

BOARD OF GOVERNORS

Tuesday, November 29, 2022

Alan A. Borger Sr. Executive Conference Room

E1-270 Engineering Information and Technology Complex

4:00 p.m.

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

OPEN SESSION

Please email regrets to melissa.watson@umanitoba.ca no later than 9:00 a.m. the day of the meeting.

OFFICE OF THE UNIVERSITY SECRETARY



**University
of Manitoba**



Acknowledgement

The University of Manitoba campuses are located on original lands of Anishinaabeg, Cree, Oji-Cree, Dakota, and Dene peoples, and on the homeland of the Métis Nation.

We respect the Treaties that were made on these territories, we acknowledge the harms and mistakes of the past, and we dedicate ourselves to move forward in partnership with Indigenous communities in a spirit of reconciliation and collaboration.

Mission

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

Vision

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

Values

To achieve our vision, we require a commitment to a common set of ideals.

The University of Manitoba values:

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

Strategic Priorities

- Support and sustain a post-COVID teaching, learning, research, and work environment. This includes our commitment, as one of Canada's top 15 research universities, to remain a leader in research excellence.
 - Develop and publicize a university-wide anti-racism strategy.
- Enhance and expand opportunities for learning, including research opportunities for students.
 - Deliver on our commitment to Indigenous achievement and engagement.
 - Create a more accessible, equitable, diverse, and inclusive university.

BOARD OF GOVERNORS OPEN SESSION

Tuesday, November 29, 2022 at 4:00 p.m.

Page 1 of 2

	AGENDA	<u>Action</u>	<u>Presenter</u>	<u>Page</u>	<u>Est. Time</u>
	Call to Order		Chair	-	4:00 p.m.
	ANNOUNCEMENTS		Chair	-	4:00 p.m.
1.	APPROVAL OF THE AGENDA (Open Session)	Approval	Chair	3	4:10 p.m.
2.	MINUTES (Open Session)				
2.1	Approval of the Minutes of the September 28, 2022 Open Session, as circulated or amended	Approval	Chair	5	4:10 p.m.
2.2	Business Arising - none	-	Chair	-	4:10 p.m.
3.	PRESENTATIONS				
3.1	Introduction from Dr. Mario Pinto, Vice-President (Research and International)	Presentation	M. Pinto	-	4:10 p.m.
4.	COMMITTEE REPORTS				
4.1	Report of the Audit and Risk Management Committee	-	K. Osiowy	16	4:50 p.m.
	a) Proposed revisions to the Audit Services Policy and Audit Services Charter	Approval	K. Osiowy	17	4:50 p.m.
4.2	Report of the Governance and Nominating Committee	-	L. Magnus	27	4:55 p.m.
	a) Revised Board of Governors Committee Structure	Approval	L. Magnus	29	4:55 p.m.
5.	UNANIMOUS CONSENT AGENDA	Approval	Chair	-	5:15 p.m.
	<i>If any member of the Board wants to ask a question, discuss or oppose an item that is marked for the consent agenda, the member can have an item removed from the consent agenda by contacting the Secretary of the Board prior to the meeting or by asking that it be removed before the Chair calls for a mover and seconder for the motion to approve or receive, by unanimous consent, the items listed at the end of the agenda</i>				
5.1	<u>From Senate for Approval</u>				
5.1.1.	Report from Senate (dated October 6, 2022)				
	a) Proposal for Micro-Diploma in Science Communication	Approval	President	55	(consent)

BOARD OF GOVERNORS OPEN SESSION

Tuesday, November 29, 2022 at 4:00 p.m.

Page 2 of 2

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| 5.1.2. Report from Senate (dated November 2, 2022) | | | | |
| b) Proposal for a Doctor of Philosophy in Pathology and Laboratory Medicine, Department of Pathology | Approval | President | 74 | (consent) |
| c) Proposals for a Master of Science and a Doctor of Philosophy in Pediatric and Child Health, Department of Pediatrics and Child Health | Approval | President | 76 | (consent) |
| d) Proposal to Convert Manitoba Public Insurance Professorship in Neuroscience to a Chair | Approval | President | 78 | (consent) |

5.2 From Senate for Information

- | | | | | |
|--|-------------|-----------|----|-----------|
| 5.2.1. Academic Schedule for 2023-2024 | Information | President | 80 | (consent) |
|--|-------------|-----------|----|-----------|

5.3. From Governance and Nominating Committee

- | | | | | |
|--|-------------|-----------|-----|-----------|
| 5.3.1. Board of Governors Education Plan 2022-2023 | Information | L. Magnus | 194 | (consent) |
|--|-------------|-----------|-----|-----------|

MOTION TO MOVE TO CLOSED & CONFIDENTIAL SESSION	Approval	Chair	-	5:20 p.m.
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**Minutes of the OPEN Session of the
Board of Governors
September 28, 2022, at 4:00 p.m.**

Present: L. Hyde, Chair
J. Leclerc, Secretary

J. Anderson	M. Benarroch	A. Bindra	D. Brothers	J. DeSouza-Huletey
I. Fakankun	D. Finkbeiner	K. Lee	S. Li	L. Magnus
A. Mahon	K. Osiowy	V. Romero	J. Rykiss	S. Sekander
J. Taylor				

Attending via Teleconference

W. Lazarenko

Regrets:

D. Hiebert-Murphy D. Jayas N. Murdock S. Prentice D. Roussin

Absent:

A. Raizman

Assessors:

M. Shaw S. Woloschuk

Officials:

N. Andrew (*via Teleconference*) C. Cook V. Koldingnes M. Watson

Presenters:

T. Chen M. Emslie

ANNOUNCEMENTS

The Chair began the meeting by acknowledging that the University of Manitoba is located on the original lands of the Anishinaabeg, Cree, Oji-Cree, Dakota, and Dene peoples and on the homeland of the Métis Nation and that we respect the treaties made on these lands and commit to resolving harms and mistakes of the past.

The Chair explained that Friday, September 30th is the National Day for Truth and Reconciliation, and encouraged Board members to use this as an opportunity for self-reflection and continued learning and engagement in reconciliation. She noted that several events will be held within and external to the University of Manitoba throughout the week and applauded the

leadership of the National Centre for Truth and Reconciliation, including Ms. Stephanie Scott and Dr. Catherine Cook.

The Chair welcomed everyone to the first Board meeting of the new academic year, thanking Dr. Benarroch and University staff, faculty and students who have worked so diligently to support students and the university's academic mission. The Chair provided an overview on the areas of focus for the Board over the next year, that include:

- Continuing efforts in improving Board Governance and working to implement the new Board Committee structure and address other recommendations of the Governance Working Group. The Chair thanked Ms. Magnus and members of the Working Group for their continued leadership.
- Continue to align the Board's work with a values focus, building on progress made during the Board of Governor's Spring Retreat.
- Board engagement in the strategic planning process, providing advice and approving a plan that will guide the University in the years to come.
- Continue to discuss trust and reinforce fostering a culture of trust at the University.
- Continue to learn collectively in the areas of key strategic importance, including Equity, Diversity, and Inclusion.

The Chair shared that an outline of the priorities for the year ahead, in addition to educational topics in advancing professional development for Board members, will be provided at the next Board meeting. She noted that this information was collected and compiled from Board member feedback.

The Chair shared her excitement for the year ahead with the University community returning to in-person activity, thanking the leadership of Dr. Benarroch and his executive team. She also shared that today is the last Board meeting for Dr. Digvir Jayas, Vice-President (Research and International), after a distinguished 14-year term in the role. She noted that Dr. Jayas unfortunately could not attend today's meeting however wanted to express the Board's appreciation for his leadership, dedication, and championing of research at the University of Manitoba and around the world. The Chair explained that under Dr. Jayas' leadership, the University of Manitoba research enterprise has grown significantly, due in large part to his active engagement with, and promotion and support of our researchers. She shared that Dr. Jayas will soon be honored and inducted into the Canadian Agricultural Hall of Fame. She thanked Dr. Jayas and wished him all the very best in the years ahead.

Dr. Benarroch shared that he has had the privilege to work with Dr. Jayas for several years, previously as the Dean of the I.H. Asper School of Business, as most recently as President. He explained that Dr. Jayas is selfless and entirely committed to the University of Manitoba in advancing research at this institution. He noted that the contributions of Dr. Jayas and his leadership have continued the growth and engagement of research at the University of Manitoba, sharing his appreciation for Dr. Jayas' positive leadership style. Dr. Benarroch

thanked Dr. Jayas for his dedication to the University of Manitoba and wished him all the very best.

The Chair also shared details for an upcoming book launch where Chancellor Mahon will be launching her third book, *Overcome: Stories of Women who Grew up in the Child Welfare System*. The Chair congratulated Chancellor Mahon and expressed her appreciation for her work and dedication in sharing these stories that need to be heard.

FOR ACTION

1. APPROVAL OF THE AGENDA

It was moved by Mr. Rykiss and seconded by Ms. Kee:

THAT the agenda for the September 28, 2022 meeting be approved as circulated.

CARRIED

2. MINUTES (Open) Session

2.1 Approval of the Minutes of the June 28, 2022 Open Session as circulated or amended

It was moved by Mr. Finkbeiner and seconded by Dr. Taylor:

THAT the minutes of the June 28, 2022 Open session be approved as circulated.

CARRIED

2.2 Business Arising

There was no business arising from the minutes.

3. PRESENTATION

The Chair welcomed and introduced Dr. Tina Chen, Executive Lead for Equity, Diversity, and Inclusion, noting that . Dr. Chen has been in her role since February of 2022 and has been working to implement the recommendations of the President's Task Force on EDI.

Dr. Chen thanked the Chair for her introduction and shared that today's presentation will be to update the Board on the progress of work that has taken place thus far in creating the structures and foundations in implementing the recommendations from the President's Task Force on EDI.

In providing a high-level overview, Dr. Chen explained that this update is to reflect on the work and engagement by members and teams of university community. Within her presentation, Dr. Chen shared the different components necessary in advancing EDI that include building an inclusive community, leadership planning and policy/practice and monitoring, in addition to increasing equity and diversity.

Dr. Chen explained that since beginning her role as Executive Lead, messaging throughout the University community has been that while the goals are to build an inclusive community and increase diversity, to do so in a sustainable and meaningful way, there is need to foreground equity and to acknowledge and recognize where systemic inequities exist and to be willing to understand how this impact the lives of others, with the intention to include equity based practices and approaches within the work taking place.

Dr. Chen shared the need for a multi-faceted strategy that addresses education, engagement, support, and safety. She shared the first recommendation, which is to create an administrative structure for advancing EDI, envisioning a network of leaders that engage units across the entire institution. In providing an overview of the current administrative structure, in addition to her role as Executive Lead, Dr. Chen shared the two roles including the Director of EDI Research and Projects (appointed in July of 2022) as well as the EDI Coordinator (appointed in August of 2022). Dr. Chen also provided an overview of EDI – CAT (Centralized Approach Team), which is comprised of unit level staff leads responsible for implementing EDI and best practices, in addition to an EDI Action Network, that will include Chairs of faculty and unit EDI committees and EDI leads. This group will provide on-going opportunities for university-wide networking, dialogue, and information sharing. Dr. Chen added that looking to the future, next stages of building on the administrative structure will look at how the university can work with its many units to consider how the different parts of anti-oppression can be brought together and building on that moving forward.

In referring to the second recommendation, Dr. Chen noted that integration of EDI within academic and administrative units is supported through the policies and guidelines governing the University of Manitoba and shared the importance to continue to work collaboratively on university wide approaches including the review of gender diverse language and definitions for persons with disabilities within governing documents.

Dr. Chen noted that one of the five priorities of Our Shared Future: Building on Our Strategic Plan includes the creation of a more accessible, equitable, diverse, and inclusive university, explaining that next steps include determining which areas needs to be prioritized and how to do so moving forward. She explained that the EDI Action Network will have a key role in encouraging unit level plans, noting that units will need to develop plans in ways that are meaningful and establish sustainable processes. She also shared that the UM-UMFA EDI Joint Committee has been established and the work with engaging unions is ongoing, adding that she will be speaking at the AESES fall retreat.

Dr. Chen explained that the third recommendation: monitoring, measuring progress and accountability, will entail the development of processes for evaluating and reporting on goals. She noted the importance of equity-based research, data collection and analysis, adding that there is a strong leadership team at the university to help guide this process. Dr. Chen also shared the importance of participation in the current, local, and national dialogue for data and data governance in informing strategies and best practices, adding that the university is working

on resource guidelines that will assist units with best practices and building of trust in relation to aggregated data.

The fourth recommendation is to increase diversity and equity across the University of Manitoba, and in doing, many workshops and presentations for faculty, staff and students are taking place to provide an understanding of the importance of equity and the centering and valuing of equity within the workplace.

Dr. Chen explained that the fifth recommendation, accessibility, is to ensure central planning and support for increasing accessibility at the University of Manitoba. She added that this involves the relationship between the University's legal requirements for accessibility as well as the accessibility and barriers of physical and mental health, sharing the importance to consider the effects of ableism. Dr. Chen explained that the work to coordinate and understand these among units on campus continues, adding that the "Taking Down Ableism" Working Group, established at the Rady Faculty of Health Sciences, has now been broadened to a university-wide scope and will continue to lead the work in this area.

Dr. Chen explained that the sixth recommendation is based on building awareness and support for EDI through education, awareness building and strategies for engagement. She noted the work continues which includes training, workshops, student-centered strategies and initiatives, communication strategies, and website development, in addition to the new credential-based EDI professional development certification.

In referring to recommendation number seven, Dr. Chen explained that this will address EDI within academic programs. She explained that a great deal of work is taking place through the Centre for the Advancement of Teaching and Learning, the support from the Canada Research Chairs Program Grant, in addition to new positions dedicated to supporting EDI aspects of research and the framework for building capacity for internal assessment of EDI within research and teaching.

Dr. Chen noted that recommendation eight will focus on developing and implementing a plan that will promote a greater sense of inclusion and safety both university-wide and unit-specific, encouraging engagement and participation of students, faculty staff. She shared that an Ad Hoc Committee on Safety and Human Rights has been established, in addition to the development of an anti-racism strategy by the Anti-Racism Task Force, with the intention to listen to students to identify and respond to areas that may provide gaps in support for certain groups. Dr. Chen also shared that her team is working on pilot projects that would provide for safer spaces for gathering and connecting for members of the university community who experience systemic oppression and barriers. Dr. Chen explained that her team is working with groups to determine the best way for engagement, including considering online engagement and on-going learning.

In response to a question, Dr. Chen provided an overview on the tools available to allow people to feel safe in talking and sharing of their experiences and feelings. These include the "Speak

Up” button at the Rady Faculty of Health Sciences and considering the effectiveness of this tool and how to respond, in addition to the pilot project that will look at “pop- up” equity cafes, providing a dedicated space as intentional communities for individuals to feel safe and open to share, particularly for individuals and groups to gather who may not otherwise feel safe to do so. She added that the hope is to build relations of trust overall, and that this work is for everyone.

Dr. Shaw commended Dr. Chen and her team on their accomplishments thus far and asked what the University of Manitoba is doing to provide supportive employment programs for adults with disabilities, noting that other institutions have established these types of programs. Dr. Chen thanked Dr. Shaw for his comments and asked that he share with her office, details on the strategies and programs that are currently in place at other institutions.

The Chair thanked Dr. Chen for her presentation, applauding her and her team for all their work and engagement that has and continues to take place.

4. COMMITTEE REPORTS

4.1 Report of the Finance and Human Resources Committee

Ms. Lee noted that at its September 13th meeting, the Committee considered the revisions to the Sexual Violence Policy as well as the revised Governing Documents Development and Review Policy, with both items being presented to the Board for approval.

Ms. Lee shared that the Committee has reviewed in detail, the revisions to the Sexual Violence Policy, in addition to receiving a presentation and update on the progress on implementing the 43 recommendations of the report, *Responding to Sexual Violence, Harassment & Discrimination at the University of Manitoba: A Path Forward*, noting that 26 recommendations have been implemented with 13 currently in progress.

a) Revisions to the Sexual Violence Policy

It was moved by Ms. Lee and seconded by Ms. DeSouza-Huletey:

THAT the Board of Governors approves the revised Sexual Violence Policy, effective immediately.

CARRIED

a) Revision to the Governing Documents Development and Review Policy

Ms. Lee noted that these revisions to the Governing Documents Development and Review Policy will allow for updates and changes to be made within governing documents that may be out of date and/or contain non-inclusive language.

Dr. Benarroch added that a similar document is being considered by Senate, for policies related to Senate and Senate Committees, to ensure consistency in language throughout those governing documents.

It was moved by Ms. Lee and seconded by Mr. Finkbeiner:

THAT the Board of Governors approve the revisions to Section 2.14 of the Governing Documents Development and Review Policy as noted below:

Previous Version:

2.14 The Office of the University Secretary is authorized to update contact information, cross references and to correct typographical errors in Governing Documents, provided that such changes do not materially affect their substance or content.

Proposed Revision:

2.14 The Office of the University Secretary is authorized to approve minor changes to university Governing Documents, provided that such changes do not materially affect the substance or content of the Governing Document. Such minor changes include:

- (a) corrections of typographical errors
- (b) changes in contact information or position titles;
- (c) changes in names of units or departments;
- (d) amendments to reflect new or amended Governing Document titles;
- (e) amendments to incorporate inclusive language with respect to persons with disabilities and accessibility, and inclusion as it relates to gender identity and sexual orientation, race and ethnicity and Indigenous peoples and nations; and
- (f) amendments to update references to website links included within the Governing Documents.

The University Secretary shall report annually to the President on any minor Governing Documents amendments approved under this section.

CARRIED

5. NEW BUSINESS

5.1 Request for Increase to Admission Target, Bachelor of Respiratory Therapy, College of Rehabilitation Sciences

Dr. Benarroch reminded Board members that the Board had recently considered and approved a request to increase the number of seats within the program from sixteen to twenty, with twenty seats being the maximum capacity for the program as it currently stands. To address the extreme market shortage for respiratory therapists, a further request from government was

made to increase this class size from twenty to forty. He explained that doubling the cohort of 20 is quite a significant undertaking, and cannot be accomplished within the current capital structure, in addition to the current staff and faculty compliment within the program.

Dr. Benarroch explained this proposal has been shared with the Senate Planning and Priorities and Senate Executive Committees. He shared that the request for resource and capital within the Rehabilitation Therapy Program is noted within the proposal, in addition to the same for the two associated faculties, Science and Arts, as students who are admitted into this program will be required to take courses within those two faculties.

Dr. Benarroch noted that this is the last piece of consultation before making the decision whether this proposal will move forward to government, reminding Board members that the President has the authority to increase program enrolment, in consultation with the Senate, the Board of Governors and university community. Dr. Anderson thanked Dr. Benarroch for the ancillary considerations made for the two associated faculties. Dr. Benarroch reminded Board members that the University has made a commitment to consider and include all resources when considering these proposals.

Mr. Finkbeiner asked if any protocol in terms of communications among other institutions had been considered, to gain an understanding of whether other institutions may be going through a similar program expansion, and if they are, how those may occur. Dr. Benarroch explained that respiratory therapy is mixed in terms of being offered at other universities and colleges, noting that while there hasn't been much conversation on these types of communications, most University of Manitoba graduates are working and staying in Manitoba. He noted that the University works with government and health care associations to consider the local labor market and the demands moving forward.

Ms. Magnus thanked Dr. Benarroch and asked whether there would be a requirement for these 40 seats, to designate a specific number of seats for students within Manitoba and/or out of province. Dr. Benarroch informed that he would check into this and respond with that information shortly.

Dr. Shaw shared his appreciation that Dr. Benarroch has gone above and beyond his role in seeking input from members of the university community, however commented that substantive changes such as this proposal appears to exceed the intention the policy, and particularly from a collegial governance standpoint, these larger enrolment increases require larger opportunity from the Senate, Board of Governors and other collegial bodies to provide for directives and expressed the view that such proposals should be considered as it would be if this were a new program proposal.

Mr. Rykiss explained that students are struggling to register for courses and asked if there are any concerns or anticipated issues for students registering for required courses when they join this program. Dr. Benarroch explained that this expansion is to bring in a separate cohort of

twenty students, rather than doubling the number of students within the same cohort. He noted that resources would be allocated for additional capital for facilities used for student training, as well as the hiring of staff, research track faculty members and instructors, in addition to resources that will allow the faculties of Science and Arts to provide courses necessary to ensure that it will not impact their current course and program offerings. Dr. Benarroch added that the University has learned from previous experience.

In response to the question, Dr. Benarroch explained that while contingencies are in place, contingency funds are designed for shorter term decreases in revenue. He explained that performance-based funding would be based on the University's overall provincial funding, as opposed to funding going to specific faculties, and although it's possible that funding to this program could be affected, contingencies are in place to be able to handle those shorter-term instances.

Ms. Magnus commented that this program proposal, in addition to the expansion of the nursing program, is a very important step for the University of Manitoba in living up to its mission and contributing to the well-being of Manitobans and Canadians in addressing the shortage of health care professionals.

5.2 Preliminary Fall Enrolment Update

Dr. Benarroch explained that last year, the University of Manitoba reached a record-high enrolment of 30,953 students. He noted that the first decrease in enrolment was in the Winter 2022 term, with a continued decrease in the Summer of 2022. Dr. Benarroch shared that in comparison to the Fall 2019 term, there is an overall decrease of enrolment by 0.6%. He explained that the University has anticipated this decrease and budgeted for that accordingly. He shared that the university is carefully monitoring enrolment numbers, adding that the largest drop in enrolment has been for part-time domestic students, whereas the largest increase during the pandemic was for part-time students. Dr. Benarroch noted that the labor market and greater opportunities for work, in addition to the return to in-person education, as made it more difficult for part-time students to justify and/or continue their studies as they would have been able to do during the pandemic.

In response to the question, Mr. Emslie confirmed that while student enrolment overall has decreased, the largest change in enrolment was for domestic students with a decrease of 3 – 4%, with a decrease in international student enrolment by .5%. Dr. Benarroch added that the international student enrolment would have likely increased, however the backlog in the government processing student's visas has impacted this.

Dr. Benarroch explained that a more fulsome demographic breakdown will be available later this year or early next year, once the final drop date has past and the final enrolment details from November 1, 2021 to November 1, 2022 can be evaluated. He explained that the University has an enrolment strategy with targets geared towards faculties. He added that the university is experiencing lower enrolment in areas that generally have higher numbers, explaining that there are several variables for both domestic and international student enrolment that can be

assessed once the fulsome breakdown can be provided, and will be done so to adjust the enrolment targets accordingly.

M. Rykiss asked if the decrease in student enrolment is based on a decrease in credit hours that students are enrolled in, or if this is a decrease in student enrolment overall. Dr. Benarroch explained that during the pandemic, there was an increase to both the number of students registering and the average number of credits that students were taking. Mr. Emslie added that currently, the University is seeing a decline in the number of students on campus however an increase to the number of courses students are enrolled in. He added that on average, students are taking a higher course load, however there is a decline in part-time students not taking a full course load. Mr. Osiowy commented that while the information within the preliminary update can be useful, particularly to units and faculties, it would be very helpful and allow the Board to provide better feedback with a more in depth and detailed report.

Dr. Taylor shared that the undergraduate student credit hours reflect an overall decrease of 2.8%, which speaks to the greater decrease in part-time students as well as what enrolment for future years may look like. He added that student enrolment within Extended Education has increased by 6.7%, reiterating Dr. Benarroch's comments that these assessments should be considered with caution due to the effect that the pandemic had on student enrolment overall.

6. UNANIMOUS CONSENT AGENDA

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

THAT the Board of Governors approve and/or receive for information the following:

THAT the Board of Governors approve, as recommended by Senate:

- A. Report of the Senate Committee on Awards (dated August 23, 2022)**
- B. [subject to Senate approval, October 6, 2022] Proposal for Manitoba Multiple Sclerosis Research Centre, Rady Faculty of Health Sciences**

The Board received for information/consultation the following:

- Request for Increase to Admission Target, Bachelor of Midwifery, College of Nursing, President's Approval
- Provincial Approval - Closure of Bachelor of Commerce (Honours) in Operational Research Operations Management
- Implementation of Undergraduate Degree Programs:
 - e-1) Bachelor of Science (Honours) and Bachelor of Science (Major) in Environmental Geoscience
 - e-2) Bachelor of Arts (Advanced) in German
 - e-3) Bachelor of Arts (Honours) in Global Political Economy
- Request for Increase to Admission Target, Bachelor of Respiratory Therapy, College of rehabilitation Sciences
- Preliminary Fall Enrolment Update

MOTION TO MOVE TO CLOSED AND CONFIDENTIAL SESSION

It was moved by Mr. Rykiss and seconded by Ms. Romero:
THAT the meeting move into Closed and Confidential Session.

CARRIED

Chair

University Secretary

DRAFT



The Audit and Risk Management Committee met on November 15, 2022. The Committee reviewed and discussed in detail the proposed revisions to the Audit Services Policy and Audit Services Charter.

Proposed Revisions to the Audit Services Policy and Audit Services Charter (see Item 4.1(a))

The Committee received and reviewed a submission from the Director of Audit Services regarding the Audit Services Policy and Audit Services Charter. The Audit Services Policy is due for review November 20, 2022, and one substantive change was made with respect to the frequency of the Audit Services Charter review. This change is consistent with the guidance from the Institute of Internal Auditors. The changes are highlighted in the submission to the Board. The Audit Services Charter has been reviewed on four other occasions since its approval by the Board of Governors in November 2012. This review contains minor revisions, but no substantive changes were made.

The Committee remarked on the importance of a reciprocal relationship between Audit Services and the Office of Risk and Compliance, including regular communication and support with respect to the Audit Services Charter and the Enterprise Risk Management Program.

The Committee recommends that the Board of Governors approve the proposed revisions to the Audit Services Policy and to the Audit Services Charter.



AGENDA ITEM:

Proposed Revisions to the Audit Services Policy and the Audit Services Charter

RECOMMENDED RESOLUTION:

THAT the Board of Governors approves the proposed revisions to the Audit Services Policy and to the Audit Services Charter.

CONTEXT AND BACKGROUND:

Audit Services - Background

Audit Services is established by the University of Manitoba's Board of Governors. Audit Services' mission, authority and its responsibilities are outlined in the Audit Services Charter (the Charter), which is approved by the Board of Governors through the Audit and Risk Management Committee. The Audit Services Policy recognizes the Charter as the governing document for Audit Services.

The Charter is a formal document that defines Audit Services' purpose, authority, and responsibility. The Charter establishes Audit Services' position within the University, including the nature of reporting relationships; it authorizes access to records, personnel, and physical properties relevant to the performance of engagements; and defines the scope of audit activities.

The International Standards for the Professional Practice of Internal Auditing established by the Institute of Internal Auditors states that "*The purpose, authority and responsibility of the internal audit activity must be formally defined in an internal audit charter, consistent with the Mission of Internal Audit and the mandatory elements of the International Professional Practices Framework. The chief audit executive must periodically review the internal audit charter and present it to senior management and the board for approval.*"

Audit Services Policy – Review and Update

The Audit Services Policy included in the University's Governing Documents was effective November 20, 2012 and is due for review November 20, 2022.

The Policy was reviewed, and one substantive revision was made pertaining to the frequency of review of the Audit Services Charter. No other substantive changes were identified. The change is as follows:

- The current Policy states "The Charter shall be reviewed, updated and presented on an **annual basis** to University senior management and the Board of Governors through the Audit and Risk Management Committee for approval."
- The sentence was changed to "The Charter shall be reviewed, updated and presented **periodically, at minimum every 3 years**, to University senior management and the Board of Governors through the Audit and Risk Management Committee for approval."

The change is consistent with Institute of Internal Auditors guidance which requires periodic review and is being recommended as changes to the Charter from year to year are usually infrequent and do not warrant the administrative effort of going through an annual review process.

Other minor changes were made in formatting and to ensure the Audit Services Policy reflected current drafting standards.

Charter – Review and Update

The existing Charter was approved by the Board of Governors in November 2012, with subsequent reviews in November 2013, March 2015, March 2019, and November 2021. Minor revisions have been made on this review; no substantive changes were made.

RESOURCE REQUIREMENTS:

None.

CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:

The purpose of the University of Manitoba's Audit Services office is to provide independent, objective assurance and consulting services designed to add value and improve University operations. The mission of internal audit is to enhance and protect organizational value by providing risk-based and objective assurance, advice and insight. Audit Services assists the University accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of governance, risk management, and control processes.

IMPLICATIONS:

The Audit Services Policy is due for review in November 2022. Periodic review and update of the Charter is important to ensure that the services being provided by the office remain appropriate and consistent with the requirements of the University and the standards and guidance issued by the Institute of Internal Auditors.

ALTERNATIVES:

N/A – review and update of existing document only.

UNIVERSITY OF MANITOBA POLICY

Policy:	AUDIT SERVICES
Effective Date:	<u>November 20, 2012</u>
Revised Date:	
Review Date:	<u>November 20, 2022</u>
Approving Body:	Board of Governors
Authority:	Governance, Board Committees: Audit and Risk Management Committee
Responsible Executive Officer:	President, Vice-President (Administration)
Delegate:	Director of Audit Services
Contact:	Director of Audit Services
Application:	Board of Governors members; -, faculty and staff <u>All Visitors,</u> Consultants, Vendors and Other Parties with Business- Relationships with the University; All Employee Groups

Part I Reason for Policy

- 1.1 Audit Services was established by the Board of Governors to provide independent, objective assurance and consulting services designed to add value and improve University operations. The purpose of this Policy is to recognize the Audit Services Charter as the governing document for the University of Manitoba Audit Services. The Charter outlines the purpose, authority, and responsibility of Audit Services.

Part II Policy Content

Definitions

- 2.1 The following terms have the following defined meaning for the purpose of this Policy:
- (a) “University” means the University of Manitoba;

- (b) **“Board of Governors”** means the Board of Governors of the University of Manitoba;
- (c) **“Charter”** means the Audit Services Charter approved by the Board of Governors through the Audit and Risk Management Committee;
- (d) **“Audit Services”** means the office of Audit Services at the University; and
- (e) **“Audit and Risk Management Committee”** means the ~~s~~Standing ~~c~~Committee of the Board of Governors.

Audit Service Charter

- 2.2 The ~~Audit Services~~ Charter is the governing document of Audit Services.
- 2.3 Audit Services adheres to the *International Standards for the Professional Practice of Internal Auditing* (“IPPF”) and the *Code of Ethics* of the Institute of Internal Auditors (“IIA”). The IPPF requires that the purpose, authority, and responsibility of an internal audit activity be outlined in an internal audit charter; and that the charter should be consistent with the IPPF, the *Code of Ethics* and “Definition of Internal Auditing”, as defined by the IIA.
- 2.4 The Audit and Risk Management Committee shall recommend the Charter to the Board of Governors for approval. The Charter shall be available on the Audit Services webpage. The Charter shall be reviewed, updated and presented ~~on an annual basis~~ periodically, at minimum every 3 years, to University senior management and the Board of Governors through the Audit and Risk Management Committee for approval.

Part III Accountability

- 3.1 The Office of Legal Counsel is responsible for advising the Vice-President (Administration) that a formal review of this Policy is required.
- 3.2 The Director of Audit Services is responsible for the implementation, administration, and review of this Policy.
- 3.3 Board of Governors members, faculty and staff, ~~all Visitors, Consultants, Vendors, Other Parties with Business Relationships with the University, and all Employees~~ are responsible for complying with this Policy.

Part IV Authority to Approve Procedures

- 4.1 The Vice-President (Administration) or the President may approve Procedures, if applicable, which are secondary to and comply with this Policy.

Part V Review

- 5.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Policy is November 20, 2032.
- 5.2 In the interim, this Policy may be revised or repealed if:
- (a) the Vice-President (Administration) or Approving Body deems it necessary or desirable to do so;
 - (b) the Policy is no longer legislatively or statutorily compliant; and/or
 - (c) the Policy is now in conflict with another Governing Document.
- 5.3 If this Policy is revised or repealed, all Secondary Documents, including the Audit Services Charter, will be reviewed as soon as reasonably possible in order to ensure that they:
- (a) comply with the revised Policy; or
 - (b) are in turn repealed.

Part VI Effect on Previous Statements

- 6.1 This Policy supersedes all of the following:
- (a) Audit Services Policy effective November 20, 2012, all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
 - (b) all previous Administration Governing Documents on the subject matter contained herein.

Part VII Cross References

- 7.1 This Policy should be cross referenced to the following relevant Governing Documents, legislation and/or forms:
- (a) [Audit and Risk Management Committee Terms of Reference](#)
 - (b) [Audit Services Charter](#)

UNIVERSITY OF MANITOBA

AUDIT SERVICES CHARTER

INTRODUCTION

The Audit Services office is established by the University of Manitoba's Board of Governors. Audit Services' mission, authority, accountability, and its responsibilities are outlined in this Charter, which is approved by the Board of Governors through the Audit and Risk Management Committee (ARMC).

PURPOSE AND MISSION

The purpose of the University ~~of Manitoba~~'s Audit Services office is to provide independent, objective assurance and consulting services designed to add value and improve University operations. The mission of internal audit is to enhance and protect organizational value by providing risk-based and objective assurance, advice and insight. Audit Services assists the University to accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of governance, risk management, and control, ~~and governance~~ processes.

AUTHORITY

In accordance with the Terms of Reference for the ARMC, the Audit Services Director (Director) reports functionally to the ARMC, reporting directly to the ARMC at each meeting. The Director reports administratively to the Vice-President (Administration).

To support the organizational independence of Audit Services, the Director has full and free access to the Chair of the ARMC.

The ARMC authorizes the ~~Audit Services~~ Director and staff to:

- Have unrestricted access to all functions, records, property, and personnel of the University, relevant to the performance of audit engagements.
- Allocate resources, set frequencies, select subjects, determine the scope of work, and apply the professional techniques required to accomplish audit objectives.
- Obtain the necessary assistance of unit personnel where audits are performed, as well as other specialized services from within or outside the University.

STANDARDS OF AUDIT PRACTICE

Audit Services adheres to the mandatory elements of the Institute of Internal Auditors (IIA) International Professional Practices Framework, including the Core Principles for the Professional Practice of Internal Auditing, the Code of Ethics, the *International Standards for the Professional Practice of Internal Auditing* and the Definition of Internal Auditing.

SCOPE OF WORK

Audit Services' scope includes the entire University ~~of Manitoba~~ operation under the portfolios of the President and Vice-Presidents.

NATURE OF WORK

Audit Services undertakes objective examinations of evidence for the purpose of providing independent assessments to the ARMC on the adequacy and effectiveness of ~~riskgovernance, risk~~ management, and control ~~and governance~~ processes. This includes evaluating whether:

- Risks ~~to the University, related to the achievement of the University's strategic objectives including the potential for fraud,~~ are appropriately identified and managed.
- The University's ethics and values objectives, programs and activities, including those related to identifying the potential for fraud, are appropriately promoted, designed, implemented and effective.
- Effective ~~organizational performance management,~~ policies, procedures, and accountability processes are in place to ensure that strategic plans and objectives are achieved.
- Operations are being carried out effectively and efficiently.
- Financial, managerial and operating information is accurate, reliable and timely.
- Activities are compliant with policies, procedures, standards, and applicable laws and regulations.
- Resources are acquired economically, used efficiently and adequately safeguarded.

RESPONSIBILITY

Audit Services Organization

The ~~Audit Services~~ Director is responsible to:

- Ensure the internal audit staff collectively possesses or obtains sufficient knowledge, skills and other competencies needed to meet the requirements of this Charter.
- Establish a quality assurance program over the operations of Audit Services to ensure work is conducted with due professional care and in accordance with professional standards.
- Establish and ensure adherence to policies and procedures that guide Audit Services.
- Periodically review and assess whether the purpose, authority and responsibilities of Audit Services as set out in this Charter, continue to be appropriate, update as required, and obtain ARMC approval for any changes made.

Annual Audit Plans

The ~~Audit Services~~ Director is responsible to:

- Develop a flexible 3-year risk-based audit plan and to submit the plan annually to the ARMC for review and approval by the Board of Governors.
- In consultation with the Vice-President (Administration), approve any urgent consulting or assurance projects arising subsequent to the approval of the 3-year audit plan, and apprise the ARMC of all additional projects, why they were undertaken, and their impact on the approved 3-year audit plan.

- Coordinate audit work with the Office of the Auditor General and any other independent assurance providers as appropriate, to ensure that maximum audit coverage is achieved, and duplication of audit effort is minimized.

Audit Engagements

The [Audit Services](#) Director and staff are responsible to:

- Implement the approved audit plan, including, as appropriate, any special projects requested by the Vice-President (Administration), the President or the Chair of the ARMC.
- Manage contracted resources, as necessary, to assist in the delivery of internal audit services.
- Issue audit reports at the conclusion of each engagement to operating management for review and implementation, with copies of reports provided to the Vice-President with authority over the unit under review, the Vice-President (Administration), the President, and the ARMC.
- Conduct investigations of suspected fraud and irregularities in accordance with University policies and procedures.
- Periodically follow-up on the status of recommendations previously issued.

Periodic ARMC Reporting

The [Audit Services](#) Director is responsible to:

- Issue periodic reports to the ARMC summarizing results of audit activities, any significant risk exposures and control issues or any response to risk by management that may be unacceptable.
- Track progress with respect to the implementation of audit recommendations and report progress [on recommendations that address major risk exposures](#), to the ARMC.
- Report results of the quality assurance program to the ARMC.
- Periodically confirm to the ARMC, the organizational independence of Audit Services and conformance to the IIA's Code of Ethics and Standards.
- Keep the ARMC informed of emerging trends and practices in internal auditing.
- Disclose to the ARMC instances of any difficulties encountered in the course of the work, including any restrictions on the scope of the audit work or access to required information.

INDEPENDENCE AND OBJECTIVITY

Audit Services has complete independence with respect to the University units and functions under audit and, consequently, is not subject to restriction in the scope of its work by management. The Director will ensure that Audit Services remains free from all conditions that threaten the ability of internal auditors to carry out their responsibilities in an unbiased manner, including matters of audit selection, scope, procedures, frequency, timing and report content. If the Director determines that independence or objectivity may be impaired in fact or appearance, the details of the impairment will be disclosed to the Vice-President (Administration) and the ARMC.

Internal auditors will maintain an unbiased mental attitude that allows them to perform engagements objectively and in such a manner that they believe in their work product, that no quality compromises are made, and that they do not subordinate their judgement on audit matters to others.

Internal auditors will:

- Disclose any impairment of independence or objectivity, in fact or appearance, to the Vice-President (Administration) and the ARMC.
- Exhibit professional objectivity in gathering, evaluating and communicating information about the activity or process being examined.
- Make balanced assessments of all available and relevant facts and circumstances.
- Take necessary precautions to avoid being unduly influenced by their own interests or others in forming judgements.

Internal auditors are not authorized to:

- Perform any operational duties for the University that may place staff in a conflict of interest and impair their independence.
- Initiate or approve accounting transactions external to Audit Services.
- Direct the activities of any University employees outside of Audit Services, except to the extent such employees have been assigned to assist Audit Services.

Where the Director has or is expected to have roles and responsibilities that fall outside of internal auditing, safeguards will be established to limit impairments to independence or objectivity.

CONFIDENTIALITY OF ENGAGEMENT RECORDS

The [Audit Services](#) Director will control access to engagement records and consult with the Vice-President (Administration), General Counsel of the Office of Fair Practices and Legal Affairs, and the Access and Privacy Office prior to releasing engagement records to external parties.

The Office of the Auditor General is provided copies of final audit reports on request.

RELATED DOCUMENTS

- Audit and Risk Management Committee Terms of Reference
- Audit Services Policy

Approval of the Audit Services Charter: November 24, 2012

Periodic ARMC review dates:

- November 5, 2013
- March 3, 2015
- March 5, 2019
- [November 16, 2021](#)
- [November 15, 2022](#)

The Governance and Nominating Committee met on November 1, 2022, and discussed several matters, with two key items shared for approval and information.

Revised Committee Structure and Terms of Reference (see Agenda item 4.2(a))

Following the presentation and approval of the interim report of the Governance Working Group at the June 2022 meeting of the Board, the Committee engaged the services of Ms. Christine Tausig-Ford, President of Higher Thinking Strategies, a higher education governance consultant, to draft the Terms of Reference for the new committees. The Terms of Reference have been developed using a standardized format, which was previously reviewed by the Board. The new Terms of Reference were reviewed extensively by the Office of the University Secretary. Feedback was provided by the President's Executive Team, committee chairs, external committee members, and the Chair and Vice-Chair of the Board before being brought forward to the Committee for final review.

Highlights of the revised structure and terms of reference include:

- The re-division of the Finance, Administration and Human Resources Committee and the Management Resources and Compensation Committee into the Finance and Infrastructure Committee and the Human Resources and Compensation Committee.
- The addition of an Advancement Committee to work with the Office of the Vice-President (External) to provide broad oversight and strategic advice on items relating to the advancement of the University including philanthropy, stakeholder relations, and brand and reputation.
- A renewed mandate for the Governance and Board Development Committee to provide more guidance in the areas of board and committee education, integrity, and assessment.
- A clear and consistent mandate for the Audit and Risk Management Committee
- A focus on effective Board governance through cohesive and comprehensive committee work plans facilitated by the Executive Committee
- A focus on specific risk areas for all committees to better position the Board to be strategic in its decision making
- Revised committee membership for all committees to best utilize the skillsets of Board members and engage external community members to complement the strengths of each committee.
- A clearly articulated commitment to on equity, diversity and inclusion and Indigenous engagement and reconciliation at all committees.

