the Committee, acceptance is recommended for new offers and amended offers which do not meet the published guidelines or which otherwise appear to be discriminatory under the policy on the *Non-Acceptance of Discriminatory Awards*, such offers shall be submitted to Senate for approval. (Senate, October 7, 2009)

Observations

At its meeting of November 19, 2013 the Senate Committee on Awards approved four new offers and ten amended offers, and the withdrawal of twelve awards, as set out in Appendix A of the *Report of the Senate Committee on Awards* (dated November 19, 2013).

Recommendations

On behalf of Senate, the Senate Committee on Awards recommends that the Board of Governors approve four new offers and ten amended offers, and the withdrawal of twelve awards, as set out in Appendix A of the *Report of the Senate Committee on Awards* (dated November 19, 2013). These award decisions comply with the published guidelines of November 3, 1999, and are reported to Senate for information.

Respectfully submitted,

Dr. Phil Hultin
Chair, Senate Committee on Awards

SENATE COMMITTEE ON AWARDS

Appendix A

November 19, 2013

1. NEW OFFERS

Dr. Eugene H. “Papa” Lange Memorial Prize in Agriculture

In honour of Dr. Eugene Lange and in acknowledgement of his contribution to developing agricultural leaders with strong communication skills an endowment fund, with an initial value of more than \$11,000, has been established in 2013. Dr. Lange served as the Director of the School of Agriculture from 1952 to 1972. The purpose of the fund is to recognize graduating students from the Agriculture Diploma program who demonstrate high academic achievement in communication courses. Beginning in 2013-2014, the available annual interest from the fund will be used to offer one convocation prize to a graduating student who:

- (1) has successfully completed the program requirements of the Agriculture Diploma program offered by the School of Agriculture at the University of Manitoba;
- (2) has achieved a minimum degree grade point average of 3.5;
- (3) has achieved the highest combined grade in all of the communications courses offered by the School of Agriculture.

In the event of a tie, the student with the highest overall degree grade point average will be awarded this prize. If a tie persists, the student with the most A+'s in courses counting towards the Diploma in Agriculture will be awarded this prize.

The Director of the School of Agriculture (or designate) will name the selection committee.

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.

University of Manitoba Bronze Medal in Management (I.H. Asper School of Business)

General Selection Criteria

Each year, one University of Manitoba Bronze Medal in Management (I.H. Asper School of Business) shall be awarded at the spring convocation to a graduating student who has graduated in the preceding October or February, or is eligible to graduate in the spring of the applicable academic year and who:

- (1) has completed the degree requirements for either the B. Comm.(Hons.) or the B.Comm.(Hons.) [Co-operative Education Option];
- (2) has achieved the third highest degree grade point average with a minimum 3.80;
- (3) has completed a minimum of a total of 48 credit hours of coursework over the last 24 months from the student's last term of registration. All courses including Letter of Permission courses, repeats, substitutions, and courses taken in addition to the B.Comm.(Hons.) degree are to be used to determine the credit hour total requirement.

Tie Breaking Mechanism

Only one winner is to be named each year. Ties are to be broken using the following criteria in priority order:

- (1) recalculate the degree grade point average using a spreadsheet calculation based on 3 decimal places;
- (2) total credit hours of “A+”s counting toward the degree grade point average;

- (3) total credit hours of “A”s counting toward the degree grade point average.

University of Manitoba Gold Medal in Management (I.H. Asper School of Business)

General Selection Criteria

Each year, one University of Manitoba Gold Medal in Management (I.H. Asper School of Business) shall be awarded at the spring convocation to a graduating student who has graduated in the preceding October or February, or is eligible to graduate in the spring of the applicable academic year and who:

- (1) has completed the degree requirements for either the B. Comm.(Hons.) or the B.Comm.(Hons.) [Co-operative Education Option];
- (2) has achieved the highest degree grade point average with a minimum 3.80;
- (3) has completed a minimum of a total of 48 credit hours of coursework over the last 24 months from the student’s last term of registration. All courses including Letter of Permission courses, repeats, substitutions, and courses taken in addition to the B.Comm.(Hons.) degree are to be used to determine the credit hour total requirement.

Tie Breaking Mechanism

Only one winner is to be named each year. Ties are to be broken using the following criteria in priority order:

- (1) recalculate the degree grade point average using a spreadsheet calculation based on 3 decimal places;
- (2) total credit hours of “A+”s counting toward the degree grade point average;
- (3) total credit hours of “A”s counting toward the degree grade point average.

University of Manitoba Silver Medal in Management (I.H. Asper School of Business)

General Selection Criteria

Each year, one University of Manitoba Silver Medal in Management (I.H. Asper School of Business) shall be awarded at the spring convocation to a graduating student who has graduated in the preceding October or February, or is eligible to graduate in the spring of the applicable academic year and who:

- (1) has completed the degree requirements for either the B. Comm.(Hons.) or the B.Comm.(Hons.) [Co-operative Education Option];
- (2) has achieved the second highest degree grade point average with a minimum 3.80;
- (3) has completed a minimum of a total of 48 credit hours of coursework over the last 24 months from the student’s last term of registration. All courses including Letter of Permission courses, repeats, substitutions, and courses taken in addition to the B.Comm.(Hons.) degree are to be used to determine the credit hour total requirement.

Tie Breaking Mechanism

Only one winner is to be named each year. Ties are to be broken using the following criteria in priority order:

- (1) recalculate the degree grade point average using a spreadsheet calculation based on 3 decimal places;
- (2) total credit hours of “A+”s counting toward the degree grade point average;
- (3) total credit hours of “A”s counting toward the degree grade point average.

2. AMENDMENTS

Douglas and Elizabeth MacEwan Bursary

The following amendments have been made to the terms of reference for the Douglas and Elizabeth MacEwan Bursary:

- The list of schools and faculties in criterion (3) was revised and it now reads: “enrolls full-time (minimum 60% course load) in the first year of studies in University 1 or any other faculty with a Direct Entry option.
- A list of faculties and schools was added to criterion (1) of the renewal section. It now reads: “enrolls full-time (minimum 60% course load) as an undergraduate student in any of the following faculties or schools at the University of Manitoba: Faculty of Agricultural and Food Sciences, School of Agriculture, School of Art, Faculty of Arts, I.H. Asper School of Business, School of Dental Hygiene, Clayton H. Riddell Faculty of Environment, Earth, and Resources, Faculty of Education, Faculty of Engineering, Faculty of Human Ecology, Faculty of Kinesiology and Recreation Management, School of Medical Rehabilitation, Marcel A. Desautels Faculty of Music, Faculty of Nursing, Faculty of Pharmacy, Faculty of Science, Faculty of Social Work, University 1;”

Dr. A.W. Hogg Undergraduate Scholarships

The following amendments have been made to the terms of reference for the Dr. A.W. Hogg Undergraduate Scholarships:

- The award of \$1,500 allocated to the School of Medical Rehabilitation will no longer be divided equally between one Physical Therapy student and one Respiratory Therapy student as the Physical Therapy program is no longer an undergraduate program. The School of Medical Rehabilitation will now only be allocated \$1,500 to give to a student in the Respiratory Therapy program.

Dr. Ron Bowie Award

The following amendments have been made to the terms of reference for the Dr. Ron Bowie Award:

- The name of this award has been changed to *Dr. Ron Bowie Scholarships*.
- All references to undergraduate students have been removed from the terms.
- All references to the Bachelor of Medical Rehabilitation (Physical Therapy) have been removed from the terms.
- The first criterion (1) has been revised and now reads: “is enrolled full-time in the Faculty of Graduate Studies in either the Master of Occupational Therapy (MOT) program or the Master of Physical Therapy (MPT) program offered by the School of Medical Rehabilitation at the University of Manitoba;”
- In the first criterion (3) the word ‘third’ has been replaced with ‘second’ and ‘in either the MOT or the MPT’ has been added to the end of this sentence.
- In criterion (1) of the first list of eligibility criteria which outlines the materials required by applicants, the word ‘your’ has been replaced with ‘an’.
- In criterion (2) of the first list of eligibility criteria which outlines the materials required by applicants, the word ‘your’ has been replaced with ‘a’.
- In criterion (3) of the first list of eligibility criteria which outlines the materials required by applicants, the word ‘your’ has been deleted and ‘experience’ is now plural.
- In criterion (4) of the first list of eligibility criteria which outlines the materials required by applicants, the word ‘your’ has been deleted.

- The sections outlining the eligibility criteria and application materials for the Master of Occupational Therapy have been deleted in entirety.
- Some editorial changes have been made.

E.J. Thomas Prizes

The following amendments have been made to the terms of reference for the E.J. Thomas Prizes:

- The first two paragraphs of the preamble have been combined into one paragraph.
- The word ‘trust’ has replaced ‘prize’ in the first sentence.
- The second sentence of the preamble has been re-written and now reads: “From this fund the available annual interest will be used to offer three prizes of equal value to students in the Respiratory Therapy program, the Master of Occupational Therapy program and the Master of Physical Therapy program.
- A new sentence leading into the eligibility criteria has been added. It reads: “Each year, one prize will be offered to an undergraduate student who:”
- The first criterion (1) and (2) in the terms of reference have been revised and now read:
 - (1) has completed second year of the Bachelor of Medical Rehabilitation (Respiratory Therapy) program;
 - (2) has maintained a minimum degree grade point average of 3.0 in the Bachelor of Medical Rehabilitation (Respiratory Therapy) program;
 - (3) has completed an application to demonstrate an outstanding interest/involvement in the community.
- A new set of eligibility criteria have been added for the graduate prizes now offered to students in the Master of Physical Therapy and the Master of Occupational Therapy program. This section reads:

Each year, two prizes will be offered to graduate students who:

 - (1) have completed the first year of the Master of Occupational Therapy program or the first year of the Master of Physical Therapy program;
 - (2) have maintained a minimum degree grade point average of 3.5 in the Master of Occupational Therapy Program or the Master of Physical Therapy Program and have passed all clinical portions;
 - (3) have completed an application to demonstrate an outstanding interest/involvement in the community.
- The selection committee paragraph now reads: “The Dean of the Faculty of Graduate Studies (or designate) will ask the Chair of the School of Medical Rehabilitation Awards Committee to name the selection committee for the recipients of the graduate prizes. The Chair of the Respiratory Therapy Awards Committee will name the selection committee for the undergraduate prize.
- The standard Board of Governors paragraph has been added.
- Some editorial changes have been made.

Manitoba Public Insurance Occupational Therapy Tuition Scholarships

The following amendments have been made to the terms of reference for the Manitoba Public Insurance Occupational Therapy Tuition Scholarships:

- The name of this award has been changed to *Manitoba Public Insurance Occupational Therapy and Physical Therapy Tuition Scholarships*.

- The first sentence of the preamble now indicates that Manitoba Public Insurance will now offer scholarships to both Master of Occupational Therapy and Master of Physical Therapy students.
- The preamble has been heavily revised and now reads: “Manitoba Public Insurance offers annual scholarships for students in the Master of Occupational Therapy and Master of Physical Therapy programs at the University of Manitoba. The purpose of the scholarships is to support Manitoba students who demonstrate potential for leadership in return to work or daily functional activities, rehabilitation planning and services, ergonomics and/or functional training in their respective fields. These scholarships also promote occupational therapy and physical therapy careers as a growing area within the corporation’s Health Care Services department. Each year, four scholarships, valued at \$2,500 each, will be offered to successful candidates from either the Master of Occupational Therapy (MOT) or the Master of Physical Therapy (MPT) programs.”
- There are two separate lists of eligibility criteria; one each for students in the Master of Physical Therapy program and the Master of Occupational Therapy program.
- Criterion (1) of the MOT program has been revised and now reads: “be a resident of Manitoba.”
- Criterion (2) of the MOT program has been revised and now reads: “be enrolled full-time in the Faculty of Graduate Studies in the final year of study in the Master of Occupational Therapy (MOT) program offered by the School of Medical Rehabilitation at the University of Manitoba;”
- There is a new criterion (3) for the MOT program that reads: “have maintained a minimum degree grade point average of 3.75, with no grade lower than C+, throughout the MOT program;”
- The word “and” has been deleted from the beginning of criterion (4), formerly criterion (3), of the MOT program.
- Criterion (4) is now criterion (5) and criterion (5) is now criterion (6).
- The following wording and eligibility criteria has been added for students in the Master of Physical Therapy program:

For graduate students in the Master of Physical Therapy (MPT) program to be eligible for this scholarship they must:

- (1) be a resident of Manitoba;
 - (2) be enrolled full-time in the Faculty of Graduate Studies in the final year of study in the Master of Physical Therapy (MPT) program offered by the School of Medical Rehabilitation at the University of Manitoba;
 - (3) have maintained a minimum degree grade point average of 3.75, with no grade lower than C+, throughout the MPT program;
 - (4) have achieved a minimum grade of B+ (or equivalent) in each of the following courses:
 - (i) PT 6250 Integrated Practice for Neuromusculoskeletal Conditions
 - (ii) PT 6260 Physiotherapy Practice and Professional Issue I
 - (iii) PT 6221 Clinical Skills for Neuromusculoskeletal Conditions I
 - (iv) PT 6222 Clinical Skills for Neuromusculoskeletal Conditions II
 - (5) have demonstrated leadership qualities within the Department of Physical Therapy and through community involvement;
 - (6) have demonstrated interest in furthering their learning through participation in professional development activities.
- The list of specialty areas listed in the sentence immediately following the eligibility criteria has been revised and now reads: “return to work or daily functional activities, rehabilitation planning and services, ergonomics and/or functional training.”

- In the sentence that leads into the list of materials required for application, the words “a completed” replace “the” and the words “Occupational Therapy” have been deleted.
- The list of materials required for application is now numbered and not lettered.
- The words “(a web transcript is acceptable)” have been added to the end of the first item on the application material list.
- The words “or Physical Therapy” have been added to item (3) on the application material list.
- The words “of the Department of Physical Therapy” have been added to item (3)(i) while the words “in Occupational Therapy” at the end of the sentence have been deleted.
- Item (3)(ii) has been revised and now reads: “their profession’s role in return to work or daily functional activities, rehabilitation planning and services, ergonomics and or functional training.”
- The deadline date has been revised to October 1 from October 30.
- The words “Occupational Therapy” have been deleted from the first sentence of the second last paragraph.
- The last sentence of the second last paragraph has been deleted.
- The selection committee paragraph now reads: “The Dean of the Faculty of Graduate Studies (or designate) will ask the Chair of the School of Medical Rehabilitation Awards Committee to name the selection committee for this award. The selection committee will include no less than 50 percent University of Manitoba representatives (faculty and/or staff) in addition to representatives from Manitoba Public Insurance.”
- Many editorial changes have been made.