The Committee recommends that the Board approve:

- **the Principles Guiding Committees;**
- **the new committee structure, to include the Advancement Committee, Audit and Risk Management Committee, Executive Committee, Finance and Infrastructure Committee, Governance and Board Development Committee, and Human Resources and Compensation Committee, commencing with the January 2023 Board Cycle; and**
- **the Terms of Reference for the new standing committees of the Board.**

2022-2023 Board Education Plan (See Consent Agenda item 5.3.1 – for information)

The Governance and Nominating Committee discussed in depth the education plan for the 2022-2023 Board year, grouping educational items into four main categories: Strategic matters and focus areas; Current topics; Foundational items; and Board governance.

The Committee noted how difficult it can be to balance education and other Board commitments and determined that it will be important each year to pick a few key items of focus to really allow the Board to engage fully. The Committee also noted how many educational opportunities already exist at the University and will endeavor to share with Board members events and opportunities that already exist that they may wish to take part in.

A document outlining the educational themes and topics for 2022-2023 is included in the meeting materials.

Respectfully submitted,

Lynette Magnus, Chair
Governance and Nominating Committee



AGENDA ITEM:

Revised Board of Governors Committee Structure

RECOMMENDED RESOLUTION:

THAT the Board of Governors approve:

- **the Principles Guiding Committees;**
- **the new committee structure, to include the Executive Committee, Advancement Committee, Audit and Risk Management Committee, Finance and Infrastructure Committee, Governance and Board Development Committee, and Human Resources and Compensation Committee, commencing with the January 2023 Board Cycle; and**
- **the Terms of Reference for the new standing committees of the Board.**

CONTEXT AND BACKGROUND:

In November 2021, the Governance and Nominating Committee established the Governance Working Group, which was charged to review the terms of reference and composition of the standing committees of the Board and recommend updates as required, including roles and responsibilities, reporting, and improvements to Committee processes. The Working Group met several times between December 2021 and June 2022 and reviewed the standing committee structures of the Boards of Governors across U15 institutions, reviewed the recommendations of the Office of the Auditor General specific to committees, and met with the Board Chair, Committee Chairs, and the Chancellor to collect their insights into the standing committee structure at the University of Manitoba. The Working Group also consulted with Christine Tausig Ford, President of Higher Thinking Strategies, a university governance consultant.

The Interim Report of the Governance Working Group was presented to the Board on June 28, 2022. Following the June meeting of the Board of Governors, Ms. Tausig Ford was engaged to draft the terms of reference for the committees based on the Interim Report's recommendations. The draft terms have been extensively reviewed by the Office of the University Secretary and the Chair of the Governance and Nominating Committee and the President, Vice-Presidents, and Committee Chairs have been asked for feedback.

The revised committee structure and terms of reference have been crafted in an effort to:

- create a consistent structure and format for Board Committees;
- structure committees to assist the board in monitoring ongoing performance towards achievement of strategic objectives and priorities,
- increase attention to current and emerging risks and opportunities facing the University of Manitoba,
- embed the importance of developing work plans for all committees;
- incorporate the underpinnings of the University's Mission, Vision, and Values including efforts in Equity, Diversity and Inclusion and Indigenization and Reconciliation into the work of the Board and its standing committees,
- respond to concerns and suggestions identified by Board members in regular evaluations, and

- respond to a number of the recommendations of the “*Independent Audit Report on the Oversight of Post-Secondary Institutions*” by the Office of the Auditor General from October, 2020.

RESOURCE REQUIREMENTS:

Additional human resources (time) will be required of the Office of the University Secretary and members of the President’s Executive Team, to implement the structure and support the work of these committees.

CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:

The proposed revisions will help the Board to provide stronger insight, oversight, and foresight through engaged committees with a renewed and revised focus. These revisions will provide the Board with more time to focus on high-level strategic matters while avoiding operational matters. Enhanced clarity and purpose of materials presented to the Board will better position it to ensure that the University’s strategic plan is enabled and continues to move forward while ensuring that the Board is fulfilling its fiduciary obligations.

CONSULTATION:

The Chairs of existing standing Committees, President, Provost and Vice-President (Academic), Vice President (Administration) and Vice-President (External) have been consulted on the Terms of Reference following extensive discussions and consultations by the Governance Working Group and the Governance and Nominating Committee.

ROUTING TO THE BOARD OF GOVERNORS:

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Title</u>	<u>Date</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Governance and Nominating Committee		November 1, 2022
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

SUBMISSION PREPARED BY: Laura Orsak-Williams, Office of the University Secretary

ATTACHMENTS:

- Principles Guiding Committees
- Committee Structure
- Executive Committee Terms of Reference
- Advancement Committee Terms of Reference
- Audit and Risk Management Committee Terms of Reference
- Finance and Infrastructure Committee Terms of Reference
- Governance and Board Development Committee Terms of Reference
- Human Resources and Compensation Committee Terms of Reference

Principles Guiding Board of Governors Committees University of Manitoba

The Board of Governors at the University of Manitoba is the fiduciary body responsible for ensuring that the University of Manitoba achieves its mission, is accountable to its stakeholders, appropriately stewards its resources, and takes a strategic, long-term view to the University's development. To facilitate this, the Board establishes standing committees to provide oversight, insight, and foresight as key components of due diligence.

The following principles are foundational to all standing committees of the Board of Governors:

In General

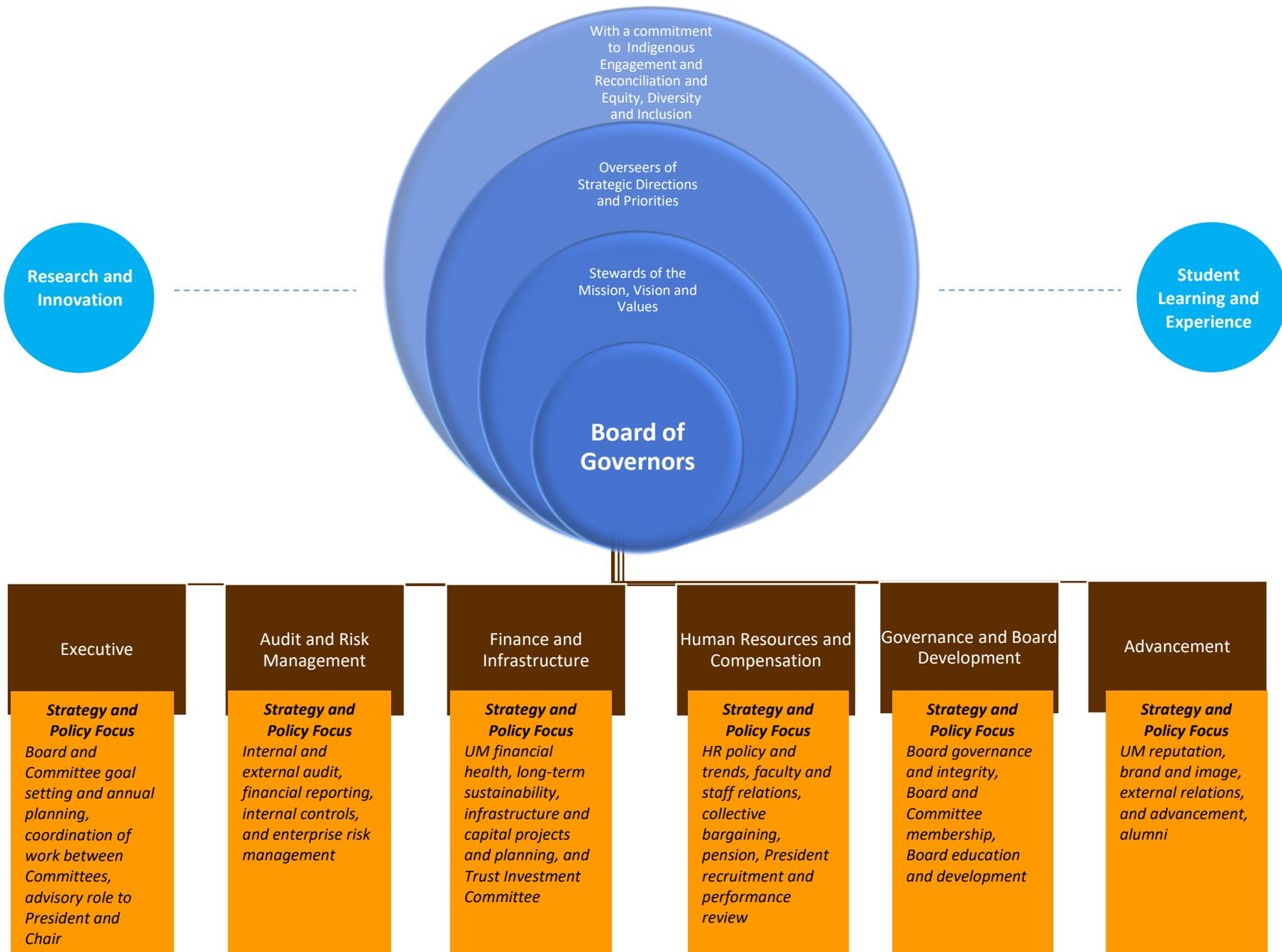
- Committees are responsible for supporting the Board's work and advancing Board decisions by conducting due diligence.
- Committee work aligns with the Board's plans and objectives and with the University's mission and strategic priorities.
- Committees, and their members carry the same fiduciary duty as the Board (duty of care and duty of loyalty) and are accountable to the Board for their actions.
- Committees avoid becoming involved in operational decisions of the President and senior leadership team, or with Senate's legislated powers and responsibilities as the academic governing body of the University.

Expectations and authority

- The responsibilities and expectations of each committee are clear and documented in Terms of Reference. Each committee approves an annual work plan in support of its Terms of Reference.
- Committee agendas are co-developed by the Chair and Secretary with input from management, informed by the Terms of Reference and the annual work plan.
- The Board may delegate decisions to committees. Such delegations and any limitations are clearly defined in the Committee's Terms of Reference.
- Committees can be mandated to:
 - Approve
 - Review and recommend to the Board for approval
 - Monitor, provide oversight
 - Provide advice to the Board and/or to Management
- Committees undertake regular assessment of their effectiveness, active and on-going planning, and continuous learning.
- Regular reviews of committee terms of reference are a key expectation of committees and are included in terms of reference.

Composition

- Committee membership should represent a diversity of perspectives to the extent possible. External members may be appointed to add expertise and/or independence as required.
- Committee members responsibilities are generally articulated in [*The Code of Conduct for Members of the Board*](#).
- Responsibilities and expectations of members of specific committees, of Committee Chairs and of Vice-Chairs must be clearly documented.





BOARD OF GOVERNORS EXECUTIVE COMMITTEE

Terms of Reference

1) Mandate and Role of the Committee

- a) The Executive Committee (the “Committee”) supports the Board of Governors (the “Board”) of the University of Manitoba (the “University”) by facilitating Board and Committee collaboration and engagement in strategic oversight; advising the President and Board Chair as required; and acting on behalf of the Board on matters that arise between regularly scheduled Board meetings.
- b) The Committee provides insight, oversight and foresight, as components of due diligence, in matters related to Board planning and committee work plans; oversight of ongoing performance towards achieving of institutional strategic objectives and priorities; support of the President and Board Chair; and Board duties as required.
- c) The Committee approaches its areas of responsibility with a strategic and policy focus, keeping in mind the University’s Mission, Vision, Values, strategic direction, and commitments to equity, diversity, inclusion, Indigenous engagement and reconciliation.
- d) The Committee has all the powers of the Board of Governors between the regularly scheduled meetings of the Board, unless otherwise specified by the Board, and reports on decisions taken to the Board.

2) Authority

- a) The Committee is created by and is accountable to the Board of the University of Manitoba, under the powers provided to the Board by *The University of Manitoba Act*.

3) Areas of Responsibility

- a) ***Act for the Board as required***
 - i) Act on behalf of the Board as required between regularly scheduled meetings of the Board, and report to the Board on outcomes.
 - ii) Review and approve time-sensitive recommendations, appointments and routine matters requiring decisions between Board meetings, and report to the Board on outcomes.
 - iii) Deal with matters delegated by the Board in the intervals between meetings of the Board.
 - iv) Review and recommend to the Board nominations for the Distinguished Service Award.
- b) ***Planning and priorities***
 - i) Monitor and facilitate Board and Committee engagement in strategic planning and provide advice to the Board on how best to engage Board members and Committees in strategic planning.

- ii) Oversee the Board's monitoring of the University's ongoing performance toward achieving strategic objectives and priorities.
- iii) Develop annual Board priorities and set an annual work plan.

c) **Board and committee collaboration**

- i) Oversee Board committees in establishing periodic goals and support committee progress toward meeting these goals
- ii) Work in collaboration with committee chairs to support the development of annual work plans for each Board committee
- iii) Facilitate collaboration between and among Board committees, including the referral of matters to Board committees, as appropriate.
- iv) Review the results of the annual report of the Governance and Board Development Committee on standing Committees' self-evaluation and recommend to the Board or committees procedures to strengthen committee work and collaboration.
- v) Monitor the need for Board advisory or ad hoc committees and advise the Board of such needs as they arise.

d) **Support for the President and Board Chair**

- i) Provide counsel and support to the President and Board Chair on issues that are complex and sensitive.
- ii) Identify emerging issues that may impact the University's governance or ability to achieve its strategic priorities and discuss potential approaches to these issues with the President and/or Board Chair, reporting to the Board as appropriate.

e) **Monitor risks and trends**

- i) Monitor current and emerging risks related to strategic planning and achievement of strategic priorities, monitor actions to mitigate risks, and report any significant residual risks to the Board.

4) Limits on Authority

- a) The Committee functions in accordance with the *University of Manitoba Act* and the Board of Governors' bylaws.
- b) All Committee members must abide by *The Code of Conduct for Members of the Board*.
- c) The delegation of authority by the Board shall be limited as set out in these Terms of Reference.

5) Composition of Committee

a) **Ex officio voting members**

- i) The Chair of the Board (as Chair)
- ii) The Vice-Chair of the Board (as Vice-Chair)
- iii) The Chancellor
- iv) The President
- v) The Chairs of all Board standing committees

b) **Voting members appointed by the Board**

- i) Two members of the Board including the following:
 - (1) One member of the Board elected by Senate

(2) One student member of the Board

- c) **Non-voting members**
 - i) The UMFA Assessor
 - ii) The Support Staff Assessor
- d) **Non-voting internal resource persons**
 - i) The University Secretary (as Secretary)
 - ii) Vice-Presidents of the University

Non-voting resource persons shall not be counted toward quorum.

6) Chair and Vice-Chair

- a) The Chair of the Committee shall be the Chair of the Board.
- b) The Vice-Chair of the Committee shall be the Vice-Chair of the Board.

7) Term of Office

- a) The term of office is for one year from June 1 to May 31. Members of the Committee shall continue until their successors are named, provided they continue to be members of the Board.

8) Frequency of Meetings and Annual Work Plan

- a) The Executive Committee shall set an annual work plan.
- b) The Committee Chair shall determine the frequency of meetings required to achieve the annual work plan set by the Executive Committee.
- c) Meetings will be called by the Committee Chair between regularly scheduled meetings of the Board as required, in collaboration among the Committee Chair, the President, and the University Secretary.

9) Reporting to the Board

- a) All decisions taken by the Committee between regularly scheduled meetings of the Board will be reported to the Board for information.
- b) The minutes of the Committee will be available for review by all Board members on the Board portal.
- c) The Committee shall report regularly to the Board as it deems necessary with respect to its activities and decisions.

10) Committee Process and Procedures

- a) The Committee will function in accordance with the Board of Governors Bylaws, and in accordance with its Terms of Reference.
- b) The Committee will perform any such other function as assigned by law, *The University of Manitoba Act* or the Board.
- c) The Committee will conduct an annual self-evaluation as developed by the Governance and Board Development Committee and report the results to that Committee for its review.
- d) The Committee shall review its Terms of Reference every three years and recommend any necessary changes to the Governance and Board Development Committee for its review.
- e) Quorum for meetings of the Committee is set at 50 percent plus one of voting members.



BOARD OF GOVERNORS ADVANCEMENT COMMITTEE

Terms of Reference

1) Mandate and Role of the Committee

- a) The Advancement Committee (the “Committee”) supports the Board of Governors (the “Board”) of the University of Manitoba (the “University”) in ensuring strategies to build public, community, alumni, and stakeholder support for the University are in place.
- b) The Committee provides insight, oversight, and foresight, as components of due diligence, for programs and plans related to the advancement of the University, including philanthropic programs; stakeholder, alumni, and community engagement; reputational health; and brand.
- c) The Committee approaches its areas of responsibility with a strategic and policy focus, keeping in mind the University’s Mission, Vision, Values, strategic direction, and commitments to equity, diversity, inclusion, Indigenous engagement, and reconciliation.

2) Authority

- a) The Committee is created by and is accountable to the Board of the University of Manitoba, under the powers provided to the Board by *The University of Manitoba Act*.

3) Areas of Responsibility

a) *Philanthropy and alumni relations*

- i) Provide strategic oversight to the University’s philanthropic programs, provide advice to the President and Vice-President (External), and report on successes or concerns to the Board as appropriate.
- ii) Monitor progress of philanthropic goals, reporting to the Board on the impact of such programs.
- iii) Review and recommend approval to the Board policies related to philanthropy.
- iv) Review and recommend approval to the Board policies related to gift acceptance, including those recommended by Senate.
- v) Monitor alumni relations and provide oversight of plans to enhance alumni engagement and giving.

b) *Reputation*

- i) Monitor the health of the University brand and identity, including efforts to enhance the institutional reputation, image and profile.
- ii) Provide strategic oversight of the University’s external relations plan and monitor results.

c) *Stakeholder relations and community engagement*

- i) Provide strategic oversight of stakeholder and community relations.
- ii) Monitor achievement of priorities and performance metrics on strategic relationships with stakeholders.
- iii) Regularly review plans to engage with new communities and to reach new stakeholders.
- iv) Oversee the University's government relations strategy and provide advice as requested by University staff or the Board.

d) **Monitor trends and risk management**

- i) Monitor current and emerging risks related to advancement, including philanthropy, stakeholder and community engagement, and reputation management, actions to mitigate risks, and report any significant residual risks to the Board.
- ii) Monitor trends and best practices in Canadian university philanthropy, stakeholder and community engagement, and reputation management, and report to the Board on significant trends, potential improvements, or challenges.

4) Limits on Authority

- a) The Committee functions in accordance with the *University of Manitoba Act* and the Board of Governors' bylaws.
- b) All Committee members must abide by *The Code of Conduct for Members of the Board*.
- c) The delegation of authority by the Board shall be limited as set out in these Terms of Reference, or in further delegation by the Board of specific matters.

5) Composition of Committee

a) **Ex officio voting members**

- i) The Chancellor
- ii) The President
- iii) The Chair of the Board (or designate)
- iv) The Chair of the Advancement Campaign (when in place)

b) **Voting members appointed by the Board**

- i) Up to three members of the Board including:
 - (1) One member elected by the alumni of the University of Manitoba
- ii) Up to two external community members with backgrounds in advancement, external relations and/or communications

c) **Non-voting internal resource persons**

- i) Vice-President (External)
- ii) The University Secretary as Secretary

Non-voting resource persons shall not be counted toward quorum.

6) Chair and Vice-Chair

- a) The Chair of the Committee shall be appointed by the Board from among the voting members of the Committee on recommendation of the Governance and Board Development Committee.
- b) The Vice-Chair of the Committee shall be appointed by the Board from among the voting members of the Committee on recommendation of the

Governance and Board Development Committee.

7) Term of Office

- a) The term of office is for one year from June 1 to May 31. Members of the Committee shall continue until their successors are named, provided they continue to be members of the Board.

8) Frequency of Meetings and Annual Work Plan

- a) The Committee Chair shall, with the support of the Executive Committee, develop an annual work plan.
- b) The Committee Chair shall determine the frequency of meetings required to achieve the annual work plan.
- c) The Committee shall have an annual work plan, maintained by the Secretary, for the purpose of ensuring the meeting agenda addresses all the responsibilities as outlined in these Terms of Reference.

9) Reporting to the Board

- a) The Minutes of the Committee will be available for review by all Board members on the Board portal.
- b) The Committee shall report regularly to the Board as it deems necessary with respect to its activities and decisions.

10) Committee Process and Procedures

- a) The Committee will function in accordance with the Board of Governors Bylaws, and in accordance with its Terms of Reference.
- b) The Committee will perform any such other function as assigned by law, *The University of Manitoba Act* or the Board.
- c) The Committee will conduct an annual self-evaluation as developed by the Governance and Board Development Committee and report the results to that Committee for its review.
- d) The Committee shall review its Terms of Reference every three years and recommend any necessary changes to the Governance and Board Development Committee for its review.
- e) Quorum for meetings of the Committee is set at 50 percent plus one of voting members.



BOARD OF GOVERNORS AUDIT AND RISK MANAGEMENT COMMITTEE

Terms of Reference

1) Mandate and Role of the Committee

- a) The Audit and Risk Management Committee (the “Committee”) supports the Board of Governors (the “Board”) of the University of Manitoba (the “University”) in ensuring oversight of audit, risk management and internal control practices, including those related to external financial reporting and compliance with legal and regulatory requirements.
- b) The Committee provides insight, oversight, and foresight, as components of due diligence, for activities related to general audit oversight, external and internal audit; internal controls; and risk management.
- c) The Committee approaches its areas of responsibility with a strategic and policy focus, keeping in mind the University’s Mission, Vision, Values, strategic direction, and commitments to equity, diversity, inclusion, Indigenous engagement, and reconciliation.

2) Authority

- a) The Committee is created by and is accountable to the Board, under the powers provided to the Board by *The University of Manitoba Act*.
- b) The Committee will have unrestricted access to members of management, employees, and relevant information it considers necessary to discharge its duties.

3) Areas of Responsibility

- a) **General audit oversight**
 - i) Provide an avenue of communication for the external auditors, administration, and the internal audit function with the Board.
 - ii) Review with the University’s general counsel or outside legal counsel legal matters that may have a material impact on the financial statements.
 - iii) Recommend to the Board the engagement of special audits or studies as the Committee deems necessary.
 - iv) Periodically meet with the internal auditor, external auditor, and administration in separate “*in camera*” sessions to discuss any matters that the Committee or these groups believe should be discussed privately with the Committee. It is understood that generally speaking, the internal auditor will be a part of the *in camera* sessions, unless the Committee decides otherwise.
- b) **External audit oversight**
 - i) Review annually the terms of engagement for the external audit, including the external auditors’ independence, and approve on behalf of the Board the appointment and fees of the external auditors.

- ii) Monitor the independence of the external auditor including review of other services provided to the University by the external auditor.
 - iii) Review the external auditor's proposed audit plan, scope and approach and ensure no unjustified restrictions or limitations have been placed on such plan.
 - iv) Discuss the results of the annual audit under Canadian generally accepted auditing standards, recommendations made by the external auditors to the administration, and any other matters that may be communicated to the Committee by the external auditors.
 - v) Review the annual financial statements and related financial report and determine whether they are complete and consistent with information known to Committee members and assess the reasonableness and appropriateness of presentation, accounting policies, management's assumptions and estimates, and adequacy of disclosure.
 - vi) Recommend approval of the audited financial statements and related external auditor's reports to the Board.
 - vii) Recommend approval of the Public Sector Compensation Disclosure Report and related external auditor's report to the Board.
- c) ***Internal audit oversight***
- i) Review and recommend to the Board for approval the internal audit charter to ensure that it accurately reflects the scope and mandate of the internal audit function, with a full review at least every three years.
 - ii) Review and recommend to the Board for approval the scope and mandate of the internal audit function and the annual internal audit plan.
 - iii) Review periodic reports received from the internal auditor, discuss recommendations set out in those reports, and ensure that administration responds to such recommendations in a timely manner.
 - iv) Approve the appointment and removal of the Director, Audit Services.
 - v) Provide input and annually review and approve the performance appraisal and compensation adjustments of the Director, Audit Services, after considering the recommendation of the administrative officer to whom the Director reports administratively.
- d) ***Risk management oversight***
- i) Review and monitor the adequacy of the University's risk management framework, risk register, and identification and management of top risks.
 - ii) Review and recommend approval to the Board policies related to risk management
 - iii) Discuss with administration, internal audit, and the external auditors the University's major risk exposures (whether financial, operational, or otherwise), the adequacy and effectiveness of the accounting and financial system, and the steps administration has taken to monitor and control such exposure.
 - iv) Receive regular reports from administration on areas of significant risk to the University, including but not limited to, legal claims, environmental issues, cybersecurity, health, safety, and other regulatory matters.
 - v) Monitor the effectiveness of the University's internal control system, including financial reporting and information security controls.
 - vi) Review the adequacy of the University's processes and controls to prevent and detect fraud and financial irregularities, including, but not limited to,

compliance with the *University's Safe Disclosure (Whistleblower) Policy and Safe Disclosure (Whistleblower) Procedure*.

- vii) Review whether the University has adequate disaster recovery and business continuity plans and processes in place.
- viii) Review the adequacy of insurance coverages maintained by the University to ensure that the University is not exposed to an unacceptable level of risk and recommend any required changes to the Board.
- ix) Review compliance with legislative and regulatory requirements.
- x) Periodically review issues relating to Board members' personal liability.
- xi) Keep the Board apprised of emerging risks and significant changes in risk management.

4) Limits on Authority

- a) The Committee functions in accordance with the *University of Manitoba Act* and the Board of Governors' bylaws.
- b) All Committee members must abide by *The Code of Conduct for Members of the Board*.
- c) The delegation of authority by the Board shall be limited as set out in these Terms of Reference. Notwithstanding the provisions set out in Section 3, the Committee shall bring to the Board for approval:
 - i) The financial statements of the University and related auditor's reports.
 - ii) Reports, information, and recommendations with respect to issues that, in the opinion of the Committee, present a material risk to the University.
 - iii) Recommendations with respect to information from the internal auditor and external auditors on controls or related matters, which the Chair of the Committee or the Committee may consider prudent or necessary.

5) Reporting relationship with the internal auditor

The Director of Audit Services reports functionally to the Committee, reporting directly to the Committee at each meeting. The Director shall report administratively to the Vice-President (Administration).

6) Composition of Committee

- a) ***Ex officio voting members***
 - i) The Board Chair
 - ii) The Board Vice-Chair
 - iii) The Chair of the Finance and Infrastructure Committee (or designate)
- b) ***Voting members appointed by the Board***
 - i) Two Board Members who have experience in accounting, law, or risk management
 - ii) Two external members of the community who are Chartered Professional Accountants with audit and risk management experience
- c) ***Non-voting ex officio***
 - i) The President
- d) ***Non-Voting internal resource persons***
 - i) The University Secretary as Secretary
 - ii) The Vice-President (Administration)
 - iii) The Chief Financial Officer and Comptroller

- iv) The Director of Audit Services
- v) The Chief Risk Officer.

No member of the staff (academic or non-academic) nor any student of the University shall be eligible for appointment to this committee.

Non-voting resource persons shall not be counted toward quorum.

7) Chair and Vice-Chair

- a) The Chair of the Committee shall be appointed by the Board from among the voting members of the Committee on recommendation of the Governance and Board Development Committee.
- b) The Vice-Chair of the Committee shall be appointed by the Board from among the voting members of the Committee on recommendation of the Governance and Board Development Committee.

8) Term of Office

- a) The term of office is for one year from June 1 to May 31. Members of the Committee shall continue until their successors are named, provided they continue to be members of the Board.

9) Frequency of Meetings and Annual Work Plan

- a) The Committee Chair, with the support of the Executive Committee, shall develop an annual work plan.
- b) The Committee shall meet at least four times during the year.
- c) The Committee shall have an annual work plan, maintained by the Secretary, for the purpose of ensuring the meeting agenda addresses all the responsibilities as outlined in these Terms of Reference.

10) Reporting to the Board

- a) The Minutes of the Committee will be available for review by all Board members on the Board portal.
- b) The Committee shall report regularly to the Board as it deems necessary with respect to its activities and decisions.

11) Committee Process and Procedures

- a) The Committee will function in accordance with the Board of Governors Bylaws, and in accordance with its Terms of Reference.
- b) The Committee will perform any such other function as assigned by law, *The University of Manitoba Act*, or the Board.
- c) The Committee will conduct an annual self-evaluation as developed by the Governance and Board Development Committee and report the results to that Committee for its review.
- d) The Committee shall review its Terms of Reference every three years and recommend any necessary changes to the Governance and Board Development Committee for its review.
- e) Quorum for meetings of the Committee is set at 50 percent plus one.



BOARD OF GOVERNORS FINANCE AND INFRASTRUCTURE COMMITTEE

Terms of Reference

1) Mandate and Role of the Committee

- a) The Finance and Infrastructure Committee (the “Committee”) supports the Board of Governors (the “Board”) of the University of Manitoba (the “University”) in ensuring effective plans and projects related to the University’s financial health, capital spending and infrastructure.
- b) The Committee provides insight, oversight and foresight, as components of due diligence, for projects and plans related to the University’s annual and long-term financial and capital plans; infrastructure needs and plans; finance policies; and long-term financial sustainability.
- c) The Committee approaches its areas of responsibility with a strategic and policy focus, keeping in mind the University’s Mission, Vision, Values, strategic direction, and commitments to equity, diversity, inclusion, Indigenous engagement, and reconciliation.

2) Authority

- a) The Committee is created by and is accountable to the Board of the University of Manitoba, under the powers provided to the Board by *The University of Manitoba Act*.

3) Areas of Responsibility

- a) ***Financial operating and capital planning***
 - i) Review annual operating and capital estimates submissions and recommend approval to the Board.
 - ii) Review the annual operating and capital budgets and recommend approval to the Board.
 - iii) Review quarterly financial reports.
 - iv) Review the University’s multi-year and long-term financial plans and forecasts, including both operating and capital, and report to the Board as needed.
 - v) Review requests to the Board for special financial support and recommend any required actions.
 - vi) In accordance with the University of Manitoba Policy on Signing of Agreements, review and recommend approval to the Board for renting, hiring or purchasing goods and services, where the total value including amendments exceeds \$1 million except for utilities, insurance, or goods purchased through a competitive procurement process for less than \$5 million.
 - vii) Monitor current and emerging risks related to financial sustainability; monitor actions to mitigate risks and report any significant residual risks to the Board.

viii) Monitor performance measures and trends that affect the long-term financial health and sustainability of the University, and report to the Board on significant trends, potential improvements, and challenges.

b) *Infrastructure planning*

- i) Review short- and long-term infrastructure requirements and report to the Board as required.
- ii) Monitor deferred maintenance and sustainability requirements, and plans developed to meet these needs, and recommend action to the Board to ensure sustainability.
- iii) Review capital project progress reports.
- iv) In accordance with the University of Manitoba Policy on Signing of Agreements:
 - (1) Review and recommend approval to the Board of documents relating to the purchase, sale, mortgaging, or re-zoning of land.
 - (2) Review and recommend approval to the Board of licenses to use, leases and commitments of real property or facilities owned by the University for a term exceeding 20 years, other than easements or mineral rights.
 - (3) Review and recommend approval to the Board of agreements for the construction or renovation of a building; design of a building; or retention of a project manager for a building project if the total project price exceeds \$5 million, except in cases where the overall budget and project plan has been previously approved by the Board, is in accordance with the approved budget and for which the agreement has been tendered in accordance with the project plan.
- v) Monitor current and emerging risks related to University infrastructure; monitor actions to mitigate risks, and report any significant residual risks to the Board.
- vi) Monitor trends related to infrastructure in Canadian higher education and report to the Board on significant trends, potential improvements, and challenges.

c) *Fees and finance policies*

- i) Review and recommend approval to the Board of all fees paid to the University that require Board approval.
- ii) Review and recommend approval to the Board the General Investment Policy and management of University investments.
- iii) Review regular reports from the Trust Investment Committee on its oversight of investments in the University Investment Trust.
- iv) Review and recommend approval to the Board finance, capital planning and asset policies.
- v) Review and recommend approval to the Board stewardship of resources policies.
- vi) Review and recommend approval to the Board amendments to resolutions on signing and banking.

4) *Limits on Authority*

- a) The Committee functions in accordance with the *University of Manitoba Act* and the Board of Governors' bylaws.
- b) All Committee members must abide by *The Code of Conduct for Members of*

the Board.

- c) The delegation of authority by the Board shall be limited as set out in these Terms of Reference, or in further delegation by the Board of specific matters.

5) Composition of Committee

a) ***Ex officio voting members***

- i) The President
- ii) The Chair of the Board

b) ***Voting members appointed by the Board***

- i) Up to three members of the Board, preferably with financial literacy and relevant experience.
- ii) Up to two external community members with financial and/or infrastructure planning expertise, along with senior management experience
- iii) One member of the Board elected by Senate
- iv) One student member of the Board

c) ***Non-voting internal resource persons***

- i) The University Secretary as Secretary
- ii) Vice-Presidents of the University
- iii) Chief Financial Officer/Comptroller

Non-voting resource persons shall not be counted toward quorum.

6) Chair and Vice-Chair

- a) The Chair of the Committee shall be appointed by the Board on from among the voting members of the Committee recommendation of the Governance and Board Development Committee.
- b) The Vice-Chair of the Committee shall be appointed from among the voting members of the Committee by the Board on recommendation of the Governance and Board Development Committee.

7) Term of Office

- a) The term of office is for one year from June 1 to May 31. Members of the Committee shall continue until their successors are named, provided they continue to be members of the Board.

8) Frequency of Meetings and Annual Work Plan

- a) The Committee Chair, with the support of the Executive Committee, shall develop an annual work plan.
- b) The Committee Chair shall determine the frequency of meetings required to achieve the annual work plan.
- c) The Committee shall have an annual work plan, maintained by the Secretary, for the purpose of ensuring the meeting agenda addresses all the responsibilities as outlined in these Terms of Reference.

9) Reporting to the Board

- a) The Minutes of the Committee will be available for review by all Board members on the Board portal.
- b) The Committee shall report regularly to the Board as it deems necessary with

respect to its activities and decisions.

10) Committee Process and Procedures

- a) The Committee will function in accordance with the Board of Governors Bylaws, and in accordance with its Terms of Reference.
- b) The Committee will perform any such other function as assigned by law, *The University of Manitoba Act* or the Board.
- c) The Committee will conduct an annual self-evaluation as developed by the Governance and Board Development Committee and report the results to that Committee for its review.
- d) The Committee shall review its Terms of Reference every three years and recommend any necessary changes to the Governance and Board Development Committee for its review.
- e) Quorum for meetings of the Committee is set at 50 percent plus one of voting members.



BOARD OF GOVERNORS GOVERNANCE AND BOARD DEVELOPMENT COMMITTEE

Terms of Reference

1) Mandate and Role of the Committee

- a) The Governance and Board Development Committee (the “Committee”) supports the Board of Governors (the “Board”) of the University of Manitoba (the “University”) in ensuring governance that improves the effectiveness, relevance, clarity and efficiency of the Board and its Committees.
- b) The Committee provides insight, oversight, and foresight, as components of due diligence, in matters related to governance and Board development, including governance processes and policies; integrity; Board and Committee membership and succession planning; Board education and development; and Board self-assessment and evaluation.
- c) The Committee approaches its areas of responsibility with a strategic and policy focus, keeping in mind the University’s Mission, Vision, Values, strategic direction, and commitments to equity, diversity, inclusion, Indigenous engagement, and reconciliation.

2) Authority

- a) The Committee is created by and is accountable to the Board of the University of Manitoba, under the powers provided to the Board by *The University of Manitoba Act*.

3) Areas of Responsibility

a) Board governance

- i) Review Board and Committee structures, processes, roles, responsibilities, and procedures on an ongoing basis to ensure these meet the governance needs of the Board, recommending any required changes to the Board for approval.
- ii) Review Board meeting effectiveness and efficiency, including meeting materials and communications to Board members, reporting to the Board as required and recommending improvements.
- iii) Monitor the Board’s performance to ensure that its governance is transparent, inclusive, and equitable. Report regularly to the Board on concerns and recommend enhancements and/or changes as required.
- iv) Monitor current and emerging risks related to governance and Board development; monitor actions to mitigate risks and report any significant residual risks to the Board.
- v) Monitor trends in Canadian higher education governance best practices and report to the Board on significant trends, potential improvements, or challenges.

b) Board and committee integrity

- i) Develop and regularly review the Code of Conduct for members of the Board of Governors and monitor compliance with the Code. Identify any ethical business

- and/or good governance practice compliance concerns. Report to the Board on any compliance issues identified.
- ii) Develop and regularly review a Code of Conduct for Committee members who are not members of the Board. Report to the Board on any compliance issues identified.
 - iii) Provide an annual report to the Board on matters of Board and Committee integrity and ethics.
 - iv) Monitor, review and ensure Board and Committee compliance with governance legislation and governance documents.
- c) ***Board and committee membership and succession planning***
- i) Act as the Nominating Committee of the Board for the purpose of making recommendations to the Board and other appointing bodies for the appointment of Board and Board Committee members.
 - ii) Identify competencies and attributes required on the Board and its committees, keeping in mind the University's commitment to equity, diversity, inclusion, and Indigenous engagement.
 - iii) Annually consult with the Board Chair, Vice-Chair and Committee Chairs on the skills, competencies and attributes required to fulfill their mandates and ensure good governance.
 - iv) Considering the University's requirements and priorities, develop a succession plan for Board and Committee positions to ensure effective succession and Board leadership.
 - v) Working with the Board Chair, Vice-Chair and Board members, identify potential candidates for Board and/or Committee membership.
- d) ***Board education and development***
- i) Identify and provide tools to meet the education and development needs of new members, including orientation and mentoring, to ensure new Board members fully understand the University's priorities and good governance practices.
 - ii) Develop an annual Board education and development plan that considers continuing education needs of all Board and Committee members and incorporates an understanding of Canadian higher education governance trends and best practices and reporting thereon to the Board.
 - iii) Working with the Board Chair, President and University Secretary, advise on plans for the annual Board retreat.
- e) ***Board self-assessment and evaluation***
- i) Oversee the Board's self-evaluation processes and report to the Board on findings and outcomes, recommending improvements for the Board's consideration.
 - ii) Oversee the Board Committees' annual self-evaluation process and report to each Committee and the Board on findings and outcomes, recommending improvements for consideration
 - iii) Review Board committee structures and mandates at least every three years to ensure committees remain relevant and effective and recommend changes to the Board.
 - iv) Conduct a comprehensive review of all Committee Terms of Reference every three years, with input from the Chairs of each Committee. Recommend any necessary changes in Committee Terms of Reference or Committee structures or foci to the Board for its approval.

4) Limits on Authority

- a) The Committee functions in accordance with the *University of Manitoba Act* and the Board of Governors' bylaws.
- b) All Committee members must abide by *The Code of Conduct for Members of the Board*.
- c) The delegation of authority by the Board shall be limited as set out in these Terms of Reference. The Board shall make all decisions, on recommendation by the Committee, on:
 - i) Board structure and processes, Committee membership, succession planning for the Board, and Board leadership and committee membership.
 - ii) Matters arising from the Committee's review of ethics, code of conduct and conflict of interest.
 - iii) Board orientation and the annual education and development plan.
 - iv) Matters arising from Board and Committee evaluation.

5) Composition of Committee

- a) ***Ex officio voting members***
 - i) The Board Chair
 - ii) The Board Vice-Chair
 - iii) The Chancellor
 - iv) The President
- b) ***Voting members appointed by the Board***
 - i) Up to five members of the Board, including the following:
 - (1) One Board members serving their first term
 - (2) One student member
- c) ***Non-voting internal resource persons***
 - i) The University Secretary
 - ii) The Committee Secretary

Non-voting resource persons shall not be counted toward quorum.

6) Chair and Vice-Chair

- a) The Vice-Chair of the Board shall serve as Chair of the Committee
- b) The Vice-Chair of the Committee shall be appointed by the Board from among the voting members of the Committee on recommendation of the Governance and Board Development Committee.

7) Term of Office

- a) The term of office is for one year from June 1 to May 31. Members of the Committee shall continue until their successors are named, provided they continue to be members of the Board.

8) Frequency of Meetings and Annual Work Plan

- a) The Committee Chair, with the support of the Executive Committee, shall develop an annual work plan.
- b) The Committee Chair shall determine the frequency of meetings required to achieve the annual work plan.
- c) The Committee shall have an annual work plan, maintained by the Secretary, for the

purpose of ensuring the meeting agenda addresses all the responsibilities as outlined in these Terms of Reference.

9) Reporting to the Board

- a) The Committee shall report regularly to the Board as it deems necessary with respect to its activities and decisions.
- b) The Minutes of the Committee will be available for review by all Board members on the Board portal.

10) Committee Process and Procedures

- a) The Committee will function in accordance with the Board of Governors Bylaws, and in accordance with its Terms of Reference.
- b) The Committee will perform any such other function as assigned by law, *The University of Manitoba Act* or the Board.
- c) The Committee will conduct an annual self-evaluation and include its results, together with the results of all Board Committee evaluations, in an annual report to the Executive Committee.
- d) The Committee shall review its Terms of Reference every three years as part of the Board's comprehensive review of Committee Terms of Reference.
- e) Quorum for meetings of the Committee is set at 50 percent plus one of voting members.



BOARD OF GOVERNORS HUMAN RESOURCES AND COMPENSATION COMMITTEE

Terms of Reference

1) Mandate and Role of the Committee

- a) The Human Resources and Compensation Committee (the “Committee”) supports the Board of Governors (the “Board”) of the University of Manitoba (the “University”) in ensuring effective oversight of University human resources policies and procedures; collective bargaining; compensation; and senior administration performance, and succession planning.
- b) The Committee provides insight, oversight, and foresight, as components of due diligence, related to the University’s contract, performance appraisal and compensation of the University President; performance reviews, compensation and succession planning of senior administrative staff; collective bargaining mandates; and human resources and compensation philosophy, approach and long-term trends.
- c) The Committee approaches its areas of responsibility with a strategic and policy focus, keeping in mind the University’s Mission, Vision, Values, strategic direction, and commitments to equity, diversity, inclusion, Indigenous engagement, and reconciliation.