P. John Procter Entomology Bursary

The following amendments have been made to the terms of reference for the P. John Procter Entomology Bursary:

- This award is now available to students in both the Master’s of Science or Ph.D. program offered in the Department of Entomology. This is reflected by the addition of the words “or Ph.D. program” in criterion (1).
- The selection committee paragraph now reads: “The Head of the Department of Entomology (or designate) will name the selection committee for this award.”
- The standard Board of Governors paragraph has been added.

William Robert Kernaghan Memorial Bursary in Economics

The following amendments have been made to the terms of reference for the William Robert Kernaghan Memorial Bursary in Economics:

- The value of the gift has been changed from \$230,000 to \$115,000 in the first sentence of the preamble.
- The words “and two scholarships” has been deleted from the first sentence of the preamble.
- Half of the available annual income from the fund will now be used rather than one quarter of the revenue as previously indicated. This change is reflected in the last sentence of the preamble.

William Robert Kernaghan Memorial Bursary in Labour Studies

The following amendments have been made to the terms of reference for the William Robert Kernaghan Memorial Bursary in Labour Studies:

- The value of the gift has been changed from \$230,000 to \$115,000 in the first sentence of the preamble.
- The words “and two scholarships” has been deleted from the first sentence of the preamble.
- Half of the available annual income from the fund will now be used rather than one quarter of the revenue as previously indicated. This change is reflected in the last sentence of the preamble.
- In criterion (3), ‘24’ has been replaced by ‘9’ to indicate the minimum number of credit hours students need to complete in order to be considered eligible for this award.

William Robert Kernaghan Memorial Scholarship in Economics

The following amendments have been made to the terms of reference for the William Robert Kernaghan Memorial Scholarship in Economics:

- The value of the gift has been changed from \$230,000 to \$115,000 in the first sentence of the preamble.
- The words “and two bursaries” has been deleted from the first sentence of the preamble.
- Half of the available annual income from the fund will now be used rather than one quarter of the revenue as previously indicated. This change is reflected in the last sentence of the preamble.

William Robert Kernaghan Memorial Scholarship in Labour Studies

The following amendments have been made to the terms of reference for the William Robert Kernaghan Memorial Scholarship in Labour Studies:

- The value of the gift has been changed from \$230,000 to \$115,000 in the first sentence of the preamble.
- The words “and two bursaries” has been deleted from the first sentence of the preamble.
- Half of the available annual income from the fund will now be used rather than one quarter of the revenue as previously indicated. This change is reflected in the last sentence of the preamble.

3. WITHDRAWALS

I.H. Asper School of Business Medals of Excellence

Dean Benarroch of the I.H. Asper School of Business has requested that all existing program medals for the I.H. Asper School of Business are being withdrawn from the University of Manitoba awards program. This request was approved by the Asper Faculty Council at their meeting dated March 22, 2013. This affects the following program medals currently available to offer:

Accounting (34607); Actuarial Mathematics (34613); Finance (34614); Marketing (34615); Management Information Systems (34616); International Business (34691); Entrepreneurship/Small Business (34811); Human Resource Management/Industrial Relations (34812); Logistics and Supply Chain Management (35022); Management of Organizations (35023); Generalist (35476); Aboriginal Business Studies (35876)

Annual Report on the Operations of the International College of Manitoba September 2012 to August 2013

The International College of Manitoba (ICM) delivers pathway programs for international students who would not normally qualify for direct entry to the University of Manitoba (UM). ICM students complete a minimum of 30 credit hours of university studies in a supportive environment that includes small class sizes, extended teaching hours, and additional learning assistance before transferring to UM. ICM's intensive learning experience familiarizes students with Canadian university teaching styles, academic expectations, writing standards, and English language usage. Students also receive help in adapting to the Canadian culture and the University's learning environment. The program helps students who are far from friends and family, and who are often living on their own for the first time, to build the supportive social networks that are necessary for success in postsecondary studies.

The ICM program is specifically designed to assist international students during their transition to UM. The teaching and learning supports, as well as the social environment provided by ICM are tailored to ensure that students will succeed when they transfer to UM. To date, approximately 95% of the students who successfully complete the ICM program have transferred to the UM. Currently, over 700 former ICM students are registered in thirteen different Faculties at the University of Manitoba.

ICM offers two programs, a pre-university foundation program called University Transfer Program Stage I (UTP I) (8 percent) and a first year university level program called University Transfer Program Stage II (UTP II) (92 percent).

1. Students

Transition to University of Manitoba

ICM students must meet the admission requirements, as set by the University, including the appropriate GPA to gain admission to their target faculties at UM. Table 1 documents students' pathway program of study while at ICM.

Student Diversity

In the 2012-13 academic year, ICM had students enrolled from 52 countries. China and Pakistan have the highest representation, followed by students from Nigeria, Hong Kong, and India.

Merit Scholarships and Awards

Each term, ICM awards two merit scholarships that cover the cost of up to five courses. Six merit scholarships were awarded in 2012-13. Recipients for this year came from China, Hong Kong, Kenya, and Pakistan. ICM awarded 17 awards to students from ICM for outstanding academic performance and a further five students were given awards for their outstanding contribution to the ICM community. ICM also recognized 2 instructors this year for the Excellence in Teaching award.

Table 1: Pathway program of graduated students during their ICM program

Semester	Arts	Business	Engineering	Science	Total
Aug, 2009	0	6	1	4	11
Dec, 2009	1	6	1	5	13
Apr, 2010	3	9	2	6	20
Aug, 2010	5	19	11	13	48
Dec, 2010	12	14	5	11	42
Apr, 2011	7	26	8	14	55
Aug, 2011	17	32	17	21	88
Dec, 2011	22	27	8	6	63
Apr, 2012	12	26	12	10	61
Aug, 2012	24	37	22	23	106
Dec, 2012	23	33	13	17	86
Apr, 2013	24	28	13	23	88
Aug, 2013	25	50	31	38	144

Academic and Other Supports for ICM students

ICM provides a variety of formal and informal support activities and programs to students. The Integrated Learning Skills (ILS) course is a required, non-credit course for which students are charged no fees. The course is offered over 13 weeks in the student's first term of studies. The course is designed to provide students with the learning skills required to be successful in university studies in a Canadian learning environment. Skills include: preparing for tests, note taking, time management, writing research papers, and understanding and avoiding academic dishonesty. The course also includes information to assist students' adaptation to their Canadian home with content such as history of Winnipeg, field trips around the city, colloquial English, and cultural differences students may encounter in Canada.

Students identified by their instructors to be of academic risk are required to participate in a workshop series that provides a variety of tools to increase their academic success and get them back on track. Seventy five percent of the students who find themselves on probation are back on track within one semester as a result of these interventions.

A number of presentations are offered at ICM each semester to provide information on topics such as; the application process to the UM, program planning, academic standing, and transition to the University of Manitoba. ICM alumni are also engaged to provide helpful information to students who are about to progress to the University.

ICM uses an advising model that is a combination of personal meetings, social media, email and an e-learning portal to engage with students and support all ICM students.

Other Student Activities

ICM provides a number of supportive activities each semester. This year, the following were included:

Orientation - Orientations were held for new students at each of the three intakes in August, January and May. Between 80 and 85% of new students participated in the orientation programs in 2012-13. Orientation provides a series of creative and enjoyable activities that orient students to ICM, the workings of the university, and to Winnipeg. An orientation “passport challenge” familiarizes students with important locations around campus. “Academic Program Jeopardy” is a game orientated to navigating academic programs and university procedures. A cultural booth addressed, in a fun way, learning to adapt to Winnipeg including the cold Winnipeg winters. Students took tours of Winnipeg led by staff and past ICM students who explained how they learned to adjust to the new environment.

Peer Advisors - At each orientation, and over the first two weeks of classes, ICM alumni volunteered to act as peer advisors to assist new students. These advisors are trained in providing responses to commonly asked questions. New students are comfortable talking to and getting answers from students who have gone through the program before them.

Peer study support (Students Helping Students) - ICM alumni and advanced students who have excelled in specific subjects serve as peer tutors to fellow students. All peer tutors receive specific training in how to assist students to learn without doing their work for them. They provide help with specific subjects through study groups, drop-in meetings once a week, or through appointments arranged on-line. These activities are monitored and supported by ICM academic advising staff. The College provides resources and refreshments for all peer advising activities.

Conversation Club - This is a fun and casual weekly session for students to practice English. In this context they also meet new people and learn more about Canada. An Academic Advisor from ICM assists by providing topics and facilitating conversations.

Academic workshops - ICM offers a number of workshops each term that are designed to help students improve their academic skills. These included study strategies, reading for context, academic writing and exam preparation.

Social events - This year, ICM hosted a number of social events to engage the students in to the community. These included: two movie nights, a “Zombie Walk”, ice-skating, a soccer tournament, Canada Day celebrations, as well as bus trips to Fort Whyte Alive, Assiniboine Park Zoo, and Grand Prix Amusements. In addition, ICM ran a very successful blog contest that included entries on how to build a snowman, videos in dorm rooms, commentary on classes and academic life, and acclimatization to Winnipeg and Canadian culture. ICM students are also able to participate in events run by the International Centre for Students Office at the UM.

Volunteering - ICM encourages students to get involved as volunteers with activities at ICM or the UM. This helps the students learn how to engage in the whole UM community and sets them up with the skills they will need when applying for work opportunities when they

move to the UM. Volunteer opportunities at ICM include planning social events, helping at Conversation Club, tutoring academic subjects, assisting at Orientation, or helping with other special events. The College also engages its alumni in volunteer opportunities. These include lead roles in Orientation or Peer support program opportunities. Those who express interest in these activities are provided with specific training on each of the areas.

Community Engagement - In order to provide opportunities for ICM students to gain a broader cultural experience and become more involved with the local community at UM, ICM has a Global Citizenship Program (GCP) where ICM students are paired with mentors primarily from the UM to engage in activities of common interest and to practice language. Students also participate in local volunteer opportunities, such as becoming a conversation partner at a senior's home, volunteering at an organic food market, or participating in events such as Halloween and Christmas benefits for children.

Integrated tutorials - ICM, with input from instructors, provides scheduled tutorials embedded into some of its courses that help students develop skills in essay-writing and problem-solving. Subject specific tutorials in the 2012-13 academic year included Literary Topics, Business Communications, Thermal Sciences, and Statistics. ICM instructors are encouraged to identify areas where students could benefit with additional supports. This allows ICM to respond in a timely manner and provide the supports that are needed. The additional tutorials that were provided have benefitted the students in their academic learning and performance.

Supplementary Instructional Sessions

Several supplementary instructional sessions were conducted in a number of subjects which saw good attendance and participation from students. These sessions have improved the pass rates.

Transition workshops

University staff from Enrolment Services and the International Center for Students provides workshops each term to help students with their transition process. ICM students are introduced to Aurora, the student registration system at the UM, and are provided with information on the registration process. Students are also given some guidelines about student advising facilities at the Registrar's Office, at Faculties, and Departments.

For the 2012-13 academic year, ICM students paid to the UM a total of \$148,000 in student services fees. This allows ICM student's access to general student services and facilities available to all students. These include the International Centre for Students, University Health Services, Recreation Services, Career and Counseling Services, campus libraries, computer labs, residences, and the homestay program.

2. Teaching at ICM

Quality Assurance

ICM, in agreement with the University of Manitoba, has a range of quality assurance measures including oversight by University Faculties of all UTP II course outlines, mid-terms, final

examination papers and marking schemes. This is to ensure comparability between the similar courses and that the courses are delivered and examined with the same rigor that they would be if they were taught at UM.

All instructional staff teaching the UTP II university level courses are approved by the UM Course Coordinators as being suitably qualified to teach the course. The approval of course outlines and compliance processes were followed for each course.

Instruction

ICM instructors are committed to supporting students during their transition to university. Forty-nine individuals instructed one or more courses during the 2012-2013 academic year. Each term, an instructor meeting is held to debrief activities and allow instructors to share teaching strategies. They also share information and teaching strategies through an instructor wiki. Professional development sessions for instructors this year focused on Managing Diversity in the Classroom, Development of the Independent Learner, and Adaptive Teaching. ICM instructors are compensated similarly as sessional instructors at the UM.

Instructor's Survey Feedback

ICM instructors provide a report each semester highlighting successful teaching strategies and reflecting on challenges they face. These reports help provide transition information to new instructors, and provide examples of best practice that can be shared with current instructors.

ICM surveys instructors each term to measure instructor satisfaction. This allows ICM to address any identified needs and issues promptly and gives the college the opportunity to continuously improve its operations based on the data collected. Last year, 91% of instructors indicated they were highly satisfied with their experience at ICM.

All instructors were surveyed (anonymously, using *FLUIDSURVEYS*) by the Chair of the Academic Advisory Committee in February 2013, about workload, working conditions and support offered by the ICM administration. In total, 37 of the 53 (69.8%) of the instructors logged into *FLUIDSURVEYS* and completed the survey. Two responses were left blank. The survey found that 90% of instructors were very satisfied with their teaching experiences at ICM; however, two areas for improvement were identified. The first was access to better classroom facilities, which is being considered by the University. The second was the provision of longer term contracts for ICM instructors. In response to the latter, in September 2013, ICM is extending semester term appointments to annual appointments. ICM is also offering extended health benefits to all its instructors.

UM course coordinators were independently surveyed about Departmental workloads resulting from academic oversight of ICM courses and activities and 17 of the 19 (89%) responded. Course coordinators generally reported that academic oversight activities were quite manageable. Considerable effort was expended this year to achieve greater uniformity with the normal expectations and guidelines pertaining to syllabi, assignments, and final examinations established by the Faculty of Arts; however, the workload on this file was considered to be manageable.

Academic Advisory Committee (AAC)

The UM/ICM Academic Advisory Committee, chaired by Dr. David Collins, met once each term to further ensure that the excellent quality of the Academic program at ICM is maintained.

The membership and the terms of reference of the AAC are included as Appendix A of this report.

3. Outcomes

Students GPA

318 students successfully completed the UTPH program in the 2012-13 academic year, of these 39 students had GPA's of 3.8 or higher, and the average GPA of all graduating ICM students was 2.94.