2) Authority

- a) The Committee is created by and is accountable to the Board of the University of Manitoba, under the powers provided to the Board by *The University of Manitoba Act*.

3) Areas of Responsibility

- a) ***Presidential appointment, reappointment, and performance***
 - i) Monitor, evaluate and recommend to the Board the processes for the selection, appointment, reappointment, or dismissal of the President.
 - ii) Negotiate and approve all terms and conditions of the contract with the President, in alignment with the *Senior Salaries Administration Policy* and related documents.
 - iii) Review, approve and report to the Board the annual performance review of the President conducted by the Board Chair in alignment with the *Procedure for the Annual Evaluation of the President*.
 - iv) Approve the President’s total compensation on behalf of the Board.
 - v) Review the President’s annual report and proposed priorities and recommend approval to the Board.
 - vi) Review the President’s position description and recommend approval of any changes to the Board.
- b) ***Human resources policies and philosophy***
 - i) Review and recommend to the Board human resources policies requiring

Board approval.

- ii) Monitor, evaluate and recommend to the Board the University's compensation philosophy.
- iii) Monitor staff benefits issues and recommend any changes to the Board.
- iv) Review and recommend to the Board, matters related to the University pension plans, including changes the plan texts, governance documents, and appointments of members to the pension committees.
- v) Monitor the annual reports of the pension plans, actuarial valuations, and financial health of the plans any significant risks to the Board.
- vi) Approve hiring of external compensation consultants as required.
- vii) Monitor current and emerging risks related to human resources and compensation, monitor actions to mitigate risks, and report any significant residual risks to the Board.
- viii) Monitor long-term human resources and employment trends.
- ix) Monitor trends in Canadian higher education human resources policies and approaches, policies with respect to university senior leaders, and global trends with respect to the selection and reappointment of university presidents.

c) ***University leadership compensation and succession planning***

- i) Review, approve and report to the Board compensation increases for the executive group, the senior academic administrative staff group and other non-unionized groups, as recommended by the President.
- ii) Provide oversight and ensure completion of the annual performance reviews of senior University administrators by the President and Vice-Presidents.
- iii) Annually review succession planning for senior administration.

d) ***Collective bargaining***

- i) Review and approve Collective Bargaining mandates on behalf of the Board.
- ii) Monitor the progress of collective bargaining processes.
- iii) Provide periodic updates to the Board on collective bargaining.

4) Limits on Authority

- a) The Committee functions in accordance with the *University of Manitoba Act* and the Board of Governors' bylaws.
- b) All Committee members must abide by *The Code of Conduct for Members of the Board*.
- c) The delegation of authority by the Board shall be limited as set out in these Terms of Reference, or in further delegation by the Board of specific matters.

5) Composition of Committee

a) ***Ex officio voting members***

- i) The Chancellor
- ii) The President (excluded during considerations of matters relating to the President)
- iii) The Chair of the Board
- iv) The Vice-Chair of the Board
- v) The Chair of the Finance and Infrastructure Committee

- b) **Voting members appointed by the Board**
 - i) Up to two members of the Board
 - ii) Up to two external community members with human resources or labour relations expertise.
- c) **Non-voting internal resource persons**
 - i) The University Secretary as Secretary
 - ii) The Provost and Vice-President (Academic)
 - iii) The Vice-President (Administration)
 - iv) The Associate Vice-President (Human Resources)

Non-voting resource persons shall not be counted toward quorum.

The Chair may, at their discretion, call for all or parts of a Committee meeting to be held without voting members who are employees of the University present.

6) Chair and Vice-Chair

- a) The Chair of the Board shall be Chair of the Committee.
- b) The Vice-Chair of the Board shall be Vice-Chair of the Committee.

7) Term of Office

- a) The term of office is for one year from June 1 to May 31. Members of the Committee shall continue until their successors are named, provided they continue to be members of the Board.

8) Frequency of Meetings and Annual Work Plan

- a) The Chair shall, with the support of the Executive Committee, develop an annual work plan.
- b) The Committee Chair shall determine the frequency of meetings required to achieve the annual work plan.
- c) The Committee shall have an annual work plan, maintained by the Secretary, for the purpose of ensuring the meeting agenda addresses all the responsibilities as outlined in these Terms of Reference.

9) Reporting to the Board

- a) The minutes of the Committee will be available for review by all Board members on the Board portal.
- b) The Committee shall report regularly to the Board as it deems necessary with respect to its activities and decisions.

10) Committee Process and Procedures

- a) The Committee will function in accordance with the Board of Governors Bylaws, and in accordance with its Terms of Reference.
- b) The Committee will perform any such other function as assigned by law, *The University of Manitoba Act* or the Board.
- c) The Committee will conduct an annual self-evaluation as developed by the Governance and Board Development Committee and report the results to that Committee for its review.
- d) The Committee shall review its Terms of Reference every three years and recommend any necessary changes to the Governance and Board

Development Committee for its review.

- e) Quorum for meetings of the Committee is set at 50 percent plus one of voting members.



Report from Senate (October 6, 2022) RE: Proposal for Micro-Diploma in Science Communication

Recommended resolution:

THAT the Board of Governors approve the establishment of a graduate Micro-Diploma in Science Communication, Department of Immunology

Context and Background:

The University's *Certificates and Diploma Framework* defines the types of non-degree programs offered at the University, including certificates, diplomas, micro-credentials, and letters of accomplishment or participation, for non-degree, undergraduate, and graduate levels of study. Under the *Framework*, Senate is to recommend new Micro-Diploma programs to the Board of Governors for approval.

The Department of Immunology, Max Rady College of Medicine, is proposing to introduce a Micro-Diploma in Science Communication. To obtain the credential, students would be required to complete two 3 credit hour courses, IMMU 7000 Science Communication: Foundations and Writing Methodologies and IMMU 7010 Science Communication: Audio-Visual Methodologies, with a minimum grade of "B."

The purpose of the program would be to promote an in-depth understanding of science communication as a field of practice. The objectives of the program would be (i) to confer discrete skills and competencies by providing an overview of, and competency-based learning opportunities in, the primary methodologies governing science communication and (ii) to modify the learner's perception of science communication by, first, disseminating knowledge and improving the creation of knowledge society and, second, by representing what science, scientific and science organization are.

The Micro-Diploma would be open to students registered in the Faculty of Graduate Studies, in any science-related Master's or Doctoral degree program, who are in good standing in their degree and subject to approval from their home program, department, or unit. The proposal includes an initial list of approved science-related programs. Students registered in a program not included on the list, who are engaged in a science-based or science-related non-science program, could apply and would be considered on a case-by-case basis.

Maximum enrolment in the program would be twenty (20) students per year.

Resource Requirements:

Establishment of the program would require the introduction of the two courses to be completed in the program IMMU 7000 and IMMU 7010.

The Rady Faculty of Health Sciences would allocate resources to the Department to cover teaching and administrative costs plus \$5,000 annually to cover costs related to instruction and administrative support, honoraria for external speakers, and materials and experiential learning activities associated with the two courses. The financial support is confirmed in a letter from Dean Postl to the Head, dated April 21, 2022.

The University of Manitoba Libraries indicated its current collections can support the two new courses that would be required in the program.

Connection to the University Planning Framework:

The proposed Micro-Diploma in Science Communication addresses the University's strategic priority for Inspiring Minds through innovative and quality teaching, including by increasing opportunities for experiential learning. It would also support the University's mission to contribute the social and economic well-being of the people of Manitoba, in that it is consistent with the priority to align education and training to labour market needs, to promote student success, in *Manitoba's Skills, Talent, and Knowledge Strategy*.

Implications:

If it was approved and implemented, the Micro-Diploma in Science Communication would be the first graduate-level Micro-Diploma created under the University's *Certificates and Diplomas Framework*. Completion of the Micro-Diploma would provide students with valuable communication skills that would support their success in their concurrent graduate degree studies and in their future academic or non-academic careers, which might include careers in communication, including science-communication, journalism, and information technology.

Consultation and Routing to the Board of Governors:

Endorsed and recommended to Senate by: Faculty Council of the Faculty of Graduate Studies (March 30, 2022); Senate Planning and Priorities Committee (May 30, 2022); Senate Executive Committee (September 21, 2022).

Approved and recommended to the Board of Governors by: Senate, October 6, 2022.

SUBMISSION PREPARED BY: University Secretary

ATTACHMENTS:**Item for approval:**

Attachment 1 –

Proposal for a Micro-Diploma in Science Communication, Department of Immunology



Proposal for New Micro-Diploma

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

It is advised that units initially discuss the proposed program with the Deputy Provost (Academic Planning and Programs) for undergraduate-level Micro-diplomas or with the Dean of the Faculty of Graduate Studies for graduate-level Micro-Diplomas prior to completion and submission of the proposal form. Please refer to the [UM Certificate and Diploma Framework](#) detailing the requirements for micro-diploma programming.

Section A: Proposing Unit

Faculty/School/College/Division: Rady Faculty of Health Sciences / Max Rady College of Medicine

Department (where applicable): Immunology

Contact, Name and Title: Prof. Jean-Eric Ghia

Contact Email: jean-eric.ghia@umanitoba.ca

Section B: Program Overview

- Program Type:** Micro-diploma Graduate Micro-diploma
- Program Name:** Science Communication
- Credential Awarded:** Micro-diploma in Science Communication
- Program Length (credit hours):** 6
- Proposed Start Date:** Fall 2022

Section C: Program Description and Delivery

6. Description of Program

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

Overview: The proposed graduate micro-diploma in Science Communication is a new graduate-level offering by the Department of Immunology (Max Rady College of Medicine, Rady Faculty of Health Sciences) focused on

competency-based learning toward competency in science communication. Such a program will address a significant lacuna for the province of Manitoba in the field of the development of a double competency in science communication.

Objectives: The two primary objectives are as follows:

1. to confer discrete skills and competencies by providing an overview and competency-based learning opportunities regarding the primary methodologies governing science communication;
2. to modify the learner's perception of science communication, by not only disseminating knowledge and improving the creation of knowledge society, but also by representing what science, scientific and science organization are.

Intended purpose: The overarching purpose of this program is to promote an in-depth understanding of science communication as a field of practice by meeting the aforementioned objectives. It is hoped that, upon completion of the program, the learner will better appreciate that communication breakdown can undermine public understanding and confidence in science.

7. Intended Outcomes

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

General expected outcomes.

Science Communication has recently emerged as a field of practice with increasing importance, as evidenced by in-demand Science Communication programs at institutions such as the University of British Columbia, McMaster University, University of Ottawa, and Laurentian University. Thus, this graduate microdiploma program would meaningfully enrich the graduate offerings of the University of Manitoba, and interested learners can pursue the discipline within Manitoba. Also, scholarly excellence in terms of proficient communication would be an important outcome for Master's and PhD students who choose to also pursue this microdiploma, both in the context of their current programs and as they navigate their next steps whether within the academic or non-academic employment sectors. Finally, a formal credential in the area of Science Communication may serve as the foundation for employment within the province's communication industries.

Benefit for the students.

Beyond meeting the aforementioned objectives, additional benefits are as follows:

Educational:

- + To increase awareness and adoption of multi-faceted approaches to learning
- + To develop technical and problem-solving skills.
- + To enhance interest in global science issue as well as broader general knowledge

Personal:

- + To self-develop an awareness leading to enhanced self-confidence and self-esteem.
- + To develop maturity and social poise, through the necessity to confront challenges outside a familiar field of research and comfort zone.
- + To encourage students to develop independent opinions, make informed decisions and strive to attain new goals.

Long term:

- + To be more comfortable in unfamiliar environments.
- + To develop personal flexibility, focus through difficult time
- + To increase employment success through the double competency education
- + To be prepared for a broad range of science communication-related employment opportunities.

8. Program Structure

a) Coursework

(Provide a list of courses, including elective courses, required to complete the program. Outline how students are to progress through the program. Indicate whether proposed coursework is currently offered or new, noting any prerequisite details where applicable. Append course details,

including a list of all course descriptions for existing and proposed courses, and course introduction forms for proposed new courses.)

The microdiploma in Science Communication consists of 6 credits of coursework:

+ IMMU 7000 *Science Communication: Foundations & writing methodologies* – 3 credit-hours

+ IMMU 7010 *Science Communication: Audio-video methodologies* – 3 credit-hours

Progression through the program:

IMMU 7000 *Science Communication: Foundation & writing methodologies*, with a minimum B grade, is a prerequisite for IMMU 7010 *Science Communication Audio-video methodologies*. To graduate with the graduate microdiploma in Science Communication, a minimum program GPA of 3.0 is required.

Appended, see 1. Proposed course details, including all course and lecture descriptions, 2. Proposed new course and course introduction forms.

b) Experiential Learning or Work-Integrated Learning Opportunities

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

Experiential learning will be achieved in collaboration with the University of Manitoba Marketing Communications Office, CBC-Radio-Canada and Science RendezVous event. They include:

Written group project: Students will work in groups to develop a science communication project that showcases the writing skills developed during the course.

Written explainers: An explainer is a 300-400-word explanation of a scientific concept, instrument or method.

Press release: A press release is a media release where quotes and the importance of the research to the public are mentioned and sent from a university or company to the media.

News brief: A news brief is a 500-700-word piece about a research article that can be read on the radio. The goal is to make a detailed study accessible (easy to understand) and engaging (interesting) for a non-expert audience without illustrations.

Visual label explainer: Students will work to create good and bad labels for a new innovative product.

Multimedia Group project: Students will work in groups to develop a science communication project that showcases the writing and presentation skills developed during the course. Group projects include: designing and creating short videos (animated, live-action, lightboard, whiteboard ...), developing hands-on activities low-cost activities (K-12 curriculum) that can be presented at Science RendezVous (limited spots for the event), or producing a video or podcasts.

3MT®: This is a 180 seconds oral summary of research (our own or from an article) for a non-expert audience. The purpose is to engage the audience from the start and provides sufficient rationale for the research question. Participation to the French “Ma these en 180sec” is also possible if requested by the student.

9. Academic Regulations

(Detail any new academic regulations for the program that are not addressed in existing Faculty/School/College/Division regulations. For graduate-level micro-diplomas, append revised supplemental regulations.)

Does the program allow part-time study: Yes No

10. Entrance Requirements

(Detail program specific entrance requirements for the program that are in addition to the minimum university entrance requirements. Please refer to the [UM Certificate and Diploma Framework](#) for minimum requirements.)

Admission process will be aligned on 1. The assessment of the writing/video sample requested (60%), and 2. The GPA (40%). GPA will be calculated and based on the last 30 credit hours.

- Currently registered University of Manitoba graduate students in any science-related Master’s or Ph.D. program who are in good standing in their program are eligible to apply and should provide approval to enrol in the microdiploma program from their “home” program/unit/department.
- Appendix “Access Graduate Programs List” provides a non-exhaustive list of approved science-related programs. Students who are engaged in a science-based or -related non-science program are welcome to apply. If not approved within the list, others programs will be considered upon request.
- A writing or video segment sample as part of their application materials (see appendix “Selection Criteria and Specifications”).

11. Recognition for Credit¹

(Outline how completion of this program may be recognized and used to satisfy requirements in other programs. Describe whether the program is stackable or whether it can be laddered into other programs². Append letters of support, as appropriate. See *Request for Support* form at <https://umanitoba.ca/governance/forms>.)

N/A

12. Mode of Delivery

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

Section D: Program Development and Demand

13. Alignment with Strategic Direction and Priorities

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

The proposed graduate microdiploma in Science Communication aligns with one of the pillars of the strategic plan developed by the University of Manitoba: to understand and to communicate information. We seek to create an exceptional student experience with a program of study that situates directly with such pillar. In addition, this new program is aligned with the provincial directives, enhancing focus on skill, talent and knowledge strategy, by aligning

¹ Credit recognition of a micro-credential in another program is subject to Senate approved program regulations. Units are encouraged to review degree requirements and regulations and submit any necessary revisions concurrent with the program proposal.

² Stackable credentials are credentials that are modular in nature, and when combined with others, result in the awarding of a larger credential; laddering of credentials is when one credential articulates into another resulting in students receiving established credit within the program, shortening the path to program completion.

education and training to labour market needs and help students succeed. According to the 2019 Manitoba occupational forecast report, the Manitoba economy will see a total of around 160,000 job openings between 2019 and 2025, with an estimate of 5.9 per cent growth in labour demand, or an average of 0.8 per cent each year. The double competency of the microdiploma would include person classified in two different occupational categories of the national occupational classification (NOC) skill level A (2: information technology and 5: journalisms, writing). Including the expansion and replacement, the total job opening in Manitoba would be 6,900 and 3,300 respectively for these two NOC. In these two categories job openings by two-digit NOC will follow the trend with at least a minimum demand of 1,500 per category. Moreover, this sector will experience market tightness in at least 3 years - 2019 to 2025. In addition, the Rady Faculty of Health Sciences is actively working to fill a need in Canadian training by offering professional development and career readiness opportunities in graduate education toward careers in academic and other sectors

14. Student Demand for Program

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

The University of British Columbia, McMaster University, University of Ottawa, Laurentian University, and University of the Fraser Valley have such type of course. A discussion with course coordinator Dr Bondar (UFV) highlighted that around 50-75 application are received per session. Therefore, selection has to be made to select 20 candidates. Considering the number of registrations seen at other Canadian universities for that type of certificate, we are expecting more than 20 applicants per session.

b. What is the expected enrolment in the program?

	Year 1	Year 2	Year 3	Year 4	Year 5
Enrolments	10	20	20	20	20
Graduates		10	20	20	20

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

By year 3, we expect to reach the program’s maximum capacity with 20 students registering for the first course. Full maturity of the program is anticipated by 2025.

15. Community and Industry Need

(Describe the current community and/or industry need for the program.)

With the explosion of the use of social media and virtual communication, training in science communication to a layperson audience early on in curricula will promote a culture of contact with the general public and will foster the idea that it is essential to develop communication skills in parallel with scientific reasoning and research skills. As there is no current microdiploma in science and communication in the province of Manitoba, in the short term, this proposed microcredential will be attractive to anyone who up to now would need to leave the province to pursue a certificate of that type offered by other universities in Canada. In addition, in long term, the microdiploma will target foundational skilling, but also reskilling (training employees on new skills/competencies) or upskilling (employees refining existing skills).

16. Internal Consultation

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

Rady Faculty of Health Sciences

1. Hope Anderson, Vice-Dean, Graduate Studies
2. Raman Dhaliwal, Director of Administration/Operations (April 22, 2021)
3. Marcia Langhan, Director of Planning and Priorities (April 22, 2021)
4. Samantha Pauls, Programming Lead Graduate Professional Development (April 22, 2021)

Associate Deans, Research -RFHS Colleges (April 19,2021)

1. Raj Bhullar (Dentistry)
2. Jude Uzonna (Medicine)
3. Susan McClement (Nursing)
4. Jacquie Ripat (Rehabilitation Sciences)
5. Hope Anderson (Pharmacy)

Department Heads – College of Medicine (April 20, 2021)

1. Sharon Bruce (Community Science)
2. Peter Cattini (Physiology and Pathophysiology)
3. Gabor Fisher (Pathology)
4. Sabine Hombach-Klonisch (Human Anatomy and Cell Sciences)
5. Sam Kung (Acting Head, Immunology)
6. Note regrets: Barbara Triggs-Raine [Biochemistry and Medical Genetics]; Paul Fernyhough (Pharmacology and Therapeutics)

Department Head – College of Medicine (September 24, 2021)

1. Aaron Marshall

Immunology Department Council meeting (October 12, 2021)

UN Libraries (September 13, 2021)

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

Verbal and email consultations, in addition to online presentation to Health Sciences Graduate Students' Association (see letter of support).

17. External Consultation

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

Consultations have been made with Science Writers and Communicators of Canada about the need and the importance of recognizing and developing that kind of skills and competencies with this kind of training (see letter of support).

Section E: Resource Requirements

18. Projected costs

(For each of the sections below, outline the resource requirements for the program.)

a. Staffing Requirements

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

The program design and instruction will be delivered primarily by Dr Jean-Eric Ghia, a Faculty member in the Department of Immunology. Administrative support will be provided from the Department of Immunology. The Rady Faculty of Health Sciences will provide the required resources to the Department to cover the instructor and administrative time.

b. Infrastructure/Equipment/IT Requirements

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

The program of study does not require additional IT, space, practicum liability insurance, or student services.

c. Library Resources

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

See letters of support

d. Other Resources

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

Resource needs for creating new program categories in Aurora/Banner in the RO may be required. Other resources include personal cell phone and computer, marketing costs, and honorarium costs.

19. Program Funding

(Outline how the program will be funded and indicate whether new funds are required for the program. If yes, provide details.)

In addition to providing the required resources to the Department of Immunology to cover the instructor and administrative time, the Rady Faculty of Health Sciences Dean has committed to supporting the program by \$5,000 (five thousand) to offset honorarium and miscellaneous material and fees covering the external trip to the Manitoba Museum needed. *See letter of support.*

GRADUATE PROGRAM LIST - ACCESS TO MICRO-DIPLOMA SCIENCE COMMUNICATION

Other programs would be considered upon request

Microdiploma access	Program	Microdiploma access	Program
✓	Agribusiness and Agricultural Economics		Law
✓	Animal Science		Linguistics
✓	Anthropology		Management (M.B.A.)
✓	Applied Health Sciences		Mathematics
	Architecture		Mechanical Engineering
✓	Biochemistry and Medical Genetics	✓	Medical Microbiology & Infectious Diseases
✓	Biological Sciences	✓	Microbiology
✓	Biomedical Engineering		Music
✓	Biosystems Engineering	✓	Indigenous Studies
	Canadian Studies (Université de Saint-Boniface)	✓	Natural Resources and Environment
✓	Chemistry	✓	Natural Resources Institute
	City Planning	✓	Nursing
	Civil Engineering	✓	Occupational Therapy
	Classics	✓	Oral and Maxillofacial Surgery
✓	Collaborative PhD	✓	Oral Biology
✓	Community Health Sciences	✓	Orthodontics
✓	Computer Science	✓	Pathology
	Design and Planning (Architecture)		Peace and Conflict Studies
✓	Disability Studies	✓	Pediatric Dentistry
	Economics	✓	Periodontics
	Education	✓	Pharmacology and Therapeutics
	Éducation (Université de Saint-Boniface)	✓	Pharmacy
	Electrical and Computer Engineering		Philosophy
	English	✓	Physical Therapy
✓	Entomology	✓	Physician Assistant Studies
✓	Environment and Geography	✓	Physics and Astronomy
	Finance	✓	Physiology and Pathophysiology
	Fine Art	✓	Plant Science
✓	Food Science		Political Studies
	French	✓	Prosthodontics
✓	Genetic Counseling	✓	Psychology
	Geography		Public Administration
	Geological Sciences	✓	Rehabilitation Sciences
	German		Religion
	History	✓	School Psychology
✓	Human Anatomy and Cell Science		Slavic Studies
✓	Human Nutritional Sciences	✓	Social Work
	Human Rights	✓	Social Work - Indigenous Knowledges
✓	Immunology		Sociology
✓	Interdisciplinary Graduate Programs	✓	Soil Science
	Interior Design		Statistics
✓	Kinesiology and Recreation Management		Supply Chain Management
	Landscape Architecture	✓	Surgery

Selection criteria & specifications – Entrance Requirements Micro-Diploma Science Communication

Assessment of the writing/video sample (60%)

Applicants are requested to provide a writing (maximum 250 words) or video segment (maximum 120sec) samples of the topic of their choice (science-related) as part of their application materials.

Criteria of assessment (max 6pts per criteria)

Did the writing/video sample:

- Provide an understanding of the background and significance of the topic question being addressed
- Follow a clear and logical sequence?
- Use appropriate language directed to a non-specialist audience?
- Make the audience want to know more?
- Capture and maintain their audience's attention?

Scale of assessment:

0: Does not meet expectations

1: Competency but some major weaknesses

2: Competency but some weaknesses

3: Good

4: Very good

5: Excellent

6: Outstanding

GPA (40%)

GPA will be calculated and based on the last 30 credit hours

The Graduate Micro-Diploma is a short, flexible program of studies focused on core knowledge in a field or interdisciplinary field-of-study at a graduate level.			
	Certificate and Diploma Framework Per Feb. 3.21 Senate Agenda	FGS Academic Guide Regulation 21/22	Supplementary Regulation
Program Requirements	Consisting of graduate courses equivalent to a minimum of 6 credit hours and to a maximum of 9 credit hours.	<p>Micro-Diploma Program Requirements</p> <p>A minimum of six (6) credit hours to a maximum of nine (9) credit hours of coursework at the 7000-level or above is required.</p>	<p><i>Provide details on all required and elective course numbers, titles, credit hours</i></p> <p>To complete the Micro-diploma Science Communication, students need to complete the minimum course load which consists of 6 credit hours presented in two courses:</p> <p><i>IMMU 7000 Science Communication: Foundations & writing methodologies – 3 credit-hours</i></p> <p><i>IMMU 7010 Science Communication: Audio-video methodologies – 3 credit-hours</i></p>
Program Requirements	May be: 1. Stand alone; and/or 2. Embedded in a graduate degree.	--Defaults to Certificate and Diploma Framework--	<p><i>Will your unit's Graduate Micro-Diploma be Stand alone, Embedded in a graduate degree (specify degree), or both? Elaborate.</i></p> <p>The Micro-Diploma in Science Communication is a stand-alone program (that requires a student to be concurrently admitted to and registered in a University of Manitoba graduate program).</p>
Entrance Requirements	Minimum Faculty of Graduate Studies entrance requirements. Degree in related field.	<p>Admission</p> <p>Students who are eligible to be considered for direct admission to a program of study leading to the Graduate Micro-Diploma include:</p> <ul style="list-style-type: none"> • Graduates of four (4)-year undergraduate degree programs (or equivalent as deemed by the Faculty of Graduate Studies) from: <ul style="list-style-type: none"> ○ Canadian institutions empowered by law to grant degrees; or 	<p><i>Provide details on program-specific admission requirements, e.g.</i></p> <ul style="list-style-type: none"> • <i>will the unit require higher standards than FGS regulations; and</i> • <i>will the applicant require a prior degree in what specific discipline(s)?</i> <p>University of Manitoba graduate students currently registered in any science-related Master's or Ph.D. program and who are</p>

		<ul style="list-style-type: none"> ○ Colleges and universities outside Canada which are officially recognized by the Faculty of Graduate Studies. ● Graduates from first-cycle Bologna compliant degrees. ● Students who have completed a Pre-Master’s program from: <ul style="list-style-type: none"> ○ The University of Manitoba (see General Regulations - Pre-Master's); or ○ Canadian institutions empowered by law to grant degrees; or ○ Colleges and universities outside Canada which are officially recognized by The Faculty of Graduate Studies. <p>All students applying for a Graduate Micro-Diploma program must have attained a minimum GPA of 3.0 in the last two (2) full years (60 credit hours) of study. This includes those applying for direct admission and those entering from a Pre-Master’s program. Students who meet the minimum requirements for admission to the Faculty of Graduate Studies are not guaranteed admission.</p> <p>Note: This is the minimum requirement of the Faculty of Graduate Studies and departments/units may have higher standards and additional criteria.</p>	<p>in good standing in their program can exclusively apply. Students should provide approval to enroll in the microdiploma program from their “home” program/unit/department.</p> <p>Appendix “Access Graduate Programs List” provides a non-exhaustive list of approved science-related programs at the University of Manitoba. If not within the list, other programs will be considered upon request.</p> <p>A writing/video segment sample as part of their application materials is required. Only full applications will be considered by the Microdiploma in Science Communication Admissions Committee. For more information, please contact the Immunology Graduate Chair or Micro-Diploma Science Communication Director.</p> <p>Admission to the Program will be determined by:</p> <p>1. Assessment of the submitted writing/video sample (60%):</p> <p>Applicants are requested to provide a writing (maximum 250 words) or video segment (maximum 120sec) samples of the topic of their choice (science-related) as part of their application materials.</p> <p>Criteria of assessment (max 6pts per criteria) Did the writing/video sample:</p> <ul style="list-style-type: none"> ● Provide an understanding of the background and significance of the topic question being addressed ● Follow a clear and logical sequence? ● Use appropriate language directed to a non-specialist audience? ● Make the audience want to know more? ● Capture and maintain their audience’s attention? ● <p>Scale of assessment: 0: Does not meet expectations</p>
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			<p>1: Competency but some major weaknesses 2: Competency but some weaknesses 3: Good 4: Very good 5: Excellent 6: Outstanding</p> <p>2. GPA (40%):</p> <p>GPA will be calculated and based on the last 30 credit hours.</p>
Student Performance Requirements	<p>1. Student work is formally evaluated. 2. Letter or pass/fail grades are assigned. 3. Minimum performance requirements are determined by Faculty of Graduate Studies.</p>	<p>Performance in Coursework</p> <p>A minimum degree grade point average (DGPA) of 3.0 with no grade below C+ must be maintained to continue in the Faculty of Graduate Studies. Departments/Units may specify, in their supplementary regulations, standards that are higher than those of the Faculty of Graduate Studies. Students who fail to maintain the specified grades will be required to withdraw unless a department/unit recommends remedial action. Any such action must be approved by the Dean of the Faculty of Graduate Studies.</p> <p>A student may be permitted to remove deficiencies in grades by repeating the course or replacing it with an equivalent substitute course. In the event that a substitute course is used for remediation, the substituted course must be at the same or higher level as the failed course (e.g., at the graduate level for a failed graduate-level course). Each failed course may be repeated or replaced only once, to a maximum of three (3) credit hours of coursework. If a course is repeated or replaced, the highest grade obtained will be used in the determination of the degree grade point average. Students receiving a grade of "C" or less in more than three (3) credit hours of coursework are normally required to withdraw, unless otherwise stated in the department/unit's supplementary regulations.</p>	<p><i>Provide details on program-specific requirements, e.g. will the unit require higher standards than FGS regulations.</i></p> <p>Students are required to achieve a minimum grade of "B" in mandatory courses. In the case where a student fails to achieve a "B" in the mandatory courses, they will be required to withdraw. However, in marginal cases (as agreed upon by the advisory committee and Department Head), such students may be permitted to undertake an additional remedial project developed in consultation with the course coordinator and Micro-Diploma Director. If the remedial project is completed satisfactorily (as judged by the course coordinator and Micro-Diploma director), the student's mark will be reported as "B" and they will be allowed to remain in the program.</p>

		<p>Students are normally expected to complete remedial action by the end of the subsequent term.</p> <p>Graduate students are not permitted to repeat a previously passed course, unless the department/unit recommends that course(s) be re-taken if they have lapsed or expired (refer to Master's Degree General Regulations and Doctor of Philosophy General Regulations).</p> <p>Note:</p> <p>In exceptional circumstances, the department/unit may appeal to the Faculty of Graduate Studies for approval of remedial recommendation(s) falling outside those prescribed above.</p> <p>Supplemental exams are not permitted to students in the Graduate Micro-Diploma program, unless otherwise stated in the department/unit's supplementary regulations.</p>	
Student Performance Requirements – Time Limit	4. Faculty of Graduate Studies determines maximum time limit.	<p>Time in Program</p> <p>The expected time-to-completion for students in the Micro-Diploma program is one (1) academic year (i.e., three (3) consecutive terms). Micro-Diploma students are subject to the same re-registration requirements as all other graduate students.</p>	
U of M Delivered Content	Minimum of 6 credit hours must be delivered by U of M	<p>Transfer Credit</p> <p>Courses within a program of study may be taken elsewhere and transferred for credit at The University of Manitoba. All such courses:</p> <ul style="list-style-type: none"> • must be approved for transfer to the program of study by the department/unit and the Faculty of Graduate Studies before the student may register for them; • are considered on an individual basis; 	

		<ul style="list-style-type: none">• cannot be used for credit towards another degree;• may not exceed three (3) credit hours of coursework required of the student's graduate Micro-Diploma program at The University of Manitoba. <p>Permission is granted in the form of a Letter of Permission which may be obtained by making an application to the Registrar's Office; an original transcript and course equivalency must be provided.</p>	
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April 21, 2022

Aaron J. Marshall, Ph.D.
Professor and Head, Department of Immunology
Rady Faculty of Health Sciences, University of Manitoba
Room 471 Apotex Centre, 750 McDermot Avenue
Winnipeg, MB R3E 0T5

Dear Dr. Marshall,

I'm writing to confirm my support for the Microdiploma in Science Communication program led by Dr. Jean-Eric Ghia. Specifically, the Faculty has committed \$5000 to cover expenses associated with delivering the unique content in two new courses that form the core of the Microdiploma. I understand that our financial support will help cover honoraria for some external speakers, as well as materials and studio fees related to IMMU 7000 Science Communication: Foundations & Writing Methodologies and IMMU 7010 Science Communication: Audio-Video Methodologies.

I also recognize that Dr. Ghia will need to commit a significant portion of his time toward delivery of this new program, in addition to his already substantial commitments to undergraduate teaching and external service. I will provide additional support as needed to cover the core research and graduate education activities of the Immunology Department, in order to free up Dr. Ghia's time to lead this exciting new initiative.

Yours sincerely,

Brian Postl, CM, OM, MD, FRCP(C), FCAHS
Dean, Max Rady College of Medicine
Dean and Vice-Provost, Rady Faculty of Health Sciences



Science Writers & Communicators of Canada

PO Box 75 Station A, Toronto ON, M5W 1A2 | sciencewriters.ca

Dr. Kelley Main
Dean (Acting), Faculty of Graduate Studies
University of Manitoba
deanfgs@umanitoba.ca

Dear Dr. Main:

On behalf of the Science Writers and Communicators of Canada (SWCC), I would like to express our support for the proposal to develop a new graduate microdiploma in science communication in the Max Rady College of Medicine in the Rady Faculty of Health Sciences.

The SWCC is a national association of more than 300 media professionals, communications officers in science and technology-related institutions, technical writers and educators – all of whom are involved in communicating science and technology to non-specialist audiences. Since our founding in 1970, our mission has been to cultivate excellence in science communication in all media and to increase public awareness and accessibility of science in Canadian culture.

The proposed University of Manitoba microdiploma fits well with the SWCC mission and values as it would enable Max Rady College of Medicine graduate students to learn to communicate the results of their research to the broader public in a way that is engaging, accurate and accessible. Such skills are crucial as scientific and medical research becomes increasingly subject to public scrutiny and interest.

Thank you for the opportunity to comment on this exciting and innovative proposal. Should you wish to discuss further, do not hesitate to reach out to me at 1.604.351.8906 or president@sciencewriters.ca

Sincerely

Terry Lavender
President

January 13, 2022

The Dean's office
Rady Faculty of Health Sciences
University of Manitoba, Winnipeg
Manitoba, Canada

On behalf of the Health Sciences Graduate Students' Association (HSGSA), I would like to thank Dr. Jean-Eric Ghia very much for presenting his proposal of Effective Communication in Science micro-diploma course to us and to the University of Manitoba. Dr. Ghia presented a well thought out and strong case and we agree that such a course is important and will surely be well received by the graduate students at the UofM.

We believe the need to bring effective scientific communication to the public is important for improving society's scientific literacy. Training current researchers to be able to do this effectively will be beneficial to both parties for years to come. This is of utmost importance to health sciences graduate students in particular, especially in light of recent events but not limited to other facets of health care such as cardiovascular health, gut health, medication literacy and others.

Our only concern that we at HSGSA have, and this may be the case with the RFHS as well, is that this program will be funded by the RFHS but the 20 students to be enrolled will be invited from all UofM faculties. I would like to suggest that priority be given to RFHS students first.

Other than that, the HSGSA is happy to endorse this endeavor and do agree that this is something that will be beneficial both to our students and society at large.

We look forward to be working with Dr. Ghia and his team to enhance graduate students' training and experience at UofM.

Sincerely,



Akshi Malik
HSGSA President 2021-22



Report from Senate (November 2, 2022)

Items forwarded for approval:

Recommended resolutions:

THAT the Board of Governors approve:

- A. Proposal for a Doctor of Philosophy in Pathology and Laboratory Medicine, Department of Pathology**
- B. Proposals for a Master of Science and a Doctor of Philosophy in Pediatric and Child Health, Department of Pediatrics and Child Health**
- C. Proposal to Convert Manitoba Public Insurance Professorship in Neuroscience to a Chair**

Items forwarded for information:

- D. Academic Schedule for 2023-2024**
-

ITEM A – for approval (Attachment 1)

Proposal for a Doctor of Philosophy in Pathology and Laboratory Medicine, Department of Pathology

Context and Background:

The Department of Pathology, in the Max Rady College of Medicine, is proposing to establish a Doctor of Philosophy (Ph.D.) in Pathology and Laboratory Medicine. The purpose of the interdisciplinary program, in the emerging field of laboratory medicine, would be to provide research training in biomedical research relevant to disease that would merge diagnostic clinical medicine and research, to better understand specific diseases and develop targeted therapeutic strategies. The objectives for the program would be to:

- generate and critically evaluate scientific knowledge related to the causes, mechanisms and consequences of diseases affecting particular organ systems;
- design precision-based and targeted therapeutic approaches to treat specific stages of a disease;
- provide a platform to students, residents and scientists who wish to carry out research in the field of pathology;
- train the next generation of highly qualified students, researchers and scientists who will contribute to an enhanced understanding of disease diagnosis and mechanisms.

The four-year program would require 12 credit hours of coursework, including IMED 7212 Introduction to Disease Mechanisms plus 9 credit hours of elective courses at the 7000- or 8000- level.

Graduates of the program would find careers in academia, in industry, including with pharmaceutical and biotechnology companies, with regulatory agencies and accrediting bodies, and in the public sector as consultants or policy advisors.

Projected enrolment for the first intake is one to two students. The maximum seat capacity would be two students annually.

Resource Requirements:

Establishment of the Ph.D. in Pathology and Laboratory Medicine would not require the introduction of any new courses.

The Department has indicated that it has sufficient resources to offer the program, including teaching and administrative staff, laboratory and office space, and instrumentation, including fluorescence and laser dissection microscopes, molecular biology tools, and cell culture facilities. Laboratory research costs will be supported by faculty members' research grants.

The total cost of delivering the program would be \$102,749, in Year 4. No new funding would be required. Revenue to support the program would be derived from the following sources:

- program based tuition and continuing fees (\$15,272), which would generate the amount indicated based on enrolment of 3 students, one who is continuing;
- existing resources in the Faculty (\$87,478).

Revenues identified above would be allocated to the items indicated below (figures are for Year 4):

- salary and benefits (\$79,495) for existing academic positions, including for 5.25 FTE positions at the rank of Associate Professor, Assistant Professor, or Senior Instructor, with five of these positions being GFT appointments;
- salary and benefits (\$7,983) for a 0.1 FTE existing AESES support staff position; and
- administrative overhead (\$4,238), which includes a \$2,711 tax on the tuition

The University of Manitoba Libraries indicated current collections can support the proposed program.

Connection to the University Planning Framework:

The proposal is consistent with the University's strategic priority for Driving Discovery through excellence in research, scholarly work and other creative activities.

The Senate Planning and Priorities Committee recommends that a high priority level be assigned to the proposal.

Implications:

The proposed doctoral program would be unique in Manitoba and one of only a small number in Canada. It would fill a gap in graduate training in the Max Rady College of Medicine and the province by providing an educational opportunity that would bring together basic science research and diagnostic laboratory medicine, with access to existing diagnostic material and expertise in the Department.

Consultation and Routing to the Board of Governors:

Endorsed and recommended to Senate by: Department Council of the Department of Pathology (June 1, 2022); Faculty Council of the Faculty of Graduate Studies (May 17, 2022); Senate Planning and Priorities Committee (August 29, 2022); Senate Executive Committee (October 19, 2022).

Approved and recommended to the Board of Governors by Senate, November 2, 2022.

ITEM B – for approval (Attachment 3)

Proposals for a Master of Science and a Doctor of Philosophy in Pediatric and Child Health, Department of Pediatrics and Child Health

Context and Background:

The Department of Pediatrics and Child Health, in the Max Rady College of Medicine, is proposing to establish a Master of Science (M.Sc.) and a Doctor of Philosophy (Ph.D.) in Pediatrics and Child Health. The purpose of the programs would be to offer students opportunities for cutting edge, multidisciplinary, collaborative and rigorous scientific training that emphasizes the translational impact of their findings for children who receive pediatric care. The program would expose students to the multidisciplinary research environment of the Department and the discipline, which is broadly classified into four pillars: clinical research, basic sciences, population health, and practice and policy.

The M.Sc. in Pediatrics and Child Health would be a two-year program, with requirements for (i) 12 credit hours of coursework, including three core courses (9 credit hours) and two “pillar courses” (3 credit hours) from outside a student’s home pillar; (ii) four 0 credit hour professional development courses; and (iii) a thesis, as detailed in the proposal. A student’s research project and the supervisor’s research platform would determine the student’s home pillar.

The Ph.D. in Pediatrics and Child Health would be a four-year program, with requirements for (i) 15 credit hours of coursework, including one core course (3 credit hours), two “pillar courses” (3 credit hours) from outside a student’s home pillar, and 9 credit hours of elective courses; (ii) three 0 credit hour professional development courses; and (iii) a thesis, as detailed in the proposal. A student’s research project and the supervisor’s research platform would determine the student’s home pillar.

Graduates of the proposed programs might pursue further training in the areas of nursing or medicine, as graduate students or post-doctoral fellows, or find employment in academia, within provincial or regional health authorities, the public health sector, or Indigenous health and community health organizations.

Projected enrolment for the first intake into the M.Sc. program is three students. The maximum seat capacity would be fifteen students per year. The Department anticipates, however, stable enrolment of five students per year by Year 3.

The maximum seat capacity for the Ph.D. program would be fifteen students per year. The Department anticipates that one student would be admitted for the first intake and that annual enrolment would increase to a standard enrolment of five students per year by Year 3.