ICM Graduates, 2012-2013

The Office of Institutional Analysis (OIA) has provided data (Tables 2 to 6) on University of Manitoba students recruited from ICM during the 2012-2013 academic year, compared with other International and Domestic students (Tables 2 & 3). The Domestic and International cohorts included were students admitted on the basis of high school performance in Fall term 2011, and assessed in 2012 -2013, following their second year of study. The Domestic cohort includes Canadians and Permanent Residents, and the International cohort includes students with International status (see definitions in Appendix B).

The data demonstrates that ICM graduates performance is similar to that of international students who enter the University directly even though ICM students do not normally meet the requirements for direct entry to the first year at UM.

Additional information about Academic Standing of each cohort group is provided in Table 4, and Table 5 provides a list of University of Manitoba Faculties that have recruited ICM students over 2012-2013, with the majority (in rank order) entering Science, Arts, the Asper School of Business, and Engineering.

Table 6 provides the cumulative enrolments of ICM graduates at UM from 2009/10 to 2012/13.

Student Feedback

Using both internal and independently conducted research, ICM regularly monitors the satisfaction of its students. It uses these data to continually adjust and improve student service.

ICM students are surveyed each semester using the SEEQ survey. Instructors receive a copy of their SEEQ evaluations.

A Student Satisfaction Survey is also completed annually, and in 2012, 52% of students completed the survey. A summary of the key measures is provided in Table 7; students were asked to rate the six statements on a five point scale (from Excellent, Good, Satisfactory, Unsatisfactory, to Very Unsatisfactory).

Table 2: International College of Manitoba Graduates at the University of Manitoba, 2012-2013.
Grade Point Average, by Full/Part Status, Admit Term & Cohort Group¹

		Fall Term 2012		Winter Term 2013		Session 2012-13		
	Admit Term	N ²	Term GPA ³	N ²	Term GPA ³	N ²	Sessional GPA ⁴	Degree GPA ⁵
Full-Time								
Domestic students	Fall 2011	2341	3.07	2272	3.07	2367	3.05	3.04
International students	Fall 2011	161	2.59	148	2.67	162	2.58	2.69
ICM graduates	Fall 2012	129	2.57	127	2.48	134	2.50	2.92
	Winter 2013			45	2.09	45	2.09	2.69
	Subtotal	129	2.57	172	2.38	179	2.39	2.86
Full-Time Subtotal		2631	3.02	2592	3.00	2708	2.98	3.00
Part-Time								
Domestic students	Fall 2011	609	2.21	536	2.26	651	2.18	2.26
International students	Fall 2011	50	1.93	42	2.15	50	1.97	1.93
ICM graduates	Fall 2012	34	2.09	30	2.10	36	2.11	2.64
	Winter 2013			22	2.40	22	2.40	2.63
	Subtotal	34	2.09	52	2.23	58	2.22	2.64
Part-Time Subtotal		693	2.18	630	2.25	759	2.17	2.27
All Students								
Domestic students	Fall 2011	2950	2.89	2808	2.91	3018	2.86	2.87
International students	Fall 2011	211	2.43	190	2.56	212	2.43	2.51
ICM graduates	Fall 2012	163	2.47	157	2.41	170	2.42	2.86
	Winter 2013			67	2.19	67	2.19	2.67
	Subtotal	163	2.47	224	2.34	237	2.35	2.80
Total		3324	2.84	3222	2.85	3467	2.80	2.84

1. As a comparison group for the ICM students, the Domestic and International cohorts include undergraduate students admitted on the basis of high school in Fall Term 2011 and assessed in 2012-2013 following their second year of study. The Domestic cohort includes Canadian and Permanent Residents. The International cohort includes students with international status.

2. N represents the count of the students included in the specific GPA calculation. Students must have completed courses to be considered active in the term.

3. The average Fall and Winter Term GPA is based on course completions in the specific term.

4. The average Sessional GPA is based on students' course completions in both the Fall and Winter term.

5. The average Degree GPA is based on all courses applied to the program, including transfer courses.

Table 3: International College of Manitoba Graduates at the University of Manitoba, 2012-2013 Credit hours passed & failed, by Full/Part Status, Admit Term & Cohort Group.¹

	Admit Term	No. of Students	Average Crhrs Earned	Average Crhrs Passed	Average Crhrs Failed	Students with failed crhrs		
						No.	% of cohort	Avg crhrs failed
Full-Time								
Domestic students	Fall 2011	2367	22.7	21.9	0.8	364	15.4%	5.4
International students	Fall 2011	162	19.9	18.2	1.7	49	30.2%	5.5
ICM graduates	Fall 2012	134	20.2	19.2	1.0	29	21.6%	4.6
	Winter 2013	45	10.4	9.2	1.2	15	33.3%	3.6
	Subtotal	179	17.7	16.7	1.0	44	24.6%	4.2
Full-Time Subtotal		2708	22.2	21.3	0.9	457	16.9%	5.3
Part-Time								
Domestic students	Fall 2011	651	10.5	8.8	1.7	201	30.9%	5.6
International students	Fall 2011	50	11.6	9.5	2.1	23	46.0%	4.6
ICM graduates	Fall 2012	36	11.1	9.6	1.5	16	44.4%	3.4
	Winter 2013	22	5.9	4.9	1.0	3	13.6%	7.0
	Subtotal	58	9.1	7.8	1.3	19	32.8%	3.9
Part-Time Subtotal		759	10.5	8.7	1.7	243	32.0%	5.4
Total		3467	19.6	18.6	1.1	700	20.2%	5.3

¹ As a comparison group for the ICM students, the Domestic and International cohorts include undergraduate students admitted on the basis of high school in Fall Term 2011 and assessed in 2012-2013 following their second year of study. The Domestic cohort includes Canadian and Permanent Residents. The International cohort includes students with international status.

Table 4: ICM Graduates, 2012-2013 Academic Standing by Cohort Group²

Academic Standing	Domestic		International		ICM	
	No. Students	%	No. Students	%	No. Students	%
Good Standing	2453	81.3%	152	71.7%	219	92.4%
Warning/Probation	326	10.8%	39	18.4%	17	7.2%
Suspension/Ineligible to Proceed	26	0.9%	9	4.2%	1	0.4%
No Assessment	213	7.1%	12	5.7%	0	0.0%
Total	3018	100%	212	100%	237	100%

Table 5: ICM Graduates at the UM, 2012-2013, by Admit Term, Faculty/School

Admit Term	Faculty
Fall 2012	Agricultural & Food Sciences Arch - Environ. Design Arts Business, Asper School of Engineering Environment, Earth & Res. Human Ecology Kinesiology & Rec. Mgmt Science Social Work
Winter 2013	Agricultural & Food Sciences Arts Environment, Earth & Res. Human Ecology

² As a comparison group for the ICM students, the Domestic and International cohorts include undergraduate students admitted on the basis of high school in Fall Term 2011 and assessed in 2012-2013 following their second year of study. The Domestic cohort includes Canadian and Permanent Residents. The International cohort includes students with international status.

Table 6: ICM Graduates at the University of Manitoba by Admit Year and Full/Part Status.

Admit Year	Full	Part	Total
2012-2013 Fall 2012	134	36	170
Winter 201	45	22	67
Subtotal	179	58	237
2011-2012 Fall 2011	115	25	140
Winter 201	39	23	62
Subtotal	154	48	202
2010-2011 Fall 2010	53	10	63
Winter 201	18	12	30
Subtotal	71	22	93
2009-2010 Fall 2009	8	2	10
Winter 201	9	4	13
Subtotal	17	6	23
Total	421	134	555

Table 7: Student Satisfaction Survey related to the teaching and learning environment, 2012

Areas Assessed	Good & Excellent	Satisfactory, Good & Excellent
Overall, how do you rate the quality of teaching	87%	99%
Overall, how do you rate the quality of support services	73%	97%
Overall, how do you rate the quality of the learning culture	82%	98%
Overall, how do you rate the quality of the learning environment	79%	98%
Overall, how do you rate the quality of the facilities and resources	75%	97%
Overall, how do you rate the quality of customer service	81%	98%

ICM has also maintained or improved on its performance in most areas in each year the study has been completed as documented in Table 8.

ICM participates in the International Graduate Insight Group independent research survey known as “i-graduate”. This provides comparative data from over 1200 educational institutions internationally and over 1.3 million student respondents. Colleges and universities are compared with one another, and over time in terms of their own performance. In Canada, Universities such as British Columbia, Toronto, Queens, Simon Fraser, York, and Ryerson purchase this service. The survey captures feedback from students about their experiences in terms of pre-arrival information, learning environments, living environments, and supports available. ICM participates in the survey every two years. The results provide ICM with comparative data on key elements of student experiences as compared to other post-secondary institutions, and at ICM over time.

Table 8: Student Satisfaction Survey (Satisfactory, Good and Excellent Ratings Combined) related to the teaching and learning environment from 2009 to 2012

Areas Assessed	2009	2010	2011	2012
Overall, how do you rate the quality of teaching	100%	99%	96%	99%
Overall, how do you rate the quality of support services	96%	100%	93%	97%
Overall, how do you rate the quality of the learning culture	88%	100%	95%	98%
Overall, how do you rate the quality of the learning environment	92%	96%	94%	98%
Overall, how do you rate the quality of the facilities and resources	92%	96%	98%	97%
Overall, how do you rate the quality of customer service	88%	97%	97%	98%
Participation Rates	21%	30%	26%	52%

The results of the 2011 *i-graduate* survey are provided below. At ICM, 392 of 510 students (77%) of possible respondents participated. Table 9 shows that ICM's overall scores in each of the four main categories (learning, living, support, and arrival) as well as its overall score were better than the scores achieved by the global International Student Barometer benchmark (ISB).

Table 9: 2011 i-Graduate Survey of student satisfaction percentage of students who were satisfied or very satisfied with ICM.

Category	ICM	ISB %	ISB +/-
Learning Overall	89.30%	85.50%	3.80%
Living Overall	89.30%	85.60%	3.70%
Support Overall	92.30%	87.60%	4.80%
Arrival Overall	88.70%	86.10%	2.60%
Overall	91.80%	88.30%	3.60%

Student Leadership

ICM's Student Council has developed an organizational structure and has defined leadership roles. The Student Council is very interested in helping ICM to further develop leadership opportunities for students interested in running academic and social programming and providing a means of communication to students.

In addition to the ICM Student Council, many students undertook leadership training in order to engage as leaders in the Student Orientation, Peer Mentoring, Peer Advising, and Student Ambassador programs.

4. Other Information

ICM Alumni achievements:

Students who have passed through the ICM program are involved in a wide variety of endeavours during their undergraduate programs at UM. One student was shortlisted for a position on the Bison Football team. Three other students participate in Track and Field and Swimming athletic programs. One former ICM student is one of two Associate Coordinators in the Let's Talk Science Program and is completing his Honour's Degree in Genetics; he plans to

start a Master's degree program next year. Another student is the Manitoba Committee President for AISEC and has provided active leadership both locally and nationally. Other former ICM students are also actively involved with AISEC. Many ICM students continue to give back to the university community through their various volunteer roles around the campus.

Financial Contribution

ICM pays a royalty to the University, and in 2012-13 the royalty payments totaled \$1.7 million, bringing the amount paid since ICM's inception to \$4.6 million. A further \$148,000 was paid by ICM students to the UM for student services fees for 2012-13. In addition, ICM had 58 students studying at the English Language programs at the UM generating a further \$238,000 for the UM.

Appendix A

International College of Manitoba and University of Manitoba Academic Advisory Council

TERMS OF REFERENCE

The Academic Advisory Council shall provide advice to ICM and UM regarding the operations of ICM and in particular shall be responsible for reporting regularly on the following:

1. During any given time period, the numbers of students admitted to ICM, the courses offered by ICM, and the academic performance of ICM students in those courses;
2. During any given time period, the numbers of ICM students admitted to UM, their country of origin, the programs into which they are admitted, and the number of ICM students who are admitted to other postsecondary institutions;
3. During any given time period, the academic performance of ICM students admitted to UM programs as compared with the academic performance of other international students admitted to UM programs;
4. ICM and UM will report annually on their separate and joint activities undertaken to increase international student recruitment and retention;
5. Analysis of UM Departmental workloads resulting from academic oversight of ICM courses and activities;
6. Analysis of any concerns expressed by ICM instructors concerning working conditions;
7. Analysis of statistical data provided by ICM concerning student diversity, disability accommodation, and student disciplinary actions.

Following each of ICM's three academic terms, the Council shall submit a written report on these and any other matters to the UM Provost and the Principal of ICM. Each December, the Council shall submit a written report covering the previous year's activities to the Chair of the UM Senate.

The Council will determine its own rules of procedure and will meet at least once in each of ICM's academic terms.

The Council shall endeavour to consult with ICM students.

The Council consists of the following members:

- A Chair named by UM
- Three members named by UM
- Three members named by ICM

Approved: 16 October 2008

Amended: 31 October 2011

**ICM Advisory Council Membership List
2011-2012**

Dr. David Collins
Vice-Provost (Academic Planning and Programs)

Dr. Michael Benarroch
Dean
I. H. Asper School of Business

Dr. Mark Whitmore
Dean
Faculty of Science

Dr. James Blatz
Faculty of Engineering

Ms Ada Ducas (Chair of SPPC)
Head, Health Sciences Libraries
Neil John Maclean Health Sciences Library

Ms Susan Deane
College Director
International College of Manitoba

Ms Beth Jennings
Senior Academic Manager
International College of Manitoba

Ms Beverly Hudson
General Manager, Navitas Canada

Appendix B

Definitions Associated with OIA Data Presentation—Tables 2 to 6.

ICM Graduates: Graduates from ICM study who were admitted into degree programs at The University of Manitoba 144 students were admitted for Fall Term 2012, 26 from summer and another 67 were admitted for Winter Term 2013

Domestic Cohort: Canadian and Permanent Residents admitted on the basis of high school to undergraduate programs for Fall Term 2011, and continuing in study for 2012-2013

International Cohort: International students admitted on the basis of high school to undergraduate programs for Fall Term 2011, and continuing in study for 2012-2013

Academic Standing: Students are assessed after a minimum number of credit hours are completed in their degree program. A student's status is determined at the end of term or the end of an academic session depending on faculty/school regulations. Performance levels are also specific to each faculty/school. *eg. University 1 assesses students who have completed 24 credit hours or more. A student must achieve a cumulative GPA of 2.0 or greater to be in good standing. Students under 2.0 are placed on probation and must achieve a GPA of 2.0 in the next term of registration or be placed on suspension. Achieving a Cumulative GPA of 2.0 or higher would return the student to good standing. Suspension is for one calendar year after which the student can reapply to University 1.*

Full-Time: Students are full-time in the majority of direct entry undergraduate programs if they are taking a minimum of 9 credit hours per term.