Resource Requirements:

Establishment of the programs would require the introduction of seventeen (17) new courses, including five 0 credit hour courses. The overall number of credit hours of courses offered by the Department would increase by 33 credit hours.

The total cost of delivering the M.Sc. program would be \$216,025, in Year 4. No new funding would be required to offer the program. Revenue to support the program would be derived from the following sources (as of Year 4):

- program based tuition and continuing fees (\$45,519), which would generate the amount indicated based on enrolment of ten students, including five new and five continuing students;
- existing resources in the Department (\$178,282).

Revenues identified above for the M.Sc. program would be allocated to the items indicated below (figures are for Year 4):

- salary and benefits (\$9,978) for a new 0.10 FTE academic position, for a graduate program director, who would be appointed from among existing faculty;
- salary and benefits (\$178,282) for existing academic positions, including 3.00 FTE positions for Associate Professors, Assistant Professors, or Senior Instructors, with two of these positions being GFT appointments;
- salary and benefits (\$15,966) for a new 0.25 FTE administrative support staff position; and

- administrative overhead (\$11,799), including a \$7,547 tax on the tuition.

The total cost of delivering the Ph.D. program would be \$324,277, in Year 4. No new funding would be required to offer the program. Revenue to support the program would be derived from the following sources (as of Year 4):

- program based tuition and continuing fees (\$32,279), which would generate the amount indicated based on enrolment of seven students, including four new and three continuing students;
- existing resources in the Department (\$299,354).

Revenues identified above for the Ph.D. program would be allocated to the items indicated below (figures are for Year 4):

- salary and benefits (\$299,354) for existing academic positions, including 3.70 FTE positions for Associate Professors, Assistant Professors, or Senior Instructors, with two of these positions being GFT appointments;
- salary and benefits (\$15,966) for a new 0.25 FTE administrative support staff position; and
- administrative overhead (\$8,957), including a \$5,730 tax on the tuition.

The Children's Hospital Research Institute of Manitoba (CHRIM) would provide in kind support, including infrastructure and equipment in the Clinical Simulation Lab, which would be used to offer PEDS 7020 Introduction to Research Methods, and space for offices and a trainee hub at the Bannatyne Campus.

The University of Manitoba Libraries indicated current collections can support the proposed programs.

Connection to the University Planning Framework:

The proposed programs would support the University's strategic priority for Driving Discovery through excellence in research, scholarly work and other creative activities, as well as its Strategic Research Plan, specifically, the Integrative Research in Health and Well-being research theme. The proposals are also consistent with the objectives of a major, medical-doctoral research university.

The Senate Planning and Priorities Committee recommends that a high priority level be assigned to the proposal.

Implications:

If the proposed programs were approved and implemented, the University of Manitoba would become one of only two Canadian institutions offering graduate-level programs in pediatrics. At present, only the University of Alberta offers graduate degrees in the discipline, with enrolments of 45 – 50 students annually.

Consultation and Routing to the Board of Governors:

Endorsed and recommended to Senate by: Faculty Council of the Faculty of Graduate Studies (May 17, 2022); Senate Planning and Priorities Committee (August 29, 2022); Senate Executive Committee (October 19, 2022).

Approved and recommended to the Board of Governors by Senate, November 2, 2022.

ITEM C – for approval (Attachment 3)

Proposal to Convert Manitoba Public Insurance Professorship in Neuroscience to a Chair

Context and Background:

The establishment of Chairs at the University is governed by the policy on *Chairs and Professorships*. The policy states that:

- Chairs and Professorships are established to advance the University's academic goals and objectives. (Section 2.3)
- A Chair normally must, at its establishment, be fully funded from sources outside of the University's regular operating budget. The funding for a Chair normally must be sufficient to cover the full salary and benefits of the incumbent and an appropriate level of unrestricted research/scholarly support. (Section 2.4(a))
- For Chairs... funds may be provided by way of an endowment or through a schedule of annual expendable gifts for a defined period of not less than five years, or by an appropriate combination of endowment and annual expendable gifts. (Section 2.5)
- The initial term of an appointment ... shall be three to five years. If the renewal of an appointment is permitted, such renewal is subject to a successful performance review and the availability of funds. (Section 2.9)

The Board approved the establishment of an endowed Professorship in Neurosciences at its meeting on March 17, 2015. The Professorship was subsequently named as the Manitoba Public Insurance Professorship in Neuroscience. The Max Rady College of Medicine is now requesting that the Professorship be converted to a Chair.

Resource Requirements:

The Chair will be funded using the annual income from a \$3.5 million endowment fund held at the Health Sciences Centre Foundation, which was established with an initial gift of \$1 million and a more recent gift from Manitoba Public Insurance, plus a \$1.5 million endowment fund at the University that was established based on gifts of \$1 million from the Rady Endowment and \$500,000 from the Department of Surgery, Max Rady College of Medicine.

Connection to the University Planning Framework:

N/A

Implications:

The purpose of the Manitoba Public Insurance Professorship in Neuroscience will continue to be to provide leadership, scholarship, and mentorship in the areas of traumatic brain injury. The Chair will make it possible for the Department of Anesthesiology, Perioperative and Pain Management or the Department of Surgery to:

- promote new methods and techniques for diagnosing, treating and prognosticating patients with severe brain trauma injuries;
- recruit/retain a junior or mid-career neuroscience researcher with demonstrated expertise in brain trauma research who will devote at least 40 percent of their time to research;
- establish and sustain intramural and extramural collaborations, to promote research at the Health Sciences Centre and the University of Manitoba;
- enhance the Health Sciences Centre and University of Manitoba's competitiveness in national and international peer-reviewed competitions for funding for research;
- provide mentorship and opportunities for trainees and new researchers who will pursue careers focused on areas relevant to neurosciences;

- pursue research that will improve patient outcome and functionality, while reducing recovery times.

Consultation and Routing to the Board of Governors:

Endorsed and recommended to Senate by: the Provost and Vice-President (Academic) (August 22, 2022); Senate Committee on University Research (September 22, 2022); Senate Executive Committee (October 19, 2022).

Approved and recommended to the Board of Governors by Senate, November 2, 2022.

ITEM D – For information (Attachment 4)

2023- 2024 Academic Schedule

Context and Background:

The 2023 – 2024 Academic Schedule was prepared by the University Registrar and Executive Director, Enrolment Services and reviewed by all faculties, colleges and schools. It is largely the same as the Academic Schedule for the previous year, as no changes have been made to the standard schedule.

Consultation and Routing to the Board of Governors:

Senate approved the 2023 – 2024 Academic Schedule at its meeting on November 2, 2022.

SUBMISSION PREPARED BY: University Secretary

ATTACHMENTS:

Items for approval:

Attachment 1 –

Proposal for a Doctor of Philosophy in Pathology and Laboratory Medicine, Department of Pathology

Attachment 2 –

Proposals for a Master of Science and a Doctor of Philosophy in Pediatric and Child Health, Department of Pediatrics and Child Health

Attachment 3 –

Proposal to Convert Manitoba Public Insurance Professorship in Neuroscience to a Chair

Item for information:

Attachment 4 –

2023 – 2024 Academic Schedule

Application

NEW PROGRAM OF STUDY

Under The Advanced Education Administration Act

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

UM INTERNAL REQUIREMENTS:

1. Following unit approval* please submit the complete proposal electronically (.pdf single file) to both the Office of the Provost & Vice-President (Academic) and, for:
 - Undergraduate Programs:** Office of the University Secretary (for Senate submission deadlines visit <http://umanitoba.ca/admin/governance/meetings/index.html>). Please also submit a **hard copy** version to the Office of the Secretary to their office as well.
 - Graduate Programs:** Faculty of Graduate Studies (for timelines visit http://umanitoba.ca/faculties/graduate_studies/admin/program_approval_timeline.html).
 - ALL Programs:** as preparation for submission to MET, please submit a .docx file of the proposal, an .xlsx file of the Financial Support Form and a .pdf file of all other supporting documents (letters of support, external reviews, etc.). Please date stamp these files for ease of tracking should any changes result from the Senate approval process and submit directly to the Provost's Office.
2. Along with the information requested in the proposal template, please **append** details on the following:
 - a) **MEDT /SPPC Financial Support Form** [available through the Office of the Provost & Vice-President (Academic)] This form requires the signature of the Financial Planning Office. Please contact Giselle Martel, Executive Director, Financial Planning and Budgeting, for direction on completion of the form. Approval of the financial support form does not signify approval of any funding requests, either internally or from the province. Confirmation of resource availability and allocation of any new funds will be determined by the Provost at time of implementation.
 - b) **Admission and/or transfer criteria** for the proposed program.
 - c) **Course details** for required coursework, including title, course number, credit hours and calendar description. Highlight any proposed new courses and attach:
 - Undergraduate Programs:* for SCCC Program and Course Change forms, as applicable, visit <http://umanitoba.ca/admin/governance/forms/index.html>
 - Graduate Programs:* for course change forms visit http://umanitoba.ca/faculties/graduate_studies/admin/course_changes.html
 - d) Any **new academic regulations** for the program that are not currently addressed in existing faculty/college/school requirements.
 - e) **Letters of support** from internal units that may be impacted by the proposed new program and any external letters of support as outlined below.
 - f) **Library statement** of support.
 - g) Where applicable, a **transition plan** for current students entering the new program.
3. Please direct questions to Cassandra Davidson, Academic Programs Specialist, at Cassandra.Davidson@umanitoba.ca in the Office of the Provost and Vice-President (Academic).



**University
of Manitoba**

*Note: the complete proposal, including all appendices, and associated program and course forms, should be submitted to departmental (as appropriate) and faculty/college/school approving bodies for review and approval, prior to submission to the Office of the University Secretary.

Revised December 2019.

SECTION A – PROPOSAL DETAILS

Institution: **UNIVERSITY OF MANITOBA**

Applicable faculties/department with responsibility for the program: Department of Pathology

If program is a joint program, list all participating institutions and the roles of each in delivering the proposed program:
Not applicable

Program name: Ph.D. in Pathology and Laboratory Medicine

Credential awarded: Ph.D.

Funding request: None

Office Use Only

One-time funding: _____

On-going funding: _____

Proposed start date: Fall 2023

List any critical issues that may impact the start date of the program: Not applicable

UM INTERNAL REQUIREMENT: Name of Person(s) responsible for the Program internally (please include contact information):

Dr. Gabor Fischer

Department of Pathology, Max Rady College of Medicine

401 Brodie Centre, 727 McDermot Ave

Winnipeg, MB R3E 3P5

Phone: 204-789-3212

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

General description:

The PhD program in Pathology and Laboratory Medicine refers to biomedical research that is relevant to disease. The program will focus on the research at the molecular, tissue, animal and clinical levels to understand the changes associated with diseases. Students will be provided with an opportunity to carry out supervised research in various areas including but not limited to: breast cancer, stem cell biology, pathophysiology of neurodegeneration, pathogenesis of rare brain diseases, human neuropathology in population health, pulmonary and cardiovascular pathophysiology, molecular imaging, identification of novel biomarkers and treatment targets for various pathological conditions.

Objectives:

- To generate and critically evaluate scientific knowledge related to the causes, mechanisms and consequences of diseases affecting particular organ systems
- To design precision-based and targeted therapeutic approaches to treat specific stages of a disease
- To provide a platform to students, residents and scientists who wish to carryout research in the field of Pathology
- To train the next generation of highly qualified students, researchers and scientists who will in turn make contributions to enhance our understanding of disease diagnosis and mechanisms.

Curriculum Design:

Course requirements/Credit hours:

Expected duration time frame for Ph.D. in Pathology and Laboratory Medicine program: 4 years (12 credit hours)

Courses: Introduction to Disease Mechanisms (IMED 7212, Course credit hours: 3.0) offered by the Department of Pathology will be compulsory for the Ph.D. in Pathology and Laboratory Medicine program. An additional 9 Credit hours of 7000 – 8000 level courses are required to complete the required 12 credit hours. To complete the credit hours to fulfill the above-described requirement, the student will discuss courses proposed either by the student themselves or by the advisor and by mutual agreement, register and enroll in the courses. (list of elective courses is attached here with this document).

Compulsory Tutorials: Following two tutorials which are completed online are compulsory for graduate students

- (i) GRAD 7300 – Research Integrity
- (ii) GRAD 7500 – Academic Integrity Tutorial

Candidacy exam: As per supplementary regulations (Section 5.8) provided by Faculty of Graduate Studies, the candidacy examination is an absolute requirement of the Faculty of Graduate Studies and, as such, cannot be waived under any circumstances. However, the format and content of the candidacy exam varies from unit to unit. Details of the proposed candidacy exam for Ph.D. in Pathology and Laboratory Medicines is described in supplementary regulations for the Pathology department (copy enclosed here).

Thesis/Practicum:

A Ph.D. in Pathology and Laboratory Medicine requires the completion and submission of a thesis as per requirements outlined by the Faculty of Graduate Studies, University of Manitoba. The advisor of a student enrolled in the PhD program is responsible for assembling an advisory committee which will evaluate and approve the thesis. Students are also required to pass an oral exam of the thesis (the thesis defense) which will be conducted by the advisory committee.

B-2 Length of Program: *(Define the length of the proposed program using measures appropriate to the schedule and delivery format. This will include total course credits and weeks/months, and, where relevant, hours and semesters of instruction)*

Total Course Credit: 12

Expected total duration: 4 years

B-3 Intended outcomes of the program:

B-3.1 Describe how this program serves and advances the academic, cultural, social and economic needs and interests of students and the province:

The Ph.D. program in Pathology and Laboratory Medicine is a research oriented program which will provide an opportunity to students for in depth comprehensive research training. The Department of Pathology is in a unique position to fill a gap in the training of graduate students by providing training opportunities in a setting that allows direct access to patient samples of neoplastic and non-neoplastic diseases. At the present time, there is no other faculty or department which can offer such a distinguishing merger between diagnostic clinical medicine and research. The department of Pathology is well placed to launch such a program as we routinely handle and store a wide spectrum of patient samples including blood and neoplastic tissues. Moreover, we are well equipped with the necessary diagnostic and scientific tools and expertise to carry out high caliber and innovative research. The proposed PhD program would also further enhance opportunities for interdepartmental collaborations as well as contribute to investigations in the frame of personalized medicine.

Indeed similar programs exist nationally, but there is currently no such program that exists in Manitoba which offers such an interdisciplinary approach to the training of students that interconnects both clinical and laboratory research. Not only will this program provide an excellent novel opportunity for our own students here in Manitoba, but also it has the potential to attract national and international students to our institution to be a part of this unique training opportunity. Currently, students must pursue either clinical or basic research training at the University of Manitoba, or complete separate degree programs. This highlights a gap in the post-graduate training opportunities available at the University of Manitoba which this program aims to address.

The Pathology Department is ideally poised to offer a PhD program of this nature, linking clinical and laboratory research, as we have clinical scientists trained in a diverse range of subspecialties as well as scientists who carry out basic research. An additional benefit of this program is that it will also foster and promote strong collaboration between clinical pathologists and basic research scientists leading to novel and innovative translational discoveries in the field of medical research. Our collection of tissue samples will be made available for basic research scientists to integrate clinical findings with laboratory research discoveries. One interesting aspect of our vast tissue resource is that research scientists will be uniquely positioned to isolate actual primary cells that can be used for exciting and innovative studies at the cellular and molecular level. This presents a new opportunity for many investigators and students from various departments who may wish to gain access to patient tissue and cell samples to utilize in their own research locally, and thus, eliminating the need to outsource such requests to external institutions. Importantly, this program also provides the possibility to develop strong internal institutional collaborations between the Pathology Department and other departments (both Clinical and Basic Sciences) at the University of Manitoba. Hence, altogether, through our PhD program, we will breach this current gap that exists between clinical medicine and laboratory research. As well, not only will it provide an exceptional learning opportunity for trainees but it will also establish cutting-edge integrative clinical research that will propel the University of Manitoba to becoming a leading global institution for clinically related medical research.

B-3.2 Describe the existing and anticipated post-secondary learning needs of students in Manitoba that this program addresses and responds to:

Graduate students will be provided with an opportunity to carry out supervised research in various areas including but not limited to: breast cancer, stem cell biology, pathophysiology of neurodegeneration, pathogenesis of rare brain diseases, human neuropathology in population health, pulmonary and cardiovascular pathophysiology, molecular imaging, identification of novel biomarkers and treatment targets for various pathological conditions. The core goal of the program is to identify the potential therapeutic strategies to target the biological hits identified after the pathological interpretation of the disease. This program will bridge the clinical diagnosis and laboratory medicine approach together to better understand the disease and develop targeted mitigation strategies. Altogether, this program will provide training and preparedness for students in the emerging field of Laboratory Medicine.

B-4 Mode of Delivery

B-4.1 Provide the total program length through **one** of the following measures:

Total course credit hours: 12 credit hours plus Ph.D. thesis

Total length of the program: 12 credit hours plus Ph.D. thesis

Total contact hours

Total courses

B-4.2 What proportion of the total program length (as indicated above) can be completed through the two following modes of delivery? *(Note that one or both selections can be offered up to the total program length.)*

100% of the program (research work and course work) may be completed in person. The SARS-COVID19 pandemic has uncovered the crucial importance of virtual learning. If deemed necessary and approved by the University the entire course work component of the course work can be completed virtually.

B-5 Provide an overview of the suggested progression of courses on a year-by-year basis for the program from start to maturity. *(Course level detail is not necessary, however, please include credit hours/contract hours, proportion of upper level courses, clinical placements or practicums, or subject area requirements where applicable)*

Progression Chart

Year 1		Hours
GRAD 7300	Research Integrity Tutorial	0
GRAD 7500	Academic Integrity Tutorial	0
IMED 7212	Introduction to the Mechanisms of Disease	3
7000- or 8000-level	Additional Graduate Courses ¹	3
Thesis Proposal ²		

	Hours	6
Year 2		
GRAD 8000	Doctoral Thesis ³	0
7000- or 8000-level	Additional Graduate Courses ¹	6
	Hours	6
Year 3-4		
GRAD 8000	Doctoral Thesis ³	0
Candidacy Exam ⁴		
	Hours	0

¹ Additional 3 credit hours at the 7000 or 8000 level are mandatory. These additional courses vary from student to student and course selection will be made in consultation with the advisor/advisory committee.

² Two years following the commencement of their Ph.D. program and following consultation with their supervisor, the student should submit a detailed thesis proposal to their committee for advice and approval. The proposal should be 1-2 pages long, adhering to the following format: Introduction (Backglul); Hypothesis; Objectives; Proposed Methods/Potential Significance of Work.

³ Students continue to work on their thesis. Students are required to allow 4 weeks for members of their advisory committee to read their thesis prior to the oral exam.

⁴ Students will do their candidacy exam within 2 years of beginning their PhD Studies.

UM INTERNAL REQUIREMENT: please complete the chart below to provide an overview of suggested progression through the program (indicate pre-requisites and related credit hours). Outline options for specializations within this program [minor(s) and/or concentration(s)].

YEAR 1	YEAR 2	YEAR 3	YEAR 4
GRAD 7300 (0 credit hrs) GRAD 7500 (0 credit hrs) IMED 7212 course (3 credit hrs) Additional Graduate courses 7000- or 8000-level (3 credit hrs) Thesis Proposal	Additional graduate courses 7000- or 8000-level (3 credit hrs) GRAD 8000 Students continue to work on their Thesis Student will submit their written proposal and undertake their candidacy exam	GRAD 8000 Students continue to work on their Thesis	GRAD 8000 Students continue to work on and finalize their Thesis Student will defend their Thesis

TOTAL CR. HRS: 6	TOTAL CR. HRS: 6	TOTAL CR. HRS: 0	0

B-6 Will the program be available for part-time study?

Yes, part-time graduate studies will be available. This option can be explored for practicing professionals who may have difficulties in committing to full time. Other requests for part-time studies can be discussed and may be granted on an individual basis.

B-7 Indicate if this program will have a cooperative education, work placement, internship or practicum component and provide any relevant details:

N/A

B-8 Intake Information

B-8.1 Projected enrolment for the first intake: 1-2 students

B-8.2 Maximum seat capacity (*Defined as first-year enrolment capacity*): 2

B-8.3 Anticipated date of maturity: 4 years until graduation

UM INTERNAL REQUIREMENT: please indicate the projected enrolment and graduates for the first 5 years of the program.

	Year 1	Year 2	Year 3	Year 4	Year 5
Enrolments	1	2	3	1-3	3
Graduates				1-2	

C-1 Describe how this new program aligns with the strategic plans of your institution:

This proposed program will strongly support several of the strategic directions currently being pursued by University of Manitoba. This initiative will be instrumental in driving scientific discoveries. The Department of Pathology has the available expertise of the clinical pathologists who can provide pathological interpretation of disease working hand-in-hand with the basic research scientists to identify the new targets and enhancing the potential to develop new therapeutic strategies. In line with University of Manitoba’s vision “to engage in programs that foster interchange and creation of knowledge, ideas and forging collaborations”, this program will bridge the clinical diagnosis and laboratory medicine approach together to better understand the disease and devise targeted mitigation strategies. Using privileged access to both normal and diseased tissue derived from individual patients, this program will provide an excellent source of experimental learning opportunities for the students.

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

The process follows the route required by the University and the provided guidelines. The Departmental Graduate Committee, Departmental Council, Graduate Studies Faculty Council, Faculty of Graduate Studies Programs & Guidelines Committee, Faculty of Graduate Studies Executive Committee, and the Senate Planning and Priorities Committee discussed and endorsed this new program application.

UM INTERNAL REQUIREMENTS: Please note date(s) of Faculty/College/School Approval. Approval dates through the governing bodies will be inserted by the Provost’s Office prior to submission to government.

UM Undergraduate Programs:

<u>Decision-Making Body</u>	<u>Date of Approval</u>
Faculty/College/School	_____
SCCC	_____
SPPC	_____
SCADM <i>(if applicable)</i>	_____
SCIE <i>(if applicable)</i>	_____
Senate Executive	_____
Senate	_____
Board of Governors	_____

UM Graduate Programs:

<u>Decision-Making Body</u>	<u>Date of Approval</u>
PGC <i>(preliminary review)</i>	_____
External Review	_____
PGC	_____
FGS Executive	_____
FGS Faculty Council	_____
SPPC	_____
Senate Executive	_____
Senate	_____
Board of Governors	_____

C-3 Responsibility to consult

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

Ph.D. program in Pathology and Laboratory Medicines does not require any mandatory review by any external organization. The proposed program has received overwhelming support from multiple basic Science Departments. A file containing all the letters of support has been provided with this application.

C-3.2 What agencies, groups, or institutions have been consulted regarding the development of this program? *Note: this includes any consultation with internal UM units, academic or otherwise.*

In his capacity as Department Head (Pathology), Dr Fischer has completed a full circle of discussions with each Basic Science Department Head within the Max Rady College of Medicine about the objectives and scope of the program. This course of action was taken in order to ensure that the proposed PhD program in Pathology and Laboratory Medicine did not overlap with already existing Ph.D programs within the Faculty, but will in fact, bridge the gap that currently exists between basic science research and clinical research at this University. The strong support received from all the basic science departments (Physiology & Pathophysiology, Pharmacology & Therapeutics, Medical Microbiology & Infectious diseases, Biochemistry and Medical Genetics, Human Anatomy & Cell Science) was quite overwhelming, and the peer Departments recognized the benefits of potential collaborations with the Department of Pathology through the new program. Furthermore, they did not envision the new program as a conflict of interest with any of their existing programs, nor did they see it as a redundant overlap with any of their current teaching programs. In fact, on the contrary, the view was expressed that a Ph.D program in Pathology is long overdue at the University of Manitoba. Moreover, some of these individuals enthusiastically offered their assistance if required in the launching of this program by advice and/or input to the administrative oversight and design of the program, participation in delivering courses, and contributing to co-supervising and mentoring students. Based on these conversations we are confident to say that the new program would enhance the collaborations and would provide an opportunity to build additional networks and links between the departments.

In addition to the extensive consultation process to confirm the support within the Rady Faculty of Health Sciences, other Departments of the Faculty of Science have also been contacted. The initiative was discussed between the Department Heads of the Department of Microbiology, Department of Biological Sciences and Department of Chemistry, and they all expressed support and raised no concerns to Dr. Gabor Fischer (Department of Pathology).

Following the generation of such a wide interest from all other all Basics Science departments, faculty and students, Dr Fischer then presented the proposal to and completed preliminary discussions about the program with the Vice-Provost (Health Sciences) and Dean, Rady Faculty of Health Sciences, Vice Dean of Research, Rady Faculty of Health Sciences, as well as the Associate Dean of Research, Max Rady College of Medicine. They both expressed their full support for the program. Overall, based on the discussions completed to date, it has become quite clear that there is a need to establish a graduate program in the Department of Pathology that will add new dimensions to the Faculty of Graduate Studies at the University of Manitoba, fill a gap between the clinical and basic science world, and offer a platform to the students wishing to pursue a research degree in the field of Pathology and Translational Medicine.

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

Prior to the submission of the SOI and the proposed PhD program in Pathology and Laboratory Medicine, Dr. Fischer, Department Head (Pathology) first initiated comprehensive discussions with faculty within the department, new or established researchers and clinical pathologists who are currently actively engaged in research. During the process of those conversations, various aspects related to the program such as the probable format, a need for establishing the program and the interest of the faculty members, were discussed. The new initiative was supported and the concept was introduced to at the Departmental Council meeting, where regular updates are also presented on the progress. These discussions were further extended to various student groups (currently pursuing or interested to pursue a research degree) and the students received briefings about the objectives/scope of the program. It was very encouraging to note that the students embraced the idea and were very excited and expressed great interest in the scope of the program.

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

Note: this includes any programs currently offered at UM.

Ph.D in Pathology and Laboratory Medicine is not currently offered by University of Manitoba or by any other institute in Manitoba.

C-4.1 Describe any specific laddering, articulation and/or credit transfer options for students that are anticipated in this program in Manitoba.

MSc students who have made excellent progress during their first year may be considered for transfer to the PhD program. Students within a MSc relevant degree program in a related biological Science or any related medical discipline could be eligible.

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

PhD Programs in Pathology Departments are available in some other centers at other Universities in the country (University of Alberta, University of British Columbia, Dalhousie University, University of Toronto, and University of Western Ontario), however they are not available on the Prairies. What we can offer would fill a gap in our graduate education system in Manitoba by providing an educational opportunity at the junction of basic science and diagnostic laboratory medicine with access to diagnostic material, diagnostic expertise and a great research environment. The graduating individuals can work in research, industry, can contribute to tumor banking, policy making and collaborative research in multiple different ways.

C-5.1 Describe any specific laddering, articulation and/or credit transfer options for students that are anticipated in this program in Canada.

None

C-6 Describe the current and projected labour market demands in Manitoba for graduates of this Program:

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

There is a huge demand for the trained researchers in the field of Pathology and Laboratory Medicine both in academia and industry. The graduating individuals can work in research and build an academic career. They can also work in industry at pharmaceutical and biotech companies and can contribute to develop and test biomarkers, monitor drug efficacy and side effects and developing proficiency testing for other laboratories. Another option is working in tumor banking and participating in the design and execution of clinical trials. They can also work in regulatory agencies, accrediting bodies and can contribute to oversight of laboratories. In addition, working in policy making, consultant and advisory roles for government, and research administration for public and academic agencies (ethics and scientific) are also possibilities for employment.

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

We have discussed the plan to initiate the program broadly within the Max Rady College of Medicine and Rady Faculty of Health Sciences with Basic Science Department Heads, students, key researchers in the department and leadership (Dean, Vice Dean and Associate Dean). Following this, Vice-Provost (Academic Planning and Programs) was also engaged to ensure proper communication with the highest Administrative leadership levels. The potential general issues that can be raised during the implementation of any new program are infrastructure, space, instrumentation and administrative support. The program can be safely accommodated at 401 Brodie Centre, in the rooms and offices of the Pathology Department. The existing infrastructure and instrumentation is sufficient to run the program, and the administrative support can be managed with the available capacity. We don't anticipate any more issues related to the start and implementation of the program. Furthermore, Associate Dean (Health Sciences), Faculty of Graduate Studies and Programs Coordinator from the Faculty of Graduate Studies have been consulted throughout the application preparation process and their input has thoroughly been incorporated in the application. The Faculty of Graduate studies at the University of Manitoba will coordinate the further review of this application.

SECTION D – REQUIRED RESOURCES AND FINANCIAL IMPLICATIONS**D-1 If one-time or pilot funding are being requested to support this new program of study, please identify the amount of funding being requested:**

No such funding is being requested.

D-2 If ongoing funding being requested to support this new program of study, please identify the amount of funding being requested:

No such funding is being requested.

D-3 If new funding is not being requested, how will the program be funded?

The administrative resources have been reviewed. The Department has a Departmental Administrator (entirely devoted to the department), a Program Administrator (entirely devoted to the Department), a Business Manager (shared with

two other Departments) and a Finance and Administrative Assistant (shared with two other Departments). The job descriptions of the administrative support team members were reviewed by the Department Head and the Business manager, and modifications were made to accommodate the administrative support needs of the program. The PhD program will be supported by the Program Administrator.

The educational resources have also been reviewed. The Department has more than 60 faculty members including GFT and nil-salaried Pathologists, PhDs and UMFA members. We have 7 Professors and 10 Associate Professors, the majority of the remaining faculty members are Assistant Professors. The Pathologists provide clinical service, however based on their collective agreement they are expected to teach and have been contributing to postgraduate, graduate and undergraduate teaching. Since there is no need to build a new course, the available faculty members can handle the required teaching in the PhD program.

Since this is a laboratory research based program, it is important to address the departmental research funds. The Principal Investigators within the department have been successful in securing not only several national grant funding to conduct their research but have also received external competitive funding for research infrastructure as well. The available funds will serve the PhD Program very well.

D-4 List any external sources of funding that will be used to support the implementation or delivery of this new program of study: *(Provide such information as agreements for funding from industry or external grants and indicate the anticipated length of time for each agreement.)*

The researchers in the department have been very successful in securing funding (over \$2,000,000 in recent years)from national agencies that were highly competitive which will amply support their research endeavors as well as the salaries of their research trainees and technical support staff.

D-5 What are the resource implications to the institution (budget, IT, library, laboratory, computer, space, practicum liability insurance, student services, etc) in delivering this new program of study?

Because the number of students anticipated is low, we anticipate minimal little resources implications to the institution. The Department will support the associated costs by using the existing budget. Moreover, , the Neil John Mclean Health Sciences library was also consulted and provided the program with a library statement confirming that the library material is adequate to support the proposed program. Costs associated with the lab research will be supported by the principal investigator's research grant funding. The research laboratories in the department of Pathology are already equipped with major infrastructure equipment including fluorescence and laser dissection microscopes, as well as molecular biology tools (Western blot equipment, Thermal cycler, and spectrophotometer) and cell culture facilities. Thus, these already existing departmental resources, infrastructure and equipment will lend strong support for the successful launch of the Ph.D. Program.

D-6 Please describe new and existing staffing resources needed to provide this new program of study. *Include reallocation of existing faculty, hiring of new faculty, administrative and support services and any other considerations.*

As indicated in D-4, the Department of Pathology has more than sixty faculty members, including mostly GFT and non-GFT pathologist positions, and two UMFA members. The Department is prepared to absorb the teaching load. Generally, many Pathologists regularly participate in teaching the IMED 7212 course currently offered by the Department of Pathology. At least six faculty members primarily appointed in the Department of Pathology are eligible to supervise the doctoral students, whereas three cross-appointed faculty members are eligible to help as a co-supervisor. Moreover, the

Department of Pathology has one administrative staff who is responsible to facilitate the graduate courses, including those offered in the Ph.D. program, and this has been addressed in the job description. Hence, the required support for teaching, supervision and administrative tasks will be managed by the existing resources.

D-7 Provide a program implementation plan for the new program of study by academic year (start to maturity) that includes any elements to be phased in (e.g., new faculty hires, distribution of existing faculty and support staff) from launch to maturity:

Please see D-6. The need will be managed internally by the start date.

Year 1

Year 2

Year 3

Year 4

D-8 Please describe the effect of this new program on existing capital infrastructure and equipment:

Currently, the Department of Pathology has two fully functioning labs which are already well equipped with the necessary instruments and tools to undertake the funded research, including fluorescence and laser dissection microscopes, molecular biology tools (Western blot equipment, Thermal cycler, and spectrophotometer) and cell culture facilities. The maintenance of the infrastructure and the consumables are covered by existing resources. Altogether, this already existing infrastructure and equipment support will be very helpful for the successful launch of the Ph.D. Program. The PhD program will have no negative impact on the existing infrastructure, in fact it will contribute to the efficient utilization of the resources.

D-9 If capital funding is being requested to support additional specialized program materials such as infrastructure or equipment required to provide this new program of study, please provide a detailed description of the use of this capital:

. The program can utilize the existing capital infrastructure within the Department, no other investments are needed for this purpose. As it is described above, after reviewing our resources and infrastructure we are confident that a program will run successfully on the existing resources and infrastructure.

SECTION E– TUITION

E-1 What are the proposed tuition fees?

The tuition fees will be determined according to the guidelines of the University and Faculty of Graduate Studies, as outlined by this link.

Furthermore, the Registrar's office will also be consulted with respect to fees. Similar to other PhD programs, students will be assessed two years (or 4 terms) of program fees, plus a continuing fee in every term where program fees are not assessed until graduation. Annual increases to tuition and continuing fees are subject to the UM and provincial approval processes, as appropriate.

E-2 Please provide a rationale for the tuition fee proposed. *(For example, are these tuition fees comparable to tuition for existing programs within the academic unit or to tuition for similar programs offered at other institutions?)*

The fees are determined by the University, and the Department will follow these guidelines.

The fee schedule proposed is based on the University's standard Full-Time Ph.D. program fees and is similar to other Ph.D. programs at Rady Faculty of Health Sciences. Based on the information available to us the tuition fees are within the range of the tuition fees required by other universities for PhD Programs in Pathology and Laboratory Medicine.

E-3 Please describe any additional fees that would apply to a student in this program?

UM INTERNAL REQUIREMENTS: Please note any new course-fees proposed in support of this program. Please provide a rationale for any new fees. Are these fees comparable to fees for existing programs within the academic unit or for similar programs offered at other institutions?

No additional fees are required. Students will be assessed the same compulsory fees as students enrolled in other graduate programs at the other Ph.D. program at the Rady Faculty of Health Sciences, University of Manitoba.

E-4 Please describe any specific supports to encourage affordability and accessibility to the program:

These supports will be provided according to the University of Manitoba guidelines. Moreover, students will be encouraged to apply for Graduate studentships which are available through University (such as Graduate studentship, scholarship offered by Rady Faculty of Health Sciences), Province (such as the doctoral awards offered by Research Manitoba) and National funding sources (such as Canadian Institute of Health Research).



**Post-Secondary Education and Labour Market Outcomes
Program Proposal Financial Form**

Form Instructions:

1. When proposing a new program *Current Fiscal Year* (the first column) should be left blank, with the first year of the program starting in year 1.
2. When proposing a new program expansion *Current Fiscal* should be entered in the first column.
3. If a program reaches maturity prior to *Fiscal Year 4*, remaining fiscal year columns must still be completed so that *Ongoing Program Funding* can be calculated.
4. Fill in line items for revenue, expenditure, and capital as these pertain to the program. Examples are correspondently listed to the right of the table.
5. Ensure that line items account for overhead. For example, include the amount of tuition that the program will receive after administrative overhead.
6. Only fill out areas shaded in green, using cash accounting. The increment, on-going and total will self-populate accordingly.

Overview	
Institution:	University of Manitoba
Program Name:	Pathology PhD Program
Contact Information:	Amanda Kinnell, Senior Finance Officer, Max Rady College of Medicine amanda.kinnell@umanitoba.ca
Date:	7/14/2022

	Current Fiscal Year	Fiscal Year 1	Increment	Fiscal Year 2	Increment	Fiscal Year 3	Increment	Fiscal Year 4	Increment	Ongoing Program Funding
	(Enter 0's if new program)	Budget Yr. 1	(change from current year to year 1)	Budget Yr. 2	(change from year 1 to year 2)	Budget Yr. 3	(change from year 2 to year 3)	Budget Yr. 4	(change from year 3 to year 4)	
REVENUE INFORMATON										
Contribution from Institution		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Tuition		\$ 6,060	\$ 6,060	\$ 12,575	\$ 6,515	\$ 14,720	\$ 2,145	\$ 15,272	\$ 552	\$ 15,272
Student Fees		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contribution from Unit (Existing Resources)		\$ 35,880	\$ 35,880	\$ 66,820	\$ 30,940	\$ 84,520	\$ 17,700	\$ 87,478	\$ 2,958	\$ 87,478
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
Total Revenue (A)		\$ -	\$ 41,940	\$ 41,940	\$ 79,394	\$ 37,454	\$ 99,239	\$ 19,845	\$ 102,749	\$ 3,510

MEDT Form

Institution:	University of Manitoba
Program Name:	Pathology PhD Program
Contact Information:	Amanda Kinnell, Senior Finance Officer, Max Rady College of Medicine amanda.kinnell@umanitoba.ca
Date:	7/14/2022

	Current Fiscal Year	Fiscal Year 1	Increment	Fiscal Year 2	Increment	Fiscal Year 3	Increment	Fiscal Year 4	Increment	Ongoing Program Funding
	(Enter 0's if new program)	Budget Yr. 1	(change from current year to year 1)	Budget Yr. 2	(change from year 1 to year 2)	Budget Yr. 3	(change from year 2 to year 3)	Budget Yr. 4	(change from year 3 to year 4)	
EXPENDITURE INFORMATON										
New Academic Salaries - Direct		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Existing Academic Salaries - Direct		\$ 28,680	\$ 28,680	\$ 59,368	\$ 30,688	\$ 76,807	\$ 17,439	\$ 79,495	\$ 2,688	\$ 79,495
New Professional/Support Salaries - Direct		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Existing Professional/Support Salaries - Direct		\$ 7,200	\$ 7,200	\$ 7,452	\$ 252	\$ 7,713	\$ 261	\$ 7,983	\$ 270	\$ 7,983
Operating Expenses		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Student Support		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect Salary Expenses		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administrative Overhead		\$ 1,682	\$ 1,682	\$ 3,489	\$ 1,808	\$ 4,085	\$ 595	\$ 4,238	\$ 153	\$ 4,238
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
Total Expenditures (B)	\$ -	\$ 37,562	\$ 37,562	\$ 70,309	\$ 32,747	\$ 88,604	\$ 18,295	\$ 91,716	\$ 3,111	\$ 91,716

MEDT Form

Institution:	University of Manitoba									
Program Name:	Pathology PhD Program									
Contact Information:	Amanda Kinnell, Senior Finance Officer, Max Rady College of Medicine amanda.kinnell@umanitoba.ca									
Date:	7/14/2022									
	Current Fiscal Year	Fiscal Year 1	Increment	Fiscal Year 2	Increment	Fiscal Year 3	Increment	Fiscal Year 4	Increment	Ongoing Program Funding
	(Enter 0's if new program)	Budget Yr. 1	(change from current year to year 1)	Budget Yr. 2	(change from year 1 to year 2)	Budget Yr. 3	(change from year 2 to year 3)	Budget Yr. 4	(change from year 3 to year 4)	
CAPITAL INFORMATON										
Major Equipment		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Vehicles		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Renovations		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Furniture		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
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			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
Total Capital (C)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Revenue less Expenditures and Capital (A-(B+C))	\$ -	\$ 4,378	\$ 4,378	\$ 9,085	\$ 4,707	\$ 10,635	\$ 1,550	\$ 11,034	\$ 399	\$ 11,034
Funding Request		\$ -		\$ -		\$ -		\$ -		

**SENATE PLANNING AND PRIORITY COMMITTEE (SPPC)
New Program Approval - Financial Form**

FACULTY / SCHOOL Max Rady College of Medicine
PROGRAM Pathology PhD Program

1. STAFFING REQUIREMENTS (FTE)	Year 1	Year 2	Year 3	Year 4	Year 5
New Academic Positions (FTE) (Appendix A)	-	-	-	-	-
New Professional and Support Positions (FTE) (Appendix A)	-	-	-	-	-
New Indirect Staff (FTE) (Appendix A)	-	-	-	-	-
Subtotal Staffing Requirements (FTE)	-	-	-	-	-

2. PROGRAM COSTS

Direct Program Costs

New Academic Salaries (incl bpl) (Appendix A)	\$ -	\$ -	\$ -	\$ -	\$ -
Existing Academic Salaries (incl bpl) (Appendix A)	28,680	59,368	76,807	79,495	82,277
New Professional/Support Salaries (incl bpl) (Appendix A)	-	-	-	-	-
Existing Professional/Support Salaries (incl bpl) (Appendix A)	7,200	7,452	7,713	7,983	8,262
Operating Expenses (Appendix B)	-	-	-	-	-
Student (Graduate/Undergraduate) Support (Appendix C)	-	-	-	-	-
Major Equipment (Appendix D)	-	-	-	-	-
Vehicles (Appendix D)	-	-	-	-	-
Renovations (Appendix D)	-	-	-	-	-
Furniture (Appendix D)	-	-	-	-	-
Other Capital (Appendix D)	-	-	-	-	-
Subtotal Direct Program Costs	\$ 35,880	\$ 66,820	\$ 84,520	\$ 87,478	\$ 90,540

Indirect Program Costs

New Indirect Salary Expenses (incl bpl) (Appendix A)	\$ -	\$ -	\$ -	\$ -	\$ -
Existing Indirect Salary Expenses (incl bpl) (Appendix A)	-	-	-	-	-
Tax on Grant and Tuition Revenue	1,076	2,232	2,613	2,711	2,812
Administrative Overhead	606	1,257	1,472	1,527	1,584
Subtotal Indirect Program Costs	\$ 1,682	\$ 3,489	\$ 4,085	\$ 4,238	\$ 4,397

Total Program Costs (Direct & Indirect)	\$ 37,562	\$ 70,309	\$ 88,604	\$ 91,716	\$ 94,936
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3. ENROLMENT	Year 1	Year 2	Year 3	Year 4	Year 5
Expected Enrolment (headcount)	1	2	3	3	3
Expected Enrolment (credit hours)	-	-	-	-	-

4. PROGRAM REVENUE ALLOCATED TO FACULTY/SCHOOL					
Operating Grant Revenue (see note)					
Tuition Revenue (Appendix E)					
• Credit Hour Based					
Undergraduate	-	-	-	-	-
Graduate	-	-	-	-	-
• Program Based	6,060	12,575	14,720	15,272	15,844
• Program/Course Specific Fees	-	-	-	-	-
• Other Compulsory Student Fees	-	-	-	-	-
Other revenue					
Total Program Revenue	\$ 6,060	\$ 12,575	\$ 14,720	\$ 15,272	\$ 15,844

5. EXISTING RESOURCES					
From Operations:					
Academic Salaries (Appendix A)	\$ 28,680	\$ 59,368	\$ 76,807	\$ 79,495	\$ 82,277
Professional and Support Salaries (Appendix A)	7,200	7,452	7,713	7,983	8,262
Indirect Salaries (Appendix A)	-	-	-	-	-
Current/prior years surplus (carryover)					
From Other Sources:					
Subtotal Existing Resources	\$ 35,880	\$ 66,820	\$ 84,520	\$ 87,478	\$ 90,540

SPPC Form

6. Program shortfall (surplus) (Program Costs -Program Revenue - Existing Resources)	\$ (4,378)	\$ (9,085)	\$ (10,635)	\$ (11,034)	\$ (11,447)
Internal Funds Requested through Strategic Allocation					
Funds Requested of the Provincial Government					
Balance (should be zero)	\$ (4,378)	\$ (9,085)	\$ (10,635)	\$ (11,034)	\$ (11,447)

Kennel

08/03/22

Submitted by Faculty/School Budget Officer (signature)

Date

Kelley JM

August 15, 2022

Reviewed by Graduate Studies Dean or Designate (signature)

Date

(For graduate program submissions only)

Mark Wole

08/05/22

Reviewed by University Budget Officer (signature)

Date



July 24 2020

To Whom It May Concern:

Re: Establishment of a Pathology PhD Program

I am pleased to write a recommendation letter to support the initiative of establishing a PhD Program in Pathology.