Part-Time: Students are part-time in the majority of direct entry undergraduate programs if they are taking less than 9 credit hours per term.

Credit Hours Earned: Includes all completed courses (passed or failed). Excludes voluntary withdrawals.

Credit Hours Failed: Includes all courses with a grade of "F".

Credit Hours Passed: Includes all courses successfully passed (with a grade higher than "F").

GPA – Sessional: The Grade Point Average is calculated based on courses completed in the Fall and Winter terms.

GPA - Degree

The Grade Point Average is calculated based on all completed courses applied to the student's degree program. This would include ICM transfer courses in the case of ICM graduates.

GPA - Term

The Grade Point Average is calculated based on courses completed in the term.

UNIVERSITY OF MANITOBA

International Recruitment Activities

September 2012 – August 2013

The University of Manitoba employs a variety of strategies in an effort to recruit international students to the University of Manitoba. The intent of this brief is to provide a brief synopsis of those activities and highlight the collaborative efforts that occur with the International College of Manitoba.

1. In country travel

Throughout the year, members of the International Student Recruitment team travel to a variety of markets to meet with students, parents, government agencies and agents in an effort to promote the University of Manitoba. While travelling we participate in a variety of activities.

- *Embassy fairs*
These events are organized by the Canadian embassy for Canadian institutions in an effort to promote education in Canada. In addition to the education fairs, other events such as school visits and agent networking receptions are frequently organized as part of these trips.
- *Manitoba government missions*
The International Education Branch (IEB) is a division of the provincial government that works to promote educational opportunities in Manitoba. The IEB coordinates three missions per year to priority countries that have been identified by secondary & post-secondary institutions as well as by the provincial government. Similar to Embassy fairs, IEB missions consist of a variety of activities such as school visits, agent receptions and education fairs.
- *Agent fairs*
The University of Manitoba has some very well established recruitment representative/agent relationships in a number of countries. Some of these agents operate their own education fairs; we will participate in some of these events not only to speak directly with students but to further develop good relationships with our agents.
- *School visits*
In addition to visiting schools as part of our group trips, we will frequently organize private visits to select school in various countries that we have developed relationships with.

During the annual planning process, this office meets with the International College of Manitoba to discuss our target markets and our planned travel schedules. We make every effort to travel to common markets together as it is beneficial to both parties to work together and promote all opportunities that exist for students at the University of Manitoba. Table 1 at the end of this

document provides an overview of our travel schedule and identifies the instances where the University of Manitoba and the International College of Manitoba travelled together.

2. Publications

The University of Manitoba produces an annual publication known as the International Viewbook; this publication is designed for an international audience and approximately 10,000 copies of this publication are distributed around the world every year. The International Viewbook is available in English, Chinese and Portuguese. ICM has a presence in this publication that promotes ICM as a pathway option for international students

3. Other

The University of Manitoba International Recruitment team and ICM staff meet periodically throughout the year to discuss markets, strategies and share competitive information in an effort to support each other's objectives.

In addition to the meetings mentioned above, there are a number of occurrences throughout the year where international guests (agents, partners, Navitas officials from around the world) are on campus and both sides ensure we make ourselves available to meet with these guests in an effort to promote the partnership between U of M and ICM

Table 1: Travel schedule

Country	Date	Travelled with ICM
Brazil	September - 2012	N
United Kingdom (England only)	September - 2012	N
United Arab Emirates	September - 2012	Y
Qatar	September - 2012	Y
Kuwait	September - 2012	Y
India	September - 2012	Y
China	October – 2012	N
Vietnam	October – 2012	Y
Ghana	January - 2013	N
Nigeria	January - 2013	N
Malaysia	January - 2013	N
China (including Hong Kong)	January - 2013	N
Kenya	February - 2013	N
Russia	March - 2013	N
Turkey	March- 2013	N
China	March - 2013	N
India	April - 2013	N




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OF MANITOBA

Office of the University Secretary

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MEMORANDUM

DATE: November 27, 2013
TO: David Barnard, Chair of Senate
FROM: Jeff M. Leclerc, University Secretary 
SUBJECT: ***APPROVAL OF MOTION, Board of Governors MEETING – November 26, 2013***

At its meeting on November 26, 2013 the Board of Governors, approved the following motions:

THAT the Board of Governors approve twelve new offers, three amended offers, and the withdrawal of two offers, as set out in Appendix A of the Report of the Senate Committee on Awards – Part A [dated September 30, 2013].

THAT the Board of Governors approve one new offer as set out in Appendix A of the Report of the Senate Committee on Awards – Part B [dated September 30, 2013].

Copy: ✓ Shannon Coyston, Academic Specialist
Jeff Adams, Director, Financial Aid & Awards

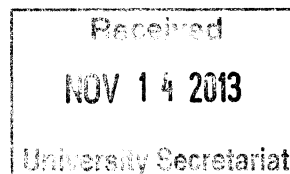
JML/sf



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Date: November 13, 2013

To: David Collins
Vice – Provost (Academic Planning/Programs)

cc: Dr. Joanne Keselman, Vice-President (Academic)
Mr. Jeff Leclerc, University Secretary
Mr. Neil Marnoch, Registrar
Dr. Gustaaf Sevenhuysen, Dean Faculty of Human Ecology

From: David T. Barnard
President and Vice-Chancellor

Re: Suspension of Admissions in Three Human Ecology Programs

Having consulted with Senate, I accept the recommendation from Dr. Gustaaf Sevenhuysen, Dean of the Faculty of Human Ecology, that admission to the undergraduate Textile Sciences (B.Sc (TS) Product Developments, B.SC (TS) Textile Development streams, and the Human Ecology General (B. H. Ecol. General Human Ecology) should be suspended and I would ask that you proceed accordingly.



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 Mary Brabston will be the Speaker for the Executive Committee for the January meeting of Senate.

2. Comments of the Executive Committee of Senate

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

Respectfully submitted,

Dr. David Barnard, Chair
Senate Executive Committee
Terms of Reference:

http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/477.htm

**Report of the Senate Committee on Instruction and Evaluation RE: Revised Regulations for Academic Evaluation of Undergraduate Student Course Work
Faculty of Arts**

Preamble:

1. The terms of reference for the Senate Committee on Instruction and Evaluation (SCIE) are found on the web at:
http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/502.html.
2. At its meeting on November 21, 2013 the committee considered proposed changes to the Faculty of Arts Regulations for the Academic Evaluation of Undergraduate Student Course Work.

Observations:

1. The Committee considered proposed changes to the Faculty of Arts Regulations for the Academic Evaluation of Undergraduate Student Course Work that follow from recent changes to the Final Examinations and Final Grades policy and the procedures on Deferred and Supplemental Examinations (Senate, March 6, 2013).
2. Part E, Section III.2. is to be revised to indicate students must apply to write a deferred final examination within 48 hours of the scheduled date of the missed examination or in the case where more than one examination was missed, within 48 hours of the scheduled date of the last examination missed. The proposed change is consistent with a recent change to the University procedures on Deferred and Supplemental Examinations.
3. Similarly, Part E, Section III.4. is to be revised to require that students who fail to write or hand in a final examination when scheduled because they misread or misremembered their final examination timetable should advise the office of their Dean or Director and apply to write a deferred examination as soon as the error has been discovered and not later than 48 hours after the scheduled date of the final examination.
4. Part E, Section IV.11., which concerns final grades, is to be amended to specify (i) that instructors may not share or post lists of student grades, for assignments, tests, or final examinations, either electronically or by physically posting paper lists of grades and (ii) that marks may only be shared with students on an individual basis. The proposed change is intended to protect the confidentiality of students' personal and private information concerning their academic record. The proposed wording is similar to a statement in the University policy on Final Examinations and Final Grades.
5. A number of editorial changes are proposed to update terminology used in the document.

Recommendation

The Senate Committee on Instruction and Evaluation recommends:

THAT Senate approve revised Regulations for Academic Evaluation of Undergraduate Student Course Work, Faculty of Arts, effective September 1, 2014.

Respectfully submitted,

Dr. Janice Ristock, 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

Faculty of Arts

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DATE: October 22, 2013

TO: Jeff Leclerc, University Secretary

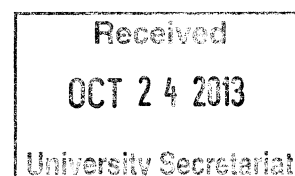
FROM: Jeff Taylor, Dean of Arts

SUBJECT: Proposal to Modify the Faculty of Arts Regulations for the Academic Evaluation of Undergraduate Student Course Work with respect to the release of students' grades

The attached proposal was approved at the October 9, 2013 meeting of Arts Faculty Council. Please forward through the appropriate Senate committees necessary for approval. Thank you

JT/jg

Cc: Janet Sealey
Andrew Osborne



3. Proposal from the Dean's Office to modify Faculty of Arts Regulations for the Academic Evaluation of Undergraduate Student Course Work with respect to the release of students' grades.

Background:

On March 6, 2013 Senate approved changes to the University of Manitoba Procedures on Final Grades. The procedures now include the following statement regarding the release of grades.

To protect the confidentiality of students' personal and private information neither faculties, schools, academic units, or instructors may share or post lists of student grades electronically, nor may paper lists of grades be physically posted in any location. Marks may only be shared with students on an individual basis.

Observations:

The practice of posting student grades in identifiable form, by name or by student number, is an unreasonable invasion of privacy and not appropriate under the Freedom of Information and Protection of Privacy Act. Student names, student numbers and grades fall under the definition of personal information in the Act. Confidentiality is very important to many students and any method of posting grades in which students can be identifiable or where there is a possibility that grades can be linked to a student violates rights to privacy. Therefore, it was necessary to incorporate the Senate's policy on release of grades in the Faculty of Arts Regulations for the Academic Evaluation of Undergraduate Student Course Work, which contained language that was no longer appropriate.

It was unanimously RECOMMENDED that:

The Faculty of Arts Regulations for the Academic Evaluation of Undergraduate Student Course Work **PART E IV 11**, be amended as follows to reflect the University's policy on the posting of grades.

An examiner's proposed final grades are not to be released to students until the grades have been reviewed and approved by the Final Grades Review Committee (where such is required by Faculty Council or Department Council regulations). **To protect the confidentiality of students' personal and private information an instructor may not share or post lists of student grades (i.e., grades for assignments, tests or final examinations) electronically, nor may paper lists of grades be physically posted in any location. Marks may only be shared with students on an individual basis.** ~~The Department is responsible for seeing that all final grades are posted as soon as they are submitted to the Student Records Office. In conformity with the immediately foregoing and the Senate regulation that confidentiality regarding student names shall be maintained, the Department Councils may determine how to release final grades prior to official release by the Student Records.~~ Departments must make clear to students that final grades released by the examiner before release by the ~~Student Records Registrar's~~ Office are not official and are subject to change.

1. Proposal to update Faculty of Arts Regulations for the Academic Evaluation of Undergraduate Student Course Work

Background:

The proposed changes to Faculty of Arts Regulations for the Academic Evaluation of Undergraduate Student Course Work are essentially editorial as a result of the following:

1. Coding changes as a result of the implementation of AURORA Student and changes to coding;
2. Name change from Student Records Office to Registrar's Office;
3. Changes to the various Senate approved regulations;
4. Introduction of the Bachelor of Arts – Integrated Studies Degree Program.

There are two proposed changes worth noting.

1. In March 2013, Senate approved changes to the examination procedures governing applications for deferred examinations. Currently a student must submit an application for a deferral within 7 days following the exam period. The change effective September 2013 is that a student who misses his or her scheduled final examination must submit the request for a deferred examination within 48 hours of the scheduled examination. See Part E III 2.
2. With the implementation of AURORA Student the course classification code of 'CW' (compulsory withdrawal) was replaced with 'RW' (required withdrawal). Accordingly, the Arts procedures governing debarment of a student from a class required changes to reflect current terminology. See Part E II 11.

It was unanimously RECOMMENDED that:

The proposed editorial changes to Faculty of Arts Regulations for the Academic Evaluation of Undergraduate Student Course Work be approved as presented. See Appendix IV.

I ask that this report be transmitted to the meeting of Arts Executive on Wednesday, September 11, 2013. I will be happy to present the report at this meeting upon your invitation.

THE UNIVERSITY OF MANITOBA

Faculty of Arts Regulations for the Academic Evaluation of Undergraduate Student Course Work (including all revisions as of February 2009)

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ATTACHMENTS:

First Attachment:

UNIVERSITY GOVERNING DOCUMENT: ~~“EXAMINATION REGULATIONS”~~ **FINAL
EXAMINATIONS PROCEDURES**

Second Attachment:

Deferred and Supplemental Examination Procedures

Third Attachment:

Final Grades Procedures

~~2.2 — University Regulations~~

2.2.3: Information Provided to Students	1
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2.6.1: Information Provided to Students	8
2.6.2: Prompt Return of Results of Term Tests and Grades	9
2.6.3: Student Access to Final Examinations	9

Fourth Second Attachment:

UNIVERSITY GOVERNING DOCUMENT: “RESPONSIBILITIES OF ACADEMIC STAFF WITH
REGARD TO STUDENTS”

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Regulations_Academic Evaluation of UG Students_revised.wpd

THE UNIVERSITY OF MANITOBA

Faculty of Arts Regulations for the Academic Evaluation
of Undergraduate Student Course Work

PART A: INTRODUCTION (*On the different responsibilities of the whole Faculty
and the individual Departments*):

The regulations for the academic evaluation of undergraduate student course work which follow are based on four general considerations. One is that the making of a substantial number of such regulations is best done by Department Councils. In this way, the regulations can reflect the differences in subject matter, programs, and supporting pedagogic methods characteristic of the different Departments in Arts. The second is that the determination of the nature of the academic evaluation of student course work and the criteria and standards of evaluation to be used is, in the main, a jurisdiction and responsibility of the Department Council. The responsibility of instructors and examiners is to teach and evaluate student course work within the framework determined by their Department Councils. Instructors and examiners do, nonetheless, have certain significant rights that Department Heads and Department Councils must observe. The third consideration is that experimental pedagogy should be encouraged by Department Councils, but care must be taken to ensure that students do not suffer from poorly conceived experiments. This consideration, like the first, points towards keeping faculty-level regulations on the academic evaluation of student course work to a minimum. The last consideration is that standardization of certain matters pertaining to the academic evaluation of student course work across Departments is necessary if students are not to be confused and are to be treated properly and equitably.