This initiative is strongly supported by the Department of Research, the Basic Science Departments as well as the Pathology Graduate Committee and is viewed as a potential venue for collaboration.

The College of Medicine is in a unique position to provide research and diagnostic expertise. I am in full support of instituting.

Sincerely,

Brian Postl, OM, MD, FRCPC, FCAHS
Dean, Max Rady College of Medicine
Dean and Vice-Provost, Rady Faculty of Health Sciences
University of Manitoba



**University
of Manitoba**

Rady Faculty of Health Sciences
Max Rady College of Medicine
Biochemistry and Medical Genetics

336 – 745 Bannatyne Avenue
Winnipeg, Manitoba
Canada R3E 0J9
Telephone (204) 789-3593
Fax (204) 789-3900
bmgadmin@umanitoba.ca

December 21, 2020

Dr. Gabor Fischer
Head, Department of pathology
Rady Faculty of Health Sciences
University of Manitoba

Subject: Introduction of PhD Program for Department of Pathology

The Department of Biochemistry & Medical Genetics is pleased to support the Department of Pathology's plans to introduce a PhD program. The Department of Pathology has played and continues to play an important role in the research of faculty at the University of Manitoba. The Department offers a unique research and training environment that is not in conflict with the program in the Department of Biochemistry & Medical Genetics. Indeed, I believe this would enhance the research environment for all trainees in the Basic Medical Sciences. With a growing need for research to have demonstrated relevance in humans, building a strong foundation for graduate training in pathology at the PhD level is critically important to our research and training community.

Sincerely,

Barbara Triggs-Raine
Professor and Head



**University
of Manitoba** | Rady Faculty of
Health Sciences

Max Rady College of Medicine
A203 Chown Building
753 McDermot Avenue
Winnipeg, Manitoba
Canada R3E 0T6
Phone: 204-789-3375

February 19, 2021

Dr Gabor Fischer
Head, Department of Pathology
Max Rady College of Medicine
Rady Faculty of Health Sciences
University of Manitoba

Re: PhD Program in Pathology Letter of Support

Dear Dr. Fischer:

I am pleased to write this letter to express my enthusiasm and support to roll out a Ph.D. program in the department of Pathology.

I have personally co-supervised (with Dr. Myal) two outstanding students at the Master's program in your department. These students have voiced strong interest in pursuing a doctoral program in pathology had one been available. I strongly believe that the research environment in the department of Pathology will provide an exceptional experience for the PhD students, since it gives access to clinical diagnostic material, and important diagnostic expertise in a basic science environment. This combination offers a unique training environment for the trainees.

I would add that it is very encouraging to see the overwhelming support by the research community. Your initiative is viewed as a stimulating move, by the heads of other basic science departments that would complement the existing programs. The new program will provide multiple opportunities for enhanced collaborations, mutually beneficial projects and successful interactions. The implementation is also strongly supported by the leaders of the Rady Faculty of Health Sciences.

I wish you good luck in implementing the program and happy to provide my unconditional support.

Regards,

Jude Uzonna
Associate Dean
(Research)

Digitally signed by Jude Uzonna
Associate Dean (Research)
Date: 2021.02.19 08:26:56 -06'00'

Dr. Jude Uzonna
Associate Dean (Research), Max Rady College of Medicine
Professor, Department of Immunology
Max Rady College of Medicine
Rady Faculty of Health Sciences
University of Manitoba



University of Manitoba Rady Faculty of
Health Sciences

Department of Human Anatomy
& Cell Science
Max Rady College of Medicine
Basic Medical Sciences Bldg
130-745 Bannatyne Avenue
Winnipeg, Manitoba
Canada R3E 0J9
Fax: (204) 789-3920
Tel: (204) 789-3982

Winnipeg, January 18, 2021

Dr. Gabor Fischer
Head, Department of Pathology
Max Rady College of Medicine
Rady Faculty of Health Sciences
Winnipeg, January 18, 2021

RE: Letter of Support for the PhD program in Pathology

Dear Dr. Fischer,

It is with great pleasure that I write this letter of support for the Department of Pathology PhD graduate program.

The Department of Pathology is in a unique position to have direct access to a wide spectrum of patient specimen samples encompassing neoplastic and non-neoplastic diseases. Clinical scientist members of the Department of Pathology have a broad expertise in diagnostic clinical medicine with expert training in a range of pathology subspecialties and basic science faculty members have expertise from molecular and cellular research to preclinical research using different animal models. This offers a unique combination of qualifications to support a successful PhD training program at this department.

The Departments of Pathology and Human Anatomy & Cell Science (HACS) have a long history of mutual support and successful collaborations in research and teaching activities. Successful research collaborations exist between the departments in the field of brain and breast cancer and in the area of neurosciences. Strong connections in research training between our departments currently exist and Pathology PhD trainees have been enrolled in our graduate program at HACS.

A strong PhD graduate training program at the Department of Pathology would strengthen the existing research capabilities of the Pathology department. This program will enhance translational medical

research at the Rady Faculty of Health Sciences and the University of Manitoba and contribute to the research competitiveness at the University of Manitoba.

Human Anatomy & Cell Science has a strong graduate training program with currently 10 MSc and 12 PhD students enrolled in our program. HACS offers several graduate courses on Gross Anatomy, Neuroanatomy, Histology, Embryology, Developmental Neurosciences, Human Brain Imaging, Morphological Techniques, and Biomedical Trainee Skills. In addition, the department is currently restructuring one graduate course to focus on “mechanisms of cell stress” encompassing ER stress and UPR, autophagy, metabolic cell stress, mitophagy - to name examples. HACS would welcome the opportunity to contribute to the content of newly developed Pathology graduate courses with synergy to our existing graduate training program. Our students’ research would greatly benefit from the opportunity to receive additional education in fundamental pathology concepts.

Complementary expertise in Anatomy and Pathology and strong research expertise in cell and molecular biology in both departments provide the basis for both departments to establish an interconnected graduate program with courses that are mutually accepted in both programs.

I enthusiastically support the PhD graduate program in Pathology.

With kind regards,



Dr. Sabine Hombach-Klonisch
Professor & Head
Dept. of Human Anatomy and Cell Science
Max Rady College of Medicine, Rady Faculty of Health Sciences
University of Manitoba
130-745 Bannatyne Avenue
Winnipeg, Manitoba, R3E 0J9, Canada
Tel: (204) 789-3982
FAX: (204) 789-3920
e-mail: Sabine.Hombach-Klonisch@umanitoba.ca



**University
of Manitoba**

Lucas Evangelista de Lima Terceiro
MSc student
Dr. Yvonne Myal's Lab
Department of Pathology
University of Manitoba
Winnipeg, Manitoba - CA
Phone: 431 275-3408
e-mail: evangel4@myumanitoba.ca

To whom it may concern:

It is with my great enthusiasm that I write this letter in support to the implementation of a Doctor of Philosophy (Ph.D.) program in the Department of Pathology. I am a currently second-year master student in the Department of Pathology under supervision of Dr. Yvonne Myal (Principal Investigator). One of the main reasons to select this program for my graduate career is the opportunity to be in direct contact with high trained scientists in a very respectful and enjoyable environment. As such, it would be a great opportunity for me to continue my graduate studies as a Ph.D. student in a such good environment at the department of pathology.

Attaining a Ph.D. is an important and critical step for any student who intent to pursue a scientific career either in the academia, medicine or industry. Also, it is an important next step decision that students need to go through after their master studies are completed. For such reasons, I strongly believe that the implementation of a Ph.D program will have a positive impact for all students who are willing to pursue a Ph.D. studies, giving them a much broader range of options going forward in their career. Enrolling in my Ph.D. studies in the Pathology department would give me exposure to directly work alongside clinicians and have access to actual human tissue samples. These factors contribute to a better research development and help to easily address real problems that are been currently affecting patient management. At the current time, this is not an option at the University of Manitoba.

I strongly feel that all the opportunities this program has to offer me, combined with my passion for new discoveries, ideas and approaches, will led me on the right path to become a great scientist that I hope to be. I am incredibly pleased and happy to support the implementation of a Ph.D. program at the Department of Pathology and extremely excited about all opportunities that it will bring to current and future students.

Sincerely,

Lucas Evangelista de Lima Terceiro

Lucas Lima



**University
of Manitoba**

**Rady Faculty of Health Sciences
Max Rady College of Medicine**

Professor and Head
Physiology & Pathophysiology
434 Basic Medical Sciences Bldg
745 Bannatyne Avenue
Winnipeg, Manitoba
Canada R3E 0J9
T. 204 789 3694
peter.cattini@umanitoba.ca

January 14, 2021

Gabor Fischer MD, PhD
Head, Department of Pathology,
University of Manitoba
Brodie Centre
727 McDermot Avenue
Winnipeg, MB, R3E3P5

Dear Dr. Fischer,

The Department of Physiology & Pathophysiology is pleased to support the Department of Pathology's application for the introduction of a new doctoral program, the "Ph.D in Pathology and Laboratory Medicine". The proposed program will provide members of your unit the important capability of offering doctoral level training in pathology-based research of several diseases/pathologies that have major impacts on the health of Manitobans. Given your department's mix of clinician and basic scientists, and unique access to clinical tissue samples, the proposed doctoral program will be an exciting new capability to facilitate clinically-oriented student thesis projects. This has the potential to encourage new collaborations between members of our departments and thereby enhance the clinical/translational impact of research within the University. We therefore view the proposed doctoral program as unique, and complimentary to our own established PhD program (in Physiology & Pathophysiology).

As you are aware, members of our departments have longstanding common interests in a variety of graduate student training areas and have even worked collaboratively to establish and deliver graduate-level IMED courses (e.g. the 'Fundamental Neurobiology of Disease' IMED7118). I would like to reiterate that members of your unit are welcome to continue to utilize courses such as these (or PHGY courses) for trainees in your programs, as deemed appropriate.

We look forward to continued collaboration on graduate student training / courses going forward, and would be happy to provide any assistance/advice that you think might be helpful as you establish your new program.

Sincerely,

Peter A. Cattini
Professor & Head
Physiology & Pathophysiology
Henry G. Friesen Chair
Endocrine & Metabolic Disorders

/jo



**Rady Faculty of Health Sciences
Max Rady College of Medicine**

**Department of Medical Microbiology
and Infectious Diseases**



Keith R. Fowke, Ph.D.
Professor and Head,
Medical Microbiology and Infectious Diseases
Laboratory of Viral Immunology
University of Manitoba
539-745 Bannatyne Avenue
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Canada R3E 0J9
Telephone (204) 789-3818
Fax (204) 789-3926
keith.fowke@umanitoba.ca

**University
of Manitoba**

Dec 18, 2020

Gabor Fischer MD, PhD
Head, Department of Pathology, University of Manitoba
Brodie Centre, 727 McDermot Avenue, Winnipeg, MB, R3E3P5
Phone: (204) 789-3538
Director of Anatomical Pathology, Shared Health Manitoba
St. Boniface Hospital, 409 Tache Avenue, Winnipeg, MB, R2H2A6
Phone: (204) 237-2851

Dear Dr. Fischer

I'm very pleased to provide this letter indicating the department of medical microbiology and infectious diseases support for your proposed PhD program in the Department of Pathology. I see this program as complementing, not competing with, the other PhD programs in the basic medical sciences program. The PhD program will have one foot in the basic science and the other in diagnostic medicine. As we've seen from COVID-19, diagnostics is very critical component in good and timely health care and there are lots of really interesting research questions that can be addressed. I would add that this PhD program is long overdue. I look forward to our programs and students working together.

I wish you all the best as you develop this program, you have my full support.

Best regards,

Keith Fowke, PhD
Professor and Head, Dept of Medical Microbiology and Infectious Diseases



**University
of Manitoba** | Rady Faculty of
Health Sciences

Office of the Vice-Dean Research
A203 Chown Building
753 McDermot Avenue
Winnipeg Manitoba
Canada R3E 0T6
Phone: 204-789-3375

February 18, 2021

D. Gabor Fischer
Head, Department of Pathology
Max Rady College of Medicine
Rady Faculty of Health Sciences
University of Manitoba

Re: Letter of Support for the PhD Program in Pathology

Dear Dr. Fischer,

I am pleased to provide my full support to the Department of Pathology to establish a PhD program. The department is in a unique position at the junction of basic medical science and diagnostic laboratory medicine to build a successful research program.

The PhD program would complement other basic science research programs and provide a venue for further collaborations. The initiative has been strongly supported by the peer departments and the leadership of the Rady Faculty of Health Sciences, and it is viewed as an exciting opportunity by the research community.

I am looking forward to seeing the program implemented and glad to provide my unreserved support.

Regards,

**Peter
Nickerson**

Digitally signed by Peter
Nickerson
Date: 2021.02.18
09:07:59 -06'00'

Peter Nickerson MD, FRCPC, FCAHS
Vice Dean of Research, Rady Faculty of Health Sciences
Distinguished Professor, Internal Medicine and Immunology
Flynn Family Chair, Renal Transplantation



**University
of Manitoba** | Rady Faculty of
Health Sciences

Max Rady College of Medicine
Department of Pharmacology and
Therapeutics
A205-753 McDermot Avenue
Winnipeg, MB, R3E 0T6
204-789-3553
Pharmacology@umanitoba.ca

30th December 2020

Gabor Fischer MD, PhD
Head, Department of Pathology
University of Manitoba

RE: new PhD program in Pathology

Dear Gabor

The Department of Pharmacology & Therapeutics provides full support for your plan to establish a PhD program in Pathology. Your intention to develop this new program will complement your ongoing MSc in Pathology and will enable you to retain and recruit high quality graduate students. This planned PhD program will couple diagnostic expertise with basic science and so represents a unique training program at the University of Manitoba. Good luck with your application and please contact me if you need any further evidence of our support.

Sincerely,

A handwritten signature in blue ink that reads "Paul F." followed by a stylized, elongated flourish.

Paul Fernyhough, Ph.D.
Director, Division of Neurodegenerative Disorders
St. Boniface Hospital Research Centre
Professor and Head, Department of Pharmacology & Therapeutics
University of Manitoba
Tel: (204) 235-3692; E-mail: pferynhough@sbrc.ca

Report of the Faculty Council of Graduate Studies on Course, Program, Supplementary Regulation and Regulation Changes

Preamble

1. The Faculty of Graduate Studies (FGS) has responsibility for all matters relating to the submission of graduate course, program, supplementary regulation, and regulation changes. Recommendations for such are submitted by the Faculty Council of Graduate Studies for the approval of Senate.
2. The Faculty Council of Graduate Studies met on the above date to consider a proposal from the Dept. of Pediatrics & Child Health.

Observations

1. The **Dept. of Pediatrics & Child Health** proposes an M.Sc. and a Ph.D. in Pediatrics & Child Health. The agenda contains the full program proposal documents, external reviewers' report and unit response.
 The goal of the Pediatric graduate programs will be to offer students opportunities for cutting edge, multidisciplinary, collaborative and rigorous scientific training that emphasizes translational impact of their findings for the children for whom they care. Research in the department and partner institutes can be broadly classified into four pillars: clinical research, basic sciences, population health, and practice & policy. Based on the student's thesis project and supervisor's research platform, the student will spend the bulk of their time in one of the four pillars. In order to increase the transdisciplinary nature of the student's training, to gain appreciation for research being performed in other pillars, and to promote knowledge translation, the student will also be required to spend two weeks in each of two of the other three pillars as part of two 1.5 credit hour courses.

The M.Sc. will consist of the following courses plus a thesis for a total of 12 credit hours:

- Required courses (9 CH total):
 - PEDS 7010 Introduction to Biostatistics in Child Health Research (3 ch)
 - PEDS 7020 Introduction to Research Methods (3 ch)
 - PEDS 7030 Equity, Diversity and Inclusion for Professionals (0 ch)
 - PEDS 7050 Ethics and Equity in Child Health Research (3 ch)
 - PEDS 7070 Reflexive Practice in Patient Engagement (0 ch)
 - PEDS 7080 Indigenous Child Health (0 ch)
 - GRAD 7500 Academic Integrity Tutorial (0 ch)
 - GRAD 7300 Research Integrity Tutorial (0 ch)
- Two required pillar courses from the following list which are not their home pillar (3 CH total):
 - PEDS 7130 Multidisciplinary Immersion in Clinical Research (1.5 ch)
 - PEDS 7150 Multidisciplinary Immersion in Basic Sciences (1.5 ch)
 - PEDS 7160 Multidisciplinary Immersion in Population Health (1.5 ch)
 - PEDS 7170 Multidisciplinary Immersion in Practice & Policy (1.5 ch)
- The following course is required for non-clinical students:
 - PEDS 7040: Introduction to a Clinical Environment (0 ch)

- The following course is required for clinical students:
 - PEDS 7060 Considerations in the Delivery of Virtual Care in Pediatrics (0 ch)

The Ph.D. will consist of the following courses plus a thesis for a total of 15 credit hours:

- Required courses (3 CH total):
 - PEDS 7030 Equity, Diversity and Inclusion for Professionals (0 ch)
 - PEDS 7050 Ethics and Equity in Child Health Research (3 ch)
 - PEDS 7080 Indigenous Child Health (0 ch)
 - GRAD 7500 Academic Integrity Tutorial (0 ch)
 - GRAD 7300 Research Integrity Tutorial (0 ch)
- Two required pillar courses from the following list which are not their home pillar (3 CH total):
 - PEDS 7130 Multidisciplinary Immersion in Clinical Research (1.5 ch)
 - PEDS 7150 Multidisciplinary Immersion in Basic Sciences (1.5 ch)
 - PEDS 7160 Multidisciplinary Immersion in Population Health (1.5 ch)
 - PEDS 7170 Multidisciplinary Immersion in Practice & Policy (1.5 ch)
- The following course is required for non-clinical students:
 - PEDS 7040: Introduction to a Clinical Environment (0 ch)
- The following course is required for clinical students:
 - PEDS 7060 Considerations in the Delivery of Virtual Care in Pediatrics (0 ch)
- Elective courses (9 CH total):
 - PEDS 7110 Directed Readings in Pediatric Literature (3 credit hours)
 - PEDS 7120 Foundations in Bioinformatics (3 credit hours)
 - PEDS 7140 Practical Epidemiology (6 credit hours)
 - PEDS 7180 Practical Qualitative and Mixed Methods (3 credit hours)
 - PEDS 7190 Medical Education, Ethics and Engagement (3 credit hours)
- Where a student has already completed similar courses to the Pediatric Graduate Program core courses, the student may, with the recommendation of their Advisory Committee and with the approval of the Chair of the Pediatric Graduate program, or their delegate, be exempted from taking the equivalent core courses and allowed to fulfill the three (3) ch of core courses with three (3) ch of other courses taken at the 7000-8000 level from any college or department in the Rady Faculty of Health Sciences.

Course Introductions

PEDS 7010 Introduction to Biostatistics in Child Health Research

+3

In this 3-week intensive course, students will be introduced to biostatistics theory and examples from pediatrics. Mornings will be spent in didactic lectures. In the afternoons, students will have the opportunity to practice biostatistical analyses in a lab setting. Required acceptance to the Pediatric Graduate Program and PHIA (both Shared Health and U of M).

PEDS 7020 Introduction to Research Methods

+3

Students will learn from methods experts in qualitative and quantitative methods, systematic reviews and bioinformatics, and who lead cutting edge pediatric research in Manitoba. Assignments are designed to be of practical use. There will be one cumulative final take home exam.

PEDS 7030 Equity, Diversity and Inclusion for Professionals +0

In this half day course, students learn about the importance of promoting and supporting a community that embraces equity and inclusion for all, and builds upon the strengths of diversity. Students will also be encouraged to consider their own biases. Course graded pass/fail.

PEDS 7040 Introduction to a Clinical Environment +0

In this half day course, non-clinical students will be introduced to a real or simulated clinical learning environment that aligns with their areas of study. Pre-requisites include completion of TCPS and PHIA, and approval of advisor. Course graded pass/fail.

PEDS 7050 Ethics and Equity in Child Health Research +3

Students will learn that children are not small adults, but have unique considerations and conditions. Students will also develop an appreciation for social disparities that exist within pediatric populations in Manitoba, and learn from experts who work with these communities.

PEDS 7060 Considerations in the Delivery of Virtual Care in Pediatrics +0

The COVID-19 pandemic propelled virtual healthcare delivery forward. This course covers hands-on practical and ethical issues of virtual pediatric healthcare delivery. Approval of instructor required. Course graded pass/fail.

PEDS 7070 Reflexive Practice in Patient Engagement +0

Students will discuss project patient engagement activities that will inform their thesis writing and knowledge translation.

PEDS 7080 Indigenous Child Health +0

In many Indigenous cultures around the globe, children are considered sacred and spiritual. This is true for First Nation people in Manitoba. Indigenous Knowledge Keepers will share how cultural losses have impacted the health of Indigenous children. This required course is pass/fail.

PEDS 7130 Multidisciplinary Immersion in Clinical Research +1.5

Students not in the clinical pillar will spend 3 weeks in a clinical environment during which they will learn about clinically-relevant topics and concerns related to their area of study. The course follows an individual program of study. Required if not in clinical pillar. Pre-requisite: PEDS 7010, PEDS 7020, PEDS 7050, and instructor permission.

PEDS 7150 Multidisciplinary Immersion in Basic Sciences +1.5

Students not in the basic sciences pillar will spend 3 weeks in a basic sciences lab during which they will learn about techniques, methods and analyses related to their area of study. Required for students outside the basic sciences pillar. Pre-requisites: PEDS 7010, PEDS 7020, PEDS 7050, and permission of instructor.

PEDS 7160 Multidisciplinary Immersion in Population Health +1.5

Students not in the population health pillar will spend 3 weeks with a population health group, during which they will learn about methods and analyses and related topics. Required for students outside population health pillar. Pre-requisites: PEDS 7010, PEDS 7020, PEDS 7050, and permission of instructor.

PEDS 7170 Multidisciplinary Immersion in Policy and Practice **+1.5**

Students not in the policy and practice pillar will learn about healthcare policy as it relates to ethics, government, and medical education. Pre-requisites: PEDS 7010, PEDS 7020, PEDS 7050, and permission of instructor.

PEDS 7110 Directed Readings in Pediatric Literature **+3**

In this individualized directed readings course, the student and instructor will work together to identify areas of interest directly relevant to the student's thesis, in order to advance the student's knowledge of the topic.

PEDS 7120 Foundations in Bioinformatics **+3**

This course is intended to familiarize students with the field of bioinformatics. A broad overview of the 'omic fields, such as genomics, transcriptomics, and proteomics and common technologies, such as next-generation sequencing, mass spectrometry, and NMR will be provided. Additionally, there will be discussion of the computational challenges of algorithm development, automation, and statistical analysis, particularly as it applies to the data consumer and an introduction to the Python programming language. PEDS 7010, PEDS 7020, or permission of the instructor is required.

PEDS 7140 Practical Epidemiology **+6**

In this online course, students will use data from the CHILD cohort to develop a manuscript from idea to submission. Students will analyse their own data. Pre-requisite PEDS 7010 or equivalent and permission of instructor is required.

PEDS 7180 Practical Qualitative and Mixed Methods **+3**

Students will learn and actively practice qualitative data collection and analysis, and compare qualitative and mixed methods research. Pre-requisites: Acceptance into the Pediatric Graduate Program; PEDS 7010 (or comparable), PEDS 7020 (or comparable); permission from the instructor.

PEDS 7190 Medical Education, Ethics, and Engagement **+3**

Students will gain theoretical and practical knowledge in medical education and ethics, as well as discuss practical ways to engage with policy makers and the popular press. Emphasis will include application of medical education methods. The course will be taught using team-based learning. Pre-requisites: PEDS 7030 and PEDS 7050; permission of instructor.

NET CREDIT HOUR CHANGE **+33**

Recommendations

Faculty Council of Graduate Studies recommends THAT the program proposals from the unit listed below be approved by Senate:

Dept. of Pediatrics & Child Health

Respectfully submitted,

Dr. Kelley J. Main, Chair
Faculty Council of Graduate Studies

/ak



MEMORANDUM

Date: February 11, 2020

To: Patricia Birk, Department Head Pediatrics & Child Health

From: Brian Postl, Dean and Vice-Provost Rady Faculty of Health Sciences

Re: Pediatric Graduate Program

This letter confirms my support of the Pediatric Graduate Program. There will be no additional funds provided to the Department to support this initiative. Please note that approval of tuition amounts and graduate director stipends is through Faculty of Graduate Studies. They will provide feedback on these pieces of your proposal.

NEW PROGRAM OF STUDY

Under The Advanced Education Administration Act

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



UNIVERSITY
OF MANITOBA

UM INTERNAL REQUIREMENTS:

Following unit approval* please submit the complete proposal electronically (.pdf single file) to both the Office of the Provost & Vice-President (Academic) and, for:

Undergraduate Programs: Office of the University Secretary (for Senate submission deadlines visit <http://umanitoba.ca/admin/governance/meetings/index.html>). Please also submit a **hard copy** version to the Office of the Secretary to their office as well.

Graduate Programs: Faculty of Graduate Studies (for timelines visit http://umanitoba.ca/faculties/graduate_studies/admin/program_approval_timeline.html).

ALL Programs: as preparation for submission to MET, please submit a .docx file of the proposal, an .xlsx file of the Financial Support Form and a .pdf file of all other supporting documents (letters of support, external reviews, etc.). Please date stamp these files for ease of tracking should any changes result from the Senate approval process and submit directly to the Provost's Office.

Along with the information requested in the proposal template, please **append** details on the following:

MET /SPPC Financial Support Form [*available through the Office of the Provost & Vice-President (Academic)*]

This form requires the signature of the Financial Planning Office. Please contact Giselle Martel, Executive Director, Financial Planning and Budgeting, for direction on completion of the form. Approval of the financial support form does not signify approval of any funding requests, either internally or from the province. Confirmation of resource availability and allocation of any new funds will be determined by the Provost at time of implementation.

Admission and/or transfer criteria for the proposed program.

Course details for required coursework, including title, course number, credit hours and calendar description. Highlight any proposed new courses and attach:

Undergraduate Programs: for SCCC Program and Course Change forms, as applicable, visit <http://umanitoba.ca/admin/governance/forms/index.html>

Graduate Programs: for course change forms visit http://umanitoba.ca/faculties/graduate_studies/admin/course_changes.html

Any **new academic regulations** for the program that are not currently addressed in existing faculty/college/school requirements.

Letters of support from internal units that may be impacted by the proposed new program and any external letters of support as outlined below.

Library statement of support.

Where applicable, a **transition plan** for current students entering the new program.

SECTION A – PROPOSAL DETAILS

Institution: **UNIVERSITY OF MANITOBA**

Applicable faculties/department with responsibility for the program:

- Department of Pediatrics and Child Health, Max Rady College of Medicine, Rady Faculty of Health Sciences

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

- N/A

Program name:

- Pediatrics and Child Health

Credential awarded:

- Master of Science, Pediatrics and Child Health

Funding request: None

<i>Office Use Only</i>
One-time funding: _____
On-going funding: _____

Proposed start date:

- September 2023

List any critical issues that may impact the start date of the program:

We will comply with all public health orders relating to the COVID-19 pandemic, including fully virtual delivery of the program until permitted to hold classes in person.

UM INTERNAL REQUIREMENT: Name of Person(s) responsible for the Program internally (please include contact information):

Jennifer L P Protudjer
501G-715 McDermot Avenue
Winnipeg, MB
R3E 3P4
Canada

+1 204 480 1380 (confidential voicemail)
Jennifer.Protudjer@umanitoba.ca

NOTE: Working remotely due to the COVID-19 pandemic.

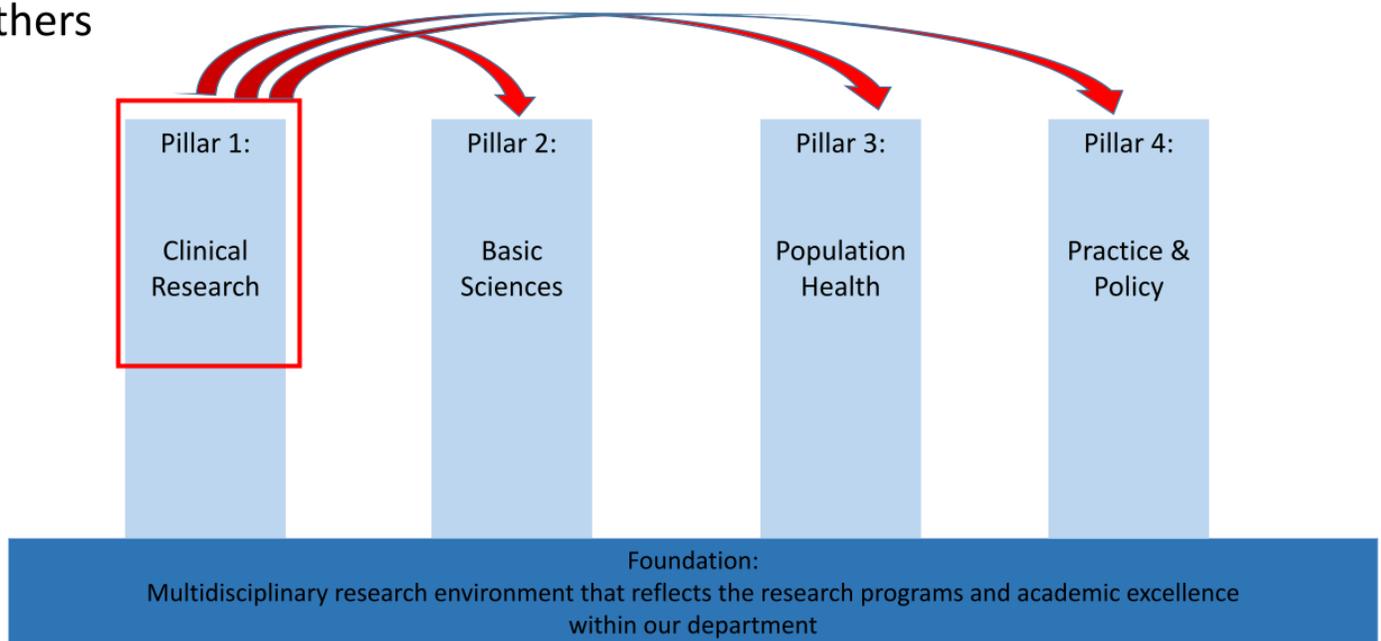
SECTION B – PROGRAM DESCRIPTION AND DELIVERY

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

The goal of the University of Manitoba's Pediatric Graduate Program is to offer students opportunities for cutting edge, multidisciplinary, collaborative and rigorous scientific training that emphasizes translational impact of their findings for the children for whom we care.

The MSc curriculum is focused on coursework during the first year (see section B-5) that involves some mixed learning platforms, statistical theory and application, clinical exposure for non-clinical students, and courses on the health needs and ethics of working with marginalized children. The second year is focused on original research, with the requirement to complete a thesis. Publication is not required for graduation, but supervisors are strongly encouraged to afford students the opportunity to be involved in the preparation of a manuscript.

Proposed program design: Four pillar program in which students will concentrate on one, but spend time in the others



This program is founded in the very nature of the Department of Pediatrics and Child Health at the University of Manitoba and its partner institutes, including the Children's Hospital Research Institute of Manitoba (CHRIM) and the George and Fay Yee Centre for Healthcare Innovation (CHI) (please refer to the letters of support provided by each of these partners). The research and academic excellence found in these organizations contribute to a multidisciplinary research environment into which our Pediatric Graduate Program will be fully integrated. Research in our Department and partner institutes can be broadly classified into four pillars: clinical research, basic sciences, population health, and practice & policy. Based on the student's thesis project and supervisor's research platform, they will spend the bulk of their time in one of the four pillars. In order to increase the transdisciplinary nature of the students training, to gain appreciation for research being performed in other pillars, and to promote knowledge translation, the student will also be required to spend two weeks in each of two of the other three pillars as part of two 1.5 credit hour courses in the

second year of study.

B-2 Length of Program: *(Define the length of the proposed program using measures appropriate to the schedule and delivery format. This will include total course credits and weeks/months, and, where relevant, hours and semesters of instruction)*

2 years full time equivalent (12 mandatory credit hours)

B-3 Intended outcomes of the program:

B-3.1 Describe how this program serves and advances the academic, cultural, social and economic needs and interests of students and the province:

- Academic: The Department of Pediatrics offers opportunities for multidisciplinary learning in an environment of academic excellence. Upon graduation, students will be able to understand, appreciate, and read literature in all research pillars (clinical, basic, and epidemiological), and relate these perspectives to their own research project. They will be able to design and test their own hypotheses by fostering multidisciplinary collaborations within Manitoba as well as nationally and internationally.
- Cultural: The Pediatric Graduate Program will promote child health simultaneous with the pursuit of academic excellence. Students will have opportunities to build compassion and awareness of cultural differences in the province. There will be a strong focus on Indigenous health and cultural sensitivity.
- Socioeconomic: Regardless of the pillar in which a student's project primarily resides, students in this program will be encouraged to pay particular attention to the needs of marginalized populations and the impact of poverty and geographical isolation on health outcomes. They will be educated in the geographic disparities that exist even within Winnipeg, and throughout the whole of Manitoba. As a result of this perspective, graduates will be better equipped to advocate for health equity in their work as clinicians and researchers.

B-3.2 Describe the existing and anticipated post-secondary learning needs of students in Manitoba that this program addresses and responds to:

Students in Manitoba are demographically diverse. Many are returning or mature students who, after working for a period of time in a clinical field, recognize the benefit of continuing their education based on the perspective they have gained during their time in the field. The Pediatric Graduate Program will pay special attention to returning and mature students, understanding their need/desire to continue working to avoid career interruption and/or to support their families. In addition, the program will attract students from elsewhere in Canada and around the world. Students will be attracted not only by the opportunities and academic excellence offered by the program itself but also by the lower cost of living Manitobans enjoy; the [Canadian Real Estate Association](#) indicates housing prices in Manitoba are currently almost 46% lower than the national average. Many graduates will choose to stay in the province, which will contribute to job creation and economic growth.

B-4 Mode of Delivery

B-4.1 Provide the total program length through **one** of the following measures:

12 Total credit hours

B-4.2 What proportion of the total program length (as indicated above) can be completed through the two following modes of delivery? *(Note that one or both selections can be offered up to the total program length.)*

There will be no limit on the number of credit hours that could be completed online. Students will be able to complete as many online course offerings (including required and elective courses) as are available. Currently, at least 3 credit hours of the required courses are available with an online option. We anticipate that more online offerings will be made available for program and elective requirements.

B-5 Provide an overview of the suggested progression of courses on a year-by-year basis for the program from start to maturity. *(Course level detail is not necessary, however, please include credit hours/contract hours, proportion of upper level courses, clinical placements or practicums, or subject area requirements where applicable)*

Year 1

- First 3 weeks: PEDS 7010 (Introduction to Biostatistics in Child Health Research, 3 credit hours) is an intensive course of three weeks, beginning immediately after Labour Day, with morning lectures and afternoon labs
- Week 4: Mandatory 0 credit hour seminars and tutorials (GRAD 7500, Academic Integrity; GRAD 7300, Research Integrity; PEDS 7030, Equity, Diversity and Inclusion for Professionals; PEDS 7080: Indigenous Child Health)
- Months 2-4: Course work (PEDS 7020, Introduction to Research Methods, 3 credit hours). For non-clinically oriented students, 0 credit hour PEDS 7040, Introduction to a Clinical Environment. For clinically-oriented students, 0 credit hour PEDS 7060 Considerations in the Delivery of Virtual Care in Pediatrics.
- Months 5-8: Course work (PEDS 7050, Ethics and Equity in Child Health Research, 3 credit hours)
- Months 10-12: Research proposal, ethics submission

Year 2

- Months 13-20: Research Project plus two of the following: PEDS 7130, PEDS 7150, PEDS 7160 or PEDS 7170 (Multidisciplinary Immersion in Clinical Research, in Basic Sciences, in Population Health or in Practice & Policy, respectively, based on the three pillars other than the student’s home pillar. Each course is 1.5 credit hours, for a total of 3 credit hours, completed in two 2-week segments as placements with other labs or research groups)
- Months 21-24: Thesis writing and defence

UM INTERNAL REQUIREMENT: please complete the chart below to provide an overview of suggested progression through the program (indicate pre-requisites and related credit hours). Outline options for specializations within this program [minor(s) and/or concentration(s)].

NOTE: Course that are listed for both the MSc and PhD programs must be successfully completed at both levels.

YEAR 1	YEAR 2	YEAR 3	YEAR 4
PEDS 7010: Introduction to Biostatistics in Child Health Research (3 ch) GRAD 7500: Academic Integrity Tutorial (0 ch)	Research Project (8 months) And Two of the following, based on each student’s home pillar PEDS 7130: Multidisciplinary	Not applicable	Not applicable

<p>GRAD 7300: Research Integrity Tutorial (0 ch)</p> <p>PEDS 7030: Equity, Diversity and Inclusion for Professionals (0 ch)</p> <p>PEDS 7040: Introduction to a Clinical Environment (0 ch)</p> <p>*non-clinically oriented students only</p> <p>PEDS 7060: Considerations in the Delivery of Virtual Care in Pediatrics (0 ch)</p> <p>*clinically-oriented students only</p> <p>PEDS 7020: Introduction to Research Methods (3 ch)</p> <p>PEDS 7080: Indigenous Child Health</p>	<p>Immersion in Clinical Research (1.5 ch)</p> <p>PEDS 7150: Multidisciplinary Immersion in Basic Sciences (1.5 ch)</p> <p>PEDS 7160: Multidisciplinary Immersion in Population Health (1.5 ch)</p> <p>PEDS 7170: Multidisciplinary Immersion in Practice and Policy (1.5 ch)</p>		
<p>PEDS 7050: Ethics and Equity in Child Health Research (3 ch)</p>	<p>Thesis Writing (4 months)</p> <p>Thesis Defence</p>		
<p>TOTAL CR. HRS: 9</p>	<p>TOTAL CR. HRS: 3</p>	<p>TOTAL CR. HRS: N/A</p>	<p>TOTAL CR. HRS: N/A</p>

B-6 Will the program be available for part-time study?

Yes, part-time study will be supported and encouraged. We anticipate that many prospective students wishing to enroll in our program will be practicing clinicians who are dedicated to their roles and cannot interrupt their careers entirely while pursuing further education. The Pediatric Graduate Program will give special consideration to these individuals, offering the ability to continue working while enrolled in the program. Per the U of M Supplementary Regulation 1.4.1, all graduate students will be admitted full time and the student's status will then be determined by mutual agreement between student and advisor/co-advisors. They would submit a request to the Department Head, who then submits to the Faculty of Graduate Studies. Once a student is declared part time, they can choose to revert to full time once, but may not subsequently revert to part time again. A declaration of change in status must occur before the end of the registration revision period in the fall or winter terms, or within one month of the start of the summer term. Further

details are outlined in the program’s Supplementary Regulations.

B-7 Indicate if this program will have a cooperative education, work placement, internship or practicum component and provide any relevant details:

- No

B-8 Intake Information

B-8.1 Projected enrolment for the first intake: 3

B-8.2 Maximum seat capacity (*Defined as first-year enrolment capacity*): 15

B-8.3 Anticipated date of maturity: Year 5

UM INTERNAL REQUIREMENT: please indicate the projected enrolment and graduates for the first 5 years of the program.