PART B: DEFINITIONS

The Final Examination Period: As specified annually in the Academic Schedule. (There are three such periods each year - during December, April and early May, and the summer months.)

The Last Day of Classes: For a fall term course, the last official day of classes in the fall term as specified in the Academic Schedule; for a spring term or full course, the last official day of classes in the spring term as specified in the Academic Schedule; and for courses in the Summer Session, the last official meeting of the course as specified in the Summer Session Calendar.

Term Test: Test or examination given on or before the last day of classes.

Final Examination: Test or examination scheduled to be either written or (in the case of take-home final examinations) handed in during the final examination period that follows the last day of classes.

Class: A single-sectioned course or a section of a multi-sectioned course.

Course Work: All the work required of students in a class, including, possibly, essays and other written work, oral work, term tests, laboratory work, and a final examination.

Term Work: Course work other than the final examination.

Final Grades: The eight letter grades: A+, A, B+, B, C+, C, D, and F, plus the three procedural grades: 'I' (for "incomplete term work") accompanied by a letter grade; 'NP' (for "no final examination paper received") accompanied by a letter grade; and 'I & NP' (for "incomplete term work and no final examination paper received") accompanied by a letter grade, reported by the Department to the Dean's and Registrar's Office at the end of the examination period.

The Instructor: The person, not necessarily a full-time faculty member, officially designated by the Department Head to teach a class. If a number of persons are so designated for a given class, the instructor shall be the group of such persons.

Review and Approve Proposed Final Grades: Ascertain on what basis the proposed final grades were computed, and judge the proposed final grades and the bases on which they were computed to be consistent with the relevant Senate, Faculty Council of Arts, and Department Council regulations and not clearly improper or in error.

The Examiner: The person, not necessarily the instructor, officially designated by the Department Head to determine, set, and grade the required course work for a class and propose final grades for the class. If a number of persons are designated to perform some or all of these functions for a given class, the examiner shall be the group of such persons.

The Last Meeting of the Class: The last officially scheduled meeting of the class, not necessarily taking place on the last day of classes.

Faculty Council: The Faculty Council of Arts.

The Dean, the Dean's Office, etc.: The Dean of Arts, the Office of the Dean of Arts, etc.

Debarment: Compulsory withdrawal from a course (including classes, the use of laboratory, and the final examination).

PART C: PREAMBLE

1. The regulations of Parts D and E below are supplementary to regulations on the academic evaluation of student course work passed from time to time by the Senate for the whole University. The current Senate regulations are appended hereto. Some, but not all, of the content of the current Senate regulations have been incorporated into the regulations of Parts D and E below. The various sets of regulations must be consulted by instructors, examiners, and students.
2. The regulations of Parts D and E below apply to the academic evaluation of student course work in undergraduate courses, general or honours, and including distance education courses, of the Faculty of Arts given for degree credit in Regular or Summer Session. The regulations do not apply to the academic evaluation of student course work in courses in the Faculty of Graduate Studies.

PART D: GENERAL

1. In conformity with current Senate and Faculty Council regulations pertaining to the academic evaluation of student course work, each Department Council may approve additional regulations pertaining to the same matter for the courses and sections of courses offered by the Department in Regular (Fall/Winter Terms) and Summer Sessions, subject to the following constraints which must be observed by Department Heads and Department Councils:
 - (a) The instructor of a class, if a full-time or part-time faculty member of the Faculty of Arts, may, if desired, be the sole examiner of the class. In particular, such an instructor may opt out of committee marking whereby others grade the final examination of the students in class, in which case the instructor must grade the final examinations of the students.
 - (b) Except for sections of a multi-sectioned course that have different examiners for at least some of the sections, the examiner of a class, if a full-time or part-time faculty member of the Faculty of Arts, may determine whether or not there shall be a final examination, and what weight, compatible with current Senate and Faculty Council regulations on the Academic evaluation of student course work, it shall have.
 - (c) Except for sections of a multi-sectioned course that have different examiners for at least some of the sections, the examiner of a class, if a full-time or part-time member of the Faculty of Arts, may choose, compatible with current Senate, Faculty Council, and Department Council regulations on the academic evaluation of student course work, what items of term work permitted by the Department Council to require of the class and what weights to assign to the items chosen.
2. Provided that D.1. above is not contravened, each Department Council may, in conformity with current Senate and Faculty Council regulations pertaining to the academic evaluation of student course work, determine by regulations or otherwise what methods of student evaluation may be used in the courses and sections of courses offered by the Department, including whether or not final exams are required, what kinds of final examinations are permitted, what kinds of term work

are permitted, what kinds of term work are mandatory and under what circumstances, how much of the final grade may be determined by final exams of given kind and by various kinds of permitted term work, and in general, any other related matters for which there should be, in the opinion of the Department Council, Department Council approval.

3. Provided that D.1. above is not contravened, each Department Council must take whatever steps it deems appropriate to ensure that grading criteria and standards, as well as the total work-load required of students, are comparable in similar courses and in the sections of a multi-sectioned course.

4. Provided that D.1. above is not contravened, each Department Council must approve whatever policy relating to plagiarism and penalties therefore it deems appropriate.

(a.) All Faculty of Arts course outlines must include at minimum a standard sentence approved by the Dean of Arts referring to the Faculty's website which will provide detailed information on the issues and possible range of penalties for Academic Dishonesty.

5. Each Department Council shall strike a standing committee, to be called the Final Grades Review Committee, consisting, at the discretion of the Department Council, of either the Head alone or the head ex officio and one or more other faculty members of the Department, the number to be determined by the Department Council, elected by the Department Council, that shall have the power to both review and approve all proposed final grades connected with undergraduate courses offered by the Department before they are ~~sent to Registrar's or the Dean's Office~~ **released electronically via Aurora Self-Serve**. Such power shall include reviewing and approving the proposed changing of already posted procedural final grades as well as reviewing and approving the proposed changing of erroneous final grades already posted, but shall not include review or approving the changing of final grades as decided by the Appeals Committee of the Department Council. (See #6 below.) The Final Grades Review Committee must review and approve all proposed final grades (including procedural final grades) connected with any multi-sectioned undergraduate course having different examiners for at least some of the sections. At the discretion of the Department Council, proposed final grades connected with other undergraduate courses offered by the Department may be required to be reviewed and approved by the Final Grades Review Committee. If the Final Grades Review Committee believes that proposed final grades should be changed, it must, if possible, discuss the matter with the examiner. The Committee may change an examiner's proposed final grades if the examiner consents. An examiner's proposed final grades may be changed at the department level without the examiner's consent by the Department Council at a duly called meeting. Such changes may be made by the Department Council only if an examiner's proposed final grades are deemed to be contrary to current regulations of the Senate, the Faculty Council or the Department Council or clearly improper or in error. For purposes of changing an examiner's final grades without the examiner's consent, the Head of the Department shall be empowered to call meetings of the Department Council on twenty-four hours notice. Compatible with current Senate and Faculty Council regulations on the academic evaluation of student course work, the Department Council may lay down additional regulations to govern the work of the Final Grades Review Committee.

6. Each Department Council shall set up a standing committee to be called the Appeals Committee, which shall consist of the Head ex officio and one or more other members of the Department Council, the number to be determined by the Department Council, elected by the Department Council. The committee shall receive and arrange for the hearing, investigating, considering, and deciding of student appeals against final grades, grades received on term work, and such other matters as the Department Council shall determine. Appeals against final grades must be initiated by the student as prescribed in Senate Regulations, and the appeal must be handled by the committee in conformity with those regulations. Compatible with current Senate and Faculty Council regulations on the academic evaluation of student course work, the Department Council may lay down additional regulations to govern the work of the Appeals Committee.
7. Senate, Faculty Council, and Department Council regulations on the academic evaluation of student course work shall be observed by all instructors and examiners of Arts undergraduate classes. The responsibility for ensuring conformity with the regulations and taking appropriate action should there be a violation of the regulations shall rest with the Head of the Department and the Dean. The Head of the Department and the Dean shall have the responsibility for ensuring that Department Councils conform with Senate and Faculty Council regulations on the academic evaluation of student course work. The Head and the Dean have the general supervisory responsibility of ensuring that the instruction and the academic evaluation of student course work in the undergraduate classes of the Department are properly conducted by the instructors and examiners of the Department.

PART E: SPECIFIC

The following specific regulations of the Faculty Council shall be observed by all instructors and examiners of undergraduate classes in Arts and may not be altered by Department Councils.

I. Method of Student Evaluation

1. In the first week of class [first five working days], the instructor shall, in conformity with current Senate, Faculty Council, and Department Council regulations, specify in class the required course work for the class with the approximate weights each item shall have in determining the final grade. The instructor must conform to the specification once given, but may alter it, in conformity with the other Senate, Faculty Council, and Department Council regulations, with the consent of the Department Head. The instructor must inform the students as soon as possible of the altered method of evaluation.
 - (a.) Information regarding the breakdown of grades assigned to a student in a given course [i.e., grades assigned for term work, class participation, final examinations, etc.] must be retained by the instructor and/or the respective department for three years following the end of term in which the course was taken.
2. No single evaluation based on work★ given and tested during a single class period (e.g., term tests) may count for more than 40% of the final grade.

- ★ This term is to be used in its broadest context to include such activities as participation, attendance, punctuality, etc.
- 3. No evaluation based on work given and tested during the final examination period may count for more than 60% of the final grade.
- 4. Normally no single evaluation based on work accomplished outside of class or the final examination (e.g., take-home tests, term papers, individual research and field work) may count for more than 80% of the final grade. That is, there must normally be at least two term papers or one term paper and a test or one term paper and a separate field evaluation, etc. Exceptions to the foregoing regulation must have the written approval of the Head. The Head may delegate this authority to a standing committee of the Department.
- 5. No evaluation which has an aggregate value of more than 20% of the total value of the course may be scheduled to take place **(a)** during the (14) calendar days ending with the last day of class in either term during the regular academic session as defined in the **Academic Calendar**, **(b)** during the last two classes for Summer Evening Session, or **(c)** during the last three classes for Intersession and Summer Day Session. No project or assignment may be announced during the last two weeks of classes.

Any test or tests which have an aggregate value of more than 20% of the total value of the course may not be scheduled to take place during the last two classes for Summer Evening and the last three classes for Intersession and Summer Day Session.

- 6. The instructor or the examiner of a class shall personally grade at least 50% of the required course work that is not objective in character (i.e., that requires judgment on the part of the grader). The examiner of a class is responsible for all the grading done in the class, whether done by the examiner or others.
- 7. Term Work

- (a) All term work submitted on time shall be evaluated and the results made available to the student as soon as possible, bearing in mind that students need this information to make appropriate decisions.
 - (b) Procedures for a student to appeal a grade given for term work

A student who wishes to appeal a grade given for a piece of term work is normally allowed 10 working days (starting with the day on which the grade was communicated or made available to the student, and ending with the day on which the completed application form is submitted to the relevant Department) to make such an appeal, which is to be done in accordance with the following procedures.

- (1) The student is expected to discuss matters relating to the grade with the instructor prior to submitting a formal, i.e., written appeal.

- (2) Having decided to submit a formal appeal, the student is to obtain the necessary 'Application for Appealing a Grade Given for Term Work' form from the General Office of the Department that offers the course, complete the relevant section of that form, and take it to The University of Manitoba Comptroller's Office and pay the required fee.
 - (3) Having paid this fee, the student is to return to the General Office of the Department offering the course, and submit both this completed application form and the original term work (where applicable). The Department is to date and sign this form as having been submitted, and give the student a copy of the signed form.
 - (c) Procedures for a Department to hear an appeal and report its decision
 - (1) A Department is normally allowed 15 working days (starting from the day on which the completed application form was submitted to the Department by the student) to arrive at its decision and forward the results to the student. (In the case of term work returned to the student very late in the course, the Department is urged to handle the appeal more quickly).
 - (2) The appeal is to be considered by the Department's Appeals Committee (as provided for above, in Section 6 of Part D). When the Committee has reached its decision, the requisite section on the application form is to be filled in, with the required signatures. A copy of this is to be mailed to the student, with the instructor also being sent a copy; the original is to stay in the Departmental files.
 - (d) In the case of a student appealing a final grade in a course in accordance with University of Manitoba ~~Examination Regulations (Policy 1305)~~, **1-6-5 Final Grades Procedures** no term work on which the grade had already been appealed under the provisions of the present Faculty of Arts policy could form part of that appeal against the final grade in such a way as to require this term work to be re-assessed.
- 8. On final examination papers (as on term test papers) the weight of each question and the name of the instructor or the examiner of the class must be clearly indicated. In addition, on every take-home final examination paper the deadline for return, as well as the name(s) and office location(s) of the person(s) to whom the examination is to be returned, must be clearly indicated.
- 9. No student will be permitted to submit term work for assessment to the instructor (and term work should not be returned to students) by any means which allows unrestricted and unauthorized public access to the term work. For example, term paper, term tests or other written assignments should not be received or returned from a box outside the instructor's office door, but a student could provide a self-addressed stamped envelope for return of the work.

10. Unreturned term work must be kept in a secure and confidential department area for a minimum of four (4) months following the end of the course and until destroyed by confidential measures. The final day of the University's Final Examination period each term is considered as the last day of the term. Instructors shall include on their course outlines a statement to the effect that unreturned term work will become the property of the Faculty of Arts and will be subject to confidential destruction.
11. Debarment from a course, student discipline, and appeals thereof, shall be in accordance with the University's current policy on Student Discipline¹. Debarment from a course shall mean expulsion from the course, and in particular, if debarred from a course, a student may not attend lectures, seminars, or laboratories associated with the course and may not submit course work or sit for any test or examination associated with the course.

A student may be debarred from a course on grounds which include (but are not exhausted by) the following: academic dishonesty, disrupting the class for which the student is registered, unexcused absence from the class for which the student is registered exceeding a number of class meetings announced through a class handout in the first two weeks of class by the instructor, and unexcused failure to fulfil the term work requirements of the class for which the student is registered.