	Year 1	Year 2	Year 3	Year 4	Year 5
New Enrolments	3	4	5	5	5
Graduates	0	2	3	5	5

SECTION C – INFORMATION REGARDING PROGRAM DEVELOPMENT PHASE

C-1 Describe how this new program aligns with the strategic plans of your institution:

The University has identified “UNDERSTANDING AND COMMUNICATING INFORMATION” as a cross-cutting Research Theme, and “Integrated Research in Health and Well-Being” as a core theme. Within these areas, patient-oriented research that integrates clinical research and knowledge translation with policy and practice change has been identified as an emerging area of University research strength. The Pediatric Graduate Program described here will assist the University in realizing the general and specific objectives of its Strategic Research Plan in the following ways:

- *Recruit top students and provide outstanding research training opportunities.* The proposed Pediatric Graduate Program will provide a multidisciplinary research environment that maximizes the breadth and depth of the research programs and academic excellence that currently exists at the Department of Pediatrics and Child Health (see sections B-1 and C-5 for details on fields of study and opportunities afforded to students). We will also work with leadership within the Clinical Investigator Program (CIP; see letter of support) and the Canadian Child Health Clinician Scientist Program (CCHCSP; see letter of support) to identify and recruit top students.
- *Build research capacity through the recruitment and retention of excellent faculty.* The Pediatric Graduate Program is expected to attract students locally, nationally and internationally, and there is evidence from other similar programs of study (e.g., at the University of Alberta) that students seek employment locally after graduation. We thus expect this program to build research capacity at the University and affiliated institutions in the province.
- *Foster networking, partnership and collaborations between disciplines and across sectors.* The Pediatric Graduate Program will provide an environment that encourages collaboration between the basic sciences, applied and clinical sciences, and research institutes, including the Children’s Hospital Research Institute of Manitoba (CHRIM), and the George and Fay Yee Centre for Healthcare Innovation (CHI).

- *Disseminate and translate knowledge.* The Pediatric Graduate Program will provide opportunities for students to learn about and engage in both patient-oriented research and knowledge translation. The integration of knowledge generation, synthesis and dissemination has become a central paradigm of child health research thanks to the efforts of faculty members at the University of Manitoba and beyond.

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

UM INTERNAL REQUIREMENTS: Please note date(s) of Faculty/College/School Approval. Approval dates through the governing bodies will be inserted by the Provost’s Office prior to submission to government.

UM Undergraduate Programs:

<u>Decision-Making Body</u>	<u>Date of Approval</u>
Faculty/College/School	_____
SCCC	_____
SPPC	_____
SCADM (<i>if applicable</i>)	_____
SCIE (<i>if applicable</i>)	_____
Senate Executive	_____
Senate	_____
Board of Governors	_____

UM Graduate Programs:

<u>Decision-Making Body</u>	<u>Date of Approval</u>
APC (<i>preliminary review</i>)	_____
External Review	_____
APC	_____
FGS Executive	_____
FGS Faculty Council	_____
SPPC	_____
Senate Executive	_____
Senate	_____
Board of Governors	_____

C-3 Responsibility to consult

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

- Not applicable

C-3.2 What agencies, groups, or institutions have been consulted regarding the development of this program?

Note: this includes any consultation with internal UM units, academic or otherwise.

- Department of Pediatrics and Child Health, including Department Heads (2014-2019; 2019-Present) and Section Heads, University of Manitoba
- The Children’s Hospital Research Institute of Manitoba (CHRIM)
- George and Fay Yee Centre for Healthcare Innovation

- Clinical Investigator Program (CIP)
- Canadian Child Health Clinician Scientist Program (CCHCSP)
- Department of Internal Medicine, University of Manitoba
- Department of Community Health Sciences, University of Manitoba
- PhD Program in Applied Health Sciences
- Academic Programs Specialist, University of Manitoba
- Faculty of Graduate Studies, University of Manitoba
- The University of Alberta Department of Pediatrics Graduate Program
- The First Nations Health and Social Secretariat of Manitoba of the AMC · Research Centre
- Indigenous Knowledge Keepers

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

Potential students, ranging from current undergraduates to practising physicians and provincial healthcare employees, were surveyed in April 2019. All responders favourably viewed the Graduate Training Program in Pediatrics, and saw it as an opportunity for true immersion in and integration of clinical, basic science and population health research. Responders also appreciated that, in contrast to some other graduate programs in the College of Medicine, the proposed program would be personalized and flexible.

Faculty members in the Department of Pediatrics and Child Health were invited to attend a town hall meeting on December 14, 2018, at CHRIM. Faculty in attendance were overwhelmingly in favour of the proposed graduate program. Faculty members expressed interest in having the ability to directly supervise graduate students without the need for cross-appointments to other faculties, to further develop cross-disciplinary collaborations within the Department. They indicated that creating a pediatrics graduate program would firmly position the University of Manitoba as an attractive centre for highly qualified students. They expressed a desire to recruit top-ranked students who, in addition to academic excellence, are passionate about pediatric research. Faculty agreed that students will have level-appropriate skills and knowledge to secure high-ranking positions across a variety of sectors upon completion of their training programs.

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

Note: this includes any programs currently offered at UM.

The only program in Manitoba that could be seen as similar to the one proposed is the graduate program offered by the Department of Community Health Sciences at the U of M. It, too, focuses on research methods and statistical analysis in a multidisciplinary environment, with a strong epidemiological component. However, the Pediatric Graduate Program will be distinct in several key ways:

- an emphasis on child health
- a broader range of disciplines, including clinical research, basic biomedical science and epidemiology
- research focused, with fewer course requirements
- flexibility for part time studies for students
- an introduction to a clinical environment for non-clinically oriented students
- a course on virtual healthcare delivery for clinically-oriented students

c-4.1 Describe any specific laddering, articulation and/or credit transfer options for students that are anticipated in this program in Manitoba.

- None.

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

At present, the only Pediatric Graduate Training Program in Canada is offered at the University of Alberta (U of A), at both the MSc and PhD levels. The program began in 1990 and currently maintains a graduate student population of 45-50 students per year, supervised by 36 tenured or tenure-track faculty members. Graduate students receive training in clinical or basic sciences, in areas of research including cardiovascular, clinical trials, evidence-based medicine, gastroenterology, genetics, Indigenous health, nephrology, neonatology, neurology/neurosciences, obesity, oncology, pulmonology, and thrombosis.

For Canadian and international students looking for multidisciplinary training in child health research, the addition of a Pediatric Graduate Program at the University of Manitoba will grant students access to the research programs of 31 primary appointed faculty members who include MDs, allied health professionals and non-clinicians. Furthermore, interest may be generated among members of the Children's Hospital Research Institute of Manitoba who may have primary appointments in other departments. Research fields in which students may complete their training include allergy, asthma, biochemistry and medical genetics, biology of breathing, clinical trials, clinical pharmacology, developmental origins of health and disease, diabetes, early childhood oral health, emergency medicine, endocrinology, human anatomy and cell science, injury prevention, nutrition, physiology, physiotherapy, psychology, and rehabilitation, among others. From this list, it is evident that the programs in Alberta and Manitoba will have overlapping but distinct and clearly synergistic opportunities for students seeking graduate training in Pediatrics in Canada.

A Pediatric Graduate Program at the University of Manitoba will add to, and not detract from, the efforts of the University of Alberta. Members of the University of Alberta have supported the efforts of Dr. J. Protudjer in the development of the proposed program at the University of Manitoba, by offering advice and guidance in the process.

c-5.1 Describe any specific laddering, articulation and/or credit transfer options for students that are anticipated in this program in Canada.

- None

C-6 Describe the current and projected labour market demands in Manitoba for graduates of this Program:

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

Based on records provided by the University of Alberta over the period 2011-2014, graduates of their Pediatric program have sought further education in Canada and abroad in nursing, in medical school, as residents, as PhD students and as postdoctoral fellows. Employment destinations for U of A graduates include administrative, research and faculty positions at Alberta universities (including a Tier I CRC) and in the Alberta Health System. Interestingly, while students tend to leave the province to pursue further education, graduates seeking employment have tended to stay within the province. Should a similar trend occur in Manitoba, graduates of the proposed program would have similar educational and employment opportunities, with potential to add high-quality personnel to organizations like the University of Manitoba, the provincial and regional health authorities, the provincial governments (including Healthy Child Manitoba and the Ministry for Health, Seniors and Active Living), Specialized Services for Children and Youth (SSCY), the Manitoba Centre for Health Policy (MCHP), and the Centre for Healthcare Innovation (CHI). Employment opportunities may also be

found in Indigenous health and community organizations such as the First Nations Health and Social Secretariat of Manitoba (Nanaandawewigamig), Klinik, mental health organizations, and University College of the North.

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

The letter of support provided by Dr. Patricia Birk (Department Head, Pediatrics & Child Health) affirms the support of all Section Heads for this program. Distinguished Professor Cheryl Rockman-Greenberg, an experienced academic clinician and former Department Head, has provided a very supportive letter calling the Pediatric Graduate Program the “next logical step” in the Department’s evolution. No individual or group we have consulted has raised any issues of concern.

SECTION D – REQUIRED RESOURCES AND FINANCIAL IMPLICATIONS

D-1 If one-time or pilot funding are being requested to support this new program of study, please identify the amount of funding being requested:

- No funding is requested at this time.
-

D-2 If ongoing funding being requested to support this new program of study, please identify the amount of funding being requested:

- No funding is requested at this time.
-

D-3 If new funding is not being requested, how will the program be funded?

As noted in the joint letter of support, dated 29 October 2020, from the Department of Pediatrics and Child Health, University of Manitoba; and the Children’s Hospital Research Institute of Manitoba:

To ensure the successful launch of this program, the department of Pediatrics and CHIRM will partner to fund a program administrative assistant at the OA5 level. CHRIM will provide 250 ft² of facilities space in the heart of the Bannatyne campus to support office space and a trainee hub in the middle of the learning environment.

(above text copied verbatim from the letter of support)

The teaching of courses within the program will be assigned to existing faculty members. Other program expenses will be covered initially by joint funding from these same entities and eventually by tuition.

D-4 List any external sources of funding that will be used to support the implementation or delivery of this new program of study: *(Provide such information as agreements for funding from industry or external grants and indicate the anticipated length of time for each agreement.)*

- Not applicable
-

D-5 What are the resource implications to the institution (budget, IT, library, laboratory, computer, space, practicum liability insurance, student services, etc) in delivering this new program of study?

The Children's Hospital Research Institute of Manitoba has committed to in kind support of physical space and infrastructure as well as joint support with the Department of Pediatrics for the administrative support position (OA5) mentioned below (section D-6). The Neil John McLean Library has expressed its support for this program (see accompanying UM Libraries Statement for Graduate Curriculum Change).

D-6 Please describe new and existing staffing resources needed to provide this new program of study. *Include reallocation of existing faculty, hiring of new faculty, administrative and support services and any other considerations.*

New staffing

- Office Assistant 5: full time 1.0 EFT supporting the entire Grad Program and other administrative duties
- Program Director: Stipend of \$7,500 annually

Existing faculty

- All courses will be delivered by existing faculty and staff. The Department of Pediatrics and Child Health includes both University of Manitoba Faculty Association (UMFA) members and GFT.

D-7 Provide a program implementation plan for the new program of study by academic year (start to maturity) that includes any elements to be phased in (e.g., new faculty hires, distribution of existing faculty and support staff) from launch to maturity:

Year 1

- New hires: OA5 (support staff) and Director (appointed from existing faculty, see section D-6)
- Current faculty (GFT and UMFA members) have agreed to cover teaching demands
- First students enrolled (up to 5), courses launched
- Pillar rotations to be arranged and implemented as faculty are available

Year 2

- Second round of enrolments (up to a total capacity of 5 students)
- Clinical faculty and UMFA to assume approximately comparable proportions of graduate students
- Graduate committees to be made up of a minimum of three (3) members (including the advisor/co-advisor), at least two (2) of whom must be members of the Faculty of Graduate Studies

Year 3

- Increase enrolment capacity to 8
- First graduates expected to complete thesis and graduate

D-8 Please describe the effect of this new program on existing capital infrastructure and equipment:

Students will need and be given access to state-of-the-art infrastructure and equipment to succeed in this program. The Clinical Simulation Lab is a unique facility that will be used to introduce non-clinically trained students to a clinical

working environment in a workshop (PEDS 7020). The Children's Hospital Research Institute of Manitoba, where the Pediatric Graduate Program will be based, is a state-of-the-art facility that supports basic biomedical, clinical and epidemiological research through several core facilities (see accompanying joint letter of support from Drs Birk and Klassen). The Pediatric Graduate Program will help to ensure these facilities are kept current and efficient in their operation.

D-9 If capital funding is being requested to support additional specialized program materials such as infrastructure or equipment required to provide this new program of study, please provide a detailed description of the use of this capital:

Infrastructure to be provided in kind from the Children's Hospital Research Institute of Manitoba. **No capital funding is requested from Manitoba Economic Development and Training (MEDT) at this time.**

SECTION E– TUITION

E-1 What are the proposed tuition fees?

Program Notes

The proposed tuition fees are **\$5,748.80 (fee quoted is per 2022-23 rates)** for Canadian students and **\$12,647.48 (fee quoted is per 2022-23 rates)** for international students, payable annually for the first year of the MSc program (full or part time). Subsequent years of enrolment (full time) would carry a continuing fee of **\$538.20 per term (3 terms per year; fee quoted is per 2022-23 rates)** until program completion.

E-2 Please provide a rationale for the tuition fee proposed. *(For example, are these tuition fees comparable to tuition for existing programs within the academic unit or to tuition for similar programs offered at other institutions?)*

The fee schedule proposed is based on the University's standard Full-Time master's program fees.

E-3 Please describe any additional fees that would apply to a student in this program?

- None

UM INTERNAL REQUIREMENTS: Please note any new course-fees proposed in support of this program. Please provide a rationale for any new fees. Are these fees comparable to fees for existing programs within the academic unit or for similar programs offered at other institutions?

- No new course-fees are anticipated

E-4 Please describe any specific supports to encourage affordability and accessibility to the program:

Part-time students will be able to work full time while pursuing their studies, but are ineligible for most awards and scholarships offered by the University.

Admission Criteria – M.Sc.

In addition to admissions criteria outlined by the University of Manitoba's Faculty of Graduate Studies, the following criteria must be met to be considered eligible for the proposed MSc program:

- The **minimum GPA** for application to the MSc program in Pediatrics is **3.25**.
- A minimum GPA of 3.25 in the last 2 full years (60 credit hours) of study
- A letter from the student's prospective research supervisor, attesting to the advisor's commitment to the student must be included with the application (see section 4.3.1). The advisor must have a Master's degree, or equivalency, as assessed by the Faculty of Graduate Studies
- Indicated choice of home research pillar (Clinical and Applied Sciences, Population Health, Basic Sciences, or Policy & Practice; see Figure on Page 4)

The Pediatric Graduate Program reserves the right to interview all students prior to acceptance to, in part, assess their conversational English.

Three (3) Letters of Recommendation are required, including one from a present or former supervisor or academic mentor, all from individuals who have known the applicant for 2 or more years. Points that must be addressed in each letter include (a) a Statement of English language proficiency (if known; if not known, must be explicitly stated); and (b) a Statement of Scientific Capacity

- Professionals who do not work in private practice and who intend to continue working while in the Pediatric Graduate Program require a letter of support from the work supervisor. Professionals in private practice are exempt from this requirement.
- Pediatric residents who intend to continue working while in the Pediatric Graduate Program require both a letter of support from their program director and approval from the Department Head and Director of the Pediatric Graduate Program. With this approval, residents will be permitted to work up to 6 shifts or a total of 48 hours per month, whichever is less

Applicants will also be asked to respond to the following two questions on their application to give some context to their life experience and their unique qualifications as well as reasons for applying to the program:

1. Why do you think you're a strong candidate for this program? Please speak to some experiences in your own life that support your application to this application. (500 words)
2. What is a current issue in child health that you seek to address through your training and why? (300 words)



**Post-Secondary Education and Labour Market Outcomes
Program Proposal Financial Form**

Form Instructions:

1. When proposing a new program *Current Fiscal Year* (the first column) should be left blank, with the first year of the program starting in year 1.
2. When proposing a new program expansion *Current Fiscal* should be entered in the first column.
3. If a program reaches maturity prior to *Fiscal Year 4*, remaining fiscal year columns must still be completed so that *Ongoing Program Funding* can be calculated.
4. Fill in line items for revenue, expenditure, and capital as these pertain to the program. Examples are correspondently listed to the right of the table.
5. Ensure that line items account for overhead. For example, include the amount of tuition that the program will receive after administrative overhead.
6. Only fill out areas shaded in green, using cash accounting. The increment, on-going and total will self-populate accordingly.

Overview	
Institution:	University of Manitoba
Program Name:	Pediatric MSc Program
Contact Information:	Amanda Kinnell, Senior Finance Officer, Max Rady College of Medicine amanda.kinnell@umanitoba.ca
Date:	7/6/2022

	Current Fiscal Year	Fiscal Year 1	Increment	Fiscal Year 2	Increment	Fiscal Year 3	Increment	Fiscal Year 4	Increment	Ongoing Program Funding
	(Enter 0's if new program)	Budget Yr. 1	(change from current year to year 1)	Budget Yr. 2	(change from year 1 to year 2)	Budget Yr. 3	(change from year 2 to year 3)	Budget Yr. 4	(change from year 3 to year 4)	
REVENUE INFORMATION										
Contribution from Institution		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Tuition		\$ 18,180	\$ 18,180	\$ 23,701	\$ 5,521	\$ 37,636	\$ 13,935	\$ 42,519	\$ 4,884	\$ 42,519
Student Fees		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contribution from Unit (Existing Resources)		\$ 175,200	\$ 175,200	\$ 181,332	\$ 6,132	\$ 172,253	\$ (9,079)	\$ 178,282	\$ 6,029	\$ 178,282
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
Total Revenue (A)		\$ -	\$ 193,380	\$ 193,380	\$ 11,653	\$ 209,889	\$ 4,856	\$ 220,801	\$ 10,913	\$ 220,801

MEDT Form

Institution:	University of Manitoba
Program Name:	Pediatric MSc Program
Contact Information:	Amanda Kinnell, Senior Finance Officer, Max Rady College of Medicine amanda.kinnell@umanitoba.ca
Date:	7/6/2022

	Current Fiscal Year	Fiscal Year 1	Increment	Fiscal Year 2	Increment	Fiscal Year 3	Increment	Fiscal Year 4	Increment	Ongoing Program Funding
	(Enter 0's if new program)	Budget Yr. 1	(change from current year to year 1)	Budget Yr. 2	(change from year 1 to year 2)	Budget Yr. 3	(change from year 2 to year 3)	Budget Yr. 4	(change from year 3 to year 4)	
EXPENDITURE INFORMATON										
New Academic Salaries - Direct		\$ 9,000	\$ 9,000	\$ 9,315	\$ 315	\$ 9,641	\$ 326	\$ 9,978	\$ 337	\$ 9,978
Existing Academic Salaries - Direct		\$ 160,800	\$ 160,800	\$ 166,428	\$ 5,628	\$ 172,253	\$ 5,825	\$ 178,282	\$ 6,029	\$ 178,282
New Professional/Support Salaries - Direct		\$ -	\$ -	\$ -	\$ -	\$ 15,426	\$ 15,426	\$ 15,966	\$ 540	\$ 15,966
Existing Professional/Support Salaries - Direct		\$ 14,400	\$ 14,400	\$ 14,904	\$ 504	\$ -	\$ (14,904)	\$ -	\$ -	\$ -
Operating Expenses		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Student Support		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect Salary Expenses		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administrative Overhead		\$ 5,045	\$ 5,045	\$ 6,577	\$ 1,532	\$ 10,444	\$ 3,867	\$ 11,799	\$ 1,355	\$ 11,799
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
Total Expenditures (B)	\$ -	\$ 189,245	\$ 189,245	\$ 197,224	\$ 7,979	\$ 207,764	\$ 10,540	\$ 216,025	\$ 8,261	\$ 216,025

MEDT Form

Institution:	University of Manitoba									
Program Name:	Pediatric MSc Program									
Contact Information:	Amanda Kinnell, Senior Finance Officer, Max Rady College of Medicine amanda.kinnell@umanitoba.ca									
Date:	7/6/2022									
	Current Fiscal Year	Fiscal Year 1	Increment	Fiscal Year 2	Increment	Fiscal Year 3	Increment	Fiscal Year 4	Increment	Ongoing Program Funding
	(Enter 0's if new program)	Budget Yr. 1	(change from current year to year 1)	Budget Yr. 2	(change from year 1 to year 2)	Budget Yr. 3	(change from year 2 to year 3)	Budget Yr. 4	(change from year 3 to year 4)	
CAPITAL INFORMATON										
Major Equipment		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Vehicles		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Renovations		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Furniture		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
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			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
Total Capital (C)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Revenue less Expenditures and Capital (A-(B+C))	\$ -	\$ 4,135	\$ 4,135	\$ 7,809	\$ 3,674	\$ 2,125	\$ (5,684)	\$ 4,776	\$ 2,651	\$ 4,776
Funding Request		\$ -		\$ -		\$ -		\$ -		

**SENATE PLANNING AND PRIORITY COMMITTEE (SPPC)
New Program Approval - Financial Form**

FACULTY / SCHOOL Max Rady College of Medicine
PROGRAM Pediatrics MSc Program

	21/22	22/23	23/24	24/25	25/26
1. STAFFING REQUIREMENTS (FTE)	Year 1	Year 2	Year 3	Year 4	Year 5
New Academic Positions (FTE) (Appendix A)	0.10	0.10	0.10	0.10	0.10
New Professional and Support Positions (FTE) (Appendix A)	-	-	0.25	0.25	0.25
New Indirect Staff (FTE) (Appendix A)	-	-	-	-	-
Subtotal Staffing Requirements (FTE)	0.10	0.10	0.35	0.35	0.35

2. PROGRAM COSTS

Direct Program Costs

New Academic Salaries (incl bpl) (Appendix A)	\$ 9,000	\$ 9,315	\$ 9,641	\$ 9,978	\$ 10,328
Existing Academic Salaries (incl bpl) (Appendix A)	160,800	166,428	172,253	178,282	184,522
New Professional/Support Salaries (incl bpl) (Appendix A)	-	-	15,426	15,966	16,525
Existing Professional/Support Salaries (incl bpl) (Appendix A)	14,400	14,904	-	-	-
Operating Expenses (Appendix B)	-	-	-	-	-
Student (Graduate/Undergraduate) Support (Appendix C)	-	-	-	-	-
Major Equipment (Appendix D)	-	-	-	-	-
Vehicles (Appendix D)	-	-	-	-	-
Renovations (Appendix D)	-	-	-	-	-
Furniture (Appendix D)	-	-	-	-	-
Other Capital (Appendix D)	-	-	-	-	-
Subtotal Direct Program Costs	\$ 184,200	\$ 190,647	\$ 197,320	\$ 204,226	\$ 211,374

Indirect Program Costs

New Indirect Salary Expenses (incl bpl) (Appendix A)	\$ -	\$ -	\$ -	\$ -	\$ -
Existing Indirect Salary Expenses (incl bpl) (Appendix A)	-	-	-	-	-
Tax on Grant and Tuition Revenue	3,227	4,207	6,680	7,547	7,830
Administrative Overhead	1,818	2,370	3,764	4,252	4,411
Subtotal Indirect Program Costs	\$ 5,045	\$ 6,577	\$ 10,444	\$ 11,799	\$ 12,242

Total Program Costs (Direct & Indirect)	\$ 189,245	\$ 197,224	\$ 207,764	\$ 216,025	\$ 223,616
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3. ENROLMENT	Year 1	Year 2	Year 3	Year 4	Year 5
Expected Enrolment (headcount)	3	6	8	10	10
Expected Enrolment (credit hours)	-	-	-	-	-

4. PROGRAM REVENUE ALLOCATED TO FACULTY/SCHOOL					
Operating Grant Revenue (see note)					
Tuition Revenue (Appendix E)					
• Credit Hour Based					
Undergraduate	-	-	-	-	-
Graduate	-	-	-	-	-
• Program Based	18,180	23,701	37,636	42,519	44,114
• Program/Course Specific Fees	-	-	-	-	-
• Other Compulsory Student Fees	-	-	-	-	-
Other revenue	-	-	-	-	-
Total Program Revenue	\$ 18,180	\$ 23,701	\$ 37,636	\$ 42,519	\$ 44,114

5. EXISTING RESOURCES					
From Operations:					
Academic Salaries (Appendix A)	\$ 160,800	\$ 166,428	\$ 172,253	\$ 178,282	\$ 184,522
Professional and Support Salaries (Appendix A)	14,400	14,904	-	-	-
Indirect Salaries (Appendix A)	-	-	-	-	-
Current/prior years surplus (carryover)					
From Other Sources:					
Subtotal Existing Resources	\$ 175,200	\$ 181,332	\$ 172,253	\$ 178,282	\$ 184,522

SPPC Form

6. Program shortfall (surplus) (Program Costs -Program Revenue - Existing Resources)	\$ (4,135)	\$ (7,809)	\$ (2,125)	\$ (4,776)	\$ (5,020)
Internal Funds Requested through Strategic Allocation					
Funds Requested of the Provincial Government					
Balance (should be zero)	\$ (4,135)	\$ (7,809)	\$ (2,125)	\$ (4,776)	\$ (5,020)

A Kinnell

09/15/2022

Submitted by Faculty/School Budget Officer (signature)

Date

Kelsey

9/15/22

Reviewed by Graduate Studies Dean or Designate (signature)

Date

(For graduate program submissions only)

Mark Wole

Sep 15, 2022

Reviewed by University Budget Officer (signature)

Date

NEW PROGRAM OF STUDY

Under The Advanced Education Administration Act

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


UNIVERSITY
OF MANITOBA
UM INTERNAL REQUIREMENTS:

Following unit approval* please submit the complete proposal electronically (.pdf single file) to both the Office of the Provost & Vice-President (Academic) and, for:

Undergraduate Programs: Office of the University Secretary (for Senate submission deadlines visit <http://umanitoba.ca/admin/governance/meetings/index.html>). Please also submit a **hard copy** version to the Office of the Secretary to their office as well.

Graduate Programs: Faculty of Graduate Studies (for timelines visit http://umanitoba.ca/faculties/graduate_studies/admin/program_approval_timeline.html).

ALL Programs: as preparation for submission to MET, please submit a .docx file of the proposal, an .xlsx file of the Financial Support Form and a .pdf file of all other supporting documents (letters of support, external reviews, etc.). Please date stamp these files for ease of tracking should any changes result from the Senate approval process and submit directly to the Provost's Office.

Along with the information requested in the proposal template, please **append** details on the following:

MET /SPPC Financial Support Form [*available through the Office of the Provost & Vice-President (Academic)*]

This form requires the signature of the Financial Planning Office. Please contact Giselle Martel, Executive Director, Financial Planning and Budgeting, for direction on completion of the form. Approval of the financial support form does not signify approval of any funding requests, either internally or from the province. Confirmation of resource availability and allocation of any new funds will be determined by the Provost at time of implementation.

Admission and/or transfer criteria for the proposed program.

Course details for required coursework, including title, course number, credit hours and calendar description.

Highlight any proposed new courses and attach:

Undergraduate Programs: for SCCC Program and Course Change forms, as applicable, visit <http://umanitoba.ca/admin/governance/forms/index.html>

Graduate Programs: for course change forms visit http://umanitoba.ca/faculties/graduate_studies/admin/course_changes.html

Any **new academic regulations** for the program that are not currently addressed in existing faculty/college/school requirements.

Letters of support from internal units that may be impacted by the proposed new program and any external letters of support as outlined below.

Library statement of support.

Where applicable, a **transition plan** for current students entering the new program.

Please direct questions to Cassandra Davidson, Academic Programs Specialist, at Cassandra.Davidson@umanitoba.ca in the Office of the Provost and Vice-President (Academic).

*Note: the complete proposal, including all appendices, and associated program and course forms, should be submitted to departmental (as appropriate) and faculty/college/school approving bodies for review and approval, prior to submission to the Office of the University Secretary.

Revised December 10, 2017

SECTION A – PROPOSAL DETAILS

Institution: **UNIVERSITY OF MANITOBA**

Applicable faculties/department with responsibility for the program:

- Department of Pediatrics and Child Health, Max Rady College of Medicine, Rady Faculty of Health Sciences

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

- N/A

Program name:

- Pediatric Graduate Program

Credential awarded:

- Doctor of Philosophy, Pediatrics and Child Health

Office Use Only

Funding request: None

One-time funding: _____

On-going funding: _____

Proposed start date:

- September 2023

List any critical issues that may impact the start date of the program:

We will comply with all public health orders relating to the COVID-19 pandemic, including fully virtual delivery of the program until permitted to hold classes in person.

UM INTERNAL REQUIREMENT: Name of Person(s) responsible for the Program internally (please include contact information):

Jennifer L P Protudjer
501G-715 McDermot Avenue
Winnipeg, MB
R3E 3P4
Canada

+1 204 480 1380 (confidential voicemail)
Jennifer.Protudjer@umanitoba.ca

NOTE: Working remotely due to the COVID-19 pandemic.

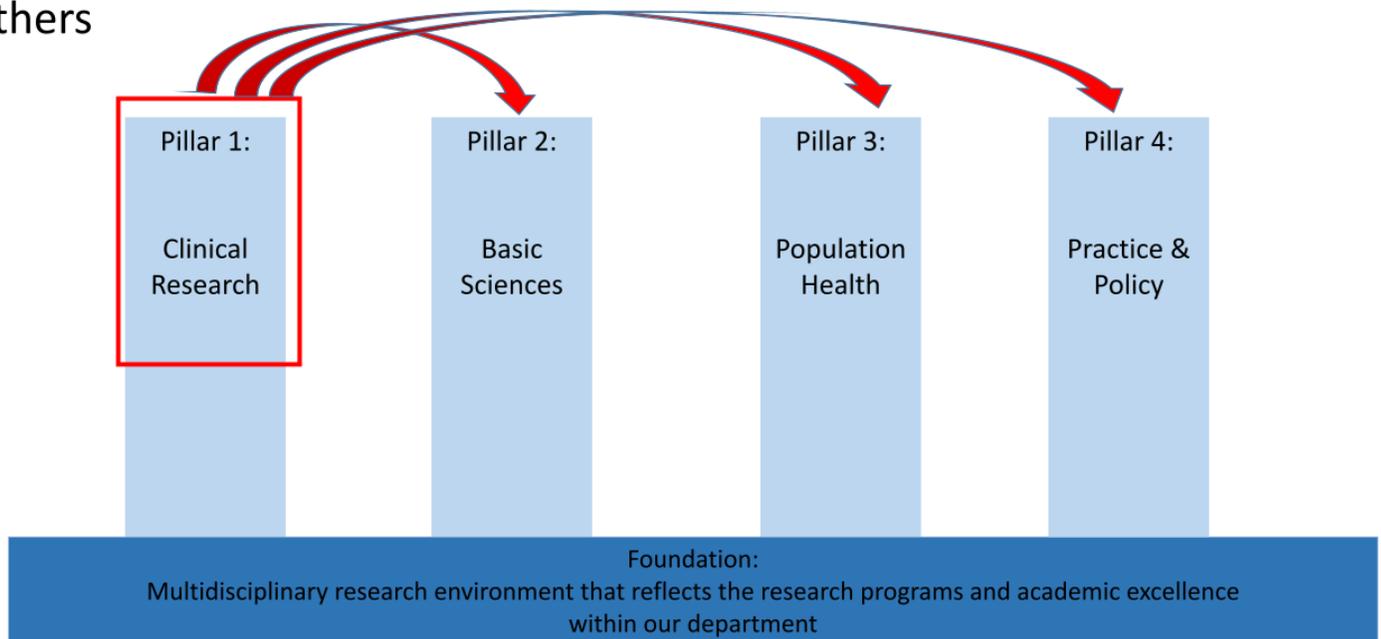
B-1 Provide a general description of the program and its objectives: *(Include intended purpose, curriculum design, and highlight distinctive attributes)*

The goal of the University of Manitoba's Pediatric Graduate Program is to offer student opportunities for cutting edge, multidisciplinary, collaborative and rigorous scientific training that emphasizes translational impact of their findings for the children for whom we care.

The PhD curriculum design is focused on coursework during the first two years (see section B-5) that involves some clinical exposure for non-clinical students, mixed learning platforms, advanced statistical theory and application, and courses on the health needs and ethics of working with marginalized children. The third and fourth years are focused on original research, with the requirement to complete a thesis. Acceptance for publication of at least one first-author manuscript in a peer-reviewed scientific journal is required, and supervisors are encouraged to facilitate collaborative opportunities for students that would lead to co-authorship in other projects.

This program is founded in the very nature of the Department of Pediatrics and Child Health at the University of Manitoba and its partner institutes, including the Children's Hospital Research Institute of Manitoba (CHRIM) and the George and Fay Yee Centre for Healthcare Innovation (CHI) (please refer to the letters of support provided by each of these partners). The research and academic excellence found in these organizations contribute to a multidisciplinary research environment into which our Pediatric Graduate Program will be fully integrated. Research in our Department and partner institutes can be broadly classified into four pillars: clinical research, basic sciences, population health, and practice & policy. Based on the student's thesis project and supervisor's research platform, they will spend the bulk of their time in one of the four pillars. In order to increase the transdisciplinary nature of the students training, to gain appreciation for research being performed in other pillars, and to promote knowledge translation, the student will also be required to spend two weeks in each of two of the other three pillars as part of two 1.5 credit hour courses in the second year of study.

Proposed program design: Four pillar program in which students will concentrate on one, but spend time in the others



B-2 Length of Program: *(Define the length of the proposed program using measures appropriate to the schedule and delivery format. This will include total course credits and weeks/months, and, where relevant, hours and semesters of instruction)*
4 years full time equivalent (15 mandatory credit hours)

B-3 Intended outcomes of the program:

- B-3.1 Describe how this program serves and advances the academic, cultural, social and economic needs and interests of students and the province:
- Academic: The Department of Pediatrics offers opportunities for multidisciplinary learning in an environment of academic excellence. Upon graduation, students will be able to understand, appreciate, and read literature in all research pillars (clinical, basic, and epidemiological), and relate these perspectives to their own research project. They will be able to design and test their own hypotheses by fostering multidisciplinary collaborations within Manitoba as well as nationally and internationally.
 - Cultural: The Pediatric Graduate Program will promote child health simultaneous with the pursuit of academic excellence. Students will have opportunities to build compassion and awareness of cultural differences in the province. There will be a strong focus on Indigenous health and cultural sensitivity.
 - Socioeconomic: Regardless of the pillar in which a student’s project primarily resides, students in this program will be encouraged to pay particular attention to the needs of marginalized populations and the impact of poverty and geographical isolation on health outcomes. They will be educated in the geographic disparities that exist even within Winnipeg, and throughout the whole of Manitoba. As a result of this perspective, graduates will be better equipped to advocate for health equity in their work as clinicians and researchers.
- B-3.2 Describe the existing and anticipated post-secondary learning needs of students in Manitoba that this program addresses and responds to:

Students in Manitoba are demographically diverse. Many are returning or mature students who, after working for a period of time in a clinical field, recognize the benefit of continuing their education based on the perspective they have gained during their time in the field. The Pediatric Graduate Program will pay special attention to returning and mature students, understanding their need/desire to continue working to avoid career interruption and/or to support their families. In addition, the program will attract students from elsewhere in Canada and around the world. Students will be attracted not only by the opportunities and academic excellence offered by the program itself but also by the lower cost of living Manitobans enjoy; the [Canadian Real Estate Association](#) indicates housing prices in Manitoba are currently almost 46% lower than the national average. Many graduates will choose to stay in the province, which will contribute to job creation and economic growth.

B-4 Mode of Delivery

B-4.1 Provide the total program length through **one** of the following measures:

15 Total credit hours

B-4.2 What proportion of the total program length (as indicated above) can be completed through the two following modes of delivery? *(Note that one or both selections can be offered up to the total program length.)*

There will be no limit on the number of credit hours that could be completed online. Students will be able to complete as many online course offerings (including required and elective courses) as are

available. Currently, at least 3 credit hours of the required courses are available with an online option. We anticipate that more online offerings will be made available for program and elective requirements.

B-5 Provide an overview of the suggested progression of courses on a year-by-year basis for the program from start to maturity. *(Course level detail is not necessary, however, please include credit hours/contract hours, proportion of upper level courses, clinical placements or practicums, or subject area requirements where applicable)*

Year 1

- Month 1: Mandatory 0 credit hour seminars and tutorials (GRAD 7500, Academic Integrity; GRAD 7300, Research Integrity; PEDS 7030, Equity, Diversity and Inclusion for Professionals; PEDS 7080, Indigenous Child Health)
- Month 2: Course work. For non-clinically oriented students, 0 credit hour PEDS 7040, Introduction to a Clinical Environment. For clinically-oriented students, 0 credit hour PEDS 7060 Considerations in the Delivery of Virtual Care in Pediatrics.
- Terms 1 and 2 (Months 1-8): Coursework, 9 credit hours total (PEDS 7140 OR 7120; and 7050)
- - Where a student has already completed similar courses to the Pediatric Graduate Program core courses, the student may, with the recommendation of their Advisory Committee and with the approval of the Chair of the Pediatric Graduate program, or their delegate, be exempted from taking the equivalent core courses and allowed to fulfill the three (3) ch of core courses with three (3) ch of other courses taken at the 7000-8000 level from any college or department in the Rady Faculty of Health Sciences.
- Months 10-12: Research proposal, ethics submission

Year 2

- PEDS 7110, Directed Readings can be completed any time in the first two years of study
- Two of the following: PEDS 7130, PEDS 7150, PEDS 7160, or PEDS 7170 (Multidisciplinary Immersion in Clinical Research, in Basic Sciences, in Population Health, or in Practice & Policy) based on two pillars other than the student's home pillar. Each course is 1.5 credit hours, for a total of 3 credit hours, completed in two 2-week segments as placements with other labs or research groups)
- Thesis research begins

Year 3

- Thesis research continues, first-author manuscript preparation and submission for publication in Year 3 or 4
- Thesis proposal (may also be completed in Year 3, subsequent to the Candidacy Exam). The thesis proposal must be completed subsequent to the candidacy exam. The proposal must be independent of the candidacy exam, with <5% overlap in content. The thesis proposal must be presented first in writing to the advisory committee. The proposal must consist of a literature review, methods section (including statistical analysis plan), preliminary analyses, strengths and limitations, and future directions.
- The Candidacy Exam must be successfully completed a minimum of 1 year prior to the expected date of thesis defence. This examination, which must be independent from the thesis proposal, will include a written component, followed by an oral component, on subjects relevant to the general area of the candidate's research. First, the student must successfully complete the written exam, which will consist of a choice of 3 out of 4 questions assigned by the advisory committee. The student will have 3 weeks to complete this exam. If successful, the student will proceed to an oral exam. The exam must be scheduled within one month of successfully completing the written exam. The oral examination will consist of a discussion between the

candidate and advisory committee, during which the student must be able to more comprehensively speak to the questions in the written exam. The maximum time permitted for this oral exam will be 2.5 hours.

Year 4

- Research project work should be completed by the end of Term 1
- Thesis writing: time allotted is ~16 weeks. See Supplementary Regulations sections 5.11 and 5.11.1 for details.

UM INTERNAL REQUIREMENT: please complete the chart below to provide an overview of suggested progression through the program (indicate pre-requisites and related credit hours). Outline options for specializations within this program [minor(s) and/or concentration(s)].

NOTE: Course that are listed for both the MSc and PhD programs must be successfully completed at both levels.

YEAR 1	YEAR 2	YEAR 3	YEAR 4
GRAD 7500: Academic Integrity Tutorial (0 ch) GRAD 7300: Research Integrity Tutorial (0 ch) PEDS 7030: Equity, Diversity and Inclusion for Professionals (0 ch) PEDS 7040: Introduction to a Clinical Environment (0 ch) *non-clinically oriented students only PEDS 7060: Considerations in the Delivery of Virtual Care in Pediatrics (0 ch) *clinically-oriented students only PEDS 7050: Ethics and Equity in Child Health Research (3 ch) PEDS 7080: Indigenous Child Health (0 ch)	Two of the following, based on each student's home pillar PEDS 7130: Multidisciplinary Immersion in Clinical Research (1.5 ch) PEDS 7150: Multidisciplinary Immersion in Basic Sciences (1.5 ch) PEDS 7160: Multidisciplinary Immersion in Population Health (1.5 ch) PEDS 7170: Multidisciplinary Immersion in Practice and Policy (1.5 ch) *Note: The above courses can be completed any time in the first two years of the program	Research Project Candidacy Exam (written and oral)	Research Project work should be completed by end of Term 1

	<p>Elective courses (minimum 9 ch)</p> <p>PEDS 7180: Practical Qualitative and Mixed Methods (3 ch)</p> <p>PEDS 7190: Medical Education, Ethics, and Engagement (3 ch)</p> <p>PEDS 7110: Directed Readings in Pediatric Literature (3 ch)</p> <p>PEDS 7140: Practical Epidemiology (6 ch)</p> <p>PEDS 7120: Foundation in Bioinformatics (3 ch)</p> <p>*Note: The above courses can be completed any time in the first two years of the program</p>		<p>Thesis Writing (16 weeks)</p> <p>Thesis Defence</p>
TOTAL CR. HRS: 9	<p>TOTAL CR. HRS: 6</p> <p>(of which a portion may be completed at any point in Year 1 or Year 2)</p>	TOTAL CR. HRS: 0	TOTAL CR. HRS: 0

B-6 Will the program be available for part-time study?