Debarments from a course given by exactly one Department shall be authorized by the Department Head of the department offering the course after consultation with the Dean of Arts. Debarments from a course not given by exactly one department shall be authorized by the Dean of Arts.

After consultation with the Dean of Arts, Department Heads shall authorize debarment from a course by sending a registered letter to the student stating that as of a specified effective date (the date of the student behaviour that prompted consideration of debarment) the student is debarred from the course. (A copy must be sent by the Department Head to the Dean of Arts who will notify the student's Dean and after the waiting period for appeals has elapsed, will officially notify the Director of Registrar's if action is to be taken against the student.)

A student shall not be permitted to voluntarily withdraw on or after the effective date of debarment specified in the registered letter of debarment sent to the student unless permission to do so is granted by the Dean of Arts, or the student has successfully appealed the decision and the deadline for voluntary withdrawal for the course has not passed. Debarment shall be recorded on student histories as **'CW' RW** (for **'compulsory required withdrawal'**). Debarment from a course shall not be associated with any final grade or loss of a course attempt provided debarment took place on or before the last day for voluntary withdrawal from the course. Debarment from a course after the last day of voluntary withdrawal from the course may, at the discretion of the instructor and the Dean of Arts, be accompanied by a **result in a final** letter grade of 'F' and shall then show on student histories as both **'CW'** and **'F'** with a **'DISC' (disciplinary) comment**.

¹See "The University of Manitoba Student Discipline By-Law" adopted by the Board of Governors, February 23, 1978. Revised: October 22, 1986; November 19, 1992, **September 16, 2008**.

Normally students debarred from a course shall not for that reason be denied re-registration when the course is next offered.

II. Scheduling and Administering Term Tests and Final Examinations

1. Term tests must be given in regular class hours (except for those given in the December examination period) except when permission to the contrary is first given by the Department Head. If a term **test** is to be given out of regular class hours, it must be scheduled so that it does not conflict with already scheduled classes that any student in the class is expected to attend or with already scheduled term tests or examinations that any student in the class is expected to write.
2. Tests or examinations may not be scheduled between the last day of classes and the beginning of the final examination period that follows the last day of classes, except with the permission of the Dean.
3. Except for take-home final examinations and honours courses, all final examinations for classes exceeding twenty students must be scheduled by the ~~Student Records~~ **Registrar's Office**. At the discretion of the examiner and the Head, final examinations for general program classes exceeding twenty students may be administered by the ~~Student Records~~ **Registrar's Office** or the Department. (But see 5, 8 and 9 below.)
4. At the discretion of the examiner and the Head, final examinations for honours classes and general program classes of twenty or fewer students may be scheduled and administered by the ~~Student Records~~ **Registrar's Office**, scheduled by the ~~Student Records~~ **Registrar's Office** and Administered by the Department, or scheduled and administered by the Department. (But see 5 - 9 below.)
5. When a final examination is to be administered by a Department, the Department is responsible for ensuring that appropriate physical space and facilities are available and reserved. When a final examination is to be administered by a Department, the instructor of the class or someone authorized by the Department Head shall invigilate the examination.
6. Departments scheduling final examinations must ensure that the examinations so scheduled do not create conflicts for any students with the final examinations that have or will be scheduled by the ~~Student Records~~ **Registrar's Office** or with tests or examinations that have been scheduled by other Faculties, Schools, Departments, or academic units of the University.
7. Final examinations may be at most three hours in duration. Final examinations administered by the ~~Student Records~~ **Registrar's Office** must be one, two or three hours in duration.
8. When a final examination is to be administered by a department, an attendance signature roll must be taken by the invigilator, filed in the Department Office, and retained for twelve months.

9. A week before the end of classes in each term and in Summer Session and on a form provided by the Dean's Office, the Department Head or any Department that is itself scheduling or administering final examinations must report the relevant particulars (date, time, room location, length of the final examination, instructor's name, etc.) for each such examination to the Dean's Office for purposes of answering enquiries, directing students, and determining whether or not students are eligible for a deferred final examination.

III. Lates and Absences Pertaining to Final Examinations and Term Tests; Deferred Final Examinations

1. Students who are late for a final examination administered by the ~~Student Records- Registrar's~~ Office and are not allowed to enter the room should report immediately to **his/her Office of the Dean to discuss possible alternatives.** ~~the Student Records Office. If they so report during the writing of the examination, the Director of Student Records at his/her discretion may arrange for the student to write the examination at the time of reporting.~~ Students who are late for a final examination administered by a Department and not allowed to enter the examination room should report immediately to the Department Office. If they so report during the writing of the examination and if the Department Office is open, the Department Head at his/her discretion may arrange for the student to write the examination at the time of reporting. **In this either of the above cases,** if permission to write the final examination at the time of reporting was granted, the student's final examination will be treated as if the student had written the final examination when originally scheduled provided that the examiner so rules. If the ~~Student Records- Registrar's~~ Office or Department Head refuses to allow the student to write the examination at the time of reporting, or the Department Office is not open or not staffed when the student reports, the student may apply for deferred final examination status, and regulations E III, 2, 3 and 4 below shall apply.
2. If a student fails to write or hand in the required final examination for a class for which he/she is registered and if the student believes he/she has an acceptable excuse, he/she should immediately contact the Office of his/her Dean or Director and apply for deferred final examination status in the course; in any event, application for deferred final examination status in a course must **normally be made not later than seven days after the final examination period in question filed within 48 hours of the scheduled date of the missed examination or in the case where more than one examination was missed, within 48 hours of the scheduled date of the last examination missed.** In making application for deferred final examination status in a course the student must present either a medical statement signed by a doctor or some other appropriate signed statement attesting to the student's inability to write or hand in the final examination when scheduled, and if possible, indicating the likely duration of any continuing disability. Based on the evidence presented, the student's Dean or Director shall decide whether or not to approve the application.
3. Unless a longer period of time is specified on the University deferred examination form by the student's Dean or Director, the term of deferred final examination status for a course arising from a given final examination period shall expire at the end of the corresponding final examination period the

following year. If a student fails to write or hand in a deferred final examination when scheduled and if he/she believes he/she has an acceptable excuse, he/she may, in accordance with all the provisions of E III 2, 3 and 4, apply a second time to his/her Dean or Director for deferred final examination status in the course.

Normally not more than two applications for deferred final examination status in any course (whether repeated or not) will be approved by the Dean of Arts. Deans and Directors of other faculties and schools will be asked to apply the same rule in the case of those of their students applying for a deferred final examination status in undergraduate Arts courses. If the student fails to write or hand in the second deferred final examination when scheduled, ~~he/she will be given the student may request~~ a voluntary withdrawal status for the course provided that such status is requested from the Dean of Arts within three weeks of the scheduled date of writing or handing in the deferred final examination and provided that he/she has an acceptable excuse for failing to write or hand in the examination when scheduled; otherwise, the student shall be viewed as having failed the final examination.

4. Students who fail to write or hand in a final examination when scheduled because they misread or misremembered their final examination timetable should contact the office of their Dean or Director as soon as their error has been discovered and in any event not later than ~~seven days after~~ **48 hours after the scheduled date of the final examination period**, and make application for deferred final examination status in the course. The student's Dean or Director, at his/her discretion, may accept the excuse offered and approve the application. The Dean of Arts will not approve an application for deferred final examination status in a course based on the excuse of misreading or misremembering the final examination timetable more than once for any student registered in Arts. Deans and Directors of other faculties and schools will be asked to apply the same rule in the case of those of their students applying for deferred final examination status in undergraduate Arts courses.
5. Whenever a student is granted deferred final examination status in a course, the final grade(s) subsequently ~~posted~~ **recorded** by the Department shall include the credit received for term work submitted on time during classes (or during the allowed maximum extension period for incompletes if an incomplete was also granted).
6. Students who are late for or fail to write a term test and who in the opinion of the instructor have an acceptable excuse may be excused from the test, or allowed to write a make-up test, without penalty.
7. Students who, because of religious obligations, are unable to write a term test shall be excused from the test, or allowed to write a make-up test, without penalty. In the case of a scheduled term test, such students are required to give reasonable notice to the instructor prior to the term test. In the case of unscheduled term tests, the student must contact the instructor as soon as he/she is able to resume classes.

IV. Final Grades

1. Grades must be reported ~~on final grade registers~~ **electronically via AURORA Self-Serve** by means of either of the following two ways:

- (a) simply assigning one of the eight letter grades: A+, A, B+, B, C+, C, D, or F only; or
 - (b) assigning one of the three procedural grades accompanied by a letter grade: 'I' (for 'incomplete term work') accompanied by a letter grade; 'NP' (for 'no final examination paper received') accompanied by a letter grade; or 'I & NP' (for 'incomplete term work and no final examination paper received') accompanied by a letter grade.
2. The letter 'I' must be used if, and only if, the student has failed to hand in all (or a sufficient portion as judged by the examiner) of the required term work on time, has requested on or before the last day of classes that he/she be considered for an incomplete, and has been granted an extension to complete the work. The letters 'NP' must be used if, and only if, a final examination was required but the examiner did not receive the student's final examination paper.
3. The letter grade accompanying 'I' or 'NP' or 'I & NP' must express the grade the student would receive for the course if he/she were, without excuse, to fail to complete or make up any of the unfinished course work.
4. **When the student is assigned an 'I' but not an 'NP'**
- (a) The student who was unable to complete the term work prescribed in the course may apply through his/her instructor **prior to the end of classes** for an extension to complete the term work. If the instructor agrees, the usual form for this purpose should be forwarded to the Department Head and the Dean of Arts, requesting that this extension be granted; it should give the reason(s) for consideration being given, a description of the outstanding term work, and the date by which that work must be submitted. The following maximum extensions are allowed:
 - for courses ending in April - August 1
 - for courses ending in August - December 1
 - for courses ending in December - April 1
- When special circumstances warrant, the Dean of Arts may extend the date by which an Incomplete must be cleared. Instructors must formally request such an extension prior to the elapse of the maximum deadline date. In addition, the ~~Student Records~~ **Registrar's** Office must be notified of the extension.
- (b) If this extension is approved, then the instructor shall calculate the temporary grade, taking into account the results of the final examination (if one was required) and the value of the completed term work, while assuming a zero for the uncompleted term work. This letter grade, followed by the letter 'I', shall be recorded ~~on the usual grade sheets for the whole class~~. (If, however, the request for an extension is not approved, this same letter grade should be **recorded submitted**, but without being accompanied by an 'I'.)
 - (c) Within two weeks after the deadline for submitting the uncompleted term work the instructor shall submit through the Department the student's final letter grade (with no 'I' accompanying it even if the student did not actually

turn in the uncompleted term work). In no case will either the completion, or the non-completion, of the term work result in the grade being lowered.

5 When the student is assigned an 'NP' but not an 'I'

- (a) A student who (after completing the term work, or after not applying for—or not being granted—an extension to complete term work) does not hand in a required final examination paper will receive (on the regular grade sheet for the whole class) an 'NP' following the grade that would have been awarded if the student had written the final examination but had received a zero on it.
- (b) If such a student does not apply for a deferred examination, or if he/she does apply but the student's Dean or Director does not approve the application, the grade originally submitted will automatically become the final grade, and the 'NP' will remain permanently on the student's record.
- (c) If, however, such a student does apply for and is granted a deferred examination, the Department Head, in consultation with the instructor, may either grant the student standing in the course without a final examination, in which case the student's final grade in the course must be a letter grade not lower than the grade previously accompanying the 'NP', or require a final examination, in which case the Head, in consultation with the instructor, must schedule the deferred examination during the term of the student's deferred final examination status in the course. If the student writes and hands in the deferred final examination when scheduled, a letter grade, based on the term work handed in on time and the result of the final examination, and in no case lower than the grade originally handed in accompanied by the 'NP' shall be reported through the Department within two weeks after the deadline for holding the deferred examination. If, however, the student does not in fact write and hand in the deferred examination when scheduled, the grade originally submitted will become the final grade, and the 'NP' will be reported again through the Department and shall remain permanently on the student record.

6. When a student is assigned both an 'I' and an 'NP'

- (a) A student who is granted an extension to complete term work (by the procedure mentioned above), and then does not write and hand in a required final examination, will be given (on the regular sheet for the whole class) an 'I' and an 'NP' following the grade that he/she would have been awarded had a zero been received on the uncompleted term work and the final examination.
- (b) If such a student does not apply for a deferred final examination, or does apply but the application is not approved, then within two weeks after the deadline for submitting the uncompleted term work the instructor shall submit through the Department the student's final letter grade accompanied by an 'NP' but not accompanied by an 'I' (even if the student did not actually turn in the uncompleted term work). In no case will either the completion, or the non-completion, of the term work, or not being granted a deferred examination, result in the grade being lowered.

- (c) If, however, such a student applies for and receives permission for a deferred final examination, then no additional grade should be submitted by the instructor until after both deadlines, (for the submission of uncompleted term work and for taking the deferred final examination), have passed. Then within two weeks after the passing of the later of these two deadlines, the instructor shall submit through the Department the student's final letter grade, taking into account both the results on the uncompleted term work (if in fact it was submitted) and the results on the deferred examination (if in fact it was written and handed in). If the student did not in fact write and hand in the deferred final examination, the instructor shall submit a final letter grade including an 'NP' (to indicate the deferred examination was not written). In no case will the final letter grade be lower than that submitted originally.
7. Final grades required by Faculty Council or Department Council regulations to be reviewed and approved by the Final Grades Review Committee (see part D, #5 above) must be submitted to the Committee in accordance with deadlines determined by the Department Head and before being **released via AURORA Self-Serve entered on final grade registers**.
8. If an examiner either refuses or fails to submit proposed final grades to the Final Grades Review Committee as required by Faculty Council or Department Council regulations and in accordance with the deadlines for submission to the Committee determined by the Department Head or refuses or fails to submit final grades to the ~~Student Records or Dean's Offices~~ **Registrar's Office via AURORA Self-Serve** in accordance with the deadlines for submission determined by the Registrar's Office, the Department Head may take whatever action deemed appropriate to rectify the situation. To take action to rectify such a situation, the Department Head may call a meeting of the Department Council on twenty-four hours notice.
9. After an examiner's proposed final grades have been reviewed and approved by the Final Grades Review Committee (where such is required by either Faculty Council or Department Council regulations), the ~~examiner shall enter on the final grade(s) register his/her final letter grades for each student plus a procedural final grade as appropriate~~ **will be released via AURORA Self-Serve**. The ~~examiner's proposed final grade registers with all copies attached~~ (and the procedural final grade forms for incompletes, if not submitted earlier, with all copies attached) must ~~then be sent to the~~ **submitted via AURORA Self-Serve to the** Department Head in accordance with deadlines specified by the Head. The Department Head must sign each procedural final grade form for incompletes; his/her signature, however, indicates merely information received, not approval. The Department Head must then distribute the copies of ~~the final grade registers, and~~ procedural final grade forms for incompletes, as directed thereon.
10. To report changes in final grades already reported, except when the student has appealed the final grade, the appropriate form for reporting changes in final grades already reported must be used. If the change is made by the examiner, the form must be filled in and signed by the examiner and sent to the Department Head who shall decide whether or not to approve the change. If the change is proposed by the Department Council or Appeals Committee, the form shall be filled out by the chair thereof and signed and sent to the Head who must sign the form, indicating thereby merely information received, not approval. All student appeals of final grades must be initiated through the ~~Student Records~~ **Registrar's Office**. Changes in procedural

final grades resulting from a student appeal of a final grade must be reported on the Appeal of Assigned Final Grade Form available from ~~Student Records~~ **Registrar's Office**.