Yes, part-time study will be supported and encouraged. We anticipate that many prospective students wishing to enroll in our program will be practicing clinicians who are dedicated to their roles and cannot interrupt their careers entirely while pursuing further education. The Pediatric Graduate Program will give special consideration to these individuals, offering the ability to continue working while enrolled in the program. Per the U of M Supplementary Regulation 1.4.1, all graduate students will be admitted full time and the student's status will then be determined by mutual agreement between student and advisor. They would submit a request to the Department Head, who then submits to the Faculty of Graduate Studies. Once a student is declared part time, they can choose to revert to full time once, but may not subsequently revert to part time again. A declaration of change in status must occur before the end of the registration revision period in the fall or winter terms, or within one month of the start of the summer term. Further details are outlined in the program's Supplementary Regulations.

B-7 Indicate if this program will have a cooperative education, work placement, internship or practicum component and provide any relevant details:

- No

B-8 Intake Information

B-8.1 Projected enrolment for the first intake: 3

B-8.2 Maximum seat capacity (*Defined as first-year enrolment capacity*): 15

B-8.3 Anticipated date of maturity: May 2026 (first PhD graduations)

UM INTERNAL REQUIREMENT: please indicate the projected enrolment and graduates for the first 5 years of the program.

	Year 1	Year 2	Year 3	Year 4	Year 5
New Enrolments	1	3	5	5	5
Graduates	0	0	0	2	3

SECTION C – INFORMATION REGARDING PROGRAM DEVELOPMENT PHASE

C-1 Describe how this new program aligns with the strategic plans of your institution:

The University has identified “UNDERSTANDING AND COMMUNICATING INFORMATION” as a cross-cutting Research Theme, and “Integrated Research in Health and Well-Being” as a core theme. Within these areas, patient-oriented research that integrates clinical research and knowledge translation with policy and practice change has been identified as an emerging area of University research strength. The Pediatric Graduate Program described here will assist the University in realizing the general and specific objectives of its Strategic Research Plan in the following ways:

- *Recruit top students and provide outstanding research training opportunities.* The proposed Pediatric Graduate Program will provide a multidisciplinary research environment that maximizes the breadth and depth of the research programs and academic excellence that currently exists at the Department of Pediatrics and Child Health (see sections B-1 and C-5 for details on fields of study and opportunities afforded to students). We will also work with leadership within the Clinical Investigator Program (CIP; see letter of support) and the Canadian Child Health Clinician Scientist Program (CCHCSP; see letter of support) to identify and recruit top students.
- *Build research capacity through the recruitment and retention of excellent faculty.* The Pediatric Graduate Program is expected to attract students locally, nationally and internationally, and there is evidence from other similar programs of study (e.g., at the University of Alberta) that students seek employment locally after graduation. We thus expect this program to build research capacity at the University and affiliated institutions in the province.
- *Foster networking, partnership and collaborations between disciplines and across sectors.* The Pediatric Graduate Program will provide an environment that encourages collaboration between the basic sciences, applied and clinical sciences, and research institutes, including the Children’s Hospital Research Institute of Manitoba (CHRIM), and the George and Fay Yee Centre for Healthcare Innovation (CHI).
- *Disseminate and translate knowledge.* The Pediatric Graduate Program will provide opportunities for students to learn about and engage in both patient-oriented research and knowledge translation. The integration of knowledge

generation, synthesis and dissemination has become a central paradigm of child health research thanks to the efforts of faculty members at the University of Manitoba and beyond.

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

UM INTERNAL REQUIREMENTS: Please note date(s) of Faculty/College/School Approval. Approval dates through the governing bodies will be inserted by the Provost’s Office prior to submission to government.

UM Undergraduate Programs:

<u>Decision-Making Body</u>	<u>Date of Approval</u>
Faculty/College/School	_____
SCCCC	_____
SPPC	_____
SCADM (<i>if applicable</i>)	_____
SCIE (<i>if applicable</i>)	_____
Senate Executive	_____
Senate	_____
Board of Governors	_____

UM Graduate Programs:

<u>Decision-Making Body</u>	<u>Date of Approval</u>
APC (<i>preliminary review</i>)	_____
External Review	_____
APC	_____
FGS Executive	_____
FGS Faculty Council	_____
SPPC	_____
Senate Executive	_____
Senate	_____
Board of Governors	_____

C-3 Responsibility to consult

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

- Not applicable

c-3.2 What agencies, groups, or institutions have been consulted regarding the development of this program?
Note: this includes any consultation with internal UM units, academic or otherwise.

- Department of Pediatrics and Child Health, including Department Heads (2014-2019; 2019-Present) and Section Heads, University of Manitoba
- The Children’s Hospital Research Institute of Manitoba (CHRIM)
- George and Fay Yee Centre for Healthcare Innovation
- Clinical Investigator Program (CIP)
- Canadian Child Health Clinician Scientist Program (CCHCSP)
- Department of Internal Medicine, University of Manitoba

- Department of Community Health Sciences, University of Manitoba
- PhD Program in Applied Health Sciences
- Academic Programs Specialist, University of Manitoba
- Faculty of Graduate Studies, University of Manitoba
- The University of Alberta Department of Pediatrics Graduate Program
- The First Nations Health and Social Secretariat of Manitoba of the AMC · Research Centre
- Indigenous Knowledge Keepers

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

Potential students, ranging from current undergraduates to practicing physicians and provincial healthcare employees, were surveyed in April 2019. All responders favourably viewed the Graduate Training Program in Pediatrics, and saw it as an opportunity for true immersion in and integration of clinical, basic science and population health research. Responders also appreciated that, in contrast to some other graduate programs in the College of Medicine, the proposed program would be personalized and flexible.

Faculty members in the Department of Pediatrics and Child Health were invited to attend a town hall meeting on December 14, 2018, at CHRIM. Faculty in attendance were overwhelmingly in favour of the proposed graduate program. Faculty members expressed interest in having the ability to directly supervise graduate students without the need for cross-appointments to other faculties, to further develop cross-disciplinary collaborations within the Department. They indicated that creating a pediatrics graduate program would firmly position the University of Manitoba as an attractive centre for highly qualified students. They expressed a desire to recruit top-ranked students who, in addition to academic excellence, are passionate about pediatric research. Faculty agreed that students will have level-appropriate skills and knowledge to secure high-ranking positions across a variety of sectors upon completion of their training programs.

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

Note: this includes any programs currently offered at UM.

The only program in Manitoba that could be seen as similar to the one proposed is the graduate program offered by the Department of Community Health Sciences at the U of M. It, too, focuses on research methods and statistical analysis in a multidisciplinary environment, with a strong epidemiological component. However, the Pediatric Graduate Program will be distinct in several key ways:

- an emphasis on child health
- a broader range of disciplines, including clinical research, basic biomedical science and epidemiology
- research focused, with fewer course requirements
- flexibility for part time studies for students
- an introduction to a clinical environment for non-clinically oriented students
- a course on virtual healthcare delivery for clinically-oriented students

c-4.1 Describe any specific laddering, articulation and/or credit transfer options for students that are anticipated in this program in Manitoba.

- None.

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

At present, the only Pediatric Graduate Training Program in Canada is offered at the University of Alberta (U of A), at both the MSc and PhD levels. The program began in 1990 and currently maintains a graduate student population of 45-50 students per year, supervised by 36 tenured or tenure-track faculty members. Graduate students receive training in clinical or basic sciences, in areas of research including cardiovascular, clinical trials, evidence-based medicine, gastroenterology, genetics, Indigenous health, nephrology, neonatology, neurology/neurosciences, obesity, oncology, pulmonology, and thrombosis.

For Canadian and international students looking for multidisciplinary training in child health research, the addition of a Pediatric Graduate Program at the University of Manitoba will grant students access to the research programs of 31 primary appointed faculty members who include MDs, allied health professionals and non-clinicians. Furthermore, interest may be generated among members of the Children's Hospital Research Institute of Manitoba who may have primary appointments in other departments. Research fields in which students may complete their training include allergy, asthma, biochemistry and medical genetics, biology of breathing, clinical trials, clinical pharmacology, developmental origins of health and disease, diabetes, early childhood oral health, emergency medicine, endocrinology, human anatomy and cell science, injury prevention, nutrition, physiology, physiotherapy, psychology, and rehabilitation, among others. From this list, it is evident that the programs in Alberta and Manitoba will have overlapping but distinct and clearly synergistic opportunities for students seeking graduate training in Pediatrics in Canada.

A Pediatric Graduate Program at the University of Manitoba will add to, and not detract from, the efforts of the University of Alberta. Members of the University of Alberta have supported the efforts of Dr. J. Protudjer in the development of the proposed program at the University of Manitoba, by offering advice and guidance in the process.

c-5.1 Describe any specific laddering, articulation and/or credit transfer options for students that are anticipated in this program in Canada.

- None

C-6 Describe the current and projected labour market demands in Manitoba for graduates of this Program:

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

Based on records provided by the University of Alberta over the period 2011-2014, graduates of their Pediatric program have sought further education in Canada and abroad in nursing, in medical school, as residents, as PhD students and as postdoctoral fellows. Employment destinations for U of A graduates include administrative, research and faculty positions at Alberta universities (including a Tier I CRC) and in the Alberta Health System. Interestingly, while students tend to leave the province to pursue further education, graduates seeking employment have tended to stay within the province. Should a similar trend occur in Manitoba, graduates of the proposed program would have similar educational and employment opportunities, with potential to add high-quality personnel to organizations like the University of Manitoba, the provincial and regional health authorities, the provincial governments (including Healthy Child Manitoba and the Ministry for Health, Seniors and Active Living), Specialized Services for Children and Youth (SSCY), the Manitoba Centre for Health Policy (MCHP), and the Centre for Healthcare Innovation (CHI). Employment opportunities may also be

found in Indigenous health and community organizations such as the First Nations Health and Social Secretariat of Manitoba (Nanaandawewigamig), Clinic, mental health organizations, and University College of the North.

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

The letter of support provided by Dr. Patricia Birk (Department Head, Pediatrics & Child Health) affirms the support of all Section Heads for this program. Distinguished Professor Dr. Cheryl Rockman-Greenberg, an experienced academic clinician and former Department Head, has provided a very supportive letter calling the Pediatric Graduate Program the “next logical step” in the Department’s evolution. No individual or group we have consulted has raised any issues of concern.

SECTION D – REQUIRED RESOURCES AND FINANCIAL IMPLICATIONS

D-1 If one-time or pilot funding are being requested to support this new program of study, please identify the amount of funding being requested:

- No funding is requested at this time.

D-2 If ongoing funding being requested to support this new program of study, please identify the amount of funding being requested:

- No funding is requested at this time.

D-3 If new funding is not being requested, how will the program be funded?

Administrative support will be provided by an 0.25 FTE Office Assistant 5 (OA5). This position will be jointly funded between the Children’s Hospital Research Institute of Manitoba and the Department of Pediatrics during the early years of the program.

The teaching of courses within the program will be assigned to existing faculty members. Other program expenses will be covered initially by joint funding from these same entities and eventually by tuition.

D-4 List any external sources of funding that will be used to support the implementation or delivery of this new program of study: *(Provide such information as agreements for funding from industry or external grants and indicate the anticipated length of time for each agreement.)*

- Not applicable

D-5 What are the resource implications to the institution (budget, IT, library, laboratory, computer, space, practicum liability insurance, student services, etc) in delivering this new program of study?

The Children’s Hospital Research Institute of Manitoba has committed to in kind support of physical space and infrastructure as well as joint support with the Department of Pediatrics for the administrative support position (OA5)

mentioned below (section D-6). The Neil John McLean Library has expressed its support for this program (see accompanying UM Libraries Statement for Graduate Curriculum Change).

D-6 Please describe new and existing staffing resources needed to provide this new program of study. *Include reallocation of existing faculty, hiring of new faculty, administrative and support services and any other considerations.*

New staffing

- Office Assistant 5: full time 1.0 EFT supporting the entire Grad Program and other administrative duties
- Program Director: Will be overseen by the Graduate Program Director

Existing faculty

- All courses will be delivered by existing faculty and staff. The Department of Pediatrics and Child Health includes both University of Manitoba Faculty Association (UMFA) members and GFT.

D-7 Provide a program implementation plan for the new program of study by academic year (start to maturity) that includes any elements to be phased in (e.g., new faculty hires, distribution of existing faculty and support staff) from launch to maturity:

Year 1

- New hires: OA5 (support staff) and Director (appointed from existing faculty, see section D-6)
- Current faculty (especially University of Manitoba Faculty Association (UMFA) members) have agreed to cover teaching demands
- First students enrolled (up to 2), courses launched
- Pillar rotations to be arranged and implemented as faculty are available

Year 2

- Second round of enrolments (total capacity up to 2 students)
- Clinical faculty and UMFA to assume approximately comparable proportions of graduate students
- Graduate committee to be assembled, made up of a minimum of three (3) members including the candidate's advisor

Year 3

- Enrolment capacity maintained at 2 new students per year for the first 5 years

Year 4

- Enrolment capacity maintained at 2 new students per year for the first 5 years
- First graduates expected to complete thesis and graduate

D-8 Please describe the effect of this new program on existing capital infrastructure and equipment:

Students will need and be given access to state-of-the-art infrastructure and equipment to succeed in this program. The Clinical Simulation Lab is a unique facility that will be used to introduce non-clinically trained students to a clinical working environment in a workshop (PEDS 7020). The Children’s Hospital Research Institute of Manitoba (CHRIM), where the Pediatric Graduate Program will be based, is a state-of-the-art facility that supports basic biomedical, clinical and epidemiological research through several core facilities (see accompanying joint letter of support from Drs Birk and Klassen). The Pediatric Graduate Program will help to ensure these facilities are kept current and efficient in their operation.

D-9 If capital funding is being requested to support additional specialized program materials such as infrastructure or equipment required to provide this new program of study, please provide a detailed description of the use of this capital:

Infrastructure to be provided in kind from the Children’s Hospital Research Institute of Manitoba. **No capital funding is requested from Manitoba Economic Development and Training (MEDT) at this time.**

SECTION E– TUITION

E-1 What are the proposed tuition fees?

Program Notes

The proposed tuition fees are **\$5,748.80 (fee quoted is per 2022-23 rates)** for Canadian students, payable annually for the first two years of the PhD program (full time). Subsequent years of enrolment (full time) would carry a continuing fee of **\$538.20 per term (3 terms per year; fee quoted is per 2022-23 rates)** until program completion.

E-2 Please provide a rationale for the tuition fee proposed. *(For example, are these tuition fees comparable to tuition for existing programs within the academic unit or to tuition for similar programs offered at other institutions?)*

The fee schedule proposed is based on the University’s standard Full-Time PhD program fees

E-3 Please describe any additional fees that would apply to a student in this program?

- None

UM INTERNAL REQUIREMENTS: Please note any new course-fees proposed in support of this program. Please provide a rationale for any new fees. Are these fees comparable to fees for existing programs within the academic unit or for similar programs offered at other institutions?

- No new course-fees are anticipated

E-4 Please describe any specific supports to encourage affordability and accessibility to the program:

Part-time students will be able to work full time while pursuing their studies, but are ineligible for most awards and scholarships offered by the University.

Admission Criteria – Ph.D.

In addition to admissions criteria outlined by the University of Manitoba's Faculty of Graduate Studies, the following criteria must be met to be considered eligible for the proposed program:

- The **minimum GPA** for application to the PhD program in Pediatrics is **3.25**.
- A thesis-based Master's degree that is broadly related to health and/or pediatrics. Students who have a non-research Master's degree that is broadly related to health and/or pediatrics will be required to complete two additional 3 credit hour courses, PEDS 7010 Introduction to Biostatistics in Child Health Research; and, PEDS 7020 Introduction to Research Methods, in the first two terms of their program
- A minimum GPA of 3.25 in the last 2 full years (60 credit hours) of study. This includes those applying for direct admission and those entering from a Pre-Master's program
- A letter from the student's prospective research supervisor
- Indicated choice of home research pillar (Clinical and Applied Sciences, Population Health, Basic Sciences, or Practice & Policy; see Figure on Page 4 of 15)

The Pediatric Graduate Program reserves the right to interview all students prior to acceptance to, in part, assess their conversational English.

Three (3) Letters of Recommendation are required, including one from a present or former supervisor or academic mentor, all from individuals who have known the applicant for 2 or more years. Points that must be addressed in each letter include (a) a Statement of English language proficiency (if known; if not known, must be explicitly stated); and (b) a Statement of Scientific Capacity

- Professionals who do not work in private practice and who intend to continue working while in the Pediatric Graduate Program require a letter of support for the work supervisor. Professionals in private practice are exempt from this requirement.
- Pediatric residents who intend to continue working while in the Pediatric Graduate Program require both a letter of support from their program director and approval from the Department Head and Director of the Pediatric Graduate Program. With this approval, residents will be permitted to work up to 6 shifts or a total of 48 hours per month, whichever is less

Note:

The originally submitted PhD program application requirements included a thesis-based Master's degree. However, in holding an additional stakeholder (virtual) meeting on 30 June 2021, including a large representation from potential students in the program, there was concern raised that a course based Master's degree in a related field (e.g. a Master of Public Health; Master of Business Administration in Healthcare, Master of Global Health Policy) would not meet the admissions requirements for the proposed PhD program. Yet, acceptance of students with this background into the PhD program would further enhance the multidisciplinary of the program. To strengthen the research foundation for potential PhD students entering from a course-based Master's degree, these individuals will be required to complete two additional 3 credit hour courses, PEDS 7010 Pediatric Biostatistics; and, PEDS 7020 Introduction to Research Methods, in the first two terms of their PhD program.

The MSc in Pediatrics and Child Health remains a thesis-based program as the Department of Pediatrics and Child Health, University of Manitoba, along with the Children's Hospital Research Institute of Manitoba, are research-intensive organisations. Faculty are involved in local, national and international research, thereby providing ample and diverse opportunities for students to receive excellent mentorship and training by leading researchers in pediatrics.



**Post-Secondary Education and Labour Market Outcomes
Program Proposal Financial Form**

Form Instructions:

1. When proposing a new program *Current Fiscal Year* (the first column) should be left blank, with the first year of the program starting in year 1.
2. When proposing a new program expansion *Current Fiscal* should be entered in the first column.
3. If a program reaches maturity prior to *Fiscal Year 4*, remaining fiscal year columns must still be completed so that *Ongoing Program Funding* can be calculated.
4. Fill in line items for revenue, expenditure, and capital as these pertain to the program. Examples are correspondently listed to the right of the table.
5. Ensure that line items account for overhead. For example, include the amount of tuition that the program will receive after administrative overhead.
6. Only fill out areas shaded in green, using cash accounting. The increment, on-going and total will self-populate accordingly.

Overview	
Institution:	University of Manitoba
Program Name:	Pediatrics PhD Program
Contact Information:	Amanda Kinnell, Senior Finance Officer, Max Rady College of Medicine amanda.kinnell@umanitoba.ca
Date:	7/6/2022

	Current Fiscal Year	Fiscal Year 1	Increment	Fiscal Year 2	Increment	Fiscal Year 3	Increment	Fiscal Year 4	Increment	Ongoing Program Funding
	(Enter 0's if new program)	Budget Yr. 1	(change from current year to year 1)	Budget Yr. 2	(change from year 1 to year 2)	Budget Yr. 3	(change from year 2 to year 3)	Budget Yr. 4	(change from year 3 to year 4)	
REVENUE INFORMATION										
Contribution from Institution		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Tuition		\$ 6,060	\$ 6,060	\$ 18,862	\$ 12,802	\$ 27,766	\$ 8,904	\$ 32,279	\$ 4,514	\$ 32,279
Student Fees		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contribution from Unit (Existing Resources)		\$ 128,400	\$ 128,400	\$ 294,354	\$ 165,954	\$ 289,231	\$ (5,123)	\$ 299,354	\$ 10,123	\$ 299,354
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
Total Revenue (A)		\$ -	\$ 134,460	\$ 313,216	\$ 178,756	\$ 316,996	\$ 3,781	\$ 331,633	\$ 14,637	\$ 331,633

MEDT Form

Institution:	University of Manitoba
Program Name:	Pediatrics PhD Program
Contact Information:	Amanda Kinnell, Senior Finance Officer, Max Rady College of Medicine amanda.kinnell@umanitoba.ca
Date:	7/6/2022

	Current Fiscal Year	Fiscal Year 1	Increment	Fiscal Year 2	Increment	Fiscal Year 3	Increment	Fiscal Year 4	Increment	Ongoing Program Funding
	(Enter 0's if new program)	Budget Yr. 1	(change from current year to year 1)	Budget Yr. 2	(change from year 1 to year 2)	Budget Yr. 3	(change from year 2 to year 3)	Budget Yr. 4	(change from year 3 to year 4)	
EXPENDITURE INFORMATON										
New Academic Salaries - Direct		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Existing Academic Salaries - Direct		\$ 114,000	\$ 114,000	\$ 279,450	\$ 165,450	\$ 289,231	\$ 9,781	\$ 299,354	\$ 10,123	\$ 299,354
New Professional/Support Salaries - Direct		\$ -	\$ -	\$ -	\$ -	\$ 15,426	\$ 15,426	\$ 15,966	\$ 540	\$ 15,966
Existing Professional/Support Salaries - Direct		\$ 14,400	\$ 14,400	\$ 14,904	\$ 504	\$ -	\$ (14,904)	\$ -	\$ -	\$ -
Operating Expenses		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Student Support		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect Salary Expenses		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administrative Overhead		\$ 1,682	\$ 1,682	\$ 5,234	\$ 3,552	\$ 7,705	\$ 2,471	\$ 8,957	\$ 1,253	\$ 8,957
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
Total Expenditures (B)	\$ -	\$ 130,082	\$ 130,082	\$ 299,588	\$ 169,506	\$ 312,362	\$ 12,774	\$ 324,277	\$ 11,916	\$ 324,277

MEDT Form

Institution:	University of Manitoba									
Program Name:	Pediatrics PhD Program									
Contact Information:	Amanda Kinnell, Senior Finance Officer, Max Rady College of Medicine amanda.kinnell@umanitoba.ca									
Date:	7/6/2022									
	Current Fiscal Year	Fiscal Year 1	Increment	Fiscal Year 2	Increment	Fiscal Year 3	Increment	Fiscal Year 4	Increment	Ongoing Program Funding
	(Enter 0's if new program)	Budget Yr. 1	(change from current year to year 1)	Budget Yr. 2	(change from year 1 to year 2)	Budget Yr. 3	(change from year 2 to year 3)	Budget Yr. 4	(change from year 3 to year 4)	
CAPITAL INFORMATON										
Major Equipment		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Vehicles		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Renovations		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Furniture		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
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			\$ -		\$ -		\$ -		\$ -	\$ -
Total Capital (C)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Revenue less Expenditures and Capital (A-(B+C))	\$ -	\$ 4,378	\$ 4,378	\$ 13,628	\$ 9,249	\$ 4,635	\$ (8,993)	\$ 7,356	\$ 2,721	\$ 7,356
Funding Request		\$ -		\$ -		\$ -		\$ -		

**SENATE PLANNING AND PRIORITY COMMITTEE (SPPC)
New Program Approval - Financial Form**

FACULTY / SCHOOL Max Rady College of Medicine
PROGRAM Pediatrics PhD Program

1. STAFFING REQUIREMENTS (FTE)	Year 1	Year 2	Year 3	Year 4	Year 5
New Academic Positions (FTE) (Appendix A)	-	-	-	-	-
New Professional and Support Positions (FTE) (Appendix A)	-	-	0.25	0.25	0.25
New Indirect Staff (FTE) (Appendix A)	-	-	-	-	-
Subtotal Staffing Requirements (FTE)	-	-	0.25	0.25	0.25

2. PROGRAM COSTS

Direct Program Costs

New Academic Salaries (incl bpl) (Appendix A)	\$ -	\$ -	\$ -	\$ -	\$ -
Existing Academic Salaries (incl bpl) (Appendix A)	114,000	279,450	289,231	299,354	309,831
New Professional/Support Salaries (incl bpl) (Appendix A)	-	-	15,426	15,966	16,525
Existing Professional/Support Salaries (incl bpl) (Appendix A)	14,400	14,904	-	-	-
Operating Expenses (Appendix B)	-	-	-	-	-
Student (Graduate/Undergraduate) Support (Appendix C)	-	-	-	-	-
Major Equipment (Appendix D)	-	-	-	-	-
Vehicles (Appendix D)	-	-	-	-	-
Renovations (Appendix D)	-	-	-	-	-
Furniture (Appendix D)	-	-	-	-	-
Other Capital (Appendix D)	-	-	-	-	-
Subtotal Direct Program Costs	\$ 128,400	\$ 294,354	\$ 304,657	\$ 315,320	\$ 326,356

Indirect Program Costs

New Indirect Salary Expenses (incl bpl) (Appendix A)	\$ -	\$ -	\$ -	\$ -	\$ -
Existing Indirect Salary Expenses (incl bpl) (Appendix A)	-	-	-	-	-
Tax on Grant and Tuition Revenue	1,076	3,348	4,928	5,730	6,264
Administrative Overhead	606	1,886	2,777	3,228	3,529
Subtotal Indirect Program Costs	\$ 1,682	\$ 5,234	\$ 7,705	\$ 8,957	\$ 9,793

Total Program Costs (Direct & Indirect)	\$ 130,082	\$ 299,588	\$ 312,362	\$ 324,277	\$ 336,149
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3. ENROLMENT	Year 1	Year 2	Year 3	Year 4	Year 5
Expected Enrolment (headcount)	1	3	5	7	8
Expected Enrolment (credit hours)	-	-	-	-	-

4. PROGRAM REVENUE ALLOCATED TO FACULTY/SCHOOL					
Operating Grant Revenue (see note)					
Tuition Revenue (Appendix E)					
• Credit Hour Based					
Undergraduate	-	-	-	-	-
Graduate	-	-	-	-	-
• Program Based	6,060	18,862	27,766	32,279	35,291
• Program/Course Specific Fees	-	-	-	-	-
• Other Compulsory Student Fees	-	-	-	-	-
Other revenue	-	-	-	-	-
Total Program Revenue	\$ 6,060	\$ 18,862	\$ 27,766	\$ 32,279	\$ 35,291

5. EXISTING RESOURCES					
From Operations:					
Academic Salaries (Appendix A)	\$ 114,000	\$ 279,450	\$ 289,231	\$ 299,354	\$ 309,831
Professional and Support Salaries (Appendix A)	14,400	14,904	-	-	-
Indirect Salaries (Appendix A)	-	-	-	-	-
Current/prior years surplus (carryover)					
From Other Sources:					
Subtotal Existing Resources	\$ 128,400	\$ 294,354	\$ 289,231	\$ 299,354	\$ 309,831

SPPC Form

6. Program shortfall (surplus) (Program Costs -Program Revenue - Existing Resources)	\$ (4,378)	\$ (13,628)	\$ (4,635)	\$ (7,356)	\$ (8,973)
Internal Funds Requested through Strategic Allocation					
Funds Requested of the Provincial Government					
Balance (should be zero)	\$ (4,378)	\$ (13,628)	\$ (4,635)	\$ (7,356)	\$ (8,973)

A Kinnell

09/15/2022

Submitted by Faculty/School Budget Officer (signature)

Date

Kelsey om

9/15/22

Reviewed by Graduate Studies Dean or Designate (signature)

Date

(For graduate program submissions only)

Mark Wole

Sep 15, 2022

Reviewed by University Budget Officer (signature)

Date

October 29, 2020

Dr. Janice Ristock, FRSC
Provost and Vice-President (Academic)
208 Administration Building
University of Manitoba, Winnipeg, MB
R3T 2N2

RE: Pediatric Graduate PhD Program application

Dear Dr. Ristock,

It is with great excitement that we write this letter strongly expressing our support for the development of a Pediatric Graduate PhD Program. This program is designed to offer student opportunities for collaborative and multidisciplinary, cutting edge rigorous scientific training.

The Department of Pediatrics, Max Rady College of Medicine, Rady Faculty of Health Sciences and the Children's Hospital Research Institute of Manitoba (CHRIM) have a well establish collaboration. Together, we strive to be a leading voice and recognized advocate for the development of knowledge and research excellence that will lead to improvements in child health. The proposed Pediatric Graduate PhD Program will provide an environment that encourages collaboration between the basic and clinical sciences providing a unique training ground for trainees.

The collaborative program before you has been developed with input from diverse stakeholders, both internal and external to CHRIM and the University of Manitoba. Distinctive attributes of this program, including training across pillars, in equity, diversity and inclusion, and rigorous methods, are founded in the very nature of the partnerships which are committed to the development a Pediatric Graduate Program in Manitoba.

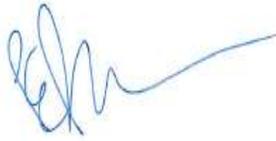
The Pediatric Graduate PhD Program will address a largely unmet need, across Canada, in graduate level training in pediatrics. At present, only the University of Alberta offers a similar training program. With the planned first student intake in September 2022, this four-year program (based on full time enrollment; noting the possibility to study part time) includes 18 credit hours, and the completion of a research project. We have written commitments from both clinical faculty and UMFA for teaching responsibilities. As designed, the proposed PhD Program is based on an anticipated full re-opening, based on directions from public health. However, we note that the Pediatric Graduate Program will fully comply with all directions from the University of Manitoba, and Provincial public health orders.

To ensure the successful launch of this program, the department of Pediatrics and CHIRM will partner to fund a program administrative assistant at the OA5 level. CHRIM will provide 250 ft2 of facilities space in the heart of the Bannatyne campus to support office space and a trainee hub in the middle of the learning environment.



Collectively, we are pleased to provide our commitment to the establishment and success of the University of Manitoba's Pediatric Graduate PhD Program.

Sincerely,



Patricia E. Birk, MD, FRCP(C)
Professor and Head, Department of Pediatrics
and Child Health
Max Rady College of Medicine, University of
Manitoba
Provincial Specialty Lead, Pediatrics and Child
Health, Shared Health Manitoba
Medical Director, Transplant Manitoba-Pediatric
Kidney Program, Shared Health Manitoba
Fellow, Executive Leadership in Academic
Medicine (ELAM)



Terry Klassen, MD, MSc, FRCPC
Professor, Dept. of Pediatrics & Child Health,
University of Manitoba
CEO & Scientific Director, Children's Hospital
Research Institute of Manitoba
Academic Director, George and Fay Yee Centre for
Healthcare Innovation



To: Jennifer Protudjer, PhD
Assistant Professor, Department of Pediatrics and Child Health, University of Manitoba
Epidemiologist, George & Fay Yee Centre for Healthcare Innovation
Scientist, The Children's Hospital Research Institute of Manitoba

From: Atul Sharma, MD, MSc, FRCPC
Atul Sharma MD, MSc(Statistics), FRCPC
Assistant Professor and Biostatistician,
Department of Pediatrics and Child Health

Dear Dr. Protudjer:

I am excited to learn of your proposed graduate program in Pediatric medicine, which is an important addition to the training opportunities available to students interested in careers in pediatric medical research.

Though I may be biased, I do believe that a proper statistical grounding is an essential component in the education of both clinical and basic science trainees in our department. As you know, we have already developed a dedicated curriculum for this purpose, currently aimed at clinical trainees in pediatrics: Our *Academic Skills and Knowledge (ASK)* curriculum consists of 4 weeks of full-time teaching, mostly small group sessions in study design, biostatistics, epidemiology, and critical appraisal. The biostatistics portion of the course represents about 1/3 of the total, which I teach in conjunction with the course coordinator, Dr. Celia Rodd.

To ensure relevance to clinical trainees, we try to provide an introduction to biostatistics in a pediatric context by emphasizing pediatric examples and datasets throughout e.g. determinants of low birth weight, infant mortality, and breast-feeding duration. To ensure mastery of practical skills, our teaching is evenly split between didactic lectures and hands-on laboratory work, the latter using the R Statistical Computing Environment.



For the past 3 years, we have been teaching around a customized course text written by the two of us, which is available on-line at www.statsguy.ca (there are links in the top left of the page to both the Pediatric Biostatistics Primer and the laboratory code/datasets). I think you will find it well suited to the needs of your non-clinical trainees in pediatric medicine, and we would be delighted to expand its relevance.

As we have discussed, I am happy to assist you as you move forward with your new program.

Sincerely,

A handwritten signature in black ink that reads "A Sharma". The signature is written in a cursive, flowing style.

Atul Sharma MD, MSc (Statistics), FRCPC

Nov 12, 2019



Jennifer LP Protudjer, PhD
Assistant Professor, Department of Pediatrics and Child Health, University of Manitoba
Epidemiologist, George & Fay Yee Centre for Healthcare Innovation
Scientist, The Children's Hospital Research Institute of Manitoba
4th floor, 753 McDermot Ave
Winnipeg Manitoba R3E 0T6, Canada

6 December 2019

Dear Dr. Protudjer,

On behalf of the George and Fay Yee Centre for Healthcare Innovation (CHI), I am pleased to provide a letter of support for your proposal to establish a Pediatric Graduate Program at the University of Manitoba.

As the Manitoba Strategy for Patient-Oriented Research SUPPORT Unit, the goal of this program — to offer opportunities for cutting edge, multidisciplinary, collaborative and rigorous scientific training in Pediatrics — is well aligned with CHI's organizational mandate. In particular, this proposal aligns with our commitment to capacity development to strengthen Manitoba's ability to attract, train and mentor professionals and researchers, and to create sustainable career paths in patient-oriented research with the aim of improving systems and practices.

The program proposal is timely and the need compelling. As only the second of its kind in Canada, the program will feature coursework on the ethical and health issues in pediatric care, with consideration to marginalized children. This is especially relevant and important to Manitoba, where the gap between Indigenous health and all others Manitobans continues to grow. Incorporating an equity, diversity and inclusion focus advances the University's Truth and Reconciliation Commission Calls to Action efforts to identify and close these gaps in health outcomes.

The proposed program design is innovative and addresses student needs for flexibility by allowing part-time study. The three pillar design will provide students with a solid foundation in a multidisciplinary research environment while offering focused studies in either clinical research, basic sciences or population health.

CHI enjoys a strong relationship with you through your role as Epidemiologist in the Clinical Trials Platform at CHI. Your work supporting the implementation of clinical trials and epidemiological studies is valued by researchers and constitutes an important pillar of the Clinical Trials platform. Your accomplishments as an independent investigator has led to significant learnings related to the future directions of food allergies and weight and lifestyle behaviours and asthma in Manitoba children. All of these achievements demonstrate a strong track record and the ability to achieve results meaningful to Manitobans. On behalf of the Centre, I wish you the very best with advancing this important initiative.

Sincerely,



Frank Krupka
Executive Director
George and Fay Yee Centre for Healthcare Innovation
University of Manitoba/Winnipeg Regional Health Authority
753 McDermot Avenue
Winnipeg, MB, Canada R3E 0T6
T: 204.594.5390 | F: 204.594.5394

chimb.ca



October 22, 2020

Dear Dr. Protudjer,

On behalf of the Children's Hospital Research Institute of Manitoba's (CHRIM) Mentorship Program, I am pleased to offer a letter of support for the University of Manitoba Pediatric Graduate Program application. The CHRIM Mentorship Program initially began as a local chapter of the Canadian Child Health Clinician Scientist Program (CCHCSP). CCHCSP was founded in 2002, with the mission "*to train the next generation of child health clinician scientists within an interdisciplinary model*". Over the years, the value of mentorship has been increasingly recognized, such that the mentorship program was expanded to not only include CCHCSP trainees, but all CHRIM early career members who express an interest in participating in a mentorship relationship. The program currently functions to match new investigators with mentors and holds bimonthly education sessions/workshops that are designed to provide information, skills, and tools to support early career success.

It is a natural fit for the CHRIM Mentorship Program to work with the Pediatric Graduate Program, to help foster the success of trainees within the Pediatric Graduate Program. Graduate trainees would be eligible for CHRIM membership, and as such, could apply to participate fully in the CHRIM Mentorship Program. As chair of the CHRIM Mentorship Program, I will work closely with Dr. Protudjer to ensure that trainees are aware of, and able to participate in the mentorship program. We would also welcome a graduate trainee member on the CHRIM Mentorship Program committee, to help inform the session/workshop topics, to provide input on the mentorship process and evaluation, and to further raise awareness about the opportunity for graduate trainee participation.

I am excited for the opportunity to extend the CHRIM mentorship program to include pediatric graduate trainees. We wish the program every success.

Sincerely,

Kristy Wittmeier PT MSc PhD
Chair, CHRIM Mentorship Program
Dr. John M Bowman Chair in Pediatrics and Child Health
Clinician Researcher, CHRIM
Associate Professor, Department of Pediatrics and Child Health
Rady Faculty of Health Sciences, University of Manitoba

Dec. 13, 2019

To Whom it may Concern,

Re: Letter of support for the Pediatric Graduate Program

It is my delight to provide a letter of support for the Pediatric Graduate Program. Since 2010, I have worked at the University of Manitoba, currently as the Director of Equity, Diversity and Inclusion (EDI) at the Rady Faculty of Health Sciences (RFHS). I am responsible for ensuring and supporting a culture of respect, equity, diversity and inclusion at RFHS. This is by means by researching and advising on diversity and inclusion issues and creation of programs, training and values around this. I support and guide search and admission committees to help create a brand that appeals to diverse applicants and address biases. Further, I am operationalizing a plan that supports the implementation of the EDI strategy and ensure it aligns with the Faculty's vision, mission, values and goals.

I educate faculty, staff and students in the following areas: principles of EDI, implicit bias, human rights discrimination, human rights-based harassment, sexual harassment, reasonable accommodation, sexual violence, conflict resolution, communication and the Accessibly for Manitobans Act (AMA). Additionally, I develop and provide educational opportunities and materials which encourage good decisions to be made around equity and human rights issues. I aid in identifying patterns that guide educational and other proactive initiatives directed at systemic responsiveness. I sit as an advisor to the Vice-Provost of RFHS on all matters related to EDI.

I am committed to supporting the program by means of delivering the following lectures:

1. EDI for Professionals
2. EDI in Pediatric Health Outcomes

As an EDI and human rights leader, this is an exciting opportunity to be a part of the curriculum to bring awareness to our learners regarding the impact of EDI and how bias can ultimately effect patient care.

Very best,



Jackie Gruber

Director, Equity, Diversity and Inclusion

Rady Faculty of Health Sciences

November 23, 2019

RE: Pediatric Graduate Program

To whom it may concern,

The Clinical Learning and Simulation Program (CLSP) is a shared Rady Faculty of Health Sciences and Winnipeg Regional Health Authority resource that provides simulation-based education space, equipment, supplies and expertise to a vast array of learner groups. The CLSP manages the bookings for the Clinical Learning and Simulation Facility (000 Brodie) and the Skills Lab (211 Basic Medical Sciences Building). The CLSP also provides equipment loans for offsite use. The mandate of the CLSP is to provide simulation support for any programs within the Rady Faculty of Health Sciences. As such the CLSP is happy to support any simulation related activities necessary for the proposed Pediatric Graduate Program.

Please do not hesitate to contact me with any questions or concerns.

Sincerely,



Lawrence Gillman MD MMedEd FRCSC FACS
Trauma and Acute Care Surgeon, Intensivist
Associate Professor, Department of Surgery
Director, Clinical Learning and Simulation Program



**University
of Manitoba**

Office of the Registrar and
Enrolment Services

400 University Centre
Winnipeg, Manitoba
Canada R3T 2N2
T: 204-474-8820
F: 204-474-7554

TO: Jennifer Protudjer, Assistant Professor

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

DATE: September 8, 2022

SUBJECT: Letter of support for irregular schedule

I am in support of the Pediatric Graduate Program's proposal. I can confirm that the Office of the Registrar and Enrolment Services will be able to accommodate the proposed irregular schedule. Please note that the classroom assignments for the Bannatyne campus is not done by this office so the scheduler in the department would be responsible for the classroom assignment aspect.

If additional information is required, I would be happy to provide it.



Office of the Dean
A103 Chown Bldg.
753 McDermot Ave.
Winnipeg, Manitoba
Canada R3E 0T6
Phone: 204-789-3485

August 16, 2022

Dr. Diane Hiebert-Murphy
Provost and Vice-President (Academic)
210 Administration Building
University of Manitoba
Winnipeg, MB R3T 2N2

Dear Dr. Hiebert-Murphy,

RE: Revisions to the Manitoba Public Insurance Professorship in Neuroscience

The Max Rady College of Medicine would like change the above-noted Professorship into a Chair as we now have achieved a total of \$5,000,000 in endowed funds. The purpose of the Chair in Neuroscience is to provide leadership, scholarship, and mentorship in the area of traumatic brain injury.

The Chair will be funded by the annual interest from a \$3,500,000 endowment fund (created from an initial gift and the more recent additional gift from Manitoba Public Insurance [MPI]) held at the Health Sciences Centre (HSC) Foundation and a \$1,500,000 endowment fund (created by gifts of \$1 million from the Rady Endowment and \$500,000 from the Department of Surgery).

The Max Rady College of Medicine Executive Council met and approved this Chair on August 16, 2022.

Enclosed are the Terms of Reference (with changes highlighted in yellow) for your approval. I support this proposal enthusiastically and without reservation. I look forward to your response in due course. Please let me know if you require any additional information.

Sincerely,

Brian Postl, CM, OM, MD, FRCP(C), FCAHS
Dean, Max Rady College of Medicine
Dean and Vice-Provost, Rady Faculty of Health Sciences

Attachment

Copy: Dr. Peter Nickerson, Vice-Dean (Research)
Dr. Ed Buchel, Head, Surgery
Dr. Chris Christodoulou, Head, Anesthesiology

REVISIONS TO THE MANITOBA PUBLIC INSURANCE PROFESSORSHIP IN NEUROSCIENCE

THE MANITOBA PUBLIC INSURANCE CHAIR IN NEUROSCIENCE

EXECUTIVE SUMMARY

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

TYPE OF APPOINTMENT: CHAIR

AREA/NAME OF CHAIR: Manitoba Public Insurance Chair in Neuroscience

PURPOSE AND OBJECTIVE OF THE CHAIR:

The purpose of the Chair in Neuroscience is to provide leadership, scholarship, and mentorship in the area of traumatic brain injury. Establishment of the Chair will allow the Department of Anesthesiology, Perioperative and Pain Management or the Department of Surgery, Max Rady College of Medicine to:

- Promote new methods and techniques for diagnosing, treating and prognosticating patients with severe brain trauma injuries;
- Recruit/retain a junior or mid-career neuroscience researcher with demonstrated expertise in brain trauma research who will devote at least 40% of their time to research;
- Establish and sustain intramural and extramural collaborations, to promote research at the Health Sciences Centre and the University of Manitoba;
- Enhance the Health Sciences Centre and University of Manitoba's competitiveness in national and international peer-reviewed competitions for funding for research;
- Provide mentorship and opportunities for trainees and new researchers who will pursue careers focused on areas relevant to neurosciences;
- Pursue research that will improve patient outcome and functionality, while reducing recovery times;

RELATIONSHIP TO THE PROPOSING UNIT

The Department of Anesthesiology, Perioperative and Pain Management and the Department of Surgery in the Max Rady College of Medicine, Rady Faculty of Health Sciences house the academic and research activity relating to the neuroscience of adult traumatic brain injury.

The Health Science Centre Winnipeg, a Shared Health facility, is the provincial hospital for Manitoba providing all aspects of tertiary care in the neurosciences.

The area of focus (traumatic brain injury) for the Chair in Neuroscience complements our existing chairs and professorships and continues to build on our strong research focus specifically in neuroscience.

THE METHOD BY WHICH THE CHAIR WILL BE FUNDED:

The Chair will be funded by the annual interest from a \$3,500,000 endowment fund (created from an initial gift and the more recent additional gift from Manitoba Public Insurance [MPI]) held at the Health Sciences Centre (HSC) Foundation and a \$1,500,000 endowment fund (created by gifts of \$1 million from the Rady Endowment and \$500,000 from the Department of Surgery). On an annual basis, the HSC Foundation will donate the income generated from the endowment fund held by their organization to the University of Manitoba. This annual discernment amount will be in accordance with the University of Manitoba's current policies on endowment funds and will cover a portion of the University of Manitoba salary and benefits as well as potentially provide research support, as stipulated in the Policy and Procedures for establishing Chairs and Professorships.

GENERAL AND SPECIFIC REQUIREMENTS FOR THE CHAIR

In accordance with the policy and procedures for establishing chairs at the University of Manitoba, individuals appointed to the Chair shall have the following qualifications:

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

TERM OF APPOINTMENT:

- The term of the appointment will be for five years.
- The renewal of the appointment for additional terms, conditional upon available funds, will occur in the final year of the term subject to a successful review of the incumbent's performance within the context of the appointee's home department; the process of renewal will be initiated and jointly coordinated by the Vice Dean Research, Rady Faculty of Health Sciences and the Director of Research, Health Sciences Centre, Winnipeg.
- The initial term of the appointment will be for five years, with no limit predetermined for the Chair;
- The incumbent will provide an annual progress report in accordance with the University Policy on Chairs and Professorships. In addition to the reporting requirements stipulated in this policy, the incumbent shall provide an annual report of teaching and research activities to the Dean of the Max Rady College of Medicine and the Director of Research, Health Sciences Centre, Winnipeg. In turn, the Dean/Director of Research shall provide a copy of the said report to individuals that have specifically requested this information.
- Consistent with the incumbent's home department policies, the incumbent will participate in an annual research review by the Department Head or designate.

A successful performance review will provide evidence of the following:

Program of Research, Scholarly Work and Creative Activities

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

Knowledge Generation/Communication

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

Funding

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

Student Supervision

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

OTHER PROVISIONS:

- 1) The selection and appointment of an individual to the proposed **Chair** shall be conducted in accordance with the University Policy and Procedures on Chairs and Professorships. The selection committee will include (but not be restricted to):
 - Director of Research, Health Sciences Centre, Winnipeg and the Vice Dean Research, Rady Faculty of Health Sciences will act as Co-Chairs of the selection and renewal committee;
 - Head or delegate, Department of Anesthesiology, Perioperative and Pain Management, Max Rady College of Medicine;
 - Head or delegate, Department of Surgery, Max Rady College of Medicine;
 - Site Medical Lead, Health Sciences Centre;
 - Chief Executive Officer, Health Sciences Centre Foundation.
- 2) The duties and responsibilities of the individual appointed to the proposed **Chair** will be in accordance with the University Policy and Procedures on Chairs and Professorships.
- 3) The incumbent will acknowledge that she or he holds the **Chair** at the Health Sciences Centre and the University of Manitoba in all publications, lectures, and any other activity supported by the fund.
- 4) The incumbent may have a cross appointment to an applicable Department for the purpose of graduate training. The incumbent will participate in an appropriate amount of teaching activity, including for undergraduate and post-graduate trainees and graduate students, where appropriate.



**University
of Manitoba**

Office of the Registrar and
Enrolment Services

400 University Centre
Winnipeg, Manitoba
Canada R3T 2N2
T: 204-474-8820
F: 204-474-7554

TO: Jeff Leclerc, University Secretary

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

DATE: October 5, 2022

SUBJECT: Proposed Academic Schedule for 2023-24

The attached proposed 2023-24 Academic Schedule has been updated based on changes in days and/or dates to conform to the 2023 and 2024 calendars and University Closure dates, along with revised information received from academic units. The proposed schedule has been reviewed by all Faculties, Colleges, and Schools. Please note the following:

1. Labour Day in 2023 is September 4; Welcome Day will take place on Tuesday, September 5 (see Section 1.2.1). Fall Term classes in most faculties, colleges and schools will begin on Wednesday, September 6 and end on Monday, December 11 (see Section 1.2.2).
2. The last day to drop a Fall Term or Fall/Winter term spanning course without academic or financial penalty is September 19. The last day to register for a Fall Term or Fall/Winter term spanning course is September 20.
3. There are three statutory holidays in the 2023 Fall Term: The National Day for Truth and Reconciliation on September 30 will be observed on October 2nd, Thanksgiving Day on October 9, and Remembrance Day on November 11 will be observed on November 13 (see Section 1.1.1).
4. The Fall Term Break, for most students, is November 13 to November 17 (see Section 1.2.5).
5. There are 62 days available for instruction in Fall Term.
6. The 2023 December Examination Period will be from December 12 through December 22 (see Section 1.2.6).
7. The university will re-open after the Winter Holiday on January 3, 2024. Winter Term classes for most faculties, colleges and schools will commence on January 8, 2024, and end on April 10. (see Section 1.2.2).
8. The last day to drop a Winter Term course without academic or financial penalty is January 19, 2024. The last day to register for a Winter Term course is January 22.

9. There are two statutory holidays in the 2024 Winter Term: Louis Riel Day on February 19, and Good Friday on March 29.
10. Winter Term Break in 2024 is February 19 to February 23 (see Section 1.2.5).
11. There are 62 days available for instruction in Winter Term.
12. The 2024 April Examination period will be from April 12 through April 26 (see Section 1.2.6).
13. The deadline for Voluntary Withdrawal is the 48th teaching day of the term for single term courses. In 2023-24 these dates are November 21 for Fall Term courses and March 20 for Winter Term courses (see Section 1.2.3).
Note: Faculties, colleges and schools offering courses with irregular schedules and withdrawal dates must ensure these are well publicized to students.
14. The Voluntary Withdrawal deadline for Fall/Winter term spanning classes is January 19. The Voluntary Withdrawal deadline for Winter/Summer term spanning distance and online courses is May 16 (see Section 1.2.3).
15. Summer Term (see Section 2) includes four standard parts of term (see Section 2.1.1). Courses may be offered outside of the standard parts of terms by exception. These include courses offered to a specific student population, field and travel-based study, intensive institutes.
 - a. May-June 3 credit hour courses begin May 6 and end June 13
 - b. July-August 3 credit hour courses begin July 1 and end August 9
 - c. May-August 3 and 6 credit hour courses begin May 6 and end August 9
16. Add/drop dates and Voluntary Withdrawal dates vary by part of term as listed (Section 2.1.2).
17. Final Examinations for May-June courses will be held June 17 – 22. Final Examination for July-August and May-August courses will be held August 12 – 17. (see Section 2.1.4)
18. There are three statutory holidays in the 2024 Summer Term: Victoria Day on May 20, Canada Day on July 1, and Terry Fox Day on August 5. Classes normally held on Monday, May 20 may be held on Friday, May 24. Classes normally held on Monday July 1 may be held on Friday, July 5. Classes normally held on Monday, August 5 may be held on Friday, August 9.
19. Convocation ceremonies (see Section 1.2.9) will be held as follows:

a. Fall Convocation (Fort Garry Campus)	October 17 - 19, 2023
b. Fall Convocation (Bannatyne Campus)	October 26, 2023
c. Spring Convocation (Bannatyne Campus)	May 16, 2024
d. Spring Convocation (Fort Garry Campus)	June 4-7, 2024
e. Université de Saint-Boniface Convocation	June 10, 2024

In addition to Convocation ceremonies, the Annual Traditional Graduation Pow Wow in honour of Indigenous students will be held on Saturday, May 4, 2024.



2023-2024 Academic Schedule (updated October 5, 2022)

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

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

Section 1: Dates for Fall/Winter Term..... 2
1.1 Dates applicable to all U ofM students 2
1.2 Dates applicable to most U ofM students 2
1.2.1 Orientation..... 2
1.2.2 Start and End Dates 3
1.2.3 Registration and Withdrawal Dates 3
1.2.4 Fee Deadlines 4
1.2.5 Term Breaks 4
1.2.6 Examination and Test Dates 4
1.2.7 Challenge for Credit 4
1.2.8 Final Grade Appeal Deadlines 5
1.2.9 Graduation and University Convocation 5
1.3 Dates applicable to Agriculture (Diploma)..... 6
1.4 Dates applicable to Art(School of) 7
1.5 Dates applicable to Dental Hygiene..... 7
1.6 Dates applicable to Dentistry (including International Dentist Degree Program) 8
1.7 Dates applicable to Education (B.Ed. only) 10
1.8 Dates applicable to Management 10
1.9 Dates applicable to Medicine (excludes FamilySocial Sciences) 11
1.10 Dates applicable to Nursing 12
1.11 Dates applicable to Occupational Therapy 12
1.12 Dates applicable to Pharmacy 13
1.13 Dates applicable to Physical Therapy..... 14
1.14 Dates applicable to Physician Assistant Studies.....15
1.15 Dates applicable to Respiratory Therapy 16
1.16 Dates applicable to Social Work 17
Section 2: Dates for Summer Term 17

Section 1: Dates for Fall/Winter Term

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

1.1 Dates applicable to all U of M students:

1.1.1 University Closure

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

Canada Day (observed).....	July 3, 2023
Terry Fox Day (Civic Holiday).....	Aug 7, 2023
Labour Day.....	Sept 4, 2023
National Day for Truth and Reconciliation (observed).....	Oct 2, 2023
Thanksgiving Day.....	Oct 9, 2023
Remembrance Day (observed).....	Nov 13, 2023
Winter Holiday.....	Dec 23, 2023 to Jan 2, 2024
Louis Riel Day.....	Feb 19, 2024
Good Friday.....	Mar 29, 2024
Victoria Day.....	May 20, 2024
Canada Day.....	July 1, 2024
Terry Fox Day (Civic Holiday).....	Aug 5, 2024

1.2 Dates applicable to most U of M students:

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

1.2.1 Orientation

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

Welcome Day Fall Term.....	Sept 5, 2023
Welcome Day Winter Term.....	Jan 5, 2024

Faculty of Architecture.....	August 25, 2023 (subject to change)
Faculty of Kinesiology and Recreation Management.....	July 6 & 11, 2023

1.2.2 Start and End Dates

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

Fall Term.....Sept 6 to Dec 11, 2023

Winter Term (No classes, examinations or tests will be held Mar.29, 2024).....Jan 8 to Apr 10, 2024

Winter/Summer Term spanning distance and online courses.....Jan 8 to July 4, 2024

1.2.3 Registration and Withdrawal Dates

Additional or differing dates exist for: Agriculture Diploma, Dental Hygiene, Dentistry, Pharmacy, Physical Therapy and other faculties, colleges and/or schools offering irregularly scheduled courses. Agriculture Diploma, Dental Hygiene, Dentistry, Pharmacy, Physical Therapy students should also see their respective section of the Academic Schedule; all others should also refer to the Class Schedule.

Regular Registration Period

Fall Term and Fall/Winter Term classes.....Ends Sept 5, 2023

Winter Term classes and

Winter/Summer term spanning distance and online courses.....Ends Jan 7, 2024

Registration Revision Period

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

Fall Term and Fall/Winter Term classes.....Sept 6 to 20, 2023

Winter Term classes and

Winter/Summer term spanning distance and online courses.....Jan 8 to 22, 2024

Last Date to Drop without Penalty

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

Fall Term.....Sept 19, 2023

Fall/Winter Term classes Part A.....Sept 19, 2023

Fall/Winter Term classes Part B (VW recorded if dropped after Sept. 18, 2023)....Jan 19, 2024

Winter Term classes and

Winter/Summer term spanning distance and online courses.....Jan 19, 2024

Last Date to Register/Registration Revision Deadline

Fall Term and Fall/Winter Term classes.....Sept 20, 2023

Winter Term classes and

Winter/Summer term spanning distance and online courses.....Jan 22, 2024

Voluntary Withdrawal (VW) deadline

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

Fall Term classes.....	Nov 21, 2023
Fall/Winter Term spanning classes.....	Jan 19, 2024
Winter Term classes.....	Mar 20, 2024
Winter/Summer Term spanning distance and online courses.....	May 16, 2024

1.2.4 Fee Deadlines

Fee Payment Deadline

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

Fall Term.....	Oct 4, 2023
Winter Term.....	Feb 6, 2024

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

1.2.5 Term Breaks

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

Fall Term Break The U of M will be closed Monday, Nov. 13 for Remembrance Day (see 1.1.1).Nov 13 to 17, 2023

Winter Term Break The U of M will be closed Monday Feb. 19 for Louis Riel Day (see 1.1.1).....Feb 19 to 23, 2024

1.2.6 Examination and Test Dates

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

Fall Term (includes tests and midterm exams for Fall/Winter Term classes).....Dec 12 to 22, 2023

Winter Term (includes final exams for Fall/Winter Term classes).....Apr 12 to 26, 2024

1.2.7 Challenge for Credit

Challenge for Credit application deadline:

For classes offered Fall Term 2023
and spanning Fall/Winter 2023-2024.....Sept 20, 2023

For classes offered Winter Term 2024.....Jan 22, 2024

1.2.8 Final Grade Appeal Deadlines

For final grades received for Fall Term 2023 classes.....Jan 26, 2024
For final grades received for Winter Term 2024
and Fall 2023/Winter 2024 classes.....June 10, 2024

1.2.9 Graduation and University Convocation

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

For students graduating Fall 2023:

Deadline to apply online to graduate for most Undergraduate students...July 27, 2023
Faculty of Graduate Studies Submission Deadline*Aug 24, 2023
Convocation Ceremony (Fort Garry Campus).....Oct 17 to 19, 2023
Convocation Ceremony (Bannatyne Campus).....October 26, 2023

For students graduating February 2024:

Deadline to apply online to graduate for most Undergraduate students...Sept 19, 2023
Faculty of Graduate Studies Submission Deadline*Jan 4, 2024
Graduation date for students graduating in February.....Feb 7, 2024
Convocation Ceremony (Fort Garry Campus).....June 4 to 7, 2024

For students graduating Spring 2024:

Deadline to apply online to graduate for most Undergraduate students...Jan 19, 2024
Faculty of Graduate Studies Submission Deadline*March 28, 2024
Convocation Ceremony –Bannatyne Campus.....May 16, 2024
Convocation Ceremony – Fort Garry Campus.....June 4 to 7, 2024
Convocation Ceremony – Université de Saint-Boniface.....June 10, 2024
Graduate Studies Submission Deadline for students graduating Fall 2024.....Aug 27, 2024*
Annual Traditional Graduation Pow Wow in honour of Indigenous graduates...May 4, 2024

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

1.3 Dates applicable to Agriculture (Diploma):

1.3.1 Orientation Sept 7 to 8, 2023

1.3.2 Start and End Dates

Fall Term.....Sept 11 to Dec 8, 2023

Experiential Learning.....Oct 10 to 13, 2023

(Subject to change)

Winter Term.....Jan 8 to Apr 5, 2024

Experiential Learning.....Jan 18, 22 to 24, 2024

(Subject to change)

1.3.3 Registration and Withdrawal Dates

Regular Registration Period

Fall Term and Fall/Winter Term classes.....Ends Sept 10, 2023

Winter Term classes.....Ends Jan 7, 2024

Late Registration/Registration Revision Period

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

Fall Term and Fall/Winter Term classes.....Sept 11 to Sept 22, 2023

Winter Term classes.....Jan 8 to Jan 25, 2024

Last Day to Drop without Penalty

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

Fall Term and Fall/Winter Term classes.....Sept 21, 2023

Winter Term classes.....Jan 19, 2024

Last Date to Register/Registration Revision Deadline

Fall Term and Fall/Winter Term classes.....Sept 22, 2023

Winter Term classes.....Jan 25, 2024

Voluntary (VW) Withdrawal deadline

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

Fall Term classes.....Nov 21, 2023

Winter Term and Fall/Winter Term classes.....Mar 18, 2024

1.3.4 Examination and Test Dates

Fall Term (includes tests and midterm exams for Fall/Winter Term classes).....Dec 11 to 21, 2023

Winter Term (includes final exams for Fall/Winter Term classes).....Apr 8 to 17, 2024

1.4 Dates applicable to Art (School of):

1.4.1 Important Dates

First Year Field Trip.....Dates TBD

1.5 Dates applicable to Dental Hygiene:

1.5.1 Orientation

Year 2 & 3.....Jan 4 & 5, 2024

1.5.2 Start and End Dates

Year 2

Fall Term Classes.....Aug 21 to Dec 1, 2023

Fall Term Clinics.....Sep 21 to Dec 8, 2023

Winter Term Classes.....Jan 8 to Apr 12, 2024

Winter Term Clinics.....Jan 8 to Apr 12, 2024

Year 3

Fall Term Classes.....Aug 14 to Dec 1, 2023

Fall term Clinics.....Aug 28 to Dec 8, 2023

Winter Term Classes.....Jan 8 to Apr 26, 2024

Winter Term Clinics.....Jan 8 to Apr 19, 2024

1.5.3 Registration and Withdrawal Dates

Last Date to drop without Penalty

Year 2

Fall Term.....Sep 5, 2023

Winter Term.....Jan 22, 2024

Year 3

Fall Term.....Aug 28, 2023

Winter Term.....Jan 22, 2024

Voluntary Withdrawal Deadline

Year 2

Fall Term.....Nov 6, 2023

Winter Term.....Mar 25, 2024

Year 3

Fall Term.....Nov 6, 2023
Winter Term.....Apr 1, 2024

1.5.4 Term Breaks

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

Fall Term Break.....N/A
Winter Term Break.....Feb 26 to Mar 1, 2024

1.5.5 Examination and Test Dates

Year 2

Fall Term (includes tests and midterm exams for Fall/Winter Term classes)....Dec 4 to 15, 2023
Winter Term.....Apr 8 to 12, 2024

Year 3

Fall Term (includes tests and midterm exams for Fall/Winter Term classes)....Dec 11 to 15, 2023
Winter Term.....Apr 15 to 19, 2024

1.5.6 Convocation Ceremony – Bannatyne Campus May 16, 2024

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

1.6.1 Start and End Dates

Years 1 and 2

Fall Term Classes.....Aug 14 to Dec 1, 2023
Fall Term Clinics.....Sep 5 to Dec 1, 2023
Winter Term Classes and Clinics.....Jan 3 to May 3, 2024

Year 3/IDDP 1 Classes and Clinics

Fall Term Classes.....Aug 8 to Dec 1, 2023
Fall Term Clinics.....Sep 5 to Dec 8, 2023
Winter Term.....Jan 3 to May 3, 2024

Year 4/IDDP 2 Classes and Clinics

Fall Term Classes.....Aug 8 to Dec 1, 2023
Fall Term Clinics.....Sep 5 to Dec 8, 2023
Winter Term.....Jan 3 to Apr 26, 2024

1.6.2 Term Breaks

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

Fall Term Break.....N/A
Winter Term Break.....Feb 26 to Mar 1, 2024

1.6.3 Registration and Withdrawal Dates

Last Date to drop without Penalty

Year 1

Fall Term.....Aug 28, 2023
Winter Term.....Jan 24, 2024

Year 2

Fall Term.....Aug 28, 2023
Winter Term.....Jan 24, 2024

Year 3

Fall Term.....Aug 29, 2023
Winter Term.....Jan 24, 2024

Year 4

Fall Term.....Aug 29, 2023
Winter Term.....Jan 24, 2024

Voluntary Withdrawal Deadline

Year 1

Fall Term.....Nov 6, 2023
Winter Term.....Apr 10, 2024

Year 2

Fall Term.....Nov 6, 2023
Winter Term.....Apr 10, 2024

Year 3

Fall Term.....Nov 7, 2023
Winter Term.....Apr 10, 2024

Year 4

Fall Term.....Nov 7, 2023
Winter Term.....Apr 3, 2024

1.6.4 Examination and Test Dates

Years 1, 2 and 3/IDDP 1

Fall Term (includes tests and midterm exams for Fall/Winter Term classes)...Dec 4 to 15, 2023
Winter Term.....May 6 to 17, 2024

Year 4/IDDP 2

Fall Term (includes tests and midterm exams for Fall/Winter Term classes)...Dec 11 to 15, 2023
Winter Term.....Jan 8 to 12, 2024

1.6.5 Convocation Ceremony – Bannatyne Campus

May 16, 2024

1.7 Dates applicable to Education (B.Ed. only *):

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

1.7.1 Orientation Sept 1, 2023

1.7.2 Start and End Dates Note: Practicum dates may vary by practicum placement.

Fall Term

Practicum Block.....	Sep 5 to 8, 2023
Practicum Mondays.....	Sep 11, 18, 25, Oct 23, 30, 2023
Day Classes.....	Sep 12 to Nov 10, 2023
MTS PD Day.....	Oct 20, 2023
Program Day.....	Nov 6, 2023
Practicum Block.....	Nov 20 to Dec 19, 2023

Winter Term

Program Day.....	Jan 8, 2024
Practicum Mondays.....	Jan 15, 22, 29 Feb 5, 12, 26, Mar 4, 11, 2024
Day Classes.....	Jan 9 to Mar 15, 2024
Practicum Block.....	Mar 18 to 22; Apr 1 to 24, 2024

1.7.3 Term Breaks

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

Fall Term Break Note: Dates may vary by practicum placement.....See section 1.2.5

Winter Term Break.....See section 1.2.5

Winter Practicum Break Note: Dates may vary by school division and/or practicum placement. Mar 25 to 29, 2024

1.7.4 Examination and Test Dates

Fall Term (as required).....Nov 18, 2023

Winter Term (as required).....Mar 16, 2024

1.8 Dates applicable to Management (Graduate Level):

1.8.1 Orientation (M.B.A., M.Fin., and M.S.C.M.) Early August 2023

1.8.2 Start and End Dates (M.B.A., M.Fin., and M.S.C.M.)

Fall Term.....Aug 1 to Dec 21, 2023

Winter Term.....Jan 3 to Apr 10, 2024

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

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

1.9.1 Orientation

Year 1.....Aug 22 to 25, 2023
Year 3.....TBD

1.9.2 Start and End Dates

Year 1

Fall Term.....Aug 28 to Dec 22, 2023
Winter Term.....Jan 8 to May 31, 2024
Rural Week.....May 27 to 31, 2024

Year 2

Fall Term.....Aug 28 to Dec 22, 2023
Winter Term.....Jan 8 to May 24, 2024

Year 3

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

Year 4

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

1.9.3 Term Breaks

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

Year 1 & 2

Fall Term Break.....N/A
Winter Term Break.....Mar 18 to 22, 2024

Year 3 & 4

Fall & Winter Term BreakTBD

1.9.4 Examination and Test Dates

N/A

1.9.5 Convocation Ceremony – Bannatyne Campus

May 16, 2024

1.10 Dates applicable to Nursing:

1.10.1 Orientation

Fall Term.....	Aug 29 to 30, 2023
Winter Term.....	Dec 13 to 14, 2024
Summer Term.....	Apr 23 to 24, 2024
Midwifery.....	TBD

1.10.2 Start and End Dates

Year 4 Classes.....	Dates vary, see class schedule
Nursing Practice 1 to 7.....	Dates vary, see class schedule
Midwifery Classes.....	Dates vary, see class schedule
Midwifery Clinical Practice.....	Dates vary, see class schedule

1.11 Dates applicable to Occupational Therapy:

1.11.1 Orientation

Year 1.....	Aug 28 to 29, 2023
Year 2.....	Aug 28, 2023

1.11.2 Start and End Dates

Year 1

Fall Term Classes.....	Aug 28 to Nov 17, 2023
Basic Fieldwork.....	Nov 20 to Dec 15, 2023
Winter Term Classes.....	Jan 4 to Apr 26, 2024

Year 2

Fall Term Classes.....	Aug 28 to Dec 15, 2023
Intermediate Fieldwork 2.....	Jan 1 to Feb 23, 2024
Winter Term Classes.....	Mar 4 to June 21, 2024

1.11.3 Term Breaks

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

Fall Term Break.....N/A

Winter Term Break.....Feb 26 to Mar 1, 2024

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

1.11.4 Convocation Ceremony – Bannatyne Campus

October 26, 2023

1.12 Dates applicable to Pharmacy:

1.12.1 Orientation

Year 1 Aug 28, 2023

1.12.2 Start and End Dates

Year 1

Fall Term Classes.....Aug 29 to Dec 11, 2023
Winter Term Classes.....Jan 8 to Apr 12, 2024

Year 2

Fall Term Classes.....Aug 28 to Dec 4, 2023
IPPE Community.....Jan 2 to 26, 2024
Winter Term Classes.....Jan 29 to May 3, 2024

Year 3

Fall Term Classes.....Sept 5 to Dec 11, 2023
Winter Term Classes.....Jan 8 to Apr 12, 2024

Year 4

Block 3 APPE Rotations.....Aug 28 to Oct 20, 2023
Block 3 Research Project.....Aug 28 to Dec 15, 2023
Block 4 APPE Rotations.....Oct 23 to Dec 15, 2023
Block 4 Research Project.....Jan 2 to Apr 19, 2024
Block 5 APPE Rotations.....Jan 2 to Feb 23, 2024
Block 6 APPE Rotations.....Feb 26 to Apr 19, 2024

1.6.3 Registration and Withdrawal Dates

Last Date to drop without Penalty

Year 1

Fall Term.....Sep 18, 2023
Winter Term.....Jan 22, 2024

Year 2

Fall Term.....Sep 11, 2023
Winter Term.....Feb 12, 2024

Year 3

Fall Term.....Sep 18, 2023
Winter Term.....Jan 22, 2024

Year 4.....see course schedule

Voluntary Withdrawal Deadline

Year 1

Fall Term.....Nov 20, 2023
Winter Term.....Mar 25, 2024

Year 2	Fall Term.....	Nov 13, 2023
	Winter Term.....	Apr 15, 2024
Year 3	Fall Term.....	Nov 20, 2023
	Winter Term.....	Mar 25, 2024
Year 4		see course schedule

1.12.3 Term Breaks

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

Year 1 & 3		See section 1.2.5
Year 2	Fall.....	See section 1.2.5
	Winter.....	Mar 11 to 15, 2024
Year 4		N/A

1.12.4 Examination and Test Dates

Year 1	Fall Term Exams.....	See section 1.2.6
	Winter Term Exams.....	Apr 15 to 26, 2024
Year 2	Fall Term Exams.....	Dec 5 to 15, 2023
	Winter Term Exams.....	May 6 to 17, 2024
Year 3	Fall Term Exams.....	See section 1.2.6
	Winter Term Exams.....	Apr 15 to 26, 2024

1.12.5 Convocation Ceremony – Bannatyne Campus

May 16, 2024

1.13 Dates applicable to Physical Therapy:

1.13.1 Orientation

N/A

1.13.2 Start and End Dates

Year 1	Fall Term Classes.....	Aug 8 to Dec 22, 2023
	Winter Term Classes.....	Jan 3 to Mar 22, 2024
	Clinical Education.....	1x6 week placement and 1x6 week on-line learning between Apr 2 to Aug 2, 2024
Year 2	Fall Term Classes.....	Aug 8 to Sep 29, 2023
	Clinical Education.....	2x6 week placements between Oct 2 to Dec 22, 2024

Winter Term Classes.....	Jan 3 to Mar 22, 2024 2x6 week placements between
Clinical Education.....	Apr 2 to Aug 2, 2024

1.13.3 Registration and Withdrawal Dates

Last Date to drop without Penalty

Year 1

Fall Term.....	Aug 29, 2023
Winter Term.....	Jan 17, 2024

Year 2

Fall Term.....	Aug 15, 2023
Winter Term.....	Jan 17, 2024

Voluntary Withdrawal Deadline

Year 1

Fall Term.....	Nov 21, 2023
Winter Term.....	Mar 6, 2024

Year 2

Fall Term.....	Sep 19, 2023
Winter Term.....	Mar 6, 2024

1.13.4 Term Breaks

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

Fall Term Break.....	N/A
Winter Term Break.....	Mar 25 to 29, 2024

1.13.5 Convocation Ceremony – Bannatyne Campus

Oct 26, 2023

1.14 Dates applicable to Physician Assistant Studies

1.14.1 Orientation

Clinical Year.....	Aug 21 to 25, 2023
Academic Year.....	Aug 28 to Sept 5, 2023

1.14.2 Start and End Dates

Fall Term Academic Year.....	Sep 6 to Dec 8, 2023
Winter Term.....	Jan 3 to Apr 5, 2024
Fall Term Clinical Rotations.....	Starts Aug 28, 2023
Winter Term Clinical Year 2 Rotations.....	Starts Jan 2, 2024

1.14.3 Term Breaks

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

Fall Term BreakN/A

Winter Term Break.....See section 1.2.5

1.14.4 Convocation Ceremony – Bannatyne Campus

Oct 26, 2023

1.15 Dates applicable to Respiratory Therapy:

1.15.1 Orientation

Year 1.....Aug 31 to Sep 1, 2023

Year 3.....Aug 24, 2023

1.15.2 Start and End Dates

(Includes clinical placement and classes)

Year 1

Fall Term.....Sept 5 to Dec 22, 2023

Winter Term.....Jan 8 to Apr 26, 2024

Winter Term Clinical Placement.....Starts May 6, 2024

Year 2

Fall Term.....Sept 5 to Dec 22, 2023

Winter Term.....Jan 8 to May 31, 2024

Winter Term Clinical Placement.....Starts June 3, 2024

Year 3

Fall Term.....Aug 25 to Dec 22, 2023

Fall Term Clinical Placement.....Starts Aug 28, 2023

Winter Term.....Jan 8 to May 31, 2024

Clinical Placement.....Starts Jan 8, 2024

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

1.15.3 Term Breaks

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

Fall Term Break.....N/A

Winter Term Break

Year 1 & 2.....See section 1.2.5

Year 3.....N/A

1.15.4 Convocation Ceremony – Bannatyne Campus

Oct 26, 2023

1.16 Dates applicable to Social Work:

1.16.1 Orientation

Fort Garry, Inner City

Field Instruction Orientation.....Sept 5, 2023

1.16.2 Start and End Dates

Field Instruction*

Fall Term.....Sept 5 to Dec 15, 2023

Winter Term.....Jan 8 to Apr 19, 2024

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

Section 2: Dates for Summer Term

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

Classes on Monday, May 20th will be made up on Friday, May 24th

Classes on Monday, July 1st will be made up on Friday, July 5th

Classes on Monday, August 5th will be made up on Friday, August 9th

May – August courses will have no classes scheduled Monday, June 17th to Friday, June 28th.

May – June.....	May 6 to June 13, 2024	6 hours instruction/week
July – August.....	July 1 to August 9, 2024	6 hours instruction/week
May – August 3 credits.....	May 6 to August 9, 2024	3 hours instruction/week
May – August 6 credits.....	May 6 to August 9, 2024	6 hours instruction/week

2.1.2 Registration and Withdrawal Dates

Regular Registration Period

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

May – June.....Ends May 5, 2024

July – August.....Ends June 30, 2024

May – August 3 credits.....Ends, May 5, 2024

May – August 6 credits.....Ends May 5, 2024

Late Registration/Registration Revision Period

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

May – June.....May 6 to May 9, 2024
July – August.....July 1 to July 5, 2024
May – August 3 credits.....May 6 to May 16, 2024
May – August 6 credits.....May 6 to May 9, 2024

Last Date to Drop without Penalty

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

May – June.....May 9, 2024
July – August.....July 5, 2024
May – August 3 credits.....May 16, 2024
May – August 6 credits.....May 9, 2024

Voluntary Withdrawal (VW) deadline

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

May – June.....June 4, 2024
July – August.....July 30, 2024
May – August 3 credits.....July 18, 2024
May – August 6 credits.....July 18, 2024

2.1.3 Fee Deadlines

Fee Payment Deadlines

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

2.1.4 Examination and Test Dates

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

May – June.....June 17 to 22, 2024
July – August.....Aug 12 to 17, 2024
May – August 3 credits.....Aug 12 to 17, 2024
May – August 6 credits.....Aug 12 to 17, 2024

2.1.5 Challenge for Credit

Challenge for Credit application deadline
For classes offered Summer Term 2024....Apr 26, 2024

2.1.6 Other Summer Term Start and End Dates

Dentistry

IDDP Intersession.....May 1 to June 23, 2024

Music

2-week courses are offered in July and August (Dates TBD)

Nursing

Dates vary, see class schedule

Occupational Therapy

Year 1 Immediate Fieldwork.....Apr 29 to June 21, 2024

Flexible start and end dates between

Year 2 Advanced Fieldwork.....June 24 to Sept 13, 2024

Pharmacy

Year 2 IPPE Hospital Rotation (1 block per student)

Block 1.....June 3 to 28, 2024

Block 2.....July 2 to 26, 2024

Block 3.....July 22 to Aug 16, 2024

Year 4

Block 1 APPE Rotations.....May 8 to June 30, 2023*

May 6 to June 28, 2024**

Block 1 Research Project.....May 8 to Aug 25, 2023*

May 6 to Aug 23, 2024**

Block 2 APPE Rotations.....Jul 4 to Aug 25, 2023*

Jul 2 to Aug 23, 2024**

Block 2 Research Project.....Jul 4 to Oct 20, 2023*

Jul 2 to Oct 18, 2024**

*For Year 4 students graduating in May 2024

**For Year 4 students graduating in May 2025

Physician Assistant Studies

Academic Year.....Apr 22 to July 12, 2024

Exams.....July 15 to 19, 2024

Clinical Year.....Ends Aug 16, 2024

Science

May offer fieldtrip courses that have different dates

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

CC:

Laurie Schnarr, Vice-Provost (Students)

Shannon Coyston, Associate University Secretary (Senate)

Approval Discussion/Advice Information

AGENDA ITEM:

Board of Governors Education Plan 2022-2023

RECOMMENDED RESOLUTION:

n/a

CONTEXT AND BACKGROUND:

As part of its responsibilities, the Governance and Nominating Committee is tasked with developing an annual education plan for the Board of Governors. The details of the plan evolve throughout the year, but the subject matter of the plan will remain relatively unchanged. The plan is attached to provide Board Members with an understanding of the areas and topics that will be addressed through a variety of learning and development opportunities for Board and Committee members.

RESOURCE REQUIREMENTS:

Human Resources (time) and some financial resources may be required to facilitate some of the learning opportunities.

CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:

Good and effective governance is a key factor in the University of Manitoba's ability to operate effectively and efficiently. Many of the topics identified in the education plan have direct links to the University's 2015-2020 Strategic Plan and all topics will contribute to the functioning of the Board of Governors in a collegial, respectful, inclusive, and effective manner.

IMPLICATIONS:

Reputational impacts to the University could present themselves if Board of Governors members are not provided with or do not take the opportunity to engage in educational opportunities.

ROUTING TO THE BOARD OF GOVERNORS:

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Title</u>	<u>Date</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Governance & Nominating Cttee		2022/11/01

SUBMISSION PREPARED BY: Laura Orsak-Williams, Governance Systems Coordinator

ATTACHMENTS: Board of Governors Education Plan 2022-2023

The Governance and Nominating Committee is tasked with the creation and implementation of an annual education plan for the Board of Governors. The plan, which is provided to the Board of Governors for information, is divided into four sections:

1. **Strategic Matters and Focus Areas** - those educational topics whose direction is derived from the strategic priorities that are determined annually by the Board of Governors Executive Committee.
2. **Current Topics** - those subject matters which come from the President's strategic priorities, items raised by members of the Board and areas of focus for the University of Manitoba as a whole.
3. **Foundational Items** - those topics in which education helps Board members to understand the operations of the University of Manitoba as a large and complex organization, assisting them in fulfilling their fiduciary obligations.
4. **Board Governance** - educational topics related to being a member of the Board and is intended to help Board members engage in meaningful ways and help the Board operate more effectively as a whole.

The educational topics below have been reviewed, accepted, and endorsed by the Governance and Nominating Committee for the 2022-2023 year. The methods of educational delivery and specific focussed topics will vary depending on the subject matter.

1. **Strategic Matters and Focus Areas**

Trust

In his June 2022 report to the Board on his priorities for the coming year, President Benarroch identified trust as a key area of focus. Trust in universities is a multi-faceted and complex topic and is integral to ensuring the University continues to hold a strong reputation for its stakeholders. Principles of trust, including transparency and relationship building, may be explored as educational topics for the Board.

Strategic Planning Pre-Education

As the University embarks upon its new strategic planning process, the participation of the Board will be an important component in ensuring that the Plan is successfully developed and implemented. In order to have productive, meaningful, and beneficial discussions on the role of the Board of Governors in strategic planning and the issues facing Canadian universities over the next 10 years, a number of educational components may be utilized, including facilitated sessions and discussions and pre-reading or briefings on the role of the Board in strategic planning and key issues.

2. **Current Topics**

Student Experience

Student experience is an area identified by the Board and the Governance Working Group during its review of the Board's committee structure in which the Board would like more

education and information. Recognizing that “student experience” is a broad and diverse area, the Committee will engage with resources that are available at the University through the Provost’s Office and with student groups. Other Canadian university boards will also be canvassed to see the ways in which they engage with student experience at a Board level.

Research and Innovation

Like student engagement, research and innovation were identified as areas of interest for the Board. Beginning with the presentation by the University’s new Vice-President (Research and International) at the November 2022 meeting of the Board of Governors, the Committee will seek opportunities for the Board to learn more about research and innovation at a broad level. Education in this area will help the Board to better consider the impacts on research and innovation in its decision making and help to advance the University’s research and innovation goals.

Indigenous Engagement and Reconciliation

The areas of Indigenous Engagement and Reconciliation are foundational to the University of Manitoba’s strategic plan and goals for the future and its commitment cannot be understated. The Board of Governors, as leadership within the organization, must participate in these processes in a way that is respectful and meaningful. The Committee recognizes that Board members will be at various stages of their own journeys with reconciliation and will work with the Office of the Vice-President (Indigenous) to help identify appropriate education pathways for Board members so that they can continue this important work and use their learning to help guide discussions at the Board and committee levels.

Equity, Diversity and Inclusion

Equity, Diversity, and Inclusion are aspects of the University’s core values and as such should be part of the Board’s values as well. Equity, diversity and inclusion affects all University of Manitoba stakeholders and is foundational to the University continuing to develop and evolve.

Anti-racism

Similarly, to the topics above, engaging in anti-racism should be a core tenet of the Board’s processes and decision-making. It is important to note that anti-racism is an important component of both Reconciliation and Equity, Diversity and Inclusion, and it can also be considered on its own. While this topic is incredibly complex and has many layers of nuance, education on the University’s anti-racism initiatives will help to guide the Board.

3. Foundational Items

Board Orientation

Learning about the governance structure and the University of Manitoba’s Board of Governors is a key educational component for new Board of Governors members and aids them in fulfilling their responsibilities. In addition to a general orientation prior to the first meeting in September, new members will meet with each Vice-President to gain an understanding of their roles within the University.

Budget and Finance Education

The University is a very large and complex organization with large and complex budget. Members of the Board of Governors have fiduciary obligations and an annual budget education

session helps Board members to better understand the University's budget process and financial statements prior to the annual approval of the budget for the coming year.

Tours

Tours are used by the Board to provide insight and education into specific units, programs, and facilities. Tours can help to draw connections between the University's core values, strategic plans, and ongoing initiatives. They can be a valuable tool used to aid in understanding the decisions made operationally around funding, research and innovation, student experience, and capital projects. For example, a tour of student learning spaces or support centres could help provide the Board with a better grasp of the student experience.

4. Board Governance

Board and Committee Roles, Responsibilities and Expectations

With the newly proposed committee structure, it will be important to orient Board and committee members to the role and purpose of each committee and how they can work together effectively to better support the strategic work of the Board and allow them to focus on high-level discussions while ensuring that due diligence is performed at the Committee level. Additionally, clearly establishing and communicating the roles and expectations for Board and Committee members, Chairs, and Vice-Chairs will ensure fairness and a more equitable distribution of workload. Mentorship components will help to develop leadership and responsibility amongst Board and Committee members.

Values

Following up on the Board retreat from the Spring of 2022, continued education on values-based decision making and governance will be important. Resources available from The Governance Guys and other sources can help the Board to continue its progress in conjunction with the development of the University's new strategic plan.