11. An examiner's proposed final grades are not to be released to students until the grades have been reviewed and approved by the Final Grades Review Committee (where such is required by Faculty Council or Department Council regulations). **To protect the confidentiality of students' personal and private information an instructor may not share or post lists of student grades (i.e., grades for assignments, tests or final examinations) electronically, nor may paper lists of grades be physically posted in any location. Marks may only be shared with students on an individual basis.** ~~The Department is responsible for seeing that all final grades are posted as soon as they are submitted to the Student Records Office. In conformity with the immediately foregoing and the Senate regulation that confidentiality regarding student names shall be maintained, the Department Councils may determine how to release final grades prior to official release by the Student Records.~~ Departments must make clear to students that final grades released by the examiner before release by the ~~Student Records~~ **Registrar's Office** are not official and could be subject to change.
12. The letter grade component of procedural final grades may be used in the calculation of the GPA appearing on student histories, and the credit hours for courses for which procedural final grades have been reported may be used in the calculation of credit hour totals, appearing on student histories. A student with procedural final grades on his/her student history may graduate with a General, Advanced, ~~or Honors~~ **or BAIS** degree provided that the letter grades accompanying such procedural final grades and the rest of his/her academic record satisfy the requirements for graduation. Students with procedural final grades on their student histories are eligible for inclusion on the Dean's Honor List and for student awards administered by the Faculty of Arts. The Dean's Honor List for a given academic ~~year term~~ will be revised as procedural final grades are converted to letter grades.

First approved by:

Arts Faculty Council, April 8, 1974.

Senate Committee on the Academic Evaluation of Students, July 1974.

Revised version approved by:

Arts Academic Regulations Policy Committee: March 17, 1993

Senate Committee on the Academic Evaluation of Students: June 30, 1993

(Editorial changes made in August, 1998)

Revised version approved by:

Arts Academic Regulations Policy Committee: October 22, 1999

Senate: December 6, 2000.

Revised version approved by:

Arts Academic Regulations Policy Committee: December 5, 2008

Arts Faculty Council: February 24, 2009

**Report of the Senate Committee on Instruction and Evaluation RE: Proposal for a
Règlement sur l'inaptitude professionnelle pour les étudiants et étudiantes à la
Faculté d'éducation, Université de Saint-Boniface**

Preamble:

1. The terms of reference for the Senate Committee on Instruction and Evaluation (SCIE) are found on the web at:
http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/502.html.
2. At its meetings on October 22 and November 21, 2013 the committee considered a proposal from the Université de Saint-Boniface (USB) to establish a Règlement sur l'inaptitude professionnelle pour les étudiants et étudiantes à la Faculté d'éducation. The committee also considered a related amendment to Article G in the Université de Saint-Boniface (USB) Calendar.

Observations:

1. The committee considered a proposal from the Université de Saint-Boniface (USB) to establish a Règlement sur l'inaptitude professionnelle pour les étudiants et étudiantes à la Faculté d'éducation. The Règlement was previously approved by the Senate of USB at its meeting on May 23, 2013.
2. It was noted that the proposed Règlement is substantially the same as the Professional Unsuitability By-Law for Students in the Faculty of Education at the University of Manitoba. The Règlement does differ in one respect. As the cohort of students in the baccalauréat en éducation is small and closely knit, the membership on the professional unsuitability committee (section 2.00) at USB does not include an undergraduate student representative, to remove any potential for a conflict of interest. The membership of the committee does include graduate student representatives.
3. The committee also considered a proposed change to Article G – Règlement sur l'inaptitude professionnelle pour les étudiants et étudiantes à la Faculté d'éducation de l' Université de Saint-Boniface, in the USB Calendar. The intent of the proposed change is to eliminate ambiguity concerning the authority of the Faculty of Education with respect to the application of the Faculty's professional unsuitability by-law.
4. The proposals to establish the Règlement and to amend Article G in the Calendar arise from a recent appeal and follow a recommendation made by the Chair, Senate Committee on Appeals, University of Manitoba, to develop more detailed procedures to deal with students who are required to withdraw from the baccalauréat en éducation for reasons of professional unsuitability.

Recommendations

The Senate Committee on Instruction and Evaluation recommends:

THAT Senate approve the Règlement sur l'inaptitude professionnelle pour les étudiants et étudiantes à la Faculté d'éducation, Université de Saint-Boniface [May 2013], effective upon approval by Senate;

and

THAT Senate approve amendments to Article G in the Université de Saint-Boniface Calendar, effective September 1, 2014.

Respectfully submitted,

Dr. Janice Ristock, Chair
Senate Committee on Instruction and Evaluation



Université de
Saint-Boniface

Une éducation supérieure depuis 1818

Winnipeg, October 4th 2013

Mr. Jeff Leclerc
University Secretary
University of Manitoba
312 Administration Bldg.
Winnipeg (MB) R3T 2N2

Dear Sir,

The proposed changes to article G of the Université de Saint-Boniface (USB) Calendar and the reasons for these changes are the result of recommendations made by the Chair of the University of Manitoba Senate Committee of Appeals, pursuant to an appeal by one of our students. Dr. McNicol strongly advised that we develop and expand Article G to eliminate ambiguity. The proposed changes are in accordance with the Professional Unsuitability Bylaw for students in the Faculty of Education at the University of Manitoba.

In November 2011, one of our students experienced great difficulty in the Practicum as well as in other courses at the undergraduate level at the Faculty of Education. He was offered a good deal of support and guidance after his first year and before the start of the extended practicum in second year. Unfortunately, two collaborating teachers, from two different schools in different school divisions clearly and unequivocally declared that the student in question did not have the skills and abilities to teach in their school. We therefore asked the student to withdraw from the program based on the wording of article G on page 106 of the Université de Saint-Boniface Calendar, which states the following: *Withdrawal from a professional program—The University may require a student to withdraw from a professional program at any time of the year if the student is found to be definitely unsuited for that profession.*

The student presented his case to the Senate Committee of Appeals at both the Université de Saint-Boniface and the University of Manitoba. The case was heard by both committees and it was concluded that policies and procedures were correct and properly conducted and the appeal was denied. However, this case made us keenly aware of the importance of revisiting our policy.

We feel these changes will benefit all students at the Faculty of Education and help them gain a better understanding of expectations related to the teaching profession.

Should you have any questions, please do not hesitate to contact me at 204-237-1818, ext. 302.

Sincerely,

Stéfán Delaquis, Ph. D.
Dean
Faculty of Education and Professional Studies

/npl

Règlement sur l'inaptitude professionnelle pour les étudiantes et étudiants à la Faculté d'éducation de l'Université de Saint-Boniface (USB)

mai 2013

Préambule

En général, les étudiantes et étudiants ont l'obligation de faire preuve d'intégrité et de diligence dans l'exercice de leurs responsabilités professionnelles et leur comportement à l'égard des autres doit être empreint de considération, de respect et de bonne foi.

Il peut arriver qu'une étudiante ou un étudiant rencontre des difficultés pendant son cheminement académique à la Faculté d'éducation. Le cas échéant, la Faculté s'engage à lui offrir un appui particulier. Une variété d'interventions peuvent être mises en place, à la discrétion de la Faculté, dans le but d'appuyer et d'encadrer une étudiante ou un étudiant en difficulté.

1.00 Champ d'application

- 1.01 Le présent règlement s'applique aux étudiantes et aux étudiants inscrits au programme de baccalauréat en éducation et au diplôme post-baccalauréat en éducation.
- 1.02 La doyenne ou le doyen de la Faculté d'éducation peut exiger qu'une étudiante ou un étudiant de l'un ou l'autre des programmes mentionnés au paragraphe 1.01 se retire de la Faculté, conformément aux procédures présentées dans le présent règlement, si cette personne est jugée inapte à l'exercice de la profession enseignante pour des raisons relatives à la compétence ou à l'aptitude professionnelle. On peut exiger le départ d'une étudiante ou d'un étudiant à n'importe quel moment au cours de l'année universitaire ou après la sortie des résultats d'examens de fin de session universitaire. Ce droit d'exiger le départ d'une étudiante ou d'un étudiant prévaut sur toute autre disposition des règlements de la Faculté.

1.03 Motifs pouvant justifier des mesures disciplinaires

La Faculté peut imposer des mesures disciplinaires à une étudiante ou à un étudiant qui :

- a fait preuve d'incompétence dans le cadre de ses stages malgré les efforts déployés pour l'aider dans son développement;

- a compromis son jugement professionnel au service de son intérêt personnel ou dans le cadre d'un conflit d'intérêts;
- a adopté un comportement abusif, destructeur ou injurieux à l'égard des élèves ou des enseignantes et enseignants dans les écoles, de ses collègues, des professeures et professeurs ou du personnel de l'Université, ou encore d'un membre du public;
- a consommé de l'alcool ou des drogues illégales ou a abusé de médicaments sur ordonnance dans le cadre de toute activité en lien avec l'exercice de la profession enseignante;
- a reçu une condamnation de nature à remettre en question son aptitude à enseigner;
- souffre d'un trouble psychologique ou physique qui l'empêche de s'acquitter adéquatement de ses tâches essentielles d'enseignement, en reconnaissant que l'offre d'accommodements raisonnables aux personnes ayant des besoins spéciaux est exigée par le *Code des droits de la personne du Manitoba*;
- a adopté un comportement qui, s'il était adopté par une enseignante ou un enseignant actif certifié, lui vaudrait fort probablement l'application d'une mesure disciplinaire, y compris une suspension ou la révocation de son brevet d'enseignement par les autorités appropriées.

1.04 Conflit de compétence

Dans le cas où on se demande si une affaire relève des règlements universitaires de la Faculté ou du présent règlement, ou si une affaire relève des règles de discipline de l'Université ou du présent règlement, quel que soit le cas, cette affaire est renvoyée au secrétaire général de l'USB pour une décision sans appel.

2.00 COMITÉ D'EXAMEN DE L'INAPTITUDE PROFESSIONNELLE (CEIP)

2.01 La Faculté doit se doter d'un comité permanent composé de quatre membres appelé « Comité d'examen de l'inaptitude professionnelle » (CEIP) dont le but sera d'entendre des affaires et de prendre des décisions sur des questions quant à la compétence ou à l'aptitude professionnelle des étudiantes et étudiants de premier cycle à exercer la profession enseignante. La composition de ce comité sera la suivante :

- La présidente ou le président du CEIP (professeure ou professeur de la Faculté d'éducation qui ne siège pas au Sénat de l'USB)
- Une professeure ou un professeur de la Faculté d'éducation (qui ne siège pas au Sénat de l'USB)

- Une enseignante ou un enseignant du milieu scolaire manitobain nommé par les Éducatrices/Éducateurs franco-manitobains (EFM)
- Une étudiante ou un étudiant du programme postbaccalauréat ou du programme de maîtrise en éducation de l'USB (l'étudiante ou l'étudiant ne peut pas occuper un poste à l'Association étudiante de l'USB).

Nota bene : Tout membre du comité faisant face à un conflit d'intérêts devra se retirer du comité pour l'affaire en question. La présidente ou le président (ou sa remplaçante désignée ou son remplaçant désigné) du CEIP lui désignera un remplaçant.

2.02 La durée du mandat des membres du comité sera la suivante :

- les membres de la Faculté seront nommés pour un mandat de deux (2) ans;
- les représentants de la profession enseignante seront nommés pour un mandat de deux (2) ans;
- l'étudiante ou l'étudiant du programme postbaccalauréat ou du programme de maîtrise en éducation de l'USB sera nommé pour un mandat de deux (2) ans (si l'étudiante ou l'étudiant termine ses études pendant son mandat, celui-ci sera remplacé).

2.03 Exception faite de la disposition au paragraphe 4.03, le quorum du CEIP sera de deux (2) membres du comité et de la présidente ou du président.

3.00 Renvoi au Comité d'examen de l'inaptitude professionnelle

3.01 Toute personne affiliée à la Faculté d'éducation ou à l'école ou à l'établissement avec lequel la Faculté travaille qui s'interroge sur l'aptitude professionnelle d'une étudiante ou d'un étudiant selon la définition au paragraphe 1.01 doit remplir le Formulaire de renvoi au Comité d'examen de l'inaptitude professionnelle (voir le formulaire ci-joint) et y joindre un rapport dactylographié documentant le ou les incidents présumés. Le formulaire et le rapport doivent être soumis à la doyenne ou au doyen de la Faculté d'éducation.

3.02 La doyenne ou le doyen (ou sa remplaçante désignée ou son remplaçant désigné) renverra au CEIP dans les cinq (5) jours ouvrables les affaires qui, à son avis, concernent un comportement ou des circonstances décrits aux paragraphes 1.01 et 1.02.

3.03 À la réception du formulaire de renvoi de la part de la doyenne ou du doyen de la Faculté d'éducation ou de sa remplaçante désignée ou de son remplaçant désigné, le CEIP :

i) déterminera s'il existe un motif raisonnable pour suspendre l'étudiante ou l'étudiant pendant l'étude de l'affaire et, le cas échéant, lui fera parvenir un avis écrit de suspension temporaire;

ii) fera parvenir à l'étudiante ou à l'étudiant concerné un avis d'audience accompagné d'une copie du Formulaire de renvoi au CEIP qui a été soumis, du rapport signé par la personne qui porte plainte et de tout commentaire adressé à l'étudiante ou à l'étudiant en question de la part de la doyenne ou du doyen ou de sa remplaçante désignée ou de son remplaçant désigné, en vertu du paragraphe 4.01;

iii) s'assurera de traiter l'affaire avec diligence;

iv) déterminera s'il existe des motifs justifiant le retrait de la plainte selon les paragraphes 1.01 et 1.02 après avoir entendu l'affaire conformément au présent règlement;

v) prendra une décision en vertu de l'article 6.00 du présent règlement.

3.04 Une fois l'affaire renvoyée au CEIP, la procédure se poursuit, peu importe si l'étudiante ou l'étudiant a par la suite quitté la Faculté de son propre chef ou a refusé de prendre part à la procédure.

4.0 AVIS D'AUDIENCE ET PROCÉDURE

4.01 Dans les dix (10) jours ouvrables suivant la réception de la demande d'examen, la présidente ou le président du CEIP informe l'étudiante ou l'étudiant, par écrit, des motifs de renvoi au CEIP, de la composition de ce comité ainsi que de la date, de l'heure et du lieu où le CEIP se réunira pour entendre l'affaire décrite dans la demande d'examen. Cette audience se tiendra au plus tôt dix (10) jours ouvrables après la date à laquelle l'étudiante ou l'étudiant aura été informé de la demande d'examen. L'avis sera envoyé par courrier recommandé à la dernière adresse connue de l'étudiante ou de l'étudiant, telle qu'elle apparaît dans son dossier à la Faculté. L'avis de la présidente ou du président devra mentionner que si les allégations dont on lui a fait part sont confirmées à la satisfaction du CEIP, des mesures devront être prises, celles-ci pouvant aller jusqu'à demander à l'étudiante ou à l'étudiant de se retirer de la Faculté d'éducation.

- 4.02 L'étudiante ou l'étudiant a le droit de répondre par écrit aux motifs allégués. Cette réponse doit parvenir à la présidente ou au président du CEIP au plus tard cinq (5) jours ouvrables avant la date de l'audience.
- 4.03 L'étudiante ou l'étudiant a le droit, au plus tard cinq (5) jours ouvrables avant la date de l'audience, de faire part par écrit au président du CEIP de ses inquiétudes au sujet de tout membre dudit comité qui, selon lui, serait incapable de garder son objectivité au moment d'entendre sa cause. Si la présidente ou le président est informé de telles inquiétudes, ce dernier devra, avant l'audience, les présenter aux membres du CEIP et informer tout membre identifié par l'étudiant ou l'étudiante qu'il a le droit de répondre à ces inquiétudes par écrit. La présidente ou le président réunira le CEIP, à l'exclusion du membre identifié par l'étudiant ou l'étudiante, afin de déterminer si la composition du CEIP doit être modifiée. Si le quorum n'est pas atteint conformément au paragraphe 5.06 du présent règlement pour prendre une telle décision, le reste des membres du comité peuvent la prendre. Selon les circonstances, la présidente ou le président peut prendre cette décision. Si les membres du CEIP ou son président décident que la composition du comité doit être modifiée, un ou des remplaçants seront nommés conformément au paragraphe 2.01, à moins que le quorum précisé au paragraphe 5.06 ne soit atteint.
- 4.04 On ne pourra empêcher un membre du CEIP de participer à une audience du CEIP pour la seule raison que ledit membre a déjà eu un contact avec l'étudiante ou l'étudiant dont l'affaire est entendue ou avait une connaissance personnelle antérieure de l'affaire.

5.00 PROCÉDURES D'AUDIENCE

- 5.01 L'étudiante ou l'étudiant peut choisir de se présenter en personne à l'audience et de se faire représenter ou accompagner par un porte-parole de l'AEUSB, un conseiller juridique ou autre conseiller. Si l'étudiante ou l'étudiante choisit de se faire représenter par l'une ou l'autre des personnes mentionnées ci-dessus, il doit en avertir par écrit la présidente ou le président du CEIP au plus tard cinq (5) jours ouvrables avant la date de l'audience. Le conseiller juridique aura le droit d'agir à titre de consultant seulement et n'aura pas le droit de parole.
- 5.02 La Faculté peut choisir de recourir aux services d'un conseiller juridique à titre consultatif lors de l'audience. Si c'est le cas, le président du CEIP doit en avertir l'étudiante ou l'étudiant au plus tard cinq (5) jours ouvrables avant la date de l'audience. Le conseiller juridique aura le droit d'agir à titre de consultant seulement et n'aura pas le droit de parole.

- 5.03 L'étudiante ou l'étudiant et la Faculté ainsi que leur représentant respectif (à l'exception du conseiller juridique) ont le droit d'appeler, d'entendre et de contre-interroger des témoins et d'accéder à tous les documents soumis au CEIP pour étude. Un avis par écrit de l'intention de faire appel à des témoins doit être remis à l'autre partie quarante-huit (48) heures avant l'audience
- 5.04 L'audience se tient à huis clos et ne peuvent y assister que les membres du CEIP, l'étudiante ou l'étudiant, les représentants désignés par l'étudiante ou l'étudiant ou par la Faculté et les témoins, s'il y a lieu.
- 5.05 L'étudiante ou l'étudiant faisant l'objet de l'audience n'a pas l'obligation de témoigner, mais s'il choisit de le faire, il s'expose à un contre-interrogatoire par les membres du CEIP.
- 5.06 Une majorité simple des membres du comité présents à l'audience est requise pour toute conclusion et pour la prise d'une décision appropriée dans cette affaire.
- 5.07 La présidente ou le président du CEIP vote uniquement en cas d'égalité.
- 5.08 Les membres du CEIP sont tenus au secret sur tous les renseignements dont ils ont pris connaissance au comité. Ne sera divulguée que l'information raisonnablement nécessaire à l'exécution de l'enquête, à la finalisation des dispositions de toute décision imposée, ou comme l'exige la loi.

6.00 RÈGLEMENT DE L'AFFAIRE

- 6.01 Après avoir entendu toutes les preuves, le CEIP se réunit à huis clos pour :
- i) examiner les preuves;
 - ii) tirer ses conclusions en appliquant la norme de preuve de prépondérance des probabilités (c.-à-d. que les allégations contre l'étudiante ou l'étudiant sont plus susceptibles d'être vraies que fausses selon les preuves présentées);
 - iii) si les allégations sont établies à la satisfaction du CEIP, prendre une décision quant à cette affaire;
 - iv) si les allégations ne sont pas établies à la satisfaction du CEIP, rejeter l'affaire et faire les recommandations que le CEIP juge appropriées.
- 6.02 Le CEIP peut prendre toutes les dispositions qu'il juge appropriées dans les circonstances. Sans restreindre la portée générale de ce qui précède, les mesures qui suivent, seules ou en combinaison, peuvent être recommandées à la doyenne ou au doyen :

- i) déterminer qu'aucune mesure ne sera prise;
- ii) permettre à l'étudiante ou à l'étudiant de rester dans le programme, mais imposer des conditions relatives à son comportement futur. Ces conditions demeureront en vigueur aussi longtemps que le CEIP le jugera nécessaire;
- iii) réprimander l'étudiante ou l'étudiant par écrit;
- iv) exiger que l'étudiante ou l'étudiant se retire de la Faculté pour une période déterminée;
- v) exiger que l'étudiante ou l'étudiant quitte la Faculté indéfiniment;
- vi) imposer des conditions que l'étudiante ou l'étudiant devra remplir avant de pouvoir présenter une nouvelle demande d'admission à la Faculté;
- vii) exiger que l'étudiante ou l'étudiant quitte la Faculté sans possibilité de faire une nouvelle demande d'admission.

- 6.03 Les alinéas 6.02 (iv), (v) et (vii) peuvent être inscrits sur le relevé de notes de l'étudiante ou de l'étudiant.
- 6.04 Avant de recevoir son diplôme d'études, l'étudiante ou l'étudiant peut demander au CEIP que ces inscriptions soient effacées du relevé de notes.
- 6.05 Les résultats de l'audience et les raisons de la décision du CEIP seront transmis par écrit à l'étudiante ou à l'étudiant, au porte-parole de l'AEUSB et à son représentant désigné, le cas échéant; des copies seront remises à la doyenne ou au doyen de la Faculté.

7.00 APPELS

- 7.01 Si l'étudiante ou l'étudiant souhaite faire appel de la décision du CEIP (y compris toute inscription sur son relevé de notes), cet appel doit être fait auprès du Comité d'appel du Sénat (USB) en vertu des procédures de ce comité.
- 7.02 Dans le cas d'un appel, le CEIP peut recommander la suspension de la mise en application de toute décision jusqu'à ce que le Comité d'appel du Sénat soit parvenu à une décision.

8.00 DOSSIERS

- 8.01 Un dossier de toute détermination d'inaptitude professionnelle et des mesures prises à cet égard sera conservé dans le dossier académique de l'étudiante ou de l'étudiant. Tout autre document en lien avec l'affaire sera gardé confidentiellement dans le bureau de la doyenne ou du doyen pendant un an suivant l'expiration de la

période d'appel. Après cette période, tous les documents en lien avec l'affaire seront détruits.

9.00 MODIFICATIONS

- 9.01 Le présent règlement ne peut être modifié que par le Sénat (USB) ou par le Sénat (UM) après approbation des modifications par le Conseil de la Faculté d'éducation.

CECP

Formulation de proposition

QUE le Comité d'étude de cours et de programmes accepte la proposition de :

Modifier l'article G – Retrait d'un programme professionnel à la Faculté d'éducation (page 106 de l'annuaire de l'Université de Saint-Boniface).

Ancien libellé

G - Règlement sur l'inaptitude professionnelle pour les étudiants et étudiantes à la Faculté d'éducation de l'Université de Saint-Boniface (USB)

L'USB se réserve le droit de demander à une étudiante ou à un étudiant de se retirer à n'importe quel moment de l'année d'un programme professionnel si, à son avis, celui-ci manifeste une inaptitude certaine à exercer cette profession. N. B. La Faculté se réserve le droit en tout temps d'exiger qu'une étudiante ou un étudiant se retire de ses études à la Faculté en raison d'un rendement universitaire insuffisant, d'inaptitude professionnelle ou de conduite inappropriée qui le rendrait inacceptable pour la profession d'éducateur ou d'éducatrice. Un rendement insuffisant dans les petits stages ou dans les grands stages serait considéré comme une raison d'imposer le retrait obligatoire de l'étudiante ou de l'étudiant.

Nouveau libellé

G - Règlement sur l'inaptitude professionnelle pour les étudiants et étudiantes à la Faculté d'éducation de l'Université de Saint-Boniface (USB)

Le Sénat de l'Université de Saint-Boniface a approuvé un règlement qui confère l'autorité à la Faculté d'éducation d'obliger une étudiante ou un étudiant à se retirer de la Faculté d'éducation pour des raisons d'inaptitude professionnelle. Une étudiante ou un étudiant peut être tenu de se désister de la Faculté d'éducation, à n'importe quel moment, si le Comité d'examen de l'inaptitude professionnelle (CEIP) détermine que celui-ci fait preuve d'inaptitude professionnelle pour la profession d'enseignement. Une copie de cette politique est disponible en ligne ([www.faculté d'éducation...](http://www.faculté.d'éducation...)).

telle que soumise par Faculté d'éducation et des études professionnelles et qu'elle soit recommandée au Sénat pour approbation et mise en vigueur en septembre 2014 sous réserve de ressources disponibles et de l'approbation de l'Université du Manitoba.

Motifs de la modification proposée

Les étudiantes et étudiants de la Faculté d'éducation ont l'obligation de faire preuve d'intégrité et de diligence dans l'exercice de leurs responsabilités professionnelles et leur comportement à l'égard des autres doit être empreint de considération, de respect et de bonne foi. Cela dit, malgré les nombreux efforts de la part des membres de la Faculté d'éducation d'assurer un appui solide et un encadrement, ainsi que la mise en place d'une variété d'interventions, les étudiantes et étudiants peuvent toutefois rencontrer des difficultés lors de leur cheminement académique.

La proposition de la Faculté d'éducation de modifier le libellé G - Retrait d'un programme professionnel vise précisément à mieux informer les étudiantes et étudiants et à établir une procédure formelle. La proposition suivante servirait à cette fin et reflète la politique de la *Faculty of Education – University of Manitoba*.

G - Règlement sur l'inaptitude professionnelle pour les étudiants et étudiantes à la Faculté d'éducation de l'Université de Saint-Boniface (USB)

Le Sénat de l'Université de Saint-Boniface a approuvé un règlement qui confère l'autorité à la Faculté d'éducation d'obliger une étudiante ou un étudiant à se retirer de la Faculté d'éducation pour des raisons d'inaptitude professionnelle. Une étudiante ou un étudiant peut être tenu de se désister de la Faculté d'éducation, à n'importe quel moment, si le Comité d'examen de l'inaptitude professionnelle » (CEIP) détermine que celui-ci fait preuve d'inaptitude professionnelle pour la profession d'enseignement. Une copie de cette politique est disponible en ligne ([www.faculté d'éducation...](http://www.faculté.d'éducation...)).

Report of the Senate Committee on Nominations

Preamble

1. Since last reporting to Senate on August 1, 2013, the Senate Committee on Nominations (SCN) met on December 16, 2013 (electronically), to consider nominations to fill vacancies on the standing committees of Senate.
2. The terms of reference for the SCN are found on the University Governance website at:
http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/507.html

Observation

1. Listed below are committees having vacancies to be filled, along with the names of the nominees being proposed, their faculty/school, and the expiry date of their terms.

Recommendations

1. The SCN recommends to Senate the following list of faculty nominees:

COMMITTEE	NOMINEE(S)	FACULTY/ SCHOOL	TERM END DATE
Senate Committee on Curriculum and Course Changes	Prof. Joannie Halas	Kinesiology and Recreation Management	2014.05.31
Senate Committee on Instruction and Evaluation	Prof. Christopher Frank <i>(leave replacement)</i>	Arts	2014.06.30
Senate Planning and Priorities Committee	Prof. David Kuhn	Engineering	2015.05.31
	Prof. Judith Owens <i>(leave replacement)</i>	Arts	2014.12.31

Respectfully submitted,

Professor M. Edwards, Chair
Senate Committee on Nominations

Comments of the Senate Executive Committee:
The Senate Executive Committee endorses the